

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT
helping people protect, conserve and restore natural resources since 1939

Regular Meeting of the Board of Directors
June 21, 2007
Location: Farm Bureau
765 Main Street, Half Moon Bay
7:00 pm- 9:00 pm

7:00 pm	1. Call to Order
7:00 pm	2. Introduction of Guests and Staff
7:05 pm	3. Public Comment- The Board will hear comments on items that are not on the agenda where the Board has jurisdiction. Comments are limited to three minutes per person, not to exceed a total of 15 minutes for all participants. The Board cannot take action on an item unless it is an emergency as defined under Government code Sec. 54954.2.
7:10 pm	4. Approval of Consent Agenda 4.1. Draft Meeting Minutes from April 19, 2007 4.2. Draft Meeting Minutes from May 10, 2007 ✓ ¹ 4.3. Financial Statements for May, 2007 ✓ ^{1/0}
7:15 pm	5. Discussion or Informational Items
7:15	5.1. Presentation on Microbial Source Tracking by Carolann Towe.
7:35	5.2. Discussion of District compliance with Brown Act.
7:55	5.3. Executive Director Report
8:15	5.4. NRCS Report
8:25 pm	6. Action Items
8:25	6.1. <u>Critical Coastal Areas Project Funding.</u> Recommend Board approval of Contract No. 716 with San Francisco Estuary Institute for RCD Services.
8:35	6.2. <u>FY 07-08 Budget.</u> Recommend Board approval of proposed district budget for Fiscal Year 2007-2008.
9:00 pm	7. Adjourn

Notation of Items Distributed:

- Draft Meeting Minutes from April 19, 2007
- Draft Meeting Minutes from May 10, 2007
- Financial Statements from May, 2007
- Executive Director Updates for June 2007
- Contract No. 716 with San Francisco Estuary Institute for RCD Services for Fitzgerald Marine Reserve Critical Coastal Area Project
- Proposed District Budget for FY 2007-2008
- Project Description for: Identification of Sources of Fecal Pollution Impacting Pillar Point Harbor"
- Grant proposal for "Oil Creek and Slate Creek Restoration Assessment"
- Letter in Support of DFG Fisheries Restoration Grant Program

SAN MATEO COUNTY RESOURCE
CONSERVATION DISTRICT
VOLUNTARY SIGN IN SHEET

DATE OF MEETING: June 21, 2007

<u>NAME</u>	<u>EMAIL</u>
1. Kellyx Nelson	kellyx@sanmateorcd.org
2. Rich Allen	RICH@MOSSBEACHBRANCH.COM
3. Jack Olsen	SMCFBhmb@aol.com
4. Jim Reynolds	reynoldsjim@earthlink.net
5. Dee Harley	dee@harleyfarms.com
6. Michael Schuppenhauer	michaelrs@yahoo.com
7. Ron Sturgen	
8. CAROLAN TOWE	CTOWE@COMCAST.NET
9. Jim Howard	james.howard@ca.usda.gov
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	

SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT
625 Miramontes Street, Suite 103
Half Moon Bay, CA 94019

21 June 2007
Regular Meeting of the Board of Directors
625 Miramontes Street, Half Moon Bay, CA 94019

PRESENT: Rich Allen, President; Jack Olsen; Jim Reynolds; Jim Howard, District Conservationist, Natural Resources Conservation Service; Kellyx Nelson, Executive Director; Renee Moldovan, Staff; Ron Sturgeon, Carolann Towe, Dee Harley, Michael Shuppenhauer

ABSENT: TJ Glauthier, Roxy Stone

CALL TO ORDER: President Allen called the meeting to order at 7:15 p.m. A quorum was declared present.

INTRODUCTION OF ATTENDEES: Michael Shuppenhauer, Dee Harley of Dee Harley Farms

PUBLIC COMMENT: No oral comments were made.

APPROVAL OF CONSENT AGENDA:

The Executive Director asked that we remove the draft Meeting minutes and financial statements for May 2007.

A MOTION was made (Olsen), SECONDED (Reynolds), and CARRIED unanimously:

MOVED: To adopt the consent agenda minus the May draft meeting minutes and May financial statements

DISCUSSION OR INFORMATIONAL ITEMS:

Presentation on Microbial Source Tracking: Ms. Towe made a PowerPoint presentation about microbial source tracking. The RCD will be using the library independent method for the Pillar Point Harbor study. Ms. Nelson explained that the big picture is that the project will undertake studies to determine the source of fecal contamination in Pillar Point Harbor. A primary way this will be done is by genetically testing the bacteria that are found to determine which animal they came from, human or otherwise. The fact that this is a 3 year study came up as a discussion point. Mr. Sturgeon felt results could happen within a much quicker time period. He also asked if the Technical Advisory Committee is paid, and if it is open to the public. Ms. Nelson said it is

not going to be publicly noticed. Mr. Sturgeon stated that is a violation of Brown Act. Ms. Nelson will check with counsel.

Discussion of District Compliance with Brown Act:

In response to a letter sent by Ron Sturgeon to the RCD Board of Directors stating that he felt the RCD was in violation of the Brown Act, Ms. Nelson said that there are two parts to the discussion: (1) whether the RCD is legally compliant with the Brown Act, and (2) recommendations on how the RCD can improve. Ms. Nelson contacted Miruni Soosaipillai, County Counsel; Martha Poyatos, LAFCO; Tacy Curry, CARCD; and various other RCD's. She then broke Mr. Sturgeon's concerns down into six (6) different issues:

- Was the May board meeting publicly noticed?
 - By counsel and staff's understanding, this was publicly noticed and freely accessible because 72 hours prior to the meeting, the agenda was posted at the front door of the building, available in the office, sent out to interested parties via email, and posted on the web page.
- Can meeting dates and locations be changed?
 - Counsel advised that it is legal to periodically meet in another location or time that that which is regularly scheduled. However, this should only be done occasionally. Ms. Nelson advised that the RCD had been changing meeting times or locations too frequently to obtain quorum and recommended that if there is no quorum, the meeting should be cancelled.
- Are we in violation of the Brown Act by holding meetings outside of district jurisdiction?
 - Counsel was not certain about this and would look into it so Ms. Nelson did not have a certain answer yet. However, counsel's initial reaction was that the common sense interpretation is about accessibility and it appears that we are accessible. It is possible that, under Mr. Sturgeon's interpretation, the RCD office would not be a legal meeting place either, as the office is technically not in the district jurisdiction. Counsel will research the issue further to determine the legality of our meeting place.
- Are our agendas specific enough?
 - Counsel said there is very little guidance in the Brown Act regarding what is specific enough but it was her conclusion that our agendas were specific enough to be legally compliant. Ms. Nelson shared many examples of agendas from other RCDs and special districts that are more, less, and similarly specific to demonstrate that there is a wide variety of ways to interpret what is legally required. Examples were from the Santa Cruz RCD, Montara Water and Sanitary District, Southern Sonoma RCD, Alameda RCD, RCD of Grater San Diego County, East Merced RCD, and San Mateo County RCD before Ms. Nelson arrived. One example was that of San Mateo RCD agendas before she began at the RCD, to demonstrate that we have tried to become more specific that earlier. Ms. Nelson recommended that enough directors' time had been spent on agenda format and that this be something that is managed at the staff level.
- Should the agenda include itemized topics under public comment?

- These points were put in as an invitation to the public for discussion on topics so that they were aware of their opportunity to do so, in addition to any other comments. It was not a violation of the Brown Act, but was a style choice that she is happy to eliminate.
- Do advisory committees need to be publicly noticed?
 - Not all advisory bodies are subject to the Brown Act. However, standing committees are. An ad hoc committee for a specific project does not need to be noticed if it does not contain a quorum of the board.
 - Counsel advised that the Agricultural Production Subcommittee must be noticed, as it was established to have an ongoing task and is an advisory committee to the board.
 - The Finance Committee should be publicly noticed as well.

Mr. Olsen suggested a closed session with legal counsel for the next meeting. He feels Mr. Sturgeon's letter could be exposure to litigation. The information he has been getting from county counsel is in direct opposition to Ms. Nelson's. Ms. Nelson agreed with the recommendation.

Executive Director Report: Ms. Nelson shared the written notes included below and reported on them verbally. In addition, there was discussion on the following items:

- Frenchman's Creek – Ms. Nelson will speak with Marsha Raines regarding letter sent by Steve Flint, Planning Director of Half Moon Bay.
 - Coastal Development Permit was necessary due to the fact that this project is in dual jurisdictions, county and city, and since this was such an expensive endeavor to do separately, we went straight to Coastal Commission (by recommendation of consultant) for a single approval. This also eliminates an appeal period.
- PIWMP – Ms. Nelson will be sending letter out to landowners in watershed.
- Funding is now available for Renee to work 4 days per week.
- RCD is now insurable for benefits package as a group.
- Oil Creek and Slate Creek grant application – Mr. Sturgeon requested that the board think up front whether or not they want to get involved with this project. He feels that there is no reason to do project if assessment is on state lands.
 - Ms. Nelson mentioned that a major property owner is Red Tree, a private landowner. She will bring map to next board meeting so they can see areas involved.
- Ms. Nelson reported that we have started a very small partnership doing beach clean-ups with HOPE Services which aid the developmentally challenged.
- Mr. Olsen mentioned that a group of lawyers are moving offices and furniture is being donated, Renee will check out availability.
- Mr. Glauthier would like to discuss staff overhead costs at another meeting.
- Ms. Nelson reported that the NRCS has proven to be a valuable partner providing surveying, biological monitoring, advice and technical knowledge, furniture for new staff, and tech support

**San Mateo County Resource Conservation District
DRAFT FY 07/08 Budget**

REVENUE	FY 07/08	Estimate FY 06/07	<i>Variance</i>
Contracts/Grants			
Ag Water Quality	\$ 261,688	\$ 21,580	\$ 240,108
Apanolio	\$ 125,071	\$ 15,090	\$ 109,981
Bear Gulch	\$ 166,897	\$ 16,921	\$ 149,976
Critical Coastal Area	\$ 11,655	\$ -	\$ 11,655
Frenchman's Creek	\$ 220,625	\$ 26,172	\$ 194,453
NRCS	\$ -	\$ 9,000	\$ (9,000)
Pilarcitos IWMP	\$ 188,900	\$ 61,087	\$ 127,813
Permitting	\$ -	\$ 10,000	\$ (10,000)
Pillar Point Harbor	\$ 295,333	\$ -	\$ 295,333
Unrestricted	<u>\$ 10,000</u>	<u>\$ 35,000</u>	<u>\$ (25,000)</u>
<i>Grants/Contracts Subtotal</i>	\$ 1,280,169	\$ 194,850	\$ 1,085,319
Fines and Mitigation Funds			
Apanolio	\$ 148,535	\$ 10,035	\$ 138,500
Frenchman's Creek	<u>\$ 5,957</u>	<u>\$ 750</u>	<u>\$ 5,207</u>
<i>Fines and Mitigation Subtotal</i>	\$ 154,492	\$ 10,785	\$ 143,707
Fees for Services	\$ 1,500		\$ 1,500
Individual Contributions	\$ 1,000	\$ 1,554	\$ (554)
In-kind	\$ 2,250	\$ -	\$ 2,250
Interest Income	\$ 1,000	\$ 998	\$ 2
Misc. Income	\$ 1,000	\$ 1,613	\$ (613)
Property Taxes	<u>\$ 47,000</u>	<u>\$ 48,540</u>	<u>\$ (1,540)</u>
Total Revenue	\$ 1,488,411	\$ 257,342	\$ 1,231,069
EXPENSES			
<u>Personnel</u>			
Salaries	\$ 195,675	\$ 129,189	\$ 66,486
Fringe	\$ 47,712	\$ 7,061	\$ 40,651
Retirement	\$ 6,900	\$ -	\$ -
Part-Time Water Quality Monitor	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>
<i>Subtotal Personnel</i>	\$ 265,287	\$ 136,250	\$ 129,037
<u>Operating Expenses</u>			
Accounting Services	\$ 5,000	\$ 54	\$ 4,946
Bank Fees	\$ 250	\$ 136	\$ 114
Computer services	\$ 500	\$ 80	\$ 420
Discretionary	\$ 1,000	\$ 850	\$ 150
Equipment	\$ 1,000	\$ 1,555	\$ (555)
Insurance - Liability	\$ 2,200	\$ 2,071	\$ 129
Intern Service	\$ 3,000	\$ -	\$ 3,000
Internet, Web, Phone	\$ 1,500	\$ 1,284	\$ 216
Legal	\$ 2,100	\$ 200	\$ 1,900
Local Mileage	\$ 500	\$ -	\$ 500

6/7/2007

DRAFT BUDGET 07/08

Membership, Dues & Subscription	\$ 1,000	\$ 533	\$ 467
Postage and Delivery	\$ 100	\$ 5	\$ 95
Printing and Copying	\$ 1,500	\$ -	\$ 1,500
Professional Development	\$ 2,000	\$ 145	\$ 1,855
Public Relations and Outreach	\$ 250	\$ -	\$ 250
Rent	\$ 14,400	\$ 8,400	\$ 6,000
Supplies	\$ 100	\$ 21	\$ 79
Travel/Accommodations	\$ 600	\$ 234	\$ 366
<i>Subtotal Operating Expenses</i>	\$ 37,000	\$ 15,567	\$ 21,433

Program Expenses

(other than personnel)

Agricultural Water Quality	\$ 185,967	\$ 100	\$ 185,867
Apanolio Fish Passage	\$ 262,435	\$ 3,007	\$ 259,428
Bear Gulch	\$ 154,460	\$ 1,500	\$ 154,460
Blue Circle	\$ 1,650	\$ 682	\$ 968
Frenchman's Creek Fish Passage	\$ 197,427	\$ 6,766	\$ 190,661
Permit Coordination	\$ -	\$ 94	n/a
Pilarcitos IWMP	\$ 160,000	\$ 39,419	\$ 120,581
Pillar Point Harbor	\$ 206,099	\$ -	\$ 206,099
Workshops	\$ 1,000	\$ -	\$ -
Youth Education	\$ 900	\$ -	\$ 900
<i>Subtotal Program Expenses</i>	\$ 1,169,938	\$ 51,567	\$ 1,118,371

TOTAL EXPENSES \$ 1,472,225 \$ 203,385 \$ 1,268,840

Footnotes to the Proposed Financial Budget:

REVENUE

Contracts/Grants

The RCD will bill to the following contracts or grants for personnel or program expenses for the following projects based on their respective work plans:

- *Improving Water Quality in Coastal San Mateo County Watersheds* (AKA "Agricultural Water Quality"): \$261,688 from SWRCB¹
- *Apanolio Canyon Fish Passage*²: \$125,077 from SWRCB
- *Bear Gulch Watershed Upslope Erosion Management Plan* (AKA "Bear Gulch"): \$166,897 from DFG³
- *Critical Coastal Area Program*: \$11,655 from a subcontract with San Francisco Estuary Institute under their grant with SWRCB.
- *Frenchmen's Creek Fish Passage Improvement*: \$220,625 from the following grant sources⁴:
 - \$110,625 from the DFG Fisheries Habitat Restoration Grant Program
 - \$25,000 from DFG adaptive management funds

¹ State Water Resources Control Board

² Additional funding for this project is under Fines and Mitigation funds

³ Department of Fish and Game

⁴ Additional funding for this project under Fines and Mitigation funds

DRAFT BUDGET 07/08

- \$60,000 from the State Coastal Conservancy
- \$25,000 from American Rivers
- *Pilarcitos Creek Integrated Watershed Management Plan*: \$188,900 from a subcontract with SFPUC⁵ under their grant with SWRCB.
- *Identification of Sources of Fecal Pollution Impacting Pillar Point Harbor (AKA Pillar Point Harbor Study)*: \$295,333 from SWRCB

The RCD anticipates raising an additional \$10,000 in grant awards during the fiscal year for unrestricted funds.

The RCD was also included in a grant to develop the San Gregorio Integrated Watershed Management Plan, but no amount was included in the budget because it appears uncertain whether or not the project will significantly move forward this fiscal year. Some revenue is possible.

Fines and Mitigation Funds

The RCD has received restricted funds from fines and or mitigation funds that are allocated to the following projects:

- *Apanolio Canyon Fish Passage*: \$148,535
 - \$139,535 from fines levied against Caltrans for environmental impact improvements to Hwy 92. The use of these funds is restricted to work in the Pilarcitos Creek watershed.
 - \$9,000 from the City of San Mateo from fines levied against the city for discharge from their wastewater treatment plant. The use of these funds is restricted to a building permit for the bridge.
- *Frenchmen's Creek Fish Passage Improvement*: \$5957 from a legal settlement for impact to Frenchman's Creek that is restricted to specific activities in this project.

Fees for services

Fees are charged for Grading Permit Exemptions. It is difficult to anticipate revenue from this source because the number of applicants, size of the projects and correlated fees are uncertain. Staff estimates that there will be three exemption applications, totaling \$1500

Individual Contributions

Donors contribute silent auction items to each Blue Circle event. The estimated value of the contributions for the fiscal year is \$1000.

In-kind

Blue Circle events depend heavily on volunteer labor, donations of food and supplies, and donations or cost-reductions for meeting spaces. The value for this fiscal year is estimated to be \$1,650. Additionally, \$600 has been promised by one donor for logo design.

The budget does not reflect in-kind support for technical support, logo design, mapping, grant writing, speakers, administrative support, matching support to grants, and internal

⁵ San Francisco Public Utilities Commission

DRAFT BUDGET 07/08

program auditing. The value of these contributions for the fiscal year is estimated to be \$5,536.

Interest

This is the interest received from cash accounts.

Property Taxes

Based on County estimates, \$47,000 in property taxes is expected this year.

EXPENSES

Personnel

Salaries include a full time Executive Director, a Fiscal Manager at 32 hours per week, and a full time Resource Specialist.

Fringe Benefits include Worker's Compensation, health insurance, payroll taxes, and retirement contributions, estimated to cost approximately 25% of salaries. The RCD will not pay fringe benefits for the Resource Specialist position until it is full time, approximately one quarter into the fiscal year.

Retirement is \$150 per month for full-time employees. And additional \$1800 is budgeted in arrears for the Executive Director for FY 06/07.

A part time water quality monitor will be hired to work the Pillar Point Harbor study as needed on an hourly basis with no fringe benefits and will not exceed 20 hours in any given week.

Operating Expenses

Accounting Services: A biennial audit for FY 05/06 and FY 06/07 will be completed this fiscal year and is estimated to cost \$3500. \$1000 is owed for the last biennial audit. \$500 is for mentoring services rendered.

Bank Fees: This item is an estimate of miscellaneous bank and credit card fees and interest charges when the line of credit is used.

Computer Services: This item is for technical support as needed.

Discretionary: This item allows for flexibility in RCD governance and program administration, including the ability to respond to emergency situations or to take advantage of arising small-scale opportunities.

Equipment: This item includes office furniture for new staff, a printer, and essential software expenses that are not funded by grants for specific program expenses.

Insurance/ Liability: This is the amount that is charged to the RCD for liability insurance.

Intern Services: This item is to provide stipends for a graduate student to intern and for a high school student intern.

DRAFT BUDGET 07/08

Internet, Web, Phone: This is for DSL internet, web page server and domain, and telephone services.

Legal: The RCD contracts with County Counsel for legal services at a rate of \$175 per hour. Approximately 12 hours of legal review is needed for policies and documents, contracts, memoranda of understanding, and unforeseen legal issues and questions.

Local Mileage: This is for mileage expenses at \$.42 per mile that are not covered by program-specific funding or use of the NRCS vehicle through a partnership agreement.

Membership, Dues and Subscriptions: Memberships include California Association of Resource Conservation Districts, Local Areas Formation Commission, and California Special Districts Association.

Postage and Delivery: This item is for postage and delivery that is not supplied by the NRCS. True costs for this line item are significantly higher but are funded by our partnership with NRCS.

Printing and Copying: This is for logo design, flyers, business cards, and brochures.

Professional Development: This is for registration and materials for workshops, training, and conferences for staff and board members.

Public Relation and Outreach: This is for costs, including advertising fees, associated with outreach, and general communications.

Rent: \$1200 per month is anticipated for rent.

Supplies: Most office supplies are provided by the NRCS. The true cost of this line item is significantly higher but is funded by our partnership with NRCS.

Travel/Accommodations: This is to cover any travel costs that are not associated with specific program expenses.

Program Expenses (other than Personnel)

Agricultural Water Quality: This is for approved expenses under Agreement #04-305-552-1 with SWRCB and associated matching funds. This project will facilitate implementation of accepted conservation practices to reduce agricultural nonpoint source pollution and financial assistance to private landowners and agricultural producers participating in Farm Bill contracts.

Apanolio Fish Passage: This is for approved expenses under Agreement 02-085-521-1 with SWRCB and associated matching funds. This project will restore steelhead fish passage in Apanolio Creek while ensuring access to adjacent lands for continued agricultural production.

DRAFT BUDGET 07/08

Bear Gulch: This is for approved expenses under P430404 with the DFG. This project will implement upslope road treatments to improve drainage along rural roads, improving a riparian canopy for steelhead and coho in a selected section of Gazos Creek, South Fork Gazos Creek and three un-named tributaries.

Blue Circle: This is for three Blue Circle events. The Blue Circle is a community forum to share ideas, information and resources for the goal of natural resource management, education, and stewardship.

Frenchman's Creek Fish Passage: This is for approved expenses under Grant P0330405 with the DFG and associated matching funds. This project will restore steelhead fish passage to upper Frenchman's Creek while ensuring access to adjacent lands for continued agricultural production.

Pilarcitos Creek Integrated Watershed Management Plan: This is for approved expenses under the Memorandum of Understanding with SFPUC for consultant fees, outreach, workshops, and other program expenses.

Pillar Point Harbor Study: This is for approved expenses under agreement with the SWRCB for consultants, lab work, technical advisors, and other approved project expenses.

Workshops: This is for costs incurred when providing workshops for private and public land stewards to help them develop skills to protect, conserve, and restore natural resources other than those included in specific projects

Youth Education: This is to sponsor two (2) high school teams who participate in the Envirothon competition and one student for Range Camp. These two programs are intended to develop in young people an understanding of the principles and practices of natural resource management and ecology.

Cash Flow Projection FY 2007/08

	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-07	Total FY 2007/08		
Cash In															
Grants/Contracts															
Ag Water Quality (Prop 50)		\$ 13,305.00						\$ 13,305.00					\$ 53,220.00		
Acanalio(RW/QCB)		\$ 1,188.75					\$ 1,133.00	\$ 1,820.35					\$ 4,142.10		
Bear Gulch		\$ 3,051.85					\$ 3,097.00	\$ 3,097.00					\$ 12,342.85		
Critical Coastal Area		\$ 2,610.00					\$ 3,015.00	\$ 3,015.00					\$ 11,655.00		
Franchmen's Creek		\$ 5,359.00					\$ 5,359.00	\$ 6,701.00					\$ 22,663.50		
PCIVMAP	\$ 2,911.00	\$ 2,911.00	\$ 2,911.00	\$ 2,911.00	\$ 2,911.00	\$ 2,911.00	\$ 2,299.00	\$ 2,299.00	\$ 2,299.00	\$ 2,299.00	\$ 2,752.00	\$ 2,752.00	\$ 32,166.00		
Pillar Point Harbor		\$ 3,644.00				\$ 10,932.00		\$ 10,932.00					\$ 36,440.00		
San Gregorio Fees for Services													\$ -		
Individual Contributions													\$ -		
Inkind													\$ -		
Property Tax	\$ 801.13	\$ 196.66	\$ 38.76				\$ 3,974.14	\$ 19,403.50	\$ 3,401.64	\$ 1,863.18	\$ 312.25	\$ 13,000.00	\$ 1,000.00	\$ 750.00	\$ 44,741.26
Fines and Mitigation	\$ 1,038.00	\$ 1,038.00	\$ 1,037.00	\$ 1,393.00			\$ 396.00	\$ 396.00							\$ 5,298.00
Misc. Income															\$ -
Line of Credit															\$ -
Subtotal	\$ 4,750.13	\$ 33,304.26	\$ 3,986.76	\$ 4,304.00	\$ 44,122.14	\$ 22,710.50	\$ 5,700.64	\$ 43,032.53	\$ 2,611.25	\$ 15,299.00	\$ 39,345.50	\$ 3,502.00	\$ 222,666.71		
Cash Out															
Personnel	\$ 13,703.00	\$ 13,703.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 15,436.00	\$ 181,766.00		
Fringe	\$ 2,886.00	\$ 2,886.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 4,012.00	\$ 45,892.00		
Operating Expenses	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 2,450.00	\$ 29,400.00		
Program Expenses															
Total Cash Out	\$ 19,039.00	\$ 19,039.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 271,898.00		
Summary															
BEGINNING BALANCE	\$ 26,977.37	\$ 12,688.50	\$ 26,953.76	\$ 9,042.52	\$ (8,551.48)	\$ 13,672.66	\$ 14,485.16	\$ (1,712.20)	\$ 19,422.33	\$ 135.58	\$ (6,463.42)	\$ 10,984.08			
CASH IN	\$ 4,750.13	\$ 33,304.26	\$ 3,986.76	\$ 4,304.00	\$ 44,122.14	\$ 22,710.50	\$ 5,700.64	\$ 43,032.53	\$ 2,611.25	\$ 15,299.00	\$ 39,345.50	\$ 3,502.00	\$ 222,666.71		
CASH OUT	\$ 19,039.00	\$ 19,039.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 21,898.00	\$ 257,058.00		
BALANCE FORWARD	\$ 12,688.50	\$ 26,953.76	\$ 9,042.52	\$ (8,551.48)	\$ 13,672.66	\$ 14,485.16	\$ (1,712.20)	\$ 19,422.33	\$ 135.58	\$ (6,463.42)	\$ 10,984.08	\$ (7,411.92)			

Draft Budget FY 07/08

REVENUE	FY 07/08	Actual to Date 06/07	Variance
Grants/Contracts			
Ag Water Quality	\$ 217,120.00		
Apanolio	\$ 126,624.00		
Critical Coastal Area	\$ 11,655.00		
Frenchman's Creek	\$ 228,633.00		
PCIWMP	\$ 270,000.00		
Pillar Point Harbor	\$ 274,376.00		
So Fork Gazos	\$ 166,802.00		
Unrestricted	\$ 10,000.00	\$ -	
<i>Grants/Contracts Subtotal</i>	\$ 1,305,210.00	\$ 98,107.00	\$ 1,207,103.00
Fees for Services	\$ 1,500.00		\$ 1,500.00
Fines and Mitigation Funds			\$ 0.00
Caltrans	\$ 139,535.00		
County of San Mateo	\$ 9,000.00		
Frenchman's Creek	\$ 4,000.00	\$ -	
<i>Fines and Mitigation Subtotal</i>	\$ 152,535.00	\$ 9,068.00	
Individual Contributions	\$ 1,100.00	\$ 1,464.00	\$ 364.00
Inklnd	\$ 1,000.00		\$ 1,000.00
Interest Income	\$ 1,000.00		\$ 1,000.00
Misc. Income	\$ 1,000.00	\$ 2,202.00	\$ 1,202.00
Property Taxes	\$ 47,000.00	\$ 45,831.00	\$ 1,169.00
Total Revenue	\$ 1,510,345.00	\$ 156,672.00	\$ 1,353,673.00
EXPENSES			
<u>Personnel</u>			
Executive Director salary	\$ 80,000.00		\$ 80,000.00
Fringe @25%	\$ 20,000.00		\$ 20,000.00
			\$ 0.00
Fiscal Manager	\$ 53,248.00		\$ 53,248.00
Fringe @25%	\$ 13,312.00		\$ 13,312.00
			\$ 0.00
Resource Specialist	\$ 57,600.00		\$ 57,600.00
Fringe @ 25%	\$ 13,200.00	\$ -	\$ 13,200.00
<i>Subtotal Personnel</i>	\$ 237,360.00	\$ 112,167.00	\$ 125,193.00
<u>Operating Expenses</u>			
Accounting Services	\$ 5,300.00	\$ 54.00	\$ 5,246.00
Bank Fees	\$ 500.00	\$ -	\$ 500.00
Computer services	\$ 600.00	\$ 80.00	\$ 520.00
Discretionary	\$ 1,000.00	\$ 557.16	\$ 442.84
Equipment	\$ 1,500.00	\$ 1,555.22	\$ 55.22
Insurance - Liability	\$ 2,100.00	\$ 1,716.60	\$ 383.40
Intern Service	\$ 4,000.00	\$ -	\$ 4,000.00
Internet, Web, Phone	\$ 1,500.00	\$ 1,139.91	\$ 360.09
Legal	\$ 2,800.00	\$ 200.00	\$ 2,600.00
Local Mileage	\$ 600.00		\$ 600.00

Draft Budget FY 07/08

Membership, Dues & Subscription	\$ 2,000.00	\$ 533.00	\$1,467.00
Postage and Delivery	\$ 400.00	\$ 4.95	\$395.05
Printing and Copying	\$ 1,500.00		\$1,500.00
Professional Development	\$ 2,500.00	\$ 145.00	\$2,355.00
Public Relations	\$ 500.00		\$500.00
Rent	\$ 14,400.00	\$ 7,000.00	\$7,400.00
Supplies	n/a	\$ 20.57	n/a
Travel/Accommodations	\$ 600.00	\$ 233.91	\$366.09
<i>Subtotal Operating Expenses</i>	<i>\$ 41,800.00</i>	<i>\$ 13,240.00</i>	<i>\$28,560.00</i>

Program Expenses

(other than personnel)

Adult Education	\$ 1,000.00		\$1,000.00
Agricultural Water Quality	\$ 177,400.00		\$177,400.00
Apanolio Fish Passage	\$ 265,441.00		\$265,441.00
Blue Circle	\$ 1,000.00		\$1,000.00
Critical Coastal Area	\$ 2,500.00		\$2,500.00
Frenchman's Creek Fish Passage	\$ 210,806.00		\$210,806.00
Permit Coordination	tbd		n/a
PCIWMP	\$ 232,540.00		\$232,540.00
Pillar Point Harbor	\$ 237,936.00		\$237,936.00
South Fork Gazos Upslope Erosion Control	\$ 154,460.00		\$154,460.00
Watershed Planning			\$0.00
Youth Education	\$ 1,800.00		\$1,800.00
<i>Subtotal Program Expenses</i>	<i>\$ 1,284,883.00</i>	<i>\$ 9,653.00</i>	<i>\$1,275,230.00</i>

TOTAL EXPENSES \$ 1,564,043.00 \$ 135,060.00 \$1,428,983.00