



**Regular Meeting of the Board of Directors**  
**August 19, 2010**  
**Location: RCD Office**  
**6:30 pm- 8:30 pm**

<b>1. Call to Order</b>
<b>2. Introduction of Guests and Staff</b>
<b>3. Public Comment-</b> 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. The Board cannot take action on an item unless it is an emergency as defined under Government code Sec. 54954.2.
<b>4. Approval of Agenda</b>
<b>5. Consent Agenda</b> 5.1. June 17, 2010 Draft Regular Meeting Minutes 5.2. Draft May 2010 Financial Statements 5.3. Draft June 2010 Financial Statements 5.4. Draft July 2010 Financial Statements
<b>6. Discussion Items</b> 6.1. FY 2008/2009 Audit Update 6.2. Executive Director Report 6.3. Planning for Executive Director maternity leave.
<b>7. Action Item</b> 7.1. Board consideration of approval of proposed FY 2011 budget.
<b>8. Adjourn</b>

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the San Mateo RCD office, located at the address above, for the purpose of making those public records available for inspection.*

SAN MATEO COUNTY RESOURCE  
CONSERVATION DISTRICT  
VOLUNTARY SIGN IN SHEET

DATE OF MEETING: 8/19/10

	<u>NAME</u>	<u>EMAIL</u>
1.	Jim REYNOLDS	
2.	Neal Kramer	
3.	Rory Stone	
4.	RICH ALLEN	
5.	Tim Fraking	
6.	Renee	
7.	Kx	
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

Signing, registering, or completion of this document is voluntary, and all persons may attend the meeting regardless of whether a person signs, registers, or completes this document

**Minutes of the Regular Meeting of the Board of Directors  
August 19, 2010  
Location: RCD Office**

Directors Present: Rich Allen, Jim Reynolds, Roxy Stone, Neal Kramer

Staff present: RCD-Kellyx Nelson, Renee Moldovan

Guests: Tim Frahm

**1 Call to Order**

Allen called the meeting to order at 6:37 p.m.

**2 Introduction of Guests, Committee, and Staff.**

No introductions needed.

**3 Public Comment.**

None

**4 Approval of Agenda**

Kramer moved to approve and Allen seconded. Agenda approved unanimously.

**5 Consent Agenda**

Kramer moved to approve and Stone seconded. Consent agenda approved unanimously.

**6 Discussion Items**

6.1 FY 2008/2009 Audit Update. Renee advised that she and the auditors hope to have the audit completed by the September 14<sup>th</sup> Board of Directors meeting.

6.2 Executive Director Report.

- RCD and NRCS staffs are reorganizing the office. Our hope is to have the office décor in place by October before the arrival of our AmeriCorps interns.
- The Local Working Group will be hosted by our RCD on Tuesday, September 14, 2010.
- The Blue Circle will be held on September 22, 2010. It will highlight the results of the ag water quality grant and the citizen water quality monitoring projects. The location is still to be determined.
- Fitzgerald Marine Reserve Pollution Control – We are revising the scope of work for our \$500K subcontract to the county (under Prop 84 ASBS) to implement best management practices to reduce non-point source pollution in the FMR Critical Coastal Area. These are funds that had been frozen and are now released. Karissa Anderson will be the project manager.
- Green Jobs Crops – These are federal stimulus funds through the county for green jobs for youth. The county has contracted with Puente de la Costa Sur, and the RCD is a subcontractor to Puente. We are developing a program for high school students around water quality, habitat, and environmental policy. Marty Johnson will be the project manager.

- Pillar Point Harbor fecal pollution project – The State Water Resource Control Board will review our request for additional funds to make the project whole on October 18, 2010. The San Mateo County Harbor Commission awarded the RCD \$15K to finish the circulation study.
- It Takes A Community to Care for A Watershed – The volunteers completed the year of monthly data collection in six mid-coast creeks. The final workshop will take place at the Blue Circle. The RCD will hold a luncheon focus group with the volunteers regarding their learning experience.
- Livestock and Equestrian Water Quality Program – The RCD is the recipient of these Prop 84 ASBS funds, though much of the grant is subcontracted to others in the collaboration. These funds have been released and we are revising the scope of work and negotiating the contract.
- Ponds Program – Most ponds in coastal San Mateo County were created by humans for agricultural purposes and had the unintended consequence of providing valuable remaining habitat for the California red-legged frog and San Francisco garter snake.
  - The NRCS has provided a GIS specialist who is completing a geospatial analysis of ponds in our district and just beyond.
  - The AmeriCorps interns will further the analysis to help us identify and prioritize restoration projects, including creating a database.
  - RCD has been asked by POST to help with their pond restoration program, serving as project administrator for about \$500K in Caltrans mitigation funds for impacts to the San Francisco garter snake for expansion to the SF airport.
  - POST and MROSD have had conversations with the RCD about expanding their capacity to implement their pond restoration programs.
  - One of the priority projects selected by IWRP is for pond repairs on POST’s Johnston Ranch Property. The RCD is the project manager. It is an exciting opportunity to restore agricultural production while contributing to the recovery of endangered species.
- San Gregorio Watershed Enhancement Program – The American Rivers contract to the RCD may or may not be feasible at this point, as it is set to expire but hasn’t started yet, and Kellyx will be on maternity leave for the bulk of the work time that remains. The contract that they sent had the wrong total and wrong billing rates, so we are working that out.
- Pescadero TMDL – The next workshop should happen in October.
- Things pending – There is a grant for Watershed Coordinator through the CA Department of Conservation. Priority will be given to those that have never received previous funds. We are well positioned for the grant and have been coordinating with partners. Due date is October 12<sup>th</sup>.
- Kellyx went to Sacramento and met with the Board of Directors of the CARCD about RCD viability issues. Brian Lahey was in attendance.
- Jim Reynolds asked about the pond workshop that was to take place at the Native Sons in Pescadero. Kellyx advised it had been rescheduled and Marti will contact Jim and Native Sons.

6.3 Planning for Executive Director Maternity Leave

- Kellyx leave mid- November and return around the end of February. She will be unavailable for the 1<sup>st</sup> month and will then be available by phone for 2 half days during the week, but will not create documents or check email.

**7 Action Item**

7.1 Board consideration of approval of proposed FY 2011 budget

- Kramer moved to approve the FY 2011 budget and Stone seconded. Approved unanimously.

**8 Adjourn**

Meeting adjourned at 8:07 p.m.

2:55 PM  
08/16/10  
Accrual Basis

San Mateo County Resource Conservation District  
**Balance Sheet**  
As of May 31, 2010

	<u>May 31, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	28,962.69
1004 · Checking Restricted 8121907	20,240.87
1008 · Checking SEP 8129517 (SEP and CalTrans)	12,505.95
<b>Total Checking/Savings</b>	<u>61,709.51</u>
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	18,512.53
<b>Total Accounts Receivable</b>	<u>18,512.53</u>
<b>Other Current Assets</b>	
1499 · Undeposited Funds	23,462.86
<b>Total Other Current Assets</b>	<u>23,462.86</u>
<b>Total Current Assets</b>	103,684.90
<b>Other Assets</b>	
1600 · Long-Term Receivables	714,540.98
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	291.76
<b>Total Other Assets</b>	<u>716,132.74</u>
<b>TOTAL ASSETS</b>	<u><u>819,817.64</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	55,891.52
<b>Total Accounts Payable</b>	<u>55,891.52</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	-703.01
2200 · Deferred Revenue	714,540.98
<b>Total Other Current Liabilities</b>	<u>713,837.97</u>
<b>Total Current Liabilities</b>	<u>769,729.49</u>
<b>Total Liabilities</b>	769,729.49
<b>Equity</b>	
3900 · Retained Earnings	30,216.33
3910 · Restricted Retained Earnings (Unearned revenue)	36,267.03
Net Income	-16,395.21
<b>Total Equity</b>	<u>50,088.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>819,817.64</u></u>

2:47 PM  
08/16/10  
Accrual Basis

San Mateo County Resource Conservation District  
**Profit & Loss**  
July 2009 through May 2010

	<u>Jul '09 - May 10</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	196,176.84
4015 · Fines and Mitigation Funds	29,879.77
4030 · Interest Income	261.51
4100 · Misc. Income	533.00
4200 · Property Tax Revenue	50,713.13
<b>Total Income</b>	<u>277,564.25</u>
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	150,861.78
5030 · Salary Tax Expense	12,910.58
5020 · Salary Service Fees	787.84
5040 · Benefits	17,509.61
<b>Total 5000 · Personnel</b>	<u>182,069.81</u>
6000 · Accounting Services	2,933.70
6020 · Bank Fees	524.11
6040 · Blue Circle	145.14
6060 · Computer Service	568.60
6070 · Communications	
6075 · Internet	389.40
6080 · Telephone	739.85
<b>Total 6070 · Communications</b>	<u>1,129.25</u>
6200 · Discretionary	1,309.62
6400 · Insurance-Liability	1,458.90
6500 · Membership, Dues & Subscription	546.00
6550 · Mileage	305.20
6650 · Postage and Delivery	28.10
6750 · Professional Development	2,015.72
6850 · Rent	5,400.00
6900 · Supplies	187.81
6950 · Travel/Accomodations	333.59
7200 · Program Consultant	36,765.00
7500 · Program Expense	58,238.91
<b>Total Expense</b>	<u>293,959.46</u>
<b>Net Ordinary Income</b>	<u>-16,395.21</u>
<b>Net Income</b>	<u><u>-16,395.21</u></u>

2:50 PM  
08/16/10  
Accrual Basis

San Mateo County Resource Conservation District  
**Balance Sheet**  
As of June 30, 2010

	<u>Jun 30, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 · Checking RCD 8123985	26,540.21
1004 · Checking Restricted 8121907	10,646.54
1008 · Checking SEP 8129517 (SEP and CalTrans)	12,508.22
<b>Total Checking/Savings</b>	<u>49,694.97</u>
Accounts Receivable	
1110 · Contracts Receivable	65,879.66
<b>Total Accounts Receivable</b>	<u>65,879.66</u>
<b>Total Current Assets</b>	115,574.63
<b>Other Assets</b>	
1600 · Long-Term Receivables	714,540.98
1610 · Security Deposits	1,300.00
<b>Total Other Assets</b>	<u>715,840.98</u>
<b>TOTAL ASSETS</b>	<u><u>831,415.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	53,873.63
<b>Total Accounts Payable</b>	<u>53,873.63</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	-703.01
2200 · Deferred Revenue	714,540.98
<b>Total Other Current Liabilities</b>	<u>713,837.97</u>
<b>Total Current Liabilities</b>	<u>767,711.60</u>
<b>Total Liabilities</b>	767,711.60
<b>Equity</b>	
3900 · Retained Earnings	30,216.33
3910 · Restricted Retained Earnings (Unearned revenue)	36,267.03
Net Income	-2,779.35
<b>Total Equity</b>	<u>63,704.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>831,415.61</u></u>



2:48 PM  
08/16/10  
Accrual Basis

San Mateo County Resource Conservation District  
Profit & Loss  
July 2009 through June 2010

	<u>Jul '09 - Jun 10</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	250,722.74
4015 · Fines and Mitigation Funds	29,879.77
4030 · Interest Income	277.73
4100 · Misc. Income	533.00
4200 · Property Tax Revenue	53,802.50
<b>Total Income</b>	<u>335,215.74</u>
<b>Expense</b>	
<b>5000 · Personnel</b>	
5010 · Salary	165,068.40
5030 · Salary Tax Expense	13,997.37
5020 · Salary Service Fees	851.21
5040 · Benefits	19,705.69
<b>Total 5000 · Personnel</b>	<u>199,622.67</u>
<b>6000 · Accounting Services</b>	2,933.70
6020 · Bank Fees	584.11
6040 · Blue Circle	145.14
6060 · Computer Service	908.60
<b>6070 · Communications</b>	
6075 · Internet	454.30
6080 · Telephone	965.94
<b>Total 6070 · Communications</b>	<u>1,420.24</u>
6200 · Discretionary	1,309.62
6400 · Insurance-Liability	1,750.66
6500 · Membership, Dues & Subscription	546.00
6550 · Mileage	305.20
6650 · Postage and Delivery	28.10
6750 · Professional Development	2,015.72
6850 · Rent	6,300.00
6900 · Supplies	187.81
6950 · Travel/Accomodattions	333.59
7200 · Program Consultant	36,765.00
7500 · Program Expense	82,838.93
<b>Total Expense</b>	<u>337,995.09</u>
<b>Net Ordinary Income</b>	<u>-2,779.35</u>
<b>Net Income</b>	<u><u>-2,779.35</u></u>

2:51 PM  
 08/16/10  
 Accrual Basis

**San Mateo County Resource Conservation District**  
**Balance Sheet**  
 As of July 31, 2010

	Jul 31, 10
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Checking RCD 8123985	46,047.61
1004 · Checking Restricted 8121907	10,646.54
1008 · Checking SEP 8129517 (SEP and CalTrans)	12,508.22
<b>Total Checking/Savings</b>	69,202.37
<b>Accounts Receivable</b>	
1110 · Contracts Receivable	65,676.31
<b>Total Accounts Receivable</b>	65,676.31
<b>Total Current Assets</b>	134,878.68
<b>Other Assets</b>	
1600 · Long-Term Receivables	706,472.98
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,770.28
<b>Total Other Assets</b>	709,543.26
<b>TOTAL ASSETS</b>	844,421.94
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	39,210.90
<b>Total Accounts Payable</b>	39,210.90
<b>Other Current Liabilities</b>	
2100 · Payroll Taxes Payable	1,043.68
2200 · Deferred Revenue	706,472.98
<b>Total Other Current Liabilities</b>	707,516.66
<b>Total Current Liabilities</b>	746,727.56
<b>Total Liabilities</b>	746,727.56
<b>Equity</b>	
3900 · Retained Earnings	27,436.98
3910 · Restricted Retained Earnings (Unearned revenue)	36,267.03
Net Income	33,990.37
<b>Total Equity</b>	97,694.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	844,421.94

2:48 PM  
08/16/10  
Accrual Basis

San Mateo County Resource Conservation District  
Profit & Loss  
July 2010

	<u>Jul 10</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Contracts/Grants	49,286.55
4200 · Property Tax Revenue	1,364.76
<b>Total Income</b>	<u>50,651.31</u>
<b>Expense</b>	
5000 · Personnel	
5010 · Salary	10,429.65
5020 · Salary Service Fees	138.84
5040 · Benefits	734.00
<b>Total 5000 · Personnel</b>	<u>11,302.49</u>
6070 · Communications	
6075 · Internet	64.90
6080 · Telephone	150.17
<b>Total 6070 · Communications</b>	<u>215.07</u>
6200 · Discretionary	24.69
6400 · Insurance-Liability	160.94
6500 · Membership, Dues & Subscription	45.00
6550 · Mileage	594.75
6850 · Rent	1,800.00
6900 · Supplies	75.00
6950 · Travel/Accomodations	19.00
7500 · Program Expense	2,424.00
<b>Total Expense</b>	<u>16,660.94</u>
<b>Net Ordinary Income</b>	<u>33,990.37</u>
<b>Net Income</b>	<u><u>33,990.37</u></u>

**San Mateo County Resource Conservation District  
DRAFT FY 2011 Financial Budget**

Proposed FY '11  
Budget

**REVENUE**

**Grant-funded Projects**

Improving Ag Water Quality	51,505
Cooperative Conservation Partnership Initiative	10,778
Critical Coastal Area	<del>13,000</del> <sup>(28)</sup>
Fitzgerald Pollution Reduction	50,400
Green Jobs Corps	30,000
It Takes a Community to Care for a Watershed	12,900
Integrated Watershed Restoration Program	25,200
Livestock and Equestrian Water Quality	164,161
Midcoast Groundwater Study	21,047
Pescadero TMDL Outreach	1,694
Pillar Point Harbor Pollution Study	193,992
Ponds Program	100
Rural Roads Program	64,000
San Gregorio Watershed Plan	780
San Gregorio Watershed Enhancement	7,000
Unrestricted	<u>0</u>
<i>Contracts/Grants Subtotal</i>	<i>646,556</i>

*109,095  
-51,505  
57,590 must be*

**Fines and Mitigation Funds**

Pilarcitos funds	<u>6,742</u>
<i>Fines and Mitigation Subtotal</i>	<i>6,742</i>

**Individual Contributions**

Interest Income	300
Misc. Income	400
Property Taxes	51,000
Service Fees	<u>24,462</u>
<i>Subtotal Other</i>	<i>77,162</i>
<b>TOTAL REVENUE</b>	<b>730,460</b>

**EXPENSES**

**Personnel**

Salaries	222,954
Benefits	<u>18,839</u>
<i>Subtotal Personnel</i>	<i>241,793</i>

**Operating**

Accounting	13,084
------------	--------

Bank Fees	900
Computer Services	2,000
Communications	4,500
Discretionary	1,500
Equipment	9,000
Insurance - Liability	1,900
Legal	2,000
Membership, Dues & Subscriptions	1,500
Mileage	500
Postage & Delivery	1,000
Printing & Copying	1,500
Professional Development	1,500
Public Relations & Outreach	250
Rent	17,700
Supplies	250
Travel/Accommodations	600
<i>Subtotal Operating Expenses</i>	<i>59,684</i>

**Program Expenses**

Improving Ag Water Quality	43,500
Blue Circle	800
Cooperative Conservation Partnership Initiative	8,000
Critical Coastal Area	10,000
Fitzgerald Pollution Reduction	20,000
Green Jobs Corps	4,000
It Takes a Community to Care for a Watershed	6,700
Integrated Watershed Restoration Program	200
Livestock and Equestrian Water Quality	129,687
Midcoast Groundwater Study	250
Pescadero TMDL Outreach	100
Pilarcitos IWMP	12,200
Pillar Point Harbor Pollution Study	137,734
Ponds Program	0
Rural Roads Program	39,200
San Gregorio Watershed Plan	0
San Gregorio Watershed Enhancement	0
Workshops	1,500

*Subtotal Program Expenses* 413,871

**TOTAL EXPENSES** 715,348

**NET** 15,113

## Footnotes to the Proposed Financial Budget:

### REVENUE ASSUMPTIONS

#### *Grant-funded Projects*

Improving Ag Water Quality: This is the anticipated remaining amount in the grant that will be billed this year, anticipating \$35,000 will be paid for construction work that has been completed but not yet billed; \$9,500 for subcontracts for remaining workshop and outreach requirements; \$3,360 for staff time for project administration and management; and \$3,375 in direct project expenses that are billable on this grant.

$$\begin{aligned} \$51,505 &= \$35,000 + \$9,500 + \$3,360 + \$3,375 \\ \$51,235 \end{aligned}$$

Cooperative Conservation Partnership Initiative: This is the total amount left in the contract. It is assumed that all funds will be spent before the contract expires this year. *OK*

Critical Coastal Area: This is the total amount left in the contract. All funds may be spent this year.

Fitzgerald Pollution Reduction Project: The workplan and contract are not yet complete for this project. This estimate is based on dividing the total amount of the contract over the 46 month duration of the contract, anticipating no more than 8 months of the fiscal year to be billable under the contract, and assuming that the project will start slower and ramp up in intensity.

$$\$50,400 = (\$483,000/46) \times 8 \times .6$$

Green Jobs Corps: This is the total amount of the contract, which will begin and end this fiscal year.

It Takes A Community to Care for a Watershed: This is the total amount left in the contract. It is assumed that all funds will be spent before the contract expires this year.

Integrated Watershed Restoration Planning: This estimate assumes planning for two priority conservation projects this year, with assistance from RCD staff, a consultant provided by the Coastal Conservancy, and the AmeriCorps volunteers. It assumes that the RCD will earn the \$16,097 remaining in the grant agreement that expires in September and receive an estimated additional \$20,000 under a new agreement thereafter. It also assumes that the project will ramp up in intensity.

$$\$25,200 = (\$16,000 + \$20,000) \times .7$$

[Note that this is the estimate for Tasks 1 and 3 of the IWRP grant. Task 2 of this grant is allocated to the Rural Roads Program and counted separately below.]

Livestock and Equestrian Water Quality: The workplan and contract are not yet complete for this project. This estimate is based on dividing the total amount of the contract over the 27 month duration of the contract, anticipating no more than 8 months of the fiscal year to be billable under the contract, and assuming that the project will start slower and ramp up in intensity.

$$\$164,161 = (\$923,405/27) \times 8 \times .6$$

Midcoast Groundwater Study: This is the total amount left in the contract, multiplied by a 60% probability that we will be able to bill the total amount this year (based on external variables beyond our control).

$$\$21,047 = \$35,078 \times .6$$

Pescadero TMDL Outreach: \$3,387 remains in the agreement to facilitate two remaining workshops. It is anticipated that only one of the workshops will be required this fiscal year.

$$\$1,694 = \$3,387/2$$

Pillar Point Harbor Pollution Study: The amended contract is not yet complete for this project. This estimate is based on dividing the total amount of the requested new amount over the 30 month requested duration of the contract, anticipating being able to bill for work retroactively to the beginning of the fiscal year, and assuming that the project will ramp up in intensity. It then includes \$35,682 for revenue earned in the last fiscal year that will be paid in this fiscal year.

$$\$193,992 = (\$659,623/30) \times 12 \times 0.6 + \$35,682$$

Ponds Program: This is the total amount left in the contract. All funds may be spent this year.

Rural Roads: This estimate assumes completion of a \$20,000 road assessment project under a contract that will complete by February, the remaining funds under Task 2 of the IWRP contract that expires in September, an estimate of \$25,000 additional funds in a new agreement thereafter, and the \$4,000 AWQA mini-grant that has been awarded to this program and expires this year.

$$\$64,000 \text{ (approx.)} = \$20,000 + \$15,135 + \$25,000 + \$4,000$$

San Gregorio Watershed Plan: This is the anticipated remaining amount in the grant that will be billed this year.

San Gregorio Watershed Enhancement: This is the anticipated amount under two agreements that will be billed this year. We assume that an interagency agreement with USFWS for \$39,994 will not begin before March and that we will not bill more than \$5,000 to the agreement this fiscal year. We assume that we will not bill more than \$2,000 to a pending subcontract with American Rivers for \$8,200- \$10,000 (total amount still under negotiation).

$$\$7,000 = \$5,000 + \$2,000$$

### ***Fines and Mitigation Funds***

This is the amount we estimate that we could bill to the Caltrans mitigation fund for implementation of the Pilarcitos Integrated Watershed Management Plan if the interagency funding agreement for that work is not renewed or a similar funding source is not found. This estimate is based on the amount billed to this project last year for the Executive Director, subtracting ¼ for anticipated maternity leave during this fiscal year.

### ***Individual Contributions***

We will pilot a direct mail campaign at the end of this calendar year, with a goal of receiving \$400 in gifts to the RCD as a result. We anticipated \$600 in gifts from directors towards the purchase of a computer.

$$\$1,000 = \$400 + \$600$$

### ***Interest Income***

We anticipate earning \$300 interest from all accounts this year.

### ***Miscellaneous Income***

This estimate is based on the expectation of earning \$200 from the silent auction at each of two Blue Circle events to help offset expenses to coordinate and host the program.

$$\$400 = \$200 \times 2$$

### ***Property Taxes***

The RCD expects to receive \$51,000 in property taxes this year.

### ***Service Fees***

We will bill California State Parks an administrative fee of \$5,674 for contract management for the Pescadero Marsh survey. We will bill for water quality monitoring services with private entities, estimated to be \$5,288. We will bill at least \$12,000 to partners in the Pilarcitos Restoration Workgroup who have agreed to reimburse us for funding the Pilarcitos stream gage. We anticipate collecting approximately \$1,500 in fees for workshops we host.

$$\$24,462 = \$5,674 + \$3,288 + \$2,000 + \$12,000 + \$1,500$$

## **EXPENSES**

### ***Personnel***

Salaries: This estimate assumes employment of a full-time Executive Director at 40 hours per week for 8 months (due to anticipated maternity leave), a full-time Fiscal Manager at 32 hours per week, a part-time Conservation Project Manager at 20 hours per week, a part-time Conservation Associate at up to 30 hours per week beginning in August, a part-time Conservation Assistant at 5 hours per month, two full-time AmeriCorps interns beginning in October at a cost of \$7,500 each, and the estimated remaining hours for two staff members that are leaving the RCD. The subtotal of these estimated salaries is \$206,516. Payroll taxes on that amount is approximately \$16,438.

Holidays, vacation and sick time are included in the salary amount. Workers compensation and payroll taxes are estimated to be approximately 15% of the Fiscal Manager's salary.

Benefits: Benefits include Workers Compensation for all employees; pro-rated contributions to medical benefits for the Conservation Project Manager, who is a shared employee with



RCD of Santa Cruz County; medical benefits for the two full-time staff members; retirement contributions for the two full-time staff members at \$150 per month per person; and dental, vision, and life insurance for the Executive Director at \$78.69 per month.

### ***Operating Expenses***

Accounting Services: The RCD owes \$6,000 for the currently underway biennial audit for FYs '08 and '09. \$2,084 is past due for the biennial audit for FYs '06 and '07. If funds are available, this estimate includes \$5,000 for a single year audit for FY '10.

$$\$13,084 = \$6,000 + \$5,000 + \$2,084$$

Bank Fees: This is the estimated potential cost for using the RCD line of credit to address cash flow shortages while waiting for reimbursement from grants and contracts.

Computer Services: This item is for technical support as needed. This estimated is based on the amount spent for this item in the previous fiscal year as well as the set up of new computers for additional staff this year, a new off-site data storage service, and technical assistance for seven computers rather than four previously.

Discretionary: This item is intended to cover unforeseen situations or take advantage of arising small-scale opportunities.

Equipment: This is for a new NRCS-compatible work station, furniture for new staff and necessary upgrades, paint, rental of a carpet washing machine, three phones and a phone system.

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

Legal: The RCD contracts with County Council for legal services. This is an estimate of the amount of services that may be required.

Membership, Dues and Subscriptions: Memberships include California Association of Resource Conservation Districts, Local Areas Formation Commission, California Special Districts Association, National Association of Conservation Districts, Bay Area Open Space Council, Special District Risk Management Authority, and San Mateo County Food Systems Alliance.

Mileage: This is for mileage expenses that are not billable to specific projects or use of the NRCS vehicle through a partnership agreement.

Postage and Delivery: This is for postage and delivery that is not supplied by the NRCS, and anticipates a direct mailing fundraising request this year.

Printing and Copying: This is for flyers, business cards, brochures, and the direct mail campaign.

Professional Development: This is for registration and materials for workshops, training, and conferences for staff and board members, such as the annual CARCD conference, technical workshops throughout the year, County trainings available to special district staff, and specialized training as needed, e.g. specific software.

Public Relations: This is for costs, including advertising fees, associated with promoting workshops, outreach, and general communications.

Rent: This item is for monthly rent for office space, \$5,400 owed in deferred rent, and monthly costs for off-site storage.

Supplies: Although most office supplies are provided by the NRCS, there is occasionally a need for RCD-provided supplies.

Travel/Accommodations: This is to cover travel costs associated with professional development, such as AmeriCorps mentor training, CARCD conference attendance, and technical workshops that are not reasonable attended within a day.

***Program Expenses (i.e. other than Personnel)***

Improving Ag Water Quality: To facilitate implementation of accepted conservation practices to reduce agricultural nonpoint source pollution and financial assistance to private land owners and agricultural producers participating in Farm Bill contracts. The cost estimate assumes \$35,000 for construction and \$1,300 to subcontractors for education and outreach assistance.

Blue Circle: To provide a forum twice this year for sharing ideas, information and resources for the goal of natural resource management, education, and stewardship. The cost estimates assume \$200 in expenses per event, twice this year.

Cooperative Conservation Partnership Initiative: To improve irrigation efficiency on specialty crops in San Mateo County on five farms. The cost estimate is for a subcontract with the Farm Bureau to implement the project.

Critical Coastal Area: To improve water quality contributing to the Fitzgerald Marine Reserve and Pillar Point Harbor. The scope of work is yet to be determined.

Fitzgerald Pollution Reduction: The workplan and contract have not yet been determined. This amount is an estimate of the amount of construction that might be completed this year.

Green Jobs Corps: To provide watershed literacy and job training in natural resources to low income high school students in Pescadero. \$4,000 of the total budget is estimated for program expenses such as transportation and materials.

*It Takes A Community to Care for a Watershed:* To recruit, train, and support citizen volunteers to collect water quality data and learn how pollution enters the Sanctuary from their communities. This is the amount that is estimated for laboratory fees.

*Integrated Watershed Restoration Program:* To facilitate and coordinate projects to improve fish and wildlife habitat and water quality, bring together various funding and permitting agencies to better coordinate how projects are funded and permitted, and create a forum for collaborative problem solving to complete resource conservation projects. This estimate is for conference calls and local mileage.

*Livestock and Equestrian Water Quality:* To provide assistance for operators of livestock and equestrian facilities to protect water quality. 79% of the total contract is allocated to program expenses. This estimate is 79% of the total amount estimated to be brought in as revenue this year.

*Midcoast Groundwater Study:* To take steps towards development of a groundwater management plan for the Midcoast region. This amount is the estimate of what will be needed for conference calls, mileage, and materials.

*Pescadero TMDL Outreach:* To provide education and outreach to stakeholders interested in studies in the Pescadero watershed that pertain to the development of Total Maximum Daily Loads. This is the amount estimated that will be needed for workshop expenses.

*Pilarcitos Creek Integrated Watershed Management Plan:* To convene Pilarcitos Restoration Workgroup and implement watershed plan. We anticipate that \$12,000 will be paid to continue stream gaging through September and \$200 will be needed for conference calls.

*Pillar Point Harbor Pollution Study:* To assess and identify sources of fecal pollution in Pillar Point Harbor and recommend plan for remediation. 71% of the total contract is allocated to program expenses. This estimate is 71% of the total amount estimated to be brought in as revenue this year.

*Rural Roads Program:* To improve rural road conditions, resulting in winterized roads requiring less maintenance and reduced sediment delivery into riparian habitats. This estimate assumes that \$4,000 will be spent on a GIS work station, \$200 for conference calls, and \$35,000 for road assessments completed by subcontractors.

*Workshops:* To provide on-the-ground workshops to land managers to protect, restore, and conserve natural resources. We estimate that this amount will be needed for workshop expenses including presenter fee, facility rental, and associated materials.