



**SAN FRANCISCO ESTUARY INSTITUTE**

4911 Central Avenue, Richmond, CA 94804 • p 510-746-7334 • f 510-746-7300

[www.sfei.org](http://www.sfei.org)

DATE: November 6, 2014

TO: RMP Steering Committee

FROM: Philip Trowbridge, RMP Manager

RE: Proposed 2015 RMP Budget

**Introduction**

The purpose of this memorandum is to present the proposed 2015 RMP budget. The Steering Committee will be asked to approve this budget at its November 13, 2014 meeting.

At its July 15, 2014 meeting, the Steering Committee directed RMP staff to use a different process for the 2015 budget than had been used in past years. The Committee requested a more detailed budget that was directly tied to specific deliverables and products. As a result, this budget has some new categories and twice as many line items as previous budgets. These changes make direct comparisons between the 2014 and 2015 budgets slightly challenging.

This memorandum contains two main sections: one for revenue and one for expenses. The text only highlights key points and recommendations. However, full details of the budget line items are available in Tables 1, 2, and 3.

At the end of the memo, there is a list of suggested motions for the Steering Committee to consider to approve the 2015 RMP budget.

## Revenue

The total revenue for the RMP in 2015 is \$3,641k. The breakdown of this revenue between participant fees, interest income, designated reserve funds, and undesignated reserve funds is shown in Table 1.

### a. Participant Fee Revenue

The target fee revenue for the RMP in 2015 is \$3,418k. Fees were increased by 2% relative to the 2014 budget as approved by the Steering Committee on January 24, 2012.

The actual fees collected in 2015 will be \$165k below the target fees. This variance is because of a shortfall in the fees paid by dredgers. Dredgers are responsible for 17.5% of the RMP fees. The algorithm used to collect the fees is based on the volume of dredged material that is disposed in the Bay. However, the volume of dredged material disposed in the Bay -- and the fees paid to the RMP by dredgers -- have been declining over time due to regulatory incentives. The last remaining \$88k from the Dredger Reserve Fund (extra fees paid by dredgers in previous years) will be used up to cover part of the \$165k deficit. Therefore, the net fees paid by dredgers in 2015 will be \$77k below their target. Future projections are that similar shortfalls will occur in out years.

In the short term, this draft budget uses \$77k in RMP undesignated funds to cover the dredger fee shortfall. Other options would be to obtain additional funds from the dredgers to cover the shortfall, or to cut the \$77k out of the budget.

In the long term, the algorithm used to collect fees from dredgers should be reconsidered and should probably not be based solely on the volume of dredge spoils disposed in the Bay.

### b. Interest Revenue

RMP funds earn interest from the bank. For the 2015 budget, \$10k in interest revenue was assumed, which is consistent with previous budgets.

### c. Designated RMP Funds

#### *i. Dredger Reserve Fund*

Dredging activity in the Bay is variable over the years. In years where there is lots of activity, any fees paid by dredgers that are greater than the target fees are stored in the Dredger Reserve

Fund. These funds are held in reserve and can only be used to pay for shortfalls in dredger fees in future years. As mentioned earlier, the balance of the Dredger Reserve Fund is \$88k, which is not enough to cover the shortfall in dredger fees in 2015 (\$165k). All of the remaining \$88k in the Dredger Reserve Fund will be used up in the 2015 budget.

*ii. Set-Aside Funds*

The RMP uses designated funds -- called "Set-Asides" -- to smooth out the year-to-year expenses of the Status and Trends program. For example, sport fish monitoring is an expensive project that occurs once every five years. Rather than having a spike in expenses in one year, the Steering Committee designates some funds to be set aside for this activity each year.

In 2015 budget, \$79k of Set-Aside Funds will be used to partially offset the cost of the Status and Trends activities. The specific funds to be used and the overall balance of Set-Aside Funds are shown in Figure 1. This figure also shows the long-term plan for withdrawing from and contributing to the Set-Aside Funds.

The Steering Committee should consider two administrative changes to the Set-Aside Funds.

- Past RMP budgets have included \$50k for monitoring contingencies. If the funds were not used by the end of the year, they would be carried over into the following year budget. This practice had the effect of making the revenue and expense of the RMP budget \$50k higher than planned and complicating the accounting. The 2015 budget does not contain a line item for monitoring contingency. Instead, we are recommending that the \$50k from the 2014 budget should be placed in a Set-Aside Fund for Monitoring Contingencies. The Steering Committee should consider a resolution that would allow RMP staff to access these funds after Steering Committee approval or if certain criteria have been met (e.g., rare weather conditions, equipment failure during cruises, etc.).
- After 2015, there will be four different Set-Aside Funds for S&T Monitoring with balances: one for water chemistry, one for bird egg monitoring, one for sediment benthos, and one for sediment toxicity. The Steering Committee should consider combining all of these different Set-Aside Funds into one large fund. This change would make for simpler accounting. Therefore, going forward, there would be three Set-Aside Funds:
  - Set-Aside Fund for Monitoring Contingencies
  - Set-Aside Fund for S&T Monitoring
  - Set-Aside Fund for Program Review

d. Undesignated RMP Funds

The RMP maintains a balance of Undesignated Funds for contingencies. Higher than anticipated revenues and elimination or reduction of lower priority elements sometimes leads to accumulation of funds that can be used for high priority topics at the discretion of the Steering Committee. It is the policy of the RMP to maintain a minimum balance of \$200,000 in Undesignated Funds as a reserve for unanticipated urgent priorities.

The balance of Undesignated Funds from 2003 through 2015 is presented in Figure 2. This figure shows that the balance grew from \$330k in 2003 to a maximum of \$961k in 2013. In 2014, a total of \$243k of Undesignated Funds were used to cover additional special studies and other projects. For the 2015 budget, \$211k of Undesignated Funds are being requested: \$134k for special studies as approved by the Steering Committee on July 15, 2014 and \$77k to cover the shortfall in dredger fee revenue discussed earlier in this memo. If the 2015 budget is approved, the balance of Undesignated Funds will be \$507k, with \$200k of this amount held as reserve.

Figure 2 indicates a sharp decline in undesignated funds in 2014 and 2015. However, these declines may be partially offset by leftover funds from open projects that will be completed with a remaining balance. Therefore, the projected balances for 2014 and 2015 should be considered “worst-case”.

## Expenses

The total expenses in the 2015 RMP budget are \$3,625k. This total is lower than the 2014 budget by \$539k. The variance is largely explained by \$301k more in special studies and \$172k in carry-over projects in 2014. Figure 3 shows a side-by-side comparison of the 2014 and 2015 budgets.

The 2014 and 2015 budgets are also different in the level of detail. Aside from the S&T Monitoring and Special Studies, the 2014 budget had two major categories (Program Management and Information Management & Synthesis) with a total of nine line items. In contrast, the 2015 budget has five categories and 27 line items for the same activities. Two new categories were added: Governance and Communications. This change was made at the request of the Steering Committee to more clearly assign costs to deliverables and to make trade-offs between competing priorities more explicit.

In order to keep this memo brief, only the major variances between the 2014 and 2015 budgets will be discussed in the following sections. However, much more detail about the 2015 expenses is available in Tables 2 and 3. Table 2 is the line item budget. Table 3 contains descriptions of the tasks for each line item and the assumptions used to estimate the costs.

### a. Program Management

The budgeted expense for Program Management in 2015 is \$432k. This category includes line items for:

- Program Planning (\$50k)
- Contracts and Financial Management (\$187k)
- Technical Oversight (\$50k)
- Internal Coordination (\$90k)
- External Coordination (\$30k)
- Safety Training (\$5k)
- Administration (\$20k)

Approximately half of the cost for this category is fiduciary oversight, project-specific safety training, and office administrative costs. The budget for Program Planning was raised from \$12k in the 2014 budget to \$50k in the 2015 budget. The deliverables associated with this line item (Annual Budget, Program Highlights, Detailed Workplan, Multi-Year Plan, MOU updates) simply cannot be completed for \$12k. \$50k is a more realistic cost estimate for these deliverables. A line item of \$50k for Technical Oversight was added to the budget to explicitly allow for technical review of products by senior RMP staff to ensure the quality of work.

Funding for this function has been squeezed in recent budgets due to eroding funding in real terms and competing priorities.

b. Governance

Governance is a new budget category for the RMP. In previous budgets, governance tasks were considered part of Program Management. However, the duties to convene stakeholders and facilitate group decisions are distinct from program management duties and should be tracked separately.

The total budget for governance is \$280k. The expenses includes convening, coordinating, and facilitating Steering Committee, Technical Review Committee, and Workgroup meetings. In addition, this category contains a line item of \$50k for honoraria and travel for external science advisors. Having advice and review from outside experts is critical for attaining the goals of the Program.

Comparing the 2014 and 2015 budgets, the total cost for Program Management and Governance in 2015 will be \$711k versus \$666k in 2014. The \$45k increase is due to having a realistic budget for Program Planning (\$50k, up from \$12k), adding some more time for technical oversight by senior scientists, and time for external coordination by the SFEI Executive Director.

c. Data Management

The budget for Data Management tasks in 2015 is \$355k, which is \$38k higher than the 2014 budget. The increase is because the laboratory results from the large number of samples collected in 2014 will be processed and quality assured in 2015.

d. Annual Reports and Conferences

This budget category combines the costs for the Pulse and other RMP reports with the RMP Annual Meeting. These deliverables were included in previous budgets but were part of two different line items.

The largest variance between 2014 and 2015 in this category is the 2015 Pulse Report (\$165k), which is approximately 50% higher than the 2014 RMP Update report. However, the budget is realistic because the Pulse report is a much larger effort than the RMP Update report. In 2013, the Pulse Report cost \$189k. The cost for the Annual Monitoring Report was reduced from \$40k in 2014 to \$10k in 2015. This report will be streamlined and used mainly to document the monitoring activities during the field season, not the final results.

e. Communications

The Communications category is new to the RMP budget. It was added to provide more explicit funding to certain products in the RMP Communications Plan.

There are two strategic investments that should be highlighted. First, \$22k has been allocated to implement a basic communications strategy for the RMP. This task essentially will allow for coordination of RMP communications using a calendar of events. Second, \$42k has been allocated for enhanced stakeholder engagement. This funding will be used for RMP staff to attend board meetings of stakeholder groups and to communicate regularly with stakeholders. These investments were added to the budget because maintaining good lines of communication and relationships between the RMP and its stakeholders are critical to attaining the goals of the Program.

In order to stay within the budget, two important communications products (RMP website redesign and products for new media) could not be funded. The predicted cost for these products was \$62k.

f. Status and Trends

In 2015, the Status and Trends monitoring will include water chemistry monitoring, bird egg monitoring, and support for the USGS moored sensor network and nutrient cruises. The overall S&T budget for 2015 (\$966k) is lower than it was in 2014 (\$1,150k) because sport fish monitoring occurred in 2014.

The 2015 budget also includes a line item of \$120k for the Bay Margins Sediment Study. The S&T redesign in 2013 resulted in an average cost savings of \$120k per year. It was the intent of the Technical Review Committee and Steering Committee that the cost savings from scaling back S&T monitoring should be allocated to the margins study. The scope of work for the study is still being developed and \$20k has been allocated for RMP staff to refine the study plan in 2015.

A line item of \$15k was added for compiling information on how the S&T program has evolved and affected management decisions. This allocation was prompted by three things. First, there is a need to clearly document all of the changes to the S&T design that have occurred over the past few years. Second, the RMP has been asked to contribute a manuscript for a special edition of the *Journal of Regional Studies in Marine Science*. The RMP is one of a handful of monitoring programs that will be highlighted, which will bring national exposure to the Program. Finally,

the RMP should be spending more time analyzing RMP data to plan future monitoring or address management questions.

There were two S&T line items that were cut due to competing priorities. First, the analysis of water samples for CTR parameters at three stations was not funded. This task was estimated to cost \$50k. However, this cost might cut in half if the samples could be collected during the summer season, when the rest of the RMP water samples will be collected, instead of the winter “worst-case” season. If this task is a priority, a combination of unallocated funds (\$16k) and funds allocated to the Bay Margins Sediment Study could be reassigned. Second, USGS has requested a funding increase of \$60k for suspended sediment monitoring. USGS is simultaneously pursuing funding from the Bureau of Reclamation and this funding source seems likely.

g. Special Studies

At the July 15, 2014 meeting, the Steering Committee approved a suite of special studies with a total cost of \$1,162k. The total cost was \$134k higher than the budget allocation for special studies (\$1,028k). Therefore, the Steering Committee also approved the use of \$134k from undesignated funds to cover the difference.

The 2015 budget contains the suite of special studies approved by the Steering Committee. In addition a line item for \$10k for convening the Selenium Strategy Team was added to the list. Oversight by the Selenium Strategy Team is needed because three special studies related to selenium will be completed in 2015. No additional funds are being requested for this item.

The special studies budget for 2015 is \$301k lower than it was in 2014. The revenue difference between the two years is a result of three factors. First, the 2014 budget had an extra \$100k from Americas Cup Mitigation Funds. Second, more funds were allocated to special studies in the 2014 budget (\$1,198k) than in 2015 (\$1,028k). The higher allocation was possible because Designated Set-Aside Funds were used to cover more of the S&T monitoring costs in 2014. Third, more undesignated funds were withdrawn for special studies in 2014 (\$190k) than in 2015 (\$134k). The special studies that this extra revenue paid for are mostly:

- Impacts of Dredging on Benthic Habitats (\$150k)
- Emerging Contaminant Monitoring in Wastewater (\$24k)
- Selenium Strategy (\$25k)
- Bay Margins Sediment Study Planning (\$20k)
- Analysis of PFCs in Sediments and Seal Tissue (\$26k)
- Selenium in Sturgeon Plug Sampling (\$23k)



### **Unallocated Funds**

In the 2015 budget, total revenues exceed expenses by \$16k (\$3,641k vs \$3,625k). These funds may be allocated to specific tasks by the Steering Committee. If these funds are not allocated, they will be added to the Undesignated Funds at the end of the year.

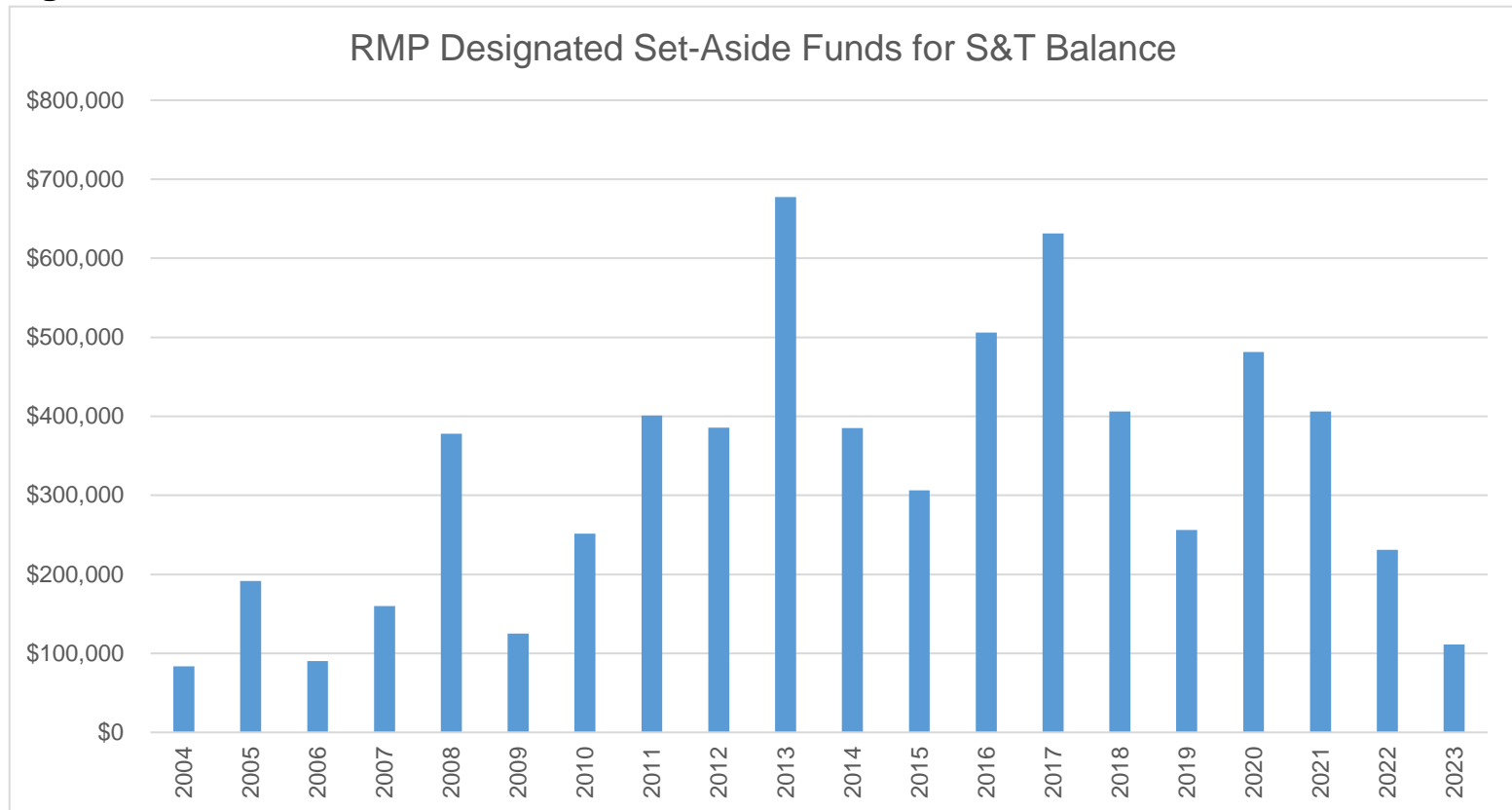
## Recommended Motions for the Steering Committee

1. Approve the 2015 Budget as presented in the November 6, 2014 memorandum.
  - Allocate \$79,075 from Designated Set-Aside Funds for bird egg monitoring (\$50,625), data management (\$15,000), archive (\$8,750), and aquatic toxicity (\$4,700) to the 2015 budget to partially cover Status and Trends expenses.
  - Allocate \$87,836 from Designated Dredger Reserve Funds to the 2015 budget to partially cover the dredger fee shortfall for 2015.
  - Allocate \$76,941 from Undesignated Funds to the 2015 budget to cover the rest of the dredger fee shortfall for 2015.
  
2. Approve the merger of Designated Set-Aside Funds for water chemistry (\$110,700), bird egg monitoring (\$50,625), sediment benthos (\$30,900), and sediment toxicity (\$25,750) into a single Designated Set-Aside Fund for S&T Monitoring.
  
3. Approve the transfer of \$50,000 unused monitoring contingency funds from the 2014 budget to a Designated Set-Aside Fund for Monitoring Contingency. These funds will be used to cover unexpected monitoring costs. The Steering Committee must approve the use of these funds before they are obligated except under the following circumstances:
  - a strategically important sampling opportunity arises due to rare weather events,
  - a mechanical failure during field sampling necessitates rapid action to repair or replace equipment in order to maintain the sampling schedule, or
  - an unexpected event that, in the judgment of the RMP Manager, requires immediate action.

Should the monitoring contingency funds be obligated by the RMP Manager under these circumstances, staff will inform the Steering Committee at its next scheduled meeting. The RMP Manager will request replenishment of the funds to the original \$50,000 when requesting approval for the next year's budget.

4. Recommend that a new algorithm for collecting RMP fees from dredgers be developed.

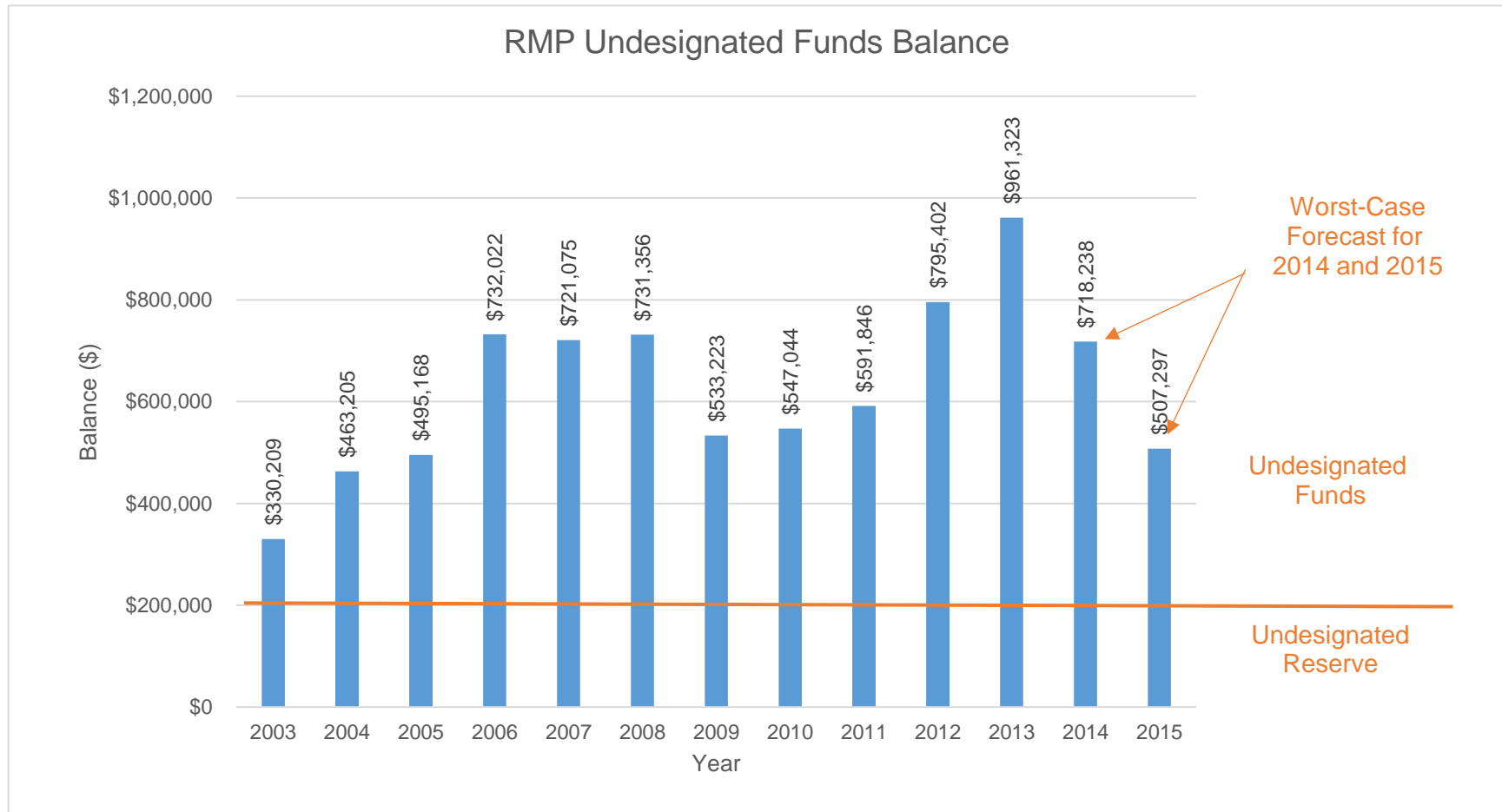
**Figure 1**



Year	Net Deposit or Withdrawal	Balance (\$)	Comments
2004	\$83,333.00	\$83,333	
2005	\$108,333.00	\$191,666	
2006	(\$101,667.00)	\$89,999	
2007	\$70,000.00	\$159,999	
2008	\$218,000.00	\$377,999	
2009	(\$253,000.00)	\$124,999	
2010	\$126,700.00	\$251,699	
2011	\$149,500.00	\$401,199	
2012	(\$15,500.00)	\$385,699	
2013	\$291,950.00	\$677,649	
2014	(\$292,420.00)	\$385,229	
2015	(\$79,075.00)	\$306,154	Budgeted
2016	\$200,000.00	\$506,154	Forecast
2017	\$125,000.00	\$631,154	Forecast
2018	(\$225,000.00)	\$406,154	Forecast
2019	(\$150,000.00)	\$256,154	Forecast
2020	\$225,000.00	\$481,154	Forecast
2021	(\$75,000.00)	\$406,154	Forecast
2022	(\$175,000.00)	\$231,154	Forecast
2023	(\$120,000.00)	\$111,154	Forecast

Year	Balance after 2014	Used in 2015	Balance After 2015
Water Chemistry	\$110,700		\$110,700
Program Review	\$88,179		\$88,179
Cormorant Monitoring	\$50,625	\$50,625	\$0
Tern Monitoring	\$50,625		\$50,625
Sediment Benthos	\$30,900		\$30,900
Sediment Toxicity	\$25,750		\$25,750
S&T Data Management	\$15,000	\$15,000	\$0
NIST Archive	\$8,750	\$8,750	\$0
Aquatic Toxicity	\$4,700	4700	\$0
Total	\$385,229	\$79,075	\$306,154

**Figure 2**



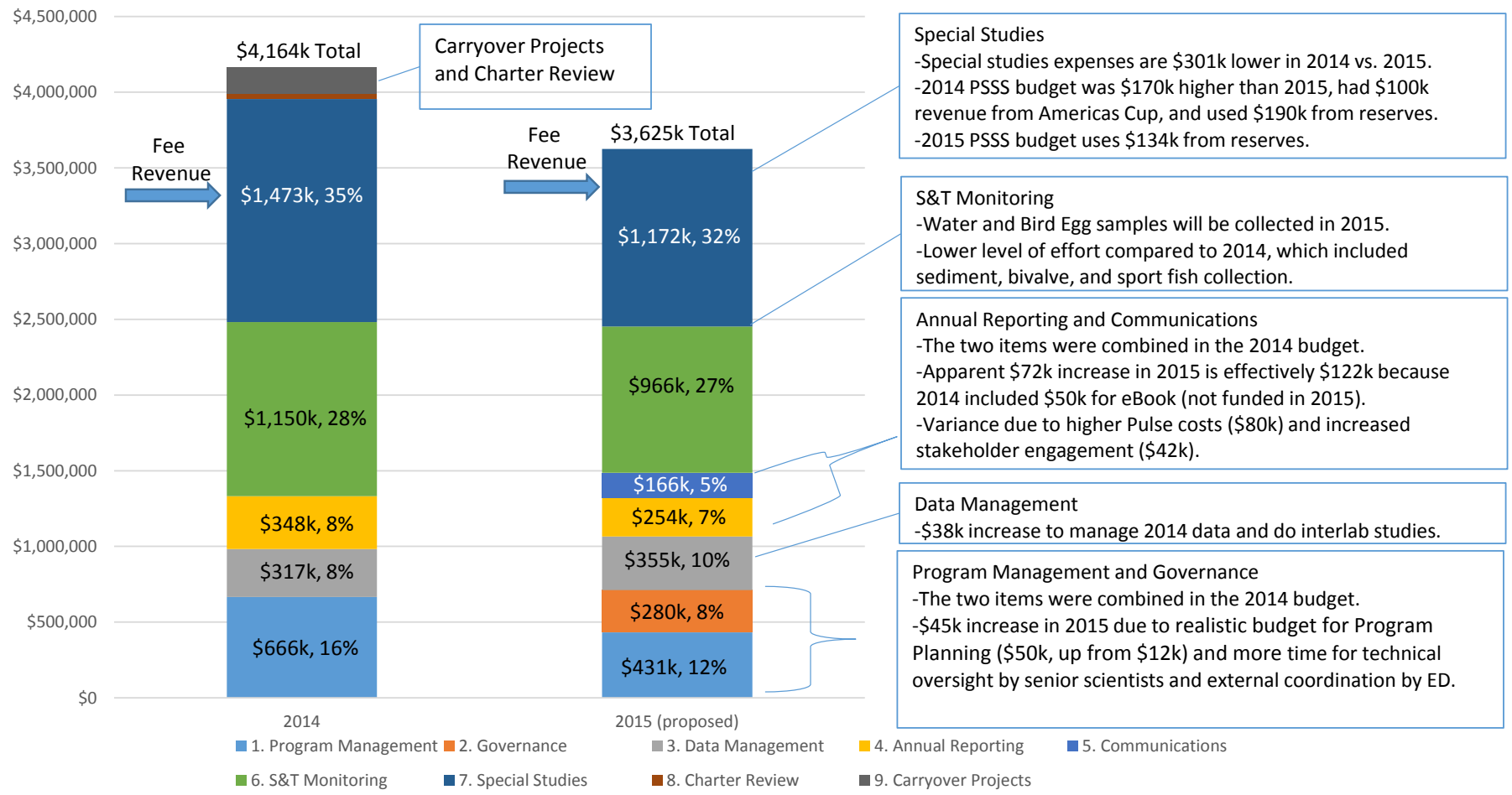
**Transaction Details for Years with Net Withdrawals from Undesignated Funds**

Year	Type	Authorization	Date	Amount	Comments
2009	Withdrawal	Steering Committee	2/10/2009	(\$96,623)	Budget shortfall due to unpaid fees and low interest -
2009	Withdrawal	Steering Committee		(\$50,000)	Contingency replenishment from 2008
2009	Withdrawal	Steering Committee		(\$158,000)	Dioxin strategy
2009	Deposit			\$106,490	Actual end of year budget balance
			Net Withdrawal	(\$198,133)	

2014	Withdrawal	Steering Committee	10/15/2013	(\$121,610)	Special Studies recommended by TRC plus \$24k for EC monitoring and \$25k for Selenium strategy development.
2014	Withdrawal	Steering Committee	5/6/2014	(\$50,000)	eBook for RMP Update Report
2014	Withdrawal	Steering Committee	5/6/2014	(\$10,680)	Additional S&T sportfish tissue analyses
2014	Withdrawal	Steering Committee	5/6/2014	(\$20,000)	Margins Planning
2014	Deposit		5/15/2014	\$16,205	Treasure Island funds
2014	Withdrawal	Steering Committee	7/15/2014	(\$26,000)	Analysis of PFCs in sediment and seal tissue
2014	Withdrawal	Steering Committee	7/15/2014	(\$23,000)	2014 Selenium in Sturgeon Plug Study
2014	Withdrawal	Steering Committee	10/2/2014	(\$8,000)	Adding 2012 data to the 2006-2009 Bird Egg Report. Approved by email. This funding was actually added to the 2012 budget because there was an old task for this project in that budget.
2014	Deposit			\$0	Projected end of year budget balance
			Net Withdrawal	(\$243,085)	

2015	Withdrawal	Steering Committee	7/15/2014	(\$134,000)	Funding for 2015 Special Studies. Approved to put this amount into the 2015 budget from Reserve.
2015	Withdrawal	Steering Committee	TBD	(\$76,941)	Funds to cover shortfall in Dredger revenue
2015	Deposit			\$0	Projected end of year budget balance
			Net Withdrawal	(\$210,941)	

**Figure 3: Comparison of the RMP 2014 and 2015 Planned Expenditures**



**Table 1: RMP 2015 Revenue**

<b>Row Labels</b>	<b>2015 Proposed Revenue</b>
<b>Revenue</b>	<b>\$3,641,086</b>
<b>Participant Fees</b>	<b>\$3,253,234</b>
Cooling Water	\$136,720
Dredgers	\$433,375
Industrial	\$375,981
Municipal	\$1,503,925
Stormwater	\$803,233
<b>Interest Income</b>	<b>\$10,000</b>
Interest Income	\$10,000
<b>Designated RMP Funds</b>	<b>\$166,911</b>
Dredger Reserve Funds	\$87,836
Set-Aside Funds for NIST Archive	\$8,750
Set-Aside Funds for S&T Aquatic Toxicity	\$4,700
Set-Aside Funds for S&T Bird Egg Sampling	\$50,625
Set-Aside Funds for S&T Data Management	\$15,000
<b>Undesignated RMP Funds</b>	<b>\$210,941</b>
Funds for 2015 Special Studies	\$134,000
Funds to cover shortfall in Dredger revenue	\$76,941
<b>Grand Total</b>	<b>\$3,641,086</b>

**Table 2: RMP 2015 Expenses**

Row Labels	2015 Budget Proposed
<b>Expense</b>	<b>\$3,624,700</b>
<b>1. Program Management</b>	<b>\$431,800</b>
A. Program Planning	\$50,000
B. Contract and Financial Management	\$187,100
C. Technical Oversight	\$50,000
D. Internal Coordination	\$90,000
E. External Coordination	\$30,000
F. Safety Training	\$5,000
G. Administration	\$19,700
<b>2. Governance</b>	<b>\$279,500</b>
A. SC meetings	\$66,500
B. TRC meetings	\$81,500
C. WG meetings	\$81,500
D. External Science Advisors	\$50,000
<b>3. Data Management</b>	<b>\$355,000</b>
A. Data Processing, Quality Assurance, and Upload to CEDEN	\$160,000
B. Database Maintenance and Online Data Access	\$140,000
C. Quality Assurance System	\$25,000
D. Updates to SOPs and Templates	\$30,000
<b>4. Annual Reporting</b>	<b>\$254,400</b>
A. Pulse or Pulse Lite Report	\$165,500
B. Annual Meeting	\$73,900
C. Annual Monitoring Report	\$10,000
D. Updates to Copper SSO and Dredged Material Thresholds	\$5,000
<b>5. Communications</b>	<b>\$166,000</b>
A. Communications Plan Implementation	\$22,000
B. Stakeholder Engagement	\$42,000
C. Responses to Information Requests	\$10,000
D. Fact Sheets and Outreach Products	\$10,500
E. Support for "Estuary News"	\$18,500
F. Presentations at Conferences and Meetings	\$48,000
G. RMP Website Maintenance	\$15,000
H. RMP Website Redesign	\$0
I. Products for New Media	\$0
<b>6. S&amp;T Monitoring</b>	<b>\$966,000</b>
A. Field Work and Logistics	\$175,000
B. USGS Sacramento Support	\$250,000
C. USGS Menlo Park Support	\$173,000
D. Water Chemistry Monitoring	\$45,000
E. Water Chemistry CTR Monitoring	\$0
F. Bird Egg Monitoring	\$150,000
G. Sample Archive	\$18,000
H. Planning for Bay Margins Sediment Study	\$20,000
I. Bay Margins Sediment Study	\$120,000
J. Analysis of S&T Impacts, Changes, and Data	\$15,000
<b>7. Special Studies</b>	<b>\$1,172,000</b>
EC Microplastics Monitoring	\$9,000
EC Strategy Support	\$20,000
EC Wastewater Monitoring	\$55,000
Nutrient Modeling Program Development	\$165,000
Nutrient Moored Sensor Program Development	\$190,000
Nutrient Research TBD	\$115,000
PCB: PMU Conceptual Model	\$85,000
Selenium Delta Fish Derby Monitoring	\$20,000
Selenium Information Synthesis	\$10,000
Selenium Sturgeon Tissue Plug Monitoring	\$23,000
Selenium Strategy Team Meeting	\$10,000
STLS Regional Watershed Model	\$35,000
STLS Strategy Coordination	\$26,000
STLS Trends strategy	\$35,000
STLS Wet Weather Characterization	\$374,000
<b>Grand Total</b>	<b>\$3,624,700</b>

**Table 3: RMP Budget Line Item Descriptions**

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
1. Program Management	<b>A. Program Planning</b>	Preparing annual workplans and budgets (Program Plan, Detailed Workplan, Multi-Year Plan). Preparing presentation of RMP activities for the coming year for Planning Workshop and outreach meetings. Updating the MOU between SFEI-ASC and the Water Board biennially	Labor	150 hours for Program Manager to produce the Annual Detailed Workplan and Budget, Program Plan, and Multi-Year Plan. 40 hours for Lead Scientist to contribute to workplans. 16 hours each for 8 senior staff to contribute to the plans.	\$50,000
	<b>B. Contract and Financial Management</b>	Tracking expenditures versus budget, accounting, working with auditors, providing financial updates to RMP SC, developing contracts, overseeing contracts, invoicing stakeholders.	Labor	565 hours for Contracts Manager. 430 hours for accountant. 400 hours (8 hr/wk) for Program Manager.	\$170,000
			Direct Cost	Audit fees	\$14,000
				Bank activity charge	\$100
				Fees for legal consultations	\$3,000
	<b>C. Technical Oversight</b>	Review of work products by Lead Scientist, Program Manager, and Senior Scientists to ensure the quality of RMP deliverables. These funds will also be used to provide advice to junior staff on technical problems. When possible, technical reviews will be completed using funds in the labor budget for the project. However, some projects are underbudgeted for internal review; some projects would benefit from a broader set of internal reviewers than originally planned; and review is often needed on small deliverables such as slides.	Labor	For Lead Scientist and Program Manager: 80 hours (1.5 hr/wk) each. For 3 Senior Scientists: 40 hours (0.8 hrs/wk) each.	\$50,000



Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
1. Program Management	D. Internal Coordination	Workflow planning, tracking deliverables, and holding staff meetings.	Labor	For Program Manager: 200 hours (4 hr/wk) for workflow planning, deliverables tracking, and planning meetings with Lead Scientist and staff. For Lead Scientist: 100 hours (2 hr/wk) for planning meetings with Program Manager and other staff. For RMP Staff: 48 hours (12 staff for 1 hour, four times) for quarterly RMP All Staff meetings; 150 hours (0.5 hr/wk for 6 staff) for weekly core staff meetings; and 130 hours for supervisors to meet with their staff as needed.	\$90,000
	E. External Coordination	Participation in meetings with external partners to coordinate programs (e.g., coordinating work on the Pulse Report with the State of the Estuary Report, linking RMP monitoring with SWAMP, meeting with SCCWRP, serving as liaison to the Delta RMP and other RMPs)	Labor	175 hours total, assuming 2.5 hours/week for senior scientists collectively and 50 hours total for ED. Participation in meetings with the Delta RMP and other organizations will have be prioritized.	\$30,000
	F. Safety Training	Field and lab safety training associated with RMP monitoring activities	Labor	Assumes 4 hours per year for core RMP field staff (n=6)	\$5,000
	G. Administration	Office management assistance (e.g., ordering supplies, arranging travel) and supplies	Labor	80 hours (1.5 hr/wk) for two administrative staff.	\$7,000
			Direct Cost	Courier expenses for samples are not included in this line. They are included in S&T monitoring budgets	\$500
				Office Supplies	\$1,500
				Project-specific conference calls. Expecting lower costs for conference calls in 2015 due to WebEx service.	\$700
				Project-specific mailings	\$1,000
				Specialized technical and program management software. Includes \$100 for SmartSheet license	\$1,000
				Subscriptions to access online scientific articles. Technical books or journals. \$7k for SCOPUS scientific journal search access (important for CEC research). \$500 budget for additional articles or books.	\$7,500
			Internet costs	\$500	

Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
2. Governance	A. SC meetings	Preparing agendas, agenda packages, participating in meetings, writing meeting summaries, action item follow-up, reviewing minutes from past meetings. Pre-meeting with Chair and Co-Chair.	Labor	4 meetings per year. For each meeting: 30 hours for Program Manager, 40 hours for Environmental Analyst, 20 hours for Lead Scientist, 4 hours each for RMP staff for updates/reporting and attending part of the meeting, 4 hours for administrative staff.	\$65,000
			Direct Cost	Catering for Steering Committee meetings. Typical catering cost is \$300 per meeting. 4 meetings per year.	\$1,500
	B. TRC meetings	Preparing agendas, agenda packages, participating in meetings, writing meeting summaries, action item follow-up, reviewing minutes from past meetings.	Labor	4 meetings per year. For each meeting: 30 hours for Program Manager, 40 hours for Environmental Analyst, 20 hours for Lead Scientist, 8 hours each for RMP staff for updates/reporting and attending all of the meeting, 4 hours for administrative staff.	\$80,000
			Direct Cost	Catering for Technical Review Committee meetings. Typical catering cost is \$300 per meeting. 4 meetings per year.	\$1,500
	C. WG meetings	Preparing agendas, agenda packages, participating in meetings, writing meeting summaries, action item follow-up, reviewing past meeting minutes.	Labor	4 meetings per year. For each meeting: 30 hours for Program Manager, 40 hours for Environmental Analyst, 20 hours for Lead Scientist, 8 hours each for RMP staff for updates/reporting and attending all of the meeting, 4 hours for administrative staff.	\$80,000
			Direct Cost	Catering for Workgroup meetings. Typical catering cost is \$300 per meeting. 4 meetings per year.	\$1,500
	D. External Science Advisors	Honoraria and travel for external science advisors.	Direct Cost	Honoraria for external advisors to RMP Workgroups, including the nutrient workgroup. Assumes \$2k honoraria for 20 advisors	\$40,000
				Travel expenses for external advisors	\$10,000
3. Data Management	A. Data Processing, Quality Assurance, and Upload to CEDEN	Formatting, performing QA/QC review, and uploading RMP field and analytical results from laboratories to SFEI's RDC database and replicating to CEDEN. Maintaining the database of archived RMP samples and coordinating with archive facilities. Coordinating team, collection agencies, and laboratories. Tracking data deliverables and pending issues.	Labor	Processing 2014 sediment/bivalve/sportfish (\$93k, does not include work on these datasets already completed in 2014), plus \$48k contingency, plus \$10k for 2015 water and bird egg costs (10% of \$100k total cost), plus 20 hours for Lead Scientist and 30 hours for Senior Chemist for ratio review of organics datasets. Archive container ordering, coordinating with the labs and uploading the spreadsheet to our database is included in this budget. Budget does not include IC formatting or 2015 margins work.	\$160,000

Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
3. Data Management	B. Database Maintenance and Online Data Access	Incorporating updates and corrections to data as needed, including re-analyzed results and updates implemented by CEDEN/SWAMP. Adding enhancements and updates to web-based data access tools such as CD3.	Labor	The 2015 Data Management budget is higher than 2015 MYP estimate. Reduced budget by \$20k and added \$15k revenue from set-aside funds to bring closer into alignment.	\$140,000
	C. Quality Assurance System	Updating the Quality Assurance Project Plan, writing QA memos for datasets, conducting interlaboratory comparison tests, and researching analytical methods. Maintaining our laboratory SOP file system.	Labor	50% of the funding level for 2013 and 2014. The QAPP was updated in 2014. Only small edits are expected in 2015. However, these funds are also needed for staff to write QA memos and to do interlaboratory comparison studies.	\$15,000
			Subcontract	Funds for interlaboratory comparison studies (e.g., for 10 IC samples for PCBs in sediment).	\$10,000
	D. Updates to SOPs and Templates	Developing and enhancing software tools and processes such as EDD templates and writing and maintaining internal SOPs to increase efficiency of data management tasks	Labor	Estimated cost based on 2013 and 2014 budgets.	\$30,000
4. Annual Reporting	A. Pulse or Pulse Lite Report	SFEI staff time for technical content (text, analyses, graphics), design, and web presence. Direct costs for printing and mailing report. Subcontractors for editorial content.	Labor	Assuming 100 hours for Lead Scientist, 230 hours for technical staff/Program Mgr/ED, 60 hours for data mgmt/GIS staff, 500 hours for design staff, 20 hours for web staff. Additional Notes: 2013 Pulse cost \$189k (\$130k labor, \$37k printing/postage, \$22k consultants).	\$110,000
			Subcontract	Subcontracts for editorial content. Assuming a reduced level of consultant support compared to what was used in 2013.	\$15,000
			Direct Cost	Office supplies for production and distribution for Pulse Report	\$500
				Printing and mailing costs for hard-copy report. Bay Area Graphics will handle both printing and mailing and will present one invoice, so both printing, envelopes, and postage will be recorded under expense category 522 "Printing". 2013 Pulse print run was 3000 copies, assuming a similar cost in 2015. In Pulse Lite years, the print run will be approximately half (1200 copies in 2014).	\$40,000

Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
4. Annual Reporting	B. Annual Meeting	Developing the meeting agenda, managing logistics, advertising about the meeting, managing attendee registration, preparing presentations, staffing the meeting. Direct costs for Save the Date mailings, venue, and catering. Travel funds for outside speakers.	Labor	Labor cost for Annual Meeting reduced to match the estimate from the communications plan (\$50k). This funding level limits attendance at the meeting to RMP core staff and the ED. Budget assumes 120 hours for Environmental Analyst, 30 hours for Program Manager, 30 hours for Lead Scientist, 80 hours for Design, 32 hours for administrative staff, 8 hours for IT staff, presentations by 5 Senior Scientists (16 hrs to prepare and deliver each), and attendance at the meeting by ED and 3 additional RMP staff for a total of \$50k.	\$50,000
			Direct Cost	Save the Date cards printed and mailed to RMP distribution list (900 people). Costs include printing and mailing since this will be done by the same contractor (Bay Area Graphics).	\$900
				Venue rental and catering for RMP Annual Meeting or contribution to SOE Meeting Travel to RMP Annual Meeting for invited speakers.	\$20,000 \$3,000
	C. Annual Monitoring Report	Preparing summary information for a streamlined report to document the activities taken during the field season. The report will be part of the QA System, along with the QAPP, cruise reports, QA memos for datasets.	Labor	Assuming 40 hours for Environmental Analyst, 48 for technical staff, 8 hours for Program Manager, 4 hours for Lead Scientist, and 4 hours for GIS staff.	\$10,000
	D. Updates to Copper SSO and Dredged Material Thresholds	Updating the rolling average of dissolved copper concentrations in water in each segment of the Bay and making comparison to SSO. Updating ambient sediment concentrations for the Dredged Material Management Office for determining when bioaccumulation testing will be required for dredged material. Due to the alternating schedule of water and sediment sampling, these calculations will be done in alternate years.	Labor	Assuming 20 hours for Environmental Analyst, 10 hours for data manager, 12 hours for senior technical staff, and 4 hours for Lead Scientist.	\$5,000

Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
5. Communications	<b>A. Communications Plan Implementation</b>	Coordinate the distribution of RMP information to RMP stakeholders, natural resource managers, and the public through multiple media channels (e.g., website, publications, email newsletters, fact sheets, social media, etc.). Develop a calendar of RMP communications products, identify appropriate media channels, and implement calendarized events.	Labor	Assuming 20 hours for Lead Scientist, 20 hours for communications coordinator, 60 hours for design staff, 20 hours for Environmental Analyst, and 40 hours for technical staff.	\$22,000
	<b>B. Stakeholder Engagement</b>	Preparing for and attending RMP stakeholder meetings (e.g., BACWA, BASMAA, LTMS, WSPA) as well as communicating directly with stakeholder representatives.	Labor	For Program Manager: 100 hours for 3 days each to prepare for and attend 4 meetings at stakeholder groups; 50 hours for 1 hr/wk to communicate with stakeholders. For Lead Scientist: 50 hours for 1 hr/wk to communicate with stakeholders. For Executive Director: 50 hours or 1 hr/wk to communicate with stakeholders. No hours budgeted for technical staff to attend meetings.	\$42,000
	<b>C. Responses to Information Requests</b>	Responding in inquiries for RMP data and reports, including press calls.	Labor	Assuming 75 hours for technical staff and that most inquiries will be handled by junior staff.	\$10,000
	<b>D. Fact Sheets and Outreach Products</b>	Producing summary information on important topics in a convenient format (includes miscellaneous design products). Production costs for hard-copy fact sheets and other outreach materials.	Labor	Assuming 45 hours of design staff time and 30 hours of technical staff time.	\$10,000
			Direct Cost	Printing costs	\$500
	<b>E. Support for "Estuary News"</b>	Coordinating and reviewing content for the newsletter. Cash support to SFEP for Estuary News. Subcontracts for editorial content and graphic design.	Labor	Assuming 20 hours of Lead Scientist time and 20 hours of technical staff time. Total cost to RMP for Estuary News was estimated at \$15k in Communications budget.	\$6,500
			Subcontract	Editorial content	\$2,000
		Direct Cost	RMP has made a commitment of \$10k per year to support Estuary News in 2014 and 2015.	\$10,000	

Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
5. Communications	F. Presentations at Conferences and Meetings	Participation in workshops and conferences for SWAMP, NorCal SETAC, ACS, and other professional organizations; as well as presentations at local meetings. Direct costs for travel and conference registration.	Labor	Assumes 200 hours of technical staff time (equivalent to 3 week-long conferences plus 10 days of local meetings). 80 hours of design staff time and 12 hours of GIS staff to prepare posters and slides.	\$40,000
			Direct Cost	Travel and registration costs for RMP staff to attend conferences, workshops, and local meetings. Assuming 3 conferences at \$2k per conference plus \$2k for travel costs for local meetings.	\$8,000
	G. RMP Website Maintenance	Updating the RMP website with new reports. Funds for online data access tools (e.g., CD3) are in the Data Management budget. Funds for website redesign are a separate line item.	Labor	Assuming 40 hours for IT staff, 40 hours for design staff, 20 hours for Environmental Analyst, 8 hours for EI Director, 8 hours for Program Manager.	\$15,000
	H. RMP Website Redesign	Develop new design for RMP website	Labor	Task un-funded. SC will need to authorize additional funds for website updates other than uploading new files.	\$0
	I. Products for New Media	Produce and distribute RMP-branded products using new digital media (e.g., interactive eBooks, social media)	Labor	Task un-funded. SC will need to authorize additional funds for new media products, such as eBooks.	\$0
6. S&T Monitoring	A. Field Work and Logistics	Coordinating field sampling, preparing cruise plans, making maps of sampling locations, field sampling, and ensuring delivery of samples to laboratories. Subcontractors to assist with field data collection and research vessels. Direct costs for sampling equipment, supplies, and insurance.	Labor	Assuming a similar level of effort as 2013 plus \$5k for GIS services.	\$45,000
			Subcontract	Contractors to plan cruise logistics, collect samples in the field, ship samples to laboratory, and manage sample archive. The cost for contractor support for the water cruise in 2013 was \$91,174. A similar level of support will be needed in 2015.	\$95,000

Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
6. S&T Monitoring	A. Field Work and Logistics	Coordinating field sampling, preparing cruise plans, making maps of sampling locations, field sampling, and ensuring delivery of	Subcontract	Rental costs for research vessels. In 2015, the USGS R/V Turning Tide will be used for the water cruise. The cost for this cruise in 2013 was \$21,000. A similar level of effort will be needed.	\$25,000
			Direct Cost	Field equipment for sampling cruises	\$1,000
				Field supplies for sampling cruises. Assumes lower costs in 2015 compared to 2014 because only bird egg samples will need to be archived.	\$3,000
				Insurance surcharge for field sampling on or near navigable waters. The insurance rate is 0.22 of pay rate (billed salary/2.95).	\$3,500
				Shipping costs for delivery of samples to laboratories	\$2,000
				Travel to field sampling locations	\$500
	B. USGS Sacramento Support	Support for USGS-Sacramento to conduct in-situ sensor monitoring. The program is supported by USACE pass-through funding (\$250,000). USGS has requested an additional \$60,000 to support the program in 2015.	Subcontract	USGS receives \$250,000 directly from USACE.	\$250,000
				This task was for a \$60k funding increase request from USGS for moored sensor and suspended sediment monitoring. This task is un-funded due to insufficient funds. It is assumed that USGS will receive funding from other sources.	\$0
	C. USGS Menlo Park Support	Support for USGS-Menlo Park to conduct nutrient monitoring.	Subcontract	Assuming level funding for 2015 but costs are expected to increase in out-years.	\$173,000
	D. Water Chemistry Monitoring	Subcontracts for analytical and field services	Subcontract	Estimated laboratory subcontract cost.	\$45,000
	E. Water Chemistry CTR Monitoring	Study to measure the full suite of CTR pollutants in water at 3 stations during the wet season. The scope of work for the study is still being developed.	TBD	This task was un-funded because of competing funding priorities.	\$0
F. Bird Egg Monitoring	Subcontracts for analytical and field services	Subcontract	Estimated laboratory subcontract cost.	\$150,000	
G. Sample Archive	Storage costs for long-term archive of sediment, bivalve, bird egg, and sport fish samples at NIST. Payments are made in odd numbered years.	Subcontract	Estimated laboratory subcontract cost.	\$18,000	

Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
6. S&T Monitoring	H. Planning for Bay Margins Sediment Study	Preparing a final sampling design, which will involve working with statistics, analyzing available data, issuing RFPs for subcontractors, and holding meetings with stakeholders.	Labor	Assuming 50 hours for Don Yee, 50 hours for Program Manager, and 25 hours for senior scientist.	\$20,000
	I. Bay Margins Sediment Study	Special study to determine the concentrations of pollutants in the bay margins sediments. The scope of work for this study is still being developed.	TBD	In 2013, the S&T design was changed to be more efficient. The cost savings from this design change was \$120k. The TRC has advised that the cost savings should be spent on the margins study.	\$120,000
	J. Analysis of S&T Impacts, Changes, and Data	Compiling information on how the S&T program has affected management decisions. Documenting changes to the S&T design. Analyzing RMP data to plan future monitoring or address management questions. Preparation of a manuscript for a special edition of the Journal of Regional Studies in Marine Science.	Labor	Assuming 40 hours for Program Manager, 20 hours for Environmental Analyst, 30 hours for data management, 30 hours for senior technical staff.	\$15,000
7. Special Studies	EC Microplastics Monitoring	Special study approved by SC on 7/15/14	Labor	(blank)	\$6,200
			Subcontract	(blank)	\$2,800
	EC Strategy Support	Special study approved by SC on 7/15/14	Labor	(blank)	\$20,000
	EC Wastewater Monitoring	Special study approved by SC on 7/15/14	Labor	(blank)	\$25,978
			Subcontract	(blank)	\$29,022
	Nutrient Modeling Program Development	Special study approved by SC on 7/15/14	TBD	(blank)	\$165,000
	Nutrient Moored Sensor Program Development	Special study approved by SC on 7/15/14	TBD	(blank)	\$190,000
	Nutrient Research TBD	Special study approved by SC on 7/15/14	TBD	(blank)	\$115,000
	PCB: PMU Conceptual Model	Special study approved by SC on 7/15/14	Labor	(blank)	\$85,000
	Selenium Delta Fish Derby Monitoring	Special study approved by SC on 7/15/14	Labor	(blank)	\$14,100
		Subcontract	(blank)	\$5,900	
Selenium Information Synthesis	Special study approved by SC on 7/15/14	Labor	(blank)	\$10,000	



Table 3: RMP Budget Line Item Descriptions

Task	Subtask	Description	Expense Type	Budget Notes for Final Estimate	Proposed Budget 2015
7. Special Studies	Selenium Strategy Team Meeting	Strategy Team meeting added to provide oversight to the three selenium-related special studies planned for 2015. The task includes preparing agendas, agenda packages, background documents, participating in meetings, writing meeting summaries, action item follow-up, reviewing minutes of past meetings.	Labor	Funding to support one Selenium Strategy Team meeting in 2015. 30 hours for Lead Scientist and 40 hours total for technical staff.	\$10,000
			Direct Cost	Selenium Strategy Team meeting may be via WebEx so it will not be catered.	\$0
	Selenium Sturgeon Tissue Plug Monitoring	Special study approved by SC on 7/15/14	Labor	(blank)	\$13,900
			Subcontract	(blank)	\$9,100
	STLS Regional Watershed Model	Special study approved by SC on 7/15/14	TBD	(blank)	\$35,000
	STLS Strategy Coordination	Special study approved by SC on 7/15/14	TBD	(blank)	\$26,000
	STLS Trends strategy	Special study approved by SC on 7/15/14	TBD	(blank)	\$35,000
	STLS Wet Weather Characterization	Special study approved by SC on 7/15/14	TBD	(blank)	\$374,000
<b>Grand Total</b>					<b>\$3,624,700</b>