

## Item 5, Attachment 1

### San Francisco Estuary Institute

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April 17, 2007

### MEMORANDUM

**To:** RMP Steering Committee  
**From:** Meg Sedlak  
**Re:** Updated Summary of RMP Budget (Years 2003 – 2007)

This information represents budget status to the best of my knowledge at this time and has been reviewed and approved by the Program Manager (Jay Davis) and the Executive Director (Mike Connor).

### RMP 2007

**Summary:** Budget is on track. At the end of first quarter, 23% of labor and 21% of direct costs have been expended. As of April, approximately \$449,700 participant fees are outstanding; have written-off \$16,655 (Strawberry Rec., see below). As of April, projecting a budget surplus of \$112,321; would like to allocate approximately \$69,000 to additional tasks (see SC memos on Coring (\$4,000); NWQMC Pilot Study (\$25,000); Cormorant egg monitoring (\$10,000) and Invasive Oyster Research (\$30,000)), leaving a surplus of approximately \$43,000.

- **Revenue:**

<b>Estimated Revenue</b> (approved 01-22-07)	<b>Cash Revenue</b> (received to date)	<b>Cash Flow</b>	<b>Projected Budget Status</b>
\$3,387,866	\$2,921,467	-\$466,399	\$112,321 (surplus)

- **Participant Fees:** All participants have been invoiced. Total invoiced for 2007 is \$3,096,587. Target fees were \$3,050,046. The fees exceed targeted amount by \$46,541 due to a surplus from dredgers; however, wrote off fees totaling \$16,655.
  - **Write-Off:** \$16,655 dredger fees from Strawberry Recreation District (out of a total of \$37,010) in Q1 2007. Similar to Greenbrae Marina (see RMP 2006 below), Strawberry Recreation District estimated dredging project costs and started the permitting process under the old fee schedule, but started dredging after the

new fee schedule went into effect. They, therefore, paid the \$0.22/cy rate instead of the \$0.40/cy rate.

- **Interest:** Estimate approximately \$120,000 for 2007 from interest (i.e., \$3 million at 4 percent interest rate).
- **Increased revenue:** Additional revenue from unspent 2006 labor funds (\$81,279) was carried over to complete unfinished 2006 tasks in 2007.
- **Increased revenue (pending not reflected in total above) :** Request from the Copper Development Association to analyze RMP/CEP cores for copper (see SC memo). Purchase order written to SFEI for \$32,050 for labor (\$9,100) and analyses (\$22,950). Seeking for approval from the SC on April 24<sup>th</sup>, 2007.
- **Outstanding invoices total \$449,744.** Unpaid invoices include: San Mateo stormwater (\$79,000); Caltrans stormwater (\$72,000); Port of San Francisco dredger (\$79,000); Port of Oakland (\$42,000); Alameda Point (\$69,000). Cash revenue will increase to \$3,371,211 when all invoices are paid, leaving a \$16,655 deficit (caused by the write-off).
- **Expenditures:**
  - **Labor:** Expended 23% of labor budget (i.e., \$308,663 out of total approved budget \$1,355,620).
  - **Subcontracts:** \$709,415 subcontracts have been written out of a total allocated of \$1,610,120. In the process of writing contracts for S&T field sampling.
  - **Direct Costs:** Expended \$28,417 of a total budget of \$133,150. Major costs associated with the purchasing of equipment for the PS/SS for Zone 4 (\$22,623) and Hg Workshop (\$2,300).
  - **Pending:** Request for use of \$69,000 of the unallocated funds (\$112,321 see above) for the following additional 2007 tasks:
    - **RMP CEP/Coring Project (Labor):** Requesting \$4,000 to write up the results of the additional analytes analyzed (see SC memo).
    - **NWQMC Pilot Study (Labor):** Requesting \$25,000 to inventory data in the Bay Area and identify key gaps (see SC memo).
    - **Reporting of 2006 Cormorant Egg data (Labor):** Requesting \$10,000 to review results of analyses, conduct data validation and write a report.
    - **Invasive Oyster Research (Labor):** Requesting \$30,000 to conduct research on an invasive oyster in the Bay (see SC memo).

**RMP 2006**

**Summary:** No major issues. 103% of direct cost and 94% of labor were expended, with the labor balance carrying over to 2007. Balance remaining for unassigned contracts is \$266,000; approximately \$180,000 is unallocated due to cancelled programs (e.g., episodic toxicity); approximately \$90,000 to be written (e.g., bivalve). \$10,978 in dredger fees have been written-off.

- **Revenue:** (see attached spreadsheet)

<b>Estimated Revenue</b> (approved 07-17-06)	<b>Cash Revenue</b> (to date)	<b>Surplus/Deficit</b>	<b>Projected Budget Status</b> (Surplus)
\$3,524,129	\$3,514,749	-\$9,380	~\$95,000

- **Participant Fees:** Zero percent increase in participant fees. All participants have been invoiced. There is an approximate \$8,000 shortfall due to fewer dredgers. Total amount invoiced was \$2,731,897 plus \$250,000 in-kind contribution from US Army Corps. Target fees were \$2,990,241.
  - **Write-Off:** \$10,978 dredger fees from Greenbrae Marina (out of a total of \$24,396) in Q4 2006. Greenbrae Marina paid \$0.22/cy instead of \$0.40/cy. Permits issued prior to July 2004 went under the \$0.22/cy rate. The 2006 invoice to Greenbrae applied to projects permitted prior to July 2004, so the invoice should have used the \$0.22/cy rate.
- **Increased revenue:** Increased revenue as a result of an increase in interest. Beginning 2006, estimated approximately \$120,000 for 2006 from interest (i.e., \$3 million at 4 percent interest rate); actual interest was \$180,890.
- **Increased revenue:** Additional revenue from unspent 2005 funds totaling \$200,946 (i.e., \$61,394 unspent labor (need to carryover to complete unfinished tasks), \$135,638 unallocated subcontract funds, and \$3,914 unspent direct costs). In addition, at the July 17<sup>th</sup> SC meeting, SC authorized the transfer of residual 2005 subcontract funds from PBDE Pilot Study (\$15,600) to 2006 labor for completion of PBDE Conceptual Model/Impairment Assessment.
- **Outstanding invoices total \$70,271 (Caltrans).** Cash revenue will increase to \$3,585,020 when the invoice is paid.

- **Expenses:**
  - **Labor:** Expended 94 % of labor budget (i.e., \$1,311,607 out of total approved budget \$1,392,885). The remaining 6% (\$81,279) was approved to carry over into 2007 to finish uncompleted 2006 tasks.
  - **Subcontracts:** \$1,605,703 subcontracts have been written out of a total allocated of \$1,872,019. Of the 266,316 unassigned subcontract funds:
    - Remaining contracts to be written for 2006 work total approximately \$87,000 including:
      - S&T: Bivalve Analyses (~\$50,000) -- need a new laboratory to conduct analyses. Will conduct intercomparison exercise (see memorandum and request for funding below).
      - S&T Sportfish: Otolith analyses of sportfish (\$11,000)
      - S&T: Water analyses of pesticides (\$10,000). Analytical issues with chloropyrifos/diazinon.
      - PS/SS RMP/CEP Coring: USGS review of cores (\$4,000)
      - S&T: Cormorant egg collection (\$12,000). Pending development of contract for gifting the collection of eggs.
    - Cancelled contracts for 2006 total approximately \$180,750 and include the following:
      - Episodic Toxicity element (\$142,800). Cancelled this element deferred to 2007.
      - Sediment Toxicity TIE tests (\$23,250). UC-Davis reworking TIE methodology – cancelled TIE analyses for 2006.
      - EEPS Benthos (\$9,700). Originally budgeted for subcontractor to conduct benthos analyses, not needed.
      - Power analysis outside consultant (\$5,000). Budgeted for but not needed.
    - Amending 2006 budget to include the following contracts (totaling approximately (\$86,000):
      - S&T: Reanalysis of 2005 bivalves (~\$20,000) – using 2005 archive samples will assess the ability of a new laboratory to achieve better detection limits. See memorandum.
      - S&T: Dioxin in Sportfish 2006 and 2003 (~\$20,000) -- based on a request by BACWA members, will analyze sportfish for dioxin. See memorandum.
      - PS/SS: Coring Additional analyses (~\$8,000). If cores are analyzed for copper, will include other analytes. See memorandum.
      - PS/SS: Cormorant egg analyses (~\$38,000) – Pending TRC/SC approval, see e-mail notice to committees.
    - Estimate approximately \$95,000 to carryover into 2007. Will have final numbers in July 2007.

- **Direct Costs:** Expended \$104,981 of a total budget of \$101,845 (overbudget by \$3,136). Major costs associated with: the financial audit (\$9,000); travel for SFEI employees and workgroup advisory panel members (\$8,000); conferences and meetings such as Hg meeting, benthic workshop, pyrethroid workshop and workgroup meetings (\$13,000); honorariums for scientific advisory panel members (\$12,000) and printing for Pulse, newsletter, etc. (\$33,000).

## RMP 2005

**Budget summary (see attached sheet):** In 2005, the RMP came in under budget. Several tasks were initiated late in 2005 (e.g., small fish project and the 2003 sport fish final report). All unspent labor hours for 2005 were carried over as specific line items in 2006 budget. Unspent subcontracts and direct costs were carried over as revenue to 2006.

- **Outstanding expenditures:** \$39,800 shown as outstanding liability; however, \$15,600 of this was the BACWA PBDE contract that was transferred to labor in 2006. For the remaining contracts, the bulk are closed with a small portion of the contract unspent. These funds will be brought forward in July after the audit.
- **Outstanding invoices:**
  - **Write-Off:** \$5,535 of dredger fees from San Francisco Dry Dock in Q1 2006. San Francisco Dry Dock short-paid their invoice because their actual dredging was less than the projected as specified on the invoice. A letter that went along with the invoice should have indicated that the actual amounts must be reported before a certain date. Unfortunately, the letter did not indicate this. RWQCB will be more vigilant.
  - **Outstanding invoices total \$33,770 (Caltrans).** Cash revenue will increase to \$3,239,432 when the invoice is paid, leaving a \$61,080 surplus (primarily due to the increased interest revenue).

## RMP 2004

**Budget Summary:** A surplus of approximately \$45,500 remains from 2004.

- **Outstanding expenditures:** \$105,810 shown as outstanding contract liability; however, \$45,885 of this is associated with the reanalysis of historic sediment samples by HR GC/MS. For the remaining contracts, the bulk are closed with a small portion of the contract unspent. These funds will be brought forward in July after the audit.

**RMP 2003**

**Budget Summary:** Significant savings due to the early budget adjustments, and less than budgeted expenditures in labor (~\$70K). Unfinished labor tasks and corresponding labor effort (~\$70K) were carried into 2004. Overruns from the previous year 2002 (approximately \$178,000) were deducted from the surplus. Approximately \$55,700 remains from 2003 account (see attached spreadsheet).