



SAN FRANCISCO ESTUARY INSTITUTE

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

www.sfei.org

DATE: January 28, 2015

TO: RMP Steering Committee

FROM: Philip Trowbridge and Lawrence Leung

RE: Status and Carryover Recommendations for RMP 2012, 2013 and 2014 Budgets

The purpose of this memorandum is to provide an update for all open RMP budget years (2012, 2013, and 2014) so that the Steering Committee can approve the continued use of these funds in 2015. All of the values presented are current as of 12/31/14. The 2015 RMP budget year has just begun. The first update on the 2015 budget year will be in April.

The memo also summarizes cash position of the RMP and the balances of Designated Dredger Reserve Fund, Designated Set-Aside Funds, and Undesignated Funds.

Funds Remaining from RMP Budget Year 2012

There are \$42,596 remaining in the RMP 2012 budget. The remaining balance of 2012 labor funds (\$10,596) is needed support for RMP staff as they prepare a report on perfluorinated compounds in the Bay. The remaining balance of 2012 subcontract funds of \$32,000 is for an active contract with Deltares for nutrient-related modeling (see Note 1).

Recommendation: Authorize the carryover of \$10,596 in labor and \$32,000 in subcontractor funds originally from the 2012 RMP budget.

Funds Remaining from RMP Budget Year 2013

There are \$126,123 remaining in the RMP 2013 budget. The remaining labor funds (\$15,933) are needed to support RMP staff for nutrient modeling tasks. The remaining subcontract funds are associated with two active contracts. One contract is with Deltares for nutrient-related modeling with a \$61,350 balance (see Note 1). The other contract is with UC Santa Cruz for algal biotoxin

monitoring with a \$47,041 balance. A small amount (\$1,799) of the funds from 2013 are no longer needed and will be added to the Undesignated Funds.

Recommendation: Authorize the carryover of \$15,933 in labor and \$108,391 in subcontractor funds originally from the 2013 RMP budget.

Funds Remaining from RMP Budget Year 2014

As of 12/31/14, 64% of the RMP 2014 budget was spent overall. The total balance remaining is \$1,619,180. Most of the remaining funds are needed to support multi-year studies that will continue in 2015 or projects that were delayed. Attachment 2 provides details and justifications for the \$361,115 in labor funds to be carried over. Attachment 3 shows the \$769,051 in subcontracts that should remain open into 2015. Payments to subcontractors are expected to increase in early 2015 after the 2014 Status & Trends monitoring data are finalized and lab invoices can be paid. The \$124,286 of direct costs recommended to be carried over are for honoraria for science advisers (\$15,000) equipment purchases for moored sensors (\$85,857), other expenses for stormwater program expenses (\$22,088), and minor end of year expenses booked in January (\$1,341). All of these direct costs will be made in the first quarter of 2015. Table 1 summarizes the 2014 budget, amount expended, balance, and carryover request for labor, subcontractor, and direct expenses.

While many of the 2014 Workplan tasks are still ongoing, it appears that the RMP will complete the work at least \$153,628 under budgeted expenses. The major contributors to these savings were:

- 2014 Status and Trends monitoring because a more efficient design was implemented in 2014 (\$118k savings);
- 2013 Annual Monitoring Results Report which was streamlined (\$20k savings expected once the report is complete, which offsets a \$7k cumulative overage on other tasks, primary from the RMP Update Report); and
- 2014 other direct costs (\$19k).

Therefore, these extra funds have been released from the 2014 budget to the Undesignated Funds.

Recommendation: Authorize the carryover of \$361,115 in labor funds, \$769,051 in subcontractor funds, and \$124,286 in direct expense funds originally from the 2014 RMP budget. (See Table 1 for a summary and Attachments 2 and 3 for line item details).

Note 1: There is actually one subcontract with Deltares for nutrient-related modeling. The contract is for \$100,000 but it draws upon RMP funds from 2012 (\$32,000), 2013 (\$61,350), and 2014 (\$6,650). The older funds will be the first ones used to pay invoices on this contract.

Table 1: RMP 2014 Budget, Expenses, Carryover Request, and Undesignated Funds as of 12/31/14

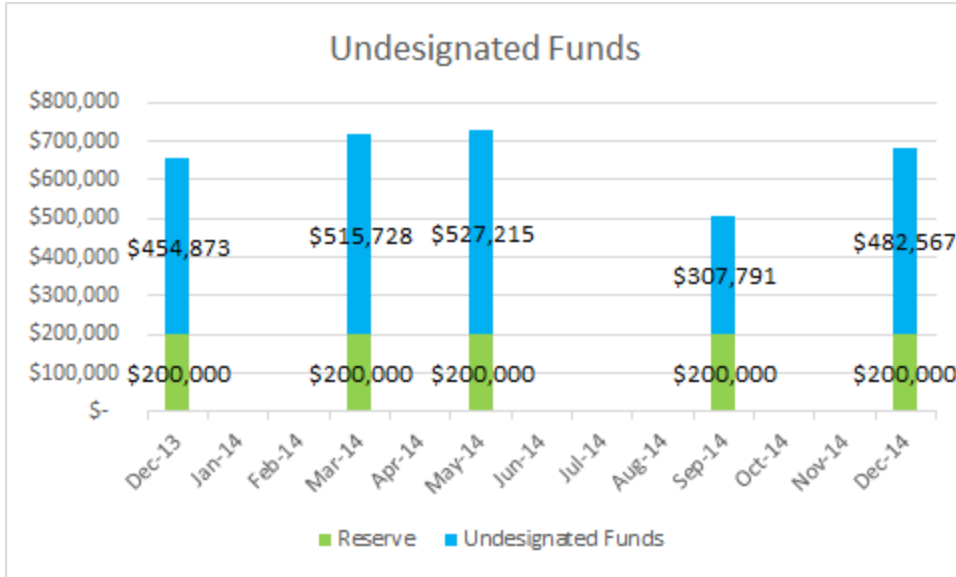
	Budget	Spent	Balance	Carry-over	Un-encumber
Labor	\$1,946,100	\$1,571,582	\$374,518	\$361,115	\$13,404
Subcontractors	\$1,883,529	\$993,265	\$890,264	\$769,051	\$121,213
Direct Costs	\$328,326	\$185,029	\$143,297	\$124,286	\$19,011
Set-Aside and Contingency Funds	\$211,100	\$0	\$211,100	\$211,100	\$0
Total	\$4,369,055	\$2,749,875	\$1,619,180	\$1,465,552	\$153,628

Summary of 2012, 2013, and 2014 RMP Budgets, Cash Position and Fund Balances

Attachment 1 shows the RMP Budget Summary, cash position, Designated Dredger Reserve, Designated Set-Asides, and Undesignated Funds. Additional detail on the Undesignated Funds and Designated Dredger Reserve Funds are provided below.

STATUS OF THE RMP UNDESIGNATED FUNDS

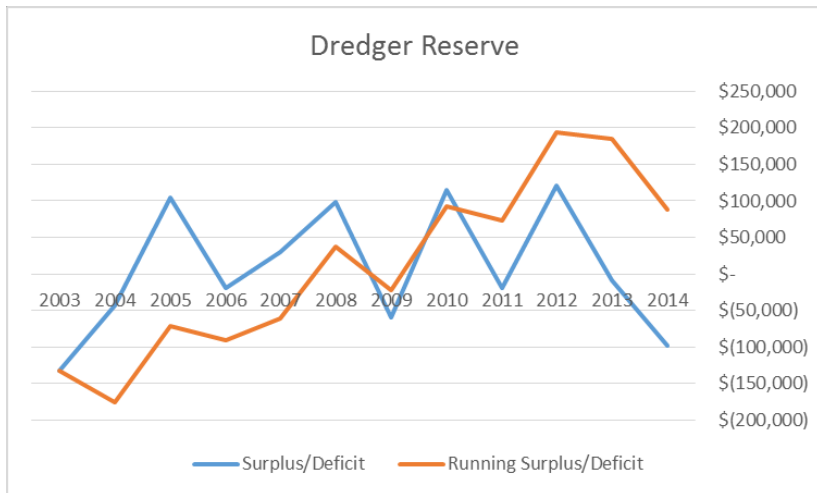
The RMP has a policy to maintain its cash reserve of at least \$200,000 to allow for response to unanticipated funding needs or revenue shortfalls. Any remaining Undesignated Funds are available for spending at the discretion of the Steering Committee. The graph below shows how the balance of Undesignated Funds has changed over time. The height of the bar shows the total balance of the Undesignated Funds. However, the bar is color coded to indicate the RMP policy that \$200,000 of the Undesignated Funds should not be spent subject to the reason stated above. The current balance of Undesignated Funds through 12/31/14 is **\$682,567**. **The current balance includes the \$160,969 recently released from the 2014 RMP budget (the \$154,969 discussed in this memo and \$6,000 released from the 2014 Selenium Plug Study on 1/15/15).**



STATUS OF THE DREDGER RESERVE

The Dredger Reserve balance through 12/31/14 is \$87,834. The following table presents the dredger surplus/shortfall by year. The reserve balance has fallen to \$0 in the 2015 budget year because all of these funds have been used to partially cover a shortfall in dredger fees collected of \$164,777.

Dredger Reserve	
Year	Surplus/Deficit
2014	\$ (97,614)
2013	\$ (8,359)
2012	\$ 120,214
2011	\$ (19,480)
2010	\$ 115,342
2009	\$ (59,576)
2008	\$ 97,815
2007	\$ 29,542
2006	\$ (19,324)
2005	\$ 104,520
2004	\$ (42,352)
2003	\$ (132,894)
TOTAL	\$ 87,834



Steering Committee RMP Budget Summary as of 12/31/14

Budget and Current Expenses						
Year	Budget Item	Approved Budget	Expended	Balance	Expended	Funds to be Expended
		\$	\$	\$	%	by
2014	Labor	1,946,100	1,571,582	374,518	81%	12/31/2015
	SubContracts	1,883,529	993,265	890,264	53%	3/15/2017
	Direct Costs	328,326	185,029	143,297	56%	3/31/2015
	Set-asides	161,100	0	161,100	0%	TBD
	2014 Total	4,319,055	2,749,875	1,569,180	64%	3/15/2017
2013	Labor	164,280	148,347	15,933	90%	6/30/2015
	Subcontracts	309,777	199,587	110,190	64%	5/31/2015
2012	Labor	50,394	39,798	10,596	79%	9/30/2015
	Subcontracts	84,407	52,407	32,000	62%	5/31/2015
	Prior Years Work-to-Complete Total	608,858	440,139	168,719	72%	3/15/2017
Cash, Set-Asides, and Undesignated Funds as of reporting date						
	Item	\$ Notes				
	Cash on Hand	2,549,726				
	Total Current Liabilities (2012-2014 carryover)	(1,423,171)				
	Dredger Surplus	(87,834)				
	'13-'14 Water Chemistry	(110,700)				
Set-Asides	2005-2009 Program Review	(88,179) TBD; previously \$125K, \$37K approved withdrawal 5/6/14				
	'13-14 Tern Monitoring	(50,625) TBD				
	Monitoring Contingency	(50,000) TBD				
	2013 Sediment Benthos	(30,900) TBD				
	2013 Sediment Toxicity	(25,750) TBD				
	Undesignated Funds	682,567 RMP SC has set a policy to maintain a minimum balance of \$200K of Undesignated Funds				
	Plus Accounts Receivables & Interest:	Anticipated Collections by				
'10-11	Treasure Island (U.S. Navy)	11,309 Unknown				
	Undesignated Funds after Collections	693,876				

Attachment 2

2012 RMP

Task	Budget	Remaining	Work to be Completed	Date to be Completed	Unencumbered	Rationale
4. SPECIAL STUDIES						
4.3 ECWG: Monitoring PFCs in Bay Biota	\$46,390	\$10,596	\$10,596	9/30/15	\$0	Report drafted and under review by co-author.
TOTAL	\$46,390	\$10,596	\$10,596	9/30/15	\$0	

2013 RMP

Task	Budget	Remaining	Work to be Completed	Date to be Completed	Unencumbered	Rationale
4. SPECIAL STUDIES						
4.6 CF: Shared Modeling Proposal	\$30,000	\$15,933	\$15,933	6/30/15	\$0	Tactical plan developed. Will use these funds for model planning and implementation. Deadline extended to 6/30/15 to match State Fiscal Year (SFY is used by the Nutrient Steering Committee).
TOTAL	\$30,000	\$15,933	\$15,933	6/30/15	\$0	

2014 RMP

Task	Budget	Remaining	Work to be Completed	Date to be Completed	Unencumbered	Rationale
2. INFORMATION MANAGEMENT & SYNTHESIS						
2.3 Information Dissemination	\$136,000	\$12,534	\$12,534	3/31/15	\$0	SFEI did not receive NIST Broadscan Report until December 2014. Some of the remaining funds will be used to prepare a fact sheet to translate the highly technical report. After this is complete in March 2015, the balance of the funds will be unencumbered.
2.4 Annual Reporting - Annual Monitoring Results 2013	\$40,000	\$30,427	\$10,427	3/31/15	\$20,000	2013 and 2014 Annual Monitoring Report delayed due to staffing changes. The report is expect to be half as expensive as budgeted.
3. STATUS & TRENDS MONITORING						
3.3 Sportfish	\$45,800	\$33,941	\$33,941	12/31/15	\$0	This is a multi-year study so the task must be kept open into 2015.
4. SPECIAL STUDIES						
4.1 EC: Alternative Flame Retardants	\$40,262	\$15,801	\$15,801	12/31/15	\$0	This is a multi-year study so the task must be kept open into 2015.
4.2 EC: EC Strategy Update	\$20,000	\$2,202	\$2,202	1/31/15	\$0	
4.7 STLS: Stormwater Loads Monitoring in Rep. Watersheds	\$224,199	\$47,635	\$47,635	6/30/15	\$0	Report delayed from 12/31/14 to 2/28/15. A proposal will be developed for any potential cost savings from not being able to complete all stormwater sampling events due to the drought.
4.8 STLS: Develop and Update Spreadsheet Model - Yr5	\$30,000	\$23,222	\$23,222	6/30/15	\$0	Report delayed from 9/30/14 to 6/30/15 due to staffing changes.
4.9 STLS: Land use/ Source Specific EMC	\$58,000	\$30,692	\$30,692	6/30/15	\$0	Final report delayed from 12/31/14 to 2/28/15.
4.9 STLS: Land use/ Source Specific EMC	\$22,000	\$22,000	\$22,000	6/30/15	\$0	Funds held in reserve for task 4.9 if needed.
4.11 Nutrients: Program Management	\$20,000	\$688	\$688	3/31/15	\$0	
4.12 Nutrients: Monitoring Program Development	\$42,000	\$36,175	\$36,175	6/30/15	\$0	Deadline extended to 6/30/15 to match State Fiscal Year (SFY is used by the Nutrient Steering Committee)
4.14 Nutrients: Stormwater Measurements	\$10,000	\$9,958	\$9,958	6/30/15	\$0	Report due date changed from 12/31/14 to 6/30/15 to allow for public release of data (expected Q1 2014).
4.15 Nutrients: Modeling	\$100,000	\$99,246	\$99,246	12/31/15	\$0	These funds will be used for nutrient modeling after the 2013 nutrient modeling funds are exhausted.
4.17 Dioxin: Sportfish Monitoring	\$4,000	\$4,000	\$4,000	12/31/15	\$0	This is a multi-year study so the task must be kept open into 2015. Dioxin results will be reported with the sportfish report.
4.21 Selenium: 2014 Plug Sampling	\$13,900	\$8,727	\$8,727	6/30/15	\$0	This is a multi-year study so the task must be kept open into 2015.
ALL OTHER TASKS	\$1,139,939	-\$2,729	\$3,867	1/15/15	-\$6,596	Cumulative balance of closed tasks. Remaining work indicates delayed billing. Overage is largely due to the RMP Update Report.
TOTAL	\$1,946,100	\$374,518	\$361,115	12/31/15	\$13,404	
2012-2014 TOTAL	\$2,022,490	\$401,047	\$387,644	12/31/15	\$13,404	

Attachment 3

Project Year	Cont #	Contractor	Project Title	Amount	Billed	Balance	Carryover	Unencumber	Project Mgr	Start Date	Expire Date	Type of Agency	Contract Status
2012	1091	Deltares	PSSS Modeling	\$ 32,000	\$ -	\$ 32,000.00	\$ 32,000.00	\$0.00	Phil Trowbridge	10/1/2014	5/31/2015	Private	Open
TOTAL				\$ 32,000.00	\$ -	\$ 32,000.00	\$ 32,000.00	\$ -			5/31/2015		
2013	1051	UCSC	PSSS Nutrients Algal Biotoxins	\$ 65,000	\$ 17,959.09	\$ 47,040.91	\$ 47,040.91	\$0.00	Phil Trowbridge	1/1/2013	4/30/2015	University	Open
2013	1091	Deltares	PSSS Modeling	\$ 61,350	\$ -	\$ 61,350.00	\$ 61,350.00	\$0.00	Phil Trowbridge	10/1/2014	5/31/2015	Private	Open
2013			PSSS Nutrients SW	\$ 1,799	\$ -	\$ 1,799.00	\$ -	\$1,799.00	Phil Trowbridge				CLOSED
TOTAL				\$ 128,149.00	\$ 17,959.09	\$ 110,189.91	\$ 108,390.91	\$ 1,799.00			5/31/2015		
2014	1069	Caltest	PSSS POC Nutrients	\$ 20,944	\$9,972.00	\$10,972.40	\$10,972.40	\$0.00	Emily Novick	9/15/2013	9/30/2014	Private	CLOSED
2014	PO2056	ADH	PSSS POC Nutrients	\$ 1,000	\$1,000.00	\$0.00	\$0.00	\$0.00	Emily Novick	10/1/2013	9/30/2014	Private	CLOSED
2014		TBD	PSSS POC Nutrients	\$ 12,133	\$0.00	\$12,132.60	\$12,132.60	\$0.00					
2014		TBD	PSSS NUTRIENTS MONITORING PROGRAM DEVELOPMENT	\$ 8,000	\$0.00	\$8,000.00	\$8,000.00	\$0.00					
2014	1080	SIU	PSSS Alternative Flame Retardants	\$ 53,000		\$53,000.00	\$53,000.00	\$0.00	Phil Trowbridge	5/1/2014	4/30/2015	University	Signed
2014	1087	SJSURF	PSSS Alternative Flame Retardants	\$ 12,038	\$12,022.71	\$15.29		\$15.29	Phil Trowbridge	4/1/2014	11/1/2014	University	Signed
2014	1073	USGS	PSSS Benthic Recovery Study	\$ 150,000	\$27,885.96	\$122,114.04	\$122,114.04	\$0.00	Phil Trowbridge	3/31/2014	3/15/2017	Federal	Signed
2014	1100	UF	PSSS Bioanalytical Tools	\$ 26,000	\$1,782.03	\$24,217.97	\$24,217.97	\$0.00	Phil Trowbridge	7/1/2014	12/31/2015	University	Signed
2014	1101	SCCWRP	PSSS Bioanalytical Tools	\$ 30,000		\$30,000.00	\$30,000.00	\$0.00	Phil Trowbridge	7/1/2014	12/31/2015	JPA	Signed
2014	1099	AXYS	PSSS Dioxin in Sport Fish	\$ 20,850		\$20,850.00	\$20,850.00	\$0.00	Phil Trowbridge	8/1/2014	9/30/2015	Private	Signed
2014	PO2076	Don Stevens	PSSS Margins Planning	\$ 4,500	\$2,400.00	\$2,100.00	\$2,100.00	\$0.00	Phil Trowbridge	8/1/2014	6/30/2015	Consultant	Signed
2014	1091	Deltares	PSSS Modeling	\$ 6,650		\$6,650.00	\$6,650.00	\$0.00	Phil Trowbridge	10/1/2014	5/31/2015	Private	Signed
2014		TBD	PSSS MODELING	\$ 93,350	\$ -	\$93,350.00	\$93,350.00	\$0.00					
2014	1088	UCD	PSSS Moderate Toxicity	\$ 30,000	\$14,644.17	\$15,355.83	\$15,355.83	\$0.00	Phil Trowbridge	6/1/2014	4/30/2015	University	Signed
2014	1109	USGS	PSSS Nutrients Sensor	\$ 5,000	\$5,000.00	\$0.00		\$0.00	Emily Novick			Federal	CLOSED
2014	1119	USGS	PSSS Nutrients Sensor	\$ 15,000	\$15,000.00	\$0.00		\$0.00	Emily Novick			Federal	CLOSED
2014		TBD	PSSS Nutrients Sensor	\$ 35,000		\$35,000.00	\$35,000.00	\$0.00					
2014	963	RiverMetrics	PSSS POC Monitoring	\$ 3,795	\$250.00	\$3,544.90	\$3,544.90	\$0.00	Jennifer Hunt	8/1/2011	9/30/2014	Consultant	CLOSED
2014	987	Brooks Rand	PSSS POC Monitoring	\$ 518	\$174.00	\$344.00	\$344.00	\$0.00	Jennifer Hunt	10/15/2011	8/31/2014	Private	CLOSED
2014	989	EBMUD	PSSS POC Monitoring	\$ 470	\$435.00	\$35.00	\$35.00	\$0.00	Jennifer Hunt	10/1/2011	9/30/2014	County	CLOSED
2014	PO2054	GGWS	PSSS POC Monitoring	\$ 4,000	\$920.00	\$3,080.00	\$3,080.00	\$0.00	Jennifer Hunt	9/27/2013	5/31/2015	Consultant	Signed
2014	1064	Caltest	PSSS POC Monitoring (Source 2)	\$ 42,959	\$38,367.57	\$4,590.96	\$4,590.96	\$0.00	Jennifer Hunt	9/1/2013	9/30/2014	Private	CLOSED
2014	1065	AXYS	PSSS POC Monitoring (Source 2)	\$ 79,273	\$54,968.55	\$24,304.65	\$24,304.65	\$0.00	Jennifer Hunt	9/1/2013	10/1/2014	Private	CLOSED
2014	1066	PERL	PSSS POC Monitoring (Source 2)	\$ 51,873	\$35,895.00	\$15,978.00	\$15,978.00	\$0.00	Jennifer Hunt	9/1/2013	10/1/2014	Private	CLOSED
2014	1067	SJSURF	PSSS POC Monitoring (Source 2)	\$ 15,321	\$14,588.90	\$731.60	\$731.60	\$0.00	Jennifer Hunt	9/1/2013	10/1/2014	University	CLOSED
2014		Unwritten	PSSS POC MONITORING	\$ 35,144		\$35,143.87	\$35,143.87	\$0.00					

Project Year	Cont #	Contractor	Project Title	Amount	Billed	Balance	Carryover	Unencumber	Project Mgr	Start Date	Expire Date	Type of Agency	Contract Status
2014	1089	CSUS	PSSS Program Review	\$ 36,821	\$20,950.46	\$15,870.54	\$15,870.54	\$0.00	Phil Trowbridge	6/9/2014	6/30/2015	University	Signed
2014	1096	AXYS	PSSS PFCs	\$ 21,975	\$22,228.21	(\$253.21)	\$0.00	(\$253.21)	Phil Trowbridge	7/1/2014	6/30/2015	Private	CLOSED
2014	1113	AXYS	PSSS Seal Serum	\$ 4,250	\$102.85	\$4,147.15	\$4,147.15	\$0.00	Phil Trowbridge	9/15/2014	3/31/2015	Private	Signed
2014	1117	USGS	PSSS Selenium Study	\$ 1,510		\$1,510.00	\$1,510.00	\$0.00	Phil Trowbridge	9/1/2014	3/31/2015	Federal	pending
2014		UCD	PSSS Selenium Study	\$ 1,590		\$1,590.00	\$1,590.00	\$0.00					
2014	1074	SFEP	PSSS Support of Estuary News	\$ 10,000	\$10,000.00	\$0.00		\$0.00	Phil Trowbridge	1/1/2014	12/31/2014	State	CLOSED
2014		Werme	PSSS PULSE	\$ 3,061		\$3,061.00		\$3,061.00					
2014	1092	ALS	S&T ALS	\$ 6,075	\$6,075.00	\$0.00		\$0.00	Phil Trowbridge	7/1/2014	6/30/2015	Private	CLOSED
2014	1084	AMS	S&T AMS	\$ 142,103	\$117,407.23	\$24,695.77	\$24,695.77	\$0.00	Phil Trowbridge	3/1/2014	2/1/2015	Private	Signed
2014	1096	AXYS	S&T AXYS	\$ 17,695	\$495.00	\$17,200.00	\$17,200.00	\$0.00	Phil Trowbridge	7/1/2014	6/30/2015	Private	Signed
2014	1093	Brooks Rand	S&T Brooks Rand	\$ 15,606	\$15,717.00	(\$111.00)	(\$111.00)	\$0.00	Phil Trowbridge	7/1/2014	6/30/2015	Private	Signed
2014	1094	CCSF	S&T CCSF	\$ 4,860		\$4,860.00	\$4,860.00	\$0.00	Phil Trowbridge	7/1/2014	6/30/2015	University	Signed
2014	PO2071	RTCES	S&T Cruise Vessel Rental	\$ 12,600	\$9,450.00	\$3,150.00		\$3,150.00	Phil Trowbridge	6/1/2014	10/1/2014	University	CLOSED
2014	1095	EBMUD	S&T EBMUD	\$ 67,775		\$67,775.00	\$67,775.00	\$0.00	Phil Trowbridge	8/1/2014	6/30/2015	County	Signed
2014	1078	CCR	S&T Sport Fish	\$ 115,533	\$115,533.00	\$0.00		\$0.00	Jennifer Hunt	1/17/2014	12/31/2014	Nonprofit	CLOSED
2014	1086	SJSURF	S&T Sport Fish	\$ 101,142		\$101,142.00	\$101,142.00	\$0.00	Phil Trowbridge	4/1/2014	6/30/2015	University	Signed
2014	1099	AXYS	S&T Sport Fish	\$ 8,040		\$8,040.00	\$8,040.00	\$0.00	Phil Trowbridge	8/1/2014	9/30/2015	Private	Signed
2014	PO2080	UCR	S&T Sport Fish	\$ 452		\$452.00	\$452.00	\$0.00	Phil Trowbridge	9/1/2014	3/31/2015	University	Signed
2014		UCD	S&T Sport Fish	\$ 384		\$384.00	\$384.00	\$0.00	Phil Trowbridge			University	pending
2014	1061	USGS	S&T USGS	\$ 165,000	\$165,000.00	\$0.00		\$0.00	Phil Trowbridge	10/1/2013	9/30/2014	Federal	CLOSED
2014		USGS	S&T USACE	\$ 250,000	\$250,000.00	\$0.00		\$0.00	Phil Trowbridge			Federal	
2014		USGS	S&T USGS	\$ 25,000	\$25,000.00	\$0.00		\$0.00	Phil Trowbridge			Federal	CLOSED
2014		Unallocated	S&T unallocated	\$ 115,240		\$115,240.00		\$115,240.00					
2014 TOTAL				\$ 1,883,529	\$993,264.64	\$890,264.36	\$769,051.28	\$121,213.08			3/15/2017		
2012-2014 TOTAL				\$ 2,043,678	\$1,011,223.73	\$1,032,454.27	\$909,442.19	\$123,012.08			3/15/2017		