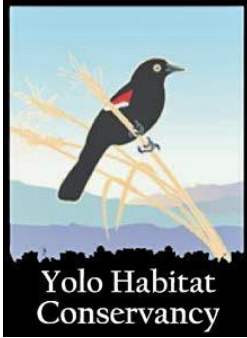




# Yolo Habitat Conservancy 2018-2019 Budget

## Table of Contents

2018-2019 Budget Adoption Staff Report 6/18/18	1
Attachment A: Proposed Budget	6
Attachment B: Administration Fund	12
Attachment C: Mitigation Trust Account	14
Attachment D: Endowment Accounts	15
Attachment E: Budget Resolution	17
Budget Amendment & Mid-Year Update Staff Report 1/28/19	19
Attachment A: Administration Fund Mid-Year Budget Update & Budget Amendment	24
Attachment B: Summary of Implementation Projects	28
Attachment C: Budget Amendment for INFOR	29
Attachment D: Budget Amendment Resolution	31



# Yolo Habitat Conservancy

*County of Yolo • City of Davis • City of Winters • City of West Sacramento  
City of Woodland • University of California, Davis*

To: Jim Provenza, Chair  
Members of the Board

From: Petrea Marchand  
Executive Director

RE: Approve FY 2018-19 budget, authorize Chair to sign 2018-19 budget resolution, and direct staff to cease holding performance retentions on consultant contracts

Date: June 18, 2018

---

## **REQUESTED ACTION:**

1. Approve 2018-19 budget
2. Authorize Chair to sign 2018-19 budget resolution
3. Direct staff to cease holding performance retentions on consultant contracts

## **BACKGROUND:**

### **Overview:**

The Conservancy budget consists of three Funds: The Administration Fund, the Mitigation Trust Account, and the Easement Endowment Fund. The Administration Fund is the largest and the most complicated because the Conservancy pays all staff and consultant costs from this fund related to implementation of the Yolo HCP/NCCP, including grants. The Mitigation Trust Account is the fund used to acquire easements with mitigation fees from the Interim Swainson's Hawk Mitigation Program (which will cease once the wildlife agencies issue the Yolo HCP/NCCP permits) and the Easement Endowment Fund is used only to pay for the monitoring of existing easements.

The proposed 2018-19 Administration Fund budget is provided in two formats: 1) Attachment A

separates reimbursable (grant and landowner contributions) and member agency loan and mitigation fee expenses; 2) Attachment B provides the budget in the format required for the Yolo County's financial system, INFOR. The proposed 2018-19 budgets for the Mitigation Trust Account and the Easement Endowment Fund are provided in Attachment C and Attachment D in the INFOR format only. Staff provided the draft budget to the city managers and County Administrator for feedback and only received feedback from Pat Blacklock, County Administrator, and incorporated all requested changes. Staff also reviewed the budget with Chad Rinde and Holly Alves with the Yolo County Department of Financial Services and incorporated changes based on this discussion.

**Performance Retentions:**

In 2012, the Board of Directors instituted 10% retentions on monthly consultant invoices that are returned to consultants when performance milestones are reached, such as drafts of the HCP/NCCP and EIS/EIR. In May 2018, the Management Committee approved no longer holding performance retentions on consultant contracts because the Conservancy completed the Final Yolo HCP/NCCP and EIS/EIR. Staff recommend that the full Board affirm changing this Board policy and direct staff to no longer hold performance retentions on consultant contracts.

**Implementation Financial Structure:**

After discussing the budget with Mr. Rinde and Ms. Alves, Conservancy staff agreed the Conservancy needs to work with the Yolo County Department of Financial Services to create additional funds in INFOR that will account for changes in the Conservancy's revenue and expenditures, such as mitigation fees received during plan implementation and establishment of a post-permit endowment at the Silicon Valley Foundation. Staff also need to review the Mitigation Fee Act with County Counsel and ensure the financial structure for processing and spending mitigation fees complies with all legal requirements. Staff and Mr. Rinde agreed that the Conservancy should undertake an internal audit to help develop this new financial structure within the first six months of 2018-19.

**Member Agency Loans and Pre-payment of Mitigation Fees:**

Staff worked with the member agency planning directors to determine the Conservancy can expect few, if any, projects in 2018-19 that will use the Yolo HCP/NCCP permit, although thousands of acres are expected in the next 2-10 years and the Conservancy has been receiving calls from project proponents interested in use of the permit. As a result of this lack of mitigation fee revenue in the first year, the city managers and County Administrator agreed at their April 2018 meeting to loan (or pre-pay mitigation fees) the Conservancy's Administration Fund \$212,976 as shown in Table 1. The Conservancy is assuming no-interest loans, will enter into loan agreements with each member agency, and will pay the member agencies back after the Conservancy has secured sufficient mitigation fee revenue to ensure fiscal sustainability.

**Table 1. Member Agency Loans and Pre-Payments**

<b>Member Agency</b>	<b>Pre-payment or Loan</b>	<b>Amount</b>
City of Davis	Loan	\$51,039
City of West Sacramento	Pre-payment	\$49,115
City of Winters	Loan	\$10,745
City of Woodland	Pre-payment	\$51,039
County of Yolo	Loan	\$51,039
<b>TOTAL</b>		<b>\$212,976</b>

**Executive Director Transition:**

At the March 2018 Board meeting, the Board of Directors decided to postpone hiring a new Executive Director for at least six months and continue contracting with Consero Solutions for Executive Director services. Consero Solutions’ contract includes funding for Petrea Marchand as contract Executive Director and staff support services from Consero associates. The proposed 2018-19 budget includes funding for a new Executive Director starting in January 2019. The budget also allows for up to three months of overlap between Consero Solutions and new Executive Director to help with the transition. Staff anticipate the new Executive Director may need to hire additional staff to replace administrative and research work currently conducted by Consero staff other than Ms. Marchand.

**Organization and Budget Goals:**

The organization and budget goals help define the need for resources. The Conservancy currently has a half-time Administrative Assistant, a half-time Research Associate, Executive Director services through Consero Solutions, a half-time contract Deputy Director through Alford Environmental, and a contract project manager through the Tschudin Consulting Group. The Yolo County Office of the County Counsel provides legal services, the Yolo County Clerk of the Board provides back up assistance for Board meetings and agenda management, and the Yolo County Department of Financial Services provides financial services and oversight. The Conservancy is no longer in need of a project manager in 2018-19 because the plan is complete, but staff recommend continuing a small contract with the Tschudin Consulting Group to assist with implementation as it relates to land use planning and member agency education. The Board of Directors has further decided to maintain the existing staff structure until the new Executive Director is in place, at which time the Conservancy will re-evaluate the existing staffing structure in coordination with the new Executive Director.

For Board review, staff are including the 2017-18 organization and budget goals in Table 2. (This is the same update on organizational and budget goals provided in the mid-year budget update.) Progress related to these goals is in green. Staff recommend the organizational and budget goals in Table 3 to guide development of the FY 18-19 budget.

**Table 2. FY 2017-18 Organizational and Budget Goals**

Organizational Goals	Budget Goals
Complete Final HCP/NCCP <i>DONE</i>	Ensure resources to complete plan drafts and EIS/EIR, including managing consultant contracts efficiently <i>DONE</i>
Complete Final EIS/EIR <i>DONE</i>	Hire new Executive Director <i>Postponed to FY 18/19 (estimated January, 2019)</i>
Secure permits <i>Expected August 2018</i>	<i>Develop a funding plan for the start of implementation in 2018-19</i> <i>DONE</i>
Ensure member agencies adopt plan and take other necessary actions <i>Scheduled for May/June 2018</i>	
Create draft template application for use of take coverage (permittee & Special Participating Entity) <i>Scheduled for May/June 2018 if funding allows</i>	
Create database to track permit compliance <i>Scheduled for July 2018 or earlier if funding allows</i>	
Complete draft implementation handbook <i>Received grant to start draft, will start in 17/18 and complete in FY 18/19</i>	
Complete appraisal and draft easement for the California tiger salamander easement in the Dunnigan Hills <i>Postponed to FY 18/19; landowner uncertain whether to sell easement, may need to return grant</i>	
Complete Woodland Regional Park easement <i>Postponed to FY 18/19 or later depending on revenue</i>	
If sufficient funds in the Mitigation Trust Account, start work on a new Swainson’s hawk easement <i>Started the appraisal on a new Swainson’s hawk conservation easement in May 2018</i>	
Apply for 2 grants for pre-permit implementation efforts <i>DONE; successfully applied for and received a Delta Conservancy easement acquisition grant and a California Department of Fish and Wildlife Local Assistance grant for early implementation activities</i>	

Maintain a waiting list of at least three landowners interested in selling conservation easements <i>DONE</i>	
Move endowment funds to the Silicon Valley Foundation <i>Postponed until additional resources available for Conservancy staff work</i>	

**Table 3. FY 2018-19 Organizational and Budget Goals**

<b>Organizational Goals</b>	<b>Budget Goals</b>
Complete draft implementation handbook	Hire new Executive Director
Complete appraisal and draft easement for the California tiger salamander easement in the Dunnigan Hills or return grant, depending on landowner decision	Set up new budget structure for implementation (e.g endowment, reserve, management and monitoring funds) of permits.
Apply for at least three implementation grants (e.g. Delta Conservancy, Wildlife Conservation Board Climate Change Adaptation Program; other Park Bonds grants if passed in November 2018)	<b>Complete review of organization using special district checklist from Institute for Local Government Special District Leadership Foundation and recommend improvements to Board of Directors</b>
Hold at least two workshops to train member agency planning staff	<b>Establish benefits and retirement structure for full-time employees</b>
Complete Koontz easement	<b>Complete internal audit to ensure appropriate financial structure for implementation and adequate internal controls prior to hiring of new Executive Director</b>
Complete Vander Eyk easement	<b>Develop implementation financial structure in coordination with the Yolo County Department of Financial Services</b>
<b>Complete database to track permit use/compliance</b>	
<b>Complete application materials</b>	
<b>Complete Regional Conservation Investment Strategy/Local Conservation Plan</b>	

**ATTACHMENTS:**

- Attachment A: Proposed FY 2018-19 Administration Fund budget (separated by revenue source)
- Attachment B: Proposed FY 2018-19 Administration Fund budget (INFOR)
- Attachment C: Proposed FY 2018-19 Mitigation Trust Account budget (INFOR)
- Attachment D: Proposed FY 2018-19 Easement Endowment Fund budget (INFOR)
- Attachment E: Proposed FY 2018-19 Budget Resolution

<b>Yolo Habitat Conservancy FY 2018-19 Proposed Budget (Administration Fund)</b>		
<b>MEMBER AGENCY LOAN AND MITIGATION FEE EXPENDITURES</b>	<b>FY 17/18 Budget Amended (2/18)</b>	<b>FY 18/19 Budget Proposed (6/18)</b>
Consero Solutions (1)	\$ 55,997	\$ 45,000
Alford Environmental (2)	\$ 45,000	\$ 14,462
Tschudin Consulting Group	\$ 46,150	\$ 5,000
K. Rinne Consulting (3)	\$ 2,000	\$ 5,000
Ascent Environmental	\$ 7,276	\$ -
S. Stevens (employee) (15)	\$ 29,794	\$ 26,923
S. Garbini (employee) (16)	\$ 11,000	\$ 6,082
New Executive Director	\$ -	\$ 33,079
Intern	\$ 474	\$ 1,000
State/Federal Advocacy	\$ 5,000	\$ 6,250
Other Assistance (4)	\$ 6,000	\$ 2,000
Real Estate Acquisition Assistance	\$ 1,000	\$ 2,500
Human Resources Firm	\$ 5,000	\$ 10,000
YHC Counsel	\$ 4,000	\$ 4,000
Accountant/Bookkeeper	\$ -	\$ 3,000
DFS and Audit Expenses	\$ 15,000	\$ 31,000
Clerk and Gen. Services Dept. Assistance	\$ 1,000	\$ 1,000
Rent	\$ 12,180	\$ 12,180
Insurance	\$ 5,100	\$ 5,000
Direct Costs	\$ 11,990	\$ 12,000
Science & Technical Advisory Committee	\$ 2,300	\$ 2,500
Contingency	\$ -	\$ -
Contribution to Reserve	\$ -	\$ -
<b>Total</b>	<b>\$ 266,261</b>	<b>\$ 227,976</b>
<b>REIMBURSABLE EXPENDITURES (grant and landowner contributions)</b>		
Consero Solutions (1)	\$ 122,500	\$ 57,500
New Executive Director	\$ -	\$ 27,634
Alford Environmental (2)	\$ 102,500	\$ 46,000
Tschudin Consulting Group (5)	\$ 93,000	\$ 16,000
ICF	\$ 220,000	\$ 15,000
Ascent Environmental	\$ 87,022	\$ -
Other Assistance (4)	\$ 25,000	\$ 20,000
Real Estate Acquisition Assistance		\$ 40,000
Intern	\$ 2,500	\$ 2,000
YHC Counsel	\$ 30,000	\$ 15,500
S. Garbini (employee)	\$ 25,565	\$ 7,000
S. Stevens (employee)	\$ 21,183	\$ 13,374
Public Outreach (6)	\$ 25,000	\$ -
Outside Counsel	\$ 5,000	\$ -

RCD	\$ 10,000	\$ -
Contingency	\$ 5,500	\$ -
Real Estate Acquisition	\$ -	\$ 2,507,500
<b>Total</b>	<b>\$ 774,770</b>	<b>\$ 2,767,508</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,041,031</b>	<b>\$ 2,995,484</b>
<b>MEMBER AGENCY REVENUE</b>		
	<b>Amended Budget (2/18)</b>	<b>Proposed Budget (6/18)</b>
FY 17-18 Fund Balance	\$ 23,586	\$ 15,000
Special Member Agency Grant Match	\$ 77,775	\$ -
Member Agency Contribution	\$ 164,900	\$ -
<b>Total</b>	<b>\$ 266,261</b>	<b>\$ 15,000</b>
<b>MITIGATION FEE REVENUE</b>		
Pre-payment of Mitigation Fees	\$ -	\$ 49,115
Member Agency Loans	\$ -	\$ 163,861
Mitigation Fees	\$ -	\$ -
<b>Total</b>		<b>\$ 212,976</b>
<b>GRANT REVENUE (staff time)</b>		
2015 WCB grant (7)	\$ 84,214	\$ -
2016 Section 6 grant (8)	\$ 525,375	\$ 48,500
RCIS/Local Conservation Plan (9)	\$ 30,181	\$ 21,874
CA Tiger Salamander Grant (10)	\$ 50,000	\$ -
Landowner Revenue (11)	\$ 5,000	\$ 5,000
CDFW Local Assistance Grant (12)	\$ 75,000	\$ 75,000
Delta Conservancy Vander Eyk Grant	\$ -	\$ 99,500
Grant Assistance (13)	\$ 5,000	\$ -
Other Grant Revenue	\$ -	\$ 17,634
<b>Total</b>	<b>\$ 774,770</b>	<b>\$ 267,508</b>
<b>GRANT REVENUE (real estate acquisition)</b>		
Easement Acquisition (14)	\$ -	\$ 2,500,000
<b>Total</b>		<b>\$ 2,767,508</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,041,031</b>	<b>\$ 2,995,484</b>
<b>PERMANENT RESERVE</b>		
	<b>\$ 60,087</b>	<b>\$ 60,087</b>
<b>ENDING BALANCE</b>		
	<b>\$ -</b>	<b>\$ 0</b>

(1) Consero Solutions provides Executive Director and support services. Budget assumes six months of contract services and includes Ex. Director, Sr. Associate, Exec. Associate and Research Associate and three months of transition time to support the new Executive Director. In addition, the total budgeted amount includes \$5,000 for the Local Assistance Grant match to develop the implementation handbook.

(2) Based on contract Deputy Director services with Alford Environmental. In addition, the total budgeted amount includes \$5,000 for the Local Assistance grant match to develop the implementation handbook.

(3) Keri Rinne Consulting provides assistance with grant writing

(4) Services as needed from Estep Environmental, Neuvert GIS, Hausreth Economics, and Urban Economics



- (5) Services as needed from the Tschudin Consulting Group for project management and land use planning services
- (6) Funding for assistance by a public outreach firm on contract
- (7) Estimate for October amendment based on the amount remaining in the 2015 WCB grant as of June 30, 2017
- (8) Estimate based on the amount needed to complete grant reimbursements, close the books on the 2017-18 fiscal year, complete the audit, and complete final reports
- (9) Estimate based on a new grant from the Windward Fund and \$6,000 from the County's existing Windward Fund grant
- (10) Bureau of Reclamation committed \$814,000 towards this project, but the property owner passed away and the heirs no longer want to sell and easement. The Conservancy will return the remaining funds, so no funds are budgeted for in FY 18/19.
- (11) Landowners deposit \$3,000 for to pay for staff costs of establishing mitigation receiving sites and the Conservancy deducts costs as time is spent. This item also includes revenue from the \$162 fee for processing mitigation receiving site credit certificates. The Romingers deposited \$5,000 in 2017-18 to apply for a Wildlife Conservation Board grant, some of which will carry over into 2018-19 because the grant is due in Aug. 2018.
- (12) The California Department of Fish and Wildlife awarded the Conservancy a \$75,000 grant to develop an implementation handbook for the Yolo HCP/NCCP. Matching funds are an additional \$15,000.
- (13) The Conservancy received a \$5,000 contribution from the owner of the property for which the Conservancy is applying for a WCB grant in the summer of 2018.
- (14) Acquisition funds from the Vander Eyk and CTS easements
- (15) S. Stevens total budgeted amount includes \$2,500 for the LAG grant in-kind services match.
- (16) S. Garbini total budgeted amount includes \$2,500 for the LAG grant in-kind services match.

<b>Yolo Habitat Conservancy Member Agency FY 2018-19 Pre-payment of Mitigation Fees and Loans</b>		
	<b>Pre-payment or loan</b>	<b>Amount</b>
City of Davis	Loan	\$ 51,039
City of West Sacramento	Pre-payment	\$ 49,115
City of Winters	Loan	\$ 10,745
City of Woodland	Pre-payment	\$ 51,039
County of Yolo	Loan	\$ 51,039
<b>TOTAL</b>		<b>\$ 212,976</b>

**Yolo Habitat Conservancy Allocation of 2018-19 Reimbursable Revenue**

	CTS	VanderEyk	LAG Grant*	Section 6	RCIS/LCP (Windward)	Other	Landowner Revenue	Total Admin Fund Reimbursable Budget	Total Admin Fund Non-Reimbursable Budget	Mitigation Trust Account Budget	Total Salary/Contract Amount	Notes
Consero Solutions	\$-	\$ 15,000	\$ 15,500	\$ 16,000	\$ 8,500	\$ -	\$ 2,500	\$ 57,500	\$ 45,000	\$ 15,000	\$ 117,500	
Assistant to the Director	\$-	\$ 3,000	\$ 1,000	\$ 7,500	\$ 1,374	\$ -	\$ 500	\$ 13,374	\$ 26,923	\$ 2,000	\$ 42,297	
Alford Environmental	\$-	\$ 15,000	\$ 14,000	\$ 5,000	\$ 10,000	\$ -	\$ 2,000	\$ 46,000	\$ 14,462	\$ 15,000	\$ 75,462	
Research Associate	\$-	\$ -	\$ 3,000	\$ 2,000	\$ 2,000	\$ -		\$ 7,000	\$ 6,082	\$ 5,000	\$ 18,082	
New Executive Director	\$-	\$ 10,000	\$ -	\$ -		\$ 17,634		\$ 27,634	\$ 33,079	\$ 10,000	\$ 70,713	Reimbursable Admin Fund + MTA needs to equal 37,634 or can't pay highest salary or need to take out of reserve. Assumes there is \$17,634 in unanticipated reimbursable revenue for new ED from grants, landowner revenue, or others sources.
Tschudin Consulting Group	\$-	\$ 1,000	\$ 5,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 16,000	\$ 5,000	\$ 5,000	\$ 26,000	
Intern	\$-	\$ 500	\$ 500	\$ 1,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ 1,000	\$ 4,000	
YHC Counsel	\$-	\$ 7,500	\$ 3,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 15,500	\$ 4,000	\$ 10,000	\$ 29,500	
ICF	\$-	\$ -	\$ 13,000	\$ 2,000				\$ 15,000	\$ -	\$ 2,000	\$ 17,000	
Real Estate Assistance	\$-	\$ 30,000		\$ -				\$ 30,000	\$ 2,500	\$ 10,000	\$ 42,500	
Appraiser	\$-	\$ 10,000		\$ -				\$ 10,000	\$ -	\$ 10,000	\$ 20,000	
RCD	\$-	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
Eric Hansen	\$-	\$ -	\$ 5,000	\$ -				\$ 5,000	\$ -	\$ -	\$ 5,000	
Neuvert GIS	\$-		\$ 7,500						\$ -	\$ -	\$ -	
Jim Estep	\$-	\$ 5,000	\$ 7,500	\$ -				\$ 12,500	\$ -	\$ -	\$ 12,500	
Catherine Portman	\$-	\$ 2,500		\$ -				\$ 2,500	\$ -	\$ -	\$ 2,500	
Yolo Land Trust	\$-	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
	\$-	\$ 99,500	\$ 75,000	\$ 48,500	\$ 21,874	\$ 17,634	\$ 5,000	\$ 260,008	\$ 138,046	\$ 85,000		

\*Allocated the LAG matching funds and in-kind services to Consero (\$5,000); Alford (\$5000); S. Stevens (\$2500) and S. Garbini (\$2500) in the corresponding budgeted Member Agency Loan and Mitigation Fee Expenditures

**Yolo Habitat Conservancy FY 2018-19 Salary Estimates**

Position	Salary		Retirement	Health Benefits	Total		Half a Year Salary		Non-Reimbursable Requirement
	High	Low			High	Low	High	Low	
Executive Director	\$ 128,388	\$ 105,624	\$ 6,420	\$ 18,000	\$ 152,808	\$ 130,044	\$ 76,404	\$ 65,022	\$ 33,079
Assistant to the Director	\$ 42,297	\$ 42,297	\$ -	\$ -	\$ 42,297	\$ 42,297	N/A	N/A	\$ 26,923
Research Associate	\$ 16,011	\$ 16,011	\$ -	\$ -	\$ 16,011	\$ 16,011	N/A	N/A	\$ 14,011

<b>Yolo Habitat Conservancy FY 2018-19 Proposed Administration Fund Budget</b>	
<b>EXPENDITURES</b>	<b>FY 18-19 Budget Proposed (6/18)</b>
Regular Employees	\$ 109,592
Extra Help	\$ -
OASDI	\$ 2,000
FICA/Medicare	\$ 1,000
Unemployment Insurance	\$ 2,000
Workers Compensation Insurance	\$ 2,500
<b>Total salaries and employee benefits</b>	<b>\$ 117,092</b>
Communications	\$ 1,500
Food	\$ 200
Insurance: Public Liability	\$ 5,000
Maintenance: Equipment	\$ 500
Memberships	\$ 750
Office Expense	\$ 3,700
Office Expense: Printing	\$ 500
Office Expense: Postage	\$ 500
IT Services: ERP	\$ 1,000
IT Services: Connectivity	\$ 250
Professional Services: Audit & Accounting	\$ 31,000
Professional Services: Info Tech	\$ -
Professional Services: Legal	\$ 19,500
Professional Services: Other	\$ 288,712
Science/Board Meeting Stipends	\$ 2,500
Publications & Legal Notices	\$ 1,600
Rents & Leases: Equipment	\$ 1,000
Rents & Leases: Building & Improvement	\$ 12,180
Training	\$ 250
Transportation & Travel	\$ 250
Taxes & Assessments	\$ -
<b>Total services and supplies</b>	<b>\$ 370,892</b>
Appropriation for Contingency	\$ -
<b>Total provisions for contingencies</b>	<b>\$ -</b>
Contribution to Reserve	\$ -
<b>Total contribution to reserve</b>	<b>\$ -</b>
Real Estate Acquisition	\$ 2,507,500
<b>Total real estate acquisition</b>	<b>\$ 2,507,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,995,484</b>

<b>REVENUE</b>	<b>FY 18-19 Budget Proposed (6/18)</b>
Other Government Agency	\$ -
Special Member Agency Grant Match	\$ -
FY 17-18 Fund Balance	\$ 15,000
<b>Total member agency revenue</b>	<b>\$ 15,000</b>
Pre-payment of Mitigation Fees	\$ 49,115
Member Agency Loans	\$ 163,861
Mitigation Fees	\$ -
<b>Total mitigation fee revenue</b>	<b>\$ 212,976</b>
Grant Revenue: State	\$ 267,508
Grant Revenue: Federal	\$ -
Grant Revenue: Easement Acquisition	\$ 2,500,000
<b>Total grant revenue</b>	<b>\$ 2,767,508</b>
Other Charges for Services	\$ -
Other Miscellaneous Income	\$ -
Investment Earnings: Pool	\$ -
<b>Total other revenue</b>	<b>\$ -</b>
<b>TOTAL REVENUE</b>	<b>\$ 2,995,484</b>

<b>Yolo Habitat Conservancy FY 2018-19 Proposed Mitigation Trust Account</b>		
<b>2017-18 Fund Balance: \$1,210,551.65</b>		
<b>EXPENDITURES</b>	<b>FY 17-18 Budget Adopted (5/17)</b>	<b>FY 18-19 Budget Proposed (6/18)</b>
Legal Services	\$ 10,000	\$ 10,000
Professional Services	\$ 40,000	\$ 75,000
Salaries	\$ -	\$ 10,000
<b>Total services and supplies</b>	<b>\$ 50,000</b>	<b>\$ 95,000</b>
Rights of Way	\$ 700,000	\$ 700,000
<b>Total other charges</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 750,000</b>	<b>\$ 795,000</b>
<b>REVENUE</b>		
Investment Earnings -Pool	\$ 8,000	\$ 8,000
<b>Total revenue use of money</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
<b>TOTAL REVENUE</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
<b>NET REVENUE</b>		<b>\$ (787,000)</b>

<b>Yolo Habitat Conservancy FY 2018-19 Proposed Easement Endowment Fund Budget</b>		
<b>2017-18 Fund Balance: \$347,447.19</b>		
<b>EXPENDITURES</b>	<b>FY 17-18 Budget Adopted (5/17)</b>	<b>FY 18-19 Budget Proposed (6/18)</b>
Professional Services	\$ 2,000	\$ 2,000
<b>Total services and supplies</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>REVENUE</b>		
Investment Earnings -Pool	\$ 1,100	\$ 2,500
<b>Total revenue use of money</b>	<b>\$ 1,100</b>	<b>\$ 2,500</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,100</b>	<b>\$ 2,500</b>
<b>NET REVENUE</b>		<b>\$ 500</b>



**RESOLUTION NO. 18-06**

**Resolution of the Yolo Habitat Conservancy Board of Directors Adopting the Fiscal Year 2018-19 Budget**

**WHEREAS**, the Board of Directors (“Board”) of the Yolo Habitat Conservancy (“YHC”) has heard and considered annual budgets for the FY 2018-19 Administration Fund (Exhibit 1 hereto), Mitigation Trust Account (Exhibit 2 hereto), and Endowment Accounts (Exhibit 3) (collectively, the “Fiscal Year 2018-19 Budget”); and

**WHEREAS**, the June 18, 2018 staff report for the Fiscal Year 2018-19 budget provides information regarding each fund or account included in the overall YHC budget; and

**WHEREAS**, the recommended budgets for the Administration Fund, Mitigation Trust Account, and Endowment Accounts are balanced, with total revenues and other available funds equaling or exceeding total expenditures; and

**WHEREAS**, at the conclusion of the Board’s consideration of this item at its June 18, 2018 public meeting, the Board of Directors determined that it was necessary and appropriate to approve the Fiscal Year 2018-19 Budget;

**NOW, THEREFORE**, the Board of Directors of the YHC hereby resolves as follows:

1. The Board adopts the budgets attached hereto as Exhibits 1, 2, and 3, and approves the appropriations of \$2,995,484 (Administration Fund), \$795,000 (Mitigation Trust Account), and \$2,000 (Endowment Accounts) based on revenues of \$2,995,484 (Administration Fund), \$8,000 (Mitigation Trust Account), and \$2,500 (Endowment Accounts), as set forth therein.

2. The Board adopts the annual work plan for FY 2018-19, as set forth in the staff report accompanying this Resolution.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo Habitat Conservancy on June 18, 2018, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Jim Provenza, Chair  
Yolo Habitat Conservancy

Attest:  
Shawna Stevens, Clerk of the Board

Approved As To Form:

By: \_\_\_\_\_  
Shawna Stevens

By: \_\_\_\_\_  
Philip J. Pogledich, County Counsel  
Counsel to the Yolo Habitat Conservancy

**RESOLUTION NO. 18-06**

**Resolution of the Yolo Habitat Conservancy Board of Directors Adopting the Fiscal Year 2018-19 Budget**

**WHEREAS**, the Board of Directors ("Board") of the Yolo Habitat Conservancy ("YHC") has heard and considered annual budgets for the FY 2018-19 Administration Fund (Exhibit 1 hereto), Mitigation Trust Account (Exhibit 2 hereto), and Endowment Accounts (Exhibit 3) (collectively, the "Fiscal Year 2018-19 Budget"); and

**WHEREAS**, the June 18, 2018 staff report for the Fiscal Year 2018-19 budget provides information regarding each fund or account included in the overall YHC budget; and

**WHEREAS**, the recommended budgets for the Administration Fund, Mitigation Trust Account, and Endowment Accounts are balanced, with total revenues and other available funds equaling or exceeding total expenditures; and

**WHEREAS**, at the conclusion of the Board's consideration of this item at its June 18, 2018 public meeting, the Board of Directors determined that it was necessary and appropriate to approve the Fiscal Year 2018-19 Budget;

**NOW, THEREFORE**, the Board of Directors of the YHC hereby resolves as follows:

1. The Board adopts the budgets attached hereto as Exhibits 1, 2, and 3, and approves the appropriations of \$2,995,484 (Administration Fund), \$795,000 (Mitigation Trust Account), and \$2,000 (Endowment Accounts) based on revenues of \$2,995,484 (Administration Fund), \$8,000 (Mitigation Trust Account), and \$2,500 (Endowment Accounts), as set forth therein.

2. The Board adopts the annual work plan for FY 2018-19, as set forth in the staff report accompanying this Resolution.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo Habitat Conservancy on June 18, 2018, by the following vote:

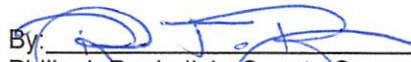
**AYES:** Barajas, Frenichs, Neu, Saylor, Villegas  
**NOES:**   
**ABSENT:** Ledesma  
**ABSTAIN:**

  
\_\_\_\_\_  
Jim Provenza, Chair  
Yolo Habitat Conservancy

Attest:  
Shawna Stevens, Clerk of the Board

Approved As To Form:

By:   
\_\_\_\_\_  
Shawna Stevens

By:   
\_\_\_\_\_  
Philip J. Pogledich, County Counsel  
Counsel to the Yolo Habitat Conservancy

To: Jim Provenza, Chair  
Members of the  
Board

From: Petrea Marchand  
Executive Director

Re: Receive and file 2018-19 mid-year Administration Fund budget update, approve 2018-19 Administration Fund budget amendment, and approve Administration Fund budget amendment resolution

Date: January 28, 2019

---

**REQUESTED ACTIONS:**

1. Receive and file 2018-2019 fiscal year mid-year Administration Fund budget update (Attachment A)
2. Approve 2018-2019 Administration Fund budget amendment (Attachments A and C)
3. Approve 2018-2019 Administration Fund budget amendment resolution (Attachment D)

**BACKGROUND:**

**I. 2018-19 Fiscal Year Mid-Year Budget Update**

**Administration Fund**

At the September and November 2018 Board meetings, staff presented an update on Conservancy finances and the need for additional resources in the 2018-19 fiscal year. As part of the budget adoption in June 2018, staff anticipated that no projects would pay mitigation fees in the 2018-19 fiscal year and therefore loans and pre-payments of mitigation fees from the member agencies would be necessary to support some of the Conservancy's implementation work for at least the first year. Since the scope of implementation work exceeded the funds anticipated at budget adoption, the Board of Directors approved the following actions at the November 2018 Board meeting:

- Approve request to member agencies for a second round of loans of \$212,000 in the 2018-19 fiscal year for a total loan request of \$424,000;

- Authorize Chair to continue to pursue a grant from the Wildlife Conservation Board for implementation tasks;
- Direct staff to complete remaining implementation tasks listed in this staff report;
- Complete a request for proposals in early 2019 to allow non-profit organizations and member agencies to “bid” on administering the Conservancy and compare the bids to a refined standalone operating model for the Conservancy; and
- Develop a long-term system for member agency financial support if grants and fee revenue are insufficient to support administration.

The mid-year budget update (see the “mid-year budget update” column in Attachment A) shows the Conservancy has spent 61% of the available funding from member agency loans and pre-payment of mitigation fees, less than expected through December 2018. This is in part because the Conservancy was able to bill more work to the existing federal Section 6 grant than expected, executed a new Local Assistance Grant from the California Department of Fish and Wildlife for implementation work, and reduced costs by focusing project work on lower-cost consultants (Alford Environmental and Consero Solutions instead of ICF and the Tschudin Consulting Group.) The Conservancy continues to make progress on the implementation work described to the Board in September and November 2018 (Attachment B).

Table 1 provides a current summary of loans and pre-payments requested from the member agencies. The Conservancy has secured the first round of payments and will request the second payment in the coming months.

**Table 1: Summary of Member Agency Loans and Pre-Payments**

	<b>Pre-payment or Loan #1</b>	<b>Amount #1</b>	<b>Pre-payment or Loan #2</b>	<b>Amount #2</b>	<b>Grand Total</b>
City of Davis	Loan	\$ 51,039	Loan	\$ 50,350	\$ 101,389
City of West Sacramento	Pre-payment	\$ 49,115	Loan	\$ 50,350	\$ 99,465
City of Winters	Loan	\$ 10,745	Loan	\$ 10,600	\$ 21,345
City of Woodland	Pre-payment	\$ 52,952	Loan	\$ 50,350	\$ 103,302
County of Yolo	Loan	\$ 51,039	Loan	\$ 50,350	\$ 101,389
<b>TOTAL</b>		\$ 214,890		\$ 212,000	\$ 426,890

With regard to the status of grants, the following mid-year updates will affect the budget:

- The Wildlife Conservation Board has agreed to consider a \$275,000 implementation grant at its March 2019 meeting;
- The Conservancy also has been awarded a second Local Assistance Grant in the amount of \$93,000 from the California Department of Fish and Wildlife for implementation work;
- The Section 6 grant is now complete, as the California Department of Fish and Wildlife issued

- the final permit in early January; and
- The Conservancy returned the Vander Eyk easement acquisition grant to the Delta Conservancy because the landowner declined to continue with the easement acquisition;

Staff continue to monitor expenses carefully to ensure the Conservancy can complete the important implementation work outlined at the September and November Board meetings within available resources.

### **Mitigation Trust Account**

Mitigation Trust Account funds are collected as part of the Conservancy's Interim Swainson's Hawk Mitigation Program, which ended upon issuance of the permits associated with the Yolo HCP/NCCP. The Conservancy is in the process of spending the \$1,209,007 in mitigation fees currently in the account for acquisition of habitat conservation easements, including closing an easement in February 2019.

### **Easement Endowment Fund**

The Easement Endowment Fund is solely for the purpose of monitoring the Conservancy's existing habitat conservation easements. The balance on this account is \$348,465 as of December 31, 2018. The Conservancy contracts with the Yolo Land Trust to monitor easements. As of December 31, 2018 the Yolo Land Trust has submitted a portion of their annual invoices totaling \$2,174.62.

## **II. 2018-19 Administration Fund Budget Amendment**

The Board approved the 2018-19 Administration Fund budget in June 2018. For the reasons described above, staff propose amending the budget to reflect the increase in work required to prepare for implementation, which the Conservancy will fund with both a second round of member agency loans and new implementation grants. The Administration Fund budget is presented in two formats for the benefit of the Board: 1) divided up between member agency loan/pre-payment funds (Attachment A); and 2; the aggregated budget that is entered into the Conservancy's financial system by the Yolo County Department of Financial Services (Attachment C). The budget resolution is also included (Attachment D). Budget amendment highlights are as follows:

### **Expenditures of Member Agency Loans and Pre-Payment of Mitigation Fees**

The following is a summary of the significant adjustments staff recommend to the allocation of funds from member agency loans and pre-payment of mitigation fee expenditures:

- An increase in the amount allocated to Consero Solutions from \$45,000 to \$70,000 to reflect the delay in hiring an Executive Director from January 2019 to September 2019 and to complete necessary tasks for the transition from the planning phase to implementation;

- An increase in the amount allocated to Alford Environmental from \$14,462 to \$60,000 to allow additional work on unanticipated implementation tasks, such as review of permit applications, development of the easement acquisition guide, and transfer of endowment funds to the Silicon Valley Foundation;
- An increase in the amount allocated to the Tschudin Consulting Group from \$5,000 to \$20,000, to allow the Tschudin Consulting Group to assist Conservancy staff with reviewing permit applications, which requires land use planning expertise that neither Consero Solutions nor Alford Environmental possess;
- A new line item of \$5,000 for ICF to assist with questions from member agencies regarding the permitting process, given ICF's experience implementing other HCP/NCCPs in other parts of California.
- A \$3,077 increase for the Assistant to the Director to ensure sufficient funds to pay her salary given less of this work is reimbursable to grants than expected.
- A \$13,918 increase for the Research Associate to ensure sufficient funds for 10 hours/week given less of this work is reimbursable to grants than expected.
- An elimination of funding for the new Executive Director, given the decision of the Board of Directors to postpone hiring of the new Executive Director until the 2019-20 fiscal year
- An increase in funding for Other Assistance from \$2,000 to \$8,000 to allow the Conservancy to hire consultants with specialized expertise to assist with implementation activities.
- An increase in funding from \$10,000 to \$20,000 for a human resources consultant to help the Conservancy develop the Request for Proposals for Management Services requested by the Board of Directors in November 2018.
- An increase of \$18,000 in Direct Costs to pay for new custom financial software that will allow the Conservancy to track funds consistent with reporting requirements (the Yolo County Department of Financial Services software does not allow this customization); and
- An increase of \$161,522 in Contingency to allow for unexpected expenses and/or to save some member agency loan funds for the 2019-20 fiscal year.

### **Reimbursable Expenditures**

- An increase from \$41,060 to \$102,100 for Consero Solutions to fund implementation work with new revenue from a recently awarded grants;
- An elimination of funding for the new Executive Director, given the decision of the Board of Directors to postpone hiring of a new Executive Director until the 2019-20 fiscal year;

- An increase from \$46,000 to \$99,000 for Alford Environmental to fund implementation work with new revenue from recently awarded grants;
- An increase in the amount allocated to the Tschudin Consulting Group from \$16,000 to \$62,000, which will cover assistance with tasks from a recently awarded grants that require land use planning expertise;
- An increase from \$15,000 to \$38,000 for ICF for assistance with the transition to implementation;
- An increase in funding for Other Assistance from \$20,000 to \$36,500 to allow the Conservancy to hire consultants with specialized expertise to assist with implementation activities; and
- A \$2,500 increase in intern funding to help the Conservancy establish a data tracking system from the recently awarded grants;

**ATTACHMENTS:**

Attachment A. Administration Fund mid-year budget update and proposed budget amendment

Attachment B. Summary of implementation projects and cost estimates

Attachment C. Proposed FY 18-19 Administration Fund budget amendment (INFOR)

Attachment D. Proposed FY18-19 budget amendment resolution

### Yolo Habitat Conservancy FY 2018-19 Proposed Budget Amendment (Administration Fund)

<b>MEMBER AGENCY LOAN AND MITIGATION FEE EXPENDITURES</b>	<b>FY 18/19 Budget Adopted (6/18)</b>	<b>Actuals as of 12/31/2018</b>	<b>Percent Expended</b>	<b>Amount Remaining</b>	<b>FY 18/19 Proposed Budget Amendment (1/28)</b>
Consero Solutions <sup>1</sup>	\$ 45,000	\$ 46,576	104%	\$ (1,576)	\$ 70,000
Alford Environmental <sup>2</sup>	\$ 14,462	\$ 31,939	221%	\$ (17,477)	\$ 60,000
Tschudin Consulting Group <sup>3</sup>	\$ 5,000	\$ -	0%	\$ 5,000	\$ 20,000
K. Rinne Consulting <sup>4</sup>	\$ 5,000	\$ -	0%	\$ 5,000	\$ 5,000
ICF	\$ -	\$ 2,238	2238%	\$ (2,238)	\$ 5,000
S. Stevens (employee) <sup>5</sup>	\$ 26,923	\$ 17,935	67%	\$ 8,987	\$ 30,000
S. Garbini (employee) <sup>6</sup>	\$ 6,082	\$ 9,335	153%	\$ (3,253)	\$ 20,000
New Executive Director	\$ 33,079	\$ -	0%	\$ 33,079	\$ -
Intern	\$ 1,000	\$ -	0%	\$ 1,000	\$ 1,000
State/Federal Advocacy	\$ 6,250	\$ 5,000	80%	\$ 1,250	\$ 5,000
Other Assistance <sup>7</sup>	\$ 2,000	\$ 5,004	250%	\$ (3,004)	\$ 8,000
Real Estate Acquisition Assistance	\$ 2,500	\$ 400	16%	\$ 2,100	\$ 2,500
Human Resources Firm	\$ 10,000	\$ 4,300	43%	\$ 5,700	\$ 20,000
YHC Counsel	\$ 4,000	\$ 2,328	58%	\$ 1,673	\$ 10,000
Accountant/Bookkeeper	\$ 3,000	\$ -	0%	\$ 3,000	\$ 3,000
DFS and Audit Expenses	\$ 31,000	\$ 2,750	9%	\$ 28,250	\$ 31,000
Clerk and Gen. Services Dept. Assistance	\$ 1,000	\$ -	0%	\$ 1,000	\$ 1,000
Rent	\$ 12,180	\$ 6,340	52%	\$ 5,840	\$ 12,180
Insurance	\$ 5,000	\$ 4,746	95%	\$ 254	\$ 7,500
Direct Costs (inc. new financial software) <sup>8</sup>	\$ 12,000	\$ 5,053	42%	\$ 6,947	\$ 30,000
Science & Technical Advisory Committee	\$ 2,500	\$ 450	18%	\$ 2,050	\$ 2,500
Contingency	\$ -	\$ -	0%	\$ -	\$ 161,522
Contribution to Reserve	\$ -	\$ -	0%	\$ -	\$ -
<b>Total</b>	<b>\$ 227,976</b>	<b>\$ 144,392</b>	<b>63%</b>	<b>\$ 83,584</b>	<b>\$ 505,202</b>
<b>REIMBURSABLE EXPENDITURES (grant and landowner contributions)</b>	<b>FY 18/19 Budget Adopted (6/18)</b>	<b>Actuals as of 12/31/2018</b>	<b>Percent Expended</b>	<b>Amount Remaining</b>	<b>FY 18/19 Proposed Budget Amendment (1/28)</b>
Consero Solutions <sup>1</sup>	\$ 57,500	\$ 40,685	71%	\$ 16,815	\$ 102,100
New Executive Director	\$ 27,634	\$ -	0%	\$ 27,634	\$ -
Alford Environmental <sup>2</sup>	\$ 46,000	\$ 27,941	61%	\$ 18,059	\$ 97,500
Tschudin Consulting Group <sup>3</sup>	\$ 16,000	\$ 8,170	51%	\$ 7,830	\$ 62,000



ICF	\$ 15,000	\$ 14,826	99%	\$ 174	\$ 38,000
Other Assistance <sup>7</sup>	\$ 20,000	\$ -	0%	\$ 20,000	\$ 45,000
Intern	\$ 2,000	\$ -	0%	\$ 2,000	\$ 4,500
YHC Counsel	\$ 15,500	\$ 1,330	9%	\$ 14,170	\$ 11,000
S. Garbini (employee) <sup>6</sup>	\$ 7,000	\$ 1,250	18%	\$ 5,750	\$ 9,000
S. Stevens (employee) <sup>5</sup>	\$ 13,374	\$ 4,159	31%	\$ 9,215	\$ 13,874
Direct Costs (Section 6, LAG1) <sup>9</sup>	\$ -	\$ 1,426	1426%	\$ (1,426)	\$ 2,500
Real Estate Acquisition Assistance <sup>10</sup>	\$ 40,000	\$ -	0%	\$ 40,000	\$ 31,000
Real Estate Acquisition	\$ 2,507,500	\$ -	0%	\$ 2,507,500	\$ -
<b>Total</b>	<b>\$ 2,767,508</b>	<b>\$ 99,787</b>	<b>4%</b>	<b>\$ 2,667,721</b>	<b>\$ 416,474</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,995,484</b>	<b>\$ 244,179</b>	<b>8%</b>	<b>\$ 2,751,305</b>	<b>\$ 921,676</b>
<b>REVENUE (member agency, mitigation fee and grant revenue)</b>	<b>FY 18/19 Budget Adopted (6/18)</b>	<b>Actuals as of 12/31/2018</b>	<b>Percent Expended</b>	<b>Amount Remaining</b>	<b>FY 18/19 Proposed Budget Amendment (1/28)</b>
<b>MEMBER AGENCY REVENUE</b>					
FY 17-18 Fund Balance <sup>11</sup>	\$ 15,000	\$ 13,402	89%	\$ 1,598	\$ 13,402
<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 13,402</b>	<b>89%</b>	<b>\$ 1,598</b>	<b>\$ 13,402</b>
<b>MITIGATION FEE REVENUE</b>					
Pre-payment of Mitigation Fees <sup>12</sup>	\$ 49,115	\$ 102,067	208%	\$ (52,952)	\$ 102,067
Member Agency Loans <sup>13</sup>	\$ 163,861	\$ 102,078	62%	\$ 61,783	\$ 324,823
Mitigation Fees <sup>14</sup>	\$ -	\$ -	0%	\$ -	\$ 64,910
<b>Total</b>	<b>\$ 212,976</b>	<b>\$ 204,145</b>	<b>96%</b>	<b>\$ 8,831</b>	<b>\$ 491,800</b>
<b>Member Agency and Mitigation Fee Revenue Subtotal</b>	<b>\$ 227,976</b>	<b>\$ 217,547</b>	<b>95%</b>	<b>\$ 10,429</b>	<b>\$ 505,202</b>
<b>GRANT REVENUE (staff time)</b>					
2016 Section 6 grant <sup>15</sup>	\$ 48,500	\$ -	0%	\$ 48,500	\$ 83,000
RCIS/Local Conservation Plan <sup>16</sup>	\$ 21,874	\$ -	0%	\$ 21,874	\$ 17,474
CDFW 2018 Local Assistance Grant #1 <sup>17</sup>	\$ 75,000	\$ -	0%	\$ 75,000	\$ 75,000
CDFW 2019 Local Assistance Grant #2 (total \$93,000) <sup>18</sup>	\$ -	\$ -	0%	\$ -	\$ 40,000
Delta Conservancy Vander Eyk Grant <sup>19</sup>	\$ 99,500	\$ -	0%	\$ 99,500	\$ -
WCB 2019 Implementation Grant (total \$275,000) <sup>20</sup>	\$ -	\$ -	0%	\$ -	\$ 150,000
Other Grant Revenue	\$ 17,634	\$ -	0%	\$ 17,634	\$ -
<b>Total</b>	<b>\$ 262,508</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 262,508</b>	<b>\$ 365,474</b>
<b>OTHER REVENUE</b>					
Peabody Ranch Landowner Contribution	\$ -	\$ -	0%	\$ -	\$ 10,000

ASB In-Lieu Applicant Contribution	\$ -	\$ -	0%	\$ -	\$ 10,000
PG&E Contribution	\$ -	\$ -	0%	\$ -	\$ 5,000
Mace/Alhambra Contribution (City of Davis, total \$35,266) <sup>21</sup>	\$ -	\$ -	0%	\$ -	\$ 26,000
Landowner Revenue (Carryover)	\$ 5,000				\$ -
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ -</b>		<b>\$ 5,000</b>	<b>\$ 51,000</b>
<b>GRANT REVENUE (real estate acquisition)</b>					
Easement Acquisition <sup>22</sup>	\$ 2,500,000	\$ -	0%	\$ 2,500,000	\$ -
<b>Total</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>
<b>Grant and Other Revenue Subtotal</b>	<b>\$ 2,767,508</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,767,508</b>	<b>\$ 416,474</b>
<b>TOTAL REVENUE</b>	<b>\$ 2,995,484</b>	<b>\$ 217,547</b>	<b>7%</b>	<b>\$ 2,777,937</b>	<b>\$ 921,676</b>
<b>PERMANENT RESERVE</b>	<b>\$ 60,087</b>	<b>\$ -</b>			<b>\$ 60,087</b>
<b>ENDING BALANCE</b>	<b>\$ 0</b>				<b>\$ (0)</b>

(1) Consero Solutions provides Executive Director and support services. Budget assumes twelve months of contract services and includes time for the Ex. Director, Sr. Associate, Exec. Assistant and Research Associate. In addition, the total budgeted amount includes \$5,000 for the Local Assistance Grant #1 match to develop the implementation handbook.

(2) Based on contract Deputy Director services with Alford Environmental. In addition, the total budgeted amount includes \$5,000 for the Local Assistance Grant #1 match to develop the implementation handbook.

(3) Services as needed from the Tschudin Consulting Group for land use planning services.

(4) Keri Rinne Consulting provides assistance with grant writing.

(5) S. Stevens total budgeted amount includes \$2,500 for the Local Assistance Grant #1 in-kind services match.

(6) S. Garbini total budgeted amount includes \$2,500 for the Local Assistance Grant #1 in-kind services match.

(7) Services as needed from Estep Environmental, Neuvert GIS, Hausreth Economics, Urban Economics, the Yolo County Resource Conservation District, and other consultants as needed.

(8) The YHC is transitioning into implementation and a new financial system under development, so additional funds have been added to Direct Costs to acquire the new financial software.

(9) The Conservancy incurs direct costs under its various grants (Section 6 & LAG1) that are not associated with staff or professional services.

(10) This funding is for on-call real estate acquisition specialists and appraisers.

(11) The estimated fund balance at the start of FY 18-19 was \$19,871. The California Department of Fish and Wildlife declined to reimburse the Conservancy for approx. \$6,700 in requested reimbursement for the 2016-17 audit after the Conservancy closed the books. The Jan. 2019 amendment therefore adjusts the fund balance to account for this change. This amount also includes carryover from landowner contributions to assist with acquisition of habitat conservation easements.

(12) The member agencies agreed to either loan the Conservancy funds for implementation of the Yolo HCP/NCCP or pre-pay mitigation fees. Woodland and West Sacramento provided a pre-payment of mitigation in fees in the amounts of \$52,952 and \$49,115 respectively.

- (13) YHC requested member agencies either provided pre-payment of mitigation fees or a loan for FY 18/19. The jurisdictional breakdown for Yolo County, City of Davis' loan amount is \$51,039 and Winters' loan amount is \$10,745
- (14) YHC expects to receive mitigation fees for a five-acre West Sacramento project.
- (15) Estimate is based on the amount needed to complete grant reimbursements, close the books on the 2017-18 fiscal year, complete the audit, and complete final reports, as well as the amount remaining in the grant.
- (16) The Windward Fund provided this amount to the Conservancy to assist with completion of the RCIS/LCP.
- (17) The California Department of Fish and Wildlife awarded the Conservancy a \$75,000 grant to develop an implementation handbook for the Yolo HCP/NCCP. Matching funds are an additional \$15,000 and are included in the budget.
- (18) The California Department of Fish and Wildlife awarded the Conservancy a \$93,000 grant (not including matching funds) to assist with Yolo HCP/NCCP implementation. The Conservancy is only budgeting to spend \$40,000 of this amount in 2018-19 and is not budgeting expenditure of matching funds.
- (19) The Conservancy returned the Delta Conservancy Vander Eyk grant because the landowner declined to continue with the easement acquisition.
- (20) The Wildlife Conservation Board is considering an award at their March 2019 Board meeting of \$275,000 to help with implementation of the Yolo HCP/NCCP. The Conservancy has budgeted expenditures of \$150,000 of these funds in 2018-19.
- (21) The Mace/Alhambra project in the City of Davis provided \$35,266 to the Conservancy for burrowing owl conservation, but the Conservancy is only budgeting expenditures of \$26,000 for FY 18-19 .
- (22) The Conservancy returned the Vander Eyk easement grant because the landowners declined to continue with the easement acquisition.

## Yolo HCP/NCCP Implementation Projects and Estimated Costs

PROJECTS	COST ESTIMATE: LOW	COST ESTIMATE: HIGH
Identify Additional Resources for 2018-19 Implementation of Yolo HCP/NCCP	\$ 4,000	\$ 6,500
Complete Internal Audit	\$ 24,000	\$ 27,500
Develop New Financial System	\$ 17,000	\$ 25,000
Section 6 Grant Issue	\$ 2,000	\$ 3,000
Signing Ceremony	\$ 9,200	\$ 14,900
GIS Metadata	\$ 3,000	\$ 5,000
Evaluate Proposal for Yolo Land Trust Services	\$ 3,000	\$ 5,000
Local Assistance Grant Cost Share (for implementation handbook, other activities)	\$ 15,000	\$ 15,000
Web-based Covered Activity Tracking System	\$ 29,000	\$ 45,000
Geobrowser	\$ 29,000	\$ 45,000
Develop Private, Public Agency, and SPE Permit Applications (in addition to Sect. 6 funds/LAG funds)	\$ 23,000	\$ 36,500
MOU with City of Davis	\$ 3,000	\$ 3,000
Complete Pre-permit Reserve Land Management Plan (2018-19 LAG grant)	\$ -	\$ -
Member Agency Workshops (in addition to Section 6 Public Outreach)	\$ 21,100	\$ 22,100
Development of Policy to Allocate Costs to Landowners Selling Easements	\$ 11,000	\$ 19,500
Development of Easement Acquisition Guide	\$ 17,000	\$ 22,000
Finalize Creation of Non-Profit Organization and Transfer Funds to Silicon Valley Foundation	\$ 16,000	\$ 24,000
Delta Plan Consistency	\$ 7,000	\$ 11,000
Update STAC Evaluation	\$ 7,000	\$ 16,000
Prepare 2018-19 LAG Application	\$ 4,038	\$ 4,038
Create New Advisory Committee	\$ 8,000	\$ 12,000
Easement Acquisition (outside of landowner deposits)	\$ 8,500	\$ 15,500
Permitting Process (outside of applicant deposits)	\$ 13,500	\$ 22,500
Regular Administration	\$ 57,000	\$ 63,000
Member Agency Assistance	\$ 30,000	\$ 44,000
All Other Costs (Insurance, Rent, HR, etc)	\$ 75,000	\$ 75,000
<b>TOTAL</b>	\$ 436,338	\$ 582,038

**Green = DONE**

**Red = Postponed**

Updated January 21, 2019

**Yolo Habitat Conservancy FY 2018-19 Administration Fund Proposed Budget Amendment  
(INFOR)**

<b>EXPENDITURES</b>	<b>FY 18-19 Adopted Budget (6/18)</b>	<b>FY 18-19 Proposed Budget Amendment (1/19)</b>
Regular Employees	\$ 109,592	\$ 78,374
Extra Help	\$ -	\$ -
OASDI	\$ 2,000	\$ 2,000
FICA/Medicare	\$ 1,000	\$ 1,000
Unemployment Insurance	\$ 2,000	\$ 2,000
Workers Compensation Insurance	\$ 2,500	\$ 2,500
<b>Total salaries and employee benefits</b>	<b>\$ 117,092</b>	<b>\$ 85,874</b>
Communications	\$ 1,500	\$ 1,500
Food	\$ 200	\$ 200
Insurance: Public Liability	\$ 5,000	\$ 5,000
Maintenance: Equipment	\$ 500	\$ 500
Memberships	\$ 750	\$ 750
Office Expense	\$ 3,700	\$ 22,200
Office Expense: Printing	\$ 500	\$ 500
Office Expense: Postage	\$ 500	\$ 500
IT Services: ERP	\$ 1,000	\$ 1,000
IT Services: Connectivity	\$ 250	\$ 250
Professional Services: Audit & Accounting	\$ 31,000	\$ 31,000
Professional Services: Info Tech	\$ -	\$ -
Professional Services: Legal	\$ 19,500	\$ 21,000
Professional Services: Other	\$ 288,712	\$ 572,100
Science/Board Meeting Stipends	\$ 2,500	\$ 2,500
Publications & Legal Notices	\$ 1,600	\$ 1,600
Rents & Leases: Equipment	\$ 1,000	\$ 1,000
Rents & Leases: Building & Improvement	\$ 12,180	\$ 12,180
Training	\$ 250	\$ 250
Transportation & Travel	\$ 250	\$ 250
Taxes & Assessments	\$ -	\$ -
<b>Total services and supplies</b>	<b>\$ 370,892</b>	<b>\$ 674,280</b>
Appropriation for Contingency	\$ -	\$ 161,522
<b>Total provisions for contingencies</b>	<b>\$ -</b>	<b>\$ 161,522</b>
Contribution to Reserve	\$ -	\$ -
<b>Total contribution to reserve</b>	<b>\$ -</b>	<b>\$ -</b>
Real Estate Acquisition	\$ 2,507,500	\$ -
<b>Total real estate acquisition</b>	<b>\$ 2,507,500</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,995,484</b>	<b>\$ 921,676</b>

<b>REVENUE</b>	<b>FY 18-19 Adopted Budget (6/18)</b>	<b>FY 18-19 Budget Amendment (1/19)</b>
FY 17-18 Fund Balance	\$ 15,000	\$ 13,402
<b>Total member agency revenue</b>	<b>\$ 15,000</b>	<b>\$ 13,402</b>
Pre-payment of Mitigation Fees	\$ 49,115	\$ 102,067
Member Agency Loans	\$ 163,861	\$ 324,823
Mitigation Fees	\$ -	\$ 64,910
<b>Total mitigation fee revenue</b>	<b>\$ 212,976</b>	<b>\$ 491,800</b>
Grant Revenue: State	\$ 267,508	\$ 365,474
Grant Revenue: Federal	\$ -	\$ -
Grant Revenue: Easement Acquisition	\$ 2,500,000	\$ -
<b>Total grant revenue</b>	<b>\$ 2,767,508</b>	<b>\$ 365,474</b>
Other Charges for Services	\$ -	\$ -
Other Miscellaneous Income	\$ -	\$ 51,000
Investment Earnings: Pool	\$ -	\$ -
<b>Total other revenue</b>	<b>\$ -</b>	<b>\$ 51,000</b>
<b>TOTAL REVENUE</b>	<b>\$ 2,995,484</b>	<b>\$ 921,676</b>

**RESOLUTION NO. 19-03**

**Resolution of the Yolo Habitat Conservancy Board of Directors Amending the Fiscal Year 2018-19 Budget**

**WHEREAS**, the Board of Directors (“Board”) of the Yolo Habitat Conservancy (“YHC”) has heard and considered annual budgets for the FY 2018-19 Administration Fund on June 18, 2018, and

**WHEREAS**, on June 18, 2018 the Board of Directors adopted the annual budget and work plan for the FY 2018-19 Administration Fund; and

**WHEREAS**, the January 28, 2019 staff report accompanying this resolution explains the need for an adjusted appropriation and an adjusted revenue in the Administration Fund budget; and

**WHEREAS**, the proposed changes will keep the Administration Fund balanced, with total revenues and other available funds equaling or exceeding total expenditures; and

**WHEREAS**, Government Code Section 29130 allows the appropriation of additional revenue following budget adoption by a four-fifths vote of the governing board;

**NOW, THEREFORE**, the Board of Directors of the YHC hereby resolves as follows:

1. The Board approves amending the appropriation to the Administration Fund to \$921,676 (Administration Fund), based on revenues of \$921,676 (Administration Fund).
2. The Executive Director or her designee is authorized and directed to take all necessary steps to implement the foregoing.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo Habitat Conservancy on January 28, 2019, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Jim Provenza, Chair  
Yolo Habitat Conservancy

Attest:  
Shawna Stevens, Clerk of the Board

Approved As To Form:

By: \_\_\_\_\_  
Shawna Stevens

By: \_\_\_\_\_  
Philip J. Pogledich, County Counsel  
Counsel to the Yolo Habitat Conservancy

**RESOLUTION NO. 19-03**

**Resolution of the Yolo Habitat Conservancy Board of Directors Amending the Fiscal Year 2018-19 Budget**

**WHEREAS**, the Board of Directors ("Board") of the Yolo Habitat Conservancy ("YHC") has heard and considered annual budgets for the FY 2018-19 Administration Fund on June 18, 2018, and

**WHEREAS**, on June 18, 2018 the Board of Directors adopted the annual budget and work plan for the FY 2018-19 Administration Fund; and

**WHEREAS**, the January 28, 2019 staff report accompanying this resolution explains the need for an adjusted appropriation and an adjusted revenue in the Administration Fund budget; and

**WHEREAS**, the proposed changes will keep the Administration Fund balanced, with total revenues and other available funds equaling or exceeding total expenditures; and

**WHEREAS**, Government Code Section 29130 allows the appropriation of additional revenue following budget adoption by a four-fifths vote of the governing board;

**NOW, THEREFORE**, the Board of Directors of the YHC hereby resolves as follows:

1. The Board approves amending the appropriation to the Administration Fund to \$921,676 (Administration Fund), based on revenues of \$921,676 (Administration Fund).

2. The Executive Director or her designee is authorized and directed to take all necessary steps to implement the foregoing.

**PASSED AND ADOPTED** by the Board of Directors of the Yolo Habitat Conservancy on January 28, 2019, by the following vote:

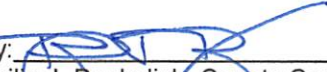
AYES: ARNOLD, GUERRERO, NEU, PROVENZA, RODRIGUEZ, SAYLOR  
NOES: Ø  
ABSENT: Ø  
ABSTAIN: Ø

  
\_\_\_\_\_  
Jim Provenza, Chair  
Yolo Habitat Conservancy

Attest:  
Shawna Stevens, Clerk of the Board

Approved As To Form:

By: Shawna Stevens  
Shawna Stevens

By:   
\_\_\_\_\_  
Philo J. Pogledich, County Counsel  
Counsel to the Yolo Habitat Conservancy