



## **Workplan and Budget for the First Quarter of the 2020 - 2021 Fiscal Year**

Approved by the Delta RMP Steering Committee on June 25, 2020

Prepared by staff of the Aquatic Science Center and  
the Sacramento State Consensus and Collaboration Program



## Table of Contents

Tables .....	3
Figures .....	<b>Error! Bookmark not defined.</b>
Introduction .....	4
Revenue Forecast .....	5
Program Core Function Expenses .....	8
Expenses for Core Functions, Monitoring, and Special Studies.....	11
Subcontractors .....	<b>Error! Bookmark not defined.</b>

## Tables

Table 1	History of Delta RMP participation and revenue.....	6
Table 2	Delta RMP revenue schedule.....	7
Table 3	Delta RMP FY20-21 planned expenses for core functions, governance, and quality assurance, including task descriptions, budgets, and deliverables: Quarter 1.....	9
Table 4	Funding level guidance by focus area from the Delta RMP Steering Committee .....	11
Table 5	Delta RMP Subcontractors in FY20-21.....	<b>Error! Bookmark not defined.</b>

## Introduction

The purpose of this document is to provide the Delta Regional Monitoring Program (Delta RMP or Program) Steering Committee (SC) with a detailed workplan and budget for the first quarter (Q1) of the 2020–2021 fiscal year (FY20-21). The fiscal year covers the period from July 1, 2020 to June 30, 2021, and matches the fiscal year of the State of California and State agencies with whom the Program works closely.

The Delta RMP is undergoing a major transition. The Aquatic Science Center (ASC), based in Richmond, California, helped establish the Delta RMP and has served as the “Implementing Entity” since the Program began in 2015, performing all Program support tasks related to governance, financial management, and administration. In the fourth quarter of FY 2019-2020, the Program began a transition to having the California State University Sacramento, Consensus and Collaboration Program (CCP) assume many of the program management tasks that ASC had been performing. The SC plans to have CCP continue in this as an interim role through some portion of FY20-21. The SC also intends to establish a new governance structure in FY20-21 which may result in a change of responsibilities and authorities for the current or a to-be-determined future Implementing Entity.

Given the magnitude and rapid pace of these changes, the SC has directed ASC and CCP to develop a workplan for FY20-21 in two phases. The first phase covering Q1 is presented in this document. A workplan for the rest of the fiscal year (Q2-Q4) will be produced at the end of Q1.

With the transitions in the management and administration of the Program, in addition to a backlog of items from prior years, as well as the routine business that occurs every year with the annual Program planning cycle, Q1 of FY20-21 will be a period of unusually intense planning and review activity.

This workplan covers the core functions of administration, finance, and governance. This workplan does not include any new funding for water quality monitoring in Q1 of FY20-21 because no new monitoring proposals for FY20-21 have been approved at the time this workplan is being written. ASC staff and collaborators will continue to perform and report on monitoring and studies that were planned and funded in previous annual workplans. All current and past workplans are available on the program’s website at <https://sfei.org/DeltaRMP>.

This document summarizes:

- Expected revenue for FY20-21;
- A detailed budget and workplan for the core functions of the program;
- The overall FY20-21 Q1 Delta RMP budget.

This workplan provides a critically important foundation for tracking Delta RMP expenditures and deliverables. CCP and ASC will follow existing and proposed protocols for

communications such that all RMP participants are kept abreast of decisions at all levels of RMP process.

## Revenue Forecast

In July 2018, the SC voted for a one-time fee increase to all participants of 3%. Expected contributions from new and continuing participants amount to **\$1,215,663**. In addition, the Delta RMP has cash reserves (described in more detail below), which can be spent to cover Program activities, monitoring, and special studies.

Further, it is currently understood that the State Water Resources Control Board (State Board) will make a sizable in-kind contribution to the Delta RMP over the next three years. The State Board will contract with the Marine Pollution Studies Laboratory (MPSL) at Moss Landing to fund the Delta RMP's program of mercury monitoring. Our understanding is that this funding will be around \$250,000 per year, and that the Delta RMP SC is expected to direct how these funds are used. As additional in-kind support, State Board staff will assume all responsibility for the data produced under the contract with MPSL, including all data management, quality assurance, and public release.

In-kind funds from the State Board are not "fungible." In other words, they cannot be used for any purpose other than field work and lab work by MPSL, nor can they be used with a different vendor. The budgeting and financial reporting for the Delta RMP only includes funds that ASC manages. However, in-kind contributions to the Program are carefully tracked to ensure an accurate reflection of the total costs to implement the Program.

Regarding revenue history, the number of Delta RMP participants has steadily grown over the life of the Program.

Table 1 shows how the number of Delta RMP participants has evolved, along with their financial contributions. Table 2 summarizes the expected revenue for FY20-21 summarized by category of participant.

**Table 1      Delta RMP participation and revenue over time.**

Fiscal Year	Number of Participants		Contributions by Participants	
FY 15-16	33		\$751,733	
FY 16-17	35	+6%	\$862,082	+15%
FY 17-18	49	+40%	\$997,356	+16%
FY 18-19	52	+6%	\$1,180,256*	+18%
FY 19-20	52	–	\$1,215,663	+3%
FY 20-21	52	–	\$1,215,663	–

\*The figures for contributions from FY18-19 to present do not include a \$50,000 contribution by the U.S. Army Corps of Engineers (Corps), who joined as a contributor during FY18-19. The Corps is contributing by directly funding the U.S. Geological Survey, California Water Science Center to perform pesticides monitoring for the Delta RMP, offsetting costs for monitoring. This is tracked as an in-kind contribution to the Program.

**Table 2 Delta RMP revenue schedule.**

<b>Participant Category</b>	<b>FY15-16 Actual</b>	<b>FY16-17 Actual</b>	<b>FY17-18 Actual</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Actual</b>	<b>FY20-21 Expected</b>	<b>Comment</b>
Agriculture	\$113,780	\$148,780	\$148,780	\$148,780	\$153,243	\$153,243	
Dredgers		\$60,000	\$60,000	\$63,000	\$64,890	\$64,890	Includes the Ports of Stockton and West Sacramento (joined during FY16-17) and the Sacramento Yacht Club (joined in FY17-18).
Flood Control and Habitat Restoration				\$200,000	\$206,000	\$206,000	The California Department of Water Resources joined the program in FY18-19.
POTW (Wastewater)	\$209,754	\$205,103	\$197,077	\$197,077	\$202,989	\$202,989	The City of Discovery Bay did not participate in the RMP in FY16-17 but did in FY17-18 and thereafter.  By approval of the Central Valley Regional Water Quality Control Board, the City of Stockton contributed \$24,777 in FY16-17 but is permitted to pay \$12,100 in other years.
State of California	\$17,649						The State directly funded the program in FY15-16, but since then has lent in-kind support.
Stormwater	\$328,199	\$348,199	\$491,399	\$571,399	\$588,541	\$588,541	12 new participants joined in FY17-18.  The California Department of Transportation (CalTrans) joined the program in FY18-19, contributing \$80,000.
Water supply	\$100,000	\$100,000	\$100,000				The State and Federal Contractors Water Agency (SFCWA) announced its dissolution in 2018. To date, no other water supply agency has pledged to support the program.
<b>Total</b>	<b>\$769,382</b>	<b>\$862,082</b>	<b>\$997,256</b>	<b>\$1,180,256</b>	<b>\$1,215,663</b>	<b>\$1,215,663</b>	

## Program Management Expenses

Delta RMP expenses fall into two categories: program management expenses associated with administering a multi-faceted, stakeholder-driven monitoring program; and special studies and monitoring to answer Delta RMP assessment questions. This section details the program management expenses for FY20-21 Q1. The program management budget includes the following categories of tasks:

- Preparation of program planning documents (e.g., Workplan, Monitoring Design)
- Contracts and financial management
- Governance (e.g., committee and subcommittee meeting support)
- Quality assurance

The total planned budget for program management is **\$201,316.25**.

A summary of planned expenses for program management, including task descriptions, budgets, and deliverables is provided in Table 3.

The total budget for ASC tasks is \$107,340. A detailed breakdown of the ASC labor budget for these tasks is provided in Appendix 1. This proposed budget reflects ASC's best estimate of the expected time and expense of the assigned work tasks. If additional tasks are requested (e.g., convening the Conflict Resolution Committee), ASC will request additional funds. If tasks are completed in less time than estimated, ASC will bill for only the hours needed for task completion.

The total budget for CCP tasks is \$93,976.25. A detailed scope and budget for CCP activities is provided in Appendix 2.



**Table 3 Delta RMP FY20-21 planned expenses for core functions, governance, and quality assurance, including task descriptions, budgets, and deliverables: Quarter 1.**

Task	Subtask	Expense Type	Budgeted Expense	Tasks and Budgets	Deliverables
1. Core Functions	A. Program Planning	Labor	Total \$26,103 ASC \$26,103 CCP \$0	<ol style="list-style-type: none"> <li>1. Preparing annual workplans and budgets (ASC \$7,378; CCP included in Task 2)</li> <li>2. Preparing technical proposals for monitoring and special studies (ASC \$8,683; CCP incld in Task 2)</li> <li>3. Technical input on deliverables (ASC \$1,634)</li> <li>4. Tracking deliverables and action items (CCP \$incl in Task 2)</li> <li>5. Internal project planning (ASC \$8,409)</li> </ol>	<ul style="list-style-type: none"> <li>• FY20-21 Phase 2 (Q2-4) Workplan and Budget</li> <li>• Periodic updates on deliverables/ action items</li> <li>• Proposals for FY20-21 studies</li> </ul>
	B. Contract and Financial Management	Labor	Total \$6,667 ASC \$6,667	<ol style="list-style-type: none"> <li>1. Providing quarterly financial updates to the Steering Committee (ASC \$1,305)</li> <li>2. Developing contracts and managing subcontractors (ASC \$2,518)</li> <li>3. Invoicing program participants (ASC \$2,844)</li> </ol>	<ul style="list-style-type: none"> <li>• Quarterly financial reports</li> <li>• Executed contracts</li> <li>• Invoices to Program participants</li> </ul>
2. Governance	A. SC meetings	Labor	Total \$31,926 ASC \$12,668 CCP \$19,258	<ul style="list-style-type: none"> <li>• Scheduling meetings, preparing agendas and agenda packages, facilitating and participating in meetings, preparing meeting summaries, following up on action items, meeting with Co-Chairs and stakeholders outside of meetings (CCP \$19,258, ASC \$12,668).</li> </ul>	<ul style="list-style-type: none"> <li>• 3 meetings</li> <li>• Agenda packages</li> <li>• Meeting summaries</li> </ul>
	B. Coordinating Committee meetings	Labor	Total \$11,887 ASC \$3,191 CCP \$8,696	<ul style="list-style-type: none"> <li>• Scheduling meetings, preparing agendas and agenda packages, facilitating and participating in meetings, preparing meeting summaries, following up on action items, meeting with Co-Chairs and stakeholders outside of meetings (CCP \$8,696, ASC \$3,191).</li> </ul>	<ul style="list-style-type: none"> <li>• 3 meetings</li> <li>• Agenda packages</li> <li>• Meeting summaries</li> </ul>
	C. Governance Committee meetings	Labor	Total \$5,616 ASC \$5,616 CCP \$NA(in prior scope with Regional San)	<ul style="list-style-type: none"> <li>• Scheduling meetings, preparing agendas and agenda packages, facilitating and participating in meetings, preparing meeting summaries, following up on action items, meeting with Co-Chairs and stakeholders outside of meetings (CCP \$NA – included in current Regional San contract; ASC \$5,616).</li> </ul>	<ul style="list-style-type: none"> <li>• 3 meetings</li> <li>• Agenda packages</li> <li>• Meeting summaries</li> </ul>
	D. Finance Committee meetings	Labor	Total \$3,255 ASC \$496 CCP \$2,759	<ul style="list-style-type: none"> <li>• Scheduling meetings, preparing agendas and agenda packages, facilitating and participating in meetings, preparing meeting summaries, following up on action items, meeting with Co-Chairs and stakeholders outside of meetings (ASC \$496, CCP \$2,759).</li> </ul>	<ul style="list-style-type: none"> <li>• 1 meeting</li> <li>• Agenda packages</li> <li>• Meeting summaries</li> </ul>

Task	Subtask	Expense Type	Budgeted Expense	Tasks and Budgets	Deliverables
	E. TAC meetings	Labor	Total \$29,946 ASC \$10,688 CCP \$19,258	<ul style="list-style-type: none"> <li>Scheduling meetings, preparing agendas and agenda packages, facilitating and participating in meetings, preparing meeting summaries, following up on action items, meeting with Co-Chairs and stakeholders outside of meetings (CCP \$19,258, ASC \$10,688).</li> </ul>	<ul style="list-style-type: none"> <li>3 meetings</li> <li>Agenda packages</li> <li>Meeting summaries</li> </ul>
	F. Technical Subcommittee meetings	Labor	Total \$33,046 ASC \$13,733 CCP \$19,313	<ul style="list-style-type: none"> <li>Organize technical subcommittee meetings covering mercury, nutrients, pesticides, toxicity, CECs, and data management. Scheduling meetings, preparing agendas and agenda packages, facilitating and participating in meetings, preparing meeting summaries, following up on action items, meeting with Co-Chairs and stakeholders outside of meetings (ASC \$13,733, CCP \$19,313).</li> </ul>	<ul style="list-style-type: none"> <li>1-2 meetings for each subcommittee, a total of 7 meetings</li> <li>Agenda packages</li> <li>Meeting summaries</li> </ul>
	G. Conflict Resolution Committee and Expert Panel	Labor	TBD	<ul style="list-style-type: none"> <li>Scheduling meetings, preparing agendas and agenda packages, facilitating and participating in meetings, preparing meeting summaries, following up on action items, meeting with Co-Chairs and stakeholders outside of meetings (CCP \$TBD, ASC \$TBD).</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
	H. Implementing Entity Coordination and Transition	Labor	Total \$31,432 ASC \$11,692 CCP \$19,740	<ul style="list-style-type: none"> <li>Coordination between ASC, CCP, and a new Implementing Entity; transition of knowledge and tasks from ASC to CCP and the new IE (CCP \$10,832, ASC \$11,692)</li> <li>RMP Stakeholder engagement / meetings (CCP \$8,909)</li> </ul>	<ul style="list-style-type: none"> <li>Weekly meetings</li> </ul>
3. Quality Assurance	A. Quality Assurance Project Plan	Labor	Total \$16,484 ASC \$16,484 CCP \$0	<ul style="list-style-type: none"> <li>Updating Quality Assurance Project Plans, writing Quality Assurance Reports for datasets, maintaining laboratory SOP file system, coordinating interlaboratory comparisons (as needed), researching analytical methods (as needed) (ASC \$16,484)</li> </ul>	<ul style="list-style-type: none"> <li>Final Data Management SOP</li> <li>Final CEC QAPP</li> <li>Revised QAPP Update Procedures Memo</li> <li>Draft QAPP for Q1 20/21</li> <li>Final QAPP for Q1 20/21</li> <li>Updated collection of SOPs</li> </ul>

## Expenses for Core Functions, Monitoring, and Special Studies

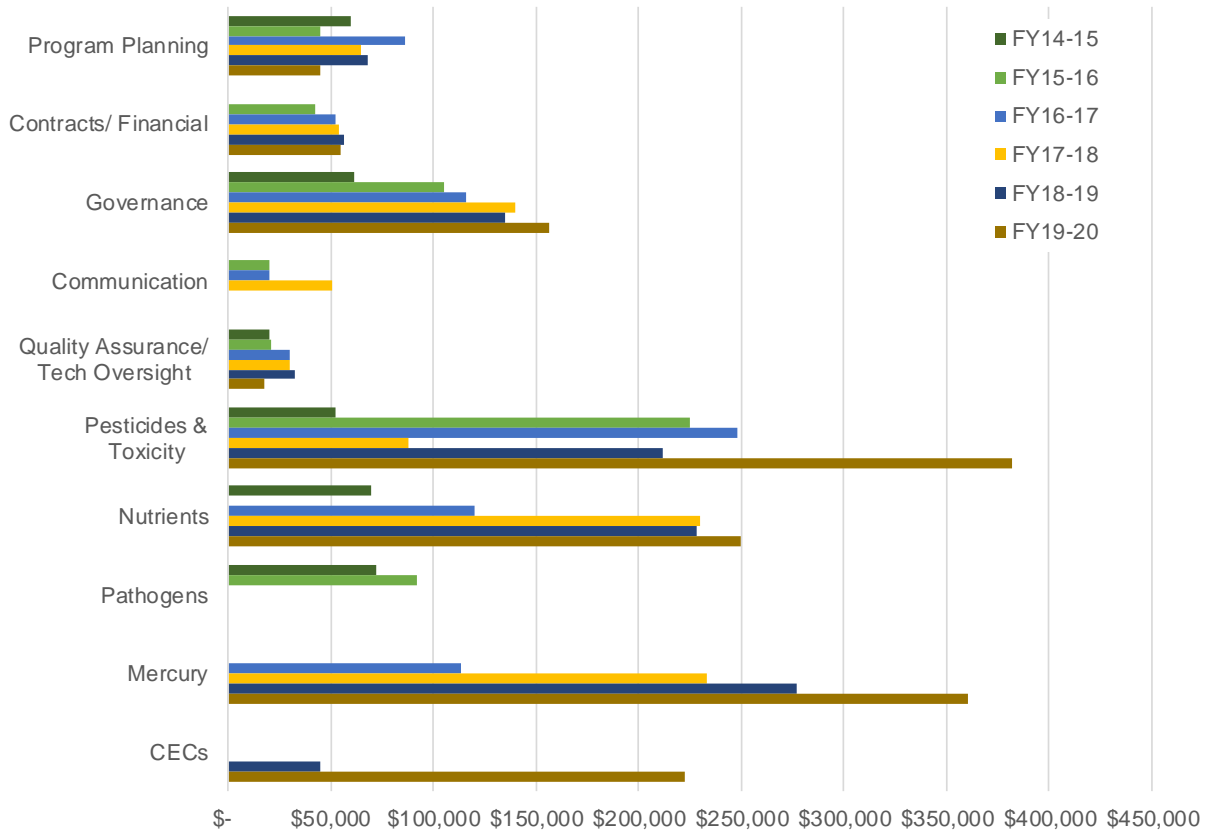
Funding guidelines from the SC developed in the 2019 Multi-year Planning Workshop are shown in Table 4 below. The SC guidance was to develop proposals within 25% of these guidelines.

**Table 4 Funding level guidance by focus area from the Delta RMP Steering Committee.**

<b>Expense</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>
Core Functions	57	234	312	342	300	309	318	328	338
Pathogens	72	112	-	-	-	-	-	-	-
Pesticides	112	225	248	88	212	223	234	280	250
Nutrients	35	50	120	230	228	250	250	250	250
Mercury	-	-	113	234	277	291	180	180	180
CECs	-	-	-	-	45	220	220	220	-
<b>Total Expense</b>	<b>276</b>	<b>621</b>	<b>793</b>	<b>894</b>	<b>1,062</b>	<b>1,452</b>	<b>1,202</b>	<b>1,258</b>	<b>1,018</b>
Forecast Revenue	303	769	862	1,021	1,205	1,226	1,226	1,226	1,263
Surplus/Deficit					128	(66)	24	(32)	245

## Overall Delta RMP FY20-21 Budget

The bar chart in Figure 1 shows budgeted expenses for the past four fiscal years. This bar chart will be updated when phase 2 of the workplan for Q2-4 is presented.



**Figure 1** Bar chart of budgeted expenses for the Delta RMP over last 5 fiscal years.