



SCHEDULE OF FEES
Outreach, Education and Technical Services

	<i>Fee Name, Description</i>	<i>Fee</i>
1	General information:	No charge
2	Workshops conducted by the District:	Registration fees and sponsorships vary with audience, purpose and other costs.
3	Miscellaneous Consultation and Project Assistance Private Agricultural Landowner e.g. equine facility site plan e.g. regulation research Other Client e.g. letter to land owners e.g. erosion plan review e.g. provide a presentation or workshop e.g. develop classroom or technical materials	Hourly billing rate + Applicable expenses (mileage, supplies, permitting fees, subcontractors, etc.) Charges will apply after staff assistance of 5 hours or less, to be determined by the Executive Officer. Clients will be invoiced.
4	Permit Coordination Services (permitting, reporting, project oversight)	NRCS Cooperator: Cost of permits + \$50 Landowner eligible for Farm Bill programs: Cost of permits + \$100 Other landowners: Cost of permits plus minimum of \$2500 plus additional costs as warranted by the project Other clients Cost of permits + the larger of \$5000 or 5% of the project construction cost –not to exceed \$10,000 in most cases. (Pre-construction estimate may be adjusted at completion.)
5	Partnership for Land Conservation and Stewardship (PLCS)	See PLCS Fee schedule

Administrative Services

	Fee Name, Description	Fee
1	Board agenda, minutes, other documents, single copy; mail or electronic mail	<ul style="list-style-type: none"> - Non-subscriber: Current Agenda free; Other meeting materials \$.05/ page - Subscriber: \$36/yr agenda & minutes; no attachments, Other meeting materials \$.05/ page
2	Copying	<ul style="list-style-type: none"> - Self-service: Commercial market rates, determined annually - Staff service: Self-service rates plus 20%
3	Shipping	<ul style="list-style-type: none"> - U.S. Mail: Postage cost only for pieces less than 2 oz., up to 10 pieces - \$10.00 minimum plus actual cost of other mail, other carrier, or special handling plus - Large mailings are subject to billable staff time.
4	Faxing –staff cost only.	<p>No self-service.</p> <ul style="list-style-type: none"> - \$5.00 minimum - up to 5 pages; - 2.00 each additional page
5	Brochures, publications, maps, videos, bound and CD documents	<ul style="list-style-type: none"> - Pick up & U.S. Mail Postage less than 2 oz: Cost only - Shipping in excess of 2oz or special handling: Cost plus shipping cost and \$10.00 handling
6	Misc. Products (e.g., native seeds)	<p>Construction bid packets: \$20 plus shipping</p> <p>Other items: Cost + 40%</p>
7	Returned Check Fee	\$25.00

SCHEDULE OF FEES – Policy Guidelines

- I. Outreach, Education and Technical Services Fees
 1. These fees cover single services that are of short duration on a “Time and Materials” basis. Negotiated agreements will be used for more complex and/or longer-term services.
 2. These fees may be used to develop a simple contract, Purchase Order or Invoice-type agreement. They may be inconsistent with negotiated, long-term agreements.
 3. These fees will be charged on an invoice or statement.
 4. Billing rates.
 - i. Rates will vary with the employee(s) providing the service.
 - ii. Time and one half billing (Time and ½) rate will apply when night or weekend work is required, with the prior approval of the client.
 - iii. Administrative time may be applied for special assistance
 - iv. Bookkeeping time will be applied (for timekeeping, invoicing, tracking).
 5. These fees will be charged on an invoice or statement.
- II. Annual adjustment.
 1. This fee schedule will be evaluated and approved at least annually by the Board of Directors.
 2. Commercial Market Rate will be determined with a survey of retail providers.
 3. Unless otherwise amended by the Board of Directors, the annual Bay Area consumer pricing indexes for materials and human resources may be applied annually.
- II. Exceptions to the fees.
 1. The exception will be at the discretion of the Executive Officer, subject to approval by the Board of Directors.
 2. Consideration may be made for non-profit groups and individuals, resource conservation districts and Alameda County landowners and land managers for their personal use

ALAMEDA COUNTY
PARTNERSHIP for LAND CONSERVATION & STEWARDSHIP

2009-2010 Fee Structure

Summary of fees and how they apply to a Project.

1. Ranchers selling easements: Application + Deposit + hourly services + Closing Fee.
2. Mitigating Entities purchasing easements: Application + Deposit + hourly services + Project Initiation Fee once the project is approved + Closing Fee.

1. Application Fee

- Non-refundable fee payable is payable with application or letter of intent to request PLCS services. Payment is credited to final billing for services and other fees.
- Applicant receives: consultation to evaluate the applicant's project for program eligibility and opportunity; general conservation and easement information and announcements. PLCS will notify the applicant should PLCS determine for any reason that the project is not appropriate for PLCS.

Fee:

- \$1,000 for **Ranchers, Farmers and Operators** who are eligible for NRCS programs and who have interest in selling an easement
- \$2,000 for **Corporate, Public and Other Landowners** who are not eligible for NRCS programs but have interest in selling an easement
- \$5,000 for **Mitigating Entity** (Project proponents, including but not limited to individuals that are required to provide mitigation for their project)

2. Deposit for Services

- Deposit is payable after PLCS accepts the Project and upon signing Project Agreement or letter of intent to proceed with the project and to utilize PLCS services. Services and hourly rates will be debited against the Deposit. Payments are credited in the final statement. Commercial and public clients may request that unexpended deposits be left on deposit with PLCS for the next project.
- Client receives: in-depth consultation to further review and plan the project; project services as agreed in the Project Agreement

Fees: **Ranchers, Farmers and Operators** who are eligible for NRCS programs

(base of \$10/acre)

- | | | |
|----|----------|----------------------------|
| 1. | \$ 1,000 | Project acreage <101 |
| 2. | \$ 2,500 | Project acreage 101 - 250 |
| 3. | \$ 5,000 | Project acreage 251 - 500 |
| 4. | \$ 7,500 | Project acreage 501 - 750 |
| 5. | \$10,000 | Project acreage 751 -1,000 |

NOTE: Deposit for Ranchers, Farmers and Operators can be deferred at the PLCS Advisory Board's discretion and all costs collected upon project completion or cancellation.

Corporate, Public and Other Landowners who are not eligible for NRCS programs

(base of \$25/acre)

- | | | |
|----|----------|----------------------------|
| 1. | \$ 2,500 | Project acreage <101 |
| 2. | \$ 6,250 | Project acreage 101 - 250 |
| 3. | \$12,500 | Project acreage 251 - 500 |
| 4. | \$18,750 | Project acreage 501 - 750 |
| 5. | \$25,000 | Project acreage 751 -1,000 |

Mitigating Entity

(base of \$50/acre)

Since the final acreage required is often unknown at the contracting stage, deposit is based on the client's expected acreage requirement and becomes the minimum deposit. Should additional acreage be required the deposit will be adjusted upwards.

The Alameda County Resource Conservation District is an equal opportunity provider and employer.

1.	\$ 5,000	Project acreage <101
2.	\$12,500	Project acreage 101 - 250
3.	\$25,000	Project acreage 251 - 500
4.	\$37,500	Project acreage 501 - 750
5.	\$50,000	Project acreage 751 -1,000

NOTE: Deposit on Projects with acreage above 1,000 will be established according to the base scales of \$10/acre (Ranchers, Farmers & Operators) or \$50/acre (Mitigating Entity).

3. Development Project Initiation Fee

- Payable by Mitigating Entity (other than Ranchers, Farmers and Operators) upon satisfactory transaction with property / easement seller and required approvals to proceed with the Project.
- This fee does not provide specific project services. Hourly service rates are not debited against this fee.
- If they are the Mitigating entity with a development project, Ranchers, Farmers and Operators will be granted a "Project Initiation Allowance" equal to ½ of the Managerial and Technical & Professional hours required for that client's first PLCS contracted project. This helps PLCS support working landscapes.

Fee: This fee is 2.5% of projected total Project cost. Since the final project cost is unknown at this stage, fee is based on the client's anticipated project cost and becomes the minimum fee. Should the Project cost increase, the fee will be adjusted upwards in the final statement.

4. Hourly Service Rates

- When developing the Project Agreement, the client and PLCS will agree on the scope and tasks of the Project and estimated services time.
- Hourly rates will be debited against the Deposit.
- The client will be billed monthly once the Deposit has been exceeded.

Rate to all Clients

1.	Managerial	\$ 100
2.	Technical/Professional	\$ 85
3.	Field Staff	\$ 55
4.	Administrative	\$ 50
5.	Clerical	\$ 35

5. Closing Fee

- Charged upon close of escrow for easement or property acquisition; or upon final approval of Project completion, such as riparian restoration.

Fee: \$ 2,000 for **Ranchers, Farmers and Operators**
 \$10,000 for **Mitigating Entity**

6. Fee for Expedited Processing is twice the normal hourly fee rate to off-set the cost of subcontracting work so as not to impact other Projects. Applications in process will NOT be impacted by expedited handling.

7. Cancellation Fee

- Cancellation requires a letter addressed to PLCS, effective on the date received at PLCS. It will be charged on Projects initiated and subsequently terminated by the client OTHER THAN for failure of PLCS to meet its obligations as identified in the Project Agreement or other written agreement.

Fee: 20% of the Project deposit will be charged in addition to recovering PLCS-incurred costs to the effective date of cancellation.

PLCS is administered for the County of Alameda by the Alameda County Resource Conservation District. The PLCS Advisory Board and the RCD Board of Directors have approved this PLCS Fee Schedule.

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