June 13, 2019
Agenda Item IV.C.

To: KIRC Commissioner
From: Michael K. Naho‘opi‘i, Executive Director
Subject: Review and Approve FY 2020 KIRC Operating Budget

## RECOMMENDED MOTION:

A. Accept $\mathbf{\$ 1 , 1 4 9 , 2 3 3}$ appropriation budget, as detailed, to fund KIRC staff positions and Program expenses as approved in the State Administration's budget.
B. Approve the expenditure of approximately $\mathbf{\$ 2 8 , 2 0 3}$ from the Kaho‘olawe Rehabilitation Trust Fund to fund current reimbursable grants projects.

## BUDGET SUMMARY

The FY20 Budget was built to support the continuation of volunteer work accesses through the next fiscal year. This includes KIRC work accesses to support native dryland forest and coastal habitat plantings, completion of Department of Health IV planting projects and support of cultural activities including Makahiki, Kaholokalani and the Pacific Island Festival scheduled for June 2020. A significant portion of the on-island field and base camp operations are being supported by the Dryland Forest Support Services contract funded from the second year of the Kaho‘olawe Dryland Forest Construction CIP funds. These funds will expire at the end of FY20.

## BUDGET ANALYSIS

Sources of FY20 Funds: The following table list the currently approved and pending funding sources for FY20:

| Project Name | Funding <br> Source | Approved <br> Amount | Pending <br> Amount | Note |
| :--- | :--- | ---: | ---: | :--- |
| State Budget | General Funds <br> Act 005 | $\$ 1,097,047$ |  | Signed by Governor |
|  | General Funds <br> HB116 |  | $\$ 153,000$ | Awaiting Governor <br> signature |
| Virtual Library | IMLS | $\$ 14,184$ |  |  |
| BWET | NOAA | 14,019 |  | Reimbursements for <br> partner school |
| Dryland Forest | State CIP <br> Funds | $\$ 1,500,000$ |  | $2^{\text {nd }}$ year funding |
| Totals |  | $\mathbf{\$ 2 , 6 2 5 , 2 5 0}$ | $\mathbf{\$ 1 5 3 , 0 0 0}$ |  |

Distribution of FY20 Funds: Under the proposed budget, FY20 funds will be used for the following expenses:

1. Personnel Cost for 16 KIRC temporary employees for FY20 $(\$ 832,004)$ funded by State General Funds (Act 005 and HB116). This is an increase from last year's authorization of 15 temporary exempt employees as a result of the passage of HB116.
2. Completion of NOAA BWET grant partnership with Pomaika‘i Elementary for project reimbursements $(\$ 14,019)$ funded by NOAA.
3. Virtual Library cost for FY20 $(\$ 14,184)$ funded by Federal appropriation account.
4. Non-Personnel Cost for FY20 $(\$ 289,016)$ funded by General Funds.

FY20 Funding Impact on Programs: The following are the impacts of the proposed budget upon the various KIRC programs:

- Commission: The proposed budget includes personnel funding for the Commission Coordinator and all travel to support Commission meetings for FY20. Travel funds are also included for the Commission Coordinator to attend IMLS meetings as a requirement of the Virtual Library Project.
- Administration: The Administration budget includes personnel funding for the Executive Director, Administrative Officer, Administrative Specialist III, Public Information Specialist and GIS/LAN Specialist for FY20. Additionally, the budget includes all office expenses including the office lease, storage space, computer equipment support, travel, outreach materials, newsletters and annual reports for FY20.
- Reserve Operations: The Reserve Operation budget includes personnel funding for the Vessel Operator, Logistic Specialist and Volunteer Coordinator for FY20. Additionally, the budget includes funds to support the Maui vehicles, Kīhei Boathouse expenses, some of the repair and maintenance for vessel operations, and field supplies and equipment for the KIRC staff. Base Camp management, communications, helicopter transport, food, fuel, and other base camp supplies are provided in the Native Dryland Forest Support Service Contract funded by the Kaho‘olawe Dryland Forest CIP funds.
- Restoration: The Restoration budget includes personnel funding for the Natural Resource Specialist IV and two Natural Resource Specialist IIIs. Additionally, the budget includes funds to complete the DOH IV project plantings. Native plant seedlings, soil amendments, irrigation supplies and equipment are also provided by the Native Dryland Forest Support Contract funded by the Kaho‘olawe Dryland Forest CIP funds.
- Ocean: The Ocean budget includes personnel funding for the Ocean Specialist III and Ocean Specialist II and funds to complete the NOAA BWET grant project with Pomaika‘i Elementary School.
- Culture: The Culture budget includes personnel funding for the Cultural Resource Project Coordinator for half a year's salary and funds to start necessary site stabilization projects.


## LEGAL AUTHORITY:

The relevant provisions of Chapter 6K, Hawai‘i Revised Statutes, read as follows:
[\$6K-6] Responsibilities and duties of the commission. The general administration of the island reserve shall rest with the commission. In carrying out its duties and responsibilities, the commission...
(2) Shall approve all contracts for services and rules pertaining to the island reserve...
[\$6K-9.5] Kaho`olawe rehabilitation trust fund. (b) The commission may use moneys in the trust fund to carry out the purposes of this chapter, including hiring employees, specialist and consultants necessary to complete projects relating to the purposes of this chapter.

## RECOMMENDATION

A. Accept $\mathbf{\$ 1 , 1 4 9 , 2 3 3}$ appropriation budget as detailed to fund KIRC staff positions and Program expenses as approved in the State Administration's budget.
B. Approve the expenditure of approximately $\mathbf{\$ 2 8 , 2 0 3}$ from the Kaho'olawe Rehabilitation Trust Fund to fund current reimbursable grants projects.

## FY 2020 Budget <br> June 13, 2019



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|  |  | FY2019 Appv'd Budget |  | FY2019 EOY Estimate |  | Y2020 Proposed Budget | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| RESERVE OPERATIONS / VOLUNTEER PROGRAM |  |  |  |  |  |  |  |
| MAUI VEHICLES |  |  |  |  |  |  |  |
| Maui Vehicle R\&M | \$ | 10,000.00 | \$ | 11,000.00 | \$ | 10,000.00 |  |
| Maui Vehicle Fuel and Oil | \$ | 4,000.00 | \$ | 3,500.00 | \$ | 4,000.00 |  |
| Purchase Used Vehicles (DRMO) | \$ | 19,300.00 | \$ | 48,621.00 | \$ | - |  |
| Insurance and Fees | \$ | 1,500.00 | \$ | 1,500.00 | \$ | 2,000.00 |  |
| TOTAL MAUI VEHICLES | \$ | 34,800.00 | \$ | 64,621.00 | \$ | 16,000.00 |  |
| KIHEI SITE / VESSEL OPERATIONS |  |  |  |  |  |  |  |
| Materials, Supplies \& Equipment |  |  |  |  |  |  |  |
| Vessel Fuel | \$ | - | \$ | - | \$ | - |  |
| Fueling Supplies | \$ | - | \$ | - | \$ | - |  |
| Vessel Repairs \& Maintenance | \$ | 355.00 | \$ | 3,675.00 | \$ | 355.00 |  |
| Vessel Supplies \& Equipment | \$ | 2,000.00 | \$ | 5,297.00 | \$ | 2,000.00 |  |
| Vessel Trailers - R\&M \& Supplies | \$ | 300.00 | \$ | 629.00 | \$ | 750.00 |  |
| Kihei Site \& Boathouse R\&M | \$ | 5,000.00 | \$ | 5,000.00 | \$ | 7,500.00 |  |
| Boathouse Supplies | \$ | 2,300.00 | \$ | 2,300.00 | \$ | 100.00 |  |
| Forklift Propane | \$ | 100.00 | \$ | 100.00 |  |  |  |
| Jet-Ski R\&M | \$ | - | \$ | - | \$ | - | Moved to Field Equipment |
| Total Materials and Equiment | \$ | 10,055.00 | \$ | 17,001.00 | \$ | 10,705.00 |  |
| Other Direct Costs |  |  |  |  |  |  |  |
| Boathouse Utilities | \$ | 5,800.00 | \$ | 3,250.00 | \$ | 4,750.00 |  |
| Landscaping | \$ | 7,000.00 | \$ | 7,000.00 | \$ | 6,000.00 |  |
| Total Other Direct Costs | \$ | 12,800.00 | \$ | 10,250.00 | \$ | 10,750.00 |  |
| TOTAL KIHEI SITE / VESSEL OPERATIONS | \$ | 22,855.00 | \$ | 27,251.00 | \$ | 21,455.00 |  |
| FIELD EQUIPMENT |  |  |  |  |  |  |  |
| Field Equipment Purchase, R\&M | \$ | 444.00 | \$ | 444.00 | \$ | 550.00 |  |
| New Field Equipment (Polarises \& Radios) |  |  | \$ | 105,076.00 |  |  |  |
| Fire Extinguishers | \$ | - | \$ | - | \$ | - |  |
| Zodi \& Jet-Ski R\&M |  |  | \$ | 25.00 | \$ | 50.00 |  |
| Work Boots, Field Gear \& Staff T-Shirts | \$ | 1,000.00 | \$ | 870.00 | \$ | 1,200.00 |  |
| TOTAL FIELD EQUIPMENT | \$ | 1,444.00 | \$ | 106,415.00 | \$ | 1,800.00 |  |
| HONOKANAI'A SUPPLIES ~1/2 time schedule |  |  |  |  |  |  |  |
| Fuel - Trucks/Equipment/Generator | \$ | - | \$ | - | \$ | - |  |
| Equipment and Vehicle Parts | \$ | - | \$ | - | \$ | - |  |
| Shop Supplies | \$ | - | \$ | - | \$ | - |  |
| Building Maintenance \& Utilities |  |  |  |  |  |  |  |
| Materials \& Supplies - General | \$ | 133.00 | \$ | 133.00 | \$ | - |  |
| Dish Network | \$ | 109.00 | \$ | 109.00 | \$ | - |  |
| Photo-Voltaic R\&M Supplies | \$ | - | \$ | - | \$ | - |  |
| TOTAL Building Maintenance \& Utilities | \$ | 242.00 | \$ | 242.00 | \$ | - |  |
| POL (Petroleum, Oil, Lubricants) | \$ | - | \$ | - | \$ | - |  |
| Hazardous Waste \& POL Disposal Fees | \$ | 1,923.00 | \$ | - | \$ | 100.00 |  |
| Waste Disposal Fee (Scrap Metal) | \$ | 391.00 | \$ | 50.00 | \$ | 100.00 |  |
| Kitchen Supp \& Equip | \$ | - | \$ | - | \$ | - |  |
| Linen Supplies \& Cleaning | \$ | - | \$ | - | \$ | - |  |
| Propane for Stove | \$ | - | \$ | - | \$ | - |  |
| Bottled Water | \$ | - | \$ | - | \$ | - |  |
| Meals | \$ | - | \$ | 551.00 | \$ | - |  |
| Compost Toilets | \$ | - | \$ | - | \$ | - |  |
| Pest Control \& Prevention | \$ | - | \$ | - | \$ | - |  |
| R.O. Water System | \$ | - | \$ | - | \$ | - |  |
| TOTAL HONOKANAI'A SUPPLIES | \$ | 2,556.00 | \$ | 843.00 | \$ | 200.00 |  |
| RESERVE SUPPLIES and IMPROVEMENTS |  |  |  |  |  |  |  |
| Facilities Infrastructure R\&M Supplies |  |  |  |  |  |  |  |
| Mooring Maintenance | \$ | 1,040.00 | \$ | 1,040.00 | \$ | 1,100.00 |  |
| Warning Sign Maintenance/Replacement |  |  |  |  |  |  |  |
| TOTAL RESERVE SUPPLIES | \$ | 1,040.00 | \$ | 1,040.00 | \$ | 1,100.00 |  |
| TOTAL TRAINING/License \& Cert Renewals | \$ | 2,000.00 | \$ | 886.00 | \$ | - |  |
| CONTRACTS |  |  |  |  |  |  |  |
| Base Camp Management | \$ | - | \$ | - | \$ | - |  |
| Communications | \$ | - | \$ | - | \$ | - |  |
| Helicopter Transportation | \$ | - | \$ | - | \$ | - |  |
| TOTAL CONTRACTS | \$ | - | \$ | - | \$ | - |  |
| OPERATIONS PERSONNEL BALANCE | \$ | 99,472.00 | \$ | 99,472.00 | \$ | 99,792.00 |  |

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