



**DRAFT**

April 4, 2006

TO: Members Advisory Group (MAG)

FROM: Tom Iverson, CBFWA

SUBJECT: Update on FY06 Within Year Budget Adjustment Process

The Member Advisory Group (MAG) has requested CBFWA staff re-define its role on the Budget Oversight Group (BOG) to include a greater liaison responsibility with project sponsors. The current role of CBFWA staff is to monitor the process and assist in providing transparency and consistency in how each within year budget modification request is managed. Staff accomplishes this task by attending the BOG meetings, maintaining a website that lists all requests and current status of their review, and reporting periodically to the MAG and Members on the status of the review process. The onus is on the project sponsors to track and monitor the process as it relates to their individual projects. In order to expand staff's role into a liaison position, a higher level of time commitment would be required for this process.

The staff proposal to modify their participation in BOG would include the following changes:

- 1) Staff would attend all BOG meetings and track the within year requests (current);
- 2) Staff would insure that all within year requests are posted online and that review information is kept current (new);
- 3) Staff would contact all project sponsors by email prior to BOG, Quarterly Review, and Northwest Power and Conservation Council (NPCC) meetings where their project is scheduled to be discussed (new);
- 4) Staff would contact projects sponsors if the status of their request changes at any time; and,
- 5) Staff would be available by phone for questions from projects sponsors and would be available to attend meetings with Bonneville Power Administration (BPA) staff and NPCC staff at the project sponsor's request (current).

The primary difference for CBFWA staff would be to make attendance and monitoring of the BOG process a higher priority than it currently is, and initiating contact with project sponsors engaged in this process.

If you have questions or concerns please contact Tom Iverson at (503) 229-0191.

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