

**Consent Agenda Briefing for PWSRCAC Board of Directors – May 2025**

**ACTION ITEM**

**Sponsor:** Ashlee Hamilton, Director of Finance

**Project number and name or topic:** FY2025 Budget Modifications

1. **Description of agenda item:** The Board is asked to approve modifications to the FY2025 budget as outlined on the attached list. These modifications were identified during a recent budget review with project managers and management staff. The Finance Committee reviewed these modifications at their April 23 meeting and recommends approval. If the changes proposed in this briefing sheet are approved, the FY2025 contingency will be \$269,786.

2. **Why is this item important to PWSRCAC:** PWSRCAC’s annual budget provides the organizations’ spending plan and authorities. While some of the listed modifications are within the authorities of the Executive Director and the Executive Committee, others are not. The entire list is therefore presented to the Board to simplify the approval process.

3. **Previous actions taken by the Board on this item:**

<u>Meeting</u>	<u>Date</u>	<u>Action</u>
Board	5/2/2024	Approved the FY2025 budget.
Board	9/19/2024	Approved the FY2025 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$36,147.
Board	3/19/2025	Approved the FY2025 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$268,409.

4. **Committee Recommendation:** The Finance Committee reviewed the proposed FY2025 modifications at its April 23 Finance Committee meeting and recommends Board approval.

5. **Action Requested of the Board of Directors:** Approve the FY2025 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$269,786.

6. **Alternatives:** None recommended.

7. **Attachments:** The list of proposed FY2025 budget modifications.

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Proposed FY2025 Budget Modifications  
May 2025

Task	Name	Budget Modifications	From Contingency	To Contingency	Notes
1350	Information Technology - Volunteers	Utility expense no longer needed for FY2025		\$ 500.00	
2300	Oil Spill Prevention & Response	Conference and travel funds no longer needed for FY2025		\$ 3,300.00	
2400	Port Ops & Vessel Traffic Systems	Conference and travel funds no longer needed for FY2025		\$ 2,250.00	
2500	Scientific Advisory Committee	Conference and travel funds no longer needed for FY2025		\$ 4,892.00	
2600	Terminal Ops & Environmental Monitoring	Conference and travel funds no longer needed for FY2025		\$ 3,550.00	
2800	Information and Education Committee	Conference and travel funds no longer needed for FY2025		\$ 5,700.00	
3100	Public Information Program	Conference and travel funds no longer needed for FY2025		\$ 5,600.00	
3200	Observer	Printng budget no longer needed for FY2025		\$ 1,000.00	
3410	Fishing Vessel Outreach Program	Travel funds no longer needed for FY2025		\$ 1,800.00	
3500	Community Outreach	Conference and travel funds no longer needed for FY2025		\$ 10,000.00	
3530	Youth Involvement	Contract funds no longer needed for FY2025		\$ 710.00	
3600	Public Communications Program	Travel funds no longer needed for FY2025		\$ 1,225.00	
3610	Web Presence Best Available Technology	Professional Services no longer needed for FY2025		\$ 2,350.00	
6575	Comparison of Windy Application and Seal	Contract funds no longer needed for FY2025 - PM will make buoy/forecast comparisons as they occur once the buoy is functional.		\$ 31,000.00	
7000	Spill Response Operations Program	Conference funds no longer needed for FY2025		\$ 800.00	
		Total to return to contingency		\$ 74,677.00	
		Current contingency		\$ 195,109.00	
		<b>New contingency</b>		<b>\$ 269,786.00</b>	