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December 4, 2002

MEMORANDUM

TO: Council Members

FROM: Brian Allee

SUBJECT: Modification of the Project Coordinator Budget to support the Idaho Subbasin Planning Steering Committee (Level II)

Proposed Action

Staff recommends that the Northwest Power Planning Council (Council) authorize a modification of the budget under the release from the Bonneville Power Administration (Bonneville) for subbasin planning support in Idaho. This action would add project management responsibilities to the work the current project coordinator, Mr. Tom Dayley, does for the Idaho Subbasin Planning Steering Committee (SPSC, Level II). The change would increase Mr. Dayley's salary and benefits in an amount not to exceed \$23,990.40. This action would consolidate the two critical functions of project coordination and project management.

Background

The Master Contract (June 2002) between Bonneville and the Council calls for support and funding for statewide/provincial/tribal coordination and project management with a budget not to exceed \$200,000 per year per state. Each state has a unique structure to fulfill these functions for the Level II groups. For Idaho, the Council initially approved a budget for the coordinator portion of the two support functions. The SPSC has recommended that the project management function be combined with the present project coordinator job functions to achieve greater efficiency and economy. The attached letter from the Idaho Council Members requesting Council approval of this action acknowledges approval by the SPSC.

Budget Impact

The proposed budget increase of \$23,909.40 is within the SPSC Level II annual budget allocation.

December 2, 2002

Frank L. Cassidy, Jr., Chairman
Northwest Power Planning Council
851 S.W. Sixth Avenue, Suite 1100
Portland, OR 97204-1348

Dear Chairman Cassidy:

The Idaho Subbasin Planning Steering Committee (SPSC, Idaho Level II) has determined that it would be more efficient and economical to combine the Project Manager and Program Coordinator positions originally approved by the Council for coordination of subbasin planning in Idaho. The proposed action will stay within the level 2 budget originally approved by the Council but will shift dollars from one category to cover the salary and benefits increase for the Project Manager/Program Coordinator.

We join with the SPSC in requesting the Council approve this adjustment as outlined in the attached workplan, effective October 1, 2002.

Thank you,

Judi Danielson, Idaho Council Member

Jim Kempton, Idaho Council Member