



DATE: January 22, 2015

TO: RMP Steering Committee

FROM: Philip Trowbridge, RMP Manager

RE: Set-Aside Fund for Monitoring Contingency

Recommendation

Approve the transfer of \$50,000 unused monitoring contingency funds from the 2014 budget to a Designated Set-Aside Fund for Monitoring Contingency.

Explanation

Past RMP budgets have included \$50,000 for monitoring contingencies. If the funds were not used by the end of the year, they would be carried over into the following year budget. This practice had the effect of making the revenue and expense of the RMP budget \$50,000 higher than planned and complicating the accounting.

The 2015 budget does not contain a line item for monitoring contingency. Instead, we are recommending that the \$50,000 from the 2014 budget be placed in a Set-Aside Fund for Monitoring Contingencies.

The Set-Aside Fund for Monitoring Contingency would only be used for unexpected monitoring costs or opportunities that arise during the course of the year after the RMP budget has been approved. The RMP Manager may authorize use of these funds up to \$10,000, without prior approval from the Steering Committee, under the following circumstances:

- A strategically important sampling opportunity arises (e.g., due to rare weather events or a chance to leverage other monitoring efforts);
- A mechanical failure during field sampling necessitates rapid action to repair or replace equipment in order to maintain the sampling schedule; or

- An unexpected event that, in the judgment of the RMP Manager, requires immediate action.

Should the monitoring contingency funds be obligated by the RMP Manager under these circumstances, the RMP Manager would inform the Steering Committee via email and provide a justification. The Steering Committee would then provide feedback at the next scheduled meeting on the appropriateness of the decision to maintain clear expectations for use of these funds.

The RMP Manager would seek Steering Committee approval to replenish the Set-Aside Fund for Monitoring Contingency to the \$50,000 balance when requesting approval for the next year's budget.