



## Bassett Creek Watershed Management Commission

### MEMO

To: BCWMC Commissioners and Alternates  
From: Administrator Jester on behalf of the Budget Committee  
Date: May 8, 2025

#### **RE: Budget Committee Recommendations and Quarterly Status Report on 2025 Operating Budget**

At their meeting on April 15, the BCWMC Budget Committee recommended the following activities to provide greater transparency and tracking of commission operating budgets.

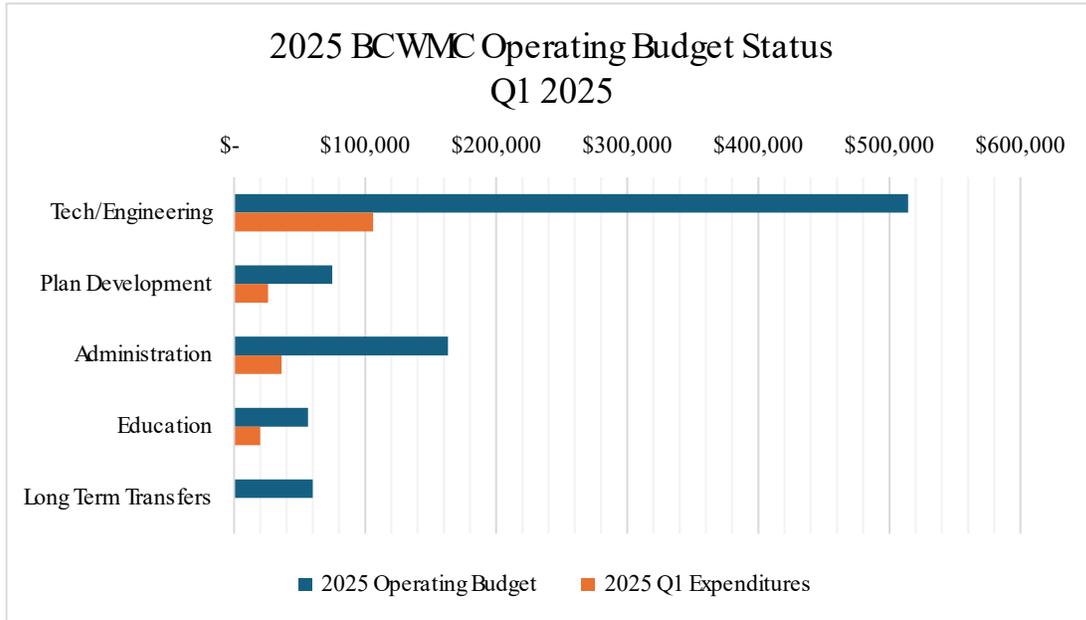
- The Administrator will review all invoices submitted to the Commission and prepare recommendations to the Commission regarding payment. [*This is already current practice.*]
- The Commission Treasurer will review the Administrator's monthly invoice and correspond with the Administrator if questions or concerns arise. The Commission Treasurer will make a recommendation to the Commission regarding payment.
- The Administrator will quarterly review the status of the current operating budget with the Commission Treasurer and will prepare a memo outlining budget status and near-term spending forecast for the Commission. [*2025 first quarter report on page 2.*]

The committee also touched on some additional items they plan to discuss in future committee meetings including:

- Reviewing consultant contracts to determine if they can be strengthened financially
- Considering use of a consulting pool or "request for proposal" process for certain activities
- Adopting a staffing succession plan to allow for better cost estimates for future staffing needs
- Adding flexibility to the budget to adapt to changes in federal, state, and/or local funding
- Earmarking certain budget line items where reductions can take place, if needed

### BCWMC Operating Budget Status Report: Q1 2025

The 2025 fiscal year began on February 1, 2025 and will end on December 31, 2025. Thus far, pending is on track in all budgeted expense categories. This first quarter report represents all spending and revenue through April 30, 2025. Although spending may seem low in the technical/engineering services category, it's important to note that spending is typically higher in the summer months during the monitoring season.



Revenue is also on track with all nine member cities having contributed their 2025 assessment, and fees for development projects being collected. Investment income for 2025, which is moved to the long-term Special Projects account already totals over \$98,000.

Income Sources	Budget	Collected
City Assessments	\$662,888.00	\$662,887.00
Project Review Fees	\$70,600.00	\$9,748.00
WOMP Reimbursement	\$5,000.00	\$4,500.00
Grants	\$0.00	\$0.00
Transfer from Special Projects Fund	\$44,000.00	\$0.00
Transfers from Long Term Accounts	\$50,570.00	\$0.00
Investment Earnings	\$0.00	\$98,393.00