

Briefing for PWSRCAC Board of Directors – September 2020

ACTION ITEM

Sponsor: Gregory Dixon
Project number and name or topic: FY2021 Budget Modifications

1. **Description of agenda item:** The Board is asked to approve modifications to the FY2021 budget as outlined on the attached list. Generally, after completion of the annual financial statement audit, several budget changes are necessary to account for timing differences between actual start and completion of projects or because new information is available that was not known at the time of the original budget approval. In addition, a few adjustments are proposed to travel budgets as a result of the COVID-19 pandemic.

The attached proposed budget modifications (Attachment B) contains explanations for each modification. The Finance Committee met on September 9, 2020, reviewed the proposed changes and recommends the Board approve the entire list.

The proposed modifications include changes, if any, to the capital budget as well as the operating budget.

The Financial Manager will be available during the Board meeting to explain the changes and answer any questions that may arise.

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	5/21/2020	Approved FY2021 budget.

5. **Action Requested of the Board of Directors:** Approve the FY2021 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$102,079.

6. **Alternatives:** None recommended.

7. **Attachments:**

- A. FY2021 budget summary.
- B. Proposed FY2021 budget modifications.

Prince William Sound Regional Citizens' Advisory Council
Budget Status Report -- FY 2021

	<u>Original Budget</u>	<u>Modifications</u>	<u>Revised Budget</u>
INCOME			
Alyeska Contract	\$3,810,183.00	(\$146,545.00)	\$3,663,638.00
Interest Income			
In-Kind Donations	\$22,800.00		\$22,800.00
Miscellaneous			
Total Income	<u>\$3,832,983.00</u>	<u>(\$146,545.00)</u>	<u>\$3,686,438.00</u>
EXPENSES			
Programs and Projects			
3100--Public Information	\$8,785.00	(\$5,750.00)	\$3,035.00
3200--Observer Newsletter	\$8,400.00		\$8,400.00
3300--Annual Report	\$6,055.00		\$6,055.00
3410--Fishing Vessel Outreach Pilot	\$34,000.00	(\$11,000.00)	\$23,000.00
3500--Community Outreach	\$62,550.00	(\$22,600.00)	\$39,950.00
3530--Youth Involvement	\$50,750.00	\$9,145.00	\$59,895.00
3560--Exxon Valdez Project Jukebox		\$5,000.00	\$5,000.00
3600--Public Communications Program	\$6,649.00		\$6,649.00
3610--Website Presence BAT	\$9,350.00		\$9,350.00
3620--Connecting With Our Communities		\$55,875.00	\$55,875.00
3903--Youth Internship	\$4,000.00		\$4,000.00
4000--Program and Project Support	\$1,495,340.00	(\$4,000.00)	\$1,491,340.00
4010--Digital Collections Program	\$4,600.00		\$4,600.00
4400--Federal Government Affairs	\$60,800.00		\$60,800.00
4410--State Government Affairs	\$27,000.00		\$27,000.00
5000--Terminal Operations Program	\$8,600.00	(\$8,600.00)	\$0.00
5056--Tank 8 Internal Inspection Review		\$64,034.00	\$64,034.00
5640--ANS Crude Oil Properties	\$5,000.00	\$0.00	\$5,000.00
5640--0099--ANS Crude Oil Properties Donated	\$22,800.00		\$22,800.00
5998--Catholic Protection Systems Review		\$38,653.00	\$38,653.00
6000--Oil Response Program	\$36,000.00	(\$6,000.00)	\$30,000.00
6510--State Contingency Plan Reviews	\$80,000.00		\$80,000.00
6511--History of Contingency Planning	\$25,000.00	\$50,000.00	\$75,000.00
6530--Weather Data/Sea Currents	\$16,000.00		\$16,000.00
6531--Port Valdez Weather Buoys	\$51,000.00		\$51,000.00
6531--0014--Port Valdez Weather Buoys City of...	\$9,000.00		\$9,000.00
6531--0099--Port Valdez Weather Buoys Donation	\$20,000.00		\$20,000.00
6536--Analysis of Weather Buoy Data	\$15,000.00		\$15,000.00
7000--Oil Spill Response Operations Program	\$7,250.00	(\$5,800.00)	\$1,450.00
7520--Preparedness Monitoring	\$42,500.00	(\$10,000.00)	\$32,500.00

Prince William Sound Regional Citizens' Advisory Council
Budget Status Report -- FY 2021

	<u>Original Budget</u>	<u>Modifications</u>	<u>Revised Budget</u>
7901--Resources for RSC & Affected Communit...	\$7,000.00	\$26,673.00	\$33,673.00
8000--Maritime Operations Program	\$23,500.00		\$23,500.00
8010--Rescue Tug BAT	\$52,500.00		\$52,500.00
9000--Environmental Monitoring Program	\$18,400.00		\$18,400.00
9110--Spatial Variability of Marine Birds	\$39,000.00		\$39,000.00
9510--Long Term Environmental Monitoring Pro...	\$310,947.00		\$310,947.00
9511--Herring/Forage Fish Survey	\$45,100.00		\$45,100.00
9520--Marine Invasive Species	\$53,350.00		\$53,350.00
9550--Dispersants	\$40,000.00		\$40,000.00
9590--Hydrocarbon Toxicity	\$80,000.00		\$80,000.00
Subtotals	\$2,786,226.00	\$175,630.00	\$2,961,856.00
Board of Directors			
1350--Information Technology	\$504.00		\$504.00
2100--Board Administration	\$142,043.00	(\$3,000.00)	\$139,043.00
2150--Board Meetings	\$145,000.00	(\$38,500.00)	\$106,500.00
2200--Executive Committee			
2220--Governance Committee	\$0.00		\$0.00
2222--Finance Committee	\$3,850.00	(\$3,850.00)	\$0.00
2700--Legislative Affairs Committee	\$16,275.00		\$16,275.00
Subtotals	\$307,672.00	(\$45,350.00)	\$262,322.00
Committees and Committee Support			
2250--Committee Support	\$205,724.00		\$205,724.00
2300--Oil Spill Prevention & Response	\$11,900.00	(\$7,900.00)	\$4,000.00
2400--Port Operations & Vessel Traffic System	\$11,100.00	(\$3,100.00)	\$8,000.00
2500--Scientific Advisory Committee	\$10,400.00	(\$2,400.00)	\$8,000.00
2600--Terminal Operations & Environmental Mo...	\$10,150.00	(\$2,150.00)	\$8,000.00
2800--Information and Education Committee	\$15,500.00	(\$7,500.00)	\$8,000.00
Subtotals	\$264,774.00	(\$23,050.00)	\$241,724.00
General and Administrative			
1000--General and Administrative	\$527,555.00	(\$7,000.00)	\$520,555.00
1050--General and Administrative--Anchorage	\$162,016.00		\$162,016.00
1100--General and Administrative--Valdez	\$184,364.00		\$184,364.00
1300--Information Technology	\$121,963.00		\$121,963.00
Subtotals	\$995,898.00	(\$7,000.00)	\$988,898.00

Prince William Sound Regional Citizens' Advisory Council
 Budget Status Report -- FY 2021

	<u>Original Budget</u>	<u>Modifications</u>	<u>Revised Budget</u>
Subtotals	\$4,354,570.00	\$100,230.00	\$4,454,800.00
Contingency (Current Year Budget)	\$100,000.00	\$2,079.00	\$102,079.00
<i>Total Expenses</i>	<u>\$4,454,570.00</u>	<u>\$102,309.00</u>	<u>\$4,556,879.00</u>
<i>Increase (Decrease) in Net Assets</i>	<u><u>(\$621,587.00)</u></u>	<u><u>(\$248,854.00)</u></u>	<u><u>(\$870,441.00)</u></u>

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021002	0000 Expenses	Board	5/21/2020
Original expense budget			
99999	All		\$4,354,570.00
Subtotal			\$ 4,354,570.00
2021003	0001 Contingency	Board	5/21/2020
Original contingency budget			
63000	Contingency		\$100,000.00
Subtotal			\$ 100,000.00
2021004	0002 Capital Budget	Board	5/21/2020
Original capital budget			
00000	All		\$25,000.00
Subtotal			\$ 25,000.00
2021005	1000 General and Administrative	Executive Director Pending	
Reduce travel budget			
60000	Travel		\$(7,000.00)
63000	Contingency		\$7,000.00
Subtotal			\$ -
2021006	2100 Board Administration	Executive Director Pending	
Reduce travel budget, board member travel to miscellaneous conferences.			
60000	Travel		\$(3,000.00)
63000	Contingency		\$3,000.00
Subtotal			\$ -
2021007	2150 Board of Director Meetings	Executive Director Pending	
Reduce budget associated with in-person Seward board meeting.			
51450	Professional Services--Othe		\$(3,500.00)
60000	Travel		\$(28,000.00)
62000	Meeting Expense		\$(7,000.00)
63000	Contingency		\$38,500.00
Subtotal			\$ -

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021008	2222 Finance Committee	Executive Director Pending	
Reduce budget associated with in-person meeting.			
60000	Travel		\$(3,500.00)
62000	Meeting Expense		\$(350.00)
63000	Contingency		\$3,850.00
Subtotal			\$ -
2021009	2300 Oil Spill Prevention and Response Committee (OSPR)	Executive Director Pending	
Reduce budget associated with in-person meetings.			
60000	Travel		\$(7,000.00)
62000	Meeting Expense		\$(900.00)
63000	Contingency		\$7,900.00
Subtotal			\$ -
2021010	2400 Port Operations and Vessel Traffic System Committee (POVTS)	Executive Director Pending	
Reduce budget associated with in-person meeting.			
60000	Travel		\$(2,700.00)
62000	Meeting Expense		\$(400.00)
63000	Contingency		\$3,100.00
Subtotal			\$ -
2021011	2500 Scientific Advisory Committee (SAC)	Executive Director Pending	
Reduce budget associated with in-person environmental workshop.			
60000	Travel		\$(2,000.00)
62000	Meeting Expense		\$(400.00)
63000	Contingency		\$2,400.00
Subtotal			\$ -
2021012	2600 Terminal Operations and Environmental Monitoring Committee (TOEM)	Executive Director Pending	
Reduce budget associated with in-person meeting.			
60000	Travel		\$(1,800.00)
62000	Meeting Expense		\$(350.00)
63000	Contingency		\$2,150.00
Subtotal			\$ -

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021013	2800 Information and Education Committee (IEC)	Executive Director Pending	
Reduce budget associated with in-person meeting.			
60000	Travel		\$(7,000.00)
62000	Meeting Expense		\$(500.00)
63000	Contingency		\$7,500.00
Subtotal		\$	-
2021014	3100 Public Information Program	Executive Director Pending	
Reduce travel associated with technical conference and travel within PWS region.			
60000	Travel		\$(5,750.00)
63000	Contingency		\$5,750.00
Subtotal		\$	-
2021015	3410 Fishing Vessel Program Community Outreach	Executive Director Pending	
Reduce budget for vessel charter.			
59500	Contract Expense		\$(11,000.00)
63000	Contingency		\$11,000.00
Subtotal		\$	-
2021016	3500 Community Outreach	Executive Director Pending	
Reduce outreach budget.			
52300	Conferences and Conventio		\$(6,000.00)
60000	Travel		\$(12,600.00)
62000	Meeting Expense		\$(4,000.00)
63000	Contingency		\$22,600.00
Subtotal		\$	-
2021017	4000 Program and Project Support	Executive Director Pending	
Reduce budget related to Director of Programs attendance at technical conference.			
52300	Conferences and Conventio		\$(800.00)
60000	Travel		\$(3,200.00)
63000	Contingency		\$4,000.00
Subtotal		\$	-

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021018	5000 Terminal Operations Program	Executive Director Pending	
Reduce budget for project manager travel to technical conference and for intern stipend and trave.			
52300	Conferences and Conventio		\$(500.00)
59100	Stipends		\$(3,000.00)
60000	Travel		\$(5,100.00)
63000	Contingency		\$8,600.00
Subtotal		\$	-
2021019	6000 Spill Response Program	Executive Director Pending	
Reduce budget related to project manager attendance at technical conference and for travel to miscellaneous meetings.			
52300	Conferences and Conventio		\$(800.00)
60000	Travel		\$(5,200.00)
63000	Contingency		\$6,000.00
Subtotal		\$	-
2021020	7000 Spill Response Operations Program	Executive Director Pending	
Reduce travel replated to project manager attendance at technical conference and for other miscellaneous trave.			
52300	Conferences and Conventio		\$(800.00)
60000	Travel		\$(5,000.00)
63000	Contingency		\$5,800.00
Subtotal		\$	-
2021021	7520 Preparedness Monitoring	Executive Director Pending	
Reduce travel budget for drills and exercises.			
60000	Travel		\$(10,000.00)
63000	Contingency		\$10,000.00
Subtotal		\$	-
2021022	0003 Income	Board Pending	
Adjust Alyeska Pipeline Services Company contract amount per new funding agreement.			
40000	Alyeska Contract		\$(146,545.00)
63000	Contingency		\$(146,545.00)
Subtotal		\$	(293,090.00)

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021023	0003 Income	Board	5/21/2020
Original income budget.			
40000	Alyeska Contract		\$3,832,983.00
Subtotal			\$ 3,832,983.00
2021024	3620 Connecting with Our Communities	Board Pending	
Balance of Helvey Communications, LLC contract 3620.19.01 extended to 6/30/2021.			
59500	Contract Expense		\$16,500.00
63000	Contingency		\$(16,500.00)
Subtotal			\$ -
2021025	3620 Connecting with Our Communities	Board Pending	
Balance of Helvey Communications, LLC contract 3620.20.02 extended to 6/30/2021.			
59500	Contract Expense		\$18,875.00
63000	Contingency		\$(18,875.00)
Subtotal			\$ -
2021026	5056 Tank 8 Internal Inspection Review	Board Pending	
Contract with Taku Engineering, LLC for contract 5056.20.01.			
59500	Contract Expense		\$64,034.00
63000	Contingency		\$(64,034.00)
Subtotal			\$ -
2021027	6511 History of Contingency Planning	Board Pending	
Contract with Nuka Research and Planning Group, LLC 6511.20.01 extended to 9/30/2021.			
59500	Contract Expense		\$50,000.00
63000	Contingency		\$(50,000.00)
Subtotal			\$ -
2021028	7901 Resources for the Regional Stakeholder Committee (RSC)	Board Pending	
Contract with Nuka Research and Planning Group, LLC 7901.20.01 extended to 9/4/2020.			
59500	Contract Expense		\$26,673.00
63000	Contingency		\$(26,673.00)
Subtotal			\$ -

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization & Date</u>	<u>Amount</u>
2021029	5998 Cathodic Protection Systems Review	Board Pending	
Contract with National Pipeline Services, LLC 5998.20.01 extended to 9/30/2020.			
59500	Contract Expense		\$38,653.00
63000	Contingency		\$(38,653.00)
Subtotal			\$ -
2021030	3530 Youth Involvement	Board Pending	
FY-2020 youth involvement projects PO 17321 Next Generation of Oil Spill Education and PO 17380 Virtual Invasive Species Monitoring extended to 6/30/2021.			
59500	Contract Expense		\$9,145.00
63000	Contingency		\$(9,145.00)
Subtotal			\$ -
2021031	3560 Exxon Valdez Project Jukebox	Board Pending	
University of Alaska Fairbanks professional services extended into FY-2021.			
51450	Professional Services--Othe		\$5,000.00
63000	Contingency		\$(5,000.00)
Subtotal			\$ -
2021032	3620 Connecting with Our Communities	Board Pending	
Social media, and local radio, print, and other media advertising related to new logo. FY-2020 budget moved to FY-2021.			
51600	Advertising		\$8,500.00
63000	Contingency		\$(8,500.00)
Subtotal			\$ -
2021033	3620 Connecting with Our Communities	Board Pending	
Replacement of logoed materials moved from FY-2020 budget. Actual items may be charged to other categories.			
50700	Supplies		\$12,000.00
63000	Contingency		\$(12,000.00)
Subtotal			\$ -
2021034	0001 Contingency	Board Pending	
Additional net assets after completion of FY-2020 audited financial statements.			
63000	Contingency		\$248,854.00
Subtotal			\$ 248,854.00

Prince William Sound Regional Citizens' Advisory Council
Budget Modifications -- FY-2021

<u>Account</u> Summary	<u>Project Title</u>	<u>Authorization & Date</u> Revised	Change	<u>Amount</u>
Revised income budget		\$ 3,686,438.00	\$ (146,545.00)	
Revised expense budget		\$ 4,454,800.00	\$ 100,230.00	
Revised contingency budget		\$ 102,079.00	\$ 2,079.00	
Net Assets Required for Operating Budget		(\$870,441.00)		
Revised capital budget		\$ 25,000.00	\$ -	