

**Briefing for PWSRCAC Board of Directors – January 2021**

**ACTION ITEM**

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

1. **Description of agenda item:** The Board is asked to authorize several modifications to the FY2021 budget that are presented in the attached list. In November, project managers met and reviewed the September 30, 2020, interim financial statements resulting in the changes that are now proposed. Most of these modifications are the result of travel not occurring because of COVID-19, including:

- December events (Science Night, in person volunteer workshop, holiday appreciation party)
- In person January Board meeting in Anchorage
- Committee member travel to in person meetings and out of state conferences
- Staff travel to PWS region and out of state conferences

LAC recently met and acknowledged that travel to Juneau and Washington, D.C. will most likely not occur this fiscal year. Should the travel situation change in 2021, funds can be restored for various travel as needed.

We have added funds for continued Filmmaker 19 support for PWSRCAC’s document management application and for initial consultation with attorneys on TAPS Dismantling, Removal and Restoration (DR&R) research.

All of the proposed changes are summarized on the attached pages along with further explanations for each.

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 organization’s 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	5/21/20	Approved FY2021 budget.
Board	9/17/20	Approved modifications to the FY2021 budget as presented in the attachments to Item 4-11 briefing sheet, with a total revised contingency in the amount of \$102,079.

4. **Action Requested of the Board of Directors:** Approve the proposed FY2021 budget modifications as listed on the attached sheet, with a total revised contingency in the amount of \$295,429.

## Approval of FY2021 Budget Modifications 3-1

5. **Alternatives:** None recommended.
6. **Attachments:** Proposed FY2021 budget modifications.

The Board is asked to authorize several budget modifications that are presented in the materials that follow. Project managers recently met and reviewed the September 30, 2020, interim financial statements resulting in the changes that are now proposed. Most of these modifications are the result of travel not occurring because of Covid-19:

- December events (Science Night, in person volunteer worksheet, appreciation party)
- In person January board meeting in Anchorage
- Committee member travel to in person meetings and out of state conferences
- Staff travel to PWS region and out of state conferences

LAC recently met and recommended that Juneau and Washington DC travel will most likely not occur this fiscal year. Should the travel situation change in 2021, funds can be restored for various travel as needed.

We have added funds for continued Filmmaker 19 support for PWSRCA's document management application and for initial consultation with attorneys on DR&R research.

All of the proposed changes are summarized on the following pages along with explanations for each.

Contingency is \$295,429 after these changes.

Prince William Sound Regional Citizens' Advisory Council  
Proposed Budget Modifications -- Summary

Task #	Description	Change
2150	Board of Directors Meetings	(\$40,500.00)
2250	Committee Support	(\$57,900.00)
2300	OSPR	(\$3,200.00)
2400	POVTS	(\$6,400.00)
2500	SAC	(\$6,400.00)
2600	TOEM	(\$6,400.00)
2700	LAC	(\$16,275.00)
2800	IEC	(\$6,400.00)
3100	Public Information Program	(\$300.00)
3200	Observer Newsletter	(\$2,000.00)
3410	Fishing Vessel Outreach	(\$23,000.00)
3600	Public Communications Program	(\$4,205.00)
4000	Program and Project Support	(\$2,500.00)
4010	Digital Collections Program	\$4,600.00
4400	Federal Government Affairs	(\$9,200.00)
4410	State Government Affairs	(\$8,000.00)
4500	DR&R Research	\$5,000.00
6531	Port Valdez Buoys	
7000	Spill Response Operations Program	(\$1,200.00)
7520	Preparedness Monitoring	(\$7,050.00)
7901	Resources for RSC	(\$2,000.00)
8000	Maritime Operations Program	(\$10,500.00)
9000	Environmental Monitoring	(\$18,295.00)
9510	LTEMP	(\$6,000.00)
9520	Marine Invasive Species	\$3,800.00
	Contingency	\$224,325.00

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

<u>Account</u>	<u>Project Title</u>	<u>Authorization &amp; Date</u>	<u>Amount</u>
2021037	2250 Committee Support	Board Pending	
In-person volunteer workshop and appreciation party cancelled due to Covid-19. Workshop will be virtual.			
51450	Professional Services--Othe		\$(2,500.00)
60000	Travel		\$(25,000.00)
62000	Meeting Expense		\$(24,000.00)
63000	Contingency		\$51,500.00
Subtotal			\$ -
2021038	2250 Committee Support	Board Pending	
Project manager assistants conference travel cancelled due to Covid-19.			
60000	Travel		\$(6,400.00)
63000	Contingency		\$6,400.00
Subtotal			\$ -
2021039	2300 Oil Spill Prevention and Response Committee (OSPR)	Board Pending	
Volunteer conference travel cancelled due to Covid-19.			
60000	Travel		\$(3,200.00)
63000	Contingency		\$3,200.00
Subtotal			\$ -
2021040	2400 Port Operations and Vessel Traffic System Committee (POVTS)	Board Pending	
Volunteer conference travel cancelled due to Covid-19.			
60000	Travel		\$(6,400.00)
63000	Contingency		\$6,400.00
Subtotal			\$ -
2021041	2500 Scientific Advisory Committee (SAC)	Board Pending	
Volunteer conference travel cancelled due to Covid-19.			
60000	Travel		\$(6,400.00)
63000	Contingency		\$6,400.00
Subtotal			\$ -

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

<u>Account</u>	<u>Project Title</u>	<u>Authorization &amp; Date</u>	<u>Amount</u>
2021042	2600 Terminal Operations and Environmental Monitoring Committee (TOEM)	Board Pending	
Volunteer conference travel cancelled due to Covid-19.			
60000	Travel		\$(6,400.00)
63000	Contingency		\$6,400.00
Subtotal			\$ -
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2021043	2800 Information and Education Committee (IEC)	Board Pending	
Volunteer conference travel cancelled due to Covid-19.			
60000	Travel		\$(6,400.00)
63000	Contingency		\$6,400.00
Subtotal			\$ -
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2021044	3100 Public Information Program	Board Pending	
Adjust conference budget, not needed.			
52300	Conferences and Conventio		\$(300.00)
63000	Contingency		\$300.00
Subtotal			\$ -
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2021045	3200 Observer Newsletter	Board Pending	
Reduce newsletter printing budget, copies not needed for outreach.			
51800	Printing and Reproduction		\$(2,000.00)
63000	Contingency		\$2,000.00
Subtotal			\$ -
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2021046	3410 Fishing Vessel Program Community Outreach	Board Pending	
Project deferred due to Covid-19.			
51600	Advertising		\$(1,000.00)
59500	Contract Expense		\$(19,000.00)
60000	Travel		\$(3,000.00)
63000	Contingency		\$23,000.00
Subtotal			\$ -

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

<u>Account</u>	<u>Project Title</u>	<u>Authorization &amp; Date</u>	<u>Amount</u>
2021047	3600 Public Communications Program	Board Pending	
Adjust budget to actual needs.			
51600	Advertising		\$(750.00)
51800	Printing and Reproduction		\$(750.00)
52300	Conferences and Conventio		\$495.00
60000	Travel		\$(3,200.00)
63000	Contingency		\$4,205.00
Subtotal			\$ -
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2021048	4000 Program and Project Support	Board Pending	
Reduce travel budget due to Covid-19.			
60000	Travel		\$(2,500.00)
63000	Contingency		\$2,500.00
Subtotal			\$ -
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2021049	4010 Digital Collections Program	Board Pending	
Additional budget for scanning and Filemaker document management support.			
51450	Professional Services--Othe		\$4,600.00
63000	Contingency		\$(4,600.00)
Subtotal			\$ -
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2021050	6531 Port Valdez Weather Buoys	Board Pending	
Reclass PWSSC data costs.			
51450	Professional Services--Othe		\$7,500.00
59500	Contract Expense		\$(7,500.00)
Subtotal			\$ -
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2021051	7000 Spill Response Operations Program	Board Pending	
Reduce travel budget due to Covid-19.			
60000	Travel		\$(1,200.00)
63000	Contingency		\$1,200.00
Subtotal			\$ -

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

<u>Account</u>	<u>Project Title</u>	<u>Authorization &amp; Date</u>	<u>Amount</u>
2021052	7520 Preparedness Monitoring	Board Pending	
Adjust budget to actual needs and reduce travel due to Covid-19.			
50700	Supplies		\$(250.00)
51000	Non-Capitalized Equipment		\$(1,000.00)
52300	Conferences and Conventio		\$(800.00)
60000	Travel		\$(5,000.00)
63000	Contingency		\$7,050.00
Subtotal			\$ -
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2021053	8000 Maritime Operations Program	Board Pending	
Reduce conference and travel budget due to Covid-19.			
52300	Conferences and Conventio		\$(3,000.00)
60000	Travel		\$(7,500.00)
63000	Contingency		\$10,500.00
Subtotal			\$ -
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2021054	9000 Environmental Monitoring Program	Board Pending	
Reduce Science Night budget and project manager conference registration and travel.			
50700	Supplies		\$105.00
51450	Professional Services--Othe		\$(3,500.00)
52300	Conferences and Conventio		\$(800.00)
60000	Travel		\$(5,800.00)
62000	Meeting Expense		\$(8,300.00)
63000	Contingency		\$18,295.00
Subtotal			\$ -
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2021055	9510 Long Term Environmental Monitoring	Board Pending	
Reduce additional Oregon State University work.			
59500	Contract Expense		\$(6,000.00)
63000	Contingency		\$6,000.00
Subtotal			\$ -
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Prince William Sound Regional Citizens' Advisory Council  
Budget Modifications -- FY-2021

<u>Account</u>	<u>Project Title</u>	<u>Authorization &amp; Date</u>	<u>Amount</u>
2021056	2150 Board of Director Meetings	Board Pending	
Reduce expenses for January board meeting due to Covid-19.			
51450	Professional Services--Othe		\$(3,500.00)
60000	Travel		\$(28,000.00)
62000	Meeting Expense		\$(9,000.00)
63000	Contingency		\$40,500.00
Subtotal			\$ -
2021057	9520 Marine Invasive Species	Board Pending	
Additional budget for purchase order with Danielle Verna			
51450	Professional Services--Othe		\$3,800.00
63000	Contingency		\$(3,800.00)
Subtotal			\$ -
2021058	4500 DR&R Research	Board Pending	
Legal counsel consultation relating to DR&R research.			
51300	Professional Services--Lega		\$5,000.00
63000	Contingency		\$(5,000.00)
Subtotal			\$ -
2021059	7901 Resources for the Regional Stakeholder Committee (RSC)	Board Pending	
Reduce staff travel due to Covid-19.			
60000	Travel		\$(2,000.00)
63000	Contingency		\$2,000.00
Subtotal			\$ -
2021060	2700 Legislative Affairs Committee	Board Pending	
Committee member travel to Juneau and Washington DC reduced due to Covid-19.			
59100	Stipends		\$(75.00)
60000	Travel		\$(16,200.00)
63000	Contingency		\$16,275.00
Subtotal			\$ -

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

<u>Account</u>	<u>Project Title</u>	<u>Authorization &amp; Date</u>	<u>Amount</u>
2021061	4400 Federal Government Affairs	Board Pending	
Staff travel to Washington DC reduced due to Covid-19.			
60000	Travel		\$(7,200.00)
61000	Business Meals		\$(2,000.00)
63000	Contingency		\$9,200.00
Subtotal		\$	-
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2021062	4410 State Government Affairs (Alaska)	Board Pending	
Staff travel to Juneau reduced due to Covid-19.			
60000	Travel		\$(6,000.00)
61000	Business Meals		\$(2,000.00)
63000	Contingency		\$8,000.00
Subtotal		\$	-
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Prince William Sound Regional Citizens' Advisory Council  
Budget Modifications -- FY-2021

<u>Account</u> Summary	<u>Project Title</u>	<u>Authorization &amp; Date</u>		<u>Amount</u>
		Revised	Change	
Revised income budget		\$ 0.00	\$ (3,832,983.00)	
Revised expense budget		\$ (224,325.00)	\$ (4,578,895.00)	
Revised contingency budget		\$ 224,325.00	\$ 124,325.00	
Net Assets Required for Operating Budget		\$-		
Revised capital budget		\$ 0.00	\$ (25,000.00)	

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