



American Water Works Association Pacific Northwest Section

To: PNWS-AWWA Membership

From: Mel Damewood – Chair PNWS-AWWA

Re: Proposed 2019 PNWS AWWA Budget Overview

PNWS -AWWA Members,

Attached to this memo is the overview of the proposed 2019 PNWS AWWA Budget. This budget is being reviewed by the Board of Directors and will be voted on for approval at the Fall Trustees Meeting in Coeur d'Alene, Idaho on October 12, 2018.

As part of being transparent to our membership, the Board has requested the proposed budget to be posted so members can review and comment on the budget prior to approval.

One of my major initiatives as Chair of the Section was to bring forward a balanced budget. For many years, the Section has been operating on a deficit budget, and this just can no longer be a sustainable strategy for long term health for the Section. This proposed budget is balanced but it requires the following steps to accomplish:

- 1) In 2018, we reduced the budget by over \$30,000 and we still had a \$14,000 deficit. Numerous reductions in areas occurred in order to reach that level of budgeting.
- 2) This year, further reductions were made to the budget, including the following areas:
 - a. We have eliminated the Section ACE Meet and Greet that we have historically held the evening before our national conference began.
 - b. We have eliminated second place team travel support to ACE for all our competitions including tapping, hydrant hysteria, meter madness and top ops.
 - c. A shifting of some committee funding was conducted to help support the inaugural 2019 Leadership Symposium
- 3) We must raise the cost of the annual conference in order to balance the budget. Our conference member rate for this last year's conference in Tacoma was \$366 (early bird rate). To balance the budget we must increase the early bird member conference attendee rate for Vancouver to \$380, an increase of \$14.
 - a. Traditionally there has been a \$10,000 annual contribution to the E&T fund from the Section. The 2019 budget does not include this contribution. If we as a Section were to continue to contribute \$10,000 to the E&T Fund, we must increase the member attendee conference rate to \$400.00, an increase of \$34 per person.

- b. This is not a mutually exclusive decision (Either \$0 or \$10,000 contribution) There are other strategies to help the E&T Fund, including partial funding or waiting until the end of the budget year to determine what donation amount is affordable.
- 4) Training our subsection and committee officers annually is one of our most expensive line items. Currently budgeted at \$80,000 this item was reduced by \$10,000 last year. This account covers the three Section Trustee Meetings/volunteer trainings a year and the Board Annual Planning Meeting. Expenditures in this account are for:
 - a. Food and beverage for all subsection (winter) and committee officers (fall) trainings
 - b. Travel reimbursement for subsection officers to the winter meeting
 - c. Meeting space, A/V, and guest speakers etc.
- 5) We changed our organizational structure this year and combined similar committees under a Trustee to form Divisions. Each Division has a budget that Trustees are responsible for managing. As opposed to providing a budget for each committee, we felt this was a better use of funds. This will allow active committees to stay engaged with unused funding from committees within their division that may not have as much activity in a calendar year. Please contact your Trustee Liaison for details as to how they are going to manage their divisional budget.

If you have any questions or comments on the proposed budget, please reach out to me prior to the Fall Committee Officer Training and Trustee Meeting.

Thanks

Mel

Mel Damewood III, PE

Chief Water Engineering & Operations Officer

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PNWS-AWWA Budget Document

Account		2018 Adopted Budget		2018 Actual YTD as of 8/31		2019 Proposed Budget				
		Income	Expense	Income	Expense	Income	Expense	Gain (Loss)	Comments	From
GENERAL FUND										
4010	AWWA Allotment	\$ 151,000	\$ -	\$ 137,246		\$ 154,000	\$ -	\$ 154,000		Executive Director
4410/5410	Spring Conference	\$ 358,225	\$ 267,814	\$ 388,603	\$ 290,694	\$ 350,000	\$ 240,000	\$ 110,000	latest estimate as of 8/24/18	estimated
	Spring Conference added revenue	\$ 3,205								
5430	Future Conference Income/Expense	\$ -	\$ 10,000		\$ 28,571		\$ 8,700	\$ (8,700)	Advance deposits for 2020 facilities	Jamie Porter
4020	Earned Interest	\$ 25,000		\$ 21,047		\$ 18,000		\$ 18,000		Executive Director
	Committee Income/Expense	\$ 154,450	\$ 145,744			\$ 162,719	\$ 156,569	\$ 6,150	from '2018 Committees' Tab	Committees
4399	Miscellaneous Income	\$ 3,000		\$ 9,995				\$ -		Executive Director
5020	Trustee Meetings		\$ 80,000		\$ 63,108		\$ 80,000	\$ (80,000)		Executive Director
5030	National Mtgs / Association Director		\$ 4,500		\$ 2,993		\$ 9,500	\$ (9,500)	Kari & Randy at both mtgs this year	Kari Duncan/Kyle
	Regional Officers Meetings		\$ -				\$ -	\$ -		Executive Director
5050	PNWS Chair ACE Expense		\$ 4,250		\$ 575		\$ 4,250	\$ (4,250)	Only airfare was reimbursed in 2018	Executive Director
	GF Contribution to E&T Endowment		\$ 9,700		\$ 2,540	\$ 10,000		\$ 10,000	\$100/vendor booth is now GF income	Kyle/Bob Willis
	E&T Endowment / E&T							\$ -		Kyle/Bob Willis
5210	Office Rent		\$ 1,500		\$ 1,340		\$ 2,100	\$ (2,100)	New storage area at local facility	Executive Director
5120	Exec Director Travel/Expenses		\$ 14,000		\$ 8,430		\$ 14,000	\$ (14,000)		Executive Director
5300/5103	Accounting & Quickbooks Payroll		\$ 11,000		\$ 6,722		\$ 11,000	\$ (11,000)	Accountant/Bookkeeping service	Executive Director
	Stationery		\$ -				\$ -	\$ -		Executive Director
5220	Printing		\$ 250		\$ -		\$ 250	\$ (250)		Executive Director
5250	Supplies & Maintenance		\$ 2,500		\$ 1,314		\$ 3,500	\$ (3,500)	+\$1000 for PC replacement	Executive Director
5240	Postage		\$ 650		\$ 350		\$ 650	\$ (650)		Executive Director
5260	Telephone		\$ 6,000		\$ 4,801		\$ 6,000	\$ (6,000)		Executive Director
5312	Bank Charges		\$ 24,000		\$ 26,137		\$ 28,000	\$ (28,000)	Credit card fees (excl conference)	Executive Director
5060	Prizes / Awards		\$ 1,600		\$ 1,496		\$ 1,600	\$ (1,600)		Executive Director
5399	Miscellaneous Expenses		\$ 600		\$ 4,998		\$ 600	\$ (600)		Executive Director
	Capital Equipment		\$ -					\$ -		
	TOTALS	\$ 694,880	\$ 708,408	\$ 556,890	\$ 531,746	\$ 694,719	\$ 694,719			
	Year End Forecast General Fund Balance		\$ 364,918		\$ 403,590		\$ 364,918		Prior year balance, +INC -EXP	
	Year End Forecast Reserve Balance Ratio		51.5%		75.9%		52.5%		Maintain >30% and <61%	
	Net Gain (Loss)		\$ (13,528)		\$ 25,145	\$ -	\$ -		Gen Fund Balance / Total Expenses	

RESTRICTED FUND ESTIMATES:

E&T FUND
WFP
OWUC
WAWUC
ORWARN

INCOME	EXPENSE	CHANGE
\$ 66,000	\$ 25,000	\$ 41,000
\$ 100,000	\$ 100,000	\$ -
\$ 49,000	\$ 34,900	\$ 14,100
\$ 140,000	\$ 165,025	\$ (25,025)
\$ -	\$ -	\$ -

PNWS-AWWA Budget Document

Account	Budget Category
COMMITTEES (Account 37xxxx/47xxxx)	
5310	Audit
4520/5520	20/20 Vision
	Budget & Finance
	Bylaws & Procedure
	Conference Program
4550/5550	Cross-Connection Committee
4551/5551	Cross-Conn Program (Manual Sales)
4560/5560	Customer Service
4570/5570	Engineering
	History
4610/5610	Membership
	MSC
	Personal-Ad Hoc Leadership Summit
4630/5630	Publications
4640/5640	Public Information
	Public Officials
4660/5660	Research
4670/5670	Safety
4680/5680	Scholarship
4621/5621	Seattle Women In Leadership
4690/5690	Small Systems
4700/5700	Subsection Advisory Council (SAC)
4710/5710	Training Coordination
4720/5720	Utility Management
	WARN - Idaho
	WARN - Washington (WAWARN)
4730/5730	Water Conservation
4740/5740	Water Distribution
	Water For People (committee exp)
4590/5590	Information Technology
4760/5760	Water Quality
4750/5750	Water Resources
4770/5770	Water Treatment
	Sustainable Water Mgmt Conference
4780/5780	Young Professionals
	TOTALS

Gain (Loss)

2018 Adopted Budget		2018 Actual YTD as of 8/31	
Income	Expense	Income	Expense
\$ -	\$ -		
\$ -	\$ 7,500	\$ 215	\$ 1,679
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ 425		
\$ 1,800	\$ 900	\$ -	\$ -
\$ 23,000	\$ 20,000	\$ 15,235	\$ 2,566
\$ 12,600	\$ 6,619	\$ 9,150	\$ 3,973
\$ 4,000	\$ 2,200	\$ 8,110	\$ 1,750
\$ -	\$ -		
\$ -	\$ 2,250	\$ 500	\$ 1,051
\$ -	\$ -		
\$ -	\$ -		
\$ 16,000	\$ 2,000	\$ 11,575	\$ -
\$ 1,400	\$ 1,400	\$ 490	\$ 630
\$ -	\$ -		
\$ 2,000	\$ -	\$ 9,424	\$ 4,205
\$ 8,600	\$ 4,350	\$ -	\$ -
\$ 33,000	\$ 33,500	\$ 44,594	\$ 45,947
\$ 20,250	\$ 16,625	\$ 19,980	\$ 12,529
\$ 6,000	\$ 1,000	\$ 4,200	\$ 594
\$ -	\$ 27,175	\$ -	\$ 20,791
\$ 3,200	\$ 2,300	\$ 2,780	\$ 1,760
\$ 7,500	\$ 4,300	\$ -	\$ -
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ 400	\$ -	\$ -
\$ 5,000	\$ 3,000	\$ -	\$ -
\$ -	\$ -		
\$ 6,000	\$ 4,500	\$ 9,810	\$ 5,820
\$ 400	\$ 400	\$ 75	\$ 157
\$ 500	\$ 100	\$ 90	\$ 4
\$ 1,200	\$ 600	\$ 3,557	\$ -
\$ -	\$ 500		
\$ 2,000	\$ 3,700	\$ 80	\$ 1,704
\$ 154,450	\$ 145,744	\$ 139,865	\$ 105,161
\$ -	\$ 8,706	\$ -	\$ 34,704

2019 Proposed Budget				
Income	Expense	Gain (Loss)	Comments	From
\$ -	\$ -	\$ -	Included in Accounting 415001	Kyle Kihs
\$ -	\$ 3,300	\$ (3,300)	Career Fair-In-A-Box, MemberSummit	Joanie Stultz
\$ -	\$ -	\$ -	No planned income/expense	Jamie Porter
\$ -	\$ -	\$ -	No planned income/expense	Brad Phelps
\$ -	\$ 350	\$ (350)	CEUs, USB adapters	Cheryl Capron
\$ 1,500	\$ 750	\$ 750	Lunch & Learn Training	Tonya Reiss
\$ 12,000	\$ 12,000	\$ -	Tester Manual sales	Kyle Kihs
\$ 14,000	\$ 7,000	\$ 7,000	2-3 Training Series (6 courses)	Cathy Middleton
\$ 5,000	\$ 2,100	\$ 2,900	2 Trainings, Annual Awards	Kyle Thompson
		\$ -	No planned income/expense	Catherine Howells
\$ -	\$ -	\$ -	deleted travel, member engagement	Andreu Ferrero
\$ -	\$ -	\$ -	Expenses part of Section Conference	Kristin Young
\$ 45,419	\$ 40,000	\$ 5,419	reduced profit estimate	Kyle Kihs
\$ 16,000	\$ 2,000	\$ 14,000	Watter Matters, E-News, ConstCont	Corianne Hart
\$ 650	\$ 650	\$ -	1 Webinar, Annual Awards	Jill Hoyenga
\$ -	\$ -	\$ -	No planned income/expense	Lee Englund
\$ 2,000	\$ -	\$ 2,000	One workshop topic tbd	Alex Mofidi
		\$ -	New group, 3 trainings planned	Don Lovas
\$ 31,500	\$ 31,700	\$ (200)	~9 scholarships/25 student mbrs	Dave Leland
\$ 18,750	\$ 17,027	\$ 1,723	Women In Leadership Conference	Katy Isaksen
\$ -	\$ -	\$ -	Small System Workshops	Kyle Kihs / Maura Kegley
\$ -	\$ 20,752	\$ (20,752)	ACE teams travel, scholarships,software	Pat VanDuzer
\$ 3,600	\$ 3,240	\$ 360	ArcFlash/Water Works/Emerg Prep	Loren Searl
\$ -	\$ -	\$ -	deleted, focused on Leader Symposium	Lara Kammereck
	\$ -	\$ -	No budget unless a specific need	Shelley Roberts
	\$ -	\$ -	No budget unless a specific need	David Brown
\$ -	\$ 500	\$ (500)	Summer committee meeting food	Shelley Searle
\$ 4,000	\$ 2,000	\$ 2,000	Two joint events with Engineering	Jeff Austin
\$ -	\$ -	\$ -	Committee travel/training	Camille Cegnar
\$ 6,000	\$ 4,500	\$ 1,500	Job Ads/Website	Robert Barrett
\$ 500	\$ 900	\$ (400)	Awards, Cyanotoxins Workshop	Tom Bell-Games
\$ -	\$ -	\$ -	Focus on conference content only.	DeEtta Fosbury
\$ 1,200	\$ 600	\$ 600	Flavor Profile Analysis Training	Enoch Nicholson
		\$ -	Promotional items for upcoming conf	Kenny Janssen
\$ 600	\$ 7,200	\$ (6,600)	Summit, YP events, scholarships	Josh Miner
\$ 162,719	\$ 156,569			
\$ -	\$ 6,150			

	UTILITY OPERATIONS	WATER SCIENCE	PUBLIC	MEMBER ENGAGEMENT	PAST CHAIR GOV RELATIONS	SAC and AWARDS	CHAIR ELECT	ASSOCIATION DIRECTOR	EXECUTIVE DIRECTOR	PHILANTHROPY	TREASURER	BYLAWS & ROP
	Dan Sleeth	Alex Modifi	Lynn Stephens	Julie Smitherman	Dan Kegley	Suzanne Delorenzo	James Dean	Kari Duncan	Kyle Kihns	Rhonda Farmer	Bob Ward	
	Engineering	Research	Conservation	Water IT	Public Officials	History	Trustee Liaison	National Awards	Conf Program	Water For People	Audit	
INCOME	\$ 5,000	\$ 2,000	\$ -	\$ 6,000	\$ -	\$ -						
EXPENSE	\$ (2,100)	\$ -	\$ (500)	\$ (4,500)	\$ -	\$ -						
NET	\$ 2,900	\$ 2,000	\$ (500)	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ (350)	\$ -	\$ -	
	Utility Mgmt	Resources	Public Info	Membership	Women Leaders	Publications	Ad-Hoc Comms	Nominating	Conf LAC	MSC	Budget	
INCOME	\$ -	\$ -	\$ 650	\$ -	\$ 18,750	\$ 16,000	\$ 45,419		\$ 350,000	\$ -		
EXPENSE	\$ -	\$ -	\$ (650)	\$ -	\$ (17,027)	\$ (2,000)	\$ (40,000)		\$ (240,000)	\$ -		
NET	\$ -	\$ -	\$ -	\$ -	\$ 1,723	\$ 14,000	\$ 5,419	\$ -	\$ 110,000	\$ -	\$ -	
	Small Systems	Quality	Customer Svc	20/20	Or-Id-Wa WARNs	Powell Lindsay	Training Coord	Past Chairs	Meeting Space	Scholarship		
INCOME	\$ -	\$ 500	\$ 14,000	\$ -	\$ -		\$ 3,600		\$ -	\$ 31,500		
EXPENSE	\$ -	\$ (900)	\$ (7,000)	\$ (3,300)	\$ -		\$ (3,240)		\$ (8,700)	\$ (31,700)		
NET	\$ -	\$ (400)	\$ 7,000	\$ (3,300)	\$ -	\$ -	\$ 360	\$ -	\$ (8,700)	\$ (200)		
	Safety	Treatment	Cross Connection	Young Pros		Fuller		Or-ID-Wa WUCs	AWWA / Interest	E&T		
INCOME	\$ -	\$ 1,200	\$ 13,500	\$ 600					\$ 172,000			
EXPENSE	\$ -	\$ (600)	\$ (12,750)	\$ (7,200)					\$ -			
NET	\$ -	\$ 600	\$ 750	\$ (6,600)		\$ -		\$ -	\$ 172,000	\$ -		
	Distribution					SAC / Subsections			Office / Admin	Water Equation		
INCOME	\$ 4,000					\$ -			\$ 10,000			
EXPENSE	\$ (2,000)					\$ (20,752)			\$ (289,450)			
NET	\$ 2,000					\$ (20,752)			\$ (279,450)	\$ -		
	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals	Division Totals
INCOME	\$ 9,000	\$ 3,700	\$ 28,150	\$ 6,600	\$ 18,750	\$ 16,000	\$ 49,019	\$ -	\$ 532,000	\$ 31,500	\$ -	\$ -
EXPENSE	\$ (4,100)	\$ (1,500)	\$ (20,900)	\$ (15,000)	\$ (17,027)	\$ (22,752)	\$ (43,240)	\$ -	\$ (538,500)	\$ (31,700)	\$ -	\$ -
NET	\$ 4,900	\$ 2,200	\$ 7,250	\$ (8,400)	\$ 1,723	\$ (6,752)	\$ 5,779	\$ -	\$ (6,500)	\$ (200)	\$ -	\$ -

PNWS NET	INCOME	EXPENSE	NET
\$ -	\$ 182,000	\$ 289,450	\$ (107,450)
	\$ 350,000	\$ 248,700	\$ 101,300
	\$ 162,719	\$ 156,569	\$ 6,150
	\$ 694,719	\$ 694,719	\$ -

Amount	Committee	Budget Item
\$ 490	SAC	Shirts for Contest Winners Attending ACE
\$ 825	SAC	Send 1 - 1st Place Meter Madness Winner to ACE
\$ 825	SAC	Send 1 - Best Tasting Water Winner to ACE
\$ 3,300	SAC	Send 4 - 1st Place Men's Tapping Winner to ACE
\$ 3,300	SAC	Send 4 - 1st Place Women's Tapping Winner to ACE
\$ 2,475	SAC	Send 3 - 1st Place Hydrant Hysteria Winner to ACE
\$ 1,500	YP	Send 1 - 1st Place Fresh Ideas Poster Winner to ACE
\$ 7,000	Assoc Director	Send Directors Kari Duncan and Randy Black to ACE
\$ 4,250	PNWS Chair	Send Chair James Dean to ACE
\$ 23,965	<i>ACE expenses</i>	

Amount	Committee	Budget Item	
\$ 1,200	20/20	Send one active member to National YP Summit	
\$ 1,300	20/20	Send one active member (YP) to Membership Summit	
\$ 1,200	YP	Send YP Chair or Co-Chair to National YP Summit	
\$ 2,500	YP	Fresh Ideas Presenters Section Conference Scholarships	moved from SAC to YP
\$ 725	SAC	Conference scholarships for Gimmicks & Gadgets Winners	
\$ 150	YP	Prizes for 2nd & 3rd Place Fresh Ideas Poster Contest	moved from SAC to YP
\$ 7,075	<i>Other Travel/Scholarship Expenses in the General Fund</i>		