

Budget Meeting Minutes
North Dakota Section of AWWA Board of Trustees
Zoom
March 13, 2024 3:00 PM

The budget meeting of the North Dakota Section of the American Water Works Association was held on March 13, 2024 at 3:00 PM. Present at the meeting were Chair, Jim Kershaw; Director, David Bruschwein; Chair-Elect, Alan Kemmet; Past Chair, Troy Hall; Trustees, Dan Overmoe, Mark Paddock, Jared Huibregtse, and AJ Tuck; Assistant Secretary-Treasurer Greg Wavra; Section Staff, Linda Fisher; Secretary-Treasurer, Maggie Sahr.

I. Call to Order

The meeting was called to order by Chair Kershaw at 3:00 PM.

II. Business

Mr. Wavra reviewed the 2023 actual income and expenses in comparison to the proposed 2024 budget.

Items noted:

Income

- Association reimburses expenses for one member to attend the DC Fly-In. Also, the AWWA reimburses \$500 for the \$1,000 ONE Operator scholarship given by the Section.
- WFP expected income is kept low compared to actual because it is restricted for the Section's donation to the charity.
- AWWA is pausing the Small System workshop (RCAP) program indefinitely, reducing formerly anticipated income of \$4,200.
- Surface Water Treatment Workshop alternates every-other year, with 2024 being an off year.
- Income of \$1,500 is budgeted from NDWPCC Spring Training.
- Total income anticipated is \$27,150.00.

Expenses

- Meetings are broken down into four categories. Section Board meetings are generally to cover travel expenses for Board members.
- There is a new director coming into office this year. Traditionally, both outgoing and incoming directors attend ACE and other AWWA Board meetings for introductions and training. These travel accommodations are anticipated to be double.
- "Other" meetings may include sending award winners to ACE.
- Chair Kershaw mentioned the DC Fly-In will be about \$1,700 per person. Mr. Bruschwein also said directors costs will be about \$4,000 each for ACE. Also, now that the YP Committee is starting to take off, the "Other" meetings budget may need to expand in the future. Mr. Wavra noted that the budget is based primarily on prior years'

income and expenses. Also, there is flexibility for travel expenses to be applied to committees' budgets.

- The “Other - Legal/Reg” budget dropped from \$2,500 in 2023 to \$50 in 2024 due to the independent audit held in 2023, and Mr. Heinle’s AWWA membership for his assistant secretary-treasurer role. The \$50 is generally for Secretary of State annual report filings.
- The budget for CB Accounting was increased from \$4,800 to \$6,000 to cover Section Staff payroll, taxes, and service fees.
- “Web Services” include Zoom, the AWWAND.org website, and any other IT/web service related items.
- A total of \$8,000 is allotted to Committee Activities. \$2,000 is reserved for awards and scholarships. All other remaining committee activity funds are for use as needed among the committees as a whole.
- As a result of charitable giving to WFP each year, the expense is based on the actual income of the current year. \$1,000 is budgeted for the AWWA Water Buffalo motorcycle ride fundraiser to ACE. If that fund is not used, the money is contributed to WFP, or expenses that will benefit WFP, such as raffles or Clover QR system.
- No travel expenses are anticipated for the Small System Workshop. In the past, a DEQ employee would accompany a MAP trainer to answer any program specific questions from operators during training.
- Spending is planned at \$33,050. This leaves a \$5,900 deficit for the year.

The Chair called for a motion to approve the 2024 budget. (Mr. Tuck/Mr. Hall) Carried.

III. Adjournment

Chair Kershaw adjourned the meeting at 3:19 PM. (Mr. Overmoe/Mr. Hall) Carried.

Maggie Sahr
Secretary/Treasurer

Attachments:

Yearly Expenses – ND Section of AWWA for Budget Planning

Yearly Income – ND Section of AWWA for Budget Planning

Yearly Expenses – ND Section of AWWA For Budget Planning										
			2018	2019	2020	2021	2022	2023 Budget	2023 Actual	2024 Budget
Meetings										
	Sec Board WPCC		\$ 945.73	\$ 385.37	\$ 284.19		\$ 826.70	\$ 1,500.00	\$ 250.00	\$ 1,500.00
	AWWA Director		\$ 9,634.46	\$ 4,372.75	\$ 1,716.13	\$ 747.75	\$ 2,822.16	\$ 3,000.00	\$ -	\$ 6,000.00
	Regional Officers		\$ 1,140.07	\$ -	\$ -		\$ -	\$ 3,000.00	\$ 1,731.04	\$ 3,000.00
	Other		\$ 6,079.34	\$ 3,690.87	\$ -		\$ 5,569.77	\$ 5,000.00	\$ 3,726.91	\$ 5,000.00
Stationary & Print			\$ -	\$ -	\$ -		\$ -	\$ 100.00	\$ -	\$ 100.00
Supplies			\$ -	\$ -	\$ -		\$ -	\$ 200.00	\$ 50.61	\$ 200.00
Postage			\$ -	\$ -	\$ -		\$ 148.00	\$ 200.00	\$ 132.00	\$ 200.00
Other – Legal/Reg			\$ 20.00	\$ 20.00	\$ 30.00	\$ 898.93	\$ 718.00	\$ 2,500.00	\$ 2,239.00	\$ 50.00
CB Accounting								\$ 4,800.00	\$ 1,225.91	\$ 6,000.00
	Section Staff							\$ -		
	Section Staff Payroll								\$ 5,023.20	
	Section Staff Taxes								\$ 813.72	
Web Services			\$ 632.00	\$ 632.00	\$ 632.00	\$ 970.90	\$ 1,469.75	1,000.00	\$ 1,283.90	\$ 1,000.00
Committee Activities				\$ 198.00	\$ 204.00			\$ 8,000.00		\$ 8,000.00
	Awards/Scholarship		\$ 437.44	\$ 3,138.43	\$ 1,000.00	\$ 589.67	\$ 659.38	\$ 2,000.00	\$ 755.10	\$ 2,000.00
	Education/Research		\$ 2,197.56	\$ 2,306.69	\$ 2,176.34	\$ 3,345.17	\$ 2,687.81		\$ 4,401.83	
	Public Relations		\$ -	\$ 100.00	\$ 750.00	\$ 100.00				
	Young Professionals		\$ -	\$ -	\$ -					
	Water Utility		\$ -	\$ -	\$ -					
	Student Chapter		\$ 2,170.00	\$ 200.00	\$ 80.00					
	Water for People									
	Fundraiser		\$ -				\$ 1,382.13			
	Golf Sponsor		\$ 7,000.00	\$ 6,400.00	\$ 7,400.00	\$ 3,000.00	\$ 9,620.20	\$ 3,000.00	\$ 10,000.00	\$ -
	Mulligans		\$ -	\$ 440.00	\$ -	\$ 320.00	\$ 380.00	\$ 500.00		
	Raffle Awd/Exp		\$ -						\$ 915.00	
	Other/Ride/Clover		\$ -						\$ 79.60	
Seminars/Workshop										
	AWWA Small System		\$ 650.48	\$ 753.19	\$ 1,016.01	\$ 314.85	\$ 88.45	\$ 600.00	\$ 1,040.98	\$ -
	Surface Water		\$ 2,323.69		\$ 567.85	\$ -	\$ -	\$ 2,000.00	\$ 29,010.35	\$ -
	Spring Training									
Strategic Planning								\$ 2,000.00	\$ 514.31	\$ -
Total Expenses			\$ 33,230.77	\$ 22,637.30	\$ 15,856.52	\$ 10,287.27	\$ 26,372.65	\$ 39,400.00	\$ 63,193.46	\$ 33,050.00
Total Income			\$ 32,119.90	\$ 27,608.22	\$ 33,874.77	\$ 27,651.70	\$ 35,056.47	\$ 33,435.00	\$ 66,314.97	\$ 27,150.00
Profit/Loss			\$ (1,110.87)	\$ 4,970.92	\$ 18,018.25	\$ 17,364.43	\$ 8,683.82	\$ (5,965.00)	\$ 3,121.51	\$ (5,900.00)

Yearly Income – ND Section of AWWA For Budget Planning										
		2018	2019	2020	2021	2022	2023 Budget	2023 Actual	2024 Budget	
AWWA National	Yearly Allotment	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
	Multi Section	\$ 600.00	\$ 532.95	\$ 589.05	\$ 336.60	\$ 645.21	\$ 600.00	\$ 561.00	\$ 600.00	
	Small Sys/ Challenge		\$ 225.00	\$ -	\$ -	\$ 339.05	\$ -	\$ -	\$ -	
Section Meeting	NDWPCC	\$ 1,600.00	\$ 846.60	\$ -	\$ 982.80	\$ 1,740.00	\$ 1,600.00	\$ 1,740.00	\$ 1,600.00	
Interest	Checking	\$ 5.00	\$ 4.54	\$ 6.43	\$ 9.95	\$ 36.66	\$ 25.00	\$ 153.65	\$ 100.00	
	Money Market	\$ 10.00	\$ 25.54	\$ 17.86	\$ 10.23	\$ 13.08	\$ 10.00	\$ 51.51	\$ 50.00	
	CD's	\$ 150.00	\$ 140.08	\$ 461.43	\$ 995.77	\$ 766.56	\$ 500.00	\$ 309.67	\$ 500.00	
Committee Activities	Fly In	\$ 2,500.00	\$ 1,823.51	\$ -	\$ -	\$ 1,569.32	\$ 2,500.00	\$ -	\$ 2,500.00	
	AWWA One Operator		\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	
	Water for People									
	Raffle/Fundraiser	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,771.59	\$ 1,500.00	\$ 1,880.00	\$ 1,500.00	
	Golf Sponsor	\$ 3,000.00	\$ 6,400.00	\$ 7,400.00	\$ -	\$ 8,000.00	\$ 3,000.00	\$ 7,700.00	\$ 3,000.00	
	Mulligans	\$ 500.00	\$ 440.00	\$ -	\$ 320.00	\$ 380.00	\$ 500.00	\$ 320.00	\$ 300.00	
Seminars/Workshops										
	AWWA Small System	\$ 4,200.00	\$ -	\$ 8,400.00	\$ 4,228.05	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ -	
	AWWA/USDA			\$ 1,500.00	\$ 5,268.30					
	Surface Water	\$ 2,000.00		\$ -	\$ -	\$ -	\$ 2,000.00	\$ 33,815.27	\$ -	
	Spring Training	\$ 1,500.00	\$ 1,670.00	\$ -	\$ -	\$ 595.00	\$ 1,500.00	\$ -	\$ 1,500.00	
Other Income								\$ 583.87	\$ -	
Total Income		\$ 32,565.00	\$ 27,608.22	\$ 33,874.77	\$ 27,651.70	\$ 35,056.47	\$ 33,435.00	\$ 66,314.97	\$ 27,150.00	