Position	Anticipated Start Date	Comments	2022 Salary	2023 Salary	Indirect labor costs	Fully Loaded Cost per FTE	2023 Equivalent	2023 Cost	Accounting Code / Description	Explanation
Chief Executive Officer	10/1/2023	CEO search initiated after tariff approval	$ 320,652	$333,478	1.6	$533,565	0.25	$ 133,391	901.00.5.00.0000 - SALARIES - GENERAL & ADMINISTRATIVE	Average of 10 largest Alaska Electric Co-op CEO 2021 Salaries
Executive Assistant	11/1/2023	Hired by CEO	$ 104,373	$108,548	1.6	$173,677	0.17	$ 29,525	901.00.5.00.0000 - SALARIES - GENERAL & ADMINISTRATIVE	CEA HR report of salary range, confirmed by MEA.
Records Manager	11/1/2023	Staff replacement for contractor support on public notices, managing public comments, RRC records	$ 75,600	$78,624	1.6	$125,798	0.17	$ 21,386	901.00.5.00.0000 - SALARIES - GENERAL & ADMINISTRATIVE	CEA HR report of salary range confirmed by MEA.
Director Meeting Fees	**Cost Per Meeting**	**Comments**	**2022 Cost**	**2023 Cost**	**# of Directors/Alts**	**Subtotal**	**# of Mtgs**	**2023 Cost**	**Accounting Code / Description**	**Explanation**
Board meetings - Meeting fees	$383/meeting	One RRC meeting/month, Primary or Alternate	$ 383	$398	7	$2,788	7	$ 19,518	901.10.5.00.0000 - DIRECTOR / ALTERNATE MEETING STIPENDS - GENERAL & ADMINISTRATIVE	Estimated 7 of 13 Directors will take a meeting fee, 7 monthly RRC meetings post-tariff
Meeting fees during Board education	$383/meeting	Two 7-day training sessions	$ 383	$398	14	$5,576	14	$ 78,071	901.10.5.00.0000 - DIRECTOR / ALTERNATE MEETING STIPENDS - GENERAL & ADMINISTRATIVE	$383 = average of Railbelt co-op 2021 director fees. No change for 2022. 4% inflation assumed for 2023.
Board Attendance at SME Presentations	$383/meeting	10 days / year	$ 383	$398	14	$5,576	10	$ 55,765	901.10.5.00.0000 - DIRECTOR / ALTERNATE MEETING STIPENDS - GENERAL & ADMINISTRATIVE	Directors and Alternates to attend educational meetings and trainings
Board Attendance at Committee Meetings	$383/meeting	4 Comm. x 5 Member x twice a month x 50% taking fees	$ 383	$398	10	$3,983	14	$ 55,765	901.10.5.00.0000 - DIRECTOR / ALTERNATE MEETING STIPENDS - GENERAL & ADMINISTRATIVE	4 Committees x 5 members/comm x bimonthly x 50% requesting fees = 10.
Contract Services	**Duties/Description**	**Comments**	**2022 Cost Basis**	**2023 Cost**	**Quantity or Months**	**Subtotal**	**Frequency**	**2023 Cost**	**Accounting Code / Description**	**Explanation**
Contract Regulatory Affairs	Support and preparation of RCA and IRS filings			$22,176	1	$22,176	1	$ 22,176	923.52.5.00.0000 - CONSULTANCY EXPENSE - GENERAL & ADMINISTRATIVE	Proposal from ERE for post-tariff 2023 filings
Attorney Support for Regulatory Affairs	Legal support for post-tariff RCA filings			$20,000	1	$20,000	1	$ 18,000	923.82.5.00.0000 - GENERAL LEGAL EXPENSE - GENERAL & ADMINISTRATIVE	Estimated 45 hours at $400/hr
Insurance	Director & Officer, E&O Harassment, Cyber, Liability, Loss of business location	Updated to reflect actual quote received in Nov. '22		$33,000	1	$33,000	1	$ 33,000	924.76.5.00.0000 - BUSINESS LIABILITY INSURANCE - GENERAL & ADMINISTRATIVE	Revised estimate based on Nov. '22 quote received from Brown & Riding for $27,637.93 annually for Director & Officer, employment liability, security, privacy breach, computer fraud, and cyber insurance, adjusted for expansion of coverage to include E&O insurance.
Contract HR & Accounting	Payroll, employment tax preparation, start-up HR policies		$ 10,000	$10,400	1	$10,400	1	$ 10,400	923.52.5.00.0000 - CONSULTANCY EXPENSE - GENERAL & ADMINISTRATIVE	Estimate based on recent expenses incurred by employers of RRC Directors
Recruitment Services	Search for CEO	Fee is 25% of annualized CEO salary	$ 80,163	$83,370	1	$83,370	1	$ 83,370	923.52.5.00.0000 - CONSULTANCY EXPENSE - GENERAL & ADMINISTRATIVE	Estimate based on recent expenses incurred by employers of RRC Directors
Contract Administrative Support (June -Oct. 2023)	5 months, post-tariff, pre-staff	Based on current expenses; assumes 5 months of full admin support following tariff approval	$ 38,430	$39,967	5	$199,836	1	$ 199,836	923.52.5.00.0000 - CONSULTANCY EXPENSE - GENERAL & ADMINISTRATIVE	$38,430 pre-staff (5 months) based on more active 2022 months (Jan, Feb, Mar, Aug and Sep 2022) to reflect more numerous and frequency committee meetings and increased public notice and interface requirements.
Contract Administrative Support (Nov. - Dec. 2023)	2 months, reduced 50% after admin staff hired	Work shifts to RRC hired staff in month 6 and 7 following tariff approval	$ 19,215	$19,984	2	$39,967	1	$ 39,967	923.52.5.00.0000 - CONSULTANCY EXPENSE - GENERAL & ADMINISTRATIVE	$19,215 with-staff (2 months) based on more active 2022 months (Jan, Feb, Mar, Aug and Sep 2022) to reflect more numerous and frequency committee meetings and increased public notice and interface requirements.
Language Access Vendor		Annual cost of $1,000	$ 83	$86	7	$604	1	$ 604	923.52.5.00.0000 - CONSULTANCY EXPENSE - GENERAL & ADMINISTRATIVE	Estimate from AKPIRG of $1000 annually
Contract Legal - General	Monthly BOD, weekly ExCom mtgs, committee support as needed, general RRC support	30 hours per month @ 400/hour	$ 12,000	$12,480	7	$87,360	1	$ 87,360	923.82.5.00.0000 - GENERAL LEGAL EXPENSE - GENERAL & ADMINISTRATIVE	General corporate and regulatory legal support at average rate of $400/hour x 30 hours per month
Board Training Admin Expenses	Two 7-day training sessions/Director x 13 Directors	travel, registration, and per diem per person	$ 5,050	$5,252	1	$5,252	26	$ 136,552	934.70.5.00.0000 - TRAVEL / EDUCATION - GENERAL & ADMINISTRATIVE	$1000 RT travel + 6x $150 per diem + 5 x $630 daily course fee (NRECA 2022 rate)
Website Revisions	Records Viewing, Research, Confidentiality	presumes existing website pre-tariff	$ 15,000	$15,600	1	$15,600	1	$ 15,600	921.86.5.00.0000 - OFFICE SUPPLIES AND EXPENSES - GENERAL & ADMINISTRATIVE	Based on recent RRC Director experience
Website Maintenance	Ongoing website maintenance	monthly fee	$ 2,893	$3,009	7	$21,061	1	$ 21,061	921.86.5.00.0000 - OFFICE SUPPLIES AND EXPENSES - GENERAL & ADMINISTRATIVE	Sapere proposal for web maintenance
Sub Total								**$ 1,061,346**		
Office Costs	**Description**	**Frequency**	**2022 Unit cost**	**2023 Cost**	**Quantity or Months**	**Subtotal**	**Quantity**	**2023 Cost**	**Accounting Code / Description**	**Explanation**
Office Rent	Class A office space/conference room & utilities	per month	$ 11,250	$ 11,700	3	$35,100	1	$ 35,100	931.59.5.00.0000 - RENTS - GENERAL & ADMINISTRATIVE	$30/sf annually for A, $24 for B, 4500 sf for conference room and offices. Basis: web survey for space in ANC.
Tenant improvements	IT wiring, renovations, sound proofing, board room furniture, etc.	one-time	$ 80,000	$ 83,200	1	$83,200	1	$ 83,200	391.00.0.00.0000 - OFFICE FURNITURE AND EQUIPMENT	Estimate based on data provided by RRC Directors regarding recent office renovations.
Internet	Internet (including phones, video conferencing)	per month	$ 2,640	$ 2,746	3	$8,237	1	$ 8,237	921.86.5.00.0000 - OFFICE SUPPLIES AND EXPENSES - GENERAL & ADMINISTRATIVE	Estimate based on recent expenses incurred by employers of RRC Directors
Servers & Network Setup	4 servers + $6k setup each server	one-time	$ 56,000	$ 58,240	1	$58,240	1	$ 58,240	391.00.0.00.0000 - OFFICE FURNITURE AND EQUIPMENT	Based on 2022 expenditures by employer of RRC Director of 12k x 4 +$6k set-up
Offsite Backup	Backup for all RRC data	per month	$ 8,000	$ 8,320	6	$49,920	1	$ 49,920	921.86.5.00.0000 - OFFICE SUPPLIES AND EXPENSES - GENERAL & ADMINISTRATIVE	Based on 2022 expenditures by employer of RRC Director beginning July 1, 2023
Computers, Software, Printers/Scanners	Laptop, 2 more screens, plus software	one-time, per employee	$ 14,000	$ 14,560	3	$43,680	1	$ 43,680	391.00.0.00.0000 - OFFICE FURNITURE AND EQUIPMENT	$12k on computer and software plus $2k printer
Office Furniture	Ergometric desk, chair, shelving - per employee	one-time, per employee	$ 7,500	$ 7,800	3	$23,400	1	$ 23,400	391.00.0.00.0000 - OFFICE FURNITURE AND EQUIPMENT	Based on responses to MEA RFP for sit-stand desk, chair, and book shelf at $7500 per office w/ install
Above categories for fiscal / calendar 2023:								**$1,363,123**		
							10% Contingency	**$136,312**		
						Total for Fiscal Year 2023:		**$1,499,435**		
Inflation Rate	4%									