

**COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL**  
**Anchorage, Alaska**  
**December 1, 2017**  
**Approved Minutes**

**Members Present:** John Williams, Robert Peterkin, Gary Fandrei, Molly McCammon, Carla Stanley, Paul Shadura, Walt Sonen, Rob Lindsey, Grace Merkes, Bob Flint, Deric Marcorelle

**Members Present by Teleconference:** Kyle Crow

**Members Absent:** Michael Opheim (excused)

**Staff Present:** Michael Munger, Susan Saupe, Vinnie Catalano, Jerry Rombach, Linda Giguere, Vaito'a Heaven, Cindy Sanguinetti

**Others Present:** Captain Sean McKenzie, USCG; Cpl. David Parker, USCG; Shannon Miller, ADEC; Lt. Jonathon Dale, USCG; Jason Walsh, DNR; Jonathon Schick, DOG; Christine Schmidt, Attorney; Lt. Bart Buessler, NOAA; Dan Allard, ADEC

**1. CALL TO ORDER/ APPROVAL**

President John Williams called the meeting to order at 9:02 AM. Roll was called, establishing quorum.

Mr. Williams announced a letter of appreciation will be sent to PWS RCAC for the Science Night reception, and reminded the Council of the invite to the Volunteer Appreciation Dinner.

**Gary Fandrei moved to approve the agenda. Carla Stanley seconded. The agenda was approved.**

Guests introduced themselves.

- **Agency Ex Officio Director Comments**

**Captain Sean McKenzie, USCG**, commended the RCAC for the level of effort participating in the ARRT, AVTEC Simulator Training, Cook Inlet Harbor Safety Committee, Pre-Winter Ice Meeting developing the Ice Guidelines, and the Andeavor Tesoro Drill. It's been a productive quarter! The Captain rated the AVTEC Simulator as state-of-the-art. Andeavor will continue to utilize the simulator for training.

- **Jason Walsh, State Pipeline Coordinator, DNR**, confirmed that, in regards to the Pipeline Inventory, there is no database where information about the pipelines exists as much of the infrastructure predates the current regulatory environment. The common carrier law went into effect in 1975.

The State Pipeline Coordinator's Office determines whether an operator is fit, willing and able to operate in the best interest of the state. Harvest Alaska has applied for 20 year leases for both the

CIGGS A line and the Tyonek line. The technical information submitted is being analyzed and the analysis will be published; a public hearing will be held in Nikiski in February.

There was no public comment.

\*\*\*\*\* **PRESENTATIONS ON RELATED ACTIVITIES**\*\*\*\*\*

**Susan Saupe** gave a PowerPoint presentation to educate the Council regarding CIRCAC's comments on Dispersant Use Avoidance Areas. Nearly two years ago the ARRT signed a revision preauthorizing Dispersant Use in 5 Subarea C-plan areas. The Technical Committee solicited public comments to identify areas which will not have pre-authorized status for dispersant use, but for which a determination must be made on a case-by-case basis.

Spilled oil is subject to natural weathering processes. There is a short window of time to make a decision to disperse the oil. Once chemical dispersants are applied the oil would no longer remain on the surface but would be in the water column. The environment is impacted either way; oil treated by dispersants, while less likely to be transported to shore; will be more available to the food web.

Ms. Saupe explained currents, shallow banks and near the heads of troughs which cause upwelling resulting in high productivity nutrients which draws feeders. CIRCAC's comments focus on these, recommending seasonal (Spring-Fall) special consideration when deciding whether to use dispersants in these areas of essential fish habitat. The ARRT Technical Committee, after considering all comments received is recommending that all areas landward of 1,000 m isobaths be designated as avoidance areas, subject to case-by-case consideration. The final decision will be made in January 2018.

Research continues to learn about dispersants.

## **2. EXECUTIVE COMMITTEE REPORT**

Chairman John Williams reported that the Executive Committee met on November 6<sup>th</sup> and 27<sup>th</sup> to review the budget, banking records and financial position, approve 2016 carryover allocations, review the draft 2018 budget and consider the proposed amendments to Council and Personnel Policies and vote to recommend their approval. In two Executive Sessions the committee discussed a legal matter.

- **2017 Budget and Statement of Financial Position**

Ms. Eledge assured the Council that the budget is in good shape and requested that reimbursement requests be submitted soon.

- **Proposed 2018 Operating and Program Budgets**

**Robert Peterkin moved to introduce the Proposed 2018 Operating and Program Budgets Review. Gary Fandrei seconded.**

Wages and insurance have increased while offsite rent has reduced. The Public Outreach budget was boosted. Office Equipment, Maintenance & Repair has also been raised by \$1,500 to cover an IT specialist who will address email/internet server issues. The Miscellaneous line item is available for unexpected costs. Ms. Eledge noted that CIRCAC gets a non-profit rate.

**Molly McCammon moved to approve the 2018 Operating and Program Budgets. Robert Peterkin seconded. The motion passed by roll call vote 11-0.**

- **Amendments to Council and Personnel Policies**

**Robert Peterkin moved to discuss and approve amendments to Council and Personnel Policies. Bob Flint seconded.**

Mr. Rombach presented the proposed amendments to Council Policy #9 Purchasing & Procurement and Council Policy #22 Delegation of Authority. A purchasing manual is being developed; it will contain contract and agreement documents and written procedures. The amendments address concerns of the auditors who require a paper trail.

The attorney added the amendments provide flexibility to enter into contracts in line with the workplan. The vendor qualification process will be simplified by pre-qualifying, rather than requiring an RFP process. Of course, the RCAC will comply with any grant requirements. Expenditure authorizations will be made in writing. The Executive Committee will oversee any contracts with past directors, committee members or staff. Council Policy #22 has been amended to reflect the actual practices of the RCAC, delegating authority to the Executive Director. By modernizing the procurement process, the amendments are in line with best practice for non-profits. The staff expressed appreciation for the flexibility the policy provides.

**Paul Shadura moved to amend Policy #9C4 to insert *and the Executive Committee shall review the purchasing and procurement procedures.* Derrick Marcocelle seconded. The motion passed by roll call vote 10-1, with Rob Lindsey objecting.**

**The motion to amend Council Policy #9, as amended, and Personnel Policy #22 passed unanimously by roll call vote.**

- **2018 Meeting Schedule**

**Molly McCammon moved to approve the dates of the 2018 Council meetings: Friday, April 6 Regular and Annual Meetings (Kenai); Friday, September 7 (Kodiak); and Thursday, November 29 and Friday, November 30 (Anchorage). Robert Peterkin seconded. The motion passed.**

### **3. EXECUTIVE DIRECTOR'S REPORT**

THE Executive Director reported no substantial increase in the CPI; he continues to explore other opportunities to fund Council work, including the Cook Inlet Piping Infrastructure Assessment. The Council will monitor Hilcorp's cross inlet pipeline project. The Executive Director will write a letter complimenting Mr. Burgess' candid presentation to the Council.

Many tourism organizations have applied to participate as members of CIRCAC.

The Coast Guard wants to shift the responsibility for the ice guidelines to the Cook Inlet Harbor Safety Committee.

Mr. Munger stated that CIRCAC is fortunate to have Ms. Saupe on staff; it raises the view of the scientific community and brings opportunities. Ms. Saupe appreciates that CIRCAC has chosen to take a strong scientific approach to meeting its mandates.

CIRCAC continues to monitor the ADEC reorganization. Staff continues to provide useful information regarding the RCAC model nationally and internationally. President Williams and Mr. Munger will travel to Washington, D.C. to visit members of Alaska's federal congressional delegation.

The Executive Director praised the board and staff for their dedication.

**Paul Shadura moved to go into Executive Session with the Council, Michael Munger, Jerry Rombach and Attorney Christine Schmidt attending. Robert Peterkin seconded.**

The Council went into Executive Session. The meeting reconvened. Mr. Peterkin announced the Council had discussed legal matters.

#### **4. STATUS OF PROGRAMS & PROJECTS**

- **Protocol Control Committee**

Since the last Council meeting the Committee submitted comments on the Cook Inlet Energy, Harvest and Hilcorp, Alaska c-plans.

- **Prevention, Response, Operations & Safety Committee**

PROPS Staff helped in planning the Andeavor/Tesoro NPREP drill, which they also participated in; the drill met its objectives. PROPS will develop projects utilizing the simulators to promote maritime safety. Mr. Catalano will continue to participate in an EPA land-based GRS workgroup to pre-plan for potential spills due to increased truck traffic from the Cosmopolitan to Andeavor.

- **Public Outreach**

Ms. Giguere is writing an article to feature the self-arrest study and Andeavor's commitment to training. She emphasized that emails she sends to Council members during a drill provide opportunity to test communication with stakeholders, just as would be done in a real event. The state requires the planholders to notify public officials.

Ms. Giguere expressed appreciation for those participating in the Pacific Marine Expo, and for the staffs' help with her job.

- **Environmental Monitoring Committee**

Ms. Saupe expressed appreciation for the extra money for Public Outreach. Andeavor requested pre-drill training from CIRCAC to cover ice, physical oceanography, ShoreZone and the CIRT. Ms. Saupe was pleased that the instruction was applied during the drill.

Ms. Saupe participated on the planning team for the Dispersants Workshop the State of Science for Dispersants in Arctic Waters. Experts focused on Efficacy and Effectiveness; Physical Transport and Chemical Behaviour; Degradation and Fate; Eco-Toxicity and Sublethal Impacts; and Public Health and Food Security. Thus far, four consensus white papers have been released identifying what is known and what is not known on the topic. The white papers can be accessed online.

In 2018 Ms. Saupe will help Protocol review the General Permit for Oil Discharge Produced Water in Cook Inlet. BOEM has called for project ideas; Ms. Saupe will write proposals. She will also submit a proposal to the North Pacific Research Board under the data rescue category. The final report on the Alaska Peninsula ShoreZone Beach Survey is due in 2018.

Ms. Saupe urged those interested to request to attend the Alaska Marine Science Symposium or the Alaska Forum on the Environment.

- **Administration**

Work will begin on the 2018 Recertification application soon. The financial audit will begin after the April board meeting. Additional members are being recruited for the tourism group. Mr. Rombach thanked his colleagues for work on the Bylaws & Policies and the Procurement Manual. Scholarship information is being made available and outreach will begin in January. The election and appointment process is underway to fill board seats that will expire this year (Commercial Fishing, City of Kenai, City of Homer, Aquaculture Associations, and City of Kodiak).

## 5. CALENDAR

- **PWSRCAC Volunteer Appreciation Night**

An invitation was extended to Cook Inlet RCAC to attend PWSRCAC's Volunteer Appreciation Night.

\*\*\*\*\*Closing Comments\*\*\*\*\*

**Carla Stanley** felt it was a good meeting; CIRCAC is a strong group that really cares about Cook Inlet.

**Paul Shadura** said he appreciates intelligent answers to his many questions and commented it makes sense to build the relationship with PWSRCAC.

**Gary Fandrei** appreciated the opportunity to see the simulator and enjoyed the good information provided in the presentations.

**Robert Peterkin** also enjoyed the presentations and Science Night. He expressed appreciation for the staff.

**Deric Marcorelle** asked for more discussion on dispersants in the future and wished Mr. Munger and Mr. Williams success in Washington, D.C.

**Rob Lindsey** echoed the praise for the meeting, venue, staff and the synergy with the Coast Guard. He requested resources to become more familiar with the dispersants topic and an update on the FAA restrictions for drones.

**Walt Sonen** is impressed with the work of the staff and happy to be a part of an effective group.

**Bob Flint** also thanked staff, mentioning Ms. Giguere's meeting synopsis. It's a good organization.

**Molly McCammon** also appreciates the devotion of staff and the Council.

**Jerry Rombach** requested input about the facility for future planning.

**John Williams** said he preferred the Sheraton.

**Jerry Rombach** reported that PROPS member Steve Lufkin will attend the Clean Gulf Conference.

**John Dale, USCG**, enjoyed the opportunity to attend the meeting and work with Mr. Rombach on the Recertification.

**Shannon Miller, ADEC**, thanked the Council for its hospitality and added the synergy is exceptional.