



COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

"The mission of the Council is to represent the citizens of Cook Inlet in promoting environmentally safe marine transportation and oil facility operations in Cook Inlet."



BOARD OF DIRECTORS MEETING ANNUAL MEETING

*September 9, 2016 - Seldovia Conference Center
Seldovia, Alaska*



COOK INLET REGIONAL CITIZENS
ADVISORY COUNCIL
BOARD MEETING

Seldovia Conference Center
Seldovia, Alaska

Friday, September 9, 2016

****AGENDA****

8:15 am **Continental Breakfast**

9:00 am **Cook Inlet RCAC Board Meeting**
Call to Order/Roll Call

Approval of Agenda *(Action Item)*

Approval of Minutes *(Action Item)*

- April 15, 2016 Board of Directors
- April 15, 2016 Annual Meeting

1

Welcome & Introductions

Welcoming Remarks

- Crystal Collier, President & CEO - Seldovia Village Tribe
- Tod Larson, City Manager – City of Seldovia

Public Comment *(3 minute limit per speaker)*

9:30 am

Presentations on Related Activities

Fracking in Cook Inlet

- Cathy Foerster, Commissioner – Alaska Oil & Gas Conservation Commission
- Randy Frazier – BlueCrest Energy Alaska

Drift River Oil Terminal

- Kristin Ryan, Commissioner & Graham Wood, EP&R Section Manager - Alaska Dept. of Environmental Conservation
- Lori Nelson & Glenn Faulkner – Hilcorp Alaska

12:00 noon

Break for Lunch

12:40 pm

Executive Committee Report *(Informational Items)*

11

1:00 pm

Executive Director's Report *(Informational Items)*

21

1:30 pm

Scientific Field Research

Sue Saupe, Dir. of Science & Research – CIRCAC

2:00 pm

Status of Programs & Projects *(Informational Items)*

- Environmental Monitoring Committee **22**
- Public Involvement Program **34**
- Prevention, Response, Operations and Safety Committee **37**
- Protocol Control Committee **40**
- Administration **41**

3:00 pm

Calendars & Miscellaneous *(Informational Item)*

Closing Comments

3:10 pm

Adjourn

[Note: the Ferry to Homer departs at 4:30]

COOK INLET REGIONAL CITIZENS ADVIORY COUNCIL

April 15, 2016

Kenai, Alaska

Unapproved Minutes

Members Present: John Williams, Robert Peterkin, Gary Fandrei, Molly McCammon, Carla Stanley, Scott Smiley, Paula Shadura, Walt Sonen, Grace Merkes, Bob Flint, Deric Marcorelle, Michael Opheim

Members Absent: Rob Lindsey

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

Staff Present by Teleconference: Maritta Eledge

Others Present: Paul Mehler, Tesoro; Jennifer Henderson, Cook Inlet Energy; Glen Faulkner, Harvest Alaska; Elaine Spraker, U.S. Senator Dan Sullivan's office; Pat Porter, City of Kenai; Rich Novcaski, Harvest Alaska; Carolyn Vermette, SWAPA; Mike Franklin, USCG; Keith McKinney, USCG; Lori Nelson, Hilcorp; Ginny Litchfield, ADFG; Jan Hansen, PROPS; Larry Burgess, Blue Crest Energy; Steven Russell, ADEC; Jade Gamble, ADEC; Graham Wood, DEC; Alyssa ?, ADEC; Todd Paxton, CISPRI; Brenda Trefun, Kenaitze Indian Tribe

Others Present by Teleconference: Jonathon Schick, Div. of Oil & Gas, DNR; Heather Crowley, BOEM

1. CALL TO ORDER/ APPROVAL

President John Williams called the meeting to order at 9:03 PM. Roll was called, establishing quorum.

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

Gary Fandrei moved to approve the minutes of December 4, 2015. Robert Peterkin seconded. The minutes were approved.

Guests introduced themselves.

- **Welcoming Remarks**

Kenai Mayor Pat Porter welcomed and acknowledged the accomplishments of the Council, according to the goals set in 1990, including: promoting Navigational Safety, developing Environmental Monitoring programs, compiling Cook Inlet environmental literature, conducting inventories of the Cook Inlet oil facilities, and evaluating contingency plans. She said the RCAC is making a difference in Cook Inlet.

- **Presentation-Volunteer of the Year Award**

After reading the President’s National Volunteer Week Proclamation, The Captain Glen Glenzer Volunteer of the Year Award was presented to Jan Hansen.

- **Presentation-Volunteer Service Awards**

Gary Fandrei, Deric Marcorelle, and Dan Urban were acknowledged for 10 years, Robert Peterkin for 15 years and Jim Hornaday for 20 years of volunteer service to CIRCAC.

*******Public Comment*******

Larry Burgess, Blue Crest Energy, announced the company is producing first oil from the Cosmopolitan Lease through an existing well at the Hansen Pad as of March 31 and is waiting for approval of a sales meter to begin trucking the crude to Tesoro. Construction work is continuing. He reported 3 bbls of crude spilled out of the top of a tank, all to containment.

Blue Crest is hoping to spud the first directionally drilled well by July 1. Mr. Munger requested a tour for Directors when the drilling rig arrives.

It is anticipated that 3-4 trucks will run per day in the first 2-3 years. Once 10,000 gallons are being produced per day alternative forms of transportation will be sought, either a pipeline or self-propelled tankers or barges. At peak Mr. Burgess expects a truck per hour. There may be an option to construct a pipeline to send the gas to Homer and then ship it or if gas is developed, to construct a pipeline to the platform and barge from there. But offshore gas development is presently off the table with the potential loss of tax credits.

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

Mr. Munger provided background as to why he arranged for presentations from DEC and Hilcorp. PROPS heard from the agency and forwarded recommendations to the Council. DEC approved a reduction of personnel (from 9 to 2-6) as a minor amendment to Hilcorp’s c-plan. Minor amendments, defined as not diminishing the ability of a plan holder to respond to a spill, are not subject to public review. The only recourse the public has is to adjudicate the decision, within a specified time frame. However, CIRCAC was not notified of the amendment until that time had elapsed. So, when CIRCAC raised red flags, the DEC conducted an unannounced drill and has now released the drill findings.

Graham Wood, ADEC, prefaced his comments by openly admitting the department may have erred in passing the amendment as minor. Regulations take effect on April 16, 2016, requiring notification of the RCAC when there are to be amendments to c-plans. To test the Hilcorp plan DEC conducted an unannounced call-out and the findings were largely positive, but the department has deemed the company must increase the minimum number of personnel at the terminal from 2 to 4. Additionally, Hilcorp must complete a tactical walk-through with the department and a representative from CIRCAC present. Because the weather was nice on the day of the drill, ADEC has posed a question regarding how things will go when the weather is less than ideal. Hilcorp is tasked with conducting a drill within 180 days to test the results of the tactical walk-through and any amendments that result from it. The company has requested some leniency on the timeline and is proposing to renew their plan early, which will allow public comment on all the changes to be made.

Rich Novcaski, Harvest Alaska, gave a PowerPoint presentation about Harvest Alaska outlining the pipeline assets, organization arrangement, recent changes, and the company’s path forward. The

company has been working hard to consolidate ownership of the assets and to standardize operations. They have made improvements in communications, the control room, and leak detection.

There has been significant reduction in production in the inlet. Now a tanker is loaded (300,000 bbls) every 20 days. In the effort to remain economically viable, the company sought to reduce personnel to 2 operators at the Drift River Tank Farm, moving the controllers to the Kenai Gas Field which monitors the farm 24 hours/day and reducing unessential personnel. Extra personnel are brought over only as needed, for instance, it takes 4 people to load a tanker. Mr. Novcaski apologized for Harvest's failure to communicate the proposed reduction to the RCAC.

He offered to schedule a tour of the control room for the Council. As stated, the company will conduct a tactical review in May and submit an early c-plan renewal in October with revised scenarios, an analysis of the RPS, a revised volcano plan, revised earthquake protocols and new maps and figures. Mr. Novcaski committed to better communication with the RCAC in the future.

- **Recommendations from the PROPS Committee Regarding Drift River Terminal Unannounced Drill**

The Council discussed the Committee's recommendations.

Molly McCammon moved to move forward with the recommendations developed by PROPS to document support for the actions being taken by Hilcorp and ADEC. Gary Fandrei seconded the motion.

Mr. Catalano conveyed his understanding that 4 personnel would be retained at all times at the facility, and that additional crew would be brought out to the platform during loading, plus the vessel personnel and CISPRI. Mr. Novcaski said the point of the tactical review is to address those details. Mr. Williams pointed out that the motion to proceed with the recommendations does not dictate numbers of personnel. Mr. Flint stated the Tactical review will reveal the issues. Mr. Williams stated that CIRCAC will be able to review the c-plan which will incorporate the determinations of the tactical review.

Robert Peterkin called the question. The motion passed, with Paul Shadura abstaining.

2. EXECUTIVE COMMITTEE REPORT

Chairman John Williams presented the Executive Committee report. The committee met on January 22 and April 8 to review the operating budget, field audit, legislative and regulatory updates, payments from the funding companies, bankruptcy filings of Buccaneer Alaska and Cook Inlet Energy, and the reorganization of DEC. The bank deposits, check registers and the financial position were found to be in good order. Executive Sessions were held to discuss private matters.

Mr. Williams noted that Mr. Munger has served with the organization for 20 years. He thanked fellow committee members.

3. SCHOLARSHIP COMMITTEE REPORT

Jerry Rombach thanked the committee members, Carla Stanley, Bob Flint and Scott Smiley and Lynda Giguere for their work. Outreach efforts have been expanded. Thirty-two applications were received

this year, up from 19 last year. Interviews will be conducted over the next two weeks. The committee members likewise expressed appreciation.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Munger thanked the staff, saying the RCAC's mission is more important than ever with low oil prices resulting in cutbacks coupled with aging facilities because unless there is a strong commitment to operational and environmental excellence there exists the potential for something to go wrong. CIRCAC needs to be more vigilant in its oversight of the industry and agencies.

CIRCAC collaborated with PWSRCAC to submit joint comments on an ADEC drill reform initiative and area planning. Ms. Saupe secured funding for ShoreZone work and the NFWF may supply money to improve the subarea C-Plan as recommended by the Risk Assessment. Additional funding for GRS work is being sought through DEC.

The CI differential GPS is due to be decommissioned. SWAPA views it as a valuable asset, so Mr. Munger intends to work with the congressional delegation and CG headquarters to find a way to retain it.

The Executive Director feels the state will adequately fund ADEC Spill Prevention and Response assisted by the per barrel surcharge.

Commander Franklin stated that the CG Cutter *Hickory* will run tests of the signal of the DGPS in Kodiak on April 25. The current land holder where the system is located wants to terminate the lease in Nikiski. Mr. Shadura added that although it is older technology the DGPS is accurate in bad weather. Mr. Munger stated it is a prime topic for the Harbor Safety Committee. Carolyn Vermette, SWAPA, claimed the DGPS is crucial for the commercial traffic.

Mr. Shadura and Mr. Sonen applauded the collaboration with PWSRCAC.

5. STATUS OF PROGRAMS & PROJECTS

- **Environmental Monitoring Committee**

Ms. Saupe pointed out the staff report is in the packet. She provided a PowerPoint presentation to acquaint the Council with the projects planned this summer:

- ShoreZone imaging of the Alaska Peninsula gap, proposed by Coastal Ocean Resources, funded by BOEM and CIRCAC to be conducted in early May. Imagery will be served on the NOAA Website and on the CIRT via the AOOS portal.
- Ground Station work in the same area during late May, including voucher species collections and sediment and invertebrate sampling.
- Hoping to groundtruth GRSs in the area, looking for a funding partner.
- Helicopter surveys of the Barren Islands on April 23.
- The 1st of 4 more years of the project titled Evaluation of Nearshore Communities and Habitats in Lower Cook Inlet for which CIRCAC will receive \$250,000 to understand community assemblages in rocky habitats using assessment methods specifically developed to obtain highly detailed data. This summer's ground work will focus on huge reefs in lower Kachemak Bay.

Other activities associated with the Cook Inlet Response tool are:

- Integrating Beluga Prey research data into the Cook Inlet Beluga Whale Ecosystem portal to be released through AOOS.
- A new portal to include maps, reports and study site information from historical study sites associated with benthic habitat in Western and lower Cook Inlet (to accommodate the NPS/BOEM project).

The Coastal Impressions exhibit and booklet will be on display at the Sea Life Center all summer.

Todd Paxton said CISPRI would like to partner with the ground truthing project.

Mr. Munger acknowledged Gary Folley for his work with CIRCAC during the years he worked for ADEC.

- **Public Involvement Program**

Ms. Giguere invited all to take a 2015 Annual Report and reported the 25th Anniversary Report will be available online shortly through the outreach tab on the website. The Outreach Director enjoyed promoting the scholarship. New ads will be aired on the radio.

- **Administration**

Mr. Rombach reported that all fiduciary responsibilities are being met. The Recertification application is being drafted and the field work for the audit is completed. The elections and appointment process was implemented. A thorough review of the bylaws and personnel policies has been initiated.

- **Protocol Control Committee**

Mr. Catalano reported the committee had over the last quarter reviewed and submitted comments on the Furie c-plan; Hilcorp Revision 5 amendment; ADEC proposal for Response Exercise Program improvements; the Unified Plan, Annex B, Process for Community Outreach; and the proposed rulemaking for Safety of Hazardous Liquid Pipelines.

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

Mr. Catalano reported the committee reviewed the Sub Area C-Plan Sensitive Area section; Carla Stanley supplied her expertise on birds. John Bauer attended the ARRT with Mr. Catalano where the dispersant guidelines were signed. Staff will develop comments regarding areas of avoidance within the 2 year deadline. The Harbor Safety Committee will meet on May 13. Nuka has been contracted to administer and organize meetings.

Mr. Catalano participates on the PWS Oil Surrogates Workgroup to identify what could be used to simulate oil during collection practice. He attended the 2016 Alaska Oil Spill Technology Symposium which brings academia, industry and agencies together to identify gaps and opportunities to interact. The new boom and drones demonstrated were interesting. Ms. Saupe spoke about Kevin Kennedy who will use his skimming system to respond to an ongoing leak in the Gulf of Mexico. Mr. Munger will invite him to present at the Council meeting in September.

Staff met with the contractors regarding moving forward on the GRID (Geo-Spatial Resource Information Database) with a pilot project in Homer or Nikiski. The data will ultimately be integrated into the CIRT.

Staff, committee members and the contractor attended the Harvest Alaska and BlueCrest drills.

6. CALENDARS & MISCELLANEOUS

The calendar is in the packet.

*****Closing Comments*****

Susan Saupe thanked Ms. Giguere for her outreach efforts and complemented the Annual Report.

Scott Smiley said it was a good meeting.

Lynda Giguere likewise thanked Sue for her contributions, saying it's a good team.

Michael Opheim found the Hilcorp/DEC presentations helpful.

Deric Marcorelle is relieved that DEC has changed the minimum number of staff from 2-4 at Drift River.

Walt Sonen was encouraged the Council focused on the Hilcorp/Harvest Alaska issue at Drift River, which will always be a sensitive area.

Paul Shadura spoke about the upcoming tighter monitoring for offshore drilling, "the most significant safety and environmental protection" regulations the department has launched. It will be interesting to see how it impacts Cook Inlet.

Carla Stanley said it was a good meeting; she hasn't been receiving any complaints from her Homer constituents.

Grace Merkes said it's always good to get the updates.

Robert Peterkin said it is imperative to have good communication from the industry and agencies and good to work with PWS RCAC.

Mike Munger thanked the staff for their good work. ADEC is committed to the 4 person minimum, regardless of the Tactical walk-through. CIRCAC needs to remain vigilant about DROT. He appreciated admittance of a mistake from ADEC. He remains committed to keeping communication open with Hilcorp and he is encouraged to be able to conduct the full plan review.

Gary Fandrei said it is important to have good information, and he appreciates the efforts of staff. He looks forward to opportunities to visit the sites.

Jerry Rombach commended Vaito'a for her good work.

John Williams expressed appreciation also for staff and spoke about technological changes such as digital electronics and solar and wind energy generation.

The meeting adjourned at 1:43 PM.

**COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL
ANNUAL MEETING
April 15, 2016
Cook Inlet Aquaculture
Unapproved Minutes**

Members Present: John Williams, Robert Peterkin, Gary Fandrei, Molly McCammon, Carla Stanley, Scott Smiley, Paul Shadura, Walt Sonen, Grace Merkes, Bob Flint, Deric Marcorelle, Michael Opheim

Members Absent: Rob Lindsey

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

1. CALL TO ORDER

President Williams called the meeting to order at 1:48. Roll was called, establishing quorum.

2. SEATING OF MEMBERS OF THE BOARD OF DIRECTORS

Four seats were due to expire. Each was re-elected or reappointed.

Molly McCammon moved to approve and seat Bob Flint, representing the Recreational interests; Molly McCammon, representing the Municipality of Anchorage; Walt Sonen, representing the City of Seldovia; and Robert Peterkin, representing the Alaska Chamber of Commerce. Gary Fandrei seconded the motion. The motion passed.

Gary Fandrei moved to approve Martin Miags elected to serve as Bob Flint's alternate. Robert Peterkin seconded. The motion passed.

3. ELECTION OF OFFICERS

Bob Flint moved to re-elect the slate of officers: John Williams, President; Robert Peterkin, Vice-President; Gary Fandrei, Secretary/Treasurer. Grace Merkes seconded. The motion passed.

4. SELECTION/APPOINTMENT: COMMITTEE MEMBERS

- **Executive Committee**

Gary Fandrei moved to re-elect the slate for the Executive Committee: John Williams, President; Robert Peterkin, Vice-President; Gary Fandrei, Secretary/ Treasurer; Deric Marcorelle and Bob Flint. Molly McCammon seconded. The motion passed.

- **Audit Committee**

Robert Peterkin moved to re-elect the Audit Committee slate: Gary Fandrei, Molly McCammon, Grace Merkes, and Paul Shadura.

Paul Shadura stepped down. Robert Peterkin offered to serve.

Gary Fandrei moved to seat the new slate: Gary Fandrei, Molly McCammon, Grace Merkes and Robert Peterkin. Bob Flint seconded. The motion passed.

Mr. Peterkin requested to serve as alternate.

- **Credentials Committee**

Bob Flint moved to re-elect the existing slate: Grace Merkes, Gary Fandrei, Michael Opheim, with Robert Peterkin serving as alternate. Deric Marcorelle seconded. The motion passed.

- **Protocol Control Committee**

Molly McCammon moved to reassign the Protocol Committee: Carla Stanley, Robert Peterkin, Paul Shadura, Bob Flint, Rob Lindsey and Deric Marcorelle. Bob Flint seconded.

Carla Stanley requested to serve as alternate.

The motion passed.

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

Carla Stanley offered to serve on PROPS. Paul Shadura stepped down.

Robert Peterkin moved to seat the PROPS Committee: Rob Lindsey, Deric Marcorelle, Bob Flint, Michael Opheim, Carla Stanley and Walt Sonen. Bob Flint seconded. The motion passed.

Bob Flint moved to approve the recommendation of the PROPS Committee by seating Public Members: Scott Hamann (3 years), Ted Moore (3 years), Robert Reges (3 years) and Captain Bob Pawlowski (2 years). Grace Merkes seconded. The motion passed.

- **Environmental Monitoring Committee**

Bob Flint moved to reseat the EMC Committee: Scott Smiley, Michael Opheim, Molly McCammon, Carla Stanley, Deric Marcorelle and Bob Flint. Robert Peterkin seconded. The motion passed.

Bob Flint moved to accept EMC's recommendations by seating Public Members: Ted Rockwell (3 years), Richard Frederic (3 years), and Maria Offer (3 years). Carla Stanley seconded. The motion passed.

Paul Shadura moved to adjourn.

The meeting adjourned at 2:10 pm.

COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL
ANNUAL MEETING
April 15, 2016
Cook Inlet Aquaculture
Unapproved Minutes

Members Present: John Williams, Robert Peterkin, Gary Fandrei, Molly McCammon, Carla Stanley, Scott Smiley, Paul Shadura, Walt Sonen, Grace Merkes, Bob Flint, Deric Marcorelle, Michael Opheim
Members Absent: Rob Lindsey
Staff Present: Michael Munger, Susan Saupe, Vinnie Catalano, Jerry Rombach, Lynda Giguere, Vaito'a Heaven, Cindy Sanguinetti

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Gary Fandrei moved to approve Martin Miegs elected to serve as Bob Flint's alternate. Robert Peterkin seconded. The motion passed.

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- Executive Committee

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- Audit Committee

Robert Peterkin moved to re-elect the Audit Committee slate: Gary Fandrei, Molly McCammon, Grace Merkes, and Paul Shadura.

Paul Shadura stepped down. Robert Peterkin offered to serve.

Gary Fandrei moved to seat the new slate: Gary Fandrei, Molly McCammon, Grace Merkes and Robert Peterkin. Bob Flint seconded. The motion passed.

Mr. Peterkin requested to serve as alternate.

- Credentials Committee

Bob Flint moved to re-elect the existing slate: Grace Merkes, Gary Fandrei, Michael Opheim, with Robert Peterkin serving as alternate. Deric Marcorelle seconded. The motion passed.

- Protocol Control Committee

Molly McCammon moved to reassign the Protocol Committee: Carla Stanley, Robert Peterkin, Paul Shadura, Bob Flint, Rob Lindsey and Deric Marcorelle. Bob Flint seconded.

Carla Stanley requested to serve as alternate.

The motion passed.

- Prevention, Response, Operations and Safety Committee

Carla Stanley offered to serve on PROPS. Paul Shadura stepped down.

Robert Peterkin moved to seat the PROPS Committee: Rob Lindsey, Deric Marcorelle, Bob Flint, Michael Opheim, Carla Stanley and Walt Sonen. Bob Flint seconded. The motion passed.

Bob Flint moved to approve the recommendation of the PROPS Committee by seating Public Members: Scott Hamann {3 years}, Ted Moore {3 years}, Robert Reges {3 years} and Captain Bob Pawlowski (2 years). Grace Merkes seconded. The motion passed.

- Environmental Monitoring Committee

Bob Flint moved to reseat the EMC Committee: Scott Smiley, Michael Opheim, Molly McCammon, Carla Stanley, Deric Marcorelle and Bob Flint. Robert Peterkin seconded. The motion passed.

Bob Flint moved to accept EMC's recommendations by seating Public Members: Ted Rockwell {3 years}, Richard Frederic {3 years}, and Maria Offer (3 years). Carla Stanley seconded. The motion passed.

Paul Shadura moved to adjourn.

The meeting adjourned at 2:10pm.

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
Seventeenth District

P.O. Box 25517
Juneau, AK 99802-5517
Staff Symbol: (d)
Phone: (907) 463-2025
Fax: (907) 463-2037

16451

AUG 19 2016

Cook Inlet Regional Citizens Advisory Council
Attn: Mr. Michael Munger, Executive Director
910 Highland Avenue
Kenai, Alaska 99611-8033

Dear Mr. Munger:

After review of the certification package submitted by the Cook Inlet Regional Citizens Advisory Council (CIRCAC) dated June 16, 2016, I certify the CIRCAC as an alternative voluntary advisory group permitted under Subsection 5002(o) of the Oil Pollution Terminal and Oil Tanker Environmental Oversight and Monitoring Act of 1990. This re-certification terminates August 31, 2017.

Under the guidelines established by the Coast Guard in 2002, this re-certification fell under the streamlined inspection process and as such only substantive changes were reported by your office and public comment was not sought by the Coast Guard.

My staff and I look forward to continued work with you on our common goal of improving the safe and environmentally sound transportation of oil in Cook Inlet and surrounding communities.

Sincerely,

A handwritten signature in black ink, appearing to read "M. E. McAllister", written over a horizontal line.

M. E. MCALLISTER
Rear Admiral, U.S. Coast Guard
Commander, Seventeenth Coast Guard District

Copy: Sector Anchorage
CGD17 (dl)

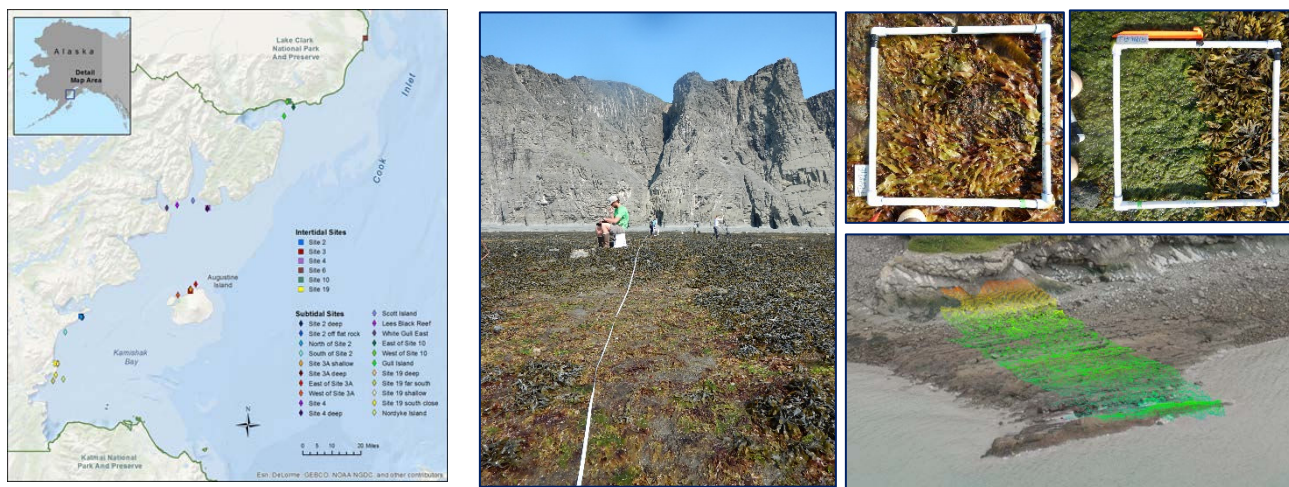
EMC Staff Report: Activities since April 2016 Board Meeting

Susan Saupe

Chemical and Biological Monitoring Program

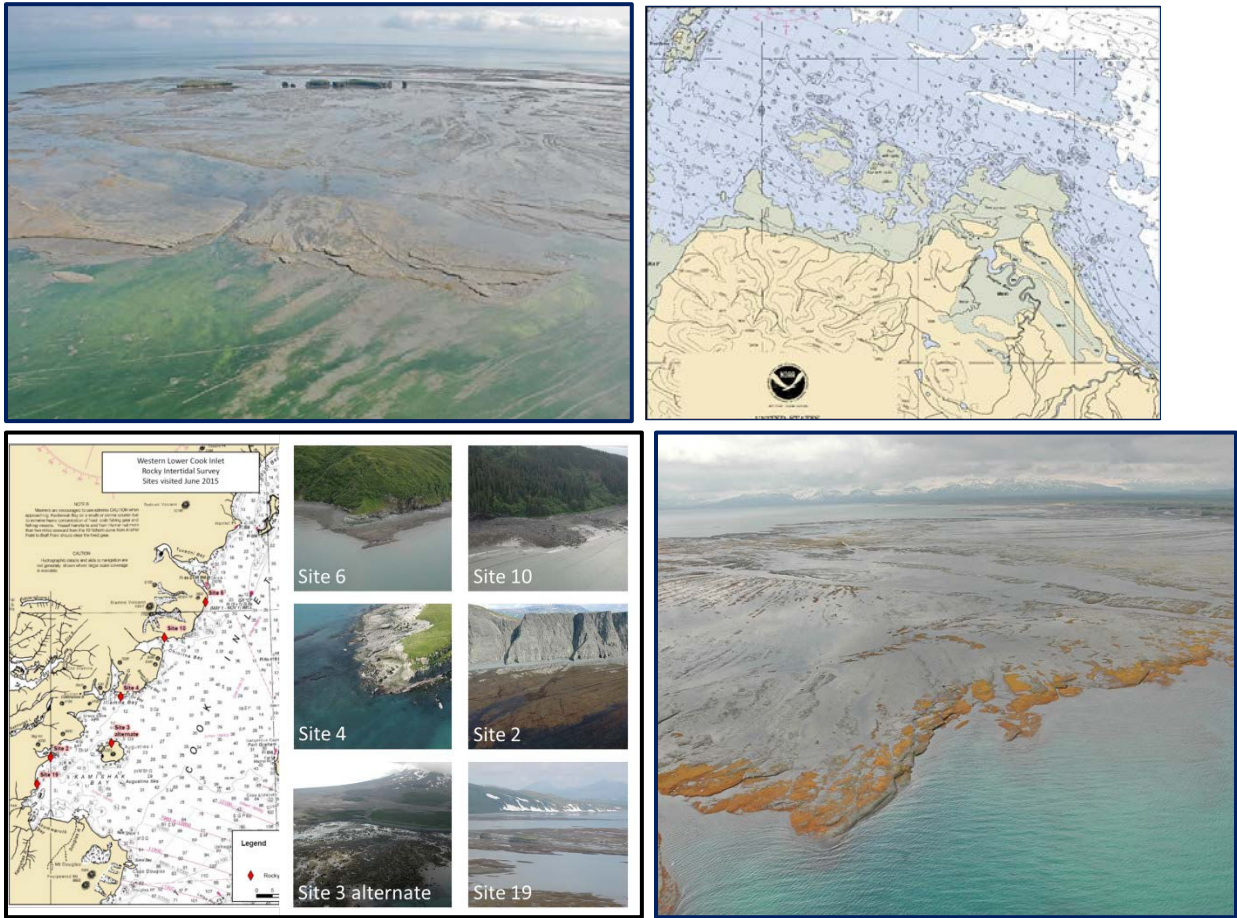
Intertidal Studies

1. We completed an agreement between CIRCAC and the National Park Service for contractual work on the project *Ecological Processes in Lower Cook Inlet*, with CIRCAC providing logistics, participating in field program, further developing CIRCAC's contaminants database for Cook Inlet, and working with the project team to complete data analyses, presentations, and reports. Other participating organizations include NOAA and the University of Alaska's School of Fisheries and Ocean Sciences. Our agreement with the NPS is for one year, with the potential of extending each year through the end of a 4-year project. The Bureau of Ocean Energy Management (BOEM) agreed to (conditionally) provide four additional years after our pilot project in 2015, with BOEM funding directed to NPS. Heather Coletti of NPS and I submitted the 4-year proposal in July 2015 following our pilot project. Jerry Rombach, through his role as CIRCAC Director of Administration, tackled the incredible amount of paperwork and on-line administrative documentation needed to finalize the Cooperative Agreement between CIRCAC and NPS and was able to finalize a signed agreement in June.
2. This project started with a pilot sampling program in June 2015 (photos below). It was the successful completion of that work that led to BOEM's commitment for additional funding.



3. In April 2016, I negotiated with the owner of the vessel R/V *Ursus* for a series of three separate cruises in May and June. These back-to-back cruises were to conduct work along the Alaska Peninsula for the Alaska ShoreZone program (described below) and for our Kamishak Bay intertidal sampling. For the project described in bullet (1) above, we were under contract from 2 June through 10 June 2016. During that time we revisited sampling sites from 2015 and added test sampling on the extensive lower Kamishak Bay reef system (see pictures below). For this project, I have been/will be responsible for developing

contracts for the vessel, helicopters, and subcontractors and will conduct field work, analyze data, write reports, prepare and give presentations, etc...At the end of this staff report I have attached the field sampling plan I submitted to NPS and BOEM for the June.



4. As a component of the new four-year agreement with NPS (with BOEM funding), we will receive some support for the development of our on-line contaminants database where we are compiling our hydrocarbon, persistent organic pollutants, and heavy metals data. I will be working with contractors, including AOOS's database developers at Axiom Computing, to support serving our data on-line through existing oceans data portals, such as our Cook Inlet Response Tool (CIRT) and the Cook Inlet Beluga Ecosystem data portal.

Cook Inlet Beluga Whale Study

1. Last year, we provided AOOS database managers with information from our Beluga Prey study so it could be incorporated into the Cook Inlet Beluga Whale Data Portal. This on-line data portal was developed by the AOOS data management team at Axiom Computing, through a grant from the National Fish & Wildlife Federation (NFWF) and with support from the National Marine Fisheries Service (NMFS). I provided all of our data electronically to AOOS in fall 2015 and last spring provided additional information to standardize our biological data codes to the Integrated Taxonomic Information System (ITIS) that will ensure

it can be queried with other biological information for the Inlet. I was on the steering committee for developing the portal and AOOS released the portal for public access in early May. Read about the portal and follow links to access portal data at <http://portal.aos.org/cibw/>. The beluga prey data that we provided is in very draft form and needs significant effort by AOOS database team to accurately represent what was submitted in our final report.

2. In March I was contacted by Anna Kulow who is writing an article about Polynuclear Aromatic Hydrocarbons (PAH) in marine mammals for the National Geographic Ocean Views website. She wanted to include information that had been referenced in the article about some of our earlier hydrocarbon studies. She followed up with some very specific questions about our beluga prey contaminant analyses and similar work in other areas and I discussed the challenges of pinpointing sources of PAHs found in Cook Inlet's marine environment and why we put such effort towards fingerprinting data. Her on-line article came out in early May and is shown at the end of this staff report.

Coastal Habitat Mapping Program

ShoreZone

1. In May we worked with Coastal and Ocean Resources, Inc. (CORI) to conduct ShoreZone surveys along the Alaska Peninsula to close a gap in data in the western Gulf of Alaska. CIRCAC had originally submitted a proposal to ADEC for funding for this but the state budget issues precluded their funding it after they had originally committed to funding aerial surveys. In response to the need for information in areas potentially at risk from any activity associated with a future off-shore lease sale in lower Cook Inlet, a proposal was then submitted to BOEM by CORI, with me as a Co-PI. CIRCAC was science lead on the shore-station component of the project; CORI led the aerial surveys and did the significant work required to obtain the required permits. The aerial surveys took place between Katmai Bay and Mitrofanina Bay (south of Chignik) during an early May low tide series. Shore station surveys took place during that same tide series and during a second low-tide series in late May. All shore stations surveys were conducted from the vessel R/V *Ursus*, using skiffs to access the remote beaches. To conduct the work, there was a 7-day period where the vessel was under contract to the aerial survey team and our shore station work was opportunistic. We had only one weather day during the entire 24 days of shore-station surveys along the Alaska Peninsula coast. A presentation summary of this field work will be provided at the meeting.
2. An additional component of our shore station surveys during the second survey in late May was the opportunistic ground-truth surveys of Geographic Response Strategies in the area. We contracted with Nuka Research for one person (Mark Janes) and the National Park Service provided Dr. Tahzay Jones towards these surveys at no cost to our project. This component was added to take advantage of having a vessel in the area and because there hasn't been the opportunity to send someone to assess those sites on-the-ground yet and it is incredibly expensive to do work in that area. Since we'll be doing shore work there along that coast, we built in this component as part of our proposal to BOEM for the ShoreZone proposal, with the intent that it would make our proposal even more competitive. The team

successfully assessed GRS between Mitrofanina Bay and Wide Bay and were also able to collect some detailed oceanographic measurements for some of the sensitive sites.

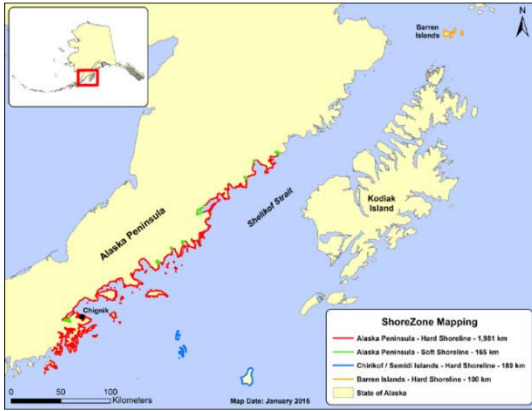
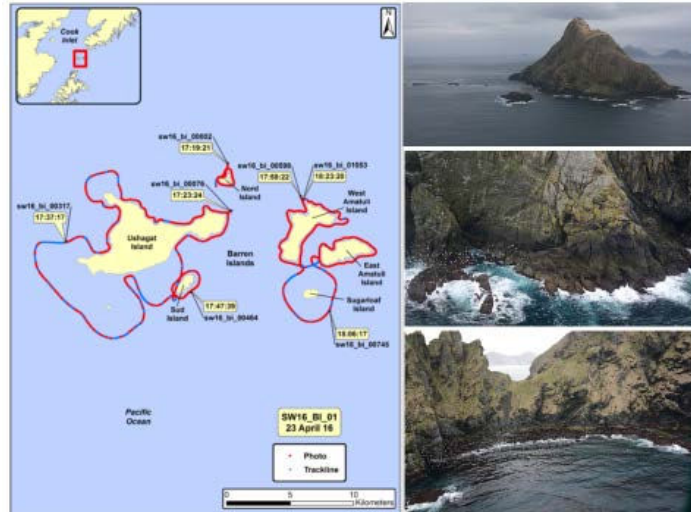


Photo of R/V Ursus from Katmai Coastal Bear Tours website

- On April 23rd, we conducted a ShoreZone imaging survey of the Barren Islands, which was one of the last gaps in ShoreZone data from our areas of concern. I flew as the biologist onboard the survey. BOEM will be funding the interpretation of the imagery into mapped habitat data. During the project, our base of operations was be Homer and we provided a community demonstration of ShoreZone on-line tools the day before. The information meeting was open to the public.



Cook Inlet Response Tool (CIRT)

- As described above under the Cook Inlet Beluga Prey Study, we continue to work with AOOS and Axiom to integrate our Cook Inlet beluga whale winter prey study results into their on-line portals. Specifically, we've compiled it for the Beluga Whale Ecosystem Portal. However, that portal has integrated many of the data layers we developed for CIRT, and we will be able to integrate any relevant beluga portal layers from the beluga portal into CIRT.
- We've had several teleconferences to discuss moving forward with the Geographic Response Information Database (GRID) project. Our contractors have completed Phase I of a multi-

phase project sponsored by both EMC and PROPS. We are reviewing the pilot project results and will expand the work to include additional coastal communities.

Coastal Impressions

1. A selection of photographs from our exhibit *Coastal Impressions: A Photographic Journey along Alaska's Gulf Coast* will be on display at the newly opened beautiful Cordova meeting facility (<http://www.thecordovacenter.org/>) beginning this fall. The exhibit has been on display at the Alaska SeaLife Center since May. The Nature Conservancy acquired funding to print a complete second copy of the entire exhibit.
2. In January, I submitted a proposal to the Anchorage Museum to solicit their support for developing a more extensive exhibit that would include artists who use a wider range of mediums to produce their art (e.g. clay, glass, metal, fabric, etc...). We have not heard back from their Exhibits Committee but we know that they have a pretty long lead/planning window. We will work to continue this type of outreach regardless of the Anchorage Museum decision.

Physical Oceanography and Oil Fate and Effects Programs

1. The draft white papers from the *Dispersants Workshop for the State of Science for Dispersants in Arctic Waters* are being released in a phased manner by the Coastal Response Research Center (CRRC) and NOAA. This project included a series of expert meetings at the request of a national planning team for an Arctic Spill of National Significance (SONS) after they identified the need for a definitive evaluation of the state of the science for dispersants and dispersed oil. I was part of the planning team that selected the topic experts with the goal that each group would provide a list of unanimously agreed upon what is known about dispersants and dispersed oil that can be supported in the scientific literature. As well, they were to identify knowledge gaps and major uncertainties. The experts focused on five topics concerning dispersants and dispersed oil:
 - Efficacy and Effectiveness;
 - Physical Transport and Chemical Behavior;
 - Degradation and Fate;
 - Public Health and Food Security; and
 - Eco-Toxicity and Sublethal Impacts.

The experts submitted their statements to CRRC and NOAA and the first of those, for Efficacy and Effectiveness, became available for public input in February 2016. The status of the review process and notifications of review opportunities can be found at http://crrc.unh.edu/workshop/crrc/dispersant_science.

2. We will work with PROPS to seek updates of our existing (or development of a new) “desktop” oil spill trajectory model. Since our earlier CIRCAC model was developed in the late 1990s, there has been significant oceanographic research and observations on Cook Inlet’s complex currents as well as the deployment of real-time sensors. This data should

allow for more accurate modeling of surface and sub-surface currents, by providing more accurate information or real-time measurements that drive the model.

Technical Review Program

1. I met with personnel from ADEC to provide a presentation on our monitoring efforts related to the last Cook Inlet general discharge permit. The draft permit will potentially be released this fall and will include a new mixing zone applications. It is very important that we be involved in the reviews and closely follow any recommended requirements for monitoring of industry discharges. We will need to be prepared to review the draft permit, the mixing zone application, and any associated documents.

2. I will work with our contractors to continue III and IV of the Discharge Monitoring Reports (DMR) Project with contractors at NUKA Research. I've unfortunately put this on the back burner, but will put some time in his fall to move it forward so we can report further progress to you. This project has been taking place in phases and we are nearing completion of Phase III:
 - Phase I: Developing data input process for DMRs
 - Phase II: Inputting one year of data (including QA/QC) and demonstrating on-line access
 - Phase III: Providing mechanism for "automated" summary graphics, updated monthly to accommodate ongoing data entry
 - Phase IV: Automating comparison of DMRs to permit limits and reporting requirements.

Additional Activities

1. EMC contributed funds towards the CIRCAC scholarship program. Jerry Rombach reports that two \$2,500 scholarships have been paid to:
 - Kayla Haeg of Soldotna to University of Alaska Fairbanks (CIRCAC/James Carter Memorial Scholarship for Environmental Science)
 - Hunter Tillion of Homer to California Maritime Academy (CIRCAC/Captain Barry Eldridge Memorial Scholarship for Maritime Studies)

Committee members Carla Stanley, Bob Flint and Scott Smiley worked closely with Jerry Rombach and Lynda Giguere to review the applications and conduct interviews. Profiles of the recipients have been included in CIRCAC newsletters and are on our website. To date, we have awarded three of the James Carter Memorial Scholarships, and one Captain Barry Eldridge scholarship. Recipients have been from Homer, Soldotna, Kodiak and Anchorage. Scholarship guidelines are being tweaked for 2017 so that they will be packaged separately vs. together and the application forms will be have the ability to be completed on-line.

2. As a Board member of the Oil Spill Recovery Institute, I participated on the Work Plan Committee in July to develop the proposed project plan for FY2017. We discussed OSRI funding priorities, and made our recommendations to be forwarded to the full Advisor Board and for the partnership between OSRI and the North Pacific Research Board for funding oil spill related research projects.
3. I provided scientific review of a paper that summarized a study related to our work in Cook Inlet. The paper had been submitted for publication in the journal *Regional Studies in Marine Science*. The review process is to be confidential, but I can say that I was recently notified that the paper has been accepted for publication and once it is I will include in a future packet.
4. I continue as a member of the Alaska ShoreZone Steering Committee that meets by teleconference every 6 weeks or so. Through a subcommittee, we are in the process of finalizing the list of speakers for the annual meeting scheduled for October 2016.

Public Outreach Report to the Board – September 9, 2016

Building on Mike’s remarks about complacency, I’ve been focusing on strengthening our brand identification through earned and paid media, and social media to heighten public awareness about the importance of our work. Our radio ad campaign should still be on the air. I’ve also placed print ads in places we haven’t before, such as the Alaska Business Monthly and National Fishermen. We’re engaging more people online through Facebook and I’m working to make our online 25th Anniversary report, which is content heavy, more easy to navigate.

In addition to directing paid and earned media, maintaining the website/home page postings, publishing the e-newsletter and Annual and special reports, the Public Outreach Program works closely with and supports outreach initiatives led by other directors, such as the Coastal Impressions Exhibits, Scholarship Offering, and other special projects.

Conferences, outreach meetings to date (Public Outreach Director)



January 25-29

AMSS (Sponsor)
Alaska Artists Paint ShoreZone

Booth, Capt. Cook/Egan Center
Captain Cook

March 31-April 2

ComFish Exhibit
Kodiak Daily Mirror
Kodiak High School re scholarship offering

July	CommEx, Anchorage	PRSA-sponsored Event for PR Professionals
August	Industry Appreciation Kenai	

Keeping our stakeholders informed and engaged

Cook Inlet Navigator 2016 e-news issues to date:

August 2016 Profile of Walt Sonen, Message from Executive Director, Upcoming Board Meeting

July 2016 (7/5/2016) USCG Change of Command, Harbor Safety Committee update, meet Scott Smiley

May 2016 (5/31/2016) Update from the Board of Directors, meet Molly McCammon, CIRCAC welcomes new committee members, CIRCAC conducting ShoreZone ground surveys

April 2016 (4/27/2016) CIRCAC reviews strengthen C-Plans, improving oil spill response with GRID, Meet Annie Looman, ComFish Recap

2016 February (2/29/2016) Artists paint Alaska ShoreZone, meet scholarship recipient, ADEC wants to improve how we train for drills, new dispersant guidelines

January 2016 (1/25/2016) Saupe wins Ocean Leadership Award, meet Deric Marcorelle, CIRCAC accepting scholarship applications, upcoming elections

Board of directors profiles still outstanding: Gary Fandrei, Robert Peterkin, Rob Lindsey, Paul Shadura

New Public Members: introduced three new committee members in Newsletter; posting background information on public members on the website; and will do more personal profiles in the e-newsletter.

Project Updates:

Radio Ads: Finalized new 60-second ad to run 4 ads in rotation; extended campaign for 2 weeks to lead into Board meeting. Recently received positive feedback on the radio ads at Industry Day in Kenai. The ads are posted online under our Media tab.

25-year report: We continue to improve the 25th Anniversary On-Line Report to make it more user friendly. The report is content-heavy, which makes it comprehensive, but a little difficult to navigate. Public Outreach Director is working with SunDog Media on further modifications and will actively promote the site once it meets our standards.

2016 Scholarship Offering

The Public Outreach Director assisted in promoting this special project through earned and paid media, including online advertising through Facebook, News Releases, PSAs, visits to Kodiak High School and the Kodiak Daily Mirror during ComFish, the Cook Inlet Navigator e-Newsletter, and story pitching. Four scholarships of \$2500 each have now been awarded the program's inception under the lead of the Scholarship Committee and Director of Administration.

2016 Advertising (print and social)

We continue to use Facebook to promote our brand and communicate with our audiences and online advertising to promote Scholarship resulted in a big boost of "likes" to our page. This is certainly an option for future CIRCAC initiatives.

We are mixing up our branding strategy by placing a variety of ads in print media, including in the Alaska Business Monthly 49er's Special Edition and the Pilot House Guide, in addition to the annual Chamber of Commerce Visitor Guides for Kenai, Homer and Soldotna.

Social Media Strategy and Policy – In August, the Public Outreach Director attended CommEx (Communication Exchange) in Anchorage, a two-day meeting of PR professionals. Among the many topics of discussion was the importance of developing a social media strategy and policy for your organization. While CIRCAC does now enjoy a more robust social media presence, the Public Outreach Director is developing a written strategy in order to set parameters and better engage staff and board in utilizing the available tools on behalf of the organization. While very valuable, if not used wisely, social media can have negative consequence for an organization. A written strategy will help prevent mishaps and hopefully encourage more frequent and targeted posts.

Earned Media access through our website

08/18/2016 - Alaska can't afford to let oil prices dictate spill prevention (published in Alaska Dispatch, Peninsula Clarion; also sent to Homer News and Kodiak Daily Mirror)

05/11/2016 – Tillion awarded CIRCAC scholarship

05/05/2016 – AOOS launches new Cook Inlet beluga whale portal

05/02/2016 – Mapping out the chronic effects of silent oil spills

02/10/2016 – CIRCAC invites scholarships applications

News Releases

08.24.16 CIRCAC Recertified to 2017

05.04.16 CIRCAC awards \$5000 in scholarships

01.22.16 Sue Saupé receives 2016 Ocean Leadership Award

01.21.16 Artists paint Alaska's ShoreZone

01.21.16 Apply for a CIRCAC scholarship

2016 Annual Report

We are currently pursuing design and theme ideas for the 2016 Annual report.

PROPS Staff Report

Cook Inlet Sub-Area Contingency Plan Workgroup

The Cook Inlet Sub-Area Contingency Plan remains under review and is on track. CIRCAC staff has participated in each workgroup providing updated information, and recommendations. To date the Introduction, Background, Resources, Scenarios, Response and Sensitive Areas sections have been reviewed and are in the final draft stages. Once the final draft of the entire Sub-Area Plan is complete it will go out for public review in its entirety. CIRCAC staff will participate in the Kodiak Sub-Area Plan review scheduled to begin after the Cook Inlet Sub-Area Plan starts its public review process.

Alaska Regional Response Team Meeting

Staff attended the Alaska Regional Response Team (ARRT) in May, hosted at the public library in Kodiak. As with all ARRT meetings the Tri Chairs (USCG, EPA, and ADEC) and other agency members heard status reports from each Federal and State agency represented. Some of the topics covered were the ARRT biennial Work Plan, updates on the Unified plan and Sub-Area Plans and the Food and Safety Security Task Force. One topic of specific interest was that the ARRT and the State has proposed a re-alignment or consolidation of Alaska's 10 sub areas into three larger subareas that more closely align with the three ADEC and CG Captain of the Port (COTP) regions. The idea is to bring the sub area plans into closer alignment with the organizational structure used everywhere else in the country. The organizational structure used in the rest of the nation consists of Area Contingency Plans (ACP) and Regional Contingency Plans (RCP). This consolidation/re-alignment will rename our Unified plan into an ACP by consolidating our 10 Subarea plans into three RCPs. Another part of this consolidation/re-alignment is to make managing the plans easier; by consolidating the plans there will be fewer meetings required to update each plan thus requiring less manpower, fewer man-hours, and less travel to keep the sub-area plans updated.

The ADEC and the ARRT is working to set up a website that will outline the proposed boundaries and format of the proposed ACP/RCP, showing the timeline for transition, public outreach, and required approvals. ADEC will host the website that will show a GIS graphic of the proposed new boundaries. Stakeholders statewide will be notified via email once the website is up and functioning.

It is worth noting that prior to any changes to the existing plans the agencies will solicit review and comments from stakeholders to include government agencies, NGOs, tribes and the general public.

Harbor Safety Committee

The Harbor Safety Committee (HSC) Board of Directors met to discuss seat vacancies and Ex-Officio appointments, funding contributions, invoicing and 501(c) (3) application Status. The Board acknowledged and welcomed the Ex-Officio appointees and discussed soliciting applicants for alternates to the Environmental, LNG Carries, Cruise Ship Operators, Small Passengers Vessels, and Recreational Boaters seats.

The Board went on to discuss a funding contributions and the budget. The Secretary/Treasurer was tasked with assembling a list of contributors and then re-submitting invoices to those members that have not yet made a contribution. Discussions about the Committee's application for 501(c) (3) status indicated that the application paperwork has been completed and submitted to the IRS and is awaiting approval. This is a key element to aid in budget contributions and the operation of the Committee.

Staff went on to attend the Harbor Safety Committee meeting where the Director of Operations gave a presentation of the Ice Forecasting Network.

The HSC has since appointed Mr. Bryan Baker to the Small Passenger Vessel Operators primary seat.

Hilcorp Control Room Visit

On May 24th CIRCAC staff, Board and Public members visited the Hilcorp/Harvest control room located on Kalifornski Beach Road. Hilcorp provided an overview of the area operations controlled from that location. During the visit the CIRCAC members were afforded the opportunity to visit the control room to see the system monitors and hear an explanation of what is being monitored by control room operators and how operations are monitored, controlled and managed from this remote location. Members had the opportunity to ask questions about the control systems and various operations, operational controls, and limitations.

Harvest Alaska Tactical Review

On June 8th CIRCAC Staff attended a tactical review hosted at the Hilcorp Control Room. The objective of the review was to identify a basis for Response Scenario 1 of the Harvest Alaska, Drift River Oil Discharge Prevention and Contingency Plan (ODPCP) and review the oil trajectory of the spill scenario. Hilcorp presented a revised spill trajectory that provided a more realistic probable path of travel that the Response Planning Standard (RPS) size spill (catastrophic release of two 270,000 bbl storage tanks) represented in the scenario might take. During the course of the meeting staff participated in discussions about the scenario response, roles, responsibilities and possible tactics to employ.

The tactical walkthrough came about as a condition of an enforcement action associated with the recent Drift River Oil Terminal facility unannounced drill conducted by the State. The drill was conducted in an effort to reconcile concerns about the adequacy of manpower at the facility. The drill revealed tactical issues and manning concerns at the remote facility. To aid in the effort to reconcile these issues and concerns the tactical walkthrough was proposed by the Alaska Department of Environmental Conservation (ADEC) to allow Hilcorp/Harvest, the ADEC, and CIRCAC to review and discuss operations at the facility, to review the RPS scenario by “walking through” each step of the response.

Part of the discussions included the Drift River ODPCP review timeline; the ODPCP is scheduled for a full review in 2017 and the question considered was whether to amend the plan or apply for an early full plan review. Hilcorp has indicated that they will apply for an early full review of the plan once the RS scenario is revised.

BlueCrest Public Outreach

Staff has attended two public outreach meetings focused on BlueCrest Energy’s Cosmopolitan Project. The first was hosted by Cook Inletkeeper at the Islands and Oceans Center in Homer. The format was a panel discussion that included representatives from BlueCrest including a petroleum engineer, Alaska Department of Environmental Conservation (ADEC), Alaska Oil and Gas Conservation Commission (AOGCC), University of Alaska –Fairbanks (UAF), and an independent petroleum engineer. BlueCrest Energy presented a detailed power point about their Cosmopolitan Project. Their presentation included numerous illustrations of the planned operations. The gentleman from UAF was a seismologist; on the panel to address seismic activity in Cook Inlet. The main focus of the meeting was directed around fracking. The panel answered questions from the audience and at times offered anecdotal accounts of incidence from other locations outside of Alaska. BlueCrest representatives answered every question and spoke candidly about the project. AOGCC and ADEC representatives answered questions about regulatory requirements and procedural aspects that they regulate.

The second outreach meeting was held at the Ninilchik Fairground. The format for this meeting was more of a presentation followed by Q&A. Many of the same questions came from the audience as were posed at the Homer meeting. BlueCrest had posters made from the PowerPoint presentation to allow closer examination and consideration.

Even though fracking has taken place in Alaska's oil field for decades there is a lot of misunderstanding surrounding the procedure; partly due to news releases concerning operations in the lower 48 and the virtual nonexistence of fracking related issues in Alaska. Those instances where fracking has made headlines are usually associated with areas and operations very different than what exists in Alaska. Additionally Alaska's fracking regulations take many things into account like locations of fault lines and distances to water wells and required water well testing. These guidelines are added to existing stringent well development regulations that require safeguards to ensure well bore integrity that even consider seismic energy in the well design result in a safe fracking program.

Clean Pacific

CIRCAC staff, Board Member; Bob Flint, and Public Member; Ted Moore attended the 2016 Clean Pacific Oil Spill Conference hosted in Seattle. Some of the conference sessions we attended were the Refugio Beach Spill Response, Managing Risks in Alaskan Marine Transportation, Advances in Implementation of Plans and Training, Marine Response-Issues and Tools, Advances in Response Tools, Waterway Risk Management, The Engagement Challenge- a panel discussion involving an aboriginal group, treaty tribe, local official, and a local community group. Staff visited many of the vendors on display to explore emerging technologies for applicability in the Cook Inlet Region. Two vendor's products promised interesting contributions; the first was an automated call out system that an operator could make notifications to many with only one phone call. The second employed dogs to survey areas for oil contamination. Dogs can be trained to sniff out specific oil products and can enhance a Shoreline Cleanup Assessment Technique (SCAT) team's ability to cover a large area.

The Protocol Control Committee provided comments to the Alaska Department of Environmental Conservation regarding the following Oil Discharge Prevention and Contingency Plans (ODPCP) since the April Council meeting:

May

Hilcorp Operations Alaska, LLC; Cook Inlet Production ODPCP: Proposed Minor Amendment- Resubmitted as Version 3

These comments focused on the Swanson River facility citing leak detection and facility diagrams.

Hilcorp Operations Alaska, LLC; Cook Inlet Production ODPCP: Proposed Minor Amendment

These comments focused on the Beaver Creej Facility citing security and staffing issues.

June

Cook Inlet Energy; Cook Inlet Area Production Operations ODPCP

These comments focused on the addition of the Spartan 151 Jack up rig into the ODPCP and requesting that the plan cite a specific end date for drilling operations using the jack up rig.

Hilcorp Operations Alaska, LLC; Cook Inlet Production ODPCP: Proposed Major amendment

These comments focus on the Beaver Creek facility citing clarification of staffing presence, facility security (gating), potential or actual discharge detection and mitigation, and the adoption of additional prevention measures.

Furie Operations Alaska, LLC; Cook Inlet Exploration Program ODPCP

These comments focus on response action plan procedures, deployment and response strategies, non-mechanical response permits and approvals, and correction of text errors.

Administration Report
Cook Inlet RCAC Board of Directors Meeting – September 9, 2016

Below you will find a brief update on key administrative tasks performed since the April 2016 Board of Directors meeting:

- **Recertification** – The annual recertification application to the United States Coast Guard was submitted in mid-June. Processing began in July. On August 19 we were notified by Admiral McAllister, Commander 17th Coast Guard District, that our recertification had been approved, effective from September 1, 2016 to August 31, 2017.
- **Annual Financial Audit** – Lambe, Tuter, Wagner has completed the audit findings report. The Audit Committee reviewed the preliminary report and recommended the Executive Committee accept it. The Executive Committee reviewed the report of no findings, and has accepted it. The report is presented to the Board of Directors as an information item.
- **2015 Tax Return** – Lambe, Tuter, Wagner has prepared the Council’s tax return for 2015. It has been reviewed by the Audit Committee, which recommended the Executive Committee approve it for signature and submittal. The Executive Committee so acted, and the return has been signed and submitted.
- **Corporate Funding** – All payments for 2016 have been received.
- **Grants** – Agreements have been reached with the National Park Service (Subtidal and Intertidal Monitoring) and the National Fish & Wildlife Foundation (RRT). Administrative staff is holding key positions with these agreements.
- **Scholarship Offering** – Two high school graduating seniors were selected. Kayla Haeg of Soldotna High School was selected as the recipient of the CIRCAC/James Carter Memorial Scholarship for Environmental Science. She will be attending the University of Alaska Fairbanks. Hunter Tillion of Homer High School received the CIRCAC/Captain Barry Eldridge Memorial Scholarship for Maritime Studies, and will attend the California Maritime Academy. Funds for both students have been released.
- **By-Laws and Policies Review** – Staff has completed a review of CIRCAC’s By-Laws, Council Policies and Personnel Policies which may require revision or updating. Recommended changes will be reviewed by the Audit Committee and legal counsel (if directed), for consideration by the Board of Directors.
- **Volunteer Orientation** – An orientation is being planned for new members of our board and committees. The half day meeting is expected to be held at CIRCAC world headquarters in Kenai.
- **Corporate Renewals** – State of Alaska Department of Law registration for Charitable Organizations has been submitted.

- **Insurance Renewals** – CIRCAC increased its liability limit to \$300,000 per incident (from \$200,000) to meet a grant requirement. In addition, liability insurance for Directors and Officers has been renewed. Other renewals are pending at this writing.
- **State Audits** – CIRCAC was randomly selected for audits by the State of Alaska’s Division of Workers Compensation and Division of Wage and Hours. Minor recommendations raised by these audits have been addressed.
- **Office Space** – We renewed the lease for our office space for 3 years until July 1, 2019, with a \$50/month increase. This includes records storage in a neighboring building at no additional charge. The landlord has recently completed a resurfacing of our parking lot.
- **Ex Officio Directors** – Staff continues to work with the U.S. Forestry Service to secure an appointment to fill that vacancy on our Board of Directors.