

# *Cook Inlet Regional Citizens Advisory Council*

## **BOARD OF DIRECTORS PRE-MEETING AGENDA**

December 5 & 6, 2013 \* 9:00 a.m.

Embassy Suites Hotel, 600 E. Benson, Anchorage, Alaska

Alyeska Pipeline Operations Control Center - Anchorage, Alaska



*"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."*



## **COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL**

**BOARD of DIRECTORS PRE-MEETING**

**\*\*AGENDA\*\***

**Thursday, December 5, 2013**

**Friday, December 6, 2013**

**Embassy Suites Hotel**

**600 E. Benson, Anchorage, AK**

**Thursday, December 5**

**8:30 am            Continental Breakfast**

**9:00 am            Industry & Agency Presentations**

- **Bill Britt, Environmental Manager - Hilcorp**
- **Christina Anderson, Manager, Environmental & Stakeholder Relations - Buccaneer**
- **JR Wilcox, President – Cook Inlet Energy**
- **Scott Griffith, Superintendent - XTO Energy**
- **Jim Wentworth, Project Engineer, Trans-Forelands Pipeline - Tesoro**
- **Todd Paxton, General Manager - CISPRI**

- 12:00 noon**      **Break for Lunch** (*Lunch will be provided*)
- 1:15 pm**          **Tour 1 – Alyeska Pipeline Operations Control Center (OCC)** [Directors & Staff Only]
- 2:30 pm**          **Tour 2 – Alyeska Pipeline OCC** [Directors & Staff Only]

**Friday, December 6**

- 8:30 am**          **Continental Breakfast**
- 9:00 am**          **Industry & Agency Presentations**
- **Steve Ribuffo, Deputy Director – Port of Anchorage**
  - **Captain Paul Mehler, III – Commander Sector Anchorage , USCG**
  - **Patti Berkhahn, Habitat Biologist III - AK Dept. of Fish & Game**
  - **Gary Folley, Environmental Specialist - AK Dept. of Environmental Conservation**
  - **Catherine Berg, Scientific Support Coordinator - National Oceanic & Atmospheric Administration**
  - **Heather Crowley, PhD, Oceanographer - Bureau of Ocean Energy Management**
- 12:00 noon**      **Lunch**
- **Michael Nelson - Alaska Gasline Development Corporation**

# *Cook Inlet Regional Citizens Advisory Council*

## ***BOARD OF DIRECTORS MEETING***

December 6, 2013 \* 12:30 p.m.

Embassy Suites Hotel, 600 E. Benson, Anchorage, Alaska



*"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."*





**COOK INLET REGIONAL CITIZENS  
ADVISORY COUNCIL  
BOARD of DIRECTORS MEETING**

**\*\*AGENDA\*\***

**Friday, December 6, 2013  
Embassy Suites Hotel  
600 E. Benson, Anchorage, AK**

|                 |   |             |
|-----------------|---|-------------|
| <b>12:30 pm</b> | <b>Cook Inlet RCAC December 2013 Board of Directors Meeting</b>     |             |
|                 | <b>Call to Order/Roll Call</b>                                      |             |
|                 | <b>Approval of Agenda</b> <i>(Action Item)</i>                      | <b>Page</b> |
|                 | <b>Approval of Minutes</b> <i>(Action Item)</i>                     |             |
|                 | • September 13, 2013  | <b>1</b>    |
|                 | <b>Welcome &amp; Introduction of Guests</b>                         |             |
|                 | <b>Thank Pre-Meeting Presenters</b>                                 |             |
|                 | <b>Public Comment</b> <i>(3 minute limit per speaker)</i>           |             |
| <b>12:50 pm</b> | <b>Executive Committee Report</b> <i>(Information Item)</i>         |             |
|                 | • Modification to Board & Committee Meetings Agendas                |             |
|                 | • Board of Directors 2014 Meeting Schedule                          |             |
| <b>1:00 pm</b>  | <b>Status of Programs &amp; Projects</b> <i>(Information Items)</i> |             |
|                 | • Public Involvement Program Report                                 | <b>4</b>    |

|                |  |           |
|----------------|--|-----------|
|                | • Environmental Monitoring Committee Report  | 7         |
|                | • Protocol Control Committee Report  | 15        |
|                | • PROPS Committee Report   | 17        |
|                | • Administration Report  | 22        |
| <b>1:45 pm</b> | <b>Executive Director's Report</b> ( <i>Action Item</i> )<br>2014 Proposed Operating & Program Budgets | <b>23</b> |
| <b>2:15 pm</b> | <b>Calendars &amp; Miscellaneous</b> ( <i>Information Item</i> )<br><b>Closing Comments</b>            |           |
|                | <b>Next Council Meeting: April 25, 2014 – Kenai</b>  |           |
| <b>2:30 pm</b> | <b>Adjourn</b>   |           |

**COOK INLET CITIZENS ADVISORY COUNCIL**

**September 13, 2013**

**Unapproved Minutes**

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

**Members Present by Teleconference:** Scott Smiley, Rob Lindsey,

**Staff Present:** Michael Munger, Susan Saupe, Vinnie Catalano, Jerry Rombach, Lynda Giguere, Maritta Newgren, Dinelle Penrod, Cindy Sanguinetti

**Others Present:** Beth Wythe, Mayor, City of Homer; EO Director Ginny Litchfield, ADFG; Gary Koehler, USCG; Lt. William Albright, USCG; Lisa Parker, Apache; Joe Martin, SWAPA; Robert Archibald; Jack Jensen, Tesoro; McKibben Jackinsky, Homer News; Kristin Ryan, ADEC; Louie Flora, Office of Rep. Seaton; Senator Peter Micciche; Christina Anderson, Buccaneer; Mike Mahone, Buccaneer; Carol Harding; Betty Schorr, ADEC; Bill Britt, Hilcorp; Terry Thompson, Kachemak Bay Research Reserve; Representative Seaton

**Others Present by Teleconference:** EO Director Heather Crowley, BOEM

**1. CALL TO ORDER/ APPROVAL**

President John Williams called the meeting to order at 9:00 A.M. Roll was called, establishing quorum.

Mr. Williams adjusted the agenda so that the presentation of the Financial Audit would precede its acceptance.

**Gary Fandrei moved to approve the agenda. The motion was seconded by Carla Stanley. The agenda was unanimously approved as amended.**

**Gary Fandrei moved to approve the minutes of May 3, 2013 Board of Directors Meeting and the 2013 Annual Meeting also on May 3, 2013. The motion was seconded by Carla Stanley.**

Mr. Rombach noted that Mr. Smiley is not yet on the line, but had requested a correction on page 10 to note that the CIRT was used to choose the site for the safe harbor of the Kullik, not the grounding!

**The motion was amended. The minutes were approved as amended.**

At the President's request, guests introduced themselves.

President Williams introduced the Honorable Beth Wythe, Mayor of the City of Homer, and invited her to address the Board.

John Williams read a resolution recognizing Mr. Mitchell's dedication and commitment to Cook Inlet RCAC over 15 years, for his service and commitment to the state and his community, and his numerous accomplishments over his 92 years.

Gary Fandrei moved to adopt the Resolution Recognizing Merritt Mitchell, with corrected date. The motion was seconded by Paul Shadura. The resolution was unanimously adopted.

\*\*\*\*\*Public Comment\*\*\*\*\*

Public Comment was offered by Joe Martin, SWAPA, and Gary Koehler, USCG.

\*\*\*\*\*PRESENTATION\*\*\*\*\*

President Williams invited those on the agenda to deliver their presentations.

Sue Saupe, Cook Inlet RCAC Director of Science & Research provided a presentation on the Cook Inlet Beluga Winter Prey Project results, a collaborative project with Dr. Dana Wetzel and Dr. John Reynolds of the Motes Marine Laboratories.

Christina Anderson, Director of Environmental & Stakeholder Relations for Buccaneer provided an update of the company's activities and projections for 2014.

Leslie Pearson, Nuka Research provided an update on the Cook Inlet Navigational Risk Assessment and Harbor Safety Committee.

## **2. EXECUTIVE COMMITTEE REPORT**

- **2012 Financial Audit – Robert Lambe, Lambe, Tuter & Wagner, CPAs**

President Williams introduced Robert Lambe, representing our auditing firm. Mr. Lambe presented the audit process and final report.

Gary Fandrei moved to accept the 2012 Financial Audit. The motion was seconded by Paul Shadura. The motion passed unanimously.

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

- **2013 Operating Budget/ Adjustments**

At the President's direction, Ms. Newgren presented adjustments to the 2013 Operating Budget and bank account transfers and checking account registers for information purposes only.

- **2014 Proposed Operating Budget**

Ms. Newgren presented the draft 2014 Proposed Operating Budget.

Mr. Munger reported on activity levels in Cook Inlet, recognized Hilcorp's growth, a Tesoro proposal to build a trans-Forelands pipeline, Cook Inlet Risk Assessment, Cook Inlet Area Harbor Safety Committee initiative, docking assist tug Bob Franco, DEC's approval of oleophilic disc skimmer, Cook Inlet RCAC Recertification by the Coast Guard, potential new funding, and his upcoming schedule.

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

John Williams invited staff to provide updates on programs and projects. Presentations were made by



**Linda Giguere - Public Involvement Program Report, Sue Saupe - Environmental Monitoring Committee Report, Steven "Vinnie" Catalano – PROPS & Protocol Control Committees Reports, and Mike Munger – Administration Report**

**4. CALENDARS & MISCELLANEOUS**

Mr. Williams urged members to supply the staff with information that should be posted on the calendar.

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

President Williams invited closing comments from Directors, Ex Officio Directors and agency representatives.

**Betty Schorr, ADEC, introduced Kristen Ryan, the new Director.**

**Molly McCammon, AOOS, reported her appointment to a National Academy of Sciences advisory group.**

**Walt Sonen, Grace Merkes, Robert Peterkin, and Gary Fandrei made comments.**

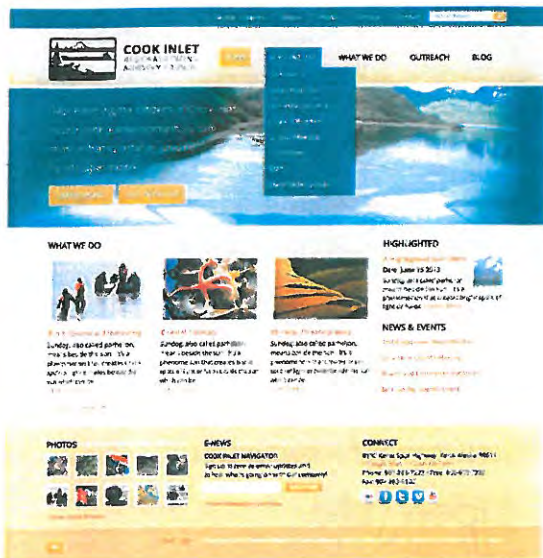
# PUBLIC INVOLVEMENT PROGRAM REPORT

# PUBLIC OUTREACH

September to December 2013

COOK INLET RCAC

[www.circac.org](http://www.circac.org)



We have lift off with a "soft launch".

## PRESENTATIONS/MEETINGS

Director of Public Outreach addressed the Kenai Chamber and Visitors Bureau Luncheon; interviewed with KDLL in Homer, met with the Homer Chamber of Commerce's new president, Jim Lavrakas and Peninsula Clarion Publisher Lori Evans; Director of Operations demonstrated the ice camera network at the pre-winter ice meeting in Nikiski and Director of Administration spoke to the Kenai Peninsula Builders Association.

## DRILLS

Staff participated in XTO's annual spill drill on October 22 at CISPRI and a Cook Inlet Energy drill exercise on November 13 in Anchorage.

## INDUSTRY TOURS

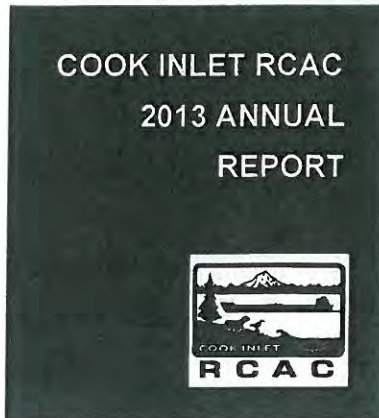
In August, the PROPS committee toured the NOAA National Weather Service lead Ice Forecaster's office as well as the Navy Salvage Operations.

## EARNED MEDIA (new since last report are in bold)

|            |   |
|------------|---|
| 11.21.2013 | Tesoro joins Cook Inlet Energy plan to build oil pipeline (Alaska Journal)      |
| 11.17.2013 | New tugboat comes to work in Cook Inlet (Petroleum News)                        |
| 11.04.2013 | Tesoro to begin construction of Cook Inlet pipeline next year (KDLL)            |
| 11.04.2013 | Tesoro owned company files amended application for pipeline (Peninsula Clarion) |
| 10.21.2013 | CIRCAC says pipeline construction could begin next year (KBBI)                  |
| 10.11.2013 | Report says pipeline construction could begin next year (Petroleum News)        |
| 09.26.2013 | Winter study of beluga whales difficult, scientist says (KBBI)                  |
| 09.19.2013 | Buccaneer preparing to begin work at West Eagle (Homer News)                    |
| 09.18.2013 | Buccaneer ramps up for drilling project near Homer (KBBI)                       |
| 09.10.2013 | CIRCAC recertified, board meeting to be held Friday (Peninsula Clarion)         |
| 08.30.2013 | Cook Inlet RCAC recertified by U.S. Coast Guard (Alaska Journal of Commerce)    |
| 08.25.2013 | U.S. Coast Guard recertifies Cook Inlet RCAC (Petroleum News)                   |
| 08.21.2013 | Coast Guard recertifies Cook Inlet RCAC (Homer News)                            |
| 06.05.2013 | New Oil Spill Technology a "Game Changer" says CIRCAC (KBBI)                    |
| 05.26.2013 | New oil skimmers heading for Cook Inlet (Petroleum News)                        |
| 04.29.2013 | More cameras to watch for inlet ice (Petroleum News)                            |
| 03.15.2013 | Cook Inlet Maritime Risks Ranked (Petroleum News)                               |
| 03.14.2013 | Multi-agency team finds options to reduce spills in Cook Inlet (Homer News)     |
| 03.12.2013 | Team recommends 16 improvements to Cook Inlet safety (KBBI Radio)               |



## ANNUAL REPORT



Work is under way for our next annual report, due for mailing in early April.

### Experimenting with New Tools and Social Media

You can find and follow us at these sites:



[www.facebook.com/circac](http://www.facebook.com/circac)



RCACCookInlet:  
@CookRcac



Access our Flickr photo gallery through Facebook.



Posting videos on our YouTube Channel (access from our web page).

We will be posting narrated Powerpoints on our new web-site using Brainshark, and have taken our presentations to a new level with Pretzi.

## COOK INLET NAVIGATOR



Our e-newsletter continues to grow and is increasingly being mined by reporters for news stories; e.g. the crucial disc skimmer and announcement that Tesoro would begin construction of the trans-foreland pipeline in 2014. Please continue to forward to your stakeholders, friends and colleagues.

### September/October Newsletter:

**31% Open rate**

36% Our Average  
22.7% Industry Average

## Recent event: Cook Inlet RCAC welcomes new tug to Cook Inlet

Four Cook Inlet RCAC staff, including our Executive Director, and two board member, were among those on hand to welcome the Bob Franco to Alaska waters at a reception on Nov. 12, at Homer's Deep Water Dock.

Munger (seen at right with Capt. Marc Bayer) joined Capt. Jack Jensen in making welcoming remarks.



## 2014 Proposed Public Involvement Workplan and Budget

| Project Title   | Encumbered<br>Funds / 2013<br>Budget | Encumbered<br>Transfers | Proposed FY14 | Funding<br>Source | Actual<br>Spent | Actual<br>Balance | Status             | Notes  |
|---|--------------------------------------|-------------------------|---------------|-------------------|-----------------|-------------------|--------------------|--|
| Public Involvement Program: Raise awareness and increase participation by the public and stakeholders in Cook Inlet RCAC activities |                                      |                         |               |                   |                 |                   |                    |  |
| Program Goals: Keep public and stakeholders informed and promote citizen involvement in council activities                          |                                      |                         |               |                   |                 |                   |                    |  |
| Annual Report   |                                      |                         |               |                   |                 |                   |                    |  |
| Printing (750 copies)   | \$8,077.81                           |                         | \$1,000.00    | CIRCAC            | \$4,152.90      | \$3,924.91        | Annual Publication | Highlight our accomplishments, where we've been, where we're going                           |
| Postage   |                                      |                         | \$350.00      | CIRCAC            |                 |                   |                    | 24 pages   |
| Communications  |                                      |                         |               |                   |                 |                   |                    | Targets: Stakeholders, council, state/federal, Native orgs., NGOs, media, partners           |
| Communications  | \$2,000.00                           |                         | \$840.00      | CIRCAC            | \$840.00        | \$1,160.00        | Ongoing            | Flash drive concept, video, Shorezone; online narrated powerpoints with Brain Shark.         |
| Newsletter  | \$740.51                             |                         |               | CIRCAC            | \$0.00          | \$740.51          | Ongoing            | Monthly E-news: to heighten public and media awareness of our work.                          |
| Website Maintenance   | \$2,414.19                           |                         |               | CIRCAC            | \$0.00          | \$2,414.19        | Ongoing            | Improve and expand our social media reach  |
| New Website Development   | \$15,000.00                          | -\$6,133.19             |               | CIRCAC            | \$4,566.81      | \$10,433.19       | Complete           | Well-organized, dynamic site to serve as primary source of info for Cook Inlet               |
| Publications  | \$1,851.37                           |                         | \$1,500.00    | CIRCAC            | \$487.65        | \$1,363.72        | New                | Develop and/or update inventory maps of exploration, development, production areas and       |
| Community Visits  | \$5,314.88                           |                         | \$2,000.00    | CIRCAC            | \$438.19        | \$4,876.69        |                    |  |
| Advertising/Promotions  |                                      |                         |               |                   |                 |                   |                    |  |
| 25th Anniversary  | \$7,000.00                           | \$8,000.00              | \$5,000.00    | CIRCAC            | \$0.00          | \$7,000.00        | New                | Highlight importance of CIRCAC and its contributions to protect Inlet.                       |
| Advertising (print & social media)  | \$4,000.00                           |                         | \$1,335.00    | CIRCAC            | \$1,726.20      | \$2,273.80        |                    | Partner with mayors, board members for community receptions for OPA 90 anniversary; w        |
| Promotional Items   | \$2,436.08                           |                         | \$2,000.00    | CIRCAC            | \$1,874.53      | \$561.55          |                    | Greater utilization of social media to engage target audiences                               |
| Conferences   |                                      |                         |               |                   |                 |                   |                    | Giveaways at expos, etc. for branding  |
| Alaska Marine Science Symposium   | \$1,650.00                           |                         | \$1,700.00    | CIRCAC            | \$1,507.00      | \$143.00          |                    | Anchorage: Registration free, meals, ads and sponsorship                                     |
| Support Industry Alliance (Meet Alaska)   | \$1,200.00                           | -\$500.00               |               | CIRCAC            | \$500.00        | \$700.00          |                    | Will not do this in 2014   |
| Homer Support Industry Alliance   | \$800.00                             |                         | \$1,000.00    | CIRCAC            | \$800.00        | \$0.00            |                    | Homer  |
| Alaska Forum on the Environment   | \$400.00                             | -\$400.00               |               | CIRCAC            | \$75.00         | \$325.00          |                    | Will not do this in 2014   |
| Kodiak ComFish  | \$2,500.00                           |                         | \$2,000.00    | CIRCAC            | \$1,736.67      | \$763.33          |                    | Kodiak   |
| Clean Pacific   |                                      |                         | \$2,000.00    | CIRCAC            |                 | \$0.00            |                    | Recommend booth every other year   |
| Pacific Marine Expo   | \$2,386.06                           |                         |               | CIRCAC            | \$0.00          | \$2,386.06        |                    | Recommend booth every other year   |
| Industry Appreciation Day   | \$450.00                             |                         | \$250.00      | CIRCAC            | \$256.83        | \$193.17          |                    | Kenai  |
| Other opportunities   | \$900.00                             |                         | \$1,500.00    | CIRCAC            | \$516.12        | \$383.88          |                    | Opportunities to promote program work, network, share information and resources              |
| Memberships/Sponsorships  |                                      |                         |               |                   |                 |                   |                    |  |
| Chambers of Commerce  | \$900.00                             |                         | \$900.00      | CIRCAC            | \$746.50        | \$153.50          |                    | Kenai, Soldotna, Homer, State, Anchorage (new)   |
| Public Relations Society of America   | \$320.00                             |                         | \$375.00      | CIRCAC            | \$320.00        | \$0.00            |                    |  |
| Memberships/Sponsorships  |                                      |                         | \$250.00      | CIRCAC            |                 | \$0.00            |                    |  |
| Professional Development (Other Opps)   | \$3,400.00                           | -\$966.81               |               | CIRCAC            | \$545.00        | \$2,855.00        |                    | Training: media, brand communication, social media boot camp, publications tools, etc.       |
| Public Recruitment Packets  |                                      |                         |               |                   |                 |                   | Under Way          | Benefits of being involved w/CIRCAC (intro ltr., annual report, coastal impressions, strateg |
| Informational Packets   | \$480.00                             |                         |               | CIRCAC            | \$0.00          | \$480.00          |                    |  |
| Travel/per diem for Drills, site tours  | \$1,500.00                           |                         | \$1,000.00    | CIRCAC            | \$753.45        | \$746.55          |                    |  |
|   | \$65,720.90                          | \$0.00                  | \$25,000.00   | CIRCAC            | \$21,842.85     | \$43,878.05       |                    |  |



# EMC COMMITTEE REPORT

## **December 2013 Board Meeting Staff Report: Sue Saupe, Director of Science & Research**

### **Chemical and Biological Monitoring Program**

#### Beluga Prey Study

- Drafted components of final report
- Led a 3-day working meeting with Beluga Prey Study Principal Investigators 9-12 September 2013 – data analyses and merging final report components for project “*Oil-Related Contamination and Prey Availability in Winter Habitat of Cook Inlet Beluga Whales*” for report due to Kenai Peninsula Borough (KPB) *AK Marine Mammal Data Program*.
- Prepared for presentation of final results at KPB Cook Inlet Beluga Whale Symposium scheduled for October. Due to federal furlough, conference was rescheduled to January 2014.
- Worked for 3 days with contractor in October in Seattle for hydrocarbon database development for all analyses of beluga and fish tissues.
- Worked with GIS contractor in October and November to develop final maps for beluga whale and fish trawl data in preparation of final report and presentation at symposium.
- Prepared and submitted two abstracts for presentation at the Alaska Marine Science Symposium in January 2014 titled: “*Beluga Whale Winter Habitat and Prey: Assessing the availability and contaminants of potential Cook Inlet beluga winter prey*” and “*Polycyclic aromatic hydrocarbon (PAH) contamination in Cook Inlet belugas, their prey, and their environment based on summer sampling*”

### **Coastal Habitats**

#### ShoreZone

- ShoreZone steering committee meeting; met with TNC ShoreZone partners to develop presentations for Annual ShoreZone meeting
- Developed presentation for ShoreZone annual meeting, 29-31 October 2013 (presented by Dr. Harper for CIRCAC due to scheduling conflict).
- Planning for Alaska Peninsula ShoreZone aerial and shore-based surveys in spring/summer 2014.

#### Coastal Impressions

- Reviewed photo selections and captions for newly developed Coastal Impressions exhibit for the Arctic based on our original exhibit. This new exhibit is titled *Coastal*

*Impressions: A Journey along Alaska's Arctic Coast* and will be presented at the January 2014 Alaska Marine Science Symposium, sponsored by BOEM, NPS, and NOAA.

#### Cook Inlet Response Tool (CIRT)

- Used CIRT during Tesoro oil spill drill on August 21<sup>st</sup>.
- Presented CIRT at Annual ShoreZone Meeting.
- Working with PROPS to develop next stage for CIRT (e.g. off-line access to imagery and resource data layers)

#### **Physical Oceanography**

- At October EMC meeting, renewed commitment with AOOS and NOAA to co-manage Cook Inlet ocean circulation modeling workgroup.
- Discussions with PROPS to revisit desk-top oil spill trajectory models for Cook Inlet. We will be soliciting a white paper to evaluate modeling capabilities and the pros and cons of updating our existing Cook Inlet Oil Spill Model (CIOSM) to incorporate 3D trajectories and better density-driven flow or working with other Cook Inlet or related modeling efforts.

#### **Technical Review and Oil Fates and Effects**

- Continued participation on Coastal Restoration and Response Center/ NOAA's Dispersant Workgroup – Dispersants Review Committee, Nov. 2013.
- Reviewing ARRT proposed dispersant plan.
- Working with contractors at Nuka to develop on-line data entry procedures for Discharge Monitoring Reports (DMR) – this project is taking place in four phases:
  - Developing data input process for DMRs
  - Inputting one year of data (including QA/QC) and demonstrating on-line access
  - Providing mechanism for “automated” summary graphics, updated monthly to accommodate ongoing data entry
  - Automating comparison of DMRs to permit limits and reporting requirements
- Developing proposal to produce a “user manual” about Cook Inlet Water Quality Regulations Relating to Oil and Gas Activities

#### **Miscellaneous Other activities**

- October EMC Meeting
- Rewrite of Program Pages for new CIRCAC web launch
- Board Member on Oil Spill Recovery Institute (meeting on 23 September 2013)

- Wrote briefing paper titled “*Mechanisms for Stakeholder Involvement in Cook Inlet Oil Spill Planning, Prevention, and Response*” and developed presentation for a “*Community oil-spill response in Bering and Anadyr Straits*” workshop in November – for session on “*lessons learned for community from existing community efforts.*” My presentation was given by Nuka contractor, Mark Janes, due to scheduling conflict.

### **Upcoming Activities**

- AMSS Meeting, presentations, January 2014.
- Kenai Peninsula Borough’s Cook Inlet Beluga Whale Symposium, presentation, January 2014.
- Gulf Ecosystem Monitoring Program meeting, Mobile, AL, January 2014
- Final Report to KPB on Beluga Whale Trawl Survey work
- Developing CIRT and ShoreZone training for Cook Inlet industry personnel (sponsored by Tesoro)
- Cook Inlet Modeling Workgroup Meeting, 9 December 2013
- Kodiak Marine Science Symposium, April 2014 (abstracts due January 10)

FY 2013 and Proposed FY2014 EMC Workplan and Budget

| Program Goals  | Project Title                                  | Encumbered & 2013 | FY14      | Funding Source * | Status   | Foot Notes |
|--|--|-------------------|-----------|------------------|--|------------|
| <b>Biological and Chemical Environmental Monitoring Program: To Monitor the biological and chemical environment in Cook Inlet and nearby areas to detect impacts of oil industry</b>   |  |                   |           |                  |  |            |
| (1) Identify and evaluate risks and potential impacts of oil industry operations to ecosystem components and (2) assess and monitor status and trends of biological and chemical components of the Cook Inlet area of concern. | Intertidal Monitoring                          | 803.49            |           | EMC              | Intertidal Database and Reports; Incorporate into CIRT - digitizing and summarizing data   | 1a         |
|  |  | 7,917.75          |           | KPB              |  |            |
|  | Subtidal/Water Quality Monitoring              | 9,265.28          |           | EMC              | ICIEMAP Data and Reports; Database development and on-line report  | 1b         |
|  | Belugas - Contaminants and Habitat             | 30,958.00         | 5,000.00  | EMC              | Beluga Habitat and Prey- sample analyses, GIS support, report compilation and graphics   | 1c         |
|  |  | 26,582.49         |           | KPB              | Contract from KPB; sub-contracted to ADF&G and Mote Marine Lab and ADF&G   |            |
| Make data accessible to stakeholders to improve our understanding of biological and chemical environments in the Cook Inlet RCAC area of concern.  | Database/GIS                                   | 17,014.64         |           | EMC              | Contractual to compile all contaminants and associated data; incorporate as data in CIRT   | 1d         |
| Educate stakeholders about program results   |  | 3,976.62          |           | EMC              | Ongoing  | 1e         |
| <b>Coastal Habitat Mapping Program: To assess coastal habitats in the Cook Inlet RCAC area of concern.</b>   |  |                   |           |                  |  |            |
| Inventory and characterize coastal habitat in the Cook Inlet RCAC area of concern.   | ShoreZone                                      | 36,302.77         | 40,000.00 | EMC              | AK Pen/Shelikof Strait ShoreZone Surveys; Partner with ADEC to conduct aerial and shore station surveys along Alaska Peninsula between SW boundary of Katmai National Park and where NOAA surveys ended coming north to Chignik area. This is in CIRCAC Area of Concern. Proposal submitted by CIRCAC to ADEC in July 2013 for aerial surveys. | 2a         |
| Identify and characterize habitats that are unique, sensitive to impacts, good indicators of change, or high-value, or have historical records.  | Macrocystis Survey                             | 14,421.50         |           | EMC              | Survey and Data Presentation; DNA analyses   | 2b         |
| Make data accessible to resource agencies and oil spill response agencies, industry, the public, and other organizations.  | Coastal Exhibit - Book and Show                | 12,000.00         |           | EMC              | Photo Exhibit and Book (Coastal Impressions) - printing and exhibit costs  | 2c         |
|  | ShoreZone-Database and Integrated Web Site     |                   |           |                  | Ongoing - Integration with NOAA website and outline of Gulf of Alaska Coastal Habitat Atlas  | 2e         |
|  | Flash Drive High Resolution Video Tool         | 5,185.43          |           | EMC              | Integration of project with CIRT.Convert flash files for SZ website  | 2f         |
|  | ShoreZone: Oil Spill Resonse and Planning Tool | 11,385.23         | 16,000.00 | EMC              | CIRT released to public in January; Formal Review by Coastwise Services; Contractual for Axiom Computing for update based on formal review; Training for oil spill responders  | 2g         |



**FY 2013 and Proposed FY2014 EMC Workplan and Budget**

| <b>Physical Oceanography Program: To understand and model Cook Inlet's complex circulation patterns.</b>  |                                       |            |            |                    |  |                   |
|---|---------------------------------------|------------|------------|--------------------|--|-------------------|
| Ensure high resolution observational oceanic and atmospheric data, including sea ice and bathymetry, are available to develop accurate models and tools that can be integrated into oil spill prevention and response planning. | Snotel Station Kamishak Bay           | 4,609.50   | 15,000.00  | EMC                | Maintenance of CTD sensors and Snotel; Move/add site in Kamishak Bay   |                   |
|   |                                       | 5,359.47   |            | KPB                |  | 3a                |
| Promote collaborations and partnerships between and among researchers and organizations to support the above goal.  |                                       |            | 10,000.00  | EMC                | Support of working group or workshop to promote move towards operational trajectory model in Cook Inlet                        | 3a                |
| Make all data accessible to resource agencies, industry, the public, and other organizations.   |                                       | 4,997.50   |            | KPB and Staff Time | Ongoing  | 3b                |
|   |                                       |            |            |                    |  | 3c                |
| <b>Technical Review Program: To Provide expert guidance to evaluate permits, regulations, findings, proposed legislation, and other information relating to Cook Inlet oil industry and</b>                                     |                                       |            |            |                    |  |                   |
| Monitor compliance through permits, regulation, and legislation.  | NPDES Permit Monitoring Plan Reviews  | 815.65     |            | EMC                | Review Industry Sampling Plan Results;Independent reviews  | 4a                |
| Gather and summarize relevant information gaps and effectively evaluate issues.   | Ballast Water Catalog                 | 6,557.30   | 3,500.00   | EMC                | On-line Database and Summary Reports; contracted to Nuka Research  | 4b                |
|   | Timely Reviews                        | 2,442.50   | 8,000.00   |                    | For timely reviews when notified of public review periods; both APDES and NPDESHave come up for review for Exploration permits |                   |
|   | DMR Database                          | 5,451.05   | 15,000.00  | EMC                | Ongoing; Nuka contractors gathering data, developing database ; New on-line server   | 4d                |
| Provide advice to the Cook Inlet RCAC Board of Directors, committees, and agencies.   |                                       | 963.71     |            | EMC                | Ongoing; To date have worked through Protocol; potential use to respond to court decisions on NPDES permit, if necessary.      | 4e                |
| <b>Oil Fates and Effects Program: To understand and predict the potential fates and effects of oil discharged into Cook inlet to guide oil spill planning and response activities.</b>  |                                       |            |            |                    |  |                   |
| Develop and understanding of the transport, fates, and effects of oils that have the potential to be spilled in the Cook Inlet area of concern.   |                                       |            | 10,000.00  | Staff Time         | Ongoing: Staff continues on modeling workgroup; National CRRC Workgroup, and continuing transport modeling efforts             | 5a                |
| Develop an understanding of efficacy, fates, transport, and effects of oil treated by various response methods likely to be used on oil spills in the Cook Inlet RCAC area of concern.  | Surface and Dispersed Oil White Paper | 7,810.50   |            | EMC                | White-paper reviews/prep on oil response with focus on dispersants and oil/mineral fine interactions                           | 5a                |
| Make data accessible to improve oil spill planning and response decisions.  |                                       |            |            | Staff Time         | Ongoing  | 5a                |
| <b>Other</b>  |                                       |            |            |                    |  |                   |
| Committee Education   |                                       | 4,069.21   | 4,000.00   | EMC                |  | 6a                |
| Public Education misc.  |                                       | 5,188.29   | 3,500.00   |                    |  |                   |
| Special Opportunities   |                                       | 3,239.80   |            | EMC                |  | 6b                |
| <b>TOTALS</b>   |                                       | 227,317.68 | 130,000.00 |                    |  |                   |
| <b>TOTAL EMC</b>  |                                       |            |            |                    |  | <b>357,317.68</b> |

## FY 2013 and Proposed FY2014 EMC Workplan and Budget

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| <b>* Funding Sources:</b>   |  |  |  |  |  |  |
| <b>EMC = Funds from CIRCAC Oil Industry Contract</b>  |  |  |  |  |  |  |
| <b>Staff Time = Staff time dedicated to achieving goals, no direct monies identified.</b>   |  |  |  |  |  |  |
| <b>KPB = Kenai Peninsula Borough Funds to CIRCAC (project specific)</b>   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| <b>Biological and Chemical Environmental Monitoring Program</b>   |  |  |  |  |  |  |
| <p><b>1a. Intertidal Monitoring:</b> This project began in 2000 to assess intertidal habitat and infaunal assemblages in Cook Inlet. Specifically, the goal was to identify potential sentinel populations that could periodically be monitored for hydrocarbon contamination levels in their tissues compared to nearby sediments. Sites were sampled in the central and upper Cook Inlet in 2000 and in lower Cook Inlet in 2002 and data reports were provided for each field study. In 2009 and 2010, the reports were to be updated and the data reinterpreted to reflect new knowledge obtained during recent studies in Alaska as well as additional sample results from Cook Inlet. Work was continually postponed due to contractors' work on oil spill damage assessment in San Francisco Bay and the Gulf of Mexico (contractors were pulled away for Cosco Busan and Deep Horizon spills). After failing to work out a potential winter schedule with contractors for winter 2010/2011, EMC approved that we redirect funds to instead work with consultants to get geomorphology and intertidal contaminant data on-line and integrated with oil spill response tool being developed by CIRCAC.</p>  |  |  |  |  |  |  |
| <p><b>1b. Subtidal/Water Quality Monitoring:</b> This project encompassed activities associated with the Environmental Monitoring and Assessment Program (EMAP) and other water column/benthic sediment contaminant studies. In 2002 and 2004, EMC coordinated with the EPA and ADEC to conduct an EMAP National Coastal Assessment project for Southcentral and Southeast Alaska coastal bays and estuaries. EMC received federal funds for an intensive 2008 and 2009 field sampling program in Cook Inlet that nested within the sampling framework of the earlier Gulf of Alaska EMAP efforts. The project integrated multiple studies and was named the Integrated Cook Inlet Environmental Monitoring and Assessment Program (ICIEMAP) and included partnerships with the National Status and Trends Benthic Surveillance Program, EPA's Western Ecology Division, EPA Region 10, Chevron, and XTO. Original contracts were with Nuka Research, Kinnetic Laboratories, Florida Institute of Technology, TDI Brooks Laboratories, University of Washington Ocean Sciences Department, Dr. Allan Fukuyama, and the Research Vessel <i>Island C</i>. A draft final report was submitted in May 2010, a Produced Water Discharge Report submitted to EPA in July 2010, and a final ICIEMAP report is being completed for presentation with the contaminants database being developed with AOOS. Contract remains with Nuka research for final report graphics/editing and for presentations at AMSS meeting.</p>  |  |  |  |  |  |  |
| <p><b>1c. Belugas - Contaminants and Habitat:</b> In April 2006, a petition was submitted to National Marine Fisheries Service (NOAA) to list Cook Inlet belugas as an endangered species under the Endangered Species Act (ESA). In April 2007, NMFS announced that they recommended Cook Inlet beluga whales be listed as endangered. The ESA requires designation of critical habitat at the time of listing unless insufficient information exists to identify critical habitat. At this time, NMFS biologists have not identified essential habitat features and are in the process of identifying critical habitat. These funds are for analyzing archived (and new) beluga tissues for hydrocarbons and/or P450 enzyme induction. Additional beluga prey species have also been analyzed for contaminants. Motes Marine Laboratory is under contract to Cook Inlet RCAC and NMFS to conduct these analyses. Prey species were collected and analyzed in summer 2008. Archived beluga tissue samples were finally released by the Alaska Marine Mammal Tissue Archival Program (AMMTAP) of the National Institute of Standards and Technology (NS&amp;T) in June 2009 and analyses were done by our subcontractors. Contractors submitted a report to NMFS in December 2010. A presentation of results was given at the October 2010 Cook Inlet Beluga Whale Conference and at the Alaska Marine Science Symposium in January 2011. Our proposal to the KPB to expand this study to winter habitat was funded and a contract signed in July 2011. CIRCAC led the study with subcontractors at ADF&amp;G and Mote Marine Lab. Sampling took place onboard the R/V <i>Pandalus</i> in deeper Cook Inlet and by small boats in the nearshore in Mar/Apr 2012 and potentially October 2012.</p> |  |  |  |  |  |  |
| <p><b>1d. Database/GIS (Google Map Visualization Tool):</b> \$30,000 towards this project came from AK. Legislative funds to CIRCAC but were expended by 30 June 2011. Current EMC funds remaining are for (1) compiling all existing contaminants (and other) data from the Cook Inlet area into one database/website and (2) providing hydrocarbon fingerprinting database (nested) for the Gulf of Alaska. Staff is working with contractors to develop plan for open source, GIS, and data visualization. A draft plan is underway and an additional contract has been developed for compiling data from our studies from 1993 through present, including the Alaska EMAP data. Phase II would include bringing in other similar data sets from studies conducted by other agencies and organizations. Contractors Bill Driskell and Dr. Jim Payne provided a summary of hydrocarbon fingerprint data as a chapter in our ICIEMAP report.</p>   |  |  |  |  |  |  |
| <p><b>1e. Educate Stakeholders:</b> These funds are for various ways to get our information and data to the agencies, researchers, and the public. Potential development of ecosystem schematics or developing laymen reports. Additional staff time is included for public outreach and presentations regarding all environmental monitoring projects. Continued presentation of EMC studies and results will be made as has been done in the past at the Alaska Forum on the Environment, the Kachemak Bay Conference, to local communities, and at other venues. When a user-friendly product is available, the Director of Public Outreach will visit Cook Inlet communities to demonstrate the web-accessible data.</p>  |  |  |  |  |  |  |



**Coastal Habitat Mapping Program**

**2a. ShoreZone - Ground Station Surveys:** A web-site was developed to serve ShoreZone ground station data through a link to the Alaska ShoreZone site. The species lists provide semi-quantitative information on algae and invertebrates associated with the biobands mapped during the aerial surveys for ShoreZone. They also provide presence and absence information for species at differing habitats and for different regions around the Gulf of Alaska, concentrating on intertidal areas which are known to be at highest risk from surface oil spill slicks. We worked with contractors at Archipelago Marine Research, Inc. and with NMFS to compile data from hundreds of shore stations in the Gulf of Alaska, focusing on Kodiak, Katmai, Cook Inlet, and the Kenai Peninsula, and developing a database that will be served on web as a data layer for ShoreZone biophysical data. FY13 and 14 funds will go towards vessel-based shore station work in conjunction with ShoreZone aerial surveys along a gap in data on the Alaska Peninsula. Sampling is planned for late spring/early summer 2014.

**2b. Macrocystis Survey:** During ShoreZone surveys, *Macrocystis* kelp plants were documented on the outer Kenai Peninsula and on the west side of Afognak Island. In 2005, voucher samples were collected in 2005 and an additional kelp bed was also documented that year near Kiliuda Bay. *Macrocystis* is common in southeast Alaska, but previously had only been documented as single plant collections in the western Gulf of Alaska. Canopy kelps can be important habitat for forage fish. Kelp beds can physically retain nearshore oil from oil spills; although the kelp itself can shed the oil, sensitive species or life-stages can be exposed to the retained oil. These dense kelp beds can also present challenges to nearshore access. During oil spills, kelp plants can shed oil from the surface of their blades and stipes. However, oil can be physically trapped among the fronds and impact many of the organisms that use kelp beds as habitat - birds, sea otters, fish, and invertebrates. We are trying to determine if this species is expanding its range, whether it will compete with the other canopy kelps, and what other species are associated with the kelp beds. In August 2006, we mapped the aerial extent of the *Macrocystis* beds near Afognak Island, quantified associated species, and collected genetic tissue samples. In September 2009 we worked with three graduate students from UAF to re-sample the beds that were studied in 2006 and, in addition, to characterize smaller beds that had been documented on the west side of Shuyak Island and in Kiliuda Bay on the west side of Kodiak Island. The EMC funds will be used to follow up on the results of the that surveys and present them at meetings and in literature.

**2c. Cook Inlet/Kodiak/Kenai/Katmai Coastal Environment - Book and Show:** These funds were to review and edit our 50,000+ catalogue of digital images from our coastal ShoreZone surveys to compile the best photos of coastal habitats and to describe habitats of interest or concern and ultimately produce a photo exhibit with associated catalog/book on the coastal habitats in the Gulf of Alaska. A photo exhibit was developed and has been displayed at two events so far, with plans for exhibits throughout the state within the next year. Remaining funds are for additional exhibits (e.g. shipping, printing, etc...). A second exhibit and book titled "*Coastal Alaska: A Photographic Journey along Alaska's Arctic Coast*" is being developed by NOAA and BOEM and is following the format that we developed for the original Coastal Impressions exhibit and book.

**2e. ShoreZone Database and Integrated Web Site:** This project is to improve and integrate ShoreZone data into web accessible tools and to provide public outreach and training in how to use the information. Specifically, we are working with numerous state and federal agencies, and other organizations such as The Nature Conservancy to develop an integrated ShoreZone database and website that includes digital imagery and mapped data and integrating shorestation data into the ShoreZone web site.

**2f. Flash Video and Imagery Tool:** This project initially was funded at over \$50K. We developed a flash video and imagery tool that allows off-line access to full resolution video and digital photographs (over 15,000) from our areas of concern in Cook Inlet, Kodiak Island archipelago, the outer Kenai coast, and the Katmai coast. The tool and software allow any user to run the image tool from an external travel drive. The flash digital files were used to develop the Cook Inlet Response Tool (CIRT) and EMC will be working with PROPS to merge a CIRT-like tool with the off-line flash video tool for oil spill planning and response.

**2g. Cook Inlet Response Tool (CIRT): A ShoreZone Database and Integrated Oil Spill Response and Planning Web Site:** This project is to coordinate coastal habitat information and oil spill planning and response tools into one database and/or web-access tool. Working with the Alaska Ocean Observing System's database developers, the streaming video from our Flash Video tool was integrated into an on-line data visualization tool where ShoreZone imagery, biophysical habitat data, ocean observations and models, and other resource data are integrated and can be viewed in various combinations. We will be working with PROPS to develop an off-line version of CIRT.

**Physical Oceanography Program**

**3a. Kamishak Bay Snotel Station:** These funds originally went towards a partnership with AOOS and NRCS in deploying and maintaining a new Snotel Meteorological Station in Kamishak Bay. Funds were received from AOOS via the PWSSC for logistics and equipment. Contracts were signed with PWSSC and NRCS. Deployment took place in spring 2012. The remaining funds from EMC and KPAB are for multi-year maintenance of the deployed SNOTEL station at McNeil River in Kamishak Bay and consideration of moving the system to a new location. Proposed FY14 funds are to add or move the station (with remaining FY13 funds).

**3b. Cook Inlet Ocean Observing System:** Cook Inlet RCAC staff drafted and submitted the Cook Inlet Kenai Peninsula Ocean Observing System Plan as part of a larger regional initiative to coordinate ocean observing systems in the Gulf of Alaska. This draft plan was originally submitted to AOOS in spring 2006 and was the result of multiple user needs analyses and a comprehensive Cook Inlet physical oceanography workshop that had been held in 2005. CIRCAC will continue to be involved in trying to coordinate these efforts and to coordinate efforts described in 3a and 3b. Funds here are to coordinate Cook Inlet modeling workgroup.

**3c. Cook Inlet Oceanography Public Outreach:** Ongoing efforts to educate public and agencies about Cook Inlet oceanography. Staff developed slides/graphics and a script for a Tesoro Cook Inlet video that will be used to educate mariners who transit the Inlet. Dr. Steve Okkonen delivered the script on camera. are working with graphics artists to depict Cook Inlet circulation, including the physical processes that combine to form Cook Inlet tide rips. We are also working with Drs. Steve Okkonen and Scott Pegau to develop schematics and hydrographic "movies" for the physical processes that combine to form Cook Inlet rip tides and to "redraw" the 1970s Burbank surface circulation diagram for Cook Inlet based on more recent physical oceanographic observations.

## FY 2013 and Proposed FY2014 EMC Workplan and Budget

### Technical Review Program

**4a. NPDES Permit Review:** These funds are for reviewing NPDES and APDES permits and associated documents. Much of the review and analysis work is done by staff. However, there is often such a short review period of a long list of documents, that we often require additional contractual support. These funds help ensure that CIRCAC can provide timely reviews of permits. We recently reviewed two general exploration permits for oil and gas operators in Cook Inlet under the NPDES and APDES programs for federal and state waters, respectively. We anticipate that in 2014 we will need to review new documents associated with those proposed permits, as well as being prepared to review draft production permits.

**4b. Ballast Water Catalog:** This budget item is for updating the Ballast Water catalog for Cook Inlet using funds received from the USF&WS (spent) and from EMC. In 2004, Nuka Research compiled information gathered from ballast water discharge reports for ships entering Cook Inlet. The purpose of the report was to look at major sources, major discharge locations in order to better evaluate risks of NIS introductions into Cook Inlet via ballast water as the vector. At that time, USCG Federal Regulations required ballast water management practice reporting, but did not require ballast water treatment for ships entering the U.S. Since that catalog was produced, the USCG passed regulations that required ballast water treatment from any ship entering the U.S. waters from outside of the EEZ. An update of this catalog will allow us to evaluate whether risks have reduced and what are still the major risks of ballast water to Cook Inlet. A Request was submitted to the National Ballast Water Database for Ballast Management Reports from Cook Inlet shippers and our contractors received those data in late 2007 and compiled summary data, graphics, and report in 2010. Since then, the data have been further updated and an on-line data access report using developed and was presented to the EMC. A web-based report is underway and we will work on soliciting funding to address long-term recommendations for a web-based, updated database and review/summary documents.

**4d. Discharge Monitoring Report Database:** This category is for archiving and evaluating monthly Discharge Monitoring Reports from oil industry that are required under the NPDES permits. These list the volumes and concentrations of certain pollutants in various discharge sources such as produced water. In the past, this project mainly focused on archiving the hardcopies of DMRs received from industry. Contractors at Nuka Research are developing an online electronic database so that monthly DMR data can be entered and will be evaluated against permitted discharge limits. This project is to work with Nuka contractors to further develop an on-line data entry process that can test DMR data against permit limits and provide on-line summaries of discharge data.

**4e. Streamlining EMC Input:** EMC wishes to ensure that there are mechanisms for the committee and/or staff to respond to time-sensitive issues. In the past, we have worked these issues through Protocol Committee when the committee was able to meet to agree on recommendations in time to meet deadlines. Staff has also provided comments when an official stance by the committee or council has been identified (e.g. via a resolution). These funds are specific to ensuring we will be prepared to respond quickly to any decisions regarding Cook Inlet NPDES General Oil and Gas or other discharge permits.

### Oil Fates and Effects Program

**5a. Oil Fates and Effects Research and Modeling:** These funds were for developing a better understanding of Cook Inlet specific issues relating to dispersant applications to oil slicks. Oil toxicity and dispersant effectiveness studies are extremely expensive, so CIRCAC's approach to date has been to help direct research priorities of industry and agencies so that the information we need to evaluate issues in our areas of concern is provided. Staff continues to work with other scientists to submit proposals to get Cook Inlet-specific project funded for looking at oil/mineral fines interactions. Staff has also provided Cook Inlet sediments to larger studies that are looking at interactions of oil and mineral fines, with and without dispersants. CIRCAC decided to wait to conduct a trajectory analysis planner or do comparisons between surface oil slicks and dispersed plumes until improved models are available. At that time, we focused efforts on improving physical oceanographic data collections. Staff continues to address this program by participating on national, regional, state, and local initiatives. For example, staff sits on a national dispersants workgroup addressing fates and effects dispersants research, participates in discussions of the Joint Industry Program sponsored by several Arctic nations, participates on the BC/States Oil Spill Task Force, participates in Alaska Regional response Team's Science and Technical Committee reviews of In situ burn and dispersant guidelines, etc...

### Other

**6a. Committee Education:** This category is for EMC committee members to attend meetings, workshops, symposiums, or invite speakers to EMC meetings or for staff to obtain information specific to EMC projects.

**6b. Special Opportunities:** These funds are a placeholder for opportunities that have not been identified at the time of budget approval.

# PROTOCOL COMMITTEE REPORT



**Protocol**

Since the last council meeting the Protocol committee has reviewed and submitted comments and recommendations for:

**Oil Discharge Prevention and Contingency Plans:**

Cook Inlet Pipeline Company, Oil Discharge Prevention & Contingency Plan major amendment

**Proposed Regulatory Changes:**

Comments regarding the U.S. Coast Guard Proposed Regulations

Comments regarding the BOEM Annual Summary Report

# Protocol Workplan and Budget Year-To-Date

| Program Goals<br>Draft as of 11/18/2013   | Project Title                           | Encumbered<br>Funds | FY 2014            | Funding Source<br>* | Actual<br>Spent | Actual<br>Balance  | Status | Foot<br>Notes |
|---|---|---------------------|--------------------|---------------------|-----------------|--------------------|--------|---------------|
| <b>Protocol</b>   | <b>PROJECTS</b>                         |                     |                    |                     |                 |                    |        |               |
| <b>Protocol Control Program 1</b>   | Contingency Plan Reviews                | \$13,597.61         |                    | CIRCAC              | \$6,854.75      | \$6,742.86         |        | 1a            |
| Review, evaluate, and comment on the adequacy of the unified, sub-area and industry contingency plans. Review, evaluate, and comment on legislative and regulatory development.                       | 2013                                    | \$15,000.00         | \$6,000.00         | CIRCAC              | \$0.00          | \$15,000.00        |        |               |
|   |   |                     |                    | CIRCAC              | \$0.00          | \$6,000.00         |        |               |
|   |   |                     |                    |                     |                 | \$27,742.86        |        |               |
|   | KPB Non Tanker Contingency Plan Reviews | \$15,494.25         |                    | KPB                 | \$0.00          | \$15,494.25        |        |               |
|   |   |                     |                    |                     |                 | \$15,494.25        |        |               |
|   | Regulation Development                  | \$7,972.39          | \$4,000.00         | CIRCAC              | \$0.00          | \$7,972.39         |        |               |
|   |   |                     |                    | CIRCAC              | \$0.00          | \$4,000.00         |        |               |
|   |   |                     |                    |                     |                 | \$11,972.39        |        |               |
| <b>Prevention &amp; Response Program 2</b>  | <b>PROJECTS</b>                         |                     |                    |                     |                 |                    |        |               |
| Gather and summarize relevant information to fill information gaps and effectively evaluate issues. Provide advice to the Cook Inlet RCAC Board of Directors and appropriate committees and agencies. | Best Available Technology (BAT)         | \$2,518.95          |                    | CIRCAC              | \$0.00          | \$2,518.95         |        |               |
|   |   |                     |                    |                     |                 | \$2,518.95         |        |               |
| <b>Public Involvement Program 3</b>   | <b>PROJECTS</b>                         |                     |                    |                     |                 |                    |        |               |
|   | Committee Education                     | \$7,606.41          |                    | CIRCAC              | \$852.30        | \$6,754.11         |        |               |
|   |   |                     |                    |                     |                 | \$6,754.11         |        |               |
| <b>Special Opportunities</b>  | <b>PROJECTS</b>                         |                     |                    |                     |                 |                    |        |               |
|   | Special Opportunities                   | \$10,289.24         |                    | CIRCAC              | \$0.00          | \$10,289.24        |        | 1b            |
|   | 2013                                    | \$15,000.00         |                    | CIRCAC              | \$0.00          | \$15,000.00        |        |               |
|   |   |                     |                    |                     |                 | \$25,289.24        |        |               |
| CIRCAC Prior Year Encumbrances  |   | \$41,984.60         |                    |                     | \$7,707.05      | \$34,277.55        |        |               |
| CIRCAC 2013 Budget  |   | \$30,000.00         |                    |                     | \$0.00          | \$30,000.00        |        |               |
| KPB Grant Funds   |   | \$15,494.25         |                    |                     | \$0.00          | \$15,494.25        |        |               |
| CIRCAC 2014 Budget  |   |                     | \$10,000.00        |                     | \$0.00          | \$10,000.00        |        |               |
| <b>TOTALS</b>   |   | <b>\$87,478.85</b>  | <b>\$10,000.00</b> |                     |                 | <b>\$89,771.80</b> |        |               |
| <b>FOOTNOTES</b>  |   |                     |                    |                     |                 |                    |        |               |
| <b>PROTOCOL</b>   |   |                     |                    |                     |                 |                    |        |               |
| <b>1a. CONTINGENCY PLAN REVIEW:</b> No Contingency plans are scheduled for review in FY 14; however, amendments to approved plans should be anticipated   |   |                     |                    |                     |                 |                    |        |               |
| The Buccaneer Southern Cross/Northwest Cook Inlet plan has a major amendment pending  |   |                     |                    |                     |                 |                    |        |               |
| <b>1b. SPECIAL OPPORTUNITIES:</b> Provides funding when special opportunities arise and specific project funding is not available   |   |                     |                    |                     |                 |                    |        |               |

# PROPS COMMITTEE REPORT

## **PROPS Staff Report**

### **Buccaneer Drilling Program**

#### **Cosmo # 1 Well**

On installation of the 30" diverter and well control equipment on the conductor pipe, some settling of the rig's legs into the seabed was noted. Side scan sonar was used to evaluate the seabed conditions and evidence of movement of sand behind and around the bottom of the rig legs ("scouring") was observed. Although a new drilling location 450' to the southeast of the original drilling location was promptly identified, surveyed and cleared with regulators; given the limited drilling window before the end of the summer drilling season the company decided to mobilize the rig to Port Graham three weeks earlier than planned. While there, the rig will undergo minor winterization work and annual hull inspections prior to moving back to the Cosmopolitan Project. Buccaneer is working to secure the final permits necessary to spud the Cosmopolitan # 2 well.

### **Furie Operating Alaska, LLC**

Furie's rig, the Spartan 151, has been put to bed for the winter; moored at the dock in Port Graham. They plan on making some deck modifications and doing general maintenance and housekeeping over the winter.

When the upper Inlet is free of ice in early April they plan to go back to the Kitchen Lights Unit #4 well location and continue drilling to the Jurassic formation with the intent of drilling the deepest well in Cook Inlet with a target depth of 18,500 feet.

Furie is currently fabricating a platform in Corpus Christi, Texas. They plan on installing the platform and laying a subsea gas pipeline to Nikiski next summer. Their goal is to have natural gas sales by October 1, 2014.

### **Ice Forecasting Network Camera Installation**

ProComm technicians were able to complete the installation of data transmission equipment at the ASRC facility in late August but were prevented from completing the installation on the Osprey platform due to weather. The project had been on hold until the weather improved and scheduling could be coordinated to allow the work to be completed. Staff worked with Cook Inlet Energy to accomplish the installation of the parabolic dishes and camera on the Osprey platform; ProComm techs completed the installation of the wireless data transmission equipment. Installation was completed on 22 October leaving only some minor adjustments to the camera's programming to be accomplished.

### **Cook Inlet Navigational Safety Committee**

Staff gave a presentation of the Ice Forecasting Project and to announce the Harbor Safety Committee initiative to the Cook Inlet Navigational Safety Committee at the 2013-14 Pre-Winter meeting held at the CISPRI Facility. The Committee, made up of industry, agencies, and Cook Inlet RCAC representing the public interest meets annually to review and discuss winter marine operations in Cook Inlet.

Cook Inlet RCAC's Executive Director announced our initiative to form a Cook Inlet Area Harbor Safety Committee. Harbor Safety Committees are local committees that address issues that may include the safety, security, mobility, and environmental protection of a port or waterway. Membership is typically comprised of representatives of governmental agencies,



maritime labor, industry organizations, and public interest groups. These members work closely together for the mutual benefit of all port users.

### **Alaska Regional Response Team (ARRT) Meeting**

Staff attended via teleconference the ARRT meeting held in Juneau. Items discussed included the proposed policy re-writes of the Annex B, Appendix II Regional Stakeholder Committee (RSC) of the Unified plan. Discussions focused on the inclusion of Tribes and how to establish contact and participation by the various Alaska tribes and the RRT's role in review/approval of the new Appendix I to Annex F (Oil Dispersant Guidelines for Alaska) of the unified plan. Some General discussion topics were arctic Spill Of National Significance Exercise (SONS EX) and a presentation on the Incident Command System for Stakeholder/downstream. On-Scene Coordinators (OSC) for each region and agency (USCG, EPA, and ADEC) each presented their reports of activities since the last meeting.

### **2013 Arctic/Cold Regions Oil Pipeline Conference**

Staff attended the Arctic/Cold Regions Oil Pipeline Conference held in Anchorage. While the title indicates oil pipelines there was equal focus on gas pipelines. The agenda topics and discussions seemed aimed at potential new operators to provide them with guidance for installation and operation of facilities and pipelines in the arctic. Some of the sessions were very technical in nature describing methods for pipeline design, trenching, river crossing tundra restoration and risk analysis.

### **Dismantlement, Removal, & Restoration (D, R, & R)**

Staff has commissioned an update to the 2005 "Dismantling and Removal of Offshore Oil and Gas Platforms and Restoration of the Impacted Environment in Alaska's Cook Inlet" whitepaper. Staff will be working with Nuka Research to research and develop updated information that provides the current status of DR&R planning/execution for Cook Inlet platforms. The report will also identify agreements currently in place with the Alaska Department of Natural Resources; will update information about platform ownership and status of operation and will highlight any key issues related to potential dismantlement and removal of offshore oil and gas platforms in Cook Inlet. The report will also provide additional detail about the potential scope and cost for an engineering study to estimate DR&R costs.

### **Drills**

#### **XTO**

Staff attended an XTO drill hosted at the CISPRI facility in Nikiski. The drill scenario focused on an uncontrolled well release occurring during a work over operation. The Operations Section Deputy played a key role in directing source control measures. He is an experienced XTO employee that normally works on the platforms. Having working knowledge of the facility and the operations is important to finding creative solutions to problems. Drills are used to test the contingency plan, the Incident Management Team (IMT), and on-scene responders. It is always a good sign when a problem is presented or injected to one or all of the participants and it is solved in a creative and effective way; it is a reliable indicator that they are fully engaged in the drill and the response. Drill facilitators noted several times throughout the drill how engaged and efficient each section had carried out their tasks. All of the goals and objectives set out at the beginning of the drill were met.



**Cook Inlet Energy (CIE)**

Staff attended a Cook Inlet Energy drill hosted at the Witt-O'Brien's facility in Anchorage. The drill centered on a subsea pipeline breach caused by an unknown vessel's anchor. Staff worked within the Operations, Planning, Environmental Sections, and Public Information Officer. Cook Inlet Energy simulated use of the ice camera to monitor recovery operations. Staff introduced the Planning and Environmental Sections to the Cook Inlet Response Tool (CIRT). During the course of every drill the Unified Command produces a Press Release for distribution through the Public Information Officer (PIO) or Joint Information Center (JIC); at this drill Cook Inlet Energy conducted a mock press conference. Staff, along with other Witt/O'Briens personnel played the roles of reporters and other interested parties. This is a very important progression for operators when conducting a spill drill, in that it provides the PIO/JIC and the Unified Command the opportunity to practice in a press conference environment. Like each section of the Incident Command System (ICS), the PIO/JIC needs to practice their role for a successful spill response.

| Program / Project Title<br>DRAFT 10/28/2013               | Encumbered<br>Funds                 | FY<br>2014            | Funding Source<br>*                | Actual<br>Spent              | Balance  |
|---|-------------------------------------|-----------------------|------------------------------------|------------------------------|--|
| <b>PROPS</b>  |                                     |                       |                                    |                              |  |
| <b>Geographic Response Strategies Program</b>             |                                     |                       |                                    |                              |  |
| Geographic Response Strategies                            | 2,706.54                            |                       | CIRCAC                             | 0.00                         | 2,706.54   |
| Harbor Specific GRS Development                           |                                     |                       |                                    |                              |  |
| <b>Prevention and Response Program</b>                    |                                     |                       |                                    |                              |  |
| Oil Spill Drills<br>2013                                  | 1,827.77<br>5,000.00                | 7,000.00              | CIRCAC<br>CIRCAC                   | 225.03<br>0.00               | 1,602.74<br>5,000.00<br>7,000.00<br>13,602.74                      |
| Response Support Equipment<br>2013                        | 4,262.48<br>5,000.00                |                       | CIRCAC                             | 463.51<br>0.00               | 3,798.97<br>5,000.00<br>8,798.97                                   |
| Oil Spill Response Permits, Form & Applications           |                                     |                       |                                    |                              |  |
| Geographic Resource Information Network (GRIN)            | 4,000.00                            |                       | CIRCAC                             | 0.00                         | 4,000.00   |
| Potential Places of Refuge (PPOR)                         | 1,265.47                            |                       | CIRCAC                             | 0.00                         | 1,265.47   |
| ICS Electronic Forms                                      |                                     |                       |                                    |                              |  |
| Cook Inlet Response Tool<br>2013                          | 15,000.00<br>10,000.00              | 15,000.00             | CIRCAC                             | 0.00<br>0.00                 | 15,000.00<br>10,000.00<br>15,000.00<br>40,000.00                   |
| Cook Inlet Trajectory Modeling Study                      |                                     | 30,000.00             |                                    |                              | 30,000.00  |
| <b>PROPS</b>  |                                     |                       |                                    |                              |  |
| <b>Risk Assessment Program</b>                            |                                     |                       |                                    |                              |  |
| Pipelines / Facilities                                    |                                     | 2,000.00              | KPB                                |                              | 2,000.00   |
| Vessel Docking and Vessel Assistance                      | 1,845.02                            |                       | CIRCAC                             | 0.00                         | 1,845.02   |
| Tanker On-Board Observation                               | 5,024.18                            |                       | CIRCAC                             | 0.00                         | 5,024.18   |
| Platforms Dismantlement, Removal & Restoration<br>(DR&R)  | 13,416.07                           | 3,000.00              | CIRCAC                             | 2,706.25                     | 10,709.82<br>3,000.00<br>13,709.82                                 |
| Vessel Traffic Study<br>2013                              | 3,910.00<br>15,000.00               | 2,000.00              | CIRCAC<br>CIRCAC                   | 0.00<br>0.00                 | 3,910.00<br>15,000.00<br>2,000.00<br>20,910.00                     |
| Ice Forecasting Network<br>2013                           | 39,426.16<br>25,000.00<br>35,546.65 | 30,000.00             | CIRCAC<br>CIRCAC<br>AK STATE GRANT | 8,165.48<br>35,546.65        | 31,260.68<br>25,000.00<br>0.00<br>27,000.00<br>83,260.68           |
| <b>Committee &amp; Community Awareness Program</b>        |                                     |                       |                                    |                              |  |
| Committee Education / Travel<br>2013                      | 5,182.68<br>10,000.00               | 15,000.00<br>6,000.00 | CIRCAC<br>CIRCAC                   | 5,182.68<br>3,628.54<br>0.00 | 0.00<br>6,371.46<br>20,000.00<br>6,000.00<br>5,000.00<br>32,371.46 |
| Community Outreach Coastal Impressions Collection<br>2013 | 5,000.00                            |                       |                                    |                              |  |
| <b>Special Opportunities</b>                              |                                     |                       |                                    |                              |  |
| Special Opportunities<br>2013                             | 8,309.42<br>15,000.00               | 10,000.00             | CIRCAC<br>CIRCAC                   | 471.15<br>0.00               | 7,838.27<br>15,000.00<br>15,000.00<br>37,838.27                    |
| <b>SUB TOTALS</b>   |                                     |                       |                                    |                              |  |
| CIRCAC Prior Year Encumbrances                            | 106,175.79                          |                       |                                    | 17,214.10                    | 88,961.69  |
| CIRCAC 2013 Budget  | 90,000.00                           |                       |                                    | 3,628.54                     | 86,371.46  |
| AK State Grant Ice<br>CIRCAC 2014 Proposed Budget         | 35,546.65                           | 120,000.00            |                                    | 35,546.65                    | \$0.00   |
| Current Year Total Budget                                 | \$231,722.44                        | \$120,000.00          |                                    | \$56,389.29                  | \$175,333.15   |



| Program / Project Title<br>DRAFT 10/28/2013            | Encumbered Funds                    | FY 2014               | Funding Source *                   | Actual Spent          | Balance  |
|--|-------------------------------------|-----------------------|------------------------------------|-----------------------|--|
| <b>PROPS</b>   |                                     |                       |                                    |                       |  |
| <b>Geographic Response Strategies Program</b>          |                                     |                       |                                    |                       |  |
| Geographic Response Strategies                         | 2,706.54                            |                       | CIRCAC                             | 0.00                  | 2,706.54   |
| Harbor Specific GRS Development                        |                                     |                       |                                    |                       |  |
| <b>Prevention and Response Program</b>                 |                                     |                       |                                    |                       |  |
| Oil Spill Drills 2013                                  | 1,827.77<br>5,000.00                |                       | CIRCAC<br>CIRCAC                   | 225.03<br>0.00        | 1,602.74<br>5,000.00<br>7,000.00<br>13,602.74                      |
| Response Support Equipment 2013                        | 4,262.48<br>5,000.00                |                       | CIRCAC                             | 463.51<br>0.00        | 3,798.97<br>5,000.00<br>8,798.97                                   |
| Oil Spill Response Permits, Form & Applications        |                                     |                       |                                    |                       |  |
| Geographic Resource Information Network (GRIN)         | 4,000.00                            |                       | CIRCAC                             | 0.00                  | 4,000.00   |
| Potential Places of Refuge (PPOR)                      | 1,265.47                            |                       | CIRCAC                             | 0.00                  | 1,265.47   |
| ICS Electronic Forms                                   |                                     |                       |                                    |                       |  |
| Cook Inlet Response Tool 2013                          | 15,000.00<br>10,000.00              |                       | CIRCAC                             | 0.00<br>0.00          | 15,000.00<br>10,000.00<br>15,000.00<br>40,000.00                   |
| Cook Inlet Trajectory Modeling Study                   |                                     | 30,000.00             |                                    |                       | 30,000.00  |
| <b>PROPS</b>   |                                     |                       |                                    |                       |  |
| <b>Risk Assessment Program</b>                         |                                     |                       |                                    |                       |  |
| Pipelines / Facilities                                 |                                     | 2,000.00              | KPB                                |                       | 2,000.00   |
| Vessel Docking and Vessel Assistance                   | 1,845.02                            |                       | CIRCAC                             | 0.00                  | 1,845.02   |
| Tanker On-Board Observation                            | 5,024.18                            |                       | CIRCAC                             | 0.00                  | 5,024.18   |
| Platforms Dismantlement, Removal & Restoration (DR&R)  | 13,416.07                           | 3,000.00              | CIRCAC                             | 2,706.25              | 10,709.82<br>3,000.00<br>13,709.82                                 |
| Vessel Traffic Study 2013                              | 3,910.00<br>15,000.00               | 2,000.00              | CIRCAC<br>CIRCAC                   | 0.00<br>0.00          | 3,910.00<br>15,000.00<br>2,000.00<br>20,910.00                     |
| Ice Forecasting Network 2013                           | 39,426.16<br>25,000.00<br>35,546.65 | 30,000.00             | CIRCAC<br>CIRCAC<br>AK STATE GRANT | 8,165.48<br>35,546.65 | 31,260.68<br>25,000.00<br>0.00<br>27,000.00<br>83,260.68           |
| <b>Committee &amp; Community Awareness Program</b>     |                                     |                       |                                    |                       |  |
| Committee Education / Travel 2013                      | 5,182.68<br>10,000.00               | 15,000.00<br>6,000.00 | CIRCAC                             | 5,182.68<br>3,628.54  | 0.00<br>6,371.46<br>20,000.00<br>6,000.00<br>5,000.00<br>32,371.46 |
| Community Outreach Coastal Impressions Collection 2013 | 5,000.00                            |                       | CIRCAC                             | 0.00                  |  |
| <b>Special Opportunities</b>                           |                                     |                       |                                    |                       |  |
| Special Opportunities 2013                             | 8,309.42<br>15,000.00               | 10,000.00             | CIRCAC<br>CIRCAC                   | 471.15<br>0.00        | 7,838.27<br>15,000.00<br>15,000.00<br>37,838.27                    |
| <b>SUB TOTALS</b>                                      |                                     |                       |                                    |                       |  |
| CIRCAC Prior Year Encumbrances                         | 106,175.79                          |                       |                                    | 17,214.10             | 88,961.69  |
| CIRCAC 2013 Budget                                     | 90,000.00                           |                       |                                    | 3,628.54              | 86,371.46  |
| AK State Grant Ice                                     | 35,546.65                           |                       |                                    | 35,546.65             | \$0.00   |
| <b>CIRCAC 2014 Proposed Budget</b>                     |                                     | 120,000.00            |                                    |                       |  |
| Current Year Total Budget                              | \$231,722.44                        | \$120,000.00          |                                    | \$56,389.29           | \$175,333.15   |

# ADMINISTRATIVE REPORT



**Administration Report**  
**Cook Inlet RCAC Board of Directors Meeting – December 6, 2013**

Below you will find a brief update on administrative tasks performed since the last Council meeting.

- **Council Insurance:** Coverage for general liability, Directors & Officers liability, auto, marine and commercial property have all been renewed.
- **Employee Health Care Insurance:** Existing coverage renewed for 2014. Staff spent considerable time conferring with provider, attending workshops (in person and via teleconference), and evaluating options.
- **Council Seat Elections/Appointments:** Board of Director seats scheduled to become available in 2014 are Environmental Interest Groups, Alaska Native Groups, Kenai Peninsula Borough and Kodiak Island Borough. Staff is set to initiate the process for 2014 elections/appointments in December. Staff has updated the Council data base of organizations targeted for participating in our upcoming elections. We are coordinating the process with the Director of Public Outreach on community visits.
- **Budget:** Staff worked with Executive Director and committees on proposed 2014 Operating and Committee Budgets.
- **Mobile Phone Plans:** Phone plans have been consolidated with GCI, affording considerable savings. Cell numbers for staff remain the same.
- **Annual Financial Audit:** 2014 field audit scheduled for the week of February 17.
- **Annual OPA 90 Recertification:** 2014 is the triennial recertification procedure, meaning a full public comment process, complete with Code of Federal Register listing. Production of our application package will commence in February.
- **Council & Committee Meeting Management:** Staff manages or provides support for all Council and committee meetings, including this Board meeting, the recent EMC meeting in Anchorage, and the November PROPS and Protocol Control meetings in Kenai.
- **Office Equipment:** To address intermittent requirements for a public address system, a compact system was purchased. It is suitable for conference rooms of up to 100 guests. A laptop was purchased to be used exclusively for Council and Committee meetings. A small tape recorder was purchased for in-house meetings where the digital recorder is not practical. Efforts continue to sell the Council's previous sound/recording system.
- **Council & Personnel Policy Amendments:** Ongoing. Audit Committee will direct next area of focus. Staff is drafting Procedures for those policies which require.

# EXECUTIVE DIRECTOR'S REPORT



## **BOARD OF DIRECTORS MEETING DECEMBER 6, 2013**

### **Action Item**

**AGENDA ITEM:** Proposed 2014 Council Operating and Program Budgets

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#### **DESCRIPTION OF AGENDA ITEM:**

Staff has developed draft operating budgets for 2014 for the Council and its committees, programs and projects and accompanying work plans. The applicable committees (Environmental Monitoring; Prevention, Response, Operations and Safety; Protocol Control) have reviewed their budgets and work plans, and have forwarded them to the Executive Committee with their recommendation for approval. The Executive Committee has reviewed these as well as the proposed Operating budget and the Public Outreach Program budget on November 26.

#### **RECOMMENDATION FOR ACTION:**

Approval of the 2014 Cook Inlet RCAC Operating Budget, and the budgets and work plans for the Public Outreach Program, Environmental Monitoring Committee, Protocol Control Committee, and Prevention, Response, Operations and Safety Committee.

# COOK INLET RCAC 2014 PROPOSED OPERATING BUDGET

based only on funds received from the Charter Funding Companies

|  | 2013 APPROVED<br>OPERATING BUDGET | 2014 PROPOSED<br>OPERATING BUDGET | EXPLANATION   |
|--|-----------------------------------|-----------------------------------|---|
| <b>Revenue</b>                                       |                                   |                                   |   |
| Charter Funding Companies                            | \$1,350,000.00                    | \$1,350,000.00                    |   |
|  | \$14,344.94                       | \$27,000.00                       | CPI Estimate 2013 2% (let 1/2 of 2013 US CPI is 1.5%) |
| <b>Subtotal</b>                                      | <b>\$1,335,655.06</b>             | <b>\$1,377,000.00</b>             | (2.7% Anc)  |
| <b>OPERATING EXPENSES</b>                            |                                   |                                   |   |
| <b>Wages</b>   |                                   |                                   |   |
| Wages  | \$514,000.00                      | \$532,000.00                      |   |
| Payroll Taxes  | \$54,100.00                       | \$68,000.00                       | AK Unemployment ESTIMATED increase                    |
| Retirement   | \$11,400.00                       | \$12,000.00                       |   |
| <b>Subtotal</b>                                      | <b>\$579,500.00</b>               | <b>\$612,000.00</b>               |   |
| <b>Liabilities</b>                                   |                                   |                                   |   |
| Employee Leave Policy                                | \$60,000.00                       | \$60,000.00                       |   |
| Leave Taxes  | \$6,900.00                        | \$6,900.00                        |   |
| <b>Subtotal</b>                                      | <b>\$66,900.00</b>                | <b>\$66,900.00</b>                |   |
| <b>Insurance</b>                                     |                                   |                                   |   |
| Employee Insurance                                   | \$120,500.00                      | \$137,000.00                      | Increase/ EE policy change                            |
| Employee Contributions                               | (\$6,000.00)                      | (\$6,639.28)                      | 5% of Employee Health Insurance cost                  |
| Council & Office Insurance                           | \$15,500.00                       | \$17,000.00                       |   |
| <b>Subtotal</b>                                      | <b>\$130,000.00</b>               | <b>\$147,360.72</b>               |   |
| <b>Facilities</b>                                    |                                   |                                   |   |
| <b>Anchorage Office</b>                              |                                   |                                   |   |
| Rent   | \$11,500.00                       | \$11,500.00                       | 800 month office/ 130 month storage                   |
| Telephone  | \$4,000.00                        | \$6,500.00                        | 170 month office/ 265 month cell/30 iPad wifi         |
| <b>Anchorage Office Subtotal</b>                     | <b>\$15,500.00</b>                | <b>\$18,000.00</b>                |   |
| <b>Kenai Office</b>                                  |                                   |                                   |   |
| Rent   | \$19,800.00                       | \$19,800.00                       | 1650 a month office                                   |
| Utilities  | \$10,500.00                       | \$6,000.00                        |   |
| Telephone  | \$15,000.00                       | \$15,000.00                       | 490/440/60 office, cell, wifi a month                 |
| Teleconference                                       | \$2,000.00                        | \$2,300.00                        | Average by month                                      |
| Incidental Expenses                                  | \$6,000.00                        | \$4,500.00                        |   |
| <b>Kenai Office Subtotal</b>                         | <b>\$53,300.00</b>                | <b>\$47,600.00</b>                |   |
| <b>Subtotal</b>                                      | <b>\$68,800.00</b>                | <b>\$65,600.00</b>                |   |
| <b>Office Supplies/Equipment/Furniture/Computers</b> |                                   |                                   |   |
| Office Supplies-Kenai                                | \$8,000.00                        | \$6,000.00                        |   |
| Office Supplies - Anchorage                          | \$2,500.00                        | \$2,500.00                        | Sue and Lynda   |
| General Fees   | \$500.00                          | \$500.00                          |   |
| Office Equipment                                     | \$7,000.00                        | \$9,500.00                        | Printer lease 450 per month/Pliny Bowes 100 per month |
| Office Furniture                                     | \$5,000.00                        | \$2,000.00                        |   |
| Office Furniture - Anchorage                         | \$1,500.00                        | \$1,500.00                        |   |
| Computer Hardware                                    | \$7,000.00                        | \$2,500.00                        | Equipment Upgrades                                    |
| Computer Hardware - Anchorage                        | \$500.00                          | \$500.00                          |   |
| Computer Software                                    | \$2,155.06                        | \$2,000.00                        | updates (Parallels, Quickbooks, Adobe, payroll etc)   |
| Computer Software - Anchorage                        | \$200.00                          | \$200.00                          |   |
| Office Equipment Maintenance/Repair                  | \$4,000.00                        | \$4,000.00                        | Rick -  |
| Technology Consultation                              | \$2,000.00                        | \$2,000.00                        | Rick -  |
| Capital Equipment Purchases                          | \$0.00                            |                                   |   |
| <b>Subtotal</b>                                      | <b>\$40,355.06</b>                | <b>\$33,200.00</b>                |   |
| <b>Advertising/Gifts/Subscriptions</b>               |                                   |                                   |   |
| Advertising  | \$7,000.00                        | \$4,000.00                        |   |
| Misc. Public Relations/Gifts                         | \$3,500.00                        | \$2,500.00                        |   |
| Subscriptions  | \$2,000.00                        | \$1,500.00                        | Library Updates/ Grant Updates                        |
| Publications   | \$1,500.00                        | \$1,000.00                        | Grant Publications                                    |
| <b>Subtotal</b>                                      | <b>\$14,000.00</b>                | <b>\$9,000.00</b>                 |   |
| <b>Postage/Delivery</b>                              |                                   |                                   |   |
| Postage  | \$3,000.00                        | \$3,000.00                        |   |
| Freight  | \$300.00                          | \$500.00                          |   |
| <b>Subtotal</b>                                      | <b>\$3,300.00</b>                 | <b>\$3,500.00</b>                 |   |
| <b>Miscellaneous</b>                                 |                                   |                                   |   |
| Misc.  | \$8,300.00                        | \$11,439.28                       |   |
| Staff Training                                       | \$5,000.00                        | \$4,000.00                        | Grant Training , Certifications..etc                  |
| <b>Subtotal</b>                                      | <b>\$13,300.00</b>                | <b>\$15,439.28</b>                |   |



# COOK INLET RCAC 2014 PROPOSED OPERATING BUDGET

based only on funds received from the Charter Funding Companies

|  | 2013 APPROVED<br>OPERATING BUDGET | 2014 PROPOSED<br>OPERATING BUDGET | EXPLANATION                            |
|--|-----------------------------------|-----------------------------------|--|
| <b>TRAVEL EXPENSES</b>                               |                                   |                                   |  |
| <b>Administrative Travel, Meals &amp; Lodging</b>    |                                   |                                   |  |
| Council Meetings                                     | \$7,500.00                        | \$10,000.00                       | Kodiak estimate, Anchorage, Kenai mtgs |
| Executive Committee Meetings                         | \$0.00                            | \$0.00                            |  |
| EMC Committee Meetings                               | \$5,500.00                        | \$5,500.00                        |  |
| PROPS Committee Meetings                             | \$2,500.00                        | \$2,500.00                        |  |
| Protocol Committee Meetings                          | \$500.00                          | \$500.00                          |  |
| Public Involvement Meetings                          | \$2,500.00                        | \$2,500.00                        |  |
| Non RCAC Meetings                                    | \$25,000.00                       | \$25,000.00                       |  |
| <b>Subtotal</b>                                      | <b>\$43,500.00</b>                | <b>\$46,000.00</b>                |  |
| <b>Council/Committee Travel, Meals &amp; Lodging</b> |                                   |                                   |  |
| Council Meetings                                     | \$25,000.00                       | \$35,000.00                       | Kodiak estimate, Anchorage, Kenai mtgs |
| Executive Committee Meetings                         | \$500.00                          | \$500.00                          |  |
| EMC Committee Meetings                               | \$3,000.00                        | \$3,000.00                        |  |
| PROPS Committee Meetings                             | \$2,000.00                        | \$3,500.00                        |  |
| Protocol Committee Meetings                          | \$500.00                          | \$500.00                          |  |
| Public Involvement Meetings                          | \$0.00                            | \$0.00                            |  |
| Non RCAC Meetings                                    | \$2,000.00                        | \$2,000.00                        |  |
| <b>Subtotal</b>                                      | <b>\$33,000.00</b>                | <b>\$44,500.00</b>                |  |
| <b>PROFESSIONAL SERVICES</b>                         |                                   |                                   |  |
| <b>Professional Services (Workplan Related)</b>      |                                   |                                   |  |
| Council  | \$0.00                            | \$0.00                            |  |
| EMC  | \$130,000.00                      | \$130,000.00                      |  |
| PROPS  | \$90,000.00                       | \$120,000.00                      |  |
| Protocol   | \$30,000.00                       | \$10,000.00                       |  |
| Public Involvement                                   | \$40,000.00                       | \$25,000.00                       |  |
| <b>Subtotal</b>                                      | <b>\$290,000.00</b>               | <b>\$285,000.00</b>               |  |
| <b>Legal Expenses</b>                                |                                   |                                   |  |
| Legal  | \$0.00                            | \$5,000.00                        |  |
| <b>Subtotal</b>                                      | <b>\$0.00</b>                     | <b>\$5,000.00</b>                 |  |
| <b>Certified Public Accountant</b>                   |                                   |                                   |  |
| CPA  | \$26,000.00                       | \$16,500.00                       |  |
| <b>Subtotal</b>                                      | <b>\$26,000.00</b>                | <b>\$16,500.00</b>                |  |
| <b>FUNDRAISING EXPENSES</b>                          |                                   |                                   |  |
| <b>Fundraising</b>                                   |                                   |                                   |  |
| Professional Services                                | \$12,000.00                       | \$12,000.00                       | Silver Contract @ \$1000 per month     |
| Travel   | \$15,000.00                       | \$15,000.00                       | Mike (Mostly out of Alaska)            |
| <b>Subtotal</b>                                      | <b>\$27,000.00</b>                | <b>\$27,000.00</b>                |  |
| <b>TOTALS</b>  | <b>\$1,335,655.06</b>             | <b>\$1,377,000.00</b>             |  |