



## COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

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



### *Board of Directors Meeting*

Thursday, November 30, 2017  
Friday, December 1, 2017  
Sheraton Hotel - Anchorage, Alaska



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

**Sheraton Hotel  
Anchorage, Alaska**

**Thursday, November 30, 2017**

### **\*\*AGENDA\*\***

**12:00 noon      Lunch**

**12:45 pm      Cook Inlet RCAC Board Meeting**  
**Call to Order/Roll Call**  
**Approval of Agenda** *(Action Item)*  
**Approval of Minutes** *(Action Item)*

- September 8, 2017

### **Welcome & Introductions**

**1:00 pm      Presentations on Related Topics** *(Information Items)*

- Hilcorp/Harvest Alaska Cross Inlet Pipeline – Rich Novcaski
- Pipeline Risk Assessment – Tim Robertson, Nuka Research
- CIRCAC's Tanker Self-Arrest Study – Steven "Vinnie" Catalano
- Andeavor Simulator Training – Capt. John Schneider
- BlueCrest Energy Alaska – Larry Burgess

## **Executive Director Report**

### **Closing Comments**

#### **Calendar**

- Thurs., Nov. 30, 4:30 to 8:30 pm – Prince William Sound RCAC's "Science Night" @ Embassy Suites (appetizers; transportation available)
- Fri., Dec. 1, 8:00 am breakfast followed by 9:00 am Board of Directors Meeting
- Fri., Dec. 1, 6:30 pm – Prince William Sound RCAC Volunteer Appreciation Night @ Embassy Suites (apps and dinner; transportation available)

**4:00 pm (est.) Adjourn**



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

**Sheraton Hotel  
Anchorage, Alaska**

**Friday, December 1, 2017**

### **\*\*AGENDA \*\***

**8:15 am            Breakfast**

**9:00 am            Call to Order/Roll Call**  
**Approval of Agenda** *(Action Item)*  
**Approval of Minutes**

- None

**Welcome & Introductions**

**Agency Ex Officio Director Comments**

**Member or Public Comment** *(3 minute limit per speaker)*

**9:20 am            Presentations on Related Activities (TBA)**

**9:30 am            Executive Committee Report**

- 2017 Budget and Statement of Financial Position *(Information Item)*
- Proposed 2018 Operating and Program Budgets Review *(Action Item)*

- Amendments to Council and Personnel Policies *(Action Item)*
- 2018 Meeting Schedule *(Information Item)*

**11:00 am      Executive Director's Report** *(Information Items)*

- Executive Session

**12:00 noon      Break for Lunch**

**12:45 pm      Status of Programs & Projects** *(Information Items)*

- Protocol Control Committee
- Prevention, Response, Operations and Safety Committee
- Public Involvement Program
- Environmental Monitoring Committee
- Administration

**2:30 pm      Calendars & Miscellaneous** *(Information Items)*

- Fri., Dec. 1, 6:30 pm – Prince William Sound RCAC Volunteer Appreciation Night @ Embassy Suites (apps and dinner; transportation available)

**Closing Comments**

**2:45 pm (est.)      Adjourn**



**BOARD of DIRECTORS MEETING  
December 1, 2017**

**Action Item**

**AGENDA ITEM:** Proposed 2018 Operating and Program Budgets

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**DESCRIPTION OF AGENDA ITEM:**

The Executive Committee has reviewed the proposed 2018 Operating Budget prepared by staff. In addition, proposed program budgets for PROPS and EMC have been reviewed and approved by their respective committees, and by the Executive Committee. Finally, the Executive Committee has reviewed the proposed program budget for Public Outreach. The Executive Committee recommends approval of all 2018 budgets.

**RECOMMENDATION FOR ACTION:**

Approval of the 2018 Operating and Program Budgets.



## **Board of Directors Meeting December 1, 2017**

### **Action Item**

#### **AGENDA ITEM:**

Amend Council Policy 9 – Contract Procedures and Requests for Proposals  
Amend Personnel Policy 22 – Delegation of Authority: Council to Executive Director

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**DESCRIPTION OF AGENDA ITEM:** Council Bylaws require CIRCAC undertake a periodic review of its Bylaws and Policies, and such a review was initiated in 2017 to address the Council's purchasing and contracting procedures, contained in the above-referenced Policies. The review and amendment process included all staff and legal counsel; the Executive Committee has reviewed the proposed changes as well, and recommends approval.

Revisions seek to better distinguish between routine purchases and agreements for consultants and contractors; elaborate on the use of sole source and preferred contractors; clarify the use of Requests for Proposals; and allow greater delegation of authority by the Executive Director.

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

- Amend Council Policy No. 9 as presented
- Amend Personnel Policy No. 22 as presented



## **BOARD of DIRECTORS MEETING December 1, 2017**

### **Information Item**

#### **AGENDA ITEM:** 2018 Council Meeting Schedule

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

To initiate planning and logistics for upcoming meetings and elections/appointments to board seats, staff requires direction from the Executive Committee for targeted meeting dates for 2018 Board of Directors meetings.

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

Subject to review at the 2017 December Meeting, the Executive Committee directs staff to target the following dates:

- Friday, April 6 Regular and Annual Meetings (Kenai)
- Friday, September 7 (Kodiak), and
- Thursday, November 29 and Friday, November 30 (Anchorage)



## 2017 Protocol Committee Activities

### Committee:

- Chair- Robert Peterkin
  - Vice-Chair-Bob Flint

### Directors:

- Deric Marcorelle
- Rob Lindsey
- Paul Shadura
- Carla Stanley (Alternate)

Over the 2017 calendar year, the Protocol Committee reviewed and approved comments regarding the following Oil Discharge Prevention and Contingency Plans (ODPCP) and proposed rulemaking:

### Comments regarding regulation development:

- **Comments regarding Public Input for Dispersant Avoidance Areas Within the Preauthorization Area**
  - Our comments identified areas to be avoided within the Dispersants Pre-Authorized Areas that coincide with the Cook Inlet and Kodiak Sub-areas. The areas identified were based on seasonally and species-specific presence in those areas that overlap into the identified Dispersant Pre-Authorized areas of the sub-areas CIRCAC oversees.
- **Comments regarding the Update and Revision of Regulations Regarding Petroleum Cleanup Levels**
  - Our comments recommended that the Department of Environmental Conservation (ADEC) should provide a physical presence to investigate all spill incidents. Asserting that a regulatory presence on scene allows investigators the opportunity to observe the scene, conduct interviews of witnesses, collect physical evidence (samples), and to view the scene with a critical eye. The physical presence of regulators also acts as a deterrent to poor prevention practices and ensures regulatory compliance.
- **Comments regarding the Draft Alternative Planning Criteria (APC) National Guidelines**
  - Our comments pointed out that because full compliance with federal regulations is possible in Cook Inlet, that it was our understand that any changes to APC guidelines will not affect either tank or non-tank vessel response planning here. Tankers have for some time operated under an APC in the Western Alaska Captain of the Port Zone, with Cook Inlet explicitly excluded. The proposed guidelines also indicated that APCs may continue to apply only to portions of a COTP Zone where appropriate.

Our comments went on to summarize the system of sub-areas in Alaska; how it makes the demarcation of Cook Inlet easy for planning purposes. But, if the sub-

areas are modified as has been discussed by the Alaska Regional Response Team, we requested that the U.S. Coast Guard provide written confirmation that APC will never be a viable option for tank or non-tank vessel operations in Cook Inlet.

### **Comments regarding Oil Discharge Prevention and Contingency Plans:**

- **Comments regarding the Hilcorp Alaska, LLC, ODPCP, Cook Inlet Production Facilities**
  - Our comments identified a number of issues where we believe the plan fell short of ADEC regulations and the recently released ADEC Application Package Review Guidance Document. This plan outlined Prevention and Response operations for multiple facilities and operations over a very large geographic area that spans very different environmental, response, and logistical considerations. These include 17 offshore platforms, onshore production sites, both on-land and subsea pipelines, flowlines, and storage facilities. We sought significant improvements in the overall plan organization, level of detail, and clarity of presentation based on the best efforts of the ADEC and the plan holder.
- **Comments regarding the Harvest Alaska Facilities, ODPCP**
  - Our comments observed an overall lack of specificity regarding actions that would be taken in the event of a spill or other incident and in other planning areas. These were particularly notable in Procedures to Stop the Discharge section. We identified a number of more specific instances along with our usual attention to underlying planning assumptions and overall plan clarity in. We highlighted three other areas of particular importance:
    - The procedures in place at the Drift River Terminal (DRT) to remove stored oil from the path of a potential volcanic eruption
    - The prevention credit awarded against the DRT response planning standard for the secondary containment placed at the DRT
    - Whether the facilities described in the plan meet State Best Available Technologies requirements
- **Comments regarding the Cook Inlet Energy, LLC, ODPCP**
  - Our comments remarked that overall, the plan had improved from our review in the previous planning cycle. However, we did identify areas where additional clarity was required regarding the resources and parties involved, as well as places where updates should be considered.

We also highlighted a serious concern regarding a reduction in manpower at Cook Inlet Energy facilities as a summary of typical onsite personnel showed the number of personnel at some facilities reduced by half or more. We mentioned our appreciation for the Department finding other operators' proposals to reduce on-site personnel unacceptable, and urged for a judicious review of Cook Inlet Energy's proposed changes and their potential impact on safe operations, prompt detection of spills or potential spills, and swift and effective first response

- **Additional Comment regarding the Cook Inlet Energy ODPCP**
  - Our additional comments acknowledged the considerable effort Cook Inlet Energy forwarded to improve the plan. We highlighted Five issues for clarification. Those issues were:
    - We requested that the reporting threshold for CIRCAC notification be changed from 55 gallons to 20 gallons
    - This section was modified to clarify how key response resources will be transported to the West side of the Inlet. The new language stated that in adverse conditions, response resources from Trading Bay Production Facility would be used. We asked for clarification about what this would include and that those resources would be sufficient to meet the needs for a significant spill in the area
    - Site Specific Spill Prevention section did not indicate that positions other than the Drill Site Manager and Rig Manager would receive Site specific spill prevention training. We asked for clarification of why site specific spill prevention training is not provided to the other positions, including Lead Operator and Operator
    - ADEC noted, that the Realistic Maximum Response Operating Limitations (RMROL) had been revised largely to lower the winds in which it is assumed that mechanical recovery would be viable. This contradicts the CISPRI Technical Manual's RMROL section and ADEC's request to ensure the operating limitations are consistent with the CISPRI Technical Manual. We noted that we would support lower limits if they are a more appropriate planning assumption for the operating area. However, in this context it presented a contradiction between the Primary Response Action Contractor's (PRAC's) operating limitations as they are applied across many plans and this plan holder's planning and operating assumptions. We requested clarification to ensure the most prudent and achievable operating parameters are established and used by the plan holder and CISPRI.
    - We noted our appreciation for the language added and agree that, if dispersants were approved for use, monitoring for environmental consequences is both important and required. However, the referenced Alaska Dispersant Use Plan describes only the procedures and resources needed to monitor dispersant *effectiveness*, not *effects*. We asked for clarification of what procedures or resources would be used to monitor for potential environmental effects during dispersant application
- **Additional comments regarding the Harvest Alaska LLC., ODPCP**
  - Those comments identified three areas for clarification to plan content which were:

- Muster and evacuation routes for Christy Lee Platform at Drift River
  - Procedures to stop a discharge
  - Personnel at Harvest facilities- vague terminology concerning location of personnel.
- **Comments and requests for additional information on Tesoro Logistics' Kenai Refinery Storage Facility and Truck Terminal ODPCP**
  - Our comments pointed out that the Tesoro Logistics' plan includes the Kenai Refinery and Nikiski Truck terminal. The plan combined two previous, separate plans that covered these facilities independently. Some of our comments likely identified vestiges from this process which could be improved for clarity. We suggested that the plan holder ensure acronyms are spelled out at first use and use a single format in each section (for scenarios and checklists, for example). We strongly suggested that the plan also be reviewed for language that is not applicable to the facilities covered. We identified some examples in our comments, but did not attempt an exhaustive edit; such as several references to on-water response or an on-water response planning standard (although none was calculated). The potential need for a remote communications center is mentioned though not described, and the need is unclear given the expectation that a spill will remain on site at either the refinery or truck terminal. There are also non-specific references to pipelines, which do not appear to be part of the plan (although facility piping is included). In our comments we reference both the State's regulations at 18 AAC 75 Chapter 4 and ADEC's c-plan Application Package Review and Guidance Document dated December 2016.
- **Comments regarding the Hilcorp Alaska, LLC Cook Inlet Exploration Program, ODPCP**
  - Our comments described the Hilcorp plan as a regional, multi-year exploration program to explore for oil and natural gas at multiple sites within 5 units that extend approximately 57 miles along the Cook Inlet from Kenai to Anchor Point. Our comments pointed out that the clarity and utility of the plan would benefit from a careful review to ensure that section, figure, and table numbering is correct and aligned with the table of contents. Our comments also requested clarification or correction of other issues throughout the plan, such as:
    - Inclusion of a summary of a summary of communication equipment for each facility, selected telephone numbers, and radio frequencies as required by regulation
    - Lack of detail regarding the interim actions that the operator will perform until the response contractor initiates full response actions, as required
    - That CISPRI vessels are capable of breaking ice. While CISPRI's vessels are ice *capable*, which simply means their hulls are strengthened in particular places to allow the vessel to transit in ice, not that they are equivalent to an ice *breaker* in either design or power.

- Although we included our appreciation for Hilcorp's assertion that if dispersants are approved for use, sampling and monitoring for possible environmental consequences would be implemented. However, we did point out that the referenced Alaska Dispersant Use Plan referenced, describes only the procedures and resources needed to monitor dispersant *effectiveness*, not *effects*. We requested clarification of what procedures or resources would be used to monitor for potential environmental effects during dispersant application.

## **Protocol**

Since the September Council meeting the Protocol Committee approved for signature comments for three Oil Discharge Prevention and Contingency Plans (ODPCP).

### **Additional comments to the Cook Inlet Energy (CIE), ODPCP**

- Those comments identified five additional areas for clarification to plan contents which were:
  - Reporting thresholds to notify CIRCAC
  - Tank truck availability on the west side of Cook Inlet
  - Spill Prevention Training
  - Realistic Maximum Response Operating Limitations
  - Monitoring procedures to be used in regard to *effects* versus *effectiveness* of Dispersant monitoring.

### **Additional comments regarding the Harvest Alaska LLC., ODPCP**

- Those comments identified three areas for clarification to plan content which were:
  - Muster and evacuation routes for Christy Lee Platform at Drift River
  - Procedures to stop a discharge
  - Personnel at Harvest facilities- vague terminology concerning location of personnel.

### **Comments regarding the Hilcorp Alaska, LLC., Cook Inlet Exploration Program, ODPCP**

- Our comments pointed out that the clarity and utility of the plan would benefit from a careful review to ensure that section, figure, and table numbering is correct and aligned with the table of contents. Our comments also requested clarification or correction of other issues throughout the plan, such as:
  - Inclusion of a summary of a summary of communication equipment for each facility, selected telephone numbers, and radio frequencies as required by regulation
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  - That CISPRI vessels are capable of breaking ice. While CISPRI's vessels are ice *capable*, which simply means their hulls are strengthened in particular places to allow the vessel to transit in ice, not that they are equivalent to an ice *breaker* in either design or power.
  - Although we included our appreciation for Hilcorp's assertion that if dispersants are approved for use, sampling and monitoring for possible environmental consequences would be implemented. However, we did point out that the referenced Alaska Dispersant Use Plan referenced, describes only the procedures and resources needed to monitor dispersant *effectiveness*, not *effects*. We requested clarification of what procedures or resources would be used to monitor for potential environmental effects during dispersant application.

**2017**  
**Prevention, Response, Operations, and Safety Committee**  
**Activities**

**PROPS Committee:**

- Chair- Bob Flint
  - Vice Chair-Jim McHale

**Directors:**

- Bob Flint
- Deric Marcorelle
- Rob Lindsey
- Carla Stanley
- Alternates
  - Michael Opheim
  - Walt Sonen

**Public Members:**

- Robert Reges
- Jan Hansen
- Steve Lufkin
- Scott Hamman
- Ted Moore
- Capt. Bob Pawlowski

**Public Member appointments:**

- James McHale (Reappointment)
- John Bauer (Reappointment)

**Presentations:**

- BlueCrest Cosmopolitan Site Visit
- SafeGuard Marine:
  - Tanker Self Arrest Study
- Alaska Vocational Technical Center (AVTEC)
  - Maritime Training Center and Vessel Simulators

**Committee Member Trip Reports:**

Jim McHale-Clean Gulf Conference  
Steve Lufkin- International Oil Spill Conference (IOSC)

## **Project Accomplishments:**

### **Federal Oil Spill Preparedness Requirements:**

- This is a new project added to the PROPS 2018 work plan. The purpose of the project is to provide an overview of the differences and consistencies between state/federal planning, monitoring, enforcement, and to identify areas of potential concern for CIRCAC should exploration of the 2017 Outer Continental Shelf (OCS) lease sale parcels take place.

### **Ice Forecasting Network:**

- In an effort to improve product support and to cut the cost for additional and replacement cameras we purchased a new camera from Wireless Technologies, Inc. (WTI). The new camera has all of the previous cameras attributes at half the cost. Staff is working with local operators to install the new camera at a new location. The new camera will be re-evaluated after it has been deployed and operational through one season. If it performs as well as expected, the new style camera will be used for system upgrades where practical and as a replacement as required.

### **Geographic Response Strategies (GRS):**

- Staff participated in an Environmental Protection Agency (EPA) land-based GRS workgroup hosted at the EPA offices in Anchorage. This workgroup's focus was on the transportation corridors of the Sterling Highway and the Kenai Spur Highway. Nine selected rivers and lakes along the corridor were the starting point for discussions about potential truck rollovers and spill response activities. Unlike coastal GRS's, inland GRS's have a different criterion for selecting sites; whereas coastal GRS site selection is based on sensitivity, inland sites are based more on risk and potential, then consider sensitivity. Since these sites will be located in areas that are sensitive in their entirety, it would be overwhelming and therefore next to impossible to protect all of them throughout their breadth and length. Factors of risk and potential include the increase (and/or speculative increase) in tank truck traffic carrying crude oil, refined petroleum products, and hazardous liquids and materials.

Participants discussed the work that the EPA has done to help classify some of these water bodies by surveying the water body characteristics (depth, width, current velocity, outlets, etc.), and accessibility. The workgroup set about the preliminary task of identifying likely staging areas and response location access points along the various water bodies. As discussions progressed, possible response processes and tactics were considered. EPA staff queried the group about other waterbodies along these transportation corridors to consider the risk potential at those locations. The session ended with the EPA soliciting further participation in the process of locating and developing strategies to be included in future discussions for GRS assignment to the Kenai Peninsula inland water bodies.

### **Harbor Safety Committee (HSC):**

- Staff participated in the Cook Inlet HSC Managing Board activities to assist with Committee administration
- Staff participated in the HSC as a member representing Cook Inlet RCAC
  - A Harbor Safety Plan (HSP) has been written and approved; work continues to improve the document
  - Standards of care are being assessed for inclusion into the HSP



**Geo-spatial Resource Information Database (GRID):**

- Staff continued to work with contractors to further develop the Geo-Spatial Resource Information Database (GRID). Work was done to identify data to be collected for inclusion into the GRID and to facilitate updating the database. Additional work to lay out the path forward to produce a working version of GRID for testing and for presentation to potential partners to further the project. Additionally, as part of this project, the required programming that will allow integration of the GRID into the Cook Inlet Response Tool (CIRT) is now in progress.

**Cook Inlet Response Tool (CIRT):**

- Staff promoted use of the CIRT at each drill attended with good results
- Staff provided CIRT training for Cook Inlet facility operators
- Staff continues to work with programming contractors to allow CIRT to integrate with the NOAA Environmental Response Management Application (ERMA) program

**Vessel Self Arrest Study:**

- This project has been completed. Contractor presented the project summary to the PROPS Committee for acceptance. Project was presented to the Council for acceptance at the Dec. 2017 meeting.

**Marine Firefighting Symposium:**

- CIRCAC partnered with Prince William Sound RCAC to bring the Alaska Marine Firefighting Symposium to Homer. Staff attended the first day of the symposium to monitor attendance and evaluate attendance and subject matter. The Symposium is open to firefighters from around the State and was well attended. Instruction is conducted by the Resolve Maritime Academy (a subsidiary of Resolve Marine Group, Inc.) to present shore side firefighters with shipboard and marine firefighting techniques and procedures. The first day of the three-day symposium consisted of Command Track and Operations Track classroom work. CIRCAC staff attended to Operations Track classroom which consisted of various shipboard familiarization exercises; to help firefighters access and move through various vessel configurations safely and efficiently. The Command Track instruction was focused on personnel in the command center and the process and strategies of managing a marine fire.

**Pipelines and Facilities:**

- Staff began the process of updating two previous pipeline studies; the Pipeline Integrity Management; Subsea Crude Oil Pipelines in Cook Inlet (2003) and the Pipeline Risk Assessment for Cook Inlet Subarea (2005).  
What started out as a project to update the inventory of Cook Inlet Pipelines and their construction specifications has now morphed into a multiple agency full pipeline review. The project now seeks to identify all Cook Inlet pipelines related to oil production with construction specifications including owners; spill histories; current use status; abandoned pipelines; regulatory definition and agency jurisdiction; leak detection and corrosion control, and shutdown methods. Staff anticipates using this study as a component to a full pipeline risk assessment.

## **Spills and Drills:**

### **Drill Exercise Related Events and Projects:**

- Staff attended the following Cook Inlet drills and drill related events to monitor activities, provide recommendations and advice as required. During drill exercises and actual incidents CIRCAC staff works in the Command Center with the Unified Command (Responsible Party, Federal On-Scene Coordinator, State On-Scene Coordinator), the Operations Section, the Environmental or Planning Section, and the Public Information Officer and/or the Joint Information Center (PIO/JIC). CIRCAC staff provides local knowledge, professional experience and CIRCAC concerns to the Incident Management Team (IMT).

### **Alaska Response Exercise Improvements Process:**

- Staff participated in the Alaska Department of Environmental Conservation (ADEC) sponsored Response Exercise Program Improvement project. The project began with the ADEC conducting visioning and focus group meetings with a select group of stakeholders meant to further define and explore the key issues identified in a 2016 White Paper. After the visioning session and focus group meetings, CIRCAC staff attended a half-day workshop to review the outcome of the meetings and the program. Some of the key issues discussed was the need for clarity of the ADEC's role and responsibilities during a spill response; whether State representatives will augment responsible party staffing during a response or act independently. Whether State representatives' roles are only enforcement of State Regulations and laws or to support response efforts; what the States' roles are and how they are implemented. In response to the visioning session and the workshop the State is drafting an Exercise Guidance document for use by State responders.

Another important topic discussed was the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is a program CIRCAC has promoted in past public comment opportunities for various proposed regulation amendments. HSEEP is a national framework of guiding principles for exercise programs and a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. HSEEP provides a mechanism to track lessons learned from exercise to exercise, year to year as well as from State to State. This allows exercise planners to utilize lessons learned from one area to improve upon exercises conducted in another area having similar circumstances. It also ensures uniformity and continuity over multiple years.

### **Federal Oil Spill Preparedness Requirement:**

- The PROPS Committee approved this new project to be incorporated into the PROPS work plan for 2018. The purpose of the project is to provide an overview of the differences and consistencies between state/federal planning, enforcement and monitoring, and identify areas of potential concern for CIRCAC should exploration of the 2017 Outer Continental Shelf (OCS) lease sale parcels take place.

### **Drill Planning and Design**

- Staff participated in the endeavor National Preparedness Response Exercise Program (NPREP) exercise design and planning team to develop drill exercise parameters and details by creating a realistic drill scenario for this table top exercise (TTX).

## **Drill evaluation**

- This is a multi-year project under the existing Oil Spill & Drills project in the PROPS Work Plan. Evaluators attended drills and provided Drill evaluation summary reports.

## **Drills Attended:**

- **Hilcorp**
  - Staff attended the Hilcorp Beaver Creek drill exercise hosted at the CISPRI Command Center. This was a table top drill; the scenario focused on a pipeline rupture spilling approximately 175 barrels of oil to the ground and wetlands. An additional exercise inject had a tank truck roll over departing the facility to add another 75 barrels of oil spilled. Injects are often used during drill exercises to add complexity to the response exercise. These injects test the incident management team's ability to address unexpected events and circumstances during response efforts.
- **Harvest/Hilcorp**
  - Staff attended the Harvest/Hilcorp, Drift River drill exercise hosted at the CISPRI Command Center. This was a significant exercise due to the overall size of the discharge. This exercise scenario focused on the catastrophic release of two 270,000-barrel storage tanks, resulting in approximately 160,000 barrels escaping the secondary containment and 55 barrels migrating to Cook Inlet. Since the majority of the spill was on land with much of the released oil following the storm water drainage ditches, a comparatively small amount made its way to the Inlet via the drainage system before responders could secure the retention gates on the drainage system. Response efforts were appropriate and timely. The CISPRI command Center provided the Incident Management Team and the Unified Command all of the technical response tools and personnel comfort necessary to function efficiently. Both the Beaver Creek exercise and this exercise was well staffed and conducted.
- **Glacier Oil/Cook Inlet Energy**
  - Staff attended the Glacier Oil and Gas/ Cook Inlet Energy drill exercise hosted in Anchorage. The exercise was designed to meet the National Preparedness Response Exercise Program (NPREP) Guidelines. This was an annual functional exercise conducted to ensure compliance with the United States Coast Guard and the Alaska Department of Environmental Conservation (ADEC) regulatory requirements. The drill scenario centered on a blowout at the Osprey Platform resulting in a 1500 barrels (bbls) per day release with approximately 1200 bbls per day entering Cook Inlet. The exercise was well staffed by the operator and well attended by state and federal agencies.

CIRCA staff participated in the Public Information Officer (PIO) section and worked with the Liaison Officer and the PIO to develop press releases and press briefings by providing insight to local concerns, area information, and CIRCAC assets such as the Cook Inlet Response Tool (CIRT) and the Ice Forecasting Camera system. As part of the exercise, the PIO conducted a Mach press briefing to exercise the Unified Command's ability to communicate through the media.

- **andeavor**

- Staff participated in the drill planning and development for the andeavor/Tesoro annual drill. This drill was designed to meet the National Preparedness Response Exercise Program (NPREP) criteria. Staff attended the drill and participated by working with the Unified Command, Environmental Unit, and the Joint Information Center (JIC). Staff also participated as part of the Drill Facilitation Team as a Truth/Control for the Operations section. The exercise scenario centered on the Kenai Pipeline (KPL) facility beginning with a catastrophic tank release. Oil from the sudden release impacted the Kenai Spur highway, Bernice Lake, Bernice Creek, and finally reaching Cook Inlet. Other response considerations included injured and missing personnel, wildlife impacts, local set net sites, a tanker at the dock, and a natural gas outage that affected approximately 900 homes. Other exercise participants included the Kenai Peninsula Borough, Alaska State Troopers, the Nikiski Fire Department, the Alaska Department of Environmental Conservation, the U.S. Coast Guard, and the Alaska Department of Fish & Game.

CIRCAC staff integrated into the Unified Command Unit (Executive Director), Environmental Unit (Director of Science and Technology), the Public Information Unit (Director of Public Outreach), and the Truth /Control Unit (Director of Operations). Each position required CIRCAC staff to contribute to the Unit's tasks by providing their local knowledge and experience in a cooperative effort to accomplish the drill exercises' goals and objectives. Andeavor fully staffed the Command Center; taking the opportunity to pair new employees with personnel experienced in various drill positions. Along with local personnel several andeavor members from operations in the lower 48 were in attendance. Overall the drill activities met the National Preparedness Response Exercise Program (NPREP) requirements, provided training opportunities for new andeavor employees, and included Local On-scene Coordinator (LOSC) and the Office of Emergency Management (OEM).

## **Spills:**

- **Natural Gas Subsea Pipeline Leak**

CIRCAC staff began monitoring a gas release incident involving an 8" subsea fuel gas pipeline that had developed a leak offshore approximately half way to the Hilcorp owned "A" platform. The pipeline is a converted liquid pipeline that was converted in 2005 from carrying crude oil to carry natural gas as fuel to the A and C platforms, Dillon, and Baker platforms. The line experienced a leak that was first noticed as bubbling on the surface of the water by a helicopter on routine flight operations. Further investigation revealed the fuel gas line was leaking. As the days went by and more scrutiny was placed on the incident by various agencies like the Pipeline and Hazardous Materials Safety Administration (PHMSA), it was revealed that the pipeline had been leaking since December 2016. Hilcorp determined the cause of the leak to be due a rock impact and wearing on the exterior of the pipeline; existing ice conditions made it unsafe for divers to inspect the pipeline and effect repairs until ice conditions abated. The Alaska Department of Environmental Conservation

(ADEC) issued a letter of interest and a Notice of Violation regarding the leak of natural gas into Cook Inlet. Each letter notified Hilcorp of their responsibility to abate the leak and effect repairs but fell short of requiring the line to be shut down. PHMSA the agency having jurisdiction over the pipeline notified Hilcorp in a letter spelling out in detail what actions would be required and the dates for each to be accomplished. Eventually the pipeline was shut in and repairs effected and gas service resumed.

- **Dolly Varden Platform**

CIRCAC staff received a report about a spill on the Dolly Varden. That spill involved an estimated 1 gallon of crude oil that was discharged into Cook Inlet when it splashed from a drum being used to catch oil from a hose that was being drained into the drum. CISPRI was deployed but reported no recoverable oil on scene.

- **Dolly Varden Platform**

Staff received notification from the Alaska Department of Environmental Conservation (ADEC) about a spill on board the Dolly Varden platform. Hilcorp reported to the ADEC that a spill occurred in a produced water processing area. While making rounds an employee noticed produced fluids on the floor of the room. The leak was isolated and the on-board response team recovered all liquid and cleaned the affected area in the room. Approximately 250 gallons of produced water and crude oil mix was discharged and contained within secondary containment of the room. Approximately 50 gallons of the total discharge was crude oil. No oil or produced water escaped; No oil or produced water entered Cook Inlet. All the product was recovered and placed back into the process stream.

- **Anna Platform**

CIRCAC staff received notification from the ADEC of a crude oil release from a subsea crude oil shipping pipeline connecting the Anna Platform and Bruce Platforms to the Granite Point Tank Farm. The report identified a sheen first detected from the Anna Platform by platform personnel; reporting they had felt what was thought to be an impact to the platform and went outside to look for ice impacting the leg. That is when they saw a sheen in the water. The Coast Guard was notified and CIRCAC staff was contacted and briefed by the Coast Guard as well. Hilcorp had also been in contact with CIRCAC staff to provide details of the incident. CISPRI was activated to respond.

Hilcorp and CISPRI conducted helicopter overflights to verify the extent of the sheen. When the sheen was first noticed, it was approximately 1 to 2 feet wide by 100 feet. The overflight found numerous sheens with furthest being 3.5 miles south of the platform and largest being 10 feet by 12 feet in diameter. The overflight covered an approximate 16-mile diameter around the reported spill sight; on return no oil sheen was observed. No further sheen was observed. The OSRV Perseverance remained on stand by to respond to any oil in water sighting.

As stated above the pipeline connects the Anna and Bruce platforms to the Granite Point Tank Farm. The pipeline was running at 70 psi when the sheen was first observed; the pressure on the line was reduced to 10 psi and platforms were shut in. The maximum spill potential was estimated to be 461 bbls based on the total potential of the line content. CIRCAC staff has confirmed the fluid in the pipeline was crude oil with a low water content.

Even though a Unified Command (USCG, ADEC, and Hilcorp) had been in constant contact and consultation with each other and CIRCAC; CIRCAC staff recommended a Command Center and Incident Management Team be stood up.

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

- Meeting hosted in Fairbanks.
- Meeting hosted in Sitka
- Meeting hosted in Cordova
- Staff attended all ARRT meetings. Two important topics have remained front and center all year; the Dispersant Use Plan and an effort to identify area to be avoided within the pre-authorized area and a proposal to re-align Alaska's Unified Plan and 10 Sub-areas to more closely align with the National Contingency Plan framework. The later proposal seeks to make the current State of Alaska Unified Plan a Regional Plan and to replace the current 10 Sub-area plans into an Area Plan with Annexes for each of the 10 different geographic areas (current Sub-areas). There are several reasons touted for this change; standardized format and terminology to make it easier for Federal agencies in the event of a large incident that may require response management using personnel from outside of Alaska and less difficulty (and associated cost) managing updates and maintenance of the documents.

#### **2017 International Oil Spill Conference**

- Staff, Board members and Public members of PROPS will be attending the 2017 International Oil Spill Conference in Long Beach, CA. this year's conference will include Platform Sessions that will highlight topics such as Readiness Assessment, Laws and Policies, Integrating Science into Response, Response Technology: Dispersant Operations, Sunken Vessels, Fate and Monitoring Spilled Oil, Wildlife Issues, Cold Water Spill Research, Oil in Ice Detection, Surface Transport Modeling, Herding Agent, and unconventional Oil Issues. Along with presentations at the Platform Sessions there will be exhibits of new and established response equipment, software, and Oil Spill Removal Organizations (OSRO), a Technical Demonstration demonstrating *The Evolution of Oil Spill Response*, and a Film Festival / Photo Contest.

#### **American Section of the International Association for Testing and Materials (ASTM)**

- Staff and committee members fill seats on three ASTM committees; F20 on Hazardous Substances and Oil Spill Response, F25 on Ships and Marine Technology and E50 on Environmental Assessment, Risk Management, & Corrective Action. Staff and PROPS Committee members review and provided input for various standards under review by all three committees.

# **PROPS Staff Report**

## **Andeavor/Tesoro Drill Planning Meeting**

Staff has been participating in the drill planning for the andeavor/Tesoro annual drill. This year the drill will take place on November 2nd and will involve the Kenai Pipeline (KPL) facility. The drill scenario focuses on a catastrophic tank release that involves the Kenai Spur highway and oil reaching the Inlet. Staff was invited along with U.S. Coast Guard and Alaska Department of Environmental Conservation staff to help design the drill objectives, goals, and parameters. CIRCAC staff participated in the Command Center by integrating into the Unified Command Unit (Executive Director), Environmental Unit (Director of Science and Technology), the Public Information Unit (Director of Public Outreach), and the Truth /Control Unit (Director of Operations). Each position required CIRCAC staff to contribute to the Unit's tasks by providing their local knowledge and experience in a cooperative effort to accomplish the drill exercises' goals and objectives. Andeavor fully staffed the Command Center; taking the opportunity to pair new employees with personnel experienced in various drill positions. Along with local personnel several andeavor members from operations in the lower 48 were in attendance. Local emergency management personnel were included in the drill's design and participated at the Command Center operations in various units and sections within the Incident Command System (ICS). Overall the drill activities met the National Preparedness Response Exercise Program (NPREP) requirements, provided training opportunities for new andeavor employees, and included Local On-scene Coordinator (LOSC) and the Office of Emergency Management (OEM).

## **Andeavor/Tesoro Marine Training**

Staff and CIRCAC board member Walt Sonen attended the andeavor hosted marine training at the AVTEC ship simulator in Seward Alaska. Andeavor / Tesoro invited many of the marine operators working in Cook Inlet consisting of tug boat operators, tanker vessel operators, Southwest Alaska Pilots Association (SWAPA), Cook Inlet Spill Prevention and Response, Inc. (CISPRI), the Alaska Department of Environmental Conservation (ADEC), and the U.S. Coast Guard. Operational personnel from each operator got the opportunity to work together in this collaborative training experience. The training consisted of various scenarios involving tankers transiting Cook Inlet and docking at the Nikiski, KPL terminal in various conditions.

The Alaska Vocational Technical Center (AVTEC) operates and maintains three ship simulators on their Seward campus. Each simulator consists of a large room outfitted to look and perform as a ship's bridge. Each simulator can communicate with the other, allowing for multi vessel operations that require the operator of one vessel to see another vessel and communicate with it by radio; just like actual operations. This was critical for most of the scenarios conducted.

The training spanned a two-day period; allowing each operator to participate in their normal role, i.e. tug operators on tugs and tanker operators on tankers. The training also allowed operators to try their hand at operating other vessels in the same scenario, i.e. tug captain's operating tankers and tanker captains operating tugs; allowing each to experience their counterparts' operational limitations and concerns. Additionally, the andeavor planners included the ice scout vessel (CISPRI response vessel) used during ice conditions to locate and warn moored tankers of ice concentrations being carried on the tidal currents toward the moored tanker. In each of the day one scenarios a tanker, the assist tug, and an ice scout were exercised. Each scenario was designed to present the vessel's captains with a realistic situation that could be encountered (although not commonly seen) while moored at the KPL dock. Some scenarios started with the tanker already moored at the KPL dock in Nikiski; various problems were presented to exercise each vessel. One problem caused the tanker to be pulled away from the dock by ice; requiring the tanker and the bridge crew to perform different maneuvers to hold the vessel to the dock. Additionally, this problem enlisted the assist tug to work in unison with the tanker to aid its

efforts and hold its position at the dock. Each scenario provided opportunities for the captains to apply their experience and expertise to overcome each ordeal.

Other scenarios exercised included different situations that could be encountered while the tanker was on approach or nearing the dock at the KPL facility. Some of the problems included in the scenario contained environmental components like ice and wind others included operational components like having the pilot incapacitated in the middle of the evolution. Each were designed to allow the tanker captain to learn from the unexpected occurrence and practice how to react.

The day two proceedings consisted mainly of tanker self-arrest situations in different Cook Inlet locations and environmental conditions. The day started out with each tanker captain deploying anchors from their vessels trying to intentionally break anchor chains in an effort to better understand the self-arrest technique that would be tested and practiced later; unexpectedly, few chains broke. Later in the day multiple loss of propulsion scenarios were tested in various locations within the Inlet. Each vessel captain had the opportunity to try the self-arrest technique to arrest the movement of their ship after losing propulsion. The day ended with SWAPA pilots demonstrating anchor dredging; a technique used for many years to moor ships at each of the Nikiski docks without the aid of an assist tug. While an assist tug is currently used to assist each tanker to moor at the KPL dock, anchor dredging is still used by some SWAPA pilots along with the tug assist.

This training provided ample opportunities for the participants to discuss issues and concerns regarding winter mooring, self-arrest and tanker operations in the upper Cook Inlet in general. An unexpected benefit that emerged was the openness in which participants engaged in frank conversation about their operations with each other, including frank conversations with regulators about their roles and interactions with marine operations.

The final discussions regarding the two-day training exercise revealed areas that the simulator's parameters could be improved upon to present even more realistic features of vessel operations. Other points brought forward during final discussions were the nuances involved in vessel self-arrest and how vessel bridge crews deal with the innumerable demands for information after a vessel has reported an incident such as loss of propulsion, a break away from the dock or other severe incident.

### **Land Based Geographic Response Strategy (GRS) Workgroup**

Staff participated in an Environmental Protection Agency (EPA) land-based GRS workgroup hosted at the EPA offices in Anchorage. GRS's have been a response cornerstone for well over a decade. The GRS's CIRCAC worked to bring about were developed by forming workgroups to identify and prioritize specific sensitive areas to be protected from impact during an oil spill. As such, the GRS's we are most familiar with appear along the coast line, generally at the mouth of a river or stream or other features like clam beds, sea-bird and water fowl concentrations, salmon migration areas, fishing and recreational use areas, marine mammal concentrations, etc. These GRS's are designed to aid responders by identifying the location, strategy to be employed, how to implement that strategy, the resources needed, how to access the site, the resources to be protected and any special conditions existing at the site. All of these component help responders to quickly and efficiently move personnel and equipment to the appropriate area in advance of an impact by an oil spill.

The EPA's jurisdiction generally applies 1000 feet inland from the Mean Higher High Water (MHHW) height. As such the EPA is seeking to develop inland waters GRS's for oil spill response. While some have already been developed for other areas, none have been developed for the inland waters of the Kenai Peninsula. This workgroup's focus was on the transportation corridors of the Sterling Highway and the Kenai Spur Highway. Nine selected rivers and lakes



along the corridor were the starting point for discussions about potential truck rollovers and spill response activities. Unlike the coastal GRS's, inland GRS's have a little different criterion for selecting sites. Whereas coastal GRS site selection is based on sensitivity, inland sites are based more on risk and potential and consider sensitivity. Since these sites will be located in areas that are sensitive in their entirety it would be overwhelming and therefore next to impossible to protect all of them throughout their breadth and length. Factors of risk and potential include the increase (and speculative increase) in tank truck traffic carrying crude oil, refined petroleum products, and hazardous liquids and materials.

Participants discussed the work that the EPA has done to help classify some of these water bodies by surveying the water body characteristics (depth, width, current velocity, outlets, etc.), and accessibility. The workgroup set about the preliminary task of identifying likely staging areas and response location access points along the various water bodies. As discussions progressed, possible response processes and tactics were considered. EPA staff queried the group about other waterbodies along these transportation corridors to consider and the risk potential at those locations. The session ended with the EPA soliciting further participation in the process of locating and developing strategies to be included in future discussions for GRS assignment to Kenai Peninsula inland water bodies.

### **Andeavor/Tesoro Drill**

Staff participated in the drill planning and development for the andeavor/Tesoro annual drill. This drill was designed to meet the National Preparedness Response Exercise Program (NPREP) criteria. Staff attended the drill and participated by working with the Unified Command, Environmental Unit, and the Joint Information Center (JIC). Staff also participated as part of the Drill Facilitation Team as a Truth/Control for the Operations section. The exercise scenario centered on the Kenai Pipeline (KPL) facility beginning with a catastrophic tank release. Oil from the sudden release impacted the Kenai Spur highway, Bernice Lake, Bernice Creek, and finally reaching Cook Inlet. Other response considerations included injured and missing personnel, wildlife impacts, local set net sites, a tanker at the dock, and a natural gas outage that affected approximately 900 homes. Other exercise participants included the Kenai Peninsula Borough, Alaska State Troopers, the Nikiski Fire Department, the Alaska Department of Environmental Conservation, the U.S. Coast Guard, and the Alaska Department of Fish & Game.

CIRCAC staff integrated into the Unified Command Unit (Executive Director), Environmental Unit (Director of Science and Technology), the Public Information Unit (Director of Public Outreach), and the Truth /Control Unit (Director of Operations). Each position required CIRCAC staff to contribute to the Unit's tasks by providing their local knowledge and experience in a cooperative effort to accomplish the drill exercises' goals and objectives. Andeavor fully staffed the Command Center; taking the opportunity to pair new employees with personnel experienced in various drill positions. Along with local personnel several andeavor members from operations in the lower 48 were in attendance. Overall the drill activities met the National Preparedness Response Exercise Program (NPREP) requirements, provided training opportunities for new andeavor employees, and included Local On-scene Coordinator (LOSC) and the Office of Emergency Management (OEM).

## **Public Outreach Report to the Board – Nov. 30-Dec. 1, 2017**

The Public Outreach Director has continued activities to solicit new memberships and promote CIRCAC through paid, earned and social media avenues.

**Paid Media**—We are currently in the process of placing ads for next year, including in the Kenai Peninsula Visitor Guides and on social media to promote the 2018 Scholarship offerings.

We are on schedule to produce a new radio ad to complement the three existing ads that run in rotation.

In addition, we are purchasing promotional items to publicize our mission, logo, contact information, or special projects, including magnetic calendars, bookmarks, lip balm, pens, spices, pails and totes. These are distributed to various events, such as AMSS, ComFish, Industry Appreciation Day and, most recently, Pacific Marine Expo.

### **2017 Earned Media (which mentions CIRCAC) to date (since last board meeting are in bold):**

- **10.18.17 – Cook Inlet oil spill response tool to integrate subsistence resources, KBBI**
- **09.17.17 – Applying for change, Petroleum News**
- **09.13.17 – Hilcorp advances plan for cross-inlet oil pipeline, Alaska Journal of Commerce**
- **08.30.17 – CIRCAC recertified for 27th consecutive year, KSRM Radio**
- 07.12.17 – Coast Guard seeks comments on CIRCAC certification, Kodiak Daily Mirror
- 05.18.17 – State says harsh conditions, not aging infrastructure, culprit in gas leak, Alaska Public Media
- 05.05.17 – Hilcorp plans \$75 million project to remove dangers from terminal located near volcano, Alaska Dispatch
- 04.19.17 – CIRCAC, state to assess pipelines in Cook Inlet, Peninsula Clarion
- 04.06.17- Incidents highlight spill response challenges in Cook Inlet, Alaska Journal of Commerce
- 04.06.17 – Cook Inlet leaks draw more scrutiny for Hilcorp and its aging infrastructure, APRN
- 03.25.2017 – Hilcorp to reduce gas flow to leaking gas line, Peninsula Clarion
- 02.16.2017 – Hilcorp gas pipeline leaking into Inlet, Peninsula Clarion
- 01.23.2017 – Citizen group hammers state for not responding to Cook Inlet oil leak, Alaska Dispatch News

### **News Releases to date:**

- 08.19.17 CIRCAC recertified for 27<sup>th</sup> consecutive year
- 05.07.17 USCG accepting public comments on CIRCAC recertification
- 04.24.17 CIRCAC announces 2017 scholarship awards
- 02.20.17 Harbor Safety Committee filling stakeholder seats
- 02.08.17 Registration open for Marine Firefighting Symposium
- 01.09.17 CIRCAC accepting scholarship applications

**Social Media**—Facebook posts increase brand recognition and promote our activities, including Board Meetings, upcoming events, scholarships, Harbor Safety and other committee news, and our newsletter.

## Trade shows, exhibits, conferences and presentations

In addition to AMSS, ComFish and Industry Appreciation Day, in 2018 we are planning on participating in the Ninilchik Fair. These events also provide opportunities for public outreach in communities. (See New Stakeholder Recruitment, below.)

**Pacific Marine Expo**—This November, we exhibited for the first time in 5 years at the Pacific Marine Expo in Seattle in the “Alaska Room” for Alaska specific topics and groups. Assisting at the booth was our Director and Commercial Fishing representative Paul Shadura, Director of Science and Research Sue Saupe and CIRCAC Executive Director Mike Munger. Coastal communities and fisheries related Alaska federal, state and non-governmental organizations were well represented and the event, which was attended by more than 14,000 people, afforded CIRCAC the opportunity to meet with hundreds of individual Alaskans and groups. We also created a new web page to complement promotional items (bookmarks and magnetic calendars) featuring Alaska seaweeds ([www.circac.org/seaweeds](http://www.circac.org/seaweeds))



Left to right: Century Link Venue, ASMI Program Director and Fisherman of the Year Bruce Schactler with Paul Shadura, Executive Director Mike Munger and Alaska Statesman Clem Tillion.

**Drills**—On November 2, the Public Outreach Director participated in a very well-attended Drill Exercise conducted by the Andeavor/Tesoro Incident Management Team as a member of the Joint Information Center within the Unified Command. The drill took place at CISPRI headquarters in Nikiski and in addition to CISPRI and Andeavor staff, included representatives from the State of Alaska Departments of Environmental Conservation, Fish and Game, and Natural Resources, the Alaska State Troopers, US Coast Guard, NOAA, US Fish & Wildlife Service, and the Kenai Peninsula Borough Emergency Management Division. CIRCAC staff participated in the drill exercise design and development process and throughout the Incident Command System during the exercise; as an advisor to the Unified Command, within the Environmental Unit, in the Joint Information Center, as a member of the drill facilitation team as "Truth/Control" providing information injects to the Operations Section.



Scenes from the Andeavor November 2, 2017 drill.

**New Tourism Stakeholder Group Recruitment**—Since our last meeting, we have successfully recruited the Kenai, Soldotna, and Homer Chambers of Commerce to the newly expanded Tourism Stakeholder Group. The Kodiak Island Convention and Visitors Bureau has also expressed an interest in joining. We have met with the Anchorage Chamber of Commerce and Visit Anchorage.

**Cook Inlet Navigator e-Newsletter**—the *Cook Inlet Navigator*, is still an important means of reaching out to our key audiences throughout the Kenai Peninsula. We have nearly completed all our Directors Profiles and will continue with profiling committee members and new stakeholder groups. With more than 800 subscribers, the newsletter is an effective way to support other CIRCAC-related projects and programs, such as risk assessment and Harbor Safety Committee updates. The extensive subscriber list continues to be utilized to broadly distribute news releases and other announcements.

**Articles to date:**

- January – HSC seeks applicants, apply for CIRCAC scholarship, Board update, tourism group expanded
- February – Alaska Forum on the Environment, HSC News Update
- April – Annual Report, KPTMC joins CIRCAC, Board Update, Kodiak student awarded scholarship
- May – CIRCAC applies for recertification, Hilcorp plans subsea pipeline, Reutov awarded scholarship
- July – Coast Guard accepting comments on CIRCAC recertification
- August – BlueCrest facility tour, USCG Change of Command, CIRCAC provides insights on dispersants, volunteering makes a difference
- September – Board of Directors Meeting, no newsletter
- October – Message from the Executive Director, meet Paul Shadura, CIRCAC participating in upcoming drill
- November – CIRCAC welcomes new Tourism groups, ADEC accepting comments for dispersant avoidance areas, CIRCAC and partners share expertise at drill exercise, CIRCAC accepting scholarship applications for 2018

**Directors Update**—Following each Board Meeting, we prepare a summary of the meeting proceedings. These are distributed to the Directors to share with their Stakeholder Groups and are routinely included in packets for Council and Assembly meetings.

**Website**—Recent updates include improvements made to the Newsletter web page. Other improvements are ongoing and the calendar and pages are up-to-date. Please notify the Public Outreach Director of any events that are not posted which should be. Social media tools are used to continually drive audiences to our web page for more in-depth information.

## **2017/2018 EMC Committee**

- **Chair - Carla Stanley**
- **Vice Chair - Eric Klein**

### **Directors:**

- **Carla Stanley**
- **Molly McCammon**
- **Deric Marcorelle**
- **Michael Opheim**

### **Public Members:**

- **Dan Urban**
- **Eric Klein**
- **John Tuttle**
- **Richard Prentki**
- **Rick Frederic**
- **Robert Reges**

### **Public Member appointments:**

- **Dan Urban (Reappointment)**
- **John Tuttle (New Appointment)**

## **Activities in 2017 for Environmental Monitoring Committee (EMC)**

### ***Staff Report: Susan Saupe***

## **Chemical and Biological Monitoring Program**

### ***Kamishak Bay/Lower Cook Inlet Intertidal Habitats – General Activities***

1. For our project *Evaluation of Nearshore Communities and Habitats; Ecological Processes in Lower Cook Inlet*, a partnership project with the National Park Service (NPS), the University of Alaska Fairbanks, and NOAA (and funded by the Bureau of Ocean Energy Management, BOEM), we presented a poster at the January 2017 Alaska Marine Science Symposium titled “*Nearshore assessments of complex rocky reefs and platforms in lower Cook Inlet: A patchwork of marine assemblages.*”
2. Our NPS/CIRCAC agreement was revised to include funding to cover responsibilities of being lead scientist and planning for all logistics for the 2017 field work. We scheduled separate subtidal and intertidal sampling teams due to scheduling conflicts. In addition, we planned a separate helicopter survey on the Douglas Reef system. With NPS, we submitted a request for and received a sampling permit from ADF&G for invertebrates and algae voucher collections.
3. In June 2017, Maritta and I submitted our annual progress and financial report for the contract with NPS.
4. As a component of the new four-year agreement with NPS (with BOEM funding), we received some support for the development of our EMC on-line contaminants database where we are compiling our hydrocarbon, persistent organic pollutants, and heavy metals data. I continued to work with our contractors to compile data. We are working through options of how we will provide the data, how it can be downloaded, and which visualizations make sense. Project contractors include Bill Driskell (Seattle), Kinnetic Laboratories, Inc. (Anchorage), and Axiom Data Science (Anchorage).

### ***Kamishak Bay/Lower Cook Inlet Intertidal Habitats – Field Activities***

1. We had a very successful field season for our project *Evaluation of Nearshore Communities and Habitats; Ecological Processes in Lower Cook Inlet*. Our activities for this project this summer included:
  - After receiving 3 quotes for the work, we selected the vessel *Island C*, based mainly on its lowest day rate compared to the other two vessel bids. We’ve used this vessel in the past on several projects and it’s a great work platform and could provide the necessary support for both the diving and intertidal components. I worked with the vessel and the University of Alaska dive crew to organize their 5-day field survey, but did not participate in that survey.
  - For the intertidal survey, I coordinated with scientists from NPS and NOAA and our first field trip was an 11-day survey based on the *Island C*, accessing our shore stations via a small landing craft. This survey took place between Nordyke Island in

the south and Tuxedni Bay in the north. As Chief Scientist, I was responsible for the overall trip planning and worked with the other scientists and vessel crew to schedule day-to-day operations and oversee sampling to ensure we met our obligations under the original contract with BOEM.

- Using Maritime Helicopter, we conducted an additional 3-day helicopter-based survey on the extensive reef system between the Douglas River mouth and Akumwarvik Bay. This survey was also coordinated with another team from NPS that was obtaining high resolution coastal aerial imagery that also captured marked locations where we collected on-the-ground GPS data using methods that will provide us with very accurate location information.
- Overall, during our vessel-based surveys, we were able to complete dive and intertidal sampling at four of our main study sites on Nordyke Island, Augustine Island, Pomeroy Island, and Iliamna Point. In addition, we sampled new sites on Scott Island in Iniskin Bay and Turtle Reef near the mouth of Iliamna Bay. On the Douglas Reef system in southern Kamishak Bay, we were able to sample nine transects across the reef system using the helicopter for access. A selection of photos from this summer's surveys is on the next page, showing the extensive shallow angle reef systems that are ubiquitous in the Kamishak Bay area. This study is providing quantitative and qualitative data about sensitive nearshore habitats that are near the federal lease sale area in lower Cook Inlet.

### ***Kamishak Bay/Lower Cook Inlet Intertidal Habitats – Upcoming Activities***

1. We are working with a University of Alaska Fairbanks (UAF) College of Fisheries and Ocean Science graduate student to correlate our species data with stable carbon and nitrogen isotope data to begin building a food-web model. I provided our 2017 quadrat data for interpretation of the isotope data and a presentation will be provided at the January 2018 Alaska Marine Science Symposium:

***Title: Nearshore food web structure in two contrasting regions of Cook Inlet***

***Authors: Danielle Siegert, Katrin Iken, Brenda Konar, Susan Saupe, Mandy Lindeberg***

*Nearshore benthic ecosystems in Alaska are critical habitats for many marine species, and are utilized by humans for harvest and commerce, including oil and gas extraction. These nearshore communities are also impacted by increased glacial melt and river discharge due to climate warming, but how these ecosystems respond to such stressors is still unclear. Here we use Cook Inlet as a case study to compare food web and community composition between two regions (Kachemak Bay and Kamishak Bay) exposed to differing physical environments and potential climate and human exploitation stressors. Key taxa, including benthic invertebrates and macroalgae, were analyzed for stable isotopes ( $\delta^{13}\text{C}$  and  $\delta^{15}\text{N}$ ) to determine food web structure. We present preliminary comparisons of food webs linked to quantitative measures of community structure between the two regions. Quantitative measures will include the percent cover of taxa, mean trophic level of consumers, and the relative abundance of trophic levels in each region. These data will help us assess food web complexity, which has been linked to increased ecosystem stability. Building on current monitoring projects, we aim to improve understanding of the community structure in these regions to better inform management of these vulnerable nearshore habitats.*

2. One of the project Principal Investigators, Dr. Tahzay Jones, submitted an abstract about our project, focusing on the Real Time Kinetic (RTK) project component, to the Biennial Oceans Sciences Meeting. This will be presented in February 2018 at the Portland, OR meeting:

***Title: Applied use of Structure from Motion and RTK technology to develop high resolution elevation information of intertidal biological communities***

***Authors: T. Jones, S. Venator, S.M. Saupe, and M. Lindeberg***

*Structure from Motion (SfM) technology is frequently used in a variety of applications including the development of digital elevation maps. The efficacy of these elevational maps is dependent on the accuracy of ground control, the elevational changes in the combined image, and the angle of the photographs, among other factors. The intertidal environments of Cook Inlet, Alaska provide a large tidal range (<26 ft) creating broad scale tidal flats with complex biological compositions ideal for SfM dataset collections. SfM was combined with an RTK (Real Time Kinetic) GPS system in lower Cook Inlet to develop a high resolution (<50 cm) topographic dataset of the intertidal biota. SfM flights were conducted at low tide around 1800 ft AGL to give ~15 cm pixel resolution simultaneous to biological data collection. RTK collection of biological community tied the community to  $\pm 5$  cm x,y,z coordinates. And acted as additional ground control for the SfM model development. Because SfM utilizes photographic imagery, the site locations of community composition could then be used graphically to estimate similar community types creating the potential for community mapping on a broad scale.*

***Plain Language Summary***

*High resolution aerial imagery can be used to create maps of the elevation of the coast exposed at low tide. The biology of this exposed area depends on how long the biology is under water. Using the elevation maps created by the aerial imagery and combining that high precision GPS measurements of where the biology is found in the tidal zone gives an idea of how long the exposure to the tide is generally. The high resolution pictures created provide an opportunity to then map where that biological community exists along a wider area.*

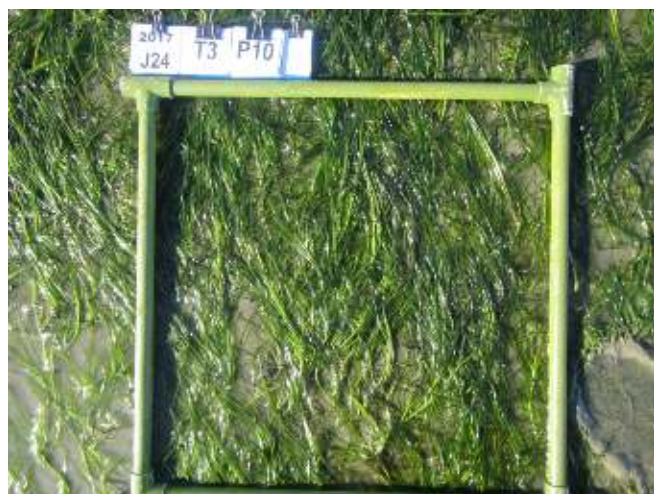
3. I will be presenting a summary of the work we've been conducting for this project at the PWSRCAC Science Night on Thursday, December 1<sup>st</sup>. This will be a general presentation that describes our field work and the overall goals of the project:

***Title: A low angle view: Making sense of Cook Inlet's complex rock platform and reef habitats***

*To fill data gaps identified in the lead up to the most recent Cook Inlet federal offshore lease sale, the Bureau of Ocean Energy Management (BOEM) is funding a multi-year collaborative study to assess nearshore habitats in areas at risk from upstream oils spills. The National Park Service, NOAA, UAF, and CIRCAC are focusing their efforts on a habitat with little historical data; low angle, wide rock reefs and platforms in lower western Cook Inlet. These features are unique to the area, ubiquitous in Kamishak Bay, and include enormous expanses of intertidal and shallow subtidal habitat. Real Time Kinematic (RTK) satellite navigation is providing high resolution tidal height measurements for invertebrate and algal community assemblage data collected across all tidal ranges. An overview of the overall study will be provided, including sampling methods developed for these unusual environments.*

4. Our two algal taxonomists, Dr. Sandra Lindstrom and Mandy Lindeberg, will coordinate to have all of our voucher specimens we pressed in the field archived in appropriate herbariums.





5. In October I met with Archipelago Marine Research, Ltd. to develop a scope of work to have nearly 1500 photo quadrats analyzed. As part of our sampling for our lower Cook Inlet study, we sampled “point-contact” quadrats in the field, as well as photo quadrats. We plan to compare results from the two methods as part of our overall recommendations to BOEM for a long-term monitoring strategy.
6. In October, at the request of our contract representative at BOEM, I provided a summary of our lower Cook Inlet habitat studies to a meeting of the Kachemak Bay National Estuarine Research Reserve (KBNERR) Marine Ecosystem Workgroup.

### ***Integrated Cook Inlet Environmental Monitoring and Assessment***

1. We had \$31,000 remaining in this budget from when we received an over-payment from NOAA for the work we conducted for the ICIEMAP study finalized in 2010. Each year since then, we contacted NOAA (usually through our CIRCAC Financial Auditors) to figure out how to get these funds off of our books and return the funds to NOAA. This summer, Mike submitted a request from me that we be allowed to keep the funds and apply it to a project that would benefit both of our organizations and related to our ICIEMAP work. Unfortunately, this time they immediately responded and requested the funds be returned, which Maritta facilitated.
2. We are working with contractors (Driskell and Kinnetic Laboratories) to finish compiling this data in a way that it can be served through the AOOS data portals. We are also submitting a proposal to seek additional funds under an RFP that listed “Data Rescue” as one of their priority funding categories.

## **Coastal Habitat Mapping Program**

### ***ShoreZone***

1. We continue working with our data from our May 2016 ShoreZone surveys along the Alaska Peninsula. Our contractors at Archipelago Marine Research, Ltd. are working with me to compile our data into a new database format for a revamped Shore Station Database and Visualization Tool on the NOAA ShoreZone website and AOOS data portals.
2. I purchased a high resolution large-bed scanner for archival quality digital records of our voucher specimens from the field work. This scanner was shipped to NOAA where our pressed specimens have been digitally scanned so that we have a final permanent copy and can then provide the originals to herbarium collections. We were requested to provide a selection of the specimens to the Smithsonian Institute, which will be done next year.
3. We presented a poster about our shore station work at the Alaska Marine Science Symposium in January 2017 titled “*Long-awaited coastal habitat assessment for an area along Alaska Peninsula’s remote coast.*”
4. Cindy Harman-Moore of NOAA, Dr. Nicole Kinsman of NOAA, and I conducted a half-day ShoreZone workshop at the Oceans ’17 Conference in Anchorage on September 18<sup>th</sup> in Anchorage.



5. We will be working with PROPS to finalize the data collected during an additional component of our shore station surveys – opportunistic ground-truth surveys of Geographic Response Strategies in the area. EMC contracted with Nuka Research for one person (Mark Janes) and the National Park Service provided Dr. Tahzay Jones towards these surveys at no cost to our project. This component was added to take advantage of having a vessel in the area and because there hasn't been the opportunity to send someone to assess those sites on-the-ground yet and it is incredibly expensive to do work in that area. Additional work will be required to take the information gathered for each site and compile it into a format that can be integrated into active GRS on-line. The team had successfully assessed most GRSs between Mitrofanina Bay and Wide Bay - and were able to collect some additional detailed oceanographic measurements for some of the sensitive sites.
6. Our annual ShoreZone Partners public meeting is November 28 in Anchorage. I will be providing a "ShoreZone 101" presentation that will include a discussion of our Shore Station work. Our contractor will also provide a more detailed presentation about specific steps we are taking to update this valuable database. The ShoreZone Steering Committee will meet on November 29 to discuss specific issues regarding the overall ShoreZone database and web-hosting options, public outreach needs and efforts, and any other issues that have come up over the past year.
7. The steering committee members have each been proving review comments for revisions to the Alaska ShoreZone Protocols to NOAA and Coastal and Ocean Resources, Inc. I am working with them to incorporate Shore Station methods in the protocols for the first time.



### ***Cook Inlet Response Tool (CIRT)***

1. Our contractors are moving to the next phase of our joint PROPS/EMC project to integrate the Geographic Response Information Database (GRID) into our CIRT tool, which is an Alaska Ocean Observing System (AOOS) data portal. They have completed Phase I of a multi-phase project sponsored by both EMC and PROPS and, with PROPS, we are in the process of finishing scopes of work for contractors at Axiom and Nuka so that they can ingest the GRID data and begin developing visualizations of the data. Nuka will begin compiling data from additional communities in our Area of Concern.
2. I provided a half-day tutorial to Andeavor personnel at CISPRI in September in preparation for their November 2<sup>nd</sup> drill. At their request, I covered Cook Inlet's physical environment and how to access on-line habitat data. At the drill on November 2<sup>nd</sup> (the scenario included oil reaching the marine environment – see Vinnie's PROPS report), it was satisfying to see that the CIRT tool (as well as other AOOS data portals) were accessed by drill personnel. Typically, I'm the one using those tools to feed them information. Now, at least for Andeavor, their staff in the Environmental Unit seemed comfortable with accessing the various data layers.
3. On November 15, I provided a one-hour presentation about ShoreZone and how to access the habitat data and imagery in the context of many other data layers important to oil spill planning and response at a NOAA-led "Science of Spills" class. This is a week-long class that NOAA's Office of Response and Restoration periodically teaches around the country. I was told that they had over 120 applicants for the 45 (or so) spaces that they had available, so there is definitely a need within agencies and industry for this type of detailed oil spill scientific information.

### **Physical Oceanography and Oil Fate and Effects Programs**

1. One more of the draft white papers from the *Dispersants Workshop for the State of Science for Dispersants in Arctic Waters* was released in 2017 by the Coastal Response Research Center (CRRC) and NOAA. This project included a series of expert meetings at the request of a national planning team for an Arctic Spill of National Significance (SONS) after they identified the need for a definitive evaluation of the state of the science for dispersants and dispersed oil. I was part of the planning team that selected the topic experts with the goal that each group would provide a list of unanimously agreed upon what is known about dispersants and dispersed oil that can be supported in the scientific literature. As well, they were to identify knowledge gaps and major uncertainties. The experts focused on five topics concerning dispersants and dispersed oil:
  - Topic 1: Efficacy and Effectiveness;
  - Topic 2: Physical Transport and Chemical Behavior;
  - Topic 3: Degradation and Fate;
  - Topic 4: Eco-Toxicity and Sublethal Impacts.
  - Topic 5: Public Health and Food Security; and

The experts submitted their statements to CRRC and NOAA and, so far, Topics 1-4 have been released for public comment and the comment periods are now closed. Topic 5 is still

being prepared. The status of the review process and notifications of review opportunities can be found at [http://crrc.unh.edu/workshop/crrc/dispersant\\_science](http://crrc.unh.edu/workshop/crrc/dispersant_science).

2. I attended the Gulf of Mexico Research Initiative (GOMRI) Oil Spill and Ecosystem Conference from 6-10 February 2017. This meeting provides an opportunity to see the most recent research results related to oil fate and effects. Though much of the research is related to the Gulf of Mexico, and specifically the Deep Water Horizon oil spill, many of the studies also include test conditions or information that applies to Arctic and sub-Arctic conditions. It's also an opportunity to have meetings related to our National Dispersants Workgroup and for me to meet with some of our contractors and partners on other projects.
3. On June 13, Mike Munger and I attended a conference convened by the San Juan County Department of Emergency Management to give local stakeholders and state and federal spill response authorities the opportunity to discuss benefits and drawbacks of using dispersants authorization and decision-making of dispersant use in Washington waters. I was an invited speaker asked to provide a technical understanding of dispersant science and explain how CIRCAC works with the scientific, technical, and regulatory community to promote informed decision-making during oil spill planning and response.

Among the objectives of the conference were to review the state-of-knowledge regarding chemical dispersant use, summarize consensus science, and identify knowledge and information gaps. My presentation gave an overview of how dispersants work, what we know and don't know about their effectiveness and potential toxicity, and how trade-offs and other considerations are evaluated by stakeholders and decision-makers to inform their understanding of dispersants as an option for mitigating oil spills. I was asked to also describe the unique role and activities of CIRCAC in oil spill planning and response, especially in the context of dispersant-use decisions. Representatives from the US Coast Guard, NOAA's Office of Response and Restoration, and the Washington Department of Ecology provided additional information for local stakeholders to learn about the technical and regulatory framework for dispersant use in their region of Puget Sound. All of the speakers also participated on a panel discussion to hear feedback and foster discussion about local priorities and concerns.

4. In August, I met with Dr. Yi Chao (Seatrek), Kris Holdereid (NOAA), and several staff from the Kasitsna Bay Laboratory to discuss Cook Inlet modeling needs. Dr. Chao previously worked for the Jet Propulsion Lab and was responsible for developing the Regional Ocean Modeling System (ROMS) for the Alaska Ocean Observing System (AOOS). The goal of our meeting was to plan how to move forward with developing oceanographic modeling tools for Cook Inlet, with CIRCAC's specific interest being a good 3-dimensional transport model that can provide more accessible oil spill trajectories for planning and response. Steve Catalano and I are developing a scope of work to contract with Dr. Chao on a PROPS project to produce a white paper that (1) summarizes the current "state of Cook Inlet oceanographic models," (2) evaluates the models in the context of Cook Inlet's unique oceanography (e.g. extreme tidal range, bathymetry, tidal rips, etc...), (3) identifies data gaps that are potentially limiting the ability to accurately model the Inlet, and (4) makes recommendations for moving forward with developing an accessible desktop trajectory model for Cook Inlet.

EMC has concerns with Dr. Chao's potential conflict-of-interest due to his efforts towards

building operational ROMS models. Since all of the modelers familiar with Cook Inlet have some vested interest in a particular model, we are working towards creating a robust review process that will include other modelers and Cook Inlet physical oceanographers to vet the results of his white paper and to help us make final decisions for moving forward with our project.

5. At the invitation of Dr. Kinner of the Coastal Response Research Center (CRRC), I participated in the Arctic Domain Awareness Center (ADAC) exercise “Coping with the Unthinkable... an Arctic Maritime Oil Spill,” an Arctic-related Incident of National Significance Workshop (Arctic IoNS) from October 23-25 in Anchorage. The goals of this effort were to Specific objectives of the workshop, using a “potential scenario” will be to (1) determine gaps in science and technology with respect to preparedness and response to a potential Arctic oil spill and (2) provide ADAC with potential Request For Proposal topics for future research on Arctic maritime oil spills.

### **Technical Review Program**

1. I wrote comments for CIRCAC submission on Avoidance Areas within Preauthorization Area of the Dispersant Use Plan for Alaska (attached) and presented them to the Protocol Committee for review and approval in early January. They were submitted on January 9<sup>th</sup> to Nuka Research, who was the contractor to the Alaska Regional Response Team (ARRT) for receiving and compiling public comments.
2. After we submitted comments our comments, the Subarea Sensitive Area Work Group asked me to provide a presentation on June 6th expanding on our comments. I provided background information about our areas of concern east of Kodiak, focusing on the shallow Portlock and Albatross banks and also discussed the newer research coming out of the Gulf of Mexico Research Initiative regarding deposition of Marine Oil Snow Sediment and Flocculent Accumulation (MOSSFA) and its potential to impact these shallow areas if dispersants were applied nearby during certain seasons and conditions. Their recommendations were provided to the ARRT and a “final draft” was released this fall. They provided a presentation back to the commenting organizations describing those recommendations. The committee had taken most of our concerns seriously and incorporated most of the request “avoidance areas.”
3. I was a “Subject Matter Expert” for the State of Alaska’s review of Hilcorp’s sampling plan and water quality sampling related to the natural gas leak on the supply pipeline leading to Platform A. It was important to the state that they clarified that I participated as a Subject Matter Expert, and not as a representative of CIRCAC as it was outside of our strict mandates for crude oil. I was also asked to provide advice, information, and CIRCAC data to Hilcorp contractors as they developed their water and air quality sampling plans. We’ve been contacted multiple times by the media for information about Cook Inlet’s physical and chemical environment and its biological resources, as well as helping to interpret the results of testing near the discharge. ADEC and Hilcorp also provided a seat for me to participate in several overflights to collect observations of wildlife in the leak areas as well as middle and upper Inlet areas at risk.

## **Additional Activities**

1. Attended the Alaska Marine Science Symposium during the week of January 22-27, and had many side meetings with our various partners and contractors.
2. I participate in a Habitat Focus Area Steering Committee Meeting in January where we focused discussions on clam habitat. We received updates about clam habitat, population, hatchery, and restoration studies.
3. In February, I provided background information about our Cook Inlet contaminant studies at the request of personnel at NMFS's Protected Resources Division in Anchorage, as well as recommendations for further studies based on our Beluga Winter Prey study.
4. In April, I met with Jen Dushane who is under contract with the National Marine Fisheries Service to pull together Marine Mammal Disaster Response Guidelines (MMDRG) for their species in Cook Inlet and Kodiak. The MMDRG will build upon recently updated National Guidelines, but provide regionally-specific communication and response strategies to accommodate scenarios that may be encountered during a disaster response in our area. She was subsequently able to meet with many Kenai Peninsula stakeholders in late May and early June and will be drafting a document that will eventually be available for review. The overall goal is to develop guidelines that will help NMFS to mitigate adverse impacts to their trust resources (and by extension, local communities) from disasters.
5. The Oil Spill Recovery Institute (OSRI) had a workplan committee meeting in Anchorage in July. As a Board Member on OSRI, I participate on that working committee since it's a great opportunity to learn about current research partnership opportunities and to influence how OSRI funds oil spill technology and research projects. Our recommended budget and workplan that we developed in July was submitted to the full board at OSRI's September 22nd meeting in Cordova, where it was slightly revised and approved.
6. ADEC proposed an Alaska Pollutant Discharge Elimination System (APDES) individual permit authorizing Cook Inlet Energy, LLC – Sabre Oil and Gas Exploration Project to discharge pollutants to state waters. As part of the proposed permit, ADEC is requiring an Environmental Monitoring Program be conducted by Cook Inlet Energy. In that past, we have not always been provided the opportunity to review monitoring plans submitted to EPA prior to the sampling taking place, so CIRCAC submitted comments that pointed out that our data provides a context in which we can interpret future introductions of a wide range of permitted and non-permitted contaminants. We also requested that we provided the opportunity to provide formal review of the Study Plan that the draft permit requires. CIRCAC can provide a perspective based on decades of experience designing and conducting such studies in Cook Inlet.

**Administration Report**  
**Cook Inlet RCAC Board of Directors Meeting – December 1, 2017**  
**Annual Report**

Below you will find a brief update on the primary administrative tasks performed – or assistance provided – by your Administrative staff throughout the current calendar year.

**Support** – Providing support to our volunteers, staff colleagues, and partners is our core function. Maritta Eledge, Vaito’a Heaven and Jerry Rombach strive to perform at a consistently high level of service and are pleased to work with such appreciative associates. By the end of the year, we will have produced or supported 25 board or committee meetings; sent 14 volunteers or staff to 5 conferences and expos; made 29 airline and 89 hotel reservations; provided countless meals; and more – Vaito’a does most of the heavy lifting on these. We’ve paid the bills, renewed the insurance, updated the budgets, provided support to grant applications, shoveled the front walk, renewed our licenses, scanned publications, filed the papers, bought the supplies, proofread and edited documents, answered the phones and met the public. We maintain excellent rapport with our vendors, contractors, consultants and others for the overall good of the cause.

**Recertification** – Marshalling our 2017 Triennial Recertification application through the Coast Guard. With tremendous support from Lynda Giguere, Director of Public Outreach, we secured broad support from legislators, local communities, state and federal agencies, and interest group members. CIRCAC received its 26<sup>th</sup> consecutive Recertification without exception in August.

**Annual Financial Audit** – Supporting the audit team from Lambe, Tuter and Wagner PC to enable a smooth review of the Council’s financial records. The process went very well, and the audit found no significant irregularities; their recommendation for speedier collection of end-of-year invoices from contractors is being addressed. Special recognition is due Maritta for her particular focus on this matter every year.

**Board Elections/Appointments** – Implementing the election and appointment process for four Interest Group seats: Environmental, Alaska Native, Kodiak Island Borough and Kenai Peninsula Borough. Pre-planning has begun for the five 2018 term expirations: Commercial Fishing, City of Kenai, City of Homer, City of Kodiak, and Aquaculture Associations.

**Tourism Group** – Building the new Tourism Interest Group membership has been a key activity throughout the year. Our Credentials Committee had previously decided in 2016 to grandfather the Alaska State Chamber of Commerce, and early this year certified the Kenai Peninsula Tourism Marketing Council as its first new member. In October, four additional members were certified – the Chambers of Commerce from Kodiak, Kenai, Soldotna and Homer. With considerable support from Lynda, three or four additional tourism-related organizations active in Cook Inlet are likely to apply for membership soon.

**By-Laws and Policies** – Reviewing our governing documents for necessary updates is an ongoing process. We look particularly for compliance with the law, and to ensure that the bylaws and policies provide for the needs of the organization. In 2017, we focused on those policy changes which pertain to our purchasing and contracting practices, and simultaneously developed improved procedures and processes to support CIRCAC Policy.

**Scholarships** – Supporting the campaign to promote and award the Captain Barry Eldridge Memorial Scholarship for Maritime Studies (awarded to Filip Reutov of Homer), and the James Carter Memorial Scholarship for Environmental Sciences (awarded to Mikaelah Zurflueh of Kodiak). Promotion of the 2018 offerings has already begun; CIRCAC had a presence at the Kodiak College Scholarship Fair in October, and at the Alaska Process Industry Careers Consortium Annual meeting in Anchorage in November. Thanks to Vaito’a, an interactive application is ready to unveil. Lynda developed supporting materials, including a poster collage to accompany our promotion.

**Technology** – Upgrading to continue improving administrative capabilities. In August we worked with our IT specialist to transition our e-mail and other components to a cloud-based provider. We’re still working out some minor kinks. Very soon we will undertake the long-overdue upgrade of our server. Minimal disruption of service is expected.



Below you will find a brief update on key administrative tasks performed or assistance provided since the September 8, 2017 Board meeting; apologies for duplication of information provided above:

- **Board Elections/Appointments** – The following terms on our board of Directors are set to expire in 2018: Commercial Fishing, City of Kenai, City of Homer, Aquaculture Associations, and the City of Kodiak. CIRCAC's established process for pursuing appointees and elected representatives will be initiated next week.
- **Tourism Group** – Our Credentials Committee has considered and certified for membership the following new tourism organizations: Kenai Chamber of Commerce; Kodiak Chamber of Commerce; Soldotna Chamber of Commerce; Homer Chamber of Commerce.
- **Corporate Funding** – Invoices for 2018 funding will be issued in December.
- **Budget** – Administrative staff have worked with the Executive Director and program Directors to develop draft 2018 operating and program budgets.
- **Server Replacement** – Our nearly-obsolete server is scheduled to be replaced in December.
- **By-Laws and Policies Review** – Amendments to the Council's Contracting and Purchasing policies and procedures have been prepared for consideration and action by the Board. Staff continues to review the Council's bylaws and policies, and personnel policies for possible amendments.
- **Scholarships** – Staff has begun to promote the 2018 scholarship offerings. The interactive applications have been posted on our website. Applications were forwarded to the organizers of the Kodiak Island Scholarship Fair for distribution on October 28. CIRCAC exhibited at the Dec. 3 Annual Meeting of the Alaska Process Industry Careers Consortium (APICC) to and promote the scholarships (note – APICC had previously distributed our applications at this meeting.) Full promotion of the scholarship program is scheduled to begin in mid-January.
- **Insurance** – CIRCAC has moved to renew all appropriate insurance policies. In addition, we passed with flying colors an audit of our work comp coverage, and a physical inspection of the premises by our liability/contents carrier. In the words of the inspector: "... the inspection went very well; everyone was nice, it was a great place, and a rare and wonderful experience."
- **CIRCAC Meetings and Other Activities** – Administrative staff assists our colleagues and committees in producing their meetings; making registration, travel and hotel plans for conferences and expos as well as our meetings and tours; initiating and editing reports and correspondence; and much more.
- **Volunteer Appreciation** – Winter coats have been purchased for Council volunteers (Directors and public members of PROPS and EMC) and staff.