



COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

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



BOARD OF DIRECTORS MEETING ANNUAL MEETING

April 15, 2016 – Cook Inlet Aquaculture Association Building
Kenai, Alaska



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

****AGENDA****

**Cook Inlet Aquaculture Association Building
40610 Kalifornsky Beach Road, Kenai, Alaska**

Friday, April 15, 2016

8:30 am

Continental Breakfast

9:00 am

Cook Inlet RCAC Board Meeting

Call to Order/Roll Call

Approval of Agenda *(Action Item)*

Approval of Minutes *(Action Item)*

- December 4, 2015

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Welcome & Introductions

Welcoming Remarks

- Pat Porter, Mayor – City of Kenai

Presentation - Volunteer of the Year Award

Captain Glen Glenzer Memorial Volunteer of the Year

Presentation - Volunteer Service Awards

- 10 Years
 - Gary Fandrei, Board
 - Deric Marcorelle, Board/Public Member
 - Dan Urban, Public Member
- 15 Years – Robert Peterkin, II, Board

Public Comment *(3 minute limit per speaker)*

9:45 am	Presentations on Related Activities <ul style="list-style-type: none">• Alaska Department of Environmental Conservation• Hilcorp Alaska	
10:45 am	Executive Committee Report <i>(Informational Items)</i>	7
10:55 am	Scholarship Committee Report <i>(Informational Items)</i>	
11:00 am	Executive Director’s Report <i>(Informational Items)</i>	
11:20 am	Status of Programs & Projects <i>(Informational Items)</i> <ul style="list-style-type: none">• Environmental Monitoring Committee• Public Involvement Program• Administration	19 31 34
12:00 noon	Break for Lunch <u><i>(Lunch will be provided)</i></u>	
12:40 pm	Status of Programs & Projects - Continued <i>(Informational Items)</i> <ul style="list-style-type: none">• Protocol Control Committee• Prevention, Response, Operations & Safety Committee	35 36

1:20 pm

Calendars & Miscellaneous *(Informational Item)*

Closing Comments

*The 2016 Annual Meeting will begin immediately
following the April Board of Directors meeting.
Starting on page 39*

1:25pm

Adjourn

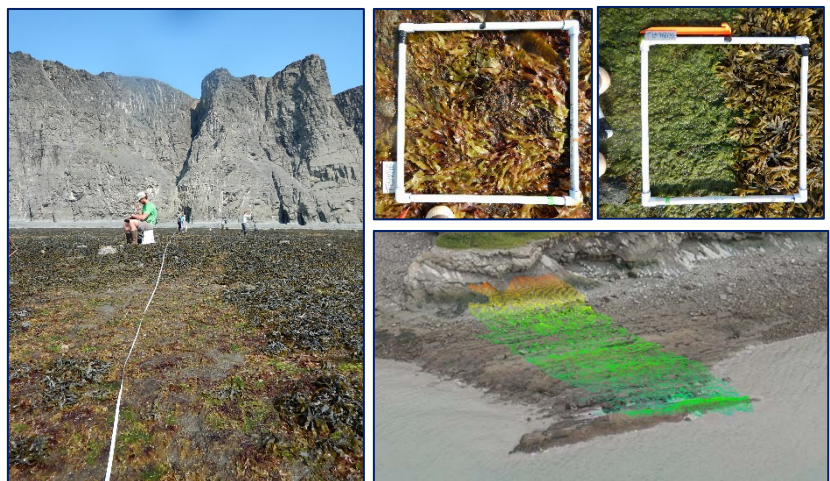
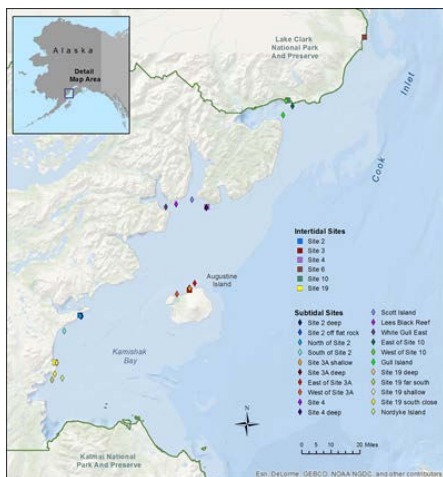
EMC Staff Report: Activities since December 2015 Board Meeting

Susan Saupe

Chemical and Biological Monitoring Program

Intertidal Studies

1. Based on a proposal I co-wrote with Heather Coletti of the National Park Service (NPS) in July 2015, we were notified that the Bureau of Ocean Energy Management (BOEM) will provide four additional years for the project *Evaluation of Nearshore Communities and Habitats; Ecological Processes in Lower Cook Inlet*. The funding (through FFY 2019) is directed to NPS from BOEM, and we are in the process of completing an agreement between CIRCAC and NPS for contractual work to provide logistics, participate in field program, further develop CIRCAC's hydrocarbon/contaminants database for Cook Inlet, and work with the project team to complete data analyses, presentations, and reports. Other participating organizations include NOAA and the University of Alaska's School of Fisheries and Ocean Sciences. If approved, our agreement with the NPS will be for one year, with the option of extending each year through the end of the project.
2. We've had several recent meetings, including a two-day meeting in Fairbanks in December where we worked on data analyses procedures for our 2015 field data and began compiling the draft report. I submitted the intertidal component of the report that was included in the overall project report submitted via NPS to BOEM in February 2016. We have received comments back from BOEM on that draft report and will work on preparing the final. The other co-Principal Investigators and I prepared two posters for presentation at the January 2015 Alaska Marine Science Symposium: *Evaluation of Nearshore Communities and Habitats in Lower Cook Inlet* and *Applications of RTK to Intertidal Floral and Faunal Assessments in Lower Cook Inlet, Alaska*.



3. We are in the planning stage for field work in early June 2016 to extend the work we did last June in Kamishak Bay. Last summer we focused on low-angle rocky reef and platform

habitats along western Cook Inlet between the Chenik head area in the south and Tuxedni Bay in the north. We sampled 6 sites for intertidal and subtidal biota and correlated the data with very high resolution tidal height data acquired using Real Time Kinematic (RTK) methods. This summer's work will focus on the incredibly wide rocky reefs found in southern Kamishak Bay, between Chenik Head area to the Sukoi Bay area. Working with NPS, BOEM, NOAA, and UAF, we will conduct intertidal and dive surveys using both vessel and helicopter support. We will also revisit several of the sites that we sampled last summer. CIRCAC is spearheading vessel and helicopter logistics for the June field work. Last summer I was Chief Scientist onboard for the project, but not sure if that will be the same this year. I will be using the same vessel for earlier work in May (described below), so will have about 30 days total onboard in May and June.

4. As a component of the new four-year agreement with NPS (with BOEM funding), we will receive some support for the development of our on-line contaminants database where we are compiling our hydrocarbon, persistent organic pollutants, and heavy metals data. I've met with one of our contractors recently in Seattle to go over our intertidal databases and will be working with AOOS's database developers at Axiom Computing to support serving our data on-line through existing oceans data portals, such as our Cook Inlet Response Tool (CIRT) and the Cook Inlet Beluga Ecosystem data portal. Last week I met with Kinnetic Laboratories to begin developing plans for how best to present and visualize the data.

Cook Inlet Beluga Whale Study

1. We provided AOOS database managers with information from our Beluga Prey study so it can be incorporated into the Cook Inlet Beluga Whale Data Portal. This on-line data portal is being developed by the AOOS data management team at Axiom Computing, through a grant from the National Fish & Wildlife Federation (NFWF) and with support from the National Marine Fisheries Service (NMFS). I provided all of our data electronically to AOOS in fall 2015 and last week provided additional information to standardize our biological data codes to the Integrated Taxonomic Information System (ITIS) that will ensure it can be queried with other biological information for the Inlet. I am also on the steering committee for developing the portal and we recently met in February to finalize the data layer priorities and to develop a review and release schedule for the portal.
2. Last week I was contacted, through Lynda Giguere, by a woman who is writing an article about Polynuclear Aromatic Hydrocarbons (PAH) in marine mammals for the National Geographic Ocean Views blog. She wanted to include information that had been referenced in the article about some of our earlier hydrocarbon. She followed up with some very specific questions about our beluga prey contaminant analyses and similar work in other areas and I discussed the challenges of pinpointing sources of PAHs found in Cook Inlet's marine environment and why we put such effort towards fingerprinting data.

Coastal Habitat Mapping Program

ShoreZone

1. Over the past several months we've been preparing for a fairly intense early summer field season. In May we will be working with Coastal and Ocean Resources, Inc. (CORI) to conduct ShoreZone surveys along the Alaska Peninsula to close a gap in data in the western Gulf of Alaska. CIRCAC had originally submitted a proposal to ADEC for funding for this but the state budget issues precluded their funding it after they had originally committed to funding aerial surveys. In response to the need for information in areas potentially at risk from any activity associated with a future off-shore lease sale in lower Cook Inlet, a proposal was then submitted to BOEM by CORI, with me as a Co-PI. CIRCAC will lead on the shore-station component of the project; CORI will lead for the aerial surveys and did the significant work required to obtain "harassment" permits for sea lions. The aerial surveys will take place during the early May low tide series and our shore station surveys will take place in late May, though we are currently working on revisions to our schedule and logistics for vessel-sharing among the two ShoreZone survey components (aerial and shore-station). I will be onboard for both surveys to do beach habitat verifications and opportunistic shore station work with a crew of three, while the aerial survey team uses the vessel for logistical support. The aerial survey team will leave the vessel to work out of Chignik partway through that first survey and we will continue on to sample the remaining minus tides.
2. An additional component of our shore station surveys in late May will be opportunistic ground-truth surveys of Geographic Response Strategies in the area. We're contracting with Nuka Research for one person (Mark Janes) and the National Park Service is providing another at no cost to our project. We added this to take advantage of having a vessel in the area and because there hasn't been the opportunity to send someone to assess those sites on-the-ground yet and it is incredibly expensive to do work in that area. Since we'll be doing shore work there along that coast, we built in this component as part of our proposal to BOEM for the ShoreZone proposal, with the intent that it would make our proposal even more competitive.

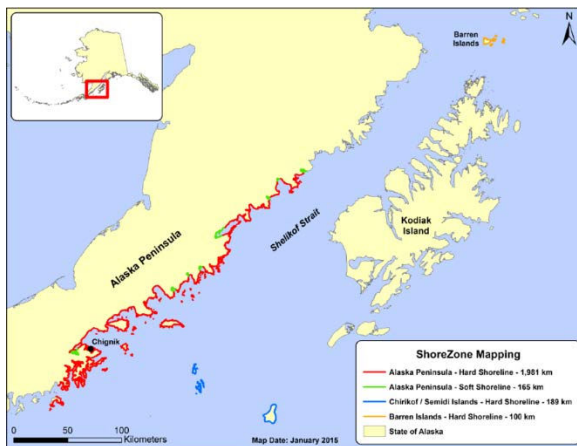


Photo of R/V Ursus (Kittiwake II) from Katmai Coastal Bear Tours website

3. On April 23rd, we are scheduled to conduct a ShoreZone imaging survey of the Barren Islands, which is one of the last gaps in ShoreZone data from our areas of concern. Our base of operations will be Homer (it will be a very short half-day survey) and we will be providing

a community demonstration of ShoreZone on-line tools the day before. If any of you are interested, the workshop is open to public (designed for the public) and will be from 1-4:00 on Friday, April 22nd.

4. I just contributed several sections for the development of NOAA's 5-year plan for the Alaska Regional Office's support of the Alaska ShoreZone website. As you know, NOAA has been overseeing data integration and on-line serving of all of the Alaska ShoreZone data for all surveys supported by the various Alaska ShoreZone partners. This is still in draft format, but it is a very positive step that NOAA is prioritizing activities over the next five years, since that indicates their interest and intent to continue supporting this amazing dataset.

Cook Inlet Response Tool (CIRT)

1. As described above under the Cook Inlet Beluga Prey Study, we continue to work with AOOOS and Axiom to integrate our Cook Inlet beluga whale winter prey study results into their on-line portals. Specifically, we've compiled it for the Beluga Whale Ecosystem Portal. However, that portal has integrated many of the data layers we developed for CIRT, and we will be able to integrate any relevant beluga portal layers from the beluga portal into CIRT.
2. We've had several teleconferences to discuss moving forward with the Geographic Response Information Database (GRID) project. The majority of this funding will come from the PROPS committee, but we are working with them to integrate that work with our efforts for improving and expanding CIRT.

Coastal Impressions

1. Earlier this week, I worked with the Alaska ShoreZone Coordinator from The Nature Conservancy (TNC) to ready the photographic exhibit, *Coastal Impressions: A Photographic Journey along Alaska's Gulf Coast*, for display at the Seward SeaLife Center from May through September. I have also been contacted to provide the exhibit for display at the newly opened beautiful Cordova meeting facility (<http://www.thecordovacenter.org/>) next fall and winter. Also, TNC has acquired funding to print a complete second copy of the entire exhibit.
2. Hopefully you had the chance to see the several paintings of ShoreZone coastal habitats that were on display at our evening reception at the museum in December. We continued working with artists Terisia Chleborad, Nessa Nouveau, and Janet C. Hickok to develop an entire exhibit based on a selection of photographs from the two prior ShoreZone exhibits, *Coastal Impressions: A Photographic Journey along Alaska's Gulf Coast* (which was developed by CIRCAC in 2012) and *Arctic Impressions: A Photographic Journey along Alaska's Arctic Coast* (developed by NPS, BOEM, and NOAA in 2014). These cold-wax and encaustic (hot wax) artists were challenged to respond to the photographs in an abstract, impressionistic, or realistic manner – depending on color, pattern, texture, space, coastal area,

and atmosphere. The paintings by the individual artists for each photograph were hung together and with the original ShoreZone photograph. The exhibit was on display for one week during the Alaska Marine Science Symposium (AMSS) in January 2015 at Hotel Captain Cook and for a month at Doriola's Restaurant for the month of February. The AMSS exhibit was open during the day for each day of the conference, and we had various Alaska ShoreZone partners manning a ShoreZone booth where access to the on-line imagery and data could be demonstrated. We also hosted a "meet the artists" open-house one evening, which was well-attended.



Photo by Lynda Giguere

3. In January, I submitted a proposal to the Anchorage Museum to solicit their support for developing a more extensive exhibit that would include artists who use a wider range of mediums to produce their art (e.g. clay, glass, metal, fabric, etc...). We have not heard back from their Exhibits Committee but we know that they have a pretty long lead/planning window, so the earliest this would happen would be late 2017 or 2018. We've had such great feedback about our January exhibit that we will work to continue this type of outreach regardless of the Anchorage Museum decision.

Physical Oceanography and Oil Fate and Effects Programs

1. The draft white papers from the *Dispersants Workshop for the State of Science for Dispersants in Arctic Waters* are being released in a phased manner by the Coastal Response Research Center (CRRRC) 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 met last year in January 2015 and focused on five topics concerning dispersants and dispersed oil:
 - Efficacy and Effectiveness;
 - Physical Transport and Chemical Behavior;
 - Degradation and Fate;
 - Public Health and Food Security; and
 - Eco-Toxicity and Sublethal Impacts.

The experts are submitting their statements to CRRRC and NOAA and the first of those, for Efficacy and Effectiveness, was available for public input in February 2016 and the statement for Physical Transport and Chemical Behavior was available for review through March 29th. The other expert group statements will be available for review soon.

2. The Alaska Regional Response Team (ARRT) signed and enacted new Dispersant Use Preauthorization Guidelines on January 27, 2016. These guidelines will be incorporated into the Unified Plan and are now within a two year window in which Federal On-scene Coordinators (FOSC) must seek input from subarea-specific stakeholders to identify "avoidance areas" within the pre-authorization area, shown below. The previous statewide guidelines and guidelines specific to Cook Inlet were approved in 1986 and the newly-signed guidelines superseded all previous statewide and area-specific plans. The main changes in the new guidelines:
 - Define the pre-authorization area where the FOSC is authorized to approve dispersant use after coordination with other members of the Alaska Regional Response Team, federally recognized tribes, and stakeholders.
 - Define "case-by-case" areas where the decision to use dispersants requires approval from the EPA's FOSC, USCG's FOSC, and ADEC's State OSC when state waters are threatened, with input from members of the ARRT, Department of Interior, and Department of Commerce.
 - Require companies shipping crude oil to stockpile dispersants in Alaska and be able to use them within seven hours following an "approval for use" decision.
 - Outline procedures for stakeholders, including federally recognized tribes, to identify "exclusion zones" (i.e. areas within the preauthorization area where dispersant use should be considered on a case-by-case basis).
 - Describe the process for approving, testing, evaluating, monitoring, and reporting dispersant use.

We will participate as Cook Inlet and Kodiak subarea stakeholders during meetings where the FOSC is soliciting input in the development of dispersant pre-authorization area exclusion zones (or dispersant use avoidance areas).

3. As a participant on the Sensitive Areas Workgroup of the Cook Inlet Subarea Planning Committee, I worked with Vinnie to submit comments in early March on the Draft Sensitive Areas section of the Cook Inlet Subarea Contingency Plan. I focused my edits and comments on Cook Inlet's biological resources and nearshore and benthic habitats, based on what we've learned from our research and mapping projects. A second draft has been prepared based on the comments that were received and they (ARRT) are accepting final comments and additional information through April 30th and have stated that data and information on offshore areas is a high priority. We will submit additional comments with that in mind.

Technical Review Progr

I need to work with our contractors to continue III and IV of the Discharge Monitoring Reports (DMR) Project with contractors at NUKA Research. They have been ready to move on but I've unfortunately put this on the back burner, but will put some time in to move it forward so we can report further progress to you in the fall. This project has been taking place in phases and we are nearing completion of Phase III:

- Phase I: Developing data input process for DMRs
- Phase II: Inputting one year of data (including QA/QC) and demonstrating on-line

access

- Phase III: Providing mechanism for “automated” summary graphics, updated monthly to accommodate ongoing data entry
- Phase IV: Automating comparison of DMRs to permit limits and reporting requirements.

Additional Activities

1. The Environmental Monitoring Committee met on March 29, 2016, and approved forwarding three names for Public Member seats on the committee, for approval by the Board at the April 15th meeting in Kenai (described elsewhere in meeting packet).
2. As a Board member of the Oil Spill Recovery Institute, I participated at Advisory Board meetings in Anchorage in February. We approved funding for several projects, including the mapping the ShoreZone imagery collected during surveys near Unimak Pass in early April 2016.
3. I’ve traveled to work with other staff, project collaborators, and contractors. Since our last meeting,
 - Met with Lynda Giguere in Juneau to work on 25-year report and with Mandy Lindeberg to work on our Kamishak Bay intertidal data and ShoreZone shore-station voucher specimens,
 - Met with collaborators on the Kamishak Bay project in Fairbanks for two days of meetings,
 - Attended the Ocean Sciences Meetings in New Orleans in February, and
 - Had two days of meetings with contractors in Seattle to work on three different project databases (Kamishak Bay intertidal database, Hydrocarbon database, and intertidal reconnaissance Survey database.
 - Travelled to Kenai to prepare paperwork to ensure all of the appropriate paperwork from our Anchorage office and EMC projects was on file and available for our annual audit.
4. I worked with Lynda a lot in early April to finalize my contributions to the 2015 annual report and the 25-year on-line report.
5. I am working to develop Letters of Intent (pre-proposals) for additional work associated with our contaminants and habitat work that are due in late April and May.
6. I reviewed a series of summary reports being prepared by NOAA’s National Status and Trends Bioeffects Assessment Program. They are planning to provide these summaries of their coastal contaminants assessments that they’ve conducted throughout the U.S.

Public Outreach Report to the Board – April 15, 2016

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

Artists Paint ShoreZone--Communicating Science through Art– In conjunction with the Alaska Marine Science Symposium, Public Outreach assisted the Director of Science and Research with promoting and installing a ShoreZone-inspired Art Exhibit, held in conjunction with the Alaska Marine Science Symposium.

Promotions included Facebook posts, news release, newsletter article, and pitching to Anchorage media outlets.



CIRCAC Memorial Scholarship--We doubled our efforts to promote the 2016 scholarship, which was offered in mid-January. Through a combination of public presentations, personal visits, exhibits, social and print media, and newsletter articles, we were rewarded with nearly twice as many applications. The Scholarship Program presented many opportunities to meet people and promote the organization. Public Outreach supported the Director of Administration in getting the word out in a number of ways, including supporting his efforts through social, paid and earned media. Our combined efforts included:

- Distributing informational CIRCAC thumb drives to teachers, counselors and students during school visits, and to Alaska Native organizations and other select firms participating in the Alaska Native Scholarship Fair at UAA, and the Kenai Peninsula Jobs Fair
- Addressing a combined 18 classes – and well over 100 students – at AVTEC, Homer High, Kenai High, Nikiski High, and Soldotna High; presenting teachers and counselors with CIRCAC materials, including Coastal Impressions exhibit catalogs, Annual Reports, and scholarship flyers
- Meeting with KSRM radio show host Duane Bannock and contributor Merrill Sikorsky; and Kodiak Daily Mirror Editor Drew Herman about the scholarship program and other CIRCAC activities
- Promoting the scholarship program and distributing application forms at the Alaska Marine Science Symposium
- Presenting the scholarship program at a general membership meeting of the Kenai Peninsula Builders Association, which featured as guest speaker the President of the state association

- Initiating consideration of CIRCAC sponsorship of a day of pilot simulator training at AVTEC for high school students taking their on-line Navigational Skills class. (Under consideration.)
- Distributing scholarship information at ComFish, including presentations to Kodiak High School students.
- Promoting through news release, paid Google ads, website and e-newsletter

Trade shows, Community Visits and Conferences --Thus far, we have exhibited a booth at:

- Alaska Marine Science Symposium (Egan Center)
- Artists Paint ShoreZone (Captain Cook Hotel)
- Kodiak ComFish Expo (at right, a visit with Gretchen Saupe)

Cook Inlet Navigator e-Newsletter--Our monthly online newsletter, Cook Inlet Navigator, continues to gain subscribers and generate media hits. It is holding steady at between 25% and 30% open/viewed rate. Thus far we have employed the newsletter to promote CIRCAC initiatives such as the Artists Exhibit at AMSS, upcoming meetings, profiles of scholarship recipients, and CIRCAC Board and Committees' activities, including the 25th Anniversary and Annual Reports. These newsletters are posted on our website under Public Outreach.



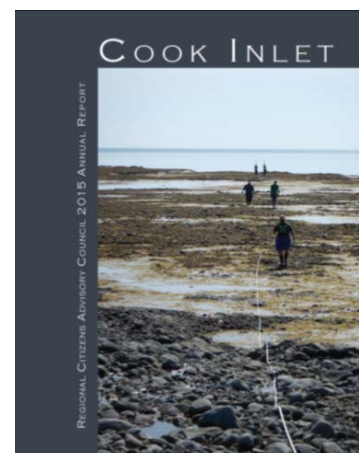
Paid Media--We have produced a new 60-second radio ad which will run with the existing 60 and 30-second ads for several months this summer. The radio ads have been well-received and we are looking forward to airing them during the busy summer months.

2016 Earned Media (which mentions CIRCAC) to date (not including any radio interviews promoting the Scholarship Program)

- 01/17/2016 – Kodiak Daily Mirror, Achievers, Sue Saupe receives Marine Science Award
- 02/10/2016 – [CIRCAC invites scholarships applications](#), Homer Tribune

Annual Report—We recently published our 2015 Annual Report, highlighting our activities to promote our 25th Anniversary, publicizing our 25th Anniversary Report (online), the newly established Cook Inlet Harbor Safety Committee, Board and Committees, program work, etc. Special thanks to staff and, in particular, Sue Saupe for her assistance.

25th Anniversary Report—Now that the comprehensive 25-year report is officially live on our website under the Outreach drop down menu, we will dedicate ourselves to its promotion. This project was a team effort. Thanks to staff for multiple reviews and Sue Saupe, in particular, who devoted a great deal of time to its completion. We are



confident this web page, upon which we can build subsequent milestone reports, will serve this organization well.

Social Media: Facebook is a useful tool in generating interest in the organization and its activities. We significantly boosted our Facebook audience--which is now at 575 "likes"--through paid Google Ads promoting the Scholarship Program and CIRCAC in general.

Administration Report
Cook Inlet RCAC Board of Directors Meeting – April 15, 2016

Below you will find a brief update on key administrative tasks performed since the December 2015 Board of Directors meeting:

- **Recertification** – Staff is preparing the annual recertification application to the United States Coast Guard. Completion and delivery expected by May 1.
- **Annual Financial Audit** – Lambe, Tuter, Wagner has completed the field audit. Preliminary report reveals no concerns.
- **Elections/Appointments** – The Council’s process for filling expiring terms on the Board of Directors, Alternate Directors, and public committee members was successfully implemented without dispute. The open Board seats in 2016 were Recreation interest groups, the Alaska Chamber of Commerce (Tourism), the City of Seldovia and the Municipality of Anchorage. No new organizations applied for certified membership in 2016.
- **Corporate Funding** – All payments to date for 2016 have been received. Invoicing for the second installment of payments will be sent June 1.
- **Scholarship Offering** – Administrative staff participated in rolling out the 2016 scholarship offering, assisted in promoting the offerings, and helped analyze the applications and select the successful recipients.
- **By-Laws and Policies Review** – Staff has begun a review of the CIRCAC By-Laws, Council Policies and Personnel Policies which may need revision or updating. Any changes would be further reviewed by the Audit Committee for consideration by the Board of Directors.
- **Corporate Renewals** – CIRCAC has submitted its State of Alaska Biennial Report.
- **Ex Officio Directors** – Staff is working with the U.S. Forestry Service to secure an appointment.

Protocol

The Protocol Committee submitted comments to the State of Alaska regarding the following Oil Discharge Prevention and Contingency Plans:

- Furie Operating Alaska LLC, Cook Inlet Exploration Plan
- Hilcorp Operations Alaska, LLC (HAK), Cook Inlet Exploration Program; Revision 5 Amendment

The Committee also provided comments to the Pipeline and Hazardous Materials Safety Administration (PHMSA) regarding a Notice of Proposed Rulemaking for Safety of Hazardous Liquid Pipelines

PROPS Staff Report

Cook Inlet Sub-Area Contingency Plan Workgroup

The Cook Inlet Sub-Area Contingency Plan review is on track and on time thus far. CIRCAC staff has been actively participating in workgroup meetings to provide updated information, and recommendations as each workgroup convenes and begins its review. To date the Introduction, Resources, and Sensitive Areas sections have been reviewed and are in the final draft stages. Most recently during the Sensitive Areas section review staff called upon Board member Carla Stanley to assist in the review by taking advantage of her extensive knowledge of birds that transit and reside in the Cook Inlet Sub-Area. Once the final draft of the entire Sub-Area Plan is complete it will go out for public review in its entirety. CIRCAC staff will participate in the Kodiak Sub-Area Plan review scheduled to begin after the Cook Inlet Sub-Area Plan starts its public review process.

Alaska Regional Response Team Meeting

Staff attended the First Alaska Regional Response Team (ARRT) for 2016 in January hosted at the BP Energy Center in Anchorage. As with all ARRT meetings the Tri Chairs (USCG, EPA, and ADEC) and other agency members heard status reports from each Federal and State agency represented. Some of the topics covered were the ARRT biennial Work Plan, updates on the Unified plan and Sub-Area Plans and the Food and Safety Security Task Force, the EPA Emergency Response Team, and the Science Action Network. One topic of specific interest was that the ARRT signed the long awaited Dispersant use guidelines that outline the process for pre-authorization and associated areas of avoidance.

Harbor Safety Committee

The Harbor Safety Committee (HSC) Board of Directors met to discuss budget invoicing and contracting for a Harbor Safety Committee Facilitator. The Board decided to create an invoice for a set amount that would accompany a letter to each committee member in order to collect operating funds for HSC activities.

The Board went on to discuss a contract proposal from Nuka Research LLC to facilitate HSC activities thought the year. Having a contracted position for this activity provides the services needed to schedule, set up and conduct meetings, act as a facilitator at the meeting, and maintain the website with updated materials. Additionally a contract facilitator will provide continuity to Committee activities. The Board accepted the proposal from Nuka Research to facilitate HSC activities.

Prince William Sound Oil Surrogates Workgroup

Staff participated in this workgroup to explore oil Simulants as an option for a substitute to play the part of oil during response training and drill exercises. The first meeting discussed the options available for use, the restrictions, advantages and disadvantages.

This was the third meeting to discuss oil surrogates. The distinction had been made that simulants were just that; a substance that simulated oil without toxicity or harm to the environment but had the properties of oil in water to test response tactics and skimmer performance. Surrogates had been defined as particulates or solids that could be used to mimic somewhat the behavior of oil on the water's surface that would provide responders a sufficient target and quantity to collect and contain during training and drill exercises. Many materials were discussed; oranges, saw dust, cotton hulls, popcorn, peat, evergreen needles, dog food, etc. In addition to the surrogate materials available the workgroup discussed the procedural aspects of using a surrogate such as permitting.

2016 Alaska Oil Spill Technology Symposium

Staff attended the third annual Alaska Oil Spill Technology Symposium hosted at the Pipeline Training Center in Fairbanks.

The symposium, started in 2013 through a cooperative effort between the Alaska Department of Environmental Conservation (ADEC) and the University of Alaska Fairbanks, provides a unique opportunity for Responders, Industry, Academia, and Agencies to discuss cutting edge oil spill research, emerging technologies, protective strategies, response capabilities and capacities in Alaska. Participants include key players, such as the; ADEC, U.S. Coast Guard, Environmental Protection Agency, University of Alaska Fairbanks, National Oceanic and Atmospheric Administration, Oil Spill Response Organizations, Alaska's Regional Citizens' Advisory Councils, and energy producers.

This forum promotes information sharing and collaboration on oil spill response challenges in Alaska. It provides an opportunity to learn about emerging research, agency initiatives, developing technologies, incident management, knowledge gaps, work priorities, and policy development. Attendees become more aware of oil spill preparedness, response challenges in Alaska and proven new technologies.

This was a three day event featuring presentations on wildlife issues that included protective policies, key players and their resources; response capabilities, capacities, limitations, advanced response equipment, new response techniques, and supporting research. The broad array of expertise in the room took advantage of the opportunity to brainstorm difficulties, potential solutions, and relevant ideas as presentations were given by their authors.

Geo-Spatial Resource Information Database (GRID) Project

Staff attended the first or "Kick Off" meeting for the GRID project. PROPS and EMC staff met with the various contractors to work through the details of the Scope of Work for the project to ensure the objectives and focus of the project are met. The project will basically have two parts. Part one will be to gather the data and create a database. Part two will be to apply the data into a program that then can be applied to the Cook Inlet Response Tool (CIRT) program; allowing it to be easily accessed and applied. Currently there is scarce information available on the logistics, safety, public information and liaison resources needed when mounting a response effort. By assembling that data into one database that can be accessed easily you could locate a meeting room, medical assets, a dock crane or any other response asset every community included in the database has to offer. For instance you could simply go to GRID (through the CIRT) to find the resource you need and you will be able to identify who to contact to arrange for those assets to be brought into the response.

Drills

Harvest Alaska

Staff attended an un-announced drill called by the ADEC and the USCG at the Cook Inlet Pipeline (CIPL), Harvest Alaska (Hilcorp subsidiary) Drift River facility to test the Contingency Plan (plan); primarily their ability to activate sufficient personnel to adequately and safely respond to an oil spill as described in the plan.

The ADEC submitted the following seven primary objectives to focus response activities:

1. Carry out all notifications as per the C-plan.
2. Source control- with and without power.
3. Logistics- Verify Transportation availability / Document response time based on actual weather.
4. Assign personnel to carry out response actions per the C-plan.
5. Activate CISPRI to carry out response action per the C-plan.

6. Establish the IMT- determine location of IMT, establish and record contact with all assigned personnel and real time ETA at assigned response location.
7. Complete ICS 201 and provide briefing.

Staff participated as an observer and will provide a full report at the meeting.

BlueCrest

Staff attended a BlueCrest drill exercise hosted at the BlueCrest offices in Anchorage. Previous exercises held at the operators offices proved to be lacking due to lack of office space or lack of support equipment like printers and phones. This however was different in that each office had enough space to accommodate the section assigned to it. While it was not the large open command center that CISPRI offers, the BlueCrest team was able to work their drill exercise problem. It was noted at the critique, also known as the “hot wash”, at the end of the drill that space is important and that a real incident would have started in the offices and moved to a larger venue such as the CISPRI command center. CIRCAC has contracted to have every drill exercise attended by an evaluator to observe, evaluate and provide a summary for each scheduled drill. See the attached summary for this drill.



COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

ANNUAL BOARD MEETING

****AGENDA****

Friday, April 15, 2016

**Cook Inlet Aquaculture Association Building
40610 Kalifornsky Beach Road, Kenai, AK**

1:30 pm (est.) Cook Inlet RCAC 2016 Annual Meeting

Call to Order

Roll Call

Seating of Members of the Board of Directors

42

Directors – 3 year terms (*Action Item*)

- Re-election of Robert Flint – Recreation Interests
- Re-appointment of Molly McCammon – Municipality of Anchorage
- Re-appointment of Walt Sonen – City of Seldovia
- Robert Peterkin, II – Alaska Chamber of Commerce

Alternate Director – 3 year term (*Action Item*)

- Election of Martin Miegs, Recreation Interests

Election of Officers *(Action Item)*

44

- President (1 year term)
- Vice-President (1 year term)
- Secretary/Treasurer (1 year term)

(For information purposes, the 2015 Officers were: President – John Williams; Vice-President – Robert Peterkin, II; and Secretary/Treasurer – Gary Fandrei)

Selection/Appointment: Committee Members

45

Executive Committee *(Action Item)*

- President (Serves as Chair) (1 year term)
- Vice-President (1 year term)
- Treasurer (1 year term)
- 2 Board members At-Large (1 year terms)

(For informational purposes, the 2015 Members were: John Williams, Robert Peterkin, II, Gary Fandrei, Deric Marcorelle and Bob Flint)

Audit Committee *(Action Item)*

- Treasurer (Serves as Chair) (1 year term)
- 2 Board Members At-Large (1 year terms)
- 1 Board Member Alternate (1 year term)

(For informational purposes, the 2015 Members were: Gary Fandrei, Molly McCammon, Grace Merkes and Paul Shadura)

Credentials Committee *(Action Item)*

- Vice-President (serves as Chair) (1 year term)
- 2 Board Members At-Large (1 year terms)
- 1 Board Member Alternate (1 year term)

(Committee elects Chair. For informational purposes, the 2015 Members were: Grace Merkes, Gary Fandrei, Michael Opheim and Robert Peterkin)

Protocol Control Committee (*Action Item*)

- 5 Board Members (1 year terms)
- 1 Board Member Alternate (1 year term)

(Committee elects Chair. For informational purposes, the 2015 Members were: Carla Stanley, Robert Peterkin, Bob Flint, Deric Marcorelle, Paul Shadura and Rob Lindsey)

Prevention, Response, Operations & Safety Committee (*Action Item*) 46

- 3 Board Members (1 year terms)
- 3 Board Member Alternates (1 year terms)

(Committee elects Chair. For informational purposes, the 2015 Members were: Rob Lindsey, Deric Marcorelle, Bob Flint, Michael Opheim, Paul Shadura and Walt Sonen)

- 6-8 Public Members (3 public members nominated for approval – 3 year terms; 1 public member nominated for remaining 2 years of a 3 year term)
 - Scott Hamann (re-appointment – 3 yrs.)
 - Ted Moore (re-appointment – 3 yrs.)
 - Robert Reges (re-appointment – 3 yrs.)
 - Capt. Bob Pawlowski (new – 2 yrs.)

Environmental Monitoring Committee (*Action Item*) 48

- 3 Board Members (1 year terms)
- 3 Board Member Alternates (1 year terms)

(Committee elects Chair. For informational purposes, the 2015 Members were: Scott Smiley, Michael Opheim, Molly McCammon, Carla Stanley, Deric Marcorelle and Bob Flint)

- 6-8 Public Members (3 public members nominated for approval – 3 year terms):
 - Ted Rockwell (re-appointment – 3 yrs.)
 - Richard Frederic (new – 3 yrs.)
 - Maria Offer (new – 3 yrs.)

Adjourn



ANNUAL MEETING April 15, 2016

Action Agenda

AGENDA ITEM 1:

2016 Elections & Appointments – Board of Directors

DESCRIPTION OF AGENDA ITEM:

Council Policies detail the process and timetable for filling positions on the Board of Directors and Committee Public Member seats as the terms expire. The process for the elections and/or appointments of each seat involved in 2016 is reviewed below. An Action Agenda has been prepared for each required Board action.

Board of Directors Seats

There are four (4) Board of Director seats due to expire at the conclusion of the April 15, 2016 Board of Directors Meeting. They are:

- Municipality of Anchorage – represented by Molly McCammon
- City of Seldovia – represented by Walt Sonen
- Alaska Chamber of Commerce/Tourism Interests – represented by Robert Peterkin, II
- Recreation Interests – represented by Bob Flint

Government Seats - On December 16, 2015, letters were sent to Mayor Ethan Berkowitz of the Municipality of Anchorage and Mayor Dean Lent of the City of Seldovia requesting either the reappointment of the city's current representatives – Molly McCammon and Walt Sonen respectively – or the name of a new representative. Further, the letter sought the reappointment of Alternate Director Bill Popp representing Anchorage, or the name of a replacement, and the appointment of an Alternate from Seldovia – a seat currently vacant.

We received a letter dated March 2, 2016 from Mayor Berkowitz reappointing Molly McCammon. Bill Popp had declined reappointment, and no Alternate Director was appointed to represent Anchorage at this time.

We received a letter on February 1, 2016 from the Seldovia City Clerk advising that Walt Sonen had been reappointed by unanimous vote of the City Council at its January 13 meeting. No Alternate Director was appointed to represent Seldovia at this time.

Recreation Interest Organizations – On December 16, 2015 letters were sent to the five (5) certified Recreation special interest organizations notifying them of the seat on the Council about to expire, and describing the election process.

At the same time, letters were mailed to five (5) non-member recreations interest organizations requesting they consider becoming certified members and participating in the 2015 election. A Membership Application was enclosed. No new applications were received. As such, no meeting of the Credentials Committee was called.

On January 28, 2016 letters were mailed to the certified recreation groups requesting they submit the names of a nominee for Director and an Alternate Director by February 13. A valid nomination was received from the Alaska Sport Fishing Association (ASFA), nominating Bob Flint as Director and Martin Meigs as Alternate Director. Mr. Meigs is the current President of ASFA.

Ballots were mailed on February 25, 2016 reflecting the names of Bob Flint and Martin Meigs, as above. A deadline of March 16, 2016 was identified for receipt of ballots. Two (2) ballots were returned; both voting for Mr. Flint as Director and Mr. Meigs as Alternate. There were no write-in candidates.

Alaska Chamber of Commerce/Tourism Interests – On December 16, 2015, a letter was sent to Curtis Thayer, Executive Director of the Alaska Chamber of Commerce, requesting either the reappointment of the Chamber's current representative Robert Peterkin, II, or the appointment of another. Further, the letter sought the appointment of an Alternate Director from the Chamber – a seat currently vacant. Follow-up contact was made on Feb. 1, Feb. 24, and Feb. 25. A nomination had not been made at the time this Agenda was prepared for the Board. By CIRCAC By Laws, the position may remain occupied by the current Director until the Interest Group submits the name of a replacement representative.

RECOMMENDATION FOR ACTION

By Board vote, officially seat the following to the CIRCAC Board of Directors for three year terms:

- Molly McCammon, representing the Municipality of Anchorage
- Walt Sonen, representing the City of Seldovia
- Bob Flint, representing Recreation Special Interest organizations as Director, and Martin Meigs as Alternate Director
- Robert Peterkin, representing the Alaska Chamber of Commerce



ANNUAL MEETING April 15, 2016

Action Agenda

AGENDA ITEM 2:

2016 Annual Meeting – Election of Officers

DESCRIPTION OF AGENDA ITEM:

Council Policies detail the process and timetable for nominating and electing members of the Board of Directors to serve as Officers.

RECOMMENDATION FOR ACTION

A nomination and second are sought for Board vote for the following Officer positions on the CIRCAC Board of Directors:

- President
- Vice President
- Secretary / Treasurer



ANNUAL MEETING April 15, 2016

Action Agenda

AGENDA ITEM 3:

2016 Annual Meeting – Appointments to Committees

DESCRIPTION OF AGENDA ITEM:

Council Policies detail the process and timetable for appointing members of the Board of Directors to serve as Board representatives or Alternates to standing CIRCAC Committees.

RECOMMENDATION FOR ACTION

A nomination and second are sought for Board vote for the following positions on CIRCAC standing committees as follows:

- Executive Committee – 2 Board members. Note: President, Vice President, and Secretary/Treasurer serve by Policy, and President serves as Chair by Policy.
- Audit Committee – 3 Board members (2 standing, 1 alternate). Note: Treasurer serves as Chair by Policy.
- Credentials Committee – 3 Board members (2 standing, 1 alternate). Note: Vice President serves as Chair by Policy.
- Protocol Control Committee – 6 Board members (5 standing, 1 alternate)
- PROPS Committee – 6 Board members (3 standing, 3 alternates)
- EMC – 6 Board members (3 standing, 3 alternates)



ANNUAL MEETING April 15, 2016

Action Agenda

AGENDA ITEM 4:

2016 Elections – Public Members: PROPS

DESCRIPTION OF AGENDA ITEM:

Council Policies detail the process and timetable for filling Public Member positions on the Council's standing committees as the terms expire. The process for notifying incumbents and for soliciting new candidates for election of each seat available in 2016 is reviewed below. An Action Agenda has been prepared for each required Board action.

Public Member Seats on the Committees

The Council Bylaws state that the PROPS Committee shall consist of 6 to 8 public members. Public Members serve a 3 year staggered term.

PROPS Committee - The PROPS Committee has three (3) public member seats due to expire. These seats are currently held by Robert Reges, Ted Moore and Scott Hamann. All three incumbents were notified by mail requesting they submit a letter of interest and updated resume (if necessary) if they wanted to continue serving on the Committee. Each did so. In addition, there are two (2) years remaining on a seat vacated in 2015.

Advertising for parties interested in serving as a public member was also done in local newspapers of wide distribution. Several candidates emerged; Maria Offer, John Tuttle and Captain Robert Pawlowski were put before the Committee for consideration.

The Committee met on April 1, 2016 and approved a motion to forward the names of Scott Hamann, Robert Reges, and Ted Moore to the Council for seating as PROPS Public Members, serving full 3 year terms. In addition, Capt. Pawlowski was selected to fill the remaining two year term currently vacant. These appointments would maintain the number of public members at its maximum of eight (8).

RECOMMENDATION FOR ACTION

By Board vote, officially seat the following as Public Members on the PROPS Committee for the terms indicated:

- Scott Hamann – 3 year term
- Ted Moore – 3 year term
- Robert Reges – 3 year term
- Captain Robert Pawlowski – 2 year term



ANNUAL MEETING April 15, 2016

Action Agenda

AGENDA ITEM 5:

2016 Elections – Public Members EMC

DESCRIPTION OF AGENDA ITEM:

Council Policies detail the process and timetable for filling Public Member positions on the Council's standing committees as the terms expire. The process for notifying incumbents and for soliciting new candidates for election of each seat available in 2016 is reviewed below. An Action Agenda has been prepared for each required Board action.

Public Member Seats on the Committees

The Council Bylaws state that the Environmental Monitoring Committee shall consist of 6 to 8 public members. Public Members serve a 3 year staggered term.

Environmental Monitoring Committee - The EMC Committee had three (3) public member seats due to expire. These seats are currently held by Ted Rockwell, Kashif Naser, and Trenten Dodson. All three incumbents were notified by mail requesting they submit a letter interest and updated resume (if necessary) if they wanted to continue serving on the EMC. Mr. Rockwell indicated as such; Mr. Naser indicated his decision not to seek another term; Mr. Dodson failed to respond.

Advertising for parties interested in serving as a public member was also done in local newspapers of wide distribution. Several candidates emerged; Maria Offer, John Tuttle and Richard Frederic were put before the Committee for consideration.

The Committee met on March 29, 2016 and approved a motion to forward the names of Ted Rockwell, Maria Offer and Rick Frederic to the Council for approval as EMC Public Members for full three year terms. This would maintain the number of public members at its maximum of eight (8).

RECOMMENDATIONS FOR ACTION

By Board vote, officially seat the following as Public Members on the EMC for full three year terms:

- Ted Rockwell
- Maria Offer
- Richard Frederic

And by Board affirmation, extend recognition of Kashif Naser for 12 years of service to the Cook Inlet RCAC and the Environmental Monitoring Committee.