



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.”



Photo courtesy of CIRCAC & Alaska ShoreZone partnership

Board of Directors Meeting

Friday, December 1st, 2023

**BP Energy Center
1014 Energy Court, Anchorage, Alaska 99508**

Hybrid Meeting

Please see the Friday Agenda page for information to join via Zoom



COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

BOARD of DIRECTORS MEETING **Thursday, November 30th, 2023**

Embassy Suites by Hilton Anchorage
600 E Benson Blvd, Anchorage, Alaska 99503

Tour to:

Anchorage Office of Emergency Management
1305 E Street, Anchorage, Alaska 99501

****AGENDA****

12:45 pm **Lunch** *(Available at the Embassy Suites lobby, boxed/to-go style)*

1:45 pm **Depart for Tour – Anchorage Office of Emergency Management** *(Round trip transportation provided)*

- Facility Welcome and Presentation – Sean MacKenzie, Emergency Programs Manager - Planning

4:00 pm **Tour Returns to Embassy Suites Hotel**

Calendars & Miscellaneous *(Information Item)*

- PWSRCAC Science Night – tonight, 5:00pm at Embassy Suites (prior rsvp required)
- CIRCAC Board Meeting, Day 2 – tomorrow, 9:00am start at BP Energy Center
- PWSRCAC Holiday Party – tomorrow, 6:30pm at Embassy Suites (prior rsvp required)



COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

BOARD of DIRECTORS MEETING

Friday, December 1st, 2023

BP Energy Center, 1014 Energy Ct, Anchorage, Alaska 99508

Hybrid Meeting – Join via Zoom:

<https://us06web.zoom.us/j/81958713299?pwd=JUmZ2nG7RkUI3L09SlhKKAyE0fQnI3.1>

Meeting ID: 819 5871 3299; Password: 637501

Join by phone (audio only):

One tap mobile: +12532158782,,81958713299#,,,,*637501# US

Or, dial: +1 253 215 8782 US Toll; follow prompts to enter Meeting ID & Password

****AGENDA****

		Page #
8:30 am	<i>Continental Breakfast Available</i>	
9:00 am	Call to Order/Roll Call	
	Approval of Agenda <i>(Action Item)</i>	
	Safety Minute <i>(Information Item)</i>	1-17
	Approval of Minutes – August 25, 2023 Board of Directors Meeting <i>(Action Item)</i>	
9:20 am	Welcome & Introductions	
	Agency Ex Officio Directors Remarks	
	CIRCAC Member or Public Comment <i>(3-minute limit per speaker)</i>	
9:40 am	Presentations on Related Activities	
	<ul style="list-style-type: none">• U.S. Coast Guard District 17 Overview – CAPT John Cole, Chief of Staff, USCG D-17• Cybersecurity – Eric Wyatt, Senior Consultant, Wyatt Alaskan Consulting LLC	

- Marathon Update – CAPT Jeff Brue, Marathon Petroleum Corporation

11:10 am _____ 10 MINUTE BREAK _____

11:20 am **Executive Committee Report**

- 2023 Triennial Recertification **18**
- Review of FY2022 Financial Audit Findings (*Information Item*) **19-34**
- Review of 2023 Operating Budget & Statement of Financial Position – through November 1st, 2023 (*Information Item*) **35-42**
- Proposed 2024 Operating & Program Budgets (*Action Item*) **43-46**

12:15 pm **Break for Lunch** (*Lunch Provided*)

1:00 pm **Executive Director’s Report**

1:25 pm **Staff Reports - Status of Programs & Projects**
(*Information Items*)

- Prevention, Response, Operations and Safety Committee **47-50**
- Protocol Control Committee **51**
- Administration **52-53**
- Public Outreach **54**
- Environmental Monitoring Committee **55**

2:10 pm **Calendar & Miscellaneous** (*Information Item*)

- PWSRCAC Holiday Party – tonight, 6:30pm at Embassy Suites (prior rsvp required)
- AK Marine Science Symposium – Jan. 29-Feb. 2, Anchorage
- AK Forum on the Environment – Feb. 5-9, Anchorage & virtual
- CIRCAC Board & Annual Meetings – April 5, 2024, Kenai

Closing Comments

2:30 pm **Adjourn**
(est.)

COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL
Aspen Hotel, Homer, Alaska
Friday, August 25, 2023
Unapproved Minutes

Members Present: Gary Fandrei, Walt Sonen (Zoom), Deric Marcorelle, Robert Peterkin, Grace Merkes, Scott Arndt, Bob Flint, Michael Opheim (Zoom), Paul Shadura, Hans Rodvik (Zoom)

Members Absent: Rob Lindsey (excused), John Williams (excused), Carla Stanley (excused)

Staff Present: Michael Munger, Madeline Jamora, Steve “Vinnie” Catalano, Susan Saupe, Shaylon Cochran, Candice Elias, Cassandra Johnson

Others Present: Dr. Scott Pegau, OSRI Research Program; Todd Paxton, CISPRI; Dr. Kris Holderied, Kasitsna Bay Laboratory; Captain Christopher Culpepper, U.S. Coast Guard; Angelina Fuschetto, Crowley Alaska Tankers; Anna Carey, ADEC; Jade Gamble, ADEC; Melinda Brunner, ADEC; Tiffany Larson, ADEC, Mayor Pro Tempore Donna Aderhold, City of Homer

WELCOMING REMARKS – City of Homer Mayor Pro Tempore Donna Aderhold

Mayor Pro Tem. Donna Aderhold welcomed the board to Homer and thanked them for selecting Homer as their meeting location. The City of Homer is pleased to have a seat on the board with Carla Stanley filling the position. She also welcomed the board to visit Homer City Council meetings to share CIRCAC’s findings and spread awareness on issues of importance to the city and its residents.

Paul Shadura asked if there is anything CIRCAC should be aware of regarding the possible Port of Homer expansion. Mayor Pro Tempore Aderhold stated that the U.S. Army Corps of Engineers has initiated a general investigation study, and she hoped that the Army Corps reached out to CIRCAC for comment. There will be another scoping meeting in September, and she will ensure that the City of Homer staff put CIRCAC on the distribution list so they are aware of upcoming events, which are all publicly noticed. She believes CIRCAC would have data that would be valuable for the study that’s going on right now. She also noted that anyone who wants to personally receive information about the port expansion should visit the City of Homer’s webpage under the Harbor Expansion tab.

1. CALL TO ORDER/ APPROVAL

President Gary Fandrei called the meeting to order at 9:10 a.m. Roll was called, establishing quorum.

- **Approval of Agenda**

Robert Peterkin moved to approve the agenda as presented, seconded by Scott Arndt. Hearing no objection, the motion passed.

- **Safety Minute**

Vinnie Catalano provided a safety briefing for attendees.

- **Approval of Minutes – April 14, 2023 Board of Directors and April 14, 2023 Annual meetings**

Scott Arndt moved to approve the minutes from the April 14, 2023 Board of Directors meeting and the April 14, 2023 Annual Meeting, seconded by Robert Peterkin. Hearing no objection nor discussion, the motion passed.

During the meeting closing comments, Walt Sonen observed an error in the Annual Meeting minutes whereby Carla Stanley was attributed with abstaining from a vote which should be changed to reflect that it was Paul Shadura.

- **Introductions**

Guests introduced themselves.

- **Agency Ex-Officio Directors' Remarks**

ADEC – Jade Gamble

Allison Natcher has moved into a new position, and Kara Kusche will be moving into the position of ADEC ex-officio for CIRCAC. Commissioner Brune has resigned, and Emma Pokon is serving as acting commissioner.

The Central Region has been fully staffed since January of this year, and they have had a busy season with the implementation of the Article 4 regulations, spills, exercises, and inspections. Some of the inspections they have done this year in the Cook Inlet area include Crowley Government Services out of the Port of Alaska, Cook Inlet Energy, the Marathon Anchorage terminal, and the Marathon Kenai refinery. They are currently scheduling inspections for this fall at Hilcorp and BlueCrest. These inspections have been excellent tools to provide new staff with training by experienced staff in the region and provide familiarity with the facilities regulated by ADEC.

The new Article 4 regulations require every plan holder to conduct an operation-based exercise within their five-year plan cycle, so ADEC has been working with a lot of facilities to get those exercises going. This year they participated in exercises with Petro Star at the Port of Alaska and Crowley Government Services, and they have exercises planned this fall with the Marathon Anchorage terminal, Sundog Charters, and the Alaska Railroad.

Jade Gamble recommended that to keep up with the contingency during the review process, join the ADEC listserv as their list of vendors are moving to this listserv, and everybody must join and confirm they want to join the e-mail.

Ms. Gamble reported that they are excited their program now has a licensed drone pilot in the Soldotna office, so they can quickly respond with those capabilities in Cook Inlet. She noted they also have many pilots in the Anchorage office.

Paul Shadura inquired about the range of the drones, and the general consensus among meeting attendees was that it is line of sight.

- **CIRCAC Member or Public Comment**

No members of the public came forward to provide public comment.

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

- **U.S. Coast Guard Operations Update – Captain Christopher Culpepper, Commander, Sector Anchorage**

Mr. Munger introduced Captain Christopher Culpepper by reviewing his USCG online biography. Capt. Culpepper stated that he took command a little over a month ago and has been on the road consistently ever since. He noted that he has been to Seward, Homer, Whittier, Dutch Harbor, Kodiak, and Valdez, primarily to meet with the outlying units. He has also been very pleased to get to know industry partners during his travels.

Capt. Culpepper shared his extensive background and career path with the Council, and he is pleased to be able to apply his master's study in the Northwest Passage and Arctic national security to his current assignment working throughout the Arctic and Western Alaska.

Capt. Culpepper noted that he reviewed the CIRCAC annual report and took interest in the kelp article.

Operational Highlights:

- Will be attending the Harbormaster's Conference in Ketchikan
- Capt. Lusk is enjoying her retirement
- Standard search and rescue responses
- Standard marine response efforts
- Exercises and drills
- Upcoming meeting with CISPRI and deployment drills and exercises
- Meeting with OSROs and looking forward to reviewing response plans.

Capt. Culpepper reported that he attended a meeting at the University of Alaska Fairbanks regarding the drone program. They are working to utilize technology to help with Geographic Response Surveys (GRSs) and 3-D technology. USCG received approval for funding and authorization to purchase two smaller line-of-sight drones. With software they can set on autopilot mode, the drones can scan and survey three dimensionally and feed the images into a program that will tie them together to provide a 3-D image that they can scan, rotate, and zoom. He is looking forward to being able to utilize this technology to fly the shorelines and potentially provide increased shoreline resolution to correlate or compare with the ShoreZone program that information CIRCAC works with. Capt. Culpepper shared that he is focused on collaboration, and they are trying to facilitate information sharing whereby all partners can feed into the system together to access information simultaneously. He believes information sharing will inform solutions from a response and intervention standpoint.

Capt. Culpepper shared that high priorities include trying to assimilate prevention assessments in the tank farm and facility inspections into the routine phase. He noted that most of that should be invisible to the public, but they hope to be able to demonstrate it within the Cook Inlet, Kenai Peninsula area.

Their teams will hopefully be able to operate more consistently throughout the year, weather dependent, flying the drones and doing assessments and then working with partners to identify concerns or issues and can then test strategies.

Regarding 3-D mapping and site-specific GRSs, Sue Saupe asked if the drones have LIDAR or if they are using something like structure for motion where they are taking sequential photos and mapping it that way. Capt. Culpepper responded that it's a combination of still imagery and video, and the software meshes it together as a georeference.

Paul Shadura asked what artificial intelligence (AI) would do for the U.S. Coast Guard to eliminate man hours and approaches for the Coast Guard. Capt. Culpepper stated that the Coast Guard Research and Development Center is focusing fairly heavily on exactly that, where AI and machine learning can either relieve or augment man hours or the investment of time and effort. He doesn't believe the Coast Guard will relinquish human operations such as search and rescue and spill response, and he believes they will have a human interface with all the systems. He shared some examples of next-level technology of self-locating data marker buoys and being able to utilize sail drones that can operate autonomously in seas to include hurricane conditions. He noted there is a current shortfall in spill response data management and machine learning. They are working through the Office of Data Analytics to better understand what data they have, collate and process the data, and then ultimately be able to feed that data back into a system to teach the machine to identify how best to leverage AI.

Capt. Culpepper stated that the USCG is focusing a lot of effort on what they can do, and they welcome all ideas. Innovation is the key.

Mr. Munger welcomed Capt. Culpepper to Alaska and shared how CIRCAC is looking forward to working with him. He agreed that collaboration is the key to success in working in Alaska, and he is very excited to have Capt. Culpepper on board.

- **ADEC Update – Melina Brunner, PPR Program Manager and Tiffany Larson, SPAR Division Director**

Spill Prevention and Response Division Director Tiffany Larson reported the following highlights:

- The Juneau office is temporarily relocating to the State Office Building.
- The Article 2 financial responsibility regulations are effective October 1st, which is a substantial increase with the Consumer Price Index. ADEC is doing outreach to make sure everyone is aware.
- Class 2 facility repeal was publicly noticed.
- Commissioner Brune is no longer in the position, and Emma Pokon is Acting Commissioner. The deputy commissioner role remains vacant.
- SB 137 – refined fuel surcharge increase is in Senate Resources and ADEC will be following the legislation during the second part of the session.
- HB 128 – definition of an oil terminal facility passed both bodies and was signed by the Governor in May.

Melinda Brunner, statewide manager for Prevention, Preparedness, and Response (PPR), introduced herself and provided her extensive background and work experience. She is pleased to move forward

with opportunities to work with organizations like CIRCAC, and she looks forward to meeting everyone in person.

Paul Shadura asked how ADEC feels about the changes from a 3- to a 5-year contingency plan and how it relates to spill drills and so forth. He noted the ADEC has taken the position in the past that they are going to extend it out, but they will do more drills. Ms. Brunner stated that they will continue to prioritize the number of exercises and drills to target areas where they know they need to exercise specific potential points for improvement based on experience or actual events.

Ms. Brunner stated that Kara Kusche will be serving in the ex-officio role with CIRCAC. She is the program manager and lead for the technical services branch.

- **Update on NOAA National Centers for Coastal Ocean Science (NCCOS) Partnership Projects – Dr. Kris Holderied, Director of Kasitsna Bay Laboratory**

Sue Saupe stated that CIRCAC, the Kasitsna Bay Laboratory, and the OSRI Research Program are very invested in a partnership with AOOS and the University of Alaska for observational data collections and model verifications for hydrographic models in Cook Inlet.

Dr. Kris Holderied highlighted the following in regard to the ocean research happening in that vein of collaboration and partnership:

- Invitation to staff and board members to utilize meeting space at the Kasitsna Bay Lab.
- They are trying to better understand the coastal ecosystem for management and understanding of the areas they need to protect in a spill response as well as potential future changes, such as harmful algae blooms, ocean acidification, or European green crab, which has been found in Alaska.

Partnership Projects:

Cook Inlet Ocean Model Assessment:

- National Ocean Service Cook Inlet Operational Forecast System (CIOFS) 3-D ocean model.
- Create 1999-2022 model hindcast by Axiom Data Science funded by OSRI/NCCOS. Hosted on AOOS data portal.
- Evaluate with lots of Cook Inlet ocean observing data.
- Assess for oil spill response planning and resource management applications.

Particle Trajectory Tool Project:

- IOOS Ocean Tech Transfer (OTT) grant
- AOOS, Axiom, OSRI, CIRCAC, and NCCOS collaboration

Sue Saupe noted that the CIOFS system is a much higher resolution model than has existed before, and it's the only one that is run operationally with real conditions in a real event.

CIOFS Model Outputs:

- Cook Inlet OFS Temperature Nowcast.
- Cook Inlet OFS Salinity Nowcast

Kasitsna Bay Lab Ocean Monitoring:

- CTS Profiler
- Oceanography and plankton surveys 2012 to present
- Early data shows colder temperatures that have not repeated as years passed.

Cook Inlet Drifter Buoy Tracks October 2022 example

- Cook inlet tide rips and ocean convergences
- Fronts concentrate plankton for marine species
- Concern for oil
- Good observational data has been generated to develop models.

Discovering Beneath the Surface in Kachemak Bay, Alaska

- Storymaps to educate the public.

NOAA Climate Ecosystems and Fisheries Index

- New NOAA initiative
- CEFI Decision Support System to include:
 - Regional ocean modeling
 - Information hub
 - Regional decision support teams
 - Decision makers
 - Targeted research and observations.

Dr. Holderied stated that they are very interested in what CIRCAC needs from the information they have gathered to make the best use of the new tools they have.

Capt. Culpepper appreciated the presentation and is very interested in the materials. He asked if they had any mechanism to correlate anomalous weather systems with the data tracking. Dr. Holderied stated that on the wave observation side of things, there is one buoy, and that buoy is in outer Kachemak Bay and it's maintained by AOOS. They are a bit lacking on weather and wave information.

Capt. Culpepper further asked if they can correlate any significant weather to the data tracks they have for those deployed buoys, or if that is a process they are working towards. In the instances where the USCG has previously deployed data marker buoys, they tried to at least highlight a couple days where they had a big weather system blow in that would be anomalous to the traditional current flow or wind or wave flow. Dr. Holderied replied that they do those correlations. Part of what they are trying to do is understand what drives those patterns. Is it weather? Is it freshwater input in those patterns? Is it primarily tides? What they find is there are interesting intersections, and what she found really interesting is how much surface flow is constrained by fresh water flows than by weather. The waters are deeper and there is a lot of fresh water coming into the system that has a greater effect than the weather.

Sue Saupe felt it was important to note that a lot of the drifter tracks they are seeing are driven subsurface, so the wind impact is going to be less than if they were looking at surface buoys. She noted that they typically think about the net flow going out of the Inlet on the west side, but in a really strong gap wind event, some areas could be more at risk than they normally be. Dr. Holderied agreed that gap winds will have a very big impact.

- **Oil Spill Recovery Institute (OSRI) Research Program – Dr. Scott Pegau, OSRI Research Program Manager**

Dr. Scott Pegau provided background on the formation, funding, and activities of OSRI. He described OSRI's strategy for projects as being developed and funded to meet one or more of OSRI's four goals: Understand, Respond, Inform, and Partner. A summary of his Hi presentation slides follows:

OSRI Mission:

OSRI's mission is to support research, education, and demonstration projects that improve understanding and response to oil spills in the Arctic and sub-Arctic marine environments.

OSRI Basics:

- OSRI is managed by the Prince William Sound Science Center
- Programs directed by a diverse board
- Scientific and Technical Committee
- Five-year research plan based on four goals
- Annual work plans
- Funded by interest on \$35M
- Current funding \$800K
- \$1,500 reserve
- Most projects \$50-\$100K.

Goals:

Understand

- Arctic cod
- Emulsification during freezing
- Food Safety
 - Identifying research priorities
- Cook Inlet Oil Spill Trajectory
 - AOOS, NOAA, CIRCAC
 - Hindcast using NOAA's model
 - OSRI 10 year, NOAA 10 year
 - Comparison to existing data and model output
 - Dec 2023
- Cook Inlet Oceanography
 - BOEM, CIRCAC, OSRI
 - BOEM – additional analysis
 - Data Collection:
 - High Frequency (HF) Radar, Water Column Profiler (CTD), Current Profiler (ADCP)
 - 2024 field season
 - Historic:
 - All Physical Oceanography data
 - 1999-present
 - Focus on rips
- Bird surveys associated with rips?

- CMI [Coastal Marine Institute]– Satellite analysis
- Historic:
 - Oceanography
 - Models and validation
 - Biological surveys
 - Lingering oil
 - Biodegradation.

Respond

- Unmanned Aerial Vehicle (UAV) regulations
- Multi-Partner Research Initiative (MPRI) oil thickness
- Herder/Burner Joint Industry Program (JIP)
- Oil Thickness
 - MPRI
- Oil detection in broken ice
 - USCG, NOAA, CRRC [Coastal Response Research Center]
- Unmanned Aerial System (UAS) Fluorosensor
- Low visibility
 - USCG
- Historic:
 - Aerostat
 - CISPRI, Alaska Clean Seas (ACS), BP Energy
- Dog oil detection
- Remote operated skimmer
 - USCG
- Cook Inlet Bird Habitat
 - Partial update to Environmental Sensitivity Index (ESI)
 - ESI maps outdated
 - No plan to update
 - Update layer in ERMA [Environmental Response Management Application]
- ShoreZone for ESI Coastal Habitat
- Support updating your ESI information

Inform

- Headwaters to Ocean – K-12 Program through Prince William Sound Science Center (PWSSC)
- Graduate Research Fellowship (GRF):
 - Walker – UAF – Biodegradation
 - Hickl – U. of Idaho – Droplet degradation
 - Hasan – UAF – Sea otter habitat
 - Frazier – UAF – Oil trapping in ice
 - Harsha – Univ. of New Orleans – Oxidation products
 - McArthur – UAF – Mussels in salinity gradient
- Internship – Nuka – BS-AI biodiversity (using Artificial Intelligence to assess biodiversity)
- Outreach Efforts:
 - Remote Learning
 - <https://osri.us/modules/oil-in-the-marine-environment/>
 - Bibliography of all the Arctic oil spill-related research

- Workshops – Alaska Marine Science Symposium (AMSS), Alaska Forum on the Environment (AFE), International Oil Spill Science Conference IOSSC [different than IOSC – Int. Oil Spill Conf.]

Partner

- PWS Observing – AOOS
- Ecological Research – North Pacific Research Board (NPRB)
- JIP – BSEE, oil industry (ExxonMobil, NCOC, Shell, CCA)
- Oil thickness - Canadian MPRI – NOAA, Univ. New Hampshire
- Detection of oil in ice – USCG, NOAA
- Lidar oil thickness – Naval Research Laboratory (NRL)
- Response Calculator – National Academies of Sciences, Engineering, and Medicine (NASEM), USCG
- Oil Spill Technology Challenge – Challenge Canada
- ESI Mapping – NOAA
- Information portal – Emergency Prevention, Preparedness, and Response (EPPR) Working Group of the Arctic Council
- Cook Inlet Trajectory – CIRCAC, AOOS, NOAA, BOEM

Other Projects:

- Evaluating in situ cleanup techniques primarily for Arctic areas hard to reach with feet on the ground
- Sail drones in the Bering Sea for research purposes.

Mr. Munger asked if they have had an initiative of approaching the Congressional delegation about updating the ESI maps. Dr. Pegau stated that they have not because NOAA can't lobby, but they have sent letters in support of updating the ESI layers. He stated that the ESI layers are critical in terms of incident command because oftentimes they don't know the local area. He stated that the purpose of the ESI layers is to provide synthesized information people can rapidly access to make quick decisions at the beginning of the oil spill, so it's very important they have accurate information.

Dr. Holderied added that the Kasitsna Bay Lab has just hired two new scientists, and one of the things that will be a high priority for them is habitat assessment for mapping. Sue Saupe also remarked that this relies on agencies providing their resource data. Sue further noted that the electronic mapping will not be constricted by boundaries as they work on new ways to serve up the data.

Cpt. Culpepper asked what mechanism there is to conduct any research during a response for the way things are reacting or acting, and further asked if there is a way to feed that mechanism into the existing datasets they have. Dr. Pegau stated that there is not an official mechanism to conduct research during an oil spill, but that has been a subject of discussion because a lot of people are interested. It is something they are aware of, and there are a lot of different groups trying to figure out how can they can include research or get research at the level where it is ready to respond if a spill of opportunity arises. Sue Saupe added that there are a couple of examples where sampling is required, such as if dispersants are to be applied, both at the surface and subsurface levels. With better mapping and being able to better track how the oil is moving, they can feed that directly into ERMA and update the information. In terms of a damage assessment or oil concentrations, that typically comes later.

Mr. Munger thanked all the presenters and complimented Dr. Holderied and Dr. Pegau on the fascinating work they are doing in their collaborative efforts with CIRCAC. Pres. Fandrei remarked that the presentations at these meetings are very beneficial for Directors to hear from people out in the field doing the work.

2. EXECUTIVE COMMITTEE REPORT

Pres Fandrei reported as follows:

- Met once since the last board of directors meeting
- Reviewed the current administrative and program operating budgets through August 1st
- Reviewed the statement of financial position report through August 1st
- Reviewed and approved the 2024 board and annual meeting schedule
- Reviewed and recommended to forward to the Council for adoption the proposed FY 2022 undesignated funds allocation
- Went into executive session to discuss personnel issues
- Received updates from staff on matters pertaining to funding, banking, the recertification program, annual financial audit, auditing services, relevant legislation, federal internship opportunity, meeting logistics, appointments, projects, and regulations.

Pres. Fandrei thanked fellow committee members John Williams, Deric Marcorelle, Robert Peterkin, and Grace Merkes for their diligent work this summer.

- **CIRCAC Board Meeting Schedule**

Mr. Munger stated that one of the challenges they have experienced over the last few years has been obtaining venues that are both convenient and adequate for Council meetings and accommodations. Rather than waiting until December to set the meeting schedule, they decided to set it in August which will allow Candice to begin making arrangements sooner.

- Friday, April 5, 2024 – Board of Directors and Annual Meeting – Kenai
- Friday, September 6, 2024 – Board of Directors – Kodiak
- Thursday/Friday, December 5 – 6, 2024 – Board of Directors – Anchorage

- **2023 Operating Budget and Statement of Financial Position through August 1, 2023**

Cassandra Johnson updated directors as follows:

- 58 percent of the year, and the budget is tracking along well.
- Used some money that was not planned for a technology consultant to update the office hard drives.

Mr. Munger thanked Cassandra Johnson, Maddie Jamora, and the rest of the staff highlighting that Cassandra has done a remarkable job since taking on this role with CIRCAC.

Paul Shadura asked a question relating to carryover funds. Mr. Munger explained that they can encumber unallocated funds to specific projects.

- **Proposed FY2022 Undesignated Funds Allocations**

Mr. Munger explained that undesignated funds not spent from the previous year are recommended for distribution after the audit determines how much unallocated funding is available. He noted that the

vast majority of the unallocated funds go to committees for their work, and the rest is distributed within the administrative budget. He works with staff to determine their desires for each committee, and committees will meet between now and December to allocate those funds within their committees accordingly.

Mr. Munger directed Council members to the packet where the undesignated funds are listed and explained that the undesignated funding of \$131,520.83 was determined to be allocated to committees with the remainder to be allocated toward administrative items including wages, liabilities, and facilities. In terms of the wage component, he hired a consultant as a part-time employee to assist him in becoming a certified organization with the Department of Defense SkillBridge Program. He also wants to utilize the services of Captain Leanne Lusk, ret. and Captain Chris Coutu, ret. to assist crafting language to recommend be inserted into OPA 90 to eliminate some of the ambiguities of who is required to fund CIRCAC as well as a funding mechanism for enforcement of organizations that don't provide funding. The remainder of the wage increment will be for an employee pay increase.

Scott Arndt moved to approve the recommendation to allocate the unallocated funds, seconded by Robert Peterkin.

Paul Shadura asked if it was necessary to break down the expenditures for each contractor and employee. Mr. Munger stated that it was not necessary. Paul explained that he prefers it broken down, but he will not object. Mr. Shadura also asked for clarification that these expenditures are not anticipated to be ongoing. Mr. Munger stated that these are opportunistic things he would like to get done.

A roll call vote was taken:

Pres. Fandrei, yes
Mr. Marcorelle, yes
Mr. Peterkin, yes
Ms. Merkes, yes

Mr. Rodvik, yes
Mr. Shadura, yes
Mr. Sonen, yes
Mr. Flint, yes

Mr. Opheim, yes
Mr. Arndt, yes

Hearing no further discussion nor objection, the motion passed unanimously (10/0).

3. EXECUTIVE DIRECTOR'S REPORT

IOGCC

Mr. Munger reported he was reappointed to the Interstate Oil and Gas Compact Commission (IOGCC), which is a multistate commission that champions the conservation and efficient recovery and storage of domestic oil and gas resources. It was established back in the '30s, and all the oil and gas producing states belong to it. The governors of each state or the official representatives designate an official representative to serve on the commission. Mr. Munger was appointed by then Governor Frank Murkowski in 2005 and was notified earlier this year that his membership had lapsed. Mr. Munger was reappointed by Governor Dunleavy, and he will be serving on the Public Outreach Committee and will be attending the upcoming annual meeting in October in Salt Lake City.

SkillBridge Program

Mr. Munger reported that CIRCAC became a certified member of the Department of Defense (DOD) SkillBridge program, which is a program that is an opportunity for enlisted service members to gain

valuable work experience through specific industry training, apprenticeships, or internships during their last 180 days of service. DOD SkillBridge connects transitioning service members with industry partners and real-world experiences. For service members, DOD SkillBridge provides an invaluable chance to work and learn citizen career areas for industry partners. DOD SkillBridge is an opportunity to assess and leverage the world's most highly trained and skilled workforce at no cost.

Captain Leanne Lusk contacted Mr. Munger regarding a senior chief retiring from the Coast Guard in 2024, Kaleena Barnes, and Capt. Lusk asked if CIRCAC would be interested in getting into this program because she thought Kaleena could be a potential intern with CIRCAC. This past week CIRCAC became certified and an active member of the SkillBridge Program, and if everything goes according to plan, Ms. Barnes will begin her 120-day internship in March of 2024.

Legislative Activities:

- Add clarity to the existing language in OPA 90 that would include who must fund CIRCAC and an enforcement mechanism of federal agencies involved in the regulatory oversight if, in fact, the companies refuse to fund them as has happened with Furie.
- Ensure that crude oil vessels transiting Cook Inlet are federally required to belong to a National Petroleum Council (NPC) oil spill removal organization. Start exploring this issue with the congressional delegation in terms of getting it into the Coast Guard Authorization Act or OPA 90 because it is currently only required in state.

Administration:

- Thank you to Maddie Jamora and Shaylon Cochran for the heavy lift on our annual recertification, especially soliciting letters of support from myriad agencies and individuals as this year was the in-depth application that is required triennially
- The annual audit has been completed. Anticipate an upcoming meeting of the Audit and Executive Committee to approve the audit.
- Allison Porter is CIRCAC's auditor, and Lambe Tuter & Associates assist in audit preparation, consults on bookkeeping issues and does the organization's tax returns. The draft audit is unremarkable with no discrepancies noted.
- The 2024 budget will be put together between now and the next board meeting.

Paul Shadura asked if Mr. Munger still negotiates with funders or meets with them on a regular basis. Mr. Munger stated that CIRCAC has five-year contracts with industry, with the current contract expiring in 2025. Mr. Munger highlighted that he was able to get language inserted into OPA 90 a number of years ago to have a funding floor of \$1.4 million instead of industry being able to start the negotiations at zero. An annual increase based on the CPI index of Anchorage has also been included.

Paul Shadura asked if there are funding companies or groups that are still holding back or creating tensions. Mr. Munger replied that for the most part, the funding companies are very responsible, but they continue to have an issue with Furie. The contract with industry is structured in such a way that it doesn't matter if it's one company or 10 companies, whoever is part of the funding regime pays the full funding amount. CIRCAC is fortunate to have a responsible company provide the majority of their funding, and that is Marathon. Many of the funders are willing to work with CIRCAC on this issue as it is also an industry concern.

International Oil Spill Conference:

Mr. Munger reported the International Oil Spill Conference (IOSC) is in New Orleans May 13 – 15, 2024, and he encourages directors to attend because it's an opportunity for the board to learn more about spill response methods and equipment. Robert Peterkin, Pres. Fandrei, and Scott Arndt volunteered to attend.

Mr. Munger expressed his pride stating it is the best staff the organization has ever had.

4. STAFF REPORTS – STATUS OF PROGRAMS & PROJECTS

• **Prevention, Response, Operations, and Safety Committee – Vinnie Catalano**

Vinnie Catalano highlighted his written report as follows:

Arctic and Western Alaska (AWA) Area Plan

- USCG was updating the group on their risk assessment efforts and for those to be included in the AWA plan.
- Another discussion was about ICS and HAZWOPER training to be provided to the villages within the AWA. Many of the villages have fuel storage facilities and do experience spills, so it is important for people to have training to perform the first elements of response. The USCG is hoping to be able to provide this training as part of their annual facility visits.

Bureau of Safety and Environmental Enforcement Concept of Operations (CONOPS) Stakeholder Meeting for Offshore Facility Oil Spill Response

- Three-day conference with the first two days dedicated to Beaufort Sea operations, and the third day was for Cook Inlet.
- Focused on worst-case discharge scenarios.

Geographic Resource Information Database (GRID)

- Making great progress working with Nuka Research and Axiom. They have been doing a lot of updates and working on public access to the site.
- Will be meeting with Nuka Research to discuss wrapping the project up and then moving on to Kodiak to collect information and data for resources in Kodiak to include in the database.

Marathon Refinery Tour

- Staff and board members completed a very informative Marathon refinery tour.
- CIRCAC will continue to seek opportunities like this for anyone else on the board interested in attending.

Marathon Petroleum Annual Drill

- An invitation was extended for board members to attend Marathon's next drill on October 12th. CIRCAC attendees will act as role players during the event. The drill will be loosely based on an incident where a vessel dragged an anchor and contacted a subsea pipeline.

Harbor Safety Committee

- CIRCAC occupies two seats on the Harbor Safety Committee, a primary and an alternate seat.
- Vinnie is the chair for the Harbor Safety Plan Workgroup.
- The Harbor Safety Plan has just been updated and will be going out for public review.

Vinnie Catalano recognized Ted Moore for prompting him to talk to industry about the use of drones for response and facility inspection 10 years ago.

Paul Shadura stated that somebody that worked at the Port of Alaska was really concerned that deposition rates have gone up because of climate changes, whether they be natural or not, but there is a substantial loading on the reef and shoal for large vessels coming into port in Anchorage.

Walt Sonen stated that Seldovia received a couple conexes full of response equipment that was sponsored by the state through the ADEC. He understood that this would be expanded to villages around coastal Alaska. He wondered how many villages have this type of equipment in place. Jade Gambell shared a link to the ADEC website that shows the conexes they have around the state and the equipment stored in each one.

- **Protocol Control Committee – Vinnie Catalano**

Vinnie Catalano highlighted committee activities from his written report as follows:

- Comments regarding the Alaska Regional Contingency Plan
- Comments regarding a request for information on the Coast Guard Vessel Response Plan and Maritime Oil Spill Response Plan Advisory Group (MORPAG) recommendations.
- Letter of support regarding SB 137
- Comments regarding the proposed changes on oil spill financial responsibility in the ADEC regulations.

- **Administration – Maddie Jamora**

Maddie Jamora highlighted her written report as follows:

- New signpost for the CIRCAC office should be up in the next couple of weeks.
- Thank you to everyone who submitted a letter of comment for recertification.
- Financial audit is wrapping up, and Executive and Audit Committees will be meeting soon.
- Lambe Tuter & Associates has been very helpful.
- 2024 meeting schedule is out, and it will help with determining the logistics in advance.

- **Public Outreach Committee – Shaylon Cochran**

Shaylon Cochran highlighted his written report as follows:

- Looking forward to getting out and presenting at a variety of events.
- In the very early stages of developing a program for a Regional Stakeholders Committee. Work on this will begin next year as a way of targeting members of the community who might be interested in the work of CIRCAC.

Paul Shadura asked about analytics for the new website. Shaylon Cochran stated that they are now able to view analytics with the new website, and Sun Dog Media has ready access to that information. Shaylon has reviewed the information, and he was surprised by the number of unique visitors to the site. He will get those numbers to share with directors.

Paul Shadura also suggested they include a short survey on the website to determine where people are at and what their interests are. Shaylon suggested directors reach out to their stakeholder groups to see what their interest is in having a dialogue. He looks to the directors who are in touch with their various stakeholder groups to bridge that gap.

- **Environmental Monitoring Committee – Susan Saupe**

Susan Saupe highlighted her written report as follows:

- A lot of the information from her report was covered during the special presentations at today's meeting which highlights the teamwork between AOOS, OSRI, NOAA, UAF, and CIRCAC. They are coming at this work from multiple perspectives, one of which is the hindcast, which is the comparison of model results to known historical data. They will use those results to identify where the model is not accurately modeling circulation and conditions.
- Knowing that the models don't necessarily capture some of the fine scale features very well, the EMC and partnering organizations are working to collect observational data through multi-pronged field efforts. This will include high frequency (HF) radar that will hopefully be operational within 30 days and will collect surface current data year-round over a large area south of the Forelands. In 2024, there will be field collections throughout the tide cycle to measure water column stratification and measure currents with an Acoustic Doppler Current Profiler (ADCP). They will also be releasing a series of satellite-tracked drifter buoys. They want to focus on the convergent zones that they know can collect oil and sink the oil, where it can resurface downstream. This will be done next year with the use of the University of Alaska vessel NANOOK.
- The next stage in model development for the partnership is a particle trajectory model that will be available in an on-line portal and accessible and usable by anybody. The team is working with NOAA's Office of Restoration and Response (OR&R), which is the entity that provides the oil spill trajectory for oil spills and drills. However, unless it's a drill or spill of national significance, trajectory are often not provided. The modelers at Axiom will work with the modelers at OR&R to ensure we are not duplicating efforts but can provide a good, usable tool available for all efforts, such as planning and risk assessments.
- No ShoreZone surveys were done this year, but EMC has proposed putting some of their unallocated funds towards an effort to resurvey the northern portion of the Kodiak Island archipelago.
- They are looking at cross walking the ShoreZone into the ESI database, and Sue is working with Dr. Pegau and SeaChange, the contractor for ShoreZone.
- There were no macrocystis kelp surveys this summer, but the Exxon Valdez Oil Spill Trustees Council (EVOSTC) has funded a large mariculture project, focusing on coastal communities, and EMC will work with them to provide mapping data on the spread of new kelp beds. Sue has received a request through a Sea Grant contractor to coordinate efforts for macrocystis kelp surveys, and she will be working to leverage efforts.
- EMC will be holding an in-person meeting in Anchorage in October where they will receive presentations for information gathering purposes. They will invite a series of speakers that will talk about the different points of interest to the committee and projects they are supporting with their partners.
- A Cook Inlet Water Quality Summit will be held in Anchorage October 23 – 24. This is an information-only summit, and Sue will be a keynote speaker. Her topics will focus on background contaminants, sources of contaminants, and where there are data gaps for Cook Inlet. The summit will also include presentations from industry and agency partners.
- EMC approved funding to get a new rigid-hull inflatable boat, and a contract is underway with the boat builder in Washington.

- Rereviewed the comments CIRCAC submitted eight years ago regarding the EPA's list of approved products such as dispersants and other treating agents. The EPA came out with its final rule in May of this year, and some of the originally proposed changes supported by CIRCAC were incorporated. Overall it is a more transparent process. It now requires manufacturers to list what chemicals are used in their products, and they have to meet certain standards and thresholds. The EPA has also provided options for regional teams and area committees to request additional testing.

5. **CALENDAR AND MISCELLANEOUS**

- Tentative PROPS Meeting – Friday, September 8 at CIAA, Kenai
- Tentative EMC Meeting – October, TBD, Anchorage
- CIRCAC Board Meeting, November 30 – December 1, Anchorage

*****CLOSING COMMENTS*****

Hans Rodvik announced he and his wife had a daughter August 5th. He appreciated the meeting today and is happy to have Capt. Culpepper onboard and engaged.

Walt Sonen appreciated the meeting and Capt. Culpepper's presentation, background, and depth of knowledge.

Michael Opheim appreciated the meeting and all the work that went into it. He enjoyed the presentations and the discussions that followed.

Deric Marcorelle enjoyed his stay in Homer and felt it was a good meeting.

Scott Arndt appreciated staff and presenters and thought it was a good meeting.

Grace Merkes agreed and added that the accommodations and meals were nice, and she appreciated it.

Bob Flint thought it was good meeting, the presentations were excellent, and staff presentations were really good. Thank you to Candice for the accommodations. It worked out really well.

Paul Shadura congratulated Hans Rodvik on the extension of his family. He appreciates directors allowing him to ask questions because he thinks they need more discussion and he appreciates the dialogue. He believes Shaylon Cochran's position is integral to extending the organization into a new chapter. He appreciates everyone's work.

Robert Peterkin learns a lot at these meetings. He remarked that in the past, Homer meetings have seen a lot of attendees who were quite vocal, so something must be going right that wasn't the case at this meeting. Great meeting, good presentations, everybody did a great job.

Susan Saupe agreed it was a good meeting.

Candice Elias thought it was a great meeting, and she requested that directors contact her by Monday to confirm hotel reservations for the December meeting.

Maddie Jamora thanked the board for their attention and commitment to CIRCAC. She wished everyone safe travels home.

Vinnie Catalano thanked everyone for their participation, and he appreciated Paul's questions. He likes the board being able to travel again, and he wished more board members could be there in person. He noted that the next meeting is in Anchorage, and next year they are going to Kodiak. It will be nice to be on the road with the whole board to visit communities and talk to community members.

Cassandra Johnson also thought it was a good meeting, and she hopes they have a little more summer before their next meeting.

Shaylon Cochran thanked everyone for their time and wished them safe travels home.

Mike Munger thanked everyone for their participation and shared that it's a great organization that works well together to get the mission of the Council accomplished.

Scott Arndt and Paul Shadura moved to adjourn, seconded by Robert Peterkin. Hearing no objection, the motion passed, and the meeting adjourned at 2:41 p.m.

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Seventeenth District

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

16451
August 23, 2023

Cook Inlet Regional Citizens Advisory Council
Attn: Michael Munger, Executive Director
8195 Kenai Spur Hwy
Kenai AK 99611-8033

Dear Mr. Munger,

After review of the 2023 triennial recertification package dated 15 May 2023, submitted by the Cook Inlet Regional Citizens Advisory Council (CIRCAC), I certify the CIRCAC as an alternative voluntary advisory group permitted under Subsection 5002(o) of the Oil Pollution Terminal and Oil Tanker Environmental Oversight and Monitoring Act of 1990 (OPA 90). This recertification terminates August 31, 2024.

Of the 33 comments received during the public comment period, 33 were supportive of recertification and noted the positive efforts demonstrated by CIRCAC as it carries out its mission and responsibilities as intended by the Act. No comments were received recommending against the recertification of the CIRCAC.

My staff and I look forward to continuing to work with you in accordance with federal law and as Congress intended in OPA 90 to maintain and improve safe and environmentally sound transportation of oil throughout Cook Inlet.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. M. Dean", with a large circular flourish around it.

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

Copy: Sector Anchorage
MSD Homer
CGD17 (dl), (dp)



PORTER & ALLISON

INC

CERTIFIED PUBLIC ACCOUNTANTS

September 6, 2023

To the Board of Directors
Cook Inlet Regional Citizens Advisory Council, Inc.
Kenai, Alaska

We have audited the financial statements of Cook Inlet Regional Citizens Advisory Council, Inc. for the year ended December 31, 2022, and plan to issue our report thereon dated September 6, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 17, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Cook Inlet Regional Citizens Advisory Council, Inc. are described in Note 2 to the financial statements. New accounting policies adopted in 2022 included ASC 842; There was no material impact from the adoption of the standard. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to calculate these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter, which will be dated the same as the auditor's report.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the board of directors and management of Cook Inlet Regional Citizens Advisory Council, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Porter & Allison, Inc.

Porter & Allison, Inc.

**COOK INLET REGIONAL
CITIZENS’ ADVISORY COUNCIL, INC.**

FINANCIAL STATEMENTS
(With Independent Auditor’s Report Thereon)

Year Ended December 31, 2022



**COOK INLET REGIONAL CITIZE
ADVISORY COUNCIL, INC.**

TABLE OF CONTENTS

	Page
Independent Auditor’s Report	1-2
 Financial Statements	
Statement of Financial Position.....	3
Statement of Activities.....	4
Statement of Functional Expenses	5
Statement of Cash Flows.	6
Notes to Financial Statements.....	7-11



PORTER & ALLISON

INC

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Cook Inlet Regional Citizens' Advisory Council, Inc.
Kenai, Alaska

Opinion

We have audited the accompanying financial statements of Cook Inlet Regional Citizens' Advisory Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cook Inlet Regional Citizens' Advisory Council, Inc. as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Cook Inlet Regional Citizens' Advisory Council, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Cook Inlet Regional Citizens' Advisory Council, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions,

misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Cook Inlet Regional Citizens' Advisory Council, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Cook Inlet Regional Citizens' Advisory Council, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Porter & Allison, Inc.

Anchorage, Alaska
September 6, 2023

FINANCIAL STATEMENTS

COOK INLET REGIONAL CITIZENS' ADVISORY COUNCIL, INC.

Statement of Financial Position

December 31, 2022

Assets

Current Assets:

Cash and cash equivalents	\$ 2,139,963
Prepaid expenses	22,308
Total Current Assets	<u>2,162,271</u>

Right of use assets	48,474
Property and equipment, net of accumulated depreciation	<u>25,526</u>

Total Assets	<u><u>\$ 2,236,271</u></u>
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Liabilities and Net Assets

Current Liabilities:

Accounts payable	\$ 46,282
Payroll-related liabilities	78,504
Refundable advances	18,177
Current portion of lease liability	<u>19,804</u>
Total Current Liabilities	162,767

Long-term portion of lease liability	<u>28,670</u>
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Total liabilities	<u>191,437</u>
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Net Assets:

Without donor restrictions	241,340
With donor restrictions	<u>1,803,494</u>

Total Net Assets	<u>2,044,834</u>
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Total Liabilities and Net Assets	<u><u>\$ 2,236,271</u></u>
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See accompanying notes to financial statements.

COOK INLET REGIONAL CITIZENS' ADVISORY COUNCIL, INC.

Statement of Activities Year Ended December 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Changes in Net Assets From Operating Activities:			
Support and Revenues:			
Charter funding revenue	\$ -	1,578,113	1,578,113
Net assets released from restrictions	1,402,571	(1,402,571)	-
Total Support and Revenues	1,402,571	175,542	1,578,113
Expenses:			
Administrative	1,111,076	-	1,111,076
Environmental monitoring committee	144,559	-	144,559
Prevention response operation and safety	108,580	-	108,580
Protocol	17,215	-	17,215
Citizens advisory council	15,483	-	15,483
Public outreach	14,803	-	14,803
Fundraising	-	-	-
Total Expenses	1,411,716	-	1,411,716
Change in Net Assets from Operating Activities	(9,145)	175,542	166,397
Change in Net Assets from Non-Operating Activities:			
Interest income from cash accounts	22,405	-	22,405
Other income	4,965	-	4,965
Change in Net Assets	18,225	175,542	193,767
Net Assets, beginning of year	223,115	1,627,952	1,851,067
Net Assets, end of year	\$ 241,340	1,803,494	2,044,834

See accompanying notes to financial statements.

COOK INLET REGIONAL CITIZENS' ADVISORY COUNCIL, INC.

Statement of Functional Expenses

Year Ended December 31, 2022

	Program Services						Supporting Services			
	Prevention Response Operations and Safety	Public Outreach	Enviromental Monitoring Committee	Protocol	Citizens Advisory Council	Total Program Expenses	Administrative	Fundraising	Total Supporting Expenses	Total
Expenses:										
Salaries and related benefits	\$ -	-	-	-	-	-	751,846	-	751,846	751,846
Professional services	100,284	14,803	144,276	17,215	15,200	291,778	39,041	-	39,041	330,819
Insurance	-	-	-	-	-	-	120,024	-	120,024	120,024
Payroll taxes	-	-	-	-	-	-	56,460	-	56,460	56,460
Committee meetings and related travel	-	-	-	-	-	-	55,768	-	55,768	55,768
Facilities	-	-	-	-	-	-	42,486	-	42,486	42,486
Telephone	-	-	-	-	-	-	17,361	-	17,361	17,361
Supplies	-	-	-	-	-	-	17,277	-	17,277	17,277
Depreciation	8,296	-	283	-	283	8,862	283	-	283	9,145
Public relations	-	-	-	-	-	-	3,026	-	3,026	3,026
Dues, fees, and subscriptions	-	-	-	-	-	-	2,782	-	2,782	2,782
Postage and freight	-	-	-	-	-	-	546	-	546	546
Other	-	-	-	-	-	-	4,176	-	4,176	4,176
Total Expenses	\$ 108,580	14,803	144,559	17,215	15,483	300,640	1,111,076	-	1,111,076	1,411,716

See accompanying notes to financial statements.

COOK INLET REGIONAL CITIZENS' ADVISORY COUNCIL, INC.

Statement of Cash Flows Year Ended December 31, 2022

Cash Flows from Operating Activities:	
Cash received from grantors	\$ 1,596,290
Cash paid to vendors and employees	(1,335,840)
Cash paid related to lease liabilities	(20,400)
Interest received	22,405
	<hr/>
Net Cash Flows from Operating Activities	262,455
	<hr/>
Net Change in Cash and Cash Equivalents	262,455
	<hr/>
Cash and Cash Equivalents, beginning of year	1,877,508
	<hr/>
Cash and Cash Equivalents, end of year	\$ <u>2,139,963</u>
Reconciliation of Change in Net Assets to Net Cash from Operating Activities:	
Change in Net Assets	\$ 193,767
Depreciation	9,145
Decrease in assets:	
Prepaid expenses	2,221
Increase in liabilities:	
Accounts payable	28,962
Payroll-related liabilities	10,183
Refundable advance	18,177
	<hr/>
Net Cash from Operating Activities	\$ <u>262,455</u>
Non-cash activities:	
Lease liabilities resulting from right to use assets	\$ <u>48,474</u>

See accompanying notes to financial statements.

**COOK INLET REGIONAL CITIZENS’
ADVISORY COUNCIL, INC.**

Notes to Financial Statements
December 31, 2022

Note 1 – Nature of Operations

Cook Inlet Regional Citizens’ Advisory Council, Inc. (CIRCAC) is a professional 501(c)(3) charitable nonprofit organization. CIRCAC is a nonprofit corporation organized exclusively for charitable, scientific, literary, or educational purposes, including, without limitation, the oversight, monitoring, assessing, and evaluation of oil spill prevention, safety and response plans, terminal and oil tanker operations, and environmental impacts of oil tanker and oil terminal operations in Cook Inlet under provisions of Section 5002 of the Oil Pollution Act of 1990.

Note 2 – Summary of Significant Accounting Policies

Basis of Accounting and Financial Statement Presentation

CIRCAC’s accounting policies conform to accounting principles generally accepted in the United States of America as applicable. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) “Audit and Accounting Guide for Not-for-Profit Organizations” (the “Guide”). ASC 958-205 was effective January 1, 2019.

Cash and Cash Equivalents

For purposes of the statement of cash flows, CIRCAC considers all highly liquid cash balances as cash equivalents.

Prepaid Expenses

Payments made to vendors for services that will benefit periods beyond the year end are recorded as prepaid expenses.

Leases

CIRCAC adopted FASB Topic 842, *Leases*, using the modified retrospective approach with January 1, 2022 as the date of initial adoption. The most significant change in the new leasing guidance is the requirement to recognize right-of-use (ROU) assets and lease liabilities for operating leases on the balance sheet. Recognition of ROU assets and lease liabilities are excluded from leases with terms of less than one year. Costs of leases with a term shorter than one year are expensed ratably over the lease term and future obligations on short-term leases are not recognized on the balance sheet.

CIRCAC utilized all of the available practical expedients in the adoption of Topic 842 which allowed CIRCAC to carry forward the historical conclusions about lease classification, lease identification, and initial direct costs for existing or expired leases. CIRCAC has also elected to use the risk-free rate on the date of adoption using the remaining lease term as of the date of adoption. Adoption of the new standard resulted in the recording of right-of-use assets of \$48,474 and lease liabilities of \$48,474, at January 1, 2022. The adoption of the standard did not have a material impact on CIRCAC’S results of operations or cash flows.

**COOK INLET REGIONAL CITIZENS'
ADVISORY COUNCIL, INC.**

Notes to Financial Statements
December 31, 2022

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Purchases of property and equipment are recorded at cost. Depreciation is calculated on the straight-line-method over the estimated useful life of the assets.

Refundable Advances

At times charter funding revenues are received for future periods, these receipts are recorded as refundable advances until obligations or restrictions have been met.

Net Assets

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of CIRCAC and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the CIRCAC.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of CIRCAC or by the passage of time.

Revenue Recognition

Charter funding revenues are recorded as contributions with donor restrictions. Contributions required to be reported as donor-restricted contributions are reclassified to net assets without donor restrictions upon expiration of the restrictions.

Advertising

Costs related to advertising are expensed as incurred.

Use of Estimates

The preparation of financial statements in conformity with accounting principles accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

CIRCAC is exempt from income tax under Section 501(c)(3) though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. CIRCAC has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligation in jurisdictions for which it has nexus; and to

**COOK INLET REGIONAL CITIZENS'
ADVISORY COUNCIL, INC.**

Notes to Financial Statements
December 31, 2022

identify and evaluate other matters that may be considered tax positions. CIRCAC has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements.

Subsequent Events

CIRCAC has evaluated subsequent events through September 6, 2023, the date on which the financial statements were issued.

Note 3 – Cash and Cash Equivalents

CIRCAC maintains cash balances that are insured by the FDIC up to \$250,000. As of December 31, 2022 the uninsured balance was \$1,713,648.

CIRCAC has entered into a non-federally insured repurchase agreement with First National Bank Alaska. The bank utilized cash deposits to purchase Federal Agency Securities on a nightly basis and repurchases them from CIRCAC the following morning. The repurchase agreement matures on a nightly basis.

Note 4 – Lease Expense, Lease Commitments and Lease Liabilities

CIRCAC has a noncancelable operating lease with a third party for its office space in Kenai, Alaska. The monthly payments required by this lease are \$1,700. The lease expires in June 2025.

The rental expense on this lease totaled \$20,400 for the year ended December 31, 2022. Future minimum lease payments on the noncancelable leases are as follows for the years ended December 31:

2023	\$ 20,400
2024	20,400
2025	<u>10,200</u>
Future minimum lease payments	51,000
Present value discount	<u>(2,526)</u>
Lease liability	\$ <u><u>48,474</u></u>

**COOK INLET REGIONAL CITIZENS'
ADVISORY COUNCIL, INC.**

Notes to Financial Statements
December 31, 2022

Note 5 – Property and Equipment

A summary of property and equipment as of December 31, consist of the following:

	2022
Field equipment	\$ 148,237
Office equipment	37,538
Office furniture	9,624
	<u>195,399</u>
Less accumulated depreciation	<u>(169,873)</u>
Property and Equipment, net	<u>\$ 25,526</u>

Depreciation expense for the year ended December 31, 2022 was \$9,145.

Note 6 – Limitations and Restrictions on Net Assets

Net Assets Without Donor Restrictions

CIRCAC's Board of Directors has placed the following limitations on net assets without donor restrictions at December 31:

	2022
Net investment in property and equipment	\$ 25,526
Undesignated funds	<u>215,814</u>
	<u>\$ 241,340</u>

Net Assets With Donor Restrictions

Net assets with donor restrictions are subject to for a specific purpose and encumbered by the board of directors for as follows for the year ended December 31:

	2022
Environmental monitoring committee	\$ 901,515
Prevention response	637,629
Protocol	19,215
Public outreach	82,287
Council	151,798
Kenai Peninsula Borough grant	<u>11,050</u>
Total net assets with donor restriction	<u>\$ 1,803,494</u>

**COOK INLET REGIONAL CITIZENS’
ADVISORY COUNCIL, INC.**

Notes to Financial Statements
December 31, 2022

Note 7 – Retirement Plan

CIRCAC has a defined contribution plan covering all employees. Total expense for the year ended December 31, 2022, is \$4,253 and is included in salaries and related benefits on the statement of functional expenses.

Note 8 – Availability and Liquidity

The following represents CIRCAC’s financial assets available for general expenditures, that is, without donor or other restrictions limiting their use within one year of the date of the financial position at December 31:

	<u>2022</u>
Financial assets at year end:	
Cash and cash equivalents	\$ 2,139,963
Less donor restricted funding	<u>(1,803,494)</u>
Total financial assets available for general expenditure within one year	<u>\$ 336,469</u>

Note 9 – Concentrations

CIRCAC received 100% of charter funding revenue from three funding companies for the year ended December 31, 2022.

2:43 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
2023 Operating & Projects Budget
January 1 through November 1, 2023

	Jan 1 - Nov 1, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Charter Fund Companies	1,707,688.04	1,707,688.04	0.00	100.0%
4100 · Interest Income	52,728.73	0.00	52,728.73	100.0%
Total Income	1,760,416.77	1,707,688.04	52,728.73	103.1%
Gross Profit	1,760,416.77	1,707,688.04	52,728.73	103.1%
Expense				
Operating Expenses				
5010 · Wage Expense (Payroll)	557,509.70	727,859.00	-170,349.30	76.6%
5020 · Payroll Tax Expense	48,290.80	69,261.83	-20,971.03	69.7%
5030 · Retirement Expense	18,979.23	30,650.00	-11,670.77	61.9%
5040 · Employee Leave Taxes	0.00	12,500.00	-12,500.00	0.0%
5050 · Employee Leave Policy	41,953.20	101,350.00	-59,396.80	41.4%
5140 · Employee Insurance Expense	90,217.68	160,000.00	-69,782.32	56.4%
5150 · Council Insurance Expense	18,116.93	22,000.00	-3,883.07	82.3%
5210 · Rent Expense - Kenai	20,140.00	25,000.00	-4,860.00	80.6%
5215 · Rent Expense - Offsite	7,250.00	9,400.00	-2,150.00	77.1%
5216 · Incidental Office Expenses	5,782.80	8,500.00	-2,717.20	68.0%
5220 · Utilities Expense	4,593.67	9,500.00	-4,906.33	48.4%
5230 · Telephone Expense - Kenai	7,701.19	15,011.00	-7,309.81	51.3%
5235 · Telephone Expense - Off-Site	3,954.47	7,000.00	-3,045.53	56.5%
5240 · Teleconference Expense - Kenai	1,384.86	9,000.00	-7,615.14	15.4%
5310 · Office Supplies Expense - Kenai	2,250.08	5,000.00	-2,749.92	45.0%
5315 · Office Supplies Expense - Off-S	269.66	1,000.00	-730.34	27.0%
5320 · Office Equipment Expense - Kena	4,598.19	7,000.00	-2,401.81	65.7%
5330 · Office Furniture Expense - Kena	829.99	1,000.00	-170.01	83.0%
5335 · Office Furniture Expense - Offs	0.00	800.00	-800.00	0.0%
5340 · Computer Hardware Expense Kenai	626.54	3,000.00	-2,373.46	20.9%
5345 · Computer Hardware Expense-Offsi	26.99	1,000.00	-973.01	2.7%
5350 · Computer Software Expense Kenai	1,109.41	3,000.00	-1,890.59	37.0%
5355 · Computer Software Expense-Offsi	557.35	1,500.00	-942.65	37.2%
5360 · Office Equip. Repair & Main - K	5,691.99	8,000.00	-2,308.01	71.1%
5380 · General Office Fees	1,159.38	1,500.00	-340.62	77.3%
5390 · Technology Consultation	2,550.00	4,000.00	-1,450.00	63.8%
5410 · Advertising Expense	965.82	3,500.00	-2,534.18	27.6%
5420 · Misc. Public Relations	2,632.99	3,500.00	-867.01	75.2%
5430 · Subscriptions Expense	1,410.19	2,500.00	-1,089.81	56.4%
5450 · Membership Expense	409.94	1,500.00	-1,090.06	27.3%
5510 · Postage Expense	593.28	2,000.00	-1,406.72	29.7%
5520 · Freight Expense	0.00	1,500.00	-1,500.00	0.0%
5610 · Miscellaneous Expense	559.13	15,621.04	-15,061.91	3.6%
5620 · Staff Training	0.00	5,000.00	-5,000.00	0.0%
6010 · Admin Council Meeting Expense	4,622.69	7,000.00	-2,377.31	66.0%
6020 · Admin Exec. Committee Mtg Exp	0.00	1,000.00	-1,000.00	0.0%
6030 · Admin EMC Committee Mtg Expense	5,619.52	7,000.00	-1,380.48	80.3%
6040 · Admin PROPS Committee Expense	172.93	3,000.00	-2,827.07	5.8%
6050 · Admin PROTOCOL CommitteeExpense	0.00	800.00	-800.00	0.0%
6060 · Admin Public Outreach Expense	2,140.00	9,000.00	-6,860.00	23.8%
6070 · Admin Non RCAC Mtg Expense	6,478.30	25,000.00	-18,521.70	25.9%
6110 · Council Members Mtg Expense	15,274.57	34,000.00	-18,725.43	44.9%
6120 · Executive Members Mtg Expense	95.60	850.00	-754.40	11.2%
6130 · EMC Member Mtg Expense	5,086.98	7,500.00	-2,413.02	67.8%
6140 · PROPS Member Mtg Expense	7,325.46	9,000.00	-1,674.54	81.4%
6150 · PROTOCOL Member Mtg Expense	27.51	800.00	-772.49	3.4%
6160 · Public Outreach Member Mtg Exp	142.08	1,000.00	-857.92	14.2%
6170 · Non RCAC Member Mtg Expense	0.00	3,750.00	-3,750.00	0.0%
6500 · Transcribing Services	6,753.60	20,000.00	-13,246.40	33.8%
7310 · Legal Expense	10,000.00	15,000.00	-5,000.00	66.7%
7410 · CPA Expense	7,887.50	17,500.00	-9,612.50	45.1%
8000 · Legislative Monitoring Expense	13,200.00	15,500.00	-2,300.00	85.2%
8010 · Legislative Travel Expense	0.00	3,500.00	-3,500.00	0.0%
Total Operating Expenses	936,942.20	1,460,152.87	-523,210.67	64.2%
7010 · Council Projects				
Special Opportunities				
219401 · 219400 Special Opportunit	0.00	7,000.00	-7,000.00	0.0%
223401 · 23 Special Opportunities	0.00	15,000.00	-15,000.00	0.0%
Total Special Opportunities	0.00	22,000.00	-22,000.00	0.0%
Financial Audit				
223378 · 23 Financial Audit	15,033.54	20,000.00	-4,966.46	75.2%

2:43 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
2023 Operating & Projects Budget
January 1 through November 1, 2023

	Jan 1 - Nov 1, 23	Budget	\$ Over Budget	% of Budget
Total Financial Audit	15,033.54	20,000.00	-4,966.46	75.2%
Total 7010 · Council Projects	15,033.54	42,000.00	-26,966.46	35.8%
7030 · EMC Professional Services				
Biological and Chemical Environ				
Intertidal Monitoring				
019432 · 19 USDI NPS Subtidal & Intertid	0.00	690.69	-690.69	0.0%
73272 · 03 KPB Intertidal Monitoring	0.00	1,675.84	-1,675.84	0.0%
318432 · 18 Intertidal Monitoring	2,959.26	19,618.58	-16,659.32	15.1%
319432 · 19 Intertidal Monitoring	0.00	21,330.33	-21,330.33	0.0%
322432 · 22 Intertidal Monitoring	0.00	20,000.00	-20,000.00	0.0%
Total Intertidal Monitoring	2,959.26	63,315.44	-60,356.18	4.7%
Subtidal Monitoring				
316380 · 16 Subtidal Monitoring	2,285.23	16,361.64	-14,076.41	14.0%
318380 · 18 Subtidal Monitoring	0.00	15,191.38	-15,191.38	0.0%
320380 · 20 Subtidal Monitoring	0.00	35,000.00	-35,000.00	0.0%
321380 · 21 Subtidal Monitoring	0.00	30,000.00	-30,000.00	0.0%
Total Subtidal Monitoring	2,285.23	96,553.02	-94,267.79	2.4%
Cook Inlet Beluga				
314420 · 14 Cook Inlet Beluga	0.00	5,939.48	-5,939.48	0.0%
321420 · 21 Cook Inlet Beluga	0.00	15,000.00	-15,000.00	0.0%
322420 · 22 Cook Inlet Beluga	0.00	25,000.00	-25,000.00	0.0%
Total Cook Inlet Beluga	0.00	45,939.48	-45,939.48	0.0%
Database/GIS				
021375 · BOEM M21AC00022	504.56	169,698.00	-169,193.44	0.3%
022375 · BOEM M21AC00022-2	0.00	103,324.00	-103,324.00	0.0%
313375 · 13 Database/GIS	1,593.91	1,593.91	0.00	100.0%
315375 · 15 Database/GIS	7,257.85	15,000.00	-7,742.15	48.4%
316375 · 16 Database/GIS	0.00	10,000.00	-10,000.00	0.0%
322375 · 22 Database/GIS	0.00	10,000.00	-10,000.00	0.0%
Total Database/GIS	9,356.32	309,615.91	-300,259.59	3.0%
Stakeholder Education				
314316 · 14 Stakeholder Education	64.60	5,948.01	-5,883.41	1.1%
315316 · 15 Stakeholders Education	0.00	5,000.00	-5,000.00	0.0%
319316 · 19 Stakeholders Education	0.00	5,000.00	-5,000.00	0.0%
Total Stakeholder Education	64.60	15,948.01	-15,883.41	0.4%
Total Biological and Chemical Environ	14,665.41	531,371.86	-516,706.45	2.8%
Coastal Habitat Mapping Program				
ShoreZone Surveys				
321412 · 21 ShoreZone Surveys	501.86	18,940.38	-18,438.52	2.6%
322412 · 22 ShoreZone Surveys	0.00	55,000.00	-55,000.00	0.0%
323412 · 23 ShoreZone Surveys	0.00	65,000.00	-65,000.00	0.0%
Total ShoreZone Surveys	501.86	138,940.38	-138,438.52	0.4%
Benthic Habitats/Kelp				
313422 · 13 Benthic Habitats/Kelp	1,308.08	6,836.96	-5,528.88	19.1%
317422 · 17 Benthic Habitats/Kelp	0.00	12,500.00	-12,500.00	0.0%
319422 · 19 Benthic Habitats/Kelp	0.00	15,000.00	-15,000.00	0.0%
320422 · 20 Benthic Habitats/Kelp	0.00	25,000.00	-25,000.00	0.0%
323422 · 23 Benthic Habitats/Kelp	0.00	20,000.00	-20,000.00	0.0%
Total Benthic Habitats/Kelp	1,308.08	79,336.96	-78,028.88	1.6%
Exhibits & Outreach				
313493 · 13 Exhibits & Outreach	0.00	1,905.67	-1,905.67	0.0%
315493 · 15 Exhibits & Outreach	0.00	5,000.00	-5,000.00	0.0%
317493 · 17 Exhibits & Outreach	0.00	10,000.00	-10,000.00	0.0%
Total Exhibits & Outreach	0.00	16,905.67	-16,905.67	0.0%
Integrated Web Site				
317430 · 17 Shore Station Data & Web	0.00	25,000.00	-25,000.00	0.0%
318430 · 18 Shore Station Data & Web	0.00	15,000.00	-15,000.00	0.0%
Total Integrated Web Site	0.00	40,000.00	-40,000.00	0.0%
Shorezone: Oil Spill Response Tool				
314386 · 14 Cook Inlet Response Tool	0.00	4,076.29	-4,076.29	0.0%
315386 · 15 Cook Inlet Response Tool	0.00	10,000.00	-10,000.00	0.0%

2:43 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
2023 Operating & Projects Budget
January 1 through November 1, 2023

	Jan 1 - Nov 1, 23	Budget	\$ Over Budget	% of Budget
318386 · 18 Cook Inlet Response Tool	0.00	22,490.58	-22,490.58	0.0%
321386 · 21 Cook Inlet Response Tool	0.00	10,000.00	-10,000.00	0.0%
322386 · 22 Cook Inlet Response Tool	0.00	20,000.00	-20,000.00	0.0%
Total Shorezone: Oil Spill Response Tool	0.00	66,566.87	-66,566.87	0.0%
Total Coastal Habitat Mapping Program	1,809.94	341,749.88	-339,939.94	0.5%
Physical Oceanography Program				
Ocean Observing				
74501 · KPB Ocean Observing	0.00	5,359.47	-5,359.47	0.0%
317511 · 17 Ocean Observing	9,295.89	9,295.89	0.00	100.0%
321511 · 21 Ocean Observing	10,704.11	20,000.00	-9,295.89	53.5%
322511 · 22 Ocean Observing	0.00	30,000.00	-30,000.00	0.0%
323511 · 23 Ocean Observing	0.00	40,000.00	-40,000.00	0.0%
Total Ocean Observing	20,000.00	104,655.36	-84,655.36	19.1%
CI Trajectory Modeling				
314372 · 14 CI Trajectory Modeling	0.00	10,000.00	-10,000.00	0.0%
316372 · 16 CI Trajectory Modeling	0.00	10,000.00	-10,000.00	0.0%
Total CI Trajectory Modeling	0.00	20,000.00	-20,000.00	0.0%
Accessible Data				
74301 · KPB Accessible Data	0.00	4,014.65	-4,014.65	0.0%
Total Accessible Data	0.00	4,014.65	-4,014.65	0.0%
Total Physical Oceanography Program	20,000.00	128,670.01	-108,670.01	15.5%
Technical Review Program				
NPDES Permit Monitoring Plan Coordination				
316377 · 16 Discharge Monitoring Plans	0.00	13,451.68	-13,451.68	0.0%
320377 · 20 Discharge Monitoring Plans	0.00	5,000.00	-5,000.00	0.0%
Total NPDES Permit Monitoring Plan Coordination	0.00	18,451.68	-18,451.68	0.0%
Ballast Water Catalog				
38501 · 08 Ballast Water Catalog	0.00	2,599.80	-2,599.80	0.0%
39501 · 09 Ballast Water Catalog	0.00	3,000.00	-3,000.00	0.0%
311501 · 11 Ballast Water Catalog	0.00	957.50	-957.50	0.0%
314501 · 14 Ballast Water Catalog	0.00	3,500.00	-3,500.00	0.0%
Total Ballast Water Catalog	0.00	10,057.30	-10,057.30	0.0%
Timely Guideline and Permit Reviews				
317374 · 17 Permits/Effluent Guidelines	0.00	4,041.03	-4,041.03	0.0%
319374 · 19 Permits/Effluent Guidelines	0.00	10,000.00	-10,000.00	0.0%
320374 · 20 Permits/Effluent Guidelines	0.00	10,000.00	-10,000.00	0.0%
Total Timely Guideline and Permit Reviews	0.00	24,041.03	-24,041.03	0.0%
Discharge Monitoring Reports				
314337 · 14 Discharge Monitoring Reports	0.00	17,371.60	-17,371.60	0.0%
316337 · 16 Discharge Monitoring Reports	0.00	10,000.00	-10,000.00	0.0%
317337 · 17 Discharge Monitoring Reports	0.00	5,000.00	-5,000.00	0.0%
Total Discharge Monitoring Reports	0.00	32,371.60	-32,371.60	0.0%
Timely Reviews/Council Advice				
39491 · 09 Timely Review/Council Advice	0.00	237.95	-237.95	0.0%
313491 · 13 Timely Review/Council Advice	0.00	2,000.00	-2,000.00	0.0%
315491 · 15 Timely Review/Council Advice	0.00	5,000.00	-5,000.00	0.0%
317491 · 17 Timely Review/Council Advice	0.00	15,000.00	-15,000.00	0.0%
Total Timely Reviews/Council Advice	0.00	22,237.95	-22,237.95	0.0%
Total Technical Review Program	0.00	107,159.56	-107,159.56	0.0%
Oil Fate and Effects Program				
Modeling Workgroup				
314223 · 14 Modeling Workgroup	0.00	4,923.51	-4,923.51	0.0%
320223 · 20 Modeling Workgroup	0.00	10,000.00	-10,000.00	0.0%
323223 · 23 Modeling Workgroup	0.00	20,000.00	-20,000.00	0.0%
Total Modeling Workgroup	0.00	34,923.51	-34,923.51	0.0%
Surface and Dispersed Oil				
317502 · 17 Surface and Dispersed Oil	0.00	7,810.85	-7,810.85	0.0%
318502 · 18 Surface and Dispersed Oil	0.00	15,000.00	-15,000.00	0.0%

2:43 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
2023 Operating & Projects Budget
January 1 through November 1, 2023

	Jan 1 - Nov 1, 23	Budget	\$ Over Budget	% of Budget
320502 · 20 Surface and Dispersed Oil	0.00	20,000.00	-20,000.00	0.0%
Total Surface and Dispersed Oil	0.00	42,810.85	-42,810.85	0.0%
Total Oil Fate and Effects Program	0.00	77,734.36	-77,734.36	0.0%
Other				
Committee Education				
316338 · 16 Committee Education	3,602.02	6,776.33	-3,174.31	53.2%
317338 · 17 Committee Education	0.00	5,000.00	-5,000.00	0.0%
319388 · 19 Committee Education	0.00	10,000.00	-10,000.00	0.0%
Total Committee Education	3,602.02	21,776.33	-18,174.31	16.5%
Public Education				
317306 · 17 Public Education	0.00	1,146.81	-1,146.81	0.0%
318306 · 18 Public Education	0.00	25,000.00	-25,000.00	0.0%
Total Public Education	0.00	26,146.81	-26,146.81	0.0%
Project Management Tools				
314508 · 14 Project Management Tools	1,960.87	1,960.87	0.00	100.0%
317508 · 17 Project Management Tools	162.51	10,000.00	-9,837.49	1.6%
322508 · 22 Project Management Tools	0.00	5,000.00	-5,000.00	0.0%
323508 · 23 Project Management Tools	0.00	10,000.00	-10,000.00	0.0%
Total Project Management Tools	2,123.38	26,960.87	-24,837.49	7.9%
Special Opportunities				
318382 · 18 Special Opportunities	1,870.92	1,870.92	0.00	100.0%
322382 · 22 Special Opportunities	629.08	5,000.00	-4,370.92	12.6%
323382 · 23 Special Opportunities	0.00	17,500.00	-17,500.00	0.0%
321382 · 21 Field Skiff	35,000.00	35,000.00	0.00	100.0%
322382S · 22 Field Skiff	5,000.00	5,000.00	0.00	100.0%
323382S · 23 Field Skiff	0.00	40,000.00	-40,000.00	0.0%
Total Special Opportunities	42,500.00	104,370.92	-61,870.92	40.7%
Total Other	48,225.40	179,254.93	-131,029.53	26.9%
Total 7030 · EMC Professional Services	84,700.75	1,365,940.60	-1,281,239.85	6.2%
7040 · PROPS Program Expense				
PROPS GRS				
Geographic Response Strategies				
418264 · 18 GRS	0.00	5,253.05	-5,253.05	0.0%
420264 · 20 GRS	0.00	35,000.00	-35,000.00	0.0%
421264 · 21 GRS	0.00	5,000.00	-5,000.00	0.0%
422264 · 22 GRS	0.00	4,000.00	-4,000.00	0.0%
423264 · 23 GRS	0.00	30,000.00	-30,000.00	0.0%
Total Geographic Response Strategies	0.00	79,253.05	-79,253.05	0.0%
Total PROPS GRS	0.00	79,253.05	-79,253.05	0.0%
Prevention and Response Program				
Oil Spills and Drills				
418386 · 18 Oil Spills & Drills	495.75	5,358.32	-4,862.57	9.3%
419386 · 19 - Oil Spills & Drills	0.00	10,000.00	-10,000.00	0.0%
417146 · 17 Federal OS Preparedness REQ	15.95	5,000.00	-4,984.05	0.3%
418146 · 18 Federal OS Preparedness REQ	0.00	5,000.00	-5,000.00	0.0%
420146 · 20 Federal OS Preparedness REQ	0.00	5,000.00	-5,000.00	0.0%
Total Oil Spills and Drills	511.70	30,358.32	-29,846.62	1.7%
Response Support Equipment				
410418 · 10 Response Support Equipment	299.00	2,200.08	-1,901.08	13.6%
411418 · 11 Response Support Equipment	0.00	1,500.00	-1,500.00	0.0%
413418 · 13 Response Support Equipment	0.00	5,000.00	-5,000.00	0.0%
415418 · 15 Response Support Equipment	0.00	2,000.00	-2,000.00	0.0%
Total Response Support Equipment	299.00	10,700.08	-10,401.08	2.8%
Geographic Response Inventory Data				
422389 · 22 GRID	21,059.25	21,059.25	0.00	100.0%
423389 · 23 GRID	19,417.15	32,500.00	-13,082.85	59.7%
Total Geographic Response Inventory Data	40,476.40	53,559.25	-13,082.85	75.6%
Potential Places of Refuge				
48287 · 08 Potential Places of Refuge	0.00	1,265.47	-1,265.47	0.0%

2:43 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
2023 Operating & Projects Budget
January 1 through November 1, 2023

	Jan 1 - Nov 1, 23	Budget	\$ Over Budget	% of Budget
Total Potential Places of Refuge	0.00	1,265.47	-1,265.47	0.0%
Cook Inlet Response Tool				
413366 · 13 Cook Inlet Response Tool	2,475.00	4,333.02	-1,858.02	57.1%
414366 · 14 Cook Inlet Response Tool	0.00	15,000.00	-15,000.00	0.0%
415366 · 15 Cook Inlet Response Tool	0.00	50,000.00	-50,000.00	0.0%
417366 · 17 Cook Inlet Response Tool	0.00	25,000.00	-25,000.00	0.0%
418366 · 18 Cook Inlet Response Tool	0.00	8,000.00	-8,000.00	0.0%
419366 · 19 Cook Inlet Response Tool	0.00	10,000.00	-10,000.00	0.0%
Total Cook Inlet Response Tool	2,475.00	112,333.02	-109,858.02	2.2%
CI Trajectory Modeling Study				
414372 · 14 CI Trajectory Modeling Study	0.00	34,809.25	-34,809.25	0.0%
415372 · 15 CI Trajectory Modeling Study	0.00	25,000.00	-25,000.00	0.0%
416372 · 16 CI Trajectory Modeling Study	0.00	25,000.00	-25,000.00	0.0%
417372 · 17 CI Trajectory Modeling Study	0.00	15,000.00	-15,000.00	0.0%
418372 · 18 CI Trajectory Modeling Study	0.00	15,000.00	-15,000.00	0.0%
423372 · 23 CI Trajectory Modeling Study	0.00	16,000.00	-16,000.00	0.0%
Total CI Trajectory Modeling Study	0.00	130,809.25	-130,809.25	0.0%
Total Prevention and Response Program	43,762.10	339,025.39	-295,263.29	12.9%
Risk Assessment Program				
Pipelines & Facilities				
418208 · 18 Pipelines & Facilities	0.00	11,796.72	-11,796.72	0.0%
419208 · 19 Pipeline & Facilities	0.00	15,000.00	-15,000.00	0.0%
Total Pipelines & Facilities	0.00	26,796.72	-26,796.72	0.0%
Vessel Docking & Vessel Assist				
44368 · 04 Vessel Docking & Assistance	0.00	2,182.20	-2,182.20	0.0%
416369 · 16 Escort & Assist Tug Panel	0.00	6,000.00	-6,000.00	0.0%
418369 · 18 Escort & Assist Tug Panel	0.00	3,000.00	-3,000.00	0.0%
Total Vessel Docking & Vessel Assist	0.00	11,182.20	-11,182.20	0.0%
Harbor Safety				
417305 · 17 Harbor Safety	1,500.00	4,662.01	-3,162.01	32.2%
418305 · 18 Harbor Safety	0.00	2,000.00	-2,000.00	0.0%
419305 · 19 - Harbor Safety	0.00	10,000.00	-10,000.00	0.0%
421305 · 21 Harbor Safety	0.00	10,000.00	-10,000.00	0.0%
Total Harbor Safety	1,500.00	26,662.01	-25,162.01	5.6%
Platforms D.R. & R.				
411391 · 11 Platforms D.R. & R	0.00	1,456.43	-1,456.43	0.0%
414391 · 14 Platforms D.R.&R.	0.00	3,000.00	-3,000.00	0.0%
415391 · 15 Platforms D.R. & R	0.00	3,000.00	-3,000.00	0.0%
418391 · 18 Platforms D.R. & R	0.00	5,000.00	-5,000.00	0.0%
Total Platforms D.R. & R.	0.00	12,456.43	-12,456.43	0.0%
Vessel Traffic Study				
421392 · 21 Vessel Traffic Study	0.00	3,855.00	-3,855.00	0.0%
423392 · 23 Vessel Traffic Study	0.00	22,000.00	-22,000.00	0.0%
Total Vessel Traffic Study	0.00	25,855.00	-25,855.00	0.0%
Ice Monitoring Network				
422425 · 22 Ice Monitoring Network	15,617.74	31,335.72	-15,717.98	49.8%
423425 · 23 Ice Monitoring Network	0.00	34,000.00	-34,000.00	0.0%
Total Ice Monitoring Network	15,617.74	65,335.72	-49,717.98	23.9%
Total Risk Assessment Program	17,117.74	168,288.08	-151,170.34	10.2%
Committee & Community Awareness				
Welcome to Cook Inlet				
421503 · 21 Welcome to Cook Inlet	0.00	30,673.52	-30,673.52	0.0%
422503 · 22 Welcome to Cook Inlet	0.00	25,000.00	-25,000.00	0.0%
423503 · 23 Welcome to Cook Inlet	0.00	30,500.00	-30,500.00	0.0%
Total Welcome to Cook Inlet	0.00	86,173.52	-86,173.52	0.0%
Covid 19				
421523 · 21 How Covid-19 Changed US	0.00	821.96	-821.96	0.0%
422523 · 22 - How Covid-19 Changed US	0.00	5,000.00	-5,000.00	0.0%
Total Covid 19	0.00	5,821.96	-5,821.96	0.0%

2:43 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
2023 Operating & Projects Budget
January 1 through November 1, 2023

	Jan 1 - Nov 1, 23	Budget	\$ Over Budget	% of Budget
Committee Education/Travel				
419376 · 19 Committee Education & Travel	0.00	30,122.12	-30,122.12	0.0%
420376 · 20 Committee Education & Travel	0.00	15,000.00	-15,000.00	0.0%
421376 · 21 Committee Education & Travel	0.00	5,000.00	-5,000.00	0.0%
Total Committee Education/Travel	0.00	50,122.12	-50,122.12	0.0%
Total Committee & Community Awareness	0.00	142,117.60	-142,117.60	0.0%
PROPS Special Opportunities				
Scholarship				
423544 · 23 Scholarship	2,500.00	4,000.00	-1,500.00	62.5%
Total Scholarship	2,500.00	4,000.00	-1,500.00	62.5%
Special Opportunities				
419344 · 19 Special Opportunities	1,289.54	1,913.92	-624.38	67.4%
420344 · 20 Special Opportunities	0.00	5,000.00	-5,000.00	0.0%
421344 · 21 Special Opportunities	0.00	10,000.00	-10,000.00	0.0%
422344 · 22 Special Opportunities	0.00	22,500.00	-22,500.00	0.0%
423344 · 23 Special Opportunities	0.00	16,000.00	-16,000.00	0.0%
Total Special Opportunities	1,289.54	55,413.92	-54,124.38	2.3%
Total PROPS Special Opportunities	3,789.54	59,413.92	-55,624.38	6.4%
Total 7040 · PROPS Program Expense	64,669.38	788,098.04	-723,428.66	8.2%
7050 · Protocol Control Professional Projects				
Contingency Plan Reviews				
522393 · 22 Contingency Plan Reviews	602.50	602.50	0.00	100.0%
523393 · 23 Contingency Plan Reviews	1,857.83	32,000.00	-30,142.17	5.8%
Total Contingency Plan Reviews	2,460.33	32,602.50	-30,142.17	7.5%
Regulation Development				
522292 · 22 Regulation Development	3,166.78	4,211.50	-1,044.72	75.2%
523292 · 23 regulation Development	0.00	17,000.00	-17,000.00	0.0%
Total Regulation Development	3,166.78	21,211.50	-18,044.72	14.9%
Total Projects	5,627.11	53,814.00	-48,186.89	10.5%
Special Opportunities				
520396 · 20 Special Opportunities	0.00	4,400.90	-4,400.90	0.0%
521396 · 21 Special Opportunities.	0.00	10,000.00	-10,000.00	0.0%
523396 · 23 Special Opportunities	0.00	3,500.00	-3,500.00	0.0%
Total Special Opportunities	0.00	17,900.90	-17,900.90	0.0%
Total 7050 · Protocol Control Professional	5,627.11	71,714.90	-66,087.79	7.8%
7060 · Public Involvement Professional				
Annual Report				
621397 · 21 Annual Report	90.82	90.82	0.00	100.0%
622397 · 22 Annual Report	4,185.63	7,000.00	-2,814.37	59.8%
623397 · 23 Annual Report	0.00	10,000.00	-10,000.00	0.0%
Total Annual Report	4,276.45	17,090.82	-12,814.37	25.0%
Communications				
620398 · 20 Communications	495.00	1,874.48	-1,379.48	26.4%
621398 · 21 Communications	0.00	2,000.00	-2,000.00	0.0%
622398 · 22 Communications	0.00	2,000.00	-2,000.00	0.0%
623398 · 23 Communications	0.00	2,000.00	-2,000.00	0.0%
622498 · 22 Website	20,033.40	25,000.00	-4,966.60	80.1%
623498 · 23 Website	0.00	10,000.00	-10,000.00	0.0%
Total Communications	20,528.40	42,874.48	-22,346.08	47.9%
Community Visits				
619399 · 19 Community Visits	0.00	1,479.95	-1,479.95	0.0%
620399 · 20 Community Visits	0.00	2,000.00	-2,000.00	0.0%
621399 · 21 Community Visits	0.00	1,000.00	-1,000.00	0.0%
622399 · 22 Community Visits	0.00	1,000.00	-1,000.00	0.0%
623399 · 23 Community Visits	0.00	5,000.00	-5,000.00	0.0%
Total Community Visits	0.00	10,479.95	-10,479.95	0.0%
Advertising & Promotions				
622402 · 22 Advertising, Print & Media	12,811.53	12,811.53	0.00	100.0%

2:43 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
2023 Operating & Projects Budget
January 1 through November 1, 2023

	Jan 1 - Nov 1, 23	Budget	\$ Over Budget	% of Budget
623402 · 23 Advertising, Print & Media	3,276.38	15,000.00	-11,723.62	21.8%
621402B · 21 Promotional Items	0.00	2,000.00	-2,000.00	0.0%
622402B · 22 Promotional Items	0.00	2,000.00	-2,000.00	0.0%
623402B · 23 Promotional Items	0.00	5,000.00	-5,000.00	0.0%
Total Advertising & Promotions	16,087.91	36,811.53	-20,723.62	43.7%
Conferences				
619400 · 19 Conferences	0.00	480.09	-480.09	0.0%
620400 · 20 Conferences	0.00	650.11	-650.11	0.0%
621400 · 21 Conferences	0.00	5,000.00	-5,000.00	0.0%
622400 · 22 Conferences	0.00	5,000.00	-5,000.00	0.0%
623400 · 23 Conferences	0.00	5,000.00	-5,000.00	0.0%
Total Conferences	0.00	16,130.20	-16,130.20	0.0%
Memberships & Sponsorships				
619403C · 19 Other Opportunities	2.62	2.62	0.00	100.0%
621403C · 21 Other Opportunities	2,575.76	3,000.00	-424.24	85.9%
622403C · 22 Other Opportunities	0.00	3,000.00	-3,000.00	0.0%
623403C · 23 Other Opportunities	0.00	2,000.00	-2,000.00	0.0%
623404 · 23 Professional Development	0.00	5,000.00	-5,000.00	0.0%
Total Memberships & Sponsorships	2,578.38	13,002.62	-10,424.24	19.8%
Public Recruitment				
613396B · 13 Public Recruitment	498.09	522.61	-24.52	95.3%
617396 · 17 Public Recruitment	0.00	250.00	-250.00	0.0%
618396 · 18 Public Recruitment	0.00	1,000.00	-1,000.00	0.0%
619396B · 19 Travel - Drill & Site Tours	22.27	125.18	-102.91	17.8%
620396B · 20 Travel - Drill & Site Tours	0.00	1,000.00	-1,000.00	0.0%
621396B · 21 Drill & Site Tour	0.00	1,000.00	-1,000.00	0.0%
622396B · 22 Drill & Site Tour	0.00	1,000.00	-1,000.00	0.0%
623396B · 23 Drill & Site Tours	0.00	1,000.00	-1,000.00	0.0%
623396 · 23 Travel	0.00	5,000.00	-5,000.00	0.0%
Total Public Recruitment	520.36	10,897.79	-10,377.43	4.8%
Total 7060 · Public Involvement Professional	43,991.50	147,287.39	-103,295.89	29.9%
Total Expense	1,150,964.48	3,875,193.80	-2,724,229.32	29.7%
Net Ordinary Income	609,452.29	-2,167,505.76	2,776,958.05	-28.1%
Net Income	609,452.29	-2,167,505.76	2,776,958.05	-28.1%

2:49 PM

11/14/23

Accrual Basis

Cook Inlet RCAC
Statement of Financial Position
 As of November 1, 2023

	Nov 1, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · OPS Wells Fargo	7,817.99
1020 · NOW Wells Fargo	96,765.55
1040 · First National Bank of Alaska	2,510,992.72
1050 · Key Bank of Alaska	55,769.05
Total Checking/Savings	2,671,345.31
Other Current Assets	
1450 · Prepaid Travel	2,146.44
1451 · Prepaid Expenses	20,161.43
Total Other Current Assets	22,307.87
Total Current Assets	2,693,653.18
Fixed Assets	74,000.38
TOTAL ASSETS	2,767,653.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	26,540.49
Credit Cards	
2072 · FNBA - Jamora - 7497	-700.40
2074 · FNBA - Cochran - 2897	-279.73
2071 · FNBA - Saupe - 0398	-4,654.36
2076 · FNBA - Munger - 0992	-16,206.19
Total Credit Cards	-21,840.68
Other Current Liabilities	79,544.89
Total Current Liabilities	84,244.70
Long Term Liabilities	28,670.00
Total Liabilities	112,914.70
Equity	2,654,738.86
TOTAL LIABILITIES & EQUITY	2,767,653.56



BOARD OF DIRECTORS MEETING

December 1st, 2023

Action Item

AGENDA ITEM: Proposed 2024 Operating and Program Budgets

DESCRIPTION OF AGENDA ITEM:

For review is the proposed 2024 Operating and Program Budgets, with funding calculations based on a 2.1% CPI increase. The EMC, PROPS, and Protocol Control Committees have met and reviewed their respective committee draft budgets and work plans and have moved to forward them to the Council for final approval and adoption.

The 2024 budget is presented here for consideration by the Board of Directors.

RECOMMENDED ACTION:

It is recommended – with support of said committees and staff – that the Board of Directors approve and adopt the proposed 2024 Operating and Program Budgets as presented at this December 1st, 2023 meeting.

PROPOSED BUDGET

Based only on funds received from the Charter Funding Companies and Undesignated funds

	2023	2024
DRAFT	Operating Budget	Proposed Operating Budget
Revenue		
Charter Funding Companies	\$1,707,688.04	\$1,743,549.49
Approved Undesignated Funds for 2023 Budget	\$319,964.83	
Subtotal	\$2,027,652.87	\$1,743,549.49
OPERATING EXPENSES		
Wages		
Wages	\$727,859.00	\$732,000.00
Payroll Taxes	\$81,761.83	\$75,500.00
Retirement	\$30,650.00	\$42,000.00
Subtotal	\$840,270.83	\$849,500.00
Liabilities		
Employee Leave Policy	\$101,350.00	\$101,500.00
Subtotal	\$101,350.00	\$101,500.00
Insurance		
Employee Insurance	\$160,000.00	\$150,000.00
Employee Contributions	(\$8,000.00)	(\$7,500.00)
Council & Office Insurance	\$22,000.00	\$36,000.00
Subtotal	\$174,000.00	\$178,500.00
Facilities		
Off-site Office		
Rent	\$9,400.00	\$9,000.00
Telephone	\$7,000.00	\$7,000.00
Off-site Office Subtotal	\$16,400.00	\$16,000.00
Kenai Office		
Rent	\$25,000.00	\$24,500.00
Utilities	\$9,500.00	\$9,500.00
Telephone	\$15,011.00	\$12,000.00
Teleconference	\$9,000.00	\$3,500.00
Incidental Expenses	\$8,500.00	\$8,500.00
Kenai Office Subtotal	\$67,011.00	\$58,000.00
Subtotal	\$83,411.00	\$74,000.00
Office Supplies/Equipment/Furniture/Computers		
Transcribing Services	\$20,000.00	\$15,000.00
Office Supplies-Kenai	\$5,000.00	\$5,000.00
Office Supplies - Off-site	\$1,000.00	\$1,000.00

PROPOSED BUDGET

Based only on funds received from the Charter Funding Companies and Undesignated funds

General Fees	\$1,500.00	\$1,500.00
Office Equipment	\$7,000.00	\$7,000.00
Office Furniture	\$1,000.00	\$1,000.00
Office Furniture - Off-site	\$800.00	\$500.00
Computer Hardware	\$3,000.00	\$3,000.00
Computer Hardware - Off-site	\$1,000.00	\$1,000.00
Computer Software	\$3,000.00	\$3,000.00
Computer Software - Off-site	\$1,500.00	\$1,500.00
Office Equipment Maintenance/Repair	\$8,000.00	\$8,000.00
Technology Consultation	\$4,000.00	\$4,000.00
Subtotal	\$56,800.00	\$51,500.00
Advertising/Gifts/Subscriptions		
Advertising - Council Related	\$3,500.00	\$3,500.00
Misc. Public Relations/Gifts	\$3,500.00	\$2,500.00
Memberships	\$1,500.00	\$1,500.00
Subscriptions/Publications	\$2,500.00	\$2,500.00
Subtotal	\$11,000.00	\$10,000.00
Postage/Delivery		
Postage	\$2,000.00	\$2,500.00
Freight	\$1,500.00	\$0.00
Subtotal	\$3,500.00	\$2,500.00
Miscellaneous		
Misc.	\$15,621.04	\$13,449.49
Staff Training	\$5,000.00	\$5,000.00
Subtotal	\$20,621.04	\$18,449.49
TRAVEL EXPENSES		
Administrative Travel, Meals & Lodging		
Council Meetings	\$7,000.00	\$8,000.00
Executive Committee Meetings	\$1,000.00	\$500.00
EMC Committee Meetings	\$7,000.00	\$8,000.00
PROPS Committee Meetings	\$3,000.00	\$3,000.00
Protocol Committee Meetings	\$800.00	\$500.00
Public Involvement Meetings	\$9,000.00	\$5,000.00
Non RCAC Meetings	\$25,000.00	\$25,000.00
Subtotal	\$52,800.00	\$50,000.00
Council/Committee Travel, Meals & Lodging		
Council Meetings	\$34,000.00	\$34,000.00
Executive Committee Meetings	\$850.00	\$300.00
EMC Committee Meetings	\$7,500.00	\$8,500.00
PROPS Committee Meetings	\$9,000.00	\$9,000.00

PROPOSED BUDGET

Based only on funds received from the Charter Funding Companies and Undesignated funds

Protocol Committee Meetings	\$800.00	\$500.00
Public Involvement Meetings	\$1,000.00	\$0.00
Non RCAC Meetings	\$3,750.00	\$3,750.00
Subtotal	\$56,900.00	\$56,050.00
PROFESSIONAL SERVICES		
Professional Services (Workplan Related)		
Council	\$15,000.00	\$0.00
EMC	\$234,000.00	\$125,000.00
PROPS	\$189,000.00	\$105,000.00
Protocol	\$52,500.00	\$20,000.00
Public Involvement	\$65,000.00	\$35,000.00
Subtotal	\$555,500.00	\$285,000.00
Legal Expenses		
Legal	\$15,000.00	\$15,000.00
Subtotal	\$15,000.00	\$15,000.00
Certified Public Accountant		
CPA	\$37,500.00	\$34,050.00
Subtotal	\$37,500.00	\$34,050.00
LEGISLATIVE MONITORING EXPENSES		
Legislative Monitoring		
Professional Services	\$15,500.00	\$15,500.00
Travel	\$3,500.00	\$2,000.00
Subtotal	\$19,000.00	\$17,500.00
TOTALS	\$2,027,652.87	\$1,743,549.49

PROPS Staff Report

Alaska Regional Response Team (ARRT)

Staff attends all Alaska Regional Response Team meeting hosted in Anchorage on September 14th. The morning Agenda covered each of the four Area Committee's reports. The afternoon Agenda saw presentations on Response Planning by the Alaska Railroad Corporation and an overview of the response at the East Palestine, Ohio Train Derailment Emergency Response, followed by an overview of response by the Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA). The meeting ended with an update from LCDR Matt Richards of Coast Guard Headquarters Marine Environmental Response (MER) on Alternative Planning Criteria (APC) followed a public comment opportunity.

Arctic and Western Alaska Area Committee

Like the ARRT meetings, staff attends all Arctic and Western Alaska Area (AWA) Committee meetings. Similar to the ARRT meetings, the October AWA meeting agenda followed much the same order. The meeting began with a Safety Briefing and Introductions, followed by sub-committee reports. The AWA subcommittees and their topics were:

Geographic Response Strategies (GRS): Tier 1 and Tier 2 Validation update and plan
 Exercises and Training: Bering Strait Exercise & 2024 Exercises Calendar
 Regulator Advisory and Coordination: Alternative Planning Criteria
 Area Contingency Plan (ACP) Administration: AWA ACP version 2020

The sub-committee reports were followed by two case study reports focused on two onshore fuel spills; one that entered navigable waters and one that threatened to enter navigable waters. After lunch, the Committee saw three informational presentations:

Selendang Ayu
 Coast Guard – Marine Environmental Response (CG-MER) Alternative Planning Criteria
 CG-MER National Review Panel and Area Contingency Planning Architecture

The meeting ended with a public comment opportunity.

Marathon Petroleum Annual Drill

Staff participated in the planning process for this exercise. The planning team met regularly to discuss and refine the exercise scope, objectives, injects, and general order of the drill and how that would mesh with the National Preparedness for Response Exercise Program/Homeland Security Exercise and Evaluation Program (NPREP/HSEEP) components. Marathon drill planners were committed to exercising the Joint Information Center/ Public Information Officer (JIC/PIO) section. As we have reported previously this function is not included in the Oil Discharge Prevention and Contingency Plan (ODPCP) requirements.

Marathon offered an opportunity for CIRCAC staff to train with Marathon and agency personnel using Incident Action Plan (IAP) software prior to the drill and for a limited number of CIRCAC Board members to participate as role players to add to the realism of the drill. CIRCAC Board members; Gary Fandrei, Walt Sonen and PROPS' Public Member; Jan Hansen participated as VIP visitors touring the Command Center and to ask questions as members of the press at a mock press conference.

Staff will continue to seek out opportunities for Board and Committee members to gain firsthand experience and education about the facilities and operations within our areas of responsibility and concern.

The Harbor Safety Committee

Staff attended the Fall Cook Inlet Harbor Safety Committee (HSC) meeting held in Homer, AK.

CIRCAC staff fills the Cook Inlet RCAC primary and alternate seats as well as the Secretary/Treasurer seat on the Managing Board.

As part of the Committee membership duties, staff acts as the Chair for the Harbor Safety Plan (HSP) Workgroup (WG). The WG is tasked with maintaining the HSP. To accomplish this task the HSP is reviewed annually by the WG and the Committee to update information, provide additions, and make revisions, then to present the HSP for a 30-day public review period. Once the public review changes have been incorporated, the HSP is approved for publication by the Committee. During the last review period the WG was tasked to identify the industry and regulatory process/steps to be take when equipment (e.g. fishing gear) is damaged, and to develop language describing under keel clearances and a definition for the term “in transit”, to be included in the HSP for review by the HSC and public review. That work and the public review had been completed and forwarded to the HSC for review prior to the fall meeting. At the fall meeting, staff presented the most recent revision of the HSP (including the recent language and process changes listed above) to the Committee for approval. The HSC approved the plan, the revised HSP has since been posted and the annual review and update process will be repeated in 2024.

Industry Pre-winter Meeting

Annually, the Cook Inlet maritime community meets to discuss winter operations to review the previous year’s issues, improvements, deficiencies, and the upcoming winter operations. The Pre-winter meeting was initiated by Tesoro and has been carried on by Andeavor and now Marathon. This meeting, like previous meetings, was hosted at the Alaska Vocational Technical Center (AVTEC) campus in Seward, AK. The meeting agenda covered the Ice Guidelines; updates/changes and implementation, lessons learned, best practices, and port conditions. Also included was a review of the Ice Checklist, Marathon Ice Operations, Highlights of 2022/2023 and a focus on the 2023/2024 season. CIRCAC staff presented a Cook Inlet RCAC overview and update.

After lunch, the group heard from the NOAA Ice Forecaster about ice forecasting and long-term ice forecasting, tug operators, CISPRI Ice Scout/ice overflight program, dock operations best practices and mooring management. Along with these presentations and discussions an open forum discussion among Seabulk and Crowley Captains, Southwest Alaska Pilots Association (SWAPA) pilots and other operators took place.

This meeting has been an annual event for 15 years and serves the maritime community to maintain safe and efficient winter operations.

As has been the practice over the last several years, the Pre-winter meeting is preceded by several days of ship simulator training at AVTEC’s Alaska Maritime Training Center (AMTC). Like the Pre-winter meeting, Marathon hosts the simulator training and offers it to Cook Inlet marine operators to improve maritime safety. Part of the training syllabus is to practice the ship self-arrest technique that was identified in the CIRCAC tanker self-arrest study.

Cook Inlet RCAC
2023 PROPS Budget and Expenses
with Proposed 2024 Budget
as of August 21, 2023

49

Expense	Current Year Budget	2022 Undesignated Carryover	Proposed 2024 Budget	2023 Expenses	Total Budget Remaining
PROPS Program Expense					
PROPS GRS					
Geographic Response Strategies					
GRS	69,253.05	10,000.00			79,253.05
Total Geographic Response Strategies	69,253.05	10,000.00			79,253.05
Total PROPS GRS	69,253.05	10,000.00			79,253.05
Prevention and Response Program					
Oil Spills & Drills					
Federal OS Preparedness REQ	15,000.00			15.95	14,984.05
Oil Spills & Drills	15,358.32				15,358.32
Total Oil Spills & Drills	30,358.32			15.95	30,342.37
Response Support Equipment					
Response Support Equipment	10,700.08			299.00	10,401.08
Total Response Support Equipment	10,700.08			299.00	10,401.08
Geographic Resource Inventory Data					
GRID	43,559.25	10,000.00	20,000.00	26,337.65	47,221.60
Total Geographic Resource Inventory Data	43,559.25	10,000.00	20,000.00	26,337.65	47,221.60
Potential Places of Refuge					
Potential Places of Refuge	1,265.47				1,265.47
Total Potential Places of Refuge	1,265.47				1,265.47
Cook Inlet Response Tool					
Cook Inlet Response Tool	112,333.02			1,136.25	111,196.77
Total Cook Inlet Response Tool	112,333.02			1,136.25	111,196.77
CI Trajectory Modeling Study					
CI Trajectory Modeling Study	130,809.25		5,000.00		135,809.25
Total CI Trajectory Modeling Study	130,809.25		5,000.00		135,809.25
Total Prevention and Response Program	329,025.39	10,000.00	25,000.00	27,788.85	336,236.54
Risk Assessment Program					
Pipelines & Facilities					
Pipelines & Facilities	26,796.72				26,796.72
Total Pipelines & Facilities	26,796.72				26,796.72
Vessel Docking & Vessel Assist					
Escort & Assist Tug Panel	9,000.00				9,000.00
Vessel Mooring & Maneuvering	2,182.20				2,182.20
Total Vessel Docking & Vessel Assist	11,182.20				11,182.20
Harbor Safety	26,662.01			1,500.00	25,162.01
	26,662.01			1,500.00	25,162.01
Platforms D.R. & R.					
Platforms D.R. & R.	12,456.43				12,456.43
Total Platforms D.R. & R.	12,456.43				12,456.43
Vessel Traffic Study					
Vessel Traffic Study	17,855.00	8,000.00	15,000.00		40,855.00
Total Vessel Traffic Study	17,855.00	8,000.00	15,000.00		40,855.00
Ice Monitoring Network					

Cook Inlet RCAC
2023 PROPS Budget and Expenses
with Proposed 2024 Budget
as of August 21, 2023

50

Ice Monitoring Network	56,335.72	9,000.00	35,000.00	9,610.06	90,725.66
Total Ice Monitoring Network	56,335.72	9,000.00	35,000.00	9,610.06	90,725.66
Total Risk Assessment Program	151,288.08	17,000.00	50,000.00	11,110.06	207,178.02
Committee & Community Awareness					
Welcome to Cook Inlet					
Welcome to Cook Inlet	80,673.52	5,500.00	20,000.00		106,173.52
Total Committee Education/Travel	80,673.52	5,500.00	20,000.00		106,173.52
How Covid 19 Changed US					
How Covid 19 Changed US	5,821.96				5,821.96
Total Committee Education/Travel	5,821.96				5,821.96
Committee Education/Travel					
Committee Education/Travel	50,122.12	4,000.00			54,122.12
Total Coastal Impressions Collection	50,122.12	4,000.00			54,122.12
Total Committee & Community Awareness	136,617.60	9,500.00	20,000.00		166,117.60
PROPS Other Opportunities					
Scholarship					
Barry Eldridge Scholarship	2,500.00		2,500.00		5,000.00
Scholarship	1,500.00		1,500.00		3,000.00
	4,000.00		4,000.00		8,000.00
Special Opportunities					
Special Opportunties	50,413.92	5,000.00	6,000.00	899.32	60,514.60
Total Special Opportunties	50,413.92	5,000.00	6,000.00	899.32	60,514.60
Total PROPS Other Opportunities	54,413.92	5,000.00	10,000.00	899.32	68,514.60
Total PROPS Program Expense	\$740,598.04	\$51,500.00	\$105,000.00	\$39,798.23	\$857,299.81

Cook Inlet RCAC
2023 Protocol Budget
as of November 6, 2023

51

	2023 Budget	2024 Proposed Budget	2023 Expenses	Total Budget Remaining
Protocol Program Expense				
Protocol Control Professional Projects				
Best Available Technology				0.00
Total Best Available Technology				0.00
Contingency Plan Reviews				
Contingency Plan Reviews	32,602.50	10,000.00	2,460.33	40,142.17
Total Contingency Plan Reviews	32,602.50	10,000.00	2,460.33	40,142.17
Regulation Development				
Regulation Development	21,211.50	5,000.00	3,166.78	23,044.72
Total Response Support Equipment	21,211.50	5,000.00	3,166.78	23,044.72
Total Protocol Program Expense	53,814.00	15,000.00	5,627.11	63,186.89
Public Involvement				
Committee Education				0.00
Total Committee Education				0.00
Special Opportunities				
Special Opportunities	17,900.90	5,000.00		22,900.90
Total Special Opportunities	17,900.90	5,000.00		22,900.90
Total Special Opportunities	17,900.90	5,000.00		22,900.90
Total Protocol Program Expense/Budget	71,714.90	20,000.00	5,627.11	86,087.79

Administration Staff Report

Cook Inlet RCAC Board of Directors Meeting – December 2023

Below you will find a brief update on the primary administrative tasks performed – or assistance provided – by your administrative staff since the August 2023 Board of Directors meeting:

CIRCAC Office – The new CIRCAC sign has been installed at corporate office in Kenai.

Recertification, 2023/2024 Application – In late August and following the submittal of our triennial recertification package, we received a letter from Rear Admiral Dean solidifying our certification – this letter is included in the Board meeting packet as an informational item. This recertification is in effect until August 31, 2024. Development of the 2024/2025 application begins this winter. Staff will hold a preliminary meeting with the assigned United States Coast Guard reviewer to determine their preferred timeline for receipt of the application, as well as any operational aspect they may wish to focus on.

Financial Audit and Tax Return – The FY2022 financial audit conducted by Porter & Allison Inc. has been completed. The Executive and Audit Committees met in early September to review and accept the audit report and findings – the final report is included in the Board meeting packet as an informational item. Our tax return, prepared by Lambe, Tuter & Associates, has been completed and e-filed. Staff routinely works with the CPA firm for accounting and bookkeeping assistance.

Accounts Payable – Staff continues to process payables weekly, utilizing online processes when applicable, and typically requiring corporate signers bi-weekly. We have maintained a review and written approval procedure of all accounts - by the Executive Director, staff, and Officers.

Budgets – Development of the 2024 draft operating and program budgets began this fall. The EMC, PROPS, and Protocol Control Committees have met to review and recommend adoption of their drafted program budgets. Additionally, the Executive Committee met in mid-November to review the proposed 2024 operating and program budgets. Reconciliations of credit card and bank accounts for this quarter are ongoing.

Banking – Staff is engaged in research and compilation of banking recommendations focused on financial security and best available options to fit the Council's accounting needs. Staff has reviewed current banking accounts and met with current and new banking institutions to discuss account options and offerings. The Audit and Executive Committees will meet to review and approve any such recommended banking changes.

Grants – Staff assists with the Bureau of Ocean Energy Management (BOEM) grant and reporting under the EMC. Staff continues to monitor and renew associated grant registrations and logins.

Corporate Funding – Funding calculations for 2024 were received in November and are based on a 2.1% CPI increase. The first round of invoices will be distributed to the five funding companies in December.

Bylaws and Policies – As per policy and Board direction, staff is engaged in an ongoing review of Council bylaws and policies for necessary changes and updates. Staff works with legal counsel on any such reviews and recommended amendments.

Insurance and Employee Benefits – Open enrollment for employees' Aflac coverage concluded this fall. Several of CIRCAC's commercial insurance policies have renewed or are set to renew at the start of the new year. Additionally, and at the time of this writing, staff facilitates the renewal period for employees' health and life insurance coverages, as well as the open enrollment period for the SIMPLE IRA retirement funds.

Organizational Support – Administrative staff participates with the Cook Inlet Harbor Safety Committee.

Staff and Training – Staff utilizes QuickBooks training and CPA guidance for budget planning and accounting record-keeping. Staff continues to learn and modify our hybrid meeting setup to continually improve virtual meeting capabilities. Training of additional administrative tasks are ongoing.

Support – Administrative staff supports directors, public members, staff and guests in logistics for both virtual and in-person committee meetings, conferences, and board meetings. Such events include oil spill drill trainings, Harbor Safety Committee meetings, Cook Inlet Water Quality Summit, Alaska Marine Science Symposium, Alaska Forum on the Environment, and EMC, Executive, Audit, PROPS, and Protocol Control Committee meetings. Staff continues to utilize various online platforms to effectively attend virtual meetings by teleconference, videoconference, and webinar.

Other – In addition to routine meetings and webinars, staff attended the educational Cook Inlet Water Quality Summit in Anchorage this October.

Public Outreach Report – December 2023

International Oil Spill Conference Paper/Presentation

I was informed on September 18th that an abstract I had submitted was selected as a Main Paper for the International Oil Spill Conference in New Orleans in May of next year. The working paper is titled *Social Media Applications and Limitations in Remote Oil Spill Response*. As of this report, a first draft of the full paper is in progress and due to be submitted for review Dec. 5th.

Drills

Staff and CIRCAC Board and Committee members participated in a successful, full day drill on October 12th at CISPRI. I worked with the Joint Information Center (JIC) team fielding and responding to submitted questions by other drill participants. This information was collected and processed and used. The day's events culminated in a full mock press conference, in which Board members Gary Fandrei and Walt Sonen and PROPS Committee member Jan Hansen participated. CIRCAC staff also participated in all the planning meetings leading up to the drill. These events are informative as a way to see our industry partners executing their internal communications plans for a given scenario and also valuable as a means of strengthening the working partnerships we have with industry. Marathon staff was great to work with and made us feel welcome and part of the team.



Presentations/Events

Sept. 11th - City of Kenai Harbor Commission presentation

Oct. 25-26th – Marathon/AVTEC Pre-winter Meeting

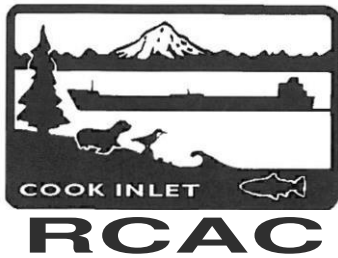
Nov. 27th – Homer City Council presentation

Upcoming

Alaska Marine Science Symposium – Jan./Feb. 2024

Alaska Forum on the Environment – Feb. 2024

EMC Staff Report & Budget



Cook Inlet RCAC

8195 Kenai Spur Hwy
Kenai, AK 99611
Phone: 283; 7222
Fax: 283; 6102

EXPENSE REIMBURSEMENT REQUEST

NAME _____ DATE _____

ADDRESS _____ CITY _____ STATE _____ ZIPCODE _____

DATE	PURPOSE	LOCATION	TRAVEL AMOUNT	MEAL AMOUNT	LODGING AMOUNT	MISC. AMOUNT

COLUMN TOTALS FROM ABOVE	\$
TOTAL TRAVEL ADVANCES	\$
MILEAGE REIMBURSEMENT	\$
TOTAL EXPENSE REIMBURSEMENT	\$

AUTOMOBILE MILEAGE RECORD

Date	Beginning Odometer	End Odometer	TOTAL

WILL BE CALCULATED BY OFFICE \$

DATE RECEIVED	APPROVED	
DATE PAID	COST CODES	
	CODE	AMOUNT
CHECK #.		
TOTAL AMOUNT	\$	



TRAVEL REQUEST

(Please complete, sign below and return to Candice Elias to obtain proper approvals.)

Name of Traveler: _____

Date(s) of Travel: _____

Location: _____

Purpose of Travel:

Benefit/Justification of Travel:

Airline (give airline preference and times of travel requested)

Hotel (include preference, if any)

Rental Car (include preference, if any)

Where/how would you like the tickets delivered to you:

Travelers Signature/ Date of Request

For Office Use Only

Signature(President, Vice-President, Committee Chair or Ex. Dir.) **Date of Approval or Disapproval**

If Disapproved, include reason:

Additional Signature (if required)

Date of Approval or Disapproval