



COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

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



BOARD OF DIRECTORS MEETING

December 4 & 5, 2014 * Hotel Captain Cook * Anchorage, Alaska



**COOK INLET REGIONAL CITIZENS
ADVISORY COUNCIL
BOARD OF DIRECTORS MEETING
The Hotel Captain Cook - Anchorage, AK**

****AGENDA****

Thursday, December 4, 2013

8:30 am	Continental Breakfast	
9:00 am	December 2014 Board of Directors Meeting	
	Call to Order/Roll Call	
	Approval of Agenda <i>(Action Item)</i>	
	Approval of Minutes <i>(Action Item)</i>	Page
	<ul style="list-style-type: none">• September 12, 2014	1
9:15 am	Strategic/Long Range Plan Update – Sue Saupe, Cook Inlet RCAC; All	
12:00 noon	Break for Lunch (Lunch will be provided)	
12:45 pm	Strategic Plan Update (Resume)	5
	<ul style="list-style-type: none">• Long Range Plan <i>(Action Item)</i>	
1:30 pm	Recess	

****AGENDA****
Friday, December 5, 2014

8:30 am	Continental Breakfast	
9:00 am	Call to Order/Roll Call Welcome & Introduction of Guests & Audience	
9:10 am	Presentations on Related Activities <ul style="list-style-type: none">• Capt. Paul Mehler, III – United States Coast Guard• Cook Inlet Maritime Risk Assessment & Harbor Safety Committee – Tim Robertson, Nuka Research• Cook Inlet Response Tool – Sue Saupe, Cook Inlet RCAC	
10:55 am	Public Comment <i>(3 minute limit per speaker)</i>	
11:00 am	Executive Committee Report <ul style="list-style-type: none">• 2015 Board/Annual Meeting Schedule <i>(Action Item)</i>• Credentials Committee Report <i>(Informational Item)</i>• 2015 Proposed Operating & Committee Budgets <i>(Action Item)</i>• Council Policy #17 – Access to Corporate Records <i>(Informational Item)</i>	6 7 22
11:30 am	Executive Director’s Report <ul style="list-style-type: none">• 2014 Operating Budget August to October & Financial Position <i>(Informational Item)</i>• Buccaneer Bankruptcy Filing <i>(Informational Item)</i>	23
12:00 noon	Break for Lunch <u><i>(Lunch will be provided)</i></u>	
12:45 pm	Status of Programs & Projects <i>(Informational Items)</i> <ul style="list-style-type: none">• Environmental Monitoring Committee• Public Involvement Program• Prevention, Response, Operations & Safety Committee	36 41 42

Status of Programs & Projects (continued)

- Protocol Control Committee 45
- Administration 46

2:20 pm **Calendars & Miscellaneous** (*Informational Item*)
Closing Comments

2:30 pm **Adjourn**



BOARD OF DIRECTORS MEETING December 4 & 5, 2014

Action Item

AGENDA ITEM: Incorporate updates into Council's Strategic/Long Range Plan.

DESCRIPTION OF AGENDA ITEM:

The Council has reviewed updates to its Strategic Plan recommended by members of the Environmental Monitoring Committee and Prevention, Response, Operations and Safety Committee, developed during a joint session on October 24, 2014. Further, the Council has proposed additional updates during its own review of the Plan on December 4, 2014.

RECOMMENDATION FOR ACTION:

Approve the attached final updates to the Council's Long Range Strategic Plan for 2015/2016.



BOARD OF DIRECTORS MEETING

December 5, 2014

Action Item

AGENDA ITEM: Proposed dates for the 2015 Annual Meeting and Council Board of Directors Meetings.

DESCRIPTION OF AGENDA ITEM:

Establish a schedule for 2015 meetings of the Board of Directors and the Annual Meeting. The Executive Committee proposes the dates and locations listed below.

RECOMMENDATION FOR ACTION:

Recommend the Board of Directors approve following 2015 Cook Inlet RCAC Council schedule:

April 17	Board of Directors Meeting – Kenai
April 17	Annual Meeting – Kenai
Sept. 11	Board of Directors Meeting – Seldovia
Dec. 3 & 4	Board of Directors Meeting – Anchorage



BOARD OF DIRECTORS MEETING December 5, 2014

Action Item

AGENDA ITEM: Proposed 2015 Operating and Program Budgets

DESCRIPTION OF AGENDA ITEM:

At its November 24th meeting, the Executive Committee reviewed and has recommended for approval the proposed 2015 Operating Budget and program budgets for the Environmental Monitoring Committee (EMC); Prevention, Response, Operations and Safety (PROPS) Committee; Protocol Control Committee; and Public Outreach programs.

RECOMMENDATION FOR ACTION:

Approval of the proposed 2015 Operations and Program Budgets.

Staff Report: Sue Saupe, Director of Science & Research
Recent Activities (September 2014 – November 2014)

Committee Meetings

- EMC met on 5 September 2015 to allocate FY14 carryover funds into workplan and budget and to develop Fy15 workplan and budget.
- EMC and PROPS members met on 23 October 2015 in Nikiski for a Strategic Plan Review Session, prior to their individual committee meetings
- EMC met on 23 October 2015 for staff and workplan updates. No action items.

Chemical and Biological Environmental Monitoring Program

Intertidal Monitoring

- Meetings with National Park Service, University of Alaska, NOAA, and BOEM regarding BOEM-funded intertidal study in Cook Inlet. Funding has been directed from BOEM to the NPS, with CIRCAC and UAF likely participating via subcontracts to the NPS and in-kind services. We are developing a collaborative study to assess nearshore habitats and benthic resources in areas potentially impacted by planned federal OCS lease sales in the lower Inlet.
- Worked with NPS staff to compile historical benthic habitat information for Cook Inlet; working with CIRCAC contractors to evaluate historical sampling site information to assess potential for inclusion in longer-term assessment and monitoring programs for lower Cook Inlet.
- Overflights to Kamishak Bay with NPS scheduled for fall 2014 – cancelled due to weather during the limited tide windows. Will reassess in late winter/early spring for overflights – using NPS plane and pilot.
- Developing plans for integrating SZ habitat data and imagery for development of a habitat suitability model for site selection for intertidal assessments and monitoring.
- Met with contractors in Seattle and via teleconference to complete rewrite of our 2000 and 2002 intertidal reconnaissance surveys in the context of a better understanding of nearshore habitats in Cook Inlet. This was done to ensure a better report can be accessed by agencies preparing EISs, EAs, and other documents associated with Cook Inlet lease sales and development.

Cook Inlet Beluga Prey

- Working with contractors on hydrocarbon database development for all analyses of beluga and fish tissues, to integrate with larger hydrocarbon database efforts.
- At NMFS request, preparing proposal ideas for continued Cook Inlet beluga prey studies.
- Attended first day of two-day Cook Inlet Beluga Whale workshop hosted by NMFS on November 3-4. Prior travel commitments precluded my attendance both days.

Coastal Habitats

ShoreZone

- Provided presentations/training on access to ShoreZone data and imagery via SZ website and the Cook Inlet Response Tool (CIRT) to the Kachemak Bay State Park Advisory Board (October 8) and at a “Friends of the Park” community meeting (October 9) in Homer.
- Met with Alaska SZ Partners Steering Committee for long-term planning and
- Organized and led the inaugural meeting for a “ShoreZone Public Outreach and Education” subcommittee on 28 October 2015.
- Presented ShoreZone and CIRT in emergency planning and response at the Annual Alaska ShoreZone meeting 29 October 2015.
- Participated with Amalie Couvillion in radio interview for the “Big Alaska Show” Alaska Women Making a Difference series of the “Big Alaska Show.” Podcast at <http://www.bigalaskashow.com/previous-shows-2/>
- Presented SZ and CIRT tool at the Northern Oil and Gas Forum in Yellowknife, NWT, Canada, 5 November 2015.
- Working with BOEM and NOAA to identify need for Alaska Peninsula SZ surveys and mapping (including shore-station surveys). BOEM has committed to fund this in response to my submission of study plan idea during their call for studies FY2015. Unfortunately, they will have to go out to bid. I will be working with Nuka, CORI, and NOAA to submit a proposal via one of our organizations. If funded, CIRCAC will provide in-kind match for leading field surveys.

Coastal Impressions

- Planning for summer-long exhibit of *Coastal Impressions: A Photographic Journey along Alaska’s Gulf Coast at Kenai Visitors Center* – will be an opening reception with date identified soon; looking to raise and leverage funds to reprint exhibit booklet.
- Other potential exhibits will be at Seward Sea Life Center in summer 2015 (will need to work with SZ Partners to print up a second copy of exhibit), Rasmussen Museum in Anchorage (late fall?), and potential others.

Cook Inlet Response Tool (CIRT)

- Working with contractors at Axiom Computing to develop next stage for CIRT (e.g. off-line access to imagery and resource data layers). They recently completed the change-over of the underlying program language to HTML 5 from Flash.
- Refining training materials for resource managers and oil spill response communities on a project that was successfully funded by Kenai Peninsula Fish Habitat Partnership. Funding will go through AOOS, with CIRCAC and KBRR as partners. Training will take place in winter and spring 2015. A description of the planned activities is:

Leveraging the software development and data collection efforts of the Cook Inlet Regional Citizens Advisory Council (CIRCAC), the Alaska Ocean Observing System (AOOS) and the National Oceanic and Atmospheric Administration (NOAA) in their initial development of the prototype Cook Inlet Response Tool (CIRT), this project supports the software updates, incorporation of new data layers and workforce training needed to facilitate broad adoption of the tool for operational use in management decisions throughout the Kenai Peninsula. The proposed work enhances access to regionally important scientific and administrative data, and builds the analytical capacity of resource managers working with the National Fish Habitat Action Plan to protect, restore, and enhance the area's fish and aquatic communities. This is directly applicable to high priority potential threats to fish habitat as illustrated through the following basic exercises which could be demonstrated in the training workshop:

- *Remotely accessing digital imagery and shoreline classification overlaid with administrative boundaries and shore-side infrastructure or residential development [Beach alteration/ modifications, Incompatible shoreline development, Chronic contaminant/oil discharges, Point sources (platforms, waste treatment), Incompatible recreational use]*
- *Visualizing biological information overlaid with changes in temperature, habitat or ocean conditions, including those resulting from climate change [Global emissions/ocean acidification, Climate change]*
- *Streaming HD video and still images of the coastline, and overlying spill response plans with real-time environmental conditions and spill-trajectory models [Tanker/nontank vessel spill, Pipeline / tank farm spill, Chronic oil discharges – nonpoint, Oil spill response]*

As the focus of this project is the adoption of new technology by resource managers, several opportunities exist to measure success and adapt both the tool itself and trainings explaining its use, to meet the needs of this target audience. Once initial updates to the CIRT tool are completed, representative members of the Kenai Peninsula Fishery Habitat Partnership will be consulted to preview the user interface and ensure that the tool is supporting the needs of the partnership, before trainings begin. Formative evaluations following this and each of the trainings will inform the projects development. Finally, it is anticipated that upon completion of this project, a sufficient number of trained managers will exist to be able to informally train new hires or other newcomers to the tools application and use.

Technical Review and Oil Fates and Effects

- Continued work with contractors at Nuka Research to develop on-line data entry procedures for Discharge Monitoring Reports (DMR) – this project is taking place in four phases:
 - Phase 1: Developing data input process for DMRs
 - Phase 2: Inputting one year of data (including QA/QC) and demonstrating on-line access

- Phase 3: Providing mechanism for “automated” summary graphics, updated monthly to accommodate ongoing data entry
- Phase 4: Automating comparison of DMRs to permit limits and reporting requirements

We have completed Phases 1 and 2 and after a November meeting with contractors, have initiated Phase 3.

- Participating on a Coastal Response Research Center (CRRC) Organizing Committee through weekly teleconference calls. Excerpts from the letter explaining the purpose and duties of the committee follows:

*This email is a formal invitation to you from the Coastal Response Research Center (CRRC) to participate on the Organizing Committee for the **State of the Science for Dispersants in Arctic Waters Initiative**. This initiative is funded by NOAA and USEPA.*

Chemical dispersants were employed on an unprecedented scale during the Deepwater Horizon oil spill in the Gulf of Mexico, and remain a response option if a large spill occurs in Arctic waters. However, information gaps and controversies still exist concerning their use. Given the burst of research on dispersants in the wake of the Deepwater Horizon, a focused examination of the state of knowledge and science from an Arctic perspective has been identified by the National Response Team as a high priority to support decision making for spills in the Arctic and to focus future R&D efforts.

The initiative will:

- *Identify the primary research/reference documents on dispersants and dispersed oil (DDO)*
- *Determine what is known definitively about the state of the science regarding DDO*
- *Determine what uncertainties, knowledge gaps or inconsistencies remain regarding DDO science*
- *Review existing outreach materials on DDO*
- *Provide recommendations on “state of science” outreach on DDO in the Arctic waters*
- *Provide recommendations on outreach/education materials for the outreach*
- *Work in close collaboration with ongoing DDO efforts in Alaska*

In order to be effective in this collaboration, we will host a workshop to collaborate on these issues. We are inviting you to be a member of the Organizing Committee (OC) for this workshop. The OC will provide input on invitees and the overall structure and content of the workshop. We anticipate this will require: (1) your participation in several conference calls prior to the meeting, (2) reading email correspondence among the OC, and (3), attendance at the workshop. It will not involve any financial commitment.

As an OC member, it is our hope that you will:

- *Articulate the scope of “science” to be addressed*
- *Propose scientists to contribute to the discussion [workshop should focus solely on the science, but should strive to bring in a broad a range of scientific opinions]*
- *Develop agenda topics [suggest speakers, identify break-out session topics, determine balance of presentations/discussion]*

We have since identified topic categories, identified and invited subject experts, and scheduled the meetings for a week in Seattle in January. Unfortunately these are limited to the subject matter experts and the organizing committee (and NOAA and CRRC staff). However, I will report back to the Board at the winter 2015 meeting.

- Submitted proposed studies to BOEM’s Environmental Studies Program associated with planned OCS lease sales in lower Cook Inlet. One is specific to conducting a meta-analysis of existing contaminants data in Cook Inlet in the context of recommendations for baseline assessments and a monitoring program and the other is to request that they conduct benthic fish and invertebrate studies in Cook Inlet.
 - *Synthesis of Contaminants Data for Cook Inlet and Nearby Areas: Evaluation of Existing Data as “Baseline Conditions” and Recommendations for Monitoring*
 - *Surveys of Cook Inlet Benthic Community Assemblages*

Miscellaneous Other activities

- As Board Member on the Oil Spill Recovery Institute, attended semi-annual meeting and Strategic Planning Session 14-15 October 2015.
- Attended Western Society of Naturalists annual meeting, 13-16 November 13-16. Met with collaborators at meetings to discuss our potential field sampling program along Alaska Peninsula in 2015.
- Met with contractors in November in Seattle regarding intertidal clam study and hydrocarbon database project.
- Attended presentations at Pacific Marine Expo, 20-21 November 2016.

Public Outreach Program Activities (September 2014 to December 2014)

Participated in a drill exercise with Tesoro Alaska in Nikiski, (October 9). This drill did not exercise the Joint Information Center to a large extent; however, it was learned that since the previous drill with Tesoro, the company had decided to take our advice to incorporate social media tools, such as Facebook and Twitter as SOP.

Secured the Kenai Convention and Visitors Center from May to mid-September for a Coastal Impressions Exhibit.

In November, attended a two-day oil spill response forum/conference hosted by the University of New Hampshire, made possible because of previous plans to be in New England on dates coinciding with the event.

Public Outreach Activities:

- Wrote three opinion pieces/drafts about the risk assessment, Cook Inlet RCAC funding, and the Harbor Safety Committee, all of which were published (Homer News, Homer Tribune, and Peninsula Clarion)
- Helped publicize updates, which were picked up by the Alaska Dispatch, about the Baker platform fire through our “Active Incidents” web page and Facebook.
- Issued our 10th newsletter for the year. Our goal is to issue one a month; however, we did not meet our goal in October due to illness.
- Placed advertising for 2015 Alaska and community visitors guides.
- Updated our logo to promote our 25th anniversary
- Working with a media buyer to plan a paid media radio campaign commemorating our 25th anniversary in 2015.
- Worked with the Peninsula Clarion’s newest reporter to bring him up to speed on Cook Inlet RCAC activities, including risk assessment and Harbor Safety Committee
- Working with Petroleum News for possible ad placement in 2015 issues
- Continue to work on website to keep it current, including regularly updating the calendar of events, populating the photo gallery, and highlighting items on the Home Page.

Earned Media (September – December 2015)

- 11.22.2014 – Cook Inlet would benefit from a Harbor Safety Committee—here’s why, Peninsula Clarion
- 11.15.2014 – Harbor safety committee needs clearer goals, Peninsula Clarion
- 11.12.2014 – Harbor safety committee suggested for Cook Inlet, Peninsula Clarion
- 10.08.2014 – Much has been done to reduce spill risk in Inlet, Homer News
- 10.08.2014 – CIRCAC funding clarified, Homer Tribune
- 09.24.2014 – Cook Inlet RCAC approved for recertification, The Maritime Executive

Other: Developing the concept, design and content for the 2014 Annual Report.

PROPS Staff Report

Ice Forecasting Network Camera Installation

We have successfully installed a camera at the mouth of the Kenai River. The new camera will provide the NOAA Ice Forecaster with images of freshwater ice moving from the river to the Inlet. Additionally images from the new camera are publically available on the City of Kenai website. Along with the camera installation we worked with the Marine Exchange of Alaska (MXAK) to install an Automatic Identification System (AIS) transmitter and weather sensor on the same pole. The AIS transceiver receives and re-broadcasts vessel information from vessels in the immediate vicinity. This allows vessels to be easily identified by other mariners and for the MXAK to track vessel movements. The weather sensor collects and sends near real time weather data, providing mariners with virtually live weather observations for that area. Both components aid a new level of awareness and safety for vessels transiting Cook Inlet.

Previously staff reported that the control boards on the two cameras on the XTO “A” platform recently required replacement. Staff worked with XTO to facilitate our contract IT person to go to the platform and install the new control panels along with upgrades to the boxes that house the panels to prevent future corrosion issues. Concerning our other cameras installed around the Inlet, staff is working with our IT contractor to develop a maintenance manual to establish a maintenance schedule and procedures for routine preventative maintenance along with important operational considerations to guide future operation and maintenance of the cameras.

Baker Platform Fire

Cook Inlet RCAC staff responded to the recent (October 2nd) Baker platform structural fire. Staff monitored response operations from the command center and provided recommendations to the Unified Command at appropriate intervals during the response. Cook Inlet RCAC Executive Director provided advice to members of the Unified Command regarding stakeholder concerns and tactical decisions. The cause of the fire is still under investigation; however the outcome is starkly evident. The entire living quarter’s area of the offshore platform Baker was consumed by fire. The production side of the platform remains unaffected by the fire. Through the actions of the workers on board at the time of the incident, production activities were effectively shut in before the personnel were evacuated. The Offshore Supply Vessel (OSV) *Discovery* sprayed several million gallons of water on the facility to contain the fire and prevent its spread. Standing by was the CISPRI owned Oil Spill Response Vessel (OSRV) *Perseverance*, ready to address any pollution that could have resulted. Along with the *OSRV Perseverance* the *Tug Bob Franco* and the *OSRV Endeavour* were standing by to render aid to the *OSV Discovery* if needed. No pollution resulted from the fire or the response to the fire, no personnel was injured and no production assets were affected. Staff participated in a after incident “Hotwash” hosted by the Coast Guard, others attending included Hilcorp, Alaska Department of Environmental Conservation, and Nikiski Fire Department. The overall feeling by the attendees was that the response went well and that the Incident Command/Unified Command process worked as it should. Currently the platform is in lighthouse status with no production operations in progress. Hilcorp reports they are in the process of permitting and planning for debris removal and disposal; it was noted that some asbestos may be involved. Plans to set up living quarters for repair crews are in progress with a target date set for early December. Another topic discussed was how the Unified Command did concerning public outreach during the incident. While the general opinion of the attendees was that information flowed regularly to the public as a unified message from the Unified Command there was room for improvement; ways to improve public information flow were discussed. Staff will continue to monitor the investigation and ensuing repairs to the platform.

Alaska Regional Response Team

Staff attended an Alaska Regional Response Team meeting hosted in Valdez. Staff heard updates by member agencies about their activities since the last meeting. Additional discussions included topics such as ephemeral data collection guidelines for Natural Resource Damage Assessment (NRDA) which talked about prioritizing data collection by focusing on nearshore habitat and natural resources and the need to allow data collection teams to incorporate their efforts with other response activities such as Shoreline Cleanup Assessment Technique (SCAT); Seafood Issues/Plans during a response which addressed the need to look at when to close fisheries affected by spills and or spill response and as importantly when and how to reopen those fisheries; Oil and Ice interaction presented by Tri-Chair Mark Everett highlighting his experiences on the *USCGC Healy* during their last deployment in arctic ice to deploy and test different equipment and methods to locate oil in and under ice using remotely operated sensors.

Drills

ConocoPhillips

Staff attended a ConocoPhillips table top drill on October 1st, hosted at the CISPRI command center in Nikiski. This table top drill did not include an equipment deployment, the scenario focused on a wildfire that threatened several gas pads on the West side of the Inlet, mimicking the recent wildfire that threatened West side communities and facilities earlier this year.

This drill exercised the Incident Management Team's ability to communicate with the affected facilities and to direct the actions of facility personnel to secure the facilities and ensure the safety of the personnel and the environment. Additionally it exercised the Incident Management Team's (IMT) ability to communicate with regulatory agencies, firefighting agencies, local communities and stakeholders. All of the objectives identified at the outset of the drill were met.

Tesoro

Staff attended two Tesoro drill associated exercises.

The first was a tabletop exercise, a walkthrough of a winter scenario. This new scenario is part of the Tesoro Cook Inlet Vessel Plan undergoing its five year reauthorization review in accordance with State regulation. This is a new technique requested by the State to ground truth response action written into the scenario. The scenario centered on a tank vessel transiting from the Drift River terminal in February that collided with an unknown object causing damage to one of the ship's tanks and releases 5,000 barrels of crude oil into the ice covered waters of Cook Inlet. The State identified two primary objectives to be met:

1. Demonstrate the ability to support the scenario
2. Identify any need for additional tactics to be included into the scenario

This exercise demonstrated that Tesoro was able to meet both objectives as well as identifying other areas of the scenario that required further attention or correction. This new technique was very valuable for Tesoro and ADEC by allowing each to discuss the response effort as written and to work through the process together to reveal any weakness in strategies or tactics. The result allowed Tesoro to make appropriate corrections and adjustments to strengthen the scenario and the plan.

The second exercise was a table top exercise and field deployment conducted by CISPRI in Nikiski. The scenario centered on a major rupture of the 10 inch mixed product pipeline between the Tesoro Nikiski Refinery and Anchorage. The rupture was caused by an excavator digging in the area making contact with the pipeline and causing approximately 1000 bbls of jet fuel to leak onto the ground in the right of way and threatening an anadromous stream in the area.

Overall the exercise went very well. All Incident Command System (ICS) sections did a very good job coordinating their efforts with other sections and the Unified Command (UC).

Areas of improvement included ICS process, a short delay waiting for the Incident Commander (IC) to return from the field deployment to provide the initial incident details, no announced injects to the scenario, and the Unified Command (UC) was not challenged or tested. The biggest shortcoming was the lack of exercise for the Joint Information Center (or JIC).

Staff observed the field deployment portion of the response; site security was well maintained and the equipment was deployed and maintained effectively. The field responders demonstrated a clear understanding of their goals and objectives and a very clear understanding of the equipment operations and limitations.

Planning and development of the scenario was realistic, different from the normal worst case scenario we see in most exercises. This scenario was similar to a real event on the same pipeline a number of years ago, making the scenario more plausible by providing an element of realism.

Cook Inlet Energy

Staff attended a Cook Inlet Energy annual drill hosted at the Witt/O'Brien's facility in Anchorage. The drill scenario centered on a tank valve failure at the Kustatan Production Facility on the west side of the inlet. The scenario included the loss of 4000 bbls of crude inside the secondary containment with 400 bbls escaping the secondary containment onto the site pad. CIE met all the objectives identified at the onset of the drill. Some things that were good to see included exercising the Public Information Officer (PIO) even though it was not the focus of this drill, an aggressive approach to contain the spill, and early recognition and execution of fire suppression methods and equipment to protect personnel and the facility. Witt/O'Brien's attempted to bring in journalism students to play the part of media personnel to hold a Mach press conference; however scheduling did not allow it to happen.

Protocol

Since September the Protocol Control Committee has reviewed and provided comments for the following Oil Discharge Prevention and Contingency Plans:

Cook Inlet Energy Exploration plan

Tesoro Cook Inlet Vessel plan

Additionally the Committee reviewed and provided comments regarding the USCG proposed Consumer Price Index Adjustments of the Oil Pollution Act of 1990 limits of Liability- Vessels, Deepwater Ports and Onshore Facilities.

Administration Report
Cook Inlet RCAC Board of Directors Meeting – December 5, 2014

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

- **Annual Financial Audit:** Staff has been in contact regarding the February 2015 dates of the on-site field audit.
- **Council Open Positions:** As prescribed by Council Policy, the Credentials Committee will initiate in December the processes for filling seats on the Board of Directors and public member seats on Committees. Seats open in 2015 are: Commercial Fishing, Aquaculture Associations, and the Cities of Kenai, Homer and Kodiak. Also, EMC and PROPS each have seats expiring in 2015. Specific steps in this process are initiated over a 120 day period. Staff is collaborating with the Director of Public Outreach on community visits to provide information to commercial fishing organizations.
- **MASST Employee:** The training program ended successfully in late October. Valuable documents were converted to electronic files for storage on our server. Mr. Handricks received exposure to computer operations and multiple programs, assisted in the PROPS/EMC flash drive project, helped update the Incident Response Contacts Directory, participated in meeting planning, and he was exposed to our accounts payables procedures. He is continuing his education at Kenai Peninsula College, and is seeking additional work opportunities. Council may participate in the program again in 2015.
- **Quarterly Tax Reports** – State and Federal reports have been prepared, reviewed by the Council Treasurer, and submitted as required.
- **Corporate Funding:** Invoicing for 2015 funding will commence in December.
- **Council & Personnel Insurance:** The renewal process for Council and personnel insurance policies (healthcare, auto, liability, directors & officers, etc.) has concluded.
- **Orientation for New Council & Committee Members:** Staff is working with the Director of Public Outreach to update the Council's orientation program for volunteers.
- **Council's Annual Recertification:** Annual application will be prepared in late spring, 2015.
- **Grant Funding:** All grant and contract reporting have been completed and are up to date.
- **Council & Committee Meeting Management:** Staff manages or provides ongoing support for all Council and committee meetings, including venue, lodging and transportation logistics.
- **Council & Personnel Policies:** Ongoing. New Council Policy #17 on Release of Council Records was adopted by the Executive Committee in November. Audit Committee will direct next area(s) of focus, likely: purchasing and contracts (continuing), and the elections process. Staff continues to draft operating procedures for those policies which require.