



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."



Single Block Entry – International Ice Carving Championships (Fairbanks, AK)

Board of Directors Meeting

*Friday, September 8, 2017 – 9:00 a.m.
Land's End Resort – Homer, Alaska*



**COOK INLET REGIONAL CITIZENS
ADVISORY COUNCIL**

BOARD of DIRECTORS MEETING

****AGENDA****

**Land's End Resort – End of the Spit
Homer, Alaska**

Friday, September 8, 2017

8:15 am

Breakfast

9:00 am

Cook Inlet RCAC Board Meeting

Call to Order/Roll Call

Approval of Agenda *(Action Item)*

Approval of Minutes *(Action Item)*

- April 7, 2017 Regular & Annual Meetings

Welcome & Introductions

New Ex Officio Directors –

- Brian Blossom, Alaska Department of Fish and Game
- Lt. Brent Mellen, United States Coast Guard

Welcoming Remarks

- Bryan Zak, Mayor – City of Homer

Public Comment *(3 minute limit per speaker)*

9:20 am

Presentations on Related Activities

- Capt. Sean Mackenzie, Commander Sector Anchorage – United States Coast Guard
- Cook Inlet Pipeline Study – Tim Robertson & Sierra Fletcher, Nuka Research
- Cross-Inlet Extension – Dan Paulito, Projects & Facilities Specialist & Michelle Brown, Regulatory Compliance Specialist, Hilcorp/Harvest Alaska
- Gulf Watch Alaska Monitoring Program – Kim Powell & Donna Aderhold, NOAA

11:10 am

Executive Committee Report

- Annual Recertification (*Information Item*)
- 2017 Carry Over Allocations (*Information Item*)
- Draft 2018 Operating & Program Budgets (*Information Item*)

11:35 am

Executive Director's Report (*Informational Items*)

12:00 noon

Lunch (*Lunch will be provided*)

12:40 pm

Status of Programs & Projects (*Information Items*)

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

2:40 pm

Calendars & Miscellaneous (*Informational Items*)

2:45 pm

Closing Comments

3:00 pm (est.) **Adjourn**

Protocol

Since the April Council meeting the Protocol Committee approved for signature comments regarding the Tesoro Logistics' Kenai Refinery Storage Facility and Truck Terminal Oil Discharge Prevention and Contingency Plan. This plan combined two previous separate plans covering these facilities independently. Our comments identified areas for improvement that would make the combination of plans more seamless to provide continuity within the final plan.

PROPS Staff Report

Alaska Response Exercise Improvements Process

Staff participated in the Alaska Department of Environmental Conservation (ADEC) sponsored Response Exercise Program Improvement project. The project began with the ADEC conducting visioning and focus group meetings with a select group of stakeholders meant to further define and explore the key issues identified in a 2016 White Paper. After working through the visioning session and focus group meetings, ADEC held a half-day workshop in April to present the outcome of the meetings and answer questions about the program. Some of the key issues identified for discussion was the need for clarity of the ADEC's role and responsibilities during a spill response; whether State representatives will augment responsible party staffing during a response or act independently. Whether State representative's roles are only to enforce State Regulations and laws or to support response efforts; what the State's roles are and how they are implemented.

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

Tesoro Drill Planning Meeting

Staff has been participating in the drill planning for the Andeavor/Tesoro annual drill. This year the drill will take place in November and will involve the Kenai Pipeline (KPL) facility. The drill scenario focuses on a catastrophic tank release that involves the Kenai Spur highway and oil reaching the Inlet. Staff was invited along with U.S. Coast Guard and Alaska Department of Environmental Conservation staff to help design the drill objectives, goals, and parameters. As part of the drill planning, staff and Andeavor/Tesoro Contingency Planning and Emergency Response Manager met with representatives from the Kenai Peninsula Borough (KPB) Emergency Management Team/Local Emergency Planning Committee to discuss their participation in the drill event.

2017 International Oil Spill Conference (IOSC)

Staff, CIRCAC Board members, and Public members of the PROPS Committee attended the 2017 International Oil Spill Conference in Long Beach, CA. Staff and CIRCAC members attended numerous presentations and reviewed new technologies in the exhibition hall. PROPS Public Member, Steve Lufkin, a first time IOSC attendee, provided a trip report presentation at the July PROPS meeting.

Alaska Marine Firefighting Symposium

CIRCAC staff attended the Alaska Marine Firefighting Symposium hosted in Homer. The Symposium is a Prince William Sound RCAC (PWSRCAC) project that CIRCAC co-sponsored; other participant/supporters were Homer FD, Port of Homer, Southwest Alaska Pilots Association, Resolve Marine Group/Resolve Maritime Academy and TT Salvage, Support Vessels of Alaska, Harley Marine, U.S. Coast Guard, Kachemak Emergency Services, Cook Inlet Tug & Barge, ConocoPhillips Polar Tankers, Eagle Enterprises Safety Solutions, and Edison Chouset Offshore.

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

Cook Inlet Pipeline Project

This project seeks to develop a Cook Inlet pipeline inventory that will include year of installation, pipeline characteristics, leak detection and corrosion control measures. In conjunction with a pipeline inventory this project also seeks to identify the agencies responsible for regulatory oversight and the extent of that oversight. CIRCAC has been working with various agencies to understand their regulatory authority and to compile pipeline data. This project is a critical component for a comprehensive pipeline risk assessment.

Drills

Hilcorp

Staff attended the Hilcorp Beaver Creek drill exercise hosted at the CISPRI Command Center. This was a table top drill (TTX); the scenario focused on a pipeline rupture spilling approximately 175 barrels of oil to the ground and wetlands. An additional exercise inject had a tank truck roll over departing the facility to add another 75 barrels of oil spilled. Injects are often used during drill exercises to add complexity to the response exercise. These injects test the incident management team's ability to address unexpected events and circumstances during response efforts.

Harvest/Hilcorp

Staff attended the Harvest/Hilcorp, Drift River TTX hosted at the CISPRI Command Center. This was a significant exercise due to the overall size of the discharge. This exercise scenario focused on the catastrophic release of two 270,000 barrel storage tanks, resulting in approximately 160,000 barrels escaping the secondary containment and 55 barrels migrating to Cook Inlet. Since the majority of the spill was on land with much of the released oil following the storm water drainage ditches, a comparatively small amount made its way to the Inlet via the drainage system before responders could secure the retention gates on the drainage system. Response efforts were appropriate and timely.

The CISPRI command Center provided the Incident Management Team and the Unified Command all of the technical response tools and personnel comfort necessary to function efficiently.

Both the Beaver Creek exercise and this exercise was well staffed and conducted.

Glacier Oil/Cook Inlet Energy

Staff attended the Glacier Oil and Gas/ Cook Inlet Energy TTX hosted in Anchorage. The exercise was designed to meet the National Preparedness Response Exercise Program (NPREP) Guidelines. This was an annual functional exercise conducted to ensure compliance with the United States Coast Guard and the Alaska Department of Environmental Conservation (ADEC) regulatory requirements. The drill scenario centered on a blowout at the Osprey Platform

resulting in a 1500 barrels (bbls) per day release with approximately 1200 bbls per day entering Cook Inlet.

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

Field Deployment Drill

CIRCAC attended the field deployment of response equipment and tactics associated with the Glacier Oil and Gas TTX. This was an equipment deployment to match the tactics identified within the scenario of the TTX to test the response contractor's ability to deploy a representative sample of the expected equipment and personnel in a timely and effective manner; to match the State of Alaska's expectations based on the TTX command and control efforts. While the deployment went well, the equipment was in excellent condition, and operations went smoothly, more emphasis could have been placed on other facets of the TTX when combined with a field deployment; such as vessel traffic control in the area and wildlife considerations throughout the deployment's area of operations. These conditions and occurrences are always part of a real response and should be considered in any field deployment exercise.

EMC Staff Report: Activities since the 28 March 2017 EMC Meeting

Susan Saupe

Chemical and Biological Monitoring Program

Kamishak Bay/Lower Cook Inlet Intertidal Habitats

1. We had a successful field season for our project *Evaluation of Nearshore Communities and Habitats; Ecological Processes in Lower Cook Inlet*, a partnership project with the National Park Service (NPS), the University of Alaska Fairbanks, and NOAA (and funded by the Bureau of Ocean Energy Management, BOEM). CIRCAC's activities for this project this summer included the following activities.
 - Negotiated contracts for vessel support. We received 3 quotes for the work and selected the vessel *Island C* because it could provide the necessary qualifications of vessel and crew support and came it at the cheapest day rate.
 - Due to scheduling conflicts, this year we separated the subtidal dive surveys from the intertidal surveys. I worked with the vessel and the University of Alaska dive crew to organize their 5-day field survey.
 - Coordinated scientists from CIRCAC, NPS and NOAA for the intertidal field surveys. The first survey was an 11-day survey based on the *Island C*. We lived on the vessel and accessed our shore stations via a small landing craft. This survey took place between Nordyke Island in the south and Tuxedni Bay in the north of the study area. My Chief Scientist duties included the overall trip planning, as well as working with the other scientists and the vessel crew to schedule day-to-day operations and oversee sampling to ensure we met our obligations under the original contract with BOEM.
 - I coordinated schedules with Maritime Helicopter and our intertidal field team to conduct an additional 3-day helicopter-based survey on the extensive reef system between the Douglas River mouth and Akumwarvik Bay. I flew out daily with the helicopter from Homer to meet NPS personnel who were camping near the mouth of the Douglas River. The three of us then used the helicopter to access the offshore reefs and conduct our surveys.
 - Overall, during our vessel-based surveys, we were able to complete dive and intertidal sampling at four of our main study sites on Nordyke Island, Augustine Island, Pomeroy Island, and Iliamna Point. In addition, we sampled new sites on Scott Island in Iniskin Bay and Turtle Reef near the mouth of Iliamna Bay. On the Douglas Reef system in southern Kamishak Bay, we were able to sample nine transects across the reef system using the helicopter for access. A selection of photos from this summer's surveys is on the next page, showing the extensive shallow angle reef systems that are ubiquitous in the Kamishak Bay area. This study is providing quantitative and qualitative data about sensitive nearshore habitats that are near the federal lease sale area in lower Cook Inlet.



Integrated Cook Inlet Environmental Monitoring and Assessment

We had \$31,000 remaining in this budget from when we received an over-payment from NOAA for the work we conducted for the ICIEMAP study finalized in 2010. Every year since, we have contacted NOAA (usually through our CIRCAC Financial Auditors) to figure out how to get these funds off of our books and return the funds to NOAA. At Mike's request, I provided a letter (attached) that he could submit to NOAA (and our Congressional delegation and that describes a potential use for these funds at a benefit to both CIRCAC and NOAA, as well as anybody needing access to information about Cook Inlet and nearby areas.

Unfortunately, after years of no response, we received notification that NOAA wanted the funds returned to them. Our Grants Manager, Maritta Eledge, worked with them to do so. It would have been awesome to keep these funds to further our goals, but at least these funds are now off of our books and we don't have to deal with them every year during our financial audit.

Coastal Habitat Mapping Program

ShoreZone

1. We continue working with our data from the May 2016 ShoreZone surveys along the Alaska Peninsula. I developed scopes of work for contractual help to integrate this new data into the Alaska ShoreZone Shore Station Database. The contracts also included steps to work with CIRCAC to evaluate the database (developed almost ten years ago) in order to make recommendations for moving forward compiling our data into a new database format for a revamped Shore Station Database and Visualization Tool on the NOAA ShoreZone website .
2. Our new high resolution large-bed scanner is getting some heavy use by Mandy Lindeberg from NOAA, where she is creating archival quality digital records of our voucher specimens from prior years' field work. The specimens that she and I pressed this summer are currently being processed.. This work will provide high resolution digital scans of all of our original pressed specimens so that the original specimens can be archived at a university herbarium. At the request of BOEM (who funded the research), we will also be working with the Smithsonian Institute to provide a selection of species for their permanent collection.
3. We've had several ShoreZone steering committee meetings to discuss funding options for the coordinator position, develop our Terms of Reference, review and update the Alaska ShoreZone Protocols, and plan for the annual ShoreZone Partnership meeting.
4. On September 18, I will be one of three instructors for a workshop at the Oceans17 conference in Anchorage. Our workshop is titled *ShoreZone: An Inventory and Photographic Record of Coastal Habitats in Alaska and the Pacific Northwest*. It will be a half-day workshop and information about the workshop is attached at the end of this staff report. I will provide information for attending if anybody is interested.

Cook Inlet Response Tool (CIRT)

1. Our contractors are ready to move to the next phase of our joint PROPS/EMC project to integrate the Geographic Response Information Database (GRID) into our CIRT tool, which

is an Alaska Ocean Observing System (AOOS) data portal. They have completed Phase I of a multi-phase project sponsored by both EMC and PROPS and, with PROPS, we are in the process of finishing scopes of work for contractors at Axiom and Nuka so that they can ingest the GRID data and begin developing visualizations of the data. Nuka will begin compiling data from additional communities in our Area of Concern.

2. At the request of the Environmental Unit planner at Andeavor (previously Tesoro), on September 13th, I will provide a summary about Cook Inlet's oceanography and habitats and will train them in the use of the Cook Inlet Response Tool (and other AOOS data portals) and the Alaska ShoreZone website. This training will be in preparation for their worst-case-scenario drill scheduled for November 2nd. CIRCAC will have 4 staff in attendance at the Incident Command Center during the drill, along with additional staff support at the CIRCAC office.

Physical Oceanography and Oil Fate and Effects Programs

1. The most recent white paper from the *Dispersants Workshop for the State of Science for Dispersants in Arctic Waters* was released for public review in May and will be finalized later this year. This whitepaper contains the statements made by scientific experts regarding the state-of-science of knowns and uncertainties for Eco-toxicity and Public Impacts. This is the fourth in a series of white papers that have been released in a phased manner by the Coastal Response Research Center (CRRC) and NOAA. I am a member of their Dispersants Working Group (DNG) that selected the topics to be covered and the participants for a series of expert meetings, convened at the request of a national planning team for an Arctic Spill of National Significance (SONS) after they identified the need for a definitive evaluation of the state of the science for dispersants and dispersed oil. The status of the review process and copies of the final papers for other topics (Efficacy and Effectiveness, Physical Transport and Chemical Behavior, and Degradation and Fate) can be found at http://crrc.unh.edu/dispersant_science. I receive periodic updates on the process through the DNG, though I was unable to attend the most recent meeting held during the International Oil Spill Conference (IOSC) in May, as the dates conflicted with field work.
2. On June 13, Mike Munger and I attended a conference convened by the San Juan County Department of Emergency Management to give local stakeholders and state and federal spill response authorities the opportunity to discuss benefits and drawbacks of using dispersants authorization and decision-making of dispersant use in Washington waters. I was an invited speaker asked to provide a technical understanding of dispersant science and explain how CIRCAC works with the scientific, technical, and regulatory community to promote informed decision-making during oil spill planning and response.

Among the objectives of the conference were to review the state-of-knowledge regarding chemical dispersant use, summarize consensus science, and identify knowledge and information gaps. My presentation gave an overview of how dispersants work, what we know and don't know about their effectiveness and potential toxicity, and how trade-offs and other considerations are evaluated by stakeholders and decision-makers to inform their understanding of dispersants as an option for mitigating oil spills. I was asked to also

describe the unique role and activities of CIRCAC in oil spill planning and response, especially in the context of dispersant-use decisions. Representatives from the US Coast Guard, NOAA's Office of Response and Restoration, and the Washington Department of Ecology provided additional information for local stakeholders to learn about the technical and regulatory framework for dispersant use in their region of Puget Sound. All of the speakers also participated on a panel discussion to hear feedback and foster discussion about local priorities and concerns.

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

Technical Review Program

1. After CIRCAC submitted comments for *Avoidance Areas within Preauthorization Area of the Dispersant Use Plan* for on January 9th to the Alaska Regional Response Team (ARRT), the Subarea Sensitive Area Work Group asked me to provide a presentation on June 6th expanding on our comments. I provided background information about our areas of concern east of Kodiak, focusing on the shallow Portlock and Albatross banks and also discussed the newer research coming out of the Gulf of Mexico Research Initiative regarding deposition of Marine Oil Snow Sediment and Flocculent Accumulation (MOSSFA) and its potential to impact these shallow areas if dispersants were applied nearby during certain seasons and conditions. Their final document will be released in early 2018.
2. After our last EMC meeting in March, I continued as a "Subject Matter Expert" (their term) for the State of Alaska's review of Hilcorp's sampling plan and water quality sampling related to the natural gas leak on the supply pipeline leading to Platform A. I was also asked to provide advice, information, and CIRCAC data to Hilcorp contractors as they developed their water and air quality sampling plans. I also participated in another overflight in April with personnel from Hilcorp, ADEC, and ADF&G. I reviewed the reports from the individual sampling efforts and am awaiting results from their post-event sampling.

Additional Activities

1. On April 1st, a surface sheen was noticed near Platform Anna on the east side of Cook Inlet and the pipeline that transports crude oil from the platform to onshore facilities was shut down as the suspected source of the sheen. Concerns were that there was a leak in the pipeline and Mike Munger attended the Incident Command meetings for the event. For him, I provided a very quick summary of what we know of the area to provide background on what CIRCAC could provide if further information was needed. After the shut-down, the pipeline was pressure-tested and it passed the test. Subsequently, ADEC determined that the material spilled wasn't crude oil, but was natural gas condensate (natural gas hydrocarbons that liquefied at surface temperatures). They concluded that the source was not from the oil pipeline but from the platform's flaring system which is used to burn off excess natural gas. Hilcorp had previously calculated that three gallons of material were released in the April 1st incident and ADEC agreed with that estimate based on the subsequent discovery of five gallons of liquid in the maximum eight-gallon condensate pipeline. Operations were restarted on May 2nd.
2. In April I met with Jen Dushane who is under contract with the National Marine Fisheries Service to pull together Marine Mammal Disaster Response Guidelines (MMDRG) for their species in Cook Inlet and Kodiak. The MMDRG will build upon recently updated National Guidelines, but provide regionally-specific communication and response strategies to accommodate scenarios that may be encountered during a disaster response in our area. In developing this plan, NMFS recognized the importance of addressing local concerns and incorporating local people and traditional knowledge from coastal Alaskan communities. Thus, they wanted to meet with Cook Inlet and Kodiak coastal communities, as well as incorporate information from state and federal agencies, oil spill response organizations, researchers, and other stakeholders. Ms. Dushane's meeting with me was to learn about our environmental studies and to solicit advice on local stakeholders and subject experts that she should be in contact with. She was subsequently able to meet with many Kenai Peninsula stakeholders in late May and early June and will be drafting a document that will eventually be available for review. The overall goal is to develop guidelines that will help NMFS to mitigate adverse impacts to their trust resources (and by extension, local communities) from disasters.
3. The Oil Spill Recovery Institute (OSRI) had a workplan committee meeting in Anchorage in July. As a Board Member on OSRI, I participate on that working committee since it's a great opportunity to learn about current research partnership opportunities and to influence how OSRI funds oil spill technology and research projects. Our recommended budget and workplan that we developed in July will be submitted to the full board at OSRI's September 22nd meeting in Cordova.
4. ADEC has proposed an Alaska Pollutant Discharge Elimination System (APDES) individual permit authorizing Cook Inlet Energy, LLC – Sabre Oil and Gas Exploration Project to

discharge pollutants to state waters. As part of the proposed permit, ADEC is requiring an Environmental Monitoring Program be conducted by Cook Inlet Energy. In that past, we have not always been provided the opportunity to review monitoring plans submitted to EPA prior to the sampling taking place, so CIRCAC submitted comments that pointed out that our data provides a context in which we can interpret future introductions of a wide range of permitted and non-permitted contaminants. And, that since we are recognized as an expert resource on how to conduct meaningful monitoring, we requested that we provided the opportunity to provide formal review of the Study Plan that the draft permit. In order to provide meaningful information, it is imperative that the study incorporate a sampling and statistical design that considers Cook Inlet's unique physical environment and that will accurately capture mixing zone and background concentrations of permitted contaminants. CIRCAC can provide a perspective based on decades of experience designing and conducting such studies in Cook Inlet.

Upcoming

- CIRCAC Board Meeting, Homer, 8 September 2017
- CIRT and ShoreZone Training for Andeavor, Nikiski, 13 September 2017
- Kachemak Bay Science Conference Steering Committee Mtg, Homer, 14 September 2017
- Oceans17 Workshop, Anchorage, 18 September 2017
- Alaska Regional Response Team (ARRT) Meeting, Cordova, 21 September 2017
- Oil Spill Recovery Institute Board Meeting, Cordova, 22 September 2017
- Meetings with Coastal and Ocean Resources Inc. (CORI) and Archipelago Marine Research, Victoria, BC, probably October 2017
- Andeavor worst-case-scenario drill, Nikiski, 2 November 2017
- Pacific Marine Expo – CIRCAC booth with Lynda, Seattle, 16-18 November 2017
- Meetings with hydrocarbon database contractors, Seattle, probably when in Seattle for Pacific Marine Expo.
- Alaska ShoreZone Partners Annual Meeting, Anchorage, 27-28 November 2017
- Somewhere in there we'll be submitting abstracts to the Alaska Marine Science Symposium to present our data from the Lower Cook Inlet habitat studies.

Public Outreach Report to the Board – September 8, 2017

The Public Outreach Program is actively soliciting new members to join the Tourism Stakeholder group, actively promoting CIRCAC through paid, earned and social media avenues, and participating in drills and committee meetings, promoting the Scholarship Program, Elections, and board activities and supporting Poster Sessions and science presentations.

Paid Media—In May we began what has become our annual radio advertising campaign, rotating three ads on popular radio stations throughout the Kenai Peninsula. We also promoted this year's recertification public comment period through Alaska Public Media by purchasing a week of public service announcements on public radio.

Our print media ads include the Home Builders Association directory, Visitors Guides, Alaska Business Monthly, and Kodiak Daily Mirror (for ComFish).

In addition, we purchase promotional items to publicize our mission, logo, contact information, or special projects. These are distributed to various events, the most recent being Kenai Industry Appreciation Days.

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

- **07.12.17 – Coast Guard seeks comments on CIRCAC certification, Kodiak Daily Mirror**
- **05.18.17 – State says harsh conditions, not aging infrastructure, culprit in gas leak, Alaska Public Media**
- **05.05.17 – Hilcorp plans \$75 million project to remove dangers from terminal located near volcano, Alaska Dispatch**
- **04.19.17 – CIRCAC, state to assess pipelines in Cook Inlet, Peninsula Clarion**
- **04.06.17- Incidents highlight spill response challenges in Cook Inlet, Alaska Journal of Commerce**
- **04.06.17 – Cook Inlet leaks draw more scrutiny for Hilcorp and its aging infrastructure, APRN**
- 03.25.2017 – Hilcorp to reduce gas flow to leaking gas line, Peninsula Clarion
- 02.16.2017 – Hilcorp gas pipeline leaking into Inlet, Peninsula Clarion
- 01.23.2017 – Citizen group hammers state for not responding to Cook Inlet oil leak, Alaska Dispatch News

News Releases to date:

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

Social Media—Facebook continues to be utilized to increase brand recognition and promote our activities, including upcoming events, scholarships, Harbor Safety and other committee news, and our newsletter. We routinely “push” feeds with paid Facebook ads that target specific demographics. For example, we targeted younger Alaskans ages 18-30 to promote the Scholarship Program and paid \$3.00 to push posts promoting recertification efforts.

Trade shows, exhibits, conferences and presentations—In August we exhibited at Kenai Industry Appreciation Day, an annual event that provides an opportunity to be seen by Kenai industries as well as the public. These events also provide opportunities for public outreach in communities. (See New Stakeholder Recruitment, below.)

This November, we will exhibit for the first time in 5 years at the Pacific Marine Expo in Seattle which has announced an “Alaska Room” for Alaska specific topics and groups. We thought this a good opportunity. The booth will be operated by both the Director of Science and Research and Director of Public Outreach.



FIGURE 1 KODIAK RESIDENTS GRETCHEN SAUPE AND FORMER CIRCAC DIRECTOR SCOTT SMILEY PAID US A VISIT AT COMFISH IN APRIL.

Public Presentations—In April, we made a joint presentation with Prince William Sound RCAC in Kodiak before the KANA/Koniag Native Roundtable.

New Tourism Stakeholder Group Recruitment—We continue to actively solicit new membership and expanding membership to the Tourism Stakeholder Group. The Public Outreach Director and Director of Administration have jointly met with or contacted Chambers of Commerce, Tourism, and Visitors Industry groups, including the Soldotna and Homer Chambers of Commerce, Bed & Breakfast Associations, Alaska Cruise Lines Industry Association, and Soldotna Chamber of Commerce. Public outreach to these groups is ongoing.

Cook Inlet Navigator e-Newsletter—the *Cook Inlet Navigator*, is still an effective tool in our public relations toolbox for reaching our key audience throughout the Kenai Peninsula. Recent issues have highlighted new stakeholder group members, such as the Kenai Peninsula Tourism Marketing Council, presentations on dispersants and field work. We also receive regular requests to help publicize Harbor Safety Committee news and announce vacancies. The subscribers have been holding steady, with an above average “open” rate. The extensive subscriber list is also now utilized to broadly distribute news releases and other announcements.

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

Administration Report
Cook Inlet RCAC Board of Directors Meeting – September 8, 2017

Below you will find a brief update on key administrative tasks performed or assistance provided since the April 7, 2017 Board meeting:

- **Triennial Recertification** –CIRCAC has been notified by Admiral Michael McAllister that we have received recertification through August 31, 2018. This was the full public comment process which occurs every three years. The Coast Guard accepted public comment through July 31, 2017, and received 46 separate submittals: all supported recertification save one, which advocated that the Alaska State Chamber be reinstated as the sole Tourism Industry group (Note: the Coast Guard ruling supported CIRCAC's actions in 2016). There was no opposition to our recertification. Administrative and Public Outreach staff contacted numerous organizations to seek letters of support. Copies of all comments received have been posted on our website.
- **Ex Officio Directors** – Alaska Department of Fish and Game has appointed Brian Blossom to serve as Ex Officio Director, replacing Ginny Litchfield who retired. Staff continues to work with the U. S. Forest Service to secure an appointment to fill that vacancy.
- **Tourism Group** –the initial outreach to over 20 organizations active in the tourism industry in the Cook Inlet area was launched in January, and produced one certified member – the Kenai Peninsula Tourism Marketing Council. Subsequently, the Kodiak Chamber of Commerce applied. We initiated a more direct and personal outreach campaign this summer, which resulted in the receipt of one additional application for Credentials Committee review and recommendation.
- **Corporate Funding** – All payments due for 2017 were received by June 30.
- **Grants** – Staff provided support in the pursuit of a Department of Transportation grant.
- **Financial Audit** – Lambe, Tuter & Wagner completed the audit in August. Findings were presented to the Audit and Executive Committees. There were no findings on substantive matters; staff is considering the handful of minor recommendations. CIRCAC's tax return has also been prepared and submitted.
- **Budget** – Administrative staff have worked with the Executive Director and program Directors to develop draft 2018 operating and program budgets.
- **Conflict of Interest Requirement** – Council Policy 1 requires CIRCAC Directors, Public Members and staff complete a conflict of interest disclosure form. All have been received; as no conflicts were reported, none were presented to the Executive Committee.
- **E-mail Migration and Server Replacement** – For efficiency and heightened performance, the company's e-mail server was 'migrated' to a Microsoft cloud-based system in July. Our nearly-obsolete server is scheduled to be replaced in September.
- **By-Laws and Policies Review** – Staff continues to review the Council's bylaws and policies, and personnel policies for possible amendments.
- **Scholarships** – Scholarship awards have now been paid to the 2017 recipients' respective schools. Mikaela Zurflueh of Kodiak High School was awarded the CIRCAC/James Carter Memorial Scholarship for Environmental Science, and will attend the University of Alaska Southeast. Filip Reutov, a 2015 graduate of Homer High School, received the CIRCAC/Captain Barry Eldridge Memorial Scholarship for Maritime Studies, and will attend the Marine Mechanic Institute in Orlando, FL.

- **CIRCAC Meetings and Other Activities** – Administrative staff assists our colleagues and committees in producing their meetings; making registration, travel and hotel plans for conferences and expos as well as our meetings and tours; initiating and editing reports and correspondence; and much more.