

**Cook Inlet Harbor Safety Committee  
Managing Board Meeting  
August 30, 2017  
3:00 PM  
Teleconference  
Meeting Summary**

**Attendees**

**Board Members**

Senator Peter Micciche, President  
Captain Ron Ward, Vice President  
Mike Munger, Secretary/Treasurer  
Stephen Ribuffo, Chairman of Cook Inlet Harbor Safety Committee  
Captain Marc Bayer, Member

**Ex Officio**

Geoff Merrell, Alaska Department of Environmental Conservation  
Young Ha, Alaska Department of Environmental Conservation

**Others**

Steve Catalano, Cook Inlet Regional Citizen's Advisory Council  
Tim Robertson, Nuka Research and Planning Group, LLC  
Sara Nichols, Nuka Research and Planning Group, LLC

The meeting of the Cook Inlet Harbor Safety Committee (CIHSC) Managing Board of Directors (Board) was held via Teleconference at 3:00PM on 30<sup>th</sup> August 2017.

**Call to Order**

The meeting was called to order by Peter Micciche, President at 3:04PM. Board unanimously agreed to approve the agenda as written.

**Meeting Summary from February 13 Meeting**

A motion to approve the meeting summary of February 13<sup>th</sup> after changing the time referenced in the first paragraph from 04:30hr to 4:30PM. Approved without objection. (SR, RW)

**Secretary/Treasurer Report**

Actual account balance to date is \$7,792.49 [Treasurers Report Document](#)  
Fundraising results to date: \$15,000, roughly half the budget is still un-funded at this point due to many Stakeholders not remitting their dues. Group tabled discussion on an approach to raise additional funds until at Item V. b. of the agenda. Mr. Robertson cautioned that the

organizations are not members of the committee, the individuals holding the seats are. A distinction to consider going forward.

### **Committee Chair Report**

Mr. Ribuffo held a teleconference with the Workgroup chairs in March and has had several individual calls with them to understand their progress and develop agenda items for the upcoming HSC meeting. LT David Parker, Chair of the Harbor Safety Plan Workgroup has made significant headway in completing the extensive revisions to the Harbor Safety Plan that came out of last year's Review Period. This will provide the Committee with a great deal of material to work through for their meeting. Captain Pete Garay, Chair of the Navigation Workgroup, wants to discuss new tanker traffic in the Cook Inlet.

Alaska Marine Exchange asked if it is appropriate to do a presentation at the meeting. No objection voiced to having them participate under Item VIII a. 2016 Vessel Traffic Update on the HSC Agenda. Senator Micciche will contact Ed Page.

In consideration of the last HSC meeting and the voting confusion, a formal process for voting clarification will be explained to the meeting attendees under item IV ii. of the agenda. The group asked that a written policy be put together and distributed in advance of the meeting. Mr. Ribuffo stated that he would do so.

Item VIII b. Marine Safety and Recent Incidents will be a standing item on the HSC agenda moving forward. U.S. Coast Guard (USCG) will keep the discussion and overview within the Cook Inlet. There is hope that this will encourage the committee to develop best practices. Mr. Merrill cautioned that incidents in Cook Inlet are not exclusively the responsibility of the USCG. USCG would not have a problem with an Alaska Department of Environmental Conservation (ADEC) representative being involved in leading the discussion.

### **Facilitator's Report**

Mr. Robertson reported that the new CIHSC Website has been published. It is functionally the same as the old website, but the software used is more secure and easier to manage. Nuka and Alaska Marine Exchange have been working together on the Vessel Traffic Report. It will have the basic statistics on shipping, with the potential to develop year-to-year comparisons. Nuka is also planning to present the Cook Inlet Risk Assessment recommendations at the October meeting.

### **Membership Vacancies**

#### **Membership Appointments**

##### **Marine Oil Terminal Operators, Alternate**

Scott Rosin submitted a Letter of Interest in the seat.

##### **Response Organization, Primary**

Matt Melton, the Response Organization Alternate, indicated informally that he would accept the primary seat if appointed.

Motion Captain Bayer, Mr. Ribuffo to approve Scott Rosin as the Marine Oil Terminal Operators, Alternate; and Matt Melton as the Response Organization, Primary. Approved unanimously.

Captain Bayer volunteered to reach out to CISPRI for a name to fill the now vacant Response Organization, Alternate seat. The group discussed advertising all the vacant seats once again, but decided to leave it as an open posting on the website instead of another round of advertising.

### **Accountant/Bookkeeper**

It was suggested at the last meeting by Kristine Schmidt that the Board hire an accountant to keep the organization current with the State and the IRS by meeting the various annual filing deadlines. Nuka was able to fulfill this year's IRS 501(c)3 filing and Mr. Munger filed the State Biennial Report. Given the current state of the budget and the ability to fulfill the requirements in-house, the group unanimously decided to continue on without hiring an accountant.

### **2017 Budget Breakdown**

As requested at the last meeting, Mr. Munger and Mr. Robertson prepared a more detailed breakdown of the [2017 Budget](#).

The group picked up the discussion of un-remitted membership. It was decided that they would compare lists with what invoices were sent out and who still has yet to contribute, make personal phone calls to the individuals, then send out a letter after those efforts are exhausted. It was also suggested that the Board craft a statement to be presented at the HSC Meeting.

### **Harbor Safety Plan Workgroup Chairmanship**

The USCG has asked to be released from the HSP Workgroup chairmanship responsibility. If this change is made, the Board will need to amend the Charter. This will be discussed during the HSC meeting.

### **Ice Guidelines**

USCG has requested that the CIHSC take a leading role in reviewing the Ice Guidelines. This will be discussed during the HSC meeting.

### **West Coast Harbor Safety Committee Conference**

A conference of all West Coast Harbor Safety Committees will be held in San Diego on October 26-28. It would be good to have a representative there. Senator Micciche stated that he would already be in the area for another event around that time and may be able to attend.

### **Next Harbor Safety Committee Meeting**

Senator Micciche requested to add the Derelict Vessel Bill he is working on to the HSC Agenda. All agreed this would be a good addition.

### **Managing Board Report to Committee**

The group agreed that the report will focus on financial issues.

### **Review Action Items**

- A new solicitation for contributions will go out by the end of September after personal calls have been made.
- Mr. Ribuffo and Mr. Robertson will write up a Primary vs. Alternate voting policy to be distributed to the HSC Members prior to the October 17 meeting.
- Nuka will add "Derelict Vessel Bill" to the HSC Agenda
- Senator Micciche will contact Ed Page regarding his involvement in HSC Agenda Item VIII a. 2016 Vessel Traffic Update

### **Next Meeting**

The next meeting of the Managing Board will be on October 9, 1:00 PM.

### **Adjournment**

The meeting was adjourned at 4:37 PM.