

**Cook Inlet Harbor Safety Committee  
Managing Board Meeting  
Meeting Summary  
December 4, 2018  
1PM – 2PM  
Port of Alaska Conference Room  
2000 Anchorage Port Road  
Anchorage, Alaska**

**Attendees:**

Captain Mark Nielsen – Member (*Teleconference*)  
Senator Peter Micciche – President (*Teleconference*)  
Stephen Ribuffo – HSC Chair  
Captain Ron Ward – Vice President

**Other:**

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

The 19<sup>th</sup> meeting of the CIHSC Managing Board was called to order by President Micciche at 1:03PM.

**Motion Ward, Ribuffo to approve the agenda as presented. Motion passes with no objection.**

**Approval of Meeting Summary October 29, 2018**

**Motion Ward, Ribuffo to approve the Meeting Summary of October 29, 2018. Motion passes with no objection.**

**Secretary/Treasurers Report**

Mr. Robertson gave an overview of the financial and contribution reports in the packet, stating that by the end of 2018, the Organization would retain a \$15,000 balance, having received a good amount of contributions through July, 2018.

**Committee Chair Report**

Mr. Ribuffo reported that the November HSC meeting was well attended and very productive. In the future, he would like to plan on holding the fall meeting in concert with the pre-winter ice meetings every year, as that was one contributing factor to the high attendance. Based on a report from the Navigation Workgroup, the HSC requested a letter to the Captain of the Port (COTP) be sent on behalf of the Committee addressing the proposed Amakadori Port project in association with the Pebble Mine development. This letter has been written, approved by the Navigation Workgroup, signed by Mr. Ribuffo and forwarded to the COTP. An email vote immediately following the committee meeting was also conducted to approve the 2019 Ice Guidelines and subsequently, signed by the COTP.

**Facilitator's Report**

Mr. Robertson reported that Nuka Research successfully facilitated the recent HSC Meeting in November, as well as a Harbor Safety Plan Workgroup meeting in October. He received a lot of compliments on behalf of the CIHSC following the HSC Meeting last month. The U.S. Coast Guard is happy to see the Organization coming together and hitting its stride. Port MacKenzie would like to be involved and occupy their seats on the Committee. They are aware of the contribution requirement and have said it will not be a problem for them to do so. There is a National Harbor Safety Committee Conference in Houston in June, 2019, and they want an Alaska presence there. CDR

Jacobs would like someone from HSC to go, given that the CIHSC experience is further advanced than the other Alaskan Committees.

### **Resolution 18-04 Appointing Stakeholder Seats for Term ending 2021**

**Motion Ribuffo, Ward to approve Resolution 18-04 Appointing Stakeholder Seats for Terms ending 2021.**

**Motion Ward, Nielsen to amend Resolution 18-04 to add Jason Edmison as the Port MacKenzie Alternate. Motion passes by non-objection.**

**Voice Vote on Main Motion, unanimous. Resolution 18-04 passes.**

### **Funding 2019**

Mr. Robertson presented the Board with 4 options to address their concerns regarding a sustainable budget formulated around member contributions. The group decided that the best option was #2:

*Leave the seats as they currently are and add a section to the Charter stating that a member cannot vote unless a contribution has been made on behalf of their seat during the current calendar year. This puts the onus on the individual member to find a contribution either from their employer, other stakeholder group, or other fundraising activities.*

**Motion Ward, Nielsen to direct Nuka Research to craft language for a CIHSC Charter amendment along the lines of Option #2, as presented by Mr. Robertson. Voice Vote, motion passes, unanimously.**

The group also decided that votes at the HSC meetings will be held via Role Call method to avoid any confusion of who votes and who does not.

### **Resolution 18-05 Authorizing Credit Card Processing**

**Motion Ribuffo, Ward to approve Resolution 18-05 Authorizing the institution of Credit Card Processing for CIHSC Contributions and donations. Voice vote, motion passes, unanimously.**

### **Review Action Items and Set Next Meeting**

- New Business for Spring HSC Meeting – Representative for National HSC Conference
- Nuka Research will amend Resolution 18-04 to add Port MacKenzie Alternate
- Mr. Robertson will craft Charter amendment language to incorporate new contribution requirements
- Nuka Research will double check Paypal and bank fees for accepting credit cards
- Nuka Research will draft a 2019 Invoice Cover letter and prepare invoices for sending out to membership, informing them of the new policy

Next meeting could be in-person in Juneau, jointly with ad-hoc HSC lobby group - February

### **Adjourn**

**Motion Ward, Ribuffo for adjournment. Motion passes, unanimously. Meeting adjourned at 2:00PM.**

#### **Meeting materials:**

29 October Meeting Summary  
Financial Report

Contribution Report  
Amakadori Port Project Letter  
HSC Roster  
Table of Vacant Seats and Applicants  
Therese Dolan Application  
Gunar Berklund Resignation  
Mark DeVries Resignation  
Resolution 18-04 Appointing Stakeholder Seats  
Resolution 18-05 Authorizing Credit Card Processing