

**Cook Inlet Harbor Safety Committee  
Managing Board Meeting  
December 14, 2016  
9:00AM  
Teleconference  
DRAFT Meeting Summary**

**Attendees**

**Board Members**

Senator Peter Micciche, President  
Captain Ron Ward, Vice President  
Captain Marc Bayer, Treasurer  
Steve Catalano, Secretary  
Stephen Ribuffo, Chairman of Cook Inlet Harbor Safety Committee

**Ex Officio**

Geoff Merrell, Alaska Department of Environmental Conservation

**Others**

Tim Robertson, Contractor, Nuka Research and Planning Group, LLC  
Kristine Schmidt, Malloy Schmidt  
Mike Munger, Cook Inlet Regional Citizen's Advisory Council  
Sara Nichols, Nuka Research and Planning Group, LLC

The meeting of the Cook Inlet Harbor Safety Committee (Cook Inlet HSC) Managing Board of Directors (Board) was held via Teleconference at 09:00hr on 14<sup>th</sup> December 2016.

**Call To Order**

The meeting was called to order by Senator Peter Micciche, President at 9:00 AM. Board unanimously agreed to amend the agenda to add item III. c. CIRCAC Seat Revision.

**Meeting Summary from September 29 Meeting**

A motion to approve the meeting summary of September 29<sup>th</sup> after amending the spelling of Sharon to Sharen on page two under Port of Anchorage Alternate, was approved without objection. (SR, RW)

**Membership Vacancies**

**Marine Oil Terminal Operators, Primary**

Motion (SC, RW) that the Marine Oil Terminal Operator seat be made vacant per the seat requirements as laid out in chapter 5.1 of the Charter. Unanimously approved.

Nuka Research will draft a letter to Jack Jensen explaining the Board's position, thanking him for his service, and inviting him to apply to fill a different seat that is more appropriate. Section 5.1 of the HSC Charter will be included in the letter.

### **Tanker Operators, Primary and Alternate**

The Board unanimously agreed that these seats were effectively vacated by OSG now that the seat holders are no longer with OSG and they need to go through a 30 day public solicitation process in order to be filled.

Nuka Research will issue a Public Notice of all available HSC Seats on the HSC Website and in an email notice.

## **Membership Appointments**

### **Harbor Safety Plan Workgroup**

Four members of the public have been nominated by LT David Parker, Chair of the HSP Workgroup, and must be approved by the Board before they can participate.

Motion (SC, SR) to appoint Shawn Decker, Bruce Gabrys, Jeff Pierce, and Jim Van Wormer to the Harbor Safety Plan Workgroup. Unanimously approved.

## **CIRCAC Seat Change**

Mr. Steve Catalano reported that Cook Inlet Regional Citizens' Advisory Council (CIRCAC) feels that he, as Operations Manager, would best serve as a primary member of the Harbor Safety Committee and Mike Munger, as Executive Director, would best serve as a member of the Managing Board. CIRCAC proposes that the appointment of the two seats be switched.

Tim Robertson and Kristine Schmidt confirmed that in order to do that the Board would need to follow the procedure laid out in the By-Laws, which would require an amendment of the resolution, changing the Board CIRCAC Seat from being held by the Director of Operations to the Executive Director.

Motion (VC, SR) to prepare and approve Resolution 2016-01 revising the Board CIRCAC Seat to be held by the Executive Director of CIRCAC. Unanimously approved.

Kristine Schmidt will prepare Resolution 2016-01 and amend the previous resolution accordingly.

Captain Ron Ward thanked Vinnie for all his hard work, all in attendance voiced their agreement.

## **Secretary and Treasurer's Report**

Captain Marc Bayer and Mr. Steve Catalano reported that the ending bank balance, as of 9 December, was \$8,977.69, and that some fundraising will need to be done in the 1<sup>st</sup> Quarter of 2017 in order to replenish the operating funds.

## **Report on 501-(C)(3) Application Status and EOY Filings**

Mr. Steve Catalano reported that he met with Kristine Schmidt and signed an authorization form for the 501-(c)(3) filing. Kristine Schmidt is putting together a checklist for the Board to use in future years that will be a guideline for what needs to get done each year once the application has been approved. She informed the board that EOY filings for an entity of this size are easy and relatively hassle free. As for the current year, the Biannual Report has been filed and there is nothing due again until 2017, when the next officer election is held. She also recommended that the Board address the options of filing an E Post Card vs. E990 at the Annual Meeting.

Ms. Schmidt stated that her meeting attendance thus far is fulfilled by the flat fee she receives for processing the 501-(c)(3) Application, but if the Board wants her input at future meetings, they should address that in their budget for next year. She stated that she generally does not need to attend every meeting of an organization this small.

Mr. Mike Munger asked if any action is required at this time to name him as secretary now that Mr. Catalano no longer holds a seat on the Board. Ms. Schmidt stated that Resolution 2015-03 would need to be amended.

Motion (MB, RW) to amend Resolution 2015-03 to name Mike Munger as Secretary of the Managing Board of Directors. Unanimously approved.

## **Change to Committee Charter, Section 5.1**

Motion (MB, RW) to correct the numbering references in section 5.1, pages 5 and 6 of the Committee Charter. Unanimously approved.

## **Accounting/Bookkeeping**

Captain Marc Bayer announced that he would like to remain on the Board, but not as Treasurer. He suggested that the Board might consider an outside bookkeeper.

## **HSC Meeting Procedures**

Captain Marc Bayer expressed his concern over the voting confusion at the last HSC Meeting and suggested that only Primary members or Alternates acting in a Primary's absence should be allowed to sit at the table. All agreed that some changes need to be made to keep order at the meetings. Mr. Ribuffo stated that he will be working on that organization with Sara for the next meeting and requested that an explanation go out to Committee Members via email prior to gathering.

## **2017 Budget**

All Board Members were in agreement that the 2017 operating budget should remain at \$30,000. Senator Micciche suggested that the categories be reevaluated to correctly reflect expenditures for the upcoming year now that the Board has an idea of how a fiscal year will play out.

Motion (SC, RW) to approve \$30,000 for 2017 Budget and revisit the categories of figures at the Annual Meeting in February. Unanimously approved.

The Board discussed the need to send out invoices to every participant when soliciting annual funds, and the need for an understanding that every entity should be making a contribution. Nuka Research will send out a letter to participants in consideration of the budget process at the beginning of the year.

## **Nuka Research 2017 Contract**

Motion (MM, SR) to extend the Contract with Nuka Research and Planning Group, LLC for the year 2017. Unanimously approved.

Mr. Steve Catalano stated that he is glad to see the contract renewed, that Nuka Research has done a great job, Tim has all the background and expertise necessary, and the HSC is getting a great deal for the money we pay them.

## **Review Action Items**

- Thank You Letter to Captain Jensen
- Public Notice of Committee Seat Vacancies
- Notify New HSP Workgroup Appointees
- Change Resolutions in By-Laws to reflect CIRCAC representative change
- Charter Changes
- Fund raising letters to participants

## **Next Meeting**

The next meeting of the Managing Board will be determined via email poll for a February date.

## **Adjournment**

The meeting was adjourned at 10:33 hr.