

**Cook Inlet Harbor Safety Committee  
Managing Board Meeting  
February 13, 2017  
4:30PM  
Teleconference  
Meeting Summary**

**Attendees**

**Board Members**

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

**Ex Officio**

LT David Parker, USCG Sector Anchorage  
CDR Hector Cintron, USCG Sector Anchorage  
Geoff Merrell, Alaska Department of Environmental Conservation  
Young Ha, Alaska Department of Environmental Conservation

**Others**

Tim Robertson, Contractor, Nuka Research and Planning Group, LLC  
Kristine Schmidt, Malloy Schmidt  
Steve Catalano, 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 4:30PM on 13<sup>th</sup> February 2017.

**Call To Order**

The meeting was called to order by Peter Micciche, President at 4:36 PM. Board unanimously agreed to approve the agenda as written.

**Meeting Summary from December 14 Meeting**

A motion to approve the meeting summary of December 14<sup>th</sup> was approved without objection.  
(MM, MB)

**Legal Report**

Kristine Schmidt reported that the IRS has received the 501c3 application and it should be approved within 90 days. She recommended the Board use a bookkeeper or accountant to keep the necessary filings current with the State and Federal governments. Those filings are:

- Biennial Report, due July 1, 2017,
- Notifying the State of Alaska of newly elected officers (if elections occur), and
- Tax filing due May 15, 2017, to the IRS.

She also suggested that the Board decide on officer term dates and any term limits they might want, offering to put them into the form of resolutions once the decisions are made. There was a question of combining the offices of secretary and treasurer. Kristine stated that the board must have all four officers, but it is okay to combine any two, except President and Secretary.

### **Secretary Report**

Mr. Munger reviewed the Action Items from December 14:

The Jack Jensen letter was written and sent as discussed.

Nuka posted the vacancies and solicited applications on the web page for the following seats with a deadline of February 6<sup>th</sup> 2017:

- Cruise Ship Operators- Alternate
- LNG Carrier Operator- Alternate
- Small Passenger Vessel Operators- Alternate
- Tanker Operator- Primary
- Tanker Operator- Alternate
- Environmental Organization- Alternate
- Marine Terminal Operators- Primary
- Recreational Boaters- Alternate

Nuka to report on results later in the agenda.

Resolution 2016-1 establishing the change in the CIRCAC representative on the Managing Board from Steve Catalano to Mike Munger and Resolution 2016-2 naming Mike Munger as Board Secretary are being prepared by Kristine Schmidt.

### **Treasurer Report**

Mr. Munger offered to report on Captain Bayer's behalf the following: The year 2016 closed out with balance of \$8,977.69 in the account and after all fees and first of the year deductions accounted for the current bank account balance is \$6,820.49. A detailed report is attached. All accounts balance for the 2016 year.

### **Operations Report**

Mr. Robertson reported that Nuka is rebuilding the CIHSC website and it should be up and running within the next month. Nuka will be sending out the contribution solicitations this week. There was a discussion of using the word dues instead of contributions in the letter. The Board decided to postpone action until agenda item VI. b.

## **Election of Officers**

Mr. Robertson suggested that the Board should determine term limits for officers and establish a date of expiration for each position. The Board discussed the pros and cons of rotating positions and introducing new members at this time. The Board unanimously agreed that it is premature to change now as it would cut down on the momentum gained thus far in the fledgling stage of the Committee and Board, and decided to hold Officer elections in 2018.

Motion SR, MM to combine the offices of Secretary and Treasurer into one officer position. Unanimously approved.

Motion MB, RW to appoint Mike Munger as the Secretary/Treasurer of the CIHSC Managing Board of Directors. Unanimously approved.

Motion RW, MM to retain Marc Bayer on the Board as a "Member At Large". Unanimously approved.

## **Membership Vacancies**

### **Response Organization, Primary**

This seat was recently vacated by Mike Watson's retirement. Nuka Research was directed to initiate another round of seat solicitations, to include those seats not yet filled from the last round and to add Response Organization, Primary as an available vacancy.

## **Membership Appointments**

### **Tanker Operators, Primary**

### **Tanker Operators, Alternate**

Motion MM, RW to appoint Captain Jeff Brue to the Tanker Operators, Primary Seat and Captain Chris Peterson to the Tanker Operators, Alternate Seat. Unanimously approved.

### **Marine Oil Terminal Operators, Primary**

Motion MM, SR to appoint Captain Paul Mehler to the Primary Marine Oil Terminal Operators Seat. Unanimously approved.

As Captain Mehler was the Marine Oil Terminal Operators, Alternate, Nuka Research was directed to add the seat to list of vacancies in the upcoming News Release.

## **2017 Budget**

President Micciche voiced his concerns over the breakdown of the budget expenses and requested that the compartments be explained a little more logically. Mr. Munger stated that he would work on it with Mr. Robertson and bring it to the next meeting.

## **2017 Funding – Donation Requests**

Captain Bayer specified that he would like to strike the words “Contribution” and “Request” from the letter to make the wording stronger and ensure an understanding among the Stakeholders that everyone should be paying into the organization. Discussion of replacing the words with “Dues” and “Invoice”, led to President Micciche stating that he would make revisions to the letter made and send a draft to everyone for review within the hour.

## **Next Harbor Safety Committee Meeting**

Mr. Robertson and Mr. Ribuffo will get together to work on the agenda. The meeting should occur no later than Mid-May.

## **Review Action Items**

- File new officers with the State of Alaska
- Re-advertise the blanket solicitation for all vacant seats, including Response Organization, Primary and Marine Oil Terminal Operators, Alternate.
- Mr. Munger and Mr. Robertson will work up a new breakdown of annual expenses and bring to the next meeting.
- Send out Funding Solicitation letter and invoices once the new wording is agreed upon.

## **Next Meeting**

The next meeting of the Managing Board will be determined via email poll for an April date. The Board agreed they would like their meeting to be close to the time-frame of the next HSC Meeting.

## **Adjournment**

The meeting was adjourned at 5:51 PM.