

# Cook Inlet Harbor Safety Committee Managing Board Meeting Summary

August 3, 2023 from 9am-10am (AKST)

## Board Attendees:

Mayor Peter Micciche – President  
Captain Ron Ward – Vice President  
Mike Munger – Secretary/Treasurer  
Captain Mark Nielsen – Member

## Other Attendees:

LCDR John Downing, USCG  
LT William Mason, USCG Anchorage  
LCDR Hadley Owen, NOAA  
Captain Chris Coutu, AK Marine Exchange  
Cassandra Johnson, CIRCAC  
Haley Griffin, Nuka Research & Planning Group

## Call to Order and Approval of Agenda

The CIHSC Managing Board Meeting was called to order at 9:01 am by Mayor Micciche.

## Review of Action Items from March 28, 2023

**Motion Capt. Nielsen, Mike Munger to approve the agenda as presented. Motion passes with no objection.**

After reviewing the action items, Mayor Micciche expressed his desire to maintain an ongoing and open discussion on increasing the HSC's visibility. Mayor Micciche and Mike Munger discussed progress on the creation of a certificate of appreciation for Tim Robertson. Mayor Micciche offered to have his office order the certificate, and Mike stated that he will make progress on this to present to Tim in the Fall.

## Approval of Meeting Summary March 28, 2023

**Motion Mike Munger, Capt. Nielsen to approve the meeting summary of March 28, 2023, as presented. Motion passes with no objection.**

## Secretary/Treasurer's Report

Mr. Munger and Cassandra Johnson, the Accounting and Grants Manager at CIRCAC, spoke to the financial summary dated July 31<sup>st</sup>, 2023 for both Wells Fargo and Key Bank. Mr. Munger provided an overview of the budget, and the Board discussed the status of contributing and non-contributing entities.

It was determined that outreach is needed for contributions from Tote and Olympic Tug and Barge, and that UCIDA and Cook Inlet Keeper would be removed from the contribution contact list. Captain Nielsen offered to reach out to Brad Kroon with Olympic Tug & Barge for their contribution. Mr. Munger asked that if an entity is not contributing, should they still be included on the Committee? Mayor Micciche suggested an associate fee that is less than the \$1500 contribution, and suggested the discussion be tabled for the whole Managing Board to decide how organizations may qualify.

Mr. Munger stated that Ms. Johnson was cleaning up and maintaining the history of payments received from contributing entities. Ms. Johnson added that with the new account at Key Bank, PayPal is an accepted payment option and that there are no additional fees for organizations to pay

when sending in their contribution. Ms. Johnson asked the Board's approval to phase out the Wells Fargo account. Mayor Micciche asked if any signatories are needed to approve the closing of the account. Mr. Munger stated that Ms. Johnson was doing a great job keeping the financial records, and Mayor Micciche thanked her for her work.

### **Committee Chair Report**

Captain Mehler was not present at today's Managing Board meeting. No updates.

### **Facilitator's Report**

Ms. Griffin presented the Facilitator's report to the Managing Board. The Fall 2023 Committee meeting will be on Wednesday October 18<sup>th</sup>, 2023, in Homer, AK. A venue for the event has not been identified yet, but Ms. Griffin will conduct follow-up with the Board to review and approve the meeting venue. Mayor Micciche stated that he has attended meetings at the City Hall and Council Chambers in Homer and recommended reaching out to the city.

### **Membership Committees and Workgroups – Vacancies**

Ms. Griffin reviewed the expiring Committee stakeholder seats that will have the opportunity to renew their appointments at the end of the year. A public announcement will be sent out to solicit new applicants for vacant seats after the Fall Committee Meeting. The final changes to the Harbor Safety Plan are being made from the Spring Committee Meeting. The Plan will be sent out for Committee review and a public comment period in the coming weeks.

### **New Business**

Mr. Munger thanked Marathon Petroleum, the CIHSC, and the Kenai Peninsula Borough for sending in letters of support for the USCG recertification of CIRCAC.

LCDR John Downing and LT Will Mason stated that they will be prepared to speak to the new Ice Guidelines for Cook Inlet and are ready to welcome to input from the Managing Board and Committee.

### **Review Action Items**

- ◇ Mr. Munger to create a certificate of appreciation for Tim Robertson.
- ◇ Capt. Nielsen to follow up with Olympic Tug & Barge for their contribution.
- ◇ Ms. Johnson and Mr. Munger to follow up with the Managing Board if signatures are needed to close out the Wells Fargo bank account.
- ◇ Ms. Griffin to reach out to the City of Homer regarding a Fall Committee venue.
- ◇ Mayor Micciche and Captain Mehler to continue discussions for increasing the HSC's visibility.

### **Next Meeting**

The next meeting is TBD.

**Motion Capt. Ward, Capt. Nielsen to adjourn meeting. Motion passes with no objection.  
Meeting adjourned at 9:32 AM.**

### **Meeting Materials:**

1. March 28, 2023 Meeting Summary
2. 230712 Roster Packet Version
3. 2023 Receivables Report (July 31<sup>st</sup>, 2023)