

**Cook Inlet Harbor Safety Committee
Managing Board
Annual Meeting Summary
February 13, 2018
3:30 to 5:30 PM AK
Teleconference**

Attendees:

Board Members

Senator Peter Micciche – President
Mike Munger – Secretary/Treasurer
Stephen Ribuffo – HSC Chair
Captain Ron Ward – Vice President

Ex Officio Members

Geoff Merrell, Alaska Department of Environmental Conservation
LT David Parker, U.S. Coast Guard, Sector Anchorage

Others

Tim Robertson, Nuka Research and Planning Group, LLC
Sara Nichols, Nuka Research and Planning Group, LLC

Call to Order

The Cook Inlet Harbor Safety Committee (CIHSC) Managing Board Annual Meeting was called to order by President Peter Micciche at 3:37PM.

Motion Ward, Munger to approve the agenda, moving the Committee Chair Report to the top to accommodate the early departure of Ribuffo. Motion passes with no objection.

Committee Chair Report

Mr. Ribuffo reported that the Chair of the Marine Firefighting Workgroup, Chief Baisden has resigned his positions on the HSC and the Workgroup due to the demands of his new position with Kenai Peninsula Borough. Chief Baisden recommended Captain Bryan Crisp to replace him in both positions, and suggested the MFF Workgroup host a Cook Inlet table-top exercise for emergency personnel.

Motion Munger, Ribuffo to appoint Captain Bryan Crisp to the Nikiski Fire Department Ex-Officio Seat and as the Chair of the Marine Firefighting Workgroup. Motion passes with no objection.

Regarding the Harbor Safety Plan Workgroup, LT Parker is working on the amendments to the HSP that were made at the last Committee meeting, but

ultimately, the U.S. Coast Guard would like to step away from ownership of the HSP and the Chairmanship of the HSP Workgroup.

Mr. Ribuffo is working with Nuka Research on planning the next CIHSC meeting. Possible agenda items for the meeting include:

- Recommendations of the Cook Inlet Marine Risk Assessment,
- Purchase of the ConocoPhillips LNG facility by Andeavor and any implications for marine traffic in Cook Inlet,
- Decommissioning the Christy Lee platform and the Drift River Terminal and any implication for marine traffic,
- Vessel simulation capabilities at AVTEC,
- A discussion of work group missions and tasks for 2018.

October 9, 2017, Meeting Summary

<p>Motion Ward, Munger to approve the Meeting Summary of October 9, 2017, as written. Motion passes with no objection.</p>

Secretary and Treasurer's Report

Mr. Munger reported that the organization has a cash flow problem. In 2017 there were only 8 contributors, out of 22 billed. There is currently \$404 balance in the bank. The entities that contributed in 2017 were: SWAPA, BP, CISPRI, Crowley, City of Homer, OSG, Port of Anchorage, Tesoro(Andeavor), and Hilcorp. CIRCAC has also contributed in excess of \$30k standing up the HSC and is also providing bookkeeping as an in-kind service.

Mr. Ribuffo requested the unpaid 2017 invoices of Matson, TOTE Maritime, Kirby, Cook Inlet Tug & Barge, Harley Marine, and Holland America. He will forward them to the appropriate contacts in each organization.

The Board discussed fundraising for 2018 and how to ensure a better response. The concepts of using a tiered approach to the contribution amount and allowing for the smaller entities to make quarterly payments to spread out the burden were discussed, but no decisions were made. Mr. Munger and Mr. Robertson will work together on a draft letter to accompany the 2018 billing.

Facilitator's Report

Mr. Robertson gave an overview of Nuka Research 2017 work including:

- revamping the website, making it more user friendly and secure,
- maintaining the contact lists, rosters, and all other records,
- submitting the IRS filing for the 501(c)3 requirement,
- facilitating three Managing Board meetings and one Committee meeting,
- assisted the workgroups on a more aggressive basis, particularly the Harbor Safety Plan (HSP) Workgroup during the rewrite of the HSP, and
- worked with CIRCAC to develop financial reports for the Managing Board.

Nuka Research logged 324 hours over the course of 2017 on CIHSC tasks. Mr. Robertson recommended that the Board consider developing a sustainable funding plan, and also work to foster fuller participation of Committee members in work groups. He suggested that the organization focus on the mission and tasking of the work groups and encourage those Committee members who don't participate to get more involved, ie., tourism and commercial fishing. He also recommended more public outreach to raise awareness of the CIHSC and the work being done with the general public.

Winter Ice Guidelines Administration

LT Parker explained that the USCG would like to handover the facilitation of the annual review and update of the Winter Ice Guidelines to the CIHSC. Since the Winter Ice Guidelines are recommended best practices, they fall within the Charter of the CIHSC. The USCG is will continue announcing the activation and de-activation of the Guidelines and will take any necessary actions with vessels not complying with the guidelines. The Board took this recommendation under advisement.

Chair of Harbor Safety Plan Workgroup

LT Parker reported that with the development of other Safety Committees throughout Alaska, chairing the HSP Workgroup has become too labor intensive for his department. The USCG would like to resign the chairmanship, but will continue to serve on the work group. This would create an opportunity for other Committee members to take ownership of the administration of the document now that it is off the ground. Steve Ribuffo will work to recruit someone from the Committee to serve as chair for the HSP Workgroup.

{Mr. Ribuffo leaves the meeting at 4:25PM}

Appointment to the CIHSC Managing Board

Captain Marc Bayer submitted his resignation of his Member At Large Director seat and recommended that Captain Mark Nielsen replace him.

Motion Ward, Munger to pass Resolution 2018-1 to appoint Captain Mark Nielsen to replace Captain Bayer as CIHSC Managing Board Member At Large. This appointment will expire at the end of Captain Bayer's term at the 2019 annual meeting. Motion passes with no objection.

Election of Board Officers

The Board addressed the election of officers.

Motion Ward, Munger to pass Resolution 2018 - 2 to elect the following officers to two year terms expiring at the annual meeting in 2020:
Senator Peter Micciche – President
Captain Ron Ward – Vice-President
Mike Munger – Secretary/Treasurer.
Motion passes with no objection.

Appointment of HSC Chair and Vice-Chair

The Board addressed the appointment of the Chair and Vice-Chair for the HSC.

Motion Ward, Munger to pass Resolution 2018-3 appointing Stephen Ribuffo as HSC Chair and Captain Pete Garay as HSC Vice-Chair. These appointments will expire in two years at the 2020 annual meeting. Motion passes with no objection

Nuka Research will draft the resolutions for the Secretary/Treasurer's signature.

2018 Budget

The Board reviewed the 2017 budget and discussed proceeding with the same budget for 2018. The breakdown of the 2018 will remain the same.

Motion Munger, Ward to establish an operating budget not to exceed \$27,500 for 2018 with the same breakdown as the 2017 budget. Motion passes without objection

2018 Fundraising

The Board considered fundraising for the 2018 calendar year. Mr. Robertson, Mr. Munger, and Senator Micciche will work together to revise the language of the Invoice Cover Letter to better explain the necessity for all member organizations to contribute. The Board also discussed the amount that each organization would be asked to contribute, but did not reach a consensus on this amount.

Nuka Research Contract

The Board discussed renewing the contract with Nuka Research to provide facilitation services in 2018.

Motion Ward, Munger to approve the Nuka Research and Planning Group, LLC Work Authorization for facilitations services for 2018 for an amount of \$24,000. Motion passes with no objection

Adjourn

Motion Ward, Munger for adjournment. Motion Passes with no objection.

The meeting adjourned at 4:42PM