

PWSRCAC BOARD AND EXECUTIVE COMMITTEE ACTIONS

Meeting Date Action Item



PRINCE WILLIAM SOUND
REGIONAL CITIZENS' ADVISORY COUNCIL

Board	11/26/2024	Approval of FY2024 Audit: The Board accepted the June 30, 2024 audited financial statements and audit report. Is this report in place?	File Code (if any)		Responsible Hamilton	Disposition Done
Board	11/26/2024	Request for informal Review on the VMT C-Plan: The Board directed staff to request an informal review to ADEC pertaining to Condition of Approval #1 related inspection of the secondary containment liners as outlined in the recently approved Valdez Marine Terminal Oil Discharge Prevention and Contingency Plan. Has this action taken place?	File Code (if any)	651.105.241126.ADECInformRww	Responsible Swiss/Robida	Disposition Done
Board	11/26/2024	Contract Approval: State Legislative Lobbyist: The Board approved a sole source contract with Gene Therriault as the Council's State Legislative Lobbyist for FY2025 in an amount not to exceed \$31,700. Is this contract in place?	File Code (if any)		Responsible Lally	Disposition Pending
Board	11/26/2024	Tsunami Workshop Summary Report: The Board accepted the report titled "Tsunami Hazards Guidance for Vessel Operators Workshop Summary" by Nuka Research and Planning Group, LLC dated August 2024, as meeting the terms and conditions of contract number 8025.24.01C0 and for distribution to the public. Is this report in place?	File Code (if any)	802.104.241126.TsuWkshopRpt	Responsible Guthrie	Disposition Done
Board	11/26/2024	Board Policy Amendments: The Board approved the set of proposed Board Policy Amendments (#s 304, 310, and 710.06) and the new policy (# 311) forwarded by the Board Governance Committee (BGC). Are these policies in place?	File Code (if any)		Responsible Odegard	Disposition Done
Board	11/26/2024	FY2026 Funds and Contract for Copper River Delta and Flats GRS: The Board approved the commitment of \$38,000 in the FY2026 budget for project 6540 Copper River Delta and Flats Geographic Response Strategies; and authorized the Executive Director to enter into a sole source contract with Nuka Research and Planning Group, LLC for project 6540 - Copper River Delta and Flats Geographic Response Strategies in an amount not to exceed \$45,000. Are these steps in place?	File Code (if any)		Responsible Robida	Disposition Done
Board	11/26/2024	Executive Director Holiday Bonus: The Board authorized a one-time 2024 holiday bonus for Executive Director Donna Schantz in the amount of \$600. Has the bonus been delivered?	File Code (if any)		Responsible Hamilton	Disposition Done

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Board	9/19/2024	FY2025 LTEMP BUDGET MODIFICATION & CONTRACT CHANGE ORDER APPROVAL: The Board authorized a budget modification in the amount of \$6,006 from the contingency fund to Project 9510 in the FY2025 budget and authorization for the Executive Director to carry out a corresponding change order to increase Contract 9510.25.06 with Fjord & Fish Sciences in an amount not to exceed \$61,731. Is this modification in place?	File Code (if any)		Responsible Verna	Disposition Done
Board	9/19/2024	APPROVAL OF FY2025 BUDGET MODIFICATIONS: The Board approved the proposed FY2025 budget modifications as listed above, with a total revised contingency in the amount of \$36,147.50. Are these modifications in place?	File Code (if any)		Responsible Hamilton	Disposition Done
Board	9/19/2024	REPORT ACCEPTANCE: MARINE BIRD HOTSPOTS IN PRINCE WILLIAM SOUND: The Board accepted the report "Marine Bird Hotspots in Prince William Sound" by Mary Anne Bishop, Ph.D. and Anne Schaefer of the Prince William Sound Science Center, dated July 2024, as meeting the terms and conditions of contract number 9110.24.01, and for distribution to the public. Is this report in place?	File Code (if any)	900.431.240701.PWSSCBirdHotSpot	Responsible Verna	Disposition Done
Board	9/19/2024	REPORT ACCEPTANCE: PORT VALDEZ WEATHER BUOY DATA ANALYSIS 2019-2023: The Board accepted the report titled "Port Valdez Weather Buoy Data Analysis 2019-2023" by Robert W. Campbell, Ph.D., of the Prince William Sound Science Center as meeting the terms and conditions of Contract number 6536.24.01, and for distribution to the public. Is this report in place?	File Code (if any)	653.431.240901.PtVdzWxBuoyData	Responsible Robertson	Disposition Done
Board	9/19/2024	REPORT ACCEPTANCE: NON-INDIGENOUS MARINE SPECIES IN PRINCE WILLIAM SOUND: The Board accepted the report titled "Regional Evaluation of Non-indigenous Marine Species in Prince William Sound" by Greg Ruiz, Ph.D. et al. of the Smithsonian Environmental Research Center, dated August 5, 2024, as meeting the terms and conditions of contract number 9520.23.01, and for distribution to the public. Is this report in place?	File Code (if any)	952.104.240919.NISreport	Responsible Verna	Disposition Done
Board	9/19/2024	PWSRCAC LONG RANGE PLANNING: The Board approved the protected project list for the upcoming Long Range Planning process as presented in Attachment A to briefing sheet 4-7. Is this list in place?	File Code (if any)		Responsible Odegard	Disposition Done
XCOM	9/10/2024	Information & Education Committee Appointment: The Executive Committee approved the appointment of Dr. Amanda Glazier to the Information & Education Committee with a term set to expire at the May 2025 annual Board meeting. Is this appointment in place?	File Code (if any)		Responsible Willahan	Disposition Done

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XCOM	9/10/2024	Alyeska/SERVS Contracted FV Fleet Representative Meeting Report: The Executive Committee approved the Contracted Fishing Vessel Fleet Representative Meeting Notes (report) and suggest formal transmission to Alyeska/SERVS. Has the report been transmitted to Alyeska?	File Code <small>(if any)</small>	703.105.240913.FVRepMeeting	Responsible	Disposition
					Robida	Done
XCOM	9/10/2024	Out-of-State Travel to Pacific Marine Expo: The Executive Committee approved out-of-state travel for Jim Herbert to attend the Pacific Marine Expo, November 20-22, 2024 in Seattle, Washington with total travel costs in an approximate amount of \$2,300. Has the travel taken place?	File Code <small>(if any)</small>		Responsible	Disposition
					Willahan	Done
XCOM	9/10/2024	Approval of International Travel to Attend PWSRCAC Volunteer Events: The Executive Committee approved international travel for Dr. Roger Green to travel from Ontario, Canada to Alaska to attend PWSRCAC's Science Night, volunteer workshop, and annual holiday party, scheduled for December 5-6, 2024, in an approximate amount of \$2,727 (USD). Has the travel taken place?	File Code <small>(if any)</small>		Responsible	Disposition
					Willahan	Done
XCOM	9/10/2024	Agenda for Upcoming PWSRCAC Board Meeting: The Executive Committee approved the agenda for the PWSRCAC Board meeting, September 19-20, 2024 in Kodiak. Has the agenda been distributed?	File Code <small>(if any)</small>	210.001.240919.SeptAgenda	Responsible	Disposition
					Fleming	Done
XCOM	7/18/2024	Approval of Professional Agreement for Legal Services: The Executive Committee authorized the Executive Director to enter into a sole source professional services agreement with Landye Bennett Blumstein (LBB), LLP for legal services. Is this contract in place? (Levesque)	File Code <small>(if any)</small>		Responsible	Disposition
					Odegard	Done
XCOM	7/18/2024	Approval of Advisory Letters to the TAPS Shippers: The Executive Committee directed staff to send the proposed advisory letter to the TAPS Shippers requesting consideration of voluntary vessel speed reductions as a prevention measure for potential vessel-whale strikes in Prince William Sound, when it is safe to do so, and requesting additional information about operational impacts of reduced speeds. Has this letter been sent?	File Code <small>(if any)</small>	900.105.240719.RPGwhalespeed	Responsible	Disposition
					Verna	Done
XCOM	7/18/2024	Approval of Advisory Letters to NOAA: The Executive Committee directed staff to send the proposed advisory letter to NOAA – National Marine Fisheries Service requesting additional data review and outreach to assess and mitigate the risk of vessel-whale strikes in Prince William Sound. Has this letter been sent?	File Code <small>(if any)</small>	900.105.240718.NOAAwhalespeed	Responsible	Disposition
					Verna	Done

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XCOM	7/18/2024	Approval of Contract Increase for Secondary Containment Liner Testing: The Executive Committee authorized the Executive Director to increase the contract with Dr. Craig Benson for deliverables associated with project 6512 Maintaining the Secondary Containment Liner, in an amount not to exceed \$38,000. Is the contract increase in place?	File Code (if any)		Responsible Blancaflor	Disposition Done
XCOM	7/18/2024	Approval of Storage Tank 7 & 94 Maintenance Review Report: The Executive Committee accepted the report titled "Review of Ballast Water Tank 94 and Crude Oil Storage Tank 7 Out-of-Service Inspection Reports" dated May 2024 as final and for public distribution. Has the report been distributed?	File Code (if any)	500.431.240501.TakuTanks7and94 and 500.105.240718. APSCTaku194and7	Responsible Blancaflor	Disposition Done
XCOM	7/18/2024	Approval of Storage Tank 2 Inspection Report: The Executive Committee accepted the report titled "Review of Crude Oil Storage Tank 2 Out-of-Service Inspection Report" dated May 2024 as final and for public distribution. Is this report in place?	File Code (if any)	500.431.240501.TakuTank200S	Responsible Blancaflor	Disposition Done
XCOM	7/18/2024	Amicus Curiae Brief Budget Increase: The Executive Committee authorized a budget modification of \$5,000 from the contingency fund to project 6000 to finalize and submit the amicus curiae brief in support of the City of Valdez's appeal of the Regulatory Commission of Alaska's ruling relating to the disclosure of Hilcorp/Harvest Alaska's financial information.	File Code (if any)		Responsible Schantz	Disposition Pending
XCOM	7/18/2024	Approval of In-State Travel: The Executive Committee authorized in-state travel for Directors Jim Herbert and OSPR Committee member Tim Robertson to travel to Valdez to be interviewed by members of the Government Accountability Office on August 6, 2024, in an approximate amount of \$1,720 and \$2,120 per traveler, respectively. Has the travel taken place?	File Code (if any)		Responsible Fleming	Disposition Done
Board	5/2/2024	PWSRCAC DIRECTOR APPOINTMENTS: The Board confirmed the two-year terms of the selected representatives for each of the following: L. Hasenbank (Ak State Chamber of Commerce), M. Vigil (Chenega), B. Cutrell (Chugagh Alaska Corporation), D. Janka (Cordova), D. Moore (Valdez), M. Bender (Whittier), R. Beedle (CDFU), A. Williams (Kodiak Island Borough), B. Shavelson (OSREC), and M. Malchoff (Port Graham). Are these appointments in place?	File Code (if any)		Responsible Fleming	Disposition Done
Board	5/2/2024	APPROVAL OF FY2025 BUDGET: The Board adopted the FY2025 budget as presented during the Budget Workshop on April 25, 2024. Total expenses of \$4,976,676, and the contingency is \$75,000. Is the approved budget in place?	File Code (if any)		Responsible Hamilton	Disposition Done

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Board	5/2/2024	APPROVAL OF RESOLUTION DESIGNATING PWSRCAC CHECK SIGNERS: The Board adopted the resolutions provided by First National Bank Alaska to update the list of authorized individuals to sign checks and conduct financial transactions on PWSRCAC's account. Are these resolutions in place?	File Code (if any)		Responsible	Disposition
					Hamilton	Done
Board	5/2/2024	APPROVAL OF FY2025 CONTINGENCY PLAN CONTRACTOR POOL: The Board authorized individual contracts with Nuka Research and Planning Group, LLC. and Attorney Breck Tostevin for professional services in FY2025 with the aggregate total not to exceed \$80,000. Are these contracts in place?	File Code (if any)		Responsible	Disposition
					Swiss	Done
Board	5/2/2024	MARINE BIRD FALL AND EARLY WINTER SURVEYS CONTRACT AUTHORIZATION: The Board authorized the Executive Director to enter into a sole source contract with the Prince William Sound Science Center to conduct project 9110 – PWS Marine Bird and Mammal Winter Surveys in 2024 in an amount not to exceed \$78,928. Is this contract in place?	File Code (if any)		Responsible	Disposition
					Verna	Done
Board	5/2/2024	APPROVAL OF PWSRCAC/ALYESKA CONTRACT COMPLIANCE VERIFICATION REPORT: The Board accepted the PWSRCAC/Alyeska Annual Contract Compliance Verification Report. Is this report in place?	File Code (if any)	100.109.240429.ContrComplRpt	Responsible	Disposition
					Hamilton	Done
Board	5/2/2024	APPROVAL FOR ANCHORAGE OFFICE LEASE EXTENSION: The Board authorized the Executive Director to sign a one-year lease extension for the Anchorage office located at 3709 Spenard Road. The monthly rent is \$5,950.95, totaling \$71,411.40 over the one-year term. Is this extension in place?	File Code (if any)		Responsible	Disposition
					Odegard	Done
Board	5/2/2024	APPROVAL OF FY2024 BUDGET MODIFICATIONS: The Board approved the FY2024 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$204,629. Are these modifications in place?	File Code (if any)		Responsible	Disposition
					Hamilton	Done
Board	5/2/2024	ELECTION OF OFFICERS AND MEMBERS-AT-LARGE: The Board elected the following: President - Robert Archibald; Vice President - Amanda Bauer; Treasurer - Mako Haggerty; Secretary - Bob Shavelson; Members-at-Large - Ben Cutrell, Angela Totemoff, Dave Janka. Are these confirmations in place?	File Code (if any)		Responsible	Disposition
					Fleming	Done

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Board	5/2/2024	REPORT ACCEPTANCE: 2023 DRILL MONITORING ANNUAL REPORT: The Board accepted the 2023 Annual Drill Monitoring Report for distribution to the public. Is this report in place?	File Code (if any)	752.431.240101.DrillMon2023	Responsible	Disposition
					Robertson	Done
Board	5/2/2024	APPROVAL OF COUNCIL'S ONE-PAGE STRATEGIC PLAN: The Board adopted and approved the one-page strategic plan as developed by the Strategic Planning Committee. Is this plan in place?	File Code (if any)		Responsible	Disposition
					Lally	Done
Board	5/2/2024	TECHNICAL COMMITTEE MEMBER APPOINTMENTS: The Board approved the following technical committee members to two-year terms on their respective committees: Scientific Advisory Committee (SAC) - S. Allan, and D. Holen; Terminal Operations and Environmental Monitoring Committee (TOEM) - A. Bauer, M. Cullin, and G. Skladal; Oil Spill Prevention and Response Committee (OSPR) - M. Bender, D. Goldstein, and T. Robertson; Port Operations and Vessel Traffic Systems (POVTS) - A. Bauer and R. Archibald; and, Information and Education Committee (IEC) - R. Knight, K. Morse and A. Williams. Are these confirmations in place?	File Code (if any)		Responsible	Disposition
					Vanderburg/	Done
Board	5/2/2024	RESOLUTION REQUESTING A VOLUNTARY VESSEL SPEED REDUCTION BY TAPS TANKERS: The Board directed staff to work with the appropriate technical committees to draft an advisory letter to NOAA – National Marine Fisheries Service, any other relevant regulatory agencies identified, and the TAPS shippers conveying the Council's concerns relating to vessel-whale strikes within the Council's region and acknowledging the effectiveness of a vessel speed reduction. Have these letters been sent?	File Code (if any)	See 4/23/24 XCOM action.	Responsible	Disposition
					Verna	Done
Board	5/2/2024	ANNUAL BOARD SUBCOMMITTEE APPOINTMENTS: The Board approved the appointments to the following Board subcommittees: <u>Finance</u> - Mako Haggerty (Treasurer), Jim Herbert, Wayne Donaldson, Robert Archibald; <u>Long Range Planning (LRP)</u> - Aimee Williams, Robert Archibald, the five technical committee chairs, IEC member Cathy Hart; <u>Board Governance (BGC)</u> - Robert Beedle, Dorothy Moore, Luke Hasenbank, Mike Bender; and <u>Legislative Affairs (LAC)</u> - Robert Archibald, Dorothy Moore, Robert Beedle, Kirk Zinck, Mako Haggerty. Are these appointments in place?	File Code (if any)		Responsible	Disposition
					Fleming	Done
Board	5/2/2024	FY2025 LTEMP CONTRACT AUTHORIZATION: The Board authorized individual contracts with Alpha Analytical and Fjord & Fish Sciences with the aggregate total not to exceed the amount approved in the final FY2025 LTEMP budget (Project 9510) for contract expenses, and delegation of authority to the Executive Director to enter into individual contracts with the aforementioned consultants; and authorized that the contract work commence prior to the start of FY2025, as approximately \$20,000 of these funds will need to be expended in May and June 2024. Are these steps in place?	File Code (if any)		Responsible	Disposition
					Verna	Done

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XCOM	4/23/2024	Approval of Agenda for Upcoming Board Meeting: The Executive Committee approved the agenda for the PWSRCAC Board meeting, May 2-3, 2024. Has the agenda been distributed?	File Code (if any)		Responsible Fleming	Disposition Done
Board	3/27/2024	Approval of Out-of-State Travel to Washington, DC for Legislative Visits: The Board approved out-of-state travel for Directors Dorothy Moore and Robert Beedle to conduct annual legislative outreach visits in Washington, DC, May 5-11, 2023 in the approximate amount of \$5,114, per traveler. Has the travel taken place?	File Code (if any)		Responsible Fleming	Disposition Done
Board	3/27/2024	Approval of In-State Travel to Valdez for Tsunami Workshop: The Board approved in-state travel for Robert Archibald, Jim Herbert, Dave Janka, and Max Mitchell to attend the Tsunami Workshop in Valdez, June 3-4, 2024 in an approximate amount of \$2,325 per traveler; and approve a budget modification adding \$9,300 to project 8025 from the contingency fund for this travel.	File Code (if any)		Responsible Fleming	Disposition Done
Board	3/27/2024	White Paper Acceptance – Miscommunication in Maritime Contexts: The Board accepted the white paper titled “Miscommunication in Maritime Contexts” by Dr. Nicole Ziegler as meeting phase one of contract 8520.23.01 and allow Dr. Ziegler to seek professional publication of the paper. Is this report in place?	File Code (if any)	852.431.231331.MisComsLitSearch	Responsible Sorum/Lally	Disposition Done
Board	3/27/2024	Approval of IRS Form 990: The Board authorized the Executive Director to sign the Form 990 on behalf of PWSRCAC and submit it to the IRS on or before May 15, 2024. has the IRS Form 990 been transmitted to the IRS?	File Code (if any)		Responsible Hamilton	Disposition Done
Board	3/27/2024	Annual Evaluation of the Executive Director: The Board approved extending the Executive Director’s contract for one year and authorized a one-time bonus of \$2,500. Have these actions taken place?	File Code (if any)		Responsible Hamilton	Disposition Done
Board	1/25/2024	REPORT ACCEPTANCE: 2022-2023 LONG-TERM ENVIRONMENTAL MONITORING: The Board accepted the reports titled “Long-Term Environmental Monitoring Program 2022–2023 Summary Report” and “Long-Term Environmental Monitoring Program 2022–2023 Technical Supplement” by Morgan Bender of Owl Ridge Natural Resource Consultants, Inc., both dated December 2023, as meeting the terms and conditions of contract number 951.24.04, and for distribution to the public. Is this report in place?	File Code (if any)	951.431.231201OwlRidgeTech	Responsible Verna	Disposition Done

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REGIONAL CITIZENS' ADVISORY COUNCIL

Board	1/25/2024	BUDGET MODIFICATIONS: The Board approved the FY2024 budget modifications as listed on the provided sheet, with a total revised contingency in the amount of \$111,654. Are these modifications in place?	File Code <small>(if any)</small>	Responsible Hamilton	Disposition Done
Board	1/25/2024	CONTRACT APPROVAL FOR AIR QUALITY MONITORING AT THE VMT: The Board authorized a contract with Ron Sahu, PhD, in an amount not to exceed \$50,000 to conduct work related to VMT Title V air quality permit review and associated air quality issues under project 5570 - Valdez Air Quality. Is this contract in place?	File Code <small>(if any)</small>	Responsible Blancaflor	Disposition Done
Board	1/25/2024	APPROVAL OF FY24 CONTRACT WITH TAKU ENGINEERING FOR ENGINEERING SUPPORT: The Board authorized a contract increase with Taku Engineering in the amount of \$21,720, for a new not to exceed total of \$46,720, to provide engineering support related to Alyeska's request for information on the oxygen content of the head spaces of the VMT crude oil storage tanks. Is this contract in place?	File Code <small>(if any)</small>	Responsible Blancaflor	Disposition Done
Board	1/25/2024	2023 VMT C-PLAN RENEWAL & APPROVAL OF C-PLAN CONTRACT INCREASE: The Board delegated authority to the Executive Director to negotiate contract increases with selected contingency plan review contractors at a cost not to exceed \$90,000 for project 6510: State Contingency Plan Reviews for FY2024. Is this contract in place?	File Code <small>(if any)</small>	Responsible Swiss	Disposition Done
Board	1/25/2024	BYLAW AMENDMENT – SECTION 2.2.1 ADDING A RECREATION SEAT AS A CLASS I MEMBER: The Board approved of the proposed amendment to section 2.2.1 of the PWSRCAC Bylaws to remove the Temporary Recreation Seat and add the Oil Spill Region Recreational Coalition to the list of Class I members; and, the proposed amendment to the Bylaws to include listing the definition of recreation as developed by BGC in the footnotes on page 2 of Attachment A. Are these amendments in place?	File Code <small>(if any)</small>	Responsible Fleming	Disposition Done
Board	1/25/2024	DIRECTOR APPOINTMENT FOR OIL SPILL REGION RECREATIONAL COALITION: The Board confirmed the appointment of Jim Herbert as representing the Oil Spill Region Recreational Coalition with a term set to expire at the May 2025 annual meeting. Is this appointment in place?	File Code <small>(if any)</small>	Responsible Fleming	Disposition Done
Board	1/25/2024	CONTRACT APPROVAL - FEDERAL GOVERNMENT AFFAIRS MONITOR: The Board approved a contract with Blank Rome to work with PWSRCAC's Federal Legislative Monitor Roy Jones, and the Legislative Affairs Committee, under project 4400 Federal Governmental Affairs in an amount not to exceed \$22,500 for Fiscal Year 2024. Is this contract in place?	File Code <small>(if any)</small>	Responsible Lally	Disposition Done

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REGIONAL CITIZENS' ADVISORY COUNCIL

Board	1/25/2024	PWSRCAC FY2025-FY2029 LONG RANGE PLAN APPROVAL: The Board approved the Five-Year Long Range Plan for Fiscal Years 2025–2029, as developed and finalized for consideration by the Board at the January 24, 2024 Long Range Plan work session.	File Code <small>(if any)</small>	210.101.24012.FiveYearLRP	Responsible	Disposition
					Vanderburg	Done
XCOM	1/18/2024	Out-of-State Travel Request to International Oil Spill Conference: The Executive Committee approved out-of-state travel for Director Kirk Zinck and OSPR Committee member Matt Melton to attend the International Oil Spill Conference May 13-16, 2024 in New Orleans, LA in the approximate amounts of \$4,779 and \$3,881, respectively. Has the travel taken place?	File Code <small>(if any)</small>		Responsible	Disposition
					Fleming	Done; Zink withdrew
XCOM	1/18/2024	Agenda for Upcoming PWSRCAC Board Meeting: The Executive Committee approved the agenda for the PWSRCAC Board meeting, January 25-26, 2024 as amended.	File Code <small>(if any)</small>		Responsible	Disposition
					Fleming	Done