

**Prince William Sound Regional Citizens' Advisory Council**  
Special Board of Directors Meeting Minutes  
Thursday, October 26, 2017  
Teleconference

**Members Present:** Robert Archibald, Amanda Bauer, Mike Bender, Melissa Berns, Alisha Chartier, Luke Hasenbank, Josie Hickel, Dorothy Moore, Bob Shavelson, Roy Totemoff.

**Staff Present:** Gregory Dixon, Jennifer Fleming, Austin Love, Lisa Matlock, Donna Schantz, Alan Sorum and Brooke Taylor

**Others Present:** Joy Merriner (BDO)

**Call to Order & Roll Call**

President Bauer called the meeting to order at 9:00am. The following 10 directors were present representing a quorum for the conduct of business (Archibald, Bauer, Bender, Berns, Chartier, Hasenbank, Hickel, Moore, Shavelson, and Totemoff).

**Approve Agenda**

Moore moved to approve the agenda as presented. Shavelson seconded. Bauer asked for changes to the agenda; hearing none, the agenda was approved.

**Public & Opening Comments**

Bauer asked for comments from the public. There were none.

**FY2017 Financial Audit Acceptance**

Dixon introduced Joy Merriner of BDO, the Council's independent financial statement auditor. Merriner gave an explanation of the audit process overall, including the auditor's responsibility to express opinion on the organization's financial statements. Merriner reported that she met with the Council's Finance Committee a few weeks earlier to review the audit in full detail. In summary, the audit went very well, there were no adjustments and there were not problems obtaining records and information from staff. Merriner reviewed the Statement of Financial Position, the Statement of Activities, the Statement of Cash Flows, the Functional Statement of Expenses, and the notes section Merriner stated that she conducted an audit wrap up with the Finance Committee earlier and communicated to them the required disclosures.

Moore moved to accept the June 30, 2017, audited financial statements and audit report as presented. Archibald seconded. Bauer asked for comments or questions.

Schantz recognized Dixon for the work he does for the organization  
Bauer asked for objection; hearing none, the FY-2017 financial statement audit was approved.

**Approval of FY2018 Budget Modifications**

Dixon stated that now that the FY2017 audited financial statements have been approved, there are a number of budget modifications needing to be made. A number

of these modifications are projects that were started in the previous fiscal year, that need to be carried forward. Dixon reviewed the proposed modifications with the group. He noted that some of these modifications could be approved by the Executive Director and/or Executive Committee, but Dixon felt it best to bring these all to the board for approval for transparency and simplicity. If all the requested transfers are approved, it would bring the FY2018 contingency amount to \$161,118. Reference the list of budget modifications I provided.

Moore moved to approved the FY2018 budget modifications as listed on the corresponding sheet. Bender seconded. Bauer asked for discussion/objection; hearing none the budget modifications were approved.

#### **Marine Services Transition Project Coordination Contract Change Order**

Sorum explained that staff is seeking approval of a change order to contract 8020.17.02 with Nuka Research and Planning Group, LLC. which will add an additional \$30,000 to the contract with the Council for a total contract amount of \$80,000. Nuka Research and Planning Group, LLC is one of four contractors currently assisting the Council with research and monitoring the transit of assets from Crowley to Edison Chouest, and this has been a very fast-moving project.

Archibald asked if the \$30,000 would go towards work already completed, or for future work. Sorum explained that there is just over \$6,000 left in Nuka's current contract. With these additional funds, that would give over \$36,000 for future FY2018 work on this project.

Moore moved to approve change order to contract 8020.17.02. with Nuka Research and Planning Group LLC which will add an additional \$30,000 to the contract with the Council for a total of \$80,000. Archibald seconded. Bauer asked for discussion/objection; hearing none, the change order was approved.

#### **Hinchinbrook Entrance Wind and Wave Extremes Contract Approval**

Sorum explained that once this project was approved as part of the FY2018 budget, he advertised a request for proposal (RFP) in an effort to identify a contractor that could formulate a probability distribution applicable to a risk analysis of wind and wave conditions at Hinchinbrook Entrance. PWSRCAC received five responses to the RFP, with the RFP evaluation team identifying Tetra Tech Canada, Inc. as the best contractor to accomplish these goals. Therefore, staff is seeking approval from the board to enter into a contract with Tetra Tech Canada, Inc., in an amount not to exceed \$83,284.

Moore asked for a short synopsis of what the contractor would be tasked with doing. Sorum explained that this project focuses on weather variations at Hinchinbrook Entrance. Using the weather data available in the vicinity of Seal Rocks, it was confirmed that the Seal Rocks buoy regularly underreports. This study would help identify what the weather conditions really are in that area, especially during closure conditions. The report would seek to identify two questions. The first being how often do closure conditions actually occur in Hinchinbrook Entrance. And second, it would help identify and define what closure conditions are actually experienced by vessels transiting the area.

Hickel stated that she participates in the regular updates regarding the marine services transition and agrees this project is needed.

Hickel moved to delegate authority to the Executive Director to enter into a contract with Tetra Tech Canada Inc., for project 6533/Hinchinbrook Entrance Wind and Wave Extremes, for an amount not to exceed \$83,284. Archibald seconded. Bauer asked for discussion.

Archibald asked Sorum to follow up with the contractor in an effort to make the charts and graphs in the final report are presented in a format that the general public or layperson can understand.

### **Closing Comments**

Schantz acknowledged all the work being done by staff and volunteers towards the Marine Services Transition. She explained that Roy Robertson is currently in Louisiana observing the ECO classroom and simulator training. Walt Wrede is working on preparations for the upcoming Board workshop on November 29-30. Alan Sorum is busily tracking the many projects associated with the transition. And, Nelli Vanderburg is providing excellent support for the project team. Schantz also thanked the board, committee and all staff members for their involvement and participation.

### **Adjourn**

Moore moved to adjourn. Archibald seconded. The meeting adjourned at 9:38am.

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Secretary