

Briefing for PWSRCAC Board of Directors – September 2020

ACTION ITEM

Sponsor: Joe Lally and the Long Range Planning Committee

Project number and name or topic: 210 - Long Range Planning

1. Description of agenda item: Staff and the Long Range Planning Committee are requesting the Board review and approve a list of proposed protected projects for the upcoming Long Range Planning cycle. The proposed protected project list for this year is included as Attachment A to this briefing sheet.

The definition of a protected project is found on page 22 of the currently approved Long Range Plan and reads:

However, some projects—such as the Observer and the annual report—do not have clear starting and ending dates but instead are presumed to be permanent, ongoing parts of the Council's operations. Any such projects determined to be permanent and ongoing or mandatory obligations based on OPA90 or our contract with Alyeska are to be classified as protected projects. The Board will annually review and approve any recommendations for protected projects. Protected projects are not subject to the project scoring and ranking as outlined later in the Plan.

Protected projects have been a part of the Long Range Planning process since 2012. For many year, protected projects have been reviewed by the full Board in January, after the December project scoring process has already taken place. Since 2018 the Board has been asked to review and approve the proposed list of protected projects at the September meeting to allow any projects the Board would like removed from protected status to be scored and ranked. Changing the Board’s review of protected projects from January to September seems to align better with the overall project scoring process.

Through this agenda item, the full Board is also asked to participate in the current long range planning effort. To help generate Board enthusiasm and participation, the Long Range Plan Guidance Memo and associated documents are included as Attachment B. Also included is the New Project Briefing Sheet as Attachment C.

2. Why is this item important to PWSRCAC?: The Board adopted the current PWSRCAC Five-Year Long Range Plan and has committed to the use of the plan and the long range planning process to develop annual work plans and budgets as well as continually revising and improving the long range plan itself. The Board has directed its members and staff to work together to follow the long range planning process that is now focused on preparing a draft FY2021-FY2025 work plan for consideration and adoption by the Board.

3. Previous actions taken by the Board on this item:

<u>Meeting</u>	<u>Date</u>	<u>Action</u>
Board	12/9/00	Board directed staff to create a project team to look at issues of a long-range plan and give a report to the Board at the February quarterly meeting.
Retreat	1/19/01	Board members Steve Lewis & Paul McCollum volunteer to work as a committee with staff to develop a proposed process for LRP to be presented to the Board at its February meeting.

Board	2/22/01	Board approved a process and schedule for developing a long-range plan and approved a fund transfer to contract with Professional Growth System for an amount not to exceed \$10,000.
Board	5/10/01	Board approved a continuation budget in lieu of proposed budget until the long-range plan is in place.
XCOM	8/24/01	XCOM approved a fund transfer from the FY02 unallocated funds in an amount of \$14,539 for costs associated with the long-range plan process.
Board	12/5/01	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2003-2007.
Board	12/5/02	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2004-2008.
Board	12/5/03	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2005-2009.
Board	12/4/04	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2006-2010.
Board	1/26/06	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2007-2011.
Board	1/25/07	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2008-2012.
Board	1/24/08	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2009-2013.
Board	1/22/09	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2010-2014.
Board	1/21/10	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2011-2015.
Board	1/20/11	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2012-2016.
Board	1/18/12	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2013-2017.
Board	1/17/13	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2014-2018.
Board	1/23/14	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2015-2019.
Board	1/22/15	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2016-2020.
Board	1/21/16	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2017-2021.
Board	1/19/17	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2018-2022.
Board	1/19/18	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2019-2023.
Board	1/25/19	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2020-2024.
Board	1/24/20	Board adopted the PWSRCAC Five-Year Strategic Plan for Fiscal Years 2021-2025.

4. **Committee Recommendation:** The Long Range Planning Committee recommends Board approval of the proposed protected project list included as Attachment A.

Current Long Range Planning Committee members are: Board members Amanda Bauer, Thane Miller, Patience Andersen Faulkner, the five PWSRCAC technical committee chairs consisting of Steve Lewis (POVTS Chair), Amanda Bauer (TOEM Chair), Jim Herbert (OSPR Chair), Davin Holen (SAC Chair), and Linda Robinson (IEC Chair).

5. **Action Requested of the Board of Directors:** Approve the protected project list for the upcoming Long Range Planning Process as presented in Attachment A to this briefing sheet.

Each Director is also asked to take individual action over the next several months by participating in the Long Range Planning process.

5. **Attachments:**

A: Proposed List of Protected Projects

B: Guidance Memo (includes the following)

- One-page strategic plan
- Projects funded for FY2021
- Projects proposed for FY2021 that were not funded
- Projects proposed for out-years FY2022-FY2025
- Proposed FY2021 budget template
- OPA 90 & Alyeska contract requirements

C. New Project Briefing Sheet.

Proposed Protected Projects For Long Range Planning

Following is a list of proposed protected projects. Definitions of these projects are presented on the following pages, along with the current Board approved funding amounts. The Board is asked to review and approve these protected projects.

OPA90 Mandated Projects

Project #	Project Name	Justification	Committee
6510	State Contingency Plan Reviews	OPA90 Mandate	OSPR
9510	LTEMP	OPA90 Mandate	SAC

Permanent/Ongoing Projects

Project #	Project Name	Justification	Committee
3200	Observer Newsletter	Permanent/ongoing	IEC
3300	Annual Report	Permanent/ongoing	IEC
3610	Web Presence BAT	Permanent/ongoing	IEC
6530	Weather Data & Sea Currents	Permanent/ongoing	OSPR/POVTS
6531	Port Valdez Weather Buoys	Permanent/ongoing	OSPR/POVTS

What is a Protected Project?

The definition of a protected project can be found on page 20 of the Board-approved Long Range Plan, and states:

However, some projects—such as the Observer and the annual report—do not have clear starting and ending dates but instead are presumed to be permanent, ongoing parts of the Council's operations. Any such projects determined to be permanent and ongoing or mandatory obligations based on OPA90 or our contract with Alyeska are to be classified as protected projects. The Board will annually review and approve any recommendations for protected projects. Protected projects are not subject to the project scoring as outlined later in this plan.

Proposed Protected Projects:**6510 State Contingency Plan Reviews (FY2021 budget \$88,400):**

The purpose of this project is to monitor, review, and comment on state and federal oil discharge prevention and contingency plans (c-plans) for the Valdez Marine Terminal (VMT), the Trans-Alaska Pipeline System (TAPS) tankers that transit Prince William Sound, the Alaska Federal/State Preparedness Plan and associated Subarea Plans. As these c-plans outline prevention and response activities that would be undertaken to clean up spilled oil in the Prince William Sound region, review of these plans is a major task for PWSRCAC as outlined in both the PWSRCAC/Alyeska contract and OPA 90. Providing input and comments on prevention and response in Prince William Sound directly supports PWSRCAC's mission.

9510 Long Term Environmental Monitoring Program (FY2021 budget \$310,947):

PWSRCAC initiated the Long Term Environmental Monitoring Project (LTEMP) in 1993 to satisfy the OPA 90 mandate "to devise and manage a comprehensive program of monitoring the environmental impact of the operations of terminal facilities and crude oil tankers while operating in Prince William Sound." LTEMP's normal scope of work involves collecting and analyzing blue mussel tissue, marine sediments, and passive sampling devices for hydrocarbon pollution. That monitoring takes place annually in Port Valdez at three sampling locations. Every five years more extensive mussel and passive sampling device monitoring is conducted at a total of 11 sites in Prince William Sound and the Gulf of Alaska, including the three Port Valdez sites. The scope of work for LTEMP in FY2021 was greatly expanded due to the April 12, 2020 oil spill from the terminal. The three normal Port Valdez LTEMP sites were monitored five times instead of once. Additionally, two more monitoring sites, close to the origin of the oil spill, were monitored - at times on a weekly basis. This project supports the PWSRCAC mission by monitoring the environment and providing the organization with the best scientific knowledge to help make informed decisions and comments pertaining to the operation and maintenance of the terminal and tankers.

3200 Observer Newsletter (FY2021 budget \$7,500):

The goal of this project is to publish three Observer newsletters per year on PWSRCAC's work and issues. Both e-mail and print versions of the newsletter are produced. This project supports the Council's mission by informing the general public as well as our members and our industry and agency associates, on our issues, concerns, activities, programs, and projects.

3300 Annual Report (FY2021 budget \$10, 400):

The goal of this project is to prepare and publish PWSRCAC's Annual Report each year. This project supports the Council's mission by informing the general public, our member entities and our industry and agency associates of our issues, concerns and activities, programs and projects.

3610 Web Presence BAT (FY2021 budget \$8,500):

This project funds Best Available Technology for the Council's public websites, committee extranet, and online presence through regular maintenance, upgrades, and new features. Every three years, a major review and technology upgrade will be conducted. The Council's web presence serves as a public communications tool and educational resource to increase public awareness of the Council, the history of the Council and citizen oversight of the oil industry, and the environmental impacts of the transportation of oil through Prince William Sound. The website is intended to foster dialog and engagement between the Council, our constituents, and the online community.

6530 Weather Data and Sea Currents (FY2021 budget \$16,000):**

This project studies wind, water current and other environmental factors near the Valdez Marine Terminal, in Prince William Sound and the Gulf of Alaska that may aid navigation or affect the ability to prevent, respond to, contain, and clean up an oil spill. Much of this information is collected via the PWS Weather Station Network developed and maintained by the PWS Science Center. PWSRCAC has been a co-funding supporter of the network for over ten years.

6531 Port Valdez Weather Buoys (FY2021 budget \$54,000):**

This project is to assemble, deploy and maintain two buoys capable of measuring ocean currents and common weather parameters. The first buoy is installed near Jackson Point in Port Valdez [61.0910°N 146.3811°W]. The second buoy is installed at the Valdez Duck Flats [61.1201°N | 146.2914°W]. The Prince William Sound Science Center (PWSSC) will be partnering with the Council to facilitate this project. A website showing the buoy data can be found at <http://www.pwswx.pwssc.org/MOB1.html>.

**** Note for weather-related projects:** One of the responsibilities the Council is charged with under the Oil Pollution Act of 1990 is to “Study wind and water currents and other environmental factors in the vicinity of the terminal facilities which may affect the ability to prevent, respond to, contain, and clean up an oil spill.”

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**Prince William Sound Regional Citizens' Advisory Council
Budget Briefing Sheets FY-2022**

Type:

- Capital project (separate capital projects checklist required)
- Program Protected
- Project Protected
- Program/Project Support

Project Number:

Project Title:

Lead Staff:

Project Team Members:

Cross Committee Interest (If yes, which committees):

1. Description
 - a. Provide a short description of the program/project.
 - b. Why is this program/project necessary? What need or information gap is being addressed?
 - c. How will information or results be used?
 - d. How will program/project success be measured?
2. Program/project goals and objectives [Should be clear, specific, and measurable with starting and ending dates.]
3. Strategic plan and mission
 - a. Which strategic goal(s) or objective(s) does this program/project advance? [Check all that apply on attached strategic plan page.]
 - b. How/why does the proposed program/project advance PWSRCAC's mission?
 - c. Which OPA 90 and Alyeska contract requirements does it address? [Check all that apply on attached OPA 90/Alyeska contract page.]
4. Project Implementation
 - a. How will the program/project be accomplished? (e.g. with in-house staff and/or outside contractors, etc.? Please estimate project manager time in hours.)
 - b. Does the program/project require Alyeska or shipper cooperation?
 - c. Is this an ongoing program/project? If not, when will it start and when will it be finished?
 - d. Does the program/project involve partnership or cost sharing with other organizations?
5. Budget (3 year, if applicable). Provide detail for each cost item and summarize on attached budget sheet (e.g., outside professional support, travel, etc.). Travel budgets should include who is traveling (e.g. staff, committee volunteers, board members), where they are going, number of travel days, and for what purpose.
 - a. What is the total cost of the program/project over its life?
 - b. How much was previously spent on this program/project? (This information may be obtained from the financial manager.)

Budget

Account #	Account Title	FY-2022	FY-2023	FY-2024
50000	Salaries and Wages			
50100	Employer Payroll Taxes			
50500	Rents			
50600	Utilities—Telephone and Fax			
50650	Conference Calls			
50700	Supplies (consumable)			
50800	Equipment Leases			
50850	Software			
50900	Internet & E Mail Access			
51000	Equipment Purchases			
51100	Dues and Subscriptions			
51200	Accounting			
51300	Legal Fees			
51400	Contract Labor			
51450	Professional Fees -- Other			
51600	Advertising			
51700	Education			
51800	Printing & Reproduction			
51900	Postage & Delivery			
52300	Conference & Conventions			
52400	Equipment Maintenance			
53000	Insurance			
54000	Library & Reference Materials			
58000	Depreciation & Amortization			
59000	Miscellaneous			
59500	Contracts			
60000	Travel			
61000	Business Meals			
62000	Meeting Expenses			
	Total			

**Prince William Sound Regional Citizens' Advisory Council
One-Page Strategic Plan**

Mission Statement: Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers

[Link to full FY2020-FY2024 Long Range Strategic Plan](#)

Core Purpose: Citizen oversight to prevent oil spills, minimize environmental impacts, and promote response readiness

Core Values

- The foundation of PWSRCAC is volunteerism
- Promote vigilance and combat complacency
- Organizational transparency and integrity through truth and objectivity
- Foster environmental stewardship
- Represent the interests of our stakeholders by providing an effective voice for citizens

Overarching Goals and Objectives (see pages 14-16 for a more complete list of objectives)

- Compliance with OPA90 and Alyeska contractual requirements.
 - (1) Annual re-certification and funding
 - (2) Maintain regional balance
 - (3) Link projects and programs to OPA90 and Alyeska contract
- Continue to improve environmental safety of oil transportation in our region.
 - (4) Monitor and review development of, and compliance with, laws and regulations
 - (5) Pursue risk-reduction measures and promote best available technologies and best practices
 - (6) Monitor operations and promote a safe and clean marine terminal
 - (7) Monitor and review the condition of the tanker fleet/maritime operations
 - (8) Monitor and promote the safe operation of all Alyeska/SERVS-related on-water assets
 - (9) Monitor and review environmental indicators
 - (10) Promote and facilitate effective research for scientific, operational and technical excellence
- Develop and maintain excellent external and internal communication.
 - (11) Advocate for government and industry measures to improve the environmental safety of oil transportation
 - (12) Maintain and improve relationships with government, industry and communities
 - (13) Be the model for citizen oversight and provide support for other citizens' advisory groups
 - (14) Ensure availability of PWSRCAC information
 - (15) Work to improve availability of information to PWSRCAC from industry sources
- Achieve organizational excellence.
 - (16) Effective short and long term planning, with clear and measurable goals for projects
 - (17) Fiscally responsible, efficient, and easily understood financial procedures and reporting
 - (18) Committed to continuous improvement
 - (19) Recognize people as the most important asset of the organization
 - (20) Recruit and develop knowledgeable, involved, and interested people as Board members, volunteers, and staff
 - (21) Strong volunteer structure and support for volunteers

OPA 90 and Alyeska Contractual Requirements

PWSRCAC's structure and responsibilities stem from the Oil Pollution Act of 1990 (OPA 90) and our contract with Alyeska Pipeline Service Company (Alyeska). These documents guide our organization and it is important to review the following requirements, and if possible the source documents, when developing proposed projects for Board consideration and approval. Following are abbreviated summaries of some of the major requirements from both documents. Please check the box next to each requirement that the proposed project addresses.

[Link to full text of OPA 90 Sec 5002: Terminal and Tanker Oversight and Monitoring, August 18, 1990](#)

[Link to full text of contract between PWSRCAC and Alyeska, February, 1990](#)

OPA 90 Contractual Requirements

- (1) Regional Balance, broadly representative of communities and interests in the region.
- (2) Provide advice to regulators on the federal and state levels.
- (3) Provide advice and recommendations on policies, permits, and site-specific regulations relating to the operation and maintenance of terminal facilities and crude oil tankers.
- (4) Monitor the environment impacts of the operation of terminal facilities and crude oil tankers, as well as operations and maintenance that affect or may affect the environment in the vicinity of the terminal facilities.
- (5) Review the adequacy of oil spill prevention and contingency plans for the terminal facilities and crude oil tankers operating in Prince William Sound and review the plans in light of new technological developments and changed circumstances.
- (6) Provide advice and recommendations on port operations, policies, and practices.
- (7) Conduct scientific research and review scientific work undertaken by or on behalf of the terminal or oil tanker operators or government entities.
- (8) Devise and manage a comprehensive program of monitoring the environmental impacts of the operations of the terminal facility and crude oil tankers.
- (9) Monitor periodic drills and testing of oil spill contingency plans.
- (10) Study wind and water currents and other environmental factors in the vicinity of the terminal that may affect the ability to prevent, respond to, contain, and clean up an oil spill.
- (11) Identify highly sensitive areas that may require specific protective measures.
- (12) Monitor developments in oil spill prevention, containment, response, and cleanup technology.
- (13) Periodically review port organizations, operations, incidents, and the adequacy and maintenance of vessel traffic service systems designed to ensure safe transit of crude oil tankers pertinent to terminal operations.
- (14) Periodically review the standards for tankers bound for, loading at, exiting from, or otherwise using the terminal facilities.
- (15) Foster partnerships among industry, government, and local citizens.

Alyeska Contractual Requirements

- (1) Provide local and regional input, review and monitoring of Alyeska's oil spill response and prevention plans and capabilities, environmental protections capabilities, and the actual and potential environmental impacts of the terminal and tanker operations.
- (2) Increase public awareness of subjects listed above.
- (3) Provide input into monitoring and assessing the environmental, social, and economic consequences of oil related accidents and actual or potential impacts in or near Prince William Sound.
- (4) Provide local and regional input into the design of appropriated mitigation measures for potential consequences likely to occur as a result of oil or environmental related accidents or impacts of terminal and tanker operations.
- (5) Provide recommendations and participate in the continuing development of the spill prevention and response plan, annual plan review, and periodic review of operations under the plan including training and exercises.
- (6) Other concerns: comment on and participate in selection of research and development projects.
- (7) Review other important issues related to marine oil spill prevention and response concerns that were not obvious with the contract was signed.
- (8) Review other concerns agreed upon by the Council regarding actual or potential impacts of terminal or tanker operations.