

**Prince William Sound Regional Citizens' Advisory Council**  
**Special Board of Directors Meeting Minutes**  
**March 8, 2022**

**Members Present:** Patience Andersen Faulkner (10:15am), Robert Archibald, Amanda Bauer, Robert Beedle, Mike Bender, Nick Crump, Ben Cutrell, Patrick Domitrovich (10:40am), Wayne Donaldson, Mako Haggerty, Melvin Malchoff, Dorothy Moore, Bob Shavelson, Rebecca Skinner, Angela Totemoff, Michael Vigil, Kurk Zinck.

**Members Absent:** Luke Hasenbank and Elijah Jackson

**Staff Present:** KJ Crawford, Gregory Dixon, Jennifer Fleming, Ashlee Hamilton, Joe Lally, Austin Love, Hans Odegard, Betsi Oliver, Roy Robertson, Jeremy Robida, Donna Schantz, Alan Sorum, Linda Swiss, Brooke Taylor, Nelli Vanderburg

**Others Present:** Breck Tostevin, Allison Natcher (ADEC), Joe Levesque

**1. Call to Order and Roll Call:** President Archibald called the meeting to order at 10:00am. A roll call was taken, and the following 15 directors were present representing a quorum for the conduct of business: Archibald, Bauer, Beedle, Bender, Crump, Cutrell, Donaldson, Haggerty, Malchoff, Moore, Shavelson, Skinner, Totemoff, Vigil, and Zinck.

**2. Approve Agenda:** Vigil moved to approve the agenda as presented. Bauer seconded. Archibald asked for amendments or objections; hearing none, the agenda was approved.

**3. Public & Opening Comments:** Archibald asked for comments from the public. Schantz explained that just prior to this meeting she received a call from Andres Morales at Alyeska alerting PWSRCAC of damage to a number of the vents atop the crude oil storage tanks at the Valdez Marine Terminal due to excess snow and ice buildup. The damage has resulted in vapors venting to the atmosphere and multiple tanks being taken out of service (unavailable for inventory). Schantz stated she will follow up with Morales later today and relay any updates to the Board.

**4. Approval of FY2022 Budget Modifications:** Hamilton explained that staff is seeking Board approval of a number of [proposed budget modifications](#) totaling \$100,551. These modifications seek to move money from expenses to the contingency fund and, if approved, would bring the contingency fund to \$211,881. Hamilton explained that these modifications were identified during a recent staff review of the FY2022 financial statements. She noted a majority of these changes

are linked to travel or project work not occurring due to COVID-19. Archibald asked if there were any questions on this item.

Moore moved to approve the FY2022 budget modifications as listed on the provided sheets totaling \$100,551, bringing the contingency fund to \$211,881. Totemoff seconded. Archibald asked for questions/objections; hearing none, the budget modifications were approved.

**5. Rescind Temporary Travel Restrictions:** Schantz explained that staff is seeking approval to rescind the temporary travel restrictions put in place due to COVID-19. She noted that the original restrictions put in place in April 2020 were amended in April 2021 and were reduced to include a suspension of all in-person meetings. The revised restrictions also stated that all travel would be considered on a case by case basis based on up to date COVID-19 advisories and would need prior approval by the Board or Executive Committee. Schantz stated those are the two restrictions that would be rescinded. Schantz noted that the next agenda item considers holding the upcoming May board meeting in-person in Valdez and for that to happen, these restrictions would need to be lifted.

Archibald opened the floor for questions or comments. Malchoff noted the restrictions in place for Port Graham, stating it is too much of a hassle for him to travel. Upon return, he would have to test, quarantine for 7 days, and then test again before being able to leave his home. For now, he will choose to take the meeting telephonically.

Moore spoke in favor of lifting the restrictions noting it will be up to the individuals to do what they are comfortable doing. Totemoff agreed and stressed the need to continue offering a virtual option for participation. Haggerty agreed.

*Patience Andersen Faulkner joined the meeting at 10:15am.*

Moore moved to rescind all Temporary COVID-19 Travel Restrictions in their entirety. Cutrell seconded. Archibald asked for objections; hearing none, the travel restrictions were rescinded.

**6. Council May 5-6, 2022 Board meeting and associated events:** Schantz explained that staff is seeking guidance on holding the May 5-6 PWSRCAC Board meeting in-person in Valdez. She stated she believes there is great value to meeting in person but wants to be realistic when putting precautions in place to meet safely. If it's not safe to meet without putting extensive mitigations in place, then it's not safe to meet in person. She noted that regardless with how the Board votes today, staff will always provide a video/telephonic option. Schantz outlined the proposed mitigation practices outlined in option two of the survey sent to the Board.

Archibald reviewed the results of the survey with the Board and voiced his support for option two. He asked if there was any discussion.

*Patrick Domitrovich joined the meeting at 10:40am.*

The group discussed enforcement of the proposed safety mitigations and believes a sort of “social contract” is enough to request for attendees to follow the safety mitigation measures put in place for the meeting. Regarding masking, it was suggested that masks are allowed to be removed only when eating or speaking into the microphone for optimal clarity.

Totemoff moved to hold the May meeting in person with the following COVID-19 safety mitigations in place: mask wearing required, except when eating or speaking into the microphone; social distancing of a minimum of three feet encouraged; hand sanitization stations placed at convenient locations; commonly touched surfaces disinfected daily; lunch served via boxed lunch and drinks individually packaged; and, clearly state on meeting agenda and announcements that anyone experiencing COVID-19 symptoms should not attend the meeting in-person. Beedle seconded. Archibald asked for discussion.

Vigil spoke in favor of the motion and suggested temperature checks of attendees be considered. Beedle spoke in favor of the motion as well, but suggested consulting with medical professionals before adding other mitigations. Zinck spoke against the motion, specifically the requirement of masks. He does not want to put staff in the role of enforcement. He would like the safety mitigations to be in place as written in option two with masks “strongly encouraged.” Crump agreed with Zinck’s sentiments. No amendments to the motions were made.

A roll call vote was taken, as follows:

Robert Archibald	Yes.
Amanda Bauer	Yes.
Robert Beedle	Yes.
Mike Bender	Yes.
Nick Crump	No.
Ben Cutrell	Yes.
Patrick Domitrovich	Yes.
Wayne Donaldson	Yes.
Patience Andersen Faulkner	Yes.
Mako Haggerty	No.
Melvin Malchoff	Yes.
Dorothy Moore	Yes.

Bob Shavelson	Yes.
Rebecca Skinner	Yes.
Angela Totemoff	Yes.
Michael Vigil	Yes.
Kirk Zinck	No.

The motion passed with 14 affirmative votes.

**7. Executive Session to:**

Vigil moved to go into Executive Session to discuss the secondary containment adjudicatory hearing project, to deliver the Executive Director's annual evaluation, and to discuss the process for future executive director evaluation. Moore seconded.

*The Board entered into executive session at approximately 11:00am. The following were asked to join the Board in executive session: Donna Schantz, Joe Lally, Linda Swiss, Alan Sorum, Brooke Taylor, KJ Crawford, Ashlee Hamilton, Gregory Dixon, Jennifer Fleming, Breck Tostevin (Legal Counsel), and Joe Levesque (Legal Counsel).*

**8. Report on Executive Session and Resulting Actions:** Coming out of Executive Session, Archibald reported that the Board was briefed by legal counsel on the VMT secondary containment adjudicatory hearing progress.

Haggerty moved to approve an FY 2022 budget modification of \$75,000 from the Contingency Fund to Project 6512 Secondary Containment Adjudicatory Hearing, for costs associated with legal counsel and technical expert consultation; and, authorized expenditures for attorney and expert fees related to the Secondary Containment Adjudicatory Hearing, delegating authority to XCOM to approve individual contracts for experts. The Board expectation is that staff will provide updates to the Board in an attempt to manage expenses. Bauer seconded. Archibald asked for objection; hearing none, the motion was approved.

Archibald also reported that the Board delivered the Executive Director's evaluation while in Executive Session. He explained that Schantz received a score of 4.59 out of 5 on her evaluation.

Bauer moved to give Schantz a 5.5% pay raise effective immediately and to extend her contract for another year. Beedle seconded. Archibald asked for objection; hearing none, the action was approved.

Finally, Archibald reported that the Board discussed standing up an ad hoc committee to evaluate the overall executive director evaluation process. This committee will be stood up in May of this year. Cutrell, Beedle, Skinner, and Bauer

have volunteered to serve on this committee, with the help of staff. Staff will add the creation of this committee to the May 5-6, 2022 Board meeting agenda to open the committee for other volunteers to serve.

**9. Closing Comments:** Archibald asked the group for any closing comments. Fleming reminded the Board of the upcoming Dispersant workshop taking place later in the week. She encouraged directors to take the pre-workshop questionnaire in preparation for this event.

Haggerty stated that he is so proud to be a part of this organization and thankful to have Schantz at the helm. He noted it has been unusually busy these last couple of years and commended her management of the organization, and ability to keep everyone up to speed and well informed. Haggerty thanked Schantz for her leadership.

**10. Adjourn:** Beedle moved to adjourn. The meeting adjourned at 12:19pm.



Secretary

**Subject:** Re: Permission to use electronic signature

**Date:** Tuesday, May 31, 2022 at 2:56:00 PM Alaska Daylight Time

**From:** Inletkeeper

**To:** Fleming, Jennifer

**CC:** Shavelson, Bob

DANGER: This message originated from outside the PWSRCAC domain. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Yes. Please go ahead for both sets of minutes.

Thx

Bob

On May 31, 2022, at 1:47 PM, Fleming, Jennifer <fleming@pwsrcac.org> wrote:

Hi Bob,

I'm seeking permission to use your electronic signature on the minutes approved by the Board at the May 2022 Board meeting. They are:

- Minutes of January 27 & 28, 2022 virtual meeting, and
- Minutes of March 8, 2022 special Board meeting.

Both minutes were approved as presented without edits or corrections.

Please let me know!

Jennifer

**Jennifer Fleming, Executive Assistant**

Prince William Sound Regional Citizens' Advisory Council

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