



Title **Recreation Seat, PWSRCAC Board of Directors**
Project Number 2150.24.01
Project Manager KJ Crawford, Director of Administration
Submittal Deadline July 15, 2023
Award Announcement Pending PWSRCAC Board Approval

REQUEST FOR STATEMENT OF QUALIFICATIONS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC, or the Council) is soliciting Statements of Qualifications (SOQs) to identify entities interested in serving as the Recreation representative on the PWSRCAC Board of Directors.

The seat for Recreation provides the opportunity to influence decisions having profound implications for oil transportation safety in Alaska, and for the state's oil spill prevention and response capabilities. ***The Council is a voice for the people, communities, and interest groups in the region oiled by the Exxon Valdez spill. Those with the most to lose from oil pollution must have a voice in the decisions that can put their livelihoods and communities at risk.***

Submit SOQs to:

KJ Crawford, Director of Administration
Prince William Sound Regional Citizens' Advisory Council
3709 Spenard Road
Anchorage, AK 99503

Or via email at the following address: kj.crawford@pwsrcac.org

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Submittal format: Statements of Qualification shall be submitted electronically in Portable Document form (PDF). It is permissible but not preferred for appendices and other attachments to the SOQ to be submitted in scanned PDF format.

To ensure consideration, SOQs must be received by PWSRCAC on or before the July 15, 2023 deadline. SOQs and additional information received after the deadline may be considered, but only if they can be accommodated by the PWSRCAC review process and timeline.

Inquiries regarding this request for SOQs shall be directed to the project manager named above via email.

About PWSRCAC

PWSRCAC is an independent nonprofit corporation whose mission statement is “Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers.” PWSRCAC’s work is guided by the Oil Pollution Act of 1990 (OPA 90) and our contract with Alyeska Pipeline Service Company (Alyeska). PWSRCAC’s contract with Alyeska guarantees the organization’s independence from industry, and the organization is certified annually by the U.S. Coast Guard as the alternative voluntary advisory group for Prince William Sound under OPA 90.

PWSRCAC was formed following the Exxon Valdez oil spill to advise Alyeska and the public on issues related to oil spill prevention and response, and other measures designed to mitigate environmental impacts of terminal and tanker operations. PWSRCAC also makes recommendations on government policies, permits, and

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regulations relating to these issues. PWSRCAC's role is to foster partnerships between industry, regulatory agencies, elected officials, and the public to combat the type of complacency that led to the Exxon Valdez oil spill.

PWSRCAC's membership comprises communities as well as interest groups affected by the Exxon Valdez oil spill with a stake in safe oil transportation in the region.

PWSRCAC's member organizations are communities and boroughs, as well as Alaska Native, commercial fishing, aquaculture, recreation, tourism, and environmental groups impacted by the 1989 Exxon Valdez oil spill .

The Council also includes [ex officio](#) (non-voting) members to keep local, state, and federal government better informed about the Council's activities.

About the PWSRCAC Board of Directors

PWSRCAC Board members represent communities, Alaska Native, commercial fishing, aquaculture, recreation, tourism, environmental groups representing the oil spill area, and the State Chamber of Commerce, for tourism. Each [member entity](#) appoints one representative to serve on the PWSRCAC Board of Directors, with the exception of the City of Valdez, which has two representatives. Board members serve two-year terms. Board members must be residents of Alaska. A [current list of all Board members](#) and their bios can be found on the Council's website.

There are four established Board committees, on which members serve one-year terms:

- Executive Committee (XCOM)

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XCOM is a subset of the full Board of Directors, made up of the Council's elected officers and up to three members-at-large. It has decision-making authority between regular Board meetings. XCOM meetings are held by teleconference as needed, and agendas are widely distributed. All Board and committee members are welcome to attend XCOM meetings.

- Legislative Affairs Committee (LAC)

LAC is made up of at least four Board members, and monitors developments in the Alaska State Legislature and in Washington, D.C. LAC recommends action to be taken to the full Board and, as directed by the Board, communicates PWSRCAC positions to lawmakers and officials in state and national government.

- Board Governance Committee (BGC)

The BGC is made up of at least three Board members and is responsible for the organizational health and effectiveness of the Board. BGC focuses on the PWSRCAC bylaws, policies, procedures, and practices as they pertain to operations of the Council Board.

- Finance Committee

The Finance Committee is made up of the Board Treasurer who chairs the meeting, and three other Board members. The Finance Committee assists the Board of Directors in overseeing the financial affairs of PWSRCAC and the annual independent audit of the Council's finances.

The Board has also established one ongoing ad hoc committee, the Long Range Planning (LRP) Committee. This committee leads the annual review and updating of the Council's Long Range Plan, as well as the annual LRP workshop.

PWSRCAC Board Meetings

The PWSRCAC Board of Directors meets three times a year, to attend and participate in the Council's two-day long regular Board meetings. The January meeting is held in Anchorage, the May meeting in Valdez, and the September meeting is rotated among the larger member communities. Occasionally, special Board meetings are also conducted as needed, usually by videoconference. Additionally, a one-day joint

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Board/committee volunteer workshop is held every December in Anchorage in conjunction with the annual volunteer appreciation party.

Board meetings are a time for staff and [technical committees](#) to bring forward their work in the form of contract proposals, position papers, funding requests, etc. These meetings are an opportunity for the Board to set policy, approve positions, provide advice and recommendations regarding our work, and provide direction to staff. Because many of the issues are complex and/or technical, Board members are provided extensive reading materials ahead of every Board meeting and are expected to review them prior to the meeting. OPA 90 and PWSRCAC bylaws do not allow Board members to be compensated for their time serving on the Board.

Board meetings are open to the public and a time for public comment is included at the beginning of each meeting. Board meetings may be attended remotely online, are routinely recorded, and may be disseminated to the public by the Council or by the news media.

PWSRCAC General Meeting Schedule

January – Long Range Planning meeting, winter Board meeting

- Held in Anchorage
- Approve Long Range Plan

May – Budget workshop, spring Board meeting

- Held in Valdez, considered the Annual Meeting
- Approve new budget
- Seat new Board members and committee volunteers
- Election of officers

September – fall Board meeting

- Fall meetings are rotated between PWSRCAC represented communities

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- Locations for upcoming September Board meetings include:
 - 2023: Homer
 - 2024: Kodiak
 - 2025: Cordova
 - 2026: Whittier
 - 2027: Seldovia
 - 2028: Kenai

December – Volunteer Workshop, Science Night, Volunteer Appreciation Party

- Held in Anchorage
- Commonly referred to as “the December events”

Volunteers are reimbursed for PWSRCAC pre-approved travel, lodging, and other expenses, such as training and conference registrations. Travel will be reimbursed for all volunteers to attend Board meetings, volunteer workshops, and in-person meetings of their respective committees.

Board of Directors – Roles and Responsibilities

Board members serve at the pleasure of the organization they represent and must comply with all PWSRCAC bylaws and policies. Board members serve staggered two-year terms; currently there are no term limits. Seating of new and reappointed Board members occurs at the PWSCRAC annual meeting, every May in Valdez. Board members are expected to regularly attend meetings. [PWSRCAC bylaws](#) state that a Board member may be removed if the representative misses three consecutive Board meetings without excuse.

Board members should bring a ready willingness to play an active role in determining the overall direction and goals of the organization, and a desire to bring issues and concerns of the community/interest group they represent. It is expected that Board members will keep their local/regional constituents informed of pertinent Board

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activity and work of the Council. Each Board member is encouraged to participate in one of [PWSRCAC's five technical committees](#).

PWSRCAC technical committees work with staff on projects; support research being conducted; study and discuss current issues related to topics such as oil spill prevention and response plans, terminal operations, oil tanker transportation, environmental and social issues, and information and outreach; and formulate advice and recommendations to the full PWSRCAC Board of Directors. The committees provide an avenue for public participation in PWSRCAC's work. Committee meetings are open to the public and include time for public comment on each agenda. A minimum of one Board member is required to serve on each technical committee, although all Board members are invited and encouraged to attend any committee meeting at any time. Most committees meet every four to six weeks.

Representing Recreation on the PWSRCAC Board of Directors

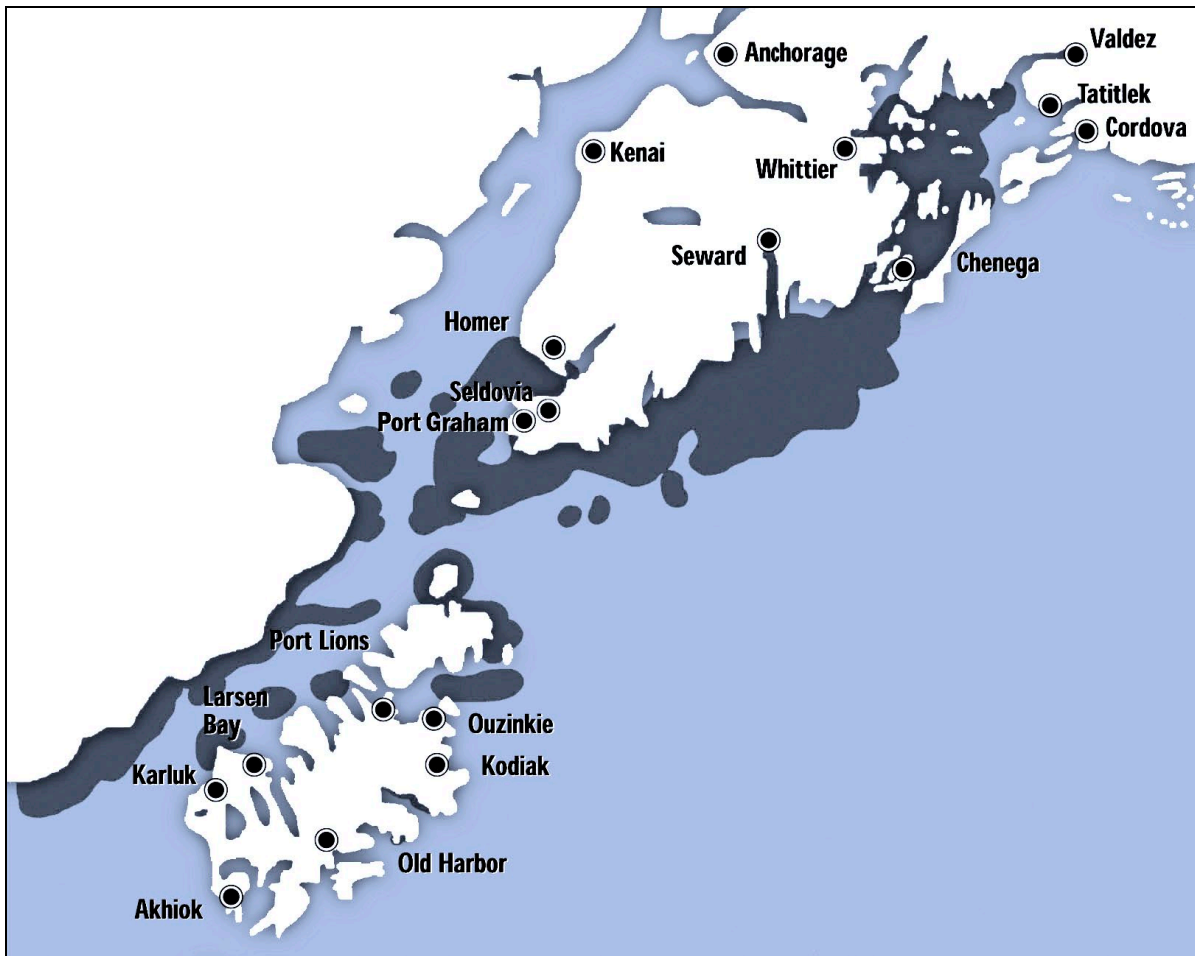
PWSRCAC is soliciting SOQs to identify locally based interested parties to serve as the Recreation representative on the PWSRCAC Board of Directors. The seat for Recreation provides the opportunity to influence decisions having profound implications for oil transportation safety in Alaska, and for the state's oil spill prevention and response capabilities. ***The Council is a voice for the people, communities, and interest groups in the region oiled by the Exxon Valdez spill. Those with the most to lose from oil pollution must have a voice in the decisions that can put their livelihoods and communities at risk.***

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For the purpose of this Request for SOQs:

- **Recreation** shall be defined as an experience, activity, or the opportunity to enjoy the Exxon Valdez oil spill area's natural environment, cultural, and historic resources for the use, enjoyment, and welfare of citizens.
- **Recreational organizations** are entities promoting and/or supporting recreation as defined above, within the Exxon Valdez oil spill affected region.

Map of the Exxon Valdez oil spill affected region.



(Image based on [Exxon Valdez Oil Spill Trustee Council map](#))

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The ideal entity to represent Recreation on the PWSRCAC Board of Directors, is best served by a representative who:

- Understands their organization and/or community: its needs, concerns, and perspectives.
- Has at least a rudimentary familiarity with oil transportation issues.
- Is a resident of Alaska and has a home and work schedule flexible enough to allow regular meeting participation and travel.
- Is committed to the PWSRCAC mission of promoting environmentally safe operation of the Alyeska terminal and associated tankers.
- Seeks opportunities to foster cooperative and constructive relationships between citizens, industry, and regulatory agencies.

Because the PWSRCAC is a regional advisory body representing citizens and communities in the Exxon Valdez oil spill region, preference will be given to entities that are headquartered, or operate wholly within, the EVOS region.

Time Commitment & Board expectations.

A PWSRCAC Board member can expect to devote an average of 20 hours per month to PWSRCAC business. The full Board conducts three, two-day long meetings in January, May, and September. In addition, annual budget and planning meetings are held, as well as special meetings and opportunities to participate in committees or work groups. See ‘PWSRCAC General Meeting Schedule’ for more information.

Board and committee volunteers are asked to sign forms on a recurring basis, as detailed in the PWSRCAC bylaws. These include a Code of Conduct, Statement of Residency, and Conflict of Interest. PWSRCAC expects all persons who are appointed, volunteer, or are hired to serve the organization to conduct themselves in accordance with the PWSRCAC Code of Conduct. Social media guidelines are included with the Code of Conduct. PWSRCAC bylaws state that no Board member shall be an employee

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of Alyeska Pipeline Service Company, Trans Alaska Pipeline System Owner Companies, or shippers of Alaska North Slope crude oil.

New Volunteer Information

PWSRCAC will provide all volunteers with a handbook, an in-person or online orientation, and any other materials or training needed to help volunteers become familiar with the organization, its mission, and the specific projects they will be involved with (e.g., tours of the Alyeska Valdez Marine Terminal and other onboarding materials). New volunteers will be notified when training sessions are scheduled. Additional training resources may be found on the committee website (link provided during orientation). PWSRCAC staff provides support to Board members whenever possible.

1. GENERAL REQUIREMENTS

PWSRCAC Costs. PWSRCAC is not liable for any costs incurred by the submitter during preparation of the SOQ.

Schedule. PWSRCAC will review all SOQs within a reasonable time after receipt by PWSRCAC. To be considered, all SOQ materials must be submitted on or before the July 15, 2023 submission deadline. Recreational organizations whose expertise meet requirements detailed within this Request for SOQs will be evaluated by the Board Governance Committee (BGC). BGC will provide a recommendation to the PWSRCAC Board of Directors at the next Board meeting following submission.

2. STATEMENT OF QUALIFICATION REQUIREMENTS

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Submittals shall include the following:

Cover Sheet

- Name, address, email, telephone number(s) of submitting organization.
- Submittal title and date.
- Name(s) and contact information of submitting author and main point of contact.

Introduction. This section shall include general information of how the submitting entity satisfies the requirements of a recreational organization as defined within, and why the organization wants to serve on the PWSRCAC Board of Directors.

Statement of Qualifications. Describe current and previous work and/or activities supported by your organization, specific to recreation in the Exxon Valdez oil spill affected region. Details should include general information about the submitting organization (e.g., region represented, primary focus/mission, date established, etc.), a list of the organization’s Board members, types and frequency of recreational activities, size of membership, number of employees, and any other relevant information. Any previous work performed for, or with, PWSRCAC should be cited.

References. The names and contact information of at least three individuals actively engaged with the recreational organization. These individuals should have a minimum of two years’ experience with the organization, and/or be serving in a leadership position within the organization, and/or currently serve on the organization’s Board of Directors or Board of Trustees.

Conflict of Interest. Describe all financial, business, or personal ties the recreational organization, and the selected individual representative, may have to Alyeska Pipeline

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Service Company or members of the Alyeska consortium, excluding normal commercial purchases of petroleum products.

To assist the PWSRCAC Board in making a determination and selecting an entity to represent Recreation, an entity should provide all materials listed in 'Statement of Qualification Requirements' detailed above.

Candidates submitting SOQs should also provide the following supplemental information, or offer explanation as to why these materials could not be included:

- A copy of minutes from board meetings, a resolution, or other document of the entity showing general discussion of the desire to be included on the PWSRCAC Board, and consensus of the submitting organization's board; and
- In the case of a larger entity (composed of a number of smaller subgroups), a statement, resolution, or letter from the subgroups showing willingness to have the larger entity represent them on the PWSRCAC Board.
- If known, details of the individual who would be selected to represent the recreation entity. Suggested details include a current resume or brief biography of the individual, outlining their role and experience with the recreational organization.

3. EVALUATION PROCESS

Evaluation Criteria. SOQs received on or before the submission deadline will be evaluated based on, but not limited to, the following:

- 1) Format.** Does the submission material follow the requested format?

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- 2) **Qualifications.** Does the SOQ demonstrate that the submitting group meets the requirements of a recreational organization? Are all requested details included in the SOQ?
- 3) **Representation.** Does the recreation entity represent activities, citizens and/or communities within the Exxon Valdez oil spill region. Preference will be given to entities that are headquartered, or operate wholly within, the EVOS region.
- 4) **References and Conflicts of Interest.** Do the reference checks indicate the entity has the potential to successfully participate on the PWSRCAC Board of Directors, representing recreation interests? If conflicts of interest are stated, are these sufficiently relevant to preclude a role on the PWSRCAC Board?

Selection of Recreational Entity. The successful SOQ will be that which, in PWSRCAC's sole opinion, meets PWSRCAC's needs as outlined in this Request for SOQs. In the event that PWSRCAC determines that no statement meets PWSRCAC's needs as outlined in the Request for SOQs, PWSRCAC shall have the option not to accept any SOQs.

PWSRCAC Information. The following information about PWSRCAC is available online:

[PWSRCAC/Alyeska Contract](#)

[PWSRCAC Annual Report](#)

[PWSRCAC Bylaws](#)

[PWSRCAC Observer Newsletter](#)

[PWSRCAC & the Oil Pollution Act of 1990](#)

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All of PWSRCAC's products and the products resulting from contracts are considered public information. Proposals, work plans, and other materials submitted to PWSRCAC through requests such as this may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal or submission.

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