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Exxon Valdez Oil Spill Trustee Council

November 18, 2009

Agenda

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DRAFT 11/17/09

Exxon Valdez Oil Spill Trustee Council

441 W. 5th Ave., Suite 500 • Anchorage, AK 99501-2340 • 907 278 8012 • fax 907 276 7178

AGENDA EXXON VALDEZ OIL SPILL TRUSTEE COUNCIL November 18, 2009, 9:30 a.m. – 12:00 p.m. Anchorage, Alaska

Trustee Council Members:

DANIEL S. SULLIVAN Attorney General Alaska Department of Law

LARRY HARTIG Commissioner Alaska Department of Environmental Conservation

DENBY S. LLOYD Commissioner Alaska Department of Fish and Game CRAIG O'CONNOR Special Counsel National Oceanic & Atmospheric Administration U.S. Department of Commerce

KIM ELTON Senior Advisor to the Secretary for Alaska Affairs Office of the Secretary U.S. Department of the Interior

JOE MEADE Forest Supervisor Forest Service U.S. Department of Agriculture

Meeting in Anchorage, Trustee Council Office 441 West 5th Avenue, Suite 500 Teleconference number: 800.315.6338. Code: 8205

Federal Chair: _____

1. Call to Order - 9:30 a.m.

Federal Trustees U.S. Department of the Interior U.S. Department of Agriculture National Oceanic and Atmospheric Administration



DRAFT 11/17/09

2. Consent Agenda

Approval of Agenda*

 Approval of Meeting Notes* August 31, 2009

3. Public Advisory Committee comments (via teleconference) Stacy Studebaker PAC Chair

4. Public comment – 9:40 a.m. (3 minutes per person)

- 5. Executive Director's Report
 - Financial Procedures (9% and G & A)
 - Reduced Lease Space*

Elise Hsieh, Executive Director Renee James, Administrative Manager

- Brief information on NOAA NEPA update
 Support for Public Outreach regarding Trustee deliberations and a concurrent NEPA update*
- 7. Lingering Oil Status Report Request*
- 8. Summary of 2009 EVOSTC staff activities
- 9. Public Advisory Committee
 2010-2012 Charter Modification*
- 10. Summary of Annual Herring Team Meeting
- 11. Executive Session, as needed

Adjourn – by 12:00 p.m.

Trustee Retreat will follow the Trustee Council meeting.

* Indicates an action item

Craig O'Connor

NOAA Trustee

Craig O'Connor

Rebecca Talbott, Information Officer

Doug Mutter DOI, Designated Federal Officer

Catherine Boerner Science Coordinator August 31, 2009 Meeting Notes

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DRAFT 9/11/09

Exxon Valdez Oil Spill Trustee Council

441 W. 5th Ave., Suite 500 • Anchorage, AK 99501-2340 • 907 278 8012 • fax 907 276 7178



TRUSTEE COUNCIL MEETING NOTES Anchorage, Alaska August 31, 2009

Chaired by: Larry Hartig Trustee Council Member

Trustee Council Members Present:

Steve Zemke, USFS * Kim Elton, US DOI Craig O'Connor, NOAA ** Craig Tillery, ADOL *** Tom Brookover, ADF&G**** •Larry Hartig, ADEC

- Chair
- * Steve Zemke alternate for Joe Meade
- ** Craig O'Connor alternate for James Balsiger
- *** Craig Tillery alternate for Daniel Sullivan
- **** Tom Brookover alternate for Denby Lloyd

The meeting convened at 9:06 a.m., August 31, 2009 in Anchorage at the EVOS Conference Room.

1. Approval of the Agenda

APPROVED MOTION: Motion to approve the August 31, 2009.

Motion by O'Connor, second by Brookover

2. Approval of May 29, 2009 meeting notes

APPROVED MOTION:

Motion to approve the May 29, 2009 meeting notes as presented.



State Trustees Alaska Department of Fish and Game Alaska Department of Environmental Conservation Alaska Department of Law Motion by Tillery, second by O'Connor

Public Advisory Committee (PAC) comments: Stacy Studebaker, PAC Chair, reported on the June 25 and August 26, 2009 PAC meetings.

Public comment opened at 9:25 a.m.

Four public comments were offered.

3. EVOS Executive Director appointment

APPROVED MOTION:

Motion to appoint Elise Hsieh as the EVOS Executive Director, effective August 1, 2009.

Motion by Zemke, second by Tillery

4. Public Advisory Committee Nominations

APPROVED MOTION:

Motion to approve forwarding the following individuals to the U.S. Secretary of the Interior for appointment to the remainder of the October 2008 September 2010 term of the EVOS Trustee Council's Public Advisory Committee: John Renner of Cordova to the Commercial Fishing seat, David Totemoff of Tatitlek to the Tribal Government seat, and Lori Polasek of Seward to the Public-at-Large seat.

Motion by O'Connor, second by Brookover

5. Habitat Reauthorization of Funds

APPROVED MOTION: Motion to approve the reauthorization of funds until June 30, 2010 for the Small Parcel KAP 3002 as approved in the Council's March 17, 2008 Resolution 08-07.

Motion by O'Connor, second by Zemke

APPROVED MOTION:

Motion to approve the reauthorization of funds until June 30, 2010 for the Jacobs and Mutch Anchor River Small Parcels as approved in the Council's March 17, 2008 Resolution 08-03.

Motion by O'Connor, second by Brookover

Off the record 10:17 a.m. On the record 10.25 a.m.

6. <u>FY 2010 Annual Program Development & Implementation (APDI) Budget (PJ 10100100)</u>

APPROVED MOTION:

Motion to approve the FY 2010 EVOS Trustee Council Annual Program Development & Implementation Budget, PJ 10100100, as proposed with the exception of reducing the Executive Director and Interim Deputy Executive Director's personnel costs from full-time to three-quarter (3/4) time and increasing the Integrated Herring Restoration Review Panel an additional \$5,000.

Motion by Tillery, second by O'Connor

Off the record 12:15 p.m. On the record 12:25 p.m.

7. FY 2010 Work Plan

APPROVED MOTION:

Motion to approve projects 10100808, Bodkin; 10100839, Hollmen; 10100742, Matkin; 10100340, Weingartner; 10100624, Bychkov; 10100290, Carls; 10100751, Irons; 10100804, Rice; 10100806, Vollenweider; 10100132, Pegau; 10100132A, Campbell; 10100132B, Thorne; 10100132C, Kline; 10100132D, Heintz; 10100132E, Gay; 10100132F, Brown; 10100132G, Bishop; 10100132H, Kuletz; and 10100132I, Hershberger with full funding.

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Motion by Tillery, second by Elton

APPROVED MOTION: Motion to approve project 10100128, Quinn with full funding.

Motion by O'Connor, second by Tillery

APPROVED MOTION: Motion to approve project 10100165A, Seeb.

Motion by Brookover, second by O'Connor

APPROVED MOTION: Motion to approve project 10100574, Lees.

Motion by O'Connor, second by Brookover

APPROVED MOTION: Motion to approve appropriate G & A and project management fees associated with the FY 2010 Work Plan.

Motion by O'Connor, second by Tillery

Motion to adjourn

Motion by O'Connor, no second

Off the record 1:45 p.m.

8. Adjourn

PAC 2010-2012 Charter

EXXON VALDEZ OIL SPILL PUBLIC ADVISORY COMMITTEE CHARTER

- 1. <u>OFFICIAL DESIGNATION</u>: *Exxon Valdez* Oil Spill Public Advisory Committee (hereinafter referred to as the Committee).
- 2. <u>SCOPE AND OBJECTIVES</u>: In accordance with and pursuant to Paragraph V.A.4 of the Memorandum of Agreement and Consent Decree entered into by the United States of America, through the Department of Justice, and the State of Alaska, through the Attorney General, on August 27, 1991 and approved by the United States District Court for the District of Alaska in settlement of <u>United States of America v. State of Alaska</u>, Civil Action No. A91-081 CV (hereinafter referred to as the MOA), the Committee shall advise the Trustees (State of Alaska Department of Law, State of Alaska Department of Fish and Game, State of Alaska Department of Environmental Conservation, U.S. Department of Agriculture, the National Oceanic and Atmospheric Administration of the U.S. Department of Commerce, and the U.S. Department of the Interior) through the Trustee Council with respect to the following matters:

All decisions relating to injury assessment, restoration activities, or other use of natural resource damage recoveries obtained by the Governments, including all decisions regarding:

- a. Planning, evaluation, and allocation of available funds;
- b. Planning, evaluation, and conduct of injury assessments and restoration activities;
- c. Planning, evaluation, and conduct of long-term; monitoring and research activities;
- d. Coordination of a, b, and c.
- 3. <u>DESCRIPTION OF DUTIES</u>: The Committee functions are advisory only, and its officers shall have no administrative authority by virtue of their membership.
- 4. <u>DURATION</u>: By order of the District Court for the District of Alaska, the Committee is to advise the Trustees appointed to administer the fund established in settlement of <u>United States v. Exxon Corporation</u>, Civil Action No. A91-082, and <u>State of Alaska v. Exxon Corporation</u>, Civil Action No. A91-083, both in the United States District Court for the District of Alaska, in all matters described in Paragraph V.A.1 of the MOA referenced above. The requirement for the Committee will continue throughout the life of the settlement.
- 5. <u>AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS</u>: The Committee shall report to the *Exxon Valdez* Settlement Trustee Council through the Federal members of the Trustee Council.
 - 6. <u>BUREAU RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT</u>: Support for the Committee shall be provided by the Trustee Council's Executive Director, who shall procure all needed space, supplies, equipment, and support for the Committee. The Executive Director shall prepare an annual budget for the Committee. The budget shall provide for the Committee such funds as the Trustee Council deems appropriate for administrative support for the Committee, from the *Exxon Valdez* Oil Spill Investment

Fund established as a result of the settlement of <u>United States v. Exxon Corporation</u> and <u>State of Alaska v. Exxon Corporation</u>.

- <u>ESTIMATED ANNUAL OPERATING COSTS</u>: The estimated annual operating cost for the Committee is \$70,000.00\$35,000, including all direct and indirect expenses. It is estimated that .64 staff years will be required to support the Committee.
- 8. <u>ALLOWANCES FOR COMMITTEE MEMBERS</u>: Members of the Committee serve without compensation. However, while away from their homes or regular places of business, members engaged in Committee business approved by the Trustee Council Executive Director or the Designated Federal Officer will be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service.
- 9. <u>ESTIMATED NUMBER AND FREQUENCY OF MEETINGS</u>: The Committee is expected to meet approximately, and no less than, two times per year.
- 10. <u>TERMINATION DATE</u>: The Committee is subject to the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. Appendix 2, and shall take no action unless the charter filing requirements of section 9 of FACA have been complied with. The Committee is subject to biennial review and will terminate two years from the date the charter is filed, unless, prior to that time, the charter is renewed in accordance with section 14 of FACA.
- 11. <u>COMMITTEE MEMBERSHIP</u>: The Committee shall consist of <u>158</u> members, including a Chair and Vice-Chair elected by the Committee members. Each member will serve a two-year term and members are eligible for re-nomination and reappointment. One member, and two for public at large, will be appointed representing each of the interests identified below.
 - a. aquaculturist/mariculturist (e.g., fish hatcheries and oyster/shellfish farming)
 - b. commercial fisher (e.g., commercial fishing for salmon, halibut, herring, shellfish and bottom fish; including boat captains and crews, cannery owners/operators, and fish buyers)
 - c. commercial tourism business person (e.g., promoting or providing commercial travel or recreational opportunities, including charter boating, guiding services, visitor associations, boat/kayak rental)
 - d. recreation user (e.g., recreation activities that occur within the area, including kayaking, power boating, sailing, sightseeing)
 - e. conservationist/environmentalist (e.g., organizations interested in the wise use and protection of natural resources)
 - f. local government (e.g., incorporated cities and boroughs in the affected area)
 - g. Native landowner (e.g., regional or village corporations in the affected area established by the Alaska Native Claims Settlement Act)
 - h. tribal government (e.g., federally-recognized tribes in the affected area)

- scientist/technologist (e.g., organizations, institutions, and individuals involved in, or with expertise in, scientific and research aspects of the affected area/resources and/or the effects of the oil spill and/or the technical application of scientific information)
- j. sport hunter/fisher (e.g., hunting and/or fishing for pleasure)

k. subsistence user (e.g., customary and traditional use of wild renewable resources for direct personal or family consumption as food, shelter, fuel, clothing, tools or transportation; for the making and selling of handicraft articles; and for customary trade)

- 1. regional monitoring program operator (e.g., monitoring and reporting on environmental conditions in the affected area, including monitoring for pollution and the status of biological resources)
- m. marine transportation operator (e.g., transport of goods and services in marine waters, including piloting, tug operations, barge operations, oil tankers and pipelines, shipping companies)
- n. public at large (e.g., representing the affected area of the oil spill and its people, resources, and/or economics)
- 12. <u>ETHICS RESPONSIBILITY</u>: No member shall participate in any matter specifically concerning a lease, license, permit, contract, claim, agreement, or related litigation in which the member has a direct financial interest.
- 13. <u>DESIGNATED FEDERAL OFFICER</u>: The Designated Federal Officer is the U.S. Department of the Interior, Alaska Office of Environmental Policy and Compliance's Regional Environmental Assistant, or his/her designee.
- 14. <u>SUBGROUPS</u>: The Committee may, upon approval of the Trustee Council, establish such workgroups or subcommittees as it deems necessary for the purpose of compiling information or conducting research. However, such work groups or subcommittees may not conduct business and must report to the full Committee.
- 15. <u>AUTHORITY</u>: The Committee is established as mandated by Paragraph V.A.4 of the MOA and shall be located in Alaska. Additional authority for its creation is found in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. subsection 9601 et seq.

Secretary of the Interior

i.

Date

Date Filed

EVOSTC Financial Operating Procedures

EXXON VALDEZ OIL SPILL TRUSTEE COUNCIL FINANCIAL PROCEDURES

TABLE OF CONTENTS

1. 2. 3. 4. 5. 6. 7.	nent Funds Joint Trust Funds
Invest	ment Fund
	General III-2
	Policies
	Asset Allocation III-2
	Reporting III-2
Projec	t Authorization
1.	General
2.	Fiscal Year
3.	Adjustments between Projects III-3
	Adjustments between Line Items
5.	Adjustments between Fiscal Years of a Multiple-year Project III-3
6.	Revisions III-3
7.	Portion of Project Funding Withheld Pending Final Deliverables III-4
-	t Costs
	Direct Project Costs III-4
	Indirect Project Costs III-4
	General Administration Formula III-4
	Unallowable Costs III-4
5,	Bonuses
Accou	nting
1.	General III-5
2.	Source Documentation
	Appropriateness
	Reasonableness
5.	Segregation
6.	Expended (Outlays)

7. Portion of Project Funding Withheld Pending Final Deliverables. <u>Ten Percent</u> (10%) of the project funding will be withheld by project managers until the following criteria have been met:

• the final report has gone through peer review and format review;

• all print copies of the final report have been delivered to ARLIS;

• an electronic copy of the final report has been delivered to the EVOSTC office; and

• project data and metadata have been submitted to approved archives in accordance with the EVOSTC Data Policy.

For multi-year projects, the 10% withholding will apply to the final year of funding.

For projects in which agency personnel have the primary responsibility for producing the deliverables required above, the project managers will work within their respective agency's supervisory structure, fiscal procedures and other applicable policies to ensure project deliverables are provided in a timely manner.

The EVOSTC has the discretion to extend the due date on the deliverables required above, whether planned for or for other grounds the Executive Director determines are reasonable. Project funding will be withheld from Principal Investigators who have deliverables outstanding from other projects

The EVOSTC has the discretion to waive this 10% holdback requirement for grounds the Executive Director determines are reasonable. Justifications for a waiver may include the nature of the project deliverables or significant delays that are beyond the control of the Principal Investigators.

PROJECT COSTS

1. Direct Project Costs. Direct costs are those costs that can be identified with or linked to a specific project.

2. Indirect Project Costs. Indirect costs are those costs that are incurred for common or joint projects and therefore cannot be identified readily and specifically with a specific project. In the case of governmental agencies, indirect costs are covered through a general administration formula. The appropriate indirect rate for contractors shall be approved on a case-by-case basis.

3. General Administration Formula. The general administration formula is used to reimburse governmental agencies for indirect project costs incurred in implementing the restoration program. The general administration formula is nine percent of each project's direct costs. General administration funds may be spent at the agency's discretion provided they are spent on indirect costs incurred in implementing activities

funded by the Trustee Council. Agencies are entitled to 100% of their budgeted general administration funds regardless of how much of their budgeted direct project funds have been expended.

4. *Unallowable Costs*. Restoration funds shall be used only for costs that directly benefit Trustee Council approved projects with the exception of reimbursement of general administration (i.e., indirect) costs that are calculated in accordance with the general administration formula.

5. *Bonuses*. Bonuses for personnel working on Trustee Council funded activities are allowable costs. Agencies shall follow their standard operating procedures in determining bonus awards. Bonuses shall be considered an indirect project cost and, if awarded, shall be paid with general administration funds.

ACCOUNTING

1. *General*. It is the responsibility of agency personnel and certifying officers to make certain that all actions are based on sound accounting and budgetary practices.

2. Source Documentation. Adequate justification and supporting documentation shall be maintained for each project.

3. Appropriateness. Expenditures charged to a project shall be directly attributable to or allocated to the project benefiting from the activity. Salaries and benefits may be charged for the time an individual is working directly on a project, when supported by time sheets and when work performed by such individuals is necessary to the project.

4. *Reasonableness*. Costs attributable to a project shall be necessary and reasonable to achieve the objectives of the project and be consistent with the policies and procedures governing other activities of the agency.

5. Segregation. Accounts shall be properly designed and maintained to ensure that funds are expended in accordance with Trustee Council approval.

6. *Expended (Outlays)*. The term expended shall be defined as the actual outlay of funds through the issuance of checks or warrants, the disbursement of cash, or the electronic transfer of funds. The term expenditure shall be defined as the act of expending.

7. Obligations (Encumbrances). The term obligation shall be defined as a commitment to acquire goods or services during the fiscal year or, for multiple-year projects, a commitment to acquire goods or services prior to the project's specified lapse date. The term obligation shall also be used to accommodate contracts where the length of time for completion of the service extends into the following fiscal year or, for a multiple-year project, beyond the project's specified lapse date. An obligation is a commitment to pay and should not be considered an expenditure until the goods or services have been

RESOLUTION 10-02 OF THE EXXON VALDEZ OIL SPILL TRUSTEE COUNCIL REGARDING AN AMENDMENT TO PROJECT 10100100 AUTHORIZING ADDITIONAL FUNDS FOR THE ADMINISTRATIVE BUDGET

We, the undersigned, duly authorized members of the *Exxon Valdez* Oil Spill Trustee Council do hereby certify that, in accordance with the Memorandum of Agreement and Consent Decree entered as settlement of <u>United States of America v. State of Alaska</u>, No. A91-081 Civil, U.S. District Court for the District of Alaska, and after public meetings, unanimous agreement has been reached to expend funds received in settlement of <u>State of Alaska v. Exxon Corporation, et al.</u>, No. A91-083 CIV, and <u>United States of America v.</u> <u>Exxon Corporation, et al.</u>, No. A91-082 CIV, U.S. District Court for the District of Alaska, for necessary Natural Resource Damage Assessment and Restoration activities for fiscal year 2010 in the amount of \$30,000. The \$30,000 is designated to fund remodeling the current leased office space of the *Exxon Valdez* Oil Spill Trustee Council's Anchorage office to reduce its square footage. The lease is facilitated by the United States Geological Survey through the Government Services Administration. Funding is to be distributed as follows:

United States – Geological Survey			\$30,000
	Total United States		\$30,000
		TOTAL	\$30,000

By unanimous consent, we hereby request the Alaska Department of Law and the Assistant Attorney General of the Environmental and Natural Resources Division of the United States Department of Justice to take such steps as may be necessary to make funds available in the amount of \$30,000 from the appropriate accounts as designated by the Executive Director.

Approved by the Council at its meeting of November 18, 2009 held in Anchorage, Alaska, as affirmed by our signatures affixed below.

JOE L. MEADE Forest Supervisor Forest Service Alaska Region U.S. Department of Agriculture DANIEL S. SULLIVAN Attorney General State of Alaska

KIM ELTON Senior Advisor to the Secretary for Alaska Affairs U.S. Department of Interior CRAIG R. O'CONNOR Special Counsel National Oceanic & Atmospheric Administration U.S. Department of Commerce

DENBY S. LLOYD Commissioner Alaska Department of Fish and Game LARRY HARTIG Commissioner Alaska Department of Environmental Conservation

RESOLUTION 10-01 OF THE EXXON VALDEZ OIL SPILL TRUSTEE COUNCIL REGARDING A LINGERING OIL STATUS REPORT

We, the undersigned, duly authorized members of the *Exxon Valdez* Oil Spill Trustee Council do hereby certify that, in accordance with the Memorandum of Agreement and Consent Decree entered as settlement of <u>United States of America v. State of Alaska</u>, No. A91-081 Civil, U.S. District Court for the District of Alaska, and after public meetings, unanimous agreement has been reached to expend funds received in settlement of <u>State of Alaska v. Exxon Corporation, et al.</u>, No. A91-083 CIV, and <u>United States of America v.</u> <u>Exxon Corporation, et al.</u>, No. A91-082 CIV, U.S. District Court for the District of Alaska, for necessary Natural Resource Damage Assessment and Restoration activities for fiscal year 2010 in the amount of \$25,000 plus applicable General Administration (GA). The disbursement is designated to fund a Lingering Oil Status Report. National Oceanic and Atmospheric Administration waives the project management fees. Funding is to be distributed as follows:

Total United States	\$27,250
GA to NOAA	\$2,250
United States – National Oceanic and Atmospheric Administration (NOAA)	\$25,000

By unanimous consent, we hereby request the Alaska Department of Law and the Assistant Attorney General of the Environmental and Natural Resources Division of the United States Department of Justice to take such steps as may be necessary to make funds available in the amount of \$27,250 from the appropriate accounts as designated by the Executive Director.

Approved by the Council at its meeting of November 18, 2009 held in Anchorage, Alaska, as affirmed by our signatures affixed below.

JOE L. MEADE Forest Supervisor Forest Service Alaska Region U.S. Department of Agriculture DANIEL S. SULLIVAN Attorney General State of Alaska

KIM ELTON Senior Advisor to the Secretary for Alaska Affairs U.S. Department of Interior CRAIG R. O'CONNOR Special Counsel National Oceanic & Atmospheric Administration U.S. Department of Commerce

DENBY S. LLOYD Commissioner Alaska Department of Fish and Game LARRY HARTIG Commissioner Alaska Department of Environmental Conservation

RESOLUTION 10-03 OF THE EXXON VALDEZ OIL SPILL TRUSTEE COUNCIL REGARDING FUNDS TO SUPPORT PUBLIC OUTREACH REGARDING TRUSTEE DELIBERATIONS AND CONCURRENT NEPA UPDATE

We, the undersigned, duly authorized members of the *Exxon Valdez* Oil Spill Trustee Council do hereby certify that, in accordance with the Memorandum of Agreement and Consent Decree entered as settlement of <u>United States of America v. State of Alaska</u>, No. A91-081 Civil, U.S. District Court for the District of Alaska, and after public meetings, unanimous agreement has been reached to expend funds received in settlement of <u>State of Alaska v. Exxon Corporation, et al.</u>, No. A91-083 CIV, and <u>United States of America v.</u> <u>Exxon Corporation, et al.</u>, No. A91-082 CIV, U.S. District Court for the District of Alaska, for necessary Natural Resource Damage Assessment and Restoration activities for fiscal year 2010 in the amount of \$50,000 plus applicable General Administration (GA). Alaska Department of Fish and Game waives the project management fees. The disbursement is designated to fund support of public outreach regarding Trustee deliberations and a concurrent NEPA update. Funding is to be distributed as follows:

Total State of Alaska	\$54,500
GA to ADF&G	\$4,500
State of Alaska – Alaska Department of Fish and Game (ADF&G)	\$50,000

By unanimous consent, we hereby request the Alaska Department of Law and the Assistant Attorney General of the Environmental and Natural Resources Division of the United States Department of Justice to take such steps as may be necessary to make funds available in the amount of \$54,500 from the appropriate accounts as designated by the Executive Director.

Approved by the Council at its meeting of November 18, 2009 held in Anchorage, Alaska, as affirmed by our signatures affixed below.

JOE L. MEADE Forest Supervisor Forest Service Alaska Region U.S. Department of Agriculture DANIEL S. SULLIVAN Attorney General State of Alaska

KIM ELTON Senior Advisor to the Secretary for Alaska Affairs U.S. Department of Interior CRAIG R. O'CONNOR Special Counsel National Oceanic & Atmospheric Administration U.S. Department of Commerce

DENBY S. LLOYD Commissioner Alaska Department of Fish and Game LARRY HARTIG Commissioner Alaska Department of Environmental Conservation