

13.08.01 – Reading File

January 2004

Exxon Valdez Oil Spill Trustee Council

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



January 9, 2004

Rowan Gould, Alaska Regional Director
U.S. Fish and Wildlife Service
1011 E. Tudor Road
Anchorage, AK 99503-6199

Re: Letter from USFWS of January 6, 2004 on the Science Plan for GEM

Dear Mr. Gould:

Thank you for the comments on the Science Plan for the Gulf of Alaska Ecosystem Monitoring and Research Program. I very much appreciate your support for the GEM Program. I agree that GEM is a visionary program for understanding the lingering effects of the oil spill in the context of other factors responsible for variation in biological productivity in the Gulf of Alaska. Rest assured we intend to continue the practice of annually reviewing the Science Plan in order to keep it responsive to the needs of government agencies and the people of the communities impacted by the oil spill.

I would like to take this opportunity to thank you and to recognize your staff for the many hours of labor contributed to GEM over the past four years. The contributions of your scientists have been, and continue to be essential to the success of GEM. I look forward to working with you to maintain the effective working relationship between our programs.

Sincerely,

Gail Phillips
Executive Director

Happy New Year!

CC: Trustee Council
Cam Toohey, DOI



IN REPLY REFER TO:

FWS/RD

United States Department of the Interior

FISH AND WILDLIFE SERVICE

1011 E. Tudor Rd.
Anchorage, Alaska 99503-6199

JAN -6 2004

Ms. Gail Phillips
Executive Director
Exxon Valdez Trustee Council
441 W. 5th Avenue, Suite 500
Anchorage, Alaska 99501-2340

Dear Ms. Phillips:

The U.S. Fish and Wildlife Service does not have any specific comments on the Science Plan for the Gulf of Alaska Ecosystem Monitoring and Research Program. However, we wish to express our strong continued support of the Science Plan and the overall GEM Program. Many individuals have expended countless hours in the development of GEM, which we believe is a visionary program for understanding factors responsible for variation in productivity in the Gulf of Alaska and in understanding the lingering effects of oil from the spill. While the focus of the annual science plan can, and should be, debated to improve the overall performance of GEM and the involvement of local communities, we believe it is important that the Exxon Valdez Oil Spill Trustee Council move forward with GEM's implementation.

Thank you for the opportunity to comment on the Science Plan for GEM.

Sincerely,

Acting Regional Director

cc: Drue Pearce, Department of the Interior
Cam Toohey, Department of the Interior

Exxon Valdez Oil Spill Trustee Council

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MEMORANDUM

TO: Kevin Brooks *Kevin*
Director
Division of Administrative Services

THROUGH: Gail Phillips *Gail* *Happy Holidays!*
Executive Director

FROM: Cherri Womac *Cherri Womac*
Administrative Assistant

SUBJECT: Authorization to pay for the use of display ads to advertise the January 2004 Symposium

I am requesting authorization for the expenditure of approximately \$1,000.00 for advertising costs for the January 2004 Symposium.

The Exxon Valdez Oil Spill Trustee Council (EVOS) is co-sponsoring the Marine Science in Alaska: 2004 Symposium. It will be held January 12-14, 2004 at the Hotel Captain Cook. This major annual symposium is attended by several hundred participants including members of the general public and academic communities, state and federal agency employees as well as private business and non-profit groups.

The EVOS office is required to make public notice of its Trustee Council (TC) and Public Advisory Committee (PAC) meetings. This is usually done in the legal section of the classified ads of the Anchorage Daily News and seven other oil spill area community newspapers. While using the classified section significantly reduces the costs of noticing the TC and PAC meetings to the public it also limits public notification. Since the symposium is of interest to a wide range of participants we want to advertise this meeting in display ads in the front section of the Anchorage Daily News and seven other oil spill area newspapers thus reaching a larger number of readers.

Approved

Kevin Brooks
Kevin Brooks
Director
Division of Administrative Services

12.23.03
Date

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

State Trustees
Alaska Department of Fish and Game
Alaska Department of Environmental Conservation
Alaska Department of Law

Exxon Valdez Oil Spill Trustee Council

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Kevin Brooks
Director
Division of Administrative Services

Date

Exxon Valdez Oil Spill Trustee Council

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DATE: January 28, 2004

TO: Tracy Mitchell, Environmental Specialist
Kodiak Island Borough

FROM: Gail Phillips, Executive Director *Gail Phillips*
Exxon Valdez Oil Spill Trustee Council

RE: Kodiak Waste Management Project – Adjustments between line items

The purpose of this memo is to authorize the budget line item adjustments requested by Tracy Mitchell, Environmental Specialist with the Kodiak Island Borough and the program coordinator for the EVOS funded, Kodiak Waste Management Project.

The requested budget adjustments are listed below:

- a) Movement of \$34,650 for each village from the landfill line item to the burn boxes line item, as requested.
- b) Movement of \$10,000 for each village from the contingency line item to the Household Hazardous Waste (HHW) line item, as requested.

Due to delays and time constraints concerning this project, the Kodiak Waste Management program will not be able to facilitate their original proposed plan, which included developing new landfill sites for each village. Purchasing more burn boxes for each village will allow them to utilize the existing sites for years to come. Kodiak Waste Program allows for collection and storage of household hazardous waste, this line item movement would allow for the removal of this waste from each village.

The movement of these funds does not alter the underlying scope or objectives of the Kodiak Waste Management Project and therefore the adjustments have been approved.

Exxon Valdez Oil Spill Trustee Council

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DATE: January 28, 2004

TO: Tracy Mitchell, Environmental Specialist
Kodiak Island Borough

FROM: Gail Phillips, Executive Director *Gail Phillips*
Exxon Valdez Oil Spill Trustee Council

RE: Kodiak Waste Management Project – Adjustments between line items

The purpose of this memo is to authorize the budget line item adjustments requested by Tracy Mitchell, Environmental Specialist with the Kodiak Island Borough and the program coordinator for the EVOS funded, Kodiak Waste Management Project.

The requested budget adjustments are listed below:

- a) Movement from the landfill line item to the burn boxes line item, as specified below:
 - Akhiok - \$21,400 (from line item 1.1 to line item 1.3)
 - Karluk - \$ 24,900 (from line item 1.1 to line item 1.3)
 - Larsen Bay - \$34,650 (from line item 1.1 to line item 1.3)
 - Old Harbor - \$34,100 (\$24,000 from line item 1.1 and \$10,100 from line item 2.1)
 - Port Lions - \$33,450 (from line item 1.1 to line item 1.3)
- b) Movement of \$10,000 for each village from the contingency line item to the Household Hazardous Waste (HHW) line item, as requested.

Due to delays, time constraints and lack of supplemental funding, new landfill sites for the villages will not be developed which was proposed in the original Kodiak Waste Management plan. Purchasing burn boxes for each village, except for Chiniak and Ouzinkie, will allow them to utilize the existing sites for years to come. Kodiak Waste Program allows for collection and storage of household hazardous waste, this line item movement would allow for the removal of this waste from each village.

The movement of these funds does not alter the underlying scope or objectives of the Kodiak Waste Management Project, nor are these objectives currently obligated or being facilitated by another entity and therefore the adjustments have been approved.

*** TX REPORT ***

TRANSMISSION OK

TX/RX NO	1006
CONNECTION TEL	19074652389
SUBADDRESS	
CONNECTION ID	
ST. TIME	12/10 03:33
USAGE T	01'31
PGS. SENT	2
RESULT	OK

Exxon Valdez Oil Spill Trustee Council

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FAX COVER SHEET



To: Betty Martin Number: 465-2389
From: Paula Banks Date: 12/10/03
Comments: Pages: 2 with cover

RSA for FY 04

Investment fees -

Please send me a copy
when it is finalized

Memorandum

State of Alaska

Department of Revenue

Treasury Division

P.O. Box 110405

Juneau, AK 99811-0405

Phone 907 465-2350

Fax 907 465-2394

Date: January 23, 2004

To: Cherri Womac
Exxon Valdez Oil Spill Trustee Council

From: Betty Martin, State Comptroller
Treasury Division, Department of Revenue

Subject: Investment management services billing for the Exxon Valdez Oil Spill (EVOS) Investment Fund

The attached schedule outlines investment management fees to be billed to your FY04 EVOS Investment Fund Reimbursable Services Agreement (RSA) for the period July 1, 2003 through December 31, 2003. The total includes actual charges paid by Treasury plus unbilled but incurred fees for the period ending December 31, 2003. The total due on this billing is \$55,030.05

Please sign below indicating your authorization and fax a copy to Fish and Game and one each to Josie Valliant (465-8497) and Loretta Withington (465-2335) in the Department of Revenue.


Gail Phillips, Executive Director

2-03-04
Date

Please return the signed memorandum to my attention at the address above.

CC: Steve Sikes, RSA/Contract Desk
Department of Revenue

Kevin Buckland, Finance Officer
Department of Fish and Game

**Treasury Division
EVOS FY04
For the Six Month Period Ending 12/31/03**

Average MV 7/03-12/03

Fixed Income	60,165,043.89
Domestic Equity-Russell 3000	74,108,803.45
International Equity	28,802,798.10
Total	163,076,645.44

	<u>Total AKSAS</u> <u>Charges to RSA</u> <u>through 12/31/03</u>	<u>Estimated unbilled</u> <u>fees for period ended</u> <u>12/31/03</u>	<u>Total Charges To</u> <u>Date as of</u> <u>12/31/03</u>	<u>Previous Bill for</u> <u>FY2004</u>	<u>Amount Now Due</u>
<u>External Fees in Dollars</u>					
Domestic Management Fees	-	4,437.58	4,437.58	-	4,437.58
International Mangement Fees	-	27,088.66	27,088.66	-	27,088.66
	-	31,526.24	31,526.24	-	31,526.24
Custody Fees mo = 1 BP	-	8,153.83	8,153.83	-	8,153.83
Total externally paid fees	-	39,680.07	39,680.07	-	39,680.07
<u>Internal Fees</u>					
mo=\$2,558.33	-	15,349.98	15,349.98	-	15,349.98
Total	-	55,030.05	55,030.05	-	55,030.05

Average Basis Point Breakdown

Domestic Management Fees	1.20
International Mangement Fees	18.81
Custody Fees	1.00
Treasury charge	1.88

Exxon Valdez Oil Spill Trustee Council

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Memorandum

To: Kevin Buckland
Finance Officer, ADF&G

From: Paula Banks *PB*
Administrative Manager

RE: Attached Billing for DOR Investment Management Fees
RSA: EVOS Investment Fund – ADF&G/Revenue

DATE: February 5, 2004

The attached billing (January 23, 2004 memo from Betty Martin to Cherri Womac) identifies investment management fees incurred of \$55,030.50 for period July 1, 2003 – December 31, 2003. This bill is to be paid from the appropriate funds currently in the EVOS Investment Fund as outlined below:

From Research Sub-account	\$ 33,942.22
From Habitat Sub-account	\$ 9,496.46
<u>From Koniag Sub-account</u>	<u>\$ 11,591.37</u>
Total	\$ 55,030.50

Please let me know if you need any additional information or have any questions.

Cc: Betty Martin, State Comptroller, DOR
Sharon Gill, Accountant, DOR
Vera Thomas, RSA/Contract Desk, DOR

**Investment Fee Assignment for Period
June -December 2003**

<u>2003 Mo-end balance</u>	<u>Research</u>		<u>Habitat</u>		<u>Koniag</u>		<u>Total</u>
June	\$ 732,928	0.62	\$ 204,426	0.17	\$ 245,904	0.21	\$ 1,183,258
July	\$ (225,706)	0.62	\$ (58,491)	0.16	\$ (80,870)	0.22	\$ (365,067)
Aug	\$ 1,391,572	0.62	\$ 378,974	0.17	\$ 467,678	0.21	\$ 2,238,224
Sept	\$ 889,561	0.29	\$ 238,839	0.08	\$ 302,464	0.10	\$ 1,430,864
Oct	\$ 3,137,007	0.64	\$ 865,467	0.18	\$ 1,055,069	0.21	\$ 5,057,543
Nov	\$ 1,287,816	0.13	\$ 355,638	0.03	\$ 435,089	0.09	\$ 2,078,543
Dec	\$ 3,435,303	0.34	\$ 994,411	0.10	\$ 1,211,154	0.25	\$ 5,640,868
Total	\$ 10,648,481	0.62	\$ 2,979,264	0.17	\$ 3,636,488	0.21	\$ 17,264,233

Fees= \$55,030.05 for 6 mo. (Jun-Dec 2003).

Fee "assignment":

Amount to be charged to each =

<u>Research</u>	<u>Habitat</u>	<u>Koniag</u>	<u>Total Fees</u>
0.62 \$ 33,942.22	0.17 \$ 9,496.46	0.21 \$ 11,591.37	\$ 55,030.05

State of Alaska

Reimbursable Services Agreement

ORIGINAL



AMENDMENT #



Payment Process

☒ Execute RSA (145-90 or 145-95)☐ Agency Journal Entry (430-40)☐ Other:

Requesting Agency	BRU	Component	ADN #
Dept. of Fish and Game	Exxon Valdez Trustee Council		
Servicing Agency	BRU	Component	ADN #
Revenue	Operations	Treasury Management	

I. Project or program title: Exxon Valdez Oil Spill (EVOS) Investment Fund

II. The servicing agency agrees to provide the requesting agency with the following service(s):

Treasury Division will provide custody, investment management and financial reporting services for invested assets of the EVOS Investment Fund. The EVOS Trustee Council will retain responsibility for these assets and, with assistance from Treasury's Portfolio Section, shall establish investment policy. Treasury will manage and invest EVOS funds consistent with the most recently adopted investment Policies, Attachment A. The EVOS Executive Director will provide annually updated cash flow projections to Treasury. Treasury will prepare and submit monthly financial statements and performance reports as described in Attachment B. These EVOS moneys are held on behalf of the State of Alaska and the U.S. Government which hold a joint undivided interest; allocation is determined by the EVOS Trustee Council as described in the Trustee Council's adopted Asset Allocation Resolution as described in Attachment C. The Trustee Council is not part of the state's reporting entity; therefore, the EVOS Investment Fund will not be included in Treasury's audited annual financial statements.

III. Terms and mechanics of reimbursement:

- ☐ Payment upon approval
☒ Payment upon receipt of interagency billing
☐ Payment upon completion of service(s)
☐ Other (Specify) _____

Billing Address:

AK Dept. of Fish and Game (administering agency)
Juneau, Alaska
Attn: RSA Desk

Commencement date	Completion date	Billing RD code	Phone #
7/1/2003	6/30/2004	11963	465-6062

IV. Servicing agency cost based on:

- ☒ Itemized costs of service(s) provided
☐ Cost allocation schedule (description of allocation methodology must be attached)

V. Schedule of maximum costs to be incurred by the Servicing Agency:

	Original Agreement	Previous Amendment(s)	This Amendment	Total
Personal Services	\$ 30,700	\$ _____	\$ _____	\$ 30,700
Travel	\$ _____	\$ _____	\$ _____	\$ 0
Contractual *	\$ 81,600	\$ _____	\$ _____	\$ 81,600
Supplies	\$ _____	\$ _____	\$ _____	\$ 0
Equipment	\$ _____	\$ _____	\$ _____	\$ 0
Grants	\$ _____	\$ _____	\$ _____	\$ 0
Total	\$ 112,300	\$ 0	\$ 0	\$ 112,300

VI. Budgeting and accounting information:

Requesting agency This agreement is documented ☐ No ☐ Yes If yes, in FY ☐ Servicing Agency may not change line items without approval of Requesting Agency ☐
Continuing funds ☐ No ☐ Yes Operating budget page _____
Capital budget page _____
1. Financial coding to be charged _____ Authority _____
2. Open Item # or Batch # (RS, EN, or AJE) _____ Authority _____
3. Date funds lapse _____
4. Federal funds ☒ No ☐ Yes Amount _____
Federal Agency/Program/CFDA No./ Grant/Contract No. _____

Servicing Agency This Agreement is documented ☒ No ☐ Yes If Yes, in FY ☐ Operating budget page _____
Capital budget page _____
AR _____ CC _____ AC _____ LC _____ GR _____ OR _____

VII. Approvals & Certification: The requesting agency and servicing agency agree to the terms and conditions above. In addition, the requesting agency certifies that sufficient funds are encumbered to pay this obligation or that there is a sufficient unencumbered balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-820. Other disciplinary action may be taken up to and including dismissal.

Requesting Agency Authorized Signature, Email or Fax	Printed Name	Date
	Gail Phillips, Exec. Director	
Servicing Agency Authorized Signature, Email or Fax	Printed Name	Date
	Loretta Worthington, Finance/Budget Officer	
OMB Authorized Signature - Over \$700,000.00	Printed Name	Date

*** TX REPORT ***

TRANSMISSION OK

TX/RX NO 1006
CONNECTION TEL 19074652389
SUBADDRESS
CONNECTION ID
ST. TIME 12/10 03:33
USAGE T 01'31
PGS. SENT 2
RESULT OK

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