

# Meeting Summary

**A. GROUP:** Exxon Valdez Oil Spill Public Advisory Group (PAG)

**B. DATE/TIME:** July 18, 2001

**C. LOCATION:** Anchorage, Alaska

## **D. MEMBERS IN ATTENDANCE:**

<u>Name</u>	<u>Principal Interest</u>
Torie Baker	Commercial Fishing
Chris Beck	Public-at-Large
Gary Fandrei	Public-at-Large
Brett Huber	Sport Hunting & Fishing
Dan Hull	Public-at-Large
James King	Conservation
Chuck Meacham, Chair	Science/Academic
Pat Norman	Native Landowner
Stan Senner	Environmental
Ed Zeine	Local Government

## **E. NOT REPRESENTED:**

<u>Name</u>	<u>Principal Interest</u>
Chris Blackburn	Public-at-Large
Dave Cobb	Public-at-Large
Bud Perrine	Aquaculture
Gerry Sanger	Commercial Tourism
Stacy Studebaker	Recreation Users
Chuck Totemoff	Forest Products
Martha Vlasoff	Subsistence
John Harris	Alaska State House of Representatives ( <i>ex officio</i> )
Loren Leman	Alaska State Senate ( <i>ex officio</i> )

## **F. OTHER PARTICIPANTS:**

<u>Name</u>	<u>Organization</u>
Patty Brown-Schwalenburg	Chugach Regional Resources Commission
Barat La Porte	Patton Boggs
Molly McCammon	Trustee Council Staff
Phil Mundy	Trustee Council Staff
Doug Mutter	Designated Federal Official, Dept. of the Interior
Cynthia Brady	Dept. of the Interior
Chip Demarest	Dept. of the Interior
Sandra Schubert	Trustee Council Staff

Veronica Christman  
Cherri Womac  
Bill Hauser  
Jeff Short (via telecon)  
John Hall  
Gordon Robilliard

Trustee Council Staff  
Trustee Council Staff  
Alaska Department of Fish and Game  
National Oceanic and Atmospheric Administration  
Taiga Resource Consultants

## G. SUMMARY:

The meeting was convened July 18 at 8:40 a.m. by Chuck Meacham. Roll call was taken, a quorum was present. The April 4, 2001, meeting summary was approved.

Molly McCammon provided a status report on current Trustee Council activities. A report to Congress is being prepared (due September 30, 2001) describing the Trustee Council's plans for future administration and management of *Exxon Valdez* Oil Spill (EVOS) funds. This report was required by the legislation enabling transfer of EVOS trust funds from the Federal Treasury. She noted that the current make-up of the Council would probably continue until at least 2006, during which time the EVOS litigation remains open.

McCammon reported that collaboration agreements were being pursued with other research fund organizations, such as the North Pacific Research Board (NPRB) and the Pacific Salmon Treaty. The Denali Commission has a model agreement they are looking at.

The Trustee Council offices are moving in September to the Chamber of Commerce building in Anchorage. The current lease is up and the new building owners are moving in, thus necessitating the move. The NPRB may co-locate with the Trustee Council.

She discussed the status of trust fund investments (mailed to PAG members). The status of investments can be found on the Alaska Department of Revenue web site. At a recent conference on foundations she learned that the average payout of monies from trust funds was 5%. The Trustee Council plans a 4-1/2% payout.

McCammon discussed the Habitat Protection program (information mailed to PAG members). Final payments on some of the large parcels will be occurring until 2002. The Karluk River project with Koniag is yet to be signed. Some 7,865 acres in small parcels have been (mostly) purchased. It is not clear what will happen to the remaining small parcel funds if not all the purchases on the table are made. The trial pilot project with the Alaska Conservation Foundation and The Nature Conservancy is still not signed, but should be shortly.

Jeff Short reported on the lingering oil project. Three-fourths of the over 8,000 pits at 96 sites have been dug and the project is on schedule. The purpose is to quantify the beaches with remaining oil contamination and estimate the amount of remaining oil. They are focused on the most heavily oiled areas of Prince William Sound. Random samples are taken in the immediate tidal zone and just above the tide line. Ten percent of the pits dug had oil. Of those, 6% had subsurface oil (similar to the original crude) and 4% had surface oil (hardened)-and usually not both. The oil seemed to extend to the low intertidal zone. This is more oil

than they expected to find. Mobilization is probably low, with only localized impacts. Additional analyses will be made.

Veronica Christman updated the group on the archeology project. In 1999 \$2.8 million was awarded to Chugachmuit to develop a regional repository, local display capabilities in eight communities, and traveling exhibits for EVOS artifacts recovered in the Prince William Sound and Cook Inlet areas. The repository in Seward is set to open in March 2002. The local display capabilities are in various stages of proposal, design and construction and should be completed by the end of 2003. The traveling exhibit plan and design is expected in 2002.

Cherri Womac briefed the group on revised State travel rules and procedures (see handouts). Contact her if there are questions about PAG member travel.

McCammon summarized the July 17, 2001, PAG Gulf Ecosystem Research and Monitoring Program (GEM) workshop session. The group generally agreed that one "program advisory committee" with expanded public, community, and scientific representation was preferable to several advisory committees. Some details were discussed but no consensus reached. The role of additional science advisors should be peer review, not a separate formal committee, and the PAG suggested there be no separate community advisory committee. The chief scientist function should be in one person, on staff. A mix of paid and volunteer peer review was deemed most practical. Data and information management is very important and more than one staff person will likely be required. More flexibility is needed now for deciding the importance of the question of "normal agency management" versus "work caused by the spill."

McCammon noted that the GEM document (Review Draft July 6, 2001 version) is still a rough draft. There will be a meeting next week with agency representatives to discuss the draft and the Trustee Council will meet August 6 to review it. The goal is to have a draft document to the National Research Council (NRC) by mid-September, when they meet in Seattle. The GEM document is available on the EVOS web site at: [www.oilspill.state.ak.us](http://www.oilspill.state.ak.us). An Executive Summary will be written soon.

McCammon and Phil Mundy briefly went through the GEM document chapter-by-chapter. Dan Hull stated that (in Chapter 1) the program short-term benefits should not be undersold and he questioned how GEM would be institutionalized within natural resource management agencies. Pat Norman stated that results needed to be related to the management of resources. In discussing Chapter 3, Meacham said that they need to include considerations from the recent lingering oil project. Stan Senner said more references were needed. McCammon noted that Chapter 5 was long and may become an appendix with a summary of it substituted as the chapter. Senner stated that, in Chapter 6, the central hypothesis is less useful than the questions in section 6.2. Norman wondered (in Chapter 9) how the GAP analysis could relate to making better resource harvest decisions. Chris Beck suggested they be more specific about strategies to obtain application of the research. Senner recommended showing managers how they can benefit. Mundy suggested reading Chapter 10 to get a flavor for the GEM concept. There was general agreement that the document was complex and that a simple summary version was required.

The session was opened for public comment. Patty Brown-Schwalenburg commented about the EVOS community involvement program. She noted that communities were compiling a list of priority injured species, five pilot projects for tribal natural resource plans were in process, long-term stewardship of resources was being discussed with communities, a guide for preparing village natural resource programs will be developed, a region-wide natural resources plan is being completed, and a paper concerning the proposed \$20 million community fund is being revised. When asked about the NRC's proposed GEM committee structure, she replied that they believed one committee was better to encourage interaction. She also noted that community facilitators were not getting enough money to make the program worthwhile. A separate community fund could help keep staff and offices operational in communities.

McCammon noted that the over \$10 million in proposals was received to address a budget cap of \$6.5 million for the FY 2002 Work Plan (draft mailed to PAG members). The clusters of projects have been revised to be more in keeping with the GEM concept. She and Mundy reviewed the clusters following Spreadsheet A, Executive Director's Preliminary Recommendations. PAG members had questions on these projects:

Sea ducks--Norman questioned whether harlequin ducks and scoters are safe to eat given that they feed in the intertidal zone where residual oil is being found.

Ships of opportunity--Hull suggested that this be done in Prince William Sound as well.

Herring projects--Hull and Torie Baker stated that herring were important in the ecosystem and felt more herring projects should be undertaken. Mundy responded (see handout) that not all areas needing research received proposals. McCammon said they would have a teleconference with Fish and Game and Chief Scientist, Bob Spies, to further discuss this issue. Hull, Baker and Meacham said they would like to participate.

Pink salmon--Hull questioned what work would be done in place of dropped pristane projects. Mundy responded that other variables needed examining before returning to pristane studies.

Sockeye salmon--Norman asked that sockeye salmon lakes on the southern Kenai peninsula be added to project 02649. Mundy said that if this project had successful results, and if the proposed lakes met the study criteria, they might be added later (he will discuss with the Principal Investigator).

McCammon said that this winter a review of injury and recovery objectives would take place. The annual EVOS symposium will be held in January 2002.

The group discussed the possibility of a PAG field trip next year.

The meeting adjourned at 3:20 p.m.

#### **H. FOLLOW-UP:**

1. McCammon will send to PAG members the draft of the Report to Congress.
2. McCammon will add one PAG field trip to the FY 2002 budget. PAG members are to think about what/where they would like to visit next spring or fall.
3. PAG members are encouraged to submit detailed comments on the GEM document to the Trustee Council as soon as possible via email to: restoration@oilspill.state.ak.us.
4. McCammon will arrange a teleconference to discuss herring projects for FY 2002. Hull, Baker and Meacham will participate.

**I. NEXT MEETINGS:**      PAG, tentatively the week of December 10, 2001  
Trustee Council, August 6, 2001, 8:30 a.m.

#### **J. ATTACHMENTS: (Handouts, for those not present)**

1. Travel Summary
2. State of Alaska Travel Regulations
3. FY 2002 EVOS Budget for Public Information, Science, Administration
4. GEM Overview Figure
5. Schubert Memo on Possible Models for PAG
6. Mundy Memo on Herring Research Options
7. Changes in Executive Director's Recommendation (FY 2002 work plan)

#### **K. CERTIFICATION:**

\_\_\_\_\_  
PAG Chairperson

\_\_\_\_\_  
Date

14.02.42

# Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage, AK 99501-3451 907/278-8012 fax:907/276-7178



## AGENDA

*Exxon Valdez Oil Spill Trustee Council*  
Public Advisory Group  
Fourth floor conference room  
645 G Street, Anchorage, Alaska

Wednesday, July 18, 2001 - 8:30 AM – Public Advisory Group meeting

**DRAFT**

**DRAFT**

### PURPOSE:

1. Briefing on GEM
2. Develop recommendations on FY 2002 Draft Work Plan

### Wednesday, July 18 – Public Advisory Group meeting

8:30 AM	Welcome/roll call Approval of Meeting Summary Executive Director report Administrative <ul style="list-style-type: none"><li>- Report to Congress</li><li>- Draft MOA w/other funds</li><li>- Investments</li><li>- Office move</li></ul> Habitat <ul style="list-style-type: none"><li>- Status report</li><li>- Habitat grant</li></ul> Science <ul style="list-style-type: none"><li>- Lingering oil</li><li>- GEM planning</li><li>- Archaeology update</li></ul>	Chuck Meacham, Chairman Doug Mutter, Federal Designated Officer Molly McCammon, Executive Director
9:30	Briefing on PAG workshop	Molly McCammon, Executive Director Phil Mundy, Science Coordinator
10:00	Briefing/decision on GEM	Molly McCammon/Phil Mundy

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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

NOON	PUBLIC HEARING ON FY 2002 DRAFT WORK PLAN	
1:00 PM	LUNCH ON YOUR OWN	
2:00	FY 2002 Draft Work Plan	Molly McCammon/Phil Mundy
5:00	Adjourn	

# Meeting Summary

A. GROUP: Exxon Valdez Oil Spill Public Advisory Group (PAG)

B. DATE/TIME: April 4, 2001

C. LOCATION: Anchorage, Alaska

## D. MEMBERS IN ATTENDANCE:

<u>Name</u>	<u>Principal Interest</u>
Torie Baker	Commercial Fishing
Chris Beck	Public-at-Large
Chris Blackburn	Public-at-Large
Dave Cobb	Public-at-Large
Gary Fandrei	Public-at-Large
Brett Huber	Sport Hunting & Fishing
Dan Hull	Public-at-Large
Chuck Meacham, Chair	Science/Academic
Pat Norman	Native Landowner
Gerry Sanger	Commercial Tourism
Stan Senner	Environmental
Stacy Studebaker	Recreation Users
Martha Vlasoff	Subsistence
Ed Zeine	Local Government
Loren Leman (via telecon AM only)	Alaska State Senate ( <i>ex officio</i> )

## E. NOT REPRESENTED:

<u>Name</u>	<u>Principal Interest</u>
James King	Conservation
Bud Perrine	Aquaculture
Chuck Totemoff	Forest Products
John Harris	Alaska State House of Representatives ( <i>ex officio</i> )

## F. OTHER PARTICIPANTS:

<u>Name</u>	<u>Organization</u>
Ken Adams	
Jerry Rusher	
Dick Kasper	
Christiane Derby	Patton Boggs
Molly McCammon	Trustee Council Staff
Phil Mundy	Trustee Council Staff
Doug Mutter	Designated Federal Official, Dept. of the Interior
Sandra Schubert	Trustee Council Staff
Bob Spies	Chief Scientist for Trustee Council



Sara Ward  
Cherri Womac

Trustee Council Staff  
Trustee Council Staff

## G. SUMMARY:

The meeting was convened April 4 at 9:05 a.m. by Chuck Meacham. Roll call was taken, a quorum was present. Public Advisory Group (PAG) members and staff each introduced themselves with some background information. The January 12, 2001 meeting summary was approved.

Molly McCammon provided an orientation for PAG members by reviewing the history of the program and the sections of the PAG Notebook sent to members: the Exxon Valdez oil spill (EVOS), the settlement with Exxon and the governments, Trustee Council makeup and staffing, the Alaska Resources Library and Information Services, the restoration reserve, the overall and PAG budget, the Restoration Plan and updates of injured/recovering resources.

Cherri Womac reviewed PAG member travel rules and responsibilities.

Jeff Short and Pat Harris (of the National Oceanic and Atmospheric Administration) gave a summary, via teleconference, of the upcoming Prince William Sound shoreline survey to estimate the amount of residual oil. They will survey sites at 120 beaches to determine the extent and weathering condition of any oil found. They also discussed the results of recent pink salmon research, which indicate that very small levels of oil-related contaminants has adverse effects on exposed eggs and subsequent life stages. It also appears to hold true with herring. Also, weathered oil appears to remain toxic.

Sandra Schubert outlined the annual Work Plan process. The general schedule is that an annual EVOS workshop is held in January, solicitation of proposals goes out mid-February, proposals are due mid-April, a draft Work Plan is available mid-June, a final Work Plan is approved by the Trustee Council in August. The year follows the federal fiscal year of October 1-September 30. The Trustee Council sets spending caps for projects: in 1996 it was \$18 million, in 2001 it was \$5 million. Last year 113 proposals were received--about 1/2 were funded. Proposals go through a technical/scientific review, legal review, staff review, a public review (with recommendations included from the Executive Director and the Chief Scientist), and an agency and PAG review.

The session was opened for public comment. Jerry Rusher asked if oil still remains in the Sound, would there be a cleanup project launched? He is concerned about the possible amount of oil at Horseshoe Bay State Marine Park. McCammon said that the Trustee Council indicated that there would be no more cleanup projects; there may be additional restoration projects, however. She will pass the site of concern along to the researchers. Ken Adams voiced support of the National Research Council (NRC) comments on the Gulf Ecosystem Monitoring (GEM) plan. He said public involvement was important and that PAG members serve as the eyes and ears of the public. He also supports involving local fishing fleets in information gathering efforts, as exemplified by the Canadian Sentinel project.

McCammon reviewed the habitat protection component of restoration. The large-parcel portion is essentially completed. The small-parcel (under 1,000 acres) portion will continue past 2002. The habitat protection program has been somewhat controversial in the past. Most purchases have been from Native corporations. The plan for the post-2002 program has \$55 million in a fund for habitat protection, \$30 million of which is for conclusion of the Koniag/Karluk easement in 10 years, and \$25 million for continuing small parcel acquisition. A demonstration grant with The Conservation Fund and The Nature Conservancy is underway for administering habitat protection.

Torie Baker raised a question about the status of herring projects, noting that there remains concern over the current situation with the resource. Bob Spies stated that herring populations crashed in 1993-94 and have been studied as part of the Sound Ecosystem Assessment project, among other projects. A fall workshop looked at the state of knowledge about herring and identified gaps for research: determining stock size, determining how many stocks there are, and examining health of young age classes. Two projects are being wrapped up and a new project with the Alaska Department of Fish and Game was funded.

McCammon, Phil Mundy, and Spies discussed the status and direction of the long-term GEM program. The \$115-plus million restoration reserve supporting GEM will be managed as though it were an endowment. The program covers the northern Gulf of Alaska. Currently GEM is a work in progress. The NRC has been contracted to assist with an independent review. Mundy noted that lots of offshore work was going on in other programs, so nearshore would be the focus of GEM. Chris Blackburn said that synthesis of information was needed for both. McCammon said they were going to hire a data manager this summer to assist. Chris Beck asked that the data manager also look at managing broader "information."

Stan Senner said that it was important not to underspend on administrative items when getting a new program set up. He suggested the PAG focus its attention on recommendations for GEM science advice, public involvement, and administrative support. Brett Huber supported incorporating NRC recommendations and said that some high-tech business supported these kinds of efforts with grants. Dave Cobb suggested looking at the University of Alaska Consortium Library as a possible data manager. McCammon said that they would need a more extensive "web-based" program.

Mundy discussed the archiving of samples. Many EVOS samples are at a storage lab in South Carolina; others are at the University of Alaska, Fairbanks. McCammon noted that this was still a legal proceeding under court scrutiny, so most samples must be retained.

Meacham stated that Jim King asked that he present some ideas about how to present information and findings to the public. His suggestion was to use something like NOAA's environmental sensitivity index maps as a synthesis tool. McCammon noted that the EVOS program has recently helped fund the updated maps in PWS.

Dan Hull expressed concern that the GEM concept and foundation be understood by the public, and how the program would then relate to specific projects and key species. Mundy and McCammon both voiced that they want to make sure the conceptual foundation of GEM is clearly understood. Hull suggested that a field trip might be to visit resource managers to

discuss application of GEM. Baker suggested boards and groups that help define policy might be visited, as well.

Blackburn said that it was important to integrate with all the new sea lion information being collected. Senner agreed and said that scrambling to collect data and do synthesis when there was a crisis, like with sea lions, was what GEM could help avoid. Pat Norman asked if current management practices were part of the gap analysis. Mundy said they were not. Huber said GEM should look for the biggest "pothole" to fill and not try to do everything for everyone. He wonders if the PAG should be changed. McCammon said it would help to have the PAG's thoughts on public involvement. The PAG can respond to Trustee Council requests and proposals, but it could also be proactive with suggestions.

Cobb said he likes the NRC suggestions and wonders if PAG subcommittees should be formed to get more involved and address specific components of GEM.

There was general agreement that the PAG focus for commenting on GEM should be the following program elements:

- science advice, public involvement, and administration
- data and information management
- community-based involvement

The meeting adjourned at 4:05 p.m.

#### **H. FOLLOW-UP:**

1. Meacham will get with McCammon to determine which PAG members will participate in the annual Work Plan work group. Volunteers include: Blackburn, Norman, Meacham, Huber, and Fandrei.
2. McCammon asks that PAG members provide feedback on the draft GEM program.
3. PAG members are to consider possible suggestions for a PAG field trip.
4. Womac will query the PAG for a July meeting date.

#### **I. NEXT MEETINGS:**

- Work Plan review session June 6 in Anchorage
- PAG meeting sometime around July 19 in Anchorage

#### **J. ATTACHMENTS: (Handouts, for those not present)**

1. Draft Model for Chugach Regional Resources Commission Outreach prepared by Martha Vlasoff
2. Resolution of the EVOS Trustee Council concerning the Restoration Reserve and Long-Term Restoration needs

3. PowerPoint slides: Gulf Ecosystem Monitoring briefing

**K. CERTIFICATION:**

\_\_\_\_\_  
**PAG Chairperson**

\_\_\_\_\_  
**Date**

# Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage, AK 99501-3451 907/278-8012 fax:907/276-7178



## Habitat Protection Program: Small Parcel Status Report DRAFT June 27, 2001

The *Exxon Valdez* Oil Spill Trustee Council funds the acquisition of land to protect the habitat of resources and services injured by the spill. Since 1993, the Council has committed over \$363 million to protect 643,635 acres of land. Most of the land is in large tracts (generally over 1,000 acres) that protect ecosystems and watersheds, but some is in smaller tracts (generally under 1,000 acres) with unique habitat or strategic value. This is a report on the status of the Small Parcel Habitat Protection Program.

	Acres Acquired	Cost
Large Parcels	635,770	\$343.3 million
Small Parcels	<u>7,865</u>	<u>\$20.5 million</u>
Total:	643,635	\$363.8 million

**Funds Available (Table 1).** By resolution dated March 1, 1999, the Trustee Council has designated \$6.3 million for small parcels through 2002, as outlined in Table 1. The Council has also designated \$25 million for habitat protection beginning October 1, 2002, when spending from the Restoration Reserve will begin.

**Outstanding Offers (Table 2).** This table lists small parcels on which the Council has made purchase offers (\$1.8 million to purchase 1,088 acres). All of these parcels are also listed in Table 1.

**Parcels Under Consideration by the Council (Table 3).** This table lists small parcels that the Council is considering acquiring (roughly 444 acres). The Council has authorized funding for appraisals, but has not authorized funding to purchase these parcels. All of these parcels are also listed in Table 1.

**Acquisitions to Date (Table 4).** This table lists small parcels that have been purchased with Trustee Council funds. To date, the Council has spent \$20.5 million to purchase 7,865 acres of land in small parcels.

Table 1. Funds Available

<b>Amount Designated for Small Parcels through 2002:</b>	<b>\$6,314,900</b>
Acquisitions completed	- 1,991,400
Support costs	- 704,800
Outstanding offers:	
Kodiak Tax / Larsen Bay Shareholder - 4 parcels	- 56,000
Tatitlek homesites - 22 parcels	- 180,000
PWS 05 / Valdez Duck Flats	- 125,000
PWS 06 / Valdez Duck Flats	- 100,000
PWS 1010 / Jack Bay	- 1,130,000
PWS 1028 / Valdez Duck Flats	- 120,000
KEN 294 / Elliot, Anchor River	- 78,000
Under consideration (costs are estimates only):	
KEN 309 / Icicle Seafoods, Ninilchik River	- 113,000
KEN 310 / Swartzes Enterprises, Ninilchik River	- 30,000
KAP 281 / Shugak (3 Saints Bay, KNWR)	- 101,000
KAP 283 / Metrokin (Chiniak Bay, AMNWR)	- 40,000
KAP 285 / Carlson (Hook Bay, APNWR)	- 200,000
Designated for additional Kodiak Tax / Larsen Bay parcels	- 146,900
Designated for Koniag large parcel acquisition (\$0 if Uyak exchange goes through)	- 50,000 *
Designated for grant to non-profits	- 1,000,000
<b>UNDESIGNATED BALANCE:</b>	<b>\$ 148,800</b>
<b>Amount Designated for Habitat Protection Beginning October 2002:</b>	<b>\$25,000,000</b>

Table 2. Outstanding Offers

Parcel ID	Description	Acres	Value	Status
<b>Purchase Agreements Signed</b>		<b>40.0</b>	<b>\$56,000</b>	
KAP 1098	LBS/C.F. (Amook Bay)	9.3	\$14,000	Certification letter sent 2/5/01.
KAP 2000	LBS/C.F. (Amook Bay)	10.7	\$15,000	
KAP 2019	LBS R. Christensen (Browns Lagoon)	10.0	\$12,000	
KAP 2042	LBS D. Abston (Uyak Bay)	10.0	\$15,000	
<b>Offers Under Review by Landowners</b>		<b>1,028.5</b>	<b>\$1,655,000</b>	
PWS 05	Valdez Duck Flats	33.0	\$125,000	Offer expires 6/21/01.
PWS 06	Valdez Duck Flats	25.0	\$100,000	Offer expires 6/21/01.
PWS 296	Tatitlek Homesite (H. Olsen)	1.5	\$13,000	Purchased by CAC.
PWS 297	Tatitlek Homesite (D. Totemoff)	1.5	\$12,000	Purchased by CAC.
PWS 298	Tatitlek Homesite (J. Levshakoff)	1.5	\$15,000	Purchased by CAC.
PWS 299	Tatitlek Homesite (L. Allen)	1.5	\$16,000	Purchased by CAC.
PWS 300	Tatitlek Homesite (E. Barnes)	1.5	\$14,000	Offer expires 9/1/01.
PWS 301	Tatitlek Homesite (A. Elie)	1.5	\$14,000	Purchased by CAC.
PWS 302	Tatitlek Homesite (L. Olsen)	1.5	\$12,000	Purchased by CAC.
PWS 303	Tatitlek Homesite (S. Chernoff)	1.5	\$14,000	Offer expires 9/1/01.
PWS 304	Tatitlek Homesite (E. Gregorieff)	1.5	\$14,000	Purchased by CAC.
PWS 305	Tatitlek Homesite (C. Totemoff)	1.5	\$14,000	Purchased by CAC.
PWS 306	Tatitlek Homesite (D. Wilfer)	1.5	\$16,000	Offer expires 9/1/01.
PWS 307	Tatitlek Homesite (J. Totemoff)	1.5	\$13,000	Offer expires 9/1/01.
PWS 308	Tatitlek Homesite (P. Totemoff)	1.5	\$13,000	Purchased by CAC.
PWS 1010	Jack Bay	942.0	\$1,130,000	Offer expires 6/21/01.

PWS 1028	Valdez Duck Flats (USS 349)	9.0	\$120,000	Offer expires 9/1/01.
KEN 294	Eliot (Anchor River)	19.8	\$78,000	Offer expires 9/1/02.
<b>TOTAL:</b>		<b>1,088.3</b>	<b>\$1,789,000</b>	

Table 3. Parcels Under Consideration by the Council

Parcel ID	Description	Acres	Comments
KEN 293	Yager (Anchor River)	9.7	Landowner opted out of process.
KEN 295	Brookwood (Anchor River)	60.0	Landowner rejected offer.
KEN 309	Icicle Seafoods (Ninilchik River)	4.2	Negotiations underway.
KEN 310	Swartzes Enterprises (Ninilchik River)	0.2	Appraisal authorized 7/5/00.
KAP 281	Shugak (3 Saints Bay, KNWR)	100.3	Appraisal authorized 7/5/00.
KAP 283	Metrokin (Chiniak Bay, AMNWR)	110.3	Appraisal authorized 7/5/00.
KAP 285	Carlson (Hook Bay, APNWR)	160.0	Appraisal authorized 7/5/00.
Larsen Bay Shareholder Parcels			Original authorization was \$645,000; remaining balance is \$129,200.
Kodiak Island Borough Tax Parcels			Original authorization was \$355,000; remaining balance is \$17,700 (NOTE: \$50,000 went to Koniag large parcel deal and \$2,300 went to Morris parcel.).
<b>TOTAL</b>		<b>444.7</b>	

**NOTE:** KAP 150 (Karluk River weir site, 5 ac.) is being considered as part of a large parcel acquisition from the Karluk Village IRA Council. See Large Parcel Status Report for more information.

Table 4. Acquisitions to Date

Parcel ID	Description	Acres	Cost	Comments
<b>Prince William Sound (PWS)</b>		<b>449.9</b>	<b>\$1,907,300</b>	
PWS 11	Horseshoe Bay (Chenega)	315.0	\$475,000	
PWS 17, 17A-D	Ellamar Subdivision (Tatitlek)	33.4	\$655,500	
PWS 52	Hayward (Valdez)	9.5	\$150,000	
PWS 1056	Blondeau (Valdez)	92.0	\$626,800	
<b>Kenai Peninsula (KEN)</b>		<b>5,725.4</b>	<b>\$15,896,100</b>	
KEN 10	Kobylarz Subdivision (Kenai River)	20.0	\$320,000	
KEN 19	Coal Creek Moorage (Kasilof R.)	53.0	\$260,000	
KEN 29	Tulin (Homer)	220.0	\$1,200,000	
KEN 34	Cone (Kenai River)	100.0	\$600,000	
KEN 54	Salamatof (Kenai River)	1,377.0	\$2,540,000	
KEN 55	Overlook Park (Homer)	97.0	\$279,000	
KEN 148	River Ranch (Kenai River)	146.0	\$1,650,000	
KEN 1002/03/04	Stephanka/Moose R. (KNA Pkg.)	3,254.0	\$4,000,000	454 of these acres purchased with \$443,000 in federal restitution funds.
KEN 1005	Ninilchik (Ninilchik State Rec Area)	16.0	\$50,000	
KEN 1006	Girves (Kenai River)	110.0	\$1,835,000	
KEN 1014	Grouse Lake (Seward)	64.0	\$211,000	
KEN 1015	Lowell Point (Seward)	19.4	\$531,000	

KEN 1034	Patson (Kenai River)	76.3	\$450,000	
KEN 1038	Roberts (Kenai River)	3.3	\$698,000	
KEN 1049	Mansholt (Kenai River)	1.6	\$55,000	
KEN 1051	Salamatof (Kenai River)	14.5	\$149,500	
KEN 1052	Salamatof (Kenai River)	6.6	\$33,500	
KEN 1060A-D	Mud Bay (Homer Spit)	68.7	\$422,100	
KEN 1061	Beluga Slough (Homer Spit)	38.0	\$574,000	City of Homer added \$41,000.
KEN 1084	Morris (Ninilchik River)	40.0	\$38,000	Includes \$2.3 from KIB tax pot.
<b>Kodiak/Alaska Peninsula (KAP)</b>		<b>1,689.9</b>	<b>\$2,661,300</b>	
KAP 91	Adonga (Sitkalidak Strait)	137.0	\$137,000	Native Allotment
KAP 95	Inga (Three Saints Bay)	80.0	\$84,000	
KAP 98	Pestrikoff (Kiliuda Bay)	80.0	\$128,000	Native Allotment
KAP 99	Shugak (Kiliuda Bay)	160.0	\$155,200	Native Allotment
KAP 101	Haakanson (Sitkalidak Strait)	80.0	\$52,000	Native Allotment
KAP 103	Kahutak (Sitkalidak Strait)	40.0	\$66,000	Native Allotment
KAP 105/142	Pestrikoff/Kelly (Three Saints Bay)	88.0	\$168,000	Native Allotment
KAP 114	J. Johnson (Uyak Bay)	55.0	\$154,000	Native Allotment
KAP 115	J. Johnson (Uyak Bay)	65.0	\$110,500	Native Allotment
KAP 126	C. Christiansen (Three Saints Bay)	40.0	\$72,000	
KAP 131	Matfay (Kiliuda Bay)	40.0	\$68,000	Native Allotment
KAP 132	Peterson (Sitkalidak Strait)	160.0	\$256,000	Native Allotment
KAP 134	Ignatin (Three Saints Bay)	80.0	\$72,300	Native Allotment
KAP 135	Capjohn (Kiliuda Bay)	70.0	\$73,500	Native Allotment
KAP 220	Mouth of Ayakulik River	5.4	\$80,000	
KAP 226	Karluk River Lagoon	16.3	\$240,000	
KAP 1089	LBS R. Christensen (Amook Bay)	8.1	\$13,000	
KAP 1090	LBS D. Naumoff (Amook Bay)	7.7	\$16,000	
KAP 1091	LBS D. Easter (Amook Bay)	10.4	\$18,000	
KAP 1092	LBS/C.F. (Amook Pass)	9.7	\$12,000	
KAP 1093	LBS/C.F. (Brown Lagoon)	10.0	\$12,000	
KAP 1094	LBS/C.F. (Brown Lagoon)	13.2	\$15,000	
KAP 1095	LBS/C.F. (Brown Lagoon)	8.9	\$18,000	
KAP 1096	LBS/C.F. (Amook Bay)	10.0	\$11,000	
KAP 1097	LBS/C.F. (Amook Bay)	11.0	\$15,000	
KAP 1099	LBS/C.F. (Amook Bay)	9.1	\$15,000	
KAP 2001	LBS/C.F. (Uyak Bay)	10.4	\$20,000	
KAP 2002	LBS/C.F. (Uyak Bay)	8.3	\$15,000	
KAP 2003	LBS/C.F. (Uyak Bay)	9.7	\$16,000	
KAP 2004	LBS/C.F. (Uyak Bay)	7.0	\$15,000	
KAP 2005	LBS/C.F. (Uyak Bay)	6.9	\$17,000	
KAP 2006	LBS/C.F. (Uyak Bay)	8.5	\$13,000	
KAP 2007	LBS/C.F. (Uyak Bay)	12.3	\$14,000	
KAP 2009	KIB Tax Parcel (Zachar Bay)	9.9	\$16,000	
KAP 2010	KIB Tax Parcel (Zachar Bay)	4.7	\$16,000	
KAP 2011	KIB Tax Parcel (Amook Pass)	13.4	\$18,000	
KAP 2012	KIB Tax Parcel (Browns Lagoon)	10.0	\$9,000	
KAP 2013	KIB Tax Parcel (Amook Pass)	10.0	\$18,000	
KAP 2014	KIB (Amook Pass)	10.4	\$19,000	
KAP 2015	KIB Tax Parcel (Amook Pass)	11.1	\$12,000	
KAP 2016	KIB (South Uyak Bay)	6.0	\$18,000	
KAP 2017	KIB Tax Parcel (S. Uyak Bay)	7.9	\$18,000	



KAP 2024	LBS/C.F. (Uyak Bay)	8.6	\$16,000
KAP 2036	LBS J. Penkusky (Carlsen Point)	10.0	\$22,000
KAP 2038	LBS G. Johnson (Uyak Bay)	10.0	\$18,000
KAP 2039	LBS R. Penwarden (Uyak Bay)	10.0	\$18,000
KAP 2040	LBS P. Abston (Uyak Bay)	10.0	\$11,000
KAP 2044	LBS J. Antonsen (Larsen Bay)	10.0	\$22,800
KAP 2045	LBS J. Antonsen (Larsen Bay)	10.0	Included in KAP 2044
KAP 2046	LBS V. Abston (Uyak Bay)	10.0	\$15,000
KAP 2048	KIB Tax Parcel (Uyak Bay)	10.0	\$12,000
KAP 2049	KIB Tax Parcel (Uyak Bay)	10.0	\$12,000
KAP 2050	KIB Tax Parcel (Uyak Bay)	10.0	\$11,000
KAP 2052	KIB Tax Parcel (Carlsen Point)	10.0	\$15,000
KAP 2053	KIB Tax Parcel (Carlsen Point)	10.0	\$9,000
KAP 2054	KIB Tax Parcel (Carlsen Point)	10.0	\$9,000
KAP 2055	KIB Tax Parcel (Zachar Bay)	10.0	\$18,000
KAP 2056	KIB Tax Parcel (Larsen Bay)	10.0	\$12,000
KAP 2057	KIB Tax Parcel (Larsen Bay)	10.0	\$14,000
KAP 2058	KIB Tax Parcel (Larsen Bay)	10.0	\$17,000
KAP 2059	KIB Tax Parcel (Larsen Bay)	10.0	\$12,000
KAP 2063	LBS J. Johnson (Larsen Bay)	10.0	\$10,500
KAP 2064	LBS N. Johnson (Larsen Bay)	10.0	\$10,500
KAP 2065	LBS P. Hester (Amook Pass)	10.0	\$13,500
KAP 2066	LBS J. Johnson (Larsen Bay)	10.0	\$11,500
KAP 2067	LBS J. Wicks (Zachar Bay)	10.0	\$18,000
KAP 2068	LBS J. Wicks (Zachar Bay)	10.0	\$18,000
<b>TOTAL:</b>		<b>7,865.2</b>	<b>\$20,464,700</b>

# Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage, AK 99501-3451 907/278-8012 fax:907/276-7178

## Habitat Protection Program: Large Parcel Status Report

DRAFT June 27, 2001



The *Exxon Valdez* Oil Spill Trustee Council funds the acquisition of land to protect the habitat of resources and services injured by the spill. Since 1993, the Council has committed \$363.7 million to protect 643,585 acres of land. Most of the land is in large tracts that protect larger ecosystems and watersheds, but some is in smaller tracts with unique habitat or strategic value. This is a report on the status of the Large Parcel Habitat Protection Program.

	Acres Acquired	Cost
Large Parcels	635,770	\$343.3 million
Small Parcels	<u>7,815</u>	<u>\$20.4 million</u>
Total:	643,585	\$363.7 million

**Large Parcel Acquisitions (Table 1).** The Council has committed \$343.3 million to protect 635,770 acres of land in large parcels, including inholdings in Kachemak Bay State Park, land on Afognak Island, commercial timber rights on land along Orca Narrows, a parcel on Shuyak Island, and lands formerly owned by Afognak Joint Venture, Akhiok-Kaguyak, Inc., Old Harbor Native Corporation, Koniag, Inc., Chenega Corporation, English Bay Corporation, Tatitlek Corporation and Eyak Corporation.

**Large Parcel Offers (Table 2).** In January 2001 the Council offered \$29.95 million to Koniag, Inc. to extend the limited-term nondevelopment easement on 55,402 acres along the Karluk and Sturgeon rivers. The easement is slated to expire in 2001. The Council's offer to extend the easement another ten years has been approved by the Koniag Board of Directors, and final closing documents are being prepared. (The Council's contribution to the easement would be reduced by \$100,000 if a proposed exchange of lands in the Uyak area goes through.)

**Payment Schedules (Table 3).** Payment for the Eyak and Shuyak Island parcels are being made in installments. About \$58.3 million has already been paid for these parcels. An additional \$28.8 million is due on these parcels and will be paid in installments by October 2002. Payment schedules are shown in Table 3.

**Additional Protection Possibilities.** In March 2000, the Trustee Council authorized appraisal of approximately 1,850 acres of lands owned by the Karluk Village IRA Council. An appraisal has been completed. The landowner is now considering what type of protection/acquisition package they could support.

**Negotiations Halted.** Port Graham Corporation has officially withdrawn from any further negotiations at this time.

#### 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

Table 1. Large Parcel Acquisitions

Parcel Acquired	Acreage	Total Price (Incl. Interest)	Trust Fund	Other Sources <sup>1</sup>
Afognak Joint Venture (AJV)	41,750	\$74,023,342	\$74,023,342	\$0
Akhiok - Kaguyak, Inc.	115,973	\$46,000,000	\$36,000,000	\$10,000,000
Chenega	59,520	\$34,000,000	\$24,000,000	\$10,000,000
English Bay <sup>2</sup>	32,537	\$15,371,420	\$14,128,074	\$1,243,346
Eyak	75,425	\$45,129,854	\$45,129,854	\$0
Kachemak Bay State Park Inholdings	23,800	\$22,000,000	\$7,500,000	\$14,500,000
Koniag (easement to 12/15/01)	55,402	\$2,000,000	\$2,000,000	\$0
Koniag (fee title)	59,674	\$26,500,000	\$19,500,000	\$7,000,000
Old Harbor <sup>3</sup>	31,609	\$14,500,000	\$11,250,000	\$3,250,000
Orca Narrows (timber rights)	2,052	\$3,450,000	\$3,450,000	\$0
Seal Bay / Tonki Cape	41,549	\$39,549,333	\$39,549,333	\$0
Shuyak Island	26,665	\$42,000,000	\$42,000,000	\$0
Tatitlek	69,814	\$34,719,461	\$24,719,461	\$10,000,000
<b>TOTAL:</b>	<b>635,770</b>	<b>\$399,243,410</b>	<b>\$343,250,065</b>	<b>\$55,993,346</b>

Table 2. Large Parcel Offers<sup>4</sup>

Parcel	Acreage	Total Offer (plus interest)	Trust Fund	Other Sources
Koniag (easement 12/15/01-10/15/02)	(above)	\$300,000	\$150,000	\$150,000
Koniag (easement 10/15/02- on)	(above)	\$29,800,000	\$29,800,000	\$0
<b>TOTAL:</b>		<b>\$30,100,000</b>	<b>\$29,950,000</b>	<b>\$150,000</b>

Table 3. Payment Schedules

	AJV	Eyak	Shuyak	Total
Amount Paid	\$74,023,342	\$32,129,854	\$26,194,266	\$132,347,462
Remaining Commitment				
Sept. 2001	\$0	\$6,000,000	\$0	\$6,000,000
Oct. 2001	\$0	\$0	\$4,000,000	\$4,000,000
Sept. 2002	\$0	\$7,000,000	\$0	\$7,000,000
Oct. 2002	\$0	\$0	\$11,805,734	\$11,805,734
<b>TOTAL:</b>	<b>\$74,023,342</b>	<b>\$45,129,854</b>	<b>\$42,000,000</b>	<b>\$161,153,196</b>

<sup>1</sup> For Kachemak Bay State Park inholdings, other funding is a State of Alaska contribution of \$7 million from the Exxon plea agreement and \$7.5 million from the civil settlement with the Alyeska Pipeline Service Company. For all other parcels, funding from other sources consists of a Federal contribution from the Exxon plea agreement.

<sup>2</sup> The Trustee Council's contribution to the English Bay acquisition consisted of a single payment to the federal government. The federal government's first closing on English Bay occurred in November 1997. Subsequent closings will occur through October 2002 to complete the acquisition.

<sup>3</sup> As part of the protection package, the Old Harbor Native Corporation agreed to protect an additional 65,000 acres of land on Sitkalidak Island as a private wildlife refuge.

<sup>4</sup> The costs shown for the Koniag easement assume no exchange of Uyak lands. If the exchange goes forward, the Trustee Council's contribution to the 12/15/01-10/15/02 easement would increase to \$300,000 and their contribution to the 10/15/02-on easement would decrease to \$29,550,000, for an overall savings of \$100,000.

### Large Parcel Acquisitions

*Afognak Joint Venture.* In November 1998, Afognak Joint Venture transferred to the state and federal governments surface title to about 41,350 acres of land on northern Afognak Island and easements on an additional 400 acres. Surface title was acquired in parcels adjacent to Shuyak Strait, adjacent to the Kodiak Island National Wildlife Refuge, east of Pauls and Laura Lakes, and adjacent to Tonki Bay, and several islands in Perenosa Bay and Blue Fox Bay. Afognak Joint Venture retained timber rights for 15 years in about 2,213 acres acquired to the east of Pauls and Laura Lakes. The acquisition included a conservation easement preserving a 200-foot buffer along the western shores of Pauls and Laura Lakes and easements for the operation of weir sites on the eastern shore of Waterfall Creek and at the mouth of Pauls Creek. The total purchase price was \$74 million.

*Akhiok-Kaguyak.* In May 1995, the federal government agreed to purchase from Akhiok-Kaguyak, Inc., surface title to 73,525 acres of land and conservation easements on 42,448 acres, for a total of 115,973 acres. These lands are within the Kodiak National Wildlife Refuge. The Council contributed \$36 million to this acquisition and the federal government contributed \$10 million from the federal restitution fund, for a total purchase price of \$46 million.

*Chenega.* In June 1997, the Chenega Corporation transferred to the U.S. Forest Service surface title to 20,968 acres of land and a conservation easement on an additional 22,284 acres. The corporation also transferred to the State of Alaska surface title to 16,268 acres of land in Prince William Sound. The total acreage to be protected is 59,520. Public access is allowed on all the land in the conservation easement except 3,330 acres on the southern portion of Chenega Island in the vicinity of the original Chenega village site. Two parcels acquired in fee simple, the Eshamy Bay and Jackpot Bay parcels, are among the highest ranked parcels in the oil spill area. The Trustee Council contributed \$24 million to this acquisition and the federal government contributed an additional \$10 million from the federal restitution fund, for a total purchase price of \$34 million.

*English Bay.* In February 1997, the Trustee Council authorized funds for the purchase from the English Bay Corporation of land within the Kenai Fjords National Park and the Alaska Maritime National Wildlife Refuge. Surface title to 32,537 acres of land is being acquired for \$15.37 million. Certain access rights for hunting, fishing and gathering activities will be reserved and retained by the English Bay Corporation. The Trustee Council has contributed \$14.13 million to this acquisition and the federal trustees have agreed to provide up to \$1.24 million from federal criminal restitution funds to complete the acquisition. The English Bay Corporation will commit \$500,000 from its proceeds to establish a special cultural conservation fund to survey, protect, curate and interpret archaeological sites and cultural artifacts which are associated with the lands acquired.

The Council's contribution to the English Bay acquisition consisted of a single payment to the federal government. The federal government's first closing on English Bay occurred in November 1997. Subsequent closings will occur through October 2002 to complete the acquisition.

*Eyak.* In July 1997, the Trustee Council authorized \$45 million to purchase 75,425 acres from The Eyak Corporation. The agreement includes surface title to 55,357 acres of land in eastern Prince William Sound, conservation easements on an additional 6,667 acres and timber easements on 13,401 acres. This acquisition protects habitat in the wooded shoreline areas of Nelson Bay, Eyak Lake and Hawkins Island, much of it visible from the City of Cordova. The package also includes Port Gravina, Sheep Bay and Windy Bay, which are considered among the most valuable parcels in Prince William Sound for recovery of species injured by the spill. Most of the land will be administered as part of the Chugach National Forest. One small tract will be managed by the State as part of the existing Canoe Passage State Marine Park. The total purchase price of \$45.1 million is being distributed in a series of payments to the landowner; the final payment is scheduled to occur in September 2002.

*Kachemak Bay.* In August 1993, the state acquired surface title to 23,800 acres of private inholdings within Kachemak Bay State Park on the Kenai Peninsula. This acquisition protects a highly productive estuary, several miles of anadromous fish streams and intertidal shoreline and upland habitat for bald eagles, marbled murrelets, river otters, and harlequin ducks. The Trustee Council contributed \$7.5 million to this purchase and the State of Alaska contributed \$7.0 million from the Exxon plea agreement and \$7.5 million from the civil settlement with Alyeska Pipeline Service Company.

*Koniag.* In November 1995, the federal government agreed to purchase from Koniag, Inc., surface title to 59,674 acres of prime habitat for bear, salmon, bald eagles, and other species in the Kodiak National Wildlife Refuge. The Trustee Council contributed \$19.5 million to the acquisition of fee title and the federal government contributed \$7.0 million from the federal restitution fund, for a total purchase price of \$26.5 million. The 1995 agreement also protected an additional 55,402 acres along the Karluk and Sturgeon rivers under a nondevelopment easement that will expire December 15, 2001. The Council paid an additional \$2.0 million for the original nondevelopment easement. On January 16, 2001 the Council approved \$29.95 million to extend the easement (with the addition of Camp Island) at least ten years, with an additional \$150,000 to come from U.S. Department of Interior criminal funds. The Koniag Board of Directors has accepted the Council's offer and final closing documents are being prepared. The terms of the agreement include establishment of a fund that might be tapped for acquisition at Koniag's sole discretion at some date in the future. (NOTE: If a particular exchange of lands in the Uyak area occurs between DOI and Koniag, the Council's contribution to extension of the easement will be reduced to \$29.85 million.)

*Old Harbor.* In 1995, the federal government agreed to purchase from the Old Harbor Native Corporation surface title to 28,609 acres of land and the corporation donated a conservation easement on 3,000 acres. These lands are within the Kodiak National Wildlife Refuge. In addition, the Old Harbor Native Corporation agreed to preserve 65,000 acres of land on nearby Sitkalidak Island as a private wildlife refuge. The Trustee Council contributed \$11.25 million to this acquisition and the federal government contributed \$3.25 million from the federal restitution fund, for a total purchase price of \$14.5 million.

*Orca Narrows Subparcel.* In January 1995, the federal government purchased from the Eyak Corporation commercial timber rights on 2,052 acres of land in Orca Narrows. This parcel is near Cordova in Prince William Sound and contains anadromous fish streams, active bald eagle nests and favorable habitat for marbled murrelet nesting. The Trustee Council paid \$3.45 million for this acquisition.

*Seal Bay and Tonki Cape (Afognak Island).* In November 1993, the state purchased surface title to 41,549 acres on northern Afognak Island. This mature spruce forest is adjacent to highly productive marine waters, includes anadromous fish streams, and provides excellent habitat for bald eagles and marbled murrelet nesting. The Trustee Council contributed \$39.5 million (including interest) to this acquisition. In 1994, the Alaska State Legislature designated these lands as the Afognak Island State Park.

*Shuyak Island.* In March 1996, the state purchased from the Kodiak Island Borough surface title to 26,665 acres of prime habitat on Shuyak Island, at the northern tip of the Kodiak archipelago. The purchase price was \$42 million to be paid over seven years, with the final payment scheduled to occur in October 2002. The Kodiak Island Borough agreed to commit \$6 million from the land sale to expansion of Kodiak's Fishery Industrial Technology Center.

The resolution providing funds for acquisition of lands on Shuyak Island also authorized up to \$1 million to purchase small waterfront lots forfeited to the Kodiak Island Borough because of tax delinquency. As a result of the 1980 merger of the former Larsen Bay village corporation with Koniag, Inc., the Larsen Bay Tribal Council received about 2,000 acres of land to be distributed among the shareholders of record. About 10 acres in size, these parcels occupy key waterfront locations along Uyak Bay within the boundaries of land purchased from Koniag, Inc. Kodiak Island Borough acquired some of these lots as a result of forfeitures for tax delinquencies; the rest are held by Larsen Bay shareholders. In June 1998, the Council allocated \$355,000 of the earmarked funds for the purchase of forfeited tax parcels and \$645,000 for the purchase of parcels owned by Larsen Bay shareholders (see Small Parcel Status Report for further detail).

*Tatitlek.* In June and October 1998, Tatitlek Corporation transferred to the state and federal governments surface title to 32,284 acres of land and conservation easements on 37,530 acres. The total acreage protected is 69,814. Two of the parcels acquired,

Bligh Island and Two Moon Bay, were the third and fourth highest ranked parcels in Prince William Sound. The acquisition includes timber-only conservation easements on the north shore of Port Fidalgo and on land at Sunny Bay. The Trustee Council contributed \$24.7 million to this acquisition and the federal government contributed an additional \$10 million from the federal restitution fund, for a total purchase price of \$34.7 million.

The resolution providing funds for acquisition of lands from Tatitlek Corporation also designated homesite lots in the Two Moon Bay and Snug Corner Cove subdivisions as parcels meriting special consideration under the Trustee Council's small parcel process. If the United States or the State of Alaska acquires any block of six or more of these homesite lots from willing sellers, the Tatitlek Corporation will convey, at no cost, the surface fee estate to the acreage immediately behind the block of homesite lots.

### **Additional Protection Possibilities**

*Karluk.* On March 16, 2000, the Trustee Council authorized the Alaska Department of Natural Resources to move forward with an appraisal, hazardous materials survey, and title search of approximately 1,850 acres owned by the Karluk Village IRA Council. The appraisal, which was completed and approved in February 2001, is \$2.2 million for a total of 2,191 acres. This consists of 1,008 acres within the Karluk River drainage (including the 5-acre Karluk weir site which was first evaluated as KAP 150 in 1994) and 1,183 acres within the Kodiak National Wildlife Refuge around Sturgeon, Grant, and Halibut lagoons (these lands are within large parcels -- KON 05 and KON 06 -- that were previously evaluated). The landowner is now considering what type of protection/acquisition package they could support.

### **Negotiations Halted**

*Port Graham.* As indicated in a letter from board president Pat Norman, the Port Graham Corporation has withdrawn from any further negotiations with the U.S. Department of the Interior for purchase of 46,170 acres. Most of this land is within the Kenai Fjords National Park.

# Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage, AK 99501-3451 907/278-8012 fax:907/276-7178



## MEMORANDUM

TO: Trustee Council

THROUGH: Molly McCammon *Schubert for*  
Executive Director

FROM: *Debbie Hennigh*  
Debbie Hennigh  
Special Assistant

DATE: July 12, 2001

RE: June Investment Reports

Attached are the Department of Revenue's reports as of June 30, 2001:

- Statement of Invested Assets,
- Statement of Investment Income and Changes in Invested Assets,
- Asset Allocation Policy with Actual Investment Holdings, and
- Performance Measurement.

Also attached are the following graphs for activity ending June 30, 2001:

- Investment Fund Assets,
- Earnings (Loss), and
- Performance Measurement.

Also included are graphs of each investment pool's activity for October 2000 through June 2001.

## Attachments

cc: Investment Working Group



STATE OF ALASKA  
DEPARTMENT OF REVENUE  
TREASURY DIVISION

Exxon Valdez Oil Spill Investment Fund

STATEMENT OF INVESTED ASSETS

June 30, 2001

Investments (at fair value)	<u>2001</u>
<b>Cash and cash equivalents</b>	
Short-term Fixed Income Pool	\$ 77,499
<b>Marketable debt and equity securities</b>	
Broad Market Fixed Income Pool	61,457,699
Non-retirement Domestic Equity Pool	49,293,870
SOA International Equity Pool	<u>20,429,757</u>
<b>Total invested assets</b>	<u>\$ 131,258,825</u>

STATE OF ALASKA  
DEPARTMENT OF REVENUE  
TREASURY DIVISION

Exxon Valdez Oil Spill Investment Fund

STATEMENT OF INVESTMENT INCOME  
AND CHANGES IN INVESTED ASSETS

For the period ended June 30, 2001

	<u>CURRENT</u> <u>MONTH</u>	<u>YEAR TO</u> <u>DATE</u>
<b>Investment Income</b>		
<b>Cash and cash equivalents</b>		
Short-term Fixed Income Pool	\$ 288	\$ 94,825
<b>Marketable debt and equity securities</b>		
Non-pooled investments	0	61,799
Broad Market Fixed Income Pool	219,454	4,749,699
Non-retirement Domestic Equity Pool	(933,915)	(5,706,130)
SOA International Equity Pool	(698,305)	(2,570,243)
Total income from marketable debt and equity securities	<u>(1,412,766)</u>	<u>(3,464,875)</u>
<b>Total investment income (loss)</b>	(1,412,478)	(3,370,050)
<b>Total invested assets, beginning of period</b>	132,671,303	0
<b>Net contributions (withdrawals)</b>	<u>0</u>	<u>134,628,875</u>
<b>Total invested assets, end of period</b>	<u>\$ 131,258,825</u>	<u>\$ 131,258,825</u>

**STATE OF ALASKA  
DEPARTMENT OF REVENUE - TREASURY DIVISION**

**Exxon Valdez Oil Spill Investment Fund  
Asset Allocation Policy (effective 4/24/00) with Actual Investment Holdings as of  
June 30, 2001**

	<u>Asset Allocation</u>		<u>Fair value</u>	<u>Current Allocation</u>	<u>Variance</u>
	<u>Policy</u>	<u>Range</u>			
<b>Cash and cash equivalents</b>					
Short-term Fixed Income Pool	<u>0.00%</u>		<u>77,211</u>	0.06%	-0.06%
<b>Total cash and cash equivalents</b>	<u>0.00%</u>		<u>77,211</u>	<u>0.06%</u>	<u>-0.06%</u>
 <b>Marketable debt and equity securities</b>					
Broad Market Fixed Income Pool	<u>42.00%</u>	35% - 49%	<u>61,457,699</u>	46.82%	-4.82%
Non-retirement Domestic Equity Pool	<u>41.00%</u>	34% - 48%	<u>49,293,870</u>	37.55%	3.45%
SOA International Equity Pool	<u>17.00%</u>	12% - 22%	<u>20,429,757</u>	15.56%	1.44%
<b>Total marketable debt securities</b>	<u>100.00%</u>		<u>131,181,326</u>	<u>99.94%</u>	<u>0.06%</u>
 <b>Total holdings</b>	<u>100.00%</u>		<u>131,258,536</u>	<u>100.00%</u>	<u>0.00%</u>
 Short-term Fixed Income Pool Interest Receivable			<u>288</u>		
<b>Total Invested Assets at Fair Value</b>			<u>131,258,825</u>		

**Exxon Valdez Oil Spill Investment Fund**

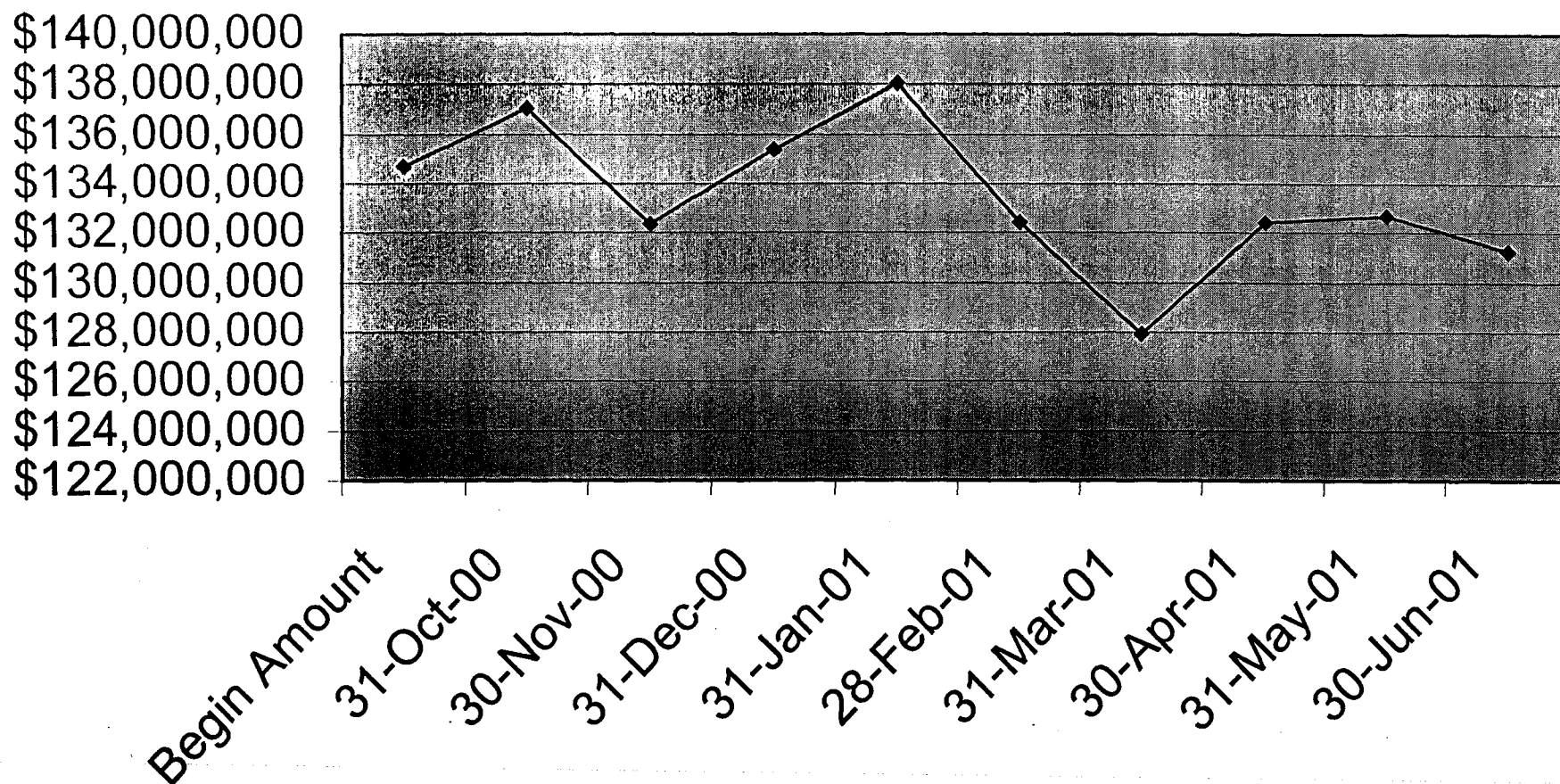
Period Ending June 30, 2001

	<u>Mkt Value (\$M)</u>	<u>Monthly Return</u>	<u>3 Mo. Return</u>	<u>YTD</u>	<u>Fiscal YTD</u>	<u>Inception to Date*</u>
<b>AY02 EVOS Investment Fund</b>	<b>131,259</b>	<b>-1.06</b>	<b>2.62</b>	<b>-3.04</b>	<b>-</b>	<b>-4.28</b>
<i>EVOS Investment Fund Index</i>		<i>-1.29</i>	<i>2.93</i>	<i>-3.43</i>	<i>-5.57</i>	<i>-5.10</i>
 Short-term Fixed Income Pool	 77	 0.38	 1.19	 2.85	 -	 4.13
<i>91 day T-Bill</i>		<i>0.29</i>	<i>1.12</i>	<i>2.65</i>	<i>5.89</i>	<i>3.78</i>
 Broad Market Fixed Income Pool	 61,458	 0.35	 0.4	 3.66	 -	 7.70
<i>Lehman Brothers Aggregate Index</i>		<i>0.38</i>	<i>0.56</i>	<i>3.60</i>	<i>11.23</i>	<i>7.26</i>
 Non-Retirement Domestic Equity Pool	 49,294	 -1.86	 6.87	 -6.17	 -	 -13.34
<i>Russell 3000 Index</i>		<i>-1.84</i>	<i>6.88</i>	<i>-6.11</i>	<i>-13.93</i>	<i>-13.35</i>
 SOA International Equity Pool	 20,430	 -3.31	 -0.31	 -12.99	 -	 -11.57
<i>Morgan Stanley Capital Intl. (EAFE)</i>		<i>-4.09</i>	<i>-1.05</i>	<i>-14.61</i>	<i>-23.61</i>	<i>-14.89</i>

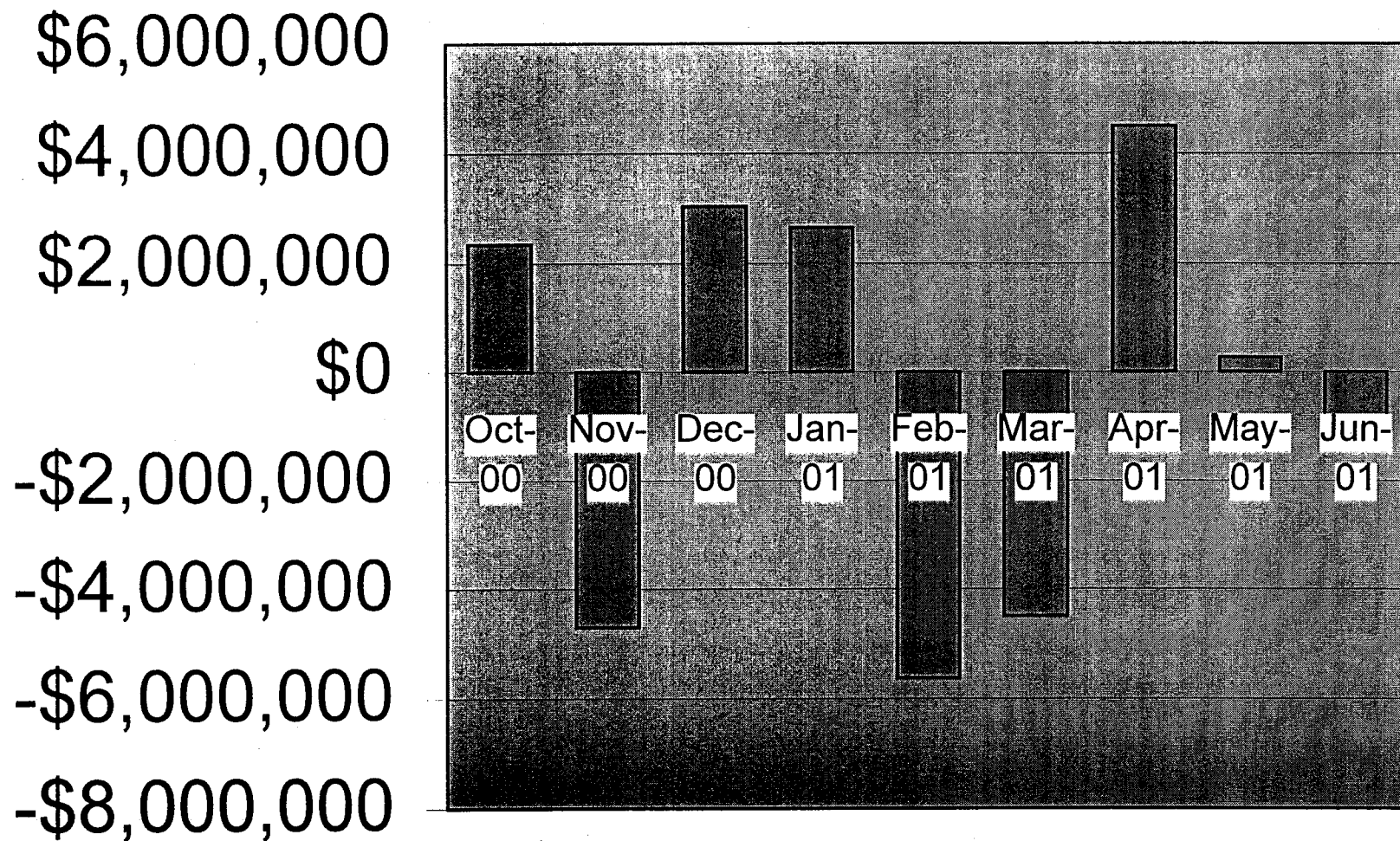
Source: State Street Bank, Insight.

\* Since October 31, 2000

## ***Exxon Valdez Oil Spill Trustee Council*** **Investment Fund Assets**

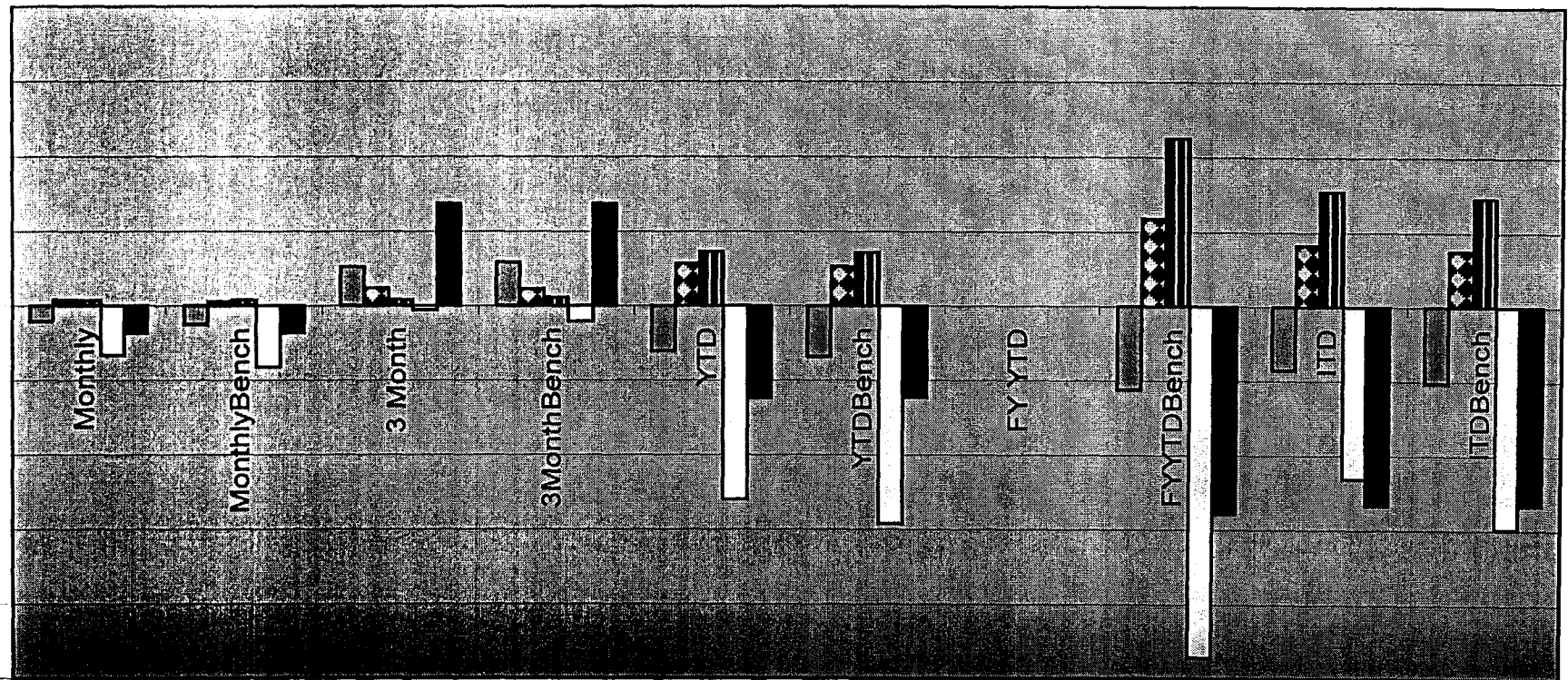


***Exxon Valdez Oil Spill Trustee Council***  
**Investment Fund Earnings (Loss) as of June 30, 2001**



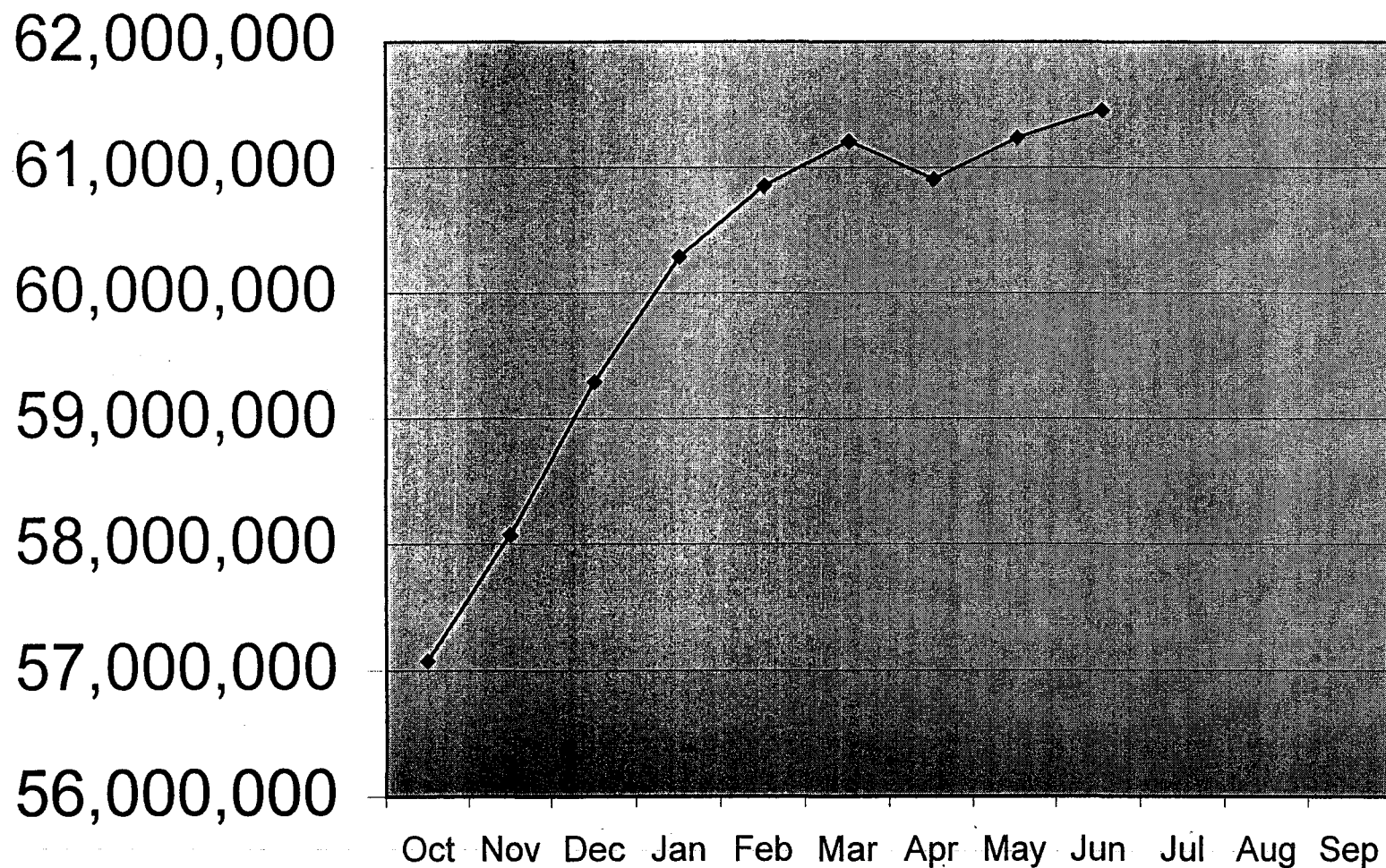
# **Exxon Valdez Oil Spill Trustee Council Investment Fund** **June 2001 Performance Measurement**

20  
15  
10  
5  
0  
-5  
-10  
-15  
-20  
-25



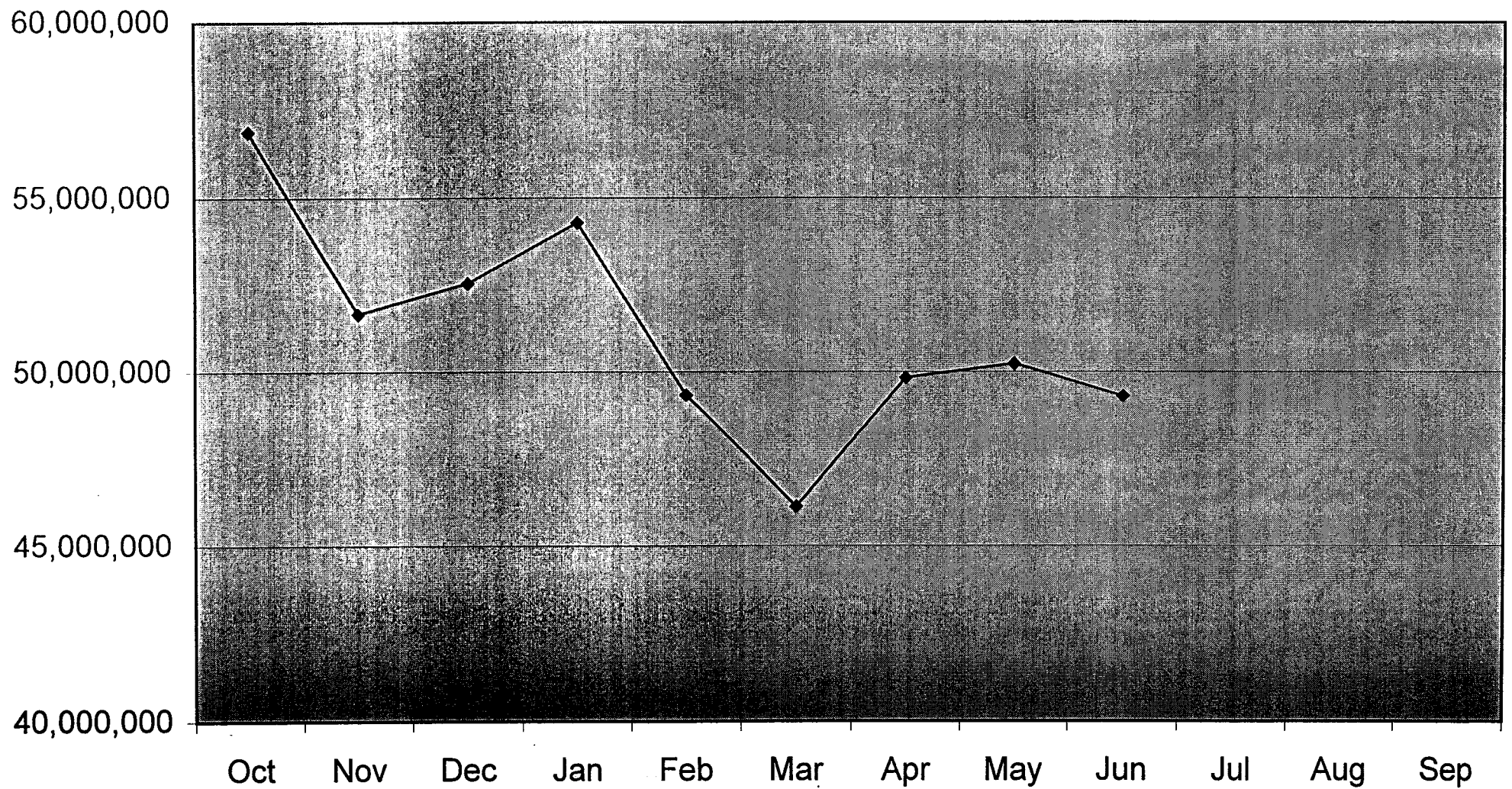
■ EVOS Fund   ■ Short-term Fixed Income Pool   ■ Fixed Income   ■ International Equities   ■ Domestic Equities

**Exxon Valdez Oil Spill Trustee Council Investment Fund  
Fixed Income for FY 01**

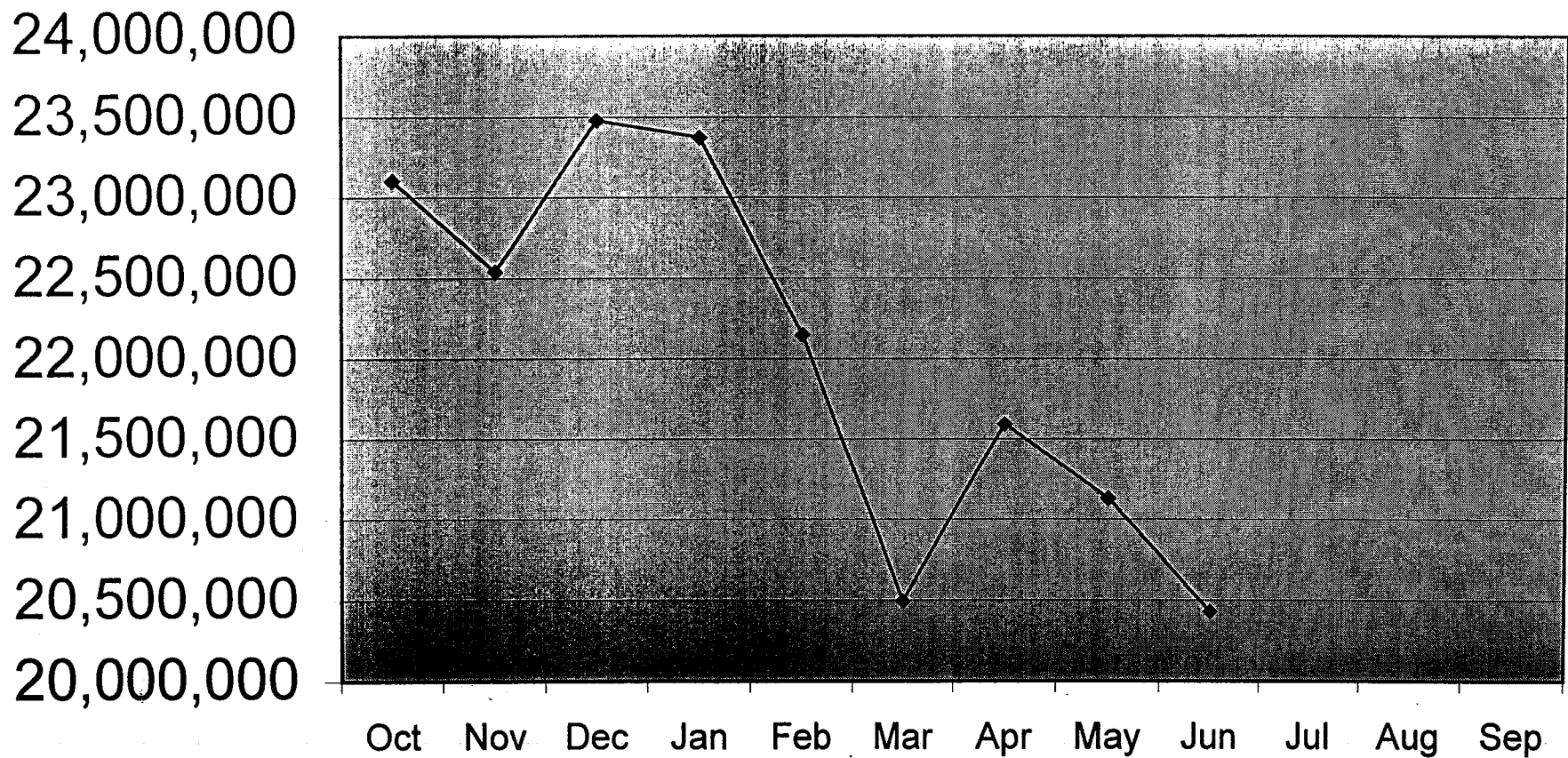




***Exxon Valdez* Oil Spill Trustee Council Investment Fund**  
**Domestic Equities for FY 01**



**Exxon Valdez Oil Spill Trustee Council  
Investment Fund  
International Equities for FY 01**



## Travel Summary

Travel shall be authorized and approved in advance by Sandra Schubert, Project Coordinator. Travel must be by the most direct route and efficient means. A member must be in travel status for 12 hours to receive per diem.

**Travel status** begins an hour before the scheduled airline departure time (if there is documentation to support checking in an hour early) or at the time the member leaves their residence (when driving their personal vehicle). Travel status ends when the flight lands in the member's resident community or upon arrival at the member's residence (when driving). When driving the member should record their beginning and ending odometer readings and take the most direct route to the meeting. Members will not receive per diem for attending a meeting in their resident community.

**Airline** arrangements will be by the EVOS office. Please contact Paula Banks at 278-8012 or toll free in-state at 800/478-7745. Let Paula know two to three weeks in advance of the meeting what your travel preference is, if possible.

**Keep receipts. Original receipts are required** for all travel expenditures over \$15.00 for which reimbursement is claimed. Following is a partial list of expenses allowed for reimbursement: airfare, parking expenses, taxi fares. Though receipts for expenses of \$15 or less are not required, total reimbursement for which receipts are not available shall not exceed a cumulative total of \$30 per trip. The State will not reimburse for: parking violations, lost key replacement charges, telephone calls not related to PAG business.

**Per diem** consists of \$42.00 per day for meals, and the actual costs for incidentals and hotel. Per diem, travel allowances, and reimbursements shall be based solely on charges incurred by traveling the most direct and efficient means.

**Travel Advance:** Advances on per diem may be arranged with a two-week notice. Travel advance is for a minimum of \$100.00.

Mileage reimbursement when driving your own vehicle is 34.5 cents per mile, up to the amount that flying round trip would have cost.

Paula will make your **hotel reservation** in a hotel near the meeting location. Keep your receipt. Submit the original receipts for hotel and taxi (not credit card carbons) to Paula. Please use the enclosed Travel Itinerary to record travel and expenses.

Please contact Paula Banks at 278-8012 or toll free in-state at 800/478-7745 to schedule your travel.

## AAM 60. TRAVEL

### AAM 60.010

#### Introduction To Travel Procedures (07-01)

The travel policies of the State of Alaska are adopted by the Commissioner of the Department of Administration in accordance with section 39.20.160 of the Alaska Statutes. State agencies and travelers are required to comply with these policies whenever traveling on state business. It is anticipated that circumstances occasionally warrant deviating from the stated policy. In such cases, written approval must be obtained from the Commissioner of the Department of Administration.

The purpose of the travel policies is to provide reimbursement for actual and necessary expenses incurred by travelers while traveling on state business. The policies apply uniformly to all travelers unless otherwise provided for by a collective bargaining agreement. Whenever there is a conflict between these policies and a collective bargaining agreement, the relevant provisions of the collective bargaining agreement supersede.

The travel policies of the state are generally intended to be in compliance with current IRS regulations. The IRS regulations specify the allowable rates of reimbursement for business related travel expenses, including per diem allowances for meals and lodging as well as mileage. Whenever a traveler receives a payment for business related travel expenses that is required to be reported by IRS regulations, the state will report such reimbursements as required, including withholding income and other taxes as may be applicable.

### AAM 60.020

#### Travel Definitions (07-01)

##### Traveler

Throughout these policies, traveler usually means either a state official or a person employed by a state agency (permanent or nonpermanent). At times an agency may require board or commission members, volunteers, wards of the state, or other nonemployees to travel on state business. While the agency must generally apply the same travel policies for nonemployees, it must ensure the payments are not required to be paid under a professional service contract. For example, if the nonemployee is being paid for services under a contract, and the travel reimbursements are related to this contract, these reimbursements are a part of the cost of the contract. They must be coded to the related contractual services account code in the state accounting system (AKSAS) rather than the travel account codes.

##### Travel Status

Travelers shall be considered in travel status from the time an authorized trip begins until it ends. An "authorized trip" is a trip approved in accordance with administrative manual guidelines and where a traveler is traveling outside the boundaries of their duty station and/or residence.

An authorized trip begins when a traveler is leaving the duty station and/or residence and:

- leaves the normal work location if travel begins during normal working hours; or
- leaves the primary dwelling if travel begins outside normal working hours.

An authorized trip ends when a traveler returns to the duty station and/or residence and:

- arrives at the normal work location if the trip ends during normal working hours; or
- arrives at the primary dwelling if the trip ends outside normal working hours.

A traveler is not in travel status for local travel and/or "day trips." The following are some examples of travelers who would not be considered in travel status under the local travel and/or day trip provision: a state trooper while on patrol in his/her assigned territory; a safety inspector whose normal duties include driving from his/her normal duty station to a construction site for purposes of conducting an inspection; a health inspector whose normal duties include driving from his/her normal duty station to various communities to inspect facilities. Mileage expenses may be reimbursed using a mileage reimbursement form rather than a Travel Authorization.

#### Duty Station

The duty station of a traveler is the city, town, or village, or within a 50-mile radius thereof, where the traveler spends the major portion of the working time or the place to which the traveler returns on completion of special assignments. State agencies may define a radius or commuting area that is broader than the above limits within which per diem, etc., will not be allowed for travel within one calendar day.

#### Residence

The residence of a traveler is the location, or within a 50-mile radius thereof, where the traveler maintains the primary dwelling.

If a traveler maintains multiple residences, the commissioner of the department shall designate the residence that bears the most logical relationship to the traveler's duty station as the traveler's primary residence. Factors to be considered in determining the primary residence include: the time ordinarily spent performing duties at each location; the degree of business activity at each location; the relative amount of state wages earned at each location. Agencies may also contact the Division of Finance for assistance.

#### Travel Authorization (TA) form

The TA (Form 02-027) is a multipurpose form. An agency may request approval of the Department of Administration to use a substitute form. The TA must be approved before a traveler leaves on a trip. The form is used to

itemize expenditures of an approved trip and to request reimbursement of any traveler paid expenses. Travelers seeking mileage reimbursement for business mileage driven while not in travel status should use a mileage reimbursement form, not the TA.

### Travel Expenses

Travel expenses include:

1. **Transportation Expenses:** Transportation expenses consist of commercial carrier fares, vehicle mileage allowances, necessary taxi, bus, and other essential transportation expenses while on official state business.
2. **Per Diem Allowance:** The per diem allowance (hereinafter per diem) consists of two parts, meals and incidental expenses, and lodging.
3. **Subsistence:** Subsistence expenses consist of charges for meals, lodging, and other personal expenses incurred while traveling on official state business.
4. **Other Authorized Expenses:** Other expenses consist of charges for business telephone calls, telegrams, parking fees, emergency purchases of supplies, and other charges necessary to conduct the official business function.
5. **Unauthorized Expenses:** Costs not necessary to conduct official state business are not authorized. For example, fines for traffic or parking violations, lost keys, lost airline tickets, or similar expenses are not authorized and will not be reimbursed.

### Commercial Lodging Facility

A commercial lodging facility is a licensed entity that is in the business of selling lodging to the general public and would include hotels, inns, motels, apartments, and similar establishments but would not include campgrounds, trailer parks, etc.

<b>AAM 60.030</b>	<b>Travel Approvals (07-01)</b>
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### **Travel Approvals (07-01)**

All official travel shall be authorized and approved in advance by the appropriate supervisor or appointed designee. The request for approval shall be in writing and submitted on the Travel Authorization (TA) form # 02-027. Any deviation from the original travel plans reflected on the approved TA shall be documented on the TA and approved by the appropriate authority. An agency may require levels of approval in addition to those required by this section. All delegation of approving authority shall be documented and kept on file at the agency.

### Travel Within Alaska

The TA requires prior approval within the department and shall at a minimum have the approval of the traveler's immediate supervisor or designee.

### Travel to the Contiguous United States, Hawaii, British Columbia, and Yukon Territory

In addition to the approvals required for travel within Alaska, prior approval

is required by the department's commissioner or designee.

### Travel Outside the United States

In addition to the approvals required for travel within Alaska, prior approval is required by the department's commissioner and the Governor's Office. A memorandum explaining the need for the travel must be included with the TA sent to the Governor's Office.

<b>AAM 60.040</b>	<b>Routing Of Travel (12-94)</b>
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Reimbursable travel must be by the most direct route and efficient means.

<b>AAM 60.050</b>	<b>Interruption Or Deviation Of Travel For Traveler Convenience (07-01)</b>
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Any interruption or deviation from the most direct and efficient means of travel for traveler convenience requires, at a minimum, prior approval at the agency level by the appropriate supervisor or designee. Any additional time or expense resulting from an interruption or deviation for traveler convenience shall be borne solely by the traveler. See AAM 60.120 for clarification on travel involving privately owned conveyances.

When a traveler interrupts business travel for personal reasons, the following apply:

1. Per diem, travel allowances, and reimbursements may not exceed such charges as would have been incurred if traveling by the most direct and efficient means.
2. Per diem, travel allowances, and reimbursements stop the hour a traveler interrupts business travel for personal reasons and resumes the hour the traveler returns to duty or resumes route of travel required by state business. For example, a traveler (Anchorage duty station) is traveling on state business (in Seattle) and the business is concluded at noon on Wednesday. For personal reasons the traveler will not return to the duty station until the following Monday. In this example, the traveler's entitlement to per diem, mileage, and other travel expenses reimbursements end at noon on Wednesday and would start one hour before flight time from Seattle to return to the duty station, subject to the limitations in 1 above.
3. Any additional time away from the traveler's duty station that may be required for such indirect travel will be charged to annual leave, personal leave, or leave without pay. In the example in 2 above, the employee's leave status would begin at noon when they interrupted business travel for personal reasons.
4. Per diem is allowed when a traveler is granted leave due to illness. However, the per diem allowance shall not be authorized for a period of illness exceeding three calendar days in any one period of absence. Per diem is not authorized if the traveler is hospitalized or otherwise has no actual and necessary business expense requiring reimbursement.
5. Copies of leave slips shall be submitted with the Travel Authorization (TA) upon completion of the trip.



**AAM 60.060****Common Carrier Tourist Class Accommodations (07-01)**

When traveling on state business, travelers must obtain the lowest tourist class accommodations (AS 39.20.140) unless:

- tourist class accommodations are not available;
- waiting for tourist class accommodations would cause a greater cost to the state;
- tourist class accommodations are not in the best interest of the state.

Use of first class accommodations at state expense must be approved, in advance, by the department's commissioner or designee. Additionally, a written justification must be attached to the TA.

**AAM 60.070****Common Carrier Special Airfares And Travel Incentives (07-01)**

Travelers are directed to anticipate travel sufficiently in advance to procure discounted rates whenever possible and ensure the cost benefit required (as outlined below). However, a traveler may not vary from the most direct route of travel unless it is in the best interest of the state (AAM 60.040).

When travelers are required to be in travel status over a regular day off in order to be eligible for a discounted airfare, they will be eligible for applicable per diem on the regular day off. However, all travel related costs for hotel, per diem, transportation, and/or wages shall be considered in deciding if the discounted airfare is in the state's best interest. If the total of all travel related costs using the discounted airfare is less than the total of all travel costs using other available low fares, the discounted airfare may be authorized. Documentation clearly indicating the cost savings that justify the discounted airfare must be attached to the TA.

For example, if a traveler is required to stay over a Saturday night to be eligible for a special airfare, any increased cost in per diem and/or wages will be offset against the airfare savings when determining if the reduced fare should be used.

**AAM 60.080****Not Used (07-01)****AAM 60.090****Privately Owned Aircraft (07-01)**

When a traveler, who is a qualified pilot, rents an aircraft or uses their own or another privately owned aircraft for state business, the following items must be filed with the Department of Administration or the agency administrative officer before using the aircraft:

- a copy of a valid pilot's license;
- a copy of current medical certification;
- proof of liability insurance policy for \$1,000,000 combined single limit for bodily injury and property damage per occurrence/annual aggregate.



It is the responsibility of each agency to ensure these documents are on file before paying a claim for the use of a privately owned aircraft. The reimbursement rate for privately owned aircraft is ninety-six and one-half (96.5) cents per mile or the common carrier rate to the same destination, whichever is less. Bargaining unit agreements may supersede this rate. See section AAM 60.120 concerning private conveyances.

For travelers who do not have the required \$1,000,000 liability insurance policy referred to above, the Division of Risk Management has an insurance policy to provide the required coverage for travelers who meet certain minimum pilot qualifications. This coverage is a separate legal liability policy for \$1,000,000 combined single limit liability, for bodily injury and property damage including state employed passengers. In the event the aircraft owner has liability insurance, the state policy would apply as excess insurance over any other valid and collectible policies.

The Division of Risk Management has trip coupons available for this flight insurance. To obtain these coupons, write to:

Division of Risk Management  
Department of Administration  
P.O. Box 110218  
Juneau, AK 99811-0218

The cost is \$20 per coupon for up to a two-seat aircraft, and \$30 for aircraft with seating capacity for more than two. The first order for coupons must be accompanied by a copy of the Pilot Qualification Certification (note minimum flight hour requirements on this form), a copy of the pilot's license, and current medical certification. The coupons may be purchased by the traveler pilot or through a request to transfer the funds via an interdepartmental billing (Journal Entry).

The original completed coupon shall be attached to the TA. A copy must be returned to Risk Management to comply with insurance policy requirements.

<b>AAM 60.100</b>	<b>Rental Vehicles (07-01)</b>
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When necessary, the rental of an automobile may be authorized for travelers in travel status. Justification for the rental vehicle must be documented and requires advance written approval by the appropriate division director or designee. The cost and intended use of the vehicle must be considered in determining the size and type of vehicle to rent. Rental of a larger vehicle may be allowed when several travelers are traveling together or circumstances require the use of a larger vehicle. Such situations must also be documented and approved in advance by the appropriate division director or designee.

When it is necessary to rent a vehicle, every attempt shall be made to use the contract award vendor for the location. The contract award listing may be obtained from the Contract Award Manual or through the Division of General Services, Department of Administration.

When making reservations, it is necessary to receive a confirmation number.

If no vehicles are available at the contract award rate, agencies may then rent a vehicle following the appropriate procurement method.

State insurance coverage applies to state-used rentals and additional vendor offered insurance coverage is to be denied by the traveler. Rental vehicles may be driven on state business only, and state insurance coverage applies only where the vehicle is used on state business.

If there is damage done to any rental vehicle:

- travelers are cautioned to never accept or admit liability;
- if the lessor requests information or payment, advise the lessor to contact the Department of Administration, Division of Risk Management;
- if there is personal injury or an accident, telephone the Division of Risk Management as soon as possible.

See AAM 60.350 for use of rental vehicles connected with an employee move.

**AAM 60.110****Airport Shuttle, Courtesy Van, And Taxi Service (07-01)**

When a traveler in travel status requires transportation either to or from an airport or ferry terminal, airport shuttle or courtesy van service shall be used whenever possible. Taxi fare is allowed only when a shuttle or courtesy van is not available or when it is in the best interest of the state.

**AAM 60.120****Privately Owned Conveyances (07-01)**

A traveler may use a privately owned vehicle or boat when it is in the best interest of the state. The approving official shall be responsible for substantiating that use of a privately owned vehicle or boat is in the state's best interest. The traveler shall receive a mileage reimbursement for the use of a personal automobile of thirty-four and one-half (34.5) cents per mile for mileage incurred while engaged in official state business. Reimbursement shall be at twenty-seven and one-half (27.5) cents per mile for boat, snowmobile, motorcycle, etc. When a traveler uses a privately owned vehicle or boat for personal convenience, the amount of reimbursement shall be limited to what the lowest available taxi, airport shuttle, courtesy van, airfare, boat charter, or any other common carrier or charter would have cost. Per diem, actual hotel expenses and meal allowances, or other travel reimbursements shall not exceed that which would have been incurred had the traveler used common carrier transportation. Only mileage incurred while engaged in official state business is reimbursable.

Any additional time away from the duty station required as a result of using a privately owned conveyance for personal convenience will be charged to annual leave, personal leave, or leave without pay.

When two or more officials or travelers are traveling in the same direction, and it is possible to share a privately owned automobile or airplane, the mileage permitted shall be allowed only once (AS 39.20.130).

<b>AAM 60.130</b>	<b>Not Used (10-00)</b>
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<b>AAM 60.140</b>	<b>Charters And Group Transportation (07-01)</b>
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When it is necessary to hire a boat, aircraft, or other special conveyance an explanation stating the facts constituting the necessity must accompany the Travel Authorization (TA). When two or more travelers travel as a group or with a group, the names and business relationship of each member of the group shall be noted on the TA of each traveler.

Air charters must be handled in compliance with the policies and provisions of AS 36.30, purchasing regulations 2 AAC 12, and the agency's purchasing delegation of authority.

<b>AAM 60.150</b>	<b>Procurement Of Transportation (07-01)</b>
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The State of Alaska uses two primary methods to purchase transportation for individuals traveling on official state business, either the MasterCard Central Travel Account (CTA) or the traveler's individual State of Alaska MasterCard Corporate Card (CARD). Employees who are frequent travelers are encouraged to apply for and use the CARD. Travel data collected by use of the MasterCards and provided to the state is vital to the state's ability to administer its travel program effectively and efficiently.

#### Commercial Passenger Airfare

Commercial passenger airfare shall be purchased using either the CTA or the CARD. The CTA may be used only at a travel agency and only for obtaining transportation, not for hotel guarantees. A traveler using the CARD may purchase airfare from a travel agency or may purchase airfare directly from the air carrier.

There may be occasions when neither the CTA nor the CARD can be used to purchase commercial passenger airfare. When this occurs, the airfare shall be purchased using one of the following methods:

1. an AKSAS general warrant;
2. a field warrant; or,
3. a State Transportation Request (STR).

The traveler shall document why it was not possible to use either the CTA or the CARD.

#### Alaska Marine Highway

Transportation on state ferries may be authorized when in the best interest of the state. All ferry transportation will be paid by the employee using their CARD, or by the issuing department through use of a State Transportation Request (STR) or an interdepartmental billing. Staterooms and meals are to be paid directly by the traveler as these expenses may not be an obligation of the agency. The traveler may be eligible for reimbursement of lodging expenses and/or M&IE in accordance with AAM 60.190 and AAM 60.220.

### Other Transportation

Other types of transportation (rental vehicles, air charters, etc.) shall be purchased using one of the following methods:

1. the CARD;
2. an AKSAS general warrant;
3. a field warrant;
4. a State Transportation Request (STR); or
5. an employee's personal credit card.

<b>AAM 60.160</b>	<b>State Transportation Request (STR) (07-01)</b>
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The State Transportation Request (STR), Form 02-019, is a three-part form and is generally recognized in the Alaska travel industry as an order for transportation (see AAM 60.150 for preferred methods of procuring transportation). It may be used for airfare, car rental, bus, train, excess state baggage, and marine transportation (a STR may not be used for staterooms or meals). It is to be used only for transportation related expenses and only by travelers in travel status. It provides a convenient way for a traveler to procure transportation with the vendor billing the state directly.

STR stock is obtained by a written request from the departmental finance officer to Forms Management, the Division of General Services, Department of Administration.

<b>AAM 60.170</b>	<b>Excess Baggage (06-96)</b>
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Excess baggage to be paid for by the state will be limited to personal and state baggage necessary to carry out official state business. Such baggage shall be transported by the most economical method (checked as excess baggage, shipped via airfreight, etc.).

<b>AAM 60.180</b>	<b>Unused Transportation And Accommodations (07-01)</b>
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When a traveler finds they will not be using accommodations that have been reserved, the traveler shall release them within the time limits specified by the carriers and hotels. The state will not normally reimburse travelers for charges incurred as a result of failure to release accommodations.

When a traveler's journey is terminated short of the destination specified on the ticket, the traveler shall submit the unused portion of the ticket with the Travel Authorization (TA).

<b>AAM 60.190</b>	<b>Per Diem Types And Rates (07-01)</b>
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Except as otherwise provided by collective bargaining agreements, a traveler shall be allowed reimbursement for lodging expenses when traveling on official state business and overnight lodging is obtained. In addition, the traveler shall be reimbursed for meal and incidental expenses (M&IE) in accordance with section AAM 60.220, MEAL AND INCIDENTAL EXPENSE ALLOWANCES. Together, the reimbursement for lodging and the M&IE allowance are considered the per diem allowance. A traveler is not entitled to any per diem or M&IE allowance if provided meals or lodging by the state or a third party with whom the state is conducting business. A traveler is also not entitled to a lodging allowance if staying in their own dwelling (i.e., second residence).

The circumstances and the locations where overnight lodging is obtained determine the applicable per diem **type** and **rate**. There are **two types** of per diem, short-term and long-term. In addition, there are provisions to cover business travel related expenses for circumstances where commercial facilities are not available.

### **Per Diem Types and Rates**

#### **1. Short-term (Actual Lodging Expenses)**

This is the most common per diem type. It is authorized when the traveler can reasonably be expected to incur expenses comparable to those arising from the use of good and moderately priced commercial lodging establishments catering to the general public. It is intended for trips of short duration and **may not** be used after the thirtieth (30th) consecutive day in one location unless a continuation has been approved in advance by the Division of Finance, Department of Administration. In applying the 30 days rule, agencies are to consider the nature and duration of the assignment to the location and not just the calendar days away from the primary duty station (see long-term below).

Travelers who are traveling on short-term per diem are eligible for reimbursement of actual and necessary lodging expenses (original itemized commercial lodging receipts required) plus the applicable M&IE allowance (see AAM 60.220 for M&IE allowance). Each agency is responsible for ensuring that lodging costs are reasonable and necessary (the Division of General Services publishes a listing of hotels, etc., for many Alaska communities) and that government or other discount rates are used.

When the requested actual lodging expense exceeds \$300 per day (including applicable taxes, etc.), prior approval is required by either the Director of the Division of Finance, or if delegated by the Commissioner of the Department of Administration, approval may be obtained from the traveler's department head (commissioner).

All requests, whether to the agency head or the Division of Finance, shall include justification which clearly demonstrates that lodging cannot be acquired for a lesser rate and that the rates quoted are government rates. This may require quotes from at least three comparably located and moderately priced hotels.

## 2. Long-term (\$45)

Long-term per diem is authorized when the traveler can reasonably be expected to incur expenses comparable to those arising from the use of commercial lodging establishments catering to the long-term visitor. It **may not** be used after six consecutive months in one location unless a continuation has been approved in advance by the Division of Finance, Department of Administration. Long-term per diem shall apply beginning with the first day of travel status if the traveler is expected to be in travel status for more than thirty (30) days at any one location.

A request to continue long-term per diem beyond six months must be routed through the requesting department's administrative services division for departmental approval before being sent to the Division of Finance. The request should be made as soon as it is determined the assignment will last more than six months. It must show the starting and ending dates of travel status, as well as the starting and ending dates of the complete project (not just phases) and any interruptions for seasonal shutdowns. For long-term travel that exceeds one year, justification must be provided as to why it is in the state's best interest to pay per diem rather than move the traveler to the location of the project.

Temporary interruptions of travel to return to the traveler's duty station and/or residence do not necessarily change the per diem type (long-term vs. short-term) applicable to the traveler's travel. Agencies need to analyze whether it is more cost-effective to continue reimbursing the traveler for travel costs under the long-term per diem type when there are short-term interruptions of a long-term assignment.

When a traveler is traveling on long-term per diem within Alaska, they are allowed a flat rate for lodging of \$45 per day plus the applicable long-term M&IE (AAM 60.220) while staying in a commercial lodging facility. Travelers are required to certify on the travel authorization (TA) whether they are staying in commercial facilities (CF) or noncommercial facilities (NCF). If the traveler is **not** staying in a commercial lodging facility, the traveler is only entitled to reimbursement at the noncommercial rate.

The long-term rate outside Alaska is 55 percent of the federal maximum lodging amount for short-term. The federal maximum lodging amount may be obtained by contacting the Division of Finance, Department of Administration, at 465-2240.

## 3. Noncommercial (\$30)

When a traveler traveling on official state business is required to stay in a community or location where no commercial lodging facilities are available and is not provided with lodging by the state or a vendor, the traveler is entitled to a noncommercial allowance of \$30 per day for lodging (this payment is reportable as compensation on the traveler's payroll records). The traveler is also entitled to the applicable M&IE

unless commercial eating facilities are not available, in which case the traveler is entitled to the long-term/noncommercial M&IE. Such payments in one location will not be allowed for more than six consecutive months unless a continuation has been approved in advance by the Division of Finance, Department of Administration.

**Note: For employees covered by a collective bargaining agreement, refer to their contract to determine the appropriate per diem rate.**

<b>AAM 60.200</b>	<b>Not Used (12-94)</b>
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<b>AAM 60.210</b>	<b>Not Used (12-94)</b>
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<b>AAM 60.220</b>	<b>Meals And Incidental Expense Allowances (07-01)</b>
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Meal and incidental expense (M&IE) allowances and prorated M&IE allowances are used when the traveler is in travel status and the travel is of a nature which requires overnight lodging. The M&IE is to cover the cost of meals and necessary incidental expenses including tips, laundry expenses, etc.

There are two types of M&IE, short-term and long-term/noncommercial. The short-term M&IE is for circumstances where it is reasonable to expect a traveler in short-term travel status will incur expenses from eating at commercial eating establishments catering to the general public. The long-term/noncommercial M&IE is for travelers in 1) long-term travel status where it is expected they will be able to prepare their own meals, or 2) for circumstances where there are no commercial eating establishments available.

#### Overnight lodging

The appropriate M&IE for a day is the rate prescribed for the community in which the traveler is required to obtain overnight lodging. On the day of return a traveler is entitled to the M&IE applicable for the preceding day. On the day of departure and return, the traveler receives a prorated M&IE based upon scheduled flight (or other common carrier) departure and actual return times as follows:

Departure Time	<u>Before 8:00 AM</u>	<u>Before 1:00 PM</u>	<u>Before 10:00 PM</u>
M&IE	Full day	Lunch & Dinner	Dinner

Return Time	<u>Before 11:00 AM</u>	<u>Before 5:00 PM</u>	<u>After 5:00 PM</u>
M&IE	Breakfast	Breakfast & Lunch	Full day

In circumstances where the traveler is required by the carrier to report to the terminal more than one hour prior to departure (such as for many international flights), the traveler is to state on the TA the additional time required by the airline and the traveler's actual check in time. This additional time (beyond one hour) is added to the departure time in the above table to allow the traveler an M&IE as may be appropriate. For example, if the airlines required the traveler to report two hours before flight time, the "Before 8:00 AM" departure time would be adjusted to "Before 9:00 AM."

In situations where the traveler is driving to the destination, and it is in the best interests of the state to do so, on the day of departure and return, the traveler may be entitled to a prorated M&IE if the traveler is in travel status at least three consecutive hours during a normal meal period.

#### Travel of less than 24 hours but more than 12 hours

Travelers who are in travel status less than 24 hours but more than 12 hours and who return to their residence and/or duty station rather than obtaining overnight lodging at their travel destination may be entitled to a M&IE allowance. If the scheduled flight (or other common carrier) departure is before 8:00 AM they are entitled to the breakfast M&IE. The travelers may be entitled to the M&IE for lunch and/or dinner if they are in travel status for at least three consecutive hours during the meal period.

Travelers who normally work more than ten hours must be in travel status at least two hours more than their normal workday to be eligible for the M&IE allowance. For travelers covered by a bargaining agreement who are allowed to and do receive a meal allowance when in travel status less than 12 hours, the state is required by IRS rules to report the meal allowance as compensation.

#### Meals provided to travelers

Occasionally a traveler is provided with a meal while at a conference, training seminar, etc., or as part of a lodging package such as at bed and breakfast inns (and the state is reimbursing for actual lodging costs). When a traveler is provided with a meal in these or similar circumstances, the traveler is not eligible for the related M&IE allowance.

#### Meal periods

The normal meal periods are:

Breakfast - midnight to 10:00 a.m.

Lunch - 10:00 a.m. to 3:00 p.m.

Dinner - 3:00 p.m. to midnight

#### Short-term M&IE rates

The short-term M&IE rate for travelers traveling within Alaska is \$42 per day. Travelers traveling outside of Alaska, including travel to Hawaii and



foreign destinations, are allowed the federal M&IE rate for the location. The federal M&IE rates are available through the Internet by logging onto the Division of Finance Home Page and clicking on federal per diem rates. The rates may also be obtained by contacting the Division of Finance, Department of Administration, at 465-2240. If travel involves crossing the International Date Line, the meal allowance shall be calculated based on the total number of hours in flight.

The short-term M&IE rates for Alaska and the contiguous United States (CONUS) are prorated in the following table. For M&IE outside Alaska and CONUS, prorate using the percent in the first column multiplied by the daily M&IE rounded to the nearest whole dollar (ensuring that the sum of the meal period M&IEs does not exceed the daily M&IE total).

SHORT-TERM M&IE	Alaska	CONUS (4/1/99)				
Breakfast (21%)	\$9.00	\$10.00	\$9.00	\$8.00	\$7.00	\$6.00
Lunch (26%)	\$11.00	\$12.00	\$11.00	\$10.00	\$9.00	\$8.00
Dinner (53%)	\$22.00	\$24.00	\$22.00	\$20.00	\$18.00	\$16.00
Daily Allowance	\$42.00	\$46.00	\$42.00	\$38.00	\$34.00	\$30.00

#### Long-term and noncommercial M&IE rates

The long-term and noncommercial M&IE rate in Alaska is twenty-five dollars (\$25), and outside Alaska is 55 percent of the federal M&IE rate for the location. The long-term/noncommercial M&IE rates for Alaska and CONUS are prorated as follows:

LONG-TERM M&IE	Alaska	CONUS (4/1/99)				
Breakfast	\$5.00	\$5.00	\$5.00	\$4.00	\$4.00	\$4.00
Lunch	\$7.00	\$7.00	\$6.00	\$6.00	\$5.00	\$4.00
Dinner	\$13.00	\$13.00	\$12.00	\$11.00	\$10.00	\$9.00
Daily Allowance	\$25.00	\$25.00	\$23.00	\$21.00	\$19.00	\$17.00

#### Overlapping travel status

Whenever a traveler is in travel status and is entitled to reimbursement for lodging under both the long-term/noncommercial and short-term per diem rules, the traveler is entitled to only one M&IE allowance. If a traveler is temporarily returned to the traveler's duty station while on a long-term assignment and is continuing to receive a long-term lodging per diem, the traveler is not entitled to any M&IE allowance while at the duty station.

**EXCEPTION:** If a traveler maintains a dwelling at their destination and it

is available to them, they will be entitled to only a M&IE allowance for normal workdays. A M&IE allowance for other than the normal workdays is not allowed.

Note: For travelers covered by a collective bargaining agreement, refer to their contract to determine the appropriate meal allowance. If the bargaining agreement provides for a meal allowance which exceeds the IRS allowed rate, the excess must be reported as compensation on the traveler's payroll records.

**AAM 60.230****Contracting For Subsistence (07-01)**

Agreements may be entered into with restaurants, hotels, and lodging houses to furnish subsistence to a traveler or groups of employees when such a method of handling is in the best interest of the state (AS 36.30). A contract for subsistence must be negotiated in compliance with appropriate procurement regulations. When such agreements are entered into, the vendor will receive payment by billing the state on a regular itemized invoice.

**AAM 60.240****Boards And Commissions (05-97)**

Except for those specifically covered in statute, each day that a board or commission member is in travel status the member is entitled to reimbursement to the same extent, in the same manner, and under the same conditions as provided to state officials and employees.

When the meeting or other business takes place in the vicinity of the member's residence (see definition at AAM 60.020), members are not in travel status and are not entitled to reimbursement or a per diem for lodging. However, the commissioner of the department with oversight authority of the board may authorize reimbursement of such lodging expenses when deemed necessary and in the best interests of the state. For example, it might be authorized if the travel home would present a hardship due to the age and health of the board member. When such payments are authorized, a copy of the TA and the justification must be sent to the Division of Finance.

When a board or commission member is attending a board or commission meeting in the vicinity of their residence they are entitled to a prorated M&IE if meals are not provided. To be eligible for each meal period allowance requires the member to be in attendance for at least three consecutive hours within that meal period as defined in AAM 60.220. These payments are reportable in accordance with IRS regulations.

Board or commission members who are state employees or officials are not entitled to an M&IE allowance or reimbursement for lodging expenses when the board or commission meeting is in the vicinity of their residence and/or duty station. (AS 39.20.180, AS 39.20.185)

**AAM 60.250****Airline Delays, Rescheduling, And Overheading (07-01)**

When an airline assumes the cost of a traveler's lodging and/or meals due to airline delays or overheading the traveler shall be paid up to the originally scheduled arrival time. When the airline does not assume the cost of a traveler's lodging and/or meals the traveler shall be paid in the same manner as the rest of the trip.

**AAM 60.260****Travel Advances (07-01)**

An advance of estimated per diem and other travel costs may be made to a traveler before the traveler enters travel status.

Departments either may expense the advances directly to the agency's appropriation or use the "employee advance account."

1. When the "employee advance account" is used the expenses are not charged to an agency's appropriation until a completed Travel Authorization (TA) is submitted. When using the employee advance account, encumbrances should be established to prevent an overobligation of the appropriation.
2. The advance is charged directly to the agency's appropriation. This is the preferred and most widely used method.

Every Travel Authorization (TA) must be submitted for final payment and reconciliation of the travel advance within five business days of completion of the trip. If the final amount due a traveler is less than the travel advance previously received, a personal check or money order must accompany the TA. If the traveler is due an additional amount, final payment shall be made within ten business days of the receipt of a properly completed TA.

Travelers shall not receive an additional travel advance until the previous travel advance and trip has been closed out.

**AAM 60.270****Completion Of The Travel Authorization (TA) Form (07-01)**

The Travel Authorization (TA), Form 02-027, is a multipurpose form and is used to secure approval for all travel, apply for advance payment of proposed travel, and claim reimbursement for travel performed. No travel expenses shall be paid unless claimed on a TA, or upon some other form approved by the Department of Administration. A copy of the TA is at the end of the travel section.

Before the trip

Before actual travel, the traveler completes the top portion of the TA (fields 1 through 18) pertaining to the itinerary and submits it for the appropriate approvals as stated in AAM 60.030. All fields must be completed by the traveler with the exception of the travel authorization number, which is optional.

1. The TA may be assigned a tracking number by the agency.
2. The date the TA is prepared.
3. Traveler's full name.
4. Traveler's full title.
5. Traveler's social security number. No payments will be made unless this field is completed.
6. Traveler's address. This is the physical location at which the traveler maintains a permanent residence (see AAM 60.020, Residence).
7. Traveler's department.
8. Traveler's division or agency.
9. Employee's bargaining unit. For a nonemployee, use N/A.
10. City name of the traveler's work station (see AAM 60.020, Duty

Station).

11. Clear and precise explanation of the purpose of the trip.
12. Traveler's AKSAS vendor number (PVN).
13. Estimated costs for transportation, per diem, and other costs.
14. Car rental approval (division approval).
15. City, date, and time of departure.
16. Destination(s), date, and time of return.
17. Division approval and date.
18. Department approval and date. This is required for all travel out of Alaska.
19. Governor's Office approval and date. This is only required for all travel out of the country.

#### After the trip

Within five business days of completion of the trip, the traveler completes the Actual Costs section of the TA, signs as the claimant, obtains the divisional approval signature, and submits the TA for review and payment. Only those expenses and amounts due the traveler are to be listed in this section. The fields to be completed are as follows:

20. All State Transportation Requests (STRs), Central Travel Account (CTA) number, and field warrants (FWs) issued to purchase airline tickets, rental vehicles, or any other item must be listed in this area.
21. Specific dates showing the date of departure, each day while in travel status, and the date of return.
22. Detailed trip itinerary, including the times of departures and arrivals, whether departing from and returning to the duty station or the residence, and interruptions for traveler convenience (AAM 60.050). This detailed information must coincide with and explain the traveler reimbursements listed in the Miles X Rate, Mileage or Cash Fare, Per Diem, and Other columns. If the traveler is on long-term per diem (see AAM 60.190), they must also note in this column whether they stayed in a commercial facility (CF) by including the business name, address, and phone number, or if they stayed in another facility (NCF). If the traveler was provided meals and/or lodging free of charge, please note in this section on which days meals and/or lodging was provided and for which no per diem is being claimed.
23. Mileage claimed and the rate used to reimburse the traveler.
24. Total mileage or cash fare due the traveler. This includes any cab, bus, airfare, or parking for which the traveler paid and is requesting reimbursement.
25. Per diem calculation (flat rate or actual lodging costs plus M&IE) by day for each day the traveler is in travel status. Be sure to indicate the prorated meal allowances as derived from the departure and arrival times listed in the explanation field.
26. Any other costs to be reimbursed to the traveler (i.e. car rental).
27. Subtotal each of the four columns.
28. Total costs paid by the traveler. Include the subtotals from any Travel Authorization Continuation forms (04-027A).
29. List the warrant number and amount of any travel advance received.
30. The warrant number and total cost of the trip less any travel advance the traveler received or any costs paid directly by the state.
31. Traveler signs here before presenting the TA for reimbursement. By signing, the traveler is certifying they have incurred expenses which

- entitle them to receive per diem, M&IE allowances, and reimbursement for expenses detailed on the TA.
32. Appropriate supervisor or designee (17 above) approving the travel signs here approving the reimbursement and payment of expenses as detailed on the TA.
  33. Information in this field is used when entering the warrant in AKSAS. This field is not usually completed by the traveler. The financial coding for warrants may be entered here by the appropriate departmental accounting or administrative personnel.

**AAM 60.280**

**Travel Expenses And Required Receipts/ Documentation (07-01)**

The following shall be attached to the TA when it's submitted for final payment:

- a copy of the airline or other tickets;
- original itemized commercial lodging facility receipts (short-term per diem);
- receipts for expenses exceeding \$15;
- a copy of the rental car agreement;
- leave slips, if the trip is interrupted for leave;
- yellow copy of STR.

Though receipts for expenses of \$15 or less are not required, total reimbursement for which receipts are not available shall not exceed a cumulative total of \$30 per trip.

All expenses claimed for which receipts are not provided are subject to review. **Receipts are strongly encouraged.** Reimbursement of unsupported expenses may be disallowed. Fraudulent claims may be subject to disciplinary and/or other action.

**NOTE: If an employee covered by a collective bargaining agreement receives a short-term per diem for lodging and/or meals under contract provisions, and the per diem paid exceeds the actual lodging expenses per attached lodging receipts plus the administrative manual M&IE allowance for travel in Alaska, the excess (trip-by-trip basis) must be reported as employee compensation in accordance with IRS regulations. For travel outside Alaska, if the short-term per diem paid exceeds the actual lodging expenses per attached lodging receipts plus the federal M&IE allowance for the location (city-by-city basis), the excess (trip-by-trip basis) must be reported as employee compensation in accordance with IRS regulations.**

**AAM 60.290****Third Party Reimbursements (07-01)**

Occasionally a third party (outside entity) may agree to pay all or a part of the costs of a traveler's travel expenses. In such cases, the travel authorization (TA) must be completed clearly indicating the third party's involvement in the trip. The traveler is only entitled to reimbursement for travel expenses, per diem or other expense allowances, etc., in accordance with state policies and is to be paid by the state agency for whom they are traveling and/or employed. **A traveler may not accept honorariums as long as they are traveling for and representing the state.**

The third party should be encouraged to reimburse the state directly for the travel expenses to reduce the potential tax consequences to the traveler. When this is not possible, any third party reimbursement made directly to the traveler for travel expenses, per diem, and/or meal allowances shall be turned over to the traveler's state agency for deposit into the state treasury.

Payments by a third party for state agency travel expenses must be recorded appropriately in the state accounting system. If the travel is material to the agency's travel budget and is part of the agency's regular duties or is connected with carrying out the purpose of the agency, then the costs must be recorded as an expenditure with an offset recorded as a revenue. If the state incurs the expenditure and is reimbursed by the third party, the reimbursement is to be recorded as revenue.

However, if the travel is not directly related to the state agency's program, is not a recurring event, or is immaterial to the agency's travel budget, this transaction does not need to be recorded as an expenditure and a revenue of the state agency. If the state incurs the expenditure and is reimbursed by the third party, the reimbursement may be recorded as an abatement. If the third party pays directly for state expenses, such as purchasing the airline ticket for the state traveler, none of the expenses need to be recorded. However, any receipts that are retained by the traveler showing the cost of the airline ticket or lodging must be attached to the traveler's TA.

Any time a third party is paying for a state traveler's travel expenses, the state agency must avoid the appearance of or the fact of any conflict of interest. The agency should also ensure the transaction does not violate the code of ethics and if there is any question, the Department of Law should be consulted on the matter.

**AAM 60.300****Not Used**

Budget Category:	Authorized FFY 2001	Proposed FFY 2002	PROPOSED FFY 2002 TRUSTEE AGENCIES TOTALS					
			ADEC	ADF&G	ADNR	USFS	DOI	NOAA
			\$22.5	\$970.2	\$308.2	\$20.0	\$156.3	\$22.6
Personnel	\$622.2	\$649.6						
Travel	\$69.2	\$84.8						
Contractual	\$658.4	\$615.0						
Commodities	\$15.3	\$15.3						
Equipment	\$3.4	\$3.4						
Subtotal	\$1,368.5	\$1,368.1	LONG RANGE FUNDING REQUIREMENTS					
General Administration	\$131.5	\$131.6		Estimated FFY 2003				
Project Total	\$1,500.0	\$1,499.7		TBD				
Full-time Equivalents (FTE)	8.2	8.2						
Dollar amounts are shown in thousands of dollars.								
Other Resources								
Comments:  This budget reflects further reduction of expenses associated with administration of the restoration program .  This budget: * contractual costs in FY 02 are lower than FY 01 by \$43.4. * DOI's budget has increased significantly because the building lease is through DOI instead of ADF&G. The increase in the lease cost is because the current lease cannot be renewed and a new lease will cost more than the current one due to increased market rates; * personnel costs in FY02 are higher than FY01 because of annual salary increases (with no reduction in staff); * reduces the Chief Scientist's contract by \$23.2.								

**2002**

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration  
Agency: Multiple

FORM 2A  
MULTI-TRUSTEE  
AGENCY SUMMARY

PREPARED: 7/17/01

Budget Category:	Authorized FFY 2001	Proposed FFY 2002							
Personnel	\$0.0	\$0.0							
Travel	\$0.0	\$0.0							
Contractual	\$293.7	\$270.5							
Commodities	\$0.0	\$0.0							
Equipment	\$0.0	\$0.0							
Subtotal	\$293.7	\$270.5	LONG RANGE FUNDING REQUIREMENTS						
General Administration	\$18.4	\$17.9		Estimated FFY 2003					
Project Total	\$312.1	\$288.4		TBD					
Full-time Equivalents (FTE)	0.0	0.0							
Dollar amounts are shown in thousands of dollars.									
Other Resources									
Comments:									

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Chief Scientist and Peer Reviewers  
 Agency: AK Dept. of Natural Resources

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY



2002

Project Number: 02100
Project Title: Public Information, Science Management and Administration - Chief Scientist and Peer Reviewers
Agency: AK Dept. of Natural Resources

**FORM 3B**  
**Personnel**  
**& Travel**  
**DETAIL**

<b>Contractual Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
Contract to provide scientific support to the Trustee Council, including the services of the Chief Scientist and Peer Reviews. This is the last year for the contract currently in place. The contractor is paid monthly based upon services rendered.		270.5
When a non-trustee organization is used, the form 4A is required.		
<b>Contractual Total</b>		<b>\$270.5</b>
<b>Commodities Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
<b>Commodities Total</b>		<b>\$0.0</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Chief Scientist and Peer Reviewers  
 Agency: AK Dept. of Natural Resources

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL



Budget Category:	Authorized FFY 2001	Proposed FFY 2002	PROPOSED FFY 2002 TRUSTEE AGENCIES TOTALS					
			ADEC	ADF&G	ADNR	USFS	DOI	NOAA
				\$938.8			\$132.5	
Personnel	\$529.8	\$554.7						
Travel	\$38.4	\$54.0						
Contractual	\$364.7	\$344.5						
Commodities	\$15.3	\$15.3						
Equipment	\$3.4	\$3.4	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$951.6	\$971.9		Estimated FFY 2003				
General Administration	\$99.3	\$99.4						
Project Total	\$1,050.8	\$1,071.3		TBD				
Full-time Equivalents (FTE)	7.2	7.2						
Dollar amounts are shown in thousands of dollars.								
Other Resources								
Comments:								

**2002**

Project Number: 02100  
Project Title: Administration, Public Information and Scientific  
Management - Restoration Office  
Agency: Multiple

**SUMMARY**

Budget Category:	Authorized FFY 2001	Proposed FFY 2002							
Personnel	\$512.4	\$537.3							
Travel	\$38.4	\$54.0							
Contractual	\$364.7	\$232.0							
Commodities	\$15.3	\$15.3							
Equipment	\$3.4	\$3.4							
Subtotal	\$934.2	\$842.0	LONG RANGE FUNDING REQUIREMENTS						
General Administration	\$96.7	\$96.8		Estimated FFY 2003					
Project Total	\$1,030.8	\$938.8		TBD					
Full-time Equivalents (FTE)	7.0	7.0							
Dollar amounts are shown in thousands of dollars.									
Other Resources									
<p>Comments:</p> <p>The Administrative Assistant II (P. Banks) position (\$50.1) is funded through ADF&amp;G General Administration funds.</p>									

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Restoration Office  
 Agency: AK. Dept. of Fish and Game

**FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY**

Personnel Costs:		GS/Range/	Months	Monthly		Proposed
Name	Position Description	Step	Budgeted	Costs	Overtime	FFY 2002
McCammon	Executive Director		12.0	11.2		134.0
Mundy	Science Coordinator		12.0	10.0		119.6
Schubert	Program Coordinator		12.0	8.8		105.0
Hennigh	Special Assistant		12.0	6.2		73.9
Banks	Administrative Assistant II *		12.0	4.2		0.0
Womac	Administrative Assistant II		12.0	4.7		56.8
Hall	Administrative Clerk		12.0	4.0		48.0
Overtime					0.0	0.0
* Note: This position supported with GA funds (\$50.1).		Subtotal	84.0	49.0	0.0	
Personnel Total						\$537.3
Travel Costs:		Ticket	Round	Total	Daily	Proposed
Description		Price	Trips	Days	Per Diem	FFY 2002
In-State Travel						
Anchorage to Juneau (administrative travel)		0.4	23	38	0.2	16.8
Anchorage to spill area community (3 staff/1 transcriber for TC mtg)		0.2	4	8	0.2	2.4
Workshop Travel						5.0
Community involvement/public meetings		0.2	6	12	0.2	3.6
Car rental (daily rate of \$45.00)				14		0.6
Out-of-State Travel						
Anchorage - Washington D.C.		1.4	6	15	0.2	11.4
National conferences/meetings		1.4	6	10	0.2	10.4
Investment training travel		0.5	4	6	0.2	3.2
Car Rental (daily rate of \$45.00)				12		0.5
Travel Total						\$54.0

**2002**

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Restoration Office  
Agency: AK. Dept. of Fish and Game

FORM 3B  
Personnel  
& Travel  
DETAIL

<b>Contractual Costs:</b>	
Description	Proposed FFY 2002
2002 Audit Engagement	55.0
Phone, teleconferencing and fax	30.0
Postage (metered mail 6.0, bulk mail 5.0)	11.0
Courier service	3.5
Parking (7 spaces * \$50 * 12 mon = \$4,200)	4.2
Annual Restoration Status Report	10.0
Newsletter (2 issues: printing at \$1,400 each)	2.8
Annual Invitation	5.5
Final Work Plan	1.2
Draft Work Plan	2.5
Equipment Maintenance Agreements (copiers, fax machines, postage meter in Anchorage)	11.8
Local Area Network/Web Server support contract (out source)	32.0
Public Notice (TC meetings 1.5, PAG 1.0, other meetings 0.5)	3.0
ADA Compliance (special access to meetings)	1.0
Transcription Services	4.5
Staff training	5.0
Annual Restoration Workshop	25.0
Other printing and publications	9.0
Meeting space rental (out of building)	1.0
56KB Line /DIS-WAN Access (ATU connect charges/dail-up 0.9, WAN/e-mail 4.2)	9.0
Investment Training/Working Group Costs	5.0
When a non-trustee organization is used, the form 4A is required.	
<b>Contractual Total</b>	<b>\$232.0</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Restoration Office  
 Agency: AK Dept. of Fish and Game

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL

[illegible]

# 2002

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Restoration Office  
Agency: AK. Dept. of Fish and Game

**FORM 3B**  
**Contractual &**  
**Commodities**  
**DETAIL**



New Equipment Purchases:		Number of Units	Unit Price	Proposed FFY 2002
Description				
	Replacement Computers	2	1.2	2.4
	Office Equipment			1.0
Those purchases associated with replacement equipment should be indicated by placement of an R.		<b>New Equipment Total</b>		<b>\$3.4</b>
Existing Equipment Usage:		Number of Units	Inventory Agency	
Description				

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Restoration Office  
 Agency: AK. Dept. of Fish and Game

FORM 3B  
 Equipment  
 DETAIL

Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$17.4	\$17.4						
Travel	\$0.0	\$0.0						
Contractual	\$0.0	\$112.5						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$17.4	\$129.9		Estimated FFY 2003				
General Administration	\$2.6	\$2.6						
Project Total	\$20.0	\$132.5						
Full-time Equivalents (FTE)	0.2	0.2						
Dollar amounts are shown in thousands of dollars.								
Other Resources								
Comments:								
No GA will be paid to USGS (sponsor for the building leased space) per agreement with USGS.								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Restoration Office  
 Agency: Dept. of the Interior

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

<b>Personnel Costs:</b>		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
Baldauf	Federal Budget Officer		2.0	8.7		17.4
Subtotal			2.0	8.7		
<b>Personnel Total</b>						<b>\$17.4</b>
<b>Travel Costs:</b>		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
<b>Travel Total</b>						<b>\$0.0</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Restoration Office  
 Agency: Dept. of the Interior

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

<b>Contractual Costs:</b>		Proposed
Description		FFY 2002
Building Lease Space (USGS sponsored) - 9 months at \$10,696/mo, 3 mo reduced rate plus 8% GSA fee & \$.14/sq ft service charge		112.5
When a non-trustee organization is used, the form 4A is required.		
<b>Contractual Total</b>		<b>\$112.5</b>
<b>Commodities Costs:</b>		Proposed
Description		FFY 2002
<b>Commodities Total</b>		<b>\$0.0</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Restoration Office  
 Agency: Dept. of the Interior

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL

<b>New Equipment Purchases:</b>		Number of Units	Unit Price	Proposed FFY 2002
Description				
Those purchases associated with replacement equipment should be indicated by placement of an R.		<b>New Equipment Total</b>		\$0.0
<b>Existing Equipment Usage:</b>			Number of Units	Inventory Agency
Description				

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Restoration Office  
Agency: Dept. of the Interior

**FORM 3B**  
**Equipment**  
**DETAIL**

Budget Category:	Authorized FFY 2001	Proposed FFY 2002	PROPOSED FFY 2002 TRUSTEE AGENCIES TOTALS					
			ADEC	ADF&G	ADNR	USFS	DOI	NOAA
				\$13.8			\$3.5	
Personnel	\$3.0	\$3.0						
Travel	\$13.8	\$13.8						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$16.8	\$16.8		Estimated FFY 2003				
General Administration	\$1.0	\$0.5						
Project Total	\$17.8	\$17.3		TBD				
Full-time Equivalents (FTE)	0.1	0.0						
	Dollar amounts are shown in thousands of dollars.							
Other Resources								
Comments:								

**2002**

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Public Advisory Group  
Agency: Multiple

**SUMMARY**

Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$0.0	\$0.0						
Travel	\$13.8	\$13.8						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$13.8	\$13.8		Estimated FFY 2002				
General Administration	\$0.5	\$0.0						
Project Total	\$14.3	\$13.8		TBD				
Full-time Equivalents (FTE)	0.0	0.0						
	Dollar amounts are shown in thousands of dollars.							
Other Resources								
<p>Comments:</p> <p>Budget based on 4 meetings of the Public Advisory Group (two meetings in person and two by teleconference). PAG phone costs, printing and copying are a shared expense in the Operations component.</p>								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Public Advisory Group  
 Agency: AK Dept. of Fish and Game

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

<b>Personnel Costs:</b>		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
						0.0
<b>Subtotal</b>			0.0	0.0	0.0	
<b>Personnel Total</b>						<b>\$0.0</b>
<b>Travel Costs:</b>		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
Member travel from various locations						10.8
Regular meetings (1 one day meeting/1 two day meeting)						3.0
Other meetings/reviews (e.g., Restoration Workshop)						
<p>Note: In person meeting cost is approximately \$4,900 per meeting for travel and per diem expenses. For a 2 day meeting, add \$1,000 in per diem costs. Teleconference meetings cost approximately \$600 per meeting.</p>						
<b>Travel Total</b>						<b>\$13.8</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and Administration - Public Advisory Group  
 Agency: AK Dept. of Fish and Game

FORM 3B  
 Personnel  
 & Travel  
 DETAIL



<b>Contractual Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
When a non-trustee organization is used, the form 4A is required.		<b>Contractual Total</b>
		\$0.0
<b>Commodities Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
		<b>Commodities Total</b>
		\$0.0

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Public Advisory Group  
 Agency: AK Dept. of Fish and Game

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL

New Equipment Purchases:		Number of Units	Unit Price	Proposed FFY 2002
Description				
Those purchases associated with replacement equipment should be indicated by placement of an R.		<b>New Equipment Total</b>		<b>\$0.0</b>
Existing Equipment Usage:		Number of Units	Inventory Agency	
Description				

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Public Advisory Group  
 Agency: AK Dept. of Fish and Game

FORM 3B  
 Equipment  
 DETAIL

Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$3.0	\$3.0						
Travel	\$0.0	\$0.0						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$3.0	\$3.0		Estimated FFY 2003				
General Administration	\$0.5	\$0.5						
Project Total	\$3.5	\$3.5		TBD				
Full-time Equivalents (FTE)	0.1	0.0						
	Dollar amounts are shown in thousands of dollars.							
Other Resources								
Comments:								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Public Advisory Group  
 Agency: Dept. of the Interior

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

<b>Personnel Costs:</b>		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
Mutter	Regional Environmental Assistant		0.5	6.0		3.0
Subtotal			0.5	6.0	0.0	
<b>Personnel Total</b>						<b>\$3.0</b>
<b>Travel Costs:</b>		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
<b>Travel Total</b>						<b>\$0.0</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Public Advisory Group  
 Agency: Dept. of the Interior

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

<b>Contractual Costs:</b>		<b>Proposed FFY 2002</b>
Description		
When a non-trustee organization is used, the form 4A is required.		
<b>Contractual Total</b>		<b>\$0.0</b>
<b>Commodities Costs:</b>		<b>Proposed FFY 2002</b>
Description		
<b>Commodities Total</b>		<b>\$0.0</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Public Advisory Group  
 Agency: Dept. of the Interior

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL

New Equipment Purchases:		Number of Units	Unit Price	Proposed FFY 2002
Description				
Those purchases associated with replacement equipment should be indicated by placement of an R.		<b>New Equipment Total</b>		\$0.0
Existing Equipment Usage:		Number of Units	Inventory Agency	
Description				

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Public Advisory Group  
 Agency: Dept. of the Interior

FORM 3B  
 Equipment  
 DETAIL

Budget Category:	Authorized FFY 2001	Proposed FFY 2002	PROPOSED FFY 2002 TRUSTEE AGENCIES TOTALS					
			ADEC	ADF&G	ADNR	USFS	DOI	NOAA
			\$22.5	\$17.5	\$19.8	\$20.0	\$20.3	\$22.6
Personnel	\$89.4	\$91.9						
Travel	\$17.0	\$17.0						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$106.4	\$108.9						
General Administration	\$13.4	\$13.8						
Project Total	\$119.8	\$122.7						
Full-time Equivalents (FTE)	1.0	1.0						
Dollar amounts are shown in thousands of dollars.								
Other Resources								
Comments:  FFY 02 budget reflects 2 months funding for each agency liaison.								

**2002**

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Liaison Support

**SUMMARY**

Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$16.6	\$17.4						
Travel	\$2.5	\$2.5						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$19.1	\$19.9						
General Administration	\$2.5	\$2.6						
Project Total	\$21.6	\$22.5						
Full-time Equivalents (FTE)	0.2	0.2						
	Dollar amounts are shown in thousands of dollars.							
Other Resources								
Comments:								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Environmental Conservation

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY



<b>Personnel Costs:</b>		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
See	Agency Liaison		2.0	8.7		17.4
Subtotal			2.0	8.7	0.0	
<b>Personnel Total</b>						<b>\$17.4</b>
<b>Travel Costs:</b>		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
Trustee and Agency Travel						2.5
<b>Travel Total</b>						<b>\$2.5</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Environmental Conservation

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

<b>Contractual Costs:</b>		Proposed FFY 2002
Description		
When a non-trustee organization is used, the form 4A is required.		
<b>Contractual Total</b>		\$0.0
<b>Commodities Costs:</b>		Proposed FFY 2002
Description		
<b>Commodities Total</b>		\$0.0

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Environmental Conservation

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL



Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$13.6	\$12.2						
Travel	\$3.5	\$3.5						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$17.1	\$15.7						
General Administration	\$2.0	\$1.8						
Project Total	\$19.1	\$17.5						
Full-time Equivalents (FTE)	0.2	0.2						
	Dollar amounts are shown in thousands of dollars.							
Other Resources								
Comments:								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Fish and Game

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

<b>Personnel Costs:</b>		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
Hauser	Agency Liaison		2.0	6.1		12.2
Subtotal			2.0	6.1	0.0	
<b>Personnel Total</b>						<b>\$12.2</b>
<b>Travel Costs:</b>		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
Trustee and Agency Travel						3.5
<b>Travel Total</b>						<b>\$3.5</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Fish and Game

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

<b>Contractual Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
When a non-trustee organization is used, the form 4A is required.		<b>Contractual Total</b>
		<b>\$0.0</b>
<b>Commodities Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
		<b>Commodities Total</b>
		<b>\$0.0</b>

**2002**

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Liaison Support  
Agency: AK Dept. of Fish and Game

FORM 3B  
Contractual &  
Commodities  
DETAIL



Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$14.8	\$15.0						
Travel	\$2.5	\$2.5						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$17.3	\$17.5						
General Administration	\$2.2	\$2.3						
Project Total	\$19.5	\$19.8						
Full-time Equivalents (FTE)	0.2	0.2						
Dollar amounts are shown in thousands of dollars.								
Other Resources								
Comments:								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Natural Resources

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY



<b>Personnel Costs:</b>		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
Fries	Agency Liaison		2.0	7.5		15.0
<b>Subtotal</b>			2.0	7.5	0.0	
<b>Personnel Total</b>						<b>\$15.0</b>
<b>Travel Costs:</b>		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
Trustee (Dept of Law) and Agency Travel						2.5
<b>Travel Total</b>						<b>\$2.5</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Natural Resources

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

<b>Contractual Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
When a non-trustee organization is used, the form 4A is required.		<b>Contractual Total</b>
		\$0.0
<b>Commodities Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
		<b>Commodities Total</b>
		\$0.0

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: AK Dept. of Natural Resources

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL



Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$14.8	\$15.2						
Travel	\$2.5	\$2.5						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0						
Subtotal	\$17.3	\$17.7	LONG RANGE FUNDING REQUIREMENTS					
General Administration	\$2.2	\$2.3						
Project Total	\$19.5	\$20.0						
Full-time Equivalents (FTE)	0.2	0.2						
Dollar amounts are shown in thousands of dollars.								
Other Resources								
Comments:								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: Dept. of Agriculture, Forest Service

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

<b>Personnel Costs:</b>		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
Holbrook	Agency Liaison		2.0	7.6		15.2
Subtotal			2.0	7.6	0.0	
<b>Personnel Total</b>						<b>\$15.2</b>
<b>Travel Costs:</b>		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
Trustee and Agency Travel						2.5
<b>Travel Total</b>						<b>\$2.5</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison  
 Agency: Dept. of Agriculture, Forest Service

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

<b>Contractual Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
When a non-trustee organization is used, the form 4A is required.		<b>Contractual Total</b>
		<b>\$0.0</b>
<b>Commodities Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
		<b>Commodities Total</b>
		<b>\$0.0</b>

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: Dept. of Agriculture, Forest Service

FORM 3B  
 Contractual &  
 Commodities  
 DETAIL



Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$12.6	\$15.5						
Travel	\$2.5	\$2.5						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$15.1	\$18.0						
General Administration	\$1.9	\$2.3						
Project Total	\$17.0	\$20.3						
Full-time Equivalents (FTE)	0.2	0.2						
	Dollar amounts are shown in thousands of dollars.							
Other Resources								
Comments:								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: Dept. of the Interior

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY



Personnel Costs:		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
FWS - DeGange	Liaison		1.0	8.5		8.5
NPS - Rice	Liaison		1.0	7.0		7.0
Subtotal			2.0	15.5	0.0	
Personnel Total						\$15.5
Travel Costs:		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
Trustee and Agency Travel						2.5
Travel Total						\$2.5

## 2002

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Liaison Support  
Agency: Dept. of the Interior

**FORM 3B**  
**Personnel**  
**& Travel**  
**DETAIL**

<b>Contractual Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
When a non-trustee organization is used, the form 4A is required.		
<b>Contractual Total</b>		<b>\$0.0</b>
<b>Commodities Costs:</b>		<b>Proposed FFY 2002</b>
<b>Description</b>		
<b>Commodities Total</b>		<b>\$0.0</b>

**2002**

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Liaison Support  
Agency: Dept. of the Interior

FORM 3B  
Contractual &  
Commodities  
DETAIL

<b>New Equipment Purchases:</b>		<b>Number of Units</b>	<b>Unit Price</b>	<b>Proposed FFY 2002</b>
<b>Description</b>				
Those purchases associated with replacement equipment should be indicated by placement of an R.		<b>New Equipment Total</b>		<b>\$0.0</b>
<b>Existing Equipment Usage:</b>			<b>Number of Units</b>	<b>Inventory Agency</b>
<b>Description</b>				

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Liaison Support  
Agency: Dept. of the Interior

**FORM 3B**  
**Equipment**  
**DETAIL**

Budget Category:	Authorized FFY 2001	Proposed FFY 2002						
Personnel	\$17.0	\$16.6						
Travel	\$3.5	\$3.5						
Contractual	\$0.0	\$0.0						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$20.5	\$20.1						
General Administration	\$2.6	\$2.5						
Project Total	\$23.1	\$22.6						
Full-time Equivalents (FTE)	0.2	0.2						
Dollar amounts are shown in thousands of dollars.								
Other Resources								
Comments:								

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: National Oceanic & Atmospheric Administration

FORM 3A  
 TRUSTEE  
 AGENCY  
 SUMMARY

Personnel Costs:		GS/Range/ Step	Months Budgeted	Monthly Costs	Overtime	Proposed FFY 2002
Name	Position Description					
Moles	Agency Liaison		2.0	8.3		16.6
Subtotal			2.0	8.3	0.0	
Personnel Total						\$16.6
Travel Costs:		Ticket Price	Round Trips	Total Days	Daily Per Diem	Proposed FFY 2002
Description						
Trustee and Agency Travel						3.5
Travel Total						\$3.5

**2002**

Project Number: 02100  
 Project Title: Public Information, Science Management and  
 Administration - Liaison Support  
 Agency: National Oceanic & Atmospheric Administration

FORM 3B  
 Personnel  
 & Travel  
 DETAIL

<b>Contractual Costs:</b>		Proposed FFY 2002
Description		
When a non-trustee organization is used, the form 4A is required.		
<b>Contractual Total</b>		\$0.0
<b>Commodities Costs:</b>		Proposed FFY 2002
Description		
<b>Commodities Total</b>		\$0.0

**2002**

Project Number: 02100  
Project Title: Public Information, Science Management and  
Administration - Liaison Support  
Agency: National Oceanic & Atmospheric Administration

FORM 3B  
Contractual &  
Commodities  
DETAIL



TO: Molly McCammon  
FROM: Sandra Schubert  
RE: Possible Models for PAG  
DATE: March 7, 2000

*discussed w/ PAG 3/15/00*

After looking into the public advisory groups of several organizations, I have a few observations. I was unable to locate an organization directly comparable to the Trustee Council (government entity with regional focus and research/stewardship mission) -- if anyone has additional suggestions, I will look into them.

1. The non-profit organizations I contacted, such as Chesapeake Bay Foundation and Santa Catalina Island Conservancy, have public members on their governing boards and no public advisory groups.
2. The government organizations I contacted seem to follow a couple different patterns.
  - a) Members are technical experts whose advice is binding. For example, the members of DOI's Subsistence Advisory Board's regional advisory councils and the Marine Mammal Commission's advisory committee are experts and specialists (subsistence users and marine mammal scientists, respectively). The advisory committees' advice can be rejected by the governing board only under certain conditions.
  - b) Members are recruited to assist with specific tasks. For example, the San Francisco Estuary Project, a joint state/federal organization, had an advisory board that assisted in development of its restoration plan. Now that the plan has been adopted, the advisory group essentially has been disbanded.
3. The purpose of the advisory group will likely shape its membership and structure, so purpose should be decided first. Possible purposes:
  - Exchange information / surface issues
  - Monitor program implementation and progress
  - Make recommendations to governing board
  - Assist in specific task, such as development of a plan



Organizations contacted:

Arctic Research Commission (federal)

Chesapeake Bay Foundation (non-profit)

Copper River Watershed Project (non-profit)

Friends of San Francisco Estuary (joint state/federal)

Marine Mammal Commission (federal)

North Pacific Fishery Management Council (federal)

Office of the Governor, Boards & Commissions (state)

STILL WAITING FOR A CALL BACK: Point Reyes Bird Observatory (non-profit)

Santa Catalina Island Conservancy (non-profit)

Subsistence Advisory Board (federal)

## CHANGES IN EXECUTIVE DIRECTOR'S RECOMMENDATION SINCE DRAFT WORK PLAN WAS PUBLISHED

NOTE: These changes are reflected on the overheads prepared for the PAG meeting.

**1.     02441            from DO NOT FUND to FUND REVISED PROPOSAL**

Harbor Seal Recovery: Effects of Diet on Lipid Metabolism and Health

This project, which would conduct analyses of additional harbor seal samples, was provided closeout funds in FY 01. At the time of the Draft Work Plan the Chief Scientist recommended that additional funding, to process additional samples that have since been received, should not be needed. However, upon further review, the Chief Scientist is now recommending a small amount of additional funds to complete just the fatty acids analysis on these samples, which is necessary for achieving the project's objectives.

COST: \$21,700

**2.     02603            from DO NOT FUND to DEFER**

Implementation of an Ocean Circulation Model: Transition from SEA to GEM

This project, which would establish a GEM circulation model, was considered premature at the time of the Draft Work Plan. The Chief Scientist recommended that a careful evaluation of possible modeling options be undertaken prior to making a decision on any specific model. However, a GEM modeling workshop has now been tentatively scheduled for October 2001 (under Project 02630/Planning for GEM), and it may be appropriate to proceed with this project following that workshop. A new recommendation on this project will be brought to the Trustee Council at its December 2001 meeting.

COST: \$73,200

**3.     IN ADDITION, contingencies on several projects have been met.**

*Revised FY 02 work plan total (sum of Fund, Fund Contingent, and Defer):*

Amount in Draft Work Plan	\$4,782,200
Project 02441 (fund contingent)	21,700
Project 02603 (defer)	<u>73,200</u>
	\$4,877,100

TO: Molly McCammon

FROM: Phil Mundy

CC: Bob Spies

RE: Herring Research Options

July 16, 2001

You asked for recommendations on some herring research projects that might be accomplished in FY 2002 for amounts not to exceed \$50K. After consulting the record and talking this over with Bob Spies, here is my report.

Some history

The EVOS Trustee Council funded a synthesis project (00374) to identify future herring research in Prince William Sound. The draft final report of this project has only recently become available (April 16, 2001). As part of the project, a workshop was convened in Anchorage (November 1999) in conjunction with the Lowell Wakefield symposium. The synthesis effort has resulted in a manuscript that has been accepted for publication in Fisheries Oceanography (Norcross et al. in press). The report identified seven key research questions.

The questions are

1. What is the stock structure of herring in Prince William Sound, the Gulf of Alaska, or in the North Pacific?
2. Why do herring spawn where they do?
3. What causes variability in herring recruitment?
4. What is the role of herring in the ecosystem?
5. How can population size of herring be predicted?
6. What methods can be developed to answer these questions?
7. What tools can be developed to investigate ecosystem relationships?

The Science Coordinator attended the November 1999 workshop to gather information in advance of the synthesis report and publication. A workshop was held the following year in November 2000 to formulate herring research ideas. The workshop was attended by representatives from ADF&G and by PI's from herring and related projects. The recommendations from the 2000 workshop were as follows

1. Age structured analysis (ASA) hindcasting to [more accurately] estimate the PWS spawning biomass
2. Explore new stock identification applications of otoliths and lipids to PWS
3. Additional aerial surveys of juvenile herring

We were unable to find PI's willing to initiate items 1 and 3 in FY 01. ADF&G and NMFS initiated the otoliths and lipid analysis work (01538). We are awaiting results from this work, and plan to continue in FY 02. In addition to 02538, the Council is prepared to fund work on the effects of disease on Pacific herring population recovery in PWS (02462), subject to resolution of budget issues.

## Recommendations

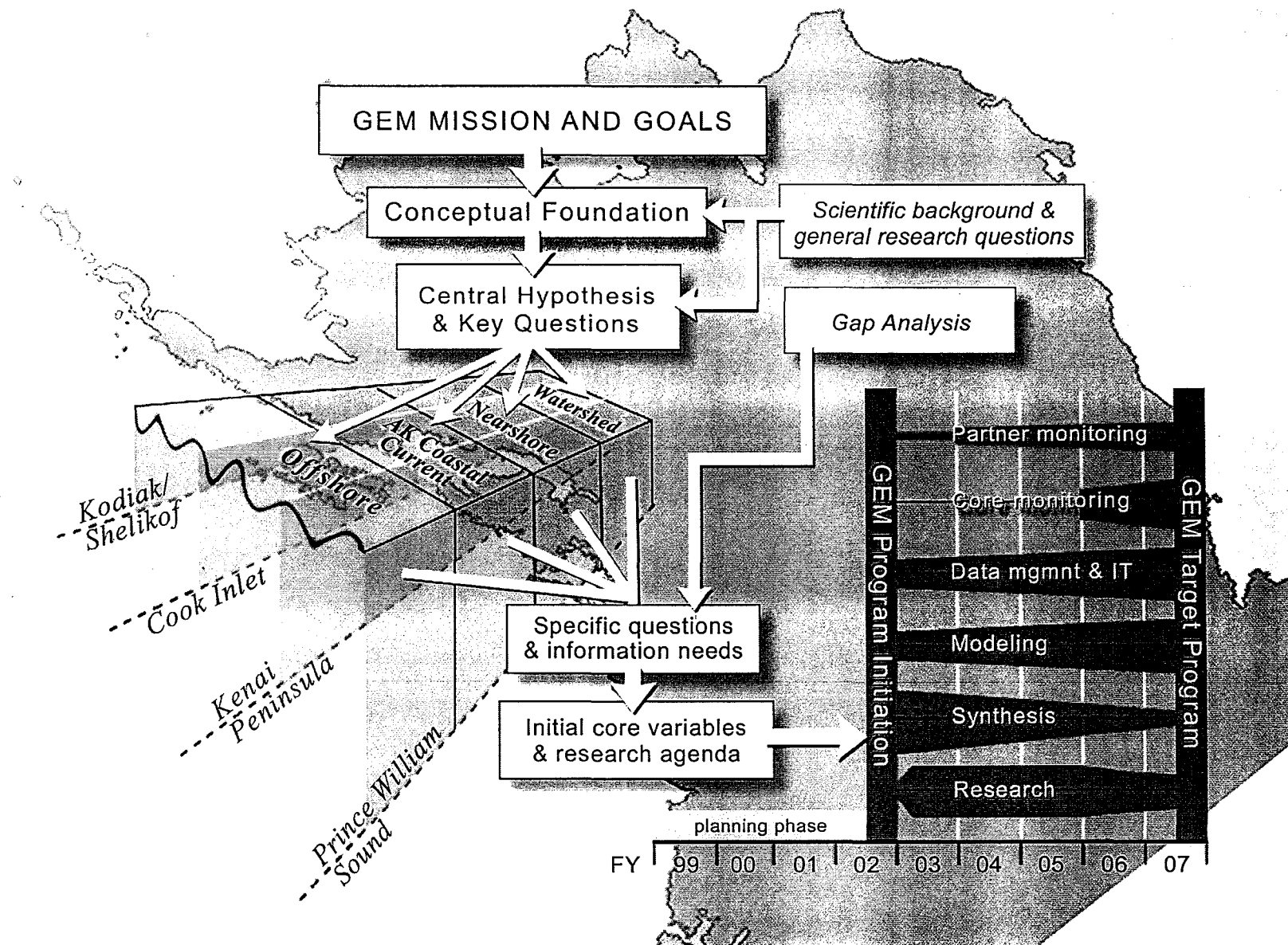
Recommendations in order of priority are as follows.

1. Using results from otoliths and lipid stock identification. Depending on results from FY 01, provide additional funding to 02538 to sharply increase develop environmental data from the areas sampled for tissue, and to analyze the otoliths and lipid results in relation to difference in environmental variables (Temperature, salinity, time of year). Also increase sample sizes and increase analyses of tissue in FY 02, in addition to archiving some additional samples. \$50K to 02538 for increased sampling and analysis.
2. Methods for measuring seasonal distribution of PWS herring for stock identification. Aerial surveys of PWS herring using airborne lidar imaging (light detecting and ranging). Lidar can provide images of animals in water to depths of 15 to 50 meters, depending on the sediment content. The distribution of juvenile and adult herring at regular time intervals in the late winter, spring, summer and early fall is of interest to both methods for answering questions and the long standing stock identification questions. Existing surveys funded by other sources might be extended to address the question of seasonal distribution of multiple life history stages. An added advantage is that analysis of lidar data can also reveal the distribution of predators on herring, such as sea lions. \$50K to add aerial survey time and some ground truthing of lidar data.
3. Synthesis of PWS herring population and environmental data. Fund age structured analysis (ASA) hindcasting to [more accurately] estimate the PWS spawning biomass, and model statistical relationships between biomass and environmental variables (temperature, salinity, ...). \$50K for biometric support.

02584

## Reference

Norcross, B. L., Brown, E. D., Foy, R. J., Frandsen, M., Gay, S. M., Kline, Jr. T. C., Mason, D. M., Patrick, E. V., Paul, A. J., and Stokesbury, K. D. E. in press. A synthesis of the life history and ecology of juvenile Pacific herring in Prince William Sound, Alaska. Fisheries Oceanography.



# Exxon Valdez Oil Spill Trustee Council

645 G Street, Suite 401, Anchorage, AK 99501-3451 907/278-8012 fax:907/276-7178



## MEMORANDUM

TO: Interested Parties

FROM: *S. Schaubert*  
Molly McCammon  
Executive Director

RE: Gulf Ecosystem Monitoring & Research Program (GEM)

DATE: July 9, 2001

Per your request, please find enclosed a copy of the draft Gulf Ecosystem Monitoring & Research Program (GEM). Any comments/suggestions/corrections you might have on this draft document would be appreciated as soon as possible. The Trustee Council will be discussing a revised draft – incorporating comments received – on Monday, August 6. Your written comments will be most useful if they are received by July 31. A draft of the document will be sent to the National Research Council for review in mid-August, so comments received after July 31 will still be useful. Opportunities for public comment are at noon Wednesday, July 18, during the Public Advisory Group meeting and at 10am August 6, during the Trustee Council meeting.

Written comments should be submitted to the Trustee Council via e-mail at [restoration@oilspill.state.ak.us](mailto:restoration@oilspill.state.ak.us) or by fax (907-276-7178) or regular mail (645 G Street, Suite 401, Anchorage, AK 99501). To participate via teleconference in the Public Advisory Group or Trustee Council meetings, please contact Cherri Womac in advance at the Restoration Office (phone 907-278-8012, toll free within Alaska 800-478-7745, toll free from outside Alaska 800-283-7745).

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