



OIL SPILL COORDINATION OFFICE

Alaska Region

TO: Barbara "Wilson" FAX: _____

UNIT: _____ Verification No. _____

FROM: Dave FAX: _____

REMARKS: PLS FAX To:

Carol Fries ✓ DORM Lee ✓

Dennis Cattery ✓ Bob Rice ✓

Judy Robinson ✓ Alex Swiderski ✓

Barry Roth ✓ Jim Ayers ✓

* Review of previous Teleconference
is Scheduled for 10:00 AM
Friday 4/29/94

Total number of pages (including cover): _____

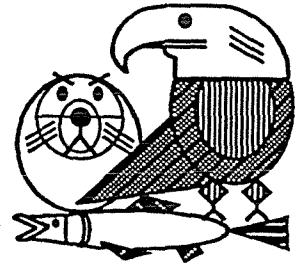
Date Sent: _____ Time: _____

Exxon Valdez Oil Spill Trustee Council

Restoration Office

645 G Street, Suite 401, Anchorage, AK 99501-3451

Phone: (907) 278-8012 Fax: (907) 276-7178



FAX COVER SHEET

To: _____ Number: _____

From: Dave Gibbons Date: 4/26/94

Comments: _____ Total Pages: 4

Review of process teleconference is
scheduled for 10:00 a.m. Friday, 4/29/94

April 26, 1994

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION; ATTORNEY WORK PRODUCT
DO NOT RELEASE UNDER FOIA

12 STEP PROCESS FOR APPRAISAL/APPRaisal REVIEW/APPROVAL

1. Lead Negotiating Agency advises Landowner that the Trustee Council is prepared to authorize an appraisal. The Lead Negotiating Agency informs the Landowner that it may, at its option and expense, procure its own market value appraisal but that it must comply with USPAP and UASFLA in order to be considered by the governments. It is preferable that any such appraisal be completed and submitted in the same general time frame as that of the Trustee Council contract appraisal to provide for concurrent review.
2. Lead Negotiating Agency, through the Executive Director, requests that the Forest Service task the Contract Appraiser to conduct an appraisal of Landowner's interests.
3. The Forest Service issues a task order to the Contract Appraiser identifying the scope of work to be conducted. The task order, among other things, requires the Contract Appraiser to address the following: (1) the objective of the assignment; (2) an identification of the real estate and property rights being appraised; (3) the date of the value estimate; and (4) the definition of fair market value used in the appraisal. A copy of the standardized appraisal instructions is attached.
4. The Contract Appraiser and representatives from the Lead Negotiating Agency hold a Pre-Work Conference with Landowner to discuss the conduct of the appraisal. The Landowner is advised that they should provide all information they believe is important in determining the value of its interests.
5. A site visit of the subject property by the Contract Appraiser and Agency Lead Negotiator is conducted. The Landowner is encouraged to attend and provide further pertinent information.
6. The Contract and Landowner Appraisers (if a landowner appraisal was prepared) submit first Draft Appraisal Reports, which the Forest Service distributes to the Lead Negotiating Agency Review Appraiser and the State and Federal Review Appraisers for review and comment (Landowner Appraisal Report is reviewed by Landowner prior to submission). The Lead Negotiating Agency Review Appraiser and State and Federal Review Appraisers review the overall methodology used by the Contract and Landowner Appraisers (if prepared) to determine whether they are consistent with USPAP and UASFLA.

7. State and Federal Review Appraisers submit comments to Lead Review Appraiser and Forest Service Contract Officer. The Forest Service then provides comments to Contract and Landowner Appraisers (Landowner is copied with comments to Landowner Appraiser).

8. The Contract and Landowner Appraisers consider review comments received and modify the Draft Appraisal Reports where appropriate. The Contract and Landowner Appraisers submit final Appraisal Reports to the Forest Service, which then distributes them to the Lead Negotiating Agency Review Appraiser and the State and Federal Review Appraisers.

9. State, and Federal Review Appraisers submit comments to the Lead Negotiating Agency Review Appraiser whom issues a Review Decision. The review appraisers cannot modify the Contract or Landowner Appraisers value determinations but can request further documentation and clarification as they determine.

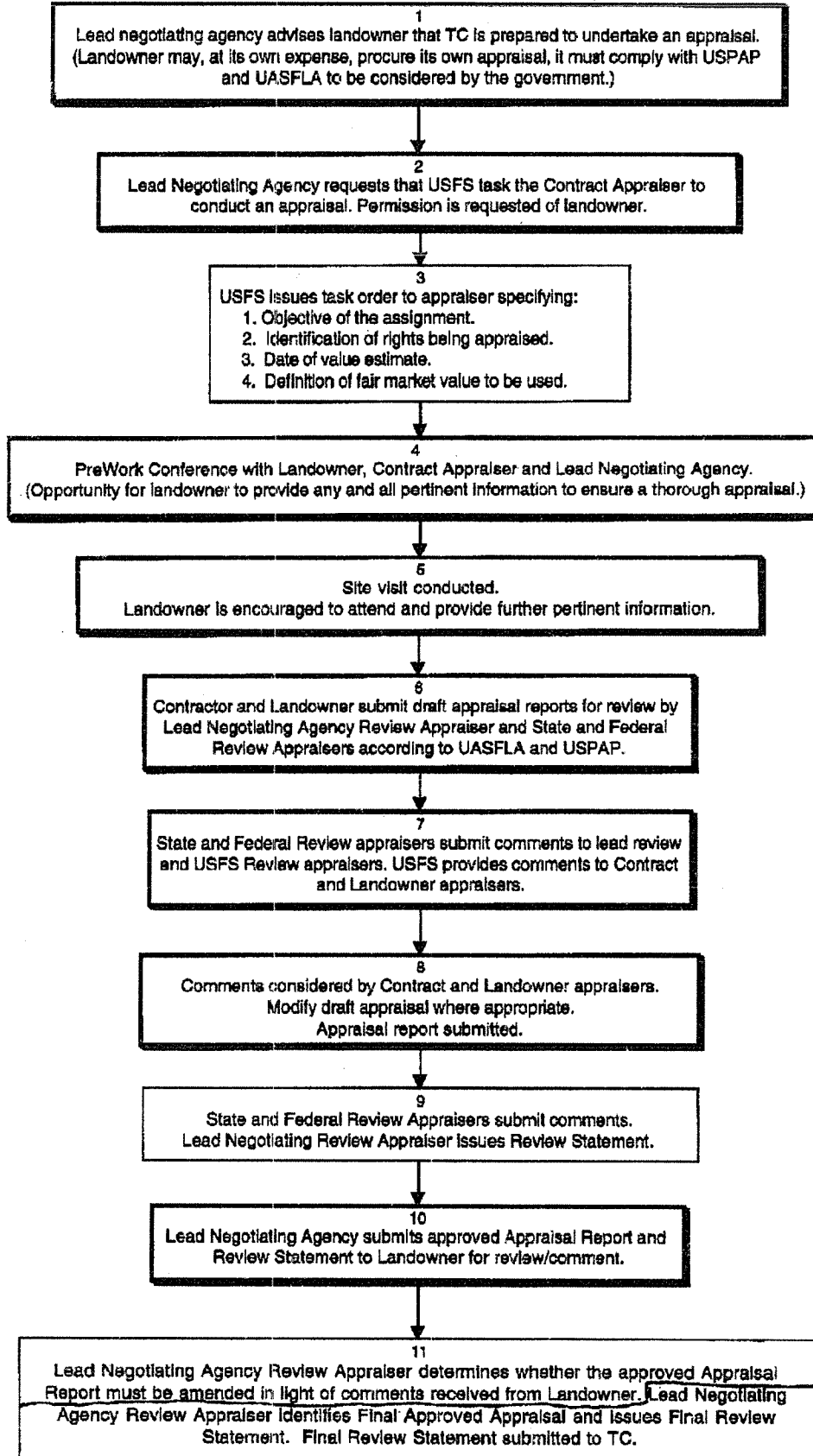
10. The Lead Negotiating Agency submits the Approved Appraisal Report and Review Statement to the Landowner for review and and opportunity to comment concerning their conformity to USPAP and UASFLA.

11. Lead Negotiating Agency Review Appraiser receives and transmits Landowner comments concerning contract appraisal to contract appraiser for consideration.

12 The Lead Negotiating Agency Review Appraiser specifies the Final Approved Appraisal and issues a Final Review Statement. The Final Review Statement is submitted to the Trustee Council.

DRAFT**Appraisal Process**

(Shadowed boxes indicate landowner involvement)



Bx 12