



**Lower Columbia Region Harbor Safety Committee
General Membership Meeting Minutes**

1000 - 1200

Wednesday, January 14, 2015

**Venue: USCG Marine Safety Unit Portland
6767 N. Basin Street
Portland, Oregon**

Managing Board Members					
Name of Member and Alternate	Agency/ Industry/ Organization	Sector	Name of Member and Alternate	Agency/ Industry/ Organization	Sector
Kate Mickelson	Columbia River Steamship Operators	Associations	Fred Myer	Port of Portland	Ports
Robin Wright Rebekah Canfield	Merchants Exchange	Information Systems	Lars Uglum	Port of Vancouver USA	Ports
Kristin Meira Heather Stebbings	Pacific Northwest Waterways Assc.	Associations	Ashley Helenberg	Port of Longview	Ports
Kirk Bonnin	Olympic Tug & Barge	Barge Operators	Phil Brotherton Duffy Daniels	Transmarine Navigation Corp. Wilhelmsen Ship Svc	Shipping Agents
Jon Gornick Jessica Stokke	US Army Corps of Engineers	Federal Agencies	Susan Johnson	Oregon Board of Maritime Pilots	State Agencies
CAPT Ropp LT Morrison	US Coast Guard	Federal Agencies	Mike Zollitsch	Oregon Dept of Environ. Quality	State Agencies
Dan Jordan	Columbia River Bar Pilots	Pilots	Scott Ferguson	Washington State Dept of Ecology	State Agencies
Steve Woods	Columbia River Pilots	Pilots	Hans Meere	Export Grain Terminal (EGT)	Terminal Operators
Ernie Quesada Carl Boelter	Clean Rivers Cooperative	Port & Vessel Services	Pete Pawlicki Clark Jennison	Kirby Offshore Marine	Vessel Operators
Roman Geigle	NWFF Environmental	Port & Vessel Services	Dennis Corwin Don Gribbling	Portland Spirit	Vessel Operators
Andy Meyer	Columbia River Yachting	Associations	Fred Harding Rob Rich	Shaver Transportation	Vessel Operators



	Association		Steve Shaver		
Jim Townley	P.I.E	Associations			



Managing Board Minutes

Chair: Anne McIntyre*

Vice-Chair: Kirk Bonnin

Secretary: Susan Johnson

1. Introductions

*Chair Anne McIntyre resigned and Vice-Chair Kirk Bonnin is currently acting Chair. Vice Chair Kirk Bonnin called the meeting to order at 0903hrs.

2. Old Business

- a) Budget Establishment: Rebekah Canfield, Merchants Exchange, gave an update on the status of the LCRHSC Budget establishment and invoicing for voluntary contributions of stakeholders.
- b) WA State Oil Transport Study: Scott Ferguson, WA Department of Ecology, gave a brief report on the status of January 12th legislation and results from Washington State Oil Transport Study. There were 43 recommendations made by the study, including but not limited to: expansion of best achievable protections to include rail and pipeline, reducing the threshold for oil spill response account use to \$1000, and a call for emergency management planners to address the changing energy industry.
- c) Charter Changes: Brief discussion on the Charter change proposed due to the resignation of the Current Chair and addition of administrative services and budget development by the Merchants Exchange.
 - Chair Resignation Procedure: no current resignation procedure exists for the LCRHSC. Hand-off protocol is needed and clarification of promotion of Vice-Chair to assume Chair duties needs to be developed.
 - Budget: Charter needs to include language that includes the development of the voluntary contribution schedule and management of funds by Administrator, Merchants Exchange
 - Executive Committee: a name change is proposed to correct the name of the Committee from "Executive Committee" to "Executive Steering Committee." The advisory and non-authoritative function of the Committee (made up of past-Chair's and membership) needs to be further clarified.



- Secretary: duties of the Secretary officer position need to be better defined now that the Merchants Exchange is taking over administrative duties of the LCRHSC
- Change of Watch: protocol needs to be developed to better articulate the transition procedure during the first meeting of the year.

Acting Chair Kirk Bonnin tasks the Executive Steering Committee with the development of the Charter revisions.

3. Active Working Sub- Committees Reports

- **Anchorage**: Steve Woods will be replacing Anne McIntyre as Chair of the Anchorages Committee
 - **Bridges**—Dennis Corwin: No report
 - **Extreme Water**—Jon Gorwick: No report
 - **Harbor Safety Plan**—Mike Titone: Mike gave a brief report that articulated his job change from Columbia River Steamship Operators' Association to incoming Executive Director of Columbia River Bar Pilots. He expressed his desire to continue work on the Harbor Safety Plan for the LCRHSC. 2 chapters of the plan have already been reviewed; more will be reported to the Board in March.
 - **Make-Way**—USCG/Pilots: No report
 - **Navigation**—Dan Jordan: No report
 - **Outreach**—Heather Stebbings: No report
4. **USCG Report on Vessel Incidents**: Representatives of the USCG gave a brief status report on vessel incidents and investigations into incidents involving commercial fishing vessels, single haul barges, and suspensions/revocation of licensure. It was also reported that Multnomah Buoy 83A was upgraded to a flashing light. USCG also reminded membership that the Captain of the Port Industry Breakfast events are held monthly and open for interested parties to attend.

5. New Business

- **Revision of Slate of Officers for 2015**: Due to the resignation of elected Chair Anne McIntyre, Vice-Chair Kirk Bonnin is now Acting Chair. Nominations for the position of Vice-Chair are needed. Slate will be presented to Board and Membership at the March meeting.
- **Finalizing venue arrangements for 2015**
- **Solicitation of ideas for enhanced communications across all sub-committees**: Suggestions of an interactive web-based message board,



dedicated LCRHSC webmail and interactive calendar were made to enhance communications across sub-committees. Chair and administrators will look into solutions and report back to membership.

- **Suggestions for website enhancements:** suggestions for website enhancements are to be sent, via email, to Rebekah Canfield or Susan Johnson.

6. Request for Public Comment / Future Agenda Items

7. For the Good of the Order

8. Next Meeting:

<u>Dates</u>	<u>Location/Options</u>
March 12, 2014	Clean Rivers Facility
May 14, 2014	Portland Merchants Exchange
July 9, 2014	Astoria
September 10, 2014	Longview, TBA
November 12, 2014	Portland Spirit

9. Motion to Adjourn

With no further business, the meeting was adjourned.



Lower Columbia Region Harbor Safety Committee

LCRHSC MANAGING BOARD MEETING MINUTES

Regular Meeting—May 13, 2015

The regular meeting of the Lower Columbia Region Harbor Safety Committee (LCRHSC) was held on Wednesday, May 13, 2015 at the Merchants Exchange of Portland. Chair Kirk Bonnin called the meeting to order at 0915 and a round of introductions of those present was held.

Managing Board Members in attendance:

Kirk Bonnin, Olympic Tug & Barge, <i>Chair</i>	Fred Myer, Port of Portland, <i>Vice Chair</i>
Ryan Paulson, WA DOE	Dan Jordan, Columbia River Bar Pilots
Kate Mickelson, CRSOA	Andy Meyer, Columbia River Yachting Assn.
Cale Karrick, Transmarine Navigation	Ernie Quesada, Clean Rivers Cooperative
Alyson Evans, MFSA	Holly Robinson, MFSA
Ken Lawrenson, USCG	CDR. Jon Hellberg, USCG
Liz Wainwright, Merchants Exchange	Robin Wright, Merchants Exchange
Hans Meere, EGT LLC	Eric Burnette, Oregon Board of Maritime Pilots

Present by proxy: Fred Harding, Shaver Transportation

Not in attendance (1 representative per company): Roman Geigle, NWFF Environmental; Dennis Corwin, Portland Spirit; Duffy Daniels, Wihelmsen Ship Service; Jon Gornick, Army Corps of Engineers; Steve Woods, Columbia River Pilots; Ashley Helenberg, Port of Longview; Clark Jennison, Kirby Offshore Marine; Kristin Meira, PNWA; Stu Sanborn, Tidewater; Jim Townley, PIE; Mike Zollitsch, OR DEQ; Lars Uglum, Port of Vancouver USA. Susan Johnson, Secretary, Oregon Board of Maritime Pilots.

Also in attendance: Rebekah Canfield, LCRHSC Administrator, Merchants Exchange

Items on the agenda include:

1. Importance of the Managing Board and the Mission of the LCRHSC

Chair Kirk Bonnin spoke briefly about the importance of participation at Managing Board meetings and the fact that the Managing Board has 6 meetings a year, lasting roughly 1 hour in order to conduct all business per year. All managing board members are encouraged to participate fully and attend ready to accomplish agenda items.

2. Review of Minutes

Approval for the minutes for January and March 2015 were postponed to the end of the

meeting in order to give time for board members to review.

3. Old Business

a. Update on budget and contact list management

Rebekah Canfield, LCRHSC Administrator gave a brief update on the status of the 2015 Budget. As of May 13, 2015, LCRHSC has raised enough funds to cover administrative costs for the year but still has 45% of funds estimated left to raise. Officers will be conducting outreach to members and companies that have not yet contributed.

Contact list management is a big priority for the LCRHSC and Rebekah will be working with members to curate a list and send mass emails from alternative software. Board members agreed that a solution to the Club Web source was necessary and Rebekah will work with Officers to identify a schedule for Board-specific announcements and information releases.

b. Agreement between Merchants Exchange and LCRSHC

Kirk reported to the Board that the service agreement between the Merchants Exchange and LCRHSC has been signed and is retroactive to January 1. The service agreement allows for the Merchants Exchange to take over administrative and financial management duties for the LCRHSC. There was no discussion.

c. Incorporation of LCRHSC

Kirk reported that the incorporation of the LCRHSC is still under review. No action for the managing board is necessary at this time. Liz Wainwright, Merchants Exchange Executive Director, will inquire as to whether or not incorporation is necessary due to the contribution structure and report back at the next meeting.

d. Review of Active Working Committee Reports:

Dan Jordan recommended that the Executive Steering Committee be removed off the agenda for future meetings. All present agreed. Dan Jordan also reported on the Navigation Sub Committee and recommended that the Incident Management Guidelines for Initial Actions and Communications proposed via email prior to the meeting be approved as is. Discussion over "mission creep" and how to ascertain what needs to be included followed. CDR Hellberg, USCG, recommended revisiting this topic as a potential topic for the National Harbor Safety Committee in 2016.

4. National Harbor Safety Committee 2016

Kirk provided a brief update on the status of the National Harbor Safety Committee. The decision to host in 2016 was made via email voting from the Managing Board. A quorum

was present for voting and the measure passed. Currently a local NHSC Sub-Committee has been formed and comprises of: Kirk Bonnin, Fred Myer, Liz Wainwright, Heather Stebbings, Ashley Hellenberg, Dennis Corwain, Kate Mickeslon and Jim Townely. The local committee is assisted by the staff at TRB who will be doing logistics for the conference. Currently, TRB is sending out RFP's for hotels and the LCRHSC is responsible for developing the agenda. More details will be discussed at the General Membership Meeting.

5. New Business/Good of the Order: None

6. Motion to Adjourn

Managing Board meeting adjourned at 1005hrs. m/s/a



**Lower Columbia Region Harbor Safety Committee
General Membership Meeting Minutes
1000-1100
Wednesday, March 11, 2015**

**Venue: Clean Rivers Training Facility
Portland, Oregon**

Managing Board Members Present					
Name of Member and Alternate	Agency/ Industry/ Organization	Sector	Name of Member and Alternate	Agency/ Industry/ Organization	Sector
Robin Wright	Merchants Exchange	Associations	Fred Myer	Port of Portland	Ports
Steve Woods Rick Gill	Columbia River Pilots	Pilots	Eric Burnette Susan Johnson	OR Board of Maritime Pilots	State Agencies
Jon Gornick	US Army Corps of Engineers	Federal Agencies	Andy Meyer	Columbia River Yachting Association	Associations
Jon Hellberg	US Coast Guard	Federal Agencies	Kirk Bonnin	Olympic Tug & Barge	Vessel Operators
Michael Zollitsch	Oregon DEQ	State Agencies	Dan Jordan	Columbia River Bar Pilots	Pilots
Duffy Daniels	Wilhelmsen	Shipping Agents	Scott Ferguson	Washington State Dept. of Ecology	State Agencies
Kate Mickelson	CRSOA	Associations	Brian Fletcher	Tidewater	Vessel Operators
Hans Meere	Export Grain Terminal (EGT)	Terminal Operators	Ernie Quesada Carl Boelter	Clean Rivers Cooperative	Port & Vessel Services
Holly Robinson	MFSA	Associations	Heather Stebbings	Pacific NW Waterways Association	Associations
Guests in Attendance					
Name	Organization	Name	Organization		
Sean Morrison	USCG	Rebekah Canfield	Merchants Exchange		
Ken Lawrenson	USCG	Todd Mains	USCG Auxiliary		
Crescent Moegling	NOAA	Carl Obermeier	BP Shipping		



CHAIR: KIRK BONNIN, OLYMPIC TUG & BARGE
VICE-CHAIR: FRED MYER, PORT OF PORTLAND
SECRETARY: SUSAN JOHNSON, OREGON BOARD OF MARITIME PILOTS
ADMINISTRATOR: BEKAH CANFIELD, MERCHANTS EXCHANGE

The meeting was called to order at 1030 by Chair Kirk Bonnin. Several items on the agenda were deferred in the interest of time, due to the managing board meeting going over schedule.

Review of Minutes

Approval of Minutes from January 14, 2015 and March 11, 2015 will be deferred to the May Managing Board Meeting. Review by the membership will be presented at that time.

Old Business

- Last Meeting of the Year: No discussion – deferred to next meeting
- Update Managing Board member contact information – Rebekah Canfield: Contact information changes should also be sent to Rebekah Canfield via email to better curate the LCRHSC Contact Lists.
- Update Sub Committee Chair Appointments and their Contacts: No discussion – deferred to next meeting.

Active Working Committee Reports (action items only)

- **Incident Management and Navigation: Capt. Dan Jordan**
 - o Incident Management Guidelines were presented by Capt. Dan Jordan and a motion was made to approve the changes (email and phone number). Navigation updates were also presented by Capt. Jordan but deferred to the next meeting out of interest of time.
- **Extreme Water: Jon Gornick**
 - o Jon Gornick, Army Corps of Engineers gave an update on the status of maintenance dredging and spoke briefly of the impact that a low snow pack has been having on the river levels.
- **Executive Steering Committee: Kirk Bonnin**
 - o Kirk Bonnin, along with members of the Executive Steering Committee, spoke regarding the status of the proposed Charter revisions pertaining to the resignation of the Chair and promotion of a Vice Chair to the position of Chair. The changes to the Charter were approved by the Board and presented to the Membership.
 - o Nomination for 2015 Vice Chairperson: Capt. Anne McIntyre elected to serve as 2016 Chairperson has stepped down due to work commitments. Kirk Bonin, Vice Chairperson has agreed to serve as Chairperson and Fred Myer has agreed to serve as Vice Chairperson for the remainder of 2016. Susan Johnson will continue as Secretary. On a motion duly made and seconded, the revised slate of officers for 2016 was approved



New Business

- National Harbor Safety Committee Conference: Kirk gave a brief overview of the opportunity that the LCRHSC has to host the National Conference in 2016. The information presented by John Veentjer, Marine Exchange of Puget Sound, during the Managing Board meeting was also discussed. A vote of the membership, via email, will be taken to determine if the LCRHSC will participate as host. An update will be presented at the next meeting.
- Should the LCRHSC Incorporate? If so what status 501c (3) or (6) or (7)?: No discussion – deferred to next meeting.

Presentation: Clean Rivers Cooperative and Maritime Fire and Safety Association.

Ernie Quesada, Clean Rivers Cooperative and Holly Robinson, Maritime Fire and Safety Association gave brief presentations of their respective roles in response to incidents on the river system, including detailing the unique partnership and equipment sharing agreement that CRC and MFSA has.

Future Meeting Dates: May 14, 2015, Merchants Exchange of Portland

Adjourned: 1145hrs



Lower Columbia Region Harbor Safety Committee

LCRHSC GENERAL MEMBERSHIP MEETING MINUTES

Regular Meeting—September 9, 2015

The regular meeting of the Lower Columbia Region Harbor Safety Committee (LCRHSC) General Membership was held on Wednesday, September 9, 2015 at the Port of Kalama. Vice Chair Fred Myer called the meeting to order at 1025hrs.

In attendance:

Fred Myer, Port of Portland, <i>Vice Chair</i>	Susan Johnson, Oregon Board of Maritime Pilots, <i>Secretary</i>
Erik Swenningson, Port of Kalama	Fred Harding, Shaver Transportation
Dan Jordan, Bar Pilots	Ernie Quesada, Clean Rivers Cooperative
Mike Titone, Bar Pilots	Scott Ferguson, WA Dept. of Ecology
Heather Stebbings, Pacific NW Waterways Assn	Dale Jensen, WA Dept. of Ecology
Steve Woods, Columbia River Pilots	Cale Karrick, Transmarine
Hans Meere, EGT	Mike Zollitsch, Oregon DEQ
Andy Meyer, Columbia River Yachting Assn.	LCDR Laura Springer, USCG
Ashley Helenberg, Port of Longview	Kate Mickelson, Columbia River Steamship Operators' Assn.
Ed Irish, Tesoro	Sam Shogren, Shogren Consulting Group
Kevin Buffum, PTSI	David Konz, Tidewater
Bruce Reed, Tidewater	Capt. Sencer Under, NCB
Laura Springer, USCG	Pat Ropp, USCG
Randy Clark, USCG	

The meeting was called to order by Vice Chair, Fred Myer.

1. Review of Minutes:
 - a. Minutes of the July meeting were accepted by the General Membership and are available for further review on the website.
2. Administrative Update:
 - a. Bekah Canfield spoke briefly about the need to reschedule the November meeting due to Veteran's Day. The meeting will still be held in November and will still be located at the Portland Spirit. A Doodle request will be sent out in the week following the meeting for arrangements.
 - b. Update on budget and contact list management
Rebekah Canfield, LCRHSC Administrator gave a brief update on the status of the 2015 Budget. Currently, LCRHSC has raised enough funds to cover

administrative costs for the year but still has 45% of funds estimated left to raise. Officers will be conducting outreach to members and companies that have not yet contributed. Fundraising focus is shifting to the National Harbor Safety Conference. It was suggested that a reminder letter for dues be sent out; Bekah Canfield will follow up with Officers.

Contact list management is a big priority for the LCRHSC and Rebekah will be working with members to curate a list and send mass emails and calendar requests using both the website and Constant Contact. Rebekah will continue to work with Officers to identify a schedule for Board-specific announcements and information releases. Rebekah will also develop a survey to distribute to the Managing Board and the General Membership regarding contact preferences and updates.

3. National Harbor Safety Conference 2016:
 - a. A review of the conference call minutes from the National Harbor Safety Committee Planning Committee was discussed. Fundraising continues to be one of the major priorities. An overall conference theme and the themes for the breakout sessions are still being developed.
4. Review of Active Working Committee Reports:

Written reports were attached to the meeting packet and were briefly presented by subcommittee chairs.

 - a. CRVTSA: The new subcommittee, "Columbia River Vessel Traffic Safety Assessment" was created with a quorum of the managing board via email vote August 20th. The first meeting has been held and the scope of the committee is still being established.
 - i. Some discussion centered on the potential addition and outreach to NGOs and Tribal representatives to the committee. Suggestions will be discussed at future subcommittee meetings and will report back to the Managing Board.
 - b. Anchorages (Steve Woods): Capt. Woods spoke briefly regarding the current environmental study for new anchorages that is being undertaken by the USCG and the need for new anchorages on the river system.
 - c. Extreme Water (Jon Gornick via Fred Myer): The flows are still at record lows for this time of year. Nothing further to report.
 - d. Harbor Safety Plan Update (Kate Mickelson):
 - i. The Incident Management Guidelines, Towed Barge Guidelines (Lower River), Required Charts and Publications chapters were all accepted as amended by the Managing Board. Dan Jordan was added to the subcommittee.
 - ii. The goal of the Harbor Safety Plan Update Subcommittee is to have all chapters of the plan reviewed and approved by March 9, 2016.

- e. Make Way (USCG): The Buoy 10 combination of USCG personnel, USCG Auxiliary and Sheriff was successful. The subcommittee will be looking at deadship tow guidelines next.
 - f. Outreach (Heather Stebbings): No report. Fred Myer announced that parties interested in touring the Dredge Oregon should contact him for a one day tour.
5. New Business/Good of the Order: None
6. Motion to Adjourn: General Membership Meeting adjourned at 1145hrs.

The next (and final) meeting of the LCRHSC will be held in November aboard the Portland Spirit.