

Seward State Parks Citizen Advisory Board

Meeting Agenda

November 20, 2024 5:30-7:30 pm

AVTEC Culinary Academy, 809 Third Ave, east entrance, third floor

I. Call to Order

- A. Call to Order: Acting Chair Jordan
- B. Volunteer minutes-taker: Tom Miller
- C. Roll Call: Bob Barnwell, Carol Griswold, Nick Jordan, Mark Luttrell, Chance Miller, Tom Miller
- D. Board members absent: Mica Van Buskirk, vice-chair Amy Haddow, Cliff Reid
- E. State Park Staff: Superintendent Hans Rinke, District Ranger Jack Ransom, Park Specialist Michael Burmeister
- F. Public Present:
- G. Minutes: Approval for October 16, 2024
- H. Agenda Changes and Approval:

II. Public Comments:

III. Board Contact and Correspondence with Public:

IV. Reports: Please be brief

A. Staff Report: Hans Rinke, Jack Ransom, Michael Burmeister:

Hans report including follow up on:

- Staff coordination of celebration of Fort McGilvray in 2025
- Contact with engineers about Lowell Point parking plan
- SCORP impact/support on Seward area state park units
<https://dnr.alaska.gov/parks/scorp.htm>
<https://dnr.alaska.gov/parks/plans/scorp/2023/23-27akscorpfull.pdf>
- Long-term mooring of vessels in state or park waters

Jack and Michael report and updates

- Stolen signs from LPSRS
- Damage to Pinnacle Rock from gold dredge? (November 6 washed past rock during storm. Coast Guard informed. Joe Tougas et al managed to fire it up and safely motor it away that afternoon at high tide.)

B. Committee Reports

1. Local issues
2. Tonsina Mining (Cliff, Bob, Carol): see Goals.
3. Legislative Committee (Bob, Mica) Budget and Friends of State Parks:
4. Board Recruitment Committee Mark: no vacancies for 9-member Board, could have 11 to include NPS and USFS.

V. New Business:

- A. Elect new chair. Need nominations, discussion, vote. See Informational Items.
- B. Discuss purpose of CAB to make sure we are on track. See Informational Items.
- C.

VI. Old Business:

- A. Minutes: see Informational Items.
- B. As time allows, discuss Goals.

VII. Goals 2023-24 Updates and discussion, revised October 16, 2024

1. Continue to pursue and support Lowell Point Parking plan: 2023-2027 SCORP
2. Support funding for deferred maintenance of infrastructure including latrines at LPSRS, upper and lower parking lots, Fort McGilvray, trails, and PUCs. Letter approved and sent January 8, 2024. Rinke: new landscape planner position will help with plan 10-16-24
3. Support funding to replace Callisto PUC or relocate a PUC in a secure location. 9-2024
4. Support flood mitigation plan for Porcupine PUC 9-2024
5. Support Spruce PUC boardwalk replacement/improvements for ADA use
6. Support update of 1998 CHSRA Management Plan, especially with the addition of Fort McGilvray Historic District on December 22, 2022, and send letter of support. Draft letter by Chair 3-15-23, Chair emailed Board-approved letter to Director Gease on 3-17-23, no reply. 11-23, Rinke: will check with planning for options for update, rewrite, or modify, and see where plan is in queue. 3-20-24. Rinke: 5-7 years out 10-16-2024
7. Support a Fort McGilvray Historic Preservation Master Plan and Interpretive Plan, and alternate funding opportunities as recommended by DPOR Shawna Popovici. Letter approved and sent January 5, 2024. 3-26-24 Did not receive OHA grant, will try again in 2025.
8. Support Fort McGilvray ribbon-cutting ceremony/celebration in 2025 with entities, coordinated by DNR Office of History and Archaeology. 3-20-24, 10-16-24, Hans will pursue and update.
9. Continue to pursue resolution of Tonsina Creek mining issue: Case file is so convoluted, may be best to start over. Shall we ask for a revision? 03-20-24 Need legislative act to add watershed to state parks; current legislature might not be amenable.
10. Support annual resetting of protective barrier rocks at LPSRS by boat launch. 8-5 2024.
11. Support annual budget for METCO to plow and maintain upper and lower parking lots at LPSRS. Updated 3-20-24
12. Support Friends Group, whether locally or statewide: in 2023-2027 SCORP comments, ongoing.
13. Update Parks website: re high tides, stove fuel, slides, and other changes: Tonsina PUC section updates were moved and approved on 02-22-23, sent 3-2-23; in progress. Callisto Canyon PUC removed in July 2024.
14. Maintain laminated tide charts at both kiosks (Carol, Nick): continuing.
15. Explore new public-use cabin locations: Board voted unanimously 2-22-23 not to support this; area has enough, locations are difficult, deferred maintenance and relocations of existing PUCs are expensive and difficult. Mica later proposed new locations at Thumb Cove north end, Fox Island Spit, South Beach CHSRA, North Beach south side, Tonsina Point between bridges or near the campground pavilion.

16. Support installation of tent platforms in park: determine locations and include in grants. 2-22-23 Board supported Eagle Scout project to provide tent platforms. 2023: two installed at North Beach. Need more? Where?
17. Attend: ASLC Stewards of the Bay program, meets once a month in winter 9-2024. Conflicts with CAB meeting 10-16-24.
18. Support Alaska State Parks staff mooring buoy at North Beach and public mooring buoys in the park. 3-20-24 Park staff needs one. Eagle Scout John Van Buskirk's buoy research project should be kept on file.
19. Support 2024 grant for purchase of ATV/UTV for CHSRA 9-2024 letter sent to Rinke.
20. Explore use of AmeriCorps in parks (Mica), Sierra Club, FAA, retirement groups, and other volunteer work groups. 9-2024
21. Advocate for more visibility in SCORP via Alaska Trails/Mariam Mendoza 10-16-24 continuing.
22. Establish a volunteer crew to create a high ground trail to Tonsina PUC from beach. 10-16-2024. Staff completed this in October.

VIII. Informational Items:

A. Bylaws re: election of chair

III. Board Duties and Responsibilities

B. The officers of the Board shall be at a minimum, Chair and Vice Chair. Other officers may exist as deemed necessary by the Board. Each officer shall hold office until a successor has been duly elected and is eligible for reelection at the discretion of the Board. The officers shall be elected annually by the Board at the first meeting after July 1 each year...

C. Officer Responsibilities:

1. Chair:

- a) Supervise and coordinate all the affairs of the Board and preside at meetings as a voting Board member.
- b) Be in contact with Division staff members prior to monthly Board meetings as needed to discuss pertinent issues. Submit agenda items by e-mail to Division staff member(s) prior to monthly or special Board meetings.
- c) Act as the spokesperson of the Board to carry out its established purposes outlined herein.
- d) Conduct meetings of the Board in a reasonable, fair, constructive, and controlled manner (Robert's Rules of Order or similar).
- e) As appropriate, call special meetings of the Board.
- f) Lead the Board in appointing and/or delegating the organization of special sub-committees and working groups to members of the Board.
- g) Be familiar with and uphold the Bylaws to lead the Board.
- h) Lead the Board in determining its annual goals and objectives while serving an elected term of one year unless re-elected or until a successor has been duly elected.
- i) In the event of a tie vote of the quorum, the vote of the Chair will determine the outcome.

2. Vice-Chair:

- a) Assume all duties of the Chair in their absence.
- b) Serve an elected term of one year unless re-elected or until a successor has been duly elected.

B. From the 2022 Bylaws:

The Division of Parks and Outdoor Recreation (DPOR) provides outdoor recreation opportunities and conserves and interprets natural, cultural and historic resources for the use, enjoyment, and welfare of the people.

I. PURPOSES The Boards are organized for the following purposes:

- A.** To assist park staff with management and development issues.
- B.** To provide a forum for information and the collection and expression of opinions and recommendations on matters relating to state park units.
- C.** To protect the resources of state parks including its scenery, vegetation, wildlife, soils, waters, historic and cultural features, wilderness, and outdoor recreational opportunities.
- D.** To promote communication between the public, local government, state and state park administration.
- E.** To research matters of community interest relating to state parks; to bring matters of interest to the attention of the public; to appear and testify at public meetings and legislative hearings as representatives of state park users and neighbors.
- F.** To make recommendations to the Director concerning, among other topics:
 - 1) Diverse public recreational uses;
 - 2) Mitigation of conflicts between user groups;
 - 3) Interpretation of the natural and human history of the parks;
 - 4) Increase public understanding and mitigation of human impacts on park resources;
 - 5) Cooperation between the Director and other federal, state, borough, and city agencies, service organizations, homeowners' associations, community councils, adjacent residents, and users of the park's resources;
 - 6) Cooperative agreements, land acquisitions or exchanges, regarding inholdings local government properties and adjacent lands;
 - 7) Promotion of public & legislative support for state parks' policies and programs.
 - 8) Regulation changes affecting state park units.
 - 9) Revisions and updates to state park management plans.
- G.** To promote educational, scientific, and charitable purposes.

C. Minutes

1. Notes on audio recordings from Robert's Rules of Order, Jurassic Parliament

“Recordings of the Meeting: Unless state law says otherwise, the written minutes as approved by the body are the official record of the meeting. Audio and video recordings are not the official record.

It can be helpful to include time stamps from the recording in the minutes, so people wishing to observe what was said during discussion of a specific item do not have to review the recording from the beginning.”

“The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).”

2. Notes on taking minutes from Robert's Rules of Order, Jurassic Parliament

CAB can choose how to prepare the minutes. I (Carol) preferred to provide extensive written minutes so we had a solid record on file and for absent members. However, with the new decision to also provide audio recordings, the Board may decide to only provide brief, summary minutes. This will make it much easier to take minutes. Here are some guidelines to consider:

Minutes should provide a record of:

- a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time);
- b) type of meeting (Regular/Special/Adjourned Regular);
- c) what was considered;
- d) what was decided; and
- e) agreed upon follow-up action.
- f) minutes shall report any action taken and the vote or abstention on that action of each member present for the action.

Brief summary minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.

To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that...", "It was generally felt that...", "It was questioned whether...", "During discussion, it was clarified..."

While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:

- o Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).

D. Mariculture bill streamlines leasing process of shellfish and kelp farmers

<https://www.kdll.org/2024-10-17/mariculture-bill-streamlines-leasing-process-for-shellfish-and-kelp-farmers>

“In terms of, like, actual, you know, aquatic, farmable acreage on the water, you're kind of a little bit **limited in terms of expansion, I think both in Resurrection Bay** and in Kachemak Bay,” she said. She said lower Cook Inlet is a potential area for the state to develop new leases.

E. Diamond Creek Trail closed indefinitely: Homer News 10-17-24

<https://www.homernews.com/news/diamond-creek-trail-closed-indefinitely/>

F. State Parks Facebook Page: <https://www.facebook.com/AlaskaStateParks/>

Alaska State Parks Blog: <https://dnr.alaska.gov/parks/asp/parksblog.htm>

There's a recent post on a visit to Thumb Cove SMP.

Photos and articles are welcome. Also notices of meetings.

Send to Wendy Sailors Communication Engagement

Manager, wendy.sailors@alaska.gov, 907 269-8738

IX. Public Comments:

X. Adjournment

A. Board Comments

B. Date/Location of next meeting: Wednesday, January 15, 2025 at 5:30 pm, AVTEC Culinary Academy. Note no meeting in December.