

EVOSTC PROPOSAL SIGNATURE FORM

Project Number: 05630

Project Title: Project Title: Administration of EVOSTC Scientific Programs

Agency: ADF&G

THIS FORM MUST BE SIGNED BY THE PROPOSED PRINCIPAL INVESTIGATOR AND SUBMITTED ALONG WITH THE PROPOSAL. If the proposal has more than one investigator, this form must be signed by at least one of the investigators, and that investigator will ensure that Trustee Council requirements are followed. Proposals will not be reviewed until this signed form is received by the Trustee Council Office.

By submission of this proposal, I agree to abide by the Trustee Council's data policy (*Trustee Council/GEM Data Policy**, adopted July 9, 2002) and reporting requirements (*Procedures for the Preparation and Distribution of Reports***, adopted July 9, 2002).

PROJECT TITLE: Administration of EVOSTC Scientific Programs

Printed Name of PI: Dr. Phillip Mundy

Signature of PI: _____ Date 7/15/04

Printed Name of co-PI: _____

Signature of co-PI: _____ Date _____

Printed Name of co-PI: _____

Signature of co-PI: _____ Date _____

* Available at <http://www.oilspill.state.ak.us/pdf/admin/datapolicy.pdf>

** Available at <http://www.oilspill.state.ak.us/pdf/admin/reportguidelines.pdf>

Trustee Council Use Only

Project No: 050630

Date Received: 7/15/04 EVOSTC PROPOSAL SUMMARY FORM

Project Title: Administration of EVOSTC Scientific Programs

Project Period: October 1st to September 30th, 2005 (FY 05)

Proposer(s): Phillip R. Mundy, Science Director, Exxon Valdez Oil Spill Trustee Council

Study Location: Oil Spill Affected Areas

Abstract: This project will provide direction and management for all aspects of the science programs at the Exxon Valdez Oil Spill Trustee Council. Although tasks are integrated to the extent possible, for the sake of description there are seven basic tasks in the EVOSTC science programs in decreasing order of time allotted: **1)** Providing scientific information for the conclusion of the court settlement phase of Restoration through implementation of the Gulf of Alaska Ecosystem Monitoring and Research (GEM) program (including continuing effects of oil on injured resources), **2)** peer review of proposals and work products, **3)** management and integration of project information, **4)** reporting, **5)** personnel supervision, **6)** office systems development, and **7)** external scientific liaison. GEM implementation is based on the GEM Program Document (GPD) and Science Plan as adopted by the Trustee Council. GEM implementation requires keeping the Science Plan current, periodically developing an Invitation for Proposals consistent with the Science Plan, and describing the work underway in the Work Plan. Peer review operations support the operation of the Scientific and Technical Advisory Committee (STAC), three GEM subcommittees (habitat, data management and lingering oil), conduct workshops as needed for specific topics under development, and provide peer review recommendations on proposals and reports of contractors. Management and integration of project information requires working with contractors to understand scientific progress and making connections among projects to aid synthesis and modeling, and review and approval of Annual Reports and Final Reports. Reporting provides for presentations on the Work Plan to the STAC, PAC, agency liaisons, Executive Director, Trustee Council, and others. Personnel supervision covers the Science Coordinator, Data Systems Manager and Project Manager. Office systems under development and/or maintenance include the peer reviewer data base, the registry of proposals, web based entry of peer reviewer comments and other external communications, data bases of publications supported by the Trustee Council and GEM citations, and the AOOS server. External scientific liaison supports the voluntary peer review system and it develops and maintains consistency, eliminates redundancy, and leverages available funding through coordination with key organizations: American Fisheries Society, North Pacific Marine Science Organization (PICES), Alaska Ocean Observing System (AOOS), U.S. Global Ocean Observing System (GOOS) Steering Committee, North Pacific Research Board (NPRB), Ocean.US, and Alliance for Coastal Technologies. Changes in operations anticipated for FY 2005 are a very small and limited FY 2006 Invitation for Proposals, a focus on the Injured Species List, revision of the Science Plan and developing the FY 2007 Invitation.

Funding: EVOS Funding Requested: FY 05 \$416K
FY 06 approved annually
TOTAL: \$416K

Non-EVOS Funds to be Used: FY 05 \$ 234K (NOS)
TOTAL: \$649K

Date: July 15, 2004

EVOSTC RESEARCH PLAN FOR PROJECT NUMBER 050630

Administration of EVOSTC Scientific Programs

I. NEED FOR THE PROJECT

A. Statement of Problem

As fully explained below, during FY 2005 the major tasks of the science program are scientific management of approximately 44 ongoing investigations, resolving status of injured species, improving the Science Plan, developing and managing the FY 2006 Invitation, and developing the FY 2007 Invitation.

The *Exxon Valdez* Oil Spill Trustee Council (EVOSTC) has always conducted its science program in the public eye under close scrutiny by agents of Exxon Corporation and its successors, concerned members of the public, and scientific and legal representatives of state and federal governments. As a consequence, the EVOSTC science program has developed a rigorous and transparent system of accountability that is based on scientific peer review and public involvement. Under the leadership of an external Chief Scientist, Dr. Robert Spies, 1992 – 2002, and under the current leadership of its own Science Director, Dr. Phillip Mundy, the studies funded by the EVOSTC constitute a major scientific legacy in environmental science of unparalleled quality and depth. Maintaining the flow of credible information to policy makers and the public regarding the status of injured resources and the ecosystems in which they function is the principal need met by this project.

The body of work supported by the science program has substantiated that an oil spill may continue to have detrimental effects on wildlife far longer than was thought at the time of the oil spill (see Peterson 2001). As established by results of EVOSTC research published in the scientific literature, an oil spill such as the *Exxon Valdez* is a large initial shock to the environment that declines slowly for decades after the spill. So although population trends in marine animals and plants in the northern Gulf of Alaska are understood to be strongly controlled by factors related to climate, insidious effects of oiling may be contributing to the observed downward population trends in some species even today, more than 15 years after the spill. Through the contracting process, the science program is investigating the continuing presence of *Exxon Valdez* oil, measuring the geographic extent of its influences, and investigating possibilities of continuing detrimental effects of oil on wildlife through management of over forty projects.

In making the *Exxon Valdez* oil spill the most thoroughly studied in the world, the EVOSTC science program has enabled scientists to place over 500 works in the peer reviewed scientific literature, and more are being added each year. In addition to the many works on the toxicology of oil, the works of the science program include a strong body of ecosystem-level studies that examine the interactions and linkages between oil, predators, prey and the physical and biological environments in which they occur. In addition the Trustee Council is expected to have 44 ongoing scientific investigations during FY 2005. Organizing, synthesizing and providing

access to the information from past and ongoing projects helps maintain the flow of credible information to policy makers and the public.

Long-term persistence of oil in the environment makes long-term environmental monitoring a necessity for keeping the Trustee Council and the concerned public supplied with credible measures of the status of oil-injured resources. The Science Plan is a peer reviewed statement of the scientific basis for what to monitor, where, when and how often to monitor it, and the priorities for what to monitor. Through monitoring of oil, injured resources and the environmental variables that impact injured resources, the science program is developing the ability to remove the influence of environmental variables on measurements of the impacts of oil on injured resources.

The time period FY 2005 – FY 2006 presents special challenges to the science program. Circumstances are converging to make this time period a very critical transition period for the science program of the Trustee Council.

- The end of the court settlement period occurs at the beginning of FY 2007 (October 1, 2006) and it is essential that Trustee Council information be relevant and useful to those government entities that are evaluating the action levels at which steps need to be taken in the future.
- Eight species are still listed by the Trustee Council as “injured” and as “not recovered.” The injury status of an additional thirteen injured resources encompassing many more species are listed as “recovering” or “recovery unknown.” At this point, it appears that the most prudent course of action is to seek scientific consensus on how to divide the resources into “recovered” and “recovery not determined.” The “not determined” would receive special emphasis in the GEM program for long term study after FY 2006. Such a resolution to the injured species list will be very challenging both scientifically and policy-wise, hence the scientific criteria will need to be highly credible and widely accepted. Also the relation of injured species to results from “lingering oil” work needs to be considered, as this area will require increasing staff attention, as contractors start producing results from projects initiated in this fiscal year (FY 2004).
- The adoption of the Draft FY2005 – 2007 Work Plan (8/23/2004) would mean the GEM program is underway and would not need significant additional funding until FY 2007.
- The FY 2006 Invitation (February 2005) would be limited to small modifications to existing projects, plus any specific projects deemed essential by the Council. A limited Invitation for FY 2006 provides the opportunity for the staff to lead efforts to resolve problems with the injured species list.
- The FY 2007 Invitation (February 2006) is going to be large and critically important to the transition to GEM. Transition to GEM requires additional planning during FY 2005 in order to be ready for the Invitation of February 2006. The Science Plan is to be revised by the addition of substantial work from synthesis contractors (Eckert, Edmundson, Weingartner). The results from long-term planning and research in the Watersheds and Nearshore will be available to guide development of the FY 2007 Invitation. Substantial input from the STAC, Habitat Subcommittee, Lingering Oil and the agencies and other parts of the scientific community will be needed.

In summary, during FY 2005 the major tasks of the science program are managing approximately 44 ongoing investigations, resolving status of injured species, improving the Science Plan, developing and managing the FY 2006 Invitation, and developing the FY 2007 Invitation.

B. Relevance to GEM Program Goals and Scientific Priorities

The science program is essential to the implementation of the Restoration program, including GEM.

II. PROJECT DESIGN

A. Objectives

This project provides direction and management for all aspects of the science programs at the Exxon Valdez Oil Spill Trustee Council. In summary, during FY 2005 the major tasks of the science program are managing approximately 44 ongoing investigations, resolving status of injured species, improving the Science Plan, developing and managing the FY 2006 Invitation, and developing the FY 2007 Invitation. The major tasks are covered by the seven objectives developed below.

Detailed Objectives

Objective 1) Provide scientific information for the conclusion of the court settlement phase of Restoration through implementation of the Gulf of Alaska Ecosystem Monitoring and Research (GEM) program (including continuing effects of oil on injured resources). Tasks are led by the position in brackets following the first level objective (1.1, 1.2, ... , 1.n). Supporting tasks are primarily staffed by positions in parentheses. Executive Director = ED, Science Director = SD, Program Manager = PM, Science Coordinator = SC, Data (Systems) Manager = DM, Financial Officer = FI, Administrative Assistant to the Executive Director = AD, Reception = RC, and Intern (see Figure 1).

- 1.1 Revise the Science Plan (FY 2007 Invitation) [SD]
 - 1.1.1 Revise the Injured Species List & draft Work Plan 2007 (SC)
 - 1.1.2 Incorporate Revised Injured Species List into Draft (PM)
 - 1.1.3 Maintain ProCite database of all scientific references (AD)
- 1.2 Develop FY 2006 Invitation [SD]
 - 1.2.1 Consult with all affected parties (SC)
 - 1.2.2 Produce first draft (SC,PM)
 - 1.2.3 Receive and respond to comments (SC)
 - 1.2.4 Incorporate comments into draft (PM)
 - 1.2.5 Consult with liaisons and PAC (SC)
 - 1.2.6 Incorporate comments (PM)

- 1.2.7 Produce final (PM, SC, SD, ED)
- 1.3 Develop FY 2006 - 2007 Funding Memorandum [SD]
 - 1.3.1 Incorporate narratives of ED recommendations & rationales (see 2.5 below) [PM]
 - 1.3.2 Assemble tables from products produced in Objective 2 (2.3, 2.4, 2.5) (SC)
 - 1.3.3 Produce appendix of abstracts, funding levels, recommendations and rationales (DM, PM)
 - 1.3.4 Proof read (ED, SD, SC, FI, and PM)
 - 1.3.5 Distribute Draft to public (RC)
 - 1.3.6 Brief Agency Liaisons and receive comments (SC, SD)
 - 1.3.7 Brief Public Advisory Committee and receive comments (SC, SD)
- 1.4 Develop FY 2006 - 2007 Work Plan [SD]
 - 1.4.1 Data entry and quality control of changes from Liaisons and PAC (PM)
 - 1.4.2 Update appendix from Funding Memorandum (PM w/ DM)
 - 1.4.3 Merge recommended proposals and updated funding amounts into last year's Work Plan (FY 2005 – 2007) tables of projects already approved for each fiscal year program area tables (PM w/DM)
 - 1.4.4 Update Executive Summary and applicable text and tables (SC)
 - 1.4.5 Distribute to public (RC)
- Objective 2) Management of peer review of proposals and work products [SC]**
 - 2.1 Receive proposals [PM]
 - 2.1.1 Verify completeness of proposal (PM, FI)
 - 2.1.1.1 Return problem proposals (PM)
 - 2.1.1.2 Negotiate and monitor re-submittal (PM)
 - 2.1.1.3 Data entry and quality control of re-submittals (PM)
 - 2.1.2 Verify accuracy and completeness of budget and its justification (FI)
 - 2.1.2.1 Identify initial problems for Program Manager (FI)
 - 2.1.2.2 Verify accuracy and completeness of re-submittals (FI)
 - 2.1.3 Data entry and quality control (PM)
 - 2.1.4 Provide master spreadsheet of proposals received for STAC proposal meeting (PM)
 - 2.2 Manage external peer review process (SC & DM)
 - 2.2.1 Survey of availability for peer review (DM)
 - 2.2.2 Identify and assign peer reviewers (SC w/ SD)
 - 2.2.3 Monitor and disseminate to STAC incoming peer reviews (DM)
 - 2.2.4 Assign additional peer reviewers (SC)
 - 2.2.5 Provide final report for STAC proposal meeting (DM w/ SC)
 - 2.3 Manage internal peer review process (SC)
 - 2.3.1 Coordinate staff review (SC)
 - 2.3.1.1 Solicit review comments (SC)
 - 2.3.1.2 Finalize and distribute staff report (SC)
 - 2.3.2 Reminder to STAC on schedules and duties (SC)
 - 2.3.3 Assign proposals to STAC as primary secondary and tertiary reviewers (SC)
 - 2.3.4 Receive STAC paragraphs (PM)
 - 2.3.4.1 Distribute to other STAC members (PM)
 - 2.3.4.2 Data entry and quality control (PM)
 - 2.3.4.3 Monitor submittals and send reminders (PM)
 - 2.3.5 Provide final report for STAC proposal meeting (DM w/ PM)

- 2.4 Conduct STAC proposal meeting (SC)
 - 2.4.1 Travel and meeting place arrangements (RC)
 - 2.4.2 Draft and circulate agenda (SC)
 - 2.4.1 Assemble spreadsheet, external and internal peer reviews (SC w/ PM and DM)
 - 2.4.2 Record STAC decisions and rationales on each project (SC w/ PM)
 - 2.4.3 Record STAC recommendations on priorities (SC w/ PM)
 - 2.4.4 Data entry and quality control of STAC recommendations on priorities (PM)
- 2.5 Assemble Executive Director's recommendations and rationales [SD]
 - 2.5.1 Brief Executive Director on STAC products (SD w/ SC)
 - 2.5.2 Record ED decisions and rationales on each project (SD w/ SC)
 - 2.5.3 Record ED recommendations on priorities (SD w/ SC)
 - 2.5.4 Data entry and quality control of ED recommendations on priorities (PM)
- 2.6 Maintain and improve peer reviewer database [SD w/ DM]
 - 2.6.1 Data entry and quality control of peer reviewers (PM)
 - 2.6.1 Develop and maintain peer reviewer network (SD w/ SC)
 - 2.6.1.1 Alaska Marine Science Symposium Steering Committee (SC)
 - 2.6.1.2 Am. Fisheries Society 2005 Anchorage National Meeting Committee (SD)
 - 2.6.1.3 PICES MONITOR Technical Committee Co-Chair (SD)
 - 2.6.1.4 U.S. GOOS Steering Committee (SD)
 - 2.6.1.5 Alliance for Coastal Technology National Stakeholder Committee (SD)
 - 2.6.1.6 Alaska Sea Life Center Science Advisory Committee (SD or SC)
 - 2.6.1.7 Pr. Wm. Sound Science Center Science Advisory Committee (SD or SC)
 - 2.6.1.8 Cook Inlet Keeper Scientific Advisory Committee (SC)
 - 2.6.1.9 AOOS Steering Committee – NPRB coordination (SD)

Objective 3) Management and integration of project information [SC]

- 3.1 Maintain timely information on all projects (SC)
 - 3.1.1 Maintain regular contact with all projects (SC)
 - 3.1.2 Gather information on projects (SC)
 - 3.1.2.1 Facilitate data transfer and storage (SC)
- 3.2 Conduct planning workshops to coordinate among projects and agencies (SC)
 - 3.2.1 Review FY 2005 projects for workshops listed as objectives (SC)
 - 3.2.1 Establish agendas, specific desired outcomes, timetables (SC w/ SD)
 - 3.2.2 Establish lists of essential attendees (SC w/ SD)
 - 3.2.3 Circulate draft agendas and solicit attendees (SC)
 - 3.2.4 Broker times and places among attendees (SC)
 - 3.2.5 Travel arrangements (RC)
 - 3.2.6 Convene and conduct workshops (SC w/ SD)
 - 3.2.6.1 Injured species (SC w/ SD)
 - 3.2.6.2 Lingering Oil (SC w/ SD)
 - 3.2.6.3 Nearshore (SC w/ SD)
 - 3.2.6.4 Watersheds (SC w/ SD)
 - 3.2.6.5 Modeling (SC w/ SD)
 - 3.2.6.6 STAC (Policies, Science Plan, Invitation) (SC w/ SD)
- 3.3 Review Annual Reports (SC)
 - 3.3.1 Read and approve (SC)

- 3.3.2 Record and file (PM)
- 3.4 Review Final Reports
 - 3.4.1 Read and approve (SC)
 - 3.4.2 Record and file (PM)
- 3.5 Maintain ProCite bibliography of all TC sponsored publications (AD and Intern)
- 3.6 Participate in development of Annual Meeting (SD, ED, SC, FI, PM, DM)
 - 3.6.1 Serve on steering committee (SD, ED, SC)
 - 3.6.2 Draft agenda topics (SD, SC)
 - 3.6.3 Contact speakers (SC)
 - 3.6.4 Power Point logistics (DM)
 - 3.6.5 Registration logistics (DM)

Objective 4) Reporting

- 4.1 Post information for each project on the web (SC)
 - 4.1.1 Documents (PM)
 - 4.1.2 Progress (PM)
 - 4.1.3 Results and data (PM w/ DM)
 - 4.1.4 Test reliability of information on web (Intern)
- 4.2 Annual Report on state of science program [SD]
 - 4.2.1 Science Plan Introduction (SD w/ SC and Intern)
 - 4.2.2 Summary for EVOS Annual Report (SC)
- 4.3 Annual Science Program Work Plan and Budget (SD w/ SC)
- 4.4 Workshop Reports (SC w/ liaisons)
- 4.5 Current bibliographies posted on web (PM w/ AD and ARLIS)

Objective 5) Personnel supervision [SD]

- 5.1 Maintain regular contact (SD)
 - 5.1.1 Inform on policies (SD)
 - 5.1.2 Check progress and coordinate individual's efforts (SD)
- 5.2 Develop and maintain job descriptions (SD w/incumbent)
- 5.3 Develop and maintain schedules of operations (SD)
- 5.3 Conduct periodic performance evaluations (SD)

Objective 6) Office systems development [DM]

- 6.1 Web based data entry for entire Work Plan process for the following objectives: [DM]
 - 1.4.1 Data entry and quality control of changes to Funding Memorandum from Liaisons and PAC
 - 2.1.1.3 Data entry and quality control of re-submittals
 - 2.1.3 Data entry and quality control of proposals
 - 2.4.4 Data entry and quality control of STAC recommendations on priorities
 - 2.5.4 Data entry and quality control of ED recommendations on priorities
 - 2.6.1 Data entry and quality control of peer reviewers
- 4.1 Post information for each project on the web
- 4.5 Current bibliographies posted on web
- 6.2 Update web site to allow rapid deployment of information by all staff members [DM]

Objective 7) External scientific liaison [SD]

- 7.1 Agency Liaisons and other TC agency scientists (SC)
- 7.2 Habitat Subcommittee (SC)
- 7.3 Data Management Subcommittee (DM)
- 7.4 Community Organizations (SD w/ ED and SC)
- 7.5 Scientific Organizations (SD w/ SC)

Workshop Objectives

Objective 3.2.6 Convene and conduct workshops

- 3.2.6.1 Injured species
- 3.2.6.2 Lingering Oil
- 3.2.6.3 Nearshore
- 3.2.6.4 Watersheds
- 3.2.6.5 Modeling
- 3.2.6.6 STAC (Policies, Science Plan, Invitation)

3.2.6.1 Injured species

A series of four workshops (three in FY 05 and one in FY 06) will bring together experts from TC agencies and elsewhere for the purposes of considering and validating criteria for species and resources not recovered, recovering and recovery unknown, and for moving toward consensus on the status of injured resources. Workshops are to culminate in January 2006 with session at Alaska Marine Science Symposium. Expected outcome is closure to the injured species list in the form of a list of “species of concern” for the long-term monitoring phase of Restoration (GEM). Attendees are experts in the resources under consideration, including appropriate members of the Habitat Subcommittee.

3.2.6.2 Lingering Oil

A post-season (Oct-Nov) presentation of results from the calendar year 2004 field season with discussion of status of injured resources, current understanding of fate and effects of *Exxon Valdez* oil, discussion of work already planned and budgeted for calendar 2005, and needs for the FY 2006 Invitation. Expected outcomes are recommendations for the content and persons to attend the Injured Species Workshops, and a section for the FY 2006 Invitation due out in February 2005. Attendees are principal investigators in lingering oil, appropriate members of the Lingering Oil Subcommittee, and other interested parties. The Public Advisory Committee and Executive Director have emphasized the need to develop recommendations on herring studies, as part of the resolution of the efforts on the injured species list during FY 2005-2006.

3.2.6.3 Nearshore

Two workshops based on the Eckert-FY04 Nearshore synthesis project and held in coordination with the Bodkin-FY05-Nearshore planning project are required to share results among all Nearshore projects, discuss plans for 2005 field season, anticipated modifications to currently funded in FY 2006, and the content of the Nearshore portion of the FY 2007 Invitation to be issued in February 2006. Attendees are Nearshore contractors and other interested parties.

3.2.6.4 Watersheds

One workshop in cooperation with the Edmundson-FY05-Watershed synthesis project is required to share results among all Watershed projects, discuss plans for 2005 field season, anticipated modifications to currently funded in FY 2006, and the content of the Watershed portion of the FY 2007 Invitation to be issued in February 2006. Attendees are Watershed contractors and other interested parties.

3.2.6.5 Modeling

One workshop in support of the McNutt and Schumacher-FY05-Modeling projects is required to bring together all those from currently funded EVOSTC projects who expect to contribute to the biophysical model of production of birds, fish and mammals that is the long term goal of the GEM Program. Expected outcomes are specific modeling needs by habitat type, anticipated modifications to projects currently funded in FY 2006, and the content of the Modeling portion of the FY 2007 Invitation to be issued in February 2006. Attendees are interested EVOSTC contractors and prospective modelers and users of modeling products. Because of the potentially large number of attendees, should consider leveraging the Alaska Marine Science Symposium (January).

3.2.6.6 STAC (Policies, Science Plan, Invitation)

Three meetings are required to build on the experience gained since the formation of the STAC. The sequence of these meetings is to be determined. One meeting is to be focused on updating peer review policies and procedures with a view toward making the process as efficient as possible, while keeping the basic integrity we now have. Another meeting is to review the Science Plan, to identify the roles that individual STAC members will play in the revision, and to design the process for STAC recommendations on the revision. A third meeting is needed to determine what role the STAC wishes to play in the FY 2006 Invitation, and to start planning for the FY 2007 Invitation.

B. Procedural Methods

The Science Program is implemented by its staff, working in close cooperation with the rest of the EVOS staff under the general direction of the Executive Director (Figure 1). The staff consists of three full time persons, Science Director, SD (Phil Mundy), Science Coordinator, SC (Dick Dworsky), and Program Manager, PM (Brenda Hall Ramos). Approximately one-half time is required of the Data Systems Manager. Small but significant amounts of time are required from administration (AD), finance (FI), reception (RC), and ARLIS (AR) and an Intern (Figure 1).

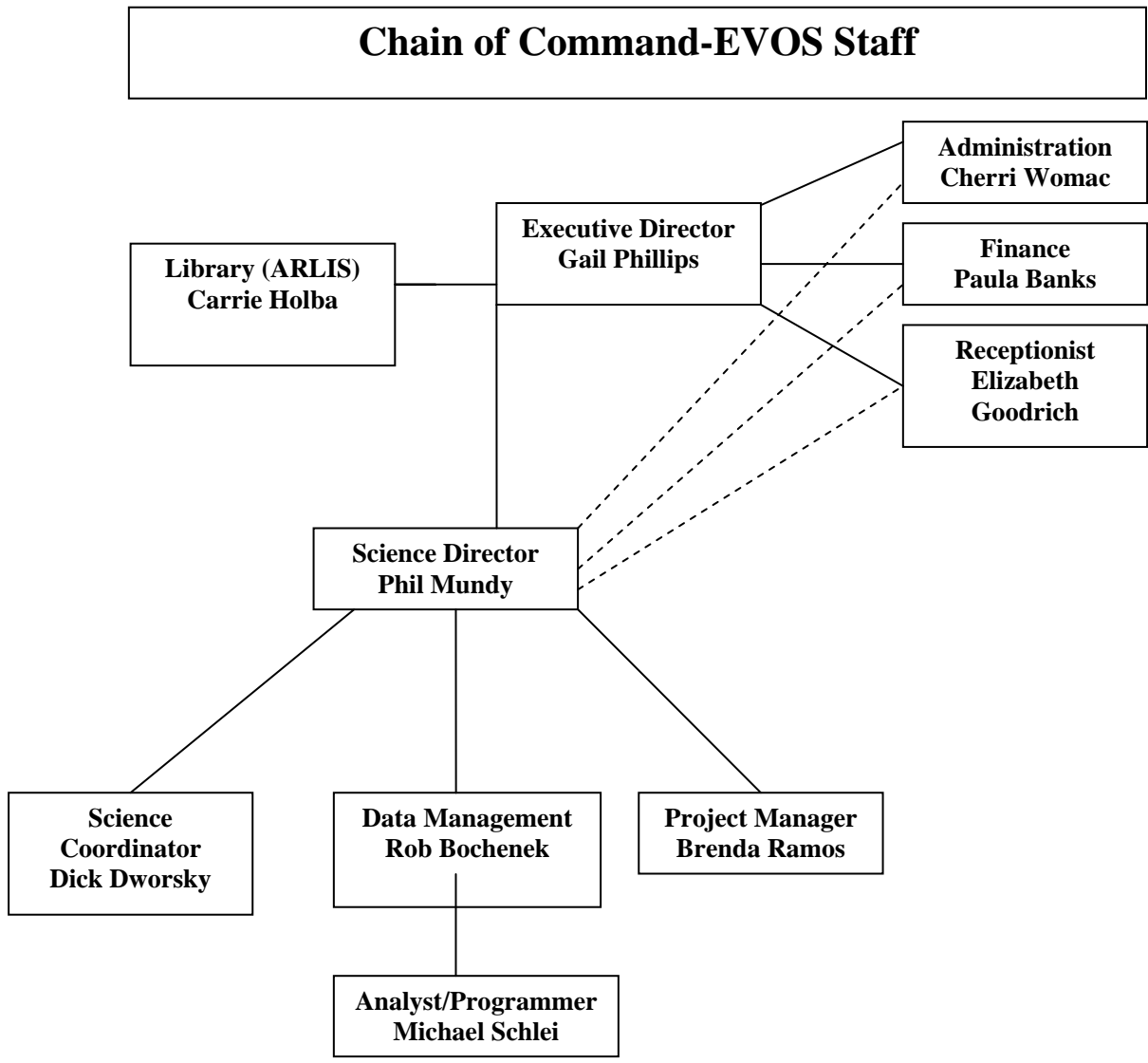


Figure 1. Organizational chart with supervisory relations shown as solid lines. Dashed lines indicates that assignments are coordinated through the primary supervisor.

The allocation of fulltime equivalents (FTE) of science program positions by objective is as follows;

Objective	SD	SC	DM	PM
1) Scientific Information	0.20	0.08		0.5
2) Peer Review	0.30	0.30	0.08	0.4
3) Project management and Integration	0.20	0.40		0.08
4) Reporting	0.08	0.10	0.17	
5) Supervision	0.10	0.00		
6) Office Systems Development	0.02	0.02	0.25	0.02
7) External Scientific Liaison	0.10	0.10		

1 FTE = 230 days = 46 business weeks; 0.022 FTE = one business week

See the detailed program objectives and sub-objectives above (section II.A) for detailed allocation of positions by task.

C. Data Analysis and Statistical Methods

The Science Coordinator, Science Director and Data Systems Manager with assistance from the Program Manager provide descriptive statistics and visualizations of program data to the Trustee Council as part of the draft Work Plan each year.

D. Description of Study Area

The geographic scope of the science program includes the oil spill affected areas and adjacent areas as necessary to determine the status of oil injured resources and the ecosystems on which they depend (Figure 2).

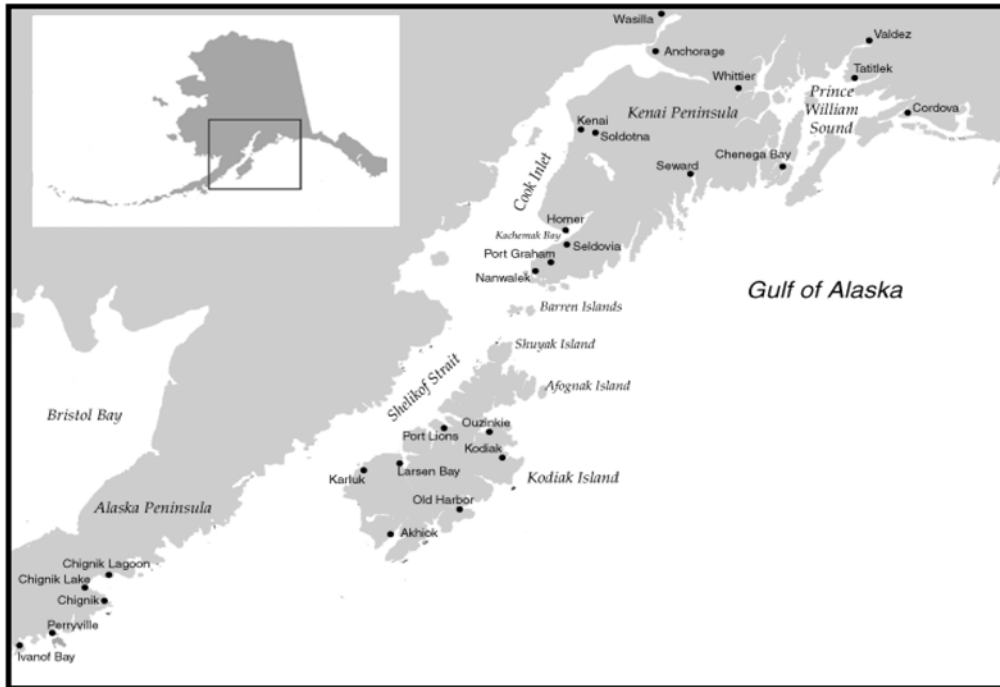


Figure 2. Map of the affected area for the *Exxon Valdez* oil spill showing the locations of communities.

E. Coordination and Collaboration with Other Efforts

A Network of Partnerships

Objectives 1 & 2: The science program works cooperatively with all regional federal, state, tribal and community entities as necessary to accomplish its objectives (Figure 4.3). In support of Objectives 1 and 2 the Science Director, Science Coordinator, and Data Systems Manager develop and maintain a network of partnerships with the support of the Program Manager.

Objective 2.2.1 Develop and maintain peer reviewer network

- 2.2.1.1 Alaska Marine Science Symposium Steering Committee
- 2.2.1.2 American Fisheries Society 2005 Anchorage National Meeting Committee
- 2.2.1.3 PICES MONITOR Technical Committee Co-Chair
- 2.2.1.4 U.S. GOOS Steering Committee
- 2.2.1.5 Alliance for Coastal Technology National Stakeholder Committee
- 2.2.1.6 Alaska Sea Life Center Science Advisory Committee
- 2.2.1.7 Prince William Sound Science Center Science Advisory Committee
- 2.2.1.8 Cook Inlet Keeper Scientific Advisory Committee
- 2.2.1.9 AOOS Steering Committee – NPRB coordination

The network will be maintained and strengthened through participation in PICES, active memberships on the Alaska SeaLife Center Scientific Advisory Committee, the Board or Science Advisory process of the North Pacific Research Board, the co-chairmanship of the PICES

MONITOR Task Team, membership on the U. S. Global Ocean Observing System (GOOS) Steering Committee, and by participating in and/or making presentations at meetings of scientific organizations and other marine research institutions including Northeast Pacific Global Ocean Ecosystem Dynamics Study (NEP-GLOBEC), North Pacific Anadromous Fisheries Commission (NPAFC), American Fisheries Society (AFS), American Association for the Advancement of Science (AAAS), American Geophysical Union (AGU), American Society of Limnology and Oceanography (ASLO), Kachemak Bay Research Reserve (KBRR), Prince William Sound Science Center and Oil Spill Recovery Institute (PWSSC-OSRI), and at academic institutions such as University of Alaska Fairbanks (UAF) and University of Alaska Anchorage (UAA). In addition, the Science Director will support the Executive Director in the conduct of activities under formal Memorandum of Agreements with the North Pacific Research Board, the Alaska Ocean Observing System, and the Alaska Marine Highway System, as approved by the Trustee council.

Objective 7: Promoting Public Information and Exchange of Scientific Information

The Trustee Council is asked to contribute to the costs of mission-related scientific and policy meetings and symposia. Participation in this manner greatly aids in building partnerships and in keeping the public informed of our activities. In FY 05 these include the PICES MONITOR meeting, the annual Alaska Marine Science Symposium as a joint meeting with the Alaska Ocean Observing System, North Pacific Research Board, and other partners, and American Fisheries Society 2005 Anchorage National Meeting (September 2005).

Objective 7: Trustee Council Agencies

Liaisons for Trustee Council agencies are kept informed of project progress and they are consulted on key work products, including the Science Plan, Invitation, Draft Funding Memorandum, Draft Work Plan and Final Work Plan.

Figure 6.1. The organizational elements involved in GEM implementation (GEM Program Document)

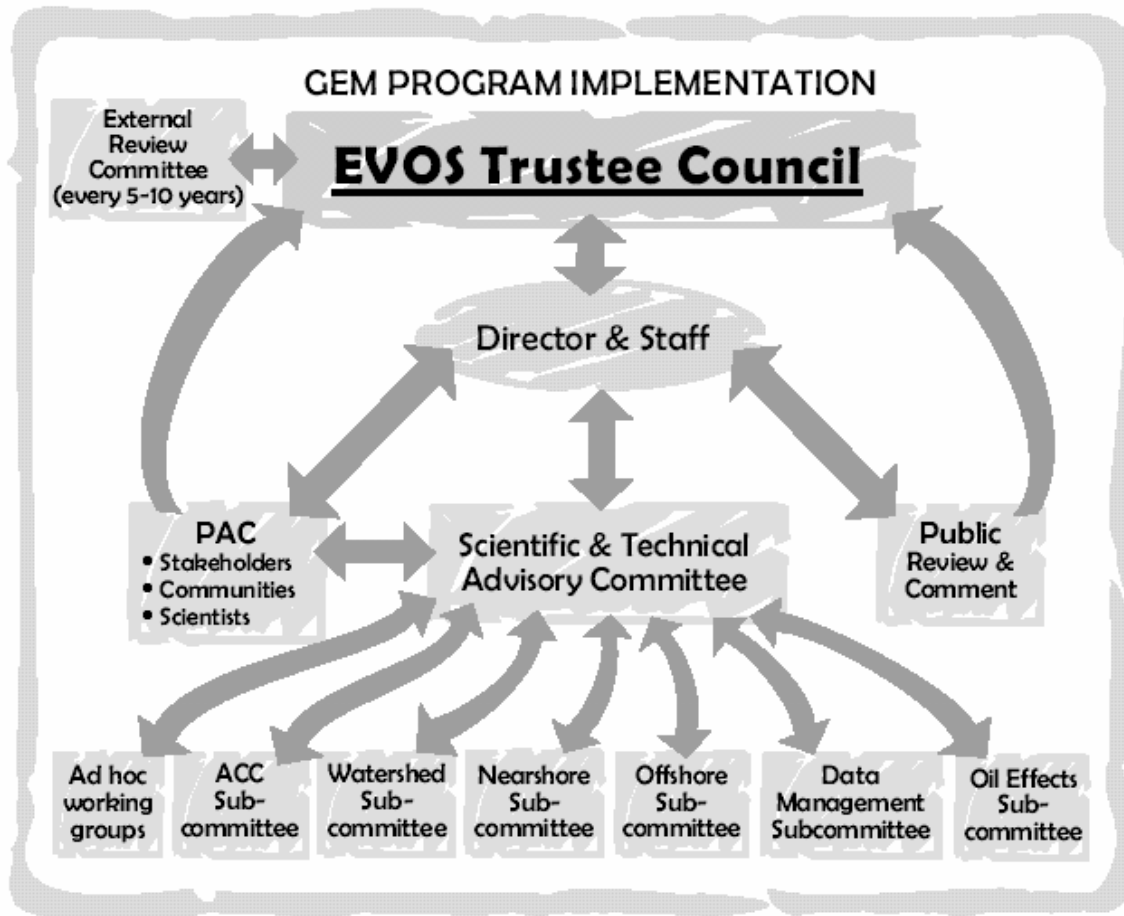
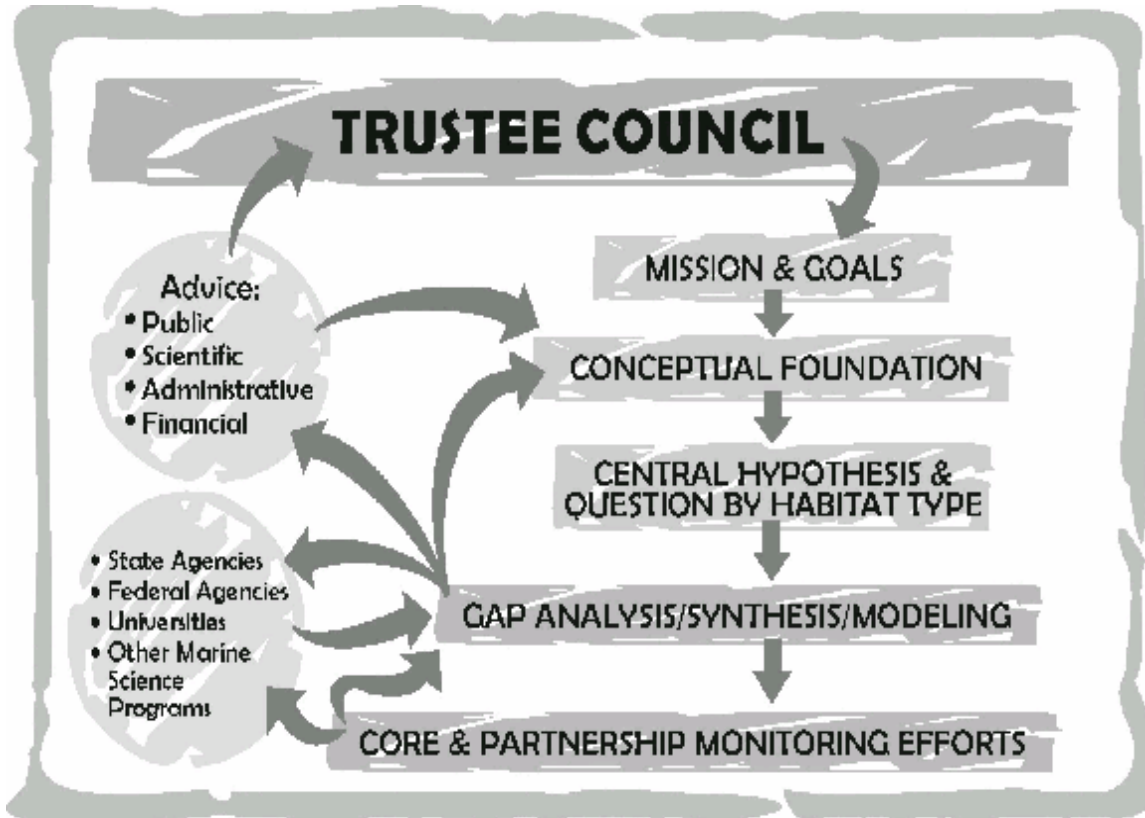


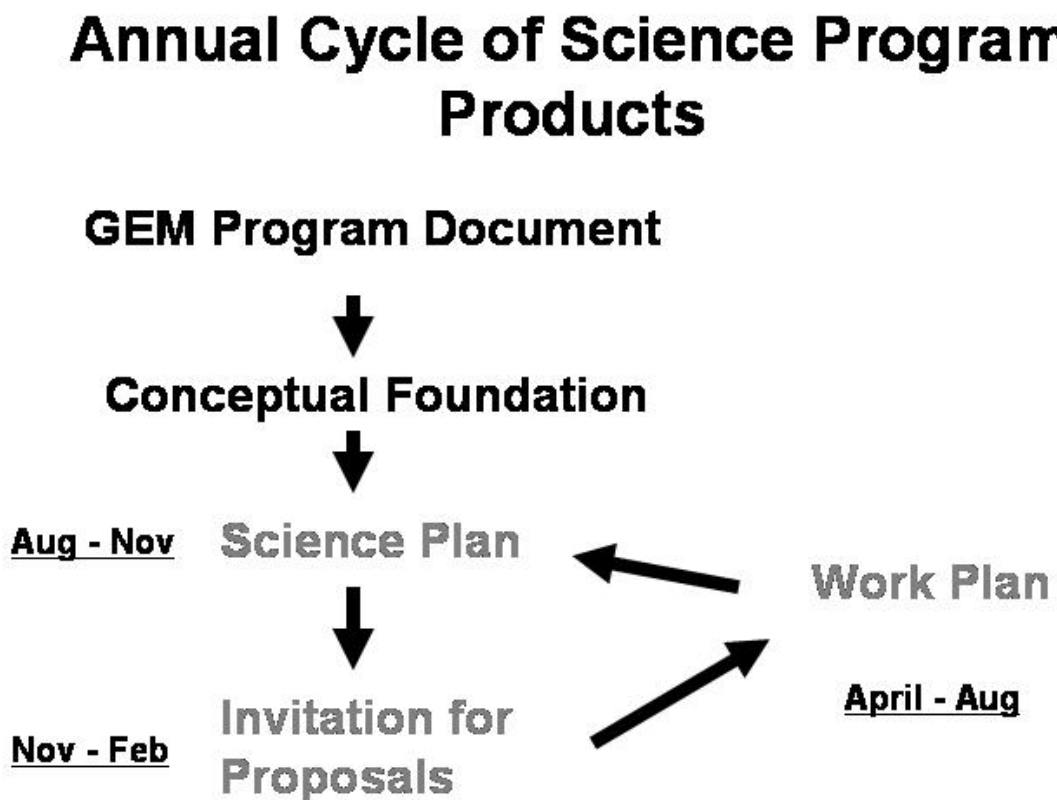
Figure 4.3 Coordination and cooperation of the Trustee Council with state and federal agencies, universities and a broad variety of other marine science programs (GEM Program Document) is an essential part of the flow of information within the Restoration Program, including GEM. The public involvement process insures coordination and cooperation with a diverse cross-section of the public.



III. SCHEDULE

A. Project Milestones

The science program supports the annual cycle of the Trustee Council by producing three sequential and related products on an annual basis; the Science Plan, the Invitation for Proposals, and the Work Plan. The Work Plan is preceded by two intermediate products, the Draft Funding Memorandum and the Draft Work Plan. The GEM Program Document and its conceptual foundation are source documents for the Science Plan, but these are only updated when significant advances in information make their contents inoperable.



Note that the time period between the issuance of the Invitation for Proposals and the receipt of proposals in April is devoted to the initiation of the peer review process, and to working with potential authors of proposals.

Table of Project Milestones by Date

Draft EVOS TC Key Meeting Dates (2004-2005)		
Date	Action	Comment
9/7/2004	STAC Meeting on Peer Review Policies	STAC
12/3/2004	TC Meeting On Project Contingencies	Scheduled TC Meeting
1/4/2005	Prepare Initial Draft Invitation	By Staff
1/18/2005	Initiate Symposium Planning (for 2006)	By Staff
1/24-26/2005	TC Annual Meeting (Science Symposium)	Optional TC Meeting
2/4/2005	TC Approves Final Draft Invitation	Scheduled TC Meeting
2/15/2005	Issue Invitation	Posted by Staff
4/1/2005	Receipt of Proposals	By Staff
4/15/2005	Proposal Distribution to STAC	By Staff
5/18/2005	STAC Meeting To Review Proposals	STAC
6/15/2005	Funding Memo Draft Recommendations	By Staff
7/29/2005	Draft Work Plan and Budget	By Staff
8/10/2005	TC Approves Final Work Plan and Budget	Scheduled TC Meeting
10/15/2005	Annual Report	By Staff
12/2/2005	TC Meeting On Project Contingencies	Scheduled TC Meeting

**proposed draft D3
8/3/04**

B. Measurable Project Tasks

FY 05, 1st quarter (October 1, 2004-December 31, 2004)

October	Draft STAC Policies and Procedures
October	Watershed Workshop
November	Lingering Oil Workshop
November	Nearshore Workshop
December	Presentation to Trustee Council

FY 05, 2nd quarter (January 1, 2005-March 31, 2005)

January 24-26	Annual GEM Workshop
January 27	Conduct STAC meeting on Science Plan
January	Injured Species Workshop One
January	Nearshore workshop
February 15	Invitation for Proposals
March	Poll of peer reviewers
March	Conduct Watershed Workshop

FY 05, 3rd quarter (April 1, 2005-June 30, 2005)

April	Receive proposals
April	Watershed Workshop
April	Injured Species Workshop Two
May	Conduct external peer reviews
May	Send proposal materials to concerned parties
May 25	Conduct STAC meeting
June	Draft funding memo circulated

FY 05, 4th quarter (July 1, 2005-September 30, 2005)

July 1-20	Coordination meetings liaisons, PAC
July 29	Draft Work Plan
Aug 10	Presentation to Trustee Council
September	Receive Annual Reports
September	Injured Species Workshop Three
September	Final Work Plan

IV. RESPONSIVENESS TO KEY TRUSTEE COUNCIL STRATEGIES

A. Community Involvement and Traditional Ecological Knowledge (TEK)

The Science Coordinator and the Science Director are actively engaged in building communities of scientists, stakeholders and others around the interests of the Restoration Program, including GEM.

Objective 7: Scientific and Non-Scientific Communities

Participation of the Science Coordinator, Science Director and the Data Systems Manager in the Scientific and Technical Advisory Committee, Public Advisory Committee, Habitat Subcommittees (Nearshore, Watershed, etc.) Data Management Committee and the Lingering Oil Subcommittee (see Figure 6.1) provide access to scientific and non-scientific expertise and peer review from a variety of regional and national communities. Participation of the Science Director in the MONITOR Task Team of the North Pacific Scientific Organization (PICES) provides coordination with scientists and administrators around the Pacific Rim. As part of maintaining the regional network of contacts, the Science Director or Science Coordinator serve on the Scientific Advisory Committees for the Alaska SeaLife Center, the Prince William Sound Science Center, and the organizing committee for the 2005 National Meeting in Anchorage of the American Fisheries Society.

B. Resource Management Applications

The Science Director and Science Coordinator are responsible for insuring that resource management applications are developed, per Trustee Council policy.

V. PUBLICATIONS AND REPORTS

Reports produced during the course of the project are the Science Plan, The Invitation for Proposals, the Draft Funding Memorandum, the Draft Work Plan, and the Work Plan.

VI. PROFESSIONAL CONFERENCES

October 2004 – North Pacific Science Organization PICES
November 2004 – U.S. GOOS Steering Committee Meeting*
January 2005 – Alaska Marine Science Symposium*
May 2005 – U.S. GOOS Steering Committee Meeting*
June 2005 PICES MONITOR Interim Meeting
July 2005 – Alliance for Coastal Technology*
September 2005 – American Fisheries Society National Meeting*

* No travel funds required from EVOSTC

LITERATURE CITED

Peterson, C. H. The Exxon Valdez oil spill in Alaska: acute, indirect and chronic effects on the ecosystem. *Advances in Marine Biology*. 2001; 39:1-103

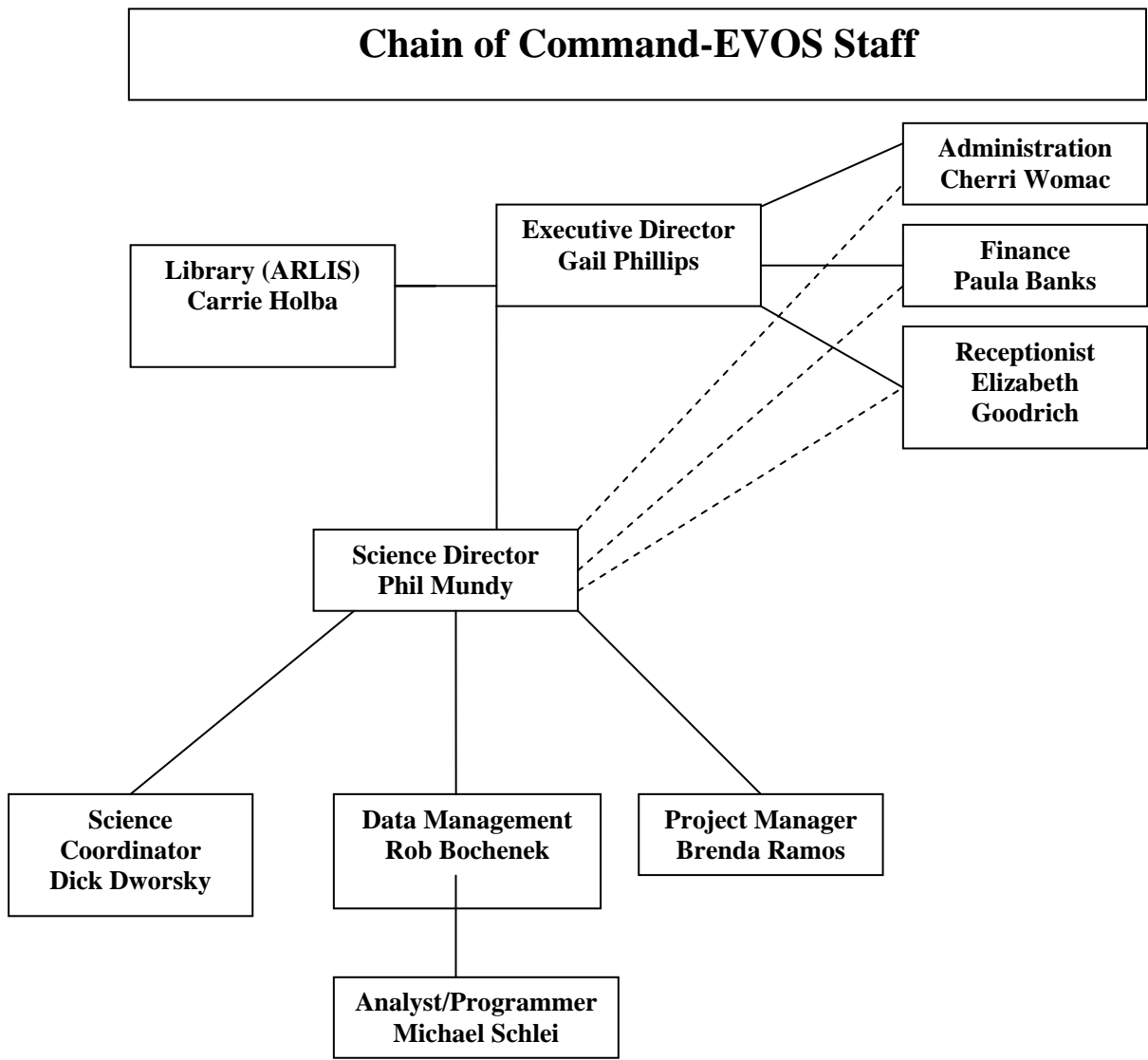


Figure 1. Organizational chart with supervisory relations shown as solid lines. Dashed lines indicates that assignments are coordinated through the primary supervisor.

Project Personnel

Principal Investigator, Science Director: Phillip Mundy

Science Coordinator: Richard Dworsky

Data Systems Manager: Robert Bochenek

Program Manager: Brenda Hall

Supporting Staff

Financial Officer: Paula Banks

Administrative Assistant: Cherri Womac

Reception: Elizabeth Goodrich

RESUME OF PROPOSED PRINCIPAL INVESTIGATOR: Science Director

Phillip R. Mundy, Ph.D.
Phil_Mundy@oilspill.state.ak.us
907-278-8012
or
907-277-1240
mundy@gci.net

Ph.D., FISHERIES, University of Washington, Seattle
M.S., BIOLOGY, University of Alabama, Tuscaloosa
B.S., ZOOLOGY, University of Maryland, College Park

Brief Professional History

- 2002 Science Director, **Gulf Ecosystem Monitoring, Exxon Valdez Oil Spill Trustee Council, Anchorage, Alaska**
- 1999 Science Coordinator, **Gulf Ecosystem Monitoring, Exxon Valdez Oil Spill Trustee Council, Anchorage, Alaska**
- 1994 - Private practice, **servicing private, tribal, state, and federal entities in fisheries matters.**
- 1990 - Manager, Fisheries Science Department, **Columbia River Inter-Tribal Fish Commission, Portland, Oregon**
- 1987 - Senior Research Scientist, **Columbia River Inter-Tribal Fish Commission, Portland, Oregon**
- 1985 - Chief Fisheries Scientist, **Division of Commercial Fisheries, Alaska Department of Fish and Game, Juneau**
- 1984 - Associate Professor of Fisheries, **School of Fisheries and Sciences, University of Alaska Juneau (Served summer quarter in 1984 as temporary joint appointment as Biometrician II, Alaska Department of Fish and Game, Division of Commercial Fisheries)**
- 1980 - Assistant Professor of Biological Oceanography, **Department of Oceanography, Old Dominion University, Norfolk, Virginia**

Professional Activities and Affiliations

Current professional activities and institutional affiliations

- 2003 – **Member**, American Society of Limnology and Oceanography
- 2001 – **Member, Ph.D. committee**, SFOS, University of Alaska Fairbanks
- 1996 - **Fellow**, The American Institute of Fisheries Research Biologists

1996 - **Member**, American Association for the Advancement of Science
1996 - **Member**, Society for Conservation Biology
1982 - **Member**, The American Institute of Fisheries Research Biologists
1973 - **Member** The American Fisheries Society

Current Professional Affiliations

1996 - **Fellow**, The American Institute of Fisheries Research Biologists
1996 - **Member**, American Association for the Advancement of Science
1996 - **Member**, Society for Conservation Biology
1973 – **Member**, The American Fisheries Society, Bethesda, Maryland

Selected Peer Reviewed Publications

Mundy, P. R. (in press ~2003) A review of factors for assessing the extinction risk of west coast salmon populations: Identifying and defining normative conditions relevant to Pacific salmon. Pages xxx - xxx In Thomas C. Wainwright (ed) Assessing Extinction Risk for West Coast Salmon, National Marine Fisheries Service, Northwest Fisheries Science Center, Seattle, WA.

Williams, R. N., P. A. Bisson, L. D. Calvin, Coutant, C.C., M. W. Erho, Jr., C. A. Frissell, J. A. Lichatowich, W. J. Liss, W. E. McConnaha, P. R. Mundy, J. A. Stanford, and R. R. Whitney (1999) Return to the River: Scientific Issues in the Restoration of Salmonid Fishes in the Columbia River. Fisheries 24(3):10 – 19.

Williams, R. N., P. A. Bisson, L. D. Calvin, Coutant, C.C., M. W. Erho, Jr., C. A. Frissell, J. A. Lichatowich, W. J. Liss, W. E. McConnaha, P. R. Mundy, J. A. Stanford, and R. R. Whitney (1998) Return to the River: An Ecological Vision for the Recovery the Columbia River Salmon. Environmental Law 28(3):503 - 518.

Mundy, P. R. (1996) The Role of Harvest Management in the Future of Pacific Salmon Populations: Shaping Human Behavior to Enable the Persistence of Salmon. Pages 315-330 in R.J. Naiman and D. Stouder (eds.) Pacific Salmon and Their Ecosystems: Status and Future Options. Chapman Hall, New York, USA.

Mundy, P.R., T.W.H. Backman and J. M. Berkson (1995) Selection of Conservation Units for Pacific Salmon: Lessons from the Columbia River in J.M. Nielson (ed.) Evolution and The Aquatic Ecosystem: Defining Unique Units in Population Conservation. American Fisheries Society, Bethesda, Maryland.

Hatch, D.R., M. Schwartzberg and P.R. Mundy (1994) Estimation of Pacific salmon escapement with a time-lapse video recording technique. North American Journal of Fisheries Management 14:626-635.

Mundy, P.R., K. K. English, W.J. Gazey, and K. E. Tarbox (1993) Evaluation of the harvest management strategies applied to sockeye salmon (*Oncorhynchus nerka*) populations of Upper Cook Inlet using run reconstruction analysis, 1979-1988. Proceedings of the International Symposium on Management Strategies for Exploited Fish Populations, University of Alaska Sea Grant College Program Report No. 93-02, Fairbanks.

Resume of Science Coordinator: Dr. Richard Dworsky
Richard F. Dworsky Ph.D.
(w) (907) 278-8012
e-mail (H) rdworsky@gci.net

EDUCATION

- Ph.D. Forestry and Public Administration. University of Massachusetts- 1985
- M.S. Natural Resources Planning and Business. Colorado State University-1973
- B.S. Forestry. University of Michigan -1966

Military Experience

- Officer in the United States Marine Corps. Disabled Vietnam Veteran.
- Personal decorations include Bronze Star, Navy Commendation Medal, 3 Purple Hearts, Vietnamese Cross of Gallantry.

Community Relations

- Rotary- Paul Harris Fellow
- Ski instructor with Special Olympics
- Member (through Municipality) AEDC, Chamber of Commerce, Resource Development Council, Vision Anchorage.

PROFESSIONAL EXPERIENCE

2001-2003- Director Federal and State Grants, Municipality of Anchorage

- In three years brought more than \$63 Million to the Municipality from various sources (excluding the Port of Anchorage).
- Worked Closely with Congressional staff on projects for the Municipality.
- Completed the first Comprehensive Economic Development Plan for the Municipality. Plan approved by Municipal Assemble, Anchorage Economic and Development Corporation and Vision Anchorage.
- Represented the Municipality on the multiparty Port Tank Farm safety study.
- Coordinated environmental work for water line expansion and Coastal Zone Management (CZM) studies.
- Developed new formats for congressional approval of Municipal natural resource protection programs such as "firewise" and LIDER" information.

2001- Acting Director- Heritage Land Bank

- * Responsible for leasing all City Property
- * Manage more than 7000 Acres of Municipal Trust Land.
- * Initiated action to develop the Girdwood golf course and expansion of the ski area.
- * Worked closely with community councils on Klatt Bog issue and Airport Expansion.

2000- Director Federal and State Grants, Municipality of Anchorage

- Seek new sources of funding for the Municipality. Work closely with congressional staffs on budgets and priorities.

- Re-establish and initiate improved contacts with Federal and State agencies and others like the Economic Development Administration and Downtown Business Partnership. Ensure grant compliance.
- Lobby old administration on economic issues related to no new roads in Tongass and Chugach National Forests.
- Developed new program to help fund Spruce Bark Beetle removal/ fire fuels reduction and received more than \$12 million dollars to begin program.
- Worked on environmental documentation for AWWU waterline and CZM projects within the Municipality

2000- Consultant- Jaffa Construction, The Andrews Group, Locher LLC, Tryck Nyman Hayes, Inc.

- Prepared technical manuals and documentation for the Whittier Tunnel.
- Grant preparation for GSA contract on computers management, operations and staffing.
- Provided expert advice on process and process management and environmental preparation and documentation.
- Prepared study and evaluation on improving the marketing and proposal management process.
- Prepared proposals for Alaska Railroad and Anchorage School District.
- Prepared project manuals for Alaska Railroad.

1989-1997 Special Assistant to the State Director- Bureau of Land Management, Alaska State Office:

- Provided immediate staff work and policy and program analysis on fast breaking and highly controversial natural resources issues related to: Alaska lands, natural resources planning, analysis of Arctic ecosystems, and carried out special assignments and projects as needed to resolve them
- Study Director of a workgroup of U.S. Geological Service and BLM senior level staff to evaluate and resolve a 10-year problem of exploration oil and gas mudpits in the Arctic. Problem was resolved within 5 months which saved the Federal government more than \$150 million dollars. Produced a widely acclaimed technical document.
- Identified research needs, funding, and supervised projects in the NPRA in order to conduct mudpits evaluation including; biological, water, geological and vegetation resources.
- Prepared the NATIONAL PETROLEUM RESERVE- A READER, which was forwarded to congressional committees and used as the basis for a new exploration program.
- Served as State Office coordinator for Alaska research on Global Climate Change
- Prepared Bureauwide publication on Project Management. Distributed 3000 copies and this was used as basis for executive training on project management.
- Reelected to National Board of Directors of the American Water Resources Association.
- Developed paper and evaluated BLM program for hazardous waste disposal in Arctic areas.
- * Established the first Total Quality Management program (TQM) in BLM.
- * Prepared several national publications and worked on several national workgroups.
- * Detailed to Washington DC to assist in the negotiations with the state of Alaska, congressional staffs and USDI regarding the Dalton Highway and State Land selections

1987-1989 Study Manager- BLM, Alaska State Office:

- Manager of 4 environmental impact statements to meet Penfold v. Sierra Club lawsuit. Provided policy and program guidance for cumulative assessments. Brought together varied and diverse interests to arrive at consensus management for placer mining. Identified critical

research issues for the EIS's- contracts and research all completed within time and budget so that data would be available for use

- Conducted all public information/ public interest and public hearings required by NEPA- resulting in no further legal action.
- Originated and developed handbook/brochure for placer mining reclamation.
- Worked with the State of Alaska and others to develop a one stop permit process.
- Published professional paper on opportunities to use placer mining reclamation to create wetlands in Arctic and Sub Arctic conditions.
- Prepared the first comprehensive research program for BLM, which was later formalized into a BLM strategy paper.
- Conducted the first studies on global climate change on BLM lands in Alaska.

1982-1986 Chief of Planning – BLM, Alaska State Office.

- Prepared 9 comprehensive multiple use or legislative specific land use plans for the Bureau. These included comprehensive land use plans for a National Recreation Area, National Conservation Areas, Wild and Scenic Rivers, Utility Corridor and other Bureau managed areas.
- Worked on system for environmental mediation regarding Alaska issues.
- Adjunct professor University of Alaska. Taught courses in water resources, forestry and geography.
- * **Conducted failure analysis in BLM organization in order to deliver the promise of the various lands acts.**
- * Established cooperative work program with University of Alaska.
- * Involved in the land swap to implement the Red Dog mine development.
- * Worked to improve and expedite the permit system within BLM and with other agencies like the EPA and Corps of Engineers.
- * Prepared expedited oil and gas openings on Bureau lands to meet ANILC requirements.
- * Coordinated the preparation of a video tape detailing our planning and remote sensing experiences.
- Prepared for the Washington office a series of "Planning Aids" on coordination and communication.
- Assisted Casper District (BLM) in identifying land use strategies for coal bed methane extraction
- Was CZM coordinator for Bureau actions with the State of Alaska
- Worked as environmental coordinator on 105 (c) study for oil and gas exploration in the NPRA.

1979-1982 Study Manager South-Central Alaska Level B Study.

- Brought on as study manager when this particular study was collapsing. Persuaded multiple parties to resolve issues on short and mid term management of water and land issues. Recommended technology studies to assist in disposal of oil in Prince William Sound, study for leaking fuel tanks, wetlands protection along critical habitat, forest setbacks and rural water supply and treatment strategies.
- Member and author for the Alaska Science Commission and developed first strategic plan for water resources in the State.
- Coordinated multiagency data collection for Second National Water Assessment.

1976-1979 Study Manager Lake Champlain Level B Study

- Supervised and was study manager of an integrated river basin planning efforts on Lake Champlain. Study conducted under the auspices of the New England River Basins

Commission. I prepared or was responsible for budgets, schedules, public involvement and communication strategy.

- Identified and managed specific research topics such as limnology, eutrophication, and wetlands growth in Lake Champlain,
- Conducted the first (national effort) public perception survey to identify interested publics having an interest in Lake Champlain.
- Worked actively with local and private groups to resolve complex water and related land problems. Utilized work-study with Universities in Vermont and New York. Represented the American section of lake Champlain in deliberations with the International Joint Commission regarding problems of mutual concern such as wetlands, flood control and hazard material transportation.
- Developed a highly effective planning process and was written up in professional publications as to the innovative ways multiple parties were brought together and in which the outputs were implemented. As a result of the study more than 6 million dollars was invested on implementation.
- Adjunct Professor at the University of Vermont and lectured in water resources planning and management. Prepared and received environmental grant from State of Vermont.

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1974-1976 Chief of Forest Planning Commonwealth of Puerto Rico.

- Prepared first forest management plans ever prepared for Commonwealth. Developed strategy to implement the plans using CETA grant as base funding and managed more than 175 employees in forestry development programs. Prepared schedules, task orders and management oversight on projects. This resulted in more than 500,000 trees being planted annually, 25 recreation sites developed, education program established to save trees and forests, cleared more than 150 miles of trail for hiking. By 1990 most of the programs were still in place.
- Prepared more than 20 papers on topics such as coastal zone, forest planning, recreation, visitor services, private recreation development, hiking and biking trails and highway beautification for the Secretary of Natural Resources.

1970-1974 Miscellaneous

- Author of the first comprehensive water and related lands assessment of Puerto Rico. Public administration and planning-worked with local governments, regional planning boards and Interstate Commission on the Potomac River Basin. Prepared publications on Lake Ontario Shoreline, Civil emergency Preparedness, Water pollution control, land disposal of wastewater and sediment management the Potomac River Basin.

Professional Publications

- Author of more than 54 professional publications, monographs and books.

Biographical paragraph of Program Manager, Ms. Brenda Hall

Brenda Lynn Hall

**May 2000 – Present *Exxon Valdez* Oil Spill Trustee Council, Administrative Officer
(Project Manager)**

Responsibilities include: Updating and refining each years Invitation for solicitation for grant proposals. Participating in processing all grant proposals that are submitted each year. Contact all principle investigators regarding incomplete information, tracking all revisions, and incorporating all necessary information into project data base. Coordinating and participating in a Science and Technical Advisory Committee meeting that provide recommendations to the Executive Director and the Science Director on each proposal relieved. Participation in preparing the Draft Work Plan to provide to the Trustee Council that makes the final decisions on what is funded and what is not. The Final Work Plan is created after there decisions have been made. Receive and combine all quarterly reports provided from each projects lead agency and track all annual and final reports. Tracking all overdue reports and contacting agency liaisons for updates. Send out draft final reports for peer review and track all reviews to be approved by the Science Director. Update our website (www.evostc.state.ak.us) with information related to the *Exxon Valdez* Oil Spill Trustee.

Paula Banks

Administrative Manager – Exxon Valdez Oil Spill Trustee Council

441 W. 5th Ave., Suite 500 Anchorage, AK 99501

Voice: 907-278-8012 Fax: 907-276-7178

Paula_banks@evostc.state.ak.us

Education

Introduction to Alaska State Accounting System - June 2000

Online Management Reporting AK State Accounting System - July 2000

Approving Officer Training - February 2001

Skill Path Seminars - Managing Multiple Projects, Objectives and Deadlines. August 2002

Comp USA Computer training – File Maker Pro 4.0 - 2001 – Excel level 1 - 2002 - Excel Level 2 - 2002 - Excel Level 3 – 2002

Word Perfect - October 1990 Tenant Integrity - September 1990

Commonwealth School of Real Estate - Real Estate Sales and Law - September 1992

Providence Alaska Medical Center - Word 5.1, ASSURQUAL medical codes

The Exceptional Assistant - February 1999

Business Writing for Success - March 1999

Medical Terminology - University of Alaska Anchorage – 1996

Certification – Personal Trainer – Exercise Science Alliance

Certification - CPR with AED and Blood born pathogens - Adult/pediatric

Certification - First aid – Adult/pediatric

Professional Experience

Owned and managed a general contracting residential remodeling business (5+ years).

- **Supervisory: Supervised maintenance staff and sub-contractors.**
- **Accounting: Developed and maintained accounts receivable, payable, collections, vendor accounts, payroll, 1099, state employer and federal tax preparation.**
- **Marketing Public relations: Developed business relationships with clients, commercial and private vendors.**
- **Misc.: Inspected homes and multi-family properties for needed repairs, prepared punch lists and quotations, inspected completed projects and maintained quality control.**

Case Manager for AK State Housing Authority – (2 years)

- **Supervisory: Supervised case management staff in the absence of the Case Manager Supervisor**
- **Accounting: Verified various incomes and familial status, calculated and applied financial data in accordance to program policy and procedures, executed contracts.**

- **Public relations:** Interviewed clients for continued HUD program eligibility and maintained income verification documentation according to federal regulations; Networked with Hope Cottages and South Central Counseling; worked with clients and counselors, assisting physically and mentally disadvantaged clientele with their housing needs; conducted hearings with agencies and recipients; compiled data and wrote reports for potential fraudulent cases; maintained a case load of 361 client contracts.
- **Misc.:** Studied policies, procedures, rules, regulations and Alaska state statutes on a daily basis; cross trained with the inspection department.

Property Management, Multi-family properties – Anchorage and Fairbanks (4 years)

Managed 11 separate properties:

Glenn Karen -32 units; Boniface Plaza -40 units; Meadow Creek Apts. -65 units; Wildwood East -85 units; Wildwood Corner -70 units; Taku Apts. -74 units; Boniface Plaza -50 units; Garden Villa -70 units; Moose Creek Apts.- 70 units; Polar Apts. -111 units.; Russian Jack Apts.-180 units.

- **Supervision:** Supervised and trained assistant managers, maintenance staff and sub-contractors.
- **Accounting:** Maintained accounts receivable, collections, vendor accounts, petty cash, vacancy status, collected rents.
- **Marketing/Public Relations:** Leased units and screened applicants, inspected units
- **Misc.:** Represented owners and property managers in FED court proceedings.
- **Specialty:** I was used as a triage for struggling properties. I was instrumental in turning several properties into a thriving income producing real estate, during the mid 80's which was at a time when properties suffered from high vacancies and low income and many property owners lost their properties.

Anchorage Neighborhood Health Center – Patient Service Representative/billing (1 year)

- **Public relations:** Interviewed patients for medical program eligibility, verified various incomes, familial status.
- **Accounting:** calculated and applied information in accordance to program regulations.

Providence Hospital – Medical Secretary – (1 year)

- **This position required extensive knowledge in medical terminology, abbreviations and codes, drug types and uses, interpretation of lab tests, use and interpretation of medical and drug reference manuals. Entered doctor orders rehabilitation treatments, physical, respiratory, speech therapy, drug types, calculated doses, diet, etc., into AQMS software system, packaged and labeled lab specimens, initiated lab runs, dispatched rescue, maintained patient charts, scheduled appointments for out patient services, reviewed insurance sources, obtained and decided when pre- authorizations were necessary, developed rapport with and a understanding of various programs, resources, Medicare, VA, Medicaid, private insurance, doctors and their staff. Maintained personal belonging inventories, secured valuables, provided relief on switch board an operated a 100 line, Toshiba perception II board.**

This was a fast paced position with exposure to violent, emotional, an unpredictable people.

State of Alaska-Exxon Valdez Oil Spill Trustee Council;
Administrative Manager (10/1/03- present) (Administrative Assistant (5 yrs)

Office budget

- **Project and track expenditures from the Trustee Council Administrative, Science Management, Data Management, ARLIS, NOS-Science Management annual budgets**
- **Lapse forward and track funds and expenditures (per state and federal fiscal year-ends) for the Trustee Council Administrative, Science Management, Data Management, ARLIS, NOS-Science Management annual budgets and extend RSAs and contracts as necessary**
- **Track encumbrances /100, /455, /630, /630A**
- **Check reconciliation of petty cash, CTA (travel credit card), and P-Card**
- **Oversee distribution of funds from the trust account, including preparing cash flow projections and quarterly financial reports**
- **Prepare Trustee Council Administrative budget, including preparation of budget documents and spending projections**
- **Oversee spending and administer the Science Management, and Data Management, ARLIS and NOS-Science Management annual budgets.**

Annual Work Plan

- **Conduct staff review of proposals/budgets**
- **Provide financial tracking and budget clarification at the STAC meeting**
- **Duties as assigned**

Restoration Project Oversight

- **Track spending on Work Plan projects by reviewing and compiling quarterly expenditure reports.**
- **Prepare Quarterly Financial Reports**
- **Track agency project lapse money**
- **Track agency equipment inventories**
- **Trouble-shoot and follow up as needed**

Court Notices

- **Prepare fund transfer documentation to the Department of Law**

Investment Fund, GeFONSI and NRDAR

- **Direct ADFG and DOR regarding withdrawals and DOI/NRDAR regarding federal distributions**
- **Track and reconcile 3 investment fund balances**
- **Track and update fund balances**
- **Create Investment reports**
- **Track and reconcile GeFONSI fund**

- Track and reconcile NRDAR
- Investment Working Group Staff Support, schedule and coordinate meetings
- Prepare written reports for the Trustee Council and Executive Director
- Present verbal Investment report presentations to the Trustee Council
- Prepare investment fund fee RSA and review invoices
- Oversee the Investment fund management for GeFONSI, Restoration fund, and NRDAR.

Annual Audit

- Provide required documents to auditors and answer questions
- Review audit and prepare response

Habitat

- Track acquisitions
- Prepare periodic parcel status reports
- Monitor grant with The Nature Conservancy/The Conservation Fund
- Staff Support, schedule and coordinate meetings, act as co-chair in the ED's absence

Purchasing

- Developing and administering contracts, RSA's
- Obtain purchase authorizations from appropriate authority
- Review invoices for accuracy
- Authorize and code invoices for payment
- Track in payments in AKSAS
- Prepare bid solicitations, RSA's, contracts and purchase requests
- for publications, professional services, equipment maintenance, meeting space, annual audit

Annual Workshop

- Prepare bid solicitation and contract paperwork for workshop space
- Coordinate and Manage logistics for the annual workshop and oversee the contract (point of contact with hotel on space, equipment, food)

Equipment

- Annual inventory of Trustee Council office
- Surplus when needed

Other duties

- Coordinate and update Trustee Council Financial procedures
- Backup support for front desk as needed
- Backup administrative support for senior staff as needed
- Other duties as assigned

Volunteer and Community involvement:

- Instructed computer class for grades 1-6 – Huffman Elementary - 6 hours per week - 1996
- President of the Anchorage Boys and Girls Club volleyball program - 2001-2003
- Volleyball Coach - grades 5&6, 7&8, and 9-12 - Anchorage Boys and Girls Club - 1998 - 2003

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Budget Category:	Authorized FY 04	Proposed FY 05	PROPOSED FY 05 TRUSTEE AGENCIES TOTALS				
			ADEC	ADF&G	ADNR	USFS	DOI
				\$247.3	\$103.6		\$30.1
Personnel	\$18.6	\$109.5					
Travel	\$120.6	\$69.7					
Contractual	\$281.6	\$167.6					
Commodities	\$2.7	\$2.7					
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS				
Subtotal	\$423.5	\$349.5	Estimated				
General Administration	\$38.1	\$31.5	FY 2006				
Project Total	\$461.6	\$381.0	\$381.0				
Full-time Equivalents (FTE)							
Other Resources							
Dollar amounts are shown in thousands of dollars.							
<p>Comments:</p> <p>Personnel assumes NOS funding of Science Coordinator for 9 months, but difference between budgeted amount on NOS grant and compensation rate in this budget for Science Coordinator needs to be picked up in this budget</p> <p>Personnel total has increased because Program Manager was moved here from another Trustee Council budget due to staff reorganization.</p> <p>Travel costs have decreased due to anticipated funding of modeling projects (McNutt & Schumacher)</p> <p>PREPARED 08/04/04</p>							
FY05	<p>Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Lead Agency: ADFG/Trustee Council Office</p>						

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Budget Category:	Authorized FY 04	Proposed FY 05					
Personnel	\$18.6	\$109.5					
Travel	\$120.6	\$69.7					
Contractual	\$173.8	\$45.0					
Commodities	\$2.7	\$2.7					
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS				
Subtotal	\$315.7	\$226.9					
General Administration	\$28.4	\$20.4	FY 06				
Project Total	\$344.1	\$247.3	\$287.7				
Full-time Equivalents (FTE)							
Dollar amounts are shown in thousands of dollars.							
Other Resources							
<p>Comments:</p> <p>Personnel</p> <p>Brenda Hall/Ramos (4770 mthly) - Transferred position from Operations 050100 - merit increase due Dec 04 from 16A to 16B - \$122 mthly increase</p> <p>Rob Bochenek - position funed under the Data Mgmt budget 050455 - his name appears because he is in the DPD</p> <p>*Short fall is due to difference between pay grades for this position in the NOS grant and this budget. Science Coordinator position was budgeted in NOS grant for FY05 as nine months at 20B (\$57.6). Subsequently at hire of Richard Dworsky the position was upgraded to 24E (F in August 2005). The difference between costs covered in NOS grant and current costs in thousands is (\$102.7 - \$57.6 - \$25.8) = \$19.3, which is total cost of position minus part covered by NOS minus part covered by EVOSTC.</p>							
FY05	Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: ADFG/Trustee Council Office						

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Personnel Costs:		GS/Range/Step	Months Budgeted	Monthly Costs	Overtime	Prc
Name	Position Description					
Richard Dworsky	Science Coordinator	24E/F	3.0	8.6		
Richard Dworsky	Overage cost - due to short fall NOS see note above					
Brenda Hall	Administrative Officer	16A/B	12.0	4.8		
Robert Bochenek	Data Systems Manager		0.0			
Vacant/intern	Fish Tech III Temporary Project Intern	10A- FTIII	2.5	2.7		
Subtotal			17.5	16.1	0.0	
Personnel Total						\$
Travel Costs:		Ticket Price	Round Trips	Total Days	Daily Per Diem	Prc
Description						
Travel for Trustee Council Office science staff for Objectives 1.1, 1.2, 3.1, 7.1 - 7.4 Travel for STAC to three meetings in FY 05 per Objective 3.2.6.6 Travel for PICES two trips per Objective 2.6.1.3 Travel for subcommittee meetings, GEM planning meetings, workshops Objective 3.2.6 Workshop travel - \$48.0 - 8 non-STAC workshops workshops @ \$6.0 per wkshp travel support Includes Habitat Subcommittee travel to workshops						
Travel Total						
FY05	Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: ADFG/Trustee Council Office					

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Contractual Costs:		Pro
Description		
Objective 3.6 Annual Workshop (January 2005 with AOOS Partners) Objective 2.2.1.3 Support PICES Annual and mid-year workshop on monitoring @ \$7.5 per meeting Objective 2.4 STAC compensation (\$40K covered in NOS grant) Objective 2.6.1.9 AOOS Support (RSA with the University of Alaska)		
When a non-trustee organization is used, the form 4A is required.		Contractual Total
Commodities Costs:		Pro
Description		
Software upgrades ArcView and other mapping/visualization software for Science Plan update		
		Commodities Total
FY05	Project Number:050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: ADFG/Trustee Council Office	

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

New Equipment Purchases:		Number of Units	Unit Price	Pro
Description				
Those purchases associated with replacement equipment should be indicated by placement of an R.		New Equipment Total		
Existing Equipment Usage:		Number of Units	Inv A	
Description				
FY05	Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: ADFG/Trustee Council Office			

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Budget Category:	Authorized FY 04	Proposed FY 05					
Personnel	\$0.0	\$0.0					
Travel	\$0.0	\$0.0					
Contractual	\$95.0	\$95.0					
Commodities	\$0.0	\$0.0					
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS				
Subtotal	\$95.0	\$95.0					
General Administration	\$8.6	\$8.6	FY 06				
Project Total	\$103.6	\$103.6	\$103.6				
Full-time Equivalents (FTE)							
Dollar amounts are shown in thousands of dollars.							
Other Resources							
<p>Comments:</p> <p>Supports conduct of lingering oil subcommittee and peer review process</p>							
FY05		Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: ADNR					

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Contractual Costs:		Pro
Description		
Applied Marine Sciences (Dr. Robert Spies) for scientific oversight of lingering oil effects (including lingering oil subcommittee travel)		
When a non-trustee organization is used, the form 4A is required.		Contractual Total
Commodities Costs:		Pro
Description		
		Commodities Total
FY05	Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: ADNR	

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

New Equipment Purchases:		Number of Units	Unit Price	Pro
Description				
Those purchases associated with replacement equipment should be indicated by placement of an R.		New Equipment Total		
Existing Equipment Usage:		Number of Units	Inv A	
Description				
FY05	Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: ADNR			

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Budget Category:	Authorized FY 04	Proposed FY 05						
Personnel	\$0.0	\$0.0						
Travel	\$0.0	\$0.0						
Contractual	\$12.8	\$27.6						
Commodities	\$0.0	\$0.0						
Equipment	\$0.0	\$0.0	LONG RANGE FUNDING REQUIREMENTS					
Subtotal	\$12.8	\$27.6	FY 06					
General Administration	\$1.1	\$2.5						
Project Total	\$13.9	\$30.1	\$0.0					
Full-time Equivalents (FTE)								
Other Resources								
Dollar amounts are shown in thousands of dollars.								
Comments:								
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p align="center">FY05</p> </div>			<div style="border: 1px solid black; padding: 5px;"> <p>Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: USGS/DOI</p> </div>					

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

Contractual Costs:		Pro
Description		
Objective 3.2.6 4 months @ \$6.9K/mo Dede Bohn to assist Science Coordinator with workshops		
When a non-trustee organization is used, the form 4A is required.		Contractual Total
Commodities Costs:		Pro
Description		
		Commodities Total
FY05	Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: USGS/DOI	

FY 04 EXXON VALDEZ TRUSTEE COUNCIL PROJECT BUDGET

October 1, 2003 - September 30, 2004

New Equipment Purchases:		Number of Units	Unit Price	Pro
Description				
Those purchases associated with replacement equipment should be indicated by placement of an R.		New Equipment Total		
Existing Equipment Usage:		Number of Units	Inv A	
Description				
FY05	Project Number: 050630 Project Title: Scientific Management for GEM and Lingering Oil Programs Agency: USGS/DOI			