

## Milestones and Schedule Relating to Task Force Formation (5)

Date	Milestone / Activity
September 13, 2011	Agency sponsored stakeholder meeting to introduce Task Force concept and assign Task Force formation work groups.
September 28, 2011	Work groups submit recommendations for Task Force formation elements.
October 4, 5 or 6, 2011	Agency sponsored stakeholder meeting to present work group recommendations for Task Force formation elements.
Mid-October 2011	Work groups meet as necessary to further develop Task Force formation elements.
Early November 2011	Finalize Task Force organizational structure, specific goals, initial funding and governing documents (see note 1).
November 30, 2011	Provide Ecology with details of the Task Force organizational structure, specific goals, initial funding and governing documents (see note 1).
After November 30, 2011	Retain Task Force coordinator / facilitator. Develop Task Force work plan. Develop and adopt Task Force 'legal' documents.
Note 1: It is assumed that 'ground rules' and 'operating guidelines' will meet the requirement for 'governing documents' and that formal adoption will not be required until after November 30, 2011.	

## Task Force Operating Guidelines (6)

### Purpose

These operating guidelines are intended to clarify Regional Toxics Task Force (Task Force) membership and process. It is assumed that the Task Force will convene and stay operational during the 2011 through 2016 NPDES wastewater permit cycle, and may continue to operate as long as the Spokane River NPDES wastewater permits have requirements for participation in the Task Force. The following sections describe:

- Membership
- Legal structure
- Funding
- Decision making
- Task Force support, including facilitation and technical consultants
- Meetings, communication and notices
- Work plan
- Committees

### Membership

Membership in the Task Force is intended to be broad to encompass a wide field of expertise, community interest, and allow for transparency in the process. Initial membership in the Task Force will include the following groups:

**NPDES Permittee Membership:**

NPDES permittee members of the Task Force shall consist of any private or public entity who is issued a NPDES wastewater permit for a discharge to the Spokane River, and with a permit condition which requires that entity to participate in a Spokane River Regional Toxics Task Force. The NPDES permittee members will have the roles and responsibilities described in section 3.

If an entity does not participate as a member of the Task Force, and in accordance with the NPDES permit condition, the state or federal agency that issued the NPDES permit for that entity shall be responsible for enforcement of the permit condition.

Non-compliance by one or more NPDES permittees relative to the Task Force shall not be grounds for a determination of non-compliance by any other NPDES permittee.

**Agency and Sovereign Government Membership:**

Agencies and sovereign governments that regulate or establish policies relating to PCBs and toxics shall be a Task Force member. Ex-officio, non-voting agency and sovereign government members shall include the WA State Department of Ecology (Ecology), Environmental Protection Agency (EPA), Spokane Tribe, the Coeur d'Alene Tribe, and Idaho Department of Environmental Quality (IDEQ). The agency and sovereign government members will have the roles and responsibilities described in section 3.

**Additional Government Agency Membership:**

Additional government agencies may include the Spokane County Health District and Washington State Department of Health, Idaho Department of Health, Panhandle Health District, and other appropriate interests. The additional government agency members will have the roles and responsibilities described in section 3.

**Stakeholder Membership:**

Stakeholders, other than those referenced above, included on the section 3 list of potential members will receive a letter of invitation from Ecology to be members of the Task Force. Those invited organizations that provide, in writing, an interest in being a member of the Task Force by November 30, 2011 will automatically become a stakeholder member of the Task Force. After November 30, 2011, a new member may be added to the Task Force only by a consensus vote of the existing members of the Task Force. The stakeholder members will have the roles and responsibilities described in section 3.

**Membership Primary and Alternate Delegates:**

Each Task Force member will appoint a primary and alternate delegate. Each entity's primary delegate will strive to attend all Task Force meetings. If the primary delegate is unable to attend a meeting, they will ensure that their alternate delegate is briefed on the Task Force status and issues and attends meetings on the primary delegate's behalf.

**Removal from Membership:**

If a stakeholder member entity misses more than three consecutive meetings of the Task Force, the stakeholder member will be automatically removed from the Task Force. NPDES permittee, agency and sovereign government members will not be removed from the Task Force.

**Non-Voting Participants:**

Entities and individuals with an interest in Task Force proceedings may attend Task Force meetings and will be called upon to provide input when appropriate.

**Task Force Funding**

It is anticipated that Task Force funding will be provided by a combination of private and public sources including but not limited to Task Force members, non-members, grants, agency contributions, sovereign contributions, and other outside sources. Funding will be required for administrative, technical support, and implementation activities.

**Appropriate Staffing**

**Facilitator/Coordinator**

The Task Force will hire a facilitator through an open competitive process, including all of the members of the Task Force, using the decision-making process described above.

The role of the facilitator will be to organize the agenda for each meeting of the Task Force, to manage the agenda, and to manage the decision-making process for each decision made by the Task Force.

**Technical Consultants**

The Task Force may hire one or more independent technical consultants through an open competitive process, including all of the members of the Task Force using the decision-making process described above. The role of the technical consultant will be to provide unbiased scientific and technical assistance to the Task Force and individual Task Force members, as appropriate.

**Task Force Scope of Work**

The Task Force will develop a five-year scope of work (2012 to 2016) for review by EPA and DOE in consultation with the appropriate Tribal governments. The five-year scope of work will be revised, as applicable based on the agencies' comments. The agencies will approve the scope of work and confirm that implementation of the scope of work satisfies permit compliance.

The first year of the 2012 to 2016 year work plan will be more detailed in scope. The 2012 to 2016 work plan will be updated annually to incorporate the needed level of detail for each upcoming year.