

TTWG Meeting
April 9, 2012
Draft Meeting Notes

Attendees:	Karen Gehret
Tricia Poitevint	Bruce Rawls
Galen Buterbaugh	Lyn Schmidt
Jon Welge	Adriane Borgias
Bud Leber	Sarah Hubbard Gray (by phone)
Doug Krapas	

- 1) Review of SRRTTF Decisions and path forward: Workshop dates, location, and budget were approved by the SRRTTF on the April 5, 2012 conference call.
- 2) Administrative Activities Discussion
 - a. Personnel: Tricia Poitevint from Liberty Lake Sewer District and Karen Gehret from Spokane County Utilities will provide administrative assistance and were in attendance at the meeting.
 - b. Tasks to be managed and assignments:
 - Meeting Notices: Meeting notices will consist of a brochure that will be emailed. Brochure will contain the following information: Start and end times (7 am registration to 5 pm); Agenda, purpose, goals; Speakers with biographical information; Location, date, map, parking; Registration information (how to, last day to); Contact information; hotel information; Sponsorship recognition; Registration fee (\$50) and what it includes.

Action Item: Prepare brochure for approval by the next TTWG meeting on April 16th; publish brochure by April 18th. Responsibility: Bruce Rawls/Karen Gehret

Action Item: Prepare distribution list for email by April 16 to consist of SRRTTF email distribution list; TTWG and speakers distribution list; others per interests of work group (SINES, consultants of interest from RFP and others) Responsibility TTWG members.

There are a number of questions that have come up with respect to the arrangement with the Center for Justice:

- What is the overall agreement with respect to managing the funds and what happens if there are left over funds?
- What are the logistics for managing the registration money and the registration names?
 - Is there the ability to do Pay Pal for credit card transactions? On-line capabilities?
 - What about check?
 - What about cash (rather not do at all).
- What is the agreement with respect to catering? Is there a point of contact for Tricia?

- How are reimbursements handled (re: travel expenses for speakers, copy expenses, etc.)? Is there a point of contract for this?
- Who is the point of contact at Gonzaga for room set up and logistics? Is a tour a possible? What about set up (tables, skirting, etc.)?
- What about audit/accounting of the expenditures?

Action Item: Adriane Borgias to ask Rick Eichstaedt/Bart Mihailovitch about these items and work with Tricia Pointevint regarding registration logistics, and report back to April 16th meeting.

- Registration (Attendees and Payment): Last day to register would be Memorial Day weekend.

Action Item: Identify the process for registration (credit card payment) and late registrations. Work with Center for Justice to define logistics. (Adriane Borgias/Tricia Pointevint)

- Speaker Logistics (Registration, Travel Arrangements, AV needs): Speakers will be reimbursed if requested based on the government rate at a selected hotel. Anything above that rate would be the speaker's responsibility.

Action Item regarding hotels: Tricia Poitevint to contact hotels regarding rates and reserving rooms for speakers; Sarah Hubbard Gray to forward information to Tricia Poitevint regarding Oxford Suites.

Action Item regarding car rental: Tricia Poitevint to contact car rentals agency regarding rates for cars.

Action Item: coordinate with speakers regarding logistics, travel arrangements, and presentations. Get presentations early (one week at the latest) in order to make sure the presentations work in the system and to have as post meeting materials. Ensure that speakers understand that they are expected to stay until the end of the day and participate in the brainstorming session.

- SRRTTF Web site tasks (Meeting Notice, Brochure, Registration, Post Meeting Materials)

*Action Item: Ensure that meeting materials are posted on the SRRTTF website.
Responsibility: Adriane Borgias*

- Catering and Food (Catering Agreement, Menu, Headcount, Dates, Payment)

Action Item: Identify food and catering options and logistics. Responsibility: Tricia Poitevint. Adriane Borgias to send contact information for Bart Mihailovitch and Rick Eichstaedt to Tricia.

- Sponsorship Recognition. Include sponsorship recognition on the brochure and the meeting venue (at reg. desk, poster, and in program).

*Action Item: John Welge to arrange for pre-event dinner with Speakers and Sponsors.
Action Item: Tricia Poitevint to arrange for recognition poster at registration table.*

- Other items:
 - Meeting registration handouts include Agenda for the Day
 - Fliers and informational documents about PCB from agencies
 - Information about Spokane (optional: could also be a web link)
 - MOA (optional: could also be a web link)
 - One page introduction to the task force with link to website

3) Lagniappe Session: this session was changed to: Monitoring, Sampling, and Analysis. Dave Hope from Pacific Rim Laboratories is able to attend. Cheryl Nieme from Washington Department of Ecology was contacted for the regulatory perspective but have not heard from her.

Action Item: Bud Leber to create a session planning sheet for this session.

4) Update on Speaker Contacts: Adriane Borgias has contacted eight speakers and left messages to confirm their participation. Bruce Hope, Dawn Sanders, Eric Blischke, and Dave Hope are confirmed. Lisa Rodenberg, Thom Fikslin, and Dale Norton are interested. Cheryl Nieme has been contacted and participation is not determined.

Action Item regarding stormwater runoff: Adriane Borgias to contact Lisa Rodenburg and Beth Schmoyer (City of Seattle, Duwamish) as preferred speakers because they represent differing watersheds. If one of the two can't participate then the second speaker would be from Portland, Eric Blischke or Bruce Hope.

Action Item regarding Aerial Deposition: Doug Krapas to send contact for Iowa State Speaker. Adriane Borgias to discuss participation with Thom Fikslin and Lisa Rodenburg to determine which speaker would be better. Adriane Borgias to send information from Thom Fikslin to Doug Krapas.

Action Item regarding Local Source Identification Work: Bruce Rawls to send Adriane Borgias the contact information for Mike Milne at Brown and Caldwell.

5) Brainstorming Sessions: Identify how these will be structured and facilitated. This was deferred until the next meeting on April 16, 2012. It was suggested that post cards be handed out during the presentations so that people can record questions. Boxes can be made available to receive the questions and these can also be passed around during the presentation to receive

questions. These questions would be available during the brainstorming session. There was a discussion as to how these will be facilitated. EPA agreed to facilitate the general workshop. Perhaps presenters could be called upon to facilitate the brainstorming session.