

# SRRTTF Technical Track Work Group

## DRAFT Meeting Notes

September 5, 2012 | 1:00pm – 3:00pm  
Department of Ecology  
4601 North Monroe Street | Spokane, WA 99205-1295  
1<sup>st</sup> Floor Conference Room (basement)

### Attendees:

Dale Arnold, City of Spokane  
Adriane Borgias, Ecology  
Galen Buterbaugh, LSA  
Mike Cannon, City of Spokane  
Brett Converse, JUB  
Brian Crossley, STOI  
Jeff Donovan, City of Spokane  
Kelsey Gray, Ruckelshaus Center  
Bud Leber, Kaiser Aluminum  
Lee Mellish, Liberty Lake Sewer  
Bart Mihailovich, Riverkeeper

Dave Moss, Spokane County  
Tim Pecton, City of Spokane  
Bruce Rawls, Spokane County  
Diana Washington, Ecology

### On Phone:

Brandee Era-Miller, Ecology  
Kris Holms\*, City of Coeur D'Alene  
Sarah Hubbard Gray, HGC/SRSP  
Don Martin, EPA/Idaho  
Aubri Wall Denevan, Ruckelshaus Center  
*\*For Sid Fredrickson*

### Modified Agenda

Kelsey announced a slight change in the published agenda.

- Brandee Era-Miller will discussion additional sampling sites.
- Bud will talk about the RFP/RFQ for the technical consultant.
- Bruce brought a draft work plan for consideration.

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### Sample Site Additions

Brandee Era-Miller reported in fiscal year 2013, Ecology has additional funding to do fish tissue and/or sediment, and water testing this fall and spring. They would like to see what detection levels they can get with the sediment trap and CLAM in order to see how well this new equipment works. The Spokane Tribe has offered additional funding for testing (up to \$29K). This includes collecting samples from the Spokane Arm, Little Falls Pool, and possibly State Line.

The current approach is to collect a variety of fish. It is not known exactly how many fish will be analyzed or the types of contaminants that will be analyzed for. The study can either focused only on PCBs in fish (and analyze more fish), or look at more contaminants in each sample (and analyze fewer fish). There

was a question about whether PCB concentration changes with the age of the fish. This is difficult to answer directly as there are a number of factors that affect the PCB concentration in a fish including: age, species, lipids (fats), size, gender, time of year the fish is caught, where fish is caught, and what the fish is feeding on. Making composite samples help normalize variables.

One of the goals is to match what was collected in 2004 by the Spokane Tribe in order to identify trends. Ecology is in the process of developing an RFQ for laboratories that perform high resolution analysis for PCB, PCB congeners, dioxins, and furans. Ecology has included the Spokane River in the Washington State Monitoring program so there is a standard sampling protocol that is being used.

This monitoring plan now stops at the Washington/Idaho border. It was suggested that Ecology consider a similar efforts in Idaho. Ecology could help in obtaining the proper permits in Idaho, but they do not have the funding right now to do the testing in Idaho.

**Action Item:** Brandee Era-Miller to prepare an updated 2 page work plan outline and information sheet for distribution to the SRRTTF by Friday, September 7th and distribute the final QAPP when completed.

**Action Item:** Because there is not enough funding to cover all of the analytical work, TTWG to look at the sampling plan and provide feedback with respect to prioritizing the analysis of fish for PCB. Specifically, all PCB Arochlors vs. subsets of other analyses. October 10th meeting.

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### **RFP/ RFQ for Technical Consultant(s)**

From the discussion at the last Taskforce meeting, the concept of technical advisory functions for work plan objectives has been worked into this RFQ. This has been turned into a formalized RFQ to go out to potential technical advisors, including the MOA. Rather than build a larger package with multiple documents, the RFQ will include links to the taskforce website and other sites for more information.

The second document (Attachment B: Evaluation Criteria and Weighting) explains how the different criteria will be evaluated. It will also help potential applicants understand what this group is looking for and will base the hiring decision on.

Bud volunteered to elaborate page one/phase one.

General approach for the consultant work:

- Review of existing information/work and identify data gaps
- Collect data and do source identification
- Conduct analytical modeling of sources/amounts
- Implement source reduction and best management practices

There was a discussion that this seems to cover everything that is in the permits and the next steps would be to send to the Task Force for approval and decide who would receive this RFP/RFQ. There was also a discussion about budget and whether the larger firms would be inclined to bid if there was money to do this, also that it would be better if the Business Entity were in place. The group did not want to do

the RFP/RFQ process sequentially with establishing a Business Entity and decided a parallel process would be acceptable. There was also a discussion about the breadth of the scope of work: A limited budget approach vs. phased budget approach. The SRRTTF should be able to refine a budget for the first Phase and then develop other budgets later.

(no bullet here) There was further discussion about doing and RFQ (to build awareness and a “short list” vs. an RFP (to have proposal submitted) vs. requesting letters of intent and Statements of Qualifications. It was decided to combine the RFQ/RFP into a single process as there did not appear to be a benefit of doing these separately.

**Action Item:** *TTWG to send comments to Bud Leber on RFP and Attachment B by 8 am September 10 on RFQ/RFP.*

**Action Item:** *Bud Leber to incorporate comments using track changes and prepare second draft by COB September 18th for posting on the SRRTTF website prior to the Task Force meeting on September 26th. Decision 26<sup>th</sup>.*

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#### **Proposed Draft Work Plan: Bruce Rawls**

Bruce presented a draft work plan to the work group. He reminded the group, one of their goals is to create a work plan by the end of this year. With the end of the year, he created a work plan draft to get things started. He took the six elements of the MOA and incorporated them into this work plan. He recommended also including a milestone schedule. If it’s approved by the end of the year, it can be included with the measures of progress. He also envisioned it accompanying or being incorporated into the RFP.

After reviewing the work plan with the TTWG, he proposed bringing it to the Task Force in the September meeting for information sharing and for input. He also asked the group to give him, any additional comments by Thursday, September 13<sup>th</sup>. He will incorporate the comments he receives and post the new draft on the website by Sept. 19<sup>th</sup>.

There was discussion about the topics of scheduling and funding. Does this need to be presented in order for the SRRTTF to make a decision on the RFQ/RFP and/or the Work Plan? It was determined that this question needs to be addressed soon and acknowledged that it may take several meetings with the full SRRTTF to do this. This is a question of amount of funding as well as allocation of funding. One thought is that the RFQ/RFP can be used to build scope and cost; then work backward to define budget. There should be enough definition in the proposals so that bids can be compared. There was a comment that the RCW specifies that engineering services proposals can’t require that rates be submitted initially since the first step is qualification of the contractor.

It was expressed that the first Work Plan can be a big picture document with the bullet items as to what needs to be achieved with a long range view of what will be in a more detailed plan. This could help determine the consultants that the SRRTTF could work with and also help as a detailed work plan is developed with the consultant. The goal is to have the first SRRTTF Work Plan agreed to by the end of the year. This would be viewed as a sequential process:

- 1) First Work Plan (high level)

- 2) Technical consultant refines and provides detail
- 3) Review and update of Work Plan annually as conditions change.

The information provided by Jon Welge was reviewed. It was commented that this was already considered during the first scoping meeting on this topic when the Business Entity Concept was drafted. It was agreed that was good to take a look at this question at this time.

**Action Item:** TTWG to send comments to Bruce Rawls on the First Draft Work Plan by September 13th.

**Action Item:** Bruce Rawls to send revised work plant by COB September 18th for posting on the SRRTTF website prior to the Task Force meeting on September 26th. Decision 26<sup>th</sup>.

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### **What are Measures of Progress?**

This agenda item was postponed to the next meeting, because the Admin work group is working on this list right now. When they're ready, they will bring it to the TTWG to add the technical pieces.

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### **Items to bring to the taskforce meeting on September 26<sup>th</sup>**

- The RFP/RFQ
- The Technical Consultant budget/funding discussion
- The draft work plan.
- ECOS letter – Bruce will draft a letter and a resolution for other organization urging them to pass it as well, pending the publication of the first resolution.

**Action Item:** KG to provide copy of draft ECOS resolution to TTWG when prepared. Bruce and Tom provide updated resolution at 26th Task Force Meeting. Bruce Rawls and Tom Agnew to write letter asking organizations to adopt resolution. Decision on 26th.

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### **Upcoming Meetings:**

- Next Full Task Force meeting is September 26, 2012, 9:00am – 12:30pm
- Next admin work group meeting is October 10, 2012, 10:00am – 12:00pm