

Spokane River Regional Toxics Task Force

DRAFT MEETING SUMMARY

Facilitated by Kelsey Gray
September 26, 2012 | 9:00am – 12:30pm
Department of Ecology
4601 North Monroe Street | Spokane, WA 99205-1295

Attendees

Voting Members and Alternates

Galen Buterbaugh*; Lake Spokane Association
Bruce Rawls*, David Moss; Spokane County
Bud Leber*; Kaiser Aluminum
Mike Petersen*; The Lands Council
Bart Mihailovich*, Rick Eichstaedt; Spokane Riverkeeper
Elizabeth Schoedel*, Lynn Schmidt, Tim Pelton; City of Spokane
Doug Krapas*; Inland Empire Paper Company
Tom Agnew*; Liberty Lake Sewer and Water District
Dave McBride* (on phone); WA Dept. of Health
Sandy Phillips*; Spokane Regional Health District
**Denotes Voting Member*

Advisors

Jim Belatty, Adriane Borgias, Dave Knight, Diana Washington; WA Dept. of Ecology
Don Martin; U.S. EPA
Tom Herron; ID Dept. of Environmental Quality
Rebecca Stevens (on phone); Spokane Tribe of Indians

Public

Sarah Hubbard-Gray; HGC/SRSP
Kris Holm (on phone); City of Coeur d'Alene
William Whistle (on phone)

Welcome and Introductions

Kelsey Gray asked for thoughts or new direction of the measures of progress task. Diana Washington, Department of Ecology offered her assistance to the Technical Track Work Group (TTWG) in their discussion of the measures of progress. The TTWG will take that into consideration. They will begin that discussion at the next work group meeting in October.

Articles of Incorporation

Kelsey gave the Task Force a brief update to the articles of incorporation. It is moving forward. Spokane County doesn't have any rewrites, so it can move along to other organization. However, names still need

to be chosen for the board. Rick Eichstaedt wasn't sure how that process was to be decided. The Task Force nominated Rick, which he would be happy to do. Spokane County is authorized to be an incorporator, if needed. It will also cost \$135 per year for to hire a registered agent. Rick reminded the group that being the registered agent doesn't require a lot of responsibility. Their role would consist of being the Task Force's central contact for the state and other legal entities.

Request for Qualifications (RFQ) for Technical Advisor

Bud led the discussion. He walked through both documents section by section. The first section of RFQ is background information, setting the stage for any technical advisors that are interested. The package will also have a copy of the Task Force Memorandum of Agreement (MOA). The next paragraph references relevant materials housed on the Ecology website, while also pointing out the Spokane River Toxics Workshop information. The last paragraph, explains this isn't a single task, but rather it that will last through several years and there will be an overall work plan. Only a few pieces have been decided at this time.

DISCUSSION:

- Capabilities/Competencies include:
 - Identifying the data gaps;
 - Experience working with multi-stakeholder groups and ability to communicate complex technical issues to the general public;
 - Ability to do some sort of PCB modeling; and
 - Have a background in assessing source reduction programs.
- The weighting criteria is focused on five areas:
 - Data gap analysis, PCBs – Tell us about your experience working on these? (25%);
 - Project team – who are you going to have working on this for us? (25%)
 - Approach – how are you going to approach this? (30%)
 - Background/ability
 - Responsiveness on answering the questions
- Other concerns to consider in the interview process:
 - Ensuring that the consultant is unbiased;
 - Does not have a conflict of interest;
- Interview process questions:
 - Should it be limited to one person per organization/MOA signatory?
 - Should this be similar to the process used to hire the facilitator?
 - It was pointed out that the voting members make a decision but that the Advisory members should be informed as to the nature of the decision.
 - Ask each candidate for hard bound spiral copies of their proposal for each of the entities at the table (~16) as well as an electronic version.
 - It was suggested to limit the number of pages in proposal to 25 (not including resumes and CVs).
 - The TTWG would put forth a short list of qualified candidates and share that with the full Task Force for their approval.
 - The SRRTTF would also like to hear each candidate give a presentation on their approach.
- Timeline suggestions:
 - Make the deadline to submit a proposal 2-3 weeks after the RFQ is posted.
 - Give each candidate 2 weeks advance notice for the interview.

- The entire process from post to hire could take 2-3 months, so the earliest start date would be in January.
- There was some question about the point of contact for the work of the consultant; also what are the toxics in the scope of work (PCB vs. PCB/dioxins?). This would be refined during the Phase I work.
- Question about PBDEs, which are not on the 303(d) list so not included in the RFP.
- Discussion about Ecology and EPA meeting regularly with the Tribes. It was reported that there are regular communications with the Tribes.

DECISION: SRRTTF approved the distribution of the draft Work Plan with the RFP and directed the TTWG to complete, adding the suggestions about adding to the qualifications the experience with multi-stakeholder groups and ability to communicate complex issues to the general public.

DECISION: SRRTTF gave the TTWG permission to move ahead with the RFQ and put some numbers around it soon.

ACTION ITEM: The TTWG will develop a list of interview questions.

Work Plan Draft

Bruce Rawls led the discussion. They are not looking for a decision on the first draft of the draft work plan at this meeting. He asked the group to provide more comments, so at the October or November meeting the Task Force could approve it. The TTWG has seen this, but to-date only Adriane Borgias has commented on it. There will be an annual work plan update each year.

DECISION: SRRTTF gave the go ahead approval to continue working on the work plan.

ACTION ITEMS:

- Kelsey Gray will post the word version of Work Plan on website.
- Bruce Rawls will change the work plan wording to include both PCBs and toxics.
- SRRTTF to send Work Plan comments using the “track changes” function in word to Bruce Rawls by October 5, 2012
- SRRTTF to send Milestone comments to Bruce Rawls by October 5, 2012
- TTWG to revise the Work Plan and prepare recommendations for the SRRTTF on October 10, 2012
- October 24 Task Force meeting will focus on content and approval of the work plan.
- Rick Eichstaedt will send additional paragraph for draft work plan addressing Work Plan Element Focus on non-point sources and how to deal with point and non-point sources of PCB’s

Financial Discussion

In an email reminder, Kelsey asked the group to come prepared to answer a number of questions focusing in on “what do you and your organization bring to the table?” She asked a person from each organization to convey to the group the following information:

1. Describe your mission.
2. What is your Organization’s relationship to PCB’s and water quality?
3. What does your Organization bring to the table in terms of resources?

After each organization had the opportunity to share their answers, Kelsey turned the discussion to the financials of the Task Force. There is a million dollar Department of Ecology State decision package in front of the Governor for this session. This still needs to go through the appropriate channels to get the the legislature. Several members suggested that the group become more active in promoting this decision package at the local level (rotary club, chamber clubs, etc.) as well as encouraging their state

representatives to support this package. The Task Force decided that they would create a fact sheet to help educate legislators and state government official, and write a letter to the Governor Gregoire asking for her support.

- Strategic Plan: The Administrative Work Group was tasked with preparing a strategic plan, which includes the Financial planning. October is the Governor's budgeting process.
- The TTWG to prepare a budget relative to aspect of the Work Plan.

There was an interest expressed in having an informed "speakers bureau" approach towards educating the local business community on the issues; including support to the legislature on the state budgeting for toxics reductions activities. This could also include a letter of support from the SRRTTF.

There was discussion that about long term financial commitments that will be needed on an annual basis, and that real resource restraints enter into the picture as to how quickly the long term goals can be achieved.

ACTION ITEMS:

- SRRTTF members to submit "Fact Sheet" items to Tom Agnew and Rick Eichstaedt by October 5, 2012. Bullet items about PCB, the Task Force, and Collaborative efforts.
- Administrative Work Group (AWG) to prepare a "Fact Sheet" about the SRRTTF at the October 10, 2012 meeting.
- SRRTTF to review "Fact sheet" on October 24, 2012
- Rick Eichstaedt will contact Sheila Collins as to timing and protocol for getting information to the Governor to support Ecology funding for SRRTTF. (complete)
- Jim Bellatty to email Ecology budget request item to Rick Eichstaedt and Tom Agnew (complete)

Letterhead

The Task Force reviewed a draft letterhead created by Aubri Wall Denevan.

ACTION ITEMS:

- Create a tag line for the header. Send suggestions to Aubri Wall Denevan (aubriw@uw.edu)
Some suggestions at the meeting where:
 - An innovative approach to eliminating toxics
 - Collaborating for innovative approaches for a healthy river
- Footer will remain as indicated on draft letterhead.
- Sandy Phillips will run the letterhead by her graphic designer for ideas.
- Sandy will join the Administrative Work Group.
- A couple of drafts will be prepared for the October 24th TF meeting for decision.

ECOS Resolution

Doug Krapas and Bruce Rawls have developed two letters that will go to WEF and NACWA. They also suggested extending this submittal to EPA as well. They chose these two organizations because of their involvement with water. The draft version is focused mainly on the use of inks, dyes, and newsprint. However, this concern is much broader than these two issues. They welcome comments on this draft.

This letter is much more general and less technical than the one sent to ECOS. Again this is a first draft, so no action is needed today. But time is of the essence now, so we do need to work on this quickly.

ACTION ITEMS:

- SRRTTF to send comments on the draft resolution letter to Bruce Rawls by October 5, 2012.
- AWG to finalize the Resolution letters to WEF and NACWA on October 10, 2012
- Bruce and Doug will modify the resolution(s) to be sent to organizations with an interest in PCB's
- Bruce and Doug will prepare a letter from the Task Force for decision at the October 24th Task Force meeting.
- Let Doug and Bruce know of additional organizations that could be sent letters.
- Bruce Rawls to communicate to Kelsey Gray should this become an urgent issue requiring Task Force action prior to the next meeting. In that event, there will be a one-week posting of information and a conference call meeting will be scheduled to address the decision.
- October 24th Task Force meeting will review and vote on the resolution(s).

October Agenda Items

- Measures of Progress
- Business Entity Board of Directors
- Revised Work Plan with Milestones
- Political discussion
- QAPP Update from Ecology
- Letterhead and tag line
- SRRTTF fact sheet

Other Business:

The SRRTTF wants to reach out to the Spokane Tribe with a personal contact, address concerns, and invite back into the process.

The next SRRTTF Task Force meeting is October 24, 2012 Liberty Lake
The next Administrative and Technical Work Group meetings are October 10, 2012.
Department of Ecology
