

Spokane River Regional Toxics Task Force

DRAFT MEETING SUMMARY

Facilitated by Kelsey Gray
October 24, 2012 | 9:00am – 12:30pm
Liberty Lake Sewer & Water
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 LaScoula*, Sandy Phillips; Spokane Regional Health District
Mike Petersen*; The Lands Council
Bart Mihailovich*; Spokane Riverkeeper
Elizabeth Schoedel*, Lynn Schmidt, Jeff Donovan; City of Spokane
Doug Krapas*; Inland Empire Paper Company
Lee Mellish*, Tom Agnew; Liberty Lake Sewer and Water District
Dave McBride* (on phone); WA Dept. of Health

**Denotes Voting Member*

Advisors

Kevin Booth; Avista
Adriane Borgias, Arianne Fernandez, Dave Knight, Diana Washington; WA Dept. of Ecology
Greg Lahti; WA Dept. of Transportation
Dan Redline, Tom Herron; ID Dept. of Environmental Quality

Public

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

Welcome and Introductions

Kelsey Gray started the meeting by asking for any changes or edits to the meeting summary from the September 26th meeting. Sarah Hubbard-Gray requested replacing 'toxics' with 'dioxins' on page 3, second bullet in action items. Adriane Borgias also announced that the meeting summaries will be posted in two places on the website—under the meeting announcement, and on the 'Organization Documents' page found under the 'About' section. There were no major changes to the agenda.

ACTION ITEM: Bruce requested from this meeting forward, all documents include a date and purpose. For example all documents approved by the Task Force include a state similar to "Adopted by the Task Force on <<insert adoption date>>."

RFP for Technical Advisor

There were a couple small changes announced in the RFP and attachment since the Sept. Task Force meeting. Mainly the schedule dates are now filled in. No content changes have been made. The tentative schedule is as follows:

- *Receive submittals no later than 4:00 pm November 27, 2012*
- *Ranking by Technical Work Group by December 5, 2012*
- *Full Task Force review by December 19, 2012*
- *Candidate interviews by January 30, 2013*
- *Contractor selection by February 1, 2013*

Kelsey announced that the county has volunteered to handle the announcement of the RFP on November 1st. Bruce will send out an electronic and hard copy to the list of potential candidates this group previously identified. He will also post the RFP with local papers and other appropriate locations. He will also write a cover email explaining the process to be included with the RFP announcement. The email text will also be used as the cover letter for all hard copy mailings.

ACTION ITEM: Include the following text at the top of the RFP, "Due Nov. 27 at the Department of Ecology (insert mailing address) by the close of business." *(completed)*

ACTION ITEM: Correct the third bullet report title on the RFP to "Spokane River Urban Waters Source Investigation and Data Analysis Progress Report (2009 – 2011): Source Tracing for PCB, PBDE, Dioxin/Furan, Lead, Cadmium, and Zinc" and insert the link on the SRRTTF.com website. *(completed)*

ACTION ITEM: Aubri will send the corrected version of the RFP to Adriane Borgias. Adriane will then send it to Bruce as the final copy for distribution. *(completed)*

ACTION ITEM: Bruce will draft the cover email text and convert that text to a hard copy letter to accompany the US post mailed copies. *(completed)*

ACTION ITEM: Adriane Borgias to add link to the Urban Waters report on the SRRTTF website

(completed) ACTION ITEM: Adriane Borgias to be central point of communication and noted on the RFP *(complete)*

PROCESS REQUEST: Bruce requested having an executive session at the Dec. 5 Technical Track work group and at the December 19 Task Force meeting to discuss the candidates without the public present.

Work Plan Draft

A revised work plan and first draft milestones schedule were passed out to Task Force members. Since the September 26 meeting, Bruce created the milestone schedule document to help the consultants understand what they will need to propose. He didn't change anything else in the document. He welcomed comments from the group.

Lynn Schmidt suggested considering more than one year of data collection. Some experts at the Technical Workshop in June explained that in order to do a variability study, several years of testing would better describe the differences between yearly cycles. This could be a footnote on the milestone documents. There was an additional suggestion was to flip the wet and dry seasons in order to add another cycle.

Mike LaScoula asked to highlight any related health issues in the work plan, under sections 3 and 6. He also asked to expand the language on informing the public/public education components.

Summarizing the changes made to the work plan by the Task Force –

1. Add to header “First Draft Work Plan, Adopted 10-24-12”
2. Add Vision Statement to top of page one in italics.
3. Add “...exhisiting health advisories
4. Add “SRTTF will communication the accomplishments of the task force and its members to the public” element six, paragraph one.

ACTION ITEM: Add a footnote to the milestones schedule stating, “Data analysis could go on for multiple years.” *(completed)*

ACTION ITEM: Mike Peterson will give comments to Bruce on the work plan, adding the “measurable progress” language from the SRRTF Memorandum of Agreement. *(completed)*

ACTION ITEM: Send any changes to Bruce by the end of the week. *(completed)*

Funding Subcommittee

Kelsey asked the group to think about what they want to have happen to the administrative work group—go away, or transition into a funding work group? Doug asked if there are opportunities for this type of an organization to securing funding directly. According to Adriane Borgias, there have been programs in the past that would have been a good fit, but they are no longer funding those programs right now. However, they will be sending out new announcements soon for the next fiscal year.

Adriane Borgias talked about several funding opportunities she’s come across that may be of interest to the Task Force. They included, Science to Achieve Results (STAR).

Other topics for possible research include working with the WSU laboratory for atmospheric research regarding aerial deposition or contacting Dennis Dick the WSU Provost Chancellor for research.

ACTION ITEM: The TTWG will discuss how to partner with Lisa Rodenburg, Rutgers University on the STAR funding opportunity.

After some discussion, the Task Force agreed to move the current functions of the Administrative Work Group to the Business entity. Bruce suggested hiring/electing an Executive Director, who could devote time to monitor and pursue these types of grants. He suggested one open would be to go through the Ruckelshaus Center to bring in additional resource to handle this type of task. This could work but in order to hire an executive director to find resources, the Task Force would need resources to hire that person.

DECISION: The Task Force agreed that they will need a funding work group.

ACTION ITEM: Adriane will be discussing this concept, including recruiting of Task Force members for the funding work group, and strategy at the next Administrative Work Group meeting.

Letterhead/Logo/Tag Line

Sandy worked with her graphic designer to develop a number of logo and letterhead options for the Task Force to consider. The tagline “Collaboration | Innovation | Progress” were developed at the last work group meeting.

ACTION ITEM: The group decided on letterhead option #7, with slightly larger fish between the tagline words and in the same color as logo option #2.

ACTION ITEM: Footer will remain the same by listing all of the organizations that have signed the MOA.

Fact Sheet

Supporting the funding group’s effort, Doug Krapas has put together a draft single page fact sheet that outlines the SRRTTF process. Doug asked the group to review the draft and send him any ideas or suggestions. Several members of the Task Force felt the text needs be slimmed down more and honed to better accompany in person funding asks.

ACTION ITEM: Change fact sheet bullets to present tense.

ACTION ITEM: Strike the bullet, “formed in 2011, ...”

ACTION ITEM: Everyone is encouraged to edit or comment on this draft.

ACTION ITEM: Please have all comments to Doug by Wednesday, October 31, 2012. *(complete)*

ECOS Resolution

Riverkeeper sent a letter to EPA and they responded. Both are posted on the SRRTTF website.

The draft resolution and letters to the National Association of Clean Water Agencies (NACWA) and the Water Environment Federation (WEF). Kelsey has agreed to sign on behalf of the Task Force. Both the resolution and letters were approved by the Task Force. They will be mailed via US postal service.

DECISION: The Task Force approved the draft resolution and letters to NACWA and WEF.

ACTION ITEMS: Kelsey will sign the letters on behalf of the SRRTTF and mail hard copies to the NACWA and WEF.

Progress To-Date on Fish Sampling

Brandee and her colleagues have been doing sampling. They’ve been working with a sediment sampler. One’s located across from the Gonzaga dock, and the other is adjacent to where the planes dock. Anyone is welcome to witness their removal. Please contact Brandee if you are interested. The draft Quality Assurance Project Plan is due at the end of Oct. There will still be future opportunities for input. If you feel like you want more samples for a specific thing that can be discussed.

Articles of Incorporation

Everything is almost ready. Liberty Lake and the City of Spokane both passed the Articles of Incorporation. The County will register them. But there is still a question about the name. Bruce Rawls requested a written copy or forward from each organization stating they have approved the Articles of

Incorporation, along with the name and address that will included in the final document. Please send this information to Bruce as soon as possible.

ACTION ITEM: As soon as possible each organization listed in the Articles of Incorporation will send Bruce Rawls written approval with the name and address of the person who will be included in the document.

November Agenda Items

- Cynthia Wall will present funding opportunities from Ecology
- Brandee Era-Miller will give an updated on Ecology’s FY2013 Spokane River Toxics Monitoring activities
- Adriane Borgias will provide information about the Funding Work Group as well as the status of the STAR Grant opportunity.

Other Business:

Spokane County started PCB sampling and analysis last week. The first report to Ecology is due in April, 2013. They would like a little time on the April Task Force agenda to discuss the report.

Doug Krapas will share a chart that explains different conversion of PPM (Parts Per Million).

ACTION ITEM: Adriane Borgias to post the chart on the SRRTTF website for future reference needs.

The next SRRTTF Task Force meeting is November 28, 2012

The next Administrative and Technical Work Group meetings are November 7, 2012.
