

SRRTTF Technical Track Work Group

Meeting Notes

October 10, 2012 | 1:00pm – 3:00pm

Department of Ecology

4601 North Monroe Street | Spokane, WA 99205-1295

Attendees:

Adriane Borgias, Ecology
Mike Cannon, City of Spokane
Aubri Wall Denevan (*on phone*)
Jeff Donovan, City of Spokane
Kelsey Gray, Ruckelshaus Center
Dave Knight, Ecology
Doug Krapas, IEP

Don Martin, EPA (*on phone*)
Bart Mihailovich, Riverkeeper
Tim Pelton, City of Spokane
Bruce Rawls, Spokane County
Rick Schaefer, Tetra Tech
Lynn Schmidt, City of Spokane
Diana Washington, Ecology

Work Plan

The TTWG reviewed the current draft of the work plan and the new milestones schedule. So far Bruce Rawls has only received a few comments on the previous version of the work plan. Bruce would like to have this brought back to the Task Force for another review and approval preferably at the October meeting, but the November meeting at the latest. This will also be included with the RFP package.

Diana Washington stated that Ecology comments would be provided later by the Permit Unit, although this particular Work Plan is not a permit requirement. It is the TTWG's choice as to whether or not comments from Ecology's Permit Unit are needed.

The work plan along with milestones will be brought before the Task Force for final approval on October 24th.

Action Item: *KG/AD to change Title on Work Plan (to reflect "for SRRTTF Decision on 10/24/2012") and Milestones (to denote "Preliminary") by 10/16/2012. Work plan with milestones to be posted on SRRTTF Website by October 17th. (Complete)*

Measures of Progress:

Diana Washington thanked Bruce for creating the measurable progress document; she will be taking it under advisement. At this time, she will be leading the effort to develop an evaluation tool to be used

for measuring progress during the next permitting cycle. She will be defining what “measures of progress” means soon.

Diana will be meeting with the interest groups within the Task Force to get a sense of their vision of measures of progress. She anticipates it will have both qualitative and quantitative components. Over the next year Diana will have several discussions with the Technical Work Group, as Ecology develops a solid evaluation tool that can be used for the next permitting cycle. She will also be developing metrics for the measures after meeting with Task Force members. It will be important to keep track of the measures of progress the Task Force is making. Ultimately this will build the foundation to prove this route is a good alternative to the TMDL process. Diana will bring her ideas to the Technical Work Group for discussion.

The SRRTTF website could be used to document and track activities are “measures of progress”.

Action Item: *Diana Washington to gather data over the course of the next year and provide updates to the SRRTTF. This would be followed by a presentation and open discussion with the SRRTTF on this topic.*

RFP/RFQ Process

The RFP proposal was approved by the Task Force in September. The discussion focused on the implementation logistics of the process.

Hiring timeline:

- Finalize RFP documents, due 10/16
- List of candidates (finalize by 10/16) – Adriane Borgias will send out notice and collect names from the workshop attendees on the website.
- Nov 1 – Combine the RFP documents: RFP, MOA, Work plan, and milestones; Begin advertising (Spokane review, city gazette, Seattle, Portland, and Boise).
- Nov. 27 – RFP closes
- Nov. 28 – Pass out the hard copies out to the Task Force at the SRRTTF meeting.
- Dec. 5 – TTWG to select short list at WG meeting
- Dec. 12 – TTWG posts short list
- Dec. 19 – SRRTTF to approve short list; short notification to hold the date
- Jan. (early) – Send out more information about the interview expectations to short list candidates
- Jan. 30 – SRRTTF interviews & decision
 - Each interview will last for 1.5 hour (1 hour presentation, 15 minutes for Q&A, 15 minutes for TF discussion), .5 hours for lunch, 2pm-3pm decision discussion.
 - May 1 – Latest date to start work.

Action Item:

- Adriane Borgias requested that Task Force members send her consultant names and contact information for advertisements by 10/16/12. (Complete)
- Adriane Borgias will summarize list of consultant and newspaper names for Kelsey/Aubri by 10/17/2012 and review scope/procedure with Kelsey/Aubri for administration of the RFP process [*Update: Bruce Rawls from the County agreed to Administer the RFP with assistance of Adriane Borgias from Ecology. No action needed by Ruckelshaus Center on this item*]
- Kelsey/Aubri to send out the RFP with MOA, and revised Workplan/Milestones to consultant list on 11/1/12. Refer to RFP posted on website. [*Update: Bruce Rawls from the County agreed to administer the RFP with assistance of Adriane Borgias from Ecology. No action needed by Ruckelshaus Center on this item*]
- Kelsey/Aubri to prepare advertisement for the S/R and other selected newspapers on 11/1/12. Refer to RFP posted on website. [*Update: Bruce Rawls from the County agreed to administer the RFP with assistance of Adriane Borgias from Ecology. No action needed by Ruckelshaus Center on this item*]
- RFP responses to be submitted by Close of Business 11/27/2012, c/o Department of Ecology.
- Hard copies will be brought to the November 28th Task Force Meeting for distribution.
- Technical Work Group will prepare a recommended short list on December 5, 2012
- Task Force will approve the recommended Short List at the December 19, 2012 meeting
- Task Force will interview and make the Technical Consultant selection at the January 30, 2013 meeting

Upcoming Meetings:

- Next Full Task Force meeting is October 24, 2012, 9:00am – 12:30pm
- Next tech track work group meeting is November 7, 2012, 1:00pm – 3:00pm

Reminder: Submit all materials prepared for the October 24th SRRITF meeting to Kelsey Gray, Aubri Wall Denevan and Adriane Borgias **no later than COB on October 16th** for posting on October 17th. (Complete)