

SRRTTF Technical Track Work Group

DRAFT Meeting Notes

December 5, 2012 | 1:00pm – 3:00pm

Department of Ecology

4601 North Monroe Street | Spokane, WA 99205-1295

Attendees:

Galen Buterbaugh, Lake Spokane Association

Adriane Borgias, Ecology

Lisa Dally Wilson, HGC/SRSP (*on phone*)

Aubri Denevan, Ruckelshaus Center (*on phone*)

Jeff Donovan, City of Spokane

Kelsey Gray, Ruckelshaus Center

Sarah Hubbard Gray, HGC/SRSP (*on phone*)

Bud Leber, Kaiser

Dave McBride, DOH (*on phone*)

Bruce Rawls, Spokane County

Lynn Schmidt, City of Spokane

Diana Washington, Ecology

Review and Discuss RFP Proposals

The work group reviewed the proposals from Limno Tech and Tetra Tech. Adriane clarified that any concerns last week over a conflict of interest with LimnoTech are moot as long as Vic Bierman is not on the project team. Both consulting firms will be giving their presentations and answering questions at the Dec. 19 Task Force meeting. Limno Tech will be at 9am, and Tetra Tech at 10:30am.

Action Item: *Kelsey Gray to contact Limno Tech and Tetra Tech and request 5 references, and also contact them about the time change SHG to provide a scoring sheet for the interview (COMPLETE)*

Action Item: *Bud Leber volunteered to contact Tom Fikslin regarding reference check for LimnoTech.*

Action Item: *Aubri Denevan to confirm that room is available an hour early for the interviews; Note the time change in the meeting announcement; and add a note that lunch will be provided and to notify Bruce Rawls if anyone wants one. Bring cash. (COMPLETE)*

Create Questions for Interviews

The TTWG prepared a number of questions to ensure both interviews are similar and balanced. The WG agreed to put numbers on each question and to have one person keeping track of the questions being asked. It is also important to make sure all task force members have an opportunity to speak during the interviews. These questions will be available on the website after the Dec. 19th meeting. The TTWG also decided to vote by organization, not by individual on a weighted scoring card created by Kelsey Gray.

Action Item: Sarah Hubbard Gray to email a copy of the scoring sheet she referenced at the meeting. (COMPLETE)

Action Item: Kelsey Gray to create a weighted scoring sheet. (COMPLETE)

Action Item: Kelsey Gray/Aubri Denevan to provide the following to the interviewers: (COMPLETE)

- Attachment A from RFP
- Scoring Sheet
- List of Questions

Next Steps

ACE will work with the Technical Track Work Group and Administrative Work Group regarding the draft contract and scope of work. This will be brought to the January and February Task Force meetings. Final approval could be at the February Task Force meeting.

Funding source is a concern to the Task Force members and the SRSP requested that Ecology, as a signatory to the MOA, provide up to 50% of the funding for the Technical Consultant. The contract will need to be written to reflect the source and amount of funding that is available relative to the scope of work. It was pointed out that absent the Task Force, Ecology could be footing the entire cost for this work. There will be some discussion on this by the Task Force members in the interim and an update on the topic should be on the agenda for the January 30, 2013 Task Force meeting.

Upcoming Meetings:

- Next Full Task Force meeting is December 19, 2012, 7:30am – 12:30pm
- There will be no January Work Group meetings. The next Tech Track and Administrative work group meetings are February 6, 2013, 1:00pm – 3:00pm