

William D. Ruckelshaus Center  
Facilitation of Spokane River Regional Toxics Task Force

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## **Proposed Statement of Work: Year 5**

*With Extra Meetings to Facilitate Agreement on Comprehensive Plan Elements*

### **PURPOSE AND BACKGROUND**

The 2011 NPDES wastewater discharge permits issued by the Washington State Department of Ecology (Ecology) for facilities discharging into the Spokane River require the creation of a Regional Toxics Task Force (Task Force). These permits state that the Task Force membership should include the NPDES permittees in the Spokane River Basin, conservation and environmental interests, the Spokane Tribe of Indians, Spokane Regional Health District, Ecology, and other appropriate interests. Similar permit requirements were issued by the United States Environmental Protection Agency (EPA) to entities discharging to the Spokane River in Idaho, and a beneficial collaboration opportunity exists between the Idaho Dischargers and the Washington Dischargers.

The Task Force operates under a Memorandum of Agreement (MOA) that describes the Task Force organizational concepts and protocols. The MOA describes the organizational structure, roles and responsibilities of the membership, and governance for the Task Force. The goal of the Task Force is to develop a comprehensive plan to bring the Spokane River into compliance with applicable water quality standards for PCBs. The Task Force is anticipated to be in effect at least through the five-year life of the current Washington state NPDES permits (2011-2016).

To accomplish Task Force goals and specific functions, as outlined in its MOA, the Task Force will provide for 1) an independent facilitator / coordinator, and 2) a community technical advisor(s) who shall assist in review of data, studies, and control measures, as well as assist in providing technical education information to the public.

### **STATEMENT OF WORK**

This Statement of Work presents approaches and options for the 12-month period anticipated to run from July 1, 2016 to June 30, 2017. The Statement of Work may be amended to extend the duration, or to add additional work items, as mutually agreed to between the Task Force's Administrative and Contracting Entity (ACE) and the William D. Ruckelshaus Center (Center).

#### ***Services***

The Center shall provide a lead facilitator and support staff to provide the following services:

1. Organize and schedule fourteen (14) in-person Task Force meetings. Arrange meeting venues, develop agendas, distribute meeting notices, assist in developing discussion topics, confirm follow-up assignments.
  - a. Facilitate discussions.

- b. Take meeting notes, edit and finalize meeting summaries.
2. Organize and schedule up to eighteen (18) Work Group meetings to be held in Spokane, with conference call capability, based on Task Force priorities and needs. Assist in arranging meeting venues, developing meeting agendas and discussion topics, coordinate provision of supporting materials, and confirm follow-up assignments.
  - a. Facilitate up to eighteen (18) meetings by video conference.
  - b. Take meeting notes, edit and finalize meeting summaries.
3. Additional meeting services: liaison work with university (CEREO, WSU, UI, UW) faculty to coordinate research to support Task Force efforts as appropriate. Tasks include communications, meeting scheduling, participating in meetings by phone, and confirming follow-up assignments.
4. If needed, engage in dispute resolution and consensus building techniques in order to achieve agreement on key issues. This activity may require the Facilitator to arrange and participate in additional communications between and with Task Force members.
5. Stay current on issues related to PCBs and surface water quality relating to the Task Force goals.
6. Facilitate the Task Force in developing strategies related to the Task Force goals, as appropriate. This may include assisting in the development of a strategic plan or other planning documents, e.g. additional hours generating framework for, and facilitating agreement on, Comprehensive Plan.
7. Facilitate additional effective communications among the Task Force, to the public, and between the Ruckelshaus Center and the Task Force. This includes quarterly reports on the Center's work along with compiling and formatting an Annual Report, Factsheet, or Poster documenting Task Force accomplishments, Measurable Progress, etc. and intended to serve as a public outreach and education tool. Support Task Force members in developing and implementing a public outreach strategy.
8. Manage and update the Task Force web page in accordance with agreed-upon standards. Ensure the web page is an effective public communications tool, and is a timely representation of Task Force activities. Ensure that Task Force notices and information are distributed to members, and posted on the web page prior to all meetings in accordance with the MOA.
9. Assist with the planning and facilitation of up to two (2) public meetings or technical workshops sponsored by the Task Force. This includes communications, agenda development, onsite logistical support, and materials coordination—and planning and facilitation of up to three preparatory Work Group meetings for each workshop or public meeting.

### ***Deliverables***

1. Up to twelve (12) full Task Force meeting notices and twelve (12) Work Group agendas and associated meeting handouts/materials with up to 12 meetings being held in person.
2. Meeting summaries for all meetings facilitated by the Center.
3. Regular web page maintenance and posting of meeting notices and facilitation-related meeting materials in accordance with the Task Force standards.
4. Up to two public meeting and/or technical workshop notices, agendas, meeting handouts/materials and meeting summaries.

5. Documents that have been prepared as a result of Task Force activities including those that represent Task Force interests, positions and/or recommendations-
6. Quarterly progress reports (up to two pages) summarizing the activities of the facilitator including numbers and types of meetings, key decisions reached by the Task Force, documents prepared by Task Force that are available on the webpage, as well as other activities undertaken by the Facilitator including dispute resolution and consensus building.

## ***Budget***

DRAFT

Salary/Benefits:	\$59335
Good/Services:	1800
Travel:	7,500
<b>Total Direct Costs:</b>	<b>63,202</b>
F&A:	16,433
<b>Total Costs:</b>	<b>\$85,068</b>

## ***Assumptions***

The following assumptions relate to the services provided by the CENTER and the associated budget:

- Chris Page will serve as the project manager and lead facilitator. Center Director Michael Kern will serve as a strategic advisor. Kara Whitman will serve as the Project Coordinator and will provide project logistics support and coordination.
- The Center will work with a Task Force subgroup to aid the facilitator in functions such as agenda development.
- The Center facilitator will maintain a neutral stance in facilitating discussions to achieve group consensus, consistent with the Task Force MOA, and advance the Task Force's purposes and goals. Center staff will facilitate the Task Force implementation of the MOA with attention to the relevant roles and responsibilities of the various participants.
- All expenses regarding the venue, food, and rentals are to be paid for by Ecology or the Task Force.
- Scheduling of Task Force meetings shall use tool such as Doodle Polls or in-person surveys to ensure participation by the maximum number of Task Force members.
- Meeting notices will be distributed via email.
- The Center's budget is based on providing the identified deliverables, regardless of the exact number of hours spent on a given meeting or task.