

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

Proposed Statement of Work: Year 6

Note: Task Force has requested contract on a month-to-month basis.

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; a beneficial collaboration opportunity exists among Idaho and 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 life of the current Washington state NPDES permits (as of spring 2017, continuing under an administrative extension).

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 on a month-to-month basis, for up to the whole 12-month period from July 1, 2017 to June 30, 2018. 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 twelve (12) 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 twelve (12) Technical Work Group meetings (TTWG) and up to twelve (12) Education and Outreach Work Group (E & O) 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 twelve (12) TTWG meetings by video conference and facilitate up to twelve (12) E & O meetings in person.
 - 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 PCB and surface water quality issues related to Task Force goals.
6. Facilitate Task Force development of strategies to achieve goals and Comprehensive Plan implementation, as appropriate. This may include assisting in the development of a strategic plan or other planning documents (e.g. approaches for effectiveness monitoring).
7. Facilitate additional effective communications among Task Force participants, between the Task Force and the public, and between the Task Force and other entities. 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 one (1) 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, up to twelve (12) TTWG Work Group Meeting, and up to twelve (12) meeting notices, agendas, and associated meeting handouts/materials with up to 12 full Task Force meetings being held in person, fifteen (15) TTWG meetings via videoconference, and. twelve (12) E&O meetings 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 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 facilitator activities including numbers and types of meetings, key decisions reached by the Task Force, documents prepared by Task Force and available on srrttf.org, as well as other activities undertaken by the facilitator including dispute resolution and consensus building.

Budget

DRAFT with 2016-2017 numbers:

Salary/Benefits:	\$58,214	\$X per month
Good/Services:	1,800	\$X per month
Travel:	7,500	\$X per month
Total Direct Costs:	67,514	\$X per month
F&A:	17,554	\$X per month
Total Costs:	\$85,068	\$X per month

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 tools 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.