

**ACE Meeting Agenda
July 10, 2018
1:00 PM – 4:00 PM
Water Resources Center
(Small Conference Room)**

Review Agenda/Additional Items

White Bluffs Consulting Contract

- Discuss approach for 2018 contract
- Approve agreed upon draft structure for contract

Contracts for PCB River Mass Balance Task

- Gravity
- SGS-AXYS
- SVL

Review of status of Ecology Contract Invoicing (Year 1)

- Invoice submitted to Ecology
- Contract revisions needed for balance of Year 1

Upcoming Contracts

- Lisa Rodenburg PMF Analysis

Acceptance of Jerry White to replace Rick Eichstaedt on Board

Other Items as Requested

White Bluffs Consulting Contract

Contract Period: July 15, 2018 to December 31, 2019

White Bluffs not responsible for providing meeting venues

Consider Josh to be on an as needed basis under Ancillary Support

Orientation

1. Conduct individual confidential interviews with the designated representatives of the signatories to the Task Force MOA, designated representatives of the Task Force Advisors, including the Technical Advisor to the Task Force (Dave Dilks, LimnoTech), and any other organizations that financially or otherwise participate in the Task Force. A maximum of 20 interviews are to be conducted.
2. Conduct individual interviews with Work Group project leads to gain understanding of the background/purpose, scope, and status of each Work Group's efforts. A maximum of 10 interviews are to be conducted.
3. The individual interviews shall be completed as expeditiously as possible with a target completion date of 45 days after contract award.
4. The cost of this orientation shall not exceed \$X without written authorization.

Meeting Facilitation and Administration

1. Organize, schedule, and facilitate up to nine (9) Task Force meetings to be held in the Spokane area. This effort includes:
 - a. Arranging meeting venues
 - b. Providing meeting notices and meeting materials via email notification
 - c. Developing meeting agendas
 - d. Taking meeting notes
 - e. Confirming Task Force decisions and assignments from meetings
 - f. Providing meeting summaries
2. Post materials to the Task Force's website, as appropriate, to support the communication of Task Force meetings, Work Group project deliverables, and other reports or information relevant to the Task Force's efforts. Develop an efficient process to collect information for posting and providing Task Force notifications.
3. Ensure that the Task Force conducts itself in accordance with the intent of its Memorandum of Agreement (MOA)
4. The cost of the meeting facilitation and administrative efforts shall not exceed \$X without written authorization. Should the Task Force decide that additional meetings or a technical workshop is appropriate, the scope and budget with this element will be amended.

Process Management

1. As appropriate, based upon information from orientation interviews and Task Force documents, make recommendations concerning the need to amend the Memorandum of Agreement (MOA) under which the Task Force currently operates

2. Maintain the Task Force's email lists and rosters
3. As appropriate, based upon information gathered during orientation interviews with Task Force members and from a review of Task Force documents, propose options or suggestions with respect to, but not limited to, Task Force meeting formats, meeting content, meeting lengths, and meeting agenda preparation
4. Track progress in accomplishing the goals of the Comprehensive Plan and prepare a brief annual summary that reviews the implementation activities of the Task Force
5. The cost of the process management efforts shall not exceed \$X without written authorization

Project Coordination

1. Work Group leads manage and coordinate the efforts of their work groups. In consultation with each Work Group lead, provide support as appropriate to each Work Group with respect to
 - a. Scope of Work development
 - b. Gap analysis, either internal or external (identify gaps that are keeping the Work Group from accomplishing its stated task(s) within the timeframe established)
 - c. Project status tracking
2. With respect to project tracking, in consultation with Work Group leads, develop a simple project tracking system that provides the following:
 - a. Work Group project scope review and approval by the full Task Force
 - b. Work Group project report out process and format that provides the following to the full Task Force:
 - i. Project status with respect to schedule and budget
 - ii. Work Group summaries and recommendations to the full Task Force regarding work products
 - iii. Work Group work products provided in a timely manner for review and acceptance by the full Task Force so that project schedules are maintained
3. As appropriate assist Work Group leads as they coordinate with the Administrative and Contracting Entity (ACE) with respect to contract needs, contract reporting needs, and contract deliverables
4. The cost of the project coordination effort shall not exceed \$X without written authorization

Information Transfer

1. In order to provide for an orderly transition, retain as a sub-contractor Kara Whitman for facilitating the transfer of information relative to the mechanics of managing the Task Force's website and other communications methods that have been set up and been used on behalf of the Task Force
2. The cost of this information transfer effort shall not exceed \$X without written authorization

Ancillary Support

1. The Task Force often contracts directly for ancillary services such as website design and support, education and outreach support, sampling and analyses, and other technical services. If the Task Force chooses to obtain specific ancillary support via this contract, this contract's scope and budget will be amended as appropriate.