

2011 Maritime Emission Inventory Steering Committee

August 18, 2010

1:00-2:00pm

Conference Call

Meeting called by: Port of Tacoma **Note taker:** Matoya Darby

Facilitator: Sue Mauermann

Attendees:

Stephanie Jones-Stebbins, Sarah Flagg, Jordan Royer, Stacy Graham, Mike Keim, Matoya Darby, Ron Stuart, Cindy Lin, Sue Mauermann, Frank Holmes, Sheila Helgath

Minutes

Agenda item: RFP and Scope of Consultant's Work and MOA

Discussion:

- Mike: Need to be Commission ready by the 1st of November.
- The focus of the MOA is exhibit A
- The RFP/RFQ needs to be on the street for 30 days
- The scope can be on the street before the MOA is complete
- RFP should be on the street by September 10th.
- Beth: We should not start from scratch but identify the previous work and have the consultant give us an understanding of what they can accomplish. We do not want bidders to think we are starting from scratch. The bidders may want more direction on what is re-usable.
- PSCAA, POS, WSF submitted comments
- WSF attorney going through the MOA again and will get back regarding changes
- Data collection has been costed out separately and addressed under financial management.
- Sarah: Under the consultant responsibility portion, diesel particulates and PMIO were omitted, POS needs the PMIO.
- Sarah: Concerned with hiring a separate consultant to do the work. Need the consultant hired for the EI to do the work.
- Cindy: As long as the same methodology is used, you can opt out to use a separate consultant
- Amy: Data collection should be a task
- Beth: Be specific about tasks and what we want from the contractor.
- Mike: Have everyone call out tasks needed that should be included in the scope of work.
- Mike: MOA comments due by September 1
- Sarah: POS staff comments can be done by September 1, but attorneys will still need to review.
- Mike: At the moment we just need staff comments to make sure we have what we want.
- Mike: Should be ready for legal review by September 10.
- Mike: Need to know by October 22 that everyone has signed and is in agreement.
- Stephanie: POS may have to go to Commission.
- Cindy: Unable to meeting with Port of Olympia, earliest they can meet is the first or second week of September.
- Stephanie: Port of Anacortes seems interested, not alarmed by the financial contribution will forward the MOA

- Graham: Will discuss the EI with folks at the WPPA environmental meeting
- Sarah: Members can sign on to the MOA after the MOA is signed, they will have to agree with any decisions made prior.
- Cindy: Talked to ECY about incompleteness of the report due to no funding. If ECY wants a good inventory, we need to bridge the 250K gap. Look for grant opportunities and find out if EI can tap into that funding. The downside relates to air pollution and toxicity. ECY already submitted 2011-2012 budget and EI was not in that request. After the legislative session there will be a supplemental budget request.
- The selection process members will include: POT, POS, PSCAA, POE, possibly PMSA and WSF as a contingency.

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item:

Discussion:

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Conclusions:

Action items	Person responsible	Deadline
✓		
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Agenda item:

Discussion:

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Conclusions:

Action items	Person responsible	Deadline
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Agenda item:

Discussion:

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Conclusions:

Action items

Person responsible

Deadline

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Agenda item:

Discussion:

Conclusions:

Action items

Person responsible

Deadline