

2011 Maritime Emission Inventory Steering Committee

September 3, 2010

10:00am-11:00am

Conference Call

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

Facilitator: Sue Mauermann

Attendees:

Tina Stotz, Brandon Whitaker, Frank Holmes, Amy Fowler, Leslie Stanton, Phil Swartzendruber, Carole Cenci, Sue Mauermann, Ron Stuart, Cindy Lin, Mike Keim, Ellen Watson, Jordan Royer, Matoya Darby

Minutes

Agenda item: Scope of Work

Discussion:

- Ron- Made modifications to the scope to make it clear to the consultant what they are responsible for, what the wish list is, and what the Port partners will be responsible for. Asked the consultant to give an estimate on data collection for Port of Tacoma and Port of Seattle separately. If other ports need extra work, they would do so on an individual basis. The backbone of the scope is the comments from PSCAA.
- Tina- Scope looks good. Likes the approach and it is clear and well organized.
- Ron- Seems as if POT can go ahead and create the RFP.
- Ellen- Exhibit A is the key piece that needed the most work.
- Brandon- Comfortable with POT creating the RFP
- Tina- For technical considerations the assumption is selecting someone who has done emissions inventories before. The preference should be someone who has Port or maritime experience.

Conclusions:

Action items

	Person responsible	Deadline
✓ POT will create draft RFP and send out for comment	POT	Sept 17
✓ Comment within 2 days of receipt of draft RFP	Rest of Team	2 days

Agenda item: Update of Potential New Partners/WPPA mtg. brief

Discussion:

- Brandon- WPPA pitch went well. Cindy detailed the parameters and Graham discussed the pros and cons from the last inventory. Folks understood the message. Port of Anacortes said they would participate. Discussed the scope and overall timeline. Port of Bellingham was also interested.
- Jordan- Makes sense to have Port of Port Angeles involved.

Conclusions:

Action items

- ✓ Meet with Port of Olympia
- ✓ Contact Port of Port Angeles

Person responsible

Cindy and Ron
Cindy

Deadline

Week of

Agenda item: Final Draft MOA Review

Discussion:

- Mike- MOA is out for one last review, at the point where everyone's legal department should be involved.
- Ellen- POS legal has looked at it, waiting for contract department to review
- Mike- Will be finalized by September 15th. Would like to have completely executed by October 25th.
- Tina- NW Cruise Ship Association is interested in participating. There is no budget available for this year, 5k may be available for next year.

Conclusions:

Action items

- ✓
- ✓

Person responsible

Deadline

Agenda item: Project Work Plan- Review of Timeline

Discussion:

- Ron- Timeline is much better organized, tasks are clear; some adjustments need to be made to the timeline.
- Ron- Air forum will convene in January
- Ellen- Air forum had a website during the last inventory
- Sue- If the website is cheap it would be nice to have, if it is expensive POT can host it here
- Tina- Cannot view project file, converting to pdf would be helpful

Conclusions:

Action items

- ✓ Find out the mechanics and cost of the website and email everyone the outcome
- ✓ Research more about the website on PSCAA side

Person responsible

Ellen
Amy

Deadline

Agenda item: General Discussion and Next Steps

Discussion:

- Next conference call will be when consultant proposals are submitted, around October 22nd or 23rd
- Next face to face meeting will be to interview consultants

Conclusions:

Action items

Send email reminder about MOA being signed and back to POT

Person responsible

Matoya

Deadline

10/1