

January 24, 2012

10:00am

2012 Maritime Emission Inventory Steering Committee

Meeting called Port of Tacoma **Note taker:** Matoya Darby
Facilitator: Ron Stuart

Attendees: Ron Stuart, Matoya Darby, Cindy Lin, Bruce Anderson, Guiselle Andrette, Ellen Watson, Janet, Jordan Royer, Brandon Whitaker, Frank Van Haren

Minutes

Agenda item: Review Project Schedule

Discussion:

- Ron- The project is on schedule. The format of the schedule would benefit by rearranging the deliverables to match StarCrest's contract. At the rail meeting on November 21st it was decided to schedule a meeting in January (has not occurred yet).
- Rail data collection going on January through March. BN mentioned they will provide data late January, UP will provide data by March. TEMCO and Pac Rail already gave their data. Still need data from Tacoma Rail. Do not know if Louis Dreyfus has submitted data.
- Data is rolling in for Cargo Handling Equipment. Everett, and Anacortes are complete. No need to schedule a meeting with CHE workgroup

Action items	Person responsible	Deadline
✓ Organize the schedule under the data collection section. Work with Starcrest and technical groups to discuss data collection	Ron	Next meeting
✓ Schedule meeting with Harbor Craft workgroup	Ron	Feb 2012
✓ Schedule meeting with Rail workgroup	Ron	Feb 2012

Agenda item: Last meeting Notes-focus on action items

Discussion:

- Ron-At the last funding group meeting an action item was to produce a summary report quarterly. Instead will produce a financial report for the monthly conference call meetings.
- Another action item was to have Starcrest redefine certain tasks
- Frank-Ecology staff submitted recommendations for funding. PSAEI was on the list. Should know by the end of January whether there will be funding available.

- Ron- Holding off on weekly meetings beginning in March; will play it by ear.

Action items	Person responsible	Deadline
✓ None		

Agenda item: Budget Update

Discussion:

- The budget is current as of 1/10/2012
- Task A&B are complete
- Task C- half way through the funds
- Task D- unspent
- Task E- Fraction spent
- Task F-Fraction spent

Action items	Person responsible	Deadline
✓ None		

Agenda item: Data Collection

Discussion:

- Port of Everett, Olympia and Anacortes data collection is complete. Seattle and Tacoma still unfinished
- CHE doing well; Port of Seattle mostly complete
- Heavy duty vehicles survey to the terminal operators is nearly complete. We promised data to the modeler's, need to get that to them ASAP
- Light duty vehicles are in the same situation as CHE
- Rail- Bits and pieces are missing. BN and UP are on schedule. Will schedule technical workgroup meeting for early February.
- Bruce-Received first batch of OGV data on January 25. Should have all data in by the end of January. WSPA tanker report is being drafted and will be ready for review in 3 weeks. Will schedule meetings with pilots at the end of January.

Action items	Person responsible	Deadline
✓ None		

Agenda item: EPA dray model

Discussion:

- EPA contacted Port of Tacoma inquiring if their DrayFLEET model could play a role in the inventory. Looks like a well put together model; has sophistication and defaults to produce results. At the moment the inventory is too far down the road to use the model. We may look at using the model for a different project which would be separately funded.

Action items	Person responsible	Deadline
✓ None		

Agenda item: Communications Workgroup

Discussion:

- The function of this group is messaging and to set the direction on how we draft the report as well as managing how the stakeholders receive data/information.
- During the last inventory ALA handled the communication between the steering committee and the NGO's.
- Reps from PMSA and WSPA communicated to their members
- The Ports involvement was in organization and the structure of the report.
- The communication group should oversee the website
- Proposed members for the communication group: Renee (ALA) should be the lead, Andrew Green, Mike Moore, Jordan Royer, or Frank Holmes, Jason Jordan, Stephanie Jones-Stebbins, Tina Stolz and Ron Stuart

Action items

Person responsible

Deadline

- ✓ Send out a request to join the workgroup; first meeting to be mid February

Ron Stuart

Feb 2012

Agenda item: Planning the next air forum

Discussion:

- Start thinking about where and when the next forum should be held
- Ellen- We won't get a lot of involvement until there is a public draft
- Bruce-A first draft is not expected until the data collection is complete which will be around April or May. The draft has to go through review by the workgroups and changes made then it will be ready for public comment.
- Ron-ALA has done a great job on the website. A generic email and phone number has been created for public comments or questions; so far none have been received.
- Hold off on planning the next forum until the beginning of April
- The Forum Website should be distributed to the Forum Meeting attendees. Website link to be sent out to the Steering Committee for a final review and comments before sending to the forum attendees.

Action items

Person responsible

Deadline

- ✓ Forward Forum website link and request for review

Ron Stuart

Feb 2012