

Attendees: Ron Stuart (POT), Ellen Watson (POS), Cindy Lin (POT), Jordan Royer (PMSA), Carole Cenci (PSCAA), Frank Van Haren (ECY), Janice Gedlund (POS), Shelia (WSF), Stacy Patterson (Farallon) Michael Standfill (BNSF), Joe Ray(Starcrest), Guiselle Aldrette (Starcrest), Donna Spalding (NWCAS)

Budget Update

- The Starcrest budget update was presented showing the majority of funds have been expended for the original scope of work. Remaining funding is 6.4%.
- The Starcrest budget spreadsheet presented did not contain the contract amendment funds for Additional Task 1&2 (Ecology Grant Deliverables).
- It was noted that the funds were quite low and the Port of Tacoma was asked if they thought the funds were sufficient to finish the project. Starcrest pointed out that the remaining budget did not include work performed in June because of the billing cycles. The remaining fund on the spreadsheet may be lower.
- Tacoma noted that the Ecology grant funding has not been added to Starcrest Budget sheet but work has occurred and billed against the project. Remaining funds for review are not the same as the presented Starcrest Budget spreadsheet remaining project funds.
- With June billing we should better understand remaining funds for document review.

Action Item(s)

- As soon as Tacoma receives the June billing estimate, they will update the spreadsheet including Ecology funds and distribute to the funding group.

Communication Workgroup Update

- There has been two meeting of the communication workgroup. A preliminary draft report was provided to the communication workgroup to provide a basis to begin the communication strategy.
- The communication group considered the preliminary draft document and the issue of an addendum in August (Ecology Grant Deliverable #2). The communication workgroup recommend the report be delayed until the addendum could be included because the information it contains may be critical to describe to the public programs implemented to reduce emissions since the baseline report was issued for 2005.

Draft Report Update – Draft Delay

- The port of Tacoma planned to perform a preliminary review of the draft report before sending to the funding group to catch technical issues and minimize the effort of the funding group review.
- After reviewing the preliminary draft provided to the communication workgroup, the Port of Seattle and Tacoma recognized that the emission estimate associated with Port activity could be improved by considering regional emissions associated with Port activity along with Port emission estimates.
- Starcrest was contacted and requested to review Port of Seattle and Tacoma port activity emissions and provided additional information regarding regional emissions associated with Port activity.
- Port of Tacoma requested a delay in submitting the draft report to the funding committee until the Ports can consider the additional work required and associated costs. The Port of Seattle and Tacoma stated that additional work exceeding the funds available for the project will be paid for by both Ports.
- Implications to the sector working groups were discussed and the conclusion was that only activity associated with the port would be examined and Starcrest would handle the additional work without workgroup assistance.
- The funding group requested a draft review schedule to help organize and make the review process efficient.

Action Item(s)

- Port of Tacoma will project a schedule update along with the June budget estimate by the first week in July.

Project Timeline Update – Final Report Delay

- The communications workgroup suggested the final report be issued complete with both additional report improvement tasks associated with the Ecology grant. Since the 2nd task (referred to as the addendum) will not be complete until August, Port of Tacoma recommended the report issue be delayed until August.
- There was no objection from the members present on the conference call. All funding group members will be notified (during meeting note distribution) and asked to contact Port of Tacoma if there are any concerns or questions.