

ITRC Board of Advisors Meeting Minutes August 9-10, 2023 Seattle, Washington

Voting Members Present (Quorum Established)

- Randy Chapman, Virginia, Co-Chair
- Rebecca Higgins, Minnesota, Co-Chair
- Jared Champagne, Louisiana, Training Program Coordinator
- Samuel Iwenofu, Washington, Special Projects Coordinator
- Stephanie Lewis, California, Cross-Media Outreach Liaison (*virtual*)
- Sandra Snyder, South Carolina, State Engagement Coordinator
- Claudio Sorrentino, California, Team Leader Liaison

Non-Voting Liaisons Present

- David Asiello, The Office of the Assistant Secretary of Defense (OSD)
- Heidi Durako, U.S. Army Corps of Engineers (*virtual*)
- Cindy Frickle, U.S. Environmental Protection Agency (EPA)
- Stephen Hurff, U.S. Navy
- Brian Jordan, OSD
- Lisa Matthews, U.S. EPA
- David Tsao, ITRC Industry Affiliates Program (IAP)
- Sarah Thompson, U.S. Department of Energy (DOE) Liaison
- Natalia Vinas, OSD (*virtual*)

Guests Present

- Ben Grumbles, Environmental Council of the States (ECOS)
- Sharlett Mena, Washington

ITRC Staff Present:

- Charles Reyes
- Evan Madden
- Devin Seckar
- Marguerite Bennett
- Carolyn Sistare (*virtual*)
- Nicole Henderson (Contractor)

Absent:

- Kim Brown, U.S. Navy (Non-Voting Liaison)
- Poppy Harrover, U.S. Army (Non-Voting Liaison)
- Thomas Holdsworth, U.S. EPA (Non-Voting Liaison)
- Andrea Leeson, SERDP/ESTCP (Non-Voting Liaison)
- Kathryn Lynnes, U.S. Air Force (Non-Voting Liaison)
- Jeremy Musson, IAP (Non-Voting Liaison)

AUGUST 9, 2023 (DAY 1)

1. WELCOME

Charles Reyes opened the meeting and welcomed attendees to the summer ITRC Board of Advisors (BOA) meeting. Sharlett Mena, Special Assistant to the Director, Washington State Department of Ecology, welcomed the ITRC BOA to state and shared a summary of new Washington state initiatives and programs. Washington has several climate change programs enacted in legislation that focus on greenhouse gas emissions, climate resiliency, and clean gas and energy. Mena also shared that the state legislature passed the HEAL Act in 2021 to create a coordinated approach to environmental justice among several state agencies.

2. BOARD BUSINESS

Review July 2023 BOA Meeting Minutes

The BOA reviewed the draft minutes from July 2023 BOA Meeting. All edits received prior to and during the meeting were incorporated.

- **Motion:** Jared Champagne put forth a motion to approve the minutes with edits; seconded and passed unanimously.
- **Action:** Devin Seckar will post July 2023 BOA meeting minutes on the ITRC website.

3. CO-CHAIRS REPORT

Randy Chapman and Rebecca Higgins shared a summary of discussion and action items from August 1-2, 2023, ERIS/EPA ORD meeting. On August 1, 2023, the ERIS Board of Directors reviewed and provided comments to the FY 2024 ITRC draft budget and summary of 2024 project proposals. EPA ORD led several presentations and discussions highlighting its recent accomplishments and work with states. Lisa Matthews shared a copy of EPA ORD's presentation about Cumulative and Disproportionate Impacts Research with the BOA.

4. ECOS UPDATES

Ben Grumbles, Executive Director, ECOS, shared a summary of the current priorities identified by ECOS members. Priorities are building and maintaining state capacity through recruitment and retainment of staff, climate and energy initiatives, [environmental justice](#), and emerging contaminants, specifically risk assessment, risk communication, and management of PFAS.

The BOA discussed opportunities for ECOS to assist in encouraging more state member participation in ITRC. Claudio Sorrentino noted the importance of ECOS and state leadership supporting their employees' participation in ITRC. Matthews recommended connecting ITRC's State Points of Contacts (POCs) with ECOS's State Science Contacts (SSCs).

The BOA also discussed state participation from non-remediation programs. Grumbles noted that ECOS will encourage ITRC to address topics beyond remediation, for example climate adaptation, resilience, and preparedness, while adding that ITRC should not lose its focus on remediation. Higgins suggested adding a second ITRC POC for each state from non-remediation programs. Chapman suggested adding a new BOA position that would focus on coordination with non-remediation or non-environmental state agencies such as state health departments. Matthews added that EPA's Office of Research and Development (ORD) works closely with the Association of State and Territorial Health Officials (ASTHO) and recommended that ITRC consider collaborating with the ASTHO.

- **Action:** Reyes will work with ECOS staff to share the ITRC State POCs with ECOS SSCs before the September BOA Meeting.

5. ITRC TEAMS REPORT

Sorrentino, Team Leader Liaison, discussed the status of ITRC Teams using a PowerPoint presentation. Sorrentino presented team breakdowns of the active project teams (PFAS, CEC, MAR, MP Outreach Toolkit, Tire Anti-Degradants, Passive Sampling Update Technology, Reuse of Solid Mining Waste).

The BOA discussed the need for more active state participation on select teams, and increased participation from Department of Energy (DOE) and Tribal government representatives on all active teams. Specific to the Reuse of Solid Mining Waste Team, Sorrentino requested federal agency BOA members assist with finding other federal agencies to participate and shared the need for more private mining companies to join the team. It was suggested that the BOA will discuss the designation and definitions for Active Member and Interested Party in the future.

The BOA also discussed a potential need for a future team or discussion about available resources (guidance, training) concerning lab capacity challenges.

- **Actions:**
 - **Marguerite Bennett will finalize ITRC marketing materials for Tribal government stakeholders by the September 21, 2023, monthly BOA Meeting.**
 - **Reyes will work with Carolyn Hanson and Sarah Grace Hughes (ECOS staff) to share the ITRC State POCs with ECOS State Science contacts, and encourage internal coordination by the September 21, 2023, monthly BOA Meeting.**

6. 2024 PROJECT PROPOSAL RANKINGS

The BOA reviewed the compiled rankings as submitted by the State Points of Contacts (POCs), Federal Agencies, Industry Affiliates Program, Stakeholders, and ITRC Board of Advisors for 11 project proposals received by ITRC this year. Each BOA member shared their individual and programs' processes for assessing and ranking proposals. The BOA discussed each proposal and reviewed the rankings to make a recommendation for the voting members to consider.

The voting members entered a closed session to vote on the 2024 teams.

- **Motion:** Chapman put forth a motion to select four proposals to fund in 2024, each beginning in January: PFAS (24-month Team), Climate Change (12-month Focus Group Team), CEC Team Extension (24-month Team), and Vapor Intrusion Team Update (24-month Team). seconded and passed unanimously.
- **Actions:**
 - **Reyes and Chapman will request that the ERIS Board of Directors approve the 2024 ITRC Project Teams during its next meeting on August 28, 2023.**
 - **Lewis will ask public stakeholders to provide information on the criteria they used to rank 2024 project proposals on August 9, 2023, and share results with the BOA during the September 21, 2023, BOA Meeting.**
 - **ITRC staff will develop a schedule and process for establishing new teams by September 1, 2023.**
 - **ITRC staff will invite BOA members to new ITRC project scoping meetings prior to the January 2024 Team Kickoff meetings.**

AUGUST 10, 2023 (DAY 2)

7. FEDERAL AGENCIES' REPORTS

David Asiello, Brian Jordan, and Steve Hurff provided a summary of activities and priorities on behalf of the Department of Defense (DoD). Asiello shared that climate initiatives are being developed and implemented in several DoD programs. Jordan shared that munitions response represents 80% of DoD's cleanup liability. Hurff added that the Navy has experienced large staffing turnover and is committed to training several new hires. DoD expressed interest in ITRC's future work on climate and energy, adaptation, and resiliency and PFAS, and added that research is needed soon on underwater munitions. Asiello, Jordan, and Hurff will work with the Army and Air Force to increase participation on ITRC teams.

Sara Thompson noted that DOE has several new staff as well and the DOE-Environmental Management (EM) is the main participant in current ITRC teams. Thompson will explore opportunities for involving other DOE offices in ITRC activities. Matthews (ORD) and Cindy Frickle (OSRTI) provided information about EPA priorities and partnership opportunities. There may be opportunities to increase EPA's Office of Water's participation on ITRC teams.

8. ITRC BUDGET REPORT

Reyes presented a summary of ITRC's budget, which included a summary of current and projected FY 2023 expenses and revenues, projected FY 2024 revenues, and a proposed FY 2024 budget. The BOA discussed the proposed FY 2024 budget and made revisions based on comments from BOA members. Reyes provided an update on an ITRC investment and reserves policy as discussed at the March 2023 meeting. The BOA expressed interest in developing a policy, which would need to be approved by the ERIS Board of Directors.

- **Motion:** Champagne made the motion to approve the budget as revised by the BOA; seconded and passed. Stephanie Lewis abstained.
- **Actions:**
 - **Chapman and Reyes will request that the ERIS Board of Directors approve the ITRC BOA approved Budget during its next meeting on August 28, 2023.**
 - **Reyes will draft a proposed investment policy for Board discussion and approval in October.**

9. ITRC STATE ENGAGEMENT PROGRAM REPORT

Sandra Snyder, State Engagement Coordinator, presented an overview of the State Engagement Program (SEP) and its recent activities. ITRC has state points of contact (POCs) from all states except for Hawaii. The Board discussed increasing POC participation in training dry runs. ITRC staff will continue to support the POCs with outreach materials, team marketing materials, thank you letters, and list of state members on teams. The POCs will continue to manage updates to the QUEST Knowledge Map.

- **Actions:**
 - **Reyes will share the final 2023 ERIS State Research Needs survey results when completed.**
 - **Snyder and Evan Madden will review data that shows how many years of experience each State POC has in their respective agency and share results with the BOA during an upcoming BOA meeting.**

- **Reyes will invite ERIS leadership to participate in select ITRC BOA Meetings in the future including the next in-person meeting.**

10.INDUSTRY AFFILIATES PROGRAM REPORT

David Tsao provided an update on the Industry Affiliates Program (IAP). The Board discussed the Gold and Platinum membership category and opportunities to promote and market benefits to members. IAP membership and dues have stayed generally stable in the last year. ITRC will continue to hold virtual meetings throughout the year with IAP members to encourage additional engagement. ITRC staff will work with Tsao and Jeremy Musson to clean up the IAP lists. Tsao summarized a recent request from IAP members to conduct ITRC LNAPL training in South Africa in March 2024.

- **Actions:**
 - **Tsao will work with IAP members and the South African host association this fall to present a formal request for BOA approval re: ITRC participation in an LNAPL training to be held in March 2024 in South Africa.**
 - **Henderson will contact prior NAPL team members to request interest in participating in additional Hydrocarbons 101 courses.**

11.ITRC TRAINING PROGRAM REPORT

Jared Champagne, Training Program Coordinator, reviewed the training successes to date and upcoming opportunities for ITRC. ITRC will reach 200,000 total trained by the end of the calendar year. There are several new training courses to offer in 2024, and ITRC will look to host more than 30 classes in partnership with Clu-In. ITRC will evaluate opportunities to develop short training videos in the future. Additionally, ITRC will research partners and conferences for additional ITRC outreach training opportunities.

- **Action: Reyes will provide a brief presentation about other state environmental associations during the September 21, 2023, monthly BOA Meeting.**

12.CROSS-MEDIA OUTREACH REPORT

Stephanie Lewis, Cross-Media Outreach Liaison, provided an update to the Board on discussions with ITRC stakeholders. ITRC needs to evaluate the outreach to both Tribal members and public stakeholders to increase membership and participation. ITRC staff will assist Lewis with identifying new Tribal and stakeholder groups for outreach.

- **Actions:**
 - **Lewis will draft a revised position description for the Cross Media Outreach Liaison role to include environmental justice (EJ) considerations and share with the BOA during the September 21, 2023, monthly BOA Meeting.**
 - **Reyes will notify ERIS and ECOS that a new position description is being proposed by the BOA during the ERIS Board meeting on August 28, 2023.**
 - **Matthews will provide Charles Reyes and Stephanie Lewis with examples of language that encompasses EJ and Tribal stakeholders.**
 - **Madden will invite Lewis to participate in the next SEP POC monthly call.**

13.SPECIAL PROJECTS REPORT

Samuel Iwenofu asked to revisit the ITRC document update effort started last summer. Iwenofu will review the past materials and draft a project scope for updating documents.

- **Action: Seckar will send Iwenofu materials from the 2021-2022 Document Update Process, which includes an Excel document, Flow Diagram, and QUEST Knowledge Map comments.**

14. ITRC STRATEGIC PLAN - 2024 UPDATE DISCUSSION

Reyes led a presentation and discussion about processes for developing a strategic plan and shared examples of strategic plans. The Board reviewed past and current ITRC vision, mission, value statements and discussed initial updates to these statements. Reyes presented a process and schedule for developing ITRC's next five-year strategic plan for 2025 to 2030.

Board members volunteered to participate in the strategic plan development team. Members who volunteered during the meeting are Rebecca Higgins, Randy Chapman, Jeremy Musson, Claudio Sorrentino, Stephanie Lewis, Lisa Matthews, and Sandra Snyder. Additional members may volunteer later.

- **Actions:**
 - **Reyes will email planning team members with resources to begin brainstorming and formal planning activities, and an invite for first planning meeting in early September 2023.**
 - **BOA members who did not volunteer to join the team will contact Charles Reyes by August 31, 2023, if they are interested in joining the planning team.**

15. MOTION TO ADJORN

- **Motion:** Sorrentino put forth a motion to adjourn the meeting; seconded and passed unanimously.