

ITRC March 30-31, 2022 Board Meeting

Salt Lake City, Utah

In-Person Attendance: Rebecca Higgins, Randy Chapman, Samuel Iwenofu, Sandra Snyder, David Tsao, Jeremy Musson, Sara Pearson, Claudio Sorrentino,

Virtual Attendance: David Asiello, Dan Waddill, Karen Skubal, Lisa Matthews, Stephanie Lewis, Cindy Frickle, Heidi Durako, Kim Brown

Staff: Patty Reyes, Evan Madden, Nicole Henderson (*contractor*)

Supporting Documents: All supporting documents can be found in the [March 2022 Board Materials \(Salt Lake City\) Folder](#) in the Board of Advisors Community Library. *Please note this is a private folder for Board of Advisor members only.*

1. Co-Chair Welcome, Introductions & Meeting Expectations

2. Approve February Minutes

- **Supporting Document:** [February 17 Board Minutes.docx]
- **Decision Point:** The Board decided to shorten the minutes summary moving forward.
- **Vote:** Randy Chapman motioned to accept the minutes as edited. Sara Pearson seconded. The Board approved the edited minutes unanimously.
- **Action Item:** ITRC staff will post the minutes to the Board public webpage and to the Board of Advisors Community Library.

3. FY 2022 Budget Review

- **Supporting Document:** [FY2022 Budget - March 2022 Board Meeting.pptx]
- **Discussion:** Patty Reyes presented the 2022 budget and members asked questions to understand. The Board discussed diverting ITRC funds into investments.
- **Action Item:** Add the discussion about investing ITRC funds to future Board meeting agenda (Summer Board Meeting Agenda).
- No vote recorded.

4. ITRC Staffing

- **Supporting Document:** [ITRC Board Staffing Slides_03 14 2022_Final.pptx]
- **Discussion:** Patty Reyes led the discussion on staffing needs.
- **Decision Points:** The Board decided to increase the ITRC staff: Deputy Director, one Mid-Senior Project Manager, and one Project Associate with a minimum of 2-5 years of experience.

- **Vote:** Motion to hire additional ITRC staffers (Deputy Director, Mid-Level Project Manager, and a Project Associate (2-5 years' experience). Claudio motioned; Samuel seconded. The Board voted unanimously.
- **Action Item:** The ITRC Board will continue evaluating and planning the expansion of internal ITRC Program Advisor support. Claudio motioned; Sandra seconded. The Board unanimously approved the action.

5. Strategic Plan Metrics Review

- **Supporting Document:** [ITRC Board Strat Plan Slides_03 14 2022_Final.pptx]
- **Discussion:** Rebecca Higgins led the discussion on the ITRC Strategic Plan. The Board discussed the need for additional federal representatives on teams and the need to grow the stakeholder and tribal members for ITRC.
- **Decision Points:** The federal Board members should help identify and seek out additional involvement from within their agencies.
- **Action Item:** ITRC needs additional support from the Board to meet the Strategic Plan metrics.

6. Team Leader Liaison Update

- **Supporting Document:** [ITRC 2022 Team Update_03 15 2022 Final.pptx]
- **Discussion:** Claudio Sorrentino led the discussion on ITRC technical teams. The Board discussed the lack of stakeholder members for teams and agreed that a stakeholder should be on all teams. Sara Pearson suggested that teams should be tasked with reaching out to stakeholder and tribal groups about particular concerns related to their respective subjects. The Board discussed the limited state involvement in the Sediment Cap Update team.
- **Action Item:** The Board wants to discuss who constitutes a stakeholder during another meeting.
- **Action Item:** Patty Reyes will discuss with ERIS the need for a qualified state team leader for Managed Aquifer Recharge.

7. Emerging Professionals Program Area

- **Supporting Document:** [Young Professionals Network Slides.pptx]
- **Discussion:** Melissa Powers-Taylor (Michigan) and Evan Madden (ITRC) gave a presentation to the Board for the proposal to develop an interactive-collaborative network of early career professionals (0-5 years' experience) and pairing them with experienced ITRC members. The presentation was well received noting that this needs to be presented to the states and universities to reach these professionals
- **Action Item:** Melissa and Evan were asked to detail the program with the ideas shared by the Board and present the revised proposal in a future meeting for the Board to make a decision.
- **Action Item:** The Board noted that ITRC will revive the ITRC New Member Orientation that was held at past Annual Meetings.

8. State Engagement Program Update

- **Supporting Document:** [ITRC State Engagement Program - Spring 2022.pptx]
- **Discussion:** Sandra Snyder presented an update on the State Engagement Program, including welcoming nine POCs since August 2021.
- **Decision Points:** The Board discussed inviting the ERIS chair and new ECOS director to the ITRC summer Board meeting in July. The Board agreed that QUEST can review and include ITRC documents with the “Out of Date Warning”, but that any reference should link exclusively to the specific sections that are relevant.

9. Project Proposal Process

- **Supporting Document:** [ITRC Board Proposals 2022 Slides_03 15 2022.pptx]
- **Discussion:** Randy Chapman presented a proposed change to the ITRC proposal process. There are no pre-proposals this year and a greater emphasis will be placed on identifying team leaders in the proposal process. Anyone who submits a proposal will be asked to present the project proposal to the Board.
- **Decision Points:** The Board decided that Board members are able and encouraged to submit project proposals.

10. Training Update

- **Supporting Document:** [Training Program Strategy_03 14 2022 DRAFT.docx, ITRC Training Development_Slides 03 14 2022 Final.pptx, ITRC Training Program_Review_03 18 2022_FINAL.pptx]
- **Discussion:** Sara Pearson provided the ITRC Training Program update. The Soil Background and Risk Assessment video was previewed and received positive feedback on the investment. Rebecca suggested that ITRC videos should be viewed during any in-person meetings. Sara Pearson introduced the Training Strategy and Decision Tree document to help provide guidance and a process to all technical teams as they work to develop training products.
- **Decision Points:** Rebecca stated that training development should be completed by either staff or contractor support with experience in communication. Sara stated that she would like additional personnel supporting the ITRC training program, rather than increase the training budget.
- **Action Item:** The Board members are asked to review the Draft Training Strategy Document and provide comments by April 15.

11. IAP Update

- **Supporting Document:** [IAP Update Slides - 220331.pptx]
- **Discussion:** David Tsao provided an update for the 2022 IAP. IAP funds have been steadily increasing over the last few years.

12. Code of Conduct

- **Supporting Document:** [ITRC Code of Conduct Slides_FINAL 03 23 2022.pptx]
- **Discussion:** Samuel Iwenofu presented ITRC’s Code of Conduct and the proposed enforcement process for any breeches. Edits were made to the proposed language.
- **Decision Points:** The Board agreed to add language to the code relating to specific individuals; *“Not endorse, promote, nor disparage a company, individual...”* The

Board agreed that misconduct should, if deemed appropriate, be presented to the entire ITRC Board of Advisors.

- **Action Item:** The Board decided that all changes agreed upon during the meeting will be captured and put in place for the 2023 Code of Conduct.
- **Action Item:** ITRC staff needs to ensure the enforcement process is posted publicly.
- **Vote:** Rebecca asked for a motion to accept changes as discussed and apply and implement the Code of Conduct and enforcement policy during the new calendar year. Claudio motioned; Samuel seconded. The Board voted unanimously to approve the changes.

13. Document Update Process

- **Supporting Document:** [Document Update Process.pptx]
- **Discussion:** David Tsao led a discussion on ITRC's proposed document update process. David proposed ITRC uses a standardized errata sheet dedicated to identifying areas of potential concern for review with documents. This sheet would then be paired with an excel sheet to track proposed changes and edits to ITRC documents. Claudio asked whether it would be possible to flag portions of ITRC documents, noting that they have been identified with an errata statement; Evan responded that ITRC could download a pdf file, note an errata in the document, and re-upload the document.
- **Discussion Points:** ITRC will proceed to expand on prior document update work done, revising outdated documents to include errata statements, and seek experts to update more contemporary WordPress sites as needed. ITRC's Errata sheet will be updated.

14. Virtual BOA Update

- **Discussion:** Rebecca provided an overview of discussions held in-person and fielded questions and comments. David Asiello reported that DOD would have key areas of focus in climate adaptation, mitigation, resiliency and sustainable operations. David Asiello stated that the DOD funding would be sustained at a minimum. Karen Skubal stated that DOE funding would be sustained and mentioned that DOE is taking on a program relating to groundwater monitoring, and Patty said that ITRC has documents relevant specifically to that (GSMC-1). Lisa Matthews stated that EPA funding would be sustained.

15. Roles & Responsibilities

- **Supporting Document:** [ITRC Board Roles 03 15 2022_FINAL.pptx]
- **Discussion Points:** Rebecca presented the Board roles and responsibilities, highlighting core functions of Board positions. Stephanie Lewis introduced herself as the new Cross-Media Outreach Liaison and presented her focus areas for the role.

16. Adjourn

- **Vote:** Sandra motioned to adjourn, Rebecca seconded. The Board voted unanimously to adjourn the meeting.