

ITRC Board Meeting July 20, 2023

Attendees: Sandra Snyder, Heidi Durako, **Jared Champagne**, Jeremy Musson, **Randy Chapman**, **Rebecca Higgins**, David Tsao, **Samuel Iwenofu**, Sara Thompson, Cindy Frickle, **Stephanie Lewis**, Kim Brown, Brian Jordan, Lisa Matthews, Poppy Harrover, David Asiello, **Claudio Sorrentino**

Staff: Charles Reyes, Evan Madden, Devin Seckar, Carolyn Sistare, Derick Win, Marguerite Bennett, Nicole Henderson (Contractor)

*Voting members in bold

1. ACTION: Approval of June Board Meeting Minutes (attachment)

- **Discussion:** Charles Reyes opened the meeting and asked the Board if anyone had proposed edits to the June Board Minutes. No edits were introduced. **Randy Chapman** made the motion to approve the minutes. Jared seconded.
- **Vote:** The Board voted, and the motion passed unanimously.

2. ACTION: Approve ITRC Hydrocarbons 101 Training

- **Discussion:** Reyes introduced **Jared Champagne's** proposal from the May and June 2023 Board meetings to develop a Hydrocarbons 101 Training within the ITRC Training Program. **Nicole Henderson** provided background about the proposal and required actions for developing the training. The current ITRC Hydrocarbons Training Team would create the 101-training using the materials already developed from the team and the archived Workshop, which would be completed this fall. **David Tsao** asked if the entire Hydrocarbons Team has been notified about the proposal and Henderson shared that only the members who volunteered as trainers were notified. **Sandra Snyder** asked if it could be incorporated into the QUEST knowledge map. **Henderson** noted QUEST could be promoted within the 101-training. **Henderson** added that this could be added as a training in January, with enough trainers interested with the intent of this course running one to two years with four offerings in the first year and reevaluate for second year depending on attendance and trainer availability. It was noted that the proposed petroleum vapor intrusion proposal for 2024 may affect the training development and content. Higgins asked about the cost of extending the Hydrocarbons Training Team and if **Henderson** has the availability for this. The cost would be low – ITRC staff time only and **Henderson** has the time to manage the development. The final 101 training would accompany the Hydrocarbons Workshop, and would be conducted on CLU-IN.
- **Vote:** Higgins called for a motion to approve the additional Hydrocarbons 101 training for a minimum of one to two years. **Champagne** made the motion, **Snyder** seconded. The Board voted and the motion passed unanimously.

3. DISCUSSION/ACTION: Request from IAP – ITRC LNAPL Training in South Africa (attachment)

- **Discussion:** The Board discussed a request from Matt Lahvis, Shell, to support conducting an ITRC LNAPL training for South Africa Department of Forestry, Fisheries, and the Environment (DFFE) during the week of September 11, 2023, in South Africa. **Tsao** provided background to the BOA on the status of the funding/contributions from Shell and BP provided to ITRC in 2020 for the purpose of conducting an ITRC LNAPL Training in South

Africa. Due to COVID, the training was canceled, and the money has remained unused. **Tsao** asked the BOA if there has been conversation about postponing the training in South Africa into 2024. **Reyes** explained that in June 2023, the previous ITRC director recommended that the training be held in Feb 2024 given the time it takes to develop the materials and **Reyes** agreed with this recommendation. **Tsao** needs to make sure the ITRC & NICOLA are aligned with their expectations and requests. **Higgins** added that given the date is eight weeks away, the September date is not achievable, and that holding the training in 2024 is more realistic. **Tsao** explained that Shell and BP noted old virtual and in person LNAPL content can be used. **Higgins** asked why the entire ITRC Hydrocarbons package (PVI, VIM, etc.) can't be provided at the event. **Chapman** noted it was only LNAPL because at the time the training was supposed to be held only LNAPL guidance and training existed. **Samuel Iwenofu** voiced a concern about the target audience, which seems focused on South Africa and should be extended to the entire continent. **Claudio Sorrentino** asked if there are any other teams or content that could be included if ITRC traveled to South Africa.

- **Actions:**

- **Tsao** will contact Lahvis and let him know September 2023 is not realistic, but ITRC could work towards supporting a training in 2024 potentially at the NICOLE/NICOLA annual conference.
- If ITRC travels to South Africa, the BOA will discuss if other teams can participate.
- The BOA needs to discuss standard and formal processes for approving and participating in international travel and coordinating with international partners (i.e., MOA, MOU) at an upcoming meeting.

4. 2024 Proposal Updates/Next Steps

- The SRR update proposal leads noted that there is State interest for Team Leaders.
- **Reyes** reminded the BOA the proposal rankings are due on July 28.

5. Other

- **Farewell to Derick Winn**
- **External Review Reminders**
 - ETO Update
 - Discussion: Concerns that projects focused on emerging issues may not be the best decision for ITRC in the future.
 - *NEW*: 6PPD Focus Sheet: 7/17/23 – 8/7/23
- **ITRC 2024 Annual Meeting**
 - April 7-12, 2024 (Long Beach, CA)

Chapman made a motion to adjourn the meeting, **Snyder** seconded. The motion passed unanimously.