

## ITRC Board of Advisors Meeting March 22-23, 2023

**Participants:** Samuel Iwenofu, Randy Chapman, Sandra Snyder, Rebecca Higgins, Jared Champagne, Stephanie Lewis, Claudio Sorrentino, David Asiello Lisa Mathews, Natalia Vinas, Kim Brown, Cindy Frickle, Steve Hurff, Jeremy Musson, and David Tsao, Ben Grumbles (Guest)

**Staff:** Patty Reyes, Devin Seckar, Evan Madden, Marguerite Bennett, Nicole Henderson (*contractor*)

*\*Voting members in bold.*

### 1. Welcome & Introductions

- **Discussion:** Rebecca Higgins opened the ITRC March Board Meeting.

### 2. ECOS Update

- **Discussion:** The Environmental Council of States' (ECOS) Executive Director, **Ben Grumbles**, presented an update on membership, affiliate programs (E-Enterprise, ITRC, and ERIS), and priorities using PowerPoint slides. 43 states participated in the 2022 ERIS State Agency Research Needs Survey and identified the following top priorities: PFAS, air quality, drinking water, water quality, waste and remediation, adaptation, and cross-media. ECOS's top priorities are Climate, Environmental Justice, and PFAS. ERIS identified four topics for potential ITRC Teams: drinking water treatment technologies for emerging contaminants, nonpoint source nutrient reduction, managing renewable energy waste streams, and climate resilient water infrastructure. **Patty Reyes** noted that ITRC has struggled in the past recruiting state and federal members for non-remediation team topics and asked if ECOS has recommendations on how to successfully target state environmental departments outside of remediation. **Randy Chapman** asked **David Tsao** and **Jeremy Musson** if there is industry interest in the topics suggested by ERIS. **David** and **Jeremy** agreed all have the potential to have industry support, with nonpoint source being the least appealing (could change based on increased use of windfarms). **Jeremy** cautioned that these non-remediation topic teams would not look like the historic ITRC teams and would need to be managed accordingly. **Ben** said ECOS will mention ITRC's work during its new member orientation at the ECOS meeting next week.

### 3. Budget Review

- **Discussion:** **Patty** used PowerPoint slides to provide an update on the FY23 Budget, reporting on expenses and revenue to date. **Patty** asked the Board how they felt about investing ITRC funds to ensure long-term resiliency of the organization. **Rebecca** suggested ITRC's accountant conduct an analysis before investing. **David Asiello** agreed and requested that the ITRC accountant explore options for investing funds and recommend an appropriate amount of funds to invest. **Claudio Sorrentino** asked whether the bank fund threshold is still accurate; **Patty** stated that there has been an increase in ITRC staff and salaries, and inflation. **Patty** stated that at the beginning of FY 2023, ITRC secured new 5 Year Cooperative Agreements for all federal partners. **Rebecca** emphasized that it is essential for ITRC to maintain a strong relationship with the federal agencies and industry members to ensure continuity in funding and asked the respective BOA members how to make sure we have this continuity. **Patty** emphasized that the vital importance of our

federal partnerships is not just funds, but active participation on teams. **Claudio** stressed that the new ITRC Director needs to work to build relationships with the BOA federal liaisons to have this continuity in funds and participation. **David Tsao** noted that continuity in IAP funding is dependent on dues and team topics.

- **Action:** ITRC's accountant will conduct analysis and research into investing options and prepare a recommendation to the Board on the appropriate funds to invest.
- **Action:** ITRC BOA will discuss updating the funding threshold at the 2023 summer BOA meeting.

## 4. Right Sizing the Future of ITRC

- **Discussion:** **Randy** opened a discussion on right sizing ITRC, specifically touching on past troubles finding team leaders and the low number of current members on some active teams. **Randy** asked the Board if they felt ITRC is overextending itself as an organization by having too many active teams at a time (currently have ten) and if ITRC is therefore beyond its capacity to produce and maintain strong teams? Prior discussion on non-remediation team topics and the struggle to get team membership and participation is relevant. Should ITRC manage less teams that are more pertinent and relevant to the ITRC mission? **Randy** asked the Board if they felt the size of the BOA was appropriate for the organization and what we are trying to accomplish. The Board discussed these questions and topics at length. A highlight in the discussion was that all teams are different, with some coming right out of the proposal stage with strong state leadership and the required number of states to start a team and know exactly what they want to assess and produce. While others come out of the proposal stage and struggle to find adequate state and membership support. Also, it may be necessary to start making team topics more focused and specific. The BOA discussed that teams must start with two identified state team leaders and the minimum number of states interested in the proposal. **Claudio** suggested offering new teams a portfolio of deliverables within their reach as reflected in the proposal. If the team does not have state leadership and/or the minimum number of states supporting the proposal, then they start information gathering and produce fact sheets to orient the team on long-term deliverables. If a team has identified state leadership and the sufficient membership support required, they can begin developing a Guidance Document. **Claudio** also suggested extending the proposal process to include time for information gathering to decide which deliverables to start with, identify state leadership, and recruit states for membership. **Patty** recommended updating the proposal process to require two State Team Leaders and the minimum number of states be identified and committed when submitting a proposal.

## 5. Board Roles and Term Limits

- **Discussion:** **Randy** presented the current Board of Advisors members and term limits. He noted that there is a consistent leadership turnover due to the 3-year term limits and therefore little stability in leadership from the Board. Given the upcoming leadership transition within ITRC, **Claudio** asked if the current Co-Chairs' terms could be extended by one year. This proposed change would extend **Randy's** term to December 2024 and **Rebecca's** to December 2025. This extension would be a one-time exception and therefore would not apply to future Co-Chairs. The Board agreed this would help ease the transition period.
- **Vote:** **Claudio** motioned to vote on ITRC requesting ERIS for a one-time, one-year extension to both Co-Chairs' terms. **Jared** seconded. The Board voted and the motion passed unanimously.
- **Action:** **Patty** will propose to ERIS a one-time one-year extension on current Co-Chairs'

terms.

## 6. February Minutes

- **Discussion:** The Board reviewed the February Board Meeting minutes. **Claudio** proposed one edit made during the meeting. The Board discussed potential locations for the Summer BOA Meeting and agreed on the EPA Region 10 office in downtown Seattle, Washington.
- **Vote:** **Randy** called for a motion to vote on the minutes. **Stephanie Lewis** made the motion, **Jared** seconded. The Board voted and the motion passed unanimously.

## 7. ITRC Teams Updates

- **Discussion:** **Claudio** outlined recent team accomplishments, highlighting upcoming ITRC products and teams, and provided an update on ITRC team membership, showing the breakdowns by category of membership. The Board briefly discussed the upcoming Pump & Treat document scheduled to publish June 2023. The Board discussed the best ways to market the new P&T Document and emphasized the importance of focusing marketing on new or revolutionary materials being produced or discussed. **Rebecca** asked about the PFAS team composition of their training attendance, given the length and composition of the team. **Claudio** mentioned that some of this could be due to fatigue or increase in PFAS trainings currently available. The PFAS team is set to finish at the end of 2023, unless there is an additional proposal submitted for an extension. **Kim Brown** mentioned that there are still existing needs relating to PFAS, based on the relative progress of the Department of Defense on addressing the issue. The Board adjourned the day.

## DAY 2 (3/23/2023)

## 8. DOD/EPA Federal Priorities

- **Discussion:** **David Asiello, Kim, Steve Hurff, and Natalia Vinas** briefed the BOA on the federal priorities from the perspective of the DOD. **David Asiello** identified the top two priorities are PFAS and Climate; specifically, carbon emissions, adaptation and resiliency, and mitigation. Other topics of interest include emerging chemicals of concern, non-remediation (remediation plus), water research protection, and unexploded ordinances and munitions pertaining to deep water contexts. **Rebecca** asked **David Asiello** to expand on DOD's Climate priorities. **David Asiello** said DOD is not particularly focused on energy, but rather supply chain interruption because of climate change. **David Asiello** suggested inviting others, like Kim Spangler, to the BOA meeting to discuss research priorities. **Kim** emphasized PFAS as a top priority for the Navy, mentioning munitions, climate change (resiliency) – restoration – as topics of interest. **Steve** talked about FUDS, underwater defenses and detection technologies, and munitions as other interests. Munitions was identified as a good topic to conduct a technology update and or produce fact sheets on but would not support a full update team. **David Asiello** brought up focusing on delivering information efficiently to ensure usability of ITRC resources by young professionals – focusing on fact sheets and quick informational videos. **Jeremy** cautioned that fact sheets are not sufficient for many topics. **Kim** stated that PFAS would be a good team to release fact sheets on specific topics (biosolids, foam fractionation, what technologies work for the different scenarios, etc.) **Natalia Vinas** touched on Microplastics (use and recycling) and Nanoplastics as an interest of the Office of the Secretary of Defense. In response, **Patty** mentioned ITRC is not allowed to use the USACE grant for Microplastics due to lack of relevancy to USACE. **David Asiello** suggested ITRC reach out to other agencies to get involved in Microplastics. Interest in 6PPD has also begun, especially in connection with microplastics.
- **Lisa** provided an update on EPA's priorities using PowerPoint slides. Top priorities include, but are not limited to climate change, cumulative impacts human hazard and ecological

assessments, chemicals of immediate and emerging concern (specifically PFAS and lead), and one health (holistic view of human well-being and the environment). **Lisa** then presented the results from the ERIS survey. **Rebecca** asked if renewables, energy, waste recovery and reuse (specifically permitting concerns for recovery) would be of interest to the federal agencies. All agreed yes. **Rebecca** asked if there would be state interest, to which no one could support.

- **Action:** ITRC should investigate how many members are involved in industrial permitting to determine if there is state interest in renewables, energy, waste recovery and reuse (and the permitting concerns for recovery).
- **Action:** ITRC needs to reach out to other federal agencies (and departments within DOD) about interest in microplastics.

## 9. IAP Membership Update & Future

- **Discussion:** **David Tsao** used PowerPoint slides to update the Board on the Industry Affiliates Program (IAP), covering membership, funds, company composition within IAP, and what the future will hold. IAP dues were increased for 2023 membership. IAP membership and funds are on track with 2022. The potential summer teams are estimated to bring in new companies. **David Tsao** reviewed the breakdown of IAP members across teams, with only one team composed of over 50% IAP members. **David Tsao** updated the Board on the IAP meeting held at ITRC's Annual Meeting, stating the feedback was positive regarding the increase in IAP dues. The only thing to note is that individuals and or companies must justify the value of ITRC when it comes to paying for membership. **Rebecca** asked if industry sees younger professionals showing interest but unable to justify attending the Annual Meeting. **David Tsao** said no, he heard more about the return of investment of membership. **Jeremy** added that investing in the future of the young professionals and sending them or encouraging them to participate in ITRC is valuable to the individual and company.
- **Action:** The Board agreed that a Board Member should not pay the Annual Meeting registration fee to attend the Board meeting. **Jeremy Musson's** registration fee for the Annual Meeting will be refunded.
- **Action:** ITRC will work with **David Tsao** and **Jeremy** to hold a virtual IAP meeting this Spring to bring all IAP members up to speed on what ITRC is accomplishing and to prep them for the 2024 team selections. ITRC will also develop a plan to create marketing materials for IAP members to use to justify the value of paying for IAP membership and participation in ITRC.

## 10. Emissions, Climate, and/or Sustainability Proposal

- **Discussion:** **David Tsao** presented PowerPoint slides to update the Board on the Climate proposal. The proposal has evolved into a program proposal due to its breadth and depth. The proposal includes various topics to address Climate and Sustainability, such as nature-based solutions, Environmental Justice, biodiversity, water, resiliency, waste, and climate (reaching net zero and reducing methane). **David Tsao** proposed ITRC start with best practices and case studies on remediation. **Rebecca** asked if ITRC has sufficient regulatory examples to build case studies now. Between ITRC, the states, and ECOS, yes there would be enough to build out a product. **Claudio** asked for clarification on the knowledge barrier that we are aiming to break in the regulatory community. There is a gap in information and readily available resources for best practices to face issues that arise from climate change. ITRC would provide these resources to help regulators face these issues with confidence. **Claudio** requests a white paper or fact sheet that identifies the problem and why it needs to be addressed. The BOA supports the proposal but would like to see a more targeted proposal for contention. **Rebecca** suggested that ITRC look at its younger members for leadership roles in this program. Someone with enough background education on the subject, but also with experience in remediation would be ideal and is excited to dive into an area that is often left out at the state level.
- **Action:** Additional work and information is needed to prepare a white paper and problem statement to support the current proposal on climate. ITRC staff will need to develop a



process to move this action forward.

## 11. File Share Data Summary

- **Discussion:** **Evan** presented PowerPoint slides summarizing the file sharing membership. The survey aimed to gauge which platform (Microsoft SharePoint/Teams and Google) is the best to use for sharing files and ability to access across all membership. **Cindy** asked if test links were sent out within the survey, **Evan** stated no but that would be a good next step to consider. The Board discussed the survey results. **Rebecca** asked if we are getting the use out of ITRC Connect that we intended. There are mixed uses of the ITRC Connect platform across the teams and that perhaps the platform was not working as needed within the larger organization. **Jared** suggested piloting Microsoft Teams with an ITRC Team.
- **Action:** ITRC will get a cost estimate for piloting Microsoft Teams with an ITRC Team.
- **Action:** ITRC staff will submit a request for access to Microsoft Suite to ECOS.

## 12. Survey Stakeholder Concerns

- **Discussion:** **Stephanie** briefed the Board on Stakeholder involvement on ITRC teams, survey responses, and concerns raised from the group as a result. **Stephanie** opened a discussion on the status and value of Public Stakeholders on ITRC Teams, specifically regarding Team related travel funding. This discussion included historic value of the Public Stakeholders' contributions to ITRC products and the organization and the importance of their involvement when it results in valuable additions to products. The Board discussion associated with funded travel selection led to allowing team leadership to select eligible members that are key contributors to the product development. These selections are always reviewed by ITRC leadership. The Board decided to update the ITRC Travel Policy to clearly state travel approval is not guaranteed for team members eligible for reimbursement. The Board discussed different ways to increase meaningful Public and Tribal Stakeholder involvement in ITRC. **Samuel** brought up the notion of acquiring EPA grants to support Tribal involvement in ITRC. **Patty** noted that ECOS does something like this with their E-Enterprise group. **Stephanie** recommended having a Zoom call with the public stakeholders and the Board of Advisors to discuss their concerns. This listening session would take place in April 2023.
- **Action:** ITRC will create marketing materials to encourage and persuade stakeholders to participate in ITRC (why they should care about ITRC and be at the table).
- **Action:** ITRC will communicate with federal partners (EPA Intergovernmental) about getting a grant to recruit Tribal Members.
- **Action:** ITRC will send invitation for Stakeholder call to all BOA members to participate.
- **Action:** ITRC will update the Travel Policy to reflect the discussion above.

## 13. State Engagement Program

- **Discussion:** **Sandra Snyder** provided an update on the State Engagement Program using PowerPoint slides. The POCs requested three things: receive the ECOS survey; put disclaimers on documents that have out of date key information or thresholds; continue to publish the Team description document every year. **Sandra** reported 29 POCs came to the Annual Meeting and that overall, there are roughly seven inactive POCs. The Board discussed the best course forward with inactive POCs, especially regarding travel to the Annual Meeting. **Lisa** noted that ITRC should communicate directly to Commissioners the value of ITRC and having a POC. **Evan** discussed updating the QUEST knowledge map. **Sandra** will reach out to less active POCs to inquire about transitioning the role if needed.
- **Action:** ITRC will assist the SEP program with developing additional marketing materials.
- **Action:** SEP program will reach out to less active POCs to inquire about transitioning the role.

## 14. Training Program Update

- **Discussion:** **Jared** provided an update on the Training Program using PowerPoint slides, emphasizing our beneficial contribution on EPA's CLU-in site. **Jared** reviewed the feedback from ITRC's online training webinars, summarizing the overwhelming majority enjoys the personal interaction and ability to ask questions to the experts. **Jared** highlighted the need

to explore various approaches to training for teams and to help teams think about their training message before developing any curricula. **Jeremy** asked about the effectiveness of roundtable sessions and the interactive sessions with MURAL, which does require more money and staff to manage the interactive portion. ITRC finds expert panel sessions are successful for certain training topics. **Patty** asked if we are the right organization to provide CEUs. **Jared** stated no, due to the amount of manpower it requires.

- **Action:** send the quarterly CLU-in reports to all .mil member of the BOA

## 15. Communications:

- **Discussion:** **Rebecca** reiterated ITRC's revised approach and strategy for tribal communities that encourages all Board members to reach out to Tribes directly. ITRC will focus on providing resources and products to better serve tribes. **Rebecca** also urged the entire Board to reiterate ITRC's stance on stakeholders: ITRC wants meaningful participation and contributions from all stakeholders.
- **Action:** ITRC will provide communications to support the ITRC focus on public stakeholders and provide this to the Board members.

## 16. Other:

- **Lisa** asked to review the public website language regarding external review process (located on the Guidance Document webpage). Lisa asked that language on lack of comments means consensus be changed from "acceptance" to no serious objections to the content of the document. With Board agreement, the change was made at the meeting.
- **Patty** and the co-chairs gave an overview of the search for a new Director. Candidates will be interviewed the week of March 27.

This was Patty's last in person Board Meeting as the Director, so the Board requested that she make the motion to adjourn the meeting, **Rebecca** seconded. The Board voted and the motion passed unanimously.