

Board of Directors
Island Remediation and Public Participation Center (IRPPC)

15 October 2002
Minutes

The meeting was convened at 7:15pm at the Vashon Chamber office. Present were: Board President James English, Secretary Steven Macdonald and Treasurer Nan Hammett. Director Macdonald chaired the meeting. The agenda is attached as the last page of these minutes.

Announcements

President English received communication from the Washington State Secretary of State, requesting the non-profit corporation annual report, and a renewal fee of \$10.

Review and adoption of minutes from prior meeting (9-10-02)

The minutes were adopted as submitted.

Technical consulting services

The Board discussed the issue of whether we would issue another Technical Consultant RFP for the period 10/31/02 to 6/30/03, and decided to offer to continue existing contracts through 12/31/02, contingent upon successful negotiation with the consultant groups regarding terms and conditions of activities.

Contractor progress and continuation was discussed separately for each contractor.

The Board was entirely satisfied with the progress made by IERE on the three contracted tasks R5 (technical consulting on environmental labs), R6 (technical consulting on sources of soil), and D1 (webpage). It was decided to offer to continue the IERE contract, extending task R6 to include technical support for the soil amendments education project.

The Board was not entirely satisfied with the progress made by Kleinfelder on the six contracted tasks R1-R4 (independent scientific-technical review of documents), D4 (framework for surveys), and D7 (focus sheets, event surveys). Communication with Kleinfelder staff has been irregular and frequently disrupted by email system failures. Email messages from Kleinfelder staff are non-standard, as are attached files. The only product, the draft symposium exit survey, was poor quality. In the two months since Kleinfelder staff were asked to review specific documents, progress has been slow, and IRPPC has not been regularly updated on activities by the consultant staff. Although Kleinfelder staff were asked one month ago to inform IRPPC about their interest in the proposed one-month no-cost extension of the current contract period, as well as their views on the issue of continuation of the existing contracts for the period 11/1/02 through 6/30/03, they have not responded on either issue. Technically, in the absence of some acknowledgement or process for acceptance of the one-month no-cost extension, Kleinfelder is no longer operating as our contractor. The Board asked Secretary Macdonald to communicate with Kleinfelder staff about these problems, and ask for

response by 28 October; a follow-up message will request attendance of Kleinfelder staff at the Board's December meeting.

IRPPC projects

The 11/18 symposium was discussed. No alteration in present plans was proposed.

Ecology PPG grant: Continuation grant proposal submission deadline 10/31

The second draft of the proposal was carefully reviewed, together with a budget matrix showing the six Ecology task categories and the eight IRPPC projects; President English made alterations on his notebook computer. Secretary Macdonald will take the proposal to Ecology on 31 October.

Treasurer Hammett presented the financial report dated 10/15/2002. Expenditures as of 9-30-2002 totaled \$3,419.55.

VMICC HMRC

The 10-11-02 meeting was discussed. The process of revisions in the medical care brochures and 3-ring binder was reviewed briefly.

15 October 2002
Agenda

1. Announcements

2. Review and adoption of minutes from prior meeting (9-10-02)

3. Technical consulting services: Contractor progress, continuation

Kleinfelder (R1, R2, R3, R4, D4, D7)

IERE (R5, R6, D1)

4. IRPPC projects

Symposium 18 November

5. Ecology PPG grant: Grant proposal submission deadline 31 October

Work Progress third quarter

6. VMICC HMRC meeting 10-11-02

Medical care project: Brochures

7. Board membership and composition

Next meetings

7:15pm, second Tuesday evening of each month: 12 November, 10 December, 14 January. Location: Vashon Chamber of Commerce office, Parker Plaza on Vashon Highway.