

Phthalate Work Group Meeting Notes September 6, 2006

ATTENDEES

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This meeting summary was prepared by Kate Snider and Drew Hilén. It is based on a transcription of the flip charts used during the meeting to document the discussion. Action items are identified in ***bold script***.

PURPOSE OF THE MEETING

This was the second meeting of the Phthalate Work Group. It took place in the Old Fire House building along the Thea Foss Waterway in Tacoma, WA. The purpose of the meeting was to develop concise and better working definitions of the Phthalate Work Group, while reviewing and commenting on the Draft Summary Piece, Work Plan Scope and Schedule, Letter of Agreement and Ground Rules.

AGENDA

- Review and Finalize 8/10 Meeting Notes
- Review and comment on the DRAFT Summary Piece
- Discuss stakeholder involvement
- Review and comment on DRAFT versions of the Work Plan and Schedule
- Review and comment on the DRAFT Letter of Agreement and Ground Rules documents.

REVIEW OF MEETING NOTES AND WORK GROUP LOGISTICS

Floyd|Snider will issue draft meeting notes. Work Group members should “reply to all” when providing comments. Floyd|Snider will finalize before the next Work Group meeting.

King County Work Group representation was clarified. Noel Treat will be King County’s policy level representative. Jeff Stern and Bruce Tiffany will be the consistent Work Group participants.

DRAFT SUMMARY PIECE COMMENTS

Some general language adjustments were made:

- “Practical” will be substituted for “implementable”, as we can not speak to administrative implementability.
- “Accumulation” or “Re-accumulation” will be considered for use instead of “recontamination”.
- “Puget Sound Region” will be used rather than “Puget Sound” to incorporate fresh water as well as marine sediments.

The introductory language from the Letter of Agreement will be used in place of the introductory language in the Summary document.

It will be noted that consensus based decisions need to include appropriate caveats, additional information, pro/cons, and all the “yes, but...” information which could affect administrative practicality.

It will be clarified that recommendations for filling data gaps and acquiring additional significant information will be outcomes of the Work Group effort.

The first bullet re: objectives will be edited to read “Define phthalate contamination concerns. Place understanding of phthalate concerns in perspective with other sediment environmental threats. Address occurrence, risks, sources and control options for phthalate contamination.”

Language at the top of page 2 will be edited to read “...intent to consider ongoing regulatory initiatives such as the 2020 Puget Sound Initiative.”

These edits will be made to the document and distributed for Work Group review before the 9/27 meeting.

STAKEHOLDER COMMUNICATIONS

It is recognized that stakeholders include both active regulatory and interest groups as well as the larger community and audience. An initial list of key stakeholders includes:

- Other programs in EPA
- Other regulatory programs affected by Work Group recommendations

- Other jurisdictions responsible for storm and combined sewer outfalls
- Landowners and business contributing to storm water
- Interests groups: environmental, community, and business
 - Citizens for a Healthy Bay, Duwamish River Cleanup Coalition
- Tribal Governments and NRD Trustees
- Manufacturers of products containing phthalates

The Work Group needs to develop a Communications Plan that will address the following:

- Communication with Key Stakeholders and Interest Groups.
- Communication to Public
- Communication to Media
- Distribution and coordination of Work Group information

A Draft Communications Plan will be developed by a subcommittee of member public involvement staff, headed by Jennifer Kauffman of King County. Participants will include representatives from City of Seattle, City of Tacoma, King County and Ecology. ***The Draft Communications Plan will be available for Work Group consideration at the 9/27 meeting.***

The Work Group has the following goals for the Communications Plan:

- Clarify that the Work Group is an informal process developing recommendations only
- Clarify that this work is focused on phthalates in sediments
- Keep the Work Group meetings as closed, small group meetings of the members only
- Share information and messages developed by the Work Group frequently with key stakeholders
- Attempt to reach a shared awareness and understanding of phthalate sediment concerns with DRCC and CHB
- Get input from key stakeholders near the beginning – through interviews or a few “listening sessions” – could use an early session to introduce stakeholders to the Work Group objectives
- Messages distributed by the Work Group should be understandable by average person.

King County will initiate and manage this subcommittee. Floyd/Snider will send copies of existing Work Group materials to Jennifer Kauffman by Monday 9/11.

WORK PLAN COMMENTS

As each study area is discussed, there will be a “parking lot” for both the regulatory status and recommendations. These will be incorporated later on when developing comprehensive problem statements and recommendations.

The Communications Plan will be added to the Work Plan scope and schedule.

An additional deliverable will be added to the Work Plan which is production of a general overview of the regulatory requirements governing phthalates in discharges and sediments.

Responsibilities were defined for the study areas:

- City of Tacoma- Phthalate Occurrence
- King County- Risk and Receptors
- City of Tacoma- Phthalate Source Identification
- City of Seattle- Phthalate Source Control and Treatment

The schedule for the study area work will be adjusted to have appropriate sequencing given the work effort required for each study area. Prep time will be maximized given the sequencing of the presentation and discussion dates.

Before the next meeting, Work Group members should think in more detail about the specific scope and sequencing for the study area work.

LETTER OF AGREEMENT AND GROUND RULES

The draft Letter of Agreement and Ground Rules was distributed and skimmed.

Floyd/Snider will edit to incorporate changes that reflect relevant changes made to the Work Group Summary document.

Work Group members are asked to review and comment on the LOA and Ground Rules by 9/15.

9/27 WORK GROUP MEETING

Floyd/Snider will prepare the following documents for the 9/27 meeting:

- Revised Summary Piece
- Finalized 8/10 Meeting Notes.
- Revised Work Plan , Schedule and Diagram
- Revised Letter of Agreement and Ground Rules

The 9/27 meeting will be held at the King County King Street offices, from DREW COMPLETE

The agenda for the 9/27 meeting will include:

- Presentation and discussion of Communications Plan
- Discussion of Letter of Agreement and Ground Rules
- Review of other revised documents
- Agenda and prep for Oct 9 Policy meeting.