

Wyckoff Eagle Harbor
Department of Ecology Generational Remedy Evaluation
Steering Committee Meeting Summary - November 16, 2009

AGENDA

- Welcome, Introductions, Meeting Purpose and Agenda Overview
- Communication Engagement
 - * Website
 - * Communications Update
- Expert Panel Formation
 - * Expert Solicitation and Response Status
 - * Input on Recommended Process for Expert Selection
- Input from Audience
- January Expert Workshop
 - * Draft Agenda Review
 - * Site Visit Logistics
 - * Community Meeting and Publicity
 - * Steering Committee Preparations
- Summary Document - Status and Process to Finish
- Wrap-up and Next Steps

STEERING COMMITTEE ATTENDEES

Tim Nord	Washington State Department of Ecology
Dawn Hooper	Washington State Department of Ecology
Perry Barrett	Bainbridge Island Parks
Rich Brooks	Suquamish Tribe
Libby Hudson	City of Bainbridge Island
Janet Knox	Association of Bainbridge Communities
Clarence Moriwaki	Japanese American Exclusion Memorial Committee
Frank Stowell	Citizen at Large

ADDITIONAL ATTENDEES

Kate Snider	Floyd Snider
Erin Breckel	Floyd Snider
Pat Serie	EnvirolIssues
Lori Herman	Aspect Consulting
Fred Scheffler	Advantage Resource Group

MEETING SUMMARY

This meeting summary was prepared by Kate Snider and Erin Breckel. It is based on notes and transcriptions of the flip charts used during the meeting to document the discussion.

Community Engagement

Pat Serie started off by discussing the recent progress that had been made regarding community outreach on the project:

- The project website is now available (www.wyckoffgenerationalremedy.org). The website is simple and straightforward. People can sign up on the website to get onto the project list serve.
- A letter from Ecology dated November 2, 2009 regarding the Generational Remedy Evaluation Process and a one page factsheet on the project were distributed to the current list serve (approximately 300 people).
- A one page document titled "Community Engagement in the Wyckoff Site Generational Remedy Evaluation," that provides a summary of the objectives for community engagement, communication tools, and engagement opportunities was prepared and was provided to the steering committee at this meeting for review (see attached handout).

Pat is still in the process of compiling e-mails if in the future people would like to receive announcements via e-mail rather than in a mailing. Steering committee members suggested Pat add the new city council members, as well as commissioners, to her list.

Pat is planning on sending out another announcement in early January to promote the public meeting associated with the January expert panel workshop. This will include sending out another mailing, posting information on the website, and (Ecology) contacting the media. Pat is working with Ecology on this effort. Suggestions were made to also create posters to place around Bainbridge Island and to leave flyers at homes announcing the January public meeting. It was also suggested that it would be good to give an update on the rest of the park progress at the same time, so the park and the generational remedy evaluation effort do not get tangled up together.

Steering committee members stated that community appears to be very excited and positive about this generational remedy effort. The generational remedy effort was briefly mentioned at the November 15th Dirt Conference held on Bainbridge Island and a plug was put in for the January public meeting.

It was also suggested during the discussion that the City Council be briefed on the generational remedy project. A joint meeting between the City Council and the Parks Department was also suggested as a possibility. Libby Hudson and Perry Barrett were going to discuss opportunities to brief these two groups and get back to Ecology with how best to do this.

Also discussed at this meeting was a list of potential groups on Bainbridge Island to offer information to or to brief them on the generational remedy project in the future. The following list of groups was created by Pat and the Steering Committee:

- City Council
- Chamber of Commerce
- Watershed Council
- Downtown Association
- Pritchard Park Advisory Committee
- Sustainable Bainbridge
- Bainbridge Alliance for Puget Sound
- Open Space Committee
- Bainbridge Island Land Trust
- Park Board
- Harbor Commission
- Wing Point Neighborhood Association
- Bill Point Neighborhood Association
- Bainbridge Rotary
- Eagle Harbor Congregational Church (Men's Club)
- Historical Society

The plan was to contact each group, send the group information that they could distribute to their members, and if interested, to meet with the group to provide a brief overview of the effort.

Expert Panel Formation

Erin Breckel gave a brief update on the progress to date for forming the expert panel:

- Floyd|Snider spent the first part of October pulling together an initial list of potential candidates to contact. The list was generally based on recommendations from colleagues, identification of companies or individuals with prior experience on wood treatment sites or with coal tar non-aqueous phase liquids (NAPLs), people that have participated on dense NAPL (DNAPL) remediation panels or workgroups in the past, and people that participated on EPA's In-Situ Thermal Technologies Advisory Panel (ITTAP) that provided input on the Wyckoff site in the past.

- During the last week in October, everyone on the initial list was e-mailed and sent a hard copy of a letter from Ecology that described the generational remedy evaluation process and the expert panel's involvement and requested a submittal of a letter of interest and statement of qualifications from interested parties by November 13.
- Floyd|Snider followed up these e-mails and mailings with phone calls to everyone on the list to make sure they had received the information and to see if they had other potential candidates they would recommend be contacted. Multiple recommendations for additional potential candidates were received during these calls and additional e-mails were sent out to these recommended individuals.
- Floyd|Snider also contacted various organizations (e.g., Northwest Environmental Business Council (NEBC), Interstate Technology and Regulatory Council, etc.) about posting a short announcement regarding the formation of the expert panel on their website or sending it out to their list serve as a way to find other interested parties not included on the initial list of potential candidates. A short announcement was posted to multiple list serves through this effort. Interested parties who contacted Floyd|Snider were provided with Ecology's letter via e-mail.
- The deadline for submittals was November 13 and Floyd|Snider received a total of 43 submittals from vendors, contractors, consultants, and academics. A list of the individuals who submitted materials was provided to the steering committee members at the meeting.

Kate Snider then went over the attached Proposed Expert Panel Selection Process document in detail. This document also contains the proposed selection criteria for the panelists. Key input and suggestions brought up during the discussion of the expert panel selection process and selection criteria are summarized below.

- The quick timeline for selection of the panelists, by the first week in December, is needed so that the panelists have time before the workshop in January to review background materials and to prepare their presentations.
- A final summary matrix will be created by Erin Breckel that lists the key points of each candidate's submittal and experience, as well as their technology emphasis. All of the submittal materials from the candidates and the summary matrix will be compiled on a CD and sent to all the steering committee members by the middle of the week.
- It was noted that the criterion to select at least four local panelists may not be achieved. The group may end up selecting more national or international people for the panel.
- Several steering committee members emphasized the need to determine a candidate's ability to work well with others. Other qualities steering committee members expressed were important for the panelists to have included being able to answer questions easily and being able to take intuitive leaps. The steering committee is also looking for candidates that have demonstrated the ability to be innovative and who have tried different approaches, learned lessons, and know potential pitfalls.

- Tim Nord suggested that shortly after the selection process is complete, there should be a phone call with the expert panelists to go over the project objectives and to clarify expectations for the workshop with them. This phone call would also introduce the panelists to one another and potentially encourage collaboration between the panelists prior to the workshop.
- When asked for audience input, Fred Scheffler stressed the need to not limit the process to looking at current technologies and that preconceived notions on what will and will not work at the site are not helpful. He said that innovative technology needs to be heard. He stated that he and others he is working with did not submit materials for the expert panel. The steering committee encouraged Fred's involvement, along with his colleagues, in the expert workshop and particularly at the community meeting.

Expert Workshop

The attached Proposed Agenda for the Expert Panel Workshop was reviewed in detail by Kate Snider. Key input and suggestions brought up during the discussion of this agenda are summarized below.

- Various options for having the expert panelists visit the Wyckoff site were discussed. Due to the busy workshop schedule and the time constraints for getting on and off of the site quickly, a group tour of the site would be difficult. The site visit on the morning of January 12th will be removed from the agenda. It is possible that a group tour could be coordinated for Monday afternoon; however, all of the panelists may not have arrived yet. The best opportunity for viewing the site is from the ferry. It was suggested that the panelists be given very clear instruction on how to see the site from the ferry, and to possibly have someone available to do a tour on the 7:55 am ferry on January 12th for the experts if they were interested. It was also noted that if people want to visually see the site they can drive up to the gate and look through the fence.
- The workshop will begin at 9 am on January 12th, as the site visit is now not occurring earlier that morning.
- Each breakout group needs to have a facilitator. The facilitator needs to document the group discussion, needs to maintain the focus of the group, and needs to make sure the discussion is not dominated by a single person. It was suggested that it may be beneficial to have two people available to facilitate each breakout group, so that one person could be documenting the discussion and the other person could be participating and helping to lead the discussion. The facilitators should also know who to reach out too if the expert panelists have questions that need to answered.
- For the breakout groups, there also needs to be clear instruction regarding the role of the steering committee and the Ecology team's involvement in the groups. The steering committee members and Ecology team should be distributed throughout the breakout groups and should be there to participate as a resource, knowing the

expectations of the generational remedy effort and sharing their thoughts and knowledge about the Wyckoff site.

- It was recommended that an abbreviated version of the agenda also be created. This version should include how and when public input can occur. Public input opportunities will occur at the end of major agenda items during the workshop. However, there will be other ways for the public to provide input during the workshop, such as putting their input into a laptop available for this purpose or into a comment box.
- Pat Serie suggested that a flow chart of the workshop be created and that each workshop day is branded with a name, so that the public gets a better sense of what is occurring each day. For example the first day could be considered a seminar day.
- There was a suggestion that BIT, the Bainbridge Island public access TV station, be contacted about covering the presentation portion of the public meeting on Wednesday night of the workshop. BIT typically covers the City council meeting that happens to be occurring on that same evening, so they might not be able to cover both events. There is also a suggestion that a webcast of the community meeting could be set up.
- Frank Stowell reiterated that this is a community moment. It needs to be managed well and carefully, while still thinking about the product and outcome. It needs to be clearly communicated to the public on what to expect from this workshop, that this is an iterative process; it is not polished and is still evolving.
- As part of the learning moment for the community, it was also suggested that there be outreach to inform institutional policy groups, such as the Evans School of Public Affairs or the Department of Urban Design and Planning at the University of Washington about the event. This would open up the workshop to greater participation and input. The Department of Urban Design and Planning has already worked on the history and future design of Pritchard Park, and now this would include an element of looking at the site in the context of Puget Sound. Dawn Hooper and Perry Barrett will identify contacts for these groups.
- Frank Stowell, Janet Knox, and Clarence Moriwaki agreed to work together on finding a local restaurant to host the dinner and informal brainstorming session on the night of January 12th.
- The workshop will conclude on Thursday January 14th by noon. It was suggested that a debriefing of the workshop be held immediately after the workshop has ended. Libby Hudson agreed to reserve a room at the City for the afternoon (likely from 12 pm to 2 pm) for the debriefing. Tim Nord will also likely meet with the City's leadership later that day to debrief them on workshop.

The workshop agenda will be revised based on the input received from the steering committee.

Summary Document

An outline of the Wyckoff Site Summary document was reviewed by Erin Breckel. Floyd|Snider and Aspect Consulting are in the process of preparing the document. The steering committee was asked for their input on several sections of the document relating to Pritchard Park, community concerns, and site constraints.

For additional information and figures on future design plans for Pritchard Park, Libby Hudson and Perry Barrett referred to the document titled Recommended Design for Pritchard Park that was prepared by the Pritchard Park Design Advisory Committee. A link to this document is available on the Wyckoff Generational Remedy website. No specific park plans have been selected yet for the “Point”, as park plans will be dependent on the remedy implemented on the Point. Sections of the Wyckoff Site Summary document regarding Pritchard Park will be sent to Libby Hudson and Perry Barrett for their review.

For site access, a new road has been constructed going down to the Point, so now there are two roads leading to this area off of Eagle Harbor Drive. Barge access to the site may be difficult as there are eelgrass beds on all three sides of the Point. Rich Brooks also mentioned the Milwaukee Dock Eelgrass Restoration Project may go forward next year possibly. This project would fill in an old navigational channel on the east side of the Point and then restore eelgrass in the filled area. This project should be mentioned in the site summary document.

The steering committee also suggested adding information in the site summary document regarding the East Beach. Specifically, they wanted it mentioned that non-aqueous phase liquid (NAPL) expressions on the East Beach are still occurring.

At the steering committee’s request, a draft version of the site summary document text will be sent to them for their review.

Wrap-up

The steering committee determined that an extra meeting in early January prior to the workshop is not necessary.

Attachments

- Handout: Community Engagement in the Wyckoff Site Generational Remedy Evaluation, November 9, 2009.
- Handout: Proposed Expert Panel Selection Process, November 2009
- Handout: Expert Panel Workshop Proposed Agenda, November 2009

Community Engagement in the Wyckoff Site

Generational Remedy Evaluation

Draft for Steering Committee Review -- 11/9/09

Objectives:

- Provide clarity for community on purpose, process, and evolving results of generational remedy evaluation
- Provide opportunities for community members to engage in process – get answers, express opinions, provide ideas

Communication Tools:

- Project website launched by end of October – www.WyckoffGenerationalRemedy.org – containing site and project background information; objectives; meeting announcements, agendas, and results; opportunities to provide input
- Project list-serve for distributing announcements and information materials directly
- Project briefing package – factsheet(s) on process and interim results, presentation(s) (narrated for web and presented in person at briefings), contact information
- Media briefing package – similar information plus media releases as appropriate (steering committee formation, expert panel workshop and community events, draft alternatives and recommendations)

Engagement Opportunities:

- Steering committee meetings open to public with opportunities to provide input (November 16, February 1, March 8, April 19)
- Community event January 13, 2010 at Islandwood to share expert panel information and interim results; invite public input to experts
- Briefings with community groups November – April, specific groups TBD
- Community meeting in March to inform community about alternatives and costs, receive reactions and input

**Wyckoff Eagle Harbor
Department of Ecology Generational Remedy Evaluation
Proposed Expert Panel Selection Process**

DRAFT FOR DISCUSSION WITH THE STEERING COMMITTEE

Recommended Selection Process

- Through 11/13 – Ecology Team (Ecology, FJS and Aspect) review matrix of submitters, target gaps in expertise and call to solicit interest for those identified gaps
- 11/16 – end date for submittals
- Through 11/19 – Erin finalize summary matrix for submittals, aggregate submittals for distribution to Ecology Team and Steering Committee
- 11/19-11/25 – Everyone individually review relative to criteria, prep personal shortlist and ID gaps
- 11/25 – Erin Breckel individual phone calls with Steering Committee, to receive their input
- 11/30 – Ecology Team meeting to discuss submittals and shortlist
- 12/1 - Potential calls to fill gaps in knowledge about submitters
- 12/2 – Ecology Team meeting to select and notify. Concurrently notify Steering Committee of selections. Select four prioritized alternates to hold in reserve for potential cancellations.
- Erin send out summary document, assignments and workshop agenda to selected experts, call each to discuss. Provide expectations for 20min presentation “my perspective for solving this problem”. Likely conference call with experts in mid-December to clarify expectations. Review 1st drafts in early January.
- Notify those that weren’t selected. Confirm that workshop is open to public and they would be welcome, please RSVP. Open opportunity for them to send information.
- Release information re: Expert Panel on website

Selection Criteria

- Selection of 8 experts; at least four local (PNW), four may be national or international;
- Panel must have a variety of experiences and perspectives and will be from a mixture of different fields (could include contractors, consultants, academics, government, remediation focus, civil focus, etc);
- Panel must include some experts who clearly understand the constraints of working on the waterfront in Puget Sound.

- Experts should have demonstrated, applied experience with multiple potential technologies, with ability to conceptualize application of multiple technologies in a comprehensive remedy. A broad range of expertise with full range of technologies should be included on the panel;
- Experts should have substantial experience with creosote/wood treating/MGP sites in particular;
- Substantial relevant experience;
- Well presented, thoughtful material;
- Material communicates an understanding of our project goals; and willingness to do the preparation and presentation, willingness to work collaboratively with one another and the community;
- Ability to be individually objective, not present to represent the views of a particular organization;
- Ability to bring ideas to the table, not just participate in a reviewer mode.

**Wyckoff Eagle Harbor
Department of Ecology Generational Remedy Evaluation**

**Expert Panel Workshop
January 12-14, 2010
IslandWood
4450 Blakely Ave NE
Bainbridge Island**

The Department of Ecology is forming a panel of experts to explore source removal or mobility reduction alternatives for the Wyckoff/Eagle Harbor Superfund site with the goal of finding a remedy that is protective for future generations and minimizes long term maintenance commitments.

The Panel will gather in January to explore and advise Ecology of potential effective alternatives.

An evening community session will be held on January 13 in conjunction with the Expert Panel Workshop.

PROPOSED AGENDA

January 12	Site Visit Expert Presentations Dinner Informal Brainstorming
January 13	Group Discussion Breakout Groups – Discussion by Technology Reports from Breakout Groups Initial Formation of Alternatives Dinner Community Session
January 14	Overview of Community Input Alternatives Definition Next Steps Thank you – Conclude by Noon

Tuesday January 12 (Bluebell Cove – LS 105)

- 8:00 – 10:00 Ecology Team Setup
- 8:30 – 9:30 Site Visit
- 10:00 – 10:30 Welcome
- Welcome, Meeting Expectations, Meeting Logistics
 - Introductions
- 10:30 – 11:00 Site and Project Background Overview
- Site background, context, constraints
 - Generational Remedy expectations
- 11:00 – 12:30 Expert Panel Presentations – 1st Session – Focus on AA
- Presentation 1
 - Presentation 2
 - Public Input on Presentations 1 & 2
 - Expert Panel Q&A re: Presentations 1 & 2
- 12:00 – 1:00 Lunch
- 1:00 – 2:30 Expert Panel Presentations – 2nd Session – Focus on BB
- Presentation 3
 - Presentation 4
 - Public Input on Presentations 3 & 4
 - Expert Panel Q&A re: Presentations 3 & 4
- 2:30 – 2:45 Break
- 2:45 – 4:15 Expert Panel Presentations – 3rd Session – Focus on CC
- Presentation 5
 - Presentation 6
 - Public Input on Presentations 5 & 6
 - Expert Panel Q&A re: Presentations 5 & 6
- 4:15 – 5:45 Expert Panel Presentations – 2nd Session – Focus on DD
- Presentation 7
 - Presentation 8
 - Public Input on Presentations 7 & 8
 - Expert Panel Q&A re: Presentations 7 & 8
- 6:30 – 9:30 Dinner and Informal Brainstorm – Expert Panel, Ecology Team & Steering Committee (at a local establishment TBD – dinner purchased on your own)

Evening or early morning – Ecology team decision on how to structure tomorrow's breakout groups. Finalize questions for breakout groups to answer.

Wednesday January 13 (Bluebell Cove – LS 105 for whole group; LS 103 for breakouts)

- 9:00 – 10:00 Group Discussion
- Feedback from yesterday, thoughts from last night
 - Approach breakout groups – goals for breakout discussions
- 10:00 – 12:00 Breakout Groups – Discussion by Approach/Technology – *we provide questions to structure their discussions, Ecy team and steering committee is distributed throughout*
- Extraction/Treatment
 - Physical Removal
 - Mobility Reduction – Stabilization
- Kate is roving here and starting to prep for alternatives definition*
- 12:00 – 1:00 Lunch
- 1:00 – 2:15 Breakout Group Reports to full Group
- Extraction/Treatment
 - Physical Removal
 - Mobility Reduction – Stabilization
- 2:15 – 2:30 Public Input
- 2:30 – 2:45 Break
- 2:45 – 4:00 Initial Formation of Alternatives
- Group discussion to define alternatives
 - Elements of alternatives
 - Discussion of pros and cons as possible
- 4:00 – 5:00 Breakout Groups (new groups) Development of Alternatives
- Flesh-out initial alternatives for presentation at evening public session
 - Develop summary sheets and diagrams for each alternative
- 5:30 – 6:30 Dinner – Expert Panel, Ecology Team & Steering Committee – *buffet at IslandWood*
- During dinner, put alternative summaries into PPT for presentation at the evening public session*
- 7:00 – 9:00 Community Session – Great Hall**
- Welcome – overview and project goals
 - Presentation of initial primary alternatives, by expert breakout groups
 - Mingling and informal discussion with expert breakout groups – *set up different “stations” throughout the room for each primary alternative breakout group, with the summary papers from the afternoon session and blank paper to record public input*
 - Closing group session for overall input or Q&A, thank you

Thursday January 14 (Bluebell Cove – LS 105)

- 9:00 – 9:30 Overview of Community Input
- Summary of input received at each of the breakout group stations
 - Group discussion of key input received, other thoughts from last night
- 9:30 – 11:00 Alternatives Definition - Continued
- Alternatives refinement
 - Pros and Cons
 - Key information gaps or recommendations for technical next steps
- 11:00 – 11:15 Public Input
- 11:15 – 11:45 Process Next Steps
- Next steps in the Generational Remedy Evaluation process
 - Potential continued involvement by Expert Panel members
- 11:45 Thank you – travel safely

- Have a table with all site reference materials – key documents available
- Assume continuous coffee/tea snack table throughout the time
- Consider Monday late afternoon site visit instead or supplemental, with Tuesday morning just a viewing from a distance?