

**SUSTAINABLE REMEDIATION FORUM (SURF)
BOARD MEETING MINUTES - FINAL
04/08/16**

Meeting called to order: 1302

Quorum: YES

New Additions to the Agenda

- Approve meeting minutes from March 25, 2016 Board Meeting:
 - Keith motioned, Barbara second the motion

- SURF 31 Meeting Review and Reflection
 - Sent an email to attendees that paid the full registration price requesting they submit an online membership form
 - Received five (5) new membership registrations
 - Parsons requested a letter of commendation for hosting SURF 31. Barbara and John sent the letter on April 20th
 - Barbara sent a thank you note to legal panel
 - Maile followed up with Sam Unger after SURF 31, sending him and his assistant SURF's white paper on groundwater conservation and reuse. Maile suggested we market to all water boards moving forward. SURF Board/members could present at local water boards, working off the same script. Paul and Barbara conferred on April 15 to begin planning this outreach and will submit a proposal to the Board on May 6. **Action** = review as a group moving forward

- SURF 32 Webinar Update (Kristin, Paul)
 - Kathy's reached out and Mel has confirmed her availability/days. John needs to confirm his availability/days.
 - Kathy to reach out to Paul about GW reuse presentation. Bill Butler to confirm his availability/days.

- Meeting Facilitator Search (Maile) –
 - Revisit the scope of work
 - Facilitator role during the meeting is completed by SURF president or leadership
 - Meeting facilitation and coordinator scope of work is written
 - Need to review what Kathy is/has done
 - Need to review what 'facilitator' is/had done (Tammy will send out to Board)
 - **Action** = Not an immediate need since SURF 33 location has been confirmed and most of the heavy lifting is done. Will need to review our needs at some point in the future. This will remain an action item, but no 'due date' is required.

- SURF 33 Meeting (Kristin)
 - DC location is booked 10/19 – 10/21
 - John Simon will identify a dinner location
 - Kristin will coordinate meeting with planning committee next week
 - Reach out to speakers and consider a theme

- SURF Member Survey Review and Update (John)
 - Briefly reviewed the summary outlined during the previous Board call on 3/25/16. Barbara will prepare a table of the high priority action items approved by the Board, Board lead and SURF member lead (Due date 25 April).
 - Developing a GSR database of products/services
 - Intern would be ~\$4,000
 - Notice was sent out to Carnegie Mellon and George Washington Universities

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- Prepare a job description or provide the details in the notice. Board would like to review. We need to decide soon as students are getting ready to leave school for the summer.
- Proposed White Paper on Sustainable Remediation, Climate Change and Resiliency. Barbara and Rick conferred on April 12th to develop the project concept including identifying key partners, Barbara emailed Lara Hanson from Eco Adapt regarding her interest in collaborating with SURF and host a webinar on the topic. Both Rick and Barbara reached out to original and new SURF members inviting them to join the research team. They plan to submit a proposal for the White Paper (following the 2011 SURF new initiative policy guidance) for Board's consideration at their May 6 mtg.
- Focus Group/Strategic Plan (Maile) –
 - 3rd party independent facilitator
 - Hold in the DC area because of all of the connections.
 - Facilitate a small diverse group of people (EPA, DOD, DOE, state government, policy, regulation, research consultants, environmental engineering, academia, and social justice) who work in the industry and would be joined by folks involved in the SR practice.
 - ~30 people, 3 small work groups within
 - What should the plan be going forward?
 - Horinko group could be a facilitator
 - Need to form a committee to discuss
 - How are we looking to pay for this?
 - Provide a stipend to government employees for travel?
 - Plan the event and not rush it
 - Fall 2016 or Winter 2017
 - Maile will chair the Focus Group Committee
 - Send the Board the report/meeting minutes from the EPA meeting (Maile)
 - **Action** = items will remain a topic for continued discussion
- Updates on upcoming conferences, seminars, other presentation opportunities:
 - Potential conference partners, refer to attachment (Maile and Rick)
 - The matter is SURF has limited growth potential due to our own size and we are an all-volunteer organization.
 - We have a limited amount of participation and we could expand the SURF meeting format by associating with a national conference partner.
 - Mike Miller (CDM Smith) is a member of AEHS East Coast and Paul Hadley is a member of AEHS West Coast.
 - AEHS has provided positive feedback and responses.
 - RemTEC has provided no feedback thus far.
 - Reviewed options outlined on the spreadsheet
 - Options are AEHS – West Coast, AEHS – East Coast and RemTEC – Denver
 - We need to define what 'partnership' is with AEHS
 - Is AEHS viewing SURF as a partner [to the foundation] or a conference sponsor?
 - Should we ask for a draft agreement to review?
 - Should we draft our own agreement for internal review?
 - SURF could be a sponsor at one event and see if we like the relationship.
 - If we like the relationship, we can look at growing the opportunity.
 - **Action** =
 - Informational call to AEHS (Mike and Paul?)
 - Make a formal presentation/request to the Board
 - Continue the communications with organizations

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- Work on clarifications for long term plan/partnership
 - Currently have \$30K in SRI funds to coordinate between regulatory agencies. Funds don't expire. Provided by API. Received two allotments from API.
 - Question to Board: Should we use SRI funds (\$3,500) to sponsor the networking reception. Marianne Horinko email: *"As the Resource Conservation and Recovery Act (RCRA) approaches its 40th anniversary, we can celebrate the program's many achievements and also recognize that we have an opportunity to chart a new course ahead. Much has changed in that timespan — the rise of the state programs, the level of technical sophistication amongst stakeholders, and the efficiency constraints upon both the public and private sectors. Given these transformative events, it is more critical than ever to plan for "RCRA 2040."*

In partnership with the Association of State and Territorial Solid Waste Management Officials (ASTSWMO), the U.S. Environmental Protection Agency, and the Interstate Technology & Regulatory Council, The Horinko Group is pleased to announce its 2016 Summit, "The Future of RCRA — Making the Business Case." This one-day event will be held on October 26, 2016 at our offices in Washington, D.C and in conjunction with the ASTSWMO Annual Meeting. The first day of the general ASTSWMO membership meeting, which is open to the public, is October 27, 2016, also in Washington, D.C. The Summit will convene leading state program managers, federal policymakers from both EPA Headquarters and Regional offices, and representatives from industry, academia, non-governmental organizations, and consulting and law firms. Given the changeover in Administration next year, the timing for such a dialogue could not be more opportune.

Sponsorship of this event provides an opportunity for your organization to showcase its leadership and support for this debate. I have attached a draft agenda and brief sponsorship one-pager which outlines the various levels of support. We very much hope that you will see the value of furthering such a wide-ranging and productive event. We appreciate your consideration and hope to see you at the Summit in October".

Questions from the Board: Will we get any registration opportunities at the conference? What other benefits will SURF receive? Rick made a motion to sponsor the event for \$3,500. Aaron second the motion. No discussion. John called for vote. Barbara abstained. No one opposed. John will get back to Buddy. **Action** = who will be contacting Marianne, et.al about SURF sponsoring event? Does Keith need to cut a check, when and to who?

- Committee/Initiative Updates
 - Meeting and Programs (Kristin) – asked and answered above
 - Finance (Keith) – Refer to attachment from Keith
 - Technical Initiatives – No updates as we ran out of time
 - CSI -
 - Social Aspects –
 - SRI -
 - Communications (Maile/Jake) – **ADD TO THE AGENDA FOR THE NEXT CALL.**
 - Membership (Tammy)
 - Evaluate who will receive an email to renew membership
 - Education & Outreach (Rick) – No update, ran out of time.

Attendees:

John Simon, 2016 President	X	Colleen Liddell, 2016 at-large Trustee	
Barbara Maco, 2016 Vice President	X	Aaron Thom, 2016 at-large Trustee	X
Tammy Rabideau, 2016 Secretary	X	Kristin Mancini, at-large Trustee	X
Keith Aragona, Treasurer	X	Paul Hadley, 2016 at-large Trustee	
Maile Smith, Past President	X	Rick Wice, 2016 at-large Trustee	X

Meeting adjourned: 1407

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