

Memorandum

To: Puget Sound Clean Cars Working Group

Date: September 7, 2017

From: Ecology, Gradient, SAE

Subject: Puget Sound Clean Cars Working Group September 6, 2017 Web Meeting Minutes

Web Meeting Participants

- Working Group (WG): Elsa Pond, Laurie Holmes, Michael Smith, Dan Selke, Bill Malatinsky, and Jen McIntyre.
- Stakeholder Group (SG): Hai Doan, Susan Hazen, and Michelle Gaither.
- Operations Team (OT): Ken Zarker, Tom Lewandowski, Dave Mayfield, and Joel Cohen.

Agenda Items

- Project Progress Updates (Lewandowski)
 - Opening remarks, review of working group organization, review of meeting agenda.
 - Progress Updates: second web-meeting held on June 20th
 - Ecology has completed a web page to store working group materials, such as newsletters, project materials, meeting slides, *etc.* (<https://fixcarleaks.org/clean-cars-partnership/>)
 - Newsletter #3 has been issued and posted to the website.
 - Introduction to main focus of today's meeting: discuss approach for information gathering.
- Draft Report Outline (Lewandowski)
 - Overview – Tom Lewandowski requested WG members take an active participation role by reviewing the previously distributed draft report outline, review and edit text sections as they are drafted, and review references included in the bibliography.
 - Each section of the draft report outline was presented, along with suggested WG member contributions based on Gradient's understanding of each member's technical expertise. Tom Lewandowski stressed WG members should review and provide feedback regarding their availability and comfort level contributing to their respective report sections.
- Questions from WG:
 - Dan Selke (Mercedes-Benz USA, LLC) recommended collaborating with Laurie Holmes (MEMA), investigating chemical components present in various vehicle fluids, and then identifying research studies looking into those specific chemicals. He also suggested reaching out to the Auto Alliance and global auto makers to contribute to this effort. Laurie Holmes (MEMA) agreed to coordinate with Dan S. and Gradient on this effort. Tom L.

suggested in the interest of moving things along to continue this discussion offline, after the Working Group web meeting.

- Dan S. suggested the chemical composition of vehicle parts can vary by make and model.
- Dan S. also recommended asking SAE about gathering any documents they have that are similar to their agricultural equipment database to see what is leaked into the environment, and where exactly those leaks came from.
- Tom L. asked whether the proposed approach seems reasonable to the WG. Dan S. requested a proposed timeline for various benchmarks in the report drafting process. Dan S. also suggested some report sections will likely rely on information presented in earlier sections.
- Ken Zarker (Ecology) acknowledged there may be overlap across various topics in the report, and requested the WG review the outline and assess their availability to contribute. Ken Z. stated he values the wide range of WG expertise, and appreciates their contributions to the project.
- Tom L. suggests Working Group members should feel free to contribute to any section of the report, and not be limited to the sections they are assigned.
- Next Steps (Lewandowski)
 - WG members tasked to review the technical data gathering assignments listed in the draft report outline, and to send in any additional references or expert contacts for key sources of information related to the report.
 - Gradient tasked to develop draft text for each report section, and provide a proposed timeline for WG review and comments on the draft report.
 - Gradient to distribute poll for next web meeting date, tentatively scheduled for December 2017.
- Meeting Adjourned.

For any questions or comments, please contact Dave Mayfield (dmayfield@gradientcorp.com) or Joel Cohen (jcohen@gradientcorp.com).