



# Interstate Technology & Regulatory Council

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## ITRC Board of Advisors Meeting Summary February 20th, 2025 Virtual

### ATTENDANCE

#### Voting Members – Quorum Established

Stephanie Lewis, California ARB  
Dusty Hawkins, Alabama DEM  
Grace Anne Martin, South Carolina DES  
Justin Meredith, Tennessee DEC  
Mike Penzone, Delaware DNREC  
Paula Panzino, Arizona DEQ

#### Non-Voting Liaisons

Poppy Harrover, DoD-Army  
Kim Brown, DoD- Navy  
Brian Jordan, DoD-OSD  
David Asiello, DoD-OSD  
Heidi Durako, DoD-USACE  
Cindy Frickle, U.S, EPA-OLEM  
Lisa Matthews, U.S. EPA-ORD  
Hai Shen, DOE-EM  
Elizabeth Denly, TRC, IAP  
David Tsao, BP, IAP

#### ITRC Staff

Charles Reyes, ECOS/ITRC  
Taylor Voelkel, ECOS/ITRC  
Sabrina Heivilin, ECOS/ITRC  
Carolyn Sistare, ECOS/ITRC  
Nicole Henderson, ITRC Contractor

#### Not In Attendance:

Randy Chapman, Virginia DEQ  
Stephen Hurff, DoD-Navy  
Patrick Kelly, DoD-Air Force  
Andrea Leeson, DoD-SERDP  
Natalia Vinas, DoD-OSD  
Lia Gaizick, DoD-OSD

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### WELCOME & CHECK IN

Charles Reyes welcomed the ITRC Board of Advisors (BOA) members to the meeting.

### BOARD BUSINESS

#### Approval of December Board Minutes

The BOA reviewed the December 19, 2024, BOA Meeting draft meeting minutes

- **Motion:** Paula Panzino put forth a motion to approve the minutes; seconded and passed unanimously.

**William R. Chapman**  
Virginia Department of  
Environmental Quality  
ITRC Co-Chair

**Paula Panzino**  
Arizona Department of  
Environmental Quality  
ITRC Co-Chair

**Charles Reyes**  
ITRC Director

## **DISCUSSION AND UPDATES**

### **2025 ITRC Impact Award Recipient**

Reyes announced that David Becker (USACE) was chosen as the recipient of the 2025 ITRC Impact Award. Becker has been informed and plans to attend the Annual Meeting to receive the award. Reyes thanked the members of the BOA who assisted with reviewing nominations and informing the decision – Voelkel, Penzone, Meredith, Panzino, and Denly. Those nominated this year and not selected will be considered again in 2026.

### **ERIS**

- ERIS released its 2024 State Research Needs Report on February 14 (<https://www.erisates.org/2025/02/14/eris-report-details-state-research-needs/>). The report is important for ITRC's project team proposal process as it highlights state priorities identified by ECOS. Reyes shared that ITRC has already completed and started projects on some of the topics identified in the 2024 report.
- Reyes reminded the ITRC BOA that ERIS will review the ITRC BOA's recommendation from 2024 to terminate the 2022 ITRC Governance Document during their March 2025 Board meeting. ITRC will propose releasing a new "Guiding Principles" document in its place, which will provide ITRC organizational and operating processes to supplement the ERIS Bylaws.

**Action:** ITRC BOA members will review and provide edits or comments to the proposed Guiding Principles document to Reyes by February 28, 2025.

### **ITRC Budget Review and Discussion**

Reyes presented a summary of ITRC's unaudited FY2024 financials (approved and actual budget, revenues, expenses) and a status update of the FY2025 budget. Reyes explained that the annual budgets are based on the federal fiscal year (Oct 1 – Sept 30) and are drafted in the summer of each year and approved by the ERIS Board of Directors. Budget revenue projections are based on a mix of historical revenues and discussions with funding partners during the spring and summer each year, and expenses are allocated based on annual priorities and approved Project Teams. Our goal for FY2025 and in future years is to have a balanced budget. BOA members asked if there will be revenue changes due to administration changes. Reyes stated that it is too early to say, but it will be a priority for BOA discussions during the upcoming BOA meetings.

### **Emerging Environmental Leaders Forum**

Voelkel provided an update on the formation of the Emerging Environmental Leaders (EEL) Forum (EEL), which has replaced the ITRC early career professionals program. She introduced the draft EEL charter and facilitated a discussion on the goals, mission, and board of advisor appointments for the Forum.

The BOA recommended having a panel of experts for discussion topics at each meeting and suggested that PAs and TLs assist with recommending members for the EEL advisory board. The

BOA members recommended staff also use the POCs to recruit emerging leaders in the states. Voelkel shared that an informal networking event may be organized at the Annual Meeting.

**Actions:**

- Voelkel will ask the current Project Team Leadership to promote the EEL and to recommend members who may be interested in serving on the EEL advisory board.
- Heivilin will ask the State POCs to promote the EEL and to recommend members in states who may be interested in serving on the EEL advisory board.
- Voelkel and Heivilin will consider organizing an informal networking event for members interested in joining or learning more about EEL during the Annual Meeting.

**Project Teams and Membership Summary**

February 15 was the last day for IAP Companies and individual ITRC members to renew membership for 2025. Approximately 150 individual members with lapsed memberships were removed from Project Teams, which included about 100 government, academic, and public stakeholders, and 50 IAP members from 25 IAP companies.

- Approximately 1,100 individual members have renewed their membership or joined ITRC since November 2024.
- Approximately 800 of these 1,100 members have taken action to migrate to ITRC's new Microsoft Teams platform and join and participate in at least one Project Team.
- The remaining 300 members have not yet joined Microsoft Teams or Project Teams; half are new to ITRC, and the other half are renewed 2024 members who have not taken initiative in the Teams platform. Staff are conducting targeted outreach to determine why they haven't joined a Team.

**2026 Project Team Proposals**

Reyes announced that the formal solicitation for 2026 Project Team Proposal submissions will be released in February. While the formal schedule for reviewing, scoring, and selecting proposals during the spring and summer will remain, ITRC will begin marketing that proposals can be accepted at any time and may consider selecting Project Teams at any time of the year.

**State Engagement Program**

ECOS staff connected Reyes with a representative from Hawaii DOH to discuss joining SEP.

**UPCOMING MEETINGS**

- Annual Meeting, April 7-10, 2025, in Kansas City, MO.
  - The BOA is scheduled to meet April 7, from 3-5 pm, and April 10, from 8-12 pm.
- Summer ITRC BOA Meeting
  - (Tentative) July 22-23, 2025, in Raleigh, North Carolina

**MOTION TO ADJOURN:**

- Panzino put forth a motion to adjourn the meeting; seconded and passed unanimously.