

SRRTTF Administrative Workgroup

Business Entity Discussion

Draft Meeting Notes: April 11, 2012

Attendees:

Sara Hubbard Gray/SRSP
Adrian Borgias/Ecology
Bruce Rawls/Spokane County
Doug Krappas/IEP

Dale Arnold/City of Spokane
Tom Agnew/LLSWD
Rick Eichstaedt/Center for Justice and Spokane
Riverkeepers
Andy Dunau/Spokane River Forum

- 1)** Selection of Workgroup Lead and Co-Lead: Bruce Rawls will check to see if Dave Moss can serve as the Administrative Workgroup Lead. Rick Eichstaedt agreed to serve as Workgroup Co-Lead.
- 2)** Discussion about the Proposed Business Entity Structure. Key Points:
 - a.** The entity's activities would be directed and approved by the Task Force (including budget and hiring decisions). The entity would manage the administrative aspects.
There may be some examples from similar organizations that could be used as examples for how to set this up.
 - b.** The Washington Non Profit organization is preferred along with the 501 (c) (3) status in a concurrent process. There is a benefit to having the 501 (c) (3) status if the organization wants to pursue grant funding. Because 501 (c) (3) status can take time to get, it is possible to submit the application and then use an existing nonprofit as fiscal agent in the interim if grants are being applied for.
 - c.** The Board of Directors should be the dischargers plus up to four other members (environmental community, sovereigns) in order to have diversity, transparency of operations, and to improve the competitive position for grant funding.
 - d.** Funding should consist of a dues based structure to cover administrative costs, which would give the dischargers the ability to budget for permit related costs. There could also be a range of dues structures based on membership classes (details to be determined). Additional funding could come from member contributions, grants, and other funding based on member interests, needs, and ability to successfully compete for grants. Note: Time is of the essence. It would be important to identify this before summer as most of the dischargers are setting budgets by June.
 - e.** A legal review by other entities who could participate on the Board (Tribes, etc.) is recommended.
 - f.** A consideration of the "marketability" of the name could help if the organization is going to look for outside funding; i.e., if the name represented what to organization "does" it could enhance the evaluation of a proposal.
 - g.** A schedule of tasks and milestones needed to get the non profit status and set up the organization would be helpful.
- 3)** Sarah Hubbard Gray to incorporate the concepts as expressed into a second draft, focusing on the concept of a Washington Non Profit/501 (c) (3) filing.
- 4)** Other item related to Ruckelshaus contract:
 - a.** Bruce Rawls completed a preliminary scope of work and has forwarded that to Sarah Hubbard Gray for input.
 - b.** Adriane Borgias received a draft interagency agreement and has forwarded that to the group.
 - c.** Sarah Hubbard Gray to combine into sample contract and forward to the RC Committee for review and comment. Adriane Borgias to copy the Admin Workgroup.
 - d.** Final contract to be forwarded to the SRRTTF for comment and included on the agenda for the next meeting.