

SRRTTF Administrative Workgroup Meeting Notes

May 9, 2012

Attendees:

Bruce Rawls/Spokane County
Dave Moore/Ecology
Dave Moss/Spokane County
Adriane Borgias/Ecology

On phone:

Sarah Hubbard Gray/SHG Consulting: SRSP
Rick Eichstaedt/Center for Justice: Riverkeepers
Tom Agnew/Liberty Lake Sewer and Water District

1) Review of Business Entity Concept (April 23, 2012 Discussion Draft)

Sarah Hubbard Gray presented a revised version of the Business Entity Functions and Structure Concept which incorporated comments from the April 11, 2012 meeting. Minor changes were suggested to the document:

- “Functions of the Task Force Business Entity” change last bullet to “Serve as fiscal agent for grants.”
- “Business Entity Board of Directors” specify that one Board position represent a conservation/environmental interest and one Board position be reserved for the Spokane Tribe of Indians upon signature of the MOA. There was discussion as to how Board members would be selected. It was identified that this is a concept paper and that the details of the selection process would be addressed as the By-Laws and Articles of Incorporation are developed.

Revised version of the Business Entity Concept approved by the Workgroup for addition to the agenda of the next SRRTTF meeting.

Action Item: Sarah Hubbard Gray to make final edits in document and forward to Adriane Borgias. Adriane Borgias to forward to Administrative Work Group for final review with final Work Group approval no later than May 14th.

Action Item: Adriane Borgias to post to the SRRTTF website no later than May 14th in anticipation of the next SRRTTF meeting.

2) Ruckleshaus Center Scope of Work (April 12, 2012 Draft)

A draft scope of work with the collective comments of the Work Group was discussed. Suggested changes to the scope of work include:

- “Services:” Deletion of the last sentence in item 1: “It is anticipated that . . .” this is already spelled out in the deliverables.
- “Deliverables:” Item 1: change to “Up to 24 meetings (including Task Force and/or Subcommittee meetings)” . . .
- Item 6: specify 2 page progress reports.

Revised version of the Ruckleshaus Center contract approved by the Workgroup for addition to the agenda of the next SRRTTF meeting.

Action Item: Adriane Borgias to review boiler plate contract language to make sure this is consistent and not duplicative of other requirements.

Action Item: Action Item: Sarah Hubbard Gray to make final edits in document and forward to Adriane Borgias. Adriane Borgias to communicate with Ruckleshaus Center for final review May 9 or 10th. Questions to cover: 1) How does RC see its role in the selection of the technical consultant; 2) Where does the estimate for \$200 come from with regard to providing meeting materials, etc. (this seems low—how do they plan to manage this?).

Action Item: Adriane Borgias to post to the SRRTTF website no later than May 14th in anticipation of the next SRRTTF meeting.

3) Spokane River Regional Task Force: Full Task Force Meeting

Agenda items:

Business Entity Concept (Decision: Task Force Approval)

Ruckleshaus Center Scope of Work (Decision: Task Force Approval)

Updates:

Memorandum of Agreement, signatures received, etc. and fiscal agreements.

Toxics (PCB) Workshop June 5-6

Urban Water Grant Application: Review and recommendations

Action Item: Adriane Borgias to post work group approved versions of Business Entity Concept and Ruckleshaus Center Scope of Work no later than May 14th on SRRTTF website.

Action Item: Adriane Borgias to initiate Doodle Poll for potential SRRTTF Full Task Force meeting during week of May 21-24. Response to Doodle Poll required by close of business May 11th in order to meet meeting notice requirements.