

Draft Meeting Minutes
Spokane River Regional Toxics Task Force
Administrative and Contracting Entity (ACE)
February 14, 2013
10:00 a.m.-Noon

Directors in Attendance

Tom Agnew
Dale Arnold
Rick Eichstaedt
Doug Krapas
Bud Leber
Bruce Rawls

Directors Absent

None

Agency and Public Attendance

Adriane Borgias

DRAFT AGENDA—See Attached

1. Additions to the Agenda included; a) Discussion of standardization of contracting procedures, b) Approval of meeting minutes from 01-17-2013, and c) Update of availability for Steve Faust to brief on non-profit business practices.
2. At 10:30 a.m. the ACE meeting was suspended and a meeting by conference call was conducted with the SRRTTF to consider approval of the Phase 1 scope of work for LimnoTech to be the Independent Community Technical Advisor. The SRRTTF approved the Phase 1 scope of work by consensus of the members present.
3. Following the conclusion of the SRRTTF meeting, the ACE meeting resumed, and Dale made a motion, and Rick seconded to approve execution of the Contract with LimnoTech for Independent Community Technical Advisor Phase 1, subject to completion of the following actions prior to execution; a) Final review by attorney(s), b) Establishment of a Tax ID Number for the ACE, c) establishment of a bank account, and d) sending out invoices to the dischargers for their proportionate share of the \$75,000 funding commitment.
4. There were reports regarding opening a bank account at Spokane Federal Credit Union, Horizon Credit Union, Spokane Teachers Credit Union, or Numerica Credit Union. After comparing the fees and interest offerings of each institution, Tom made a motion and Rick seconded the motion to select Numerica Credit Union. Motion passed unanimously. New motion made by Tom and seconded by Doug to stipulate that the ACE president and the ACE Treasurer be authorized on the bank signature card to sign checks. Motion passed unanimously. Doug, Bruce, and Bud will set up an account after the Tax ID

Number is obtained. After the bank account is set up, Bruce is to notify Rick with an e-mail, and the residual funds from the SRRTTF workshop that was held in June of 2012 will be transferred into the account.

5. Election of positions was deferred until after the By-Laws are adopted. However, because the ACE needs to open a bank account, and designees for President and Treasurer are needed for the signature card, a motion was made by Rick and seconded by Tom to name Bud Leber as the acting president, and Bruce Rawls as the acting treasurer for purposes of opening the bank account. Motion passed unanimously.
6. There was brief discussion of the draft By-Laws. Each board member is to send written edits to Bruce Rawls, and he will prepare a new draft By-Laws document and send out for consideration and possible adoption at the next meeting of the ACE.
7. Bruce reported that he is waiting for input from the County Risk Manager with recommendations on the amount of liability insurance that is advisable, the anticipated cost per year, and potential companies to approach for liability insurance. Anticipate having this information at next ACE meeting.
8. During discussions of Budget and Funding, it was noted that ACE needs to set up a Federal Tax ID Number. Bruce volunteered to get a TIN set up. Additional discussion related to whether ACE needs a Business License. Dale volunteered to check on this and report back. Also, it was noted by Rick that each ACE member should track their time on SRRTTF and ACE matters so we can use the value of the time as a match toward grants.
9. Tom made a motion, and Rick seconded, to approve the draft meeting minutes of 01-17-2013. Motion passed unanimously. Bruce will make the meeting minutes final and get them posted on the SRRTTF website.
10. There was discussion of having Steve Faust from the Gonzaga Law Clinic present discussion of non-profit business practices. He can attend on any morning except Thursdays, and any afternoons except Monday or Wednesday. Bruce to send e-mail to Rick suggesting a date for the next ACE meeting, and Rick to coordinate with Steve. Then use a Doodle Poll to set a date. Would be good to do it by February 28th.
11. Meeting adjourned at 11:40 a.m.

SPOKANE RIVER REGIONAL TOXICS TASK FORCE
ADMINISTRATIVE AND CONTRACTING ENTITY (ACE)
DRAFT MEETING AGENDA

DATE: February 14, 2013

TIME: 10:00 a.m. to Noon

LOCATION: Spokane County Water Resources Center; 1004 North Freya Street, Spokane, WA

1. Conference Call with the SRRTTF Membership to consider approval of a Professional Services Agreement between ACE and LimnoTech to provide a Independent Community Technical Advisor
2. Additions and revisions to the AGENDA
3. Election of Positions (President, Vice-president, Secretary, Treasurer)
4. Bank Account
 - a. Spokane Federal Credit Union
 - b. Horizon Credit Union
 - c. Spokane Teachers Credit Union
 - d. Numerica Credit Union
5. Discussion of By-Laws; possible adoption
6. Liability Insurance for the ACE
7. Budget and Funding
8. Other ACE Matters

All ACE meetings are open to the public.

ACE Directors:

Tom Agnew-Liberty Lake Sewer and Water District

Dale Arnold-City of Spokane

Rick Eichstaedt-Center for Justice

Doug Krapas-Inland Empire Paper Company

Bernard (Bud) Leber-Kaiser Aluminum

Bruce Rawls-Spokane County