

Meeting Minutes  
Spokane River Regional Toxics Task Force  
Administrative and Contracting Entity (ACE)  
December 1, 2015  
Water Resource Center  
9:00 a.m. – 12:00 noon

Directors in Attendance

Rick Eichstaedt  
Bud Leber  
Dave Moss  
Dale Arnold  
Tom Agnew

Directors Absent

Doug Krapas

Guests

Elizabeth Schoedel

**Review Agenda/Additional Items**

- Add Minutes Approval

**City of Spokane Board Member Change**

- Dale is retiring at the end of 2015. City of Spokane has appointed Elizabeth Schoedel as Dale's replacement. Board notes the change.
- Discussed whether we can have an alternate for ACE – we need to review bylaws and check with Steve Faust.
- Need to change insurance coverage to reflect change of City's Board Member.

**Financial Reports**

- **Treasurer's Report:** \$301k in account as of end of October 2015. End of November 2015 we have \$370k in bank. Increase is due to funds paid from members. By year end, we anticipate having \$500k in the bank.
- **2015 Financial Statement:** will be sent to everyone.
- **IRS Late Filing Penalty:** IRS waived late fees of about \$7k.
- **ACE Routine Business:** discussed current business costs and making sure changes to Board are reflected in all documents.
  - Directors and Officers Liability Insurance Policy Renewal (\$903)
  - WA Business License Renewal (\$14)
  - National Registered Agents (\$95)
  - Nonprofit Corporation Annual Report (\$10)
- **Motion to Authorizing Treasurer to Pay Routine Business Expenses Not to Exceed \$2500 Per Bill Without Board Approval,** motion Tom, second Dale, Approved.

**Accounting Firm Contract**

- Need Fruci and Associates to do 2015 Federal Tax Forms.
- Dave will works with Zoe at Fruci to work on the taxes.
- **Motion to Hire for Completion of 2015 Taxes,** motion Dale, second Bud, Approved.

**Maintenance of Website:** Maintenance of website site costs \$25 or so a month. Current agreement maximum of \$500 is reaching its end (including transfer costs). We need to authorize costs for 2016.

**Motion to Authorize Allocation of Up to \$500 for Web Maintenance for 2016 and Costs May be Paid by Treasurer as they Arise,** motion Rick, Dale second, Approved.

**Ecology Contract:** Ecology will amend existing contract, scope of work is the original proposal, allows adjustment of budget items between Bud Leber and Adriane Borgias.

- Amendment #4 = \$685K total budget.

**Motion to Approve Ecology Contract and Authorize Tom to Sign,** motion Bud, second Tom, Approved.

### **Funding Request – SRF**

- Andy Dunau wanted Rodenburg Travel Expenses for March Spokane River Forum Conference in 2016.
- Task Force needs to approve this not ACE.
- Bud will have Chris Page contact Andy to get more details including costs, what she will speak on, and update on the March conference.
- Next Task Force meeting is December 16, 2015.

**Legislative Funding:** Table until next meeting. Doug is not here to discuss.

- Discussion of role of Idaho – each point source contributes to the ACE funds, but Idaho legislature does not.

### **Contracts**

- **Ecology:** Already discussed.
- **Limnotech:** Operating under last amendment. No authorization for comprehensive plan or other work (side items). Need to adjust scope of work to incorporate additional work. Task Force approved scope dated Nov. (\$145k). Will use this and include as a new amendment or contract.
- **Motion to Approve New/Separate Contract with Limnotech for Development of Comprehensive Plan,** Dave motion, Tom second, Approved.

### **Approval of Minutes:**

**Motion to Approve February 9, 2015, May 18, 2015, and July 22, 2015 ACE Minutes –** motion Dale, second Tom, Approved. (Need to fix typo)

### **Additional Items: Measurable Progress Assessment**

- Dave shared funds spent by Task Force with Adriane for work on measurable progress.
- Discussion of documenting funding for legislative and measurable progress efforts.

**Motion to Adjourn:** Move – Bud. Second – Dale. Approved.