

Meeting Minutes
Spokane River Regional Toxics Task Force
Administrative and Contracting Entity (ACE)
April 8, 2014
Water Resource Center
1:00 p.m. – 4:00 p.m.

Directors in Attendance

Bud Leber
Doug Krapas
Dave Moss
Tom Agnew
Dale Arnold

Directors Absent

Rick Eichstaedt

Guests

Adriane Borgias

Review Agenda/Additional Items

Bud Leber reviewed the agenda; then asked if there were any items that should be added to the agenda, but there were none.

Service Contracts for Future Work – It was suggested to create a “Boilerplate” contract between ACE and consultants/suppliers/laboratories who will provide services. Bud distributed a draft with a cover sheet which would summarize scope (with attachments), establish compensation, schedule, and include signatures. Also submitted and reviewed were 5 draft pages of General Conditions for such contracts.

Status of LimnoTech Contract and Amendments Required – Bud reviewed the status of LimnoTech’s Contract and noted that Amendment No. 1 was signed on February 4, 2014. This Amendment added LimnoTech’s Workshop support, and revised the submittal/completion dates for Task 7 thru Task 10. It was also noted that the SAP/QAPP meeting was scheduled for tomorrow at Ecology’s Spokane offices.

Treasurer’s Report

- **Accounting Support** – not discussed
- **March 2014 Month-end Update.** \$106,235.29 in the Numerica Bank Accounts

Updates Since Last Meeting

- **Ecology Reimbursement** – \$40K pending; probably in May 2014
- **Ecology / ACE Contract** – received updated Contract from Ecology dated 03/31/2014; will continue to coordinate with Adriane/Ecology to finalize/sign in the next few weeks.
- **Commercial Liability Insurance** – The Commercial General Liability & Business Auto Insurance Policy for ACE was obtained (from Ohio Casualty Insurance #BLS55973938, effective 02/24/2014 thru Blasingame Insurance, Spokane); and the invoice for \$457.00 was paid on March 18, 2014.
- **Post Office Box** – Opened on 2/19/2014: PO Box 3965 Spokane, WA 99220-3965

GU Law Clinic Meeting (scheduled for 4/10/2014) – **Topics:**

- **IRS Forms**
- **Business License Application**

Motion to Adjourn: Move – Bud. Second – Dave. All approved.