

Meeting Minutes
Spokane River Regional Toxics Task Force
Administrative and Contracting Entity (ACE)
June 2, 2016
Water Resource Center
1:00 p.m. – 4:00 p.m.

Directors in Attendance

Doug Krapas
Bud Leber
Dave Moss
Scott Simmons
Tom Agnew

Directors Absent

Rick Eichstaedt

Guests

Elizabeth Schoedel

City of Spokane Board Member Welcome

- Dale Arnold retired at the end of 2015, and at the ACE meeting on December 1, 2015, Dale introduced Elizabeth Schoedel as his replacement. However, subsequent to that meeting, Rick Romero was named the City's representative on the ACE Board of Directors. It turns out there has not been an ACE meeting until this date of June 2, 2016, and Rick Romero retired in April 2016. Hence, Scott Simmons was introduced as the City's Board member. Board notes the change to Scott Simmons... welcome!

Review Agenda/Additional Items

- Agenda reviewed; additional items added (see later in the agenda)

Approval of Meeting Minutes

Minutes of six previous meetings were reviewed for final edits; no revisions were proposed.

Motion to Approve: October 15, 2013 | April 8, 2014 | May 21, 2014 | June 30, 2014 | July 17, 2014 | March 12, 2015 ACE Minutes – motion Doug, second Bud, Approved.

Minutes of the most recent previous meeting were reviewed; several minor edits with spelling, nomenclature, dates, etc. were proposed by Dave Moss and were accepted by attendees.

Motion to Approve: December 1, 2015 ACE Minutes – motion Dave, second Bud, Approved.

Financial Reports

- **2015 Financial Statement** – Bud reviewed a spreadsheet of 2015 quarterly financials.
- **2016 Q1 Financial Statement** – Bud reviewed a spreadsheet of 2016 Q1 financials.
- **Treasurer's Report** – Dave Moss distributed the end-of-May 2016 summary treasurer's report noting \$478,274.96 was in the Numerica Bank Accounts. This total included the recently received grant reimbursement from Ecology in the amount of \$135,322.00.

Filings

- **2015 Federal Tax Return** (by Fruci & Associates) – filed.
- **2015 State Tax Return** (by Bud Leber) – filed on-line, based upon tax-exempt status.

Contracts

- **Ecology** (Amend. #5) – approved/signed: +\$18.6k for groundwater lab tests by AXYS.
- **Limnotech** (Comp. Plan, Monthly Sampling Support, 2016 Technical Support) – Bud Leber signed Amendment for each; now in effect.
- **SVL** (conventional parameters analyses – monthly sampling project) – Bud Leber signed Amendment; now in effect.
- **Gravity** (field sampling – monthly sampling project) – Bud Leber signed Amendment; now in effect.
- **AXYS** (PCB analyses – monthly sampling project) – Bud Leber drafted Amendment; will follow-up with AXYS to finalize.

Ruckelshaus

- **Contract Renewal** – Bud Leber awaiting Amendment from Ruckelshaus for SRRTTF facilitation: continuing from July 1, 2016 through June 30, 2017.

Data Management

- **Pilot program contractor** (*suggestions by data management subgroup and SRHD*)
 - Datapro Solutions (Spokane Valley)
 - Limelyte (Spokane)
 - Intellitect (Spokane)

Bud Leber said he would draft an RFP for ACE-member review in the next couple of weeks; it would involve data for: 2014 & 2015 synoptic; fish tissue; sediment. Then will send out for RFP (about 2 weeks turnaround) and update SRRTTF at June, July and August 2016 meetings. Also discussed possibility of other candidate contractors. Dave said he would check with others for added contractor suggestions and send list to Bud.

Future Meeting Minutes

- **Process going forward** – If Rick is unavailable at a given meeting, rather than ask someone else (like administrative staff or intern unfamiliar with ACE activities), the Board agreed it be done by another Board member selected at beginning of each meeting.

Other Items As Requested

- Bud suggested a review of prospective updates to ACE Bylaws at a future meeting. Dave said he would forward current documents to Board members.
- Dave said he would coordinate with Rick and the insurance broker to update the ACE insurance coverage to reflect change of City's Board Member, if needed.

Motion to Adjourn: Move – Bud. Second – Tom. Approved.