

Spokane River Regional Toxics Task Force (SRRTTF)
Administrative and Contracting Entity (ACE)
Board Meeting Minutes

Date: December 12, 2017

Board Members Present: Bud Leber, President
Tom Agnew
Doug Krapas (Acting Secretary due to Secretary absence)
Elizabeth Schoedel

Board Members not Present: Rick Eichstaedt, Secretary
Dave Moss, Treasurer

Guests: Rob Lindsay, Spokane County (standing in for Dave Moss,
but non-voting participant)

Minutes:

11:20 AM, meeting was called to order

1. **Agenda Item #1** – review, discussion and approval of: *Contract No. C1800094, Contract for Services between State of Washington, Department of Ecology and SRRTTF Administrative and Contracting Entity (ACE)*, attached.
 - a. Review and discussion of current contract versus prior contracts:
 - i. Effective Date of July 1, 2017
 - ii. Contract allows for charges back to Jul 1, 2017
 - iii. Year 1 (July 1, 2017 to June 30, 2018) allocation of \$155,000
 - iv. Year 2 (July 1, 2018 to June 30, 2019) allocation of \$155,000
 - v. Funds must be spent in the year allocated with no provision for carryover
 - vi. Quarterly billing schedule (previously no defined schedule)
 - vii. Adriane Borgias as point of contact for billing and contract management
 - viii. Section 9 Insurance:
 1. Need proof of insurance for Subcontractors
 2. ACE to provide auto liability insurance and proof of insurance for its board members
 - b. Board Approval of Contract:
 - i. Motion to Approve: Tom Agnew
 - ii. Second: Elizabeth Schoedel
 - iii. All in Favor: Four(4)
 - iv. Opposed: None

2. Additional Funding for LimnoTech:

- a. In addition to ongoing support of the SRRTTF and the TTWG, a request was made to furnish an additional funding bucket for LimnoTech to cover costs associated with technical requests requiring additional work by LimnoTech outside the current defined scope and to assist various workgroups to implement the comprehensive plan.
- b. Board Approval:
 - i. The following Motion was made by Doug Krapas:
 1. Provide a \$10,000 Time and Materials (T & M) Funding Bucket for LimnoTech, to
 2. cover costs associated with technical requests requiring additional work by LimnoTech outside the current defined scope, and to
 3. assist workgroups to implement the comprehensive plan, for
 4. a period through the end of 2018.
 - ii. Second: Bud Leber
 - iii. All in Favor: Four(4)
 - iv. Opposed: None

3. Management for Implementation of Comprehensive Plan:

- a. A robust discussion amongst the ACE Board Members was conducted regarding the current status of the SRRTTF, ACE's role to assure proper use and management of all SRRTTF funding, and the necessary path forward to assure continual measureable progress and implementation of the comprehensive plan.
- b. Concerns were raised as to the ability of the SRRTTF to implement the comprehensive plan in an effective and efficient manner to properly use the SRRTTF funding in a time scheduled manner consistent with the constraints of the Ecology contract for the legislative funding.
- c. Recommendations include:
 - i. Establishing ownership, responsibility and assignment of Project Management of each Comprehensive Plan task at the next TTWG meeting scheduled for January 3, 2018.
 - ii. Defining the process by which each Project Manager will develop a plan, schedule, milestone and goals to effectively and efficiently execute the Comprehensive Plan Tasks at the next TTWG meeting scheduled for January 3, 2018.
 - iii. Require a schedule of milestones and cost commitments by the following TTWG meeting in February, 2018.
 - iv. Bud Leber to provide a summary of cost commitment progress on each of the Comprehensive Plan Tasks and the overall budget at the monthly SRRTTF Advisory Committee meetings.

4. ACE Board Action Items:

- a. Bud Leber to execute finalized contract with Ecology.
- b. Dave Moss to develop invoice for January 31, 2018 billing (LimnoTech, Ruckelshaus, etc.).
- c. Bud Leber to include “proof of insurance” clause in all subcontracts and obtain “proof of insurance” certifications from all subcontractors to Ecology
- d. Bud Leber to provide automobile “proof of insurance” certification for ACE board members to Ecology
- e. Doug Krapas to forward finalized Board Meeting Minutes to Ruckelshaus and Ecology
- f. All ACE Board members need to encourage TTWG to develop process for implementation of the comprehensive plan and get workgroup project managers to provide commitment of funding through June 30, 2018 to assure proper use of year #1 of legislative funding.
- g. Bud Leber to provide a summary of cost commitment progress on each of the Comprehensive Plan Tasks and the overall budget at the monthly SRRTTF Advisory Committee meetings.

12:50 PM, meeting was adjourned