

Meeting Minutes
Spokane River Regional Toxics Task Force
Administrative and Contracting Entity (ACE)
October 10, 2017
Water Resource Center – Small Conference Room
1:00 p.m. – 4:30 p.m.

Directors in Attendance

Doug Krapas
Elizabeth Schoedel
Bud Leber
Dave Moss
Rick Eichstaedt
Tom Agnew

Directors Absent

None

Guests

None

1. Review Agenda/Additional Items

- a. Bud Leber asked if there were any items that should be added to the agenda and reviewed the items on the agenda
 - Added: Directors & Officers Liability Insurance Renewal Request.

2. Approve Minutes from Previous Meeting (August 1, 2017)

- a. Not available; Rick will email to Board members for review/approval.

3. LimnoTech Contracts

- a. Data Management Pilot Project Support:
 - At its September 27, 2017 meeting, the SRRTTF authorized up to \$5,000 budget for LimnoTech to support CDM-Smith with the Data Management Pilot Project activities such as chain of custody and PCB data transfer. It was discussed that LimnoTech's current scope of services and budget may already provide for such support; Bud Leber said he will confirm with LimnoTech.
- b. Technical Track Work Group "Investigation" Support:
 - At its September 27, 2017 meeting, the SRRTTF authorized up to \$10,000 budget for LimnoTech to support the SRRTTF/Technical Track Work Group with periodic "investigation" and ad-hoc requests. Bud noted this will be in the LimnoTech contract for final review and approval at the next ACE meeting.

4. AXYS Contract

- At its September 27, 2017 meeting, the SRRTTF authorized up to \$10,000 budget for AXYS to coordinate with CDM-Smith for data configuration and transfer activities needed under the Data Management Pilot Project. Bud Leber said he will discuss further with AXYS and bring back for action at a future ACE meeting.

5. Ecology Contract – Scope of Work

- Bud Leber distributed drafts of: Appendix A – Scope of Work, and Appendix B – Budget, for review and discussion.
- This is for the new Agreement between Ecology and SRRTTF-ACE for the most recent legislative appropriation of \$310,000. The 2-year term is for \$155,000 in FY18 (July 1, 2017 to June 30, 2018) and \$155,000 in FY19 (July 1, 2018 to June 30, 2019).
- Bud said he would continue to coordinate with Karin Baldwin at Ecology to finalize the Contract for approval at the next ACE meeting.

6. Financial Reports

- a. Discussion of 2017 YTD Financial Statement:
 - Bud Leber distributed latest Financial Statement for review.
- b. Dave presented Treasurer's report:
 - Current balance in bank of \$198,650.05 (as of September 30, 2017).
- c. Bud presented Commitment Report:
 - As of end of September 2017 there is \$198,650 in the bank accounts.
 - \$152,153 is committed to existing contracts.
 - \$46,497 is uncommitted at this point.

7. Funding

- Given the Scope of Work anticipated at this time, and the funds currently available in ACE's bank accounts, it seemed reasonable to increase available funds by \$125,000.
- As Treasurer, Dave Moss will prepare and submit invoices to SRSP Members in the next few weeks.

8. Other

- a. Directors & Officers Liability Insurance Renewal Offer Effective 12/11/17:
 - Bud Leber will complete and transmit to Blasingame Insurance.
 - Includes: Application; Year-End Financials; List of Board Members.

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