

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

Directors in Attendance

Doug Krapas
Bud Leber
Rick Eichstaedt
Dave Moss

Directors Absent

Elizabeth Schoedel
Tom Agnew

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 review of Ecology's New Contract Boilerplate.

2. Approve Minutes from Previous Meeting (February 17, 2017)

- a. Motion to Approve (with minor edits) by Doug; Second by Bud; Passed 4-0.

3. Financial Reports

- a. Discussion of 2017 YTD Financial Statement.
 - Bud Leber distributed the Commitment Report for review.
 - As of the end of June 2017 there is \$214,736 in the bank accounts.
 - \$168,262 are committed to existing contracts.
 - \$46,475 is uncommitted at this point.

4. Treasurer's Report

- a. Dave presented Treasurer's report
 - Current balance in bank of \$214,526.31 (as of July 31, 2017).
 - Ruckelshaus, Limnotech, and CDM-Smith are the main monthly billings at this time in the project.

5. Ruckelshaus Contract

- Bud Leber distributed Amendment #3 to the Contract Agreement with Ruckelshaus for review, discussion and approval.
- This is for Year 4 of SRRTTF Facilitation from July 1, 2017 to June 30, 2018.
- The budget amount of \$88,310 is comprised of Tasks 1-8 for \$82,393 and Optional Task 9 (e.g. Technical Workshop) for \$5,917.
- This Amendment #3 therefore increases the total Contract amount from \$246,020 to \$334,330.
- Upon review by the ACE Board, Amendment #3 Motion to Approve by Doug; Second by Rick; Passed 4-0.
- Bud Leber to sign and return to Ruckelshaus (who has already signed).

6. Ecology's New Contract Boilerplate

- Bud Leber distributed the 5/26/17 version of the Service Contract Template from Ecology 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 will review closer and coordinate questions and details with Karin Baldwin at Ecology. Karin already noted that some boilerplate sections do not apply, such as the Federal Funding Accountability And Transparency Act (FFATA) Reporting Requirements.
- An updated version of the Contract and Boilerplate will come back to the ACE Board for review and approval at a future meeting.

7. Funding

- The Funding Commitment Report was discussed above.
- Cash Flow Management was briefly discussed. As the Scope of Work in the new Contract with Ecology is developed and approved, the cash flow picture will become more clear. Hence, funding needs will be discussed and addressed in the next meeting(s) of SRRTTF and ACE.

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