

Meeting Minutes  
Spokane River Regional Toxics Task Force (SRRTTF)  
Administrative and Contracting Entity (ACE)  
**October 31, 2018**  
Water Resource Center – Large Conference Room  
8:30 a.m. - 11:30 a.m.

Directors in Attendance

Doug Krapas – elected as Vice-President  
Elizabeth Schoedel  
Bud Leber – President  
Tom Agnew

Directors Absent

*None*

Guests

*None*

Dave Moss – Treasurer (outgoing Treasurer; also acting as Secretary for this meeting)  
Rob Lindsay – incoming Board Member and elected as Treasurer/Controller  
~~Rick Eichstaedt~~ – Secretary (vacated per Rick’s resignation as of May 25, 2018)  
Amanda Parrish – incoming Board Member and elected as Secretary

**1. Review Agenda/Additional Items**

Bud Leber called the meeting to order at 8:40am, reviewed the agenda, and asked if there were any other items: “Designation of Controller Position” was added.

**2. Approve Minutes from Previous Meeting**

The July 10, 2018 meeting minutes were previously distributed (via email) and reviewed, with no edits. Motion to approve: Doug; 2nd: Elizabeth; Approved.

**3. Board Member Transitions**

- a. **Conservation/Environmental Interests’ Board Position:** Rick Eichstaedt left the Center for Justice (Riverkeeper) and resigned from ACE as of May 25, 2018. The SRRTTF, per its Bylaws, designated Amanda Parrish (Lands Council) for the position at its August 22, 2018 meeting. The ACE Board unanimously confirmed Amanda Parrish (Move: Tom; Second: Elizabeth).
- b. **Spokane County’s Board Position:** Spokane County delivered a letter to ACE (to: Bud Leber, President) dated October 30, 2018, noting Dave Moss’ pending retirement in mid-2019. In accordance with SRRTTF Bylaws, the County’s letter appointed Robert Lindsay to replace David Moss. The ACE Board unanimously confirmed Rob Lindsay (Move: Tom; Second: Elizabeth).

**4. Appointment/Election of Officer Positions**

- a. Vice-President (vacated by R. Eichstaedt): Doug Krapas.
- b. Treasurer (vacated by D. Moss): Rob Lindsay (w/ banking authority).
- c. Secretary (vacated by R. Eichstaedt): Amanda Parrish (w/ banking authority).
- d. These Officers were unanimously approved (Move: Tom; Second: Elizabeth).

**5. Designation of Controller Position** (item added to agenda)

Banking rules now require the designation of a Controller position on the Board. Per Section 6.1 of the SRRTTF Bylaws, the Board may designate other appropriate Officer positions. The ACE Board unanimously approved Rob Lindsay to be Controller, as a duty of Treasurer (Move: Doug; Second: Tom).

## **6. Treasurer's Report and Related Discussions**

- a. Treasurer's report: Bank balance is \$192,860.75 (as of month ending September 30, 2018) and is \$170,145.43 (as of October 30, 2018).
- b. Bud Leber distributed the latest Quarterly Report for review.
- c. Dave distributed WSU/Ruckelshaus' Final invoice, and a spreadsheet which tracked all their invoices. The issue is that their one-month invoice (for June 2018) was \$22,441.85; which is more than twice any prior months' invoice, and is more than three times their monthly average. Because this amount seemed excessive, and it also exceeded their Contract ceiling, the Board asked Rob and Dave to seek justification from WSU/Ruckelshaus to help resolve.

## **7. Financials Discussions**

- a. Bud Leber presented the Contracts Commitment Report:
  - As of end of September 2018 there is \$192,861 in the bank accounts.
  - \$214,218 is committed to existing contracts.
  - -\$21,357 is projected as an "interim deficit" at this point (see below).
  - During discussion of Financials, the Board reviewed and unanimously approved an increase to the annual Administrative budget from \$2,500 to \$5,000 for 2018 and beyond (Move: Tom; Second: Elizabeth).
- b. Discussion of 2019 Spending Projections vs. Year 2 Ecology Funding:
  - \$88,849 spent, leaving \$66,151 to be spent (of the \$155,000 Funding).
  - \$27,500 added to Year 2 Funding for EAP Biofilm PCB lab costs.
  - So, with Ecology's Funding, there may be a surplus of about \$130K.
  - In a couple of months, incurred expenses will be \$155,000, so then file a "full amount" grant reimbursement request to Ecology for Year 2.
- c. Potential 2019 Contracts not under Contract: Bud noted that the SRRTTF assigned TTWG to develop projections for 2019; ACE will recommend final projects list, per available finances, to SRRTTF for consideration.
- d. SRSP Contributions: to be determined; nothing imminent at this time.

## **8. Other Items**

- a. Treasurer's Duties Transition: Dave will coordinate with Rob in the weeks and months ahead. Dave and Rob will first update the list of Directors on the WA Department of Revenue (Business Licensing) website. Then Dave, Rob and Amanda will go to Numerica Credit Union to update the banking account.
- b. Registered Agent Contacts Update: currently Dave is the only contact; hence going forward, the Board agreed to list the President, Treasurer and Secretary.
- c. Annual Non-Profit Report and Board Members update: by Rob and Dave.
- d. WA Department of Revenue Tax Account: ACE received a letter dated September 19, 2018 from the state noting our "tax account is closed". As a Non-Profit Corporation, we don't pay taxes and hence don't need an account.

**Motion to Adjourn** (at 11:03 am): Move: Amanda; Second: Elizabeth; Approved.