

Meeting Minutes
Spokane River Regional Toxics Task Force
Administrative and Contracting Entity (ACE)
July 10, 2018
Water Resource Center – Small Conference Room
1:00 p.m. - 4:00 p.m.

Directors in Attendance

Doug Krapas

Elizabeth Schoedel

Bud Leber - President

Dave Moss -Treasurer (also acting as Secretary for this meeting)

Tom Agnew

~~Rick Eichstaedt~~ - Secretary (position is vacant per Rick's resignation as of May 25, 2018)

Directors Absent

None

Guests

None

1. Review Agenda/Additional Items

Bud Leber called the meeting to order; he reviewed the agenda and asked if there were any items to be added to the agenda: Financials and Budget were added.

2. Approve Minutes from Previous Meeting (December 12, 2017)

The minutes from the December 12, 2017 meeting were previously approved (via email concurrence) and have been posted on the SRRTTF website.

3. White Bluffs Consulting Contract (Facilitation)

White Bluffs was selected by the Task Force to be the meeting Facilitator to replace Ruckelshaus. The approach for White Bluffs' 2018-2019 contract was discussed. The draft contract language was reviewed and approved unanimously (Move: Tom; Second: Elizabeth). Bud to finalize/sign/execute with White Bluffs.

4. Contracts for 2018 PCB River Mass Balance Task

- a. **Gravity (Sampling):** The contract for Gravity to perform sampling was reviewed and unanimously approved (Move: Doug; Second: Tom). The budget estimate is \$36,500 and the contract amount is not to exceed \$40,000.
- b. **SGS-AXYS (Lab):** SGS recently acquired AXYS. Bud will coordinate with SGS-AXYS to obtain their cost proposal for PCB laboratory analyses for the 2018 sampling effort. Budget estimate is \$50,000; finalize/approve via email.
- c. **SVL (Lab):** The contract for SVL to perform the non-PCB laboratory tests for the 2018 sampling effort was reviewed and unanimously approved (Move: Doug; Second: Tom). The contract amount is not to exceed \$5,000.

5. Upcoming Contracts

PMF Analysis: Bud is coordinating with Dr. Lisa Rodenburg; when the draft contract is prepared, he will bring back for action at a future ACE meeting.

6. Ecology Contract – Invoicing Status

- a. Dave said that a grant reimbursement invoice was submitted to Ecology on June 28, 2018 in the amount of \$91,248.41. This pertained to an initial portion of work for FY2018 (July 2017 thru June 2018).

- b. A second grant reimbursement invoice is being prepared in the amount of \$63,751.59. This is the balance of the annual allocation of \$155,000.00 for FY2018 (July 2017 thru June 2018). This invoice will be submitted very soon.
- c. Bud said he would continue to coordinate with Ecology to finalize a Contract Amendment to accommodate applicable budget re-allocations for FY2018.

7. Financial Reports

- a. Discussion of 2018 YTD Financial Statement: Bud Leber distributed latest Financial Statement for review.
- b. Dave presented Treasurer's report: Current balance in bank is \$148,683.72 (as of June 30, 2018).
- c. Bud presented Commitment Report:
 - As of end of June 2018 there is \$148,684 in the bank accounts.
 - \$114,382 is committed to existing contracts.
 - \$34,302 is uncommitted at this point.

8. Upcoming Budget Considerations

Given the Scope of Work anticipated, and the funds currently available in ACE's bank accounts, the following budget seemed reasonable for the near-term future:

Committed	\$100,000	Available in Bank	\$148,000
New LimnoTech	\$100,000	Ecology Grant	\$310,000
New Sampling/Lab	\$100,000	Other	\$ 000
New Facilitation	<u>\$100,000</u>	Funds Sub-Total	\$458,000
Expenses Sub-Total	\$400,000	Less Expenses	<u>\$400,000</u>
		"Uncommitted"	\$58,000

9. Status and Refilling of Vacant ACE Board Position (including Secretary)

- a. Rick Eichstaedt left the Center for Justice (Riverkeeper) as of May 25, 2018. Rick sent formal notice to ACE, and proposed Jerry White as his replacement.
- b. Dave agreed to review the Bylaws and communicate back to ACE via email.
- c. Review of ACE's Articles of Incorporation and Bylaws noted the following:
 - The Board position for the "Conservation & Environmental Interests" is to be filled by ACE upon recommendation of the Task Force.
 - Hence, this topic and action will be added to the next SRRTTF agenda.
- d. Regarding the position of Secretary, it was anticipated that the person who filled the vacant Board position would also be Secretary, but that will be confirmed once that person is selected.
 - Dave noted that the Secretary has also held a USPO Box key, and is a signatory on ACE's bank accounts (to assist the Treasurer if needed).
 - As a side note, the Bylaws allow for the Secretary and Treasurer duties to be performed by the same person, if the Board desires. Only the President and Secretary positions cannot be held by the same person.
 - The Bylaws also specify a yet unfilled Vice-President position.

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