

Meeting Minutes
Spokane River Regional Toxics Task Force (SRRTTF)
Administrative and Contracting Entity (ACE)
October 3, 2019
Water Resource Center – Small Conference Room
1:00 p.m. - 3:00 p.m.

Directors in Attendance

Doug Krapas – Vice-President
Rob Lindsay – Treasurer
Bud Leber – President
Amanda Parrish – Secretary

Directors Absent

Elizabeth Schoedel
Tom Agnew

1. Review Agenda/Additional Items

Bud Leber called the meeting to order at 1:11 pm, reviewed the agenda, and no other items were added to the agenda.

2. Approve Minutes from Previous Meeting

The August 1, 2019 meeting minutes were previously distributed (via email) and reviewed, with no edits. Motion to approve: Rob; 2nd: Bud; Approved.

3. Treasurer's Report and Related Discussions

- a. Treasurer's report: Bank balance is \$137,400 (as of month ending September 30, 2019).
- b. Rob Lindsay explained that \$12,720 was deposited from The Lands Council as reimbursement for some of the Data Synthesis Workshop expenses, paid for by a Public Participation Grant. Approved invoices for Limnotech and White Bluffs Consulting, totaling approximately \$9,000, will come out soon.
- c. The Lands Council will reimburse ACE for approximately \$4,000 in iPCB Workshop registration that was funneled through The Lands Council's website.
- d. Insurance expenses will come up later this fall.

4. Financials Discussions

- a. Ecology Contract – Structure and Invoicing Strategy
 - The Tech Track Work Group will synthesize the output from the Data Synthesis Workshop to formulate a path forward to determine the new contract scope, and will present this to the full Task Force.
 - Once the contract is in place, invoicing can go back as far as July 1, 2019.
- b. Bud presented the August Contracts Commitment Report:
 - As of end of August 2019 there was \$129,433 in the bank accounts.
 - \$67,780 is committed to existing contracts, leaving \$61,653 in uncommitted funds.
 - Bud Leber noted that a \$17,000 contract with AXYS for biofilm work and a \$5,000 contract with CDM Smith for data management report

work will be finalized soon, adding another \$22,000 to committed funds.

- c. Cash Flow Management
 - Cash flow is stable, with committed funds totaling less than available funds.

5. Contract Discussion

- a. White Bluffs Consulting contract goes through the end of 2019.
- b. The Board discussed that contract renewal should include negotiation of tasks that are now longer or necessary or should be revisited, such as Orientation and Information Transfer.
- c. Bud will ask White Bluffs for more detail on each task description be available for discussion at the next Task Force meeting.
- d. The Task Force will also discuss the associated contract costs of having monthly Task Force meetings in the future.

6. Personnel and Responsibilities Transition

- a. Kaiser personnel transition: Bud is retiring in mid-October 2019, but will continue to work with Kaiser on a contract basis for selective projects.
- b. Brent Downey will replace Bud as Kaiser's designated representative to ACE and the Task Force, effective October 16, 2019.
- c. Rob requested that Bud make a list of his responsibilities as ACE president to better assist in information transfer.

7. Other Items

- a. Elizabeth Schoedel needs to sign the Conflict of Interest Documents.
- b. Requesting a new City of Spokane designated representative to ACE was discussed.

Motion to Adjourn (at 2:45pm): Move: Amanda; Second: Doug; Approved.