

Meeting Minutes
Spokane River Regional Toxics Task Force (SRRTTF)
Administrative and Contracting Entity (ACE)
March 13, 2019
Water Resource Center – Small Conference Room
2:00 p.m. - 4:00 p.m.

Directors in Attendance

Doug Krapas – Vice-President
Elizabeth Schoedel
Bud Leber – President
Tom Agnew
Amanda Parrish – Secretary

Directors Absent

Rob Lindsay – Treasurer

Guests

Dave Moss

1. Review Agenda/Additional Items

Bud Leber called the meeting to order at 2:10pm, reviewed the agenda, and asked if there were any other items: “Update on ‘Other Items’ from October 31, 2018 Meeting” was added.

2. Approve Minutes from Previous Meeting

The October 31, 2018 meeting minutes were previously distributed (via email) and reviewed, with no edits. Motion to approve: Tom; 2nd: Elizabeth; Approved.

3. Treasurer’s Report and Related Discussions

- a. Treasurer’s report: Bank balance is \$16,158.85 (as of month ending February 28, 2019) and is \$170,145.43 (as of October 30, 2018).
- b. The final invoice from WSU/Ruckelshaus was amended to resolve the issue of a much larger than normal invoice which also exceeded the Contract ceiling. Their final invoice will be paid in the amount of \$11,059.35.
- c. Bud Leber distributed the latest Quarterly Report for review. There is \$162,207 in committed funds making a \$146,048 shortfall. An awaited reimbursement of approximately \$182,000 from Ecology should resolve this.

4. Financials Discussions

- a. Bud Leber presented the Contracts Commitment Report:
 - As of end of February 2019 there is \$16,159 in the bank accounts.
 - \$162,207 is committed to existing contracts.
 - -\$146,048 is projected as an “interim deficit” at this point (see below).
 - During discussion of Financials, the Board noted that Anne Francis’s contract may need a budget increase. Bud will contact Anne.
- b. Status of Ecology Contract, Invoicing, and Payments
 - The Board has submitted one amendment to the Ecology contract to rearrange the “buckets” of money.
 - The amendment is still awaiting a signature, which is needed before any reimbursement. There is currently approximately \$182,000 in reimbursable costs from Ecology for FY2018-2019.

- Amanda noted that many other organizations are experiencing delayed grant reimbursements due to turnover in Ecology Water Quality staff. Once new Ecology staff is up to speed, any delayed signature and reimbursement issues should be resolved.
- c. Potential 2019 Contracts not under Contract: Amanda noted that The Lands Council is amending their current Public Participation Grant to include \$15,000 for the Data Synthesis Workshop and \$15,000 for the Public Outreach Campaign, as was discussed in the full Task Force meeting.
- d. Funding Needs and Options
 - Bud will work with Ben of White Bluffs Consulting on a list of funding needs.
 - SRSP Contributions: to be determined; nothing imminent at this time.

5. Other Items

- a. Department of Revenue Tax Account: Bud will contact DOR to resolve the issue of the tax account being closed due to inactivity.
- b. Treasurer Duties Transition: Dave, Rob, and Amanda completed the account transitions with Numerica Credit Union in November 2018.
- c. Registered Agent Contacts Update: not yet completed, but Rob and Dave will complete this by April 2018. Going forward, the Board agreed to list the President, Treasurer and Secretary.
- d. Annual Non-Profit Report and Board Members update: the new Board members were submitted but the outgoing Board members still need to be removed from the list.
- e. Bud and Dave noted that the 2018 Federal Tax Return has been filed for ACE. As in the past, Fruci & Associates performed the work, including preparation and submittal of 1099 forms to applicable consultants.

Motion to Adjourn (at 3:15pm): Move: Tom; Second: Bud; Approved.