

Meeting Minutes
Spokane River Regional Toxics Task Force (SRRTTF)
Administrative and Contracting Entity (ACE)
August 1, 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
Tom Agnew
Amanda Parrish – Secretary

Directors Absent

Elizabeth Schoedel

1. Review Agenda/Additional Items

Bud Leber called the meeting to order at 1:08 pm, reviewed the agenda, and no other items were added to the agenda.

2. Approve Minutes from Previous Meeting

The March 13, 2019 meeting minutes were previously distributed (via email) and reviewed, with no edits. Motion to approve: Doug; 2nd: Tom; Approved.

3. Treasurer's Report and Related Discussions

- a. Treasurer's report: Bank balance is \$153,037 (as of month ending June 30, 2019).
- b. Rob Lindsay explained that approximately \$18,000 in payments were made in July which can be subtracted from \$153,037 to get the predicted balance of \$135,036.97 as of month ending July 31, 2019.
- c. ACE will receive \$12,720 in income from The Lands Council's Public Participation Grant to cover a portion of the Data Synthesis Workshop expenses.

4. Financials Discussions

- a. Ecology Contract Scope, Budget, and Invoicing Strategy
 - Bud noted that the new Ecology contract will be performance based which will give more flexibility for billing.
 - Under the new contract, when the entire scope of a task is not complete, a bill for recovery of funds can still be done as a progress billing.
 - The budget of \$500,000 does not need to be distributed evenly over the two years period.
 - The Board discussed the possibility to negotiate terms of payment with our contractors to be 60 days.
- b. Bud presented the June Contracts Commitment Report:
 - As of end of June 2019 there is \$153,037 in the bank accounts.

- \$74,994 is committed to existing contracts, leaving \$78,042 in uncommitted funds.
 - During discussion of Financials, the Board noted that contract commitment in July included \$17,000 for biofilm samples, up to \$25,000 for the inadvertent PCB workshop, \$8,000 to Limnotech, and \$5,000 to CDM Smith for data management support, totaling \$55,000.
- c. Cash Flow Management Concerns
- The Board discussed the scope of the new Ecology contract and the potential contracting risk posed to ACE if the scope is not agreed upon by the Task Force.
 - Bud will put together talking points for a phone call prior to the next Task Force meeting to get the contract scope topic onto the next meeting agenda
- d. Potential 2019 Contracts not under Contract: The Board discussed how the Data Synthesis Workshop could inform future contracts and also asked how White Bluffs Consulting contract would be effected if more frequent Task Force meetings are required.

5. Other Items

- a. Conflict of Interest Documentation: Rob and Amanda need to sign Conflict of Interest Disclosure Statements to meet C1 Policy and Compensation Approval Policy requirements.
- b. General Approval of Administrative Expenses: Rob requested a motion to approve the treasurer to spend up to \$5,000/year for ACE administrative expenses. Motion to approve: Tom; 2nd: Amanda; Approved

Motion to Adjourn (at 3:32pm): Move: Tom; Second: Amanda; Approved.