

Meeting Minutes
Spokane River Regional Toxics Task Force (SRRTTF)
Administrative and Contracting Entity (ACE)
November 5, 2019
Inland Empire Paper – Conference Room
10:00 a.m. - 12:00 p.m.

Directors in Attendance

Doug Krapas – Vice-President

Rob Lindsay – elected as President (outgoing Treasurer)

Amanda Parrish – Secretary

Tom Agnew

Directors Absent

Brent Downey

Guests

Cadie Olsen

Mike Anderson

Bud Leber

Jeff Donovan – incoming board member and elected as Treasurer/Controller

1. Review Agenda/Additional Items

Doug Krapas called the meeting to order at 10:09 am, reviewed the agenda, and no other items were added to the agenda.

2. Approve Minutes from Previous Meeting

The October 3, 2019 meeting minutes were previously distributed (via email) and reviewed, with no edits. Motion to approve: Doug; 2nd: Rob; Approved.

3. Board Member Transitions

- a. Kaiser delivered a letter to ACE stating that Bud Leber would retire from Kaiser in October 2019. In accordance with the SRRTTF's Bylaws, the letter appointed Brent Downey to replace Bud Leber (a copy of the letter is included in these minutes).
- b. The City of Spokane delivered an email to ACE stating that Elizabeth Schoedel will be removed as its director and appoints Jeff Donovan as her replacement (a copy of this email is included in these minutes).
- c. The ACE board unanimously confirmed Brent Downey and Jeff Donovan (Move: Doug; Second: Amanda).
- d. The ACE board discussed adding a representative from Coeur d'Alene to the board of directors, and what bylaw revisions would need to take place to accommodate this.

4. Election of Officer Positions

- a. President (vacated by Bud Leber): Rob Lindsay
- b. Treasurer/Controller (vacated by Rob Lindsay): Jeff Donovan (with banking authority).
- c. These officers were unanimously approved (Move: Doug; Second: Amanda)

5. Distribution of Duties amongst ACE Board Members

- a. Rob will work closely with Jeff to pass on Treasurer knowledge, including a list of contractors and invoicing strategies.
- b. Strategic distribution of duties amongst ACE board members was discussed. As Secretary, Amanda will send the new list of duties to all board members.

6. Other Business

- a. The board reviewed the Draft Statement of Work and Deliverables for the Ecology contract for legislative funding.
- b. Doug recommended an Introduction Section to give more scope of work and budget context.
- c. Doug also recommended a line item of Uncommitted Funds be included in the Budget Table to add further context.
- d. The ACE board unanimously approved having Doug include these changes and use the Draft Statement of Work and Deliverables to develop an Ecology contract, with the caveat that Rob work with White Bluffs Consulting to get more budget detail to their contract scope (Move: Tom; Second: Amanda).

Motion to Adjourn (at 12:09 p.m.): Move: Amanda; Second: Doug; Approved.