Meeting Minutes
Spokane River Regional Toxics Task Force
Administrative and Contracting Entity (ACE)
December 1, 2015
Water Resource Center
9:00 a.m. – 12:00 noon

Directors in Attendance
Rick Eichstaedt
Bud Leber
Dave Moss
Dale Arnold
Tom Agnew

Directors Absent
Doug Krapas

Guests
Elizabeth Schoedel

Review Agenda/Additional Items
• Add Minutes Approval

City of Spokane Board Member Change
• Dale is retiring at the end of 2015. City of Spokane has appointed Elizabeth Schoedel as Dale’s replacement. Board notes the change.
• Discussed whether we can have an alternate for ACE – we need to review bylaws and check with Steve Faust.
• Need to change insurance coverage to reflect change of City’s Board Member.

Financial Reports
• Treasurer’s Report: $301k in account as of end of October 2015. End of November 2015 we have $370k in bank. Increase is due to funds paid from members. By year end, we anticipate having $500k in the bank.
• 2015 Financial Statement: will be sent to everyone.
• IRS Late Filing Penalty: IRS waived late fees of about $7k.
• ACE Routine Business: discussed current business costs and making sure changes to Board are reflected in all documents.
  o Directors and Officers Liability Insurance Policy Renewal ($903)
  o WA Business License Renewal ($14)
  o National Registered Agents ($95)
  o Nonprofit Corporation Annual Report ($10)
• Motion to Authorizing Treasurer to Pay Routine Business Expenses Not to Exceed $2500 Per Bill Without Board Approval, motion Tom, second Dale, Approved.

Accounting Firm Contract
• Need Fruci and Associates to do 2015 Federal Tax Forms.
• Dave will works with Zoe at Fruci to work on the taxes.
• Motion to Hire for Completion of 2015 Taxes, motion Dale, second Bud, Approved.
Maintenance of Website: Maintenance of website site costs $25 or so a month. Current agreement maximum of $500 is reaching its end (including transfer costs). We need to authorize costs for 2016.

Motion to Authorize Allocation of Up to $500 for Web Maintenance for 2016 and Costs May be Paid by Treasurer as they Arise, motion Rick, Dale second, Approved.

Ecology Contract: Ecology will amend existing contract, scope of work is the original proposal, allows adjustment of budget items between Bud Leber and Adriane Borgias.
- Amendment #4 = $685K total budget.

Motion to Approve Ecology Contract and Authorize Tom to Sign, motion Bud, second Tom, Approved.

Funding Request – SRF
- Task Force needs to approve this not ACE.
- Bud will have Chris Page contact Andy to get more details including costs, what she will speak on, and update on the March conference.
- Next Task Force meeting is December 16, 2015.

Legislative Funding: Table until next meeting. Doug is not here to discuss.
- Discussion of role of Idaho – each point source contributes to the ACE funds, but Idaho legislature does not.

Contracts
- Ecology: Already discussed.
- Limnotech: Operating under last amendment. No authorization for comprehensive plan or other work (side items). Need to adjust scope of work to incorporate additional work. Task Force approved scope dated Nov. ($145k). Will use this and include as a new amendment or contract.
- Motion to Approve New/Separate Contract with Limnotech for Development of Comprehensive Plan, Dave motion, Tom second, Approved.

Approval of Minutes:
Motion to Approve February 9, 2015, May 18, 2015, and July 22, 2015 ACE Minutes – motion Dale, second Tom, Approved. (Need to fix typo)

Additional Items: Measurable Progress Assessment
- Dave shared funds spent by Task Force with Adriane for work on measurable progress.
- Discussion of documenting funding for legislative and measurable progress efforts.