



**THE ALABAMA DRYCLEANING
ENVIRONMENTAL RESPONSE TRUST FUND BOARD**

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Montgomery, Alabama 36106
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**MINUTES
Board Meeting
November 17, 2016**

The meeting of the Drycleaning Environmental Trust Fund Advisory Board met on Thursday, November 17, 2016 at 10:00 a.m. at the Board Office located at 2777 Zelda Road, Montgomery, Alabama, to conduct business of the Board. The meeting was called to order at 10:05 a.m. Board members in attendance, comprising a quorum, were as follows: Mr. Jason Windham (Chair), Mr. Jim Massey, III (Vice Chair), Mr. Steve McKinnon (member) and Mr. Larry Bryant (member). Board members absent were Mr. Quincey Banks, Mr. Thomas Bass and Mr. Steve Taylor. Also in attendance were Mr. Keith Warren (Administrator), Mr. Robert Tambling (Board Counsel), Mr. Randy Barrows (Board Administrator), Mrs. Ashley Cousins (Board Engineer), and Ms. Renee' Reames (Executive Secretary to Mr. Warren and serving as recording secretary at this meeting).

Public notice of this regularly scheduled meeting was published on the Secretary of State's web site, www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act and advertised on the Board's web site at www.drycleaningtrustboard.alabama.gov.

The Board reviewed the minutes from the August 30, 2016 meeting. A copy of the minutes was provided to the Board members in advance of the meeting for their review. Mr. Massey made a motion to approve the August minutes as presented. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Ms. Bonnie Temple with ADEM presented information on the number of DERTF active participants, as well as delinquent accounts. She also presented the prioritization of active accounts (category ranking), that also included weighted ranking for these accounts. Ms. Temple indicated that a status letter from ADEM had been sent to CVS regarding the Talladega Plaza account.

Mr. Thomas Sims with the Alabama Department of Revenue (ADR) provided the finance report concerning accounts that had filed a Tax Return and made subsequent payments. He clarified that the Gulfdale Plaza/former Parkway account was not delinquent with their payment for their abandoned site and should be listed as active; however, their yearly Tax Return was delinquent.

Ms. Amy Jordan with the Department of Finance reported a \$19,784.32 cash balance, and presented a report on delinquent Tax Returns and delinquent payments.

Mr. Sims reported that delinquent letters had been sent to those accounts that had not paid and Ms. Jordan reported that reminder letters were sent to those accounts that were delinquent in submitting Tax Returns.

The Board discussed the amount of income received in FY 2016, representing a quarterly average of \$68,882. Based on an earlier Resolution by the Board effective in FY 2016, the Board authorized expenditures not greater than 80% of the average quarterly income from the prior year. The Board agreed to some flexibility in this matter and deferred further discussion until later in the meeting.

Mrs. Cousins presented a historical summary of quarterly contribution collected into the Fund from the 2nd quarter of 2008 to the present reporting period, along with a summary of approved cost reports and payments as of August 30, 2016, by account name.

Mrs. Cousin also presented the projected operating account cash balance as of September 30, 2016, indicating a negative balance of \$157,188 for the fourth quarter, assuming outstanding obligations and expenses. She recommended that funds be transferred from the Investment Account to the Operating Fund. She reported a balance of \$2,050,555 in the Investment Account as of September 30, 2016. Mr. Massey made a motion to authorize the Executive Director to transfer \$200,000 from the Investment Account to the Operating Fund. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mrs. Cousins presented recommendations for Cost Proposals for the Board's approval. She recommended a total of \$43,507.10 be approved, which consisted of four (4) sites. She explained the adjusted reduction in the recommended amount compared to the requested amount. Mr. McKinnon made the motion to approve the Cost Proposals as recommended by Mrs. Cousins. The motion was seconded by Mr. Massey and unanimously approved by the Board.

Mrs. Cousins presented recommendations for Payment Requests for the Board's approval. She recommended that a total of \$38,859.27 be approved for seven (7) sites. Mr. Massey made the motion to approve the Payment Requests as recommended by Mrs. Cousins. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mrs. Cousins reported that former Hoover Square Dry Cleaners' request was voided in February 2016 due to information not being submitted in a timely manner and the action sheets were submitted for the Board's signature at this meeting.

Mrs. Cousins presented for the Board's annual review and approval of the policy to determine prioritization of sites that had requested authorization for funding. Mr. McKinnon made the motion to approve the policy to authorize expenditures not greater than 80% of the average quarterly income from the prior year. The motion was seconded by Mr. Massey and unanimously approved by the Board. This Resolution for Review and Approval of Claims was presented for the Board members' signature.

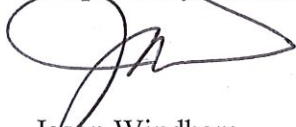
Mr. Windham presented a list of proposed meeting dates for the Board to conduct meetings in 2017. Mr. Massey made a motion to approve February 9th, May 18th, August 17th and November 16th as meeting dates in 2017. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mr. Windham reported that the annual election of officers was due. Mr. Bryant made a motion to continue with the same Board officers, with Mr. Windham as Board Chair and Mr. Massey as Vice Chair. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

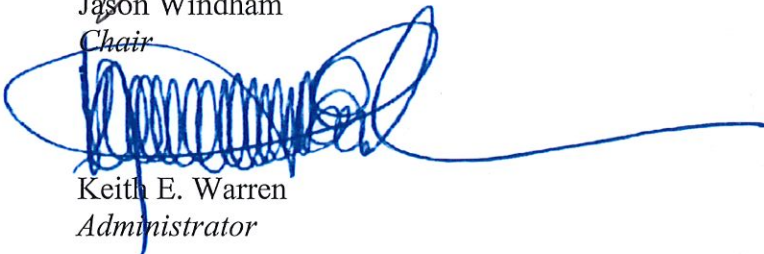
The next meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board is scheduled Thursday, February 9, 2017 at 10:00 a.m.

There being no further business of the Board, Mr. Windham adjourned the meeting at 10:54 a.m.

Respectfully Submitted,



Jason Windham
Chair



Keith E. Warren
Administrator

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