



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

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**MINUTES
Board Meeting
November 27, 2017**

The meeting of the Drycleaning Environmental Trust Fund Advisory Board met on Monday, November 27, 2017 at the Board Office located at 2777 Zelda Road, Montgomery, Alabama, to conduct business of the Board. Board members in attendance were: Mr. Jason Windham (Chair), Mr. Jim Massey, III (Vice Chair), Mr. Steve McKinnon (member), and Mr. Thomas Bass (member). Board members absent were Mr. Larry Bryant (member), Mr. Quincey Banks and Mr. Steve Taylor. Also in attendance were Mr. Keith Warren (Executive Director), Mr. Randy Barrows (Board Administrator), Mr. Robert Tambling (Board Counsel), Mrs. Ashley Cousins (Board Engineer), and Ms. Renee' Reames (Executive Secretary to Board's Executive Director and serving as recording secretary). The meeting was called to order at 10:15 a.m. by Mr. Jason Windham, Board Chair, with a quorum present.

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.drycleaningtrustfund.alabama.gov.

Mr. Warren reported that Mr. Larry Bryant had resigned from the Board effective December 31, 2017. The Board acknowledged their appreciation for Mr. Bryant's service on the Board.

The Board reviewed the minutes from the September 7, 2017 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 September minutes as presented. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Ms. Jordan Williams with ADEM presented information on the number of DERTF active participants in the Fund, along with delinquent accounts. Also presented was the prioritization of active accounts (category ranking), that included weighted ranking for these accounts. The Board discussed issuing letters to two participants previously discussed at the September meeting. Mr. Warren indicated that he would follow up to ensure that the letters were mailed.

A copy of the Revenue Department report was distributed to the members for review, which included a historical report of funds received.

Mrs. Cousins also presented a historical summary of quarterly contributions collected into the Fund from the 2nd quarter of 2008 to the present reporting period through October 2017.

The Board discussed establishing a quarterly maximum ceiling for authorization of all cost proposals for FY 2018. Based on FY 2017 average quarterly income of \$66,713, the Board discussed the maximum authorization ranging from 75% to 85%. Mr. Massey made the motion to authorize an 80% limitation for FY 2018. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mrs. Cousins reported on the historical payments requested and approved cost proposals as of September 7, 2017, which were itemized by individual accounts.

Mrs. Cousins reviewed the projected operating account cash balance sheet as of October 31, 2017, which included the outstanding obligations. Mrs. Cousins also reported an investment account balance of \$1,869,940 as of September 30, 2017. She reported that the Cost Proposals report to be approved by the Board would further reduce the obligated fund amounts for the 4th quarter of the operating account cash balance.

Mrs. Cousins presented the Cost Proposals for the Board's approval, offering two options for 6 proposed sites. Option 1 included approval of 6 cost proposals for a total of \$53,248.64 and Option 2 included approval of 6 cost proposals for a total of \$56,373.64. Following a discussion by the Board, Mr. Massey made the motion to accept Option 1 with total for the cost proposals of \$53,249. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mrs. Cousins presented recommendations for Payment Requests for the Board's approval. She recommended an adjusted amount of \$21,793.61 be approved for five (5) sites. Mr. McKinnon made the motion to approve the Payment Requests as recommended by Mrs. Cousins. The motion was seconded by Mr. Bass and approved by the majority of the Board, with Mr. Massey abstaining from the vote.

Mrs. Cousins reported that two proposals were returned due to incomplete signatures and would be resubmitted next quarter.

Mrs. Cousins also reported that Theodore Cleansers had not submitted their report in a timely manner and an extension was discussed by the Board. Mr. Massey made a motion to grant an extension. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mr. Warren reported that election of Board officers was due. The Board members discussed the current composition of the Board and pending appointments of new members. Mr. McKinnon made the motion to postpone the election of officers. The motion was seconded by Mr. Bass and unanimously approved by the Board. Mr. Warren asked that the current members, who were eligible for reappointment, submit to him a letter addressed to the Governor indicating their interest in continuing to serve on the Board, along with a copy of their resume.

Mr. Warren presented to the Board a list of proposed dates for the Board to meet in 2018. Mr. McKinnon made a motion to accept the following 2018 meeting dates: February 22nd, May 31st, August 23 and November 29th.

The next meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board is scheduled Thursday, February 22, 2017 at 10:00 a.m.

There being no further business of the Board, Mr. Massey made a motion to adjourn the meeting. The motion was seconded by Mr. McKinnon and unanimously approved. Mr. Windham adjourned the meeting at 11:00 a.m.

Respectfully Submitted,



Jason Windham
Chair



Keith E. Warren
Executive Director

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