



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

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**MINUTES
Board Meeting
May 18, 2017**

The meeting of the Drycleaning Environmental Trust Fund Advisory Board met on Thursday, May 18, 2017 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 10:01 a.m. by Mr. Jason Windham, Board Chair. Board members in attendance, comprising a quorum, were: Mr. Jason Windham (Chair), Mr. Jim Massey, III (Vice Chair), Mr. Steve McKinnon (member), Mr. Larry Bryant (member) and Mr. Thomas Bass (member). Board members absent were Mr. Quincey Banks and Mr. Steve Taylor. Also in attendance were 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 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.drycleaningtrustfund.alabama.gov.

The Board reviewed the minutes from the February 9, 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 February minutes as presented. The motion was seconded by Mr. Bryant and unanimously approved by the Board.

Mr. Barrows presented the amended November 17, 2016 meeting minutes for the Board's approval. The minutes were revised on page 2 to reflect a \$200,000 transfer from the Investment account to the Operating account. Mr. Massey made a motion to approve the November 17, 2016 meeting minutes as amended. The motion was seconded by Mr. Bryant and unanimously approved by the Board.

Ms. Bonnie Temple with ADEM presented information on the number of DERTF active participants in the Fund, along with delinquent accounts. She reported on 5 participants (of 10 delinquent accounts) that had paid after the report was prepared for the Board meeting. Ms. Cousins reported on two delinquent participants, who had active projects. She explained that the participant for the Talladega Plaza site had paid in 2017, but that the funds were applied to the 2016 delinquency. Ms. Temple reported that the prioritization of active account had been modified and the participating parties had been notified of the new ranking. She presented to the Board the new prioritization of active accounts (category ranking), that included weighted ranking for these accounts.

Ms. Amy Jordan with the Revenue Department reported the Fund cash balance of \$267,066.93, as of April 27, 2017, and reviewed the list of delinquent accounts, along with an update on those participants who had paid after the preparation of the report for the Board meeting.

Mr. Bryant made a motion for the Board to send a letter to all delinquent accounts after obtaining a list of delinquent accounts from the Revenue Department. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mrs. Cousins presented a historical summary of quarterly contribution collected into the Fund from the 2nd quarter of 2008 to the present reporting period through April, 2017. She commented on the lump sum payment of \$89,250 and indicated that these funds would not be considered in calculating the average amount into the Fund.

Ms. Cousins reported on the historical payments requested and approved cost proposals as of February 9, 2017, which were itemized by individual accounts.

Ms. Jordan Williams with ADEM reported on the work projected for Master Cleaners site and the classification of the waste to be determined.

Ms. Cousins reported that ADEM had requested that she speak at the upcoming Groundwater Conference. Mr. McKinnon made a motion to authorize Ms. Cousins to attend the GCB meeting and speak on Fund-related matters. The motion was seconded by Mr. Bryant and unanimously approved by the Board.

Ms. Cousins presented the projected operating account cash balance as of May 16, 2017, and indicated a positive balance of \$115,269, assuming all outstanding obligations and expenses for the Fund. In comparison, Ms. Cousins reported a projected Fund balance of \$53,663 and an investment account balance of \$1,855,095 as of January 20, 2017.

Mr. Robert Tambling left the meeting at 10:46 a.m. due to a scheduling conflict.

Mr. Thomas Bass left the meeting at 10:48 a.m. due to a scheduling conflict, with a quorum remaining at the meeting.

Mrs. Cousins presented recommendations for Cost Proposals for the Board's approval. She recommended a total of \$51,927.23 be approved, which consisted of nine (9) sites. She explained the adjusted reduction in the recommended amount compared to the requested amount. Mr. Bryant made the motion to approve the Cost Proposals as recommended by Mrs. Cousins. 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 \$30,607.47 be approved for six (6) sites. Mr. Massey made the motion to approve the Payment Requests as recommended by Mrs. Cousins. The motion was seconded by Mr. Bryant and unanimously approved by the Board.

Ms. Cousins reported on two cost proposals that did not meet the submission deadline and one submission that was not received in a timely manner in accordance with the Board's guidelines.

Mrs. Cousins presented an updated list of Environmental Consultants for the Board's approval. Mr. McKinnon made a motion to approve the Approved Alabama Drycleaning Environmental Consultants list as amended by Mrs. Cousins. The motion was seconded by Mr. Bryant and unanimously approved by the Board. Mrs. Cousins reported that the amended list of consultants would be posted on the Board's web site.

Ms. Reames presented the specifications for RFP for Engineering Services and reported that the Consultant Engineer contract would expire in September 2017. Following a review of the specifications by the Board and subsequent review by the Board's legal counsel, Mr. Bryant made a motion to approved the RFP as presented. The motion was seconded by Mr. Massey and unanimously approved by the Board.

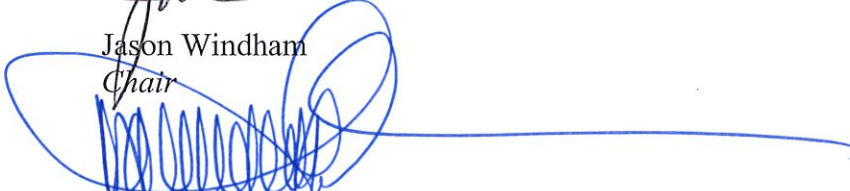
The next meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board is scheduled Thursday, August 17, 2017 at 10:00 a.m.

There being no further business of the Board, Mr. Bryant made a motion to adjourn the meeting. The motion was seconded by Mr. McKinnon and unanimously approved. Mr. Windham adjourned the meeting at 11:02 a.m.

Respectfully Submitted,



Jason Windham
Chair



Keith E. Warren
Administrator

/rr