



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

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Montgomery, Alabama 36106
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**MINUTES
Board Meeting
September 7, 2017**

The meeting of the Drycleaning Environmental Trust Fund Advisory Board met on Thursday, September 7, 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 10:04 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), and Mr. Thomas Bass (member). Board members absent were Mr. Larry Bryant, 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 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.

Mrs. Ashley Cousins reported that Mr. Larry Bryant was not able to attend the Board meeting; he was recovering from surgery. The Board members expressed their concern and well wishes for a quick recovery.

The Board reviewed the minutes from the May 18, 2017 meeting. A copy of the minutes was provided to the Board members in advance of the meeting for their review. Mr. McKinnon made a motion to approve the February minutes as presented. The motion was seconded by Mr. Massey 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. She presented to the Board the 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 \$267,451.81 as of September 6, 2017 and reviewed the list of delinquent accounts. She reported that Concord had no activity since 2012, and TDMK has had several delinquent payments periods.

The Board discussed sending the 2 participants a letter of inquiry and include in the letter information about contacting the Revenue Department about making payment arrangements, if they wish to remain in the Fund. Mr. Bass made a motion that the Board Chair be authorized to send a letter of inquiry to Concord and TDMK and encourage them to make arrangements with the Department of Revenue about becoming current in their payments. The motion was seconded by Mr. Massey and unanimously approved by the Board.

Ms. Amy Jordan also reported on the former Talladega Plaza (Plaza Cleaners) abandoned site payments, and the Board agreed to continue with the payments received from the participant.

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 August 2017. She commented on the lump sum payment of \$89,250 and the Board agreed that these funds would not be considered in the year-end calculations of the average amount into the Fund.

Mrs. Cousins reported on the historical payments requested and approved cost proposals as of May 18, 2017, which were itemized by individual accounts.

Mrs. Cousins presented the projected operating account cash balance as of September 1, 2017, and indicated a positive balance of \$125,566, assuming all outstanding obligations and expenses for the Fund. She also reported an investment account balance of \$1,864,985 as of September 1, 2017.

Mrs. Cousins presented recommendations for Cost Proposals for the Board's approval. She recommended an adjusted total of \$30,700.38 be approved, which consisted of 7 of the proposed 8 sites. She explained the adjusted reduction in the amount she recommended and the elimination of one site compared to the requested amount. Mr. Bass made the motion to approve the Cost Proposals for seven sites as recommended by Mrs. Cousins. The motion was seconded by Mr. McKinnon and unanimously approved by the Board. Mrs. Cousin presented a status report on the work performed at the site listed as priority #1.

Mrs. Cousins presented recommendations for Payment Requests for the Board's approval. She recommended an adjusted amount of \$15,745.89 be approved for four (4) sites. She reported on the sites located in the same shopping center and the adjusted amount requested for one of the sites due to the unmet deductible amount. Mr. Massey made the motion to approve the Payment Requests as recommended by Mrs. Cousins. The motion was seconded by Mr. Bass and unanimously approved by the Board.

Mrs. Cousins reported that two proposals were returned for complete signatures.

Mrs. Cousins also reported on her attendance at the Groundwater Conference.

Mr. Warren presented information on Requests for Bids for an Engineer Consultant. He reported that only one response was received and Mrs. Cousins submitted the bid proposal. Mr. Warren presented a copy of the response and proposed contract with Mrs. Cousins to serve as Board Engineer Consultant. He explained that the contract was for 2 years,

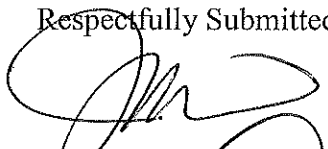
beginning October 1, 2017, for a maximum contract amount of \$65,000 per year and a maximum of \$130,000 for the 2-year contract period. Mr. Massey made the motion to accept the proposed Consultant Engineer Contract with Ashley Cousins Environmental Strategies & Solutions (ACCESS), LLC. The motion was seconded by Mr. McKinnon and unanimously approved by the Board.

Mr. Warren presented the renewal of the Administrative Services Management Contract with Warren and Company. Mr. McKinnon made a motion to renew the Administrative Services Management Contract with Warren and Company for another year. 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, November 16, 2017 at 10:00 a.m.

There being no further business of the Board, Mr. Bass made a motion to adjourn the meeting. The motion was seconded by Mr. Massey and unanimously approved. Mr. Windham adjourned the meeting at 10:36 a.m.

Respectfully Submitted,



Jason Windham
Chair



Keith E. Warren
Executive Director

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