



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

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June 14, 2018

The meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board met on Thursday, June 14, 2018, 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 arrived at 10:45 a.m.). Board members absent were 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 (recording secretary). The meeting was called to order at 10:14 a.m. by the Board Chairman, Mr. Jason Windham, 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.

Ms. Amy Jordan, with the Revenue Department, presented reports on participants who had paid into the Fund and delinquent accounts. She reported a Fund cash balance of \$200,124.52 as of June 7, 2018. The Board discussed the delinquent accounts. Ms. Jordan reported that she was transferring to another State agency and introduced Ms. Nichelle Norris, who will be attending the Board meeting as her replacement. The Board members welcomed Ms. Norris and offered their best wishes to Ms. Jordan.

Ms. Bonnie Temple, with ADEM, presented information on the number of DERTF active participants in the Fund, along with delinquent accounts. Also presented by Ms. Temple was the prioritization of active accounts (category ranking), that included weighted ranking for these accounts.

Mrs. Cousins presented a graph indicating quarterly contributions into the fund since 2008 through May 2018. She also presented a historical record of funding activity by individual accounts, which indicated the total payment requests per site and approved cost proposals.

Mrs. Cousins reviewed the projected operating account cash balance sheet as of May 31, 2018, which included outstanding obligations and the investment account balance. She reported a positive balance of \$21,318, assuming 100% funding of all outstanding cost proposals. She also reported an investment fund balance of \$1,864,128 as of May 31, 2018. The Board indicated that they were satisfied with a summary report rather than receiving the performance details of the investment account.

Mrs. Cousins presented the Cost Proposals and Payment Requests for the Board's approval. She explained the situation concerning Newman Cleaners attempts to get 3 bids concerning their use of chemicals in a fracking-type process and related transportation cost. The Board discussed funding based on performance outcome, although potential funding was at the maximum of the quarterly limit of the Fund. The Board discussed meeting with the Consultants on the project at a future Board meeting to discuss this project.

The Board discussed appointments to the Board and Mr. Warren reported that an appointment was pending for the Environmental Engineer position. Mr. Massey commented on the *Wholesale Distributor* position vs. his position as an *employer of 25 or more individuals*. Mr. Massey agreed to inquire with potential owners, before the next Board meeting, about their interest to fill the *employer of 25 or more* position on the Board. Mr. Warren requested recommendations for the other Board member positions that had expired.

Mr. Bass arrived at 10:45 a.m.

The Board reviewed the minutes from the February 15, 2018 Board 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.

Mrs. Cousins presented the Cost Proposals for the Board's approval and recommended an adjusted total of \$23,725.12 for six (6) sites. Following a discussion of the sites, Mr. Massey made the motion to approve the Cost Proposals as recommended by Mrs. Cousins. The motion was seconded by Mr. Bass and unanimously approved by the Board.

Mrs. Cousins presented the Payment Requests for the Board's approval. She recommended an adjusted amount of \$25,645.88 be approved for six (6) sites. She explained that the credit for KCM, as part of their deductible, was not included in the amount. Following a discussion of the sites, Mr. Bass 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 also reported on accounts that were being held and would be submitted next quarter.

Ms. Cousins recommended an extension for Master Cleaners-Springhill. Mr. McKinnon made a motion to grant the extension. The motion was seconded by Mr. Massey and unanimously approved by the Board.

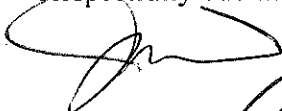
Mrs. Cousins distributed to the Board an updated list of Environmental Consultants that had been updated due to a name change. Mrs. Cousins reported that the updated list of consultants would be posted on the Board's web site.

Mr. Barrows presented the annual renewal of the administrative services contract for the Board's approval. Mr. Massey made the motion to renew the administrative services contract with Warren & Company for another year, with no changes to the contract. The motion was seconded by Mr. Bass and unanimously approved by the Board.

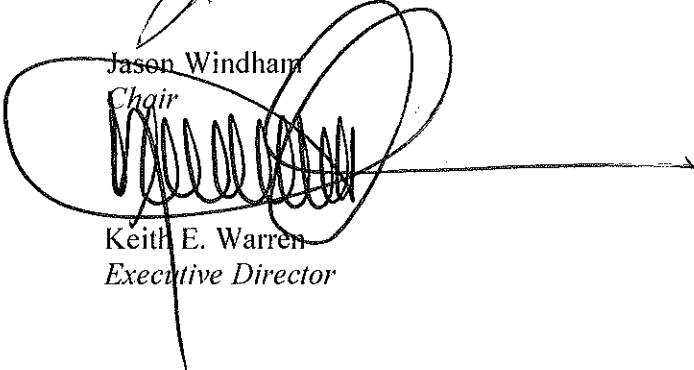
Mr. Windham announced that the next meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board was scheduled Thursday, August 23, 2018 at 10:00 a.m. Following a discussion about conflicts in scheduling, the Board agreed to move the meeting to August 30, 2018 at 10:00 a.m.

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 by the Board. Mr. Windham adjourned the meeting at 10:56 a.m.

Respectfully Submitted,



Jason Windham
Chair



Keith E. Warren
Executive Director