



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

2777 Zelda Road
Montgomery, Alabama 36106
334-240-7239
334-263-6115 Fax

**MINUTES
Board Meeting
September 20, 2018**

The meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board met on Thursday, September 20, 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), Mr. Cary Spiegel (new member) and Mr. Thomas Bass (member, arrived at 10:25 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. Jenna Lanier (recording secretary). The meeting was called to order at 10:14 a.m. by the Board Chairman, Mr. Jason Windham, and a quorum of the members were present.

Public notice of this rescheduled 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. Windham welcomed new Board member, Mr. Cary Spiegel. He also introduced Ms. Nichelle Norris with the Alabama Revenue Department. Mr. Warren administered the oath of office to Mr. Spiegel and the members welcomed him to the Board.

The Board reviewed the minutes from the June 14, 2018 Board meeting. 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. Amy Jordan, with the Revenue Department, reported on the participating accounts that had submitted Returns and paid into the Fund, and she also reported on the accounts that were delinquent. She reported a Fund cash balance of \$200,124.52 as of September 17, 2018. The Board discussed further the delinquent accounts. Ms. Jordan announced that she was transferring to another State agency and reported that Ms. Nichelle Norris would be attending the Board meetings 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 participant accounts. She also reported on the current prioritization of active accounts.

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

Mrs. Cousins reviewed the projected operating account cash balance sheet as of July 31, 2018, which included outstanding obligations and the investment account balance. She reported a positive balance of \$56,234, assuming 100% funding of all outstanding cost proposals. She also reported an investment fund balance of \$1,866,817 as of July 31, 2018.

Mr. Bass arrived at 10:25 a.m.

Mrs. Cousins presented the Cost Proposals for the Board's approval and recommended an adjusted total of \$15,593.94 for three (3) 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 \$43,457.70 be approved for four (4) sites. 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 recommended an extension for Master Cleaners for their Saraland site (2 requests) and Springhill site (one request). Mr. McKinnon made a motion to grant the extensions. The motion was seconded by Mr. Massey and unanimously approved by the Board.

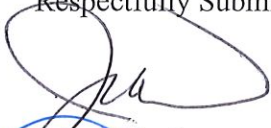
Mrs. Cousins also reported that requests from Former Copeland Cleaners (Huntsville) and KCM, Inc. (Hilltop Cleaners in Mobile) were being held until the next quarter and explained the circumstances for the delays concerning these sites.

Mrs. Cousins presented the proposed labor and per diem rates to be consistent with ADEM rates for the UST Trust Fund. Mr. McKinnon made the motion to approve the ADEM rates as discussed. The motion was seconded by Mr. Spiegel 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, November 29, 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

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