



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

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**MINUTES
Called/Special Board Meeting
December 12, 2024**

The special/called meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board met on Thursday, December 12, 2024 at 10:00 a.m. at the Board Office located at 2777 Zelda Road, Montgomery, Alabama, to discuss the review responses to the Consulting Engineer Services Request for Proposals and intent to award a contract. Members present were Mr. Jason Windham (Chairman attending virtually), Mr. Bubba Dean (member), Mr. Dan Cooper (member), Ms. Bonnie Temple (member). Member absent was Mr. Steve McKinnon (Vice Chair). Also in attendance were Mr. Keith Warren (Administrator), Mr. Robert Tambling (Board Counsel), and Ms. Renee' Reames (recording secretary).

Public notice of this special/called 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.drycleaningtrustboard.alabama.gov. Chairman Windham called the meeting to order at 10:06 a.m. and Mr. Warren called member roll and reported that a quorum was present to conduct business.

Mr. Warren reported that the Board received one (1) response to the Consulting Engineer Services RFP. The Board reviewed the response as it related to the specifications regarding experience with ADEM, inspections and value assessment and scored the qualifications accordingly.

MOTION: Mr. Dean made the motion to accept the evaluation scores as submitted by the members. The motion was seconded by Ms. Temple and, following a roll call vote, the motion was unanimously approved by the Board.

MOTION: Ms. Temple made the motion to accept the proposal by Ashley Cousins Environmental Strategies & Solutions (ACESS) LLC with the intent to award the Consulting Engineer Services contract. The motion was seconded by Mr. Dean and, following a roll call vote, the motion was unanimously approved by the Board.

MOTION: Mr. Cooper made the motion to authorize the Executive Director to sign all documents on behalf of the Board to close out the RFP process. The motion was seconded by Mr. Dean and, following a roll call vote, the motion was unanimously approved by the Board.

MOTION: Mr. Dean made the motion to authorize the Executive Director to sign the contract with ACESS, LLC when approved by the Office of Procurement. The motion was seconded

by Ms. Temple and, following a roll call vote, the motion was unanimously approved by the Board.

The Board discussed the status of the Administrative Services Contract and Mr. Tambling reported that the contract would expire on December 19, 2024

MOTION: Mr. Cooper made the motion to authorize the Board Chairman to sign an emergency contract with Smith Warren Management Services through January 31, 2025, pending approval by the Office of Procurement. The motion was seconded by Mr. Dean and, following a roll call vote, the motion was unanimously approved by the Board.

Chairman Windham reminded the members that the next regular meeting of the Board was scheduled on March 6, 2025 at 10:00 a.m. and a tentative special meeting in January 2025 to consider responses to the Administrative Services RFP.

There was no further business before the Board and Chairman Windham adjourned the meeting at 10:19 a.m.

Respectfully Submitted,

Jason Windham
Chair

Keith E. Warren
Administrator

Approved by Board on _____/rr_____