



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

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

**MINUTES  
Called/Special Board Meeting  
January 16, 2025**

The special/called meeting of the Alabama Drycleaning Environmental Trust Fund Advisory Board met on Thursday, January 16, 2025 at 10:00 a.m. at the Board Office located at 2777 Zelda Road, Montgomery, Alabama, to discuss the review and approval of responses to the Administrative Services Request for Proposals. Members present were Mr. Jason Windham (Chairman), Mr. Steve McKinnon (Vice Chair attending virtually), Mr. Dan Cooper (member), Ms. Bonnie Temple (member). Member absent was Mr. Bubba Dean. Also in attendance was Mr. Robert Tambling (Board Counsel).

Public notice of this special/called meeting was published on the Secretary of State's web site, [www.sos.alabama.gov](http://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](http://www.drycleaningtrustboard.alabama.gov). Chairman Windham called the meeting to order at 10:04 a.m. and Mr. Tambling called member roll and reported that a quorum was present to conduct business.

Mr. Tambling explained to the Board the Request for Proposal (RFP) and evaluation process. Chairman Windham explained about the reason for the delay in renewing the Administrative Services contract and the Board having an emergency contract with Smith Warren.

The Board received two RFP responses for consideration. The proposals were reviewed and scored regarding facilities, experience and value. Chairman Windham did not vote except in case of a tie vote.

Chairman Windham entertained a motion to evaluate Smith Warren Management Services' proposal

MOTION: Mr. Cooper made the motion to accept the evaluation of the Smith Warren proposal. The motion was seconded by Ms. Temple and, following a roll call vote by Mr. McKinnon, Mr. Cooper and Ms. Temple, the motion was unanimously approved by the Board.

Chairman Windham entertained a motion to evaluate ARETA Management Impact.

MOTION: Mr. McKinnon made the motion to accept the evaluation of the ARETA Management Impact proposal. The motion was seconded by Mr. Cooper and, following a roll call vote by Mr. McKinnon, Mr. Cooper and Ms. Temple, the motion was unanimously approved by the Board.

The Board discussed the proposed legislation to lower the Fund baseline from \$1 million to \$250,000, and Chairman Windham entertained a motion.

MOTION: Mr. McKinnon made the motion to authorize Mr. Tambling to contact the Legislative Services Agency (LSA) to amend the legislation to reduce the limit to \$250,000. The motion was seconded by Ms. Temple and, following a roll call vote by Mr. McKinnon, Mr. Cooper and Ms. Temple, the motion was unanimously approved by the Board.

There was no further business before the Board and Chairman Windham entertained a motion to adjourn.

MOTION: Mr. Cooper made the motion to adjourn the meeting and Ms. Temple seconded the motion. Following a roll call vote by Mr. McKinnon, Mr. Cooper and Ms. Temple, Chairman Windham adjourned the meeting at 10:44 a.m.

Respectfully Submitted,

Jason Windham  
*Chair*

/rt