



## Michigan Underground Storage Tank Authority Board of Directors Meeting Minutes

A meeting of the Michigan Underground Storage Tank Authority (MUSTA) Board (Board) was held on November 24, 2020, at 1:00 p.m. via Microsoft Teams

**MEMBERS PRESENT:** Greg Gould – Acting Chairman  
Jennifer McKay  
Bill Saad  
Richard Bratschi  
Juman Doleh-Alomary  
Mike Neller

**MEMBERS ABSENT:** Brian Eggers, Sr. - Chairman

### 1. Call to Order/Establish of a Quorum

Greg Gould called the meeting to order at 1:00 p.m. with a quorum established.

### 2. Review of Agenda – Board

Greg Gould asked for any revisions to the proposed Agenda, none were given.

### 3. Review of the September 15, 2020, Meeting Minutes – Board

Greg Gould asked if there were any questions, comments, or additions to the September 15, 2020, meeting minutes. Upon hearing no comments, a motion was made by Juman Doleh-Alomary and supported by Richard Bratschi to approve the September 15, 2020, minutes. **APPROVED UNANIMOUSLY**

### 4. Update on Program Status and Budgets – Bob Reisner

Bob Reisner provided the Board an Update on Program Status and Budgets; and made note of the following:

- Invoice expenditures continue to rise each year. The Fund started with \$1 million in claims, which increased to \$4 million, \$7.5 million, then \$9.5 million and this year it is up to almost \$13 million. He believes that within the next year or two it could be up to \$20 million.
- The Fund has been receiving approximately 100 new claims each year, but it has not been closing 100 claims each year.

### 5. Review and Approval of Revisions to the Schedule of Costs – Bob Reisner

Bob Reisner provided an overview on the how the review and approval of revisions to the Schedule of Costs process works. The document submitted to the Board for approval only shows the current requested changes.

Questions and Answers:

- Greg Gould asked if the requested changes are an average from those consultants that provided comments.
  - Bob Reisner replied that all comments are taken into consideration and an average is not always possible because some consultants may comment on one item but not another.
- Juman Doleh-Alomary asked if past invoice submittals are considered when making the changes.
  - Bob Reisner replied yes.
- Juman Doleh-Alomary asked if the process of review is documented.
  - Bob Reisner replied yes and stated that all approved Schedule of Costs are located on the MUSTA website. Beginning last year, all changes made to the Schedule of Costs are highlighted before being uploaded to the website. Once approved by the Board, the current Schedule of Cost will take effect on January 1, 2021.
- Juman Doleh-Alomary asked if reviews take place annually.
  - Bob Reisner replied that although it is not required, they are reviewed annually. If anything were to come up mid-year that required attention, he would bring it before the Board at that time.
- Jennifer McKay asked where the notes were that are mentioned on the list.
  - Bob Reisner replied that the notes are posted on the website but because there were no updates this year, they were not provided for review.

A motion was made by Greg Gould and supported by Bill Saad to approve the changes made to the Schedule of Costs. **APPROVED UNANIMOUSLY**

**6. Update on Project to Determine Why Facilities with Releases Have Not Filed Claims – Nikolas Hertrich**

Nikolas Hertrich, MUSTA Environmental Quality Analyst, presented his findings and conclusions to the Board. The Board was appreciative of the informative Report and requested to be kept informed of additional findings.

Questions and Answers:

- Jennifer McKay asked if Nikolas Hertrich contacted consultants and others only via email or were there any other types of communication.
  - Nikolas Hertrich replied that the majority were contacted by email however in some cases communications were made by phone.
  - Jennifer McKay suggested reaching out by phone to consultants that did not reply to get even more feedback.
  - Bob Reisner stated that future follow-up work could be done and explained that some consultants have such small amounts of work to submit, they feel their input is not necessary.
- Jennifer McKay questioned how to address the issue of Owners and Operators, (O/Os) that had releases but no consultants.
  - Nikolas Hertrich replied that contact information can sometimes be in the release report and used for follow-up.

- Mike Neller noted that RRD could be helpful on this endeavor and that collaboration between the two groups would be beneficial.

#### **7. Discussion on Meeting Schedule for 2021 – Deb Pahl**

Deb Pahl asked the Board how they would like to proceed with the 2021 MUSTA Board Meeting schedule.

It was determined by the Board to hold the January 19<sup>th</sup> MUSTA Board Meeting virtually via Microsoft Teams and the remainder of the 2021 MUSTA Board Meetings will be scheduled with the knowledge that the meeting location could change due to mandates related to Covid-19.

#### **8. Public Comment**

No public comments were made.

#### **9. Adjournment**

This meeting was adjourned at 1:46 pm.