



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 9, 2021, at 1:00 p.m., both in person and virtually via Microsoft Teams.

MEMBERS PRESENT: Brian Eggers, Sr. – Chairman
Kevin Lepak – Newly elected Vice Chairman
Juman Doleh-Alomary
Josh Mosher – Acting for Mike Neller
Richard Bratschi
Bill Saad

MEMBERS ABSENT: Jennifer McKay

1. Call to Order/Establish of a Quorum

Brian Eggers, Sr., called the meeting to order at 1:00 p.m. with a quorum established.

2. Review of Agenda – Board

Brian Eggers, Sr., asked for any revisions to the proposed agenda, Juman Doleh-Alomary suggested adding an Item entitled “Audit Review” which was added as Agenda item 6.

3. Review of the September 21, 2021, Meeting Minutes – Board

Brian Eggers, Sr., asked if there were any questions, comments, or additions to the September 21, 2021, meeting minutes. Upon hearing no comments, a motion was made by Juman Doleh-Alomary and supported by Bill Saad to approve the September 21, 2021, meeting minutes. **APPROVED UNANIMOUSLY**

4. Election of Vice-Chair

A motion was made by Juman Doleh-Alomary and supported by Richard Bratschi to elect Kevin Lepak for Vice-Chairman. **APPROVED UNANIMOUSLY**

5. Update on Program Status and Budgets – Bob Reisner

Bob Reisner presented the Board with an Update on Program Status and Budgets. He stated that the 2022 budget will be ready for the Board’s review and decision at the January 2022 Board Meeting.

6. Audit Review

Juman Doleh-Alomary requested an audit review and Paul McDonald anticipates that an audit review, completed by the Audit of Internal Services, will take place around January or February of 2022. The audit will cover FY2021 and possibly

FY2020. The estimated cost of the audit is approximately \$30,000.00 but this could change depending on the scope of the audit. The cost will be billed to the MUSTA Fund and it is not known how long the auditing process will take. Upon completion, the Board will receive an official document to review.

7. Review and Approval of the Schedule of Costs Revisions for 2022

Bob Reisner presented the Board with the updated Schedule of Costs (Schedule) and explained that a decision would need to be made at today's meeting.

Brian Eggers, Sr., abstained from voting as he is a stakeholder in the industry.

Clarification was requested regarding the proposed changes to Primary Mob/Demob and what is included. Bob Reisner and Nikolas Hertrich explained that the primary mobilization/demobilization for round trip mileage of 0 to 100 miles and 101 to 250 miles from the contractors' facility to the site, upon Board approval, would be eligible for reimbursement on a lump sum basis and will include associated costs for preparation, loading and transportation of contractor's personnel, equipment, and operating supplies. The change will make invoice generation easier for consultants, review less complex for MUSTA staff, and address fairness between the different mobilization rates.

Josh Moser requested that the explanation be added to the Schedule and Bob Reisner agreed.

Mark Griffin requested verification that changes to the Schedule could be adjusted mid-year if necessary. Bob Reisner confirmed that changes can be made mid-year by the Board.

With the addition of the explanation regarding Primary Mob/Demob, Juman Doleh-Alomary motioned to accept the updated Schedule, Richard Bratschi supported the decision. **APPROVED UNANIMOUSLY**

8. Review of the 2022 Board Meeting Schedule

After review, the 2022 Board Meeting Schedule date of November 15, 2021, was moved to November 1, 2021.

9. Public Comment

Mark Griffin stated that Bob, staff and the Board are doing a great job.

Bob Reisner reminded the Board that it is crucial to have a quorum for the January meeting as there will be appeals and vote to final the Budget.

10. Adjournment

The meeting was adjourned at 1:35 p.m.