



Memorandum

DATE: October 29, 2020
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Full Board of Directors Meeting Minutes – October 15, 2020

There was a Full Board of Directors Meeting held via Zoom Platform on the date noted above. The meeting was called to order by Mike Shaw, Chairman.

Item #1: Approval of the Minutes

Dave Durrell motioned to approve the minutes as written. The motion was second by Caleb Hemphill. All in favor.

Roll Call:

Item # 2: Finance & Audit Committee Report – Bill Shane, Chair

Bill Shane reported that the Finance & Audit Committee last met September 17, 2020 and the following items were reviewed and discussed:

- Cash Disbursements were reviewed from May 1, 2020 thru August 26, 2020 and found no issues or concerns to report.
- Amy Chasse from RKO presented a clean Audit Report for FY 20. For FY 21 Audit, the committee has requested that RKO provide an additional schedule to the Audit Report to include key trend lines for capital and cash requirements over the next 5 years as reflected in the 5 Year Plan.
- The committee reviewed and discussed the 5 year plan and discussed the upcoming FY21 rate increase (\$73.00 to \$75.50) that had been postponed (originally scheduled for 07-01-20) and will go into effect on January 1, 2021. The committee also reviewed and recommended FY22 rate increase (from \$75.50 to \$76.50) that will start on July 1, 2021.
- The committee discussed and recommended that **ecomaine** consider borrowing/leasing options for capital projects for the future years. The Committee recommended today's presentation/education session for the board to review the basics on borrowing and leasing options. Alyssa Tibbetts, bond counsel from Jensen Baird Gardner & Henry will review options following this report.
- Staff reviewed Financial Statements.

The Finance & Audit Committee will meet on November 17, 2020 and all are

welcome to attend.

ecomaine policies for borrowing:

Kevin Roche provided the board with background on the purpose of today's borrowing educational session. Staff was tasked with investigating leasing and bonding options with legal counsel and provide an education session for board members. Staff looked at projects over the next couple of years that may lend themselves to the borrowing or leasing options for discussion. Alyssa Tibbetts presented the board with a presentation.

Presentation – Alyssa Tibbetts, Jensen Baird Gardner & Henry – Borrowing Options/Opportunities

Alyssa Tibbetts presented the Full Board on the legal requirements of borrowing. Some of the areas highlighted include:

- FAME Municipal Securities Approval Program
- **ecomaine's** Tax Status & Revenue obligations and authority
- Interlocal Solid Waste Agreements
- **ecomaine's** By-Laws
- Bonding & Leasing Options

In summation, Alyssa provided the board with the basics as well as tools to assist in evaluating and assessing future needs and next steps in borrowing and leasing.

Recommendation:

Bill Shane requested staff build models for bonding & leasing alternatives as reflected in our 5 Year plan for presentation with the following objectives:

- Staff to look at Capital Projects that are eligible for bonding & leasing.
- Assess current cash reserves.
- Compare current returns on investments vs. current interest rates.
- Review projects to determine if leasing or bank loans are an option.
- Consider costs of issuance of bonds.

The presentation was followed with Q & A session.

Mike Shaw requested the Finance Committee begin reviewing options.

The board recommended that capital projected reflected in the budget involving leasing be added to the agenda for board approval and that the finance committee continue these discussions with borrowing and leasing options.

Approvals

Mike Shaw, Chair requested a motion on the following:

Approval of FY 20 Audit

Approval of FY 22 increase in tipping fees from \$75.50 to \$76.50 effective July 1, 2021.

Matthew Frank motioned to approve the FY 20 Audit report. Bill Shane second the motion. All in favor.

Bill Shane motioned to approve the increase in tipping fees from \$75.50 to \$76.50 effective July 1, 2021. Motion was second by Caleb Hemphill. All in favor.

Bill Shane encouraged members to communicate the delayed rate change for FY 21 from July 1, 2020 to January 1, 2021.

Item 3: Outreach & Recycling Committee Report – Caleb Hemphill, Chair

Caleb reported that the Outreach & Recycling Committee last met on September 10, 2020 and provided the following highlights from the meeting:

ecomaine continues its education through the tagging program. Portland & Scarborough have joined Westbrook and South Portland in this effort to reduce contamination in recycling. Overall, the program is working well, and contamination levels have decreased.

School grants programs are now open, and we are accepting proposals through October 30, 2020. Please spread the word in your communities.

Education & Outreach is ongoing despite the pandemic. Metrics continue to be strong online particularly with the launch of our new website.

Caleb concluded his report and presented a slide show to the board of the winning entries from the Recycling is a Work of Art Contest.

Item 4: Presentation of the Annual Report – Kevin Roche

Kevin Roche presented the Annual Report. He recapped on the years accomplishments most specifically those accomplished during the pandemic.

Item 5: Manager's Report – Kevin Roche

Kevin reported out on the following:

- Landfill Incident – Release of leachate at the Toddle Inn Day Care due to a defective valve. The incident was reported out to the proper authorities. No health issues. Clean-up is un-going. Estimated cost at present is \$112,000. Following the brief, it was requested that staff check to see if we had any other landfill related claims in the past with our insurance provider.
- The Fall outage will begin 10/31/2020. We estimate the cost at 1.6 million. We will be replacing equipment inside the boilers. During outage we will be bypassing to the juniper ridge landfill (approximately 4500 tons).

- Electric Trucks – Two electric trucks were purchased through the Lion Company. Staff and members of the board visited facilities in California and Canada and choose the Lion Company for our Electric Trucks. Delivery delayed based on modifications anticipation delivery 09/21.
- Solar and Landfill Project is ongoing. Just received today the information on the inner connection and from a glance it looks like the cost will be around \$900,000. Our estimated range was between \$750,000 and 1 Million. Additional information will be forthcoming.
- There was a brief discussion and Kevin asked board members to reach out to their communities if they have interest in becoming a partner in this solar effort. Rod Regier asked Kevin to summarize the solar project and send out to communities.
- Kevin provided an update on recycling markets which are currently showing positive results.
- Kevin reviewed the financials (rainbow summary).

Rod Regier made a motion to adjourn. The motion was second by Bill Shane. All in favor.

Zoom Attended:

Jeff Amatrudo, Dennis Abbott, Anne Bilodeau, Christopher Branch, Deb Cabana, John Cloutier, Dave Durrell, Matthew Frank, Jamie Garvin, Jim Hager, Caleb Hemphill, Greg L'Heureux, Troy Moon, Rod Regier, Heidi Richards, Bill Shane, Mike Shaw, Erik Street, Matthew Sturgis & Rob Wood

Guests:

Mark Bower, Don Gerrish, Robert Peabody & Alyssa Tibbetts

Staff:

Matthew Grondin, Don Hebert, Scott Miller, Denise Mungen & Kevin Roche