

ecomaine
Memorandum

DATE: November 26, 2018
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Full Board of Directors Meeting Minutes - November 15, 2018

There was a **Full Board of Directors Meeting** held on the date noted above. The meeting was called to order by Matthew Frank, Chairmen.

Item #1: Approval of the Minutes

Dave Morton motioned to accept the minutes as written. The motion was seconded by Matthew Sturgis. All in favor.

Item #2: HM Payson Presentation – Molly Reinfried

Molly reviewed the financial investment portfolio and provided a summary of the accounts performance. HM Payson reiterated the goals of the accounts and how the investment policy adjustments have been beneficial in the management of the investment portfolio.

There was a discussion followed by a brief Q & A period.

Item #3: Finance & Audit Committee Report – Erik Street, Chair

Erik Street reported out that the Finance & Audit Committee met prior to the Full Board of Directors meeting today and reviewed and discussed the following:

- Cash disbursements were reviewed with staff and found no issues or concerns.
- RKO – Amy Chasse presented and reviewed the audit report for FY 18 and provided a few recommendations to improve the audit process for next year.

The Finance & Audit Committee is recommending to the Full Board acceptance of the FY 18 Audit report completed by RKO. Erik Street motioned to the Full Board to accept the FY 18 Audit Report. The motion was second by Caleb Hemphill. All in favor.

- Proposal from RKO for the FY 19 Audit (no increase in fees) was approved by the committee. A bid process is expected to be used for the FY 20 Audit.
- The committee reviewed and discussed staff's request to transfer \$7.0 million from the Operating Cash Reserves and our Short/Long Term Capital Accounts

be used for capital expenses. The committee is recommending approval to the Full Board of Directors. Discussion. (See below for motion & approval)

Tipping Fees FY18 – Executive Committee Meeting:

Chairman Frank requested a change in the agenda order to discuss Executive Committee recommendations on tipping fees for single sort recycling in FY 18.

The General Manager discussed with the Full Board the recommendations from the Executive Committee regarding the Tip Fees for Single Sort Recycling for FY 18. Discussion.

Dave Morton motioned to not charge owner communities a tipping fee for single sort recycling for FY 18. These costs will be covered by existing funds. The motion was second by Troy Moon. All in favor.

The question come up about how excessive contamination from owner communities will be handled. Staff will continue to manage contamination consistent with current and past practices. Loads with excessive contamination (greater than 20-30%) will be subjected to contamination fees depending on degree of contamination and the ability to sort the loads.

Capital Reserve:

The Full Board revisited the discussion of the transfer of the \$7.0 million and made the following motion:

- Erik Street motioned to authorize staff to work with HM Payson on the transfer of \$7.0mm in funds from Operating Cash Reserves and our Short/Long Term Capital Accounts as the funds are needed to cover costs for capital projects. The motion was second by Matthew Sturgis. All in favor.

Item # 4: Outreach & Recycling Committee, Caleb Hemphill, Chair

Caleb reported out that the Outreach & Recycling Committee met on November 8, 2018 and the following are the highlights from the meeting:

- Staff provided an update in metrics on social media, ecomaine.org and recyclopedia, all showing increases in presence.
- The committee selected FY 19 School Recycling Grants winners.

Upcoming:

- eco-Excellence nominations will be coming up after Thanksgiving. Deadline – Applications are due by January 31, 2019.
- Recycling is a Work of Art contest – The program will launch mid February 2019

Item # 5: Presentation of the Annual Report -Kevin Roche

Kevin Roche gave a presentation of the Annual Report including a recap of the

past year's accomplishments, challenges, and the market downfall. In addition, he shared a vision of plans for the future of **ecomaine** through collaborative efforts with our communities.

Item # 6: Managers report

Application VW Settlement Grant

Kevin provided an update of the Maine DOT Grant for Electric Ash Trucks. There was a lengthy discussion with varying positions. Due to early departure of several members, the following motion was made:

Dave Morton motioned that all board members present vote to show support and endorsement of the grant and forward recommendation to the Executive Committee for approval. Motioned was second by Jamie Garvin. All in favor.

The following members were present for Voting:

Anne Bilodeau	Dave Morton
Linda Boudreau	Rod Rieger
Alan Bradstreet	Mike Shaw
Matthew Frank	Erik Street
Jamie Garvin	Matthew Sturgis
Caleb Hemphill	
Maureen McDevitt	
Troy Moon	

Kevin Roche continued the manager's report by reviewing FY 19 finances.

Troy Moon motioned to adjourn. The motion was seconded by Caleb Hemphill. All in favor.

Present:

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Alan Bradstreet, Matthew Frank, Jamie Garvin, Caleb Hemphill, Maureen McDevitt, Troy Moon, Dave Morton, Rod Rieger, Bill Shane, Mike Shaw, Erik Street, Matthew Sturgis & Rob Wood

Staff:

Matthew Baum, Matthew Grondin, Don Hebert, Denise Mungen, Kevin Roche & Kevin Trytek