

x **ecomaine**
Memorandum

DATE: December 31, 2018
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Executive Committee Meeting Minutes – December 20, 2018

There was an Executive Committee **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 Bill Shane. All in favor.

Item #2: Outreach & Recycling Committee – Caleb Hemphill, Chair

Caleb reported out that the Outreach & Recycling Committee last met on November 8, 2018 and reported out to the Full Board of Directors on November 15, 2018. He provided the following re-cap:

- The committee reviewed updated metrics and social media engagement which includes Facebook, Twitter and Instagram as well as the continued growth of the Recyclopedia. FY 19 Outreach continues to pace ahead of FY 18 with more public engagement.
- School Recycling Grants have been awarded and initial payments have been processed.
- Eco-Excellence nominations are open through 01/31/2019. Please be sure to nominate and share in your communities.

Upcoming:

- Legislative Breakfast – January 25, 2019.
- Educational Sessions – January 29th & February 7th.
- Recycling is a Work of Art contest is planned for Feb-March time frame.

The next meeting of the Outreach & Recycling Committee is January 24th at 4pm. All are welcome to attend.

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

Erik Street reported that the Finance & Audit Committee last met on November 15, 2018 and reported out to the Full Board on that same day. The committee reviewed and discussed the following items:

- Erik discussed his review of the Cash Disbursements with staff and found no issues.
- RKO completed the FY 18 Audit and reviewed the audit report with the committee. Amy Chasse issued an opinion letter of a “clean audit for FY18 and made recommendations to improve the audit process for next year. The committee recommended approval of the FY 18 Audit to the Full Board of Directors.
- The committee reviewed and discussed the 5 Year Plan.
- The committee reviewed the proposal for the FY 19 Audit from RKO. There was no increase in cost for FY 19. The committee recommended RKO for FY 19 Audit and that a BID process be used for FY 20 Audit.
- The committee reviewed with staff year to date financial statements.
- The committee reviewed and discussed with staff the recommendation for the transfer of \$7 million from the Operating Cash Reserve, Short-Term Capital and Long-Term Capital Accounts to the operating accounts in order to cover capital improvements. They recommended to the Full Board for approval.

Item# 4: Electric Truck:

Kevin Roche reviewed the summary on the Electric Trucks(See Attachment B). Staff is requesting authorization to move forward with the 1st deposit (refundable) of \$20,000 per truck. Troy Moon motioned for staff to move forward with the deposit and the motion was seconded by Bill Shane. All in favor.

Item# 4: Authorization for CEO to proceed with vendor selection, negotiations and execution of the Power Purchase Agreement:

Kevin Roche provided the committee with an overview of our current energy agreement with Exelon Generation Company which is due to expire on January 31, 2019 and an update of the current energy market.

Staff is requesting authorization for the CEO to proceed with selection, negotiations and execution of the Power Purchase Agreement.

After a brief discussion, Dave Morton recommended that the General Manager move forward with the bid process for the Power Purchase Agreement and make the final selection. The motion was second by Bill Shane. All in favor.

The committee also recommended that for FY 20 (September-October) staff should include the PPA Plan as part of the agenda to allow staff authorization to proceed with solicitations, negotiations and authorization.

Item# 5: **Executive Session:**

Christopher Branch made the motion to go into Executive Session for the purpose of discussing the Collective Bargaining Agreement between **ecomaine** and **Local 877 & Local 4, International Union of Operating Engineers**. In Accordance With – Section 405 – 6 D of Title 1 of the Maine Revised Statutes. The motion was second by Troy Moon. All in favor.

William Shane made the motion to end Executive Session. The motion was second by Linda Boudreau. All in favor.

Item# 5: **Managers Report**

Kevin Roche reported out to the Executive Committee on the following:

Reviewed and discussed the year to date Financial Statements for FY 19.
Briefed the committee on contamination & recycling markets.
Legislative Update.

Troy Moon motioned to adjourn. The motion was seconded by Dave Morton. All in favor.

Mike Shaw informed the committee of Bill Donovan tenure on ecomaine Board and the committee thanked him for his support.

Present:

Jeff Amatrudo, Bill Donovan, Matthew Frank, Jamie Garvin, Caleb Hemphill, Greg L'Heureux, Troy Moon, Dave Morton, Bill Shane, Mike Shaw & Erik Street

Staff:

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