

ecomaine

Memorandum

DATE: June 4, 2018
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Board of Directors Minutes – May 17, 2018

There was a **Full Board of Directors Meeting** held on the date noted above. The meeting was called to order by Troy Moon, Chairman.

Item #1: **Approval of the Minutes**

Mike Shaw motioned to accept the minutes as written. The motion was seconded by Bill Shane. All in favor.

Item #2: **Investment Update: HM Payson – Presentation by Daniel Lay**

Daniel Lay presented the investment performance review of **ecomaine's** portfolio equities and allocations for the 3rd Quarter ending 03/31/2018. The presentation included a breakdown by performance groups.

There was a brief Q & A period regarding our investments and cash to cover current capital improvement projects.

The board directed staff to review work with HM Payson to evaluate what are the cash needs of **ecomaine** from now to June 30, 2018.

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

Caleb reported out on the recycling program partnership between the Red Claws & the City of Portland. The final waste audit results were 5% higher than the goal set.

The committee reviewed 20 submissions for the Recycling Work of Art Contest, 6 of the 20 submissions were selected and awarded.

The next meeting of the committee will be in September, 2018.

Item # 4: **Finance & Audit Committee Report, Mike Shaw, Chair**

Mike reported out that the Finance & Audit Committee met on March 22nd to review the FY 19 Budget and met today and discussed the following:

Budget Review FY 19

Staff provided an overview of the FY 19 budget and the committee reviewed it

(Budget for FY 19). The committee is recommending to the Full Board to accept the budget as presented on March 15, 2018.

The committee will review cash flow and projects in September; based on the review we will consider increasing tipping fees to align revenue and expenses.

With the fluctuating recycle and energy markets and significant major projects, our cash balance is expected to decline. We have discussed these cash balance changes each year during our review of our 5 Year Plan.

Financial Audit FY 18

Amy Chasse from RKO was present for our committee meeting and the following was discussed:

- Reviewed the roles and responsibilities for all involved with the Audit.
- We reviewed the Management Letter from FY 17 and staff reported out on the progress of the 2 areas where improvements could be made.
- We reviewed the engagement letter and schedule for the FY 18 Audit.

Financials FY 18

- Financials were reviewed by the committee and will be addressed by General Manager during Manager's Report.

Item # 5: Budget Approval

Based on the recommendations of the Finance & Audit Committee and Staff, Rod Regier motioned to accept the Budget as presented on March 15th, 2018. The motion was seconded by Bill Shane. The motion was unanimously approved.

Item # 6: Recycling Markets – Presentation by Kevin Roche on Current Markets and China

Kevin Roche provided a presentation on the current recycling markets reflecting on the following:

- State of the Recycling Markets and economic impacts.
- China's contamination standards.
- Residential contamination challenges from member communities.

After the presentation, there was a lengthy discussion on contamination and how communities are being charged. The board agreed with the General Manager's recommendation that **ecomaine** should cover these fees for owner communities through the summer months and re-evaluate market conditions in September to decide if fees should be charged for owner communities.

Kevin reviewed with the board our current efforts in reducing contamination. This includes educational sessions here at **ecomaine** for all communities, distributing educational materials, earned media stories, interviews, tours, presentation, TV, Radio, etc.

Greg L'Heureux recommended utilizing community television for education. Rod Regier inquired as to **ecomaine's** ability to identify the location where a silver bullet was picked up and report out its level of contamination.

Staff will research this information and get back to the board. In addition, staff will provide each board member with a report on the contamination coming from their community.

Item #7: **Managers' Report:**

Due to time constraints, the Managers Report was deferred and the board moved directly to Executive Session to conduct the CEO performance review.

Item # 8: **EXECUTIVE SESSION: CEO Evaluation Review**

All board members were encouraged to participate. The Board went into Executive Session for discussion or consideration of evaluation and compensation of the CEO, under section 405, of the Title 1 of the Maine Revised Statutes.

Christopher Branch made the motion to go into Executive Session for the purpose of conducting the GM/CEO's performance review at 5:25 pm. The motion was seconded by Sherri Benner. All in favor.

Matthew Frank motioned to end the Executive Session at 6:10pm. The motion was second by Bill Shane. All in favor.

Dave Morton made a motion to authorize the CEO's compensation to increase by a total of 4% with the following allocation: No more than 2% may be applied to salary. Up to 4% may be applied to a Retirement Health Savings Plan. The Board finds that retirement contributions should be capped at the current level. The motion was second by Caleb Hemphill. All in favor.

Len Van Gaasbeek motioned to adjourn. The motion was seconded by Christopher Branch. All in favor.

Present:

Dennis Abbott, Maxine Beecher, Sherrie Benner, Anne Bilodeau, Linda Boudreau, Alan Bradstreet, Christopher Branch, Bill Donovan, Matthew Frank, Caleb Hemphill, Greg L'Heureux, Maureen McDevitt, Troy Moon, Dave Morton, Bob Randall, Rod Regier, Bill Shane, Mike Shaw, Erik Street, Matthew Sturgis & Len Van Gaasbeek

Staff:

Cosmo DiPierro, Matt Grondin, Denise Mungen, Kevin Roche & Kevin Trytek

Guest:

Daniel Lay, HM Payson