



MEMORANDUM

TO: MIRA Board of Directors
FROM: Donald S. Stein
DATE: November 8, 2019
RE: Notice of Regular Board Meeting

There will be a regular meeting of the Board of Directors of the Materials Innovation and Recycling Authority (MIRA) *on Wednesday, November 13, 2019 at 9:30 a.m. in the Board Room at 200 Corporate Place, Suite 202, Rocky Hill, CT. 06067.*

- I. Pledge of Allegiance
- II. Public Comment – A ½ hour public portion will be held and the Board will accept written testimony and allow individuals to speak for a limit of three minutes.
- III. Review and Approve – October 9, 2019 Board Meeting Minutes (*Attachment 1*).
- IV. Finance Committee Report.
 - a. Board action will be sought for Resolution approving the Fiscal Year 2021 Authority Budget (*Attachment 2*).
- V. OS & HR Committee Report
 - a. Board action will be sought for Resolution Regarding First Amendment To Health and Welfare Broker-of-Record Services Agreement with Peoples United Insurance Agency, R.C. Knox Division (*Attachment 3*).
 - b. Board action will be sought for Resolution Regarding Health and Welfare Broker-of-Record Services Agreement with Peoples United Insurance Agency, R.C. Knox Division (*Attachment 4*).
 - c. Board action will be sought for Resolution Regarding Renewal of the Employee Benefit Program (Dental, Vision, Life, and Disability Insurance) (*Attachment 5*).
 - d. Board action will be sought for Resolution Regarding Personal Services Agreement with Mary Anne Bergenty (*Attachment 6*).
- VI. Policies and Procurement Committee Report:
- VII. Chairman and President's Report
 - a. Attached Supplemental Information / Other Matters
- VIII. Executive Session will be held to discuss pending litigation, security matters, feasibility estimates and evaluations, personnel matters, trade secrets and pending RFP's.

Tab 1

MATERIALS INNOVATION AND RECYCLING AUTHORITY

FIVE HUNDRED AND SIX

October 9, 2019

A Regular Board meeting of the Materials Innovation and Recycling Authority Board of Directors was held on Wednesday, October 9, 2019 in the Board Room at Suite 202, 200 Corporate Place, Rocky Hill, CT 06067. Those present were:

Directors:

Chairman Stein
Vice-Chairman Dick Barlow
John Adams
Edward Bailey (present via telephone)
Carl Fortuna, Jr. (present via telephone)
Jim Hayden
Bob Painter
Scott Shanley
Patricia Widlitz (present via telephone)
Thomas Swarr, CSWS Project Ad Hoc
Luke Bronin, CSWS Project Ad Hoc

Present from MIRA:

Tom Kirk, President
Mark Daley, Chief Financial Officer
Laurie Hunt, Director of Legal Services
Peter Egan, Director of Operations and Environmental Affairs
Jeffrey Duvall, Director of Budgets & Forecasting
Thomas Gaffey, Director of Recycling & Enforcement
Dave Bodendorf, Senior Environmental Engineer
Roger Guzowski, Contract and Procurement Manager
Cheryl Kaminsky, Manager of Accounting and Financial Reporting
Vicki Arnum, Buyer/Administrative Assistant

Public Present:

Ann Catino, General Counsel, Halloran & Sage
John Pizzimenti, USA Hauling
John Doyle, Doyle, D'Amore & Balducci
Mike Paine, Paine's Inc.
Luis De La Parte, SRRT

Chairman Stein called the meeting officially to order at 9:31 a.m. and said that a quorum was present.

PUBLIC PORTION

Chairman Stein said the agenda allowed for a public portion in which the Board would accept written testimony and allow individuals to speak for a limit of three minutes.

Mike Paine, president of Paine's Inc. and chapter chairman for the National Waste & Recycling Association, addressed the Board regarding recycling challenges under the new Hauler Agreements. He said that Paine's received an email from MIRA last month about the changes, and has been waiting to hear more about the new codes MIRA requires and how they're defined. He said he received a call yesterday and was told that condominiums are considered commercial buildings and will be charged a tip fee. Condominiums are often picked up by residential trucks and they are not like an apartment building, which is really a business which is a significant difference.

Mr. Paine said that, according to the list he received, MIRA will charge a fee for delivery of recyclables from commercial buildings, even though they are located in a member town. He said that, there are a number of towns serviced by Paine's where recycling from public buildings and from commercial customers are picked up by the same truck; Under this new regime, we are going to have to separate out those different loads based on customer type, which would be even worse than it was a year ago when we had to separate all our recycling loads to be exclusively either participating town loads or non-participating town loads.

Mr. Paine said a number of small businesses that we serve don't generate much recycling, so the recycling is in a barrel and we pick it up along with our residential routes -- if we are not permitted to do that, it will be a huge problem for us. I've also been told that we need to separate commercial recyclables picked up in tier one towns from other commercial recyclables but we are still paying \$30 a ton. Why not be able to mix it together?

We run a service business, and complying with all these new restrictions and separating our loads into all these different categories is only going to end up increasing the cost to recycle. I need to communicate with our customers to tell them clearly what is going on. I'm hoping to leave today with a list of the required separations and to hear some very definitive details from this board so that I can then tell my customers before the next billing cycle.

Mr. Kirk said, following up on Mike's comments, there's a legitimate issue here with our recycling, due primarily to two issues. The 2020 budget called for a \$30 per ton fee tipping fee for recyclables that either originate in non-participating towns or are commercial loads, and the challenge for us in administering that, in these last two months, has been both the declaration of

load – i.e., where it's coming from -- and the distinction between commercial and residential in a single route truck. As Mike pointed out, his route trucks will pick up both commercial and residential in a town, which in the past, has always been a zero tip fee. Now there's a distinction between our pricing for residential and commercial tons. Depending on the town, a four unit condominium may be considered commercial because it pays for waste services, as opposed to having them included as a benefit and paid in their property tax. A three-family house may be residential, but from the hauler's standpoint, it only makes sense for the truck that goes down the street to pick up at both the four-unit condo and all the single family and multi-family homes on that street. We don't have a recommended solution at the moment, but we do want to inform the board that we're trying to work out something that accommodates our customers concerns and still retains our ability as required by statute to be able to identify the town the recycling originates from, which is important.

APPROVAL OF THE SEPTEMBER 18, 2019, BOARD MEETING MINUTES

Chairman Stein requested a motion to approve the minutes of the September 18, 2019 Board meeting. Director Barlow made the motion which was seconded by Director Adams.

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Bailey, Director Hayden, Director Shanley, Director Painter, Director Widlitz and Ad Hoc Swarr voted yes. Director Fortuna abstained.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		
Carl Fortuna, Jr			X
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		
Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc	X		

FINANCE COMMITTEE:

REVIEW AND RECOMMEND RESOLUTION ESTABLISHING THE CSWS MAJOR MAINTENANCE RESERVE.

Chairman Stein requested a motion on the above referenced item. The motion to approve was made by Director Adams and seconded by Director Barlow.

WHEREAS, This Board has previously established the CSWS Improvement Fund as part of the Authority's Property Division for the purpose of funding and reporting CSWS capital expenses and fixed asset improvements; and

WHEREAS, Substantial components of the resource recovery facility have reached or are nearing their book value end of useful life and have been or will be fully depreciated which means that expenditures for these elements are no longer capital and should be expensed to the CSWS Division; and

WHEREAS, To properly record and track these CSWS expenses, a new CSWS Major Maintenance Reserve needs to be created within the CSWS Division and funded pursuant to applicable components of the adopted Fiscal Year 2020 budget.

NOW THEREFORE, be it

RESOLVED: That management is authorized to establish and create a CSWS Major Maintenance Reserve within the Authority's CSWS Division and the State's Short Term Investment Fund (STIF); and

FURTHER RESOLVED: The CSWS Major Maintenance Reserve shall be funded pursuant to the Authority's Flow of Funds Procedure in applicable amounts of the adopted Fiscal Year 2020 CSWS Improvement Fund Budget as shown on Exhibit A attached hereto; and

FURTHER RESOLVED: That management is authorized, subject to the adopted Fiscal Year 2020 CSWS Improvement Fund Budget, to transfer funds between the CSWS Major Maintenance Reserve and the CSWS Improvement Fund as needed to fund actual operating and capital expenses incurred.

Mr. Daley said we would like to set up a major maintenance reserve within CSWS. Essentially, this is going to address an issue that we have in the continuing use of the CSWS

Improvement Fund, which is assigned to our property division. As part of the decisions made when the Mid-Connecticut project was closed, the project's fixed assets were assigned to the Property Division where all additions, modifications and depreciation have been accounted for. Many of these assets are now or will soon be fully depreciated and so we will no longer be capitalizing major maintenance activities associated with those assets. Major maintenance activities on the fully depreciated assets will be classified as operating expenses of the CSWS which is consistent with the decision making when the Mid Connecticut project was closed. So rather than funding those expenses to the Property Division and then transferring them over to the CSWS, we will create the CSWS Major Maintenance Fund within the CSWS and avoid what would otherwise be a whole host of somewhat convoluted account transactions for the expenses between divisions. There's no new money involved here. There's an exhibit attached to the resolution which simply says from the originally adopted capital improvement funding budget, these are now considered major maintenance expenses; they will not be capitalized, they will be directly expensed to CSWS and then there are a few items that will remain capitalized and will continue to be funded through the Property Division, so it addresses an issue related to the expiring useful life of many of the assets that comprise the plant.

Chairman Stein said, so it's just really a bookkeeping exercise.

Mr. Daley said yes we need to set up a fund within the CSWS to avoid transferring expenses between divisions. There is a second part of the resolution that provides management authority to move funding between what is now the CSWS major maintenance reserve and the existing improvement fund. Our bylaws allow us to manage a budget within a division or a project subject to the total: i.e., we can move funds between lines. When we separate this funding between divisions, we want to be clear that Tom still has that ability to work within the established improvement budget through possible transfers between the two funds.

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Fortuna, Director Bailey, Director Hayden, Director Shanley, Director Painter, Director Widlitz, and Ad Hoc Member Swarr voted yes.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		
Carl Fortuna, Jr	X		
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		

Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc	X		

DISCUSSION OF PROPOSED FISCAL YEAR 2021 BUDGET DEVELOPMENT SCHEDULE.

Mr. Daley said we have moved into the budget development season and have begun distributing the templates to develop the fiscal '21 budget. In general, we are going to follow a similar schedule as last year. We would look to adopt the Authority budget at the November 13, 2019 board meeting, both the Property Division and Landfill Division budgets at the December 11, 2019 board meeting, and then the CSWS budget at the February 12, 2020 meeting, with interim committee reviews along the way following the same pattern that we have been following, starting with the HR Committee on October 9, 2019, so all of that's laid out in the schedule that's attached to the package.

Mr. Daley identified a few things that need to be considered by the committees as we move forward. First, regarding the Authority budget, we had seven resignations last year and so there will be some budget adjustments based on what we have done there. Maybe pause to reflect on all those resignations and what they may mean for the organization, certainly a matter for discussion by the HR Committee. In regards to Property Division, the Jets capacity payments were reduced from \$16.5 million in fiscal 2019 to \$12.3 million in fiscal 2020. In Fiscal Year 2020, this allowed us to allocate \$8.7 million to the Tip Fee Stabilization Fund. In Fiscal Year 2021, the capacity payment will further reduce by \$3.0 million to \$9.3 million; this will have an impact on income available for the Tip Fee Stabilization Fund.

In regards to the Landfill Division budget, Mr. Daley said, it might be helpful to do a look back at the reserves that we have used out of that division for the Resource Rediscovery costs, what we have drawn out of there to date, how it's been used, and where we are now, just so that information is readily available for consideration in deciding what we do next.

Mr. Daley said, in regards to CSWS, we will develop and provide an evaluation of additional cost recoveries achieved under the MSA's in Fiscal Year 2019 and Fiscal Year 2020. We will also continue to evaluate our business model with respect to Non-participating town

surcharges, and Hauler and ICW contract terms necessary, considering the plant's reliability challenges.

OS AND HR COMMITTEE

Director Hayden informed the Board that we reviewed three different facets of the operation today. We are working on the next fiscal year payrolls; we have looked at what we need to do as a result of the new sexual harassment legislation effective October 1 and there is a plan being developed for the training required by that legislation. We also looked at the effect of the new health enhancement program from the Connecticut Partnership Plan; basically, since we just started in July 1st, 2019, what are the company's employees going to need to do, how they will need to comply with certain test requirements, --physical exams and that sort of stuff -- a year from now, and what penalty will be assessed by the insurance company if they fail to comply. We discussed the need to get the word out to everybody, and to make it clear to everyone that the penalty for failure to comply will be an employee cost, not an employer cost.

Director Hayden added that there was one thing that he wanted to mention, as we are working on payrolls: the last raise was two years ago, and then for four years before that there was a moratorium, so effectively, in the last seven years, there may have been one or two increases for the staff. While we certainly are aware that from, a business perspective, we might describe our situation as we have our hair on fire, we do want to keep that fact in consideration.

POLICIES AND PROCUREMENT COMMITTEE

REVIEW AND RECOMMEND RESOLUTION REGARDING AN AGREEMENT WITH TRC ENVIRONMENTAL CORPORATION ("TRC") FOR ABANDONMENT OF MONITORING WELLS IN NORTH FRANKLIN AND WINDHAM, CONNECTICUT.

Chairman Stein requested a motion on the above-referenced item. The motion to approve was made by Director Barlow and seconded by Director Widlitz.

WHEREAS, in 2008 and 2009, as part of an ash landfill site suitability investigation (the "investigation"), MIRA installed certain groundwater monitoring wells, piezometers and production wells (the "wells") on property in North Franklin and Windham, CT; and

WHEREAS, the investigation was suspended indefinitely in 2009; and

WHEREAS, Public Act 14-94, among other things, removed MIRA's condemnation authority, thereby diminishing MIRA's ability to site a new landfill; and

WHEREAS, pursuant to RCSA Sec 25-168-56, MIRA is required to properly abandon the wells to prevent them from becoming or causing contamination of the environment; and

WHEREAS, MIRA allocated \$90,000 in the Mid Connecticut Post Project Closure Reserve for the purpose of abandoning the wells;

NOW, THEREFORE, BE IT:

RESOLVED: That the Board of Directors authorizes the President to enter into a Request for Services with TRC in the amount of \$55,600 for the proper abandonment of the wells; and

FURTHER RESOLVED: That the Board of Directors authorizes the President to pay TRC \$55,600 from the Mid Connecticut Post Project Closure Reserve for the abandonment of the wells, substantially as discussed and presented at this meeting;

Mr. Kirk said this is associated with our prior attempt to develop an ash landfill in Franklin. We did a lot of evaluation work on the proposed site, including drilling monitoring wells. Proper environmental management would require those wells to be managed and retired successfully and properly, and there is a cost associated with that. Peter Egan can fill you in on the details, but we would like to pursue these retirements now and this resolution addresses that activity.

Mr. Egan said Dave Bodendorf is managing this. He is here for any specific questions, but briefly, what will happen is a bentonite clay slurry will be injected into each well, essentially to eliminate the well serving as a conduit from the surface down to the water table. This will eliminate the possibility of contamination migrating from the surface down to the groundwater. This is to comply with public health regulations and will close out this situation.

Director Barlow asked if this land is private property, not owned by the Authority.

Mr. Egan said yes, there are two different owners and we have signed access agreements with both owners and paid them a nominal sum of money, essentially to hire an attorney to review the agreements; those were executed a couple of months ago.

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Fortuna, Director Bailey, Director Hayden, Director Shanley, Director Painter, and Director Widlitz voted yes.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		

Carl Fortuna, Jr	X		
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		
Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc			
Luke Bronin, CSWS Ad Hoc			

REVIEW AND RECOMMEND RESOLUTION REGARDING MARKET DRIVEN PURCHASE OF SOLID WASTE DISPOSAL CAPACITY ASSOCIATED WITH DIVERSION OF MUNICIPAL SOLID WASTE FROM MIRA'S CSWS.

Chairman Stein requested a motion on the above referenced item. The motion to approve was made by Director Barlow and seconded by Director Bailey.

WHEREAS: From time-to-time MIRA must divert waste from the CSWS due to elevated MSW inventory levels at the CSWS Resource Recovery Facility (RRF) that may occur periodically; Now therefore, be it

RESOLVED: that the President is authorized to enter into market driven purchases of transportation and disposal services in accordance with the requisitions included in Table 1 substantially as discussed and presented at this meeting.

Mr. Kirk said that this is the final presentation of costs associated with the recent diversion. We had been unable to get them all rolled into the last month's presentation. This is a \$1400 resolution to address a single day's diversion at the beginning of our turbine problem back in July.

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Fortuna, Director Bailey, Director Hayden, Director Shanley, Director Painter, Director Widlitz, Ad Hoc Member Swarr and Ad Hoc Member Bronin voted yes.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		
Carl Fortuna, Jr	X		
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		
Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc	X		
Luke Bronin, CSWS Ad Hoc	X		

REVIEW AND RECOMMEND RESOLUTION REGARDING PURCHASE OF A CATERPILLER 966M WHEEL LOADER FOR THE WASTE PROCESSING FACILITY.

Chairman Stein requested a motion on the above referenced item. The motion to approve was made by Director Barlow and seconded by Director Bailey.

WHEREAS, the Materials Innovation and Recycling Authority (the “Authority”), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut, is authorized to purchase, acquire and lease personal property for use in its facilities and operations, and to enter into contracts in connection therewith; and

WHEREAS, the Authority desires to lease, purchase, and finance a Caterpillar 966M Wheel Loader from Caterpillar Financial Services Corporation and an authorized Caterpillar dealer (“Caterpillar”) by entering into a Governmental Equipment Lease-Purchase Agreement (the “Agreement”) with Caterpillar;

NOW, THEREFORE, it is hereby

RESOLVED: That i) the Agreement, including all schedules and exhibits attached thereto, is approved in substantially the form presented and discussed at this meeting, with any Approved Changes (as defined below), ii) the Authority enter into the Agreement with Caterpillar, and iii) the Agreement when executed will constitute a binding obligation of the Authority; and

Further RESOLVED: That changes may be made by the President to the form of the Agreement in accordance with the Authority's policies and procedures (the "Approved Changes"), and that the signing of the Agreement and any related documents is conclusive evidence of the approval of the changes; and

Further RESOLVED: That the President of the Authority, Thomas D. Kirk, be and he hereby is, authorized, directed and empowered, on behalf of the Authority, to i) sign and deliver the Agreement to Caterpillar, together with any related documents, and ii) take or cause to be taken all action which he deems necessary or advisable to acquire the Caterpillar 966M Wheel Loader, including the signing and delivery of the Agreement and related documents; and

Further RESOLVED: That the Corporate Secretary of the Authority is authorized to attest to these resolutions.

Mr. Kirk said this is the lease-to-purchase of a 966 wheel loader from Caterpillar; this particular machine is necessary to supplement our existing fleet of loaders, which has suffered a recent casualty -- a fire to the 980 machine. We will talk about that a little bit more in my report, but we have for a number of years been unable to maintain our capital replacement plan in terms of loaders because of the problems at the PBF and we are in a position now where we cannot wait any longer. This particular machine is available essentially immediately. It has a unique option called the trash package, which includes particular improvements to the underbody and connections in the articulated area of the machine to allow it to operate in hazardous or difficult conditions with scrap metal and garbage getting in and around the machine. This trash package is an expensive option, but more importantly, it takes months to be able to add it to a typical off-the-line machine, which is designed for picking up gravel, sand, dirt, etc. at a construction site, so we recommend approval of this resolution to purchase this machine, and we'll have it on site shortly thereafter.

Chairman Stein said that the Memo says we don't have the money to buy it outright. If you're going to make full payment in twelve installments this year, that is almost buying it outright.

Mr. Kirk said the primary reason for doing that is that we are paying for it through the operating budget, and will need to do that on a time basis.

Mr. Daley said we will be paying for it through the NAES' operating savings that have been achieved at the waste processing facility. We had originally budgeted for a loader in the

capital program for this year, but we had to divert that funding to the third round of Turbine Five repair requirements, so that left a hole for the loader. Mr. Daley added that we reviewed the budget resources for acquisition of the loader, and the best place at this point is the NAES WPF operating budget.

Director Adams asked how many hours a year we run these things.

Mr. Egan said there are 8000 hours a year and we have three loaders that are operable today, two of them have 45,000 hours on them and the third loader has 11,300 hours. They were purchased in 2008.

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Fortuna, Director Bailey, Director Hayden, Director Shanley, Director Painter, Director Widlitz, Ad Hoc Member Swarr and Ad Hoc Member Bronin voted yes.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		
Carl Fortuna, Jr	X		
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		
Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc	X		
Luke Bronin, CSWS Ad Hoc	X		

REVIEW AND RECOMMEND RESOLUTION REGARDING AN AGREEMENT WITH TG ADVISORS, INC. TO UNDERTAKE A ROOT CAUSE ANALYSIS OF THE TURBINE 5 ROTOR FAILURES.

Chairman Stein requested a motion on the above referenced item. The motion to approve was made by Director Barlow and seconded by Director Bailey.

RESOLVED: That the President is hereby authorized to enter into an agreement with TG Advisors, Inc. to undertake a root cause analysis associated with the Turbine 5 rotor failures, substantially as discussed and presented at this meeting.

Mr. Kirk said that the board is familiar with this issue. We have hired TG advisors to develop the root cause analysis of the failure of Turbine Five, which has been sent out for repairs three times. TGA is a qualified consultant. Initially, we had intended to have this paid from our legal budget and use our attorneys to assist in keeping the report confidential. We don't think that's an issue for other reasons, and it is now in our procurement system. We have stopped work by TGA on the report until the board has addressed this, but we recommend the Board approve this resolution so they can get back to work doing the analysis and developing the report.

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Fortuna, Director Bailey, Director Hayden, Director Shanley, Director Painter, Director Widlitz, Ad Hoc Member Swarr and Ad Hoc Member Bronin voted yes.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		
Carl Fortuna, Jr	X		
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		
Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc	X		
Luke Bronin, CSWS Ad Hoc	X		

CHAIRMAN AND PRESIDENT'S REPORT

Chairman Stein reported that we have been trying to set up a meeting with the DEEP commissioner and the governor's office. He said that he got initial feedback that a meeting was possible around the end of October with the commissioner and her staff, but so far we do not have a meeting set up with the commissioner nor with the governor's office.

Mr. Kirk presented the Board with information on operations and financial data reflecting the performance of the organization for the reporting period through August 31, 2019. He said the facility operated without any public health and safety events throughout the period. Mr. Kirk provided a brief update on the turbine issues, repairs, property insurance and business expense.

Mr. Kirk also mentioned the board and committee meeting schedule for next calendar year, included in the Board Package, is preliminary and draft. We are going to put it on our website and we will pencil the meetings into our calendars, but if there are changes, they need to be made 30 days ahead of time in order to remain Regular Meetings, and 24 hours ahead of time for Special Meetings, the key distinction being that, at a Special Meeting, we cannot make changes to the published agenda, while at Regular Meetings that are properly noticed, we can add matters to the agenda at the board's discretion.

EXECUTIVE SESSION

Chairman Stein requested a motion to enter into Executive Session to discuss pending litigation and pending RFP responses, potential lease of MIRA real estate, trade secrets, personnel matters, security matters, and feasibility estimates and evaluations. The motion was made by Director Bailey and seconded by Director Shanley. Chairman Stein requested that the following people remain for the Executive Session, in addition to the Board members:

Tom Kirk
Mark Daley
Peter Egan
Laurie Hunt
Ann Catino, Legal Counsel

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Fortuna, Director Bailey, Director Hayden, Director Shanley, Director Painter, Director Widlitz, Ad Hoc Member Swarr and Ad Hoc Member Bronin voted yes.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		
Carl Fortuna, Jr	X		
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		
Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc	X		
Luke Bronin, CSWS Ad Hoc	X		

The Executive Session commenced at 10:20 a.m.

The meeting was reconvened at 12:09 p.m. The door was opened, and the Board Secretary and all members of the public (of which there were none) were invited back in for the continuation of public session. Chairman Stein noted that no votes were taken.

ADJOURNMENT

Chairman Stein requested a motion on the above-referenced item. The motion was made by Director Bailey and seconded by Director Shanley.

The motion previously made and seconded was approved unanimously by roll call. Chairman Stein, Vice-Chairman Barlow, Director Adams, Director Fortuna, Director Bailey, Director Hayden, Director Shanley, Director Painter, Director Widlitz, Ad Hoc Member Swarr and Ad Hoc Member Bronin voted yes.

Directors	Aye	Nay	Abstain
Chairman Stein	X		
Vice Chairman Barlow	X		
John Adams	X		
Edward Bailey	X		
Carl Fortuna, Jr	X		
Jim Hayden	X		
Scott Shanley	X		
Bob Painter	X		
Pat Widlitz	X		
Ad Hoc Members	Aye	Nay	Abstain
Tom Swarr, CSWS Ad Hoc	X		
Luke Bronin, CSWS Ad Hoc	X		

There being no other business to discuss, the meeting adjourned at 12:10 p.m.

Respectfully Submitted,

Kanchan Arora
Consultant

Tab 2

RESOLUTION FOR THE MATERIALS INNOVATION AND RECYCLING AUTHORITY BOARD OF DIRECTORS

REGARDING APPROVING THE FISCAL YEAR 2021 AUTHORITY BUDGET

WHEREAS, The Materials Innovation and Recycling Authority (MIRA) is contractually obligated to adopt Disposal Fees for its Connecticut Solid Waste System (CSWS) participating towns on or before February 29, 2020, which fees will apply during MIRA's Fiscal Year 2021 which begins July 1, 2020 and ends June 30, 2021; and

WHEREAS, such Disposal Fees are to reflect the net cost of operation of the CSWS as defined in the Municipal Service Agreements between CSWS member towns and MIRA, which net cost of operation includes a properly allocable share of MIRA's general administrative expenses commonly known as the "Authority Budget"; and

WHEREAS, in order for MIRA to progress timely with the evaluation and establishment of Disposal Fees for the CSWS it is necessary for MIRA to adopt the Authority Budget for Fiscal Year 2021 at this time including the budget for personnel and non-personnel services that comprise MIRA's general administrative expenses and the amounts thereof that are properly allocable to MIRA projects and divisions that will be active during Fiscal Year 2021 including:

1. Connecticut Solid Waste System (CSWS)
2. Property Division
3. Landfill Division

NOW THEREFORE, be it

RESOLVED: That the Fiscal Year 2021 Authority Budget attached hereto as Exhibit A be adopted substantially in the form as presented and discussed at this meeting.

FURTHER RESOLVED: That such Fiscal Year 2021 Authority Budget remain subject to modification until such time as Fiscal Year 2021 Disposal Fees for CSWS participating towns are adopted.



EXHIBIT A
November 13, 2019 Board of Directors Meeting
Draft Proposed Total Personnel Services Budget
Draft Proposed Authority Budget

	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed	FY 2021 Proposed Increase or (Decrease) From			
				FY 2019 Actual		FY 2020 Adopted	
				\$	%	\$	%
Personnel Services							
Charged Direct to Projects	\$ 1,825,478	\$ 1,846,198	\$ 1,736,132	\$ (89,346)	-4.9%	\$ (110,066)	-6.0%
Indirect via Authority Budget	\$ 2,418,321	\$ 2,552,069	\$ 2,560,718	\$ 142,397	5.9%	\$ 8,649	0.3%
Total	\$ 4,243,799	\$ 4,398,267	\$ 4,296,850	\$ 53,051	1.3%	\$ (101,418)	-2.3%
Authority Budget							
Indirect Personnel Services	\$ 2,418,321	\$ 2,552,069	\$ 2,560,718	\$ 142,397	5.9%	\$ 8,649	0.3%
Non Personnel Services	\$ 549,994	\$ 761,930	\$ 724,310	\$ 174,316	31.7%	\$ (37,620)	-4.9%
Total	\$ 2,968,315	\$ 3,313,999	\$ 3,285,028	\$ 316,713	10.7%	\$ (28,971)	-0.9%
Combined Personnel and Non Personnel Services	\$ 4,793,793	\$ 5,160,197	\$ 5,021,160	\$ 227,367	4.7%	\$ (139,038)	-2.7%

Personnel Services

The FY 2021 total draft proposed Personnel Services budget of \$4,296,850 reflects policy and direction received at the October 9, 2019 OS&HR Committee meeting. The proposed budget reflects a 1.3% increase in comparison to FY 2019 actual audited Personnel Services and a 2.3% reduction from the FY 2020 adopted budget for Personnel Services. The draft proposed budget funds all salary, salary related and benefits for all budgeted MIRA positions. The proposed budget includes Unassigned MPA Adjustments equal to the FY 2020 budget.

Medical benefit costs are budgeted based on current actual premiums effective July 1, 2019 through June 30, 2020 plus escalation of 4% applied for FY 2021. Dental, vision and life / ADD are based on current premiums effective January 1, 2019 through December 31, 2019 plus escalation of 6% applied for FY 2021. Current employee cost shares for medical and dental are reflected. Employee cost shares are subject to review during open enrollment.

The draft Personnel Services budget is segregated between positions allocated direct to projects and divisions and indirect positions allocated through the Authority Budget. Direct allocation is used when positions are dedicated solely to a specific project / function (CSWS scale operator positions being a good example). Indirect allocations are used when positions serve all projects and divisions (finance and accounting positions being a good example).

Authority Budget

The draft proposed Authority Budget comprises the indirect portion of the Personnel Services budget described above and all Non Personnel Services not directly associated with a specific project or division. Non Personnel Services include such expenses as office rent, office supplies, postage and printing, temporary services, insurance, brokerage and consulting. The proposed Non Personnel Services budget of \$724,310 reflects a 31.7% increase from FY 2019 actual audited expenses and a 4.9% reduction from the FY 2020 budget. See Exhibit 2 for the breakdown of Non Personnel Services which has been developed to reflect FY 2021 requested spending. The Non Personnel Services budget excludes funding for "Resource Rediscovery" activities. The total proposed Authority Budget for FY 2021 is \$3,285,028 which represents a 10.7% increase from FY 2019 actual expenses and a 0.9% decrease from the FY 2020 budget. See Exhibits 3 and 4 for the allocation of the Authority Budget and direct Personnel Services to the CSWS, Property and Landfill divisions.

FY 2021 combined personnel and non-personnel services of \$5,021,160 reflects a 4.7% increase in comparison to FY 2019 actual expenses and reflects a 2.7% reduction in comparison to the FY 2020 budget.

EXHIBIT 1
MATERIALS INNOVATION AND RECYCLING AUTHORITY
FY 2021 DRAFT PROPOSAL
TOTAL PERSONNEL SERVICE BUDGET

Total Personnel Services	FY20 Adopted	FY21 Proposed	Difference	% Inc/Dec
Labor Related Payroll				
Regular Payroll	\$ 3,171,537	\$ 3,061,064	\$ (110,473)	-3.48%
Merit / General Pool Increases	\$ -	\$ -	\$ -	100.00%
Unassigned MPA Adjustments	\$ 30,000	\$ 30,000	\$ -	0.00%
Overtime Payroll (Based upon prior year)	\$ 30,000	\$ 30,000	\$ -	0.00%
1 Week PL Payout	\$ 60,991	\$ 58,867	\$ (2,124)	-3.48%
	\$ 3,292,528	\$ 3,179,930	\$ (112,598)	-3.42%
Labor Related Payroll Taxes				
Medicare Tax	\$ 43,151	\$ 44,385	\$ 1,235	2.86%
Social Security	\$ 164,899	\$ 164,164	\$ (734)	-0.45%
CT Unemployment Compensation	\$ 21,120	\$ 20,460	\$ (660)	-3.13%
1 Week PL Payout	\$ 3,243	\$ 3,101	\$ (142)	-4.38%
	\$ 232,412	\$ 232,110	\$ (302)	-0.13%
Subtotal Labor Costs	\$ 3,524,940	\$ 3,412,041	\$ (112,899)	-3.20%
Employee Benefits				
HSA Contribution	\$ -	\$ -	\$ -	100.00%
Medical & Dental*	\$ 522,013	\$ 499,067	\$ (22,946)	-4.40%
Life and Disability*	\$ 43,798	\$ 39,965	\$ (3,834)	-8.75%
Vision*	\$ 8,892	\$ 7,147	\$ (1,745)	-19.63%
Medical Opt-out	\$ 20,761	\$ 28,014	\$ 7,253	34.94%
Total Health Benefits Costs	\$ 595,464	\$ 574,192	\$ (21,271)	-3.57%
Employee Medical & Dental Contributions*	\$ (57,251)	\$ (54,801)	\$ 2,450	-4.28%
Net Health Benefits Costs	\$ 538,213	\$ 519,391	\$ (18,822)	-3.50%
401-K Contribution (Regular Salary)	\$ 297,592	\$ 306,106	\$ 8,514	2.86%
401-K Contribution (1 Week PL Payout)	\$ 5,723	\$ 5,887	\$ 164	2.86%
Subtotal Employee Benefits Costs	\$ 841,527	\$ 831,384	\$ (10,143)	-1.21%
Wellness	\$ 12,000	\$ 11,625	\$ (375)	-3.13%
Other Benefit-Related Costs				
Other Benefits	\$ 7,000	\$ 7,000	\$ -	0.00%
401(k) Consultant	\$ 12,800	\$ 11,800	\$ (1,000)	-7.81%
Benefits Administration/Brokerage	\$ -	\$ 23,000	\$ 23,000	100.00%
Subtotal Other Benefit-Related Costs	\$ 19,800	\$ 41,800	\$ 22,000	111.11%
TOTAL PERSONNEL SERVICES	\$ 4,398,267	\$ 4,296,850	\$ (101,418)	-2.31%

HISTORICAL COMPARISON - BUDGET VERSUS ACTUAL

Fiscal Year	Budget		Actual		Difference Amount
	Adopted	Inc/Dec	Amount	Inc/Dec	
FY14	\$ 5,906,786		\$ 5,502,509		\$ (404,277)
FY15	\$ 5,592,010	-5.33%	\$ 5,041,372	-8.38%	\$ (550,638)
FY16	\$ 5,243,847	-6.23%	\$ 4,872,758	-3.34%	\$ (371,089)
FY17	\$ 4,746,502	-9.48%	\$ 4,277,053	-12.23%	\$ (469,449)
FY18	\$ 4,604,275	-3.00%	\$ 4,382,246	2.46%	\$ (222,029)
FY19	\$ 4,500,781	-2.25%	\$ 4,243,799	-3.16%	\$ (256,982)
Total	\$ 30,594,201		\$ 28,319,737		\$ (2,274,464)

MIRA FY16 - FY21 Personnel Services Expenses

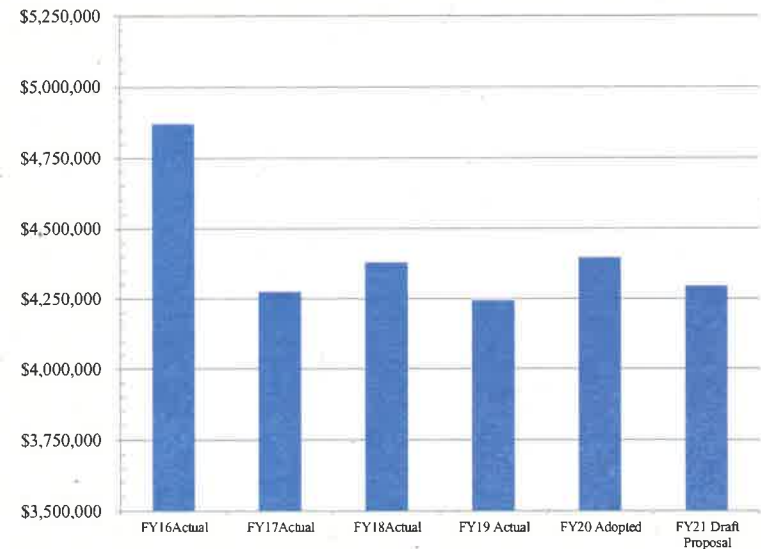


EXHIBIT 2
MATERIALS INNOVATION AND RECYCLING AUTHORITY
FY 2021 PROPOSED
TOTAL NON PERSONNEL SERVICES BUDGET

Description	ACTUAL FY19	ADOPTED FY20	PROPOSED FY21	Increase or (Decrease) From			
				FY 2019 Actual		FY 2020 Adopted	
				\$	%	\$	%
Postage and Delivery Fees	\$ 6,751	\$ 7,550	\$ 8,500	\$ 1,749	26%	\$ 950	13%
Telecommunications	\$ 46,947	\$ 52,000	\$ 49,500	\$ 2,553	5%	\$ (2,500)	-5%
Copier	\$ 4,094	\$ 4,500	\$ 4,400	\$ 306	7%	\$ (100)	-2%
Printing Services	\$ 1,699	\$ 2,750	\$ 3,250	\$ 1,551	91%	\$ 500	18%
Advertising - Legal Notices/Recruitment	\$ -	\$ 5,400	\$ 6,400	\$ 6,400	100%	\$ 1,000	19%
Customer Service	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Office Supplies	\$ 5,874	\$ 6,000	\$ 6,500	\$ 626	11%	\$ 500	8%
Protect Clothing/Safety Equipment	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Miscellaneous Services	\$ 3,282	\$ 5,500	\$ 5,500	\$ 2,218	68%	\$ -	0%
Subscribe/Publ/Ref. Material	\$ 5,208	\$ 3,700	\$ 4,500	\$ (708)	-14%	\$ 800	22%
Dues-Professional Organizations	\$ 4,644	\$ 5,765	\$ 6,470	\$ 1,826	39%	\$ 705	12%
Business Meetings and Travel	\$ 1,075	\$ 3,750	\$ 3,200	\$ 2,125	198%	\$ (550)	-15%
Training	\$ 360	\$ 4,100	\$ 4,100	\$ 3,740	1039%	\$ -	0%
Payroll Software Services	\$ 13,004	\$ 14,000	\$ 15,000	\$ 1,996	15%	\$ 1,000	7%
Record Retention Services	\$ 6,725	\$ 6,500	\$ 7,000	\$ 275	4%	\$ 500	8%
Mileage Reimbursement	\$ 813	\$ 750	\$ 950	\$ 137	17%	\$ 200	27%
Vehicle Repair/Maintenance	\$ 109	\$ 750	\$ 750	\$ 641	588%	\$ -	0%
Office Equipment Service	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Building Operations	\$ 794	\$ 1,000	\$ 1,000	\$ 206	26%	\$ -	0%
Insurance Claims/Losses	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Rent	\$ 186,096	\$ 187,598	\$ 198,590	\$ 12,494	7%	\$ 10,992	6%
Fuel for Vehicles	\$ 372	\$ 400	\$ 300	\$ (72)	-19%	\$ (100)	-25%
Temporary Agency Services	\$ 15,457	\$ 1,000	\$ 4,000	\$ (11,457)	-74%	\$ 3,000	300%
Insurance Premiums	\$ 75,458	\$ 114,091	\$ 115,000	\$ 39,542	52%	\$ 909	1%
Information Technology Consultant	\$ 240	\$ 15,500	\$ 10,400	\$ 10,160	4233%	\$ (5,100)	-33%
Information Technology Maintenance	\$ 57,159	\$ 54,000	\$ 70,400	\$ 13,241	23%	\$ 16,400	30%
Legal Fees	\$ 25,183	\$ 75,000	\$ 45,000	\$ 19,817	79%	\$ (30,000)	-40%
Auditor	\$ 42,500	\$ 43,000	\$ 75,000	\$ 32,500	76%	\$ 32,000	74%
Insurance Consulting/Brokerage	\$ 8,006	\$ 8,326	\$ 9,000	\$ 994	12%	\$ 674	8%
Engineering, Technology & Consulting	\$ 29,654	\$ 25,000	\$ 21,600	\$ (8,054)	-27%	\$ (3,400)	-14%
Vehicles	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Office Furniture	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Computer Hardware	\$ 1,861	\$ 19,500	\$ 28,500	\$ 26,639	1431%	\$ 9,000	46%
Computer Software	\$ -	\$ 84,500	\$ 9,500	\$ 9,500	100%	\$ (75,000)	-89%
Debt Service - Principal	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Other Equipment	\$ -	\$ 3,000	\$ 2,500	\$ 2,500	100%	\$ (500)	-17%
Trustee / Bank Fees	\$ 6,629	\$ 7,000	\$ 7,500	\$ 871	13%	\$ 500	7%
Resource Rediscovery	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Operational Contingency	\$ -	\$ -	\$ -	\$ -	100%	\$ -	100%
Subtotal Non-Personnel Services	\$ 549,994	\$ 761,930	\$ 724,310	\$ 174,316	32%	\$ (37,620)	-5%

EXHIBIT 3

MATERIALS INNOVATION AND RECYCLING AUTHORITY

MIRA PRIMARY INDIRECT EXPENSE ALLOCATION METHODOLOGY BY PROJECT / DIVISION

FY2021 BUDGET
(000 omitted on \$ Amounts)

	CSWS	Property Division	Landfill Division	Southeast	Mid-Con Project	Total
MSW Tons FY19 Actual	544,993	-	-			544,993
Percentage	100.0%	0.0%	0.0%	0.0%	0.0%	100%
Weighting	10.0%	10.0%	10.0%	10.0%	10.0%	
Adjusted Weighting	10.0%	0.0%	0.0%	0.0%	0.0%	10%
Recycling Deliveries FY19 Actual	74,236	-	-			74,236
Percentage	100.0%	0.0%	0.0%	0.0%	0.0%	100%
Weighting	10.0%	10.0%	10.0%	10.0%	10.0%	
Adjusted Weighting	10.0%	0.0%	0.0%	0.0%	0.0%	10%
Total Operating Revenues FY19	\$ 58,364	\$ 19,005	\$ 139			77,508
Percentage	75.3%	24.5%	0.2%	0.0%	0.0%	100%
Weighting	15.0%	15.0%	15.0%	15.0%	15.0%	
Adjusted Weighting	11.3%	3.7%	0.0%	0.0%	0.0%	15%
Total Current Assets FY19	\$ 20,711	\$ 33,323	\$ 3,018			57,052
Percentage	36.3%	58.4%	5.3%	0.0%	0.0%	100%
Weighting	15.0%	15.0%	15.0%	15.0%	15.0%	
Adjusted Weighting	5.4%	8.8%	0.8%	0.0%	0.0%	15%
Transactions	1,837	899	199			2,935
Percentage	62.6%	30.6%	6.8%	0.0%	0.0%	100%
Weighting	25.0%	25.0%	25.0%	25.0%	25.0%	
Adjusted Weighting	15.6%	7.7%	1.7%	0.0%	0.0%	25%
Full Time Equivalents	13	1	-			14
Percentage	92.9%	7.1%	0.0%	0.0%	0.0%	100%
Weighting	25.0%	25.0%	25.0%	25.0%	25.0%	
Adjusted Weighting	23.2%	1.8%	0.0%	0.0%	0.0%	25%
Cumulative Weighting	100.00%	100.00%	100.00%	100.00%	100.00%	
Total Adjusted Weighting	75.602%	21.883%	2.515%	0.000%	0.000%	100.000%

**EXHIBIT 4
MATERIALS INNOVATION AND RECYCLING AUTHORITY
FY 2021 PROPOSED
ALLOCATION OF AUTHORITY BUDGET & DIRECT PERSONNEL SERVICES**

Total Authority Budget \$ 3,285,028

Project / Division	Indirect Allocation Benchmarked Percent	Authority Budget Allocation
Mid-Connecticut	0.000%	\$ -
Southeast Project	0.000%	\$ -
Landfill Division	2.515%	\$ 82,633
Property Division	21.883%	\$ 718,847
CSWS	75.602%	\$ 2,483,548
Total Authority Budget	100.000%	\$ 3,285,028

Total Direct Personnel Services \$ 1,736,132

Project / Division	Direct Personnel Service Allocation	
	Function	FY 2020 Budget
Mid-Connecticut		\$ -
Southeast Project		\$ -
Landfill Division		\$ -
Property Division	Operations Staff - Jets	\$ 122,528
CSWS	Operations Staff - CSWS	\$ 1,613,603
Total Direct Personnel Services		\$ 1,736,132

Combined Authority Budget and Direct Personnel Services \$ 5,021,160

Project / Division	Overall Allocation Percent	Total Allocated Cost
Mid-Connecticut	0.00%	\$ -
Southeast Project	0.00%	\$ -
Landfill Division	1.65%	\$ 82,633
Property Division	16.76%	\$ 841,375
CSWS	81.60%	\$ 4,097,151
Total Direct Personnel Services	100.00%	\$ 5,021,160

Tab 3

RESOLUTION REGARDING FIRST AMENDMENT TO HEALTH AND WELFARE BROKER-OF-RECORD SERVICES AGREEMENT WITH PEOPLES UNITED INSURANCE AGENCY, R.C. KNOX DIVISION

WHEREAS, MIRA and Consultant entered into a certain Health and Welfare Broker-of-Record Services Agreement dated January 9, 2017 (the "Agreement"), in order to have Consultant provide health and welfare broker-of-record services for MIRA and other related work in accordance with the terms of the Agreement; and

WHEREAS, the Agreement provides that Consultant will not be compensated for Health and Benefits Administration Services by MIRA, but rather will receive Standard Commissions from the insurers of MIRA's health and welfare benefit plans; and

WHEREAS, MIRA now desires to amend the Agreement to recognize that MIRA's decision to enter into a three-year agreement, with a term starting July 1, 2019, for employee health insurance coverage, results in a necessary change to Consultant's payment structure;

NOW, THEREFORE, it is hereby

RESOLVED: That the President is authorized to execute a First Amendment to the Agreement and to pay Consultant \$14,750 for services required to be performed pursuant to the Agreement by Consultant from July 1, 2019 through December 31, 2019, including without limitation all services necessary for the analysis, selection, establishment and/or renewal of MIRA's dental, vision, life, disability and flexible spending account benefits offered to MIRA employees, and all broker-of-record services required by the Agreement.

Tab 4

**RESOLUTION REGARDING 3-YEAR AGREEMENT FOR
HEALTH AND WELFARE BROKER OF RECORD SERVICES.**

RESOLVED: That the President is hereby authorized to execute an agreement with the following firm for Health and Welfare Broker Of Record Services, during plan years 2020, 2021 and 2022 substantially as presented and discussed at this meeting:

- People's United Insurance Agency (a subsidiary of People's United Bank)

Materials Innovation and Recycling Authority

Agreement Summary

Health and Welfare Broker Of Record Services

for Calendar Years 2020, 2021, and 2022

Presented to the MIRA Board on:	November 13, 2019
Vendor/Contractor(s):	People's United Insurance Agency (a subsidiary of People's United Bank)
Effective Date:	For plan years 2020, 20201 and 2022.
Contract Type/Subject Matter:	Health and Welfare Broker Of Record Services.
Facility(ies) Affected:	Not Applicable
Contract Dollar Value:	All costs are based on a fixed fee price that begins at \$22,500 in year one, rises to \$23,175 in year 2 and rises to \$23,870 in year 3
Term:	Through December 31, 2022
Amendment(s):	Not applicable
Term Extensions:	Not applicable
Scope of Work:	The services generally include: <ul style="list-style-type: none">• Placement - all services necessary for the analysis, selection, establishment and/or renewal of MIRA's medical, dental, vision, life, disability and flexible spending account benefits offered to its employees (Health and Welfare Benefits)..• Administration – claims handling / auditing, regulatory (ACA) updates and notifications, annual employee meeting, policy and rate review and verification, assisting employees with coverage questions and recommendations.
Termination:	May be terminated by MIRA upon at least thirty (30) days advance written notice.

Materials Innovation and Recycling Authority

Agreement Summary

Health and Welfare Broker Of Record Services

Organizational Synergy & Human Resources Committee

November 13, 2019

Executive Summary

This is to request that the Board of Directors authorize the President to enter into an agreement with the following firm for Health and Welfare Broker Of Record Services, substantially as presented and discussed at this meeting:

- People's United Insurance Agency (a subsidiary of People's United Bank)

Discussion

According to section 5.3.5 of MIRA's Procurement Policies and Procedures, MIRA solicits proposals at least once every three years for professional services.

The current agreement for Health and Welfare Broker Of Record Services expires on December 31, 2019.

MIRA issued a Request for Proposals (RFP) for Health and Welfare Broker Of Record Services on September 23, 2019.

Via this RFP, MIRA sought to engage a Consultant to provide Health and Welfare Broker Of Record Services. The services generally include:

- Placement - all services necessary for the analysis, selection, establishment and/or renewal of MIRA's medical, dental, vision, life, disability and flexible spending account benefits offered to its employees (Health and Welfare Benefits)..
- Administration – claims handling / auditing, regulatory (ACA) updates and notifications, annual employee meeting, policy and rate review and verification, assisting employees with coverage questions and recommendations.

Overview of RFP

MIRA issued a Request for Proposals (RFP) for Health and Welfare Broker Of Record Services on September 23, 2019.

The availability of the RFP was advertised on the Department of Administrative Services State Contracting Portal website and on the MIRA website.

In addition, a notice regarding the availability of the RFP was sent to firms who submitted a notice of interest form 3 years ago when the authority last issued an RFP for these services.

Responses to the RFP for Health and Welfare Broker Of Record Services were due by October 23, 2019. MIRA received proposals from only one (1) firm:

- People's United Insurance Agency (a subsidiary of People's United Bank)

Evaluation of Proposals

MIRA's President identified Mark Daley, Chief Financial Officer, Laurie Hunt, Director of Legal Services and Thomas Edstrom, Risk Manager (collectively the "Evaluation Team") to evaluate the Proposals that were received.

Financial Summary

All costs are based on a fixed fee price that begins at \$22,500 in year one, rises to \$23,175 in year 2 and rises to \$23,870 in year 3.

Tab 5

RESOLUTION REGARDING RENEWAL OF THE EMPLOYEE BENEFIT PROGRAM
(DENTAL, VISION, LIFE, AND DISABILITY INSURANCE)

RESOLVED: That the Board of Directors authorizes the renewal of MIRA's employee benefit plans with the incumbent providers – Ameritas (vision) and MetLife (dental, life, and disability) – for the period from January 1, 2020 through December 31, 2020.

Tab 6

RESOLUTION REGARDING A PERSONAL SERVICES AGREEMENT
WITH MARY ANNE BERGENTY

WHEREAS, Mary Anne Bergenty, MIRA's Field Operations Manager, has resigned, effective August 5, 2019; and

WHEREAS, Ms. Bergenty has been employed by the Authority in various positions since November 1998, including as Recycling Field Manager since 2001, and has unduplicated familiarity and experience with certain practices and aspects of the Authority's business, including recycling load audit history and procedure, and waste flow management; and

WHEREAS, Ms. Bergenty has agreed to be available to the Authority as a consultant on these matters;

NOW, THEREFORE, it is

RESOLVED: That the President is authorized to enter into a Personal Services Agreement with Mary Anne Bergenty substantially as presented and discussed at this meeting.