

## CHITTENDEN SOLID WASTE DISTRICT

### Board Meeting

### MEETING INSTRUCTIONS

### FOR THE PUBLIC- remote access

Date: Wednesday, June 26, 2024

Time: 6:30 P.M. *or just following the Annual Organizational Meeting*

Place: ZOOM MEETING

#### IMPORTANT:

CSWD will hold a virtual meeting accessible by computer or phone.

Members of the public, joining the meeting remotely, are asked to preregister online using the link below and attend remotely by computer or telephone. Following the meeting a recording will be available upon request.

Hi there,

You are invited to a Zoom webinar.

Hi there,

You are invited to a Zoom webinar.

When: Jun 26, 2024 06:30 PM Eastern Time (US and Canada)

Topic: Board of Commissioners Organizational & Regular Meeting

Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_h5TqfebRqSD96\\_yciyTw](https://us02web.zoom.us/webinar/register/WN_h5TqfebRqSD96_yciyTw)

After registering, you will receive a confirmation email containing information about joining the webinar.

*For those without internet access, call 802-872-8100 ext. 213 and leave a message to register for the meeting. A call- in number will be provided to you prior to the meeting.*

Participants will be in listen only mode. Call in controls include: \*6 – toggle mute/unmute and \*9 to raise your hand.

CHITTENDEN SOLID WASTE DISTRICT  
REGULAR MEETING

Date: Wednesday, June 26, 2024  
Time: 6:30 P.M. or just following the Annual Organizational Meeting  
Place: **Hybrid Meeting - ZOOM Meeting or In-Person at CSWD Administrative Office**  
**19 Gregory Drive, South Burlington**

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\*\*\* (E) Indicates enclosures (H) Indicates handouts (D) Discussion Only

1. (E) Agenda (6:30 p.m.)
2. Public Comment Period (6:30 p.m.)
3. (E) Consent Agenda (6:35 p.m.)
  - 3.1 Minutes of June 5, 2024 (page 3)
  - 3.2 Program Updates (page 6)
  - 3.3 Voting Sheet – Vermont Dept of Health – population update (page 13)
  - 3.4 Finance – Warrant, Cash Investment and Reserve Balances as of 5/31/2024 (page 14)
4. Executive Session – Personnel (6:40 p.m.)
5. Other Business (7:40 p.m.)

*Possible Action could occur on any agenda item, although not initially noted. If you need an accommodation, please call the District at 872-8100 upon receipt of this notice. All times listed are an estimated start and duration.*

**Draft**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**IN-PERSON/ZOOM MEETING**  
**June 5 - Regular Meeting**

**PRESENT**

**BOARD MEMBERS:**

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Lauren Morlino
Essex	Alan Nye
Essex Junction	Mike Sullivan
Hinesburg	Rick McCraw
Huntington	Guthrie Smith, alt.
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	-----
Richmond	Andrew French
Shelburne	Margy Wiener
So. Burlington	Paul Stabler
	Allison Lazarz, alt.
St. George	-----
Underhill	Paul Ruess
Westford	-----
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf

**STAFF:** Sarah Reeves, Amy Jewell, Jen Holliday, Josh Estey

**OTHERS PRESENT:** Thomas Melloni, Attorney  
Phil Biondo, ReArch Company

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**AGENDA:**

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. June Annual Organizational Meeting Preparation
5. MRF Construction Bids
6. Executive Session – Contract Negotiations
7. Other Business

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**1. CALL TO ORDER and AGENDA** - Chair Paul Ruess called the meeting to order at 6:00 p.m. He acknowledged previous Board member service - from Huntington Rep Roman Livak and Alt Landel Cochran, and from Colchester Liz Hamlin-Volz - and welcomed new members Lauren Morlino from Colchester, and Barb Winters and Guthrie Smith from Huntington.  
Agenda changes – other business will be moved ahead of Executive Session, should one be held.

2. **PUBLIC COMMENT PERIOD** – No comments.
3. **CONSENT AGENDA** – Accepted as presented.
4. **JUNE ORGANIZATIONAL MEETING** – S. Reeves said that the annual organizational meeting will be held on June 26, 2024, and reviewed the nomination and election process. Nominations will be accepted through June 14, 2024, and those interested in serving on the finance committee should let the Board Chair know in early July. Information on nominations will be included in the packet. She noted that if there are contested positions, we will provide individual breakout rooms for voting. It was noted that all meetings are hybrid meetings.
5. **MRF CONSTRUCTION BIDS** – S. Reeves thanked the MRF Team, Jen Holliday, Josh Estey, Kayli Barber, and Consultant Tony Barbagallo for their assistance in the MRF Project. She provided background on CSWD's MRF and the necessity of a new MRF. The MRF Construction RFP was released in March and received three qualified bids. Two companies were selected for interviews, ReArch and Neagley & Chase. Both were asked to value-engineer their bids. Based on interview, proposal, and prices, CSWD is recommending awarding the Contract to ReArch with a total cost, after value engineering, of \$14,491,959. She noted that references were verified and positive.

S. Reeves reviewed the financing and said that if grants are not available, we have re-examined our capital spending outlook for the next five years and we do have sufficient funds in the reserves. She also noted that there will be additional money in this year's budget going into the capital reserve. L. Perry asked about the tonnage rate. S. Reeves said that the \$90/ton rate goes into effect in FY 25. L. Nulty asked about timing and delays in materials and labor, which could affect revenue streams. S. Reeves said that ReArch included liquated damages in their contract, which shows their commitment to the timeline. L. Morlino asked what was value engineered out. S. Reeves said some painting, a reduced size of the entrance road, and construction dumpsters (among other items) totaling about \$500,000. R. McCraw asked about revenue sufficiency and the timeline of these estimates. S. Reeves said the \$90/ton is effective 7/1/2024. The ACR's projection of \$100/ton is based on the new MRF build and would go into effect then. P. Ruess noted that we do have adequate reserves that will cover these additional costs. B. Oakleaf asked if this is considered a commercial building or an industrial one, and is it outside of the new energy standard requirements. J. Estey said that he would get clarification from AES on this.

S. Reeves discussed the various navigations through the permitting process and noted the wetland delineations, completed in 2021. Recently, the State requested another look at the delineations, which may be a result of significant rain events that could have altered the site. She summarized this to be an initial hiccup to the timeline and we don't know whether we'll be required to re-delineate the site, which could significantly impact the timeline and incur additional costs. She said the worst-case scenario is that we miss this year's construction window and have to start next year. She said that CSWD is meeting with the State tomorrow. The best case is that we lose two months. We cannot break ground until we have that permit in hand. L. Nulty asked that a report be circulated to the Board following the meeting with the State so that the finance committee could look at the financial projections because of borrowed money. S. Reeves noted that we have borrowed about half of the funds thus far, with a four-year interest only repayment to start. P. Stabler asked about incurred expenses from BHS for the equipment if it delayed. S. Reeves said that it is ready to deploy

in March and we do have wiggle room with BHS, although we may need to store some of the system components for a time.

**MOTION by Leslie Nulty, SECOND by Alan Nye, BE IT RESOLVED** that the Board of Commissioners authorizes the Executive Director to negotiate a contractual agreement with ReArch Company, located in South Burlington, Vermont for services specific to Project Number 5265: Material Recycling Facility for an amount not to exceed \$14,500,000. A contingency of 5% of the construction project fee proposal (\$725,000) shall be authorized, expended only with the approval of the Executive Director. **VOTING: All Ayes, motion passes.**

Discussion: Alan Nye asked if there was a contingency in the bid price. S. Reeves said no there was not.

6. **Executive Session** – Executive Session was not held.
7. **Other Business** – No other business.

**Motion by A. Nye, Second P. Stabler to adjourn the meeting. VOTING: All Ayes. Motion Carried.**

**Meeting adjourned at 6:52 p.m.**

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Amy Jewell, Recording Secretary

***I agree that this is an original copy of minutes and they have been approved by motion of the Board of Commissioners at the \_\_\_\_\_ meeting held in South Burlington.***

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***Amy Jewell, Secretary***

#3.2

## MEMORANDUM

To: Board of Commissioners  
From: CSWD Staff  
Date: June 21, 2024  
Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky) – (see attached)
  - As of the end of May, from a budget perspective, the SWMF is 9.8% above projected revenues. FY24 revenue is 6.9% higher than FY23 year-to-date.

Please refer to accompanying charts.

- Organics Recycling Facility (Dan) – data unavailable at this time
- Materials Recovery Facility (Josh) – data unavailable at this time
- Marketing & Communications (Alise)
  - New Website Update
    - Marketing is working with Operations on polishing up the new A-Z list.
    - Our web agency will be reengaged next week to plan the final launch schedule.
  - We Can Take It Postcard
    - Post card mailing is set to release the week of July 4<sup>th</sup>.
    - Postcard will be sent to all households and businesses in Chittenden County.
    - A complementary ad campaign will run at the same time in local papers.
- Media Mentions:
  - None.
- Outreach Team (Beth) – Team Outreach is going on a field trip in late September to visit EcoMaine. Our goal is to tour their facilities, brainstorm with their outreach professionals and learn a little bit about what the organization does. We are hopeful these experiences will help inform our tour strategy and allow us to brainstorm new ways to educate the public. Stay tuned for pictures and a full update on our excursion.
- Legislative Update (Jen) – the governor signed [S.254](#), the EPR bill for rechargeable batteries on June 2. A summary of the law can be found [here](#).

# CHITTENDEN SOLID WASTE DISTRICT

## Tons Disposed based on Solid Waste Management Fees (Year over Year)

Month	Total Tons per Month			
	FY 23 tons	FY 24 tons	Tons Diff.	% Diff
Jul	11,558	11,537	-20	-0.2%
Aug	11,729	12,584	854	7.3%
Sep	11,236	12,379	1,143	10.2%
Oct	11,289	12,219	930	8.2%
Nov	10,428	11,810	1,382	13.3%
Dec	10,583	10,977	394	3.7%
Jan	9,180	9,577	397	4.3%
Feb	7,402	8,343	941	12.7%
Mar	9,571	9,619	48	0.5%
Apr	10,137	11,837	1,700	16.8%
May	11,357	11,499	141	1.2%
Jun				
<b>Total Tons YTD</b>	<b>114,470</b>	<b>122,381</b>	<b>7,911</b>	<b>6.9%</b>
<b>Mgmt Fee \$ YTD</b>	<b>\$3,090,701</b>	<b>\$3,304,295</b>	<b>\$213,593</b>	<b>6.9%</b>

	Tons	\$
FY 24 Budget	123,545	\$3,335,702
FY 24 Actual YTD	122,381	\$3,304,295
Difference	-1,163	(\$31,407)
FY 24 Actual % YTD vs Budget %	99.1%	
YTD % of Months	91.7%	

# Chittenden Solid Waste District

## Solid Waste Management Fee FY 24 (Budget versus Actual)

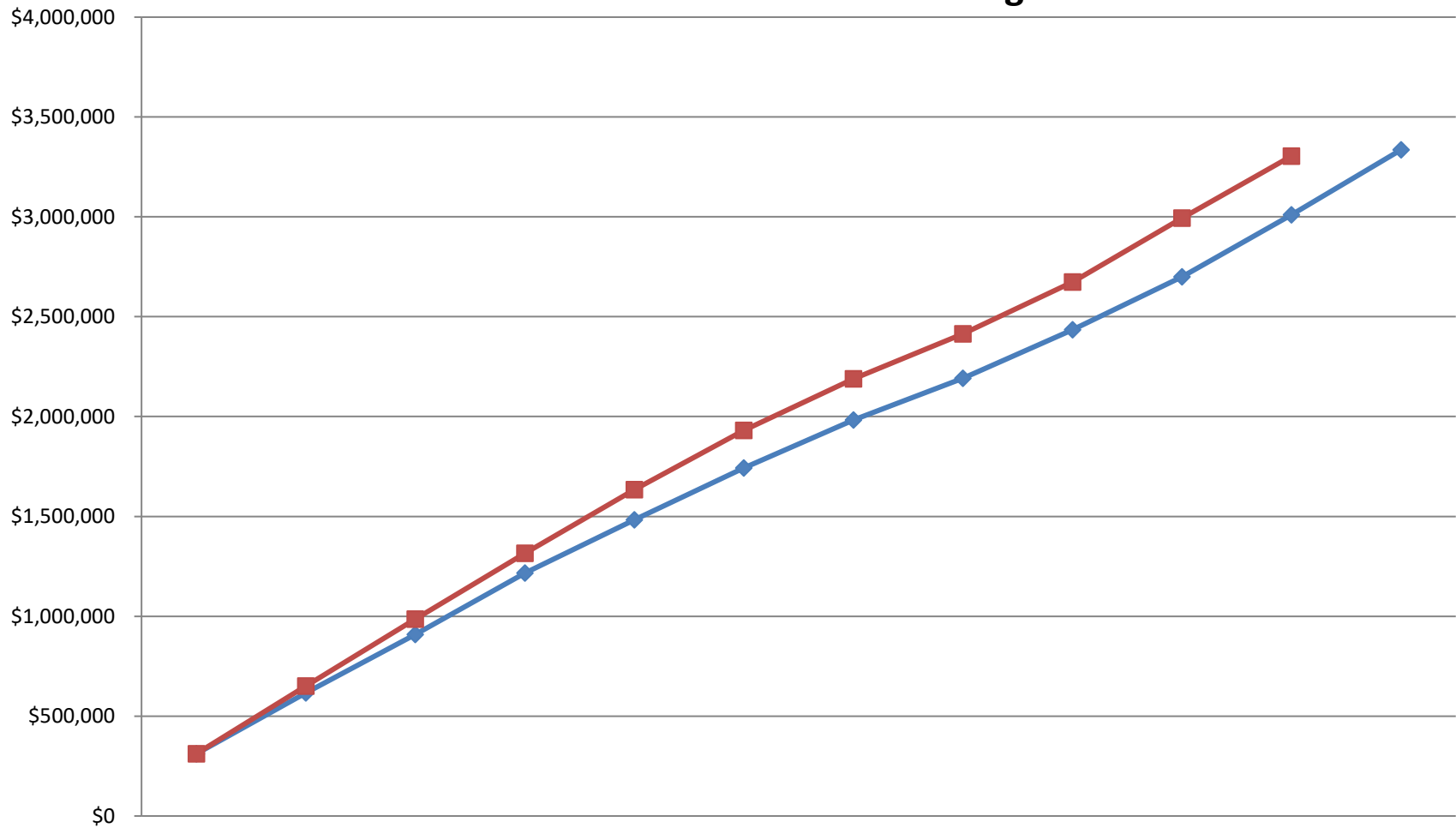
Time	Tons	\$/Ton	\$
FY 24 Budget	123,545	\$27.00	\$3,335,702

\$	Budget \$			Actual		Difference		% of YTD Budget
	Percent	\$ per month	\$ YTD	\$ per month	\$ YTD	\$ per month	\$ YTD	
Jul-23	9.3%	\$311,066	\$311,066	\$311,501	\$311,501	\$435	\$435	100.1%
Aug-23	9.1%	\$305,095	\$616,161	\$339,763	\$651,265	\$34,669	\$35,104	105.7%
Sep-23	8.8%	\$292,115	\$908,276	\$334,246	\$985,511	\$42,131	\$77,235	108.5%
Oct-23	9.2%	\$307,899	\$1,216,175	\$329,907	\$1,315,418	\$22,008	\$99,242	108.2%
Nov-23	8.0%	\$266,762	\$1,482,937	\$318,880	\$1,634,298	\$52,118	\$151,360	110.2%
Dec-23	7.8%	\$259,428	\$1,742,365	\$296,388	\$1,930,686	\$36,961	\$188,321	110.8%
Jan-24	7.2%	\$240,868	\$1,983,233	\$258,574	\$2,189,260	\$17,706	\$206,027	110.4%
Feb-24	6.3%	\$208,517	\$2,191,750	\$225,271	\$2,414,531	\$16,754	\$222,781	110.2%
Mar-24	7.3%	\$242,566	\$2,434,316	\$259,704	\$2,674,235	\$17,138	\$239,919	109.9%
Apr-24	8.0%	\$265,766	\$2,700,082	\$319,588	\$2,993,823	\$53,822	\$293,741	110.9%
May-24	9.3%	\$309,972	\$3,010,054	\$310,471	\$3,304,295	\$499	\$294,241	109.8%
Jun-24	9.8%	\$325,647	\$3,335,702					

TONS	Budget Tons			Actual		Difference	
	Percent	Monthly Tons	Tons YTD	Tons per month	Tons YTD	Tons per month	Tons YTD
Jul-23	9.3%	11,521	11,521	11,537	11,537	16	16
Aug-23	18.5%	11,300	22,821	12,584	24,121	1,284	1,300
Sep-23	27.2%	10,819	33,640	12,379	36,500	1,560	2,861
Oct-23	36.5%	11,404	45,044	12,219	48,719	815	3,676
Nov-23	44.5%	9,880	54,924	11,810	60,530	1,930	5,606
Dec-23	52.2%	9,608	64,532	10,977	71,507	1,369	6,975
Jan-24	59.5%	8,921	73,453	9,577	81,084	656	7,631
Feb-24	65.7%	7,723	81,176	8,343	89,427	621	8,251
Mar-24	73.0%	8,984	90,160	9,619	99,046	635	8,886
Apr-24	80.9%	9,843	100,003	11,837	110,882	1,993	10,879
May-24	90.2%	11,480	111,483	11,499	122,381	18	10,898
Jun-24	100.0%	12,061	123,545				



## CSWD - Solid Waste Management Fee Revenues Year-To-Date - FY 24 Actual v. FY 24 Budget



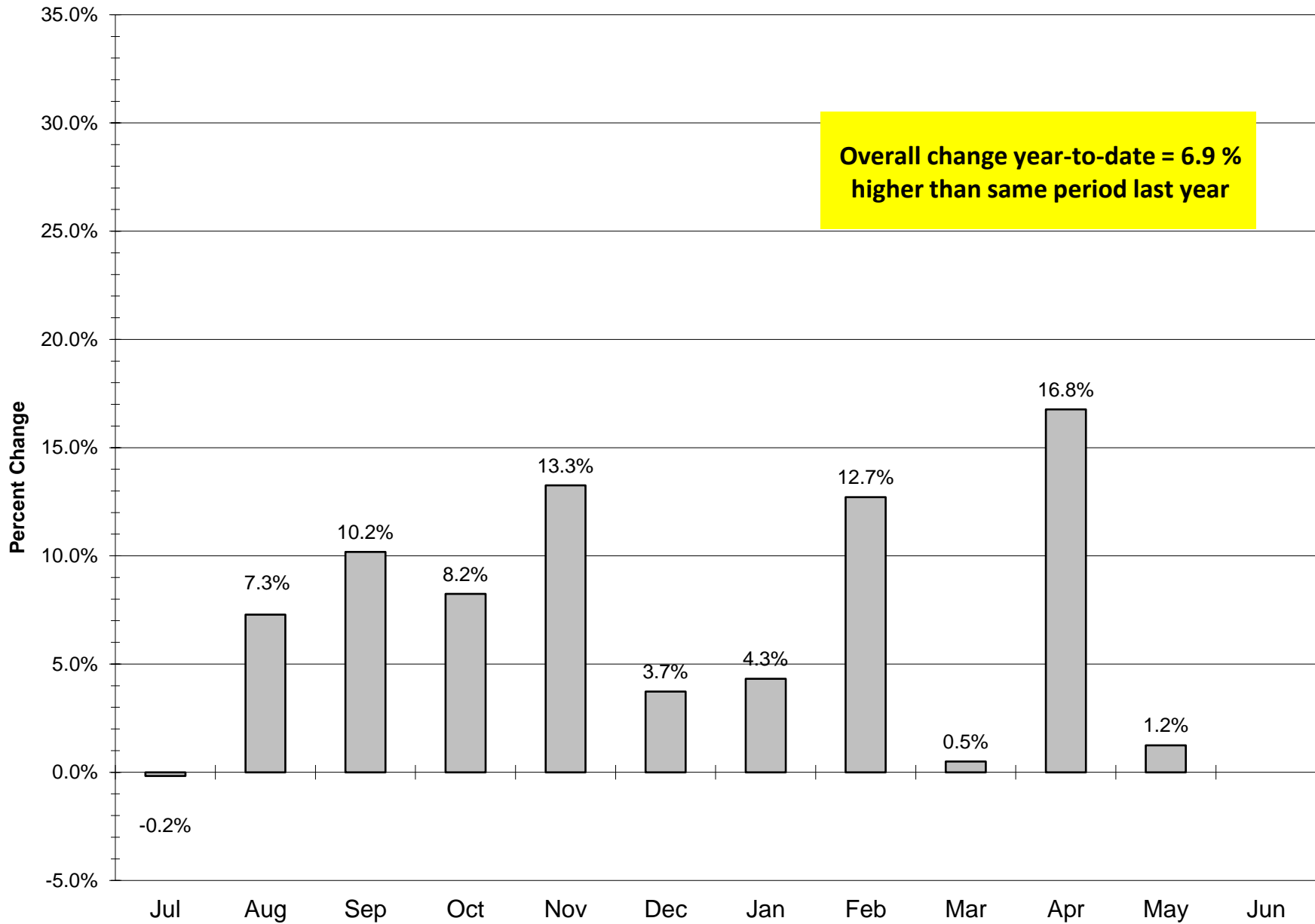
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
<span style="color: blue;">◆</span> Budget	\$311,066	\$616,161	\$908,276	\$1,216,175	\$1,482,937	\$1,742,365	\$1,983,233	\$2,191,750	\$2,434,316	\$2,700,082	\$3,010,054	\$3,335,702
<span style="color: red;">■</span> Actual	\$311,501	\$651,265	\$985,511	\$1,315,418	\$1,634,298	\$1,930,686	\$2,189,260	\$2,414,531	\$2,674,235	\$2,993,823	\$3,304,295	

# CHITTENDEN SOLID WASTE DISTRICT

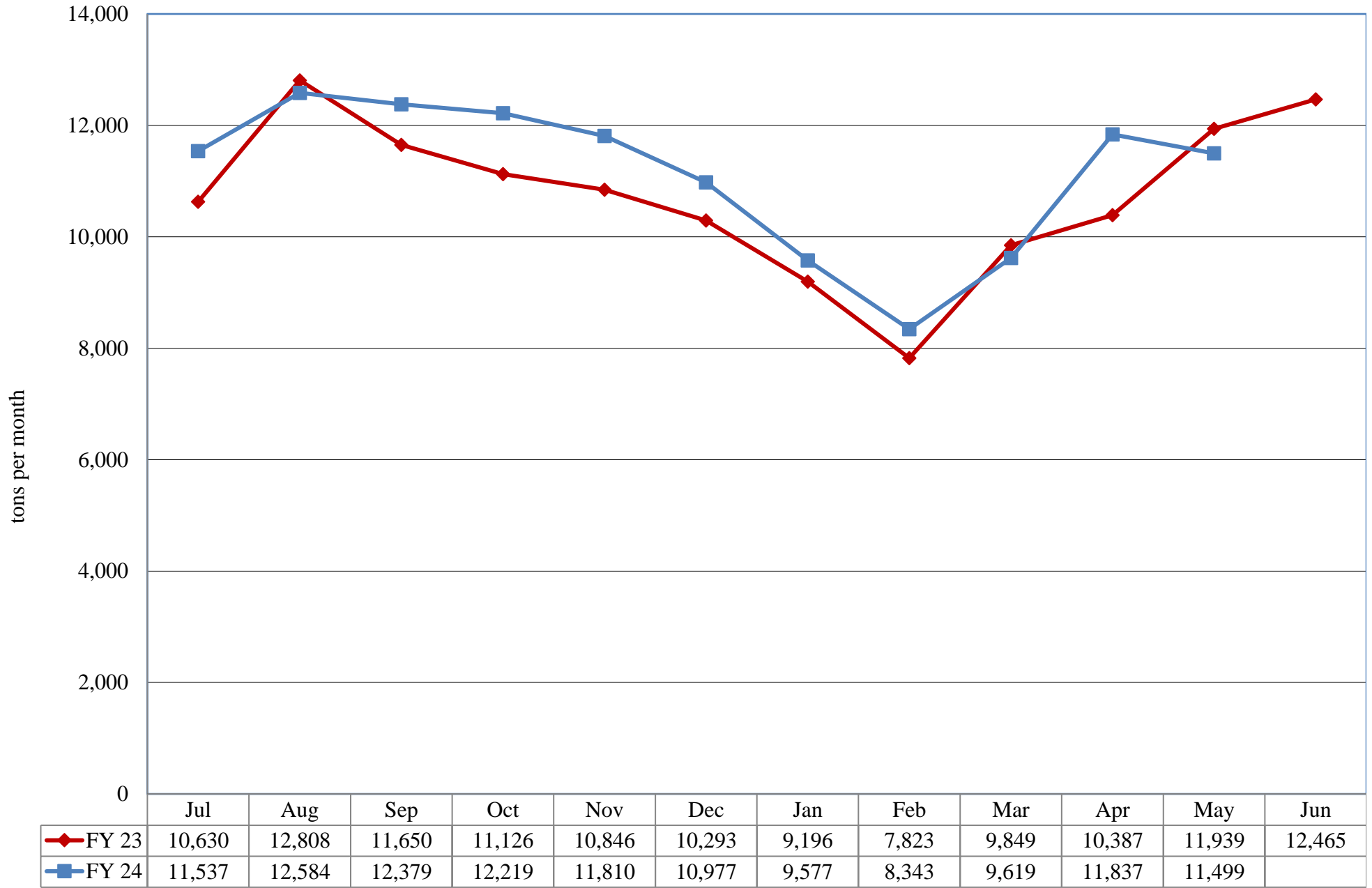
## SWMF Tons Refuse Disposed per Operating Weekday

Month	FY 23			FY 24			Difference FY 24 vs FY 23			
	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Tons/Day Tons	Tons/Day %
Jul	11,558	20	577.9	11,537	20	576.9	-20	0	-1.0	-0.2%
Aug	11,729	23	510.0	12,584	23	547.1	854	0	37.1	7.3%
Sep	11,236	21	535.0	12,379	20	619.0	1,143	-1	83.9	15.7%
Oct	11,289	21	537.6	12,219	22	555.4	930	1	17.8	3.3%
Nov	10,428	21	496.6	11,810	21	562.4	1,382	0	65.8	13.3%
Dec	10,583	22	481.0	10,977	20	548.9	394	-2	67.8	14.1%
Jan	9,180	22	417.3	9,577	22	435.3	397	0	18.0	4.3%
Feb	7,402	20	370.1	8,343	20	417.2	941	0	47.1	12.7%
Mar	9,571	23	416.1	9,619	22	437.2	48	-1	21.1	5.1%
Apr	10,137	20	506.8	11,837	22	538.0	1,700	2	31.2	6.2%
May	11,357	22	516.2	11,499	22	522.7	141	0	6.4	1.2%
Jun		22			20			-2	0.0	
Total	114,470	257		122,381	254		7,911	-3		
Average			445.4			481.8			36.4	8.2%

Difference in SWMF Tons Per Month Disposed  
FY24 versus FY23



# CSWD - SWMF Tons Trash per Month - FY 24 v. FY 23



# RECORD OF MOTION

#3.3

DATE: \_\_\_\_\_  
 MOTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Town/City	2022 Population	BOARD REP	BOARD ALT	Weighted Vote	YES	NO
Bolton	1,286	Vacant	Vacant	0		
Burlington	44,595	Lee Perry	vacant	9		
Charlotte	3,901	Ken Spencer	Vacant	1		
Colchester	17,604	Lauren Morlino	Renae Marshall	4		
Essex Jct., City	10,917	Mike Sullivan	Amber Thibeault	3		
Essex Town	11,491	Alan Nye	Marguerite Ladd	3		
Hinesburg	4,702	Rick McCraw	Vacant	1		
Huntington	1,916	Barb Winters	Guthrie Smith	1		
Jericho	5,095	Leslie Nulty	Tom Joslin	2		
Milton	10,689	Henry Bonges	Vacant	3		
Richmond	4,136	Andrew French	Vacant	1		
Shelburne	7,871	Margaret Wiener	Matt Lawless	2		
So. Burlington	20,624	Paul Stabler	Allison Lazarz	5		
St. George	805	Jaymi Cleland	Sarah Tischler	1		
Underhill	3,137	Paul Ruess	Dan Steinbauer	1		
Westford	2,072	Katie Frederick	Vacant	1		
Williston	10,104	Kelton Bogasky	Caylin McCamp	3		
Winooski	8,328	Bryn Oakleaf	Rachel Kennedy	2		
TOTAL	169,273			43		

22 votes needed for quorum, or to pass vote

#3.4

To: Board of Commissioners  
From: Nola Ricci, Director of Finance  
Date: June 21, 2024  
RE: Warrants, Reserves & Cash Balance

The following warrants have been reviewed by the Finance Committee and disbursements have been issued since the last submitted Finance Memo:

Warrant Date	Warrant Amount
05/14/24	\$ 743,976.35
05/28/24	\$ 916,887.83

Reserve balances indicate how much of that cash has been assigned or committed for a particular purpose.

As of, May 30, 2024

Assigned Reserve balances are as follows:

Landfill Post Closure	\$ 608,302.08
Facility Closure	\$ 1,466,061.63
Capital Reserves	\$ 10,834,654.96
Biosolids Reserve	\$ 335,223.68
Community Clean Up	\$ 73,648.03
Solid Waste Reserve	\$ 1,000,000.00
<u>Operating Reserve</u>	<u>\$ 1,750,000.00</u>
Total Designated:	\$ 16,067,890.38
Total Undesignated:	\$ 2,512,604.99
Cash & Cash Equivalents:	\$ 9,761,630.39
Investments:	\$ 4,234,263.48
Current Liabilities:	\$ 707,977.64



**ADMINISTRATIVE OFFICE**

19 Gregory Drive, Suite 204  
South Burlington, VT 05403

**EMAIL** [info@cswd.net](mailto:info@cswd.net)

**TEL** (802) 872-8100

**[www.cswd.net](http://www.cswd.net)**

**Breakdown of Community Clean Up Reserve by Location as of May 30, 2024:**

Bolton	\$ 2,500.00
Burlington	10,000.00
Charlotte	2,500.00
Colchester	5,250.00
Essex Jct	4,150.00
Essex Town	7,500.00
Hinesburg	178.23
Huntington	2,500.00
Jericho	5,000.00
Milton	3,413.50
Richmond	5,000.00
Shelburne	4,616.57
S. Burlington	7,500.00
St. George	1,771.32
Underhill	5,000.00
Westford	2,500.00
Williston	4,268.41
Winooski	0.00