

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES
CSWD Administrative Office, 19 Gregory Drive, South Burlington VT
Wednesday, March 18, 2024**

FINANCE COMMITTEE PRESENT: Paul Stabler, Paul Ruess, Rick McCraw

Other Board members present: Ken Spencer

CSWD STAFF PRESENT: Sarah Reeves, Amy Jewell

P. Stabler called the meeting to order at 5:00 p.m.

Agenda # 1. No changes to the agenda

Agenda #2. Public Comment Period – No public in attendance

Agenda #3. Consent Agenda –Minutes approved with noted proposed changes:

R. McCraw requested the following review and changes?

- Revise and update the summary overview and this sentence “*The proposed FY 25 Budget is \$15,867,869 and cost of sales and gross profit total \$16,077,490, resulting in a loss of \$372,00 loss.*”
- Under closed landfill, revise sentence “S. Reeves said we are generating more leachate.” should read “S. Reeves said we are generating more leachate than expected at this point in time.” In that same paragraph change the word “whole” to “hole.”
- ORF discussion: There is a sentence that ends with “...equipment, the new hire, and no longer accepting compostable products has been instrumental in contamination.” That doesn’t sound right. This is about *reducing* contamination, right?

The minutes are accepted as part of the consent agenda with the above changes.

Agenda # 4. FY 25 Budget Revisions– S. Reeves reviewed the few budget revisions, which included:

- Change in the MRF budget from \$70/ton to \$75/ton, resulting in a \$100,000 increase in revenue.
- Wages/benefits change per the request of the committee to increase expected costs for new FTE’s. Corrections were also made to several calculations for existing employees.
- An adjustment to the increases in revenue with the Burlington DOC coming online in FY 2025.

P. Ruess said procedurally this is the last time the Finance committee would review the budget, before going to the full board at the March meeting. He noted that we typically let the full board know that our Finance Committee is comfortable with the budget as presented. The committee agreed and P. Stabler noted that developing this budget is a large part of the finance committee’s role and acknowledges the hard work of staff to develop this.

Agenda #5. Q2 Financials – S. Reeves noted that revenue for recycled material is slightly below budget for the first two quarters and is starting to increase. The ACR is increasing and is expected

to be strong for the next six months. Given that, we are expecting to rebound and meet budget. She noted that payroll expenses are below budget and that ORF had good sales/revenue this fall and has a good amount of inventory ready for spring. P. Stabler said that he appreciates the work of the ORF program. He acknowledged the staff and the Director Dan Goossen and said it's been a long road and is pleased with the progress. S. Reeves acknowledged the great crew that works at ORF and thanked the board for their support. She noted that the ORF subsidy last year was under \$100,000.

R. McCraw asked about the MRF sales, which are 86% and under budget and asked if that is a volume issue or an ACR issue. S. Reeves noted that it was the ACR and even though volume was slightly lower, the ACR is now increasing.

R. McCraw asked about special materials and what is included in that amount. S. Reeves noted that consists of metal, appliances, tires, or could be EPR batteries.

R. McCraw asked whether budget projections are a straight line for 12 months or are budgeted with seasonality. S. Reeves noted that in previous years the budget was divided up as a straight-line but with the new budget software we have trained managers to budget for seasonality and to budget expenditures in the month in which they occur. She noted that it's not perfect, but it is getting closer to actual for each quarter.

R. McCraw looked at travel and training and professional fees and noticed that we are spending much less than budget and encouraged staff to use keep pace and use this training. S. Reeves agreed and noted that we do send information out on training, and it does sometimes come back to scheduling and workload. She said that operationally, the changed schedule will improve that flexibility. She also noted that we have had two all day staff trainings and we pack a lot into those two days.

P. Ruess comments on payroll expenses running low and asked it was a result of vacancies. A. Jewell noted that we have had one ongoing vacant Maintenance Operator position and are hoping we're able to fill that this spring. She said the other component of that is lower utilization rate for health insurance, and that vacant positions are budgeted at the highest health insurance plan option (family plan) and some new hires health insurance costs are less.

P. Ruess thanked S. Reeves for presenting and said CSWD is in a healthy position. He thanked S. Reeves for her management of CSWD and noted that this budget will be close to or better than budget.

Agenda #6. Other business – No other business was discussed.

Agenda #7. Adjourn

Adjourn. Motion Rick McCraw, Paul Stabler second, to adjourn the meeting. VOTING: unanimous; motion carried.

- The meeting was adjourned at 5:34 p.m.

Amy Jewell

I agree that this is an original copy of minutes and they have been approved by the Finance Committee at the meeting held via Zoom.

Amy Jewell, Secretary

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