

**CHITTENDEN SOLID WASTE DISTRICT
BOARD MEETING INSTRUCTIONS
FOR THE PUBLIC – REMOTE ACCESS**

Date: Tuesday, November 26, 2024
Time: 5:00 P.M.
Place: ZOOM MEETING INSTRUCTIONS

IMPORTANT:

CSWD will hold a hybrid Board of Commissioners Meeting. The virtual meeting is accessible by computer or phone. Members of the public, joining the meeting remotely, are asked to preregister online using the link below. Following the meeting a recording will be available upon request.

Hi there,

You are invited to a Zoom webinar.

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When: Nov 26, 2024, 05:00 PM Eastern Time (US and Canada)

Topic: Board of Commissioners Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_I7yAnzbyRiypcvTjKdRxvQ

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

For those without internet access, call 802-872-8100 ext. 247 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.



ADMINISTRATIVE OFFICE

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**CHITTENDEN SOLID WASTE DISTRICT
SPECIAL MEETING**

Date: Tuesday, November 26, 2024

Time: 5:00 P.M.

Place: ***Hybrid Meeting - ZOOM Meeting or In-Person at CSWD Administrative Office
19 Gregory Drive, South Burlington***

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

1. (E) **Agenda** (5:00 p.m.)
2. **Public Comment Period** (5:00 p.m.)
3. (E) **FY 26 Preliminary Budget** (5:05 p.m.)
Board Action Requested: Acknowledge receipt of proposed budget
4. **Other Business** (5:30 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.

To: Board of Commissioners
From: Sarah Reeves, Executive Director
Date: November 22, 2024
RE: Proposed Budget Fiscal Year 2026, revised

By Charter, CSWD is required to propose the following fiscal year's budget not later than December 1 of the current year. The rationale for the timeline as established is to provide ample notification to our member municipalities of any intended local assessments, and if any assessments are needed for CSWD that the municipalities have time to incorporate the assessment into local budgets ahead of Town Meeting Day in March. Attached please find the unaudited fiscal year 2024 actuals compared to the current fiscal year budget alongside a preliminary estimate of the FY 2026 CSWD budget.

CSWD is not proposing any municipal assessments in FY 2026.

The proposed budget document included in the November 20, 2024 packet contained two errors, both due to software issues. The errors have been identified and fixed, resulting in a reduction to the overall potential shortfall. As with each budget, managers will continue to refine the budget to present a final product that will not require a draw from reserves.

Key Drivers:

External:

- Cost of Living: Budgeting a 3% increase based on the 12-month rolling average as of October 30. *Final recommendation will be based on data as of January 31, 2025.*
- Health Insurance: Budgeting a 10% increase
- Fuel and Utilities: Budgeting a 10% increase
- Materials Management: Budgeting a 4% increase to the MRF processing fee, 3% increase to hauling DOC materials, and potential 25% increase to mattress disposal fees.

Internal:

- Fees: The MRF, DOC, and ORF tip fees are budgeted the same as FY25; 6% increase to the MRF Average Commodity Revenue rate; slight increase to compliance fine revenue.
- Other Revenue: Modest increase to DOC revenue in general, reflective of increased activity at Burlington DOC and full year of expanded days and hours across five DOCs; Revenue from investments down, corresponding to lower interest rates.
- Solid Waste Management Fee: The proposed budget shows a 1% increase in revenue, based on \$30/ton.

Proposed Motion:

Be it Resolved that the Board of Commissioners acknowledges the receipt of a proposed Fiscal Year 2026 budget to be further developed through the normal budget process.

Chittenden Solid Waste District
Proposed Budget FY26

	Actual FY24	Budget FY25	Forecast FY26
Income			
Tipping Fees	6,677,490	7,574,853	7,543,510
Hazardous Waste	104,808	92,500	99,000
Biosolids	1,514,357	1,405,000	1,405,000
Solid Waste Management	3,632,243	3,780,540	3,818,345
Sale of Materials	2,919,612	2,612,482	3,000,475
Licence Fees, Fines & Penalties	15,544	14,000	14,000
Rental Income	26,450	12,000	-
Product Stewardship	194,458	167,500	187,250
Interest & Dividends	305,616	182,000	171,000
Other Income	11,306	10,524	9,300
Grant Revenue	194,350	111,323	107,000
Equipment Sale	(143,637)	-	-
Hauling	-	-	87,200
Total Income	15,452,596	15,962,722	16,442,080
Cost of Goods Sold			
Bins & Containers	3,938	-	-
Paint	19,645	19,000	19,750
Organics Cost of Goods Sold	77,394	143,411	185,100
Total Cost of Goods Sold	100,977	162,411	204,850
Gross Profit	15,351,619	15,800,311	16,237,230
Expenses			
Payroll Expenses	5,121,313	6,098,649	6,261,122
Travel & Training	66,617	127,432	133,000
Administrative Costs	90,627	152,753	155,646
Professional Fees	101,439	345,691	420,007
Equipment & Fleet	868,518	1,284,628	1,463,565
Supplies	88,177	131,813	165,796
Materials Management	6,524,751	6,998,897	7,112,144
Property Management	642,431	686,715	578,226
Promotion & Education	57,454	150,317	148,350
Community Support	34,505	106,400	103,200
Maintenance & Roll-off Distribution	565,078	-	-
Total Expense	14,160,910	16,083,295	16,541,057
Net Income	1,190,708	(282,984)	(303,827)
Allotments & Transfers	(1,190,708)	282,984	303,827