

**DRAFT**  
**CHITTENDEN SOLID WASTE DISTRICT**  
**19 Gregory Drive South Burlington**  
**MEETING ROOM**  
**MINUTES OF REGULAR MEETING**  
**November 20, 2024**

**\*Hybrid Meeting via Zoom.**

**PRESENT**

<b>BOARD MEMBERS:</b>	Bolton	-----
	Burlington	-----
	Charlotte	Ken Spencer
	Colchester	Renae Marshall, Alt.
	Essex	Wendy Duncan, Alt.
	Essex Junction	Mike Sullivan
	Hinesburg	Rick McCraw
	Huntington	Barb Winters
	Jericho	Tom Joslin, Alt.
	Milton	Henry Bonges
	Richmond	Andrew Frenchy
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
		Allison Lazarz, Alt.
	St. George	-----
	Underhill	Paul Ruess
	Westford	-----
	Williston	Kelton Bogasky
	Winooski	Rachel Kennedy

**STAFF:** Sarah Reeves, Josh Estey, Jen Holliday, Dan Goossen, Nola Ricci, Laura Tomasi, Jennifer Getty, Toni LaRose

**OTHERS PRESENT:** Thomas Melloni, Esq.  
CCTV

**AGENDA:**

1. Call to Order & Agenda
2. Public Comment Period
3. Consent Agenda
4. FY24 Unaudited Financials
5. FY25 Preliminary Budget
6. Executive Session – real estate transaction
7. Other Business
8. Adjournment

**1. CALL TO ORDER & AGENDA**

P. Ruess called the meeting to order at 6:01 p.m.

**2. PUBLIC COMMENT PERIOD** – No members of the public were present.

**3. CONSENT AGENDA** – Removed Program Updates for discussion on the current MRF Finances. J. Estey said that the MRF tonnage this fiscal year thus far is 10,983 tons in, 8,840 tons out, with an average \$136.62, which is a strong number. We will be working on a longer trend line, so they provide more meaning behind the numbers over a longer length of time. CSWD budgeted \$90/ton for ACR, based on lower numbers while the budget was being developed and were budgeted conservatively.

Consent agenda approved as presented.

**4. FY24 Unaudited Financials** – N. Ricci noted that the fiscal year is from July 1 – June 30. She presented the FY 24 financials which included total revenue of \$15,452,596 coming from tipping fees, solid waste management fees, sale of materials, and some other, smaller sources. The actual revenue received was 100.3% from the budgeted amount. N. Ricci reviewed the cost of Goods at \$100,977 and are costs directly associated with the sale of material. The expenses at \$13,595,832 included a make up of 38% payroll, 48% materials Management, 6% Equipment & Fleet, 5% property management, and 3% Other. The expenses were 94.69% of the budget. The net income (excess) before allotments and transfers is \$1,190,708. She outlined the process for the receiving the solid waste management fee and moving it to various department allotments and to the solid waste reserve. She also outlined the process for interest and capital gains and how monies are moved to reserves. K. Spencer congratulated staff on the budget process and numbers. B. Winters felt the report in the Board packet was well done. P. Stabler asked about the post-closure landfill reserve and maintenance fees on federal requirements and asked what thoughts are on number in that reserve. S. Reeves noted that one million is a more comfortable number for that account. P. Ruess noted that this is N. Ricci's last meeting after 4.5 years and wished her well. The overall financial health of CSWD is robust and the balance sheet shows that CSWD is well positioned for future growth and appreciates Nola's work to make this true.

**5. FY 26 Preliminary BUDGET** – S. Reeves apologized for the need to postpone due to a glitch in one line item and the FY 24 Actuals did not pull correctly. The numbers do need to be revised. She noted that we do need to meet prior to December 1, 2024, and will poll the board to set up the next meeting.

#### **6. Executive Session**

**MOTION by P. Stabler, Second by A. French that the Board of the Chittenden Solid Waste District go into Executive Session to discuss real estate negotiations, where premature general public knowledge would clearly place the District, its member municipalities, and other public bodies or persons involved at a substantial disadvantage and to permit authorized staff, to be present for this session. VOTING: All Ayes. Motion Carried.**

**The Board entered Executive Session at 6:41 p.m.**

**At 7:11 p.m., Motion by A. Nye, Second by P. Stabler, to reconvene the regular meeting. Motion Carried. All Ayes.**

**7. Other Business** – S. Reeves noted that our credit card system at the Williston DOC did double-charge some customers and we found the error and they are responsible for correcting the charges for those customers. She also asked the board to post a Front Porch Forum employment ad for our Director of Finance position.

**ADJOURNMENT**

**MOTION by A. Nye, SECOND by P. Stabler, to adjourn the meeting. VOTING: unanimous; MOTION CARRIED. VOTING: All Ayes. Motion Carried.**

The meeting was adjourned at 7:22 PM.

***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 \_\_\_\_.***

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***Amy Jewell, Secretary/Treasurer***