

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

Date: Wednesday, December 18, 2024
Time: 6:00 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.

When: Dec 18, 2024 06:00 PM Eastern Time (US and Canada)

Topic: Board of Commissioners Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_T1pVeyVSTGejqYrmOZu3UQ

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.

CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING

Date: Wednesday, December 18, 2024
Time: 6:00 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 (6:00 p.m.)
2. Public Comment Period (6:00 p.m.)
3. (E) Executive Session – real estate transaction (6:05 p.m.)
4. (E) Consent Agenda (6:25 p.m.)
 - 3.1 Minutes of November 20, 2024 & November 26, 2024 (page 3)
 - 3.2 Program Updates (page 8)
 - 3.3 Executive Director Update (page 21)
 - 3.4 Finance – Warrant, Cash Investment and Reserve Balances (page 23)
 - 3.5 Roll-Off Truck Purchase (page 25)
5. New Website Review (6:30 p.m.)
6. (E) Executive Session – real estate transaction (6:45 p.m.)
7. Real Estate Transaction –
Board Action Requested: Approve recommendation (7:30 p.m.)
8. Other Business (7:35 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
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF REGULAR MEETING
November 20, 2024

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:	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 ____.

Amy Jewell, Secretary/Treasurer

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF SPECIAL MEETING
November 26, 2024

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:

Bolton	-----
Burlington	-----
Charlotte	Ken Spencer
Colchester	Lauren Morlino
Essex	Alan Nye
Essex Junction	-----
Hinesburg	Rick McCraw
Huntington	Barb Winters
Jericho	Leslie Nulty
	Tom Joslin, Alt.
Milton	Henry Bonges
Richmond	Andrew French
Shelburne	Margaret Wiener
So. Burlington	Paul Stabler
	Allison Lazarz, Alt.
St. George	Jaymi Cleland
Underhill	Paul Ruess
Westford	Katie Frederick
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf

STAFF: Sarah Reeves, Jen Holliday, Amy Jewell

OTHERS PRESENT: Thomas Melloni, Esq.
CCTV

- AGENDA:**
1. Call to Order & Agenda
 2. Public Comment Period
 3. FY26 Preliminary Budget
 4. Other Business
 5. Adjournment

1. CALL TO ORDER & AGENDA

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

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

3. FY 26 Preliminary BUDGET – S. Reeves presented the FY26 (July 1, 2025 - June 20, 2026) Preliminary Budget and said that this is the initial budget process. She said that the Finance Committee will review the budget detail and all line items at the full day finance meeting in February. Once reviewed and finetuned by the finance committee, staff will bring the final proposed budget to the Board which will likely be March or April 2025 for approval.

MOTION by A. Nye that the Board of Commissioners acknowledges the receipt of a proposed Fiscal Year 2026 budget to be further developed through the normal budget process. K. Frederick seconded the motion. VOTING: All Ayes. Motion Carried.

4. Other Business – No other business.

5. ADJOURNMENT

MOTION by A. Nye, SECOND by P. K. Spencer, to adjourn the meeting. VOTING: All Ayes. Motion Carried.

The meeting was adjourned at 5:08 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 ____.

Amy Jewell, Secretary/Treasurer

#3.2

MEMORANDUM

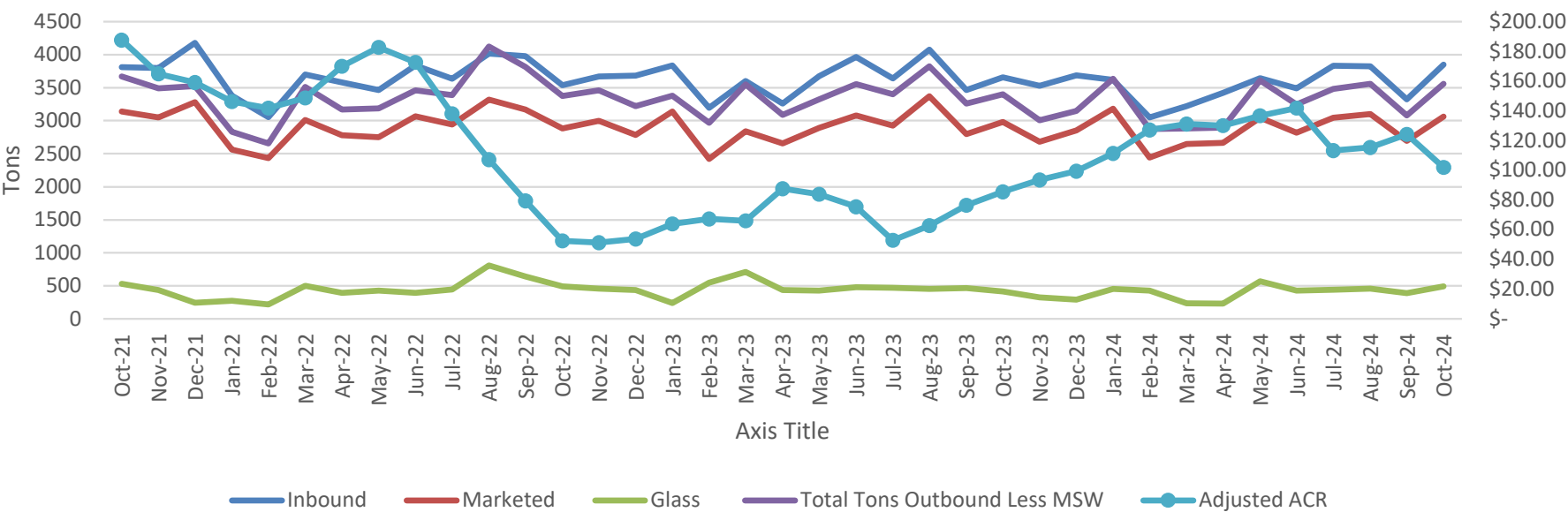
To: Board of Commissioners
From: CSWD Staff
Date: December 13, 2024
Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky) – (data will be provided in January)
- Organics Recycling Facility (Dan) –
 - Billable food waste in November totaled 330.5 tons. This is 2.5% above the same month last year and the YTD total of 1,809 tons is 5.8% below budgeted projections.
 - Starting this month, staff have begun the process of removing plastic from separated residuals pulled from oversized portions of the compost stream early in the process. This step involves the use of a high-powered vacuum to suck light-fraction material off a conveyor belt as the material is being screened. Though this technology had previously been demonstrated onsite, this marks the first time the vacuum air separator will be utilized as an ongoing part of the operation early in the process. As the latest step in a series of improvements designed to reduce contamination onsite, it has proven to be a highly effective addition – effectively removing a large percentage of light fraction plastics before they make it through the rest of the facility.
- Materials Recovery Facility (Josh)
 - FYTD average monthly inbound single stream material: 18,006
 - FYTD average monthly marketed material: 14,627
 - This total does not include PGA or residue.
 - FYTD average commodity revenue (ACR): \$131.86
- Marketing & Communications (Alise)
 - *New Website:* The new website is officially launched! The site was launched to the public on 11/25/2024 at approximately 4:15pm. There were minimal glitches with the launch and the ones we did have were easy to fix. Marketing is now working on updating any content that needs adjustments from staff feedback. Please send any comments or concerns to acerta@cswd.net.
 - *Holiday Radio Promotion:* We currently are running holiday radio ads on Star 92.9 until the end of the year. The ad calls out some of the most common holiday waste and advises on how to dispose of them correctly.
 - *Drop-Off Center (Burlington) Front Porch Forum Promotion:* A promotion for the Drop-Off Center location in Burlington has just ended running from 11/18/24 through 12/18. The ad targeted to Burlington residents. We promoted the opportunity to save money by hauling your own materials and the addition of more materials at the Pine St. location.

- *Drop-Off Center (Burlington) Postcard*: Marketing is beginning work on a postcard that will be sent to Burlington, Shelburne, and South Burlington households in January. The card will promote the Drop-Off Center in Burlington focusing on potential savings of hauling your own materials and raising awareness of the Burlington location now accepting more materials.
- Media Mentions:
 - Battery Blitz School Mission:
 - <https://www.mynbc5.com/article/battery-recycling-contest-cswd-call2recycle-environment/63116038>
 - New MRF Delay:
 - https://www.willistonobserver.com/news/cswd-seeks-new-recycle-center-site/article_3c5c61fc-b805-11ef-aa1d-576f5b4742f0.html
- Outreach Team (Beth) – The Outreach Team is not slowing down this December. In the past month, the team has taught over 35 classes in schools across Chittenden County, presented at the Williston Rotary, attended several business networking events, and held several community presentations at local senior homes. We are also gearing up for a media blitz about proper waste disposal this holiday season!

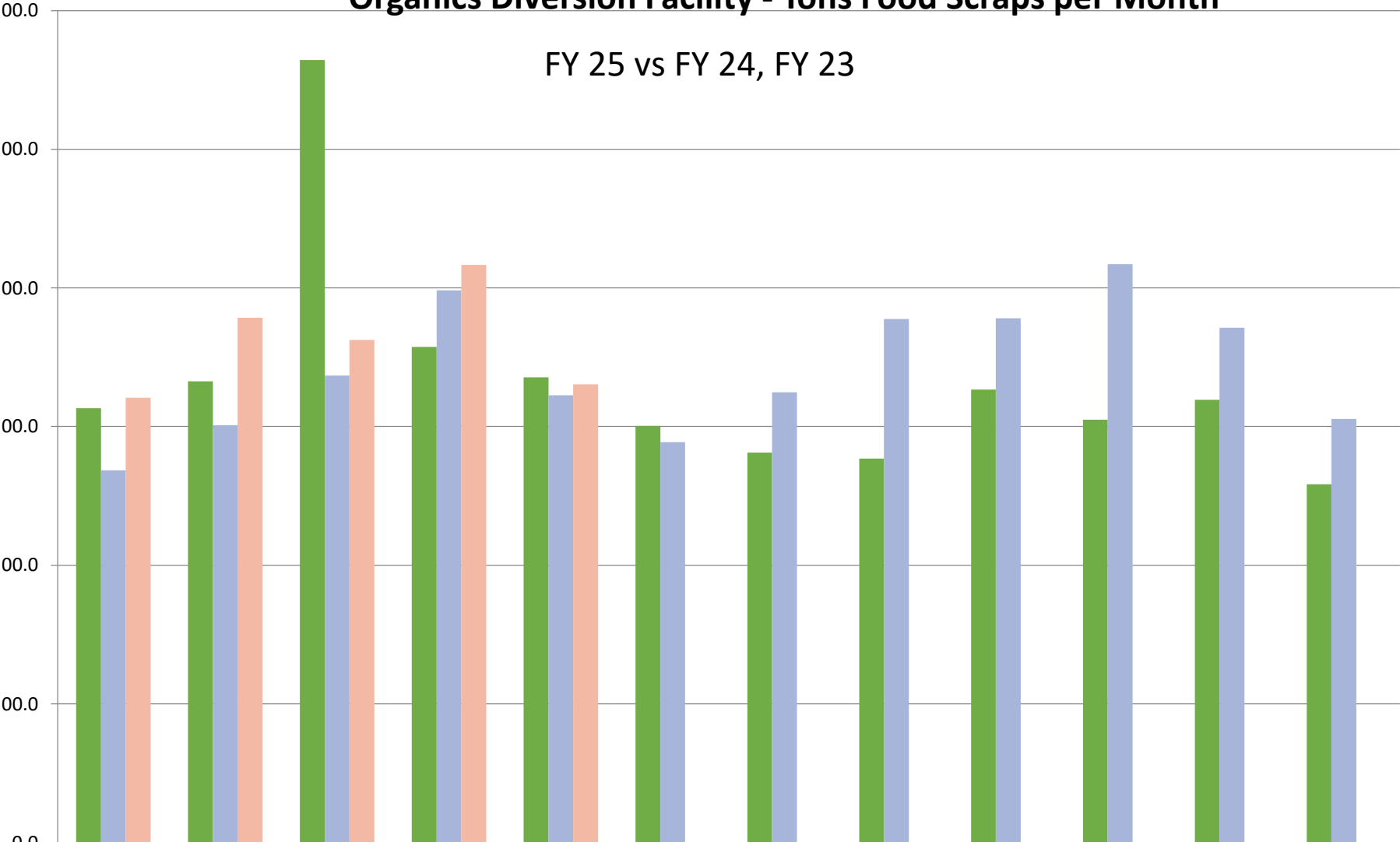
This information and more can be found in the attached Marketing, Communications & Outreach Update November/December 2024.

MRF Material Flow



Organics Diversion Facility - Tons Food Scraps per Month

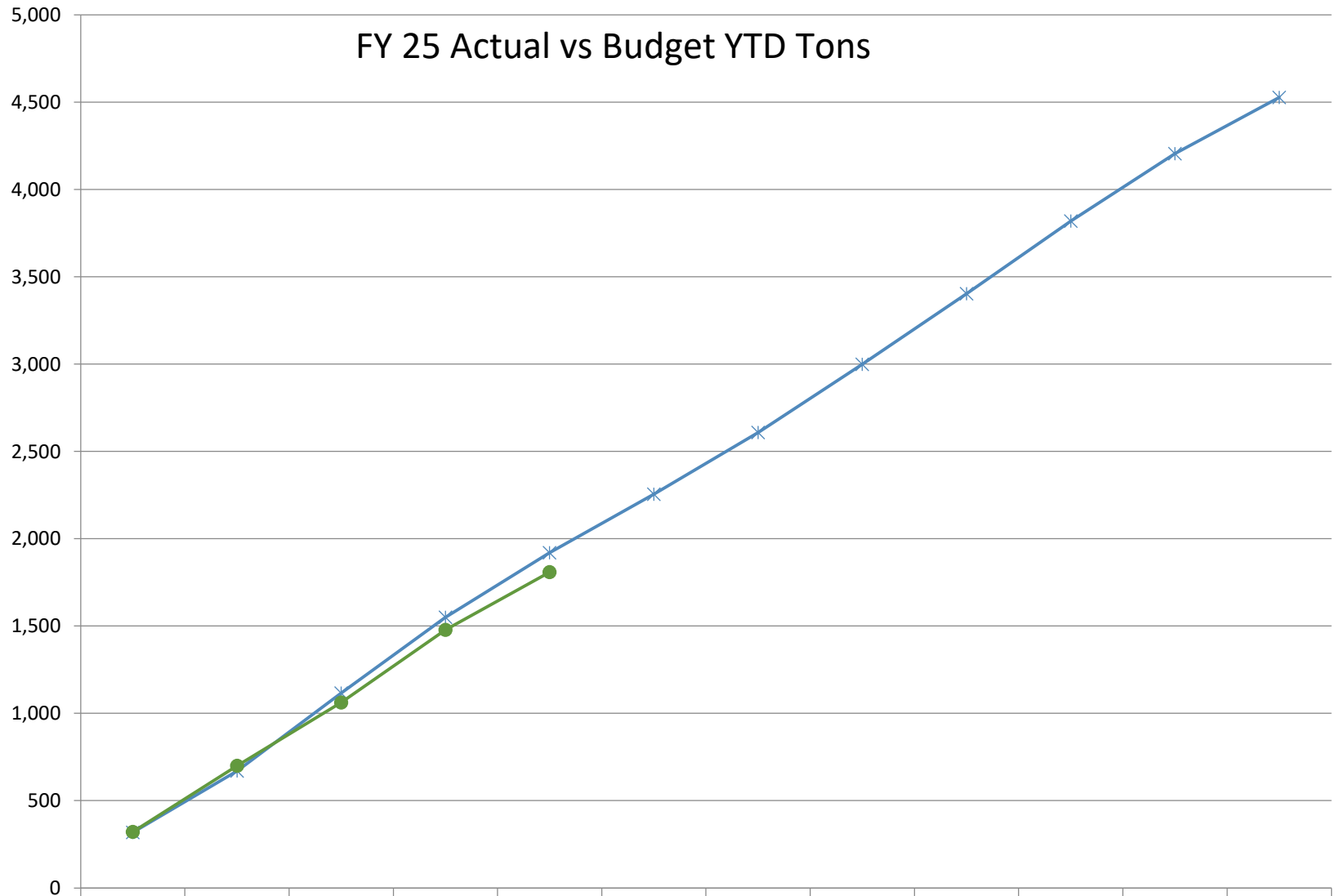
FY 25 vs FY 24, FY 23



Organics Diversion Facility - Incoming Food Scraps

FY 25 Actual vs Budget YTD Tons

Cumulative Year-to-Date Tons



x Budget FY 25
● FY25

Marketing, Communications & Outreach Update

**November/December
2024**

Web & Marketing

AD ID # 17970
Trash Disposal As Low As \$3 a Bag!

Paid Ad

Did you know that the Chittenden Solid Waste District (CSWD) Drop-Off Center located in Burlington is an affordable and convenient place to bring your waste? Our Burlington location accepts bagged trash, blue-bin recycling, food scraps, shredded paper and small scrap metal! Visit our friendly and helpful staff at 339 Pine Street - open Tuesday through Saturday 8:00 am – 3:30 pm.

[Learn How You Can Haul & Save!](#)

<- Front Porch Forum

New website! ->



Website Launch

- Launched 11/25/2024
- Minimal disruption post-launch for staff & public
- Prioritizing fixes & then moving onto project work
- Customers are using the A-Z help feature!



Marketing

- **Holiday Radio Promotion:** Star 92.9 ad running through week of 12/29
- **Front Porch Forum Ad:** Promoting BDOC runs through 12/17/2024
- **Upcoming!** Postcard to Burlington and Shelburne zip codes promoting BDOC
- *Annual Report will be released by Feb. 1*

Web Stats

(10/25-11/25/2024)



15,000 active users this month!



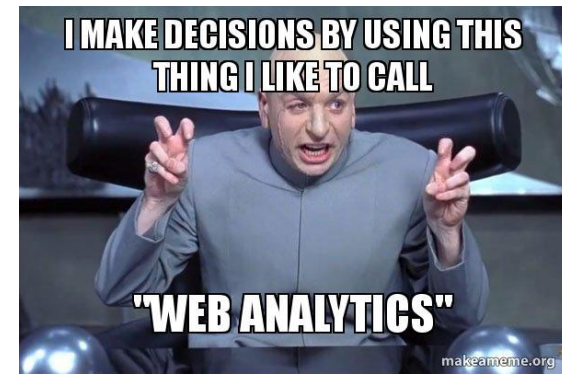
60% of our users visit us from their mobile device



Average time on site 1:45s (average time on most websites 52 seconds!)



Most visitors find us through organic search (organic means we did not pay for it!)



TOP TEN VISITED PAGES:

1. Home Page (no surprise there!)
2. A-Z List
3. CSWD Drop-Off Centers Main Page
4. Williston Drop-Off Center
5. Environmental Depot Appointment Page
6. Environmental Depot Main Page
7. Drop-Off Center Hours
8. South Burlington Drop-Off Center
9. Essex Drop-Off Center
10. 2024 Fall Leaf Drop-Off Information

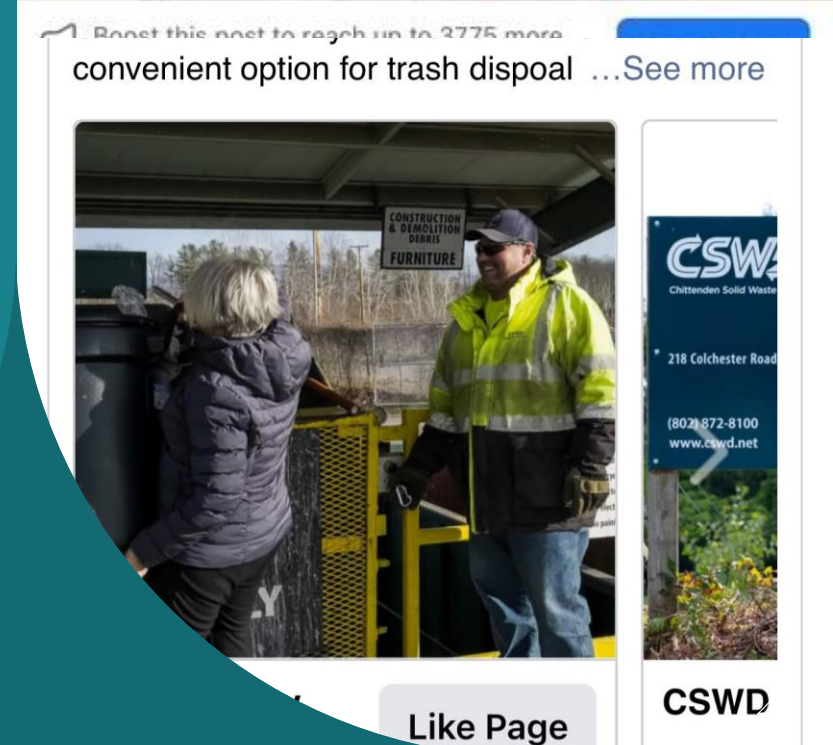
Communications & Social Media

Facebook Growth:

- Followers: 1,611 (up 50 in the past month).
- Posts: 21 since November 14.
- **Top Post:** November 23 tabling event at Adams Orchard (highest organic engagement).

Facebook Ad Campaign: Promoting our affordability message.

- Weekly Spend: \$150
- Reach: 6,057 people
- New Page Followers: 43
- Post Engagement: 38 likes/interactions.



Social Media continued

- Instagram
 - 787 followers, up 13 in last month
 - 6,800 post views
 - End of Waste Warrior Season video top performing:
 - 335 views
 - 19 likes
 - 1 comment
- LinkedIn
 - 206 followers
 - 7 posts in last month
- Front Porch Forum
 - Two posts per month featuring three topics/events/announcements



Media Outreach and Media Mentions

PROACTIVE OUTREACH

- **Opinion Editorial:** America Recycles Day feature in *VT Digger* and *Vermont Business Magazine*.
- **Press Releases:**
 - Environmental Leadership Award for Solar Glasses: Featured by WCAX, WPTZ, and *Vermont Business Magazine*.
 - Battery Blitz school mission competition: Covered by WPTZ.

Chittenden Solid Waste District wins award for recycling eclipse glasses

Share



Updated: 5:30 PM EDT Oct 30, 2024

Infinite Scroll Enabled ☐

CSWD IN THE NEWS

- New MRF Update
 - [CSWD seeks new recycle center site | News | willistonobserver.com](#)

Williston
OBSERVER
Serving our community since 1985

Thursday, December 12, 2024

Outreach Activities



- Events & Webinars:
 - UVM tabling for America Recycles Day
 - Hosted “Mastering Blue Bin Recycling” webinar:
 - Watch here: <https://www.youtube.com/watch?v=aJzXCSpaABU>
 - Upcoming: “Local Heroes of Sustainability” webinar (December 12).
 - Sign up here: <https://cswd.net/event/webinar-local-heroes-of-sustainability/>

School, Business & Community Outreach Highlights

- **School Outreach**

- Delivered **35 classes** in the past month, including A Future Built on Batteries and Trash Talking and the 'R's'.

- **Community Outreach**

- Hosted "What Goes Where" presentation at Allen Harbor Senior Living.
- Developed a new social media strategy featuring key content creation pillars

- **Business Outreach**

- Presented at Williston Rotary.
- Attended networking events, including *Vermont Business Magazine's* BizToBiz and Lake Champlain Chamber of Commerce gatherings.

#3.3

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: December 13, 2024
RE: Executive Director Update

October 18 - PRESENT

- **NEW MATERIALS RECYCLING FACILITY PROJECT:**

- We're finalizing the grant application for the EPA's second round of the Solid Waste Infrastructure for Recycling grant opportunity (SWIFR) and are applying for the maximum award of \$5M. The award won't be announced until December 2025, and there is uncertainty that the funding will be available given unknowns regarding changes at the federal level.
- We've submitted a response to ANR's Request for Applications for a grant to support MRF construction. The amount of the potential award is \$1.5M and may be applied to equipment costs or construction costs. We should be notified early in 2025 if our application is approved.
- A re-estimation of the construction costs will be performed once a preferred site location is secured and after any new tariffs are implemented in 2025. The key material likely to be affected is steel. The current project scope uses Canadian steel for the building envelope, and this cost is likely to rise.

- **MRF RECYCLABLES**

- We've located a new outlet for our winter processed glass in Hooksett, New Hampshire at a savings of \$5-\$10/ton delivered.
- Last month's Average Commodity Revenue (ACR) is just over \$131/ton, rebounding slightly from the previous month and \$40/ton over FY25 budgeted ACR. The ACR excludes processed glass, which has a negative commodity value.

- **PERSONNEL**

- The hiring process for the new Director of Finance is underway and we hope to bring someone on board mid- to late-January.

- **BOARD POLICY DEVELOPMENT:**

- Per the advice of Legal Counsel and with agreement from the Director team, I'm initiating drafting policies for Board approval on the following topics:
 - Record Retention
 - CSWD has long followed the Secretary of State guidance regarding record retention, however our attorneys have advised that we formalize this practice through Board policy.
 - Compliance Hearing Process

- CSWD doesn't conduct formal compliance hearings often (two in the last eight years), but after the most recent hearing our attorney recommended that we expand on and formalize the steps described in the CSWD Ordinance. The rationale is the hearing is a form of a judicial proceeding with the Board functioning in a quasi-judicial role. The steps the Board must follow should be explicit and transparent to the public.
- Code of Conduct for Facility Access
 - Infrequently, CSWD facilities have an unpleasant or potentially dangerous encounter with a customer. During the height of the pandemic, a customer was verbally abusive to two DOC operators and was subsequently banned from using the facility. We worked with our attorneys on the restriction, but if there had been a Board policy in place at the time, the process would have been accomplished more quickly and our employees' exposure reduced. This policy would outline expectations for customers and employees while onsite at CSWD facilities and would describe consequences for both should the policy be violated. Consequences for employee violations would be managed through the CSWD Personnel Rules & Regulations.

December 2024, January 2025

- December 24: Christmas Eve, office and facilities closed
- December 25: Christmas Day, office and facilities closed
- December 26-27: Sarah vacation days
- December 31: New Year's Eve, office and all facilities open
- January 1: New Year's Day, office and all facilities closed
- January 13: Executive Board meeting, 5:00
- January 22: Public Hearing FY26 Budget, 6:00; Full Board meeting immediately following budget hearing

#3.4

To: Board of Commissioners
From: Laura Tomasi, Accountant
Date: December 12, 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
11/26/24	\$ 399,090.55
12/10/24	\$ 857,954.65

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

As of, November 30th, 2024

Assigned Reserve balances are as follows:

Landfill Post Closure	\$ 1,000,000.00
Facility Closure	\$ 1,636,766.46
Capital Reserves	\$ 8,983,399.72
Biosolids Reserve	\$ 380,723.68
Community Clean Up	\$ 85,400.69
Solid Waste Reserve	\$ 1,000,000.00
<u>Operating Reserve</u>	<u>\$ 1,750,000.00</u>
Total Designated:	\$ 14,836,290.55
Total Undesignated:	\$ 880,842.12
Cash & Cash Equivalents:	\$ 9,156,111.71
Investments:	\$ 4,457,401.91
Current Liabilities:	\$ 915,875.82
Accrued Compensated Time	\$ 296,639.80



ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

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

Bolton	\$ 2,500.00
Burlington	10,000.00
Charlotte	4,965.22
Colchester	5,800.00
Essex Jct	5,000.00
Essex Town	7,500.00
Hinesburg	5,000.00
Huntington	2,500.00
Jericho	2,135.47
Milton	7,500.00
Richmond	5,000.00
Shelburne	5,000.00
S. Burlington	7,500.00
St. George	2,500.00
Underhill	5,000.00
Westford	2,500.00
Williston	5,000.00
Winooski	0.00

All Community Clean Up Funds are brought to their maximum balance at the beginning of each fiscal year.

#3.5

TO: Board of Commissioners
FROM: Brian Mital, Associate Director of Operations
DATE: December 5, 2024
RE: RFB No. 20241031 Roll-Off Truck – Procurement

Staff issued a Request for Bid (RFB) for the procurement of one roll-off truck per RFB No. 20241031 Roll-Off Truck Purchase, dated October 30, 2024. The roll-off truck is a critical piece of equipment for the operation of hauling materials from our Drop-Off Center locations to disposal sites. We strive to replace our roll-off trucks as part of our rolling stock replacement every ten years. We are replacing a 2012 Kenworth T800 with 257,000 miles and 17,980 hours (when RFB was written). RFB No. 20241031 Roll-Off Truck Purchase was posted online to the VT Business Registry and was also emailed to three known local vendors:

- Charlebois, Milton, Vermont
- New England Kenworth, Shelburne, Vermont
- Dimmick Group Peterbilt (Lucky's Truck Center & Trailer Sales), South Royalton, Vermont

<u>Vendor Name</u>	Charlebois	NE Kenworth	Dimmick Group
Make/Model Proposed	2026 Western Star 49X	2025 Kenworth T800	2026 Peterbilt 567
Purchase Price	\$211,128	\$209,343	\$201,203
Hoist Expense and Install	\$60,122	\$60,122	\$60,122
Trade-In value for 2012 Kenworth T800	\$50,000	\$45,000	\$50,000
Price before warranty	\$221,250	\$224,465	\$211,325

We have three competitive offers from this request and are recommending the purchase of a 2026 Peterbilt 567 from the Dimmick Group Peterbilt in South Royalton, VT. The Galbreath Hoist which was the spec listed in the RFP will be installed by CEJJ, Schodack Landing, NY. The FY2307 budget for this purchase was \$275,000. The quoted price is \$261,325 and the trade-in offer for our 2012 Kenworth T800 is \$50,000. This would bring the total cost of the roll-off truck to \$211,325 plus \$9,300 for a five-year extended warranty. This bid is the lowest priced bid and met all of staff's required specifications.

BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement for the purchase of a 2026 Peterbilt 567 from Dimmick Group Peterbilt of South Royalton, VT for an amount not to exceed \$225,000 included trade-in.