

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES
CSWD Administrative Office, 19 Gregory Drive, South Burlington VT
Wednesday, February 19, 2025**

FINANCE COMMITTEE PRESENT: Paul Stabler, Rick McCraw, Leslie Nulty

Other Board members present: Paul Ruess, Ken Spencer

CSWD STAFF PRESENT: Sarah Reeves, John Balparda, Amy Jewell, Josh Estey, Jen Holliday, Dan Goossen, Brian Mital, Laura Tomasi, Jennifer Getty, Toni LaRose, Jon Dorwart, Joey Catania, Jeannine McCrumb

P. Stabler called the meeting to order at 8:30 a.m.

Agenda # 1. Agenda – Change to move the MRF discussion to later in the agenda.

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

Agenda #3. Consent Agenda – Accepted as presented.

Agenda # 4. FY26 Budget Overview

a) Summary Overview (8:30 a.m.) S. Reeves presented the Proposed FY 26 Budget stating that there is no assessment or per capita fees from communities. We will not be needing to draw down on reserves and the budget today reflects the mission, vision, and values of CSWD. She noted that this year's revenue is estimated at \$16,144,653 and expenses are at \$16,459,327 and after transfers results in a \$314,674 net reserves increase. Discussion was held on holding a finance committee meeting prior to the development of the budget, possibly in October.

b) Self-funded Budgets

- **Biosolids** - J. Estey stated that the Biosolids program is a pass-through budget, where CSWD provides management of the contract services for residual disposal of participating communities biosolids waste. Further explanation was held on the administrative function that CSWD provides and potential liabilities.

Income: \$1,416,600, Expenses: \$1,413,000, Net reserves: \$3,600. No changes were proposed.

- **Closed Landfill** - J. McCrumb said that this program oversees the post-closure care of the landfill on Redmond Road. Closure requirements are established under the Federal Resource Conservation and Recovery Act (RCRA) and implemented through ANR. The goal is to move the landfill from post-closure care to custodial care in a timely and cost-effective manner. J. McCrumb provided information on the current and future state of the landfill. Discussion was held. Income: \$36,400 Expenses: \$179,554, Net reserves: \$134,154. No changes were proposed.

c) Operation Budgets

- **Operating Administration** – J. Estey said that the Ops Admin program supports operations and oversees DOCs, MRF, ORF, Maintenance, and Property Management, and Hazardous Waste,

and Capital. Expenses: \$495,315, Operating Reserve Subsidy: \$495,315. No changes were proposed.

- **Hazardous Waste** - J. Estey explained that this program provides an affordable disposal option for Chittenden County residents and small businesses who generate limited quantities of hazardous waste to drop off. This includes the Local Color Paint Program with retail sales and the Rover (mobile collection program). Discussion was held on the program, the possibility of an Ad Hoc Committee to discuss future EPR and hazardous waste concerns. Income: \$362,073, Expenses: \$1,072,087, Reserve Transfer: \$710,014. No changes were proposed.
- **Organics Diversion Facility** – D. Goossen explained that the ORF program manages organics streams including food waste and yard waste generated in Chittenden County and diverted from the landfill. ORF processes the organic material and produces compost and soils for wholesale purchase. Discussion was held on change to the program, trends associated with the production, sales, and quality of CSWD’s compost. It was proposed that CSWD present information to the board regarding the historical decisions that have been made that have created efficiencies, which might include equipment purchases. Income: \$1,314,049, Expenses: \$1,314,049, Reserve Transfer: \$206,097. No changes were proposed.
- **Materials Recycling Facility** - J. Estey explained that the current MRF budget is developed to maintain equipment under the contract until the new MRF is constructed. Discussion was held on the ACR Rate, equipment costs, domestic markets, potential tariffs, and the future of glass. Income: \$5,674,928, Expenses: \$4,912,050, Reserve Transfer to reserves: \$1,482,878. No changes were proposed. New MRF discussion: An update will be provided to the Board.
- **Drop-Off Centers** – B. Mital explained there are no major changes in the DOC budget. Discussion was held on the DOC program, lines at the DOC. Income: \$3,320,000 Expenses: \$3,278,169, Expenses: \$4,912,050, Reserve Transfer to reserves: \$41,831. No changes were proposed.
- **Maintenance & Roll Off** - B. Mital explained that the program has started an organic hauling program and is picking up at City Market and two additional stores, which has generated income and assisted the ORF program with food waste collection. Income: \$64,000 Expenses: \$818,538, Transfer from reserves: \$754,538. No changes were proposed.
- **Property Management** – B. Mital said that the property management budget changes include adding funds for construction and maintenance of stormwater infrastructure for Site 21, includes removing tenancy at Flynn Avenue with only one remaining structure, which is 1042 Redmond Road, the old ORF office. Income: \$122,700 Expenses: \$56,464 Transfer to reserves: \$66,236. No changes were proposed.

Administration Budgets

- **Administration/IT** – A. Jewell reviewed the Administration budget and explained that the program includes six employees, with one new proposed HR Coordinator position, replacing a Software Developer position that was not hired in FY 25. Discussion was held on the Admin and IT program. Expenses: \$1,352,199 Transfer from reserves: \$1,352,199 No changes were proposed.

- **Compliance/Safety** – J. Catania explained that Compliance & Safety ensures internal compliance regarding safety and external compliance with Chittenden County generators, haulers, and solid waste stakeholders with CSWD’s Ordinance. He noted that there are now two full employees in this department. Expenses: \$1,254,191 Transfer from reserves: \$1,254,191 No changes were proposed.
- **Outreach & Communications** – J. Holliday reviewed that CSWD is down 1 full-time position and is hiring a consultant to do some of the marketing work within that position as well as other marketing and advertising services, a waste composition study, and two household surveys. Expenses: \$1,254,191 Transfer from reserves: \$1,254,191 No changes were proposed.
- **Solid Waste Management Fees** - S. Reeves reviewed the FY 26 Projected SWMF revenue memo included in the packet. The fee was increased from \$27/ton to \$30/ton in 2024. No increase is proposed in FY 26. No changes were proposed.

Total Compensation A. Jewell reviewed the total compensation budget for FY 26. She noted a decrease of 0.55 FTE and an overall increase of 3.23% to the budget. Detail was provided on wages and benefits. It was recommended that FY 24 Actuals be included in the memo. The total wages and benefits are estimated at \$6,253,044. No changes were proposed.

Reserves Overview J. Balparda reviewed the reserves and fund transfers. He noted that this was done annually and will make the change to do these quarterly. Discussion was held on the transfers and keeping the board informed of transfers and the waterfall methods established.

Capital Budget Review - J. Estey reviewed the timeline for FY 26, FY 27, and FY 28 Capital Budget. He noted that FY 26 capital improvements include concrete work at ORF, replacing the front-end loader at ORF, addressing minor surface water concerns at the closed landfill, and a replacement forklift. The timeline and projects were reviewed.

Budget Wrap-up – Discussion was held on the next steps in the process of budget approval, which will go to the Board in March, the need to look further into the budget for any options for reducing the deficit and the need for a special meeting of the finance committee to discuss the budget.

Agenda #5. Other Business – no other business

Agenda #6. Adjourn – MOTION by L. Nulty, Second R. McCraw to adjourn the meeting.

The meeting was adjourned at 3:20 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