APPROVED

CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF REGULAR MEETING
July 30, 2025

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:	Bolton	-------
	Burlington	-------
	Charlotte	Ken Spencer
	Colchester	Lauren Eagan
	Essex	Alan Nye
		Wendy Duncan, Alt.
	Essex Junction	Mike Sullivan
	Hinesburg	Rick McCraw
	Huntington	Barb Winters
	Jericho	Tom Joslin, Alt.
	Milton	-------
	Richmond	Andrew French
	Shelburne	Margaret Wiener
	So. Burlington	Alison Lazarz, Alt.
	St. George	Jaymi Cleland
	Underhill	Paul Ruess
		Dan Steinbauer, Alt.
	Westford	Katie Frederick
	Williston	------
	Winooski	Bryn Oakleaf

STAFF: Sarah Reeves, Amy Jewell, Jen Holliday, Josh Estey, Becky Johnston, Dan Goossen, Kim Stacey, Allison Smith

OTHERS PRESENT: Kathy Zhou, Paul, Frank & Collins, Legal; Casella: Josh Tyler, Mike Casella, Tim Langlois; David Howell, John Smith

AGENDA:

1. Call to Order & Agenda
2. Public Comment Period
3. Consent Agenda
4. Organizational Meeting Update – Finance Committee Appointments
5. ORF – Contamination Update/Presentation
6. MRF Project Update
7. Executive Session – MRF Status Construction & Permits/Real Estate Transactions – Flynn Avenue
8. Other Business

1. **CALL TO ORDER & AGENDA –** Accepted as presented. P. Ruess called meeting to order at 6:35 PM.

2. **PUBLIC COMMENT PERIOD –** No comments were made by the public.

3. CONSENT AGENDA –

- A. Jewell said that Mike Sullivan should be added as an attendee to the Organizational Minutes.

Discussion:
3.4 Finance, Warrant, and Cash Investments & Reserve Balance. K. Spencer asked for additional information regarding reserve funds and requested that CSWD include reserve fund information to the board when changes occur in the funds and that an explanation be provided to the board. S. Reeves responded that a full review of the year-end financials for FY25 will include a review of the reserve funds.

3.3 Executive Director update – A. Nye asked for additional information on the Burlington tax that paid by CSWD. He expressed concern for the additional cost that CSWD pays to the City and asked if other host towns could charge CSWD a tax for road usage or otherwise. He noted the inequity in the tax, based on the City's decisions for picking up their own recycling. S. Reeves provided history of the tax and MOA with the City, relayed that she'd corresponded with Director Spencer and Commissioner Perry regarding the issue, and will provide further detail to the Board.

Consent Agenda accepted as presented.

4. Organizational Meeting Update – Finance Committee Appointments
P. Ruess said that at the Annual Organizational Meeting held in June it was noted that the Chair of the Board appoints members to the Finance Committee. He has appointed Lauren Eagan from Colchester, Rick McCraw from Hinesburg, and Paul Stabler from South Burlington. Paul also serves as the Treasurer. He noted the schedule for upcoming meetings. S. Reeves said the September meeting will also be an investment committee meeting. P. Ruess encouraged all board members and the public to attend.

5.ORF – Contamination Update/Presentation D. Goossen introduced staff and reviewed the year since having the contamination policy passed by the Board. D. Goossen thanked the board for investments that have been made at ORF and for approving the contamination policy last year and he thanked staff for all the work that has happened to prevent contaminants coming in and going out. He noted that the haulers have appreciated this policy because they have passed that fine onto the customer to make change and it is working. He introduced Kim Stacey, CSWD's Associate Director of Compost and Allison Smith CSWD's Quality Control and Contamination Lead.

A. Smith presented on ***CSWDs ORF's Contamination Policy in Year One – July 1, 2024 – June 30, 2025***. Success in year one includes stronger communication with haulers, improvements in the quality of tipped feedstock, improved data collection, organizational wide collaboration, and recognition of CSWD's ORF being a model for addressing a universal contamination problem. She reviewed the policy implementation, which uses both volumetric thresholds and an incidental contamination process with emphasis on improved hauler communication. She highlighted a database built by IT Director Jon Dorwart, which includes hauler access to photos, load reports, newsletters and provides data tied to routes. All of this information and ongoing communication helps to identify the source of contamination and make change. A. Smith said improvements are happening with schools and outreach, commercial generators, and film plastic reduction. She

shared the three contaminant categories are non-compostable liner bags, unaccepted compostable products, and single serve food packaging. The FY 26 focus will be school cafeterias and the improper liner bags. She reviewed the "bag bags" that are the look alike and the work that has been ongoing to educate the public on those that are not compostable.

A. Smith reviewed the equipment that is now in place to also fight contaminants and out how this equipment has helped to save CSWD almost $30,000 in landfill tip fees and turns a once wasted product (woody debris) into a usable material in the compost process. In closing she reviewed the financials for fines and noted that although not large in nature, they are helping to make change. In closing, she outlined future work and collaboration among various CSWD programs to improve school food scrap streams, an outreach campaign and signage for proper liner bags, ongoing load checks, further data tracking and outreach and communication entering our facility and establishing measurements of contamination decline throughout the process.

Further discussion was held on the liner bags and helping users know the difference between compostable (yes) and biodegradable (no). P. Ruess thanked the ORF Staff for the great work they are doing.

6. **MRF Project Update –** S. Reeves said that CSWD has made revisions to the New MRF Operating Cash Flow Projections with the most current information available as of July 23, 2025. J. Balparda shared that CSWD looked at four scenarios that included assumptions of whether we would operate the MRF, or a contractor would operate, how much volume and revenue is anticipated and how much the contractor would be paid. He reviewed the Scenarios 1-4 noting that these are all five-year projections and going beyond that would include too many uncertainties.

In reviewing the scenarios, he noted the following in each scenario:
Scenario 4 – 42,000 tons no contractor operating - $2.6 million positive cash flow
Scenario 3 – 42,000 tons with contractor operating - $1.6 million positive cash flow
Scenario 2 – 28,000 tons no contractor operating - $1.5 million positive cash flow
Scenario 1 – 28,000 tons with contractor operating - $500,000 positive cash flow

J. Balparda said the bond payment changes, and we consider the transition from the old MRF to the new MRF and the differences between paying a contractor and paying our own personnel and highlighted that with any of those scenarios we're still in the positive. He noted there are a lot of assumptions in these models, and they will change as we progress further in the project and have more information. The assumptions show improved financials if we are running the MRF ourselves.

S. Reeves said that no decisions are being made this evening regarding operations of the new MRF and that we would be going out to bid for the first time in nearly 25 years and are working on an RFI to be released shortly, and an RFP released in December 2025 or January 2026.

7. **Executive Session – MRF Status Construction & Permits/Real Estate Transactions – Flynn Avenue**

MOTION By A.Nye, Second by A. Lazarz for the Board of Commissioners enter Executive Session to discuss pending or probable civil litigation related to the MRF and to discuss real estate

transactions related to the Flynn Avenue property to which the District is or may be a party and for which premature public knowledge would clearly place the District or other public bodies or persons involved at a substantial disadvantage, and to allow staff and legal counsel to be present for such Executive Session. VOTING: All Ayes. Motion carries.

The Board entered Executive Session at 7:04 p.m.

Motion by A. Nye, Second by A. Lazarz to exit Executive Session and reconvene the regular meeting. Voting: All Ayes. Motions Carries.

The Board reconvened the meeting at 7:57 p.m.

8. Other Business – No other business was discussed.

9. Adjournment – **Motion by A. Nye, Second by A. Lazarz to adjourn the meeting. Voting: All Ayes. Motion Carried.**

The meeting was adjourned at 7:59PM.

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 South Burlington on 7/30/25.

Amy Jewell