

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES
CSWD Administrative Office, 19 Gregory Drive, South Burlington VT
Wednesday, November 5, 2025**

FINANCE COMMITTEE PRESENT: Paul Stabler, Rick McCraw

Other Board members present: Paul Ruess, Ken Spencer

CSWD STAFF PRESENT: John Balparda

Agenda:

1. Agenda
2. Public comment period
3. Consent Agenda
4. Review Results Memo Q1 FY26
5. Budget Process Memo
6. FY25 Audit Status Update
7. Other Business
8. Adjourn

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

Agenda # 1. Agenda – No changes.

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

Agenda #3. Consent Agenda – Accepted as presented.

Agenda # 4. Review Results Memo Q1 FY26 – Balparda reviewed the Q1 FY26 highlights noting that revenue exceeded Q1 FY25 by 3.4% or \$154K and above budget by 6.4% or \$281K primarily due to higher fees netted against declining volumes. Expenses were 2.3% or \$81K lower than prior year and 155-.5% below budget.

Balparda then discussed the following notable items:

- Solid waste management fee is \$40/ton in FY26 vs. \$30/ton in FY25
- Recycled material sales are lower by \$22K or 36% due to lower prices (ACR) and that this trend might be significant and should be monitored
- Material processing fees are lower by \$259K or 32.2% due to a 3.3% decrease in inbound volume at the MRF

Balparda than discussed the Net Position with \$11M in cash and 4 months of cash on hand for operating.

Further Discussion:

- Clarification of the reserve calculation and the cash allocations to the various funds. Balparda discussed the allocation of cash to the funds, the calculation of operating capital, the

comparison to the “average monthly cash burn”, and the total reserves equal to 4 months of operations.

- Question regarding the A/R aging and the Gardener’s Supply “write off” or reserve for doubtful accounts.
- General discussion of MRF volumes, tipping fees, timing of inbound and outbound volumes, “Average \$/ton” or ACR as presented on Table 7. Also discussed was the potential impact on the plan to fund the MRF Capital Fund of lower volumes and declining ACR.

Agenda #5. Budget Process Memo. J. Balparda discussed the memo written by S. Reeves detailing the annual budget process required by the CSWD Municipal Charter. The fiscal year begins July 1 and ends June 30. A budget for the subsequent fiscal year is due to the Board by December 1. J. Balparda discussed changes to the FY27 budget process after abandoning the Oracle NSPB product. J. Balparda then discussed the new process relying upon actual trends using Excel to import into Net Suite.

Agenda #6. FY26 Audit Status. J. Balparda discussed the RFP process, and the few responses received. CLA was selected and the FY25 audit will be late.

Further Discussion was held on:

- The purpose of an audit and that the focus is on financial statement the presentation and disclosure.
- Internal controls as part of a financial statement audit and that the audit opinion is limited to weather any significant deficiencies have been noted.
- Balparda suggested that the Finance Committee might hold a specific meeting to understand internal controls and procedures. Also, what an audit of internal controls might look like and would be an additional service known as “agreed upon procedures”.
- There was discussion about rotating audit firms and the expected costs for the FY25 audit of \$32K, \$33K, and \$34K for each of the next three years.

Agenda #7. Other Business – Rick McCraw requested a copy of the approved FY26 budget be sent to the Finance Committee and a detailed report of the ACR by material. Rick also requested the FY27 Budget include the FTE count in each departmental budget. Rick further requested that KPIs only be included if they are relevant and measurable.

Agenda #8. Adjourn – MOTION by Rick McCraw, Second P. Stabler to adjourn the meeting.

The meeting was adjourned at 6:23 p.m.

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.

John Balparda, Director of Finance