



ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

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TEL (802) 872-8100

www.cswd.net

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

Date: Wednesday, February 25, 2026
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, may join by clicking the link below. Following the meeting a recording will be available upon request.

You are invited to a Zoom webinar!

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/82823422030?pwd=cFZq3owj7cvlG5Tww7TwYkma9mT7kP.1>

Passcode: 892615

Phone one-tap:

+16465588656,,82206970838# US (New York)

+16469313860,,82206970838# US

Join via audio:

+1 646 558 8656 US (New York)

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.



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**CHITTENDEN SOLID WASTE DISTRICT
PUBLIC HEARING**

Date: Wednesday, February 25, 2026
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**

PUBLIC HEARING – FY 27 Proposed Preliminary Budget - To receive comments, discuss and act upon the preliminary budget

1. (E) **Agenda**

2. **Public Comment Period** (6:00 p.m.)

3. (E) **Public Hearing – FY 27 Proposed Preliminary Budget** (6:05 p.m.)



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**CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING**

Date: Wednesday, February 25, 2026
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 (D) Discussion Only

1. (E) **Agenda** (6:10 p.m.)
2. **Public Comment Period** (6:10 p.m.)
3. (E) **Consent Agenda** (6:15 p.m.)
 - 3.1 Minutes of November 19, 2025 and January 28, 2026
 - 3.2 Program Updates
 - 3.3 Finance – Warrant, Cash Investment and Reserve Balances
 - 3.4 Executive Director Update
 - 3.5 NetSuite Renewal
4. (E) **MRF – Financials** (6:20 p.m.)
5. (E) **MRF Water Line** (6:45 p.m.)

Board Action Requested: Approve expenditure
6. (E) **Drop-Off Center Fees - Discussion Only** (7:00 p.m.)
7. (E) **Ordinance Change** (7:30 p.m.)

Board Action Requested: Approve changes to ordinance
8. **Executive Session** (if needed)
9. **Other Business** (7:45 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.

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

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:	Bolton	-----
	Burlington	-----
	Charlotte	Ken Spencer
	Colchester	Lauren Eagan
	Essex	-----
	Essex Junction	-----
	Hinesburg	Rick McCraw
	Huntington	-----
	Jericho	-----
	Milton	Betsy Paret
	Richmond	-----
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
		Alison Lazarz, Alt.
	St. George	-----
	Underhill	Paul Ruess
	Westford	-----
	Williston	David Howell
	Winooski	Bryn Oakleaf

STAFF: Sarah Reeves, Joey Catania, Becky Johnston

OTHERS PRESENT: Thomas Melloni, Esq.

- AGENDA:**
1. Call to Order & Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. Board Election – Assistant Secretary
 5. FY27 Draft Budget
 6. 2025 Solid Waste Implementation Plan
 7. MRF Project Update
 8. Commissioner Bert Lindholm Remembrance
 9. Other Business

1. CALL TO ORDER & AGENDA

P. Ruess called the meeting to order at 6:01PM. No changes were made to the agenda.

2. PUBLIC COMMENT PERIOD

No members of the public were present in the meeting room, via phone or Zoom. No comments were made by the public.

3. CONSENT AGENDA –

Approved as presented. B. Paret asked if any typos are spotted in the meeting minutes, how should they be addressed? S. Reeves stated that typos and minor corrections should be mailed to her before the meeting. The Secretary or Assistant Secretary would state in the meeting that typos had been noted and would be corrected before the approved minutes are posted.

4. BOARD ELECTION – ASSISTANT SECRETARY

S. Reeves stated that at the October 22, 2025, Board of Commissioners meeting, the need for an Assistant Secretary was discussed. The Board determined that they should create the position of Assistant Secretary as an officer of the Board, as allowed by Article 3, Section 1 in the Charter and to hold an election for that position at the next meeting.

RESOLUTION:

Be it resolved, the Board finds it appropriate and necessary to elect an Assistant Secretary to conduct the business of the district.

A motion was made by P. Stabler with a second by B. Oakleaf.

B. Oakleaf asked if a future Board decides not to fill the position, does the position still exist? S. Reeves confirmed that yes, the position if created would remain available to fill if needed or desired or could remain vacant.

The Resolution is passed unanimously.

S. Reeves discussed the nomination process, noting that one nomination had been received to date. P. Ruess opened the floor for additional nominations. T. Melloni offered that all officer positions are elected annually for the fiscal year, and this position would be effective through the next annual election of officers.

No new nominations were put forth.

A Motion was made by B. Oakleaf to close nominations and seconded by P. Stabler. There was no discussion. The motion passed unanimously.

B. Oakleaf moved to accept the nomination of Betsy Paret, Commissioner from Milton, for the position of Assistant Secretary through to the next annual organizational meeting. The motion was seconded by K. Spencer and P. Stabler. There was no discussion. The motion passed unanimously.

B. Paret was duly elected Assistant Secretary.

5. FY2027 DRAFT BUDGET

J. Balparda reviewed key elements of the draft budget. S. Reeves reviewed the budget process, the budget timeline, and specified that staff are not proposing municipal assessments for FY27. The required public hearing on the draft budget will be held at the January 2026 full

Board meeting. The Finance Committee will review the full draft budget at an all-day meeting scheduled for February 11, 2026.

B. Paret asked who receives the budget at the town or city level? S. Reeves replied that the budget is transmitted to the city and town clerks for inclusion in Selectboard or City Council packets and with a request to appear on the legislative body's agenda within the statutorily required 45-day window for authorization. Staff communicates fee changes to those specific municipalities that would be directly impacted, such as Burlington and Westford.

D. Howell asked how often is there a municipal assessment? S. Reeves responded that the last municipal assessment was in the 1990s.

J. Balparda reviewed the key external drivers of the FY27 budget:

- Cost of living increase across most expenses: 4%
- Health insurance increase: 10%
- Fuel and utilities increase: 4%
- Materials management increase: 4%

J. Balparda reviewed the key internal drivers of the FY27 budget:

- Materials Recycling Facility (MRF) tip fee increase to reflect regional market rates
- Organic Recycling Facility (ORF) fee increase: 5.7%
- Drop Off Center (DOC) fees increase: 4%
- Material Sales decrease consistent with recent historical volumes with the average commodity rate to reflect downturn in the U.S. economy
- Other Revenue decrease to correspond with lower interest rates
- Solid Waste Management Fee decrease: 3.3%

K. Spencer asked if there is evidence that anybody shifts their behavior based on the tip fees? S. Reeves replied that yes, when the Rutland MRF tip fee was \$120/ton, haulers from Bennington bypassed that facility and brought recyclables to the CSWD MRF.

B. Oakleaf asked whether the state of Vermont regulates the flow of recyclables to facilities. S. Reeves responded, no, they do not. She further stated that CSWD would not restrict materials coming into the Materials Recycling Facility with regards to point of origin.

P. Ruess asked about the tip fee increase for the ORF. S. Reeves noted that this is the first increase since FY23 and the increase is in keeping with market rates.

K. Spencer asked if there are any budgeting thoughts for new MRF materials to accept and sell like plastic film, textiles, or styrofoam? S. Reeves responded, no, not in the current MRF. When the new MRF is online, we will have the space to be able to consolidate and to store different materials that we may be able to collect from the DOCs.

P. Ruess directed the board's attention to the solid waste management fee, to remind everyone about the change in methodology authorized earlier in the year. This is the first budget utilizing the new methodology.

B. Oakleaf mentioned that it is potentially noteworthy for selectboard members and council members that not only is there not going to be a municipal assessment for FY27, but that the Community Clean Up Fund (CCUF) allotments will not be changing either. S. Reeves agreed and stated that she would also mention this to selectboard and council members when she shares the municipal assessment news.

Resolution: Be it resolved that the Board of Commissioners acknowledges the receipt of a proposed fiscal year 2027 budget to be further developed through the normal budget process.

Motion by P. Stabler with a second by K. Spencer. There was no discussion on the motion. The motion passed unanimously.

6. 2025 SOLID WASTE IMPLEMENTATION PLAN

J. Catania reviewed the Solid Waste Implementation Plan (SWIP) memo in the packet. B. Oakleaf asked J. Catania to elaborate on where the SWIP captures waste prevention work?

J. Catania and S. Reeves described that waste prevention work is woven throughout all Outreach and Education activities and cited some examples.

B. Oakleaf stated that what is articulated in the SWIP is how we are meeting the state minimums, but we are not including things that go above and beyond. J. Catania confirmed that is correct.

P. Ruess read the motion to adopt the 2025 Solid Waste Implementation Plan as written and to submit it to the Vermont Agency of Natural Resources for final approval.

Motion by P. Stabler with a second by K. Spencer. There was no discussion on the motion. The motion passed unanimously.

7. MATERIALS RECYCLING FACILITY PROJECT UPDATE –

S. Reeves thanked all the Commissioners who were able to attend the groundbreaking ceremony. The CSWD project manager has moved her office to across the street from the construction site now that it is underway.

P. Stabler asked if the contractor had started pouring concrete yet? S. Reeves and J. Catania replied, no.

B. Paret thanked staff for how well the groundbreaking ceremony was organized, particularly the shuttle to and from the parking areas and the tent for the ceremony.

S. Reeves informed the Board that the former administrative office at 1021 Redmond Road and the former rental property at 1043 Redmond Road have been demolished.

R. McGraw asked when CSWD would take delivery of the MRF equipment currently in storage? S. Reeves replied that delivery will be staggered according to the staging needs of the installer, but that likely installation in the new MRF would begin in July 2026.

8. COMMISSIONER BERT LINDHOLM REMEMBRANCE

S. Reeves recalled Commissioner Lindholm's contributions to the Board and to his community of Jericho. P. Stabler commented on Bert's contributions in the early days of the District, with particular contributions to structuring the Host Town Agreement.

9. OTHER BUSINESS AND ADJOURNMENT

P. Ruess asked if there was any other business to be brought before the Board. Hearing none, he asked for a motion to adjourn.

Motion by P. Stabler to adjourn with a second by B. Oakleaf. There was no discussion on the motion. The motion passed unanimously.

The meeting was adjourned at 7:01PM.

I agree that this is an original copy of minutes, and they have been approved by motion of the Board of Commissioners at the November 19, 2025, meeting held in South Burlington, VT.

Betsy Paret, Assistant Secretary

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF REGULAR MEETING
January 28, 2026**

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:	Bolton	-----
	Burlington	Lee Perry
	Charlotte	Ken Spencer
	Colchester	Lauren Eagan
	Essex	Alan Nye
		Wendy Duncan, Alt.
	Essex Junction	-----
	Hinesburg	-----
	Huntington	Barb Winters
	Jericho	Leslie Nulty
		Tom Joslin, Alt.
	Milton	Betsy Paret
	Richmond	-----
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
	St. George	-----
	Underhill	Paul Ruess
		Dan Steinbauer, Alt.
	Westford	Katie Frederick
	Williston	David Howell
	Winooski	-----

STAFF: Sarah Reeves, John Balparda, Amy Jewell, Josh Estey, Joey Catania, Becky Johnston

OTHERS PRESENT: Atty. Kathy Zhou, Paul Frank & Collins

AGENDA:

1. Call to Order & Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. Materials Recycling Facility Project Contracts
 5. Delegation of Authority Resolution Draft
 6. Proposed Ordinance Changes
 7. Executive Session – Legal Issues, Personnel, Real Estate
 8. Other Business
- Adjournment

Paul Ruess called the meeting to order at 6:00 p.m.

Agenda #1. Agenda

P. Ruess asked if there were any changes to the agenda. Hearing none, the agenda was accepted as presented.

Agenda #2. Public Comment Period

No members of the public were present.

Agenda #3. Consent Agenda

L. Nulty asked for clarification on Item 3.3 Finance – Warrant, Cash Investment and Reserve Balances, defining allocated cash. J. Balparda explained this is total cash on hand after allocating a portion to the fund balances.

P. Ruess asked if there were requests to pull any items from the consent agenda. Hearing none, the consent agenda was accepted.

Agenda #4. Materials Recycling Facility Project Contracts**Agenda #4A. Remainder of Three-Phase Power Upgrades for Materials Recycling Facility (MRF) Project**

J. Estey reviewed the memo requesting Board approval for the second part of a two-part request for services to be rendered by Green Mountain Power related to installation of three-phase power for the new Materials Recycling Facility. The first part of the request was brought before the Executive Board to secure the necessary transformer. This is an anticipated cost of the project. P. Stabler added that the reason for the urgency for the Executive Board to approve the purchase of the transformer is that there was only one in stock with GMP, and transformers have an 18-month lead time for ordering. P. Ruess asked for the resolution.

Be it resolved that the Board of Commissioners authorizes the Executive Director to finalize the agreement with Green Mountain Power for the remainder of the three-phase power upgrades to be completed by Green Mountain Power for an amount not to exceed \$80,722.

The motion was made by L. Nulty with a second by P. Stabler. There was discussion.

B. Paret noted that the invoice specified the cost as \$80,721.20. J. Estey clarified that the final amount is being calculated and that CSWD was assured it would not exceed the amount requested of the Board.

P. Ruess asked if there was additional discussion. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #4B. Fire Rover Contract

J. Estey reviewed the memo requesting Board approval to enter a contract with Fire Rover, LLC for fire detection services at the new Materials Recycling Facility. He noted that CSWD has received a variance from the State Division of Fire Safety for this system, and that this system will also allow CSWD to forgo the need for a fire pump, leading to project savings of approximately \$200,000. J. Estey also acknowledged the work of Kayli Barber, CSWD Project Manager.

T. Joslin asked if this system would lower the facility's insurance rates. J. Estey responded that he's been attempting to have this conversation with our insurance provider, VLCT.

P. Ruess asked for the resolution.

Be it resolved that the Board of Commissioners authorizes the Executive Director to enter into a master services agreement with FIRE ROVER, LLC, of Farmington Hills, MI for an amount not to exceed \$299,500 for the system purchase price and a monthly monitoring service fee of \$4,750 + \$200 per month 4G backup once the system is operational, commencing January 2026 until January 2031, with the District's option to renew the contract under the same terms and conditions, and with the Vendor's mutual consent, for one-year periods.

The motion was made by A. Nye with a second by P. Stabler. There was discussion.

L. Nulty asked how this system compared to a traditional system. J. Estey replied that this system is roughly the same, if not slightly lower in cost, due to a reduced need for sprinkler infrastructure in the tip floor and bale storage areas.

P. Ruess asked if there was additional discussion. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #4C. Prime contract change order #002

J. Estey reviewed the memo, which described the need for a change order to address additional project costs related to winter conditions.

P. Ruess asked for the resolution.

Be it resolved that the CSWD Board of Commissioners hereby approves the District's Executive Director to execute PCO #002 in the amount of \$316,250.00 for purposes of reimbursing SD Ireland for additional costs due to winter weather conditions.

The motion was made by A. Nye with a second by P. Stabler. There was discussion.

L. Nulty expressed support for the resolution and requested an update on project costs. J. Estey said that he and K. Barber would provide an update at the next Board meeting.

P. Ruess asked if there was additional discussion. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #5. Delegation of Authority Resolution

S. Reeves introduced the item by reminding the Board that the topic was discussed at the December Board meeting and noted that the memo from that meeting was included in the packet. She clarified that the memo stated there would be no action, however, the agenda for the January meeting does request Board action. She stated that the Executive Board reviewed the draft resolution and held discussion. She directed the Board to the list of delegated duties and the list of duties that shall not be delegated.

P. Ruess mentioned a footnote that stated the percentage indicated in item number 14 of the limitations of delegations (layoff or reduction in force involving more than 15 percent of the District), was included as an example. He asked S. Reeves if 15 percent was her recommendation. She confirmed that it was. S. Reeves further clarified for the Board that the resolution began on the second page of the enclosed document.

P. Ruess asked for a motion on the resolution as contained in the packet.

The motion was made by P. Stabler with a second by K. Frederick. There was discussion.

L. Nulty, A. Nye, P. Ruess, B. Paret, P. Stabler, L. Eagan, and M. Weiner all contributed to discussion around item number four of the list of delegated duties, which concerned delegating to the Executive Director the setting of tipping fees, disposal charges, or similar rates and charges for services provided at the District's waste management facilities or plants, excluding any solid waste management fee or tax imposed under Board adopted waste management ordinances. K. Zhou suggested the following language for a possible amendment to the resolution, regarding item number four:

The Executive Director shall have the authority during the then-current fiscal year to make adjustments to the tipping fee, disposal charges, or similar rates and charges for services provided at the District's waste management facilities or plants set forth in the budget as a result of unanticipated changes excluding any solid waste management fee or tax imposed under Board-adopted waste management ordinances.

L. Nulty moved the language as an amendment to the resolution. B. Paret seconded the amendment. There was discussion. K. Spencer questioned the need for the amendment. L. Eagan asked for clarification on the limits referenced in the language. P. Ruess asked if there was further discussion on the amendment. Hearing none, he called the vote. All voted in favor of the amendment. The amendment passed.

P. Ruess asked if there was additional discussion on the amended resolution. Hearing none, he called for a vote. All voted in favor. The motion carried.

Agenda #6. Proposed Ordinance Changes

J. Catania reviewed the memo identifying three sections of the District's Solid Waste Management Ordinance that staff would like to amend. He informed the Board that the action required was to authorize staff to initiate a public comment period, after which he would bring a request to the Board to approve changes to the ordinance. A. Nye asked about hauler sticker requirements, saying that he thought changes had been made. J. Catania responded that some changes have been made, and staff are seeking to further simplify the hauler sticker process. K. Frederick described her experience staffing the hauler license program for CSWD.

P. Ruess noted that a word needed to be changed in the resolution and asked that it be read.

Motion to authorize CSWD staff to seek public comment on proposed changes to sections 3.10 and 4.8 of the Solid Waste Management Ordinance.

The motion was made by L. Nulty with a second by K. Frederick. There was no discussion.

P. Ruess called for the vote. All voted in favor. The motion carried.

Agenda #7. Executive Session – Legal Issues, Personnel, Real Estate Transactions

P. Ruess asked for the motion to be read. A. Jewell read the motion.

I move that the Board of Commissioners of the Chittenden Solid Waste District go into executive session to discuss legal proceedings, personnel, and real estate transactions where premature general public knowledge would clearly place the district and its member municipalities at a substantial disadvantage, and to permit authorized staff and other invited interested parties to be present for this session.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The Board entered executive session at 7:10 p.m.

P. Ruess called for a motion to exit executive session.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The Board resumed public session at 7:32 p.m.

P. Ruess offered the following motion:

I move that the Board hereby delegates to the Chair of the Board of Commissioners of the Chittenden Solid Waste District the authority to modify the time off and vacation schedule for the Executive Director for the current year in such manner that the Chair finds to be in the best interests of the District.

The motion was made by L. Nulty with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The motion passed.

Agenda #8. Other Business

S. Reeves directed the Board's attention to an email sent to the Board containing a resolution that would set the FY2027 public hearing for the February 25, 2026, Board meeting. The District's charter directs the Board to hold a public hearing not later than January 31 for the following fiscal year's budget, however the hearing was not able to be scheduled in time. The advice of counsel is to publicly recognize the delay and to schedule the hearing for the next regularly scheduled Board meeting. S. Reeves noted that this happened once before, in 2005, and the advice for the remedy was the same.

P. Ruess asked for a motion to adopt the resolution as presented by Executive Director Reeves in her email to the Board dated January 28, 2026.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The motion passed.

P. Stabler reminded the Board and the public that the Finance Committee would be reviewing the FY2027 budget on February 11, 2026, from 9:00 a.m. to 4:00 p.m. at the District's Administrative Offices, and he encouraged anyone who wanted to attend to please do so. He mentioned that attending via Zoom is allowed.

P. Ruess asked if there was any additional business to come before the Board. Hearing none, he asked for a motion to adjourn.

The motion was made by A. Nye with a second by P. Stabler. There was no discussion. P. Ruess called for the vote. All voted in favor. The motion passed.

The meeting was adjourned at 7:41 p.m.

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 _____.

Board Secretary

MEMORANDUM

To: Board of Commissioners
From: CSWD Staff
Date: February 25, 2026
Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky)
 - From an FY26 budget perspective, the SWMF was 1.1% below projected revenue as of January. FY26 revenue was 2.1% lower than FY25 for the same period. Please refer to accompanying charts.
- Organics Recycling Facility (Dan)
- Materials Recovery Facility (Josh) See below.
- Marketing, Communications & Outreach (Alise & Beth) - See attached Marketing, Communications & Outreach Update
- Legislative Update (Jen) Several solid waste-related bills have been taken up by the House Committee on Environment
- [25-0991](#) – An act relating to establishing an extended producer responsibility program for beverage containers. This bill has received quite a bit of testimony in support of the program and will likely be voted on by the committee next week. It will have to go to the House Committee on Ways and Means and then over to the Senate. If passed, it would change the current bottle bill program to an EPR program with a producer responsibility organization (PRO) implementing overseeing the system. It would require a more efficient program with improved access for consumers to redeem their deposit containers. The bill does not increase the deposit amount from \$.05 or expand the types of beverage containers subject to the existing deposit program.
- [H.632](#) – An act relating to miscellaneous environmental amendments. This bill included a provision that would have exempted fire extinguishers from the household hazardous waste extended producer responsibility law that passed two years ago. The exemption would result in fire extinguisher management costs staying with the solid waste management entities (SWMEs) instead of the manufacturers. CSWD submitted written testimony in opposition of this change and testimony in opposition of the provisions was also given on behalf of the Solid Waste District Managers Association. The committee removed the exemption in the bill and voted the bill out. It will be taken up in the Senate and the fire extinguisher industry will continue to work on an exemption with the SWMEs.
- [H.204](#) – An act relating to an extended producer responsibility program for the collection and recycling of waste motor vehicle tires. After hearing concerns from the tire manufacturers, the committee has not taken up the bill again. Staff from the Department of Environmental

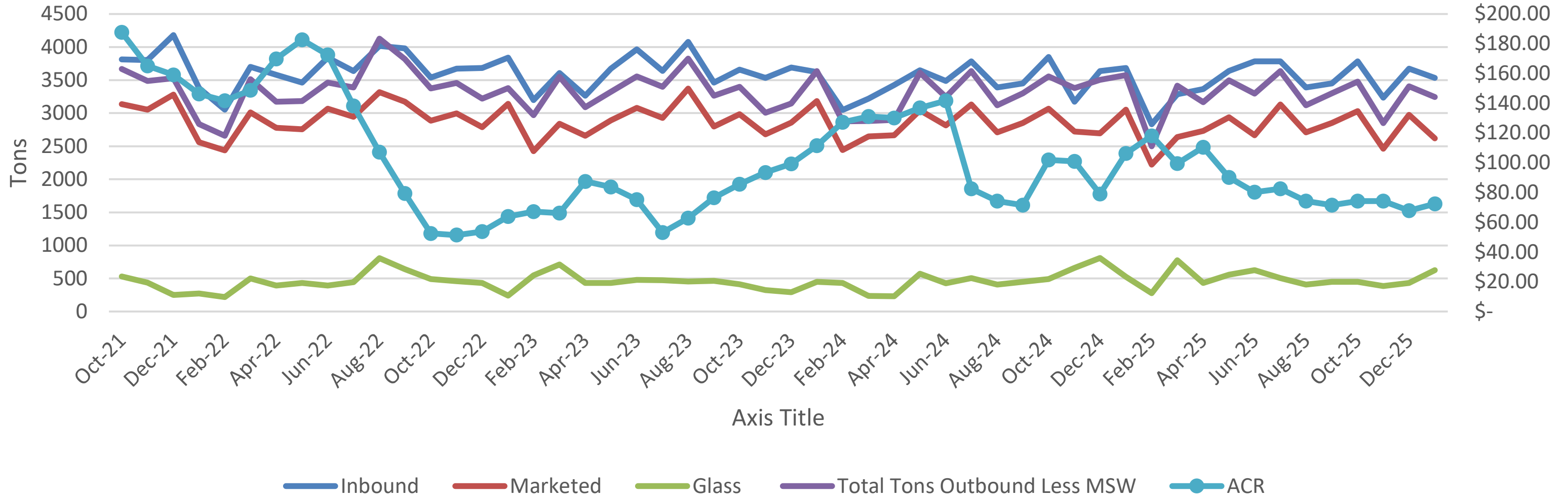
Conservation offered to work with stakeholders on another proposal involving a study on waste tires. To date, this has not been presented to the committee.

-
- Drop Off Center (Brian)
- Environmental Depot (Josh)

FY 26 2ND QTR.	ROVER	DEPOT	CEG	TOTAL
OCTOBER	0	586	45	631
NOVEMBER	0	515	36	551
DECEMBER	0	382	35	417
TOTAL	0	1483	116	1,599

- Compliance & Safety (Joey)

MRF Material Flow



CHITTENDEN SOLID WASTE DISTRICT

Tons Disposed based on Solid Waste Management Fees (Year over Year)

Month	Total Tons per Month			
	FY 25 tons	FY 26 tons	Tons Diff.	% Diff
Jul	11,693	11,607	-86	-0.7%
Aug	12,870	11,281	-1,589	-12.3%
Sep	10,759	12,675	1,917	17.8%
Oct	12,099	11,327	-772	-6.4%
Nov	10,671	9,495	-1,175	-11.0%
Dec	9,988	9,952	-36	-0.4%
Jan	8,964	9,095	130	1.5%
Feb				
Mar				
Apr				
May				
Jun				
Total Tons YTD	77,044	75,433	-1,611	-2.1%
Mgmt Fee \$ YTD	\$2,311,316	\$2,262,995	(\$48,321)	-2.1%

	Tons	\$
FY 26 Budget	128,236	\$5,129,440
FY 26 Actual YTD	75,433	\$2,262,995
Difference	-52,803	(\$2,866,445)
FY 26 Actual % YTD vs Budget %	58.8%	
YTD % of Months	58.3%	

Chittenden Solid Waste District

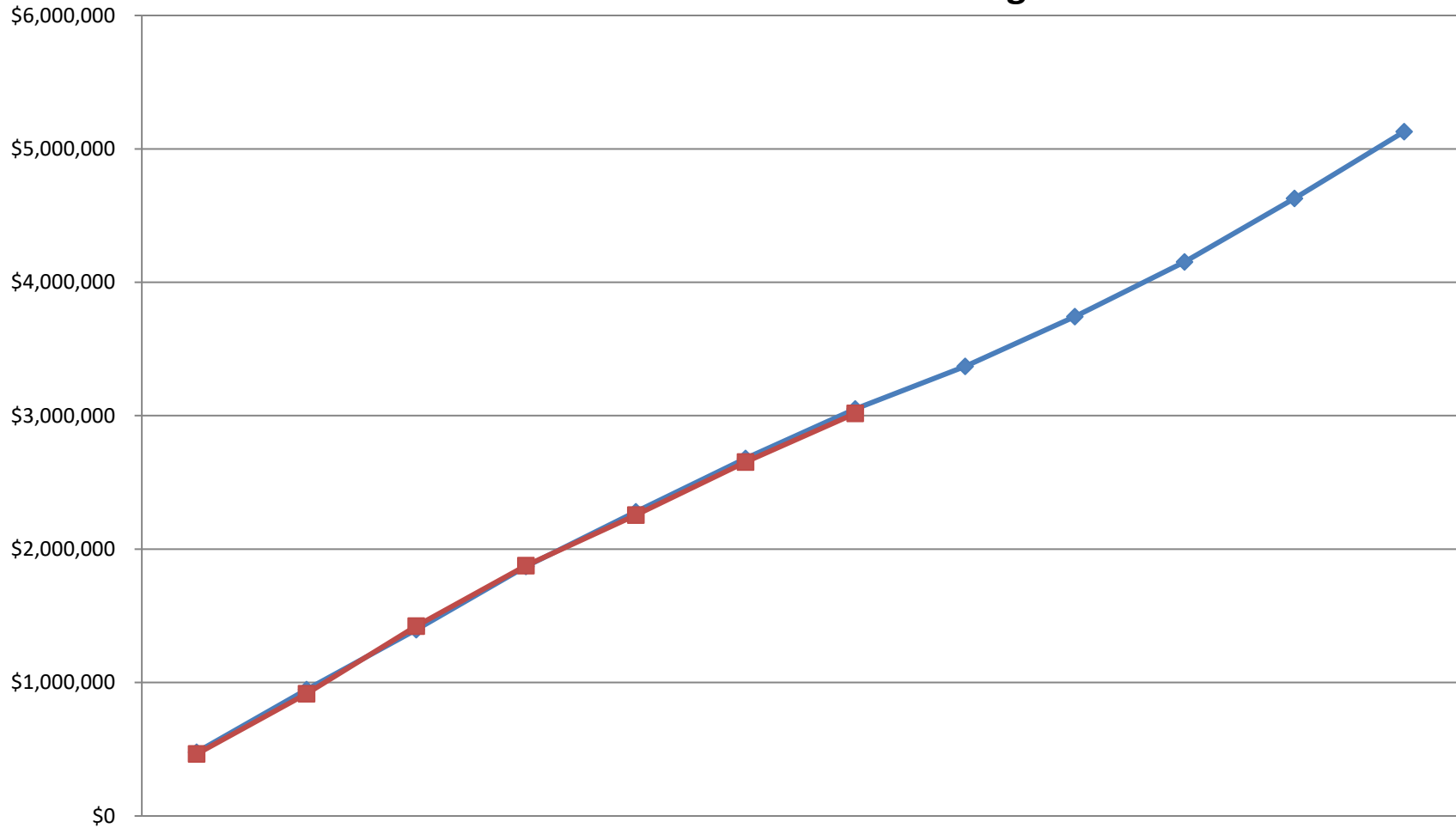
Solid Waste Management Fee FY 26 (Budget versus Actual)

Time	Tons	\$/Ton	\$
FY 26 Budget	128,236	\$40.00	\$5,129,440

\$	Budget \$			Actual		Difference		% of YTD Budget
	Percent	\$ per month	\$ YTD	\$ per month	\$ YTD	\$ per month	\$ YTD	
Jul-24	9.3%	\$478,338	\$478,338	\$464,297	\$464,297	(\$14,041)	-\$14,041	97.1%
Aug-24	9.1%	\$469,157	\$947,495	\$451,240	\$915,538	(\$17,916)	-\$31,957	96.6%
Sep-24	8.8%	\$449,197	\$1,396,692	\$507,018	\$1,422,555	\$57,820	\$25,863	101.9%
Oct-24	9.2%	\$473,468	\$1,870,160	\$453,097	\$1,875,652	(\$20,371)	\$5,492	100.3%
Nov-24	8.0%	\$410,211	\$2,280,371	\$379,817	\$2,255,470	(\$30,394)	-\$24,902	98.9%
Dec-24	7.8%	\$398,932	\$2,679,303	\$398,075	\$2,653,545	(\$857)	-\$25,758	99.0%
Jan-25	7.2%	\$370,392	\$3,049,696	\$363,782	\$3,017,327	(\$6,611)	-\$32,369	98.9%
Feb-25	6.3%	\$320,644	\$3,370,340					
Mar-25	7.3%	\$373,004	\$3,743,344					
Apr-25	8.0%	\$408,679	\$4,152,023					
May-25	9.3%	\$476,656	\$4,628,679					
Jun-25	9.8%	\$500,761	\$5,129,440					

TONS	Budget Tons			Actual		Difference	
	Percent	Monthly Tons	Tons YTD	Tons per month	Tons YTD	Tons per month	Tons YTD
Jul-24	9.3%	11,958	11,958	11,607	11,607	(351)	(351)
Aug-24	18.5%	11,729	23,687	11,281	22,888	(448)	(799)
Sep-24	27.2%	11,230	34,917	12,675	35,564	1,446	647
Oct-24	36.5%	11,837	46,754	11,327	46,891	(509)	137
Nov-24	44.5%	10,255	57,009	9,495	56,387	(760)	(623)
Dec-24	52.2%	9,973	66,983	9,952	66,339	(21)	(644)
Jan-25	59.5%	9,260	76,242	9,095	75,433	(165)	(809)
Feb-25	65.7%	8,016	84,259				
Mar-25	73.0%	9,325	93,584				
Apr-25	80.9%	10,217	103,801				
May-25	90.2%	11,916	115,717				
Jun-25	100.0%	12,519	128,236				

CSWD - Solid Waste Management Fee Revenues Year-To-Date - FY 25 Actual v. FY 26 Budget



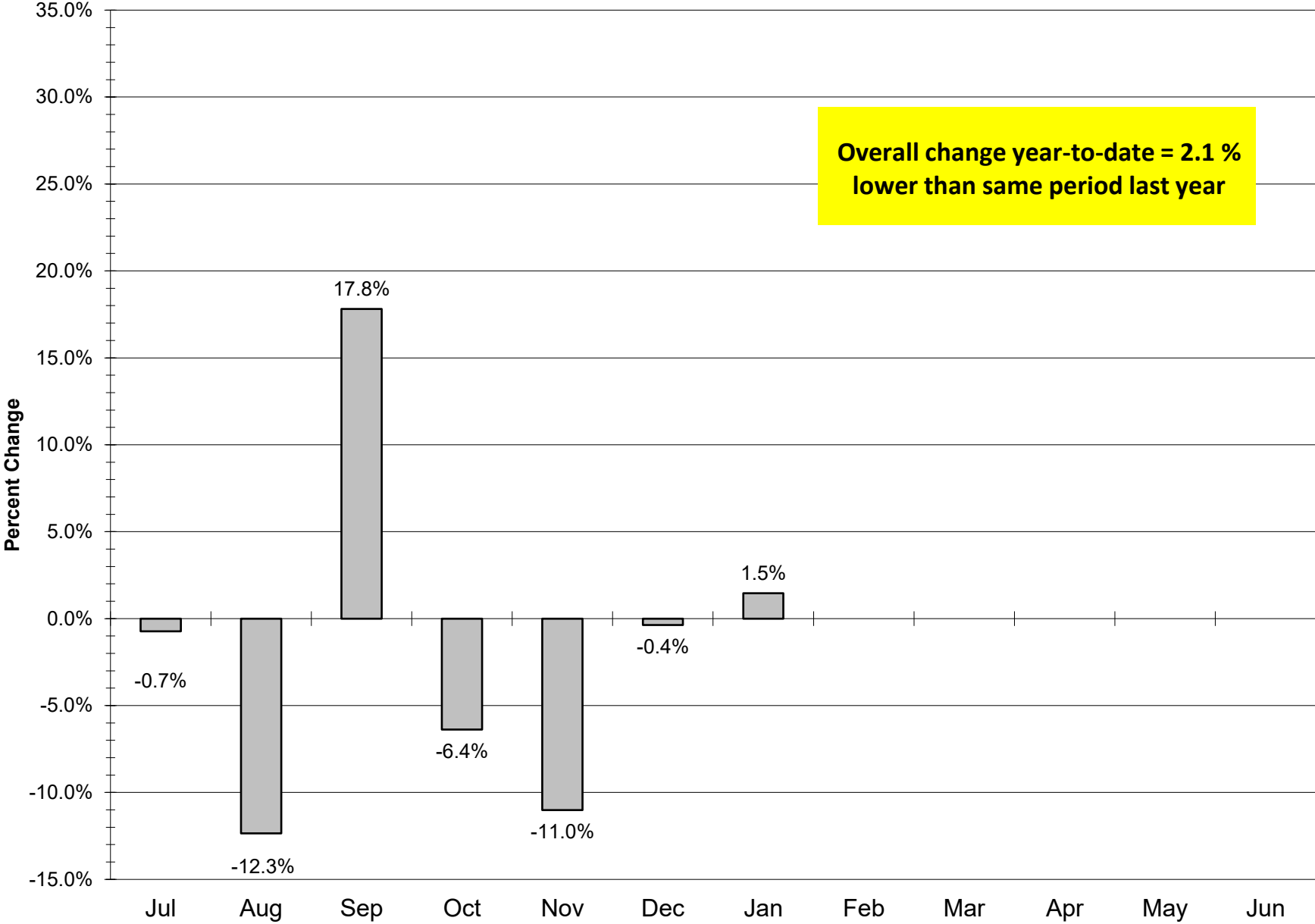
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
◆ Budget	\$478,338	\$947,495	\$1,396,692	\$1,870,160	\$2,280,371	\$2,679,303	\$3,049,696	\$3,370,340	\$3,743,344	\$4,152,023	\$4,628,679	\$5,129,440
■ Actual	\$464,297	\$915,538	\$1,422,555	\$1,875,652	\$2,255,470	\$2,653,545	\$3,017,327					

CHITTENDEN SOLID WASTE DISTRICT

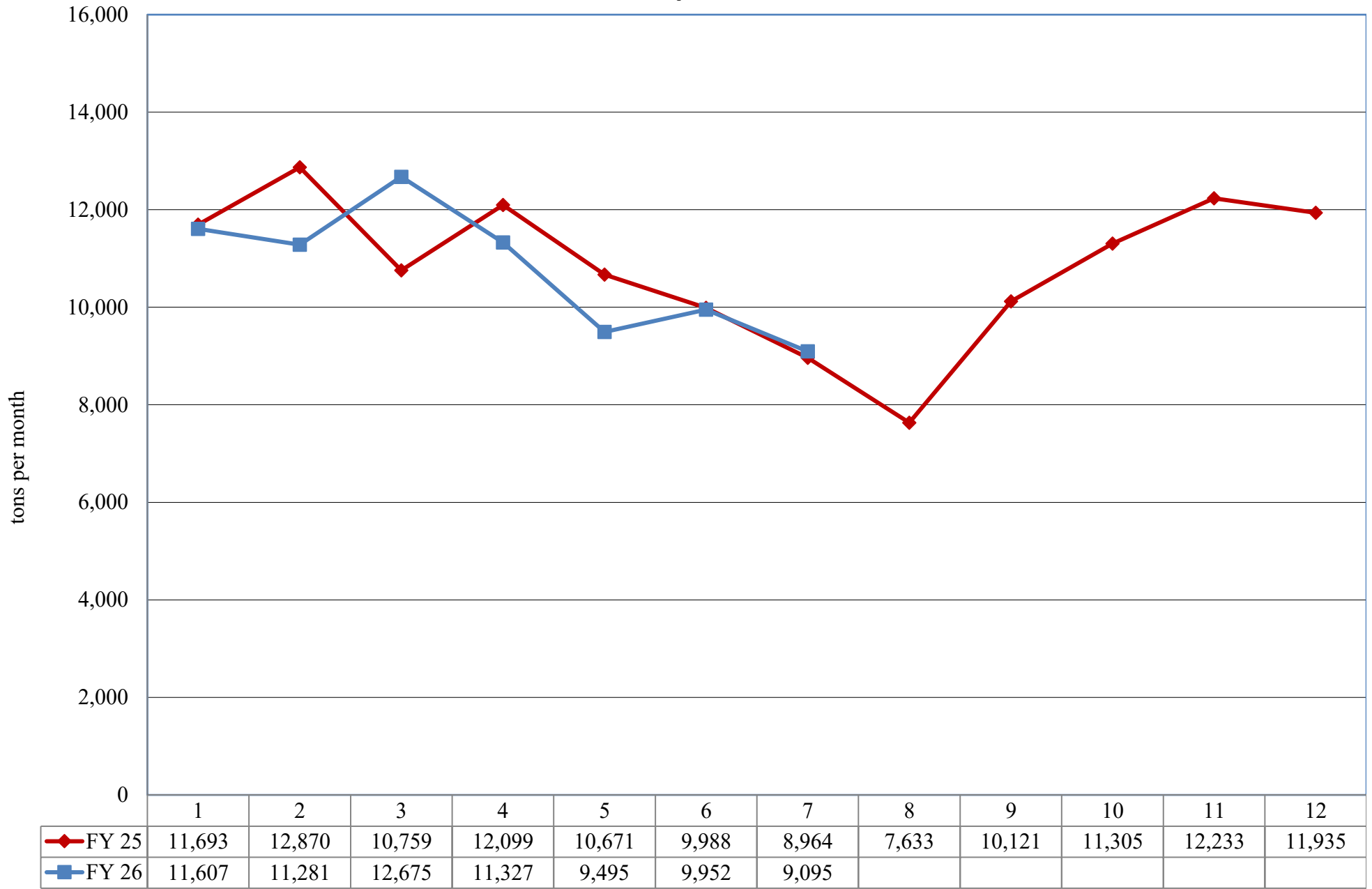
SWMF Tons Refuse Disposed per Operating Weekday

Month	FY 25			FY 26			Difference FY 26 vs FY 25			
	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Tons/Day Tons	Tons/Day %
Jul	11,693	22	531.5	11,607	22	527.6	-86	0	-3.9	-0.7%
Aug	12,870	22	585.0	11,281	21	537.2	-1,589	-1	-47.8	-8.2%
Sep	10,759	20	537.9	12,675	21	603.6	1,917	1	65.7	12.2%
Oct	12,099	23	526.1	11,327	23	492.5	-772	0	-33.6	-6.4%
Nov	10,671	20	533.5	9,495	19	499.8	-1,175	-1	-33.8	-6.3%
Dec	9,988	21	475.6	9,952	22	452.4	-36	1	-23.3	-4.9%
Jan	8,964	22	407.5	9,095	21	433.1	130	-1	25.6	6.3%
Feb		20			20			0	0.0	
Mar		21			22			1	0.0	
Apr		22			22			0	0.0	
May		21			21			0	0.0	
Jun		21			22			1	0.0	
Total	77,044	255		75,433	256		-1,611	1		
Average			302.1			294.7			-7.5	-2.5%

Difference in SWMF Tons Per Month Disposed FY26 versus FY25



CSWD - SWMF Tons Trash per Month - FY 26 v. FY 25





Marketing, Communications & Outreach Update

January 2026

Marketing Updates

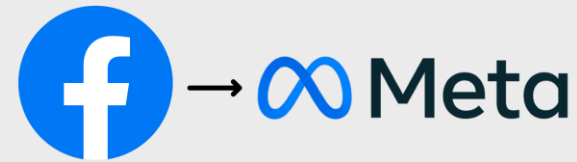
You Heard It on the Radio!

To help attract more applicants for the **Maintenance Operator / Laborer / Driver** position, we've launched a **two-week radio blitz** on **WOKO** and **WKOL**. The campaign features live morning-show reads from local DJs promoting the role and encouraging listeners to apply. The blitz began **February 2** and runs for two weeks.



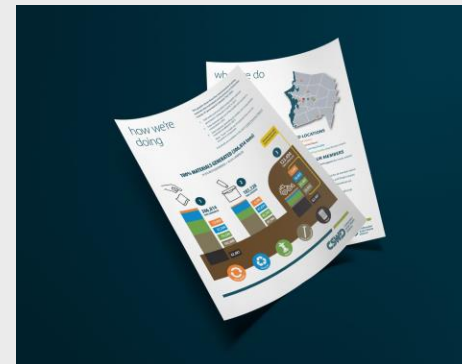
New DOC META Quiz Coming Soon

The agency has drafted questions for a new **DOC quiz**, now under review by **Operations and O&C**. If all goes well, we expect to launch in the next few weeks. The quiz will include **8-10 questions** and a **gift card incentive**.



Food Scrap Campaign in the Works

A new **Food Scrap campaign** launches in **mid to late February**, using both **print and digital channels** to raise awareness about the climate impact of food scraps. Of course, staff will get a sneak peek before we go live!



2025 Annual Report Is Here!

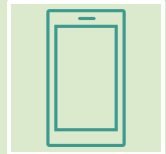
Our **2025 Annual Report** is officially live online! It's also been shared with **member towns** and the **Board**, so keep an eye out—and feel free to take a look to see the highlights from the past year.

Web Stats

(January 1 - 31, 2026)



12,000 active users on the website! Average time on site 53s.



The A-Z list received 4,251 views with the most searched item being MATTRESS and CLOTHING coming in close behind!



How do most people find us on the web? 1. Direct - they just type us in! 2. GOOGLE

OH NO!
NOT ANOTHER TOP TEN...



TOP TEN Visited Web Pages:

1. Home page
2. A-Z
3. CSWD Facilities
4. SDOC
5. WDOC
6. EDOC
7. BDOC
8. Depot Appointments
9. Environmental Depot
10. MDOC



CSWD in the News

► ABC22/FOX44:

<https://www.mychamplainvalley.com/video/burlington-picking-up-christmas-trees-tuesday/11395224>

► Williston Observer:

https://www.willistonobserver.com/news/williston/around_town/around-town-for-january-15-2026/article_36b23699-5935-4736-a14e-f39ced12e1e6.html

► Press Release (Sent Jan.5, 2026 - no media coverage): CSWD's 2025 Solid Waste Implementation Plan Approved by State

Social Media: Facebook

- ▶ **Total Followers: 2,135**
- ▶ **Content Views: 7,745**
- ▶ **Top Performing Post: Cold Weather Closing**
- ▶ **Views: 1,864**
- ▶ **Interactions: 19**



Social Media: Instagram



[View insights](#)

[Boost post](#)

8 1



Liked by oakleafforwinooski and others

cswdvt Despite this toothpaste tube saying "recycle ready", it belongs in the trash! 🗑️ Most toothpaste tubes are made from multiple layers of plastic and aluminum fused together, and that combo can't be separated at our recycling facility. That means it belongs in the trash, not your recycling.

🔗 So why does it say to recycle it? Some brands offer special mail-in recycling programs for their tubes, but don't confuse this with your blue-bin!

👉 Rule of thumb:
If it squeezes like toothpaste, it belongs in your trash!

5 days ago

- ▶ Followers: 899
- ▶ Monthly Views: 4,300
- ▶ Monthly Interactions: 111
- ▶ Top Performing Post: Toothpaste Tubes
- ▶ Views: 398
- ▶ Interactions: 9

Chittenden Solid Waste District

245 followers

4d • 🌐

Write this toothpaste tube saying "recycle ready"
ings in the trash! 🗑️ Most toothpaste tubes are
de from multiple layers of plastic and ...more



👍 4

Social Media: LinkedIn



Followers: 243



Impressions: 746



Top Post: Toothpaste
Tubes

d

Updates

s – No. 7691 • Jan 5, 2026

nt • Community Engagement and Outreach Man

ste District Board, Chittenden County

t: *Downtown, East End, Old North End, New North En*

ncement

Hours Update

reminder that all CSWD facilities will be closed on
Martin Luther King Jr. Day, except for the Organics
(Green Mountain Compost), which will be OPEN for
waste drop off.

New Hiring: Maintenance Team Member

CSWD's Maintenance Department keeps our operat
maintaining facilities and transporting materials.

s hands-on... [read more](#) ▼

Social Media: Front Porch Forum (Two posts per month)

Holiday
Hours

Job
Openings

Winter
Webinar
Series

Outreach Activities: Communities & Event Management



Presentations: 3



January Digest: 52% open rate



Blog Post: <https://cswd.net/cswd-digest/cswds-2025-year-in-review/>



Outreach Activities: Schools

- ▶ Classes Taught: 3
 - ▶ Two schools now have worm composting bins to not only keep classroom snacks out of the trash but to feed their schools' gardens this spring.
- ▶ People Reached: 52
- ▶ Webinar: A Future Built on Batteries
 - ▶ 39 Registrants
 - ▶ 14 Participants

Outreach Activities: Business



Business Visits: 37



Networking Events: 1



Blog Post: <https://cswd.net/resources/first-steps-for-a-greener-workplace-in-the-new-year/>

CSWD Main Line Phone Coverage

CSWD Outreach, Communications and Administrative teams share responsibility for answering the main office phone during regular office hours. Call data - including topic and referral source - is tracked to help inform communications planning and website improvements.

January Stats

- ▶ Outreach Staff: 28.5 hours coverage
- ▶ Calls logged by Outreach and Admin Team: 46hours
[View the Tracker](#)
 - ▶ Average number of calls per day: 7
 - ▶ Topic of Call:
 - ▶ A-Z list: 39%
 - ▶ Other: 21%
 - ▶ Depot Appt: 18%
 - ▶ CSWD Info: 6%
 - ▶ Found CSWD Phone Number:
 - ▶ Google: 48%
 - ▶ Website: 36%

Marketing, Communications and Outreach Team

- Jen Holliday - Director of Communications and Public Policy
- Alise Certa - Marketing Manager
- Beth Parent - Communications and Outreach Manager
- Rhonda Mace - School Outreach Coordinator
- Kat Moody - Community Outreach Coordinator
- Gabby Stevens - Business Outreach Coordinator



#3.3

ADMINISTRATIVE OFFICE
 19 Gregory Drive, Suite 204
 South Burlington, VT 05403

EMAIL info@cswd.net
TEL (802) 872-8100

www.cswd.net

To: Board of Commissioners
 From: John Balparda, Director of Finance
 Date: February 17, 2026
 RE: **December 2025** Fund Balances, Reserves, & Warrants

FUND & RESERVE BALANCES

Cash Reserves	Fund Balances	Allocated Cash
32103 - Solid Waste Management Fund	\$ 866,001	\$ 866,001
32105 - Operating Fund	\$ 2,246,005	\$ 2,246,005
32106 - Capital Fund	\$ 566,069	\$ -
32107 - MRF Project Capital Fund	\$ 4,414,717	\$ 3,799,910
32201 - Facilities Closure Fund	\$ 1,506,983	\$ 1,506,983
32202 - COMMUNITY CLEAN UP FUND	\$ 94,059	\$ 94,059
33001 - Landfill Post Closure Fund	\$ 962,261	\$ 962,261
33002 - Biosolids Fund	\$ 422,816	\$ 422,816
34100 - Debt Service Fund	\$ 481,340	\$ 481,340
	\$ 11,560,250	\$ 10,379,375
Total CASH & CASH EQUIVALENT		\$ 10,379,375
Excess Cash Reserves		\$ 0
Working Capital		
Total - 11001 - ACCOUNTS RECEIVABLE		\$ 1,989,172
Less:		
Total - 20100 - ACCOUNTS PAYABLE		\$ 930,762
Total - 20200 - CREDIT CARD PAYABLE		\$ 10,288
Total - 20400 - ACCRUED TAXES		\$ 784
Total - 20600 - ACCRUED EXPENSES		\$ 6,181
Total - 20670 - UNEARNED REVENUE		\$ 1,786
Subtotal		\$ 949,800
Working Capital		\$ 1,039,372
Total Reserves		\$ 1,039,372
<i>KPI - 3 Months of Operating Cash & Reserves on Hand</i>		
32103 - Solid Waste Management Fund		\$ 866,001
32105 - Operating Fund		\$ 2,246,005
Total Reserves		\$ 1,039,372
Total Operating Cash & Reserves		\$ 4,151,377
Quarterly Average Cash Burn		\$ 1,182,036
Months of Operating Cash & Reserves		3.5
Prior Month - Months of Operating Cash & Reserves		
NOV 25		3.5
OCT 25		3.4
SEP 25		4.0
AUG 25		4.2
JUL 25		4.5



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Accounts Receivable Aging Summary						
Aging Category	Current	30 Days O/S	60 Days O/S	90 Days O/S	>90 Days O/S	Total
Subtotal	\$1,962,521	\$7,497	\$15,560	\$4,071	(\$477)	\$1,989,172
% of Total	98.7%	0.4%	0.8%	0.2%	0.0%	100.0%
<i>KPI - Total A/R Outstanding for less than 60 days = 90%</i>						
% A/R O/S <60 Days		99.04%				
Nov	\$1,823,661	\$52,195	\$10,014	\$2,457	(\$1,296)	\$1,887,031
% of Total	96.6%	2.8%	0.5%	0.1%	-0.1%	100.0%
Oct	1,393,659	632,387	155,430	(2,115)	1,474	2,180,835
% of Total	63.9%	29.0%	7.1%	-0.1%	0.1%	100.0%
Sep	1,580,560	367,991	13,682	66,047	(41,065)	1,987,215
% of Total	79.5%	18.5%	0.7%	3.3%	-2.1%	100.0%
Aug	1,640,214	384,657	66,145	(41,663)	965	2,050,318
% of Total	80.0%	18.8%	3.2%	-2.0%	0.0%	100.0%

AVERAGE MONTHLY CASH BURN	
Warrant Date	Warrant Amount
10/14/2025	815,625
10/29/2025	922,004
MRF Exps	(409,877)
Subtotal	1,327,752
11/12/2025	714,919
MRF Exps	(66,114)
Subtotal	648,805
12/2/2025	793,843
12/9/2025	1,117,828
12/22/2025	314,750
MRF Exps	(656,869)
Subtotal	1,569,551
Total	3,546,108
Monthly Avg	1,182,036

DEFINITIONS

Funds – a claim on resources (or equity), primarily cash

Reserves – excess cash plus positive working capital, or less negative working capital

Excess Cash – the amount by which cash on hand exceeds the total fund balances

Working Capital – current assets (readily converted to cash) less current liabilities

Fund Type – classification of the fund; Designated and Restricted types are relevant for CSWD

- Designated funds are “ear marked” by management for a stated purpose
- Designated category is further classified by internal or external purpose
 - Designated for Internal Purposes – greater flexibility around usage
 - Solid Waste Management Fund
 - Operating Fund
 - MRF Project Capital Fund
 - Capital Fund
 - Designated for External Purposes – while not Restricted have more constraints around usage
 - Facilities Closure Fund – total estimated costs to close each facility operated by CSWD; reported to the State annually
 - Community Clean-up Fund
- Restricted funds are amounts that can be spent only for the specific purposes stipulated by regulation, agreement, or external resource providers
- Restricted category is further classified by timing
 - Restricted – no definitive time frame – Landfill Post Closure Fund
 - Temporarily Restricted – has definite timeframe – Debt Service Fund

FUNDS WATERFALL

As each priority fund reaches its carry amount, any remaining revenue flows (“waterfalls”) to the next priority fund in order, as listed below:

Funds Subject to Funding Priority Waterfall		
Fund Type	Fund Name	Carry Value
Designated for Internal Purposes	Solids Waste Management Fund	3 months of budgeted administrative expenses
Designated for Internal Purposes	Operating Fund	3 months of budgeted operating expenses
Designated for Internal Purposes	MRF Project Capital Fund	No set minimum, intended to close the projected MRF project shortfall (currently \$4.2M)
Designated for Internal Purposes	Capital Fund	100% the Next year's Capital Expense Budget
Undesignated	Undesignated Fund	Any revenue above and beyond waterfall requirements

These funds are NOT subject to the waterfall. They are evaluated annually and are set by a specified calculation.

Funds Using a Set Calculation		
Fund Type	Fund Name	Carry Value
Designated for External Purposes	Facilities Closure Reserve	Calculated cost of facility solid waste termination
Designated for External Purposes	Community Clean Up Fund	Current balance due to communities
Restricted	Biosolids Fund	Total of funds received plus interest
Restricted	Landfill Post Closure Fund	Estimated worst case cost to achieve functional stability
Temporarily Restricted	Debt Service Fund	100% of upcoming year's debt service



Chittenden Solid Waste District

#3.4

ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 200
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: February 19, 2026
RE: Executive Director Update

January 23- PRESENT

- **NEW MATERIALS RECYCLING FACILITY PROJECT:**
 - The sorting system installation timeline is pushed back slightly to mid-summer, due to the delay in commencing the building construction. The aim is still to be receiving material in the new facility by the end of the calendar year.
 - Two RFPs are “on the street” – 1) Facility Operations, and 2) Commodity Brokerage. The intent is to recommend contract awards not later than the June Board meeting.
- **DOC**
 - Year-over-year, the DOC in Burlington is showing robust growth. Our Communications team implemented an awareness campaign last year to inform neighborhood residents of the materials accepted at BDOC and the increased hours of operations.
- **FOOD SCRAPS EDUCATION CAMPAIGN**
 - We are working with our advertising and marketing firm, Place, to launch a food scraps education and information campaign in late February. The goal of the campaign will be to inform and educate Chittenden County residents about the impact of disposing food scraps in the trash and to direct them to our website for resources on how to reduce their waste, start a composting practice, and where to bring their food scraps for commercial composting. The campaign direction is being driven by information gleaned from a social media-based quiz that ran in December that garnered nearly 2,000 respondents.
- **PERSONNEL**
 - Changed the work-week requirement for exempt (salaried) employees from a 40-hour work week to an 80-hour pay period. Exempt employees are expected to meet a standard work schedule equivalent to 80 hours per pay period by hours worked or using Paid Time Off. Compensatory time will accrue after 80 hours worked.
- **QUESTIONS RECEIVED FROM COMMISSIONERS**
 - None received during this period.

March 2026

- March 16: Executive Board meeting, 5:00PM
- March 25: Full Board meeting, 6:00PM



Chittenden Solid Waste District

#3.5

ADMINISTRATIVE OFFICE

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South Burlington, VT 05403

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www.cswd.net

MEMORANDUM

TO: Board of Commissioners
FROM: John Balparda, Director of Finance
DATE: February 24, 2026
RE: NetSuite Software Subscription Renewal

SYNOPSIS

Our annual subscription for NetSuite accounting software expires on 4/30/2026. As part of the 2025 renewal, we have pared down our subscription to the essential functionality. The 2026 renewal maintains this level of service and totals \$50,062.80.

HISTORY

In the past we have subscribed to NetSuite ERP (accounting & reporting), NetSuite Planning & Budgeting (NSPB), and Fixed Assets Manager. The cost for this subscription package was \$102,236.40. As part of the 2025 renewal, we have dropped the Fixed Asset Manager and NSPB. Both of these functions are now performed using Excel spreadsheets.

CURRENT SITUATION

Using Excel for fixed asset tracking and budgeting has proven successful. The current subscription level is better suited to our needs and is being well utilized.

MOTION to accept the Oracle America, Inc. annual renewal estimate for the NetSuite software as described in estimate #1777908 totaling \$50,062.80.

MEMORANDUM

TO: Board of Commissioners
FROM: John Balparda, Director of Finance
DATE: February 16, 2026
RE: MRF Project Build Cash Flow Projection

The Materials Recycling Facility (MRF) project cost estimate has increased significantly since the initial estimates generated in 2018. The last project estimate shared with the Board showed a construction cost of approximately \$38M. Staff have worked diligently with CSWD's construction partner ReArch to fully investigate all avenues to reduce costs and keep them in line with project estimates.

As of February 16, 2026, the total expected cost to construct the new MRF is \$37.2M with some \$19M projected during the second half of FY26 through completion in mid FY27. Of that \$19M, \$12M is secured by the final tranche of bond proceeds, with the first drawdowns totaling \$3M beginning in February 2026. The remaining \$7M will come from working capital.

As of December 2025 (latest close at the date of this memo) the balance in MRF Project Capital Fund is \$4.4M. However, the recent trend of lower recycled materials sales due to lower ACR has created a potential funding shortfall of \$615K resulting in current cash allocated to the New MRF Project Capital Fund of \$3.8M. This shortfall would be made up by operating reserves, which total \$4.1M as of December 2025 (see attached table). This projected shortfall should be mitigated by the ACR increasing to \$93/ton in February 2026. The increase of \$10/ton to the MRF tipping fee (effective April 1, 2026), will be utilized to ensure that the current MRF continues to be self-sufficient without needing to draw from operating reserves.

The new MRF is expected to be online in late Q2 or early Q3 of FY27.

As of December 2026:

Calculation of Total Reserves		
Cash Reserves	Fund Balances	Allocated Cash
32103 - Solid Waste Management Fund	\$ 866,001	\$ 866,001
32105 - Operating Fund	\$ 2,246,005	\$ 2,246,005
32106 - Capital Fund	\$ 566,069	\$ -
32107 - MRF Project Capital Fund	\$ 4,414,717	\$ 3,799,910
32201 - Facilities Closure Fund	\$ 1,506,983	\$ 1,506,983
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Less:		
Total - 20100 - ACCOUNTS PAYABLE		\$ 930,762
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Months of Operating Cash & Reserves		3.5
Prior Month - Months of Operating Cash & Reserves		
NOV 25		3.5
OCT 25		3.4
SEP 25		4.0
AUG 25		4.2
JUL 25		4.5

	Actuals-->>	Actuals-->>			
	FY23	FY24			
	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24
	Q4	Q1	Q2	Q3	Q4
A. Capital Expenditures (Cash Out)					
Design, Engineering, & Permits (Pre-Construction)	43,904	12,985	112,454	225,894	273,158
Construction Deposit/General Conditions					
Land					
Sitework/Foundation					
Shell					
Mechanical					
Finishes					
Punch List					
Paving & Final Payment					
Equipment		5,038,915		5,878,734	5,501,432
Equipment Credit/Refund					(5,878,734)
Signage/Fitup, etc					
TOTAL	43,904	5,051,899	112,454	6,104,628	(104,144)
<i>Cummulative Total</i>	<i>43,904</i>	<i>5,095,803</i>	<i>5,208,257</i>	<i>11,312,886</i>	<i>11,208,742</i>
B. Financing (Cash In)					
Bond Bank Loan	10,000,000				
Recycling Partnership Grant			250,000		80,000
EPA / VT Grants			-		
CSWD Capital Reserves	-	-	-	1,062,886	-
TOTAL	10,000,000	-	250,000	1,062,886	80,000
C. Financing Cash Out					
Principal Payments	-	-	-	-	-
TOTAL	-	-	-	-	-
(NS - New MRF Build) CK#	125,237	5,177,137	5,484,791	11,589,419	11,680,475
Net Cash from Capex & Financing					
B- (A+C)	9,956,096	(5,051,899)	137,546	(5,041,742)	184,144
Financing Balance	9,956,096	4,904,197	5,041,743	0	184,144

	Actuals-->>			
	FY25			
	Sep-24	Dec-24	Mar-25	Jun-25
	Q1	Q2	Q3	Q4
A. Capital Expenditures (Cash Out)				
Design, Engineering, & Permits (Pre-Construction)	40,070	43,475	27,205	176,085
Construction Deposit/General Conditions				
Land			3,014,953	
Sitework/Foundation			7,780	
Shell				
Mechanical				
Finishes				
Punch List				
Paving & Final Payment				
Equipment				68,511
Equipment Credit/Refund				
Signage/Fitup, etc				
TOTAL	40,070	43,475	3,049,938	244,596
<i>Cummulative Total</i>	<i>11,248,811</i>	<i>11,292,286</i>	<i>14,342,224</i>	<i>14,586,819</i>
B. Financing (Cash In)				
Bond Bank Loan				
Recycling Partnership Grant				
EPA / VT Grants				1,500,000
CSWD Capital Reserves	-	-	2,949,338	-
TOTAL	-	-	2,949,338	1,500,000
C. Financing Cash Out				
Principal Payments	-	-	-	-
TOTAL	-	-	-	-
(NS - New MRF Build) CK#	11,720,545	11,959,219	15,009,157	15,448,953
Net Cash from Capex & Financing				
B- (A+C)	(40,070)	(43,475)	(100,600)	86
Financing Balance	144,075	100,600	0	86

	Actuals -->>		Forecast -->>	
	FY26			
	Sep-25	Dec-25	Mar-26	Jun-26
	Q1	Q2	Q3	Q4
A. Capital Expenditures (Cash Out)				
Design, Engineering, & Permits (Pre-Construction)	738,775	700,351		
Construction Deposit/General Conditions			3,023,308	6,280,567
Land				
Sitework/Foundation				
Shell				
Mechanical				
Finishes				
Punch List				
Paving & Final Payment				
Equipment				
Equipment Credit/Refund				
Signage/Fitup, etc				
TOTAL	738,775	700,351	3,023,308	6,280,567
<i>Cummulative Total</i>	15,325,595	16,025,945	19,049,253	25,329,820
B. Financing (Cash In)				
Bond Bank Loan	12,000,000			
Recycling Partnership Grant				
EPA / VT Grants				
CSWD Capital Reserves	738,689	700,351	-	-
TOTAL	12,738,689	700,351	-	-
C. Financing Cash Out				
Principal Payments	-	-	-	-
TOTAL	-	-	-	-
(NS - New MRF Build) CK#	16,187,728	17,264,293	20,287,601	27,035,912
Net Cash from Capex & Financing				
B- (A+C)	11,999,914	0	(3,023,308)	(6,280,567)
Financing Balance	12,000,000	12,000,001	8,976,693	2,696,126

	Forecast -->>			
	FY27			
	Sep-26	Dec-26	Mar-27	Jun-27
	Q1	Q2	Q3	Q4
A. Capital Expenditures (Cash Out)				
Design, Engineering, & Permits (Pre-Construction)				
Construction Deposit/General Conditions	6,633,627	2,779,000	321,982	
Land				
Sitework/Foundation				
Shell				
Mechanical				
Finishes				
Punch List				
Paving & Final Payment				
Equipment				
Equipment Credit/Refund				
Signage/Fitup, etc				
TOTAL	6,633,627	2,779,000	321,982	-
<i>Cummulative Total</i>	31,963,447	34,742,447	35,064,429	-
B. Financing (Cash In)				
Bond Bank Loan				
Recycling Partnership Grant				
EPA / VT Grants				
CSWD Capital Reserves	3,937,501	2,779,000	321,982	-
TOTAL	3,937,501	2,779,000	321,982	-
C. Financing Cash Out				
Principal Payments	-	-	-	-
TOTAL	-	-	-	-
(NS - New MRF Build) CK#	33,669,539	36,916,283	37,238,265	-
Net Cash from Capex & Financing				
B- (A+C)	(2,696,126)	-	-	-
Financing Balance	(0)	(0)	(0)	(0)

MEMORANDUM

TO: CSWD Board of Commissioners
FROM: Josh Estey, Director of Operations
DATE: February 20, 2026
RE: Waterline Extension Construction Bid Award

Back in January of last year staff issued RFP No. 20250107 for design services for the waterline extension from the CSWD Organics Recycling Facility down to the new Materials Recycling Facility. That RFP encompassed not just the design of the waterline but also the issuance of a Request for Bid for the construction of the waterline extension as well as the coordination of construction between the selected contractor and the Town of Williston. That original design RFP was awarded to Krebs & Lansing Consulting Engineers, Inc.

Fast forward to January 13th of this year, Greg Dixson of Krebs & Lansing issued an Invitation to Bid for the “Redmond Road Waterline Extension Project”. A site walkthrough was held on January 20th on the site of the old CSWD administrative offices and twelve bids were received before the deadline on February 2nd. Additional information, including a description of the approach to construction, was requested of and received by the lowest six bidders.

Ultimately the selection team called references and decided between the three low bidders:

NA Manosh, Inc. – Morrisville, VT	\$679,990
Omega Excavation and Site Development – South Burlington, VT	\$675,700
Don Weston Excavating, Inc. – Williston, VT	\$654,223

Based on references and previous experience that Krebs & Lansing has with Don Weston Excavating, staff feel confident in recommending the award of the waterline extension construction project to the low bidder. Staff is also recommending to build in a 10% contingency to account for unknown site conditions which is built into the resolution below.

Be it resolved that the CSWD Board of Commissioners hereby authorizes the Executive Director to enter into a contract with Don Weston Excavating, Inc. of Williston, VT for the purposes of constructing a waterline extension on Redmond Road in an amount not to exceed \$719,645.30.

MEMORANDUM

TO: Board of Commissioners
FROM: Josh Estey, Director of Operations; Brian Mital, Associate Director of Operations
DATE: February 18, 2026
RE: Drop-Off Center Proposed Revenue Increase Discussion

SYNOPSIS

For the last 20+ years, revenue generated by the Materials Recycling Facility (MRF) in excess of its operational and capital needs was directed to various District Reserve funds, with the capital reserve fund being a main beneficiary. Revenue generated by the new MRF will be used to fund its operations, pay down bond debt service, and fund ongoing capital needs of the facility, leaving zero excess revenue for other District purposes. The Drop-Off Center (DOC) Program will need to increase revenue to support capital improvements needed at the DOCs. Staff have conducted a review of the current DOC tipping fee structure to identify opportunities to increase revenue while balancing the affordability of our services.

CURRENT SITUATION

The most recent price change to trash bag fees at DOCs was July 1, 2025, with an increase to the 13-gallon (now 18-gallon) small bag from \$3 to \$4 (same size bag of construction and demolition waste went from \$6 to \$8). There were no other bag price changes at that time. The prior change on July 1, 2023, was to all bag pricing.

The DOC program, through direction of the Board via the annual budget process, has typically raised revenue by increasing volume pricing on trash. This practice was born out of the philosophy to incentivize recycling and food scrap diversion through subsidizing trash fees, keeping both recycling and food scraps being brought to the DOCs “free” by internalizing and “bundling” the costs of managing residential recycling and food scrap disposal. A few years ago, this philosophy was tweaked when staff proposed, and the Board agreed, to charge a nominal fee for both blue-bin recycling and food scraps brought to our DOCs without accompanying trash. The change was an acknowledgement that there are costs borne by CSWD to manage these non-trash waste streams. The decision was made to continue subsidizing collection when the customer brings trash, recycling, and food scraps at the same time.

The DOC system is currently self-supporting regarding covering departmental operational expenses, however there isn’t sufficient “excess revenue” to sustainably make consistent contributions to the capital reserve in an amount sufficient to satisfy ongoing and future capital needs of the DOC program.

Ongoing needs include rolling stock and compactor box replacement, and long-term needs include site refurbishment such as long overdue DOC-Milton upgrades.

PROPOSAL

Rather than make another increase to bagged trash, staff are proposing two options for the Board to consider. In reviewing accepted materials that are considered “free”, one option would be to charge a nominal fee for recycling and food scraps in addition to the fee for bagged trash, essentially “unbundling” these services. Staff believe this would further impress on our customers that our blue-bin and organics recycling services come at a considerable expense through collection, hauling, and processing while acknowledging that these materials are potentially a source of revenue post-processing. A second option is to implement a per trip fee, also known as a gate fee, facility use fee, or transaction fee, charged on all customers using our DOCs, regardless of the material they’re bringing to us to manage.

Option 1: Unbundle Trash Fees

Blue-bin Recycling: \$1 with trash up to one cubic yard (equivalent of 12 blue-bins)

- Blue-bin recycling with trash was recorded in our point of sale (POS) system 151,900 times in CY25 for an approximate revenue generation of \$151,900.
- The price for blue-bin recycling without trash is currently, and would remain, \$2. The price for additional cubic yards would remain \$5.

Food Scrap Recycling: \$1 with trash up to 30 gallons

- Food scraps with trash were recorded in our POS system 49,741 times in CY25 for an approximate revenue generation of \$49,741.
- Food scraps without trash would remain \$1.

Option 2: Facility Visit Fee

Implement \$1 per transaction facility fee

- CY25 showed just under 330,000 vehicle trips to District DOCs, which would yield a maximum revenue addition of \$330,000.
- CSWD would consider exempting certain materials from the fee, which would lower the maximum revenue received. By example, Addison County Solid Waste Management District imposes a \$1/vehicle “Administrative Fee” on all “monetary transactions” at their district transfer station, meaning if residents bring in materials that don’t carry a fee for some reason (EPR, district policy), the administrative fee isn’t charged. Materials such as textiles, batteries, covered electronics, and HHW are all exempted from this Administrative Fee.
- CSWD customers may elect to reduce their trips to DOCs to save on the facility fee, resulting in fewer annual trips and reduced maximum revenue generation from the fee.

Option 1 only affects trash customers, while Option 2 is applied to the vast majority of, and potentially all, customers.

These options were discussed at the Finance Committee meeting on February 11. Committee members acknowledged the need to sustainably fund DOC capital needs but expressed concern with unbundling trash fees. Members discussed the potential for disincentivizing diversion, particularly food scraps. There was a desire for additional discussion with the full Board, and for input from the public.

MEMORANDUM

TO: Board of Commissioners
FROM: Joey Catania, Compliance & Safety Manager
DATE: February 25, 2026
RE: Proposed Changes to the Solid Waste Management Ordinance

SYNOPSIS

Compliance staff have identified three sections of the Solid Waste Management Ordinance (Ordinance) that they would like to amend. These changes close an identified loophole in section 3.10, an expansion of education requirements for landlords of commercial properties, and a technical change for hauler licensing.

CURRENT SITUATION

Section 3.10 of the Ordinance has two key areas that staff have identified as troublesome in practice when working to educate and enforce compliance. The proposed amended language to section 3.10(A)(1) would close a loophole that allows owners of properties with five or more units to comply with Food residual collection requirements by offering services at a separate location: thereby providing Food residual services in a technical sense. Staff want to discourage this practice and require such property owners to provide Food residual collection service on site, and in the same manner as they provide Solid Waste and Recyclable collection services.

Additionally, Section 3.10(D) leaves a gap in the education requirement for property owners of commercial businesses. Staff have identified this as a weakness the Ordinance's ability to hold accountable business that are out of compliance with the Ordinance. Many generators place blame on the property owner when there is a waste management issue. The proposed amended language would help Staff to ensure all parties have received the necessary information to comply with Ordinance requirements.

Finally, section 4.8(A) of the ordinance requires an amendment due to outdated language. Staff used to create individualized Hauler licensing stickers with unique numbers on them. That is no longer the practice. Staff now create an annual, generic, Hauler licensing sticker and use vehicle license plate numbers to ensure all Commercial Hauler vehicles are properly registered.

NEXT STEPS

Staff informed all licensed haulers, as well as the public, of the proposed ordinance changes and provided the opportunity for public comment from January 29th to February 19th. No comments were received.

Should the Board approve the proposed changes today, in accordance with 24 V.S.A. § 1972, Staff will post the proposed Ordinance changes at town offices within the municipality and will send out a press release to at least one local paper that serves the municipality informing them of the proposed changes. CSWD's website will also feature information about the changes. Information about citizens' rights to petition for a vote on the ordinance change will be included in all notices. The amended Ordinance will go into effect on April 27, 2026, pending any petitions, per 24 V.S.A. § 1973.

MOTION to approve Staff recommended changes to sections 3.10 & 4.8 of the Solid Waste Management Ordinance.

Proposed Ordinance Changes

3.10 Rental and Multi-Unit Property Requirements.

A) Residential Properties

- 1) Responsibility for collection – Owners of properties that include 5 or more residential units must provide for the collection of Food residuals, Mandatory Recyclables, and Solid Waste destined for Disposal. Receptacles for Food residuals, Mandatory Recyclables, and Solid Waste must be in the same “Designated Area” and must be within, or reasonably close to, the property limits they are servicing. For all other properties, the responsibility for the collection of Solid Waste, Recyclables, and/or Food Residuals shall be demonstrated through a contract. If no contract exists, the owner of the activity shall be considered responsible.
- 2) Frequency of collection – Mandatory Recyclables shall be collected at least as often as Solid Waste for Disposal. Food Residuals shall be collected weekly.

B) Commercial Properties

- 1) Responsibility for collection – The responsibility for the collection of Solid Waste, Recyclables, and/or Food Residuals shall be demonstrated through a contract. If no contract exists, the owner of the activity shall be considered responsible.
- 2) Frequency of collection – Mandatory Recyclables shall be collected at least monthly. Food Residuals shall be collected weekly.

C) Exemptions - Exemptions to Mandatory Recycling and Food Residual collection may be approved by the District on a case-by-case basis provided the owner is managing Recyclables and/or Food Residuals in another District-approved manner.

D) Instructions for Tenants - Property Owners of residential single-family and multi-family rental units, as well as owners of commercial rental properties, will provide instructions on the proper management of Mandatory Recyclables, Special Wastes, Unregulated Hazardous Waste, and Compostables to new tenants and to all tenants at least once per year. The District will provide guidance to property owners or managers. Rental and Multi-Unit Property Owners will provide instructions on the proper management of Mandatory Recyclables, Special Wastes, Unregulated Hazardous Waste, and Compostables to new tenants and to all tenants on an annual basis at a minimum. The District will provide standard instructions to property owners or managers.

4.6. Commercial Hauler Requirements. Commercial Haulers must abide by the following requirements:

- A. Every vehicle used by the Commercial Hauler or on the Commercial Hauler's behalf in the collection, Transfer, Transport, or Disposal of Solid Waste shall be prominently labeled with an identification number decal provided by the District. For each such vehicle, the District shall provide to the Hauler a decal bearing the CSWD Hauler's License number for that vehicle insignia for the year registered. The decal shall be affixed to the driver's side front door or at such other locations on the vehicle as the District may designate. The Commercial Hauler shall maintain the decal in a clean and legible condition. Failure to label a vehicle or maintain the decal as set forth in this Section shall constitute Unlawful Conduct.