

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

Date: Wednesday, September 23, 2026
Time: 6:00 PM
Place: ZOOM MEETING INSTRUCTIONS

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/84367885266>

Webinar ID:

843 6788 5266

Phone one-tap:

+16465588656, 82206970838# US (New York)

+16469313860, 82206970838# US

Join via audio:

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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
FULL BOARD REGULAR MEETING**

Date: Wednesday, September 23, 2026
Time: 6:00 PM
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** (6:00 PM)
2. **Public Comment Period** (6:01 PM)
3. (E) **Consent Agenda** (6:05 PM)
 - 3.1 Minutes: August 26, 2026
 - 3.2 Program Updates
 - 3.3 Executive Director Update
 - 3.4 Finance: Fund Balances, Reserves, and Warrants
4. **Board Education Topic: Processed Glass Aggregate** (6:10 PM)
5. (E) **Executive Session:** (6:30 PM)
 - 5.1 Real Estate Transactions
 - 5.2 Contract Negotiations
6. **Other Business** (7:30 PM)

Possible Action could occur on any agenda item, although not initially noted. If you need 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
AUGUST 26, 2026**

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:	Bolton	Tony Barbagallo
	Burlington	Lee Perry
	Charlotte	Ken Spencer
	Colchester	Lauren Eagan
	Essex	Alan Nye
		Edith Klimoski, Alt.
	Essex Junction	Mike Sullivan
	Hinesburg	Rick McCraw
	Huntington	Barb Winters
	Jericho	Leslie Nulty
		Tom Joslin, Alt.
	Milton	Betsy Paret
	Richmond	Andrew French
	Shelburne	Margaret Wiener
	So. Burlington	Paul Stabler
		Alison Lazarz, Alt.
	St. George	-----
	Underhill	Paul Ruess
	Westford	Katie Frederick
	Williston	David Howell
	Winooski	-----

STAFF: Josh Estey, Associate Director of Operations; Amy Jewell, Director of Administration; Becky Johnston, Human Resources Coordinator; Sarah Reeves, Executive Director

OTHERS PRESENT:**AGENDA:**

1. Call to Order & Agenda
2. Public Comment Period
3. Consent Agenda
4. Executive Session
5. Purchase & Sale Agreement
6. Other Business

P. Ruess called the meeting to order at 6:00 P.M.

P. Ruess introduced Tony Barbagallo, the newly appointed Commissioner for the Town of Bolton and Edith Klimoski, the newly appointed alternate for the Town of Essex. T. Barbagallo said he had previously worked for CSWD for 20 years and looked forward to working with the district in this new role.

1. AGENDA

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**3.1 Minutes: July 29, 2026****3.2 Program Updates****3.3 Executive Director Update****3.4 Board information: Facility, Scale, and Hauler License Fees****3.5 Warrant Cash Reserves Balance**

P. Ruess noted that prior to the meeting, the board was informed of an excess of \$1,000,000 within the facility closure reserve. These funds have been identified as no longer required to be held in reserve.

The Consent Agenda was approved as presented.

4. EXECUTIVE SESSION

ALAN NYE made a motion, seconded by KATIE FREDERICK, to move that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations, and real estate transactions, and an IT presentation 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 the District Executive Director and CSWD's Attorney to be present for this session. Motion passed 16-0. The Board entered Executive Session at 6:05 P.M.

ALAN NYE made a motion, seconded by LESLIE NULTY, to exit the Executive Session. Motion passed 16-0. The public session resumed at 7:59 P.M.

P. Ruess stated there will not be a motion on Item 6, Contract Negotiations for a lease purchase agreement.

5. PURCHASE & SALE AGREEMENT: Authorize Executive Director to finalize and execute the Purchase and Sale Agreement for 195 Flynn Avenue, Burlington with Barrett Trucking Co. of Burlington, VT, in accordance with the Purchase and Sale document presented to and reviewed by the Board in Executive Session.

LESLIE NULTY made a motion, seconded by KEN SPENCER AND LAUREN EAGAN, to authorize the Executive Director to finalize and execute the purchase and sale agreement with Barrett Trucking Company of Burlington for 195 Flynn Avenue, Burlington, in accordance with the purchase and sale agreement presented to the Board in Executive Session. Motion passed 16-0.

6. OTHER BUSINESS

None

7. ADJOURNMENT

Adjournment – Motion by ALAN NYE, seconded by KATIE FREDERICK, to adjourn the meeting. All in favor, motion passed at 8:03 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 on September 23, 2026.

Paul Stabler, Board Secretary

Respectfully Submitted,
Paul Stabler
Board Secretary

#3.2

MEMORANDUM

To: Board of Commissioners
From: CSWD Staff
Date: September 23, 2026
Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky) -- From a FY27 budget perspective, the SWMF was 0.8% above projected revenue as of August. FY27 revenue was 7.2% higher than FY26 for the same period due to increased tonnage and the annual increase in the SWMF from \$40 to \$41.92. Please refer to the accompanying charts.
- Organics Recycling Facility (Dan) -- Staff at the ORF are busy wrapping up pre-winter projects, making room for incoming leaf season, and experimenting with different options for improving overs processing (how to remove non-compostable components from the compost stream), carbon size reduction (shredding of yard waste to prepare for composting), and composting yard waste piles.

Many of the current initiatives will be improved with the addition of wireless temperature probes. ORF has utilized wired digital probes for temperature monitoring for many years and just finished the first trial year using wireless technology. The wireless version allows for deployment and monitoring in areas not serviced by our wired-in infrastructure and for better management and decision making in many more areas of production. Following the success of the first five probes this past year, we are expanding to 19 total probes for continuous monitoring in four separate areas of the facility.

- Marketing & Communications (Brendan) -- Kat Moody will transition to the full-time Communications and Marketing Specialist position this fall. Of note, Kat led CSWD's recent communications feature on giant, award-winning pumpkins grown with CSWD's own Green Mountain Compost, which drove a sizable increase (about 10x) in social media engagement. Staff are exploring how to build on this response with future compost-focused marketing.
- Drop Off Center (Brian) --

Total Visits for August 2026

Williston	5,220
Essex	8,208
S. Burlington	6,948
Milton	4,489
Burlington	2,141
Hinesburg	2,473
TOTAL:	29,479

- Compliance, Outreach & Safety (Joey) -- We had a few hundred people stop by the Burlington Drop-Off Center during Art Hop to participate in painting murals on a shipping container, designed by Allsion and Gabby, test their knowledge on Rhonda's Dingle-Dangle Challenge, and gaze upon the magic of an 1100lb bale of aluminum from the MRF.

The Recycle Rally Challenge has kicked off. During this friendly, four-week competition, schools level up their recycling and composting habits, reduce contamination in recycling and compost bins, and earn points for going above and beyond with waste reduction efforts. Winners are announced on Nov 15 (America Recycles Day).

We also have several pilot programs in the works to recognize outstanding businesses and promote more reuse programs at restaurants and cafes. Stay tuned for more.

Compliance has been busy finishing out the licensing season and working to bring several enforcement matters to a close.

- Legislative Update (Brendan) -- The legislature is adjourned until the new biennium starts in January 2027. CSWD staff remain engaged with the Department of Environmental Conservation (DEC) as they work to finalize the Plan for the Household Hazardous Products (HHP) Extended Producer Responsibility (EPR) Program Plan, including the submission of both oral and written comments on the proposed Plan. Staff are also monitoring anticipated updates, expected in the next month, to the draft Solid Waste Management Rules and working with stakeholders to coordinate CSWD's response.
- Environmental Depot (Josh) -- Depot visit numbers will be provided at the end of FY27 Q1.
- Materials Recycling Facility (Josh) -- see enclosed MRF chart.

CHITTENDEN SOLID WASTE DISTRICT

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

Month	Total Tons per Month			
	FY 26 tons	FY 27 tons	Tons Diff.	% Diff
Jul	11,607	11,672	65	0.6%
Aug	11,281	11,734	453	4.0%
Sep	12,675			
Oct	11,327			
Nov	9,495			
Dec	9,952			
Jan	9,095			
Feb	7,835			
Mar	10,468			
Apr	11,526			
May	11,955			
Jun	11,093			
Total Tons YTD	128,311	23,406	518	0.4%
Mgmnt Fee \$ YTD	\$3,849,334	\$702,190	(\$3,147,144)	-81.8%

	Tons	\$
FY 27 Budget	125,715	\$5,269,973
FY 27 Actual YTD	23,406	\$702,190
Difference	-102,309	(\$4,567,783)
FY 27 Actual % YTD vs Budget %	18.6%	
YTD % of Months	16.7%	

Chittenden Solid Waste District

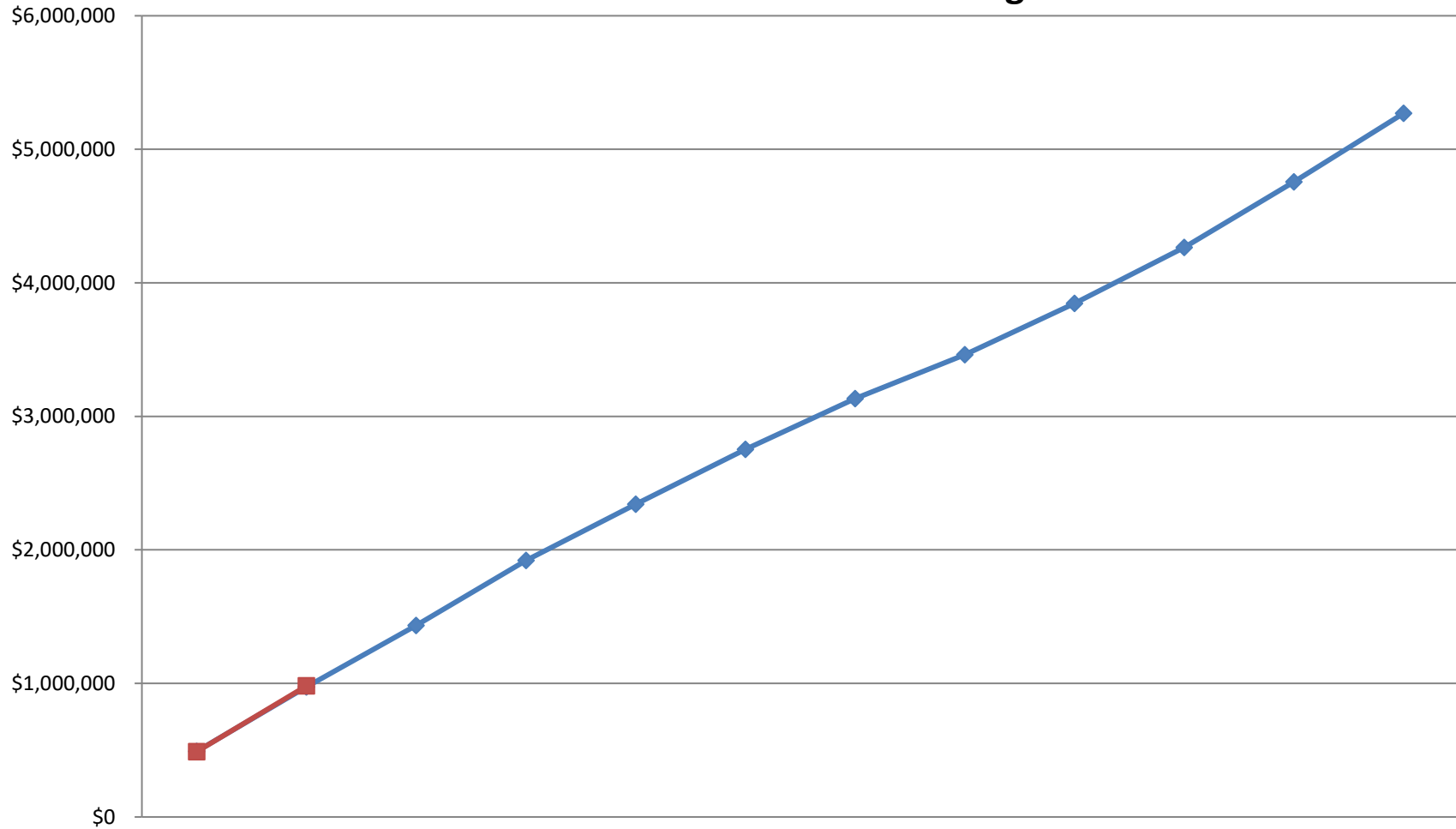
Solid Waste Management Fee FY 27 (Budget versus Actual)

Time	Tons	\$/Ton	\$
FY 27 Budget	125,715	\$41.92	\$5,269,973

\$	Budget \$			Actual		Difference		% of YTD Budget
	Percent	\$ per month	\$ YTD	\$ per month	\$ YTD	\$ per month	\$ YTD	
Jul-26	9.3%	\$491,443	\$491,443	\$489,288	\$489,288	(\$2,156)	-\$2,156	99.6%
Aug-26	9.1%	\$482,010	\$973,454	\$491,906	\$981,194	\$9,895	\$7,740	100.8%
Sep-26	8.8%	\$461,504	\$1,434,958					
Oct-26	9.2%	\$486,440	\$1,921,398					
Nov-26	8.0%	\$421,450	\$2,342,847					
Dec-26	7.8%	\$409,862	\$2,752,709					
Jan-27	7.2%	\$380,540	\$3,133,249					
Feb-27	6.3%	\$329,429	\$3,462,678					
Mar-27	7.3%	\$383,223	\$3,845,901					
Apr-27	8.0%	\$419,876	\$4,265,777					
May-27	9.3%	\$489,715	\$4,755,492					
Jun-27	9.8%	\$514,480	\$5,269,973					

TONS	Budget Tons			Actual		Difference	
	Percent	Monthly Tons	Tons YTD	Tons per month	Tons YTD	Tons per month	Tons YTD
Jul-26	9.3%	11,723	11,723	11,672	11,672	(51)	(51)
Aug-26	18.5%	11,498	23,222	11,734	23,406	236	185
Sep-26	27.2%	11,009	34,231				
Oct-26	36.5%	11,604	45,835				
Nov-26	44.5%	10,054	55,889				
Dec-26	52.2%	9,777	65,666				
Jan-27	59.5%	9,078	74,744				
Feb-27	65.7%	7,859	82,602				
Mar-27	73.0%	9,142	91,744				
Apr-27	80.9%	10,016	101,760				
May-27	90.2%	11,682	113,442				
Jun-27	100.0%	12,273	125,715				

CSWD - Solid Waste Management Fee Revenues Year-To-Date - FY 27 Actual v. FY 27 Budget



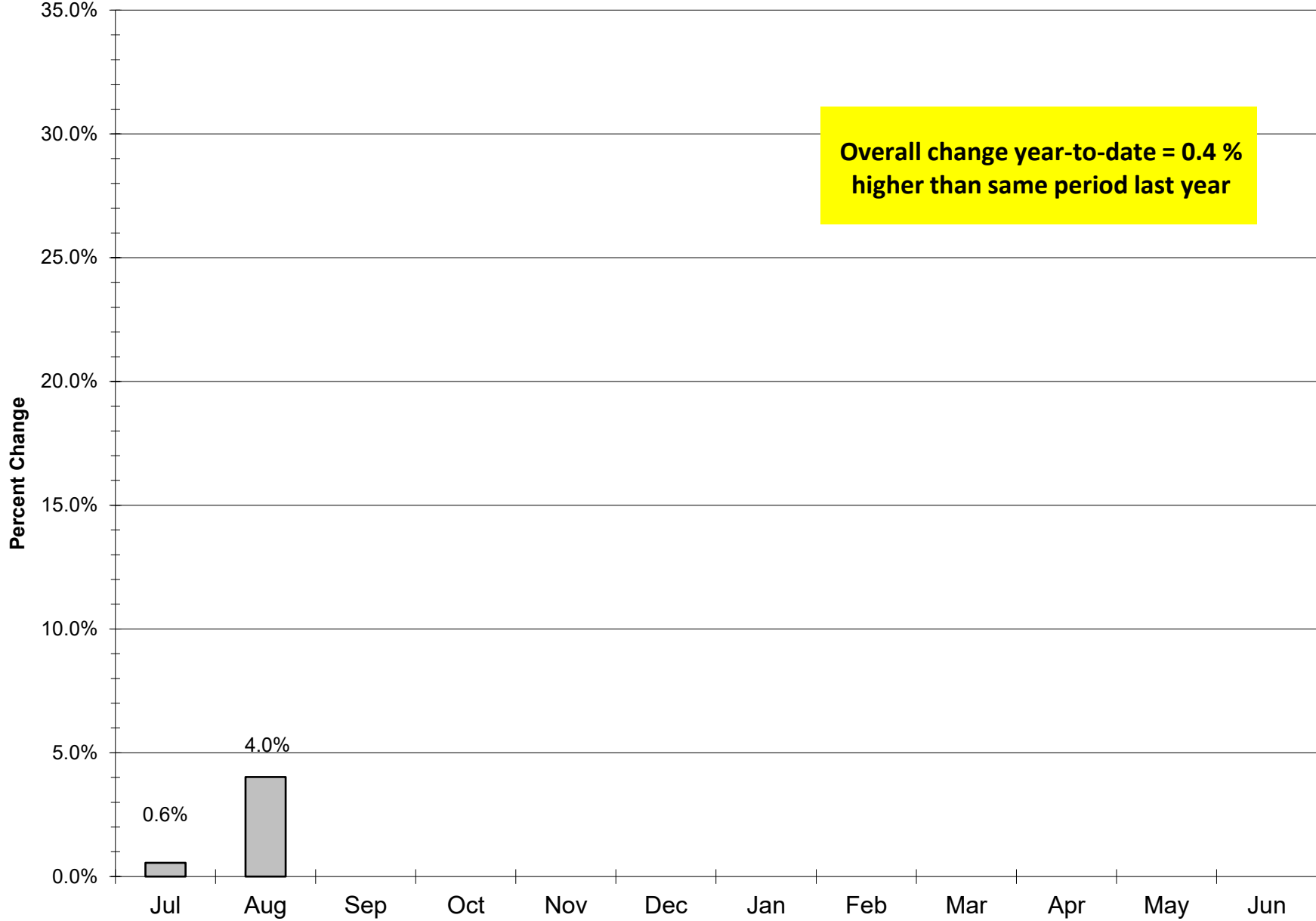
	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27
—◆— Budget	\$491,443	\$973,454	\$1,434,958	\$1,921,398	\$2,342,847	\$2,752,709	\$3,133,249	\$3,462,678	\$3,845,901	\$4,265,777	\$4,755,492	\$5,269,973
—■— Actual	\$489,288	\$981,194										

CHITTENDEN SOLID WASTE DISTRICT

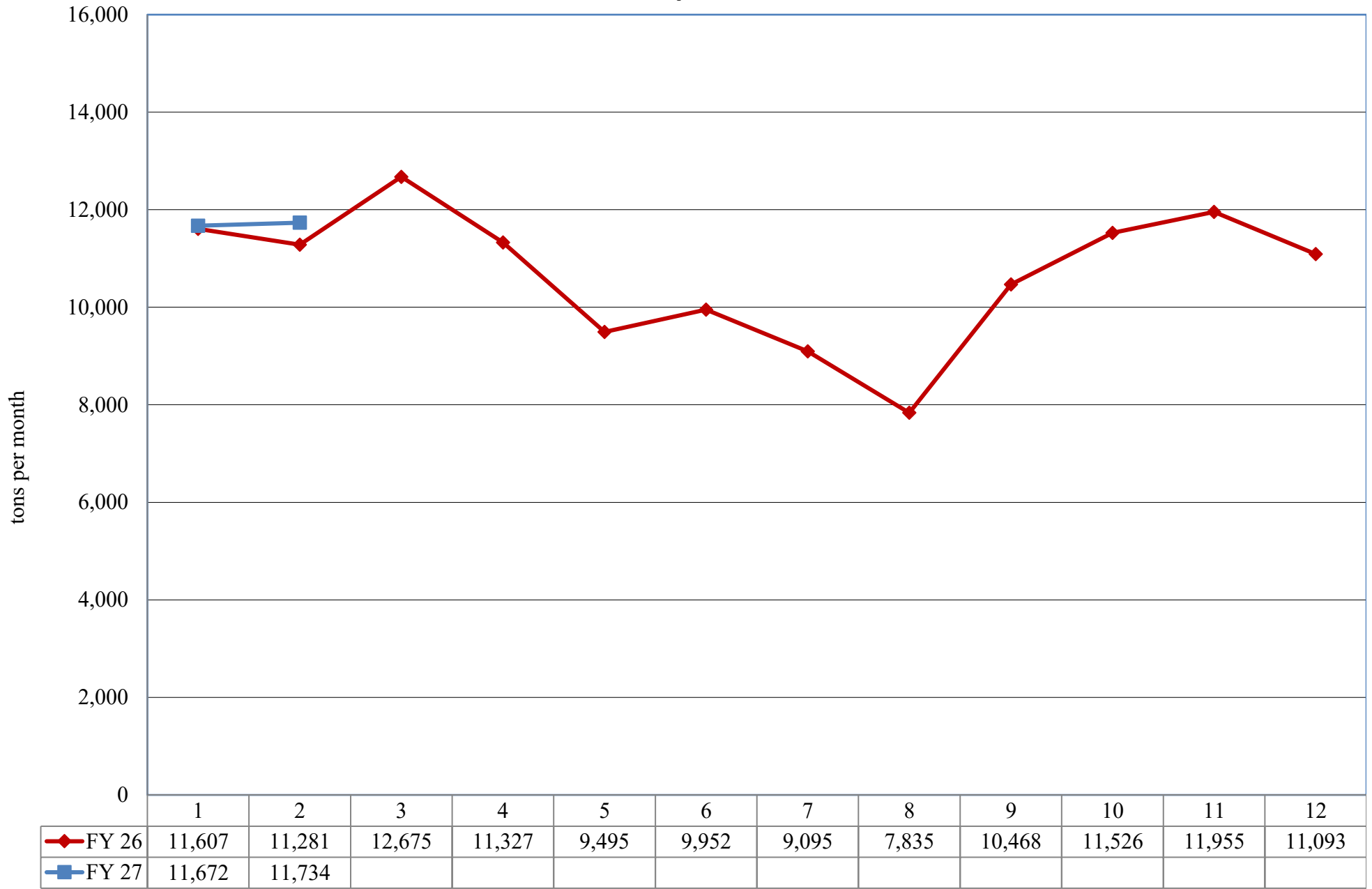
SWMF Tons Refuse Disposed per Operating Weekday

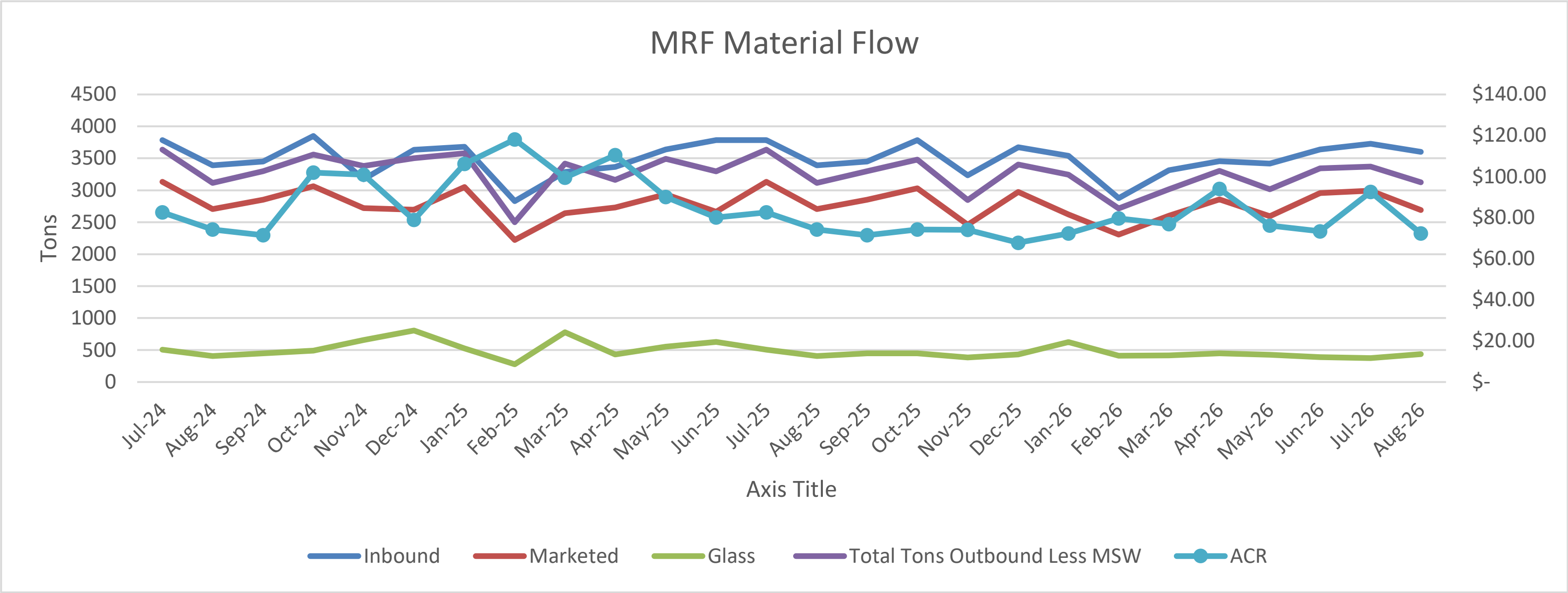
Month	FY 26			FY 27			Difference FY 27 vs FY 26			
	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Tons/Day Tons	Tons/Day %
Jul	11,607	22	527.6	11,672	23	507.5	65	1	-20.1	-3.8%
Aug	11,281	22	512.8	11,734	21	558.8	453	-1	46.0	9.0%
Sep	12,675	20	633.8		22			2		
Oct	11,327	23	492.5		22			-1		
Nov	9,495	20	474.8		21			1		
Dec	9,952	21	473.9		23			2		
Jan	9,095	22	413.4		21			-1		
Feb	7,835	20	391.8		20			0		
Mar	10,468	21	498.5		23			2		
Apr	11,526	22	523.9		22			0		
May	11,955	21	569.3		21			0		
Jun	11,093	21	528.2		22			1		
Total	128,311	255		23,406	261		-104,905	6		
Average			503.2			89.7			-413.5	-82.2%

Difference in SWMF Tons Per Month Disposed
FY27 versus FY26



CSWD - SWMF Tons Trash per Month - FY 27 v. FY 26







Chittenden Solid Waste District

#3.3

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: September 16 , 2026
RE: Executive Director Update

August 19- PRESENT

- **PERSONNEL**

- We advertised for a Community and Events Outreach Coordinator and a Controller in early September. We are in the process of interviewing for Outreach Coordinator and are reviewing the resumes for Controller.
- Taking effect October 1, the Personnel Rules and Regulations will be updated to offer all eligible employees up to eight hours of paid time off from regularly scheduled work hours each fiscal year to perform volunteer services through eligible organizations, defined as those that do not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, gender expression, or any other category protected by applicable law. Employees may request the time off with reasonable advanced notice, and time may be taken in half-day increments. Upon completion, the employee will submit a form outlining their service work. This benefit has been requested by employees over the years and comes with the recommendation of the CSWD Wellness Committee.

- **NEW MATERIALS RECYCLING FACILITY PROJECT:**

- Our recycling equipment provider, BHS, is onsite. Sorting equipment is arriving and being staged for the installation sequence. A portion of the pre-sort is erected, as is a component of one of the baler structures. BHS anticipates completing installation by the end of December.
- I'm pleased to report that we've received a grant from the Foodservice Packaging Institute for \$225,000 to support adding paper cups to the recycling stream when the new MRF comes online. This grant essentially pays for one of the optical sorting units being installed on the paper sorting line.

- **FY2025 AUDIT**

- The audit is currently under quality control with the audit firm and is expected to be completed by mid-September. Once completed, the audit will be reviewed by the Finance Committee and then conveyed to the full Board for review.

- **UNCLAIMED PROPERTY**

- Thanks to a suggestion from Commissioner Eagan, I searched for unclaimed property belonging to CSWD on the Vermont State Treasurer's Office website. I filed three claims on CSWD's behalf, totaling \$412.06.

- **QUESTIONS RECEIVED FROM COMMISSIONERS**

- None received during this period.

October 2026

- October 12: Indigenous Peoples Day, all facilities and offices closed

- October 19: Executive Board meeting, 4:00PM
- October 28: Board Meeting, 6:00PM

Three-Month Look Ahead – Board Topics

- October:
 - Board Education Topic: *Behind the Numbers – MRF Average Commodity Rate*
 - Diversion Report Review
- November:
 - FY28 Proposed Budget
- December:
 - Board Education Topic: *Under the Golden Dome – Understanding Vermont's Legislative Process*

**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: Finance Team
Date: September 15, 2026
RE: **July 26** Fund Balances, Reserves, & Warrants

FUND & RESERVE BALANCES

Calculation of Total Reserves		
Cash Reserves	Fund Balances	Allocated Cash
32103 - Solid Waste Management Fund	\$ 866,001	\$ 866,001
32105 - Operating Fund	\$ 2,246,476	\$ 2,246,476
32106 - Capital Fund	\$ -	\$ -
32107 - MRF Project Capital Fund	\$ 3,043,909	\$ 988,039
32201 - Facilities Closure Fund	\$ 1,506,983	\$ 1,506,983
32202 - COMMUNITY CLEAN UP FUND	\$ 80,070	\$ 80,070
33001 - Landfill Post Closure Fund	\$ 960,933	\$ 960,933
33002 - Biosolids Fund	\$ 423,755	\$ 423,755
34100 - Debt Service Fund	\$ 962,680	\$ 962,680
	<u>\$ 10,090,807</u>	\$ 8,034,936
Total CASH & CASH EQUIVALENT		\$ 8,034,936
Excess Cash Reserves		\$ (0)
Working Capital		
Total - 11001 - ACCOUNTS RECEIVABLE		\$ 2,046,300
Less:		
Total - 20100 - ACCOUNTS PAYABLE		\$ 1,196,655
Less: MRF Invoices Included in A/P		\$ -
Total - 20200 - CREDIT CARD PAYABLE		\$ 3,716
Total - 20400 - ACCRUED TAXES		\$ 11,979
Total - 20600 - ACCRUED EXPENSES		\$ 9,920
Total - 20670 - UNEARNED REVENUE		\$ 1,786
Subtotal		\$ 1,224,057
Working Capital		\$ 822,243
Total Reserves		\$ 822,243
KPI - 3 Months of Operating Cash & Reserves on Hand		
32103 - Solid Waste Management Fund		\$ 866,001
32105 - Operating Fund		\$ 2,246,476
Total Reserves		\$ 822,243
Total Operating Cash & Reserves		\$ 3,934,719
Quarterly Average Cash Burn		\$ 1,149,995
Months of Operating Cash & Reserves		3.4
Prior Month - Months of Operating Cash & Reserves		
JUN 26		2.1
MAY 26		2.1
APR 26		2.2

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	\$1,960,668	\$61,087	\$21,418	\$1,663	\$1,464	\$2,046,300
% of Total	95.8%	3.0%	1.0%	0.1%	0.1%	100.0%
<i>KPI - Total A/R Outstanding for less than 60 days = 90%</i>						
% A/R O/S <60 Days		98.80%				
Jun	\$2,217,420	\$194,396	\$3,094	\$584	\$1,435	\$2,416,929
% of Total	91.7%	8.0%	0.1%	0.0%	0.1%	100.0%
May	\$2,235,980	\$44,495	\$15,469	\$2,202	\$637	\$2,298,783
% of Total	97.3%	1.9%	0.7%	0.1%	0.0%	100.0%
Apr	\$1,763,651	\$16,057	\$4,706	\$2,806	\$821	\$1,788,041
% of Total	98.6%	0.9%	0.3%	0.2%	0.0%	100.0%

AVERAGE MONTHLY CASH BURN	
Warrant Date	Warrant Amount
5/12/2026	615,748
5/26/2026	3,293,222
MRF Exps	(2,647,556)
Subtotal	1,261,414
6/9/2026	859,245
6/23/2026	3,216,171
MRF Exps	(2,871,544)
Subtotal	1,203,873
7/7/2026	603,523
7/21/2026	381,177
MRF Exps	-
Subtotal	984,700
Total	3,449,986
Monthly Avg	1,149,995

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