

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MINUTES
ADMINISTRATIVE OFFICE OR VIA ZOOM
Wednesday, December 8, 2021 - 5:00 p.m.**

EXECUTIVE BOARD PRESENT: Paul Stabler, Paul Ruess, Lee Perry

OTHERS PRESENT: Tim Loucks, Kelton Bogasky, Michael Casella, Tim Langlois

CSWD STAFF PRESENT: Sarah Reeves, Josh Tyler, Josh Estey, Jeannine McCrumb, Jen Holliday, Michele Morris, Amy Jewell, Nola Ricci

AGENDA ITEMS:

1. **Agenda**
2. **Public Comment Period**
3. **Consent Agenda**
4. **FY22 Budget Proposed Change**
5. **MRF Timeline Update**
6. **Solid Waste Management Ordinance**
7. **Other Business**
8. **Executive Session**
- 9.

Agenda #1. No Changes to the agenda

- Request for an update on the Richmond DOC meeting

Agenda #2. Public Comment Period

M. Casella would like to be present for the Solid Waste Management Ordinance and has another commitment at 6:30.

Agenda #3. Consent Agenda - Approved as presented.

Agenda #4. FY22 Budget Proposed Change

S. Reeves explained that CSWD provides a cost-of-living-adjustment each fiscal year and uses the 12-month average Northeast Urban class B/C CPI. In March of 2021 inflation began increasing

exponentially. There were several years where the Finance Committee altered from the Northeast Urban CPI. Through October, the CPI is at 5.4%. It was noted that Social Security will increase by 5.9% in January, 2022. We conservatively budget for our wages and benefits and have not hired all proposed positions. S. Reeves noted that the cost of inflation is being felt now and is proposing a 3% increase in January, with projections that the cost of \$46,000 we will still be under budget by about \$60,000. It was noted that other solid waste districts are recommending a 4% COLA in January, which does coincide with their budget development.

P. Ruess summarized that a 3% emergency COLA is being proposed, which is affordable to CSWD, does not require Board action, but would like to discuss whether this is justified. He commented that he was concerned about how this change may affect outer years and said that his thought would be that in FY 23 we would consider a 2% COLA in July, which is less than 6% and provides a benefit to staff now. Under this scenario it works out that in the long-term for CSWD and would benefit the District as well.

Discussion was held on the justification of the request, which included:

- P. Stabler supported the request and asked about future predictions and next steps using a calendar year or fiscal year adjustment. S. Reeves said her plan will be to request the finance committee change this budgeted item to a calendar year COLA, much like health insurance.
- L. Perry supports the increase with due diligence in preparing the FY 23 budget and asked about the Pay Grade & Step Schedule. S. Reeves said there will be one more meeting of the Ad Hoc Committee and a report will come back to the board and options will be brought to the finance committee to consider for FY 23.
- T. Loucks noted that wages are developed to attract and retain employees and the Gallagher Flynn study showed CSWD salaries and wages are extremely attractive, and we see minimal turnover. He disagrees that we have a crisis and suggested that many employees received federal money. He expressed concern for offering this increase, following a \$400,000 fine, and looking at an upcoming \$20,000,000 bond vote.
- It was reviewed that under this scenario, CSWD would offer less of a COLA in July and to consider this as timing issue, but not as providing additional money to staff and that this would not impact our constituents.

This will be discussed at the Board meeting next week.

Agenda #6. Solid Waste Management Ordinance *(moved up to accommodate Casella staff)*

Josh Estey explained that SWMO proposed changes were presented to the Board in August 2021. Two additional changes have been included for consideration:

- *Flow Control* – This wording is recommended by our Attorney to clearly state that the District may in the future consider flow control for certain materials. Including the language notifies the public of that potential but does not commit CSWD.
- *Banned Material Fee Change* - This was recommended by staff to further incentivize the transfer stations and drive down the load contamination and eliminate the notation of impropriety by District staff while conducting load checks, as financial motivation.

Discussion included:

M. Casella questioned the flow control wording and timing of it being included just after Casella built the depack facility. He commented that he understands language for new streams of material, but not

for ones that have already seen a private investment. He also asked about how tip fees would be determined at the MRF.

S. Reeves noted that the flow control wording is included to protect and support public investment. She said the timing is related to the compost operation and the language is to clarify to the public and stakeholders that we do have the right, under certain circumstances, to institute flow control. If we have a need to support that operation that is one more tool to support the investment. She noted that regarding the MRF Tip fee, the current contract with Casella is a public document but the details of the processing fee are not within the contract. CSWD would have a very open public process.

M. Casella asked about the banned material fee. J. Estey said that we were presenting these changes to the Executive Board tonight, so they are informed prior to sending out to stakeholders. This information will be sent out to haulers for review and comments. This wording allows the transfer station to collect the fee and keep that money themselves as long as CSWD continues to receive the information on banned materials fees.

Agenda #5. MRF Timeline Update

P. Ruess noted that the MRF project has been on the table for a long time and with new Board members would warrant an updated timeline review.

J. Tyler reviewed the aggressive timeline schedule and said there are a lot of decisions to be made. He reviewed work done so far, which includes: 9/2018 - the Board received information on the state of the MRF, 11/2018- MRF Tour & retreat resulting in agreement that CSWD continue to own a MRF, 3/2019 - looked at 30 potential sites, 6/2019 - further investigation of two sites, 2/2020 - MRF refresher, followed by covid delay, 6/2021 - MRF Conceptual design on Redmond Road.

Upcoming Proposed timeline:

- 12/2021 – Cost Benefit Analysis by SCS Engineers (5 options) and RFP for processing equipment
- 1/2022 – respond to cost benefit analysis, a revenue sufficiency report, and release an RFP for civil site development and building construction,
- 2/2022- board decision to proceed with the project at a not to exceed cost estimate
- 3/2022 – select MRF processing equipment
- 4/2022 – select MRF equipment provider – design work, and select Civil Site Development and Building Construction, and work with Outreach & Communications
- 5/2022 & 6/2022 & 7/2022- the MRF Equipment provider and Civil Site development firms would work together
- 7/2022- initiate permitting
- 8/2022-construction bid selection (bond dependent)
- 9/2022-10/2022- work with Outreach for bond preparation
- 11/2022 – Bond Vote
- 12/2022- 3/2023- building construction
- 12/2023 – 4/2024 – MRF equipment testing
- 6/2024- tonnage transfer to new MRF
- 7/2024 – New MRF open, old MRF decommissioned

Discussion held:

- Costs of RFPs are budgeted at \$200,000 and \$40,000 for outreach and communication to work with a consultant for the bond campaign.
- Plan for the old MRF will include reusing needed equipment, selling unneeded equipment, and consideration of reusing the facility as a bulky waste facility or selling the property.
- The cost benefit analysis will go to the Board this week and the Board will have time to digest and ask questions in both December and January.
- The new MRF would not add any costs to our constituent's property tax bill. The revenue report will show that this will not occur.
- The new proposed MRF site is not on Site 21 and we do have space to stockpile sand should that need arise.
- The November 2022 bond vote date is selected because of reduced costs of presenting a ballot initiative as part of a general election and higher public participation.
- CSWD would spend about \$250,000 before going out for a bond vote. That number does not include staff time or bond attorney fees.
- Building an RFP to confirm engagement and communications to ensure that we'll receive a successful bond vote.

Agenda #7. Other Business

Richmond Drop-Off Center Update - J. Tyler updated that CSWD has agreed on the exchange of assets with the Town of Richmond. CSWD will sell to the town of Richmond and Richmond will sell to Casella. CSWD is finalizing a decommission schedule. Our last day of operation will be December 30, 2021. We are leaving the recycling compactor, electrical, concrete, tipwall, railing, fence, posts for new sign, and asphalt. We expect to be fully off the site by mid to late January.

M. Morris said that we will notify our customers with signage at the facility, the digest e-mail, SMS direct message, local papers, FPF, and social media sites. Website changes and publication of this new facility will be considered.

Motion P. Stabler, Second by L. Perry by to adjourn the meeting. VOTING: unanimous; motion carried. The meeting was adjourned at 6:25 p.m.

Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by the Executive Board at the _____ meeting held in Williston.

Amy Jewell, Recording Secretary