

DRAFT
CHITTENDEN SOLID WASTE DISTRICT
ZOOM MEETING Only
June 28, 2023– Regular Meeting

PRESENT

BOARD MEMBERS:

Bolton	----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	Alan Nye
Essex Junction	----
Hinesburg	Rick McCraw
Huntington	----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	-----
Richmond	Andrew French
Shelburne	-----
So. Burlington	Paul Stabler
St. George	-----
Underhill	Paul Ruess
Westford	-----
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf
	Rachel Kennedy, Alt.

STAFF:

Jen Holliday, Amy Jewell, Josh Estey, Jennifer Getty, Michele Morris, Sarah Reeves, Dan Goossen, Nola Ricci

OTHERS PRESENT:

Thomas Melloni, Esq. Paul Holman, Steve Miller, BHS

AGENDA:

1. Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. ORF – Screener Purchase
 5. MOU – City of Burlington
 6. MRF – New System Equipment
 7. Executive Session
 8. Other Business
-

1. **CALL TO ORDER and AGENDA** Chair Paul Ruess called the meeting to order at 6:23 pm.
2. **PUBLIC COMMENT PERIOD** - No discussion.
3. **CONSENT AGENDA** – Request to remove the Executive Director update from the consent agenda to discuss the New MRF Grants. Discussion on MRF Grants includes signing the paperwork for the \$250,000 grant from The Recycling Partnership. S. Reeves also noted that we have been notified by the EPA that our Solid Waste for Recycling Infrastructure Grant (SWIFR) application has been deemed eligible to move on to the Merit Review phase of the grant process. We are now in a smaller pool of eligible candidates vying for limited Grant dollars. The expected award date is notification later this summer.
4. **ORF STAR SCREENER PROCUREMENT** – D. Goossen reviewed that ORF has moved from a three screener to a two-screener operation in recent years. He said that the Doppstadt trommel screener handles the large plastic film removal during pre-screening and size reduction for the soil blend components. The primary screener for finished compost is a star-type screener which allows processing even during periods of wet weather. The 2012 Komtech L3 Star Screener was purchased in 2015, has performed well but is due for replacement. CSWD bid out for a new compost star screen and received five bids from two vendors. D. Goossen reviewed the bids and said that staff is recommending the Eggersmann Star Select S60, which meets all specifications and is the low bid at \$612,150. The estimated budget is \$750,000. The request also includes the purchase of a 6 cubic yard roll-out bucket and a 4 cubic yard bucket from United Construction and Equipment of Williston, which would mean ORF staff would not have to build an incline ramp and could reach higher loads – lessening the maintenance need for staff and strain on loaders. Discussion was held on warranty and service contracts – products have warranties, but service contracts are not traditionally part of these purchases. ORF does not typically include these, as service is typically handled in-house or by a local vendor in Williston. D. Goossen adds the other screener is a recent acquisition with a ten-year replacement timeline and is working great. A. Nye asks if the budgeted amount should include a contingency. This was added to the motion. Timeline for shipment gets the screener to ORF at the beginning of their busiest season, in March 2024, with a temporary piece of equipment to be made available for use in the event that the scheduled delivery date is postponed for any reason. **MOTION BY Kelton Bogasky, seconded by Lee Perry: BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement for the purchase of an Eggersmann Star Select S60 compost screener with Timber Ridge Equipment, Ephrata, PA, for a total not to exceed \$538,000. Total project cost including installation and additional equipment shall not exceed \$615,000, an additional contingency of 5% shall be applied only with authorization of the Executive Director. Voting: All Ayes. MOTION CARRIED.**
5. **MOU EXTENSION** - S. Reeves reviewed that CSWD purchased two properties in 2001 in Burlington with the intention of building a Drop-Off Center and moving from the current Pine Street location. In 2015, CSWD and the City began discussions regarding the project and entered into a Memorandum of Understanding in 2016. The MOU expired in 2019 and the second MOU expired in 2021. An extension was granted, which expires June 30, 2023. The City has asked to extend the second MOU a third time, to September 30, 2023. The third extension is restated version of the MOU, which removes the option payments for the duration of the extension. The Burlington City Council approved the extension at the June City Council meeting. S. Reeves said that as negotiations toward a purchase and sale agreement have proceeded in good faith, she is recommending authorizing the third extension for three months, which should be sufficient. The Board discussed the MOU and several members shared support for moving forward. Final terms will be discussed in Executive Session at a later Board meeting. **MOTION by Leslie Nulty, Second by Paul Stabler, BE IT RESOLVED, the Board of Commissioners authorizes the Executive Director to extend the second Memorandum of**

Understanding with the City of Burlington for a third Extension, to expire September 30, 2023. Voting: All Ayes with one member abstaining. MOTION CARRIED.

6. MRF EQUIPMENT PURCHASE – S. Reeves reviewed the request to re-award the MRF Equipment. She noted that a contingent award was made to Van Dyk Recycling Systems (VDRS) of Norwalk, CT at an estimated cost of \$16,660,000 and following the bond vote approval CSWD sought to finalize a contract with VDRS and order the equipment. In April 2023, VDRS informed CSWD that the equipment pricing would increase by as much as \$2,000,000 - \$3,000,000. VDRS stated that reasons for the increase included the high price of steel and ongoing supply-chain issues. Given the increased costs of equipment, CSWD issued an addendum to the RFP, seeking updating pricing from the top three point receivers – VDRS, BHS, and MachineX. A staff evaluation team reviewed the addendum bids received and recommends awarding to BHS. She noted the addendum simplified the scope of the project so that each system was comparable to the other and didn't take options into account. Discussion was held as to various reasons why VDRS was initially selected and noted additional reasons, besides being the low bidder, that CSWD used in making the decision to select BHS following the addendum. BHS has an outstanding Artificial Intelligence (AI) system as a base-level component in their designs. The BHS visioning-system is the industry leader in technology. The redesigned system removed the pneumatic conveyances and replaced them with standard conveyor belts. All other components remained as initially designed. The BHS team re-familiarized us with the visioning system, which has the potential for future flexibility. This system is the nimblest of the three, in that it is highly adaptable to changes in material mix. BHS has a manufacturing facility in Tennessee. The technician can remote-in to the system to perform diagnostics and troubleshooting. Service call response is comparable to both VDRS and MachineX. BHS' anticipated installation time was the shortest of the three respondents and can meet CSWD's desired timeline for facility commissioning.

Discussion was held on the following:

- Reset of the Project Budget to Reflect Cost Increases. S. Reeves acknowledged that the estimated \$200,000 is within the original budget and can be absorbed. The MRF Design/Bid/Build bid is out now and will be the next area of scrutiny for staff. L. Nulty requested that an updated revised budget be shared given the unpredictable nature of markets.
- The nearest BHS system is in Delaware and is a similar size and mix to our own facility. Staff in Delaware provided positive feedback on BHS system. The technician servicing this facility is in Philadelphia. Any MRF operator will be familiar with the BHS type of system.
- BHS is adaptable and responds quickly to change
- Operational Costs will be reviewed by BHS, and staffing requirements are similar to previous bids (12-14 people)
- Discussion on parts availability and costs of critical spares. S. Reeves will review. Many parts can be bought at local vendors, but BHS tries to keep as much parts as possible on hand. Discussion on shipping using air versus freight. It was suggested that discounts be considered, given we'll be the first one in the northeast using BHS.
- Timeline: S. Reeves shared that the timeline from ordering, through commissioning, will remain as initially planned.
- The energy demand of the new MRF will be more than the current, as we move away from hand sorting. Question around demand on the electrical grid, which staff will look into. R. McGraw asks if relative electrical demand was considered. It was noted that they are all similar. Staff will also continue to look for ways to reduce energy consumption, including the use of solar energy.

MOTION BY Leslie Nulty, Second by Paul Stabler, BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Bulk Handling Systems of Eugene, OR, for the purchase of a Materials Recovery Facility Single

Stream Recycling System as described in their initial and subsequent responses to RFP No. 20220104, including the responses to Addendum #2, for an amount not to exceed \$16,840,000, and that a 5% contingency be added. VOTING: All Ayes, MOTION CARRIES.

7. Other Business – S. Reeves thanked the Town of Williston for the use of their meeting room since 2006 and said it was greatly appreciated. A letter to the Town will follow.

- It was requested that an update be provided regarding PGA as a suitable replacement for septic mound sand.
- It was requested that a regular update regarding the bond process be provided to the Board at each meeting.
- It was suggested that each department at CSWD bring information on what they do to the Board for discussion.

Motion to adjourn. Moved by P. Stabler; seconded by A.Nye. VOTING: All ayes. Motion passes. Meeting adjourned at 7:37p.m.

Amy Jewell, Recording Secretary

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 Williston.

Amy Jewell, Secretary

APPROVED
CHITTENDEN SOLID WASTE DISTRICT
19 Gregory Drive South Burlington
MEETING ROOM
MINUTES OF ANNUAL ORGANIZATIONAL MEETING
June 28, 2023

***Hybrid Meeting via Zoom.**

PRESENT

BOARD MEMBERS:

Bolton	
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	Alan Nye
Essex Junction	
Hinesburg	Rick McCraw
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	-----
Richmond	Andrew French
Shelburne	-----
So. Burlington	Paul Stabler
St. George	-----
Underhill	Paul Ruess
Westford	-----
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf
	Rachel Kennedy, alt.

STAFF: Jen Holliday, Amy Jewell, Josh Estey, Jennifer Getty, Michele Morris,
Sarah Reeves, Dan Goossen, Nola Ricci

OTHERS PRESENT: Thomas Melloni, Esq.

AGENDA:

1. Call to Order & Agenda
2. Minutes – June 2022
3. Introduction of New Board Members
4. Elects, Officers, Executive Board, and Granting of Authority
5. Set Meeting Schedule
6. Set Interest Rate for Late Payment
7. Continue Fidelity Bond for Officers
8. Approval of Check Signing Privileges

9. Adjournment

1. CALL TO ORDER & AGENDA

P. Ruess called the meeting to order at 6:00 p.m. No changes to the agenda.

2. MINUTES 6/2022 – Provided as reference only.

3. INTRODUCTION OF NEW BOARD MEMBERS

P. Ruess introduced new Board members Andrew French, Richmond Rep, and Rachel Kennedy, Winooski, Alt and thanked previous members Logan Hegg and Dr. Ron Stotyn for previously serving on the Board.

4. ELECT OFFICERS

Chair

Paul Ruess was the only nomination for Chair

MOTION by Alan Nye, SECOND by Kelton Bogasky, to close the nominations. VOTING: unanimous; MOTION CARRIED.

VOTING ON ELECTION OF CHAIR: All Ayes with one abstention by Paul Ruess, MOTION CARRIED.

Paul Ruess is CSWD Chair of the Board of Commissioners.

Vice Chair

Alan Nye was the only nomination for Vice Chair.

MOTION by Bryn Oakleaf, SECOND by Leslie Nulty, to close the nominations. VOTING: unanimous; MOTION CARRIED.

VOTING ON ELECTION OF VICE CHAIR: All Ayes with one abstention by Alan Nye, MOTION CARRIED.

Alan Nye is CSWD Vice Chair of the Board of Commissioners.

Secretary

MOTION by Alan Nye, SECOND by Leslie Nulty, to nominate Amy Jewell as Secretary.
There were no other nominations.

VOTING ON ELECTION OF SECRETARY: unanimous; MOTION CARRIED.

Amy Jewell is Secretary for the CSWD Board of Commissioners.

Treasurer

Paul Stabler was the only nomination for Treasurer.

MOTION by Alan Nye, SECOND by Leslie Nulty, to nominate Paul Stabler as Treasurer.

VOTING ON ELECTION OF TREASURER: All Ayes, with one abstention/Paul Stabler.

MOTION CARRIED.

Paul Stabler is Treasurer for the CSWD Board of Commissioners.

ELECT EXECUTIVE BOARD & GRANTING OF AUTHORITY

Executive Board

MOTION by Bryn Oakleaf, SECOND by Leslie Nulty, to nominate Alan Nye, Lee Perry, Paul Stabler, and Kelton Bogasky to the Executive Board. VOTING ON ELECTION TO EXECUTIVE BOARD: unanimous; MOTION CARRIED.

CSWD Chair (Paul Ruess) plus Alan Nye (Essex Town), Paul Stabler (South Burlington), Kelton Bogasky (Williston) and Lee Perry (Burlington) are elected to the Executive Board.

Granting of Authority

MOTION by Paul Stabler, SECOND by Bryn Oakleaf, to authorize the Executive Board to approve expenditures up to \$100,000. VOTING: unanimous; MOTION CARRIED.

MOTION by Paul Stabler, SECOND by Bryn Oakleaf, to authorize the Executive Director to expend up to \$50,000. VOTING: unanimous; MOTION CARRIED.

5. SET MEETING SCHEDULE

MOTION by Kelton Bogasky, SECOND by Bryn Oakleaf, to set the meeting schedule as presented for the Executive Board and the Board of Commissioners VOTING: unanimous; MOTION CARRIED.

6. SET INTEREST RATE FOR LATE PAYMENT

MOTION by Alan Nye, SECOND by Paul Stabler, to set the interest rate for late payment at 1% per month (12% per annum) for member towns if assessments are established. VOTING: unanimous; MOTION CARRIED.

7. CONTINUE FIDELITY BOND FOR OFFICERS

MOTION by Alan Nye, SECOND by Paul Stabler, to continue the fidelity bond of \$500,000 per incident for commissioners of the Chittenden Solid Waste District, the Finance Manager, and the Executive Director. VOTING: unanimous; MOTION CARRIED.

8. APPROVAL OF CHECK SIGNING PRIVILEGES

MOTION by Alan Nye, SECOND by Paul Stabler, to authorize the Chair of the Board of Commissioners, the Executive Director, the Director of Administration, and the Treasurer to sign checks and electronic transfers throughout the upcoming year, and

further, any check or electronic transfer greater than \$25,000 shall need two signatures. VOTING: unanimous; motion carried.

11. ADJOURNMENT

MOTION by Kelton Bogasky, **SECOND** by Bryn Oakleaf, to adjourn the 2023 CSWD organizational meeting. VOTING: unanimous; MOTION CARRIED.

The meeting was adjourned at 6:22 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 in _____.

Amy Jewell, Secretary/Treasurer