



ADMINISTRATIVE OFFICE
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CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING

Date: Wednesday, September 28, 2022
Time: 6:00 P.M.
Place: **Hybrid Meeting - ZOOM Meeting or In-Person at Williston Town Hall
7900 Williston Road, Williston VT**

*** (E) Indicates enclosures (H) Indicates handouts (D) Discussion Only

1. (E) **Agenda** (6:00 p.m.)
2. **Public Comment Period** (6:00 p.m.)
3. (E) **Consent Agenda** (6:05 p.m.)
 - 3.1 Minutes of August 24, 2022
 - 3.2 Program Updates
 - 3.3 Executive Director Update
 - 3.4 Finance – Warrant, Cash Investment and Reserve Balances as of 8/31/2022
 - 3.5 Solid Waste Implementation Plan Inclusion – wasted*
4. (E) **Personnel Rules & Regulations - Requested changes** (6:07 p.m.)
Board Action Requested: Approve recommendation
5. **Materials Recovery Facility – Bond Vote Update** (6:30 p.m.)
6. (E) **Executive Session - MRF Contract Amendment/Admin Lease** (7:00 p.m.)
7. **Other Business** (7:30 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.



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

Date: Wednesday, September 28, 2022
Time: 6:00 P.M.
Place: ZOOM MEETING

IMPORTANT:

CSWD will hold a virtual meeting accessible by computer or phone. Members of the public, joining the meeting remotely, are asked to preregister online using the link below and attend remotely by computer or telephone. Following the meeting a recording will be available upon request.

Hi there,

You are invited to a Zoom webinar.

When: Sep 28, 2022 06:00 PM Eastern Time (US and Canada)

Topic: Board of Commissioners Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_juaSM0cvRdaykB_BfoBIWw

After registering, you will receive a confirmation email containing information about joining the webinar.

For those without internet access, call 802-872-8100 ext. 213 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.

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT
ZOOM MEETING/Williston Town Hall
August 24, 2022 – Regular Meeting**

PRESENT

BOARD MEMBERS:

Bolton	-----
Burlington	Lee Perry
Colchester	Liz Hamlin-Volz
Essex	Alan Nye
Essex Junction	Alan Nye
Hinesburg	Rick McCraw
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	Henry Bonges
Richmond	Logan Hegg
Shelburne	-----
So. Burlington	Paul Stabler
Underhill	Paul Ruess
	Dan Steinbauer, alt.
Westford	Katie Frederick
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf
	Dr. Ron Stotyn, alt.

STAFF:

Sarah Reeves
Amy Jewell
Jen Holliday
Nola Ricci
Michele Morris
Josh Tyler
Josh Estey
Jeannine McCrumb
Jon Dorwart

OTHERS PRESENT:

Thomas Melloni, Esq.
Myers Containers – Jeff Myers, Ryan Myers, Dave Anger

AGENDA:

1. Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. C&D Recycling Market Discussion
 5. Administrative Office Update
 6. MRF – Bond Vote Update
 7. Executive Session
 8. Other Business
-

1. **CALL TO ORDER and AGENDA** Chair Paul Ruess called the Organizational meeting to order at 6:01 pm.

Two items were added to Other Business. Those items were, seating the Finance Committee, and a meeting calendar reminder. The agenda was accepted as amended.

2. **PUBLIC COMMENT PERIOD** - No discussion.

3. Consent Agenda – Program Updates was pulled from the Consent Agenda for further discussion. With this exception, the agenda was approved as presented.

Discussion was held on decrease in revenues from solid waste fees; staff clarify that we are eight percent low than last year but only .7% below our expectations.

Motion to accept the consent agenda as updated and explained by staff by A.Nye; seconded by K.Spencer. Voting: unanimous, minutes accepted as presented.

4. C&D Recycling Market Discussion

To begin discussion on Myers Container Service's request to use asphalt shingles to construct a road in the landfill, J. McCrumb presented an overview of a memo sent to Board members detailing the issues surrounding the request. This request, P.Ruess notes, contains two separate sections – first, waiving the policy regarding asphalt shingle disposal, and, second, to reconsider the solid waste management fee.

Turning to the question of waiving the asphalt shingle policy, Board members note broad support for a temporary waiver for Myers specifically for the use of landfill road construction. Questions rise over jurisdiction; specifically, there is a review of the question of why this discussion is happening at the district level vs the state; and the role of the Executive Director compared to the Board of Commissioners. Staff note that the district guidelines surrounding asphalt usage are more strict than the state, and State approval will also be required. The Board is required to act on any changes to policy or ordinance (waiver), while S.Reeves as the Executive Director will have the final say on changes to the fee.

Concerns are raised regarding the need of further participation by, and clarification from, the State of Vermont. State concerns seem to be questions regarding unbound application, potential asbestos in older shingles and release of PFAs. Staff also note that through this use, the asphalt shingles used will not be

recycled, but will eventually wind up in the landfill, as with other items typically used for landfill road construction. Further concerns regarding whether the waiver would be for a time period or an amount of asphalt shingles; with preference noted for a time-based waiver of one year. This period is also supported by Myers.

MOTION by L.Nulty, seconded by K.Frederick that the CSWD Board of Commissioners hereby grants a temporary waiver of the separation and collection requirements for asphalt shingles for a one year period, effective Sep 1 2022-Aug 31, 2023. Voting: abstained by B. Oakleaf; remaining unanimous- waiver is granted, subject to an approval by State of Vermont (DEC). Motion passes.

Discussion begins regarding the second part of the memo, regarding the Solid Waste Management Fee. The staff is recommending no change to the fee at this point, as CSWD staff sees the agreement to the waiver in the first step of a long process. J.Estey notes the recommendation is to wait for State of Vermont to approve the process; and staff believe that a reduction in the fee is premature. Board members indicate a preference for making a motion during this meeting.

From Myers perspective, a fee for shingles as a recyclable material was not previously required and so the ask to pay for the usage of the shingles as landfill road construction material is not fair, as revenue cannot be generated for the existing material.

A.Nye notes that there could be an amendment noting that, when used in road building, the fee is reduced. Historically, a 25% management fee has been used when requested. S. Reeves notes that shingles are not inert, which makes them fundamentally different than other materials typically given this waiver (gravel, dirt, etc). This was further discussed and confirmed by J.Holliday and J. McCrumb.

B.Oakleaf asks for specific numbers for cost without the fee waived, and with the fee waived. The impact to Myers would be \$135,000 with a cost they could not recoup. If some part were waived, roughly 75%, the impact would be closer to \$35,000.

Discussion is held on the need for this waiver, as this material will ultimately be going into a landfill (disposed), which technically removes it from the area of recycling where no fee is needed. In addition to its usage, the question of markets is important and complicated. Questions arise as to whether approval in this circumstance might create a precedent for future claims; S.Reeves confirms this is a concern.

Further discussion indicates Board preference for mostly a full waiver of this fee, with Myers indicating that this road construction project will end up costing their company money. K. Bogasky proposes limiting the full waiver to the current amount of asphalt shingles Myers has on hand that will be going towards the road project. Staff indicate their comfort with applying the reduction or removal of the fee for this proposal. However, Myers indicates their preference for waiving the fee throughout the year long period.

MOTION by K. Spencer, seconded by K.Frederick that the CSWD hereby waives the Solid Waste Management Fee for asphalt shingles during the period effective September 1-August 31, 2023. VOTING: B.Oakleaf abstains; remaining votes unanimous ayes. Motion passes.

5. Administrative Office Update

P.Ruess summarizes conversation so far, noting that the Executive Board discussed this issue previously and did not come to a decision regarding a preference towards refurbishing 1021 Redmond Road location, or buying/leasing a new administrative building. S.Reeves opens up the conversation to the board, with the goal of narrowing staff searches. A.Jewell adds some specifics in terms of locations being considered, but asks the Board to provide feedback on the issue of leasing vs buying.

Board ask questions regarding the efficiency of having remote staff; S.Reeves note that this question depends on the staff person and facility. Discussion is held looking at the different options, with recommendations for both leasing and purchasing. Different potential locations are discussed, including sites in Burlington, South Burlington, and Williston. Staff preferences for remote work vs in person; ease of access for meetings and other staff; and length of lease are discussed. Staff indicate that roughly eighteen full time people would be working out of the main office space.

Staff are given feedback to continue looking at different venues for both lease and purchase.

6. MRF – Bond Vote Update

Staff opens up discussion on memo from J.Holliday in Board packet. P.Ruess notes he saw an add for MRF on YouTube, and wanted to raise the question of requesting ballots.

J.Holliday and M.Morris are spear-heading providing ballots to town clerks and is coordinating the ballot provision to communities. Staff also provide general notes on community meetings, which are going well with general interest and support.

Board members request staff send Front Porch Forum and other talking points and action items. Staff will create a strategic calendar and will share with Board members.

Staff indicates that there will be three ways to vote on the Bond vote; people can request from Town Clerk; through My Voter Page; or at the polling place. Staff are in communication with clerks, who can offer customers ballots when they stop by town offices for other business.

7. EXECUTIVE SESSION

MOTION BY Leslie Nulty, SECOND by Ken Spencer, to move that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations with respect to the Materials Recovery Facility Contract 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 authorized staff, other invited interested parties, and the Solid Waste District attorneys to be present for this session.

The Board entered Executive Session at 8:15 p.m.

MOTION by Alan Nye; second by Leslie Nulty to exit Executive Session and reconvene the regular meeting. VOTING: unanimous; motion carried to exit Executive Session at 8:40 PM.

8. OTHER BUSINESS

Paul Ruess noted that there is low attendance at the Board meetings and we could consider moving away from hybrid meetings and going back to virtual through the end of the calendar year. Amy Jewell will reach out to members for the September meeting to see who would like the in-person option.

9. ADJOURNMENT

MOTION by P. Stabler to adjourn the meeting; second by L. Perry. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:45 PM.

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

#3.2

MEMORANDUM

To: Board of Commissioners
From: CSWD Staff
Date: September 22, 2022
Re: Program Updates

- Solid Waste Management Fee (Jon) – As of the end of August from a budget perspective, the first two months of FY23 is 1.3 percent above projected revenues. FY23 revenue is 0.6 percent higher than the same period in FY22. Please refer to accompanying charts.
- Organics Diversion Facility (Dan) –
 - Monthly billable food scraps for August totaled 332.7 tons. This is 6% above the previous month and 4% above the FY22 average. This brings the fiscal year to date total to 646 tons, 8% or 53.7 tons below budgeted amounts. Food scrap numbers will see a large boost for the month of September due to a one-month agreement with Casella Waste Systems in Williston. During a scheduled slow-down period on their depackaging equipment they have requested that CSWD ODF process the majority of their source-separated organics stream to allow them to modify and fine-tune their process. After verifying that this material stream, most of which was previously composted at ODF, met requirements for quality, an agreement was reached. Three weeks into the agreement, operations are handling the extra volume without any significant challenges. Reduced volumes are likely to resume for the month of October, but fiscal-year projections are likely to realign with actual volumes processed.
 - Due to supply-chain issues, delivery of the purchased Doppstadt trommel screening equipment has been pushed back multiple times. The latest delivery estimate has the machine arriving at ODF before the end of October. Staff will not be able to do as much fair-weather screening with the machine as originally hoped due to the delay. As such, some of the fall projects will have to wait until the following season.
- Materials Recovery Facility (Josh)
 - YTD average monthly inbound single stream material: 3,787 tons
 - YTD average monthly marketed material: 3,068 tons
 - 12-month, average commodity revenue (ACR): \$150.62/ton
 - All data includes PGA tons and costs

- Marketing & Communications (Alise/Michele) –
 - The “We Can Take It” print campaign will be moving into its next phase in September/October. We will continue to promote the A-Z list featuring seasonally targeted items.
 - MRF Bond –
 - Paid digital ad/video impressions (9/1 through 9/21): Google 372,372; Facebook 185,974.
 - Promotional resources:
 - Oversized postcard should be in mailboxes of all 2020 Chittenden County voters by end of September; window poster is up at all Drop-Off Centers and Operators have new Fact Sheet handout; FAQ sheet created for media and presentations (see pdfs in packet). Fact Sheet and FAQ will be posted on the MRF Bond landing page.
 - Presentations:
 - Sarah presented to the Essex Town Select Board and is scheduled for the Burlington Transportation, Energy, and Utilities Committee (TEUC) and Shelburne Select Board on 9/27.
 - Community forum held in Charlotte on 9/6 with two attendees. No members of the public attended a 9/19 Burlington community forum that was also live-streamed on CCTV. We will provide a link to the live-stream when it is available. Michele is scheduled to present to the Winooski City Council (10/3) and Sarah and Josh Tyler to the Williston Select Board on 10/4. Beth presented to the Williston/Richmond and Essex Rotary Clubs, Burlington Rotary scheduled for 10/14. Requests for presentations received from two Burlington NPAs and a Homeowners Association.
 - Earned media: Letters to the Editor in process from a Colchester Select Board member and businesses and institutions in Burlington, Essex, Shelburne, and Williston. Other media mentions are listed below. We will be providing copy about the need for a new MRF and how to vote to all Clerks requesting that they post in their local newsletters, papers, and Front Porch Forums.
 - Ballot distribution as of 9/20: Eleven member towns/cities reported having received and/or fulfilled requests for nearly 2,000 CSWD ballots. One seasoned clerk noted that the General Election ballot has not yet gone to voters and expects that “interest will be piqued” once that occurs.

Media Mentions – August/Sept.

8/31/2022 VT Digger Commentary, [Paul Ruess: Vote 'yes' on the Chittenden County solid waste bond](#)

9/15/22 Mountain Gazette – Alise Certa-[Helpful voting information on the CSWD New MRF Ballot](#)

9/16/22 WVMT Morning Drive with Kurt and Anthony – Alise Certa—Recycling basics and MRF Bond

- Outreach (Beth) – The MRF bond continues to dominate our outreach activities. Our team has been active in the local rotaries to educate our communities about the importance of the MRF bond. It’s been great to see so many folks engaged and supportive. As a result of the MRF bond presentations, we are also making new connections for upcoming workshops and tours. The Outreach Team is hiring for a new Community Outreach Coordinator. We hope to have someone on board in the next month, just in time for winter webinars and educational offerings! Stay tuned!
- Compliance (Josh/Jeannine) – Staff completed the application for the Burlington Drop-Off Center Recertification through ANR’s Solid Waste Program. Staff also completed an Act 250 amendment application for a minor revision to the planned access/scale/scale house project at the Organics Diversion Facility.

Staff attended (virtually) a Recycled Materials Working Group session on September 1. The Group is comprised of representatives from the VT Agency of Natural Resources – Solid Waste Management Program and from VTrans Design, Construction, Geotechnical, Maintenance, and Research units. The framework is in place to use RAS in bound applications (road/shoulder subbase, hot-mix asphalt). VTANR and CSWD to form more local stakeholder group to understand and address obstacles to its use.

Fall maintenance activities are underway on the landfill. In addition, a couple of longer-term activities that have been deferred for some time will be completed this fall – surface emissions monitoring and a topographic survey.

Outreach and Communications Department - FY22 summaries – see attached.

- What We're Reading:

<https://www.wastetodaymagazine.com/article/casella-waste-recycling-revenue-2q-2022-profits/>

[August 2022 Waste Advantage Newsletter](#)

[As an EPA advisory drastically lowers acceptable levels of PFAS in drinking water, Vermont officials grapple with next steps](#)

[\\$80M recycled pulp plant breaks ground on East Coast](#)

[EPR bill in Colorado signed while New York bill fails](#)

[California passes strongest EPR and recycling legislation in the US](#)

[Casella and TerraCycle Partner to Announce Subscription Home Recycling Service for Hard-To-Recycle Items](#)

[ISRI rejects 'advanced recycling' label, says plastic-to-fuel projects should not count as recycling](#)



Chittenden Solid Waste District

Early Voting Sept 6 - Nov 8

Election Day Tuesday, Nov 8

VOTE YES FOR A NEW MRF

WHAT

We need a new, municipally owned Materials Recovery Facility (MRF) to meet demand and recycle more.



WHY

The current MRF is at the end of its life.

- It can't be expanded.
- It is inefficient, with outdated technology.
- It can't keep up with today's recycling needs.
- It imposes difficult working conditions on staff.
- It is not sustainable.



BENEFITS

The new MRF will:

- ▲ Include modern technology for improved efficiency and more value from processed recyclables.
- ▲ Provide flexibility to adapt to changes in packaging over the next 30 years.
- ▲ Enable Vermonters to preserve up to 634,000 trees and nearly 28 million gallons of gas annually, reducing greenhouse gas emissions equivalent to removing 52,500 passenger vehicles from the road.
- ▲ Be municipally owned, keeping fees as low as possible and recycling more materials even when not profitable.
- ▲ Be cleaner, brighter, and better ventilated, providing improved conditions for workers.
- ▲ Preserve 21 VT jobs, including more desirable, higher skilled positions.



Comparison of baling systems —the last step before materials are ready for transport.

HOW WE'LL PAY FOR IT

CSWD needs voter approval to borrow up to \$22 million to build a new MRF. It will be paid for through MRF operations.

This will not raise taxes.

PROJECT STATS

Location: CSWD property on Redmond Road in Williston. Just 2.6 miles from the current location.

Capacity: Up to 70,000 tons annually—nearly 50% more than current MRF.

3 WAYS TO VOTE

1. Go to mvp.vermont.gov and request the CSWD Materials Recovery Facility ballot.
2. Request or pick up a ballot from your town clerk.
3. On Tuesday, November 8, 2022: Vote in person at your local Chittenden Co. polling place.

Project Timeline

2022	2023	2023-24	2024-25	2025	2025	2025
November	Jan - Oct	Nov - Oct	Oct - March	April-May	May-June	July
Voter Approval	Permitting & Design	Sitework & Construction	Equipment Installation	Equipment Testing	Startup and Training	NEW MRF Opening

CONTACT:

Michele Morris
 Director of Marketing & Communications
mmorris@cswd.net
 802-872-8100, x237
cswd.net/mrf-bond

FAQs About The New CSWD MRF

Updated 9/6/22

Q. If the MRF is handling 47,000 tons now, is 50-70,000 tons really enough capacity for the new facility? What will it look like 30 years from now, with people moving to Vermont and the delivery economy continuing to grow?

A. Our current MRF was designed and built in 1993 to process 25,000 tons of recyclables per year. It is not unusual in the industry to push a MRF beyond the capacity it is designed to handle, and we have done that. The new MRF will be designed and built to handle up to 70,000 tons per year and with flexibility for growth and equipment upgrades that will allow the system to process even more than that. Given the typical wear and tear on a MRF, the life expectancy of the facility is 30 years.

Q. What will the energy usage and greenhouse gas impacts of the new MRF be in comparison with the current facility?

A. One of the new MRF's major benefits will be its capacity to keep far more materials in circulation and out of the landfill, saving natural resources and energy. CSWD's new MRF will be able to process up to 40% more material than we can manage now, which will provide a greenhouse gas reduction equivalent of removing 52,500 passenger vehicles from the road and conserving nearly 28 million gallons of gas annually. The increased recycling of paper and cardboard would save 634,000 trees from being cut down annually.

The new MRF will be equipped with modern technology and will have improved lighting, heating, and ventilation to provide a much better environment for workers. All this requires energy. We are working with Efficiency Vermont to explore all opportunities for energy savings wherever possible. We have just begun this process and expect to have more tangible comparisons to current operations as we approach construction in 2023.

Q. You say this won't raise taxes, but won't it cost more to get rid of recycling?

A. No, not necessarily. It depends partly on how much revenue we receive from the sale of recyclables. The bond will be repaid from revenues generated by the MRF from the sale of recyclables on the commodities markets and from the per-ton tip fee charged to our Drop-Off Centers and to commercial hauling companies that provide curbside collection of recyclables and deposit their loads at the MRF. The tip fee is set at a rate that enables us to cover operational costs, debt service, and capital costs not

covered by income from the sale of recyclables. This will still be the case with the new MRF. We have made it a priority to set the tip fee once a year to keep costs predictable for haulers and our Drop-Off Centers.

The tip fee is just one part of a hauler's operating expenses, which include labor, insurance, fuel, and equipment. They choose to what extent they pass those costs along to their customers. CSWD plays no role in that.

Q. Will you be assessing member Towns and Cities a fee to pay for the new MRF?

A. Though CSWD's Charter grants us the authority to assess member Towns and Cities a fee in exchange for the services we provide them as members, CSWD has not assessed cities/towns to be part of CSWD since 1992 and we have no intention of doing so now. The bond will be repaid from revenues generated by the MRF from the sale of recyclables on the commodities markets and from the per-ton tip fee charged to commercial hauling companies that provide curbside collection of recyclables and deposit their loads at the MRF.

The article to be approved by voters on November 8 at the General Election includes this statement: *"... it being intended that the source of repayment shall be waste management fees and revenues collected by the District and, to the extent necessary, assessments to member municipalities in accordance with the District's Charter."*

We had to include this language to recognize that an assessment is the last resource available to us after all others have been exhausted. CSWD has several other ways to raise the funds to repay the bond before we would need to assess our member towns.

Q. Why does CSWD contract with Casella to operate the current MRF that CSWD owns? Will Casella operate the new MRF?

A. CSWD has contracted for day-to-day MRF operations because it has historically been to our financial advantage. The MRF Operator takes care of all staffing, daily maintenance, and sale of the recyclables on the commodities markets. In exchange they receive a per-ton processing fee and some tip-fee revenue under a formula specified in the contract. Casella has been the only candidate equipped to provide the services we require and they have been a valued partner in our MRF operations. We are in negotiations with Casella to extend their contract to operate the existing MRF for the next three years while we build the new MRF.

If voters approve the bond and we are able to proceed with the new MRF, we will likely extend the contract with Casella to transition to and operate the new MRF for a period of time to be negotiated. During that time, we will analyze the benefits, costs, and risks of operating the new MRF ourselves vs. contracting with an external operator. If we decide not to operate the new MRF ourselves, we will issue a Request for Proposals open to all qualified candidates.

Q. What will happen to the old (current) MRF?

A. CSWD owns the property at 357 Avenue C, the MRF building, and the equipment. We will incorporate usable equipment in the new MRF and sell the remainder as scrap. Our Board of Commissioners will determine the best use for the property. Options we will consider include selling the property, repurposing it for research and development of other landfill-diversion (recycling) programs, managing items such as large, bulky furniture that poses problems for our Drop-Off Centers.

Q. What happens if this bond does not pass?

A. CSWD will need to make significant investments in the current MRF to keep it going as long as we can. However, it will still be too small and we expect that within 5-10 years, it will be unable to keep up with market demands and will have to shut down.

Please send your questions to info@cswd.net.

Vote **YES** on CSWD's Ballot to Recycle More!

THE NEW MRF WILL:

- ✓ Keep more recyclables out of Vermont's only landfill
- ✓ Reduce Vermont's carbon footprint
- ✓ Send more recyclables to be made into new products
- ✓ Preserve jobs for Vermont workers, in better working conditions



Vote **YES** in this year's General Election for CSWD to borrow \$22 million to build a new MRF.

THIS BOND WILL NOT INCREASE YOUR TAXES – the current MRF does not receive tax funding; the new MRF won't either.

To learn more, including how to vote, visit:
cswd.net/mrf-bond.



**Chittenden
Solid Waste
District**

Vote **YES** on CSWD's Ballot to Recycle More!

**The Chittenden Solid Waste District (CSWD)
Materials Recovery Facility (MRF) needs your help!**

CSWD, a trusted steward of Chittenden County's waste and recycling since 1987, built the current MRF almost 30 years ago. The outdated and inefficient MRF processes half of Vermont's recycling and now needs to be replaced.

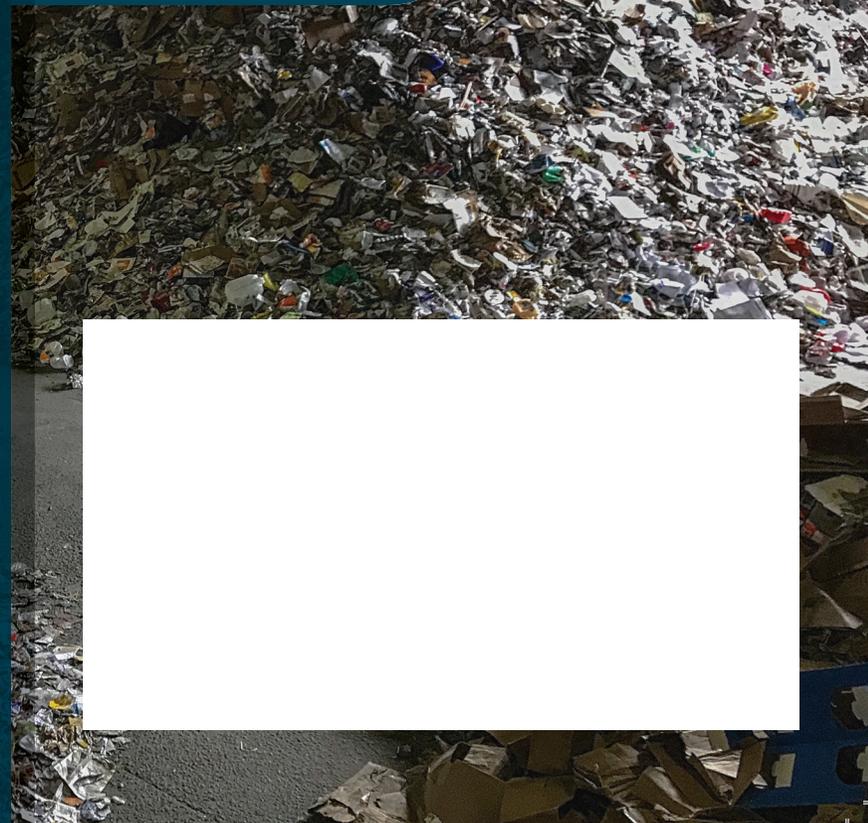


The current MRF:

- ▼ Is too small, with no room to grow
- ▼ Is outdated and limits what we can recycle



Scan or visit
cswd.net/mrf-bond
for more info



#3.3

MEMORANDUM

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: September 21, 2022
RE: Executive Director Update

July 20th - PRESENT

- **NEW ITEMS AT DOSs:** We are once again accepting bagged clean clothing for recycling and reuse at our Drop-Off Centers (except Burlington). This is a partnership with a company called Helpsy and there is no fee for customers. We are also talking with Shred-Ex about implementing a pilot program at one or more DOCs (to be determined) to accept hardcover books and bagged shredded paper. This pilot is in active discussion for late fall roll-out.
- **NEW MRF PROJECT-FINANCING:** Provided financial information to Closed Loop Fund for their internal vetting. Met with The Recycling Partnership and am completing their grant paperwork. Spoke with EPA regarding the SWIFR grant. EPA may seek applications in mid-October with a 60-day decision window. The grant process will be competitive with a wide award amount range. CSWD has one of the only municipal shovel-ready MRF projects in Region One, placing us in a good position.
- **NEW MRF PROJECT-BOND VOTE:** Please see general program update in program updates. Ballots are at municipal clerk offices and are being distributed upon request.
- **NEW MRF PROJECT-OUTREACH:** Please see general program update in program updates. Michele Morris distributed to all Board members a communications packet with templates for Front Porch Forum posts and letters to the editor.
- **ODF WATER LINE PROJECT:** As of this memo, the water line project is on schedule and on budget. The contractor is aiming to complete the project, including paving, by the first week of November. This may involve closing access to the ODF Gate 1 during leaf and yard season. If so, traffic flow onsite will be rerouted to ensure safety and access. We will continue to accept leaf and yard debris during construction.

ITEMS ON DECK, 1-2 MONTHS OUT

- Sarah vacation October 20-29; will not be present at October Board meeting. Possibly attending a conference October 31-November 3 as a panelist.
- COLA update (SSA estimate for 2023, regional CPI, sister Solid Waste District anticipated actions).
- Health insurance 2023 update
- Asphalt shingle program update



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To: Board of Commissioners
From: Nola Ricci, Director of Finance
Date: September 21, 2022
RE: Warrants, Reserves & Cash Balance

The following warrants have been reviewed by the Finance Committee and disbursements have been issued since the last submitted Finance Memo:

Warrant Date	Warrant Amount
08/10/2022	\$522,741.23
08/23/2022	\$239,232.95
09/07/2022	\$409,425.41

Reserve balances indicate how much of that cash has been assigned or committed for a particular purpose. We are in the process of completing the FY22 Close and will be able to provide updated Reserve numbers by next month.

As of May 30, 2022, Assigned Reserve balances are as follows:

Landfill Post Closure	\$ 675,413.06
Facility Closure	\$ 1,332,209.00
Capital Reserves	\$ 3,728,480.77
Biosolids Reserve	\$ 226,836.68
Community Clean Up	\$ 75,680.21
SWMF Stabilization	\$ 2,970,836.30
<u>Operating Reserve</u>	<u>\$ 263,535.00</u>
Total Designated:	\$ 9,272,991.02

As of August 31, 2022

Cash & Cash Equivalent:	\$ 16,128,160.61
Cash available for current liabilities	\$ 6,855,169.59
Current Liabilities:	\$ 1,052,690.39



ADMINISTRATIVE OFFICE

1021 Redmond Road

Williston, VT 05495

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TEL (802) 872-8100

www.cswd.net

Breakdown of Community Clean Up Reserve by Location as of **August 31, 2022:**

Bolton	\$2,500.00
Burlington	10,000.00
Charlotte	5,000.00
Colchester	7,500.00
Essex Jct	5,000.00
Essex Town	7,500.00
Hinesburg	5,000.00
Huntington	2,500.00
Jericho	5,000.00
Milton	7,500.00
Richmond	5,000.00
Shelburne	5,000.00
S. Burlington	7,500.00
St. George	2,500.00
Underhill	5,000.00
Westford	2,500.00
Williston	5,000.00
Winooski	5,000.00



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To: Board of Commissioners
From: Josh Estey, Director of Compliance
Date: September 22, 2022 (for September 28, 2022 Meeting)
RE: Request for Inclusion of Facility in CSWD SWIP

CSWD has a responsibility per our Solid Waste Implementation Plan (SWIP) to maintain an active list of Solid Waste Facilities and Categorical Facilities that are included in the SWIP. The owner/operator of the following facility is seeking inclusion in the SWIP:

- Wasted* PBC – Wasted* is submitting a Solid Waste Management Facility Application for a urine treatment operation located at 491 Industrial Ave. in Williston, VT. This will be a private facility and will be used for consolidating and processing human waste collected in portable toilets, also managed onsite. Additional information can be found at wasted.earth.

Board Action Requested

Adopt the resolution to include Wasted*'s Solid Waste Management Facility in CSWD's Solid Waste Implementation Plan.

The Chittenden Solid Waste District's Board of Commissioners hereby resolves that Wasted's Solid Waste Management Facility located on Industrial Avenue in Williston, VT, be included in the District's Solid Waste Implementation Plan contingent upon Wasted* PBC obtaining and maintaining compliance with all necessary local, state, and federal permits.*

4

TO: Board of Commissioners
FROM: Amy Jewell, Director of Administration
DATE: September 14, 2022
RE: Personnel Rules & Regulations – requested change to holiday schedule - discussion only

CSWD’s Justice, Equity, Diversity, and Inclusion (JEDI) Committee, currently made up of seven staff members, have been working together to build the foundation of JEDI work that will make improvements to our organization. We’ve been discussing the scope, work, and goals of this committee, and mission. Our committee will offer educational resources and training to staff and will encourage and support JEDI-related initiatives. We’re excited about the work that we’ve done thus far and are excited for future opportunities to make a difference at CSWD. Our staff is also appreciative of the support of the Board of Commissioners, which also includes the passing of the Declaration of Inclusion on May 25, 2022.

Declaration of Inclusion

The Chittenden Solid Waste District condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and wants everyone to feel safe and welcome in our community. As a municipality, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and strive to ensure all of our actions, policies, and operating procedures reflect this commitment. CSWD is an organization where all individuals feel a sense of belonging and can express their opinions.

CSWD Proposed Holiday Schedule Change (CSWD Facilities: Administration, Compost, Drop-Off Centers, Environmental Depot, Maintenance)

Proposed Change #1 – Remove President’s Day from the holiday list and add Juneteenth

CSWD’s JEDI Committee discussed the importance of recognizing the Juneteenth holiday, which would allow employees to participate in the celebrations throughout our community. As you know, Juneteenth celebrates the emancipation of enslaved African Americans. CSWD’s Management Team also agrees that it is important that CSWD, as an organization, formally recognize the Juneteenth holiday. It was approved as a Federal Holiday in June of 2021 and is celebrated on June 19th. CSWD is requesting replacing President’s Day, which is the 3rd Monday of February with the Juneteenth holiday. We do know that some communities have included Juneteenth in their list of celebrations including Burlington, South Burlington, Winooski, Underhill, Essex Town, and the City of Essex Junction having added this holiday to their approved holiday list.

Proposed Change #2 – Add 4 hours of holiday time on December 24

CSWD employees working 20 hours per week, or more are currently eligible for pro-rated holiday pay. Full-time employees receive 12 hours for the Christmas holiday. The current holiday schedule includes a ½ day on December 24th and the full day on December 25th. We would like to request that CSWD Facilities be closed a full day on December 24th to provide our staff with additional time with their family. We also acknowledge that there are other religious holidays celebrated, and if requested, employees could float these holiday hours, if possible. The estimated cost of an additional four hours of staff time as paid holiday leave is \$6,800 (roughly \$1,700/hour for all CSWD staff.)

This was brought to the Executive Board for discussion and was generally supported and agreed to bring to the Full Board for approval. Although our holiday schedule is typical of other municipal holiday schedules, the Gallagher Flynn study from March 2021 included comparisons to private companies and identified CSWD's 12 paid holidays above the 9-holiday average.

BE IT RESOLVED that the Board of Commissioners of the Chittenden Solid Waste District hereby authorizes the Executive Director to amend the Personnel Rules & Regulations Section 6.2-2 Holidays to include the changes as noted above.