

APPROVED
CHITTENDEN SOLID WASTE DISTRICT
WILLISTON TOWN HALL
WILLISTON, VERMONT
January 22, 2020

PRESENT

BOARD MEMBERS:	Bolton	Duncan Galbraith
	Burlington	Lee Perry
	Charlotte	-----
	Colchester	Tim Moran
	Essex	Alan Nye
	Essex Junction	Alan Nye
	Hinesburg	Lynn Gardner
		Doug Taff, alt.
	Huntington	-----
	Jericho	Leslie Nulty
		Bert Lindholm, Alt.
	Milton	-----
	Richmond	Logan Hegg
	Shelburne	Tim Loucks
	So. Burlington	Paul Stabler
	St. George	-----
	Underhill	Paul Ruess
	Westford	Michelle DaVia
	Williston	Jeremy Hulsey
	Winooski	Bryn Oakleaf

STAFF:

Sarah Reeves
Amy Jewell
Michele Morris
Jen Holliday
Josh Tyler
Dan Goossen
Josh Estey

OTHERS PRESENT: Thomas Melloni, Paul Frank & Collins
Deac Decarreau, Finance Consultant

- AGENDA:**
1. Call to Order
 2. Public Hearing: FY21 Proposed Preliminary Budget
 3. Agenda
 4. Public Comment
 5. Consent Agenda
 6. Capital Budget Review
 7. Rover Schedule
 8. Executive Session: Personnel & Litigation

9. Adjournment

1. CALL TO ORDER

Chair Michelle DaVia called the meeting to order at 6 PM.

2. PUBLIC HEARING: FY21 Proposed Preliminary Budget

The public hearing on the FY21 proposed preliminary budget was opened at 6:02 PM. There were no comments and the public hearing was closed.

3. AGENDA

There were no changes to the agenda.

4. PUBLIC COMMENT PERIOD

There were no comments from the public.

5. CONSENT AGENDA

5.1 Minutes – December 18, 2019

5.2 Program Updates

5.3 Finance - Cash Investment and Reserve Balance as of 12/31/19

5.4 MRF Civil Site Review

Without objection the consent agenda was approved.

6. CAPITAL BUDGET REVIEW

Sarah Reeves reviewed the requirement to have a budget per the charter and materials management plan. The purpose and duties, facilities supported, restrictions, constraints, opportunities, and the timeline (FY20-25) to address DOC, compost, MRF, and Administration needs were also reviewed. There was discussion of the following:

- Potential pathways to a new MRF including new construction and retrofitting the existing building as a bulky waste facility.
- The option of selling the MRF property and building a bulky waste facility elsewhere.
- All the capital projects listed are worthwhile, but the amount of funding over the next six years is significant. FY22-23 would see capital expenditure of \$15 million.
- Any bonding must be approved by the voters of Chittenden County. The materials for a bond could be ready to go to the voters in March of calendar year 2021. The bulk of the MRF cost would occur in FY22.
- There would be opportunity to further educate people on recycling with the new MRF. The new facility would be scaled for current conditions and future growth, and to better meet specifications for materials (fibers, containers).
- Having CSWD or a private enterprise own/operate the MRF will be part of the analysis for the MRF and bulky waste facility. CSWD offers comparable wages and an excellent benefit package which helps attract quality workers.
- Option to lease or buy and disposal of assets will be reviewed.

Leslie Nulty asked when the option of the private sector operating the MRF or bulky waste facility will be explored if CSWD wants to have cash in hand by July 2021 with the bond. Sarah Reeves said the first discussion is the direction with the MRF and then looking at other options such as a bulky waste facility. Further information on the MRF will be brought to the board for decision this fiscal year. Michelle DaVia noted there has been extensive discussion about the MRF location, but no suggestion to have someone else build and operate the facility. Leslie Nulty said market conditions could impact the financial condition. Domestic markets demand higher quality materials than can be achieved with manual sorting. Sarah Reeves agreed CSWD cannot compete with global market for fibers (paper, cardboard), but sells into the domestic market for plastics.

Bert Lindholm asked about the impact if the compost and MRF projects are pushed out six months. Sarah Reeves said the drivers for compost are the July 2020 food scraps landfill ban and more materials being received. For the MRF, the contract with Casella expires in 2022 (an extension can be requested).

Tim Loucks said the future state of the DOCs needs to be known before making an investment in a new MRF. Sarah Reeves said there is time to adjust expectations on DOC performance. Safety items are targeted to be done sooner.

Paul Ruess mentioned having a plan for five years beyond the five year capital plan.

Alan Nye asked if the waste companies in the greater Burlington area have been contacted to see if they are interested in constructing, operating, and owning a MRF in Chittenden County. Sarah Reeves said a request for interest (RFI) can be done. Michelle DaVia said these companies are profit motivated and could stop collecting an item that is not profitable, such as glass, which is a concern. Bryn Oakleaf said rate setting by a privately owned MRF is also a concern. Sarah Reeves noted some municipalities in New England are considering banding together to build a MRF in order to control the materials and prices. Michelle DaVia suggested a list of pros and cons be composed on a privately owned MRF to know the potential impact on CSWD before an RFI is done. Bert Lindholm added the legal aspects of a municipality operating the facility versus a private enterprise should be part of the consideration. Bryn Oakleaf suggested the RFI be done in tandem with the pros and cons. Tim Loucks said the question is whether to stay with the current model of CSWD owning the land and building a MRF with someone else as operator versus someone else building and operating the MRF. Leslie Nulty stressed the preferred trajectory needs to be presented to the community with assurance there will not be excess capacity by having a private enterprise build the same facility. Excess capacity drives up cost. Jen Holliday reminded the group that any new solid waste facility in Chittenden County must be included in CSWD's Solid Waste Implementation Plan.

Staff will draft pros and cons and an RFI on the MRF for discussion at the next meeting.

7. ROVER SCHEDULE

Josh Estey reviewed two options for the Rover to serve the member municipalities. The first option is to have a two-year rotating schedule with eight communities served per

year or a second option to hold 12 events per year at the DOCs with two Rover events at each DOC except South Burlington; Staff is recommending the second option. Josh Estey mentioned that the change in schedule was primarily about reallocating staff to where the need is.

Tim Moran asked how much each Rover event costs. Josh Estey said a reduction in the number of Rover visits means a reduction in costs but given that the District has seen an increase in trips to the Depot the reduction in cost would be minimal and didn't really factor into the schedule discussion.

Bert Lindholm spoke in support of the two-year rotating schedule. There is a need for each town to have the Rover.

Bryn Oakleaf requested participation numbers for each town. Staff will provide the information. Josh Estey said overall there is a 24% decrease since 2014 in Rover event attendance and a 25% increase in Depot trips in the same time period.

Following further discussion Michelle DaVia made the recommendation to try the staff recommended Option 2 for a year then evaluate the results and there was general agreement. Bryn Oakleaf cautioned making this change too soon, suggesting that the District wait until the new fiscal year and urged doing education/outreach on the change in schedule prior to implementation. Duncan Galbraith mentioned people in Bolton often miss the Rover event. Josh Estey pointed out with Option 2 people will have more than one opportunity to visit the Rover at a DOC.

8. EXECUTIVE SESSION: Personnel & Ongoing/Pending Litigation
MOTION by Alan Nye, SECOND by Lynn Gardner, that the CSWD Board of Commissioners go into Executive Session to discuss personnel and legal matters where premature public knowledge would place CSWD and its member municipalities and other public bodies or persons involved at a substantial disadvantage, and to permit CSWD staff and legal counsel to be present for the session. VOTING: unanimous; motion carried.

Executive Session was convened at 7:20 PM.

MOTION by Alan Nye, SECOND by Lynn Gardner, to adjourn Executive Session. VOTING: unanimous; motion carried.

Executive Session was adjourned at 8:30 PM.

9. ADJOURNMENT
MOTION by Alan Nye, SECOND by Lynn Gardner, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:30 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 02/26/2020 meeting held in Williston.

Amy Jewell, Secretary