

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

Date: Wednesday, January 25, 2023
Time: 6:00 P.M.
Place: ZOOM MEETING INSTRUCTIONS

IMPORTANT:

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, are asked to preregister online using the link below. Following the meeting a recording will be available upon request.

You are invited to a Zoom webinar.

When: Jan 25, 2023 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_gJzKhMOySvmG96FxEzjC-g

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.

CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING

Date: Wednesday, January 25, 2023
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**
 - 3.1 Minutes of December 21, 2022 and December 28, 2022 (page 3)
 - 3.2 Program Updates (page 8)
 - 3.3 Executive Director Update (page 19)
 - 3.4 Finance – Warrant, Cash Investment and Reserve Balances as of 12/31/2022 (page 20)
 - 3.5 Investment Policy Revisions (page 22) Type text here
4. (E) **Administrative Office – Construction Renovation Contract** (page 23) (6:05 p.m.)
Board Action Requested: Approve Contract
5. (E) **Executive Session - Williston Water Line & MRF Contract Discussion** (6:25 p.m.)
6. **Other Business** (7:15 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.

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT
ZOOM MEETING/Williston Town Hall
December 21, 2022 – Regular Meeting**

PRESENT**BOARD MEMBERS:**

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	-----
Essex	Alan Nye
Essex Junction	Alan Nye
Hinesburg	Rick McCraw
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	Henry Bonges
Richmond	-----
Shelburne	-----
So. Burlington	Paul Stabler
	Allison Lazarz, alt.
Underhill	Paul Ruess
	Dan Steinbauer, alt
Westford	Katie Frederick
Williston	-----
Winooski	Bryn Oakleaf
	Ron Stotyn, alt.

STAFF:

Sarah Reeves	Michele Morris
Amy Jewell	Nola Ricci
Jen Holliday	Josh Tyler

OTHERS PRESENT:

Thomas Melloni, Esq.

AGENDA:

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Other Business
5. Administrative Office
6. Executive Session
7. Memorandum of Understanding

1. CALL TO ORDER and AGENDA Chair Paul Ruess called the meeting to order at 6:04 pm. S. Reeves notes a change she needs to make to the Executive Director update and suggests removing Agenda Item # “5. Administrative Building”. This project will be going out to bid, so no action needed now. It was proposed by H. Bonges, Representative from Milton to include a discussion on furniture deconstruction on the agenda. This will be discussed under Other Business.

2. PUBLIC COMMENT PERIOD - No discussion.

3. Consent Agenda – Accepted as presented. S. Reeves presents change to ‘Executive Director’ update, item regarding EPA grant is updated to note the grant extension due date was extended to February 15th.

4. Other Business - It was proposed by H. Bonges, Representative from Milton to include a discussion on furniture deconstruction on the agenda. H. Bonges presented his interest in pursuing opportunities for furniture deconstruction and opened a conversation regarding present difficulties recycling furniture and opportunities for further furniture recycling. Possible solutions include possible pilot programs of deconstruction into recyclable parts of furniture at the MRF, after the building has been decommissioned. L. Nulty notes her interest in the idea, asks for any solid waste districts currently doing furniture deconstruction. S. Reeves notes she is not aware of any districts doing deconstruction, as there is concern regarding space, but also notes specific programs like Sleep Well or the ARCC mattress recycling are providing similar services. Discussion of difficulties with recyclable materials markets is also held. P. Ruess asks if there is a volume or percentage of furniture recyclables that come through the Drop-Off Centers; this number is not readily available but could be found in the state report. R. McGraw notes that this conversation encourages a start of the new use of the old MRF building, which is added to the agenda for March/ April 2023.

5. Executive Session

MOTION BY P. Stabler , SECOND by A. Nye, to move that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations in regard to the City of Burlington Flynn Avenue property and the MRF Casella 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 attorney to be present for this session. VOTING: unanimous; motion carried to enter Executive Session at 6:20 p.m.

MOTION by A. Nye, Second by L. Nulty to exit Executive Session and reconvene the regular meeting. VOTING: unanimous; motion carried to exit Executive Session at 8:15 p.m.

8. Memorandum of Understanding

MOTION by P. Stabler, Second by A. Nye that BE IT RESOLVED that the Commissioners authorizes the Executive Director to extend the Memorandum of Understanding with the City

of Burlington to June 30, 2023 and follow the provisions and summary terms as presented by city Department of Public Works Director Chapin Spencer in his memo to the Burlington City Council, dated December 5, 2022. VOTING: unanimous; L. Perry abstains. Motion carries.

9. ADJOURNMENT

MOTION by L. Nulty, Second by B. Oakleaf to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 8:20 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.

Secretary

Amy Jewell,

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT
ZOOM MEETING/Williston Town Hall
December 28, 2022 – Special Meeting**

PRESENT**BOARD MEMBERS:**

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	-----
Essex Junction	-----
Hinesburg	Rick McCraw
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	-----
Richmond	-----
Shelburne	-----
So. Burlington	Paul Stabler
	Allison Lazarz, alt.
Underhill	Paul Ruess
Westford	Katie Frederick
Williston	-----
Winooski	-----

STAFF:

Sarah Reeves
Amy Jewell
Jen Holliday
Nola Ricci

OTHERS PRESENT:

Thomas Melloni, Esq.

AGENDA:

1. Agenda
2. Public Comment Period
3. Executive Session
4. Adjourn

1. **CALL TO ORDER and AGENDA** Chair Paul Ruess called the meeting to order at 6:12 pm.
2. **PUBLIC COMMENT PERIOD** - No discussion.
3. **Executive Session**

MOTION BY P. Stabler , SECOND by K. Frederick, to move that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss the MRF Contract with Casella, 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 attorney to be present for this session. VOTING: unanimous; motion carried to enter Executive Session at 6:12 p.m.

MOTION by P. Stabler, Second by L. Nulty to exit Executive Session and reconvene the regular meeting. VOTING: unanimous; motion carried to exit Executive Session at 6:30 p.m.

4. Materials Recovery Facility Contract

MOTION by K. Spencer, Second by L.Nulty that the Board of Commissioners approve the amendment for the MRF Operating Agreement to extend the term for three months and authorize the Executive Director to execute the agreement. VOTING: unanimous; Motion carries.

P. Stabler requested that an update regarding the outcome be provided to the Board when available.

5. ADJOURNMENT

MOTION by P.Stabler, Second by K. Spencer to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:35 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: January 19, 2023

Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon) –

December data is not yet finalized. As of the end of November, from a budget perspective, the first three months of FY23 is 3.0% above projected revenues. FY23 revenue is 1.8% higher than the same period in FY22. Please refer to accompanying charts.

- Organics Diversion Facility (Dan) –

- Monthly billable food scraps for December totaled 300.4 tons. This is 12% below the previous month and 6% below the FY22 average. It brings the fiscal year to date total to 2,204 tons – 5% or 123 tons below budgeted projections.
- Work is quickly nearing completion on the new ODF office and scale house at 860 Redmond Rd. Staff will slowly begin transferring the office over the 2nd half of January with the intent on fully occupying the space by mid-February. There are some final details that will need to be completed in spring, but it should be functional as an office for the remainder of the winter.
- After many months of delay, the new Doppstadt trommel screener arrived at the end of December. In its initial few weeks of use it has proven to be very effective at its main purpose - removing film plastic early in the process. This will result in a substantially cleaner finished product at the point of final screening. Many of the other planned uses anticipated for this past fall will have to wait until weather warms in the spring.
- Dan will be representing CSWD at the US Composting Council conference in Ontario, CA in late January.

- Materials Recovery Facility (Josh)

- YTD average monthly inbound single stream material: 3,629 tons
- YTD average monthly marketed material: 2,893 tons
- 12-month, average commodity revenue (ACR): \$109.22/ton
- All data includes PGA tons and costs

- **Marketing & Communications (Alise/Michele) –**
 - The 12 Days of Disposal social media campaign is complete. Facebook showed the most engagement while Instagram showed an encouraging increase from past posts. This campaign’s learnings will be incorporated into future social campaigns as we are focusing on increasing our following and reach.
 - A new, more streamlined Annual Report will be distributed to CSWD member town and city legislative bodies and posted on our website by February 1.
 - We are negotiating final contract terms with a Burlington-based firm for the Phase 2 work of our new website—the actual build-out of the site.
 - CSWD has been transitioning away from promoting the CSWD Hotline number (x8111) and using the main x8100 number on new materials since late 2021 as part of our efforts to be more efficient and streamline duties. We are now notifying the public across Chittenden County and Vermont via numerous channels to let them know that the -8111 number will be going away in March. We will continue to provide the same excellent level of customer service and responsiveness that has been a hallmark of CSWD for 30 years, just more efficiently via one main phone line—802-872-8100.

Media Mentions – Dec/Jan

1.6.2023 – Burlington Free Press How to get rid of your Christmas tree
12.28.2022 – WCAX Is wrapping paper recyclable?
12.23.2022 – WCAX Is that trash or recycling?

- **Outreach:** Team Outreach is going back to basics and focusing our energy on field visits, school workshops and community presentations. We already have our sights set on Earth Week (April 16-22, 2-23). We have compiled a team to create a comprehensive campaign that will cross all of our outreach efforts: businesses, schools, community and social media. We are working closely with Marketing and Communications to ensure this is a creative and educational endeavor. Stay tuned!!
- **Legislative Initiatives (Jen) –** The legislative session kicked off on January 3rd and bills have slowly been popping out as legislators get oriented, many for the first time. On January 19th I provided testimony to the House Committee on Environment and Energy to give an introduction/overview of CSWD in preparation for the committee taking up solid waste related bills. They will be taking up two solid waste related bills next week: Expansion of the bottle bill (bill not introduced) and [H.67](#) Extended Producer Responsibility for Household Hazardous Waste. I have been invited to speak to the committee next week on Household Hazardous Waste and H.67. Other solid waste related bills that have been introduced are included in the attachment.

Vermont 2023/2024 Solid Waste Related Bills

Year	Bill	Sponsors	Originating Committee	Bill Statement of Purpose	Status	Action
HOUSE						
2023	H48	Rep. Katherine Sims; Rep. Woodman Page; Rep. Brian Smith; Rep. Carol Ode ; Rep. David Templeman; Rep. Heather Surprenant; Rep. Kristi Morris; Rep. Larry Labor; Rep. Leslie Goldman; Rep. Lisa Hango; Rep. R. Scott Campbell; Rep. Robert "Bobby" Farlice-Rubio; Rep. Scott Beck; Rep. Terri Williams	House Committee on Environment and Energy	An Act Related to Solid Waste Management: The bill proposes to establish a Landfill Siting Commission to evaluate and identify a new site for the location and operation of a landfill in the State. This bill also proposes to establish the Vermont Materials Management Council to assist the Secretary of Natural Resources in the long-term management of solid waste in the State. In addition, the bill proposes to ban from landfill disposal in the State landfill leachate, septage, or sludge that is generated by a facility that lacks a certification from the Secretary of Natural Resources or lacks approval from the Secretary of Natural Resources for disposal at a landfill. The bill also proposes to establish a Landfill Closure and Planning Account in the Waste Management Assistance Fund to be used by the Secretary of Natural Resources to close existing landfills, plan for new landfills, and remediate contamination caused by landfills in the State. The Landfill Closure and Planning Account would be funded by increases on the tax on solid waste facilities and an increase on the tax on hazardous waste.	Status:Read First Time and referred to the Committee on Environment and Energy (01/12/23)	
2023	H.50	Rep. Dane Whitman; Rep. Katherine "Kari" Dolan; Rep. Amy Sheldon; Rep. Carol Ode ; Rep. Trevor Squirrel	House Committee on Environment and Energy	An Act Relating To Prohibiting The Labeling Of Consumer Products That Contain Pfas As Compostable: This bill proposes to prohibit the sale, offer for sale, or distribution of a consumer product in the State that has a total organic fluorine concentration of greater than 100 parts per million.		
2023	H.67	Rep Kari Dolan; Rep. Carol Ode ; Rep Amy Sheldon; Rep Gabrielle Stebbins	House Committee on Environment and Energy	An act relating to household products containing hazardous substances: This bill would require that manufacturers of household products containing a hazardous substance participate in a stewardship organization and implement a plan to collect household products containing a hazardous substance free of charge to the public.		

SENATE

CHITTENDEN SOLID WASTE DISTRICT

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

Month	Total Tons per Month			
	FY 22 tons	FY 23 tons	Tons Diff.	% Diff
Jul	11,558	10,630	-928	-8.0%
Aug	11,729	12,808	1,079	9.2%
Sep	11,236	11,650	414	3.7%
Oct	11,289	11,126	-162	-1.4%
Nov	10,428	10,846	417	4.0%
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
Total Tons YTD	56,240	57,060	820	1.5%
Mgmnt Fee \$ YTD	\$1,518,484	\$1,540,633	\$22,149	1.5%

	Tons	\$
FY 23 Budget	125,250	\$3,381,750
FY 23 Actual YTD	57,060	\$1,540,633
Difference	-68,190	(\$1,841,117)
FY 23 Actual % YTD vs Budget %	45.6%	
YTD % of Months	41.7%	

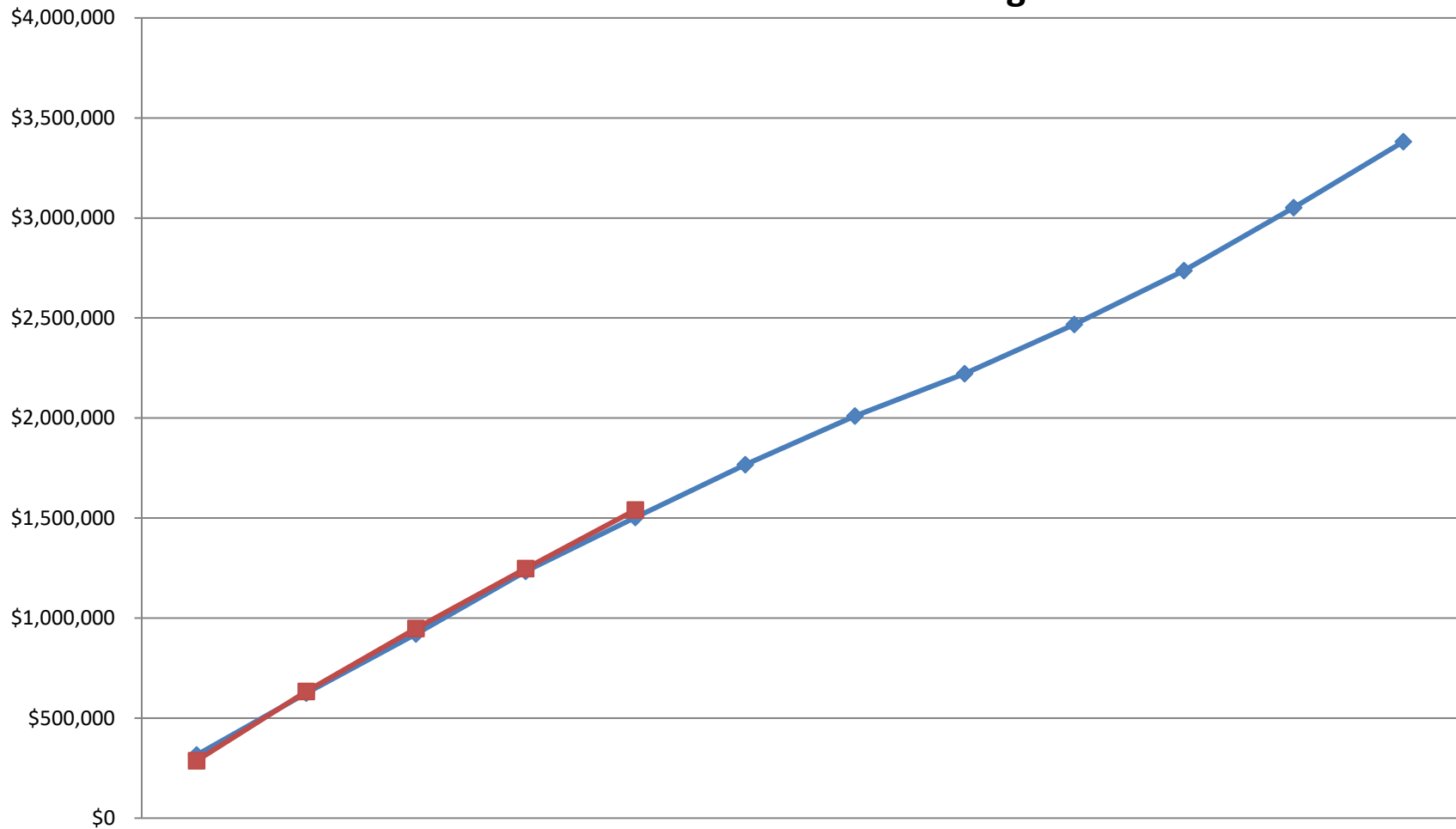
Chittenden Solid Waste District
Solid Waste Management Fee FY 23 (Budget versus Actual)

Time	Tons	\$/Ton	\$
FY 23 Budget	125,250	\$27.00	\$3,381,750

\$	Budget \$			Actual		Difference		% of YTD Budget
	Percent	\$ per month	\$ YTD	\$ per month	\$ YTD	\$ per month	\$ YTD	
Jul-22	9.3%	\$315,360	\$315,360	\$287,004	\$287,004	(\$28,356)	-\$28,356	91.0%
Aug-22	9.1%	\$309,307	\$624,667	\$345,828	\$632,832	\$36,521	\$8,165	101.3%
Sep-22	8.8%	\$296,148	\$920,815	\$314,558	\$947,389	\$18,410	\$26,575	102.9%
Oct-22	9.2%	\$312,149	\$1,232,964	\$300,415	\$1,247,804	(\$11,735)	\$14,840	101.2%
Nov-22	8.0%	\$270,445	\$1,503,409	\$292,829	\$1,540,633	\$22,384	\$37,224	102.5%
Dec-22	7.8%	\$263,009	\$1,766,418					
Jan-23	7.2%	\$244,193	\$2,010,611					
Feb-23	6.3%	\$211,395	\$2,222,006					
Mar-23	7.3%	\$245,915	\$2,467,921					
Apr-23	8.0%	\$269,435	\$2,737,356					
May-23	9.3%	\$314,251	\$3,051,607					
Jun-23	9.8%	\$330,143	\$3,381,750					

TONS	Budget Tons			Actual		Difference	
	Percent	Monthly Tons	Tons YTD	Tons per month	Tons YTD	Tons per month	Tons YTD
Jul-22	9.3%	11,680	11,680	10,630	10,630	(1,050)	(1,050)
Aug-22	18.5%	11,456	23,136	12,808	23,438	1,353	302
Sep-22	27.2%	10,968	34,104	11,650	35,088	682	984
Oct-22	36.5%	11,561	45,665	11,126	46,215	(435)	550
Nov-22	44.5%	10,016	55,682	10,846	57,060	829	1,379
Dec-22	52.2%	9,741	65,423				
Jan-23	59.5%	9,044	74,467				
Feb-23	65.7%	7,829	82,297				
Mar-23	73.0%	9,108	91,404				
Apr-23	80.9%	9,979	101,384				
May-23	90.2%	11,639	113,022				
Jun-23	100.0%	12,228	125,250				

CSWD - Solid Waste Management Fee Revenues Year-To-Date - FY 23 Actual v. FY 23 Budget



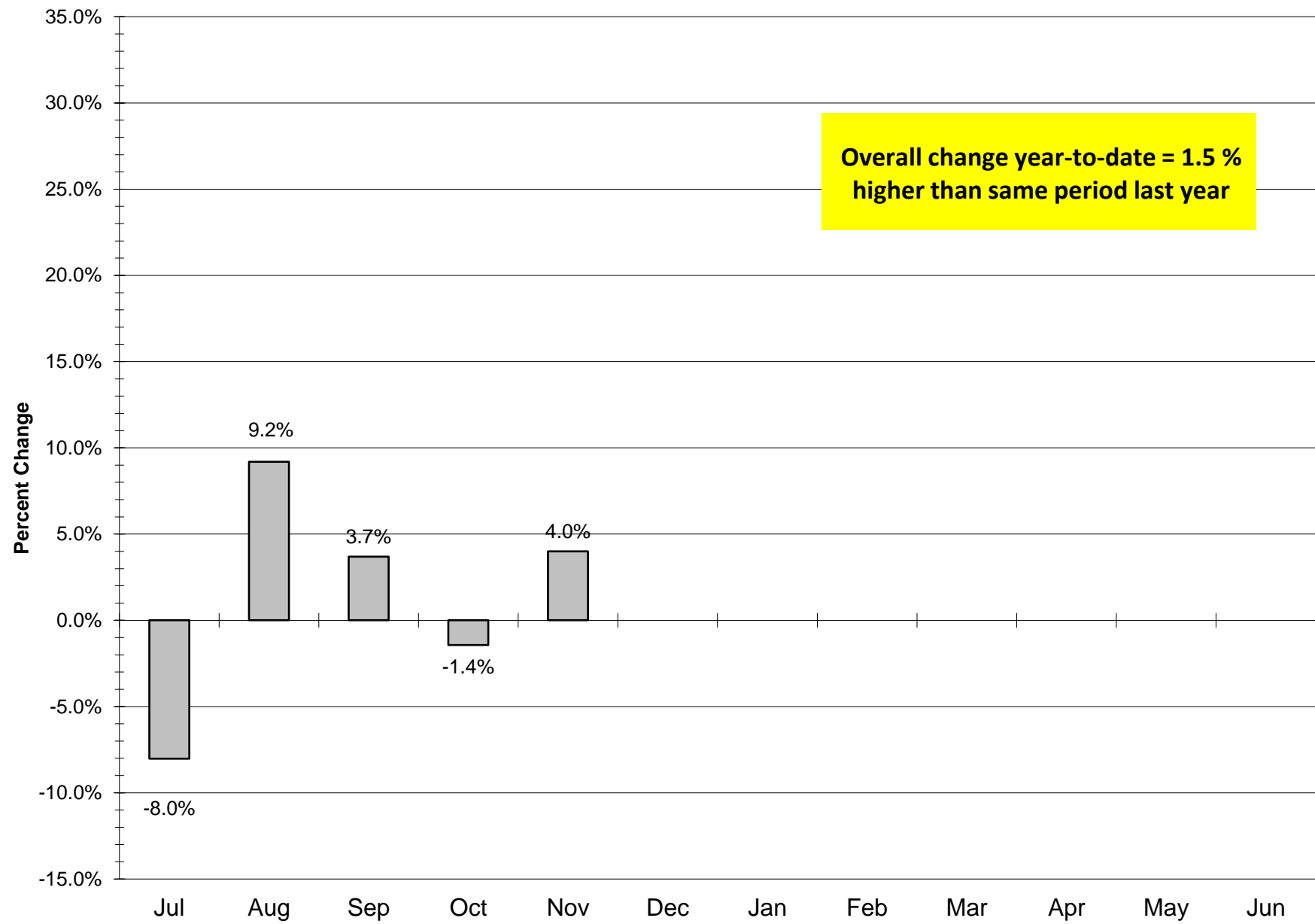
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
—◆— Budget	\$315,360	\$624,667	\$920,815	\$1,232,964	\$1,503,409	\$1,766,418	\$2,010,611	\$2,222,006	\$2,467,921	\$2,737,356	\$3,051,607	\$3,381,750
—■— Actual	\$287,004	\$632,832	\$947,389	\$1,247,804	\$1,540,633							

CHITTENDEN SOLID WASTE DISTRICT

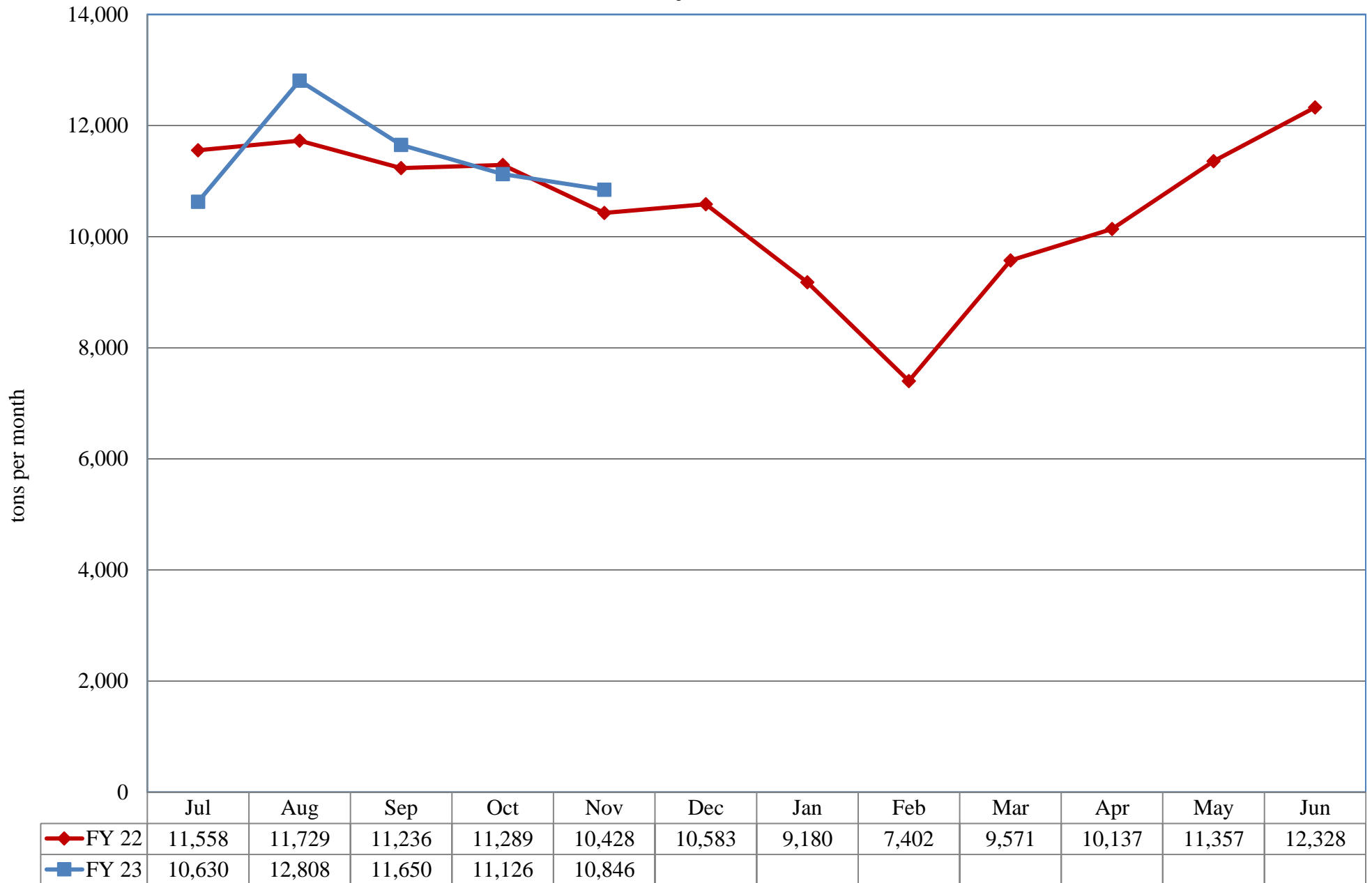
SWMF Tons Refuse Disposed per Operating Weekday

Month	FY 22			FY 23			Difference FY 23 vs FY 22			
	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Tons/Day Tons	Tons/Day %
Jul	11,558	21	550.4	10,630	20	531.5	-928	-1	-18.9	-3.4%
Aug	11,729	22	533.2	12,808	23	556.9	1,079	1	23.7	4.5%
Sep	11,236	21	535.0	11,650	21	554.8	414	0	19.7	3.7%
Oct	11,289	21	537.6	11,126	21	529.8	-162	0	-7.7	-1.4%
Nov	10,428	22	474.0	10,846	22	493.0	417	0	19.0	4.0%
Dec	0	23	0.0		22					
Jan	0	21	0.0		22					
Feb	0	20	0.0		20					
Mar	0	23	0.0		23					
Apr	0	21	0.0		20					
May	0	21	0.0		22					
Jun	0	22	0.0		22					
Total	56,240	258		57,060	258		820	0		
Average			218.0			221.2			3.2	1.5%

Difference in SWMF Tons Per Month Disposed
FY23 versus FY22

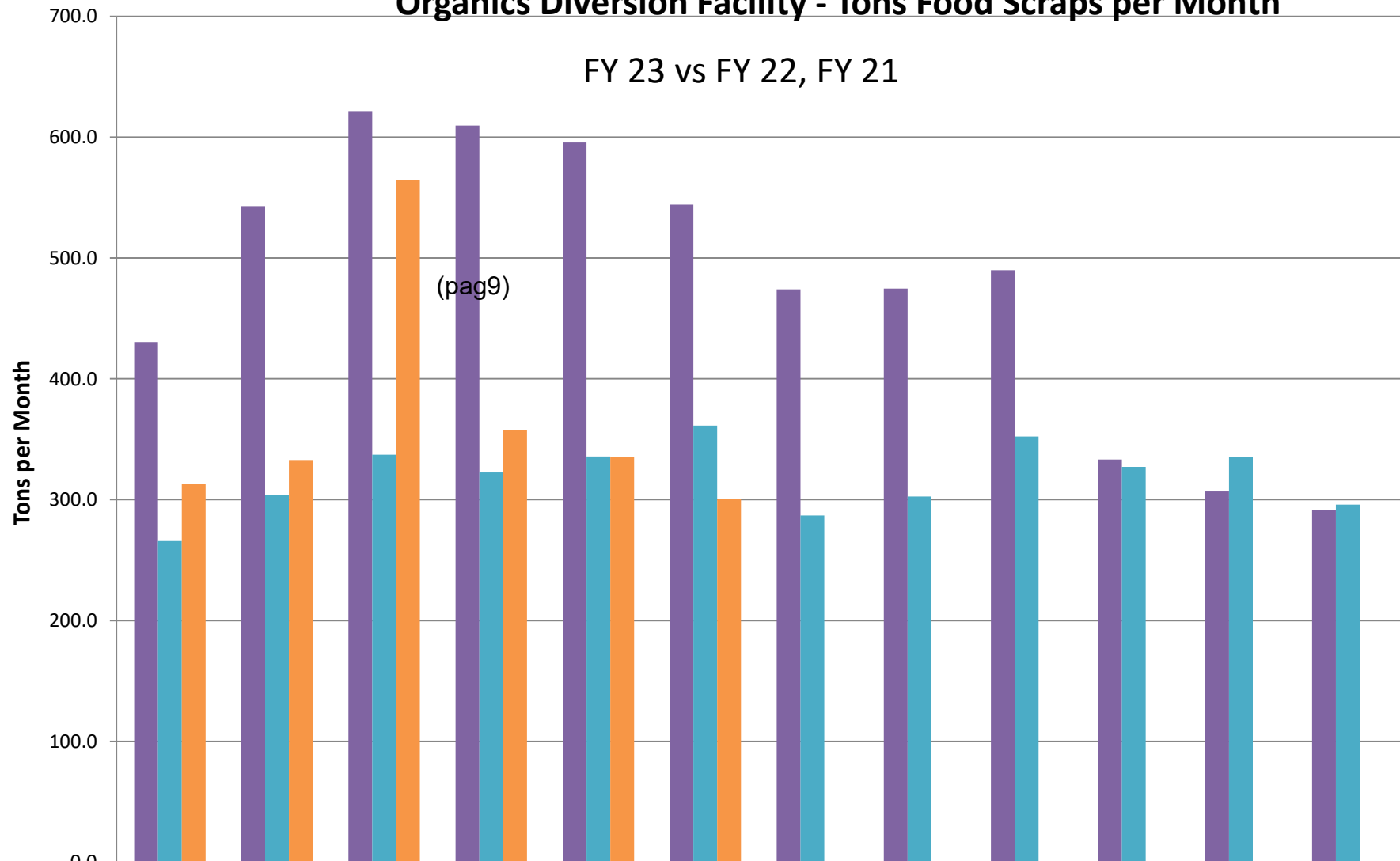


CSWD - SWMF Tons Trash per Month - FY 23 v. FY 22



Organics Diversion Facility - Tons Food Scraps per Month

FY 23 vs FY 22, FY 21

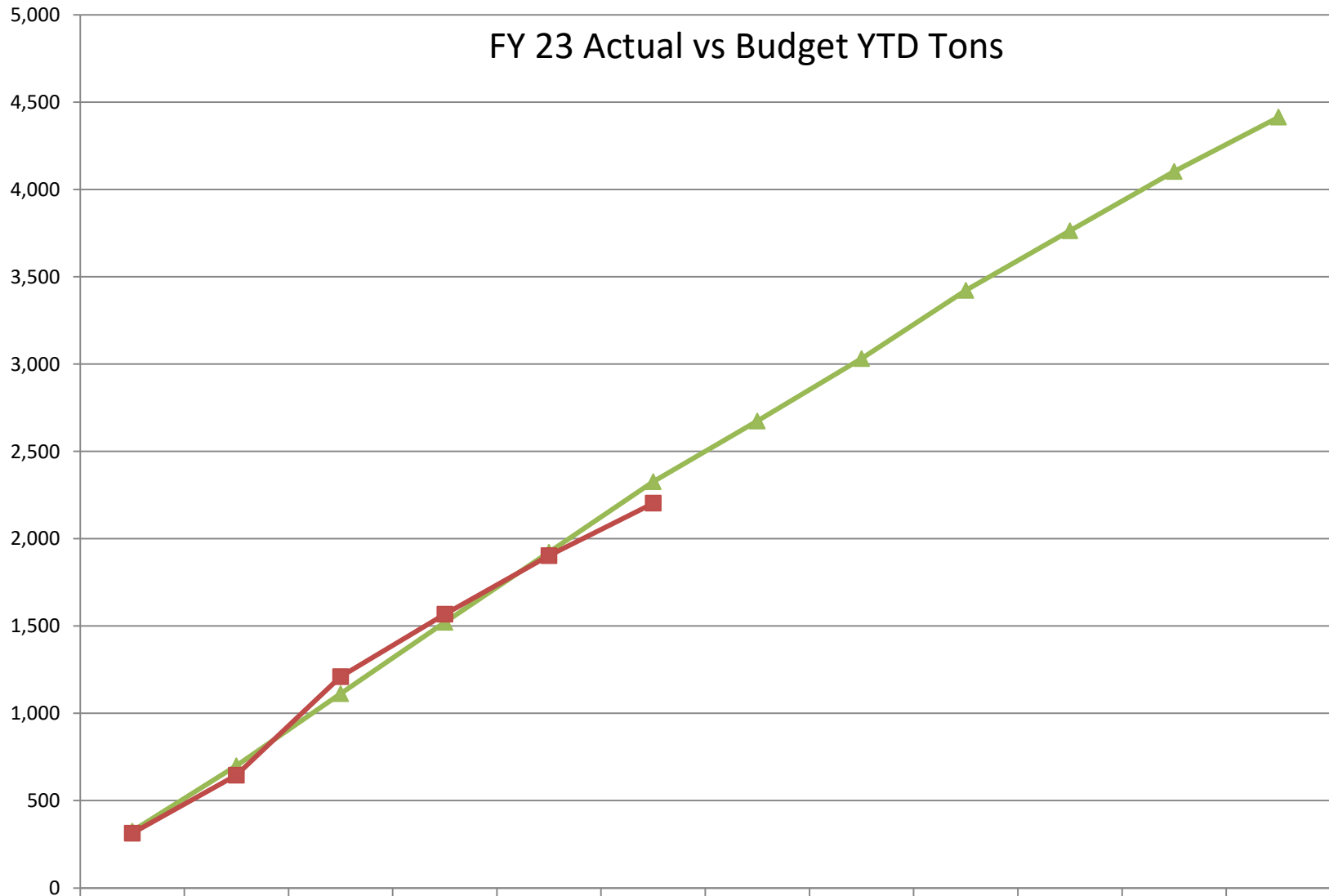


	1	2	3	4	5	6	7	8	9	10	11	12
FY21	430.4	542.9	621.5	609.6	595.6	544.3	474.0	474.8	489.9	333.1	306.9	291.6
FY22	265.7	303.7	337.2	322.5	335.7	361.3	286.9	302.5	352.2	327.2	335.4	296.0
FY 23	313.1	332.7	564.4	357.4	335.6	300.4						

Organics Diversion Facility - Incoming Food Scraps

FY 23 Actual vs Budget YTD Tons

Cumulative Year-to-Date Tons



— FY 23 Budget

— FY 23

#3.3

MEMORANDUM

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: January 20, 2023
RE: Executive Director Update

December 15 - PRESENT

- **MRF FUNDING -BOND:** I submitted an application on behalf of the District to the Vt Municipal Bond Bank for an initial loan of \$10M. They are in the process of seeking the best rates for the projects in the winter pool. This loan will be used to pay the first two installments of the MRF equipment procurement.
- **MRF FUNDING – GRANT:** I submitted our application for grant funding to The Recycling Partnership. We are asking for \$450,000 to fund the polypropylene sorting line (cost \$455,000).
- **MRF FUNDING - FEDERAL:** We are working on the grant application to the EPA. The application deadline is February 15, 2023. We intend to apply for a maximum grant award of \$4,000,000 and apply any awarded funds against the cost of the building construction.
- **FY24 BUDGET MEETINGS:** Due to the efficient work of the CSWD team and the Finance Committee, it is anticipated that we will bring the FY24 Budget to the Board in February for authorization to submit to CSWD’s member cities and towns for approval. Should the Board authorize the budget to the members, we will need to schedule my budget presentations during March and April. Amy Jewell has emailed the clerks that we’ll most likely be early this year.

January 2023 Meeting Schedule

- Finance Committee meeting, 1/24/23; FY24 Budget
- Board meeting, 1/25/23
- Finance Committee meeting, 2/1/23; FY24 Budget
- CSWD Safety training, 1/31 – 2/1/23
- Possible mid-month Board meeting for contract approval and authorization to enter into a loan agreement with the Vt Municipal Bond Bank
- Executive Board meeting, 2/13/23
- Board meeting, 2/22/23

To: Board of Commissioners
From: Nola Ricci, Director of Finance
Date: January 18, 2023
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
12/13/2022	\$648,338.52
11/29/2022	\$497,537.42

Reserve balances indicate how much of that cash has been assigned or committed for a particular purpose.

As of December 31, 2022, Assigned Reserve balances are as follows:

Landfill Post Closure	\$ 541,943.36
Facility Closure	\$ 1,464,178.31
Capital Reserves	\$ 10,490,751.09
Biosolids Reserve	\$ 288,848.68
Community Clean Up	\$ 89,414.87
Solid Waste Reserve	\$ 1,000,000.00
<u>Operating Reserve</u>	<u>\$ 1,750,000.00</u>
Total Designated:	\$ 15,625,136.31

As of December 31, 2022

Cash & Cash Equivalent:	\$ 16,332,770.10
Cash available for current liabilities	\$ 707,633.79
Current Liabilities:	\$ 284,970.92



ADMINISTRATIVE OFFICE

1021 Redmond Road

Williston, VT 05495

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

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

Bolton	\$ 0
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	1,914.87

#3.5

TO: Board of Commissioners
FROM: Sarah Reeves, Executive Director
Nola Ricci, Finance Director
DATE: January 20, 2023
RE: Change to Investment Policy

The Investment Committee (comprised of members of the Finance Committee) met on December 14, 2022 and heard from representatives of M&T Bank (our primary banking institution, formerly People's Bank). The committee and staff are interested in options for generating revenue from our cash reserves, specifically from interest-bearing accounts and/or products or processes designed for municipal customers. The main option discussed was short term Treasury Bills which would allow the District to realize a better return on our cash reserves (currently housed in money market accounts) and maintain cash liquidity. The Investment Policy states that investments can only be in Permitted Investments and within the guidelines of safety of principal and maintenance of sufficient liquidity.

The Investment Policy establishes that the Investment Committee is responsible for *"review of the investment portfolio and making decisions regarding reinvestment of available funds, subject to policy guidelines. Portfolio changes will take place as necessary in order to achieve investment objectives; approved changes will be communicated to professional Investment Manager for execution."*

CSWD does not currently employ or contract with a professional Investment Manager. The District is not required to retain an Investment Manager, but may choose to do so if it deems it necessary. The policy is silent on who shall execute the direction established by the Investment Committee in the absence of an Investment Manager.

From Atty Melloni, in response to questions posed by Chair Ruess: *"In general, I think that when the Board establishes a clear policy, then the Management of the District – i.e. the Executive Director - has the authority to act within that designation of policy authorization... it would be wise to update the Policy to address what happens if the District does not have an Investment manager and perhaps clarify what authority the Executive Director has with respect to reinvesting of funds."*

Recommendation from Executive Director and Finance Director:

- Amend the Investment Policy to authorize the Executive Director and Finance Director, in the absence of a professional Investment Manager and working jointly, to carry out the recommendations of the Investment Committee regarding investment objectives.

Be it Resolved that the District Investment Policy is amended to authorize the Executive Director and Director of Finance to execute the decisions of the Investment Committee regarding investment and reinvestment of District funds, subject to policy guidelines.

TO: Board of Commissioners
FROM: Sarah Reeves, Executive Director
Josh Tyler, Director of Operations
DATE: January 20, 2023
RE: **Administrative Office Space Final Fit-Up Cost**

February 23, 2022 the Board authorized the Executive Director to enter into a contractual agreement with Freeman French Freeman Architects (FFF) for the design services for a new Administrative Building at an amount not to exceed \$152,800. When the cost of a new build was identified to be significantly outside of the budgeted capital amount (estimated \$4,500,000), staff pivoted to identifying lease space. Through significant investigation staff selected 19 Gregory Drive, South Burlington, as an optimal leasing option. At the October 18, 2022, Board meeting, the Board approved the Executive Director to enter into a lease agreement with the City of South Burlington to lease 6,680 square feet of interior building space on the second floor of 19 Gregory Drive, South Burlington. Please refer to the memos dated February 23, 2022, August 8, 2022, September 27, 2022, and October 18, 2022, for additional details regarding this project.

Using the existing FFF contract, District staff directed FFF to develop a fit-up layout for 19 Gregory Drive. The fit-up includes two new meeting spaces, three new offices, a small break room, and subdividing existing offices into smaller spaces to accommodate staffing needs. Sarah Reeves, Amy Jewell, and Josh Tyler have co-managed the design and construction planning to date to minimize costs of project fit up.

Staff released RFB No. 20221222: CSWD Administrative Office Fit Up to eight local contractors and posted on the Vermont Business Registry and Bid System. The RFB requested that qualified respondents bid the Administrative office Fit up and minor construction. The following responses were received from three contractors:

RFB No. 20221222	
Respondent	Project Cost
Opus Corporation	\$202,068
Lovejoy Building and Remodeling, Inc.	\$236,780
Farrington Construction	\$240,720
Millbrook Building and Remodeling, Inc.	\$330,000

The low bidder, Opus Corporation, has been selected as the as the winning bid, contingent upon Board approval. Staff have coordinated with Opus Corporation through site visits, and phone conversation to verify that the District timeframe and fit-up needs will be met. Prior to bidding, staff verified that all existing data and power outlets are viable and identified that a new electrical sub panel will need to be added to the interior of the office space to accommodate new offices and conference room construction. Staff is recommending that a 10% contingency be added to the project as some walls will need to be opened up for new construction. This contingency request is lower than usual as the overall project is relatively simple. The required occupancy timeline is March 10th.

For comparison purposes and as a reminder FFF estimated new-build construction costs for an approximately 8,600 square foot (SF) building to be \$384/SF. Renovating 1021 Redmond Rd. had an initial estimate of \$500,000, at a cost of \$350/SF (this estimate may be low as it was not pursued beyond the initial). Similar interior office space fit-up work for a different FFF client came in this year at \$106/SF for approximately 7,000 SF office space and estimates of standard office fit ups are around \$95 - \$110/SF. The combined cost of FFF to date, with included minimal construction management, data verification and server room updates, and bid estimate with contingency equals a fit-up costs for 19 Gregory Drive at \$41/SF.

We will be taking as much furniture with us as is practicable in order to minimize additional spending. Approximately \$115,000 of the initial FFF contract will not be spent and will remain in the Capital Reserve.

Be it Resolved that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Opus Corporation, Westford, Vermont, for construction fit up costs associated with the District's leased property at 19 Gregory Drive, South Burlington, for a contract amount not to exceed \$222,275.