



ADMINISTRATIVE OFFICE

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

Date: Wednesday, March 27, 2024
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.

Hi there,

You are invited to a Zoom webinar.

When: Mar 27, 2024 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_jaRfZrWeRdarJ054gsolHA

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, March 27, 2024

Time: 6:00 P.M.

Place: **Hybrid Meeting - ZOOM Meeting or In-Person at CSWD Administrative Office**
19 Gregory Drive, South Burlington

*** (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 January 24 (Public Hearing) and February 28, 2024 (page 3)
 - 3.2 Program Updates (page 7)
 - 3.3 Finance – Warrant, Cash Investment and Reserve Balances (page 19)
 - 3.4 Financials – Quarter 2 (page 21)
4. (E) **Solid Waste Management Ordinance** (page 27) (6:10 p.m.)

Board Action Requested: Approve staff to initiate public comment period Type text here
5. (E) **FY 25 Budget Adoption** - Approve FY 25 Operating & Capital Budget (6:40 p.m.)

Board Action Requested: Approve Budget
6. (E) **Organics Recycling Facility – Contamination Policy – Discussion Only** (7:15 p.m.)
(page 28)
7. **Executive Session – Burlington & Williston Property Updates** (7:35 p.m.)
8. **Other Business** (7:45 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
IN-PERSON/ZOOM MEETING
January 24, 2024 – Public Hearing

PRESENT

BOARD MEMBERS:

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	Alan Nye
Essex Junction	Mike Sullivan
Hinesburg	-----
Huntington	-----
Jericho	Leslie Nulty
	Tom Joslin, alt.
Milton	Henry Bonges
Richmond	Andrew French
Shelburne	Margy Wiener
	Matt Lawless, alt.
So. Burlington	Paul Stabler
	Allison Lazarz, alt.
St. George	Jaymi Cleland
Underhill	Paul Ruess
Westford	-----
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf
	Rachel Kennedy, alt.

STAFF: Sarah Reeves, Amy Jewell, Jen Holliday, Josh Estey

OTHERS PRESENT: Thomas Melloni, Staff Attorney

AGENDA:

1. Agenda
 2. Public Comment Period
 3. Public Hearing
-

1. **CALL TO ORDER and AGENDA** - Chair Paul Ruess called the meeting to order at 6:00 p.m.
2. **PUBLIC COMMENT PERIOD** – No members of the public present.
3. **PUBLIC HEARING** – S. Reeves stated this public hearing was the for the members of the public to ask questions on the FY 25 Preliminary Budget. No members of the public were present.

Meeting adjourned at 6:05 p.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 South Burlington.

Amy Jewell, Secretary

Draft

**CHITTENDEN SOLID WASTE DISTRICT
IN-PERSON/ZOOM MEETING
February 28, 2024 - 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	Henry Bonges
Richmond	
Shelburne	Margy Wiener
	Matt Lawless, alt.
So. Burlington	-----
St. George	-----
Underhill	Paul Ruess
Westford	-----
Williston	Caylin McCamp, alt.
Winooski	Bryn Oakleaf
	Rachel Kennedy, alt.

STAFF: Sarah Reeves, Amy Jewell, Jen Holliday, Josh Estey, Brian Mital

OTHERS PRESENT: None

AGENDA:

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Solid Waste Management Fee
5. Other Business

1. **CALL TO ORDER and AGENDA** - Chair Paul Ruess called the meeting to order at 6:00 p.m.

2. **PUBLIC COMMENT PERIOD** – No public present.

3. **CONSENT AGENDA** – Accepted as presented.

4. **Solid Waste Management Fee** – S. Reeves shared a PowerPoint presentation on the solid waste management fee (SWMF). She explained that this is used to fund District activities, including fully funding admin, finance, compliance, and safety, outreach and communications, IT, and maintenance and roll-off. The fee is administrative and charged on per ton on all Chittenden County trash sent to a landfill. The fee established in

in 1993 was \$17.61/ton, increased to \$22/ton and is currently \$27/ton, with a proposed \$30/ton fee in FY 25. She explained that this fee is authorized in CSWD's Charter and the specific per ton fee is laid out in CSWD's Ordinance. She reviewed a chart showing the percentage breakdown of where the SWMF is used across programs. She noted that excess revenue from the SWMF is now set up to go to reserves and a waterfall reserve process is in place, so once the first reserve maximum is met, it falls to the next designated fund and so on. She said that all generators of waste pay the fee, which is incorporated into haulers' bills. Haulers are charged that fee at either the landfill or the transfer station. CSWD pays the fee for all material brought to the transfer station from DOCs, ORF, and the Depot. Casella pays the fee for MRF residue as part of their facility operating contract. The SWMF revenue is remitted to CSWD each month. She noted that she is researching historical information outlining how the initial fee has been set. We are looking at the needs of the budget and have determined that a \$3 increase is needed to help fund the Closed Landfill Reserve. She noted that the initial fee raised to \$27/ton was estimated to last until FY 18, and we are now just proposing raising it in FY 25. She said that some of this money will be used to increase the reserves, including the need for further funds in the landfill post-closure reserve, because of anticipated increased costs. S. Reeves reviewed sister District fee mechanisms, which include establishing the fee in a district's annual budget. Some districts charge a SWMF only and others have both a SWMF and a per capita fee.

P. Ruess noted that the current SWMF is \$27/ton, which is \$0.135 per pound. He noted that a 30 lb. bag of trash would be about \$0.40 in SWMF. The \$30/ton SWMF would be \$0.45. M. Wiener asked if CSWD changed to a per capita fee if it would be billed through property taxes. S. Reeves said it would. A. Nye noted that CSWD did charge this to member communities for several years in the early 1990's but got away from this model and communities are appreciative.

K. Spencer asked for clarification of the excess money and the waterfall amounts. He noted that post-closure landfill was mentioned but not shown in the FY23 use of fees. S. Reeves said that we can decide where the excess money is directed and previously have not added additional funds to the post-closure reserve but will be designating money there now. The intent is to fund the reserve to \$1,000,000.

C. McCamp asked how much of the increase will be used for the under-funded reserve and if other ways to fund that have been considered. S. Reeves said that in FY23 CSWD added to the reserve with interest from investments, which last year was about \$140,000 but interest rates will decline, and the need continues. S. Reeves noted that we can move money from the undesignated fund for the post-closure landfill reserve if necessary, and unknown expenses related to PFAS is the reason for the increased funding. C. McCamp said that K. Bogasky is unavailable but asked about raising the fee and if it's a long-term fee increase. S. Reeves said that we will be discussing this next month, including how we go about raising the fee, which is currently in the Ordinance. She said that this was a good discussion at the Executive Board.

S. Reeves reviewed the timing for a proposed change to the SWMF, which includes going to the Board in March for approval to hold a public hearing, holding the hearing, and bringing back to the Board for approval in April. The public has 45 days to petition, with an effective change date of July 1.

B. Oakleaf asked that CSWD provide the data point to compare the increase to inflation over that same time period. K. Spencer said that according to the DOL \$27 in 2013 is equal to \$36 in 2024 and the proposed \$30 is significantly less.

S. Reeves reviewed the pros and cons of moving the SWMF out of the Ordinance and into the budgeting process. She noted this would be discussed with the full board in March.

A. Nye said that in 2013, the SWMF Ordinance change meeting was one of the most heavily attended (by the public) meetings and the haulers appreciated that it was not an annual increase, but one that accounted for future years so that they did not have to do annual changes for customers.

L. Nulty said that building in annual increases to the fee disincentivizes staff to decrease costs. CSWD needs to look at incentives to cost management rather than just raising the SWMF each year.

M. Wiener said that 30% of the tonnage going to the landfill is organics and could be diverted and is there a mechanism to further diversion through the SWMF model. S. Reeves said that trash picked up at the curb is charged the SWMF through the hauler's collection fee, regardless of the amount of trash placed in the cart. The customers pay the same rate whether the cart is full or partially full. If CSWD significantly increased the SWMF, it is likely that haulers would pass that increase on to customers. To limit exposure to an increased SWMF, customers could use CSWD's drop-off centers for trash disposal needs and drop off recycling and food scraps at the same time. Diverting as much recycling and organics from the trash stream reduces DOC customers' overall costs to dispose their solid waste.

M. Lawless said that the proposed increase seems reasonable and agrees that sending a stronger social message to reduce tons disposed is also important.

L. Perry noted the SWMF is just one component of the fee, and the tipping fee is the other. S. Reeves also said the State has a separate \$6/ton fee at the landfill that supports grants and other programs.

R. McCraw asked for information on how the increase will be applied to the landfill post-closure fund and when it would have the \$1 million amount in the reserve at \$27/ton and at \$30/ton.

A. Nye said that the tipping fee used to pay for facility-related services and the SWMF was paying for administrative activities, and they have been blended a bit.

P. Ruess asked how frequently the landfill tip fee is changed. S. Reeves said that CSWD has a contract, but Casella, the private company could change it as frequently as they need to. L. Perry noted in the chat that Burlington's disposal fee charges from Casella increased 10% over the last fiscal year. S. Reeves confirmed that CSWD's charges from Casella have also increased by 10%.

Agenda #5. Other Business – A. Nye asked if CSWD receives tonnage reports on C&D from Myers and organics from the Casella depackaging facility. S. Reeves said that we do receive tonnage information from Myers and would check to see if we're receiving that data from Casella.

S. Reeves said that CSWD will be sending wording to commissioners to encourage them to reach out to Senators for the EPR bill for batteries. The proposed bill will expand EPR to include lithium and rechargeable batteries to the program.

Motion by A. Nye, Second by R. McCraw to adjourn the meeting. VOTING: All Ayes. Motion Carried.

Meeting adjourned at 6:59 p.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 South Burlington.

Amy Jewell, Secretary

MEMORANDUM

To: Board of Commissioners

From: CSWD Staff

Date: March 20, 2024

Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky) – (see attached)
 - As of the end of February, from a budget perspective, the SWMF is 10.2% above projected revenues. FY24 revenue is 7.2 percent higher than FY23 year-to-date. Adjustments to prior monthly totals are due to delayed receipt of tickets related to disposed material leaving the Burlington High School demolition.

Please refer to accompanying charts.
- Organics Recycling Facility (Dan) –
 - The ORF received 377.5 tons of billable food waste in the month of February. This brings Fiscal YTD totals to 2,618 tons. February's tons were 14% higher than the prior month and 16% above the average monthly total for all of FY23. YTD totals are roughly 26% below projections.
 - Staff completed a successful month-long trial of a Komptech Crambo 3400 shredder which was used primarily to process the seasonal yard waste pile including all of the wood waste and leaves previously processed by a contracted grinder operator. The extended trial was a follow-up to several demonstrations held by other vendors and was extremely useful in confirming that the machine was capable of handling the high flow of seasonal yard waste at the facility.
 - The Compost Association of Vermont will be hosting the VT ANR's 18th annual [Vermont Organics Recycling Summit](#) during the week of April 29th. For the first time since the pandemic, the event will kick off with a full day of in-person sessions, hands-on workshops, keynote, and state of the state of organics presentations in Waterbury. The rest of the week will be filled with related online sessions revolving around organics and organics management in Vermont and beyond. [Registration is required](#) for all events and as current President of the Board for CAV, Dan is hopeful and confident that it will be a sold-out event, so get your tickets early! Covered topics include PFAS, jumping worms, hauling, waste reduction, technology, on-farm composting, and backyard composting.

- Materials Recovery Facility (Josh)
 - FYTD average monthly inbound single stream material: 3,677 tons
 - FYTD average monthly marketed material: 2,936 tons
 - FYTD average commodity revenue (ACR): \$78.46/ton
 - All data includes PGA tons and costs.
- Marketing & Communications (Alise)
 - The new website launch has been postponed.
 - The delay is due to the implementation of the new A-Z list. Marketing has discovered an out of the box solution that is being used by many municipalities nationwide – ReCollect’s Waste Wizard.
 - Staff has reviewed the new tool and has agreed that this is the best solution moving forward.
 - The implementation requires staff time to input the needed data and to have the vendor populate the tool. (1-2 months)
 - To see the tool in action, please visit this link.
<https://www.durhamnc.gov/862/Recycling>
- Media Mentions: N/A
- Outreach Team (Beth) – Please see attached memo.
- Legislative Update (Jen) –S.254, an EPR bill for rechargeable batteries and battery containing products is scheduled for a vote on the Senate floor this week. It passed unanimously out of the Senate Committee on Finance earlier this week.

To: Board of Commissioners
From: Beth Parent, Community Engagement and Outreach Manager
Date: March 19, 2024
RE: Outreach Activities Update

Can you believe we are nearing the fourth quarter of this fiscal year? Team Outreach has an exciting few months of outreach events ahead of us, including Earth Day, International Compost Awareness Week (ICAW) and Green Up Day. We have several activities planned for Earth Day, including a tabling event at the University of Vermont and several business workshops. We are also in the planning stages of partnering with the Compost Association of Vermont for a press release and media tours of our Organics Recycling Facility for International Compost Awareness Week. While CSWD's involvement in Green Up Day is very minimal, our team will be reaching out to Green Up Day coordinators and town clerks in the weeks leading up to the May 4th event to ensure they know the process the towns must follow for bringing Green Up Day trash to the transfer station and tires to the CSWD DOC in Williston. CSWD collects the data on tons of trash and tires collected and reports this to Green up Vermont.

We are also preparing our annual Solid Waste Implementation Plan (SWIP) report for the State and wanted to share some of the big highlights from the past year.

- Our team provided direct business outreach to 262 businesses in Chittenden County. That includes holding lunch and learns and other educational sessions with employees, providing technical assistance and offering support when it comes to implementing initiatives for reducing and managing waste.
- We had a banner year when it comes to school outreach, working with more than 3,000 students and staff in 29 schools over the course of the year through in-classroom activities, online and in-person presentations and tours of our facilities, including the MRF, ORF and Environmental Depot.
- When it comes to community outreach, we really wanted to find areas where we could make the biggest impact. We brought back the popular Waste Warrior volunteer program, where we train community members to ensure proper waste disposal at large events. This year, we trained 45 people and had 30 regular volunteers. We are already seeing the interest build for the coming year and have two training sessions scheduled in May.
- CSWD and the Waste Warriors worked at 35 events last summer alone including Higher Ground, Shelburne Museum, Burlington Farmers Market, South End Get Down (Pine Street festival), the Vermont City Marathon and the South Burlington Energy Fair.
- We also know how important one-on-one connections are, so we host smaller, monthly workshops in town libraries, church groups and senior communities. Most recently, we held a

sustainable card-making workshop at the Winooski Memorial Library ahead of Valentine's Day. About 12 children participated, and we were able to interact with their parents and other community members at the library.

Team Outreach is also finding creative ways to increase our presence and engagement on the CSWD social media channels, particularly Facebook and Instagram. We share weekly "Frequently Asked" questions every Friday, photos and videos of our people and places, as well as important news about our facilities.

Our team is also responsible for publishing CSWD's newsletter, "The Digest", which reaches more than 4,600 community members every month. We work with many of the different teams at CSWD to ensure we are putting out informative and engaging content.

This is really a special group of outreach and education coordinators and we are excited to keep this momentum going!

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CHITTENDEN SOLID WASTE DISTRICT

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

Month	Total Tons per Month			
	FY 23 tons	FY 24 tons	Tons Diff.	% Diff
Jul	11,558	11,537	-20	-0.2%
Aug	11,729	12,584	854	7.3%
Sep	11,236	12,379	1,143	10.2%
Oct	11,289	12,219	930	8.2%
Nov	10,428	11,810	1,382	13.3%
Dec	10,583	10,977	394	3.7%
Jan	9,180	9,577	397	4.3%
Feb	7,402	8,343	941	12.7%
Mar				
Apr				
May				
Jun				
Total Tons YTD	83,405	89,427	6,022	7.2%
Mgmnt Fee \$ YTD	\$2,251,939	\$2,414,531	\$162,592	7.2%

	Tons	\$
FY 24 Budget	123,545	\$3,335,702
FY 24 Actual YTD	89,427	\$2,414,531
Difference	-34,117	(\$921,171)
FY 24 Actual % YTD vs Budget %	72.4%	
YTD % of Months	66.7%	

Chittenden Solid Waste District

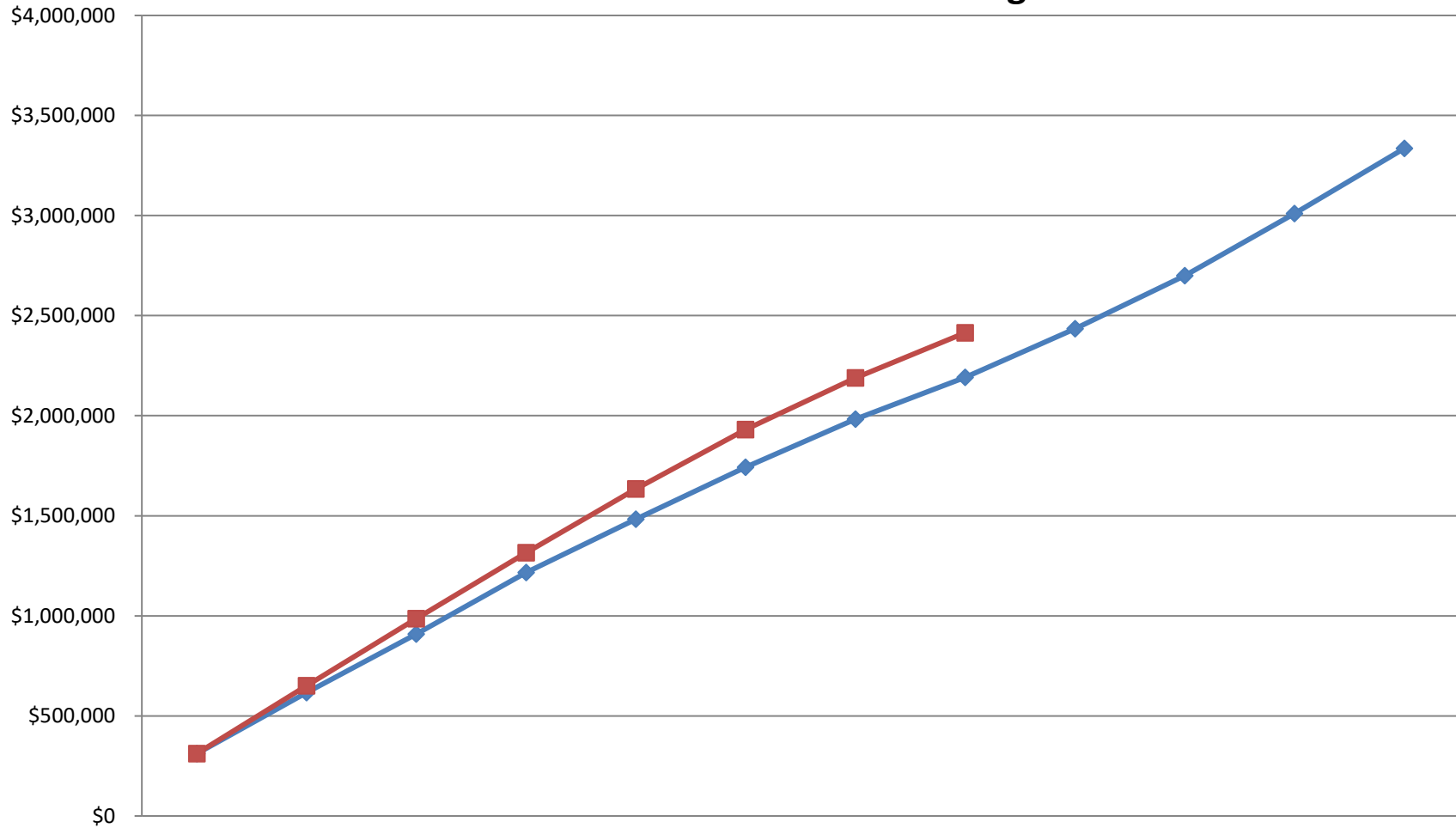
Solid Waste Management Fee FY 24 (Budget versus Actual)

Time	Tons	\$/Ton	\$
FY 24 Budget	123,545	\$27.00	\$3,335,702

\$	Budget \$			Actual		Difference		% of YTD Budget
	Percent	\$ per month	\$ YTD	\$ per month	\$ YTD	\$ per month	\$ YTD	
Jul-23	9.3%	\$311,066	\$311,066	\$311,501	\$311,501	\$435	\$435	100.1%
Aug-23	9.1%	\$305,095	\$616,161	\$339,763	\$651,265	\$34,669	\$35,104	105.7%
Sep-23	8.8%	\$292,115	\$908,276	\$334,246	\$985,511	\$42,131	\$77,235	108.5%
Oct-23	9.2%	\$307,899	\$1,216,175	\$329,907	\$1,315,418	\$22,008	\$99,242	108.2%
Nov-23	8.0%	\$266,762	\$1,482,937	\$318,880	\$1,634,298	\$52,118	\$151,360	110.2%
Dec-23	7.8%	\$259,428	\$1,742,365	\$296,388	\$1,930,686	\$36,961	\$188,321	110.8%
Jan-24	7.2%	\$240,868	\$1,983,233	\$258,574	\$2,189,260	\$17,706	\$206,027	110.4%
Feb-24	6.3%	\$208,517	\$2,191,750	\$225,271	\$2,414,531	\$16,754	\$222,781	110.2%
Mar-24	7.3%	\$242,566	\$2,434,316					
Apr-24	8.0%	\$265,766	\$2,700,082					
May-24	9.3%	\$309,972	\$3,010,054					
Jun-24	9.8%	\$325,647	\$3,335,702					

TONS	Budget Tons			Actual		Difference	
	Percent	Monthly Tons	Tons YTD	Tons per month	Tons YTD	Tons per month	Tons YTD
Jul-23	9.3%	11,521	11,521	11,537	11,537	16	16
Aug-23	18.5%	11,300	22,821	12,584	24,121	1,284	1,300
Sep-23	27.2%	10,819	33,640	12,379	36,500	1,560	2,861
Oct-23	36.5%	11,404	45,044	12,219	48,719	815	3,676
Nov-23	44.5%	9,880	54,924	11,810	60,530	1,930	5,606
Dec-23	52.2%	9,608	64,532	10,977	71,507	1,369	6,975
Jan-24	59.5%	8,921	73,453	9,577	81,084	656	7,631
Feb-24	65.7%	7,723	81,176	8,343	89,427	621	8,251
Mar-24	73.0%	8,984	90,160				
Apr-24	80.9%	9,843	100,003				
May-24	90.2%	11,480	111,483				
Jun-24	100.0%	12,061	123,545				

CSWD - Solid Waste Management Fee Revenues Year-To-Date - FY 24 Actual v. FY 24 Budget



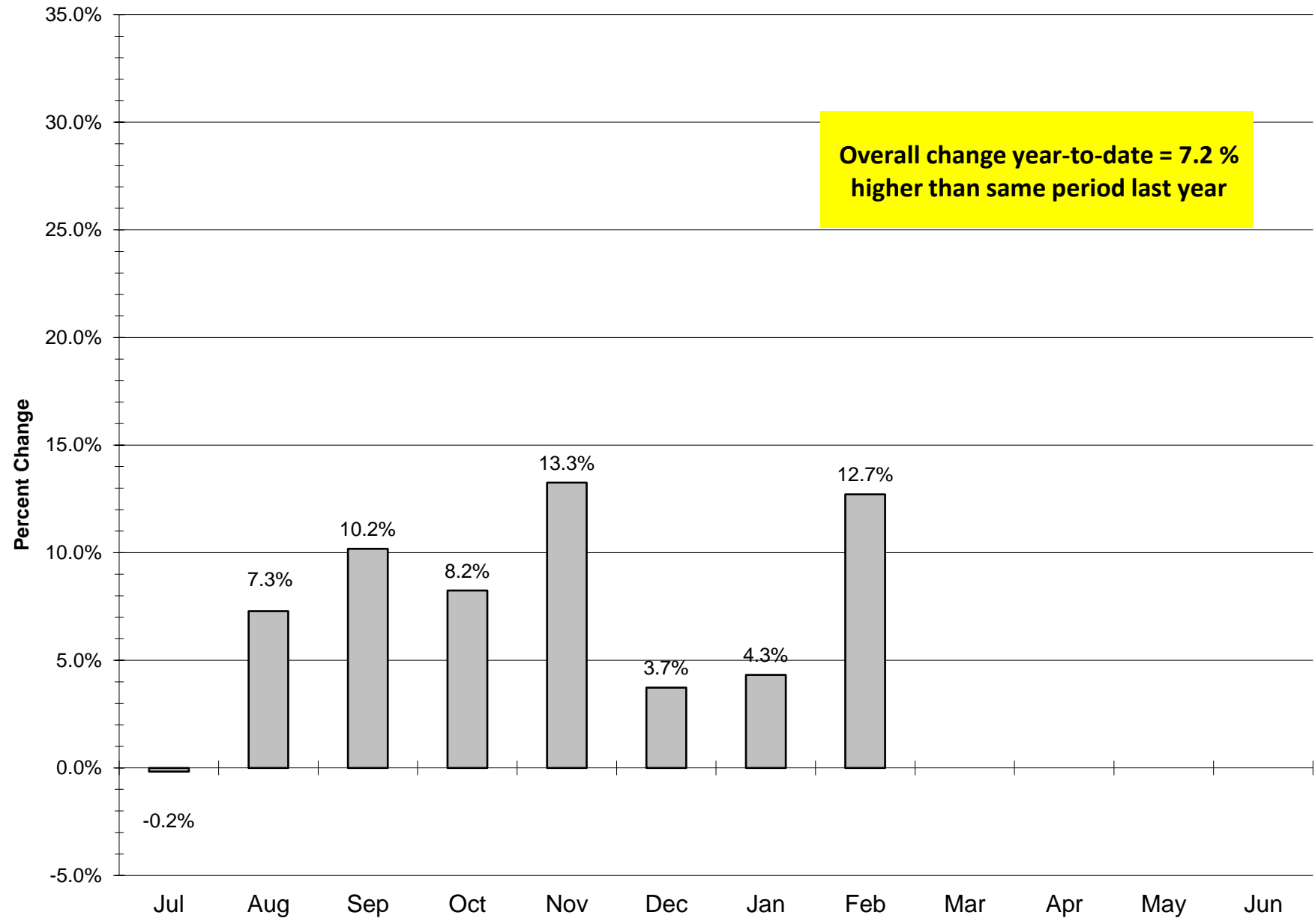
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
—◆— Budget	\$311,066	\$616,161	\$908,276	\$1,216,175	\$1,482,937	\$1,742,365	\$1,983,233	\$2,191,750	\$2,434,316	\$2,700,082	\$3,010,054	\$3,335,702
—■— Actual	\$311,501	\$651,265	\$985,511	\$1,315,418	\$1,634,298	\$1,930,686	\$2,189,260	\$2,414,531				

CHITTENDEN SOLID WASTE DISTRICT

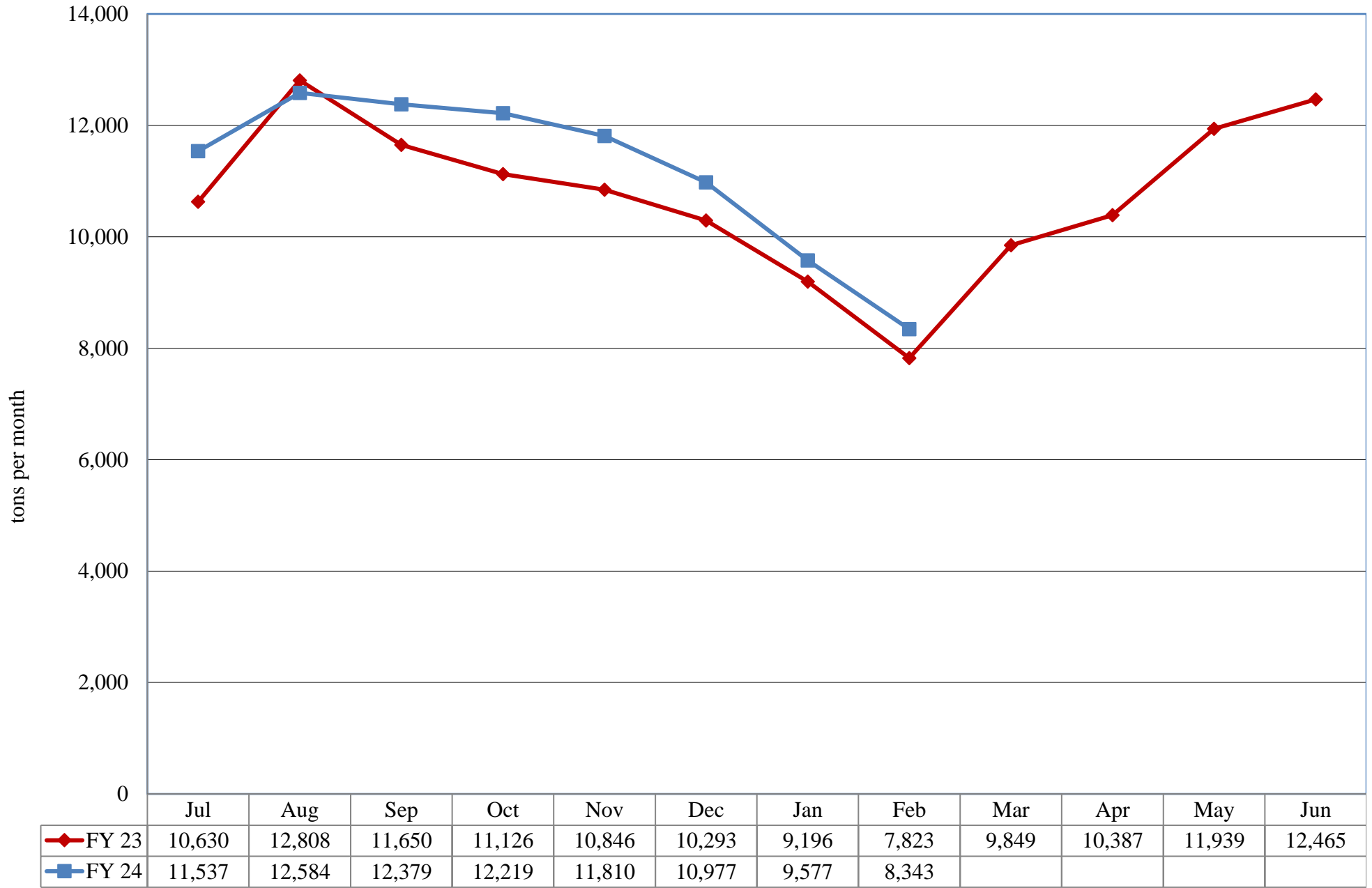
SWMF Tons Refuse Disposed per Operating Weekday

Month	FY 23			FY 24			Difference FY 24 vs FY 23			
	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	20	577.9	11,537	20	576.9	-20	0	-1.0	-0.2%
Aug	11,729	23	510.0	12,584	23	547.1	854	0	37.1	7.3%
Sep	11,236	21	535.0	12,379	20	619.0	1,143	-1	83.9	15.7%
Oct	11,289	21	537.6	12,219	22	555.4	930	1	17.8	3.3%
Nov	10,428	21	496.6	11,810	21	562.4	1,382	0	65.8	13.3%
Dec	10,583	22	481.0	10,977	20	548.9	394	-2	67.8	14.1%
Jan	9,180	22	417.3	9,577	22	435.3	397	0	18.0	4.3%
Feb	7,402	20	370.1	8,343	20	417.2	941	0	47.1	12.7%
Mar		23			22			-1	0.0	
Apr		20			22			2	0.0	
May		22			22			0	0.0	
Jun		22			20			-2	0.0	
Total	83,405	257		89,427	254		6,022	-3		
Average			324.5			352.1			27.5	8.5%

Difference in SWMF Tons Per Month Disposed
FY24 versus FY23

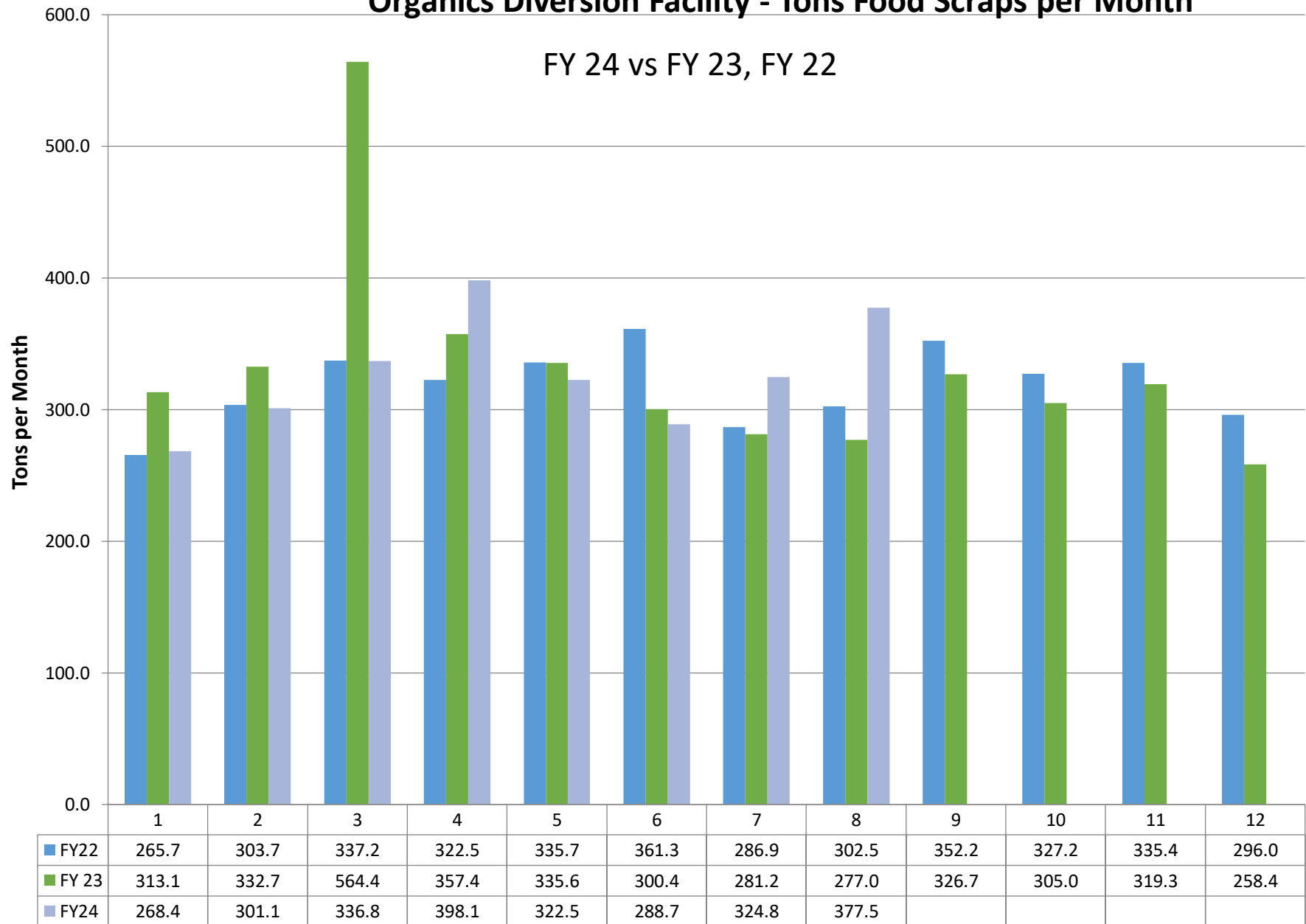


CSWD - SWMF Tons Trash per Month - FY 24 v. FY 23



Organics Diversion Facility - Tons Food Scraps per Month

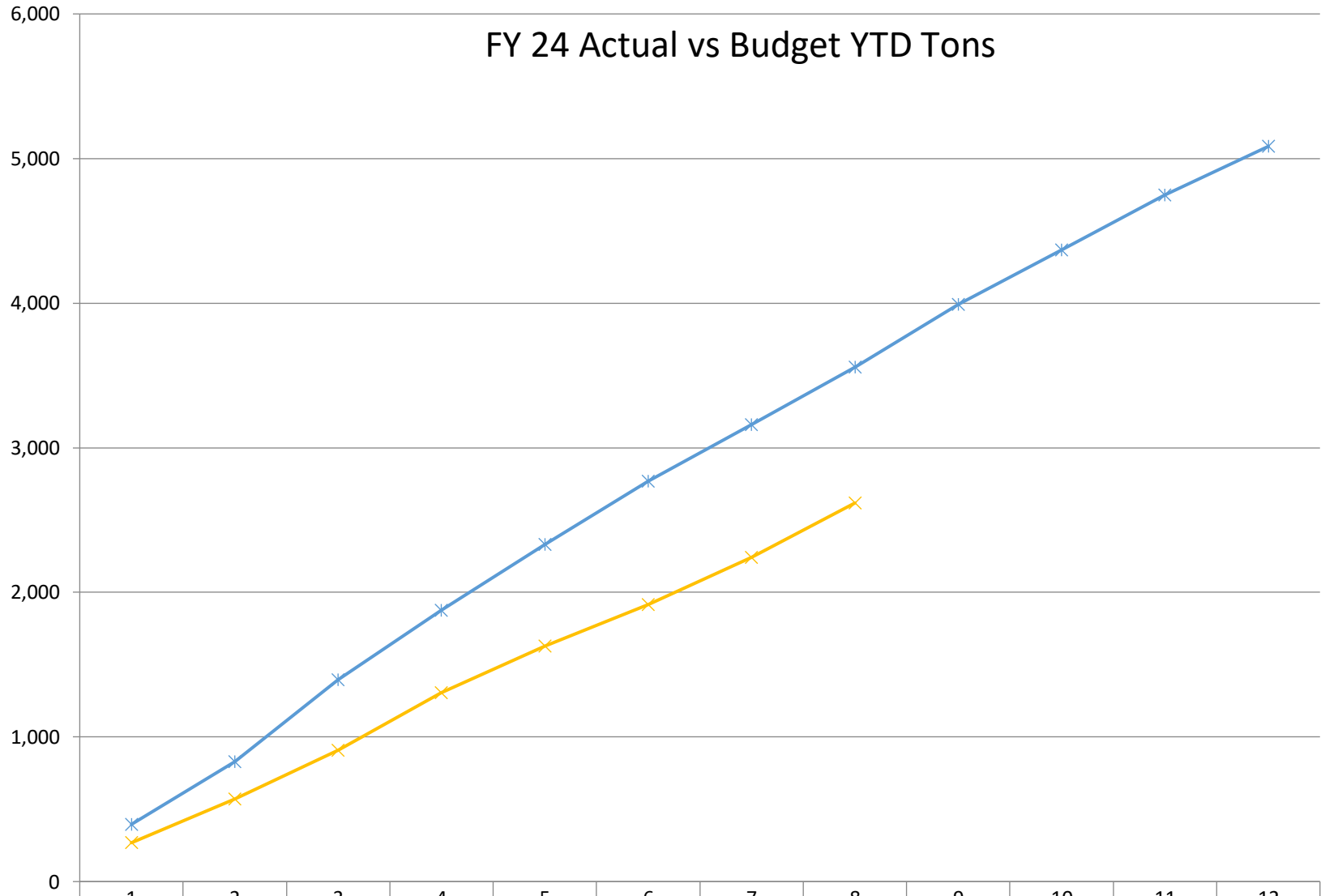
FY 24 vs FY 23, FY 22



Organics Diversion Facility - Incoming Food Scraps

FY 24 Actual vs Budget YTD Tons

Cumulative Year-to-Date Tons



	1	2	3	4	5	6	7	8	9	10	11	12
—x— FY24	268	569	906	1,304	1,627	1,916	2,240	2,618				
—x— Budget FY 24	396	829	1,396	1,877	2,332	2,767	3,160	3,557	3,990	4,369	4,748	5,084

#3.3

To: Board of Commissioners
From: Nola Ricci, Director of Finance
Date: March 20, 2024
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
02/20/24	\$308,732.57
03/05/24	\$679,747.06

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

As of, February 29, 2024

Assigned Reserve balances are as follows:

Landfill Post Closure	\$ 608,302.08
Facility Closure	\$ 1,466,061.63
Capital Reserves	\$ 10,834,654.96
Biosolids Reserve	\$ 335,223.68
Community Clean Up	\$ 83,404.13
Solid Waste Reserve	\$ 1,000,000.00
<u>Operating Reserve</u>	<u>\$ 1,750,000.00</u>
Total Designated:	\$ 16,077,646.48
Total Undesignated:	\$ 1,710,170.42
Cash & Cash Equivalents:	\$ 11,647,762.13
Investments:	\$ 4,234,263.48
Current Liabilities:	\$ 1,399,291.00



ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

Breakdown of Community Clean Up Reserve by Location as of February 29, 2024:

Bolton	\$ 2,500.00
Burlington	10,000.00
Charlotte	2,500.00
Colchester	5,250.00
Essex Jct	5,000.00
Essex Town	7,500.00
Hinesburg	2,972.22
Huntington	2,500.00
Jericho	5,000.00
Milton	3,413.50
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	4,268.41
Winooski	5,000.00

To: Board of Commissioners
From: Nola Ricci, Director of Finance
Date: March 8, 2024
RE: Fiscal Year 2024 July-December Financials (Q2)

In Fiscal Year 2024, Managers are working to divide their budgets month-to-month rather than spread expenses across the total annual budget to better reflect actual or anticipated spends. This is helping Management continue to improve our processes and provide a more realistic budget to actual performance each quarter. As we analyze and compare budget to actual throughout the fiscal year, we will consider modifying the quarterly view of the budget to become more aligned with monthly expectations. There will always be some discrepancy in variance reporting, as not all activities occur within the expected month and not all invoices (payables) are received in a timely fashion. CSWD's practice is to pay invoices within 15 days of receipt upon confirmation of the budget manager. Our policy states that we pay net30.

SOURCE OF REVENUE REVIEW

Revenue for Chittenden Solid Waste District is derived from three primary and several ancillary sources. The largest source of income is Tipping Fees, named for when haulers literally tip their material out of their trucks at the Material Recovery Facility or the Organics Diversion Facility. Tip fees also encompass fees paid by customers for the material collected and managed at the Drop Off Centers. We have begun to segregate revenue associated with Special Waste (tires, construction, scrap metal, textiles) and internally report it as a subset of DOC tipping fees to better highlight tip fees from "everyday" materials like bagged trash, recycling, and food scraps. This will aid us in our analysis of DOC fees to ensure that we are covering the operating and capital costs of the program through the fees generated.

Another significant source of income is from the Solid Waste Management Fee. As established by the Solid Waste Management Ordinance the Chittenden Solid Waste District imposes a fee of \$27/ton on trash generated in Chittenden County and disposed at the landfill in Coventry. This revenue supports District administrative functions as well as supporting, and at times subsidizing, the costs of regulating, licensing and enforcing the permissible management of solid waste within the district.

A third primary source of income is through the Sale of Material which includes MRF sorted recycled material, compost and compost products, and recycled paint as associated with our

inventory. Other materials sold include scrap metal, batteries, bins and containers and other miscellaneous material.

Additional ancillary revenue sources are generated through the contracted management of biosolids, license fees, hazardous waste collection, rent, product stewardship reimbursements, grants and interest as generated through cash management.

Q2 HIGHLIGHTS

Q2 Reference includes July through December 2023

Revenue

Based on the actual net income from the second quarter of fiscal year 2024, CSWD is meeting budgetary goals. Income is currently keeping pace with expectations. Recycled material sales are budgeted monthly at the expected average commodity revenue (ACR). By the end of quarter, sales were below the budget at 86.26%. Throughout the year, the ACR fluctuates with market demand. Rental income is underbudget, but as expected with the changes to our reduction of our rented property. Interest and dividend revenue is higher than expected due to the favorable interest rates.

Expenses

Expenses are costs associated with the operation, communication, and administration of CSWD.

Cost of Goods Sold are commodities directly related to the sale of material from recycled material, compost, paint and bins & containers (an example is the sand we purchase to add to our compost to produce topsoil). Often these materials are purchased in advance of sales and held at their corresponding facility. At the end of each fiscal year these sellable items are counted and included in the inventory totals as listed on the balance sheet. At the end of fiscal year 2023, CSWD had just over \$200k in material held for sale. As seasonal production winds down and inventory continues to be available. The second quarter remains similar in cost as the first due to advanced purchases and increasing costs.

Payroll Expenses include both wages and benefits paid to staff. At the end of Q2 expenses were 88.09% (\$312,948.84) below budgeted expectations. As has been the trend of the past few fiscal years, Travel & Training, Administrative Costs, Professional Fees, and Supplies are all under the expected value by over 50%. This may be due to either limited availability for use (travel) or management unsure of when the expense would take place (professional fees). We

expect the cost of Professional Fees will increase in the following quarters as projects are initiated. Property Management appears higher than expected as Host Town Fees and Municipal Payments were paid in advance of the assumed timeline. Community Support is significantly under budget, but this typically sees seasonal increases in the fourth quarter of the fiscal year.

Balance Sheet

The Balance Sheet includes CSWD Assets, Liabilities and Equity.

Cash & Cash Equivalents include monies in checking and money market accounts. These are currently in excess of our daily operational needs and may be available for short-term investments. Finance staff is conducting a cash needs analysis to provide the Investment Committee with additional information regarding short-term investments. CSWD staff encourages Commissioners interested in this topic attend Investment Committee meetings.

Accounts Receivable are monies outstanding on account by customers and expected to be received within 60 days. Thanks to the efforts of our Accounts Receivable Specialist, delinquent accounts are not ordinary, and most customers pay within 30 days. Other current assets include prepaid expenses (costs paid in advance), inventory (as discussed above), and the security deposit. The Paint Depot has completed their transition back into the Environmental Depot building and we have received the return of the security deposit.

Fixed Assets include both assets in use and those in progress (or under construction).

Current Liabilities are costs to be paid within one year, most include those associated with bills, payroll taxes, benefits due, and sales tax. Post Closure Payable-Current, the amount expected to be due to the Closed Landfill within the year, will be adjusted upon discussion with the auditors.

Long Term Liabilities include any liability whose due date exceeds one year, including the Post Closure noncurrent Payable and Compensated Absences Payable (CAP). The CAP is a calculation of paid time off that is available for use now or in future fiscal years.

Equity includes the balances of our Reserve accounts and our Investment in Capital Assets. As presented to the Board in previous meetings, the Landfill Post Closure Reserve and Biosolids



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Reserve have been redesignated as Restricted Funds. With the exception of the Undesignated Fund, all other reserves are designated and not restricted.

CSWD continues to practice within the approved budget and maintains a positive going concern by preserving the resources needed to continue operating. Cash & Cash Equivalents remain in excess of current liabilities. Reserve accounts are designated appropriately to secure future financing needs.

Chittenden Solid Waste District
Budget vs. Actual
Q2 FY24

	Amount	Budget Amount	Amount Over Budget	% of Budget
Income				
40100 - TIPPING FEES	\$3,390,557.29	\$3,334,062.99	\$56,494.30	101.69%
40300 - SPECIAL MATERIALS	\$50,089.06	\$365,054.52	(\$314,965.46)	13.72%
40400 - HAZARDOUS WASTE	\$46,768.76	\$31,000.02	\$15,768.74	150.87%
40500 - BIOSOLIDS	\$679,549.39	\$702,178.98	(\$22,629.59)	96.78%
41000 - SOLID WASTE MANAGEMENT	\$1,933,291.69	\$1,667,851.02	\$265,440.67	115.92%
42000 - SALE OF MATERIALS	\$1,129,590.67	\$1,314,301.74	(\$184,711.07)	85.95%
43000 - LICENSE FEES, FINES & PENALTIES	\$15,250.90	\$14,000.00	\$1,250.90	108.94%
44000 - RENTAL INCOME	\$20,450.00	\$37,500.00	(\$17,050.00)	54.53%
45000 - PRODUCT STEWARDSHIP AND REIMB	\$118,483.94	\$84,499.98	\$33,983.96	140.22%
46000 - INTEREST, DIVIDENDS	\$161,338.23	\$30,499.98	\$130,838.25	528.98%
47000 - GRANT REVENUE	\$7,500.00	\$0.00	\$7,500.00	0.00%
48000 - EQUIPMENT SALE/TRADEIN	\$79,310.00	\$0.00	\$79,310.00	0.00%
49000 - OTHER INCOME	\$4,713.55	\$37,500.00	(\$32,786.45)	12.57%
Total - 40000 - INCOME	\$7,636,893.48	\$7,618,449.23	\$18,444.25	100.24%
Total - Income	\$7,636,893.48	\$7,618,449.23	\$18,444.25	100.24%
Cost Of Sales				
50000 - COST OF GOODS SOLD				
51000 - Organics Cost of Goods Sold	\$95,431.49	\$51,202.50	\$44,228.99	186.38%
53000 - Paint	\$6,898.54	\$9,500.00	(\$2,601.46)	72.62%
Total - 50000 - COST OF GOODS SOLD	\$102,330.03	\$60,702.50	\$41,627.53	168.58%
Total - Cost Of Sales	\$102,330.03	\$60,702.50	\$41,627.53	168.58%
Gross Profit	\$7,534,563.45	\$7,557,746.73	(\$23,183.28)	99.69%
Expense				
60000 - EXPENSES				
60100 - PAYROLL EXPENSES	\$2,314,481.22	\$2,627,430.06	(\$312,948.84)	88.09%
61000 - TRAVEL & TRAINING	\$22,250.12	\$64,782.50	(\$42,532.38)	34.35%
62000 - ADMINISTRATIVE COSTS	\$43,459.76	\$104,034.76	(\$60,575.00)	41.77%
63000 - PROFESSIONAL FEES	\$34,793.80	\$169,132.52	(\$134,338.72)	20.57%
64000 - EQUIPMENT AND FLEET	\$414,547.72	\$429,334.30	(\$14,786.58)	96.56%
66000 - SUPPLIES	\$36,232.68	\$69,771.96	(\$33,539.28)	51.93%
67000 - MATERIALS MANAGEMENT	\$3,199,977.26	\$3,360,608.22	(\$160,630.96)	95.22%
68000 - PROPERTY MANAGEMENT	\$332,352.60	\$281,657.45	\$50,695.15	118.00%
69000 - PROMOTION & EDUCATION	\$42,768.74	\$69,464.04	(\$26,695.30)	61.57%
70000 - COMMUNITY SUPPORT	\$11,201.28	\$96,624.98	(\$85,423.70)	11.59%
80000 - MAINTENANCE & ROLL OFF DISTRIBUTION	\$269,251.77	\$339,250.60	(\$69,998.83)	79.37%
Total - 60000 - EXPENSES	\$6,721,316.95	\$7,612,091.39	(\$890,774.44)	88.30%
Total - Expense	\$6,721,316.95	\$7,612,091.39	(\$890,774.44)	88.30%
Net Ordinary Income	\$813,246.50	(\$54,344.66)	\$867,591.16	-1,496.46%
Other Income and Expenses				
Other Income				
91000 - SUBSIDIES & TRANSFERS	\$8,614.28	\$95,000.00	(\$86,385.72)	9.07%
94000 - ALLOCATIONS	\$269,251.77	\$339,250.45	(\$69,998.68)	79.37%
Total - Other Income	\$277,866.05	\$434,250.45	(\$156,384.40)	63.99%
Net Other Income	\$277,866.05	\$434,250.45	(\$156,384.40)	63.99%
Net Income	\$1,091,112.55	\$379,905.79	\$711,206.76	287.21%

Chittenden Solid Waste District
Comparative Balance Sheet
End of Dec 2023

	Comparison			
	Amount (As of Dec 2023)	Amount (As of Jun 2023)	Variance	% Variance
ASSETS				
Current Assets				
10000 - CASH & CASH EQUIVALENT				
10100 - CHECKING	\$5,836,879.53	\$5,483,104.38	\$353,775.15	6.45%
10200 - CASH ON HAND	\$2,500.00	\$2,500.00	\$0.00	0.00%
10300 - SAVING & MONEY MARKET	\$4,465,312.02	\$4,399,401.29	\$65,910.73	1.50%
10400 - INVESTMENT				
10410 - Opportunities Credit Union	\$55,003.82	\$54,865.44	\$138.38	0.25%
10420 - LPL Treasury Stock	\$4,234,263.48	\$4,215,622.10	\$18,641.38	0.44%
Total - 10400 - INVESTMENT	\$4,289,267.30	\$4,270,487.54	\$18,779.76	0.44%
Total - 10000 - CASH & CASH EQUIVALENT	\$14,593,958.85	\$14,155,493.21	\$438,465.64	3.10%
Total Bank	\$14,593,958.85	\$14,155,493.21	\$438,465.64	3.10%
Accounts Receivable	\$2,015,595.87	\$2,124,394.14	(\$108,798.27)	-5.12%
Other Current Asset				
11200 - Undeposited Funds	\$4.00	\$6,281.30	(\$6,277.30)	-99.94%
11400 - PREPAID EXPENSE	\$52,427.73	\$112,248.07	(\$59,820.34)	-53.29%
11500 - INVENTORY ASSET	\$209,650.83	\$209,650.83	\$0.00	0.00%
Total Other Current Asset	\$262,082.56	\$328,180.20	(\$66,097.64)	-20.14%
Total Current Assets	\$16,871,637.28	\$16,608,067.55	\$263,569.73	1.59%
Fixed Assets				
12000 - FIXED ASSETS				
12100 - CAPITAL ASSETS	\$27,049,122.97	\$27,042,662.97	\$6,460.00	0.02%
12200 - ACCUMULATED DEPRECIATION	(\$13,967,813.71)	(\$13,967,813.71)	\$0.00	0.00%
Total - 12000 - FIXED ASSETS	\$13,081,309.26	\$13,074,849.26	\$6,460.00	0.05%
13000 - Capital Assets in Progress	\$8,263,662.90	\$2,577,515.36	\$5,686,147.54	220.61%
Total Fixed Assets	\$21,344,972.16	\$15,652,364.62	\$5,692,607.54	36.37%
Total ASSETS	\$38,216,609.44	\$32,260,432.17	\$5,956,177.27	18.46%
Liabilities & Equity				
Current Liabilities				
Accounts Payable	\$1,136,810.89	\$1,167,979.57	(\$31,168.68)	-2.67%
Credit Card	\$6,842.38	\$7,992.80	(\$1,150.42)	-14.39%
Other Current Liability	\$527,055.62	\$659,884.18	(\$132,828.56)	-20.13%
Total Current Liabilities	\$1,670,708.89	\$1,835,856.55	(\$165,147.66)	-9.00%
Long Term Liabilities				
23000 - LONG TERM LIABILITY				
23201 - MRF Bond 03.2023	\$5,038,914.90	\$0.00	\$5,038,914.90	0.00%
23661 - Post Closure Payable - noncurrent	\$378,379.37	\$378,379.37	\$0.00	0.00%
Total - 23000 - LONG TERM LIABILITY	\$5,417,294.27	\$378,379.37	\$5,038,914.90	1,331.71%
Total Long Term Liabilities	\$5,417,294.27	\$378,379.37	\$5,038,914.90	1,331.71%
Equity				
30000 - NET POSITION				
31000 - INVESTMENT IN CAPITAL ASSETS	\$13,074,849.26	\$13,074,849.26	\$0.00	0.00%
32100 - DESIGNATED FOR OTHER PURPOSES				
32101 - Facilities Closure Reserve	\$1,466,061.63	\$1,466,061.63	\$0.00	0.00%
32103 - Solid Waste Management Reserve	\$1,000,000.00	\$1,910,820.13	(\$910,820.13)	-47.67%
32105 - Operating Reserve	\$1,750,000.00	\$2,051,707.70	(\$301,707.70)	-14.71%
Total - 32100 - DESIGNATED FOR OTHER PURPOSES	\$4,216,061.63	\$5,428,589.46	(\$1,212,527.83)	-22.34%
32200 - DESIGNATED FOR CAPITAL				
32200 - DESIGNATED FOR CAPITAL	\$10,839,154.51	\$9,653,949.53	\$1,185,204.98	12.28%
Total - 32200 - DESIGNATED FOR CAPITAL	\$10,839,154.51	\$9,653,949.53	\$1,185,204.98	12.28%
33000 - RESTRICTED				
32102 - Landfill Post Closure Reserve	\$608,302.08	\$608,302.08	\$0.00	0.00%
33200 - Biosolids Reserve	\$335,223.68	\$335,223.68	\$0.00	0.00%
Total - 33000 - RESTRICTED	\$943,525.76	\$943,525.76	\$0.00	0.00%
Total - 33100 - COMMUNITY CLEAN UP RESERVE	\$86,385.72	\$67,677.15	\$18,708.57	27.64%
36000 - UNDESIGNATED	\$882,100.64	\$921,855.00	(\$39,754.36)	-4.31%
38000 - Prior Year Adjustment	(\$88.24)	(\$39,754.36)	\$39,666.12	-99.78%
Total - 30000 - NET POSITION	\$30,041,989.28	\$30,050,691.80	(\$8,702.52)	-0.03%
Retained Earnings	(\$4,495.55)	(\$0.00)	(\$4,495.55)	0.00%
Net Income	\$1,091,112.55	(\$4,495.55)	\$1,095,608.10	-24,370.95%
Total Equity	\$31,128,606.28	\$30,046,196.25	\$1,082,410.03	3.60%
Total Liabilities & Equity	\$38,216,609.44	\$32,260,432.17	\$5,956,177.27	18.46%

#4

TO: CSWD Board of Commissioners

FROM: Josh Estey, Director of Compliance and Safety

Sarah Reeves, Executive Director

DATE: March 20, 2024

RE: Solid Waste Management Fee Change Adoption

As part of the FY25 budget, CSWD staff are proposing an increase to the District's Solid Waste Management Fee (SWMF). Because the dollar amount of the current SWMF is specifically listed in the District's Solid Waste Management Ordinance, the adoption of the FY25 budget as proposed needs to be accompanied by an ordinance change. The proposed change to the SWMF has been discussed at various meetings of the CSWD Board four times since November 2023, providing the public with opportunities for comment: November 15, 2023, February 14, February 15, and February 28, 2024 (a representative from Casella Waste Systems provided comment at the November 2023 Board meeting).

The current SWMF language in the ordinance is,

Section 8.2. Amount of Fee. The Solid Waste Management Fee is \$27.00 per ton.

The procedure by which the legislative body (i.e. the CSWD Board of Commissioners) of a municipality adopts or amends an ordinance or rule is described in 24 V.S.A. § 1972. Section (a)(1) of the chapter states,

"The legislative body of a municipality desiring to adopt an ordinance or rule may adopt it subject to the petition set forth in section 1973 of this title and shall cause it to be entered in the minutes of the municipality and posted in at least five conspicuous places within the municipality."

Essentially, all that's required to do when amending an ordinance is for the municipality's governing board to vote to adopt the changes at a publicly warned meeting of the municipality where the minutes of the meeting are recorded, and then publicly post the changes. CSWD's Charter speaks only to the District's authority to enact local ordinances, rules, and regulations but not to the process by which to enact said ordinances, rules, and regulations, other than to abide by procedures established in Vermont law.

Given the administrative nature of the proposed change staff believes it's unnecessary to go through an additional stakeholder outreach process for this one change. If the change is adopted by the CSWD Board of Commissioners, staff will complete the statutory process, starting with posting the change in the municipality (typically we seek to post in every member community) and publishing the change in a widely circulated newspaper within fourteen days of adoption. The ordinance change can be appealed if the District receives a petition signed by 5% of the District's qualified voters within 44 days following the date of adoption.

Be it Resolved that the CSWD Board of Commissioners hereby approves a change to the District's Solid Waste Management Ordinance Section 8.2 *Amount of Fee.*, replacing the current language with "The Solid Waste Management Fee is \$30.00 per ton." This change shall take effect July 1, 2024.

#6.

To: Board of Commissioners
From: Dan Goossen, Director of Organics Recycling
Date: 3/18/24
RE: ORF Contamination Policy

Starting in 2019 and continuing into 2020, following the full implementation of Act 148, Vermont's Universal Recycling law, CSWD saw a dramatic increase in the quantity of both food scraps and contaminants heading to our compost facility. While the increased organics diversion was a welcome result of the legislation, the resulting contamination posed a challenge. The timing of this change corresponded with growing awareness amongst composters, regulators, and the general public around contaminants of emerging concern in all waste streams including organics. These included microplastics and PFAS (per- and polyfluoroalkyl substances) and the interplay between them.

TIMELINE

Beginning in 2020, CSWD began to implement a series of new measures to reduce and remove contamination from the compost stream.

January, 2021	Announced removal of compostable products from accepted materials list
Spring, 2021	CSWD Outreach increases contamination education amongst generators
November, 2021	Hired a FT contamination and quality control lead
December, 2022	Purchased a trommel screener to remove contamination early in the process
Proposed, July 2024	Purchase an air classifier for trommel screen pre-screening stage

STAKEHOLDER ENGAGEMENT

CSWD's Organics Recycling Facility (ORF) has made significant strides towards reducing contaminants affecting the final compost. The next step in reducing overall contamination is a reduction in contaminants *arriving* to the facility. Contamination avoidance is always an important part of the communication the District provides to current and prospective waste generators. Feedback received from haulers is that even with repeated communications to haulers or generators, without an enforceable policy in place, contamination reduction is difficult to achieve.

ORF staff has spent over a year developing the draft policy currently being proposed. The framework was borrowed from the MRF Quality Control Policy adopted by the Board in 2019 and was modified to meet the needs of the unique inputs of the compost facility. Staff received valuable input from

multiple compost facilities across the country, organics haulers, and generators, and also worked extensively with members of the District's Outreach, Communications, and Compliance departments in the many iterations that led to this final product. Quantifying contaminants within loads of freshly tipped food scraps is a challenge, even on a good day. After over 125 load checks undertaken across loads from all haulers during the past year and a half, staff have honed the process and have created an efficient and thorough procedure to identify and hopefully rectify the worst of incoming contamination.

REGULATORY REQUIREMENT

Beginning this past year, and moving forward, the VT Agency of Natural Resources Solid Waste Division is requiring all permitted compost facilities in the state to develop more robust contamination screening and implementation of contamination plans. These will be required to include feedback mechanisms and enforcement. This requirement will affect any permit modifications requested by the ORF in 2024 and will also be required for the full permit adoption which is up for renewal at the end of this year. Fortunately, the efforts undertaken by CSWD over the past few years have been recognized by the ANR's Solid Waste Division as critical steps in the right direction and it is expected that this policy as presented will satisfy outstanding requirements for the program.

NEXT STEPS

Facilities who have implemented similar programs elsewhere have indicated that the behavior change and training required for long-term decreases in organics contamination requires enforcement and financial penalties. This proposed policy seeks to set a balance between fines that are large enough to cause corrective behavior but not so high that they are overly punitive. It is the goal of the program to identify problem areas and offer support for correcting them, not to simply add a new source of revenue. The ideal outcome of this policy is that no fines are ever issued and incoming materials are free of contaminants.

To this end, the intended timeline for full implementation of the policy provides a multiple month lead-in period during which ongoing load checks will continue. Haulers will be provided load reports detailing type and quantities of contaminants along with enumerated amounts of potential fines once the enforcement aspects of the policy are implemented. The proposed start date for implementation of fines associated with future loads is July 1, 2024. In the interim, CSWD staff will be offering assistance to haulers, businesses, schools and other generators to identify and lessen or eliminate recurring sources of contamination.

After years of contamination-reduction efforts and refining of methods, staff is eager to implement this policy, lessen the burden of contamination on the composting process, and improve the quality of compost and soil products produced at the ORF.

BE IT RESOLVED that the Board of Commissioners approves the Organics Recycling Facility Contamination Policy as written, with implementation of any financial policies associated with contamination to begin July 1, 2024.

ORGANICS RECYCLING FACILITY CONTAMINATION POLICY

Adopted by CSWD Board of Commissioners on (DATE)

Purpose:

This policy is to provide a procedure for inspecting incoming loads delivered to the CSWD Organics Recycling Facility (ORF) for contamination and the corrective actions to be taken with the intent to:

- 1) Remediate contamination of incoming loads;
- 2) Improve communications between organics haulers, their customers, state programs/personnel, ORF personnel, and CSWD staff regarding material specification requirements,
- 3) Maximize ORF operational efficiency, and
- 4) Minimize worker exposure to potentially harmful materials and ensure the safe and optimal operation of the ORF processing equipment.

Definitions:

Acceptable Organics –

- **Food Waste:**
 - All food scraps of any kind
 - Certified, clearly labeled compostable bags used for lining food scrap containers
 - Coffee filters & tea bags (paper only—no plastic tea bags)
 - Newspaper and untreated paper bags used to line food scrap containers
 - Paper towels and napkins – only if they DO NOT contain body fluids or chemicals of any kind
 - Wooden or bamboo stirrers, toothpicks (no plastic frills), chopsticks
 - Uncoated paper leaf bags
- **Yard Waste**
 - Leaves
 - Grass clippings
 - Weeds
 - Garden trimmings
 - House plants
 - Natural wood (tree trimmings, limbs, clean stumps, brush)

Contamination — Any material received in loads at the ORF other than Acceptable Organics.

Contaminated Load — A load of material received at the ORF that contains more than 5% contamination by volume resulting in a fine.

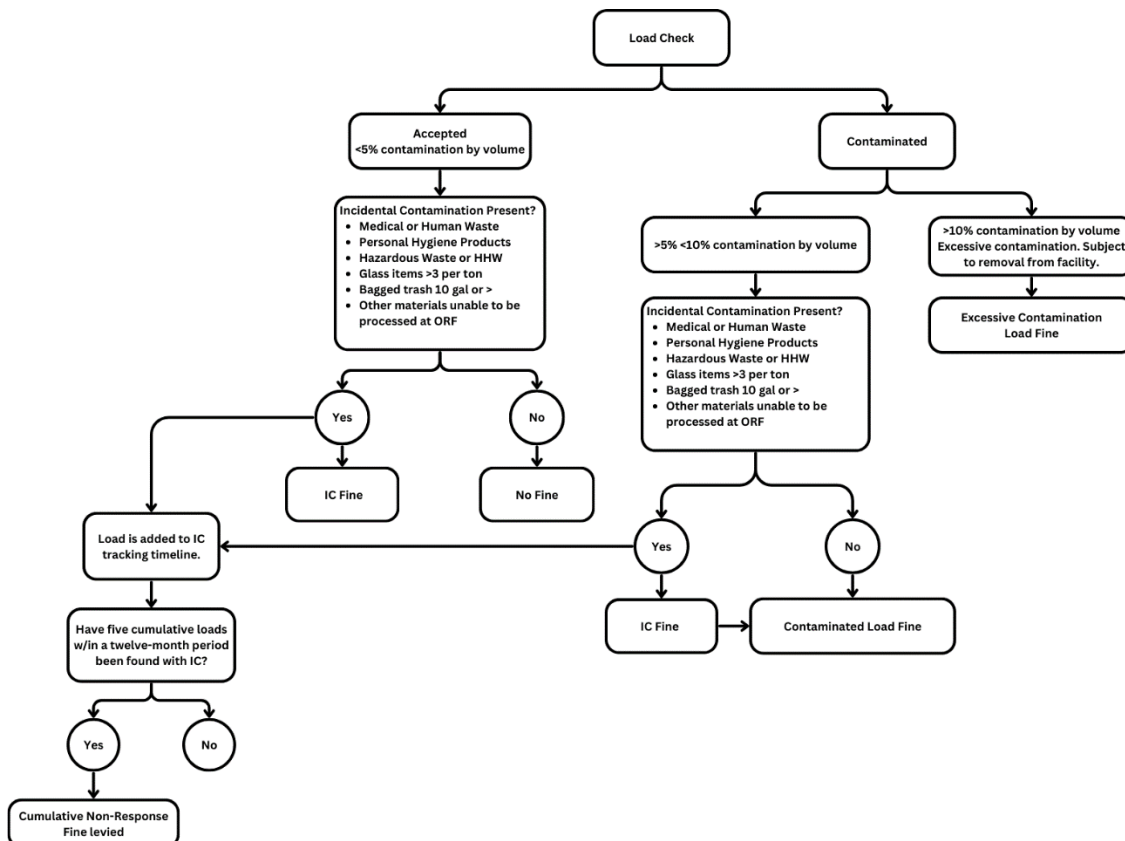
Excessively Contaminated load- A load of material received at the ORF that contains more than 10% contamination by volume resulting in a fine. These loads may be removed from the site and diverted to a transfer station for landfill disposal.

Incidental Contamination -A load of material received at the ORF that contains particularly problematic materials. Receipt of any of these materials as listed below will result in a fine. The fine for incidental contamination can be issued if the load is below the 5% Contaminated Load threshold or in addition to a Contaminated Load fine but not in addition to Excessively Contaminated loads.

- 1 or more 10 gal or greater plastic bags containing trash
- Glass Items exceeding 3 items per Ton
- Hazardous waste or Household Hazardous Waste
- Medical Waste or Human Waste
- Personal Hygiene products including diapers and feminine hygiene products.
- Other materials unable to be processed at the ORF

Cumulative Non-Response (CNR) Fine- An additional per load fine assessed following documentation of greater than five contaminated load reports involving incidental contamination within a twelve-month period. *Instances of CNR will be tracked for all loads hauled by individual haulers except in the instances where hauled loads are from known, documented single-source points of generation.*

Procedures:



1. ORF personnel will inspect incoming loads once they are dumped in the food residual receiving bays. When necessary, a bucket loader operator will back-drag loads to make visualizing contamination easier.
2. If the load is deemed to be contaminated, CSWD staff will complete a contaminated load report and send the hauler a digital copy within 36 hours. All load reports will include CSWD Outreach Staff contact information and encourage the use of CSWD staff support to lessen the likelihood of future contaminated loads.
3. Any fine outlined on the contaminated load report will be billed to the hauler. The hauler shall pay the penalty for contaminated loads, and late fees and penalties for non-payment of fines in accordance with the CSWD Solid Waste Management Ordinance and any policies and procedures set forth by CSWD's finance department.

Rates Table:

Load Status	Contamination Level	Associated Fines
Accepted	<5% contamination by volume	No additional fine
Contaminated	>5% - <10% contamination by volume	\$75/Ton (minimum \$75)
Excessively Contaminated	>10% contamination by volume	\$150/Ton (minimum \$150)
Incidental Contamination	<ul style="list-style-type: none"> • 1 or more 10 gal or greater plastic bags containing trash • Glass Items exceeding 3 items per Ton • Hazardous waste or Household Hazardous Waste • Medical Waste/Human Waste • Personal Hygiene products including diapers and feminine hygiene products. • Other materials unable to be processed at the ORF 	\$50/load
Cumulative Non-Response	Greater than five contaminated load reports involving incidental contamination within a twelve-month period.	\$50/load until 5 consecutive acceptable loads

