

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

Date: Wednesday, April 26, 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.

Hi there,

You are invited to a Zoom webinar.

When: Apr 26, 2023 06:00 PM Eastern Time (US and Canada)

Topic: My Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82708111695?pwd=dEloQ0NWdU1CQ2JnUmQ5SHINK290QT09>

Passcode: 401882

**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, April 26, 2023

Time: 6:00 P.M.

Place: **Hybrid Meeting - ZOOM Meeting or In-Person at Williston Town Hall**  
**7900 Williston Road, Williston VT**

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\*\*\* (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 February 22, 2023 & March 8, 2023 (*page 3*)
  - 3.2 Program Updates (*page 12*)
  - 3.3 Executive Director Update (*page 22*)
  - 3.4 Finance – Warrant, Cash Investment and Reserve Balances as of 3/31/2023 (*page 24*)
  - 3.5 FY 23 Quarter 2 Financials (*page 26*)
  - 3.6 Maintenance Program – Skid Steer Purchase (*page 32*)
  - 3.7 Maintenance Program - Bucket Loader Purchase (*page 35*)
  - 3.8 Organics Recycling Facility – Going Electric (*page 38*)
4. (E) **Community Clean Up Fund Update** (*Page 75*) (6:10 p.m.)
5. (D) **Decommissioning existing MRF** – Discussion Only (6:20 p.m.)
6. (D) **Executive Session** – (6:40 p.m.)
  - a. Flynn Avenue update
  - b. Redmond Road property
7. **Other Business** (7:10 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 Only  
February 22, 2023– Regular Meeting**

**PRESENT****BOARD MEMBERS:**

|                |                      |
|----------------|----------------------|
| Bolton         | ----                 |
| Burlington     | Lee Perry            |
| Charlotte      | ----                 |
| Colchester     | Liz Hamlin Volz      |
| Essex          | Alan Nye             |
| Essex Junction | Mike Sullivan        |
| Hinesburg      | Rick McCraw          |
| Huntington     | ----                 |
| Jericho        | ----                 |
|                | Tom Joslin, alt.     |
| Milton         | Henry Bonges         |
| Richmond       | -----                |
| Shelburne      | -----                |
| So. Burlington | Paul Stabler         |
|                | Allison Lazarz, alt. |
| Underhill      | Paul Ruess           |
|                | ----                 |
| Westford       | ----                 |
| Williston      | Kelton Bogasky       |
| Winooski       | Bryn Oakleaf         |

**STAFF:**

Sarah Reeves  
Amy Jewell

**OTHERS PRESENT:**

Thomas Melloni, Esq.  
Kate Heppner  
Margaret Wiener

**AGENDA:**

1. Agenda
2. Public Comment Period
3. Bond Loan Authorization
4. Other Business

**1. CALL TO ORDER and AGENDA** Chair Paul Ruess called the meeting to order at 6:00 pm. Henry Bonges requested information on Sarah's conference. She will update under Other Business.

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

**BOND LOAN AUTHORIZATION** – P. Ruess stated that the voters approved authorization of CSWD to borrow up to \$22,000,000 and issue general obligation bonds to finance the cost of a new Materials Recovery Facility. S. Reeves noted that this is the first step in the bond request and we are asking to borrow \$10 million through the Vermont Municipal Bond Bank at this time and not the full \$22 million. This is because we are applying for grants and if those are awarded we do not want to borrow more than necessary. This will cover the down payment for the system, permitting, and design work.

S. Reeves noted that we are doing an interest only payments for the first five years so that we can get our feet under us as we get the new MRF operational and can get a better understanding of cashflow. Once we know the interest rate, we'll be able to plug in that information. We'll know by the end of this year the amount of additional funds we'll need to borrow.

S. Reeves noted that the documents as presented to the Board include a highlighted section, which calls attention to specific language that is not typical of standard bond bank documents. CSWD requested the specific language be included because we currently have a third party who operates the MRF and the additional wording preserves our flexibility if that relationship should change and CSWD decides to operate the MRF.

Thomas Melloni summarized that these documents authorize the District to enter into a \$10 million bond through the Vermont Municipal Bond Bank and forms a loan agreement. The change in the wording allows CSWD to enter into qualified management contracts. The bond will be a tax exempt obligation and any private operator would need to meet certain parameters, which as been previously discussed. This will be competitive bid process that will be completed by an estimated date of March 6, 2023 and signatures will be required by the Chair, Vice Chair, and the Treasurer. It is a State bond bank with an AA bond rating, which is favorable.

S. Reeves summarized that this is the standard loan document with the one exception to the wording.

**MOTION by Alan Nye , Second Paul Stabler, to move the adoption of the resolution of the BOARD OF COMMISSIONERS OF THE CHITTENDEN SOLID WASTE DISTRICT RELATING TO THE ISSUANCE OF ITS GENERAL OBLIGATION BOND as presented to the Board at this meeting.**

**Discussion:** Paul Ruess asked when the next opportunity to borrow additional money would be. S. Reeves said that this goes out twice per year, so most likely November/December 2023, or we would wait until the spring of 2024. He noted appreciation for Counsels work with this. S. Reeves noted that appreciation that Thomas is recommended as the Attorney in the State to work with Bonds so we are fortunate he is on our team. Lee Perry questioned the \$10 million is for equipment and the timing. S. Reeves noted that everything is customized and it's estimated at 12 to 14 months and with Van Dyke, they require 30% down, and then an additional 30% down and that totals about \$10 million.

**VOTING: unanimous; motion carried.**



**3. Other Business** – S. Reeves said she will be presenting at the Solid Waste Association of North America (SWANA)– Region 8 Technical Session at UMass regarding the MRF project and technology. She will provide an overview of the process and is excited to be representing both CSWD and women in solid waste, as she is the only female panelist. This session is March 1<sup>st</sup>.

In April she will be hosting a webinar for the Northeast Waste Management Official's Association (NEWMOA). The topic will be on jargon used in the solid waste industry. K. Bogasky asked if members could attend. S.Reeves will find out if membership is required and will provide information to the Board.

The next meeting will be on March 8, 2023, which will review the FY 24 Proposed Budget and it's likely we will not need a March 22, 2023 meeting.

**MOTION by A. Nye, Second by P. Stabler to adjourn the meeting. VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:20 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 Only**  
**March 8, 2023– Regular Meeting**

**PRESENT**

**BOARD MEMBERS:**

|                |                      |
|----------------|----------------------|
| Bolton         | -----                |
| Burlington     | Lee Perry            |
| Charlotte      | Ken Spencer          |
| Colchester     | Liz Hamlin Volz      |
| Essex          | Alan Nye             |
| Essex Junction | Mike Sullivan        |
| Hinesburg      | Rick McCraw          |
| Huntington     | -----                |
| Jericho        | Leslie Nulty         |
|                | Tom Joslin, alt.     |
| Milton         | Henry Bonges         |
| Richmond       | Logan Hegg           |
| Shelburne      | Margaret Wiener      |
| So. Burlington | Paul Stabler         |
|                | Allison Lazarz, alt. |
| Underhill      | Paul Ruess           |
| Westford       | Katie Frederick      |
| Williston      | Kelton Bogasky       |
| Winooski       | Bryn Oakleaf         |

**STAFF:**

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

**OTHERS PRESENT:**

Thomas Melloni, Esq.

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**AGENDA:**

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Executive Session
5. MRF Contract
6. FY 24 Budget Adoption
7. Other Business

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1. **CALL TO ORDER and AGENDA** Chair Paul Ruess called the meeting to order at 6:00 pm. Thanked Tim Loucks for twelve years of service, introduced Margy Wiener as the new Shelburne Commissioner. Additionally, congratulated Bryn Oakleaf on their re-election to the City of Winooski's City Council.
  2. **PUBLIC COMMENT PERIOD** - No discussion.

**3. Consent Agenda** – The Legislative Update (3.7) and SMI contract (3.6) were pulled from the consent agenda. Removing these items, the consent agenda was approved.

**3.6 SMI Contract** – Question: Regarding 20% non glass residue threshold: What would happen if a load exceed that percentage, or if an item was tested at a higher percentage.

- J. Tyler responded that SMI tested our glass, and it came in at 11% or 12%, so CSWD presented 20% so we wouldn't run into problems with contamination levels. If a load was higher than the 20% threshold, CSWD would either get charged a contamination fee or if SMI isn't able to process the material and needed to dispose of the material then disposal costs would be passed back to CSWD.
- P. Ruess noted that costs presented identified when glass quality is poor (winter), and the rate would save significant money per ton. In better conditions, what is the normal cost-per-ton? Staff note that we currently pay \$15/ton to Whitcomb quarry to take it for blending portions into road subbase per ANR specifications.
- A. Lazarz asks if the new MRF will have indoor glass processing capabilities. S. Reeves responds that, yes, this will be include in the MRF.
- M. Weiner asks if the three years in the SMI contract sync up with the new MRF, which is confirmed.
- Discussion is held regarding the \$96/ton, one year and two one-year extensions, with no CPI (consumer price index, related to inflation).
- Discussion of tonnage we need to take to SMI – minimum that we have to meet is 27 tons/ 3 loads a week.

**Motion by P. Stabler/Second by R. McCraw, Be it Resolved that the Board of Commissioners authorizes the Executive Director to enter into an agreement with Strategic Materials Inc., of Houston, TX, for a three year term commencing on March 8th, 2023 through March, 2026 for the services to manage wintertime glass generated at the CSWD Materials Recovery Facility in accordance with the attached Glass Recycling Service Agreement, at a cost not to exceed \$120,000 annually. VOTING: All Ayes. Motion passed.**

**3.7 Legislative Updates** - P. Stabler requests an update on the potential extension of the bottle bill: including timing, impact on ability to pay the bond for the MRF.

- J. Holliday shared that the legislature is off this week for town meeting and returns next week. Next week is crossover: if bill hasn't moved by that date, it cannot become law. This version of the bill is seeing its first year in the biennium.

-Bill H 158 passed out of Energy last week and went to Ways & Means where it was taken up on Friday for considerable discussion, but they haven't had any testimony on it. Possibly, this bill will be taken up Tuesday and reviewed. If the bill is moved out of Ways and Means by next Friday to the floor, there could be action on it this year.

As far as the impact on CSWD MRF and paying back the bond, staff have done some analysis on what expansion would do to the MRF. For example, this bill would likely pull out quality commodities, including PET and aluminum. The exact cost is hard to estimate, as price goes up and down, and we don't have clear understanding of what the redemption rates will be versus the blue bin system. The way the bill is being changed, the language is much more aggressive. Producer responsibility management of program will have to meet certain goals, the redemption rate will increase if these goals are not met. Eventually, the assumption is that we'll see more materials being redeemed over single stream. J. Holliday gave testimony to House committee and may give testimony to the Senate. Further research is needed, for example, the Producer Responsibility Organization does have to do an analysis to determine the

impact. S. Reeves noted paper and fiber products are 78% of what we take. The new MRF is designed to maximize the fiber products and we're targeting materials such as Polypropylene, which have a strong market and are growing. Plans for mitigating the effects of the proposed bottle bill is ongoing.

#### **Agenda #4. Executive Session.**

**MOTION by K. Frederick, Second by L. Nulty that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss the Town of Williston Water Line and the MRF 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: All Ayes, Motion Carried.**

**The Board reconvened the meeting at 6:40 p.m.**

**Agenda #5.** T. Melloni recommends that as part of public record of the Board of Commissioners, the memorandum as presented in Executive Session by the the Executive Director and any material changes from the existing contract be placed in the public record.

**Motion to approve the contact between CSWD and Casella Waste Systems as described by the Executive Director. Moved by P. Stabler South Burlington, seconded by K. Frederick Westford. VOTING: All Ayes; one abstention. Motion passes.**

P. Stabler extended appreciation to Casella for their work in the process.

#### **Agenda #6. FY 24 Budget Presentation**

S. Reeves presented the Budget.

- Budgeted revenue compared to actual FY 22 shows significant drop in material sales
- Budget expenses against actual FY 22 shows jump in Admin costs (new building)
- FY 24-FY 29 Capital intensive (new MRF & DOC upgrades)
- Reviewed sources of funding and explained programs.
- Solid waste management fee remains at \$27/ton but requested a discussion for FY 25 Budget
- MRF – tip fee increase to \$85/ton, regarding impact of processing fee with Casella
- ODF- increase from \$65/ to \$75/ton, result of Casella depackaging facility creating loss tonnage
- DOC – increase to bag fees \$3/small, \$8 medium, \$11/large to eliminate subsidy
- FY 24 Bottom line – get to net zero, revenue and expenses line up and reviewed transfers  
Revenue up 9.8%, expenses up 8.7% increase
- Staffing review – up 1.4% total compensation package.
- Capital Plan – FY 23-FY 25 Authorization to spend
- Fund Equity – (other than Landfill Post-Closure are stable) keeping eye on landfill post closure is now projected
- Adoption – process

Discussion:

1. **What is the large increase in the ODF?** Decrease in revenue from previous covid spike. Decrease in tonnage of food scraps, drop in inbound tons that affected inbound revenue.

L. Nulty, chair of the Finance Committee, presented comments on the budget process. She noted that this budget was fairly challenging, as staff moved out of Covid environment and out of economic uncertainty and could well prove to be too optimistic. For example, the Federal reserve continues to raise interest rates, whether that will effect Chittenden County remains to be seen. Difficult environment for projecting various revenue streams. A lot of grappling with the issue of changing pricing at the DOC and not changing at the Solid Waste Management Fee. This is a larger, philosophical question of principle; in retrospect, the Finance Committee is not the right place for that conversation. We didn't want the DOCs to be an ongoing operation that requires a subsidy, but whether the user fee is the right place to fund that is a question that needs to be discussed at the Board level. Raising the Solid Waste Management Fee as a deterrent to reduce generation of solid waste could be an option but requires a conversation. Difficult capital budget, we have a several significant upgrading initiatives Burlington & Milton DOC and the usual equipment replacement schedule, and staff has created a calendar that makes conversation easier.

A separate conversation might want to be held regarding the investment of idle funds. A few years ago, with investable funds in reserves, the District simply stopped doing money in bank accounts. Now we are looking at what portion of reserves fund could we use to place into allowable investment instruments into treasury bonds to generate some revenue. It will be a supplement if/when we succeed on this.

Comments also shared from P. Stabler – appreciated the write-up. Asked for clarification on new software. NetSuite in second year, learned a lot, second year in budget process. Management did great job budgeting earlier than normally done. Utilizing budget module in NetSuite and for the support she provided and using these modules, makes it much easier budget-to-actual and produce reports to be able to be very smooth. Some formatting difficulties, were able to provide the budget two months earlier than normal. The purpose to have this done was to give member towns to give adequate notice. Accomplished that goal.

P. Stabler noted his desire to determine actual costs by material and have that discussion.

B. Oakleaf – has the staff considered having an Ad Hoc Committee to discuss materials management and equities that should be considered. Having additional discussions, updated plan of action with the thresh-holds could be worth it.

P. Ruess – Average Commodities Revenue – MRF – conservative hard to determine, it's up and down monthly.

#### Discussion of Proposed Changes in DOC Operating Hours and Bag Prices.

- S. Reeves two facilities open on Monday, Williston and South Burlington, only allowed to operate one day per week in Hinesburg. Move to a Tuesday through Saturday schedule improves facility access for Maintenance and Roll-Off staff, and increases service to the community by opening five of six DOCs five days a week. Supports offering two days off in a row for DOC operators. Clearer communication to the public.
- B. Oakleaf – consistency will be nice, having better predictability will be helpful.

- A. Nye – notes customer concerns regarding ODF hours for business options, to which D. Goossen responds. – rerouting of traffic, late to come but by this summer, wood waste depot alongside yard debris, be able to start earlier for that 7:30 a.m. start, by July for commercial material.
- L. Hamlin-Volz- voiced support for consistency for Tues – Sat schedule and for providing DOC staff two days off in a row.
- K. Bogasky - not having an option on Monday and not having clean outs on a Monday, at any of our locations. What the usage rate is on a Monday, before feeling comfortable?

B. Oakleaf – Revisit the decrease in salaries and wages/benefits. M. Morris is retiring, new position IT dept. Explanation of duties that will transfer out of O&C, reduction mostly related that and some of those costs are going to the Admin Charge.

R. McCraw- assuming changes occur, will need to be some messaging, rates are going up but not because the MRF. S. Reeves yes, all facility costs have gone up. Held off of increases. We could significantly raise the Solid Waste Management Fee or we could raise bag fees. We have heard from customers and staff that our prices are low; even raising prices means that CSWD will remain a viable option versus curbside.

L. Hamlin-Volz – What are the costs pre-Covid for middle and large bags, as a frame of reference; doing the math, folks will continue to do the math of paying for removal of waste. S. Reeves notes that a small bag was \$2.75, medium bag was \$5.50 and large bag was \$7.50.

B. Oakleaf – Where is the discussion on accepting credit cards as a form of payment? J. Tyler shares that sites have upgraded Internet abilities to take credit cards; completed in fall 2022. N. Ricci is looking into companies to accept credit cards that can use both the POS system (Keystroke) and our back end( NetSuite), and reconcile both. The goal is to roll this out as soon as possible; research will continue for an addition month or two, possibly summer ( July 1<sup>st</sup> ), but there are some pretty key back of the house issues left to be reconciled. M. Sullivan shares that sometimes if you pay cash it's cheaper. Just an option to avoid the fees of credit cards.

**Motion to accept the FY24 Budget as presented. Moved by B. Oakleaf Winooski; seconded by B. Stabler South Burlington. VOTING: All ayes. Motion passes. Next steps: S. Reeves to present Board to member cities and towns for their votes.**

**Other Business** – We have a tentative schedule for March 22, 2023, we may not need to have that meeting.

**Motion to adjourn. Moved by L. Nulty Jericho; seconded by A.Nye Essex Junction. VOTING: All ayes. Motion passes. Meeting adjourned at 8:00pm.**

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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,***

## MEMORANDUM

To: Board of Commissioners  
From: CSWD Staff  
Date: April 21, 2023  
Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon) –

As of the end of March from a budget perspective, the first nine months of FY23 is 3.0% above projected revenues. FY23 revenue is 1.3% higher than the same period in FY22.

Total landfilled tonnage for the third quarter of FY23 was down 0.4% compared to the third quarter of FY22. Of the overall tonnage, the Municipal Solid Waste (MSW) component was down 2.5%, the Construction and Demolition Debris portion was up 9.1%, and the Alternative Daily Cover portion (fee is 25% of the full rate) was down 7.9%. The pounds per capita per day MSW disposed was 2.69 in the third quarter of FY23 which is less than it was in the third quarter of FY22 (2.73).

Please refer to accompanying charts.

- Organics Recycling Facility (Dan) –

- Monthly billable food scraps for March totaled 326.7 tons. This is 15% greater than the previous month and 2% above the FY22 average. It brings the fiscal year to date total to 3,088 tons – 10% or 334 tons below budgeted YTD projections.

- Further construction delays have pushed back the transfer date to the new ODF office space and scale house. Activation of the new scale is underway, and occupation of the space is now slated for mid-May.

- Dan represented CSWD's ORF at the annual Better Building By Design conference put on by Efficiency Vermont in early April and presented on recent efforts to reduce fossil fuel consumption in favor of electrification (and efficiency gains).

- Materials Recycling Facility (Josh)

- YTD average monthly inbound single stream material: 3,641 tons
- YTD average monthly marketed material: 2,955 tons
- 12-month, average commodity revenue (ACR): \$85.25/ton
- All data includes PGA tons and costs

- Marketing & Communications (Alise/Michele) –

- Marketing is working on a potential recruitment video and associated media buys to promote current and upcoming open CSWD staff positions.

- CSWD signage will be in place at the new Gregory Drive offices by end of April. This process and upcoming hours changes at Drop-Off Centers prompted an overhaul of all DOC entrance signage, expected to be in place before July 1.



- Plans are in place for notices about DOC hours changes and other good news as well as trash fee changes in advance of July 1. Messaging will be timed and targeted to maximize impact.

### Media Mentions – March

3.3.2023 [The 5 Most Common Recycling Myths](#) (*Outside Online*)

- Outreach (Beth): The Outreach Team is enjoying our Earth Week festivities. We have a fun, interactive social media campaign underway that is performing very well. We also spent the day at UVM educating and interacting with hundreds of young people who are very interested in doing the right thing. The team created a comprehensive display that tested recycling and composting knowledge of folks the who participated, and we handed out CSWD tote bags. Sign-ups for Saturday's ORF tour and Backyard Composting workshop are also looking positive!
- Legislative Updates (Jen):  
[H.158](#), an act related to the beverage container redemption system proposes to expand the scope of beverages subject to the redemption system and to require a Producer Responsibility Organization (PRO) to manage the program. This bill passed the House two weeks ago and is currently being discussed in the Senate Natural Resources Committee. I provided testimony last week and expressed concerns about the impact that expansion would have on the cost of blue bin recycling. I also expressed support for inclusion of wine in the expansion that would result in removing glass from the MRF if expansion was kept in the bill. The Committee is scheduled to vote the bill out by the end of this week.

[H.67](#), an act related to producer responsibility for household products containing hazardous substances has passed the House and scheduled in the Senate Natural Resources Committee to be discussed this week. I will be providing testimony in support of the bill on Friday.

These are the two solid waste related bills that have a chance of passing this year. The Senate Natural Resources & Energy Committee will stop meeting either by the end of next week or the week after. If either bill above does not make it out of that Committee by then, it will not pass this year but can be taken up again next year, the second year of the biennium. The General Assembly is expected to adjourn on May 12<sup>th</sup>.

- Board Reappointments (Amy): In accordance with CSWD's Charter, Board of Commissioners serve two-year terms. The legislative bodies of member municipalities whose beginning letter begins with L through Z appoint their commissioners and alternate commissioners in odd numbered years. The term ends on May 31, 2023. Letters were sent out to City/Town Managers and Board members for reappointment.

# # #

# 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                    | 10,583               | 10,293             | -290            | -2.7%       |
| Jan                    | 9,180                | 9,196              | 16              | 0.2%        |
| Feb                    | 7,402                | 7,823              | 421             | 5.7%        |
| Mar                    | 9,571                | 9,788              | 217             | 2.3%        |
| Apr                    |                      |                    |                 |             |
| May                    |                      |                    |                 |             |
| Jun                    |                      |                    |                 |             |
| <b>Total Tons YTD</b>  | <b>92,976</b>        | <b>94,160</b>      | <b>1,184</b>    | <b>1.3%</b> |
| <b>Mgmt Fee \$ YTD</b> | <b>\$2,510,355</b>   | <b>\$2,542,330</b> | <b>\$31,975</b> | <b>1.3%</b> |

|                                   | Tons    | \$          |
|-----------------------------------|---------|-------------|
| FY 23 Budget                      | 125,250 | \$3,381,750 |
| FY 23 Actual YTD                  | 94,160  | \$2,542,330 |
| Difference                        | -31,090 | (\$839,420) |
| FY 23 Actual % YTD vs<br>Budget % | 75.2%   |             |
| YTD % of Months                   | 75.0%   |             |

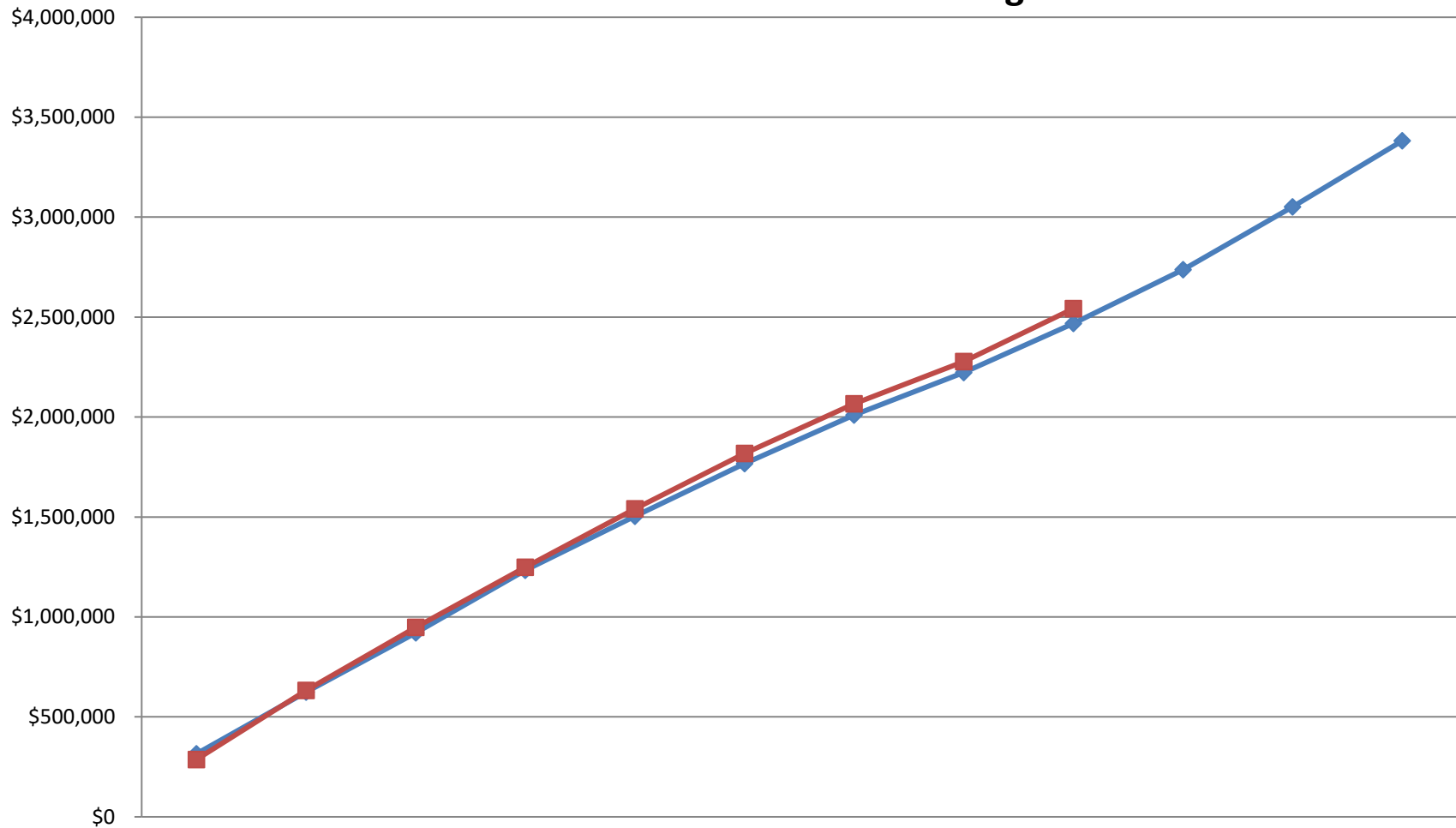
Chittenden Solid Waste District  
Solid Waste Management Fee FY 23 (Budget versus Actual)

| 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 | \$277,909    | \$1,818,541 | \$14,900     | \$52,123  | 103.0%          |
| Jan-23 | 7.2%      | \$244,193    | \$2,010,611 | \$248,286    | \$2,066,827 | \$4,093      | \$56,216  | 102.8%          |
| Feb-23 | 6.3%      | \$211,395    | \$2,222,006 | \$211,217    | \$2,278,045 | (\$178)      | \$56,038  | 102.5%          |
| Mar-23 | 7.3%      | \$245,915    | \$2,467,921 | \$264,285    | \$2,542,330 | \$18,370     | \$74,409  | 103.0%          |
| 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   | 10,293         | 67,353   | 552            | 1,930    |
| Jan-23 | 59.5%       | 9,044        | 74,467   | 9,196          | 76,549   | 152            | 2,082    |
| Feb-23 | 65.7%       | 7,829        | 82,297   | 7,823          | 84,372   | (7)            | 2,075    |
| Mar-23 | 73.0%       | 9,108        | 91,404   | 9,788          | 94,160   | 680            | 2,756    |
| 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



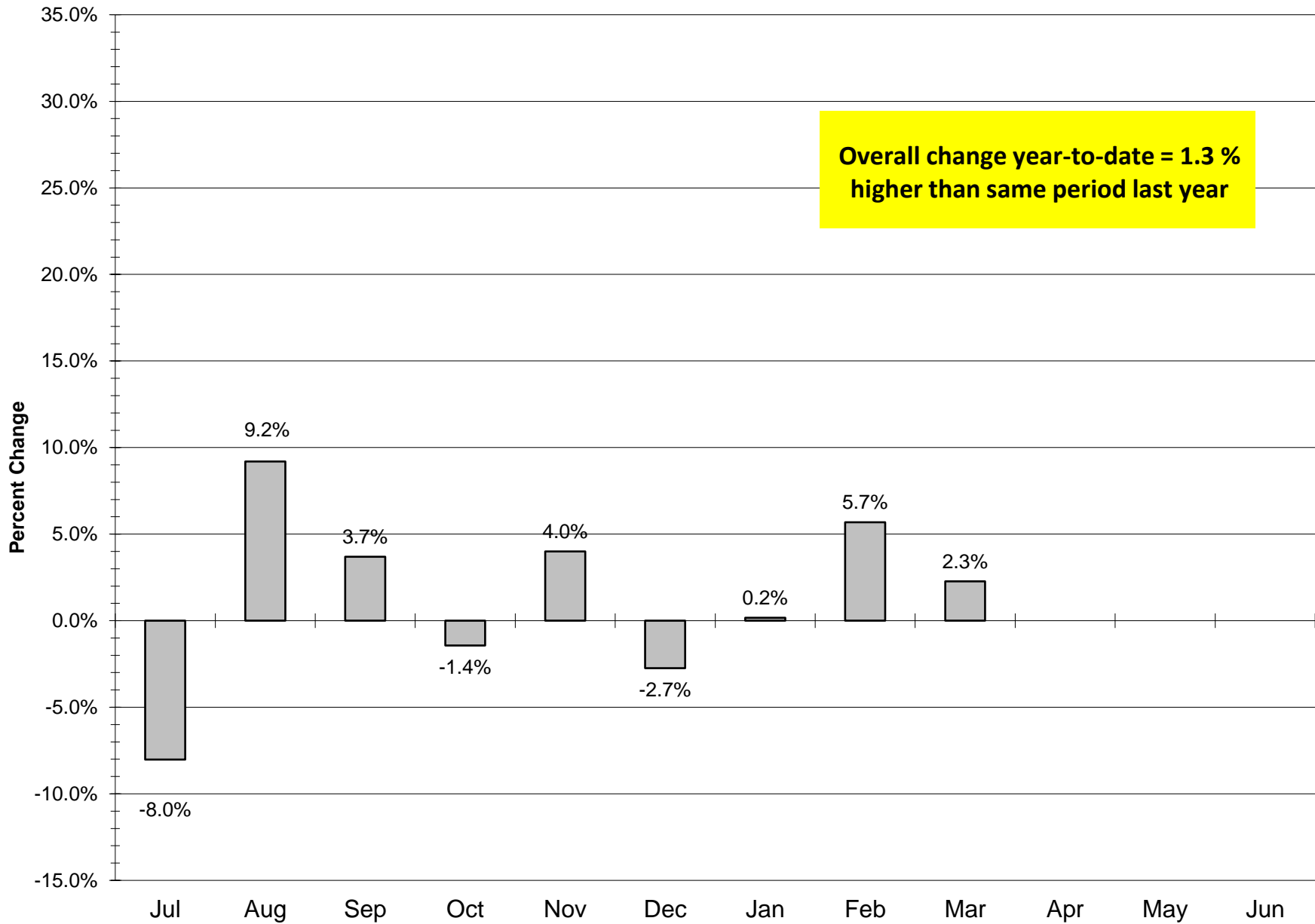
|            | Jul-22    | Aug-22    | Sep-22    | Oct-22      | Nov-22      | Dec-22      | Jan-23      | Feb-23      | Mar-23      | Apr-23      | May-23      | Jun-23      |
|------------|-----------|-----------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| —◆— 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 | \$1,818,541 | \$2,066,827 | \$2,278,045 | \$2,542,330 |             |             |             |

# CHITTENDEN SOLID WASTE DISTRICT

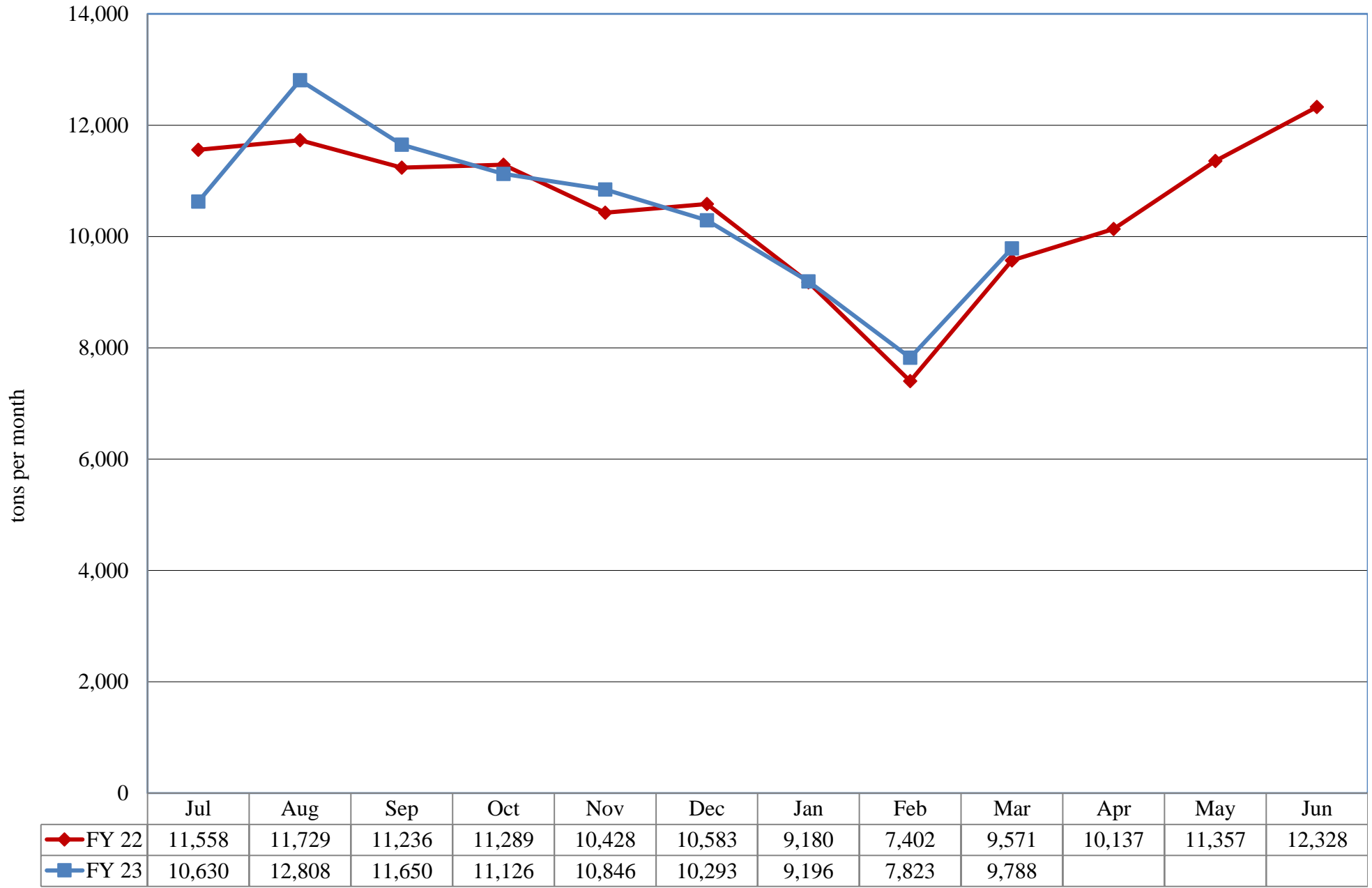
## SWMF Tons Refuse Disposed per Operating Weekday

| 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     | 10,583       | 23                   | 460.1        | 10,293       | 22                   | 467.9        | -290                      | -1                   | 7.7           | 1.7%       |
| Jan     | 9,180        | 21                   | 437.1        | 9,196        | 22                   | 418.0        | 16                        | 1                    | -19.1         | -4.4%      |
| Feb     | 7,402        | 20                   | 370.1        | 7,823        | 20                   | 391.1        | 421                       | 0                    | 21.0          | 5.7%       |
| Mar     | 9,571        | 23                   | 416.1        | 9,788        | 23                   | 425.6        | 217                       | 0                    | 9.5           | 2.3%       |
| Apr     | 0            | 21                   | 0.0          |              | 20                   |              |                           |                      |               |            |
| May     | 0            | 21                   | 0.0          |              | 22                   |              |                           |                      |               |            |
| Jun     | 0            | 22                   | 0.0          |              | 22                   |              |                           |                      |               |            |
| Total   | 92,976       | 258                  |              | 94,160       | 258                  |              | 1,184                     | 0                    |               |            |
| Average |              |                      | 360.4        |              |                      | 365.0        |                           |                      | 4.6           | 1.3%       |

Difference in SWMF Tons Per Month Disposed  
FY23 versus FY22

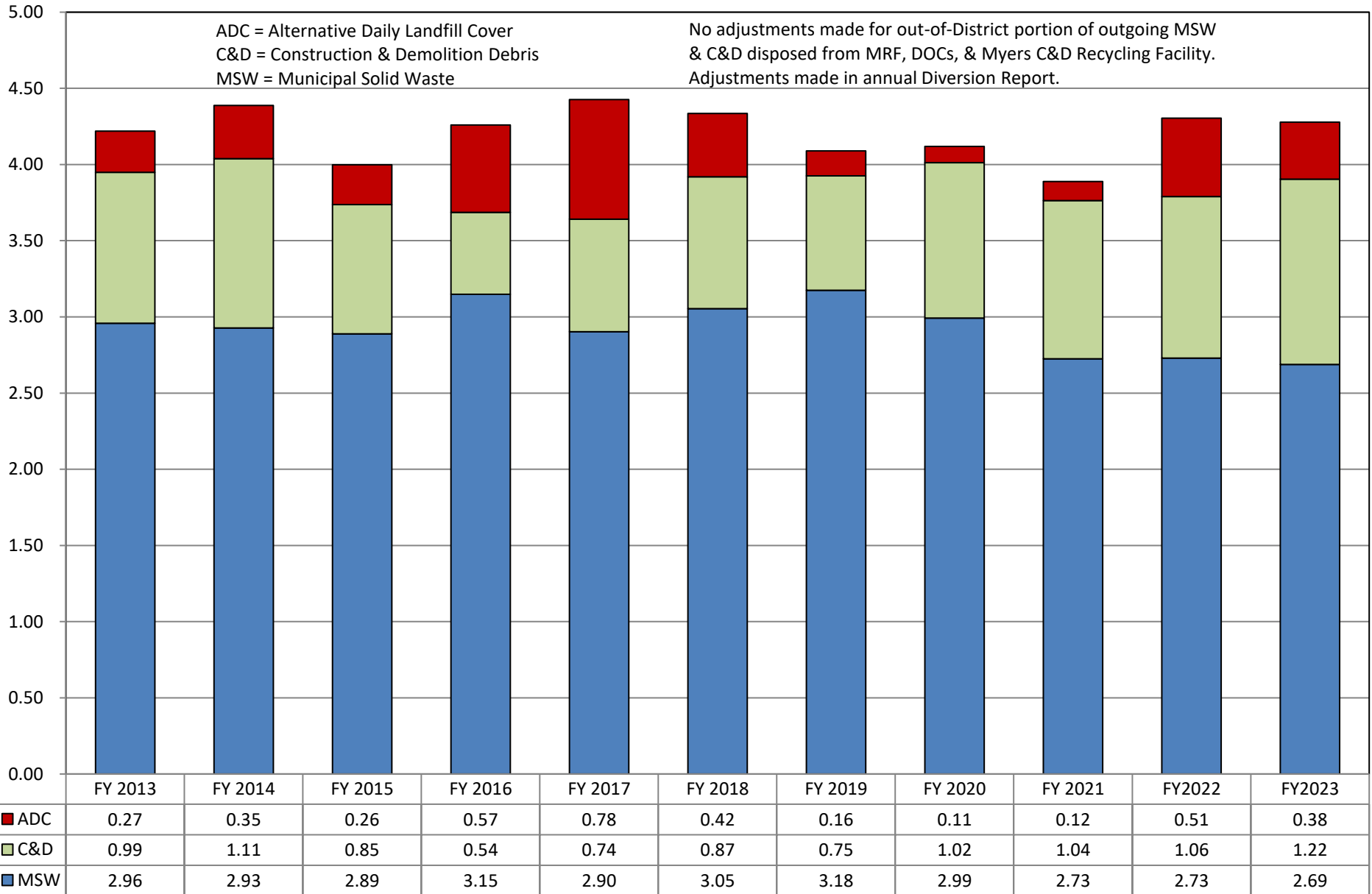


# CSWD - SWMF Tons Trash per Month - FY 23 v. FY 22



## CHITTENDEN SOLID WASTE DISTRICT

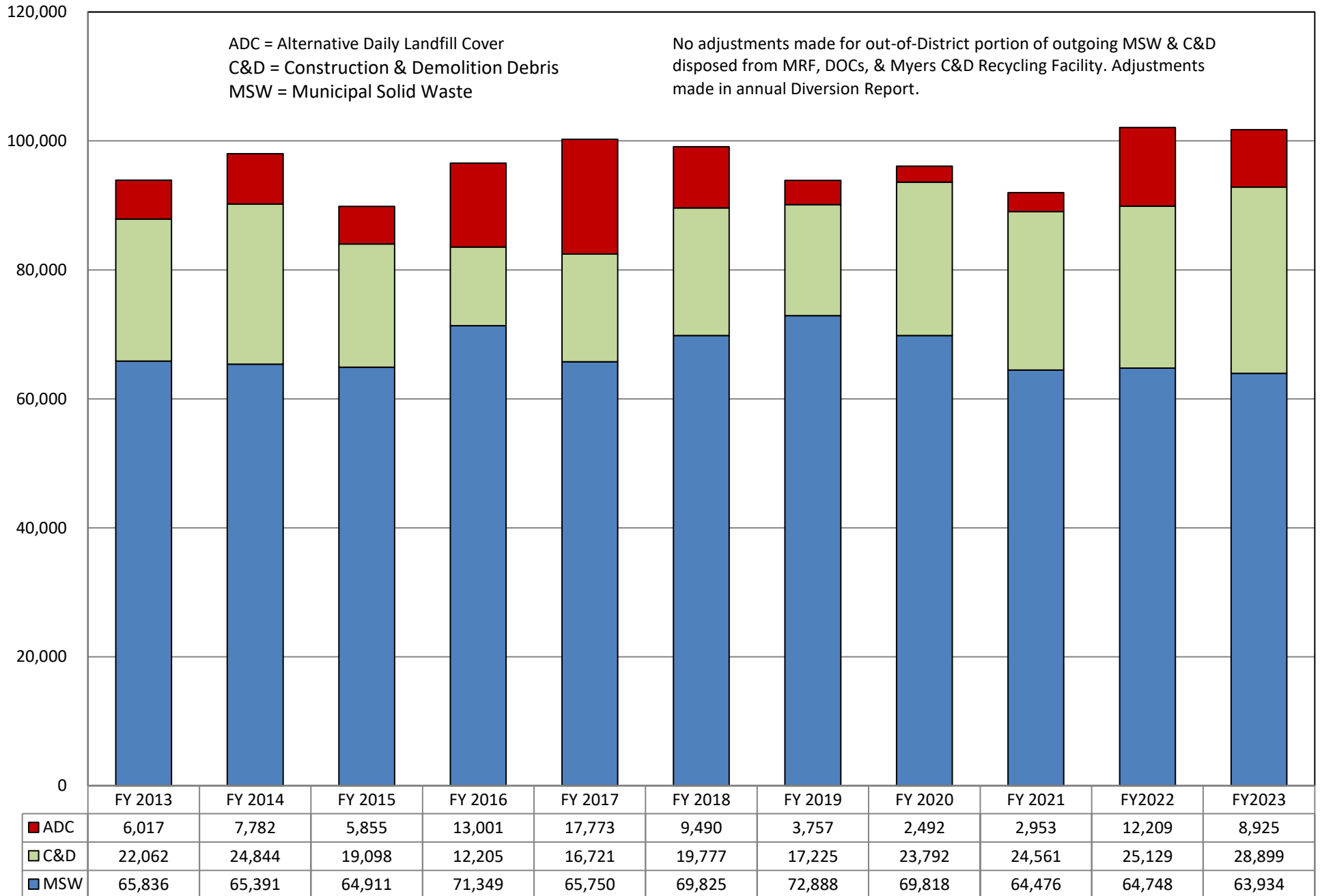
### Pounds per Capita per Day Landfilled or Incinerated - Fiscal Years 2013-2023 through 3rd Quarter





# CHITTENDEN SOLID WASTE DISTRICT

## Tons Landfilled or Incinerated - Fiscal Years 2013-2023 through 3rd Quarter



#3.3

TO: Board of Commissioners  
FROM: Sarah Reeves  
DATE: April 19, 2023  
RE: Executive Director Update

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**March 8 - PRESENT**

- **NEW MATERIALS AT DOCs:** A few months ago we quietly rolled out a pilot program to accept shredded paper and hardcover books at our DOCs. The ultimate goal is to keep shredded paper out of blue bins/carts and therefore out of the MRF. Shredded paper is the primary organic contaminant in our glass products. Our customers have embraced the DOC program, so we are intending to formally go out to bid for the services in the next month or so.
- **SEPTIC MOUND SAND:** Josh T and I met with ANR Solid Waste, ANR Water/Wastewater, and UVM to discuss the possibility of using our MRF Processed Glass Aggregate (PGA) as a septic mound medium in place of mound sand. Mound sand is a rapidly diminishing natural resource and there is high demand for this material. PGA is a promising substitute for the natural material, and we are pursuing this path with enthusiasm.
- **NAME CHANGES:** To bring our nomenclature for our facilities in better alignment with our Diversity, Equity, and Inclusion policy, and the activity of the specific facility, and popular understanding of solid waste terminology, we are renaming both the ODF and the MRF. The terms “recovery” and “diversion” are used at the professional level of industry terminology. To the public, it’s not immediately clear what’s being referenced or how the terms relate to what we’re asking folks to do on a daily basis. Both terms need supporting explanation, which makes them more like jargon, and exclusionary.

In the industry, MRF can mean either “Materials Recovery Facility” or “Materials Recycling Facility”. We’ve switched to the more widely used term Materials Recycling Facility. This will more quickly convey to the public what the building does and which materials are being processed there.

We’re switching ODF (Organics Diversion Facility) to ORF, or “Organics Recycling Facility”. The full name will be “the CSWD Organics Recycling Facility, home of Green Mountain Compost”. A few years ago, we moved away from calling the facility “Green Mountain Compost” because as simply the brand name of the products it didn’t convey that they were made by a municipality – by CSWD. We wanted CSWD’s name to be associated with the wonderful compost products made by the ORF team. ODF was chosen as a temporary designation, in part because we wanted to avoid confusion with another ORF that had been planned to be built nearby. That facility never materialized, and so, we are claiming the ORF name. In this case, using the word “recycling” in the name does convey what happens there. We bring in organic material and recycle it into new products.

- **MRF FUNDING - NGO:** CSWD has been awarded \$250,000 by The Recycling Partnership for our polypropylene optical sorting line in the new MRF. We are very thankful for the grant from TRP, and have received encouragement to also apply for a PET grant.
- **BUDGET PRESENTATIONS** – FY 24 budget presentations to member towns and cities have concluded, with each member municipality voting in favor of the budget. This is the earliest that CSWD's budget process has concluded in our history. I want to thank and commend my manager team for the hard work needed to pull the budget together. I especially want to recognize Nola Ricci for bringing the new budget system to the District and for the many hours it took to bring everything online and into service. Lastly, I'd like to thank the members of the Finance Committee for agreeing to meet on a truncated schedule, and for the very helpful input and guidance provided.

### May/June 2023

- Executive Board, 5/15
- Full Board, 5/24
- Memorial Day, 5/29; Offices and facilities closed (Organics Recycling Facility open for commercial drop off only)
- Finance Committee, 6/14
- Juneteenth, 6/19; Offices and facilities closed
- Executive Board, TBD
- Annual Organizational Board Meeting, 6/28

#3.4

To: Board of Commissioners  
From: Nola Ricci, Director of Finance  
Date: April 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 |
|--------------|----------------|
| 01/11/2023   | \$345,506.06   |
| 01/24/2023   | \$261,629.69   |
| 02/07/2023   | \$820,460.77   |
| 02/22/2023   | \$434,725.14   |
| 03/07/2023   | \$329,608.26   |
| 03/21/2023   | \$687,838.99   |
| 04/11/2023   | \$513,504.86   |

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

As of March 31, 2023

Assigned Reserve balances are as follows:

|                          |                        |
|--------------------------|------------------------|
| Landfill Post Closure    | \$ 556,943.36          |
| Facility Closure         | \$ 1,464,178.31        |
| Capital Reserves         | \$ 10,490,751.09       |
| Biosolids Reserve        | \$ 288,848.68          |
| Community Clean Up       | \$ 83,664.87           |
| Solid Waste Reserve      | \$ 1,000,000.00        |
| <u>Operating Reserve</u> | <u>\$ 1,750,000.00</u> |
| Total Designated:        | \$ 15,635,386.31       |
| Total Undesignated:      | \$ 1,843,773.64        |
| Cash & Cash Equivalents: | \$ 15,700,718.31       |
| Current Liabilities:     | \$ 612,475.71          |

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

|               |           |
|---------------|-----------|
| Bolton        | \$ 0      |
| Burlington    | 10,000.00 |
| Charlotte     | 5,000.00  |
| Colchester    | 7,500.00  |
| Essex Jct     | 4,250.00  |
| 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     | 0         |
| Winooski      | 1,914.87  |

To: Board of Commissioners  
From: Nola Ricci, Director of Finance  
Date: April 18, 2023  
RE: Fiscal Year 2023 July-December Financials (Q2)

In Fiscal Year 2023, 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**

### **Revenue**

Based on the actual net income from the first and second quarter of fiscal year 2023, 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 the second quarter, sales were exceeding the budget at 100.59%. Throughout the year, the ACR fluctuates with market demand and routinely begins to decrease by the second quarter, before picking up again mid-way into Q3.

### **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 2022, CSWD had just over \$400k in material held for sale. As seasonal production winds down and inventory continues to be available, CSWD typically sees a reduction in the purchases of cost of good sold as inventory already available for sale is used in place of new purchases. Quarters 1 and 2 did see a reduction of cost of goods purchased, and the expenses associated with these sellable materials was around 82% of the expected budget.

Payroll Expenses include both wages and benefits paid to staff. At the end of Q2 payroll expenses were as expected. Travel & Training, Administrative Costs, Professional Fees, Supplies, and Promotion & Education are all under the expected value by approximately 50%. Promotion & Education is expected to increase in the last fiscal quarter. 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. Unearned Revenue is primarily the amount received for the MOU with the City of Burlington. As some of the funds were issued as income in previous years (approximately \$34,000), we expect this to 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

### FY23 Q1

|  | Amount                | Budget Amount         | Amount Over Budget      | % of Budget     |
|--|-----------------------|-----------------------|-------------------------|-----------------|
| <b>Income</b>                          |                       |                       |                         |                 |
| Tipping Fees                           | \$3,063,798.65        | \$3,156,540.25        | (\$92,741.60)           | 97.06%          |
| Special Materials                      | \$43,760.99           | \$29,250.00           | \$14,510.99             | 149.61%         |
| Hazardous Waste                        | \$49,416.57           | \$34,000.02           | \$15,416.55             | 145.34%         |
| Biosolids                              | \$665,087.93          | \$639,718.50          | \$25,369.43             | 103.97%         |
| Solid Waste Management                 | \$1,816,306.96        | \$1,690,875.00        | \$125,431.96            | 107.42%         |
| Sale of Materials                      | \$1,067,219.17        | \$1,151,633.17        | (\$84,414.00)           | 92.67%          |
| License Fees, Fines & Penalties        | \$14,852.80           | \$14,910.00           | (\$57.20)               | 99.62%          |
| Rents                                  | \$36,000.00           | \$35,700.00           | \$300.00                | 100.84%         |
| Product Stewardship & Reimbursements   | \$82,205.67           | \$95,349.98           | (\$13,144.31)           | 86.21%          |
| Interest & Dividends                   | \$45,805.24           | \$1,000.02            | \$44,805.22             | 4,580.43%       |
| Equipment Sale/Trade In                | \$4,765.98            | \$0.00                | \$4,765.98              | 0.00%           |
| Other Income                           | \$46.17               | \$0.00                | \$46.17                 | 0.00%           |
| <b>Total - Income</b>                  | <b>\$6,889,266.13</b> | <b>\$6,848,976.94</b> | <b>\$40,289.19</b>      | <b>100.59%</b>  |
| <b>Cost of Goods Sold</b>              |                       |                       |                         |                 |
| Organics Cost of Goods Sold            | \$70,622.80           | \$78,224.44           | (\$7,601.64)            | 90.28%          |
| Bins & Containers                      | \$0.00                | \$9,733.50            | (\$9,733.50)            | 0.00%           |
| Paint                                  | \$12,695.00           | \$14,000.00           | (\$1,305.00)            | 90.68%          |
| <b>Total - Cost Of Goods Sold</b>      | <b>\$83,317.80</b>    | <b>\$101,957.94</b>   | <b>(\$18,640.14)</b>    | <b>81.72%</b>   |
| <b>Gross Profit</b>                    | <b>\$6,805,948.33</b> | <b>\$6,747,019.00</b> | <b>\$58,929.33</b>      | <b>100.87%</b>  |
| <b>Expense</b>                         |                       |                       |                         |                 |
| Salaries & Wages                       | \$1,590,466.78        | \$1,676,151.91        | (\$85,685.13)           | 94.89%          |
| Benefits                               | \$574,685.11          | \$664,084.81          | (\$89,399.70)           | 86.54%          |
| <b>Total Payroll Expenses</b>          | <b>\$2,165,151.89</b> | <b>\$2,340,236.72</b> | <b>(\$175,084.83)</b>   | <b>92.52%</b>   |
| Travel & Training                      | \$22,675.48           | \$56,337.57           | (\$33,662.09)           | 40.25%          |
| Administrative Costs                   | \$15,410.86           | \$62,990.23           | (\$47,579.37)           | 24.47%          |
| Professional Fees                      | \$58,501.14           | \$216,410.81          | (\$157,909.67)          | 27.03%          |
| Equipment & Fleet                      | \$315,193.67          | \$399,857.55          | (\$84,663.88)           | 78.83%          |
| Supplies                               | \$27,890.85           | \$69,361.52           | (\$41,470.67)           | 40.21%          |
| Materials Management                   | \$2,170,785.39        | \$3,088,947.39        | (\$918,162.00)          | 70.28%          |
| Property Management                    | \$261,015.02          | \$252,766.75          | \$8,248.27              | 103.26%         |
| Promotion & Education                  | \$12,831.19           | \$129,900.98          | (\$117,069.79)          | 9.88%           |
| Community Support                      | \$6,088.38            | \$49,424.98           | (\$43,336.60)           | 12.32%          |
| Maintenance Allocations to Departments | \$256,205.70          | \$337,379.41          | (\$81,173.71)           | 75.94%          |
| <b>Total - Expense</b>                 | <b>\$5,311,749.57</b> | <b>\$7,003,613.91</b> | <b>(\$1,691,864.34)</b> | <b>75.84%</b>   |
| <b>Net Ordinary Income</b>             | <b>\$1,494,198.76</b> | <b>(\$256,594.91)</b> | <b>\$1,750,793.67</b>   | <b>-582.32%</b> |
| <b>Other Income and Expenses</b>       |                       |                       |                         |                 |
| Maintenance Expense Distributed        | \$256,205.70          | \$0.00                | \$256,205.70            | 0.00%           |
| Community Clean Up Reserve Transfer    | (\$5,585.13)          | \$0.00                | (\$5,585.13)            | 0.00%           |
| <b>Net Other Income</b>                | <b>\$261,790.83</b>   | <b>\$0.00</b>         | <b>\$261,790.83</b>     | <b>0.00%</b>    |
| <b>Net Income</b>                      | <b>\$1,755,989.59</b> | <b>(\$256,594.91)</b> | <b>\$2,012,584.50</b>   | <b>-684.34%</b> |

# Chittenden Solid Waste District

## Balance Sheet

### FY23 Q2

|                                       | As of Dec 2022         | As of Jun 2022         | Variance              | % Variance     |
|---------------------------------------|------------------------|------------------------|-----------------------|----------------|
| <b>ASSETS</b>                         |                        |                        |                       |                |
| <b>Current Assets</b>                 |                        |                        |                       |                |
| Cash & Cash Equivalent                | \$15,290,588.57        | \$15,371,019.64        | (\$80,431.07)         | -0.52%         |
| Accounts Receivable                   | \$1,468,424.80         | \$1,962,949.71         | (\$494,524.91)        | -25.19%        |
| Other Current Asset                   |                        |                        |                       |                |
| Undeposited Funds                     | \$9.38                 | \$0.00                 | \$9.38                | 0.00%          |
| Prepaid Expenses                      | \$62,788.53            | \$76,325.08            | (\$13,536.55)         | -17.74%        |
| Inventory                             | \$404,233.63           | \$404,233.63           | \$0.00                | 0.00%          |
| Security Deposit                      | \$0.00                 | \$2,000.00             | (\$2,000.00)          | -100.00%       |
| Total Other Current Asset             | \$467,031.54           | \$482,558.71           | (\$15,527.17)         | -3.22%         |
| <b>Total Current Assets</b>           | <b>\$17,226,044.91</b> | <b>\$17,816,528.06</b> | <b>(\$590,483.15)</b> | <b>-3.31%</b>  |
| <b>Fixed Assets</b>                   |                        |                        |                       |                |
| Capital Assets                        | \$26,472,767.63        | \$26,472,767.63        | \$0.00                | 0.00%          |
| Accumulated Depreciation              | (\$13,109,820.09)      | (\$13,109,820.09)      | \$0.00                | 0.00%          |
| Total Capital Assets                  | \$13,362,947.54        | \$13,362,947.54        | \$0.00                | 0.00%          |
| Capital Assets in Progress            | \$2,358,285.05         | \$313,939.62           | \$2,044,345.43        | 651.19%        |
| <b>Total Fixed Assets</b>             | <b>\$15,721,232.59</b> | <b>\$13,676,887.16</b> | <b>\$2,044,345.43</b> | <b>14.95%</b>  |
| <b>Total ASSETS</b>                   | <b>\$32,947,277.50</b> | <b>\$31,493,415.22</b> | <b>\$1,453,862.28</b> | <b>4.62%</b>   |
| <b>Liabilities &amp; Equity</b>       |                        |                        |                       |                |
| <b>Current Liabilities</b>            |                        |                        |                       |                |
| Accounts Payable                      | \$332,441.13           | \$532,327.60           | (\$199,886.47)        | -37.55%        |
| Credit Card                           | \$11,842.69            | \$4,203.88             | \$7,638.81            | 181.71%        |
| Paint Care Fees                       | \$80.34                | \$0.00                 | \$80.34               | 0.00%          |
| Accrued Taxes                         | \$41.99                | \$4,507.77             | (\$4,465.78)          | -99.07%        |
| Accrued Benefits                      | \$689.28               | \$13,121.95            | (\$12,432.67)         | -94.75%        |
| Accrued Expenses                      | \$18,382.43            | \$108,224.11           | (\$89,841.68)         | -83.01%        |
| Post Closure Payable - current        | \$209,150.58           | \$209,150.58           | \$0.00                | 0.00%          |
| Unearned Revenue                      | \$68,453.84            | \$64,726.84            | \$3,727.00            | 5.76%          |
| <b>Total Current Liabilities</b>      | <b>\$641,082.28</b>    | <b>\$936,262.73</b>    | <b>(\$295,180.45)</b> | <b>-31.53%</b> |
| <b>Long Term Liabilities</b>          |                        |                        |                       |                |
| Post Closure Payable - noncurrent     | \$244,384.37           | \$244,384.37           | \$0.00                | 0.00%          |
| Compensated Absences Payable          | \$319,099.14           | \$319,099.14           | \$0.00                | 0.00%          |
| <b>Total Long Term Liabilities</b>    | <b>\$563,483.51</b>    | <b>\$563,483.51</b>    | <b>\$0.00</b>         | <b>0.00%</b>   |
| <b>Equity</b>                         |                        |                        |                       |                |
| Investment in Capital Assets          | \$13,362,947.54        | \$13,362,947.54        | \$0.00                | 0.00%          |
| Facilities Closure Reserve            | \$1,464,178.31         | \$1,464,178.31         | \$0.00                | 0.00%          |
| Solid Waste Management Reserve        | \$1,000,000.00         | \$1,000,000.00         | \$0.00                | 0.00%          |
| Operating Reserve                     | \$1,750,000.00         | \$1,750,000.00         | \$0.00                | 0.00%          |
| Designated for Capital                | \$10,490,751.09        | \$10,490,751.09        | \$0.00                | 0.00%          |
| Restricted Reserves                   |                        |                        |                       |                |
| Landfill Post Closure Reserve         | \$541,943.36           | \$541,943.36           | \$0.00                | 0.00%          |
| Biosolids Reserve                     | \$288,848.68           | \$288,848.68           | \$0.00                | 0.00%          |
| <b>Total Restricted Reserves</b>      | <b>\$830,792.04</b>    | <b>\$830,792.04</b>    | <b>\$0.00</b>         | <b>0.00%</b>   |
| Community Cleanup Reserve             | \$89,414.87            | \$95,000.00            | (\$5,585.13)          | -5.88%         |
| Undesignated                          | \$1,000,000.00         | \$1,000,000.00         | \$0.00                | 0.00%          |
| Prior Year Adjustment                 | (\$1,361.73)           | \$0.00                 | (\$1,361.73)          | 0.00%          |
| Net Income                            | \$1,755,989.59         | \$0.00                 | \$1,755,989.59        | 0.00%          |
| <b>Total Equity</b>                   | <b>\$31,742,711.71</b> | <b>\$29,993,668.98</b> | <b>\$1,749,042.73</b> | <b>5.83%</b>   |
| <b>Total Liabilities &amp; Equity</b> | <b>\$32,947,277.50</b> | <b>\$31,493,415.22</b> | <b>\$1,453,862.28</b> | <b>4.62%</b>   |

**#3.6**

TO: Board of Commissioners  
FROM: Josh Tyler  
DATE: April 18, 2023  
RE: RFB No. 20230223 Maintenance Skid Steer Purchase

---

CSWD Staff issued a Request for Bids (RFB) for the procurement of one skid steer per RFB No. 20230223 Skid Steer Purchase, dated February 23, 2023. Skid steers are critical pieces of equipment for the operation of multiple facilities at CSWD. This particular unit will be used by our Maintenance Team to clean nails from Drop-Off Center sites with the new 84" angle brush, clear a better line of site at the ORF and DOCs with the brush hog attachment, as well as provide redundant coverage at the landfill for brush clearing.

In 2014, staff selected a Volvo L30GS mini loader to replace the skid steer in use at the time. The mini loader provided functionality and useful years of service, however, we have had significant issues regarding maintenance and procuring parts for the mini loader. It has been determined that returning to a skid steer will better service our current needs.

RFB No. 20230223 Skid Steer Purchase was posted online to the VT Business Registry and was also emailed to four local vendors:

- Woods CRW Corporation, Williston, Vermont
- United Construction and Forestry, Williston, Vermont
- Champlain Valley Equipment, St. Albans, Vermont
- Milton CAT, Richmond, Vermont

Two of the four bidders provided a quote meeting our specifications for this equipment. Please see Bid Evaluation grid below. The John Deere 325G from United Construction and Forestry meets our specifications and was competitively priced. The proposed equipment has an identified useful life as a skid steer for a minimum of five years. We are recommending trading in the Volvo L30GS as part of this purchase. The trade-in value is incorporated in the price noted below. The CSWD FY24 Maintenance Budget has \$110,000 identified for rolling stock replacement of the mini loader. The cost for Maintenance skid steer and accessories from United Construction and Forestry is approximately \$46,969.

| RFB No. 20230223 Maintenance Skid Steer Bid Evaluation |                            |                     |
|--|----------------------------|---------------------|
| Vendor Name  | Champlain Valley Equipment | United Construction |
| Make/Model Proposed                                    | Bobcat T76                 | John Deere 325G     |
| Purchase Price   | \$95,151.00                | \$69,498.00         |
| 60 month/3000 hrs protection                           | \$4,488.00                 | \$1,671.00          |
| Brush Hog  | \$9,951.00                 | \$7,400.00          |
| 84" Angle Broom  | \$8,135.00                 | \$7,400.00          |
| Delivery Schedule                                      | In stock                   | 75-90 days          |
| Total  | \$117,725.00               | \$85,969.00         |
| Trade in L30 Volvo Mini-Loader                         | \$37,000.00                | \$39,000.00         |
| total cost to the District                             | \$80,725.00                | \$46,969.00         |
| Capital Budget Amount                                  | \$110,000.00               | \$110,000.00        |
| Exceptions to RFB Specifications                       | None noted                 | None noted          |
| <b>Bid Selection Criteria</b>                          | Champlain Valley Equipment | United Construction |
| Delivery Schedule 20%                                  | 10                         | 5                   |
| Quality of Equip Service 20%                           | 10                         | 10                  |
| Bid Cost 60%   | 5                          | 10                  |
| <b>Total Score</b>                                     | <b>7</b>                   | <b>9</b>            |

**BE IT RESOLVED** that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with United Construction and Forestry, located in Williston, Vermont, for the purchase of the John Deere 325G at an amount not to exceed \$50,000.

###



**#3.7**

TO: Board of Commissioners  
FROM: Josh Tyler  
DATE: April 19, 2023  
RE: RFB No. 20230222 Maintenance Front End Loader Purchase

---

CSWD Staff issued a Request for Bid (RFB) for the procurement of one front end loader per RFB No. 20230222, dated February 23, 2023. The Maintenance front end loader performs all required work at the Drop-Off Center located in Williston, including special waste handling and acts as a backup loader for the Organics Recovery Facility (ORF) and the Materials Recovery Facility (MRF). The existing loader has reached its end of usable life and will be transitioned to the Drop-Off Center located in Milton (MDOC). Bringing the existing loader to MDOC will support the capital site upgrade scheduled for spring 2024.

We will be trading in the 1994 Volvo L50C that is currently at our Drop Off Center (DOC) in South Burlington. The L50C has been hard to service and has been difficult to find parts for and is, generally, showing its age. It is also not sufficient for all of our needs in South Burlington including our newly adopted plan of handling snow removal internally at the majority of our sites.

RFB No. 20230222 Maintenance Front Loader Purchase was posted online to the VT Business Registry and was also emailed to four local vendors:

- Woods CRW Corporation, Williston, Vermont
- United Construction and Forestry, Williston, Vermont
- Champlain Valley Equipment, St. Albans, Vermont
- Milton CAT, Richmond, Vermont

CSWD received two bids meeting our specifications for this equipment, please see Bid Evaluation grid below. The John Deere 644P from United Construction and Forestry meets our specifications and was competitively priced. The proposed equipment has an identified useful life as a front loader for a seven-year timeframe. As mentioned above, we are recommending trading in the Volvo L50C as part of this purchase. The trade-in value is incorporated in the price noted below. The CSWD FY24 Maintenance Capital Budget has \$250,000 identified for rolling stock replacement of the Maintenance loader. The proposed loader pricing is much more than the estimated capital allotment due to a significant increase in market pricing for large equipment across the industry. The 644P also has a hybrid option available for an additional \$42,400.

| RFB No. 20230222 Maintenance Loader Bid Evaluation |                 |                     |                        |
|--|-----------------|---------------------|------------------------|
| Vendor Name  | Wood's CRW Corp | United Construction | United Construction    |
| Make/Model Proposed                                | L110H           | John Deere 644P     | John Deere 644P Hybrid |
| Purchase Price                                     | \$319,800.00    | \$323,600.00        | \$366,000.00           |
| 60 month/4000 hrs protection                       | \$6,200.00      | \$4,906.00          | \$4,906.00             |
| Fire Suppression System                            | \$11,200.00     | \$7,600.00          | \$7,600.00             |
| Total  | \$337,200.00    | \$336,106.00        | \$378,506.00           |
| Trade in Volvo L50C                                | \$27,500.00     | \$25,000.00         | \$25,000.00            |
| Total Cost to the District                         | \$309,700.00    | \$311,106.00        | \$353,506.00           |
| Capital Budget Amount                              | \$250,000.00    | \$250,000.00        | \$250,000.00           |
| Exceptions to RFB Specifications                   | None noted      | None noted          | None noted             |
| Delivery Schedule                                  | 23-Aug          | 60-90 days          | 60-90 days             |
|  |                 |                     |                        |
| Bid Selection Criteria                             | Wood's CRW Corp | United Construction | United Construction    |
| Delivery Schedule 10%                              | 5               | 8                   | 8                      |
| Quality of Equip Service 30%                       | 3               | 8                   | 6                      |
| Bid Cost 60%                                       | 10              | 9                   | 5                      |
| <b>Total Score</b>                                 | <b>7.4</b>      | <b>8.6</b>          | <b>5.6</b>             |

**BE IT RESOLVED** that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with United Construction and Forestry, located in Williston, Vermont, for the purchase of the John Deere 644P in an amount not to exceed \$315,000.



###



# Going Electric at CSWD's Organics Recycling Facility *aka Green Mountain Compost*

Dan Goossen

Director of Composting

Chittenden Solid Waste District

Williston, Vermont



Better Building by Design 2023 – April 5, 2023

























































# Marching forward: more efficiency, less fossil fuels

1988-2010 –  
22 years of windrow  
composting at Intervale



2011 –  
Opened new \$2.3M ASP  
Compost facility in Williston





# Marching forward: more efficiency, less fossil fuels

2017 – Arrival of Komptech Star Screener for final product sifting





Advanced screening  
technology

Photos courtesy of Komptech GmbH

# Marching forward: more efficiency, less fossil fuels

2019–2020 VT  
ANR DEC \$500K  
grant helped with  
site expansion,  
efficiencies

- Extension of 3-phase power
- Converted screener: diesel to electric
- Added electric stacking conveyor
- Added windrow turner to replace excavator turning
- Added haul truck to replace loader bucket hauling













# 3 Phase Electric Extension

## Green Mountain Power, line extension

- Initial cost: \$27,793
- Fuel reduction incentive-\$ 7,722  
Final cost: \$20,071

## Trenching, conduit, transformer, switches, meters

- \$36,043

## Three phase extension final cost

- \$56,114











Redmond Rd

An aerial photograph of a construction site. A road labeled "Redmond Rd" runs diagonally from the top left towards the center. To the right of the road, there is a large rectangular pond with dark, rippled water. Further right, there is a smaller, circular pond. The area between the ponds is filled with construction equipment, including several large excavators and trucks, and piles of earth. The surrounding landscape is a mix of green grass, dirt, and dense trees. In the bottom left corner, there are some small buildings and more construction materials.





# Benefits of recent improvements & conversions



Adding windrow turner allowed for replacement of four diesel machines with one



Turning of windrows went from 2-week activity to 3 hr. activity



Far fewer aging diesel engines requiring maintenance



Less reliance on diesel fuel

# Komptech L3 Compost Screener 12-month fuel comparison

| March 2022 - February 2023     |                  |      |  |            |
|--------------------------------|------------------|------|--|------------|
|                                | Hour of use: 476 |      |  |            |
|                                |                  |      |  |            |
|                                | Consumption      | Unit | Avg cost per unit (current/<br>FY23 Avg) | Total Cost |
| Actual Electricity Consumption | 15,964           | KWH  | \$0.2084                                 | \$3,327    |
| Diesel Consumption Avoided     | 809              | Gal  | \$4.35                                   | \$3,519    |

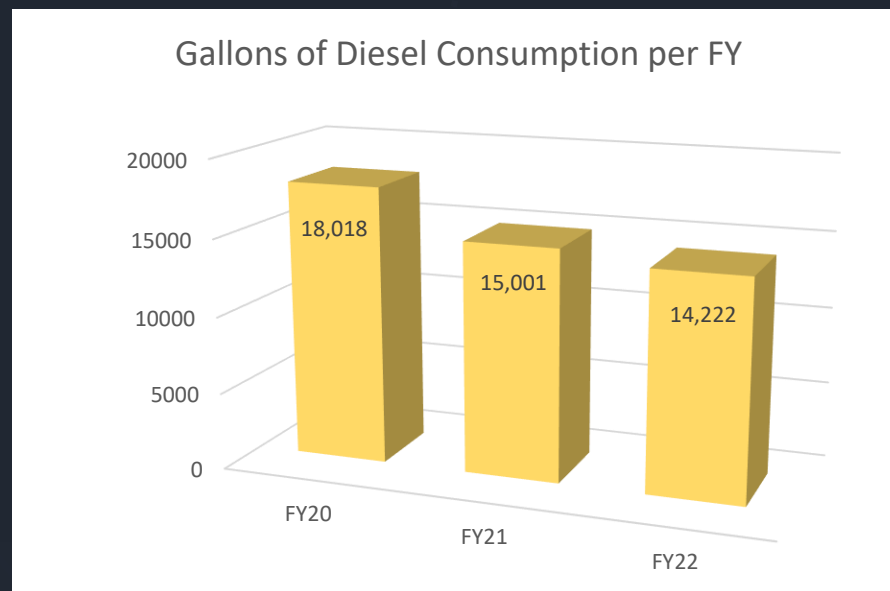
# Komptech L3 Compost Screener 12-month fuel comparison

- 5.5% direct cost savings
- Electric infrastructure in place for additional uses (Stacking Conveyor, future screening plants)
- Approximately \$1000/yr avoided in parts/supplies
- Approximately \$450/yr savings on labor for maint. of engine & generator
- ↓ noise pollution
- ↑ QOL for operators
- Less overall reliance on fossil fuels





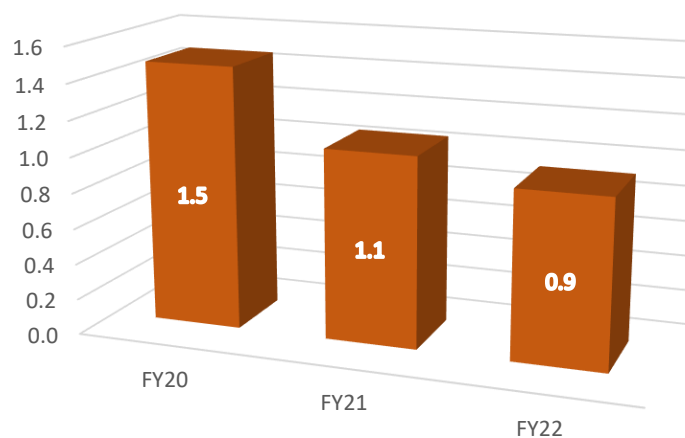
# Diesel Consumption at CSWD's ODF, FY20-FY22



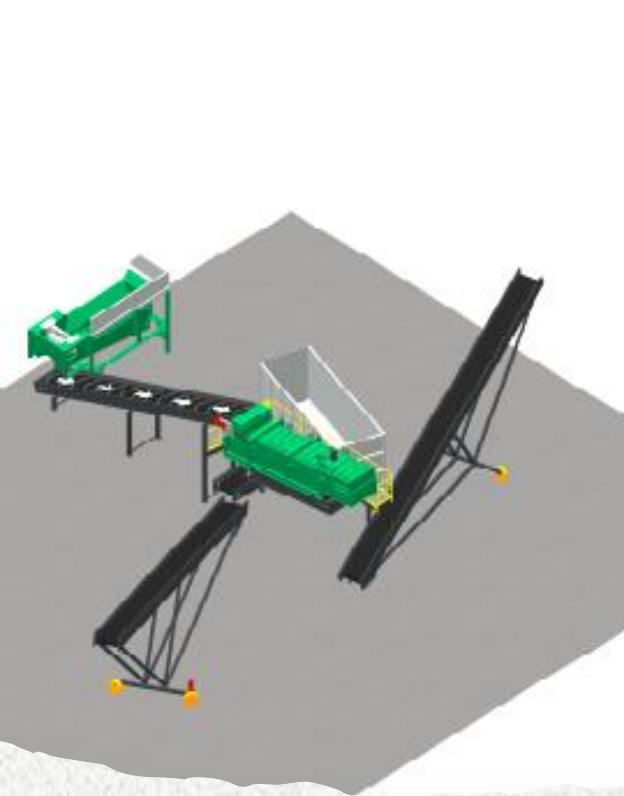


# Diesel Consumption per ton of feedstock, FY20-FY22

Gallons of Diesel per Ton of Feedstock







## Other current conversions at CSWD's ODF

- Snowblower
- Golf Cart
- Replacement Screener
- Heat pumps for office, booth



## District-wide green energy improvements

- Heat pump conversion at DOC's
- Solar addition at Hinesburg DOC
- FY24 – District-wide solar initiative





# Future of battery-powered heavy eqpt.

## Caterpillar

- Full-size hybrid excavators and wheel loaders currently available
- All-electric full-size equipment at least a couple years out
- Focus on in-house batteries and engines

## John Deere

- Full-size hybrid loaders available now (644X, 944X), on-board electric generators
- Mid-size all-electric excavator and backhoe announced in 2023, not yet available
- 2022 acquisition of Kreisel, Austrian battery company



# Future of battery-powered heavy eqpt.

## Volvo

- Mid-size all electric excavator and wheel loader currently available
- Cleary Stone of Richmond purchased 1<sup>st</sup> in nation L20 compact loader in 2022
- Design underway for additional models

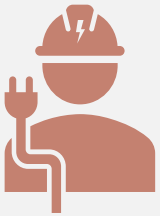
Photo courtesy of Volvo Construction Equipment



# Downsides of battery-powered heavy eqpt.



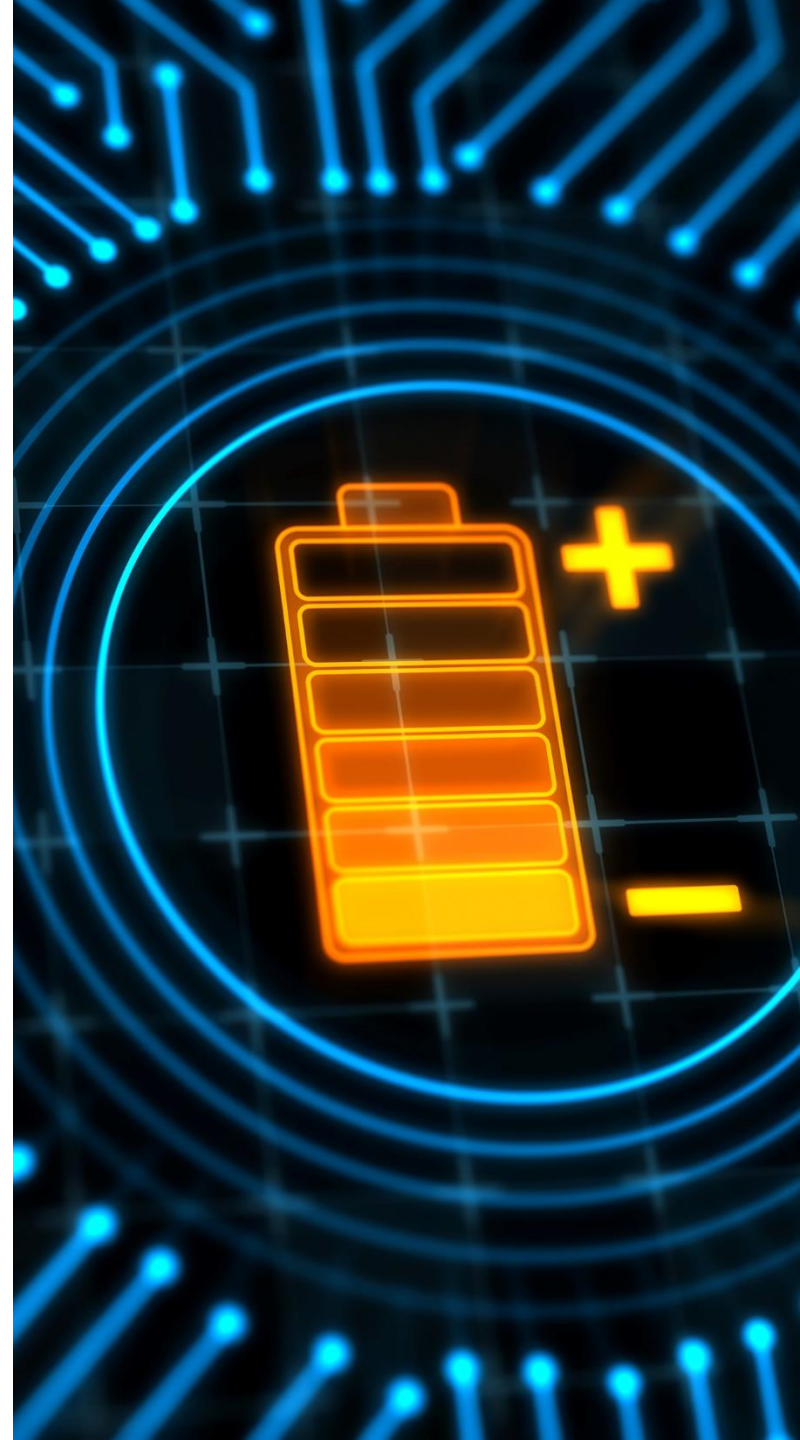
Runtimes – current prototypes and available machines run less than a full day



Slow charge times – 4 hrs. to 24 hrs. depending for 110v and 240v



Jobsite charging?



# Thanks!

Dan Goossen

[dgoossen@cswd.net](mailto:dgoossen@cswd.net)

[www.greenmountaincompost.com](http://www.greenmountaincompost.com)

## MEMORANDUM

To: CSWD Board of Commissioners  
From: Nola Ricci, Director of Finance  
Date: April 20, 2023  
RE: Community Support

---

CSWD supports the community in several ways:

- The Organics Recycling Facility (ORF) offers donations of compost.
- The Paint Depot offers donations of Local Color paint.
- Outreach offers reimbursements for Green Up Day.
- Outreach manages Waste Reduction Incentive Grants and Recycling & Composting Container Grants
- The Drop Off Centers cover the cost of illegal dumping around the Drop Off Centers and on Redmond Road.
- Finance manages the Community Clean Up Fund.

More information about CSWD funding can be found through this link [grant funding opportunities](#)

As the fiscal year comes to a close, I want to highlight the **Community Clean Up Fund**. This is money designated and assigned via the CSWD annual budget for use by each member municipality for a broad array of waste-related applications.

Currently, all communities receive their maximum allocation at the beginning of the fiscal year.

So far in FY23, we've help:

- purchase trash and recycling containers for public spaces
- provide the removal of accumulated trash to reduce unwanted pests
- provide Christmas tree cleanup
- support the removal and cleanup of an abandoned mobile home.

The deadline for submission of reimbursements this year is June 16th, 2023.

CCUF can be combined with the

- **Waste Reduction Incentive Grants:** Competitive matching grants open to member municipalities, institutions, not-for-profit organizations, and non-waste-related businesses for qualifying projects as determined by staff.

Or the

- **Recycling & Composting Container Grants:** Competitive matching grants open to member municipalities, institutions, not-for-profit organizations, and non-waste-related businesses for container purchases as determined by staff.





**ADMINISTRATIVE OFFICE**

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**TEL** (802) 872-8100

**[www.cswd.net](http://www.cswd.net)**

The current annual allocation for each community is:

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