

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

Date: Wednesday, September 27, 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: Sep 27, 2023 06:00 PM Eastern Time (US and Canada)

Topic: Board of Commissioners Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_pFbY9UgFTe-w0ha14jwz2w

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, September 27, 2023
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 August 16, 2023 (page 3)
 - 3.2 Program Updates (page 6)
 - 3.3 Executive Director Update (page 15)
 - 3.4 Finance – Warrant, Cash Investment and Reserve Balances (page 16)
4. **Environmental Depot Presentation** (6:10 p.m.)
5. **Landfill Discussion** (6:25 p.m.)
6. (E) **Executive Session** – City of Burlington - Flynn Avenue property (7:00 p.m.)
Town of Williston – Redmond Road property
7. **Other Business** (8:10 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
IN-PERSON/ZOOM MEETING
August 16, 2023 – Regular Meeting**

PRESENT

BOARD MEMBERS:	Bolton	----
	Burlington	----
	Charlotte	----
	Colchester	Liz Hamlin Volz
	Essex	----
	Essex Junction	Mike Sullivan
	Hinesburg	Rick McCraw
	Huntington	----
	Jericho	Tom Joslin, alt.
	Milton	Henry Bonges
	Richmond	Andrew French
	Shelburne	Margy Wiener
	So. Burlington	Paul Stabler
		Allison Lazarz, alt.
	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

OTHERS PRESENT: Thomas Melloni, Esq.

AGENDA:

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Asphalt Shingles
5. Materials Recycling Facility – MRF Architect Contract
6. Executive Session
7. Other Business

-
1. **CALL TO ORDER and AGENDA** Chair Paul Ruess called the meeting to order at 6:02 pm.
 2. **PUBLIC COMMENT PERIOD** - No discussion.
 3. **CONSENT AGENDA** –

- Minutes: Request to correct minutes of the 7/26/2023 meeting: corrections to include attendance of members: add Allison Lazarz, Margy Wiener, and Mike Sullivan as attending and remove Rachel Kennedy, who was unable to attend.
- Program Updates: Questions regarding how CSWD determines website content, on what basis we are making content changes, and how do we know what mystifies the public. J. Holliday noted that we do have analytics and we do have incoming callers that were previously tracked. We are trying to streamline our site for the public and on the backend.

Accepted as presented and with noted changes to the minutes.

4. ASPHALT SHINGLES – S.Reeves said that last August Jeff Myers requested a temporary waiver from the requirement to separate asphalt shingles from other materials for the period of 9/1/22 through 8/31/23. There has been difficulty in finding markets and the cost to ship that long haul to Connecticut. This included waiving the solid waste management fee associated with this material. The material was approved as roadside base in January 2023. Staff is requesting an extension through the end of the year, 12/31/2023, so that we can have additional time to research and bring back to the board and do more outreach for market opportunities. J. Estey said that staff is working with a vendor in Connecticut and CSWD received shingles may end up with that market, but the Myers scale of material is more expensive to get that material to Connecticut, and the additional time will help with the process. He noted that ANR waiver is still in place. It was noted that we would like to come back to the Board in November. It was suggested that we consider working with other solid waste districts so the responsibility could be shared. **MOTION BY P.Stabler, SECOND by A. French to extend the waiver for the separation of asphalt shingles as well as the solid waste management fee through December 31, 2023.**

Discussion: A question on what would occur if this was not extended. S.Reeves noted that it is likely that Myers would be back before the board to discuss lack of known markets in a reasonable location and that nothing other than the cost of diesel coming down a small amount but that is a volatile.

VOTING: All Ayes. Motion passes.

5. Materials Recycling Facility – MRF Architect Contract – S. Reeves noted that this MRF recycling project is the largest project that CSWD has been involved in and we are putting things in place to ensure success, which includes bringing in a firm to provide services to finalize the conceptual design of the MRF and to develop construction bid documents. CSWD issued an RFP in May and received two responses, both from Vermont firms. The attached memo highlights the comprehensive scope of services. The pricing difference was substantial and CSWD met with AES to review the scope and answer questions as an additional step to be sure they were fully understanding the project and not missing anything. They answered all of the questions satisfactorily and because of their previous professional work, CSWD is recommending selecting the low bidder AES for this project. They do have experience with this warehouse type space. They have done work throughout Chittenden County and CSWD has worked with the subs that they use. S.Reeves listed previous work that they have done. It was requested that CSWD follow up on checking their work on previous projects. S.Reeves will do that and noted that this was budgeted as \$750,000. **MOTION by P. Stabler, Second by R. McCraw BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with AES Northeast, located in Williston, Vermont and in Plattsburgh, New York for services specific to RFP No. 20230519 Materials Recycling Facility Design/Bid/Build for an amount not to exceed \$501,640. A contingency of 10% of the total design project costs (\$49,954) shall be authorized, expended only with the approval of the Executive Director.**

Discussion: just checking on contract wording, performance elements if not satisfied, deliverables, timeline, S. Reeves noted that this is reviewed by Attorneys and VLCT prior to finalizing a contract, which includes errors and emissions. It was noted that this motion will allow the Executive Director to enter into a contract with AES.

Voting: All Ayes. Motion Carries.

6. Executive Session – not held

7. Other Business – Recovery Relief Efforts - S. Reeves explained that Governor Scott has instituted a fall “Green Up” in Vermont to help with the flood recovery clean up. This program is run through Green Up Vermont and was put together very quickly, with a date of August 26, 2023. She noted that towns that want to participate need to opt-in to the program and that not as many communities in Chittenden County were affected compared to other areas. She also noted that this is strictly for typical green up material, which is designated for roadside litter from the flood, but not other materials like c&d, or individual damage down to homes. B. Oakleaf included a link in the chat so that cities/towns could be informed of the program, and clarified that only public spaces are eligible for the program. <https://greenupvermont.org/>

Motion to adjourn. Moved by P. Stabler; seconded by H.Bonges. VOTING: All ayes. Motion passes. Meeting adjourned at 6:52 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 Williston.

Amy Jewell, Secretary

MEMORANDUM

To: Board of Commissioners

From: CSWD Staff

Date: September 21, 2023

Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky) – (see attached)
 - As of the end of September, from a budget perspective, the SWMF is 0.7% above projected revenues. FY24 revenue is 0.2% lower than FY23 year to date.
- Organics Recycling Facility (Dan) –
 - August feedstock data is forthcoming.
 - ORF hosted twenty-five participants as part of ANR's annual Vermont Compost Operator Training.
 - Dan will be presenting on best management practices related to jumping worms and compost facilities at a webinar hosted by the Institute for local self-reliance on September 27: <https://ilsr.org/jumping-worms/>
- Materials Recovery Facility (Josh)
 - Updated information will be available next week.
- Marketing & Communications (Alise)
 - MC is preparing for upcoming operational changes at the Organics Recycling Facility and Drop-Off Centers. The tentative timing for communications is October/November.
 - New Website (Michele): Staff are reviewing content for the new site, including a new "Contact Your Commissioner" form that will send an email message to the appropriate Commissioner's CSWD email based on the town/city selected by the user.

Media Mentions: None

Outreach (Beth): Fall is in the air for Team Outreach. Our Waste Warrior program was extremely successful this summer: The Waste Warriors volunteered at 35 events, including the South End Get Down and concerts at Higher Ground and Shelburne Museum. We are excited to expand the program next summer. Also, Waste Warriors helped the Outreach Team conduct a major waste sort at the Champlain Valley Expo. It was a hot, sticky day, but the data we collected is going to be extremely valuable as we look to help other events in the future ensure their waste streams are clean!

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	10,753	-805	-7.0%
Aug	11,729	12,231	501	4.3%
Sep	11,236			
Oct	11,289			
Nov	10,428			
Dec	10,583			
Jan	9,180			
Feb	7,402			
Mar	9,571			
Apr	10,137			
May	11,357			
Jun	12,328			
Total Tons YTD	126,798	22,983	-304	-0.2%
Mgmnt Fee \$ YTD	\$3,423,552	\$620,551	(\$2,803,002)	-81.9%

	Tons	\$
FY 24 Budget	123,545	\$3,335,702
FY 24 Actual YTD	22,983	\$620,551
Difference	-100,561	(\$2,715,151)
FY 24 Actual % YTD vs Budget %	18.6%	
YTD % of Months	16.7%	

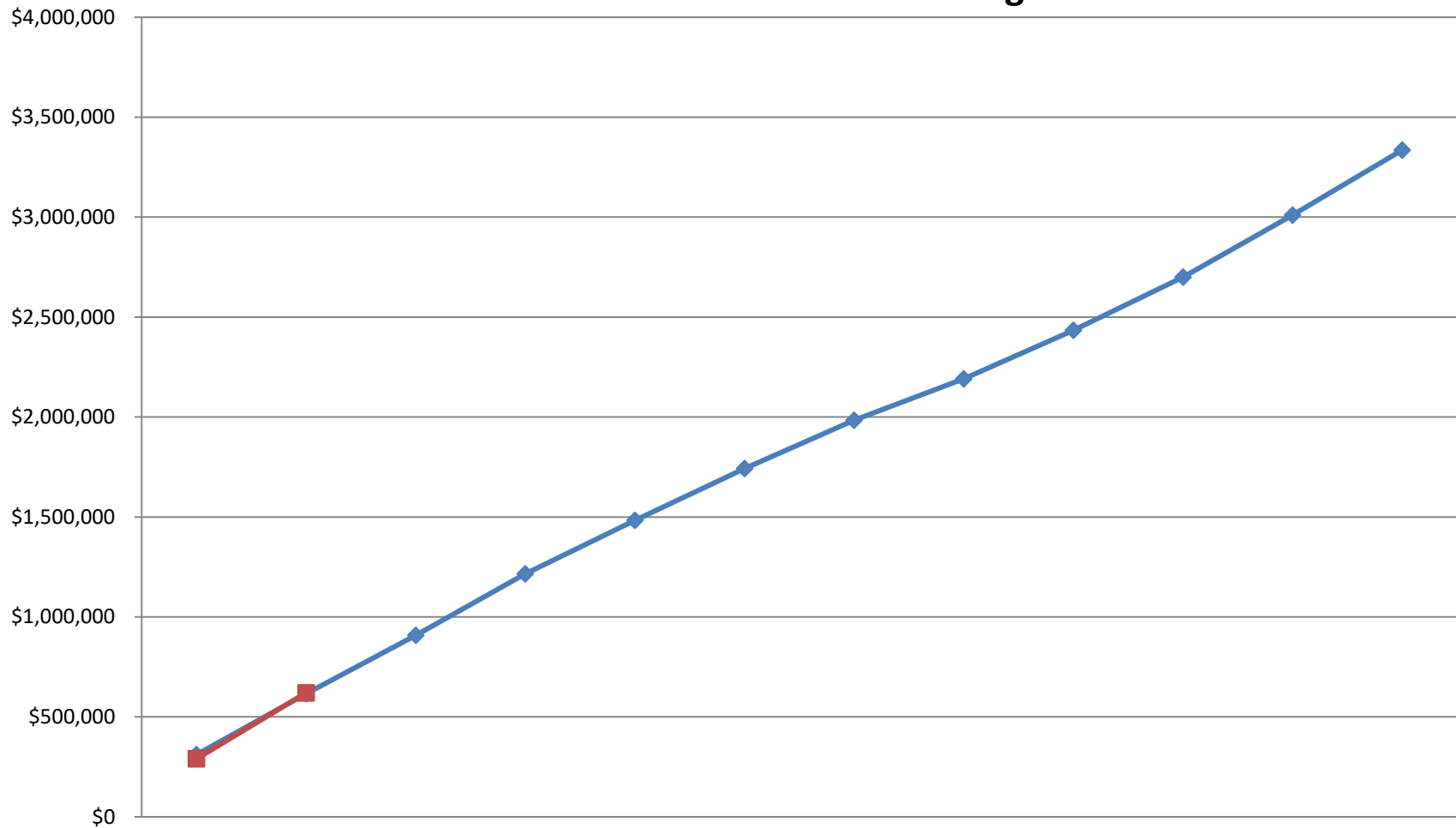
Chittenden Solid Waste District
Solid Waste Management Fee FY 24 (Budget versus Actual)

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-22	9.3%	\$311,066	\$311,066	\$290,327	\$290,327	(\$20,739)	-\$20,739	93.3%
Aug-22	9.1%	\$305,095	\$616,161	\$330,224	\$620,551	\$25,129	\$4,390	100.7%
Sep-22	8.8%	\$292,115	\$908,276					
Oct-22	9.2%	\$307,899	\$1,216,175					
Nov-22	8.0%	\$266,762	\$1,482,937					
Dec-22	7.8%	\$259,428	\$1,742,365					
Jan-23	7.2%	\$240,868	\$1,983,233					
Feb-23	6.3%	\$208,517	\$2,191,750					
Mar-23	7.3%	\$242,566	\$2,434,316					
Apr-23	8.0%	\$265,766	\$2,700,082					
May-23	9.3%	\$309,972	\$3,010,054					
Jun-23	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-22	9.3%	11,521	11,521	10,753	10,753	(768)	(768)
Aug-22	18.5%	11,300	22,821	12,231	22,983	931	163
Sep-22	27.2%	10,819	33,640				
Oct-22	36.5%	11,404	45,044				
Nov-22	44.5%	9,880	54,924				
Dec-22	52.2%	9,608	64,532				
Jan-23	59.5%	8,921	73,453				
Feb-23	65.7%	7,723	81,176				
Mar-23	73.0%	8,984	90,160				
Apr-23	80.9%	9,843	100,003				
May-23	90.2%	11,480	111,483				
Jun-23	100.0%	12,061	123,545				

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



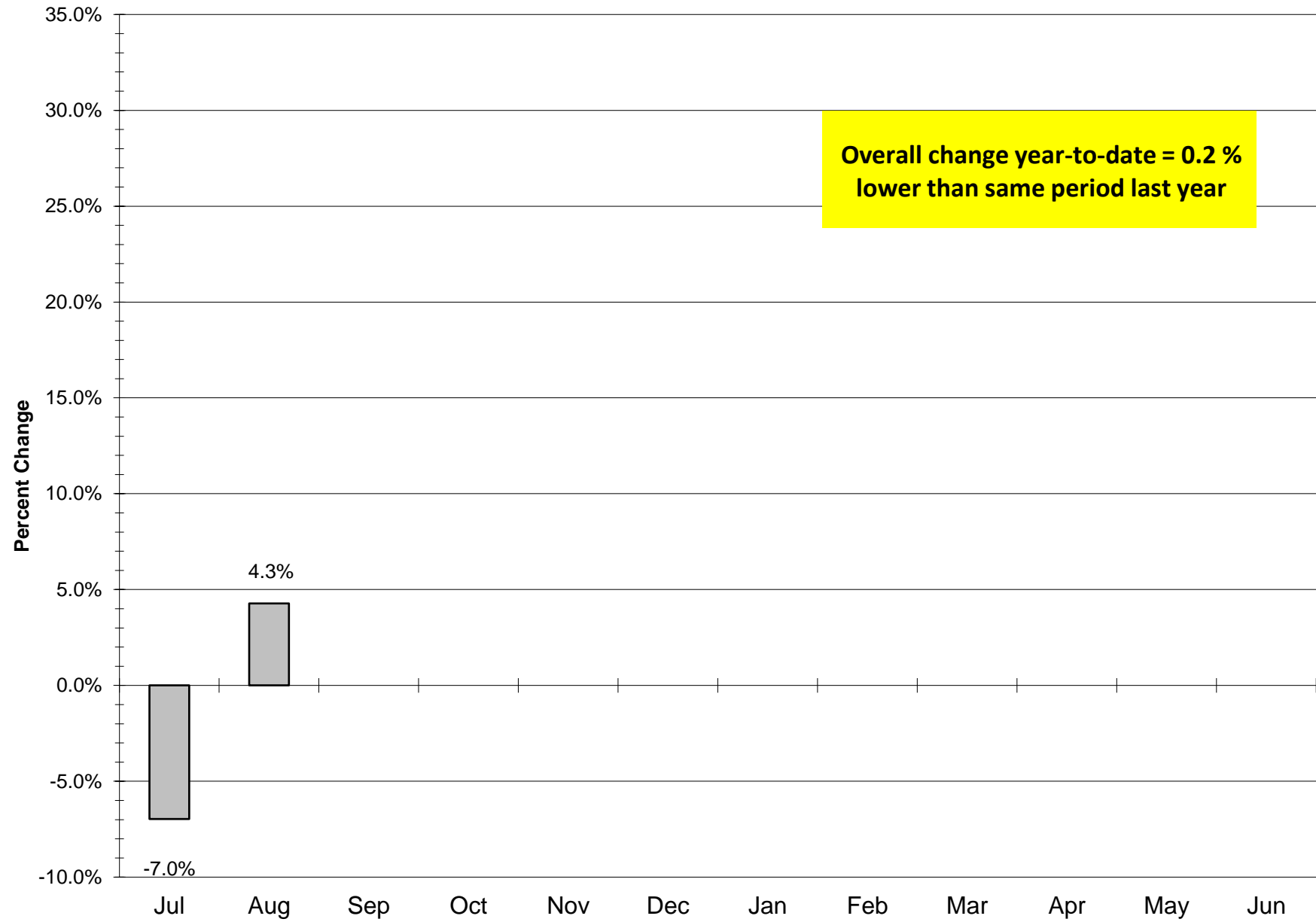
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
—◆— Budget	\$311,066	\$616,161	\$908,276	\$1,216,175	\$1,482,937	\$1,742,365	\$1,983,233	\$2,191,750	\$2,434,316	\$2,700,082	\$3,010,054	\$3,335,702
—■— Actual	\$290,327	\$620,551										

CHITTENDEN SOLID WASTE DISTRICT

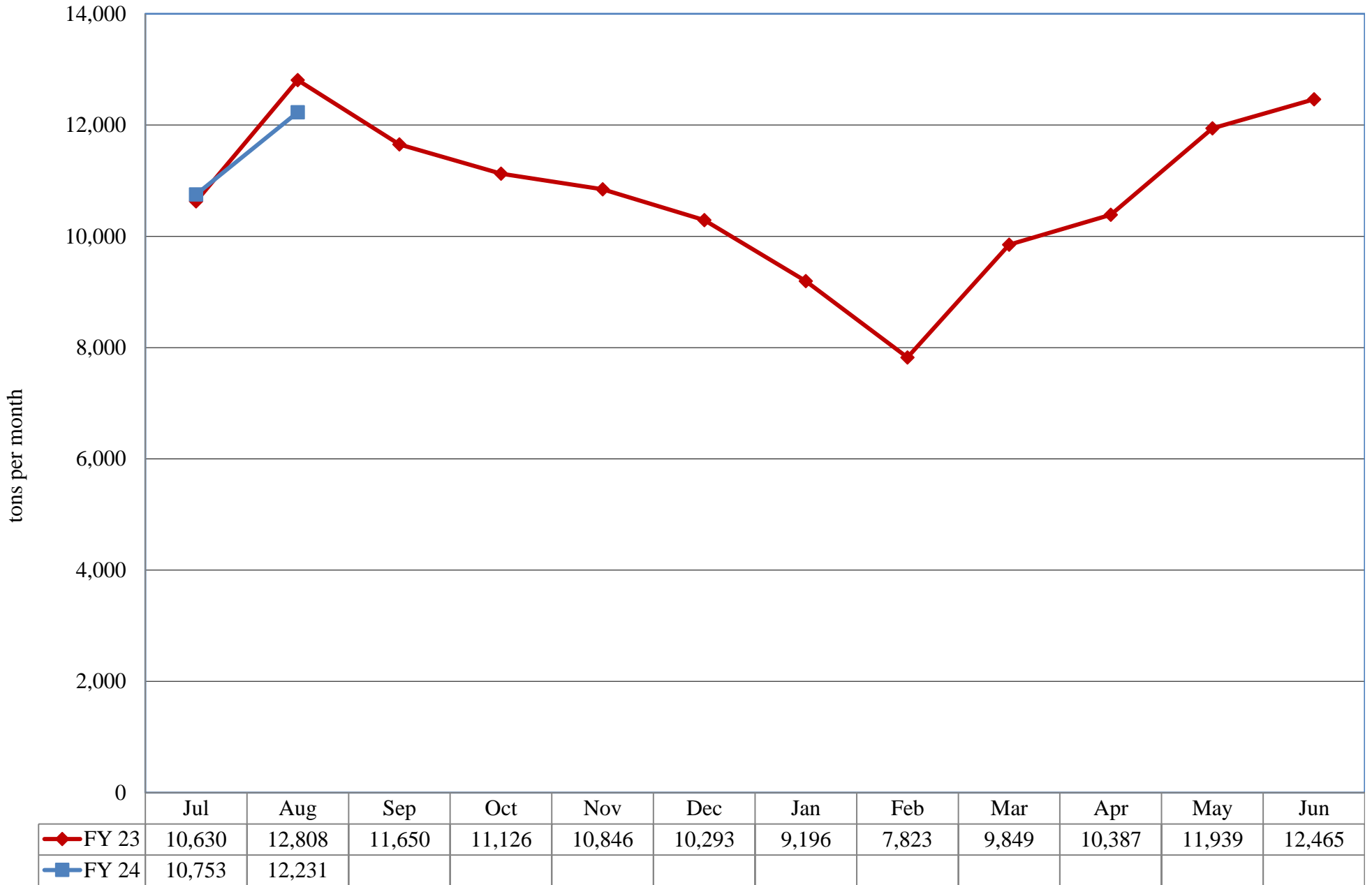
SWMF Tons Refuse Disposed per Operating Weekday

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	10,753	20	537.6	-805	0	-40.2	-7.0%
Aug	11,729	23	510.0	12,231	23	531.8	501	0	21.8	4.3%
Sep	11,236	21	535.0		20			-1	-535.0	
Oct	11,289	21	537.6		22			1	-537.6	
Nov	10,428	21	496.6		21			0	-496.6	
Dec	10,583	22	481.0		20			-2	-481.0	
Jan	9,180	22	417.3		22			0	-417.3	
Feb	7,402	20	370.1		20			0	-370.1	
Mar	9,571	23	416.1		22			-1	-416.1	
Apr	10,137	20	506.8		22			2	-506.8	
May	11,357	22	516.2		22			0	-516.2	
Jun	12,328	22	560.4		20			-2	-560.4	
Total	126,798	257		22,983	254		-103,815	-3		
Average			493.4			90.5			-402.9	-81.7%

Difference in SWMF Tons Per Month Disposed
FY24 versus FY23



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



MEMORANDUM

To: Board of Commissioners
From: Beth Parent, Community Engagement and Outreach Manager
Date: August 22, 2023
RE: Outreach FY23 Summary Report

In addition to fulfilling all requirements outlined in our Solid Waste Implementation Plan, the Outreach Team (three outreach coordinators and myself) focused our efforts on several major initiatives this fiscal year.

1. **MRF Bond-** Our team played an integral role in helping secure the votes we needed for the MRF bond. We utilized our business contacts to help with letters of support in local papers and conducted presentations in many of the county's rotaries and community centers.
2. **Business Outreach –** Finding new ways to connect with businesses has been a priority. This year, we were able to meet with nearly 300 local businesses about best practices for reducing and managing solid waste and ensuring they are complying with state mandates and ordinances. We hosted and led 54 MRF and ODF facility tours, presentations, workshops and webinars covering a wide range of topics including food scrap management, backyard composting, blue bin and special recycling to a variety of business and community groups. We provided nearly \$5,000 in container and waste reduction grants to two separate businesses.
3. **School Outreach –** We provided direct outreach to 40% (30) schools in Chittenden County over the past year and conducted 112 online and in-person presentations on the importance of practicing the three R's (reducing, reusing and recycling). We also held 11 tours of our facilities (MRF, ODF, Environmental Depot and Williston Drop-Off Center) for K-12 schools and another 30 tours for area colleges and universities. One of the highlights of the year for our school outreach was collaborating with three other SWME's to create and teach a virtual Earth Month EduSeries. We are hoping to build on this team effort in the coming years.
4. **Event Management/Waste Warriors-** We are so excited to announce that the Waste Warrior volunteer program is back. We held three training sessions for almost 40 participants who were interested in volunteering and so far, the program has been tremendously successful. We have 28 steady volunteers helping out at Higher Ground, the South End Get Down and Shelburne Museum. We are looking forward to building on this program in the coming years.



#3.3

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: September 21, 2023
RE: Executive Director Update

August 10 - PRESENT

- **PERSONNEL UPDATES:**
 - **Nick Bennet**, DOC Operator, has accepted the position of Floater for work at the ORF & DOC program. This position requires an experienced equipment operator for the Organics Recycling Facility (3 days per week) and will work 2 days per week at the Drop-Off Centers. We're fortunate to have the needed skills in-house to fill this role. The position has been in the budget for the last two budget cycles, and only recently did the stars align to meet the need. This position should help relieve overtime expenses and allow for better vacation and sick time coverage.
 - **Alison Smith** has been hired to replace Harry Rosenbaum, who recently resigned his position to attend Divinity School. Alison will be the ORF's Compost Site Coordinator and Administrative Assistant. Alison will be spending much of her time on inbound load checks, sifting through food scraps for contamination, recording the types of contamination, and communicating with haulers on how to improve their loads. She'll also be assisting Kim and Dan in the office with scale-related duties and various general administrative tasks.
- **DOC - BURLINGTON:** On Saturday, September 23rd we resumed accepting "blue-bin" recycling at the Drop-Off Center in Burlington. This change was per the request by the city, and we were happy to implement. There is a fee of \$2 per load of recyclables, up to 1 cubic yard. We are using the existing compactor onsite (formerly used for trash) for the recyclables, no new equipment was needed. Food scraps are also accepted at this location, at a fee of \$1 per 5-gallon container, with a limit of 30-gallons.
- **SWIFR GRANT:** We were notified earlier this month that CSWD was not awarded an EPA grant in this round. This is extremely disappointing, but not entirely surprising. Region 1 had just 25 project allotments, and only 10% of applicants were successful. I've requested an official debrief from our Region 1 representative, and she will be scheduling the debrief for late October or early November. I will report back the EPA's feedback.

September/October 2023

- September 28 – October 7: Sarah Vacation (Daughter's wedding!)
- October 8 – October 12: Municipal Waste Managers Association Fall Summit, Minneapolis, MN
- October 9: Indigenous Peoples' Day, CSWD Office and facilities closed
- October 10: Finance Committee, Investment Committee meetings
- October 19: Executive Board meeting
- October 25: Full Board meeting

To: Board of Commissioners
From: Nola Ricci, Director of Finance
Date: September 20, 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
06/13/23	\$720,757.00
06/27/23	\$360,303.48
07/11/23	\$565,834.28
07/25/23	\$646,619.15
08/08/23	\$757,802.22
08/22/23	\$356,489.83

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

As of, August 30, 2023

Assigned Reserve balances are as follows:

Landfill Post Closure	\$ 608,302.08
Facility Closure	\$ 1,466,061.63
Capital Reserves	\$ 11,327,843.27
Biosolids Reserve	\$ 396,291.00
Community Clean Up	\$ 92,500.00
Solid Waste Reserve	\$ 1,000,000.00
<u>Operating Reserve</u>	<u>\$ 1,750,000.00</u>
Total Designated:	\$ 16,640,997.98
Total Undesignated:	\$ 882,100.64
Cash & Cash Equivalents:	\$ 11,616,423.93
Investments:	\$ 4,234,263.48
Current Liabilities:	\$ 697,863.05



ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

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TEL (802) 872-8100

www.cswd.net

Breakdown of Community Clean Up Reserve by Location as of August 30, 2022:

Bolton	\$ 2,500.00
Burlington	10,000.00
Charlotte	2,500.00
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