



ADMINISTRATIVE OFFICE
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South Burlington, VT 05403

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**CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING**

Date: Wednesday, April 24, 2024
Time: 6:00 P.M.
Place: **Hybrid Meeting - ZOOM Meeting or In-Person at CSWD Administrative Office
19 Gregory Drive, South Burlington**

***** (E) Indicates enclosures (H) Indicates handouts (D) Discussion Only**

1. (E) **Agenda** (6:00 p.m.)
2. **Public Comment Period** (6:00 p.m.)
3. (E) **Consent Agenda** (6:05 p.m.)
 - 3.1 Minutes of March 27, 2024
 - 3.2 Program Updates
 - 3.3 Executive Director Update
 - 3.4 Finance – Warrant, Cash Investment and Reserve Balances
4. (E) **Outreach & Communication - Update** (6:10 p.m.)
5. (E) **Organics Recycling Facility – Contamination Policy** (6:30 p.m.)
Board Action Requested: Approve policy
6. **Other Business** (6:55 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.



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

Date: Wednesday, April 24, 2024
Time: 6:00 P.M.
Place: ZOOM MEETING INSTRUCTIONS

IMPORTANT:

CSWD will hold a hybrid Board of Commissioners Meeting. The virtual meeting is accessible by computer or phone. Members of the public, joining the meeting remotely, are asked to preregister online using the link below. Following the meeting a recording will be available upon request.

Hi there,

You are invited to a Zoom webinar.

When: Apr 24, 2024 06:00 PM Eastern Time (US and Canada)

Topic: Board of Commissioners Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_sE9uDDaTg6l2QnryxSIMQ

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.

Draft
CHITTENDEN SOLID WASTE DISTRICT
IN-PERSON/ZOOM MEETING
March 27, 2024 - Regular Meeting

PRESENT

BOARD MEMBERS:

Bolton	-----
Burlington	Lee Perry
Charlotte	Ken Spencer
Colchester	Liz Hamlin Volz
Essex	-----
Essex Junction	Mike Sullivan
Hinesburg	Rick McCraw
Huntington	-----
Jericho	Tom Joslin, alt.
Milton	Henry Bonges
Richmond	-----
Shelburne	Margy Wiener Matt Lawless, alt.
So. Burlington	Paul Stabler Allison Lazarz
St. George	-----
Underhill	Paul Ruess
Westford	Katie Frederick
Williston	Kelton Bogasky
Winooski	Rachel Kennedy, alt.

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

OTHERS PRESENT: Thomas Melloni, atty.

AGENDA:

1. Agenda
 2. Public Comment Period
 3. Consent Agenda
 4. Solid Waste Management Ordinance
 5. FY 25 Budget Adoption
 6. ORF Contamination Policy
 7. Other Business
 8. Executive Session
-

1. **CALL TO ORDER and AGENDA** - Chair Paul Ruess called the meeting to order at 6:00 p.m.
2. **PUBLIC COMMENT PERIOD** – No public present.
3. **CONSENT AGENDA** – Accepted as presented.

4. Solid Waste Management Ordinance – S. Reeves said that CSWD is proposing a \$3/ton increase to the solid waste management fee (SWMF) from \$27/ton to \$30/ton for FY 25. This will be discussed further during the Proposed FY 25 Budget process, which is next on the agenda. She said that because the SWMF actual rate is specifically listed in the Ordinance, the adoption and the budget need to be accompanied by an ordinance change. It was noted that to amend an ordinance the CSWD Board of Commissioners must vote to adopt the change at a publicly warned meeting of the municipality and then post the changes according to the process laid out in Vermont statute.

Given the administrative nature of the proposed change, the multiple discussions to date, and the fact that warning the proposed change at a regular District business meeting, where minutes will be recorded satisfies the requirements in the law, staff is comfortable moving forward without a formal hearing and comment period. If the change is adopted by the CSWD Board of Commissioners, staff will complete the statutory process, starting with posting the change in the municipality (typically we seek to post in every member community) and publishing the change in a widely circulated newspaper within fourteen days of adoption. She noted that this has been discussed at four Board meetings, each of which provided the public opportunity for comment. Comment was received from one stakeholder at the November 2023 Board meeting.

P. Stabler asked about previous discussions of removing the SWMF setting from the ordinance, and instead place the fee setting within the budget process. S. Reeves noted that further discussion needs to be held if we move in that direction. She said that including the SWMF change with the budget process would provide far more opportunity for public comment than there would be through our normal ordinance change. Further discussion was held on the \$3/ton increase and whether it should be higher given the length of time since the last increase. S. Reeves said that those discussions were held internally, and management feels comfortable with the proposed \$3/ton increase.

MOTION by K. Frederick, Second by H. Bonges, be it Resolved that the CSWD Board of Commissioners hereby approves a change to the District’s Solid Waste Management Ordinance Section 8.2 Amount of Fee., replacing the current language with “The Solid Waste Management Fee is \$30.00 per ton.” This change shall take effect July 1, 2024. VOTING: One Nay – K. Bogasky, Williston. Others – All Ayes. Motion Carries.

Agenda #5. FY 25 Proposed Budget S. Reeves presented a PowerPoint of the FY 25 Proposed Budget proposal. She noted that CSWD’s Gross Profit is budgeted at \$15,795,458 and total expenses are budgeted at \$16,083,295. She said that the largest income sources include tipping fees, material sales, and the SWMF. The largest expenses come from materials management and payroll expenses. She noted that many municipalities have payroll fees over 50% of the budget, and CSWD is at 38% with a total budgeted expense of \$6,098,649. The income before transfers would result in a \$287,837 shortfall to be satisfied through reserves.

S. Reeves reviewed the total operating department budget, which is up 5% from the FY 24 Budget and is budgeted at \$10,996,331. She noted that we have budgeted for additional positions related to the MRF project. She reviewed each operating program and noted the following:

- MRF – income \$5.7M and expenses of \$43M. This includes a contract with Addison County for 4,200 tons, a 7% increase in expenses, and a \$90/tip fee.
- ORF – Revenue at \$1.01M and expenses at \$1.27M, which includes no increase to inbound tonnage and no tip fee increase.

- DOCs- Income at \$3.2M, expenses at \$3M, which includes no increase to bag fees and opening the Burlington DOC to accept additional material.
- Property Management – income at \$12k, Expenses at \$82k, which includes discontinued leases at most rental properties.
- Biosolids – CSWD is a fiscal agent and receives a small per ton management fee and this program includes a five-year extension to the existing service agreement.
- Closed Landfill – includes increases of costs associated with materials management and assigning money to skilled trade and engineering.
- Maintenance & Roll-Off – Income is \$0 and Roll-off is \$744k, which includes shifting this program to the operating department, is no longer allocated out to specific departments, and purchasing a new enclosed trailer.

S. Reeves reviewed the Administrative Departments, which includes a 14% increase to revenues over FY 24 and a 10.5% increase to expenses over FY 24. She shared that the administrative program includes the following:

- SWMF – estimated revenue of \$3.7M, which includes increasing the fee to \$30/ton.
- Administration – includes adding a software developer position and an increase to consultant expenses.
- Compliance – includes an increase to legal services and a compliance manager position.
- Finance – include a \$120k increase to interest revenue, an increase to travel & training, and a decrease to administrative costs.
- Outreach & Communications – includes a decrease to staff by .15 FTE, decrease in travel expense, and an increase to marketing and advertising costs for the education campaign for the new MRF.

S. Reeves reviewed the Capital Projections, which included an FY 24 balance of \$10,839,155 estimates a FY 25 balance of \$6,261,967.

S. Reeves reviewed the Reserve Transfers, which outlines transfers from reserves and transfers to increase reserves. She noted that we are conservative when we budget in certain areas and those numbers could adjust slightly. The Reserve Fund Draw explained where we might be conservatively under-budgeting and where we have conservatively over-budgeted.

Discussion was held on the following:

- Further explanation and discussion on the reserves and the waterfall affect. Further detail was requested on the various buckets of money, what goes in and out of those buckets, from what programs, and how they change over time. S. Reeves noted the MRF is the largest contributor to the accounts.
- Further information regarding legal fees budgeted for FY 25 regarding flow control. S. Reeves clarified that this is a place holder to look at options and do additional research.
- Discussion on the ability to change the MRF tip fee throughout the year. S. Reeves noted that as a municipality we aim to hold our fees steady through the fiscal year. Per CSWD's contract with Casella to operate the MRF, we are required to provide Casella with a 45-day notice of a tip fee change, and although CSWD has had to do mid-year changes, it does not offer stability for our municipal customers.

K. Bogasky said that as a resident of Williston, he has seen the school and town budget rejected and understands that residents are struggling to make ends meet and younger people are leaving due to affordability of living here. He said that he would like to see CSWD sharpen pencils and see if there are other options besides raising the SWMF. S. Reeves said she understood and noted that CSWD is not raising the bag fees at the Drop-Off Centers, which provide an affordable option to hauling services, nor is the tip fee increasing at the Organics Recycling Facility. She said that we are also increasing services at Milton and Burlington, providing affordable solid waste management in those communities.

P. Ruess said that it is the responsibility of the finance committee to review the budget and dive into the weeds and thanked the staff and committee for the work on this budget. P. Stabler said that the committee met with staff for an all-day budget meeting and did request some budget changes, which were made, including raising the anticipated Average Commodity Revenue from the MRF by \$5/ton.

S. Reeves explained the budget approval process, which involves meeting with all 18 communities, who each have one vote, and not weighted votes. She noted that any community voting no, under our Charter, needs to provide detail, including the specific line item that the community is requesting be changed and provide their recommendation.

Motion by K. Spencer, Second by R. McCraw to accept the Proposed FY25 Budget as presented.

VOTING: One Nay – K. Bogasky, Williston. Others – All Ayes. Motion Carries.

Agenda #6. Organics Recycling Facility Contamination Policy - D. Goossen introduced the proposed ORF Contamination policy for approval and implementation on July 1, 2024. He said when Act 148 was passed, the increase in material was welcomed, but also came with challenges, including contamination. He informed the Board of the work that has been done to reduce contamination, which includes no longer accepting compostable products, increasing outreach and education to generators, hiring a full-time contamination and quality control lead, purchasing a trommel screen to remove contamination early in the process, and hopefully purchasing an air classifier for trommel screen pre-screening stage. He said that hauler feedback has been that without an enforceable policy in place, reducing contamination is difficult.

He reviewed the contamination policy, which mirrors our existing CSWD MRF contamination policy and includes inspecting incoming loads. If the load is deemed contaminated, staff will complete a report that will be sent to the hauler and encourage the hauler to request outreach staff support. He said that CSWD does not want to fine anyone, and just wants clean incoming material. He said that fines will be charged based on the amount of contamination as shown in the handout. Also noted was that in some cases, the hauler knows where the contamination is coming from and CSWD could work with those generators, and in other cases it is harder to determine. He stated the excellent work that our outreach team is doing and said that schools can be problematic and referenced pictures of contamination. When we can identify the source and educate, contamination is reduced. The material coming from the DOC's is generally very clean and the only issue is the "compostable" liner bags, and that education can help with this.

D. Goossen said that even with the ORF tip fee and fines, it is still less expensive to compost than it is to go to the landfill. He said that the appeal process for fines would be referred to the compliance department and would follow that process.

S. Reeves said that this would come back to the Board at the April meeting with a request for approval.

Agenda # 7 Other Business – T. Joslin asked if there as any public reaction to the DOCs being closed on Saturday due to weather. We noted he had heard from a Jericho resident. S. Reeves said that there was one negative email, one negative comment on our social media feeds, and two positive comments regarding caring about staff.

Agenda #8. Executive Session – MOTION by P. Stabler, Second by K. Spencer that the Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss contract negotiations with the City of Burlington regarding the Flynn Avenue property and contract negotiations with the Town of Williston regarding the Host Town Agreement, 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 entered executive Session at 8:07 p.m.

Motion by P. Stabler, Second K. Frederick to exit Executive Session and rejoin the meeting. VOTING: All Ayes. Motion Carried. The Board exited Executive Session at 8:14 p.m.

Motion by K. Bogasky, Second M. Weiner to adjourn the meeting. VOTING: All Ayes. Motion Carried.

Meeting adjourned at 8:15 p.m.

Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by motion of the Board of Commissioners at the _____ meeting held in South Burlington.

Amy Jewell, Secretary

MEMORANDUM

To: Board of Commissioners
From: CSWD Staff
Date: April 18, 2024
Re: Program Updates

- Solid Waste Management Fee and Disposal (Jon and Becky) – (see attached)
 - As of the end of March, from a budget perspective, the SWMF is 9.8% above projected revenues. FY24 revenue is 6.5 percent higher than FY23 year-to-date. Adjustments to prior monthly totals are due to delayed receipt of tickets related to disposed material leaving the Burlington High School demolition.
 - Trash tonnage for the first three quarters of FY24 was up 21.3% compared to the same period in FY23. Of the overall tonnage, the Municipal Solid Waste (MSW) component down 0.7% compared to FY23, the Construction and Demolition Debris portion was up 4.3%, and the Alternative Daily Cover portion (fee is 25% of the full rate) was up 167.9%. The pounds per capita per day MSW disposed was 2.68 in the first three quarters of FY24 which is slightly less than it was in the for the same period of FY23.

Please refer to accompanying charts.

- Organics Recycling Facility (Dan) –
 - The ORF received 378.2 tons of billable food waste in the month of March. This brings Fiscal YTD totals to 2,996 tons. February's tons were even with the prior month and 16% above the average monthly total for all of FY23. YTD totals are roughly 25% below projections.
 - The Compost Association of Vermont will be hosting the VT ANR's 18th annual [Vermont Organics Recycling Summit](#) during the week of April 29th. For the first time since the pandemic, the event will kick off with a full day of in-person sessions, hands-on workshops, keynote, and state of the state of organics presentations in Waterbury. The rest of the week will be filled with related online sessions revolving around organics and organics management in Vermont and beyond. [Registration is required](#). Covered topics include PFAS, jumping worms, hauling, waste reduction, technology, on-farm composting, and backyard composting.

- The ORF took delivery of the brand new Eggersmann Star Select S60 compost screener on 4/17. Delivery was a bit delayed, but staff is thrilled to have a new machine that is able to handle wetter material.
- While material sales of garden mix and topsoil have seen a big jump in activity following the departure of the last snow in early April, compost sales have been limited due to the high moisture content coming off a very wet fall and winter. Compost screening has been extremely difficult and has only begun to pick up with the arrival of the new screener.
- Materials Recovery Facility (Josh)
 - FYTD average monthly inbound single stream material: 3,550 tons
 - FYTD average monthly marketed material: 2,877 tons
 - FYTD average commodity revenue (ACR): \$92.05/ton
 - All data includes PGA tons.
- Marketing & Communications (Alise)
 - New Website Update
 - Marketing, IT, and Operations are working together to populate ReCollect's Waste Wizard (CSWD A-Z list).
 - Implementation will involve reviewing all existing A-Z items for accuracy. This review is welcome and will help ensure that all items listed reflect what is happening in our facilities.
 - The implementation requires staff time to input the needed data and to have the vendor populate the tool. (1-2 months)
 - To see the tool in action, please visit this link.
<https://www.durhamnc.gov/862/Recycling>
 - ORF Contamination Policy Support
 - Marketing is scheduled to meet with the ORF and Outreach teams to discuss what is needed for support.
 - After initial conversations about the launch in July, ideas were generated that would help haulers educate their customers to help reduce contamination in their food scraps.
- Media Mentions:
 - Eclipse Glasses Program:
 - Boston Globe: [Eclipse glasses: Where to recycle them in New England \(bostonglobe.com\)](https://www.bostonglobe.com)
 - WCAX: <https://www.wcax.com/2024/04/09/cswd-collect-eclipse-glasses-reuse/>
 - WPTZ: <https://www.msn.com/en-us/lifestyle/lifestyle-buzz/your-solar-eclipse-glasses-can-have-a-second-life-after-april-8/ar-BB1kY5Vp>

- WVNY/WFFF: CSWD giving "new life" to used eclipse glasses (mychamplainvalley.com)
- Burlington Free Press: <https://www.burlingtonfreepress.com/story/news/local/vermont/2024/04/08/recycle-eclipse-glasses-reuse-burlington-essex-williston-vermont/73219937007/>
- Associated Press (From BFP): <https://www.usatoday.com/story/news/local/vermont/2024/04/08/recycle-eclipse-glasses-reuse-burlington-essex-williston-vermont/73219937007/>
- Seven Days: Don't Trash Those Solar Eclipse Glasses! Groups Collect Them to Be Reused | 2024 Solar Eclipse | Seven Days | Vermont's Independent Voice (sevendaysvt.com)
- Vermont Public Radio (VPR) : https://www.vermontpublic.org/live-updates/solar-eclipse-in-vermont-the-latest-updates?fbclid=IwAR3fOeZJlO2hrG-oO-eaWc1Dfp5cEIAgVfjHS5MhfMh1B14imStQ5EMu18_aem_AUdEng3_-XuePG_9KrQ63y_MDAc-2Cb4ek3jnEPZ2pfLulNQ3W2ATs_sez602aIocxt8l6TalDcnTm7LnHfowDFY#dont-throw-away-your-eclipse-glasses
- Williston Observer: https://www.willistonobserver.com/news/williston/around_town/give-your-eclipse-glasses-another-life/article_da728882-f78d-11ee-8412-03cd3432a633.html
- Milton Independent: https://www.miltonindependent.com/news/business/cswd-collaborates-with-astronomers-without-borders-to-reuse-solar-eclipse-glasses/article_f952b6df-4933-5f53-ac55-105401bcec3b.html
- WCAX (2): <https://www.wcax.com/2024/04/16/saturday-deadline-cswd-eclipse-glasses-collection/>

New MRF

- Williston Observer: https://www.willistonobserver.com/news/region_state/costs-balloon-for-new-recycling-center/article_1a538fc8-f784-11ee-9f29-fbaa0c5bc01d.html
- Outreach Team (Beth) – Our partnership with Astronomers Without Borders has been extremely popular and exciting. Many towns, schools, libraries and businesses signed on to be a collection site. Due to the demand, we decided to extend the last day of collection to Saturday, April 20. Our next step is to sort through the glasses, count them and prepare to send them back for reuse.

CHITTENDEN SOLID WASTE DISTRICT

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

Month	Total Tons per Month			
	FY 23 tons	FY 24 tons	Tons Diff.	% Diff
Jul	11,558	11,537	-20	-0.2%
Aug	11,729	12,584	854	7.3%
Sep	11,236	12,379	1,143	10.2%
Oct	11,289	12,219	930	8.2%
Nov	10,428	11,810	1,382	13.3%
Dec	10,583	10,977	394	3.7%
Jan	9,180	9,577	397	4.3%
Feb	7,402	8,343	941	12.7%
Mar	9,571	9,554	-16	-0.2%
Apr				
May				
Jun				
Total Tons YTD	92,976	98,982	6,005	6.5%
Mgmnt Fee \$ YTD	\$2,510,355	\$2,672,501	\$162,147	6.5%

	Tons	\$
FY 24 Budget	123,545	\$3,335,702
FY 24 Actual YTD	98,982	\$2,672,501
Difference	-24,563	(\$663,200)
FY 24 Actual % YTD vs Budget %	80.1%	
YTD % of Months	75.0%	

Chittenden Solid Waste District

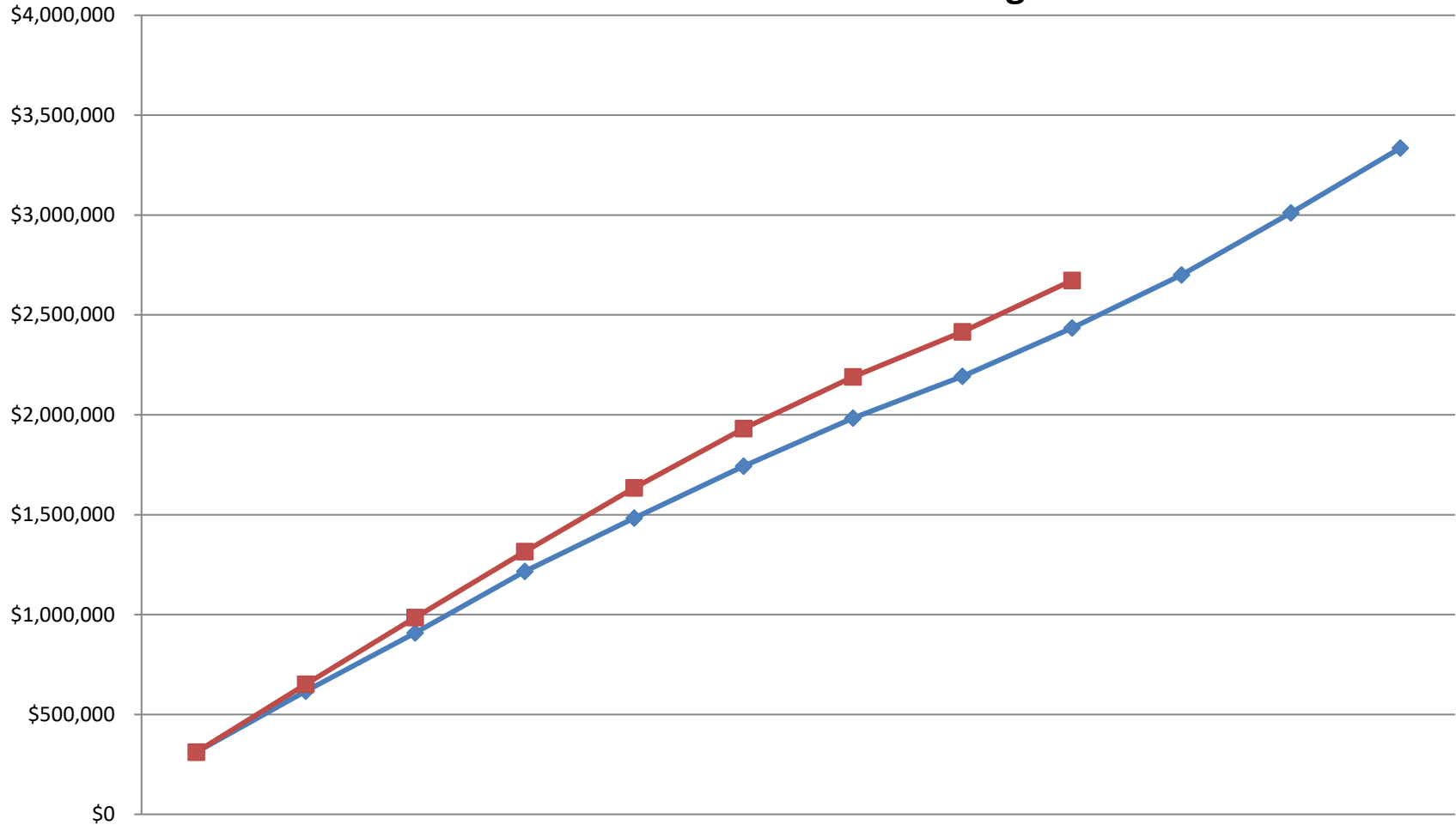
Solid Waste Management Fee FY 24 (Budget versus Actual)

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

\$	Budget \$			Actual		Difference		% of YTD Budget
	Percent	\$ per month	\$ YTD	\$ per month	\$ YTD	\$ per month	\$ YTD	
Jul-23	9.3%	\$311,066	\$311,066	\$311,501	\$311,501	\$435	\$435	100.1%
Aug-23	9.1%	\$305,095	\$616,161	\$339,763	\$651,265	\$34,669	\$35,104	105.7%
Sep-23	8.8%	\$292,115	\$908,276	\$334,246	\$985,511	\$42,131	\$77,235	108.5%
Oct-23	9.2%	\$307,899	\$1,216,175	\$329,907	\$1,315,418	\$22,008	\$99,242	108.2%
Nov-23	8.0%	\$266,762	\$1,482,937	\$318,880	\$1,634,298	\$52,118	\$151,360	110.2%
Dec-23	7.8%	\$259,428	\$1,742,365	\$296,388	\$1,930,686	\$36,961	\$188,321	110.8%
Jan-24	7.2%	\$240,868	\$1,983,233	\$258,574	\$2,189,260	\$17,706	\$206,027	110.4%
Feb-24	6.3%	\$208,517	\$2,191,750	\$225,271	\$2,414,531	\$16,754	\$222,781	110.2%
Mar-24	7.3%	\$242,566	\$2,434,316	\$257,970	\$2,672,501	\$15,404	\$238,185	109.8%
Apr-24	8.0%	\$265,766	\$2,700,082					
May-24	9.3%	\$309,972	\$3,010,054					
Jun-24	9.8%	\$325,647	\$3,335,702					

TONS	Budget Tons			Actual		Difference	
	Percent	Monthly Tons	Tons YTD	Tons per month	Tons YTD	Tons per month	Tons YTD
Jul-23	9.3%	11,521	11,521	11,537	11,537	16	16
Aug-23	18.5%	11,300	22,821	12,584	24,121	1,284	1,300
Sep-23	27.2%	10,819	33,640	12,379	36,500	1,560	2,861
Oct-23	36.5%	11,404	45,044	12,219	48,719	815	3,676
Nov-23	44.5%	9,880	54,924	11,810	60,530	1,930	5,606
Dec-23	52.2%	9,608	64,532	10,977	71,507	1,369	6,975
Jan-24	59.5%	8,921	73,453	9,577	81,084	656	7,631
Feb-24	65.7%	7,723	81,176	8,343	89,427	621	8,251
Mar-24	73.0%	8,984	90,160	9,554	98,982	571	8,822
Apr-24	80.9%	9,843	100,003				
May-24	90.2%	11,480	111,483				
Jun-24	100.0%	12,061	123,545				

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



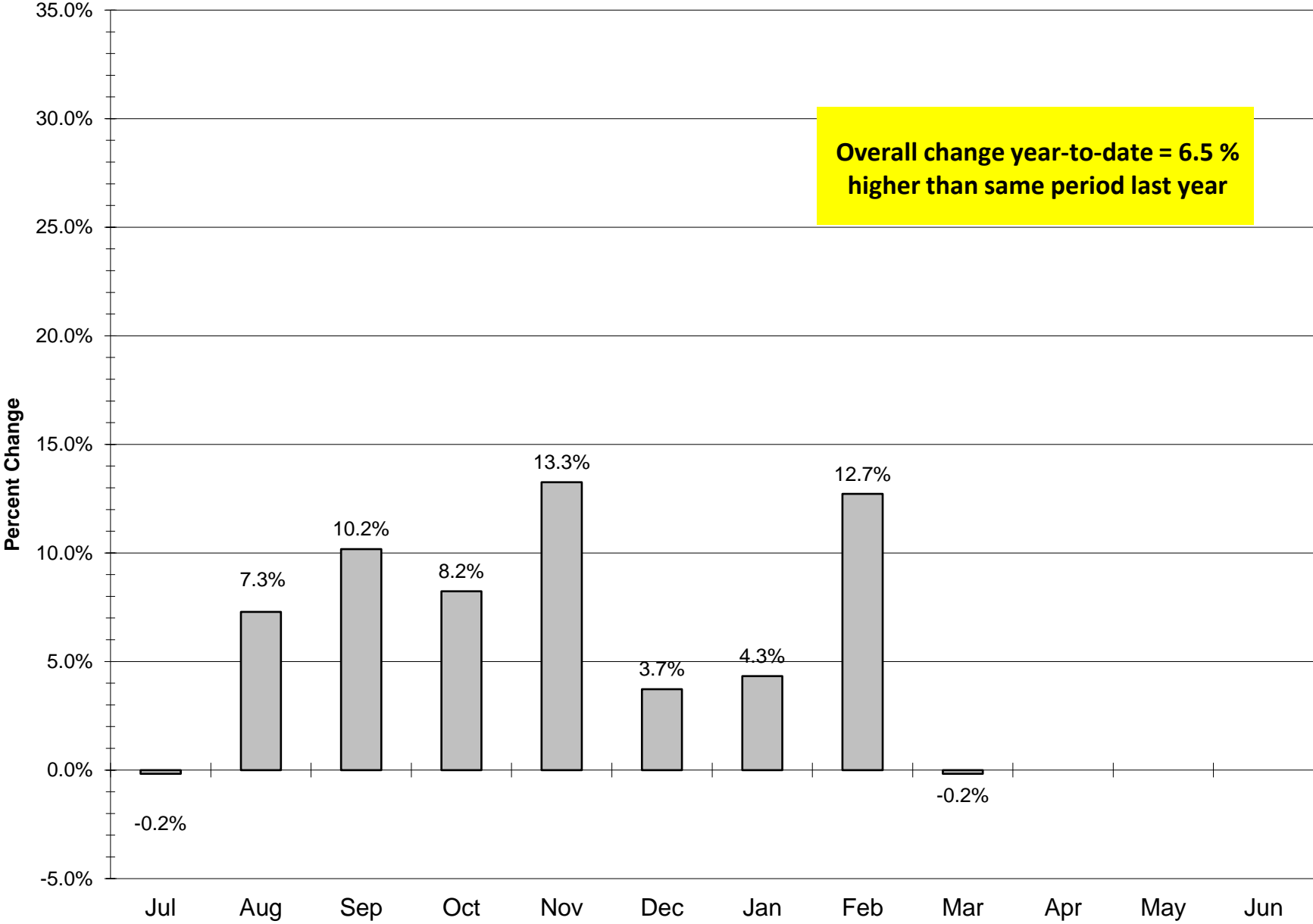
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
—◆— Budget	\$311,066	\$616,161	\$908,276	\$1,216,175	\$1,482,937	\$1,742,365	\$1,983,233	\$2,191,750	\$2,434,316	\$2,700,082	\$3,010,054	\$3,335,702
—■— Actual	\$311,501	\$651,265	\$985,511	\$1,315,418	\$1,634,298	\$1,930,686	\$2,189,260	\$2,414,531	\$2,672,501			

CHITTENDEN SOLID WASTE DISTRICT

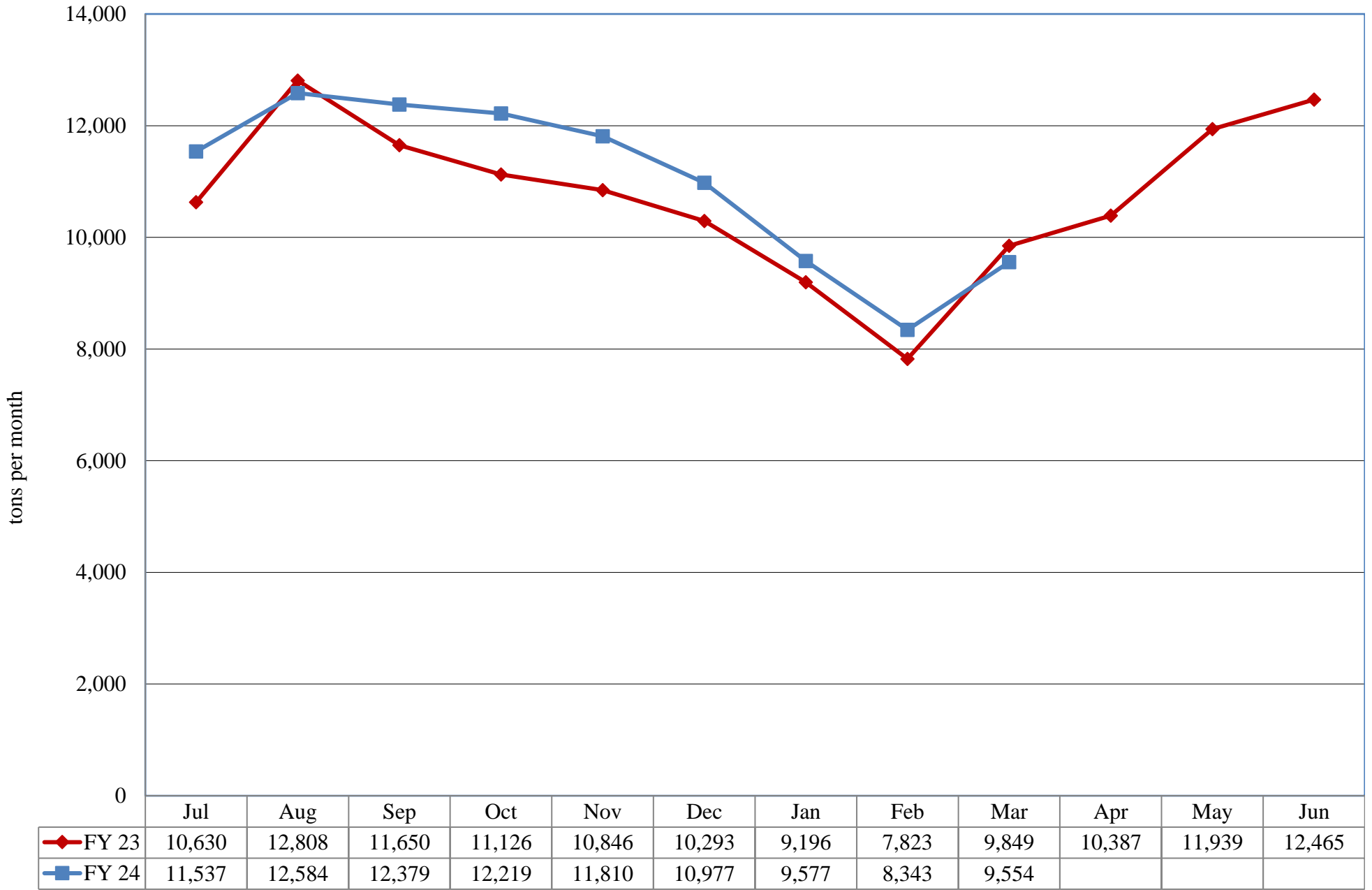
SWMF Tons Refuse Disposed per Operating Weekday

Month	FY 23			FY 24			Difference FY 24 vs FY 23			
	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Avg Tons/Day	Monthly Tons	# Operating Weekdays	Tons/Day Tons	Tons/Day %
Jul	11,558	20	577.9	11,537	20	576.9	-20	0	-1.0	-0.2%
Aug	11,729	23	510.0	12,584	23	547.1	854	0	37.1	7.3%
Sep	11,236	21	535.0	12,379	20	619.0	1,143	-1	83.9	15.7%
Oct	11,289	21	537.6	12,219	22	555.4	930	1	17.8	3.3%
Nov	10,428	21	496.6	11,810	21	562.4	1,382	0	65.8	13.3%
Dec	10,583	22	481.0	10,977	20	548.9	394	-2	67.8	14.1%
Jan	9,180	22	417.3	9,577	22	435.3	397	0	18.0	4.3%
Feb	7,402	20	370.1	8,343	20	417.2	941	0	47.1	12.7%
Mar	9,571	23	416.1	9,554	22	434.3	-16	-1	18.2	4.4%
Apr		20			22			2	0.0	
May		22			22			0	0.0	
Jun		22			20			-2	0.0	
Total	92,976	257		98,982	254		6,005	-3		
Average			361.8			389.7			27.9	7.7%

Difference in SWMF Tons Per Month Disposed FY24 versus FY23

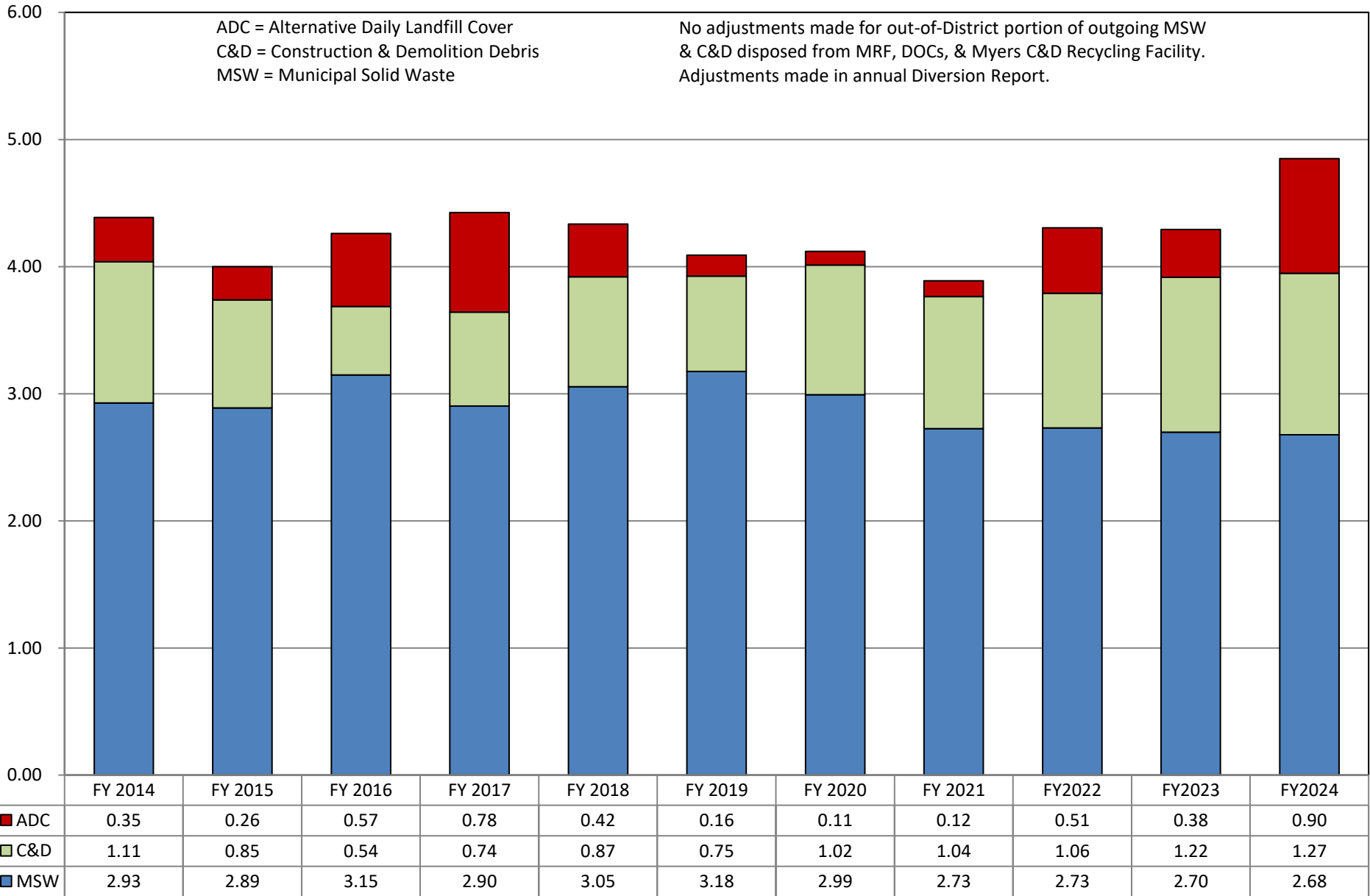


CSWD - SWMF Tons Trash per Month - FY 24 v. FY 23



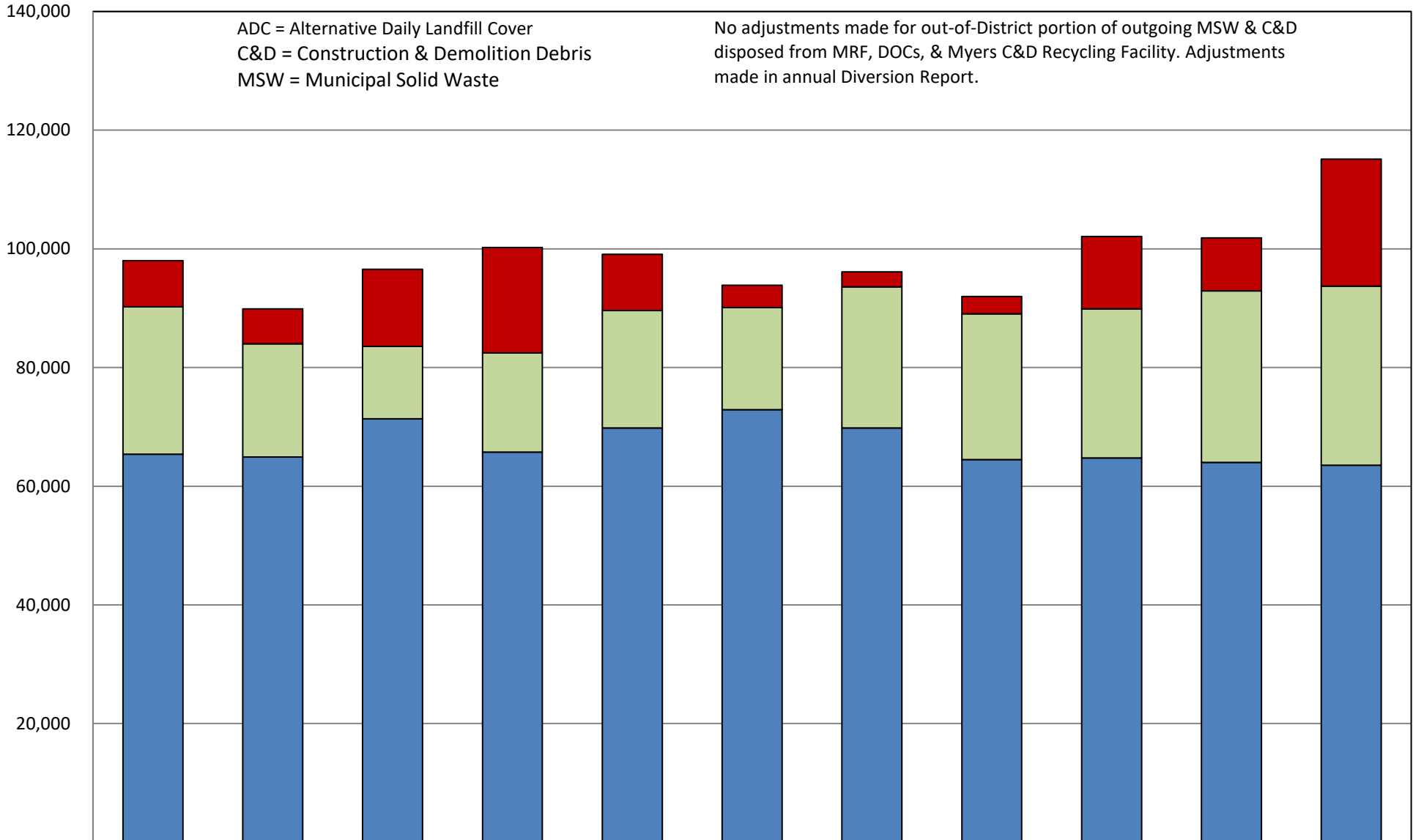
CHITTENDEN SOLID WASTE DISTRICT

Pounds per Capita per Day Landfilled or Incinerated - Fiscal Years 2014-2024 through 3rd Quarter



CHITTENDEN SOLID WASTE DISTRICT

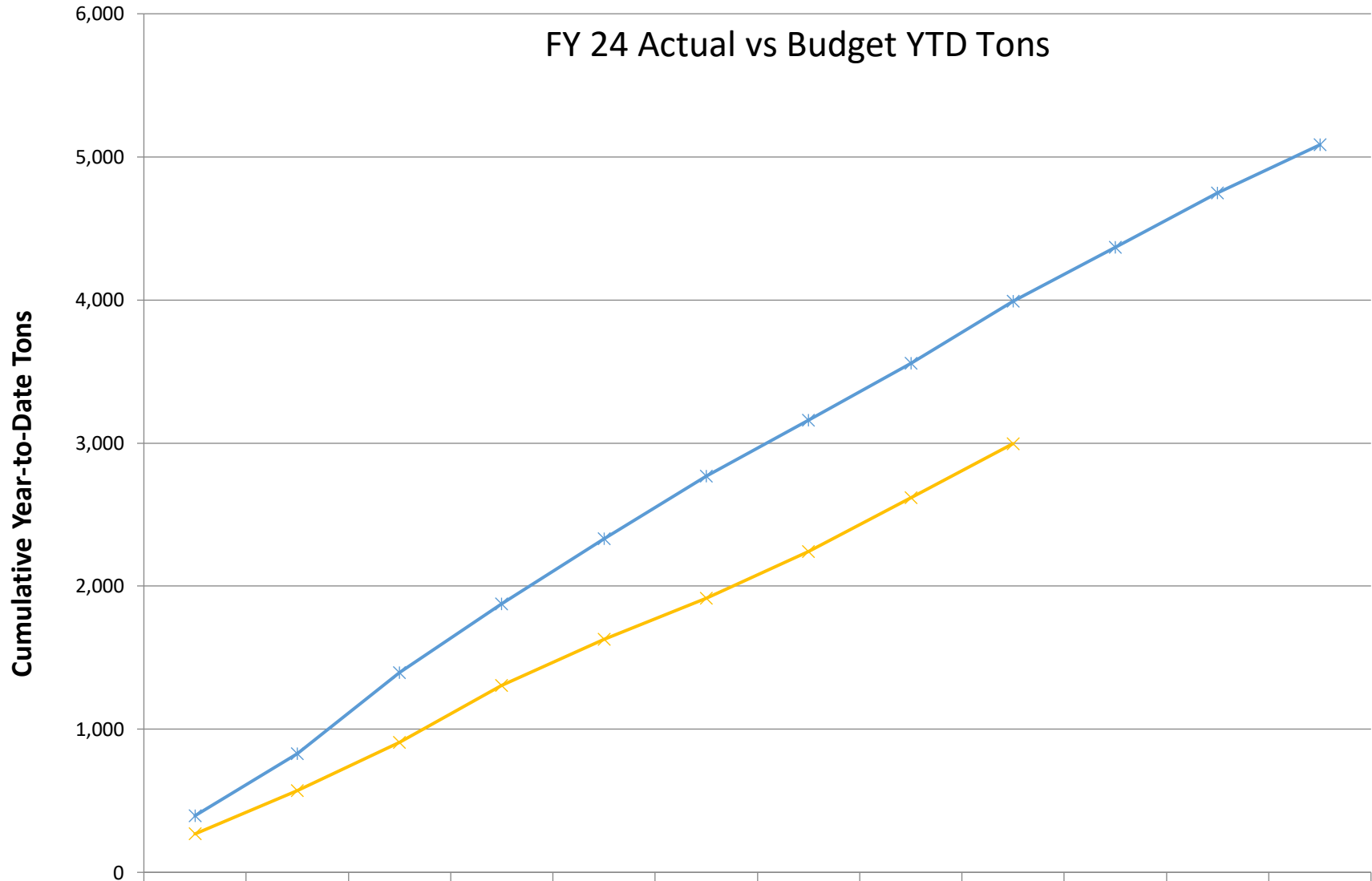
Tons Landfilled or Incinerated - Fiscal Years 2014-2024 through 3rd Quarter



	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY2022	FY2023	FY2024
■ ADC	7,782	5,855	13,001	17,773	9,490	3,757	2,492	2,953	12,209	8,925	21,403
■ C&D	24,844	19,098	12,205	16,721	19,777	17,225	23,792	24,561	25,110	28,922	30,161
■ MSW	65,391	64,911	71,349	65,750	69,825	72,888	69,818	64,476	64,766	64,009	63,541

Organics Diversion Facility - Incoming Food Scraps

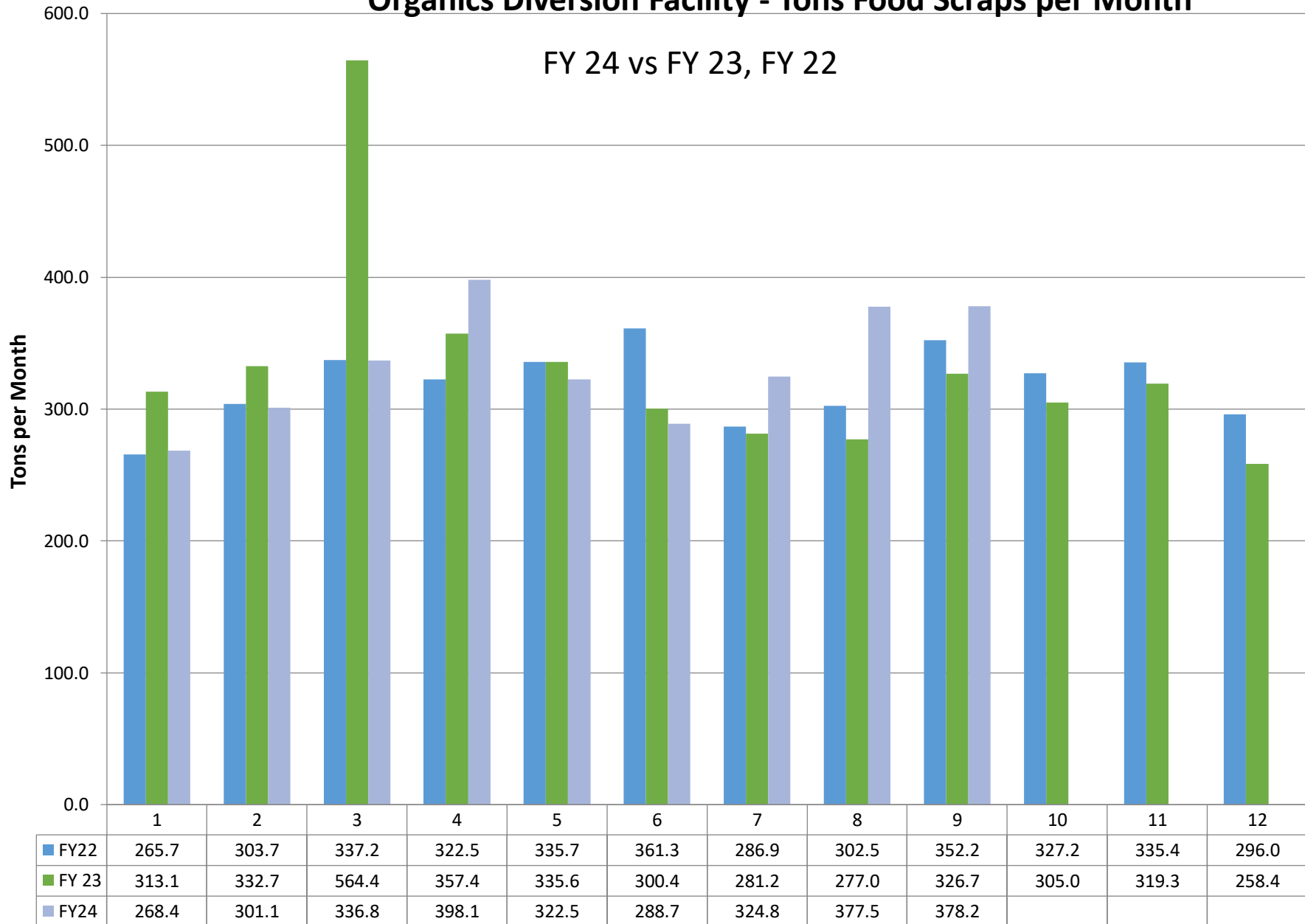
FY 24 Actual vs Budget YTD Tons



	1	2	3	4	5	6	7	8	9	10	11	12
—x— FY24	268	569	906	1,304	1,627	1,916	2,240	2,618	2,996			
—*— Budget FY 24	396	829	1,396	1,877	2,332	2,767	3,160	3,557	3,990	4,369	4,748	5,084

Organics Diversion Facility - Tons Food Scraps per Month

FY 24 vs FY 23, FY 22



#3.3

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: April 18, 2024
RE: Executive Director Update

February 22 - PRESENT

- **NEW MRF:**
 - The MRF Construction RFP is out and responses due back April 26.
 - We are working with VELCO to adjust the property easement boundaries along their access road so that the MRF will not be built within the easement. The boundary adjustment will place the easement completely to the north of the access road.

- **OUTREACH & COMMUNICATION:**
 - The Marketing team is working to finalize the A-to-Z tool for the new website and expects to launch the website by the end of the fiscal year.
 - We're working with the UVM Center for Rural Studies to develop a new biennial household survey. Prior surveys have been used to help us understand where gaps in participation exist, gaps in understanding of rules or regulations, and taking the temperature on current issues (such as the MRF Bond). This survey I'd like to ask questions about service needs and expectations.

- **FY25 BUDGET PRESENTATIONS:** To date, I've given nine presentations and all nine communities have approved the CSWD budget. There are no presentations next week. Questions so far have included: the ORF Contamination Policy, Landfill life expectations, future of trash disposal, future of the current MRF, and recyclables commodity markets. I've also heard thanks for the expanded DOC hours and for the Tuesday through Saturday schedule.

May, June 2024

- May 13: Executive Board; 5:00pm
- May 18: Rover event, Milton
- March 22: Full Board; 6:00pm
- May 27: Memorial Day, all facilities closed
- June 8: Rover event, Essex
- June 11: Finance Committee meeting, 5:00pm
- June 17: Executive Board; 5:00pm
- June 19: Juneteenth, all facilities closed
- June 26: Annual Organizational meeting, Full Board; 6:00pm



ADMINISTRATIVE OFFICE
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South Burlington, VT 05403

#3.4

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To: Board of Commissioners
From: Nola Ricci, Director of Finance
Date: April 18, 2024
RE: Warrants, Reserves & Cash Balance

The following warrants have been reviewed by the Finance Committee and disbursements have been issued since the last submitted Finance Memo:

Warrant Date	Warrant Amount
03/19/24	\$702,243.85
04/02/24	\$343,411.38

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

As of, March 31, 2024

Assigned Reserve balances are as follows:

Landfill Post Closure	\$ 608,302.08
Facility Closure	\$ 1,466,061.63
Capital Reserves	\$ 10,834,654.96
Biosolids Reserve	\$ 335,223.68
Community Clean Up	\$ 83,020.70
Solid Waste Reserve	\$ 1,000,000.00
<u>Operating Reserve</u>	<u>\$ 1,750,000.00</u>
Total Designated:	\$ 16,077,263.05
Total Undesignated:	\$ 1,887,745.48
Cash & Cash Equivalents:	\$ 16,131,266.53
Investments:	\$ 4,234,263.48
Current Liabilities:	\$ 6,199,954.19



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Breakdown of Community Clean Up Reserve by Location as of March 31, 2024:

Bolton	\$ 2,500.00
Burlington	10,000.00
Charlotte	2,500.00
Colchester	5,250.00
Essex Jct	5,000.00
Essex Town	7,500.00
Hinesburg	2,972.22
Huntington	2,500.00
Jericho	5,000.00
Milton	3,413.50
Richmond	5,000.00
Shelburne	4,616.57
S. Burlington	7,500.00
St. George	2,500.00
Underhill	5,000.00
Westford	2,500.00
Williston	4,268.41
Winooski	5,000.00



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#4

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To: Board of Commissioners
From: Beth Parent, Community Engagement and Outreach Manager
Date: April 17, 2024
RE: Solar Eclipse Reuse Program Update

Over the past few months, CSWD has witnessed an inspiring story of community engagement and environmental stewardship! It has been so wonderful to see how a small idea blossomed into a widespread initiative through collaboration and creativity.

Our Community Outreach Coordinator first learned about the organization, “Astronomers Without Borders” (AWB), during a solar event planning meeting in February and thought it would be a great organization for CSWD to join forces with. The original goal was to see if we could collect a few thousand solar glasses from events at the Burlington Waterfront and send back to AWB to reuse during another solar or lunar event in the future. We quickly learned that original goal would easily be met within a few hours after the eclipse ended.

Through our community connections, we initially partnered with 10 different event sites to collect glasses. The quick thinking of the CSWD Drop-Off Center team to offer special bins at each of the six centers further facilitated the collection process. By providing multiple drop-off points, it was even easier for community members to contribute their used and unused glasses, thereby increasing participation and the overall impact of the program.

Shortly after we announced our partnership with AWB and the initial collection sites, dozens of schools, businesses and libraries reached out to us to join the program. The interest even spread outside the borders of Chittenden County: folks from other counties and states reached out to see how they could participate. Our Drop-Off Centers have been buzzing with community members bringing their used and unused glasses to us. Some have stopped by to drop off a few pairs, others bring in bags of glasses at a time. Next up for Team CSWD is to sort through and count the glasses. Then we will store them for a few months before sending back to AWB for reuse.

This creative partnership has not only generated a buzz in the community, it sparked a lot of media interest. We have done interviews with the Boston Globe, VPR, WCAX, WPTZ, Seven Days and the Burlington Free Press, to name a few. The Associated Press also picked up the Burlington Free Press story, which ended up running in the Arizona, Texas, California and Hawaii markets.

This partnership is a perfect case study on how to create successful program. This type of opportunity doesn't happen often, but when it presents itself, we have the right team of people to jump on it and make it successful. It's a testament to the power of partnerships and the dedication of both CSWD and the broader community.

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#5

To: Board of Commissioners
From: Dan Goossen, Director of Organics Recycling
Date: 4/24/24
RE: ORF Contamination Policy

Note: this is the same memo that was sent in March. The only change that has been made to the draft contamination policy has been to remove the section related to cumulative non-response. This provision unnecessarily complicated the policy and any matters of non-compliance can be dealt with separately via the Compliance Department. A strike-through version of the new policy is attached.

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

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

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

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

ORF staff has spent over a year developing the draft policy currently being proposed. The framework was borrowed from the MRF Quality Control Policy adopted by the Board in 2019 and was modified to meet the needs of the unique inputs of the compost facility. Staff received valuable input from multiple compost facilities across the country, organics haulers, and generators, and also worked extensively with members of the District's Outreach, Communications, and Compliance departments in the many iterations that led to this final product. Quantifying contaminants within loads of freshly tipped food scraps is a challenge, even on a good day. After over 125 load checks undertaken across loads from all haulers during the past year and a half, staff have honed the process and have created an efficient and thorough procedure to identify and hopefully rectify the worst of incoming contamination.

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

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

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

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

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

ORGANICS RECYCLING FACILITY CONTAMINATION POLICY

Adopted by CSWD Board of Commissioners on (DATE)

Purpose:

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

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

Definitions:

Acceptable Organics –

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

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

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

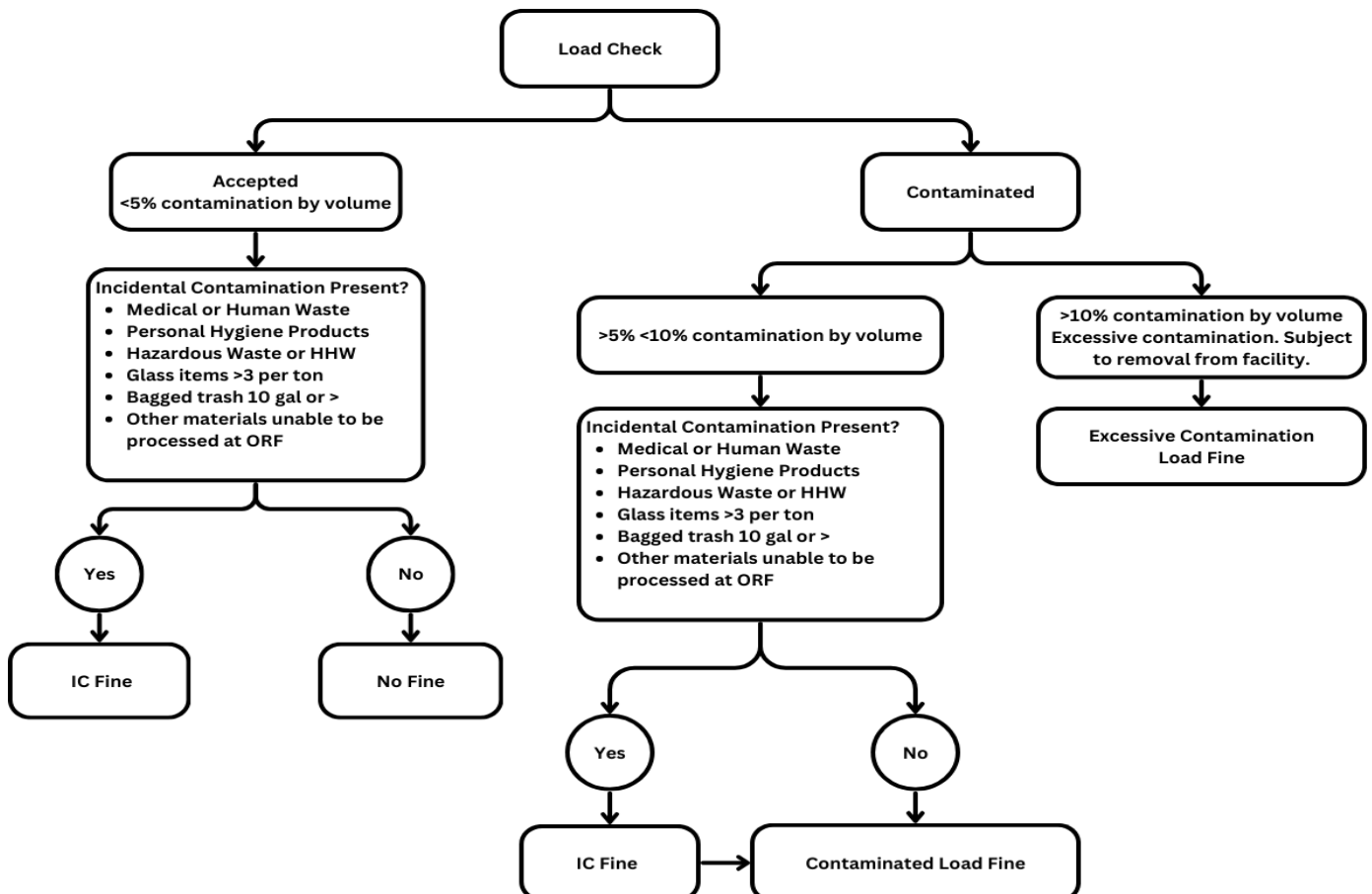
Excessively Contaminated load – A load of material received at the ORF that contains more than 10% contamination by volume resulting in a fine. These loads may be removed from the site and diverted to a transfer station for landfill disposal.

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

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

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

Procedures:



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

Rates Table:

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