

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES
CSWD Administrative Office, 19 Gregory Drive, South Burlington VT
Wednesday, March 18, 2024**

FINANCE COMMITTEE PRESENT: Paul Stabler, Paul Ruess, Rick McCraw

Other Board members present: Ken Spencer

CSWD STAFF PRESENT: Sarah Reeves, Amy Jewell

P. Stabler called the meeting to order at 5:00 p.m.

Agenda # 1. No changes to the agenda

Agenda #2. Public Comment Period – No public in attendance

Agenda #3. Consent Agenda –Minutes approved with noted proposed changes:

R. McCraw requested the following review and changes?

- Revise and update the summary overview and this sentence “*The proposed FY 25 Budget is \$15,867,869 and cost of sales and gross profit total \$16,077,490, resulting in a loss of \$372,00 loss.*”
- Under closed landfill, revise sentence “S. Reeves said we are generating more leachate.” should read “S. Reeves said we are generating more leachate than expected at this point in time.” In that same paragraph change the word “whole” to “hole.”
- ORF discussion: There is a sentence that ends with “...equipment, the new hire, and no longer accepting compostable products has been instrumental in contamination.” That doesn’t sound right. This is about *reducing* contamination, right?

The minutes are accepted as part of the consent agenda with the above changes.

Agenda # 4. FY 25 Budget Revisions– S. Reeves reviewed the few budget revisions, which included the increase to the MRF budget \$70/ton to \$75/ton, which is roughly a \$100,000 increase of sales revenue for the MRF. Wages/benefits increase was also a result of feedback for covering additional personal expenses and a couple of calculation corrections for existing employees and feedback from committee make sure that we are properly planning for new personnel and put additional placeholders on for new hires, and adjustments to the increases in revenue with the Burlington DOC coming online in FY 2025.

P. Ruess said procedurally this is the last time the Finance committee would review the budget, and this will go to the full board at the March meeting. He noted that we typically let the full board know that our Finance Committee is comfortable with the budget as presented. The committee agreed and P. Stabler noted that developing this budget is a large part of the finance committee’s role and acknowledges the hard work of staff to develop this.

Agenda #5. Q2 Financials – S. Reeves noted that on the revenue side the recycled material is slightly below budget for the first two quarters and is starting to increase and the ACR is coming up and it expected that ACR will be strong for the next six months, so we are expecting to

rebound and meet budget. She noted that expenses are lower than budget in payroll. ORF had good sales in fall with good inventory for spring.

P. Stabler appreciates the work of the ORF program. He acknowledged the staff and the Director Dan Goossen and said it's been a long road. S. Reeves acknowledged the great crew that works at the ORF and are thankful for board support. She noted that the subsidy last year was under \$100,000.

R. McCraw sales are at 86% under budget and he asked if that is a volume issue or an ACR issue for this decrease. S. Reeves noted that it was the ACR and even though volume was slightly lower. The ACR is now increasing.

R. McCraw asked about special materials and asked about being \$50,000 of revenue, special materials, and where is that comes from. S. Reeves noted that consists of metal, appliances, tires, or could be EPR batteries and can be related to when the load goes out and could be a seasonal issue.

R. McCraw asked about budget projections and whether the budget is straight line or whether we are budgeting to seasonality. S. Reeves noted that in previous years, the budget was divided up as a straight-line but with the new budget software we have trained managers to budget for seasonality and to budget expenditures in the month in which they occur, for example annual dues or subscription renewals, so that we have a more accurate representation of budget to actual. She noted that it's not perfect, but it is getting closer to actual for each quarter.

R. McCraw looked at travel and training and professional fees and noticed that we are spending much less than budget and encouraged staff to use keep pace and use this training. S. Reeves agreed and noted that we do send information out on training, and it does sometimes come back to scheduling and workload. She said that operationally, the changed schedule will improve that flexibility. She also noted that we have had two all day staff trainings and we pack a lot into those two days.

K. Spencer thanked S. Reeves spending time explaining different parts of CSWD. He noted that there might be an opportunity or programs that might be profitable regarding the MRF and that training opportunities might be helpful solving this issue. S. Reeves said she has reached out to other organizations to learn from others and consider pooling resources.

P. Ruess comments on payroll expenses running low and asked it was a result of vacancies. A. Jewell noted that we have had one ongoing vacant Maintenance Operator position and are hoping we're able to fill that this spring. She said the other component of that is lower utilization for health insurance, and that vacant positions are budgeted on the highest plan choices and those could be lower.

P. Ruess thanked S. Reeves for presenting and said we are in healthy position and thanked S. Reeves for her management of CSWD and that we will perform close to or better than budget.

Agenda #6. Other business – No other business was discussed.

Agenda #7. Adjourn

Adjourn. Motion Rick McCraw, Paul Stabler second, to adjourn the meeting. VOTING: unanimous; motion carried.

- The meeting was adjourned at 5:34 p.m.

Amy Jewell

I agree that this is an original copy of minutes and they have been approved by the Finance Committee at the meeting held via Zoom.

Amy Jewell, Secretary

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