

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES
Zoom Meeting 5:00 p.m.
Wednesday, June 14, 2023**

FINANCE COMMITTEE PRESENT: Leslie Nulty, Paul Stabler, Rick McCraw
Other Board members present: Paul Ruess

CSWD STAFF PRESENT: Nola Ricci, Sarah Reeves, Amy Jewell

AGENDA ITEM:

1. Agenda
2. Public Comment Period
3. Consent Agenda Draft Minutes – March 15, 2023
4. FY Q3 Financials
5. FY22 Audit
6. Other Business
7. Adjourn

Leslie Nulty 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 – Accepted as presented

Agenda #4. FY Q3 Financials

N. Ricci reviewed the FY 23 Quarter 3 Update. Revenue is on track for the year, with ACR at 93% - this should be stable throughout Q4. Cost of goods sold should show an increase throughout the summer. There will be an adjustment to cost of goods that staff will make in June depending on inventory. Payroll matches what was expected, but travel, training and Admin costs are under their expected value. This line item will increase in Q4. Everything else was also on par with expectations.

Community support in CCUF has increased and should continue to increase. Some adjustments were made in the audit, with the Burlington MOU liability moved to the appropriate location. Option Payments made by the City of Burlington per the MOU were previously considered revenue and at the auditor's recommendation, moved from the undesignated fund. The total is just over \$100,000 – this would potentially be included in a sale, or which would be returned without a property sale. Executive Director's Note and Correction: *the option payments made to date by the City of Burlington would not be returned if the city opts to not purchase the Flynn Avenue parcels.*

L. Nulty asks a question re: payroll, which is \$300,000 under budget at this stage: does this reflect any of the departures and if so, will vacancies need to be filled at a higher rate? N. Ricci

notes that some positions were just unable to be filled so far; A. Jewell explains which positions are needed. With J. Tyler's departure, the Director of Operations position is unfilled but certain tasks are being recruited in a Construction Projects position. These may impact the FY24 budget, which A. Jewell and S. Reeves will review. J. Tyler's departure would not be reflected in the 3rd quarter.

R. McCraw asks for a definition of product stewardship and its connection to EPR. S. Reeves confirmed that they are essentially the same. Also asks a mechanical question regarding display of quarterly balance reports. The way the balance sheet is displayed is the way our software reports it. Staff can try to change the balance sheet to display quarter to quarter, rather than compared to previous year, but not required.

P. Ruess looks at \$400,000 increase in Accounts Payable. N. Ricci notes that staff pay every two weeks; this might be due to payment schedule. P. Ruess asks a second question regarding P&L, which shows ACR revenue down slightly. From referencing the trade press, there is a lot of weakness in materials, so are we facing challenges finishing up this and heading into the new year? S. Reeves, shared information regarding price for cardboard (OCC) and notes that while pricing is still depressed it is stable and that the Northeast is doing fairly well.

R. McCraw asks for clarification on what staff mean by the ACR. Staff respond that the ACR = Average Commodity Revenue, which is the value per ton of all tons marketed in the previous month. ACR will vary according to market conditions and which commodities are shipped when, for example we may only send out aluminum every two months. P. Ruess adds that all is marketing by Casella and they get a portion of the ACR. CSWD is not controlling where the markets are sold, so Casella will utilize the best market at the time and that can change from month to month.

Fiscal 22 Audit - N. Ricci shares that the FY22 audit went well with no adverse opinions; information provided was sufficient and the auditors shared their appreciation of our team. We will be working with the same auditing vendor, and we will be working with them in December. L. Nulty shares that the entire team should be commended for a great work. P. Stabler agrees, notes systems have improved vastly and kudos for staff for the work to improve systems. R. McGraw adds his appreciation. S. Reeves acknowledged the work that N. Ricci has done to put things back into a good structure and getting financial reporting back to where we want to be.

Agenda #5 – Other Business: None

Adjourn. Motion by P. Stabler, SECOND by R. McGraw to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 5:19 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.

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