

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT – Administrative Office
FINANCE COMMITTEE MINUTES
Zoom Meeting
Tuesday, January 24, 2023 – 5:00 p.m.**

FINANCE COMMITTEE PRESENT:

Leslie Nulty, Paul Stabler, Rick McCraw

Other Board members present:

Paul Ruess, Ken Spencer

CSWD STAFF PRESENT:

Nola Ricci, Sarah Reeves, Amy Jewell, Jen Holliday,
Beth Parent, Michele Morris, Alise Certa, Josh Estey

AGENDA ITEM:

1. Agenda
2. Public Comment Period
3. Consent Agenda Draft Minutes – January 18, 2023
4. Administrative Budgets
 - a. Administrative Overview
 - b. Administration & IT
 - c. Compliance & Safety
 - d. Finance
 - e. Outreach & Communications
 - f. Solid Waste Management Fee
5. Total Compensation Review
6. Other Business

Leslie Nulty called the meeting to order at 5:02 p.m.

Agenda # 1. No changes to the Agenda.

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

Agenda #3. Consent Agenda – Consent Agenda was approved following review of the 01.18.2023 minutes to include multiple corrections.

Agenda #4. Administrative Budgets

The committee stated appreciation for the layout of the administrative overview. No discussion was held on the overview.

- **Administration Budget** – A. Jewell provided the overview of the Administrative Budget and noted a 25% increase over the FY 23 Budget: a result of moving data related work from the O&C Program to the Admin Program and leasing office space in South Burlington. Staff training and IT expenses are budgeted in the Admin budget, with the exception of training specific to a program (e.g., mechanic’s training would lie in the Maintenance budget) and IT expenses for voice and data connection lie within that program.

Discussion was held on:

- L. Nulty asked for clarification of KPIs regarding turnover and employee satisfaction. S. Reeves stated that as a result of internal employee surveys, several items rose to the surface that were flagged as training opportunities – including work related to the Justice, Equity, Diversity, and Inclusion which would apply to internal and external interactions.
- IT Security – included in the Managed Service Provider expenses. Discussion was held on the maintenance server and network uptime. Uptime is at 99%, and R. McCraw noted that this number should be 99.9%. J. Dorwart said this should be feasible with the new admin building and fewer power outages.
- Discussion on banning firearms at facilities. J. Estey noted that if someone is licensed to carry weapons, we do not have grounds to ban them from bringing them to our facilities. Active Shooter Training is incredibly challenging and expensive given the 13 plans that would be needed. CSWD has conducted training regarding run, hide, fight.

Compliance Budget – J. Estey noted that this budget includes Compliance and the Safety Program and there are no major changes to the budget other than the inclusion of a “Safety Bucks Program” to be developed during FY24.

Discussion was held on:

- CPR/AED training moving into the Safety budget from the Admin budget.
- No proposals to increase fees for penalties. It was noted that increased fines require an Ordinance change and when a Notice of Alleged Violation is issued, historically we have had quick responses and changes made.

Finance Budget – N. Ricci noted no significant changes and a 2% increase to the program budget.

Discussion:

- KPI suggestion – L. Nulty asked that the financial modeling show interest coverage ratio, which would be operating income/debt service to maintain coverage ratio of 1.2 or better. The committee suggested that the interest coverage ratio should be monitored.

Outreach & Communications Budget – J. Holliday introduced the O&C managers present at the meeting and noted that the most significant change is the retirement of Michele Morris. This change will occur in the fall of 2023, as she works to finish up the website overhaul project. The data related work is being moved to the Administration Department (IT services). The O&C and Administration Departments will be sharing an AmeriCorps volunteer in FY 24.

Discussion was held on:

- P. Stabler asked about Chuck-It Guides. M. Morris explained that the full guide was eliminated during Covid because of the dynamic changes at that time. A mini Chuck-It Guide has been created in its place and is available to the public.
- R. McCraw asked for clarification on crisis management related to public relations issues
- L. Nulty asked for KPI clarifications regarding the website metrics to gauge the success of the changes
- Rewording Training in significant changes to clarify the need for training for new employees

Solid Waste Management Budget - S. Reeves noted downward reduction in the Solid Waste Management Fee (SWMF) revenue, which corresponds to our mission to reduce tons disposed. The methodology to determine the calculation for tonnage was provided to the Board with the

preliminary budget; It was requested that it be resent. It was noted that the SWMF is \$27.00/ton and hasn't been changed since 2013, which at the time was \$22/ton. Discussion was held on the opportunity to raise the SWMF.

FY 24 Total Compensation Review – A. Jewell noted the 11.08% increase to wages and benefits, which is 36.64% of District revenue, up from 36% of revenue totals in FY 23. It was noted that the increase is a result of the proposed cost of living adjustment of 7% and modest staffing increases.

Discussion:

- Noted the change to MVP's Bronze Plan and discussion regarding cost savings
- L. Nulty suggested showing that the FY 24 total compensation amount per FTE is an increase of 4.3% from the FTE amount in FY 23, which is a modest increase, given the COLA, wages, and health insurance costs. The modest increase in total compensation/FTE should be highlighted in the presentation to the Board.

Agenda #6. Adjourn. Motion by P.Stabler, SECOND by R. McGraw to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:50 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