

**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MEETING INSTRUCTIONS
FOR THE PUBLIC**

Date: Wednesday January 24, 2024

Time: 5:00 p.m.

Place: **ZOOM Meeting**

IMPORTANT:

Members of the public who are joining 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: Jan 24, 2024 05:00 PM Eastern Time (US and Canada)

Topic: Executive Board Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_r8QnnrCwQuGOv4FZip2yDw

After registering, you will receive a confirmation email containing information about joining the webinar.

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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.



ADMINISTRATIVE OFFICE

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**CHITTENDEN SOLID WASTE DISTRICT
REGULAR MEETING**

Date: Wednesday, January 24, 2024

Time: 5:00 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** (5:00 p.m.)
2. **Public Comment Period** (5:00 p.m.)
3. (E) **Consent Agenda** - Minutes October 16, 2023 (5:05 p.m.)
4. (E) **Environmental Depot – Rover purchase** (5:15 p.m.)
Executive Board Action Required: Authorize Use of State Contract
5. (E) **Materials Recycling Facilities Update** (5:25 p.m.)
6. **Other Business** (5:55 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.

#3.

DRAFT

**CHITTENDEN SOLID WASTE DISTRICT
EXECUTIVE BOARD MINUTES
VIA ZOOM & CSWD Administrative Office
Monday, October 16, 2023. 5:00 p.m.**

EXECUTIVE BOARD PRESENT: Kelton Bogasky, Alan Nye, Paul Ruess, Paul Stabler

OTHER BOARD MEMBERS: Rick McCraw, Ken Spencer

OTHERS PRESENT: Thomas Melloni, Esq.

CSWD STAFF PRESENT: Sarah Reeves, Amy Jewell, Jen Holliday

AGENDA ITEMS:

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. Executive Session
5. Other Business

Paul Ruess called the meeting to order at 5:00 p.m.

Agenda #1. – Agenda - No changes

Agenda #2 - Public Comment Period – No public comment.

Agenda #3. – Consent Agenda – Approved as presented.

Agenda #4. Executive Session – Flynn Avenue Property

MOTION by P. Stabler, Second by K. Bogasky to move that the Executive Board of Commissioners of the Chittenden Solid Waste District go into Executive Session to discuss Contract Negotiations with the City of Burlington and the Town of Williston 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: unanimous; motion carried.

The Board entered Executive Session at 5:04 p.m.

Motion by A. Nye, Second by P. Stabler to adjourn the Executive Session and reconvene the regular meeting.

The Board exited Executive Session at 5:37 p.m.

Agenda #5. Other Business - No other Business

Motion by A. Nye, Second by P. Stabler to adjourn the meeting. VOTING: unanimous; motion carried. The meeting was adjourned at 5:40 p.m.

Amy Jewell, Recording Secretary

I agree that this is an original copy of minutes and they have been approved by the Executive Board at the January 16, 2024, meeting held in South Burlington.

Amy Jewell, Recording Secretary

4.

To: Executive Board of Commissioners

From: Josh Estey, Director of Compliance and Hazardous Waste,
Kayli Barber, Construction Project Manager

Date: January 12, 2024

Re: Procure 2024 EV Truck for Replacement of the Hazardous Waste Rover

Background

The Rover, CSWD's mobile household hazardous waste collection truck, is due for replacement. Currently, the truck is a 1999 International 4700 Diesel that averages 8-9 MPG. This is considered a weight class 6 Vehicle. In support of the State's climate action plan, CSWD is looking for opportunities to reduce greenhouse gas emissions from their transportation fleet, limit the use of substances that contribute to climate change, and promote best management practices towards gas emission reduction. In addition, purchase of an EV truck would downsize costs (oil changes/maintenance) associated with a larger weight class 6 diesel truck to a weight class 2 electric truck. The new truck will provide lower total emissions of greenhouse gases, criteria pollutants, and hazardous air contaminants. The other intention with the purchase of this vehicle is to offer it as a pool vehicle for other District staff when not being used for Rover events, Local Color deliveries, or plowing activities, furthering GHG reductions.

Research of suitable Electric Vehicles for the Rover Program

To replace the current Rover, research was conducted to determine trucks that would suit District needs. There are five electric pick-up trucks on the market that are suitable for use as a Rover in terms of power and Range (all over 240-mile range fully charged). The least expensive model is the Ford F-150 Lightning with a base MSRP of \$54,995.

Tax Credit for Electric Vehicles

The 2024 Ford F-150 is eligible for a \$7,500 tax credit. Because CSWD is tax-exempt, we will investigate our option of receiving the tax credit as a rebate or as a credit on the sale of the vehicle.

Utilizing State Contract to Procure EV Truck

The State of Vermont has several contracts that have gone through vendor vetting and negotiation of price and are listed on multiple award schedules. Many of the State Contracts have a provision built into the contract which allows for Political Subdivisions, higher education institutions and municipalities to utilize this contract. McGee Ford of Montpelier has a contract with the state and a competitive list price for the Ford F-150. District staff are proposing to use this state contract in lieu of going through our own RFB process. The state contract will be further vetted to ensure it meets the current standard of the district RFB process.

Additional Costs

District staff are awaiting a quote from a licensed electrician to install a level two EV charger at the Environmental Depot. Staff have also had conversations with representatives from the City of South Burlington to discuss the installation of chargers at 19 Gregory Drive. Those conversations are ongoing, and we've learned that the City plans to install chargers at this location at some point in the near future.

We will also be negotiating with the vendor for an extended service warranty to provide a level of comfort with this new to CSWD technology. We anticipate a slight learning curve and want adequate service backup should it be needed.

Funds have been previously earmarked in the FY23 Capital Budget for a Rover replacement with an estimated cost of \$115,000.

Be it resolved that the Executive Board of Commissioners authorizes the Executive Director to utilize the State of Vermont's contract with McGee Ford of Montpelier, VT to purchase a model year 2024 Ford F-150 Lightning for a price not to exceed \$75,000 and to contract with a licensed electrician to install a fixed level two EV charging station, with a total project cost not to exceed \$100,000.

5a.

To: Executive Board
From: Sarah Reeves, Executive Director
Date: January 16, 2024
RE: Materials Recycling Facilities update

CSWD is in the process of designing a new Materials Recycling Facility (MRF) while also overseeing ongoing production at the 1993 MRF. This memo is to update the Executive Board on the status of the proposed MRF and on the issues of the current facility, both of which have capital reserve considerations to be discussed. It was presented to the Finance Committee on January 9, 2024.

NEW MRF

In 2022, the CSWD Board of Commissioner approved initiation of the process to present a bond question to the voters of Chittenden County for authorization by voters to borrow money to construct a new Materials Recycling Facility. Voters overwhelmingly approved a \$22,000,000 bond authorization. The project cost was estimated to be \$26,500,000, with the non-bonded portion of the project being funded by CSWD's capital reserve and grant money.

Equipment

The initial estimate was based on an equipment RFP issued in spring 2022 and on a construction estimate from 2021. Due to the length of time between the initial equipment bid and receipt of the first tranche of bond funding (10 months), the equipment pricing increased by \$1,000,000 as the original bid fell outside the price guarantee window. CSWD went back to the three qualified respondents and asked for updated pricing from each. A new bid was awarded, which came in \$800,000 over the 2022 bid. It should be noted that each of the three respondents returned updated bids that were within \$150,000 of each other. CSWD went with the lowest bidder, BHS. The awarded contract totaled \$16,800,000. A deposit of \$5,000,000 has been paid to BHS, per the contract terms.

EQUIPMENT COST CHANGE: +\$800,000

Building Construction

The initial construction estimate was based on a comprehensive, albeit preliminary, list of items needed to construct a 60,000 square foot manufacturing facility. This estimate, from July 2022, put the cost at \$10,365,000, or \$162/sqft (\$170/sqft, adding contingency). CSWD awarded a

contract for architectural and engineering services to AES Northeast to design the MRF building and site. AES is also responsible for producing construction documents for the construction RFP, to be issued in early spring 2024. The initial rough estimate for construction costs is \$14,700,000 for a 72,000 square foot building, or \$171/sqft (\$203/sqft, adding contingency). The larger building footprint is dictated by the size of the processing system, which will occupy approximately 37,000 sqft, instead of the initially conceived 30,000 sqft. The additional square feet are needed to accommodate the glass processing and clean up system indoors to the extent possible, to allow movement throughout the plant and to allow safe access to machinery for maintenance and repair. Squaring-off the building with the processing system resulted in larger than specified bale storage and tip floor space. Because a MRF can never have too much of either, we allowed the estimation to include the excess space.

***CONSTRUCTION ESTIMATE (2022) TO CONSTRUCTION ESTIMATE (2023) COST CHANGE:
+\$4,288,000***

The CSWD staff MRF team is in the process of determining where we can reduce the cost of the construction estimate while at the same time maintaining the facility's flexibility for the future. The largest expense is steel (\$3.8M), with the next largest cost being earthwork (\$2.3M), followed by concrete (\$1.8M). Reducing the size of both the tip floor and the bale storage area will allow a change in the roof structure over the bale storage. This will save steel, concrete, and possibly slightly reduce the costs of fire suppression. Reducing the width of the access road will shave a bit off the cost of the earthwork and accompanying fill and paving expenses. The HVAC budget isn't small, and the consultant for this piece is encouraging us to install a geothermal system instead of propane (propane was included in the estimate). A geothermal system will save CSWD money in the long run but is more costly to install. However, there may be grant funding available and if the grant were to cover the entire cost of geothermal, we would proceed.

The contingency line item (\$2.3M) is very high on this estimate, coming in at 20% of the cost of the project before General Conditions, Permitting, and OH&P. The 2022 estimate carried a contingency of 5%, which staff considered low for this type of project. A contingency of 5-10% is construction industry standard for general construction. We will likely plan for a contingency of 10-12% to account for any as yet unknown local or state studies, tests, or other needs for permitting, as well as to account for fluctuations in material costs. Change orders will be kept to a minimum.

Neither project estimate included the cost to fit-up the Education Center/Community Room. The room will be roughed in during construction, and scheduled for completion in FY27 unless grant funding is, or private sector sponsorships are, secured.

Staff estimates that by using value engineering, we will be able to adjust the estimate down by \$1.5M to \$1.75M. The goal will be to find an additional \$1.5 - \$2M.

Grants, Loans

In 2022, CSWD applied for a federal EPA grant for solid waste infrastructure funding but was not selected. I will be meeting with the EPA on January 16, 2024 for a process debrief to learn how we could have done better.

Also in 2022, CSWD applied for and was awarded a grant from The Recycling Partnership in the amount of \$250,000 for use towards a polypropylene optical sorting unit. TRP has additional grant opportunities that I will be inquiring about in the next few weeks.

The EPA has a new round of grants available for Climate Pollution Reduction, and which would be administered by the state's Climate Office. CSWD has met with representatives from ANR and the Climate Office to understand if MRF funding would be available through this grant. The tenor of the conversation leads us to believe funding would be unlikely, however, other capital projects in planning by CSWD would be eligible thereby freeing up capital reserves for the new MRF project. The Climate Pollution Reduction grant is a "no match needed" grant and would be awarded to the state in July for disbursement over not more than five years.

We've received the first tranche of bond proceeds (\$10M) through the Vt Municipal Bond Bank and have been paying interest-only on the loan. We have not yet applied for the second tranche of \$12M but will do so in the spring. This will allow us to pay the second installment to BHS and to pay the first installment to the selected construction firm.

We have not moved forward with a loan from Closed Loop Partners. The timing of the repayment would hit within the first five years of the new MRF and the last full year of the current MRF and would likely place the District in a negative cash flow position. The sole purpose of a loan from CLP would be to preserve capital reserve funds. The solution to negative

cash flow would be to increase the tip fee, but we need to guard against increasing the fee beyond the regional average.

CURRENT MRF

CSWD's Materials Recycling Facility was constructed in 1993 and occupies 3.02 acres of industrial-zoned land on Avenue C in Williston. CSWD has an operator contract with Casella that stipulates that when certain pieces of equipment reach the end of their useful life, Casella will cease responsibility for their replacement and that responsibility will reside with CSWD. CSWD always had responsibility for major capital investments and replacements, but Casella managed the parts inventory and small equipment. This agreement has been in place, through the various iterations of the contract, for nearly 20 years. We are now at the point in the replacement schedule where full responsibility for all equipment is CSWD's. The end-of-life stipulation in the contract was one of the driving factors in my urgency in bringing the request for a new facility to the Board in 2018.

Due to circumstances within and outside of District control, we will now need to add significantly more capital dollars to the current MRF's budget for the next two years. This fiscal year alone, we've had to expend close to \$100,000 to keep the equipment running, replace crucial chains and belts, and patch and repair the roof. Josh Estey is working on a realistic projection for the capital plan, but we expect the total investment between FY23-26 to be \$350,000. Some items will be used in the new MRF, such as the skid steers, compactors, baler, and a portion of the glass processing system. We will conduct a parts inventory when it comes time to decommission the MRF and will bring over anything that is relevant to the new system or is a general maintenance item.

The 2016 property revaluation by the Town of Williston assessed the property (land and structure) at \$1,731,180.

Staff has not conducted the "deep dive" into options for how to best make use of the current MRF property when decommissioned but has continued to investigate different pathways. The ultimate decision will likely be part of a District strategic planning process in 2024-2025.

5b.

Chittenden Solid Waste District
Balance Sheet
End of Sep 2023

	Amount
ASSETS	
Current Assets	
10000 - CASH & CASH EQUIVALENT	\$14,268,374.33
Accounts Receivable	\$2,357,568.79
Other Current Asset	
11400 - PREPAID EXPENSE	\$1,658.89
11500 - INVENTORY ASSET	\$209,650.83
Total Other Current Asset	\$211,309.72
Total Current Assets	\$16,837,252.84
Fixed Assets	
12000 - FIXED ASSETS	
12100 - CAPITAL ASSETS	\$27,042,662.97
12200 - ACCUMULATED DEPRECIATION	(\$13,967,813.71)
Total - 12000 - FIXED ASSETS	\$13,074,849.26
13000 - Capital Assets in Progress	\$7,810,387.58
Total Fixed Assets	\$20,885,236.84
Total ASSETS	\$37,722,489.68
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
20100 - ACCOUNTS PAYABLE	\$676,461.06
Total Accounts Payable	\$676,461.06
Credit Card	\$7,471.92
Other Current Liability	
20000 - CURRENT LIABILITIES	\$5,427,728.89
20670 - UNEARNED REVENUE	\$101,787.84
Total Other Current Liability	\$5,529,516.73
Total Current Liabilities	\$6,213,449.71
Long Term Liabilities	
23000 - LONG TERM LIABILITY	\$378,379.37
Total Long Term Liabilities	\$378,379.37
Equity	
30000 - NET POSITION	
31000 - INVESTMENT IN CAPITAL ASSETS	\$13,074,849.26
32100 - DESIGNATED FOR OTHER PURPOSES	
32101 - Facilities Closure Reserve	\$1,466,061.63
32103 - Solid Waste Management Reserve	\$1,000,000.00
32105 - Operating Reserve	\$1,750,000.00
Total - 32100 - DESIGNATED FOR OTHER PURPOSES	\$4,216,061.63
32200 - DESIGNATED FOR CAPITAL	\$11,182,246.37
33000 - RESTRICTED	
32102 - Landfill Post Closure Reserve	\$608,302.08
33200 - Biosolids Reserve	\$396,291.00
Total - 33000 - RESTRICTED	\$1,004,593.08
Total - 33100 - COMMUNITY CLEAN UP RESERVE	\$90,472.22
36000 - UNDESIGNATED	\$882,100.64
Total - 30000 - NET POSITION	\$30,450,323.20
Retained Earnings	\$59.99
Net Income	\$680,277.41
Total Equity	\$31,130,660.60
Total Liabilities & Equity	\$37,722,489.68