

1 **NOTE: These minutes are subject to review and modification by the ACSWMD Executive Board at**
2 **its next regular meeting.**
3

4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**
6 **September 13, 2023, 4:30 PM**
7 **Office Conference Room, 1223 Rt. 7 South, Middlebury, VT 05753**
8 **And Virtual Meeting on ZOOM**
9

10
11 **1. CALL TO ORDER** – Bill Munoff (BM), Board of Supervisors (BOS) Vice Chair (on Zoom),
12 called the meeting of the Executive Board (E.Bd) to order at 4:30 PM. Other E.Bd members present: On
13 Zoom – Deb Gaynor (DG) and Dave Olson (DO); In person – Cheryl Brinkman (CB) and Diane Mott
14 (DM). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Gary
15 Hobbs, Transfer Station Supervisor; and Don Maglienti (Don), Programs Manager. Guests: Randy Dapron,
16 Division Manager, and Erin Banfield, Recycling Group, Casella Waste Management.
17

18 **2. APPROVE THE AGENDA –**

19 **Motion #1: DG moved to approve the agenda. DO seconded the motion.**

20 **VOTE: Yes – 4 (BM, DO, DG, CB). No – 0. Abstain – 0.**
21

22 **3. APPROVE MINUTES OF AUGUST 9, 2023 MEETING –**

23 **Motion #2: CB moved to approve the minutes of August 9, 2023. DO seconded the**
24 **motion.**

25 **VOTE: Yes – 4 (BM, DO, DG, CB). No – 0. Abstain – 0.**
26

27 **4. PUBLIC COMMENT PERIOD** – The Vice Chair opened the public comment period.
28

29 **5. MANAGER REPORT –**

30 **a. Personnel** – Nothing to report.

31 **b. Health & Safety** – We are on schedule for annual staff training this year.

32 **c. Legislative Update** – Nothing to report – Legislature is not in session.
33

34 **6. FINANCIAL REPORTS –**

35 **a. July 2023 Financial Report** – PJ presented the July Financials showing a net loss of (\$28,714).
36 July 2023 tonnage of 2,123 was 117 tons higher than July 2022. YTD tonnage was 230 tons lower
37 than YTD2022. The total of 6,171 transactions in July 2023 was 701 higher than in 2022, and YTD
38 2023 transactions of 36,386 were 3,865 higher than YTD2022. The 386 tons of single stream
39 recyclables received at the Transfer Station in July 2023 were 30 tons higher than July 2022. The
40 2,526 YTD tons were 70 tons higher than YTD2022. In July, 20 tons of tires were hauled, and
41 YTD2023, the 188 tons collected were 66 tons lower than YTD2022. Food Scraps were not hauled
42 from the Transfer Station in July. YTD2023 tons were 3.8 tons lower than YTD2022.

43 **b. July 2023 Single Stream Recycling Report** – In July, the Transfer Station delivered 395 tons of
44 single stream recyclables to the CWM MRF in Rutland. With a higher processing fee of \$154/ton,
45 the District has lost (\$99,323) in SS Recycling as of July.

46 **c. Approval to move \$100,000 from Organics Contingency Fund to General Fund** – The
47 Organics Rate Stabilization Fund (ORSF) is about to reach maturity and may be withdrawn w/out
48 penalty. Due to the higher single stream recycling costs, moving this \$100,000 from the ORSF to the
49 General Fund would be a contingency to cover year-end recycling losses, if needed. The funds can be
50 returned to the ORSF if not needed. DO suggested that staff look at a short-term CD that would mature
51 by the end of December. DG would like to see the interest earned in each fund to be more visible in the
52 monthly Financial Reports.

53 **Motion #3: CB moved to approve transfer of \$100,000 from Organics Contingency Fund**
54 **to General Fund. DM seconded the motion.**

55 **VOTE: Yes – 5 (BM, DO, DM, DG, CB). No – 0. Abstain – 0.**

September 13, 2023 – Exec. Bd. Mins.

56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110

d. Follow-up on NBMVT and Treasury Bills – Per DO’s request at the July E.Bd meeting, PJ looked into the possibility of the District Investing some of the Designated Funds in Treasury bills rather than CD’s or CDARS. It warrants further discussion at a later meeting.

e. Municipal Diversion Grant Applications – N/A

f. School Diversion Grant Applications – N/A

7. NEW BUSINESS –

a. Follow up on Storm Damage at Middlebury Transfer Station – TK explained that as Addison County appears to be outside the FEMA response area, the repairs to pavement damage caused by the August 4th flood event will be out-of-pocket if our insurance won’t cover it. PJ added that due to heavy rainfall, flooding and electrical outages in August, we will have to replace cameras, repeaters and one of the scalehouse digital tonnage readers that were destroyed in the storms. Quotes have been received on a few items, but we are awaiting more cost estimates. Estimated damages will exceed \$5,000 and will be submitted to VLCT PACIF insurance company for reimbursement.

b. Meeting with Erin Banfield, Recycling Group, Casella Waste Management (CWM) – Randy Dapron, CWM Division Manager, also attended. TK began the discussion with the BOS’s concerns about recycling processing fees charged at the CWM Materials Recovery Facility (MRF) being so much higher (\$154/ton v. \$125/ton currently) than we were led to believe at the end of last year while drafting the CY2024 budget. As a result, we anticipate losing (\$100,000) YTD, with more losses to come. Why are the processing fees so high? Erin explained that the processing fees are dependent upon the Average Commodity Revenues (ACR) for a given month, and the recycling market prices have not been improving as expected this summer. Hopefully, the ACR will increase in Sept. The CWM recycling contract ends on 12/31/2023.

c. Review CSWD Processing Fee Proposal and Award Bid for Single-stream Recyclables Transport to their MRF in CY2024 – TK reported that we sent out an RFB for transport of single stream recyclables to the Chittenden Solid Waste District (CSWD) MRF in Williston in CY2024. The CSWD responded by offering a contract for MRF tipping fees not to exceed \$85/ton in CY2024. We requested bids from haulers to transport recyclables in the District’s transfer trailers from the Transfer Station in Middlebury to the CSWD MRF, or to transport to a different MRF. We received five bids, two of which were from CWM – one to the CSWD MRF and one to their MRF in Rutland. The processing fee formula at the CWM MRF was the ACR - \$130/ton = \$108/ton, to be adjusted monthly, which is unpredictable. LaPete’s bid for transport and processing fee was the lowest at \$113.13/ avg cost per ton at 16 tons/ load. It was confirmed that they have enough drivers and trucks to service our Transfer Station. We will contact references by Friday.

Motion #4: CB moved to recommend to the full BOS that we award the recycling hauling contract to LaPete, contingent upon good references. DM seconded the motion.

VOTE: Yes – 5 (BM, DO, DM, DG, CB). No – 0. Abstain – 0.

The Vice Chair thanked Erin and Randy for their bids and for meeting with the E.Bd.

d. RFB for Scrap Metal to Be Issued –

Motion #5: CB moved to authorize the District Manager to issue an RFB for Scrap Metal Recycling. DG seconded the motion.

VOTE: Yes – 5 (BM, DO, DM, DG, CB). No – 0. Abstain – 0

e. New Haven Regional Residential Transfer Station Updates – Construction is at a standstill due to wet conditions on the site from high volumes of rain over the past six weeks. We check the site often, with the hope that the site will be dry enough to begin Phase 1 site work by Oct. 1.

f. Discussion – CY2024 Annual Budget Highlights – TK is working on the draft CY2024 Annual Budget, and PJ was inserting August data today. The draft will be complete for the Oct. E.Bd meeting. Highlights were reviewed with the E.Bd and can be prepared for the BOS retreat on Sept. 21.

111 g. **Recommendation to Insert Financial Statement v. Full Audit in Annual Reports** – TK would
112 like to replace the full Annual Audit in the annual report with a shorter financial statement, as some
113 other districts do. The Annual Audit was 50 pages last year and can be provided on our website.
114
115 **8. EXECUTIVE SESSION** – None.
116
117 **9. AGENDA ITEMS FOR SEPT. 21, 2023 BOARD OF SUPERVISORS RETREAT & MEETING**
118 – Program Updates, Discussion of Town Drop-offs, Chittenden Solid Waste District MRF Proposal and
119 Recycling Transport Bid Award, CY2024 Budget Highlights, Dinner.
120
121 **10. OTHER BUSINESS** –
122
123 **11. APPROVAL OF PAYMENTS FOR JULY** –
124 **Motion #6: DO moved to approve July payments. DM seconded the motion.**
125 **VOTE: Yes – 5 (BM, DO, DM, DG, CB). No – 0. Abstain – 0**
126
127 **12. ADJOURN** –
128 **Motion #7: CB moved to adjourn the meeting at 6:22 PM. DO seconded the motion.**
129 **VOTE: Yes – 5 (BM, DO, DM, DG, CB). No – 0. Abstain – 0.**
130
131
132
133 *I agree that this is an original of the September 13, 2023 minutes that were considered and approved by*
134 *the E.Bd at its meeting of _____.*
135
136
137

Teresa A. Kuczynski, District Clerk