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

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
EXECUTIVE BOARD MEETING MINUTES
ACSWMD CONFERENCE ROOM
1223 Rt. 7 South, Middlebury, VT 05753
Wednesday, May 8, 2019, 3:00 PM

1. CALL TO ORDER – Tim Wickland (TW), Board of Supervisors (BOS) Vice Chair, called the meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present: Bill Munoff (BM); Bill Kernan (BK); Steve Huffaker (SH); Richard Reed (RR). Upon arrival at 3:15, Cheryl Brinkman (CB), BOS Chair took over as Chair of the E.Bd. Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Gary Hobbs (GH), Transfer Station Supervisor.

2. APPROVE THE AGENDA –
   Motion #1: RR moved to approve the Agenda. SH seconded the motion.
   VOTE: Yes – 4 (BM, SH, RR, TW). No – 0. Abstain – 0.

3. APPROVE MINUTES OF APRIL 3, 2019 MEETING –
   Motion #2: RR moved to approve the minutes of April 3, 2019. SH seconded the motion.
   VOTE: Yes – 3 (BM, RR, TW). No – 0. Abstain – 1 (SH).

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

5. MANAGER REPORT –
   a. Personnel –
      - Consideration of adding a standing agenda item for draft Personnel Policies – The Chair recommended that the E.Bd include the revision of the Personnel Policies, currently being redrafted by Staff, as a standard agenda item at each E.Bd meeting until the Policies are adopted. TK reported that a VLCT attorney had reviewed the draft that the E.Bd had previously reviewed. The next draft will incorporate VLCT’s suggestions, and the District’s attorney will provide the final review.
      - Elizabeth Cultrara, AmeriCorps member returning for a second year. TK is pleased to report that Elizabeth Cultrara, our current AmeriCorps Member, intends to stay with the District for another year.
   b. Health and Safety – SWANA 2018 Fatalities Report – TK reviewed a SWANA report showing a big increase in workplace fatalities in the solid waste industry for 2018: 59 fatalities, an increase of 19 fatalities from the prior year. “Struck-by” incidents, collisions and roll-over incidents made up 50% of all worker deaths. Being struck by heavy machinery or lockout/tagout failures were common causes of death at landfills, MRFs and transfer stations. Fatalities among members of the public also increased from 95 in 2017 to 101 deaths in 2018.
      - GH informed the E.Bd that Project Worksafe has been invited to come here on June 20th to perform a voluntary assessment of safety at the Transfer Station.
      - GH also mentioned that we had a minor propane accident: While the scrap metal trailer was backing into the area below the scrap wall, it came too close to the wall and hooked a propane line on the back exterior of the hopper building. No injuries occurred, and Fyles Brothers arrived quickly to repair the damage. The line was moved to a higher elevation to prevent this from recurring.

6. FINANCIAL REPORTS –
   b. March Single Stream Recycling Report – PJ presented the March 2019 Single Stream Recycling report showing that, without adding overhead, the District lost ($8,647.13) in recycling so far this year. Since the District was charged $85/ton for recycling in March, plus hauling, we are losing approx. $11-$12/ton of recyclables, even after increasing the Transfer Station rate this year to $92/ton.

c. Municipal Diversion Grant Applications – No new applications received.
d. School Diversion Grant Applications – No new applications received.

7. NEW BUSINESS –
   a. Update on Weston & Sampson Sewer Expansion & Site/Stormwater Improvement –
      - The Surveyor has been here for a few days and completed its mapping of the boundary and
        topography. The next step is to visit the USFS site with Shane Mullen and an architect to show them the
        property.
      - At the direction of the engineers, GH will dig test pits in the wooded area beyond the leach fields.
      DigSafe will be contacted first.
      - Shane is preparing a site map with the new elements for the sewerage upgrade and the proposed
        asphalt shingle/ drywall collection areas.
   b. 2018 Financial Audit –
      - Draft MD&A – TW noted that on p. 7 of the MD&A, in the paragraph entitled, “Changes in Net
        Position”, it should state that there was a decrease rather than an increase of $5,212 in the Net Position.
      Motion #3: TW moved to recommend to the full BOS the approval of the MD&A from staff and
      the 2018 Audit, with the stated correction. RR seconded the motion.
      VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.
   - Budget Variance – Staff Recommendations:
      • Frequency of every 6 Mos. – Staff will begin providing a biannual Variance
        Analysis of the Budget v. Actual revenues and expenses.
      • 10% or $5,000 Variance Threshold for Explanations – Staff recommended a
        threshold of $5,000 and 10% in order to require a written explanation of a particular
        budget line item on the variance analysis.
   - Capitalization Policy of $5,000 – The auditor recommended that the BOS adopt a capitalization
     policy of $5,000 v. the $750 we use currently.
   c. Update on Transfer Station Expansion – The Chair and TK have been drafting a letter to the
      Senators and Rep. Welch as instructed by the BOS. The E.Bd asked to see a second draft at its next
      meeting in June. The Chair and TK have also been working on a piece to share with the reporters regarding
      the process for siting a regional drop-off.

8. EXECUTIVE SESSION – None needed.

9. AGENDA ITEMS FOR May 16th Board of Supervisors Meeting –
   - Auditor Presentation and Auditor’s Recommendations
   - New Variance Report
   - Update on Weston & Sampson

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in April 2019 were reviewed and approved.

12. ADJOURN –
    Motion #4: BK moved to adjourn the meeting at 4:25 PM. RR seconded the motion.
    VOTE: Yes – 6 (BM, BK, SH, RR, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the May 8, 2019 minutes that were considered and approved by the E.Bd
at its meeting of ______________.

Teresa A. Kuczynski, District Clerk