

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

4 **ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT**
5 **EXECUTIVE BOARD MEETING MINUTES**

6 **Virtual Meeting on ZOOM**
7 **September 9, 2020 3:00 PM**
8

9 **1. CALL TO ORDER** – Tim Wickland (TW), Board of Supervisors (BOS) Vice-Chair, called the
10 meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present on the call:
11 Bill Munoff (BM), Steve Huffaker (SH), Deb Gaynor (DG), Tim Wickland (TW). Staff present: Teri
12 Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Program
13 Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.
14

15 **2. APPROVE THE AGENDA –**

16 **Motion #1: DG moved to approve the agenda. SH seconded the motion.**

17 **VOTE: Yes – 4 (BM, SH, DG, TW). No – 0. Abstain – 0.**
18

19 **3. APPROVE MINUTES OF AUGUST 12, 2020 MEETING –**

20 **Motion #2: DG moved to approve the minutes of August 12, 2020. SH seconded**
21 **the motion.**

22 **VOTE: Yes – 4 (BM, SH, DG, TW). No – 0. Abstain – 0.**
23

24 **4. PUBLIC COMMENT PERIOD** – The Chair opened the public comment period.
25

26 **5. MANAGER REPORT –**

27 **a. Personnel** – PJ discussed with the E.Bd the Executive Order giving employers the option to
28 defer the SSI tax on employees' paychecks on Sept. 1, 2020 - Dec. 31, 2020. The order is a
29 deferment, not a credit, and repayment will have to be made beginning Jan. 1, 2021. TK and PJ
30 have not received any requests from staff for this deferment and are proposing not to offer this
31 deferment to staff. No objections were raised by E.Bd members. TK will be sending a notice to
32 staff tomorrow explaining the decision.

33 **b. Health & Safety** – TK reported an incident in the Tip Building, in which a customer suffered
34 a medical issue causing them to fall in the back of their pickup truck while emptying their waste.
35 The EMS was called, and the customer was transported to Porter Hospital.
36

37 **6. FINANCIAL REPORTS –**

38 **a. July 2020 Financial Report** – PJ presented the July 2020 Financials showing a net gain of
39 \$894 for the month. July tonnage of 2,110 was close to the 2019 total of 2,175; however, tonnage
40 through July was down by 454 tons compared to 2019. Transfer Station transactions rose to 7,219
41 in July, the highest total ever recorded at the gate.

42 **b. July 2020 Single Stream Recycling Report** – In July, the Transfer Station received a total of
43 364 tons of single stream recyclables compared to 199 tons in July 2019. The processing fee stayed
44 at \$112/ton, resulting in a YTD net loss of (\$15,573) in single stream recycling through July.

45 **c. Municipal Diversion Grant Applications** – None received.

46 **d. School Diversion Grant Applications** – None received.
47

48 **7. NEW BUSINESS –**

49 **a. COVID-19 Updates –**

50 - **SWANA masks arrived:** A box of 500 masks donated by SWANA arrived. We were able
51 to obtain these masks before the federal funding ran out.

52 - **LGER grant reimbursement request submitted by 9/4/20 deadline:** The District did not
53 have enough eligible expenses to apply for a FEMA grant under their definition of what
54 qualified (O/T and PPE costs only, if > \$3,300). We did apply for the VT Local

September 9, 2020 – Exec. Bd. Mins.

55 Government Expense Reimbursement (LGER) Grant in the amount of \$12,311.
56 Expenses through 12/31/2020 are eligible. This is part of the \$200,000 requested
57 by the solid waste management entities.

58 **b. RFP Proposals – 3-year Financial Audit (2021-2022-2023) –**

59 **Motion #3: BM moved to recommend to the Full Board to award the 3-year**
60 **Financial Audit (2021-2022-2023) contract to RHR Smith & Co. DG seconded the**
61 **motion.**

62 **VOTE: Yes – 4 (BM, SH, DG, TW). No – 0. Abstain – 0.**

63
64 **c. RFB Bids – Lower Truck Scale Self-Checkout Kiosk –**

65 **Motion #4: BM moved to recommend to the Full Board awarding the contract for**
66 **the Lower Truck Scale Self-Checkout Kiosk to Carolina Software**
67 **(WasteWORKS). DG seconded the motion.**

68 **VOTE: Yes – 4 (BM, SH, DG, TW). No – 0. Abstain – 0.**

69
70 **d. Response from ANR re draft 2020 SWIP, next steps –** ANR DEC has reviewed our 7/1 draft
71 2020 SWIP and has determined it is incomplete. They requested that some sentences be added to the
72 text, such as the disposal rate. We will add those by tomorrow. However, their request for a current
73 letter of conformance by the ACRPC was unexpected. Our understanding had been that we did not
74 have to present the draft 2020 SWIP to the ACRPC until the draft was approved by ANR DEC. This
75 will take some time. TK is working with Adam Lougee, the Director, to obtain this letter. Also, the
76 solid waste section of the ACRPC needs some updating; TK will suggest some corrections to the
77 language.

78
79 **e. Draft #1 – 2021 Annual Budget –** TK presented the first draft of the 2021 Annual Budget. We
80 assumed that the MSW/C&D tonnage will decline from an estimated YE2020 of 22,209 tons to
81 21,764 tons in 2021, in part due to increased food waste diversion. The estimated Revenues are
82 \$3,840,541, an increase of 4.45%. The estimated Expenditures are \$3,806,835, an increase of 8.03%,
83 leaving a net balance of \$33,705. Much of the cost increase is due to single stream recycling, which
84 will cost at least \$130/ton. We only charge \$120/ton now and estimate losing (\$30,000) this year. TK
85 suggested increasing the single stream recycling rate to \$125/ton and adding \$1/ton to the
86 MSW/C&D Disposal Tip Fee for a new rate of \$129/ton. The E.Bd suggested raising the disposal
87 rate by \$2/ton, for a tip fee of \$130/ton and the minimum fee to \$8. Other per-piece rate increases
88 were proposed in order to cover our rising costs.

89 - **Regional Drop-off Siting Process:** The Capital Fund is also tight. In 2020 projected YE
90 expenses, we left in the \$11,000 engineering approved by the BOS, and moved the \$200,000 left in
91 capital development (not used for the wastewater project this year due to COVID-19) into a new line
92 item “land acquisition” for a deposit on a new site. In 2021: TK added \$161,000 to complete the
93 wastewater/sewerage construction project at the Transfer Station that was designed/permitted and has
94 been postponed for two years. TK added the estimated balance on land acquisition costs for a
95 regional drop-off. However, if we were to move the \$100,000 for a new compact wheel loader from
96 2022 back into 2021, we would deplete the Capital Fund. BM questioned our ability to consider the
97 costs of a second site given the state of the budget, that equipment needs at our existing facility
98 should come first. TK asked if the E.Bd would like to add funds for permitting land acquisition only
99 in 2021. We have not added site development, equipment, or personnel cost estimates in 2021. We
100 could consider a bridge loan to cover the costs of land and permitting. The Vice Chair added that we
101 could develop the site at a later time. The E.Bd asked TK to move the \$100,000 loader back into
102 2021 and to add \$500,000 under “Funding Sources – Loans/Sales of Equipment.”

103 - **MRI Job Classification Comparison:** The final salary analysis report from MRI will be
104 available within the next two weeks. For budgeting salaries & wages, PJ showed the comparison of
105 MRI’s scale of salaries/wages with our scale. MRI’s salary/wage levels are very similar to ours, with
106 the exception of a few that are below and a few that are above our scale. The E.Bd would like to look
107 at this in more detail after the full report is completed; staff was instructed to plug any higher
108 numbers into the 2021 budget for now.

- 110 **8. EXECUTIVE SESSION** – Not necessary.
111
112 **9. AGENDA ITEMS FOR SEPTEMBER 17, 2020 BOS RETREAT** – Financial Audit RFP, Kiosk
113 RFB, Changes to Draft 2020 SWIP, 2021 Annual Budget – Draft #1. Reminder: The 9/17 meeting will
114 begin at 6 PM to allow time to discuss the draft annual budget.
115
116 **10. OTHER BUSINESS** – None.
117
118 **11. APPROVAL OF PAYMENTS** – The signed summary list of payments was approved.
119
120 **12. ADJOURN** –
121 **Motion #5: TW moved to adjourn the meeting at 4:48 PM. BM seconded the**
122 **motion.**
123 **VOTE: Yes – 2 (BM, TW). No – 0. Abstain – 0.**
124
125 *I agree that this is an original of the September 9, 2020 minutes that were considered and approved by*
126 *the E.Bd at its meeting of _____.*
127
128 *Teresa A. Kuczynski, District Clerk*