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
Virtual Meeting on ZOOM
September 9, 2020  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 on the call: Bill Munoff (BM), Steve Huffaker (SH), Deb Gaynor (DG), Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Patti Johnson (PJ), Business Manager; Don Maglienti, Program Manager (DM); Gary Hobbs (GH), Transfer Station Supervisor.

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

3. APPROVE MINUTES OF AUGUST 12, 2020 MEETING –
   Motion #2: DG moved to approve the minutes of August 12, 2020. SH seconded the motion.
   VOTE: Yes – 4 (BM, SH, DG, TW). No – 0. Abstain – 0.

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

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

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

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

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

   c. Municipal Diversion Grant Applications – None received.

   d. School Diversion Grant Applications – None received.

7. NEW BUSINESS –
   a. COVID-19 Updates –
      - SWANA masks arrived: A box of 500 masks donated by SWANA arrived. We were able to obtain these masks before the federal funding ran out.
      - LGGR grant reimbursement request submitted by 9/4/20 deadline: The District did not have enough eligible expenses to apply for a FEMA grant under their definition of what qualified (O/T and PPE costs only, if > $3,300). We did apply for the VT Local Grant.

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


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

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

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

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

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

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

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

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

- MRI Job Classification Comparison: The final salary analysis report from MRI will be available within the next two weeks. For budgeting salaries & wages, PJ showed the comparison of MRI’s scale of salaries/wages with our scale. MRI’s salary/wage levels are very similar to ours, with the exception of a few that are below and a few that are above our scale. The E.Bd would like to look at this in more detail after the full report is completed; staff was instructed to plug any higher numbers into the 2021 budget for now.
8. EXECUTIVE SESSION – Not necessary.

9. AGENDA ITEMS FOR SEPTEMBER 17, 2020 BOS RETREAT – Financial Audit RFP, Kiosk RF, Changes to Draft 2020 SWIP, 2021 Annual Budget – Draft #1. Reminder: The 9/17 meeting will begin at 6 PM to allow time to discuss the draft annual budget.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – The signed summary list of payments was approved.

12. ADJOURN –

   Motion #5: TW moved to adjourn the meeting at 4:48 PM. BM seconded the motion.

   VOTE: Yes – 2 (BM, TW). No – 0. Abstain – 0.

I agree that this is an original of the September 9, 2020 minutes that were considered and approved by the E.Bd at its meeting of ________________.

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Teresa A. Kuczynski, District Clerk