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 10, 2017, 3:00 PM

1. CALL TO ORDER – Tim Wickland (TW), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 3:00 PM. Other E.Bd members present: Bill Munoff (BM), Ed Payne (EP) (3:25), Richard Reed (RR), Eric Murray (EM) and Cheryl Brinkman (CB) (3:40). Staff present: Teresa Kuczynski (TK), District Mgr.; Don Maglienti (DM), Program Mgr.; Jaclyn Hochreiter (JH), Public Outreach Coordinator; Patti Johnson (PJ), Business Mgr. Guests: Tom Telling & Sam Hillman, Telling & Associates.

2. APPROVE THE AGENDA – The Agenda was approved with no changes.
   Motion #1: BM moved to approve the agenda. RR seconded the motion.
   VOTE: Yes – 4 (TW, BM, RR, EM). No – 0. Abstain – 0.

3. APPROVE MINUTES of April 5, 2017 Meeting –
   Motion #2: BM moved to approve the minutes of April 5, 2017. RR seconded the motion.
   VOTE: Yes – 4 (TW, BM, RR, EM). No – 0. Abstain – 0.

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

5. MANAGER REPORT –
   a. Personnel – No Report
   b. Health & Safety – No Report

6. FINANCIAL REPORTS
   a. March 2017 Financial Report – PJ presented the March financials. March was unusually slow, possibly due to weather conditions delaying projects and Spring clean-outs. The District incurred a loss of ($56,888) in March. Tonnage for the 1st quarter was down 500 tons from the prior year.
   b. Municipal Diversion Grant Applications – No new applications received.
   c. School Diversion Grant Applications – No new applications received.

7. NEW BUSINESS –
   a. 2016 Annual Financial Audit – Presentation by Telling & Associates – PJ and Tom Telling presented the 2016 Annual Audit. The District experienced a good year in 2016. The District finished 2016 with a year-end General Fund balance of $385,441, an increase of $66,115 over budget, after transferring $100,000 to the Organics Fund. The net position of the District was $3,218,811, which is very good. Governmental Funds finished with a $146,752 surplus. The Proprietary Fund net position was $2,557,075, an increase of $233,651. Telling reviewed the Manager’s Discussion & Analysis Letter dated March 3, 2017, and determined that the MD&A provided the required information that supplements the basic financial statements. Tom handed out a final audit letter. No significant difficulties or disagreements were encountered in dealing with management in performing the audit. Telling gave the District a positive audit opinion, noting that all significant transactions have been recognized in the financial statements in the proper period and fairly represent the financial position of the District.

   Motion #3: EM moved to recommend the 2016 Audit be presented to the BOS for approval at the May 18, 2017 BOS meeting. EP seconded the motion.
b. Legislative Adoption of Amendment to ACT 148 – TK reported that the Legislature just adopted an amendment to the Universal Recycling Law (Act 148) in the final days of the legislative session. 10 V.S.A. §6607a(g)(1) (C) was amended to extend the 7/1/17 deadline to 7/1/18 for haulers to offer collection of food scraps. This extension will affect those town drop-offs that use a mobile vehicle to collect trash. The Municipal Drop-off Advisory Committee has begun to attend selectboard and city council meetings to discuss options with the towns. Unfortunately, we and other districts have spent about 6 months’ on publicity, including our newsletter - mailed the day before the amendment vote - that mentions the upcoming 7/1/17 deadline for haulers to collect food scraps. Several haulers have already notified their customers of the 7/1/17 deadline as well. The District’s Waste Management Ordinance requires the collection of food scraps, consistent with the List of Special Wastes in Attachment 3 of the Policies Implementing the WMO. The List of Special Wastes requires facility and hauler collection of food residuals effective 7/1/2017. If the BOS wants to extend its food scrap collection deadline, it only has to amend the Policies by resolution of the BOS. TW suggested that the District stick to its own deadline of 7/1/17 in the Policies. No action was taken; discussion to be continued at the BOS meeting.

c. Proposed Per-Ton Rate for Food Scraps at District Transfer Station – JH explained that in order to accommodate haulers who may bring food scraps to the Transfer Station, the District has come up with a range for an acceptable food scrap tonnage rate. Using our current rate for food scrap disposal using either buckets or toters, the rate per pound would be $0.05, or $100/ton. This rate reflects an estimate of our costs for collection, VNAP’s tip fee and labor. We currently charge businesses $1.25 per container up to 5-gallons and $15 per 48-gallon container. However, given that the tonnage rate for trash (without the District fee) is $89.60/ton, staff suggests that the District lower the food scrap tonnage rate to a range of $70-$80/ton. This rate would incentivize haulers to separate food scraps, given that it is lower than the trash rate, while also encouraging haulers to haul directly to VNAP, whose rate is only $35/ton. TW, BM and CB would like to set a $100/ton and EM a $110/ton rate to cover our costs.

Motion #4: RR moved to recommend to the BOS that we maintain the $100/ton rate for Food Waste collected at the District Transfer Station. CB seconded the motion.


d. Rutland County Solid Waste Alliance Communities’ (SWAC) Request to Use the District HazWaste Center or to Receive Satellite Collections for a Fee – Pam Clapp, Director of the Rutland County SWAC, requested access to our HazWaste Center or satellite collections for their 10 towns. They were receiving services from the Rutland SWMD for their HHW events, but wanted to know if they could use our HazWaste Center instead. Pam just called to let us know that because our HazWaste Center is greater than 15 miles from the towns, the SWAC would have to provide satellite collections anyways to its towns and therefore withdrew their request. They will negotiate a fee with the Rutland SWMD for continued services. TK added that the Town of Salisbury will be continuing its analysis of the pros and cons of joining the District. The Town intends to hold an informational meeting some time in June.

8. EXECUTIVE SESSION – None.

9. Agenda Items for May 18, 2017 BOS Meeting – 2016 Audit, Per-Ton Food Waste Rate, Food Scrap collection deadline extension, update on Salisbury, update by Municipal Drop-Off Committee.

10. OTHER BUSINESS – None.

11. APPROVAL OF PAYMENTS – Invoices paid in the month of April 2017 were reviewed/approved.

12. ADJOURN –

Motion #5: BM moved to adjourn the meeting at 4:13 p.m. EM seconded the motion.


I agree that this is an original of the May 10, 2017 minutes that were considered and approved by the E.Bd at its meeting of ____________.

Teresa A. Kuczynski, District Clerk