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, September 12, 2018, 3:00 PM

1. CALL TO ORDER – Cheryl Brinkman (CB), Board of Supervisors (BOS) Chair, called the meeting of the Executive Board (E.Bd) to order at 3:00PM. Other E.Bd members present: Bill Munoff (BM); Bill Kernan (BK); Richard Reed (RR); Eric Murray (EM); Paul Sokal (PS); and Tim Wickland (TW). Staff present: Teri Kuczynski (TK), District Manager; Don Maglienti (DM), Program Manager; Gary Hobbs (GH), Transfer Station Supervisor; Patti Johnson (PJ), Business Manager.

2. APPROVE THE AGENDA –
   Motion #1: RR moved to approve the agenda. PS seconded the motion.
   VOTE: Yes – 5 (BM, BK, RR, PS, CB). No – 0. Abstain – 0.

3. APPROVE MINUTES OF AUGUST 8, 2018 MEETING –
   Motion #2: PS moved to approve the minutes of August 8, 2018. RR seconded the motion.
   VOTE: Yes – 5 (BM, BK, RR, PS, CB). No – 0. Abstain – 0.

4. PUBLIC COMMENT PERIOD – The Chair opened the Public Comment Period.

5. MANAGER REPORT –
   a. Personnel – Elizabeth Cultrara, our new ECO AmeriCorps member, is going through orientation. Her first day will be Sept. 17. Jake Vukas was hired as our new Transfer Station Operator II. His primary duties are in the HazWaste Center.
   b. Health and Safety – The District offered a flu shot clinic for staff yesterday.
   c. Transfer Station Recert. Application – Weston & Sampson Cert. Ltr. Re: Inspection of Tipping Floor and Leachate Tank – The VT Agency of Natural Resources (ANR) requested some additional information as part of the Transfer Station Recertification Application. TK added new sections in the Facility Management Plan on the collection of Food Scraps and Leaf & Yard Waste. Given the age of the tipping floor and the current duration of certifications (10 years), ANR required an inspection and evaluation of the tipping floor and tank integrity for leachate collection. TK reviewed the inspection letter from Weston & Sampson certifying the integrity of the tipping floor and leachate tank. GH estimates the tipping floor will last another 10 years. Replacement funds are included in the 10-year Capital Reserve Plan.

6. FINANCIAL REPORTS –
   a. July 2018 Financial Report – July was a slow month, with a loss of ($6,399). YTD tonnage is down by 320 tons.
   b. July ACR – The Average Commodity Revenue in July was $29.83/ton, and the District paid $10,070 to Casella Waste Management (CWM) for hauling and recycling. YTD net loss on recycling is ($14,141).
   c. Municipal Diversion Grant Application – No new applications received.
   d. School Diversion Grant Applications – No new applications received.

7. NEW BUSINESS –
   a. Discussion re: EPR for packaging bill – An EPR packaging bill will be introduced by CSWD. TK will need guidance from the BOS on EPR for packaging v. expansion of the Bottle Bill. The EPR for HHW bill is also returning.
   b. Financial Audit Proposals – CY2019-2021 – We received only one bid - from RHR Smith & Co. of Buxton, Maine. The proposal was within the District’s budget.

Motion #3: EM moved to present the RHR Smith & Co. audit proposal to the full BOS for their study and approval. PS seconded the motion.

VOTE: Yes – 6 (BM, BK, RR, EM, PS, CB). No – 0. Abstain – 0.

c. GoodPoint visit: Follow-up on E-Waste Recycling stereos and VCRs – DM and TK were invited to tour the Good Point E-Waste Recycling Facility as part of Gov. Scott’s Capital for a Day program. The ANR Secretary was present. Robin Ingenthorn recommended continuing to accept stereos and VCRs.

d. Update on Ferrisburgh Site for Regional Drop-Off – Steve Huffaker met with the Ferrisburgh Selectboard about a large piece of town land for sale. They suggested that we speak with the realtor. PS suggested we should also ask realtors about other properties. TK and CB will visit the site with the realtor and talk with him about the history of the site.

e. Draft #1, 2019 Annual Budget – TK reported that CWM is not willing to extend the Hauling & Recycling contract that expires on 12/31/18. With the higher cost of recycling processing and marketing, CWM is not willing to lock in the current $75/ton processing fee and the ACR adjustment next year. They sent a proposed draft agreement this morning, which will be on the agenda for the October E.Bd meeting. It includes an inflation adjustment of 2% in the hauling rate and proposes replacing the processing fee/ACR formula with one per-ton rate. That rate would be subject to processing costs and market price adjustments. For Draft #1 of the 2019 budget to the BOS, the E.Bd asked staff to:

   - Increase the single stream recycling rate at the Transfer Station to $92/ton to cover increased costs;
   - Increase the MSW/C&D Tip Fee from $123/ton to $126 ton (the first rate increase since 2013);
   - Transfer $100K from the General Fund to the Capital Reserve Fund for Acquisitions and move $25K to the School Diversion Fund in 2018; and
   - Include the other, smaller rate increases proposed in the Draft 2019 budget.

GH reported on the emergency purchase of a used scrap metal transfer trailer and the difficulty in finding used scrap trailers for sale. The most viable quote received was $25,000, which is assumed in the 2019 Draft Budget as a YE2018 Capital Acquisition expenditure.

Motion #4: TW moved to recommend to the full BOS the purchase of a used scrap trailer. EM seconded the motion.

VOTE: Yes – 7 (BM, BK, RR, EM, PS, CB, TW). No – 0. Abstain – 0.

GH received a quote on the emergency repair of the stationary compactor of $54,000, which is higher than expected. We received some preliminary quotes for a new compactor for approx. $100,000. Staff recommends the purchase of a new compactor vs. repairing the old one. The Draft 2019 Budget assumes a YE2018 expenditure of $100,000 for a new compactor. GH will prepare a RFB for the purchase.

8. EXECUTIVE SESSION – None required.

9. AGENDA ITEMS FOR 9/20/18 BOS RETREAT – Draft #1, 2019 Annual Budget; Approve Purchase of Used Scrap Metal Trailer; Update on Ferrisburgh Site for Regional Drop-off; Approve Bid Award to RHR Smith & Co. for Financial Audits; and discussion of EPR for packaging and for HHW disposal.

10. OTHER BUSINESS – A hauler dinner is scheduled for 12/10/18. Josh Kelly and Emma Stuhl from ANR asked to attend to update the haulers on changes to Act 148.

11. APPROVAL OF PAYMENTS – Invoices paid in August 2018 were reviewed and approved.

12. ADJOURN –

Motion #5: EM moved to adjourn the meeting at 5:11 PM. BM seconded the motion.

VOTE: Yes – 7 (BM, BK, RR, EM, PS, CB, TW). No – 0. Abstain – 0.

I agree that this is an original of the September 12, 2018 minutes that were considered and approved by the E.Bd at its meeting of ____________.

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Teresa A. Kuczynski, District Clerk