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 13, 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 3:02 PM. Other E.Bd members present: Bill Munoff (BM), Ed Payne (EP), Richard Reed (RR), Eric Murray (EM) (3:20pm), and Paul Sokal (PS). Staff present: Teresa Kuczynski (TK), District Mgr.; Don Maglienti (DM) Program Mgr.; Patti Johnson (PJ), Business Mgr.

2. APPROVE THE AGENDA –
Motion #1: RR moved to approve the Agenda as presented. BM seconded the motion.

3. MINUTES OF AUGUST 9, 2017 MEETING –
Motion #2: PS moved to approve the minutes from August 9, 2017. RR seconded the motion.

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

5. MANAGER REPORT –
a. Personnel – TK was asked to attend the Salisbury Landfill Committee meeting tonight to participate in the ongoing discussion of Salisbury joining the District. DM will be attending the ECO AmeriCorps orientation for introduction to our new AmeriCorps Member Sarah Lundquist, from Oregon, who will begin at the District next Monday.
b. Health & Safety – One accident with injury to report, no lost work days.

6. FINANCIAL REPORTS –
a. July 2017 Financial Report – PJ presented the July 2017 Financials. The bottom line for July was a profit of $15,000; tonnage was down 200+ tons from July 2016. C&D volumes are down due to two C&D recycling centers in Colchester and Burlington. We will remain vigilant of future C&D processing to ensure that it is legitimate recycling. Overall, the District is still in a positive bottom line for the year, and tonnage is roughly on par with 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. Draft #1 – 2018 Annual Budget – PJ started the presentation of the Draft 2018 Annual Budget with a brief discussion of each line of the Revenue and Expense sections. Total revenues are $3,288,134, a 6.89% increase. Total Expenditures are $2,933,383, at 1.87% decrease. Staff estimates a 2018 YE General Fund Balance of $354,751. This is slightly lower than the anticipated YE 2017 of $392,353, as the District is cautiously predicting lower recycling market prices in 2018 and 3% less C&D tonnage across the scale due to recycling. In Revenues: The E.Bd suggested staff lower the estimated per-ton reimbursement rate for scrap metal revenue from $75/ton to $50/ton, due to the volatility of the scrap market. TK reviewed the New Fees sheet. Very few fees are introduced. DM summarized the proposed new programs and rates for: (1) stumps diversion ($15/cu.yd); and (2) film plastic / plastic bag recycling ($0). Residential waste oil will go from $0/gallon to “$0 up to 10 gallons /visit, and $0.30/gallon if more than 10 gallons/visit.” The business rate for waste oil will remain the same at $0.30/gallon. Overall, expenses show no major
TK reviewed the proposed 2018 Capital Acquisition and Development budgets, as well as the 10-year Capital Reserve Fund (CRF). The equipment replacement proposals are based on the date of warranty expiration and the year of full depreciation of each unit. Some major purchases are pending within the next 10 years, e.g., $200,000 for a wastewater pump station in 2019, or $200,000 for a new stationary compactor in 2021. Due to the estimated need for additional funds to prevent CRF deficits beginning in Yr. 2021 going forward, the E.Bd chose to raise the contribution from the General Fund to the CRF from $150,000 to $200,000 in 2018. TK mentioned that some of the site improvements could be folded into a development project to be financed with a short-term loan. She added that the BOS could also consider moving some surplus funds from the YE 2017 General Fund. The E.Bd decided to wait until the end of the year to consider the latter option, after we know what the final General Fund balance will be.

b. BOS Retreat Presentations – Staff will present the 2017 SWIP Report. MDAC will present a status report, town drop-off summary and report on the food scrap collection program.

8. EXECUTIVE SESSION – None.

9. AGENDA ITEMS for September 21, 2017 BOS Meeting – The September 21st BOS meeting will be the Annual BOS Retreat to be held at the Middlebury Inn at 4 PM. In addition to presentations mentioned above, Draft #1 of the 2018 Annual Budget will be presented. The BOS will be asked to award a contract with Paydata for 2018 Payroll Services. The Board will also vote on an extension of the Transportation & Recycling Services Agreement with Casella Waste Management for 2018.

10. OTHER BUSINESS – PS asked about the use of crumbled asphalt shingles in gravel road construction that the Road Commissioner in Panton mentioned. TK will check with Cathy Jamieson on the VT AOT specs for use of asphalt shingles in road beds. Staff has tentatively scheduled the annual hauler dinner for Dec. 6, at Rosie’s Diner.

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

12. ADJOURN –

    Motion #3: BM moved to adjourn the meeting at 4:47 PM. EM seconded the motion.
    VOTE: Yes – 6 (TW, BM, EP, RR, EM, PS). No – 0. Abstain – 0.

I agree that this is an original of the September 13, 2017 minutes that were considered and approved by the E.Bd at its meeting of ______________.

Teresa A. Kuczynski, District Clerk