

Minutes
Board of Supervisors
December 8, 2010

The Board of Supervisors of the Northwest Vermont Solid Waste District held its regular monthly meeting on Wednesday, December 8, 2010 at the District Office, 158 Morse Drive in Georgia, VT.

Supervisors Present

Bill Rowe, South Hero – Chair
Dave Supernault, Sheldon
Barry Kade, Montgomery – via phone
Jim Lintereur, Bakersfield
Bill Cioffi, St. Albans City

Joyce Tuck, Isle la Motte
Jim Tomlinson, Richford
Chris Leach, Swanton
Dave Clark, Fletcher

Supervisors Absent

Gary Lockerby, Alburgh
Paul Lambert, Georgia
Dave Jacobs, North Hero
Pierre Letourneau, Enosburg

Berkshire - Vacant
Fairfield - Vacant
Grand Isle - Vacant

Others Present

John Leddy, Executive Director

Pam Bolster, Acting Business Manager

Members of the Public

None

6:30 PM – Public Hearing

The Public Hearing was called to session at 6:30 PM. The Northwest Vermont Solid Waste Management District Board of Supervisors held an advertised Public Hearing at the district offices to obtain public comment on the draft FY2012 budget. No members of the public attended.

7:00 PM – Regular Board Meeting

The Board Chair Bill Rowe called the meeting to order at 6:55 PM.

1. **VOTE:** Minutes of Board meeting of November 13, 2010. **Jim Tomlinson moved approving the minutes as written with one modification, the addition of Dave Supernault to the supervisor's present list. Bill Cioffi seconded the motion. The vote was in favor with the modification. The motion is approved with Mr. Rowe abstaining.**

Mr. Rowe takes a moment in introducing Pam Bolster as acting bookkeeper/office manager as temporary help from Spherion Staffing, stating that the board asked for her attendance to give the November Financial Report.

2. Old Business

- a) Executive Directors Report: Mr. Leddy reported that he received a letter from the state granting pre-approval of our solid waste implementation plan. The district will warn two

public meetings, taking comments, adjust the plan if deemed necessary and be able to pass a resolution to adopt the plan at the next board meeting. At that point the resolution and plan will be sent for final state approval as a fully approved solid waste implementation plan. Mr. Kade asked "Is the plan on the board website". Mr. Leddy responded "No I will put it up there though and it will be an avenue for the public to access." He noted that it will also be on file with the town clerks offices and with the state". Mr. Kade asked if any of the board members had seen the plan. Mr. Leddy stated that it was originally submitted to the state in 2003, with pre-approval given in 2008. The district wanted to make some changes at that time and asked that it be withdrawn. He explained that what he submitted was essentially the same plan. Mr. Kade stated that it should be put on the website quickly so that everyone could take a look at it.

Mr. Rowe asked if there were any other changes at the NR in terms of points of contact, wondering if there was still one point of contact. Mr. Leddy stated that there is a new single contact for this issue but that they have added two positions for implementation of the e-waste bill and that they have sent out a couple of mass mailings but that he has had no direct contact with them to date.

Mr. Leddy reports that Lamoureux & Dickinson submitted the recertification into the state for the Sheldon Landfill on November 30th the day it needed to be in. It did not take as long as they had thought as no changes needed to be made to any of the drawings, with no significant changes having to be done, their services were less than anticipated and their quoted estimated price of 14K will be less though he wasn't able to say how much less at this point.

Mr. Leddy stated that the third paragraph of his director's report states that he and Barry Domina will be meeting with the Alburgh Select Board to discuss their services or their perceived lack of services in terms of what they are paying the district in municipal assessments and surcharges. He and Mr. Domina have been preparing a list of specific services that the district does provide and they both feel that it is a compelling case for membership. A discussion ensued regarding the difficulty and manpower needed to development a waste implementation plan and the benefits of not having to invest in that by being a part of the district and ways to demonstrate to Alburgh the difficulty in doing so. It was noted as well that Alburgh's representative has not attended district meetings in approximately 2 years.

Mr. Leddy said that a load of mixed paper and a load of cardboard have gone out. We received approximately \$2800.00 for the cardboard. The amounts that are coming here have increased and Mr. Domina has been busy bundling. He notes that the price has been at about \$150/ton in the past month and it is anticipated that it will increase by \$5.00 next month. A discussion of pricing and data tracking ensued with Mr. Leddy stating that we will be reporting pricing to the board on a more regular basis going forward.

- b) Committee Reports. Joyce Tuck asked for committee reports. Mr. Rowe stated that they had a personnel meeting last Thursday with no quorum. Mr. Leddy, Ms. Tuck and Mr. Rowe discussed the dedication sign with Mike Ewell's name on it. Mr. Leddy stated he had not had time to continue his research on this. The group thought a sign above the door, similar in construction and coloring to the big sign with Mr. Ewell's name added to it would be appropriate. Discussions will continue.
- Mr. Rowe asked for detail about the areas of focus for each of the committee's. Ms. Bolster presented the documentation that she had in regards to this. He would like further discussion at a later date.

- c) Finance Reports. Ms. Bolster began by reviewing the profit and loss report stating that drop off site income is slightly down for the month but that is due to seasonal fluctuation. Miscellaneous income is at 824.2% which is obviously higher than anticipated but due to the sale of three trailers. Surcharge income is down for the month due to having a high level of non-paid invoices. She noted having talked with Jim Burns and with Duffy's about their past due invoices and having received promises to pay anticipates checks from them within the next few weeks. In the expense category she noted concern in the office supplies category which to date is at 104%. She stated that she looked at the budget for FY2012 and found that the supply budget has been increased going forward, an obvious necessary adjustment. Ms. Bolster noted that the legal/accounting line item at 85.3% and that she had just made the final audit payment on the contract with Fothergill Segale & Valley.

Ms. Bolster discussed the transfer and check run procedure for November and December due to staffing transitions but stated that she believed that the issue of no internal authorized transfer and check signer was to be taken care of by the board this evening. She noted that whereas the last finance manager did transfers on a weekly basis or as needed, she would like to see monthly transfers. She said that all incoming cash is deposited to the operating money market account to maximize interest accrual for the organization and then is transferred monthly to the operating checking.

Ms. Bolster stated that though she has only been here a short time she had concern about the lack of control procedures from an auditing standpoint within the organization. She, both for the protection of the company and for the finance person, instituted a new procedure for receipt of cash from the drop off sites. When cash is received, another person within the office counts the cash first then remits it to the finance department, where it is verified and logged into the system. She noted the institution of cash registers at two of the sites, planned prior to her arrival, stating that though there will be training challenges it is an excellent control procedure to have. She said that additional register training is planned for all site staff as well as making the staff accountable for their cash position. She concluded the discussion of control procedures by stating the importance of periodic vendor statement reviews to ensure that our system is in line with what our vendors show and noted a few problems that she became aware of from her reviews of these statements, situations that have been taken care of.

Ms. Bolster stated concern that there was no backup system in place for quick books. Due to the large amount of data being held it has not been possible for some time to back up QuickBooks even to the network. She stated that she and Mr. Leddy had discussed the purchase of a high quality flash drive, taken off the site after backing up so that the company's financial data is properly protected.

She indicated enthusiasm and opportunity in regards to data tracking to assist in effective informed decisions from the executive director, the staff, and the board, envisioning a monthly excel spreadsheet to present the board showing various statistics regarding tonnage etc.

She concluded the presentation by discussing the workman's comp decrease in premium due to price decreases in classification coding of the solid waste code from \$12.01 per \$100.00 of salary down to \$9.97 and from reaping the benefits of having a claim free year two years ago. She stated that she felt it necessary to research how employees of NWSWD are coded to avoid audit situations and being hit with a large bill at the time of audit if employees are not coded properly.

3. New Business

a) **DISCUSSION and VOTE:** Shall the Board adopt the Draft FY2012 District Administrative Budget as Warned or amended? Discussion- A brief discussion regarding the original draft showing approximately \$31K of carry over funds being amended with the final draft showing approximately \$52K in carry over funds. Mr. Rowe noted drop off site income increasing by \$6K and surcharge income decreasing by 25K over FY 2011. Discussion of a capital improvement fund ensued with the board showing interest in moving 50% of carry over funds into a Capital Improvement Fund at the end of the year. Mr. Leddy explained some of the line item projections for the budget such as fuel pricing, staffing changes and increase in health insurance costs. The board would like to see a side by side comparison next year comparing the current to previous year.
Bill Cioffi moved and Jim Tomlinson Seconded the motion: Shall the Board adopt the Draft FY 2012 District Administrative Budget as Warned? Bill Rowe called for a vote: The vote was all in favor with Barry Kade abstaining from the vote. The motion is approved.

b) **Discussion and Vote:** Shall the Board set the FY2012 District municipal assessment at \$1.00 per capita based on the most recent census data, with a due date of November 15, 2011, and direct the district treasurer to issue Warrants to member municipalities. A brief discussion with Mr. Rowe asking for it to be amended to read "and direct the executive director to issue Warrants to member municipalities.", as there is no district treasurer at this time. The board is in agreement of the change. **Bill Cioffi moved and Jim Tomlinson Seconded the motion: Shall the Board set the FY 2012 District municipal assessment at \$1.00 per capita based on the most recent census data, with a due date of November 15, 2011, and direct the executive director to issue Warrants to member municipalities. The vote was passed with no opposition.**

c) **Discussion and Possible Vote:** Treasurer and Check Signers. Shall the board elect a new Treasurer? Shall the Board authorize a member of the District Staff (Executive Director?) to sign checks, transfer funds, and handle banking on behalf of the District? A discussion ensued in regards to who should be authorized to handle banking. The group decided that Bill Rowe, Dave Clark and John Leddy should be authorized. **Bill Cioffi moved and Jim Tomlinson seconded the motion: Shall the Board authorize a member of the District Staff, Executive Director John Leddy, to sign checks, transfer funds, and handle banking on behalf of the District? Bill Rowe called for a vote. All were in favor. The vote passed. The banking resolution was signed by those present.**
Joyce Tuck moved to make John Leddy Treasurer for the district. A discussion ensued as to whether legally this is appropriate. Barry Kade read the charter to the group. **Bill Rowe motioned with Jim Tomlinson Seconding the motion. The motion passed without opposition.**

4. Other Business - None

5. Public Comment - None

The meeting adjourned at 8:30 PM with the board moving into executive session.