

**Minutes
Board of Supervisors
January 09, 2013**

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held its regular monthly meeting on Wednesday January 09, 2013 in the Board Room at the NWSWD Offices, 158 Morse Drive, Georgia.

Board Chair Bill Rowe called the meeting to order at 7:00.

Supervisors Present:

David Clark, Fletcher
W.G. Cioffi, St. Albans City
Bill Rowe, So. Hero
Paul Lambert, Georgia
Barry Kade, Montgomery

James Lintereur, Bakersfield
Terry Anderson, Isle La
Motte

Supervisors Absent:

Chris Leach, Swanton
David Jacobs, No. Hero
Gary Lockerby, Alburgh
Pierre Letourneau, Enosburg
Dave Supernault, Sheldon

Vacant, Fairfield
Vacant, Grand Isle
Vacant, Berkshire
Vacant, Richford

Others Present:

Pam Bolster, Business Manager
John Leddy, Executive Director

1. Minutes of December 11, 2012 Board Meeting:

Vote: Mr. Rowe asked for a motion to approve the minutes of the Board meeting for December 11, 2012. Mr. Lintereur moved to accept the minutes as written. Mr. Clark seconded the motion. All were in agreement with abstentions from Mr. Kade as he was not in attendance, and the motion was passed.

2. Guest Presentation: Theresa Kajenski CPA of Fothergill Segale & Valley – Draft FY12 Audit & Management Report.

Ms. Kajenski was introduced to the board. She explained that they performed the FY12 (July 2011- June 30, 2012). She reviewed the Management & Discussion Analysis beginning with the financial highlights showing comparisons of FY12, FY11 & FY10, and the summaries of revenue, expenditures and changes in net assets. Net operating revenue was up in FY12 appx. 40K. Expenses were up in FY12 by appx. 30K. Expenses up due to equipment repairs and salary/benefits due to additional staffing. Ms. Kajenski showed how our unrestricted net assets increased by appx. 100K. She said that we had a comfortable fund balance. She noted that it seems like the staff has a good handle on collection of surcharges, fees and drop off site proceeds. She brought the board's attention to the letter to the board regarding significant audit findings. She said that had no significant audit findings were found. She explained that depreciation on equipment is an estimate and to bear that in mind. She discussed the concentration of accounts receivable and how 58% of our accounts receivable are from three customers. She noted no difficulties with management and received all the information that they asked for and management accepted the adjustments that they suggested. She explained that they reviewed the internal control procedures with both Mr. Leddy and Ms. Bolster. She said that NWSWD has segregated duties well and that it meets the standards of Fothergill Segale & Valley. She said that the first year they came there was literally no segregation of duties and now many procedures have been put in place to keep things secure. Mr. Rowe asked if there were any recommendations and Ms. Kajenski said that there were no real recommendations this time around other than to maybe continue to update policies and procedures. She asked if there were any questions and hearing none she signed off for the year stating again no significant findings from this audit.

A discussion was held about receiving the draft copy earlier to enable the board to entertain questions prior to the Fothergill audit review. Mr. Rowe also asked that the monthly check review usually done by Mr. Rowe and Mr. Cioffi become the responsibility of the executive committee. It was agreed upon. Mr. Lintereur suggested that it was time again for a weight to dollar ratio review on the drop off sites.

3. Old Business:

a.) Executive Director's Report:

Mr. Leddy discussed the compilation of the Supervisors Report. A discussion on the length of this report was held. Mr. Leddy will do an edited shorter version for the Town Reports. Supervisors were encouraged to make it their own in editing if they wish. Mr. Leddy reviewed highlights from the report: NWSWD Tripled the amount of recycled material in FY2012. Organic material has tripled as well. Our diversion rate increased from 43% in FY11 to 48% in FY12. A challenging area that NWSWD will work to get a better handle on is hauler recycling. NWSWD will search for the simplest most accurate method possible to obtain this. Mr. Leddy noted that we disposed of 28,394 tons of waste material to the landfill from NWSWD and haulers within The District. He noted we are generating less waste within our District than the National average. It was suggested by Mr. Clark that the annual report be posted on our web site so that we can in the shortened supervisors reports, direct interested persons to the posted full report.

Mr. Lintereur commented on the new location for the Bakersfield Drop Off Site requesting that we add additional traffic flow signage. Mr. Leddy included in his directors report a brief summary of what a week in the warehouse looks like, explaining what increases in the summer season. He mentioned that NWSWD has spent the last few months setting up a composting system at Bakersfield school and that we will be working with Fairfield School System to do the same. NWSWD will be focusing on reaching out to more school systems in the coming year. Mr. Rowe asked if this is on-site composting or off-site. Mr. Leddy explained it is a mixture of both. Bakersfield will be on-site, Fairfield will retain some on-site and the rest will go to either Hudak Farms or other local farms.

b.) Finance Report:

Ms. Bolster stated that all is on track for this time of year - half way through our fiscal year. All seems on target, both income and expense. She noted we are slightly down on income but has calculated that with the November surcharge data from BATS along with the December surcharge data from both BATS and All Cycle, we

are on target. A discussion was held regarding the possible closing of Moretown Landfill and the ramifications of haulers taking waste out of state and those landfill's obligations (if any) of supplying out of state districts with data through monthly reports. Ms. Bolster assured the board that they were on top of this and would deal appropriately with whatever situations arise from this potential closing. A discussion was held about the Moretown Landfill.

Ms. Bolster explained the re-payment structure from the Corcoran Bankruptcy in answer to a query from Mr. Cioffi.

Mr. Rowe questioned the recycling data from the haulers and a discussion ensued. She explained the potential inaccuracy of obtaining the information directly from the haulers (due to lack of record keeping on their end in particularly when no dollars exchange in these transactions), and how NWSWD would prefer to obtain the information from the receiver of the material. The staff at NWSWD is aware of the need for this information and is working to obtain it in the easiest most accurate way possible. As Mr. Leddy had mentioned earlier within his director's report, the new state information system on solid waste, called re-trac, could enable us to have better access to this information. A discussion ensued exploring this topic.

Ms. Bolster reviewed past due accounts receivable noting the same two problem accounts with one in particular sliding into a precarious situation again. She noted that she will be dealing with this account in the coming days.

Ms. Bolster informed the board that the mandatory utilization of the Vermont Health Exchange Insurance will be in effect beginning January 2014 and that there will be major discussions and decisions needed by the board in the coming months. Open enrollment will occur in October of 2013, there have been no premium releases yet, those having a predicted release in June. As enough information becomes available our internal discussions will begin.

Ms. Bolster asked the board to consider whether we should do something in appreciation for two board members who have recently finished their service to NWSWD. A discussion ensued.

Vote: Mr. Rowe called for a motion to approve a \$50.00 gift certificate and thank you cards for past board members Jim Tomlinson and Joyce Tuck in appreciation from The District for their service to the board. Mr. Clark made the motion, Ms.

Anderson seconded the motion, all were in agreement and the motion passed.

Ms. Bolster will have the cards available for signatures at the next board meeting.

A discussion of towns with no appointed representatives ensued and how to encourage the towns to appoint someone. Mr. Lambert suggested that face to face meetings with town officials may work better than letters or phone calls and possibly a recurring bi-annual meeting with each town would be effective. He as well suggested the possibility of getting the St. Albans Messenger to do an article specifically on town representation. A suggestion was made by Mr. Kade to approach conservation committees as those members may have a keen interest on the issues The District addresses. It was also noted that the term “solid waste” has a certain stigma and ways to promote representation utilizing different terminology was explored. Ms. Bolster stated that some finance goals for the coming year for finance include a stronger handle on depreciation schedule, creating a capital reserve schedule based on depreciation rather than a straight percentage, as well as incorporating additional creative data collection systems.

4. New Business: None

5. Other Business:

- a. Schedule Committee Meetings for the coming month. The administration committee will meet prior to the next full board meeting at 5:30PM. Mr. Leddy stated he would send an email recapping the last admin committee meeting prior to that time.

6. Public Comment: None

7. Adjourn: The meeting adjourned at 8:40 PM