

Northwest Vermont Solid Waste Management District

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NOTICE

Northwest Vermont Solid Waste Management District BOARD OF SUPERVISORS

BOARD MEETING

DATE: October 6, 2021
TIME: 6:30 PM
PLACE: St. Albans City Hall Council Chambers,
Via Zoom: <https://us02web.zoom.us/j/4456759564>

AGENDA

6:30 PM

1. Review Agenda
2. **VOTE:** Minutes Board Meeting of August 4, 2021
3. Public Comment.
4. Old Business.
 - a) Director's Report
 - b) Financial Reports
 - c) Building Committee Report
 - i. Project Timeline
 - ii. Approve Design Completion:
 1. Cross Engineering: Finalize Site Plan; Building Designs
 2. Dave Nightingale: HHW facility
 - iii. Compactor and Baler Priority
5. New Meeting Structure and Committee Schedule.
6. Presentation of Draft FY2023 Budget- Staff Recommendation: Forward to Finance Committee
7. Other Business
8. Adjourn.

EXECUTIVE COMMITTEE

In the event of lack of quorum of the full board the executive committee will meet to deal with the above agenda items for which it is authorized.

MEMBER COMMUNITIES

ALBURGH * BAKERSFIELD * BERKSHIRE * ENDSBURG * FAIRFIELD * FLETCHER * FRANKLIN * GEORGIA * GRAND ISLE
HIGHGATE * ISLE LA MOTTE * MONTGOMERY * NORTH HERO * RICHFORD * ST. ALBANS CITY * ST. ALBANS TOWN
SHELDON * SOUTH HERO * SWANTON

Director's Report
10-1-2021

It has been an interesting month here at NWSWD HQ. Here are some of the highlights.

Summer operations continue with volumes and visits high at all of our Drop off centers; however we are beginning to see volume declines that accompany the change in seasons. We are happy that the VTrans road work on Rt. 108 in front of the Bakersfield Drop off site will be complete shortly. Thanks to our renovations to the site last year we were able to continue operation throughout the project without interruption. As we finish the project, recent discussions with the project team will ensure a slightly better entrance/exit to the site.

The markets for recycled materials are at near record highs right now. We are currently receiving almost \$200/ ton for cardboard, but all other commodities are similarly high. There are a number of factors for this including higher oil prices, a greater need for shipping materials (cardboard boxes), companies adopting policies calling for higher levels of recycled feedstock, and a national recycling system that has partially recovered from decades of shipping material overseas. More can be read about where we are at here: <https://vtdigger.org/2021/09/06/reagan-bissonnette-surprise-recycling-is-thriving-in-vermont/>

The compost crew is working 5 days a week collecting food scraps in Franklin and Grand Isle counties. We have discovered that there is a small amount of capacity in our program that will allow us to accept more customers as they arise for the time being. I would like to dedicate a portion of our November meeting to discuss our composting programs and set a path for their future with board guidance.

We have been working on the budget for FY23. We have looked at how, in the next fiscal year, we offer all of the services that we feel are important to our mission and necessary to implement our SWIP and meet the State's standards, how we retain the proper caliber and number of staff members necessary to provide said programs, and how we keep expenses within our realistic revenue projections. We will take a first look at this draft budget at the meeting on Wednesday and are planning on having committee meetings in the next month to get the board's input on our planning so a vetted draft operational and capital budgets can be brought to the full board in November.

That's the news from the District offices.

Onward! -John

Finance Report

Board Meeting – October 6, 2021

Finance Notes:

In relation to the attached P&L:

Income:

- Income is on track and does not include Surcharge Income or Commercial Route Compost Income for the month of Sept. We are exceeding the anticipated.
- Commercial Route income in July and August in comparison to 2020:

	July 2021	July 2020	Aug 2021	Aug 2020
Commercial Route Income	\$8,243	\$5,456	\$8212	\$6368
Residential Route Income	\$2,828	\$2,311	\$2,851	\$2521

- Recycling Income is excellent and was last year as well. This is income from customers paying for metal, plastic diversion, maple tubing, tires, textiles etc. This income of appx. 24k does include \$4,200.00 for trucking of plastics to New Hope Energy, reimbursement for our full trucking cost so this income is offset in Recycling Expense.
- Sale of Recyclables: Metal, Cardboard, and Paper are paying high prices. Metal that we haul is currently paying \$120.00 and has been solid for many months. Cardboard for Sept is paying \$195.00 per ton and Paper \$135.00 per ton, each a \$10.00 increase over last month and for many months have shown consistent increases.
- Trash is up slightly for the same period last year, showing 94,400 over this year's 96,100 but 2021 shows an increase in July and a slight decrease in Aug over last year. Surcharge income reflects this same trend for 2021.

	July 2021	July 2020	Aug 2021	Aug 2020
Trash Income	81.5K	75.5K	74.9K	82.7K

Expenses:

Note the new line item showing The District credit card processing fees for easier tracking of these costs. This includes the fees associated with processing credit/debit card payments at the Georgia facility and payments made via our website for invoiced services.

Expenses are as normal and though not all expenses are in for September all is on track. Brush collection under compost expense shows 10,200 which is recent chipping costs with another \$600 to add to that, slightly more than anticipated.

Our contract with Casella has run out and will be renegotiated, they are working on some figures. Our fee has increased from \$118.34 to \$121.20 per ton. I don't anticipate the new contract will provide a lessened per ton price but could lock it in for longer than without. We'll review what they present.

And finally the audit for FY21 was postponed by Fothergil, Segale and Valley until October 20, 2021.

They stated they were inundated with Tax Deadline Issues.

Northwest Vermont Solid Waste Mgt District

Profit & Loss Budget vs. Actual

July through September 2021

1:53 PM
10/01/21
Accrual Basis

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Compost Collection				
Commercial Route Compost	-16,664.75	110,000.00	-93,335.25	15.1%
Brush Collection	113.55	500.00	-386.45	22.7%
Residential Route Composting	8,521.25	50,000.00	-41,478.75	17.0%
Total Compost Collection	25,299.55	160,500.00	-135,200.45	15.8%
Computer/Electronic Recy Income	8,508.27	19,500.00	-12,991.73	33.4%
Grants				
Pesticide Grant	0.00	4,000.00	-4,000.00	0.0%
SWP Grant	0.00	47,035.00	-47,035.00	0.0%
Total Grants	0.00	51,035.00	-51,035.00	0.0%
Hauler Licensing	1,280.00	1,500.00	-220.00	85.3%
Haz Waste Fees	6,938.75	25,000.00	-18,061.25	27.8%
Interest Income	58.71	4,200.00	-4,141.29	1.4%
Miscellaneous Income	37.70	1,000.00	-962.30	3.8%
Municipal Assessments	51,354.00	51,354.00	0.00	100.0%
Recycling Income	24,968.91	55,000.00	-30,031.09	45.4%
Sale of Recyclables	15,280.95	20,000.00	-4,719.05	76.4%
Trash Income	96,186.13	330,000.00	-233,813.87	29.1%
Surcharge Income	156,476.36	873,082.00	-716,605.64	17.9%
Composter Sales	375.00	5,000.00	-4,625.00	7.5%
Recycle Bin Sales	24.00	875.00	-851.00	2.7%
Minor A/R and A/P Charge-Off	-0.64			
Total Income	384,787.69	1,598,046.00	-1,213,258.31	24.1%
Cost of Goods Sold	87.03			
Cost of Goods Sold	87.03			
Total COGS	87.03			
Gross Profit	384,700.66	1,598,046.00	-1,213,345.34	24.1%
Expense				
Administration Expenses				
Advertising	375.00	1,800.00	-1,425.00	20.8%
Bank Service Charges				
Credit Card Processing	228.40	100.00	-100.00	0.0%
Bank Service Charges - Other	0.00			
Total Bank Service Charges	228.40	100.00	-100.00	0.0%
Copier Lease	383.31	1,600.00	-1,216.69	24.0%
Dues	3,115.71	8,500.00	-5,384.29	36.7%
Insurance	14,106.00	62,000.00	-47,894.00	22.8%
Misc.	964.58	1,000.00	-35.42	96.5%
Office Equipment	830.00	2,500.00	-1,670.00	33.2%
Office Supplies	693.56	3,000.00	-2,306.44	23.1%
Postage and Delivery	500.00	1,600.00	-1,100.00	31.3%
Training/Development	1,036.98	5,000.00	-3,963.02	20.7%
Utilities				
Telephone	789.99			
Utilities - Other	2,048.21	13,600.00	-11,553.79	15.0%
Total Utilities	2,836.20	13,600.00	-10,763.80	20.9%

Northwest Vermont Solid Waste Mgt District Profit & Loss Budget vs. Actual July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Total Administration Expenses	25,069.74	100,700.00	-75,630.26	24.9%
Personnel Expenses				
Benefits				
ER 457 Cont	4,052.41	27,111.83	-23,059.42	14.9%
Benefits - Other	74,560.85	239,115.27	-164,554.42	31.2%
Total Benefits	78,613.26	266,227.10	-187,613.84	29.5%
ER Taxes	8,088.68	60,446.97	-52,358.29	13.4%
Gross Wages	125,989.87	684,908.49	-558,918.62	18.4%
Payroll Processing	1,022.34	3,900.00	-2,877.66	26.2%
Total Personnel Expenses	213,714.15	1,015,480.56	-801,766.41	21.0%
Board of Supervisors				
Board Meetings/Retreats	0.00	500.00	-500.00	0.0%
Legal/Accounting	578.75	10,000.00	-9,421.25	5.8%
Property Taxes	9,959.20	9,500.00	459.20	104.8%
Sheldon Land Note-Contingency	0.00	3,000.00	-3,000.00	0.0%
VMBB Bond Expense	0.00	65,019.00	-65,019.00	0.0%
Total Board of Supervisors	10,537.95	88,019.00	-77,481.05	12.0%
Facilities/Equipment Expenses				
Mobile Equipment Maint/Repairs	6,427.18	18,000.00	-11,572.82	35.7%
Capital Maintenance	0.00	45,944.00	-45,944.00	0.0%
New Equipment	3,200.00	2,000.00	1,200.00	160.0%
Building Improvements	257.78	2,000.00	-1,742.22	12.9%
Building Maintenance / Repairs	779.42	2,000.00	-1,226.58	38.7%
Equipment Supplies/Maintenance	1,327.14	15,000.00	-13,672.86	8.8%
Mobile Equipment Fuel	158.40	37,000.00	-36,841.60	0.4%
Plowing/Mowing	990.00	3,000.00	-2,010.00	33.0%
Warehouse Supplies	521.40	5,000.00	-4,478.60	10.4%
Total Facilities/Equipment Expenses	13,655.32	129,944.00	-116,288.68	10.5%
Direct Services				
Trash Disposal	17,544.40	105,000.00	-87,455.60	16.7%
Enforcement	375.20	2,000.00	-1,624.80	18.8%
Community Assistance	0.00	1,000.00	-1,000.00	0.0%
Drop Off Site Expenses	2,520.11	8,500.00	-5,979.89	29.6%
Composting				
Brush Collection	10,200.00	7,500.00	2,700.00	136.0%
Commercial Route Compost	8,584.50	50,000.00	-41,415.50	17.2%
Residential Compost Route	0.00	5,700.00	-5,700.00	0.0%
Composting - Other	5,481.97			
Total Composting	24,266.47	63,200.00	-38,933.53	38.4%
Recycling	14,958.41	37,000.00	-22,041.59	40.4%
Computer/Electronic Collection	318.55	3,000.00	-2,681.45	10.6%
Education Outreach	33.60	12,202.44	-12,168.84	0.3%
Hazardous Waste	4,914.57	32,000.00	-27,085.43	15.4%
Total Direct Services	64,931.31	263,902.44	-198,971.13	24.6%
Cost of Composters Sold	347.62			
Total Expense	328,256.09	1,598,046.00	-1,269,789.91	20.5%

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10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District Profit & Loss Budget vs. Actual July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	56,444.57	0.00	56,444.57	100.0%
Net Income	56,444.57	0.00	56,444.57	100.0%

3:08 PM
10/01/21
Cash Basis

Northwest Vermont Solid Waste Mgt District
Receipts
August 2021

	<u>Aug 21</u>
Abrams, Michael Seth	30.00
Addison County Solid Waste District	133.00
Alburgh, Town of	4,249.42
All Cycle-Williston	33,437.86
All Cycle - Highgate	70,849.64
All Metal Recycling	834.80
Blair's Trucking Inc.	92.88
Call To Recycle	446.35
Casella-Montpelier	1,368.41
Cash	1,177.00
Central VT Solid Waste Management Distric	49.00
Chevalier Drilling Company, Inc	294.00
Drop Off Sites	38,518.20
Duffy's	383.76
Fletcher, Town of	1,334.00
Gauthier	80.00
Georgia	24.50
Good Point Recycling, American Retroworks	941.73
Grand Isle, Town of	173.52
Habitat for Humanity-Franklin Grand Isle	232.00
Irish, Levi	256.00
Med Associates	128.00
Montgomery, Town Of	1,200.00
New Hope Energy	2,105.00
Northwestern Medical Center	251.50
Perrigo	406.00
Pet Food Warehouse	56.00
Rock Tenn	3,405.27
Soule Redemption	20.00
Sylvesters Rubbish Removal, LLC	6,314.40
Tuttle's Trucking-Customer	6,282.00
VT Ag	1,750.00
VT Forests, Parks and Rec.	178.00
Wetherby's Trash Removal	70.00
Yankee Corporation	17.00
TOTAL	<u>177,089.24</u>

3:12 PM
10/01/21
Cash Basis

Northwest Vermont Solid Waste Mgt District
Receipts
September 2021

	<u>Sep 21</u>
Addison County Solid Waste District	63.00
Alburgh, Town of	1,605.00
All Cycle-Williston	16,649.47
All Cycle - Highgate	13,933.64
All Metal Recycling	1,616.40
BFA-St. Albans City (c)	377.50
Blair's Trucking Inc.	608.83
Casella-Montpelier	597.82
Craft Beer Guild of VT	231.00
Drop Off Sites	36,118.75
Georgia	72.00
Grand Isle, Town of	2,361.32
Hodgdon Bros & Sons Inc	329.60
Maple Guild	738.90
Maple Run School District Central Office	446.00
Myers	26,009.96
New Hope Energy	4,210.00
Perrigo	111.00
Pet Food Warehouse	42.00
Quick Response Sprinkler	60.00
Richford High School	91.50
RL Vallee	12.00
Rock Tenn	3,444.64
St. Albans City Elem	108.00
St. Albans, City Customer	638.00
Sylvesters Rubbish Removal, LLC	6,579.24
Tuttle's Trucking-Customer	6,654.21
TOTAL	<u>123,709.78</u>

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10/01/21

Cash Basis

Northwest Vermont Solid Waste Mgt District

Payments

August 2021

	<u>Aug 21</u>
Air Oasis, LLC	-234.00
All Cycle - Highgate Transfer	-8,859.91
Amazon.com	-497.80
Backer, Richard	-26.32
Blue Cross and Blue Shield of VT	-16,808.97
Bourne's Energy	-75.58
Canusa	-978.59
Casella-Hyde Park Transfer Station	-1,435.89
Chapman, Dale	-46.48
Charlebois Truck Parts, Inc	-24.38
Chittenden Solid Waste District	-1,633.60
Chuck's Heating & A/C, Inc.	-406.12
Clarks Truck Center	-18.54
Comcast Business	-239.50
Cross Engineering	-1,226.90
Crown Lift Trucks	-1,196.00
Data Insure	-19.90
De Lage Landen Financial Services, Inc.	-127.77
Domina, Barry	-231.28
Enpro Services of Vermont, Inc *	-1,757.48
Evergreen Property Options, LLP	-330.00
Fleet Pride Truck & Trailer Parts	-937.26
Georgia Auto Parts	-150.86
Georgia, Vendor	-9,480.36
Good Point	-606.60
Got That Rental & Sales Inc.	-211.00
Green's Ace Hardware	-38.75
Green Mountain Power	-656.74
Hudak Farms	-7,490.00
Infinity Trust VSP	-258.99
J&L Hardware, Inc.	-98.51
K-N-S Tire Recycling	-2,508.25
King, Butch	-165.20
Lussier's Sawmill	-650.00
Madison National Life	-401.08
Misc	-4,829.72
Myers Recycling Center	-2,496.00
Northeast Delta Dental	-737.76
Northern Safety and Industrial	-170.40
PayData	-56,881.44
Schramm, Paula	-36.40
Sheldon, Vendor	-478.84
Signature Systems Group	-3,200.00
Sleep Well Recycling	-1,494.00
Sticks & Stuff	-108.16
Stitzel, Page & Fletcher, P.C.	-101.25
Stone's Auto Repair	-199.89
Sweet-Vendor	-472.50
Terry Koontz	-4,210.00
Tool Wizard & More	-151.79
Tracfone	-22.00
Vermont Electric Coop	-20.18
Vermont Tire and Service Inc.	-1,516.56
VLCT PACIF	-2,353.00
VT Gas Systems	-44.11
VT Motor Veh	-14.00
VT SW Dist Managers	-1,512.93
W.B. Mason	-688.09
TOTAL	<u>-141,567.63</u>

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10/01/21

Cash Basis

Northwest Vermont Solid Waste Mgt District

Payments

September 2021

	<u>Sep 21</u>
All Cycle - Highgate Transfer	-4,892.34
Backer, Richard	-79.52
Blue Cross and Blue Shield of VT	-10,643.37
Bourne's Energy	-17.08
Busch Sys Inter	-37.24
Casella-Hyde Park Transfer Station	-1,411.28
Chapman, Dale	-139.90
Chittenden Solid Waste District	-892.00
Clarks Truck Center	-1,168.27
Comcast Business	-239.45
Cross Engineering	-195.00
Data Insure	-19.90
De Lage Landen Financial Services, Inc.	-127.77
Domina, Barry	-184.80
Enpro Services of Vermont, Inc *	-3,039.47
Evergreen Property Options, LLP	-330.00
Georgia Auto Parts	-38.99
Good Point	-1,135.00
Got That Rental & Sales Inc.	-1,546.88
Green's Ace Hardware	-103.80
Green Mountain Power	-646.95
HB Logging, LLC	-10,200.00
Hudak Farms	-5,194.50
Infinity Trust VSP	-230.29
Interstate Refrigerant Recovery, Inc	-300.00
J&L Hardware, Inc.	-86.29
King, Butch	-155.12
Leddy, John	-136.98
Lussier's Sawmill	-400.00
Madison National Life	-205.78
Milton Independent	-375.00
Misc	-9,921.67
Northeast Delta Dental	-534.57
Paul Frank + Collins	-275.00
PayData	-52,201.10
R.R. Charlebois Inc.	-1,996.37
Sleep Well Recycling	-2,088.00
St. Albans Coop Store	-26.57
Sticks & Stuff	-39.98
TCI	-415.00
Tracfone	-48.99
U-Haul	-187.76
Underwood, Todd	-144.99
US Postmaster	-280.00
Vermont Electric Coop	-18.19
VLCT PACIF	-14,106.00
VT Gas Systems	-40.11
W.B. Mason	-253.25
Wright Family Farm	-90.00
TOTAL	<u>-126,840.52</u>

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10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Bakersfield Profit & Loss
August 1 - 30, 2021

	<u>Aug 1 - 30, 21</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	73.77
Haz Waste Fees	0.00
Trash Income	4,125.25
Total Income	<u>4,199.02</u>
Gross Profit	4,199.02
Expense	
Personnel Expenses	
ER Taxes	95.84
Gross Wages	983.00
Total Personnel Expenses	<u>1,078.84</u>
Direct Services	
Trash Disposal	1,246.07
Drop Off Site Expenses	57.94
Recycling	276.12
Total Direct Services	<u>1,580.13</u>
Total Expense	<u>2,658.97</u>
Net Ordinary Income	<u>1,540.05</u>
Net Income	<u><u>1,540.05</u></u>

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10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Bakersfield Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	96.68
Trash Income	4,280.00
Total Income	<u>4,376.68</u>
Gross Profit	4,376.68
Expense	
Personnel Expenses	
ER Taxes	80.99
Gross Wages	830.75
Total Personnel Expenses	<u>911.74</u>
Direct Services	
Drop Off Site Expenses	25.76
Recycling	30.00
Total Direct Services	<u>55.76</u>
Total Expense	<u>967.50</u>
Net Ordinary Income	<u>3,409.18</u>
Net Income	<u><u>3,409.18</u></u>

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10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Bakersfield Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	183.45
Haz Waste Fees	0.00
Recycling Income	15.00
Trash Income	13,019.25
Total Income	<u>13,217.70</u>
Gross Profit	13,217.70
Expense	
Personnel Expenses	
ER Taxes	252.87
Gross Wages	2,593.75
Total Personnel Expenses	<u>2,846.62</u>
Direct Services	
Trash Disposal	2,003.63
Drop Off Site Expenses	183.78
Recycling	440.78
Total Direct Services	<u>2,628.19</u>
Total Expense	<u>5,474.81</u>
Net Ordinary Income	<u>7,742.89</u>
Net Income	<u><u>7,742.89</u></u>

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
August 2021

	<u>Aug 21</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	35.00
Total Compost Collection	35.00
Computer/Electronic Recy Income	2,864.82
Haz Waste Fees	1,430.00
Recycling Income	5,651.50
Sale of Recyclables	552.10
Trash Income	14,860.00
Composter Sales	75.00
Total Income	25,468.42
Cost of Goods Sold	
Cost of Goods Sold	59.98
Total COGS	59.98
Gross Profit	25,408.44
Expense	
Personnel Expenses	
ER Taxes	791.60
Gross Wages	8,119.00
Total Personnel Expenses	8,910.60
Facilities/Equipment Expenses	
New Equipment	3,200.00
Building Maintenance / Repairs	15.68
Total Facilities/Equipment Expenses	3,215.68
Direct Services	
Trash Disposal	5,187.24
Drop Off Site Expenses	1,796.59
Recycling	981.20
Computer/Electronic Collection	235.15
Total Direct Services	8,200.18
Cost of Composters Sold	49.66
Total Expense	20,376.12
Net Ordinary Income	5,032.32
Net Income	<u>5,032.32</u>

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	8.00
Total Compost Collection	8.00
Computer/Electronic Recy Income	1,775.18
Haz Waste Fees	1,039.25
Miscellaneous Income	5.00
Recycling Income	5,324.50
Sale of Recyclables	1,344.00
Trash Income	13,407.00
Composter Sales	200.00
Total Income	<u>23,102.93</u>
Gross Profit	23,102.93
Expense	
Personnel Expenses	
ER Taxes	915.50
Gross Wages	9,389.75
Total Personnel Expenses	10,305.25
Direct Services	
Recycling	1,586.00
Total Direct Services	1,586.00
Cost of Composters Sold	198.64
Total Expense	<u>12,089.89</u>
Net Ordinary Income	<u>11,013.04</u>
Net Income	<u><u>11,013.04</u></u>

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	43.00
Total Compost Collection	<u>43.00</u>
Computer/Electronic Recy Income	6,015.58
Haz Waste Fees	4,093.75
Miscellaneous Income	7.70
Recycling Income	17,667.81
Sale of Recyclables	4,382.00
Trash Income	47,645.53
Composter Sales	325.00
Total Income	<u>80,180.37</u>
Cost of Goods Sold	
Cost of Goods Sold	59.98
Total COGS	<u>59.98</u>
Gross Profit	80,120.39
Expense	
Personnel Expenses	
ER Taxes	2,824.33
Gross Wages	28,967.50
Total Personnel Expenses	<u>31,791.83</u>
Facilities/Equipment Expenses	
New Equipment	3,200.00
Building Maintenance / Repairs	15.68
Total Facilities/Equipment Expenses	<u>3,215.68</u>
Direct Services	
Trash Disposal	9,313.72
Drop Off Site Expenses	1,803.43
Composting	17.52
Recycling	8,302.85
Computer/Electronic Collection	235.15
Total Direct Services	<u>19,672.67</u>
Cost of Composters Sold	297.96
Total Expense	<u>54,978.14</u>
Net Ordinary Income	<u>25,142.25</u>
Net Income	<u><u>25,142.25</u></u>

Northwest Vermont Solid Waste Mgt District
Montgomery Profit & Loss
August 2021

	<u>Aug 21</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	67.08
Haz Waste Fees	25.00
Recycling Income	241.00
Trash Income	3,931.00
Total Income	<u>4,264.08</u>
Gross Profit	4,264.08
Expense	
Administration Expenses	
Utilities	20.18
Total Administration Expenses	20.18
Personnel Expenses	
ER Taxes	111.84
Gross Wages	1,146.92
Total Personnel Expenses	1,258.76
Direct Services	
Trash Disposal	1,156.13
Drop Off Site Expenses	57.94
Recycling	338.69
Computer/Electronic Collection	83.40
Total Direct Services	<u>1,636.16</u>
Total Expense	<u>2,915.10</u>
Net Ordinary Income	<u>1,348.98</u>
Net Income	<u><u>1,348.98</u></u>

3:01 PM

10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Montgomery Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	29.08
Haz Waste Fees	0.00
Recycling Income	150.00
Sale of Recyclables	32.00
Trash Income	4,039.00
Recycle Bin Sales	6.00
Total Income	<u>4,256.08</u>
Cost of Goods Sold	
Cost of Goods Sold	6.76
Total COGS	<u>6.76</u>
Gross Profit	4,249.32
Expense	
Administration Expenses	
Utilities	18.19
Total Administration Expenses	18.19
Personnel Expenses	
ER Taxes	110.39
Gross Wages	1,132.22
Total Personnel Expenses	1,242.61
Direct Services	
Recycling	120.00
Total Direct Services	<u>120.00</u>
Total Expense	<u>1,380.80</u>
Net Ordinary Income	<u>2,868.52</u>
Net Income	<u><u>2,868.52</u></u>

3:01 PM

10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Montgomery Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	227.16
Haz Waste Fees	70.00
Recycling Income	689.00
Sale of Recyclables	62.80
Trash Income	13,062.00
Composter Sales	50.00
Recycle Bin Sales	24.00
Total Income	<u>14,184.96</u>
Cost of Goods Sold	
Cost of Goods Sold	27.05
Total COGS	<u>27.05</u>
Gross Profit	14,157.91
Expense	
Administration Expenses	
Utilities	58.92
Total Administration Expenses	58.92
Personnel Expenses	
ER Taxes	358.27
Gross Wages	3,674.46
Total Personnel Expenses	4,032.73
Direct Services	
Trash Disposal	1,881.72
Drop Off Site Expenses	189.08
Recycling	817.78
Computer/Electronic Collection	83.40
Total Direct Services	2,971.98
Cost of Composters Sold	49.66
Total Expense	<u>7,113.29</u>
Net Ordinary Income	<u>7,044.62</u>
Net Income	<u><u>7,044.62</u></u>

3:02 PM

10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District
No. Hero Profit & Loss
August 2021

	<u>Aug 21</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	20.55
Total Compost Collection	<u>20.55</u>
Computer/Electronic Recy Income	15.00
Haz Waste Fees	0.00
Recycling Income	890.45
Sale of Recyclables	58.80
Trash Income	3,749.50
Total Income	<u>4,734.30</u>
Gross Profit	4,734.30
Expense	
Personnel Expenses	
ER Taxes	96.32
Gross Wages	988.00
Total Personnel Expenses	<u>1,084.32</u>
Direct Services	
Trash Disposal	1,836.12
Drop Off Site Expenses	128.50
Recycling	305.60
Total Direct Services	<u>2,270.22</u>
Total Expense	<u>3,354.54</u>
Net Ordinary Income	<u>1,379.76</u>
Net Income	<u><u>1,379.76</u></u>

Northwest Vermont Solid Waste Mgt District
No. Hero Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	10.00
Total Compost Collection	<u>10.00</u>
Computer/Electronic Recy Income	26.00
Haz Waste Fees	8.00
Recycling Income	492.15
Trash Income	3,466.85
Total Income	<u>4,003.00</u>
Gross Profit	4,003.00
Expense	
Personnel Expenses	
ER Taxes	128.30
Gross Wages	1,316.00
Total Personnel Expenses	<u>1,444.30</u>
Direct Services	
Recycling	155.00
Total Direct Services	<u>155.00</u>
Total Expense	<u>1,599.30</u>
Net Ordinary Income	<u>2,403.70</u>
Net Income	<u><u>2,403.70</u></u>

Northwest Vermont Solid Waste Mgt District
No. Hero Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	70.55
Total Compost Collection	70.55
Computer/Electronic Recy Income	82.08
Haz Waste Fees	15.00
Recycling Income	2,372.10
Sale of Recyclables	58.80
Trash Income	12,829.35
Total Income	<u>15,427.88</u>
Gross Profit	15,427.88
Expense	
Personnel Expenses	
ER Taxes	361.01
Gross Wages	3,703.00
Total Personnel Expenses	4,064.01
Direct Services	
Trash Disposal	2,795.86
Drop Off Site Expenses	259.58
Recycling	805.80
Total Direct Services	<u>3,861.24</u>
Total Expense	<u>7,925.25</u>
Net Ordinary Income	<u>7,502.63</u>
Net Income	<u><u>7,502.63</u></u>

Northwest Vermont Solid Waste Mgt District
St. Albans Profit & Loss
August 2021

	<u>Aug 21</u>
Ordinary Income/Expense	
Income	
Trash Income	2,879.00
Total Income	<u>2,879.00</u>
Gross Profit	2,879.00
Expense	
Personnel Expenses	
ER Taxes	30.44
Gross Wages	<u>312.00</u>
Total Personnel Expenses	342.44
Direct Services	
Trash Disposal	740.01
Drop Off Site Expenses	47.96
Recycling	<u>115.20</u>
Total Direct Services	<u>903.17</u>
Total Expense	<u>1,245.61</u>
Net Ordinary Income	<u>1,633.39</u>
Net Income	<u><u>1,633.39</u></u>

3:05 PM
10/01/21
Accrual Basis

Northwest Vermont Solid Waste Mgt District
St. Albans Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
Trash Income	2,806.00
Total Income	<u>2,806.00</u>
Gross Profit	2,806.00
Expense	
Personnel Expenses	
ER Taxes	30.44
Gross Wages	<u>312.00</u>
Total Personnel Expenses	<u>342.44</u>
Total Expense	<u>342.44</u>
Net Ordinary Income	<u>2,463.56</u>
Net Income	<u><u>2,463.56</u></u>

3:06 PM

10/01/21

Accrual Basis

Northwest Vermont Solid Waste Mgt District
St. Albans Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Ordinary Income/Expense	
Income	
Trash Income	9,630.00
Total Income	<u>9,630.00</u>
Gross Profit	9,630.00
Expense	
Personnel Expenses	
ER Taxes	98.93
Gross Wages	<u>1,014.00</u>
Total Personnel Expenses	1,112.93
Direct Services	
Trash Disposal	1,549.47
Drop Off Site Expenses	54.78
Recycling	<u>231.20</u>
Total Direct Services	<u>1,835.45</u>
Total Expense	<u>2,948.38</u>
Net Ordinary Income	<u>6,681.62</u>
Net Income	<u><u>6,681.62</u></u>

Log of Reserve Funds

Fund:	Capital Maintenance Reserves				
Date:	Beginning Balance	Addition	Sub.	Total	
Dec. 2015	75,000.00	25,000.00		100,000.00	
Mar. 2016			40,000.00	60,000.00	
Nov. 2016		32,053.00		92,053.00	
Aug. 2017		12,500.00		104,553.00	
Sep. 2017			50,000.00	54,553.00	
Mar. 2018		7,125.00		61,678.00	
Oct. 2018		22,702.00	9,189.17	75,190.83	
Dec. 2018		127,736.00		202,926.83	
Mar. 2019		22,702.00		225,628.83	
Jan 2020 - surplus FY19 add	reserved as shown	42,950.00		268,578.83	
Jan 2020 - surplus FY19 add		32,744.00		301,322.83	
Feb 2020 - board approved	repairs to used baler		4800.00	296,522.83	
June 2020 (FY20 budgeted)		45,944.00		342,466.83	
July 2020 (FY21 budgeted)		45,944.00		388,410.83	
July 2020-Oct 2020 - board app	Cross Eng		3232.25	385,178.58	
Nov 2020-Jun 2021 - board app	Cross Eng		8859.75	376,318.83	
FY20 Surplus Allocation(nov 2020 meeting)		47,000.00		423,318.83	
July 2021 (FY22 budgeted)		45,944.00		469,262.83	

Revenue Reserves

Fund:				
Nov. 2016		32,053.00		32,053.00
Aug. 2017		12,500.00		44,553.00
Dec. 2018		127,736.00		172,289.00
Jan 2020 - Surplus FY19 add		5,000.00		177,289.00

Total Capital Funds

553,607.83

130,283.30 Reserve Funds Placed in CD at NEFCU for 5 years.

NWSSWD FY23 DRAFT BUDGET

FY23

FY22 -
Approved
Budget

FY21 -
Approved
Budget

FY21 - Actual

07/01/2022 - 06/30/2023

07/01/2021 - 06/30/2022

07/01/2020 - 06/30/2021

7/1/2020 - 6/30/2021

INCOME

Hazardous Waste Income	28,000.00	25,000.00	26,000.00	22326.40
Trash Income	355,000.00	330,000.00	330,200.00	348369.91
Sale of Recyclables	30,000.00	20,000.00	22,000.00	45016.27
Recycling Income	90,000.00	55,000.00	65,000.00	91303.52
Municipal Assessments	52,225.00	51,354.00	51,354.00	51352.00
Hauler Liscencing	1,400.00	1,500.00	1,300.00	1460.00
Electronic Recycling	25,000.00	19,500.00	29,000.00	28581.36
Composters	5,000.00	5,000.00	6,000.00	3060.00
Recycle Bins	875.00	875.00	875.00	546.00
Compost Buckets	-	-	200.00	0
Surcharge	900,000.00	873,082.00	871,944.00	890949.60

SW/P Grant	47035	47035	46800	48614.48
Pesticide Grant	4000	4000	4000	4200.00
Misc.	700.00	1,000.00	2,000.00	21219.75
Interest	4,500.00	4,200.00	1,600.00	4069.73

Compost Collection

Commercial	110,000.00	110,000.00	65,000.00	98,025.50
Residential	50,000.00	50,000.00	36,000.00	35,935.00
Brush	500.00	500.00	1,000.00	368.00

TOTAL INCOME 1,704,235.00 1,598,046.00 1,560,273.00 1,695,397.52 plus

Incl inc/dec over last yrs budget % 6.23 2.36 30,299.43 plus leg & dept pub safety grants 1,725,696.95

EXPENSE

ADMINISTRATION

Training and Development	5,000.00	5,000.00	7,000.00	1,480.00
Insurance - P & C	65,000.00	62,000.00	62,242.00	60,472.00
Utilities	15,500.00	13,600.00	15,000.00	14,683.22

Office Supplies	4,000.00	3,000.00	3,000.00	4,221.69
Copier Lease	1,760.00	1,600.00	1,600.00	1,667.40
Postage and Delivery	1,600.00	1,600.00	1,600.00	1,407.90
Dues	8,500.00	8,500.00	8,500.00	6,833.71
Misc.	1,000.00	1,000.00	750.00	3,333.46
Advertising	1,500.00	1,800.00	2,000.00	139.00
Office Equipment	6,000.00	2,500.00	2,500.00	5,914.98
Bank Service Charges	3,000.00	100.00	125.00	2,059.50
Total Administration	112,860.00	100,700.00	104,317.00	105,228.30
	10.77			
Personnel				
Payroll Processing	4,200.00	3,900.00	3,750.00	4,241.52
Gross Wage	702,636.40	684,906.49	639,969.00	641,232.46
Benefits	234,216.00	239,115.27	222,537.00	216,806.18
ER 457	35,000.00	27,111.83	25,191.00	24,806.68
ER Tax	64,201.00	60,446.97	56,703.00	52,873.49
				22,725.92
Total Personnel	1,040,253.40	1,015,480.56	948,150.00	962,686.25
				temp help
Board of Supervisors				
Bond Payment	59,074.00	65,019.00	67,362.00	63,755.25
Legal / Accounting	10,000.00	10,000.00	10,000.00	8,686.50
Property Taxes	9,800.00	9,500.00	9,500.00	9,667.51
Meetings / Retreats	500.00	500.00	900.00	-
Contingency	3,000.00	3,000.00	3,000.00	-
Total Board of Supervisors	82,374.00	88,019.00	90,762.00	82,109.26
	(6.85)			
Facilities / Equipment				
Plowing / Mowing	2,800.00	3,000.00	3,500.00	2,405.00
Building Maintenance	1,500.00	2,000.00	2,500.00	651.87
Building Improvements	2,000.00	2,000.00	2,000.00	-
Mobile Equipment Fuel	35,000.00	37,000.00	35,000.00	32,986.73
Mobile Equipment Maintenance / Repairs	25,000.00	18,000.00	18,000.00	46,265.46
Equipment Supplies / Maintenance	15,000.00	15,000.00	10,000.00	13,119.73
Warehouse Supplies	5,000.00	5,000.00	5,000.00	5,094.58
New Equipment	1,000.00	2,000.00	1,000.00	-

Rental Space - Administration							
Capital Maintenance	45,944.00	45,944.00	45,944.00	45,944.00	45,944.00	45,944.00	
Total Facilities / Equipment	133,244.00	129,944.00	137,344.00	146,467.37			
	2.48						
Direct Services							
Education / Outreach	15000	12202.44	10,000.00	7,493.06			
Hazardous Waste	35000	32000	36,000.00	33,464.02			
Trash Disposal	120000	105000	113,000.00	114,226.73			
Recycling	60000	37000	47,500.00	81,024.26			
E-Waste	4000	3000	6,000.00	3,643.50			
Composting							
Commercial Compost	60000	50000	39,020.00	98,472.94			
Residential Compost	5700	5700	6,680.00	28,907.95			
Brush/Food Scrap Management	7500	7500	8,000.00				
Composting Exp Total	73200	63200	53700	98,472.94			
DO Site	13500	8500	9,000.00	28,907.95			
Community Assistance	1000	1000	2,500.00				
Enforcement	3000	2000	2,000.00	2,865.25			
Total Direct Services	397,900.00	263,902.44	333,400.00	370,097.71			
	33.68			3,392.09			
Total Expense	1,693,431.40	1,598,046.00	1,560,273.00	1,669,980.98			
Exp inc/dec over last yrs budget %		2.36					
Net	10,803.60			55,715.97			

Georgia Renovation Project Update

At our meeting on October 6, we will discuss the plans for the renovation of the NWSWD Georgia Recycling Facility. Before then I'd like to give you all an update of the work the staff and the Building Committee have done in the last two months and where we would like to go.

First, at our last meeting we identified that this project would need a District wide vote. In discussing the vote with other's at VLCT and various town offices we made a few discoveries. First since there isn't an election in November the next opportunity to hold a vote is Town Meeting Day in March. This poses a few challenges: 1. Some towns conduct all business on TMD via voice vote. A district vote demands it be done via Australian Ballot. We can still do this for Town Meeting Day but it would be a significant cost to do this in 19 towns. 2. Timing if we get an affirmative vote in March, we likely won't have a window to contract for construction during the summer of 2022.

So logistically it looks like our best bet is to plan for a District wide vote in November 2022 when State and National elections mandate paper ballots in each town that we can get our question onto. This has an added bonus of giving us sufficient time to spread the work about the project and its benefits.

In the meantime, we have identified that there are two priorities that staff and the Building Committee would like to move forward with in the interim period.

The first priority is installing a trash compactor. There are two driving factors that push this piece of equipment to the top: site capacity and workload. The customer count at the facility is over 100 cars, three days a week and we haul our 40 yard trash container 3 times a week currently. On busy days staff spend all day pushing 2 yard hoppers out of the building so that they can be dumped into the larger dumpster. It's not uncommon for as many as 3 hoppers to fill up within a half hour period. This method of operation worked well when we there were 20 -30 customers per day. However now we are burning out staff physically and spending a lot of money to pay people to double handle material. A trash compactor will eliminate double handling, free up staff for other tasks, and provide a better work environment for our staff. It will also make our trucking more efficient. We estimate that we will be able to reduce hauls from the facility from 3 to 1 per week.

The second high priority is to replace the baler. A new baler will increase the number of bales we can make in a day, reduce the fatigue on staff who currently need to get on the floor to tie bales by hand, and avoid some large upcoming maintenance on our ageing machine.

We have received the following quote on a new compactor:

Compactor (delivered):	\$58,226
Receiver box:	\$20,337
Electrical/ Concrete:	\$20,000
Contingency	\$10,000
Total:	\$110,000

We don't have a recent quote for the baler but a verbal estimate from a company that has served another VT client for a baler with the features we want was in the neighborhood of \$250,000.

Dear Board Members,

Al, John and I have met a few times to discuss changes in operations of the Board of Directors to meet the growing needs of the District. We have a high representation of members from towns on the board and we are growing to meet the ever expanding needs of our communities.

We are streamlining the committees in hopes of using these committees as a way to have deeper discussions about decisions that need to be made, and to help advise the board to make more efficient use of our meetings as a full board.

Al will also be introducing a slightly new format to our board meetings to guide the conversation and give time for each committee to report as needed.

It is our hope you will join a committee, or two, that you are interested in where you can have more of the in-depth discussions about various aspects of operations to facilitate change and aid with the growth of district operations.

There will be a need to learn and grow from this new process but it is our hope it will make full board meetings and decision making more efficient and effective.

I look forward to meeting with you all again soon!

Jaime Tibbits
Vice Chair
NWSWD

Suggested Meeting Format

Meeting Agenda:

1. Adjustments to the Agenda
2. Welcome, introductions, opening remarks –Chair
3. Opportunity for Public Comment
4. District Announcements
6. Approval of Minutes (enclosed)
7. Committee Reports:
 - Finance
 - Operations
 - Administration
 - Building
 - Executive
 - Staff Office-Staff
8. Commissioner Announcements
9. Adjourn

It is my recommendation that Committee Reports be delivered by the chairs of each committee. Business/Finance Manager would be limited to answering questions the committee chair requested her to answer.

Committee Structure/Schedules

Administration: (Second Tuesday, 3 pm) - Review of pertinent documents and records, such as District Plan (SWIP) Ordinances, permits, and Policies. Assists with Hiring Committee/Personnel as needed.

Available work: Policies Re: PTO; Weapons in the Workplace,

Operations: (Second Thursday, 3 pm) -Oversite of facilities, operations, and events. Recommending to the full board procedures, equipment, personnel and financial aspects of the district's operation

Available Work: Site Capacity overview; Sticker Program/ Out of District users

Finance: (Third Tuesday, 3 pm) -Tracking expenditures and revenues. Budget development. Recommendations to the full board as to how to maximize the district's financial position.

Available Work: Budget Review; Policy work per auditor

Charter/Ordinance: (Third Thursday, 3 pm) This committee was created a few years ago. However it's per view greatly overlaps the Admin committee. Is it redundant?

Building: (Fourth Tuesday, 3 pm) Ongoing Renovation project

Executive: (Fourth Thursday,3pm) -Setting goals and objectives for the district as a whole for review by the full board and appropriate committees. Also acts to approve actions for which full board review is either not feasible or unnecessary.

2021 NWSWD BOARD

Full Board (First Wednesday of the months of Feb., Apr., Jun., Aug., Oct., Nov. & Dec. at 6:30 PM)

Joyce Tuck – Isle La Motte

Jennifer Bright – Enosburg

Dave Clark – Fletcher

Danielle Choiniere – Alburg

Mark Doremus – Bakersfield

Tim Green – Richford

Barry Kade – Montgomery

Paul Lambert – Georgia

Carlo Micheli – Swanton

Tom Leitz – St. Albans City

April St. Francis – Highgate

Jim Richards – North Hero

Bob Buermann – So. Hero

Jeffrey Kittell – Sheldon

Jaime Tibbits – Fairfield – **Vice Chair**

Al Voegele – St. Albans Town – **Chair**

Vacant Seat – Berkshire, Franklin & Grand Isle

19 District Member Towns 16 Board Appointed Seats *per VT open meeting law a meeting quorum is based on the number of seats on a board including vacant seats. Quorum is 10.

Executive Committee

Barry Kade
Paul Lambert
Carlo Micheli
Al Voegele --Chair
Jaime Tibbits --Vice Chair
Tom Leitz

Admin Committee

Dave Clark
Jaime Tibbits
Carlo Micheli

Finance:

Tim Green
Al Voegele
Tom Leitz

Operations Committee

Joyce Tuck
Barry Kade
April St. Francis
Tom Leitz

Charter/Ordinance Committee

Barry Kade
Jim Richards
Tom Leitz
Danielle Choiniere

Buildings Committee

Al Voegele
Dave Clark
Bob Buermann