

Northwest Vermont Solid Waste Management District

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NOTICE

NORTHWEST VERMONT SOLID WASTE DISTRICT

BOARD OF SUPERVISORS MEETING

DATE: JUNE 1, 2022

TIME: 6:30 PM

LOCATION: CITY HALL AUDITORIUM, ST. ALBANS, VT AND

VIA ZOOM: <https://us02web.zoom.us/j/4456759564>

VIA PHONE: +1 646 876 9923

Meeting ID: 445 675 9564

1. Adjustments to the Agenda
2. Welcome, introductions, opening remarks –Chair
3. Opportunity for Public Comment
4. District Announcements
6. Approval of Minutes: April 6, 2022 (enclosed)
7. Committee Reports:
 - Finance-
 - Operations – Alburgh Transfer Station
 - Administration- NWSWD Weapons in the Workplace Policy
 - Building- Updates
 - Executive -
 - Office-Staff
 - Director's Report
 - Finance Report
 - Bank Resolution for Naming New Officers
8. Commissioner Announcements
9. Adjourn

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

Minutes

NWSWD Board of Supervisors Meeting

April 2, 2022

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting on April 2, 2022 via zoom and at the St. Albans Town Hall at 6:30 PM.

Supervisors Present:

Buermann, Bob – So. Hero - zoom
Choiniere, Danielle – Alburgh - zoom
Clark, David - Fletcher
Dodd, Stepher – Sheldon
Doremus, Mark – Bakersfield - zoom
Green, Tim – Richford – zoom
Kade, Barry – Montgomery
Lambert, Paul – Georgia - zoom
Leitz, Tom - St. Albans City

Richards, Jim - No. Hero – zoom
St. Francis, April - Highgate
Tibbits, Jaime – Fairfield - zoom
Tuck, Joyce – Isle La Motte
Voegele, Al - St. Albans Town

Guests:

Supervisors Absent:

Micheli, Carlo – Swanton

Others Present:

Pam Bolster, Business Manager - zoom

Full Board Meeting and Annual Election of Officers.

Chairman Al Voegele called the meeting to order at 6:30 PM.

- 1) Agenda Review-Additions/Deletions:** No changes or additions.
- 2) Welcome, Introductions, Opening Remarks – Chair –** Mr Voegele Welcomed the Group and noted the absence of the Executive Director as well as the addition of a new board member, Mr. Dodd representing Sheldon.
- 3) Public Comments: None**
- 4) District Announcements:** Mr. Voegele noted his efforts in the search for a replacement for Board Chair.
- 5) Vote: Minutes of the December 1, 2021 NWSWD Board Meeting:**

Mr. Richards made a motion to accept the minutes as written. Mr. Leitz seconded the motion. All were in favor with an abstention from Mr. Green, and the motion was passed.
- 6) Election of Officers:**

Chairman of the Board: Nominations were opened. Mr. Green nominated Mr. Leitz for Chair. Mr. Voegele asked if there were any other nominations. None were made. Mr. Voegele closed the nominations and asked for the board vote to elect Mr. Leitz for Board Chair. All were in favor. Mr.

Kade made a motion for the board to ask the clerk to place one vote on behalf of the board for Mr. Leitz. Mr. Voegele passed the gavel and the board thanked him for his past service as chair. He noted he will remain on the board as representative of St. Albans Town.

Vice Chair: Nominations were opened. Mr. Kade nominated Ms. Tibbits for Vice Chair. Mr. Leitz asked if there were any other nominations. None were made. Mr. Leitz closed the nominations and asked for the board vote to elect Ms. Tibbits for Board Vice Chair. All were in favor. Mr. Kade made a motion for the board to ask the clerk to place one vote on behalf of the board for Ms. Tibbits.

Treasurer and Clerk: Mr. Beurmann made a motion for Ms. Bolster to remain as clerk and Mr. Leddy to remain as Treasurer. All were in favor and the motion passed.

7) Committee Reports:

a) Finance Committee: None

b) Operations Committee: None

c) Administration Committee: A summary of the work on the Weapon Free Workplace Policy was given by Ms. Bolster, Mr. Clark and Ms. Tibbits. The committee at their last meeting had developed a weapons free workplace policy felt to be appropriate for the district. Ms. Bolster was asked to send it to Mr. Kade for his review and comments. Mr. Kade had numerous comments and edits that the committee will need to discuss at the next meeting. They will present that policy to the full board at the June 2022 meeting. Mr. Clark noted that they had a brief discussion about the current PTO policy with changes to be tackled by the committee as the next item on the committees agenda.

d) Building Committee:

8) Commissioner Announcements: None.

9) Finance Report & Other Info: Ms. Bolster gave a brief finance report discussing collections and the current status of AR. A brief review of the P&L was given. Mr. Beurmann asked about the company we currently obtain sawdust from as he heard they were being sold. Mr. Leddy's written directors report generated questions about the Alburg site opportunity and it as stated that the operations committee would be meeting to discuss this as well as Mr. Leddy and Ms. Bolster having a meeting soon to discuss as well. Ms. Tuck asked for clarification on the tire program and it's limits per town. A discussion of the tire program ensued including ways to efficiently collect from the towns and ways to better notify towns of the program. Ms. St. Francis asked about the Georgia site tire limit and Ms. Bolster recalled Mr. Leddy increasing this limit with our certification within the last few years and believed we were still within that increased limit. She will mention it to Mr. Leddy.

Mr. Green asked about the Environtek shipment of plastic to Canada and urged to avoid any problems research on ensuring this product will get across the border.

Mr. Green asked about the administrative procedures in relation to board term limits. Ms. Bolster reviewed those with the board.

Ms. Bolster asked the board to update any necessary contact information on the sheet provided in the package and to send to Shannon Plant to make the necessary changes.

Board Adjourned at 7:45PM

Director's Report 6-1-2022

It is time for us to complete the first year of reporting to the state on implementation of our newest Solid Waste Implementation Plan (SWIP) which we adopted in December of 2020. Over the next month we will be pulling together the data needed to report to the state on the past year (2021) of SWIP implementation. We will report on our waste disposal and diversion for the whole District, a report of all the collection programs we offer to our residents, and all our outreach and education efforts.

In HHW news the summer has started off with a bang. At the Georgia facility there has been a noticeable increase in the number of households properly disposing their hazardous products and materials and being more convenient encourages people to get rid of Hazardous substances regularly. We have held three collection events so far this year and numbers at those events were slightly higher than the past few years. Participation was between 60-80 households per event where we saw between 40 -60 cars in recent years. We are contemplating being open for HHW one Saturday in August or September at the facility in Georgia to supplement our collection season this year and see how it goes.

In legislative news, as the legislative session ended most of the bills that we were following either because we supported or opposed them did not advance to the Governor's desk. One exception was a bill that placed a moratorium on the certification of new food de-packaging facilities and tasked the Agency of Natural Resources with studying the levels of PFOA/PFAS and micro-plastics in food waste, compost, and anerobic digestate to assess how these processes add to the introduction of these pollutants into our environment.

In my last report I excitedly described our new outlet for maple sap tubing in nearby Quebec. After two or three weeks of samples and discussion of quantity and delivery we received the green light from them to receive a truckload. We arranged trucking and were told that getting the material to its destination would be "no problem" and we "didn't need to do anything." Well, in order to get the tubing imported Canada was looking for us on Vermont's database of registered businesses, then they wanted our "articles of incorporation." We provided our Charter, in which, the State of Vermont declares us a "body public and corporate" and an email from the SoS office that explains that this is our article of incorporation. Three more weeks later we have managed to confuse everyone from the Canadian customs office, to their business registry, to the trucking company, to the Vermont Secretary of State, and we are no closer to getting the tubing to Quebec. But this is a story of resourcefulness and we have found a domestic buyer for the tubing, and we will continue to set up our cross-boarder partnership because we like to keep it local.

Thanks for all you do and let me know if there is any other topics you would like me to discuss in future reports.

Onward,

John

Northwest Vermont Solid Waste Mgt District
Profit & Loss Budget vs. Actual
July 1, 2021 through May 27, 2022

	Jul 1, '21 - May 27, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Compost Collection				
Commercial Route Compost	87,693.00	110,000.00	-22,307.00	79.7%
Brush Collection	350.55	500.00	-149.45	70.1%
Residential Route Composting	30,101.25	50,000.00	-19,898.75	60.2%
Compost Collection - Other	150.00	0.00	150.00	100.0%
Total Compost Collection	118,294.80	160,500.00	-42,205.20	73.7%
Computer/Electronic Recy Income	19,144.47	19,500.00	-355.53	98.2%
Grants				
Pesticide Grant	2,100.00	4,000.00	-1,900.00	52.5%
SWIP Grant	25,869.28	47,035.00	-21,165.72	55.0%
Total Grants	27,969.28	51,035.00	-23,065.72	54.8%
Hauler Licensing	1,280.00	1,500.00	-220.00	85.3%
Haz Waste Fees	22,203.24	25,000.00	-2,796.76	88.8%
Interest Income	1,896.34	4,200.00	-2,303.66	45.2%
Miscellaneous Income	243.22	1,000.00	-756.78	24.3%
Municipal Assessments	51,354.00	51,354.00	0.00	100.0%
Recycling Income	67,924.16	55,000.00	12,924.16	123.5%
Sale of Recyclables	53,431.70	20,000.00	33,431.70	267.2%
Trash Income	295,405.83	330,000.00	-34,594.17	89.5%
Surcharge Income	730,202.59	873,082.00	-142,879.41	83.6%
Composter Sales	1,025.00	5,000.00	-3,975.00	20.5%
Recycle Bin Sales	180.00	875.00	-695.00	20.6%
Minor AR and A/P Charge-Off	-1.13	0.00	-1.13	100.0%
Total Income	1,390,553.50	1,598,046.00	-207,492.50	87.0%
Cost of Goods Sold	262.87	0.00	262.87	100.0%
Cost of Goods Sold	262.87	0.00	262.87	100.0%
Total COGS	262.87	0.00	262.87	100.0%
Gross Profit	1,390,290.63	1,598,046.00	-207,755.37	87.0%
Expense				
Administration Expenses				
Advertising	2,842.00	1,800.00	1,042.00	157.9%
Bank Service Charges	228.40	0.00	228.40	100.0%
Credit Card Processing	0.00	100.00	-100.00	0.0%
Bank Service Charges - Other				
Total Bank Service Charges	228.40	100.00	128.40	228.4%

Northwest Vermont Solid Waste Mgt District
Profit & Loss Budget vs. Actual
July 1, 2021 through May 27, 2022

	Jul 1, '21 - May 27, 22	Budget	\$ Over Budget	% of Budget
Copier Lease	1,712.75	1,600.00	112.75	107.0%
Dues	10,342.29	8,500.00	1,842.29	121.7%
Insurance	55,370.00	62,000.00	-6,630.00	89.3%
Misc.	2,792.48	1,000.00	1,792.48	279.2%
Office Equipment	7,365.42	2,500.00	4,865.42	294.6%
Office Supplies	3,757.84	3,000.00	757.84	125.3%
Postage and Delivery	1,196.00	1,600.00	-404.00	74.8%
Training/Development	3,051.98	5,000.00	-1,948.02	61.0%
Utilities				
Telephone	3,411.32	0.00	3,411.32	100.0%
Utilities - Other	9,656.70	13,600.00	-3,943.30	71.0%
Total Utilities	13,068.02	13,600.00	-531.98	96.1%
Payroll Clearance	-747.73	0.00	-747.73	100.0%
Total Administration Expenses	100,979.45	100,700.00	279.45	100.3%
Personnel Expenses				
Benefits	18,942.27	27,111.83	-8,169.56	69.9%
ER 457 Cont	205,670.62	239,115.27	-33,444.65	86.0%
Benefits - Other				
Total Benefits	224,612.89	266,227.10	-41,614.21	84.4%
ER Taxes	40,153.54	60,446.97	-20,293.43	66.4%
Gross Wages	499,985.92	684,906.49	-184,920.57	73.0%
Payroll Processing	3,552.20	3,900.00	-347.80	91.1%
Total Personnel Expenses	768,304.55	1,015,480.56	-247,176.01	75.7%
Board of Supervisors				
Board Meetings/Retreats	0.00	500.00	-500.00	0.0%
Legal/Accounting	8,779.23	10,000.00	-1,220.77	87.8%
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	61,385.75	65,019.00	-3,633.25	94.4%
Total Board of Supervisors	80,124.18	88,019.00	-7,894.82	91.0%
Facilities/Equipment Expenses				
Mobile Equipment Maint/Repairs	32,212.66	18,000.00	14,212.66	179.0%
Capital Maintenance	45,944.00	45,944.00	0.00	100.0%
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	16,373.04	2,000.00	14,373.04	818.7%
Equipment Supplies/Maintenance	21,860.96	15,000.00	6,860.96	145.7%
Mobile Equipment Fuel	40,643.77	37,000.00	3,643.77	109.8%

Northwest Vermont Solid Waste Mgt District
Profit & Loss Budget vs. Actual
July 1, 2021 through May 27, 2022

	Jul 1, '21 - May 27, 22	Budget	\$ Over Budget	% of Budget
Plowing/Mowing	2,521.00	3,000.00	-479.00	84.0%
Warehouse Supplies	2,981.58	5,000.00	-2,018.42	59.6%
Total Facilities/Equipment Expenses	165,994.79	129,944.00	36,050.79	127.7%
Direct Services				
Trash Disposal	90,752.11	105,000.00	-14,247.89	86.4%
Enforcement	2,448.75	2,000.00	448.75	122.4%
Community Assistance	0.00	1,000.00	-1,000.00	0.0%
Drop Off Site Expenses	14,823.06	8,500.00	6,323.06	174.4%
Composting				
Brush Collection	11,370.00	7,500.00	3,870.00	151.6%
Commercial Route Compost	47,247.00	50,000.00	-2,753.00	94.5%
Residential Compost Route	0.00	5,700.00	-5,700.00	0.0%
Composting - Other	26,113.07	0.00	26,113.07	100.0%
Total Composting	84,730.07	63,200.00	21,530.07	134.1%
Recycling	54,513.76	37,000.00	17,513.76	147.3%
Computer/Electronic Collection	2,014.23	3,000.00	-985.77	67.1%
Education Outreach	1,823.46	12,202.44	-10,378.98	14.9%
Hazardous Waste	18,654.11	32,000.00	-13,345.89	58.3%
Total Direct Services	269,759.55	263,902.44	5,857.11	102.2%
Cost of Composters Sold	993.20	0.00	993.20	100.0%
Uncategorized Expenses	27.00	0.00	27.00	100.0%
Total Expense	1,386,182.72	1,598,046.00	-211,863.28	86.7%
Net Ordinary Income	4,107.91	0.00	4,107.91	100.0%
Net Income	4,107.91	0.00	4,107.91	100.0%

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05/27/22

Cash Basis

Northwest Vermont Solid Waste Mgt District

Receipts

April 2022

	Apr 22
Alburgh, Town of	2,530.00
All Metal Recycling	1,151.60
Belfry Restaurant	135.00
Berkshire School	103.00
Beth-El Court Association	120.00
Blair's Trucking Inc.	170.77
Cherry Tree Court Apartments	65.00
Drop Off Sites	40,284.50
Duffy's	2,240.81
Enosburg Falls Middle School (c)	108.00
Fletcher Town School District	65.00
Franklin County Rehab	170.00
Frost Beer	35.00
Georgia	3.00
Georgia Townr School District (c)	210.00
Good Point Recycling; Amercan Retroworks	900.37
Grand Isle, Town of	392.01
Heritage Lane Apartments	125.00
Holy Angels Apartments	70.00
Huntington Estates HOA	75.00
Jeff's Seafood	90.00
Mill River Brewing	180.00
Myers	17,420.90
Northwest Counseling Services	60.00
Northwest Medical Center/Hospitality (c)	360.00
Pet Food Warehouse	70.00
RL Vallee	171.00
Rock Tern	3,261.38
Soule Redemption	221.00
St. Albans Coop	300.00
Sylvesters Rubbish Removal, LLC	4,670.44
Tuttle's Trucking-Customer	10,184.92
Warner Home	60.00
TOTAL	86,003.70

Northwest Vermont Solid Waste Mgt District

Receipts

May 1 - 27, 2022

May 1 - 27, 22

Alburgh Elementary	111.00
Alburgh, Town of	731.44
All Cycle-Williston	15,376.94
All Cycle - Highgate	38,133.28
All Metal Recycling	2,405.29
Bakersfield Elementary/Middle School	133.00
Bayside Pavillion	60.00
Berkshire School	78.00
BFA-Fairfax	58.00
BFA-St. Albans City (c)	120.00
Blair's Trucking Inc.	170.77
Brookside Condos 2	60.00
Casella-Montpeller	679.16
Cash	2,654.00
Chevalier Drilling Company, Inc	10.00
Drop Off Sites	27,769.25
Duffy's	968.99
Enosburg Elementary School (c)	205.00
Enosburg Falls Middle School (c)	123.00
Fairfield Center School (c)	135.00
Fairfield Community Center	28.00
Food City	65.00
Four Winds - Cathedral Square	90.00
Franklin County Rehab	135.00
Franklin Elementary (c)	93.00
Grice Brook Gardens	125.00
Hawks Nest Housing	80.00
Heritage Lane Apartments	85.00
Highgate Elementary	190.00
Huntington Estates HOA	100.00
Jeff's Seafood	100.00
Maple City Diner	545.00
Maple Run School District Central Office	36.00
Mill River Brewing	280.00
Montgomery Elementary School	108.00
Northwest Medical Center/Hospitality (c)	395.00
Pet Food Warehouse	28.00
Pie in the Sky -c	75.00
Richford Elementary School	183.00
Richford High School	128.00
Sheldon School (c)	205.00
Simor's Island Beverage	68.00
St. Albans City School (c)	375.00
St. Albans Coop	300.00
St. Albans Town School	240.00
Superior Technical Ceramics	75.00
Swanton Elementary School-customer	100.00
Thai House	50.00

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Cash Basis

Northwest Vermont Solid Waste Mgt District

Receipts

May 1 - 27, 2022

	May 1 - 27, 22
Traveled Cup - c	60.00
TREX Company, Inc	1,199.40
Vermont New York Battery Co.	187.74
Villa, The	120.00
TOTAL	95,831.26

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Northwest Vermont Solid Waste Mgt District

05/27/22

Payments

Cash Basis

April 2022

	<u>Apr 22</u>
All Cycle - Highgate Transfer	-7,091.60
Allegiance/Clarks Truck Center	-102.15
Amazon.com	-51.93
Beaulieu, Mark	-14.17
Blue Cross and Blue Shield of VT	-11,445.18
Bourne's Energy	-78.36
Boyce, Raymond	-125.73
Britch & Sons Welding & Fabrication	-400.00
C Brown Inc	-133.60
Casella-Hyde Park Transfer Station	-2,039.44
Chittenden Solid Waste District	-634.40
Comcast Business	-245.83
Cross Engineering	-1,012.50
De Lage Landen Financial Services, Inc.	-369.80
DerekCo	-850.00
Domina, Barry	-630.05
Drummac Wind River Environmental	-891.00
Duprey, Jeff	-14.00
Enpro Services of Vermont, Inc *	-2,593.92
Exit 18 Equipment	-4.59
Fleet Pride Truck & Trailer Parts	-85.40
Georgia Auto Parts	-180.90
Good Point	-711.16
Green Mountain Power	-469.85
Hudak Farms	-8,421.50
J&L Hardware, Inc.	-68.37
K-N-S Tire Recycling	-1,304.00
King, Butch	-90.68
Lucky's Trailer Sales, Inc.	-1,311.25
Madison National Life	-123.69
Misc	-8,110.25
Myers Recycling Center	-822.90
NAHMMA	-50.00
NERC	-195.00
Northeast Delta Dental	-602.30
PayData	-64,347.24
Pfeil Sawmill	-450.00
R.L. Vallee, Inc.	-5,185.49
Sleep Well Recycling	-1,350.00
St. Albans Coop Store	-169.99
Stone's Auto Repair	-55.52
Sunbelt Rentals	-188.95
TCI	-415.00
TDI Repair Facility, LLC	-1,828.10
Triner Scale and MFG Co., Inc.	-280.54
US Postmaster	-232.00
Vermont Compactor Service	-4,785.46
Vermont Electric Coop	-28.46
VT Gas Systems	-589.38
VT SW Dist Managers	-1,827.88
W.B. Mason	-101.66
Willey Scales Sales & Service	-835.00
TOTAL	<u>-133,946.17</u>

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Northwest Vermont Solid Waste Mgt District

Payments

May 1 - 27, 2022

05/27/22

Cash Basis

	<u>May 1 - 27, 22</u>
All Cycle - Highgate Transfer	-6,029.03
Allegiance/Clarks Truck Center	-1,997.38
Amazon.com	-170.85
Blue Cross and Blue Shield of VT	-11,445.18
Bourne's Energy	-39.27
Casella-Hyde Park Transfer Station	-1,322.03
Chapman, Dale	-104.04
Chittenden Solid Waste District	-590.20
Comcast Business	-242.13
Cross Engineering	-1,202.50
Crown Lift Trucks	-159.00
De Lage Landen Financial Services, Inc.	-180.39
DerekCo	-350.00
Domina, Barry	-169.65
Drummac Wind River Environmental	-324.00
Enpro Services of Vermont, Inc *	-1,565.05
Evergreen Property Options, LLP	-1,201.00
Georgia Auto Parts	-219.78
Good Point	-385.00
Grainger	-165.67
Green's Ace Hardware	-37.94
Green Mountain Power	-448.14
Hudak Farms	-5,408.50
Interstate Refrigerant Recovery, Inc	-340.00
Islander	-192.00
J&L Hardware, Inc.	-3,718.36
K-N-S Tire Recycling	-4,176.00
King, Butch	-173.16
Kirby Vacuum Supply	-48.24
Lucky's Trailer Sales, Inc.	-352.79
Madison National Life	-340.64
Misc	-5,320.98
Northeast Delta Dental	-602.30
PayData	-36,405.84
Pfeil Sawmill	-450.00
Sleep Well Recycling	-1,116.00
St. Albans Messenger	-175.00
TCI	-599.00
Tim Maple	-20.48
Underwood, Todd	-29.25
Vermont Electric Coop	-26.96
VT Gas Systems	-245.59
W.B. Mason	-338.11
TOTAL	<u>-88,427.43</u>

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Accrual Basis

Northwest Vermont Solid Waste Mgt District
Bakersfield Profit & Loss
April 2022

	<u>Apr 22</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	48.30
Haz Waste Fees	5.00
Trash Income	4,776.00
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Total Income	4,829.30
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Gross Profit	4,829.30
Expense	
Personnel Expenses	
ER Taxes	50.70
Gross Wages	520.00
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Total Personnel Expenses	570.70
Direct Services	
Trash Disposal	1,026.38
Drop Off Site Expenses	116.83
Recycling	281.56
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Total Direct Services	1,424.77
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Total Expense	1,995.47
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Net Ordinary Income	2,833.83
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Net Income	<u><u>2,833.83</u></u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District

Bakersfield Profit & Loss

May 1 - 27, 2022

	<u>May 1 - 27, 22</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	78.00
Haz Waste Fees	10.00
Trash Income	3,092.00
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Total Income	3,180.00
	<hr/>
Gross Profit	3,180.00
Expense	
Personnel Expenses	
ER Taxes	73.52
Gross Wages	754.00
	<hr/>
Total Personnel Expenses	827.52
Direct Services	
Trash Disposal	864.03
Drop Off Site Expenses	15.38
Recycling	179.42
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Total Direct Services	1,058.83
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Total Expense	1,886.35
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Net Ordinary Income	1,293.65
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Net Income	<u><u>1,293.65</u></u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District

Bakersfield Profit & Loss

July 1, 2021 through May 27, 2022

	<u>Jul 1, '21 - May 27, 22</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	660.34
Haz Waste Fees	46.00
Recycling Income	105.00
Sale of Recyclables	3,597.73
Trash Income	44,970.30
Total Income	<u>49,379.37</u>
Gross Profit	49,379.37
Expense	
Personnel Expenses	
ER Taxes	875.02
Gross Wages	8,975.75
Total Personnel Expenses	9,850.77
Direct Services	
Trash Disposal	11,704.96
Drop Off Site Expenses	1,589.06
Recycling	3,103.16
Computer/Electronic Collection	57.12
Total Direct Services	<u>16,454.30</u>
Total Expense	<u>26,305.07</u>
Net Ordinary Income	<u>23,074.30</u>
Net Income	<u><u>23,074.30</u></u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
April 2022

	<u>Apr 22</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	1,525.60
Haz Waste Fees	1,059.50
Recycling Income	6,584.40
Sale of Recyclables	2,255.94
Trash Income	14,518.00
Composter Sales	150.00
Total Income	<u>26,093.44</u>
Gross Profit	26,093.44
Expense	
Personnel Expenses	
ER Taxes	917.56
Gross Wages	9,411.01
Total Personnel Expenses	<u>10,328.57</u>
Direct Services	
Trash Disposal	4,470.14
Drop Off Site Expenses	180.99
Recycling	2,372.60
Total Direct Services	<u>7,023.73</u>
Cost of Composters Sold	148.98
Total Expense	<u>17,501.28</u>
Net Ordinary Income	<u>8,592.16</u>
Net Income	<u><u>8,592.16</u></u>

1:30 PM

05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
May 1 - 27, 2022

	<u>May 1 - 27, 22</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	50.00
Total Compost Collection	<u>50.00</u>
Computer/Electronic Recy Income	520.00
Haz Waste Fees	964.25
Recycling Income	5,500.00
Sale of Recyclables	1,171.24
Trash Income	9,900.00
Composter Sales	50.00
Recycle Bin Sales	12.00
Total Income	<u>18,167.49</u>
Cost of Goods Sold	
Cost of Goods Sold	13.52
Total COGS	<u>13.52</u>
Gross Profit	18,153.97
Expense	
Personnel Expenses	
ER Taxes	581.94
Gross Wages	5,968.50
Total Personnel Expenses	<u>6,550.44</u>
Direct Services	
Trash Disposal	3,365.74
Drop Off Site Expenses	96.38
Recycling	4,017.00
Total Direct Services	<u>7,479.12</u>
Cost of Composters Sold	49.66
Total Expense	<u>14,079.22</u>
Net Ordinary Income	4,074.75
Net Income	<u><u>4,074.75</u></u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
 July 1, 2021 through May 27, 2022

	Jul 1, '21 - May 27, 22
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	162.00
Total Compost Collection	162.00
Computer/Electronic Recy Income	16,910.06
Haz Waste Fees	14,555.50
Miscellaneous Income	-1.30
Recycling Income	54,462.81
Sale of Recyclables	25,470.45
Trash Income	142,323.43
Composter Sales	775.00
Recycle Bin Sales	114.00
Total Income	254,771.95
Cost of Goods Sold	
Cost of Goods Sold	188.48
Total COGS	188.48
Gross Profit	254,583.47
Expense	
Personnel Expenses	
ER Taxes	7,590.72
Gross Wages	77,935.75
Total Personnel Expenses	85,526.47
Facilities/Equipment Expenses	
New Equipment	3,200.00
Building Maintenance / Repairs	15.68
Equipment Supplies/Maintenance	84.03
Total Facilities/Equipment Expenses	3,299.71
Direct Services	
Trash Disposal	44,646.58
Drop Off Site Expenses	3,856.63
Composting	17.52
Recycling	34,851.92
Computer/Electronic Collection	1,676.59
Total Direct Services	85,049.24
Cost of Composters Sold	744.90
Total Expense	174,620.32
Net Ordinary Income	79,963.15
Net Income	79,963.15

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District
Montgomery Profit & Loss
April 2022

	<u>Apr 22</u>
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	67.00
Haz Waste Fees	0.00
Recycling Income	412.00
Trash Income	6,753.00
Composter Sales	50.00
Total Income	<u>7,282.00</u>
Gross Profit	7,282.00
Expense	
Administration Expenses	
Utilities	28.46
Total Administration Expenses	28.46
Personnel Expenses	
ER Taxes	125.91
Gross Wages	1,291.50
Total Personnel Expenses	1,417.41
Direct Services	
Trash Disposal	1,051.02
Drop Off Site Expenses	116.83
Recycling	595.81
Total Direct Services	1,763.66
Cost of Composters Sold	49.66
Total Expense	<u>3,259.19</u>
Net Ordinary Income	<u>4,022.81</u>
Net Income	<u><u>4,022.81</u></u>

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05/27/22
Accrual Basis

Northwest Vermont Solid Waste Mgt District
Montgomery Profit & Loss
May 1 - 27, 2022

	May 1 - 27, 22
Ordinary Income/Expense	
Income	
Computer/Electronic Recy Income	11.00
Haz Waste Fees	0.00
Recycling Income	430.00
Trash Income	3,171.00
Total Income	3,612.00
Gross Profit	3,612.00
Expense	
Administration Expenses	26.96
Utilities	
Total Administration Expenses	26.96
Personnel Expenses	82.68
ER Taxes	848.00
Gross Wages	
Total Personnel Expenses	930.68
Direct Services	937.70
Trash Disposal	3,629.33
Drop Off Site Expenses	931.47
Recycling	
Total Direct Services	5,498.50
Total Expense	6,456.14
Net Ordinary Income	-2,844.14
Net Income	-2,844.14

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05/27/22
Accrual Basis

Northwest Vermont Solid Waste Mgt District
Montgomery Profit & Loss
July 1, 2021 through May 27, 2022

	<u>Jul 1, '21 - May 27, 22</u>
Ordinary Income/Expense	
Income	921.39
Computer/Electronic Recy Income	75.00
Haz Waste Fees	2,190.00
Recycling Income	
Sale of Recyclables	3,996.48
Trash Income	46,073.00
Composter Sales	200.00
Recycle Bin Sales	48.00
	<hr/>
Total Income	53,503.87
Cost of Goods Sold	54.10
Cost of Goods Sold	
	<hr/>
Total COGS	54.10
Gross Profit	<hr/>
	53,449.77
Expense	
Administration Expenses	286.09
Utilities	
	<hr/>
Total Administration Expenses	286.09
Personnel Expenses	
ER Taxes	1,055.85
Gross Wages	10,821.94
	<hr/>
Total Personnel Expenses	11,877.79
Direct Services	
Trash Disposal	11,029.90
Drop Off Site Expenses	5,320.87
Recycling	6,125.66
Computer/Electronic Collection	227.24
	<hr/>
Total Direct Services	22,703.67
Cost of Composters Sold	198.64
	<hr/>
Total Expense	35,066.19
Net Ordinary Income	<hr/>
	18,383.58
Net Income	<hr/> <hr/>
	18,383.58

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Accrual Basis

Northwest Vermont Solid Waste Mgt District
No. Hero Profit & Loss
April 2022

	<u>Apr 22</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	16.00
Total Compost Collection	16.00
Computer/Electronic Recy Income	114.60
Haz Waste Fees	0.00
Recycling Income	868.00
Trash Income	3,649.00
Composter Sales	50.00
Total Income	<u>4,697.60</u>
Gross Profit	4,697.60
Expense	
Personnel Expenses	
ER Taxes	163.80
Gross Wages	1,680.00
Total Personnel Expenses	1,843.80
Direct Services	
Trash Disposal	1,088.78
Drop Off Site Expenses	241.65
Recycling	389.00
Total Direct Services	1,719.43
Cost of Composters Sold	49.66
Total Expense	<u>3,612.89</u>
Net Ordinary Income	1,084.71
Net Income	<u><u>1,084.71</u></u>

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Accrual Basis

Northwest Vermont Solid Waste Mgt District

No. Hero Profit & Loss

May 1 - 27, 2022

	<u>May 1 - 27, 22</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	90.00
Total Compost Collection	<u>90.00</u>
Computer/Electronic Recy Income	146.96
Haz Waste Fees	20.00
Recycling Income	683.50
Trash Income	<u>2,825.50</u>
Total Income	<u>3,765.96</u>
Gross Profit	3,765.96
Expense	
Personnel Expenses	
ER Taxes	85.60
Gross Wages	878.00
Total Personnel Expenses	<u>963.60</u>
Direct Services	
Trash Disposal	1,083.59
Drop Off Site Expenses	96.38
Recycling	198.00
Total Direct Services	<u>1,377.97</u>
Total Expense	<u>2,341.57</u>
Net Ordinary Income	<u>1,424.39</u>
Net Income	<u><u>1,424.39</u></u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District
No. Hero Profit & Loss
July 1, 2021 through May 27, 2022

	<u>Jul 1, '21 - May 27, 22</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	188.55
Total Compost Collection	188.55
Computer/Electronic Recy Income	645.68
Haz Waste Fees	75.00
Recycling Income	6,043.60
Sale of Recyclables	2,672.09
Trash Income	33,199.10
Composter Sales	50.00
Recycle Bin Sales	18.00
Total Income	42,892.02
Cost of Goods Sold	
Cost of Goods Sold	20.29
Total COGS	20.29
Gross Profit	42,871.73
Expense	
Personnel Expenses	
ER Taxes	1,083.42
Gross Wages	11,113.00
Total Personnel Expenses	12,196.42
Facilities/Equipment Expenses	
Warehouse Supplies	102.13
Total Facilities/Equipment Expenses	102.13
Direct Services	
Trash Disposal	13,435.13
Drop Off Site Expenses	2,316.61
Recycling	4,789.11
Computer/Electronic Collection	53.28
Total Direct Services	20,594.13
Cost of Composters Sold	49.66
Total Expense	32,942.34
Net Ordinary Income	9,929.39
Net Income	<u>9,929.39</u>

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Accrual Basis

Northwest Vermont Solid Waste Mgt District
No. Hero Profit & Loss
July 1, 2021 through May 27, 2022

	<u>Jul 1, '21 - May 27, 22</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Brush Collection	188.55
Total Compost Collection	188.55
Computer/Electronic Recy Income	645.68
Haz Waste Fees	75.00
Recycling Income	6,043.60
Sale of Recyclables	2,672.09
Trash Income	33,199.10
Composter Sales	50.00
Recycle Bin Sales	18.00
Total Income	42,892.02
Cost of Goods Sold	
Cost of Goods Sold	20.29
Total COGS	20.29
Gross Profit	42,871.73
Expense	
Personnel Expenses	
ER Taxes	1,083.42
Gross Wages	11,113.00
Total Personnel Expenses	12,196.42
Facilities/Equipment Expenses	
Warehouse Supplies	102.13
Total Facilities/Equipment Expenses	102.13
Direct Services	
Trash Disposal	13,435.13
Drop Off Site Expenses	2,316.61
Recycling	4,789.11
Computer/Electronic Collection	53.28
Total Direct Services	20,594.13
Cost of Composters Sold	49.66
Total Expense	32,942.34
Net Ordinary Income	9,929.39
Net Income	<u>9,929.39</u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District
St. Albans Profit & Loss
April 2022

	<u>Apr 22</u>
Ordinary Income/Expense	
Income	
Trash Income	2,046.00
Total Income	<u>2,046.00</u>
Gross Profit	2,046.00
Expense	
Personnel Expenses	
ER Taxes	43.90
Gross Wages	450.00
Total Personnel Expenses	493.90
Direct Services	
Trash Disposal	844.94
Drop Off Site Expenses	130.83
Recycling	121.60
Total Direct Services	<u>1,097.37</u>
Total Expense	<u>1,591.27</u>
Net Ordinary Income	454.73
Net Income	<u><u>454.73</u></u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District
St. Albans Profit & Loss
May 1 - 27, 2022

	<u>May 1 - 27, 22</u>
Ordinary Income/Expense	
Income	
Trash Income	1,973.00
Total Income	<u>1,973.00</u>
Gross Profit	1,973.00
Expense	
Personnel Expenses	
ER Taxes	26.34
Gross Wages	270.00
Total Personnel Expenses	<u>296.34</u>
Direct Services	
Trash Disposal	531.92
Drop Off Site Expenses	105.37
Total Direct Services	<u>637.29</u>
Total Expense	<u>933.63</u>
Net Ordinary Income	<u>1,039.37</u>
Net Income	<u><u>1,039.37</u></u>

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05/27/22

Accrual Basis

Northwest Vermont Solid Waste Mgt District

St. Albans Profit & Loss

July 1, 2021 through May 27, 2022

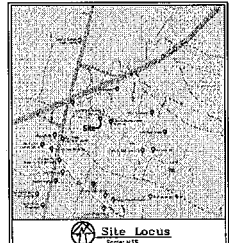
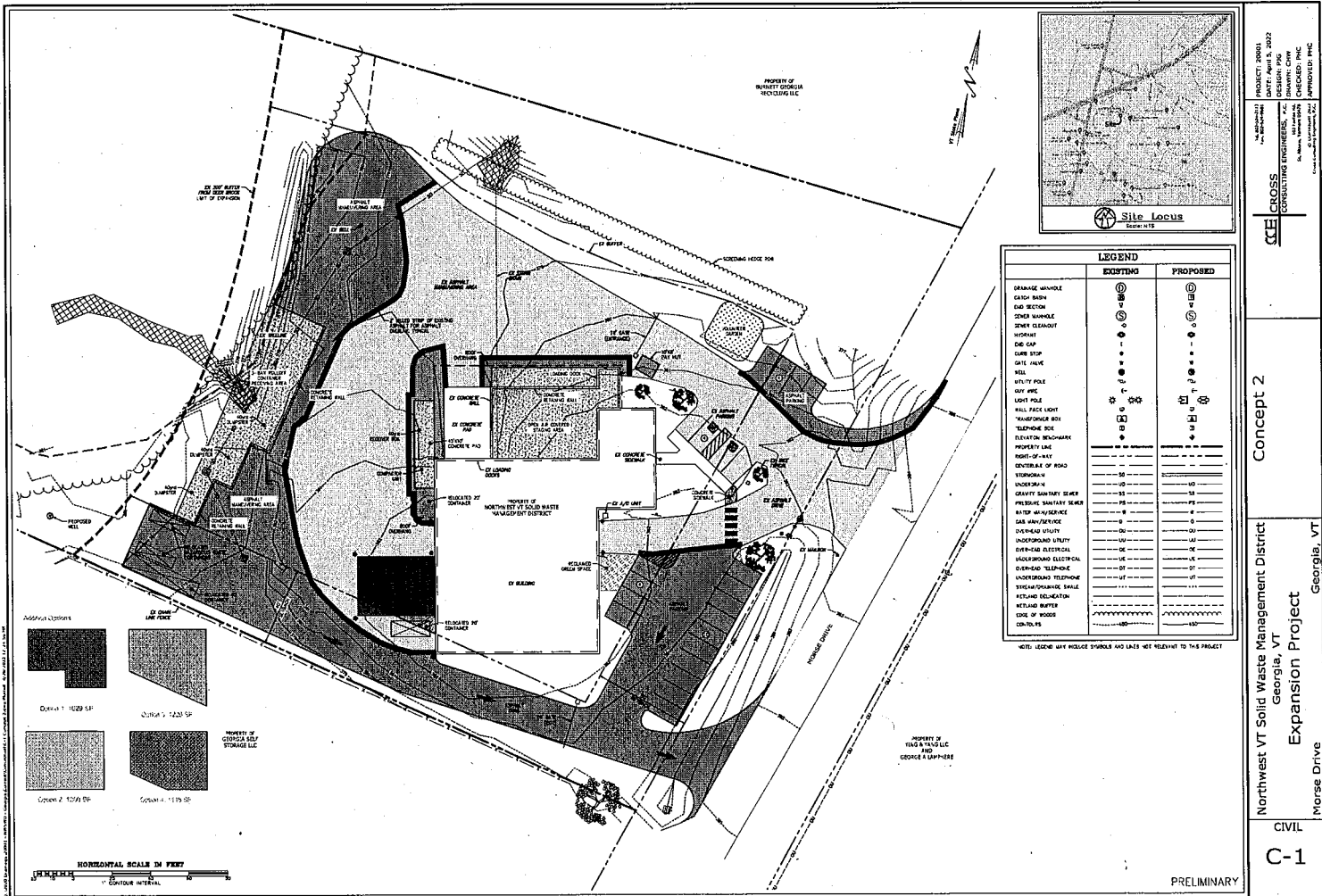
	<u>Jul 1, '21 - May 27, 22</u>
Ordinary Income/Expense	
Income	
Sale of Recyclables	3,188.98
Trash Income	28,854.00
Total Income	<u>32,042.98</u>
Gross Profit	32,042.98
Expense	
Personnel Expenses	
ER Taxes	376.75
Gross Wages	3,862.50
Total Personnel Expenses	4,239.25
Direct Services	
Trash Disposal	8,670.54
Drop Off Site Expenses	1,557.36
Recycling	1,244.00
Total Direct Services	<u>11,471.90</u>
Total Expense	<u>15,711.15</u>
Net Ordinary Income	16,331.83
Net Income	<u><u>16,331.83</u></u>

Northwest Vermont Solid Waste Mgt District

A/R Aging Summary

As of May 27, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Abbey Group, The	0.00	0.00	0.00	0.00	17.00	17.00
Alburgh Elementary	135.00	0.00	0.00	0.00	0.00	135.00
Alburgh, Town of	2,280.02	0.00	0.00	0.00	0.00	2,280.02
All Cycle-Williston	15,928.28	0.00	268.82	0.00	2,981.82	19,178.92
All Cycle - Highgate	32,744.58	0.00	0.00	828.00	1,828.76	35,401.34
All Metal Recycling	0.00	0.00	0.00	0.00	1,296.26	1,296.26
Bakersfield Elementary/Middle School	118.00	0.00	0.00	0.00	133.00	251.00
BFA-St. Albans City (c)	70.00	0.00	0.00	0.00	65.00	135.00
Blair's Trucking Inc.	439.04	0.00	0.00	0.00	0.00	439.04
Casella-Montpelier	707.35	0.00	0.00	0.00	0.00	707.35
Century Arms	15.00	0.00	0.00	0.00	0.00	15.00
Cerberus EHS - c	0.00	0.00	0.00	0.00	200.00	200.00
CODElectric, LLC - c	18.00	3.00	0.00	8.00	16.00	45.00
Duffy's	1,569.29	1,434.51	0.00	1,297.28	892.97	5,194.05
Enosburg Elementary School (c)	138.00	0.00	0.00	0.00	0.00	138.00
Enosburg Falls Country Club (c)	0.00	0.00	0.00	0.00	61.00	61.00
Enosburg Falls Middle School (c)	81.00	0.00	0.00	0.00	351.00	432.00
Fairfield Center School (c)	70.00	0.00	120.00	0.00	0.00	190.00
Fairfield Community Center	28.00	0.00	0.00	0.00	0.00	28.00
First Response Labor, LLC	0.00	0.00	0.00	0.00	5.00	5.00
Fletcher Town School District	155.00	0.00	0.00	0.00	0.00	155.00
Franklin County Rehab	140.00	150.00	115.00	0.00	0.00	405.00
Franklin Elementary (c)	56.00	0.00	0.00	0.00	68.00	124.00
Franklin NW Supervisory Union	0.00	0.00	0.00	0.00	77.00	77.00
Georgia	0.00	0.00	0.00	0.00	15.00	15.00
Georgia Elementary School	0.00	0.00	0.00	0.00	3.50	3.50
Georgia Market - c	270.00	0.00	0.00	0.00	140.00	410.00
Georgia Town School District (c)	165.00	0.00	0.00	0.00	0.00	165.00
Good Point Recycling, American Retroworks	1,133.46	402.39	0.00	0.00	77.44	1,613.29
Grand Isle State Park	0.00	0.00	0.00	0.00	179.00	179.00
Grand Isle, Town of	743.09	0.00	0.00	0.00	535.58	1,278.67
Highgate Elementary	140.00	0.00	0.00	0.00	0.00	140.00
I & L FOM JV	142.50	0.00	0.00	0.00	0.11	142.61
Jeff's Seafood	240.00	0.00	0.00	0.00	0.00	240.00
Lamoille Regional Solid Waste District-c	28.00	0.00	0.00	0.00	227.50	255.50
Liquid Measurements	0.00	0.00	0.00	0.00	170.00	170.00
Maple Run School District Central Office	36.00	0.00	0.00	0.00	0.00	36.00
Mill River Brewing	309.00	0.00	0.00	0.00	0.00	309.00
Montgomery Elementary School	81.00	0.00	0.00	0.00	0.00	81.00
Myers	23,619.67	0.00	0.00	0.00	2,537.00	26,156.67
Northwest Counseling Services	120.00	0.00	0.00	0.00	0.00	120.00
Northwest Medical Center/Hospitality (c)	380.00	0.00	335.00	0.00	0.00	715.00
Pet Food Warehouse	21.00	0.00	28.00	0.00	25.00	74.00
Richford Elementary School	161.00	0.00	0.00	0.00	0.00	161.00
Richford High School	111.00	0.00	0.00	0.00	93.00	204.00
Sheldon School (c)	155.00	0.00	0.00	0.00	230.00	385.00
Sheldon, Town of	245.00	0.00	0.00	0.00	0.00	245.00
Simon's Island Beverage	85.00	0.00	0.00	0.00	0.00	85.00
Soule Redemption	238.00	0.00	0.00	0.00	218.00	456.00
St. Albans City Elem	0.00	0.00	0.00	0.00	74.00	74.00
St. Albans City School (c)	275.00	0.00	0.00	0.00	0.00	275.00
St. Albans Coop	592.50	0.00	0.00	0.00	0.00	592.50
St. Albans Town School	180.00	0.00	0.00	0.00	135.00	315.00
St. Albans, City Customer	378.00	0.00	0.00	0.00	0.00	378.00
Superior Technical Ceramics	60.00	0.00	0.00	0.00	0.00	60.00
Sylvesters Rubbish Removal, LLC	12,204.19	0.00	0.00	665.91	75.71	12,945.81
TREX Company, Inc	0.00	0.00	0.00	0.00	5.18	5.18
Tuttle's Trucking-Customer	11,329.08	6.00	0.00	0.00	0.00	11,335.08
Vermont Agency of Natural Resources	0.00	0.00	0.00	16,000.00	0.00	16,000.00
Vermont New York Battery Co.	257.04	0.00	0.00	92.82	146.72	496.58
VT Forests, Parks and Rec.	0.00	0.00	0.00	0.00	163.00	163.00
Wetherby's Trash Removal	535.00	0.00	0.00	244.00	284.00	1,063.00
TOTAL	108,927.09	1,995.90	866.82	19,136.01	13,327.55	144,253.37



	EXISTING	PROPOSED
DRAINAGE MARKER	⊙	⊙
DRIVE BURN	⊙	⊙
ROAD SECTION	⊙	⊙
SEWER MARKER	⊙	⊙
SEWER ELEVATION	⊙	⊙
WATERMETER	⊙	⊙
DEE CAP	⊙	⊙
CURB STOP	⊙	⊙
GATE PILE	⊙	⊙
WELL	⊙	⊙
UTILITY POLE	⊙	⊙
UTILITY PILE	⊙	⊙
LIGHT POLE	⊙	⊙
WELL FACE LIGHT	⊙	⊙
WATERMETER BOX	⊙	⊙
TELEPHONE BOX	⊙	⊙
SEWERAGE TRENCH	⊙	⊙
PROPERTY LINE	⊙	⊙
PORT-OF-WAY	⊙	⊙
BOUNDARY OF ROAD	⊙	⊙
TURNOVER	⊙	⊙
UNDERPASS	⊙	⊙
GRAVITY SANITARY SEWER	⊙	⊙
PRESSURE SANITARY SEWER	⊙	⊙
WATER MAIN/SEWER	⊙	⊙
GAS MAIN/SEWER	⊙	⊙
OVERHEAD UTILITY	⊙	⊙
UNDERGROUND UTILITY	⊙	⊙
DIRECTIONS TELEPHONE	⊙	⊙
UNDERGROUND TELEPHONE	⊙	⊙
STREAM/DRAINAGE SWALE	⊙	⊙
WETLAND DELINEATION	⊙	⊙
WETLAND BUFFER	⊙	⊙
LINE OF WOODS	⊙	⊙
CONTOUR	⊙	⊙

NOTE: LEGEND MAY INCLUDE SYMBOLS AND LINES NOT NECESSARY TO THIS PROJECT

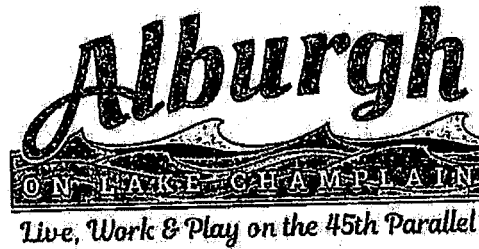
PROJECT 2001
 DATE: April 5, 2002
 DESIGN: PWS
 CHECKED: PWS
 APPROVED: PWS

Concept 2

Northwest VT Solid Waste Management District
 Georgia, VT
 Expansion Project
 Morse Drive
 Georgia, VT

CIVIL
 C-1

PRELIMINARY



Town of Alburgh
1 North Main Street
Alburgh, VT 05440

March 21st, 2022

John Leddy
Executive Director
Northwest VT Solid Waste Management District
158 Morse Drive, Fairfax, VT 05454

Dear Mr. Leddy,

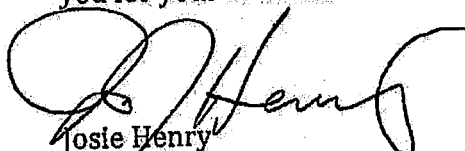
Following up on our discussion earlier this year regarding the Alburgh Transfer Station, we are formally requesting the Northwest VT Solid Waste District take over operations at the Alburgh facility.

Over the past year, the Town of Alburgh has been looking into alternatives for operating our local transfer station. Historically, the town selectboard has overseen and managed the facility, but we have reached the point where our board members can't effectively oversee operations in conjunction with their day jobs and other commitments to the town.

As we brainstormed alternatives, we considered hiring additional town employees and investing in new equipment to upgrade our capabilities, but we don't have the expertise or resources to make that happen. We also looked at privatization options but don't want to run the risk of our residents paying significantly higher costs for a service many of them greatly need.

We feel our best course of action is to have the district take over operations. Our neighbors in North Hero made a similar decision years ago and have nothing but positive reviews about the transition.

We understand this is a big ask and stand by to answer any questions you may have. Thank you for your consideration.


Josie Henry
Alburgh Selectboard Chair

Weapon Free Workplace Policy ~~Draft – 5.19.2022:~~

To ensure that the NWSWD maintains a safe workplace for all employees and customers, the company prohibits the possession or use of firearms or other destructive devices/weapons by employees on their person or in their vehicle while on company property or property that the district utilizes for business.

~~All workers are subject to this provision, including contract workers and temporary employees, while completing NWSWD assigned duties. A license to carry the weapon does not supersede company policy. Any employee in violation of this policy will shall be subject to disciplinary action, up to and including termination.~~

This includes:

- a. "Firearms" – any weapon (including starter guns) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any weapon described in the above, and any device used to muffle or silence the weapon.
- b. "Destructive Device (s)" is an explosive, incendiary or poison gas, or flame generator or any sharp-edged instrument* or other instrument designed to harm another person or property or is used individually or in combination with the intent to harm another person or property.
- c. Destructive Devices include, but are not limited to: bombs, grenades, rockets, missiles, knives, stilettos, blackjacks (or other similar club weapons), brass knuckles.
- c. "Weapons" includes knives clearly capable of being used as weapons*, stun guns, tasers or other instrument designed to harm another person or property or is used individually or in combination with the intent to harm another person or property.

~~All workers are subject to this provision, including contract workers and temporary employees. A license to carry the weapon does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.~~

The NWSWD recognizes that there may be circumstances in which The District deems it acceptable and/or necessary for the employee to receive a waiver of this policy. Examples could be:

1. Carrying an unloaded hunting rifle in a vehicle during hunting season,
2. A District Enforcement Officer request that could include safety concerns.

Prior to bringing any Firearm or Destructive Device to any NWSWD facility or property of which it inhibits, the employee must request and receive written permission to do so from the Executive Director or the Executive Director's Designee. The written request for permission must include: a. the basis for the request, and b. how long the necessity will last.

With approved notification, any Firearm or Destructive Device will be kept in a locked vehicle at all times unless otherwise approved. The Executive Director may grant, deny, or revoke permission at any time and/or apply conditions he believes are appropriate.

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The NWSWD reserves the right at any time and at its discretion, to search any company owned or leased vehicles, any vehicle being utilized to conduct NWSWD business, any desk, locker, packages, containers, purses, or any other enclosures, or persons, brought unto NWSWD property or property The District utilizes, to determine whether any weapon is being or has been brought unto its property or property it utilizes, in violation of this policy. Any employee who fails or refuses to promptly permit a search under this policy will be subject to discipline up to and including termination.

*Exclusive of tools utilized by NWSWD employees to perform daily job functions.

DRAFT

