

NOTICE

NORTHWEST VERMONT SOLID WASTE DISTRICT

BOARD OF SUPERVISORS MEETING

DATE: JUNE 12, 2024

TIME: 6:30 PM

LOCATION: NWSWD OFFICES 158 MORSE DR., GEORGIA AND

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

1. Adjustments to the Agenda
2. Welcome, introductions, opening remarks –Chair
3. Opportunity for Public Comment
4. Approval of Minutes: May 1, 2024 (enclosed)
5. STAFF REPORTS

1) Executive Director's Report

2) Financial Report

6.COMMITTEE REPORTS

FINANCE- No Action

BUILDING- General Contractor Bid Recommendation and Selection

OPERATIONS- (No Action) Alburgh Updates/ Schedule June Meeting

ADMINISTRATION- (No Action)

EXECUTIVE – (No Action)

7. Other Business/Announcements

8. Adjourn

Pizza will be provided.

Minutes

NWSWD Board of Supervisors Meeting & Annual Organization of the Board

May 1, 2024

The Board of Supervisors of the Northwest Vermont Solid Waste Management District held their regularly scheduled board meeting May 1, 2024, via zoom and at the St. Albans Town Hall at 6:30 PM.

Supervisors Present:

Buermann, Bob – So. Hero - zoom
Doremus, Mark – Bakersfield – zoom
Duchaine, Russel – Alburgh – zoom
Getty, Jennifer – Fletcher - zoom
Kade, Barry – Montgomery
Lambert, Paul – Georgia - zoom

Micheli, Carlo – Swanton – zoom
Richards, Jim - No. Hero – zoom
St. Francis, April – Highgate
Sylvester, Mary – Berkshire - zoom
Tibbits, Jaime – Fairfield
Voegelé, Al - St. Albans Town

Supervisors Absent:

Peloubet, David – Sheldon
Shepard, Kristin – Richford
Sturtevant, Brooks – Franklin

Others Present:

John Leddy, Executive Director
Pam Bolster, Finance
Henry, Josie – Previous Alburgh
Representative & Board Chair - zoom

Full Board Meeting

Chair Jaime Tibbits called the meeting to order at 6:30 PM. Mr. Leddy addressed the board noting this as our organizational meeting originally scheduled to occur in April.

1) Agenda Review-Additions/Deletions:

Ms. Tibbits asked for any additions or comments to the agenda.

2) Welcome, Introductions, Opening Remarks – Chair:

Ms. Tibbits welcomed members of the board and thanked them for attending. Prior to the annual organization of the board, new members of the board were introduced, and all board members introduced themselves. Ms. Henry announced that she has resigned from the board and Mr. Duchaine has been appointed as the new board member. New members included: Mr. Duchaine, Ms. Sylvester, Ms. Sheperd. Ms. Sheperd was not present.

3) Public Hearing & Public Comments: No Attendees / No Public Comments

4) District Announcements:

Mr. Leddy noted Green Up Day for the coming weekend. Municipal Tire Collection Program continues, and notification was sent to towns. Brief discussion ensued.

5) Vote: Minutes of the February 7th & February 28, 2024 NWSWD Board Meetings:

Ms. Tibbits asked for a motion to approve the minutes of February 7, 2024. Ms. Getty noted what was thought should reference batteries instead of tires. As both had been discussed, Ms. Bolster said she would check it out and will correct if warranted. Mr. Buermann made a motion to approve with potential correction. All were in favor and the motion passed. Ms. Tibbits asked for a motion to approve the minutes of February 28, 2024. Mr. Buermann made the motion to approve as written with a correction to the spelling (again) of his name. All were in favor and the motion passed.

6) Annual Organizational Meeting of the Board.

i. Nomination and Election of District Officers: Board Chair, Vice-Chair, Treasurer, and Clerk. Ms. Tibbits opened nominations for Board Chair. Ms. Getty nominated Jaime Tibbits for Board Chair. No other nominations. Seconded by Mr. Doremus. All were in favor. Mr. Kade abstained.

Ms. Tibbits nominated Ms. Getty for Vice-Chair. Mr. Buermann seconded. No other nominations. All were in favor.

Ms. Tibbits nominated Mr. Leddy for Treasurer. Seconded by Mr. Buermann. No other nominations. All in favor.

Ms. Tibbits nominated Ms. Bolster for Clerk. Seconded by Mr. Buermann. No other nominations. All in favor.

The clerk placed one vote in favor of each nomination.

ii. Review of Committee Assignments:

Ms. Bolster noted the current committee members, Ms. Tibbits noted committees meet as needed:

Executive Committee: Mr. Kade, Mr. Lambert, Mr. Micheli, Mr. Voegele, Ms. Tibbits

Administration Committee: Ms. Tibbits, Mr. Micheli

Finance/Operations Committee: Ops, Mr. Kade, Ms. St. Francis. Finance, Mr. Voegele, Ms. Getty.

Charter/Ordinance Committee: Mr. Kade, Mr. Richards

Buildings Committee: Mr. Voegele, Mr. Buermann, Mr. Doremus

Ms. Tibbits asked for additional volunteers for committees. Ms. Bolster read the focus points of each Committee Descriptions. Ms. Getty volunteered for both the Executive and Administration Committee's.

iii. Determine Meeting Schedule for next year. Mr. Leddy noted the current schedule as the first Wednesday of the months of February, April, June, August, October, November and December. Discussion ensued. Mr. Leddy stated he felt the current schedule met the needs of The District. Mr. Richards questioned whether there was any reason to change the current schedule. Mr. Leddy stated only if the board felt they wanted to meet more frequently, that they weren't getting updated enough. Mr. Richards said he felt it worked well with the extra meeting in November and with the fact that special meetings can be called if necessary. Ms. Getty agreed. Motion by Mr. Richards to continue the current schedule.

Seconded by Mr. Lambert. All were in favor and the motion passed. Discussion occurred about meeting locations. Motion made by Mr. Richards to continue to conduct meeting both via zoom, and at the St. Albans City Hall Auditorium, seconded by Mr. Micheli. Discussion. Suggestion to add unless otherwise stated by Mr. Lambert. All in favor and the motion passed

7) Staff Reports:

1. Directors Report:

Mr. Leddy stated that he received the documents from the engineers that will allow the project to go out to bid, spec sheets etc. It will be going out to bid in the next week or so. In discussion with Mr. Lintereur, the Districts Owners Representative, they are hoping that this will be an end of the season project for a construction firm which could be advantageous to the District. Building Permits will be pulled in the month of May. General Operations have been normal. The District has a new full time compost driver who is doing well. Mr. Leddy noted the Eclipse Glasses Collection Project in which the district collected Five 30gl barrels that are at least ½ full. The District will coordinate with Astronomers Without Borders for their future. Ms. Tibbits thanked Mr. Leddy for closing for the eclipse for staff for both viewing and travel.

Mr. Leddy noted the House Resource Committee passed a bill that brings all rechargeable batteries (with limited exceptions) into the state battery program. The full house will vote on the bill. Discussion. He will update at the June meeting.

He noted the June meeting with the Town of Alburgh about the potential of the District to Operate the Transfer Station. Details were discussed. The discussed the possibility of an October target date. Discussion by the Board including staffing. Mr. Duchaine was asked to contribute as the current manager of the Alburgh Transfer Station. He noted a split board about this idea but until there is a more accurate MOU to review he is unclear where they currently stand. Mr. Leddy noted that there are still meetings that need to occur and hoped that Mr. Duchaine would be able to attend.

Mr. Richards asked about the dead truck issue and the progress in the purchase of a new one. Mr. Leddy updated that he has discovered used fleet trucks through Rider that he is exploring that could be modified as necessary. Details discussed as well as discussion of current operations in the interim.

2. Finance Report:

Ms. Bolster noted that Ms. Tuck from Isle La Motte. resigned from the board as not all board members might not be aware. Vacant seats are now Isle La Motte, Enosburg, Grand Isle and St. Albans City. Letters of Notification were sent to towns in March to try to assist filling these seats. Letters were also sent to the Selectboards of Towns in which the Supervisors term was up, which included, Mr. Buermann, Mr. Micheli, Mr. Richards and Mr. Peloubet. All have been reappointed except Mr. Micheli. Ms. Bolster will follow up. She directed the board to the contact sheet for board members and asked that if any information needed to be updated, they do so.

Ms. Bolster noted for the board the sale of Tuttle Trucking to First Response Labor who will operate under the Tuttle's name. The transmission has gone smoothly thus far.

She mentioned the Municipal Tire Program and that the District will expend the balance of those funds this year. When they are able, they will need to decide if they wish to allocate additional funds for this program.

She mentioned the FY23 audit and the delay in receipt of the completed audit. The timeline was reviewed as well as the limited contact she has had with them. She explained that the bond bank has a requirement that in March the previous years audit is presented. This poses a problem though the bond bank is aware of the delay with this audit company, and we are not the only ones in this situation. Discussion ensued that included the possibility of breaking the contract for the FY24 audit. Ms. Bolster will keep the Board posted but at this point there is no indication of when the completed audit will be received. Mr. Kade suggested a group bid for future audit services and to speak with an attorney in relation to this and to find out how many districts are dealing with this same company. Suggestions were made to discuss with VLCT as well. Some suggestions for services were made. A new RFP was noted as a possibility. Ms. Getty stated that the CSWD is in a similar situation with the same audit company. Until a completed audit is received no surplus funds from FY23 can be allocated.

In relation to the bond. Receipt was accepted of the bond funds on March 13th. We have 90 days to spend 15% of those borrowed funds. She has questioned the representative about any ramifications if that requirement is not met.

She noted the new finance assistant Tony is working out very well. That he has done extremely well with AR and Ms. Bolster is now giving exposure to other areas including AP and Payroll. She noted progress documenting finance procedures and processes.

In relation to the finance report she reported running tight this year however we should still see a surplus. Recent increases in pricing from both All Cycle for trash tipping and an 18% increase for HHW disposal are having an impact. Our price increases are almost ready for implementation. Trucking costs have been high in general and now the district is incurring truck rental costs. Higher activity months are on the way in relation to drop off sites which will be welcome.

The State of Vermont has given an implementation date for the Child Care Tax. There are options for full employer responsibility or to pass a portion of the cost to the employee. Discussion ensued. Feedback from a few employees aware of this has not been good, those with or without children. She and Mr. Leddy will discuss the actual impact to the district to determine the best implementation. Mr. Richards felt that this should show on their paychecks so that they are aware they are being taxed for this. He also felt that employees could be compensated in other ways to cover this.

8) Commissioner Announcements. None

9) Board Adjourned at 8:20PM

Director's Report 6-6-2024

It is time for us to submit 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. We are ahead of schedule and have already submitted the report which in the past wasn't submitted until just before the June 30 due date.

We have applied for all necessary permits (Act 250 amendment, Construction (State Fire Marshal) local Zoning) and I attend the DRB meeting with the Town of Georgia this past Tuesday. We reviewed the entire project and there were lots of questions. In the end, there was one minor change but nothing that will derail the process. Bids are due Friday June 7 and should be included with this Board Packet. The Building Committee will review them on Monday and have a recommendation for our meeting on Wednesday. We are hoping to start the construction late summer or early fall.

As we chose a contractor we were reminded of the District's Conflict of Interest Policy. Please review the policy that is included in the Board Packet. If you or anyone in your immediate family may benefit from the award of a contract like this, you should recuse yourself from the vote. This also goes for all district business, policies, actions, or contracts. If you have any questions, please let us know.

In HHW news the summer has started off with a bang. At the Georgia facility there has been a steady stream of households properly disposing their hazardous products and materials. Having a facility that is 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 lower than last year. Participation was between 40-70 households per event where we saw between 60-100 cars last year. I believe that more people are choosing to use the facility that is open 5 days a week rather than wait for the one day a week that we come to their town or a town near them. However, the events numbers still show that they are being used. 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 the past we were in discussions with a new outlet for maple sap tubing in nearby Quebec. After samples were mailed to them and discussions of quantity and delivery schedule, we were excited for a partnership that was close to home. However, it didn't work out at that time due to issues importing the material directly into Canada. However, recently we were in discussions with UVM Extension and H2O/Leader, a producer of maple tubing, about a potential partnership to recycle tubing close to home. We're cautiously excited and will let you know how it proceeds.

Over the past two months we met with the folks in Alburgh to discuss the Transfer Station and an MOU for the District to operate the facility. I will give an update at our meeting and schedule a meeting of the Operation Committee to discuss the MOU and the details of site operation that we've discussed with the town to keep moving forward.

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 2023 through May 2024

10
15

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Compost Collection				
Commercial Route Compost	127,074.50	157,575.00	-30,500.50	80.6%
Brush Collection	622.00	500.00	122.00	124.4%
Residential Route Composting	30,043.18	46,552.00	-16,508.82	64.5%
Compost Collection - Other	1,738.00			
Total Compost Collection	159,477.68	204,627.00	-45,149.32	77.9%
Computer/Electronic Recy Income	17,591.97	24,000.00	-6,408.03	73.3%
Grants				
Pesticide Grant	5,960.75	4,000.00	1,960.75	149.0%
SWIP Grant	47,035.06	47,035.00	0.06	100.0%
Total Grants	52,995.81	51,035.00	1,960.81	103.8%
Hauler Licensing	1,600.00	1,500.00	100.00	106.7%
Haz Waste Fees	19,378.05	30,000.00	-10,621.95	64.6%
Interest Income	2,452.35	4,200.00	-1,747.65	58.4%
Miscellaneous Income	1,526.00	500.00	1,026.00	305.2%
Municipal Assessments	62,670.00	63,192.25	-522.25	99.2%
Recycling Income	79,780.00	90,000.00	-10,220.00	88.6%
Sale of Recyclables	38,687.32	45,000.00	-6,312.68	86.0%
Trash Income	329,145.82	367,500.00	-38,354.18	89.6%
Surcharge Income	819,900.89	942,885.50	-122,984.61	87.0%
Composter Sales	450.00	2,000.00	-1,550.00	22.5%
Recycle Bin Sales	282.00	500.00	-218.00	56.4%
Minor A/R and A/P Charge-Off	-4.49			
Total Income	1,585,933.40	1,826,939.75	-241,006.35	86.8%
Cost of Goods Sold	368.06			
Cost of Goods Sold	368.06			
Total COGS				
Gross Profit	1,585,565.34	1,826,939.75	-241,374.41	86.8%
Expense				
Administration Expenses				
Advertising	578.60	2,000.00	-1,421.40	28.9%
Bank Service Charges				
Credit Card Processing	3,161.83	3,000.00	-3,000.00	0.0%
Bank Service Charges - Other	0.00			
Total Bank Service Charges	3,161.83	3,000.00	161.83	105.4%
Copier Lease	2,038.33	2,000.00	38.33	101.9%
Dues	18,066.86	10,000.00	8,066.86	180.7%

**Northwest Vermont Solid Waste Mgt District
Profit & Loss Budget vs. Actual
July 2023 through May 2024**

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
Insurance	70,547.00	64,800.00	5,747.00	108.9%
Misc.	1,395.45	1,500.00	-104.55	93.0%
Office Equipment	10,426.97	6,500.00	3,926.97	160.4%
Office Supplies	2,879.82	4,500.00	-1,620.18	64.0%
Postage and Delivery	660.00	1,800.00	-1,140.00	36.7%
Training/Development Utilities	2,790.06	5,000.00	-2,209.94	55.8%
Telephone	3,791.21			
Utilities - Other	9,907.33	15,500.00	-5,592.67	63.9%
Total Utilities	13,698.54	15,500.00	-1,801.46	88.4%
Bad Debt Expense	7,848.66			
Payroll Clearance	684.77			
Total Administration Expenses	134,776.89	116,600.00	18,176.89	115.6%
Personnel Expenses				
Benefits				
ER 457 Cont	24,246.06	30,685.00	-6,438.94	79.0%
Benefits - Other	213,527.41	250,895.72	-37,368.31	85.1%
Total Benefits	237,773.47	281,580.72	-43,807.25	84.4%
ER Taxes	51,682.25	66,438.00	-14,755.75	77.8%
Gross Wages	649,694.59	804,325.00	-154,630.41	80.8%
Payroll Processing	5,010.68	4,500.00	510.68	111.3%
Total Personnel Expenses	944,160.99	1,156,843.72	-212,682.73	81.6%
Board of Supervisors				
VMBB Series 2024-1				
Board Meetings/Retreats	8,248.50	500.00	-156.86	68.6%
Legal/Accounting	343.14	12,000.00	-8,757.59	27.0%
Property Taxes	3,242.41	10,300.00	169.58	101.6%
Sheldon Land Note-Contingency	10,469.58	3,000.00	-3,000.00	0.0%
VMBB Bond Expense Series 2007-1	0.00	56,894.00	25.25	100.0%
Total Board of Supervisors	79,222.88	82,694.00	-3,471.12	95.8%
Facilities/Equipment Expenses				
Mobile Equipment Maint/Repairs				
Capital Maintenance	37,363.36	30,000.00	7,363.36	124.5%
New Equipment	0.00	45,944.00	-45,944.00	0.0%
Building Improvements	119.90	1,000.00	-880.10	12.0%
Building Maintenance / Repairs	0.00	1,500.00	-1,500.00	0.0%
Equipment Supplies/Maintenance	1,276.07	2,300.00	-1,023.93	55.5%
	20,011.26	10,000.00	10,011.26	200.1%
Janitorial	7,432.96			
Mobile Equipment Fuel	48,297.94	45,000.00	3,297.94	107.3%
Plowing/Mowing	2,505.00	3,000.00	-495.00	83.5%
Warehouse Supplies	3,979.29	4,000.00	-20.71	99.5%

Northwest Vermont Solid Waste Mgt District
Profit & Loss Budget vs. Actual
July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
Facilities/Equipment Expenses - Other	129.03			
Total Facilities/Equipment Expenses	121,114.81	142,744.00	-21,629.19	84.8%
Direct Services				
Trash Disposal	112,862.18	106,000.00	6,862.18	106.5%
Enforcement	0.00	1,000.00	-1,000.00	0.0%
Community Assistance	0.00	1,000.00	-1,000.00	0.0%
Drop Off Site Expenses	14,347.17	12,000.00	2,347.17	119.6%
Composting				
Brush Collection	14,280.00			
Commercial Route Compost	51,917.50			
Composting - Other	28,603.76	95,000.00	-66,396.24	30.1%
Total Composting	94,801.26	95,000.00	-198.74	99.8%
Recycling	77,340.18	70,000.00	7,340.18	110.5%
Computer/Electronic Collection	2,862.92	3,700.00	-837.08	77.4%
Education Outreach	7,172.63	15,000.00	-7,827.37	47.8%
Hazardous Waste	41,688.76	29,000.00	12,688.76	143.8%
Total Direct Services	351,075.10	332,700.00	18,375.10	105.5%
Reconciliation Discrepancies	330.50			
Cost of Composters Sold	446.94			
Total Expense	1,631,128.11	1,831,581.72	-200,453.61	89.1%
Net Ordinary Income	-45,562.77	-4,641.97	-40,920.80	981.5%
Net Income	-45,562.77	-4,641.97	-40,920.80	981.5%

Payments

May 2024

	May 24
Air Oasis, LLC	-210.00
All Cycle - Highgate Transfer	-7,997.00
Amazon.com	-308.55
Blue Cross and Blue Shield of VT	-14,401.65
Bourne's Energy	-27.91
Casella-Hyde Park Transfer Station	-2,011.88
Chittenden Solid Waste District	-588.20
Corn, Allison	-156.11
Cota Propane and Tank Service	-11.25
Cross Engineering	-25,453.31
De Lage Landen Financial Services, Inc.	-180.39
Drummac Wind River Environmental	-704.00
Elite Service & Towing	-3,076.72
Enpro Services of Vermont, Inc *	-5,238.13
Evergreen Property Options, LLP	-1,295.00
Foley Services	-71.05
Garvey, Easton	-1,062.60
Georgia Auto Parts	-137.75
Good Point	-1,052.72
Graziano, Anthony M	-60.98
Green Mountain Power	-491.88
Hudak Farms	-5,463.00
Infinity Trust VSP	-182.90
J&L Hardware, Inc.	-373.66
K-N-S Tire Recycling	-6,558.00
King, Butch	-206.37
Madison National Life	-233.02
Misc	-8,598.86
Morse Industrial Park Owners Association	-5,541.12
Myers Recycling Center	-3,317.05
Northeast Delta Dental	-746.22
PayData	-76,345.88
R.L. Vallee, Inc.	-4,146.67
R.R. Charlebois Inc.	-206.03
Sleep Well Recycling	-2,340.00
St. Albans Messenger	-70.00
TCI	-796.50
Tim Maple	-82.78
U-Haul	-810.14
Vermont Compactor Service	-467.04
Vermont Electric Coop	-36.01
Vermont, State of	-11,407.11
Visual Edge IT	-9.00
VT Gas Systems	-275.19
W.B. Mason	-136.49
TOTAL	-192,886.12

Receipts

May 2024

	May 24
Addison County Solid Waste District	7.00
Alburgh Elementary	95.00
Alburgh, Town of	976.63
All Cycle-Williston	16,548.87
All Cycle - Highgate	39,622.50
All Metal Recycling	2,444.97
Bakersfield Elementary/Middle School	141.00
Bayside Pavillion	85.00
Berkshire School	152.50
Beth-El Court Association	85.00
BFA-St. Albans City (c)	246.00
Borst, Grace	5.00
Boutin, Mandi	5.00
Brookside Condos 2	51.00
Casella-Montpelier	431.78
Cash	577.00
Champlain Valley Weatherization	14.00
Cherry Tree Court Apartments	153.00
Chevalier Drilling Company, Inc	30.00
Drake, The	68.00
Drop Off Sites	44,736.55
Duffy's	3,861.76
Enosburg Elementary School (c)	235.00
Enosburg Falls Middle School (c)	813.50
Fairfield Community Center	73.50
Fletcher Town School District	67.50
Fletcher, Town of	276.00
Four Winds - Cathedral Square	128.00
Franklin County Rehab	513.50
Franklin Elementary (c)	122.50
Georgia	4.00
Georgia Market - c	143.00
Georgia Town School District (c)	302.50
Good Point Recycling, American Retroworks	573.25
Grand Isle, Town of	181.30
Grice Brook Gardens	141.00
Hawks Nest Housing	68.00
Heritage Lane Apartments	68.00
Highgate Elementary	205.00
Holy Angels Apartments	160.00
Jeff's Seafood	361.00
Kaiju Kitchen	221.00
Los Jefes	241.50
Main Street Market	230.00
Maple City Diner	310.00
Maple Run School District Central Office	108.00
Maple, Tim (c)	550.00
Milton Town School District	87.50
Montgomery Elementary School	175.00
Myers	20,714.54
Northwest Counseling & Support Services	153.00
Northwest Medical Center/Hospitality (c)	461.00
Perrigo	25.00
Pet Food Warehouse	35.00
Quick Response Sprinkler	30.00
Richford Elementary School	253.00
Richford High School	205.00
Sheldon School (c)	362.50
Sheldon, Town of	23.00
Snowshoe Lodge	320.00
St. Albans City School (c)	2,818.50
St. Albans Town School	300.50
Superior Technical Ceramics	68.00
Swanton Elementary School-customer	263.00
Sylvesters Rubbish Removal, LLC	6,610.32
Thai House	68.00
Traveled Cup - c	115.00
TREX Company, Inc	3,879.40
Tuttle's Trucking-Customer	5,876.71

Receipts

May 2024

	<u>May 24</u>
Vermont New York Battery Co.	225.54
Warner Home	85.00
Wilder, Pat	60.00
TOTAL	<u><u>159,649.12</u></u>

Bakersfield Profit & Loss

May 2024

	<u>May 24</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Total Compost Collection	0.00
Computer/Electronic Recy Income	86.39
Trash Income	3,074.00
Total Income	3,160.39
Gross Profit	3,160.39
Expense	
Personnel Expenses	
ER Taxes	101.50
Gross Wages	1,041.00
Total Personnel Expenses	1,142.50
Direct Services	
Trash Disposal	1,841.11
Drop Off Site Expenses	87.23
Recycling	375.50
Total Direct Services	2,303.84
Total Expense	3,446.34
Net Ordinary Income	-285.95
Net Income	<u><u>-285.95</u></u>

Bakersfield Profit & Loss

July 2023 through May 2024

	<u>Jul '23 - May 24</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Total Compost Collection	0.00
Computer/Electronic Recy Income	2,595.50
Haz Waste Fees	5.00
Recycling Income	121.00
Sale of Recyclables	2,158.66
Trash Income	35,396.75
Total Income	<u>40,276.91</u>
Gross Profit	40,276.91
Expense	
Personnel Expenses	
ER Taxes	913.84
Gross Wages	9,371.50
Total Personnel Expenses	10,285.34
Facilities/Equipment Expenses	
Equipment Supplies/Maintenance	329.94
Facilities/Equipment Expenses - Other	12.29
Total Facilities/Equipment Expenses	342.23
Direct Services	
Trash Disposal	14,438.06
Drop Off Site Expenses	4,153.77
Recycling	3,376.33
Computer/Electronic Collection	161.76
Total Direct Services	<u>22,129.92</u>
Total Expense	<u>32,757.49</u>
Net Ordinary Income	<u>7,519.42</u>
Net Income	<u><u>7,519.42</u></u>

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
May 2024

	May 24
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Brush Collection	73.00
	73.00
Total Compost Collection	73.00
Computer/Electronic Recy Income	862.52
Haz Waste Fees	1,254.00
Miscellaneous Income	66.00
Recycling Income	8,183.50
Sale of Recyclables	1,532.30
Trash Income	18,897.50
Recycle Bin Sales	78.00
	30,946.82
Total Income	30,946.82
Cost of Goods Sold	
Cost of Goods Sold	87.94
	87.94
Total COGS	87.94
Gross Profit	30,858.88
Expense	
Administration Expenses	
Bad Debt Expense	23.00
	23.00
Total Administration Expenses	23.00
Personnel Expenses	
ER Taxes	1,004.00
Gross Wages	10,297.39
	11,301.39
Total Personnel Expenses	11,301.39
Direct Services	
Trash Disposal	7,837.19
Drop Off Site Expenses	262.47
Recycling	7,248.05
Computer/Electronic Collection	640.72
	15,988.43
Total Direct Services	15,988.43
Total Expense	27,312.82
Net Ordinary Income	3,546.06
Net Income	3,546.06

Northwest Vermont Solid Waste Mgt District
Georgia Drop Off Site Profit & Loss
 July 2023 through May 2024

	Jul '23 - May 24
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Brush Collection	293.00
Total Compost Collection	293.00
Computer/Electronic Recy Income	13,399.57
Haz Waste Fees	16,952.55
Miscellaneous Income	621.00
Recycling Income	64,645.46
Sale of Recyclables	18,859.75
Trash Income	165,550.93
Composter Sales	400.00
Recycle Bin Sales	252.00
Total Income	280,974.26
Cost of Goods Sold	
Cost of Goods Sold	284.10
Total COGS	284.10
Gross Profit	280,690.16
Expense	
Administration Expenses	
Utilities	117.92
Bad Debt Expense	23.00
Total Administration Expenses	140.92
Personnel Expenses	
ER Taxes	8,496.77
Gross Wages	87,135.71
Total Personnel Expenses	95,632.48
Facilities/Equipment Expenses	
Mobile Equipment Maint/Repairs	11.99
New Equipment	39.96
Equipment Supplies/Maintenance	104.24
Facilities/Equipment Expenses - Other	67.58
Total Facilities/Equipment Expenses	223.77
Direct Services	
Trash Disposal	58,014.66
Drop Off Site Expenses	2,970.58
Recycling	57,879.30
Computer/Electronic Collection	2,190.36
Education Outreach	454.08
Total Direct Services	121,508.98
Cost of Composters Sold	397.28
Total Expense	217,903.43
Net Ordinary Income	62,786.73
Net Income	62,786.73

Northwest Vermont Solid Waste Mgt District
Montgomery Profit & Loss

06/06/24

May 2024

Accrual Basis

	May 24
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Total Compost Collection	0.00
Computer/Electronic Recy Income	16.00
Recycling Income	460.00
Trash Income	4,676.05
Total Income	5,152.05
Gross Profit	5,152.05
Expense	
Administration Expenses	
Utilities	36.01
Total Administration Expenses	36.01
Personnel Expenses	
ER Taxes	151.87
Gross Wages	1,557.70
Total Personnel Expenses	1,709.57
Direct Services	
Trash Disposal	1,660.06
Drop Off Site Expenses	111.52
Recycling	797.30
Computer/Electronic Collection	40.64
Total Direct Services	2,609.52
Total Expense	4,355.10
Net Ordinary Income	796.95
Net Income	796.95

Montgomery Profit & Loss

July 2023 through May 2024

	<u>Jul '23 - May 24</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Total Compost Collection	0.00
Computer/Electronic Recy Income	994.78
Haz Waste Fees	25.00
Recycling Income	3,121.38
Sale of Recyclables	3,947.53
Trash Income	53,995.87
Composter Sales	50.00
Recycle Bin Sales	6.00
Total Income	62,140.56
Cost of Goods Sold	
Cost of Goods Sold	6.76
Total COGS	6.76
Gross Profit	62,133.80
Expense	
Administration Expenses	
Utilities	325.58
Total Administration Expenses	325.58
Personnel Expenses	
ER Taxes	1,470.32
Gross Wages	15,080.15
Total Personnel Expenses	16,550.47
Facilities/Equipment Expenses	
Equipment Supplies/Maintenance	50.98
Facilities/Equipment Expenses - Other	12.29
Total Facilities/Equipment Expenses	63.27
Direct Services	
Trash Disposal	13,712.48
Drop Off Site Expenses	2,392.02
Recycling	6,628.16
Computer/Electronic Collection	246.24
Total Direct Services	22,978.90
Cost of Composters Sold	49.66
Total Expense	39,967.88
Net Ordinary Income	22,165.92
Net Income	<u>22,165.92</u>

Northwest Vermont Solid Waste Mgt District

No. Hero Profit & Loss

May 2024

	<u>May 24</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Brush Collection	92.00
Total Compost Collection	92.00
Computer/Electronic Recy Income	7.00
Haz Waste Fees	5.00
Recycling Income	1,267.00
Trash Income	3,048.00
Total Income	<u>4,419.00</u>
Gross Profit	4,419.00
Expense	
Personnel Expenses	
ER Taxes	145.90
Gross Wages	1,496.40
Total Personnel Expenses	1,642.30
Direct Services	
Trash Disposal	1,622.36
Drop Off Site Expenses	147.70
Recycling	720.00
Computer/Electronic Collection	61.36
Total Direct Services	<u>2,551.42</u>
Total Expense	<u>4,193.72</u>
Net Ordinary Income	225.28
Net Income	<u><u>225.28</u></u>

	<u>Jul '23 - May 24</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Brush Collection	329.00
Total Compost Collection	329.00
Computer/Electronic Recy Income	569.12
Haz Waste Fees	21.00
Recycling Income	6,926.80
Sale of Recyclables	2,210.73
Trash Income	35,370.00
Recycle Bin Sales	24.00
Total Income	45,450.65
Cost of Goods Sold	
Cost of Goods Sold	27.05
Total COGS	27.05
Gross Profit	45,423.60
Expense	
Personnel Expenses	
ER Taxes	1,416.22
Gross Wages	14,525.39
Total Personnel Expenses	15,941.61
Facilities/Equipment Expenses	
New Equipment	39.96
Equipment Supplies/Maintenance	171.93
Facilities/Equipment Expenses - Other	24.58
Total Facilities/Equipment Expenses	236.47
Direct Services	
Trash Disposal	14,607.32
Drop Off Site Expenses	2,664.11
Recycling	7,761.20
Computer/Electronic Collection	264.56
Total Direct Services	25,297.19
Total Expense	41,475.27
Net Ordinary Income	3,948.33
Net Income	<u>3,948.33</u>

St. Albans Profit & Loss

May 2024

	May 24
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Total Compost Collection	0.00
Trash Income	3,637.00
Total Income	3,637.00
Gross Profit	3,637.00
Expense	
Personnel Expenses	
ER Taxes	47.20
Gross Wages	483.90
Total Personnel Expenses	531.10
Direct Services	
Trash Disposal	1,545.51
Drop Off Site Expenses	111.52
Recycling	2.50
Total Direct Services	1,659.53
Total Expense	2,190.63
Net Ordinary Income	1,446.37
Net Income	1,446.37

St. Albans Profit & Loss

July 2023 through May 2024

	<u>Jul '23 - May 24</u>
Ordinary Income/Expense	
Income	
Compost Collection	
Commercial Route Compost	0.00
Total Compost Collection	0.00
Sale of Recyclables	1,608.81
Trash Income	36,728.00
Total Income	38,336.81
Gross Profit	38,336.81
Expense	
Personnel Expenses	
ER Taxes	453.12
Gross Wages	4,645.44
Total Personnel Expenses	5,098.56
Facilities/Equipment Expenses	12.29
Direct Services	
Trash Disposal	11,087.41
Drop Off Site Expenses	2,106.06
Recycling	1,571.37
Total Direct Services	14,764.84
Total Expense	19,875.69
Net Ordinary Income	18,461.12
Net Income	<u>18,461.12</u>

NEWS

34. POLICY: Code of Ethics
DATE ADOPTED: April 1, 1992

POLICY: The proper operation of the Northwest Vermont Solid Waste Management District Board of Supervisors requires that the Board be independent, impartial and responsible to the people of the District; that public office not be used for personal gain; and that the public have confidence in the integrity of the Board

No Supervisor shall cast a vote on any matter in which the Supervisor has either a direct or indirect conflict of interest. No Supervisor shall vote on any question where his/her vote would reasonably create, in the mind of an objective person, the appearance of a direct or indirect conflict of interest.

1. CODE OF CONDUCT: A Supervisor believing that he or she may have a conflict of interest, either direct or indirect, shall at the first opportunity formally declare the existence of the conflict of interest situation either at a meeting of the Board of Supervisors, Executive Committee, or by letter to the Chair of the Board.

When a person other than the Supervisor involved, raises a question of a conflict of interest, the Board shall promptly consider the claim, and an appearance of a conflict of interest shall be deemed to be present when two-thirds of the Board members present and voting decide that, a conflict of interest exists for the Supervisor involved.

Whenever a Supervisor has declared the existence of a conflict of interest, or the Board has determined by vote that a Supervisor has a conflict of interest, then such Supervisor shall not cast a vote at any level with respect to the matter where the conflict of interest applies.

Should the Board determine that such a conflict of interest exists the effect shall be the same as if the Supervisor declared the same to exist.

2. DEFINITIONS:

1. **ADVISORY OPINION:** A Supervisor may apply to the District's Executive Committee for an advisory opinion. The opinion, shall be binding on the Supervisor but shall not be binding in any action initiated by a private citizen(s).

2. **CONFLICT OF INTEREST:** Means a financial interest of a Supervisor, a member of his or her immediate family or household, or a business associate, in the outcome of any matter before the Supervisor or his/her public body. "Conflict of interest" does not arise when the interest is no greater than that of other persons generally affected by the outcome of the matter.

3. **DIRECT CONFLICT OF INTEREST:** a "direct conflict of interest" shall mean a situation in which a Supervisor has a financial interest or may directly derive a financial benefit or advantage from or arising out of a matter which is officially before the Supervisor in the course of District business.

NVSWMD

POLICY: Code of Ethics

DATE ADOPTED: April 1, 1992

Page 3 of 3

4. **DOING BUSINESS:** The term "doing business" with the District shall include without limitation, contracting with the District, seeking or opposing a permit or similar permission for a particular activity, seeking or opposing a legal enactment or some amendment thereof, seeking employment, or otherwise requesting some status, right or benefit from the District that has a financial value. Excluded are activities done as a municipal representative.

5. **INDIRECT CONFLICT OF INTEREST:** "indirect conflict of interest" shall mean a situation in which the Supervisor is a spouse or relative, by blood or marriage, of an individual who would have a direct conflict of interest were that individual the Supervisor involved in the situation.

3. **PENALTIES:** For any Supervisor who willfully and knowingly violates any provision of this policy, a vote of the Board shall be taken and censure declared when two-thirds of those present and voting deem it appropriate. A letter shall be sent to the legislative body of the municipality, which the Supervisor represents, requesting that a replacement Supervisor be appointed or other appropriate action taken.