



**ADMINISTRATIVE OFFICE**

19 Gregory Drive, Suite 204  
South Burlington, VT 05403

**EMAIL** info@cswd.net

**TEL** (802) 872-8100

**www.cswd.net**

**APPROVED**

**CHITTENDEN SOLID WASTE DISTRICT  
REGULAR EXECUTIVE BOARD MEETING MINUTES  
CSWD Administrative Office & Via Zoom  
March 16, 2026 – 5:00 P.M.**

**EXECUTIVE BOARD PRESENT:** Paul Ruess, Paul Stabler, Alan Nye, Lee Perry, Ken Spencer

**Others:** Bryn Oakleaf, Lauren Eagan, Tom Joslin, Leslie Nulty

**CSWD STAFF PRESENT:** Sarah Reeves, Amy Jewell, Jen Holliday

**PUBLIC PRESENT:** Thomas Melloni (General Counsel)

**AGENDA ITEMS:**

1. Agenda
2. Public Comment Period
3. Consent Agenda
4. MRF Update
5. Executive Session – If necessary
6. Other Business
7. Adjourn

**Paul Ruess called the meeting to order at 5:00 p.m.**

**Agenda #1. Agenda** – No changes to the agenda

**Agenda #2. Public Comment Period** – No members of the public were present.

**Agenda #3. Consent Agenda** – Approved as presented.

**Agenda #4. MRF Update** – S. Reeves said that she would be providing an update on the recent fraud incident. P. Ruess said that this will be discussed during Public Session. S. Reeves discussed media coverage and said that CSWD has publicized this incident so that other organizations do not fall victim to a similar social phishing scam. She has spoken with an FBI Cybersecurity Agent who will be in further contact this week. A. Jewell said that she has spoken to Beazley Insurance, the cybersecurity provider for the Vermont League of Towns (VLCT), and simpleroute, CSWD's Managed Service Provider. As of right now, CSWD appears to be limited to \$25,000 in cybersecurity coverage, however additional funds may be available through the VLCT. A claim has already been filed. T. Melloni, Attorney with Paul Frank + Collins P.C., said that he will also be looking into insurance coverage options. S. Reeves said that she is pressing Citibank to release as much information as possible.

P. Ruess asked for a review of changes that have been made to the standard operating procedures because of this incident. S. Reeves said that the main change is not to initiate any new ACH transfers. Answering a question from K. Spencer, S. Reeves said that any changes in ACH will be verified by the contract manager. The contract manager will then verify every change with two organizational contacts. Answering a question from P. Ruess, S. Reeves said that simpleroute did a full review of the network and effected accounts which showed that there was no

indication of malware or other breach. simpleroote has also recommended several system changes to improve security. Answering a question from P. Stabler, S. Reeves said that partial back payments will be made to ReArch in each check run, as well as keeping current with payments. S. Reeves said that all CSWD directors are looking to identify savings and discretionary spending in the current budget and upcoming budget. This list will be brought to the Finance Committee for their review, which will constitute the revised budget to be presented to the full board at the end of the month. S. Reeves said that she would accompany board members in discussing this issue with their respective Selectboards/City Councils. K. Spencer encouraged that there be regular communications with member communities. S. Reeves suggested sending the minutes of this meeting to Board members for them to share with their respective communities.

P. Ruess said that A. Jewell is working on a confidential internal investigation report. The Board's legal council will also review this document. He said that the Board would look into conducting its own investigation of the issue and will be getting cost estimates for such. S. Reeves said that simpleroote has provided a variety of suggestions on how to improve cybersecurity but reiterated that they did not find any evidence of a security breach. L. Nulty asked if the originating IP address was discovered. S. Reeves said that this is being investigated by Citibank and the FBI. No investigation reports have been issued at this point. S. Reeves said that the cybersecurity suggestions that simpleroote has provided will be made available confidentially to the board. L. Nulty said that she will be discussing this issue at the Jericho Selectboard meeting this week, as she has heard feedback from citizens. She also said that it is important for CSWD to discuss the changes that have been made because of this incident. S. Reeves said that these will be presented in full to the finance committee no later than the May meeting. She said that CSWD will be asking their current audit firm for a more thorough review of current policies and procedures.

**Agenda #5. Executive Session** - Not required.

**Agenda #6. Other Business** – P. Stabler thanked staff for updated photos of the new MRF construction. L. Nulty asked if cybersecurity policies and procedures would need to be discussed during Executive Session. T. Melloni said that policies and procedures can typically be discussed in open session, however specific issues may require Executive Session.

### **Agenda #7. Adjournment**

Motion by P. Stabler, second by K. Spencer, to adjourn the meeting. Motion carried. The meeting was adjourned at 5:50 p.m.

I agree that this is an original copy of minutes, and they have been approved by the Executive Board at the April 13, 2026, meeting held in South Burlington.

\_\_\_\_\_*Amy Jewell*\_\_\_\_\_

Amy Jewell Secretary

Respectfully submitted,  
Darby Mayville  
Recording Secretary