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**MEMORANDUM**

TO: Board of Commissioners  
FROM: Sarah Reeves  
DATE: November 11, 2022  
RE: Executive Director Update

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**October 18th - PRESENT**

- **NEW MRF BOND VOTE:** Please see standalone memo in packet for update and post-election results. Thank you, again, to the Board of Commissioners for your support of this project and this process and for actively engaging your community in conversation about the Board’s determination of need for a new MRF. Over 30,000 votes were cast in our Special Election, with 82% voting in favor. This is an extraordinary show of support for CSWD and the work that we do.
- **NEW MRF PROJECT TIMELINE:** Next on the To-Do list is to reconnect with our funding agents, and to watch for the EPA grant documents so we can apply for a SWIFR grant. Josh T will be preparing construction RFPs for the spring, and mid-2023 we will be selecting a construction partner. Permitting will also begin in earnest at this time. I would like to schedule a ground-breaking ceremony as soon as we have our permits and vendor in place.
- **NEW ADMIN OFFICE SPACE:** My sincere thanks to the Board for authorizing our move to 19 Gregory Drive in South Burlington. On November 7, the South Burlington city council approved the lease as well. We are finalizing a date to sign the lease documents at which point we will be provided keys to the space so that we can begin the office fit up. Move-in date to be determined, but is likely mid- to late February 2023. Staff is planning a Redmond Road Recycling Day for early December where we will cull through excess files and recycle unneeded paper. We will adhere to the state’s record retention policies and CSWD’s record retention policies throughout the process. The District does need a secure, dry, rodent-free document storage solution; several options are being explored.
- **BOARD PACKET MATERIALS:** You may notice a lack of charts and graphs in this month’s packet. We are revising how we present information visually for both the Board packet and for general public consumption. The goal is to provide relevant information on a monthly/quarterly/annual basis (depending on the item) and to do so in a way that is accessible and understandable by anyone who is reviewing the documents. A sub-goal is to eliminate providing multiple iterations of the same information, such as three charts all showing the Solid Waste Management Fee status but represented slightly differently in each chart.

**ITEMS ON DECK, 1-2 MONTHS OUT**

- Executive Board meeting, 12/12/22

- Finance Committee meeting, 12/14/22
- Investment Committee meeting (tentative), 12/14/22
- Board meeting, 12/21/22
- Flynn Avenue MOU expires 12/31/22
- FY 2024 Proposed Budget public hearing, not later than 1/31/23