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TO: Board of Commissioners
FROM: Sarah Reeves
DATE: September 21, 2023
RE: Executive Director Update

August 10 - PRESENT

- **PERSONNEL UPDATES:**
 - **Nick Bennet**, DOC Operator, has accepted the position of Floater for work at the ORF & DOC program. This position requires an experienced equipment operator for the Organics Recycling Facility (3 days per week) and will work 2 days per week at the Drop-Off Centers. We're fortunate to have the needed skills in-house to fill this role. The position has been in the budget for the last two budget cycles, and only recently did the stars align to meet the need. This position should help relieve overtime expenses and allow for better vacation and sick time coverage.
 - **Alison Smith** has been hired to replace Harry Rosenbaum, who recently resigned his position to attend Divinity School. Alison will be the ORF's Compost Site Coordinator and Administrative Assistant. Alison will be spending much of her time on inbound load checks, sifting through food scraps for contamination, recording the types of contamination, and communicating with haulers on how to improve their loads. She'll also be assisting Kim and Dan in the office with scale-related duties and various general administrative tasks.
- **DOC - BURLINGTON:** On Saturday, September 23rd we resumed accepting "blue-bin" recycling at the Drop-Off Center in Burlington. This change was per the request by the city, and we were happy to implement. There is a fee of \$2 per load of recyclables, up to 1 cubic yard. We are using the existing compactor onsite (formerly used for trash) for the recyclables, no new equipment was needed. Food scraps are also accepted at this location, at a fee of \$1 per 5-gallon container, with a limit of 30-gallons.
- **SWIFR GRANT:** We were notified earlier this month that CSWD was not awarded an EPA grant in this round. This is extremely disappointing, but not entirely surprising. Region 1 had just 25 project allotments, and only 10% of applicants were successful. I've requested an official debrief from our Region 1 representative, and she will be scheduling the debrief for late October or early November. I will report back the EPA's feedback.

September/October 2023

- September 28 – October 7: Sarah Vacation (Daughter's wedding!)
- October 8 – October 12: Municipal Waste Managers Association Fall Summit, Minneapolis, MN
- October 9: Indigenous Peoples' Day, CSWD Office and facilities closed
- October 10: Finance Committee, Investment Committee meetings
- October 19: Executive Board meeting
- October 25: Full Board meeting