

### #3.3

TO: Board of Commissioners  
FROM: Sarah Reeves  
DATE: November 8, 2023  
RE: Executive Director Update

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#### October 20 - PRESENT

- **PERSONNEL UPDATES:**
  - Nola Ricci, Director of Finance, welcomed the arrival of her twins on October 30. Both babies (a boy and a girl) are hearty and hale, and the newly expanded family is settling in nicely. Nola will be on maternity leave for the month of November and hopes to return to part-time work at some point in December.
  - Ethan Hausman, Business Outreach Coordinator, is moving to the Safety and Compliance Program to take a position as Compliance Specialist. I've wanted to add capacity to the Compliance Program for several years and Ethan's knowledge of CSWD's ordinance, rules, and regulations, paired with his experience with the Chittenden County business community, means that we'll be able to be much more proactive regarding ensuring that businesses understand their responsibilities regarding proper management of their solid waste. The position wasn't budgeted in FY24, however preliminary review of the budget-to-actual shows the District running significantly under budgeted expenses for Wages and Benefits, leaving room to make the switch now rather than wait for July 1. We are advertising for Ethan's replacement on the Outreach Team and hope to have that person on board by January.
- **FLYNN AVENUE:** The fourth extension of the MOU with the City of Burlington has been executed.
- **ORF:** We are demo'ing a shredder on-site at the Organics Recycling Facility on November 9. This is a component of the business strategy to be as self-reliant as possible regarding sourcing feedstocks for our composting process and reducing operational costs. We rely heavily on a steady stream of quality wood chips for our composting process. Wood chips act as a bulking agent to help ensure adequate aeration throughout the compost piles. They provide a small measure of additional carbon material to help balance out the nitrogen load, but for our needs, the primary purpose is aeration and porosity. In the screening process we recover wood chips that haven't broken down and incorporate them back into "younger" piles of compost. Eventually, the wood chips do break down and add to the richness of the compost. We've recently begun accepting a wider range of yard waste at the ORF to include larger items of "natural wood", such as tree trimmings, limbs, clean stumps, brush, and never-painted, never-stained, and untreated wood (including wood pallets).

Our current practice is to build a pile of wood items until we can book time with a shredding company. There are fewer and fewer companies in the region providing this service, and the cost continues to increase. If we miss their window of availability, we run the risk of running out of storage capacity, and

we also run the risk of not having enough shredded material for our compost process, disrupting our precise timetable for producing our soil amendments. We've resisted purchasing our own shredder because we generally only book time with the companies 3-4 times per year, which would leave the machine idle for the remainder. However, by expanding our list of accepted materials we will soon have the need for additional shredding services throughout the year. The shredder we're demo'ing will also be able to process yardwaste (creating a smaller diameter of material which will break down faster and more evenly) and will be able to shred tires.

If the tire shredding proves successful, the machine will be in use year-round. The benefit to shredding tires prior to shipping them to BDS in Maine is to increase the volume of material per trip, thereby reducing the overall number of trips required. This would reduce costs and would reduce Greenhouse Gas emissions related to transportation.

### **December 2023**

- November 23: Thanksgiving, all facilities closed
- November 24: Administrative Office closed, facilities open
- December 4 – 8: Sarah vacation
- December 11: Executive Board, 5:00pm
- December 20: Full Board, 6:00pm
- December 22: Admin Office closed
- December 23: All Facilities closed, Christmas Eve
- December 25: All Facilities closed, Christmas Day