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MEMORANDUM

TO: Board of Commissioners
FROM: Sarah Reeves
DATE: May 20, 2022
RE: Executive Director Update

March 20th - PRESENT

- **RECOGNITION:** CSWD has been recognized with the 2022 Governor’s Excellence in Worksite Wellness Award – Silver Level. From the State of Vermont Department of Health notice of award: “The annual award creates a standard of excellence for worksite wellness initiatives and recognizes Vermont employers’ efforts to enhance productivity, bolster a healthy environment, and improve employee wellbeing.” We are honored to have received this recognition and appreciate the Board’s support in allowing me and my team to continue to strive to improve our employee culture through wellness activities.
- **NEW STAFF:** On May 1st, we welcomed Brian Mital to the position of Associate Director of Operations, reporting to Josh Tyler. Brian will oversee the DOC system and the Maintenance and Roll-Off department, and will take on property management duties, general project management, and operations procurement. Welcome Brian!
- **BUDGET MEETINGS:** As of this memo, I’ve presented the FY23 budget to 12 member communities; All have approved the budget for adoption. Many of the communities expressed appreciation for the thoroughness of the budget packet, saying that the information provided answered most of their questions ahead of the presentation. Common questions were about Community Clean Up Fund ideas, staffing levels and recruitment/ retention concerns, MF contract questions, Rover schedule/Depot appointments, MRF bond/funding opportunities, COLA funding source, DOC subsidies, compost availability in bags, and expected Coventry landfill life.
- **BUSINESS TRAVEL:** Josh Tyler, Brian Mital, and I traveled to Waste Expo May 8-11th where we were able to sit with each vendor who responded to the MRF equipment RFP, so that we could ask additional questions and fine-tune design aspects. This was the perfect “crash course” for Brian to learn about many aspects of the solid waste industry and see equipment up close. I recorded a short, two-minute video and voiceover for a “who we are” video that can be used by our member towns on their websites, at Town Meeting Day, in schools, etc.
- **MRF PROJECT:** We received four responses to the MRF equipment RFP, and each respondent is a well-respected company with national and international experience. My team and I are evaluating the proposals and will have a recommendation ready for the June Board meeting.

- **MRF BOND VOTE:** We kicked off the bond vote campaign project with several scoping meetings with Leonine. We will be meeting each week for the first two months (at least) as we refine our approach to informing the voters of Chittenden County about this important vote.
- **WVMT:** I appeared in-studio on The Morning Drive with Kurt & Anthony to discuss the MRF project and bond vote. Questions came in from callers and via email regarding black plastic, polypropylene, plastic film, the bottle bill, the market value of plastics, staffing and potential for job loss, and “why now?”. One caller asked why, when “just a few years ago” CSWD would pay for recyclables, we now charge a fee? This was a great opportunity to talk about how long our MRF has been operating (we haven’t paid for inbound recyclables since 1995) and that our facility is a public, municipal MRF and that means we only charge what we need to cover operational and capital needs. We talked about processing efficiencies and the ability to use technology to provide flexibility for the future.
- **Board E-mails:** We will be providing CSWD e-mails to board members. Jon Dorwart will be providing an e-mail and instructions to you that will include information on multifactor authentication (MFA). This is the same tool that your bank might use to verify your identity and is an important layer of security to protect CSWD’s e-mail system. It’s an additional step and will come with set up instructions along with a short video on MFA enrollment. We will also be available to provide assistance in setting this up. We expect to roll this out during the first week of June.

ITEMS ON DECK, 1-2 MONTHS OUT

- June Board meeting: Ordinance Updates, Personnel Policy revisions, Legislative activity review, MRF project equipment provider selection and financing package review
- Finance Committee, May 26th at 5:00pm
- Executive Board, June 13th at 5:00pm
- Annual Organizational Meeting, June 22nd at 6:00pm (Officer and Exec Board elections)
- Regular Board of Commissioners meeting, June 22nd immediately following Annual Organizational Meeting