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TO: Board of Commissioners
FROM: Sarah Reeves
DATE: August 10, 2023
RE: Executive Director Update

July 18 - PRESENT

- **FY2025 BUDGET:** Budget managers have begun working on the FY2025 budget. Certain items rely on outside CSWD input, such as Solid Waste Management Fee estimates. When the proposed budget is brought to the Board (not later than November 30), we will highlight the estimated items and note the anticipated change to each as the budget moves through the Finance Committee process between January - February.

- **PERSONNEL CHANGES:**
 - **Judson Browning**, DOC Assistant Manager, is resigning as of September 1 to take a position with The Fabric Workshop and Museum in Philadelphia, PA. I thank Judson for his great work during his six years with CSWD and wish him well in Philly! Interviews for Judson's replacement are ongoing.
 - **Scott Dobrowolski** joins CSWD as a full-time Drop-Off Center Operator. Scott served in the Army and Vermont Army National Guard and has also held positions at One Ninety Seven, Inc, IBM, and most recently as a Hazardous Materials Operation Technician at Techtron Environmental, Inc.
 - **Anna Gonzalez** is joining CSWD as our first *AmeriCorps* member. She will start her service work with CSWD in the Administrative Office on Monday, August 14th. She will be helping with administrative and research work with a focus on expanding the Justice, Equity, Diversity, and Inclusion Committee's strategies and programming, and with making improvements to opportunities for the Wellness Program's promotion of health and wellbeing for CSWD. Anna is a recent graduate from the University of Florida where she majored in sustainable studies.
 - **Donna Cushman** has been hired as the new Human Resource & Admin Assistant for CSWD. She will start in her new position on Monday, August 28th. Donna has worked for both the Department of Corrections and the Department of Labor in administrative roles and has also held Accounts Payable and Staff Accountant roles in previous jobs. Donna joined CSWD as a Saturday DOC Operator in February and will continue working with the DOC program. Donna will be stepping into this role as Becky Johnson transitions into the Data & Policy Analyst position under IT.
 - **Kayli Barber** has been hired as our new Construction Project Manager and will be starting on Tuesday, September 5, 2023. Kayli is an experienced engineer and project manager currently working as the Forest Engineer/Fleet Staff Office manager for the USDA Forest Service in Okanogan Wenatchee National Forest in Washington state. Kayli also served as the Supervisory

General Engineer for the Department of Veteran Affairs in Spokane, WA and worked for the USDA Forest Service for the Umpqua National Forest in Oregon. She has also held positions with the USDA as an Energy Funding Lead and Sustainable Operations Coordinator. We're excited to have her join CSWD's Team and begin working on CSWD's capital projects, including spending significant time working on the new Materials Recycling Facility and Drop-Off Centers.

- **DOC - HINESBURG:** The DRB meeting on August 1 went well, and we have verbal approval to proceed with the additional day of operation (awaiting written approval). We are currently in the 30-day appeal period, so the soonest we would be able to offer the additional day would be October 1. I'd like to thank Jeannine McCrumb for her work on this process, and thank the Hinesburg DRB members and Mitchel Cypes, Hinesburg DRB Coordinator, for their guidance.
- **RESERVE FUNDS INVESTMENT:** Interest rates continue to be very favorable, and Nola and I will continue with the Investment Committee's previous guidance as we roll-over the investments of the Solid Waste Management Fee reserve, the Undesignated reserve, and the Biosolids reserve. Once FY2023 is closed, we will evaluate how much of the Closed Landfill reserve we should invest over the next six months as this is the reserve that may see some draw down in FY2024. Nola will provide an Investments update to the Investment Committee at the committee's October meeting, with an update to the Full Board at the October meeting of the Board.

August/September/October 2023

- August 28 – September 1: Sarah vacation
- September 4: Labor Day, CSWD offices and facilities closed
- September 18: Executive Board meeting
- September 27: Full Board meeting
- 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