**NOVEMBER AGENDA MINUTES**

**“PENDING”**

Committee: Solid Waste Management, Paul Steele, Committee Chair

Date: Tuesday, November 20, 2018

 Time: 4:00 PM

 Place: Solid Waste Department Office

 20448 Junco Road, Norwalk, WI 54646

**MEMBERS PRESENT:** Chair Paul Steele, Vice Chair Keith Giraud, Committee Members: Nodji Van Wychen, and James Schroeder.

**MEMBERS ABSENT:** Greg Vinslauski

**MEMBERS EXCUSED:** None

**OTHERS PRESENT:** Solid Waste Department: Gail Frie – Manager, David Heser – Assistant Manager. Aryes Associates: Ben Peotter – Engineer/Manager, Michael Leopold – Environmental Engineer. Frank – Oakridge Engineering.

1. **CALL TO ORDER:** The meeting was called to order at 4:12 pm by Chair Paul Steele at the Monroe County Solid Waste Office, Norwalk, WI.
2. **DISCUSSION/ACTION: APPROVAL OF OCTOBER 2018 MINUTES:** Steele asked for a motion to approve the meeting minutes of October 2018. *Motion by J. Schroeder and Giraud to approve and passed on a unanimous voice vote with 3 ayes.*
3. **LANDFILL AND DEPARTMENTAL OPERATIONS:**
	1. GENERAL ACTIVITIES/TONNAGE/REVENUE/LOAD/LEACHATE REPORT: Frie went over the monthly sales graph which detailed percentages of increase/decrease in the listed categories through the month of October YTD, and comparing this October YTD to previous years. Gross tonnage is up 4.21%, and we have hauled out 13,962 tons of leachate so far this year. The tonnage less the cover material is up by 4.31%, and incoming loads to the landfill is up 12.36% YOY. Revenue is up by 4.54% this year so far.
	2. October 2018 FINANCIAL REPORT: The revenue was budgeted at 1.8 million dollars for 2018, however, the current pace indicates we should end around 2 million. This should cover the unexpected expenses. Total revenue received this year is $1,441,668 with additional revue of $323,704 on the books yet to be collected. Expenses so far this year are $1,307,965 leaving an available operations fund of $133,703. The recycling program has a revenue of $144,411 with expense equaling $118,766 leaving an available balance of $25,645. This amount will be depleted by tires, shipping costs for the Clean Sweep program, and remaining collections of TV’s and bulbs for 2018. We expect to pay out additional funds by year end. The Net Solid Waste Funds Balance has a revenue of $1,601,159 and expense of $1,456,834 leaving an available cash balance of $343,325. Ridgeville I Site Closure Account was the same as last month except for a small addition of interest accrual of 248 dollars.
4. **REPORT ON PROJECTED 2018 YEAR END FINANCIALS** Gail Frie states that the recycling program is about where we expect it to be. Clean Sweep will be about a 10 thousand dollar negative by year end because of tire loads that still need to be sent out, as well as it being offset partially by the Clean Sweep Recycling Grant. Good news, 20 of the 36 municipalities have responded to the per capital assessment. All of the responses have been in support of the action.
5. **DISCUSSION/ACTION: EARTH CLUB DONATION** No discussion was held, as it was discussed in the previous meeting. *Motion by Nodji Van Wychen, second by Giraud. Passed unanimously with 4 votes.*
6. **DISCUSSION/ACTION: 2018 BUDGET ADJUSTMENT:** Gail Frie had it approved by the Finance Committee, pending approval by the Solid Waste Committee. Frie asked that the Committee approve the action, as the appropriate funding will be present by year end. This is simply an adjustment due to increased revenue and offset by increased subsequent costs.The adjustment is for $220,000. *Schroeder moved to approve and Giraud seconded the movement. Passed unanimously with 4 votes.*
7. **DISCUSSION: LEACHATE TREAMENT PLANT PROGRESS/PHOTOS:** Gail Frie shared updated photos of the equipment as share by Apex (Jayson Naughton P.E.). The update by Gail Frie included that the equipment is not yet on U.S. soil. No tracking number has been provided, therefore, it is not yet on a ship. It has, however, left the manufacturing plant. The equipment is shipping from China, however, all “wear” parts are U.S. made for maintenance availability purposes. The estimated arrival date is currently the end of December, 2018. If further delays are experience, Gail Frie states he will look into the construction bond company and submit an inquiry on the policy.
8. **DISCUSSION/ACTION: OVERDUE ACCOUNTS RECEIVABLE:** Gail Frie shared that the only account currently over 60 days late is Micheal Dewitt with Blue Ox Construction. This account is overdue since January. We expect this account to go unpaid. The current amount due is $790. The county attorney, Andy Kafton, will be contacted in an effort to collect the debt. Michael Dewitt had mentioned in the past, that he would pay the debt, however, he has not been paid from the Fort McCoy contractor from which the garbage was attained while working on base. *Motion by Giraud to have Andy Kafton contacted in an effort to collect the debt. Second by Schroeder. Passed unanimously with 4 votes.*
9. **REPORT ON LOGGING/LINE FENCE REPAIRS:** Gail Frie and Chad Zielger walked the property fence line. At this time, logging is out of the question because we need the wood line along the property edge as a last line defense against any loose debris from the landfill on windy days. The fence is in good repair, however, Gail Frie will walk the fence line in the spring and fix any necessary faults in the fence.
10. **REPORT ON LAND RENT BID PROCESS:** All of the paperwork is ready to go. We simply need to set a date for the next meeting, as it is part of the bid information. We are going forward with a 5 year bid for row crops and alfalfa. We have the right to choose the bid that fits the interest of the landfill, as well as decline all offers.
11. **MANAGER’S REPORT:** Gail Frie states that we did a lot of clay removal to open unutilized air space along the West end, as well as some removal on the upper East end. With this effort we have opened more than a month of extra air space. There are supplies delivered for the construction of a flare shelter. The current flare is not designed to be out in the open, and sometimes freezes. The shelter will be constructed by Gail Frie and David Heser. This wills cost about 1500 dollars, instead of the original budgeted 10,000 dollars. Paul Steele asked that we open an RFP process for operations, storm water and gas, and permitting. Gail Frie mentioned that Erik Leitz is a good operations consultant, and Ben Peotter is a great permitting resource. The plan would be to open the Operations and Permitting to RFP. The feasibility would not be opened to RFP as it is already 75% completed by Ayres Associates (Ben Peotter). There was some wetland defined in the wetland delineation preliminary drawing. We are waiting on the official documentation before going forward with a plan. However, discussion was had about negotiating the level of wetland vs trying to get an alternate assessment since a new assessment would likely just copy the previous one. Ben Peotter stated that his “wetland guy” is back in the office next week. Once the official report is received, he will have his guy look at it.
12. **PERIOD OF PUBLIC COMMENT:** No Public Comment expressed.
13. **SET NEXT MEETING DATE:** Tuesday, December 18th, 2018 at 4:00 pm, at the Solid Waste Department 20448 Junco Rd, Norwalk WI, 54648
14. **ADJOURNMENT:** Van Wychen motioned to adjourn. Schroeder second. Steele adjourned meeting at 5:23 pm.

Cc: Shelley Bohl, County Clerk (press), Solid Waste Committee, Martin Herrick, WDNR, Benjamin Peotter PE and Lori Rosemore PG, Ayres Associates, Erik Lietz PE, Oakridge Engineering, Randy Weinkauf, Riverview Construction, Jerry Martell, Modern Disposal Systems

Please note: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting. Only the business noted above. Anyone wishing to be mailed an agenda, please contact the Solid Waste Department to be added to the list. This agenda is posted both at the Solid Waste Department and online at http://www.co.monroe.wi.us/committees/solid-waste-management-committee/