

Wood County Solid Waste Management District

Kelly O'Boyle, Assistant County Administrator

A department under the Board of County Commissioners
Doris I. Herringshaw, Ed.D. • Craig LaHote • Joel M. Kuhlman



WOOD COUNTY SOLID WASTE MANAGEMENT DISTRICT **POLICY COMMITTEE MEETING**

February 10, 2016

The Wood County Solid Waste Management District Policy Committee met on the 10th day of February 2016. Commissioner Doris Herringshaw called the meeting to order at 8:30 a.m. Patti Bowsher took roll call with the following members present: Commissioner Herringshaw, Jim Rossow, Lana Glore, Judy Hagen, and Lori Carson. Mayor Dick Edwards and Nicki Kale were absent. Additional persons were in attendance as listed on the attached roster. The Agenda was as follows:

- I. *Approval of November 10, 2015 Meeting Minutes.* Jim Rossow moved that the minutes be approved and Judy Hagen seconded the motion. All present voted aye and the motion carried.
- II. *Solid Waste Management District Update.* County Administrator Andrew Kalmar announced the new Assistant County Administrator position has been filled. Kelly O'Boyle's first day will be February 16. Mr. Kalmar asked Amanda Gamby to report on the District's plan update, 2015 Annual District Report, and changes to the District's website; he asked Patti Bowsher to present the District's financials.

Plan Update: Ms. Gamby gave an overview of the Ohio EPA's pre-draft plan update comments (attached) and the District's response noted in blue ink. Judy Hagen asked if additional text would be added to address curbside recycling programs. Curbside recycling will be added as an activity in Section V-E. Jim Rossow asked about the comments regarding out of date statistics. Ms. Gamby stated that the reference year is 2014 and although we have 2015 numbers coming in, we cannot use them; also the consultant, Hull & Associates (HAI) was using 2012 as the reference year and corrections have been made to reflect 2014 instead. Mr. Rossow asked if the Committee should consider an alternative consulting firm for this project. Mr. Kalmar stated that although HAI does excellent work for the landfill and other district projects, there have been some major issues with the firm fulfilling the District's and Ohio EPA's objectives for the plan and it's expected that the District will look for a new firm to provide consulting services for future plans. With the understanding that the Committee will still be able to make changes after the first Ohio EPA review period of 45 days, and before the draft goes out for local government approval and final submittal in June, 2017, Jim Rossow made a motion to accept the initial draft with the District's proposed changes. Judy Hagen seconded the motion. All members present voted aye and the motion carried. As the official draft is due to the Ohio EPA March 28, the proposed changes will be applied to the draft and emailed to the committee members for a final look and then submitted within the next month.

Annual District Report: Ms. Gamby stated this report is due to the Ohio EPA each year on June 1. Mailings are sent to both industrial and residential entities throughout the County to capture recycling statistics which are then compiled by District staff. The 2015 report will be the first one handled solely by district staff without assistance from HAI; due to accidental double-counting in some areas previously, management felt it best to keep data collection and compilation to one centralized entity which will result in a more accurate assessment in the future.

Website Changes: Ms. Gamby stated that the site has been updated to allow visitors to search the Household Recycling Guide not only by item but also by location.

District Financials: Patti Bowsher presented 2015 YTD receipts, disbursements and cash balance comparisons for 2011 through 2015 and approved appropriations for the 2016 budget year (attached). With increased municipal solid waste tonnage received at both Wood County and Evergreen landfills, fee revenue increased by approximately \$125,000.00 from 2014. Based on 2016 revenue estimates, appropriations totaling \$680,084.78 were approved by the Board of County Commissioners for 2016.

- III. *Education & Awareness.* Ms. Gamby presented her report (attached). Upcoming events include the annual Earth Day celebration on April 24 and the 2016 billboard contest with entries due March 31; the winning entry will be displayed on a billboard located on Route 25 from mid-April through mid-May.
- IV. *Landfill/Recycling Reports.* Mr. Kalmar reported on current projects for the Wood County Landfill. 2015 tonnage was up about 11,000 tons from 2014. Staff are preparing six acres on the south side for capping in 2018, which involves bringing some low areas up to grade and hauling in sand and other materials. With assistance from HAI, management is finishing up work on the long term permit for submittal to the OEPA which will give an additional 99 years of airspace. Other projects include screening and relocating concrete to a new area on the property and completing construction of a new haul road for future disposal. Mr. Kalmar also mentioned the current focus is on litter control at the landfill which has prompted the District to broaden its “Got Your Bags” campaign to not only generating educational materials but also working with local grocers to reduce the amount of plastic bags used. At this time there hasn’t been any state legislation directed at this issue.

Nick Hennessy reported on BGSU activities which include a pilot project to collect plastic bags at a few locations on campus, promoting waste reduction by deferring furniture, etc. to those who need it rather than landfill disposal, planning of earth month activities for April, and several collections related to the eight-week Recyclemania national campus recycling competition. Preparation is also underway for the “Zero Waste at the Stadium” project, with a goal to make everything in the stadium recyclable, reusable or compostable.

Dave Spengler reported for the Bowling Green Recycling Center (BGRC). Due to the decreasing price for plastic, the focus is on changing the way they accept and process the material. Plans are to separate the #1 plastic from the rest, bale separately, and sell to Phoenix Technologies across the street to meet their specifications for a higher price. This would involve the purchase of a baler and possibly additional equipment. Currently, Wood Lane employees separate the plastic manually.

Skip Baltz stated that the North Baltimore satellite recycling location has been asked to work with the BGRC with the goal of separating plastic collected at this location prior to transport to the BGRC. This may require an additional baler. Mr. Baltz stated the Perrysburg Township satellite recycling location has an extra baler available, and pending the Trustees approval, Mr. Baltz requested financial assistance estimated at \$1,500.00 to \$2,000.00 to cover costs of transporting the baler from Perrysburg Township to North Baltimore. Mr. Kalmar suggested that since the Board of County Commissioners would ultimately be the approving authority for this expense request, once the project has been approved by those parties involved and an amount finalized, the request can be submitted by either contacting the District Office or the Commissioners’ Office.

Skip Baltz expressed concern that he had not received minutes from the previous meeting and also that draft minutes were not available on the District website. Although the draft minutes will not be posted for public review, anyone who wishes to receive the draft minutes prior to approval can request this by contacting Patti Bowsher at the District Office. Skip Baltz and Mick Torok both asked to be added to the list for distribution of draft minutes.

Judy Hagen reported for the City of Perrysburg. This year is the City’s bicentennial so planning is underway. Currently the City is promoting a monthly 200-ton recycling challenge to its residents. Several

earth day events are scheduled including an Arbor Day tree planting event at the City's Bicentennial Park on April 29. The annual Recycle Roundup household hazardous waste collection is scheduled for May 7. Ms. Hagen stated the current issue right now is finding a more feasible way to recycle televisions as previously Best Buy accepted these items for free and just recently announced each unit would cost \$25.00.

Lori Carson stated that the new Phoenix Technologies integration facility opened in June 2015. Production is not quite up to rate yet, however expectations are to handle 100 million pounds of #1 plastic per year. As mentioned previously, this location only takes #1 plastic so anything other than that is considered contamination. The further the process gets away from prime material (#1), the higher the cost of operations. There are businesses that accept the other plastics however they're not located in Ohio.

With no further business to discuss, Jim Rossow made a motion to adjourn and Judy Hagen seconded. All members present voted aye, meeting adjourned at 9:40 a.m.

Please note: a full and complete recording of these minutes is kept on file in the Wood County Solid Waste Management District Office and retained per the County's current records retention schedule.

Attachments: Attendance Roster
Plan Update/OEPA Comments & Changes Summary
2015 Year-End Financials
2016 Appropriations
Education Report

ATTENDANCE ROSTER

WOOD COUNTY SWMD POLICY COMMITTEE MEETING

The following persons were in attendance at the meeting of the Wood County Solid Waste Management District Policy Committee, held in the Wood County Commissioners' Hearing Room on **WEDNESDAY, FEBRUARY 10, 2016.**

NAME

ADDRESS/DEPARTMENT

Lana Gore

Wood Co. Health District

Amanda Gamby

SWMD

Shirley Batts

No. Baltimore

Judy Hager

Perrysburg city

Aick Hennessey

BGSU

Lori Carson

Phoenix

Jim Rossow

Plain Township

M. M. Tuck

NAT

Patti Bowers

SWMD

Wood County SWMD Pre-Draft Comments

In general, the document as it stands feels and reads like a permit instead of a plan. A significant portion of the text is taken either directly from the format or is identical to what was in the current plan. I think what's even more concerning is that these two issues have been consistent concerns with the last two plans (at least) and Ohio EPA has made formal comments regarding these concerns.

Ultimately I'm recommending significant revisions and complete re-writes in some sections because with a document like this, it's unlikely you'll be able to engage anyone in real discussions on how to truly evaluate the program and keep it moving forward as the industry and other factors demand change. While Ohio EPA ultimately approves solid waste plans, it really should be written to be read by the general public.

It also doesn't feel like the Policy Committee has done much strategic evaluation or analysis which is its statutory responsibility and purpose for existing. If it did, that analysis doesn't appear to be in this document. I know that you all work hard in Wood County and you have an overall solid program (as I told you many times). Curbside, drop-offs, education, private sector options, and local partnerships abound. You have a great story to tell in many ways, but that story isn't in this document. I'm prepared to spend significant time to help you craft a solid document that can engage your communities in a discussion on the future of your programs. If your Policy Committee hasn't been engaged, that needs to change too.

The rest of this document contains specific comments that you may want to change. Ultimately the document is technically approvable. But it can be better and we're here to help get you there. 😊

Chapter 1

Section C: Process for Determining Material Change:

Section D: District Formation & Certification: The last paragraph contains the exact same population statistics as the 2011 Plan. I'm guessing this just wasn't updated due to limited time, but it should be updated or changed for the official submission.

Hull Updated. Paragraph now reads:

The estimated population of Wood County, per the U.S. Census Bureau, as of 2010 was 125,488. The projected population of the county by the U.S. Census Bureau (as of 2014) is 129,590. This is an increase of 1.8%) over the 2011 population estimate of 127,296. The City of Bowling Green, the county seat, holds the largest municipal population of 30,048 (as of 2010). Throughout the County, the 2010 population within incorporated areas accounts for 64 percent of the total, with the remainder of the population residing in unincorporated townships. Population data for this plan were based on 2014 Census projection data.

Also updated Section E: The list of Policy Committee Members has been updated to reflect recent changes.

Chapter 2

Table ES-3: The reference year has 2008 in parenthesis (I assume it's just accidental and should be removed) [Hull has removed](#).

ES Tables: They all still have the instructions in them. Totally your call, but most people remove the instructions. [Hull has removed](#).

Chapter 3

Table III-4: It'd help to list what the abbreviations are for the materials. [Updated by Hull](#).

Table III-5: Generally this table should include private sector options for recycling as well such as scrap yards, non-profit collections such as paper retriever bins, MRFs, etc. Page 9 of the Format 3.0 provides some more detail. The point is to get as complete a picture as possible. I've attached Ohio EPA's plan for Portage, which shows a balanced level of detail. [Hull has added information from Table III-3 for transfer facilities and the access to recycling locations from the text of the report](#).

Table III-6: There are several facilities that reported composting from Wood County in 2014, but don't appear on this table. Based on Ohio EPA reports, those facilities are Floralandscape (Toledo, 1.27 tons), City of Fostoria (Fostoria, 412.58 tons), and Woodville Road Nursery (Northwood, 715 tons). This table also doesn't appear to include the food waste hauler data nor the 2,080 tons of food waste that went to Hirzel. As we've gotten a stronger picture of food waste processing, we've encouraged SWMDs to include those in their inventories. [Hull has updated with EPA's most recent information](#).

On a more positive note, the inclusion of the land application programs is awesome. Thanks for getting that information. 😊

Table III-7 & Narrative (Page 11): In this section you say only one out of state landfill was utilized, but in the executive summary (and Table III-1) it says two facilities in Michigan accepted waste. [Updated by Hull](#).

The narrative has been corrected to read:

Facilities Used by the District which are Located outside Ohio

Two facilities outside of Ohio (see Table III-7) were utilized by the district in 2014.

Table III-8: I always find it a bit odd when we get a plan that says there isn't a single open dump or tire pile reported in the county. Since the Wood County Health Department isn't solid waste approved, it may be worth a call to Ohio EPA's northwest

District office to find out if they are aware of any persistent dumps or piles. I could also help with that if needed. Joe verified this with Brad Espen, Wood County Health District Environmental Division, who has historical knowledge (15+ years) of open dumping issues in the County. This has been noted in the Executive Summary and is addressed in Chapter 5 should any tire piles be discovered in the future. The following language was also amended in Chapter 3 Section G:

G. Existing Open Dumps and Waste Tire Dumps

To the district's knowledge, there are no longer any existing open dumps and waste tire dumps; this was verified with the Wood County Health District Environmental Health division. However, in late 2015, one was reported and cleaned up in early 2016.

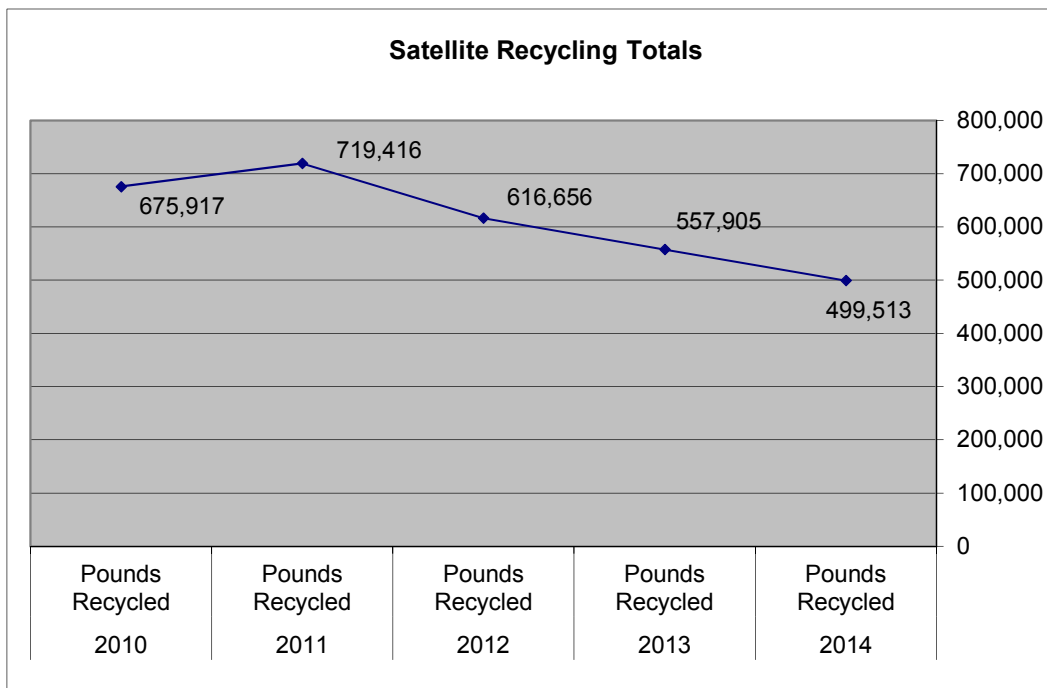
Table III-10: I'm a bit confused as to why there are some haulers listed here who don't actually operate in the county. Not a major deal, but worth noting. Also, this is an impressively long list. Hull has removed the Lucas County Engineer, Village of Holland, Village of Whitehouse, and B&R Hauling from the table as they do not pick up in the District.

Chapter 3 Section E: District added highlighted areas and graph (see below)

- E. Existing Recycling and Household Hazardous Waste Collection Activities
Wood County has over 90% public access for residential recycling per established Ohio EPA formulas. Local governments are provided \$1.00 per person per year based on the 2010 Census to support these programs. In the more urban areas, this has resulted in ten curbside programs. In the rural areas, monthly drop-off collection programs have been established. In addition, to the curbside collection there is also a 24-hour drop-off location in the City of Bowling Green and another is located between Bradner and Wayne. The residential curbside recycling activities used by the District are presented on Table III-4.

While the district has seen a substantial increase in the amount of material collected by the curbside programs, there has been a trending decrease in the amount of material diverted through the drop off locations. The increase in curbside collection can be attributed to the introduction of comingled, automated collection in many of the curbside communities. Examples include the City of Bowling Green, which saw an average increase of 1 million pounds of recyclables collected curbside/year since 2009 and the City of Perrysburg, which saw an increase of 0.5 million pounds of recyclables collected curbside during 2014.

The district spent considerable time during 2015 studying the current drop-off collection program, working to identify a strategy for reversing the trend in decreased recyclables collected. The district partnered with Graduate Students from Bowling Green State University who developed and distributed a survey to roughly 2,500 Wood County residents. They reported their findings to the District and the Policy Committee recommending a complete rebranding of the program. Under the guidance from Policy Committee members, the district has begun this process. Other future strategies include the possibility of permanent drop-off locations.



The district is served by several commercial collection companies, two municipal collection service providers, and a local non-profit recycling processing center. The district expects to continue to work with the non-profit recycling center in order to insure recycling access.

The per capita subsidy has been instrumental in establishing and maintaining residential recycling. In urban areas, it provides funds to assist with collection and processing. In rural areas, it provides funds to pay community groups to staff the drop-off sites. **Groups assisting with the drop off locations, receiving per capita payment from their communities, have included Girl Scouts, Boy Scouts, 4H Clubs, Band Boosters, and other volunteer based community organizations.** The local non-profit processing center receives some district funds to transport, and process materials from these rural drop-offs through a contract for services. The drop-offs, buyback and other recycling activities utilized by the District are provided on Table III-5.

Chapter 4

As a general comment, this entire section feels especially permit-like when reading the narrative. While I didn't identify anything that makes it unapprovable in a technical sense, it doesn't really feel like a plan. I'd encourage you to take out much of the technical stuff (perhaps adding the most important notes as footnotes to applicable tables) and instead tell the story of what the district did in 2014. Adding visual aids such as maps and graphs help make it more useful and readable. This section is also designed to have much more analysis that I really see. You have all this data, but what does it mean. For example:

- Which programs account for the majority of waste diversion in 2014?
- What trends do we note over the past few years?
- Based on what you'd expect to generate and what data says you're recovering, where are there gaps in your infrastructure?
- How do curbside programs compare against each other and year-over-year?

The District agrees with many of the comments listed above. The District will attempt to address these concerns where possible. It is the District's intent to begin implementing some of these recommendations in the next planning cycle.

Residential/Commercial Waste Generation (tables IV-1, IV-2, IV-9): In general, we tell folks that those 2002 estimates are no longer applicable. Back then reported data was very questionable, so the agency developed the estimates. Since then, reporting has gotten much better and everyone just defaults to the ADR values anyhow. At this stage, we'd recommend just going with the reported ADR totals from 2014 and removing the estimates completely. Related, the R/C disposal of 109,108 and total tons of 148,284 doesn't match the ADR (neither the final one nor the one I sent back in September). It looks like that is due to the 33,000 tons that went to Michigan – you reported it in the ADR, but for some reason it didn't make it into the final form. I'm correcting that on our end.

Comments from Hull: The amount reported is correct per the amounts sent to Michigan. Table IV-1 will also not be included.

Also, Hull has removed the first two paragraphs referring to 2002 data. This section now reads:

A. Reference Year Population and Residential/Commercial Waste Generation

The district utilized the sum of the amounts disposed, reduced/recycled, and some estimate of open dumping to determine residential/commercial waste generation. This approach can be reasonably accurate, except when the SWMD does not get good cooperation from entities that are surveyed, such as out-of-state landfills, or recyclers. Table IV-2 provides the analysis used to develop a generation rate by calculating total district residential/commercial generation as the sum of amount disposed (109,108 tons) in 2014 plus amount recycled (39,176 tons) in 2014 as given in Ohio EPA's Annual District Review Form for 2014, for a total reference year residential/commercial generation of 148,284 tons.

Industrial Waste Generation: I'd recommend just talking about the survey, why you didn't include table IV-3 (which is fine), and that you're choosing to use the reported ADR value. Take all the technical stuff out. We know it and your communities don't really care. **Hull has made recommended changes.**

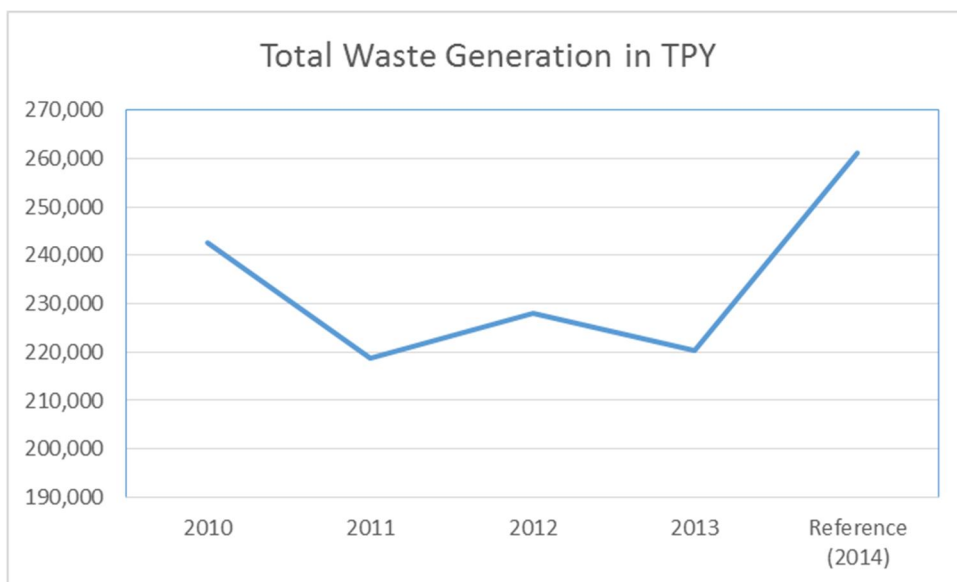
Exempt/Total Waste: It'd help to add the values into the narrative, just so folks don't have to go to the tables if they don't want to. **Hull has added numbers to narrative.**

Reference Year Waste Reduction: This is one of the most important sections of the entire plan as it is designed to tell the story of what was actually occurring in the district in 2014. The format calls for program descriptions and analysis in this section – most importantly a discussion of strengths and weaknesses of each program that was operational during 2014. While it's not the end of the world to have the program descriptions in section V like they are now, the document is missing any discussion of strengths/weakness and lacks detail in several cases. Also missing in many cases is attributed diversion tonnage which, based on the implementation schedule in the ADR, it would seem the district does have. I have more direct comments on this in section V.

The District agrees with many of the comments listed above. The District will attempt to address these concerns where possible. It is the District's intent to begin implementing some of these recommendations in the next planning cycle.

Historical Trends (narrative and table IV-8): Again, there's no analysis here and readers have to turn to a table pages away to see any values at all. At least some highlighted values and maybe a graph showing trends would be applicable. Also, we advise that you have 5 years of historical data, so go back to 2010 please. Hull has added numbers to the narrative. Hull has also added 2010 data to table, created a graph and added language and graph to the text:

The amounts reduced, recycled, composted, land applied, incinerated, and landfilled were entered on Table IV-8. Reported amounts from the initial district plan, district surveys, Ohio EPA, and the annual district reports were used. For the reference year, 261,214 tons were calculated, which indicates a significant increase (18%) from the amount of waste generated that was calculated for the previous year. However, a similar percentage of waste was reduce/recycled. Other pertinent information considered by the district included population changes, industrial growth, and/or availability of additional or alternative solid waste facilities



Waste Composition (narrative and table IV-10): Using the 2012 EPA estimates is fine, though the breakdown in table IV-10 is so detailed that it makes it pretty much impossible to actually use for any type of analysis. Most districts do a much more high level analysis (I've attached the Ohio EPA plan for Portage which shows a balanced level of detail) that is easier to understand and actually allows for some type of comparison between expected recycling and reported recycling. Based on that, are there areas where the district seems to be missing an important recycling stream (and therefore should put more focus)? Hull has updated the table.

Chapter 5:

Population projections (narrative and table V-1): I'm a bit confused as to why the population drops from 132,741 in 2029 to 127,600 in 2030. I get that 127,600 is the ODOD estimate for 2030, but if you're using straight line extrapolation between 2025 and 2030, I don't get why it'd get to 132,741 in the first place. Please double check this, especially since it does impact your projected diversion rates in later sections of the document. Hull has updated this information.

Hull Comments: The population projections were originally extrapolated for each five year projection. Based on the comment, the extrapolation was done for the 15 year period, ignoring the projection for each five years.

Section now reads:

B. Population Projections

Population estimates have been entered in Table V-1 for the reference year, and each year of the planning period.

The Ohio Department of Development, Office of Strategic Research (DOD) study gave population projections for Wood County for 2015 (125,220), 2020 (126,540), 2025 (127,530 and 2030 (127,600).

Table V-1 was generated using the Census 2010 data and the Ohio DOD year 2014 population figures. Straight-line interpolations were then made between the year 2015 and 2030 estimates.

Waste Generation Projections: This section contains almost verbatim language from the currently approved plan (including old dates), and uses a justification for flat projections based on 2007-2008 trends. Based on the last five years, the district has actually seen R/C generation rise (4.30, 4.59, 4.59, 4.86, and 4.95 respectively). However, take all of them with a grain of salt because it looks like we haven't included the Michigan waste in your final calculations since at least 2011. I'm going back through your old ADRs and correcting those. I'll send them as soon as I can so you can analyze any trends. Updated by Hull: Used the data for the last five years and calculated the projected increase/decrease and included language in the text.

Updated paragraph now reads:

Per capita generation rates have been assumed to remain steady based upon historical data. The percentage changes in per capita generation rates for the years 2014 through 2025 have all been estimated to be 0% per year. This is based upon both local and national data indicating that the per capita generation rate is has become steady or may be decreasing. The District's reference year rate of 6.49 pounds per person per day as shown in Table IV-9 was used as the beginning per capita generation rate. While short term data from the U.S. EPA indicates that the per capita generation rate leveled off in 2007 and began to drop in 2008, with a more marked decline over the last two years, this may be an indication of economics or an anomaly in the general trend. Over the last five years (from 2010 to 2014) the district has seen increases and decreases (-1.1%, +4%, -3.4% and +15.6%) in the generation rate that average to a little over 1% increase over the last five years. With the projected decline in population, it was assumed that the generation rate would remain constant rather than assuming that it would decrease or increase, given the recent trends.

Waste Reduction Strategies: This is a very extensive list of activities and shows the great program that Wood county has put together overall. As mentioned before, this full listing of programs should really be in section IV and section V only needs to include a quick list of expected programs throughout the planning period and changes/new programs. Also as mentioned before, many of these need more description and analysis. Below are a number of prompts to help add stronger content:

- How many tours were offered in 2014? (if there isn't a count, one improvement for this plan would be to keep better statistics for future years)*

Added under Activity Name: Tours: The Recycling Center tour is the most popular with an average of 40 groups touring annually. The Wind Turbine tour attracts an average of 30 groups per year and the Landfill attracts an average of 15-20 groups per year.

Also added under Activity Name: Presentations: **Annually, an average of 70** Educational Presentations are **provided for** groups of all ages and experience.

*An Excel sheet is maintained throughout the year-tracking presentations, tours, events, total number of attendees, and ages.

- A list of drop-off sites/hours would be helpful as well as a breakdown of tonnage. **Attach the Satellite Brochure and reference?**
- Did the drop-off sites see any challenges in 2014? For example, many drop-offs are experiencing increased levels of contamination.

Copied paragraph from Chapter 3:

The district spent considerable time during 2015 studying the current drop-off collection program, working to identify a strategy for reversing the trend in decreased recyclables collected. The district partnered with Graduate Students from Bowling Green State University who developed and distributed a survey to roughly 2,500 Wood County residents. They reported their findings to the District and the Policy Committee recommending a complete rebranding of the program. Under the guidance from Policy Committee members, the district has begun this process. Other future strategies include the possibility of permanent drop-off locations.

Also added: The per capita subsidy has been instrumental in establishing and maintaining residential recycling. Currently, it provides funds to pay community groups to staff the drop-off sites. Groups assisting with the drop off locations, receiving per capita payment from their communities, have included Girl Scouts, Boy Scouts, 4H Clubs, Band Boosters, and other volunteer based community organizations.

- If you can do a comparison between the sites or historical analysis, that would strengthen the narrative. **Graph added to Chapter 3.**
- How about including a picture of the event containers or the signage that goes with them? **District does not think photos are appropriate given the current format of the document.**
- Is there a particular plan for outreach to non-participating apartment complexes? How about priority areas or sizes? Also, this program isn't in the current plan nor

the ADR – when did it start? Exactly what support does the district offer?
Updated the 1st paragraph to address these questions:

As an extension of the existing recycling collection provided by Wood Lane, the program has evolved to include six (6) apartment complexes within the County. Collection service is also provided to Wood Lane's residential homes. The District maintains little control over whether or not a location is added/subtracted from the collection route. The District intends to continue to assist Wood Lane Industries in making recycling collection available to apartment complexes. Support has included providing collection containers and supporting collection by Community Employment Services (CES) whose mission is employment of people with disabilities.

- It seems that the district has a close relationship with Wood Lane Industries, BGSU, Perrysburg and others. It may help to talk about these partnerships at the beginning of this section to frame those relationships and how they work. The district is somewhat unique in the number of active partnerships it has with other entities, which is great.
- Is the email newsletter something that currently occurs? I couldn't find it on the ADR, so I wasn't sure. Also, if it is, please add me:
christopher.germain@epa.ohio.gov.

Added the following sentence: It is the goal of the district to begin an electronic newsletter in conjunction with the 2016 Annual District Report.

- With PAYT programs showing a significant increase in recycling, Ohio EPA would recommend that the district consider a planned effort to proactively engage communities on the benefits of such a system.
- A number of SWMDs have expressed a concern about increased tire dumping – has Wood county experienced that? If so, how might that be addressed? No, the District has not seen an increase in tire dumping. However, at the time of writing this, we did receive a report of 100 tires in the Portage River (this is the first in 10+ years). By the time this plan update is complete, it will be cleaned.

Rewrote the activity description to read:

The Wood County SWMD strategy concerning scrap tires is to focus on proper disposal. The District is also committed to having a legal location for individuals to take scrap tires. At this time, several tire dealers and both landfills accept scrap tires.

The District, as part of its cleanup programs, does pick up or accept tires dumped on the public right-of-way or any other public area. The cost of disposal may be paid by the District.

As determined appropriate by the District's Policy Committee, and Board of Directors, special tire collection events may be sponsored and promoted. Additionally, the District educates the residents on proper disposal through brochures, the website, and the Household Recycling Guide.

- It'd help to provide some statistics about website use (you'll want that foundation for the new format next time around). The website is tracked annually. Added this sentence:

During 2014, the site was visited 9,197 times by 6,864 individuals.

- You have a great education program and the descriptions here are quite well done. Consider adding some pictures to make these programs stand out in the document. You may also want to consider some consolidation just to make the section easier to read (i.e., there probably isn't a need to list all the fairs and events separately). I can work with you on this if needed.

- 1) Combined Technical Advice w/Waste Audits
- 2) Combined HHR Guide w/Household Hazardous Waste (Include HHR Guide as an attachment?)
- 3) Merged Brochures, Awareness, Advertising, and Educator's Brochure into one description
- 4) Removed Pemberville Fair description-District involvement is covered under event recycling

- That's great that you're looking at developing a master recyclers program. Included an intended start year would strengthen the plan (we know things happen, but a target date is good).

- What are some examples of capital investments made possible through the capital grants program? Do all communities receive them automatically or is there an application process? Some adjustments made to description-Now reads:

Grants were awarded to local communities and the non-profit Bowling Green Recycling Center to pay for primarily the purchase of equipment to process materials and divert them from landfills. Funds were allowed for servicing of satellite drop-off locations and processing materials. Support of the local non-profit recycling center enables the district to meet its recycling access goals.

The funds were used to purchase leaf vacuums and wood chippers with the goal of minimizing the amount of these types of materials from being landfilled.

Due to the economic downturn, the capital grants program was suspended. It is the goal of the district to reinstitute this program during the five year planning period if funds allow.

- There doesn't appear to be a program that explains the curbside infrastructure in the district. This is often one of the more detailed programs in SWMD plans since there's generally lots of information to report and data to analyze.
- Do you track what each community uses their grant funds for? If so, including that information for 2014 would paint a stronger picture of how the program impacts communities. Added highlighted text to Section 3 and to the Satellite Description: The per capita subsidy has been instrumental in establishing and maintaining residential recycling. In urban areas, it provides funds to assist with collection and processing. In rural areas, it provides funds to pay community groups to staff the drop-off sites. Groups assisting

with the drop off locations, receiving per capita payment from their communities, have included Girl Scouts, Boy Scouts, 4H Clubs, Band Boosters, and other volunteer based community organizations.

I noticed again that many of these descriptions are verbatim from the current plan. For example, the event recycling description is identical, despite saying that efforts would be undertaken to increase the number of events using the bins. So either there was no increase (which would indicate a weakness based on the current plan that should be addressed) or something needs updating in the narrative. Program narrative has been updated:

PROGRAM DESCRIPTION:

The District currently owns eighty-five (85) ClearStream recycling containers, which are used at the Wood County Fair, Pemberville Free Fair, the Black Swamp Arts Festival, and other events upon request. The design of these containers encourages the recycling of aluminum cans and plastic bottles with minimal contamination.

The ClearStream Recycling Program operates as a loan program to encourage groups, hosting events in Wood County, to include recycling. Groups are encouraged to borrow the containers for use during the event and then return the containers and collected recyclables to a recycling facility. A ClearStream Transporter and additional containers were purchased in 2014 to assist with the pickup/return of the containers. Ten (10) of the new containers were permanently located at the Wood County Historical Museum to accommodate repeat events throughout the year.

The District promotes the loan program on the District's website and during events. The District continues to evaluate usage and purchases additional containers when warranted.

Also, a number of the goals assigned to these programs don't necessarily make sense. For example, the website says it meets goals 4 & 5, but goal 5 is HHW.... It should say 3 & 4. The website is one of the main tools utilized to promote the "Every Day Solutions" method the District utilizes to handle HHW disposal.

The summary of activities on pages 40 – 44 is nice (in fact, I wish more folks would do a summary like this), but also feels repetitive and includes considerable language directly from the format. There are a number of ways we can combined material in this chapter to cut down its size and make it more readable. The District agrees with many of the comments listed above. The District will attempt to address these concerns where possible. It is the District's intent to begin implementing some of these recommendations in the next planning cycle.

In general applying a blanket 2% projected increase for R/C recycling programs without much change doesn't really feel sincere. This is especially true when you're projecting a flat R/C generation rate. Based on what I read, it was difficult to tie those increases to anything other than a hope that people would just recycle more. Do you really expect drop-off tons to increase at the same rate as curbside programs? How about yard waste programs? If there's a way we can breakdown table V-5 a bit more to address specific programs, that'd be great. Let's talk more about this section as we may need to address the way information is collected and categorized in preparation for the new format next time around. Hull has updated the table. (Projections have been flatlined since the District knows of no major changes to or additions of programs). Text has been updated to read:

Overall per capita Residential/Commercial recycling in the district has been projected to remain flat for the years 2017-2031. Total yard waste recycling has been projected to remain flat as well for all plan years. The district is unaware of any new or amended programs planned for the future which would impact the current recycling rate.

Also, I don't see the logic behind the projected decreases in industrial recycling. Recycling seems to drop much faster than the projected decrease in generation. Hull has updated. This number will be flatlined as well until the District can better determine if the number is trending upward or downward.

Table V-5: I'm confused as to where the yard waste value of ~12,000 came from when the 2014 ADR shows 20,741 tons of yard waste. This table usually also includes a line item for surveying and other non-direct recycling data. The totals should equal the R/C recycling for the district. **Hull Comments:** My mistake. Corrected.

Chapter 6

Demonstration of Access to Capacity: There is a reference to a guarantee of access agreement with Waste Management through 2011... not sure why. If there is still an agreement, this should be updated. If not, please remove it. Updated highlighted text in first paragraph-Now reads: Appendix G contains a copy of a signed agreement with Waste Management, Inc. guaranteeing access to capacity for district solid waste through the year 2011 and that so long as the facility has adequate capacity to meet the reasonably projected disposal needs of Wood County through such date, they shall be permitted to dispose of non-hazardous waste.

Gas-to-Energy (page 48): I remember us talking about this and I was wondering where it was. This reference is very vague and probably isn't solid enough for us to consider it a planned capital expenditure. Let's talk about how to work it into section 5 and 8 so that you're covered in the event this does occur.

Added under Demonstration of Access to Capacity (PG 49): In addition to maintenance and other post-closure activities previously mentioned, the District may research, and if deemed feasible, assist with the installation of a waste-to-energy system which captures methane gas from the closed or capped portion(s) of the landfill. Such a system is becoming common throughout the nation in both public and private landfills as a way of reducing greenhouse gas emissions and in creating additional value from

closed facilities. Based on the size of the landfill, the District expects to capture methane gas to generate the requisite energy to at a very minimum power the facility. There may also be a possible selling back of power into the city grid.

The District will carefully review various options for such a system and, through budget approval via the Board of Directors, allot funds for the project. It is anticipated that purchase and installation will occur in 2017 or 2018. This Plan budgets \$100,000 for the project at this time, but the actual amount may vary within reason depending on timing and system selection.

Designation: On page 48 you say that the district does not designate facilities, but then on page 49 (under section F), it says the district does currently designate. Which is correct? Addressed under 6-D & 6-E:

D. Identification of Facilities: Added last sentence in section: Currently the District has designated 14 facilities.

E. Authorization Statement to Designate: Now Reads:

"The Board of Directors of the Wood County SWMD is hereby authorized to establish facility designations in accordance with Section 343.014 of the ORC after this plan has been approved by the Director of the Ohio Environmental Protection Agency."

The Solid Waste Management District reserves the right to designate facilities. The District may also enter into joint use agreements or other contracts beneficial to the District.

Siting Criteria: Just as an FYI, the format really only requests that a siting criteria be established for any facility the district may build (considering the Wood County landfill, this is probably appropriate in your case). Ohio EPA generally does not agree with the interpretation that the district has authority to approve private sector facility plans as state statute gives approval authority for facilities to Ohio EPA. It's unlikely you'll ever have to deal with such a situation, but we just like to make note of that.

Table VI-1 Composting value: The composting value is less than table VI-2. VI-2 matches V-5, but see my earlier comments on the value in V-5. Table VI-1 composting value should match the VI-2 value assuming all composting is R/C. [Hull has updated.](#)

Table VI-4.a.1: Williams County landfill has a spelling error (trivial, I know). Also, the 2014 Facility Data Report is now available so you may want to update the values in this table to be consistent with using 2014 data. [Hull has updated.](#)

Table VI-4.a.2: Based on the landfill totals in table VI-1, this table doesn't account for all projected landfill waste. For example, 2031 only shows totals of 115,603 tons when table VI-1 projects you'll need 146,594 tons. Once you confirm table VI-1 is correct, please ensure this table's totals match the landfill totals from VI-1. This could be considered a *key deficiency*, so please get this corrected. [Hull has added information for Stevens Disposal and number a lot higher. Updated table shows appropriate capacity \(per Hull\).](#)

Table VI-4.b: Ohio EPA MRF records show some material went to Rumpke's glass recycling plant in Dayton, so that should be included on this table. Also, the 1,224 tons attributed to the bowling green recycling center doesn't appear to account for all the curbside and drop-off processing. Do you know where the curbside and drop-off material goes? [Hull has updated.](#)

Table VI-5: You honestly don't need to have every landfill included in this table as it's designed for district operated programs or other programs that the District is using to meet the recycling goals. I would probably include the Wood County LF since you have such a close working relationship with them (and may invest in projects there). You can also simplify this table quite a bit... when building it think about how long you really want your implementation schedule to be with the ADR. For example, a lot of the education stuff can be combined into a few major categories. [Table has been updated.](#)

Several Edits submitted to Hull: Changes are summarized below:

- 1) Removed all Landfills except for Wood County Landfill. This is because of the District assisted projects that exist here. This table is meant mostly for recycling activities and he would prefer not to see Landfills listed here (since they appear in other locations throughout the document).
- 2) Removed Bowling Green State University Curbside and renamed Bowling Green State University Drop Off to Bowling Green State University Recycling Program.
- 3) Added Southern to Bloomdale Village, Southern Bloom Township
- 4) Added Northern to Jerry City Village, Cygnet Village, Northern Bloom Township Drop-off
- 5) Changed Earth Day Celebration with Bowling Green State University to Earth Day Celebrations to account for all Earth Day Events
- 6) Removed Perrysburg Earth Day Family Fun Night (No longer exists)
- 7) Removed Leadership BG (Accounted for under Tours)
- 8) Removed Enviro Days (Less frequent and accounted for under Presentations)
- 9) Changed Arbor in Perrysburg to Arbor Day Celebrations
- 10) Merged all Safety Towns into one row and labeled Safety Town Presentations
- 11) Changed Pemberville Fair to Event Recycling
- 12) Removed BGSU Housing Fair
- 13) Removed BGSU Recycling Awareness-Covered under Tours and Presentations and BGSU Recycling Program categories
- 14) Removed BGSU Merchant Fair
- 15) Removed Environmental Educational University Partnerships-Covered under other categories
- 16) Removed "Education for the Environment" Booklet-Covered under brochures
- 17) Removed Satellite Locations (All are listed individually in the beginning of the table)
- 18) Changed School Presentations to Presentations
- 19) Changed Teacher Workshops to Workshops
- 20) Removed Waste Audits-covered under Business/Industrial Technical Advice
- 21) Changed Educational/Awareness Tools to District Website

Table VI-6.a: You really only need to include waste disposal facilities on this table. [Hull has updated.](#)

Table VI-6.b: This really is completely unnecessary – I'd recommend taking it out.
Comments from Hull: OK. Will not include.

Chapter 7

Nice work on the commercial access section – very detailed! I did note that a number of facilities are listed here, but not included in the recycling capacity table in section 6. Consider adding them to that table. [Hull has added to Section 6 table and Table III-5](#)

Table VII-2: Under subscription curbside, the district only gets credit for 25% of the 12,651 population (unless you can prove higher use). That comes out to 3,163. [Hull has updated.](#)

Also, the drop-off list on this table doesn't quite mesh with table III-5 or the 2014 implementation schedule. It looks like this table includes two sites in question:

- Jerry City Village, Cygnet, Bairdstown Village, Bloom Township... based on the ADR, it looks like the one in Bloomdale Village includes all these areas (ie, the ADR ones show drop-off for all of these while this table includes 2 sites). [They are 2 separate sites. District has clarified this with Hull.](#)
- Pemberville Village appears on this table and the ADR implementation schedule, but not Table III-5. [Hull has added.](#)

If we adjust for the new Perrysburg Twp value of 3,163 (instead of 5,000) and remove a duplicate drop-off (if that is indeed the case), the District still meets access, but barely (90.7%). Please check these concerns and let me know. [District went through the table and made corrections where necessary. Using EPA calculations, the District has over 100% access. Hull has made the necessary changes.](#)

Chapter 8

I don't think I've ever seen anyone get all their revenue discussion in on one page. I'd encourage you to at least do some analysis of funding trends over the past 5-10 years. Also, similar to earlier sections, it's very difficult to get a picture of fiscal situation without some values and narrative in this section. For example, how much is the \$2/\$4/\$2 disposal fee going to bring in and how much of that is local versus out of district? Why are you projecting revenue to remain flat? What are the overall costs? How do they change over the planning period? What is the ending balance? Folks should be able to ascertain this information without going to the tables just to get basic information.

[Changes made to this section-See highlighted text:](#)

A. Funding Mechanisms and Amount of Money Generated

In this section, all of the funding mechanisms expected to be used by the district are discussed. In addition, anticipated revenues from each source listed below are projected for each year of the planning period.

1. *District Disposal Fees (ORC Section 3734.57(B))*

The present district disposal fees are \$2.00 per ton in-district, \$4.00 per ton out-of-district, and \$2.00 per ton out-of-state.

The present structure has worked well and provided sufficient revenues to implement the currently approved plan, which we anticipate to continue through the planning period. A majority of the District's revenue is from out-of-district waste deposited in the Evergreen Landfill. Presently, tonnage at both of the in-district landfills remain high, which increases revenue to the District. This tonnage, however, has dramatically increased and decreased in the past; most prominently during the Great Recession, which is why we continue to take a conservative budgeting approach and plan against flat revenues.

The \$2.00/\$4.00/\$2.00 disposal fee structure is anticipated to generate sufficient revenues annually to implement this plan successfully (please refer to Table VIII-1).

For the reasons above, the district has taken a very conservative approach in projecting revenues. Variable expenses are adjusted based on District revenue, and these variable expenses are considered annually. For example, when Capital Grants were awarded, the funds were made available only after 6 months into the budget year. The amount awarded was adjusted by the requests made and the funds available. The objective of the district is to maintain sufficient funds to operate and make necessary changes should revenues cease or decrease significantly. The District may evaluate capital grant funding availabilities each year.

The District strives to maintain a six month or better cash reserve to provide stability in the event that revenues are less than expected or an unforeseen crisis, such as a natural disaster, occurs.

2. *Generation Fee (ORC 3734.573)*

The District does not currently have a generation fee; however, the District reserves the right to do so during the planning period if needed.

3. *Summary of District Revenues*

Table VIII-3 includes all funding mechanisms used and the total amount of revenue generated by each method for each year of the planning period.

The district does not anticipate securing any loans during the plan period. However, the district does reserve the right to utilize loans as necessary.

Quarterly Fee Reports show the District brought in \$79,300 in contracts. What is that for? It looks to be a roughly consistent income stream over the past several years and needs to be explained. Same with the \$1,000 in miscellaneous income – what is it?

You can exclude table VIII-2 if you want (mention that in the narrative though) since you don't have a generation fee.

You have lots of language that appears to try and give the district the authority to spend whatever, however, and whenever. This is probably a good time to remind you that Ohio EPA view these plan budgets as a general blueprint for spending. So while some

deviation is expected just based on unknown factors, this language doesn't give you the authority to decide to spend, for example \$150,000 on some new capital expenditures that weren't contemplated at all in the plan. Related, I don't see even a line item for the potential gas-to-energy project we discussed earlier. You should try to work that in somewhere to ensure you're covered if that goes forward. [Already addressed-see comments above.](#)

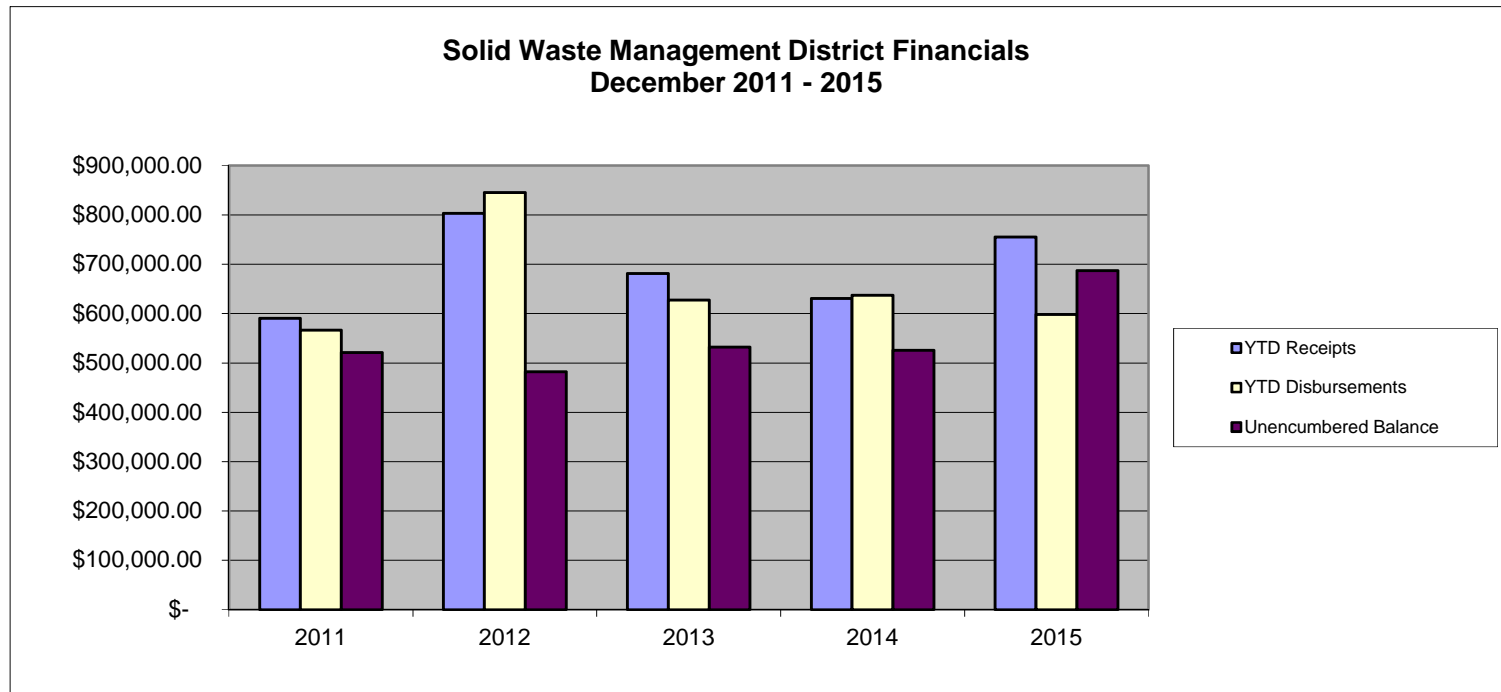
Related, I'm all for budgeting conservatively, but to flat line everything feels disingenuous. Do you really expect personnel costs to not go up at all? Or costs of the drop-off program? No one expects a plan budget to be exactly right and putting in more specific values doesn't box you in. But it'd be nice to see some more effort to get this a bit more realistic and to talk about future trends the district expects to see concerning expenditures.

Also, in general, we ask for more detail about each of the expenditure lines. Just a few sentences for each explaining what they are and what they cover (plus projection factors). The attached Portage plan is probably more detailed than you need to get (they operate their own collection business, so their budget is somewhat complex), but it gives you an idea.

Another great example plan would be Lorain County's, which can be found at <http://www.loraincounty.us/commissioners-departments/solid-waste-management/plan>

Solid Waste Management District (090):

	YTD Receipts	YTD Disbursements	Unencumbered Balance
2011	\$ 590,691.28	\$ 566,226.18	\$ 521,301.81
2012	\$ 802,965.94	\$ 845,174.58	\$ 482,458.30
2013	\$ 681,295.11	\$ 627,633.67	\$ 532,331.84
2014	\$ 630,899.84	\$ 637,445.96	\$ 525,677.28
2015	\$ 755,033.27	\$ 597,995.52	\$ 687,473.45
Difference	\$ 124,133.43	\$ (39,450.44)	\$ 161,796.17



2016 APPROPRIATIONS					
FUND #:	090				
OFFICE/DEPT:	SOLID WASTE MANAGEMENT DISTRICT				
<i>ACCOUNT</i>	<i>DESCRIPTION</i>	<i>2013 EXPENSE</i>	<i>2014 EXPENSE</i>	<i>2015 EXPENSE</i>	<i>2016 APPROPRIATION</i>
090.0290.510200	SALARIES-SOLID WASTE	121,853.58	107,077.00	112,178.72	\$ 123,276.89
090.0290.520100	SOLID WASTE-SUPPLIES	1,703.84	2,712.36	2,001.86	\$ 2,000.00
090.0290.530100	SOLID WASTE-CONT REPAIR	763.60	139.60	0.00	\$ 500.00
090.0290.540100	SOLID WASTE-CONTR/SVC	92,369.18	165,841.95	160,646.36	\$ 160,000.00
090.0290.544202	SOLID WASTE-LIT CLEANUP GRANT	0.00	4,371.00	0.00	\$ -
090.0290.550100	SOLID WASTE-TRAVEL	853.53	1,097.05	570.23	\$ 1,200.00
090.0290.560800	SOLID WASTE-ADV/PRINT	7,502.44	4,955.25	9,452.34	\$ 15,000.00
090.0290.564100	SOLID WASTE-EQUIPMENT	18,654.18	2,044.19	1,300.12	\$ 5,500.00
090.0290.566200	SOLID WASTE-GRANTS	125,353.26	125,138.08	124,419.91	\$ 130,000.00
090.0290.567600	SOLID WASTE-INDIRECT COSTS	16,885.00	35,542.00	37,975.00	\$ 37,763.00
090.0290.569600	SOLID WASTE-MEDICARE	1,739.20	1,521.16	1,577.86	\$ 1,787.51
090.0290.569900	SOLID WASTE-OTHER EXPENSE	9,411.60	7,024.57	9,742.07	\$ 10,000.00
090.0290.571500	SOLID WASTE-PERS	15,565.30	14,886.08	15,674.68	\$ 17,258.76
090.0290.574200	SOLID WASTE-TRANSFERS	200,000.00	150,000.00	100,000.00	\$ 150,000.00
090.0290.574900	SOLID WASTE-UNEMPLOYMENT	0.00	0.00	0.00	\$ -
090.0290.575500	SOLID WASTE-WORK COMP	0.00	0.00	1,183.73	\$ 1,798.61
090.0290.575600	SOLID WASTE-HLTH/LIFE	14,978.96	15,095.67	21,272.64	\$ 24,000.00
TOTALS		\$ 627,633.67	\$ 637,445.96	\$ 597,995.52	\$ 680,084.78

Technical Assistance, Education, & Awareness Report: February 10, 2016

A. Education Program Review & Events:

Events:

- **Treecycle (Dec.-Jan.):** The District promoted 22 Christmas tree recycling opportunities in Wood County. The trees will be ground into mulch or used as wildlife habitat.
- **Well•Being Event hosted by Sentinel-Tribune & WC Hospital: March 19th:** The District will display at this event for the first time this year. Registration also includes an advertisement in the Well•Being publication.
- **2016 Events:** Planning has already begun for some of our larger annual events. Save the date for our annual Earth Day Celebration (April 24th). We will also be partnering once again to host “The Grove” natural resources area at the WC Fair.

B. Penta Recycling: Penta is working with Wood Lane CES to expand their recycling collection on the campus. The District supplied additional recycling containers and education materials to assist with this transition.

C. 2016 Billboard Contest: This is the 6th year the District has hosted this contest. This year’s theme is “Got Your Bags?” Entry packets are being distributed to Wood County’s K-7th grade students and are due March 31st. One winner will be selected to have his or her artwork displayed on a billboard for a month (Rt. 25).

D. BG City Guide: The District worked with the City of BG and Phoenix Technologies to write an article showcasing plastic recycling. This unique example of “closing the loop” will appear in the 2016 BG City Guide, which is mailed to all BG residents.

E. 2015 Education Numbers:

- **Tours:** 79 total
 - 15 Wood County Landfill
 - 28 Wind Turbine
 - 36 Bowling Green Recycling Center
- **Presentations:** 66 total
- **Special Events:** 13 total

F. Brochure Updates:

1. Updated the Satellites Recycling Brochure to better reflect which Saturday of the month each are open.
2. Updated the Paint Recycling/Disposal Brochure to include new location.