



# DANE COUNTY DEPARTMENT OF WASTE & RENEWABLES

**County Executive**  
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**Director**  
John Welch, PE

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**DATE:** December 20, 2019

**TO:** Chair and Members of the Personnel and Finance Committee

**FROM:** John Welch, Director

**RE:** Biogas Operations Coordinator (Position #3166) Vacant for More Than Six Months

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive approve filling positions that are vacant longer than six (6) months. The Biogas Operations Coordinator (Position #3166) was included as a new position in the 2019 budget and has yet to be filled.

**What is the nature of the work or what is the essential function of the position?**

The Biogas Operations Coordinator provides essential functions related to compliance of the RNG Plant and off-loading station and communicates and coordinates operations and maintenance activities between the contracted Plant operator and Dane County. The primary objectives for this position include maximizing RNG Plant efficiencies and revenues and ensuring that all compliance requirements associated with the EPA's renewable fuel standards and other applicable regulations and requirements are met.

The Operations Coordinator provides professional expertise and consultation services to Dane County in the areas of RNG Plant operations, renewable fuel standards, renewable energy markets, plant safety, and landfill gas extraction system management. This position includes a broad spectrum of essential responsibilities including, but not limited to compliance, auditing, financial management, contract administration, and internal and external team leadership and project management for all aspects of RNG Plant operations.

**How has this function been fulfilled without his position?**

Although the RNG Plant injected its first gas into the pipeline in April 2019, construction and commissioning of the RNG Plant was ongoing throughout all of 2019. During this time, Department staff who were involved in construction and design have remained assigned to the duties that this position is responsible for. This arrangement will become increasingly difficult as the Department enters landfill construction season and resources will have to be shifted back to landfill permitting, operations, and construction activities.

**What will be the impact on the Department's function and mission if the position remains vacant?**

This position is central to RNG Plant operations, which is budgeted to generate \$8,750,000 in revenue in 2020 through the sale of RNG. If this position is not filled, it could result in significant financial losses for the County. The level of attention and coordination the RNG Plant requires is high and spreading the tasks amongst multiple staff does not ensure the highest efficiencies for operations of the Plant. It has also become increasingly evident to the Department that this position is a critical role and will require a highly skilled candidate to successfully perform these activities.