

**OPEN SESSION MINUTES
WINNEBAGO COUNTY BOARD OF SUPERVISORS
SOLID WASTE MANAGEMENT BOARD**

DATE: June 16, 2021

TIME: 9:01 a.m.

LOCATION: Virtual Meeting by Zoom and Phone Call-In

PRESENT BY ZOOM
OR SPEAKER PHONE: Pat O'Brien, Chairman
David Albrecht, Vice Chairman
Paul Eisen, Secretary
Thomas Borchart
Mike Easker
Gerald Konrad
Kevin Konrad
Doug Nelson
Susan Locke (9:04 a.m. – 10:53 a.m.)

ALSO PRESENT BY
ZOOM OR SPEAKER
PHONE: John Rabe, Director of Solid Waste
Kathy Hutter, Operations Manager
Zach Moureau, Environmental Manager
Doug Petraszak, Assistant Director, Winnebago County Finance
(9:28 a.m. – 10:01 a.m.)

1. Call to Order: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the June 16, 2021 agenda, made by D. Albrecht and seconded by K. Konrad. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that:
 - P. O'Brien and P. Eisen were re-appointed to the SWMB (3-year term) by County Executive Jon Doemel at the June 15, 2021 County Board meeting by unanimous approval.

- K. Hutter was promoted to Operations Manager, effective June 2, 2021. J. Rabe and K. Hutter will be holding a meeting with the Foreman and Equipment Operators on June 17, 2021 to review policies, procedures and job expectations moving forward (Human Resources (HR) Staff will assist).
 - Solid Waste (SW) Associate, Laura Grant, resigned on May 19, 2021 with May 28, 2021 being her last day worked. The SW Associate position was posted on May 20, 2021 and applications will be accepted until June 10, 2021. Recruitment was coordinated by HR.
 - C. Stadtmueller was promoted to Office Supervisor, effective June 10, 2021. J. Rabe and C. Stadtmueller will be holding a meeting with the SW Associates once the current vacant position is filled to review policies, procedures and job expectations moving forward (HR Staff will assist).
 - The position description and posting for Communications/Program Development position is pending finalization through HR.
 - An article about the Tri-County Partnership, titled "Wisconsin Builds Two New Landfills as Part of Tri-County Agreement" appeared in the May 2021 issue of *Waste360* magazine. SW Staff shared the article with the SWMB, the County Executive Office and County Board.
 - The new masking policy issued by the County Executive on May 19, 2021 was distributed to SW employees and the SWMB.
 - Clearwater Paper Mill in Neenah, a WCSWMB special waste customer is closing permanently as of the end of July 2021; the closing was announced in a June 1, 2021 news release.
 - The next SWMB, on July 7, 2021 is planned to be in person, pending County Administration/Health Department guidance/approval; SWMB member/staff distancing will be required; the continued safety of our staff and SWMB members remain top priority
5. Approval of Minutes – May 19, 2021 Open and Closed Session: Motion to approve the May 19, 2021 open and closed session minutes, made by P. Eisen and seconded by S. Locke. Motion carried 9-0.
6. Discussion/Action – Annual Election of Officers: J. Rabe asked the SWMB to consider nominations for Chairman, Vice Chairman and Secretary Officer Positions.
- Motion made by G. Konrad and seconded by M. Easker to elect P. O'Brien as Chairman, D. Albrecht as Vice Chairman and P. Eisen as Secretary. Motion carried 9-0.
8. Discussion/Action – 2020 RUG Financial Report: K. Hutter presented the 2020 Recycling Financials to the SWMB (unaudited). K. Hutter explained that there is a deficit of \$1,521 for the municipalities, and a deficit of \$4,378 for the SWMB. K. Hutter explained that 2020 commodity market values were better than 2019, but were not enough to cover recycling program expenses. K. Hutter further explained that 2021 commodity market values are higher than 2020, and revenue sharing with Signing Municipalities is likely to be possible again at year end.

K. Hutter explained that the 2020 RUG Financial Report will be mailed to all municipalities if accepted by the SWMB. The annual RUG meeting will not take place due to COVID-19 and staffing limitations.

Staff recommends SWMB to subsidize the deficit for municipalities with retained earnings.

Discussion ensued amongst the SWMB.

Motion made by D. Nelson and seconded by G. Konrad to accept the 2020 RUG Financial Report. Motion carried 9-0.

Motion made by D. Nelson and seconded by P. O'Brien to subsidize the deficit for municipalities with retained earnings. Motion carried 9-0.

7. Discussion/Action – 2020 Financial Reports: J. Rabe explained to the SWMB that he invited D. Petraszak from Finance to present the 2020 Financial Reports that he prepares for the Comprehensive Annual Financial Report (CAFR).

D. Petraszak reviewed the 2019 to 2020 Balance Sheet and Statement of Revenues and Expenses with the SWMB.

- Bottom line is that retained earnings increased by \$2,880,061 (Total = \$32,267,007 as of December 31, 2020)
- Major variances include higher tonnages than budgeted, higher surplus revenues from Tri-County programs, large unplanned mark to market adjustment, and higher interest income

Discussion ensued amongst the SWMB.

Motion made by P. Eisen and seconded by M. Easker to accept the 2020 Financial Reports as presented. Motion carried 9-0.

9. Discussion/Action – 2021 RUG Tonnages and Collection/Reporting Issues: J. Rabe explained to the SWMB that the 2020 sale of Advanced Disposal Services (ADS) to Waste-Management (WM) and divestiture of their local solid waste and recycling systems to Green for Life (GFL Environmental) has affected a number of our Responsible Units of Government (RUGs). It also complicated billing and tonnage tracking for SWMB Staff.

K. Hutter explained to the SWMB that:

- Staff track RUG recycling tonnages to provide that information for RUG WI Department of Natural Resources (WDNR) reporting, RUG WDNR grant qualification and SWMB revenue sharing with RUGs.
- Since the divestiture RUG recycling tonnages that are not delivered to the WC Transfer Station are getting more difficult to track. WM is not providing the corresponding tickets for loads delivered to Valley Trail – Berlin.
- The lost recycling tonnages are not being credited to WC or to WC's RUGs. This is an ongoing issue; example May 2021, ~30 tons missing from the system.

- WC's RUG material is being mixed with poor quality, out-of-county materials which the Tri-County Recycling Facility would prefer to turn away (due to high-contamination).
- RUGs are also reporting service issues with ADS-WM including late pickups, missed pickups, etc.
- Staff will continue to make initial attempt to track down missing tonnages; RUGs will be included in the communications
- Staff will provide RUGs with historical tonnage data if RUGs require it for legal action
- Staff will provide RUGs with contact information for waste collection businesses that may be interested in residential collection Request for Proposals (RFPs)
- Staff will encourage RUGs to review missing tonnage data, follow-up with their contracted waste collector, communicate issues with their governing bodies, and communicate issues with WDNR.

Discussion ensued amongst the SWMB.

No action taken.

10. Discussion/Action – Snell Road Landfill Maintenance Project: Z. Moureau presented the Snell Road Landfill Maintenance Project report as follows:

- In 2020, the SWMB approved completion of additional groundwater tasks associated with investigation of an alternative remedy to the horizontal groundwater extraction system at the Snell Road Landfill.
 - Replacement of several groundwater monitoring wells
 - Installation of a new groundwater monitoring well nest
 - Well abandonment
 - Installation of several borings to investigate leachate buildup within the waste mass
- Contamination was detected in the new groundwater monitoring well nest installed in 2020.
 - Need to install new well further downgradient
 - Working with the Purchasing Department, it was determined that this installation would be considered a professional service and only one reasonable quote was needed
 - Contractor (Horizon Construction and Exploration) that performed the well installation work in 2020 provided a quote for ~\$5,900
 - Installation to occur in July/August 2021
- It was determined that removal of liquid (leachate) from the waste mass may act as a means to control migration of leachate from the unlined cells to underlying groundwater
 - WDNR approved installation of permanent leachate extraction equipment/piping within the leachate investigation borings (LIB)
 - There will likely be additional work related to the groundwater contamination, but this is the next step that the WDNR has authorized

- Planned installation of permanent leachate extraction equipment, combined with repair of a sagged gas collection pipe and repair of a broken isolation valve on the compressed air system
 - Permanent leachate extraction equipment installation within the LIBs (5 total)
 - Estimated cost to complete this construction project is \$78,000 with a 20% contingency
 - Plan to advertise Request for Bids (RFB) documents in early July 2021 with a late July 2021 due date
 - Construction will take approximately two weeks in September 2021
- Proposal from Foth for this project includes preparation of the RFB documents, bid evaluation assistance, part-time construction quality assurance, nuclear density testing of final cover restoration, and preparation of a construction documentation report
 - Cost for engineering services is \$20,100 (refer to proposal)
- \$45,000 for engineering and \$200,000 for construction costs related to the HGWES alternative remedy were approved in the 2021 budget

Staff request SWMB approval to authorize \$20,100 to Foth for engineering services for the Snell Road Landfill Maintenance Project.

Discussion ensued amongst the SWMB.

Motion made by P. Eisen and seconded by K. Konrad to authorize \$20,100 to Foth for engineering services for the Snell Road Landfill Maintenance Project. Motion carried 9-0.

11. Discussion/Action – Sunnyview Landfill Gas System Evaluation: Z. Moureau presented the Sunnyview Landfill Gas (LFG) System Evaluation report as follows:

- Historically, Foth has provided evaluation assistance for our LFG collection system and troubleshooting as issues arise
- LFG collection system at the Sunnyview Landfill is aging and several issues are starting to arise
 - Impact of north/northwest winds on the overall LFG quality.
 - Sag on a main LFG collection pipe has caused issues during the swing in high and low vacuum conditions.
 - Broken header pipe and pinched header pipe underneath the final cover system.
- Requested proposals from several consultants to get some "fresh" ideas and additional evaluation/support of on our LFG collection system
 - Weaver Consultants Group (Sheboygan), SCS Engineers (Madison), and Cornerstone Environmental Group (Madison)
- Received proposals from Weaver Consultants(Weaver) and Tetra Tech/Cornerstone (Cornerstone)
- Weaver would perform evaluation from the office
 - Provide evaluation summary and recommendations.
 - Lump sum basis not to exceed \$9,000
- Cornerstone would provide onsite inspection (2 days) working with County personnel to evaluate system, and provide additional data evaluation in the office.

- Provide evaluation summary and recommendations
- Time and materials basis with a proposed budget of \$4,120.
- \$12,500 was approved in the 2021 budget for this type of assistance.
- Both consultants have availability to perform the work, once authorized.

Staff request SWMB approval to authorize \$4,120 to Cornerstone for a LFG system evaluation.

Discussion ensued amongst the SWMB.

Motion made by D. Nelson and seconded by D. Albrecht to authorize \$4,120 to Cornerstone for a LFG system evaluation. Motion carried 9-0.

12. Discussion – Operational Program Reports: K. Hutter presented the Transfer Station Operations, Recycling and Diversion Program Update to the SWMB as follows:

- A post-holiday influx of waste and recyclable tonnages combined with trucking issues brought challenges to moving material out of the Transfer Station during the week of June 1-June 5, 2021; issues resolved and operations are back to normal.
- Property damage – June 10, 2021, Kreilkamp driver, while backing into a loading pit W3 at the Transfer Station damaged building exhaust system ductwork. Incident report, driver statement and photos have been forwarded to the County's Risk Manager for claim. Replacement cost is to be determined.
- Seasonal employees are taking on lawn mowing, line trimming, loading electronics and Freon appliance trailers, picking litter and performing general labor tasks to help free-up operations personnel for mowing the landfills, special grounds maintenance projects and to cover vacation schedules.
- Resolution Supporting Restoration of Recycling Grant Funds – progress report:
 - City of Oshkosh and Town of Neenah passed resolutions. Town of Winneconne has had contact with WC Staff regarding intent to bring resolution to their board.
 - Outagamie County's lobbyist created an issue paper. Feedback from Representatives will determine if Outagamie County moves forward with a resolution.
 - Brown County considering alternative options to assist their RUs with generating a resolution. There will likely be no resolution at the County level.
- Tri-County Recycling's 1st Quarter 2021 financials are looking good. The index pricing for cardboard, paper, aluminum and plastic jugs and bottles have all increased in recent months. We hope the trend will continue so that we will have revenues to share with our Signing Municipalities at year-end 2021.
- Diversion programs are going well; no issues with vendors.
- HHW Facility Operational Dates: June 2, 5, 16, 19, 30, 2021. June collections to-date have been well attended with average number of users for the Product Exchange Room.

Z. Moureau presented the Landfill Gas (LFG) and Long-term Care Update to the SWMB as follows:

- Revenue
 - Energy revenue May (\$138,091) decreased from April (\$140,988)
 - Revenue through May is \$707,204 (average monthly revenue of \$141,500)
- Engine Operation/LFG Usage
 - Engines #2R, #3, and #4 running as often as possible during on peak hours (shutdown of Engine #2R or #3 at night)
 - Engine #5 is used as a backup
 - Highway Department did not use any LFG last month due to decreased boiler usage during the warmer weather
 - A decoke on Engine #3 was completed last week.
- Long-term Care Update
 - June LFG Monitoring this week
 - Snell Road Landfill groundwater sampling event completed in May
- Regulatory Compliance
 - Engine #2R stack testing June 2nd
 - WDNR onsite on June 2, 2021 to perform the annual closed landfill site inspections at both Sunnyview and Snell Road Landfills

13. Future Agenda Items: None at this time.

14. Set Next Meeting Date: The next SWMB meeting (in-person) date is scheduled for July 7, 2021 at 9:00 a.m.

15. Adjournment: Motion to adjourn made D. Albrecht by and seconded by K. Konrad. Motion carried 9-0. Meeting was adjourned at 10:53 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Office Supervisor

Approved by SWMB – July 7, 2021