

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

DATE: July 1, 2020

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  
Susan Locke (9:01 a.m. – 10:00 a.m.)  
Doug Nelson

EXCUSED: Gerry Konrad

ALSO PRESENT BY  
ZOOM OR SPEAKER  
PHONE:

John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Zach Moureau, Environmental Manager  
Kathy Hutter, Recycling Program Manager

1. Call to Order: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the July 1, 2020 agenda, made by D. Albrecht and seconded by T. Borchart. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that the Winnebago County (WC) Administration is developing a policy for "reopening" offices for employees & customers; hope to have plan in place for Solid Waste Department by the end of July.

J. Rabe informed the SWMB that Green for Life Environmental (GFL) (Ontario, Canada) to acquire divested Waste Management (WM)/Advanced Disposal Service (ADS) assets in Wisconsin; \$835 Million agreement – 32 collection operations, 36 transfer stations, 18 landfills supported by 380 collection vehicles across 10 US states (over 900 WM & ADS employees added to the GFL family); WM & GFL will enter into a reciprocal 5-year disposal arrangement that will provide the company with competitive, stable and predictable pricing and disposal terms; closing expected in Quarter 3 following customary US Department Of Justice review.

Discussion ensued amongst the SWMB.

J. Rabe informed the SWMB that the Solar PhotoVoltaic system produced 5.71 MWh during the last WPS monthly billing cycle (approximately \$680 in electricity saved); WPS will be replacing the meter to include solar power generation on future billing cycles/monthly invoices.

5. Approval of Minutes – June 3, 2020 Open Session: No Action taken at this time. Not all SWMB members received copies of the draft June 3, 2020 open session minutes.
6. Discussion/Action – Award Snell Road Landfill Groundwater Investigation Activities: Z. Moureau presented the bid results for the Snell Road Landfill Groundwater Investigation Activities as follows:
  - A Request for Proposal (RFP) was posted on Demandstar for three weeks for this project with proposals due on June 23, 2020. A total of 14 companies pulled plans for the project but unfortunately only one partial proposal from Landfill Drilling and Piping (\$49,000) was submitted. Landfill Drilling and Piping (LD&P) only included costs in their proposal for completion of the soil borings that will be drilled through waste and the associated mobilization/demobilization charges for the equipment associated with this work. This estimate includes a mobilization/demobilization charge of \$15,750 and the drilling cost of \$33,250. With LD&P and the equipment onsite for the Sunnyview Landfill Maintenance Project most of the mobilization/demobilization charges would be eliminated, if awarded this portion of the contract work. The construction cost estimate for the waste boring portion of the work was \$38,700. With the reduction of the mobilization/demobilization charge we will fall below this construction cost estimate for this portion of the work.
  - I reached out to several contractors that pulled the plans to determine why a proposal was not submitted. All of them had the excuse that they would not be able to complete the work until August or September due current workloads. This is not currently an issue and our only expectation is to have the work completed by the end of October.
  - For the other work items that we did not receive pricing, pricing has been requested from four contractors that typically perform this type of environmental investigative work. This work includes abandonment of groundwater monitoring wells, drilling environmental soil borings, and installation of replacement groundwater monitoring wells and a new groundwater monitoring well nest. I am waiting for the pricing to come back for these items but the construction cost estimate for these items is approximately \$30,000. The total project cost estimate is \$79,930 (with 15% contingency) and \$150,000 was budgeted in 2020 for the work. The pricing from these contractors will be presented to the SWMB at the next meeting.
  - The Engineering/CQA for this work is being performed by Foth as authorized at the May 6, 2020 SWMB Meeting.
  - Request SWMB authorization to award contract to LD&P for \$49,000.

Motion to award contract to LD&P for completion of the soil borings in waste for \$49,000, made by P. Eisen and seconded by D. Albrecht. Motion carried 7-0.

7. Discussion/Action – 2020 Retained Earnings Reservation: J. Rabe presented the SWMB with the proposed 2020 Retained Earnings Allocation as follows:

Description	Fund Goal Authorized by SWMB	Fund Goal Proposed to SWMB
	2019	2020
<b>Designated Emergency Funds:</b>		
Regulatory Compliance	1,000,000	1,000,000
Remediation/Liability	500,000	500,000
Litigation	200,000	200,000
Interim Construction	1,000,000	1,000,000
Capital Outlay	500,000	500,000
PFAS/Leachate Pretreatment & Disposal	-	500,000
Future Landfill Airspace Development	8,800,000	9,300,000
Operational Cash Flow	1,500,000	1,500,000
Debt Service - Recycling	500,000	300,000
Solid Waste - Rate Stabilization	3,300,000	3,500,000
Recycling - Rate Stabilization	700,000	700,000
Research & Development Planning	1,000,000	1,000,000
Snell Road Landfill LTC >20 yrs	6,500,000	6,000,000
Sunnyview Landfill LTC >40 yrs	2,500,000	2,500,000
Landfill End Use Planning/Development/Maintenance	1,000,000	1,000,000
<b>Total</b>	<b>29,000,000</b>	<b>29,500,000</b>
Balance as of December 31	\$ 29,014,016	\$ 29,500,000
Reserved	29,000,000	29,500,000
Current Surplus (Deficit)	\$ 14,016	\$ -

J. Rabe explained that the 2019 Financial Report showed a December 31 balance of \$29,014,016 in the retained earnings fund.

J. Rabe suggested that the following fund goal changes could be made to meet future needs:

- Add PFAS/Leachate Pretreatment & Disposal funds of \$500,000
- Increase in Future Landfill Airspace Development from \$8,800,000 to \$9,300,000
- Decrease in Debt Service – Recycling from \$500,000 to \$300,000
- Increase in Solid Waste – Rate Stabilization from \$3,300,000 to \$3,500,000
- Decrease in Snell Road Landfill LTC > 20 years from \$6,500,000 to \$6,000,000
- Increase in Total Allocation from \$29,000,000 to \$29,500,000.

P. Eisen suggested the SWMB consider the use of retained earnings funds to subsidize costs for automated garbage and recycling collection for the smaller municipalities within Winnebago County.

Discussion ensued amongst the SWMB.

Motion made by D. Albrecht and seconded by D. Nelson to accept the proposed 2020 Retained Earnings Reservation as presented by SWMB Staff. Motion carried 7-0.

8. Discussion/Action – 2019 RUG Recycling Program Financial Report: J. Rabe explained to the SWMB that the annual RUG meeting was not able to take place due to COVID-19 and the 2019 RUG Recycling Program Financial Report will be mailed to all municipalities if accepted by the SWMB.

K. Pernsteiner presented the 2019 Recycling Financials to the SWMB (unaudited).

K. Pernsteiner explained that there is a deficit of \$53,109 for the municipalities, and a deficit of \$70,377 for the SWMB. Both deficits are due to low commodity market rates.

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

Discussion ensued amongst the SWMB.

K. Hutter explained that low commodity market rates are due to the effects of the China National Sword Policy. K. Hutter further explained that there is still a large demand for material locally.

Discussion ensued amongst the SWMB.

Motion to approve the 2019 RUG Recycling Program Financial Report made by M. Easker and seconded by D. Albrecht. Motion carried 6-0.

9. Discussion – Operational Program Updates: K. Pernsteiner presented the Landfill/Transfer Station Operational Program Updates to the SWMB as follows:

- Landfill Update:
  - BOW Tonnages Through May 31, 2020

Brown County	89,546
Outagamie County	86,624
Winnebago County	71,076
Shared	15,823
Total BOW	263,071
- Landfill Office Renovation Project Update:
  - Reviewing final punch list items with Martin Riley (Architect) and Cardinal Construction (General Contractor).
  - Martin Riley completed inspection on June 26, 2020 and SWMB staff are working to finish answering any questions.

- Painter has started the painting of the remaining existing steel siding and should be done by today.
- Landscaper working on remaining work items including regrading and a potential Change Order to switch from grass to landscape stone adjacent to the building.
- Scale Updates:
  - Continue to have the same customer procedure in place since COVID-19 started, and operations are going well.

K. Hutter presented the Recycling/Diversion Program Update to the SWMB as follows:

- Tri-County Recycling Facility's equipment upgrade for aluminum and PET sorting is functioning as expected. Outagamie County (OC) Staff have noted much improvement on quality of PET bales which is expected to result in more competitive pricing. Aluminum capture rate has increased by 3-4 bales per day since completion of the project.
- WC's single stream recycling tonnage for the month of May 2020 is 1,445 tons, vs. 1,421 tons in May 2019.
- WC's current tire recycling vendor, Liberty Tire, has forecasted a significant increase in service costs due to softening demand and lower recycled tire market values. The term for the current RFP/Agreement (coordinated by WC and shared by Brown, Outagamie and Winnebago (BOW) Partners) ends on December 31, 2020 with no option to renew. BOW Partners developed a new RFP which was posted on DemandStar (through WC) on June 25, 2020. Responses are due on July 10, 2020 and will be presented to the SWMB with a recommendation for award at the July 15, 2020 SWMB meeting.
- WC's Household Hazardous Waste Collections on June 3, 6, 17 and 20, 2020 were well attended. With the additional staffing, we were able to keep up with incoming materials on all but one collection date. Total car count for June = 187 users. Top collection day = Wednesday, June 17, 2020 with 68 users (3 of which brought trailers full of material).
- May WC Solid Waste (WCSW) Facebook Analytics – Posts: 17, Reach: 6,681 users, Engagements: 379 users, Top post: Recycle your soap and hand sanitizer bottles, which reached 1,011 users.
- May WCSW Website Analytics – Visits: 2,822 total, Unique Visitors: 2,125, Traffic Source: 72% from search engines, 16% direct web address, 9% from other websites, 2% from Facebook. Devices used by visitors: 65% mobile, 33% desktop, 2% tablet.

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

- Energy revenue from May (\$153,820) increased from April (\$150,919). Based on the current monthly average revenue through May (\$155,000), there should be no issues meeting the budgeted revenue for 2020. Engines #2R, #3, and #4 were running throughout May with occasional shutdown of Engine #2R overnight during off peak hours. Highway Department personnel indicated that the boilers were recently rebuilt and need to run on natural gas for the initial operation. They would like to continue to use LFG in the near future. I informed them that LFG is available for use but requested that only one boiler run on LFG to conserve the gas usage for our operations.

- Engines #2R, #3, and #5 are currently running with scheduled shutdown of Engine #3 overnight during off peak hours. Engine #4 has been decoked and the oil cooler repaired and reinstalled. It is available as a backup.
- 2nd Quarter Surface Emission Monitoring was completed in June. There were seven exceedances at the Snell Road Landfill and four at the Sunnyview Landfill. All exceedances were corrected by increasing vacuum to the well. The exceedances have been remonitored and are within compliance.
- June LFG Monitoring was conducted at the Snell Road and Sunnyview Landfills during the week of June 15, 2020. No deviations were noted during the event and no significant issues were encountered.
- The Sunnyview Landfill Maintenance Project started last week Monday and several items have been completed to date. The leachate injection wells have been abandoned, several header pipe repairs have been completed, and a LFG collection bypass has been installed to increase vacuum to certain areas of the site. The Contractor (Landfill Drilling & Piping) has also completed removal of the corrugated metal pipes that were installed around leachate cleanouts on the north end of the site. These pipes were suspected to be conduits for air intrusion into the waste mass causing reduction in overall gas quality.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is schedule for July 15, 2020 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by T. Borchart and seconded by D. Nelson. Motion carried 6-0. Meeting was adjourned at 10:40 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – July 15, 2020**