

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

DATE: September 1, 2021

TIME: 9:00 a.m.

LOCATION: Solid Waste Administration Office
100 W. County Road Y
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman
David Albrecht, Vice Chairman (9:02 a.m. – 10:47 a.m.)
Paul Eisen, Secretary
Thomas Borchart
Mike Easker (9:01 a.m. – 10:47 a.m.)
Gerry Konrad
Kevin Konrad (9:00 a.m. – 9:28 a.m.)
Doug Nelson

EXCUSED: Susan Locke

ALSO PRESENT: John Rabe, Director of Solid Waste
Cassie Stadtmueller, Office Supervisor
Kathy Hutter, Operations Manager
Zach Moureau, Environmental Manager

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the September 1, 2021 agenda, made by K. Konrad and seconded by T. Borchart. Motion carried 6-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe handed out final 2022 Budget Packets to the Solid Waste Management Board (SWMB) following the August 12, 2021 Executive Budget meeting. J. Rabe explained that there were no changes and the budget was accepted as presented. J. Rabe stated that the 16 Solid Waste employees will now be included in the County Executive Budget Table of Organization, but the SWMB Budget will remain as an Appendix. J. Rabe added that the Financial Summary and Program Budgets documents were added to our Budget Packet by the Finance Department.

J. Rabe distributed a 2021 compensation schedule for all Winnebago County employees and a separate summary of the Solid Waste Department employees to the SWMB members.

5. Approval of Minutes – August 4, 2021 Open and Closed Session: Motion to approve the August 4, 2021 open and closed session minutes, made by D. Albrecht and seconded by T. Borchart. Motion carried 8-0.
6. Discussion/Action – Award 2021 Snell Road Landfill Piping and Leachate Extraction Pump Installation Project (SW03-21): Z. Moureau presented the bid results for the 2021 Snell Road Landfill Piping and Leachate Extraction Pump Installation Project (SW03-21) to the SWMB as follows:
 - Two bids received for this project
 - Landfill Drilling and Piping (\$117,860)
 - Riverview Construction (\$132,330)
 - Construction cost estimate for this project was \$78,000 with a 20% contingency but we budgeted \$200,000 for 2021.
 - Bids were at least 50% higher than construction cost estimate prepared by Foth. Foth indicated the difference is due to inflation and material availability.
 - Plan to request a reduction of contractor costs
 - Some HDPE pipe in good condition is available onsite and could reduce cost of Bid Items 3 and 5. Total project cost would likely be less than \$100,000 by using onsite materials. Have to work with contractor to negotiate reduction.
 - Bid Item 3 may not be needed on this project as the existing header pipe may be reusable
 - Landfill Drilling and Piping performed the 2020 Sunnyview Maintenance Project. There were no issues during the project and the contractor crew was reliable and experienced.
 - Foth completed a bid analysis of the bid responses and did not find any irregularities.
 - Project will start September 20, 2021 and should take approximately 2-3 weeks
 - Permanent piping connections (leachate conveyance and gas extraction) to leachate investigation borings (LIB wells) to reduce liquid within waste mass (Drawing)
 - Repair sagged gas collection pipe that causes flow issues during cold weather
 - Replacement of a broken isolation valve on the compressed air system

Staff requested SWMB authorization to award the project to Landfill Drilling and Piping for \$117,860.

Discussion ensued amongst the SWMB.

Motion to award the 2021 Snell Road Landfill Piping and Leachate Extraction Pump Installation Project (SW03-21) to Landfill Drilling and Piping for \$117,860 made by, P. Eisen and seconded by D. Nelson. Motion carried 7-0.

7. Discussion – Sunnyview Landfill Gas System Evaluation Report: Z. Moureau presented the Sunnyview Landfill Gas (LFG) System Evaluation Report to the SWMB as follows:
 - Cornerstone Environmental Group (Cornerstone) was previously authorized by the SWMB to perform a 3rd party Sunnyview LFG Evaluation.

- Cornerstone came onsite and performed monthly landfill gas monitoring event with Environmental Technician and provided the evaluation report for Sunnyview LFG system as follows:
 - Recommended repairing broken header at CO-5L and installing bypass to eliminate sagged out main header in southeast corner (both causing significant oxygen/operational issues)
 - Plan to request quote from contractor for Snell Road Landfill Piping Project to complete the repair work (avoid mob/demob from another contractor)
 - Also request two other quotes for comparison and follow County purchasing requirements
 - As long as construction cost is less than \$25,000, we will move forward with project
 - Provided Environmental Technician with suggestions to improve monthly monitoring efficiencies
 - Provided alternate means to accurately determine gas flow from secondary gas collection locations and assist with regulatory reporting
 - Recommended replacing several 3" well heads with 2" well heads
 - Improve collection efficiencies
 - Improve control of landfill gas wellhead valve/vacuum conditions
 - Provided information for locating odor issues
 - Provided recommendations on other landfill gas monitoring equipment
 - Elkins Envision Landfill Gas Monitor (potential 2023 purchase)

Discussion ensued amongst the SWMB.

8. Discussion/Action – Authorize Engineering Services Proposal to Develop Request for Qualifications for Landfill Gas Utilization Feasibility Study: Z. Moureau presented the Engineering Services Proposal to Develop Request for Qualifications (RFQ) for Landfill Gas Utilization Feasibility Study to the SWMB as follows:
- Current Power Purchase Agreement (PPA) is set to expire on December 31, 2022
 - WPS renewal offer is significantly lower than current rates (~25% of current rate)
 - Solicit qualifications for feasibility study for the utilization of landfill gas
 - Continue WPS negotiations at same time
 - Determine most efficient usage of landfill gas and Return on Investment (ROI) for each option
 - A schedule will be identified in the RFQ to ensure the study is completed this year (October-November)
 - Anticipated cost for study would be included in the RFQ responses along with breakdown of major tasks that the consultant will perform
 - Internal grading attachment would be used to determine best response to ensure cost is not only factor
 - Similar Projects
 - Team Qualifications
 - Cost
 - Cornerstone and Foth both stated that they would respond to the RFQ

- Responses would be reviewed with Outagamie/Brown County partners and Dane County Solid Waste contact
- Results from RFQ would be shared with the SWMB and action would be requested to hire a Consultant to perform the Landfill Gas Utilization Feasibility Study
- Cornerstone prepared a proposal for preparation of the documents for the RFQ process on a time and materials basis with a proposed budget of \$5,350
- There were no funds budgeted for this in 2021
 - Engineering costs through June 2021 are tracking lower than expected and the proposal costs can be absorbed
 - Likely need to request budget adjustment for the feasibility study costs

Staff requests SWMB approval to authorize \$5,350 to Cornerstone for RFQ documents preparation

Discussion ensued amongst the SWMB.

Motion to authorize Engineering Services Proposal to Develop Request for Qualifications for Landfill Gas Utilization Feasibility Study to Cornerstone for \$5,350 made by, M. Easker and seconded by D. Nelson. Motion carried 7-0.

9. Discussion/Action – 2021 Budget Adjustments: Z. Moureau presented 2021 budget adjustments for 52803-53522 - Small Equipment for Snell Road Landfill to the SWMB as follows:
- Budgeted \$1,150 in 2021
 - Purchased metal detector (\$198) to locate buried manhole covers
 - Plan to purchase new water level indicator (\$800)
 - Multi Parameter Water Quality meter used for groundwater monitoring at Snell Road needs to be replaced
 - Meter has failed and likely needs new cable
 - Had to replace meter cable twice in last four years (~\$1,200)
 - 20 years old
 - Discontinued by the manufacturer/several parts not available to replace
 - New multi parameter meter is \$3,800

Staff requests SWMB approval to increase 52803-53522 budget to \$4,800

Discussion ensued amongst the SWMB.

Motion to approve the 2021 budget adjustment to increase account 52803-53522 – Small Equipment for Snell Road Landfill to \$4,800 made by, D. Albrecht and seconded by D. Nelson. Motion carried 7-0.

10. Discussion/Action – 2021 Recycling Tipping Fees for Signing Municipalities: K. Hutter presented the 2021 Recycling Tipping Fees for Signing Municipalities to the SWMB as follows:
- The 2021 RUG (Responsible Unit of Government) Financials scenario is based on:
 - \$5/ton RUG/Signing Municipality tipping fee, September 1 – December 31, 2021 (reduced from \$15/ton)

- Material Recovery Facility (MRF) Revenue \$500,000 for the year (currently on track)
- Budgeted 15,000 tons for the year (currently on track)
- RUGs and County both have a year-end surplus
- Results:
 - Direct benefit to communities billed by WCSWMB for tipping fees.
 - City of Oshkosh, City of Neenah, City of Menasha, Village of Fox Crossing, Town of Neenah, Town of Omro, Town of Winchester, Town of Winneconne
 - ~3,440 tons (September – December)
 - Immediate benefit to RUGs: ~\$34,400
- Benefits the collector/hauler for communities that do not have their tipping fees direct billed.
 - Town of Algoma, Town of Black Wolf, Town of Clayton, Town of Nekimi, Town of Vinland, Town of Wolf River, Village of Winneconne, City of Omro (85% of Winnebago County population)
 - ~736 tons (September – December)
 - Immediate benefit to RUG collectors/haulers: ~\$7,360
- All RUGs will benefit from final program surplus amounts, to be distributed with the approval of the SWMB, estimated \$126,000 or ~\$10/ton.

D. Nelson asked how the lower rate will affect the year-end surplus for municipalities and how the lower rate will affect municipalities that are not directly billed by the Solid Waste Department.

K. Hutter explained to the SWMB that by decreasing the rate now, directly billed customers will see the direct effect of the lower rate. K. Hutter explained that this will cause a slightly lower refund for municipalities at the end of the year. K. Hutter explained that municipalities who are billed by the hauler should contact their hauler to ensure they are being billed for the new, lower rate.

Discussion ensued amongst the SWMB.

Motion to reduce the 2021 Recycling Tipping Fees for Signing Municipalities to \$5/ton from September 1, – December 31, 2021 made by, P. Eisen and seconded by M. Easker. Motion carried 6-1 by roll call vote. D. Nelson nay.

11. Future Agenda Items: None at this time.

12. Set Next Meeting Date: The next SWMB meeting date is scheduled for September 15, 2021 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by M. Easker and seconded by T. Borchart. Motion carried 7-0. Meeting was adjourned at 10:47 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Office Supervisor

Approved by SWMB – October 6, 2021