

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

DATE: September 2, 2020

TIME: 9:02 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
Gerry Konrad
Susan Locke
Doug Nelson

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 9:02 a.m.
2. Approve Agenda: Motion to approve the September 2, 2020 agenda, made by D. Albrecht and seconded by S. Locke. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that County Board Supervisor Mike Norton contacted the Personnel & Finance Committee members by e-mail to look into the Solid Waste (SW) Department finances. Supervisor Norton questioned why the SW Department has their own governing board and where it is written that the SW Department is not on the tax levy. Mary Anne Mueller, Winnebago County (WC) Corporation Counsel prepared and sent an opinion memorandum to Supervisor Norton on August 21, 2020 to answer his questions. J. Rabe and Stuart Herro (Dewitt Law Firm) provided input to M. Mueller on the opinion memorandum. J. Rabe stated that he will distribute a copy of the memorandum to all SWMB members and County Board Supervisors.

J. Rabe informed the SWMB that he was contacted by Rob Way on behalf of WC Parks & Recreation Committee member Steven Binder. J. Rabe explained that S. Binder would like

action taken from the SW Department to address the plans for the undeveloped south pond at the Ken Robl Conservation Park (KRCP). J. Rabe explained that he responded to R. Way stating that there is no immediate plan to develop the south pond. J. Rabe further explained that the south pond is a wetland area.

D. Nelson stated the south pond should be kept as is.

P. Eisen stated there was discussion of further development/expansion at the KRCP in initial discussion about the park development. P. Eisen stated that he would like this topic to be an agenda item for a future SWMB meeting.

J. Rabe explained to the SWMB that in the master plan for the KRCP there are further development possibilities, however, the City of Oshkosh Public Works Department is currently utilizing that area for their daily operations. J. Rabe stated he will follow-up with SmithGroup and WC Parks Staff accordingly.

5. Approval of Minutes – August 5, 2020 Open and Closed Session: Motion to approve the August 5, 2020 open and closed session minutes, made by G. Konrad and seconded by M. Easker. Motion carried 8-0.
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 D. Albrecht and seconded by G. Konrad to elect P. O'Brien as Chairman. Motion carried 7-0. P. O'Brien abstained.

Motion made by P. O'Brien and seconded by G. Konrad to elect D. Albrecht as Vice Chairman and P. Eisen as Secretary. Motion carried 8-0.

7. Discussion – Final 2021 Solid Waste Management Board Budget Documents: C. Stadtmueller distributed the Final 2021 Budget Documents to the SWMB via e-mail. J. Rabe explained to the SWMB that after the August 27, 2020 Budget meeting with the County Executive and Finance Director, there was a \$200 decrease to commercial travel, \$900 decrease to lodging, \$1,500 increase to professional services and a \$280 decrease to property & liability insurance to the 2021 SWMB budget. J. Rabe explained that a financial summary section was added to the budget packet to be consistent with all county departments.

J. Rabe explained that there is now a projected deficit of (-\$212,282) with a \$1.00/ton increase in the solid waste tipping fee and \$5.00/ton increase to the recycling tipping fee.

Discussion ensued amongst the SWMB.

8. Discussion – Operational Program Reports: K. Pernsteiner presented the Landfill/Transfer Station Operational Program Updates to the SWMB as follows:
 - Landfill Update:
 - GFL Environmental has taken over for Waste Management Northeast Wisconsin

effective September 1, 2020. The Waste Management location in Fond Du Lac and Upper Michigan contacted K. Pernsteiner about getting an account set up so when the trucks start arriving SW will have an account set up for them. Nothing has been submitted to K. Pernsteiner from either location. Outagamie County (OC) has also been contacted.

- (2) 40-yard roll off containers arrived and are placed in the small vehicle area. Benefits of the new containers are they are a nice size for the new ramps, easier for customers to get waste into them over the concrete wall, less waste ending up on the ground and not having to empty them as often as the older/smaller containers. Budgeted \$12,500 in 2020 and order placed with OC. Waiting on the invoice from OC. We are getting cost savings since Outagamie was placing a large order.
- Landfill Office Renovation Project Update:
 - Working to wrap this up with the General Contractor and the Architect Engineer. They are working on final change orders and as-built plans.
- Scale Update:
 - We opened the scale door vestibule to face-to-face customers on Monday, August 10, 2020.
 - The signs from the Health Department have been posted.
 - We are accepting all forms of payment (cash, checks and debit/credit cards).
 - Disposable masks, hand sanitizer and disinfectant wipes have been placed at the table in the scale vestibule for customers to use.
 - Only one customer is allowed in the scale vestibule at a time. Others must remain outside and maintain social distancing.
 - We have placed a trash receptacle outside the scale door for disposal by customers and not have employees have to pick up discarded masks etc.
 - The middle lane for traffic is still be closed off. All landfill users must use lane 1 or lane 3 to access the scales.
 - The next step will be discussing the opening of the main entrance, current procedures in place will continue through September 2020.
 - The opening has been going good with positive customer feedback.
 - COVID-19 situation continues to be fluid, so we continue to watch and make any necessary changes as time goes on.
 - Spoke to the scale associate working on Saturday, August 15, 2020 and she said it went very well.
 - Total customer counts during the closed scale office were as follows:
3/20/2019 - 8/9/2019 Non COVID (Open Office)
3/20/2020 – 8/9/2020 COVID (Closed Office)

MONTH	2019	2020
MARCH	900	759
APRIL	2,193	2,892
MAY	2,647	3,211
JUNE	2,686	3,262
JULY	2,611	2,899
AUGUST	844	758
TOTALS	11,881	13,781

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

- 2nd quarter 2020 Tri-County Recycling Material Recovery Facility (MRF) Financials were shared with Brown, Outagamie and Winnebago (BOW) Staff on August 19, 2020. The Tri-County Recycling tonnages are similar to last year and the MRF is on track to meet its budgeted tonnage for 2020 (~100,000 tons). 2020 commodity prices are similar to 2019 through the 2nd quarter ~\$62.60 per ton. With tonnages and commodity prices similar to 2019, the MRF year-end revenues are also expected to be similar to 2019. WC Staff have reviewed 2020 RU Financials, based on MRF revenues and WC program costs for the first half of 2020, and estimated a \$3.54/ton deficit to the Municipal Program (based on \$10/ton tipping fee).
- The 2020 MRF CIP/Capital Outlay Budget is ~\$2.5 Million; staff anticipate ~\$2 Million to be used in 2020. Funding sources include the budgeted 2020 Capital Outlay expenses and the Equipment Replacement Fund (\$2.15 Million) retained from previous years' revenues. Primary 2020 Capital Outlay projects include: MRF Technology Upgrade (aluminum & PET sorting lines), finalize Presort Cabin Redesign, and repair/replace aging parts and equipment (container baler re-line, replace sorting machine shafts, replace roller shafts, replace debris roll screen, and replace forklift). The 2021 MRF Capital Outlay Budget is expected to be scaled back, primarily addressing aging parts and equipment.
- 2020 Tri-County Recycling Communications/Marketing/Education (CME) efforts were scaled back significantly due to COVID-19. OC also had staffing changes which affected Tri-County CME. BOW Staff are developing a consumer survey of the Tri-County area to determine the best method to engage citizens in recycling and sustainability messaging. A CME Strategic Plan will be developed after review of survey results. Social media engagement is expected to be the primary CME focus for the remainder of 2020.
- Village of Fox Crossing (Fox Crossing) issued a Request for Proposal (RFP) for Solid Waste, Recycling and Yard Waste Collection Services in July 2020. Fox Crossing received proposals from Harter's Fox Valley, Advanced Disposal Services and Great American Disposal. Harter's Fox Valley came in with the most competitive proposal and was awarded the service contract on August 24, 2020, with a term of January 1, 2021 – December 31, 2023. Harter's currently services residential waste and recycling collection in the Town of Neenah and is familiar with WC's Signing Municipality Agreement and expectations for hauling materials to WC's approved facilities.
- City of Neenah is putting their commercial dumpster collection contract out for bid this fall. The current contract is serviced by Waste Management until June 30, 2021. WC Staff have offered to assist with reviewing bid documents and contract language.
- WC's universal waste materials collected in July and August 2020 are similar to the same weight/count as experienced in 2019. Staff anticipate overall weights/counts will be up slightly, due to the increase we saw earlier in the year when people were home for COVID-19 restrictions.
- There were 159 Household Hazardous Waste (HHW) facility users in July 2020 vs. 138 HHW users in July 2019. Total facility weights are up significantly in July 2020. We collected 9,545 lbs. of material in July 2020 vs. 6,536 lbs. in July 2019. Average weights are 51.48 lbs. per person YTD in the 2020 season vs. 38.27 lbs. per person YTD

in the 2019 season. These weights are total incoming material; the product exchange room weights have not been subtracted out of the 2019 totals.

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

- Energy revenue from July (\$166,908) increased from June (\$160,141). Based on the average monthly revenue through July (\$158,000), we will likely exceed our budgeted revenue of \$1.8 Million.
- In July, Engines #2R, #3, and #4 were running throughout the majority of the month with occasional shutdown of Engine #2R overnight. Radiators were cleaned in July and the gas collection system was shut down on several occasions for the Sunnyview Maintenance Project but this did not significantly impact revenues. In the month of August, we ran Engines #2R, #4, and #5 the most frequently. No landfill gas was used in the Highway Department boilers but they currently have one boiler set to use LFG. Due to the season, only one boiler is currently in use.
- Engines #2R, #3, and #5 are currently running continuously with occasional shutdown of Engine #2R overnight during off-peak hours. A decoke was completed on Engine #3 last month. Engine #4 is available as a backup.
- August LFG Monitoring was performed the week of August 17, 2020. There were no deviations noted during the August LFG Monitoring event.
- Quarterly groundwater monitoring was completed at Snell Road last month. There were no significant issues noted during the event.
- Annual leachate line cleaning was completed the week of August 24, 2020 at the Sunnyview Landfill. There were no new issues identified during the event. Leachate line cleaning is currently occurring at the Snell Road Landfill.
- As part of the additional investigation tasks at the Snell Road Landfill, the waste borings were completed in July. A total of five borings were completed with LFG extraction well materials installed in each boring. These borings will be used to monitor and extract leachate from the waste mass in the unlined cells of the Snell Road Landfill. Other project tasks are being performed this week and next week.
- The Sunnyview Landfill Maintenance Project is complete. The system modifications have improved gas collection from the site and overall gas quality. The final cost for this project was \$186,963. This is an increase of \$3,773 (original estimate was \$183,190) due to increase in individual bid item unit quantities, inclusion of an additional header pipe repair, and piping extensions not originally included in the scope of work.

Discussion ensued amongst the SWMB.

9. Future Agenda Items: None at this time.

10. Set Next Meeting Date: The next SWMB meeting date is schedule for September 16, 2020 at 9:00 a.m.

11. Adjournment: Motion to adjourn made by D. Nelson and seconded by S. Locke. Motion carried 8-0. Meeting was adjourned at 10:18 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – September 16, 2020