

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

DATE: December 4, 2013

TIME: 9:00 a.m.

LOCATION: Sunnyview Landfill  
100 W. County Road Y  
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman  
Ken Robl, Vice Chairman  
Paul Eisen, Secretary  
David Albrecht  
Pat Brennand  
Mike Easker  
Jerry Finch  
Gerry Konrad  
Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste  
Kathy Hutter, Confidential Secretary  
Kurt Pernsteiner, Facility Manager  
Jennifer Semrau, Recycling Specialist  
John Fink, County Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the December 4, 2013 agenda, made by K. Robl and seconded by J. Finch. Motion carried 9-0.
3. Public Comments on Agenda Items: None.
4. Announcement/Communications: J. Rabe announced to the Solid Waste Management Board (SWMB) that Outagamie County (OC) Solid Waste Director, Phil Stecker, has set his retirement date as February 11, 2014. A meeting of the three Directors and Board/Committee Chairs will be held during the week of December 9, 2013 to discuss and strategize for this change in Tri-County leadership. OC has posted the Solid Waste Director position on their Employment Opportunities website and on a state portal hosted by the University of Wisconsin-Extension.

5. Approval of Minutes – November 20, 2013 Open and Closed Sessions: Motion to approve the November 20, 2013 open and closed session minutes made by J. Finch and seconded by G. Konrad. Motion carried 9-0.
  
6. Discussion – Wisconsin Integrated Resource Management Conference, February 26-28, 2014, Green Bay, WI: J. Rabe informed the SWMB that the Wisconsin Integrated Resource Management Conference (WIRMC) is scheduled for February 26-28, 2014 at the Hyatt on Main/KI Convention Center in Green Bay, WI. SWMB Members will be responsible for making their own hotel room reservations by January 25, 2014 to receive the group rate. SWMB Members planning to attend should provide the following information to K. Hutter by early February 2014:
  - Confirm dates of attendance (Full Conference, Thursday only or Friday only)
  - Meal choice for Thursday, February 27<sup>th</sup> (sit down lunch)
  - Preference for attending the Landfill Reduction & Recycling, Inc, Construction & Demolition Material Recovery Facility (MRF) and the Tri-County Single-Stream MRF tours (Wednesday, February 26<sup>th</sup> 7:30 a.m. - 12:15 p.m.)

Discussion ensued amongst the SWMB members.

7. Discussion – 2013 Household Hazardous Waste Program Update: J. Semrau distributed the updated 2014 Winnebago County Household Hazardous Material Collection Facility (Facility) flyer to the SWMB. J. Semrau updated the SWMB on the 2013 Household Hazardous Waste (HHW) Program as follows:
  - From March 13 to October 26, 2013 the Facility was open approximately every other week on Wednesdays and Saturdays from 9 a.m. until noon.
  - Brown County (BC) staffed the Facility in 2013 and no appointments were needed.
  - BC Staff collected 36,468 lbs. of HHW during the Facility's 34 days of operation. This amount is the highest ever for the Facility.
  - An all time record of 687 citizens brought HHW to the Facility.
  - The average weight of the collected HHW was 53.1 lbs. per person (an increase from 2012).
  - 5,267 lbs. of the collected HHW was diverted to the Facility's Product Exchange Room which saved the SWMB ~\$4,214 in disposal costs (an increase from 2012).
  - 8 Winnebago County residents brought material directly to the BC HHW Facility, dropping off 1,158 lbs. of material.
  - HHW collected at the Facility consisted of:
    - 45% paint and paint related items
    - 27% solvents
    - 8% aerosols
    - 7% batteries
    - 6% pesticides
    - 7% other

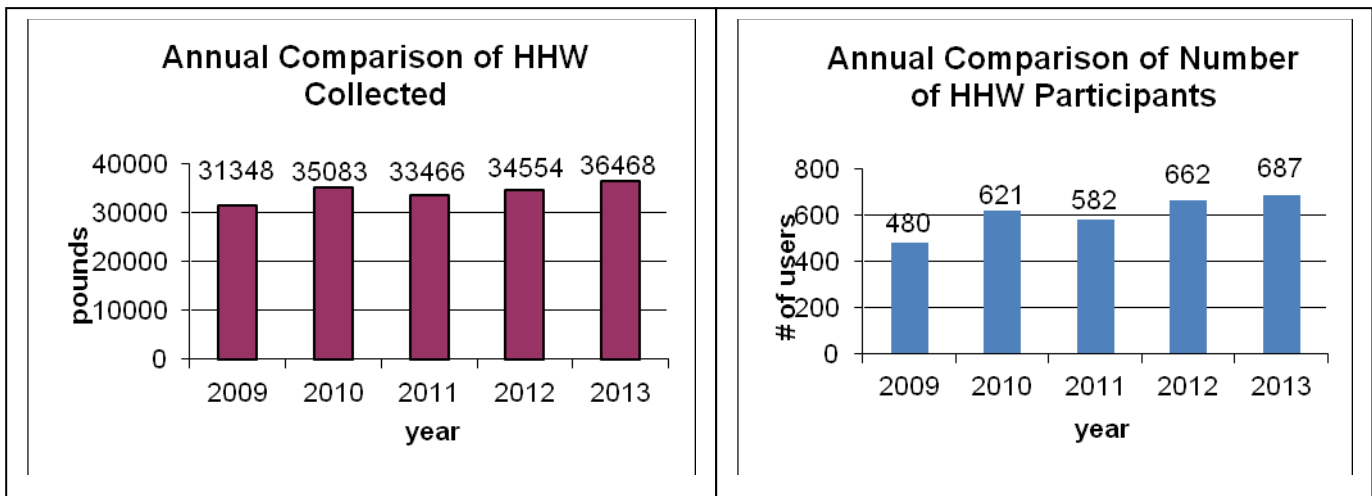
- Participants were asked to complete a Facility survey. The summary of responses is as follows:
  - 96% of participants indicated that the Facility’s operational hours were convenient.
  - Survey participants reported their travel distance as:
    - 0-5 miles 42%
    - 6-10 miles 40%
    - 11-20 miles 16%
    - 21+ miles 2%
  - 82% of participants brought HHW from a single household.
  - Survey participants reported their community as:
 

•	City of Oshkosh	41%
•	Neenah (City/Town)	26%
•	Menasha (City/Town)	7%
•	Winneconne (Village/Town)	4%
•	Oshkosh (Town)	3%
•	Algoma, Clayton, Omro (each)	2%
  - 27% of participants were return customers; 18% learned about the Facility via municipal newsletters; 16% via website; 13% via newspaper; and 10% via the HHW flyer.
  - 55% of participants were aware of the Product Exchange Room.

P. Eisen asked if there was an HHW Collection Facility closer than BC for residents to use during the off season, November through February. J. Semrau stated that OC’s HHW Facility was also seasonal and Fond du Lac County only hosted Clean Sweeps. At this time, BC hosts the closest HHW Collection Facility with year-round service.

Discussion ensued amongst the SWMB members.

J. Semrau presented the following 2009-2013 HHW Weights and Participants Graphs to the SWMB.



J. Semrau presented the 2012 vs. 2013 HHW Facility Budget as follows:

**Budget (of HHW Facility and Material Brought Direct to BC)**

(Approximations; final 2013 numbers not in)

	<u>2012</u>	<u>2013</u>
Disposal Costs	\$21,841	\$28,098
Advertising/Miscellaneous	\$10,716	\$10,652
Labor (BC)	\$25,000	\$25,000
Labor Winnebago County (WC)	\$7,750	\$9,699
<b>Total</b>	<b>\$65,307</b>	<b>\$73,115</b>

P. Eisen asked if J. Semrau would recommend increasing the budget for the Facility to expand operations. J. Semrau explained that Facility expenditures increased when BC employees began staffing the Facility and slight annual increases in expenditures also occur as the Facility's popularity grows. J. Semrau advised that at this time, no significant budgetary changes were necessary.

P. O'Brien recommended that the ~\$4,214 savings created by placing reusable HHW in the Product Exchange Room be noted in future HHW Facility Budget reports as an offset to expenditures.

J. Rabe noted in 2014, the Facility will not hold hours of operation on Saturdays adjacent to holidays in May, July and August. SWMB Staff will revise the Memorandum of Understanding (MOU) with BC to reflect 31 days of operation in 2014 so there should be a slight reduction in BC's flat fee for staffing the Facility.

8. Discussion – Regional SSR Lean Material Delivery Project Update: J. Semrau presented the Regional SSR Lean Material Delivery Project (Lean Project) to the SWMB as follows:

- Lean Project meetings were held from July 16<sup>th</sup> - July 18<sup>th</sup>, 2013 at Outagamie County Solid Waste.
- Team members include:
  - Sponsor: Phil Stecker, OC
  - Leader: Jill Haygood, OC
  - Facilitator: Liz Patton
  - Other Team Members: Chad Doverspike, BC; Jennifer Semrau, WC; Patty Adams, Laurie Elliott, Scott Steede and Bruce Verkuilen, OC; Jeff Patton, Inland Service; Tim Kreilkamp, Kreilkamp Trucking; and Jay Monette, Valley Packaging.
- The Lean Project was developed to study the highly variable recyclable material delivery schedule at the Tri-County SSR MRF tip floor. At the time of the Lean Project study, the amount of recyclables on the Tri-County SSR MRF tip floor could vary from 50-400 tons.

- The variance in tonnage delivery caused long wait times for haulers, staff safety concerns, damage to buildings, staff and customer frustration and unpredictable work schedules.
  
- The Lean Project Goals include:
  - Improve Tip Floor Safety and Quality of Service by decreasing individual hauler tip times and reduce overall tip times.
  - Track Customer Satisfaction.
  - Determine Staffing Needs in a timely manner to avoid unplanned shifts.
  - Avoid additional expense of material diversion to the OC Transfer Station.
- Problem Analysis determined three main problems and their root causes:
  - Tri-County SSR MRF was unable to completely process daily incoming material because there was too much material for the allotted production hours.
  - The Tri-County SSR MRF experienced congested truck traffic because of the limited hours of tip floor operation and lack of coordination of deliveries.
  - The Tri-County SSR MRF was unable to ship material as it was produced due to lack of a back up plan when buyer limits were reached and during excess production.
- Tri-County SSR MRF Staff experimented with changes in operations including adding 15 minutes to each shift, expanded tip floor receiving hours and coordinated deliveries and created a back up plan for excess shipments.
- Through the Lean Project analysis and experimentation, Team Members developed new processes to reduce hauler wait time at the tip floor, improved tip floor safety, increased driver satisfaction and improved employee morale. Tri-County Staff will continue to monitor and react to problems and schedule loads to reduce daily material tonnage variations.

J. Semrau reported that as a result of the Lean Project, WC only ships SSR loads to the Tri-County SSR Facility during morning hours and averages about 4 loads per day.

Discussion ensued amongst the SWMB members.

9. Discussion – Fox Valley Energy Center Update: J. Rabe updated the SWMB that Fox Valley Energy Center (FVEC) continues to meet the requirements of the current papermill sludge disposal agreement with the SWMB. SWMB receives approximately one to two loads of papermill sludge per day from Clearwater Paper under the FVEC disposal agreement. Disposal charges are billed against FVEC's security deposit. FVEC is then invoiced monthly and cuts a check or wire transfer to replenish the security deposit. J. Rabe has attempted to make contact with FVEC for operational updates but has yet to get a response.

Discussion ensued amongst the SWMB members.

10. Discussion – Snell Road Landfill Nature Center: P. O'Brien asked the SWMB to consider moving forward on one of the goals set by the Landfill End Use Plan Charette in October 2012, and utilize a pristine area of the Snell Road Landfill to develop a Nature Center. P.

O'Brien asked the SWMB to consider working with a youth organization, such as the Boy Scouts of America, that would be allowed access to the Natural Area to host outdoor activities, improve and maintain the area. P. O'Brien also suggested naming the Natural Area after K. Robl.

P. Eisen asked if there were any hazards, such as gas wells, to be concerned of in the area. P. O'Brien explained the area is not on the landfill hill itself and by working with organizations that host supervised functions the SWMB should be able to reduce the likelihood of trespassing into closed areas.

D. Nelson suggested checking with the group that facilitates Battle on Bago, which also involves youth in outdoor recreation. D. Albrecht noted that the SWMB may want to contact Glenn Curran who is a Battle on Bago organizer.

P. Eisen suggested the SWMB work with University of Wisconsin-Extension Community Development Educator, Catherine Neiswender as a resource while developing a plan of action.

Discussion ensued amongst the SWMB members.

11. Future Agenda Items: Outagamie County Solid Waste Director Retirement
12. Set Next Meeting Date: The next SWMB meeting date will be December 18, 2013 at 9:00 a.m.
13. Adjournment: Motion to adjourn made by J. Finch and seconded by P. Brennand. Motion carried 9-0. Meeting was adjourned at 10:16 a.m.

Respectfully Submitted,

Kathryn Hutter  
Confidential Secretary

**Approved by SWMB – December 18, 2013**