

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

DATE: May 19, 2021

TIME: 9:04 a.m.

LOCATION: Virtual Meeting by Zoom and Phone Call-In

PRESENT BY ZOOM
OR SPEAKER PHONE:

Pat O'Brien, Chairman
Paul Eisen, Secretary
Thomas Borchart
Mike Easker (9:20 a.m. – 11:00 a.m.)
Gerald Konrad
Kevin Konrad
Doug Nelson (9:04 a.m. – 9:10 a.m. and 9:20 a.m. – 11:00 a.m.)

EXCUSED: David Albrecht, Vice Chairman
Susan Locke

ALSO PRESENT BY
ZOOM OR SPEAKER
PHONE:

Cassie Stadtmueller, Administrative Associate
John Rabe, Director of Solid Waste (9:21 a.m. – 11:00 a.m.)
Kathy Hutter, Acting Operations Manager (9:21 a.m. – 11:00 a.m.)
Zach Moureau, Environmental Manager (9:21 a.m. – 11:00 a.m.)

1. Call to Order: P. O'Brien called the meeting to order at 9:04 a.m.
2. Approve Agenda: Motion to approve the May 19, 2021 agenda, made by G. Konrad and seconded by T. Borchart. Motion carried 6-0.
3. Closed Session: At this point in the meeting, the Board shall consider a motion to convene into closed session for the following:
 - a. Pursuant to Wis. Stat. 19.85(1)(f), for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding conclusion of the investigation into anonymous communications

Motion made by P. Eisen and seconded by G. Konrad at 9:10 a.m. to convene into closed session. Motion carried 5-0 by roll call vote.

4. Return to Open Session to Resume Regular Business: Motion to return to open session at 9:20 a.m. made by P. Eisen and seconded by K. Konrad. Motion carried 5-0 by roll call vote.
5. Public Comments on Agenda Items: None.
6. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that the iPads the department ordered for citizen SWMB members have been received and will be distributed to D. Nelson, M. Easker and G. Konrad. J. Rabe explained the SWMB members will need to sign a Computer Use Agreement per IS requirements.

J. Rabe informed the SWMB that on May 3, 2021 he and P. O'Brien met with County Executive Office staff J. Doemel, E. Hollenberger and J. Fink. J. Rabe explained that he provided background information on our department, success of the Brown, Outagamie and Winnebago (BOW) County Agreement, information about the SWMB.

J. Rabe explained that he and P. O'Brien are tentatively looking at July for in-person SWMB meetings to begin following consultation with the Health Department.

J. Rabe explained that on April 8, 2021 he consulted with D. Gieryn at the Health Department and was able to make a few changes to our current mask policy. J. Rabe explained that if staff is in their office alone they can take their mask off, when in common areas or around other employees it is required to wear a mask, and it is required to wear a mask when face to face with a customer. J. Rabe stated we are no longer requiring customers to wear a mask.

J. Rabe explained that there was an article in the *Postcrescent* on May 18, 2021 about the Outagamie County Northwest Landfill expansion and the BOW Solid Waste Agreement. J. Rabe explained that there is a contingent of residents that are trying to band together and stop the expansion due to noise, odor, litter, etc. and there is a legislator that is trying to coordinate a meeting on June 7, 2021 to let residents voice their opinion on this topic.

T. Borchart asked if there will be training for the SWMB members that received iPads. C. Stadtmueller explained if there is interest in a training course she will coordinate with Information Systems to get a training class together for the SWMB members.

T. Borchart asked if SWMB members will be polled to ask if they have received the COVID-19 vaccine in order to return to in-person meetings. J. Rabe explained that they will not be polling anyone in regards to this topic due to HIPAA and PHI laws.

7. Approval of Minutes – April 7, 2021 Open Session: Motion to approve the April 7, 2021 open session minutes, made by G. Konrad and seconded by P. Eisen. Motion carried 7-0.

8. Discussion/Action – 2022 Budget Schedule: J. Rabe explained the 2021 Budget Schedule to the SWMB as follows:
- May 4, 2021 was the Finance Department Budget kickoff meeting
 - May 19, 2021 Budget Schedule to SWMB
 - June 2, 2021 Labor Projections from Human Resources (HR) will be distributed to departments
 - June 21, 2021 Labor Projection changes due to HR from departments
 - June 21, 2021 Meeting with Information Systems to update technology requests
 - July 7, 2021 Labor Projections will be loaded into Munis
 - July 9, 2021 Mission Statement, Program Descriptions, Accomplishments & Goals due
 - July 28, 2021 Draft Budget Packets will be mailed/emailed to the SWMB members
 - Budget Workshop on August 4, 2021
 - August 25, 2021 is the SWMB Final Budget approval
 - August 23-27, 2021 is Executive Budget meetings
 - November 1-4, 2021 is the County Board Budget deliberations

Discussion ensued amongst the SWMB.

9. Discussion/Action – 2021 Table of Organization Changes Update: J. Rabe presented the 2021 Table of Organization (TOO) Changes Update to the SWMB as follows:
- On March 17, 2021, the SWMB approved the TOO changes as presented by staff
 - After the TOO was approved by the SWMB, updated Position Descriptions were provided to the Human Resource Department for review
 - On May 6, 2021, the Personnel & Finance Committee approved the TOO changes
 - On May 18, 2021, the County Board approved the TOO changes
 - On May 19, 2021, Position Fill Requests were completed and sent to Human Resources to post the Position Descriptions for the recruitment process

T. Borchart asked how financial compensation is determined for the new positions. J. Rabe explained that Human Resources reviews the Position Descriptions against the current compensation schedule to determine which salary range the positions fall, and will post the salary range with the recruitment information.

D. Nelson asked if there will be two new positions added to the TOO. J. Rabe clarified that the Recycling Program Manager position is being eliminated and replaced with the Communications/Program Development Specialist position and the Administrative Associate position will be eliminated and replaced with the Office Supervisor position.

P. Eisen explained that the County Board approved the TOO changes understanding that there will be no financial impact to the 2021 Budget. J. Rabe confirmed that there will be no financial impact 2021 Budget with these changes.

M. Easker asked if the budget includes a list of positions and salaries. J. Rabe explained that labor and benefits are listed as a lump sum in the budget detail. M. Easker suggested

including a list of all positions with the current salary and salary range, like the City of Neenah includes in their budget.

Discussion ensued amongst the SWMB.

10. Discussion/Action – Consider Resolution Supporting the Restoration of Recycling Grant Funding for Responsible Units: As requested by Chairman P. O'Brien based on a shared Portage County resolution, K. Hutter prepared a SWMB resolution that substantiates the importance of Effective Recycling Programs for our citizens, for our local economy and for our environment. K. Hutter explained that it also provides evidence of the investment that Brown, Outagamie and Winnebago Counties have made to provide infrastructure to support our Responsible Units in their efforts to maintain Effective Recycling Programs within their communities. K. Hutter further explained that additional details are provided to explain the history and source of Basic Grant fund which justifies the request to dedicate the full base amount to fund grants for recycling programs.

Discussion ensued amongst the SWMB.

M. Easker recommended that this resolution should be forwarded to the signing municipalities and suggest they also develop similar support resolutions. K. Hutter stated she intends to mail this to them as well and will add this suggestion to the cover letter.

Motion to approve the Resolution Supporting the Restoration of Recycling Grant Funding for Responsible Units as presented by Solid Waste Staff, made by T. Borchart and seconded by K. Konrad. Motion carried 7-0.

9. Discussion – Operational Program Reports: K. Hutter presented the Landfill/Transfer Station Operational Program Updates to the SWMB as follows:
- Two temporary, seasonal employees have been hired to help keep up with the mowing and general labor at the Customer Convenience Area.
 - Overall, Kreilkamp (current contracted waste/recycling hauling vendor) is keeping up with hauling needs.
 - There is occasional equipment failure and additional driver turnover, which limits the number of trucks that we receive.
 - We're typically able to catch-up with shipping within a few days if we are shorted trucks.
 - As a contingency option, Solid Waste Staff confirmed that B.E.S.T. Enterprises (contracted waste/recycling hauling vendor beginning 1/1/2022) ordered compactor trailers in April 2021. Trailers are expected to be available July-September 2021.
 - May 7, 2021 - rechargeable battery fire close-call.
 - The Solid Waste employee was thanked for keeping a clean work area, noticing the fire and immediately isolating the burning material.
 - In late-April, Tri-County Material Recovery Facility also had a fire start in their residual waste compactor due to a damaged rechargeable battery.

- Tri-County Staff use these examples to continue to educate the public to use drop-off locations rechargeable batteries.
- The Tri-County regional landfill operations were featured on WLUK Fox 11 on April 18, 2021 in a non-controversial media story.
 - The Tri-County Partnership, low tipping fees, surrounding counties use of the regional landfill, growing tonnages and the upcoming transition from landfilling at Outagamie County to Brown County were mentioned.
 - Video is available at: <https://fox11online.com/news/local/multi-county-landfill-under-construction-with-plans-to-expand-outagamie-county-landfill?fbclid=IwAR2nEDghxX0C3-pn0GjSEXZtdSCvwrX3VcA3AsYrO6D6-UwQYOTeFXeigeE>

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

- Tri-County Recycling Facility featured on WFRV Local 5 Live on April 27, 2021 in a non-controversial media story.
 - Staff discussed the Tri-County partnership, the top non-accepted materials and why recycling is important.
 - Video is available at: <https://www.wearegreenbay.com/local5live-onlocation/spring-recycling-dos-and-donts-from-tri-county-recycling-in-appleton/>
- The Household Hazardous Waste Facility opened in May and had collections on May 5, 8, and 19, 2021.
 - Veolia ES is the contracted vendor for facility staffing and material disposal.
 - They are keeping up with demand while getting up to speed with the specifics of our site.
 - Their team is friendly, knowledgeable, attentive and overall, they've done an exceptional job.
- Universal waste programs (e-waste, auto batteries, used oil, tires, lamps) are going well. The contracted vendors are keeping up with demand and the program expenses remain within budget.

Discussion ensued amongst the SWMB.

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

- Energy revenue from March (\$149,988) and April (\$140,988) increased from February (\$129,313). Revenue in the first quarter of 2021 is approximately 9% lower than the first quarter of 2020. This is mainly due to the expected decline in gas flows and weather conditions impacting overall quality. Revenue through April is \$569,113 for an average monthly revenue of approx. \$142,000. Based on these conditions, I anticipate exceeding our budgeted revenue of \$1,650,000.
- In March and April, Engines #2R, #3, and #4 were running as often as possible during on peak hours with scheduled shutdown of Engine #3 during off peak hours. Engine #5 was used as needed. The Highway Department has one boiler set to use LFG. In April they used approximately 2,100 therms of LFG for a charge of \$403.
- In March we televised several gas collection pipe sections. We discovered a broken header pipe, a pinched header pipe and a sagged header pipe (all approximately 12

- feet down, below the composite cover). I am working on trying to determine the feasibility of repairing these items and determine the cause (likely settlement).
- Engines #2R, #3, and #4 are currently running with scheduled shutdown of Engine #3 during off peak hours. Engine #5 is available as a backup.
 - There were no deviations during March LFG Monitoring, one deviation for oxygen during April LFG Monitoring, and one deviation for oxygen during May LFG Monitoring. All deviations have been repaired/remedied and are now in compliance.
 - 2nd Quarter Surface Emission monitoring was conducted the week of May 3rd. There was one exceedance at Snell Road that has been repaired/corrected and is in compliance.
 - Sunnyview semi-annual groundwater monitoring was completed in March. There have been no significant issues identified during the monitoring event. Based on correspondence with the WI Department of Natural Resources (WDNR) regarding the Sunnyview Landfill groundwater monitoring network, there may be an opportunity to reduce the amount of wells at the site due to redundancy (condition or proximity). Data is currently being examined and a plan modification will be sent to the WDNR.
 - Snell quarterly/annual groundwater sampling events started last week. There have been no new issues identified.
 - Engine #2R stack testing will be performed on June 2, 2021.
 - WDNR will be onsite on June 2, 2021 to perform the annual closed site inspections.
 - Recently, there has been creation of a PFAS external advisory group to provide advice to the WDNR regarding PFAS legislation. This group consists of consultants, solid waste industry personnel, attorneys, etc. From a regulatory standpoint there have been no changes made to PFAS standards in Wisconsin. A nearby landfill did perform sampling of upgradient and downgradient groundwater monitoring wells, condensate, and leachate for PFAS. Results showed PFAS concentrations below proposed standards in the groundwater wells and condensate but slightly above proposed standards in the leachate.

C Stadtmueller informed the SWMB that she was contacted by the Treasurer's Office informing her that the Solid Waste Department accepted several counterfeit \$100 bills during the week of May 7, 2021. C. Stadtmueller explained that the County does not have a written policy in place as to what to do if/when we received "suspect" money. C. Stadtmueller explained she advised staff to be more diligent when checking money and to use the counterfeit pen on bills \$20 and greater.

Discussion ensued amongst the SWMB.

11. Future Agenda Items: None at this time.

12. Set Next Meeting Date: The next SWMB meeting date is tentatively scheduled for June 2, 2021 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by D. Nelson and seconded by T. Borchart. Motion carried 7-0. Meeting was adjourned at 11:00 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – June 16, 2021