

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

DATE: May 20, 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
Gerry Konrad
Susan Locke
Doug Nelson (9:08 a.m. – 10:45 a.m.)

EXCUSED: Mike Easker

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 May 20, 2020 agenda, made by T. Borchart and seconded by S. Locke. Motion carried 6-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that AROW/WCSWMA/SWANA sent a letter to Governor Tony Evers in regards to COVID-19 testing for waste resource management workers-critical infrastructure workers. P. O'Brien suggested sending this letter to the County Board Supervisors.
5. Approval of Minutes – May 6, 2020 Open Session: Motion to approve the May 6, 2020 open session minutes, made by D. Albrecht and seconded by T. Borchart. Motion carried 6-0.

6. Discussion/Action – Award 2020 Sunnyview Maintenance Project: Z. Moureau presented the bid results for the 2020 Sunnyview Maintenance Project to the SWMB as follows:
- We received three (3) bids for this project: Landfill Drilling and Piping (\$174,940), SCS Field Services (\$253,440), and Buteyn-Peterson Construction (\$270,510). Due to the low cost, we plan to include optional bid items B and C resulting in the total bid from Landfill Drilling and Piping to be \$183,190. The construction cost estimate for this project was \$220,340 with a 15% contingency and we budgeted \$200,000 for 2020.
 - We included alternative bid item 4A only if the WI Department of Natural Resources (WDNR) required the leachate injection wells to be abandoned below the geomembrane cap. The WDNR has agreed that abandonment of the injection wells does not need to be below the cap and therefore we will proceed with the original bid item 4. Optional bid items B and C include replacement of two groundwater monitoring wells that are in poor condition.
 - I have provided construction management for several projects in which Landfill Drilling and Piping were contracted to perform landfill construction tasks. The representatives that I have worked with have been very knowledgeable and provided a quality product. The contractor has performed similar projects throughout the past 5-7 years.
 - Foth Infrastructure & Environment (Foth) completed a bid analysis of the bid responses and did not find any irregularities.
 - Repairs include installation of new header piping to increase vacuum to landfill gas (LFG) extraction points along the north and northeast slopes, settlement repair, repair of broken valves and damaged piping, abandonment of leachate recirculation injection wells, replacement of damaged gas wells, and several other final cover repairs. These repairs will improve the gas collection system efficiency and several repairs are regulatory compliance items.
 - Request SWMB authorization to award project to Landfill Drilling and Piping for \$183,190.

Discussion ensued amongst the SWMB.

Motion to award the 2020 Sunnyview Maintenance Project to Landfill Drilling and Piping for \$183,190, made by P. Eisen and seconded by D. Albrecht. Motion carried 7-0.

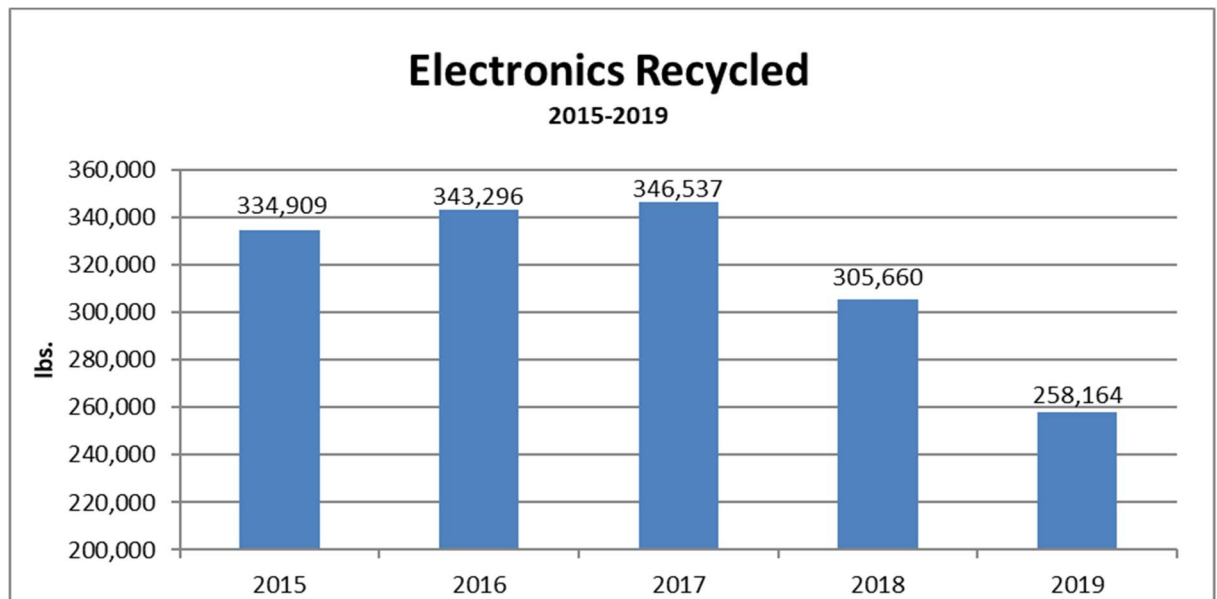
7. Discussion/Action – Proposed 2020 HHW Facility Operational Changes Due to COVID-19: K. Hutter presented the Proposed 2020 Household Hazardous Waste (HHW) Facility Operational Changes Due to COVID-19 to the SWMB as follows:
- COVID-19 spreads through the release of infected respiratory droplets and contaminates nearby surfaces and surrounding air of infected individuals.
 - Preventative strategies will be required to help mitigate the transmission of the virus and increase protection of HHW collection participants and site workers during collection events.
 - Brown County Hazardous Material Recovery (BCHMR), is Winnebago County's (WC) vendor for staffing HHW collections. Brown County (BC) and WC Staff have discussed steps necessary to keep visitors and employees safe during collections. These include:

- BC staff will be wearing additional personal protective equipment (PPE) including full-face masks with N95 filters, face shields, Tyvek suits, aprons and gloves.
 - Participants must stay in their vehicles at all times.
 - Materials must be placed in the trunk, hatchback, truck bed or trailer.
 - No material located in the passenger seating area will be removed from the vehicle.
 - The BC Product Exchange Room is closed until further notice.
- The WC Facility previously operated with two (2) BC employees for primary collection/sorting work and occasionally a WC employee to assist with traffic control and unloading vehicles (during heavy use days).
- The additional PPE puts site workers at a higher risk for physical exhaustion and heat exhaustion. BC feels that having three (3) site workers staff WC's collection is more appropriate, under the temporary COVID-19 health and safety restrictions. The third site worker can assist with traffic control/education and less strenuous work duties, then relieve other site workers for short breaks as they become exhausted from the more strenuous work.
- Some of the above changes will also likely create confusion for participants and slow collections (staying in vehicle, not having material in the back of the vehicle, etc.). An additional contact person/site worker will be beneficial for public relations.
- Operating WC's HHW Facility under COVID-19 health and safety restrictions will come at additional cost:
 - 2020 Base Rate for BC Staffing, supplies, transportation of materials and PPE pre-COVID-19 is \$21,277.
 - WC's May collection dates were cancelled. BC is crediting WC six (6) man-hour collection days that can be applied to June and July collections, funding BC's additional staff person on June 3, 6, 17, July 1, 15 & 18, 2020 collection dates. WC will have to assist BC with staffing the June 20, 2020 collection (BC staff shortage).
 - BC proposes an hourly rate for the additional personnel recommended for the remaining dates in 2020. The cost to WC for one additional BC employee will be \$290 per collection event x 14 events = \$4,060.
 - COVID-19 2020 Base Rate to increase to \$25,337
 - Disposal costs are separate. 2020 estimate is approximately \$49,000 for 40,000 lbs. of material
- WC Staff also recommend suspending the Product Exchange Room service for the entire 2020 season. Disposal cost savings for operating the Product Exchange Room is typically approximately \$6,000, however with the room dimensions and level of activity at the collection site, we will not be able to accommodate safe-distancing within this room for users or for employees.
- Estimated total cost for HHW Management Services to run during COVID-19 = \$80,337; 2020 budget = \$85,000.
- The two April Clean Sweep collections were included in the original budget; these events were cancelled and because of that savings, we should be able to stay within budget if we make the recommended BC staffing changes.
- WC Staff recommends accommodating BC's request to bring on a third BC site worker for the 2020 collections for the proposed rate of \$290/event.

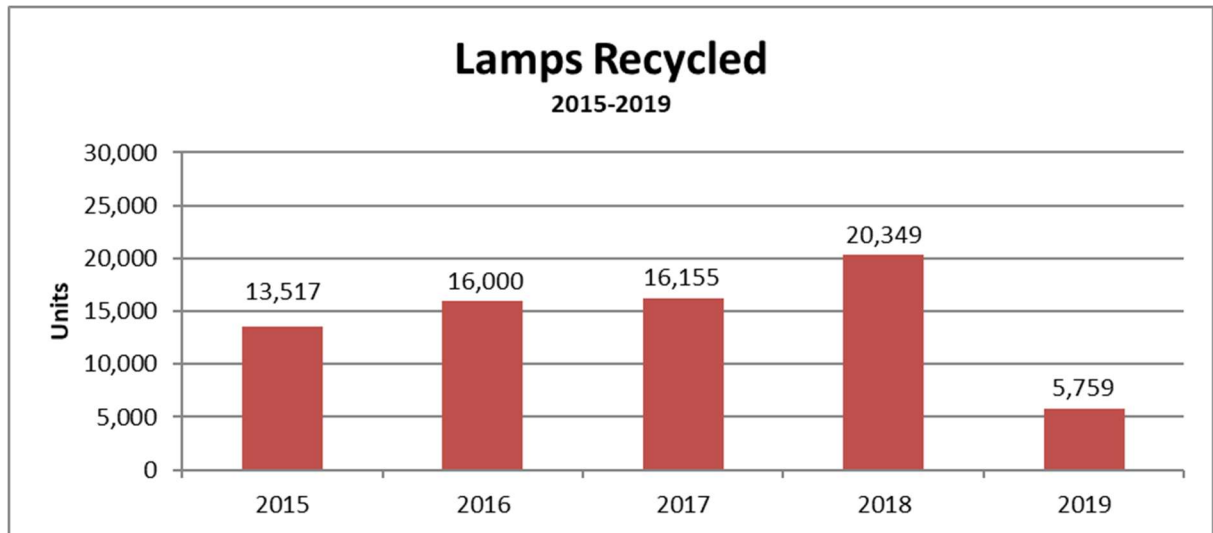
Discussion ensued amongst the SWMB.

Motion to authorize BC's request to bring on a third BC site worker for the 2020 collections for the rate of \$290/event and suspend the WC Product Exchange Room service for the entire 2020 season, made by P. Eisen and seconded by D. Albrecht. Motion carried 7-0.

8. Discussion/Action – 2019 E-Waste and Lamp Recycling Program Report: K. Hutter presented the 2019 E-Waste and Lamp Recycling Program Report to the SWMB as follows:
- WC is registered as a 'collector' under the State's E-Cycle Wisconsin program, under which 'eligible electronic devices' from households and K-12 schools are accepted; business material is not accepted.
 - WC uses Dynamic Lifecycle Innovations (electronics recycler) which accepts both eligible and non-eligible devices for \$0.16/lb.
 - In 2019,
 - WC collected 1,262 electronic devices (computers, printers, monitors, DVD/VCR players, etc.) and charged customers \$5/unit.
 - WC collected 3,168 TVs. Fees for TVs were \$15/unit (less than 32") and \$20/unit (32" and larger).
 - In 2019, WC collected 258,164 pounds of e-waste, down from 305,660 pounds collected in 2018.
 - In 2019, WC paid \$41,306 for electronics recycling services and collected \$60,140 in electronics recycling fees, fully covering program expenses.



- WC also continues to offer lamp recycling services.
- WC recycled 5,759 lamps in 2019, down from 20,349 lamps collected in 2018. The restriction to residential sourced material was strictly enforced.
- WC uses Logistics Recycling Inc (LRI) to recycle lamps (formerly Lamp Recyclers). WC paid LRI \$1,376.
- In 2019, WC charged customers \$0.50/bulb (4' or shorter) and \$1.00/bulb (longer than 4'); 2019 revenues came to \$2,592, fully covering program expenses.



- Household sourced alkaline, rechargeable and small-sealed-lead-acid (SSLA) batteries are accepted and recycled at no charge to facility users.
- WC uses Call2Recycle, BCHMR and LRI to recycle household batteries. WC recycled 2,927 lbs. of household batteries in 2019 at a cost of \$2,806.

P. O'Brien questioned the difference in lamp collection from 2018 to 2019. K. Hutter explained we stopped taking in commercial lamps for recycling due to a large number of lamps coming in at a time and not being compensated for all of the lamps coming in.

D. Nelson suggested collecting commercial sourced lamps from businesses in Winnebago County.

Discussion ensued amongst the SWMB.

P. O'Brien requested that Solid Waste Staff look into options to possibly collect commercial sourced lamps, and provide a report back to the SWMB.

9. Discussion/Action – Award E-Waste Recycling Services: K. Hutter presented the proposal results for E-Waste Recycling Services to the SWMB as follows:

- Current electronic waste recycling vendor agreement expires June 30, 2020.
- Current vendor is Dynamic Lifecycle Innovations (Onalaska, WI). Current rate is \$0.16/lb.
- Winnebago County (WC) Staff worked with Outagamie County (OC) Staff to develop a Request for Proposal (RFP) document to solicit pricing for Electronics Recycling Services.
- The Electronics Recycling Services RFP was issued on behalf of the two counties to attract competitive pricing from vendors.
- The RFP accommodates:
 - Vendor spotted semi-trailers at each location.
 - Household lamp, battery and ballast recycling, in addition to electronics.

- Supplies needed to properly package collected material.
- WC published the RFP on April 20, 2020 and vendors registered with DemandStar were notified.
- RFP responses were due on May 12, 2020 and resulted in three proposals. One vendor (First Choice) withdrew their proposal on May 15, 2020 after learning that the County may split the award between vendors.
- Proposal Tally review.
- WC Staff recommends splitting the award for Electronics Recycling Services (SW03-20) as follows:
 - Dynamic Lifecycle Innovations - EED and non-EED e-waste recycling.
 - Logistics Recycling (LRI) – all lamps and ballasts.
 - No award – batteries.
- Initial contract term is 2-years with three 1-year options to renew.
- Electronics recycling cost increase will be \$0.005/lb. under the new vendor agreement or about \$1,350 per year based on 2019 weights.
- Lamp recycling cost is the same as 2020 LRI rates (WC's & OC's current non-contract vendor), one benefit of signing a vendor agreement is that there will be no additional 8.25% environmental fee.
- Household battery recycling will be sourced through a third vendor, Interstate Batteries (Interstate), whose rate at \$2.25/lb. is much more competitive than the proposal results. Interstate currently recycles WC's and OC's automotive batteries and OC's household batteries and has provided excellent service. WC's battery recycling service expense is under \$5,000/year so it does not require bids, competitive quotes or a vendor agreement. Processing steps required by other vendors, including taping all battery terminals and sorting batteries by chemistry were also factored into this decision.
- No tip fee increase should be needed for e-waste or lamp recycling services under the recommended vendor agreement, however WC Staff will continue to monitor revenue and expenses accordingly.
- OC Staff supports this recommendation and will execute separate agreement with the vendors after the award is announced.

Motion to award EED and non-EED e-waste recycling to Dynamic Lifestyle Innovations, all lamps and ballasts to Logistics Recycling, and no award for batteries, made by D. Nelson and seconded by P. Eisen. Motion carried 7-0.

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

- Transfer Station Demolition and Remodel Project Update:
 - The punch list was given to A. Chappa Construction the General Contractor and still waiting to be completed.
 - Seeding and straw matting was completed.
 - Landscape edging and decorative stone needs to be completed. Contractor needs to order and install.
 - City of Oshkosh occupancy permit letter was received.
- Landfill Office Renovation Project Update:
 - Final grading, seeding, straw matting and plantings have been completed.
 - Blacktop and striping work is complete.

- Exterior steel painting will be done soon weather permitting. The draw down samples were received and selection needs to be made. Swatch was painted on the building to test the durability of the paint proposed.
- Review exterior site photos.
- Scale Operations Update:
 - New minimum per load tipping fee implemented on May 7, 2020. Scale associates are doing a good job explaining the increase. Customers have been understanding and like the no reweigh procedure we put into place. Transactions are running a lot smoother.
 - Comparing March 20 through May 9, 2020 vs 2019, we have seen an approx. 20% increase in customer transactions due to the COVID-19 Safer at Home orders.

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

- Tri-County Recycling Facility (BOW facility located in OC) Equipment Replacement project took place May 8-11, 2020. The Facility went offline at 12:01 a.m. on May 8th and came back online at 4:30 p.m. on May 11th. BC and WC held recyclable materials on their tip floors during this time, then coordinated shipping to the Tri-County Recycling Facility as room on the Recycling Facility's tip floor became available. Preliminary reports are showing much improved quality of aluminum and PET plastic bales.
- RUG residential recycling tonnages are up nearly 5% in January-April 2020 vs. 2019. During the past few weeks, WC Staff performed spot checks on WC's recycling tip floor, and it appears that our residents are doing a great job recycling right. Most material is coming in loose and very few contaminants were noted. WC has been promoting "No Bags in the Bin" as a primary advertising/educational theme in 2019 and 2020.
- WC Staff are working virtually with 4 educators and 140 students from Oshkosh North High School as students develop social media posts for their Communities program spring semester project. The social media posts will draw attention to waste diversion and recycling messages to encourage residents to make more sustainable purchasing decisions and lifestyle choices. The Communities program focuses on practical application of classroom learning and skills to make a positive impact on society. Oshkosh North will share these posts with WC for use in our Facebook feed.
- WC's universal waste and recycling programs (electronics, appliances, tires, etc.) continue to be serviced by vendors without issue. E-waste, automotive batteries and scrap metal are the most heavily used programs.

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

- Energy revenue from April (\$150,919) decreased from March (\$163,940) but we are still on track to meet our budgeted revenue for 2020. This decrease is likely due to several periods throughout the month when strong northwest winds and high barometric pressure prevailed reducing overall gas quality. Engines 2R, 3, and 4 have been running with occasional shutdown of Engine 3 overnight during off-peak hours. We are currently performing a decoke on Engine 5 and plan to complete this by the end of the week.

- May LFG monitoring at both landfills occurred last week. There were no deviations encountered. Due to recent regulatory changes, oxygen concentrations greater than 5% measured at gas wells are no longer considered an air permit deviation. We will continue to address these oxygen concentrations for operational purposes.
- Quarterly and Semi-annual Groundwater Monitoring is currently being performed at the Snell Road Landfill. We have not encountered any significant issues.

11. Future Agenda Items: None at this time.

12. Set Next Meeting Date: The next SWMB meeting date is schedule for June 3, 2020 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by D. Albrecht and seconded by S. Locke. Motion carried 7-0. Meeting was adjourned at 10:45 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – June 3, 2020