

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

DATE: July 17, 2019

TIME: 9:01 a.m.

LOCATION: J.P. Coughlin Center  
625 E. County Road Y  
Meeting Room A  
Oshkosh, WI

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

EXCUSED: Ken Robl

ALSO PRESENT: John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Kathy Hutter, Recycling Program Manager  
Zach Moureau, Environmental Manager  
John Fink, County Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the July 17, 2019 agenda, made by J. Finch 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 the Draft 2020 Budget packet will be mailed/emailed out on July 31, 2019; August 7, 2019 SWMB meeting at Highway Department will be a 2020 Budget workshop.

Discussion ensued amongst the SWMB.

5. Approval of Minutes – July 3, 2019 Open Session: Motion to approve the July 3, 2019 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 8-0.

6. Discussion/Action – Solid Waste Administrative Office Addition & Renovation Project: J. Rabe presented the Solid Waste Administrative Office Addition & Renovation Project to the SWMB as follows:

- July 3, 2019 Not Approved letter received from City
- July 8, 2019 Conference call with City Staff, Foth Infrastructure & Environment (Foth) Staff and J. Rabe; clarify items on July 3, 2019 Not Approved letter and also requested special approval to allow 2019 project to continue while we continue to address storm water issues from 2017 project
- July 10, 2019 Corporation Counsel discussion who recommends against continuing with 2019 project without City approval (going the legal route); had previously met with City Attorney about Storm Water Operation & Maintenance (O&M) Agreements (we'll have to sign one for landfill); driven by WI Department of Natural Resources (WDNR) related MS4 compliance issues (we are not being singled out)
- July 11, 2019 received email from City staff indicating they will allow 2019 project to continue with foundation work; confirmed details with City & Building Inspector on July 12, 2019; should allow 2-3 weeks of additional work by contractor
- Foth updating model and addressed questions in the July 3, 2019 "Not Approved" letter; plan to upload to City no later than July 19, 2019 so hopefully it can be reviewed at the City's July 22, 2019 meeting

Discussion ensued amongst the SWMB.

No action taken at this time.

7. Discussion – Tri-County Recycling Program Update: K. Hutter presented the Tri-County Recycling Program Update to the SWMB as follows:

Material Recovery Facility (MRF) Labor & Outagamie County (OC) Staff

- Leadpoint staffing levels improved from 65% at the beginning of 2019 to 75% currently. Leadpoint's on-site manager is evaluating options to improve employee retention.
- OC Staffing Changes:
  - February 2019 - Christine Miller, Recycling Coordinator resigned; Alex Nett successful applicant.
  - July 2019 - Scott Clausen, Recycling Operations Supervisor, 2<sup>nd</sup> shift resigned; position to be posted.

Tonnages

- January-June 2019 Tri-County MRF total tons = 51,564 tons (down from 56,236 tons January-June 2018). MRF budget based on 105,000 tons.
- Significant decrease seen in commercial tons January-June 2019 vs. January-June 2018:
  - Examples: Waste Management, non-contract, down 3,124 tons. Advanced Disposal Service (ADS) non-contract, down 260 tons. Harter's, contract, down 1,029 tons.
  - Potential reasons: Tri-County turned away some material early in the year due to low staffing levels; material market pricing continued to fall & MRF commercial Single Stream Recycling (SSR) tip fees were adjusted to reflect market (\$30-\$42/ton); some haulers may have made operational/logistics changes on their own; some material

was delivered in very-low quality state and could not be processed & sold (landfilled & customer charged accordingly).

- January-June 2019 SSR tons through Winnebago County Transfer Station (WCTS) = 7,126 tons (up slightly from 7,055 tons Jan-June 2018).

#### MRF Equipment Upgrades/Capital Improvement Plan (CIP)

- MRF started using maintenance planning software to identify preventative maintenance needs and develop systematic replacement schedules; advantages – avoid unplanned downtime & stay on budget.
- 2017-2018 Brown, Outagamie and Winnebago (BOW) SSR Staff developed list of aging equipment and material quality concerns to develop and budget a long-term CIP.
- Areas of concern – material quality & loss of revenues:
  - Glass contaminants in fiber
  - Aluminum & PET contaminants in fiber
  - Aluminum contaminants in PET
- BOW SSR Staff met with equipment vendors BHS & Van Dyk to discuss options.
- 2019: Pre-sort cabin re-design. Loader replacement. Glass cleanup system re-design.
- 2020: Update PET and Aluminum lines; wider accelerator belt, upgrade optical sorter, and improve quality control (QC) stations. Install an infrared camera system to identify hot loads and mitigate fire risk. Replacement of worn out parts.
- 2021: Update container line; Addition of HDPE optical sorter & QC Stations. Tip floor expansion. Replacement of worn out parts.
- 2022: Update fiber line; Optical sorter and accelerator belt under consideration. Enclose glass system & compactor. Expand inventory warehouse. Replacement of worn out parts.
- 2023-2024: No major CIP under consideration. Replacement of worn out parts.
- Request For Purchase for Engineering Services for Equipment Upgrades due July 16, 2019; BOW SSR Staff will discuss responses on July 22, 2019. Request For Bid (RFB) for MRF Presort Cabin Construction due July 23, 2019; RFB based on Engineering Services provided by McMahon.

#### Commodity Revenues

- January-June 2019 combined index value of commodities = \$43.03/ton (down from \$68.04/ton January-June 2018).
- Winnebago County (WC) SSR tipping fees, based on MRF expenses and transfer station expenses are now \$43/ton (up from \$30/ton fee in July 2018) for everyone other than Signing Municipalities who are charged \$10/ton in 2019 (up from \$5/ton in 2018).

#### Commodity Markets

##### Fiber

- Tri-County is moving old corrugated cardboard (OCC) and Mixed Paper due to proximity to papermills, and will continue to concentrate on material quality to maintain this advantage.
- Lines are running slower, staffing levels and labor performance are key until equipment can be upgraded.

- Fiber is consistently ~60% of incoming materials; current pricing is:
  - OCC - \$30/ton (vs. \$65/ton July 2018)
  - Mixed Paper - \$0/ton (vs. \$0/ton July 2018)

#### Plastic

- PET, HDPE-Natural and HDPE-Color all have strong domestic demand. Current PET and HDPE-Color prices are similar to July 2018; HDPE-Natural pricing is down \$370/ton compared to July 2018.
- Mixed plastics have unstable domestic markets and Tri-County currently does not sort for it.

#### Glass

- Faulks Brothers (Waupaca) continues to purchase as much <1” glass fines as Tri-County can produce. (~26% of incoming glass).
- Remaining glass is used as alternative daily cover (ADC)/decking material at the OC landfill (glass is approved in OC’s plan of operation).
- In June 2019, OC Staff reached out to Strategic Materials (glass recycler) to request a quote for glass material pricing; Strategic Materials has yet to provide a rate.

#### Metal

- Tri-County’s local pricing continues to be better than regional pricing.
- Domestic aluminum (beverage containers) market pricing is down, for example July 2019 pricing for beverage containers is \$1,200/ton (vs. \$1,640/ton in July 2018).

#### Education

- 2019 Tri-County Recycle Guide was mailed to all residents in Brown, Outagamie and Winnebago Counties in March.
- WC participated in the #RecycleRightWI – AROW public education campaign in 2019 (weekly Facebook posts).
- Remaining 2019 Tri-County education funds will be used for a television commercial campaign and in social media.
- BOW Staff have made recent radio, television and in-person appearances to promote single stream recycling (WHBY, WLUK, Oshkosh Sustainability Committee, etc.).

Discussion ensued amongst the SWMB.

8. Discussion – School Lunchroom Recycling/Carton Council Update: K. Hutter presented the School Lunchroom Recycling/Carton Council Update to the SWMB as follows:
  - Carton Council of North America (Carton Council) started in January of 2016
  - Carton Council provided \$5,000 of grant funds to Winnebago County Solid Waste (WCSW)
  - WCSW matched the grant funds with \$3,000
  - Oshkosh Area School District (OASD) has 14 elementary schools, 5 middle schools and 2 high schools (~10,000 students total)
  - Focus of grant was to improve lunchroom recycling by adding cartons
  - Outagamie and Brown County also received Carton Council grant funds
  - Program Steps:
    - Contact school principal/or responsible staff

- Introductory meeting
- Lunchroom Recycling Evaluation
- Deliver Supplies & Instructions
- Follow-up Site Visit/Program Review
  
- Progress:
  - 2016-2017 School Year
    - WC hired a contracted educator to lead the program
    - Initial outreach to School Superintendent & Elementary Principals completed
    - Additional follow-up with some Principals; cost of supplies discussed
    - Carl Traeger Elementary, Franklin Elementary and Jefferson Elementary were already recycling milk cartons
  - 2017-2018 School Year
    - Carton Council extended use of Grant Funds; contracted educator was hired by WC for a portion of the school year.
    - Oakwood Elementary, Webster Elementary and South Park Middle School completed the program
    - Smith Elementary had initial meeting
    - Total of 6 schools recycling cartons

C. Stadtmueller presented the Carton Council progress for the 2018-2019 school year to the SWMB as follows:

- 2018-2019 School Year
  - Original contracted educator resigns for full-time employment. Replacement educator hired through Tri-County Recycling & resigns within first month
  - C. Stadtmueller began leading outreach for the project
  - Merrill Elementary and Middle School, and North and West High School had initial meeting
  - Jacob Shapiro, Lakeside, Oaklawn, Roosevelt, Carl Traeger Middle School and Webster Stanley Middle School completed the program
  - No response from Emmeline Cook, Read, Tipler Middle School or Washington Elementary
  - Total 12 schools recycling cartons; 5 schools participated in initial meeting; 4 schools not responding
- Progress:
  - ~114,908 lbs. or cartons/liquids kept out of the landfill each school year
  - ~161 trees saved per school year
  - Jacob Shapiro STEM Academy incorporated recycling into their 5th grade curriculum
    - The students toured the MRF and Outagamie County Landfill
    - The students created a video to demonstrate how to recycle to fellow classmates
  - Oshkosh West High School has a Green Team and will utilize students from it to assist with the roll-out of carton recycling in their school
  - ~\$3,400 left of grant funds
  - K. Hutter has requested Carton Council to extend the grant timeline for 2019-2020 school year

- Goals for 2019-2020 School Year
  - Get in touch with the 5 schools who have had the initial meeting and help them move the forward with the program
  - Get in contact with the 4 schools who have not responded to start the process
  - Get the remaining schools on board and complete the program within the school year
  - Have the program roll out when school starts in fall
  - Get Oshkosh private schools involved if there is money left

Discussion ensued amongst the SWMB.

9. Discussion – Landfill Gas & Long-Term Care Updates: Z. Moureau presented the SWMB with the following Landfill Gas Operations Update:

Landfill Gas Operations – July 15, 2019		Meter Op. Hours	One-Week Runtime
Engine #2	Running at 920 KW	60597	44
Engine #3	Off	31713	5
Engine #4	Running at 1020 KW	7386	164
Engine #5	Running at 1400 KW	27381	162
Sunnyview Compressor	Compressor B running at 68%. Pipeline outflow 1,113 scfm.		
Sunnyview Flare	Flare –Off; Vacuum = -17’’ wc; Blower 103 and 104 on; 105 – off		
Sunnyview Gas Field	CH4 = 51.9% O2 = 0.7%		
Snell Rd Flare	Flare – On; Flow = 115 scfm; Vacuum = -16.0’’ wc		
Snell Rd Gas Field	CH4 = 42.2% O2 = 3.2%		
Miscellaneous	Measure & record spark plug firing voltages on all engines. Remove and replace all spark plugs out of specs. Clean and regap spark plugs removed from engines.		

- Energy revenue from June (\$142,294) is down from May (\$181,577). Overall revenue is down due to the work that was performed on the Landfill Gas (LFG) transmission pipeline during the Snell Road Maintenance Project. This pipe work was required to maintain pipeline safety compliance. We are still on track to meet our budgeted revenue of \$1.8 Million.
- We currently have Engines #2, #4, and #5 running at full load with planned shutdown of Engine #2 overnight. By running three engines during the day, we are taking

- advantage of higher “on peak” power production rates. In the month of June, a major overhaul and decoke were completed on Engine #3 but it is now available as a backup.
- Gas quality has generally been around 50% methane and 1.0% to 2.0% oxygen. Monthly LFG monitoring at the Snell Landfill was completed last week. Sunnyview LFG monitoring will start this week.
  - Following the customized fertilizer application at the Sludge Site, vegetation growth has significantly increased. Sparse vegetation at the Sludge Site was noted by the WDNR during the 2018 inspection but growth in these areas has significantly increased.
  - The WDNR plans to be onsite for their annual inspection on August 8, 2019.
  - Snell Road Maintenance Project has been completed. The project started on June 6, 2019 and the contractor completed the work on July 13, 2019. This project included modification of the LFG transmission pipeline from Sunnyview, modification/repair to gas collection system and leachate piping at the Snell Road Landfill, repair to a leachate seep, and several drainage repairs. These repairs were needed to maintain regulatory compliance and improve overall system performance. Gas flows at the Snell Road Landfill increased from approximately 85 scfm to 115 scfm at completion.

Discussion ensued amongst SWMB.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is scheduled for August 7, 2019 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 10:27 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – August 7, 2019**