

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

DATE: December 15, 2021

TIME: 9:02 a.m.

LOCATION: Solid Waste Administration Office
100 W. County Road Y
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman
David Albrecht, Vice Chairman
Paul Eisen, Secretary
Thomas Borchart
Mike Easker
Gerry Konrad
Doug Nelson

EXCUSED: Kevin Konrad
Susan Locke

ALSO PRESENT: John Rabe, Director of Solid Waste
Cassie Stadtmueller, Office Supervisor
Kathy Hutter, Operations Manager
Jessica Hanson, Communication & Program Development Specialist
(9:02 a.m. – 9:16 a.m.)

1. Call to Order: P. O'Brien called the meeting to order at 9:02 a.m.
2. Approve Agenda: Motion to approve the December 15, 2021 agenda, made by D. Albrecht and seconded by T. Borchart. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that J. Hanson has created a short video for our social media pages to demonstrate what to do with holiday packaging. K. Hutter explained the department gets a lot of questions in regards to what to do with specific packaging material and this allows us to demonstrate to our social media followers how to properly dispose of them.

Discussion ensued amongst the SWMB.

J. Rabe informed the SWMB that he talked to M. Mueller at Corporation Counsel and she informed J. Rabe that the Solid Waste Department will not receive government immunity for

pollution liability and advised him not to let the liability insurance policy lapse. J. Rabe explained he submitted the necessary application and submitted the forms to Willis Towers Watson and our coverage was approved and extended for 3 additional years.

J. Rabe informed the SWMB that WBAY ran a news story about the Brown, Outagamie and Winnebago (BOW) County Solid Waste Agreement and the construction of the Brown County South Landfill. J. Rabe explained that he shared the story with County Executive, J. Doemel and he sent it out to all County Staff to commend the efforts of the Solid Waste Department and the SWMB.

J. Rabe informed the SWMB that there was an article published in the magazine *Healthy Living & Wellness* about the Tri-County Recycling Material Recovery Facility that reviews the do's and don'ts of holiday recycling.

J. Rabe informed the SWMB that the Wisconsin Resource Management Conference will be held on February 23-25, 2022 in Green Bay, WI. C. Stadtmueller explained that in order to receive the discounted rate, attendees will need to register by February 2, 2022.

5. Approval of Minutes – December 1, 2021 Open Session: Motion to approve the December 1, 2021 open session minutes, made by M. Easker and seconded by D. Albrecht. Motion carried 7-0.
6. Discussion/Action – Solid Waste Department Table of Organization, Position Descriptions and Compensation Schedule: J. Rabe informed the SWMB that he reached out to Human Resources Director, M. Collard after the December 1, 2021 meeting in regards to the possibility of restructuring the department table of organization, position descriptions and compensation schedule. J. Rabe stated that he followed up with M. Collard a week later and a meeting has yet to be scheduled to discuss options for the Solid Waste Department.

Discussion ensued amongst the SWMB.

J. Rabe presented a BOW County compensation plan summary for management staff as follows:

<u>Title</u>	<u>County</u>	<u>Bottom</u>	<u>Mid</u>	<u>WC Top C</u>	<u>Top</u>
Director of Solid Waste (WC Grade 29)	WC	\$ 91,811	\$ 101,221	\$ 113,247	\$ 126,698
Director of Recycling & Solid Waste	OC	\$ 94,245	\$ 106,090	\$ -	\$ 118,539
Director of Port & Resource Recovery	BC	\$ 87,906	\$ 109,882	\$ -	\$ 131,858
Environmental Manager (WC Grade 25)	WC	\$ 64,228	\$ 70,811	\$ 79,223	\$ 88,635
Operations Manager (WC Grade 25)	WC	\$ 64,228	\$ 70,811	\$ 79,223	\$ 88,635
WC Grade 26	WC	\$ 68,403	\$ 75,415	\$ 84,373	\$ 94,395
WC Grade 27	WC	\$ 72,578	\$ 80,017	\$ 89,522	\$ 100,157
Solid Waste Superintendent	OC	\$ 77,646	\$ 87,170	\$ -	\$ 97,614
Recycling & Resource Recovery Administrator	OC	\$ 77,646	\$ 87,170	\$ -	\$ 97,614
Assistant Director	BC	\$ 68,728	\$ 84,588	\$ -	\$ 100,345
Landfill Manager	BC	\$ 60,850	\$ 74,222	\$ -	\$ 87,595
Business Development Manager	BC	\$ 53,801	\$ 65,100	\$ -	\$ 76,399

- The midpoint is typically the maximum Winnebago County (WC) can allocate for counteroffers.
- For WC, the Top of Range C is typically all that can be attained by employees (Top of Range cannot be reached)
- Note that Outagamie County (OC) has steps in their salary ranges – WC and BC do not

J. Rabe stated that in general, the BOW Director level positions are similar throughout the pay ranges, including the midpoints. However, a large discrepancy is noted in the ranges for the mid-level management positions that include the "2nd in command" in each department within BOW. The WC midpoint for the Environmental Manager & Operations Manager (Grade 25) are considerably lower than the Brown County (BC) and OC counterparts, and this needs to be adjusted upward (to Grade 26 or 27) for WC to remain competitive in the marketplace.

Discussion ensued amongst the SWMB.

M. Easker suggested adding a column for current pay and years of service to get a better understanding of current wages and experience levels.

Discussion ensued amongst the SWMB.

P. Eisen asked what is being done to ensure that the Environmental Manager duties are being taken care of. J. Rabe explained that he has taken on the additional administrative/technical work tasks, current operational staff is continuing their normal work duties and Foth staff will be needed for additional assistance as necessary.

Discussion ensued amongst the SWMB.

P. O'Brien stated it is the SWMB's responsibility to address issues they feel are critical. P. O'Brien explained that a packet of information should be compiled and presented to HR with the SWMB concerns and suggestions on how they should be addressed.

Discussion ensued amongst the SWMB.

No action taken by the SWMB at this time.

7. Discussion/Action – Snell Road Landfill Groundwater Drawdown Event Notice of Claim Update: J. Rabe informed the SWMB that he received a draft notice of claim letter from Ron Ragatz, Dewitt Law firm. J. Rabe and Z. Moureau reviewed the letter and made some suggestions to clarify a few items and strengthen the conclusion section of the letter. J. Rabe would also like to receive some feedback from C. Anderson at Foth Infrastructure & Environment. J. Rabe explained that R. Ragatz also suggested that additional environmental documents should be included with the letter.

J. Rabe informed the SWMB that Willis Tower Watson submitted the claim notice to our liability insurance policy carrier Chubb. J. Rabe explained that additional information will need to be submitted to Chubb.

Discussion ensued amongst the SWMB.

No action taken by the SWMB at this time.

8. Discussion/Action – 2022 Standard Rate Schedule: K. Hutter presented the 2022 Standard Rate Schedule to the SWMB as follows:
- Yard waste tipping fee recommended changes:
 - \$10 minimum, 600 lbs. or less (decreased from \$20 minimum).
 - \$32/ton, loads over 600 lbs. (increase from \$30/ton).
 - Changes:
 - Allow the SWMB to reduce cost for residents who missed their community pickup and/or have just a few bags of yard waste.
 - Vendor costs are expected to rise over the next 2-3 years due to increases in hauling costs.
 - This will help the SWMB maintain a separate pricing structure for yard waste (a beneficial, waste diversion program vs. waste landfilling program) and apply incremental tipping fee increases over future years to minimize yard waste program financial losses.
 - Loads of tires tipping fee recommended change:
 - \$315/ton – loads of more than 5 tires are charged by weight (increase from \$290/ton)
 - Change:
 - Allows the SWMB to minimize surge of out-of-county tires which is anticipated when partner Counties increase tipping fees. (BC and OC tire tipping fee will be \$325/ton in 2022).
 - Vendor costs are expected to increase significantly at the end of 2022 due to increases in hauling costs and staffing shortages.

- This will help the SWMB continue to maintain consistent, inbound/outbound flow of tire waste and apply incremental increases over the life of the current Purchase of Services Agreement.

Discussion ensued amongst the SWMB.

Motion to approve the 2022 Standard Rate Schedule, made by T. Borchart and seconded by D. Nelson. Motion carried 7-0.

9. Discussion/Action – Credit Application/Policy Changes: C. Stadtmueller presented the Credit Application/Policy Changes to the SWMB as follows:

- The current credit policy has not been enforced strictly
- Remove the 1% interest charge after 30 days from the policy
 - We have never charged interest on any past due account
 - Difficult process to carry out with current accounting systems in place
- Enforce the policy when it comes to temporarily revoking accounts and permanently revoking accounts
- Look into the possibility of having online payment option for customers

D. Nelson suggested having customers put a credit card on file when opening an account with us for any past due balances that may occur.

Discussion ensued amongst the SWMB.

No action taken at this time.

10. Discussion – Operational Program Updates: K. Hutter presented the Transfer Station Waste/Recycling, Diversion Programs and Hazardous Waste Operations Reports to the SWMB as follows:

- Transfer Station Operations
 - Concrete repair project – (November 29, 2021 – December 9, 2021) - Miron Construction completed concrete work to replace a 6' x 32' section and 6' x 50' section of flooring adjacent to the North Compactor. Repair costs will be discounted due to the floor showing early failure, potentially related to practices used during the initial install.
 - B.E.S.T. Enterprises began hauling waste and recyclable materials as the primary hauler on December 1, 2021. Prior to this, Staff had ongoing discussions with Kreilkamp about lack of service, driver unavailability and vehicle maintenance. Kreilkamp and Solid Waste Staff concluded that early termination was in the best interest of both parties.
 - Brown County South Landfill (BCSLF) is on schedule to open to select customers, including Winnebago County (WC), on January 3, 2022. WC will ship semi-trailer loads of residential waste to BCSLF and other wastes, such as construction & demolition to Outagamie County. WC Equipment Operators have already begun the practice of segregating wastes in the transfer station so we anticipate this transition will go smoothly.

- Diversion programs are going well. The scrap metal/appliance agreement is the next up for renewal (May 1, 2022).
- The Household Hazardous Waste Facility is closed for the season. Residents are directed to Brown County Hazardous Material Recovery Facility for off-season disposal (WC covers disposal cost). Clean Sweep is in the works for April 2022 at two satellite locations, Village of Fox Crossing and Village of Winneconne.

J. Rabe presented the Landfill Gas (LFG) and Long-term Care (LTC) Updates to the SWMB as follows:

Landfill Gas Operations – December 13, 2021			Meter Op. Hours	One-Week Runtime
Engine #2R	Running at 635 KW		11182	165
Engine #3	Running at 987 KW		42569	152
Engine #4	Running at 990 KW	Running 8 hours a day	20555	40
Engine #5	Down	Decoke in progress	37060	0
Sunnyview Compressor	Compressor A running at 45-55%. Pipeline outflow varies = 400 to 880 scfm.			
Sunnyview Flare	Flare – Off; Vacuum = -24 to -50’’ wc; Blower 103 and 104 – on; 105 – off			
Sunnyview Gas Field	CH4 = 53.1 % O2 = 1.0%			
Snell Rd Flare	Flare – On; Flow = 100 scfm; Vacuum = -13.0’’ wc			
Snell Rd Gas Field	CH4 = 33.0% O2 = 5.6%			
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. - Engine 5 decoke started December 6, 2021			

- Revenue
 - Energy revenue was \$142,240 in October and \$133,617 in November
 - Highway did use some LFG in November (\$290.70)
 - Energy revenue through November is \$1,574,703 (average monthly revenue of \$143,154); anticipate exceeding 2021 energy revenue budget of \$1.65 Million
 - Journal entry for Facilities Engine #4/#5 WHR system charges was submitted and paid \$57,032; one more year of billing remains
- Engine Operation/LFG Usage
 - Engines #2R and #3 are running as often as possible; Engine #4 is running 8 hours/day (during peak hours)
 - Decoke on Engine #5 currently being performed

- Engine #4 was down in November due to a turbocharger leak; turbo replaced and Energy Dynamics will perform overhaul
- Engine #4 will need a bottom end overhaul in early 2022 (parts have been ordered)
- LTC Update
 - Performed repair on CO-5L gas lateral connection; did not have a significant effect on gas quality; will submit repair documentation to WI Department of Natural Resources (WDNR) in annual report
 - 2021 Snell Road Landfill Piping and Leachate Extraction Pump Installation Project is complete
 - Waiting on Foth to complete construction documentation report for WDNR submittal
 - December LFG monitoring event occurred the week of December 6, 2021
 - No issues encountered
 - WDNR Air Compliance Inspection completed in November; full compliance achieved
- Snell Road Groundwater Monitoring Update
 - November sampling results are being received and reviewed; good news is there was no detects in P-72C (new sentinel well)
 - Working on preparing exceedance report for WDNR submittal
- Stormwater Update
 - Rettler has submitted the City of Oshkosh stormwater fees/credits application and we are waiting for a response from the City
 - City will review and provide comments
 - Final credit decision will be made but will result in overall savings for Winnebago County
- Landfill Gas Utilization Feasibility Study Update
 - Tetra Tech awarded the project at the December 1, 2021 SWMB meeting (\$9,900)
 - Project kickoff meeting to be scheduled in December

11. Future Agenda Items: None at this time.

12. Set Next Meeting Date: The next SWMB meeting date is scheduled tentatively for January 19, 2022 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by D. Nelson and seconded by G. Konrad. Motion carried 7-0. Meeting was adjourned at 11:23 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Office Supervisor

Approved by SWMB – January 19, 2022