

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

DATE: December 16, 2015

TIME: 9:00 a.m.

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

PRESENT: Ken Robl, Vice Chairman
Paul Eisen, Secretary
David Albrecht
Jerry Finch
Gerry Konrad
Susan Locke
Doug Nelson

EXCUSED: Pat O'Brien, Chairman
Mike Easker

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

1. Call to Order: K. Robl called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the December 16, 2015 agenda, made by J. Finch and seconded by S. Locke. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: K. Robl thanked Solid Waste Management Board (SWMB) Members and Staff for their support in naming the future Snell Road Landfill Conservation Park in his honor.

J. Rabe explained to the SWMB that on December 15, 2015, the Winnebago County (WC) Board of Supervisors considered and passed the Resolution for Naming the Future Snell Road Landfill Conservation Park.

J. Semrau informed the SWMB that she participated in a Public Hearing for 2015 Assembly Bill (AB) 515, which is the companion bill for 2015 Senate Bill (SB) 340, seeking to restore \$2.3M in recycling grant funding to Responsible Units (RUs). Jill Martin, Outagamie County (OC) Recycling, representatives from a number of statewide recycling organizations and a Waste Management lobbyist attended the Public Hearing to support AB 515. J. Semrau explained that there was no testimony in opposition to the Bill and the Public Hearing generated a few questions from Committee Members.

J. Semrau explained to the SWMB that she received a letter from State Representative, Amanda Stuck (D-Appleton) thanking the SWMB for their support of SB 340/ AB 515. Representative Stuck co-sponsored SB 340/AB 515 and is a Member on the Committee of Environment and Forestry.

5. Approval of Minutes – December 2, 2015 Open Session: Motion to approve the December 2, 2015 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 7-0.
6. Discussion – Landfill Gas Operations Report: J. Rabe updated the SWMB with the following landfill gas operations report.

Landfill Gas Operations – December 15, 2015			Meter Op. Hours	One-Week Runtime
Engine #1	Running at 900 KW	Shutting off December 15, 2015	41720	59
Engine #2	Running at 987 KW		41284	125
Engine #3	Running at 987 KW		10521	165
Engine #4	Running at 1010 KW		4003	162
Engine #5	Running at 1426 KW		5468	148
Sunnyview Compressor	Compressor A&B running at 60%; Pipeline outflow = 1926 scfm.			
Sunnyview Flare	Flare – Off; Vacuum = -43’’ wc; Blower 103/104 running at 78%; 105–Off			
Sunnyview Gas Field	CH4 = 47.8% O2 = 2.5%			
Snell Rd Flare	Flare – On; Flow = 79 scfm; Vacuum = -14.0’’ wc			
Snell Rd Gas Field	CH4 = 46.9% O2 = 1.9%			

- WPS/Highway Revenues were \$262,928 for November 2015. 2015 total revenues are estimated at \$3.1 Million (budgeted revenues are \$2.8 Million).
- De-coking was completed on Engines #5, #3 and #2; process is set to begin on Engine #1 in January 2016.
- SWMB Staff met with Citgo representatives on December 1, 2015 to discuss the oil sampling program which is currently used to determine oil change frequency for the five (5) landfill gas-to-energy engines/generators. Oil change frequency varies from engine to engine, but currently averages ~700 hours between oil changes with the Citgo Pacemaker LFG LA40 engine lubrication oil (vs. ~500 hours with the Mobil Pegasus products used prior to May 2015).
- Interstate Power Systems acquired Inland Power Group, the parts and service provider for the landfill gas-to-energy facilities. Parts ordering and service work processes will continue as normal.
- SWMB Staff and Foth Infrastructure & Environment (Foth) determined that a seasonal suspension of leachate recirculation was necessary to prevent cold weather related system problems. Leachate recirculation was suspended in late-November 2015 and will be restored in spring 2016.

Discussion ensued amongst the SWMB.

7. Discussion – Sludge Site Operations Report: J. Rabe explained to the SWMB that Sludge Site odors continue to be present and vary depending on atmospheric conditions. J. Rabe presented the Sludge Site Operations Report to the SWMB as follows:
 - December 3, 2015 – GEI personnel were on-site to perform field testing, surveying and sample collection.
 - December 4, 2015 – An odor control chemical vendor was on-site to discuss options; considering plans to test Enzyme T product on areas where sludge/ponding water odors are noted.
 - December 7, 2015 – Foth and Riverview Construction (Riverview) personnel were on-site to discuss short term odor reduction options; emphasis on temporary connection of passive gas vent system to active landfill gas-to-energy system, along with surface water management and pumping of ponding areas.
 - December 8, 2015 – Foth personnel took readings from thirteen (13) Sludge Site gas vents; all showed high levels of methane and low oxygen.
 - December 9, 2015 – GEI personnel were on-site to perform additional field testing and sample collection; gas samples from passive vents were collected for laboratory testing.
 - December 10-11, 2015 – Riverview and Foth constructed temporary connection of Sludge Site passive gas vent system to active landfill gas collection lines and began testing; started testing with flare only and the gas flow/composition was stable enough to switch the engines/generators back on; the modified system ran until December 15, 2015 when a liquid lateral blockage between Sludge Site GV-1 and GV-2 was determined.
 - December 11, 2015 – A conference call was held with Foth, GEI and Riverview staff to discuss actions moving forward; Sludge Site stability and odors were discussed.

- December 14, 2015 – Riverview construction plans were cancelled due to heavy rainfall; construction plans are: test a landfill gas connection at GV-2; extend glass dewatering trenches and install an interior sump to allow liquid pumping to leachate system; work is rescheduled to begin on December 17, 2015, weather permitting.
- GEI is working on plans for existing sludge dewatering trenches/drains, and interior berm construction/filling plan for northeast corner (future filling area); GEI issued a technical memorandum on December 15, 2015 addressing stability and odors.

Discussion ensued amongst the SWMB.

8. Discussion – Container Rental & Lease Program Report: J. Semrau presented the Container Rental & Lease Program Report to the SWMB as follows:
- The Container Rental & Lease Program Report includes data from January – November 2015.
 - Container rental activity (placements, finals, resets and relocates) are trending slightly downward in 2015; 2015 year-end activity totals are estimated to be slightly lower than 2014 activity.
 - Container revenue collected by transfer station staff and through invoicing has increased in 2015; 2015 year-end revenue totals expected to be slightly higher than 2014 revenue.
 - Container Program customer surveys reveal an overall positive experience, competitive pricing, and the internet continues to be a top preference for container rental research.

Discussion ensued amongst the SWMB.

9. Closed Session – Pursuant to Section 19.85(1)(e), Wisconsin Statutes, at this point in the meeting the Board shall consider a motion to convene into closed session for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in relationship to the following:
- a. 2016 Sales & Marketing Plan
 - b. 2016 Standard Rate Schedule

Motion made by P. Eisen and seconded by J. Finch at 9:43 a.m. to convene into closed session. Motion carried 7-0 by roll call vote.

10. Return to Open Session and Resume Regular Business: Motion to return to open session at 10:31 a.m. made by J. Finch and seconded by D. Nelson. Motion carried 7-0 by roll call vote.
11. Discussion/Action – Consider Authorization of 2016 Sales & Marketing Plan: Motion to accept the 2016 Sales & Marketing Plan as presented by SWMB Staff, made by J. Finch and seconded by D. Albrecht. Motion carried 7-0.

12. Discussion/Action – Consider Authorization of 2016 Standard Rate Schedule: Motion to accept the 2016 Standard Rate Schedule as presented by SWMB Staff, made by J. Finch and seconded by G. Konrad. Motion carried 7-0.
13. Future Agenda Items: J. Rabe indicated that a Snell Road Landfill End Use Plan Workshop and discussion item in reference to the City of Oshkosh requesting possible easement to SWMB property for placement of a welcome sign will be scheduled for the January 6, 2016 SWMB meeting.
14. Set Next Meeting Date: The next SWMB meeting date is scheduled for January 6, 2016 at 9:00 a.m.
15. Adjournment: Motion to adjourn made by J. Finch and seconded by S. Locke. Motion carried 7-0. Meeting was adjourned at 10:36 a.m.

Respectfully Submitted,

Kathy Hutter
Confidential Secretary

Approved by SWMB – January 6, 2016