

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

DATE: April 19, 2017

TIME: 9:01 a.m.

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

PRESENT: Pat O'Brien, Chairman  
Ken Robl, Vice Chairman  
Paul Eisen, Secretary  
Mike Easker (9:02 a.m. – 10:39 a.m.)  
Jerry Finch  
Susan Locke

EXCUSED: David Albrecht  
Gerry Konrad  
Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste  
Kurt Pernsteiner, Solid Waste Operations Manager  
Kathy Hutter, Recycling Program Manager  
John Fink, County Executive Assistant  
Chuck Orenstein, Director of Finance (9:07 a.m. – 9:29 a.m.)

1. Call to Order: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the April 19, 2017 agenda, made by K. Robl and seconded by J. Finch. Motion carried 5-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: P. Eisen notified the Solid Waste Management Board (SWMB) that an Invitation to Bid for Residential Drop-off Area Construction (SW04-17) at the Sunnyview Landfill was published in the April 9, 2017 print edition of the Oshkosh *Northwestern*. K. Pernsteiner explained to the SWMB that the Construction Project includes grading, ramp modifications, construction of a shingle bunker, construction of concrete pads, and blacktop paving. Bids are due on April 26, 2017.

5. Approval of Minutes – April 5, 2017 Open Session: Motion to approve the April 5, 2017 open session minutes, made by J. Finch and seconded by S. Locke. Motion carried 6-0.
6. Discussion/Action – Election of Officers: J. Rabe asked the SWMB to consider election of Chairman, Vice Chairman and Secretary Officer positions.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by M. Easker, to elect P. O'Brien as Chairman, K. Robl as Vice Chairman, and P. Eisen as Secretary. Motion carried 6-0.

7. Discussion – County Investment Presentation: J. Rabe explained to the SWMB that he asked C. Orenstein to present the 2016 Investment Report to the SWMB.

C. Orenstein distributed investment information packets to the SWMB and explained that he restructured the County Portfolio to include more long-term securities in mid-2016. This investment strategy has thus far yielded ~1.18% annualized return in 2017, compared to ~0.93% in 2016, ~0.88% in 2015 and ~0.77% in 2014. C. Orenstein reviewed County Investments with the SWMB. C. Orenstein indicated that he is pleased with the improved return on investment and he plans to continue to invest a portion of County funds in more long-term securities.

Discussion ensued amongst the SWMB.

8. Discussion – 2016 RUG Informational Meeting Reports: J. Rabe explained to the SWMB that Staff will present 2016 Recycling Financials, a Recycling Report and a Transfer Station/Landfill Operations Report at the 2016 RUG Informational Meeting, scheduled on April 25, 2017 from 9-11 a.m. at the J.P. Coughlin Center in Oshkosh.

K. Hutter presented the Single Stream Recycling (SSR) Report to the SWMB. Topics covered by K. Hutter included: Tonnages, MRF Operations/Maintenance, Supply Agreements, Commodity Markets & Trends, Education/Outreach, Single Stream Hauling, Miscellaneous, and Recycling Consolidation Grants.

K. Pernsteiner presented the Transfer Station/Landfill Operations Report to the SWMB. Topics covered by K. Pernsteiner included: Tonnages, Transfer Station Operations, Sunnyview Sludge Site Operations, and Outagamie County Landfill Operations.

Discussion ensued amongst the SWMB.

9. Discussion/Action – Authorize Ken Robl Conservation Park Engineering Services: J. Rabe explained to the SWMB that he received an updated proposal for Ken Robl Conservation Park (KRCP) Engineering Services from Foth Infrastructure & Environment (Foth) that includes anticipated services necessary for the entire completion of the KRCP. J. Rabe presented the April 14, 2017 Foth proposal to the SWMB and reviewed the scope of work with the SWMB. The proposal includes tasks divided into the following phases with associated cost estimates:

<u>Phase Description</u>	<u>Cost Estimate</u>
Phase 1 – Stewardship Grant Application	\$3,600
Phase 2 – Site Evaluation	<u>\$29,700</u>
Pre-Design Activities Total	\$33,300
Phase 3 – Permitting Assistance	\$19,400
Phase 4 – Park Design Plans and Specifications	<u>\$39,900</u>
Permit and Design Total	\$59,300
Phase 5 – Bidding	\$8,800
Phase 6 – Construction Administration	\$19,400
Phase 7 – Field Observation	\$41,900
Phase 8 – Construction Observation Report	<u>\$16,200</u>
Construction Total	\$86,300
Project Total	\$178,900

J. Rabe explained to the SWMB that the Budget for KRCP Engineering Services is \$150,000 (15% of estimated \$1.0 Million Construction Cost). J. Rabe explained that Foth's proposal is slightly more than expected; the estimate includes full-time oversight of Field Observation which may not be needed, and combined services of multiple consulting firms (SmithGroup JJR and Foth) which can also increase costs. J. Rabe asked the SWMB to consider authorizing the Engineering Services Scope and Cost Estimate proposal.

J. Rabe explained to the SWMB that SmithGroup JJR (SGJJR) is preparing the Wisconsin Department of Natural Resources (WDNR) Stewardship Grant Application (deadline is May 1, 2017). In lieu of a Resolution supporting grant submittal and administration, SGJJR recommended that the SWMB provide the following documents accompany the application:

- Letter from J. Rabe indicating the SWMB's intent to submit the WDNR grant application, and authorizing J. Rabe to be the grant administrator.
- Letter of support from the Winnebago County Parks Director regarding KRCP development and future assistance with operation and maintenance.

J. Rabe asked the SWMB to consider authorizing the Foth/SGJJR proposal (Phases 1 – 8) for the KRCP Engineering Services listed above. If the Foth/SGJJR Engineering Services are approved, J. Rabe will draft a letter authorizing SGJJR to submit the WDNR Stewardship Grant Application on behalf of the SWMB. J. Rabe stated that E. McCoy, Solid Waste Parks Specialist and R. Way, WC Parks Director are also developing a Letter of Support for the KRCP.

Discussion ensued by the SWMB.

Motion made by M. Easker and seconded by J. Finch, to authorize SGJJR/Foth's Engineering Services to apply for the WDNR Stewardship Grant on behalf of the SWMB, as summarized in the April 14, 2017 Proposal for a cost estimate of \$3,600. Motion carried 6-0.

Motion made by P. Eisen and seconded by J. Finch, to approve the April 14, 2017 Foth/SGJJR Engineering Services proposal for a project total estimate of \$178,900. Motion carried 6-0.

10. Discussion – Landfill Gas Operations Report: J. Rabe updated the SWMB with the following LFG operations report.

Landfill Gas Operations – April 18, 2017		Meter Op. Hours	One-Week Runtime
Engine #2	Running at 900 KW	49403	167
Engine #3	Off	19541	8
Engine #4	Running at 1020 KW	13880	168
Engine #5	Running at 1400 KW	15391	168
Sunnyview Compressor	Compressor A running at 70%; B – Off. Pipeline outflow = 1187 scfm.		
Sunnyview Flare	Flare – Off; Vacuum = -22’’ wc; Blower 103/104 running at 58%; 105–Off		
Sunnyview Gas Field	CH4 = 50.0% O2 = 1.1%		
Snell Rd Flare	Flare – On; Flow = 98 scfm; Vacuum = -16.0’’ wc		
Snell Rd Gas Field	CH4 = 46.1% O2 = 2.2%		

- WPS/Highway Revenues were \$210,755 for March 2017; Budgeted revenues are \$2.6 Million for 2017.
- Foth completed monthly monitoring during the week of April 10-14, 2017.
- The LFG Pipeline Compliance Plan is in progress. J. Rabe is reviewing the USDI Operating Agreement. This topic will be discussed at a May 2017 SWMB meeting.

Discussion ensued amongst the SWMB.

11. Future Agenda Items: None.

12. Set Next Meeting Date: The next SWMB meeting date is scheduled for May 3, 2017 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by J. Finch and seconded by S. Locke. Motion carried 5-0. Meeting was adjourned at 10:48 a.m.

Respectfully Submitted,  
Kathy Hutter, Recycling Program Manager

**Approved by SWMB – May 3, 2017**