

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

DATE: September 4, 2019

TIME: 9:00 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 (9:06 a.m. – 10:08 a.m.)  
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  
Zach Moureau, Environmental Manager  
John Fink, County Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the September 4, 2019 agenda, made by J. Finch and seconded by S. Locke. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that the Facilities & Property Management Committee had a meeting agenda item (#6) to Discuss and Action of the Sale of the Former Work Release Center Property on August 14, 2019. Z. Moureau attended this meeting and the committee was reviewing adjacent property values to determine value of the former work release center property. No action was taken.
5. Approval of Minutes – August 7, 2019 Open and Closed Session; August 14, 2019 Open and Closed: Motion to approve the August 7, 2019 and August 14, 2019 open and closed session minutes, made by J. Finch and seconded by D. Albrecht. Motion carried 7-0.

6. Discussion– Final 2020 Budget Packets: C. Stadtmueller distributed the Final 2020 Budget Documents to the SWMB. J. Rabe explained to the SWMB after the August 15, 2019 Budget meeting with the County Executive, Finance Director and Human Resources Director, there were no changes to the 2020 SWMB budget.

J. Rabe explained that there remains a projected surplus of \$18,517 with a \$1.00/ton increase in the solid waste tipping fee.

J. Rabe informed the SWMB that a customer memorandum regarding 2020 tipping fees will be issued.

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

- Last discussed at the August 14, 2019 SWMB meeting
- Foth Infrastructure & Environment (Foth) storm water submittal was uploaded to the City of Oshkosh by Martin Riley on August 15, 2019
- City of Oshkosh Staff met/discussed submittal on August 19, 2019, but no response was provided by the end of the day; contractor finished with all foundation work; J. Rabe emailed the team that construction work will stop on August 20, 2019 unless building permit exception is approved by the City of Oshkosh
- On August 20, 2019 an email was received in the morning from the City of Oshkosh stating storm water still “Not Approved” but building permit will allow work to continue (withhold occupancy permit until storm water issues resolved)
- Not Approved letter #7 received on August 21, 2019 with a number of additional storm water items still to address
- Foth team revised and worked on model changes and updated a response letter; City of Oshkosh consultant on vacation until September 3, 2019, so will hold off on remaining questions until he returns
- Foth addressed final questions with City of Oshkosh consultant on September 3, 2019; Martin Riley uploaded response to the City of Oshkosh on September 3, 2019 in the afternoon; City of Oshkosh will discuss at the September 9, 2019 standing meeting
- Plan to discuss billing credit options with Jim Miles-Polka at Foth

Discussion ensued amongst the SWMB.

8. Discussion/Action – Transfer Station Office Renovation Project: J. Rabe presented the Transfer Station Office Renovation Project to the SWMB as follows:

- Increased baiting for rodents began on August 2, 2019 by SWMB staff under direction of Pest Control company; caused issues with odor/etc. beginning on August 9, 2019 and became worse on August 12, 2019
- On August 13, 2019 Transfer Station (TS) office staff was temporarily relocated to Snell Road offices while we hired a restoration company to remove ceiling tiles/clean/sanitize the TS office
- On August 15, 2019 restoration work began and initially looked promising to be able to return to TS office

- On August 15, 2019, J. Rabe discussed TS office situation with County Executive/Human Resources Director and discussed possible temporary office options in County building locations; also met with Information Systems staff to discuss temporary network changes at the Snell Road office
- On August 19, 2019, rodents starting new activity/nesting areas (since initial cleanup work) and drywall removal in select TS office areas showed additional issues in walls; consensus was we will not be able to return to TS office
- On August 19, 2019, K. Pernsteiner reached out to Facilities & Property Management staff for other County building office options to get us through our Administration Building project (December 2019) – J.P. Coughlin Center and County Administration Building 3<sup>rd</sup> floor and Expo Building options looked at, but County staff seemed unwilling to help us out with these office locations
- On August 20, 2019, K. Pernsteiner rented portable office trailers (Pac-Van converted shipping containers) for both Sunnyview Landfill (K. Pernsteiner, L. Schmoker and break/lunch room for operators and scale staff) and Snell Road Landfill (K. Hutter and C. Stadtmueller) location; Information System staff temporarily made network connections and Faith Technologies took care of temporary power connections at both locations
- During the week of August 26, 2019, Solid Waste staff worked to clean out TS office files (file boxes) and move any needed file cabinets/etc. into a rental POD
- On August 30, 2019, K. Pernsteiner called a morning meeting with J. Rabe and Human Resources staff to discuss TS office concerns and voice frustrations with lack of assistance from County staff to allow us to use various County building locations for temporary office space
- On August 30, 2019, J. Rabe and R. Montgomery met with all Solid Waste staff to discuss TS office situation and answer any questions (still need to meet with A. Ray)

Discussion ensued amongst the SWMB.

9. Discussion – Landfill Gas Operations & Project Updates: Z. Moureau presented the SWMB with the following Landfill Gas Operations & Project Updates:

Landfill Gas Operations – September 3, 2019			Meter Op. Hours	One-Week Runtime
Engine #2	Running at 910 KW		61282	111
Engine #3	Running at 987 KW		32588	163
Engine #4	Running at 1030 KW		8367	149
Engine #5	Down	Cooling system issues	27744	31
Sunnyview Compressor	Compressor A running at 53%. Pipeline outflow 901 scfm.			

Sunnyview Flare	Flare – Off; Vacuum = - 10’’ wc; Blower 103 and 104 on; 105 – off			
Sunnyview Gas Field	CH4 = 55.0% O2 = 0.4%			
Snell Rd Flare	Flare – On; Flow = 111 scfm; Vacuum = -16.0’’ wc			
Snell Rd Gas Field	CH4 = 46.8% O2 = 1.9%			
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 July (\$182,527) is up from June (\$142,294) and was the highest month for energy revenue so far this year. We did not have any significant engine issues throughout the month resulting in continuous power production throughout July. We are still on track to meet or exceed our budgeted revenue of \$1.8 Million.
- We currently have Engines #2, #3, and #4 running at full load with occasional planned shutdown of Engine #2 overnight. Engine #5 is currently down due to cooling system issues. Parts had to be ordered from overseas to repair Engine #5 but are scheduled to arrive Thursday. Engine #5 should be fully operational by Thursday afternoon.
- In July and August, gas quality at Sunnyview has been approximately 51% methane and 0.5% to 1.5% oxygen with gas flows mainly between 1,000 and 1,100 scfm. 3rd Quarter Surface Emission Monitoring is scheduled for next week.
- Leachate line cleaning is currently being performed at the Snell Road Landfill. No new issues have been identified at Sunnyview.
- The WI Department of Natural Resources (WDNR) performed their annual inspection of both the Snell Road and Sunnyview Landfills on August 8, 2019. All inspection items were within regulatory compliance. Several minor findings were noted during the inspection at the Snell Road Landfill. These include minor areas of ponding (heavy rain occurred the day before the inspection), a few labels missing on cleanouts, and sparse vegetation in several of the Snell Road Maintenance Project construction areas. Most of the minor items have been repaired and we are working with the Snell Road Maintenance Project contractor regarding the sparse vegetation in construction areas. The WDNR commented on the lush vegetation at the Sludge Site.
- The new engine (Engine #2R) is scheduled to arrive on November 11, 2019. The construction air permit has been delayed due to retirement of the initial WDNR permit writer. It has been reassigned to another WDNR individual and she stated it is her “top priority”. The installation timeline was adjusted slightly but the new engine is planned to be fully operational by December.
- Recloser replacement project is scheduled to occur in the end of October/beginning of November. Installation should take one to two weeks.

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 September 18, 2019 at 9:00 a.m.
12. Adjournment: Motion to adjourn made by J. Finch and seconded by S. Locke. Motion carried 8-0. Meeting was adjourned at 10:08 a.m.
13. Site Tour for Solid Waste Management Board Members: No SWMB members elected to go on a site tour.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – September 18, 2019**