

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

DATE: October 18, 2017

TIME: 9:00 a.m.

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

PRESENT: Pat O'Brien, Chairman
Ken Robl, Vice Chairman
Paul Eisen, Secretary
David Albrecht
Jerry Finch
Gerry Konrad
Susan Locke

EXCUSED: Mike Easker
Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste
Cassie Stadtmueller, Administrative Associate
Kurt Pernsteiner, Operations 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 October 18, 2017 agenda, made by K. Robl and seconded by J. Finch. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: None.
5. Approval of Minutes – October 4, 2017 Open Session: Motion to approve the October 4, 2017 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 7-0.
6. Discussion/Action – 2016 SWMB Annual Report: J. Rabe presented the draft 2016 Solid Waste Management Board (SWMB) Annual Report to the SWMB and explained that it included:
 - An introduction page that included a summary of solid waste and recycling programs offered at the Sunnyview Landfill Facility and a brief synopsis of the Tri-County Regional Partnership.

- Individual articles that highlight Transfer Station Operations, Resource Recovery, Sunnyview Industrial Waste/Papermill Sludge Landfill, Closed Landfill Environmental Monitoring & Maintenance, Landfill Gas Collection & Utilization, Enhanced Recycling Services, Household Hazardous Material and Pharmaceutical Waste Management, In Your Community and the Ken Robl Conservation Park.
- 2015-2016 Financial Reports (Statement of Revenues & Expenses, Balance Sheet, and Retained Earnings Reservation).
- 2015-2016 Tonnage Summary – categorized into material shipped to the Outagamie County Northeast Landfill, material disposed in the Winnebago County Industrial/Sludge Landfill and material handled as recyclable materials.
- A list of SWMB Members, a list of SWMB Management Staff and the 2016 Organizational Chart.
- Facility contact information.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by D. Albrecht to accept the draft 2016 SWMB Annual Report. Motion carried 7-0.

7. Discussion/Action – Snell Road Landfill Final Cover Maintenance/Repairs: J. Rabe updated the SWMB on the Snell Road Landfill Final Cover Maintenance/Repairs as follows:
- Emergency Purchase Order prepared for Riverview Construction (Riverview) to perform final cover maintenance/repairs as a result of July 2017 WI Department of Natural Resources (WDNR) Notice of Noncompliance (NON) letter.
 - Estimate at ~\$125,000 for T&M work including initial grading, clay and topsoil hauling and placement, along with seeding/fertilizer/mulch; Foth Infrastructure & Environment (Foth) to provide engineering oversight ~\$15,000; Winnebago County (WC) plans to use excess topsoil from Ken Robl Conservation Park (KRCP) and also purchase ~\$13,000 in compost from UW-Oshkosh Biodigester/Zillges Materials.
 - Work began on October 17, 2017 and will take about two (2) weeks (depending on weather).
 - Foth will prepare letter report summarizing these final cover repairs for submittal for WDNR to clear the NON.

Motion made by D. Albrecht and seconded by G. Konrad to approve the Snell Road Landfill Final Cover Maintenance/Repairs. Motion carried 7-0.

8. Discussion – Ken Robl Conservation Park Construction Update: J. Rabe updated the SWMB on the KRCP Construction project as follows:
- Pre-construction meeting held on September 27, 2017 and work began on September 28, 2017; Progress Meetings held on October 3, 2017 & October 10, 2017.
 - Advance Construction (Advance) has made good progress on the project to date:
 - Hiking/biking trails grading and subbase gravel work is complete
 - Parking lot grading, subbase gravel and concrete curb is complete
 - Site grading and culvert installations complete
 - Pond outlet structure and culvert repairs are complete
 - Test section of Kafka Granite trail surface performed on October 13, 2017

- Fence installation has started
- Advance off-site this week
- Final Draft of Cross Access Agreement prepared and reviewed by J. Bodnar – will be signed by J. Rabe and M. Harris and submitted to Register of Deeds/City of Oshkosh.

9. Discussion – Landfill Gas operations Update: J. Rabe updated the SWMB with the following Landfill Gas Operations:

Landfill Gas Operations – October 17, 2017			Meter Op. Hours	One-Week Runtime
Engine #2	Running at 987 KW		52774	23
Engine #3	Running at 987 KW		21844	163
Engine #4	Down	Replacing oil cooler; expect replacement to arrive soon.	17533	166
Engine #5	Down	Monday evening shut down; found generator stator badly damaged. Will have to remove generator, send to L & S Electric for repair. Downtime unknown (long).	19229	167
Sunnyview Compressor	Compressor B running at 45%. Pipeline outflow 622 scfm.			
Sunnyview Flare	Flare – On; 745 scfm; Vacuum = -17’’ wc; Blower 104 and 105 running at 52%; 103 – off			
Sunnyview Gas Field	CH4 = 51.1% O2 = 1.5%			
Snell Rd Flare	Flare – On; Flow = 111 scfm; Vacuum = -16.0’’ wc			
Snell Rd Gas Field	CH4 = 47.3% O2 = 1.5%			

- WPS/Hwy Revenues – \$211,151 for September 2017 (~\$1.89M YTD); issue with Highway LFG usage/metering (no usage shown for September and October to date)
- Monthly monitoring being performed by Foth during week of October 16 – October 20, 2017
- WDNR Air Inspection performed on October 16, 2017 – “In Compliance” report issued
- USDI updates – planning on October repairs to valve boxes and tracer wire test station
- Law Enforcement Center waste heat recovery system Engines #4 & 5 piping repairs/replacement – down for rest of 2017

- Arc Flash Safety – discussed at County Safety Committee meeting and there are some concerns with LFG operations/employees working alone on nights and weekends; meeting with Safety Consultant (Willis) on October 30, 2017 to discuss options.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is scheduled for November 1, 2017 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 7-0. Meeting was adjourned at 10:01 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – November 1, 2017