

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

DATE: January 15, 2020

TIME: 9:02 a.m.

LOCATION: Highway Department  
900 W. County Road Y  
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman  
Paul Eisen, Secretary  
Gerry Konrad  
Susan Locke  
Doug Nelson

EXCUSED: David Albrecht, Vice Chairman  
Mike Easker

ALSO PRESENT: John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Zach Moureau, Environmental Manager  
Kathy Hutter, Recycling Program Manager  
John Fink, Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:02 a.m.
2. Approve Agenda: Motion to approve the January 15, 2020 agenda, made by G. Konrad and seconded by S. Locke. Motion carried 5-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: C. Stadtmueller provided Solid Waste Management Board (SWMB) members with informational packets for the Wisconsin Integrated Resource Management Conference to be held at Chula Vista in Wisconsin Dells, WI from February 26 – February 28, 2020. Discounted rates are available until February 12, 2020 for conference registration.

K. Pernsteiner informed the SWMB that during the deer carcass disposal pilot program there was 2.66 tons (up from 1.73 tons in 2018) of deer carcasses collected (~65 deer carcasses up from ~32 deer carcasses in 2018).

J. Rabe informed the SWMB that the Administration Office Demolition & Renovation project is nearing completion. J. Rabe explained that Cardinal Construction is working on punch list items that need to be corrected. J. Rabe informed the SWMB that the City of Oshkosh will be doing an inspection for occupancy on January 15, 2020. J. Rabe explained that furniture was delivered and installed on January 9-10, 2020 and the fiber changeover will happen January 15, 2020 after hours.

K. Hutter informed the SWMB that Representative Gordon Hintz contacted the Tri-County Recycling group requesting information on how the Tri-County Recycling Facility recycles mixed plastics. K. Hutter explained that Brown, Outagamie and Winnebago Counties drafted a response letter to answer their questions and will be available for any further communications or questions.

Discussion ensued amongst the SWMB.

5. Approval of Minutes – December 18, 2019 Open Session: Motion to approve the December 18, 2019 open session minutes, made by P. Eisen and seconded by G. Konrad. Motion carried 5-0.
6. Discussion/Action – 2019 to 2020 Budget Carryover Requests: K. Pernsteiner presented the SWMB with the following 2019 Project Carryover Requests:

Type 2 Carryovers:

52801-58001	Buildings	Landfill Office Renovation Project	\$ 50,000
52811-58002	Improvements	Transfer Station Security Camera Addition	\$ 5,000
52813-58002	Improvements	Transfer Station Security Camera Addition	\$ 10,000
52817-58004	Equipment	Snell Road Recloser Project	\$ 28,000

TOTAL	\$ 93,000
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Motion made by G. Konrad and seconded by D. Nelson, to approve the 2019 to 2020 Budget Carryover Requests as presented by SWMB Staff. Motion carried 5-0.

7. Discussion/Action – Consider Assistance with 2019 Ken Robl Conservation Park Maintenance Expenses: J. Rabe informed the SWMB that in June 2017 a Memorandum of Understanding (MOU) was created between the Parks Department and the SWMB in regards to maintenance of the Ken Robl Conservation Park (KRCP). J. Rabe further explained that the MOU states that the Parks Department and the SWMB will evaluate park maintenance needs after one year to determine an appropriate cost sharing mechanism.

J. Rabe presented the KRCP maintenance costs by the Parks Department as follows:

	Times Cut	Hours per cut	Rate	Cost
Crew of One full time staff	8	4	40	\$ 1,280.00
Crew of two Seasonals	7	3	30	\$ 630.00
Equipment	15		75	\$ 1,125.00
			Total	\$ 3,035.00

Discussion ensued amongst the SWMB.

Motion made by D. Nelson and seconded by P. Eisen, to approve the 2019 KRCP maintenance expenses of \$3,035. Motion carried 5-0.

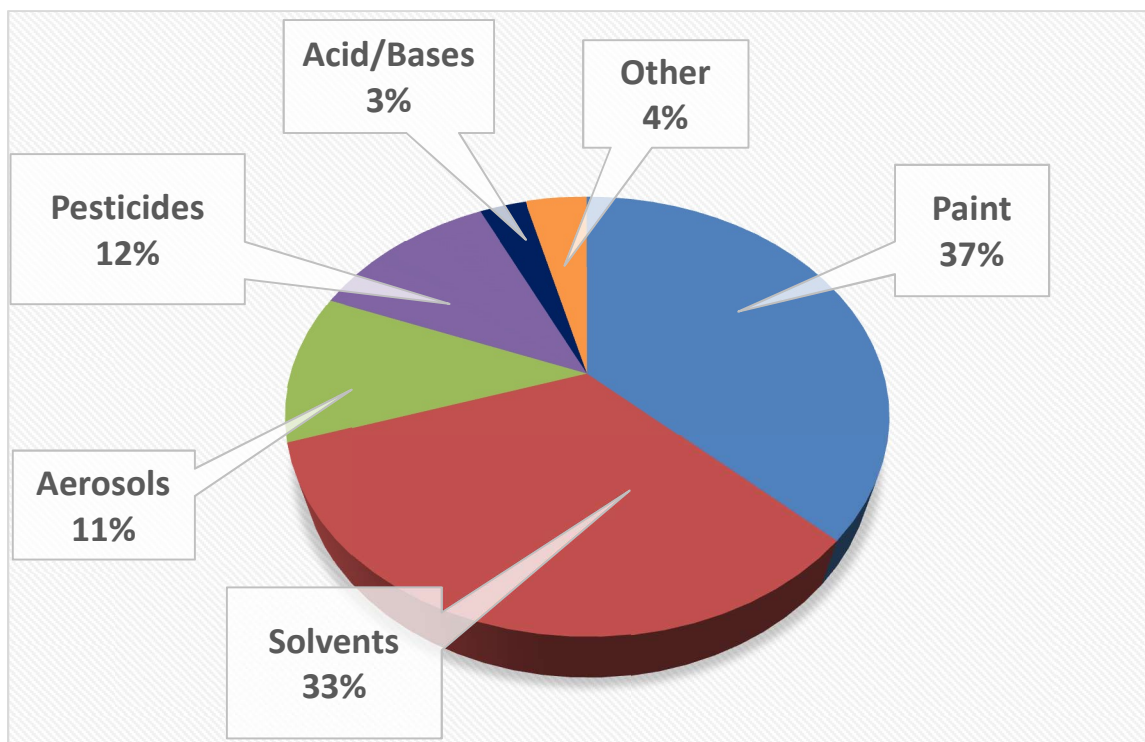
8. Discussion– 2019 Household Hazardous Waste Program Report: K. Hutter presented the 2019 Household Hazardous Waste (HHW) Program Report to the SWMB as follows:

Summary

- Season: May 8 – October 30, 2019, open 9 a.m. – noon on select Wednesdays and Saturdays (24 total operational days)
- Operations: Staffing and disposal handled by Brown County (BC) Hazardous Material Recovery (HMR).

Program Statistics

- Participants: 899 users (up from 818 in 2018)
- 7 HHW users direct to BC with 400 lbs.; 1 Ag user direct to BC with 596 lbs.
- Total HHW collected 44,804 lbs. (up from 42,116 lbs. in 2018)
- Average 49.84 lbs. per user (decrease from 51.49 lbs. in 2018)
- 4,123 lbs. of material made available to the public in the product exchange room; ~\$4,900 savings in disposal costs (decrease from 2018 - 5,467 lbs./\$6,000 savings)
- HHW Material for Disposal consisted of:

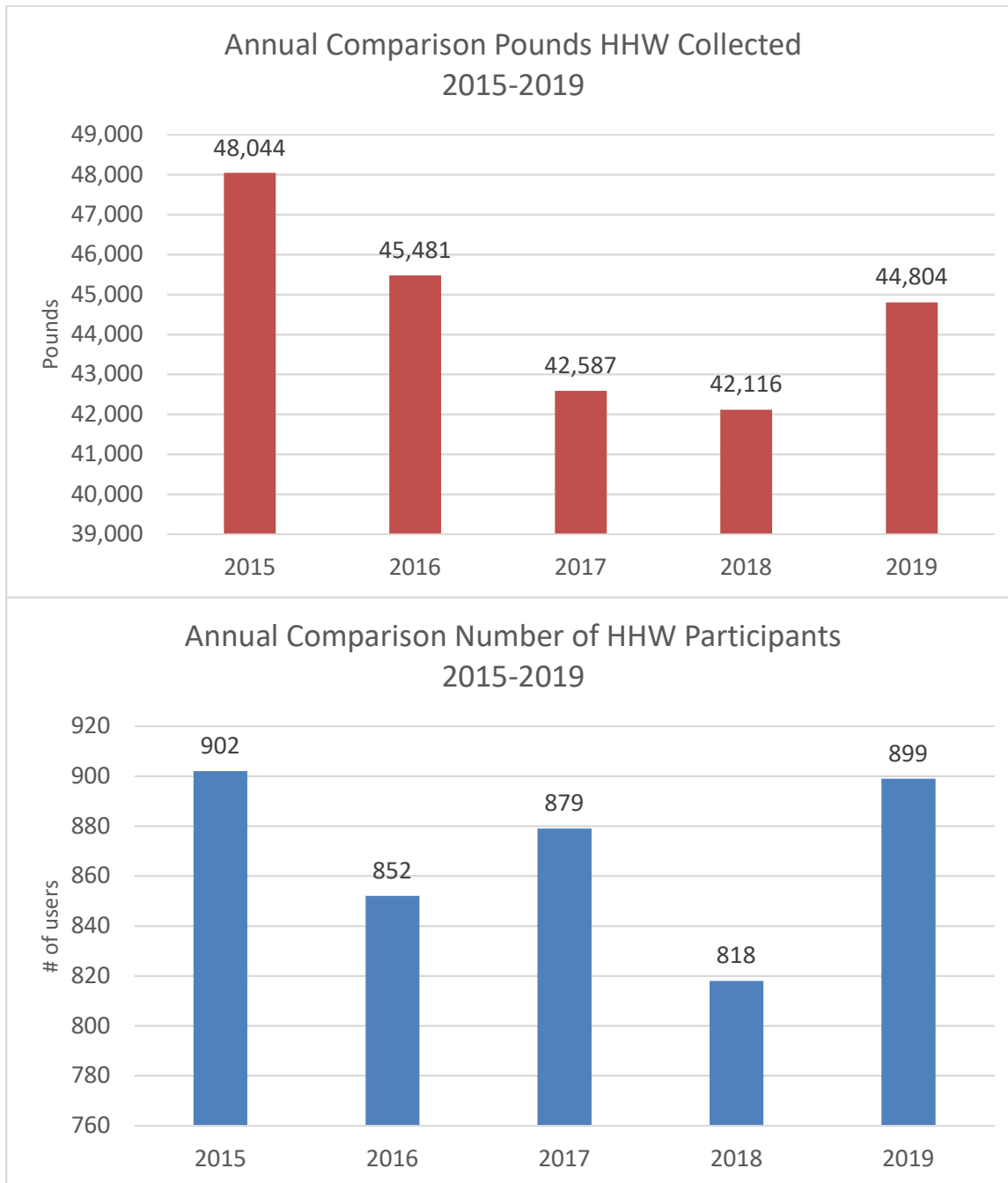


Participation Summary:

<b>Community</b>	<b>Totals</b>	<b>% of Users</b>
<b>Algoma, Town</b>	<b>19</b>	<b>2%</b>
<b>Black Wolf, Town</b>	<b>10</b>	<b>1%</b>
<b>Clayton, Town</b>	<b>10</b>	<b>1%</b>
<b>Fox Crossing, Village</b>	<b>32</b>	<b>4%</b>
<b>Menasha, City</b>	<b>47</b>	<b>5%</b>
<b>Neenah, City</b>	<b>160</b>	<b>18%</b>
<b>Neenah, Town</b>	<b>41</b>	<b>5%</b>
<b>Nekimi, Town</b>	<b>2</b>	<b>0%</b>
<b>Nepeuskun, Town</b>	<b>0</b>	<b>0%</b>
<b>Omro, City</b>	<b>6</b>	<b>1%</b>
<b>Omro, Town</b>	<b>6</b>	<b>1%</b>
<b>Oshkosh, City</b>	<b>422</b>	<b>47%</b>
<b>Oshkosh, Town</b>	<b>24</b>	<b>3%</b>
<b>Poygan, Town</b>	<b>2</b>	<b>0%</b>
<b>Rushford, Town</b>	<b>1</b>	<b>0%</b>
<b>Utica, Town</b>	<b>3</b>	<b>0%</b>
<b>Vinland, Town</b>	<b>8</b>	<b>1%</b>
<b>Winchester, Town</b>	<b>4</b>	<b>0%</b>
<b>Winneconne, Town</b>	<b>22</b>	<b>3%</b>
<b>Winneconne, Village</b>	<b>3</b>	<b>0%</b>
<b>Wolf River, Town</b>	<b>1</b>	<b>0%</b>
<b>Other:</b>	<b>76</b>	<b>8%</b>
<b>Total</b>	<b>899</b>	<b>100%</b>

- ~1.3% of County households used this service in 2019.

Five-Year Program Comparisons:



Budget

HHW Facility Costs 2018 vs. 2019

	<u>2018</u>	<u>2019</u>
Disposal Costs	\$38,008	\$47,000
Advertising/Printing/Misc. Supplies/License	\$4,654	\$5,057
BC Labor	\$22,000	\$22,000
WC Labor	<u>\$26,859</u>	<u>\$22,275</u>
Total	\$91,521	\$96,332

Plans for 2020

- Operational schedule to cover the HHW facility's peak use months May – October, select Wednesdays & Saturdays, open 9 a.m. – noon (24 operational days).
- Continue to use BC HMR to staff collections, package and transport materials to their facility. WC Staff oversee management of the program, promotions, and safety plan, certifications/licenses and staff collections as substitute personnel.
- Continue to promote program and educational materials through website and Facebook to encourage participation and give instruction on how to dispose of materials that don't necessarily have to be handled through HHW (disposal cost savings).
- Continue to promote Product Exchange Room to allow materials in good condition to be returned to public use (disposal cost savings).

Discussion ensued amongst the SWMB.

9. Discussion – Landfill Gas Operations Update: Z. Moureau presented the SWMB with the following Landfill Gas (LFG) Operations Update:

Landfill Gas Operations – January 13, 2020			Meter Op. Hours	One- Week Runtime
Engine #2R	Off		104	41
Engine #3	Off		33199	110
Engine #4	Running at 1030 KW		10896	74
Engine #5	Running at 1400 KW		29922	142
Sunnyview Compressor	Compressor A running at 45%. Pipeline outflow 772 scfm.			
Sunnyview Flare	Flare – Off; Vacuum = -7" wc; Blower 103 and 104 on; 105 – off			
Sunnyview Gas Field	CH4 = 55.9% O2 = 0.4%			

Snell Rd Flare	Flare – On; Flow = 87 scfm; Vacuum = -16.0’’ wc			
Snell Rd Gas Field	CH4 = 45.7% O2 = 3.8%			
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 December (\$157,118) increased significantly from November (\$142,630). Engine #2R became fully operational on December 20, 2019 but there was minimal energy revenue from Engines #2 and #3 as a result of the Engine #2R installation and commissioning process. Engines #4 and #5 were run throughout the majority of December resulting in the highest revenue total from Engines #4 and #5 since August 2018. The gearbox on Engine #3 also had to be repaired in December resulting in low runtime throughout the month. Through 2019, annual revenue was \$2,003,301 which has exceeded our budgeted revenue.
- We currently have Engines #4 and #5 running at full load. Engines #2R and #3 are currently off due to recloser replacement at the Snell Road Landfill.
- There were no deviations encountered during the December LFG Monitoring event. The January LFG Monitoring event is scheduled for next week.
- The recloser at the Snell Road Landfill is currently being replaced. Engines #2R and #3 will not be operational for several days due to this project. We do have temporary power to operate the Snell Road Landfill flare and power/heat for the facilities at the Snell Road Landfill. The project is scheduled to be complete by January 17, 2020.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: None at this time.
11. Set Next Meeting Date: The next SWMB meeting date is scheduled for February 5, 2020 at 9:00 a.m.
12. Adjournment: Motion to adjourn made by G. Konrad and seconded by D. Nelson. Motion carried 5-0. Meeting was adjourned at 9:47 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – February 19, 2020**