

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

DATE: April 20, 2016

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  
Jerry Finch  
Gerry Konrad  
Susan Locke  
Doug Nelson

EXCUSED: David Albrecht

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: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the April 20, 2016 agenda, made by K. Robl and seconded by J. Finch. Motion carried 8-0.
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 Boiler Replacement at the Winnebago County Solid Waste Department was published in the April 14, 2016 print edition of the Oshkosh *Northwestern*. K. Pernsteiner explained that the Landfill Office Boiler Replacement was released for bid in 2015; all responses came in over budget so it was re-budgeted for 2016. Propsective bidder site inspection is scheduled on April 25, 2016 and bids are due in May 2016.

P. Eisen indicated that he received a copy of the 2016 Tri-County Recycling Guide in the April 16, 2016 print edition of the Appleton *Post-Crescent*. J. Semrau explained that the Brown,

Outagamie and Winnebago (BOW) County publication was also distributed in the April 16, 2016 print editions of the Oshkosh *Northwestern* and Green Bay *Press-Gazette*.

J. Rabe explained to the SWMB that on April 13, 2016, he accepted a Letter of Resignation from J. Semrau. J. Semrau explained that she accepted the Statewide Waste Reduction & Diversion Coordinator position with Wisconsin Department of Natural Resources (WDNR) and her last day at Winnebago County (WC) will be Friday, May 13, 2016.

J. Rabe notified that Winnebago County received a Damage Claim from Kreilkamp Trucking (contracted solid waste and recycling hauler) for \$23,600. The amount is for replacement of a Kreilkamp semi trailer that was damaged from a trash fire in the transfer station on February 26, 2016. J. Rabe further explained that the Damage Claim would be presented to County Board at their April 26, 2016 meeting.

5. Approval of Minutes – April 6, 2016 Open Session: Motion to approve the April 6, 2016 open session minutes, made by J. Finch and seconded by S. Locke. Motion carried 8-0.
6. Discussion/Action – Annual RUG Recycling Meeting Reports: J. Semrau presented the draft agenda for the RUG (Responsible Unit of Government) Financial & Informational Meeting (Meeting) to the SWMB and explained that the Meeting will be held on April 28, 2016 at 9 a.m. at the J.P. Coughlin Center in Oshkosh.

K. Pernsteiner presented the annual 2015 RUG Recycling Financial Reports to the SWMB. K. Pernsteiner reviewed the 2015 budget versus actual for revenues and expenses, and summarized the financial breakdown between the signing municipalities and the SWMB (County) in accordance with the Recycling Agreement. The bottom line for the signing municipalities is a \$45,324 surplus for 2015. The SWMB (County) portion yielded a deficit of (\$136,406) for the program. This is mainly due to the single stream recycling (SSR) debt service (\$321,712) that is not being passed along to the signing municipalities (part of the SWMB's 2008/2009 commitment to move forward with the Tri-County SSR Facility). Weak recycling commodity markets also played a role in the reduced revenues.

J. Rabe asked the SWMB to consider refunding the full 2015 surplus (\$45,324) to the signing municipalities.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by P. Eisen to refund the full 2015 signing municipality surplus (\$45,324). Motion carried 8-0.

J. Semrau presented the Recycling Markets Update, SSR Report, and Legislative Update to the SWMB. K. Pernsteiner presented the Transfer Station/Regional Landfill Operations Report to the SWMB. J. Semrau explained that these reports will be presented in full detail at the upcoming RUG Financial & Informational Meeting.

Discussion ensued amongst the SWMB.

7. Discussion/Action – Snell Road End Use Planning Update: J. Rabe presented the SWMB with the Snell Road End Use Planning update as follows:

- Snell Road End Use Planning was last discussed at the February 4, 2016 meeting. At that time, cost estimates and phase development for the Ken Robl Conservation Park (KRCP) were presented to the SWMB. The SWMB indicated that funding opportunities should be researched and further discussed.
- On April 19, 2016, J. Rabe participated in a telephone conference call with SmithGroupJJR (SGJJR) and Foth Infrastructure & Environment (Foth) to discuss the next steps for KRCP planning. In a separate telephone call, J. Rabe spoke with R. Way, WC Parks Director to discuss the next planning steps.

J. Rabe provided the SWMB with copies of the Draft Phasing Plan and Draft Cost Summary (Phase 1). J. Rabe asked the SWMB to consider the following items for discussion at the May 4, 2016 meeting:

- Identify the initial areas of development within Phase 1 and establish a budget for that development. SGJJR will then proceed with Phase 1 planning within the budgeted amount.
- Details to include in a Memorandum of Understanding (MOU) with the Parks Department that will outline permitted activities at the KRCP and involvement of the Parks Department with operations/maintenance.
- Utilization of a consultant to assist in guiding SWMB Staff through the KRCP planning, funding and development processes.

Discussion ensued amongst the SWMB.

No action taken at this time.

8. Discussion – Landfill Gas Operations Update: J. Rabe updated the SWMB with the following landfill gas (LFG) operations report.

Landfill Gas Operations – April 19, 2016			Meter Op. Hours	One- Week Runtime
Engine #1	Running at 987 KW		43468	111
Engine #2	Off	Decoke	43355	133
Engine #3	Running at 987 KW		13146	15
Engine #4	Running at 1020 KW		6149	167
Engine #5	Running at 1426 KW		8004	166
Sunnyview Compressor	Compressors A&B running at 45%. Pipeline outflow = 1314 scfm.			
Sunnyview Flare	Flare – Off; Vacuum = -17” wc; Blower 103/104 running at 57%; 105–Off			

Sunnyview Gas Field	CH4 = 50.9% O2 = 0.4%			
Snell Rd Flare	Flare – On; Flow = 80 scfm; Vacuum = -16.1” wc			
Snell Rd Gas Field	CH4 = 39.7% O2 = 4.1%			

- WPS/Highway Revenues were \$266,862 for March 2016. Projected revenues are on pace to exceed the 2016 budgeted revenue of \$2.6M.
- Re-started leachate recirculation within Phases 4, 5 & 6 of the Co-Disposal Site on April 11, 2016 and this is expected to improve landfill gas flows from the site.

Discussion ensued amongst the SWMB.

9. Future Agenda Items: P. Eisen asked J. Rabe to include the following discussion topics for a future SWMB meeting: Solid Waste and Recycling Hauler RFP Update, Future Landfill Airspace and Emerging Solid Waste Technology Updates.
10. Set Next Meeting Date: The next SWMB meeting date is scheduled for May 4, 2016 at 9:00 a.m.
11. Adjournment: Motion to adjourn made by J. Finch and seconded by P. Eisen. Motion carried 8-0. Meeting was adjourned at 10:48 a.m.

Respectfully Submitted,

Kathy Hutter  
 Confidential Secretary

**Approved by SWMB – May 4, 2016**