

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

DATE: March 16, 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
Susan Locke
Doug Nelson

EXCUSED: David Albrecht
Gerry Konrad

ALSO PRESENT: John Rabe, Director of Solid Waste
Kathy Hutter, Confidential Secretary
Kurt Pernsteiner, Facility Manager
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 March 16, 2016 agenda, made by K. Robl and seconded by J. Finch. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: P. Eisen explained to the Solid Waste Management Board (SWMB) that he initiated communication with J. Rabe to clarify a December 2015 Analysis Report for the Solid Waste Fund (provided to him by the Finance Department) which showed a 2015 year-to-date surplus of \$7,291,223 when a \$246,076 deficit was budgeted. SWMB Staff referred P. Eisen's inquiry to C. Orenstein, Winnebago County Finance Director. C. Orenstein's email response indicated that Snell Road Long Term Care (LTC) fund was originally set up to accrue for a 20-year period and was adjusted to a 40-year accrual period to accommodate a Wisconsin Department of Natural Resources (WDNR) change in LTC requirements expected to impact the closed, Snell Road Landfill. After the initial 20-year period WDNR signed off of Snell Road Landfill LTC needs and released the remaining, accrued LTC funds. C. Orenstein's email further explained that LTC accounting is estimated, with no

adjustment to prior periods for actual expense amounts. LTC funds are included in the budget income statement of the current year and WDNR's release of Snell Road LTC funds showed up as a large operating surplus in 2015. J. Rabe indicated that further discussion on this topic will occur after the County audit is complete.

J. Rabe informed the SWMB that Senate Bill 340/Assembly Bill 515 seeking to restore \$2.3M in recycling grant funding to Responsible Units (RUs) passed through the Senate on March 15, 2016. Senate Amendment 1, increasing the restored recycling grant funding from \$2.3M to \$3M was adopted on January 6, 2016 but was not included in the final version of the bill.

K. Pernsteiner notified the SWMB that a fire occurred at the Transfer Station (TS) on Friday, February 26, 2016. The fire started as a load of metallic dust and trash was transferred from the tipping floor into a Kreilkamp semi trailer. SW personnel immediately reported the fire and extinguished smoldering materials in the TS. The Kreilkamp driver removed the truck and trailer from the loading bay which kept the fire confined to the trailer. Oshkosh Fire and Rescue responded to extinguish the trailer fire. K. Pernsteiner completed an incident investigation and found that the TS was not damaged. Kreilkamp's insurance company contacted SWMB Staff with a Notice of Claim for damages that occurred to the trailer. K. Pernsteiner explained to the SWMB that the same material caused fires at the TS in 2013 and 2014. J. Rabe and K. Pernsteiner have had previous contact with company representatives who produce and haul this material to prevent having it delivered to the TS. SWMB Staff have reiterated their concerns and have been assured that future loads of this material will be hauled directly to the Waste Management landfill in Berlin.

5. Approval of Minutes – February 17, 2016 Open Session: Motion to approve the February 17, 2016 open session minutes, made by K. Robl and seconded by M. Easker. Motion carried 7-0.
6. Discussion – 2016 HHW and Clean Sweep Schedule: J. Rabe provided the SWMB with 2016 Household Hazardous Waste (HHW) Facility schedules and 2016 Clean Sweep brochures. J. Rabe indicated that the permanent HHW Facility opens for the year on March 16, 2016 and will remain open through the season on selected Wednesdays and Saturdays through October 29, 2016; operational hours are 9 a.m. – noon. Brown County Port & Resource Recovery staff will operate the HHW Facility.

J. Rabe explained to the SWMB that Winnebago County (WC) has also combined efforts with Calumet and Outagamie Counties to provide 2016 Clean Sweep events. J. Rabe further explained that:

- J. Semrau (on behalf of Calumet, Outagamie and Winnebago [COW] Counties) applied for and received a Clean Sweep Grant from the Department of Agriculture, Trade & Consumer Protection (DATCP) for 2016. The 2016 DATCP Grant will provide: \$16,060 for agricultural material and \$31,385 for HHW (total of \$47,445, an increase of 30% over the 2015 Clean Sweep Grant which totaled \$36,415).
- COW typically does not utilize paid forms of promotion for the Clean Sweep, due to the necessity to utilize all funds for material disposal to remain within budget. In 2016, due to the increased grant allocation, COW will spend \$3,000 on education/outreach (coordinated by Calumet County), with remaining funds retained for the anticipated increase in contractor/disposal costs, as a result of increased participation due to outreach.

- Event locations will be:
 - Friday, April 22 from 9-11 a.m. at the City of Omro Fire Department, 520 W. Huron St., Omro
 - Friday, April 22 from 9-11 a.m. at the Outagamie County Highway Garage, W7517 Hwy 54, Shiocton
 - Friday, April 22 from 3-6 p.m. at the City of Menasha Public Works Garage, 455 Baldwin St., Menasha
 - Saturday, April 23 from 9 a.m.-noon at the Town of Harrison Town Hall, W5298 Hwy 114, Menasha
- COW anticipates another successful event, hopefully increasing numbers from last year when over 300 households, 20 farms and 6 businesses participated, diverting 28,600 pounds of hazardous materials for proper disposal.
- Online registration for Clean Sweep is available and encouraged. Participants can register at www.tricountycleansweep.com.

Discussion ensued amongst the SWMB.

7. Discussion/Action – Recycling of Asphalt Shingles Update: J. Rabe explained to the SWMB that the Recycling of Asphalt Shingles Contract (Contract) with SPS Roofing (SPS) will expire on March 31, 2016. The Contract allows for up to three (3) 1-year extensions by mutual agreement of the SWMB and SPS. J. Rabe reported that:
- SPS was selected through a Brown, Outagamie and Winnebago (BOW) County Request for Proposal (RFP) process to recycle residential asphalt shingles. On March 4, 2015, the SWMB approved a purchase of service agreement with SPS for a rate of \$18.90/ton with a 1-year term starting April 1, 2015.
 - On July 1, 2015, the SWMB customer shingle recycling rate was reduced from \$36.00/ton to \$30.00/ton; SPS processed approximately 1,900 tons of shingles from WC in 2015.
 - SPS has since requested a rate increase for the next 1-year term due to lower annual BOW quantities/markets; in lieu of issuing a new RFP, BOW negotiated a rate of \$25.25/ton for the 2-year agreement extension with term starting April 1, 2016.
 - SWMB Staff seek approval to execute a new Purchase of Services Agreement with SPS.

Discussion ensued amongst the SWMB.

Motion made by K. Robl and seconded by P. Eisen, to approve a Purchase of Services Agreement with SPS Roofing for Recycling of Asphalt Shingles at a rate of \$25.25/ton for a 2-year term beginning April 1, 2016. Motion carried 7-0.

8. Discussion/Action – Carton Council Education Grant Update: J. Rabe presented the Carton Council Education Grant Update to the SWMB as follows:
- The Carton Council works to increase recycling of aseptic and gable top cartons (milk, juice, soup/broth, wine, etc.) across the United States.
 - In 2014, the Carton Council provided funds to the Tri-County Recycling Facility for MRF modifications (~\$130,000) and education/outreach (\$10,000) for the acceptance of cartons.

- In 2015, representatives of the Carton Council outreached to Tri-County Staff on additional funding for school carton recycling outreach.
- Each of the BOW counties was encouraged by the Carton Council to apply for this grant funding; each county applied for and received a grant of \$5,000.
- WC’s application focused on the Oshkosh Area School District (OASD) as the largest district in WC.
- Due to the number of schools and time/workload required, WC has contracted with the Tri-County Recycling Educator, Sarah Chisholm, Wecycle (who does MRF tours) to assist in this effort.
- J. Semrau worked with WC Purchasing Department to bring Wecycle on board as a purchased service contractor.
- J. Semrau also outreached to City of Oshkosh Public Works/Sanitation Staff and have their support.
- For the next step, Wecycle, WC and/or City of Oshkosh will outreach to OASD Superintendent Stan Mack.
- Thereafter, Wecycle will begin working with individual schools to implement carton recycling and/or improve lunchroom recycling.
- The contract with Wecycle is not to exceed \$4,600 (leaving grant balance of \$400 for educational materials/supplies) – many of which, including posters, sample letters, etc. are available from the Carton Council.
- The OASD outreach project will begin this year and continue through the 2016-2017 school year.
- SWMB Staff seek approval to execute a Purchase of Services Agreement with Wecycle for \$4,600 to promote carton recycling and improve overall lunchroom recycling in the OASD. Wecycle will be funded through the Carton Council Education Grant.

Discussion ensued amongst the SWMB.

Motion made by P. Eisen and seconded by K. Robl, to approve a Purchase of Services Agreement with Wecycle for not more than \$4,600 and funded through the Carton Council Education Grant to promote carton recycling and improve overall lunchroom recycling in the OASD. Motion carried 7-0.

9. Discussion/Action – Budget Adjustment for Sludge Site Cost Center: J. Rabe explained to the SWMB that the emergency odor mitigation and site stabilization work performed at the Sunnyview Sludge Site in early 2016 will require submittal of a Budget Transfer form to the Finance Department. J. Rabe recommended the following Budget Adjustments for the Sludge Site Cost Center.

<u>Account</u>	<u>Vendor</u>	<u>Budget</u>	<u>Increase</u>	<u>Revised</u>
Revenues				
Landfill Fees	Internal	\$610,000	\$2,400,000	\$3,010,000
Expenses				
Grounds Maintenance	Internal/Riverview	\$7,000	\$1,800,000	\$1,807,000
	Foth/Riverview	\$0	\$110,000	\$110,000
Architect/Engineer	Foth/GEI	\$15,000	\$80,000	\$95,000

J. Rabe indicated that the 2016 Sludge Site revenue increase is for Landfill Fees generated from invoicing Wisconsin Public Service (WPS) for the additional ash loads used for stabilization and odor control in the Sludge Site; these fees will cover hauling and ash placement expenses. Sludge Site expense increases are for Grounds Maintenance, ash hauling/placement and time/materials for the construction projects, including the internal drainage feature and berm construction. Architect/Engineer expense increases are for additional engineering assistance and use of a sub-consultant, including engineer and sub-consultant work completed to-date and expenses that Foth Infrastructure & Environmental (Foth) projects through 2016 to include the revised filling grades and closure plan modifications of the Sludge Site.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by P. Eisen, to approve budget adjustments to the Sludge Site Cost Center Revenues and Expenses as recommended by SWMB Staff. Motion carried 7-0.

10. Discussion – Sludge Site Operations Update: J. Rabe explained to the SWMB that Sludge Site odors and stabilization work are nearing completion (completion expected by March 18, 2016) and that site odors are much improved. J. Rabe summarized the Sludge Site Operations work to-date and indicated that he plans to:

- Finalize a memorandum to the City of Oshkosh with an update on the odor mitigation actions taken.
- Finalize details with WPS and Riverview to continue ash/sludge mixing for disposal operations along with 1-day per week assistance from Riverview (beginning March 21, 2016).
- Submit updated filling/closure plans to WDNR; plan will be to fill remaining airspace in 2016 and construct the final cover in 2017.

Discussion ensued amongst the SWMB.

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

Landfill Gas Operations – March 14, 2016			Meter Op. Hours	One-Week Runtime
Engine #1	Running at 987 KW		43025	140
Engine #2	Running at 987 KW		42581	164
Engine #3	Running at 987 KW		12557	164
Engine #4	Off		5590	0
Engine #5	Running at 1426 KW		7324	168
Sunnyview Compressor	Compressors A&B running at 47%. Pipeline outflow = 1449 scfm.			

Sunnyview Flare	Flare – Off; Vacuum = -23’’ wc; Blower 103/104 running at 61%; 105–Off			
Sunnyview Gas Field	CH4 = 49.7% O2 = 1.5%			
Snell Rd Flare	Flare – On; Flow = 101 scfm; Vacuum = -16.0’’ wc			
Snell Rd Gas Field	CH4 = 43.5% O2 = 1.9%			

- WPS/Highway Revenues were \$255,850 for February 2016. 2016 YTD Revenues are \$465,318 vs. ~\$402,000 YTD in 2015); 2016 projected revenues are ~\$2.8M at the current average monthly rate (2016 budgeted revenue is \$2.6M).
- Foth will be on site to complete monthly landfill gas monitoring during the week of March 21-25, 2016; Foth will also complete 30-day Q1 SEM remonitoring.

Discussion ensued amongst the SWMB.

12. Future Agenda Items: None.

13. Set Next Meeting Date: The next SWMB meeting date is scheduled for April 6, 2016 at 9:00 a.m.

14. Adjournment: Motion to adjourn made by K. Robl and seconded by J. Finch. Motion carried 7-0. Meeting was adjourned at 10:08 a.m.

Respectfully Submitted,

Kathy Hutter
 Confidential Secretary

Approved by SWMB – April 6, 2016