

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

DATE: December 17, 2014

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
David Albrecht
Mike Easker
Jerry Finch (9:01 a.m. - 9:37 a.m.)
Gerry Konrad
Susan Locke
Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste
Kathy Hutter, Confidential Secretary
Kurt Pernsteiner, Facility Manager (9:01 a.m. - 9:20 a.m.)
Jennifer Semrau, Recycling Specialist
John Fink, County Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:01a.m.
2. Approve Agenda: Motion to approve the December 17, 2014 agenda, made by K. Robl and seconded by J. Finch. Motion carried 9-0.
3. Public Comments on Agenda Items: None.
4. Announcement/Communications: J. Rabe notified the Solid Waste Management Board (SWMB) that the Brown, Outagamie and Winnebago County (BOW) Directors would like to schedule a combined BOW Solid Waste Committee/Board meeting to discuss 2013 and 2014 activity. The meeting is tentatively scheduled for Monday, January 12, 2015 at 10:30 a.m., at the Outagamie County (OC) Solid Waste office.

J. Rabe explained to the SWMB that K. Pernsteiner is drafting a formal Credit Policy for Landfill Credit Accounts. The draft Credit Policy outlines invoicing terms and procedures in handling delinquent accounts. J. Rabe further explained that the draft Credit Policy is similar to OC and Brown County (BC) credit policies. K. Pernsteiner summarized the proposed changes

to invoice terms and delinquent account procedure. M. Easker asked J. Rabe to schedule the draft Credit Policy as an agenda item at a future SWMB meeting.

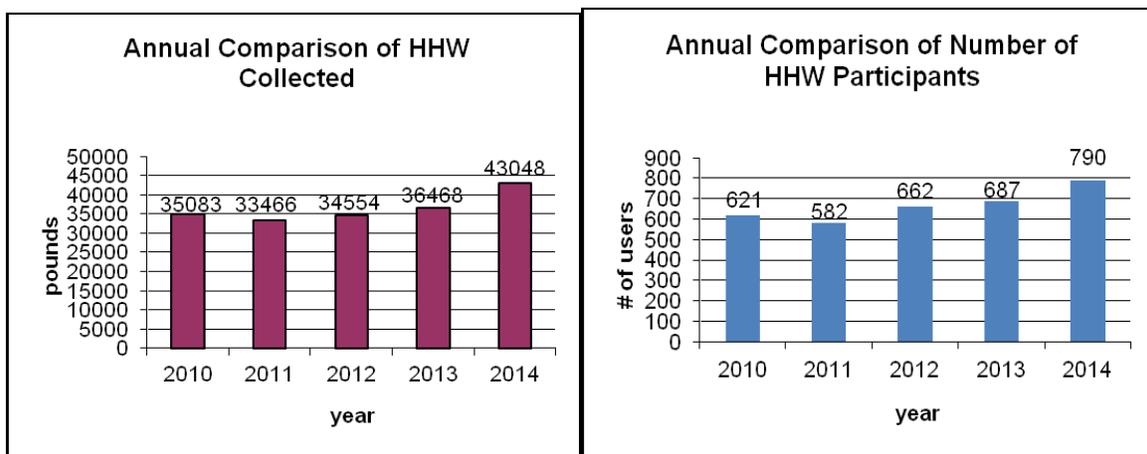
J. Rabe notified the SWMB that the BC Solid Waste Board asked OC to explore refinancing options to find better interest rates for the Single Stream Recycling Facility Bonds. OC Finance Department researched options/bond rates with their Financial Advisor and determined that refinancing would not result in significant savings.

P. Eisen summarized a December 16, 2014, Wisconsin Office of Attorney General opinion (OAG-08-14) that considers withdrawal or dissolution of Responsible Unit status as defined in Wisconsin Statute Chapter 287 (Solid Waste Reduction, Recovery and Recycling) for the SWMB. J. Semrau explained that the Attorney General's decision would not impact Winnebago County (WC) because Responsible Unit status is maintained at the Town, Village and City level, not at the County level.

5. Approval of Minutes – December 3, 2014 Open and Closed Session: Motion to approve the December 3, 2014 open and closed session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 8-0. D. Nelson abstained.
6. Discussion – Wisconsin Integrated Resource Management Conference, February 25-27, 2015, Oconomowoc, WI: J. Rabe informed the SWMB that the Wisconsin Integrated Resource Management Conference (WIRMC) is scheduled for February 25-27, 2015 at the Olympia Resort & Conference Center in Oconomowoc, WI. SWMB Members will be responsible for making their own hotel room reservations by February 10, 2015 to receive the group rate. SWMB Members planning to attend should notify K. Hutter with meal choice for Thursday, February 26th (sit down lunch) and preference for attending the “Opportunities & Challenges of Organics Diversion” Workshop on Wednesday, February 25th, 2:00 p.m. - 5:00 p.m. (extra fee applies).
7. Discussion – 2014 Household Hazardous Waste Program Summary: J. Semrau presented the 2014 Household Hazardous Waste (HHW) Program Summary to the SWMB as follows:
 - The HHW Facility was open March 12 - October 25, 2014, 9:00 a.m. - noon, on designated Wednesdays and Saturdays (approximately every-other-week)
 - No appointments were needed; BC staffed the HHW Facility
 - 43,048 pounds of HHW material was collected during the 31 days of operation (highest ever)
 - 790 citizens brought HHW material to the Facility (highest ever)
 - Average pounds HHW per person = 54.49 (slight increase from 2013)
 - 5,327 pounds of HHW material was placed in the Product Exchange Room; WC savings ~\$4,634 in disposal costs (increase from 2013)
 - 4 WC residents also went direct to the BC HHW Facility, dropping off 658 lbs. of HHW material.
 - HHW collected at the WC Facility includes:
 - 39% paint

- 30% solvents
- 8% aerosols
- 8% batteries
- 8% pesticides
- Each participant was given a survey on the HHW Facility. The summary of responses is as follows:
 - 95% indicated the hours were convenient; ~40 people asked for more days of the week, operational dates, overall hours, afternoon and evening hours, Saturdays, and winter dates.
 - Survey participants reported their travel distance as:
 - 0-5 miles 41%
 - 6-10 miles 42%
 - 11-20 miles 15%
 - 21+ miles 2%
 - 86% of participants brought material from a single household
 - Survey participants reported their Community as:
 - City of Oshkosh 42%
 - Neenah (City/Town) 36%
 - Menasha (City/Town) 8%
 - Winneconne (Village/Town) 4%
 - Oshkosh (Town) 4%
 - Algoma 3%
 - Clayton/Vinland 2%
 - Black Wolf, Nekimi, Winchester & Omro (each) 1%
 - 28% of participants were return customers; 18% learned about the HHW Facility via municipal newsletter; 18% via website/online ad/Facebook; 10% via newspaper; and 10% via the HHW flyer.
 - 58% of participants were aware of the Product Exchange Room

J. Semrau presented the following 2010-2014 HHW Weights and Participants Graphs to the SWMB.



J. Semrau presented the 2013 vs. 2014 HHW Facility Budget as follows:

Budget (of HHW Facility and Material Brought Direct to Brown County)
(Approximations - final 2014 numbers are not in)

	<u>2013</u>	<u>2014</u>
Disposal Costs	\$28,098	\$30,882
Advertising/Miscellaneous	\$10,652	\$11,335
Brown County (BC) Labor	\$25,000	\$24,000
Winnebago County (WC) Labor	\$9,699	\$12,741
Total	\$73,115	\$78,958

J. Semrau explained that the BC Labor costs are based on a flat rate for a specific number of days of service. The 2014 Memo of Understanding (MOU) with BC allowed for a \$1,000 savings in labor cost when the HHW Facility was closed to accommodate two of the four nationally recognized holidays (Easter, Memorial Day, Independence Day and Labor Day) that fell adjacent to HHW Facility operational dates. J. Semrau stated that WC Labor costs also increased in 2014 due to budget cost center modifications made to the Recycling Specialist's salary between 2013 and 2014.

J. Semrau explained that BC notified SWMB Staff of an increase in the flat rate for 2015 (\$25,000 to \$30,000) after the SWMB 2015 Budget workshops concluded. The MOU allows for both BC and WC to mutually agree on flat rate increases and SWMB Staff are negotiating with BC over the 2015 flat rate. J. Rabe stated that BC has provided WC with HHW Facility labor and material handling since 2010 with little change to the MOU and no change in the flat rate fee. In future years, the level of service will be balanced with overall HHW Program costs.

Discussion ensued amongst the SWMB.

8. Discussion/Action – SmithGroup JJR Proposal for End Use Planning Services: J. Rabe explained to the SWMB that the previous landfill end use plans developed for the Sunnyview and Snell Road Landfills by Applied Ecological Services stalled out with limited results. Foth Infrastructure & Environment (Foth) recommended SmithGroup JJR after working with them at landfill beautification sites in Iowa. J. Rabe noted that SmithGroup JJR is also partnered with Foth on the Brown County South Resource Recovery Park project.

On September 9, 2014, J. Rabe met with SmithGroup JJR personnel and Chris Anderson, (Foth) for site tours at the Sunnyview and Snell Road Landfills. J. Rabe stated that the landfill site tours went well and SmithGroup JJR showed an active interest in end use planning and beautification for both sites. SmithGroup JJR submitted a Proposal for End Use Planning Services (Proposal) to J. Rabe on November 7, 2014. The Proposal incorporates end use plans previously developed for the SWMB and findings from the September 2014 landfill site tours. J. Rabe presented the SmithGroup JJR Proposal and associated fees to the SWMB. J. Rabe asked the SWMB to consider authorizing a contract with SmithGroup JJR to develop Site Assessment and End Use Strategies for the Sunnyview and Snell Road Landfills for \$23,880.

Discussion ensued amongst the SWMB.

G. Konrad asked what budget cost center would be used to fund the \$23,880 payment to SmithGroup JJR. J. Rabe stated that the payment would be made out of the long-term care cost center for both sites.

Motion made by D. Albrecht and seconded by D. Nelson to authorize J. Rabe to contract with SmithGroup JJR to develop Site Assessment and End Use Strategies for the Sunnyview and Snell Road Landfills for \$23,880. Motion carried 8-0.

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

Landfill Gas Operations – December 16, 2014		
Engine #1	Running at 920 KW	
Engine #2	Running at 987 KW	
Engine #3	Running at 987 KW	
Engine #4	Down	Cylinder #4 head replace
Engine #5	Running at 1426 KW	
Sunnyview Compressor	Compressor A & B running at 48%. Pipeline outflow = 1492 scfm.	
Sunnyview Flare	Flare – On; Flow = 360 scfm; Vacuum = -35’’ wc; Blower 103 off; 104/105 running at 70%	
Sunnyview Gas Field	CH4 = 51.9% O2 = 1.0%	
Snell Rd Flare	Flare – On; Flow = 87 scfm; Vacuum = -18.4’’ wc	
Snell Rd Gas Field	CH4 = 53.8% O2 = 1.1%	

- Operational changes utilized in October/November 2014 to maximize use of landfill gas in power production (run all 5 engines with variable vacuum) resulted in some landfill gas odors and wellhead monitoring issues. Cold weather month operations will now have four (4) engines operational with one (1) engine cycled out for down time to allow for routine maintenance. The flare will be used to burn remaining landfill gas (~300 scfm).
- Foth is developing a bid document to replace up to eighteen vertical gas wells at the Sunnyview Landfill. The vertical gas wells were displaced by settling waste and have become damaged and/or sheared. The bid process is estimated to begin January-February 2015. Vertical gas well replacement at the Sunnyview Landfill and a proposed Wisconsin Department of Natural Resources (WDNR) plan modification to recirculate leachate at the Sunnyview Landfill are expected to improve gas flows.
- A landfill gas migration issue remains at the south side of the Snell Road Landfill; a passive ventilation trench connected to the vacuum system had no impact on the gas probe readings; a Phase 2 remediation plan will be submitted to WDNR by December

- 19, 2014. Gas header/lateral pipe settlement issues also exist at the Snell Road Landfill and repairs are planned for 2015.
- WPS/Highway Revenues were \$273,818 for November 2014; 2014 total revenues will exceed \$3.0 Million if WPS/Highway Revenues remain constant through December (budgeted revenues are \$2.8 Million).
 - Surface Emission Monitoring was completed during the week of December 1, 2014. Three (3) exceedance locations were identified at the Snell Road Landfill; two (2) were corrected and passed 10 day re-monitoring, one (1) exceedance still remains (perimeter manhole) and will be re-checked by Foth on December 17, 2014. Four (4) exceedance locations were identified at the Sunnyview Landfill; all were corrected and passed 10 day re-monitoring. All exceedance locations will have to pass 30 day re-monitoring.
 - Snell Road Landfill air compressor system (used for flare operation and to power leachate extraction pumps in gas wells) required emergency replacement due to a compressor failure. The air compressor system replacement was budgeted in 2014. A new compressor system was installed and is operational as of December 15, 2014.

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 January 7, 2015 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by D. Albrecht and seconded by G. Konrad. Motion carried 9-0. Meeting was adjourned at 10:23 a.m.

Respectfully Submitted,

Kathy Hutter
Confidential Secretary

Approved by SWMB – January 7, 2015