

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

DATE: July 6, 2011

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
Pat Brennand
Jerry Finch
Gerald Konrad
Doug Nelson
Mike Easker (9:04 a.m. – 10:17 a.m.)

EXCUSED: David Albrecht

ALSO PRESENT: John Rabe, Director of Solid Waste
Adrienna Kumbier, Solid Waste Secretary
Kurt Pernsteiner, Financial Analyst

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the July 6, 2011 agenda, made by J. Finch and seconded by P. Brennand. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: None.
5. Approval of Minutes – June 15, 2011 Open Session: Motion to approve the June 15, 2011 open session minutes, made by J. Finch and seconded by K. Robl. Motion carried 7-0.
6. Discussion – Proposed Governor's Budget Update: J. Rabe updated the Solid Waste Management Board (SWMB) on what has transpired with the Governor's budget since the June 15, 2011 SWMB meeting as follows (handout provided to SWMB):
 - Governor Walker signed the State Biennial Budget into law on June 26, 2011. In summary the budget maintains:
 - Prohibitions on land disposal and incineration, s. 287.07, Wis. Stats.
 - Effective Recycling Programs, s. 287.11, Wis. Stats.

- Financial assistance for Responsible Units (RUs), s. 287.23, Wis. Stats.
- While the full \$7.00/ton recycling tip fee surcharge will continue to be collected, recycling grants to RUs will be funded at a reduced amount of \$19M/year.
- In addition, \$1M/year will be distributed to RUs that are:
 - a county, Indian tribe or a RU with a population of 25,000 or more; or
 - a RU that does one of the following:
 - (1) adds at least one RU to an existing RU
 - (2) enters into a cooperative agreement with another RU under s. 66.0301, Wis. Stats. for the joint provision of one of six activities:
 - a. performing comprehensive program planning
 - b. collecting and transporting recyclables
 - c. sorting recyclable materials at a MRF
 - d. developing and distributing educational materials related to waste reduction, reuse and recycling
 - e. carrying out a program of technical assistance to businesses and owners and occupants of multifamily dwellings to increase the availability and convenience of recycling or,
 - f. performing other program elements approved by WDNR
- J. Semrau has talked to Cynthia Moore at WDNR, and Winnebago County (WC) RUs should qualify for a portion of this year's \$1M without having to do anything, as WC RUs signed a cooperative agreement amongst each other for item c. "sorting recyclable materials at a MRF" a few years ago. The law does not specify a timeframe the cooperative agreement needs to be signed or implemented within, so at this point WDNR believes previous cooperative agreements will also qualify.
- Should this change, WC will work with its RUs to develop a cooperative agreement for item d. relating to education by the October 1, 2011 grant application deadline.
- The \$1M is distributed per capita amongst eligible RUs. For example, if the total population of eligible RUs is 3M, the award will be \$0.33 times the population of the RU.
- WDNR is currently consulting with WC and other key recycling programs in the State on developing a WDNR outreach effort to assist RUs in adjusting to reduced grant award amounts.
- Finally, the other issue of concern discussed at the June 15, 2011 SWMB meeting related to a Joint Finance Committee Transportation motion prohibiting any unit of government from doing any public works project, including recycling.
- While restrictions remain on County Highway projects, the broader language referenced above was deleted.

Discussion ensued amongst the SWMB.

7. Discussion – 2010 Financial Reports: K. Pernsteiner presented the 2010 Statement of Revenue and Expenses (Final Audited) to the SWMB as follows:

	<u>2009</u>	<u>2010</u>
Operating Revenues		
Landfill Fees	\$11,678,488	\$13,819,707
Power Sales	2,043,466	2,190,989
Sales of By-Products	269,421	258,294
Total Operating Revenues	\$13,991,375	\$16,268,990
Operating Expenses		
Salaries and Wages	\$1,088,076	\$1,013,355
Employee Benefits	414,593	420,495
Supplies	211,411	199,223
Contractual Services	2,392,876	2,166,026
Other Operating Expenses	617,159	741,535
Utilities	378,169	254,236
Insurance	82,123	86,420
Depreciation and Amortization	3,988,026	2,692,337
Indirect Costs	83,352	101,004
WDNR Recycling Fees	2,396,442	3,381,944
WDNR State Special Charge Fees	1,862,440	2,854,835
Landfill/Recycling License	22,944	13,412
General & Administrative	88,366	77,898
Total Operating Expenses	\$13,625,977	\$14,002,720
Non-Operating Revenues (Expenses)		
Rental Income	\$24,250	---
Interest Income	666,254	1,045,184
Interest Expense	(8,923)	(5,601)
Miscellaneous	37,845	(56,213)
Total Non-Operating Revenues	\$719,426	\$983,370
Net Surplus (Deficit)	\$1,084,824	\$3,249,640
Net Assets, January 1	\$25,150,948	\$26,235,772
Net Assets, December 31	\$26,235,772	\$29,485,412

K. Pernsteiner reviewed the major changes between 2009 and 2010 with the SWMB.

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the SWMB with the 2010 Balance Sheet (Final Audited) as follows:

	<u>2009</u>	<u>2010</u>
Assets		
Current Assets		
Cash and Investments	\$20,776,768	\$27,086,607
Other Receivables	3,671,494	1,749,668
Inventories and Prepayments	720,666	681,140
Total Current Assets	\$25,168,928	\$29,517,415
Restricted Assets		
Cash and Investments	\$18,533,097	\$17,835,471

Property and Equipment		
Net Property and Equipment	\$9,076,183	\$9,446,184
Total Assets	\$52,778,208	\$56,799,070
Liabilities and Fund Equity		
Current Liabilities (Payable from Current Assets)		
Total Current Liabilities	\$4,638,206	\$5,108,599
Long-Term Liabilities		
General Obligation Bonds Payable	\$117,589	\$109,917
Other Long-Term Liabilities	21,786,641	22,095,142
Total Long-Term Liabilities	21,904,230	22,205,059
Total Liabilities	\$26,542,436	\$27,313,658
Fund Equity		
Investment in Capital Assets	\$9,076,184	\$9,446,184
Reserved for Solid Waste	17,159,588	20,039,228
Total Fund Equity	\$26,235,772	\$29,485,412
Total Liabilities & Fund Equity	\$52,778,208	\$56,799,070

K. Pernsteiner reviewed the major changes between 2009 and 2010 with the SWMB.

K. Pernsteiner presented the SWMB with the 2010 Restricted Investments Summary (Final Audited) as follows:

	<u>2009</u>	<u>2010</u>
WDNR Escrow Account		
Sunnyview Landfill – Closure	\$5,831,506	\$6,017,870
Sunnyview Landfill – Long Term Care	6,581,649	6,770,335
Snell Road Landfill – Long Term Care	2,689,029	2,160,048
Total Restricted Investments	\$15,102,184	\$14,948,253

K. Pernsteiner presented the SWMB with the 2010 Retained Earnings Reservation (Final Audited) as follows:

<u>Description</u>	Fund Goal Authorized By SWMB	
	<u>2009</u>	<u>2010</u>
Designated Emergency Funds:		
Regulatory Compliance	\$1,000,000	\$1,000,000
Remediation/Liability	3,000,000	2,000,000
Litigation	200,000	200,000
Interim Construction	---	500,000
Operational	100,000	100,000
Capital Outlay	300,000	500,000
Rate Stabilization – Solid Waste	1,800,000	---
Rate Stabilization - Recycling	400,000	400,000
Surplus for Future Solid Waste Transportation	2,000,000	4,300,000
Research & Development Planning	200,000	500,000
Snell Road Landfill LTC >20 years	3,600,000	6,000,000

Sunnyview Landfill LTC >40 years	1,400,000	1,400,000
Snell Road Landfill Preventative Maintenance	1,000,000	1,000,000
Sunnyview Landfill Preventative Maintenance	1,000,000	1,000,000
Total Reserved	<u>\$16,000,000</u>	<u>\$18,900,000</u>
Balance	\$17,159,588	\$20,039,228
Reserved	<u>16,000,000</u>	<u>18,900,000</u>
Current Overfunded	\$1,159,588	\$1,139,228

Discussion ensued amongst the SWMB.

8. Discussion/Action – Landfill Gas Project Updates: J. Rabe updated the SWMB on landfill gas operations as follows:

Engine/Generator #1	Online	987 KW	
Engine/Generator #2	Online	987 KW	
Engine/Generator #3	Online	987 KW	
Engine/Generator #4	Online	1040 KW	Intercooler needs to be replaced soon
Engine/Generator #5	Online	1426 KW	
Sunnyview Compressor	Online	1570 scfm	Compressor A and B running
Sunnyview Flare	Online	925 scfm	Needs windscreen repair/replacement
Sunnyview Gas Field	Online	54.0% CH4	0.3% O2
Snell Road Compressor	Online	122 scfm	Will be replaced in 2011
Snell Road Flare	Offline	---	Will be replaced in 2011
Snell Road Gas Field	Online	52.2% CH4	1.2% O2

J. Rabe updated the SWMB on the odors at the landfill. J. Rabe informed the SWMB of the steps being taken to minimize/eliminate the odors as follows:

- SWMB staff/Foth Infrastructure & Environment (Foth) continue to operate well siphons and make well adjustments to maximize landfill gas collection efficiency, but odors still persist.
- Obtained drilling quotes from Mueller Excavating (Mueller) to add 11 vertical wells along the top of slope/west slope to supplement horizontal gas wells (~\$96,400 change order – will be based on actual quantities).
- Mueller will also provide cost estimate to install additional gas header/lateral piping within intermediate cover and rooting zone of final cover, along with a dripleg, to assist with gas collection and liquids removal (cost unknown at this time).
- SWMB staff are adding more intermediate cover clay soil to west slope above road in conjunction with filling operations.
- Mueller also provided quote to add more intermediate cover clay below access road and compacting clay/bentonite around well/pipe penetrations (\$0.20/sf to haul, place and compact clay and T&M for pipe penetrations; on hold for now).

J. Rabe recommended that the SWMB authorize Mueller to install the 11 vertical gas wells to help reduce/eliminate the odors at an estimated cost of \$96,400 (Change Order to current final cover project.).

Discussion ensued amongst the SWMB.

Motion to authorize Mueller to install 11 vertical gas wells in the amount of \$96,400, made by P. Eisen and seconded by G. Konrad. Motion carried 8-0.

J. Rabe updated the SWMB on other landfill gas projects as follows:

- Engine #4 & 5/LEC Project:
 - SWMB staff provided preliminary design information to Facilities and received review comments back from Facilities and HVAC consultant.
 - SWMB staff provided comments to Facilities on draft absorption chiller plans and specs.
 - J. Rabe will schedule a group meeting in the next few weeks to review/discuss both project designs. This meeting will ensure that the systems will work properly together to maximize efficiency for both Facilities and Solid Waste.

P. Brennand suggested that the SWMB have a joint meeting with Facilities & Property Management Committee members to discuss this project.

- Snell Road – Blower/Flare System:
 - Original design/Request for Proposals (RFP) yielded only one (1) proposal that was well over the budgeted amount.
 - Two (2) other contractors ran out of time and did not submit proposals (various reasons).
 - Revised design to simplify the electrical requirements and reissued RFP on July 1, 2011.
 - Proposals are due on July 19, 2011 and SWMB staff hope to recommend an award at the July 20, 2011 SWMB meeting (or August 3, 2011 as backup).
- Sunnyview – Blower/Oil Water Separator/Flare Tip Wind Shroud:
 - Foth authorized for prepare design plans and specs/RFP to solicit proposals.
 - Draft RFP expected on July 11, 2011.
- WDNR Inspection:
 - Craig Stemler, WDNR Air Engineer will be on-site on July 15, 2011 to conduct a landfill gas-to-energy system inspection.

9. Closed Session – Pursuant to 19.85(1)(c), Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- a. Regional Personnel Planning – Not discussed by SWMB.

10. Return to Open Session to Resume Regular Business: Not used by SWMB.

11. Discussion/Action – Consider Authorization of Regional Personnel Business: No action taken by SWMB.

12. Future Agenda Items: J. Rabe informed the SWMB that the 2012 budget schedule needs to be adjusted. The first budget workshop will be held on August 3, 2011 (instead of July 20, 2011) and the second budget workshop will be held on August 17, 2011.
13. Set Next Meeting Date: The next meeting date will be July 20, 2011 at 9:00 a.m.
14. Adjournment: Motion to adjourn made by P. Brennand and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 10:17 a.m.

Respectfully Submitted,

Adrienna Kumbier
Solid Waste Secretary

Approved by SWMB – July 20, 2011