

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

DATE: June 6, 2018

TIME: 9:00 a.m.

LOCATION: Sunnyview Landfill  
100 W. County Road Y  
Oshkosh, WI

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

EXCUSED: Ken Robl, Vice Chairman  
David Albrecht

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

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the June 6, 2018 agenda, made by J. Finch and seconded by S. Locke. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that interviews for the Environmental Manager position will take place this afternoon. J. Rabe further explained that there are two (2) candidates being considered for this position; hope to have someone hired by June 30, 2018.

J. Rabe informed the SWMB that M. Harris has asked to prioritize the Oshkosh Welcome sign project – proposed to be installed on Winnebago County "Solid Waste" property. J. Rabe noted that he reached out to City of Oshkosh staff on May 25, 2018 and there has been no response to date.

5. Approval of Minutes – May 16, 2018 Open Session: Motion to approve the May 16, 2018 open session minutes, made by G. Konrad and seconded by S. Locke. Motion carried 7-0.
6. Discussion/Action – 2017 Financial Report: K. Pernsteiner presented the 2017 Statement of Revenues and Expenses (Unaudited) to the SWMB as follows:

	<u>2016</u>	<u>2017</u>
Operating Revenues		
Landfill Fees	\$ 9,230,816	\$ 8,891,350
Power Sales	2,871,804	2,870,438
Sales of By-Products	285,620	87,919
Total Operating Revenues	<u>\$ 12,388,240</u>	<u>\$ 11,849,707</u>
Operating Expenses		
Salaries and Wages	\$ 784,803	\$800,892
Employee Benefits	400,221	357,365
Supplies	28,388	21,914
Contractual Services	7,540,862	6,629,073
Other Operating Expenses	483,665	678,409
Utilities	375,731	359,842
Insurance	103,441	96,373
Depreciation and Amortization	1,386,973	1,388,114
Indirect Costs	86,295	95,880
WDNR Recycling Fees	4,864	0
WDNR State Special Charge Fees	8,997	0
Landfill/Recycling License	29,400	32,114
General & Administrative	49,733	95,435
Total Operating Expenses	<u>\$ 11,283,373</u>	<u>\$ 10,555,411</u>
Non-Operating Revenues (Expenses)		
Rental Income	\$ 0	\$ 0
Interest Income	276,428	423,869
Interest Expense	(960)	(764)
Miscellaneous	506,367	18,500
Total Non-Operating Revenues	<u>\$ 781,835</u>	<u>\$ 441,605</u>
Net Surplus/(Deficit)	<u>\$ 1,886,702</u>	<u>\$ 1,735,901</u>
Net Assets, January 1	<u>\$ 31,551,951</u>	<u>\$ 33,438,653</u>
Prior Year Adjustment	<u>\$ 0</u>	<u>(\$ 134,391)</u>
Net Assets, December 31	<u>\$ 33,438,653</u>	<u>\$ 35,040,163</u>

K. Pernsteiner reviewed the major changes between 2016 and 2017 amounts with the SWMB.

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2017 Balance Sheet (Unaudited) to the SWMB as follows:

ASSETS	<u>2016</u>	<u>2017</u>
Current Assets		
Cash and Investments	\$ 32,065,629	\$ 32,800,340
Other Receivables	1,813,429	1,085,651
Inventories and Pre-payments	85,307	43,544
Total Current Assets	<u>\$ 33,964,365</u>	<u>\$ 33,929,535</u>
Restricted Assets		
Cash and Investments	\$ 12,914,431	\$ 12,390,536
Deferred Outflows of Resources		
Charges for Pensions	\$ 434,157	\$ 313,300
Property and Equipment		
Net Property and Equipment	<u>\$ 6,534,579</u>	<u>\$ 7,145,393</u>
Total Assets	\$ 53,847,532	\$ 53,778,764
LIABILITIES AND FUND EQUITY		
Current Liabilities (Payable from Current Assets)		
Total Current Liabilities	\$ 1,447,041	\$ 1,200,980
Long-Term Liabilities		
General Obligation Bonds Payable	\$ 38,012	\$ 20,951
Other Long-Term Liabilities	18,760,868	17,388,365
Deferred Inflow Pension	162,958	128,305
Total Long-Term Liabilities	<u>18,961,838</u>	<u>17,537,621</u>
Total Liabilities	<u>\$ 20,408,879</u>	<u>\$ 18,738,601</u>
Fund Equity		
Investment in Capital Assets	\$ 6,534,579	\$ 7,145,393
Restricted Funds	\$ 193,821	\$ 381,380
Reserved for Solid Waste	26,710,253	27,513,390
Total Fund Equity	<u>\$ 33,438,653</u>	<u>\$ 35,040,163</u>
Total Liabilities & Fund Equity	\$ 53,847,532	\$ 53,778,764

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2017 Restricted Investment Summary (Unaudited) to the SWMB as follows:

	<u>2016</u>	<u>2017</u>
WDNR Escrow Account		
Sunnyview - Landfill Long Term Care	\$ 8,074,440	\$ 7,872,756
Sunnyview - Sludge Long Term Care	2,075,053	2,103,553
Sunnyview - Sludge Closure	1,999,240	2,022,914
Total Restricted Investments	\$ 12,148,733	\$ 11,999,223

Motion made by J. Finch and seconded by G. Konrad to accept the 2017 Financial Reports as presented by K. Pernsteiner. Motion carried 7-0.

7. Discussion/Action – 2017 SWMB Annual Report: J. Rabe presented the draft 2017 SWMB Annual Report to the SWMB and explained that it included:
- An introduction page that included a summary of solid waste and recycling programs offered at the Sunnyview Landfill Facility and a brief synopsis of the Tri-County Regional Partnership.
  - Individual articles that highlight Transfer Station Operations, Resource Recovery, Closed Landfill Environmental Monitoring & Maintenance, Landfill Gas Collection & Utilization, Enhanced Recycling Services, Household Hazardous Material, Sharps Disposal Pilot Program, In Your Community and the Ken Robl Conservation Park.
  - 2016-2017 Financial Reports (Statement of Revenues & Expenses, Balance Sheet, and Retained Earnings Reservation).
  - 2016-2017 Tonnage Summary – categorized into material shipped to the Outagamie County Northeast Landfill, material disposed in the Winnebago County Industrial/Sludge Landfill and material handled as recyclable materials.
  - A list of SWMB Members, a list of SWMB Management Staff and the 2017 Organizational Chart.
  - Facility contact information.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by S. Locke to accept the draft 2017 SWMB Annual Report. Motion carried 7-0.

8. Discussion – Landfill Gas Operations Update: J. Rabe presented the SWMB with the following Landfill Gas Operations Update:

Landfill Gas Operations – June 4, 2018			Meter Op. Hours	One-Week Runtime
Engine #2	Running at 930 KW		57410	167
Engine #3	Running at 987 KW		27146	159
Engine #4	Down	New engine in place. Reassembly in	21460	0

		progress.		
Engine #5	Running at 1426 KW	Restarted on 5/30/18 at ~11:00 a.m.	19342	100
Sunnyview Compressor	Compressor A running at 63%. Pipeline outflow 1080 scfm.			
Sunnyview Flare	Flare –Off; Vacuum = -15’’ wc; Blower 103 and 104 on; 105 – off			
Sunnyview Gas Field	CH4 = 53.0% O2 = 1.0%			
Snell Rd Flare	Flare – On; Flow = 91 scfm; Vacuum = -16.0’’ wc			
Snell Rd Gas Field	CH4 = 44.7% O2 = 3.1%			
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.			

- WPS/Highway Revenues - \$129,432 for May 2018
- Engine #4 premium short block – delivered on May 18, 2018 and swapped out old block; SWMB staff working on re-assembly and will schedule GEJ commissioning in mid-June; old block shipped back to Austria for inspection (core credit reimbursement)
- Generator #5 repair update – L&S Electric delivered the repaired generator on May 25, 2018 and it was placed/installed in the container; engine was put back on-line at full load on May 30, 2018 at ~11:00 a.m.
- 2<sup>nd</sup> Quarter Surface Emission Monitoring – Foth Infrastructure & Environment (Foth) completed the week of May 14-18, 2018; exceedances have all been corrected and we are awaiting for the 30 day remonitoring.
- Foth has started the systemwide Landfill Gas (LFG) system evaluation project – Power Purchase Agreement ends in December 31, 2022; Replacement of Engine #2; Engine #4-5 WHR system repairs, other renewable options for LFG, wind/solar, etc.; Kick-off meeting scheduled for June 7, 2018

9. Future Agenda Items: None at this time.

10. Set Next Meeting Date: The next SWMB meeting date is scheduled for June 20, 2018 at 9:00 a.m.

11. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 7-0. Meeting was adjourned at 9:53 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – June 20, 2018**