

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

DATE: June 7, 2017

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
Mike Easker
Jerry Finch
Gerry Konrad
Susan Locke
Doug Nelson

EXCUSED: 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 7, 2017 agenda, made by K. Robl and seconded by J. Finch. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe introduced Cassie Stadtmueller to the Solid Waste Management Board (SWMB). C. Stadtmueller is the new Administrative Associate for the Solid Waste department. J. Rabe asked the SWMB of their availability on July 5, 2017. The consensus of the SWMB members was to cancel the July 5, 2017 meeting.
5. Approval of Minutes – May 17, 2017 Open Session: Motion to approve the May 17, 2017 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 8-0.

6. Discussion/Action – 2016 Financial Reports: K. Pernsteiner presented the 2016 Statement of Revenues and Expenses (Audited) to the SWMB as follows:

	<u>2015</u>	<u>2016</u>
Operating Revenues		
Landfill Fees	\$ 5,941,986	\$ 9,230,816
Power Sales	3,110,668	2,871,804
Sales of By-Products	271,434	285,620
Total Operating Revenues	<u>\$ 9,324,088</u>	<u>\$ 12,388,240</u>
Operating Expenses		
Salaries and Wages	\$ 800,807	\$ 784,803
Employee Benefits	280,223	400,221
Supplies	28,557	28,388
Contractual Services	5,617,456	7,540,862
Other Operating Expenses	786,582	483,665
Utilities	425,274	375,731
Insurance	85,681	103,441
Depreciation and Amortization	668,942	1,386,973
Indirect Costs	94,140	86,295
WDNR Recycling Fees	4,665	4,864
WDNR State Special Charge Fees	10,781	8,997
Landfill/Recycling License	40,078	29,400
General & Administrative	85,575	49,733
Total Operating Expenses	<u>\$ 8,928,761</u>	<u>\$ 11,283,373</u>
Non-Operating Revenues (Expenses)		
Rental Income	\$ 0	\$ 0
Interest Income	405,274	276,428
Interest Expense	(1,115)	(960)
Miscellaneous	45,391	506,367
Total Non-Operating Revenues	<u>\$ 449,550</u>	<u>\$ 781,835</u>
Net Surplus/(Deficit)	<u>\$ 844,877</u>	<u>\$ 1,886,702</u>
Net Assets, January 1	<u>\$ 30,465,815</u>	<u>\$ 31,551,951</u>
Prior Year Adjustment	<u>\$ 241,259</u>	<u>\$ 0</u>
Net Assets, December 31	<u>\$ 31,551,951</u>	<u>\$ 33,438,653</u>

K. Pernsteiner reviewed the major changes between 2015 and 2016 amounts with the SWMB. K. Pernsteiner explained that one of the contributing factors to the increase in revenue was acceptance of 90,000 tons of ash for stabilization of the Sunnyview Sludge Site and that associated ash placement and hauling expenses offset some of those revenues.

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2016 Balance Sheet (Audited) to the SWMB as follows:

ASSETS	<u>2015</u>	<u>2016</u>
Current Assets		
Cash and Investments	\$ 26,995,129	\$ 32,065,629
Other Receivables	1,134,081	1,813,429
Inventories and Pre-payments	125,304	85,307
Total Current Assets	<u>\$ 28,254,514</u>	<u>\$ 33,964,365</u>
Restricted Assets		
Cash and Investments	\$ 16,767,544	\$ 12,914,431
Deferred Outflows of Resources		
Charges for Pensions	\$ 128,069	\$ 0
Property and Equipment		
Net Property and Equipment	<u>\$ 6,624,834</u>	<u>\$ 6,968,736</u>
Total Assets	\$ 51,774,961	\$ 53,847,532
LIABILITIES AND FUND EQUITY		
Current Liabilities (Payable from Current Assets)		
Total Current Liabilities	\$ 1,446,662	\$ 1,447,041
Long-Term Liabilities		
General Obligation Bonds Payable	\$ 53,928	\$ 38,012
Other Long-Term Liabilities	18,722,420	20,207,909
Total Long-Term Liabilities	<u>18,776,348</u>	<u>20,245,921</u>
Total Liabilities	<u>\$ 20,223,010</u>	<u>\$ 21,692,962</u>
Fund Equity		
Investment in Capital Assets	\$ 6,767,858	\$ 5,444,317
Reserved for Solid Waste	24,784,093	26,710,253
Total Fund Equity	<u>\$ 31,551,951</u>	<u>\$ 32,154,570</u>
Total Liabilities & Fund Equity	\$ 51,774,961	\$ 53,847,532

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2016 Restricted Investment Summary (Audited) to the SWMB as follows:

	<u>2015</u>	<u>2016</u>
WDNR Escrow Account		
Sunnyview - Landfill Long Term Care	\$ 8,925,711	\$ 8,074,440
Sunnyview - Sludge Long Term Care	2,042,901	2,075,053
Sunnyview - Sludge Closure	4,808,900	1,999,240
Total Restricted Investments	\$ 15,777,512	\$ 12,148,733

Motion made by J. Finch and seconded by M. Easker to accept the 2016 Financial Reports as presented by K. Pernsteiner. Motion carried 8-0.

7. Discussion/Action – Amended Memorandum of Understanding for Ken Robl Conservation Park: J. Rabe explained to the SWMB that he and E. McCoy, SW Parks Specialist, attended a Parks and Recreation Committee (P&R) meeting on May 30, 2017 to discuss the Memorandum of Understanding (MOU) for Ken Robl Conservation Park (KRCP). The P&R expressed concerns about funding the maintenance for KRCP. J. Rabe further explained that these concerns are due to the P&R budget limitations. In response to this, J. Rabe amended the MOU in Section III.D. to indicate that SWMB and P&R will evaluate park maintenance needs after one year to determine an appropriate cost sharing mechanism.

Discussion ensued amongst the SWMB.

M. Easker asked if the MOU language should address who pays for the first year of maintenance. P. O'Brien stated that the actual funding amount should be included as part of the 2018 budget process and does not necessarily need to be included in the MOU; the MOU is needed for the Wisconsin Department of Natural Resources (WDNR) grant and can be modified after funding amounts are determined. The consensus of the SWMB was to assume maintenance costs in the first year of operations, revisit the actual maintenance fund amount when it can be determined and update the MOU as needed.

Motion made by P. Eisen and seconded by D. Nelson to approve the amended MOU for KRCP as presented by SWMB Staff, with consideration of the previous SWMB discussion.

Motion made by G. Konrad and seconded by M. Easker to amend P. Eisen's motion to include clarification that KRCP operational funds will be discussed in the 2018 SWMB Budget workshop. Motion carried 8-0.

P. Eisen's motion including G. Konrad's amendment carried 8-0.

8. Discussion – Construction Project Updates: J. Rabe updated the SWMB on the Sludge Site Final Cover Construction Project. J. Rabe explained that:
- A preconstruction meeting was held on May 30, 2017 and was attended by Buteyn-Peterson, Foth Infrastructure & Environment (Foth) and SWMB Staff.
 - Contract times began on May 30, 2017 and final completion is expected by August 26, 2017.

- The Sludge Site Final Cover Construction Project began with equipment mobilization and test pits to locate the existing geomembrane during the week of May 30 – June 2, 2017.
- Geocomposite shipments began to arrive during the week of June 5, 2017.
- Grading work is expected to be completed June 9 – June 14, 2017.
- A geosynthetics preconstruction meeting is scheduled for June 15, 2017.
- Foth submitted a Plan Modification to the WDNR to change the drainage layer from a one foot thick sand layer to a geocomposite layer (~\$60,000 savings). The Plan Modifications also included use of solar vent flares and active landfill gas connections to mitigate odors. WDNR requested more information on emissions; Foth anticipates WDNR approval of the Plan Modifications on June 7, 2017.

J. Rabe updated SWMB on the Residential Drop-off Area Modification Project. J. Rabe explained that:

- A preconstruction meeting was held on May 30, 2017 and was attended by Buteyn-Peterson, Foth and SWMB Staff.
- Contract times will begin on June 12, 2017 and final completion is expected by August 2, 2017.
- A WDNR Storm Water Management Plan is required because the project area is outside of the footprint of the landfill; a wetland delineation was also completed.
- The WDNR Storm Waste Management Plan was also provided to the City of Oshkosh which requested additional information. K. Pernsteiner and Foth met with the City of Oshkosh personnel on June 1, 2017 to discuss the project. SWMB Staff are still waiting for project approval from WDNR and the City of Oshkosh.

Discussion ensued amongst the SWMB.

9. Discussion – 2017 Clean Sweep Event Report: K. Hutter explained to the SWMB that the 2017 Clean Sweep Event was held only in Winnebago County. Unlike previous years, in 2017 Outagamie and Calumet Counties chose not to participate in a three county collection event. K. Hutter presented the 2017 Clean Sweep Report to the SWMB as follows:

Event Locations:

- Friday April 21, 2017, 9-11 a.m., City of Omro Fire Department, 520 W. Huron St., Omro
- Friday April 21, 2017, 3-6 p.m., City of Menasha Public Works Garage, 455 Baldwin St., Menasha

Clean Sweep Results - Household Hazardous Waste (HHW), Agricultural Waste (Ag) and Very Small Quantity Generators (VSQG's):

- Events were staffed by Veolia Environmental Services (Veolia), Winnebago County Staff and Omro Fire Department/Menasha Public Works volunteers.
- Appointments were required (online and telephone) to reduce wait times, better manage incoming materials and assist with Veolia staffing.
- The Clean Sweep Events resulted in a total of 71 participants at both locations.
- There were 65 HHW participants resulting in 4,203 pounds of material
- There were five Ag participants which resulted in 1,021 pounds of material.

- There was one VSQG participant resulting in 32 pounds of material.
- The grand total of all material was 5,256 pounds.
- Participant Residency: 36% City of Menasha, 33% City of Neenah, 12% Village of Fox Crossing, 14% Town of Neenah, Town of Omro, City of Oshkosh, Town of Winchester, Town of Winneconne, Village of Winneconne, Town of Wolf River, and Appleton, 5% City of Omro.
- The Department of Agriculture, Trade and Consumer Protection (DATCP) Grant award was \$15,000 with Winnebago County matching \$5,000.
- Veolia (disposal service) expenses total = \$10,395.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: None.

11. Set Next Meeting Date: The next SWMB meeting date is scheduled for June 21, 2017 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 10:30 a.m.

13. Site Tour for SWMB Members: K. Pernsteiner took K. Robl, P. Eisen, and G. Konrad on a tour of the Transfer Station, Sunnyview Landfill, Snell Road Landfill, Landfill Gas-to-Energy Facilities and the KRCP.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – June 21, 2017