

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

DATE: June 20, 2018

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

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 20, 2018 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 informed the Solid Waste Management Board (SWMB) that the next meeting will be held on July 11, 2018 due to the normal meeting being on July 4, 2018. Various SWMB members indicated conflicts with this revised meeting date.

J. Rabe informed the SWMB that second interviews were held for the Environmental Manager position on June 15, 2018. J. Rabe further explained an offer was extended on June 15, 2018.

J. Rabe explained to the SWMB that the City of Oshkosh did not like the north property location for the City of Oshkosh Welcome sign. J. Rabe further explained that the City of Oshkosh is likely back to looking at the Jackson Street/County Road Y location for the sign and we are waiting for further direction from the City of Oshkosh.

J. Rabe informed the SWMB that the City of Oshkosh Parks Department recently requested the SWMB to consider reducing the deer herds at both landfill sites.

J. Rabe informed the SWMB that the Outagamie County Northeast Landfill updated remaining airspace calculations are still on target for a mid-2023 transition to the Brown County South Landfill.

Discussion ensued amongst the SWMB.

5. Approval of Minutes – June 6, 2018 Open Session: Motion to approve the June 6, 2018 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 8-0.
6. Discussion/Action – 2018 Retained Earnings Allocation: J. Rabe presented the SWMB with the proposed 2018 Retained Earnings Reservation as follows:

<u>Description</u>	Fund Goal Authorized By SWMB <u>2017</u>	Fund Goal Proposed to SWMB <u>2018</u>
Designated Emergency Funds:		
Regulatory Compliance	\$1,000,000	\$1,000,000
Remediation/Liability	500,000	500,000
Litigation	200,000	200,000
Interim Construction	1,000,000	1,000,000
Operational	---	---
Capital Outlay	500,000	500,000
Future Landfill Airspace Development	7,300,000	8,300,000
Operational Cash Flow	1,500,000	1,500,000
Debt Service - Recycling	800,000	500,000
Surplus for Future Solid Waste Transportation	3,200,000	3,500,000
Research & Development Planning	1,000,000	1,000,000
Snell Road Landfill Long-Term Care >20 years	6,500,000	6,500,000
Sunnyview Landfill Long-Term Care >40 years	2,500,000	2,500,000
Landfill End Use Planning/Development/Maintenance	1,000,000	1,000,000
Snell Road Landfill Preventative Maintenance	---	---
Sunnyview Landfill Preventative Maintenance	---	---
Total	27,000,000	28,000,000
Balance as of December 31	\$ 27,513,390	Est. ~\$ 28,000,000
Reserved	27,000,000	28,000,000
Current Surplus/(Deficit)	\$ 513,390	---

J. Rabe explained that the 2017 Financial Report showed a December 31 balance of \$27,513,390 in the retained earnings fund.

J. Rabe suggested that the following fund goal changes could be made to meet future needs:

- Increase in Future Landfill Airspace Development from \$7,300,000 to \$8,300,000.
- Decrease in Debt Service – Recycling from \$800,000 to \$500,000.
- Increase in Surplus for Future Solid Waste Transportation from \$3,200,000 to \$3,500,000.
- Increase in Total Allocation from \$27,000,000 to \$28,000,000.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by G. Konrad to accept the proposed 2018 Retained Earnings Reservation as presented by SWMB Staff. Motion carried 8-0.

7. Discussion/Action – Authorize Landfill Office Space Needs Assessment: J. Rabe reminded the SWMB that current department employees are spread out in three (3) aging offices, and funds were included in the 2018 Budget to study the office space needs to consider office remodeling/consolidation. J. Rabe informed the SWMB that \$20,000 was in the 2018 Budget for this project.

J. Rabe explained that contact information for Martin Riley Architects/Engineers (Martin Riley) was provided by M. Elder who has used them on various County building/remodeling projects. J. Rabe further explained that he met on-site with a representative from Martin Riley on June 1, 2018 and a space needs assessment proposal was received from them on June 6, 2018.

J. Rabe stated that the end deliverable goal from the space needs assessment would be recommended modifications to the existing landfill administrative office building to allow all employees could work in the same location. Budgetary architect/engineering and construction cost estimates would then be provided to be included in the 2019 Budget.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by G. Konrad, to authorize the Landfill Office Space Needs Assessment by Martin Riley for \$13,250. Motion carried 8-0.

8. Discussion: Landfill/Transfer Station Improvement Projects: K. Pernsteiner updated the SWMB on various landfill/transfer station improvement projects that were recently completed.

K. Pernsteiner explained that Blackstone Metal Works completed the transfer station construction & demolition waste wall steel plate armor project by the contract date of June 15, 2018 (project cost \$32,415).

K. Pernsteiner explained that the transfer station roof beam repair was completed by The Boldt Company on June 7, 2018. K. Pernsteiner explained that this project was a result of building structural damage caused by Legacy Construction Services of Wisconsin LLC (insurance claim \$38,500).

K. Pernsteiner explained that additional blacktop resurfacing of the landfill small vehicle area was completed by the Winnebago County Highway Department. K. Pernsteiner explained that invoicing will be completed by the end of June.

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

Landfill Gas Operations – June 18, 2018			Meter Op. Hours	One-Week Runtime
Engine #2	Off		57603	26
Engine #3	Running at 900 KW		27478	165
Engine #4	Running at 900 KW	Online June 12, 2018	138	138
Engine #5	Running at 1325 KW		19667	165
Sunnyview Compressor	Compressor A running at 67%. Pipeline outflow 1128 scfm.			
Sunnyview Flare	Flare –Off; Vacuum = -18’’ wc; Blower 103 and 104 on; 105 – off			
Sunnyview Gas Field	CH4 = 50.4% O2 = 1.5%			
Snell Rd Flare	Flare – On; Flow = 87 scfm; Vacuum = -16.0’’ wc			
Snell Rd Gas Field	CH4 = 49.1% O2 = 2.0%			
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.			

- Engine #4 premium short block – GE Jenbacher staff performed commissioning on June 12, 2018 and the unit was put back on-line; old block has been shipped back to Austria for inspection (and core credit reimbursement).
- 2nd Quarter Surface Emission Monitoring – Foth Infrastructure & Environment (Foth) completed 30 day remonitoring on June 13, 2018 (all exceedance locations passed).
- 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 being scheduled

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: To be determined.

12. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 9:51 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – July 12, 2018