

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

DATE: December 21, 2016

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
Mike Easker
Jerry Finch
Gerry Konrad
Susan Locke
Doug Nelson

EXCUSED: David Albrecht

ALSO PRESENT: John Rabe, Director of Solid Waste
Kurt Pernsteiner, Solid Waste 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 9:01 a.m.
2. Approve Agenda: Motion to approve the December 21, 2016 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 explained to the Solid Waste Management Board (SWMB) that interviews for the Recycling Program Manager were conducted in November 2016. A number of new graduates and candidates with experience in the solid waste/recycling industry were considered for the position. J. Rabe further explained that K. Hutter participated in the interview process, was offered the position, and accepted it. K. Hutter's official start date as the Recycling Program Manager was December 15, 2016. Staff will continue to work with Human Resources to fill the vacant Administrative Associate – Solid Waste position.

J. Rabe explained to the SWMB that the Wisconsin Integrated Resource Management Conference will be held at the Osthoff Resort in Elkhart Lake, WI from March 1-3, 2017. J.

Rabe stated that he will provide hotel and conference information handouts to SWMB members at the next meeting.

J. Rabe presented a June 9, 2015 Memorandum issued to the SWMB from C. Orenstein, Director of Finance pertaining to Investment of SWMB Funds. In the Memorandum, C. Orenstein stated that he does not recommend the SWMB lend money to the County General Fund because of the amount of time that SWMB funds would be tied up at a low interest rate. C. Orenstein also expressed that it would not be in the best interest of the County to borrow SWMB money with variable, and potentially accelerated interest rates.

5. Approval of Minutes – December 7, 2016 Open Session: Motion to approve the December 7, 2016 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 8-0.
6. Discussion/Action – 2016 Retained Earnings Reservation: J. Rabe presented the SWMB with the proposed 2016 Retained Earnings Reservation and reviewed changes from when it was last discussed at the June 15, 2016 meeting. J. Rabe asked the SWMB to consider the proposed allocation amounts and authorize the 2016 Retained Earnings Reservation, contingent upon the Final 2016 Financial Audit.

<u>Description</u>	Fund Goal Authorized By SWMB <u>2015</u>	Fund Goal Proposed to SWMB <u>2016</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	4,000,000	5,500,000
Operational Cash Flow	1,500,000	1,500,000
Rate Stabilization – Solid Waste	---	---
Debt Service – Recycling	1,400,000	1,100,000
Surplus for Future Solid Waste Transportation	3,600,000	4,000,000
Research & Development Planning	800,000	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/Beautification	1,000,000	1,200,000
Snell Road Landfill Preventative Maintenance	---	---
Sunnyview Landfill Preventative Maintenance	---	---
Total Reserved	24,500,000	26,500,000
Balance as of December 31	\$24,784,093	Est. ~\$26,500,000
Current Surplus/(Deficit)	\$284,093	---

Discussion ensued amongst the SWMB.

Motion made by M. Easker and seconded by J. Finch, to authorize the proposed allocation amounts for the 2016 Retained Earnings Reservation, contingent upon the Final 2016 Financial Audit. Motion carried 8-0.

7. Discussion – Ken Robl Conservation Park Planning Update: J. Rabe explained to the SWMB that the Ken Robl Conservation Park (KRCP) was previously discussed on: May 18, 2016, May 4, 2016, April 20, 2016, February 4, 2016 and January 6, 2016. J. Rabe stated that he recently contacted Eileen McCoy, retired Neenah Parks and Recreation Department Director and verified that she is still interested in assisting the SWMB on this project as a Temporary Employee. J. Rabe stated that he will schedule a meeting with P. O'Brien, R. Way (Director of Parks) and E. McCoy in January 2017 to develop a scope of work needs and cost estimate for this assignment. The Temporary Employee request will also require approval by the County Executive and Human Resources Director. J. Rabe explained that once E. McCoy is on board, the next step for the SWMB is to authorize the scope of the Phase 1 project and associated development costs. J. Rabe further explained that \$1,150,000 was added to the 2017 Budget to fund the KRCP development as a Capital Project.

Discussion ensued amongst the SWMB.

8. Discussion – Container Rental/Lease Program Update: K. Hutter presented the Container Rental/Lease Program Update to the SWMB. K. Hutter explained that:
- The last Container Rental/Lease Program Update was presented at the July 20, 2016 meeting; Staff recommended a phase out and exit strategy for 2016-2017 due to poor program performance and rising costs.
 - Temporary, short-term rentals will be discontinued as of January 1, 2017. Long-term rentals (commercial, front-load accounts) began phase-out in September 2016. This will continue into 2017 as customer service agreements expire; expected completion is July 1, 2017. County Department/Expo Event containers will be serviced through 2017 to allow for 2018 budget adjustments.
 - The City of Neenah Container Lease Agreement ended on July 31, 2016; in the following months, Winnebago County (WC) took possession of the 150 front-load containers. WC sold/auctioned 132 of the Neenah Lease containers in November-December 2016. WC investment in the Neenah Lease containers = \$22,619 (25% of initial cost, plus shipping/handling to return the containers to the WC Yard); proceeds from sale = \$15,740. WC has 18 Neenah Lease containers remaining in inventory (re-sale value = ~\$2,900). Both WC (advertising, tonnage) and the City of Neenah (discounted refuse services for Neenah Business Improvement District) benefitted from this Lease Agreement.
 - WC rental program inventory is 160 containers (includes front-load and roll-off); Staff will plan to evaluate long-term needs at Landfill Convenience Area and Transfer Station, along with 2017 needs for County Departments and Expo Events prior to auctioning rental program container inventory.
 - Several local haulers, partner Counties and the individual who purchased the Neenah Lease Containers have expressed interest in purchasing containers from the WC rental program.

- WC has 6 remaining container lease agreements, with 107 total containers; 1 lease ends in 2018, 3 leases end in 2019, 2 leases end in 2020. These are lease-to-own agreements so WC will not take possession of the containers at the end of the leases.

Discussion ensued amongst the SWMB.

9. Discussion – Sludge Site Operations Update: J. Rabe presented the Sludge Site Operations Update to the SWMB. J. Rabe reported that:

- Sludge filling ended on December 1, 2016; ash placement ended on December 5, 2016; the north center sump riser was extended and connected to the landfill gas (LFG) system on December 7, 2016 to mitigate odors; Wisconsin Department of Natural Resources (WDNR) approved the Closure Plan Modification on December 14, 2016.
- Recent cold temps have caused freezing issues with the temporary LFG collection system (limited vacuum in some areas); Foth Infrastructure & Environment (Foth) is working on options to restore vacuum and/or make modifications to the system to allow gas collection/destruction (solar vent flares, portable flare skid, etc.) to minimize odors.

Discussion ensued amongst the SWMB.

10. Discussion – Landfill Gas Operations Update: J. Rabe updated the SWMB with the following LFG operations report.

Landfill Gas Operations – December 19, 2016			Meter Op. Hours
Engine #1	Out of service	Fire damage	0
Engine #2	Down	Possible piston failure, cylinder 10	47996
Engine #3	Down	Coolant leak, cylinders 15 & 16	17670
Engine #4	Running at 860 KW	Needs de-coking; running at reduced load	11394
Engine #5	Running at 1426 KW		12824
Sunnyview Compressor	Compressor A running at 49%; B-off. Pipeline outflow = 808 scfm.		
Sunnyview Flare	Flare – On; Flow = 448 scfm; Vacuum = -20’’ wc; Blower 103/104 running at 46%; 105–Off		
Sunnyview Gas Field	CH4 = 51.1% O2 = 2.0%		
Snell Rd Flare	Flare – On; Flow = 56 scfm; Vacuum = -16.0’’ wc		
Snell Rd Gas Field	CH4 = 45.7% O2 = 2.8%		

- WPS/Highway Revenues are \$232,720 for November 2016; Year-to-date revenues are ~\$2.7M - budgeted revenues are \$2.6M.
- On December 9, 2016, the Law Enforcement Center (LEC) had an issue with the Engine #4 heat transfer system; the system was temporarily shut down for evaluation; WDNR was notified of the HVAC fluid release (~100 to 200 gallons of propylene glycol 50% solution).
- Engine #1 – J. Rabe is working with the insurance company on actual cash value and lost revenues claim settlement.

Discussion ensued amongst the SWMB.

11. Future Agenda Items: J. Rabe indicated that updates on the Transfer Station Floor Replacement Project and the Compactor Installation Projects will be presented at the next meeting.
12. Set Next Meeting Date: The next SWMB meeting date is scheduled for January 4, 2017 at 9:00 a.m.
13. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 10:42 a.m.

Respectfully Submitted,

Kathy Hutter
Recycling Program Manager

Approved by SWMB – January 4, 2017