

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

DATE: May 15, 2019

TIME: 9:00 a.m.

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

PRESENT: Pat O'Brien, Chairman  
Paul Eisen, Secretary  
David Albrecht  
Jerry Finch  
Gerry Konrad  
Susan Locke

EXCUSED: Ken Robl, Vice Chairman  
Mike Easker  
Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Kathy Hutter, Recycling Program Manager  
Zach Moureau, Environmental 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 May 15, 2019 agenda, made by J. Finch and seconded by S. Locke. Motion carried 6-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that the Annual RUG meeting will be held on May 16, 2019 at the J.P. Coughlin Center (Room A) at 9:00 a.m.

J. Rabe informed the SWMB that on May 20, 2019 the County Board will be touring the Ken Robl Conservation Park during their annual tour.

J. Rabe informed the SWMB that with the award of the office addition and renovation project, meetings will be held at alternate locations beginning on June 5, 2019 (J.P. Coughlin Center or Highway Department).

Discussion ensued amongst the SWMB.

5. Approval of Minutes – May 8, 2019 Open Session: Motion to approve the May 8, 2019 open session minutes, made by J. Finch and seconded by D. Albrecht. Motion carried 6-0.
6. Discussion – 2020 Budget Schedule: J. Rabe explained the 2020 Budget Schedule to the SWMB as follows:
  - April 16, 2018 was the Department Head Meeting budget kickoff
  - June 5, 2019 Labor Projections from Human Resources will be distributed to departments
  - Meeting with IS to update technology requests
  - July 8, 2019 Labor Projections will be loaded into Munis
  - July 31, 2019 Draft Budget Packets will be mailed to the SWMB
  - Budget Workshop on August 7, 2019
  - August 21, 2019 is the SWMB final budget approval
  - August 22, 2019 is Executive budget meeting
  - October 28-31, 2019 is the County Board budget deliberations

Discussion ensued amongst the SWMB.

7. Discussion/Action – 2018 Financial Reports: K. Pernsteiner presented the 2018 Statement of Revenues and Expenses (Unaudited) to the SWMB as follows:

	<u>2017</u>	<u>2018</u>
OPERATING REVENUES		
Landfill Fees	\$8,891,350	\$7,526,874
Power Sales	2,870,438	2,105,479
Sales of By-Products	87,919	29,459
Total Operating Revenues	\$11,849,707	\$9,661,812
OPERATING EXPENSES		
Salaries and Wages	\$800,892	\$850,083
Employee Benefits	357,365	290,835
Supplies	21,914	25,697
Contractual Services	6,629,073	5,498,255
Other Operating Expenses	678,409	715,712
Utilities	359,842	309,950
Insurance	96,373	106,561
Depreciation and Amortization	1,388,114	1,067,072
Indirect Costs	95,880	94,416
WDNR Recycling Fees	0	0
WDNR State Special Charge Fees	0	0
Landfill/Recycling License	32,114	12,032
General & Administrative	95,435	137,235
Total Operating Expenses	\$10,555,411	\$9,107,848

NON-OPERATING REVENUES (EXPENSES)

Rental Income	\$0	\$0
Interest Income	423,869	681,376
Interest Expense	(764)	(495)
Miscellaneous	18,500	17,300
Total Non-Operating Revenues	\$441,605	\$698,181
NET SURPLUS (DEFICIT)	\$1,735,901	\$1,252,145
NET ASSETS, JANUARY 1	\$33,438,653	\$35,040,163
PRIOR YEAR ADJUSTMENT	(\$134,391)	(\$44,522)
NET ASSETS, DECEMBER 31	\$35,040,163	\$36,247,786

K. Pernsteiner reviewed the major changes between 2017 and 2018 amounts with the SWMB.

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2018 Balance Sheet (Unaudited) to the SWMB as follows:

	<u>2017</u>	<u>2018</u>
ASSETS		
CURRENT ASSETS		
Cash and Investments	\$32,800,340	\$34,601,575
Other Receivables	1,085,651	1,016,235
Inventories and Prepayments	43,544	750
Total Current Assets	\$33,929,535	\$35,618,560
RESTRICTED ASSETS		
Cash and Investments	\$12,390,536	\$11,296,761
DEFERRED OUTFLOWS OF RESOURCES		
Charges for Pensions	\$313,300	\$428,693
PROPERTY AND EQUIPMENT		
Net Property and Equipment	\$7,145,393	\$7,542,309
TOTAL ASSETS	\$53,778,764	\$54,886,323
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES (PAYABLE FROM CURRENT ASSETS)		
Total Current Liabilities	\$1,200,980	\$993,436
LONG-TERM LIABILITIES		
General Obligation Bonds Payable	\$20,951	\$2,632
Other Long-Term Liabilities	17,388,365	17,354,755

Deferred Inflow Pension	128,305	287,714
Total Long-Term Liabilities	17,537,621	17,645,101
Total Liabilities	\$18,738,601	\$18,638,537
<b>FUND EQUITY</b>		
Investment in Capital Assets	\$7,145,393	\$7,542,307
Restricted Funds	\$381,380	\$258,254
Reserved for Solid Waste	27,513,390	28,447,225
Total Fund Equity	\$35,040,163	\$36,247,786
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$53,778,764</b>	<b>\$54,886,323</b>

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2018 Restricted Investment Summary (Unaudited) to the SWMB as follows:

	<u>2017</u>	<u>2018</u>
<b>WDNR Escrow Accounts</b>		
Sunnyview - Co-Disposal Long Term Care	7,872,756	9,094,916
Sunnyview - Sludge Long Term Care	2,103,553	2,147,149
Sunnyview - Sludge Closure	2,022,914	0
Total Restricted Investments	\$11,999,223	\$11,242,065

Motion made by D. Albrecht and seconded by G. Konrad to accept the 2018 Financial Reports as presented by K. Pernsteiner. Motion carried 6-0.

- Discussion/Action – Resolution to Support Land Swap with Facilities & Property Management: J. Rabe explained to the SWMB that Foth Infrastructure & Environment created a draft figure to present to Facilities & Property Management (Facilities) for the possible land swap of the Huber Facility property and the property west of the transfer station. J. Rabe further explained that due to the exclusion zones, there is approximately 1.5 acres available west of the transfer station and the Huber facility property is approximately 3.14 acres. J. Rabe informed the SWMB that he will present this plan to M. Elder from Facilities, work with M. Mueller from Corporation Counsel to put together a resolution that summarizes the land swap and will bring the information to the SWMB for further discussion.

Discussion ensued amongst the SWMB.

- Discussion – Potential Exemption to Road Weight Restrictions: P. O'Brien informed the SWMB that he attended a WCSWMA meeting and discussed the possibility of changing legislation on road weight restrictions to allow an exemption to solid waste facilities throughout Wisconsin. P. O'Brien further explained that creating an exemption for this will be very

difficult and he will bring a possible resolution to the October WCSWMA meeting to be further discussed.

Discussion ensued amongst the SWMB.

10. Discussion – Landfill Gas Operations Update: Z. Moureau presented the SWMB with the following Landfill Gas Operations Update:

Landfill Gas Operations – May 13, 2019			Meter Op. Hours	One-Week Runtime
Engine #2	Running at 960 KW		59786	37
Engine #3	Off		31528	7
Engine #4	Running at 1020 KW		6188	160
Engine #5	Running at 1400 KW		26312	162
Sunnyview Compressor	Compressor A running at 61%. Pipeline outflow 1,060 scfm.			
Sunnyview Flare	Flare –Off; Vacuum = -16’’ wc; Blower 103 and 104 on; 105 – off			
Sunnyview Gas Field	CH4 = 53.4% O2 = 0.6%			
Snell Rd Flare	Flare – On; Flow = 72 scfm; Vacuum = -16.0’’ wc			
Snell Rd Gas Field	CH4 = 42.2% O2 = 4.4%			
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 – \$173,822 for April 2019 (\$173,911 in March 2019)
- Completed a decoke of Engine #5 at the beginning of April
- Engine #4 was down due to extended lead time on repair parts but we were able to run Engines #2 and #3 more often during Engine #4 and #5 downtime
- We currently have Engines 2, 4, and 5 running, with planned shutdown of Engine 2 overnight due to the decline in gas flows
- Monthly LFG monitoring is being performed by the new Environmental Technician this week
- 2<sup>nd</sup> Quarter Surface Emission Monitoring is scheduled to start May 28, 2019
- The EPA was onsite on May 2nd for an unannounced EPA Clean Air Act Inspection. Two inspectors from the EPA interviewed J. Rabe and Z. Moureau regarding the sites, which included a site tour. An inspection report from the EPA will be sent within 60 days of the inspection. The inspectors did not have any concerns or indicate any findings

- with the inspection. Additional site documentation was requested by the EPA following the inspection which will be provided within the next week.
- Snell Road Maintenance Project is scheduled to start the first week in June and be finished by the beginning of July. Preconstruction meeting to be held on June 3, 2019

Discussion ensued amongst SWMB.

11. Future Agenda Items: None at this time.

12. Set Next Meeting Date: The next SWMB meeting date is scheduled for June 5, 2019 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 6-0. Meeting was adjourned at 10:13 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – June 19, 2019**