

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

DATE: June 1, 2016

TIME: 9:01 a.m.

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

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

EXCUSED: Ken Robl, Vice Chairman  
Gerry Konrad

ALSO PRESENT: John Rabe, Director of Solid Waste  
Kathy Hutter, Confidential Secretary  
Kurt Pernsteiner, Facility Manager

1. Call to Order: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the June 1, 2016 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 explained to the Solid Waste Management Board (SWMB) that the Recycling Coordinator position was reposted through June 1, 2016 in effort to attract more applicants; interviews will likely be held during the week of June 6-10, 2016.

J. Rabe notified the SWMB that the Brown County (BC) Port & Resource Recovery Department will be holding their 5<sup>th</sup> Annual Stakeholder Meeting on June 15, 2016 at 12:45 p.m.

J. Rabe notified the SWMB that the Tri-County Solid Waste & Recycling 3<sup>rd</sup> Annual Tri-County Board/Committee Meeting will be hosted by BC Port & Resource Recovery in Green Bay on June 22, 2016 at 2:30 p.m. J. Rabe indicated that the meeting was well attended by

members in previous years and a SWMB meeting agenda will be posted in case a quorum of members is present; no SWMB business will be conducted at this meeting.

5. Approval of Minutes – May 18, 2016 Open Session: Motion to approve the May 18, 2016 open session minutes, made by J. Finch and seconded by S. Locke. Motion carried 7-0.
6. Discussion/Action – 2015 Financial Reports: K. Pernsteiner presented the 2015 Statement of Revenues and Expenses (Audited) to the SWMB as follows:

	<u>2014</u>	<u>2015</u>
<b>Operating Revenues</b>		
Landfill Fees	\$ 5,937,626	\$ 5,899,620
Power Sales	3,027,263	3,110,668
Sales of By-Products	313,473	271,434
<b>Total Operating Revenues</b>	<b>\$9,278,362</b>	<b>\$ 9,281,722</b>
<b>Operating Expenses</b>		
Salaries and Wages	\$ 773,684	\$ 800,807
Employee Benefits	311,216	280,223
Supplies	36,555	28,557
Contractual Services	5,065,918	5,617,456
Other Operating Expenses	1,230,978	786,582
Utilities	442,271	425,274
Insurance	103,909	85,681
Depreciation and Amortization	1,961,117	668,942
Indirect Costs	126,996	94,140
WDNR Recycling Fees	1,472	4,665
WDNR State Special Charge Fees	12,091	10,781
Landfill/Recycling License	37,770	40,078
General & Administrative	86,870	85,575
<b>Total Operating Expenses</b>	<b>\$ 10,190,847</b>	<b>\$ 8,928,761</b>
<b>Non-Operating Revenues (Expenses)</b>		
Rental Income	\$ 11,480	\$ ---
Interest Income	551,490	405,274
Interest Expense	(1,314)	(1,115)
Miscellaneous	112,338	87,757
<b>Total Non-Operating Revenues</b>	<b>\$ 673,994</b>	<b>\$ 491,916</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (238,491)</b>	<b>\$ 844,877</b>
<b>Net Assets, January 1</b>	<b>\$ 30,704,306</b>	<b>\$ 30,465,815</b>
<b>Prior Year Adjustment</b>	<b>\$ ---</b>	<b>\$ 241,259</b>
<b>Net Assets, December 31</b>	<b>\$ 30,465,815</b>	<b>\$ 31,551,951</b>

K. Pernsteiner reviewed the major changes between 2014 and 2015 amounts with the SWMB. K. Pernsteiner explained that overall revenues were slightly higher and operating expenses were down significantly in 2015; the largest reduction in 2015 Operating Expenses

was due to a Wisconsin Department of Natural Resources (WDNR) Escrow Adjustment that reduced the Depreciation and Amortization expense. K. Pernsteiner also indicated that a Prior Year Adjustment line was added to the 2015 Statement of Revenues and Expenses to document Pension Liabilities.

J. Rabe explained that the WDNR Escrow Refund that was expected in 2015 was not received until January 2016, so it will be included in the 2016 Statement of Revenues and Expenses.

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2015 Balance Sheet (Audited) to the SWMB as follows:

ASSETS	<u>2014</u>	<u>2015</u>
Current Assets		
Cash and Investments	\$ 27,079,619	\$ 26,995,129
Other Receivables	1,061,317	1,134,081
Inventories and Pre-payments	167,462	125,304
Total Current Assets	<u>\$ 28,308,398</u>	<u>\$ 28,254,514</u>
Restricted Assets		
Cash and Investments	\$ 16,900,749	\$ 16,767,544
Deferred Outflows of Resources		
Charges for Pensions	\$ ---	\$ 128,069
Property and Equipment		
Net Property and Equipment	<u>\$ 5,806,497</u>	<u>\$ 6,624,834</u>
Total Assets	\$ 51,015,644	\$ 51,774,961
LIABILITIES AND FUND EQUITY		
Current Liabilities (Payable from Current Assets)		
Total Current Liabilities	\$ 1,134,164	\$ 1,446,662
Long-Term Liabilities		
General Obligation Bonds Payable	\$ 67,666	\$ 53,928
Other Long-Term Liabilities	19,347,999	18,722,420
Total Long-Term Liabilities	<u>19,415,665</u>	<u>18,776,348</u>
Total Liabilities	<u>\$ 20,549,829</u>	<u>\$ 20,223,010</u>
Fund Equity		
Investment in Capital Assets	\$ 5,810,987	\$ 6,767,858
Reserved for Solid Waste	24,654,828	24,784,093
Total Fund Equity	<u>\$ 30,465,815</u>	<u>\$ 31,551,951</u>
Total Liabilities & Fund Equity	\$ 51,015,644	\$ 51,774,961

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2015 Restricted Investment Summary (Audited) to the SWMB as follows:

	<u>2014</u>	<u>2015</u>
WDNR Escrow Account		
Sunnyview Landfill - Closure	\$ 6,697,934	\$ ---
Sunnyview Landfill - Long Term Care	7,554,272	8,925,711
Sunnyview Landfill Sludge Site - Long Term Care	---	2,042,901
Sunnyview Landfill Sludge Site - Closure	---	4,808,900
Snell Road Landfill - Long Term Care	1,185,454	---
Total Restricted Investments	\$ 15,437,661	\$ 15,777,512

Motion made by J. Finch and seconded by M. Easker to accept the 2015 Financial Reports as presented by K. Pernsteiner. Motion carried 7-0.

7. Discussion/Action – Compactor Installation Update: J. Rabe explained to the SWMB that the Compactor Installation Project (SW03-16) was last discussed at the May 18, 2016 open session meeting. The SWMB approved an option to award a modified bid schedule (SSR Compactor Bid to exclude wall replacement) to Immel Construction for not more than \$440,700, to create a separate Request for Bid (RFB) for the purchase and installation of a second MSW Compactor and to increase the 2016 Budget for MSW and SSR Compactor Installation to \$700,000. J. Rabe presented the SWMB with Immel Construction’s revised Bid Schedule 2 as follows:

Unit Price Bid “Schedule 2” - Recycling Compactor Installation

<u>Item no.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
1	Mobilization and Demobilization	Lump Sum	1	\$10,000	\$10,000
2	North Pit Wall Replacement	Lump Sum	1	\$ ---	\$ ---
3	Recycling Compactor Equipment Purchase*	Lump Sum	1	\$109,500	\$109,500
4	Recycling Compactor Equipment Installation	Lump Sum	1	\$18,500	\$18,500
5	Electrical System for Recycling Compactor	Lump Sum	1	\$16,600	\$16,600
6	Fire Protection System for Recycling Compactor	Lump Sum	1	\$3,000	\$3,000
7	Restoration	Lump Sum	1	\$41,800	\$41,800
Total Unit Price Bid “Schedule 2”					\$199,400

\* The Recycling Compactor manufacturer selected for bid item 3 is Marathon.

J. Rabe reviewed Immel Construction's original Bid Schedule 1 and revised Bid Schedule 2 with the SWMB and explained that the total revised Project Award amount is \$464,100 (previously \$557,400). J. Rabe indicated that if the SWMB chooses to accept Immel Construction's revised Bid Schedule 2, a separate RFB will be published to include the purchase and installation of the second MSW Compactor (estimated cost ~\$250,000). The revised total project cost is expected to be ~\$715,000 and will require an additional 2016 Budget Adjustment when the second Bid Award is considered.

SWMB Staff recommend accepting Immel Construction's original Bid Schedule 1 and revised Bid Schedule 2 for a combined total of \$464,100.

Discussion ensued amongst the SWMB.

Motion made by P. Eisen and seconded by J. Finch to accept Immel Construction's Bid Schedule 1 – MSW Compactor Installation and revised Bid Schedule 2 – Recycling Compactor installation for not more than \$464,100 and to create a separate RFB for the purchase and installation of a second MSW Compactor. Motion carried 7-0.

8. Discussion/Action – Tri-County C&D Waste Recycling Update: J. Rabe presented the SWMB with the Tri-County Construction & Demolition (C&D) Waste Recycling Update as follows:

- BC and Winnebago County (WC) have operated successful C&D waste recycling programs, using Landfill Reduction & Recycling (LRR) in Appleton to handle processing; LRR in turn uses the Outagamie County (OC) Regional Landfill (LF) for disposal of fines and residuals.
- Building on the success of the combined, Brown, Outagamie and Winnebago (BOW) County asphalt shingles, e-waste and other recycling projects, Staff were tasked to evaluate options of increasing C&D diversion tonnage (up to 40,000 tons/year); BC prepared a Request for Quote (RFQ) and received one quote from LRR (higher than the rates WC & BC are currently being charged); subsequent negotiations involved both a reduction in processing rate and a reduction in disposal rates for fines; centered around a long-term agreement (5-years).
- A verbal consensus was reached amongst BOW Directors and LRR; Staff are working through individual purchase of service agreements and insurance requirements.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by S. Locke to accept the Tri-County C&D Waste Recycling Update as presented by J. Rabe. Motion carried 7-0.

9. Discussion – Sludge Site Operations Update: J. Rabe presented the SWMB with the Sludge Site Operations Update as follows:

- WC continues to accept papermill sludge from Appleton Coated and Clearwater Paper for disposal (approximately 50-150 tons/day)
- WC continues to accept fly ash from Weston and Pulliam to mix with sludges to provide stabilization/daily cover (reduced to approximately 210 tons/day); stockpiling

Weston fly ash and bottom ash for 1' stabilization placement in areas where final grades are reached.

- Riverview Construction (Riverview) is providing 1 day per week operational assistance with sludge/ash mix grading, 1' stabilization layer placement and installation of interior drainage piping and sumps.
- Odors, stability and interior drainage are no longer issues.
- Remaining airspace volume calculations/filling activities show Sludge Site reaching capacity at the end of September/early October 2016 (at current weekly tonnages); SWMB Staff notified Appleton Coated and Clearwater Paper accordingly – plan will be to divert material to OC Northeast Landfill for disposal.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: P. Eisen requested a BOW Solid Waste Disposal Agreement status update and a progress report on the WC Lifecycle Financial Analysis. J. Rabe indicated that he has follow-up Investment Comparisons from C. Orenstein for the SWMB to consider.
11. Set Next Meeting Date: The next SWMB meeting date is scheduled for June 15, 2016 at 9:00 a.m.
12. Adjournment: Motion to adjourn made by J. Finch and seconded by S. Locke. Motion carried 7-0. Meeting was adjourned at 10:12 a.m.

Respectfully Submitted,

Kathy Hutter  
Confidential Secretary

**Approved by SWMB – June 15, 2016**