

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

DATE: June 3, 2020

TIME: 9:00 a.m.

LOCATION: Virtual Meeting by Zoom and Phone Call-In

PRESENT BY ZOOM  
OR SPEAKER PHONE: Pat O'Brien, Chairman  
David Albrecht, Vice Chairman  
Paul Eisen, Secretary  
Thomas Borchart  
Mike Easker (9:02 a.m. – 10:27 a.m.)  
Susan Locke  
Doug Nelson (9:03 a.m. – 10:27 a.m.)

EXCUSED: Gerry Konrad

ALSO PRESENT BY  
ZOOM OR SPEAKER  
PHONE: John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Zach Moureau, Environmental 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 3, 2020 agenda, made by D. Albrecht and seconded by S. Locke. Motion carried 5-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that the COVID-19 letter to Governor Evers from AROW/SWANA/WCSWMA dated May 6, 2020 was sent to all County Board Supervisors; Supervisor Karen Powers thanked the SWMB in an email for sharing this information supporting sanitation workers.

J. Rabe informed the SWMB that Mike Easker, Gerry Konrad & Susan Locke SWMB were reappointed through April 18, 2023 at the May 19, 2020 County Board Meeting.

J. Rabe informed the SWMB that Outagamie County (OC) Material Recovery Facility promoted Alex Nett to Recycling & Resource Recovery Administrator effective June 8, 2020; OC began recruitment for the vacant Recycling & Solid Waste Program Coordinator position.

J. Rabe informed the SWMB that the Winnebago County Household Hazardous Material facility has its first open day today. J. Rabe explained to the SWMB that K. Hutter is assisting Brown County (BC) staff with coordination of the new operational procedures recently put in-place due to COVID-19.

J. Rabe informed the SWMB that SWANA received a “Thank You” letter from Governor Hogan, Maryland for supporting sanitation workers throughout the COVID-19 pandemic.

J. Rabe informed the SWMB that there was a recent story regarding BC starting construction of the new South Landfill as part of the BOW solid waste agreement program/schedule; WBAY/Fox11/on-line national publication such as Waste Today also picked up this story.

5. Approval of Minutes – May 20, 2020 Open Session: Motion to approve the May 20, 2020 open session minutes, made by D. Albrecht and seconded by S. Locke. Motion carried 7-0.

6. Discussion – 2021 Budget Schedule: J. Rabe explained the 2020 Budget Schedule to the SWMB as follows:

- June 3, 2020 was the SWMB budget kickoff
- June 3, 2020 Labor Projections from Human Resources will be distributed to departments
- June 22, 2020 Labor Projection changes due to Human Resources from departments
- June 22, 2020 Meeting with Information Systems to update technology requests
- July 8, 2020 Labor Projections will be loaded into Munis
- July 10, 2020 Mission Statement, Program Descriptions, Accomplishments & Goals due
- July 29, 2020 Draft Budget Packets will be mailed to the SWMB members
- Budget Workshop on August 5, 2020
- August 19, 2020 is the SWMB final budget approval
- August 24-28, 2020 is Executive budget meetings
- October 26-30, 2020 is the County Board budget deliberations

P. O’Brien suggested providing iPads to all SWMB members.

Discussion ensued amongst the SWMB.

7. Discussion/Action – 2019 Financial Reports: K. Pernsteiner presented the 2019 Statement of Revenues and Expenses (Unaudited) to the SWMB as follows:

	2018	2019
<b>OPERATING REVENUES</b>		
Landfill Fees	\$7,526,874	\$7,056,868
Power Sales	2,105,479	2,060,276
Sales of By-Products	29,459	18,098
Total Operating Revenues	\$9,661,812	\$9,135,242
<b>OPERATING EXPENSES</b>		
Salaries and Wages	\$850,083	\$926,621
Employee Benefits	296,974	455,053

Supplies	25,697	25,906
Contractual Services	5,498,255	5,830,206
Other Operating Expenses	715,712	524,494
Utilities	309,950	367,191
Insurance	106,561	89,359
Depreciation and Amortization	1,067,072	(166,209)
Indirect Costs	94,416	107,712
Landfill/Recycling License	12,032	12,649
General & Administrative	137,235	121,837
Total Operating Expenses	\$9,113,987	\$8,294,819
<b>NON-OPERATING REVENUES (EXPENSES)</b>		
Interest Income	681,376	1,622,763
Interest Expense	(495)	(146)
Miscellaneous	17,300	16,201
Total Non-Operating Revenues	\$698,181	\$1,638,818
<b>NET SURPLUS (DEFICIT)</b>	\$1,246,006	\$2,479,241
<b>NET ASSETS, JANUARY 1</b>	\$35,040,163	\$36,241,647
<b>PRIOR YEAR ADJUSTMENT</b>	(\$44,522)	\$0
<b>NET ASSETS, DECEMBER 31</b>	\$36,241,647	\$38,720,888

K. Pernsteiner reviewed the major changes between 2018 and 2019 amounts with the SWMB.

Discussion ensued amongst the SWMB.

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

	2018	2019
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and Investments	\$34,601,575	\$34,773,622
Other Receivables	1,016,235	863,071
Inventories and Prepayments	750	103,278
Total Current Assets	\$35,618,560	\$35,739,971
<b>RESTRICTED ASSETS</b>		
Cash and Investments	\$11,296,761	\$11,656,158
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Charges for Pensions	\$428,693	\$489,235
<b>PROPERTY AND EQUIPMENT</b>		
Net Property and Equipment	\$7,542,309	\$8,905,540
<b>TOTAL ASSETS</b>	\$54,886,323	\$56,790,904
<b>LIABILITIES AND FUND EQUITY</b>		
<b>CURRENT LIABILITIES (PAYABLE FROM CURRENT ASSETS)</b>		
Total Current Liabilities	\$993,436	\$1,421,205

**LONG-TERM LIABILITIES**

General Obligation Bonds Payable	\$2,632	\$18,320
Other Long-Term Liabilities	17,354,755	16,361,055
Deferred Inflow Pension	293,853	269,436
Total Long-Term Liabilities	17,651,240	16,648,811
Total Liabilities	\$18,644,676	\$18,070,016

**FUND EQUITY**

Investment in Capital Assets	\$7,542,307	\$8,905,540
Restricted Funds	\$258,254	\$801,332
Reserved for Solid Waste	28,441,086	29,014,016
Total Fund Equity	\$36,241,647	\$38,720,888

**TOTAL LIABILITIES & FUND EQUITY**                      \$54,886,323      \$56,790,904

Discussion ensued amongst the SWMB.

K. Pernsteiner presented the 2019 Restricted Investment Summary (Unaudited) to the SWMB as follows:

	2018	2019
<b>WDNR ESCROW ACCOUNTS</b>		
Sunnyview - Landfill Long Term Care	9,094,916	9,205,363
Sunnyview - Sludge Long Term Care	2,147,149	2,142,556
Total Restricted Investments	\$11,242,065	\$11,347,919

Motion made by D. Albrecht and seconded by T. Borchart to accept the 2019 Financial Reports as presented by K. Pernsteiner. Motion carried 7-0.

8. Discussion/Action – ATC Electric Transmission Line Easement Request: J. Rabe presented the American Transmission Company (ATC) Electric Transmission Line Easement Request to the SWMB as follows:

- Received notice from Corporation Counsel's office on May 28, 2020 that ATC had requested an electric transmission line easement on April 27, 2020 for the Butte des Morts substation (Neenah) to Sunset Point substation (Oshkosh) rebuild project (planned for 2021); includes permission to install, maintain and replace (8) anchors and attached guy wires within the easement strip
- West side of 204-acre Sunnyview Landfill property along I-41; ATC is seeking a 0.16-acre expansion to the existing 0.57 acres easement from 1947; total permanent easement will be 0.73 acres
- Reviewing our existing structures/utilities/monitoring points/etc. at the site, the easement will have no impact on our operations or any expansion

- Voluntary easement rights of \$1,450 based on the appraisal before and after values; also offering an additional \$500 for site access and an additional \$500 for herbicide application; total easement offer amount is \$2,450
- Staff request SWMB authorization to enter into electric transmission easement agreement with ATC including total compensation of \$2,450

Discussion ensued amongst the SWMB.

Motion to authorize the SWMB to enter into an electric transmission easement agreement with ATC including total compensation of \$2,450, made by P. Eisen and seconded by D. Albrecht. Motion carried 7-0.

9. Discussion – Operational Program Updates: K. Pernsteiner presented the Landfill/Transfer Station Operational Program Updates to the SWMB as follows:

- Landfill Update:
  - Mowing operations at both landfills has started. It will take until late July to finish up mowing at the Sunnyview and Snell Road landfills.
- Landfill Office Renovation Project Update:
  - We received new exterior steel draw down paint samples from our painter and we are waiting for approval from Architect to finalize color selection.
  - We are working with the HVAC contractor and Winnebago County Facilities Mechanical Technicians on balancing out the cooling in the new offices. Winnebago County Facilities Technicians will monitor the Johnson Controls program that we have installed and are using. We are still making the adjustments necessary to the Johnson Controls program.
- Scale updates
  - May 2020 was the highest ever number of cash customer loads crossing our scales at 4,065 loads and highest ever total paid \$104,300.
  - August 2019 was the previous highest at 3,892 loads and \$101,656 total paid.

Discussion ensued amongst the SWMB.

Z. Moureau presented the Landfill Gas (LFG) and Long-term Care Update to the SWMB as follows:

- Engines #2R, #3, and #5 are currently running with scheduled shutdown of Engine #2R overnight during off-peak hours. Engine #4 experienced a failure of the oil cooler last week Friday. A new oil cooler would take at least 45 days to arrive. Instead, the failed oil cooler has been sent out to be repaired by one of our engine part vendors. It will take them 2 weeks to repair and send it back to us.
- 2nd Quarter Surface Emission Monitoring is occurring this week.
- The Sunnyview Landfill Maintenance Project is scheduled to start with a pre-construction meeting on June 22, 2020. The contractor (Landfill Drilling and Piping) projects completion within 3 to 4 weeks.
- A Request for Proposal (RFP) for the additional work related to the HGWES shutdown at the Snell Road Landfill will be posted this week. A pre-proposal meeting is scheduled for June 9, 2020 and responses are due June 23, 2020. The RFP responses and an award

recommendation will be presented to the SWMB at the July 1, 2020 Meeting. Work is projected to start in July.

- Quarterly and Semi-annual Groundwater Monitoring continues at the Snell Road Landfill. We have not encountered any significant issues.

J. Rabe presented the Administration Office PV System monitoring to the SWMB as follows:

- 98 panel solar PV system installation as part of office addition/renovation project (18 panels on office facing south/80 panels on shop facing east)
- System started up in April 2020 and on-line monitoring system (SolarEdge) adjustments took place in April/May
- Final approval from WPS will be received in June (mainly internal usage/extra power sold back to grid)
- Received \$5,924 Focus on Energy grant

Discussion ensued amongst the SWMB.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is schedule for June 17, 2020 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by D. Albrecht and seconded by S. Locke. Motion carried 7-0. Meeting was adjourned at 10:27 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB - July 15, 2020**