

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

DATE: July 20, 2011

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
David Albrecht
Pat Brennand
Mike Easker
Jerry Finch
Gerald Konrad

EXCUSED: Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste
Adrienna Kumbier, Solid Waste Secretary
Kurt Pernsteiner, Financial Analyst
John Fink, County Executive Assistant
Jim Morris, Landfill Manager (9:00 a.m. – 9:54 a.m.)

1. Call to Order: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the July 20, 2011 agenda with the elimination of agenda Item 9, made by K. Robl and seconded by P. Brennand. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: P. Eisen presented the SWMB with a single stream recycling and hazardous waste advertisement that was in the newspaper, brochures from Outagamie County Recycling and a Request for Proposal advertisement for the Law Enforcement Center (LEC) absorption chiller.

Discussion ensued amongst the SWMB.
5. Approval of Minutes – July 6, 2011 Open Session: Motion to approve the July 6, 2011 open session minutes, made by J. Finch and seconded by P. Brennand. Motion carried 8-0.

6. Discussion – 2011 Final Cover Sequence C-3 Construction Project Update (SW03-11): J. Rabe updated the Solid Waste Management Board (SWMB) on the Final Cover Sequence C-3 Construction project as follows:
- Mueller Excavating (Mueller) making good progress with clay cap placement but recent weather delays impacting schedule (14 weather days thus far).
 - American Environmental Group (AEG) started geomembrane deployment on July 14, 2011, but has been shut down since July 18, 2011.
 - Geocomposite materials began to arrive on July 20, 2011 and AEG will hopefully begin installation later today.
 - Terra Engineering & Construction will begin vertical gas well installations on July 25, 2011.
 - Scheduled final completion date of September 9, 2011 is still the target.

Discussion ensued amongst the SWMB.

7. Discussion/Action – Retained Earnings Reservation: J. Rabe informed the SWMB of two (2) recommended changes to Retained Earnings Reservation as follows:

<u>Description</u>	Fund Goal Authorized By SWMB <u>2010</u>	Fund Goal SWMB Recommendations <u>2011</u>
Designated Emergency Funds:		
Regulatory Compliance	\$1,000,000	\$1,000,000
Remediation/Liability	2,000,000	2,000,000
Litigation	200,000	200,000
Interim Construction	500,000	500,000
Operational	100,000	100,000
Capital Outlay	500,000	500,000
Rate Stabilization – Solid Waste	---	---
Rate Stabilization - Recycling	400,000	1,400,000
Surplus for Future Solid Waste Transportation	4,300,000	5,600,000
Research & Development Planning	500,000	500,000
Snell Road Landfill LTC >20 years	6,000,000	6,000,000
Sunnyview Landfill LTC >40 years	1,400,000	1,400,000
Snell Road Landfill Preventative Maintenance	1,000,000	1,000,000
Sunnyview Landfill Preventative Maintenance	1,000,000	1,000,000
Total Reserved	\$18,900,000	\$21,200,000
Balance (12/31/10)	\$20,039,228	\$20,039,228
Reserved	18,900,000	21,200,000
Current Overfunded/(Underfunded)	\$1,139,228	(\$1,160,772)

J. Rabe summarized the proposed modifications to allocation amounts as follows:

- Change fund description from “Rate Stabilization – Recycling” to “Debt Service– Recycling”
 - Increase fund reservation by \$1 million to \$1.4 million. This will be used to offset the \$300,000/year debt service costs of the new facility that can’t be passed along to municipalities (current balance of \$2.385 million as of April 5, 2011).
- Increases to “Surplus for Future Solid Waste Transportation” by \$1.3 million to \$5.6 million. This will be used to offset future transportation costs and soften tipping fee increases.
- Net result is a \$21.2 million allocation amount and \$1.16 million deficit.

M. Easker suggested that the SWMB should have 10% of their budget in reserves (undesignated for operational cash flow).

Discussion ensued amongst the SWMB.

Motion to add an undesignated reserve fund to the Retained Earnings Reservation that is 10% of the current year’s operating budget, made by M. Easker and seconded by D. Albrecht. Motion carried 8-0.

General consensus of the SWMB is to have staff revise the Retained Earnings Reservation document to show the 10% undesignated reserve fund and discuss at a future meeting.

8. Discussion/Action – Landfill Gas Project Updates: J. Morris provided the SWMB with the Sunnyview Landfill 3rd blower/oil water separator/flare modification project schedule as follows:

<u>Task Schedule</u>	<u>Est. Time</u>	<u>Completion Date</u>
Draft Design Plans & Specs	2 weeks*	July 11, 2011
Draft RFP	1 week	July 18, 2011
County Review of Draft RFP	2 weeks	August 1, 2011
RFP Published	1 week	August 8, 2011
Award Contract	3 weeks	August 26, 2011
Shop Drawing Submittal	2 weeks	September 12, 2011
Shop Drawing Approval	1 week	September 19, 2011
Equipment Delivery**	12 weeks	December 12, 2011
Construction Completion & Start-up	6 weeks	January 23, 2012

*2 weeks from schedule creation date, June 28, 2011.

**Delivery includes 8-10 week lead time for 3rd blower.

J. Morris updated the SWMB on landfill gas operations as follows:

Engine/Generator #1	Online	925 KW	
Engine/Generator #2	Online	925 KW	
Engine/Generator #3	Online	987 KW	
Engine/Generator #4	Down	---	Should be back up today
Engine/Generator #5	Online	1300 KW	
Sunnyview Compressor	Online	1270 scfm	Compressor A and B running
Sunnyview Flare	Online	1250 scfm	Needs head repair/replacement
Sunnyview Gas Field	Online	55.3% CH ₄	0.5% O ₂ , Vacuum -53" WC
Snell Road Compressor	Online	121 scfm	Will be replaced in 2011
Snell Road Flare	Offline	---	Will be replaced in 2011
Snell Road Gas Field	Online	53.8% CH ₅	0.8% O ₂

Discussion ensued amongst the SWMB.

J. Morris informed the SWMB that he and J. Rabe have a meeting at 1:00 p.m. today with Facilities & Property (Facilities) Department staff and Foth Infrastructure & Environment (Foth) to finalize the LEC engine/generator #4 & 5 waste heat recovery system redesign.

J. Morris reminded the SWMB that the proposals for the Snell Road Landfill Gas Blower and Flare System installation project came in over budget. The electrical/controls design was modified and a new RFP was issued on July 5, 2011. The proposal due date was recently extended 1 week to July 26, 2011.

Discussion ensued amongst the SWMB.

10. Closed Session – Pursuant to 19.85(1)(e), Wisconsin Statutes for the purpose of deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - a. Veolia Environmental Services (Veolia) – Solid Waste Disposal Agreement Amendment

Motion made by K. Robl to and seconded by P. Brennand at 9:54 a.m. to convene into closes session. Motion carried 8-0 by roll call vote.

11. Return to Open Session to Resume Regular Business: Motion to return to open session at 10:22 a.m. made by J. Finch and seconded by P. Brennand. Motion carried 8-0 by roll call vote.
12. Discussion/Action – Consider Authorization of Veolia Solid Waste Disposal Agreement Amendment: No action taken by SWMB.
13. Future Agenda Items: P. Brennand asked how long the SWMB should block out of their schedules for the budget workshop. J. Rabe stated to plan on three (3) hours (9:00 a.m. – noon).
14. Set Next Meeting Date: The next meeting date will be August 3, 2011 at 9:00 a.m.

15. Adjournment: Motion to adjourn made by J. Finch and seconded by P. Brennand. Motion carried 8-0. Meeting was adjourned at 10:24 a.m.

Respectfully Submitted,

Adrienna Kumbier
Solid Waste Secretary