PORT & RESOURCE RECOVERY DEPARTMENT

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DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **Monday July 30, 2018**
at the Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:
The meeting was called to order by Solid Waste Board Chair John Katers at 2:30 pm.

2) Roll Call:

Present:	John Katers, Chair Mark VandenBusch, Vice-Chair Norb Dantinne Bud Harris Dave Landwehr Michael Lefebvre Doug Martin Mike VanLanen
Excused:	Bill Seleen
Also Present:	Dean Haen, Brown County P&RR Mark Walter, Brown County P&RR Chad Doverspike, Brown County P&RR Patti Cole, Brown County P&RR Chris Anderson, Foth

3) Approval/Modification – Meeting Agenda
A correction was made to the agenda: the last meeting was on June 18, 2018.
A motion to approve the agenda as amended was made by Dave Landwehr and seconded by Bud Harris. Unanimously approved.

4) Approval/Modification – Meeting Minutes of June 18, 2018
A motion to approve the June 18, 2018 meeting minutes was made by John Katers and seconded by Mark VandenBusch. Unanimously approved.

5) Announcements/Communications
There were no announcements.

6) 2nd Quarter Budget Performance Reports
Mr. Haen reported on the 2nd Quarter Budget Status, comparing the YTD Actual Revenue and Expenses to the Annual Budget figures. **A motion to approve the 2nd Quarter Budget**

Performance Report was made by John Katers and seconded by Mike VanLanen. Unanimously approved.

7) 2019 Budget

Mr. Haen presented an overview of the Port & Resource Recovery Department Budget for 2019. The budget is flexible and there could be changes made in each step along the way toward its approval in November.

Under Solid Waste, there will be small increases in the tipping fees for Preferred Contract and Contract customers and a small increase in the delivery charge for Direct Delivery customers. A correction was made to the Contract Rate's "Actual Change" to 2.3%.

Major expenses for 2019 include: the DNR wetland mitigation for the South Landfill ($500,000), addition of a second scale, kiosks at each scale, new scale software, and an asphalt bypass lane for the Waste Transfer Station ($200,000), additional engineering work on the South Landfill ($50,000), an evaluation of operational costs and equipment acquisition strategy ($50,000), and conversion of the Gas-to-Energy facility to passive flare ($250,000).

Under Recycling, because the world market for recycling commodities has significantly declined, there will be a $10/ton charge to cover the difference in processing costs/ton and revenue/ton. The Recycling TIP fee tiers will be adjusted to align with the Tri-County facility.

The Hazardous Material Recovery (HMR) program will work on growing VSQG business users and renegotiating contracts with partners to reduce costs.

Mr. Haen also presented the Statement of Funds, comparing details for the Actual Balances and Projected Balances for Revenue and Expenses half way through 2018. Changes to Rates and Fees were noted. New Department Initiatives and progress on Grant Details were shared. Mr. Haen interpreted details as the Budget was examined.

A motion to approve the 2019 Budget as modified was made by John Katers and seconded by Mike VanLanen. Unanimously approved.

8) Public Relations RFP

Mr. Haen shared the draft of the Request for Proposals (RFP) for a new vendor for strategic public communications. Details, Attachments and Scoring were discussed. Mike Lefebvre suggested that the RFP should be edited to include "Professional Liability" to the insurance coverage, add "Errors and Omissions," add missing scoring criteria, change "agency" to "organization," and to create fillable PDFs. Since the RFP has already been reviewed and approved by the County's Planning, Development & Transportation Committee, it was decided to approve the RFP as is for now and to file the suggested edits to Purchasing and Risk Management for future RFPs.

A motion to approve the Public Relations RFP was made by Mike Lefebvre and seconded by Dave Landwehr. Unanimously approved.

9) South Landfill Baseline Monitoring

Mr. Haen shared a copy of the letter that was sent to Badger Laboratories regarding possible cross-contamination during the sampling activities conducted at the South Landfill between

December 2017 and February 2018. The letter confirms a meeting on August 7, 2018 to discuss this matter and requests information from Badger Laboratories before then. Thereafter a meeting will be schedule with WI Department of Natural Resources to discuss the matter. Further information will be collected and Solid Waste Board will be updated.

10) Transfer Station Second Scale and Kiosk Options
Mark Walter and Chad Doverspike shared their research on options for the second scale at the Transfer Station including: kiosk equipment and scale software, a credit card scanner and credit card software. Certain technical challenges have yet to be met: weatherproofing of the devices, integration of the software packages, placement and height of the kiosk. They will continue to investigate options.

11) Fox River Fiber Sludge Hauling RFQ
Schultz Trucking Enterprises, Inc. is the current hauler. Their contract ends December 2018. After being the low bidder on the recent RFQ, Schultz Trucking was awarded the FRF Sludge Hauling contract.

12) Landfill Jetting RFQ
Landfill leachate jetting must be conducted annually. After being the low bidder on the recent RFQ, Great Lakes TV and Seal Inc. has been selected to be the vendor.

13) Director's Report
Customer Appreciation Days will be Tuesday September 18 at the Waste Transfer Station and Wednesday September 19 at the Resource Recovery Facility.

14) Such other Matters as Authorized by Law
There will be no meeting in August.
The next meeting will be held on the third Monday of September: **September 17**.

No other matters.

15) Adjourn
A motion to adjourn was made by Norb Dantinne and seconded by Dave Landwehr.
Unanimously approved. Meeting adjourned at 3:49 pm.

John Katers, Chairman
Solid Waste Board

Dean R. Haen, Director
Port & Resource Recovery Department