

**PORT & RESOURCE RECOVERY DEPARTMENT**



2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

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DEAN R. HAEN

DIRECTOR

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**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

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A regular meeting was held on **Monday, October 21<sup>st</sup>, 2024**  
at the Resource Recovery Office, 2561 South 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  
                                  John Myers  
                                  Bill Seleen  
                                  Mike VanLanen  
                                  Michael Lefebvre  
                                  Sean Gehin  
                                  Kevin Gannon

Also Present:             Dean Haen, Brown County P&RR  
                                  Chad Doverspike, Brown County P&RR  
                                  Mark Walter, Brown County P&RR  
                                  Brian Rickert, Village of Ashwaubenon

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Norb Dantinne and seconded by Sean Gehin.** Unanimously approved.

4) Comments from the Public

None.

5) Approval/Modification – Minutes of September 16<sup>th</sup>, 2024 Meeting

**A motion to approve the minutes of the September 16<sup>th</sup>, 2024 meeting was made by Mike VanLanen and seconded by Sean Gehin.** Unanimously approved.

6) Announcements/Communications

Director Dean Haen spoke briefly on the 2025 Budget that was approved by the PD&T Committee and moved as presented to the Brown County Board of Supervisors October 23 for further approval. Staff will then communicate to customers the 2025 rates.

Chair John Katers inquired if the Solid Waste Board members will be offered registration to the WIRMC Conference in February 2025, which Mr. Haen confirmed. Conference registration fees will be paid for by the Resource Recovery Department.

7) Final Environmental Engineering RFP – Request for Approval

Mr. Haen explained that by Brown County Purchasing requirements, contracts are limited to five-year terms. Foth Infrastructure & Environmental LLC holds the current contract for landfill solid waste engineering and environmental monitoring, and their current contract will expire in May 2025.

Chad Doverspike explained the RFP as presented to the board members. The document was similar to the previous RFP, with certain changes which Mr. Doverspike spoke on. Changes included the addition of the gas collection and control system and beneficial use engineering. Mr. Katers asked if there was thought in changing the contract cycle to a fiscal year instead of beginning in May, which Mr. Haen explained the contract start date needing to be on a fiscal year calendar.

John Myers asked if there was a limitation on Foth continuing to receive the contract, which Mr. Doverspike and Mr. Haen answered there wasn't. Kevin Gannon asked if there were other firms that would be interested in the contract, which Mr. Haen answered that several are expected to respond to the RFP.

The RFP scoring process favors the firm's experience, staff and proximity to Brown County. A committee of five will be assembled to score and interview firms (if needed) that submit proposals for the contract.

Mr. Doverspike continued to discuss the differences between the previous and the current RFP. Scoring methodology was changed to require experience of the firm to account for 35% of criteria up from 30%, references from 15% to 10%, and added the opportunity to hire an additional engineering firm for any reason if needed. This would allow the Department to hire another engineering firm to accomplish a project if the awarded firm is not able to accommodate the project's timeline or needed expertise.

Sean Gehin questioned if the RFP should reflect the five-year contract, and how the firm would report their rates changing each year due to CPI. Mr. Doverspike confirmed that there is an annual rate increase percentage asked under RFP Pricing. Mr. Haen and Mark Walter noted that pricing is not evaluated by the scoring committee. A cover letter through Purchasing would include communication on the five-year term, but Mr. Doverspike confirmed that this can be noted in the RFP as well.

Kevin Gannon asked if the firms could submit a proposal with the intention of subcontracting with another engineering firm for engineering outside of their expertise, which Mr. Doverspike confirmed that this was done in previous RFPs. Michael Lefebvre asked if details of planned engineering could be included to explain the Department's anticipated projects. Mr. Lefebvre also suggested that direct rates of positions, overhead rates and profit margin be provided by the firms. These suggestions were welcomed and will be added to the RFP to add value to the scoring process.

There was further discussion on the scoring process regarding pricing and its determining factor in the RFP selection process.

**A motion to approve the Final Environmental Engineering RFP with changes as noted by the Solid Waste Board was made by Michael Lefebvre and seconded by John Myers. Unanimously approved.**

8) Brown County South Landfill Gas Beneficial Use RFP – Request for Approval

Mr. Haen discussed the beneficial use of landfill gas, utilizing and adding to the planned gas collection and destruction system. It would bring in a potential \$1-2 million of revenue ideally with no County investment of capital. Mr. Haen explained the importance of the project and selection of engineering firm to accomplish it.

Mr. Doverspike gave an overview of the extensive RFP which was reviewed internally by several staff, engineers at Foth, Dane, Marathon and Outagamie Counties, in addition to Outagamie County's current beneficial use contractor, Richard Crowther with Terreva.

Based on recommendations from Mr. Crowther, attachments detailing several aspects of the project were included and explained by Mr. Doverspike. Attachment A details the accepted waste history that will inform the contractor on what kind of waste has gone in during 2022 and 2023. Attachment B details the Point of Delivery where the gas line will be valved and a part of the planned gas collection system. Attachment C shows the planned landfill map up to Phase Three. Attachment D is an anticipated gas curve that Foth assumes will be available. Attachment E is the design for the collection system. With recirculation of leachate, the amount of gas production would accelerate since the waste has the moisture it needs to increase degradation. Attachment F detailed the Outagamie County landfill gas data to show a like-in-kind landfill within the BOW (Brown, Outagamie, Winnebago) system. Attachment G was the existing natural gas pipeline for reference as a potential pipeline interconnect location, roughly one mile west from the South Landfill. Attachment H shows property available for beneficial use lease, roughly 2-3 acres, but more may be available on-site.

Bill Seleen asked for further information on the location of the beneficial use site, which Mr. Doverspike answered. A few options are available, such as utilizing the Dynamics pipeline, hooking it up to the system's point of entry. Mr. Doverspike talked about the possible issue due to the difference in manure gas value and landfill gas value, which would require tracking through a flow meter. Mr. Seleen also asked if there was a benefit

to having it on the South Landfill property, which Mr. Doverspike explained that under the host community agreement with Town of Holland, Brown County has that ability.

Mr. Katers spoke on the possibility of renewable energy becoming more valuable. Mr. Doverspike discussed to Mr. Katers point of the royalties that the department would receive on all sales from the vendor. The landfill would provide the gas, and the contractor would provide a percentage of gross sales. Mr. Myers asked if there was any language about the contractor's responsibility to continue to utilize the gas even if it is not producing as much which Mr. Doverspike explained.

Mr. Doverspike recommended a five-person committee to review contractors who submit a proposal. Timing of the project and creation of contracts through Foth and Corporation Council was discussed.

**A motion to approve the Brown County South Landfill Gas Beneficial Use RFP was made by Norb Dantine and seconded by John Katers. Unanimously approved.**

9) South Landfill

Mr. Haen updated the Board members on the farm access area culvert that collapsed. This will be an unbudgeted cost of around \$10,000. Mr. Doverspike discussed the winding down on construction with completion of horizontal gas line installation and haul road paving. Construction of Phase Two is postponed from 2025 to 2026 to save the cost by a year by moving waste within the BOW system.

10) Waste Transfer Station

Mr. Haen updated the Board members about the delayed delivery of a compactor until January of 2025. The concrete floor construction is delayed until May 2025 due to delivery timeline on supplies as well as warranty of the concrete installed.

11) Director's Report

Mr. Haen had no further items to discuss that were not covered in previous agenda items.

12) Such other Matters as Authorized by Law

Mr. Gannon asked if there was any update on the NFL Draft plans, which Mr. Haen answered that meetings with municipal public works directors are planned.

13) Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by John Katers. Unanimously approved.**

Meeting ended at 3:31 pm.

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John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department