

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

DATE: April 5, 2017

TIME: 9:00 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
Mike Easker
Jerry Finch
Susan Locke

EXCUSED: Gerry Konrad
Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste
Kurt Pernsteiner, Solid Waste Operations Manager
Kathy Hutter, Recycling Program Manager
Chris Anderson, Foth Infrastructure & Environment

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the April 5, 2017 agenda, with one change to remove item #9, made by K. Robl and seconded by M. Easker. 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 3-year SWMB membership terms for M. Easker, J. Finch, G. Konrad, and S. Locke were renewed at the March 21, 2017 County Board meeting.

J. Rabe explained to the SWMB that he recently received an odor complaint from Supervisor Julie Gordon, Oshkosh District 17. In the March 29, 2017 email, J. Gordon indicated that she smelled paper sludge odors in the early morning hours while walking in her neighborhood near downtown Oshkosh. J. Gordon inquired if the odors would soon be reduced. J. Rabe responded to J. Gordon's email, explaining that Staff are taking steps to mitigate the odors, but

some odors will remain until the Sludge Site Final Cover Construction Project can be completed (Summer 2017).

5. Approval of Minutes – March 15, 2017 Open Session: Motion to approve the March 15, 2017 open session minutes, made by J. Finch and seconded by S. Locke. Motion carried 7-0.

6. Discussion/Action – Ken Robl Conservation Park Planning Update: J. Rabe presented the SWMB with the Ken Robl Conservation Park (KRCP) Planning Update as follows:

- E. McCoy, Solid Waste Parks Specialist met with R. Way, Winnebago County (WC) Parks Director on March 21, 2107 to discuss the KRCP updated design and operational details. Pond design and access, parking and vehicle access, general landscaping, and the kiosk/shelter were discussed.
- Staff will develop a Memorandum of Understanding (MOU) with the WC Parks Department once the level of commitment for operations and maintenance is determined.
- SmithGroup JJR and Foth Infrastructure & Environment (Foth) developed a Cost Estimate for Engineering Services for the KRCP based on design and permitting the features that were presented at the March 15, 2017 SWMB meeting. J. Rabe presented the April 3, 2017 Foth draft cost estimate proposal to the SWMB and reviewed the scope of work with the SWMB. The proposal includes tasks divided into the following phases with associated cost estimates:

<u>Phase Description</u>	<u>Cost Estimate</u>
Phase 1 – Stewardship Grant Application	\$3,600
Phase 2 – Site Evaluation	\$29,700
Phase 3 – Permitting Activities	\$19,400
Phase 4 – Park Design Plans and Specifications	\$39,900

- The total Evaluation/Permitting/Design Engineering Services estimate is \$92,600; it does not include work items associated with bidding and construction administration.
- The SWMB previously authorized the Initial Design/Engineering cost estimate (up to \$62,600) at the March 15, 2017 meeting.
- Staff will continue to discuss the draft proposal with SmithGroup JJR and Foth.
- Staff will present the finalized proposal to the SWMB at a future meeting for authorization.
- SmithGroup JJR/Foth will move forward to assist Staff with preparation of grant applications administered through the Wisconsin Department of Natural Resources (WDNR). The grant application deadline is May 1, 2017.

Discussion ensued by the SWMB.

No action taken by the SWMB.

7. Discussion/Action – Award Sludge Site Final Cover Construction Project: J. Rabe explained to the SWMB that the Invitation to Bid for Sludge Site Final Cover Construction at the Sunnyview Landfill was published in early March 2017 with bids due March 30, 2017. The pre-bid meeting was held on March 16, 2017 and was well attended. J. Rabe indicated that bid responses were received from five (5) Contractors; one Contractor did not meet Bid

qualifications and was disqualified. J. Rabe presented the SWMB with the following Sludge Site Final Cover Construction Project (SW03-17) Bid Tally.

<u>Item</u>	<u>Buteyn- Peterson</u>	<u>Riverview Construction</u>	<u>Relyco</u>	<u>Mueller Excavating</u>
Base Bid	\$1,381,670	\$1,399,943	\$1,400,000	\$1,825,725
Option 7A	<u>\$152,144</u>	<u>\$420,320</u>	<u>\$162,800</u>	<u>\$278,240</u>
Total Base Bid & Option 7A	\$1,459,573	\$1,777,323	\$1,501,100	\$2,010,005

J. Rabe explained to the SWMB that the Total Base Bid & Option 7A reflects Item 7 - Topsoil Layer Installation (On-site stockpile) and Item 12 – Topsoil Haul Road Restoration removed from the Base Bid and Option 7A – Topsoil Layer Installation (Contractor supplied topsoil) added to replace Item 7.

J. Rabe indicated that each of qualified bidding Contractors have performed work at the Sunnyview Landfill. Buteyn-Peterson, the low-bid Contractor constructed Phase 6 of the Sunnyview Co-Disposal Site. Staff found Buteyn-Peterson to be organized and the Phase 6 Construction Project well managed.

J. Rabe explained that the Sludge Site Final Cover Construction Project is a non-budget item. The Engineer’s Estimate for construction is \$1.75M. Sunnyview Landfill Closure Escrow is \$2M with \$1.8M estimated for construction and \$200,000 estimated for engineering. Staff and Foth recommend awarding the Sludge Site Final Cover Construction Project with Bid Option 7A to Buteyn-Peterson for \$1,459,573.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by K. Robl, to award the Sludge Site Final Cover Construction Project (SW03-17) to Buteyn-Peterson for not more than \$1,459,573. Motion carried 7-0.

8. Discussion/Action – Authorize Sludge Site Final Cover Construction Engineering Services: J. Rabe explained to the SWMB that Foth prepared a Cost Estimate for Engineering Services for the 2017 Sludge Site Final Cover Construction Project. J. Rabe presented the SWMB with Foth’s January 30, 2017 Sludge Site Final Cover Construction Engineering Services Cost Estimate and explained that:

- The 2017 Final Cover Construction Project is divided into 6 Phases with associated Engineering Services Cost Estimate as follows:

<u>Phase Description</u>	<u>Cost Estimate</u>
Phase 1 – Design Plans and Specifications	\$17,400
Phase 2 – Bidding Assistance	\$7,400
Phase 3 – Construction Administration	\$39,500
Phase 4 – Field Observation	\$89,700
Phase 5 – Construction Material Testing	\$9,500
Phase 6 – Construction Observation Report	\$14,600
Total Engineering Services Estimate	\$178,100

- Phase 1 and Phase 2 Engineering Services were essential in the pre-bid process; J. Rabe approved these expenses on March 21, 2017 (total \$24,800).
- The Engineering Services Estimate falls within the expected range for the project.

J. Rabe asked the SWMB to consider authorizing the 2017 Sludge Site Final Cover Construction Engineering Services for \$178,100.

Discussion ensued amongst the SWMB.

Motion made by P. Eisen and seconded by J. Finch, to authorize the Sludge Site Final Cover Construction Engineering Services proposed by Foth for \$178,100. Motion carried 7-0.

10. Discussion/Action – 2016 RUG Financial Report: K. Pernsteiner presented the annual 2016 RUG Recycling Financial Report to the SWMB. K. Pernsteiner reviewed the 2016 budget versus actual for revenues and expenses, and summarized the financial breakdown between the signing municipalities and the SWMB (County) in accordance with the Recycling Agreement. The bottom line for the signing municipalities is a \$143,817 surplus for 2016. The SWMB (County) portion yielded a surplus of \$51,906 for the program in 2016, even though the single stream recycling (SSR) debt service (\$309,917) is still not being passed along to the signing municipalities (part of the SWMB's 2008/2009 commitment to move forward with the Tri-County SSR Facility). K. Pernsteiner explained to the SWMB that Staff would like to refund the full 2016 surplus (\$143,817) to the signing municipalities.

K. Hutter explained to the SWMB that recycling commodity markets started out weak in 2016 and improved through the year. Brown, Outagamie and Winnebago Counties all experienced increased recycling tonnages in 2016. The late year commodity market improvements and increased tonnages made 2016 more profitable than expected.

J. Rabe explained to the SWMB that the 2016 RUG Financial Report would be presented along with a Single Stream Recycling Report and Transfer Station/Landfill Operations Report at the Annual Responsible Unit of Government (RUG) Financial and Informational Meeting to be held at 9:00 a.m. on Tuesday, April 25, 2017 at the J.P. Coughlin Center, Meeting Room B in Oshkosh.

Motion made by P. Eisen and seconded by J. Finch to refund the full 2016 surplus (\$143,817) to the signing municipalities.

Discussion ensued amongst the SWMB.

Motion made by M. Easker and seconded by P. O'Brien, to amend P. Eisen's motion to include reserving the SWMB (County) 2016 surplus (\$51,906) to be used to offset future SWMB (County) recycling program deficits prior to the SWMB (County) seeking deficit offset funds from signing municipalities. Motion carried 7-0.

P. Eisen's motion including M. Easker's amendment carried 7-0.

11. Future Agenda Items: J. Rabe indicated that the Single Stream Recycling Report and Transfer Station/Landfill Operations Report will be presented at the next SWMB meeting.
12. Set Next Meeting Date: The next SWMB meeting date is scheduled for April 19, 2017 at 9:00 a.m.
13. Adjournment: Motion to adjourn made by J. Finch and seconded by S. Locke. Motion carried 7-0. Meeting was adjourned at 10:10 a.m.

Respectfully Submitted,

Kathy Hutter
Recycling Program Manager

Approved by SWMB – April 19, 2017