



BONNIE GORE, PLACER COUNTY, CHAIR
BILL HALLDIN, ROCKLIN
DAN KARLESKINT, LINCOLN
ROBERT WEYGANDT, PLACER COUNTY
JOHN ALLARD, ROSEVILLE
KEN GREHM, EXECUTIVE DIRECTOR

MEETING OF THE BOARD OF DIRECTORS AGENDA

June 18, 2020 5:00 PM

Materials Recovery Facility Administration Building
3013 Fiddymment Road, Roseville, CA 95747

To protect public health and consistent with Executive Orders from the Governor of the State of California and the Directive of the Placer County Health Officer, the June 18, 2020 meeting of the WPWMA Board of Directors will be closed to public attendance.

Individuals may participate in the meeting by the following means:

*during the meeting via a Zoom webinar at <https://placer-ca-gov.zoom.us/j/94787355412>
or by calling (888) 788-0099 Webinar ID: 947 8735 5412*

-OR-

*prior to or during the meeting via email at info@WPWMA.ca.gov
Subject: June 18, 2020 WPWMA Meeting Comment*

Public comments will be accepted until the adjournment of the meeting, distributed to the Board of Directors, and included in the meeting record.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection by emailing the Clerk of the Board at info@WPWMA.ca.gov. The Western Placer Waste Management Authority is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you require disability-related modifications or accommodations please contact the Clerk of the Board at (916) 543-3960 or at info@WPWMA.ca.gov. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Clerk three business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated if time permits.

1. Call Meeting to Order
2. Pledge of Allegiance (Director Halldin)
3. Roll Call
4. Statement of Meeting Procedures (Clerk of the Board)
5. Agenda Approval
6. Public Comment

This is a time when persons may address the Board regarding items not on this Agenda. It is requested that comments be brief, since the Board is not permitted to take any action on items addressed under Public Comment.

7. Announcements & Information

- a. Reports from Directors ----
- b. Report from the Executive Director ----
- c. Financial Reports Pg. 3

- d. Monthly Tonnage Reports ----
- e. WPWMA Engineer's Report (Keith Schmidt) Pg. 5
- 8. Consent Agenda
 - a. Minutes of the Board Meeting held May 21, 2020 Pg. 7
Approve as submitted.
 - b. Agreement to Conduct a Temporary HHW Collection Event in Auburn Pg. 11
(Jennifer Snyder)
Authorize the Executive Director or designee, upon review and approval by WPWMA Counsel, to execute an agreement with Clean Harbors Environmental Services, Inc. to conduct a temporary Household Hazardous Waste collection event in Auburn for an amount not to exceed \$74,931.
- 9. Action Items
 - a. Agreement with Ecohero Show, LLC for School Outreach Services Pg. 21
(Stephanie Ulmer)
Authorize the Chair to sign an agreement with EcoHero Show, LLC to provide professional services related to the WPWMA's public outreach, education and engagement program for an amount not to exceed \$66,000.
 - b. Agreement with Magma Creative, Inc. for Public Engagement and Public Information Officer Services Pg. 29
(Stephanie Ulmer)
Authorize the Chair to sign an agreement with Magma Creative, Inc. to provide professional services related to public engagement regarding the WPWMA's facilities and services and Waste Action Plan for an amount not to exceed \$82,800.
 - c. Sole-Source Agreement with CH2M Hill Engineers for Compost Permitting Assistance Pg. 37
(Keith Schmidt)
Authorize the Executive Director or designee, upon review and approval by WPWMA Counsel, to sign a sole-source agreement with CH2M Hill Engineers, Inc., a Jacobs Engineering Group, Inc. subsidiary, to prepare composting standard operating procedures and provide permitting assistance related to the transition to aerated static pile composting for an amount not to exceed \$176,224.
- 10. Upcoming Agenda Items
Identification of any items the Board would like staff to address at a future meeting.
- 11. Adjournment

Western Placer Waste Management

Western Regional Sanitary Landfill Fund

Income Statement

(unaudited/depreciation excluded)

Year-to-Date

Apr-20

	Budget	Actuals	Variance Favorable / (Unfavorable)	Notes
Revenue				
42010:Investment Income	166,735	467,976	301,241	underbudgeted
42030:Rents and Concessions	82,119	213,128	131,009	underbudgeted
44270:State Aid - Other Programs	-	78,135	78,135	underbudgeted
46240:Sanitation Services - Other	24,234	18,130	(6,104)	overbudgeted
46250:Solid Waste Disposal	22,921,824	22,685,651	(236,173)	overbudgeted
46380:Interest Income - Loan Repayments	18,307	20,957	2,651	
48030:Miscellaneous	174,769	52,746	(122,023)	overbudgeted
Total Revenue	23,387,988	23,536,723	148,735	
Expenses				
Capital Assets:				
54430:Buildings & Improvements	368,333	172,571	195,762	overbudgeted
54470:Infrastructure	873,655	-	873,655	timing
54480:Land Improvements	1,478,682	-	1,478,682	timing
Operating Expenses:				
52030:Clothing and Personal	1,667	1,995	(328)	
52040:Communication Services Expense	25,918	32,455	(6,537)	underbudgeted
52050:Food	625	1,150	(525)	
52060:Household Expense	833	928	(95)	
52080:Insurance	113,783	132,000	(18,217)	underbudgeted / timing
52140:Parts	417	2,739	(2,322)	
52160:Maintenance	65,088	52,366	12,722	overbudgeted
52170:Fuels & Lubricants	-	43	(43)	
52180:Materials - Buildings & Improvements	208	8	200	
52240:Professional / Membership Dues	698	4,554	(3,857)	underbudgeted/coding
52250:Services and Supplies	167	15	152	
52260:Misc Expense	5,000	146,304	(141,304)	underbudgeted/coding
52270:Department Cash Shortage	250	57	193	
52320:Printing	14,167	9,546	4,621	overbudgeted / timing
52330:Other Supplies	4,167	15,203	(11,036)	underbudgeted
52340:Postage	1,667	1,988	(321)	
52360:Professional and Special Services - General	3,258,699	2,233,857	1,024,842	overbudgeted / timing
52370:Professional and Special Services - Legal	62,500	38,556	23,944	overbudgeted / timing
52380:Professional and Special Services - Technical, Engineering and Environmental			-	
SC3140 Building Maintenance, Installation & Repairs (GL52380)	22,297	18,750	3,547	overbudgeted
SC3180 MRF Operations (GL52380)	15,044,700	11,886,280	3,158,420	overbudgeted / timing
SC3190 Landfill Operations (GL52380)	2,196,148	1,558,351	637,797	overbudgeted / timing
3SC280: Security, Fire, Safety and Emergency Services (GL52380)	210,590	-	210,590	coding
SC3320 Environmental and Ecological Services (GL52380)	2,639,720	2,401,297	238,423	overbudgeted / timing
52390:Professional and Special Services - County	20,833	24,583	(3,749)	underbudgeted / timing
52400:Professional and Special Services - Information Technology	1,250	85,027	(83,777)	underbudgeted
52440:Rents and Leases - Equipment	2,888	-	2,888	
52450:Rents and Leases - Buildings & Improvements	1,228	599	629	
52460:Small Tools & Instruments	417	-	417	
52480:PC Acquisition	22,500	26,371	(3,872)	underbudgeted
52510:Commissioner's Fees	5,000	4,200	800	
52540:Signing & Safety Material	-	116	(116)	
52570:Advertising	45,550	34,107	11,443	overbudgeted / timing
52580:Special Department Expense	8,333	7,467	867	
52790:Transportation and Travel	29,167	3,395	25,771	overbudgeted / timing
52800:Utilities	591,618	595,702	(4,084)	underbudgeted
52810:Operating Materials	-	45	(45)	
53190:Taxes and Assessments	416,748	383,562	33,185	timing
53390:Transfer Out A-87 Costs	-	-	-	
55510:Operating Transfer Out	-	244,101	(244,101)	coding
59000:Appropriation for Contingencies	8,333	-	8,333	overbudgeted
Total Expenses	27,543,843	20,120,289	7,423,554	
Net Income	(4,155,854)	3,416,434	7,572,289	

Notes:

1. Budgeted revenues and expenses are prorated equally each month of the fiscal year, whereas actual revenues and expenses reflect those realized as of the date of the report. This may lead to notable reported discrepancies between budgeted and actual amounts.
2. Differences in the coding between the budgeted and actual revenues and expenses may result in notable reported discrepancies within the report.
3. The amount originally budgeted in 46365:Sales of Electricity has been moved to 48030:Miscellaneous where the actual revenue is booked. The amount originally budgeted in 46190:Road and Street Services has been moved to 46240:Sanitation Services - Other where the actual revenue is booked.

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**MEMORANDUM
WESTERN PLACER WASTE MANAGEMENT AUTHORITY**

TO: **WPWMA BOARD OF DIRECTORS**

DATE: **JUNE 18, 2020**

FROM: **KEN GREHM / KEITH SCHMIDT** *KS*

SUBJECT: **WPWMA ENGINEER'S REPORT**

RECOMMENDED ACTION:

None. This report is for information purposes only.

BACKGROUND:

This report focuses on issues specific to compost facility operation and permitting.

In 2014, AB 1826 required local jurisdictions to provide organic waste recycling services to their businesses by 2020. Pending regulation SB 1383, summarized in recent Board agendas, will require jurisdictions to have documented commitment from an organics processor to recover at least 50% of their organic waste by 2022 and at least 75% by 2025, and specifically requires the diversion of food waste from landfilling.

Your Board has taken several steps to prepare the facility to accommodate food waste diversion. Following initial recommendations to compost food waste, your Board certified the Capacity Enhancement Environmental Impact Report (EIR) in 2003, providing the necessary environmental clearance for "in-vessel"¹ composting of food waste. Several years passed where food waste diversion was not required while technologies developed and, in February 2011, your Board retained HDR Engineering to evaluate the technical, economic and regulatory feasibility of generating energy from municipal solid waste and landfill gas. HDR concluded a feedstock rich in organic materials (such as food waste) may be viable to process in a digester should the WPWMA construct one. In July 2013, your Board retained Capital Public Finance Group (CPFG) to further the HDR study. Concurrent with the CPFG study, staff held Organics Management Group (OMG) meetings, comprised of HDR, CPFG, Member Agency staff and their Designated Haulers, and Nortech. Considering input from the OMG, CPFG determined composting of organics to be one of the most cost-effective ways to manage organic waste.

Nortech initiated a pilot study at its own expense to compost food waste together with green waste. Several Member Agencies and their Designated Haulers provided the feedstock via their own pilot food waste collection programs. WPWMA staff obtained permit approval from the Placer County Local Enforcement Agency (LEA) on December 5, 2014 allowing Nortech to conduct the pilot study with a statutory limit of 5,000 cubic yards per year using an Aerated Static Pile (ASP) process. Staff requested an extension to that temporary pilot study in 2016. In 2017, your Board authorized a study to verify the odor emissions from the ASP pilot study as well as the windrow composting operation. The pilot study provided the WPWMA and Nortech the opportunity to prove

¹ In subsequent discussions with the LEA, ASP composting methods were determined to meet the standards associated with "in-vessel" composting for the purposes of reducing odors and other air emissions.

the viability of co-composting food and green waste via the ASP process. The emissions studies provided WPWMA staff site specific data to support that ASP composting would result in less emissions than the current windrow composting process. In 2018, staff again worked with the LEA to extend the pilot study. At the same time, your Board authorized payment of \$182,900 to Nortech to expand the electrical infrastructure, increasing the facility capacity to compost up to 250 tons per week of food waste by April 2019².

The ASP food waste pilot study, as approved by the LEA, is set to expire October 2, 2020. Staff is working to secure necessary permits from CalRecycle (via the LEA), Water Board and Air Pollution Control District (APCD) to move ASP composting from pilot-level to full-scale³. Staff solicited input from Nortech to characterize the current composting practice and received a draft Standard Operating Procedures (SOP) manual on May 26, 2020 that was updated to include ASP composting procedures. Staff is soliciting a permitting assistance contract with CH2M (a subsidiary of Jacobs Engineering) as noted in Item 9c of this agenda, to bridge the gap between the current permit documents, the Nortech SOP, and what is likely required for full-scale permits from CalRecycle, APCD and the Water Board. Management has discussed permitting ASP with the LEA and APCD and received verbal clarification that composting of food waste will be allowed to continue as the WPWMA prepares the permit applications. Staff has also contacted the Water Board to clarify the pathway for revising the Water Board permit for composting which currently only allows composting of green waste and only the windrow process. Staff has an onsite meeting and inspection with Water Board staff on June 17, 2020. Staff will provide a verbal update on the Water Board discussions to your Board. Staff also anticipates needing to return to your Board in the coming months to consider possible stop gap project(s) to satisfy Water Board requirements related to the composting operation.

² By way of comparison, approximately 160 tons per week of food waste is anticipated in the Fiscal Year 2020/21 Preliminary Budget.

³ The October 2, 2020 deadline only applies to the pilot study previously approved by the LEA. Obtaining permits from the APCD and Water Board will follow a different schedule.

WESTERN PLACER WASTE MANAGEMENT AUTHORITY

Minutes of May 21, 2020

The meeting of the Western Placer Waste Management Authority Board of Directors was called to order at 5:00 PM by Chairwoman Gore in the WPWMA Administration Building at the Materials Recovery Facility.

Directors Present:

Bonnie Gore
Bill Halldin
Dan Karleskint
Robert Weygandt
John Allard

Staff Present:

Ken Grehm
Kevin Bell
Eric Oddo
Robert Sandman
Heather Wilden

1. Call Meeting to Order: Chairwoman Gore called the meeting to order at 5:00 PM.
2. Pledge of Allegiance: Director Allard led the Pledge of Allegiance.
3. Roll Call: All Directors were present.
4. Statement of Meeting Procedures: Chairwoman Gore read procedures for virtual participation in the meeting via Zoom.
5. Agenda Approval: There were no changes to the agenda.

MOTION TO APPROVE THE AGENDA:

Allard/Weygandt

Vote: Unanimous

6. Public Comment: None.
7. Announcements & Information:
 - a. Reports from Directors: There were no reports from the Directors.
 - b. Reports from the Executive Director: Ken Grehm apprised the Board of a change order for Nortech Landfill to construct an alternative roadway for access to the landfill over next winter for a cost of \$127,858 as a result of delays from the Module 5/13 separation liner project.

Kevin Bell stated that CalRecycle released the final draft of the SB 1383 regulations and noted that staff had submitted a comment letter.

Eric Oddo noted that staff have been communicating with the City of Phoenix, Arizona State University, Sacramento State University and the Dale Carlsen Institute Center for Innovation and Entrepreneurship related to a potential future relationship as envisioned in the Waste Action Plan. Eric indicated staff intend to meet (virtually) with Sacramento State and the Carlsen Center leaders in the coming weeks and inquired if any of the directors would like to participate. Counsel confirmed that the entire Board can attend as an educational seminar, as long as specific guidelines are

followed so as to comply with the Brown Act. Each of the directors noted their interest in participating in the virtual meeting.

- c. Financial Reports: Eric Oddo summarized the financial reports. There were no questions from the Board.
 - d. Monthly Tonnage Reports: Eric Oddo summarized the report. There were no questions from the Board.
 - e. Quarterly MRF Operator's Report: Paul Szura of Nortech Waste summarized the report. There were no questions from the Board.
 - f. Quarterly Landfill Operator's Report: Paul Szura of Nortech Landfill summarized the report and answered questions from the Board.
 - g. Waste Action Plan Update: Eric Oddo summarized the report and answered questions from the Board.
8. Consent Agenda:
- a. Minutes of the Board Meeting held April 16, 2020:
Staff recommended approving the minutes as submitted.
 - b. Support of the SWANA Legislative Task Force:
Staff recommended authorizing payment of \$2,000 to the Solid Waste Association of North America Legislative Task Force.
 - c. MRF and WRSL COLA Adjustment:
Staff recommended approving a one-time adjustment to the Fiscal Year 2020/21 Material Recovery Facility and Western Regional Sanitary Landfill Annual Cost of Living adjustment methodology to account for impacts likely related to the COVID-19 pandemic.

MOTION TO APPROVE THE CONSENT AGENDA:

Karleskint/Allard

Vote: Unanimous

9. Action Items:
- a. 2020 Legislative Update and Strategic Agenda:
Staff recommended the Board receive an update on the 2020 Legislative Session and approve the 2020 Legislative Strategic Agenda prepared by Shaw Yoder Antwih Schmelzer & Lange.

Chris Hanson introduced Priscilla Quiroz and Jason Schmelzer, from the lobbyist firm Shaw Yoder Antwih Schmelzer & Lange, to provide an update on the 2020 Legislative Session. Chris recommended approval of the 2020 Legislative Strategic Agenda as presented.

The Board received an update of the 2020 Legislative Session and the lobbyists answered questions from the Board.

**MOTION TO APPROVE ITEM 9a:
Weygandt/Halldin**

Vote: Unanimous

b. Fiscal Year 2020/21 Preliminary Budgets:

Staff recommended approving the Fiscal Year 2020/21 Preliminary Budgets for the Operating Fund, Closure/Post Closure Fund, Self-Insurance Fund and Odor Management Fund as presented in Exhibits A, B and C.

Eric Oddo summarized the report and answered questions from the Board.

**MOTION TO APPROVE ITEM 9b:
Allard/Weygandt**

Vote: Unanimous

c. MRF and WRSL Operating Agreement Negotiations:

Staff recommended the Board authorize:

1. Staff to: i) continue negotiations with Nortech Waste LLC related to a long-term extension to the Materials Recovery Facility and Western Regional Sanitary Landfill operating agreement and ii) begin preparing a Request for Proposals for future operation of the Materials Recovery Facility and Western Regional Sanitary Landfill; and
2. The Executive Director or designee to enter into one or more professional services agreements to assist in the development of the Request for Proposals as necessary, up to a combined maximum limit of \$100,000.

Kevin Bell provided background to the Board regarding this item. Eric Oddo summarized the report and answered questions from the Board. Ken Grehm summarized the options identified in the staff report and explained the reasoning for staffs' dual-process recommendation. Ken recommended that, given the proposal put forth by Nortech, it would be in the WPWMA's best interest to continue discussions with Nortech during preparation of the RFP.

The Chair opened the item to public comment. Pete Constant, a resident of Roseville, addressed the Board emphasizing that sole sourcing such a large project is not a good public policy. Stephanie Trewhitt, President of Nortech, highlighted the long-term relationship between Nortech and the WPWMA and the value Nortech believes their proposal has to the WPWMA.

After deliberation, the Board emphasized the importance of making facility improvements as soon as possible and prioritizing development of an RFP. A motion was made to pursue a dual process, both development of an RFP and continuing discussions with Nortech regarding a sole source agreement, with the priority being development of the RFP. Ken Grehm agreed to return to the Board with an RFP in the fall.

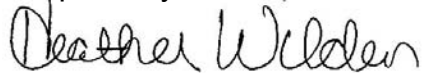
**MOTION TO APPROVE:
Weygandt/Karleskint**

Roll Call Vote:

Halldin: Yes
Karleskint: Yes
Gore: Yes
Allard: Yes
Weygandt: Yes

10. Upcoming Agenda Items: None.
11. Adjournment: Meeting was adjourned at 7:00 PM.

Respectfully Submitted,



Heather Wilden, Clerk of the Board
Western Placer Waste Management Authority

**MEMORANDUM
WESTERN PLACER WASTE MANAGEMENT AUTHORITY**

TO: **WPWMA BOARD OF DIRECTORS** DATE: **JUNE 18, 2020**
FROM: **KEN GREHM / JENNIFER SNYDER** JS
SUBJECT: **AGREEMENT TO CONDUCT A TEMPORARY HHW COLLECTION
EVENT IN AUBURN**

RECOMMENDED ACTION:

Authorize the Executive Director or designee, upon review and approval by WPWMA Counsel, to execute an agreement with Clean Harbors Environmental Services, Inc. (Clean Harbors) to conduct a temporary Household Hazardous Waste (HHW) collection event in Auburn for an amount not to exceed \$74,931.

BACKGROUND:

In addition to providing HHW disposal options to residents and businesses at its permanent facility, the WPWMA has conducted an HHW collection event in Auburn for the last 16 years as a more convenient disposal option for residents in outlying areas of western Placer County. This year's event is tentatively scheduled for Saturday and Sunday, October 3rd and 4th at the Gold Country Fairgrounds. The event dates are subject to change based on Executive Orders issued by the Governor of California or directives issued by the Placer County Health Officer related to the COVID-19 pandemic.

Placer County's Procurement Services Division solicited bids in accordance with the Public Contract Code on behalf of the WPWMA for HHW event services. Procurement released the bid on January 27, 2020 and received responses from four firms: Clean Harbors, ACT Environmental (ACT), Stericycle Environmental Solutions (Stericycle), and NRC Environmental Services Inc. (NRC). Upon review of the bids, Procurement determined Clean Harbors to be the low bidder and recommended the WPWMA award the contract to Clean Harbors.

After discussion of the proposed Agreement with representatives of the Member Agencies, it was noted that WPWMA's ratepayers would be funding this off-site collection event that would benefit a relatively small proportion of the WPWMA's overall customer base. In consideration of this, and understanding the value to the community of continuing these collection events, staff worked with Placer County and the County has agreed to fund the mobilization portion of the proposed cost (estimated at approximately \$31,000) and the WPWMA would pay the HHW disposal costs.

ENVIRONMENTAL CLEARANCE:

Conducting a temporary HHW collection event is exempt under Section 15061(b)(3) of the CEQA Guidelines. Staff has determined that due to the project location, limited duration, restrictions on the acceptable amounts of materials from individual participants and the specialized training of Clean Harbors, the project would not have a significant effect on the environment.

FISCAL IMPACT:

The estimated cost associated with the proposed Agreement is \$74,931 and includes a 10% contingency. Actual costs may vary depending on the level of participation and quantity and type of wastes collected.

As noted above, of the estimated cost for the Agreement of \$74,931, Placer County has agreed to pay the mobilization fee of \$30,775. As a result, the net cost of the proposed Agreement to the WPWMA is approximately \$44,157.

Funding for the Agreement is included in Account 52380 of the FY 2020/21 Preliminary Budget.

ATTACHMENT: HHW COLLECTION EVENT BID SUMMARY
SCOPE OF SERVICES

HHW COLLECTION EVENT BID SUMMARY

ELEMENT	CLEAN HARBORS	ACT	STERICYCLE	NRC
Mobilization & Labor	\$30,775	\$37,060	\$32,118	\$60,522
Estimated Disposal	\$37,344	\$35,892	\$53,262	\$85,929
Total Estimated* Cost	\$68,119	\$72,952	\$85,380	\$121,975

* Estimated disposal costs were based on the amounts and types of materials collected at the 2019 HHW event using the proposed unit costs from each firm.

EXHIBIT A
SCOPE OF SERVICES

The scope of this Agreement consists of arranging, planning and conducting a temporary Household Hazardous Waste (HHW) and electronic waste (e-waste) collection event (Event) in the Auburn area for Placer County residents and Placer County Conditionally Exempt Small Quantity Generators (CESQGs). Contractor shall perform all services required herein in full compliance with all Federal, State and local laws and ordinances, including but not limited to any Executive Orders or directives related to COVID-19. This attachment sets forth the performance responsibilities, operational requirements and financial obligations of the Contractor and the WPWMA for purposes of conducting the Event.

Task 1: Date and Location of Event

Contractor shall conduct the Event on a Saturday and Sunday in late September 2020 or early October 2020 as scheduled by the Contractor in agreement with the WPWMA Project Manager and subject to any restrictions related to COVID-19. Contractor shall conduct the Event in a parking lot area in Auburn, California in agreement with the WPWMA Project Manager (Event Site), such as the Sacramento Street Parking Lot of the Gold Country Fairgrounds in Auburn. Contractor shall conduct the Event as follows:

- Contractor shall accept HHW and e-waste from Placer County residents between the hours of 9:00 AM and 3:00 PM on Saturday and Sunday.
- Contractor shall accept HHW and e-waste from Placer County CESQGs between 3:00 PM and 4:00 PM only on Saturday.

WPWMA will reserve the Event Site and the Contractor shall be responsible for confirming reservation of the Event Site at least eight (8) weeks prior to the Event, including entering into any agreements and paying any associated rental and/or permit fees. Contractor shall also obtain approval of the operating hours and setup and tear-down times from the Event Site. Contractor shall acquire insurance for the Event as required by the Event Site in addition to that stipulated in Exhibit C or as required by Federal, State or local law, whichever coverage is greater.

Contractor shall schedule and attend a kick-off meeting with WPWMA staff and a representative of the Event Site at the Event Site to discuss Event logistics.

Deliverables & Schedule

Deliverables	Due	Format
Kick-Off Meeting	Within two (2) weeks after award of Agreement	None
Event Site Use Agreement	Within four (4) weeks after award of Agreement	PDF

Task 2: Develop Event Work Plan

Contractor shall develop a site-specific work plan that is in accordance with the Permit By Rule Temporary HHW Collection Facility Inspection Checklist and describes all aspects of the Event including, but not limited to, the following elements:

Acceptable HHW: Contractor shall accept hazardous wastes typically produced by households and CESQGs. Contractor shall accept wastes that are not in their original containers as “known” wastes provided the contents of the container are labeled, and shall field test and package for proper disposal any unknown wastes accepted.

Contractor shall accept at least the following hazardous materials:

Pesticides	Varnish, lacquer & shellac
Herbicides	Compressed gas cylinders (≤ 5 gal.)
Pool chemicals	Small aerosol cans
Creosote	Asbestos
Mothballs	Liquids from engine & radiator flushes
Ammonia	Brake fluid
Household Cleaners	Motor oil (including contaminated oil)
Cesspool cleaners	Used oil filters
Bleach	Gasoline/kerosene & other flammables
Arts and crafts supplies	Radiator cleaners
Old chemistry sets	Antifreeze
Muriatic acid	Transmission fluid
Solvents	Batteries
Wood preservatives	Drain cleaners
Wood strippers	Metal polish
Paint thinner	Photo chemicals
Sealants	Dry cleaning fluids
Oil based paint	Rust preventatives
Latex Paint	Mercury
Fluorescent lamps	Home-generated sharps and pharmaceuticals

Acceptable E-waste: Contractor shall accept e-waste typically produced by households and businesses.

Contractor shall accept at least the following items:

Televisions	Computer monitors
CPUs	Computer peripherals
DVD players	CD players
VCRs	Radios
PDA's	Video equipment
Office equipment	Answering machines
Cellular phones	Calculators
Stereo equipment	Microwaves
Telephones	

Contractor shall refuse any waste deemed unsafe to handle or unsuitable for collection, such as:

- Large quantities of unknown materials
- Radioactive waste
- Explosives, gunpowder, flares, ammunition
- Unstable wastes
- Pressurized fire extinguishers
- Unknown gas cylinders
- Substances regulated by the Drug Enforcement Agency
- Medical waste (except home generated sharps and pharmaceuticals)

Contractor shall not be required to accept municipal solid waste.

Site Configuration: Contractor shall provide a scale map of the Event site that identifies the location of major components of Event operation (vehicle entrance and exit, queuing lanes, collection areas, storage areas, consolidation areas, first aid station and decontamination areas, etc.).

Staffing Requirements: Contractor shall staff the Event with at least the following personnel:

<u>Title</u>	<u>Minimum Staffing – Day 1 of the Event</u>	<u>Minimum Staffing – Day 2 of the Event</u>
Site Supervisor	1	1
Assistant Supervisor	1	1
Health and Safety Officer	1	1
Technicians	24	11
Participant Surveyors	3	2
TOTAL	30	16

The WPWMA estimates, but does not guarantee, that approximately 600 residents (vehicles) will utilize the services on Saturday, and approximately 400 will utilize the services Sunday. The WPWMA makes no estimate of the number of CESQGs and/or businesses that may utilize the services. Contractor shall provide sufficient staff to ensure vehicles are served within 15 minutes of their arrival. Contractor shall employ adequately trained personnel and shall include up-to-date records for such personnel as deemed appropriate by the WPWMA or as required by Federal, State and/or local laws and ordinances in effect at the time of the Event. Contractor shall provide Participant Surveyors to direct vehicles and conduct participant surveys.

Equipment Requirements: Contractor shall identify and supply all equipment necessary to conduct the Event, including but not limited to: traffic directional signage, garbage disposal, personal protective, sanitation and restroom facilities for its employees and Event attendees. Contractor shall utilize one traffic cone every 10 feet to delineate the Event traffic lanes. Contractor shall place a minimum of two directional signs, at least 2' x 2', at the main cross streets of the Event indicating the event type (HHW and e-waste).

Material Handling Procedures: Contractor shall provide detailed procedures of the manner in which wastes will be accepted, identified (if unlabeled) and handled, sorted, consolidated (bulked), packaged, stored, manifested and transported off-site for recycling or disposal. Contractor shall handle wastes in compliance with all permit conditions and Federal, State and/or local laws and ordinances.

Contractor shall bulk similar wastes as appropriate to reduce the number of containers to be transported off site. At a minimum, Contractor shall bulk antifreeze, motor oil, latex paint and flammable liquids. Contractor shall prepare a site-specific bulking plan for bulking flammable liquids and shall secure the necessary permit required for bulking flammable liquids during the event. Contractor shall include a copy of the site-specific bulking plan and permit in the Event Work Plan.

Contractor shall have an area set aside for the classification of unknown compounds and shall perform quantitative and qualitative tests to determine the physical and chemical properties of each unknown compound to classify packaging compatibility.

Recycling and Disposal Facilities: Contractor shall include in the work plan the name and location of all recycling, treatment and disposal facilities to which the collected HHW and e-waste will be taken. Contractor shall assume responsibility for all additional costs incurred as the result of a facility refusing waste (directly or indirectly), or the re-packing and manifesting of misdirected or rejected wastes.

Contractor shall ensure that all waste generated at the Event is collected, transported and recycled or disposed of in a manner and location in accordance with all Federal, State and local laws and ordinances pertaining to such activities. Contractor shall recycle the maximum amount of wastes that are commercially and economically feasible to do so.

Contractor shall remove full trucks from the Event site at the end of the first day of the Event. Contractor may leave partially filled trucks onsite at the end of the first day of the event, provided Contractor supplies the appropriate overnight security personnel. Contractor shall remove all waste from the collection site by the end of the second day of the Event. Costs for transportation and disposal of wastes collected at the Event are included in the unit prices stipulated in Attachment C and Contractor shall not charge additional fees to the WPWMA for transportation, disposal or testing of collected materials. Contractor shall dispose of all wastes within all regulatory timeframes.

Participant Survey: The WPWMA will provide Contractor with a survey to collect information from Event participants. Contractor shall provide staff to administer this survey to participants at the Event each day. Contractor shall make every effort to survey each Event participant and shall indicate the number of participants who refused to complete the survey. Contractor shall compile the participant survey data into a comprehensive document and include in the Event Report.

Health and Safety Plan: Contractor shall prepare a health and safety plan identifying potential risks, personal protective equipment requirements, training requirements (by staff responsibility), medical surveillance procedures, decontamination procedures, evacuation routes and nearest medical facilities, accident reporting and accident follow-up procedures. Contractor shall include a section in the health and safety plan specifically addressing planned COVID-19 protocols.

Contingency & Emergency Response Plan: Contractor shall prepare a contingency and emergency response plan that addresses measures to be taken by Contractor in the event of waste spills, personnel injuries, fire, security breaches and natural or man-made disasters. Contractor shall distribute copies of the contingency and emergency response plan to the WPWMA and all other necessary agencies (e.g.: Auburn City Fire Department, Auburn Police Department, Consolidated Uniform Program Agency (CUPA), Department of Toxic Substances Control (DTSC), Auburn Faith Hospital, Placer County Emergency Services, etc.).

Contractor shall submit a draft Event Work Plan for WPWMA review. The WPWMA will review the draft Event Work Plan and provide written comments to the Contractor. Contractor shall revise the Event Work Plan per the WPWMA's comments and submit the final Event Work Plan to the WPWMA for approval. Contractor shall have at least one (1) copy of the approved final Event Work Plan onsite at all times during the Event for review upon request.

Deliverables & Schedule

Deliverables	Due	Format
Draft Event Work Plan	Within four (4) weeks after award of Agreement	Word, PDF
Final Event Work Plan	Within two (2) weeks of receipt of WPWMA comments	PDF
Participant Survey Results	Include in Event Report	Excel, PDF

Task 3: Event Permits

The WPWMA will prepare and submit the Permit by Rule (PBR) to the appropriate regulatory agencies. Contractor shall provide any and all information to the WPWMA required to complete the PBR. Contractor shall obtain all other permits from the appropriate regulatory agencies, if any, necessary to conduct the Event and shall be responsible for complying with all permit conditions. Contractor shall be responsible for all applicable permit fees for the Event, if any.

Task 4: CESQG/Business Appointments

Contractor shall accept hazardous waste from CESQGs and e-waste from businesses by appointment only. Contractor shall schedule and manage all CESQG and business appointments. Contractor shall utilize a toll-free number to receive calls for appointments and shall respond to all appointment requests within 24 hours. Contractor is not required to accept appointment requests from calls made less than 48 hours prior to the day of the Event. Contractor shall accept HHW and/or e-waste from every CESQG and/or business that makes an appointment and complies with all requirements presented in this Task 4.

Contractor shall have each CESQG sign an affidavit stating that the hazardous waste being delivered to the Event site was generated at their business and that the business address is within Placer County. Contractor may require waste inventories from the generator prior to providing an appointment.

Contractor may charge a fee to each CESQG and business, as set forth in Exhibits B-1. Contractor shall inform each CESQG and/or business of the estimated cost of disposal for their items. Contractor shall consolidate CESQG wastes with residential wastes for transport and disposal and shall remit all received CESQG disposal fees to the WPWMA.

Task 5: Conduct Event

Contractor shall conduct the Event on the days and at the location stipulated in Task 1 in accordance with the approved Event Work Plan and in compliance with all permit conditions and Federal, State and/or local laws and ordinances. Contractor shall perform all set up and tear down activities, and be completely setup and ready to receive vehicles at least one half-hour prior to the Event start time as stipulated in Task 1. The Event shall be conducted regardless of weather, unless the weather poses a significant safety or environmental concern, as determined by Contractor and approved by the WPWMA. Contractor shall ensure that all wastes collected during the Event shall be properly containerized, labeled and hauled from the Event site as stipulated in the approved Event Work Plan.

Contractor shall provide WPWMA staff with a form at the end of each Event day that summarizes the number of residents/vehicles utilizing the Event and an estimate of material quantities received. A representative from the WPWMA and the Contractor shall review, approve, and sign the form to establish an accurate vehicle count for the Event.

Contractor will not be responsible for advertisement of the Event.

Deliverables & Schedule

Deliverables	Due	Format
Conduct Event	On dates stipulated in Task 1	None
Event Resident/Vehicle Count Form	Within three (3) business days of conducting Event and include copies in Event Report	Excel, PDF

Task 6: Record Keeping and Final Reporting

Contractor shall prepare an Event report including at least the following information:

- A brief Event summary including successful and unsuccessful elements of the Event (for purposes of improving the service to the public during future events);
- Signed form documenting the number of vehicles that utilized the Event services;
- Receipts from participating CESQGs and businesses including the amount of material delivered by, and the amount charged to, each CESQG and business;
- Copies of signed CESQG affidavits (as described in Task 4);
- Manifests and bills of lading for all wastes collected and transported off-site;
- Disposal billing receipts;
- Subcontractor billing records (if applicable);
- Equipment purchase or rental receipts (if applicable);
- A completed DTSC Form 303 that accurately reflects all wastes collected and transported off-site for disposal or recycling. Contractor shall provide notification of the location of the final disposal site for HHW, e-waste, and CESQG and business waste collected at the Event;
- Permit application fees (if applicable);
- Summary of participant survey data.

Contractor shall submit a draft Event report to the WPWMA for review. WPWMA will review and provide comments to Contractor. Contractor shall incorporate any WPWMA comments and resubmit for approval.

Deliverables & Schedule

Deliverables	Due	Format
Draft Event Report	Within four (4) weeks of Event completion	Word, PDF
Final Event Report	Within one (1) week of receipt of WPWMA comments	PDF

EXHIBIT A (CONTINUED)
PROJECT SCHEDULE

Description	Due by
Signed Contract to Contractor from WPWMA	6/25/2020
Kick-Off Meeting	7/9/2020
Site-Use Agreement	7/23/2020
Draft Event Work Plan to WPWMA	7/23/2020
Final Event Work Plan to WPWMA	8/17/2020
Conduct Event	10/3/2020 & 10/4/2020*
Draft Event Report	11/2/2020
Final Report & Invoice	11/16/2020

* The event dates are subject to change based on Executive Orders issued by the Governor of California and orders issued by the Placer County Health Officer related to the COVID-19 pandemic.

**MEMORANDUM
WESTERN PLACER WASTE MANAGEMENT AUTHORITY**

TO: **WPWMA BOARD OF DIRECTORS** DATE: **JUNE 18, 2020**
FROM: **KEN GREHM / STEPHANIE ULMER** *SU*
SUBJECT: **AGREEMENT WITH ECOHERO SHOW, LLC FOR SCHOOL
OUTREACH SERVICES**

RECOMMENDED ACTION:

Authorize the Chair to sign an agreement with EcoHero Show, LLC (EcoHero) to provide professional services related to the WPWMA's public outreach, education and engagement program (Outreach Program) for an amount not to exceed \$66,000.

BACKGROUND:

The WPWMA has historically contracted with a consultant to conduct school presentations within the WPWMA's service area to convey the WPWMA's core message that recycling and disposal is made easy by the One Big Bin system and how to handle items that do not belong in the bin such as household hazardous waste and electronics.

In December 2019, the WPWMA worked with Placer County's Procurement Services Division to issue a Request for Proposals (RFP) to provide professional services related to various elements of the WPWMA's Outreach Program, including developing and performing elementary school presentations.

The WPWMA received responses from 3 firms in this category: Red Shoe Productions, EcoHero, and The National Theatre for Children. Based upon evaluation of the proposals by a 5-member review panel consisting of staff from the WPWMA, Placer County, and the cities of Lincoln, Rocklin and Roseville, EcoHero was ranked as the firm best suited to provide these services.

Staff worked with EcoHero to negotiate the attached Scope of Services to design and implement a school outreach program for the 2020/21 and 2021/22 school years. As part of their proposal, EcoHero recommends conducting some presentations virtually in an effort to reach more students as well as avoid the need for students to congregate should distancing measures be in place when presentations are scheduled to begin. EcoHero anticipates being able to reach 45 schools and approximately 13,500 students over the term of the proposed Agreement.

Staff will work with EcoHero to develop a presentation tailored to the services provided by the WPWMA and its Member Agencies and will consult Member Agency staff to ensure that particular items or messages that are important to them are addressed. EcoHero will also provide each teacher or school with a survey to evaluate the effectiveness of and engagement with the presentation, which will be used by WPWMA staff to evaluate the program moving forward.

ENVIRONMENTAL CLEARANCE:

Development and implementation of a public education program is categorically exempt under CEQA Guidelines, Article 19, Section 15322, "Education or Training Programs Involving No Physical Changes."

FISCAL IMPACT:

Under the proposed Agreement, the cost of providing an assembly is \$1,500 per school, and EcoHero expects to reach a minimum of 300 students per school, which equates to a per-student cost of \$5.00. For purposes of comparison, the previous consultant conducted 11 assemblies during the 2019/20 school year at cost of \$3,000 per assembly, reaching an average of 362 students per assembly, which equates to roughly \$9.12 per student.

The cost of providing the proposed services is \$66,000, funding for which is included in Account 52360 of the FY 2020/21 Preliminary Budget.

ATTACHMENT: SCOPE OF SERVICES

EXHIBIT A
SCOPE OF SERVICES

In accordance with this Agreement, Consultant shall complete the following Scope of Services during the 2020/21 and 2021/22 school years (August 1, 2020 through June 30, 2021, and August 1, 2021 through June 30, 2022).

The WPWMA provides outreach to elementary school students in each Participating Agency jurisdiction (Placer County, cities of Auburn, Colfax, Lincoln, Rocklin, Roseville and Town of Loomis) as part of its public education program. The outreach is intended to increase the students’ awareness of how recycling occurs in western Placer County via the Materials Recovery Facility (MRF) and other solid waste issues such as waste prevention, reduction, reuse, and recycling, and items that do not belong in the waste stream. Consultant shall conduct a minimum of fifteen (15) school assemblies during the 2020/21 school year and a minimum of 30 assemblies during the 2021/22 school year.

TASK 1 PRESENTATION DEVELOPMENT

Kickoff Meeting – Consultant shall attend a project kickoff meeting at the WPWMA administrative offices (or via video conference) to review the scope and schedule, and establish roles, responsibilities, and lines of communication. The meeting may also include members of the Placer County Regional Recycling Group and the WPWMA’s general outreach consultant for the purposes of discussing assembly development to ensure content and messaging consensus. Consultant shall provide a meeting summary including any tasks identified during the meeting.

Assembly Development – Consultant shall create an assembly specific to the programs of the WPWMA and its Participating Agencies. Consultant shall prepare an assembly outline for review and approval by the WPWMA detailing the assembly content, script, call and response, and audience interaction during the assembly. Consultant shall prepare three (3) versions of the PDF/assembly with slight variations to the trivia or song so that the content is grade-appropriate:

1. An all-school show intended for grades Kindergarten – 6th
2. A lower grade show intended for grades Kindergarten – 3rd
3. An upper grade show intended for grades 4th – 6th

Upon WPWMA approval of the PDFs, Consultant shall incorporate any feedback and prepare final assembly content.

Deliverables and Schedule:

Deliverables (format)	Due
Kickoff Meeting	Five (5) business days from Notice to Proceed
Meeting Summary (Word)	One (1) week after kickoff meeting
Draft Assembly Outline (PDF)	Thirty (30) days after kickoff meeting
Final Assembly Outline (PDF)	Ten (10) days after receipt of WPWMA comments

TASK 2 MEDIA DEVELOPMENT & PRODUCTION

Consultant shall create an original song and music video for the WPWMA for use by the Consultant in the school presentations, all or portions of which may be used by the WPWMA on other WPWMA outreach platforms.

Consultant shall confer with the WPWMA and its General Outreach Consultant regarding ideas for the content of the song and video. Consultant shall then create a rough draft of the

agreed upon song with lyrics for WPWMA to approve. Upon WPWMA approval of the song lyrics, Consultant shall record the song in a professional recording studio and provide the finished song in a format acceptable to the WPWMA.

Upon completion of the song recording, Consultant shall create a storyboard of ideas for the music video for approval by the WPWMA. Upon WPWMA approval of the storyboard, Consultant shall film and edit the music video. Consultant shall record the video during the first several assemblies. Consultant shall secure all required approvals and permissions from the school administrators, teachers, students and parents prior to recording and producing the final video.

Deliverables and Schedule:

Deliverables (format)	Due
Song Lyrics Rough Draft	October 31, 2020
Final Song Recording	November 30, 2020
Music Video Storyboard	November 30, 2020
Final Music Video	February 15, 2021

TASK 3 SCHOOL ASSEMBLIES

Consultant shall contact and schedule assemblies at elementary schools in each of the WPWMA’s Participating Agency areas as directed by the WPWMA. Consultant shall attempt to schedule a single presentation for the entire school. If fire codes or schedules do not allow for the entire school to be seen in one show, Consultant shall conduct an additional assembly at a school for no additional charge. Consultant shall offer preference to anyone who did not receive an assembly during the previous Contracts and shall try to schedule evenly throughout the jurisdictions. Consultant shall schedule a minimum of 200 students per assembly, unless otherwise approved by the WPWMA.

In the event that a school does not allow assemblies due to COVID-19 concerns, Consultant shall provide a virtual live-streaming assembly for use by teachers in individual classrooms. Consultant shall offer the virtual assembly only after a school declines a physical assembly. Consultant shall bill the WPWMA for virtual assemblies at a reduced rate as identified in the Rate Schedule in Exhibit B-1.

Upon completion of each assembly, Consultant shall provide follow-up educational materials to each teacher for distribution to their students, including but not limited to literature, links, surveys, and premium items, as provided by the WPWMA. Consultant shall also distribute a limited number of premium items to students during the assembly as incentives for participation, as provided by the WPWMA. Consultant shall provide the WPWMA an estimate of the number of fliers and premium items required for each assembly and the WPWMA will make them available for the Consultant to pick up at the WPWMA’s offices during normal business hours. If a school opts for a virtual assembly, WPWMA staff will deliver the handouts and premium items to that school.

Consultant shall be responsible for hiring all staff, and maintaining all props, stage design and video elements necessary to execute the assemblies.

Consultant shall create and maintain a database containing the following information:

- School name and location
- Principal or other contact phone number and email address
- Indication of responses, or lack thereof, to the initial solicitation
- Scheduled and completed assemblies, including date, time and location

- Number of classes and students per assembly
- If an evaluation survey was completed by the educators who received the assembly

Consultant shall provide an electronic version of the updated schedule database to the WPWMA with each monthly invoice.

Upon completion of the final assembly of the school year, Consultant shall prepare and submit a final report to the WPWMA that includes the following information:

- Number of assemblies conducted
- Teachers, schools and jurisdictions that received the assemblies
- Estimated number of students who received the presentation
- Teacher and student suggestions for program improvement
- Successful and unsuccessful program elements
- Consultant’s recommendations for program development/improvement

Deliverables and Schedule:

Deliverables (format)	Due
Fifteen (15) Assemblies Scheduled (.doc or PDF)	January 15, 2021
Fifteen (15) School Assemblies Performed	May 15, 2021
Final Report (.doc or PDF)	Fourteen (14) calendar days after final assembly.

EXHIBIT B

PAYMENT FOR SERVICES RENDERED

Payment to Consultant will be made by the WPWMA on an hourly basis in accordance with the schedule attached hereto as Exhibit B-1 and subject to the task budgets listed in Table 1, below.

Consultant shall submit invoices monthly and describe in detail the work and work hours performed, staff performing the work, staff hourly rate, and expenses for which reimbursement is claimed. Consultant shall also include with the monthly invoice a spreadsheet indicating task budgets, charges by task for each invoice, cumulative charges to date by task, and percent of budget remaining by task. Consultant shall state hourly time in increments of no less than one-quarter (1/4) of an hour.

Provided the work has been satisfactorily performed, WPWMA will pay invoices within thirty (30) days after approval of the invoice. Consultant shall provide additional information requested by the WPWMA to verify any of the amounts claimed for payment in any invoice. The total amount payable for all services provided under this Agreement shall not exceed Sixty-Six Thousand and no/100 Dollars (\$66,000.00); provided, however, upon written request of the Consultant and with written approval of the WPWMA's Executive Director or designee, the WPWMA may adjust the amount to be paid for any task if the WPWMA deems it necessary and appropriate.

The WPWMA may, in its sole discretion, withhold up to ten percent (10%) of any payment as security for the completion of the work. Within thirty (30) days after approval of Consultant's final invoice, and provided all services have been satisfactorily completed, WPWMA shall release and pay any withheld retention.

Table 1 – Task Budgets

TASK	DESCRIPTION	BUDGET
1	Presentation Development	\$1,500
2	Media Development and Production	\$15,000
3	School Assemblies	\$49,500
TOTAL		\$66,000

EXHIBIT B-1

RATE SCHEDULE

Staff/Expense	Rate
In-Person Assembly	\$1,500
Additional In-Person Assembly	No Charge
Virtual Assembly	\$1,200

*Assembly presentation rate includes all cost of coordination, scheduling, transportation, mobilization, demobilization, staffing (including acting talent) and any other associated costs and Consultant shall not invoice separately for any of these items.

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**MEMORANDUM
WESTERN PLACER WASTE MANAGEMENT AUTHORITY**

TO: **WPWMA BOARD OF DIRECTORS** DATE: **JUNE 18, 2020**
FROM: **KEN GREHM / STEPHANIE ULMER** *SU*
SUBJECT: **AGREEMENT WITH MAGMA CREATIVE, INC. FOR PUBLIC
ENGAGEMENT AND PUBLIC INFORMATION OFFICER SERVICES**

RECOMMENDED ACTION:

Authorize the Chair to sign an agreement with Magma Creative, Inc. (Magma) to provide professional services related to public engagement regarding the WPWMA's facilities and services and Waste Action Plan for an amount not to exceed \$82,800.

BACKGROUND:

The WPWMA has historically contracted with several firms to provide professional services related to the WPWMA's public outreach, education and engagement program (Outreach Program).

In December 2019, the WPWMA worked with Placer County's Procurement Services Division to issue a Request for Proposals (RFP) to provide professional services related to various elements of the WPWMA's Outreach Program including Public Information Officer (PIO)-type services to provide comprehensive public engagement management including the continued public engagement related to the WPWMA's Waste Action Plan.

The WPWMA received responses from 4 firms in this category: FSB Public Affairs, JPW Communications, Magma Creative, and Prozio Communications. Based upon evaluation of the proposals by a 5-member review panel consisting of staff from the WPWMA, Placer County, and the cities of Lincoln, Rocklin and Roseville, Magma was ranked as the firm best suited to provide these services.

Staff worked with Magma to negotiate the attached Scope of Services, which includes development of a public engagement strategy, acting as the WPWMA's Public Information Officer in specified situations and/or providing support to WPWMA management who may occasionally serve in that role, producing short educational engagement videos, and supporting all elements for continuation of stakeholder engagement in the WPWMA's Waste Action Plan.

ENVIRONMENTAL CLEARANCE:

Development and implementation of a public education program is categorically exempt under CEQA Guidelines, Article 19, Section 15322, "Education or Training Programs Involving No Physical Changes."

FISCAL IMPACT:

The cost of providing the proposed services is \$82,800. Funding for the proposed agreement is included in Account 52360 of the FY 2020/21 Preliminary Budget.

ATTACHMENT: SCOPE OF SERVICES

EXHIBIT A

SCOPE OF SERVICES

Consultant shall be responsible for the planning, preparation and execution of all items outlined in this Scope of Services to meet the WPWMA's goals of:

- Developing, implementing and evaluating communication strategies designed to increase community engagement and build public trust
- Ensuring successful adoption and implementation of the Renewable Placer: Waste Action Plan

The WPWMA seeks to continue engaging the public and other key stakeholders throughout the Renewable Placer Waste Action Plan process by maintaining its recognizable project brand and online presence for providing information and soliciting feedback to and from stakeholders in a clear and consistent manner.

Deliverable dates identified in this Scope of Services may only be amended with WPWMA approval. All Deliverable days refer to calendar days. Said Scope of Services may be amended only with the prior written approval of the Consultant and the WPWMA Executive Director however, in no event shall such amendment create any additional liability to the WPWMA.

TASK 1: PUBLIC ENGAGEMENT STRATEGY

Kickoff Meeting – Consultant shall conduct a project kickoff meeting at the WPWMA administrative offices to review the scope and schedule, and establish roles, responsibilities, and lines of communication. Consultant shall provide a meeting agenda including project team member introductions, a description of the roles and responsibilities, delineation of the methods and lines of communication, any project safety issues, a review of the scope and schedule of services, and a review of the relevant information the Consultant seeks from the WPWMA. Consultant shall provide meeting minutes including any tasks identified in the meeting as needing completion, responsible person(s), and due date for completion or anticipated completion date.

Site Visit – Following the kickoff meeting, Consultant shall tour the WPWMA's facilities with WPWMA staff to gain an understanding of facility operations and the WPWMA's role in regional solid waste management.

Engagement Plan – Consultant shall review previously developed messaging for the WPWMA's programs to understand historical outreach and key stakeholder perceptions. Consultant shall create a draft engagement plan for 2020-2021 including a minimum of the following sections:

- Overview
- Goals and Objectives
- Target Audiences
- Strategic Message Platform
 - WPWMA brand and identity messages
 - One Big Bin brand and identity messages
 - Renewable Placer: Waste Action Plan messages
 - Up to four (4) program messages
- Communications Strategy and Timeline: WPWMA brand and programs

- Communications Strategy and Timeline: Renewable Placer: Waste Action Plan
 - Including proposed community engagement activities
- Crisis Communication Plan

WPWMA will review the draft Public Engagement Strategy and Strategic Message Platform and provide a single set of consolidated comments for each. Consultant shall incorporate WPWMA comments and submit a final Public Engagement Strategy and Strategic Message Platform to the WPWMA.

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
Kickoff Meeting	Nine (9) business days from Notice to Proceed	
Meeting Agenda/Minutes	One (1) week before/after kickoff meeting	Word
Draft Public Engagement Strategy	Sixty (60) days after kickoff meeting	Word
Final Public Engagement Strategy	Ten (10) days after receipt of WPWMA comments	Word, PDF
Draft Strategic Messaging Platform	Sixty (60) days after kickoff meeting	Word
Final Strategic Messaging Platform	Ten (10) days after receipt of WPWMA comments	Word, PDF

TASK 2: PUBLIC INFORMATION OFFICER SERVICES

Consultant shall serve as the WPWMA’s Public Information Officer in specified situations and/or provide support to WPWMA management who may occasionally serve in that role. Consultant shall prepare all aspects of the following as requested by the WPWMA:

- Writing, editing, and disseminating press releases, media advisories, and feature articles
- Developing talking points on various projects and programs
- Identifying, planning and coordinating special events
- Serving as WPWMA spokesperson and media coach for WPWMA staff
- Assisting in the development of marketing and promotional materials produced by the WPWMA’s general outreach consultant, including copywriting and direction of graphic design and photography
- Arranging radio and television appearances for Consultant or WPWMA staff

Consultant shall provide a draft of each written deliverable for review and comment by the WPWMA as agreed upon by Consultant and WPWMA. Consultant shall incorporate WPWMA comments and provide a final draft of each identified deliverable prior to dissemination.

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
Draft written deliverables as agreed upon by Consultant and WPWMA	Within timeframe as agreed upon by Consultant and WPWMA	Word
Final written deliverables	Within five (5) days of receipt of WPWMA comments	Word, PDF

TASK 3: RENEWABLE PLACER WASTE ACTION PLAN SUPPORT

Based on the Engagement Plan developed in Task 1, Consultant shall provide support to the WPWMA for all elements related to stakeholder engagement for the WPWMA’s Renewable Action Plan.

Outreach Pieces – To respond to the WPWMA’s needs as the Renewable Placer Waste Action Plan process progresses, Consultant shall develop, design, produce and update all related Outreach Pieces (e.g. video production, frequently asked questions, fact sheet, website, etc.) consistent with previously created branding. At the direction of the WPWMA, Consultant shall prepare draft Outreach Pieces for WPWMA review and incorporate WPMWA

comments on all drafts prior to preparing final Outreach Pieces. The WPWMA will provide Consultant with copy for all Outreach Pieces.

Consultant shall work with the WPWMA to establish a schedule for each Outreach Piece. Consultant shall allow for up to two (2) meetings with the WPWMA to present and discuss Outreach Pieces.

Public Meetings – Consultant shall prepare for and attend up to ten (10) public meetings, including:

- Presentation messaging and design support, in collaboration with the WPWMA’s master planning consultant
- Meeting scheduling
- Meeting outreach to stakeholders including noticing of all public meetings and distribution of materials consistent with CEQA requirements
- Meeting set-up, break-down, and staffing
- Summary-level meeting notes identifying key outcomes and action items

Consultant will not be responsible for the following meeting-related items: printing or mailing of meeting materials or notices, paid media, space or equipment rentals, or refreshments. However, Consultant shall determine necessary information distribution levels and locations and shall be responsible for securing and posting any digital noticing or distribution.

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
Draft outreach pieces	Within timeframe as agreed upon by Consultant and WPWMA	Word, PDF
Final outreach pieces	Within timeframe as agreed upon by Consultant and WPWMA	PDF

TASK 4: SOCIAL MEDIA VIDEO PRODUCTION

Consultant shall work with WPWMA staff to identify potential topics for videos highlighting various facility or program elements. Consultant shall develop storyboards and any necessary scripts or copy for and produce up to six (6) thirty-second (:30) videos to be used on the WPWMA’s website or social media platforms. Consultant shall assist with posting the videos to the necessary/recommended digital platforms.

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
Draft video scripts/storyboards	Within timeframe as agreed upon by Consultant and WPWMA	Word, PDF
Final video scripts/storyboards	Within timeframe as agreed upon by Consultant and WPWMA	PDF

TASK 5: MEETINGS AND REPORTING

Consultant shall be available for up to two (2) half-hour (30-minute) phone meetings weekly and up to one (1) hour-long in-person meeting monthly.

Consultant shall prepare and submit a monthly report detailing public outreach efforts conducted and media coverage during the prior month. Monthly reporting will include:

- Total estimated exposure and engagement by meeting
- Digital presence as relevant to the public engagement strategy, including:
 - Social platforms
 - Website
 - Social impressions/engagements
 - Blog posts

- Influencer posts
- Partner e-news
- Total traditional and earned media, to include
 - News inquiries
 - News releases issued
 - Number of local news reports

Consultant will also compile and send reports from each meeting, including the following information:

- Meeting title, date, location
- Target audience or organization
- Assigned speaker/staff
- Subject or messaging
- Number of attendees
- Feedback received
- Number of printed materials or giveaway items dispersed

Consultant shall prepare and submit a final Program Year-End report, including a summary of the monthly reports and evaluation of each campaign element, as well as the relative effectiveness of each. Consultant shall include a recommendation for continuation or elimination of each type of engagement with supporting documentation for each recommendation.

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
Monthly Summary Reports	Monthly with invoice	Word, PDF
Meeting Report	Ten (10) days after meeting	PDF
Draft Program Year-End Report	Within one (1) month of final campaign completion	Word
Final Program Year-End Report	Ten (10) days after receipt of WPWMA comments	Word, PDF

TASK 6: ADDITIONAL SERVICES

The WPWMA may request Additional Services as needed subject to the WPWMA’s approval of a written scope of services and cost proposal provided by Consultant. In no event shall any Additional Services exceed the cost allocated in Exhibit B. Consultant shall not proceed with any services under this task until authorized in writing by the WPWMA’s Executive Director or designee. Any approved Additional Services and costs shall be appended to this Agreement and such work shall be subject to all provisions of this Agreement.

EXHIBIT B

PAYMENT FOR SERVICES RENDERED

Payment to Contractor will be made by the WPWMA in accordance with the task budgets listed in Table 1 and the schedules attached hereto as Exhibit B-1.

Consultant shall submit invoices monthly for work performed. Such invoices shall describe in detail the work and work hours performed, the person(s) performing the work, his/her hourly rate, and the expenses for which reimbursement is claimed. The invoices shall also include a spreadsheet that shows task budgets, charges by task for the current invoice, cumulative charges to date by task, and percent of budget remaining by task. Hourly time shall be stated in increments of no less than one-quarter (1/4) of an hour.

Provided the work has been satisfactorily performed, WPWMA shall pay invoices within thirty (30) days after approval of the invoice. Consultant shall provide such additional information as the WPWMA may request to verify any of the amounts claimed for payment in any invoice. The total amount payable for all services provided under this Agreement shall not exceed Eighty-Two Thousand Eight Hundred and no/100 Dollars (\$82,800); provided, however, upon written request of the Consultant and with written approval of the WPWMA's Executive Director or designee, the WPWMA may adjust the amount to be paid for any task if the WPWMA deems it necessary and appropriate.

The WPWMA may, in its sole discretion, withhold up to ten percent (10%) of any payment as security for the completion of the work. Within thirty (30) days after approval of Contractor's final invoice, and provided all services have been satisfactorily completed, WPWMA will release and pay any withheld retention.

TABLE 1: NOT-TO-EXCEED TASK BUDGETS

TASK	DESCRIPTION	BUDGET
1	Public Engagement Strategy	\$9,975
2	Public Information Officer Services	\$12,500
3	Renewable Placer Waste Action Plan Support	\$20,325
4	Social Media Video Production	\$21,250
5	Meetings and Reporting	\$8,750
6	Additional Services	\$10,000
TOTAL		\$82,800

EXHIBIT B-1

RATE SCHEDULE

Staff/Expense	Rate
Principal / CEO	\$125
Project Manager	\$125
Videographer/Photographer	\$125
Art Director	\$125
Senior Editor	\$100
Graphic/Motion Graphic Designer	\$100
Administration/Billing	\$50

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**MEMORANDUM
WESTERN PLACER WASTE MANAGEMENT AUTHORITY**

TO: **WPWMA BOARD OF DIRECTORS** DATE: **JUNE 18, 2020**
FROM: **KEN GREHM / KEITH SCHMIDT** 
SUBJECT: **SOLE-SOURCE AGREEMENT WITH CH2M HILL ENGINEERS FOR
COMPOST PERMITTING ASSISTANCE**

RECOMMENDED ACTION:

Authorize the Executive Director or designee, upon review and approval by WPWMA Counsel, to sign a sole-source agreement with CH2M Hill Engineers, Inc. (CH2M), a Jacobs Engineering Group, Inc. subsidiary, to prepare composting standard operating procedures (SOP) and provide permitting assistance related to the transition to aerated static pile (ASP) composting for an amount not to exceed \$176,224.

BACKGROUND:

As noted in the Engineer's Report, in light of SB 1383 mandating increased organics recovery and diversion, WPWMA and Nortech initiated a pilot project in 2014, with approval from CalRecycle (via the Local Enforcement Agency, LEA), to test methods for diverting green and food waste using an Aerated Static Pile (ASP) composting process. ASP composting has typically shown reduced odor emissions when compared to the current open windrow style composting process. Staff engaged CH2M to provide professional assistance related to securing permits from the LEA/CalRecycle, Placer County Air Pollution Control District (APCD), and the Central Valley Regional Water Quality Control Board for full scale composting of food waste via the ASP process.

In consideration of CH2M's extensive experience with designing, permitting and, in some cases, operating ASP composting facilities, staff believe CH2M is best suited to provide the necessary services. Additionally, the Jacobs team (which CH2M is a subsidiary) has been highly responsive and responsible in the Waste Action Plan project and will assist in delivering the work products in the attached Scope of Services. As such, staff recommends your Board authorize the Executive Director or designee to execute a sole-source agreement with CH2M to develop a composting Standard Operating Procedures (SOP) manual and provide expedited permitting assistance. The proposed agreement with CH2M would require the SOP be completed by the end of September 2020.

The proposed scope of services includes the following tasks: 1) development of an SOP manual including the contractor's operational and reporting requirements as well as identification of facility capacity required by SB 1383 to be reported to the jurisdictions utilizing the facility; 2) regulatory permitting assistance with all three regulatory agencies noted above, including expedited document preparation, 3) development and implementation of an ASP Source Test Procedure or appropriate emissions factors for concurrence by the APCD; and 4) assistance in obtaining Organics Management Research Institute (OMRI) certification of the food waste/green waste compost in an effort to improve its marketability.

ENVIRONMENTAL CLEARANCE:

Entering into the proposed Agreement for permitting assistance is categorically exempt under CEQA Guidelines, Article 19, Section 15306 "Information Collection", which allows for data collection when such activities do not result in a serious or major disturbance to an environmental. Operation of an ASP composting system was covered in the Capacity Enhancement Environmental Impact Report (EIR) certified by your Board in 2003.

FISCAL IMPACT:

The cost of providing the proposed services is \$176,224 which includes a \$10,000 contingency for additional services. Sufficient funding for the proposed agreement is available in Account 52380 of the FY 2020/21 Preliminary Budget.

ATTACHMENT: SCOPE OF SERVICES

EXHIBIT A

SCOPE OF SERVICES

Consultant shall plan, prepare and execute of all items outlined in this Scope of Services to meet the WPWMA's expedited timeline to prepare a standard operating procedures (SOP) manual for management of organic materials via composting and assistance with transitioning the WPWMA's existing aerated static pile (ASP) composting operation from a pilot-level project to a fully permitted operation, including organic certification of finished product.

Deliverable dates identified in this Scope of Services may only be amended with WPWMA approval. All Deliverable days refer to calendar days.

TASK 1: ORGANICS MANAGEMENT OPERATING PROCEDURES MANUAL

Consultant shall conduct up to two (2) site visits to observe, document and compile information on current WPWMA organics management operations. Consultant shall prepare an organics management operating procedures manual intended primarily for use by the WPWMA's compost facility operator, secondarily for the WPWMA use in permitting the compost operation, and documenting how the composting facility must be operated to maintain: compliance with all permitting requirements and identified best management practices (BMP), safety, marketability, and optimal throughput capacity. Consultant shall including the following elements in the manual:

1. Operating Procedures and Requirements – Consultant shall develop the operating procedures and requirements section by gathering information about the current operation through site visits and through review of current operations to identify areas of improvement. Consultant shall also review and compile recently performed research for composting best practices and utilize operational knowledge of best practices from other sites to develop this section. Consultant shall include the following information in this section: SOP and best management practices (BMP) for ASP (positive and negative) and open windrow composting systems, matrices and flow charts of decision points and remedies, and technical specifications that can be used to generate a generic SOP for permitting and operational agreements. Where regulations dictate certain components of the SOP, Consultant shall footnote those regulatory citations in the SOP.
2. Reporting Requirements – Consultant shall develop reporting requirements by reviewing current WPWMA permits and regulations from the Central Valley Regional Water Quality Control Board (RWQCB), Placer County Air Pollution Control District (PCAPCD), Placer County Department of Environmental Health Local Enforcement Agency (LEA) and other governing agencies. Consultant shall also work with the WPWMA to identify and summarize internal reporting requirements necessary to evaluate the status of the compost facility and address other issues including material throughputs and material use for environmental controls (e.g. biocover on ASP piles). Consultant shall develop a matrix and decision flowchart based on the permit review and discussion with WPWMA staff.
3. Capacity Requirements – Consultant shall quantify the currently available composting capacity on the two composting pads by performing a mass balance calculation that assumes piles will be sized and constructed according to best practices for height, recipe or mixture, and other parameters determined through

the compost best practices review to mitigate odors and other operational issues. Consultant shall also determine and summarize the capacity of both composting ponds and aeration systems and provide recommendations for any identified deficiencies. Consultant shall perform composite leachate sampling to determine the chemical properties of the leachate to inform treatment options considered in Task 2.

Deliverables & Schedule

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
Kick-Off Meeting	July 1, 2020	None
Annotated Manual Outline	July 22, 2020	Word
Draft Operating Procedures Manual	September 11, 2020	Word
Final Operating Procedures Manual	Within one (1) week of WPWMA comments.	PDF

TASK 2: PERMITTING ASSISTANCE

Contractor shall provide permitting technical assistance for the following WPWMA permits:

1. Composting Report of Waste Discharge (ROWD) – Consultant shall review the WPWMA’s report (produced by HydroScience Engineers) regarding sizing of the north compost pond to serve the north compost drainage shed and meet the 25-year return period storm year required by the RWQCB and develop up to five (5) options for management of the leachate and storm water flows from the north pad. Consultant shall then develop fatal flaw evaluation criteria in concurrence with WPWMA and perform a fatal flaw analysis of the options. Based on this evaluation Consultant shall perform a feasibility level cost estimate and implementation schedule of up to two (2) options. Consultant shall summarize the results into a technical memorandum for inclusion in the Organics Management Operating Procedures Manual developed in Task 1.
2. Transfer Processing Report (TPR) and Report of Composting Site Information (RCSI) – Consultant shall review the current TPR/RCSI and provide comments for review by the WPWMA and its compost operator. The WPWMA will review and provide consolidated comments back to Consultant within seven (7) days of receipt. Consultant shall schedule a meeting to review and evaluate the comments with WPMWA and compost operator staff. Consultant shall edit the TPR/RCSI to include agreed upon comments and revised operating procedure developed in Task 1 and revise up to five (5) figures as necessary.
3. Composting Permit to Operate – WPWMA is required to acquire a new permit to operate from the PCAPCD addressing the implementation of ASP composting. Consultant shall meet with the PCAPCD to understand point source requirements, determine if site specific source test or known emission factors will benefit the WPWMA, develop and submit the permit application, and provide general permit implementation assistance including addition of reporting timelines into the Task 1 Reporting Matrix.

Deliverables & Schedule

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
ROWD Draft Technical Memorandum	September 4, 2020	Word
ROWD Final Technical Memorandum	Within two (2) weeks of WPWMA comments.	PDF
TPR/RCSI Comments	August 21, 2020	Word
TPR/RCSI Revised Documents	Within one (1) week of WPWMA comments.	Word, PDF
Draft PTO Application Package	September 4, 2020	Word
Final PTO Application Package	Within one (1) week of WPWMA comments.	Word, PDF

TASK 3: ORGANIC CERTIFICATION AND SOURCE TEST ASSISTANCE

Upon direction from the WPWMA, Consultant shall support the WPWMA with obtaining organic compost certifications from the Organic Materials Review Institute (OMRI) and California Department of Food and Agriculture (CDFA), including preparation and submittal of applications, coordination with OMRI and CDFA, one (1) site visit to conduct sampling, and any troubleshooting, calculations or information gathering as directed by WPWMA staff. Consultant shall provide any sampling event reports to the WPWMA.

Consultant shall develop of a site-specific source test protocol for approval by the PCAPCD. Consultant shall provide a draft source test protocol for review and comment by the WPWMA and shall incorporate all comments into a final source test protocol. Consultant shall also provide quality assurance and quality control (QA/QC) during the source test and review and provide comments on a third-party source test report prior to submittal to the PCAPCD.

Deliverables & Schedule

<i>Deliverables</i>	<i>Due</i>	<i>Format</i>
Draft Source Test Protocol	September 4, 2020	Word
Final Source Test Protocol	Within one (1) week of WPWMA comments.	PDF

TASK 4: ADDITIONAL SERVICES

This Agreement allows for Additional Services subject to the prior written approval from the WPWMA Executive Director or designee up to a maximum amount of Ten Thousand Dollars (\$10,000). The total amount payable for all services provided under this Agreement, including additional services, shall not exceed the cost allocated in Exhibit B. The services included in this task are not currently identified. Should the WPWMA request services not identified in this Agreement or should services of greater scope or depth than identified and budgeted herein be required, Consultant shall notify the WPWMA and shall submit a supplemental proposal for additional services prior to starting work. Any approved Additional services and costs shall be appended to this Agreement and such work shall be subject to all of the provisions of this Agreement.

GENERAL ASSUMPTIONS

Minor Changes to Contract – Said scope of services may be amended only with the prior written approval of Consultant and the WPWMA Executive Director or designee, however, in no event shall such amendment create any additional liability to the WPWMA.

Scope of Reviews – Consultant shall respond to a single round of review comments on draft work products unless noted otherwise. Consultant shall develop a comment matrix to document their response to WPWMA comments, and if the comment was accepted, rejected or modified.

Use of Subcontractors – Consultant shall administer and supervise the work of all subconsultants it contracted for the work of this Agreement, which subcontractors include: No other subcontractors are to be used in performing this scope of services without the prior written approval of the Project Manager.

EXHIBIT B

PAYMENT FOR SERVICES RENDERED

Payment to Contractor will be made by the WPWMA in accordance with the task budgets listed in Table 1 and the schedules attached hereto as Exhibit B-1.

Contractor shall submit an invoice within one month after work is completed. The invoice shall describe in detail the number of vehicles processed, the actual work performed, and the expenses for which reimbursement is requested.

Provided the work has been satisfactorily performed, WPWMA will pay the invoice within thirty (30) days after approval of the invoice. Contractor shall provide such additional information as the WPWMA may request to verify any of the amounts claimed for payment in the invoice. The total amount payable for all services provided under this Agreement shall not exceed One Hundred Seventy-Six Thousand Two Hundred Twenty-Four and no/100 dollars (\$176,224.00) over the period of this Agreement; provided, however, upon written request of the Consultant and with written approval of the WPWMA's Executive Director or designee, the WPWMA may adjust the amount to be paid for any task if the WPWMA deems it necessary and appropriate.

The WPWMA may, in its sole discretion, withhold up to ten percent (10%) of any payment as security for the completion of the work. Within thirty (30) days after approval of Contractor's final invoice, and provided all services have been satisfactorily completed, WPWMA will release and pay any withheld retention.

TABLE 1: NOT-TO-EXCEED TASK BUDGETS

Task	Description	Budget
1	Organics Management Operating Procedures Manual	\$92,332
2	Permitting Assistance	\$45,521
3	Organic Certification and Source Test Assistance	\$28,371
4	Additional Services	\$10,000
Total		\$176,224

EXHIBIT B-1

RATE SCHEDULE

STAFF POSITION	HOURLY RATE
Sr. Principal/Program Manager/Sr. Practice Lead	\$275.83
Principal/Program Manager/Practice Leader/Program	\$249.31
Sr. Technologist/Sr. Project Manager/Sr. Consultant	\$228.09
Senior Environmental Specialist	\$212.18
Senior Public Involvement Specialist	\$206.88
Public Involvement Specialist	\$196.27
Senior Engineer/Scientist	\$190.96
Public Involvement Coordinator	\$169.74
Senior Project Engineer/Scientist	\$169.74
Public Involvement Art Director	\$159.14
Project Engineer/Scientist	\$143.22
Public Involvement Project Manager	\$137.92
Staff Engineer 2	\$132.61
Staff Engineer 1/Staff Engineer Scientist	\$122.00
Technician 5/Senior Draftsperson/Senior Technician	\$122.00
Technician 4/Senior Draftsperson/Senior Technician	\$116.70
Engineer/Scientist	\$111.39
Technician 3/Senior Draftsperson 3	\$106.09
Technician 2/Staff Technician	\$95.48
Technician 1/Technical Aide/Office	\$79.57

DESCRIPTION	RATE	UNIT
Vehicle Mileage	IRS Rate	Mile
Travel & Miscellaneous Expenses	Cost	
Health & Safety	\$1.15	Hour