

Board of County Commissioners Agenda Request

Date of Meeting: March 19, 2024

Date Submitted: February 27, 2024

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator
Curtis Young, Public Works Director

Subject: Approval of Amendment No.1 to Grant Agreement No. SC408
between (FDEP) and the Gadsden County Board of County
Commissioners

Statement of Issue:

This agenda item seeks Board approval of Amendment No. 1 to Grant Agreement No. SC408 between (FDEP) the Florida Department of Environmental Protection and the Gadsden County Board of County Commissioners.

Background:

Since 1993, FDEP has made available the Small County Consolidated Grant to fiscally constrained counties with a population under 100,000. The Funds used during the 22-23 grant cycle left an unused balance of \$12,653.26. (FDEP) Florida Department of Environmental Protection is allowing unused funds to be forwarded to the 23-24 Grant.

Analysis:

The annual grant in the amount of \$93,750.00 the unused funds will increase the grant to \$106,403.26 The solid waste maintenance and household hazardous waste program helps keep Gadsden County clean and free of litter, Tires etc. right ways.

Fiscal Impact:

There will be no Fiscal Impact to the County.

Options:

1. Approve Amendment No.1 to Grant Agreement No. SC408 to allow the unused funds to be forwarded to the 23-24 Grant, and authorize the Chairman to sign related documents.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachment(s):

1. Amendment No. 1 to Agreement No. SC408 between the Florida Department of Environmental Protection and the Gadsden County Board of County Commissioners

AMENDMENT NO. 1
TO AGREEMENT NO. SC408
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS

This Amendment to Agreement No. SC408 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and Gadsden County Board of County Commissioners, P.O. Box 1799, Quincy, Florida 32353-1799, (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee to perform solid waste management, household hazardous waste collection, litter control, and waste tire disposal, effective October 1, 2023;

WHEREAS, the parties wish to amend the Agreement as set forth herein to reflect a \$12,653.26 increase to the budget in the Revised Work Plan (Attachment 3-A) revising the total Work Plan budget to \$106,403.26;

NOW THEREFORE, the parties agree as follows:

- 1) Funding for the Gadsden County FDEP Grant Agreement SC408 is increased by \$12,653.26 revising the Grant budget to \$106,403.26.
- 2) Attachment 3, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-A, Revised Work Plan, as attached to this Amendment and hereby incorporated into this agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-A, Revised Work Plan.
- 3) All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

Gadsden County Board of County Commissioners	Florida Department of Environmental Protection
By: _____	By: _____
Title: _____	Secretary or Designee
Date: _____	Date: _____

LIST OF ATTACHMENTS/EXHIBITS INCLUDED AS PART OF THIS AMENDMENT:

<u>Specify Type</u>	<u>Letter/Number</u>	<u>Description</u>
Attachment	3-A	Revised Work Plan (6 pages)

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
REVISED GRANT WORK PLAN
DEP AGREEMENT NO. SC408**

ATTACHMENT 3-A

PROJECT TITLE: Gadsden County Small County Consolidated Solid Waste Management Grant

PROJECT AUTHORITY: Gadsden County (Grantee) received funding from the Florida Legislature in the amount of \$93,750.00, through Specific Appropriation Line Item No. 1774, Solid Waste Management Trust Fund, Fiscal Year (FY) 2023-24 General Appropriations Act. The Grantee meets the threshold for a small county (population under 110,000) and received this funding under the Small County Consolidated Grants program for the purpose of subsidizing its solid waste management program, household hazardous waste program, litter prevention and control costs, and waste tire disposal. Authority for this Project is specified in Section 403.7095, Florida Statutes (F.S.), and Chapter 62-716, Florida Administrative Code (F.A.C). Monitoring and auditing guidelines, as related to the Florida Single Audit Act, are specified in the Florida Catalog of State Financial Assistance (CSFA), No. 37.012.

PROJECT LOCATION: Gadsden County Public Works, 1284 High Bridge Road, Quincy, FL 32351

PROJECT BACKGROUND: The Grantee has maintained a permitted, closed Class II Landfill, known as Chattahoochee Landfill (DEP Permit No. 0077864-116-SF, Facility Identification No. 5651). The Chattahoochee Landfill closed January 31, 1986, and transitioned to its long-term care phase on November 18, 1994. Long-term care on a closed landfill permit requires water quality monitoring and annual monitoring for methane gas to maintain permit compliance. The Grantee has applied for and received authority to abandon all monitoring wells; this process has been completed. An application for final closure of the landfill has been forwarded to FDEP and at this time we are awaiting its review and approval notification.

The Grantee's current operations, administered through the Gadsden County Public Works Department, includes currently maintaining over 700 miles of roads in unincorporated Gadsden County. This maintenance includes litter prevention and control and the removal and disposal of illegally dumped waste tires. All litter debris and waste tires collected are transported to the Public Works facility where all materials are loaded for transfer to the Quincy Transfer Station for proper disposal.

The Grantee is also a party to a Hazardous Waste Cooperative Collection Center Arrangement with Okaloosa County, under DEP Agreement No. HW405, and through an Interlocal Agreement with Okaloosa County, to have Okaloosa County act as the "host" local government for a hazardous waste collection event on behalf of the Grantee and within Gadsden County.

PROJECT DESCRIPTION: The Grantee's Public Works Department operates and administers its solid waste management program which includes litter control and prevention and waste tire removal from over 700 miles of roads throughout unincorporated Gadsden County. The Grantee's Program Specialist and Inmate Supervisor oversee inmate work squads that are utilized to maintain these roads. The Grantee also maintains a permitted, closed Class II Landfill that requires annual monitoring under its long-term care plan.

The Grantee has an existing Inter-Local Agreement with Okaloosa County to conduct hazardous waste collection events on behalf of the Grantee, under DEP Agreement No. HW405. Under both the Inter-Local Agreement and DEP Agreement No. HW405, the Grantee is responsible for at least 25% of the total collection costs associated with those events. Part of the grant funding awarded under this Agreement will subsidize the Grantee's required 25% of costs associated with the hazardous waste collection event.

Funds provided through this Agreement will allow the Grantee to pay the salary costs and tipping fees associated with conducting the Grantee's solid waste program operations. Funds will also be used for the purchase of a 4 door crew cab pick up for roadside litter control. Additionally, funds will be used to purchase a bulb-crusher for fluorescent light bulb disposal, and hazardous waste and waste tire collection and disposal. The Grantee needs this funding to help offset these costs because of its small population and limited funding resources.

Additional Narrative: The Grantee's solid waste collection and management program needs occur on an on-going basis year-round, and as such the Grantee's operations are budgeted on an annual basis. The annual budget prepared by the Grantee exceeds the grant award amount, and it is understood that any project costs exceeding the grant funding awarded for allowable costs under this Agreement remain the sole responsibility of the Grantee.

TASKS and DELIVERABLES:

Solid Waste Collection and Facility Operations

Task 1: Employee Salaries, Fringe Benefits, Equipment, and Tipping Fees

Task Description: The Grantee's Public Works Department has 63 employees, who are responsible for maintaining over 700 miles of roads in unincorporated Gadsden County. The Grantee's Public Works Department is also responsible for operating a recycling program, weekly operation of Household Hazardous Waste program, and the collection and transfer of waste from its Public Works Facility. Using its own equipment and employees, the Grantee transports all collected waste to Quincy Transfer Station for proper disposal. The Grantee will maximize grant funds to ensure that county facilities are appropriately staffed to maintain waste collection programs and facility operations and to pay for the required disposal tipping fees. In accordance Chapter 403, F.S., local Department regulatory staff will report any findings of concern regarding the proper maintenance of the Grantee's Solid Waste Collection Practices to the Department. Funds (\$12,653.26) added to this grant will be used to purchase a bulb crusher and drums for fluorescent bulb disposal (Equipment), oil totes for used oil collection (Miscellaneous/Other Expenses), and tipping fees (Miscellaneous/Other Expenses).

Deliverables: The Grantee will submit copies of time cards and payroll reports to support the hours worked and the fringe rate paid for the various included benefits, and proof of payment to the employees. Additionally, the Grantee will submit copies of invoices, provided by the landfill, that provide a waste description, and list and summarize the load weights and their cost, and the paid invoices and checks. The Grantee will provide tonnage summaries, using the **Tonnage Summary Report**, provided by the Department as **Exhibit I** of this Grant Work Plan. Purchase order(s); vendor invoice(s) for delivery, installation and start up; proof of payment to vendor; Bills of Lading; and pictures of equipment purchased. Completed **Exhibit B, Property Reporting Form** with invoice copies. All deliverables may be submitted electronically.

Performance Standard: The Department’s Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description. Upon review and written acceptance by the Department’s Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement quarterly. Payment requests shall be submitted within thirty (30) calendar days following completion of the quarter. The outlined documentation for the Deliverable(s) must have been submitted and accepted in writing by the Department’s Grant Manager prior to payment request submittal.

Litter and Waste Tire Disposal

Task 2: Equipment Purchase

Task Description: The Grantee's current operations, administered through the Gadsden County Public Works Department, includes currently maintaining over 700 miles of roads in unincorporated Gadsden County. This maintenance includes litter prevention and control and the removal and disposal of illegally dumped waste tires. All litter debris and waste tires collected are transported to the Public Works facility where materials are loaded for transfer to the Quincy Transfer Station for proper disposal. The Grantee's Program Specialist and Inmate Supervisor oversee inmate work squads that are utilized to maintain these roads. The Grantee will purchase a truck (4 door crew cab) to carry inmate crews and pull trailers to collect roadside litter debris, tires or other illegally dumped waste for appropriate disposal. The Grantee will purchase the truck via the Florida Sheriff's Association state contract.

Deliverables: Purchase order(s); vendor invoice(s) for delivery, installation and start up; proof of payment to vendor; Bills of Lading; and pictures of equipment purchased. Completed **Exhibit B, Property Reporting Form** with invoice copies. All documentation may be submitted electronically, unless paper copies are requested by the Department’s Grant Manager.

Performance Standard: The Department’s Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description. Upon review and written acceptance by the Department’s Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement quarterly. Payment requests shall be submitted within thirty (30) calendar days following completion of the quarter. The outlined documentation for the Deliverable(s) must have been submitted and accepted in writing by the Department’s Grant Manager prior to payment request submittal.

Household Hazardous Waste Collection and Disposal

Task 3: Hazardous Waste Collection Event

Task Description: Under DEP Agreement No. HW405 and in accordance with the Interlocal Agreement, Okaloosa County is responsible for planning and conducting the hazardous waste collection event. As party to both the Interlocal Agreement and as a “Neighboring” county under DEP Agreement No. HW405, the Grantee is responsible for:

- a. Establishing a site for its mobile hazardous waste collection to be held no later than May 31, 2024.

- b. Guaranteeing funding for payment of twenty-five percent (25%) of its total collection cost to Okaloosa County unless otherwise agreed upon as evidenced in the Interlocal Agreement.
- c. Providing funding for any additional costs, which exceed Okaloosa County's budget of seventy-five percent (75%) of the total collection cost, with such payment due to Okaloosa County within a specified time frame.
- d. Establishing a local project manager to work with the Grantee to publicize the collection event and to prepare and distribute public awareness information on proper hazardous waste management. This information may be distributed to the local media, schools, agricultural agents, local realtor associations, civic service organizations, and to Earth 911 via their website at www.Earth911.org.
- e. Attending the collection event and assisting Okaloosa County in overseeing the paperwork at the close of the collection event.

The Grantee will also conduct event advertising in local newspapers to promote participation. As the event will take place on a Saturday, and both the Recycling Coordinator and Administrative Assistant will be on hand to work, overtime has been authorized at a rate of time and a half.

Deliverables: Completion of the task as evidenced by submittal of all the following supporting documentation: 1) an event report that includes the date, time and location, the types and amounts of waste collected, the final destination of such waste, the type and number of participants served, details of the work completed, problems encountered and problem resolution for the event; 2) documentation of the event in the form of newspaper coverage or advertisement of the event with the date and title of the publication or dated, color photographs; 3) time cards, payroll reports to support the hours worked and the fringe rate paid for the various included benefits, and proof of payment; and 4) a copy of the invoice received from Okaloosa County to verify the Grantee's required twenty-five percent (25%) of the event's total collection costs. All deliverables may be submitted electronically, unless paper copies are requested by the Department's Grant Manager.

Performance Standard: The Department's Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description. Upon review and written acceptance by the Department's Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement quarterly. Payment requests shall be submitted within thirty (30) calendar days following completion of the quarter. The outlined documentation for the Deliverable(s) must have been submitted and accepted in writing by the Department's Grant Manager prior to payment request submittal.

Waste Tire Control

Task 4: Waste Tire Collection and Disposal

Task Description: Waste tires are collected by inmate work squads and delivered to the Public Works Facility. The waste tires are then loaded and transported for proper disposal by the Grantee's contractor.

Deliverables: Documents that demonstrate the date of transportation, amount of tires, and registration number of the collector. Additionally, the Grantee will provide tonnage summaries, using either the **Tonnage Summary Report**, provided by the Department as **Exhibit 1** of this Grant Work Plan or

comparable documentation. All documentation for the deliverables may be submitted electronically, unless paper copies are requested by the Department’s Grant Manager.

Performance Standard: The Department’s Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description. Upon review and written acceptance by the Department’s Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement quarterly. Payment requests shall be submitted within thirty (30) calendar days following completion of the quarter. The outlined documentation for the Deliverable(s) must have been submitted and accepted in writing by the Department’s Grant Manager prior to payment request submittal.

PROJECT TIMELINE: The tasks must be completed by the corresponding task end date and all deliverables must be received by the designated due date.

Task/ Deliverable No.	Task or Deliverable Title	Task Start Date	Task End Date	Deliverable Due Date/ Frequency
1	Solid Waste Collection and Disposal Services	10/1/2023	9/30/2024	Quarterly, within thirty (30) calendar days of the end of each quarter and prior to each payment request.
2	Equipment Purchase	10/1/2023	9/30/2024	Quarterly, within thirty (30) calendar days of the end of each quarter and prior to each payment request.
3	Hazardous Waste Collection	10/1/2023	9/30/2024	Quarterly, within thirty (30) calendar days of the end of each quarter and prior to each payment request.
4	Waste Tire Disposal	10/1/2023	9/30/2024	Quarterly, within thirty (30) calendar days of the end of each quarter and prior to each payment request.

BUDGET DETAIL BY TASK:

Task No.	Budget Category	Budget Amount
1	Salaries/Wages	\$23,512.00
	Fringe Benefits	\$6,113.00
	Equipment	\$6,722.34
	Miscellaneous/Other Expenses	\$17,930.92
	Total for Task:	\$54,278.26
2	Equipment	\$33,784.00
	Total for Task:	\$33,784.00
3	Contractual Services (Subcontractor)	\$8,000.00
	Miscellaneous/Other Expenses	\$2,500.00
	Total for Task:	\$10,500.00
4	Contractual Services (Subcontractor)	\$7,841.00
	Total for Task:	\$7,841.00

SALARY AND FRINGE BENEFITS BY TASK: Cost reimbursable hourly, fringe, and indirect rate(s) by position may not exceed those indicated below.

Task No.	Position Title	Maximum Rate/Hour	Authorized Overtime Rate	Maximum Indirect Cost Rate
1	Program Specialist	\$24.72	Time and a half	26% of direct salaries
	Inmate Supervisor	\$15.00		

*Note: Full-time employee hourly rates determined by minimum and maximum salary/ 2,080 work hours per year.

PROJECT BUDGET SUMMARY: Cost reimbursable grant funding must not exceed the category totals for the project as indicated below.

Category Totals	Grant Funding, Not to Exceed, \$106,403.26
Salaries/Wages	\$23,512.00
Fringe Benefits	\$6,113.00
Equipment	\$40,506.34
Contractual Services (Subcontractor)	\$15,841.00
Miscellaneous/Other Expenses	\$20,430.92
Total:	\$106,403.26