

RESOLUTION APPROVING AGREEMENT WITH GT ENVIRONMENTAL, INC. FOR THE 2022 SOLID WASTE MANAGEMENT PLAN UPDATE

WHEREAS, On August 30, 2022, by Resolution Number 2022-5SW, the Board of Commissioners of Ashtabula County ordered proposals for technical services for the preparation of a Solid Waste Management Plan and annual reports; and

WHEREAS, On October 13, 2022, by Resolution Number 2022-7SW, the Board of Commissioners of Ashtabula County received proposals and awarded to GT Environmental, Inc. for technical services for the preparation of a Solid Waste Management Plan and annual reports; and

WHEREAS, It has been recommended by Jake Brand, Director of the Community Services and Planning Department, that Ashtabula County enter into agreement with GT Environmental, Inc. for technical services for the preparation of the 2022 Solid Waste Management Plan Update in an amount not to exceed \$43,500.00; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the agreement is hereby approved as outlined above.

BE IT FURTHER RESOLVED that the Vice-President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2022-8SW

October 25, 2022

**RESOLUTION APPROVING AGREEMENT WITH GT ENVIRONMENTAL, INC. FOR
THE 2022 SOLID WASTE MANAGEMENT PLAN UPDATE**

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV

Casey R. Kozlowski

Kathryn L. Whittington

Absent

Aye

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into this 19th day of October 2022, by and between GT Environmental, Inc., an Ohio corporation ("CONSULTANT") and Ashtabula County Board of Commissioners ("ASHTABULA COUNTY"), for professional and related services to be provided to ASHTABULA COUNTY.

I. SCOPE OF SERVICES

CONSULTANT shall provide to ASHTABULA COUNTY services as set forth in Exhibit A, "Scope of Services," attached hereto (the "Services"), which upon acceptance by ASHTABULA COUNTY shall be governed by the terms of this agreement.

II. FEES FOR SERVICES

For services provided by CONSULTANT to ASHTABULA COUNTY pursuant to this Agreement, ASHTABULA COUNTY shall pay CONSULTANT in accordance with the rates and charges set forth in Exhibit B, "Fees for Services," attached hereto.

III. BILLING AND PAYMENT

CONSULTANT shall submit a monthly statement to ASHTABULA COUNTY setting forth the amount due for services and itemizing amounts due for expenses. ASHTABULA COUNTY shall pay the full amount of such statement within thirty (30) days after receipt.

IV. INDEPENDENT CONTRACTOR

CONSULTANT shall provide services to ASHTABULA COUNTY as an independent contractor, not as an employee of ASHTABULA COUNTY. CONSULTANT shall not have or claim any right arising from employee status.

V. TERM

The term of this Agreement shall begin upon the date set forth above and end October 12, 2024. Any extension of the term shall be at the sole option of ASHTABULA COUNTY.

VI. TERMINATION OF AGREEMENT

Notwithstanding any other provision of this Agreement, ASHTABULA COUNTY may terminate this Agreement at any time with or without cause by giving thirty days' written notice to CONSULTANT.

Upon termination of this Agreement, CONSULTANT shall have no further obligation to provide services to ASHTABULA COUNTY. If the Agreement is terminated prior to completion of the

services to be provided hereunder, CONSULTANT immediately shall cease incurring project costs and shall render a final bill for services to ASHTABULA COUNTY.

VII. WARRANTY

CONSULTANT warrants that (a) it and each of its employees, consultants and subcontractors, if any, that it uses to provide and perform the Services has the necessary knowledge, skills, experience, qualifications, and resources to provide and perform the Services in accordance with this Agreement; and (b) the Services will be performed in a good, diligent, workmanlike manner in accordance with industry standards.

VIII. INSURANCE

(a) **General Liability Coverage.** CONSULTANT shall maintain commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence.

ASHTABULA COUNTY, its elected officials and employees, shall be named as additional insureds with respect to all activities under this Agreement.

(b) **Automobile Liability Coverage.** CONSULTANT shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for owned, hired and non-owned automobiles.

(c) **Workers' Compensation.** CONSULTANT shall maintain workers' compensation coverage as required by Ohio law.

(d) **Professional Liability.** CONSULTANT shall maintain professional errors and omissions liability insurance with a limit of not less than \$2,000,000 each occurrence.

(e) **Proof of Insurance.** Prior to the commencement of any work under this Agreement, CONSULTANT shall furnish the ASHTABULA COUNTY with properly executed certificates of insurance for all insurance required by this Agreement. Certificates of insurance shall provide that such insurance shall not be cancelled without 30 days' prior written notice to ASHTABULA COUNTY. CONSULTANT will replace certificates for any insurance expiring prior to completion of work under this Agreement.

IX. LIABILITY

CONSULTANT shall indemnify and hold harmless ASHTABULA COUNTY, its directors, officers, partners, agents, and employees from and against any and all liability, claims, demands, damages, losses, and expenses, including but not limited to attorney's fees, for which CONSULTANT is determined to be legally liable resulting from negligent acts, errors, or omissions by CONSULTANT, its directors, officers, agents, and employees in performance of services pursuant to this Agreement.

X. CONFIDENTIALITY

Any information and materials disclosed by or on behalf of ASHTABULA COUNTY to CONSULTANT in connection with this Agreement that is reasonably considered to be confidential ("Confidential Information") should be kept in confidence and used by the CONSULTANT only for the purpose of this Agreement. Unless required by court order, law or regulation, CONSULTANT agrees not to disclose the ASHTABULA COUNTY's Confidential Information to third parties except as necessary for the performance of this Agreement and under an agreement by which the third party is to be bound by the obligations of this confidentiality clause. This provision shall survive termination of this Agreement.

XI. AMENDMENT

All changes or modifications to this Agreement shall be in writing and signed by both parties.

XII. GOVERNING LAW

This Agreement shall be construed and interpreted according to, and the rights of the parties shall be governed by, the laws of the State of Ohio.

XIII. DISPUTE RESOLUTION

CONSULTANT and ASHTABULA COUNTY agree to comply with all terms of this Agreement. Should a dispute arise between either party concerning breach of this Agreement, CONSULTANT and ASHTABULA COUNTY shall choose a mediator from the Ashtabula County Bar Association, or from a bar association located within a county adjacent to Ashtabula County. The Courts of Ashtabula County shall retain exclusive jurisdiction to resolve any dispute between the parties to the extent in which the parties cannot resolve their disputes by mediation.

XIV. ENTIRE AGREEMENT

This Agreement constitutes the complete and final expression of the agreement of the parties and is intended as a complete and exclusive statement of the terms of their agreements and supersedes all prior and contemporaneous offers, promises, representations, negotiations, discussions, communications, and agreements which may have been made in connection with the subject matter hereof.

XV. MISCELLANEOUS

This Agreement shall be binding on, and inure to the benefit of, each party's successors in interest, including their heirs, legatees, assignees, and legal representatives. Any waiver at any time by either party of its rights with respect to a default under this Agreement, or with respect to any other matters arising in connection with this Agreement, shall not be deemed a waiver with respect to any subsequent default or other matter. Except where specifically stated in this Agreement to be otherwise, the duties, obligations, and liabilities of the parties are intended to be



several and not joint or collective. Nothing contained in this Agreement shall be construed to create an association, trust, partnership, or joint venture or impose a trust or partnership duty, obligation, or liability on or with regard to either party. Each party shall be individually and severally liable for its own obligations under this Agreement. If any provision of this Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of this Agreement and shall not cause the remainder to be invalid or unenforceable. In such event, the parties shall reform this Agreement to replace such stricken provision with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

XVI. NOTICES

(a) Any notice, demand, information, invoice, report, or item otherwise required, authorized, or provided for in this Agreement, unless otherwise specified herein, shall be deemed properly given if delivered in person, sent by United States Mail, First Class postage prepaid, or delivered by commercial delivery service:

To CONSULTANT: GT Environmental, Inc.
 ATTN: Ronald C. Hansen
 2400 Corporate Exchange Drive, Suite 150
 Columbus, Ohio 43231

To ASHTABULA COUNTY:

 Ashtabula County
 Office of Community Services and Planning
 Attn: Jake Brand, Director, Community Services and Planning
 25 West Jefferson Street
 Jefferson, Ohio 44047

(b) All notices shall be deemed effective upon receipt by the party to whom such notice is given.

XVII. SIGNATURE CLAUSE

The signatories hereto represent that they are authorized to enter into this Agreement on behalf of the party for whom they sign.

**BOARD OF COMMISSIONERS OF ASHTABULA COUNTY OR
COUNTY OF ASHTABULA, OHIO:**

By: _____ Date: 10-25-22

Its: Vice President

[CONSULTANT]

By: James A. Zanillo :

Date: 10/19/2022

Its: GT Environmental, Inc.



Exhibit A

Scope of Services



I. COMPANY OVERVIEW

GT Environmental, Inc. (GT), established in 1995, provides environmental consulting services to state and local governments, Fortune 500 companies, mid-size to small businesses, hospitals, educational institutions, and professional associations.

GT recently had a change in ownership bringing in Jamie Zawila to lead the materials management and sustainability unit. This leadership strengthens GT's position in materials management, circular economy planning, supply chain investigations, and material recovery facility operational and technical projects. In addition, to expanding GT's scope of project work Ms. Zawila's Ohio planning, reporting, and HB 592 experience is the expertise needed to continue to provide data driven approaches to serve client needs.

GT Environmental is comprised of experts in waste recycling and recovery, planning economics, organics, and technical analysis. GT has provided over 25 years of technical and best management practice support to local governments as they design, implement, evaluate, and optimize their systems. We understand the broad range of responsibilities and priorities local government solid waste departments have in providing efficient and effective service. Our area of expertise includes:

- • Waste characterization studies
- • Waste assessments and audits
- Market analysis
- Solid Waste Management Planning
- Volume based billing program design and assessments
- Solid waste collection routing studies
- Organics feasibility studies
- Review and negotiate hauler contracts
- Material collection studies
- Waste minimization/zero waste studies
- Materials management planning
- Grant writing
- Community based social marketing outreach program design
- Meeting facilitation
- Curbside and drop-off feasibility studies

GT Environmental, Inc.

2400 Corporate Exchange Drive • Suite 150 • Columbus, OH 43231
(614) 794-3570 • gtenvironmental.com



II. TEAM DESCRIPTION

The Project Team members have a proven track record working with commercial and municipal clients as advisors, engineers, and consultants to provide comprehensive solutions in sustainable materials management, zero waste and solid waste planning, organics diversion, organics facility planning, design, and management.



Jamie Zawila is Vice President and Principal Consultant with GT Environmental. She brings 26 years of professional experience in sustainable materials management solutions for diverse industrial and public sector clients. Past consulting projects put Ms. Zawila at the forefront of zero waste planning, forecasting, modeling, and

sustainability program evaluation. She has conducted work examining and authoring more than a dozen solid waste management plans, organized, and facilitated stakeholder outreach engagements, conducted program gap analysis, feasibility studies, and circular economy planning. Ms. Zawila holds a Bachelor of Science in Civil and Environmental Engineering from the University of Cincinnati and is a certified Zero Waste Practitioner by SWANA and CRRA.

TOPICAL EXPERTISE

- Project Management
- Municipal Solid Waste/Recycling
- Forecasting & Modeling
- Outreach & Education
- Stakeholder Engagement
- Benchmark, Gap, and Data Analysis
- Greenhouse Gas Metrics
- Materials Management and Solid Waste Planning

EDUCATION/CERTIFICATION

UNIVERSITY CINCINNATI

*Bachelor of Science in
Civil/Environmental Engineering*

SWANA and CRRA

Zero Waste Practitioner

Ohio Solid Waste Planning Experience:

Ms. Zawila joined GT in April 2022 and is assisting with the following solid waste plans: Lorain County SWMD, Lucas County SWMD, Crawford County SWMD, StarkTuscarawas-Wayne SWMD, SouthEastern Ohio Joint SWMD, Huron County SWMD, Ross-Pickaway-Highland-Fayette SWMD and Preble County SWMD. Prior to joining GT,

Ms. Zawila's specific Ohio solid waste planning experience included: Butler County SWMD, Warren County SWMD, Lawrence-Scioto SWMD, Belmont-Jefferson SW Authority, Montgomery County SWMD, Logan County SWMD, Putnam County SWMD, Ross-Pickaway-Highland-Fayette SWMD, Clinton County SWMD, and Gallia-JacksonMeigs-Vinton SWMD.



Dan Graeter is a Senior Manager at GT Environmental and has 30 years of experience in the private and public sectors managing solid waste in Ohio. Mr. Graeter managed the Montgomery County Solid Waste District recycling programs and solid waste planning for 16 years. He also managed the fleet and scale operations for the North and South Solid Waste Transfer Stations and the McMrf reuse facility. At GT, Mr. Graeter has managed transfer station and recycling center feasibility studies, facility design, and upgrade projects. He has expertise in solid waste facility operations, solid waste commercial collection systems, district planning and program development, financial systems and controls, solid waste planning, solid waste transfer station design and operations, feasibility studies, strategic planning, environmental education, public involvement, and communications programs. Mr. Graeter has a bachelor's degree in Accountancy and a master's degree in Business Management. Mr. Graeter is a CPA and is SWANA certified in Landfill Management, Recycling, Transfer Stations, C&D Recycling, and Zero Waste Principles and Practices.

TOPICAL EXPERTISE

- Project Management
- Municipal Solid Waste/Recycling
- Regulatory Compliance
- Transfer Station Design and Operation
- Solid Waste Collection and Routing
- Yard Waste Feasibility

EDUCATION/CERTIFICATION

WRIGHT STATE UNIVERSITY

*Master of Business Administration
Bachelor of Science in Business*

Accountancy

CPA-Ohio

CDL-B

SWANA and CRRA

Zero Waste Practitioner

SWANA

Landfill Management, Recycling,
Transfer Stations, C&D Recycling

Awards

- 2007 SWANA Buckeye Chapter "Solid Waste Professional of the Year"
- 2004 State of Ohio, Department of Natural Resources "Program Employee of the



Ben Dawson is an Environmental Planner I with GT Environmental, Inc. Mr. Dawson specializes in materials management and sustainability, working on solid waste management planning, annual solid waste district reporting, and geographic information systems mapping and analysis. Mr. Dawson earned a

Bachelor of Science Degree in Environment, Economy, Development and Sustainability (EEDS) from The Ohio State University in 2022. Prior to

joining GT Environmental, Mr. Dawson worked at Limbach LLC as a Controls Intern. Here, he worked with Project Managers on project planning, forecasting, cost estimates, and communication as well as supporting Engineers on projects by maintaining project equipment in Automated Logic's Building Management

TOPICAL EXPERTISE

- Data Analysis
- ArcGIS Network Analyst
- Greenhouse Gas Metrics
- Research
- Budget Analysis

EDUCATION/CERTIFICATION

OHIO STATE UNIVERSITY

*Bachelor of Science in Environment,
Economy, Development and
Sustainability*



System. While attending The Ohio State University, he completed a capstone project with Jackie O's Brewery in Athens, Ohio. At Jackie O's, Mr. Dawson worked closely with the CEO to lead a team of students focused on assessing Jackie O's sustainability efforts, benchmarking, and analyzing the environmental impacts of the company's manufacturing, transportation, and utility usages.

III. CONTRACTOR EXPERTISE AND CAPACITY

Past plans and Annual District Report experience includes:

Solid Waste District	Solid Waste Plan (format)	ADR
Ashland County SWMD	4.0	
Ashtabula County SWMD	3.0	
Athens-Hocking SWMD	3.0	
Auglaize County SWMD	3.0	X
Butler County SWMD	3.0	
Clark County SWD	3.0	X
CCH SWMD	4.0	X
Cuyahoga County SWMD	3.0 4.0	
Crawford County SWMD	3.0	
Defiance Fulton Paulding Williams SWMD	3.0	
Delaware, Knox, Marlon, Morrow SWMD	3.0 4.0	
Erie County SWMD	3.0	
Hamilton County SWMD	3.0	
Henry County SWMD	3.0	
Holmes County SWMD	3.0	
Huron County SWMD	3.0	
Jefferson-Belmont SWA	3.0	
Lawrence-Scioto SWMD	3.0	
Lorain County SWMD	3.0 4.0	X
Lucas County SWMD	4.0	X
Mahoning County SWMD	3.0	
Mercer County SWMD	3.0	X
Miami County SWMD	3.0	
Medina County SWMD	3.0 4.0	X
Montgomery SWMD	3.0	X
North Central Ohio SWMD	3.0 4.0	X
Ohio EPA - Clinton County	3.0	
Ohio EPA - Ashtabula County	3.0	

Ottawa Sandusky Seneca SWMD	3.0 4.0	X
Pike County SWMD	3.0 4.0	
Preble County SWMD	3.0	X
Solid Waste Authority of Central Ohio	3.0 4.0	X
Solid Waste District	Solid Waste Plan (format)	ADR
Southeast Ohio Joint SWMD	3.0	
Stark Tuscarawas Wayne SWMD	3.0 4.0	X
Summit-Akron Solid Waste Authority	3.0	X
Van Wert SWMD	3.0	X

GT specializes in solid waste management planning assisting Ohio's solid waste districts, authorities and municipalities with consulting services including Annual District Report preparation, Solid Waste Management Plan development, waste reduction and recycling programs, solid waste collection routing studies, yard waste management analysis, waste assessments and audits, collection studies, Pay-As-You-Throw programs, grant writing, waste diversion (zero waste plans) strategic planning, feasibility studies for facilities, and education/awareness activities.

GT is providing a project team with extensive planning, analytical, financial and communication skills. We have a proven track record of successfully developing and updating solid waste plans in Ohio, and a proven methodology and available capacity to complete this Plan Update.

GT has prepared Solid Waste Management Plans for many solid waste districts and authorities across Ohio. Our most recent Ohio plan experience includes:

Client	Format Version
Ross-Pickaway-Highland-Fayette Solid Waste Management District (2025 Plan Update)	Format 4.1
Huron County Solid Waste Management District (2024 Plan Update)	Format 4.1
Lucas County Solid Waste Management District (2024 Plan Update)	Format 4.1
Stark-Tuscarawas-Wayne Joint Solid Waste Management District (2023 Plan Update)	Format 4.1
Lorain County Solid Waste Management District (2023 Plan Update)	Format 4.1



Crawford County Solid Waste Management District (2022 Plan Update)	Format 3.0
Pike County Solid Waste District (2022 Plan Update)	Format 4.0

IV. PROJECT UNDERSTANDING, APPROACH, AND ACTIVITY SCHEDULE

PROJECT UNDERSTANDING

Ohio House Bill 592 revised Ohio’s solid waste regulatory program and developed a solid waste planning process to ensure adequate landfill disposal capacity and reduce reliance on landfills. This process requires solid waste districts to prepare a solid waste management plan demonstrating compliance with the State of Ohio’s solid waste management plan.

GT will prepare a fifteen-year solid waste management Plan Update to comply with the goals established in the State solid waste management plan and in accordance with Ohio Revised Code 3734.54 and Ohio Administrative Code 3745-27-90. Ashtabula County Solid Waste District’s Plan Update will be prepared using Ohio EPA Format 4.1.

Ohio EPA’s Format 4.1 is designed to present the Plan concisely in six chapters with the bulk of the data, tables, and analysis contained in Appendices. In Format 4.1, the chapters are designed to be summaries and written after the Appendices are complete. The Appendices will contain technical data and information for the plan as well as demonstrations for achieving goals of the 2020 State Plan, adequate solid waste facility access, and adequate revenue. Reference year and planning period projections regarding specific topics will be presented in a series of Appendices.

The Project Team’s process to complete the 2024 Plan Update begins with a data request to prepare the technical Appendices, draft of the Appendices, and draft of the Chapters. Data and Plan Update sections will be written and presented to the Policy Committee throughout the drafting process as they are developed to allow for Policy Committee member review, feedback, and questions. GT’s method for completing the tasks is described below.

PROJECT APPROACH

Task 1 – Appendices and Chapters

➤ INVENTORY, POPULATION, DISPOSAL, REDUCTION, RECYCLING AND WASTE GENERATION

The Project Team will complete the Appendices by building baseline inventories of data, analyzing trends, and comparing to the previous solid waste management plan projections. After completing the analysis projections are estimated for the

planning period. The analysis is written into concise narrative sections describing the baseline and future of the District.

Additionally, landfill facility availability, capacity, and future needs to provide necessary disposal capacity for the planning period will be calculated.

➤ STRATEGIC EVALUATION, PROGRAM DESCRIPTIONS, OUTREACH AND MARKETING PLAN

The evaluation of reference year District activities and programs is of great importance. GT's program evaluation includes analyses on historical comparisons, performance, weaknesses, participation, best practice comparisons, impacts, costs, etc. for the existing activities and programs. GT will assess programs and strategies for how effectively they reduce reliance on landfills and meet Ohio EPA's state goals. To do this, the status of the reduction and recycling efforts will be evaluated in the context of factors presented in the 14 analyses described in Format 4.1. This evaluation of the District's existing residential recycling infrastructure determines whether the needs of the residential sector are being met and if the infrastructure is adequately performing. It's a method to identify gaps, efficiencies, and performance. During evaluation GT will coordinate with District staff to develop a stakeholder engagement process to ensure the plan and programs reflect their priorities and expectations and address any concerns they may have.

At the conclusion of this evaluation, GT will provide a matrix of current programs, considerations, and potential programs. Potential programs will draw upon best practices and gaps, weaknesses, and opportunities identified during the evaluation. The Project Team will present program suggestions that could help strengthen programs, improve performance, and/or increase effectiveness to the Policy Committee to prioritize program implementation.

Outreach and education are critical to a recycling program's success. Best practices include education campaigns that are simple and engaging with regular consistent messaging across multimedia platforms. Strategic communication campaigns provide the most powerful results in creating behavior change. Before deciding on changes or new outreach and marketing plan programs for the District, GT will evaluate the existing outreach, education, and technical assistance programs, comparing to national best practices, and include these items in the program strategy session.

➤ GOAL DEMONSTRATION



Appendices J and K are reserved for demonstrating compliance with 2020 State Plan Goals 1 and 2. Ashtabula's 2018 Plan is meeting Goal 1, infrastructure to access. GT will demonstrate in Appendix J reference year opportunity to recycle through achieving Goal 1 of the 2020 State Solid Waste Management Plan. Appendix K will show progress toward achieving the waste reduction and recycling rates in Goal 2 of the 2020 State Solid Waste Management Plan.

➤ **CAPACITY ANALYSIS**

Appendix M requires demonstration of available capacity to dispose of landfilled solid waste. GT will build off the analysis in Appendix D to demonstrate adequate solid waste disposal capacity and facilities available.

➤ **EVALUATING GREENHOUSE GAS EMISSIONS**

As per Format 4.1 requirements, GT will use Waste Reduction Model (WARM), a US EPA developed tool designed to track and voluntarily report greenhouse gas emissions reductions, to quantify the effects of waste management decisions on greenhouse gas emissions. The model will be used to quantify reference year and year six of the planning period.

➤ **FINANCIAL PLAN**

Districts must demonstrate availability of sufficient financial resources over the entire planning period and estimate the amount of money collected by each revenue mechanism. GT will assist the Policy Committee as needed to analyze budget needs, considering market conditions, anticipated revenue, and proposed programming and non-sustainable revenue streams. The Project Team will carefully review quarterly fee reports and facility reports to ensure the reference year budget section for both revenues and expenses is balanced. GT will work with District staff to ensure an adequate budget is developed to fund all programs in the Plan Update throughout the planning period. The projections will be performed with District guidance and input.

➤ **SUPPORTING PLAN APPENDICES**

- Appendix P and Q: In Format 4.1, Appendices P is reserved for providing the Board of Directors the authority to designate and identify those facilities. GT will include any designations, facility lists and documents. In Appendix Q, GT will include any rules and will discuss with District staff, Policy Committee, Board, and legal counsel any rules that might be necessary to assist the District in achieving their goals and Ohio EPA goals. Information regarding any rules authorized for adoption by the District will be included in these Appendices.

- Appendix R is reserved for blank survey forms which will be collected by the Project Team and included in this Appendix.
- Appendix S is reserved for the siting strategy. The Project Team will assist the District in updating their siting strategy for facilities (if there have been any significant changes) and ensure they meet the District's legal counsel approval. In addition, GT will provide contingencies for capacity assurance (if additional capacity is needed).
- Appendix T is reserved for public notices, public comments, District certification statement, and resolutions. GT will prepare example documents (public and written notices, certification statement, and resolutions) and include closing documents in the Appendix.
- Appendix U is reserved for the ratification tally worksheet. The ratification tally worksheet will be completed by the District.
- Appendix V and W: The District is required to include an inventory list of open dumps and other disposal facilities as well as prepare a district map. GT will assist in compiling and developing these inventories and maps to include in Appendix V and W.

➤ CHAPTERS 1 – 6

Chapters are summaries of the Appendices and will be written after the Appendices are complete. Chapters 1 through 6 summarize introduction, profile, waste generation, waste management, waste reduction, recycling programs, and costs and financing of plan implementation.

Chapter 1: The introduction and profile provide a brief overview of the District and generation characteristics. Information such as population distribution, density, and change affect the type of recycling infrastructure needed for a community as does waste stream by generator. Understanding these characteristics helps the Policy Committee make decisions about the types of programs that will most effectively meet the needs.

Chapter 2: An overview of the District's waste generation and characteristics, population distribution, density, and change will be summarized in this chapter. Chapter 3: Calculations of waste generation and projections performed in Appendices will be briefly summarized.



Chapter 4: This chapter will provide an overview of assessments completed in Appendices regarding waste management facilities, services, and businesses, and their availability and capacity to handle the District's future needs.

Chapter 5: The strategic analysis completed in Appendix H delineates the waste reduction strategies and programs of the District that are discussed in more depth in Appendix I and L. This Chapter highlights those available programs for the planning period. This chapter will also show the District's demonstration of state plan goals.

Chapter 6: The assessment performed in Appendices H and O will demonstrate the District's financial resources to perform program implementation over the entire planning period.

Task 2 – Non-Binding Advisory Opinion Revisions

When a draft Plan Update is submitted to the Ohio EPA, the Ohio EPA has 45 days to review the draft Plan Update and issue comments to the Policy Committee. These nonbinding advisory opinion edits contain recommendations to the Policy Committee for revising the Plan Update prior to completing the ratification process. GT will coordinate with the Ohio EPA once the non-binding advisory opinion edits are received to review comments and discuss needed revisions. GT will then work with District staff and the Policy Committee to make any changes considered appropriate to address Ohio EPA's non-binding advisory opinion to ready the Plan Update for public comment and ratification.

Task 3 – Public Hearings/Ratification/Final SWMP

After revisions are incorporated into the plan update, the Policy Committee will make the final Plan Update available for public comment and will hold a public hearing. GT will revise the Plan Update as directed by the Policy Committee as a result of the public comment period and compile a PDF ratification packet for the District to use for ratification. Following ratification, the Project Team will compile a final ratified plan PDF including all necessary appendices. GT will submit the final ratified plan to Ohio EPA.

ACTIVITY SCHEDULE

The published schedule for the Plan Update:

Schedule	End Date
Draft Plan Due to Ohio EPA	April 12, 2023
Final Ratified Plan Due to OEPA	July 14, 2024

Final Approval by OEPA

October 12, 2024

GT proposes the following task schedule to ensure the plan is submitted to Ohio EPA by the draft plan due date of April 12, 2023.

Plan Development Tasks	Start Date	End Date
Information Request to District	September 2022	September 2022
Plan Update Work Book	September 2022	September 2022
Plan Kick-Off and PC Introduction	October 2022	October 2022
Appendix A - Reference Year, Material Change	October 2022	November 2022
Appendix B - Inventory	October 2022	November 2022
Appendix C - Population	October 2022	November 2022
Appendix D - Disposal Data	October 2022	November 2022
Plan Development Tasks	Start Date	End Date
Appendix E - Res/Com Reference Year Recycling	October 2022	November 2022
Appendix F - Industrial Reference Year Recycling	October 2022	November 2022
Appendix G - Historical Waste Generation	October 2022	November 2022
Appendix H - Strategic Evaluation (14 Analysis)	December 2022	January 2023
Appendix J - Goal 1 Demonstration	December 2022	January 2023
Appendix K - Goal 2 Demonstration	December 2022	January 2023
Appendix O - Financial Data - INITIAL ANALYSIS	December 2022	January 2023
Appendix I - Conclusions, Priorities and Programs	January 2023	February 2023
Appendix L - Education Program Demonstration	January 2023	February 2023
Appendix M - Capacity Demonstration	January 2023	February 2023
Appendix N - Greenhouse Gas Emissions	January 2023	February 2023
Appendix P - Designation	January 2023	February 2023
Appendix Q - District Rules	January 2023	February 2023
Appendix R - Survey Forms	January 2023	February 2023
Appendix S - Siting Criteria	January 2023	February 2023
Appendix O - Financial Data - FINAL ANALYSIS	March 2023	April 2023
Section i - SWMD Information	March 2023	April 2023
Chapter I: Introduction	March 2023	April 2023
Chapter II: District Profile	March 2023	April 2023
Chapter III: Waste Generation	March 2023	April 2023
Chapter IV: Waste Management	March 2023	April 2023
Chapter V: Waste Reduction and Recycling Programs	March 2023	April 2023
Chapter VI: Budget	March 2023	April 2023
Appendix T - Resolutions	After Ratification	
Appendix U - Ratification Results	After Ratification	



Draft Plan Certification Statement from Policy Committee	April 2023	April 2023
Ohio EPA 45-Day Comment Period	April 12, 2023	May 27, 2023
Revise Plan Based on NBAO Comments	June 2023	November 2023
Meet with OEPA to Review Changes		
Public Comment Period	December 19, 2023	January 18, 2024
Public Hearing	January 19, 2024	January 19, 2024
Revise Plan Based on Public Comments	January 20, 2024	February 8, 2024
Policy Committee Adopts Draft Plan	February 8, 2024	February 8, 2024
Ratification (90 Days)	February 15, 2024	May 15, 2024
Policy Committee Certifies Ratification	June 30, 2024	June 30, 2024
Final Ohio EPA Review (90 Days)	July 14, 2024	October 12, 2024
Plan Approval	10/12/24	

PROJECT DELIVERABLES

GT will provide the following deliverables:

- Digital PDF of draft 2024 Plan Update to the District for Policy Committee certification and a sample certification statement.
- Digital PDF submittal of draft 2024 Plan Update to Ohio EPA for non-binding advisory opinion. (Note: Ohio EPA is currently accepting electronic submittal. If that procedure changes, then GT will provide two hard copies and postage of certified draft 2024 Plan Update to Ohio EPA for non-binding advisory opinion.) ➤ Final digital PDF of certified 2024 Plan Update to District.
- Digital non-binding advisory response letter detailing changes to draft certified plan.
- Digital two-page Microsoft Word document summary of plan that serves as a stand-alone high-level outreach document to summarize the plan.
- Digital Microsoft Word document of public notice.
- Digital PDF of draft 2024 Plan Update to District for public comment.
- Digital Microsoft Word copy of draft 2024 Plan Update to District with public comment changes and resolution for Policy Committee adoption.
- Ratification package to include the following documents: Policy Committee adopted plan (PDF), sample resolutions for political jurisdictions and county commissioners (Microsoft Word), and population ratification tally (Excel).
- Digital PDF submittal of ratified 2024 Plan Update to Ohio EPA. (Note: Ohio EPA is currently accepting electronic submittal. If that procedure changes, then GT will provide two hard copies and postage of ratified plan to Ohio EPA for approval.)
- Digital PDF and hard copy of ratified 2024 Plan Update to District.

V. REQUESTED FEE PROPOSAL

GT proposes to complete this project on a time and materials basis for not-to-exceed cost of **\$36,300**. Any work that falls outside of this scope of work will be subject to a change order process where the specific project assignment and budget will be outlined and authorized by both parties. This cost estimate is based on the following assumptions:

- District will assist GT in providing all background documents and data necessary for the plan update if not readily available online or from the Ohio EPA.
- GT will prepare electronic versions of data and Plan Update sections for Policy Committee review.
- Data and final plan update sections will be presented to the Policy Committee throughout the drafting process as they are developed.
- District will publish and mail all public notices as well as facilitate the scheduling of public hearing and secure meeting locations.
- District will track all ratification responses and provide copies of the resolutions to GT for inclusion in appendices.
- Includes normal informational calls for plan preparation but excludes meetings.

VI. ADDITIONAL REQUIREMENTS - MEETINGS

Actual meetings costs will be based on specific District requirements. Meeting requests will be charged at a flat rate depending on whether the meeting is in person or virtual (see cost estimate section for rates). This strategy allows the District the most flexibility in controlling costs and defining meeting type.

The following table summarizes the total per meeting cost:

Meeting Option	Per Meeting Costs
In Person Flat Rate Meeting Costs	\$1,156
Virtual Flat Rate Meeting Costs	\$470

GT suggests four meetings to prepare the draft plan submittal to Ohio EPA for NBAO. One meeting after NBAO to discuss plan revisions and one meeting before ratification. A total of six meetings are suggested for the timeline and activity scheduled provided in this response.



Signature Page

Agreement Title: Professional Services Agreement with GT Environmental, Inc.

Approved as to Legal Form Only:

By: 

Colleen M. O'Toole,
Ashtabula County Prosecutor

Contact: Lisa Hawkins, Clerk

Dated: 10/20/22, 2022

2022-CON-0141

Reviewed by: Matthew J. Hebebrand on October 20, 2022

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2022 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection and free from any previous encumbrances to the credit of:

2015.001.110-601; not to exceed \$20,000.00.

Agreement Title: Agreement with GT Environmental for the 2022 Solid Waste Management Plan Update



**David Thomas, Ashtabula County
Auditor**

Date: October 20, 2022