

Stansfield, Anita

From: South Central Solid Waste Management District
<SouthCentralSWMD@hughes.net>
Sent: Saturday, November 10, 2012 8:53 AM
To: Stansfield, Anita
Cc: Ardrey, Brenda; Perkins, Ann
Subject: Re: Region P Amended Financial Assistance Agreements for P2013-001 and P2013-002, and P2012-008

Anita, we have been so busy around here with "after the election" activities that I didn't check the answering machine until after you had left on Friday. I am glad that you sent this e-mail - I check my e-mails often- so that we can work on the questions you have and the additional information that you need.

You wrote: Lynda: We have reviewed the District's request to amend its P2013-001 District Operations and P2013-002 Plan Implementation grant and P2012-008 Texas County Cardboard Recycling Program. In follow up to our telephone conversations below are the general comments and questions discussed where additional information is being requested:

General Comments:

1. The District Operations and Plan Implementation grants begin on July 1, 2012 and end on December 31, 2013 including the budgets. Please revise the budgets to reflect a twelve month budget period ending on June 30, 2013.

RESPONSE: The budget will remain the same. I am sure that the district will ask for an extension before the June 30, 2013 end date so that it can continue to do business until funding for FY 2014 administration is available.

2. As you mentioned in our call, the District plans to issue an RFP for an administrative services contractor with a planned contract start date of February 1, 2013 for the contract. Please remind the district executive board of the General Terms and Conditions I.L.4 which requires the district to obtain prior written approval from the SWMP whenever contracting out, subgranting or otherwise obtaining a third party to perform activities, which are central to the purpose of the award. Once the board has drafted their contract language and determined an awardee, the information can be submitted to SWMP for approval. After execution of the contract, the board will need to provide a copy for our permanent district file and an amended Attachment 1 will be provided to the district.

RESPONSE: We are in the process of writing up the RFP. It will be approved by the executive board at the December 6, 2012 meeting. I will submit the required information to DNR as soon as it is available.

P2013-001 District Operations

1. What period does the revised grant cover? Page 5 of the revised grant application says under Time Table says: "Funds for this project will be needed on November 1, 2012 and run for 1 year until October, 2013. New administration will start February, 2013. But, on this same page under Personnel it says "The budget has been amended to include cost for Personnel for up to 3 months-December 2012, January 2013 and February 2013." In addition, the Region P Executive Board Meeting Minutes for October 18, 2012 says: "The District adopted the state fiscal year as our fiscal year in 2006 but our funding cycle for administration is still on the calendar year. (This implies a January 2013 – December 2013 period.)"

RESPONSE: The Region P district hasn't been able to figure out how we are supposed to finance district operations during the gap between the time the FAA is signed and funds are available for District Administration. The FAA for P2013-001 started on July 1, 2012. There were no funds available at that time for the grant. We are requesting, as we have since 2006, "Funds for this project will be needed on November 1st and run for 1 year until October 31st. The District requests funds at that time that will be used for the next 12 months.

The DOG 2012-001 grant was approved for \$81,500.00 to date we have only requested and received \$78,000.00. The question was whether to request the remaining \$3,500.00 of P2012-001 or as was done, to amend the P2013-001 budget for personnel to include any additional funds from the P2012-001 -up to the \$3,500.00 remaining in that grant- to cover the cost of personnel for the month of December 2012. We won't know for sure how much is needed - due to variables in mileage, and other expenses of the coordinator and executive board. The board will amend and approve an amended P2012-001 budget at the Executive board meeting on December 6, 2012. I will submit the amended P2012-001 budget after that date.

2. We discussed that personnel and fringe costs for Lynda Roehl, District Coordinator, are for three months: December 2012, January 2013 and February 2013.
3. Office supplies of \$1,200 are included in the narrative of the revised grant application but not in the revised budget, please correct. Page 7 of the revised application shows as \$600 while the revised budget shows postage \$600, please correct.

RESPONSE: Sorry about that I forgot to show the strike through. It is assumed that whoever does the administration will include expenses such as office supplies, paper, ink cartridges, and miscellaneous as part of their bid. Only postage was included as a separate expense.

~~Other Expenses estimated at \$1,800.00~~

~~Office Supplies: Office Supplies: printer ink, office paper, paperclips, pencils, pens and miscellaneous expenses are estimated at \$100 per month for a total of \$1,200/year.~~

4. The revised budget for the Administrative Services Contractor shows \$30,000.00. The administrative contract budget must end June 30, 2013 for this grant. Please provide the amount of funds for the Administrative Services Contractor for the budget period ending June 30, 2013.

RESPONSE: The budget will remain the same for now and it will be amended if necessary after the District contracts for administrative services.

5. February is expected to be a transition month where both Lynda Roehl, the current District Coordinator, and the new contract administrator will be working.
6. The budgeted amounts for Travel, Supplies and Other expenses need to be calculated to end on June 30, 2013, please correct.

RESPONSE: The budget will remain the same for now and it will be amended if necessary after the District contracts for administrative services.

7. On page 7 of the revised grant application under Director's Expenses it shows per diem -6 times per year@45/night, are any per diem expenses provided for in the revised budget? Page 5 of the revised grant application shows per diem expenses as being deleted.

RESPONSE: It is assumed that whoever does the administration will include any per diem expense as part of their bid. A revised budget will be submitted to DNR after the contracting process is completed.

8. On page 4 of the revised grant application under location and management of the project, it states the home office located in Eunice, MO will close on or before June 30, 2013. Please advise why it wouldn't close on February 28, 2013 when the current district coordinator will leave her position.

RESPONSE: June 30, 2013 is the official date that the Terms and Conditions set by DNR would force the closure of the home office. The statement says, "The home office located in Eunice, MO will close on or before June 30, 2013". February 28, 2013 is included in "on or before June 30, 2013."

9. Also, please advise if any rent will be paid on the home office or equipment storage located in Eunice, MO after February 28, 2013.

RESPONSE: No rent will be charged and no will rent payments will be made after February 28, 2013.

10. Is it planned for the new contract administrator to store the equipment located at the current district coordinator's home office in Eunice, MO until budget year end?

RESPONSE: It is assumed that whoever does the administration will include equipment storage as part of their bid.

P2013-002 Plan Implementation

1. On page 4 of the revised grant application, Personnel, Administrative Help is shown as \$5,280 while on the revised budget Personnel, Temporary Assistants are shown as \$5,000, please correct.

RESPONSE; The additional \$280 is the District share of medi-care and social security. It is listed further down on the page in the "other" budget category. A re-amended copy of that part of the budget page is included.

Professional Services:	\$5,280.00	\$5,280.00
Grant readers, assistance medi-care and soc sec.		

Other:		
Repairs, equipment, fees insurance	\$5,450.00	\$5,450.00

2. Do the budgeted amounts for this plan implementation grant reflect the number of months until the grant end date? What is that date?

RESPONSE: Yes! I am sure that the district will ask for an extension before the June 30, 2013 end date if necessary.

P2012-008 Texas County Cardboard Recycling Program

1. The accounts submitted by the District show remaining funds of \$1,875.28 in wages and \$1,378.40 in fuel for a total of \$3,253.68 funds remaining in the grant. This amount differs from the totals shown by the District, please verify the amounts.

RESPONSE: I may need further explanation on this comment. The amounts that were submitted with the amendment are current.

The FAA amendment shows an extension of the grant until March 31, 2013. The Draft Minutes from Region P for October 18, 2012 state that Kim and Keith Morgan have stopped doing the Texas County Cardboard Recycling Program and new people have taken over the pick-ups. The Draft Minutes state: "The District grant will pay wages

for a worker to do the pickup 24 hours each week until the end of the year. A gas card gets charged to the district credit card for fuel for this program. It should also have enough funds to go until the end of the year.”

2. Please provide Executive Board approval showing the grant has been extended until March 31, 2013 and approval of the new authorized official and project manager Kevin Garrett.

RESPONSE: An Extension of the grant to run as long as funds were available was discussed and agreed to at the October 18, 2012 meeting but it was not voted on. The amended FAA was submitted for your approval and the board will act on the amendment at the December 6, 2012 Executive Board meeting.

Anita, I am sorry that I missed your calls this week. I hope that we can work this out on-line. I can be reached on my cell phone : 417-252-0542 if I am not in the office, and if the cell phone is on. I turn my cell phone off during meetings. One of the advantages of a home office is that I can work at all hours and on days that I need to work. I will be working in the office on Monday until early afternoon. I am attending the Hazardous Waste Seminar in Columbia on Tuesday and will be back in my office about noon on Wednesday. I hope that we can find a mutual time to get these grants finished.

Thank you for your help.

Lynda Roehl, District Coordinator
South Central Solid Waste Management District
5436 Hwy 17
Eunice, MO 65468
417-932-5345
SouthCentralSWMD@hughes.net

From: Stansfield, Anita

Sent: Friday, November 09, 2012 3:28 PM

To: southcentralswmd.hughes.net

Cc: Ardrey, Brenda ; Perkins, Ann

Subject: Region P Amended Financial Assistance Agreements for P2013-001 and P2013-002, and P2012-008

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P2013-001 District Operations

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administration will start February, 2013. But, on this same page under Personnel it says "The budget has been amended to include cost for Personnel for up to 3 months-December 2012, January 2013 and February 2013." In addition, the Region P Executive Board Meeting Minutes for October 18, 2012 says: "The District adopted the state fiscal year as our fiscal year in 2006 but our funding cycle for administration is still on the calendar year. (This implies a January 2013 – December 2013 period.)"

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3. Please provide Executive Board approval showing the grant has been extended until March 31, 2013 and approval of the new authorized official and project manager Kevin Garrett.

Note: Lynda, I tried to reach you several times over the last few days to discuss these amendments but did not reach you, we have off Monday for Veteran's Day, and I have some leave planned, so sent these questions so we can get the amendments approved. I have a meeting Tuesday from 10-3 but will be in before and after.

If you have any questions, please call me or Brenda Ardrey at (573) 751-5401 or email us.

SOLID WASTE MANAGEMENT PROGRAM

Anita Stansfield, Planner II
Operations Section