



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 8/20/2019

Consent Agenda

Department: Solid Waste

Presenter(s):

Contact(s): Dane: 828-545-8258

Subject: Title V compliance and air emissions inventory reporting

Brief Summary: Following a Request for Qualifications (RFQ) Process, SCS was approved by the Board of Commissioners to provide prime engineering services for the Buncombe County Solid Waste Department. SCS and Buncombe County executed a formal agreement on August 23rd, 2018 and all subsequent and proposed engineering work has been approved via Task Orders.

Under this Task Order Number 20-05, SCS Engineers to provide Title V annual compliance certification, NMOC report, greenhouse gas calculation and report, and general consulting.

Recommended Motion & Requested Action: Approval for County Manager to sign and execute SCS Task Order Number 20-05 in the amount of \$32,400.00

County Manager's comments and Recommendation: Manager recommends approval as presented.

July 30, 2019
File No. 020482219

Ms. Kristy Smith
Buncombe County Solid Waste Department
81 Panther Branch Road
Alexander, North Carolina 28701

Subject: Proposal for Professional Services
Air Reporting Activities (FY2020)
Title V Operating Permit 10398T01
Buncombe County Landfill II

Dear Ms. Smith:

SCS Engineers, PC (SCS) is pleased to provide Buncombe County Solid Waste Management Department (County), with the following proposal for air compliance related activities including preparation of the following Title V required submittals for the County's active Landfill (Landfill), currently subject to the Title V Operating Permit Number 10398T01. Routinely occurring federal greenhouse gas (GHG) reporting, although not expressly stipulated as a Title V requirement, is included in this proposal since the Landfill is required to submit a GHG emissions report during this specified period.

SCOPE OF SERVICES

Reporting obligations included in this proposal are as follows:

- Title V Semiannual Letter Reports
 - Regulatory due dates: **January 30, 2020** for the period of July-December 2019 and **July 30, 2020** for January – June 2020
- Non-Methane Reporting Update Report for calendar year 2019
 - Due: **January 25, 2020**
- Annual Compliance Certification certifying calendar year 2019
 - Regulatory due date: **March 1, 2020**
- Annual Emissions Inventory for calendar year 2019
 - Regulatory due date: **June 30, 2020**
- Annual Federal Greenhouse Gas Report for calendar year 2019
 - Regulatory due date: **March 31, 2020** (typically March 31 of each year except when that date falls on a non-business date, at which time, the due date is extended to the next business day)



- General Title V Consulting Services
 - From time to time, compliance issues (related to monitoring, inspections, non-routine requests from the regulator) may arise that require the input of SCS. Typical efforts may involve preparation of Title V Compliance documentation for NCDEQ-DAQ regulatory personnel, reviewing rules and record keeping, making recommendations, or other general compliance consulting that do not fall in the routine reporting categories noted above. Such efforts may also involve responding to questions and comments received from NCDEQ-DAQ personnel. As such, a time and materials task to address these issues is appropriate to provide timely response and to avoid additional administrative actions required for new or revised task orders which may slow an urgent response. Services under this task would be conducted only after receiving a written authorization from the County. For budgeting purposes, we suggest an allowance of \$7,500 be allocated for this miscellaneous services task.

COST ESTIMATE

SCS proposes to complete this work at the same cost as provided last year. Cost per task is shown in the table below. Costs categorized by task are also included on the attached County Task Order document.

Task	Cost	Billing Basis
Semiannual Letter Report	\$2,000 each for 2 (Total \$4,000)	Lump Sum
Annual Compliance Certification	\$4,500	Lump Sum
NMOC Report	\$3,400	Lump Sum
Federal GHG Reporting	\$5,000	Lump Sum
Air Emissions Inventory	\$8,000	Lump Sum
General Title V Consulting Services	\$7,500	Time & Materials
TOTAL	\$32,400	

A formal Task Order document is enclosed with this cover letter.

SCS is ready to begin work on this project following your approval. Please be aware that completion of these reports require site-specific information from the County, and delays of receiving this information can delay submittal of the reports.

Kristy Smith
July 30, 2019
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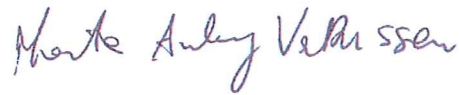
CLOSING

Thank you for the opportunity to provide continued services to Buncombe County. If you have any questions, please contact either of the undersigned at 828-285-8951.

Sincerely,



David Greene, P.E.
Project Manager
SCS Engineers, P.C.



Marta VanDussen, E.I.
Project Professional
SCS Engineers, P.C.

dsg/MAV

cc: Ed Hilton – SCS Engineers

Encl. Task Order Document (20-05)

EXHIBIT C
Task Order Number 20-05
Title V Compliance Reporting
Buncombe County Solid Waste Department

SCOPE OF SERVICES

Scope of Work Description

SCS Engineers, P.C. (SCS) proposes to assist the Buncombe County Solid Waste Management Department (County) with specified air-regulation related to Title V compliance and upcoming reporting as listed below for the County's active landfill. Under this Task Order, SCS will (for the CY2019 reporting year; FY20):

- Prepare and, following County review and approval, submit two (2) Semiannual Letter Reports
- Prepare and, following County review and approval, submit Title V annual compliance certification
- Prepare and, following County review and approval, submit annual NMOC report
- Prepare and, following County review and approval, submit annual air emissions inventory
- Prepare and, following County review and approval, electronically submit federal greenhouse gas reporting
- Maintain a general consulting work task for non-routine Title V and air compliance needs that may arise during the fiscal year. This task will be used on an as-needed basis and only after specific authorization from the County is granted.

Deliverables and Schedule

Work will commence within 3 business days of notice-to-proceed and will be completed by end of fiscal year or June 30, 2020.

Deliverables are specified above under Scope of Work Description heading

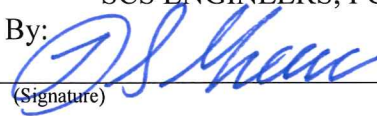
Proposed Schedule: SCS will work closely with County personnel to provide adequate time for review before submittal is due by the regulatory specified date

- Semiannual reports regulatory due dates: January 30, 2020 for the period of July-December 2019 and July 30, 2020 for January – June 2020 (preliminary semiannual report for the second period completed by June 30, 2020)
- NMOC Report regulatory due date: January 25, 2020
- Annual Compliance Certification regulatory due date: March 1, 2020
- Annual Emissions Inventory regulatory due date: June 30, 2020
- Federal GHG reporting regulatory due date: March 31, 2020.
- General air consulting: only as needed and as authorized by Landfill personnel

Compensation

Compensation to the Contractor for services performed under this Task Order will be in accordance with the (lump sum) of time and materials *(all tasks except the general consulting task are lump sum; the general consulting task is on a time and materials basis)* invoice method and shall be based upon the fees as set out in the Agreement.

SCS ENGINEERS, PC proposes to complete these Tasks for a fee not-to-exceed of \$32,400. This fee, which is based on the assumptions provided in this Task Order proposal, shall not be exceeded without written authorization from the County.

BUNCOMBE COUNTY BOARD OF COUNTY COMMISSIONERS By: _____ (Signature) _____ (Printed Name) _____ (Title) _____ (Date)	CONTRACTOR SCS ENGINEERS, PC By:  (Signature) David S. Greene. PE (Printed Name) Project Manager (Title) 07/30/2019 (Date)
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THIS INSTRUMENT HAS BEEN PRE-AUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT AND FISCAL CONTROL ACT

Finance Director

Approved as to form

County Attorney/County Staff Attorney