

TO: Mark Adams, Waste Connections
FROM: Angela Jo Woolcott, Kearns & West
CC: David Frank, Town of Erie
Morgan Lommele, Kearns & West
SUBJECT: Town of Erie Landfill Task Force Facilitation Budget Modification
DATE: July 22, 2024

This memo provides an update to the initial scope of work Kearns & West had for the Town of Erie Landfill Task Force Facilitation process. As of the June billing cycle, we show \$8,341.46 remaining in the original budget of \$75,657.

The initial budget helped establish the Landfill Task Force, engage Erie's Town Council, build relationships among the Landfill Task Force, and coordinate and facilitate three productive Landfill Task Force meetings. There were many tasks that Kearns & West was not explicitly scoped for that helped foster trust amongst all parties and established a productive and inclusive process. Tasks included managing initial reservations by one Council member, facilitating the addition of an eighth Task Force member, managing information requests from the Task Force, coordinating and attending an additional landfill tour to understand new entrance options, and additional coordination between meetings.

Kearns & West respectfully requests \$49,730 in supplemental funding to complete this work and support the Landfill Task Force in delivering to the Erie Town Council a series of recommendations regarding the future of the Front Range Landfill.

A detailed budget can be found on page 2. The budget modification would fund the team's work from mid-July to the end of October for the following ongoing tasks:

- Project management
- Facilitating biweekly planning meetings with the Town and monthly planning meetings with Waste Connections
- Preparing for, facilitating, and coordinating follow up actions for three Landfill Task Force meetings
- Managing issues that arise from substantive matters related to the future of the landfill and coordination with Task Force members
- Developing and finalizing a recommendations document and managing the associated strategic communications

Thank you for the opportunity to serve the Town of Erie and Waste Connections. The Kearns & West team appreciates our partnership with you and the Landfill Task Force to date and looks forward to successfully completing this project.

| 1. Project Management and Ongoing Coordination | |
|--|-----------------|
| Manage project schedule, budget, task tracking, and monthly progress report prep | |
| Facilitate biweekly planning meetings with the Town | |
| Total hours | 44 |
| Total labor | \$8,820 |
| 2. Prepare and Facilitate Landfill Task Force Meetings | |
| Prepare and distribute meeting materials, web content, agendas, and additional outreach materials (includes uploading materials and coordinating sending emails); 508 compliance | |
| Facilitate and take notes at the meetings | |
| Prepare meeting notes | |
| Issue management | |
| Total hours | 136 |
| Total labor | \$27,660 |
| 3. Prepare Findings and Recommendations of the Landfill Task Force | |
| Draft and finalize findings and recommendations document | |
| Develop PowerPoint presentation of findings and recommendations | |
| Total hours | 62 |
| Total labor | \$12,850 |
| Other Direct Costs | |
| Travel | \$300 |
| Materials printing | \$100 |
| Total ODCs | \$400 |
| Totals | |
| Total Hours | 242 |
| Total Labor | \$49,330 |
| Total ODCs | \$400 |
| Total Labor + Other Direct Costs | \$49,730 |