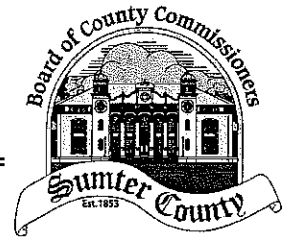


SUMTER COUNTY SOLID WASTE

Citizen Drop-off Area

SUMTER COUNTY, FLORIDA



1035 CR 529 • Bushnell, FL 33513 • Phone (352) 793-3368 • Fax (352) 568-0166 • Website <http://sumtercountyfl.gov>

April 22, 2011

Francine Joyal
Project Manager
Florida Department of Environmental Protection
MS 4565, 2600 Blair Stone Road
Tallahassee, FL 32399-2400

Re: DEP Agreement No. S0441– Sumter County FORCE
Period End: March 31, 2011

Dear Francine:

In accordance with Sumter County's agreement S0441 with the Department of Environmental Protection (DEP), I have attached and am submitting the following documents for your review and approval.

- Attachment B – Payment Request Summary Form
- Attachment C – Quarterly Report, Progress Report Form, and Attachments
- County G&L History
- Invoice Tracking Sheet

The project has not incurred any cost overruns or high unit costs to date. The County expended \$96,610.61 and is requesting this quarterly reimbursement for the period end March 31, 2011. A Payment Request Summary Form has been included with this submittal. Additionally, I have attached a memorandum from our Finance Director explaining the payment and G&L posting for invoices received last quarter, paid this quarter, but adjusted for the County's fiscal year end reconciliation to explain why the G&L shows no postings this quarter.

Sincerely,

Jimmy Wise, Contract Manager, FORCE/Sumter County

xc: Becky Segrest, Sumter County
Jackey Jackson, Assistant Public Works Directory, Sumter County
Miriam Zimms, Kessler Consulting, Inc.

Attachments

**ATTACHMENT B
PAYMENT REQUEST SUMMARY FORM**

Grantee: Sumter County
 Mailing Address: 835 CR 529
Lake Panasoffkee, FL 33538
 DEP Agreement No.: S0441
 Date Of Request: April 15, 2011

Grantee's Grant Manager: Jimmy Wise
 Payment Request No.: 6

Amount Requested: \$96,610.61

Performance
 Period: January 1 - March 31, 2011
 Percent Matching
 Required: \$0.00

GRANT EXPENDITURES SUMMARY SECTION

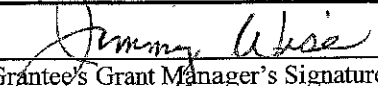

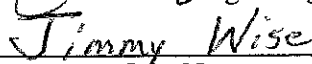
(6/23/09 – 6/1/11)

[Effective Date of Grant through End-of-Grant Period]

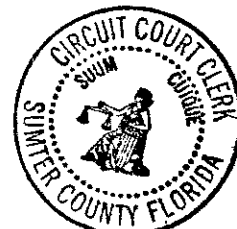
| CATEGORY OF EXPENDITURE | AMOUNT OF THIS REQUEST | TOTAL CUMULATIVE PAYMENTS | MATCHING FUNDS | TOTAL CUMULATIVE MATCHING FUNDS |
|---|------------------------|---------------------------|----------------|---------------------------------|
| Salaries | \$ | \$ | SN/A | SN/A |
| Fringe Benefits | \$ | \$ | SN/A | SN/A |
| Travel (if authorized) | \$ | \$ | SN/A | SN/A |
| Subcontracting: | | \$ | SN/A | SN/A |
| Project Management | \$ | \$ | SN/A | SN/A |
| Kessler Consulting | \$ 96,610.61 | \$120,513.67 | SN/A | SN/A |
| ANS | \$ | \$ | SN/A | SN/A |
| Equipment Purchases | SN/A | SN/A | SN/A | SN/A |
| Supplies/Other Expenses | \$ | \$ | SN/A | SN/A |
| Land | SN/A | SN/A | SN/A | SN/A |
| Indirect | SN/A | SN/A | SN/A | SN/A |
| TOTAL AMOUNT | \$96,610.61 | \$120,513.67 | SN/A | SN/A |
| AGREEMENT AMOUNT | \$ 281,000.00 | | SN/A | |
| Less Total Cumulative Payments of: | \$120,513.67 | | SN/A | |
| TOTAL REMAINING IN GRANT | \$ 63,875.72 | | SN/A | |

GRANTEE CERTIFICATION

The undersigned certifies that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

| | |
|---|--|
|  |  |
| Grantee's Grant Manager's Signature | Grantee's Fiscal Agent |
|  | Cheryl Holcomb, Deputy Clerk |
| Print Name | Print Name |
| 352-793-3368 | 352-793-0217 |
| Telephone Number | Telephone Number |

on behalf of William Kleinsorge
 Finance Director



ATTACHMENT C

PROGRESS REPORT FORM

| | | | |
|------------------------------------|--|-----------------------|----------------|
| DEP Agreement No.: | S0441 | | |
| Grantee Name: | Sumter County | | |
| Grantee Address: | 835 CR 529, Lake Panasoffkee, FL 33538 | | |
| Grantee's Grant Manager: | Jimmy Wise | Telephone No.: | (352) 793-0240 |
| Quarterly Reporting Period: | January 1, 2011 - March 31, 2011 | | |
| Project Number and Title: | 06-10 Florida Organics Recycling Center for Excellence (FORCE) | | |

Provide a summary of project accomplishments to date. (Include a comparison of actual accomplishments to the objectives established for the period. If goals were not met, provide reasons why.)

Task 1: Research and Demonstration Projects (Polk County)

Pre-Consumer Food Waste Composting Demonstration

KCI continued on-site temperature monitoring of the active compost windrows, and later curing piles, twice a week, and tracked data and observations in logs. On site visits and communication with Polk County staff continued as needed, including discussion of the potential markets for the end product. Samples of finished compost were collected and transmitted to Midwest Labs for analysis on March 8 (received March 10). Upon receipt of the lab results, the finished compost will be picked up and used by a local golf course and a strawberry farmer. Preparation of the letter report began. *January 20 project meeting agenda and pre-consumer food waste compost monitoring logs are attached.*

On-Farm Composting Demonstration (Sweetwater Organic Farm)

KCI picked up and delivered a basket of vegetables grown with compost from Sweetwater Farm to Paul Harvey, Tampa General Hospital, in appreciation for the hospital's participation in the project. The letter report, including monitoring logs and lab analysis, was finalized and delivered to DEP on March 18.

Task 2: Website

The FORCE website, email address, and 1-800# are monitored on a weekly basis. The website is also updated on an ongoing basis to reflect upcoming events, new documents, and important news briefs. Periodic emails are distributed to membership to convey important organics events, news, and information. The FORCE website received the following hits this quarter (January 1 – March 31, 2011): *The website hit report is attached.*

- a. January 31, 2011 (16,055 to 16,285) – 230
- b. February 28, 2011 (16,285 – 16,472) – 187
- c. March 31, 2011 (16,472 – 16,691) – 219

The Soil and Sod end user directories were updated and uploaded to the website. The twelve training modules from the Compost Facility Operator training, and the On-farm Demonstration Project Letter Report were uploaded to the FORCE website. Copies of the modules have already been transmitted to DEP. *Copies of the updated directories are attached.*

Task 3: Education and Training

The Spring 2011 **newsletter** issue of ForceMatters was finalized during this quarter and will be distributed in April.

A final email announcement of the **Compost Facility Operator Training** course was distributed to the KCI client list, the FORCE newsletter subscription list, the RFT membership, and the SWANA Florida membership on January 4. The one and a half day course was conducted on the dates and at the locations shown below

| | |
|--|----------------|
| Polk County Waste Resource Management Division 10 Environmental Loop S, Winter Haven, FL 33880 | January 6, 7 |
| Hillsborough County Extension Service 5339 South CR 579, Seffner, FL 33584 | January 10, 11 |
| Tallahassee Community College Center for Workforce Development, 444 Appleyard Drive, Tallahassee, FL 32304 | January 13, 14 |

Nineteen persons registered for the Polk session, while 16 attended. Thirty persons registered for the Hillsborough session, and 25 actually attended. Seventeen registered for the Tallahassee session, and 12 attended. *Agendas, Registration Analysis, and copies of the sign-in sheets are attached.*

An evaluation survey was developed and all registered attendees were requested to complete the survey online through Survey Monkey. Invitations were sent on January 25 and February 4. Survey responses were collected through February 11. Sixteen of the 48 invitees responded (33%). Overall, participants reported that the training was an enjoyable, comprehensive, informative, and useful experience. *Evaluation Survey and Analysis are attached.*

Task 4: Marketing Outreach

FORCE continues to participate in the USCC Legislative & Environmental Affairs Committee (LEAC) and Recycle Florida Today (RFT) Organics Committee (OC) calls/correspondence and meetings to further organics recycling outreach in Florida. The team recommended to the RFT Committee Chair that a half day organics session be included in the June conference agenda. The FORCE project team also provided composting and organics recycling information to a total of nine contacts this quarter. *A copy of the Information Request Log is attached.*

A FORCE team member moderated an organics panel discussion at the SERC Conference on March 7, and gave a presentation that highlighted the project activities including the compost demonstrations, website, education and training, and marketing and outreach efforts.

| DATE | BATCH | C/V# | P.O. | REFERENCE | AMOUNT | |
|------------------|------------|------|----------|--|------------|-----------|
| 001-171-534-3100 | | | | PROFESSIONAL SERVICES | 67,210.49 | BEG BAL |
| 03/10/11 | 43166 | 0 | 0 | BUDGET TRANSFER | 1,097.00 | ADJ |
| 03/15/11 | 43185 | 2686 | 53485 | KESSLER CONSULT;FORCE-18;CONSULTING SVCS-FORCE GRANT | 29,400.12 | |
| 03/15/11 | 43185 | 2686 | 53485 | KESSLER CONSULT;FORCE-18;0 CONSULTING SVCS-FORCE GRANT | 29,400.12 | LIQ |
| ** TOT BUDGT: | 132,185.00 | | OUT ENC: | 3,389.39 | UNENC BAL: | 32,185.00 |
| | | | | PER: | 29,400.12 | 96,610.61 |
| | | | | | | END BAL |

 Budget: 131,188.00 YTD Adj: 997.00 YTD Amt: 96,610.61 Out Enc: 3,389.39 Unenc Bal: 32,185.00
 PER Amt: 29,400.12 Unexp Bal: 35,574.39

 Budget: 131,188.00 YTD Adj: 997.00 YTD Amt: 96,610.61 Out Enc: 3,389.39 Unenc Bal: 32,185.00
 PER Amt: 29,400.12 Unexp Bal: 35,574.39

Vendor No: 2686 KESSLER CONSULTING INC

Account No:

| INVOICE | DATE | DESCRIPTION | PAYABLE | DISCOUNT | AMOUNT PAID |
|--------------------|----------|----------------------------|----------------|----------|-------------|
| FORCE-18 | 03/15/11 | 06-10.00 JAN 2011 EXPENSES | 29,400.12 | .00 | 29,400.12 |
| | | <i>YCT</i> | | | |
| SUMTER COUNTY BOCC | | | Check# 1023695 | TOTAL | \$29,400.12 |

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES. SEE BACK FOR DETAILS.



SUMTER COUNTY BOCC

P O BOX 247

BUSHNELL, FL 33513-0247

PAYABLES CLEARING ACCOUNT

VOID AFTER 180 DAYS

SUNTRUST BANK, NATURE COAST
BUSHNELL FL 33513

63-215

631

0416500139996

| Check Date | Check No. | Amount |
|------------|-----------|-------------|
| 03/17/11 | 1023695 | \$29,400.12 |

PAY **** TWENTY-NINE THOUSAND FOUR HUNDRED AND 12/100 DOLLARS

TO THE ORDER OF KESSLER CONSULTING INC
14620 N NEBRASKA AVE, BLDG D
TAMPA, FL 33613

[Signature]
Storia R. Hayward

Authorized Signatures



⑈ 1023695⑈ ⑆ 063102152⑆ 0416500139996⑈

Sumter County, FL
 Invoice Payment Request Tracking Sheet
 Copies of Invoices Are Attached
 DEP Agreement Number: S0441 (Florida Organics Recycling Center for Excellence)

| Vendor Invoice # | Vendor Name | Description of Purchase | Paid Invoices | Payment Check # | Paid Date | Payment Request Period | Quarter Reimbursement Request |
|------------------|--------------------------|-------------------------|----------------------|-----------------|------------|------------------------|-------------------------------|
| FORCE-01 | Kessler Consulting, Inc. | Consulting Services | \$ 1,291.97 | 1014328 | 11/4/2009 | 12/31/2009 | \$ 1,291.97 |
| FORCE-02 | Kessler Consulting, Inc. | Consulting Services | \$ 5,220.74 | 1014328 | 11/4/2009 | 12/31/2009 | \$ 5,220.74 |
| FORCE-03 | Kessler Consulting, Inc. | Consulting Services | \$ 2,888.11 | 1014815 | 12/2/2009 | 12/31/2009 | \$ 2,888.11 |
| | | Total | \$ 9,400.82 | | | Total | \$ 9,400.82 |
| FORCE-04 | Kessler Consulting, Inc. | Consulting Services | \$ 5,331.82 | 1015426 | 1/7/2010 | 3/31/2010 | \$ 5,331.82 |
| FORCE-05 | Kessler Consulting, Inc. | Consulting Services | \$ 9,176.56 | 1016090 | 2/11/2010 | 3/31/2010 | \$ 9,176.56 |
| FORCE-06 | Kessler Consulting, Inc. | Consulting Services | \$ 9,420.80 | 1016635 | 3/11/2010 | 3/31/2010 | \$ 9,420.80 |
| | | Total | \$ 23,929.18 | | | Total | \$ 23,929.18 |
| FORCE-07 | Kessler Consulting, Inc. | Consulting Services | \$ 10,487.42 | 1017008 | 4/1/2010 | 6/30/2010 | \$ 10,487.42 |
| | | Total | \$ 10,487.42 | | | Total | \$ 10,487.42 |
| FORCE-08 | Kessler Consulting, Inc. | Consulting Services | \$ 11,651.47 | 1019364 | 7/29/2010 | 9/30/2010 | \$ 11,651.47 |
| FORCE-09 | Kessler Consulting, Inc. | Consulting Services | \$ 8,262.99 | 1019364 | 7/29/2010 | 9/30/2010 | \$ 8,262.99 |
| FORCE-10 | Kessler Consulting, Inc. | Consulting Services | \$ 8,351.80 | 1019364 | 7/29/2010 | 9/30/2010 | \$ 8,351.80 |
| FORCE-11 | Kessler Consulting, Inc. | Consulting Services | \$ 12,804.21 | 1019364 | 7/29/2010 | 9/30/2010 | \$ 12,804.21 |
| FORCE-12 | Kessler Consulting, Inc. | Consulting Services | \$ 12,729.38 | 1020098 | 9/2/2010 | 9/30/2010 | \$ 12,729.38 |
| FORCE-13 | Kessler Consulting, Inc. | Consulting Services | \$ 12,680.26 | 1020457 | 9/23/2010 | 9/30/2010 | \$ 12,680.26 |
| | | Total | \$ 66,480.11 | | | Total | \$ 66,480.11 |
| FORCE-14 | Kessler Consulting, Inc. | Consulting Services | \$ 10,216.14 | 1021222 | 10/28/2010 | 12/31/2010 | \$ 10,216.14 |
| | | Total | \$ 10,216.14 | | | Total | \$ 10,216.14 |
| FORCE-15 | Kessler Consulting, Inc. | Consulting Services | \$ 16,086.29 | 1023152 | 2/15/2011 | 10/31/2010 | \$ 16,086.29 |
| FORCE-16 | Kessler Consulting, Inc. | Consulting Services | \$ 28,005.74 | 1023152 | 2/15/2011 | 11/30/2010 | \$ 28,005.74 |
| FORCE-17 | Kessler Consulting, Inc. | Consulting Services | \$ 23,118.46 | 1023152 | 2/15/2011 | 12/31/2010 | \$ 23,118.46 |
| FORCE-18 | Kessler Consulting, Inc. | Consulting Services | \$ 29,400.12 | 1023695 | 3/15/2011 | 1/31/2011 | \$ 29,400.12 |
| | | Total | \$ 96,610.61 | | | Total | \$ 96,610.61 |
| | | Total | \$ 217,124.28 | | | Total | \$ 217,124.28 |

Agreement Amount \$ 281,000.00
 Balance Remaining \$ 63,875.72

FORCE invited via the website and email messages compost operators in the state to participate in the development of facility profiles. Four (4) profiles were completed this quarter and will be uploaded to the website during the next quarter to be a resource for others who might be considering the development and operation of a compost facility. *Copies of the profiles are attached.*

Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.

All tasks remain on schedule for completion by the project June 30 end date.

Provide any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

The project has not incurred any cost overruns or high unit costs to date. The County expended \$96,610.61 and is requesting this reimbursement for the period ending March 31, 2011.

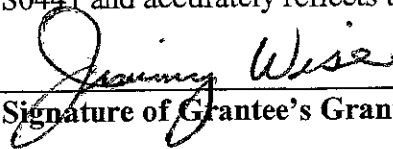
Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., report data sets, links to on-line photographs, etc.)

1. January 20 meeting agenda
2. Food waste compost monitoring log
3. FORCE website hit report and website home page
4. Info request log - Info provided from January 1 – March 31, 2011 – 9 contacts total
5. Soil and Sod End User directories
6. Training Evaluation Survey and Analysis
7. SERC presentation
8. Facility Profiles
9. Relevant communication documents, agendas, and notes to support task activities
10. FORCE training sign-in sheets, registration analysis, evaluation survey, evaluation analysis

Provide a project budget update, comparing the project budget to actual costs to date.

| Budget Category | Total Project Budget | Expenditures Prior to this Reporting Period | Expenditures this Reporting Period | Project Funding Balance |
|-----------------|----------------------|---|------------------------------------|-------------------------|
| All | \$281,000.00 | \$0 | \$0 | \$281,000.00 |
| All | \$281,000.00 | \$0 | \$9,400.82 | \$271,599.18 |
| All | \$271,599.18 | \$9,400.82 | \$23,929.18 | \$247,670.00 |
| All | \$247,670.00 | \$33,330.00 | \$10,487.42 | \$237,182.58 |
| All | \$237,182.58 | \$43,817.42 | \$66,480.11 | \$170,702.47 |
| All | \$170,702.47 | \$110,297.53 | \$10,216.14 | \$160,486.33 |
| All | \$160,486.33 | \$120,513.67 | \$96,610.61 | \$ 63,875.72 |
| | | | | |
| | | | | |

This report is submitted in accordance with the reporting requirements of DEP Agreement No. S0441 and accurately reflects the activities and costs associated with the subject project.



 Signature of Grantee's Grant Manager

4/26/11

 Date