

INTERLOCAL AGREEMENT FOR LAKE COUNTY, MASON COUNTY, MUSKEGON COUNTY BOARD OF PUBLIC WORKS, NEWAYGO COUNTY, AND OCEANA COUNTY TO ESTABLISH A MULTICOUNTY MATERIALS MANAGEMENT PLAN, MATERIALS MANAGEMENT PLANNING COMMITTEE, AND DESIGNATE WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION AS THE DESIGNATED PLANNING AGENCY FOR PLAN DEVELOPMENT AND ADMINISTRATION.

Part 115 of Public Act 451 of 1994 (MCL 324.115 et seq) requires counties to form an interlocal agreement for the administration of multicounty materials management plans as of March 29, 2023. Accordingly, the following interlocal agreement (hereinafter "AGREEMENT") has been executed by the Board of Commissioners of LAKE, MASON, NEWAYGO, and OCEANA Counties, and the MUSKEGON COUNTY BOARD OF PUBLIC WORKS (hereinafter collectively as "COUNTIES"), and the WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION (hereinafter "WMSRDC"). The COUNTIES and WMSRDC are collectively referred to throughout this AGREEMENT as the "PARTIES."

RECITALS

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege, or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 et seq, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, Part 115 of P.A. 451 of 1994, being MCL 324.115 et seq, requires each County to have an approved Materials Management Plan that will outline the current capacity of existing facilities, develop goals to increase the utilization of potentially divertible materials, create a siting process for new facilities where local regulations are not applicable, and document an implementation strategy to meet the requirements of the law, as well as regulate the disposition of solid wastes and waste diversion activities;

WHEREAS, Subpart 11 of Part 115 of P.A. 451 of 1994 requires each County Board of Commissioners, acting as County Approval Agency, to submit to the Department of Environment, Great Lakes, and Energy a Notice of Intent to prepare a Materials

Management Plan;

WHEREAS Subpart 11 of Part 115 of P.A. 451 of 1994 requires each County Approval Agency to enter into an AGREEMENT to develop a Multicounty Materials Management Plan, and designate the agency who will serve as the counties' Designated Planning Agency;

WHEREAS Subpart 11 of Part 115 of P.A. 451 of 1994 allows for the establishment of a Multicounty Materials Management Planning Committee, consisting of representatives from within the planning area established by the Notice of Intent.

NOW, THEREFORE, in consideration of the terms of this AGREEMENT, the PARTIES agree as follows:

1. PURPOSE

The purpose of this AGREEMENT is to provide for the development and administration of a Multicounty Materials Management Plan meeting the requirements of Subpart 11 of Part 115 of Public Act 451 of 1994 (MCL 324.11571 et seq) and approved by the Department of Environment, Great Lakes, and Energy. The COUNTIES propose that WMSRDC serve as the Designated Planning Agency for the development and administration of a Multicounty Materials Management Plan. This Multicounty Materials Management Plan will encompass a planning area containing all the municipalities of Lake, Mason, Muskegon, Newaygo, and Oceana Counties in the state of Michigan. The COUNTIES agree to file a joint Notice of Intent to the Department of Environment, Great Lakes, and Energy as the County Approval Agencies for each county, with the coordination of WMSRDC.

2. ADMINISTRATION OF AGREEMENT

This AGREEMENT shall be administered by WMSRDC on behalf of the COUNTIES.

3. DESIGNATED PLANNING AGENCY RESPONSIBILITIES

WMSRDC, acting as the Designated Planning Agency for the COUNTIES, shall have all of the responsibilities as outlined in MCL 324.11574 et seq, including, but not limited to:

- a. The preparation of a Multicounty Materials Management Plan for the planning area outlined in the AGREEMENT.
- b. The administration of a Materials Management Planning Committee composed of representatives serving the planning area. Such committee will develop a workplan for WMSRDC for the approval of the Department of Environment, Great Lakes and Energy, and direct WMSRDC in the preparation of the Multicounty Materials Management Plan.
- c. The communication of vacancies on the Planning Committee to each county for the appointment of a replacement.
- d. The publishing of public notices, the retention of documents, the coordination of the Materials Management Planning Committee, communications to municipalities, and the requirements of a Materials Management Plan.

- e. Notifications to each County Approval Agency regarding Plan development, the meetings of the Planning Committee, and Planning Committee vacancies.
- f. Any additional items upon amendment of this Agreement.

4. RESPONSIBILITIES OF LAKE, MASON, NEWAYGO, AND OCEANA COUNTY BOARDS OF COMMISSIONERS, AND THE MUSKEGON COUNTY BOARD OF PUBLIC WORKS

The COUNTIES of this AGREEMENT understand and agree that the planning area identified in this AGREEMENT will be required to meet the provisions outlined in MCL 324.115 et seq regarding the development and implementation of a Materials Management Plan coordinating the disposal, disposition, and diversion of solid wastes, recyclables, and compostable materials.

The COUNTIES in this AGREEMENT understand and agree that in utilizing WMSRDC as the Designated Planning Agency throughout the term of this AGREEMENT to provide the following:

- a. A current contact within each county for communication and submittals regarding the Materials Management Plan.
- b. Provide, within a reasonable time frame, all approvals, communications, and documentation required by the Materials Management Plan process.
- c. Copies of any applicable policies, procedures, or ordinances that the Designated Planning Agency may be subject to, and that may assist with the preparation, administration, and implementation of the Materials Management Plan.
- d. Appointment of Materials Management Planning Committee appointments as designated to each County.

5. MATERIALS MANAGEMENT PLANNING COMMITTEE

There is hereby established a separate legal entity to be known as the "West Michigan Shoreline Materials Management Planning Committee" (hereinafter "Planning Committee") for the purpose of creating and administering the Materials Management Plan for the planning area. The Materials Management Planning Committee is a permanent public body subject to Public Act 267 of 1976, the "Open Meetings Act" (MCL 15.261 et seq).

The COUNTIES in this AGREEMENT understand and agree each county may make appointments of residents or representatives of agencies serving the planning area to the Planning Committee. Where an individual resides or represents an agency within a respective county, that county may make the appointment to the committee. That appointment may follow the procedures and requirements of the respective county. Initial appointments to the Planning Committee will consist of five-year terms. When a vacancy on the Planning Committee occurs, WMSRDC will notify the COUNTIES of the vacancy, and the County assigned the position will appoint a representative that meets the requirements of the vacancy. A County may request that WMSRDC recommend a

candidate that meets the requirements of the vacancy.

A county that makes an appointment to the Planning Committee may remove that member for incompetence, dereliction of duty, or malfeasance, misfeasance, or nonfeasance in office. The membership of the Planning Committee shall consist of the following twenty-one (21) members assigned to the following Counties:

- a. A representative of a solid waste disposal facility operator that provides service in the planning area appointed by Muskegon County.
- b. A representative of a hauler that provides service in the planning area appointed by Muskegon County.
- c. A representative of a materials recovery facility operator that provides service in the planning area appointed by Newaygo County.
- d. A representative of a composting facility or anaerobic digester operator that provides service in the planning area appointed by Newaygo County.
- e. A representative of a waste diversion, reuse, or reduction facility operator that provides service in the planning area appointed by Mason County.
- f. A representative of an environmental interest group that has members residing in the planning area appointed by Mason County.
- g. An elected official of a county appointed by Lake County.
- h. An elected official of a township in the planning area appointed by Lake County.
- i. An elected official of a city or village in the planning area appointed by Oceana County.
- j. A representative of a business that generates a managed material in the planning area appointed by Oceana County.
- k. A representative of the regional planning agency whose territory includes the planning area appointed by WMSRDC.

Should a party terminate this agreement, the remaining parties will amend this agreement to redetermine county appointments.

In addition, each county in the AGREEMENT shall appoint two (2) members as follows:

- l. An elected official of the county or a municipality in the planning area.
- m. A representative from a business that generates managed materials within the planning area.

The Planning Committee shall make and adopt bylaws and procedures for the conduct of its business, including the election of officers and the length of subsequent appointments.

The Planning Committee will develop a Materials Management Plan meeting the provisions of MCL 324.11578 et seq and the requirements of the Department of Environment, Great Lakes, and Energy. Upon the completion of the plan, the Planning Committee will submit the document to each County Approval Agency for approval.

6. MATERIALS MANAGEMENT PLAN APPROVALS

The COUNTIES in this AGREEMENT, acting in their capacity as County Approval Agencies, may approve or deny the Materials Management Plan. If approved, each county will submit its written approval or minutes of the meeting where a motion was

passed to the Planning Committee, the Designated Planning Agency, and the other counties. If rejected, a county will communicate in writing its objection and any suggestions for changes to the Planning Committee, the Designated Planning Agency, and the other counties.

The COUNTIES in this AGREEMENT may initiate one or more amendments to the Materials Management Plan upon the approval of the Materials Management Planning Committee and the submission of a Notice of Intent to the Department of Environment, Great Lakes, and Energy by WMSRDC. WMSRDC will facilitate the amendment process and approvals.

7. DESIGNATED PLANNING AGENCY COMPENSATION

The COUNTIES in this AGREEMENT will pay for the reasonable costs incurred by the WMSRDC in serving as the Designated Planning Agency, including, but not limited to, the costs of developing and administering the Materials Management Plan process, the administration and meetings of the Materials Management Planning Committee and reporting required by the Department of Environment, Great Lakes, and Energy. Compensation, including payment terms and fee structure, payment responsibility, cost reimbursement, as well as any other appropriate terms will be supplied by the PARTIES and will be included as an addendum to this AGREEMENT. WMSRDC has the right to request additional funding for work not outlined in the compensation structure (i.e. funding to facilitate plan amendment activities in a non-planning year).

8. TERM

Unless earlier terminated as provided herein, the term of this AGREEMENT will be three (3) years commencing from the date of its execution. Six (6) months prior to the expiration of this AGREEMENT, the parties will begin negotiating an agreement for plan implementation upon completion of an approved MMP.

9. AMENDMENT

The PARTIES may amend this AGREEMENT only by a written document signed by all parties.

10. TERMINATION

Any party may terminate this AGREEMENT, with or without cause, at any time upon sixty (60) days prior written notice to each other party. The COUNTIES of this AGREEMENT agree and understand that the termination of this AGREEMENT by one or more counties may disqualify the whole from meeting the requirements of MCL 324.115 et seq.

In the case of termination by one or more counties representing the minority of the whole, the terminating county(ies) understand(s) that they will assume all the responsibilities outlined in the AGREEMENT required by MCL 324.155 et seq. WMSRDC reserves the right to amend the compensation agreement to close any funding gap. WMSRDC also reserves the right to not act as the Designated Planning Agency for a county no longer

subject to this AGREEMENT.

11. INDEMNIFICATION

To the extent allowed by law, each County and the West Michigan Shoreline Regional Development Commission agree to indemnify, defend, and hold harmless the others from any and all claims, liabilities, judgements, costs, damages, expenses, and attorney fees that may arise from the performance under this AGREEMENT. This indemnification will survive the termination or expiration of this AGREEMENT. By entering this AGREEMENT, the PARTIES do not waive any immunities provided by law.

12. SEVERABILITY

Each provision of this AGREEMENT must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the AGREEMENT will remain in full effect.

13. ENTIRE AGREEMENT

This AGREEMENT and any addendums contains the entire understanding between the PARTIES.

14. HEADINGS

The headings preceding the paragraphs are inserted in this AGREEMENT for reference purposes only and must not be used to interpret this AGREEMENT.

IN WITNESS WHEREOF, the PARTIES have executed this AGREEMENT this third (3) day of July, 2024.

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION:

Attest:

Synthia Copeland

EXECUTIVE DIRECTOR:

[Signature]

COUNTY OF LAKE:

Attest:

[Signature]

County Board of Commissioners:

[Signature]

COUNTY OF MASON:

Attest:

[Signature]

County Board of Commissioners:

[Signature]

COUNTY OF MUSKEGON:

Attest:

[Signature]

Board of Public Works:

[Signature]

COUNTY OF NEWAYGO:

Attest:



Debra L. Berger, Office Manager

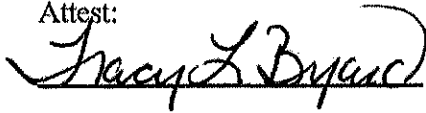
County Board of Commissioners:



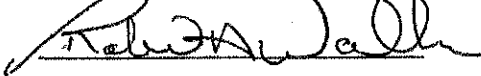
Bryan Kalle, Board Chairman

COUNTY OF OCEANA:

Attest:



County Board of Commissioners:



ADDENDUMS – WMSRDC Material Management Plan Proposals

- WMSRDC MMP Phase I Scope of Work, April 10, 2024 - Attached
- WMSRDC MMP Proposal, April 15, 2024 - Attached

April 15, 2024



Material Management Plan Proposal

Project Description and Background

Based on amendments to [Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451](#), as amended, each county is required to prepare a Materials Management Plan (MMP). Once approved, the MMP will replace the existing county solid waste plans. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is implementing the law as well as providing guidance and resources to counties as they embark on the development of MMPs.

MMPs are to focus on comprehensive materials management, including recycling, composting, other diversion activities, and disposal. These plans will establish goals with measurable objectives to divert recyclable and organics from disposal, while also increasing recycling access and education. Counties will have 36 months (three years) to complete the planning process. Per section 11587 of the amendment, a grant program has been established for the duration of the planning process to assist counties with the formation of the plan. Details of this grant program will be noted later in this proposal. Additional funding for implementation and maintenance are available by request and approval through EGLE.

EGLE will be initiating the planning process through a formal initiation letter to counties in the fall of 2023. Once the letter is received, a series of activities are required to be completed by each county including naming a Designated Planning Agency (DPA).

The West Michigan Shoreline Regional Development Commission (WMSRDC) is requesting the counties of Lake, Mason, Muskegon, Newaygo, and Oceana in its regional jurisdiction to name WMSRDC as their DPA.

WMSRDC has served its region for more than 50 years. The Commission has an intimate knowledge and dedication to the region making it uniquely qualified to serve in this capacity. WMSRDC staff has a combined 100 years of diverse and extensive planning experience. Commission staff manages programs in Transportation, Environmental Planning, Economic

Development, and Local Government Services/Special Projects. Planning contributions to the region through these programs include the following:

- More than ten (10) solid waste management plans for the region between 1970-2000
- Recycling and composting plans
- 55 master plans
- More than 30 recreation plans
- Approximately 40 economic studies
- Maintaining a regional economic development plan (CEDS) since the 1970's resulting in an estimated 60 federal EDA grants awarded in the region
- Approximately 70 environmental studies
- Three (3) iterations of county hazard mitigation plans
- Administering the process of distributing nearly \$30 million of federal transportation dollars for the Metropolitan Planning Organization (MPO) annually,
- Administering the process of distributing approximately \$1 million of state transportation dollars for the Rural Task Force
- Preparation of numerous transportation and corridor studies throughout the region

Preparation of the MMPs is a new and unique planning process being undertaken in the state. The shift away from Solid Waste Planning to a comprehensive Materials Management Planning process is a practice that has not been done in Michigan. Therefore, planning organizations, consultants, and planners have limited expertise in the specifics of the newly required MMPs. However, given that WMSRDC staff has both diverse planning experience and specific regional knowledge, the Commission is an advantageous choice to successfully manage this project. In addition, EGLE has, and will, provide the resources necessary to complete the MMP plans including planning guidelines, timelines, online tools, data resources, and planning templates. EGLE has also encouraged counties to work with regions through the MMP development process.

WMSRDC is also proposing the five counties within the region work together to prepare a multicounty plan. There are several benefits to a multicounty plan including additional funding per county, economies of scale that can improve efficiencies, reduce costs, as well as shared implementation costs.

Project Budget

As mentioned, EGLE has made available a MMP grant program for the duration of the three-year planning process. Each eligible county will receive a \$60,000 grant annually for preparing, implementing, and maintaining an MMP. In addition, each county will receive \$0.50 per capita (up to \$300,000) annually for the first three years. Counties participating in a multicounty plan will receive an additional \$10,000 per year. Additional funding after year three is at the discretion of EGLE.

County	Annual Per Capita Allocation	Annual Total (Single County Plan)	Annual Total (Multicounty Plan)
Lake	\$6,048	\$66,048	\$76,048
Mason	\$14,526	\$74,526	\$84,526
Muskegon	\$87,912	\$147,912	\$157,912
Newaygo	\$24,989	\$84,989	\$94,989
Oceana	\$13,330	\$73,330	\$83,330
Region Total	\$146,805	\$446,805	\$496,805

All eligible activities are noted in Section 11587 of the amendment. Grant funds are made available to counties 60 days following the designation of the County Approval Agency (CAA).

EGLE is in the process of developing the MMP Plan Format and Plan Format Guidance. Until these documents are released, it is not feasible to provide an accurate detailed quote for development of a multicounty or single county MMP. However, WMSRDC is proposing the cost of a multicounty MMP to NOT TO EXCEED the total three-year regional per-capita allocation of \$440,415. This would allow each county to utilize the annual \$70,000 EGLE grant for any expenses incurred during the plan development process. If a county chooses to prepare a single-county plan, a quote will be individually determined once EGLE releases the plan format and plan format guidance. However, the collective cost will most certainly be higher than the county three-year per-capita allocation.

Project Timeframe

Within 180 days of the effective date of the MMP development process, counties will file a Notice of Intent (NOI), agree to act as the County Approval Agency (CAA), and designate a DPA. Upon filing the NOI, counties will then have 36 months to complete the planning process of developing an MMP. There are several activities required to be accomplished during this process. As noted earlier, EGLE is developing several tools to assist in the process. Therefore, all dates are subject to when EGLE issues the initiation letter to counties and the date a county submits an NOI. Below is an EGLE Gantt chart depicting the timeframe for the first steps of the MMP planning phase. If identified as the county's DPA, WMSRDC will assist in fulfilling the requirements of this chart as well as develop a more detailed timeline that meets the requirements of an EGLE approved MMP.

Materials Management Planning First Steps Timeframe Chart

Task	MONTHS												MMP Due:
	[INSERT STARTING MONTH]												
EGLE Director initiates Materials Management Plans Within 180 days													
Determine who will be responsible as the CAA													
CAA corresponds with adjacent counties													
Develop inter-local or other agreements (if applicable)													
CAA files Notice of Intent (NOI)													
30 month clock to complete plan begins													
Within 30 days of filing NOI													
Send copy of NOI to all County Municipalities													
Publish NOI in newspaper, media, etc.													
Request Municipalities to add NOI to websites													
Within 180 days of filing NOI													
CAA identifies DPA (Within 120 days of filing NOI)													
CAA appoints MMPC													
DPA develops Work Program w/MMPC													
MMPC approves Work Program													
EGLE approves Work Program													
Eligible for MMP grant													
CAA - County Approval Agency													
DPA - Designated Planning Agency													
MMPC - Materials Management Planning Committee													
EGLE - Department of Environment, Great Lakes & Energy													
Complete preliminary work on these items before NOI is filed													
<p>INSTRUCTIONS: All green shaded area are fillable, and may be utilized for notes or information as appropriate. Enter the starting month in column "C1" and then add the next month to each column thereafter, as appropriate. Column "Q" would be 36 months from cell "I7" (Green shading with dots)</p> <p>If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.</p> <p>EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-</p>													

Roles and Responsibilities

PA 115 and EGLE have outlined specific roles and responsibilities for the MMP process:

County Board of Commissioners/County Approval Agency

- Files the NOI to prepare the MMP and act as the CAA
- Appoints the DPA to develop the MMP
- Appoints the MMP Committee
- Receives the MMP grant money from EGLE and distributes to the CAA and DPA
- Responsible for MMP implementation, upon plan completion and approval

Designated Planning Agency

- Serves as the primary government resource for the MMP and MMP planning process
- Prepares the MMP work program
- Prepares the MMP
- Follows public involvement guidelines
- Manages approval process
- Ensures the MMP and approval process comply with Part 115

Material Management Planning Committee (MMPC)

- Directs the DPA in MMP preparation
- Reviews and approved the DPA work program
- Advises County/Counties
- Identifies local policies and priorities
- Approves the MMP prior to public comment
- Provides final approval of MMP before it is presented to CAA for approval

Staff Qualifications and Experience

Erin Kuhn, WMSRDC Executive Director, has been with the agency for more than 24 years working in the economic development and local government services programs prior to becoming the executive director in 2014. Erin will serve as the project lead providing overall project management including coordination with the CAAs and MMPC, plan development, and public engagement. Erin will also provide oversight to ensure compliance with PA 115, ensure proper communications with partnering counties, as well as review and approval of contracts, amendments, invoice payment requests, and reporting requirements.

Amanda Snyder, WMSRDC Finance Manager, has a master's degree in Professional Accounting with ten (10) years of experience in financial grants management and state and federal grant reporting. Amanda joined the Commission in 2019 after working nearly a decade as an industry accountant specializing in non-profit accounting. Amanda will provide financial reporting,

contract and work plan budget support, invoice payments, and overall financial management and oversight.

Syndi Copeland, WMSRDC Office Manager, has overseen the day-to-day operations of the Commission office for 15 years. Syndi will provide contract management, and invoice tracking.

Stephen Carlson, WMSRDC Local Government Services Program Manager, has been with the agency for nearly 20 years. Stephen has written numerous planning documents within the region including master plans, recreation plans, Newaygo County Recycling the regions Comprehensive Economic Development Strategy, resiliency plans, community wildfire protection plans, and several county hazard mitigation plans. Stephen will provide support for plan development, research and data collection, public participation activities, and PA 115 compliance.

Jamie Way, WMSRDC GIS Specialist, has created and managed the mapping software as well as mapping of all data and content used to manage WMSRDC programs since 2016. Jamie has six (6) years' experience with planning and implementation of U.S. Forest Service NPS reforestation grant projects in West Michigan urban and rural watersheds. Jamie will provide project-related GIS mapping for public outreach, facility/asset inventory mapping, and general plan development.

Planning Aide, WMSRDC will hire a part-time planning aid to assist with data gathering, plan research and data collection.

WMSRDC Responsibilities

If identified as the County DPA, WMSRDC will be responsible for the below tasks and activities required to prepare the MMP as outlined in the Roles and Responsibilities section of this proposal.

- Serve as the primary government resource for the MMP and MMP planning process
 - Provide draft interlocal agreement for counties to utilize
 - WMSRDC strongly recommends the interlocal agreement be vetted and approved by the county's attorney prior to approval by the county board
 - Develop draft resolution for County board approval of the interlocal agreement for the NOI
 - Assist the county in outreach to adjacent counties
 - Provide draft letter/notice for distribution to adjacent counties and distribute is requested by the county
 - Document outreach efforts to adjacent counties
- Prepare the MMP work program
- Assist the County in establishing and appointing the MMPC

- **Prepare the MMP**
 - Gathering data required for the plan and consult with all affiliated entities
- **Follow public involvement guidelines**
 - Including notifications to municipalities and affiliated entities as required throughout the planning process
 - Publishes required public notices
- **Manage approval process**
 - Including notifications to municipalities and affiliated entities within the county
 - Manages the public comment process
 - Documents the approval process including the Planning Committee, CAA, and municipalities
- **Ensure the MMP and approval process comply with Part 115**
- **Recognize the ongoing responsibilities to the MMPC as well as maintain and amend the MMP as needed**



Regional Materials Management Plan - Phase I

Proposed Scope of Work and Costs
April 10, 2024

This proposed scope of work and costs is written with the hypothesis that WMSRDC will be named as the Designated Planning Agency (DPA) for its 5-county region of Lake, Mason, Newaygo, Muskegon, and Oceana counties for the Materials Management Plan (MMP) as required by Part 115 of PA 451. The activities listed below will commence upon WMSRDC being named the DPA carry the MMP process through submission of the completed work plan to EGLE for approval.

Activities

- Contact adjoining counties as required by the MMP process
 - Draft communication
 - Send communication to 7 adjoining counties
 - Document adjoining community communication
- Interlocal agreement development and required meetings
 - Ensure timely execution of interlocal agreements
- Draft Notice of Intent (NOI) and additional NOI required documentation for each CAA to submit to EGLE
- Development of the Materials Management Planning Committee (MMPC) and required meetings
 - Identify and solicit participating members for MMPC
 - Seek opinion on membership from county boards and administrators
 - Seek approval on MMPC membership from each county board
 - Schedule initial MMPC meeting and set regular MMPC meeting schedule
 - Follow EGLE required public outreach for MMPC meetings
 - Prepare all MMPC meeting materials including minutes and meeting packets
 - Develop MMPC bylaws
 - Develop an MMPC webpage on the WMSRDC website to store all MMP related materials for public access

- Develop Work Plan
 - Seek MMPC and County Approval Agency (CAA) input
 - Seek MMPC and CAA approval
 - Submit work plan for EGLE approval

Estimated time frame for completion of activities: 6 months

Estimated Costs: \$73,402* (50% of one-year per capita allocation)

- 50% due upon signing of agreements assigning WMSRDC as the DPA
- 30% due three months after contract signing
- 20% due upon completion of the above activities (within 180 of counties submitting NOI to EGLE)

Per County Payment Allocation

County	Due Upon Signing	Due within 3 months	Due upon completion	Total due
Lake	\$1,512	\$907	\$605	\$3,024
Mason	\$3,632	\$2,179	\$1,452	\$7,263
Muskegon	\$21,978	\$13,187	\$8,791	\$43,956
Newaygo	\$6,247	\$3,748	\$2,499	\$12,494
Oceana	\$3,332	\$2,000	\$1,333	\$6,665
Region Total	\$36,701	\$22,021	\$14,681	\$73,402

Invoices will be submitted to counties based on the above schedule.

During this period, WMSRDC will prepare monthly progress reports for each county to document work completed towards an EGLE approved work plan.

Further payment arrangements for the remainder of the MMP to be determined after EGLE releases MMP grant payment schedule. An additional scope of work following approval of the work plan by EGLE will be provided at a future date.

Counties will be reimbursed for their upfront costs upon receiving EGLE MMP grant dollars.

***PRICES ARE GUARANTEED FOR 90 DAYS AFTER THE RECEIPT OF PROPOSED SCOPE OF WORK AND COSTS**

