



# **Solid Waste Advisory Committee Meeting**

**August 30, 2016  
10:00 AM**



# Agenda





**Central Texas Solid Waste Advisory Committee (SWAC)**

**Central Texas Council of Governments Building**

**2180 North Main Street, Belton, TX 76513**

**August 30, 2016, 10:00 am**

**Agenda**

- I. Welcome and Introductions
- II. Public Comments
- III. Action Item: Discussion and Approval of September 10, 2015 Meeting Minutes
- IV. Action Item: Discussion and Approval of Proposed Revisions to By-Laws
- V. Staff Report: SWAC Vacancies, Appointment Letters, FY 2016 Household Hazardous Waste (HHW) Events, FY 2017 Budget
- VI. Presentations by HHW Site Applicants
- VII. Action Item: FY 2017 HHW Sites--Application Scoring, Selection, and Funding Allocation
- VIII. Member Comments/Discussion
- IX. Set Next Meeting Date and Agenda Items
- X. Adjournment

## **Agenda Item III**

### **September 10, 2015 Meeting Minutes**

**Members in Attendance:**

Comm. Opey Watkins, Milam County  
Comm. Robert Vincent, Lampasas County  
Stan Weik, Sab Saba County  
Lisa Sebek, City of Temple  
Mark Hyde, City of Harker Heights

Comm. Johnny Wagner, Hamilton County  
Bill Parry, City of Gatesville  
Zoe Rascoe, Citizen Rep.  
Paul Dagerau, Solid Waste Rep.  
Duane Herrera, Bell County  
Comm. Daren Moore, Coryell County

**Others in Attendance:**

Dawn Orange, City of Temple  
Jimmy Brown, Stericycle  
Amanda Mitchell, Stericycle

Jason Deckman, CTCOG  
Cheryl Maxwell, CTCOG

I. **Introduction:** Vice Chair Zoe Rascoe called meeting to order at 9:40 AM.

II. **Opportunity for Public Comment:** No Public Comments received.

The Committee moved to Item #IV.

IV. **Staff Report: Announce date of public meeting for Regional Funding Plan, and review 2016-17 application.**

Jason Deckman discussed the draft document announcement for the FY16-17 Funding Plan. The public meeting was set for September 17, 2015 5:00-6:00pm. Jason described why the draft has to be presented to the public before the Texas Commission on Environmental Quality (TCEQ) approves the document. Jason explained the difference between the coordination funds and the implementation funds, describing where the funding comes from and how it is budgeted.

V. **Discussion and Possible Action Item: Selection of Projects for FY 16/17:**

Jason Deckman went through the applications for hosting the Household Hazardous Waste (HHW) events. There were 5 applications as follows: Cities of Copperas Cove, Gatesville, Hamilton, Killeen, and Temple. Jason explained how the scoring process works for each of the applications. Zoe explained the importance of the HHW events and how much it benefits the public. Score sheets were passed out.

Jason explained about Temple hosting an event even without SWAC funds. There was discussion about the City of Harker Heights adding to funding for an event in Killeen. Discussion moved to the Copperas Cove application; however, no



representative was present to answer questions. The Gatesville application was discussed next. Gatesville will contribute \$5,000 toward the HHW, and provide free tire dump. The discussion moved to the Hamilton application. Hamilton is not sure how much can be contributed at this time; possibly \$3,500. The Temple application was discussed next. Zoe explained that Temple is the only landfill with the exception of Fort Hood. Temple asked for \$5,000 each year to cover anything that would come in outside of Temple City limits.

The committee members took a 15 minute break to score the applications.

Zoe Roscoe called the meeting back to order at 10:45 a.m. and all the score sheets were gathered. Stan Weik recommended pulling out the Temple application for both Fiscal Years 16 and 17, granting them \$5,000 for each year. More discussion followed. Harker Heights is anticipated to contribute \$5,000 to the Killeen event.

**Robert Vincent made a motion to grant \$5,000 to Temple, \$20,000 to Gatesville, \$25,000 to Hamilton, and \$13,000 to Killeen, seconded by Paul Dagerau. Motion was unanimously approved.**

Anticipated Schedule of HHW events: Temple—October 3, 2015; Gatesville—April 9, 2016; Hamilton—May 14, 2016; Killeen—September 11, 2016.

- VI. Discussion and Possible Action Item: Selection of contractor for household hazardous waste events:** Two applications were received for HHW events-- Stericycle and Veolia. Jason Deckman explained the staff scoring on both companies and that staff recommends Stericycle.

**Bill Parry made a motion to keep Stericycle as the contractor for the HHW events for FY 16, seconded by Lisa Sebek. Motion passed unanimously.**

- VII. Discussion and possible action item: Open period to nominate and elect officers, voting members and/or ex-officio members.**

Zoe Roscoe clarified the positions being elected.

**Lisa Sebek made a motion to retain Zoe Roscoe as the Citizens representative of SWAC and Paul Dagerau as the Industry Representative of SWAC, seconded by Duane Herrera. Motion was unanimously approved.**

Zoe opened the floor to elect officers-- Chair, Vice Chair, and Second Vice Chair.

**Johnny Wagner made a motion for Zoe Roscoe as chair, Peter DiLillo as Vice Chair and Duane Herrera as Second Vice Chair, seconded by Bill Parry. Motion passed unanimously.**



**The Committee moved back to Item #III.**

**III. Review Minutes from July 21<sup>st</sup> 2015 meeting.**

**Mark Hyde made a motion to approve the minutes as written, seconded by Duane Herrera. Motion passed unanimously.**

**VIII. Adjournment.**

**Lisa Sebek made a motion to adjourn, seconded by Bill Parry. Motion passed unanimously. Meeting was adjourned at 11:20 AM.**

## **Agenda Item IV**

### **By-Laws**





## **SOLID WASTE ADVISORY COMMITTEE BYLAWS**

### **ARTICLE I NAME OF COMMITTEE**

#### **Section 1:**

The name of this Advisory Committee shall be the Central Texas Council of Governments Solid Waste Advisory Committee.

### **ARTICLE II OBJECTIVE**

#### **Section 1:**

The creation of the Advisory Committee is authorized by the Central Texas Council of Governments, under Section 391.005, Vernon's Texas Codes Annotated and Article II of the Articles of Association.

#### **Section 2:**

The Advisory Committee shall advise the Central Texas Council of Governments' Executive Committee during the planning and implementation of the Central Texas Regional Solid Waste Management Plan as outlined in Subchapter O, Section 7, of the Solid Waste Disposal Act, Article 4477-7, and Vernon's Texas Civil Statutes, as amended. The purpose of the plan is to guide the orderly development and implementation of solid waste facilities and disposal methods according to local, state, and federal regulations.

### **ARTICLE III MEMBERSHIP**

#### **Section 1:**

- a) Advisory Committee membership shall consist of one member from each county of the Central Texas Council of Governments, and one member from each municipality with a population in excess of 10,000 residents as of latest census. These counties- Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba; and these municipalities- Belton, Copperas Cove, Gatesville, Harker Heights, Killeen, and Temple are eligible. Ex-officio membership is encouraged to be requested by private operators, citizen groups, and interested individuals.
- b) The Advisory Committee shall be made up of representatives from the following:
  - 1. Appointees of Counties and Qualifying Municipalities
  - 2. One Solid Waste Industry Representative
  - 3. One Private Sector / Business Representative
  - 4. One Citizen Representative

5. Central Texas Council of Governments' Staff
6. The Texas Commission on Environmental Quality
7. Ex-Officio Members

- c) Voting members of the Advisory Committee shall be #1-4 above. Members unable to attend meetings are encouraged to send an informed, member-assigned alternate to assist in information exchange and coordination activities. However, only appointed members of counties and municipalities will have full voting privileges in addition to the one citizen/private sector representative and one solid waste industry representative.

#### **Section 2:**

- a) County representatives will be appointed by their elected County Judge, and Municipal representatives will be appointed by the City Mayor. Both appointments shall be in writing. There are no term limits for county and municipal representatives; however, confirmation of their continuing status as representatives shall be provided in writing at the beginning of each biennium.
- b) Solid Waste Industry and Citizen representatives will be selected by the Advisory Committee.
- c) Ex-officio membership shall be requested in writing to the Advisory Committee in care of the CTCOG staff coordinator.
- d) Ex-officio members, Solid Waste Industry, Private Sector, and Citizen Representatives will be approved by a majority vote of the Advisory Committee. Terms will be two years beginning on the date of the vote.
- e) Ex-officio membership may be requested in writing and approved by the Advisory Committee at any time during the biennium.

#### **Section 3:**

There shall be no discrimination in any respect in selection of members or any activity of the Advisory Committee due to gender, age, race, religion, disability, or political creed.

### **ARTICLE IV OFFICERS/STAFF**

#### **Section 1:**

The officers of the Solid Waste Advisory Committee shall be a chair and two vice chairs who shall be elected by the full Advisory Committee.

- a) **Officer Elections shall be held during the first meeting after the beginning of each biennium.**



- b) **Officers will serve a two year term beginning on the day of the vote.**
- c) Subsequent officer elections will be held as required to fill any unexpired terms.
- d) An officer shall not hold the same office for more than two consecutive terms.

**Section 2:**

The chair shall preside at all meetings of the Advisory Committee. The chair and/or staff representative may represent the Advisory Committee in presentations to the Executive Committee and to outside entities.

**Section 3:**

The first vice chair shall perform the duties of the chair in the absence of the chair.

**Section 4:**

If the chair and the vice chair are each absent or unable to perform their duties, the second vice chair shall perform all duties of the chair. Additionally, the second vice chair, with staff assistance, shall record and maintain attendance records and minutes.

**Section 5:**

A member of the Central Texas Council of Governments staff, as assigned by the Executive Director, will serve as staff and administrative support for the Advisory Committee. The Council staff shall archive minutes of all Advisory Committee meetings and shall perform such duties as may be required by the Executive Director or requested by the Advisory Committee.

**ARTICLE V  
MEETINGS**

**Section 1:**

This Advisory Committee shall comply with the Texas Open Meetings Act and meet quarterly and at other times as the chairperson deems necessary or upon request of not less than one-third of the members of the Advisory Committee.

**Section 2:**

The Advisory Committee shall meet once per quarter, or on an "as needed" basis, in accordance with notices provided by the Central Texas Council of Governments staff to each member and the area news media one week prior to a regular meeting. Time and location of special meetings shall be announced as required by the Texas Open Meetings Act.

**Section 3:**

All meetings of the Advisory Committee shall be open to the public. A public comment period will be on the agenda for each meeting.

**Section 4:**

A quorum at any Advisory Committee meeting shall be one-third of the voting membership. An act of the majority of the members, in a meeting at which a quorum is present, shall be the act of the Advisory Committee.

**ARTICLE VI  
PARLIAMENTARY AUTHORITY**

**Section 1:**

Robert's Rules of Order shall prevail as a guide for all meetings of parliamentary procedures with the exception that ex-officio members do not have voting rights.

**ARTICLE VIII  
AMENDMENTS TO BY-LAWS**

**Section 1:**

The by-laws of the Advisory Committee shall be reviewed by the Advisory Committee after the election of new officers and may be altered, amended, or repealed as required by two-thirds vote of the Advisory Committee members present.

**ARTICLE IX  
CONFLICTS OF BY-LAWS**

**Section 1:**

The by-laws of the Advisory Committee shall be subject to review by the Central Texas Council of Governments' Executive Committee, and they shall not be in conflict with the CTCOG by-laws. Should a conflict arise, then the by-laws of the Central Texas Council of Governments shall prevail.



## **GLOSSARY**

**TCEQ** – Texas Commission on Environmental Quality

**Solid Waste Industry Representative** – A full-time employee of a business providing solid waste disposal or recycling services in the Central Texas area.

**Private Sector / Business Representative** – A full-time employee of any business in the Central Texas area, providing services or producing products, but not necessarily directly connected to solid waste.

**Citizen Representative** – Any interested or concerned individual who expresses a desire to serve on SWAC

**Biennium** – The two-year period of time for which SWAC is funded by TCEQ, begins on the first day of September on odd-numbered years and ending on the last day of August two years later.

**CTCOG** - Central Texas Council of Governments

**SWAC** - Solid Waste Advisory Committee

## **Agenda Item V**

**SWAC Vacancies, Appointment Letters,  
FY 2016 HHW Events, FY 2017 HHW  
Budget**





**Solid Waste Advisory Committee**  
**August 30, 2016**

**Agenda Item V**

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**This section contains the following items:**

- 1. Current SWAC Members**
- 2. FY 2016 HHW Events and FY 2017 HHW Budget**

**SOLID WASTE ADVISORY COMMITTEE  
FISCAL YEAR 2016-2017 SWAC MEMBERS**

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**2<sup>nd</sup> Vice Chair**

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**SOLID WASTE ADVISORY COMMITTEE**  
**EX-OFFICIO MEMBERS**  
**FISCAL YEAR 2016-2017**

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## HOUSEHOLD HAZARDOUS WASTE

**FY 2016 BUDGET**      **\$63,000**

April 9, 2016	City of Gatesville	\$50,925.55
	Paid by CTCOG	\$20,000.00
	335 participants	

May 21, 2016	City of Hamilton	\$20,986.38
	Paid by CTCOG	\$20,986.38
	110 participants	

**Remaining Budget**      **\$22,013.62**

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**FY 2017 Budget**      **\$60,000 + \$22,013.62 = \$82,013.62**

City of Temple is owed \$10,000

**Remaining FY 2017 Budget**      **\$72,013.62**

## **Agenda Item VI**

### **HHW Site Applicants**



## HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2017

**Applications are due to CTCOG by 5 P.M. on Wednesday, August 17, 2016.** You may send them via email to [Jennifer.lawyer@ctcog.org](mailto:Jennifer.lawyer@ctcog.org), fax (254) 770-2360, or mail to:

CTCOG, Attn: Solid Waste Coordinator  
P.O. Box 729  
Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the August 30th meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 10:00 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

1. Has your City/County ever held a Household Hazardous Waste Event?  
☐ Yes ☒ No
  - If so, when? (MM/YYYY) \_\_\_\_\_
  - If known, how many people attended? \_\_\_\_\_
2. If selected to host an event, how many people do you anticipate will attend? Based on what criteria? More than 400. Nolanville is centrally located in the MPO. Site selected for collection is visible to the highway and easily accessed.
3. List 3 dates between **September 1, 2016 and August 31, 2017** when the event might take place, keeping in mind that a **minimum** 45 day advance notice to TCEQ is required.
  - a. November 5   b. April 8   c. Flexible - Would like to time with Keep America Beautiful, America Recycles Day
4. Please give the physical address of the event and describe the facility (how big it is, how much land surrounds it, how accessible to main highways, etc.) where the event would be held.

Pending Fire Department Approval, I would like to have it in the lot directly behind. This is also near the Recycle Center so we can encourage recycling during the event. There is one right turn from the HWY and the event would be visible. We could arrange for porta potties. We would arrange for reimbursement to the Volunteer FD for helping management, standby services and use of land.

There is plenty of space for trailers. Alternate location is the "City Landfill" on Hwy 2410, still plenty of room but not as visible.

5. Each county/city provides the site and volunteers necessary to operate the event. In addition, please indicate the amount of funding that your city or county is willing to contribute towards the cost of the event. CTCOG will also contribute towards the cost of the event.

Funding contribution:

Required contribution is \$18,000, we would like to allocate a portion dedicated to tire trailer, electronic recycling and advertising.

(Example, dollar amounts for advertising, tire collection, electronics recycling, etc)

6. Please elaborate on specific reasons why the collection event should be held in your city/county. Attach additional pages as needed.

- Easily accessible and centrally located in the COG
- Aligns with community clean up efforts to remove tire piles
- Cost share ability is substantial for our small size
- Potential economic benefit of bringing foot traffic to downtown

Gatesville

## CITY OF GATESVILLE

## 2017 HOUSEHOLD HAZARDOUS WASTE EVENT APPLICATION

1. Has your City/County ever held a Household Hazardous Waste Event?  
☒ Yes ☐ No
  - If so, when? (MM/YYYY)  
04/2016
  - If known, how many people attended? > 300 vehicles (based on CTCOG Surveys during the April 2016 HHW Day).
  
2. If selected to host an event, how many people do you anticipate will attend?  
 Based on what criteria?  
Given the attendance exceeded 300 vehicles at the City's last HHW Day, our goal would be 350 vehicles.
  
3. List 3 dates between **September 1, 2016 and August 31, 2017** when the event might take place, keeping in mind that a **minimum** 45 day advance notice to TCEQ is required.
  - a. March 4, 2017
  - b. April 8, 2017
  - c. April 1, 2017
  
4. Please give the physical address of the event and describe the facility (how big it is, how much land surrounds it, how accessible to main highways, etc.) where the event would be held.  
We would conduct the Household Hazardous Waste Day event at the City's Civic Center/Sports Complex – the same location as the past two years. The physical address of the event will be 301 Veterans Memorial Loop, Gatesville TX 76528. The site is adjacent to US Highway 84, and ¼ mile north of SH 36. It is a wholly City-owned facility that sits on 16.7 acres. The paved surface (where the HHW Day event would be held) is nearly 1000 feet long. Restrooms are available on-site. Schematics of the area and the layout for the 2016 HHW Day event are enclosed.
  
5. Each county/city provides the site and volunteers necessary to operate the event. In addition, please indicate the amount of funding that your city or county is willing to contribute towards the cost of the event. CTCOG will also contribute towards the cost of the event.  
 Funding contribution: The City of Gatesville will contribute up to \$30,000 for the cost of the event which includes the costs for tire recycling and advertising. We will coordinate with the scrap metal contractor we used last year, and Goodwill Industries to determine if they will take electronics as a service in kind.



(Example, dollar amounts for advertising, tire collection, electronics recycling, etc)

6. Please elaborate on specific reasons why the collection event should be held in your city/county. Attach additional pages as needed.

The physical appearance of Gatesville has suffered due to the presence of a large amount of junked personal property (including HHW). The City decided to utilize the HHW Day in April 2016 as an accelerator for implementing more effective code enforcement policies which took effect later the same month. Using volunteer crews from the local churches (including State Rep. J.D. Sheffield and his staff) the City assisted 10 senior/disabled residents with removal of HHW from their property, and picked up trash on eight miles of streets/highways. At our event, we recycled:

- a. 42 pallets of television sets and 6 pallets of computers/accessories.
- b. 200 cubic yards of scrap metal
- c. 45 tons of tires
- d. One 53-foot trailer of paint and chemicals

The event was a good first step to restoring resident's pride in their City, and diverted a significant amount of HHW that otherwise might have ended up in the landfill. While our April 2016 was a resounding success, we would like to continue the momentum with a follow-up event in 2017.

## GATESVILLE 2017 HHW DAY SITE



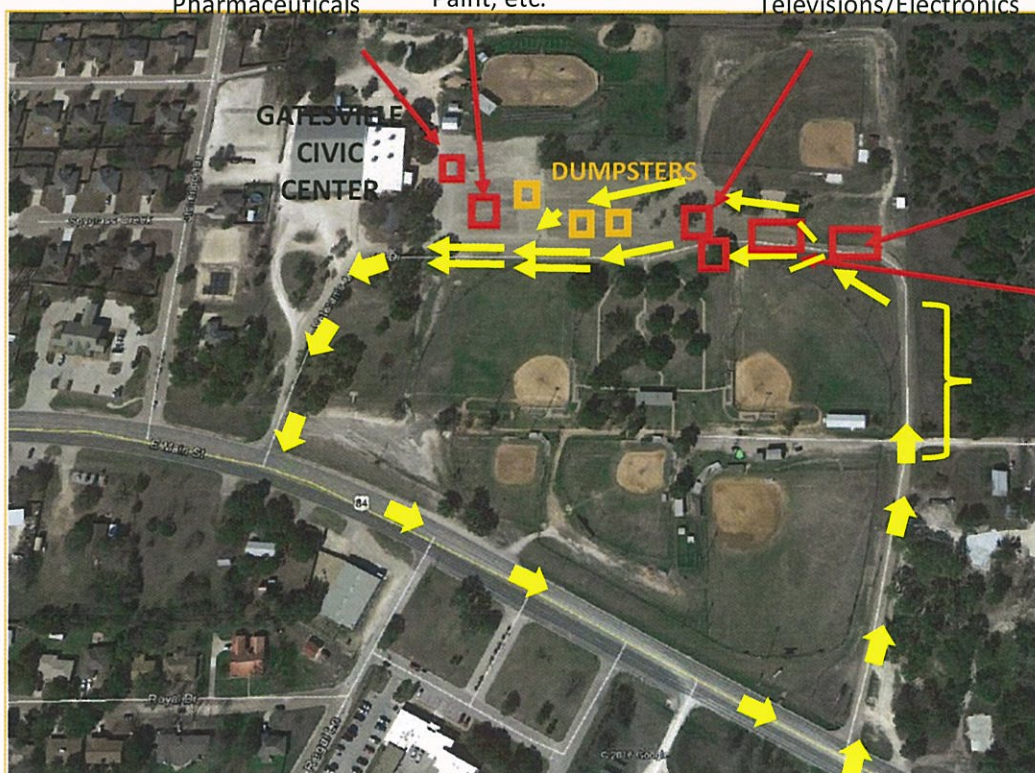
GPD: Expired  
Pharmaceuticals

Stericycle: Chemicals,  
Paint, etc.

HOT Goodwill – Household Items and  
Televisions/Electronics

**Gatesville**  
Spur Capital of Texas

**HHW DAY  
SITE LAYOUT  
9 APRIL  
2016**



Green Option  
Recycling (Scrap  
Metal/Appliances)

Reliable Tire  
Disposal

STAGING

**Call for Applications:****Household Hazardous Waste Events – Fiscal Year 2017**

The Central Texas Council of Governments (CTCOG) Solid Waste Program is requesting applications from cities or counties interested in hosting a Household Hazardous Waste collection event during FY 2017. Fiscal Year 2017 begins on September 1, 2016, and with the rollover from FY 2016, there is **approximately** \$77,000 in the implementation budget.

This application is due back to CTCOG staff no later than **Wednesday, August 17, 2016**. The SWAC will vote to select events at their next meeting, scheduled for August 30, 2016 at 10:00 at the CTCOG offices. Be prepared to have a representative present to answer questions regarding your site or your ability to contribute funds or labor. Note that on page three of the application form is a selection of background information and lessons learned.

Please contact Jennifer if you have any questions: (254)-770-2362 or [jennifer.lawyer@ctcog.org](mailto:jennifer.lawyer@ctcog.org)

Copperas Cove



## HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2017

**Applications are due to CTCOG by 5 P.M. on Wednesday, August 17, 2016.** You may send them via email to [Jennifer.lawyer@ctcog.org](mailto:Jennifer.lawyer@ctcog.org), fax (254) 770-2360, or mail to:

CTCOG, Attn: Solid Waste Coordinator  
P.O. Box 729  
Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the August 30th meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 10:00 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

1. Has your City/County ever held a Household Hazardous Waste Event?

☒ Yes ☐ No

- If so, when? (MM/YYYY) April 27, 2013
- If known, how many people attended? 350 cars

2. If selected to host an event, how many people do you anticipate will attend? Based on what criteria?

*We would expect around 350 people. This number is based on past event attendance and the length of time it has been since we hosted an event.*

3. List 3 dates between **September 1, 2016 and August 31, 2017** when the event might take place, keeping in mind that a **minimum** 45 day advance notice to TCEQ is required.

- a. February 18, 2017 b. April 15, 2017 c. June 3, 2017

4. Please give the physical address of the event and describe the facility (how big it is, how much land surrounds it, how accessible to main highways, etc.) where the event would be held.

Address: 2605 South FM 116, Copperas Cove, Transfer Station. Large facility and parking lot with thru-way. Ease one way navigation with plenty of space for various drop off stations.

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5. Each county/city provides the site and volunteers necessary to operate the event. In addition, please indicate the amount of funding that your city or county is willing to contribute towards the cost of the event. CTCOG will also contribute towards the cost of the event.

Funding contribution: \_\_\_\$3,700 – Tire Disposal

\_\_\_\$1,000-Advertising

\_\_\_Volunteers at gate to assist checking in. Volunteers at stations as needed. – priceless!!

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(Example, dollar amounts for advertising, tire collection, electronics recycling, etc)

6. Please elaborate on specific reasons why the collection event should be held in your city/county. Attach additional pages as needed.

*It will have been four years since our last event. We have consistently had great turnouts when we do have the events. There is a strong interest to having the event in Copperas Cove, we have been getting at least weekly calls from people asking when we will host an event again.*

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### Information from past events:

- Past CTCOG contribution towards cost: \$20,000 - \$25,000
- Past turnout for urban area (Killeen or Temple): 300-400+ cars
- Past turnout for rural area (Hamilton or Gatesville): 120-300+ cars
- Past cost for urban events: \$30,000 - \$50,000+
- Past cost for rural events: \$20,000 - \$50,000+
- Cost for tire trailer provided by contractor: \$1900 (approximate)
- Cost for electronics vendor on site - Depends on vendor / contract
- Newspaper advertising – depends on local paper classified ad rates. Ads are most effective in the community where the event takes place, less so with increasing distance. (In other words, an ad in the San Saba paper is unlikely to result in anyone from San Saba attending an event in Cameron). Check with your local paper for cost of ads based on size, graphics and color.

Most effective advertising: local newspaper, water bill inserts, church announcements, community billboards.

### Lessons learned:

- One way traffic works best – having people enter and exit through a single entry point can cause traffic jams, confusion to the drivers, and may increase the risk of a car striking a pedestrian
- Combined events (HHW in conjunction with a city-wide clean-up) may increase confusion to the public regarding acceptable items for disposal, times, or locations. Staff or volunteers will have to identify the visitor's purpose and direct them to the correct location. It may require traffic to cross paths or have to merge back in line, and can make data collection difficult if people are being counted that aren't bringing hazardous waste. However, it can work given the appropriate location. If you are considering this, please contact your solid waste coordinator for more information.
- Maximize the use of volunteers to help direct traffic, take surveys, hand out promotional items, unload tires, etc. The quicker a car can be received, surveyed, unloaded and moved out, the happier your residents are going to be. Traffic won't back up, tempers won't flare, and you just have a better flow of cars through the site.
- Brief the volunteers and paid employees well before the scheduled opening time. That helps everyone understand how cars will be directed to flow through the site, and what their part will be. Also, you can brief them on the safety hazards involved with moving vehicles, hazardous chemicals, heat exhaustion, etc.
- Expect people to begin arriving at the event at least one hour prior to the posted start time, especially in the rural areas.
- Volunteers or paid staff are a necessity!!!!
- Don't forget: access to bathrooms is needed.

