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July 2, 2025

City of Hinckley
c/o City Administrator
106 1st Street SE
PO Box 366
Hinckley, MN 55037

Ms. Leaha Jackson

Based on a recent request for PeopleService to provide assistance to your municipal treatment operations with regards to community PFAS source identification and reduction efforts, and the application for MPCA PFAS grant funding; we propose to provide the consulting and operational services to fulfill that obligation. The following are the logistics of this offer:

- **Services Provided:**

-Influent Sampling: Continue sampling facility influent for MPCA PFAS monitoring plan compounds in an effort to establish an average baseline for the amount of PFAS entering the facility via its wastestream. Additional testing of arterial portions of the collection system will be conducted should the presence of PFAS compounds be of actionable levels. Sampling of the plant influent will be conducted routinely as a means of monitoring the progress of source identification and reduction efforts. These sampling efforts will be covered under this agreement until January 2027.

-Biosolids Sampling: According to the MPCA PFAS Biosolids Strategy, every facility that intends to land apply biosolids in the 2025-2026 cropping year is required to sample for PFAS levels prior to the initial application. Due to this requirement, we will perform PFAS sampling of Pelican Rapids WWTF biosolids by Fall 2025, and again in the Summer of 2026.

-SIU and Significant Contributor Monitoring and Source Identification: PFAS sampling requirements will be included in all new and existing SIU agreements for the purpose of continuous monitoring of industries and businesses with higher risk of emitting PFAS in their waste streams. Significant Contributors in the community will be added to the PFAS PMP and monitored according to an agreed upon schedule. Sampling will be conducted through January 1, 2027 under this agreement.

-PFAS PMP Execution Activities: We will execute the PFAS Pollutant Management Plan as a means to continue planned action items, find PFAS sources and replace or reduce them, promote community education and awareness in an effort to reduce household background PFAS levels, and continuously monitor the progress of the community's efforts to reduce the levels of PFAS in their environment.

- **Personnel:**

-Operators: These will likely be the usual operators that already service your water/wastewater treatment facility operations on a routine basis. Sampling and source identification activities may be performed by these staff members only if properly trained to perform these activities.

-Consultants: Regional managers and the Director of Consulting Services, individuals of a higher level of expertise that will perform sampling, management plan documentation, SIU and Significant Contributor investigations, collection system sample planning, and public awareness activities. Will provide reports of activities to the proper owner's representatives.

- **Compensation:** All hours provided by PeopleService will be during normal business hours (Monday thru Friday 8 a.m. to 5 p.m. excluding holidays) and will be billed at the hourly rate of \$150 per hour for Operators and \$200 per hour for Consultants. Monthly invoices will include all meal and lodging (T&E) expense required for the completion of the project. Travel time for all staff will be billed at \$150 per hour. Anytime provided outside of these hours will be billed at one and half times the hourly rate, including travel time.
- **Invoicing:** The Owner will be invoiced on the 15th of the month for the previous month's work. Each invoice will be due thirty (30) days from the date of the invoice. If no billable work is performed during the previous month, no invoice document will be sent.

Please indicate your acceptance of the terms and conditions as outlined above by signing letter below and returning the letter to the address provided. If you have any questions, please do not hesitate to contact me either on my cell at 320-552-1277 or email me at tgratke@peopleservice.com.

Sincerely,

Tim Gratke
Director, Consulting Services
PeopleService, Inc.

Signature: _____

Owners Representative

Date: _____