

SPECIAL SOLID WASTE & RECYCLING COMMITTEE MEETING AGENDA

January 9, 2025 – 5:00 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

SPECIAL SOLID WASTE & RECYCLING COMMITTEE MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

- 1) **Approval of Agenda**
- 2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.
- 3) **Approval of Minutes**
- 4) **Review of Committee Roles & Responsibilities**
- 5) **Review of 10-Year Capital Plan for the 2025/2026 Budget**
- 6) **Review of Solid Waste Programs & Events**
- 7) **Update on Uniform Collection**
- 8) **Update on Solid Waste Rates**
- 9) **Staff Reports**
- 10) **Review of Action Items**
 - Prior Meeting
 - Current Meeting
- 11) **Set Agenda for Next Meeting – Tentative Dates**
 - If Monthly – February 20, 2025 (3rd Thursday of each Month)
 - If Quarterly – March 18, 2025 (3rd Tuesday in March, June, September, December)
- 12) **Adjournment**



Mission Statement:

The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.

Authorized Services:

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste & Recycling

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.

Agenda materials can be viewed online at www.pphcsd.org

Remote Viewing:

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

Remote Participation:

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>

Please be advised that remote participation and livestreaming options are provided as a courtesy to the public and technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.

Written Comments:

You may also email your public comment to the District Clerk at awilliams@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to the record by the District Clerk.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing awilliams@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the "Agendas and Minutes" tab.

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

September 18, 2024 – 2:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips, Chair
Chuck Hays, President

Staff Present: Kim Sevy, HR & Solid Waste Manager/District Clerk
Aimee Williams, Assistant Board Clerk

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Philips called the meeting to order at 2:31 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Director Philips moved to approve the Agenda. President Hays seconded the motion.
Motion passed unanimously.
- 2) **Public Comment**
None
- 3) **Approval of Minutes**
President Hays moved to approve the minutes. Director Philips seconded the motion.
Motion passed unanimously.
- 4) **Review of Solid Waste Events**
Ms. Sevy reported that the Community Cleanup event at CR&R was rescheduled to September 21st and that the HHW event may be rescheduled due to Wrightwood still being in an evacuation zone. Information was also provided on the upcoming Super Sorter Program and contest taking place in October and November.
- 5) **Update on Uniform Collection**
Ms. Sevy and Mr. McGill provided an update on the uniform collection program.
- 6) **Update on Solid Waste Rates**
Ms. Sevy provided an update on the solid waste rates. An update will be provided to the Board at the next meeting.
- 7) **Staff Reports**

Nothing further to report.

8) **Review of Action Items**

- a) **Prior Meeting** – None
- b) **Current Meeting** – None

9) **Set Agenda for Next Meeting** – November 20, 2024

NOTE: The October 16, 2024 meeting was cancelled.

10) **Adjournment**

With no further business before the Committee, the meeting adjourned at 2:45 p.m.

Agenda materials can be viewed online at www.pphcsd.org

Waste & Recycling Committee Roles and Responsibilities

The Board of Directors established the Waste & Recycling Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Waste & Recycling Committee is to assist District staff with the solid waste and recycling services and programs within the District.

Responsibility

The responsibility of the Waste & Recycling Committee is to review and oversee the solid waste and recycling/diversion programs and contracts, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- To monitor state laws and regulations concerning solid waste and recycling.
- To oversee and develop or enhance solid waste and recycling/diversion programs.
- To update the Capital & Maintenance Ten Year Matrix, as needed.
- To recommend the annual budget assumptions related to solid waste and recycling projects & programs to the Board of Directors.
- To assist the District staff in preparation and review of solid waste and recycling related Requests for Proposals, and the evaluation of vendor proposals.
- To work with staff on solid waste and recycling policies for recommendation to the Board of Directors.
- To come into compliance with state laws and regulations in a manageable timeframe.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

MEMORANDUM

DATE: January 9, 2025

TO: Solid Waste Committee Members

FROM: Don Bartz, General Manager
By: Aimee Williams, Assistant Board Clerk/Administrative Specialist

SUBJECT: Review of 10-Year Capital Plan for the 2025/2026 Budget

STAFF RECOMMENDATION

For the Committee to review the 10-Year CIP.

BACKGROUND

The Government Fund CIP is enclosed for Committee review of the solid waste related items. Should any changes be desired, the CIP will be updated and utilized as part of the Board's budget workshops.

FISCAL IMPACT

None

ATTACHMENT(S)

Government Fund Capital Plan

Phelan Pinon Hills Community Services District

Government Funds Capital Improvement Projects

	No.	Location	Description											Notes
				2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	
Phelan Park Exp.	1	Design/Engineering SP 2.1	Phase 3 & 4											Note: \$4 million is a tentative placeholder for grants/grant match should the District be awarded one, remainder to be funded by District - \$8.5 remain. balance of project
		Construction SP 2.1				\$ 4,000,000.00	\$ 8,500,000.00							
		Construction SP 2.1				\$915,000.00								
Civic Center Bldg.	2	Government Portion of Phase I (See Enterprise Funds, Civic Center Project for add. Costs)	Design / Engineering (5%)											
			Site Dev./Improvements (30%)			\$2,800,000.00								
			Building Const. (5%) SP 2.3											
Com Cent./Gym	3	Community Center / Gymnasium SP 2.1	Design / Engineering											
			Buildout										\$4,300,000.00	
			Remaining Buildout											
Leg.	4		Poll	\$10,000.00		\$15,000.00								
Rehab.	5	Pinon Hills Community Building (Old Fire Station)	Rehabilitation			\$100,000.00								
Plans	6	Solid Waste Rate Study	Report			\$35,000.00								
Solid Waste & Rec.	7		Potential Capital Projects	\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	
Sub-Total Projects:				\$45,000.00	\$35,000.00	\$7,905,000.00	\$8,540,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$4,345,000.00	

Government Funds Capital Purchase

	No.	Item	Description											Notes
				2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	
Vehicles	8	Vehicles / Equipment	Equipment											
			GM Vehicle (20%)											
			Vehicle (Solid Waste)			\$65,000.00								
			Truck (Parks)				\$76,000.00							
Sub-Total Purchases:				\$0.00	\$0.00	\$65,000.00	\$76,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Government Funds CIP & Capital Purchases				\$45,000.00	\$35,000.00	\$7,970,000.00	\$8,616,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$4,345,000.00	

Budget Schedule - Committees and Management
2025/2026 Budget

January 8, 2025	Wed	5:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 6, 2025	Mon	10:30am	Following Staff Meeting: Management meeting budget process
January 9, 2025	Thurs	5:00 PM	Special Solid Waste and Recycling Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 14, 2025	Tues	4:30 PM	Special Parks and Recreation Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 21, 2025	Tues	5:00 PM	Special Engineering Committee - Review and discuss draft budget schedule, long range plans and operational goals.
January 2025	TBD	TBD	As committees meet quarterly now, they may need to schedule special meeting(s) in January or February in order to complete the long range plans and operational goals by January 29, 2025.
January 29, 2025	Wed	5:00 PM	Long range capital, maintenance plans, programs and capital budgets due to Lori for inclusion in the February 11, 2025 Special Workshop.
February 5, 2025	Wed	Noon	Long range capital, maintenance plans, programs and capital budgets due to Staff for Special Board Meeting.
February 11, 2025	Wed	5:00 PM	Board Workshop - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
April 3, 2025	Thurs	Noon	Draft Budget due to Staff for inclusion in Finance Committee Meeting.
April 8, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
April 10, 2025	Thurs	Noon	Draft budget due to Staff for inclusion in April 15, 2025 Special Board Workshop package.
April 15, 2025	Tues	5:00 PM	Board Workshop - Review draft budget.
April 30, 2025	Wed	Noon	Final Draft Budget due to Staff for inclusion in Finance Committee Meeting.
May 6, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss final draft budget.
May 15, 2025	Thurs	Noon	Final Draft Budget due to Staff for inclusion in May 20 Special Board Workshop package.
May 20, 2025	Tues	5:00 PM	Board Workshop - Review final draft budget (NOTE: This meeting is tentative. The meeting of April 15, 2025 will determine whether or not this meeting will be necessary).
June 11, 2025	Wed	5:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.

Note: Shaded meetings are public meetings. Meeting dates are subject to change and notification will be posted accordingly.