

SOLID WASTE & RECYCLING COMMITTEE MEETING AGENDA

August 11, 2022 – 4:30 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF AB361, WHICH EFFECTIVE OCTOBER 1, 2021, MODIFIED CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT WITH RESPECT TO REMOTE TELECONFERENCE BOARD MEETINGS DURING PERIODS OF STATE-DECLARED EMERGENCIES.

Pursuant to AB361, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, the Phelan Piñon Hills Community Services District will hold this meeting of its Board of Directors both in-person at the above location and via teleconference or video conference. Members of the public may watch and participate in the meeting by physical attendance or by Zoom or telephone conference via the remote instructions below.

REMOTE PARTICIPATION INFORMATION:

Dial-in

(669) 444-9171
Meeting ID: 876 0172 9166
Passcode: 185185

Zoom

<https://us06web.zoom.us/j/87601729166?pwd=bVlKQmRpUkhyQ3I3WHZNUXYvaXdoUT09>
Meeting ID: 876 0172 9166
Passcode: 185185

One-Tap Mobile

+16694449171,,87601729166#

Comment Procedure:

- You will be muted until you are called on during the public comment period.
- You will be recognized by the last 4 digits of your phone number or Zoom ID and asked if you have a comment.
 - If you do not have a comment, state “no comment.”
 - If you do have a comment, please state your name, where you live, and limit your comment to 5 minutes. After 5 minutes you may be muted so that others can comment.
- You may also email your public comment to the Board Secretary at kward@pphcsd.org by 4:30 p.m. on August 11, 2022. Your comment will be read into the record by the Board Secretary.

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



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

SOLID WASTE & RECYCLING COMMITTEE MEETING – 4:30 P.M.

Call to Order – Pledge of Allegiance

Roll Call1) **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. *If you wish to address the Board, please do so by the method listed on this agenda.* 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 Quarterly Report**5) **Review of Program Events**6) **SB1383 Compliance**

- De Minimis
- Procurement
- Timeline

7) **Discussion Regarding Stolen Recycle Bins**8) **Staff Reports**9) **Review of Action Items**

- a) **Prior Meeting**
- b) **Current Meeting**

10) **Set Agenda for Next Meeting** – September 8, 202211) **Adjournment**

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

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

July 14, 2022 – 4:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips, Chair/Vice President
Rebecca Kujawa, President

Board Members Absent: None

Staff Present: Kim Ward, HR Manager/Executive Secretary
Aimee Williams, Administrative Technician II

CR&R Staff Present: Brent Speers, General Manager
Brandon McGill, Operations Manager

Guests/Public: Meredith Hergenrader

Call to Order

Vice President Philips called the meeting to order at 4:03 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
President Kujawa moved to approve the Agenda. Vice President Philips seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – Meredith Hergenrader stated she will have comments on Item 5.
- 3) **Approval of Minutes**
Vice President Philips moved to approve the Minutes. President Kujawa seconded the motion. Motion passed unanimously.
- 4) **Review of Program Events**
Ms. Ward reviewed the programs and events.
- 5) **SB 1383 Compliance**
The committee discussed SB 1383 compliance and responded to concerns from Meredith Hergenrader.
- 6) **Staff Reports**
A written report was in the packet.

7) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – Meredith Hergenrader requested information on the cost to mail billing flyers in the monthly water bills.

8) **Set Agenda for Next Meeting** – August 11, 2022

9) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:53 p.m.

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

**San Bernardino County
Unincorporated Area Franchise Hauler
Quarterly Report**

Reporting Period: 4/1/22 to 6/30/22

CFA PPHCSD

| | |
|--------------------------|--|
| Hauler: | CR&R |
| Contact Name & Phone No. | Brandon 760-524-1409 |
| e-mail address | brandonm@crrmail.com |
| Billing Accts | 1030 & 1052 |

Section 12.2

| | | |
|---|-----|-----|
| All DRS/Data Exchange Corrections Submitted On-time (y/n) | YES | YES |
|---|-----|-----|

Section 12.3(a)

Collection Information Report

| Account Types | Residential | | | Commercial | | |
|---|-------------|---------|---------|------------|---------|---------|
| | Month 1 | Month 2 | Month 3 | Month 1 | Month 2 | Month 3 |
| Total # of accounts serviced | 4,872 | 4,866 | 4,909 | 105 | 122 | 122 |
| # of barrel accounts serviced | 3,464 | 3,460 | 3,509 | 6 | 6 | 6 |
| # of bin accounts serviced | 1,408 | 1,406 | 1,400 | 99 | 116 | 116 |
| # of Clean Mountain/Drop Off accounts | 0 | 0 | 0 | | | |
| # of Fee Waiver Accounts-if applicable | 0 | 0 | 0 | | | |
| # of Cleanup Service (Temporary) placements | | | | 16 | 13 | 14 |

Commercial Accounts

| | | | | |
|--|--|-----|-----|-----|
| Total # of Commercial Business accounts serviced | | 105 | 122 | 122 |
| # of comm bus accounts w/ recycling services | | 59 | 59 | 59 |
| Total # of multi-family accounts | | 1 | 1 | 1 |
| # of multi-family accounts w/ recycling services | | 1 | 1 | 1 |
| Total # of commercial business accounts that fall under AB 341 (≥ 4 CY/wk) | | 46 | 46 | 46 |
| # of commercial business accounts that fall under AB 341 w/ recycling service | | 46 | 46 | 46 |
| Total # of multi-family accounts that fall under AB 341 regulation (≥ 5 units) | | 1 | 1 | 1 |
| # of multi-family accounts that fall under AB 341 regulation w/ recycling service | | 1 | 1 | 1 |
| Total # of comm business accounts that fall under AB 1826 (min. 4CY organics/wk) | | 27 | 27 | 27 |
| # of comm business accounts that fall under AB 1826 w/ organics recycling service | | 0 | 0 | 0 |
| Total # of multi-family accounts that fall under AB 1826 (≥ 5 units & min. 4CY organics/wk) | | 0 | 0 | 0 |
| # of multi-family accounts that fall under AB 1826 w/ organics recycling service | | 0 | 0 | 0 |

Actual Disposal (tons)

| | | | | | | |
|---|----------------|---------------|----------------|---------------|---------------|---------------|
| Route tons per month solid waste | 1,017.54 | 905.00 | 1,010.14 | 165.28 | 165.60 | 160.39 |
| Clean Mountain/Drop Off (CFA 16 & 17) | 0.00 | 0.00 | 0.00 | | | |
| Tons per month roll-off solid waste | | | | 130.35 | 74.35 | 106.24 |
| Tons from Cleanup Service (Temporary) placements | | | | 4.12 | 3.03 | 3.96 |
| Tons processing residual/residue solid waste disposed In-County | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tons processing residual/residue solid waste disposed Out-of-County | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total monthly solid waste disposal tons | 1017.54 | 905.00 | 1010.14 | 299.75 | 242.98 | 270.59 |

**San Bernardino County
Unincorporated Area Franchised Hauler
Quarterly Report**

Section 12.3(a) Continued...

| | | | | | | |
|--|-----------------|---------------|-----------------|---------------|---------------|---------------|
| Diversion (see Diversion Worksheet) | | | | | | |
| Total net Regular Diversion per month | 3.40 | 3.40 | 3.40 | 30.59 | 30.59 | 16.40 |
| Total net Green Waste Diversion per month | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Combined Net Diversion per month | 3.40 | 3.40 | 3.40 | 30.59 | 30.59 | 16.40 |
| Monthly Waste Generation | 1,020.94 | 908.40 | 1,013.54 | 330.34 | 273.57 | 286.99 |
| Total Monthly Diversion Rate (%) | 0.33% | 0.37% | 0.34% | 9.26% | 11.18% | 5.71% |

Section 12.3(b)

Service Information Report

| | | | |
|---|----|----|----|
| # of commendations | 0 | 0 | 0 |
| # of litter complaints | 0 | 0 | 0 |
| # of property damage complaints | 0 | 0 | 0 |
| # of misplaced container complaints | 0 | 0 | 0 |
| # of personnel complaints | 0 | 0 | 0 |
| # of missed pick-ups | 0 | 0 | 0 |
| # of replacement containers | 17 | 20 | 19 |
| # of stolen containers | 3 | 2 | 2 |
| # of other complaints | 0 | 0 | 0 |
| # of semi-annual no charge bulky item pickups | 82 | 89 | 97 |
| # of charged bulky item pickups | 0 | 0 | 0 |

Section 12.3(c)

Program Implementation and Evaluation

Attach a separate narrative describing outreach efforts made to increase the number of commercial and multi-family recycling accounts.

Section 12.3(d)

Financial Information

| | | | |
|---|------------|------------|------------|
| Total Gross Receipts(including Lien Revenue, this should match the figure on your Franchise Fee Worksheet which appears in Column E, Row 5) | 380,952.92 | 267,794.60 | 221,777.70 |
| Franchise Fee Rate | 10.00% | 10.00% | 10.00% |
| Franchise Fee | 38,095.29 | 26,779.46 | 22,177.77 |

Exhibit "A" Section D(3)

Special Collections

Number of no-charge roll-offs this quarter

0

**San Bernardino County
Franchised Hauler Diversion
Quarterly Report Diversion Worksheet**

| Diversion Net Tonnage Regular | Residential | | | Commercial | | | Combined Tons |
|-------------------------------------|----------------|-------------|-------------|------------------------------|--------------|--------------|---------------|
| | Barrel Service | | | Residential Bin & Commercial | | | |
| | Month 1 | Month 2 | Month 3 | Month 1 | Month 2 | Month 3 | |
| Aluminum Cans | | | | | | | 0.00 |
| Bi-metal Cans | | | | | | | 0.00 |
| Bulky Items | | | | | | | 0.00 |
| Cardboard | | | | | | | 0.00 |
| Christmas Trees | | | | | | | 0.00 |
| Concrete | | | | | | | 0.00 |
| Const./Demo/Inerts | | | | | | | 0.00 |
| Glass | | | | | | | 0.00 |
| Mixed Paper | | | | | | | 0.00 |
| Mixed Plastic | | | | | | | 0.00 |
| Newspaper | | | | | | | 0.00 |
| Scrap Metal | | | | | | | 0.00 |
| Tires | | | | | | | 0.00 |
| Wood | | | | | | | 0.00 |
| Other | 3.40 | 3.40 | 3.40 | 30.59 | 30.59 | 16.40 | 87.78 |
| Other | | | | | | | 0.00 |
| Total Regular Diversion | 3.40 | 3.40 | 3.40 | 30.59 | 30.59 | 16.40 | 87.78 |

| | | | | | | | |
|------------------------------------|--|--|--|--|--|--|------|
| Total Green Waste Diversion | | | | | | | 0.00 |
|------------------------------------|--|--|--|--|--|--|------|

| | | | | | | | |
|---------------------------|------|------|------|-------|-------|-------|-------|
| Combined Diversion | 3.40 | 3.40 | 3.40 | 30.59 | 30.59 | 16.40 | 87.78 |
|---------------------------|------|------|------|-------|-------|-------|-------|

| Special Waste Disposal Tracking Info (included in tons disposed for this quarter) | | | | |
|---|----------------------|----------------------|----------------------|----------|
| | Total Mo 1 | Total Mo 2 | Total Mo 3 | Combined |
| C & D debris/Inert debris | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 |
| Disaster waste | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 |
| Designated waste | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 |
| Total | | | | 0.00 |

ver08232011

Reduce • Reuse • Recycle



FREE TIRE DAY



Aug. 13, 2022

 Free tire collection

 Must show proof of residency

 Up to 9 tires per residence

 No commercial tires

Drop Off Location
CR&R Service Yard
9828 Buckwheat Rd
Phelan, CA 92371

8 am - 12 pm

Used Oil Filter Exchange & Recycling Event

Bring Used Oil Filters to Recycle and Exchange
for Up to \$15 Oil Filter Voucher

Free!



Join Us! **Saturday, September 10, 2022, from 9 a.m. to 2 p.m.**

EVENT LOCATION:



AutoZone
4071 Phelan Road
Phelan, CA 92371

Keep in mind...

- ▶ Up to **one \$15 oil filter voucher** per household maximum (limited supply)
- ▶ Expiration: **2 p.m. Saturday, September 10, 2022**
- ▶ Valid only at the address shown on the left
- ▶ No exchange or cash refund after event
- ▶ Recycle oil filter safely: **drain for 12 hours** and transport in non-leaking container or bag
- ▶ Available to San Bernardino County residents only – **bring ID or utility bill** for verification

For information, call **909.382.5401** or **1.800.Oily Cat (645.9228)**
or visit **sbcfire.org/hhw**



SB 1383 Implementation & Uniform Collection Timeline

Approved by the Board on 6/15/2022

| 2021 | | |
|---|----------|----------|
| October | November | December |
| Develop Franchise Agreement, Legal Review, Committee Review, Board Review | | |
| Increase Voluntary Participation | | |
| Continue Business Outreach | | |
| Begin Draft Uniform Collection Ordinance | | |

| | |
|--|-------------|
| | Complete |
| | In Progress |

| 2022 | | | | | | | | | | | |
|--|---------------------------------|------------------------------------|-------|-----|------|--|--------|-----------|---|--------------------------------|--------------------------|
| January | February | March | April | May | June | July | August | September | October | November | December |
| Develop Cost of Service Rates - Commercial | | | | | | | | | Develop Cost of Service Rates - Residential | | |
| Adopt New Franchise Agreement | Res. Intent to Comply w/ SBI383 | Adopt Uniform Collection Ordinance | | | | Review Uniform Collection Ordinance and Amend as Necessary | | | Board Reviews Comm. Rates | Prop 218 Notice Period - Comm. | Board Adopts Comm. Rates |
| Continue Business Outreach | | | | | | Begin Residential/Continue Business Outreach/Education | | | | | |
| Develop Procurement Policy | | | | | | Adopt/Implement Procurement Policy | | | | | |
| Develop & Implement Edible Food Recovery Program | | | | | | | | | | | |

| 2023 | | | | | | |
|---|----------|-------|-------------------------------|-------------------------|------|--|
| January | February | March | April | May | June | July |
| 1/1/2023 Uniform Comm. Collect. Begins | | | Prop 218 Notice Period - Res. | Board Adopts Res. Rates | | 7/1/2023 Uniform Res. Collect. Begins |
| Customer Outreach/Education | | | | | | |

*Updated 7/31/2022

MANAGEMENT REPORT

DATE: August 1, 2022
PREPARED BY: Kim Ward, HR & Solid Waste Manager
SUBJECT: June 2022 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

| <u>COMMERCIAL ACCOUNTS</u> | <u>NO.</u> | <u>CITATIONS ISSUED</u> | <u>NO.</u> |
|-----------------------------|------------|-----------------------------------|------------|
| Trash | 122 | Commercial | 0 |
| Recycling | 121 | Residential | N/A |
| Organics | N/A | | |
| | | <u>PERMITS ACTIVE</u> | <u>NO.</u> |
| <u>RESIDENTIAL ACCOUNTS</u> | <u>NO.</u> | Self-Haul - Commercial Recycling | 0 |
| Trash | 4,963 | Self-Haul - Commercial Organics | 0 |
| Recycling | 52 | Self-Haul - Residential Recycling | N/A |
| Organics | N/A | Self-Haul - Residential Organics | N/A |

Notable Activity:

- Working on the Initial Compliance Report for CalRecycle
- Effective July 1, 2022, all businesses in the District will have recycling service.
- New rates for existing service types went into effect July 1, 2022.
- Staff asked by CR&R about Waste Disposal Agreement with the county. It is an agreement between the District and the county regarding District customer waste going to county facilities. Staff is not aware of any such agreement and is continuing to research the matter.
- Continuing to promote CR&R residential service to increase voluntary participation.
 - Monthly mailers in customer bills
 - Information in new customer packets
 - Social media ads
 - Information in District office

Upcoming /Current Events:

- Waste Tire Collection Event
 - August 13, 2022 – 8am-noon
 - CR&R Service Yard
- Used Oil Filter Exchange and Recycling Event
 - September 10, 2022 – 9am-2pm
 - AutoZone - Phelan

Recent Events:

- None

HUMAN RESOURCES

Statistical Data:

- Full Time Employees: 26
 - Engineering: 3

- Water (Field): 10.5
- Parks & Rec: 2.5
- Administration: 10
- Part Time Employees: 0
- Temporary Employees: 0
- Open Positions: 0

MISCELLANEOUS

Upcoming District Events:

(for Park & Rec events, see Park Operations Supervisor's Report)

- Town Hall & Ice Cream Social
August 6, 2022 – 10am
Moved to Phelan Community Center
Confirmed Representatives: Congressman Obernolte, Senator Ochoa-Bogh, Sheriff Dicus, Assemblyman Smith, District Attorney Jason Anderson

Recent Events:

- Sheep Creek Consolidation Community Meeting
July 23, 2022 – 10am
Phelan Park
Recording: <https://www.youtube.com/watch?v=u9WH90V4FVc>

Upcoming Board Election

- 3 seats are up for election
- Filing opens on July 18, 2022, and ends on August 12, 2022*
- Candidates can make an appointment at the County Registrar or the District Office to pull candidate paperwork
- The official notice of election is posted online and in the District Office.

Website Data (for July 2022)

- No data for this month. The District transitioned to a new site and metrics are not available for July.

Grants

- **Small Scale Water Efficiency Grant**
 - \$75,000 to be disbursed when meters for Phase 3a are purchased. Verified meter purchase is in compliance with federal requirements.
- **Community Project Funding Request**
 - Staff submitted a Community Project Funding Request ("Request") in the amount of \$2,000,000 to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will service as the area's Community Emergency Operations Center to Congressman Jay Obernolte. A total of 31 Requests were submitted to the Congressman for consideration. Staff is pleased to report the District's full Request was selected by the Congressman as one of the 15 projects he submitted to the House Appropriations Committee.
 - There is an approximately year-long process before final approval and receipt of funds. The Request must be reviewed and approved by the House Appropriations Committee who will then craft legislation in the form of funding bills which are then consolidated

with the Senate Appropriations Committee's funding bills. The consolidated funding bill is then signed into law by the President (March 15, 2022, this year for last year's requests) and funding is then distributed. After funding is distributed, the District will have approximately 12-24 months to complete the project and is subject to an audit by the Government Accountability Office. During this time, it is possible that funding for such Requests may disappear, however all indications show that funding is likely to continue for now.

- Staff submitted additional information to Appropriations, per request, and CalOES has agreed to act as the District's grant administrator for the funds.
- **SB 1383 Local Compliance Grant**
 - Submitted in January 2022. The District is eligible for 2nd round awards for a maximum amount of \$20,000. Award announcement is anticipated in September.
- **Land and Water Conservation Fund Grant (Park Project)**
 - Submitted a \$2.7million application in January 2022. The District was not awarded a grant but was told that projects with completed CEQA and project design score higher and to submit for the next round of funding.