

## **SOLID WASTE & RECYCLING COMMITTEE MEETING AGENDA**

March 10, 2022 – 4:00 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.**

The Phelan Piñon Hills Community Services District is continuing to hold Board meetings to conduct essential District business. Pursuant to AB361, members of the Board may attend the meeting via teleconference or video conference and will participate in the meeting to the same extent as if they were present. Members of the public may watch and participate electronically in the meetings via Zoom or telephone conference. Guidelines from the County of San Bernardino allow for in-person attendance.

#### **REMOTE PARTICIPATION INFORMATION:**

##### **Dial-in**

(253) 215-8782  
Meeting ID: 823 7368 7449  
Passcode: 083779

##### **Zoom**

<https://us06web.zoom.us/j/82373687449?pwd=eFNsMCswb3RXSOFPmjh0L3hSV0JJZz09>  
Meeting ID: 823 7368 7449  
Passcode: 083779

##### **One-Tap Mobile**

+12532158782,,82373687449#

##### **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](mailto:kward@pphcsd.org) by 4:00 p.m. on March 10, 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](mailto:kward@pphcsd.org) or by visiting our website and completing the signup form at [www.pphcsd.org](http://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 – 4:00 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. *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 Program Events**5) **SB1383 Compliance**

- Discussion Regarding Uniform Collection Ordinance
- Implementation Timeline

6) **Review Helendale CSD Thrift Store & Recycling Program**7) **Staff Reports**8) **Review of Action Items**

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

9) **Set Agenda for Next Meeting** – June 9, 202210) **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 <http://www.pphcsd.org>



## **SPECIAL SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES**

January 13, 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  
Rebecca Kujawa, Vice President

**Board Members Absent:** None

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

**CR&R Staff Present:** Brent Speers, General Manager (Zoom)

**Guests/Public:** Cheryl Rhoden (Zoom)

### **Call to Order**

Director Philips called the meeting to order at 4:00 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** – Cheryl Rhoden may have comments on agenda items.
- 3) **Approval of Minutes**  
Vice President Philips moved to approve the Minutes. President Kujawa seconded the motion. Motion passed unanimously.
- 4) **Review of Committee Roles & Responsibilities**  
The committee reviewed the Roles & Responsibilities and had no changes.
- 5) **Review of 2022/2023 Solid Waste CIP & Program Budget**  
The committee reviewed the CIP & Program Budget and no changes were recommended.
- 6) **Review of Draft Franchise Agreement Amendment**  
The draft franchise agreement was reviewed. It will go to legal counsel for final review, then to the Board for approval next week.

7) **Review of Action Items**

- a) **Prior Meeting** – None
- b) **Current Meeting** – Mr. Speers requested a revised SB1383 timeline

8) **Set Agenda for Next Meeting**

- **Special Meeting** – May be needed before March
- **Regular Meeting** – March 10, 2022
  - Remove agenda items 4, 5, and 6

9) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:37 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>





## Waste & Recycling Events – 2022

| <u>Date</u>                   | <u>Time</u>      | <u>Event</u>                       |
|-------------------------------|------------------|------------------------------------|
| <b>WORKSHOPS</b>              |                  |                                    |
| May 14, 2022                  | 10:00am – Noon   | Eco-Friendly Gardening             |
| May 2022                      | 8:30am – 10:30am | Compost Workshop                   |
| <b>CHILDREN’S EVENTS</b>      |                  |                                    |
| April 2022                    | N/A              | Art Contest                        |
| Summer 2022                   | 10:00am – Noon   | Kids Craft Class                   |
| <b>CLEAN-UP EVENTS</b>        |                  |                                    |
| April 16, 2022                | 8:00am – Noon    | Free Tire Day/Community Cleanup    |
| June 18, 2022                 | 8:00am – Noon    | Free Tire Day                      |
| June 2022                     | TBD              | HHW Collection Event               |
| September 17, 2022            | 8:00am – Noon    | Free Tire Day/Community Cleanup    |
| November 2022                 | TBD              | Used Oil Filter Exchange -Autozone |
| December 17, 2022             | 8:00am – Noon    | Free Tire Day                      |
| <b>SCHOOL PROGRAMS/EVENTS</b> |                  |                                    |
| TBD                           | TBD              | Mr. Eco                            |
| TBD                           | TBD              | Healthy Snowline Event             |
| October 2022                  | TBD              | Phelan Phun Days Booth             |
| TBD                           | TBD              | STEM Night                         |



# EARTH DAY COMMUNITY CLEANUP AND TIRE DAY

**SATURDAY, APRIL 16  
8AM - 12 PM**

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

- Free Residential Trash & Yard Waste Collection
- Free Tire Collection
- Free Recyclable Material Collection
- No Hazardous Materials or E-Waste
- No Commercial Waste or Tires

*\*District residents only. Must show proof of residency. Limit of 9 tires per residence. Must be off rim. NO COMMERCIAL.*

**PHELAN PIÑON HILLS CSD  
SOLID WASTE  
SERVICES**

**CalRecycle** 

**CR&R**  
INCORPORATED  
environmental services

Exhibit B  
**SB 1383 Implementation & Uniform Collection Timeline**

Updated 02/01/2022

Complete  
 In Progress

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

| 2022   |                                 |                                    |                     |                                    |      |  |        |           |         |          |          |
|--|---------------------------------|------------------------------------|---------------------|------------------------------------|------|--|--------|-----------|---------|----------|----------|
| January  | February                        | March                              | April               | May                                | June | July   | August | September | October | November | December |
| Develop Cost of Service Rates - Commercial       |                                 |                                    | Board Reviews Rates | Prop 218 Noticing & Public Hearing |      | 7/1/2022<br>Uniform<br>Comm.<br>Collect.<br>Begins |        |           |         |          |          |
| Adopt New Franchise Agreement                    | Res. Intent to Comply w/ SB1383 | Adopt Uniform Collection Ordinance |                     |                                    |      |  |        |           |         |          |          |
| Continue Business Outreach                       |                                 |                                    |                     |                                    |      | Begin Customer Outreach/Education                  |        |           |         |          |          |
| Develop Procurement Policy                       |                                 |                                    |                     | Adopt Procurement Policy           |      | Begin Procurement Policy                           |        |           |         |          |          |
| Develop & Implement Edible Food Recovery Program |                                 |                                    |                     |                                    |      |  |        |           |         |          |          |

| 2023  |          |       |                     |                                    |      |   |
|---|----------|-------|---------------------|------------------------------------|------|---|
| January                                     | February | March | April               | May                                | June | July  |
| Develop Cost of Service Rates - Residential |          |       | Board Reviews Rates | Prop 218 Noticing & Public Hearing |      | 7/1/2023<br>Uniform<br>Res.<br>Collect.<br>Begins |
| Customer Outreach/Education                 |          |       |                     |                                    |      |   |

## **Helendale Thrift Store/Recycling Center**

### **Thrift Store Operation**

- Open 6 days/week – Closed on Sunday
- Hours – 11:00 am-5:00 pm
- Free item pick-up

### **Goals**

- Recycling and repurposing items
- Minimal disposal of items in the landfills
- Funding for Parks & Recreation Department

### **Employees**

- 2 Full-time employees
  - 1 Supervisor
  - 1 Employee that works in Solid Waste and Thrift Store (Picks up donations)
- 8 Part-time Employees
  - Cashiering
  - Sorting and stocking items
  - Miscellaneous jobs in the thrift store
  - Supervise green waste drop-off appointments

### **Building**

- Purchased in 2011
- Owned by the District's Park Department
- The building was already a community center/church when purchased
- The church already had a functioning thrift store in it

### **Green Waste**

- By appointment only
- Drop-off at thrift store only
- Thrift store has a roll-off bin in the back that they fill up
- Customers have to unload their own waste into the bin
- 113.06 tons of green waste recycled in FY 2021

### **Electronic Waste**

- Multiple permits are required
- They schedule a pick-up approximately every 2 months
- Generates approximately \$1000 from each collection
- 19,692 pounds of e-waste recycled in FY 2021

### **Mattress Recycling**

- Partner with Mattress Recycling Council for recycling
- Receive approximately \$2.25/per mattress
- 737 mattresses recycled in FY 2021



## **Metal Recycling**

- They have a roll-off bin in the back that they fill up
- Recycling of non-working washers, dryers, and other metal items from donations
- Doesn't generate much money but keeps some metal out of the landfills
- 28.08 tons of metal recycled in FY 2021

## **Issues**

- Middle of the night drop-offs
- People rummage through items at night creating a mess

## **2020-2021 Revenue/Expenses**

- Retail Sales
  - Budgeted – \$264,000
  - Actual Activity – \$286,991
- Expenses
  - Budgeted – \$179,620
  - Actual Activity – \$135,845

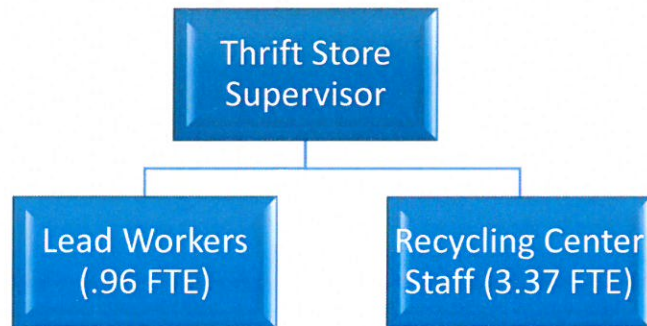
## **Awards**

- Received 2021 CSDA Innovative Program of the Year Award
- Link to video highlighting Helendale Recycling Center - <https://youtu.be/INlj2iCiyME>



**Innovative Program of the Year Award** *(Small District Category)*  
Helendale Community Services District for their Helendale Recycling Center

## Recycling Center



### DESCRIPTION

The award winning Recycling Center is located in Suite A at the Community Center on Vista Road. The District offers a variety of recycling programs such as green waste, electronic waste, metal, and mattress recycling.

Residents can also donate their unwanted items to the recycling center for re-purposing rather than throwing the items away. This service encourages recycling and diverts waste from going into the landfill. Items that cannot be re-sold are recycled with as little as possible disposed of in the landfills.

The District continues to look for new opportunities for recycling. One of the recycling goals for FY 2022 is to start a tire recycling program for the community.

The Thrift Store/ Recycling Center is open 6-days a week and offers free pick-up of items that customers would like to donate.





Helendale CSD

# Budget Worksheet

## Recycling Center/Thrift Store Revenue

For Fiscal: FY 2021-2022 Period Ending: 06/30/2022

|   | FY 2019-2020<br>Total Budget | FY 2019-2020<br>Total Activity | FY 2020-2021<br>Total Budget | FY 2020-2021<br>Total Activity | FY 2021-2022<br>Total Budget |
|---|------------------------------|--------------------------------|------------------------------|--------------------------------|------------------------------|
| Retail Sales - Recycling Center           | 294,000.00                   | 228,226.99                     | 264,000.00                   | 286,991.87                     | 300,000.00                   |
| Grant Revenue                             | 0.00                         | 10,000.00                      | 0.00                         | 0.00                           | 0.00                         |
| Board Discretionary Revenue               | -74,940.48                   | 0.00                           | -84,380.00                   | 45.39                          | -126,740.34                  |
| <b>Revenue Total:</b>                     | <b>219,059.52</b>            | <b>238,226.99</b>              | <b>179,620.00</b>            | <b>287,037.26</b>              | <b>173,259.66</b>            |
| <b>Fund: 03 - Recycling Center Total:</b> | <b>219,059.52</b>            | <b>238,226.99</b>              | <b>179,620.00</b>            | <b>287,037.26</b>              | <b>173,259.66</b>            |
| <b>Report Total:</b>                      | <b>219,059.52</b>            | <b>238,226.99</b>              | <b>179,620.00</b>            | <b>287,037.26</b>              | <b>173,259.66</b>            |

Fund: 03 - Recycling Center

Revenue

03-480000-00-0

03-740000-00-0

03-999700-00-0



Helendale CSD

# Budget Worksheet

## Recycling Center/Thrift Store Expense

For Fiscal: FY 2021-2022 Period Ending: 06/30/2022

|  | FY 2019-2020<br>Total Budget | FY 2019-2020<br>Total Activity | FY 2020-2021<br>Total Budget | FY 2020-2021<br>Total Activity | FY 2021-2022<br>Total Budget |
|--|------------------------------|--------------------------------|------------------------------|--------------------------------|------------------------------|
| <b>Fund: 03 - Recycling Center Expense</b> |                              |                                |                              |                                |                              |
| <a href="#">03-500004-00-0</a>             | 152,959.00                   | 104,354.98                     | 136,326.00                   | 95,893.24                      | 126,472.00                   |
| Salaries - Part-Time                       |                              |                                |                              |                                |                              |
| <a href="#">03-510002-00-0</a>             | 3,081.16                     | 3,501.09                       | 1,121.00                     | 3,257.44                       | 1,090.55                     |
| Workers Compensation                       |                              |                                |                              |                                |                              |
| <a href="#">03-510003-00-0</a>             | 11,701.36                    | 15,789.89                      | 10,429.00                    | 7,335.99                       | 9,675.11                     |
| Payroll Taxes - FICA/Medicare              |                              |                                |                              |                                |                              |
| <a href="#">03-510004-00-0</a>             | 0.00                         | 0.00                           | 0.00                         | -477.09                        | 0.00                         |
| Unemployment Expense                       |                              |                                |                              |                                |                              |
| <a href="#">03-521500-00-0</a>             | 5,300.00                     | 718.25                         | 4,300.00                     | 323.89                         | 2,500.00                     |
| Contractual Services                       |                              |                                |                              |                                |                              |
| <b>Budget Detail</b>                       |                              |                                |                              |                                |                              |
| <b>Budget Code</b>                         |                              |                                |                              |                                |                              |
| Preliminary                                |                              |                                | <b>Units</b>                 | <b>Price</b>                   | <b>Amount</b>                |
| Preliminary                                |                              |                                | 1.00                         | 1,000.00                       | 1,000.00                     |
| Preliminary                                |                              |                                | 1.00                         | 1,000.00                       | 1,000.00                     |
| Preliminary                                |                              |                                | 1.00                         | 500.00                         | 500.00                       |
| <b>Description</b>                         |                              |                                |                              |                                |                              |
| Climate Control                            |                              |                                |                              |                                |                              |
| Maintenance Services                       |                              |                                |                              |                                |                              |
| Misc                                       |                              |                                |                              |                                |                              |
| Education and Training                     | 500.00                       | 0.00                           | 500.00                       | 0.00                           | 500.00                       |
| Advertising                                | 5,600.00                     | 4,600.00                       | 500.00                       | 0.00                           | 500.00                       |
| Bank Charges                               | 3,000.00                     | 3,809.68                       | 3,000.00                     | 3,558.89                       | 4,000.00                     |
| Utilities - Electric                       | 18,000.00                    | 6,815.48                       | 6,600.00                     | 5,384.30                       | 7,062.00                     |
| <b>Budget Detail</b>                       |                              |                                |                              |                                |                              |
| <b>Budget Code</b>                         |                              |                                |                              |                                |                              |
| Preliminary                                |                              |                                | <b>Units</b>                 | <b>Price</b>                   | <b>Amount</b>                |
| Preliminary                                |                              |                                | 12.00                        | 588.50                         | 7,062.00                     |
| <b>Description</b>                         |                              |                                |                              |                                |                              |
| 3-037-9555-20                              |                              |                                |                              |                                |                              |
| Telephone                                  | 1,098.00                     | 1,398.34                       | 1,524.00                     | 1,434.68                       | 1,560.00                     |
| <b>Budget Detail</b>                       |                              |                                |                              |                                |                              |
| <b>Budget Code</b>                         |                              |                                |                              |                                |                              |
| Preliminary                                |                              |                                | <b>Units</b>                 | <b>Price</b>                   | <b>Amount</b>                |
| Preliminary                                |                              |                                | 12.00                        | 130.00                         | 1,560.00                     |
| <b>Description</b>                         |                              |                                |                              |                                |                              |
| Credit Card line                           |                              |                                |                              |                                |                              |
| Operations and Maintenance                 | 2,000.00                     | 1,715.88                       | 1,000.00                     | 2,072.08                       | 1,500.00                     |
| Vehicle Maintenance                        | 0.00                         | 2,828.28                       | 2,000.00                     | 678.27                         | 1,000.00                     |
| Vehicle Fuel/Propane                       | 0.00                         | 426.66                         | 300.00                       | 287.52                         | 400.00                       |
| Operating Supplies                         | 10,000.00                    | 8,956.90                       | 8,000.00                     | 9,898.24                       | 10,000.00                    |
| Uniforms                                   | 0.00                         | 0.00                           | 0.00                         | 81.71                          | 0.00                         |

Budget Worksheet

|   | FY 2019-2020<br>Total Budget | FY 2019-2020<br>Total Activity | FY 2020-2021<br>Total Budget | FY 2020-2021<br>Total Activity | FY 2021-2022<br>Total Budget |
|---|------------------------------|--------------------------------|------------------------------|--------------------------------|------------------------------|
| Small Tools                               | 0.00                         | 0.00                           | 0.00                         | 33.36                          | 0.00                         |
| EE Incentive Program                      | 5,820.00                     | 2,969.47                       | 4,020.00                     | 6,108.23                       | 7,000.00                     |
| <b>Expense Total:</b>                     | <b>219,059.52</b>            | <b>238,226.99</b>              | <b>179,620.00</b>            | <b>135,845.75</b>              | <b>173,259.66</b>            |
| <b>Fund: 03 - Recycling Center Total:</b> | <b>219,059.52</b>            | <b>238,226.99</b>              | <b>179,620.00</b>            | <b>135,845.75</b>              | <b>173,259.66</b>            |
| <b>Report Total:</b>                      | <b>219,059.52</b>            | <b>238,226.99</b>              | <b>179,620.00</b>            | <b>135,845.75</b>              | <b>173,259.66</b>            |

[03-554600-00-0](#)  
[03-556800-00-0](#)

## 2020-21 HIGHLIGHTS

- Held one Community Clean Up Days
- Continued Mattress Recycling Program at the Thrift Store
- Continued E-Waste
- Continued Green Waste Recycling Program
- Continue to offer two bulky item pick-ups per year per customer account



## 2021-22 GOALS

- Hold spring and fall clean up days
- Host a Shred-Fest for sensitive document destruction
- Continue recycled art sculpture contest with Burrtec Waste
- Hold a recycling/composting workshop
- Implement a Tire Recycling Program
- Continue performing trash can audits
- Comply with mandatory commercial recycling requirements
- Seek new recycling opportunities
- Develop and expand partnerships
- Continue diversion efforts by creating new and innovative recycling opportunities
- **Annual Events**
- Earth Day for 4th and 5th grade students in Helendale
- Spring & Fall Clean Up Days

| Activity                                    | Annual Quantity FY2019 | Annual Quantity FY 2020 | Annual Quantity FY 2021 |
|---|------------------------|-------------------------|-------------------------|
| Number of Clean Up Days                     | 2                      | 1                       | 2                       |
| Tons of Green Waste Recycled (Thrift Store) | 70.07                  | 104.17                  | 113.06                  |
| Tons of Metal Recycled (Thrift Store)       | 30.52                  | 36.4                    | 28.08                   |
| Pounds of E-Waste Recycled (Thrift Store)   | 34,337                 | 19,078                  | 19,692                  |
| Mattresses Recycled                         | 557                    | 689                     | 737                     |
| Tons of Recycling Collected                 | 668.65                 | 720.85                  | 804.05                  |
| Tons of Refuse Collected                    | 3,787                  | 3,861                   | 4,145                   |