

SOLID WASTE & RECYCLING COMMITTEE MEETING AGENDA

August 16, 2023, 2023 – 2:30 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

SOLID WASTE & RECYCLING COMMITTEE MEETING – 2:30 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 Solid Waste Events**
- 5) **Update on Uniform Collection**
- 6) **SB1383 & Recycling Requirements**
 - Compliance Order
 - Outreach
- 7) **Staff Reports**
- 8) **Review of Action Items**
 - Prior Meeting
 - Current Meeting
- 9) **Set Agenda for Next Meeting** – September 20, 2023
- 10) **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.



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

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 Board Secretary at ksevy@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to 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 ksevy@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

July 20, 2023 – 3:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips
Chuck Hays

Board Members Absent: None

Staff Present: Kim Sevy, HR & Solid Waste Manager/District Clerk

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Philips called the meeting to order at 3:03 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Director Philips moved to approve the Agenda. Director Hays seconded the motion.
Motion passed unanimously.

2) **Public Comment**

Public comment was made by Peter Barnes.

3) **Approval of Minutes**

Director Hays moved to approve the minutes. Director Philips seconded the motion.
Motion passed unanimously.

4) **Review of Solid Waste Events**

None.

5) **Update on Uniform Collection**

Ms. Sevy reported on the implementation of the collection program.

6) **SB 1383 & Recycling Requirements**

The Ordinance will go to the Board for review and possible approval.

7) **Staff Reports**

A written report was included in the packet. Mr. McGill provided an explanation on the customer counts in the report. Mr. Barnes commented on recycling collection.

8) **Review of Action Items**

a) **Prior Meeting** – Complete

b) **Current Meeting** – Update committee calendar regarding new meeting day and time.

9) **Set Agenda for Next Meeting**

- New meeting time will be Wednesdays at 2:30 p.m.

10) **Adjournment**

With no further business before the Committee, the meeting adjourned at 3:45 p.m.

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

COMMUNITY CLEANUP & FREE TIRE DAY

Sept. 9, 2023

8 AM - 12 PM

Drop Off Location:
9828 Buckwheat Rd
Phelan, CA



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

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

Questions? Call 760-868-1212

CR&R
INCORPORATED
environmental services

CalRecycle



PHELAN PIÑON HILLS CSD
**SOLID WASTE
SERVICES**



Have you completed your application? 

THE WAY WE DISPOSE OF TRASH IS CHANGING



What if I have not received an application?

- Complete the application on the reverse side of this flyer and mail it in with your water bill payment, or drop it off at the District Office located at 4176 Warbler Road in Phelan.
- Visit our website at www.PPHCSD.org/residential or scan the QR code below for additional information and to complete your application online.
- All residents of Phelan and Pinon Hills must complete an application, including existing CR&R customers, new customers, and self-haulers.

Learn More:
www.PPHCSD.org/residential

Questions?
(760) 868-1212

Complete your application online:



INSTRUCTIONS FOR SOLID WASTE COLLECTION SERVICE AND SELF-HAUL APPLICATION

Please complete the attached application indicating how you will dispose of trash, recycling, and organics in compliance with state requirements. If you do not know your parcel number, leave it blank. All other fields are required. If your property is unoccupied, select the self-haul option.

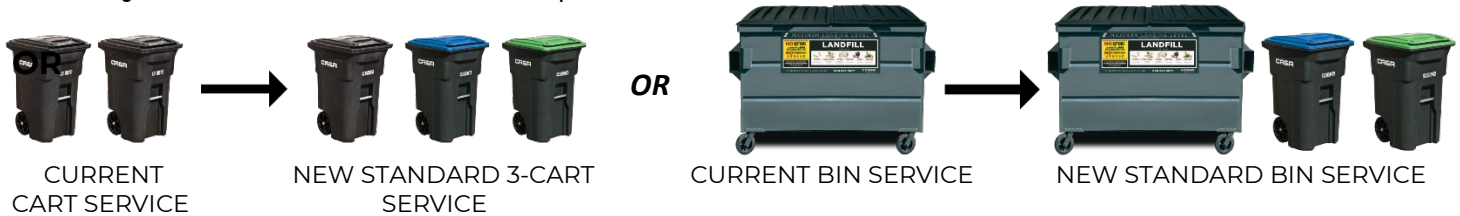
CURRENT SELF-HAULERS:

If you want to continue to self-haul, select the first box in OPTION #1. You will be required to keep receipts and sort your trash, recycling, and organics before going to the transfer station (Dump). You will need to bring your ID and your Disposal Use Permit (Dump Card).

If you are a current self-hauler but would rather sign-up for collection service through CR&R, select the second box in OPTION #2 and choose the level of service you desire.

EXISTING CR&R CUSTOMERS:

If you are a current CR&R customer, your service will automatically change from trash-only to three separate containers (trash, recycling, organics). Check the first box in OPTION #2 to confirm or modify your service. Then, select the service option you desire and any additional CR&R service options.



NEW RESIDENTS:

Provide proof of ownership (final escrow closing statement or recorded grant deed) and complete the attached form indicating how you will dispose of your trash by selecting either OPTION #1 or OPTION #2. If you are a tenant, see “Tenants” section below.

TENANTS (RENTERS):

Tenants may sign-up for Standard 3-cart collection service only. This is the basic level of compliance with the District’s solid waste disposal requirements. Additional collection services require written property owner permission. Tenants desiring to self-haul must have written permission from the property owner and obtain the Disposal Use Permit (Dump Card) from the owner.

QUESTIONS & ADDITIONAL INFORMATION

Call the District at 760-868-1212 or CR&R at 760-868-4232 or visit: www.PPHCSD.org/residential

To complete this application online, visit:

www.PPHCSD.org/residential/application

Scan with your smart phone for additional information on this program.





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

APPLICATION FOR SOLID WASTE COLLECTION SERVICE/SELF-HAUL

Owner **Tenant** (3-cart service only – written permission from property owner needed for other services)

PARCEL NUMBER (APN):
 IF KNOWN _____

SERVICE ADDRESS: _____

CUSTOMER NAME(S): _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE/CELL/TEXT NO: Primary _____ Secondary _____

DRIVERS LICENSE/ID NO: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

OPTION #1: SELF-HAUL TO TRANSFER STATION (DUMP) (no fee or permit required at this time)

- I am a current self-hauler and want to continue to self-haul
- I am a current CR&R customer and want to cancel my CR&R collection service and self-haul instead
- I am a new resident and want to self-haul

Self-Hauler Acknowledgements

As a self-hauler, you must sort trash, recycling, and organics before going to the dump. You are also required to keep receipts for verification of self-hauling. You may change from a self-hauler to a CR&R collection customer but will need to complete a new application. Tenants cannot self-haul without written authorization from the owner. By signing this form below, you are acknowledging these requirements.

OPTION #2: SIGN-UP/CONTINUE COLLECTION SERVICE WITH CR&R

- I am a current CR&R collection service customer and want to confirm or modify my service level
- I am a current self-hauler and want to sign-up for collection service with CR&R
- I am a new resident and want to sign-up for collection service with CR&R

CR&R Standard Service Options – Choose One

- Standard 3-Cart Service - \$30.98/month*
(1 trash cart, 1 recycling cart, 1 organics cart)
- Standard Bin (Dumpster) Service - \$121.20/month*
(1 two-yard bin, 1 recycling cart, 1 organics cart)

Additional CR&R Service Options

- Additional Trash Cart(s) Quantity: _____
\$7.01/month* for each additional cart
- Additional Recycling Cart(s) Quantity: _____
\$7.01/month* for each additional cart
- Other: _____
- Additional Organics Cart(s) Quantity: _____
\$7.01/month* for each additional cart

CR&R Collection Customer Acknowledgements

All solid waste must be separated into the appropriate cart or bin. Information on how to sort your solid waste is attached to this application. Information on collection day(s)/time(s) will be provided when your containers are delivered. Property owners are responsible for all unpaid charges; tenants may only sign-up for basic, 3-cart collection service unless written authorization for additional services is received from the owner of the property. By signing this form below, you are acknowledging these requirements.

Customer Signature (REQUIRED)

Date

*Rates effective 7/1/2023. Residential cart service is billed quarterly in advance. Residential bin service is billed monthly in advance.

The Way We Dispose of Trash is Changing

New Customers

- Complete the application form indicating whether you want to self-haul or signup for collection service through CR&R.

Self-Haulers

- Complete the application form indicating you want to self-haul.
- For 2023 - No additional charge to self-haul.
- Keep receipts for verification of self-haul.
- Sort your waste into recycling, organics, or trash before heading to the dump.

All District Residents

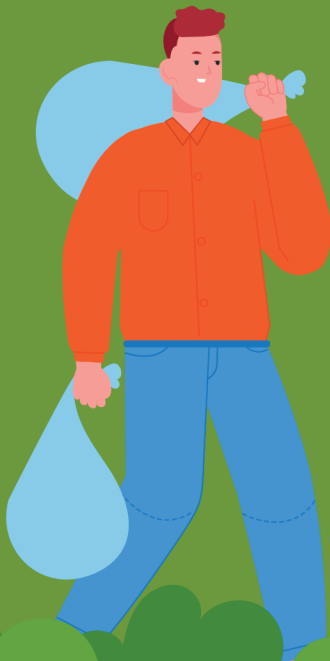
- Application forms and information on sorting your solid waste will be sent out to all District residents starting in July. All residents must return an application either indicating they want to self-haul, or to continue or start service with CR&R.

Existing CR&R Customers

- Complete the application form verifying the service level you desire.
- Existing trash cart-only customers will have carts replaced with the 3-cart system starting now through January 2024.
- Existing customers with dumpsters (bins) will also be issued recycling and organics carts unless another service option is requested.
- All materials will be picked up in the same truck until January 2024 when materials must be separated into the appropriate container which will be picked up separately.

Questions?

Please contact the District at 760-868-1212 or visit www.pphcsd.org/solid-waste-and-recycling.



What Goes Where

RECYCLABLES

- Aluminum
- Cardboard
- Glass
- Metal
- Paper
- Plastic



ORGANICS

- | | |
|---------------------|---------------|
| From The Kitchen | From The Yard |
| • Dairy | • Flowers |
| • Food Soiled Paper | • Grass |
| • Fruits | • Leaves |
| • Grains | • Prunings |
| • Meat | • Weeds |
| • Seafood | |
| • Vegetables | |



**FOOD WASTE MUST BE PLACED
IN PLASTIC BAGS AND PLACED
INSIDE ORGANICS CART**

LANDFILL

- Ceramics
- Coat Hangers
- Diapers
- Mirrors
- Paper Towels
- Pet Waste/Cat Litter
- Styrofoam
- Tissue Paper
- Waxed Paper



NO HAZARDOUS WASTE

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

Reporting Period: 4/1/2023 to 6/30/2023

CFA PPHCSD

Hauler:	CR & R
Contact Name & Phone No.	Brandon McGill (760) 524-1409
Email:	brandonm@crrmail.com
Billing Accounts:	1030 & 1052

Section 1.1

All DRS/Data Exchange Corrections Submitted On-Tim	YES	YES	YES
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Section 1.2

Collection Information Report

Account Types	Residential			Commercial		
	Month 1	Month 2	Month 3	Month1	Month 2	Month 3
Total # of accounts serviced	5158	5174	5211	94	93	94
# of barrel accounts serviced	3720	3728	3756	6	6	6
# bin accounts serviced	1438	1446	1455	88	87	88
# of cleanup service (Roll Offs) placements				29	21	31

Commercial Accounts						
# of Comm-Businesses with recycling services				94	93	94
# of Comm-Businesses with organic services				0	0	0
Total # of multi-family accounts w/ Rec.				1	1	1

Section 1.3

Cleanup Events	Month 1	Month 2	Month 3
YES/NO	NO	NO	YES
Tons	0	0	6.5
Tires	0	0	455

Actual Disposal - Total Tons	Residential			Commercial		
	Month 1	Month 2	Month 3	Month1	Month 2	Month 3
Total monthly solid waste	1039.15	251.42	225.94	246.47	51.89	84.72
Total monthly recycle diversion	33.23	19.11	35.82	17.1	24.49	28.59
Total monthly organics diversion	0.83	1.01	0.96	0	0	0

Section 1.4

Service Information Report

	Month 1	Month 2	Month 3
# of commendations	28	26	29
# 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	3	2	2
# of replacement containers	18	37	48
# of stolen containers	1	0	0
# of bulky item pick-ups	81	102	98

Section 1.5

Outreach Information

Multiple flyers sent out to PPHCSD customers

Section 1.6

Financial Information	Month 1	Month 2	Month 3
Total	407,534.71	270,233.72	213,241.21
Franchise Fee Rate	10.00%	10.00%	10.00%
Franchise Fee	40,753.47	27,023.37	21,324.12

Comments

Roll out of new service to begin July 1
Commercial accounts that do not have waiver will begin to receive organics cart



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MANAGEMENT REPORT

DATE: August 4, 2023
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: July 2023 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	92	Commercial	1
Recycling	90	Residential	0
Organics	N/A		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	2
		Self-Haul - Commercial Organics	0
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	14
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Trash	16	Temporary - Trash	15
Recycling	16	Temporary - Recycling	0
Organics	N/A		
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>		
Trash	5,338		
Recycling	34		
Organics	N/A		

CR&R - Confirming or Modifying	687	46.20%		
CR&R - Change to Self-Haul	20	1.34%		
Current Self-Hauler - Confirming	570	38.33%		
Current Self-Hauler - Change to CR&R	73	4.91%		
New Resident/Self-Haul	8	0.54%		
New Resident/Start CR&R Service	129	8.68%	TOTAL CR&R	60%
TOTAL	1487	100.00%	TOTAL Self-Haul	40%

Notable Activity:

- Gathering additional SB 1383 exemption forms from applicable commercial customers
- Mailed CR&R and District customers in July bills.
- New CR&R rates went into effect July 1, 2023
- Annual report submitted to County
- Weekly meetings with CR&R staff
- Food scrap containers are available in the District office
- Planning community outreach events for August:
 - Kiwanis
 - High Desert Horsemen
 - Farmers Market Booth

Recent & Upcoming Events:

- Community Clean-up & Free Tire Disposal Day

- September 9, 2023 – 8am-noon
- CR&R Service Yard
- Free Tire Disposal Day
 - December 9, 2023 – 8am-noon
 - CR&R Service Yard

HUMAN RESOURCES

Statistical Data:

- Full Time Employees: 26
 - Engineering: 3
 - Water (Field): 10.5
 - Parks & Rec: 2.5
 - Administration: 11
- Part Time Employees: 0
- Temporary Employees: 1.5
- Open Positions: 1

MISCELLANEOUS

Recent District Events:

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

- None

Website Data (for July 2023)

PAGE	Unique Views	Total Views
Main Page	2,372	4,291
My Account	1,554	3,509
Residential – Solid Waste	745	1,364
Water Department	421	630
Solid Waste & Recycling	383	592
Water Department	434	634
Services	394	568
Employment	240	544
Events	233	444
Job Postings	209	431
Contact Us	239	335
Apply for Service	146	328
Meetings	80	245
Sign Up for Classes	96	236
Rates & Fees	113	176
Parks & Recreation	106	157
Board of Directors Meeting	54	153
Calendar	84	151
Sorting Wizard	89	138
Residential Solid Waste Rates	91	111

Grants

- **SB 1383 Local Compliance Grant**
 - Submitted in January 2022. The District was awarded \$20,000. Grant funds have been used to pay for Solid Waste consultant. ?? remain.

- **Small Scale Water Efficiency Grant**
 - \$75,000 has been disbursed and the grant has been closed out.

- **Community Project Funding Request - 2023**
 - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area’s Community Emergency Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December. CalOES issued grant documents to the District to complete as they will be administering the funds. There is no update as to when the funds will be allocated by FEMA and CalOES.

- **Community Project Funding Request - 2024**
 - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2,000,000 to help fund a Tank 6A-2. 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 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.

- **County American Rescue Program Act (ARPA) Funds**
 - Staff worked with consultants and submitted a request to the county. The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District’s Board on 3/8/2023 and has been submitted to the County and is awaiting Board of Supervisors for ratification, expected mid-August. Staff is in the process of negotiating the PSA with Wallace Group.

- **Land and Water Conservation Fund Grant**
 - The grant was submitted on May 31, 2023, in the amount of \$976,154. The state requested additional information and application revisions. Staff met with state grant staff virtually to review the project. A sited visit was conducted.

- After review of the grant requirements, particularly the lengthy process required to borrow dirt for the site for the Civic Center, staff has withdrawn the application and will apply again if there is another application cycle for this grant.