

CITY OF DERBY

RECYCLING/TRASH ADVISORY BOARD

September 16, 2008

4:00 P.M.

APPROVED MINUTES

ROLL CALL

Rebecca Faulk
Larry Gould
Jack Halldin
Heather McCreight
Orpha Parish
Becky Robinson

Staff Present: Kathy Sexton, City Manager
Carolyn Morrison, Secretary

Agenda Item #1 – Welcome & Introductions

Becky Robinson, Chair, welcomed those in attendance and asked all present to introduce themselves.

Agenda Item #2 – Approve Minutes of 8/19/08

MOTION: Halldin moved to approve minutes of 8/19/08 as amended. McCreight seconded.
VOTE: Motion carried 6-0.

Agenda Item #3 – Review of Sedgwick County’s Summit

Sexton attended meeting at Sedgwick County last Friday and Saturday and made a list of things we hadn’t talked about yet:

- a. Free switch of cart sizes within first six months
Include in specs that everyone could have choice of different sized cart within the first six months.
- b. Request proposal on both automated & manual trucks
They stressed the importance of comparing apples to apples.
- c. More zones means reduced economies of scale (higher costs to customers)
They recommend no zones, unless you are a huge city. Ask for the routing in the RFP. Talking about a minimum of 7,500 homes - they would not recommend more than one franchise for city our size. The more zones you have the more staff time it would require and more time spent on contracts. Also the more zones you have the more it will cost customers.
- d. City procure transfer/disposal services at same time as collection services
Sexton suggested that city actually procure collection services separate from disposal services so that disposal cost is not variable. She will be receiving more information on this.

- e. Liquidated damages
In the contract we can say here is customer services required. If things are not done according to the contract, then there will be financial incentive to do it.
- f. Require phone number on bill
Suggest company number on the bill and not the city.
- g. Letter of credit (instead of performance bond)
McCreight asked what the difference was. Sexton advised on performance bond you have to reach an agreement on what is needed or not. Letter of credit would be better than bond because big/little companies might see it as a contingent liability on their books.
- h. Administrative costs include procurement processes, contract management, recycling promotion
Procurement process now and in the future and promotion of recycling. We are not doing this for the money – our goal is to lower people’s trash rate. Suggestion was that we propose a cost now and also suggested a seven year contract.
- i. Require 7-year straight-line depreciation of capital costs (trucks and carts), helps competition
- j. Annual rate adjustment tied to chained CPI 60%, PPI (fuel) 5%, and disposal costs (tipping fees) 35%
- k. Attach draft contract to RFP
Making RFP takes a lot of work. Suggested we include the response form and a report form in the RFP.
- l. Compare apples to apples (mandatory sweeteners vs. optional)
Sweeteners: what you would like in terms of optional things for example.
- m. Reporting requirements
Number of customers, recycling numbers.
- o. Re-open contract for changes in law, something the city wants, incentive to increase efficiency (automated trucks, city billing)
Suggestion was made that there will be changes in the law and there may be something different the City wants.
- p. City owns carts at end of contract period; provider leaves carts at residences
Robinson asked if city owns carts and they need replacing, who would pay cost? Lots of questions on this subject – we will get additional information. McCreight questioned if this would also apply for recycling?
- q. Early termination for convenience (no fault) after 2 years guaranteed
- r. Require route maps and detailed cost sheet in proposal (coordinate routing with street cleaning, avoid schools during busy hours)
Suggested that city could coordinate street cleaning with routes. There are different times for commercial vs. residential pick-up. McCreight asked if schools and churches are considered commercial and Sexton replied yes. Sexton advised that when we say residential it means all people that use trash containers, not a dumpster. Sexton suggested we tell businesses that are under contract, to finish their contract with the provider and then check to see if they want to join us.
- s. City billing is best (reduce delinquencies, postage/paper/admin. costs)
Now we get a quarterly bill. If it goes to city billing it will go on a monthly utility bill, so there will be actual reduction in cost. The cost is the transition of doing it. Sexton would like company to continue to do billing at the beginning. We are in transition with our water company and our software is really old. We are in the process of buying new software for our finance division. We are bidding it to get utility billing software added to this in 2010.
- t. Carts (residential & small business) vs. bins/dumpsters (commercial)
Previously discussed
- u. Isolate books for Derby contract
- v. Define disallowable costs (payment of fines, political contributions)

Agenda Item #4 – Discussion/decisions on specific RFP issues (listed w/staff recommendation)

- a. Volume-based trash: 3 cart sizes for trash
- b. Which items to recycle: cans and 1&2 plastics; mixed paper
Parish asked about collecting glass? Sexton replied that there might be additional opportunities for community-wide recycling, but for now we are trying to get city-wide recycling started.
- c. Recycling collection method: 2 cart sizes
 - Bags: animals tear open, encourages scavengers
 - Tubs: wind, rain, too small
 - Carts, appearance, convenience, harder to scavenge, protects from elementsMcCreight asked if you would have one for recycling or would you have to sort? Sexton advised that we will have to have more discussion on this.
Faulk would like to see recycling charge included in the trash charge. People won't pay extra for recycling. Sexton advised that we are intending this to be one price.
- d. Frequency of curbside recycling pickup: Every other week
- e. Number of franchises to offer: One
Waste Management stated that there are HOAs in Derby that have a contract. Sexton advised that she would like to see a copy of the contract. Halldin asked what we are looking at as a target date? Sexton replied that we need to hear from the companies as to how much gear-up time they need.
- f. Billing procedures: Company-provided for now
- g. Customer service expectations: Phone pick-up in 3 rings; speak to a live person w/i _____ seconds; tie service gaps to liquidated damages; customer bill of rights
- h. Curbside bulky waste collection: Once/year
Community clean-up day.
- i. Sharps/needles
Would need to be built into program.
- j. HOA Contracts: Give 6 months to expire
Requested copy of contract Waste Management has with HOAs.
- k. Term of contract: 7 years
- l. Premium services: Free roll-out for seniors 75+ & disabled; city set prices in RFP; opt-out to share w/neighbor
Suggestion as to making that a free service and they have to sign and say they can't get trash out and that no one else in their household can do it.
- m. Beginning times: 7:00 a.m. residential; 5:00 a.m. commercial
Will do more research on this and find out what companies are doing in Derby.

Agenda Item #5 – Revised Timeline

- a. Send out RFPs by end of year
The RFP will go to all haulers in the county.
- b. Proposals due in 60 days

Adjournment

Meeting adjourned at 5:55 p.m.