

**RDFFG Staff Present:** D. Ferguson, Operations Leader  
**Minutes Recorded By:** Laura Zapotichny - Environmental Services Field Supervisor  
**Sign in Sheet:** Contractors completed sign-in sheet  
**Call to Order:** 10:00 a.m.

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**D. Ferguson:**

Overview:

- Meeting called to order at 10:00 a.m.
- Check off everything on Submission Form
- Acknowledgement letter as any Addendums will be faxed or emailed to anyone who fills it out. As well they will be posted with Tender on Regional District Website
- \$ 300 security deposit required with bid in Bankdraft/certified cheque form – will be returned to Non-Awarded Tenders
- Regional District has the right to reject Tender – anybody related to Regional District employee must state with Tender
- Mandatory Site Meeting

General Conditions

- Maintain site
- Clean in front of bins
- Perimeter willows trimmed
- Waste screening while on site talking to the members of the public:
  - Attendant expected to be on site 5 days a week, 22 hrs per week; During busy times maybe more
  - May be required to attend site daily
  - Marshaling areas must be maintained
  - Check loads for prohibited items such as paints, oils etc.
  - Can't put anything like an oil dump tank here it is a non-controlled site, has to be monitored
- Metal
- DLC – Blue bin:  $\frac{3}{4}$  full and haul it
- Tires stacked neatly and no rims required by tire recycler
- Fridges are not accepted at the Hixon Transfer Station but if they are dumped illegally then stack neatly
- Contractor is responsible for clean up in front of gates

Site Expectations:

- Winter: 10m radius of snow removal around the bins at top
  - Sanding, shoveling and provide records
- 3m radius of snow removal below bins by concrete footings
- Scatter cleanup 150 m of faculty as set out in the Tender
- Once awarded provide proof of Insurance 3 million; WorkSafe BC Coverage
- RDFFG will have the “Big stuff” on site to be done
- All painting is at Contractors expense no post, railings painted safety yellow; Transtor unit are Neufeld paint - estimated \$200.00 for 5 gallons
- Painting no posts – everything you see yellow
- General maintenance of painting the bins
  - Rib sections – bottom 3 and tops and sides Regional District provide new stickers
- Security – make sure gate is locked
- Record keeping
  - Traffic Count
  - Some Surveys from time to time
  - Submit that neat and orderly to the Regional District monthly
- Notice something is broken helps to tell us as soon as possible
- Keep curbs clear

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**Questions and  
Answers:**

**Question:** Do I have to submit incidents within 2 business days?

**Answer:** Keep a record and submit monthly.

Question: Hydraulic fluid 5 gallon pails, who empties them?

Answer: Call Foothills Landfill they collect them.

Question: Paint color what yellow

Answer: Safety Yellow at General Paint or Trem Clad safety yellow.

Question: If something banned in bins do we climb in and take it out?

Answer: Don't climb in bins. Just call the Foothills Landfill and let them know of illegal items in bin can search once dumped at active face.

Question: Keep track of license plate #'s of illegal dumpers?

Answer: A lot of flack for the first while, not permitted etc and where it can be recycled talk to customers do not get into confrontations.

Question: I do garbage collection is there an option for recycling here – my issue is that's what I do?

Answer: Not allowed to recycle things from site, not allowed to take things from site. Metal and material property of Regional District. No salvaging permitted.

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**Adjournment:**

No further questions meeting adjourned

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