



Minutes of the Mandatory Site Meeting

**Invitation to Tender ES-24-05
Caretaker Services – Hixon Regional Transfer Station**

Thursday, March 21, 2024

1:00pm Hixon Regional Transfer Station

Staff Present: Darren Wahl, Manager of Solid Waste Operations
Janet Todoruk, Environmental Services Assistant

Meeting started at 1:05 pm.

Companies Present: Road House Repair
Thompson Trucking

Introduction and sign in sheet completed.

Brief review of Tender:

- Submission details discussed
- Term will be 3 years with 2 possible one-year extensions
- This facility will have an 8x20 office structure installed on site this year
- This is a residential site only – no contractors or salvaging allowed
- Never put yourself in harms way
- Abide by the Regional District Policies and Procedures
- PPE must be worn at all times

Question: Will there be a camera installed on site for security of the trailer?

Answer: No, not at this time

Question: Where can the public take their tires?

Answer: Tires can be taken to any tire shop that belong to the Tire Stewardship Program
The RD does not take tires

Question: Will the RD be taking away the tires that are on site now?

Answer: Yes, the RD will be picking the tires up.

Question: Who is responsible for equipment maintenance on site?

Answer: The Attendant is to record and report the required repair to the RD and the RD will make arrangements for the repair to be completed
The attendant is not responsible for fixing any damages

Discussed and read Operational Specifications, Section 12, Regional District On Site Facilities, Paragraph 3 regarding onsite washroom facilities.

Meeting Adjourned 1:40 pm