### COUNTY OF GLENN
### AGENDA ITEM TRANSMITTAL

**MEETING DATE:** April 20, 2010

**Submitting Department(s):**
> PPWA

**Brief Subject/Issue Description:**
> Staff seeks direction concerning the composition of the review panel for the RFQ for the Waste-to-Energy project.

**Contact:** John Linhart, Director

**Phone:** (530) 934-6541

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**AGENDA PLACEMENT**

**APPOINTMENT — Appearances by: (Specify Name & Title)**
> John Linhart PPWA Director

**Required** 10 Minutes

- [ ] Business — No
- [ ] Consent
- [ ] Correspondence
- [ ] Reports & Notices

**AFFECTED DEPARTMENT(S):**
- [ ] Receive Concurrence

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**ATTACHMENTS**
- [x] Board Report
- [ ] Letter
- [ ] Minute Order
- [ ] Contract
- [ ] Transfer
- [ ] Grant App.
- [ ] Resolution
- [ ] Ordinance
- [ ] Proclamation
- [ ] Policy Update
- [ ] Code Update
- [x] Other
- [ ] Sample RFQ

**LEGAL/PERSONNEL/FISCAL**
- [ ] County Counsel
- [ ] Personnel
- [ ] Finance
- [ ] County Administrative Office

**CLERK INSTRUCTIONS**
- [ ] Return Minute Order
- [ ] Return Certified Copy Of: [ ] Other:

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**PUBLIC HEARINGS & COMMITTEE VACANCIES**

**Legislation**
- [ ] State
- [ ] Federal

**Public Hearings:**
- [ ] Published
- [ ] Affidavit on File w/Clerk
- [ ] Affected Parties Notified

**Committees:**
- [ ] Vacancy Posted
- [ ] Application Attached

**Bill:**
- [ ] Latest Version of Bill
- [ ] Draft Letter Attached
- [ ] List of Supporters/Opposers
- [ ] Statement of Relevance to County Interests
- [ ] Description Attached

**Funding Source/Impact**
- [ ] General Fund Impact
- [ ] Other: [ ] Budgeted
- [ ] Transfer Attached
- [ ] 4/5ths Vote Required
- [ ] Contingency Request

**Contracts, Leases & Agreements**
- [ ] New
- [ ] Renewal
- [ ] Amendment
- [ ] Insurance Certificate
- [ ] Contract Report

**Date of Original Contract:**
- [ ] Contract No.: [ ] Fiscal Year:

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**RECOMMENDED ACTION/MOTION:**
Staff is seeking a recommendation on the composition of the review panel to review the Request for Qualifications (RFQ) for the Waste-to-Energy project.

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**Reviewed By (if applicable):**

**Department Head**

**Personnel Director**

**Department of Finance**

**County Administrative Officer**
EXECUTIVE SUMMARY:
Staff is seeking a recommendation on the composition of the review panel to review the Request for Qualifications (RFQ) for the Waste to Energy project.

RECOMMENDATION(S):
Staff recommends that, along with the Planning and Public Works Agency (PPWA) Director and one PPWA staff member the Board appoint one member of the Glenn County Board of Supervisors and one member of the public at large to serve as a review panel for the applications. This composition will require that three out of four of the members of the panel reach consensus in order to advance a candidate to the Board for final approval. The panel would not be unduly weighted towards any particular special interest that could sway a recommendation.

HISTORY AND BACKGROUND:
Glenn County recently submitted a RFQ seeking a qualified partner to design, finance, construct, operate and maintain a facility to convert, from a typical Municipal Solid Waste stream to energy or a more usable form, a substantial proportion of the Municipal Solid Waste stream that is presently being buried in the County landfill cells.

The County has received several applications and wishes to form a panel based on the criteria enumerated in the RFQ; the interview panel will consist of County staff and may include up to two (2) members of the Board of Supervisors as well as one member of the public chosen by the majority of the Board of Supervisors.

FISCAL/PERSOENNEL IMPACT(S):
None at this time beyond some minimal staff time to review the applications and qualifications.

ANALYSIS/DISCUSSION:
In order to properly review the qualifications and applications, the appropriate composition of the review panel is essential. The RFQ specifies certain criteria for the panel to include PPWA staff as well as up to two members of the Glenn County Board of Supervisors and one member of the public. Staff feels that this will give the panel the appropriate mix of technical expertise, County concerns and public input so that the best qualified applicant is selected to work closely with the County to address the Glenn County solid waste concerns for the long-term.