Assistant Vice Chancellor Matsumoto convened the meeting and self-introductions were made.

1. Recycling Efforts
Purchasing Director Tracey Conner provided an update on her report from the last meeting and introduced Michelle Leonard, a consultant who will be working with the district to assist in the new waste management contract to take effect July 1, 2016. Ms. Leonard presented an analysis of the district’s current and potential needs which should be considered in the development of the RFP and selection of the waste management provider. This information was based on her site visits and discussion with facilities personnel. Discussion ensued. A copy of the presentation will be distributed with the meeting notes to all SRC members. **It was agreed that an update on this effort would be provided to the committee at its meeting on February 17, 2015.**
2. **Review of AR 6012 – Sustainable Practices**  
   Asst. Vice Chancellor Matsumoto stated that she had some revisions and will forward comments to the Chancellor/Executive Vice Chancellor for inclusion in the revised AR prior to the AR being presented to District Council. *Committee members were asked to forward all comments and feedback on the AR to Ms. Matsumoto by October 30 so those can be included with her comments.*

3. **Sustainability Plan Update**  
   Asst. Vice Chancellor Matsumoto stated that the Sustainability Plan Implementation Summary Tool will be distributed to SRC members with the meeting notes. *Committee members were asked to provide Ms. Matsumoto information for 2014-2015 and 2015-2016 to be included in the update to be provided to the SRC in spring 2016.*

4. **Next Meeting**  
   *The next meeting will be held on Wednesday, February 17, 2015, at 3 p.m. in the Decision Room #340 at the District Office.*

Meeting Adjournment: 4:10 p.m.
SCS Engineers

800 Person Consulting Engineering Firm

Founded in 1970, Headquartered in Long Beach, CA

Premiere solid waste consulting firm in US

Provide services to public and private sectors

Michelle Leonard, Vice President

- Project Manager
- 12 years with firm
- International President, SWANA
Project Scope of Work

1. Conduct site visit and evaluate existing services
2. Prepare Request for Proposals
3. Evaluate Proposals and Provide Recommendations
4. Select, Negotiate and Hire Service Provider
Project Background

- Existing contract with CR&R expires June 30, 2016
- Contract provides refuse and green waste collection
- New contract to incorporate Sustainability Plan waste reduction and management goals: 75% by 2020
- Potential new services:
  - On-campus recycling
  - Organics management
- Additional Provisions:
  - Raise awareness of waste reduction opportunities
  - Promotional activities
  - Monitoring and Reporting
## Existing Services and Costs

<table>
<thead>
<tr>
<th>Facility</th>
<th>CY/Week</th>
<th>Monthly Cost</th>
<th>$/cy/mo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Refuse</td>
<td>Green Waste</td>
<td></td>
</tr>
<tr>
<td>Santa Ana College</td>
<td>170</td>
<td>80</td>
<td>$2,171.50</td>
</tr>
<tr>
<td>OC Sheriff's Regional Training Academy</td>
<td>15</td>
<td>20</td>
<td>$304.01</td>
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<tr>
<td>Centennial Education Center</td>
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<tr>
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<tr>
<td>Santiago Cyn College</td>
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<td>0</td>
<td>$521.16</td>
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<tr>
<td>Orange Education Center</td>
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<td>0</td>
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<td>Digital Media Center</td>
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<td>0</td>
<td>$84.84</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>327</strong></td>
<td><strong>100</strong></td>
<td><strong>$3,728.92</strong></td>
</tr>
</tbody>
</table>

### ANNUAL TOTALS

- Total Refuse: 17,004
- Total Green Waste: 5,200
- Total Monthly Cost: $44,747.04
Existing Recycling

- **Santa Ana College**
  - Office Paper
  - Metals
  - Containers, Cardboard (scavengers)

- **Sheriff’s Facility**
  - None

- **CEC**
  - Mixed Paper

- **District Office**
  - Mixed Paper

- **Santiago Canyon College**
  - Office Paper
  - Cardboard

- **OEC**
  - No formal program
  - Surplus property auctions

- **DMC**
  - Informal program for containers
Opportunities for service changes

Service levels:
- SAC: Fix service inconsistency; add Child Development Center organics; scavenging
- Sheriff’s Training: Reduce frequency of GW collection
- CEC: Unknown
- District office: Reduce frequency of collection
- SCC: Reduce number of bins; add compactor
- OEC: Reduce frequency of collection; add flexibility for new construction
- DMC: Reduce frequency of collection

Service levels:
- Commingled recycling for containers and mixed paper
- Compliance with mandatory commercial and organics recycling
- Flexibility for new requirements
- Outreach and promotion
- Regular reporting
- Scheduled audits; right-sizing
- Construction and Demolition debris recycling
Next Steps

- Complete evaluation of existing services and opportunities
- Prepare Draft RFP
- District review and comment on Draft RFP
- Prepare Final RFP
- Release RFP
- Evaluate responses and prepare recommendations