

Sustainable Solid Waste Management Future Roadmap Implementation

Working Group: County Operations Subcommittee

Los Angeles County Department of Public Works
900 S. Fremont Ave, Alhambra CA 91803
Conference Room C

Wednesday, May 27, 2015
9:00 AM – 10:15 AM

MEETING SUMMARY

1. Welcome and Introductions

- Attendees were welcomed and participants introduced themselves.

2. Recap Previous Meeting

- Internal Services Department (ISD) Presentation
 - Recycling contracts
 - Facilities Ancillary Services Master Agreement (FASMA) contracts
 - expire in 2016, can be renewed up until 2018
 - rubbish contracts
 - As a result, Public Works is now working w/ISD to update contracts to include vendor performance requirements and additional conditions, such as handling organics
- Departmental Recycling Program Survey Update – presented initial plans and timeline

3. Update on meeting with ISD - Department Rubbish Contracts

- Need to choose method: Request For Proposals (RFP) (current; specific contract period set) or Request For Statement of Qualifications (RFSQ) (can add contractors at any time)
- Need to develop statement of work for the contract. Including determining number of regions to assign, current is 5 regions with one hauler per region
- Need to determine what requirements to include, such as: compliance with existing laws; flow control, on-board truck scales, etc.
- May need to reevaluate the level of service at each work location (department facility)
- Discussed pros and cons of RFSQ vs. RFP; potentially have a combination of the two
 - RFSQ allows flexibility while RFP locks in price

- ISD would like Public Works to assist with developing requirements due to waste management experience
- Currently, ISD charges "purchasing fee" (1.18%) to fund their process, this may need to increase depending on new monitoring and reporting requirements
- As statement of work is being developed, need to take heed of the potential for escalating costs to County Departments for service
- Suggest stakeholder meeting with sampling of companies to get a sense of what is possible; also a chance of laying out our expectations so companies know what they need to provide
- Options:
 - Contact haulers association
 - Discuss w/County Sanitation Districts (CSD) – to filter haulers & evaluate contract language
 - Issue Request For Information(RFI) to haulers – helps to inform the Statement of Work, Public Works and ISD to formulate questions (2 months)
- Need flexibility to accommodate a shift from disposal to recycling; Contracts should allow for site specific adjustments
- The more committed/engaged a site is in managing and monitoring solid waste disposal and recycling/reduction, the more money it can save
- Important to get help with review of service levels from Departmental Recycling Coordinators
- Chief Executive Office (CEO) encourages the Working Group to set aggressive timeline for new trash contracts (<3y)

4. Discussion of Hall of Administration Cafeteria RFP

- County Hall Of Administration (HOA) cafeteria RFP
 - CEO got recommendations from DPW to incorporate into next contract, based on DPW's existing contract
- Public Works HQ cafeteria contract
 - "eco-plans" are annually updated (composting, source separation, organics, reusable foodware)
 - Expires 2016
 - Vendor policy promoted on Earth Day 2015 – Bring reusable cups/dinnerware for minor discount
- Talk to Health Department about odor issue due to proximity of bins to cafeteria
- Need to establish minimum sustainability requirements for renewing/new contracts throughout County facilities/operations, using ISD or individual departments
 - Landscaping contracts – some departments go thru ISD while some handled within individual departments

5. Update on Departmental Survey

- Public Works presented outline of plan
 - 3 phases – Overview by Department, Site Survey/Visit, Employees

- Phase I will be conducted Summer 2015; Results to be reported thru Roadmap Annual Report in October 2015
 - Survey will be in electronic form; Public Works-Information Technology Division will develop survey
 - Results will be provided in annual reports
 - Focus Group to be used to develop appropriate questions to ask at appropriate times to prioritize facilities for site visits and to develop a method to share survey results
- Need to identify Departmental Recycling Coordinators; provide heads-up of pending survey
 - ISD mentioned some facilities in large departments are larger than some departments
 - Need to develop method to identify correct people within each department
 - Public Works uses Division Recycling Coordinators; large departments may want to consider a similar method
- ISD will provide list of County facilities
- Rideshare Survey comes out every August – Employee level survey could be scheduled at the same time
- Consider quarterly Departmental Recycling Coordinator meetings
- Level of awareness of each department/site will help improve other departments/sites
- Shoot for 10 questions on the survey

6. Open Discussion and Next Steps

- Create link from Roadmap website to DRP website
- CEO ok with multiple Recycling Coordinators per department
- Public Works needs better reporting of costs involved to get better Rubbish Contracts
 - Sanitation Districts mentioned some haulers use single stream and some use multi-stream hauling; Haulers who use single stream claim they do a “better” job sorting recyclables from trash in a cost effective manner overall, accounting for energy & labor use
 - (Sheriff) Costs rise in energy & materials if single stream used; labor costs low in their department-better to use multi-stream
 - Market costs of recycled materials influence trash and recycling contract costs
- To better prepare for Roadmap Annual Report due in October, will cancel July Subcommittee meeting – members present gave no objection
- Email communication will be used to share drafts of the annual report and obtain feedback from the subcommittee.

7. Next Subcommittee meeting tentatively scheduled for August 27, 2015 at 9:00 a.m.

Meeting Participants

Name	Department
Mario Wu	ACWM
Carlos Zimmerman	Beaches & Harbors
Burt Kumagawa	CEO
Crystal Dovalina	County Counsel
Marta Garcia Sheffield	Health Services
Dennis Morelos	Internal Services
Lois Giron	Internal Services
Octavio Sahagun	Internal Services
Rick Teebay	Internal Services
Ted Lo	Internal Services
Christian Ulloa	Internal Services
Vanessa A. Olivas	Public Works - EPD
Armando C. Aguilar	Public Works - EPD
David Coscia	Public Works - EPD
Sevak Khatchadorian	Public Works - EPD
Stacy Harvey	Public Works - EPD
La Salle Duong	Public Works - EPD
Kathy Salama	Public Works - EPD
Chris Sheppard	Public Works - EPD
Nilda Gemeniano	Public Works - EPD
Clark Ajwani	Public Works - EPD
Coby Skye	Public Works - EPD
Patrick Holland	Public Works - EPD
Juan Madrigal	Public Works - OSD
Anita Gutierrez	Regional Planning
Carmen Izaguirre-Gomez	Regional Planning
Maya Saraf	Regional Planning
Nick Morell	Sanitation Districts
Richard Sigur	Sheriff
Adrienne B. Ferree	Sheriff
Mike Jones	Treasurer & Tax Collector