

County of Santa Clara

Recycling and Waste Reduction Commission of Santa Clara County
Recycling and Waste Reduction Division

1555 Berger Drive, Suite 300
San Jose, California 95112
(408) 282-3180 FAX (408) 280-6479
www.ReduceWaste.org



IMPLEMENTATION COMMITTEE SPECIAL MEETING AGENDA

DATE: Wednesday, October 28, 2015

TIME: 3:30 p.m. – 5:00 p.m.

**NOTE NEW LOCATION: Room 157 (behind the Information Booth next to Board Chambers)
70 West Hedding Street
San Jose, CA 95112**

(Denotes item on which action may be taken)**

1. Call to Order and Introductions**

2. Approval of Draft Minutes of the October 15, 2015 meeting**

3. Public Comment

(This item is reserved for persons desiring to address the committee on any matter not on this agenda.) For members of the public who wish to address the committee on any item not listed on the agenda this would be the appropriate time. The Chair will call individuals in turn. Speakers are limited to three (3) minutes. The committee is not permitted action or extended discussion of any item not on the agenda except under special circumstances. If committee action is requested, the committee may place the matter on a future agenda. All statements that require a response will be referred to staff for reply in writing

4. Discussion of FY17 Budget – Rob D’Arcy**

5. Selection of IC/TAC representative on Division Manager interview panel – Anna Szabo**

6. Adjournment**

Commissioners: James R. Griffith, Chair; Michael F. Kotowski, Linda J. LeZotte, Manh Nguyen, Teresa O'Neill, Jan Pepper, Greg Scharff, Rod Sinks, Cat Tucker, Mike Wasserman

FY 2017 Recycling and Waste Reduction Division Work Plan and Budget Projections

FY 2017 Recycling and Waste Reduction Division Work Plan and Budget Projections									
	<u>Task</u>	<u>Employee</u>	<u>Title</u>	<u>FTE Work %</u>	<u>FY 2015/16 Fund Transfer</u>	<u>FY 2016/17 Fund Transfer</u>	<u>FY 2017/18 Fund Transfer</u>	<u>FY 2018/19 Fund Transfer</u>	
Administrator	Support RWRC, TAC, Adhoc Comm., TAC Subcommittees, NDFE, State Reporting, IC Reporting, TAC Reporting	Rob D'Arcy	Division Manager	35%	\$72,904	\$75,820	\$78,853	\$82,007	
		Lisa Rose	Sr. Management Analyst	35%	\$57,070	\$59,352	\$61,726	\$64,196	
		Clifton Chew	Management Analyst	35%	\$52,582	\$54,685	\$56,873	\$59,147	
		Shannon Marshall	Associate Management Analyst	10%	\$13,184	\$13,711	\$14,259	\$14,830	
		Gilbert Vasquez	Office Specialist III	10%	\$9,559	\$9,941	\$10,339	\$10,752	
		Tammy Green	Management Aide	10%	\$10,713	\$11,142	\$11,588	\$12,051	
						\$216,012	\$224,652	\$233,638	\$242,984
	Green Business	Lisa Rose	Sr. Management Analyst	30%	\$48,917	\$50,873	\$52,908	\$55,025	
		Nicole Nguyen	Associate Management Analyst	100%	\$131,837	\$137,110	\$142,595	\$148,299	
		Gilbert Vasquez	Office Specialist III	5%	\$4,779	\$4,971	\$5,169	\$5,376	
		Tammy Green	Management Aide	5%	\$5,357	\$5,571	\$5,905	\$6,259	
	Food Rescue Coordinator	Vacant	Management Analyst	100%		\$156,243	\$162,493	\$168,993	
		Clifton Chew	Management Analyst	50%	\$75,117	\$75,117	\$78,122	\$81,247	
	Disposal Reporting				\$266,007	\$429,886	\$447,193	\$465,198	
					\$482,018	\$654,538	\$680,831	\$708,182	
Contracting Agent	Contract Management, Requests for Proposals, SCVWD, CDR, Eco-Gardener, HCEP, Auditing, On-line Reporting, Food Waste Prevention	Rob D'Arcy	Division Manager	5%	\$10,415	\$10,831	\$11,265	\$11,715	
		Lisa Rose	Sr. Management Analyst	20%	\$32,611	\$33,916	\$35,272	\$36,683	
		Shannon Marshall	Associate Management Analyst	10%	\$10,713	\$11,142	\$11,588	\$12,051	
					\$53,739	\$55,889	\$58,125	\$60,450	
Fiscal Agent	Accounting	Rob D'Arcy	Division Manager	5%	\$10,415	\$10,831	\$11,265	\$11,715	
		Trisha Lam	Accounting Dept	30%	\$34,460	\$35,839	\$37,272	\$38,763	
TOTAL LABOR COST					\$580,633	\$757,097	\$787,492	\$819,110	

FY 2016/17 Workplan

Description of Activities	
Administrator	
Disposal Reporting	State reporting includes tracking tonnage, receiving \$ from haulers, disbursing payments back to cities; Administration includes coordinating TAC and RWRC meetings, preparing agendas and packets, recording minutes, following Brown Act protocols, and administering contracts, etc.
Implementation Committee Support	Schedule and prepare agendas and packets, recording and transcribing minutes, book meeting location, following Brown Act protocols
Technical Advisory Committee Support	Schedule and prepare agendas and packets, recording and transcribing minutes, book meeting location, following Brown Act protocols
Recycling and Waste Reduction Commission	Schedule and prepare agendas and packets, recording and transcribing minutes, book meeting location, following Brown Act protocols
Subcommittees	Schedule and prepare agendas and packets, recording and transcribing minutes, book meeting location, following Brown Act protocols
Adhoc Committees	Schedule and prepare agendas and packets, recording and transcribing minutes, book meeting location, following Brown Act protocols
Green Business Program (GBP)	GBP recruits and certifies businesses that operate in enviro friendly manner. Candidate businesses are in compliance with all enviro regulations and go beyond in areas of waste reduction/recycling, water and energy conservation, pollution prevention, stormwater protection. Certification lasts 3 years.
Food Rescue Implementation	County staff will coordinate or contract for food rescue efforts authorized by TAC
Other reports and evaluations	Biannual reporting to the TAC in compliance with the MOA and develop annual budget and work plan
Contracting Agent	Prepsare Requests for Proposals and manage contracts, Auditing, On-line Reporting
Composting Education Program (CEP)	Manage contract with UC Cooperative Extension to teache residents how to compost at home and offers free workshops. A Master Composter class is offered annually; graduates give back 50 volunteer hours at community events, fairs and schools.
Santa Clara Valley Water District	Manage Green Business grant funding, reporting and progress
Center for the Development of Recycling	Manage CDR fulfilment of responsibilities described in the contract Scope of Services
Eco-Gardener	Support website management
Food Waste Prevention Outreach	Support food waste prevention public outreach campaign
Food Rescue Implementation	Implement food rescue services
Fiscal Agent	provide full accounting services with quarterly and annual reporting and self-evaluation

FY 2015/16 Expenditures		FY 2016/17 Draft Expenditures		FY 2017/18 Draft Expenditures		FY 2018/19 Draft Expenditures	
Object 2		Object 2		Object 2		Object 2	
5205300 Landline Telephones	\$750	5205300 Telephones	\$850	5205300 Telephones	\$850	5205300 Telephones	\$850
5220200 Insurance	\$3,000	5220200 Insurance	\$2,300	5220200 Insurance	\$2,500	5220200 Insurance	\$2,500
5250100 Office Expenses	\$2,500	5250100 Office Expenses	\$28	5250100 Office Expenses	\$2,800	5250100 Office Expenses	\$2,800
5250200 Postage External	\$1,500	5250200 Postage External	\$1,700	5250200 Postage External	\$1,700	5250200 Postage External	\$1,700
5250250 Postage Internal	\$1,500	5250250 Postage Internal	\$2,000	5250250 Postage Internal	\$2,200	5250250 Postage Internal	\$2,200
5250750 Printing Internal	\$4,500	5255650 Data Processing	\$8,500	5255650 Data Processing	\$9,000	5255650 Data Processing	\$9,000
5255100 Prof & Spcialzed Svc		5250750 Printing Internal	\$4,500	5250750 Printing Internal	\$4,700	5250750 Printing Internal	\$4,700
Ecology Action	\$7,500	5255100 Prof & Spcialzed Svc		5255100 Prof & Spcialzed Svc		5255100 Prof & Spcialzed Svc	
Eco-Gardeners	\$5,000	Ecology Action	\$7,500	Ecology Action	\$7,500	Ecology Action	\$7,500
5255150 Advertising (GB) (\$20,000)	\$7,800	Eco-Gardeners	\$5,000	Eco-Gardeners	\$5,000	Eco-Gardeners	\$5,000
5255500 Contract Services		5255150 Advertising (GB & other)	\$23,000	5255150 Advertising (GB & other)	\$23,000	5255150 Advertising (GB & other)	\$23,000
Auditor	\$12,500	5255500 Contract Services		5255500 Contract Services		5255500 Contract Services	
Home Composting	\$150,000	Home Composting	\$150,000	Home Composting	\$150,000	Home Composting	\$150,000
On-line Reporting	\$20,000	CDR	\$65,000	CDR	\$65,000	CDR	\$65,000
CDR	\$65,000						
		New Project	\$125,000	New Project	\$125,000	New Project	\$125,000
		New Project	\$125,000	New Project	\$125,000	New Project	\$125,000
BayROC Campaign Funding	\$15,000						
Food Waste Prevention Outreach	\$15,000						
Food Rescue Implementation	\$50,000						
Eco Gardner Website & Outreach	\$5,000						
Zero Waste Youth	\$3,000						
Green Schools Conference	\$15,000						
GreenLight Film Festival	\$2,500						
5255850 County Counsel	\$10,000	5255850 County Counsel	\$10,000	5255850 County Counsel	\$11,000	5255850 County Counsel	\$11,000
5258200 AEM Overhead	\$100,000	5258200 AEM Overhead	\$103,000	5258200 AEM Overhead	\$106,090	5258200 AEM Overhead	\$109,273
5275100 Small Tool & Instruments	\$10,000	5275100 Small Tool & Instruments	\$5,000	5275100 Small Tool & Instruments	\$5,000	5275100 Small Tool & Instruments	\$5,000
5281600 70 W Hedding Overhead	\$38,000	5281600 70 W Hedding Overhead	\$39,900	5281600 70 W Hedding Overhead	\$41,895	5281600 70 W Hedding Overhead	\$43,990
5285110 Fleets & Fuel Costs	\$200	5285110 Fleets & Fuel Costs	\$250	5285110 Fleets & Fuel Costs	\$300	5285110 Fleets & Fuel Costs	\$300
5285200 Auto Services and Costs	\$6,500	5285200 Auto Services and Costs	\$7,000	5285200 Auto Services and Costs	\$4,500	5285200 Auto Services and Costs	\$4,500
5285300 Mileage Reimbursement	\$200	5285300 Mileage Reimbursement	\$200	5285300 Mileage Reimbursement	\$200	5285300 Mileage Reimbursement	\$200
5251000 Workshops & Conferences	\$6,800	5251000 Workshops & Conferences	\$6,800	5251000 Workshops & Conferences	\$6,800	5251000 Workshops & Conferences	\$6,800
5285800 Business Travel	\$250	5285800 Business Travel	\$250	5285800 Business Travel	\$250	5285800 Business Travel	\$250
<i>Object 2 Total</i>	\$559,000	<i>Object 2 Total</i>	\$692,778	<i>Object 2 Total</i>	\$700,285	<i>Object 2 Total</i>	\$705,562

Recycling and Waste Reduction Division

Fund Balance Analysis FY 2011- FY 2019 Forecast

	Actuals FY 11	Actuals FY 12	Actuals FY 13	Actuals FY 14	Actuals FY 15	Estimate FY16	Estimate FY17	Estimate FY18	Estimate FY19
Beginning Fund Balance	\$94,487	\$267,267	\$463,141	\$818,139	\$953,595	\$1,295,060	\$1,353,635	\$1,115,048	\$838,559
Revenue									
Fund Balance Adjustment	\$171,605								
4530900 Federal-Retiree Drug	\$1,445	\$1,535	\$373	\$93	\$2,027	\$93	\$93	\$93	\$93
4718600 AB 939 Implementation Fee	\$49,843	\$39,731							
4727950 Admin Fees	\$140,289	\$146,008							
4811300 Bin Sales	\$19,610	\$13,658	\$17,596	\$22,176	\$12,498	\$0	\$0	\$0	\$0
4813050 SVCWD Grant	\$100,000	\$100,000	\$100,000	\$104,674	\$58,666	\$70,000	\$66,666	\$66,666	\$66,666
4813200 Contributions and Donation	\$0	\$48,135	\$0						
4813800 Solid Waste Planning Fee	\$906,080	\$858,144	\$1,063,219	\$820,043	\$1,044,529	\$1,044,529	\$1,044,529	\$1,044,529	\$1,044,529
Total Revenue	\$1,388,872	\$1,207,211	\$1,181,188	\$946,986	\$1,117,721	\$1,114,622	\$1,111,288	\$1,111,288	\$1,111,288
Expenditures									
Salaries and Benefits- Direct Cost	\$802,790	\$735,299	\$748,876	\$698,432	\$528,975	\$548,794	\$757,097	\$787,492	\$819,110
Salaries and Benefits- Accounting & Support Cost					\$42,132	\$42,000			
Prior Adjustment- S&B					\$0	\$6,928			
Total Salaries and Benefits					\$571,107	\$597,722	\$757,097	\$787,492	\$819,110
Services Supplies	\$413,302	\$310,038	\$277,309	\$293,824	\$318,570	\$559,000	\$692,778	\$700,285	\$705,562
Transfer from S&B to cover other expenditures					\$40,000	\$0	\$0	\$0	\$0
Total Services Supplies					\$358,570	\$559,000	\$692,778	\$700,285	\$705,562
Transfer In Unincorporated	\$0	-\$34,000	-\$199,995	-\$180,726	-\$153,421	-\$100,000	-\$100,000	-\$100,000	-\$100,000
Prior Year Adjustment-Transfer In					\$0	-\$675	\$0	\$0	\$0
Total Expenditures	\$1,216,092	\$1,011,337	\$826,190	\$811,530	\$776,256	\$1,056,047	\$1,349,875	\$1,387,777	\$1,424,672
Net Income (Surplus/Deficit)	\$172,780	\$195,874	\$354,998	\$135,456	\$341,465	\$58,575	-\$238,587	-\$276,489	-\$313,384
Ending Fund Balance	\$267,267	\$463,141	\$818,139	\$953,595	\$1,295,060	\$1,353,635	\$1,115,048	\$838,559	\$525,176

	Hrly Rate	Benefit Rate	Hrly Rate w/ Benefit	Yearly Rate
Accountant	28.76	86.69%	53.69	\$ 114,867.00
Associate MA B	32.69	62.42%	63.38	\$ 131,837.00
Management Aid				\$ 107,133.00
Division Manager	64.45	47.17%	100.14	\$ 208,298.00
MA	43.77	63.47%	72.23	\$ 150,234.00
OSIII	23.77	101.72%	45.96	\$ 95,588.00
Sr. MA	48.26	53.74%	78.39	\$ 163,056.00

TAC Prioritization List				
Short Term Projects- next 12 months:				
	Priority	Assign to?	Timeline	Comments
County				
• Revamp the reporting methods for all solid waste and recycling facilities in the County.	1	County	2015	in budget
• Changes to the disposal fee in light of declining tonnages. Map a strategy to help keep programs funded	1	County	2015	goes into effect July 2016
• Focus on getting organics out of the waste stream (commercial then residential)	2	County	2015/16	Do a survey to determine who has programs in place. Check with Heidi on Sierra Club's survey.
• Food waste prevention education/actions/activities	1	County	in progress	\$15,000 was approved for BayRoc campaign
• Pursue Home Composting grants when they fit mission (who would be responsible for this one?)	3	County	ongoing	ask UC extension about opportunities, County would apply if any available
IC				
• Fund PubEd sub-committee.	1	IC	2015	include in next budget planning cycle
• Fund BAYROC (Bay Area Recycling Outreach Campaign)	1	IC	asap	Funding proposal before IC
Pub ED				
• Develop guidelines to prevent use of "talking" political campaign pieces (similar to greeting cards)	1	Pub Ed	2015	
• Promote the use of the <i>RecycleStuff.org</i> website and the hotline. Much of the public doesn't know it exists		Pub Ed	Pub Ed to review and prioritize all of these items	
• Sorting recyclables at home – ideas for sorting at home		Pub Ed		
• Review the Godbe Research report that was done for Pub Ed		Pub Ed		
• Regional zero waste messaging		Pub Ed		
• Come up with Top 10 List of Most Common Recyclable Items that all jurisdictions can agree upon		Pub Ed		
SRR				
• Provide a standardized Countywide C&D ordinance and reporting structure for all construction	2	SRR	2015/16	Assistance from CalRecycle
• Review local waste composition/characterization studies and identify some priorities	2	SRR	2015/16	
TAC				
• Product Stewardship support	1	TAC	ongoing	
• More tours of local facilities (similar to Goodwill tour/private business tour through SVLG)	2	TAC	agendaize/ongoing	Ask SVLG for assistance with business tours

Long Term Projects (1 – 3 years)				
County				
• Revenue collection of AB 939 fees outside county	1	County	on going	
• Change Disposal (Planning) Fee	1	IC/County	2015	
Enforcement				
• Countywide anti-scavenger regulations and enforcement (x2)	1	Enforcement		Review & recommend
• Certification and tracking of all solid waste and recyclable haulers to eliminate franchise violations	2	Enforcement		Review & recommend/jurisdictional?
IC				
• Long term funding for Pub Ed sub-committee	1	IC	2016	discuss during budget process
• Revenue stabilization, fees away from tonnage basis (review Alameda County restructure of HHW)	3	IC	2017	
Ops				
• Regional processing of materials after an emergency event (earthquake, other)	1	Ops	2015	Coordination with SVLG?
• Capacity for Solid Waste and Compost Processing	1	Ops	ongoing	
• Landfill capacity? Does this compete with ZW goals?	1	Ops	ongoing annual task	Have Ops do survey on annual basis
• MFD/Commercial development review/space allocation (guidelines)	2	Ops	2016	Look at SF's guidelines
• Maintain/find sustainable funding/ fiscal solvency for countywide operations (x2)	1	in progress	2015	
Pub ED				
• Disposable Diapers		Pub Ed		
• Public/private partnerships (similar to Earthquakes campaign)		Pub Ed		
• Community Engagement		Pub Ed		
• Clean up the recycling stream (is this an issue?)		Pub Ed		
• Focus on schools in order to effect change at residences		Pub Ed		
• Universal iconography, terminologies and colors to use on waste receptacles		Pub Ed		
• Coordinated Countywide outreach in order to find common thread, have effective outreach to change behavior, use Community Based Social Marketing, use SJSU to help		Pub Ed		
• Increase www.ReduceWaste.org Website/Online presence		Pub Ed		
• Truth-telling in Products and Recycling		Pub Ed		
				Pub Ed to review and prioritize all of these items
SRR				
• Push forward more zero waste activities that we can implement across multiple jurisdictions	1	SRR	2015/16	
• Establish a committee to set up long term (short term, too?) priorities for TAC	1	SRR	in progress	
• Impliment recommendations of food rescue study	1	SRR	2015	
• Prioritize implementation of compost collection (x2)/ordinance?	2	SRR/County	2015/16	Review Alameda County ordinance
TAC				
• Review of SJ's wet/dry sort. Is it working--why/why not (tweaks)? Can/should it be adopted by other cities?	1	TAC	2015	Presentation at TAC
• Blight/Public Health	2	TAC	ongoing	Hold annual meeting with SCVRRP/ZLI
• Stronger balance with business and environmental initiatives	2	TAC	2016	SVLG coordination/opportunities
ZW				
• Develop comprehensive plan for solid waste with goals/priorities		ZW?		ZW goals exist, is this different?
ZW planning, What goals to reach by when, determine infrastructure needs	2	ZW	2015/16	
Unassigned (need clarification)				
• Consumption/life cycle	?	?	?	Need clarification on this one
• Emerging Products	?	?	?	Need clarification on this one
• MFD/Commercial contamination mitigation	n/a?			Jurisdictional roll?
• Identify more markets for items as we get closer to Zero Waste	?			Need clarification on this one
• Improve Recycling Markets	?			Need clarification on this one
• Role of government to develop/improve markets	?	?	?	Need clarification on this one
• Partnerships with non-profit organizations	?	?	?	Need clarification on this one
• Implementation of regulations as they are passed	n/a?			Jurisdictional roll?
• Emphasize higher capture rates for existing programs (paper, recycling, compost, etc)	?	?	?	Need clarification on this one



BAY-FRIENDLY COALITION

10/15/15

Who: Bay Friendly Landscaping and Gardening Coalition (BFL), a non-profit agency that works in partnership with public agencies to provide landscape maintenance training to both public and private entities, offers the Bay Friendly Maintenance Training and Qualification Program.

What: Request \$15,000 to provide training for 30 public sector individuals in Santa Clara County

When: One training is planned for the fall of 2016

Why: Bay Friendly supports the residents of Santa Clara County by educating landscape professionals in sustainable landscaping practices. Bay Friendly provides many benefits for property owners, communities and the environment including:

- Reduced water use and water bills
- Healthy watersheds through reduced use of chemicals discharged into storm water
- Reduced set out of organic waste
- Increased soil health and water retention through the use of compost and composting
- Creation of habitat for bees, birds and other beneficial wildlife

Landscape professionals incorporating Bay-Friendly practices in the design, construction and management of landscapes can provide many regional benefits, including:

- 50% water savings
- 30-70% maintenance labor savings
- 85-95% weed suppression without toxic chemicals
- 70-80% reduced runoff
- 53 tons/acre greenhouse gas reduction

Additionally, landscape professionals will be trained to:

- Reduce service costs with techniques that reduce the cost of maintenance, chemicals, water and energy
- Reduce organic waste and meet waste reduction goals
- Reduce pollution usually associated with constructing and maintaining landscapes
- Support your municipality's Climate Action Plan goals
- Address growing concerns about the use of toxic chemicals in public landscapes

- Understand storm water regulations and implementation
- Meet Model Water Efficient Landscape Ordinance (MWELo)

How: The total cost for the training is \$40,000. The requested \$15,000 will be leveraged by \$10,000 from Prop 84 Grant funds. An additional \$15,000 will come from approximately 30 additional registrations from the private sector. In order to leverage the Prop 84 funds, it would be required to provide a location for the training and to promote the program where appropriate.