

County of Santa Clara

Recycling and Waste Reduction Commission
Recycling and Waste Reduction Division

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Implementation Committee Meeting Minutes November 21, 2014

VOTING MEMBERS IN ATTENDANCE

CITY OF CUPERTINO	Cheri Donnelly
CITY OF GILROY	Tony Eulo
CITY OF MORGAN HILL	Tony Eulo
CITY OF MOUNTAIN VIEW	Lori Topley
CITY OF PALO ALTO	Matthew Krupp
CITY OF SAN JOSE	Anna Szabo
CITY OF SANTA CLARA	Dave Staub
CITY OF SUNNYVALE	Mark Bowers
TOWN OF LOS GATOS	Jim Harbin

VOTING MEMBERS NOT IN ATTENDANCE

CITY OF CAMPBELL
CITY OF LOS ALTOS
CITY OF MILPITAS
CITY OF MONTE SERENO
CITY OF SARATOGA
COUNTY UNINCORPORATED AREA
SANTA CLARA VALLEY WATER DISTRICT
TOWN OF LOS ALTOS HILLS
TOWN OF LOS GATOS
WEST VALLEY CITIES

Commissioners: James R. Griffith, Chair; Ronit Bryant, Kansen Chu, Michael F. Kotoswski, Linda J. LeZotte, Orrin Mahoney
Teresa O'Neill, Jan Pepper, Cat Tucker, Mike Wasserman

OTHERS IN ATTENDANCE

Rob D'Arcy	SCC RWRD
Bruce Olszewski	SJSU
Cecilia Rios	CITY OF SAN JOSE
Lisa Rose	SCC RWRD
Pat Showalter	SCVWD (participated by phone)

1. Call to Order

Matthew Krupp, Chair, called the meeting to order at 1:05 p.m. A quorum of 10 was present.

2. Approval of Minutes

Dave Staub made a motion to approve the minutes from the November 13, 2014 IC meeting. The motion was seconded and all present voted to approve the minutes. There were no abstentions.

3. Public Comment

There were no public comments.

4. FY2016 Annual Budget

Rob projected the proposed FY 2015-16 Budget on the screen highlighting the funding for the coming year. He acknowledged there were some issues with past budget sheets in the past and detailed how he will be constructing the budget moving forward so that there is more transparency.

Rob noted that he had made the Kirby Canyon settlement a separate line item.

Lori noted that when comparing last year's budget with the current version, there was a large discrepancy between the beginning fund balances for this year as opposed to the last version.

Rob explained the previous manager had included the County's Administrative Fee and their portion of the AB 939 Fee as revenue and that those revenues should not have been included in the TAC budget. Additionally, the County's payroll program, Kronos, does not allow for two cost centers. This means all payroll goes through one cost center and the staff hours attributed to unincorporated projects are then transferred out of the TAC budget and into the unincorporated budget. Additionally, hours tracked previously were all over the board with no consistency. Rob said he has been using a Field Service Reporting system for HHW staff for years and that RWRC staff is now using the same system.

Pat Showalter had a question about the reduced revenue for Green Business from the Santa Clara Valley Water District. Lisa said the District has changed the way they pay for Green Business and that it is per business with the goal of 50 NEW businesses and 25 recertified. If the Green Business Program *recertifies* more than 25 businesses, the District will not pay for

those. Pat also mentioned that the District is changing how they distribute funding and that the Green Business Program will need to apply to be a partner with the District moving forward.

Mark Bowers said he had more of a philosophical take on the budget and scope of work. He would like to see a more assertive scope of work in which staff take on a more active, leadership role in the areas of legislation, statewide efforts and behind the scenes role at CRRA and other organizations.

A suggestion was made that rather than amend the MOA, it might be good to use it as a springboard for bringing cities together to act as a JPA on Countywide initiatives such as EPR for pharmaceuticals. A suggestion was also made that cities could adopt a resolution as another method for Countywide collaboration on specific initiatives.

Pat noted that the Santa Clara Valley Water District wants to be involved in the RWRC as a policy leader in the field of environmental stewardship and implementation.

It was also noted that cities traditionally do not want to lose local control and that it might be challenging to get agreement amongst all jurisdictions. This was the case with single-use carryout bags and getting wet signatures on the MOA itself.

Matt asked about the two different line items for overhead in Object 2 – one for AEM and one for 70 West Hedding. Rob explained that the AEM overhead was for the space and Admin staff at Berger Drive and that it is determined by number of full-time employees within a Program. He also noted that this time is apportioned out between TAC and unincorporated projects. The overhead for 70 West Hedding is for items that go to the Board of Supervisors and includes Clerk of the Board, Office of Budget Analysis, County Executive's office and any other administrative tasks that are handled "downtown".

It was agreed that the following line items can be removed from the budget – Org Study, joint CEQA with San Jose regarding EPS and the Conference.

The FY 2015-16 budget included the Schools Conference and the Food Rescue Capacity Study.

A suggestion was made to focus more on Multi-Family Recycling and that there was some funding available through a used oil grant.

It was noted that the \$12,500 for the Auditor should be in the FY 2014-15 and FY 2016-17 budgets, but not in the FY 2015-16 budget.

The brainstorm session called out a need for both more outreach and improvement of current outreach, including consistent messaging and sharing outreach files and having coordinated campaigns.

It was noted that the money from the Kirby Canyon settlement was for one-time projects. Lori cautioned that funding pub ed/outreach projects also comes with the cost of staffing and that should be taken into account when proposing Outreach projects.

Dave Staub noted that Rob had mentioned upgrading the DRS to a self-reporting online system and that it would be about \$20,000 to do it. He felt this was a great use of funds. **Mark said he felt this was an administrative decision and motioned that Rob move forward with finding a vendor who could do the work for \$20k. Tony seconded and the motion passed unanimously.**

Tony believes the tonnage estimates are conservative. **He made a motion to allocate \$130,000 on waste diversion-related projects in the upcoming fiscal year. Proposers should be as specific as possible with their ideas and have a budget to support their proposal. All proposals and accompanying budgets should be submitted to County staff by January 15. Mark seconded and the motion passed. The IC will meet January 27 at 1:30 to review and approve projects.**

Bruce proposed \$7,500 for maintenance of Recycle Stuff.org website and noted that about a third of the CDR contract goes to the Foundation. A third pays him and the final third is used to pay students. He said an additional \$7500 could really be useful. Rob said he would sit down with Bruce to go over the current agreement which is due to expire at the end of the fiscal year and review it.

5. Adjournment

The meeting was adjourned at 2:45 p.m.

THE NEXT SCHEDULED IC MEETING: January 27, 2015 from 1:30 – 3:30 p.m. at
Training Room at Vector Control