

Committee Members

Shelia Young, **Chair**
Oro Loma Sanitary District
Jerry Pentin, **Vice Chair**
City of Pleasanton
Keith Carson, County of Alameda
Rochelle Nason, City of Albany
Susan Wengraf, City of Berkeley
Melissa Hernandez, City of Dublin
Vinnie Bacon, City of Fremont
Bob Carling, City of Livermore
Mike Hannon, City of Newark
Dan Kalb, City of Oakland
Tim Rood, City of Piedmont
Emily Duncan, City of Union City
Wendy Sommer, Executive Director

AGENDA

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY MEETING OF THE PROGRAMS AND ADMINISTRATION COMMITTEE

Thursday, January 10, 2019

9:00 A.M.

**StopWaste Offices
1537 Webster Street
Oakland, CA 94612
510-891-6500**

1. Convene Meeting

2. Public Comments

Open public discussion from the floor is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee, but not listed on the agenda. Each speaker is limited to three minutes unless a shorter period of time is set by the Chair.

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1 3. Approval of the Draft Minutes of the December 13, 2018 meeting (Pat Cabrera)

5 4. Records Retention Schedule (Arliss Dunn)

Approve the following two items and forward to the Waste Management Authority Board for adoption:

1. Adopt the attached records retention schedule effective immediately
2. Authorize the Executive Director to make administrative changes that are minor in nature and/or are consistent with applicable, state, local or federal laws or guidelines.

17 5 Upstream, Reuse and Repair Agency Activities (Meri Soll)

This item is for information only.

43 6. New Training Videos for Businesses (Michelle Fay)

This item is for information only.

7. Member Comments

8. Adjournment

The Programs & Administration Committee is a Committee that contains more than a quorum of the Board. However, all items considered by the Committee requiring approval of the Board will be forwarded to the Board for consideration at a regularly noticed board meeting.

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DRAFT

**MINUTES OF THE ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE**

Thursday, December 13, 2018

9:00 A.M.

**StopWaste Offices
1537 Webster Street
Oakland, CA 94612
510-891-6500**

Members Present:

County of Alameda	Keith Carson
City of Fremont	Vinnie Bacon
City of Livermore	Bob Carling
City of Newark	Mike Hannon
City of Oakland	Dan Kalb
Oro Loma Sanitary District	Shelia Young

Absent:

City of Albany	Peter Maass
City of Berkeley	Vacant
City of Dublin	Melissa Hernandez
City of Piedmont	Tim Rood
City of Pleasanton	Jerry Pentin
City of Union City	Lorin Ellis

Staff Present:

Pat Cabrera, Administrative Services Director
Tom Padia, Deputy Executive Director
Jeff Becerra, Communications Manager
Jeanne Nader, Program Manager
Elese Lebsack, Program Manager
Arliss Dunn, Clerk of the Board

1. Convene Meeting

Chair Shelia Young called the meeting to order at 9:02 a.m. Item #6 was presented first until a quorum was established.

2. Public Comments

There were none.

DRAFT

3. Approval of the Draft Minutes of October 11, 2018 (Pat Cabrera)

Board member Carling made the motion to approve the draft minutes of October 11, 2018. Board member Carson seconded and the motion carried 6-0 (Ayes: Bacon, Carling, Carson, Hannon, Kalb, Young. Nays: None. Abstain: None. Absent: Ellis, Hernandez, Maass, Pentin, Rood, Berkeley-vacant).

4. Contract/Vendor Authorization (Pat Cabrera)

That the Programs and Administration Committee recommend that the WMA Board approve the contracts, vendors and/or spending authority as listed in the staff report.

Ms. Cabrera provided a brief summary of the staff report. A link to the report is available here: [Contract-Vendor-Authorization.pdf](#)

Board member Carling inquired with respect to the Accounting and Budgeting line item if the positions are filled, will the requested amount be allocated toward those salaries. Ms. Cabrera stated yes. Board member Carson inquired about the process for the lobbyist contract. Mr. Becerra stated that he was not involved in the process directly, but staff reached out to partners in Sacramento and interviewed five lobbying firms. Mr. Becerra added staff can provide additional information on the process at the December WMA meeting.

Board member Carling asked for clarification regarding the MRO Stealth Marketing contract with respect to how the additional funding will be implemented. Elise Lebsack stated that this is a specific fund that is designated towards hiring an additional inspector that will conduct inspections solely in Oakland and we will be able to report out specifically on inspections conducted in Oakland. The funding will also be used to cover the additional staff resources to manage the process.

Chair Young inquired if the lobbyist selected was a firm or an individual. Ms. Cabrera stated that it is a firm. Chair Young inquired about the process for selecting the firm. Ms. Cabrera stated that there was an RFP process. Mr. Becerra added that the firm works closely with the CA Product Stewardship Council and we also worked in conjunction with ReThink Waste (San Mateo County JPA) during the recruitment and interview process. The advantage in selecting this firm is that they have experience in the work that we do specifically with the Product Stewardship Council as well as other partners in Sacramento. Mr. Becerra added a representative from the firm will appear before the Board at the December WMA Board meeting to discuss the legislative priorities for the upcoming legislative session. Board member Carson inquired about the term of the contract. Ms. Cabrera stated that the contract is for two years. Board member Hannon inquired if the Board will receive direction on legislative priorities from Anu Natarajan or the lobbyist. Mr. Becerra stated that Anu Natarajan will come before the Board at the December WMA meeting to discuss the process. Chair Young inquired about location for Stealth Marketing. Ms. Lebsack stated that they are headquartered in Southern CA. Chair Young stated that she prefers that we work with local companies. Mr. Padia added Stealth Marketing has a presence in the Bay Area working for local haulers around the county and have a core group of employees that live in the area. Board member Carson stated that he concurs with Chair Young's philosophy on working with local companies.

There were no public comments on this item. Board member Hannon made the motion to approve the staff recommendation. Board member Carson seconded and the motion carried 6-0 (Ayes: Bacon, Carling, Carson, Hannon, Kalb, Young. Nays: None. Abstain: None. Absent: Ellis, Hernandez, Maass, Pentin, Rood, Berkeley-vacant).

5. 2019 Meeting Schedule (Pat Cabrera)

It is recommended that the Programs and Administration Committee adopt the regular meeting schedule for 2019.

Board member Carling made the motion to approve the staff recommendation. Board member Bacon seconded and the motion carried 6-0 (Ayes: Bacon, Carling, Carson, Hannon, Kalb, Young. Nays: None. Abstain: None. Absent: Ellis, Hernandez, Maass, Pentin, Rood, Berkeley-vacant).

6. StopWaste Environmental Educator Training – SWEET (Jeanne Nader)

This item is for information only.

Jeanne Nader provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [SWEET-Presentation.pdf](#). Ms. Nader acknowledged the outreach team; Maricelle Cardenas, Jeannie Pham, and Tommy Fenster.

Chair Young inquired about how long the program has been in progress and the reach of the program. Ms. Nader stated that the program has been in progress for three years and added the most recent class had 24 people that conducted outreach projects and they reached approximately 179 people through those projects. Chair Young inquired if the trainers can continue to do the work or choose to stop. Ms. Nader stated yes, they can continue or stop. However, we discovered through exit interviews that this current class indicated that they wanted to continue to do the work.

Ms. Nader conducted two interactive activities with the Committee. In the first activity entitled “True Confessions,” committee members were asked to share a not-so-proud food waste experience. The second activity entitled “Leftover Cookbook” required the committee members to pair together and create a recipe from sample cookbooks and photos of leftover food.

Chair Young thanked Ms. Nader for her report and presentation.

7. Member Comments

Board member Hannon extended congratulations to the members that were re-elected to office and stated that he is looking forward to another productive year with StopWaste. Board member Kalb announced that the League of California Cities would be hosting the Annual Holiday party at 5:00 pm. at the Beer Baron Bar & Kitchen at 5900 College Ave., Berkeley. Board member Bacon stated that his work schedule does not permit him to continue to serve and he will be stepping down as the city of Fremont representative to StopWaste and his last meeting will be at the December WMA meeting. He added that possibly, Councilmember Jenny Kassan, will be the new representative but he is unsure of the alternate.

Chair Young extended happy holidays to all.

8. Adjournment

The meeting adjourned at 9:41 a.m.

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DATE: January 10, 2019
TO: Programs and Administration Committee
FROM: Pat Cabrera, Administrative Services Director
BY: Arliss Dunn, Clerk of the Board
SUBJECT: Records Retention Schedule

BACKGROUND

A current records retention schedule is warranted. The retention schedule outlines the minimum time a record (paper copies and electronic communication) must be retained and outlines a method of purging information on a scheduled basis when no longer useful or relevant – certain files and documents can be retained longer if needed. The attached schedule was developed after reviewing state guidelines for local agencies, and was also reviewed by Legal Counsel. Once a year, if needed, a list of documents to be purged will be provided to the Board for authorization.

The attached resolution supersedes any previous records retention policy or practice.

RECOMMENDATION

Approve the following two items and forward to the Waste Management Authority Board for adoption:

1. Adopt the attached records retention schedule effective immediately
2. Authorize the Executive Director to make administrative changes that are minor in nature and/or are consistent with applicable, state, local or federal laws or guidelines.

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY

RESOLUTION # 2019- 01

**MOVED:
SECONDED:**

AT THE MEETING HELD JANUARY 23, 2019 ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS, Authority operations require a method of maintaining information in a systematic and accessible fashion, and

WHEREAS, the Authority also requires a method of purging information on a scheduled basis when no longer useful or relevant consistent with sound records management practices; and

WHEREAS, the State of California has adopted guidelines for retention periods for various government records; and

WHEREAS, staff has developed a records retention schedule which has been reviewed by Legal Counsel and approved by the Programs and Administration Committee at its meeting on January 10, 2019 and is now before the Authority Board for adoption; and

WHEREAS, this resolution supersedes any previous records retention policy or practice;

NOW, THEREFORE, BE IT RESOLVED, that the Alameda County Waste Management Authority hereby

1. Adopts the attached records retention schedule effective immediately
2. Authorizes the Executive Director to make administrative changes that are minor in nature and/or are consistent with applicable state, local or federal laws or guidelines.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Wendy Sommer, Executive Director

Records Retention Schedule

Alameda County Waste Management Authority/Recycling Board/Energy Council

The center column in the table below lists the retention period for various categories of records. For records not to be retained permanently (designated with a “P”), the retention period is a designated number of years following a specific event. The referenced events are:

AU = Year of Audit

CL = Year the Matter (contract, lease, etc.) is Closed

CU = Year Record is Created

SU = Year the Record is Superseded by a New Record

T = Year an Employee Leaves the Agency

All records not described below must be maintained for at least two years from the date created.

Administration		
<i>GENERAL ADMINISTRATION</i>		
General Correspondence	CU+2	Records of a general nature including copies of memos, letters, chronological files, archived calendars, delivery receipts, etc. that pertain to the general administrative activities and duties of the department.
Policies and Procedures	SU+5	All Agency policies and procedures, including appropriate policy manuals, organizational charts, forms, and handbooks. Records documenting the implementation of management and administrative policies and directions for various Agency functions.
Complaints	CU+2	Records related to complaints filed by the public regarding the Agency's operations, activities, or policies.
Delegation of Authority - Signature Authorization Forms	P	Records authorizing specified employees to sign for and approve certain activities or documents during the absence of the individual normally authorized to do so.
Internal Administrative Meetings	CU+2	Meeting minutes and other records associated with staff meetings.
<i>PUBLIC INFORMATION/RELATIONS</i>		
General	CU+2	Records related to providing information to the public and to staff about Agency activities. Includes brochures/publications/maps, press releases, surveys/questionnaires, newsletters, County/member agency profiles, newspaper/periodical clippings, public service announcements. Includes presentations to

		public groups by Board and staff.
Public Records Act Requests	CL+2	Records reflecting Public Record Act requests and material sent in response to same.
<i>RISK MANAGEMENT/INSURANCE</i>		
Worker's Compensation Insurance	P	Workers Compensation insurance policies and records relating to claims. Likely to contain confidential information. (See Gov't Code 6410; 8 CCR 15400.2(a); Labor Code 110-139.6.)
Claim Files	CL+5	Records regarding claims of wrongdoing by the Agency or its employees. Records include lost analysis reports, photographs taken by Agency employees or members of the public, and other materials documenting claims, accidents, or incidents involving Agency property or employees. Likely to contain confidential information. (See Gov't Code 25105.5.)
Safety Plans	CU+5	Evacuation drills, safety inspection reports, injury illness prevention program records, and safety training.
Errors and Omissions/Liability Insurance	P	Includes insurance policies, declarations, exclusions.
Certificates of Insurance	P	Insurance certificates issued by the Agency's insurer as well as certificates naming the Agency as additionally insured (e.g., by Agency contractors or for events taking place on Agency property).
<i>ADMINISTRATIVE SERVICES</i>		
Information Systems	CU+2	
Reproduction/Printing	CU+2	
Mailing/Postal Services	CU+2	
Telecommunication Services	CU+2	
Building Maintenance	CU+2	
<i>INFORMATION TECHNOLOGY</i>		
Electronic Mail	CU+2	E-mail shall be maintained for two years; however, this does not override any specific retention requirements of individual records series. E-mails that constitute records must be preserved according to their retention periods elsewhere in this schedule.
Computer System Administration	SU+5	Records regarding activities to maintain and ensure continued operation of computer systems and applications. Checklists and special requests regarding new users, new system set up, and termination.
Network Configuration	SU+5	Network information systems (LAN/WAN) configuration maps and plans. Records relating to the infrastructure and set-up of

		servers.
Security Clearance Records	SU+5	Records related to authorizing employees or contractors to have access to the Agency computer system, system module or the data stored in a computer system or system module. Generally tracks permissions by position or employee classifications. Likely to contain confidential information.
Software Application Files	SU+2	Records related to software applications owned by the Agency. Includes software registrations and records related to the maintenance of software applications. Licenses, authorization codes and certificates for support services.
Financial		
<i>ACCOUNTING</i>		
Policies and Procedures	SU+2	
Accounts Payable	AU+6	Records relating to payment of financial obligations (money owed by the Agency). Includes vendor and contractor invoices, bills, statements and any non-discharged debt. Also includes delivery receipts and employee travel reimbursements, petty cash requests for reimbursement, check requests, and expense reports. Records listing individual checks issued, and the date, payee, amount and purpose of each expense.
Sales Tax Reports	AU+6	
Measure D Disbursements	AU+6	
Waste Management Authority Disbursements	AU+6	
Worker's Compensation Payroll Reports	AU+6	
Journal Entries	AU+6	Summary of all financial accounts. Records relating to postings to the General Ledger.
Fixed Assets	AU+6	Records relating to the acquisition, depreciation, accrual, and disposal of fixed assets.
Annual Audits - Authority	P	Audits of the Authority, Recycling Board, and Energy Council
<i>BANKING</i>		
Policies and Procedures	SU+2	
Investment Policy	SU+2	
Authorized Signatures	SU+5	Records authorizing specified employees to sign checks and other banking documents.
Bank Records	CU+6	Records related to bank transactions including deposit of funds, bank statements, bank reconciliations, disbursements, cancelled checks, and wire fund transfers.
<i>BUDGET</i>		

Adopted Annual Operating Budget and Adjustments for: - Authority - Recycling Board - Energy Council	P	Annual operating and capital budget documents relating to internal planning and financial management. Includes budget vs. cost reports, summaries, schedules, goals and objectives and milestones and records of alterations to the budget due to changes in revenue or expenditures.
Financial Reports	CU+10	
<i>FIXED ASSETS</i>		
Equipment/Inventory List	SU+2	
Surplus Equipment – Disposal List	SU+2	
<i>PAYROLL</i>		
Employee Information	T+2	
Policies and Procedures	SU+2	
Payroll Reports	CU+10	
Quarterly Reports	CU+10	
W-2s & 1099s	P	
Deferred Compensation Reports	P	
Retirement Reports	P	
Payroll register	P	
<i>PURCHASING</i>		
Procurement Bids, RFQ	AU+6	Bids, proposals, and records of request for qualifications and requests for proposals regarding goods and services.
Purchase Orders	AU+6	Original copies of Purchase Orders issued by the Agency to sellers or service providers, detailing products or services ordered, terms of sale, and payment agreement.
Vendor List	CU+5	
Vendor Tax Records	AU+6	Forms 1099, and W-9s filed for reporting payments to vendors. Records relating to withholding orders on payments to instructors or vendors from federal, state, or other agencies. Likely to contain confidential information. (See 29 USC 436; IRS Reg 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-516.6.)
Credit Cards	SU+2	
<i>REVENUE</i>		
Accounts Receivable	AU+6	Records related to accounting for money owed to the Agency, where the Agency sends out

		billing invoices.
Fees/Receipts	AU+6	Records related to payment received by the Agency. Includes, cash, check, and credit card payments.
Benchmark	AU+6	
Facility Fee	AU+6	
Grazing	AU+6	
Household Hazardous Waste	AU+6	
Import Mitigation	AU+6	
Measure D	AU+6	
Wind Power	AU+6	
Rentals	AU+6	
Summary Tonnage Reports	AU+6	
State Mandated Cost Reimbursements	AU+6	
<i>GRANTS GIVEN AND RECEIVED</i>		
General Information	CU+2	
Policies and Procedures	SU+2	
Funding Agreements	CL+5	Grant information and documentation, including financial data, for all grants applied for by the Agency. (Certain grants may have individual requirements. Refer to grant's close-out procedures.)
Legal/Legislative		
<i>WASTE MANAGEMENT AUTHORITY</i>		
Policies and Procedures	SU+2	
Appointments/Resignations	P	
Roster of Members	SU+2	
Rules of Procedure	SU+10	
Agenda Packets/Meeting Notices	CU+10	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Agency Council. Agenda packets, including staff reports and attachments. Material provided to Agency Council from members of the public, relating to agendized or non-agendized items, for consideration at any noticed meeting of the Agency Council.
Legal Advertising	CU+10	Records related to legal advertising required for public hearings. Includes proof of publication notices. (See CCP 343, 349 et seq. and Gov't Code 911.2.)

Minutes	P	
Meeting Recordings	CU+2	
Resolutions	P	
Ordinances	P	
JPA's	P	The joint powers agreements creating the Waste Management Authority and Energy Council together with all amendments thereto, records of member agency approvals, and signatures.
FPPC Compliance	CU+7	Includes Board members Statements of Economic Interest (Form 700s) and related documents.
<i>RECYCLING BOARD/LOCAL TASK FORCE</i> (Same retention periods as set forth for the Waste Management Authority above.)		
<i>ENERGY COUNCIL</i> (Same retention periods as set forth for the Waste Management Authority above.)		
<i>WMA COMMITTEES</i> (Same retention periods as set forth for the Waste Management Authority above.)		
<i>LEGAL OPERATIONS</i>		
Legal Opinions – Authority	P	
Legal Opinions – Recycling Board	P	
Legal Opinions – Energy Council	P	
Litigation Files	CL+8	
<i>ORDINANCE COMPLIANCE</i>		
Policies and Procedures	SU+2	
Educational Materials	SU+2	
General Correspondence	CU+2	
Investigation Reports	CL+4	
Notices of Violation and Citations	CL+4	
Administrative Hearings	CL+4	Includes hearing request, decision, notes, evidence and tapes.
<i>LEGISLATION</i>		
General Information	CU+2	
Lobbyist Reporting Forms	CU+4	Forms filed with the State regarding Agency's lobbyist consultants.
<i>CONTRACTS</i>		
General Contracts, Leases, MOUs	CL+10	Does not include capital improvement projects. Includes MOUs, leases, equipment, services or supplies. Official contract filed with the Agency Clerk.
Capital Improvement Contracts	P	Capital improvement projects. Includes specifications and plans, certificates of

		insurance, insurance bonds, and scopes of work. Official contract filed with the Agency Clerk.
Notices/Mailing Lists	CU+2	
Proposals/Evaluation Summary	CU+5	
REAL PROPERTY		
Deeds of Trust	P	
Leases (Real Property)	CL+5	
Easements	P	
Personnel		
PERSONNEL ADMINISTRATION		
Policies and Procedures	SU+3	Includes employee handbook and all other documents concerning employment policies.
Job Descriptions	SU+3	
Classifications and Salaries	CU+4	Includes classification salary range tables, classification studies and surveys. See GC 12946; 29 CFR 516.6(a)(2); 29 CFR 1602.14.)
Surveys/Studies	CU+4	
Training	CU+5	Written records of which employees received training and the dates of all training sessions. For sexual harassment training, the name of the training provider. (See GC 12950.1); 2 CCR 7288.0; GC 6250 et seq.)
Volunteers	T+2	Records of the activities and administration of the Agency's volunteer program, including all records maintained on volunteers.
EMPLOYEE BENEFITS		
Brochures and related information	CU+2	Includes materials describing employee benefits. Includes Deferred Compensation, Health/Dental/Vision Benefits, Retirement, 125 Plan/FSA.
COBRA	T+10	May include enrollment application, release authorizations, copies of proof of premium payment, if applicable. Likely to contain confidential information. (See 29 CFR 1602.30-32, 1627.3; 29 USC 1027.)
Medical Leaves of Absence	CL+30	Records filed as part of a request for leave of absence. May include application and applicable medical records. Likely to contain confidential information. (See FMLA 1993 US OSHA; 29 CFR 1910.20; 29 CFR 1602.30.32; 49 CFR 192-9.)
Retirement Plans	P	PERS and beneficiary documents. Likely to contain confidential information. (See GC

		12946, 34090, 29 CFR 1627.3(2).)
CalOSHA	CU+5	Forms 300-A Annual Summary and 301 (workers compensation injury reports) filed with Cal OSHA. (See 8 CCR 14300.33.)
Workers Compensation	P	Workers Compensation records relating to employee industrial claims history. Insurance administered through ABAG. Likely to contain confidential information. (See GC 6410; 8 CCR 15400.2(a); LC 110-139.6.)
Unemployment Insurance Claim Records	T+6	All documented claims submitted by former employees for unemployment compensation. Records may include: claim records, notices, reports, records generated by the appeal of claim determinations. Likely to contain confidential information. (See GC 12946, 34090; 29 USC 1027, 1113; 29 CFR 1602 et seq., 516.2.)
RECRUITMENT		
Employment Applications	CU+2	May include applications and resumes for those considered and/or selected for the position, eligibility list, examination material and answer sheets, job announcements, written correspondence with candidates such as rejection letters or invitations to the next phase of the process. Likely to contain confidential information. (See GC 12946; GC 6250 et seq.; 29 CFR 1602 et seq.; 29 CFR 1607; 29 CFR 1627.3.)
EMPLOYEE RECORDS (Locked)		
Individual Personnel Files	T+5	Official records of personnel history for all active Agency employees of regular status (full-time and part-time) or temporary status (non-benefited full-time and part-time). Includes all job actions such as new hire paperwork, certifications, performance appraisals, personnel action changes - recorded on personal action forms (PAF), warning and discipline letters, grievances, commendations, emergency contact information, and records of leave taken under family leave laws. Separated employees' personnel files are kept as a personnel history record. Not a public record. Likely to contain confidential information. (See GC 34090; 29 CFR 1602.30-32, 1627.3.)
Health, Dental, Vision, enrollment	CU+2	
Life/Disability Insurance enrollment	CU+2	
I-9	Form I-9 must be kept three years after the	I-9 Form; proof of eligibility to work in the United States of America. Likely to contain confidential information. (See 8 CFR

	date of hire or for one year after employment is terminated, whichever is later	274a.2(b)(2)(i); Immigration Reform/Control Act 1986 Pub. L 99-603 (8 USC 1324a).)
RETIREMENT CONTRACTS (locked)		
Public Employees Retirement System	P	
Deferred Compensation	P	
Planning		
STATE INTEGRATED WASTE MANAGEMENT PLAN		
Regulations	SU+2	
Countywide Element	P	
Source Reduction and Recycling Elements (Member Agencies)	SU+2	
Household Hazardous Waste Elements (Member Agencies)	SU+2	
Non-Disposal Facility Elements (Member Agencies)	SU+2	
GENERAL PLANNING		
Countywide Integrated Waste Management Plan and Amendments	P	
CEQA Documents	CU+10	Environmental Impact Reports (EIRs)
STRATEGIC PLAN		
General Information	SU+5	
JOINT PLANNING DOCUMENT		
Recycling Plan	SU+5	

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DATE: January 10, 2019

TO: Programs and Administration Committee

FROM: Meri Soll, Senior Program Manager

SUBJECT: Upstream, Reuse and Repair Agency Activities

SUMMARY

The Agency's guiding principles identify upstream (waste prevention) activities as an area of emphasis. Staff has been working on multiple projects that focus on reuse, redistribution, deconstruction and repair as part of a circular economy approach to source reduction. This memo provides an overview of StopWaste projects and partnerships that support upstream activities as well as an update on the Agency's Grants program for Fiscal Year 2018-19. Although the work is funded by the Recycling Board, this update is being provided to the Programs and Administration Committee because of the work's relevance to the Agency's broader strategies.

DISCUSSION

StopWaste has taken several approaches to support and improve the reuse, repair and redistribution infrastructure in Alameda County. For many years, we have provided grant funding specifically for entities working in reuse, repair, deconstruction and redistribution. We have been a leader in this area, and in the past 10 years have provided close to \$1 million dollars in financial support to organizations reusing and redistributing materials that may have otherwise been landfilled. Grant money supports material reuse projects and entities, and provides an opportunity to jump start an idea or advance business reuse concepts to encourage source reduction measures over recycling/landfill. A list of funded grants for the past five fiscal years is available in Attachment A.

As the concept of circular economy is becoming more widely recognized as an approach to reduce waste and greenhouse gas emissions, more funding and programs are under development to support waste diversion and reuse. CalRecycle recently announced they will draw funding from the California Climate Investments for a Pilot Reuse Grant Program to offer \$1 million of grant money for eligible projects incorporating reuse to reduce solid waste and to lower greenhouse gas emissions (contingent on funding approval in the State's 2019-2020 budget). Staff has provided insight and comments to CalRecycle for this pilot project based on our experience with the industry and grant programs.

Recognizing the need to better understand the opportunities and barriers that face the upstream/reuse industry, last fiscal year we developed a Reuse and Repair Stakeholder Working

Group. We have convened and facilitated this group three times and plan to continue meeting quarterly as we have learned a great deal from them, such as common needs for operating space and the desire for policies that help facilitate reuse and repair. We will utilize this knowledge to refine the Agency's grants program to better support this industry and ensure that a viable reuse infrastructure remains in the county.

This fiscal year, the Grants Program has a budget of \$200,000, with the primary funding focus on reuse, redistribution, deconstruction and repair projects. Nonprofit and for-profits entities are eligible for funding. Based on feedback from the stakeholder group and to better target funding priorities, we will create a new process for funding requests. Staff will develop and distribute a concept paper template to potential grantees to submit for review prior to completing a standard grant application. This will allow staff to review potential grant projects/concepts/budgets and provide a response regarding our interest in a proposed project, reducing the resources that organizations spend on an application that may not meet our priorities. Concept paper templates will be available early February 2019 with submittals due early March 2019. After review of concept papers, staff will invite selected entities to proceed with a full application mid April with an end of May deadline, so that all grant contracts are processed by the end of the Fiscal Year (June 2019).

RECOMMENDATION

This item is for information only.

ATTACHMENT A: Funded grants 2012-2018

ATTACHMENT A



GRANTS DISTRIBUTED TO ORGANIZATIONS THROUGHOUT ALAMEDA COUNTY FROM FY 2012-2018

Grant programs offer funding to entities working to increase source reduction, reuse and recycling, decrease the amount of waste generated, and encourage the use of recycled content materials. The majority of the grant funding is distributed to nonprofit organizations with the exception of the Mini Grant Program, which offers funding to both for profit and nonprofit organizations.

GRANTEE	CITY	AMOUNT	FY	SUMMARY OF GRANT ACTIVITIES
GENERAL GRANTS				
Community Conservation Center	Berkeley	\$85,000	FY 12	Matching funds used to expand their MRF to include a container system upgrade to include rigid plastics. Funds used to purchase equipment to expand.
Alameda Little League	Alameda	\$8,000	FY 12	Funds used to implement recycling and food scrap recycling at League games during the spring season. (Season involves 4 months of weekend games, 3000 attendees to fields during time frame). On site snack shop revamped to utilize compostable/recyclable food containers.
Hope for the Heart Food Bank	San Leandro	\$30,000	FY 12	Funds used to develop recycling infrastructure to improve efficiency and effectiveness of food bank's operation in the area of recycling and reuse. Upgraded food bank sorting systems allows materials to be reused by community and also provides feed for farmers. Volunteers trained in proper recycling procedures for materials generated at site.
St Vincent de Paul	Oakland	\$30,400	FY 12	Funds used to purchase a 16-foot truck to replace aging bobtail truck. The recycling division diverts approximately 4,734 tons of materials from AC landfills a year, truck will divert about 900

				tons per year. Matching grant; grantee to fund the other \$30k to purchase truck.
Local Ecology and Agriculture Fremont (LEAF)	Fremont	\$15,000	FY 12	Grant funds to help LEAF relocate to their new site (the former California Nursery Company site). Funds will be used to adapt site to meet LEAF's needs. Activities include building a perimeter fence (required by the City), setting up irrigation system, building raised beds, miscellaneous building repairs and purchase of a shipping container for storage.
Bio Integral Resource Center (BIRC)	Berkeley	\$15,000	FY 13	Funding to conduct research on integrated pest management alternatives to pesticide applications in structural pest control, landscapes and agriculture and produce the Directory of Least-toxic Pest Control Products.
Alameda County Child Care Planning Council	Countywide	\$27,354	FY 13	Greening Alameda County preschools. Expand recycling and waste reduction work with preschool teachers and programs throughout the county. Funding for an AmeriCorp intern to refine curriculum for preschools, reach 185 preschool teachers to improve knowledge of 4Rs and provide in depth services to 15 preschools to develop and implement recycling programs.
Clean Water Fund San Francisco (serving all of Alameda County)	Countywide	\$45,000	FY 13	Taking out the Trash (TOTT) - partnership project with 5 Bay Area Jurisdictions focusing on identifying significant sources of trash entering the SF Bay. Funding to reduce disposable service ware by promoting reusables, conducting business audits, developing best management practices and case studies. Project will incorporate 5 Bay Area regions; funding to provide Alameda County ability to participate in project.

Camp Arroyo YMCA	Livermore	\$37,500	FY 13	Funding used to provide 180 Outdoor Education Camperships at Camp Arroyo. Overnight camp provides underserved populations an opportunity to learn about the environment and implement an action project within their communities. Funding provides 4Rs based curriculum for campers as well as for staff compensation, camperships, rent and utilities.
Bio Integral Resource Center (BIRC)	Berkeley	\$15,000	FY 14	Funds to be used to produce BIRC's Directory of Least Toxic Pest Control Products, and provide ongoing technical support to graduates of Bay Friendly Landscape Training Program and others to implement sustainable landscapes and gardens. BIRC's directory and sustainable landscaping resources available on their website will help landscapers maintain their commitment to green, non-polluting techniques.
Fiscal Sponsor: Strategic Energy Innovations for Alameda County Early Care and Education Planning Council	Countywide	\$34,054	FY 14	Greening Alameda County preschools. Funds to be used to partially fund Climate Corp to conduct outreach and trainings to center directors and teachers, provide waste assessments and service change recommendations, provide lesson plans to preschoolers, and compost/recycling bins and reusable tableware.
Civicorps Schools	Oakland	\$45,646	FY 14	Funds to be used to purchase and install a cross belt magnet to increase efficiency of recycling operations. Civicorps is the largest non-profit recycler in Oakland and they operate a Recycling Internship Program that engages 25 East Bay at-risk young adults.
Global Green USA	Albany, Alameda, Emeryville	\$50,000	FY 15	Deploying and Assessing Enhanced Food Scrap Reduction and Recovery Programs at Multi-Family Buildings. Funding to coordinate with city staff in Emeryville, Alameda, Albany to conduct outreach and implementation of food scrap recycling programs at 15 MF buildings reaching 900 units. Will

				conduct in-depth analysis of food scrap reduction and diversion rate potential in MF buildings.
MedShare	San Leandro	\$40,000	FY 15	Funds to support increased collection of surplus medical supplies throughout Alameda County.
K to College	Alameda County	\$45,000	FY 15	Funds to develop new Green Access Pledge (GAP), a program to provide incentives and outreach to large Alameda County employers to collect computers for reuse (or recycling if not usable) for homeless, foster and other low-income children in the county. Work with CA Prison Industry Authority (e-waste program), Youth Correctional Facility in Stockton (refurbishes e-waste) and K to College to distribute refurbished computers to those in need. Funding to cover start up costs for new program.
Ruby's Place Inc.	Hayward	\$20,000	FY 15	Stop Waste at Ruby's Place Programs. Develop and implement formal recycling and food scrap collection program at their women's shelter, including renovation to infrastructure to allow for organics and recyclable carts. Additional activities include outreach to low income community members on importance of food scrap recycling and small lawn conversion using sheet mulching techniques.
Bay Area Community Services	Oakland	\$5,000	FY 15	Recycling Ambassadors Program (RAP) Funding for staff and materials to implement recycling ambassador program at interim housing program facility that provides short term housing to homeless. Facility operates a commercial kitchen and other social services food programs. Funds to purchase infrastructure to expand recycling in transitional

				housing, TA team to assist in set up of program.
Berkeley Student Cooperative	Berkeley	\$15,000	FY 15	Food Waste, Composting, and Recycling Program. Funds to expand and increase recycling and composting participation in multi unit apartments, decrease food waste in 17 co-op houses utilizing a variety of waste reduction techniques, standardize education and collection containers in all housing.
Civicorps Schools	Oakland	\$45,000	FY 16	Funds to purchase a new rear-loader truck to expand Recycling Social Enterprise program which will provide service to over 760 County businesses for recycling services and provide job training to at risk youth.
Fertile Groundworks	Livermore	\$15,000	FY 16	Funding to leverage and expand existing composting education and demonstration center enabling grantee to better serve attendees. Funding for composting infrastructure and site upgrades.
Rising Sun	Fremont, Oakland, Hayward, Union City	\$15,000	FY 16	Provide waste diversion education and resources to 1,000 residences in several Alameda County cities as part of a larger, ongoing outreach summer program.
MedShare	San Leandro	\$45,000	FY 16	Hospital Waste Diversion-Reuse Expansion Program. Matching funding to support purchase of new truck to increase capacity to accept and process more medical supplies for reuse.
Civicorps Schools Oakland	Oakland	\$15,000	FY 17	Funds to purchase forklift and expand e-Waste collection reuse and recycling project through targeted marketing campaign.

Rising Sun	Alameda County	\$5,000	FY 17	Rising Sun will provide food waste prevention education and resources to 1,000 households in Alameda County in addition to providing in-depth food waste reduction education to the 42 Alameda County residents who will implement the program as CYES youth employees. The Energy Specialists will be trained on how to introduce the StopFoodWaste website and provide tips on food waste prevention during Green House Calls.
Oakland Housing Authority	Oakland	\$10,000	FY 17	Funds to decrease the volume of waste going to local landfills as a result of illegal dumping at 245 affordable housing properties. Increase individual property diversion efforts through tenant education and outreach.
MedShare	San Leandro	\$50,000	FY 17	Hospital Waste Diversion-Reuse Program. Funds to purchase a "double-mast-reach-truck" forklift. The higher reach will increase efficiency and square footage, and reduce footprint by phasing out off-site warehouse.
The Plant Exchange	Oakland	\$15,000	FY 17	Plant Exchange's mission is to divert large amounts of usable plants from the landfill by developing partnerships with retail and wholesale distributors, and contractors who provide the Plant Exchange with donations of unused plants for the bi-yearly plant exchange. Funding to increase donor outreach and publicity regarding semi-annual plant exchange, and purchase a greenhouse.
City Slickers	Oakland	\$25,000	FY 17	Good as New Garden Project. Funding for staff to develop partnerships with reused materials suppliers for garden builds and community workshops to create awareness about the importance for reusing materials. In addition, workshops on reuse and compost included in program.

Go Green Initiative	Pleasanton	\$15,000	FY 18	The City of Pleasanton will partner with the Go Green Initiative Association (GGI) to hire, train and supervise Pleasanton high school and college students who will work with residential and commercial institutions in Pleasanton to both front and back of the house recycling/composting activities to better implement the Mandatory Recycling Ordinance.
Surplus Service	Fremont	\$15,000	FY 18	Funding to support Surplus Service's new refurbishing division with a Supervisor and two IT Repair Technicians. Expect to repair and resell approximately 500 LCD monitors and TV's monthly from various vendors. Currently 80% of these LCD monitors are recycled. Surplus' target is to decrease this number to 20-30% by repairing, harvesting and replacing the parts.
Sustainable Economies Law Center	Countywide	\$20,000	FY 18	Community composting is a growing industry in Alameda County, with new operations being proposed at urban farms, schools, and other locations, yet the legal and regulatory landscape is more complex than most small-scale composters are aware of as there is no central resource for this information. Grant funds will allow SELC to provide education and resources to urban farmers, composters, landscapers, and food entrepreneurs to understand regulations and codes affecting composting operations in Alameda County.
Habitot Children's Museum	Berkeley	\$15,000	FY 18	Funding to refurbish and expand its Recycling Center exhibit to be combined with a public awareness campaign covering waste reduction, best practices in reducing food waste, creative reuse ideas, and new information about recycling. Expecting exhibit will benefit 50,000 children and adults.
REUSE GRANTS				

Alameda County Food Bank	Oakland	\$10,000	FY 12	Funds used to purchase 14 stainless steel work tables to increase produce sorting efficiency.
Loved Twice	Berkeley	\$15,000	FY 12	Program distributes used clothes for newborns in need for the first year of life. Partner with major county hospitals to distribute clothes to mothers in need. Funds used to secure clothing inventory, coordinate 200 volunteers who sort and box 8 tons of clothes per year and deliver clothing to hospitals.
MedShare	San Leandro	\$15,000	FY 12	Sustain and grow hospital medical supply and equipment reuse program. Funds used for key support staff in warehouse.
OTX/Marcus Foster	Oakland	\$15,000	FY 12	OTX refurbishes and reuses computer equipment and distributes computers to OUSD middle and high school students free of charge; they also offer classes and technical support. Funding for a portion of production manager's salary.
Resource Area For Teachers (RAFT)	San Jose	\$15,000	FY 12	Diverts unused materials from manufacturers and businesses and turns them into classroom activity kits for teachers to teach CA standards-based curriculum (50,000 kits a year). Funding request to collect 10,000 cubic feet of materials and serve 1,000 teachers (both from AC). Funds will be used to design classroom kits and teacher workshops.
MedShare	San Leandro	\$15,000	FY 13	Funds to increase reach and impact of their medical reuse program, which diverts medical supplies and equipment out of local landfills. Funds used to support key staff in newly expanded 54,000 sq. ft. distribution and volunteer center in San Leandro to accommodate continued growth in diverting waste.

Loved Twice	Oakland	\$15,000	FY 13	Loved Twice to supply 600 newborns-in-need in Alameda County with gently used clothes for their entire first year of life, resulting in 6,000 pounds (over 45,000 garments) reused. Funds to support Program Manager's salary and to offset rental fees of the Loved Twice warehouse in Alameda County where the donations of reused clothing are stored, sorted and packaged.
Creative Growth Art Center Oakland	Oakland	\$10,000	FY 13	Creative Growth Art Center's adult textile artists with disabilities produced 500 one-of-a-kind reusable bags using salvaged materials. 50% of sales profit from each bag will go back to the individual artist with the remainder going to Creative Growth's general operations fund. Creative Growth will market the bags in their gallery merchandise and website online stores.
Waterside Workshops	Berkeley	\$15,000	FY 13	Street Level Cycles, a project of Waterside Workshops, is a full-service community bicycle shop that combines a do-it-yourself studio with a youth education program. Rebuilt bicycles provide transportation for low-income youth and adults, and bicycle sales generate revenue to support free education programs. Funds will be used for salaries for staff positions for shop operation.
OTX-West (Oakland Technology Exchange West)	Oakland	\$15,000	FY 13	Funds will be used to collect and refurbish computers and computer peripherals, and provide them to Oakland Middle and High School students free of charge, along with a class and technical support. Funds will also be used for their computer collection and refurbishment program staffing.
The East Bay Depot for Creative Reuse	Oakland	\$5,000	FY 13	Implement warehouse and collection improvements in order to maximize space and increase the flow of materials coming into reuse store. Funds to be used to upgrade equipment and fixtures in the warehouse, to augment the

					salary of a Warehouse Supervisor, and to create a manual of warehouse and donation intake procedures.
South Hayward Parish	Hayward	Hayward	\$10,000	FY 13	Project Angel Bag - funds to make 500 reusable shopping bags using salvaged materials. Creation of the bags will prevent waste of scrap materials and promote job readiness and skill development for individuals who are homeless or at risk of homelessness.
Loved Twice		Oakland	\$15,000	FY 14	Clothing newborns-in-need in Alameda County with quality reused baby clothes. Loved Twice has collected 98,000 pounds of clothing since 2005. Funds to be used to collect, sort, box and distribute clothing to 600 babies living in poverty in Alameda County, reusing 6,000 pounds of clothing from Alameda County sources.
Waterside Workshops		Berkeley	\$15,000	FY 14	Street Level Cycles program provides a full-service bike shop that operates on 100% discarded bicycles and trains the next generation on bicycle repair. Funding for Street Level Cycles to expand their bicycle repair and reuse program to increase the number of low-income/poverty level at-risk youth in Berkeley participating in their program.
Resource Area for Teaching		San Jose	\$15,000	FY 14	RAFT Re-Use Project. RAFT to collect 15,000 cubic feet of surplus materials from Alameda County businesses to be used in hands-on educational curriculum and kits. Will offer workshops to at least 100 Alameda County teachers. Funds to be used towards the salary of one of their drivers who collects materials from Alameda County businesses.
Loved Twice		Berkeley	\$15,000	FY 15	Clothing newborns-in-need in Alameda County with quality reused baby clothes. Project to clothe 600 babies, reusing 3 tons

				of clothing equivalent to 45,000 garments distributed and reused.
Wardrobe for Opportunity	Oakland	\$15,000	FY 15	Find a Job Program. Collect donations of professional clothes and redistributes to low-income, job-seeking clients. 32,000 items of clothing reused each year reaching 2,000 unemployed members.
Computer Technologies Program	Oakland	\$15,000	FY 15	Funds used to create a Computer Access for Nonprofits program where 10 small nonprofit entities working with under-served population would receive a computer lab with refurbished laptops/computers as well as IT support for computer lab.
Urban University	Oakland	\$15,000	FY 15	Expansion and job training programs. Funds to expand reuse store by securing warehouse for inventory and develop additional job training programs to help single moms move from public assistance to full-time work. Urban University operates two reuse furniture stores in Oakland that serve as a platform to deliver transitional employment through reuse stores.
Resources Area for Teaching (RAFT)	San Jose	\$15,000	FY 15	RAFT Re-Use Project. Increase outreach in Alameda County to grow the amount of materials donated from the county and add new organizations to donor list. Funding to be used to offset driver's salary.
Computer and Technology Resource Center	Berkeley	\$15,000	FY 15	Collect and expand reusable e-waste program. Funds to expand e-waste pickup beyond City of Berkeley into Albany, Emeryville and North Oakland. Funding to marketing and vehicle to pick up materials.
Oakland Public Education Fund (OTX fiscal project)	Oakland	\$15,000	FY 15	Reuse or safe recycling of more than 150,000 lbs. of e-waste annually. Surplus computers and related electronics are refurbished and provided to OUSD schools, students, families. Up to 2000

				computers collected/refurbished year.
Move For Hunger	Countywide	\$5,000	FY 15	Food Donation and Delivery Program for Relocation Industry of Alameda County. Expand program through education, materials. Funding to cover costs of food collected and transferred to food bank from long-term stay facilities utilizing the moving companies who move occupants out of long term facilities.
Tri-Valley Haven for Women	Livermore	\$15,000	FY 15	Tri-Valley Haven's Thrift Store to utilize funds to increase sales of donated items, promote recycling and reuse strategies in community. New organization - need assistance to establish detailed process of accepting and sorting donations from public to reduce waste; to hold two trash to treasure workshops to promote reuse.
Goodwill Industries of the Greater East Bay	Countywide	\$15,000	FY 15	Recycling & Resource Recovery Program in Alameda County. Funding for financial support of staff responsible for developing reuse opportunities at thrift stores.
Waterside Workshops	Berkeley	\$15,000	FY 15	Street Level Cycles community bicycle shop utilizes donated and discarded bicycles as raw material to teach youth valuable job skills to learn how to rebuild bicycles using salvaged materials. Provides services to low-income youth and adults.
Loved Twice	Oakland	\$10,000	FY 16	Clothing newborns-in-need in Alameda County with quality reused baby clothes. Project to clothe 600 babies, reusing 3 tons of clothing equivalent to 45,000 garments distributed and reused.
Wardrobe for Opportunity	Oakland	\$10,000	FY 16	Find a Job Program. Collect donations of professional clothes and redistributes to low-income, job-seeking clients. 32,000 items of clothing reused each year reaching 2,000 unemployed members.

Tri Valley YMCA	Dublin	\$15,000	FY 16	Funding to support expansion of collection program of surplus goods to be distributed to those in need in the Tri-Valley area. Funds will provide additional staffing for program activities.
Waterside Workshops	Berkeley	\$10,000	FY 16	Street Level Cycles community bicycle shop utilizes donated and discarded bicycles as raw material to teach youth valuable job skills to learn how to rebuild bicycles using salvaged materials. Provides services to low-income youth and adults.
Loved Twice	Berkeley	\$15,000	FY 17	Clothing newborns-in-need in Alameda County with quality reused baby clothes. Project to clothe 600 babies, reusing 3 tons of clothing equivalent to 45,000 garments distributed and reused.
Waterside Workshops	Berkeley	\$15,000	FY 17	Street Level Cycles community bicycle shop utilizes donated and discarded bicycles to teach youth valuable job skills. They learn how to rebuild bicycles using salvaged materials. Provides services to low-income youth and adults.
ReUse People	Oakland	\$15,000	FY 17	Attract new customers and sell more salvaged building materials for reuse at the newly expanded site shared with Habitat for Humanity. Funds will be used to cover costs of newly expanded retail space and receiving area, including "grand opening" event in the summer.
Habitat for Humanity Restore	Oakland	\$15,000	FY 17	Increase warehousing facility to support growing influx of donated materials. Convert large warehouse space into retail sales areas.
East Bay Depot for Creative Reuse	Oakland	\$15,000	FY 17	Targeted business outreach in Alameda County to expand the East Bay Depot's donation solicitation activities to include more businesses, corporations and manufacturers. This program will educate local businesses and manufacturers on the importance of reuse rather than disposal, and will divert unnecessary waste from the landfill by providing

				businesses with an outlet to repurpose their surplus materials.
Oakland Public Education Fund/Tech Exchange	Oakland	\$10,000	FY 18	Capital grant to support the organization's purchase of a used truck to implement and grow successful electronic reuse program. Owning a truck will enable Tech Exchange to expand operations within Alameda County, create organizational efficiency, and save money each month on truck rental and associated costs.
Grateful Gatherings	Countywide	\$10,000	FY18	Grateful Gatherings' mission is to improve lives by providing gently used furniture and household goods to be reused for low-income families transitioning out of homelessness, crisis, and poverty. Funding to be used for support for staffing to develop and expand all gathering events
MedShare	Countywide	\$20,000	FY 18	MedShare recovers and reuses medical supplies from Bay Area Hospitals and redistributes them both in the Bay Area and abroad. Funds to support MedShare's Medical Supply Recovery Program including general operating expenses needed to pick up supplies at over 50 hospitals, as well as other related logistics costs.
California Product Stewardship Council	Countywide	\$15,000	FY 18	The Refuel Your Fun campaign promotes refillable 1 lb. propane cylinders, which save consumers and the government money by reducing the source of disposable cylinders. Funds will be used to recruit and promote retailers and refillers in Alameda, as well as providing residents with free refillable cylinders.

Waterside Workshops	Berkeley	\$15,000	FY 18	Street Level Cycles reuses discarded bicycles in their youth job-training program which repairs bikes for sale as well as a free do-it-yourself public bike repair shop. Rebuilt bicycles provide green transportation for low-income youth and adults, and bicycle sales help support our free education programs. StopWaste funding will support staff for operations and youth instruction.
Loved Twice	Berkeley	\$10,000	FY 18	Clothing newborns-in-need in Alameda County with quality reused baby clothes. Project to clothe 600 babies, reusing 3 tons of clothing equivalent to 45,000 garments distributed and reused.
East Bay Depot For Creative Reuse	Oakland/Countywide	\$10,000	FY 18	Estate Reuse Services is a personalized estate clearance program designed to provide Alameda County residents dealing with challenging life transitions with a convenient resource to ecologically dispose of personal property. Residents choose from three levels of estate services provided by Depot staff. Items from the home are donated to the Depot and other nonprofit organizations for reuse. Funding to support expansion of the Estate Reuse Services.
MINI GRANTS				
St. Leander's Church and School	San Leandro	\$5,000	FY 12	Funds to improve recycling and composting at facility and school special events.
Habitat for Humanity East Bay	Oakland	\$5,000	FY 12	Funds to develop and implement outreach campaign to promote carpet tile reuse program.
Chadbourn Elementary School,	Fremont	\$5,000	FY 12	Funding to develop and promote lunch waste reduction program including outreach and educational materials to students and families.
Livermore Valley Joint USD	Livermore	\$2,300	FY 12	Funds to purchase 200 recycling containers to improve recycling collections.
East Bay Depot for Creative Reuse	Oakland	\$5,000	FY 12	Project to partner with Girls Inc. to train Americorp members in waste

				reduction, reuse and recycling activities.
Earth Island Institute, fiscal agent for Food Shift	Berkeley	\$5,000	FY 12	Funds to develop an outreach campaign targeting food waste reduction and salvage of food for redistribution.
Alameda County GSA, County-wide	Countywide	\$1,182	FY 13	Funds to print paper towel reduction stickers for County buildings to reduce consumption.
Alameda Theatre	Alameda	\$2,900	FY 13	Funds to develop a pre-movie PSA about composting popcorn and food waste at theater.
Connect the Dots (Earth Island Institute, Fiscal Agent)	San Leandro	\$5,000	FY 13	Funds to collaborate with Mercy Housing to offer recycling and composting support for multifamily buildings.
Las Positas College	Livermore	\$5,000	FY 13	Funds to purchase Earth Tub composter and food scrap collection containers to compost post consumer food waste generated at the site.
Alameda Backyard Gardeners	Alameda	\$3,400	FY 14	Funds used to support organization that salvages fruit from backyard trees for donation to Food Bank, develop tour and community outreach materials.
BlueSkies for Children,	Oakland	\$750	FY 14	Funds to purchase compost collection bins for preschool.
Hayward Area Recreation and Park District,	Hayward	\$5,000	FY 14	Funds to develop baseline water bottle usage, install water hydration stations to reduce plastic water bottle consumption in district and assess effectiveness of stations for water bottle reduction.
Valley Montessori	Livermore	\$1,577	FY 14	Funds to purchase organics collection containers for classrooms to complement existing recycling containers.
Oakland Hebrew Day School,	Oakland	\$4,880	FY 14	Funds to purchase recycling containers, signage and prizes to increase recycling at school.
Planting Justice,	Oakland	\$5,000	FY 15	Funds to purchase materials for raised bed construction for vegetable starts and compost bin construction materials.
Livermore Valley Joint USD	Livermore	\$1,200	FY 15	Funds to develop baseline water bottle usage, install water hydration stations to reduce plastic water bottle consumption in district and assess effectiveness

				of stations for water bottle reduction.
Good News Bears,	Livermore	\$3,000	FY 15	Funds to develop marketing video compilation to promote collection of gently used stuffed toys for distribution to hospitalized children.
The Crucible	Oakland	\$5,000	FY 15	Funds to support summer youth bike repair program that salvages and repairs broken bicycles for at-risk youth.
Bagito/Reusable Solutions Group Inc.	Santa Cruz/San Leandro	\$5,000	FY 16	Funds to support pilot project for two-way reusable shipper bags to replace single use poly shipping/mailer bags for on-line clothing reuse company.
The Fix it Clinic	Countywide	\$5,000	FY 16	Organize and host fix it clinics throughout Alameda County to promote repair of everyday household items in a clinic setting.
California Invasive Plant Council	Berkeley	\$5,000	FY 16	Funds to develop invasive plant list to streamline the process for landscape professionals to check plant lists for compliance with California green building code.
Eat Real Festival	Oakland	\$5,000	FY 17	Funds to provide food waste prevention outreach activities at large food festival.
Go Box SF Bay	Oakland	\$5,000	FY 17	Funds to increase Go Box reusable container participants as well as secure more restaurants/vendors offering Go Boxes.
Kids Scoop News	Fremont, Hayward	\$5,000	FY 18	Funding provides increased distribution of Kids Scoop Newspaper to classrooms in Hayward and Fremont School Districts. Recycling and composting articles adapted for Newspaper for the entire school year.
Eat Real Festival	Oakland	\$5,000	FY 18	Funds to support implementation of food waste prevention activities with Festival vendors.
FOOD WASTE PREVENTION GRANTS				

Food Shift/OUSD	Oakland	Oakland	\$30,000	FY 13	The goals for the OUSD Food Donation Pilot Program are to pilot a sustainable, replicable food recovery and donation program that will eventually be incorporated into all schools within OUSD; educate and empower students, parents, and teachers around food loss; capture lessons learned and data on wasted food and waste disposal costs; and create a model for replication in other districts. Funds will be used for staffing, cover costs for food pick up and delivery and admin fees.
Oakland Unified School District "Green Gloves"	Oakland	Oakland	\$25,000	FY 13	Project to incorporate a K-12 school district model/approach to change behavior, ordering, production and distribution of food that may end up as waste in Food Service Operations at OUSD. Funds to be used to purchase refrigerators to keep donated food fresh, professional development stipends, salaries, transportation costs, and equipment/materials too keep food cold during transfer.
Alameda County Food Bank Oakland		Countywide	\$20,000	FY 13	The Grocery Rescue Program: Recovering Food to Feed Hungry People in Alameda County creates partnerships with local grocery stores and Food Bank network agency members to arrange the recovery of high quality food from grocery stores that is damaged or close to its use-by date. Funds will be used for salaries, food protection equipment and scales.

Hope 4 the Heart	Hayward	\$20,000	FY 14	Hope 4 the Heart receives surplus food and product donations from regional companies including Safeway, Peet's Coffee & Tea, local bakeries, Trader Joes, catering companies, etc. and distributes millions of pounds of food a year to food-insecure families through 100 Bay Area organizations and directly to individuals and families from the Cherryland neighborhood. Hope 4 the Heart will use this grant funding to support the operational expenses of their expanded food distribution program by supplementing transportation and warehouse operating costs to reach more than 550,000 people during the duration of the grant including expanded distribution of emergency food boxes to local low-income individuals and families.
Alameda County Food Bank Oakland	Oakland, Countywide reach	\$20,000	FY 14	The Alameda County Community Food Bank will continue expansion of the Food Bank's Grocery Rescue Program. Funding will allow the Food Bank to increase food donation by 50% (1,800,000 pounds annually) and connect Alameda County member agencies in need of food with neighborhood grocery stores who can offer donated food items directly to the member agency. In addition, funding will support the Food Bank's newly adopted Strategic Plan significantly increasing the Retail Store Donation Program participation by more than 70%.

Northern California Recycling Association (NCRA)	Alameda County	\$19,000	FY 15	Funding for this research project will reduce the amount of edible food that goes to waste generated by large institutional kitchens and/or high volume food service operators in Alameda County by promoting source reduction and facilitating the donation of edible food to feed people and/or animals. NCRA will survey wasted food generators, food recovery organizations and animal feed operations in or serving Alameda County, while researching communication vehicles to reduce wasted food such as social media, online tools, apps, etc. Barriers, findings and lessons learned will be summarized in a final research report.
Tri City Volunteers	Fremont, Newark Union City	\$30,000	FY 16	Tri City Volunteer's Clients Choose program will reduce wasted food by setting up a client choice food distribution model. TCV is the largest direct-to-client hunger relief organization in Alameda County, serving over five million meals annually to over 16,000 low-income residents of Fremont, Newark and Union City.
Tri Valley Haven	Livermore	\$20,000	FY 16	Funding to expand Food Pantry grocery rescue program by increasing the amount of grocery rescue pickups that the food pantry conducts every week. Grant would help reduce the amount food waste from area grocery stores and better serve more people experiencing hunger.
Hope for the Heart	Hayward	\$20,000	FY 16	Funds to assist Hope 4 the Heart to expand the pick up and distribution of prepared food as well as procure new avenues in the prepared food rescue program. Grant will allow Hope 4 the Heart volunteers to develop new partnerships with restaurants, catering companies and small cafes to keep prepared food from the landfill.

Alameda County Food Bank Oakland	Countywide	\$20,000	FY 16	Grocery Rescue Program: Recovering Food to Feed Hungry People in Alameda County. This program directly puts more food into the hands of those who need it and provides grocery stores an operational and financial benefit from shipping food waste to Alameda County landfills.
Daily Bowl	Tri-Cities	\$25,000	FY 17	Funding to expand operations to rescue produce and prepared food from retail/food service and redistribute to nonprofits serving the Tri-City area. Funding will provide large capacity van and other supplies to double recovery efforts.
Replate	Countywide	\$10,000	FY 17	Replate Food Recovery Efforts- Funding will amplify current food recovery efforts in Alameda County by focusing marketing to 30-40 potential companies in county and allocating resources towards developing a web platform to further develop their peer to peer food sharing platform in AC.
Alameda County Community Food Bank	Countywide	\$25,000	FY 17	Grocery Rescue Program- Funding will increase food donation/recovery through the Grocery Rescue Program (GRP) and launch a real-time donation pilot to recovery infrequent food donations such as prepared food. Anticipated outcomes for GRP- 3.7 million meals to people, or 4.4 million lbs. of surplus food diverted from landfill. Outcomes for Meals Connect Pilot- create and test process for GRP partners to accept infrequent food donations with 3 member agencies, 25 retail stores, recovering 55k lbs. (45k meals).
Move for Hunger	Countywide	\$15,000	FY 18	Move For Hunger mobilizes the relocation industry to fight hunger and reduce food waste. Funds will help to expand its relocation partnerships in Alameda County while launching its new Apartment Program, in partnership with StopWaste, to raise awareness and

				responsiveness for the issues of hunger and food waste.
Tri Valley Haven	Fremont, Newark Union City	\$20,000	FY 18	Funding to support Tri-Valley Haven's desire to expand its Food Pantry efforts in both the number of Grocery Rescue pickups conducted each week, reducing the amount of food waste from area grocery stores. In addition, funding will allow an increase in the number of locations served by the Mobile Pantry program.
FOOD SERVICEWARE GRANTS				
Off the Grid Services, LLC For Profit	Hayward	\$15,000	FY 15	Off the Grid Services, LLC will develop a reusable food service ware pilot program for their mobile food truck market in Hayward. This funding will allow Off the Grid to reduce the volume of single use disposable service ware at market events by piloting a reusable take-out program that if successful, can be expanded to other markets.
Go Box SF Bay	Oakland	\$12,500	FY 15	Go Box SF Bay will develop a reusable take-out food container exchange pilot program. Grant funding will be used to launch a Go Box Pilot in the City of Oakland to support the equipment, infrastructure, outreach/education and customer recruitment . The pilot will track the number of disposables diverted from landfill.
COMMUNITY OUTREACH GRANTS				
Hayward Day Labor Hayward	Hayward	\$10,000	FY 13	
Multicultural Institute Berkeley	Berkeley	\$10,000	FY 13	
Asian Immigrant Women Advocates	Oakland	\$5,000	FY 14	

Azevada Elementary PTA	Fremont	\$5,000	FY 14	
City Slickers	Oakland	\$5,000	FY 14	
Dig Deep	Hayward San Leandro	\$5,000	FY 14	
Higher Gliffs	Oakland	\$5,000	FY 14	
Muslim Support Network	Fremont	\$5,000	FY 14	
Eden I & R	Hayward	\$5,000	FY 14	
People's Grocery	Oakland	\$5,000	FY 14	
Friends of San Leandro Creek	San Leandro	\$5,000	FY 14	
Phat Beets Produce	Oakland	\$5,000	FY 14	
Big Heart Wellness Center at St. Bartholomews	Livermore	\$5,000	FY 14	
Le Conte Elementary PTA	Berkeley	\$5,000	FY 14	
Viola Blythe Community Service	Newark	\$5,000	FY 14	
Afghan Coalition	Fremont	\$5,000	FY 14	
Dublin Partners in Education	Dublin	\$5,000	FY 14	
Nafsi Ya Jamii	Oakland	\$5,000	FY 14	
Boys and Girls Club of San Leandro	San Leandro	\$5,000	FY 14	
Local Ecology and Agriculture Fremont (LEAF)	Fremont	\$5,000	FY 15	
Tri Valley Food Bank	Fremont	\$5,000	FY 15	
Oakland Warthogs Youth Program	Oakland	\$5,000	FY 15	
League of Volunteers	Newark	\$5,000	FY 15	
Rebuilding Together EastBay	Albany, Berkeley Emeryville	\$5,000	FY 15	
Santa Fe Community Association	Oakland	\$5,000	FY 15	
Resources For community Development	Countywide	\$5,000	FY 15	
Fertile Groundworks	Livermore	\$5,000	FY 15	
Planting Justice	Oakland	\$5,000	FY 16	
Hikmah Institute	Union City	\$5,000	FY 16	
Vietnamese Commnity Center	Oakland	\$5,000	FY 16	
Stonebrae Elementary PTA	Hawyard	\$5,000	FY 16	
ICLEI	Oakland	\$5,000	FY 16	
Girls Inc	Alameda	\$5,000	FY 16	
United Roots	Oakland	\$5,000	FY 16	
Building Opportunities for Self Sufficiency	Berkeley	\$5,000	FY 16	
Tabernacle Church	Oakland	\$5,000	FY 16	
Berkeley Food Pantry	Berkeley	\$5,000	FY 16	

Mujeres de Unidas	Hayward, Livermore Oakland	\$5,000	FY 16	
Acta Non Verba	Oakland	\$5,000	FY 16	
Colonial Acres PTA	Hawyard	\$5,000	FY 17	
El Sobrante Park	Oakland	\$5,000	FY 17	
San Pablo-Golden Gate Improvement	Emeryville	\$5,000	FY 17	
The Art of Living	Fremont	\$5,000	FY 17	
St. James Church	San Leandro	\$5,000	FY 17	
A-1 Community Housing	Hayward	\$5,000	FY 17	
Rotary Club	Dublin	\$5,000	FY 17	
Attitudinal Healing	Fremont	\$5,000	FY 17	
Community Resources for Living	Hayward	\$5,000	FY 17	
Alameda Backyard Growers	Alameda	\$9,250	FY 18	
Community Impact Lab	San Leandro	\$10,000	FY 18	



DATE: January 10, 2019

TO: Programs and Administration Committee

FROM: Pat Cabrera, Administrative Services Director

BY: Michelle Fay, Program Manager

SUBJECT: New Training Videos for Businesses

SUMMARY

Staff recently produced a three-part video series that provides an overview of the Mandatory Recycling Ordinance rules in Alameda County, steps for setting up indoor recycling and organics bins, and how to sort properly to comply with the law. The videos are available in English, and are in the process of being translated into Spanish and Chinese.

All three videos convey information already available online and in printed materials, however the videos provide another communication format to reach audiences who access information in different ways. Their primary use is to accompany or supplement Technical Assistance. For example, TA reps can provide a link to the Proper Sorting video after an in-person training so that companies can communicate to employees who either were not able to attend and/or new hires. We will soon share these videos with member agency staff and Board members, and provide template social media, web and newsletter content for posting or sharing with the business community.

At the January 10 Programs and Administration Committee meeting, staff will show a sample video. All three videos are available at <http://www.recyclingrulesac.org/resources>.

RECOMMENDATION

This item is for information only.