

Dan Kalb, **WMA, President**
City of Oakland, WMA, EC
Michael Hannon, **WMA 1st Vice President**
City of Newark, WMA, EC
Dave Sadoff, **WMA 2nd Vice President**
Castro Valley Sanitary District, WMA
Lorrin Ellis, **EC, President**
City of Union City, WMA, EC
Dianne Martinez, **EC 1st Vice President**
City of Emeryville, WMA, EC
Jim Oddie, **EC 2nd Vice President**
City of Alameda, WMA, EC
Keith Carson, County of Alameda, WMA, EC
Peter Maass, City of Albany, WMA, EC
Jesse Arreguin, City of Berkeley, WMA, EC
Don Biddle, City of Dublin, WMA, EC
Vinnie Bacon, City of Fremont, WMA, EC
Sara Lamnin, City of Hayward, WMA, EC
Bob Carling, City of Livermore, WMA, EC
Shelia Young, Oro Loma Sanitary District, WMA
Tim Rood, City of Piedmont, WMA, EC
Jerry Pentin, City of Pleasanton, WMA, EC
Deborah Cox, City of San Leandro, WMA, EC
Wendy Sommer, Executive Director

AGENDA

MEETING OF THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY (WMA) BOARD AND THE ENERGY COUNCIL (EC)

Wednesday, May 24, 2017

3:00 P.M.

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

**Teleconference
Lorrin Ellis
1260 Pacific Street
Union City, CA 94587
510-675-5621**

Meeting is wheelchair accessible. Sign language interpreter may be available upon five (5) days notice by calling 510-891-6500. Members of the public wanting to add an item to a future agenda may contact 510-891-6500.

I. CALL TO ORDER

II. ROLL CALL

III. ANNOUNCEMENTS BY THE PRESIDENTS - *(Members are asked to please advise the board or the council if you might need to leave before action items are completed)*

Page IV. CONSENT CALENDAR

- | | | |
|---|--|--------------------|
| 1 | 1. Approval of the Draft Joint Minutes of April 26, 2017 (Wendy Sommer) | Action |
| 7 | 2. Minutes of the May 17, 2017 Technical Advisory Group (Karen Kho) | Information |

V. OPEN PUBLIC DISCUSSION

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the boards or council, but not listed on the agenda. Total time limit of 30 minutes with each speaker limited to three minutes.

VI. REGULAR CALENDAR

1. Closed Session

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov't Code 54956.9(d)(1))

Name of case: Stein and Boone v. Alameda County Waste Management Authority, et al., Alameda County Superior Court Case No. RG17858423.

- | | | |
|----|---|-----------------------------------|
| 13 | 2. Proposed FY 2017/18 Budget (WMA&EC) (Wendy Sommer) WMA Board: Adopt the FY 17/18 Budget Resolution (Attachment A) Energy Council: Adopt the FY 17/18 Budget Resolution (Attachment B) | Action/ Public Hearing |
| 41 | 3. Local Government Challenge Grant Acceptance (EC) (Karen Kho & Heather Larson) Adopt the attached Resolution authorizing the Executive Director to enter into a contract with the California Energy Commission and other related actions. | Action |
| | 4. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Wendy Sommer) (P&O and Recycling Board meeting, June 8, 2017 - 4:00 pm – StopWaste Offices, 1537 Webster Street, Oakland, CA) | Action |

VII. COMMUNICATIONS/MEMBER COMMENTS

VIII. ADJOURNMENT

DRAFT

**MINUTES OF THE JOINT MEETING
OF THE
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY (WMA)
THE ENERGY COUNCIL (EC)**

AND

THE SOURCE REDUCTION AND RECYCLING BOARD (RB)

Wednesday, April 26, 2017

3:00 P.M.

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

**Teleconference
Sara Lamnin
New City Library
220 North Main Street
New City, New York 10956
(510) 432-7703**

I. CALL TO ORDER

Dan Kalb, President, WMA, called the meeting to order at 3.00 p.m. Executive Director, Wendy Sommer welcomed Board member David Bonaccorsi, alternate for the City of Fremont, and Board member Rita Duncan, alternate for the Oro Loma Sanitary District.

II. ROLL CALL

WMA, EC & RB:

County of Alameda
City of Alameda
City of Albany
City of Berkeley
Castro Valley Sanitary District
City of Dublin
City of Emeryville
City of Fremont
City of Hayward
City of Livermore
City of Newark
City of Oakland
Oro Loma Sanitary District
City of Piedmont
City of San Leandro
City of Union City
Environmental Educator
Recycling Materials Processing Industry

Scott Haggerty, WMA, EC
Jim Oddie, WMA, EC, RB
Peter Maass, WMA, EC, RB
Jesse Arreguin, WMA, EC
Dave Sadoff, WMA
Don Biddle, WMA, EC
Dianne Martinez, WMA, EC, RB
David Bonaccorsi, WMA, EC
Sara Lamnin, WMA, EC (via teleconference)
Bob Carling, WMA, EC
Mike Hannon, WMA, EC
Dan Kalb, WMA, EC
Rita Duncan, WMA
Tim Rood, WMA, EC, RB
Deborah Cox, WMA, EC
Lorin Ellis, WMA, EC
Toni Stein, RB
Bernie Camara, RB

DRAFT

Recycling Programs
Source Reduction Specialist

Adan Alonzo, RB
Steve Sherman, RB

ABSENT:

City of Pleasanton
Environmental Organization
Solid Waste Industry Representative

Jerry Pentin, WMA, EC, RB
John Moore, RB
Michael Peltz, RB

Staff Participating:

Wendy Sommer, Executive Director
Tom Padia, Deputy Executive Director
Pat Cabrera, Administrative Services Director
Debra Kaufman, Senior Program Manager
Richard Taylor, Legal Counsel, Authority Board
Farand Kan, Legal Counsel, Recycling Board
Arliss Dunn, Clerk of the Board

III. ANNOUNCEMENTS BY THE PRESIDENTS

There were none.

IV. CONSENT CALENDAR

- | | | |
|----|--|--------------------|
| 1. | Approval of the Draft Minutes of March 22, 2017 (Wendy Sommer) | Action |
| 2. | Approval of the Draft P&O/RB Minutes of Minutes March 9, 2017 (Tom Padia) | Action |
| 3. | Minutes of the April 18, 2017 Technical Advisory Group (TAG) (Karen Kho) | Information |
| 4. | Recycling Board Attendance Record (Tom Padia) | Information |
| 5. | Written Report of Ex Parte Communications (Tom Padia) | Information |

Board member Haggerty made the motion to approve the Consent calendar. Board member Biddle seconded and the motion carried: WMA: 18-0, EC: 18-0, RB: 7-0:

(Ayes: Alonzo, Biddle, Bonaccorsi, Camara, Carling, Cox, Duncan, Ellis, Haggerty, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Sherman. Nays: None. Abstain: None. Absent: Arreguin, Moore, Peltz, Pentin, Stein).

V. OPEN PUBLIC DISCUSSION

There was none.

VI. REGULAR CALENDAR

- | | | |
|----|--|--------------------|
| 1. | Proposed FY 2017/18 Budget (Wendy Sommer & Pat Cabrera) | Information |
|----|--|--------------------|

This item is for information only.

Wendy Sommer, Executive Director, provided a brief background of the budget presentation. Pat Cabrera provided an overview of the agency financials and Wendy Sommer provided a programmatic overview. Ms. Sommer recognized agency staff, particularly the project leads for their valuable assistance in developing the budget. Ms. Sommer thanked the finance staff including Pat Cabrera, Todd High, Nisha Patel, and Anette Henderson, as well as Jeff Becerra, Chris Ross, and Meghan Starkey for their assistance in producing the budget document. Special thanks to Karen Kho and Justin Lehrer for tweaking the budget process to make it more transparent. A link to the budget presentation is available here:

[FY-2017-18-Budget-Presentation-04-26-17.pdf](#)

A link to the draft FY 2017/18 budget is available here: [FY-2017-18-Budget-memo-04-26-17.pdf](#)

DRAFT

Board member Biddle inquired if the Transportation Improvement line item in the reserves will be moved to fund the unfunded pension liability. Ms. Cabrera stated that the TIP reserve and the anticipated \$1.5 million from NextEra for the conservation easement will be considered towards paying down the unfunded pension liability. Ms. Cabrera added staff is planning to make a presentation to the WMA Board to discuss various scenarios for reducing the unfunded pension liability. Board member Biddle inquired about how the fiscal reserve is calculated. Ms. Cabrera stated that it was based on the previous projected model that calculated the difference between the average projection and the lower bound limit multiplied by 18 months. She stated that we no longer use that method for forecasting tonnage revenue and we have never had to use the fiscal reserve to fill in any revenue gaps.

Board member Sherman requested that staff put together an outline of prior versus proposed budget of upstream and downstream projects and costs. Ms. Sommer stated that staff will provide this information. President Kalb inquired about what is included in the \$1.4 million general communications line item. Ms. Sommer stated that the project charters in the budget document include a description of all projects. Page IV-31 includes a description of the proposed activities under agency communications. Such activities include the Business Efficiency Awards, the agency website, RecycleWhere online search tool and agency telephone hotline, agency newsletter, and agency sponsorships of partner agencies. It provides the marketing and outreach component across all agency projects and it also funds staff costs for five full-time employees. Only \$105,000 of the \$1.4 million is hard costs.

Board member Stein stated that she would not like to see the significant work in Codes and Standards become dormant or stagnant. Ms. Sommer stated that she agrees. By consolidating some of the legislation and regulatory activities the agency will become more efficient and effective in our approach. The work will continue under different projects. Board member Stein requested that staff provide a future report on zero waste business efforts. Ms. Sommer stated that for clarification the agency does not have a zero waste business project. We approach these efforts via the business efficiency awards each year, and through technical assistance offered through the Mandatory Recycling Ordinance project. Board member Duncan inquired if the agency has statistics for food waste diversion for Alameda County. Cassie Bartholomew, Program Manager, stated that we have site by site measurement analysis through the Smart Kitchen Initiative and by working with businesses we can determine how much edible food is wasted but we do not have countywide data. Board member Duncan inquired about the metric for validating improvement. Ms. Sommer stated that our goal for 2017/18 for food waste diversion is to increase awareness and that the goal for 2018 is a 10% increase in families that will reduce their food waste at home. This information will be obtained and measured through surveys and other outreach methods. Board member Lamnin inquired if education on reducing construction and demolition materials will be included in the Built Environment project and inquired if staff will be working with contractors and developer groups. Ms. Sommer stated that third party certification will be the primary project. However, we have worked with contractors in the past. One of the non-profits that we helped found, Build it Green, is working with contractors. We are also working with BayREN (Bay Area Regional Energy Network) and that includes contractor education and outreach. Board member Lamnin inquired if there will be a future presentation on the food recovery project. Ms. Sommer stated yes.

Board member Sherman commented that countywide over \$100 million is spent on the collection of trash, recyclables, edibles and organics, and none is spent under franchise agreements for the rescue of edible surplus foods. For the agency to have greater leverage, he would prefer to see the agency emphasize incentivizing the cities when putting together franchise agreements to sub-contract with food rescue groups more so than to giving small grants to individual groups. Board member Sherman added with respect to Packaging, he would like to see an additional bullet added to collaborate with other groups to expand the use or promotion of farmers markets in underserved areas by staffing booths as a way to further reduce usage of packaging. Board member Stein inquired if the notion of requiring cities to include food waste prevention in their franchise agreement would require a WMA resolution. Ms. Sommer stated

that the agency can provide suggestions and best practices to cities that are considering renewal of their franchise agreements. President Kalb added obviously we cannot change existing franchise agreements but going forward as an agency we can make recommendations and provide rationale to member agencies.

During public comment, Ken Bukowski commented that we should have a single franchise agreement for the entire county.

President Kalb reminded the Board that the FY 2017/18 budget item will be on the agenda for the May WMA meeting and invited the Board to send any questions to staff or to come prepared with questions or additional comments. President Kalb thanked staff for the presentation.

2. Legislative Positions for 2017 (Debra Kaufman) Action

Staff recommends that the Board adopt the positions recommended for the Agency for the 2017 session of the California Legislature.

Debra Kaufman provided an overview of the staff report. A link to the report is available here: [Legislative-Positions-2017-memo-04-26-17.pdf](https://www.wmata.org/files/2017/04/26/Legislative-Positions-2017-memo-04-26-17.pdf)

Ms. Sommer announced that Ms. Kaufman will be retiring next month and thanked her for many years of service to the agency. Ms. Sommer stated that Ms. Kaufman participated in complex planning issues, as well as many agency projects such as the reusable bag ordinance, mandatory recycling ordinance, household hazardous waste project, and of course legislation. Ms. Kaufman thanked the Board for its support and respect over the years, as well as agency staff.

Ms. Kaufman stated that in addition to the bills highlighted in the staff memo there are three additional bills that came forth after the staff memo was released. Staff is recommending a “support” position on those bills. The bills are AB444-Sharps Extended Producer Responsibility, introduced by Assembly member Ting. The agency supported a similar Ting bill on sharps last year and hopefully this bill will be successful. SB258-Cleaning Products Right to Know, is another extended producer responsibility bill introduced by Assembly member Lara and would require a manufacturer of a cleaning product, as defined, that is manufactured or sold in the state on or after January 1, 2018, to disclose ingredients or contaminants of concern. SB564-introduced by McGuire would allow residential water customers to pay for water efficiency measures over time, helping them to avoid upfront out of pocket costs. The Board supported a similar bill by McGuire last year. Ms. Kaufman added this bill has passed the Assembly and is on its way to the Senate.

Ms. Kaufman asked that the staff recommendation be revised to include the additional aforementioned bills, AB 444, SB 258, and SB 564.

Board member Bonacorski asked that future legislative updates include information on identifying interests that are in opposition to the bills. Board member Hannon requested that in the future staff provide information on legislation incrementally. Board member Hannon also inquired about the mechanism required if a Board member was opposed to a staff position on legislation. Authority Counsel Taylor stated the staff report is before the Board for approval and the Board meeting is the proper venue for a member to express any concerns. The Board may also wish to change positions or remove an item from the list. A Board member may take a separate view and are not bound to take the WMA position. The member should make it clear that they are speaking on behalf of their jurisdiction or individual position. Board member Hannon stated that he would not be supporting the three additional bills that were added as he has not had the chance to read them and recommended that the Board defer support of the additional items until they have had a chance to thoroughly review them. Board member Hannon added that he will not support AB 1158-Chu, Carpet Recycling, as this legislation has not been successful and asked that staff comment on the current legislation and why they feel that it needs to change. Ms. Kaufman stated that there was a general feeling that the fee was assessed too low and that the plans that the Product Stewardship

DRAFT

organization put together have not been effective or successful. CalRecycle has rejected those plans as being ineffective and is fining the Product Stewardship organization. This has not been the case with other Product Stewardship programs such as the Paint Care program. This program did work well in increasing recovery in paint. The carpet program has not worked well over the past three years and CalRecycle has recommended a legislative fix. All concerned are at the table with the intention of introducing a bill to address the fixes. Board member Hannon commented that he supports AB954-Chu Food labeling guidelines with the caveat to require manufacturers to indicate “do not use after date.” President Kalb stated that although it logically makes sense the science is not there as of yet and the current bill seeks to model that message. Board member Hannon inquired about the status of SB 655-California Renewables Portfolio Standard for Incineration of Garbage. Ms. Kaufman stated that the bill has died since the staff memo was released. Board member Hannon inquired about AB 1594-Reduction of Ocean Plastic Pollution and why the agency has an oppose position. Ms. Kaufman stated that staff spoke with Californians Against Waste (CAW) prior to the Board meeting and the bill has been amended and is currently a spot bill and staff would recommend changing our position to watch. Board member Hannon stated that he would support changing our position to watch. Board member Hannon inquired about AB 1147-Solid Waste Management Enforcement. Ms. Kaufman stated that the bill is dead.

Board member Martinez asked for an overview of the agency’s legislative and lobbying efforts. Ms. Kaufman stated that staff retains the services of Justin Malan, EcoConsult for our lobbying efforts. They work the halls of the legislature and attend meetings of key staff and represent our positions. They will ask agency staff to attend and speak if necessary on issues requiring areas of expertise. Staff is in constant contact with the lobbyist throughout the legislative session. Board member Martinez stated that with Debra’s departure she would like to ensure that the agency has continued ways to measure quantifiable coverage of our lobbying efforts in Sacramento. President Kalb inquired if staff communicates the priority bills to the lobbyist. Ms. Kaufman stated yes. The lobbyist is cognizant of the agency’s priority areas of “Extended Producer Responsibility” and “Organics” as approved by the Board. Board member Oddie stated from an Assembly employee perspective they are appreciative of the letters of support especially from local agencies, and as an Assembly employee he will abstain from voting on this item. Board member Cox stated that as an Assembly employee she will abstain from voting on this item as well. Board member Stein inquired if staff works with the League of Cities and Counties on legislation. Ms. Kaufman stated yes, we work with them on high priority issues. Board member Sherman extended his thanks to Ms. Kaufman for her many years of service to this agency as well as other cities across Alameda County. President Kalb commented that the three bills added appear to be iterative of bills that the Board supported last year and recommended that we include those bills in the staff recommendation. Ms. Kaufman stated AB 444 and SB 564 were very similar bills from last year. Board member Martinez inquired about the status of SB 568. Ms. Kaufman stated that the bill has moved to committee and is supported by the city and county of San Francisco. President Kalb stated that SB 258 has a large list of supporters including environmental and health organizations, the Sierra Club, etc. It also lists a long list of opponents led by the Chemical Industry. There were no comments from the public on this item.

Board member Martinez made the motion to approve the revised staff recommendation to include the three additional bills: AB 444, SB 564, and SB 568, and to change to a “watch” position on AB 1594. Board member Arreguin seconded and the motion carried: 16-0 with exceptions as listed below.
(Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Ellis, Haggerty, Hannon, Kalb, Lamnin, Maass, Martinez, Rood, Sadoff. Nays: None. Abstain: Cox, Duncan, Oddie. Absent: Pentin).

The following is a list of Board member positions on selected legislation:

Board member Haggerty voted no on SB 168

Board member Hannon voted no on SB 258

- | | |
|---|---------------|
| 3. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Wendy Sommer) (P&O and Recycling Board meeting, May 11, 2017 at 7:00 pm – Castro Valley Public Library, 3600 Norbridge Avenue, Castro Valley, CA 94546) | Action |
|---|---------------|

There were no requests for an interim appointment.

| | |
|---|--------------------|
| VII. COMMUNICATION/MEMBER COMMENTS | Information |
|---|--------------------|

President Kalb commented on the success of the March for Science in San Francisco, Hayward, Walnut Creek, Berkeley, Livermore, and Washington DC. Board member Lamnin thanked staff on the reopening of the HHW facility in Hayward, and thanked StopWaste staff for fostering the City of Hayward’s garden day volunteer information project. The event brought out staff and Keep Hayward Green task force members and dozens of residents, and converted 5,000 square feet of City Hall lawn into ecologically sustainable Bay Friendly gardening. Ms. Lamnin stated that the finished product is beautiful.

VIII. ADJOURNMENT

The meeting was adjourned at 4:22 p.m.

MEETING NOTES

Energy Council TECHNICAL ADVISORY GROUP (TAG)

Tuesday, May 16, 2017 – 1:00 pm to 3:00 pm

Attendance:

City of Alameda: Maria DiMeglio
City of Berkeley: Caytie Campbell-Orrrock
City of Dublin: Rebecca Parnes
City of Emeryville: Nancy Humphrey
City of Fremont: Rachel DiFranco
City of Hayward: Mary Thomas
City of Oakland: Shayna Hirshfield-Gold
City of Piedmont: Emily Alvarez
City of San Leandro: Sally Barros
County of Alameda: Ryan Bell
StopWaste: Heather Larson, Karen Kho, Miya Kitahara, Judi Ettlinger
Guests: Chris Sentier, Offset Project; Jeffrey Liang, CSE; Brian Gitt, Utility Score
Civic Spark Fellows: Fanny Yang, Christopher Sturken, Benjamin Davenport, Olivia Ashmoore, Jacob Strauss, Kranti Malik

Meeting Notes

Energy Council Board Updates

- EC Staff is taking CEC Local Government Leadership Challenge multifamily grant award for acceptance to enter into \$1,000,000 contract to the Board in May.

East Bay Clean Energy Coordination

- EBCE Local Business Development Plan summarized by Chris Sentieri, Offset Project, Senior Project Manager for the LBDP project, and stakeholder coordinator. He is contracted to manage the development of a comprehensive plan intended to accelerate deployment of local clean energy, distributed energy resources within Alameda County, and maximize benefit delivered to local community from CCA program.
- Plan must be finished before CCA launches in Spring 2018.
- Emphasis on stakeholder, community engagement: Focus groups, roundtables scheduled for week of June 12, followed by surveys. Week of workshops with committee will occur in August reviewing stakeholder input and how it has been incorporated.
- Tasks currently underway include:

- 1. Grid-side distributed energy resources (DER) (1MW+) technical potential study: including site survey, plus wind, landfill gas, biomass, energy storage, micro grid, demand response
- 2. Behind-the-meter DER analysis: including energy efficiency, smart appliances/thermostats, fuel switching, etc. based on usage data through PG&E to identify hotspots in the load (e.g. peak load) to inform programs to address peak loads to stabilize operations
- 3. Recommendations: Feed-in-tariff program, net energy metering, rate design, on bill repayment
- Future tasks include determining labor standards, financing options, funding available to leverage, policy and implementation issues, integrated resource planning, developing the plan, selecting tools that allow scenario comparison and evaluation.
- EBCE will investigate the potential and provide recommendation on pursuing CPUC Public Goods charge EE funds and seek to find common ground with PG&E and other EE programs.
- EBEW policy & regulatory subcommittee's white paper seeks to establish common understanding for LBDP team and EBCE board, identifying gaps and opportunity to leverage existing programs and fill gaps.

Program Updates

- Energy Upgrade California rebranded by new marketing consultants, DBB. The logo and brand has been changed. New brand focuses on awareness with a mix of media, working with PA's to co-brand.
- New logo and website has been rolled out. BayREN will update brand once guidelines are issued.
- Some translation is expected.
- Profiling personal stories of people "doing their thing."

CAEATFA Residential Energy Efficiency Lending Program

- Jeffrey Liang with CSE presented on CHEEF REEL program
- The program intent is to provide financing to overcome upfront cost barrier. Successful project financing will be cash flow positive from Day 1. The program components are as follows:
 - State works with certain credit unions which make loans with State Treasurer's office to lower interest rate through credit enhancement, no closing costs or maintenance fees.
 - Loans: \$1,500-50K (up to 30% non-EE costs) for 5-15 year terms (negotiated with the credit union); credit enhancement allows greater eligibility. Interest rates lower than PACE. Loan goes with borrower, no early repayment penalty.
 - Borrower: Property owner or tenant (with PO consent) min credit score of 580, Debt to Income Ratio <55% no home equity requirement

- Property: IOU service (okay to be in CCA), single family (1-4 units allowed by some lenders)
- Project: EE only (no water or renewables), fuel switching is eligible, bill neutrality not required.
- Marketing efforts include GoGreenFinancing, an online tool to help compare product options and terms, IR's, etc. Marketing push with contractors and radio campaign are coming soon.
- Launched a year ago, not much uptake yet (attributed to lack of education) with 115 contractors approved and adding 3-4 per week.
- Feedback to Jeffrey: Direct marketing caution, need license for door-to-door marketing in some communities (San Leandro)

Utility Score

- Brian Gitt with Utility Score provided overview. Toolkit for contractors to accelerate energy upgrades; personalization of savings estimates and customize offering on an address
- Utility score was developed to capture value during sales transaction, score based on cost and usage. It scores all houses on a 1 (high bills) to 100 (low bills) and shows impact of potential upgrades. Estimates usage and savings potential for various upgrade options.
- It contains profiles of 84M single family homes in the U.S. from tax assessor data, public data, homeowners updating their own home data, contractor submitted data. If home hasn't been claimed and updated, profile is based on public data. Fuel type, major permits pulled.
- Used by contractors to make sale, contractor pays by unit (address) with unit costs lower with higher volume.
- Programs/local governments can use it to screen a mailing, share with contractors
- Developing relationships with the industries (solar, HVAC, windows contractors) to obtain data and to encourage them to use the data to generate leads
- Local contractor lead generation: word-of-mouth over 50%, even large companies (SunRun = 30% word-of-mouth) and cheapest way to acquire customers. How can we accelerate word-of-mouth referrals?
- Contractor – gives Utility Score all of their past projects, analyze variables and tease out conversion rates to inform the characteristics and utility bill range to target for leads.
- Privacy issues: All data is public data, all home facts from Zillow, just aggregated in a visible format.
- Realestate.com utility estimate coming from Utility Score
- Solar boosts the score more than any other upgrade (common score of 25 on solar sites is because they have pools)
- Home facts feature: update based on improvements that have been done. Could add EVSE or electrification. Homeowner, real estate, contractor can claim the record (attest with process similar to Zillow) to update. In the future, could add a third-party verified feature. Open to tying into existing verification programs like Home Energy Score.

- San Leandro used Utility Score for homeowner workshop direct mail to pick 5,000 top energy users in each zip code. Got the highest attendance, with 3-4x usual workshops, also more of a diverse group compared to usual public workshops.
- Boosted SunRun click rate by 240%. SunRun website redesigned to generate Utility Score report.

Bay Area SunShares 2017 Coordination

- Debriefed with SunShares – cities had lower participation this year than last year; one of the issues was related to one of the solar contractor's performance, but there were additional reasons. Cities that had higher EV option had better uptake on solar. EV offering may have helped, but could have been improved (limited dealership locations – San Jose for Leaf and SF for Mirai). City of Oakland negotiated a \$10,000 discount for Nissan Leaf for City employees through their relationship with the City fleet. SunShare asked to negotiate with OEM to ensure wider geographic spread of dealerships.
- Electrification: Need to develop cohesive marketing around electrification, cities advocated for electrification to be included in the SunShares aggregation (HPWH and HP heating and upgrading electrical panel to facilitate electrification). Adding more products complicates the program and messaging. Panel upgrade makes sense because it's being addressed during a solar installation.
- Reach code opportunity: NC 150 amps, existing is 60 amps. City could state higher minimums. NC 200 amps, existing if upgrading electrical panel, need to install 200 amps (or max allowable capacity by PG&E). To accommodate EV + HP. Alice LaPierre added up all potential appliances and EV plus code required extra capacity = 310. Requirements are in electric code, not energy code. Needs further study.
- Agencies and SW staff to coordinate on outreach/messaging and look into incorporating fuel switching down the line. Ideally, panel upgrades & key appliances that can be electrified would be included in SunShares or other single family program offerings. If it cannot be included in aggregation purchasing rfp, at least include education.

Single Family Outreach

- Judi Ettlinger presented single family outreach update, including deliverables for the year: Homeowner, realtor, and contractor workshops.
- Homeowner workshops:
 - Dublin (42 attendees; didn't use Utility Score but did screen for characteristics of homes that have done energy upgrades) and San Leandro in May; Fremont and Berkeley/Albany in fall.
 - Direct mail was expensive but effective, about \$3,500 for 5,000 addresses.
 - Request to share the schedule of upcoming homeowner workshops across the County so other (smaller) cities without workshops planned can send their homeowners.
 - Observation from the group that the Caliber of contractors and the information they provide at the workshops to homeowners is much higher than 5 years ago.
- HES campaign: online digital campaign, surveying assessors on increase of leads

Member Comments & Discussion

- Need to have a more cohesive messaging campaign across single family program offerings
- 2018 BayREN scope should have a greater effort to layer content from other programs into BayREN outreach deliverables. SunShares commented that most effective workshops were those that layered multiple program opportunities. City staff needs to be informed of all programs so they know how to layer.
- Hayward hosting a property-oriented (rather than program-oriented) workshop for multifamily property owners.

NEXT TAG MEETING: June 20, 2017 1-3pm

This page intentionally left blank

DATE: May 24, 2017
TO: Alameda County Waste Management Authority Board
The Energy Council
FROM: Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
SUBJECT: Proposed FY 2017/18 Budget

SUMMARY

The proposed budget for FY 17/18 was presented at a combined meeting of the WMA, Recycling Board and EC on April 26, 2016. The proposed budget is available at

<http://www.stopwaste.org/resource/stopwaste-integrated-budget-fy17-18>
and hard copies will be available at the meeting.

The staff memo from the April 26 combined board meeting is available at:
<http://www.stopwaste.org/resource/budget-transmittal-memo-fy17-18>

The PowerPoint presentation is available at:
<http://www.stopwaste.org/resource/stopwaste-proposed-budget-presentation-fy17-18>

At the April 26 meeting, Recycling Board member Sherman asked staff to provide more detail on the shift in emphasis towards “upstream” waste prevention. That information is provided as Attachment C.

The proposed FY 17/18 budget totals approximately \$30.8 million, with the following breakdown:

- WMA: \$14,705,805
- Energy Council: \$6,603,542
- Recycling Board: \$9,473,713

Some projects are funded using both WMA and Recycling Board funds.

The Agency’s core budget is approximately \$11.0 million, which is \$400,000 less than the FY16/17 core budget. Estimated total year-end core fund balances and reserves amount to \$21.2 million. The budget presentation was well received with no requests for changes or revisions by the Boards. The budget is scheduled for the WMA and the EC adoption at the May 24 meeting. The budget will be presented to the RB for adoption at their meeting on June 8, 2017.

RECOMMENDATION

WMA Board: Adopt the FY 17/18 Budget Resolution (Attachment A)
Energy Council: Adopt the FY 17/18 Budget Resolution (Attachment B)

Attachment A: WMA Budget Resolution
Attachment B: EC Budget Resolution
Attachment C: Upstream Shift Information

ATTACHMENT A

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2017 -**

**MOVED:
SECONDED:**

AT THE MEETING HELD MAY 24, 2017

**THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF
THE FISCAL YEAR 2017-18 BUDGET; PROJECT CONTRACTS; NEW JOB DESCRIPTIONS AND
AUTHORIZED POSITIONS AND SALARY SCHEDULE**

WHEREAS, a preliminary budget for Fiscal Year 2017-18 has been developed that incorporates programs and projects based on the guiding principles adopted by the Board; and

WHEREAS, this budget was presented at the joint meeting of the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board and the Energy Council, held on April 26, 2017 for review and comment; and,

WHEREAS, legal notice of the public hearing of the budget has been provided, and the matter scheduled on the May 24, 2017 Authority agenda for adoption.

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

1. Adopts the Authority's portion of the Fiscal Year 2017-18 Budget (Attachment A-I) with expenditures totaling \$14,705,805 and authorizes staff to proceed with Authority administration, programs and operations in accordance with the adopted budget, effective July 1, 2017.
2. Authorizes the attached positions and the salary schedule which includes a 3.5% increase in the salary ranges with the exception of the Executive Director's salary (Attachment A-II).
3. Approves the attached job descriptions as recommended for Board approval by the Programs & Administration Committee on April 13, 2017. (Attachment A-III).
4. Authorizes the following new or augmented contracts and/or spending authority for Fiscal Year 2017-18 subject to approval as to form by Legal Counsel, and consistent with the Authority's purchasing policy:

Contracts/Spending Authority by Project:

Packaging

Gigantic Idea Studio \$ 10,000

To prepare the Food Ware toolkit/marketing plan, survey design and program assessment

Food Waste Reduction

Zero Company \$ 70,000

Online media purchases including digital/mobile ads, Facebook, gmail ads, etc.

Intersection \$ 115,000

Media vendors for digital and transit ad purchases for the Stop Food Waste (SFW) campaign

Pandora \$ 15,000

Advertising for the SFW campaign.

| | |
|--|------------|
| <u>Underground Advertising</u> | \$ 75,000 |
| To develop the next phase of the SFW campaign creative | |
| <u>Gigantic Idea Studio</u> | \$ 40,000 |
| To develop consumer facing and business tools for the Food Waste Reduction Smart Kitchen Initiative | |
| <u>Compost and Mulch</u> | |
| <u>Zero Company</u> | \$ 70,000 |
| Online media purchases including digital/mobile ads, Facebook, gmail ads, etc. | |
| <u>Mandatory Recycling Ordinance (MRO) Implementation</u> | |
| <u>Cascadia Consulting Group</u> | \$ 370,000 |
| Technical assistance to businesses and multi-family properties | |
| <u>Stealth Marketing</u> | \$ 347,000 |
| To provide contracted MRO inspectors | |
| <u>Gigantic Idea Studio</u> | \$ 15,000 |
| Marketing and outreach services | |
| <u>Construction & Demolition</u> | |
| <u>Recycle Certification Institute</u> | \$ 80,000 |
| To provide third party certifications of mixed C&D facilities | |
| <u>Used Oil Recycling (externally funded)</u> | |
| <u>Pandora</u> | \$ 20,000 |
| Advertising | |
| <u>Zero Company</u> | \$ 30,000 |
| Online media purchases including digital/mobile ads, Facebook, gmail ads, etc. | |
| <u>Household Hazardous Waste (HHW) Facilities</u> | |
| <u>Autumn Press</u> | \$ 127,000 |
| Printing and mailing services | |
| <u>Pandora</u> | \$ 30,000 |
| Advertising | |
| <u>Zero Company</u> | \$ 50,000 |
| Online media purchases including digital/mobile ads, Facebook, gmail ads, etc. | |
| <u>Business Assistance Supporting Activities</u> | |
| <u>Gigantic Idea Studio</u> | \$ 6,000 |
| To update promotional activities and website content | |
| <u>Starline Supply Company</u> | \$ 100,000 |
| To provide indoor food scrap bins | |
| <u>Administrative Overhead (OH) (includes general OH, accounting and budgeting and information systems)</u> | |
| <u>Shute, Mihaly and Weinberger, LLP</u> | \$ 200,000 |
| Authority counsel, is charged against multiple projects as appropriate | |

| | |
|-------------------------------------|------------|
| <u>Driver Alliant Insurance</u> | \$ 155,000 |
| Agency insurance | |
| <u>Account Temps</u> | |
| Temporary accounting services | \$ 55,000 |
| <u>Ryals and Associates</u> | |
| Temporary accounting services | \$ 55,000 |
| <u>Herb Hirschfield</u> | \$ 56,000 |
| Information Systems back up support | |

Fee Enforcement

| | |
|---|-----------|
| <u>Alameda County Sheriff's Office</u> | \$ 88,000 |
| Retired annuitant to assist with fee enforcement activities | |

Measurement Analysis

| | |
|---|-----------|
| <u>Stealth Marketing</u> | \$ 51,000 |
| Field sampling of garbage, recycling and organics bins for program analysis | |

General Agency Communications

| | |
|---|-----------|
| <u>Gigantic Idea Studio</u> | \$ 12,000 |
| Support and outreach for the Business Recognition event | |

Schools Based Community Outreach

| | |
|---|------------|
| <u>Versalar Corporation</u> | \$ 135,000 |
| Bus services for transportation to the Ed Centers | |

Passed and adopted this 24th day of May, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Wendy Sommer, Executive Director

PROJECTS BY FUNDING SOURCE - CORE FUNDED - FY17/18

| Total | Waste Management Authority | | | | | Recycling Board | | | | | Energy Council | | |
|-------|----------------------------|------------|-------------------|-----|----------------|---------------------------|-----|---------------------|----------------------|------------------|----------------|--------------------|--------------------------------------|
| | Mitigation:OPD | Mitigation | Externally Funded | HHW | Energy Council | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | Source Reduction | | Market Development | Recycled Product Purchase Preference |
| | 21 | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | | 34 | 35 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

PROJECTS BY FUNDING SOURCE - NON-CORE FUNDED - FY17/18

| Total | Waste Management Authority | | | | | Recycling Board | | | | | Energy Council | | |
|---|----------------------------|----------------|------------|-------------------|----------|-----------------|---------------------------|---------|---------------------|----------------------|----------------|------------------|--------------------|
| | Facilities & Enforcement | Mitigation:OPD | Mitigation | Externally Funded | HHW | Energy Council | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | | Source Reduction | Market Development |
| | 21 | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | 34 | 35 | |
| Dollars in thousands: (,000) | | | | | | | | | | | | | |
| Externally Funded | | | | | | | | | | | | | |
| 1153 BAY-FRIENDLY WATER EFFICIENT LANDSCAPE PROP 84 ROUND III | \$ 956,800 | - | \$ 957 | - | - | - | - | - | - | - | - | - | - |
| 1251 REUSABLE BAG ORDINANCE EXTERNAL CONTRIBUTIONS | 59,983 | - | 60 | - | - | - | - | - | - | - | - | - | - |
| 1347 BAYREN (BAY REGIONAL ENERGY NETWORK) | 5,855,581 | - | - | - | 5,856 | - | - | - | - | - | - | - | - |
| 1348 PG&E LOCAL GOVERNMENT PARTNERSHIP | 579,386 | - | - | - | 579 | - | - | - | - | - | - | - | - |
| 1349 ENERGY COUNCIL INCUBATOR | 168,576 | - | - | - | 169 | - | - | - | - | - | - | - | - |
| 2311 USED OIL RECYCLING GRANT | 155,000 | - | - | 155 | - | - | - | - | - | - | - | - | - |
| 3021 MISCELLANEOUS SMALL GRANTS ADMINISTRATION | 300,000 | - | - | 300 | - | - | - | - | - | - | - | - | - |
| Total Externally Funded Projects | 8,075,325 | - | 1,472 | - | 6,604 | - | - | - | - | - | - | - | - |
| HHW Fees | | | | | | | | | | | | | |
| 2312 HOUSEHOLD HAZARDOUS WASTE FACILITIES | 6,521,206 | - | - | 6,521 | - | - | - | - | - | - | - | - | - |
| Total HHW Fees Projects | 6,521,206 | - | - | 6,521 | - | - | - | - | - | - | - | - | - |
| Other | | | | | | | | | | | | | |
| 1210 RECYCLED PRODUCT PURCHASE PREFERENCE | 438,644 | - | - | - | - | - | - | - | - | - | - | - | 439 |
| 2030 REVOLVING LOAN FUND | 13,030 | - | - | - | - | - | 13 | - | - | - | - | - | - |
| 2220 RB MUNICIPALITIES (Measure D 50%) | 4,433,442 | - | - | - | - | 4,433 | - | - | - | - | - | - | - |
| Total Other Projects | 4,885,117 | - | - | - | - | 4,433 | 13 | - | - | - | - | - | 439 |
| OPD Transfers | | | | | | | | | | | | | |
| 1020 LANDSCAPE SERVICES AND PARTNERSHIPS | 35,000 | 35 | - | - | - | - | - | - | - | - | - | - | - |
| 1220 FOODWASTE PREVENTION | 40,000 | 40 | - | - | - | - | - | - | - | - | - | - | - |
| 1260 COMPOST AND MULCH | 75,000 | 75 | - | - | - | - | - | - | - | - | - | - | - |
| 2420 BUSINESS ASSISTANCE SUPPORTING ACTIVITIES | 137,000 | 137 | - | - | - | - | - | - | - | - | - | - | - |
| Total OPD Transfers | 287,000 | 287 | - | - | - | - | - | - | - | - | - | - | - |
| Total Project Expenditures | \$ 30,783,059 | \$ 6,220 | \$ 287 | \$ 206 | \$ 1,472 | \$ 6,521 | \$ 4,433 | \$ 13 | \$ 2,313 | \$ 696 | \$ 1,027 | \$ 553 | \$ 439 |

REVENUE BY FUNDING SOURCE - FY 17/18

| | Waste Management Authority | | | | | | Recycling Board | | | | | | Energy Council |
|--|----------------------------|----------------|------------|-------------------|----------|----------------|---------------------------|------------|---------------------|----------------------|------------------|--------------------|----------------|
| | Facilities & Enforcement | Mitigation:OPD | Mitigation | Externally Funded | HHW | Energy Council | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | Source Reduction | Market Development | |
| Total | 21 | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | 34 | 35 | |
| Dollars in thousands; (000) | | | | | | | | | | | | | |
| REVENUES | | | | | | | | | | | | | |
| Tonnage revenues | 9,383,355 | 4,872 | 369 | | | | | 1,329 | 1,042 | 886 | 886 | | |
| Property and Other revenues | 579,791 | 580 | | | | | | | | | | | |
| HHW Fees | 7,196,854 | | | 7,197 | | | | | | | | | |
| Energy Council | 6,553,542 | | | | 6,554 | | | | | | | | |
| Externally funded revenues | 1,471,783 | | 1,472 | | | | | | | | | | |
| RB Municipalities (Measure D 50%) (Proj. 2220) | 4,429,942 | | | | | 4,430 | | | | | | | |
| Recycled Product Purchase Preference (Measure D 5%) (Proj. 1210) | 442,994 | | | | | | | | | | | 443 | |
| Reserves Transfers & Revenue Allocations | 287,000 | (50) | 287 | | 50 | | (1,420) | | | | 1,420 | | |
| Interest | 121,400 | 30 | 48 | | | | 4 | 39 | | | | | |
| Interest Other Funds | 41,500 | | | 36 | 2 | 4 | | | | | | | |
| Total Revenues | \$ 30,508,161 | \$ 4,852 | \$ 287 | \$ 996 | \$ 1,472 | \$ 7,233 | \$ 6,606 | \$ 1,368 | \$ 1,042 | \$ 886 | \$ 2,306 | \$ 443 | |
| Excess of Expenditures Over Revenues | | | | | | | | | | | | | |
| | \$ (274,899) | \$ - | \$ 791 | \$ 0 | \$ 712 | \$ 2 | \$ (0) | \$ (1,429) | \$ (945) | \$ 345 | \$ (141) | \$ 1,753 | \$ 4 |

FUND BALANCE (WORKING CAPITAL) SUMMARY - FY 17/18

| | Waste Management Authority | | | | | Energy Council | Recycling Board | | | | | | |
|--|----------------------------|----------------|------------|-------------------|----------|----------------|---------------------------|---------|---------------------|----------------------|------------------|--------------------|------------------|
| | Facilities & Enforcement | Mitigation:OPD | Mitigation | Externally Funded | HHW | | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | Source Reduction | Market Development | Recycled Product |
| Total | 21 | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | 34 | 35 | |
| -----Dollars in thousands: (000)----- | | | | | | | | | | | | | |
| Working Capital (Fund Balance) | | | | | | | | | | | | | |
| Beginning Available Working Capital 7/1/16 | 19,767,342 | | 1,331 | 0 | 7,535 | 85 | 0 | 1,415 | 3,456 | 1,535 | 661 | 261 | 8 |
| Budget 16/17 - Net | -1,773,292 | -448 | -1,376 | 0 | 632 | 53 | 0 | -539 | 63 | -75 | -14 | -69 | 0 |
| Projected Adjustments for actuals | 1,350,000 | 750 | | | | | | 600 | | | | | |
| Projected Ending Working Capital 6/30/17 | 19,344,050 | 3,782 | -45 | 0 | 8,168 | 138 | 0 | 1,476 | 3,519 | 1,460 | 647 | 192 | 8 |
| AVAILABLE FUNDING (FY17/18) | 49,852,211 | 8,634 | 951 | 1,472 | 15,401 | 6,743 | 4,433 | 60 | 4,887 | 2,502 | 1,533 | 2,498 | 451 |
| Less: Net Project Expenditures (FY17/18) | -30,783,059 | -6,220 | -206 | -1,472 | -6,521 | -6,604 | -4,433 | -13 | -2,313 | -696 | -1,027 | -553 | -439 |
| ENDING WORKING CAPITAL (FUND BALANCE) | \$ 19,069,151 | \$ 2,414 | \$ 745 | \$ 0 | \$ 8,879 | \$ 140 | \$ (0) | \$ 47 | \$ 2,574 | \$ 1,806 | \$ 507 | \$ 1,945 | \$ 12 |
| Core Fund Balance | \$ 9,990,550 | \$ 2,414 | \$ 745 | \$ 0 | | | | | \$ 2,574 | \$ 1,806 | \$ 507 | \$ 1,945 | |
| Other Fund Balances | \$ 9,078,602 | | | | \$ 8,879 | \$ 140 | \$ 0 | \$ 47 | | | | \$ | 12 |
| WMA Fund Balance | \$ 12,038,369 | 2,414 | 745 | 0 | 8,879 | | | | | | | | |
| RB Fund Balance | \$ 6,890,902 | | | | | | (0) | 47 | 2,574 | 1,806 | 507 | 1,945 | 12 |
| EC Fund Balance | \$ 139,880 | | | | | 140 | | | | | | | |

FUND BALANCE (WORKING CAPITAL) AVAILABLE - WASTE MANAGEMENT AUTHORITY - FY17/18

| FUND NAME | BEG. FUND BALANCE JULY 1, 2017 | ADJUST- MENTS | BEG. FUND BALANCE JULY 1, 2017 | PROJECTED REVENUES | PROJECTED EXPENDITURES | TRANSFERS | ESTIMATED FUND BALANCE June 30, 2018 |
|------------------------|--------------------------------------|------------------|--------------------------------------|-----------------------|---------------------------|----------------|---|
| Facility Operators Fee | \$ 3,781,701 | | \$ 3,781,701 | \$ 4,852,162 | \$ (6,220,140) | | \$ 2,413,722 |
| Externally Funded | - | | - | 1,471,783 | (1,471,783) | | - |
| Mitigation | (45,437) | | (45,437) | 996,402 | (492,675) | 287,000 (a) | 745,290 |
| HHW Fees | 8,167,709 | | 8,167,709 | 7,232,854 | (6,521,206) | | 8,879,357 |
| Authority Total | \$ 11,903,973 | - | 11,903,973 | 14,553,201 | (14,705,805) | 287,000 | \$ 12,038,369 |

(a) OPD Transfer

SCHEDULE OF RESERVES - WASTE MANAGEMENT AUTHORITY - FY 17/18

| | BALANCE JULY 1, 2017 | TRANSFERS IN | TRANSFERS OUT | BALANCE JUNE 30, 2018 |
|--|-------------------------|-----------------|------------------|--------------------------|
| ORGANICS PROCESSING DEVELOPMENT | \$ 5,776,058 | | \$ (287,000) | \$ 5,489,058 |
| PENSION LIABILITY RESERVE | 100,000 | | | 100,000 |
| FISCAL RESERVE | 1,405,019 | | | 1,405,019 |
| Sub-total | 7,281,077 | - | (287,000) | 6,994,077 |
| WMAC TRANSPORTATION IMPROVEMENT PROGRAM (TIP) | 3,441,987 | | | 3,441,987 |
| Sub-total | 3,441,987 | - | - | 3,441,987 |
| Total | \$ 10,723,064 | \$ - | \$ (287,000) | \$ 10,436,064 |

Alameda County Waste Management Authority
Authorized Positions – Fiscal Year 2017/2018
Effective July 1, 2017

| Classification Title | Number of Positions | |
|--|---------------------|------------------|
| | Thru 9/30/17 | Starting 10/1/17 |
| Accountant | 1 | 1 |
| Administrative Assistant Series (Administrative Assistant and Senior Administrative Assistant) | 4* | 4* |
| Administrative Services Director | 1 | 1 |
| Deputy Executive Director | 1 | 1 |
| Executive Assistant | 2 | 2 |
| Executive Director | 1 | 1 |
| Financial Services Manager** | 1 | 1 |
| Information Systems Manager | 1 | 1 |
| Legislative and Regulatory Affairs Manager | 1 | 1 |
| Principal Program Manager | 1 | 1 |
| Program Manager Series (I, II and Senior) | 23 | 19 |
| Program Services Specialist Series (Program Services Specialist and Senior Program Services Specialist) | 5.5*** | 5.5*** |
| Supervising Executive Assistant | 1 | 1 |
| Webmaster/Graphic Designer | 1 | 1 |
| Intermittent (FTEs)**** | 5 | 5 |

* Includes one (1) Limited Term Administrative Assistant position thru FY18/19

** Serves as the Agency's Treasurer pursuant to the Agency's investment policy and applicable state law.

*** Includes 2.5 Limited Term Senior and/or Program Services Specialists thru FY 19/20

**** Budgeted intermittent staff totals 3.6 FTE (mostly interns). However, additional authorization needed For short time assignments and/or to cover employee leave.

Alameda County Waste Management Authority
Monthly Salary Ranges - FY 2017/18*

| Classification Title | Entry (\$) | Top(\$) |
|--|-------------------|----------------|
| Accountant | 7,478 | 9,086 |
| Administrative Assistant | 5,612 | 6,819 |
| Administrative Service Director | 14,141 | 17,178 |
| Deputy Executive Director | 14,141 | 17,178 |
| Executive Assistant | 6,915 | 8,402 |
| Executive Director (per current contract) | | 18,975 |
| Financial Services Manager | 9,176 | 11,150 |
| Information Services Manager | 10,160 | 12,349 |
| Legislative and Regulatory Affairs Manager | 9,668 | 11,751 |
| Principal Program Manager | 12,664 | 15,386 |
| Program Manager I | 7,648 | 9,291 |
| Program Manager II | 9,176 | 11,150 |
| Program Services Specialist | 5,540 | 6,729 |
| Senior Administrative Assistant | 6,174 | 7,501 |
| Senior Program Manager | 11,012 | 13,379 |
| Senior Program Services Specialist | 6,148 | 7,470 |
| Supervising Executive Assistant | 7,607 | 9,242 |
| Webmaster/Graphic Designer | 8,257 | 10,034 |
| Intermittent (Hourly) | 19.53 | 102.86 |

*Salary increases for eligible employees occur on September 24, 2017.

As outlined in the Agency's Human Resources Manual (section 2.2.1), annual pay increases are awarded pursuant to the Annual Salary Increase Policy (attachment A). Additionally, as outlined in the Section 2.1.1 of the Human Resources Manual, temporary pay differentials (generally 5%) outside of the incumbent's salary range maybe granted for out of classification assignments, with the approval of the Administrative Services Director and the Executive Director.

INFORMATION SYSTEMS MANAGER

DEFINITION

Under administrative direction, supervises, develops, implements and maintains the Agency's information system (IS) which includes computer networks, telephones, and internet; performs installations, configurations, troubleshooting and maintenance of hardware, software, peripheral and related communication equipment. The incumbent coordinates the review, selection and implementation of new systems and components and continues to enhance the Agency's Customer Relationship Management (CRM) system. Receives and responds to requests for assistance from users, researches, analyzes and provides solutions to information system problems. Proactively responds to cybersecurity issues and evaluates proposals to integrate new systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. May receive functional direction from the Executive Director, Deputy Executive Director or Communications Manager. May exercise functional direction over professional, technical and clerical staff.

CLASS CHARACTERISTICS

This is a single position professional classification responsible for the Agency's information systems (IS) functions. The duties involve computer operations and systems administration of multiple systems with various applications. The incumbent is expected to exercise independent judgement and be capable of performing complex technical and administrative tasks.

EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Responsible for long-term planning for Agency networking and information management systems.
- Responsible for the planning and acquisition of software and hardware based on Agency needs and technological advancements.
- Develop data "disaster recovery" plan and performs testing/updating of plan to provide adequate network uptime and system resiliency.
- Conducts annual cybersecurity system audit based on NIST guidelines for government agency system security best practices and incident response.
- Maintains software database and library.
- Performs tests on various IT software programs and equipment as needed.
- Assists users with IT issues and problems.
- Maintains IT equipment.

- Analyzes operating instructions and documentation related to software and hardware applications.
- Operates a variety of computer systems as needed as well as auxiliary equipment such as printers, and telecommunications equipment.
- Performs, supervises, monitors and or schedules third party equipment maintenance and repair activities.
- Provides technical assistance and training to users and trains and assists staff with various applications which include but are not limited to Microsoft Office Suite and the Agency's CRM systems.
- Troubleshoots, investigates and addresses IS related problems.
- Runs standard diagnostic programs to identify equipment and software issues.
- Maintains an IT maintenance and support log and responds to requests in a timely manner.
- Establishes procedures related to office support, record keeping and related information systems.
- Evaluates requests for system enhancements and/or modifications and performs or oversees the performance these enhancements/modifications as appropriate.
- Develops business Intelligence tools including reports/queries to support project teams.
- Attend meetings, conferences and seminars as appropriate.
- Makes presentations as needed.
- Assists with the preparation of the annual and mid-year IS budgets.
- Tracks IS expenditures and ensures that expenditures remain within budget.
- Manages staff or outside systems consultant work and manages on call technician's schedule for after hours or back up support.
- Develops or updates Information Security Policy.
- Performs ongoing development of the Agency's CRM system including programming and design of new system modules and any accompanying desktop or mobile device interfaces to the system.
- Remains current on cybersecurity issues and makes recommendations to address any cybersecurity issues and/or to improve current systems.
- Performs or oversees basic installations of cables, plugs and related communication equipment.
- Establishes schedules for system's backup.
- Maintains records of data and programs.
- Maintains inventory of data processing equipment, supplies and materials.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and operations of management information systems and peripheral equipment including but not limited to computers, networks, phones and mobile devices, software and hardware applications, cabling, printers, routers, data lines, the internet, etc.
- Operating systems and standard application programs.
- Techniques and practices in using standard applications software including word processing, databases, telecommunications, desktop publishing and spreadsheets.
- Federal, state and local laws and regulations applicable to assigned area of responsibility.
- Data Disaster Recovery Planning and overall system resilience.
- Cybersecurity incident response planning and execution.

Ability to:

- Install, configure, administer, troubleshoot and coordinate maintenance of local area networks (LANs) and related equipment and software (e.g., file servers, computers, printers, network interface cards, routers, cabling, etc.).
- Analyze and develop systems and evaluate information system trends.
- Coordinate the integration of hardware, operating systems, and applications for networked environments.
- Apply sound business practices and communication.
- Recommend appropriate cybersecurity policies based on the National Institute of Standards in Technology (NIST) basic guidelines.
- Implement system/data architecture in order to maintain the required downtime/recovery Time/Recovery point resiliency standards of the agency.
- Install, configure and maintain management information technologies for the Agency.
- Observe and solve operational and technical deficiencies, interpret and explain technical concepts to less knowledgeable individuals.
- Analyze systems data; identify and resolve various IS and application problems.
- Maintain a current understanding of technological advancements and trends.
- Establish and maintain effective working relationships with coworkers, consultants, contractors, board members, representatives of other agencies, and the general public.
- Budget for and purchase IS equipment and supplies.
- Properly maintain public and proprietary records.
- Effectively express ideas in both written and oral presentations.
- Exercise sound judgement with established guidelines.
- Manage multiple projects simultaneously, shift priorities if needed and adhere to deadlines.
- Assist with negotiations of contracts and manage consultant and vendor contracts.
- Work independently while being a strong team player.
- Provide good customer service
- Supervise, train, assign and oversee the work of staff and/or consultants.
- Work flexible hours when needed.

EXPERIENCE and EDUCATION

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in computer science, management information systems or related field and three (3) years of verifiable experience administering systems networks including troubleshooting , diagnosing and solving IS related software and hardware problems, supporting Internet services and various databases. Experience supervising staff or consultant is highly desirable.

LICENSES AND CERTIFICATIONS

Possession of, or ability to obtain, an appropriate valid California's driver's license may be required.

PHYSICAL DEMANDS

Must possess the ability to sit for long periods of time, intermittently stand, walk, bend, climb, kneel and twist while working on computer equipment, peripherals and ancillary equipment; perform simple grasping and fine manipulation, use telephone and keyboard to communicate, discern wire colors and see small text and numbers on wiring and circuitry, routinely move equipment weighing up to 30 pounds and occasionally move equipment weighing up to 75 pounds. While performing duties, the incumbent is regularly required to use various hand tools and testing equipment to repair, adjust or identify problems with computers and related equipment; read and interpret complex data, information and documents, analyze and solve problems; interact with coworkers, board members, contractors, vendors, member agency employees and the public.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.



LEGISLATIVE AND REGULATORY AFFAIRS MANAGER

DEFINITION

Under general direction, represents the Agency with legislative lobbyists, legislators, legislative aides and governmental staff at local, state and federal levels; initiates, prepares, reviews and monitors legislation, codes and administrative regulations; identifies and reviews potential sources of governmental funding; coordinates with project managers in applying for and pursuing public funds for projects; researches and prepares speeches and reports; prepares testimony and testifies at legislative hearings; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director. May receive functional direction from the Administrative Services Director, Deputy Executive Director or Communications Manager. May exercise functional direction over professional, technical and clerical staff.

CLASS CHARACTERISTICS

This is a single position professional classification responsible for the direction and administration of matters relating to legislative and regulatory affairs. The incumbent serves as a liaison to legislators and other public agencies; s/he monitors legislation, codes and administrative regulations affecting the Agency, and seeks government funds for projects. Additionally, in coordination with the Communications Manager, the incumbent may direct a comprehensive public and community relations program. The incumbent works with other government agencies engaged in similar work, industry groups, business and civic organizations on issues and projects affecting the Agency.

EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Creates strategic opportunities to advance the Agency's mission through the legislative, governmental and external policy processes.
- Manages, analyzes and ensures the Agency has an appropriate response to relevant state legislation, as well as regulatory actions taken at the state and federal levels.
- Develops strategic partnerships and builds support among key community leaders to achieve the Agency's goals.
- Maintains ongoing and effective contact with legislative representatives at the local, state and federal level.
- Monitors state and local ballot initiatives, and actively works to ensure they advance the Agency's priorities.
- Serves as a liaison and advocate for the Agency before legislative and regulatory bodies at all levels of government.
- Monitors pending legislation and administrative regulations that affect the Agency.

- Coordinates legislative and policy strategies with other interested parties and advocacy groups.
- Works closely with and oversees the Agency's contract lobbyist.
- Obtains authors for legislation when necessary.
- Presents information in support of legislation.
- Identifies and reviews all potential sources of funding and coordinates with program managers pursuing government funds for projects.
- Works with other agencies in preparing public grant applications.
- Confers with legal counsel and boards on legislative matters as needed.
- Keeps abreast of and searches for emerging issues, policy trends and changes in the political climate to ensure Agency management is aware of developments which may impact its priorities, planning and funding.
- Conducts research in order to formulate the Agency's position on relevant policy and legislative proposals and measures.
- Attends and participates in professional group meetings.
- Stays current with respect to new trends and innovations in the fields of government, community relations and public affairs.
- Drafts and reviews complex legislative correspondence and position papers; and ensures all documents reflect the Agency's policy guidelines.
- Presents reports and updates to the Agency's Board.
- As assigned, represents the Agency at various meetings of special interest groups, including trade organizations, neighborhood organizations, and environmental groups.
- Advises the Executive Director regarding the concerns of these organizations; corresponds with the organizations on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The legislative process and governmental operations at the local, state and federal level.
- Project and contract management techniques.
- Environmental regulations.
- Techniques and practices used in conducting effective public information or public relations programs; grant application preparation; administrative processes, decorum and lobbying protocols.
- Principles of policy letter writing and report preparation.
- Methods and techniques of legislative analysis.
- Planning practices is desirable.
- The governmental regulatory process specifically as it pertains to codes and standards

Ability to:

- Establish a network of connections with key individuals in federal, state and local governments relevant to the Agency's agenda.
- Design and implement effective, multi-pronged campaigns on legislation, policy and community engagement.

- Effectively communicate both verbally and in writing so as to persuade others to support desired goals and objectives.
- Ability to analyze and assess policies and operational needs to make appropriate adjustments.
- Effectively represent the Agency's interests with legislative and government bodies.
- Display good judgment in representing the Agency.
- Act independently while being a strong team player.
- Keep internal staff apprised of key issues that affect their programs
- Work with staff from other government agencies, business, industry, government, media, community and special interest groups.
- Apply tact, diplomacy and political savvy when dealing with divergent groups.
- Forge and leverage partnerships.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in liberal arts, English, linguistics, political science, public administration, government, law communications, public relations or related field (master's degree preferred) and five (5) years of verifiable experience in government relations, law, communications, public relations, including writing, reviewing and analyzing legislations and familiarity with obtaining grants.

LICENSES AND CERTIFICATIONS

- Possession of, or ability to obtain, an appropriate valid California's driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects (generally less than 20 pounds) necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

ATTACHMENT B

**ENERGY COUNCIL
RESOLUTION #EC2017-**

**MOVED:
SECONDED:
AT THE MEETING HELD MAY 24, 2017**

**THE ENERGY COUNCIL AUTHORIZES ADOPTION OF THE FISCAL YEAR 2017-18 BUDGET AND PROJECT
CONTRACTS**

WHEREAS, a preliminary budget for Fiscal Year 2017-18 has been developed that incorporates programs and projects based on the priorities adopted by the Energy Council; and

WHEREAS, this budget was presented at the joint meeting of the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board and the Energy Council, held on April 26, 2017 for review and comment; and,

WHEREAS, legal notice of the public budget hearing has been provided, and the matter scheduled on the May 24, 2017 Energy Council agenda for adoption.

NOW THEREFORE, BE IT RESOLVED, that the Energy Council hereby:

1. Approves the budget as it pertains to the Energy Council operations and as shown on Attachment B-I with expenditures totaling \$6,603,542 effective July 1, 2017.
2. Authorizes the following contract for Fiscal Year 2017-18 subject to approval as to form by Legal Counsel, and consistent with the Authority's purchasing policy:

Energy Council Incubator Project

California Consulting

\$ 60,000

This contractor will provide grant writing services for multiple priority areas.

Passed and adopted this 24th day of May, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Wendy Sommer, Executive Director

PROJECTS BY FUNDING SOURCE - CORE FUNDED - FY17/18

| Total | Waste Management Authority | | | | | Recycling Board | | | | | | | | Energy Council | | | | | | |
|---|----------------------------|----------------|------------|-------------------|-----|-----------------|---------------------------|-----|---------------------|----------------------|------------------|--------------------|--------------------------------------|----------------|-----|-----|-------|-----|-----|---|
| | Facilities & Enforcement | Mitigation:OPD | Mitigation | Externally Funded | HHW | Energy Council | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | Source Reduction | Market Development | Recycled Product Purchase Preference | | | | | | | |
| | 21 | | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | 34 | 35 | | | | | | | |
| Dollars in thousands: (.000) | | | | | | | | | | | | | | | | | | | | |
| Core Funded | | | | | | | | | | | | | | | | | | | | |
| | \$ | 472,579 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 161 | \$ | - | \$ | 156 | \$ | 156 | \$ | - |
| 1020 LANDSCAPE SERVICES AND PARTNERSHIPS | | | | 6 | | | | | | | | | | | | 58 | | 19 | | - |
| 1150 BAY-FRIENDLY WATER EFFICIENT LANDSCAPE PROP 84 | | | | 89,984 | | | | | | | | | | | | | | | | - |
| 1200 PACKAGING | | | | 391,086 | | | | | | | | | | | | | | | | - |
| 1220 FOODWASTE PREVENTION | | | | 1,381,024 | | | | | | | | | | | | | | | | - |
| 1250 REUSABLE BAG ORDINANCE IMPLEMENTATION | | | | 149,445 | | | | | | | | | | | | | | | | - |
| 1260 COMPOST AND MULCH | | | | 365,304 | | | | | | | | | | | | | | | | - |
| 1350 BUILDING SERVICES AND PARTNERSHIPS | | | | 313,251 | | | | | | | | | | | | | | | | - |
| 2040 COMPETITIVE GRANTS | | | | 296,502 | | | | | | | | | | | | | | | | - |
| 2090 MANDATORY RECYCLING IMPLEMENTATION | | | | 2,185,361 | | | | | | | | | | | | | | | | - |
| 2110 CONSTRUCTION & DEMOLITION DEBRIS RECYCLING | | | | 140,905 | | | | | | | | | | | | | | | | - |
| 2420 BUSINESS ASSISTANCE SUPPORTING ACTIVITIES | | | | 107,142 | | | | | | | | | | | | | | | | - |
| 3210 PROPERTY MANAGEMENT | | | | 184,728 | | | | | | | | | | | | | | | | - |
| 3220 DISPOSAL REPORTING | | | | 38,096 | | | | | | | | | | | | | | | | - |
| 3230 TECHNICAL ADVISORY COMMITTEE | | | | 73,255 | | | | | | | | | | | | | | | | - |
| 3240 FEE ENFORCEMENT | | | | 334,764 | | | | | | | | | | | | | | | | - |
| 3410 GENERAL PLANNING | | | | 72,358 | | | | | | | | | | | | | | | | - |
| 3440 WASTE CHARACTERIZATION STUDY | | | | 122,578 | | | | | | | | | | | | | | | | - |
| 3460 FIVE YEAR AUDIT | | | | 48,294 | | | | | | | | | | | | | | | | - |
| 3480 MEASUREMENT AND ANALYSIS | | | | 255,168 | | | | | | | | | | | | | | | | - |
| 3510 GENERAL AGENCY COMMUNICATION | | | | 1,404,185 | | | | | | | | | | | | | | | | - |
| 3530 LEGISLATION | | | | 551,490 | | | | | | | | | | | | | | | | - |
| 3570 COMMUNITY BASED OUTREACH | | | | 712,874 | | | | | | | | | | | | | | | | - |
| 3580 SCHOOLS BASED COMMUNITY OUTREACH | | | | 1,324,040 | | | | | | | | | | | | | | | | - |
| Total Core Projects | \$ | 11,014,412 | \$ | 6,220 | | \$ | 206 | - | - | - | - | \$ | 2,313 | \$ | 696 | \$ | 1,027 | \$ | 553 | - |

PROJECTS BY FUNDING SOURCE - NON-CORE FUNDED - FY17/18

| | | Waste Management Authority | | | | | Recycling Board | | | | | Energy Council | | |
|---|--|----------------------------|----------------|------------|-------------------|----------|-----------------|---------------------------|-------|---------------------|----------------------|----------------|------------------|--------------------|
| | | Facilities & Enforcement | Mitigation:OPD | Mitigation | Externally Funded | HHW | Energy Council | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | | Source Reduction | Market Development |
| Total | | 21 | | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | 34 | 35 |
| Dollars in thousands: (.000) | | | | | | | | | | | | | | |
| Externally Funded | | | | | | | | | | | | | | |
| 1153 BAY-FRIENDLY WATER EFFICIENT LANDSCAPE PROP 84 ROUND III | | | - | - | \$ 957 | - | - | - | - | - | - | - | - | - |
| 1251 REUSABLE BAG ORDINANCE EXTERNAL CONTRIBUTIONS | | | - | - | 60 | - | - | - | - | - | - | - | - | - |
| 1347 BAYREN (BAY REGIONAL ENERGY NETWORK) | | | - | - | - | - | 5,856 | - | - | - | - | - | - | - |
| 1348 PG&E LOCAL GOVERNMENT PARTNERSHIP | | | - | - | - | - | 579 | - | - | - | - | - | - | - |
| 1349 ENERGY COUNCIL INCUBATOR | | | - | - | - | - | 169 | - | - | - | - | - | - | - |
| 2311 USED OIL RECYCLING GRANT | | | - | - | 155 | - | - | - | - | - | - | - | - | - |
| 3021 MISCELLANEOUS SMALL GRANTS ADMINISTRATION | | | - | - | 300 | - | - | - | - | - | - | - | - | - |
| Total Externally Funded Projects | | | - | - | 1,472 | - | 6,604 | - | - | - | - | - | - | - |
| HHW Fees | | | | | | | | | | | | | | |
| 2312 HOUSEHOLD HAZARDOUS WASTE FACILITIES | | | - | - | - | 6,521 | - | - | - | - | - | - | - | - |
| Total HHW Fees Projects | | | - | - | - | 6,521 | - | - | - | - | - | - | - | - |
| Other | | | | | | | | | | | | | | |
| 1210 RECYCLED PRODUCT PURCHASE PREFERENCE | | | - | - | - | - | - | - | - | - | - | - | - | 439 |
| 2030 REVOLVING LOAN FUND | | | - | - | - | - | - | - | 13 | - | - | - | - | - |
| 2220 RB MUNICIPALITIES (Measure D 5.0%) | | | - | - | - | - | - | 4,433 | - | - | - | - | - | - |
| Total Other Projects | | | - | - | - | - | - | 4,433 | 13 | - | - | - | - | 439 |
| OPD Transfers | | | | | | | | | | | | | | |
| 1020 LANDSCAPE SERVICES AND PARTNERSHIPS | | | - | 35 | - | - | - | - | - | - | - | - | - | - |
| 1220 FOODWASTE PREVENTION | | | - | 40 | - | - | - | - | - | - | - | - | - | - |
| 1260 COMPOST AND MULCH | | | - | 75 | - | - | - | - | - | - | - | - | - | - |
| 2420 BUSINESS ASSISTANCE SUPPORTING ACTIVITIES | | | - | 137 | - | - | - | - | - | - | - | - | - | - |
| Total OPD Transfers | | | - | 287 | - | - | - | - | - | - | - | - | - | - |
| Total Project Expenditures | | | \$ 6,220 | \$ 287 | \$ 206 | \$ 1,472 | \$ 6,521 | \$ 4,433 | \$ 13 | \$ 2,313 | \$ 696 | \$ 1,027 | \$ 553 | \$ 439 |

REVENUE BY FUNDING SOURCE - FY 17/18

| | Waste Management Authority | | | | | | Recycling Board | | | | | | Energy Council |
|--|----------------------------|----------------|------------|-------------------|----------|----------------|---------------------------|------------|---------------------|----------------------|------------------|--------------------|----------------|
| | Facilities & Enforcement | Mitigation:OPD | Mitigation | Externally Funded | HHW | Energy Council | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | Source Reduction | Market Development | |
| Total | 21 | | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | 34 | 35 |
| Dollars in thousands; (000) | | | | | | | | | | | | | |
| REVENUES | | | | | | | | | | | | | |
| Tonnage revenues | 9,383,355 | 4,872 | 369 | | | | | | 1,329 | 1,042 | 886 | 886 | |
| Property and Other revenues | 579,791 | | 580 | | | | | | | | | | |
| HHW Fees | 7,196,854 | | | | 7,197 | | | | | | | | |
| Energy Council | 6,553,542 | | | | | 6,554 | | | | | | | |
| Externally funded revenues | 1,471,783 | | | 1,472 | | | | | | | | | |
| RB Municipalities (Measure D 50%) (Proj. 2220) | 4,429,942 | | | | | | 4,430 | | | | | | |
| Recycled Product Purchase Preference (Measure D 5%) (Proj. 1210) | 442,994 | | | | | | | | | | | | 443 |
| Reserves Transfers & Revenue Allocations | 287,000 | (50) | 287 | | | 50 | | (1,420) | | | | 1,420 | |
| Interest | 121,400 | 30 | 48 | | | | | 4 | 39 | | | | |
| Interest Other Funds | 41,500 | | | | 36 | 2 | 4 | | | | | | |
| Total Revenues | \$ 30,508,161 | \$ 4,852 | \$ 287 | \$ 996 | \$ 1,472 | \$ 7,233 | \$ 6,606 | \$ 4,433 | \$ 1,368 | \$ 1,042 | \$ 886 | \$ 2,306 | \$ 443 |
| Excess of Expenditures Over Revenues | | | | | | | | | | | | | |
| | \$ (274,899) | \$ - | \$ 791 | \$ 0 | \$ 712 | \$ 2 | \$ (0) | \$ (1,429) | \$ (945) | \$ 345 | \$ (141) | \$ 1,753 | \$ 4 |

FUND BALANCE (WORKING CAPITAL) SUMMARY - FY 17/18

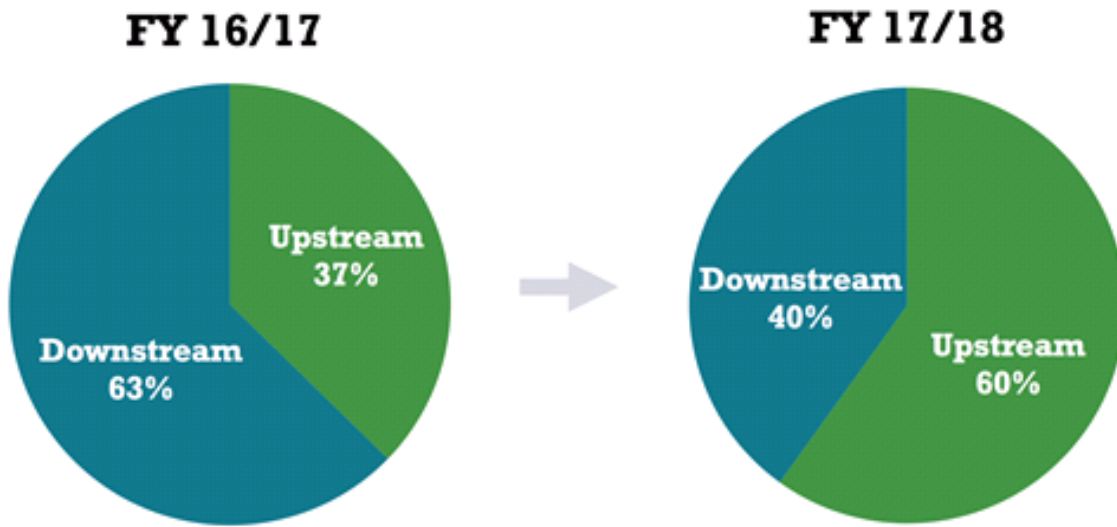
| | Waste Management Authority | | | | | Energy Council | Recycling Board | | | | | | |
|--|----------------------------|----------------|------------|-------------------|----------|----------------|---------------------------|---------|---------------------|----------------------|------------------|--------------------|------------------|
| | Facilities & Enforcement | Mitigation:OPD | Mitigation | Externally Funded | HHW | | Municipalities Allocation | RLF | Admin/Discretionary | Grants to Non-Profit | Source Reduction | Market Development | Recycled Product |
| Total | 21 | 24 | 22 | 28 | 40 | 27 | 29 | 30 & 31 | 32 | 33 | 34 | 35 | |
| -----Dollars in thousands: (000)----- | | | | | | | | | | | | | |
| Working Capital (Fund Balance) | | | | | | | | | | | | | |
| Beginning Available Working Capital 7/1/16 | 19,767,342 | | 1,331 | 0 | 7,535 | 85 | 0 | 1,415 | 3,456 | 1,535 | 661 | 261 | 8 |
| Budget 16/17 - Net | -1,773,292 | -448 | -1,376 | 0 | 632 | 53 | 0 | -539 | 63 | -75 | -14 | -69 | 0 |
| Projected Adjustments for actuals | 1,350,000 | 750 | | | | | | 600 | | | | | |
| Projected Ending Working Capital 6/30/17 | 19,344,050 | 3,782 | -45 | 0 | 8,168 | 138 | 0 | 1,476 | 3,519 | 1,460 | 647 | 192 | 8 |
| AVAILABLE FUNDING (FY17/18) | 49,852,211 | 8,634 | 951 | 1,472 | 15,401 | 6,743 | 4,433 | 60 | 4,887 | 2,502 | 1,533 | 2,498 | 451 |
| Less: Net Project Expenditures (FY17/18) | -30,783,059 | -6,220 | -206 | -1,472 | -6,521 | -6,604 | -4,433 | -13 | -2,313 | -696 | -1,027 | -553 | -439 |
| ENDING WORKING CAPITAL (FUND BALANCE) | \$ 19,069,151 | \$ 2,414 | \$ 745 | \$ 0 | \$ 8,879 | \$ 140 | \$ (0) | \$ 47 | \$ 2,574 | \$ 1,806 | \$ 507 | \$ 1,945 | \$ 12 |
| Core Fund Balance | \$ 9,990,550 | \$ 2,414 | \$ 745 | \$ 0 | | | | | \$ 2,574 | \$ 1,806 | \$ 507 | \$ 1,945 | |
| Other Fund Balances | \$ 9,078,602 | | | | \$ 8,879 | \$ 140 | \$ 0 | \$ 47 | | | | \$ | 12 |
| WMA Fund Balance | \$ 12,038,369 | 2,414 | 745 | 0 | 8,879 | | | | | | | | |
| RB Fund Balance | \$ 6,890,902 | | | | | | (0) | 47 | 2,574 | 1,806 | 507 | 1,945 | 12 |
| EC Fund Balance | \$ 139,880 | | | | | 140 | | | | | | | |

WORKING CAPITAL AVAILABLE - ENERGY COUNCIL - FY17/18

| FUND NAME | BEG. FUND BALANCE JULY 1, 2017 | ADJUST- MENTS | BEG. FUND BALANCE JULY 1, 2017 | PROJECTED REVENUES | PROJECTED EXPENDITURES | TRANSFERS | ESTIMATED FUND BALANCE June 30, 2018 |
|-----------------------------|--------------------------------------|------------------|--------------------------------------|-----------------------|---------------------------|-----------|---|
| | | | | | | | |
| Energy Council | \$ 137,880 | | \$ 137,880 | \$ 6,605,542 | \$ (6,603,542) | | \$ 139,880 |
| <i>Energy Council Total</i> | <u>\$ 137,880</u> | <u>-</u> | <u>137,880</u> | <u>6,605,542</u> | <u>(6,603,542)</u> | <u>-</u> | <u>\$ 139,880</u> |

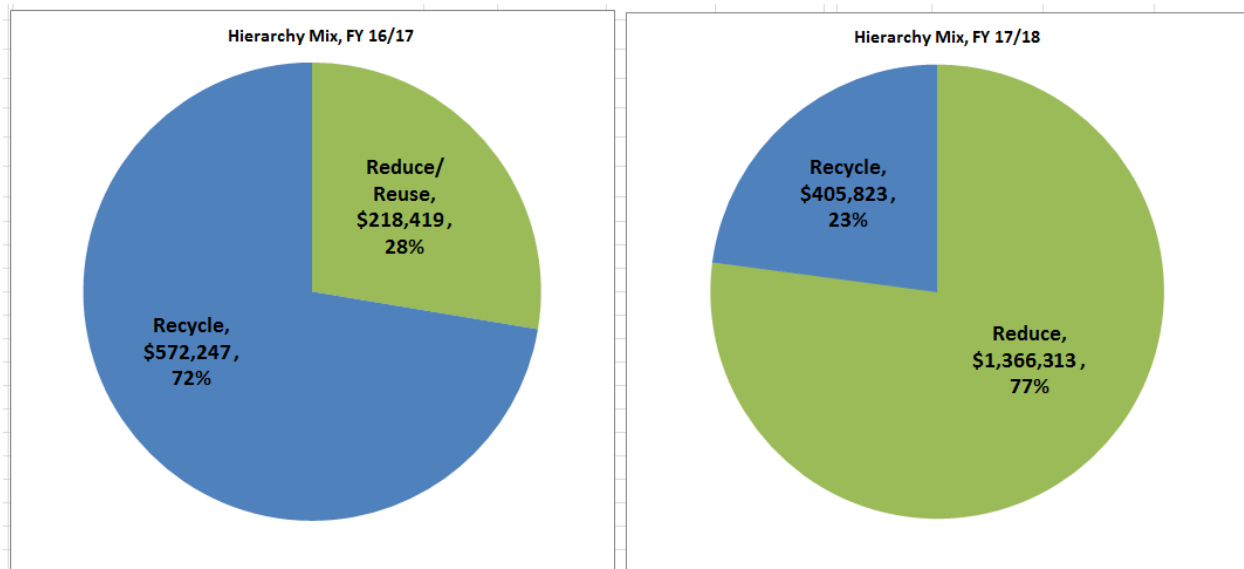
Programmatic Analysis - Waste Hierarchy

Our programmatic focus is shifting upstream as we increasingly emphasize projects that target “reduce” and “reuse” in the waste reduction hierarchy. The figure below includes all Agency programs



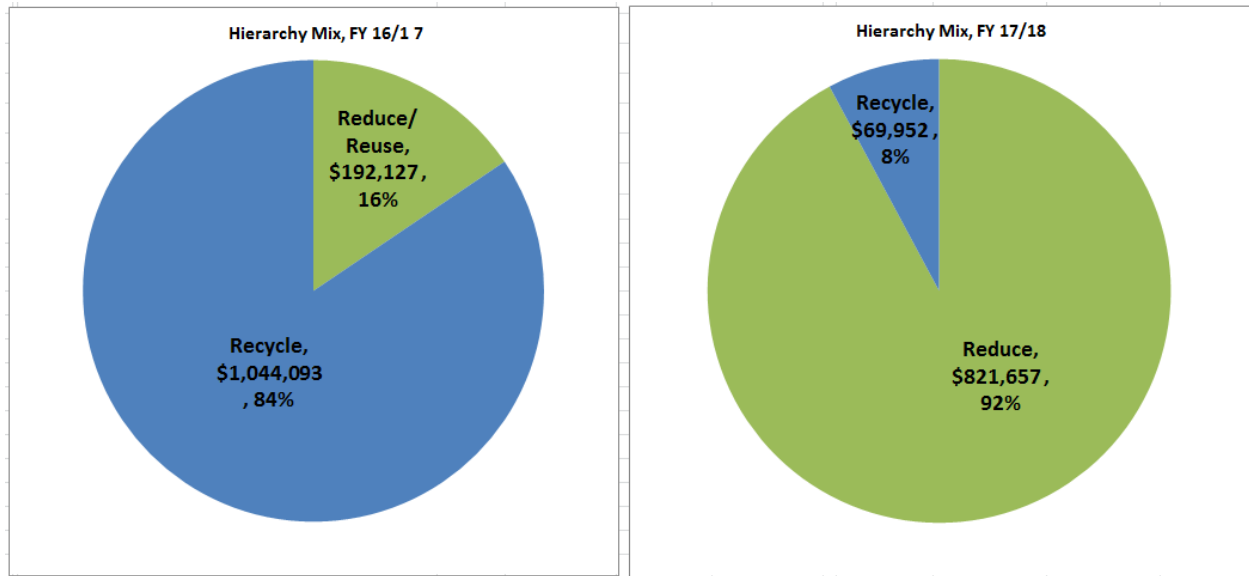
Some new or changed activities planned within three Agency topic areas are influencing this shift:

Communications:



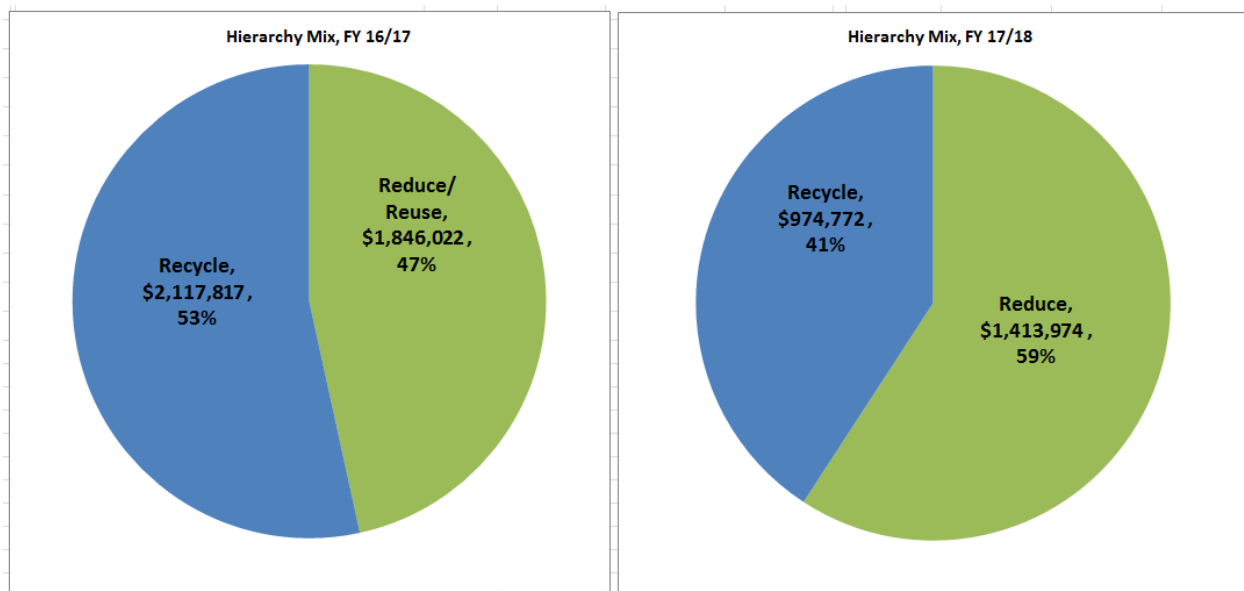
- The Ready Set Recycle public outreach campaign, which has focused exclusively on encouraging proper sorting behavior among residents (downstream), ends with this fiscal year.
- For FY 17-18 we are developing new outreach and education activities focused on the food cycle, including best practices for reducing consumer food waste (upstream).

Built-Environment:



- Circular Economy: Increasing involvement and efforts to advance Circular Economy principles and projects. We are participants in the nascent efforts of the Ellen MacArthur Foundation to bring their extensive research and engagement efforts on this topic to the United States, and currently exploring opportunities to collaborate and pilot local initiatives.
- Regionalizing Bay Friendly: This project (1140) will sunset this year. It included both up- and downstream components.

Organics:



- A moderate shift upstream in Organics is caused by an overall increase in scope and budget for the Food Waste Prevention project, which targets commercial and institutional generators of food waste as well as new efforts addressing school and residential audiences.

This page intentionally left blank



DATE: May 24, 2017

TO: Energy Council

FROM: Wendy Sommer, Executive Director

BY: Karen Kho, Senior Program Manager
Heather Larson, Program Manager

SUBJECT: Local Government Challenge Grant Acceptance

SUMMARY

The California Energy Commission (CEC) has selected the Agency's *Accelerating Multifamily Building Upgrades* proposal for one of four awards in its Energy Innovation Challenge. The total grant award is \$1 million. Staff is requesting that the Energy Council authorize the Executive Director to enter into a contract with the California Energy Commission to accept the grant and modify the FY17-18 budget accordingly.

DISCUSSION

On January 6, 2017, the CEC released a competitive solicitation to fund projects that stimulate innovation in building energy efficiency and developing or implementing climate action plans. Up to \$10.2 million in American Recovery and Reinvestment Act (ARRA) funding is available to fund applications from local governments in two groups: the Energy Innovation Challenge and the Small Government Leadership Challenge. The CEC received 38 applications statewide.

Staff consulted with the Energy Council Technical Advisory Group (TAG) and developed two proposal concepts, one for each funding group. The CEC has selected the Agency's *Accelerating Multifamily Building Upgrades* proposal for one of the four awards in the Energy Innovation Challenge. The total grant award is \$1 million. The Agency also submitted the *Alameda County Small Cities Climate Action Planning Leadership Project* to support the development of 2030/2050 Climate Action Plans (CAPs) for the Cities of Albany, Dublin, Piedmont, and San Leandro. Unfortunately, this proposal was not selected for funding under the Small Government Leadership Challenge.

The *Accelerating Multifamily Building Upgrades* proposal advances key strategies connected to the Existing Buildings Energy Efficient Action Plan (EBEE Action Plan) specific to the multifamily sector, supports the implementation of SB 350 and the Low-Income Barriers Study, and provides foundational support for the implementation of AB 802 in Bay Area jurisdictions. SB 350 establishes a statewide goal of increasing energy efficiency in existing buildings by 50% by 2030, and AB 802 requires the energy benchmarking of commercial buildings by July 2019.

Multifamily property owners throughout Alameda County and the Bay Area will receive free technical assistance in energy benchmarking. Targeted assistance will be provided to the Cities of Berkeley, Hayward and Oakland, because they agreed to evaluate and implement multifamily assessment policies. Consulting support will be provided by the Association for Energy Affordability (AEA) and Build It Green. The project will commence in July 2017 and is scheduled to be completed by December 2019.

The California Energy Commission is scheduled to vote on approval of the Local Government Challenge grant agreements at its June 28 business meeting and encumber the funds before the end of the fiscal year on June 30. The Scope of Work and budget are described in Attachment A. We will be hiring one new limited term staff position to support the grant during its two-year duration.

RECOMMENDATION

Adopt the attached Resolution authorizing the Executive Director to enter into a contract with the California Energy Commission and other related actions.

Attachment A: Draft Energy Council Scope of Work

**ENERGY COUNCIL
RESOLUTION #EC 2017 –**

**MOVED:
SECONDED:**

AT THE MEETING HELD MAY 24, 2017

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH THE
CALIFORNIA ENERGY COMMISSION TO ACCEPT THE LOCAL GOVERNMENT CHALLENGE GRANT AND
OTHER RELATED ACTIONS**

WHEREAS, the Energy Council recognizes that it is in the interest of the local, regional, state, and federal agencies to stimulate economic development; reduce fossil fuel emissions; and reduce total energy usage and improve energy efficiency; and

WHEREAS, the Energy Council was formed to seek funding to develop and implement programs and policies that reduce energy demand, increase energy efficiency, advance the use of clean, efficient and renewable resources, and help create climate resilient communities; and

WHEREAS, in its 2016-17 budget, the California Legislature approved the California Energy Commission's (CEC) expenditure authority to administer repaid and repurposed federal American Recovery and Reinvestment Act (ARRA) State Energy Program Funds; and

WHEREAS, on January 6, 2017 the CEC released a grant solicitation for up to \$10.2 million in two funding groups: Energy Innovation Challenge and Small Governments Leadership Challenge; and

WHEREAS, with input from the Energy Council Technical Advisory Group (TAG), the Energy Council submitted two proposals to the Local Government Challenge grant; and

WHEREAS, the Energy Council's proposal "Accelerating Multifamily Building Upgrades" was selected as one of four statewide awards for the Energy Innovation Challenge, and

WHEREAS, at its June 28 business meeting the CEC intends to approve a grant agreement for \$1 million for project deliverables as described in Attachment A;

NOW THEREFORE, BE IT RESOLVED, that the Energy Council hereby authorizes the Executive Director to:

1. Enter into all necessary contracts and agreements with the California Energy Commission to accept \$1 million, and amend the FY 2017/18 budget to include this project upon CEC approval of the grant agreement.
2. Approve any required time extensions, modifications, or amendments thereto.
3. Allocate the necessary resources to implement and carry out the scope of work.

ADOPTED this 24th day of May 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

I certify that under the penalty of perjury that the foregoing is a full, true and correct copy of Resolution #EC 2017 –

WENDY SOMMER
Executive Director

Attachment A

Draft Energy Council Scope of Work Energy Innovation Challenge: Accelerating Multifamily Building Upgrades

There is an opportunity and critical need to realize the significant savings embedded in the multifamily sector. There are more than 2.4 million existing multifamily dwelling units in California, which represents 23 percent of California total housing units. In addition, according to the Low-Income Barriers Study (CEC 2016) over 47% of low-income residents in California live in multifamily units. If 25 percent of the state's MF units were upgraded to improve energy performance by 20 percent, it would reduce annual energy consumption by 437,860 megawatt-hours (MWh) of electricity and 35 million therms of natural gas. Avoided greenhouse gas emissions would be 593,528 MTCO₂E annually.

Existing approaches, resources and incentive mechanisms alone will not enable the market to realize the potential of multifamily energy savings. This project will accelerate multifamily building upgrades by: 1. enabling broader consideration of multifamily energy assessment ordinances; 2. ensuring that AB 802 benchmarking and disclosure is feasible in the multifamily sector; and 3. leveraging market-based mechanisms for building energy transparency and financing.

1. Multifamily Assessment Policies

This project will address barriers to including multifamily buildings in assessment policies with the development of two key elements: a low-cost multifamily property assessment tool; and a rental housing potential study.

- Develop low-cost and streamlined standardized property assessment protocol and evaluate EnergyPro Lite's and DOE's Asset Score for use in mandatory policies
- Assist the City of Berkeley in implementing the multifamily portion of its Berkeley Energy Savings Ordinance (BESO), which requires a building assessment at time-of sale.
- Support the Cities of Hayward and Oakland in evaluating and piloting assessment and disclosure policies for multifamily properties, which could include time-of-rental-inspection or date certain trigger events.
- Develop a potential study for rental housing policies, such as the City of Boulder's SmartRegs that would investigate the opportunity for local governments to adopt policies triggered by the time of rental inspection.

2. AB 802 implementation and benchmarking assistance

Currently, there is no consistent delivery of data from utilities that would enable local governments to implement and verify the effectiveness of their programs and policies. Local Governments have yet to see data promised under the original intent of AB 802, and there is no determination on the exact data needs and format to support local jurisdictions in their policy implementation in multifamily housing.

- Provide benchmarking assistance to Bay Area property owners for early adoption of AB 802
- Develop recommendations for Energy Data Request Portal (EDRP) integration to ensure that AB 802 works effectively in the multifamily sector.
- Develop benchmarking protocol for multifamily and mixed use buildings in California, to allow more meaningful comparison among buildings.

3. Market-Based Mechanisms

Getting to scale in the multifamily sector will require a complementary suite of strategies. Even when assessment tools and energy usage data are readily available, not all local governments will be willing and able to adopt policies. The MPT will leverage two additional market drivers to increase the demand for building upgrades: driving tenant demand through transparency and financing.

- Compare Utility Score with EProLite, DOE Asset Score and actual utility bill data to determine whether publicly available information can reduce the need for an assessor to visit a property.
- Update GreenPoint Rated, the predominant green building certification program for multifamily buildings in California, to include simplified building assessment process.
- Conduct an assessment of 3rd-party apartment rental platforms and recommend steps toward inserting energy efficiency data into unit listings.
- Conduct outreach to housing finance entities and recommend opportunities for coordination

4. Stakeholder Engagement/Disseminate Results

The rental inspection potential study, other policy recommendations and tools will be shared through the BayREN Residential Energy Assessment and Disclosure working group, the PG&E Codes & Standards program, the Statewide Energy Efficiency Collaborative, the LGSEC and Green Cities California networks, and the DOE SEED Collaborative. StopWaste will also engage the Multifamily Home Energy Retrofit Coordination Committee (MF HERCC) - a collaborative of utilities, local governments and energy experts that developed consensus recommendations for multifamily building retrofit programs. The original 2011 recommendations were widely adopted and referenced by the CPUC in its energy efficiency proceedings. StopWaste will update the MF HERCC recommendations to include the simplified building assessment process, AB 802 implementation findings, and market scalability recommendations.

| Scope of Work Elements | Budget | Products (final deliverables) |
|--|--------------------|---|
| 1. Administration | \$112,100 | Meeting agendas, status reports, invoices, sub-contracts per CEC requirements |
| 2. Multifamily Assessment Policies | \$350,800 | <ul style="list-style-type: none">• Low Cost Assessment Tool• Rental Housing Potential Study |
| 3. Benchmarking & Disclosure Assistance | \$222,000 | <ul style="list-style-type: none">• Multifamily Benchmarking Protocol• Energy Data Request Portal (EDRP) Integration Recommendations |
| 4. Market-Based Mechanisms | \$184,700 | <ul style="list-style-type: none">• Recommendations to improve tenant access to energy efficiency data• Report on Housing Finance Coordination |
| 5. Stakeholder Engagement/ Disseminate Results | \$130,400 | <ul style="list-style-type: none">• Draft Public Outreach/Broadcast Results Plan• Final Public Outreach/Broadcast Results Plan |
| Total | \$1,000,000 | |

June 2017
Meetings Schedule

Alameda County Waste Management Authority, The Energy Council, & Source Reduction and Recycling Board

(Meetings are held at StopWaste Offices unless otherwise noted)

| SUN | MON | TUES | WED | THURS | FRI | SAT |
|-----|-----|------|--|--|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 9:00 AM Programs & Administration Committee Key Items: 1. OPEB update 2. CV Less than Weekly Report 3. Reusable Bags update <hr/> 4:00 PM Planning & Organization Committee and Recycling Board Key Items: 1. Adopt FY 17/18 Budget 2. OPEB update | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 3:00 PM Waste Management Authority & Energy Council Key Items: 1. Election of Officers 2. RB Reappointment/ Martinez 3. HHW Fee Collection Report-Adoption 4. Legislative report 5. Authority Counsel Contract | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |