

AGENDA

Michael Hannon, **WMA President**
City of Newark, WMA, EC
Dave Sadoff, **WMA 1st Vice President**
Castro Valley Sanitary District, WMA
Tim Rood, **WMA 2nd Vice President**
City of Piedmont, WMA, EC
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
Dan Kalb, City of Oakland, WMA, EC
Shelia Young, Oro Loma Sanitary District, WMA
Jerry Pentin, City of Pleasanton, WMA, EC
Deborah Cox, City of San Leandro, WMA, EC

Wendy Sommer, Executive Director

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

Wednesday, July 26, 2017

3:00 P.M.

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

**Teleconference
Lorrin Ellis
331 Seminary Road
Milford, NY 13807
510-952-9236**

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 Minutes of June 28, 2017 (Wendy Sommer)

7. 2. Changes to the Human Resource Manual (Pat Cabrera)
The P&A Committee recommends that the WMA Board approve the attached changes to the HR manual.

19. 3. Minutes of the July 19, 2017 Technical Advisory Group (Karen Kho)

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

- 23 **1. CalRecycle Food Waste Prevention and Rescue Grant Program - Resolution to submit cooperative grant application as lead agency (Wendy Sommer)**
That the WMA authorize the Executive Director to submit a Food Waste Prevention and Rescue Grant Program (Grant ID: 20347) cooperative application on behalf of itself as Lead Agency and the participating entities as shown by the resolution attached.
- 27 **2. Bottle Bill Fixes and Support for SB 102 (Tom Padia)**
That the Waste Management Authority take a “support” position on SB 102, and direct staff to continue its support of Bottle Bill fixes via its lobbyist in Sacramento and partner organizations such as Californians Against Waste.
- 33 **3. Presentation by Supervisor Valle**
- 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 meetings, August 10, 2017, 4:00 pm and September 14, 2017, 7:00 pm – StopWaste Offices, 1537 Webster Street, Oakland, CA)
- 35 **5. Election of Energy Council Officers for Fiscal Year 2017-18 (Wendy Sommer)**
Staff recommends that the Energy Council elect officers for Fiscal Year 2017-18.

VII. COMMUNICATIONS/MEMBER COMMENTS

VIII. ADJOURNMENT

DRAFT

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

Wednesday, June 28, 2017

3:00 P.M.

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

I. CALL TO ORDER

President Dan Kalb, WMA, called the meeting to order at 3:02 p.m.

II. ROLL CALL

WMA & EC:

City of Alameda	Jim Oddie, WMA, EC
City of Albany	Peter Maass, WMA, EC
City of Berkeley	Jesse Arreguin, WMA, EC
Castro Valley Sanitary District	Dave Sadoff, WMA
City of Dublin	Don Biddle, WMA, EC
City of Fremont	David Bonaccorsi, WMA, EC
City of Hayward	Sara Lamnin, WMA, EC
City of Livermore	Bob Carling, WMA, EC
City of Newark	Mike Hannon, WMA, EC
City of Oakland	Dan Kalb, WMA, EC
Oro Loma Sanitary District	Shelia Young, WMA
City of Piedmont	Tim Rood, WMA, EC
City of Pleasanton	Jerry Pentin, WMA, EC
City of San Leandro	Deborah Cox, WMA, EC
City of Union City	Gary Singh, WMA, EC

ABSENT:

County of Alameda	Keith Carson, WMA, EC
City of Emeryville	Dianne Martinez, WMA, EC

Staff Participating:

Wendy Sommer, Executive Director
Tom Padia, Deputy Executive Director
Pat Cabrera, Administrative Services Director
Jeff Becerra, Communications Manager
Richard Taylor, Legal Counsel, Authority Board
Arliss Dunn, Clerk of the Board

Others Present:

Bill Pollock, Program Manager, Household Hazardous Waste Program
Ken Pianin, Recycling Program Manager, City of Fremont

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III. ANNOUNCEMENTS BY THE PRESIDENTS

There were none.

IV. CONSENT CALENDAR

1. **Approval of the Draft Minutes of May 24, 2017 (Wendy Sommer)** **Action**
2. **Fiscal Year 2016-17 Funding Approval for Retiree Medical Benefits (Pat Cabrera & Todd High)** **Action**

The Programs & Administration Committee recommends that the WMA Board authorize the Executive Director to contribute the additional \$250,000 in FY 2016/17 to the Agency's CERBT fund for the Agency's OPEB account.

3. **Minutes of the June 20, 2017 Technical Advisory Group (TAG) (Karen Kho)** **Information**

Board member Young made the motion to approve the Consent Calendar. Board member Arreguin seconded and the motion carried: 14-0.

(Ayes: Arreguin, Biddle, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Young. Nays: None. Abstain: None. Absent: Bonaccorsi, Carson, Martinez, Rood, Sadoff).

Board member Lamnin requested that staff provide a definition of the acronyms for the Technical Advisory Group (TAG) minutes. There were no public comments on the Consent Calendar.

V. OPEN PUBLIC DISCUSSION

There was none.

VI. REGULAR CALENDAR

1. **Public Hearing and Annual Adoption of Fee Collection Report for Household Hazardous Waste Fee (Wendy Sommer & Pat Cabrera)** **Action/
Public Hearing**

Staff recommends that the WMA Board hold a public hearing on the Fee Collection Report and approve the Fee Collection Report for FY2017-18, which includes adjusting the fee downward from \$8.60 to \$8.46 per unit for FY2017-18.

Wendy Sommer provided an overview of the staff report and presented a PowerPoint presentation. A link to the report and the presentation is available here: [HHW-Annual-Report-06-28-17.pdf](http://www.hhwreport.org/HHW-Annual-Report-06-28-17.pdf)

Ms. Sommer announced that Bill Pollock, Countywide HHW Program Manager, was present and available to answer any questions. Ken Pianin, City of Fremont was in attendance as well. Ms. Sommer stated that Pat Cabrera, Administrative Services Director, would assume management of the HHW program for StopWaste.

Mr. Pollock stated that the program requires assistance from the Board in identifying sites to hold Sunday events in underserved areas. Hostable sites require a minimum of 2 acres and a quarter mile of road that is not busy on a Sunday. Mr. Pollock stated that the Board can also provide assistance in encouraging the Police Departments to participate in the pharmaceutical drop-off program. Board member Bonaccorsi inquired about the infrastructure required for receiving the pharmaceuticals. Mr. Pollock stated that the stewardship program provides the required kiosk receptacles and they will also service the kiosks. Mr. Pollock added Kaiser has recently signed up and will have kiosks available at 13 sites throughout Alameda County. The added sites will increase our sites to 35 and we have set a goal of 100 sites throughout the County. Board member Carling inquired about the reluctance of Police departments for participating in the program. Mr. Pollock stated that he is not sure and encouraged Board members to speak to their respective Police departments.

Board member Sadoff inquired if there were any cost savings from the Hayward site being closed for three months. Ms. Sommer stated no, the residents were advised to go to the Fremont facility and we are

reimbursing Fremont for providing service during the shut-down period. Board member Sadoff inquired if the Hayward workers transferred to the Fremont facility during the shut-down period. Mr. Pollock stated no, there is a core staff of County employees and contractors are used as well. Due to the Hayward facility shut-down, those employees were diverted to the Oakland and Livermore facilities and there was no requirement to utilize contractors. He added there were possible cost savings due to the decrease in the number of cars being served and disposal fees but there were costs incurred to repair the Hayward facility. Board member Sadoff inquired about the upcoming schedule for one day events. Mr. Pollock stated that the schedule is posted on the StopWaste website a month or two prior to the events and staff is still trying to nail down sites for events. Board member Lamnin requested that staff send the link to the HHW events to Board members and inquired about the list of locations for battery collection. Mr. Pollock stated that the list of participating partners is available on the StopWaste website and the information is provided on postcards that are mailed to residents. Board member Carling stated that he is pleased to see that Livermore is exceeding expectations and inquired if there are any lessons learned. Mr. Pollock stated that besides the fact that the facility is located in Livermore, he is not quite sure why Livermore has high participation.

President Kalb inquired if there is data on the most prevalent materials collected countywide. Mr. Pollock stated paint is the most prevalent material received. Mr. Pollock added the Product Stewardship organization for paint is operating in 14 local paint stores throughout Alameda County and the cost for disposal of paint is zero and it also lowers the HHW fee for residents. President Kalb stated that he is sure that there is more paint that is not being disposed of and suggested that staff provide any electronic outreach material to Board members to include in their newsletters and other messaging to constituents. Board member Maass stated that not disclosing the address to the HHW one day event site until registering for the event may discourage people from participating. Mr. Pollock stated that there is an event capacity of 500-600 cars and permitting does not allow the event to exceed capacity, also, requiring residents to sign up allows them to schedule an appointment time and allows staff to control the volume and traffic. Board member Singh inquired about the process for disposal of car batteries. Mr. Pollock stated that car batteries are sent to a car battery vendor for disposal. Board member Singh inquired if staff is certain that they are properly disposing the batteries. Mr. Pollock stated yes, we do due diligence that they are properly handling the materials. Board member Hannon stated that it is important to have more data to show residents the importance of the program in terms of the amount of waste diverted from the landfills as well as making the program customer focused. Board member Hannon recommended that staff look for ways to increase the numbers of cars allowed at events and not turn people away. Ms. Sommer reiterated the need for Board members to assist in identifying sites that will help us to accommodate more people.

President Kalb opened the public hearing. There were no public comments and the public hearing was closed.

Board member Pentin made the motion to approve the staff recommendation. Board member Lamnin seconded with the recommendation to reach out to the East Bay Association of Realtors and the rental housing sector. The motion carried 17-0.

(Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Young. Nays: None. Abstain: None. Absent: Carson, Martinez).

2. Authority General Counsel Contract (Wendy Sommer)

Action

Staff recommends that the Authority Board approves the contract extension for Shute Mihaly and Weinberger.

Ms. Sommer provided an overview of the staff report. The report is available here:

[Authority-Counsel-General-Contract-06-28-17.pdf](#)

DRAFT

Board member Rood inquired regarding the financial terms of the contract. Ms. Sommer stated that it is time and materials and the agency does not pay a retainer fee. President Kalb stated that the current 3 year term is not efficient but is not sure about an open-ended contract without some type of check-in. Board member Bonaccorsi suggested a 5 year contract and to maintain the 120 day without cause termination clause. Board member Pentin supported a 5 year check-in or update to include the rate with CPI and other adjustments. Board member Young stated that she would support a 5 year check-in and would request that staff provide an annual report outlining Authority Counsel activities.

There was no public comment on this item.

Board member Bonaccorsi made the motion to accept the contract extension for Shute Mihaly and Weinberger with a 5 year check-in and 120 day without cause termination clause and an annual report of Authority Counsel activities. Board member Cox seconded and the motion carried 17-0:
(Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Young. Nays: None. Abstain: None. Absent: Carson, Martinez).

3. Legislative Positions for 2017 – June Update (Jeff Becerra) Information

This item is for information only.

Jeff Becerra provided an overview of the staff report. The report is available here:

[Legislative-Positions--2017-June-Update-06-28-17.pdf](#)

The Legislative item was listed on the agenda as an information item and therefore no action can be taken by the Board. Authority Counsel Taylor stated that going forward we can list the item as an action item but to preserve the Boards' discretion staff can inform the Board if no action is necessary. Mr. Becerra informed the Board that Supervisor Valle, representing TriCED, requested to appear before the Board to discuss issues with the bottle bill. Mr. Becerra added that the Board will have an opportunity to delve further into bottle bill legislation overall. Board member Bonaccorsi stated with respect to SB 168 (Bottle Bill), that their lobbyist in Sacramento identified several deficiencies and inquired if staff has had dialogue with the Senator Wieckowski regarding his intent. Mr. Becerra stated that staff has had dialogue through our lobbyist and Californians Against Waste (CAW). Mr. Padia stated that he had a meeting with the District Director for Senator Wieckowski and was informed that the Senator felt the need to fix the Bottle Bill at the Governor's direction and came up with some ideas. Mr. Padia stated that he offered on several occasions to provide assistance from StopWaste staff in garnering stakeholder support and was informed at the end of the meeting that the bill was now in the inactive file. Board member Oddie inquired about AB 1294 and who requested that the agency change our position from watch to support. Mr. Becerra stated that Californians Against Waste asked for our support as the bill is a current law and they would like for it to remain in place. President Kalb asked that staff provide a clearer picture of SB 168 with respect to what it would have done, potential fixes, Californians Against Waste's comments, etc. Ms. Sommer stated that staff will bring the bill back for discussion at the July WMA meeting in tandem with Supervisor Valle's presentation.

There were no public comments on this item.

4. Reappointment to the Recycling Board – Board member Dianne Martinez Action (Wendy Sommer)

Staff recommends that the Waste Management Authority Board reappoint Board member Martinez to a two-year term on the Recycling Board ending July 21, 2019.

Board member Oddie made the motion to reappoint Board member Martinez to a two-year term on the Recycling Board ending July 21, 2019. Board member Biddle seconded and the motion carried 17-0:
(Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Young. Nays: None. Abstain: None. Absent: Carson, Martinez).

5. Election of WMA Officers for Fiscal Year 2017-18 (Wendy Sommer)

Action

Staff recommends that the WMA Board elect officers for Fiscal Year 2017-18.

President Kalb opened the floor for public comments. There were no public comments. Board member Pentin made the motion to accept the rotation of Board member Hannon to serve as President of the WMA. There were no other nominations. Board member Rood seconded and the motion carried 17-0. (Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Young. Nays: None. Abstain: None. Absent: Carson, Martinez).

Board member Young made the motion to accept the rotation of Board member Sadoff to serve as First Vice President. There were no other nominations. Board member Hannon seconded and the motion carried 17-0.

(Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Young. Nays: None. Abstain: None. Absent: Carson, Martinez).

Board member Pentin nominated Board member Rood to serve as Second Vice President. There were no other nominations. Board member Oddie seconded and the motion carried 17-0.

(Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Young. Nays: None. Abstain: None. Absent: Carson, Martinez).

Ms. Sommer thanked President Kalb for his tenure as President of the WMA and presented him with a recycled glass gift. President Kalb thanked staff and the Board for their support and attention to the important work of the agency.

6. Interim appointment(s) to the Recycling Board for WMA appointee unable to attend future Board Meeting(s) (Wendy Sommer)

Action

(P&O and Recycling Board meeting, July 13, 2017 - 7:00 pm – Fremont Transfer Station, 41149 Boyce Road, Fremont, CA 94538)

President Kalb announced that Board member Maass, in his absence, would require an interim appointment for the July 13 meeting in Fremont. Board member Biddle volunteered to attend. Board member Biddle made the motion to accept the interim appointment. Board member Rood seconded and the motion carried 17-0.

(Ayes: Arreguin, Biddle, Bonaccorsi, Carling, Cox, Ellis, Hannon, Kalb, Lamnin, Maass, Martinez, Oddie, Rood, Sadoff, Young. Nays: None. Abstain: None. Absent: Carson, Martinez).

Ms. Sommer announced that the Oro Loma Sanitary District graciously offered to host the July 13 P&A meeting at 9:00 a.m. at the District offices. The meeting will also include a tour of the horizontal levee. Staff will send out directions and information.

VII. COMMUNICATION/MEMBER COMMENTS

Information

Jeff Becerra distributed a copy of the final benchmark report. The fee will be in effect for two additional days and will sunset on July 1, 2017. The report will be mailed to all account holders in Alameda County and they should receive it around the second week in July. The report highlights our work in food waste prevention.

VIII. ADJOURNMENT

The meeting was adjourned at 4:10 p.m.

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DATE: July 26, 2017

TO: Waste Management Authority (WMA) Board

FROM: Wendy Sommer, Executive Director

BY: Pat Cabrera, Administrative Services Director

SUBJECT: Changes to the Human Resource Manual

SUMMARY

At the July 13, 2017 Programs and Administration Committee meeting, staff recommended that the Committee recommend that the Authority Board approve changes to the Agency's Human Resources (HR) manual as it pertains to the salary adjustment plan (referred to as Attachment A). The key changes are as follows:

- Eliminate Attachment A, which is a merit based salary adjustment plan.
- Return to the more traditional salary adjustment plan which consists of general wage increases (tied to the Consumer Price Index) and sometimes referred to as COLAs (cost of living adjustments) and salary "steps" (salary increases within a classification's salary range). Employees must maintain at least satisfactory performance for any pay increase. Any employee performing below a satisfactory level will be placed in a performance improvement plan.

The report submitted to the P&A can be found at: [HR-Manual-Revisions-memo-07-13-17.pdf](#)

The entire Human Resources manual needs a comprehensive review and revision to match the Agency's current organizational structure. At this point staff is proposing necessary changes only to sections regarding the implementation of salary increases, which is scheduled in September of every year. Staff expects to bring forward a revised manual after the classification study is completed.

COMMITTEE ACTION

The P&A Committee recommended by a vote of 9-0 (Arreguin, Bacon and Carson, absent) that the WMA Board approve the proposed changes to the Human Resources Manual.

RECOMMENDATION

The P&A Committee recommends that the WMA Board approve the attached changes to the HR manual.

Attachment 1: HR manual redlined sections 1.7.1, 2.2.1- 2.2.2 and removal of Attachment A.

Attachment 2: HR manual revised (no redline) sections 1.7.1, 2.2.1 -2.2.2.

Attachment 1

1.7.1 New Employees

The first 12 months of continuous employment at the Authority is considered a probation period. During this time it is hoped that each new employee will learn his/her responsibilities and demonstrate satisfactory competence in the new position. It is also an opportunity for the employee to get acquainted with coworkers and determine whether or not the position meets his/her needs and expectations. Probationary program staff will receive a review at approximately six months from a selected team of staff, in order to provide on-going feedback and maximize the success of the probationary period.

~~Depending on when the six month juncture occurs, this review can be conducted in conjunction with the mid-year review outlined in Attachment A.~~ This team, under oversight from the ASD, will provide written feedback to the appropriate program group leads who will meet with the new employee and deliver this feedback including advising the employee of any problem areas with proposed corrective measures. Just prior to the probationary employee reaching the end of the probation period, the team will again provide feedback to the program group leads regarding the employee's progress which will take into consideration any comments and/or corrective action resulting from the first evaluation. Based on this feedback the program group lead will make a recommendation to the ED as to whether or not the probationary employee should be granted regular employee status or released from service.

The ED has the authority to end probationary periods prior to the completion of one year, as allowed by law.

Upon completion of the probation period, if the employee's performance is satisfactory and a recommendation is made to end probationary status, he/she will be granted regular employee status and subject to the normal evaluation process. ~~outlined in the Salary Adjustment Plan (Attachment A).~~

2.2 Salary Administration

The Authority's policy is to recognize and compensate employees for the work they perform within and beyond the normal work period. The Authority embraces the philosophy to pay fair and reasonable wages that will attract, retain and motivate qualified personnel to meet organizational goals and objectives.

2.2.1 Salary Adjustment Plan Design

The salary plan shall include all classifications in the Authority. Except for the ED, the salary structure shall consist of a salary range. Each range is established using salary control points that will be set to the appropriate labor market. ~~The salary ranges will be reviewed periodically and modifications recommended where appropriate. Annual salary increases are based upon performance as outlined in attachment A. In order to properly compensate employees, adjustments in salary shall be made as described below. Adjustments shall not be automatic, but require at least satisfactory performance. Employees are eligible for up to a 5% "step" increase once a year until s/he reaches the top of her/his respective salary range. For meritorious performance, the ED in consultation with the ASD may award an employee a step increase sooner than the normal adjustment date or award more than a 5% increase provided that the increase does not exceed the top of range.~~

In addition, salary ranges will be adjusted as follows: The Agency will conduct a total compensation survey periodically but no sooner than every three years to enable the Board to assess whether compensation remains competitive with the market. The Programs and Administration Committee will be consulted in the survey development process to help determine salary range placements and other pertinent criteria. In the years between the surveys, salary ranges will be adjusted by the most currently available Consumer Price Index (CPI) - All Urban Consumers (San Francisco – Oakland- San Jose Area)

as determined by the US Bureau of Labor Statistics (BLS), or a lesser amount if necessary to conform to the findings of the most recent total compensation survey. The Board will be asked to approve the salary ranges every year as part of the budget process. ~~Any salary increase requires at least satisfactory performance.~~

Performance evaluations will be conducted at least annually. Any employee who does not maintain at least satisfactory performance shall be placed on a performance improvement plan (PIP). While on a PIP the employee will not be eligible for a general wage increase (CPI adjustment) or a "step" increase (if not at the top of her/his salary range). The employee will not be eligible for any retroactive adjustments once s/he is no longer on the PIP but will be eligible for a salary increase the following salary adjustment cycle assuming one is approved by the Board or the employee is not at the top of her/his salary range.

2.2.2 Changes in Status

~~A. Completion of Probationary Period~~ - All regular status employees shall serve a twelve (12) month ~~original~~ employment probationary period. ~~Employees who are promoted or reclassified serve month probationary period~~

~~B.A. Promotions~~ – Promoted employees shall be placed in the higher salary range and will receive an increase in salary of 5% (but not to exceed the maximum of the new range) or the bottom of the new salary range, whichever is greater. If the employee moves from a non-exempt to an exempt position, the rules regarding overtime compensation and administrative leave for the new position will apply. ~~Anniversary dates for board approved annual pay increases not associated with a promotion will remain consistent with other employees (currently awarded at the beginning pay period closest to October 1st) subject to the provisions of the Annual Salary Adjustment Plan (Attachment A). Anniversary dates for length of service remains the same. In order to ensure equality for those employees not being promoted, any individual promoted can receive up to but not more than the average of the pool for the next annual salary adjustment.~~

~~C. Compensation When Reclassified~~ – When an employee's position is reclassified to a higher level classification, or when a classification is assigned to a higher salary range, the employee will receive an increase in salary of 5% (not to exceed the maximum of the new salary range) or the bottom of the new salary range, whichever is greater. If the employee moves from a non-exempt to an exempt position, the rules regarding overtime compensation and administrative leave for the new position will apply. ~~When an employee's position is reclassified to a lower paid classification and salary range (generally due to a classification study), the employee shall retain her/his present salary but will not receive any general wage (CPI) increases until the employee's new salary range exceeds the employee's current salary. Anniversary dates for Bboard approved annual pay increases not associated with a reclassification will remain consistent with other employees (currently awarded at the beginning pay period closest to October 1st) subject to the provisions of the Annual Salary Adjustment Plan (Attachment A). Anniversary dates for length of service remains the same. In order to ensure equality for those employees not being reclassified, any individual reclassified can receive up to but not more than the average of the pool for the next annual salary adjustment.~~

~~Annual Salary Adjustments~~ – In order to properly compensate employees, adjustments in salary shall be made. Adjustments shall not be automatic, but require at least satisfactory performance. Employees are eligible for up to a 5% "step" increase once a year as outlined above until s/he reaches the top of her/his/her respective salary range. For meritorious performance the ED in consultation with the ASD may award an employee a step increase sooner than the normal adjustment date or award more than a 5% increase provided that the

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~~increase does not exceed the top of range. In addition, salary ranges will be adjusted as follows: The Agency will conduct a total compensation survey periodically but no sooner than every three years to enable the Board to assess whether compensation remains competitive with the market. The Programs and Administration Committee will be consulted in the survey development process to help determine salary range placements and other pertinent criteria. In the years between the surveys, salary ranges will be adjusted by the most currently available Consumer Price Index (CPI) — All Urban Consumers (San Francisco — Oakland — San Jose Area) as determined by the US Bureau of Labor Statistics (BLS), or a lesser amount if necessary to conform to the findings of the most recent total compensation survey. The Board will be asked to approve the salary ranges every year as part of the budget process.~~

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~~D. Performance evaluations will be conducted at least annually. Any employee who does not maintain at least satisfactory performance shall be placed on a performance improvement plan (PIP). While on a PIP the employee will not be eligible for a general wage increase (CPI adjustment) or a "step" increase (if not at the top of his/her salary range). The employee will not be eligible for any retroactive adjustments once s/he is no longer on the PIP but will be eligible for a salary increase the following salary adjustment cycle assuming one is approved by the Board or the employee is not at the top of his/her salary range. shall depend upon an evaluation that shall be performed annually. Salary adjustments will be administered in accordance with the Annual Salary Adjustment Plan (see Attachment A). The salary pool available will be based on the salary ranges in effect at the time of the annual budget adoption~~

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~~E.C.~~ **Voluntary Demotion** - Employees who are voluntarily demoted shall be placed in the new classification's salary range, at the same salary if it is within the new range. Salary will be adjusted if it is outside the new range. The new salary shall not exceed the maximum rate for the new, lower salary range, without approval of the ASD and ED.

~~F.D.~~ **Involuntary Demotion** - Employees who are involuntarily demoted as a result of disciplinary action shall be placed in the new classification range and their salary may be reduced by five percent (5%) from their present salary. However, their salary shall not exceed the maximum rate for the new lower salary range, without approval of the ASD and ED.

~~G.E.~~ **Transfers** - Employees who laterally transfer to a classification with the same pay range shall retain their present salary.

Attachment A (revised 6/22/2016)

Annual Salary Adjustment Plan

- ~~I. All pay increases will be scaled based on a quantitative performance evaluation, not time in grade.~~
 - ~~II. This plan replaces automatic step increases. Salary increases will range between 0% and 150% of the average possible increase for employees. However, no salary will be more than the indexed 95th percentile of the employee's respective salary range for his/her classification. This ensures that StopWaste employees are never the highest paid employees in similar jobs for government agencies.~~
 - ~~III. The Agency will not increase the average salary percentage for the higher salaried, approximately one third (1/3) of the employment pool excluding the Executive Director (ED), by a larger percentage than the average salary percentage of the other approximately two thirds (2/3s) of the employment pool, unless this restriction is inconsistent with direction of the Board (such as in the event of a future salary survey that shows that a different pattern of increases is appropriate). The positions in the "1/3" of the employment pool currently consist of the Chief Financial Officer, Senior Program Managers, the Deputy Executive Director (DED), the Principal Program Manager, and Administrative Services Director (ASD) classifications. The remaining positions comprise the "2/3s" of the employment pool. Should any new classifications be established its place within the employment pool will be determined by its salary range, i.e.; if the salary range is at or higher than the salary range of the Chief Finance Officer, the position will be included in the "1/3" section of the employment pool and if the salary range is lower than the salary range of the Chief Finance Officer it will be included in the "2/3s" section of the employment pool.~~
 - ~~IV. The increases will typically take effect on October 1 of each year (some exceptions could apply for new hires). Increases up to the top of range at the time granted will become permanent, assuming at least continued satisfactory performance. Employees that go above the top of range in any given year will revert back to the top of range (prior to the increase) at the end of that evaluation period. All increases are subject to approval by the ED, based on his or her assessment of performance. Depending on the needs of the Agency an employee could instead opt for the time off equivalent to the value of the salary increase for that time frame only (i.e., the time off is for that evaluation cycle only and must be used prior to the next evaluation).~~
 - ~~V. Salary increases will be determined by evaluating the outcome of the employee's pre-approved top priorities and the teamwork core competency.~~
 - ~~VI. The top priorities list will be prepared during the budget development process. These priorities will be clearly articulated in terms of measurable deliverables. Project leads will~~
-

initially work out the top priorities with everyone on their teams. Project team leads will then go to their Program Group meeting for review and initial approval of the priorities. The Executive Team (ED, ASD, DED and the Principal Program Manager), will review the program group results for consistency across the organization and final approval. However, any proposed changes will go back to the project team or program group before being finalized.

- VII. The “Top Priorities” scale will consist of a 0-5 rating system, where 0 implies a mandatory performance improvement plan and 5 implies work that fully satisfies all of the following criteria for “Top Priorities” review. The criteria for “Top Priorities” review are: a) completion of the priority b) quality of the work completed, c) complexity of the work relative to the skills of the person and job classification (this allows for judgments of complexity that reflect the fact that what is simple and relatively easy for one person might be complex and therefore very difficult for another), d) whether the work was on-time and within budget or not, and e) mitigating factors such as schedule or budget over runs for reasons beyond the control of the person being reviewed. These five criteria will be the basis for a single score between 0-5 for each priority, based on the judgment of the reviewer, but reviewers are required to explain the score they provide using these and only these criteria. Given that the successfactors evaluation system requires a descriptor for each rating, the following scale provides a guideline for the reviewer. However, as outlined above, the reviewer must explain in the comment portion of the evaluation form the rationale for each score.—

TOP PRIORITIES SCALE

Score	Description
0	Seldom satisfies any of the five criteria
1	Occasionally satisfies the five criteria
2	More than occasionally but inconsistently satisfies the five criteria.
3	Usually satisfies the five criteria.
4	Satisfies all of the five criteria.
5	Satisfies all of the five criteria, and was an example of superb performance that others in the organization are encouraged to emulate.

- VIII. Teamwork is defined as effective communication and follow through on commitments to work colleagues, including completing all related administrative tasks and deliverables, thoroughly, accurately and on-time, coordinating tasks and collaborating with team members, and assisting others whenever possible without undermining one's ability to get his/her own work done.

TEAMWORK SCALE

Score	Description
0	Seldom satisfies any of the teamwork elements (as defined above).
1	Occasionally satisfies the teamwork elements.
2	More than occasionally but inconsistently satisfies the teamwork elements.
3	Usually satisfies the teamwork elements.
4	Satisfies all of the teamwork elements.
5	Satisfies all of the teamwork elements, and was an example of a superb team player that others in the organization are encouraged to emulate.

- ~~IX. Completion of priorities and core competencies will be weighted (2/3 for completion of priorities and 1/3 for teamwork). Any final score above “0” should result in some type of pay increase (assuming there is funding available for salary increases). Any employee who receives a score of “0” on any item will be placed on a performance improvement plan. Any scores of “1” or “2” may also result in a performance improvement plan. Given this weighing component, fractional final scores will be allowed and will be used in the salary increase calculation if applicable.~~
- ~~X. In addition to the annual review there will also be a mid-year review in February/March. In general, these reviewers are comprised of the leads for the projects within which the priorities exist as well as other individuals (such as peers or admin staff) who work closely with the person being reviewed. Employees who have not completed their probationary period will not serve as reviewers. The reviewers will comment on both the top priorities and the teamwork core competency using the successfactors tool for the individual assigned to them. The reviewers will not be anonymous, and individuals will be able to comment on who is assigned to review him/her. These assignments will be developed by the ASD in consultation with the other Program Group (PG) leads^{*}. These reviewers will have an opportunity to submit comments in writing or be invited by the person who is being reviewed to a meeting with his/her PG lead. The PG leads will not submit written comments but will convey the results to the individual in a mandatory 1:1 meeting, as well as to provide any verbal input regarding the assessment. The ED will follow the process outlined above with respect to the PG leads.~~
- ~~XI. Staff is also encouraged to use the “notes” and “badge” functions in the successfactors software. These functions will allow performance feedback to become an on going function in addition to the mid-year and annual reviews.~~

^{*} For mid-year and annual reviews the Program Group leads currently are Pat Cabrera, Wendy Sommer, Tom Padia and Karen Kho (for Energy Council staff only).

- ~~XII. Annual performance reviews will be done in writing (using the successfactors tool) by the PG leads and will include an opportunity for a 1:1 with reviewed staff if s/he requests it. Individuals will submit self-assessments on their performance with respect to their priorities and teamwork to the PG leads by the end of July.~~
- ~~XIII. The PG leads will begin their review process once they receive the self assessments. The PG leads may ask reviewers who work more directly with the individual being reviewed to participate in writing prior to finalizing an individual's performance review. Verbal input may also be requested by the PG leads. As outlined in item 12, the PG leads will conduct a 1:1 meeting with the individuals s/he is responsible for reviewing if requested and additional follow up with other reviewers may occur if necessary. Staff members can request that a particular individual be consulted about their work or be allowed to comment in writing. Based on the scores, the program group leaders will make recommended salary increases for employees within their group and submit to the ED by October 1st for initial final approval unless a later date is approved by the ED. The ED will follow this process with respect to the PG leads.~~
- ~~XIV. Salary increase recommendation will be based on individual scores from 0-5 divided by the average of all individual scores. That is, although individual scores allow some room for judgment, recommended salary increases will be strictly based on the relative score of each individual in comparison with the scores of other people (see Salary Calculation Example). This ranking will not be included in the employee's evaluation, however, the average score for the entire agency will be provided if requested.~~
- ~~XV. The initially approved increases will be distributed to employees confidentially. Any employee may ask the ED to adjust their initially approved increase based on some specific rationale. However, if an adjustment is approved it shall not affect the salary adjustments for other employees.~~
- ~~XVI. To assist in ensuring pay equity if there is scoring compression toward the top of the scoring range, the ED in consultation with the ASD and appropriate program group lead may make a pay adjustment not to exceed 1.5 times the average of the pool or the top of the employee's salary range if the employee has received an average score of 4.3 or higher. Any such increase will be part of the overall salary increase pool.~~
- ~~XVII. Salary range adjustments will be incorporated into the budget every year unless the Board determines adequate funding is not available. The salary pool will consist of the difference between the employees' current salary, any adjustments to the salary ranges (either by the annual CPI or the results of a salary survey) up to the top of range for all job classifications including what funding increase in total would be available under the previous (traditional) "step increase" system. However, the salary pool will not include any funds related to the salaries of employees on probation (e.g., new hires, promotions, reclassifications). Employees on probation will participate in the review process, but will not be eligible for salary increases until the next salary adjustment cycle after they successfully complete their probationary period. As stated above, employees are eligible to receive an annual salary increase of zero not to exceed the lower of either the 95th percentile of their respective~~
-

~~classification or 150% of the average available increase (see item 3 with respect to limits to the higher 1/3 of the employment pool). However, salary increases can be reduced or suspended by the Board at their discretion, during times of financial hardship.~~

~~XVIII. The Agency will conduct a total compensation survey periodically but no sooner than every three years to enable the Board to assess whether compensation remains competitive with the market. The Programs and Administration Committee will be consulted in the survey development process to help determine salary range placements and other pertinent criteria. In the years between the surveys, salary ranges will be adjusted by the most currently available Consumer Price Index (CPI) — All Urban Consumers (San Francisco — Oakland — San Jose Area) as determined by the US Bureau of Labor Statistics (BLS), or a lesser amount if necessary to conform to the findings of the most recent total compensation survey. However, salary increases for employees will not be automatic even for cost of living adjustments (COLA). The Board will be asked to approve the salary ranges every year as part of the budget process.~~

~~XIX. The ED's contract currently states s/he will participate in a performance based compensation system, should one be adopted. The process for annual review by a committee is specified in the ED's contract, but commencing in 2013 the review committee shall also use this salary adjustment plan as guidance in making any recommendations to the full Board about changes in ED compensation. Such changes, if any, shall be subject to approval of the full WMA Board~~

~~XX. Promotions will no longer be only "self-initiated," but can also be recommended by the program group lead or a senior program manager based on changes in the individual's duties and the needs of the Agency. Concurrence by the ASD is required prior to submitting to the ED for final approval.~~

Salary Calculation Example:

~~Employee John Smith received a total score of 4 (on a scale of 0-5) for his FY 13/14 performance and the average of the score for employees was 3.5. Therefore he could receive 1.14 ($4/3.5 = 1.14$) times the average percent budgeted for salaries (provided that this increase would not place him above the 95th percentile of his salary range or be greater than 150% of the average increase). If the average annualized increase was 3.0%; 114% of the average of the pool would be 3.42% ($3.0\% \times 1.14 = 3.42\%$), which is less than 150% of the average of the pool ($3.0\% \times 1.5 = 4.5\%$). If the increase placed him at or below the top of range at the time of the increase, he would retain that salary which would become the starting point for the next evaluation cycle. However if the increase placed him above the top of range at the time of the increase, his salary would revert back to no more than that top of range at the start of the next evaluation cycle.~~

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1.7.1 New Employees

The first 12 months of continuous employment at the Authority is considered a probation period. During this time it is hoped that each new employee will learn his/her responsibilities and demonstrate satisfactory competence in the new position. It is also an opportunity for the employee to get acquainted with coworkers and determine whether or not the position meets his/her needs and expectations. Probationary program staff will receive a review at approximately six months from a selected team of staff, in order to provide on-going feedback and maximize the success of the probationary period. This team, under oversight from the ASD, will provide written feedback to the appropriate program group leads who will meet with the new employee and deliver this feedback including advising the employee of any problem areas with proposed corrective measures. Just prior to the probationary employee reaching the end of the probation period, the team will again provide feedback to the program group leads regarding the employee's progress which will take into consideration any comments and/or corrective action resulting from the first evaluation. Based on this feedback the program group lead will make a recommendation to the ED as to whether or not the probationary employee should be granted regular employee status or released from service.

The ED has the authority to end probationary periods prior to the completion of one year, as allowed by law.

Upon completion of the probation period, if the employee's performance is satisfactory and a recommendation is made to end probationary status, he/she will be granted regular employee status and subject to the normal evaluation process.

2.2 Salary Administration

The Authority's policy is to recognize and compensate employees for the work they perform within and beyond the normal work period. The Authority embraces the philosophy to pay fair and reasonable wages that will attract, retain and motivate qualified personnel to meet organizational goals and objectives.

2.2.1 Salary Adjustment Plan Design

The salary plan shall include all classifications in the Authority. Except for the ED, the salary structure shall consist of a salary range. Each range is established using salary control points that will be set to the appropriate labor market. In order to properly compensate employees, adjustments in salary shall be made as described below. Adjustments shall not be automatic, but require at least satisfactory performance. Employees are eligible for up to a 5% "step" increase once a year until s/he reaches the top of her/his respective salary range. For meritorious performance, the ED in consultation with the ASD, may award an employee a step increase sooner than the normal adjustment date or award more than a 5% increase provided that the increase does not exceed the top of range.

In addition, salary ranges will be adjusted as follows: The Agency will conduct a total compensation survey periodically but no sooner than every three years to enable the Board to assess whether compensation remains competitive with the market. The Programs and Administration Committee will be consulted in the survey development process to help determine salary range placements and other pertinent criteria. In the years between the surveys, salary ranges will be adjusted by the most currently available Consumer Price Index (CPI) - All Urban Consumers (San Francisco - Oakland- San Jose Area) as determined by the US Bureau of Labor Statistics (BLS), or a lesser amount if necessary to conform to the findings of the most recent total compensation survey. The Board will be asked to approve the salary ranges every year as part of the budget process.

Performance evaluations will be conducted at least annually. Any employee who does not maintain at least satisfactory performance shall be placed on a performance improvement plan (PIP). While on a PIP the employee will not be eligible for a general wage increase (CPI adjustment) or a “step” increase (if not at the top of her/his salary range). The employee will not be eligible for any retroactive adjustments once s/he is no longer on the PIP but will be eligible for a salary increase the following salary adjustment cycle assuming one is approved by the Board or the employee is not at the top of her/his salary range.

2.2.2 Changes in Status

- A. Completion of Probationary Period** - All regular status employees shall serve a twelve (12) month employment probationary period.
- B. Promotions** – Promoted employees shall be placed in the higher salary range and will receive an increase in salary of 5% (but not to exceed the maximum of the new range) or the bottom of the new salary range, whichever is greater. If the employee moves from a non-exempt to an exempt position, the rules regarding overtime compensation and administrative leave for the new position will apply.
- C. Compensation When Reclassified** – When an employee’s position is reclassified to a higher level classification, or when a classification is assigned to a higher salary range, the employee will receive an increase in salary of 5% (not to exceed the maximum of the new salary range) or the bottom of the new salary range, whichever is greater. If the employee moves from a non-exempt to an exempt position, the rules regarding overtime compensation and administrative leave for the new position will apply. When an employee’s position is reclassified to a lower paid classification and salary range (generally due to a classification study), the employee shall retain her/his present salary but will not receive any general wage (CPI) increases until the employee’s new salary range exceeds the employee’s current salary.
- D. Voluntary Demotion** - Employees who are voluntarily demoted shall be placed in the new classification’s salary range, at the same salary if it is within the new range. Salary will be adjusted if it is outside the new range. The new salary shall not exceed the maximum rate for the new, lower salary range, without approval of the ASD and ED.
- E. Involuntary Demotion** - Employees who are involuntarily demoted as a result of disciplinary action shall be placed in the new classification range and their salary may be reduced by five percent (5%) from their present salary. However, their salary shall not exceed the maximum rate for the new lower salary range, without approval of the ASD and ED.
- F. Transfers** - Employees who laterally transfer to a classification with the same pay range shall retain their present salary.

MEETING NOTES

Energy Council TECHNICAL ADVISORY GROUP (TAG)

Tuesday, July 18, 2017 – 1:00 pm to 3:00 pm

Attendance:

City of Alameda: Maria DiMeglio (phone)

City of Albany: Claire Griffing, Fanny Yang (Civic Spark)

City of Berkeley: Billi Romain, Caytie Campbell-Orrock (Phone)

City of Dublin: Rebecca Parnes

City of Fremont: Rachel DiFranco (phone), Kranti Malik (Civic Spark) (phone)

City of Hayward: Mary Thomas, Chris Sturken (Civic Spark)

City of Newark: Myvan Khuu-Seeman (phone)

City of Oakland: Shayna Hirshfield-Gold, Yoni Carnice (Civic Spark)

City of Piedmont: Emily Alvarez

City of San Leandro: Sally Barros

City of Union City: Kranti Malik (Civic Spark) (phone)

StopWaste: Heather Larson, Candis Mary-Dauphin, Miya Kitahara, Tommy Fenster, Wendy

Sommer, Brian Mathews, Kelly Schoonmaker

Guests: Chris Sentieri, Off-set Project; Jin Noh, California Energy Storage Alliance

Meeting Notes

Energy Council Board Updates

No updates

East Bay Clean Energy Coordination

- BioGas memo reviewed by Tommy Fenster, StopWaste
- The memo looks into the potential of biogas to provide energy to Alameda County, and the effects of using organics for energy generation versus composting.
- The potential of biogas to replace natural gas is low. It could meet 3-5% of current natural gas demand. Biogas could still play an important role for the following uses:
- Heavy vehicles fuel source
- Burned in generators – less nitrous oxide emissions, more efficient than putting it into vehicles

- Currently 4 digesters in Bay Area take food scraps: 2 wet & 2 dry.
- Wet anaerobic digestion requires less than 15% solids. Yard waste could not go to a wet anaerobic digester facility.
- East Bay Municipal Utility District did a pilot and took residential and commercial food scraps – but the process required a large amount of presorting. Issues with heavy metals and toxins limit food scrap use.
- Level of heavy metals in municipal solid waste stream is very high for dry anaerobic digestion.
- Digestate has some of the same properties as compost. If food scraps go to an anaerobic digester facility, the final product contains fewer nutrients, and often ends up in the landfill.
- If not composting digestate, it must be very carefully stored because of high greenhouse gas emissions.
- Hayward is considering additional cogeneration capacity in 2 years and would like East Bay Clean Energy to consider a related tariff structure
- Chris Sentieri is seeking more detail on the East Bay Municipal Utility District facility, and the capacity of inputs & outputs throughout the county.

Program Updates

- Bay Area Multifamily Building Enhancements updates
 - The Bay Area Regional Energy Network multifamily program currently has 6016 units completed, in reservation and pending reservation for 2017.
 - A round of outreach in Alameda County is planned for the fall
 - Hayward will conduct a multifamily property owner workshop in October
- Bay Area Regional Energy Network Codes & Standards
 - The next forum will be held in Contra Costa County on 9/26. The topic will be Municipal Innovation - Leading by example.
- Bay Area Regional Energy Network Property Assessed Clean Energy (PACE)
 - Bay Area Regional Energy Network met with OpenPACE leadership to discuss standardizing program data provided to jurisdictions
 - Program leads will convene a meeting with Property Assessed Clean Energy providers in October to discuss data standardization & consumer protections
 - The program will continue to track issues, and will share complaint reports upon request
 - Discussion about jurisdictions opting out on any providers that did not sign the Association of Bay Area Governments Regional Collaborative Services Agreement
- PG&E Local Government Partnership
 - Strategic planning meeting tomorrow. The subcommittee will review results of prioritization survey which was completed by sixteen jurisdictions in Alameda and Contra Costa County.

- The 2018 Strategic Energy Resources budget will be voted on at the Aug 3rd Strategic Advisory Committee meeting.

ACWMA Altamont Property Wind Energy Generation Re-Powering Project

Brian Mathews, StopWaste Property Manager

- Agency owns 1620 acres of land in Altamont Hills, and leases to various tenants (cell tower site, air district, cattle grazers, conservation, wind generator – Next Era)
- The property generates about \$430k per year of revenue for the Authority.
- As part of the Repowering Project, Next Era entered into an agreement with the state that if they repowered by a certain date, they would not have to pay a settlement for aviate mortality and land damages caused by older infrastructure and land management practices.
- Next Era Repowering Project included replacing over 411 wind turbines with 42.9 megawatt total capacity with 22 turbines at 1.7 megawatts each.
- The new infrastructure has been in place since December 2015.
- Property management is still working on roads, rehabilitating the ground, erosion control, retaining grazing space.
- There are 3 sites on the property that have 10 years of landfill capacity each. No immediate need for landfill use, but the sites are being held for that purpose.
- The property is not a good solar site due to its eastern facing slope.
- Working to implement a partnership with Marin Carbon Project and other Alameda County resource agencies, which increases forage capacity, soil quality, water retention, and carbon in the soil after putting in a two inch layer of compost. Resource conservation units throughout the state are conducting similar projects. State of CA has 7.5 million to incentivize projects like this.

Energy Storage Technologies and Local Government Applications

Jin Noh, California Energy Storage Alliance

- The California Energy Storage Alliance Represents 65+ member companies
- Benefits of Energy Storage are that it:
 - Helps integrate renewables
 - Reduce ratepayer costs
 - Diversifies sources
 - Increases grid reliability and resiliency
- Renewable technologies are helping CA meet Renewable Portfolio Standard goals, but are presenting challenges due to imbalances between peak generation and peak demand.
- The challenge is to meet the evening peak demand, which is currently met by gas peaker plants. Storage could help reduce the greenhouse gas emissions coming from gas peaker plants.

- AB 2514 Sets procurement standards for storage for each utility. Investor Owned Utilities must procure 1325 megawatts by 2020. PG&E has not done any customer targeted procurement. This legislation is helping storage thrive and become more cost effective.
- To identify the best fit storage technology, decision makers must consider duration, sizing, costs, energy requirements and operating conditions such as temperature
- When determining cost effectiveness, other services provided by storage should be considered, including, transmission and distribution deferral, time of use management, & demand charge reduction
- Local government consideration around storage include:
 - Promoting sizing for customer side need, and based on load assessment. This will be increasingly important as we move toward time-of-use rates
 - Take advantage of incentives such as the Self-Generation Incentive Program – around through 2018.
 - Track proceedings
 - AB2069 – Investor Owned Utilities must propose Distributed Generations programs, must consider disadvantaged communities
 - Diablo canyon replacement proceeding
 - Self -Generation Incentive Program proceeding
 - Energy Storage North America Conference is on Aug 8th in San Diego. There is a local government rate and government scholarships

Staffing Updates

- Multifamily Program Manager Position Update – 6 strong candidates. 4 invited interviewees.
- Farewell to Heather Larson
 - Heather will staff projects through September and then convert to limited term intermittent for technical support
 - Energy Council team will be reorganized
 - Position was offered to Jenifer West, and she accepted. She is currently senior manager at Transform, and was previously mayor of Emeryville and on the Agency board

Member Comments & Discussion

- Local Government staff is finding the lack of access to energy usage and other data to be stalling their climate action plan policy objectives.
- East Bay Energy Watch strategic planning could prioritize funding to support inventory updates in 2018, with the objective of a regional or statewide entity supporting a more consistent approach and developing the inventory by 2019

NEXT TAG MEETING: August, 15 2017 1-3pm Sept 19 TAG = Fuel Switching Convening with Green Cities California (GCC)



DATE: July 26, 2017

TO: Waste Management Authority Board

FROM: Wendy Sommer, Executive Director

BY: Cassie Bartholomew, Program Manager

SUBJECT: CalRecycle Food Waste Prevention and Rescue Grant Program - Resolution to submit cooperative grant application as lead agency

SUMMARY

Staff has submitted a cooperative grant application to the CalRecycle Food Waste Prevention and Rescue Grant Program as the lead agency partnering with ALL IN, Livermore Valley Joint Unified School District, and Oakland Unified School District. The grant program intends to fund projects that lower greenhouse gas emissions by expanding existing or establishing new food waste prevention and/or rescue projects in California to reduce the amount of food being disposed in landfills. Staff is requesting authorization from the board to act on behalf of itself as the lead agency and the named participating entities for this cooperative grant application. Board authorization of the grant submittal is a CalRecycle requirement.

DISCUSSION

In Alameda County, food remains the largest single category of waste (by weight) going to landfill based on our benchmark and waste characterization studies and yet 15% of residents are food insecure. Staff is submitting a CalRecycle grant application requesting \$500,000 in funding for the K-12 Schools *Smart Cafeteria Initiative* on behalf of three cooperating partners: ALL IN Alameda County (ALL IN), Livermore Valley Joint Unified School District (LVJUSD) and Oakland Unified School District (OUSD). ALL IN is a collaborative that serves as an innovation incubator to end poverty in Alameda County by helping people meet their basic needs for shelter, food, and safety; earn income that allows for self-sufficiency and asset building; and obtain a quality education that positions them for economic success.

Alameda County's K-12 Schools *Smart Cafeteria Initiative* is a comprehensive school wide challenge that includes plate waste studies, waste audits, classroom curriculum, and outreach into student households to reduce the disposal of edible food to landfill through prevention, donation and composting residuals. *Smart Cafeteria Initiative* will utilize and expand upon food share tables in

every school cafeteria across two school districts to capture and sort unwanted food from lunch that's generated during or after meal service. Surplus food will be available for hungry students to consume at school, then families from the school community. Any remaining food from cafeterias and/or kitchens will be tracked using Copia food donation software and donated to residents through ALL IN's food recovery program. ALL IN will recruit, hire and train Food Recovery Specialists through Civicorps and transport food from school sites to food recovery organizations.

LVJUSD and OUSD are currently implementing food share tables and have made a commitment on a district level to institutionalize this program. A selected number of school sites with onsite staff or volunteer support will re-distribute food directly to families from the school community.

Grant funding from CalRecycle will reduce county GHG emissions, divert edible food from landfill and provide dedicated staff and food rescue supplies to expand upon food saving efforts district-wide, further reducing wasted food through prevention and donation while creating a replicable model for other Alameda County School Districts to follow. CalRecycle is expected to make a decision in October/November 2017.

RECOMMENDATION

That the WMA authorize the Executive Director to submit a Food Waste Prevention and Rescue Grant Program (Grant ID: 20347) cooperative application on behalf of itself as Lead Agency and the participating entities as shown by the resolution attached.

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

**MOVED:
SECONDED:**

AT THE MEETING HELD JULY 26, 2017

**RESOLUTION AUTHORIZING SUBMITTAL OF A REGIONAL APPLICATION
FOR WHICH ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY IS
ELIGIBLE**

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle, and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, **Food Waste Prevention and Rescue Grant Program (GrantID: 20347)** allows regional grant projects; and

WHEREAS, CalRecycle grant application procedures require, among other things, a regional applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the **Alameda County Waste Management Authority Board** authorizes the **Alameda County Waste Management Authority staff** to submit a **Food Waste Prevention and Rescue Grant Program (GrantID: 20347)** regional application on behalf of itself as Lead Agency and the participating jurisdictions as shown by the documentation attached.

BE IT FURTHER RESOLVED that the **Executive Director** as the Board President's designee, is hereby authorized and empowered to execute on behalf of **Alameda County Waste Management Authority** all grant-related documents, including, but not limited to, applications, payment requests, agreements, and amendments necessary to secure grant funds and to implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution.

ADOPTED this 26th day of July 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

WENDY SOMMER
Executive Director

List of Participating Entities

1. ALL IN
2. Livermore Valley Joint Unified School District
3. Oakland Unified School District



DATE: July 26, 2017

TO: Waste Management Authority Board

FROM: Wendy Sommer, Executive Director

BY: Tom Padia, Deputy Executive Director

SUBJECT: Bottle Bill Fixes and Support for SB 102

SUMMARY

At the June 28, 2017 meeting President Kalb asked staff to come back with more information about recent challenges facing the California Bottle Bill and the pros and cons of various approaches to fixing the system, including those contained in Senator Wieckowski's SB 168. Staff will present a discussion of the Bottle Bill, the areas that need attention, possibilities for expansion and improvement, and the strengths and shortcomings of SB 168. Over the past six weeks support has coalesced around a set of proposed short-term Bottle Bill "fixes" contained in SB 102. Support is from a broad spectrum of stakeholders including major environmental groups, haulers, retailers, recyclers and public agencies. Staff requests a position of "support" for SB 102.

DISCUSSION

In 1986 after fifteen years of repeated failure by environmentalists to pass traditional five-cent deposit/return-to-stores legislation in California, Californians Against Waste (CAW) spearheaded successful breakthrough legislation (AB 2020 – Margolin) that created a unique beverage container deposit/redemption system in California. The law imposed a deposit, starting at one cent per container, on sales of beer and carbonated soft drinks, and mandated that there be a "redemption center" within one half mile of every supermarket where consumers could be paid the redemption value of their containers or else retailers in that "convenience zone" would be required to take back containers in their stores or be subject to a daily fine of \$100.

Funds were collected and disbursed by a state agency, the Department of Conservation/Division of Recycling. Redemption values were paid out to all recyclers including curbside collection programs, drop-off centers, large industrial recyclers, reverse vending machine operators and parking lot redemption operations. Containers do not need to be sorted by brand – all aluminum cans can be redeemed together, as can glass and PET bottles. Manufacturers pay a "processing fee" for sales of

container types when the Department determines that the scrap value of that container is not sufficient to cover the cost of redeeming and recycling it. Aluminum cans are not assessed a processing fee, but glass and plastic containers are. Unredeemed deposits are used to pay for program administration and for grants to local governments, local conservations corps and others. The goal of the program is an overall recycling rate of 80 percent or more.

Since its initial passage, the law has been amended to increase the deposit to five cents on containers under 24 oz. and ten cents on larger containers, and to include sports drinks, water, tea, wine and spirits coolers, and all non-alcoholic beverages except vegetable juices over 16 oz. and dairy. The Department of Conservation/Division of Recycling (along with the Integrated Waste Management Board) was merged into the Department of Resources Recycling and Recovery (CalRecycle).

The California Bottle Bill has resulted in recovery rates as high as 85 percent in 2013 and at or above 80 percent from 2009-2015. The majority of containers are redeemed for cash by consumers, but payments to curbside programs are still important revenue offsets to those ratepayer-supported programs. Independent analyses of Bottle Bill programs across North America have concluded that the California program is the most cost effective approach.

Recent Program Challenges

Starting in 2016 serious financial problems within the system emerged. Inflexible and outdated regulations and statutory provisions and falling scrap commodity prices resulted in state processing payments to recyclers that failed to cover net recycling costs or provide legislatively mandated “reasonable financial returns.” By April 1, 2016, more than 400 recycling centers had closed, primarily the parking lot operations that provided the greatest convenience to consumers. To date more than 560 centers, or approximately 25 percent of the state redemption infrastructure, have closed. Container recycling rates have fallen below 80 percent for the first time since 2008, even while the program’s year-end fund balance is expected to top \$250 million. Short-term legislative efforts to address the problem last year in the FY 2016/17 budget were ultimately opposed by the Governor’s office in favor of more comprehensive reform.

SB 168

It was against this backdrop that Sen. Wieckowski introduced SB 168, an effort to comprehensively transform the Bottle Bill and transition the implementation of the program to a beverage distributor trade association (Beverage Container Stewardship Organization, or BCSO) that would be responsible for program administration, subject to oversight and regulation by CalRecycle. SB 168 did not pass out of the Senate, but it would have expanded the program to include wine and spirits and to require minimum recycled content in beverage containers. The latter provisions are applauded by environmentalists but the handover of this \$1.2 billion program to the beverage industry has been strongly opposed. Primary arguments against this transition are that:

1. Reimbursement formulas, timelines and restrictions that have resulted in current net losses by some redemption centers are “fixable,” as are payment formulas by beverage manufacturers – “mend it, don’t end it.”
2. The overall system has functioned successfully for many years and has supported recycling programs of all types, including curbside.
3. While recycling is more valuable than landfill, it is not “free” and the more we recycle, the more it costs, thus industry may have an incentive to keep the recycling rate as low as may be considered acceptable.
4. Whereas the California Bottle Bill has been mostly effective over its 30 year history, industry-administered stewardship programs in California have no such record. While some programs, such as for paint, have been relatively successful, others, such as carpet, have been plagued by poor performance, and others, such as mattresses, are too young to judge but off to a very rocky start.

Extended Producer Responsibility (EPR) continues as a legislative priority for StopWaste, but as with any legislation, “the devil is in the details” and SB 168 contained precious few details. The current Bottle Bill is itself a hybrid form of EPR and consumer deposits, but one that has proven potential for success.

Inclusion of Wine and Liquor

In addition to reducing litter and increasing recycling levels, expanding the program to wine and liquor would also have the effect of greatly increasing the supply of high quality cullet (scrap container glass) coming from redemption operations and decreasing the quantity of glass processed through single stream curbside programs, which usually results in a contaminated, low quality product that is not nearly as valuable or useful. In March 2009 the WMA unanimously passed a resolution (Attachment A) endorsing the inclusion of wine and liquor bottles in the Bottle Bill. While political analysts believe that such an addition to the program is years away, if ever, it remains a worthwhile goal and worthy of support.

SB 102

In the wake of SB 168’s failure, the Assembly has advanced SB 102 (The CA Beverage Container Recycling and Litter Reduction Act) to address the recycling center closure crisis by returning recycler reimbursement levels to 2015 levels, providing added incentives to siting recycling centers in rural/underserved areas, and providing greater flexibility to siting and funding recycling centers in unserved areas. The proposal includes an amendment from the Administration to increase the size of convenience zones from ½ mile to 1 mile. SB 102 is pending on the Assembly Budget Committee awaiting the outcome of negotiations with the State Senate.

Staff recommends a position of “support” on this bill. The bill language is available at http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB102.

RECOMMENDATION

That the Waste Management Authority take a “support” position on SB 102, and direct staff to continue its support of Bottle Bill fixes via its lobbyist in Sacramento and partner organizations such as Californians Against Waste.

Attachment A: Resolution 2009-2

ATTACHMENT A

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY BOARD

RESOLUTION #WMA 2009-2

MOVED: Green

SECONDED: Santos

AT THE MEETING HELD MARCH 25, 2009

**RESOLUTION URGING THE CALIFORNIA STATE LEGISLATURE TO
INTRODUCE AND SUPPORT LEGISLATION TO INCLUDE WINE AND LIQUOR
BOTTLES IN THE BEVERAGE CONTAINER RECYCLING AND LITTER
REDUCTION ACT**

WHEREAS, California's Bottle Bill incentivizes the recycling of containers by putting a redemption value ("CRV") on containers that is redeemed by consumers when recycled; and,

WHEREAS, nearly 500,000 tons of non-CRV wine and liquor containers are distributed annually in the state; and,

WHEREAS, Less than 30% of non-CRV glass containers are recycled, while almost 80% of CRV glass containers are recycled; and,

WHEREAS, Adding wine and liquor bottles to the CRV Program would increase total glass recycling in California by up to 200,000 tons annually; and,

WHEREAS, Increasing the recycling of glass will reduce energy consumption, save natural resources and decrease the amount of material deposited in landfills; and,

WHEREAS, Wine and liquor bottles are a significant and dangerous component of urban litter; and,

WHEREAS, Including wine and liquor bottles in the CRV program will significantly reduce their littering and help to create jobs;

NOW, THEREFORE BE IT RESOLVED, that the Alameda County Waste Management Authority hereby urges its State Assembly Members and Senators, by letter and receipt of this resolution, to introduce and support legislation adding wine and liquor containers to the Beverage Container Recycling and Litter Reduction Act.

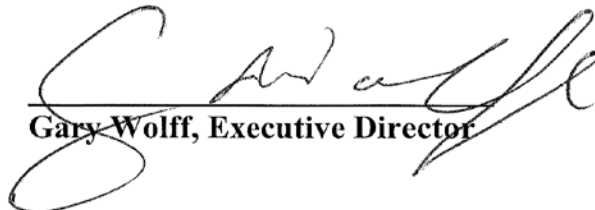
ADOPTED BY THE FOLLOWING VOTE:

AYES: Carson, Wile, Waespi, Bukowski, Natarajan, Henson, Leider, Freitas, Quan, Sullivan, Landis, Santos, Johnson, Wozniak, Green

NOES: None

ABSENT: Biddle, Keating

ABSTAINED: None


Gary Wolff, Executive Director

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DATE: July 26, 2017
TO: Waste Management Authority Board
FROM: Wendy Sommer, Executive Director
SUBJECT: Presentation by Supervisor Valle

At his request, Alameda County Supervisor (and former Recycling Board member) Richard Valle will be giving a fifteen minute presentation on the current state of the bottle bill.

The letter of request is attached.



BOARD OF SUPERVISORS

RICHARD VALLE
Supervisor, Second District

May 24, 2017

Wendy Sommer, Executive Director
Alameda County Waste Management Authority
1537 Webster Street
Oakland, CA 94612

RE: Request to speak at the June 28, 2017 WMA Board Meeting

Dear Ms. Sommer,

I request the opportunity to make a presentation to the Board of the Alameda County Waste Management Authority on Wednesday, June 28, 2017. I will be speaking on behalf of several redemption centers and marginalized consumers who are suffering from the current bottle bill crisis. I would appreciate fifteen (15) minutes of the Board's time.

Thank you for taking my request into consideration. I look forward to bringing our concerns to the Board.

Sincerely,



Richard Valle



DATE: July 26, 2017
TO: Energy Council
FROM: Wendy Sommer, Executive Director
SUBJECT: Election of EC Officers for Fiscal Year 2017-18

SUMMARY

Energy Council officers' terms are on a fiscal year basis. It is time for election of new officers for FY 2017-18. Lorrin Ellis from Union City is the current President, Dianne Martinez is the First Vice President, and Jim Oddie is the Second Vice President.

DISCUSSION

Items for consideration when electing officers:

- It is customary for each officer to "advance one level" each year.
- Unlike the Waste Management Authority, the Energy Council does not require the geographic origin of officers to include one from each of three defined parts of the County.
- The Energy Council was interested in ensuring that the officers were not all from large or small member agencies. Larger agencies might be defined as those with more than one vote on the Energy Council, in recognition that they have larger populations than the other agencies. The agencies with more than one vote are: City of Oakland (3), County of Alameda (2), City of Hayward (2), and City of Fremont (2).

RECOMMENDATION

Staff recommends that the Energy Council elect officers for Fiscal Year 2017-18.

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August 2017
Meetings Schedule

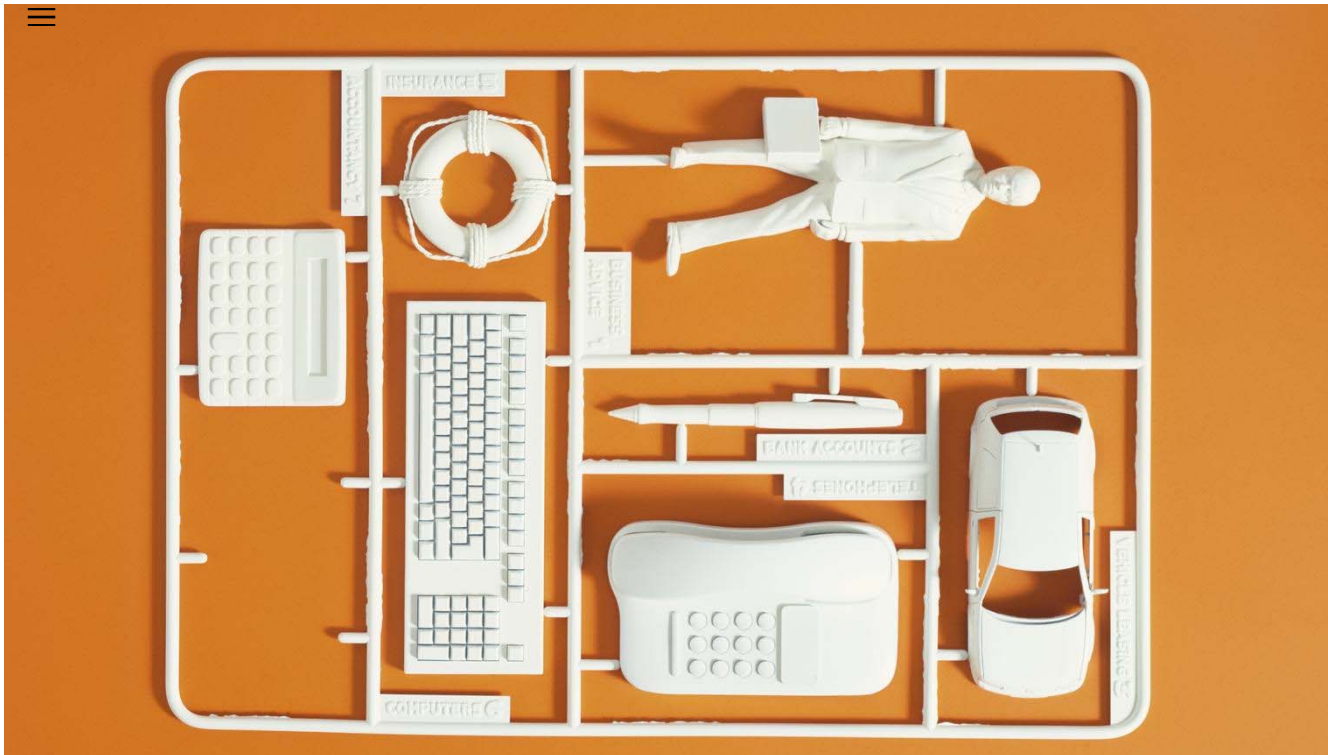
Alameda County Waste Management Authority, The Energy Council, & Source Reduction and Recycling Board

(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	10 9:00 AM Programs & Administration Committee SUMMER RECESS <hr/> 4:00 PM Planning & Organization Committee and Recycling Board StopWaste Offices Key Items: 1. Green Toys 2. 5 Year Audit – Crowe Horwath 3. Fixit presentation	11	12
13	14	15	16	17	18	19
20	21	22	23 3:00 PM Waste Management Authority & Energy Council SUMMER RECESS	24	25	26
27	28	29	30	31		

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MOTHERBOARD



RIGHT?

Why Don't We Just Make Everything Out of Recycled Plastic?



KALEIGH ROGERS

Jul 12 2017, 3:00am

It's a complicated question, but very smart people are working to solve it.

A few months ago, I committed to making more ethical purchases, particularly when it came to environmental sustainability. Naturally, Google and Facebook's algorithms noticed my new lifestyle and immediately began surfacing ads for shoes made of recycled grocery bags alongside news stories about design students who make skateboard decks from discarded plastic.

It started to make me wonder: Why are these products still seen as novelties? We're constantly reminded that we've produced millions of tons of plastic that will take 1,000 years to decompose and are clogging our oceans, so surely there's more than enough of this stuff on the planet already to make all of our products for the next century. Why don't we just make everything out of recycled plastic? The answer, I found out, can be chalked up to a mix of technological, marketing, and cultural barriers. But there are some very smart people working to break these barriers down.

"It's a very interesting situation," said Edward Kosior, a chemical engineer who started an independent consultancy on plastic recycling called Nextek. "The context for all of this is the price of oil."

Over the past few years, oil production has surged, causing a glut of global crude oil. This has kept the price down, and since plastics are made from oil, the cost of making new plastic has stayed low. When oil is pricier, using recycled plastics can be cheaper than making

"virgin" plastic from scratch but at the moment, the opposite is true. Our recycling process also isn't perfect, and can sometimes lead to slightly lower quality plastics or variations in color or feel—these may be barely noticeable to the consumer, but to a brand, that's more variation than they want to gamble with.

"To use recycled plastics, they have to consider two things: Is there an impact on the appearance, and what is the implication for cost?" Kosior said. "The brand owner always wants the product to look identical on the shelf."



Plastic and other trash clogs up our oceans, rivers, and lakes. Image: Horia Varlan/Flickr

The economic benefits for a manufacturer are also sometimes difficult to pin down, said Jeannette Garcia, a polymer chemist at IBM Research. Garcia said that efficiency, oil savings and the reduction in CO2 emissions that come from using recycled plastics are "invisible" to many manufacturers, while financial costs are obvious.

There are also technological barriers to manufacturing more recycled plastic goods, Garcia told me. Recycling is a complicated process. Plastics have to be cleaned, sorted, and melted to be reshaped and reused. But most products are made of multiple kinds of plastic, each of which has to be sorted from the others before that can happen, and some—like PVC—can't be recycled at all.

Garcia said researchers are now looking for new and more efficient ways to make, and break down, plastics. "Since we make plastics chemically, the way we treat them at end of life is also probably going to be chemical," she said.

Garcia cited a number of examples, such as chemical recycling, where the plastic is exposed to a catalyst at a very high temperature, causing the underlying compounds to break down. It's how scientists have been able to make fuel out of old water bottles. Garcia said this technique still requires a lot of energy, and is very expensive, but she believes scientists will eventually figure out how to use a similar process at a much lower temperature.



Garcia inspecting some plastic powder made from recycled CDs. Image: IBM Research

New techniques for making plastic could also make them easier to recycle, she said, pointing to a technique she co-developed to produce thermoset plastics—a polymer that actually gets stronger when you heat it up—that can be broken down and recycled.

There are cultural barriers to overcome as well.

"Most consumers wouldn't have a clue which plastics they can or can't recycle," said Nathalie Jerming-Havill, the senior creative strategist at Studio INTO, a design consultancy in

London. Beyond that, there's a lack of pressure from buyers. "If the consumers don't want it, why should [the companies] care?"

Studio INTO supports a sustainable design challenge project every year for senior students at Central Saint Martins, a nearby arts college. This year, they challenged students to develop products that found new uses for plastics, which varied from plastic-free tampons to a take-away sushi containers made out of a soy sauce gel. Jerming-Havill told me the next generation of designers and engineers is eager to solve these problems, but big companies aren't as keen to adapt.

Even with green choices being "trendy," it's not always enough: Kosior estimated 25 percent of plastic products contain some small amount of recycled material, but it's not advertised because consumers believe recycled stuff ought to cost less. Garcia told me only 8.8 percent of plastic in the US is actually recycled, the rest ending up in landfills and the ocean. People still aren't willing to pay more, in dollars or effort, to save the planet.

Each of the experts I spoke to was surprisingly optimistic. As consumers become more aware, companies will start looking for better ways to incorporate recycled materials, and scientists are leading the charge.

"People are really chomping at the bit to be able to figure out how to address this issue and make a truly circular economy," Garcia said. "I am optimistic that we're heading in the right direction."

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