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

Thursday, September 8, 2016

9:00 A.M.

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

Members Present:

City of Berkeley	Susan Wengraf
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Don Biddle
City of Fremont	Suzanne Lee Chan
City of Hayward	Al Mendall
City of Newark	Mike Hannon
City of Oakland	Dan Kalb
Oro Loma Sanitary District	Dan Walters
City of San Leandro	Deborah Cox
City of Union City	Lorrin Ellis

Absent:

County of Alameda	Keith Carson
City of Livermore	Laureen Turner

Staff Present:

Wendy Sommer, Executive Director
Tom Padia, Deputy Executive Director
Pat Cabrera, Administrative Services Director
Cassie Bartholomew, Program Manager
Chinwe Omani, Executive Assistant

1. Convene Meeting

Chair Dave Sadoff called the meeting to order at 9:03 a.m.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of June 9, 2016 (Wendy Sommer)

Action

Board member Biddle made the motion to approve the draft minutes of June 9, 2016. Board member Wengraf seconded and the motion was carried 7-0 (Carson, Chan, Ellis, Kalb, and Turner absent).

4. Financial Services Manager Position (Pat Cabrera)

Action

That the Programs and Administration Committee recommend to the Authority

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Board to approve the new Financial Services Manager position, the accompanying job description and new monthly salary range of \$8,866 - \$10,773. Furthermore, staff is recommending that the P&A Committee recommend to the Authority Board to eliminate the Chief Financial Officer position, job description and monthly salary range of \$9,598 - \$11,661.

Pat Cabrera provided an overview of the staff report. The report is available here:

[Financial-Services-Manager-memo-09-08-16.pdf](#)

Board member Hannon inquired if a four year degree is required for the position. Ms. Cabrera stated that a four year degree is not required as a hard rule but it is preferred. Board member Chan inquired if the agency is required to have a CFO. Ms. Cabrera stated no, we are a governmental joint powers authority and as such the Finance Manager position will also function as the agency treasurer but it is not required that we have a Chief Financial Officer. Chair Sadoff inquired about the basis for the proposed salary range. Ms. Cabrera stated that the proposed salary range is closely aligned with the City of Alameda's Financial Services Manager position which was used as a comparable and it is also within the Program Manager II salary range.

Board Member Hannon made the motion to approve the staff recommendation. Board member Mendall seconded and the motion was carried 9-0 (Carson, Ellis, and Turner absent).

5. Smart Kitchen Initiative (Cassie Bartholomew)

Information

This item is for information only.

Cassie Bartholomew shared the Ad Council's new Save the Food video (The Extraordinary Life and Times of Strawberry: <https://www.youtube.com/watch?v=WREXBUZBrS8>

She then provided an overview of the staff report and presented a PowerPoint presentation. The report and presentation is available here: [SKI-Presentation-09-08-16.pdf](#)

Board member Mendall stated that the results are impressive and inquired if staff is confident in the accuracy of the results. Ms. Bartholomew stated that the metrics are based on accurate and consistent tracking. During data reviews, chefs are asked for a barometer of the food waste capture rate from production. Ms. Bartholomew added from the first 4-6 weeks of the program chefs are asked to track everything everyday and 2 weeks of good tracking are selected as their baseline. Board member Hannon stated that we must be mindful of kids with allergies when food sharing at schools. He added that it would be helpful to come up with a tax credit or incentive to offset the cost of the food that is donated to food banks. Finally, there needs to be a better expiration system for food, i.e. sell by, best by, etc. Ms. Bartholomew stated that there is legislation that has not been passed addressing this issue and the agency is working on this effort as well. Mr. Padia stated there is a report called the Dating Game that reports on this issue as well. Ms. Bartholomew added staff recently conducted household surveys and confusion regarding expiration dates resulted in the largest reason why food is discarded.

Board member Chan inquired if there is a plan to reach out to corporate kitchens other than Guckenheimer. Ms. Bartholomew stated yes, we are currently recruiting kitchens to participate in this fiscal year's program including corporate kitchens and other sectors such as hospitals, assisted living and hotels with onsite dining. Board member Chan inquired about the total cost of the program and inquired if staff has projected the scale of the program and anticipated costs going forward. Ms. Bartholomew stated the entire package for a small to mid scale kitchen including training cost \$4,500 for the first year. Larger kitchens can range between \$8-9,000. The total cost for last fiscal year for 15 kitchens was approximately \$60,000. Ms. Bartholomew stated that we are currently piloting the program and have not brought it to scale. We are now just working with the current limit of 10-15 kitchens with the idea that they will assume the cost going forward. Ms. Sommer added food waste is the largest single category of material

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being landfilled and the program looks promising but will be one of the projects that we will be evaluating during the priority setting process. Board member Chan inquired how food pantries can connect with companies such as LeanPath. Ms. Bartholomew stated that we are attempting to be the conduit for connecting businesses with food rescue groups and we currently partner with the Alameda County Community Food Bank that works with hundreds of smaller food pantries throughout Alameda County. We are connecting Guckenheimer with Chefs to End Hunger, a food recovery program provided by their food supplier SF Specialties. We are also partnering with Supervisor Wilma Chan's office on a county-wide initiative, 'All in to End Hunger.' They represent most of the food rescue groups in the County and they are looking at pooled grants and funding through CalRecycle and other sources.

Board member Cox stated that there is a new construction in San Leandro that should be occupied in October but she is unsure about their food provider. She added there is a non-profit shelter in San Leandro, Building Futures for Women and Children that could benefit greatly from food donations. Board member Wengraf inquired about how much of the corporation's food budget allocates for overproduction and over purchasing. Ms. Bartholomew stated they allocate for a 3-5% loss margin.

Board member Sadoff stated that he agrees that a tax write off is a good incentive and inquired if there is concern about liability with respect to food borne illnesses. Ms. Bartholomew stated yes that is one of the biggest concerns but there is also misconception and a lack of awareness around protection through the Good Samaritan Act and safe food handling requirements. Through our program with the schools, we are actively partnering with inspectors from the Alameda County Public Health Department and the Environmental Health Department to develop guidance tools for schools and restaurants that clearly outlines regulations from Cal Code around food donation. Board member Mendall inquired about second year costs if businesses opt to continue the program. Ms. Bartholomew stated it would probably cost half of the initial cost due to the lack of training required. Board member Mendall added he agrees with the expiration date issues and encouraged the agency to take a position on any pending legislation towards this effort. Ms. Sommer stated that the agency has taken a position however the legislation has not moved forward. Board member Chan added Costco makes significant food donations and encouraged food rescue agencies to contact them directly.

Chair Sadoff thanked Ms. Bartholomew for a wonderful presentation.

6. Member Comments

Board member Cox stated that she would like presentations such as this to be emailed to Board members. Ms. Sommer agreed to do this and also reminded the Board that all presentations are included as links in the Board minutes. Board member Chan stated that she was in Los Angeles and they do not have an organics program. Mr. Padia stated that the city of Los Angeles does have a residential organics collection program that includes food scraps, however many jurisdictions in LA County only allow plant debris in the green bin. Board member Sadoff stated that he has been working in Kenai, Alaska and they have a zero recycling effort.

7. Adjournment

The meeting adjourned at 9:50 a.m.