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IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY (IVRMA)
TECHNICAL ADVISORY COMMITTEE (TAC) MEETING

AGENDA

DATE: Thursday, November 16, 2023

TIME: 3:00 p.m.

LOCATION: ICTC Offices (Hybrid)
1503 N. Imperial Ave., Ste. 104
El Centro, CA 92243

Zoom meeting information is as follows.

<https://us06web.zoom.us/j/81895710385?pwd=Yb4EIKYsOkA7TR9OtxBRrb4a4ukEBY.1>

Dial:(669)900-9128

Meeting ID: 818 9571 0385

Passcode: 230605

Chairperson: City of El Centro

Vice-Chair: City of Brawley

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

PUBLIC COMMENTS

Any member of the public may address the Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

DISCUSSION/ACTION/INFORMATION ITEMS

1. INTRODUCTIONS

2. OCTOBER 26, 2023, MINUTES, REVIEW/DISCUSSION/ACTION (pgs.3-9)

3. CAPACITY PLAN PROJECT/PROPOSALS PRESENTATION/DISCUSSION (pgs.10-129)
By IVRMA Staff

4. ORGANICS WASTE CAPACITY REPORT DISCUSSION (pgs.130-140)
By IVRMA Staff

IVRMA TAC MEETING AGENDA |2

- | | |
|--|---------------|
| 5. IVRMA UPDATES
<i>By IVRMA Staff</i> | DISCUSSION |
| 6. MEMBER ROUNDTABLE
<i>By All</i> | DISCUSSION |
| 7. ADJOURNMENT | <i>ACTION</i> |

The next IVRMA TAC meeting is tentatively scheduled for Thursday, December 28, 2023. For questions or comments, please call Maricela Galarza at (760) 996-0972, or email me at maricelagalarza@imperialctc.org.

ITEM 2:
OCTOBER 26, 2023
MINUTES



300 S. IMPERIAL AVE., SUITE 6
EL CENTRO, CA 92243-2875
PHONE: (760) 337-4537

**IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY (IVRMA)
TECHNICAL ADVISORY COMMITTEE (TAC)**

DRAFT MINUTES

October 26, 2023

Present

Quorum Attendees:

Abraham Campos	City of El Centro
Steven Mireles	City of Brawley
Cedric Cesena	City of El Centro
Liz Zarate	City of El Centro
Frank Pacheco	City of El Centro
Liliana Falomir	City of Calexico
Yvonne Cordero	City of Imperial
Yvette Rios	City of Holtville
Veronica Atondo	Imperial County Public Works
Laura Gutierrez	City of Calipatria

Attendees:

Maricela Galarza	IVRMA
Angelica Gerardo	IVRMA
Clarissa Delgadillo	IVRMA
Atenea Leal	IVRMA
Matt Gray	CR&R
Sylvia Gerardo	Republic Services
Lisa Baron	Republic Services
Chelsea Callahan	CalRecycle
Jill Larner	CalRecycle

1. Mr. Campos called the meeting to order at 3:04 p.m. **A quorum was present.** Introductions were made.
 - Hybrid meeting
2. Minutes were reviewed for September 28, 2023, and no comments or changes were requested. Minutes were adopted for September 28, 2023. (Campos, seconded by Ms. Falomir) **Motion Carried.**
3. CALRECYCLE-SB1383-ENFORCEMENT
 - Ms.Callahan and Ms.Larner provided a presentation for SB1383 Commercial Edible Food Recovery Requirements for Jurisdictions. (Please see Attachment for Reference)

- Ms. Callahan mentioned that SB1383 Funds applications for all Jurisdictions are due November 15, 2023.
- Mr. Pacheco asked about the Deadlines on the application Resolutions. If there is more time given to submit the Resolution.
- Mr. Mireles added that the City of Brawley looked into it and concluded that there is a secondary due date for the Resolution Requested.
- Mr. Lamoure was supposed to attend the October IVRMA TAC to provide examples of templates for the but unfortunately was not able to attend. Mr. Lamoure will try to be present in the following IVRMA TAC meeting or can schedule a date for more help.

4. IVRMA Updates

Ms. Galarza provided the following updates.

- A proposal was sent out Monday, October 23, 2023, to 4 firms, and all 4 confirmed their Intent to propose for the project. The deadline for the proposal is Monday, November 6, 2023. Proposals will be shared with TAC members next meeting for any feedback.

Ms. Delgadillo provided the following updates.

- For October IVRMA Outreach has hosted 11 School presentations in the following Cities Imperial, and Brawley. For Community Events Outreach participated in the following Cities El Centro, Holtville, Heber, Imperial, and Westmorland. IVRMA partnership with CR&R and Republic Services for the following City clean-up events: El Centro, Brawley, Heber, Calexico, and Imperial. IVRMA hosted Household Hazardous clean-up events for the following Cities: Palo Verde, and Niland. IVRMA reached all the mentioned cities before the Clean Ups. For November IVRMA will be hosting 1 school presentation in the City of Imperial. For events, IVRMA will be participating in the Brawley Cattle Call Parade.

5. Member Roundtable

- None.

6. Adjournment

- Mr. Campos adjourned the meeting at 3:47 p.m.

The next IVRMA TAC meeting is scheduled for Thursday, November 16, 2023. For questions or comments, please call Maricela Galarza at (760) 996-0972, or email at maricelagalarza@imperialctc.org.

SB 1383 Commercial Edible Food Recovery Requirements For Jurisdictions

Imperial Valley Resource Agency
October 26th, 2023



SB 1383 EDIBLE FOOD RECOVERY

POLICY OVERVIEW

- Commercial Edible Food Generators
- Food Recovery Contracts or Written Agreements
- Recordkeeping and Reporting Requirements
- Jurisdiction Requirements and Key Dates

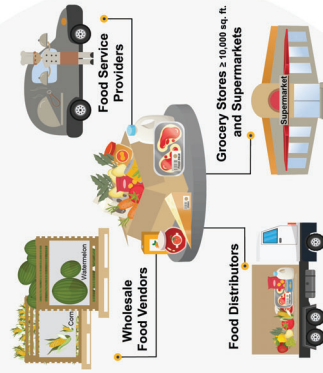


Commercial Edible Food Generators

Tier 1

January 1, 2022

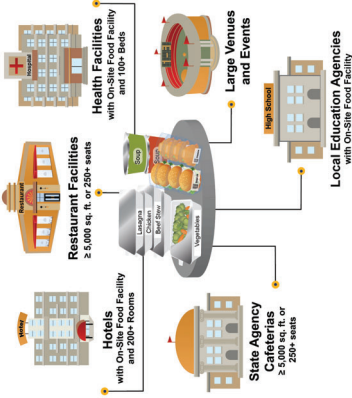
Tier one businesses typically have more produce, fresh grocery, and shelf-stable foods to donate.



Tier 2

January 1, 2024

Tier two businesses typically have more prepared foods to donate, which often require more careful handling to meet food safety requirements (e.g. time and temperature controls).



Commercial Edible Food Generator Requirements



Recover maximum amount of edible food that would otherwise be disposed



Arrange food recovery through a **contract or written agreement** with:



Food recovery organizations or services that will **collect** edible food for food recovery



Food recovery organizations that will accept food that the generator **self hauls**

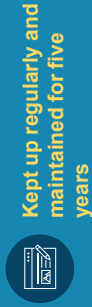


Maintain Records



Recordkeeping Requirements for Commercial Edible Food Generators

Records Must Be:



Kept up regularly and maintained for five years



Electronic OR hard copy

Records Must Include:



List of Food Recovery Organizations and Services that Collects or Receives Donations



Copy of Contracts or Written Agreements with Food Recovery organizations and Services



Records for each Food Recovery Organization and Services that include:

- Name, address, and contact information of organizations.
- Types of food collected or self-hauled
- Established frequency of collection or self-haul
- Quantity of food recovered, measured in pounds recovered per month.



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Food Recovery Organization and Services

Recordkeeping

Name, address, and contact information for each Tier One and Tier Two commercial edible food generator the service or organization collects or receives edible food from.

Quantity in pounds of edible food collected from each tier one and two commercial edible food generator per month.

A model recordkeeping tool is available [here](#).



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Food Recovery Organization and Services

Reporting

Food recovery organizations and services that have a contract or written agreement with one or more commercial edible food generators shall:

Report the total pounds of edible food recovered in the previous calendar year to the jurisdiction they are physically located in.

No reporting of donor names is required



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Jurisdiction Edible Food Recovery Program

Educate Commercial Edible Food Generators on Requirements

Increase Access to Food Recovery Organizations

Increase Edible Food Recovery Capacity
(if additional capacity is needed)

Monitor Edible Food Recovery Compliance

◆ A jurisdiction may fund their program through franchise fees, local assessments, or other funding mechanisms.



SB 1383 Key Edible Food Recovery Dates

2022

- Jurisdictions establish edible food recovery program
- Tier 1 commercial edible food generators must be compliant
- Jurisdictions begin food recovery capacity planning
- Jurisdictions begin food recovery education (annually)
- Jurisdictions begin inspections of Tier 1 generators and food recovery orgs./services

2024

- Tier 2 commercial edible food generators must be compliant
- Jurisdictions begin inspections of Tier 2 commercial edible food generators
- Jurisdictions take enforcement action for non-compliant entities

Edible Food Recovery Education and Outreach

Local Jurisdictions are required to:

- Educate commercial edible food generators about the requirements for edible food recovery
- Increase commercial edible food generators' access to food recovery organizations and services, including publishing and maintaining a list of those entities on their jurisdiction website.



Examples of Education and Outreach:

Requirements for Commercial Edible Food Generators

- Maintain list of all food recovery organizations that collect or recover your edible food.
- Maintain your edible food recovery program which includes the following:
 - The name, address and phone number of the food recovery organization.
 - The established frequency that food was collected or self-hauled.
- Maintain quantitative data.
- Maintain training records to ensure an employee training program which discusses safe food handling procedures of recoverable foods in plants.

SB 1383 New Requirements for Businesses

- New Food Waste Recycling Service**

All residents and commercial businesses in Carlsbad will receive organic recycling services through CalRecycle's new food waste recycling service.

 - You will be provided with a new bin for recycling organic waste and you'll receive guidance about what can go into the bin (e.g. food scraps, food waste paper, etc.)
 - City will help support your organization for compliance and contamination monitoring.
- New Food Donation Requirements**

The food donation requirements apply to select facilities only, which are categorized into the systems:

 - Individuals: restaurants, grocery stores, food service providers, food service distributors, and bakeries.
 - The "One Generator"
 - The "Ten Generators"

*see restrictions apply for California's select commercial generators

Food recovery organizations in a Tier One or Tier Two Community must be required to:

 - Establish a written agreement with a food recovery organization or service (e.g. food banks, food pantries, soup kitchens, etc.)
 - Establish contacts or written agreements with food recovery organizations that will collect your excess edible food.
 - Maintain records of food donation activities.



Edible Food Recovery Capacity Planning

Local Jurisdictions are required to:

- Estimate the amount of edible food disposed by Tier 1 and 2 commercial edible food generators.
- Identify existing and new or expanded capacity at food recovery organizations and services
 - Entities contacted by a jurisdiction must respond within 60 days regarding capacity.
- Identify the amount of new or expanded capacity needed, if any, and submit an implementation schedule to CalRecycle.
 - Jurisdictions must consult with food recovery organizations and services.

Must Have Enforcement and Inspection Program that Includes:

- **Inspections to verify:**
 - Edible Food Recovery Contracts and Agreements
 - Recordkeeping
- **2022:**
 - Tier 1 Commercial Edible Food Generators
 - Participating Food Recovery Organizations and Services (recordkeeping inspections only)
- **2024:**
 - Tier 2 Commercial Edible Food Generators

Commercial edible food generator inspections can be combined with existing mandatory inspections

JURISDICTION ENFORCEMENT REQUIREMENTS

Enforcement Mechanisms

If Jurisdictions Determine Non-Compliance:

- Issue a Notice of Violation requiring compliance within 60 days of the issuance of that notice.
- Absent compliance by the respondent within the deadline set forth in the Notice of Violation, the jurisdiction shall commence an action to impose penalties pursuant to Article 16 of SB 1383.
- First violation: \$50-\$100 per violation
- Second violation: \$100-\$200 per violation
- Third and subsequent violations: \$250-\$500 per violation

Disclaimer

This guidance tool was developed by CalRecycle as a courtesy for informational and example purposes only. Use of this tool is optional and is not a regulatory requirement. In the event of any conflict with this guidance tool or information herein, applicable statutory and regulatory provisions shall control. This tool and information herein are based on known facts and legal authority as understood by CalRecycle at the time of release. Any analysis, guidance, or other information herein may be subject to change based on changed facts or legal authority, actual or understood, subsequent to the time of this communication. The provision of this guidance tool and any analysis, guidance, or other information herein shall not be construed as a waiver of any rights or remedies available to CalRecycle. Recipients of this communication are encouraged to seek the assistance of legal counsel to comply with applicable state law based on their pertinent facts and circumstances. CalRecycle makes no representation that use of this tool will ensure compliance with regulatory requirements. The user assumes all risk and CalRecycle accepts no responsibility or liability to any person because of the use of, or reliance upon, this tool or the information herein.

Questions?

Jill Larner

Jill.Larner@CalRecycle.ca.gov
(916) 341-6525

Chelsea Callahan

Chelsea.Callahan@CalRecycle.ca.gov
(916) 341-6239

**ITEM 3:
CAPACITY PLAN
PROJECT/
SUBMITTED
PROPOSALS**

Proposal #1
MSW
CONSULTANTS



**Proposal to Conduct
Edible Food Recovery Capacity Planning & Consulting Support**

Submitted by



**Solid Waste Consultants
to Local Government**

November 6, 2023

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**Proposal to Conduct Edible Food Recovery
Capacity Planning and Consulting Support
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1 Cover Letter



SOLID WASTE CONSULTANTS
TO LOCAL GOVERNMENT

November 6, 2023

Ms. Maricela Galarza
Project Manager
Imperial Valley Resource Management Agency
300 S. Imperial Ave., Suite 6
El Centro, CA 92243

Proposal to Conduct Edible Food Recovery Capacity Planning and Provide Consulting Support

Dear Ms. Galarza:

MSW Consultants is pleased to submit this proposal to conduct an edible food capacity study and provide consulting support for the Imperial Valley Resource Management Agency (IVRMA). We provide solid waste consulting services exclusively to local governments in the areas of finance, economics, and public policy.

Our mission is to work with municipal managers to maximize the value of the solid waste services that are delivered to their ratepayers. In our 20-year history, we have provided a broad range of solid waste consulting services to over 100 cities, counties and special districts in the areas of regulatory compliance, auditing, contract negotiation, rate setting, competitive service procurement, contract compliance, and waste diversion.

We believe the following characteristics of our firm uniquely qualify us to perform this project for IVRMA:

- We are experts in the area of municipal solid waste management. Each of our staff members has extensive experience in assisting local governments comply with AB 341, AB 1826, and SB 1383.
- Our staff have specific experience in designing and implementing edible food recovery programs and assessing organics recovery capacity for Riverside County.
- We have extensive experience in identifying and inspecting Tier 1 and Tier 2 generators to assist our clients with SB 1383 compliance.

- We are currently performing edible food recovery inspections for the cities of Perris, Moreno Valley, Murrieta, Jurupa Valley, and San Jacinto through the Western Riverside Council of Governments (WRCOG).
- We have also provided SB 1383 edible food recovery compliance assistance to the cities of La Habra, Orange, Rancho Palos Verdes, and Stanton.
- Each of our staff members has experience in preparing solid waste ordinances. We have recently updated the SB 1383 ordinances for the cities of Corona, Del Mar, Orange, Rancho Palos Verdes, and Rancho Santa Margarita. As a result, each of our staff have in-depth knowledge of the requirements of SB 1383.

We appreciate the opportunity to submit this proposal. If you have any questions, please call me at (951) 704-9776, or email me at dave@msw-consultants.com.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'D. Davis', is positioned above the typed name.

David Davis, CMA
President
MSW Consultants
41760 Ivy St., Suite 203
Murrieta, CA 92562

2 Background and Objectives

2.1 Background

A key goal of SB 1383 is to reduce the amount of edible food being thrown away and redistribute that food to people in need. SB 1383 includes a state-wide target to reduce the amount of edible food being thrown away by 20% by 2025. To achieve this goal, CalRecycle included Article 11 (Organic Waste Recycling Capacity Planning) in the SB 1383 regulations. Section 18992.2 (Edible Food Recovery Capacity) requires counties to prepare an Edible Food Recovery Capacity Plan.

To prepare this Plan, counties must:

- 1) Estimate the amount of edible food that will be disposed by commercial edible food generators (CEFGs) that are located within the county and all jurisdictions within the county;
- 2) Identify existing capacity at food recovery organizations that is available to CEFGs located within the county and jurisdictions within the county;
- 3) Identify the amount of new or expanded capacity at food recovery organizations and food recovery services that will be needed to recover the edible food that is disposed by commercial edible food generators; and,
- 4) Report to CalRecycle the amount of edible food recovery capacity by August 1, 2024.

According to CalRecycle's 'Specific Purpose and Necessity of the Regulations,' one of the reasons why it is requiring counties to gather and provide this capacity planning information is to enable CalRecycle to hold local jurisdictions responsible for planning and identifying new capacity if they lack access to sufficient existing, new, or planned capacity.

2.2 Project Objective

The objective of this project is to prepare an Edible Food Recovery Plan for the County.

3 Scope of Work

To prepare the County's Edible Food Recovery Plan, we will perform the following tasks:

Task 1- Project Administration

We will prepare for and conduct a virtual project kick-off meeting (or conference call) with IVRMA staff. On this call, we will confirm the project scope and schedule, and discuss any key issues. We will discuss the information we will need from IVRMA and the member cities. We will also discuss the format and content of the final reports. After the meeting, we will prepare and distribute meeting notes. Each month, we will prepare a project status report describing the work performed in the previous month, and plan the tasks to be performed for the next month.

Deliverables

- Monthly Project Status Reports

Task 2 – Identify Edible Food Disposed by Commercial Food Generators

We will estimate the amount of edible food that will be disposed by Tier 1 and Tier 2 commercial edible food generators located in the County (and cities within the County). We will estimate this amount by performing these steps:

1. We will review the list of Tier 1 and Tier 2 edible food generators that IVRMA has provided to us, and identify those generators that do not meet the threshold of a Tier 1 or Tier 2 commercial edible food generator (e.g., restaurants with fewer than 250 seats, etc.). We will determine which generators do not meet the criteria for Tier 1 or Tier 2 generators by conducting online research, and based on our edible food outreach experience.
2. We will review the revised list of Tier 1 and Tier 2 edible food generators (and identify the generators that do not meet the threshold) with IVRMA staff, and make any adjustments as needed.
3. For the final list of Tier 1 and Tier 2 edible food generators, we will estimate the amount of edible food being generated based on Table 1 (page 13) of CalRecycle's document entitled 'Estimating Factors for Edible Food Disposed by Commercial Edible Food Generators' found here: [2023Apr27CEFGGuidance.pdf](#)
4. We will tabulate the estimated amount of recoverable food for each generator for the County and every city in the County. We will do this by using CalRecycle's SB

1383 Edible Food Recovery Planning Calculator Tool. CalRecycle's tool is found here: [2021Dec31 EdibleFoodCalculator.xlsx](#)

Deliverables

- Tier 1 and 2 Generators List

Task 3 - Identify Existing, and New or Expanded, Food Recovery Capacity

We will identify the existing, and the new or expanded, capacity at food recovery organizations including food banks and non-profit charitable organizations that are available to serve commercial edible food generators in the County and cities in the County. We will do this by performing these steps:

1. Prepare a draft survey document for the food recovery organizations to complete and provide information about their existing and any new food recovery capacity.
2. Review the draft survey document with a 'pilot' or 'focus' group of key food recovery organizations, and obtain their feedback on the document. The purpose of this step is to obtain feedback on the efficiency and efficacy of the survey document, and obtain 'buy in' from some key stakeholders.
3. Contact each of the food recovery organizations in the County and cities in the County, identify the key contact person, explain the survey, obtain their email address, and send them the survey instrument.
4. Follow up with each emailed survey form with two follow up phone calls to answer questions and solicit responses.
5. Tabulate the results from the survey responses. For the food service organizations that do not respond after two phone calls, we will use the information from the responding entities to estimate the existing capacity for the non-responders.
6. Tabulate the results from the survey responses and combine those with our estimates of the non-responders. We will then estimate the total amount of existing and potential new food recovery capacity for the County and the cities in the County. We will do this by using CalRecycle's SB 1383 Edible Food Recovery Planning Calculator Tool is found here: [2021Dec31 EdibleFoodCalculator.xlsx](#)

We will compare the amount of recoverable edible food currently being disposed identified above in Task 2 with the amount of existing and any new or expanded capacity identified in this Task 3. We will identify the amount of additional food recovery capacity

needed to recover the edible food that is estimated to be disposed by commercial edible food generators in the County and in each city in the County.

As a result, we will derive three amounts that will be uploaded to the CalRecycle capacity planning web portal:

- Edible food for landfill disposal (in tons)
- Edible food recovery capacity available (in tons)
- Needed edible food recovery capacity

These amounts are essentially the capacity planning ‘report’ required by CalRecycle. The amounts in these reports will be included in the capacity planning reports described below in Task 4. We will review the support for these amounts with the County and each of the cities prior to them being uploaded to the CalRecycle web portal.

Deliverables

- List of Food Recovery Organizations and Services by Jurisdiction
- Food Recovery Capacity by Jurisdiction

Task 4 – Food Recovery Toolkit and Edible Food Recovery Capacity Reports

We will develop a Food Recovery Toolkit that outlines the food recovery program responsibilities of commercial edible food generators (CEFGs) and food recovery organizations and services (FROs/FRSs). The Food Recovery Toolkit will consist of two flyers on food recovery program requirements for CEFGs and FROs/FRSs respectively and a list of FROs/FRSs available to each jurisdiction. We will obtain a mailing address for each CEFG. We will use the mailing address listed online for each FRO/FRS. We will mail the materials listed above to each food recovery entity and offer additional support via a single email address setup through IVRMA.

We will prepare two Edible Food Recovery Capacity Reports. These reports will include (as discussed in our kickoff meeting) an executive summary of our findings, as well as the background, objectives, work performed, education efforts, and edible food recovery capacity amounts for the County and each city in the County. One report will cover the period from January 1, 2022 through December 31, 2024, and is due on March 29, 2024. The other report will cover the period from January 1, 2025 through December 31, 2034, and is due June 15, 2024.

We will review these reports with the County and all the cities prior to submitting final report to the County. If required by the capacity planning results, we will also prepare an

implementation schedule that includes timelines and milestones for planning efforts to develop new capacity.

Deliverables

- Food Recovery Toolkit
- Edible Food Recovery Capacity Reports
- Implementation Schedule (*if necessary*)

Task 5 – Consulting Support

As directed by County staff, our entire staff of SB 1383 experts will be available to provide ongoing support to help improve edible food recovery efforts in the Imperial County Region. This may include developing recommendations to expand or enhance the County’s edible food recovery program.

4 Firm Qualifications

MSW Consultants provides solid waste consulting services exclusively to local governments in the areas of finance, economics, and public policy. Our mission is to work with municipal managers to maximize the value of the solid waste services that are delivered to their ratepayers.

MSW Consultants was founded in 2000 by David L. Davis, CMA. In his over 30 years in the solid waste industry, Mr. Davis has provided a broad range of solid waste consulting service to over 100 cities, counties and special districts in the areas of rate setting, auditing, contract compliance, contract negotiation, competitive service procurement, waste diversion, and regulatory compliance.

MSW Consultants offers the following services to local governments:

- SB 1383 regulatory compliance assistance
- Rate studies for collection, processing, transfer and disposal service
- State regulatory compliance planning and assistance
- Contract negotiation and procurement assistance
- Performance audits of franchised waste haulers
- Solid waste program planning and design
- Reviews of contractor's requests for rate increases
- Waste generator education and outreach

More information can be found on our website at: www.msw-consultants.com

5 Project Team

MSW Consultant has a staff of eight solid waste industry experts. The key personnel assigned to this project will be: David L. Davis, CMA, Lucas Arias, Girard Mobley, and Kayla Friederich.

David Davis, CMA – President - Mr. Davis will serve as the Project Director for this project. He will have overall responsibility for the project. He has 30 years of experience in the solid waste industry. He is a Certified Management Accountant (CMA) and an expert in solid waste macro- and micro-economics. Mr. Davis will direct the planning of the project, attend all meetings, and review all work products.


Lucas Arias – Project Manager – Mr. Arias will serve as Project Manager. He has over five years of experience in the solid waste industry providing recycling outreach and education to commercial waste generators and most recently, designing and implementing edible food recovery programs and assessing organics recovery capacity for Riverside County. He will serve as project manager and IVRMA’s main point of contact for the project. He will plan and manage the project, and coordinate and monitor the day-to-day data gathering activities of the project analyst. He will prepare and analyze work products and prepare monthly project status reports.

Girard Mobley – Senior Consultant – Mr. Mobley will serve as Project Analyst. He is a skilled financial analyst and project analyst. He has extensive experience in conducting audits on waste haulers, analyzing tonnage data, and most recently, implementing an edible food recovery program in the City of Rancho Palos Verdes. He will perform the data analysis tasks, organize and tabulate the data, and prepare schedules for the report to CalRecycle.

Kayla Friederich – Consultant – Ms. Friederich will serve as Project Analyst. She has experience in providing recycling outreach and education to commercial waste generators and their edible food generator classifications. She has conducted edible food recovery inspections for the cities of Jurupa Valley, Murrieta, and San Jacinto. She will perform most of the data gathering activities and outreach to food recovery entities.

Our staff will be fully dedicated and responsive to IVRMA’s needs. Key personnel will be available for the duration of this project.

6 Resumes


CREDENTIALS
EXPERIENCE
30 Years
EDUCATION
BA, Finance, Cal State Fullerton, 1983
LICENSES & CERTIFICATIONS
Certified Management Accountant (CMA)
PROFESSIONAL AFFILIATIONS
Solid Waste Association of North America, Southern California Waste Management Forum (Chair)
Zero Waste Practitioner

David Davis – Project Director - Mr. David Davis is a Certified Management Accountant (CMA) with over 30 years of experience in the field of solid waste management. His expertise lies in working with municipal managers to maximize the value of the solid waste services provided to their ratepayers. He has held executive management positions in both the private and public sectors and has extensive experience in providing business advisory services to local government in the field of solid waste management.

As chief financial executive for the local hauling and landfill divisions of a national solid waste management company, Mr. Davis was responsible for financial reporting, budgeting, cost analysis, billing and collections. He also managed the accounting and rate analysis sections of the City of Riverside’s Department of Public Utilities.

Mr. Davis has specific experience in: 1) analysis and design of customer rates for refuse collection, transfer, processing and disposal operations; 2) development and evaluation of competitive proposals for waste collection, recycling, and transfer service; 3) feasibility studies for waste processing, waste transfer, and landfill gas projects; 4) verification of the proper payment of solid waste fees; 5) management reviews of solid waste operations; 6) evaluation of alternative waste diversion programs; 7) solid waste program planning and funding; and, 8) evaluating internal management controls.



Lucas Arias – Project Manager - Lucas is a highly effective project manager. He has substantial experience in the waste industry and has served multiple cities across Los Angeles, Orange, Riverside, and Ventura counties. He graduated from California State University, Northridge with a BA in Jazz Studies. Before entering the waste industry, Mr. Arias has performed as a trumpet player and drums with multiple artists across the country.

Mr. Arias has been with MSW Consultants since January 2022. In that time, he has worked on solid waste consulting engagements for Western Riverside Council of Governments (WRCOG), the cities of Stanton, Corona, Orange, La Habra, Lomita, Del Mar, and San Clemente.

CREDENTIALS	
EXPERIENCE	
	5 Years
EDUCATION	
	BA, Jazz Studies, California State University, Northridge 2015
PROFESSIONAL AFFILIATIONS	
	Project Management Institute (Member)
	Solid Waste Association of North America (Member)
	Southern California Waste Management Forum (Member)

Mr. Arias has conducted over 1,500 waste assessments, trained dozens of recycling coordinators, worked on sustainability grants for multiple cities and has conducted several waste characterizations. In addition, he has developed outreach performance internal audit protocols, created diversion reports, and played a key role in SB 1383 roll out and strategic planning for the city of Los Angeles including edible food capacity planning and organics outreach. As a solid waste professional, Mr. Arias designed creative solutions to unique and complex waste management, and compliance issues.



CREDENTIALS

EXPERIENCE

25 Years

EDUCATION

BS, Finance, San Diego State University, 2014

LICENSES & CERTIFICATIONS

Zero Waste Practitioner

PROFESSIONAL AFFILIATIONS

California Resource Recovery Association (Member)

Institute of Internal Auditors (Member)

Girard Mobley – Project Analyst - Mr. Mobley is a skilled financial analyst and project analyst. He has extensive experience in conducting audits on waste haulers for municipalities, and in providing recycling outreach and education to commercial waste generators. He graduated from San Diego State University with a BS in Business Administration with a focus on Finance and a minor in Economics. He is also a certified practitioner in the zero waste principles and practices.

Mr. Mobley has been with MSW Consultants since March 2019. In that time, he has worked on solid waste consulting engagements for the County of Santa Barbara, and the cities of Corona, Chula Vista, Del Mar, La Habra, La Palma, Lomita, Norco, Orange, Rolling Hills, Signal Hill, Vernon, Whittier and Rancho Palos Verdes.

Mr. Mobley has audited the accounting records of over 20 waste haulers to include franchise fees verification, tonnage reports, and gross receipts. He also oversees the recycling survey program in the city of Vernon providing outreach and educational resources to over 400 commercial waste generators. He regularly educates commercial waste generators about the requirements of AB 341 and AB 1826. Prior to joining MSW Consultants, he served for 20 in the United States Marine Corps.



Kayla Friederich – Project Analyst – Ms. Kayla Friederich is a diligent project analyst new to the solid waste industry. She has high standards for reporting quality data and providing effective outreach. Before joining MSW Consultants, Ms. Friederich has gained customer service experience in food service and retail. She has also gained further communication experience through social media creation by interning with The Water Conservation Garden and by assisting her family’s small business.

Ms. Friederich has been with MSW consultants since September 2022. In that time, she has conducted outreach for SB 1383 compliance for the City of Stanton and the City of Rancho Palos Verdes. She has also edited Western Riverside Council of Government’s tier generator lists to accurately identify which generators need to relate to a food recovery organization under SB 1383.

Ms. Friederich has always been passionate about the environment. Because of this, she has earned a BS in Environmental Systems and a Minor in Communication from University of California, San Diego in 2021. She hopes to continue to grow in the solid waste industry and assist jurisdictions with compliance.

CREDENTIALS	
EXPERIENCE	
	1 Year
EDUCATION	
	BS, Environmental Systems, Minor in Communication, University of California, San Diego 2021
PROFESSIONAL AFFILIATIONS	
	Solid Waste Association of North America (Member)
	Southern California Waste Management Forum (Member)

7 References

Western Riverside Council of Governments – In 2022, we assisted WRCOG with their Organics Waste Capacity Planning Report. Our work included reaching out to organic waste facilities and food recovery organizations to survey their available capacity to member agencies. This year, we have contracted with WRCOG to design and implement a Regional Food Rescue Program. Our work consists of inspecting commercial edible food generators and food recovery organizations and services for food recovery program compliance. We are also developing enforcement and complaint procedures. **Contact:** Olivia Sanchez – Environmental and Solid Waste Programs Manager (951) 255-3056 osanchez@wrcog.us

City of Stanton – Solid Waste Management Consulting Services. We have been providing solid waste management consulting services to the city since 2021. Our services include providing municipal code revision for solid waste, updating the franchise agreement to conform with SB 1383, negotiate and calculate compensation for any new program from the waste hauler, implementing an edible food recovery program, assist with CalRecycle EAR reporting requirements, assist with applying for any new grant funding opportunities, and develop and implement an inspection and compliance program. **Contact:** Mr. Cesar Rangel, Director of Public Works (714) 890-4203 crangel@stantonca.gov.

City of Rancho Palos Verdes – SB 1383 Implementation Services. Since 2022, we have been assisting the City in comply with SB 1383. Our work included developing a SB 1383 implementation plan, conducting automatic enrollment outreach program, implementing a compliance reporting program, and implementing an edible food recovery program. Our work also included evaluating the City’s CalGreen C&D program, preparing the Electronic Annual Report to CalRecycle, and assisting with the administration of the beverage container recycling program. **Contact:** Mr. Ramzi Awwad, Sr. Public Works Director (310) 544-5245 Rawwad@rpvca.gov

City of Corona – On-Call Solid Waste and Recycling Consulting Services. We are currently assisting the City renegotiate its solid waste franchise agreement with Waste Management. Our work has included participating in meetings with Waste Management, conducting a study session with the City Council. We also conducted educational and compliance outreach to commercial customers by assessing their waste stream and providing educational materials for organics recycling requirements. We assisted the City in implementing an edible food recovery program and preparing a new solid waste franchise agreement to include SB 1383 program. **Contact:** Jacqueline Zukeran – Utilities Business Manager (951) 739-4983 Jacqueline.Zukeran@CoronaCA.gov

City of Orange – Solid Waste Contract Management. We currently assist the City in the managing of its solid waste agreement with CR&R. Our work includes assisting with the

automatic rollout of organics waste collection services, oversee CR&R'S performance and outreach activities, review CR&R's periodic reports and provide feedback, participate in periodic conference calls with CalRecycle. Our other work also includes assisting the City's compliance with an edible food recovery program, assist in preparing the Electronic Annual Report. MSW Consultants uses a proprietary web-based application Minerva® to assist the City in monitoring the AB 341 and AB 1826 compliance of its commercial and multi-family waste generators. **Contact:** Mr. Josh Soliz, Solid Waste Program Manager, 300 E. Chapman Ave., Orange, CA 92866, (714) 744-5588, jsoliz@cityoforange.org

County of Riverside – Department of Environmental Health. We are currently assisting the County's Environmental Health Department in re-negotiating its solid waste collection agreements with Burrtec, CR&R, Desert Valley Disposal, and Waste Management. The County's waste haulers provide service in 11 zones in the unincorporated areas of Riverside County. The County is re-negotiating these agreements to include organics waste collection and processing, as well as other SB 1383-compliant services such as contamination minimization, organic content product procurement, public outreach, and record keeping. Our work includes revising the franchise agreements, and meeting with the haulers to discuss terms and rates. **Contact:** Jeffrey Johnson, Director of Environmental Health, (951) 355-5316 jeffjohnson@rivo.org.

8 Proposed Fees

We propose to perform this project for a not-to-exceed amount of \$109,944 based on the staff, hours, and hourly rates shown below in Table 1. An analysis of the proposed fees by jurisdiction for each task is shown on the following page in Table 2.

If the IVRMA requests that we perform any additional tasks outside the scope of work, we will do so at the same hourly rates shown below in Table 1. We will not perform any additional tasks prior to receiving written approval from the IVRMA. We will invoice monthly, and our invoices will be due in 30 days.

Table 1 – Proposed Fees – Imperial County

Task	Description	Project Director	Project Manager	Project Analyst	Total Hours	Proposed Fees
1	Project Administration	8	30	2	40	\$7,960
2	Identify Edible Food Disposed	3	77	44	125	\$29,912
3	Identify FRO Capacity	15	89	44	148	\$28,342
4	Final Report & Outreach	24	90	6	120	\$23,880
5	Consulting Support	30	50	20	100	\$19,850
Total Hours		80	336	117	533	
Hourly Rate		\$220	\$195	\$175		
Total Fees						\$109,944

Table 2 – Proposed Fees by Jurisdiction

City	Task 1	Task 2	Task 3	Task 4	Task 5	Proposed Fees
Brawley	\$1,175	\$5,240	\$7,660	\$3,526	\$2,931	\$20,532
Calexico	\$1,691	\$6,353	\$4,596	\$5,072	\$4,216	\$21,928
Calipatria	\$281	\$510	\$766	\$843	\$700	\$3,100
El Centro	\$1,932	\$12,336	\$9,192	\$5,796	\$4,818	\$34,074
Holtville	\$243	\$1,020	\$1,532	\$730	\$607	\$4,132
Imperial	\$977	\$1,901	\$3,064	\$2,932	\$2,437	\$11,312
Unincorporated	\$1,573	\$1,901	\$766	\$4,720	\$3,923	\$12,884
Westmorland	\$87	\$649	\$766	\$262	\$218	\$1,982
Total County	\$7,960	\$29,912	\$28,342	\$23,880	\$19,850	\$109,944

9 Project Schedule

We propose to perform this project according to the schedule shown below in Table 3.

Table 3 – Project Schedule

Task	Description	December					January				February				March				April				May				June				July				
		3	10	17	24	31	7	14	21	28	4	11	18	25	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21
1	Project Administration																																		
2	Identify Edible Food Disposed																																		
3	Identify FRO Capacity																																		
4	Final Report & Outreach																																		
5	Consulting Support																																		

Proposal #2
ReCREATE
Waste
Collaboration

**Proposal to the IVRMA
Submitted Monday, November 6th, 2023**

A background image of a market stall filled with various fresh produce. In the foreground, there are baskets of dark purple grapes, yellow and orange citrus fruits, and red apples. In the background, there are more baskets of green leafy vegetables and other produce. The image is slightly blurred, focusing attention on the text overlay.

**EDIBLE FOOD RECOVERY CAPACITY
PLANNING AND CONSULTING SUPPORT**

SUBMITTED BY RECREATE WASTE COLLABORATIVE, LLC.

OFFER FORM

November 6th, 2023

To IVRMA Project Manager, Maricela Galarza M.P.A.,

It is my pleasure to introduce ReCREATE Waste Collaborative, LLC and provide you with this proposal for support implementing an edible food recovery program in Imperial Valley Resource Management Agency member agencies.

ReCREATE is a Southern California based solid waste technical assistance company with founders that bring together over 25 years of experience working directly with California municipalities on AB 939, 341, 1826, 1276, and SB 1383. Our team consists of 15 highly trained recycling specialists and 5 regularly contracted subconsultants who have collectively provided **edible food recovery inspections to over 500 businesses** in 16 cities since the onset of SB 1383 in January 2022. If selected, we would draw on the experience of our highly trained inspection team to gather data and conduct site visits at the Tier 1 and Tier 2 CEFGs and FROs in early 2024 and provide a Draft Edible Food Recovery Capacity Report by May 2024 and finalized version no later than June 2024.

As the project manager for this engagement, I provide over 12 years of consulting experience working directly with over 50 municipalities on AB 939, 341, 1826, and now SB 1383 planning and implementation. My background in the food industry and expertise in public relations and community-based social marketing allows me to train inspectors and develop outreach strategies that change behavior, increase compliance and best serve hungry members of the community. I have trained staff at multiple competing consulting companies and provided presentations to CalRecycle directly related to edible food recovery inspections and planning.

In this proposal, you will find that our firm's experience conducting project tasks directly related to what the IVRMA is seeking (capacity planning, identification of generators, educational toolkit, etc.) makes us highly qualified to serve IVRMA food generators and organizations.

We have the capacity to execute all tasks in a timely manner and within the proposed budget. I look forward to answering any questions you may have and to the opportunity to serve your community. I am authorized to execute contracts on behalf of the company and am available at (323) 572-8766 or natalie@recreatecollab.com should you have any questions.



Natalie Lessa
Co-Founder and Primary Consultant, ReCREATE Waste Collaborative, LLC.

SCOPE OF WORK

Task 1 Kick-off Meeting and Ongoing Monthly Check-in Meetings

At the onset of this project, it will be important for the project team to meet with the IVRMA, Department of Public Works project team, waste haulers operating within the city, and other key project members to execute the following objectives:

- Identify key staff roles, main points of contact, key project dates and deadlines
- Establish repeating monthly calls and expectations
- Review existing list of Tier 1 and Tier 2 information, FRO information available and capacity expectations to confirm sections for Task 5 Report
- Identify priorities and discuss next steps

Task 2 Edible Food Recovery Toolkit

ReCREATE will provide the IVRMA with important edible food recovery program planning documents and outreach material to support the implementation of the edible food recovery program. The toolkit will have two sections:

Toolkit Section 1 – Planning Documents

- Process for receiving complaints
- Process for enforcement
- Inspection Form – CEFG
- Inspection Form – FRO
- Complaint Form Template
- Notice of Violation Template

Toolkit Section 2 – Outreach Documents

- Authorization Letter for in-person inspections (Task 3 and 4)
- Letter of Noncompliance template for noncompliant entities
- Recommended website language updates
- CEFG Resource Packet:
 - Food donation FAQs for CEFGs
 - Edible food recovery flyer for EFGs
 - Compliance checklist describing EFG requirements
 - EFG weight tracking form for EFGs
- FRO Resource Packet:
 - Food donation FAQs for FROs
 - Edible food recovery flyer for FROs
 - Compliance checklist describing FRO requirements
 - Food weight assumption calculator for estimating food received

ReCREATE will provide drafts of all abovementioned documents for IVRMA review and feedback, and final versions in electronic format.

Task 3 Site Visits to Tier 1 and Tier 2 Commercial Edible Food Generators

Our highly trained team of inspectors have executed in-person inspections to over 500 generators in response to SB 1383 and have the knowledge and resources to identify the amount of edible food being disposed of for capacity planning. We will draw on this experience, as well as years of internal company knowledge conducting waste characterizations for CalRecycle, the State of Washington, and New York City to make estimations of the weight of food disposed when data is not readily available.

Task 3 includes the following deliverables:

- In-person site visit (“inspections”) to all Tier 1 and Tier 2 CEFGs
- Confirmation of tier status (to be provided in Task 5)
- One (1) food recovery stakeholder meeting facilitates by ReCREATE to bridge the gap between food generators and organizations
- One (1) educational webinar for generators and organizations to understand their requirements under SB 1383, share resources, and provide helpful educational information.

During in-person site visits to the CEFGs, our highly trained team of inspectors will execute the following:

- Provide educational information and helpful resources developed in Task 3, and to satisfy the education requirements of SB 1383
- Conduct a thorough inspection for compliance
- Obtain important data information related to food donated and disposed to assist with the Task 5 analysis and report

The nature of the visit is highly educational, and inspectors provide a deep level of technical assistance to support the business in making necessary changes for compliance. All CEFGs will receive digital outreach following the inspection to support the technical assistance, including an indication of what requirements the business was not in compliance with and resources to comply.

During inspections, ReCREATE will expand availability of food donations by connecting food generators directly to the existing food recovery organizations in the region in the follow-up email and communications, serving as the liaison between the two organizations.

There are online platforms like Careit that are free for food donors and nonprofit organizations to use, which can help increase access by allowing an easy-to-use digital option for food donation. Our team actively uses and promotes the availability of Careit in other jurisdictions that we serve, and this would be just one of the many ways a business could connect with food recovery organizations. We have found that most generators prefer to call food recovery organizations to establish pick-



ups or to make a connection in-person or through follow-up emails. Our team of inspectors goes above and beyond to connect food generators to organizations and will draw on information obtained, and an understanding gathered in Task 4 to most appropriately bridge this gap.

Inspection Tracking

Inspectors will complete a paper Inspection Form - used in all of the communities that we serve – during site visit walk-throughs and interviewing management, ensuring that data is secure. Standard protocol is to upload inspection data to our secure, cloudbased software program. City staff can have access to all raw data, and we will also provide a re which we have a longstanding partnership with, to record all inspection details.

Task 4 Site Visits to Food Recovery Organizations/Services

To support with the understanding of whether the IVRMA has adequate capacity to recover all edible food from CEFs located in the member agencies, Task 4 will include a deep analysis of the food recovery organizations and services operating within the member agencies. ReCREATE inspectors are extremely well-versed in conducting in-depth interviews and surveys with food recovery organizations to determine monthly capacity, monthly throughput, accepted food types, program gaps, and other important data points that will be used in the Task 5 Report.

During Task 4, ReCREATE inspectors will make phone calls, and when necessary, conduct in-person visits to all food recovery organizations located in the member agencies. Inspectors will conduct a survey, the results of which will be provided in the Task 5 Report:

- Where edible food is received from (EFGs, FRSs, residents, purchased, etc.)
- Types of food that can be accepted
- Existing supplies, transportation, refrigeration/freezer capabilities, and staffing
- Recordkeeping protocol and annual report data
- Identified challenges and needs for receiving edible food, expanding, and complying with SB 1383
- Plans for infrastructure/program expansion

Task 5 Edible Food Recovery Capacity Report

We will draw on the ample data collected during in-person inspections to the CEFs and FROs in Task 3 and 4 to develop the Edible Food Recovery Capacity Report. ReCREATE is experienced in presenting findings from such reports to organizational boards and will be available to present the findings to the IVRMA board.

The Edible Food Recovery Capacity Planning Report will include the following:

- Finalized List of Tier 1 & 2 EFGs located in the IVRMA with the following information:
 - Business name
 - Physical address
 - Type of Business
 - Phone number (and website, email if available)

- Compliance indication (contract, recordkeeping, donating maximum amount of edible food)
- Types of food generated
- Types of food available for donation
- Estimated amount of edible food donated
- Estimated amount of edible food disposed
- Date of inspection
- Date of compliance determination
- Finalized List of FRO/Ss operating in the IVRMA with the following information:
 - Organization name
 - Physical address
 - Phone number (and email if available)
 - Operating hours
 - Service area
 - Food types accepted
 - Current existing ability to accept food donations
 - Additional capacity to accept food donations
 - Compliance determination (annual report available, recordkeeping)
- Capacity Assessment (i.e. determination of excess or deficit of edible food capacity based on findings in Task 3 and 4)
- Completed CalRecycle Edible Food Calculator Workbook
- Summary of edible food disposed, categorized by jurisdiction
- Summary of edible food capacity, categorized by jurisdiction
- Summary of outreach efforts (qualitative and quantitative per type of outreach delivered i.e. paper, digital, direct contact)
- Recommendations to increase edible food recovery capacity
- Necessary next steps
- Implementation Schedule

BUDGET AND TIMELINE

The total proposed budget for all services and deliverables within this Scope of Work is provided at a **not-to-exceed total project budget of \$108,540**.

A Guaranteed Efficient Timeline

ReCREATE can fully commit to the 8-month timeline for all deliverables outlined in the RFP for two reasons. We have already supported over 15 local jurisdictions on providing similar edible food recovery programs to local jurisdictions, providing our team with a deep level of understanding of the legislative requirements, internal efficiencies, and resources on hand available to “hit the ground running”. Secondly, we have 8 fully trained edible food recovery experts with hundreds and hundreds of collective hours working directly with CEFs and FROs/FRSs who understand the intricacies of edible food recovery capacity planning.

TASK # – DESCRIPTION	COST	TIMELINE
1 – Kick-off Meeting and Monthly Meetings (8 total)	\$3,800	November 2023
2 – Edible Food Recovery Toolkit	\$4,995	December 2023
3 – Site Visits to Tier 1 and Tier 2 Commercial EFGs	\$57,750	February to March 2024
4 – Site Visits to Food Recovery Organizations/Services	\$27,995	February to March 2024
5 – Edible Food Recovery Capacity Report	\$14,000	April to June 2024
Total	\$108,540	8 months

Staff hourly rates for this engagement are provided below.

STAFF	PROJECT ROLE	HOURLY RATE
Natalie Lessa	Project Manager	\$175
Ana Mercado	Project Lead	\$105
Kendra Schussel Rebecca Allen	Project Support	\$90
Rachel Keefer Zec Antonella Zamora Galvez Katherine Moreno Xinyu Lin	Field Inspector	\$75

Actionable Strategies

It is our understanding that the IVRMA is interested in actionable strategies that can be implemented by the Imperial County Region with existing resources and staffing. In response to this, we will provide the IVRMA with a toolkit of both outreach resource and helpful templates, written approaches, and other tools for member agencies to easily adapt for their food recovery implementation program. More information, including a full list of resources that will be provided, can be found in Task 2.

Furthermore, we always welcome the involvement of City staff during inspections conducted in Task 3 and 4. We believe City staff highly benefit from a few hours or a day with our inspection team to understand more about the SB 1383 edible food recovery requirements, how to complete an inspection in accordance with *Section 18995.1. Jurisdiction Inspection Requirements* in case the enforcement program is internalized in the future, and helps to grasp the function and capabilities of its food recovery organizations. It also helps to establish relationships with the generators and organizations by having City involvement.

KNOWLEDGE OF SENATE BILL 1383

Expertise in Edible Food Recovery

ReCREATE has been at the forefront of edible food recovery since 2021 when it supported SCS Engineers by leading the development of an Edible Food Recovery Inspection Plan for 11 cities in the San Gabriel Valley Council of Governments. As part of this engagement, ReCREATE has conducted four cycles of inspections to Tier 1 and Tier 2 CEFGs and FROs for a total of approximately 550 edible food inspections to date and over 30 food recovery organizations. Inspections include deep technical assistance to the generator and organization, a full explanation of SB 1383 requirements, resources on how to comply, recommendations for program implementation, and documenting/tracking inspections for CalRecycle reporting. ReCREATE has gone on to support an additional 4 local jurisdictions through direct contracts that specifically involved an edible food recovery program capacity planning and implementation element.

For the City of Glendale, ReCREATE conducted the initial 2-year capacity assessment to determine excess/deficit of capacity for the recovery of edible food. The firm is now on its second year of inspections to all 75 CEFGs and 13 FROs, and has led successful stakeholder meetings, webinars and other outreach efforts, including the development of a robust educational toolkit, to bridge the gap between food recovery and take the confusion out of SB 1383 compliance and implementation.

For the City of Torrance, ReCREATE created an Edible Food Recovery Inspection Plan and Education and Outreach Plan specific to implementing SB 1383 in commercial, multi-family, and single-family dwellings. The plans included an approach to compliance with the goal of increasing participation in the organic waste and edible food donation programs and an outreach toolkit. ReCREATE continued the engagement by completing inspections to all 41 Tier 1 CEFGs.



Figure 1 - ReCREATE staff actively engage with food recovery organizations on a regular basis to understand program constraints, identify opportunities for expanding capacity, and make recommendations for compliance.

For the City of Burbank, ReCREATE created an educational toolkit of resources, provided an online webinar to generators to describe their requirements of SB 1383 and how to comply. The team also conducts inspections to all 82 Tier 1 and Tier 2 CEFGs and FROs/FRSs.

For the City of Ceres, ReCREATE developed an Edible Food Recovery Inspection Plan which included developing the list of Tier 1 and Tier 2 CEFGs and FROs located in the City, an approach to local jurisdiction's compliance of outreach and inspections, and resources and educational material for distribution to the generators.

In addition to supporting local jurisdictions with their edible food recovery program planning, implementation, and enforcement, our firm participates in quarterly volunteering at local food recovery organizations and programs. This experience allows us to both learn about food recovery organizations and their challenges and capabilities from another viewpoint, and to support the important and meaningful work of food recovery in our community. The firm is additionally trained in ServSafe food handling and has received a robust level of training related to food handling, health and safety standards, and food donation procedures that is helpful for training and making recommendations to new Tier 1 and Tier 2 donors.

Familiarity with CalRecycle's Reporting Capacity Plan Format and Processes

ReCREATE is familiar with CalRecycle's reporting capacity plan format and processes and has experience completing the CalRecycle Edible Food Calculator. The team conducted this exercise for the City of Glendale and City of Ceres. We have also supported multiple jurisdictions in gathering data necessary for the completion of the report, including developing assumptions of food weight disposed (as most businesses are not actually tracking this information). Our team has spent thousands of hours around a sort table conducting waste characterizations for CalRecycle, Washington State, New York City and other communities and is well-versed in understanding the composition of material in the waste stream and assumed weight of items which proves very helpful for a capacity planning exercise where exact numbers might not be available.

The Importance of CalRecycle Relationships

Our edible food recovery team maintains a high and consistent level of involvement with CalRecycle, through quarterly meetings, to discuss edible food recovery program questions and internal recommendations related to outreach, enforcement, and compliance determination. We pride ourselves in staying up-to-date with the most recent guidance and direction from CalRecycle, and will invite IVRMA and member agency staff to be a part of regional conversations and continued dialogue with CalRecycle as programs and enforcement evolve.

ReCREATE recently gave a tour to 12 CalRecycle LAMD representatives of food donation organizations and a food generator to help educate the CalRecycle staff about programs in Southern California. Natalie additionally spoke to the team in Sacramento in October 2023 about how to conduct upcoming Tier 2 CEFG inspections and answer questions related to edible food recovery.

Familiarity with SB 1383 Regulations

ReCREATE’s experience with SB 1383 certainly does not stop at edible food recovery. Our firm is also specialized in conducting route reviews and waste assessments for the container contamination minimization requirements of SB 1383. We have a direct contract with Burrtec where we are providing route review lid flip assessments to dozens of jurisdictions across Los Angeles, Riverside, and San Bernardino Counties. We have supported local jurisdictions (City of Hawaiian Gardens, City of Culver City, etc.) with waiver assessments to determine which organic waste generators required service under AB 1826 and SB 1383. Related to organic waste implementation and outreach to generators, we have served the Cities of Burbank, Torrance and Palm Springs.

Prior to SB 1383, the firm’s founders Natalie Lessa and Kirk Kunihiro had each spent 10 years in the solid waste industry as consultants. Natalie Lessa, the project manager for this engagement, served as a policy and procurement specialist at R3 Consulting Group and as a part-time Recycling Coordinator for the City of Rancho Cordova. In this role she was the sole staff person responsible for all CalRecycle coordination, EAR reporting, Form 303 reporting, all CalRecycle grant applications and management, contact with the franchised residential waste hauler (Republic Services) and its 12 permitted commercial waste haulers. During this time, she was additionally responsible for implementing AB 341 and 1826 to commercial and multi-family accounts and tracking progress in monthly reports and reporting back to CalRecycle. She additionally tracked state legislation for R3 and was learning about SB 1383 during the multiple rounds of revisions, before implementation.

Co-Founder Kirk Kunihiro has previous experience working in Imperial County. He has provided event waste and recycling management services for a large event in Bombay Beach, and also consulted with community representatives there to assess the feasibility of creating a community-run curbside waste collection program.



Left: Inspectors helped over 150 businesses in the City of Palm Springs with rolling out organic waste bins by right sizing containers where physical space was a constraint and training staff and custodians on how to properly source separate.



Middle: For the City of Hawaiian Gardens, ReCREATE visited over 90 businesses to determine which accounts were eligible for a physical space or de minimis waiver. We made recommendations for service level changes to support implementation.



Right: Container Contamination Minimization inspections are provided to dozens of cities utilizing our internal software program to track households routes and heavy contamination for reporting back to the waste hauler.

COMPANY QUALIFICATIONS



ReCREATE Waste Collaborative, LLC.

ReCREATE is a full-service technical assistance consulting firm with its primary office location in the city of Long Beach and a team of 15 employees and 5 regularly contracted subconsultants that span Los Angeles County providing boots-on-the-ground staffing and support to its municipal, private, and nonprofit clients. ReCREATE is a Limited Liability Company (partnership) founded in 2020 with owners that bring together over 25 years of experience working in similar capacities in the solid waste and recycling industry. The team is specialized in planning for and implementing State of California laws AB 341, 1826, and SB 1383 specific to increasing participation in diversion programs, reducing contamination, and changing consumer behaviors and perceptions. Our talented staff are specialized in providing engaging education and outreach to diverse communities with COVID-19 safety best practices at the forefront of our programs.



ReCREATE Specialty Services:

- Edible Food Recovery Capacity Planning
- Edible Food Recovery Program Development
- Identification of Tier 1 and Tier 2 Commercial EFGs
- Inspection Program Planning
- Technical Assistance
- Behavior Change Marketing
- Organic Waste and Recycling Outreach
- Conducting Inspections to Commercial EFGs
- Development of Edible Food Outreach Material
- Waste Characterizations (Commercial and Residential)
- Route Reviews for Container Contamination Minimization

In addition to performing in-person work for commercial food waste projects, ReCREATE staff have conducted food waste prevention and composting workshops for 18,000 households in a LA Sanitation curbside organics recycling pilot - educating residents on purchasing choices, food storage, and preparation techniques that reduce wasted food.

ReCREATE continues to help its clients with SB 1383, AB 341, and AB 1826 planning and implementation needs and is well versed in the intricacies of food diversion in Southern California.

Financial Condition

ReCREATE is in excellent financial condition, without any outstanding debts, pending litigation, or other current or foreseeable conditions that may impede our ability to complete the project. The firm has not filed for bankruptcy nor are there any planned office closures.

ReCREATE California Communities Served	Local Jur.	Edible F. Program	Capacity Assess./ Planning	Other SB 1383 Services
Burrtec Waste Industries, Inc.				X
Cascadia Consulting Group				X
City of Burbank	X	X	X	X
City of Ceres	X	X	X	X
City of Culver City*	X	X		X
City of Glendale	X	X	X	X
City of Hawaiian Gardens	X			X
City of Palm Springs	X			X
City of San Luis Obispo	X			X
City of Torrance	X	X	X	X
Diversion Strategies				X
FoodCycle LA		X		X
San Bernardino County JPA - MDMRA	X			X
City of Apple Valley	X			X
Town of Adelanto	X			X
City of Barstow	X			X
City of Big Bear	X			X
City of Needles	X			X
City of Twentynine Palms	X			X
City of Victorville	X			X
City of Yucca Valley	X			X
Unincorporated County	X			X
San Gabriel Valley Council of Governments*	X	X	X	
City of Azusa	X	X	X	
City of Covina	X	X	X	
City of Duarte	X	X	X	
City of Glendora	X	X	X	
City of Irwindale	X	X	X	
City of La Canada Flintridge	X	X	X	
City of Monrovia	X	X	X	
City of Monterey Park	X	X	X	
City of Pomona	X	X	X	
City of South Pasadena	X	X	X	
City of Temple City	X	X	X	
City of West Covina	X	X	X	

*ReCREATE is a subconsultant to Go2Zero Strategies for the City of Culver City engagement, and is a sub to SCS Engineers for the San Gabriel Valley Council of Governments engagement.

San Gabriel Valley Council of Governments: Edible Food Recovery Program



Services Provided: Edible Food Program Planning, Inspection Plan Development, Assistance Identifying Tier 1 / Tier 2 EFGs and FROs, Tracking SB 1383 Compliance, Monthly Reporting, Utilizing Innovative Data Technologies (Careit), Data Gathering for Capacity Planning Purposes (SCS)

ReCREATE led the development of the Edible Food Recovery Inspection Plan for SGVCOG in 2021, which was highly innovative and one-of-its kind at the time. The Plan served as a training guide and work plan for conducting in-person field work and the 11 participating city’s approach to compliance. ReCREATE is currently providing 12 participating cities in the San Gabriel Valley Council of Governments with edible food recovery program technical assistance to Tier 1 and Tier 2 CEFGs and over 30 FROs/FRS. ReCREATE Recycling Outreach Specialists, led by Natalie Lessa, are educating business managers of the edible food recovery requirements of SB 1383 during in-person inspections, tracking compliance details, and conducting in-depth surveys with all FROs to determine capacity and gather annual report information. The team was responsible for developing the tools, technology and data tracking mechanisms for this engagement.

Dates: October 2021 to November 2023 (Current)
Name / Title: Nicholas Ryu, Manager of Sustainability and Natural Resources
Phone Number: (626) 373-9365
Email: nryu@sgvcog.org
Address: 1000 S. Fremont Avenue, Suite 10-210, Alhambra, CA 91803

City of Glendale: Edible Food Recovery Program



Services Provided: Edible Food Capacity Planning, Edible Food Program Planning, Identification of Tier 1 and Tier 2 EFGs and FROs, FRO Surveys, Outreach to Tier 1 EFGs, Development of SB 1383 Outreach Material and Website Updates, Tracking SB 1383 Compliance, Monthly Reporting, Edible Food Stakeholder Engagement, Utilizing Innovative Data Technologies (Recyclist)

ReCREATE is providing the City of Glendale with the implementation of an edible food recovery program. The team developed and maintains a list of Tier 1/Tier 2 CEFGs and FROs/FRSs and documents all necessary inspections and outreach. As part of this engagement, ReCREATE conducted surveys at all CEFGs and FROs to determine whether there was overall capacity in the community to receive the edible food generated from its CEFGs. The results were provided in a List of Recommendations for expanding capacity and completion of the CalRecycle edible food recovery calculator tool. Capacity is updated annually and the firm is responsible for providing the City with all necessary reporting for the EAR.

Dates: January 2022 to November 2023 (Current)
Name / Title: Etienne Ozorak, Integrated Waste Superintendent
Phone Number: (818) 550-3468
Email: eozorak@glendaleca.gov
Address: 548 West Chevy Chase Dr., Glendale, CA 91204

City of Burbank: Edible Food Recovery Program



Services Provided: Edible Food Capacity Planning, Edible Food Program Planning, Identification of Tier 1 and Tier 2 EFGs and FROs, FRO Surveys, Outreach to Tier 1 and Tier 2 EFGs, Development of SB 1383 Outreach Material and Website Updates, Tracking SB 1383 Compliance, Monthly Reporting, Utilizing Innovative Data Technologies (Careit)

ReCREATE is providing the City of Burbank the implementation of an edible food recovery program in accordance with SB 1383. As part of this engagement, ReCREATE developed a list of Tier 1/Tier 2 EFGs conducted a capacity planning exercise to determine overall capacity in the community to receive the edible food generated from its EFGs, and provided an approach for providing outreach to EFGs. ReCREATE also supports the City with its MFD indoor organic waste bin delivery, plastic waste policy stakeholder engagement, school district waste sorts and more.

Dates: April 2022 to November 2023 (Current)
Name / Title: Amber Duran, Recycling Coordinator
Phone Number: (818) 669-3239
Email: ADuran@burbankca.gov
Address: 500 S Flower St, Burbank, CA 91502

City of Torrance: Edible Food Recovery Program



Services Provided: Edible Food Program Planning, Edible Food Capacity Planning Data Gathering, Identification of Tier 1 and Tier 2 EFGs and FROs, Outreach to Tier 1 EFGs, Development of SB 1383 Outreach Material and Website Updates

ReCREATE developed an Edible Food Recovery Plan for the City of Torrance to help identify a methodology for conducting inspections to CEFGs and FROs/FRSs, identified the List of Tier 1 and Tier 2 CEFGs and FROs/FRSs located in and operating in the city, and confirmed that list during in-person inspections. The Plan also included educational training information for City staff to better understand the local jurisdiction education and inspection requirements of SB 1383, outreach flyers for distribution to the generators, and other helpful resources to support compliance. ReCREATE also provided an Education and Outreach Plan to support with organic waste implementation and now develops SB 1383 social media content for the City.

Dates: May 2022 to November 2023 (Current)
Name / Title: Chris Kuebert, Sanitation Services Manager
Phone Number: (310) 781-6900
Email: CKuebert@torranceca.gov
Address: 20500 Madrona Ave., Torrance, CA 90503



City of Palm Springs: Reusable Foodware Ordinance Implementation

Services Provided: Technical Assistance to AB 341/SB 1383 Businesses, Monthly Reporting, Phone Call and In-Person Surveys to Businesses, Identification of Environmentally Preferable Products and Alternatives to Single-Use Plastics, Recycling and Organics Implementation, Education & Outreach

The City of Palm Springs passed one of the most innovative and first-of-its-kind ordinances in 2021 banning Styrofoam and mandating reusables for dine-in eating, accessories on demand, and fiber-based BPI certified compostable products for takeout. ReCREATE provides education and outreach to nearly 200 food-serving businesses in the city to effectively communicate the requirements of the ordinance, share resources, make recommendations for suggested changes, and track compliance. The team provides monthly reports to the city to notify of business progress and site visits achieved throughout the city.

Dates: December 2021 to June 2022
Name / Title: Tracy Sheldon, Program Coordinator, Office of Sustainability
Phone Number: (760) 323-8248
Email: Tracy.Sheldon@palmspringsca.gov
Address: 3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262



Go2Zero Strategies / City of Culver City: Edible Food Inspections and Training, Waste Characterization Studies

Natalie Lessa was hired to train Go2Zero staff on how to conduct edible food recovery inspections in the City of Culver City, and is responsible for completing all Tier 1 and Tier 2 commercial edible food generator inspections. ReCREATE is also conducting SB 1383 organics site assessments to determine commercial accounts that are eligible for an exemption per AB 1826 and SB 1383 De Minimis waivers.

San Bernardino County JPA: Residential Recycling Contamination Pilot Program / Education & Outreach Development / Waste Characterization Management



Services Provided: Residential Outreach Program Development, Cart-Based Waste Characterizations, Lid Flips, Development of Educational Material, Data Tracking and Reporting, Data Analysis

ReCREATE conducted a 1,200 household door-to-door outreach campaign to 9-member agencies to identify behavior change strategies and test the effectiveness of cart tagging versus cart tagging with direct contract and identify contamination in the waste stream. ReCREATE developed an online residential survey to identify utilization challenges to recycling programs an online training course and social media content to support leaning. The results of the study can be found in the Summary Report of Findings, inclusive of recommended solutions and next steps, and has been presented at CRRA and the SoCal Waste Management Forum.

Dates: July 2020 to November 2023 (Current)
Name / Title: John Davis, Program Administrator
Phone Number: (909) 797-7717
Email: Recyclingjpa@gmail.com
Address: 14343 Civic Dr., Victorville, CA 92392

City of Ceres: Edible Food Recovery Program



Name / Title: Toni Cordell, Administrative Analyst
Phone Number: (209) 538-5602
Email: Toni.Cordell@ci.ceres.ca.us
Address: 2220 Hackett Rd, Ceres, CA 95307

ReCREATE provided the City of Ceres with an Edible Food Recovery Plan, inspections to Tier 1 EFGs and all FROs, identified the List of Tier 1 and Tier 2s and FROs and completed the capacity planning exercise to determine whether the City’s organizations had enough capacity to receive all edible food being disposed of. Our team trained business staff and FROs on Careit and tracked all site visit information for the FRO survey on our internal software. Our project summary included recommendations for expanding capacity and next steps.

Diversion Strategies: National Organics Recycling Capacity & Policy Study



Name / Title: Erin Merrill, Principal Consultant
Phone Number: (916) 396-3907
Email: Erin@diversionstrategies.com
Address: 2110 K St., Sacramento, CA 95816

ReCREATE completed a 5-county study of organics recycling infrastructure and SB 1383 implementation needs for a private processor in partnership with Diversion Strategies. This project included an assessment of needs for Ventura County, Los Angeles County, Orange County, San Bernardino County and Riverside County and the member agencies, surveys and phone call interviews to senior municipal staff, and a market assessment of organics recycling processing needs. As part of this engagement, ReCREATE crafted an approach to conducting stakeholder engagement and organized staff interviews with other 20 local agencies and helped to organize data from survey responses and interviews into a succinct report of findings. This project expanded to include a nationwide study of commercial edible food policies and programs in the 6 largest metropolitan regions of the country.

Dates: May 2020 to November 2020

CalRecycle (Subcontractor to Cascadia): Statewide Disposal-Based Waste Characterization Study



Name / Title: Dieter Eckels, Director
Phone Number: (206) 449-1123
Email: dieter@cascadiaconsulting.com
Address: 1109 First Ave., Ste. 400 Seattle, WA 98101

ReCREATE staff were contracted by Cascadia Consulting Group to assist with CalRecycle’s Statewide Disposal-based Waste Characterization Study. Work took place over 5 weeks in the Fall of 2021 and included sample selection and sorting at a number of landfill sites throughout the Southern California region to determine organic waste generation rates. ReCREATE is currently supporting the CalRecycle SB 343 statewide waste characterization study.



Natalie Lessa

Co-Founder & Edible Food Recovery Specialist, Project Manager

Natalie is the Co-Founder of ReCREATE and specializes in education and outreach, zero waste planning and implementation, and on-the-ground technical assistance to businesses and residents. With over a decade of experience working in the solid waste industry across California, Oregon, Colorado, and Florida, her specialty now lies in supporting local jurisdictions on SB 1383 planning and implementation, specific to edible food and organic waste program rollout and enforcement.

Natalie is the firm’s lead expert in edible food recovery and is responsible for writing local jurisdiction edible food recovery plans, training over 8 inspectors at multiple consulting companies how to execute edible food inspections to CEFGs and FROs, and works closely with local jurisdictions, food recovery organizations and services to understand the full picture of the food donation system. She has an excellent working relationship with CalRecycle and is at the front lines of understanding new guidance and direction related to edible food as the program evolves. She was recently invited on numerous occasions to speak to CalRecycle LAMD representatives on her work and experience in edible food and was selected to present at the CalRecycle Edible Food Recovery Chat.

Recent projects **specific to managing edible food recovery programs** include the following:

- **City of Burbank**
- **City of Ceres**
- **City of Culver City**
- **City of Glendale**
- **City of Torrance**
- **San Gabriel Valley Council of Governments (cities of Azusa, Duarte, Covina, Irwindale, Glendora, La Canada Flintridge, Monrovia, Monterey Park, Pomona, South Pasadena, Temple City, West Covina)**

During her tenure with R3 Consulting Group, Natalie supported multiple zero waste plan and procurement projects for the cities of: **Santa Monica, Carlsbad, Redlands, Rancho Cordova, Sacramento, Santa Rosa, Windsor,** and the **Town of Corte Madera.**

Licenses/Certifications/Memberships:

- BA in Journalism and Public Relations, California State University, Chico
- Certified Sustainable Resource Management Professional – San Jose State University
- Climate Protection Professional Certificate – Skyline College (Climate Corps Bay Area)
- Advanced Certificate in Community-Based Social Marketing – Doug McKenzie-Mohr
- Women in Solid Waste and Recycling SoCal Chapter, Leadership Team, Secretary



Ana Mercado

Recycling Specialist II, Project Lead

Ana is a zero-waste advocate with a professional background in conservation work and sustainable agriculture and a passion for upcycled design and composting. As a waste audit specialist, she has led crews on several waste characterization studies for a Washington Statewide study, the Calabasas Landfill, and **City of San Luis Obispo**. Ana has also conducted lid flip assessments for Burrtec. She assists Tier 1 and Tier 2 EFGs and FROs in **San Gabriel Valley** with implementing edible food donation programs and inspections on behalf of the **City of Covina** and City of West Covina. She also co-led the Edible Food Program project for the **City of Torrance** and was responsible for writing the Edible Food Recovery Inspection Plan and identifying all Tier 1 and 2 generators and FROs. Ana is a fantastic resource in the field and her passion for sustainability carries into her interactions with businesses and others receiving outreach.



Antonella Zamora Galvez

Recycling Specialist II, Project Inspector

Antonella is a key leader working with the **City of Palm Springs** on rolling out one of the first top-of-the-line single-use plastic ordinances in the country. Antonella uses her native Spanish fluency to offer outreach to all members of the diverse business community, ensuring that information is accessible and equitable for all. She additionally provides education and outreach to Tier 1 EFGs as part of the firm's edible food recovery programs for the cities of **La Canada Flintridge, South Pasadena, Glendora and Irwindale**. As part of this service, she relays SB 1383 requirements to businesses and monitors compliance, providing monthly reports to the client to share inspection details and recommendations for increased access to food recovery. If you get the pleasure to work with Antonella or have her visit one of your businesses, you can be guaranteed to be greeted by her cheerful personality and earnest commitment to move communities towards zero waste.



Rachel Keefer Zec

Recycling Specialist II, Project Inspector

Rachel has diverse professional experience in public health, gerontology, rehabilitative therapy, and food service, working as a site lead at Trader Joes before joining ReCREATE. Rachel currently supports teams on waste audits including route reviews and waste characterizations. Rachel assists in inspection efforts on behalf of the **City of Culver City, Duarte, Monrovia** and Pomona. Rachel is experienced in utilizing different solid waste software programs such as Careit, Smart 1383, and ArcGIS mapping. In her free time, Rachel and her young family visit beaches, parks, neighborhoods, and city streets of the LA basin area for local trash pickups and community composting events.



Kenda Schussel

ReCREATE, Recycling Specialist II, Project Support

Kendra spent over 15 years in professional and school kitchens working as a chef before becoming overwhelmed with the amount of food and plastic waste generated on a daily basis. She made her move to the other side of the kitchen line to help combat food waste and eliminate single-use plastics by receiving her Certificate in Sustainable Resource Management Professional from San Jose State University.

Kendra now leads the edible food recovery projects for the **City of Burbank and City of Glendale**. She has also managed Tier 1 EFG inspections for the cities of **Monrovia, Monterey Park, South Pasadena, and Temple City**. She is also a key project support for the City of Glendale edible food recovery program and has helped to identify Tier 1 and Tier 2 EFGs and develop a strategy for implementing outreach efforts.



Katherine Moreno

Recycling Specialist I, Project Inspector

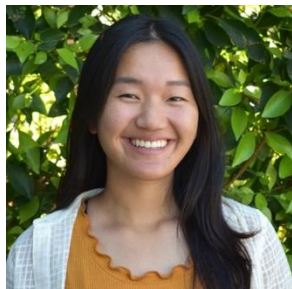
Katherine Moreno has served as an edible food recovery inspector for one year with the firm and provides technical assistance and recommendations to the **Cities of Duarte and Monrovia**. She is actively engaged in the Long Beach Community Compost coalition and regularly supports route review projects across **San Bernardino County**.



Rebecca Allen

Recycling Specialist I, Project Support

Rebecca Allen is the one of the lead edible food inspectors for the **Cities of Burbank and Glendale**, where she uses her background as a zero waste consultant to support businesses and food recovery organizations with understanding what changes they can make to recover more edible food.



Xinyu Lin

Recycling Specialist I, Project Inspector

Xinyu Lin is an edible food inspector for the **City of Covina and City of West Covina**. She uses her background in urban planning and environmental justice to support ReCREATE on a variety of waste assessment and route review projects. Xinyu is passionate about reducing food waste and has previous experience leading a food recovery organization program on her college campus.

Proposal #3

SCS ENGINEERS

Imperial Valley Resource Management Agency

Edible Food Recovery Capacity Planning & Consulting Support

300 S. Imperial Ave. Suite 6
El Centro, CA 92243



SCS ENGINEERS

010948223 | November 6, 2023

3900 Kilroy Airport Way, Suite 100
Long Beach, CA 90806
562-426-9544

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COVER LETTER

November 6, 2023
File No. 010948223

Ms. Maricela Galarza
Imperial Valley Resource Management Agency (IVRMA)
300 S. Imperial Ave., Suite 6
El Centro, CA 92243

Subject: Request for Proposal (RFP): Edible Food Recovery Capacity Planning & Consulting Support

Dear Ms. Maricela Galarza,

Imperial Valley Resource Management Agency (IVRMA) has requested proposals for edible food recovery capacity planning and consulting support in an effort to comply with Senate Bill (SB) 1383 Requirements set forth by the state of California. SCS Engineers (SCS) is grateful for the opportunity to provide our approach and qualifications for this essential project.

Our Approach to Food Recovery Programs

Implementing an edible food recovery program is important to ensure that IVRMA members meet state compliance and avoid penalty fees. Due to the legal and logistic complexities of planning and implementing such a major effort, we have assembled a team of highly experienced, local experts who have previous experience working together on similar projects for regional agencies.

Our approach includes building a strong foundation of high-quality defensible data and crafting written products that are clear, concise, and visually appealing so your decision process is easier. We are collaborating with Go2Zero, Ann K. Zald and the reporting application CAREIT – partners with whom we are presently working with to analyze edible food generators, food recovery and donation, and establish SB 1383 plans for municipalities throughout California. Our established collaboration will bring IVRMA the most experienced, qualified, and dedicated team for this extraordinary effort.

How We Qualify to Help the Imperial Valley Resource Management Authority

We believe we are the best fit to help the participating members of IVRMA because of the following:

1. **Timeline Focused** – We are sensitive to the time-constraints that are built into the compliance milestones of SB 1383 tasks. Our team is committed to delivering exceptional results within this 8-month timeframe. We are dedicated to ensuring that all project tasks are completed on-time, communicating with you regarding any challenges we may encounter, and using our experience and skills to complete the plans and reports in compliance with CalRecycle requirements. Trust in our team's understanding of the urgency and rest assured that we will go above and beyond to deliver high-quality outcomes within the given time constraints.



2. **Expertise** – Our team has been working in the solid waste industry for 30 plus years and consists of experts in all facets of food recovery, food donation, data collection and reporting, and regulatory compliance. This expertise and longevity are what is needed to complete the project for the member cities and comply with regulatory requirements.
3. **Relevance** – SCS has worked on dozens of SB 1383 related projects, which gives us keen insight into the regulatory requirements. We have been working with the San Gabriel Valley Council of Governments (SGVCOG) and 14 of its member cities for the past two years preparing capacity plans, conducting inspections, and expanding food recovery capacity.

We truly appreciate your time and are grateful for this opportunity to provide a proposal to IVRMA. I, Michelle Leonard, am authorized to sign this letter on behalf of SCS and acknowledge Addendum 1. SCS understands and gives our unconditional acceptance of our performance obligation set forth in this RFP. Should you need anything else, please do not hesitate to reach out to us directly.

Sincerely,

Kelli Farmer

Kelli Farmer
Project Manager
SCS Engineers
626-322-3824
kfarmer@scsengineers.com

Michelle Leonard

Michelle Leonard
Senior Vice President, Project Director
SCS Engineers
626-322-3823
mleonard@scsengineers.com



1 EXECUTIVE SUMMARY

As we close in on 2024, it has been over thirty years since the State of California adopted the California Integrated Waste Management Act of 1989 (Assembly Bill 939), which established the State’s first waste diversion mandates and was the impetus for many of the diversion programs still in place today. Since that time, subsequent legislation, notably Assembly Bills 341 and 1826, and most recently, Senate Bill 1383, have set aggressive new goals for waste diversion, reduction, and recycling.

IVRMA is aware of the 2024 aggressive timelines and the actions needed to fulfill the compliance requirements set forth by SB 1383. Additionally, the focus placed on edible food recovery shows the keen social understanding that IVRMA expects to see from SCS’ work for the Imperial Valley area and its population.

The tasks identified by IVRMA’s RFP, and the Corrective Action Plan outlined by CalRecycle, include a variety of outreach and education efforts to comply with new regulations. Our approach to accomplishing these tasks is based on our extensive experience conducting similar work for municipal clients.

With the rapid approach of SB 1383 compliance requirements, it is SCS’ goal to support the IVRMA in these compliance goals as quickly and cost effectively as possible. The purpose of our proposal is to introduce SCS’ approach to helping IVRMA meet the requirements set by SB 1383 and CalRecycle, and to introduce our team and provide examples of our recent, relevant, and successful work with numerous other municipalities.

SCS Information	
Legal name and address	Stearns, Conrad & Schmidt Consulting Engineers, Inc. dba SCS Engineers
Number of years in Business	53
Legal form of company	SCS is a corporation. SCS is in Good Standing with Secretary of State. See Appendix B.
Office Address	<i>Corporate Headquarters:</i> 3900 Kilroy Airport Way Suite 100 Long Beach, CA 90806 Tel: 562-426-9544 <i>IVRMA Project Primary Office:</i> 438 S. Marengo Ave. Pasadena, CA 91101 Tel: 626-792-9593
Primary point of Contact	Kelli Farmer Project Manger 626-460-9324 kfarmer@scsengineers.com
Financial Strength	SCS has a solid financial base and consistently operates profitably. Annual gross revenues in 2022 were a record \$439 million and SCS is on target for another record year in 2023. SCS has not filed for bankruptcy in the last ten (10) years.
License	See Appendix C for applicable licenses.

2 QUALIFICATIONS

QUALIFICATIONS, RELATED EXPERIENCE, AND REFERENCES OF THE PROPOSER

SCS Summary

Stearns, Conrad and Schmidt, Consulting Engineers, Inc. (SCS) was established in Southern California as a partnership on the first Earth Day in April 1970. It is now a Virginia S-corporation formed in 1972. SCS is 100-percent owned by its employees, with all of the firm's shares held by the SCS Engineers Employee Stock Ownership Plan (ESOP).

Office Locations

Headquartered in Long Beach, CA, SCS employs 1,300 professional and support staff located in **58 offices** nationwide and over **365 staff in 15 offices in California** (see map). We have the locations and reach to engage local jurisdictions, local governments, and industry organizations statewide. Our base of operations for this project will be our **Pasadena, CA office.**



National Ranking

In July of 2023, Engineering News-Record (ENR) – the engineering industry's pre-eminent rankings publication – ranked SCS the **No. 1 Solid Waste Design firm and the No. 10 All Environmental firm in the nation.**

- **The No. 1 or 2 Solid Waste Design firm in the nation (2007 to present).**
- The No. 4 Sewer and Waste firm in the nation.
- A top 30 firm for Hazardous Waste Construction.
- The No. 11 Site Assessment and Compliance firm in the nation (out of thousands).



Top 500 Design Firms Sourcebook

- #1 Solid Waste (Jul 23)
- #4 Sewer and Waste (May 23)
- #11 Site Assessment Compliance (Jul 23)
- #16 Chemical & Soil Remediation (Jul 23)
- #26 Hazardous Waste (Jul 23)
- #50 Design Firms (May 23)

Top 225 International Design Firms Sourcebook

- #89 Top 150 Global Design Firms List (Aug 23)

Top 200 Environmental Firms Sourcebook

- #10 All Environmental List (Aug 23)
- #11 Hazardous Solid Waste List (Aug 23)
- #47 Top 200 List – All Environmental (Aug 23)

Top 400 Construction Firms Sourcebook

- #3 Environmental Contractors – Solid Waste (Sep 22)
- #5 Environmental Contractors – Site Assessment & Compliance (Sep 22)
- #25 Hazardous Waste Construction (Jun 19)

SPECIFIC EXPERTISE IN SUSTAINABLE MATERIALS MANAGEMENT

Sustainable Materials Management (SMM) refers to the use and re-use of materials across their entire life cycle in the context of reduced waste, improved conservation, and better management of the impacts materials can have on the environment and human health. The concept of SMM is part of a paradigm shift. Recyclables used to be what we kept out of the trash. Now, trash is what we have left over after we reduce, reuse, recycle, and compost.

SCS has an entire practice area devoted to SMM – one of our fastest growing and most vibrant areas of specialization. We are working with a number of solid waste agencies to address sustainable materials management, with programs focused on recycling, organics, education and outreach, business technical assistance, and regulatory compliance.

SCS' Sustainable Materials Management (SMM) practice is leading the charge to sustainability through innovative and effective residential and commercial recycling programs, diversion policies, organics management, construction and demolition (C&D) debris recycling programs, and procurement policies.

While our experience spans the nation, we have particular strength in California, having assisted hundreds of clients with designing and implementing residential and commercial collection programs, implementing multi-family recycling programs, recycling at public venues and special events, and reporting and monitoring program results.

Our SMM practice is an integral and growing segment of SCS' operations. Our SMM professionals specialize in all aspects of solid waste planning and operations, including solid waste and materials management/zero waste plans and implementation, waste characterization studies, public outreach and education programs, organics diversion (including collection programs), financial analysis and rate studies, collection and efficiency assessments, and organizational assessments. **Our services are highlighted in Figure 2 on the following page.**

SCS has helped clients remain compliant with regulations such as SB 1383, AB 341, and AB 1826 by assisting with planning, data collection, implementation, and outreach efforts. **While many know SCS Engineers as a landfill engineering firm, we are now recognized as an overall sustainability firm.** Our President and Board of Directors have placed a heavy emphasis on Sustainable Materials Management because they recognize that landfills have limited capacity that must be maintained for those parts of the waste stream that cannot be beneficially used. Our efforts to help our clients stay ahead of the curve allows us the opportunity to affect change by advising and providing solutions on how they will comply with regulations. We also place a heavy focus on training and educating staff, so they remain informed to better help our clients. **Our SMM team are certified in composting, organics outreach, zero waste, material recovery facility operations, landfill and anaerobic digestion operations, and Community Based Social Marketing.** Such experience will serve well for this project.



SB 1383 PROJECT EXPERIENCE

SCS tracked the development of SB 1383 since its inception and has devoted extensive staff time and resources to understanding the requirements and nuances of the legislation. We have developed an SB 1383 Roadmap for jurisdictions to use when planning and scheduling their activities to comply with the mandates and have completed capacity studies for edible food generation and edible food recovery. **We are presently conducting inspections of edible food generators and food recovery organizations to provide technical assistance and outreach on the regulatory requirements.** Our staff is well versed in all aspects of the regulations and will bring to this project our strong, working knowledge of the regulations and implementation requirements.

SCS is working with a number of municipalities and solid waste agencies to address various aspects of SB 1383. Our clients include:

- City of Arcadia
- City of Azusa
- City of Covina
- City of Davis
- City of Duarte
- City of Encinitas
- City of Fresno
- City of Glendora
- City of Irwindale
- City of La Canada Flintridge
- City of Long Beach
- City of Monrovia
- City of Monterey Park
- City of Oakland
- City of Oceanside
- City of Pleasanton
- City of Pomona
- City of Rosemead
- City of San Clemente
- City of San Mateo
- City of South Pasadena
- City of Temple City
- City of West Covina
- County of Fresno
- County of Los Angeles
- County of Sacramento
- County of San Joaquin
- County of San Mateo
- Contra Costa County Solid Waste Authority (RecycleSmart)
- Merced County Solid Waste Authority
- Salinas Valley Solid Waste Authority
- San Gabriel Valley Council of Governments
- South Bayside Waste Management Authority (SBWMA)

PROJECT TEAM

Meticulous selection of the project team is always a function of SCS' overriding objective on every project in order to deliver the best solution and best overall value to each client. **We select each project team member and subconsultant with careful consideration to ensure a successful outcome of all projects with IVRMA.**

Table 1. SCS Team at a Glance

	Team Member, Affiliation	Project Role	Years Exp.
1	Michelle P. Leonard SCS Engineers	Project Director, Secondary Point of Contact	36
2	Kelli Farmer SCS Engineers	Project Manager, Primary Point of Contact	2
3	Fernando Moreno SCS Engineers	Edible Food Generators	3
4	Judi Gregory Go2Zero	Edible Food Generators	20
5	Brennah Pohlmann-Moellendorf Go2Zero	Edible Food Generators	3
6	Elsie Lopez Go2Zero	Edible Food Generators	5
7	Ann Zald	Food Recovery Organizations	5

Capsule biographies for our proposed team are provided below. Full resumes for each team member are provided in **Appendix A**.



Michelle Leonard

Proposed Role: Project Director

SCS Title: Sr. Vice President

Education & Training: BS in Environmental Studies (with Honors)

Years of Experience: 36

As proposed Project Director, Michelle will be responsible for adherence to scope, schedule, and budget, and will serve as IVRMA's secondary point of contact, including attendance at all scheduled meetings. She has 36 years of experience in environmental consulting and project management, with emphasis in solid waste management planning and facilities. She has assisted public and private sector clients in the preparation of solid waste management plans; designed and implemented waste reduction, recycling, and reuse programs; and evaluated existing programs to identify opportunities to reduce, reuse, and recycle solid waste. Michelle has a strong working knowledge of solid waste management regulations and practices, and has presented numerous successful projects to city, county, and state regulators. She is the Past President of the Solid Waste

Association of North America (SWANA) and is a Director of the Southern California Founding Chapter of SWANA.



Kelli Farmer

Proposed Role: Project Manager

SCS Title: Project Professional

Education & Training: BA Sustainability, San Diego State University

Years of Experience: 2

Kelli possesses skills in database management, interpersonal communication, event planning, and environmental education. She supports the Pasadena Sustainable Materials Marketing (SMM) group in zero waste and solid waste management plan preparation; business waste reduction; recycling technical assistance; disposal reporting review and monitoring; waste characterization studies; general research; and report writing. Kelli is in charge of working closely with clients and SCS supervisory staff, providing oversight of field activities, performing site visits, conducting field work, and preparing reports for clients. Her skills also include public speaking, written communication, database management, data analysis, and project development. She's experienced in providing stellar client service. Kelli is SWANA's YP Chair of the Sustainable Materials Management Technical Division.



Fernando Moreno

Proposed Role: Edible Food Assessor

SCS Title: Staff Professional

Education & Training: BS Biology, University of California, San Diego

Years of Experience: 3

Mr. Moreno is a Staff Professional with 3 years of experience in Sustainable Materials Management (SMM) program development, waste auditing and characterization, and public outreach and education. He has used social media for educational and outreach purposes, performed site visits and waste audits, and interacted with community leadership and the public regarding recycling, organics, and SMM program compliance.

SKILLED SUBCONTRACTOR TEAM

To augment our team, we have partnered with subcontractors whom we have worked with on previous organics related projects, including food rescue and donation, and food waste reduction. Our subcontractors include:



Go2Zero Strategies, LLC

Go2Zero Strategies is an independent consulting firm that specializes in Zero Waste, recycling, solid waste management and resource management strategies for businesses and communities. Awarded "Small Business of the Year" by the CA Small Business Administration and "WRAP-Waste Reduction Award Program" by the CA Integrated Waste Management Board, Go2Zero Strategies has made an impact on the way that resources are tracked, managed and preserved throughout California. Go2Zero's diverse customer base includes municipalities, businesses, hauling firms, non-profit organizations, events, trade shows and educational and training institutions.

Go2Zero has been an active participant with SCS supporting the development of the SGVCOG Edible Food Recovery Program and the first phase of the SBR program for Los Angeles County. Their other experience includes:

- Los Angeles County Public Works Smart Business Recycling Program & Commercial Institutional Recycling Program
- University of Southern California, Zero Waste Planning
- NASA Services, Los Angeles Bureau of Sanitation – recyclA Program
- Los Angeles County Public Works—Smart Gardening Program

Judi Gregory, owner of Go2Zero Strategies, LLC, a Zero Waste consultancy, has worked in the recycling and solid waste management field for over 30 years. In 2013, Go2Zero was awarded Small Business of the Year by the CA Small Business Administration. More recently, Senator Portantino's Office recognized Ms. Gregory as a 2018 Woman in Business Honoree in Environment and Sustainability. Ms. Gregory owned and operated Global Resources, a solid waste and recycling hauling firm, from 1998 through 2012. Ms. Gregory has served on multiple industry boards and advisory councils, including the California statewide recycling organization. There she served as board member and President for ten years, followed by ten more years as staff including Interim Executive Director. Ms. Gregory has focused much of her time on the development of industry related training and certification programs and implementing Zero Waste initiatives across California. Ms. Gregory founded GreenEducation.US which is an online learning portal for sustainability professionals. Ms. Gregory is a retired Lieutenant who served in the Army National Guard.

Ann K. Zald Consulting

Ann K. Zald is a consultant who for the past 3 years served as FUSE Executive Advisor to the City of Los Angeles' Bureau of Sanitation and Environment (LASAN). She specialized in food waste reduction, recovery and recycling along with the management of solid and hazardous cleanup related to homeless encampments and illegal dumping.

Ms. Zald championed surplus food recovery initiatives to forward attainment of State and City climate change and zero waste objectives. She developed LASAN's first-ever *Food Rescue Roadmap*, which provided goals, priorities and upgrades to amplify and expand the recyclA program's pioneering food recovery model, inclusive of compliance with upcoming SB 1383 regulations, criteria to maximize grant funding, outreach to food generators, and advocacy for capacity and infrastructure-building solutions to boost the stability of the food redistribution network. She also orchestrated an inaugural Food Rescue Retreat attended by 100+ stakeholders from non-profit organizations, commercial waste haulers, and City and County government agencies and mounted presentations and brainstorming sessions to secure internal and external support for public/private/non-profit partnerships to better facilitate diversion of edible food.



Food donation technology empowers local nonprofits and communities with equal access to the surplus of resources. CAREIT is a free online donation matching marketplace that disrupts the current system of an ever-growing epidemic of food insecurity and malnutrition. It uses technology to help the entire network of healthy food producers to responsibly donate their surplus food and resources. Local hunger-relief agencies use it to discover essential resources to serve our most vulnerable individuals and families. CAREIT makes business sense and provides businesses, corporations, and governments with a revolutionary platform for data and impact tracking.

Alyson Schill, CEO and Co-founder of CAREIT will provide Outreach and Waste Audit Support. Alyson brings an intimate knowledge of zero food waste, restaurant culture, sustainability, and nonprofits together to powerfully move initiatives forward in Southern California. Serving as Co-Chair for the LA Food Policy Council Food Waste Prevention and Rescue Working Group, she continues to thrive at the heart of shaping and advocating for city, county, and statewide policies and support for food waste prevention. Previously, her diligent work as a Waste and Recycling Specialist serving underprivileged communities and schools with TreePeople; People Planet Waste Insights; Maker Faire; and GrowNYC's Office of Recycling proved her with the ability to rapidly grow small projects into large, social movements.

RELEVANT PROJECT EXPERIENCE

This section highlights our Client Project Profiles where SCS provided services that are similar to IVRMA's project. **On the pages that follow are examples of our recent, relevant experience that illustrates our expertise with the specific requirements of the IVRMA's Scope of Work.** All of these projects were recently completed or are ongoing. We are proud of the quality of our work and overall client service on each project. In addition to our three references following this section, we invite you to contact any of our Clients, as desired. Client contact information is provided for each project.

SB 1383 Food Recovery, San Gabriel Valley Council of Governments Monrovia, California

Background

SCS Engineers (SCS) was contracted by the San Gabriel Valley Council of Governments (SGVCOG) to provide support to fourteen San Gabriel Valley cities and assist with their ongoing efforts in preparing for Senate Bill 1383's food recovery components. SCS' services contributed to SGVCOG's overall target to a) Reduce statewide disposal of organic waste by 75% by January 1, 2025 (based on 2014 levels); and b) Recover at least 20% of currently disposed edible food for human consumption by 2025.



SCS is responsible for the following tasks:

- Meeting attendance, along with meeting minutes and action items.
- Drafted a final version of the Food Recovery Agency survey; develop Food Recovery Agency contact list and contact all targeted Food Recovery Agencies to perform the survey and provide education materials, including a multilingual outreach. Assemble a database of completed survey data which was used to create an executive summary.
- Create a detailed plan on comprehensive outreach and education efforts for participating cities, Tier 1 and Tier 2 edible food waste generators, and stakeholder groups.
- Prepared a Tier 1 and Tier 2 Capacity report.
- Prepared a Food Recovery Organization capacity report.
- Provide education and outreach to Tier 1 and 2 edible food generators and Food Recovery Organizations.

- Prepared and implemented an Inspection Plan for Tier 1 and Tier 2 generators.
- On a monthly basis (beginning February 1, 2022), SCS provides SGVCOG with a copy of Inspection Reviews and Complaint Reviews which may include, but are not limited to:
 - The total number of inspections conducted, categorized by type of entity.
 - The total number of complaints received, categorized by type of entity.
- A copy of Inspection Reviews, Complaint Reviews, and Notice of Violations (inclusive of penalty orders, enforcement actions, status of compliance)
- Records provided to SGVCOG annually in a format that meets the needs of the Implementation Record described in Section 18995.2.

Contract Information

Primary Client Contact:	Project Terms:	SCS Team:
Mackenzie Bolger Sr. Management Analyst SGVCOG 1333 S. Mayflower Avenue, Suite 360 Monrovia, CA 91016 O: (626) 214-1316 C: (626) 390-6772 E: mbolger@sgvcog.org	Sep 2021 -Present Budget: \$500,000	Michelle Leonard, Project Director and Manager Kelli Farmer, Project Professional Subcontractors: Go2Zero Ann Zald CAREIT ReCreate

SB 1383 Program Planning, Salinas Valley Solid Waste Authority

Salinas Valley, CA

Background

The Salinas Valley Solid Waste Authority (SVSWA) is a joint powers agency made up of eastern unincorporated Monterey County and five cities (Salinas, Gonzales, Soledad, Greenfield and King City). The Authority's mission is to manage Salinas Valley's solid waste as a resource while promoting sustainable, environmentally sound, and cost-effective practices through an integrated system of waste reduction, reuse, recycling, innovative technology, customer service, and education. The Authority is also responsible for regulatory compliance of designated solid waste disposal sites within its boundary, which includes one open landfill, two transfer stations, and three closed landfills: Johnson Canyon Landfill, Sun Street Transfer Station, Jolon Road Transfer Station, Lewis Road Landfill (closed), Crazy Horse Landfill (closed), and Jolon Road Landfill (closed).

The Authority selected SCS to provide professional services to research and analyze the current organics programs with the primary objective to provide an outline of necessary program enhancements, checklist of SB 1383 actions and a coordinating timeline for SVSWA to comply with SB 1383 regulations.

SB 1383 primarily focuses on diverting organic waste from landfill disposal and edible food recovery for human consumption and related greenhouse gas emission reductions. The Authority was seeking services focused on achieving the requirements of the laws and the Authority's goal of attaining 75% diversion from landfills by targeting reduction of organic waste.

In addition to supporting the Authority's existing programs that include home composting, food waste prevention, vermiculture, composting, diversion and donation, SCS:

- Collaborated proactively and closely with SVSWA staff, the Member Agencies of the Authority as well as private industry—public works officials, the municipal waste industry, rural community stakeholders, and food recovery organizations.
- Developed SB 1383 planning documents for implementing SB 1383 requirements for each Member Agency, and the SVSWA.
- Developed an SB 1383 roadmap and timeline for the Member Agencies and SVSWA staff to use as a guide navigating the regulation and maintaining compliance in a timely manner.



Monterey County Landfill Locations (Source: www.svswa.org)

SCS is working with the Authority on analyzing current programs, compiling key program statistics to provide a snap-shot summary of current organics program efforts, estimating organics disposal and processing capacity available for organics material, reviewing food waste reduction and rescue programs, and making recommendations on changes or additions to organics diversion programs,

and recommendations for metrics, reporting and monitoring for the Authority to comply with SB 1383 regulations. As part of the project, a comprehensive stakeholder engagement process was conducted to seek feedback on the SB 1383 plans developed for each Member Agency. Because the Authority consists of 6 different, public agencies, it was originally intended that meetings would be held with each jurisdiction, and representatives from the community would be invited to attend. Due to COVID-19, all meetings were held via webinars, with attendance from SVSWA staff, Member Agency representatives, and waste haulers. At the end of each meeting, the responses were documented and the Member Agencies were provided with three weeks to respond with additional comments. The information gathered from these meetings was incorporated into the final Member Agency plans.

Outcomes and Benefits

- SCS developed an SB 1383 plan for each Member Agency and the SVSWA.
- SCS will provide feedback as the SB 1383 regulatory review process moves along, to confirm the direction of the Authority’s workplan and the final product align with the final SB 1383 regulations.
- SCS successfully engaged stakeholders—SVSWA staff, Member Agency representatives, and waste haulers.
- SCS facilitated a stakeholder engagement and communication process that worked successfully, in spite of COVID-19 restrictions for in-person gatherings.

Contract Information

Primary Client Contact:	Project Terms:	SCS Team:
R. Patrick Mathews General Manager/Chief Administrative Officer 128 Sun Street, Suite 101 Salinas, CA 93901 831-775-3020 patrickm@svswa.org	January 2020 – December 2020 Budget: \$99,000	Michelle Leonard, Project Director

Smart Business Program, County of Los Angeles

Alhambra, California

Background

The County of Los Angeles Public Works Department established the Smart Business Recycling Program to meet the requirements of AB 939, AB 341, and AB 1826, and later, SB 1383. The County's goal for the SBR is targeted at helping businesses and multi-family complexes not just comply with state recycling requirements, but to achieve aggressive recycling and diversion. The County encompasses a vast area with a large, diverse business and multi-family residential community. SCS worked to identify geographic targeting and focused on businesses that either needed to comply with state regulations or had a high volume of material to be diverted. Additionally, we supported food waste recovery and waste reduction efforts through site visits and graphic designs.



Donation & Recovery Outreach Program

SCS designed outreach materials and visited over 100 businesses to implement food donation.

We assisted the County with SB 1383 compliance, including Food Recovery, Tier 1 and Tier 2 identification and capacity assessment, Food Recovery Organization identification and capacity assessment, and reporting. We assisted the County in the development of the Food DROP Program, which is the County's edible food recovery matching program. Over 100 businesses were visited by the SCS team to identify opportunities to donate edible food. During site visits, our team informed the businesses of the Food DROP matching program, and developed customized reports for the businesses that provided information on local food recovery organizations that accept the various types and quantities of food they generated, and which would be available for donations. After conducting site visits, we followed up with the businesses to assist with connecting them with food donation organizations.

Challenge

Given the large number of businesses, and the vast area the County encompasses, SCS worked to identify geographic targeting and focused on businesses that either needed to comply with state regulations or had a high volume of material to be diverted. Additionally, we developed an organics management plan to help provide direction to the County for managing their organic material, which currently is not being serviced.

Outcomes and Benefits

The project began in March 2015. To date, SCS has undertaken the following activities:

- Support for the design and implementation of County Food Donation, Recovery, and Outreach Program (DROP). Conducted site visits to over 100 food generators to identify opportunities and willingness to donate excess, edible food. Prepared a survey and report for each business that captures types and quantities of food generated and available for recovery. Provided outreach to organizations that will accept food donations.

- Completed 1,000 business, multi-family, and school site visits to evaluate existing and potential recycling and organics management practices, and to prepare recommendations for program implementation.
- Completed waste characterization studies at four businesses, including a regional golf course, County Department of Health Services, County Department of Public Works Headquarters, and the Men’s Central Jail.
- Designed an elementary school recycling program for teachers and students to implement recycling and organics collection.
- Prepared outreach materials, including program logo, promotional flyer, and letters.
- Procured and distributed recycling and organics collection containers and bins to businesses.
- Conducted presentations to business groups on the program.

Contract Information

Primary Client Contact:	Project Terms:	SCS Team:
Jennifer King, Civil Engineer County of Los Angeles 900 S. Fremont Avenue Alhambra, CA 91802 626-458-3554 jliu@dpw.lacounty.gov	February 2015 - Ongoing Budget: \$1.2 million	Michelle Leonard, Project Director/ Manager Kelli Farmer, Project Professional

County of Fresno, SB 1383 and Solid Waste Planning

Fresno, California

Background

Fresno County sought improvement within their current Solid Waste Plan where they are currently responsible for 14 territories and 8 solid waste and recycling haulers in an Exclusive Service Area Program (ESAP).



Outcomes and Benefits

We have developed a food donation capacity study for the County that identifies local organizations that collect and donate food. This study was developed ensuring compliance with CalRecycle requirements. The County has franchise agreements and a permit system for residential and commercial collection, but service is not mandatory. We evaluated the County’s existing agreements with its haulers to develop collection and service options that will enable the County to incorporate SB 1383 requirements. The County operates a landfill, but does not wish to operate a materials recovery facility (MRF) or organics facility. We are conducting a capacity analysis to identify options

for the processing of organic materials. We will also review the existing County ordinances and create language for necessary changes to ensure regulatory compliance.

Contract Information

Primary Client Contact:	Project Terms:	SCS Team:
Mike Griffy County of Fresno Dept. of Public Works and Planning 2220 Tulare Street, 6th Floor. Fresno, California 93721 559-351-3716 mgriffey@co.fresno.ca.us	1/2020 – Present Budget: \$200,000	Michelle Leonard, Project Director Jacy Bolden, Project Manager Kelli Farmer, Staff Assistance Fernando Moreno, Staff Assistance

3 APPROACH TO SCOPE OF WORK

UNDERSTANDING

SB 1383 requires local governments to provide edible food recovery capacity planning, education and outreach, monitoring and reporting, and enforcement of regulations. As part of the local government’s responsibility, the Imperial Valley Resource Management Agency (IVRMA) is requesting assistance in developing a comprehensive edible food recovery program for its member jurisdictions (Jurisdictions), including the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial and Westmorland, and the Heber Public Utility District and the unincorporated areas of Imperial County.

The region has not fulfilled its requirements for edible food recovery planning and assessment, and as a result has entered into a Corrective Action Plan (CAP) with CalRecycle to meet its obligations. The following approach to the requested scope of services has been prepared based on the requirements of SB 1383, the CAP, and our previous experience conducting similar projects for counties, cities and regional agencies in California.

Task 1- Project Management and Meetings

SCS takes pride in our accessibility and responsiveness to clients. You can count on our full commitment to meeting your expectations for high-quality work, excellent communication, and adhering to the agreed upon schedule and budget.

We will provide a seamless experience for all of the staff involved in the project. Our Team has worked collaboratively on numerous projects, and have developed a system that provides a cohesive working relationship and clear communication protocols to ensure successful project outcomes.

SCS follows a closed loop communication process. This ensures projects start, progress, and conclude in accordance with our client’s expectations.

Embracing the principle of continuous improvement, SCS also benchmarks all of our projects for quality, timeliness of deliverables, and overall client satisfaction. Consequently, at an appropriate frequency, we will seek feedback from you during (so adjustments can be made immediately, if needed) and after project completion.

Task 1.1 Kickoff Meeting

The SCS Project Team will conduct a kick-off meeting with IVRMA staff and jurisdiction representatives following approval of the contract to confirm the goals and objectives for the project. SCS staff leaders and their key roles on this project will be introduced, project tasks will be reviewed, expectations of resources needed from the Jurisdictions will be discussed, thoughts and direction from staff will be solicited, and the schedule and key milestones will be confirmed. Additionally, SCS will develop a data needs list for the IVRMA, which will be discussed. This meeting will also establish clear lines of communication and project direction so the IVRMA, jurisdictions and SCS mutually understand expectations.

Deliverables:

- Meeting agenda
- Meeting minutes and action items
- Data needs



Task 1.2 Project Management and Update Meetings

At the outset of the project, we will establish and schedule regular monthly project team meetings. The purpose of these meetings will be to discuss progress on the project, any challenges or concerns related to completion of the tasks, and anticipated work to be completed in the upcoming weeks. The meetings will ensure IVRMA staff are aware of progress and planned next steps. We will also utilize these meetings to address any immediate concerns, and help to ensure the project moves forward as planned. It is anticipated these meetings will be held via telephone conference calls/MS Teams, however our staff is available to attend in person if needed.

Deliverables:

- Meetings notification/ conference call-in facilitation
- Meeting agendas
- Meeting minutes/action items

Task 2 – Edible Food Recovery Capacity Planning and Compliance Assessment

This task will encompass the requirements of the edible food recovery capacity planning, including food recovery organizations and services, as well as Tier 1 and 2 edible food generators. As part of Task 2, we will utilize the CAREIT food recovery application (app). Getting the project started with CAREIT as the preferred new record-keeping system will help to connect the EFG users with FROs through CAREIT for the purposes of sustained record-keeping. This will support the cities and County in the implementation of the program recommendations. Accounts for each generator and food recovery organization will be created during the project for capacity planning record-keeping purposes. Should the Edible Food Generators or Food Recovery Organization decide to follow the recommended course of implementation, account administrator access will be transferred to the location's point of contact for continued automated record-keeping and written agreement storage. This will assist the organizations with compliance for future inspections and can be utilized to automate the aggregation of donation data necessary for Annual Reports due on the EAR.

Task 2.1 Tier 1 and Tier 2 Edible Food Waste Generators Compliance Assessment

SCS will prepare a detailed report of the estimated edible food generated by Tier 1 and Tier 2 businesses located in the IVRMA partnering cities. This task will consist of obtaining customer lists from all participating cities, compiling them, and then preparing a target outreach list of those businesses categorized as either Tier 1 or Tier 2. It is assumed the cities and/or haulers will be able to provide a list of customers, including business name, address, type of business, and contact information, including name, telephone numbers and/or email address. For budgeting purposes, we have assumed a maximum of a total of 100 Tier 1 and Tier 2 EFGs. If more EFGs are identified, the budget would be adjusted appropriately.

Our team will attempt to contact each edible food generator two times to perform a phone interview that will be used to compile updated information on each business, including: name, address, contact information, type and quantity of edible food generated, when food is generated, current food donation policy, if any, current food recovery partner(s), if any, current tracking system, if any, and if contracts are in place. The SCS team will also explain the SB 1383 regulations and provide edible food generators with a link to more information through the CalRecycle website. We will distribute additional education and outreach materials currently available or developed as part of this contract, including a template food recovery agreement.

Once the surveys are complete, SCS will prepare a report detailing the estimated quantity of edible food generated and disposed of within the partnering cities, categorized by jurisdiction. This information will be compared to the food recovery capacity data developed in Task 2.2 to analyze if sufficient capacity exists to support estimated donations.

Deliverables:

- Draft and final version of edible food generator survey.
- Targeted list of Tier 1 & Tier 2 generators.
- Contact all Tier 1 & Tier 2 businesses to perform survey. Up to two attempts will be made to contact each business.
- Assemble database of completed survey data.

Task 2.2 Food Recovery Organizations and Services Capacity Assessment

SCS will prepare a comprehensive study of local Food Recovery agencies/services and their capacity to accept edible food from the IVRMA partner cities. For budgeting purposes, we have assumed a total of 15 FROs/FRSs. If more are identified during the study the budget will be adjusted accordingly. Drawing upon prior projects performed by SCS and its partners, our team will be able to extrapolate information already obtained as part of similar projects. Using a database of food recovery organizations in Southern California, as well as researching the local area, SCS will compile a targeted contact list of only those agencies local to the IVRMA partner cities.

Our team will attempt to contact each agency up to two times to perform a phone interview that will be used to compile updated information on each agency, including: name, address, contact information, types of food accepted, how food is received/collected, days of week and hours of operation, total weekly capacity, current capacity, existing businesses served, current tracking system, if any, and if contracts are in place. The SCS team will also explain the SB 1383 regulations, and provide food recovery organizations a link to more information through the CalRecycle website. We will distribute additional education and outreach materials currently available or developed as part of this contract, including a template food recovery agreement.

Based on the capacity study results, the next steps will be to determine if sufficient capacity exists to meet the needs of Tier 1 and Tier 2 edible food generators. The data obtained from this portion of the project will be compared with the data from Task 2.1, which will provide an overview of the amount of anticipated edible food donations. If it is determined that there is a lack of edible food recovery capacity, for which existing infrastructure will not support, then additional capacity planning will be needed. This next phase of the planning will consist of looking at regional planning in efforts for regional capacity.

Deliverables:

- Draft and final version of food recovery agency survey.
- Targeted food recovery agency contact list.
- Contact all targeted food recovery agencies to perform survey. Up to two attempts will be made to contact each agency.
- Assemble database of completed survey data.

Task 3 - Public Outreach and Education

In our experience, public outreach and education programs are most successful when customers are not only informed, educated, and called to action, but supported in practical ways in their efforts to learn new behaviors. To achieve the edible food recovery program's specific desired outcomes requires expert-level planning and implementation performed by highly trained professionals with a passion for food waste reduction and recovery, re-use, and recycling. **Our SMM professionals design, implement, and track successful public education and engagement programs. Directed and supported by recognized industry experts and certified community based social marketing (CBSM) professionals, our outreach team includes enthusiastic and persuasive professionals.**

Initially, we will review and evaluate existing, available outreach strategies, and identify what additional materials may need to be developed. Based on this evaluation, we will create 1 to 2 new outreach materials, such as flyer, web posting, etc., that will be used during our capacity planning efforts.

Following creation of new outreach materials, the SCS Team will provide education to commercial edible food generators and food recovery organizations/services on behalf of the jurisdictions during our work on capacity planning. The following information will be provided to food generators:

- Information about the jurisdiction's edible food recovery program established.
- Information about the commercial edible food generator requirements specified.
- Information about food recovery organizations and food recovery services operating within the jurisdiction, and where a list of those food recovery organizations and food recovery services can be found.
- Information about actions that commercial edible food generators can take to prevent the creation of food waste.

Deliverables:

- Reports and updates on conducted outreach and education efforts.
- Copies of the marketing materials.

Task 4 – Plans/Reports

SCS will prepare the draft plan/report, which will include the project overview, our approach to conducting the study, and the results of Tasks 2 and 3. This will include the following:

- Results of the Tier 1 and Tier 2 edible food waste generators compliance assessments (Task 2.1).
- The results of the capacity analysis of food recovery agencies and organization (Task 2.2).
- Education and outreach implementation results.
- Recommendations on next steps for the jurisdictions for SB 1383 compliance.
- Recommendations to enhance edible food recovery capacity and the next steps and actions needed to ensure SB 1383 edible food recovery compliance in each jurisdiction within Imperial County.

As part of this task, SCS will prepare two of the Imperial County regional required plans and reports containing all elements that help the jurisdictions meet the state requirements under the Food Recovery Capacity Planning reporting. The documents will be prepared in compliance with CalRecycle requirements and the Imperial County's CAP

We will submit the draft report to the IVRMA jurisdictions for review and comment. We assume one set of consolidated edits and comments will be submitted on the draft report. It is assumed for budgeting purposes that revisions to the draft report will be confined to format and text modifications and will not require additional fieldwork or analysis of new background information.

Based on the results of review and comments, we will revise the draft report as appropriate and provide an electronic and hard copy of the Final Report. The Draft reports will be provided for review by March 29, 2024, for #1, and by June 15, 2024, for #2. The final reports will be available for submission by the jurisdictions to meet proper deadlines under the Corrective Action Plan and the next cycle of reporting on August 1, 2024.

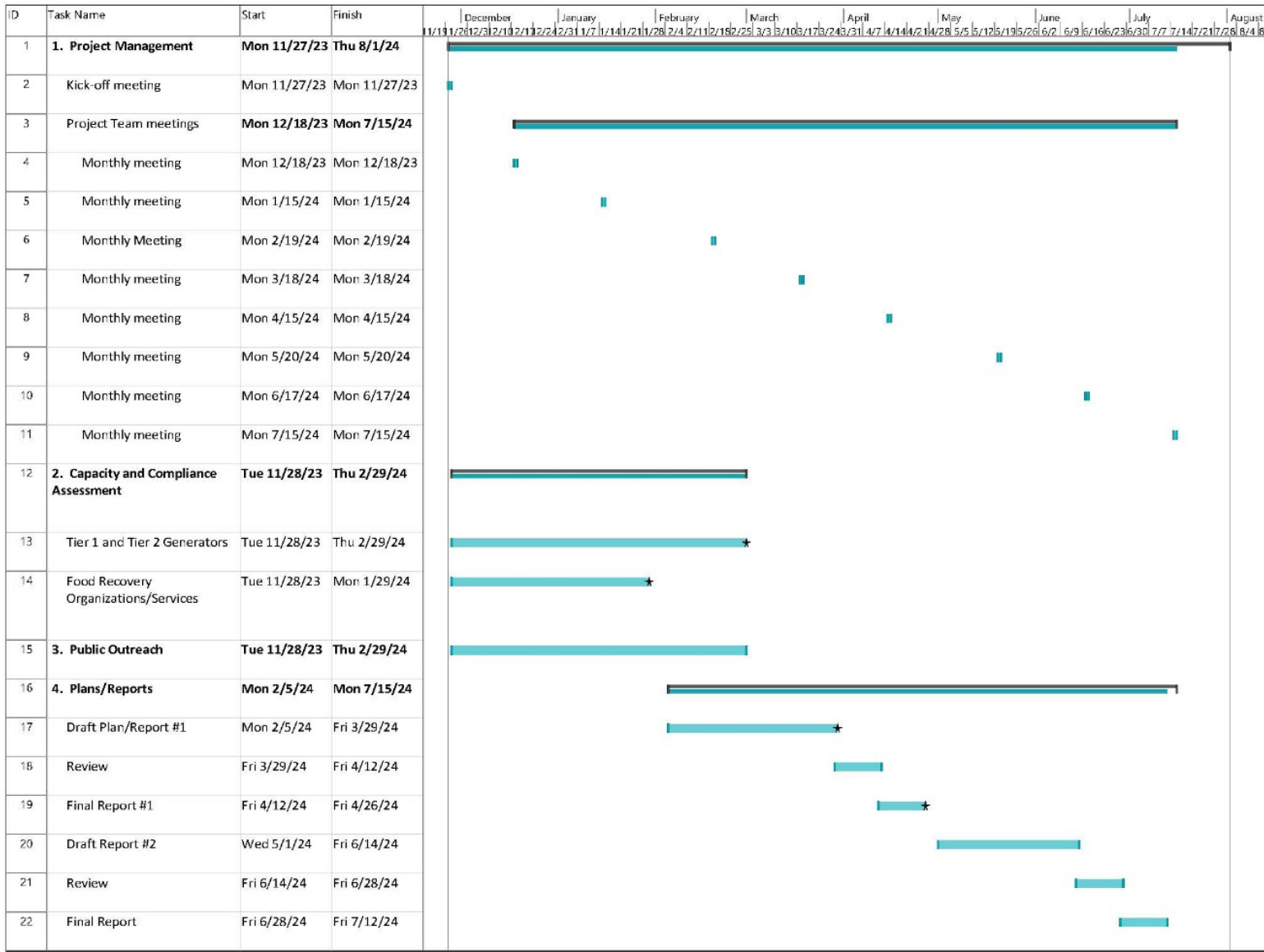
Deliverables:

- Draft Final Report
- Final Report – Electronic and hard copy (one)

4 PROJECT SCHEDULE

The proposed project schedule is included as Exhibit 1. We have included monthly project progress meetings where the project progress, and the project milestones and deliverables will be discussed. As indicated, we have proposed to complete the project within eight months of project initiation/kick off meeting.

Exhibit 1. Project Schedule



5 COST PROPOSAL


A detailed cost breakdown of all work to be undertaken for each task is included in Exhibit 2. The cost proposal includes all labor and direct costs to complete the proposed Scope of Work.

Exhibit 2. Cost Proposal

DESCRIPTION			Task 1	Task 2.1	Task 2.2	Task 3	Task 4	Project Total	
			Project Management & Meetings	Tier 1 and Tier 2 Generators	Food Recovery Organizations	Education and Outreach	Plans and Reports		
Role	Name	Rate \$/Hour	Hours	Hours	Hours	Hours	Hours	Hours	Cost
Project Director	Leonard	\$310	12	3	3	2	8	28	\$8,680
Project Manager	Farmer	\$175	36	64	20	30	40	190	\$33,250
Staff Professional	Moreno	\$135	10	100	0	0	0	110	\$14,850
Food Recovery Organizations	Zald	\$165	10	0	50	0	30	90	\$14,850
Edible Food Generators	Gregory	\$248	10	0	0	0	20	30	\$7,440
Edible Food Generators	Various	\$94	10	100	0	12	0	122	\$11,468
Edible Food Generators	Various	\$83	10	100	0	0	0	110	\$9,130
Graphic Artist	Various	\$150	0	0	0	40	0	40	\$6,000
Total Labor		--	98	367	73	84	98	720	\$105,668
<u>Other Direct Costs (ODCs)</u>			Units	Units	Units	Units	Units	Units	Cost
		Cost \$/Unit							
Per Diem		\$140	0	15	0	0	0	15	\$2,100
Careit App		\$2,200	0	1	0	0	0	1	\$2,200
Total ODCs		--	\$0	\$4,300	\$0	\$0	\$0		4,300
Budget by Task			\$17,270	\$47,630	\$12,680	\$12,998	\$19,390		
TOTAL BUDGET									\$109,968

6 STATEMENT OF IMPARTIALITY

The project team, including SCS and its subconsultants, are not currently, and will not, during the performance of the services described herein, participate in any work involving a third party with interest currently in conflict or likely to conflict with IVRMA's interests.



Appendix A
Resumes

MICHELLE P. LEONARD

Education

BS – Environmental Studies (with honors), University of California, Berkeley, CA

Professional Affiliations

Solid Waste Association of North America (SWANA), International Board Past President; Recycling and Special Waste Technical Division Past Director; Southern California Founding Chapter, Board of Directors (2009 to Present)
 Past Director, Southern California Waste Management Forum
 Past President, Women’s Environmental Council
 Appointed by the Secretary of Commerce as a Member of the Environmental Technologies Trade Advisory Committee



Michelle Leonard is our proposed Project Director for this IVRMA project.

Professional Experience

Ms. Leonard has 35 years of experience in environmental consulting and project management, with an emphasis in solid waste management planning and facilities. She has assisted public and private sector clients in the preparation of solid waste management plans; designed and implemented waste reduction, recycling, and reuse programs; and evaluated existing programs to identify opportunities to reduce, reuse, and recycle solid waste. She has prepared plans and permits for transfer stations, material recovery facilities (MRFs), and drop-off and buy-back centers. She has a strong working knowledge of solid waste management regulations and practices and has presented numerous successful projects to city, county, and state regulators.

A representative sampling of Ms. Leonard’s notable project experience is summarized below.

Senate Bill (SB) 1383

Southern California

San Gabriel Valley Council of Governments, SB 1383 Food Recovery Program Assistance, Irwindale, CA. As Project Director, Ms. Leonard led the SCS Team in performing a thorough commercial organics waste analysis that involved conducting a food recovery agencies and organizations capacity assessment, and tier 1 and 2 edible food waste generators compliance assessment. The team also developed and implemented an outreach and education plan and produced a final report.

City of Monrovia, SB 1383 Roadmap, Ordinances, Capacity Planning, Agreements, Monrovia, CA. As Project Director, Ms. Leonard managed project oversight,

City of Irvine, Zero Waste Technical Assistance, Irvine, CA. Initiated in 2004, the project’s objectives were to conduct waste audits and provide information to businesses regarding recycling and waste reduction. The project was later expanded, and, as Project Director, Ms. Leonard assisted in developing the outreach efforts in educating schools, municipal facilities, and the Zero Waste program for restaurants, while assisting in the preparation of a construction, demolition, and inert (CDI) ordinance, and providing her expertise in negotiations for a semi-exclusive solid waste franchise agreement and recycling programs for special events and public venues.

City of Encinitas, SB 1383 Compliance Support, Encinitas, CA. As Project Director, Ms. Leonard and the SCS Team drafted an updated ordinance review; reviewed the City's Environmentally Preferable Purchasing Policy & Contracting (PC02); and provided as-needed technical services to ensure that the City's program is legally compliant.

Central California

County of Fresno, SB 1383 and Sustainable Materials Management (SMM), Fresno, CA. As Project Director, Ms. Leonard and the SCS Team is preparing a solid waste masterplan that meets the County's 5- to 20-year goals, while taking into consideration the economic, social, and environmental issues of various solid waste management policies, programs, and infrastructure options for SB 1383. We have developed a food donation capacity study for the County that identifies local organizations that collect and donate food. The County has franchise agreements and a permit system for residential and commercial collection, but service is not mandatory. Therefore, we are evaluating the County's existing agreements with its haulers to develop collection and service options that will enable the County to incorporate SB 1383 requirements. The SCS Team is conducting a capacity analysis to identify options for the processing of organic materials. We will also review the existing County ordinances and create the language for necessary changes to ensure regulatory compliance.

City of Fresno, SB 1383 Roadmap, Ordinances, Agreements, Planning, Fresno, CA. As Project Director, Ms. Leonard provided oversight for SB 1383 activities related to calculating the estimated organics material generated within the City and development of an SB 1383 roadmap.

Northern California

City of Alameda, Zero Waste Technical Assistance, Alameda, CA. As Project Director, Ms. Leonard leads the SCS Team to provide extensive technical assistance to commercial and multifamily dwelling properties within the City. The primary focus is on increasing diversion rates through recycling and organics program participation. The technical assistance provided includes right-sizing waste services, door-to-door outreach, and personal training. Record keeping and reporting of progress is continually updated through the Recyclist database while conducting technical assistance. Contract was re-awarded in June 2023.

City of Pleasanton, SB 1383 Planning, Pleasanton, CA. As Project Director, Ms. Leonard managed the allocation of resources, scheduling, and completion of activities. She was also responsible for quality assurance, report preparation, and client satisfaction.

RethinkWaste, Consultant Services to Implement SB 1383, San Carlos, CA. As Project Director, Ms. Leonard and the SCS Team provided technical assistance to 7,500 commercial and multi-family dwelling (MFD) accounts throughout the 12-member agencies in the form of phone calls, site visits, and training in support of SB 1383. The goal is to meet SB 1383 requirements by implementing the proper organics service for each account, identifying contamination, and issuing waivers when applicable.

RecycleSmart, Commercial Recycling Technical Assistance, Contra Costa County, CA. As Project Director, Michelle was responsible for performing two recycling and organics technical assistance projects to increase diversion in the entire Joint Powers Authority (JPA) area, and the City of Walnut Creek. For this effort, the SCS Team visited 1,259 businesses to complete visual characterization of the trash containers on-site, a walk-through of the facility, and a discussion with owners/managers to evaluate diversion opportunities. Under Michelle's direction, the Team provided training for all business outreach staff; held regularly scheduled meetings internally and with RecycleSmart and

Republic personnel; and most importantly provided strategic leadership to execute the project and achieve a high standard of quality within a challenging time frame.

County of San Mateo, SB 1383 and AB 1826 Organics Waste Collection Consultation, Implementation, and Program Development, Redwood City, CA. As Project Director, Ms. Leonard was responsible for project oversight. She led the SCS Team while together they handled residential franchise agreements, estimated organics recycling capacity, and compost standards; handled procurement requirements; and conducted an ordinance review, managing compliance and implementation during the first year. During the second year, Ms. Leonard and the Team handled enforcement, as well as education and outreach efforts.

City of Oakland, SB 1383 Route Reviews, Oakland, CA. As Project Director, Ms. Leonard provided oversight as the SCS Team monitored contamination by conducting an annual route review (lid flip) for each route in the service area, which included attending meetings; program protocol development and adjustments; lid flip assessments for organics, recycling, and trash; and reporting.

Republic Services, Contamination Monitoring Services for the City of San Jose, Milpitas, CA. As Project Director, Michelle provided project oversight for the development of contamination monitoring protocol and a strategy to reduce contamination, in addition to oversight for lid flip assessments.

RecycleSmart/Central Contra Costa County, Commercial Recycling Technical Assistance, Walnut Creek, CA. As Project Director, Ms. Leonard was responsible for performing two recycling and organics technical assistance projects to increase diversion in the entire Joint Powers Authority (JPA) area, and the City of Walnut Creek. For this effort, the SCS Team visited 1,259 businesses to complete a visual characterization of the trash containers on-site, a walk-through of the facility, and a discussion with owners/managers to evaluate diversion opportunities. Under Ms. Leonard's direction, the Team provided training for all business outreach staff; held regularly scheduled meetings internally and with RecycleSmart and Republic personnel; and most importantly provided strategic leadership to execute the project and achieve a high standard of quality within a challenging time frame.

City of Davis, SB 1383 Implementation Plan, Davis, CA. As Project Director, Ms. Leonard and the SCS Team assists the City with SB 1383 planning to provide an in-depth review of current organics programs and next steps. The SCS Team reviewed the City Organics Feasibility Report, analyzed current organics capacity, and reviewed current organics programs to outline what still needs to be added to comply with SB 1383 regulations. The SCS Team also developed an SB 1383 roadmap, which highlights specifics related to the regulation and who will need to perform the activities; and, evaluated source-separated organics waste collection services for the SB 1383's two organic waste collection service options. SCS also provided feedback on the edible food generators list, along with other recommendations.

Salinas Valley Solid Waste Authority, SB 1383 Planning, Roadmap, Organics Processing, Salinas, CA. As Project Director, Ms. Leonard and the SCS Team analyzed current programs, compiled key program statistics to provide a snapshot summary of current organics program efforts, estimated organics disposal and processing capacity available for organics material, reviewed food waste reduction and rescue programs, and made recommendations on changes or additions to organics diversion programs, as well as on metrics, reporting, and monitoring for the Authority to comply with the new SB 1383 regulations.

KELLI FARMER

Education

BA – Sustainability, San Diego State University, San Diego, CA
AA – General Science, Santa Monica City College, Santa Monica, CA

Specialty Certifications

TRUE Advisor certification through the Green Building Certification Institute (GBCI)

Professional Experience

As an associate staff professional, Kelli Farmer possesses skills in database management, interpersonal communication, event planning, and environmental education. She supports the Pasadena Sustainable Materials Marketing (SMM) group in zero waste and solid waste management plan preparation; business waste reduction; recycling technical assistance; disposal reporting review and monitoring; waste characterization studies; general research; and report writing. Kelli is in charge of working closely with clients and SCS supervisory staff, providing oversight of field activities, performing site visits, conducting field work, and preparing reports for clients.

Her skills also include public speaking, written communication, database management, data analysis, and project development. She is experienced in providing stellar client service.

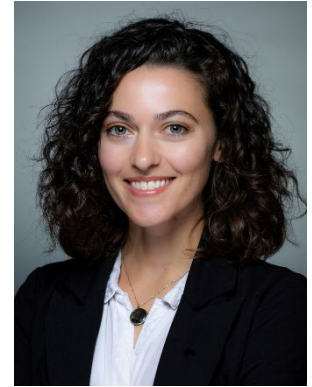
Prior to joining SCS, Kelli worked in various roles where she conducted market research; analyzed trends; and employed business development and marketing strategies to increase marketing campaign visibility. As an intern for Zero Waste Washington, Kelli gained experience in leading projects; assembling budgets; coordinating events; and overseeing data for accuracy.

Kelli's notable project experience is summarized below.

San Gabriel Valley Council of Governments, Edible Food Recovery Project, Alhambra, CA. In the role of Capacity and Compliance Assessor, Kelli compiled a targeted contact list of agencies local to San Gabriel Valley and assisted in assembling a database for completed survey data. In addition to this, Kelli worked closely with supervisory staff to prepare presentations and reports.

City of Fresno, SB 1383 Roadmap, Ordinances, Agreements, Planning, Fresno, CA. As Project Associate, Kelli compiled key program statistics to provide a summary of the current organics program efforts in the City service area. Kelli also analyzed the City's current organics collection programs and provided recommendations for new or expanded programs that would help the City comply with SB 1383 requirements.

County of Los Angeles, Food Waste Reduction & Recycling Study, Los Angeles, CA. In the role of Surveyor, Kelli was responsible for developing a tracking system using excel to monitor the teams outreach attempts and successful completion of surveys. In addition to tracking outreach, she also conducted over 250 outreach attempts and completed surveys for over 60 people via telephone. These surveys provided the County with insight on current capacity levels for food recovery organizations and their needs for expanding capacity in the near future, all of which is necessary for SB 1383 reporting and tracking.



Kelli Farmer is on our proposed Project Manager for this IVRMA project.

County of Los Angeles, Waste Characterization Study, Los Angeles, CA. In the role of Training & Tech Support Specialist, Kelli was on a field sort team that sampled, hand-sorted, and characterized recycling from various businesses across LA County. This provided insight on waste composition and generation rates to serve as a primary measurement for assessing the County's progress on its Roadmap to a Sustainable Waste Management Future and ensuring that the County is meeting legislative requirements.

Waste Management, Recycling Technical Assistance, Laguna Beach, CA. As Outreach Staff, Kelli provides business technical assistance, related to implementing the City's yellow bag program, to meet compliance with AB 1826 and SB 1383. This is done by performing site visits throughout Laguna Beach and conducting phone interviews. In addition to this, Kelli also tracks the implementation rate of the yellow bag program and analyzes outreach methods to improve compliance.

Mt. Diablo Resource Recovery, Permitting for Mt Diablo Resource Recovery Park & TPR Preparation, Concord, CA. In the role of Project Associate, Kelli assisted with the drafting of a Transfer/Processing Report (TPR) for Mt. Diablo Resource Recovery Park in order to revise their existing Full Solid Waste Facilities Permit (SWFP) to add a gasification facility and 18 acres.

Mt. Diablo Resource Recovery, Traffic Management Plan Conditions of Approval, Concord, CA. As Project Associate, Kelli drafted a Traffic Management Plan (TMP) for Mt. Diablo Resource Recovery Park.

County of Los Alamos, Food Waste Composting Feasibility Study and Design Services, Los Alamos, NM. In the role of Project Associate, Kelli reviewed, researched, and evaluated a list of potential sites for suitability for an organics processing technology and organized findings into a report.

Alameda County Waste Management Authority (Stop Waste), Waste Characterization, Oakland, CA. As Project Associate, Kelli assisted with the sorting, sampling, and characterization of waste throughout various businesses and facilities within Alameda County.

South Bayside Waste Management Authority, RethinkWaste SB 1383 Assistance, San Carlos, CA. As a Project Associate, Kelli assisted in providing technical assistance to 7,500 commercial and multi-family dwelling (MFD) accounts throughout the 12-member agencies in the form of phone calls, site visits, and training in support of SB 1383.

Fort Independence Indian Community, Solid Waste Management Plan Update, Independence, CA. As Project Manager, Kelli managed communications and coordination of all activities with the Community, project team members, and other interested parties. She handled the schedule; managed the budget; conducted quality assurance; prepared reports; ensured client satisfaction; conducted analysis and prepared recommendations for collection locations, containers, alleyways, and public areas. She also identified areas of strength and weakness.

City of Encinitas, SB 1383 Compliance Support, Encinitas, CA. As a Project Associate, Kelli and the SCS Team drafted an updated ordinance review; reviewed the City's Environmentally Preferable Purchasing Policy & Contracting (PC02); and provided as-needed technical services to ensure that the City's program is legally compliant.

City of Mill Valley, Outreach and SB 1383 Assistance, Mill Valley, CA. As a Project Associate, Kelly assisted in allocation of resources, quality assurance, report preparation, and client satisfaction. The Team provided training for all business outreach staff; held regularly scheduled meetings internally with the City.

FERNANDO MORENO

Education

BS – Biology, University of California, San Diego, 2018

Specialty Certifications

OSHA 30: Safety Standards: Construction and Industry Los Angeles
Trade Tech College (2021)

American Red Cross Adult First Aid/CPR/AED (2022)

Certificate – Foundations of a Project Manager (2022)

Certificate – Sustainability and Development (2022, Ongoing)



Fernando Moreno will provide Edible Food Generator Assessment for this IVRMA project.

Professional Experience

Mr. Moreno is a Staff Professional with 3 years of experience in Sustainable Materials Management (SSM) program development, waste auditing and characterization, and public outreach and education. He has used social media for educational and outreach purposes, performed site visits and waste audits, and interacted with community leadership and the public regarding recycling, organics, SMM program compliance. His experience has included the following projects:

City of Alameda, Zero Waste Technical Assistance, Alameda, CA. As a Project Professional Mr. Moreno helped provide extensive technical assistance to commercial and multifamily dwelling properties within the City. The primary focus is on increasing diversion rates through recycling and organics program participation. The technical assistance provided includes right-sizing waste services, door to door outreach, and personal training. Record keeping and reporting of progress is continually updated through the Recyclist database while conducting technical assistance.

City of Carlsbad, SMM Outreach and Education, Carlsbad, CA. As a Project Professional Mr. Moreno helped the SCS Team in assisting the City with the implementation of their SMM Plan by providing outreach and education services. SCS efforts included presentations and workshops; City programs and events; and training and technical assistance.

County of Los Alamos, Food Waste Composting Feasibility Study, NM. As a Project Professional Mr. Moreno helped the SCS Team in conducting a food waste composting feasibility study and designing the project. The results were used to select and develop a proper and adequate food composting processing facility and collection plan.


Athens Services, City of Pasadena Third Party Diversion Study, Pasadena, CA. As a Project Professional Fernando helped verify a third-party diversion for commercial businesses in the City of Pasadena, on behalf of the client. The project included contacting businesses to verify types and quantities of materials sourced, reduced, recycled, composted, or diverted through programs outside of the hauler's control.

Clements Environmental, Los Angeles, CA. As a Zero Waste Representative, Mr. Moreno educated, monitored, and assisted the public with regard to SMM program elements (recycling, organics, and compliance), including training and supervising onboarding of new employees. He regularly engaged with neighborhood councils, local business owners, volunteers, and community members to promote

sustainable practices and public outreach events. He conducted regular and ongoing business and multifamily site visits; performed waste assessments and determined appropriate service levels for recycling and organics; and provided logistical account support that included setting up service agreements, overseeing accounts, and identifying employee training opportunities. He also maintained company social media websites on Instagram, Facebook, and Twitter. He used a variety of programs, including Adobe Illustrator, Canvass Pro, Photoshop, and Benchmark, to create graphics for educational and outreach materials, as well as a quarterly newsletters to be distributed to customers.

Waste Control, Los Angeles, CA. Mr. Moreno was a waste auditor who monitored waste streams and conducted daily waste audits; met with property managers, tenants, and maintenance personnel; and ensured that properties were being regularly and correctly serviced, while advising all parties of their rights and resources. He photographed sites, and recorded and generated data in order to recommend changes in service.

Kaiser Permanente, La Jolla, CA. Mr. Moreno was a customer service representative utilizing established guidelines to schedule appointments for specialty departments by telephone, email, mail, and fax. Responding to member questions and concerns, he acted as an advocate for customers' health, service, needs, and interests within Kaiser Permanente. He coordinated with up to 14 different departments to ensure patients received the best possible treatment. He was trained on how to respond to over the phone to emergency scenarios, and how to request help from qualified individuals.



Appendix B
Certification from Secretary of State



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: STEARNS, CONRAD AND SCHMIDT, CONSULTING ENGINEERS, INC.
Entity No.: 0773324
Registration Date: 07/02/1976
Entity Type: Stock Corporation - Out of State - Stock
Formed In: VIRGINIA
Status: Active

The above referenced entity is active on the Secretary of State's records and is qualified to transact intrastate business in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.




IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of November 03, 2023.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 156640621

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.



Appendix C
Business License

City of Santee

10601 Magnolia Avenue ♦ Santee, CA 92071
(619) 258-4100 EXT 146

www.cityofsantee.ca.gov

Issued Date: 1/1/2023
Expiration Date: 12/31/2023

Business License



Limitations:

- Valid only for operations conducted in accordance with City of Santee Municipal Code, including any and all amendments thereto
- Must be displayed in public view
- Not transferable to other persons or location
- Not an endorsement by the City of Santee

License #: B-012694
BUSINESS LICENSE OUTSIDE CITY


Business Name:
STEARNS, CONRAD, SCHMIDT
Business Address:
8799 BALBOA AVE

STEARNS, CONRAD, SCHMIDT
3900 KILROY AIRPORT WAY, 100
LONG BEACH, CA 90806

Heather Jennings

ISSUING OFFICER

NON-TRANSFERABLE ♦ POST IN A CONSPICUOUS PLACE ♦ NON-TRANSFERABLE



Appendix D
Subcontractor Letters of Commitment



November 2, 2023
File No. 010948223

Ms. Maricela Galarza
Imperial Valley Resource Management Agency (IVRMA)
300 S. Imperial Ave., Suite 6
El Centro, CA 92243

Subject: Commitment Statement

Dear Ms. Maricela Galarza:

Go2Zero Strategies, LLC is pleased to join the SCS Engineers team responding to the subject proposal. Our firm will support this project with the following:

- **Education and outreach**

Go2Zero Strategies, LLC is well qualified to provide the services listed above and understands our role on the project and the needs our services will fulfill on this project.

We understand that IVRMA requires this commitment from each subcontractor utilized on this project.

If you have any questions, or need additional information, please feel free to contact me either by phone 877-462-9376 ext 700 or email judi@go2zero.net. We look forward to working with you on this effort.

Sincerely,



Sincerely,
Judi Gregory
President

November 2, 2023
File No. 010948223

Ms. Maricela Galarza
Imperial Valley Resource Management Agency (IVRMA)
300 S. Imperial Ave., Suite 6
El Centro, CA 92243

Subject: Commitment Statement

Dear Ms. Maricela Galarza:

Ann K. Zald Consulting is pleased to join the SCS Engineers team responding to the subject proposal. Our firm will support this project with the following:

- Education and outreach

Ann K. Zald Consulting is well qualified to provide the services listed above and understands our role on the project and the needs our services will fulfill on this project.

We understand that IVRMA requires this commitment from each subcontractor utilized on this project.

If you have any questions, or need additional information, please feel free to contact me either by phone 310-365-4925 or email annzald@gmail.com. We look forward to working with you on this effort.

Sincerely,



Ann K. Zald
Owner/Operator
Ann K. Zald Consulting



November 2, 2023
File No. 010948223

Ms. Maricela Galarza
Imperial Valley Resource Management Agency (IVRMA)
300 S. Imperial Ave., Suite 6
El Centro, CA 92243

Subject: Commitment Statement

Dear Ms. Maricela Galarza:

Careit is pleased to join the SCS Engineers team responding to the subject proposal. Our firm will support this project with the following:

- Digital data management tool *Careit*.

Careit is well qualified to provide the services listed above and understands our role on the project and the needs our services will fulfill on this project.

We understand that IVRMA requires this commitment from each subcontractor utilized on this project.


If you have any questions, or need additional information, please feel free to contact me either by phone 323-484-8308 or email alyson@careit.com. We look forward to working with you on this effort.

Sincerely,



Alyson Schill
CEO & Co-founder
Careit Co





Appendix E
Letter of Reference



October 23, 2023

Subject: Letter of Reference

OFFICERS

President
Tim Hepburn

1st Vice President
Ed Reece

2nd Vice President
April Verlato

3rd Vice President
Cory Moss

MEMBERS

Alhambra
Arcadia
Azusa
Baldwin Park
Bradbury
Claremont
Covina
Diamond Bar
Duarte
El Monte
Glendora
Industry
Irwindale
La Cañada Flintridge
La Puente
La Verne
Monrovia
Montebello
Monterey Park
Pasadena
Pomona
Rosemead
San Dimas
San Gabriel
San Marino
Sierra Madre
South El Monte
South Pasadena
Temple City
Walnut
West Covina
First District, LA County
Unincorporated Communities
Fifth District, LA County
Unincorporated Communities
SGV Water Districts

To Whom It May Concern:

The San Gabriel Valley Council of Governments retained the services of SCS Engineers since 2021 to assist us our cities in compliance with state mandates regarding edible food recovery and food waste prevention. SCS Engineers has helped us better understand how and where food waste is generated within our community, has identified the capacities of food recovery organizations to recover excess edible food from businesses, and has helped provide inspections to over 500 businesses to educate them on food waste reduction. They have also helped us establish three regional food recovery hubs to prevent food from going to waste in the San Gabriel Valley.

SCS Engineers staff have taken the time to understand our unique project needs, have clearly communicated throughout the project to keep us and our key stakeholders informed and engaged, and finally, have identified thoughtful and actionable food waste prevention and management strategies to benefit the San Gabriel Valley region. SCS Engineers staff have brought a wealth of experience and expertise, and a deep passion and energy for what they do. Our project would not have been as successful as it was without the strong partnership, we developed with the entire SCS Engineers team.

I am glad to recommend SCS Engineers for anyone interested in evaluating their food waste management strategies and seeking solutions to improve current management systems. For questions pertaining to this reference, please contact Mackenzie Bolger (mbolger@sgvcog.org).

Sincerely,

Marisa Creter
Executive Director
San Gabriel Valley Council of Governments

Proposal #4

SOLANA

CENTER

Imperial County Region

SB 1383 Edible Food Recovery Services Proposal



11 | 2023



137 N El Camino Real, Encinitas, CA 92024 | (760) 436-7986 | www.solanacenter.org

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1. Executive Summary

Solana Center for Environmental Innovation is a mission-driven organization, delivering waste diversion solutions that are recognized throughout California, beginning with one of the first curbside recycling programs in the US in 1983. We received California's highest environmental honor, the Governor's Environmental & Economic Leadership Award, for our work sounding the alarm bells about the climate implications of landfilled food waste.

Most relevant to this RFP, Solana Center has been providing waste diversion direct assistance to food businesses for a decade. We have completed SB 1383 compliance work through contracts with 16 jurisdictions, including

- tier identification and capacity planning from cumulative initial lists of 10,000 businesses,
- extensive education and outreach resource development,
- recordkeeping and reporting for jurisdictions, and
- support for SB 1383 compliance to address CalRecycle Corrective Action Plans.

Our six-member Environmental Solutions department is focused on addressing jurisdictions' SB 1383 needs. Our Environmental Solutions team is regularly called on by CalRecycle with questions about SB 1383 implementation.

No subcontractors will be retained for this project. We are headquartered in Encinitas, CA, where work will be completed. Our experience indicates that all work as described in the RFP can be done remotely.

2. Business Profile

Legal Name: Solana Center for Environmental Innovation

Address: 137 N. El Camino Real, Encinitas, CA 92024

Number of Years in Business: 40 years

Legal Form: 501(c)(3) non-profit corporation

CA Secretary of State Entity Number: C1232849 (in good standing)

Primary Office Location: 137 N. El Camino Real, Encinitas, CA 92024

CA Dept of General Services Certification: Type=SB(Micro); Certification#= 2025791

Point of Contact: Jessica Toth, Executive Director

Address: 137 N. El Camino Real, Encinitas, CA 92024

Email: director@solanacenter.org

Phone: (760) 436-7986 x713

Bankruptcy History: Never filed for bankruptcy

License: No applicable licenses for this project

3. Experience & Technical Competence

Equivalent Services

Solana Center began offering *Less to Landfill* consulting services to food businesses in 2016, through contracts with various cities. This work gave us a full understanding of the pressures and work environment of grocery stores, restaurants, wholesalers, event planners, and office/school cafeterias. Today, this groundbreaking work informs our interactions with businesses on behalf of jurisdictions to meet SB 1383 requirements.

We have been contracted by 16 jurisdictions and one JPA to provide work related to SB 1383 since the legislation was put in place. The tasks include desktop research and analyses, data maintenance, and field visits. The range of needs we have filled that pertain to the RFP from Imperial Valley Resource Management Agency (IVRMA) include:

- Creating comprehensive business lists, categorized according to Tier 1 and Tier 2
- Identifying regulated food recovery organizations and services (FROs)
- Determining edible food recovery capacity of FROs
- Delivering education and training to food businesses and FROs
- Matching estimated edible food generation with FRO capacity and reporting the shortfall or excess
- Providing thorough and actionable reports to clients
- Organizing record collection and recordkeeping programs for clients

Similar Projects

The depth of qualified Solana Center staff members will ensure that our team is available to meet IVRMA's needs and that progress is continuous and steady.

Below are four selected SB 1383 projects that demonstrate the depth and breadth of Solana Center's experience and capabilities. Specific references with contact information are provided. Reviewer may contact any and all references that are of interest.

Each client engagement included work required in this RFP and that work has been completed. We have very satisfied clients and, consequently all listed clients have ongoing further SB 1383 work. Except for situations out of our control (e.g., when CalRecycle revised their guidance on requirements), all work has been completed on schedule and within budget.

Project #1

Client City of Poway

Project Manager Danielle McIntosh, Senior Management Analyst
Department of Public Works



Email dmcintosh@poway.org

Phone (858) 668-4729

Summary of Work

- Identify Tier 1 & Tier 2 generators
- Inspect Tier 1 & Tier 2 generators
- Investigate Food Recovery Organizations and their capacity
- Provide technical assistance to Tier 1 & Tier 2 generators and Food Recovery Organizations

Contract Total \$45,000

Accomplishments

- Solana Center accurately and thoroughly conducted Tier Identification for 37 of Poway's potential Tier 1 & Tier 2 generators.
- Staff investigated 18 of their potential Food Rescue Organizations.
- Solana Center provided impactful Technical Assistance to over 25% of Poway's Tier 1 & Tier 2 generators
- During the 10 months of this contract, Solana Center have inspected 75% of Poway's Tier 1 & Tier 2 generators and 50% of their Food Rescue Organizations.
- Working with Poway, Solana Center came up with a strategic plan on best use of funds and were able to efficiently complete all desired tasks.
- Through Solana Center's efforts, Solana Center provided guidance to over 30 Tier 1 & Tier 2 generators, 2 Food Rescue Organizations, and the City regarding capacity of food production and food donation intake.
- Solana Center's services have been so vital and impactful to the City's Tier Identification and Capacity Planning that they have increased their funding to us by over 50%.

Project #2

Client City of El Cajon

Project Manager Monica Martinez, Senior Management Analyst

Public Works

Email mimartinez@elcajon.gov

Phone (619) 441-1658

Summary of Work

- Identify Tier 1 & Tier 2 generators
- Compile preliminary list of food recovery agencies
- Create baseline compliance resources for businesses
- Develop an organic waste diversion newsletter or mailer for annual education
- Complete edible food recovery capacity planning
- Offer technical assistance for businesses and recovery agencies
- Implement inspections for businesses and recovery agencies

Contract Total \$30,000

Accomplishments

- Within 4 months, Solana Center completed Tier Identification for all of El Cajon's 84 potential Tier 1 & Tier 2 generators.
- Within 3 months, Solana Center inspected 35 potential regulated Food Recovery Organizations.



- Within 2 months, Solana Center created baseline compliance resources for Tier 1 & Tier 2 generators which include guidelines on SB 1383 requirements for food donation and recordkeeping; a step-by-step guide for setting up an effective, compliant food recovery process; and contact information for local Food Recovery Organizations.
- These documents were translated for non-English speaking businesses.
- Solana Center provided SB 1383 guidance to 69 Tier 1 & Tier 2 generators, 6 Food Rescue Organizations, and the City regarding the capacity of food production and food donation intake.
- Solana Center's services have been so vital and impactful to the City's Tier Identification and Capacity Planning that they have increased their funding to us by over 100%

Project #3

Client City of Imperial Beach

Project Manager Wbaldo Arellano, Environmental Program Specialist II
Environmental and Natural Resources Department

Email warellano@imperialbeachca.gov

Phone (619) 424-4095

Summary of Work

- Developed a Tier 1 & Tier 2 generator outreach plan
- Identified Tier 1 & Tier 2 generators
- Consulted with City and businesses on SB 1383 requirements and guidelines
- Created a resource campaign for Tier 1 & Tier 2 generators
- Advised City on capacity planning and compliance for SB 1383

Contract Total \$5,000

Accomplishments

- Solana Center conducted Tier Identification for 17 of Imperial Beach's potential Tier 1 & Tier 2 generators and investigated 4 of their potential Food Rescue Organizations.
- Solana Center developed a unified resource campaign theme, tagline, and template with published resources relevant to SB 1383 and advised on distribution and implementation of this campaign.
- Solana Center created and coordinated a Tier Identification and Inspection outreach plan with the City of Imperial Beach to ensure effective and timely implementation.
- Through our efforts, we provided SB 1383 guidance to over 12 Tier 1 & Tier 2 generators, 2 Food Rescue Organizations, and the City regarding the capacity of food production and food donation intake.
- Our services have been so vital and impactful to the City's Tier Identification and Capacity Planning that they have increased their funding to us by over 600%.

Project #4

Client Regional Solid Waste Association (RSWA) – JPA of 7 member-cities that contract with EDCO: Del Mar, Encinitas, Escondido, National City, Poway, Solana Beach, and Vista. Escondido has special member status and did not receive our services through this contract. The cities receiving Solana Center SB 1383



compliance services have a combined population of 275,000.

Project Manager James H. Eggart, RSWA General Manager¹

Woodruff & Smart

Email jeggart@woodruff.law

Phone (714) 415-1062

Summary of Work

- Identify Tier 1 & Tier 2 generators
- Create baseline compliance resources
- Create inspection plan & protocol for inspections
- Determine rescuable food using capacity planning tool
- Coordinate all stakeholder parties
- Plan food recovery educational campaign to educate top generators
- Develop & deliver food recovery resources to generators
- Compile a preliminary list of food recovery organizations & service names
- Develop a food recovery newsletter/mailer for annual education
- Communicate with stakeholders on food recovery issues

Contract Total \$108,950

Accomplishments

- Solana Center successfully managed SB 1383 compliance progress in six different cities of various sizes, all under a single contract.
- Solana Center conducted Tier Identification for over 330 Food Generators and 105 Food Rescue Organizations across six jurisdictions.
- Solana Center worked closely with San Diego County and CalRecycle to implement rescuable food capacity planning tools and capacity planning reporting.
- All cities remained on-track and within compliance due to Solana Center's guidance and programming.
- We maintained ongoing communication of implementation details with each city's administrative staff. Meanwhile, RSWA board members were kept apprised of high-level progress.

4. Proposed Method

General Approach

Director of Environmental Solutions Mallika Sen will lead all stakeholder engagement, beginning with a kickoff meeting, regular progress check-ins, and concluding reporting. She will assign her staff to manage various aspects of the program, possibly a single person to schedule and maintain consistent progress on all tasks. Her team is experienced in delivering SB 1383 compliance services. As needed, Mallika will bring in our Director of Marketing and Education, Jess Bombar, to support design and creation of messaging and graphics.

¹ As General Manager, James can speak to Solana Center's effectiveness in keeping the RSWA Board well-informed of progress and to the knowledge of staff regarding SB 1383. However, he does not represent a geographic area and was not the direct recipient of our services.



Our Environmental Solutions team has worked directly with over 600 businesses in multiple jurisdictions to gain a deep understanding of compliance. From experience, we can respond to the typical objections to complying SB 1383 presented by businesses. Our many calls and visits have yielded knowledge from the variety of business segments that fall under compliance requirements.

In general, our approach is structured and stepwise. Solana Center is pleased to have an unsurpassed record of delivering services on time and within budget. Our approach is always impact-oriented and metrics-based.

Communication

Solana Center will lead communication between the stakeholders in each Imperial County jurisdiction. We will keep the project on track with regular updates and meetings throughout the term of the program. This will include setting meeting agendas, facilitating meetings, defining project goals, flagging issues, establishing and reporting on milestones, and responding to stakeholder input.

We will request an initial briefing to understand the roles of all stakeholders. Following a kick-off meeting, Solana Center will be responsible for delivering goals with timelines, meeting agendas, meeting minutes, progress reports, and timely invoicing. Our practice is to provide invoices with monthly updates within the first ten days of each month.

Scope of Work

Task 1: Identify Tier 1 & Tier 2 Food Waste Generators

Understanding. As a regional collaboration, the cities and unincorporated areas of Imperial County will require Solana Center to work with each jurisdiction individually to verify Tier 1 food-generating entities and identify Tier 2 entities. Data to be collected on each generator will include business type, name, address, phone number, email address, website, point of contact, business license number, amount of edible food available for recovery, and status of agreements with FROs.

Approach. Solana Center will use our established tracking system (see example in [Attachment 1](#)) to organize the work. Staff will research each food waste generator through a combination of online published information and individual outreach to business contacts. Activities for this task include data collection from various sources, information verification, cross-correlation of data inputs, and final compilation. A maximum of three attempts will be made to obtain required information from each business after which best guess estimates will be applied using resources from CalRecycle and Natural Resources Defense Council (NRDC) and others. Any estimates will be clearly marked in the Tier Id spreadsheet.

A sample of data sources from a prior engagement is listed in the table below.

Data Sources
Commercial business database with NAICS and SIC business code listings
Hauler's commercial businesses list
Department of Environmental Health food facility registrations
Spectrum commercial business list (purchased)
CalRecycle convenience zones supermarket listings
California Department of Public Health (CDPH) health facility listings
SANDAG hotel data listings
Jurisdictional data on large events, venues and business listings
Where additional data was needed, internet searches, website visits, and phone calls to the business were conducted.

Experience. Mallika has managed contract engagements with 16 different jurisdictions, including a seven-city joint powers association, during her time at Solana Center. She is very experienced in keeping projects on-track. She regularly communicates with CalRecycle, haulers, the local Department of Environmental Health, and food recovery organizations. Our team has culled through approximately 10,000 businesses to create curated Tier 1 and Tier 2 lists for clients.

Staff Assignment. Mallika will assign a lead staff member to manage this task. Additional Environmental Solution staff will assist in the research and tier identification process. All staff are experienced in working with businesses. Issues will be brought to Mallika's attention for resolution.

Deliverables. Solana Center will produce comprehensive lists of edible food generators within each of the nine jurisdictions – City of Brawley, City of Calexico, City of Calipatria, City of El Centro, City of Holtville, City of Imperial, City of Westmorland, Heber Public Utility District, and unincorporated Imperial County.

Task 2: Identify Food Recovery Organizations & Services

Understanding. IVRMA requires lists of all Food Recovery Organizations (FROs) and their edible food recovery capacity within Imperial County, for each of the nine jurisdictions.

Approach. Solana Center will pull data from multiple sources to develop a preliminary list of names of all FROs located within each jurisdiction. We will then distribute a survey to each FRO to collect comprehensive details on their contact information, working hours, the types of foods accepted, current donors, current capacity for edible food recovery, potential for increasing capacity, needs to expand capacity, recordkeeping processes, and existing/pending agreements with food businesses. To ensure completeness of data



collection, a phone call will be made to the required FROs to collect any missing pieces of information. A maximum of two attempts will be made to reach each FRO after which it will be raised to the appropriate jurisdiction for help in communicating with the FRO.

Solana Center will offer its outreach toolkit of food donation and SB1383 compliance resources to help Imperial County meet the SB 1383 requirements for educating food-generating businesses and FROs. All resources will be customized on behalf of each jurisdiction. These resources will inform regulated businesses and FROs about the regulations with effective methods for preventing food waste, best practices for recovery, means of connecting generators and rescue agencies, and templates for agreements. Outreach materials will be distributed electronically to all businesses and will also be posted on each jurisdiction's website for easy reference by all businesses.

Experience. Solana Center has completed FRO business outreach on behalf of cities throughout the San Diego region. Our extensive experience inspecting and providing technical assistance to food-generating entities and FROs is unsurpassed in California. After hundreds of visits and calls, our staff recognize the pressures and obstacles to adoption and can pull from their toolkit to address concerns and smooth the way for food rescue.

Solana Center's team developed resource material explaining the law and providing stepwise support. Our resources are available in English and Spanish. Examples of some outreach material are in [Attachment 2](#).

Staff Assignment. Mallika will assign a management staff member to lead this part of the engagement. The manager will oversee data tracking and coordinate with Environmental Solutions Leads who will gather information. As needed to customize resource materials, the manager will connect with Communications staff.

Deliverables. For each jurisdiction, Solana Center will provide a list of FROs containing the following information on each entity: business name, address, phone number, email address, website address, point of contact, types of foods accepted for donation, approval to be listed in a public-facing food recovery list on the jurisdiction's website, amount of food recovered monthly, recordkeeping methods, edible food recovery capacity, and existing or pending agreements with food waste generators. Solana Center will also deliver customized outreach material to be distributed to businesses and FROs.

Task 3: Estimate Food Recovery Capacity

Understanding. The capacity data from FROs collected in Task 2 must be aggregated to determine individual city capacity followed by regional edible food recovery capacity. This capacity will be compared with the estimated surplus food generated by businesses to determine if the regional capacity is sufficient. Forward planning will be needed with



FROs to identify new and expanded capacity, if needed.

Approach. Solana Center will build on data collected in the existing tier identification process and work closely with Food Recovery Organizations and Services to understand their current capacity to recover food from food generating businesses within the nine jurisdictions. We will also translate Tier 1 and Tier 2 lists into estimated surplus food disposal quantities using a model approved by or designed by CalRecycle. This task typically involves more research and sometimes direct communication with food-generating businesses. The outcome from the model and analysis tools will be a forecast of future food recovery requirements. If there is a need for additional capacity, Solana Center will work closely with food recovery agencies and services to determine (1) if current capacity can be extended, (2) if certain needs are met, or (3) if there is potential to add brand new capacity and its associated needs.

Experience. Solana Center has worked with San Diego County to determine the regional requirements for food recovery capacity on behalf of our client-cities. We have been instrumental in identifying opportunities for cities to comfortably fall within the state requirements by working closely with CalRecycle. CalRecycle often turns to Solana Center for insight into on-the-ground challenges and implementation of the regulations. We have experience with both the CalRecycle capacity planning tool and San Diego County's tool, which is approved by CalRecycle.

Staff Assignment. Mallika will assign a management staff member to implement this task.

Deliverables. Solana Center will determine the current capacity of food recovery organizations and services, current surplus edible food that needs to be recovered and an understanding of options to either increase current recovery capacity or add new capacity.

Task 4: Develop Compliance Plans & Reports

Understanding. IVRMA must get into compliance with SB 1383 requirements for Food Recovery Capacity Planning. Solana Center will prepare the required plans and reports within the scope of CalRecycle's needs, addressing the points in the Corrective Action Plan.

Approach.

For the 2022-2024 capacity plan, Solana Center will use data obtained from the FROs during the Tier Identification process to calculate the current capacity of food recovery entities to collect and distribute edible food. This will be compared to the surplus edible food needing recovery determined in the previous task for the Tier 1 and Tier 2 generators. This data will be used to estimate if there is sufficient capacity or if additional food recovery capacity is needed.



The 2025-2034 capacity plan will be based on the initial capacity plan and will be updated with any new data available from the field. The percentage change in population will be used to project changes in the amount of edible food available for donation in the target year.

If a regional deficit in capacity is found for Imperial County, some or all jurisdictions will be required to create an implementation plan for bridging the gap. Solana Center will create a high-level plan with timelines and milestones for the planning efforts needed to assess additional or new capacity. This plan will be created in conjunction with FROs and will be based on FRO's existing capacity to take on additional partners and willingness to further expand capacity if needs are met. The plan will also include recommendations for additional funding sources to finance the additional food recovery capacity.

Experience. Our experience with cities of varying sizes and diversity will inform this effort. We have been supporting such planning and reporting for our clients throughout SB 1383 implementation over the last three years.

Staff Assignment. Environmental Solutions staff will be tasked with these activities. We will ensure that all recordkeeping and reporting schemes are coordinated.

Deliverables. Solana Center will deliver two reports covering regional capacity planning during (1) January 2022 – December 2024 and (2) January 2025 – December 2034. The reports will be sufficiently detailed with information for decision-making by each jurisdiction. We will also provide clear guidance for jurisdictions' staff to interpret the findings and adapt as needed with changes in the business landscape. If needed, an implementation plan will be developed to show how the region's capacity deficiency can be addressed.

Task 5: Provide Recommendations

Understanding. Upon completion of this engagement, IVRMA requests a summary of all activities.

Approach. A comprehensive tracker will be maintained tracking each regulated business, contact information, compliance status, food recovery partner information, follow-up actions needed, educational materials provided, and more. All data recommended by CalRecycle in their implementation recordkeeping tool will be tracked. This data will be formatted separately for each participating jurisdiction for ease of review.

Solana Center will provide recommendations for next steps based on the engagement and information gathered. The tracker will be the basis for IVRMA jurisdictions to build on our work in the future.

Experience. Our staff is well-connected within California and has fully interpreted SB 1383



requirements. We have provided strategic planning support to more than 15 cities specifically on edible food recovery.

Staff Assignment. Mallika will deliver this task with input and support from her staff.

Deliverables. Solana Center will provide next steps and actions for Imperial County to remain in compliance with SB 1383 edible food regulations.

Task 6: Manage Program

In addition to the tasks requested in the IVRMA RFP, Solana Center will charge for program management. This task will include regular meetings with Imperial County stakeholders, internal planning and coordination, monthly invoice preparation, tracker updates, and monthly progress reporting.

Project Schedule

Solana Center's best estimate of the project rollout is given below.

	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024
Task 1: Identify Tier 1 & Tier 2 Generators								
Data Compilation								
Survey Development								
Survey Administration								
Food Generator Research								
Food Generator Communication								
Review with Jurisdictions				★				
Task 2: Identify Food Recovery Organizations & Services								
Data Compilation								
Survey Development								
Survey Administration								
FRO Research								
FRO Communication								
Review with Jurisdictions				★				
Outreach Toolkit Devt								
Outreach Toolkit Distribution								
Task 3: Estimate Food Recovery Capacity								
Research								
Additional Communication								
Review with Jurisdictions					★			
Task 4: Develop Compliance Plans & Reports								
Data Compilation								
Report Development								
Implementation Plan Devt								
Implementation Plan Research								
Task 5: Provide Recommendations								
General Summary								★
Task 6: Manage Program								
Jurisdiction Communication	★							
Program Management								
Invoicing & Reporting								

Milestones ★

- Kick-off Meeting - week of 12/4/23
- Tier ID and Capacity Plan Jurisdictional Reviews - in Feb and Mar 2024
- Capacity Report #1 due for review - 3/29/24
- Capacity Report #2 due for review - 6/14/24
- Next CalRecycle Reporting Cycle - begins 8/1/24

5. Knowledge & Understanding of Laws

Knowledge of SB 1383 Requirements

Solana Center is called upon as a resource by San Diego County, our clients, and CalRecycle for our thorough knowledge of the regulations as well as their implications in practice. Mallika Sen is a sought-after speaker on SB 1383, recently having presented at CalRecycle's *Edible Food Recovery* discussion for jurisdictions throughout California. Our experience working with businesses has been profiled in [BioCycle magazine](#)² and at the annual CRRA conference and at SWANA's national conference. Further recognition of Solana Center's experience, CalRecycle requested monthly meetings with Mallika to understand how the agency can support jurisdictions.

Our familiarity with California state requirements and our direct channels to CalRecycle will allow Humboldt County to rest assured that we will yield fully informed and compliant programming results.

6. Project Organization & Key Personnel

Overview of Qualifications & Experience

Project Team

Solana Center's Environmental Solutions department is dedicated to serving the needs of California's jurisdictions. Since SB 1383 went into effect, the group has been focused primarily on compliance services for jurisdictions to address that legislation. The team, led by Mallika Sen, has six members.

In addition, the Education and Outreach department, led by Jess Bombar, will contribute to developing outreach resources and messaging. Spanish translation of materials is available

Key Project Team Members

Below are the qualifications of key staff who will work on the program for Imperial County and jurisdictions. Resumes of staff assigned to the project are provided in [Attachment 3](#).

Mallika Sen will be the primary contact overseeing the implementation of all tasks.

Mallika Sen, Environmental Solutions Director

- Role – Mallika will provide expert technical guidance on all tasks. As the project manager, she will also manage the timing and delivery of each task.
- Relevant Experience
 - Project management skills (20 years)

² <https://www.biocycle.net/california-food-businesses-tackle-climate-law-compliance/>



- SB 1383 expertise with extensive in-field experience (2 years)
- SB 1383 consulting to multiple jurisdictions in San Diego County (3 years)
- Relevant connections at CalRecycle
- Experience with school, commercial, and residential food waste prevention, food recovery, and organic recycling (5 years)
- Expertise in zero waste technical consultations to businesses and schools
- Former Principal Program Manager at Microsoft and Nokia organizations

Leia Berube, Environmental Solutions Manager

- Role – Leia will contribute her expertise from managing multiple cities' SB 1383 engagements. She will lead specific tasks.
- Relevant Experience
 - Technical assistance and inspection visits to food-generating businesses (2 years)
 - SB 1383 tier classification work (2 years)
 - SB 1383 edible food capacity planning data collection (1 year)
 - Food waste prevention and sorting webinars and videos for commercial businesses, multi-family units, and residents (2 years)
 - Inspections, technical assistance, and recordkeeping compliance for 600+ businesses and food recovery organizations

Larissa Amaral, Environmental Solutions Associate Manager

- Role – Larissa will bring her direct field experience working with hundreds of businesses and FROs. She will lead specific tasks.
- Relevant Experience
 - Technical assistance and inspection visits to food-generating businesses (2 years)
 - SB 1383 tier classification work (2 years)
 - SB 1383 edible food capacity planning data collection (1 year)
 - Inspections, technical assistance, and recordkeeping compliance for 600+ businesses and food recovery organizations

Jackie Bookstein, Liz Murphy, and Gurpuran Singh

- Role – Our team of Environmental Solutions Specialists and Leads will implement the tasks under the direction and guidance of Mallika, Leia, and Larissa.
- Relevant Experience
 - Technical assistance and inspection visits to food-generating businesses
 - SB 1383 tier classification work
 - SB 1383 edible food capacity planning data collection
 - Food waste prevention and sorting webinars and videos for commercial businesses, multi-family units, and residents
 - Inspections, technical assistance, and recordkeeping compliance for 600+ businesses and food recovery organizations
 - Direct food business experience as professional catering business owner and cookbook author (Liz)



Jessica Bombar, Education & Outreach Manager

- Role – Jessica will lead the design and distribution of promotional and campaign materials.
- Relevant Experience
 - Experience creating and distributing resources and promotional material for jurisdictional clients, including material via flyers, social media, and local press (4 years)
 - For varied clients, creative lead on initiatives, including branding, strategic social media campaigns, storytelling, and video production (7 years)

7. Exception/Deviations

There are no requested exceptions to or deviations from the requirements of this RFP.

8. Addenda to this RFP

Solana Center received the document "Addendum #1: Proposal Requirements."

9. Statement of Impartiality

Solana Center declares that the organization and its staff are not currently, and will not, during the performance of these services, participate in any other similar work involving a third party with interests currently in conflict or likely to conflict with IVRMA's interests.

10. Detailed Cost Estimate

Solana Center's hourly rate for this program is \$105. All tasks are quoted according to the estimated hours to complete. The table below gives our cost estimate.

Task	Estimated Hours	Cost
Task 1: Identify Tier 1 & Tier 2 Generators		
Data Compilation	115	
Survey Development	15	
Survey Administration	45	
Food Generator Research	95	
Food Generator Communication	230	
	500	\$52,500
Task 2: Identify Food Recovery Organizations & Services		
Data Compilation	30	
Survey Development	15	
Survey Administration	5	
FRO Research	10	
FRO Communication	20	
Outreach Toolkit Material Development	15	
	95	\$9,975
Task 3: Estimate Food Recovery Capacity		
Research	10	
Extra Communication with Businesses & FROs	45	
	55	\$5,775
Task 4: Develop Compliance Plans & Reports		
Data Compilation	140	
Report Development	20	
Implementation Plan Development	20	
Implementation Plan Research	15	
	195	\$20,475
Task 5: Provide Recommendations		
General Summary with Recommendations	24	
	24	\$2,520
Task 6: Manage Program		
Jurisdiction Communication	103	
Program Management	35	
Invoicing & Reporting	40	
	178	\$18,690
TOTAL	1,047	\$109,935

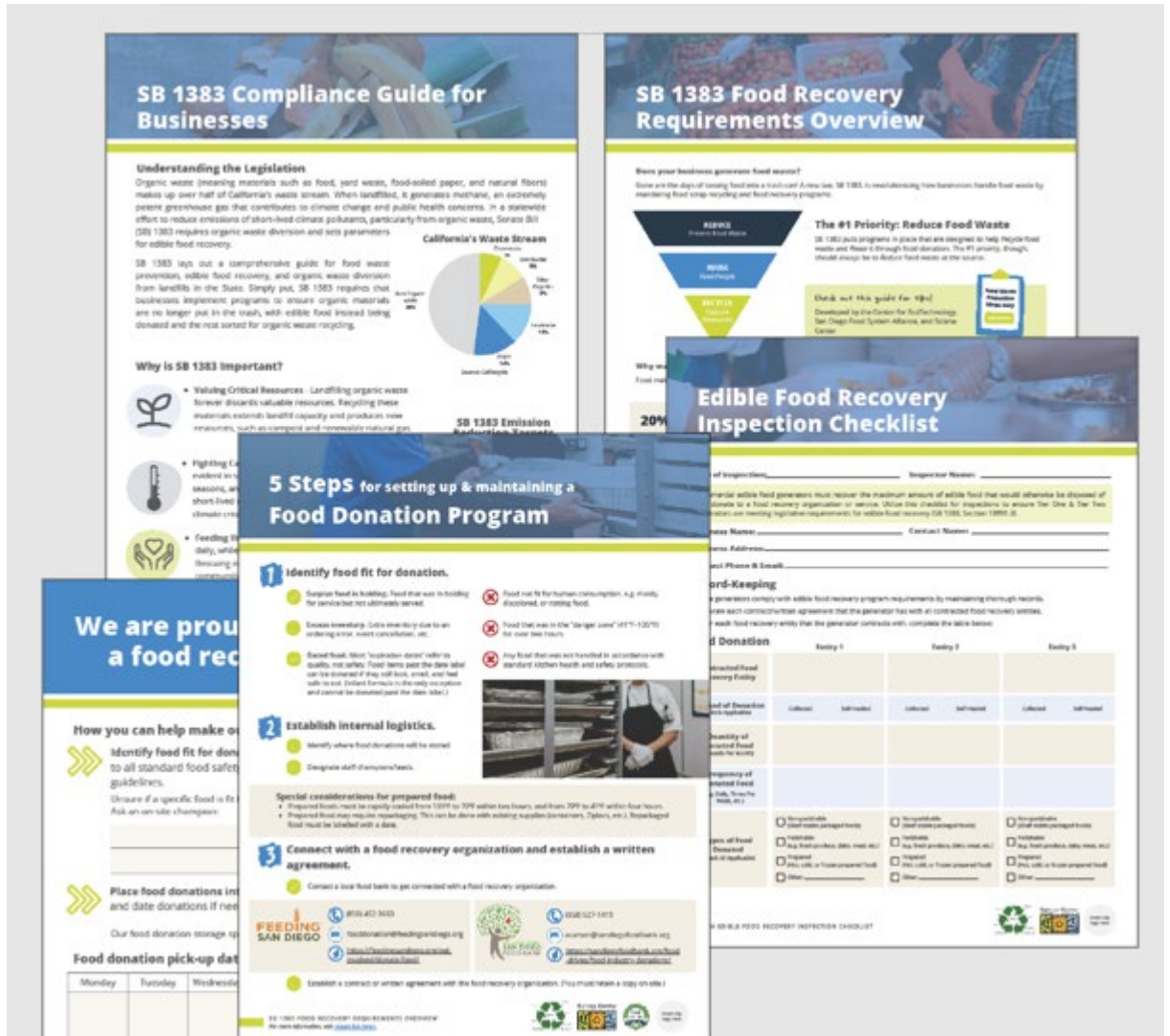


Attachment 1 – Sample Tier 1 Tracker

Tier 1 Food Generators List	
Section 18991.3.a Commercial Edible Food Generators: Tier One commercial edible food generators shall comply with the requirements of this section commencing January 1, 2022 .	
Started with over 2,000 Businesses	
Supermarket	12 Of 12 potential supermarkets
Grocery Store	3 Of 274 potential grocery stores
Wholesaler	29 Of 42 potential wholesalers
Distributor	5 Of 15 potential distributors
Food Service Provider	2 Of 8 potential food service providers

Business Name	Tier	Sector	Address	Zip	Phone	Email	Main Sources	Confirmation	Square Footage	Annual Gross	Food Facility
Frazier Farms Market	Tier 1	Supermarket	225 Vista Village Dr	92083	760-758-7175	toma@frazierfar	CalRecycle Convenience zone	Confirmed		>\$2 million	Food are primary sales
Gonzalez Northgate Market	Tier 1	Supermarket	1150 E Vista Way	92083	(760) 724-4900		CalRecycle Convenience zone	Confirmed		>\$2 million	Food are primary sales
Food 4 Less	Tier 1	Supermarket	500 Hacienda Dr	92081-6604	(760)630-5333	jpennin2@wm.c	CalRecycle Convenience zone	Confirmed		>\$2 million	Food are primary sales
Smart & Final	Tier 1	Supermarket	1845 W Vista Way	920836119	(760)732-1480		CalRecycle Convenience zone	Confirmed		>\$2 million	Food are primary sales
Walmart Supercenter	Tier 1	Supermarket	1800 University Dr	92083-7700	(760)945-7995		CalRecycle Convenience zone	Confirmed		>\$2 million	Food are primary sales
Target Store #T1040	Tier 1	Grocery Store	1751 University Dr	92083	760-941-0220		DEH	Confirmed	100,000+		Grocery section 12,298 sf
Sprouts Farmers Market	Tier 1	Grocery Store	1400 E Vista Way	92084	(888) 625-5323	wmsbscurrmon	DEH	Confirmed	40,000 - 99,999		Food are primary sales

Attachment 2 – Sample Outreach Resources



SB 1383 Compliance Guide for Businesses

Understanding the Legislation

Organic waste (meaning materials such as food, yard waste, food-soiled paper, and natural fibers) makes up over half of California's waste stream. When landfilled, it generates methane, an increasingly potent greenhouse gas that contributes to climate change and public health concerns. In a statewide effort to reduce emissions of short-lived climate pollutants, particularly from organic waste, Senate Bill (SB) 1383 requires organic waste diversion and sets parameters for edible food recovery.

SB 1383 lays out a comprehensive guide for food waste prevention, edible food recovery, and organic waste diversion from landfills in the State. Simply put, SB 1383 requires that businesses implement programs to ensure organic materials are no longer put in the trash, with edible food instead being donated and the rest sorted for organic waste recycling.

California's Waste Stream

Material	Percentage
Food	50%
Yard Waste	25%
Other Organic	15%
Recycling	10%

SB 1383 Emission Reduction Targets

20% reduction in organic waste sent to landfills by 2025.

Why is SB 1383 Important?

- Valuing Critical Resources: Landfilling organic waste forever discards valuable resources. Recycling these materials extends landfill capacity and produces new resources, such as compost and renewable natural gas.
- Fighting Climate Change: Reducing organic waste in landfills helps reduce methane emissions, a potent greenhouse gas.
- Feeding the Community: Recovering edible food from businesses helps feed those in need.

SB 1383 Food Recovery Requirements Overview

Does your business generate food waste?

Some are the days of tossing food into a trash can! A new law, SB 1383, is redefining how businesses handle food waste by mandating food recycling and food recovery programs.

The #1 Priority: Reduce Food Waste

SB 1383 sets programs in place that are designed to help reduce food waste and flow it through food donation. The #1 priority, though, should always be to Reduce Food Waste at the source.

Check out this guide for 100!

Developed by the Center for Environmental Innovation, San Diego Food System Alliance, and Solana Center.

Edible Food Recovery Inspection Checklist

Inspector Name: _____ Inspector Reason: _____

Business Name: _____ Contact Name: _____

Address: _____

Phone & Email: _____

Record-Keeping

Businesses comply with edible food recovery program requirements by maintaining thorough records. Businesses must maintain records that the generator has with a contracted food recovery entity. A food recovery entity that the generator contracts with, complete the table below.

Food Recovery Entity	Entity 1		Entity 2		Entity 3	
	Collected	Not Collected	Collected	Not Collected	Collected	Not Collected
Quantity of recovered food waste for events						
Quantity of prepared food waste, from the menu, etc.						
Quantity of prepared food waste, from the menu, etc.						
Quantity of prepared food waste, from the menu, etc.						

5 Steps for setting up & maintaining a Food Donation Program

- Identify food fit for donation.**
 - ✓ Surplus food in building, food that isn't holding for service but not ultimately served.
 - ✓ Excess inventory, date inventory due to train ordering error, street cancellation, etc.
 - ✓ Bread/buns, store "expiration dates" reflect quality, not safety. Food items past the date label can be donated if they still look, smell, and feel safe to eat. Contact business to discuss exceptions and cannot be donated (past the date label).
 - ✗ Food not fit for human consumption, e.g. heavily spoiled, or rancid food.
 - ✗ Food that was in the "danger zone" (41°F-120°F) for over two hours.
 - ✗ Any food that was not handled in accordance with standard kitchen health and safety protocols.
- Establish internal logistics.**
 - ✓ Identify where food donations will be stored.
 - ✓ Designate staff champions/helpers.
- Special considerations for prepared food:**
 - Prepared food must be rapidly cooled from 135°F to 70°F within two hours, and from 70°F to 41°F within four hours.
 - Prepared food may require repackaging. This can be done with existing supplies (containers, Tupperware, etc.). Repackaged food must be labeled with a date.
- Connect with a food recovery organization and establish a written agreement.**
 - ✓ Contact a local food bank to get connected with a food recovery organization.

We are proud of a food recovery program

How you can help make our food recovery program successful

Identify food fit for donation to all standard food safety guidelines.

Shrinkage if a specific food is fit for donation. Ask an on-site champion:

Place food donations in a cool storage area and date donations if needed.

Our food donation storage area is located at:

Food donation pick-up dates

Monday	Tuesday	Wednesday

FEEDING SAN DIEGO

859-422-3433
feeding@feedingsandiego.org
www.feedingsandiego.org

THE FOOD BANK OF SAN DIEGO

619-527-1415
info@foodbankofsandiego.org
www.foodbankofsandiego.org

SB 1383 FOOD RECOVERY REQUIREMENTS CHECKLIST

For more information, visit www.sbc.ca.gov

Attachment 3 – Key Personnel Resumes

On the following pages, the personnel who will work on this engagement for IVRMA are provided in alphabetical order by last name.

LARISSA AMARAL

137 N. El Camino Real Encinitas, CA 92024 | 760.436.7986 | larissa.amaral@solanacenter.org

CORE COMPETENCIES

- Detail oriented program development and project management
 - Event coordination and planning
 - Program administration including registration & attendance management, tracking, & reporting
 - Fluent in Portuguese & English
-

PROFESSIONAL HIGHLIGHTS

Solana Center for Environmental Innovation, Operations Specialist

2022- Present

- Design and implement special projects across both including Education and Environmental Solutions divisions including school visits and waste diversion events.
- Provide project support to internal teams and contribute to ongoing needs such as monthly and annual contract reports, request for proposals, and grant research and writing.
- Develop and implement process improvements in data collection and processing.

Administrative Assistant | CHAMPS, a division of AAM LLC, San Diego, CA

2021 to 2022

- Provide support to senior executives/clients and drive organizational success through the management of daily tasks and projects.

Solana Center for Environmental Innovation, Environmental Coordinator and Educator

2013 to 2016

- Engineered \$10,000 grant from SDG&E to create an interactive exhibit to educate 1,000 students and the general public about sustainable food systems, recycling, composting, water use efficiency, watershed protection, and zero waste.
- Executed, planned, and implemented grants and contracts for City of San Diego, County of San Diego, City of Encinitas and private companies.
- Headed program to assist local farmers in applying for a \$50,000 grant from California Department of Food and Agriculture's Healthy Soils Program that provided financial assistance for the implementation of conservation management on farmlands.
- Spearheaded outreach effort to engage the community and businesses through education on sustainable living and environmental conservation/protection practices to 32,000 San Diego County Residents and 8,000 students.
- Diverted 2,300,000 lbs of organic waste from landfill through implementation of waste programs and education.
- Conducted extensive and thorough waste-audits for schools and businesses, where successful waste diversion and zero-waste programs were implemented to educate the public, minimize waste stream, and comply with waste regulations.

Early Career

Environmental Department Intern, Solana Center for Environmental Innovation

Personal Trainer, Crunch Fitness

EDUCATION

SAN DIEGO STATE UNIVERSITY
Bachelor of Arts in Sustainability

LEIA BERUBE

137 N. El Camino Real Encinitas, CA 92024 | 207.951.6996 | leia.berube@solanacenter.org

PROFESSIONAL HIGHLIGHTS

Environmental Solutions Lead | Solana Center for Environmental Innovation, Encinitas, CA **2021 to present**

- Conduct waste assessments of businesses, schools, and events, providing personalized guidance to maximize waste reduction and diversion.
- Provide technical assistance to businesses and schools to improve waste diversion practices and reduce waste.
- Develop and execute educational programs using creative methods to inspire and empower action on waste reduction.
- Produce resource guides and videos on waste management practices for commercial and residential sectors.
- Implement waste diversion programs at public events, providing education and guidance to event goers in addition to diverting waste.
- Develop additional programs to support residents and business with waste reduction, such as hard-to-recycle collection events, a reusable tableware loan program, and more.

Intern | Saint Joseph's College of Maine, Standish, ME **2017-2018**

- Evaluated solid waste disposal on campus, analyzing 3.5 years of data on trash, single-sort recycling, and compost to assess both the cost and sustainability of the different waste methods.
- Developed 4 data-driven recommendations to the Waste Management Committee on how the college could be more sustainable in a cost-effective way.

U360 Intern | Manomet, Brunswick, ME **2017**

- Contacted 60 small businesses/organizations nationwide and interviewed 12 of them about their environmental, social and governance practices.
- Picked one small business to do a mock sustainable action plan. Which included 5 recommendation sand 2 key recommendations for the business that was presented to an audience and a panel of judges.

Intern | Environmental Health Strategy Center/Prevent Harm - Portland, ME **2017**

- Worked with a small group of interns alongside several leaders to help pass laws for Maine public health issues.
- Created campaigns to advocate for farmers markets/public events.
- Passed 3 laws to prevent firefighters from using flame retardants and provide outreach about the arsenic crisis.

EDUCATION

UNITY COLLEGE

Master of Sustainable Business Administration

SAINT JOSEPH'S COLLEGE OF MAINE

Bachelor of Science, Environmental Science

JACKIE BOOKSTEIN

137 N. El Camino Real Encinitas, CA 92024 | 760.436.7986 x 706 | Jackie.bookstein@solanacenter.org

CORE COMPETENCIES

- Expertise in recycling and waste reduction education
 - Experience conducting waste diversion and analysis
 - Strategic planning and coordination
 - Empowering and motivating action and change
 - Creating educational content and materials
 - Innovating waste solutions for any circumstance
-

PROFESSIONAL HIGHLIGHTS

Environmental Solutions Specialist | Solana Center for Environmental Innovation, Encinitas, CA 2019 to present

- Conduct waste assessments of businesses, schools, and events, providing personalized guidance to maximize waste reduction and diversion.
- Provide technical assistance to businesses and schools to improve waste diversion practices and reduce waste.
- Develop and execute educational programs using creative methods to inspire and empower action on waste reduction.
- Produce resource guides and videos on waste management practices for commercial and residential sectors.
- Implement waste diversion programs at public events, providing education and guidance to event goers in addition to diverting waste.
- Develop additional programs to support residents and businesses with waste reduction, such as hard-to-recycle collection events, a reusable tableware loan program, and more.

Community Engagement Coordinator | Solana Center for Environmental Innovation 2016 to 2019

- Design and implement a diverse set of volunteer programs, more than doubling the quantity of volunteer engagement.
- Coordinate and interface with volunteers to maximize community building and commitment, utilizing tools such as motivation, recognition, and appreciation events.
- Create and manage a docent program to empower more independent, educationally focused volunteers and community stewards.
- Coordinate educational programs at community events, with great attention to detail and thorough communication to ensure execution.

Program Manager | Old Town Improv Co. 2017 to 2020

- Create and manage a youth educational program.
 - Coordinate adult educational programs and expand learning opportunities.
 - Responsible for all cast, director, and employee communication and protocol.
-

EDUCATION

HUMBOLDT STATE UNIVERSITY
Bachelor of Arts Degree in Psychology
Bachelor of Arts Degree in Interdisciplinary Dance Studies
Minor in Theater Arts
Study Abroad: Leiden University, The Netherlands

JESSICA BOMBAR

137 N. El Camino Real Encinitas, CA 92024 | 760.436.7986 x705 | Jessica.bombar@solanacenter.org

CORE COMPETENCIES

- Multi-channel strategic marketing planning
- Efficient team processes & management
- Project management
- Email marketing
- Graphic design & video editing
- Social media & Copywriting
- Public relations
- Brand management

PROFESSIONAL HIGHLIGHTS

Solana Center for Environmental Innovation, Encinitas, CA **2020 to Present** **Education & Marketing Director (Promoted from Education, Outreach & Marketings Manager in 2023)**

- Program lead for educational contracts (\$350k+) with a majority of the jurisdictions throughout San Diego County to provide engaging environmental education on the topics of soil, water, and waste.
- Provided climate change tools and solutions to the local community through outreach and education. (Annually ~30,000 community members impacted and over 150 events and workshops.)
- Spearhead strategic marketing initiatives for all of Solana Center programs and brand storytelling.
- Created cohesive messaging and content on conserving water, creating healthy soil through composting, and preventing food waste.
- Improved team processes, brand creative direction, developed a variety of visually appealing content, and revamped the website, driving a consistent increase in program education, social media following, and newsletter subscribers.
- Increased workshop attendance by assisting in the pivot to virtual events, streamlining promotional approach, and outreaching to community partners via social media and email.

Fullscreen Media, Los Angeles, CA **2016 to 2021** **Account Manager (Promoted from Account Coordinator in 2019)**

- Managed monthly strategic social media calendars, engaging fans and fostering brand-loyalty for vital clients.
- Built and nurtured client and partner relationships and facilitated influencer integrations and live events.
- Worked with strategists, designers, animators, and vendors on campaign assets, brand identity, and event materials.

Marketing Manager & Program Marketing Assistant | Independent Contractor **2016 to 2019**

- Worked with founder of the Temple Body Arts School to define customer journey, craft cohesive messaging, and build email and social campaigns, growing email newsletter audience to 8K+ globally, securing 12 vital guest speakers for the annual event, and selling 20 spots in the Initiation Retreat.
- Led communication and content strategy, plus project management responsibilities for over 90,000 email subscribers; managed weekly email newsletter, online content, webinars, promotional collateral, advertisements, and social media.

PacSun, Anaheim CA

Women's eCommerce Marketing Coordinator: 2015 – 2016 | CRM & Email Marketing Intern: 2015

- Led full life-cycle email marketing campaigns, including concept, scheduling, and analytics. Collaborated directly with the CEO of the Sunglasses Warehouse to create marketing strategy and coordinate all marketing initiatives, including on-site, email newsletters, and social media, cultivating a cohesive brand narrative.
- Crafted cohesive brand story for email campaigns, as well as on-site, mobile, and app experiences to promote brands and products, consistently driving sales.
- Performed detailed research on competitive loyalty programs and email messaging and monitored and analyzed email performance and segmentation.

EDUCATION

UNIVERSITY OF FLORIDA - **Bachelor of Science Degree in Advertising & Entrepreneurship Minor**

KAYLEIGH DEARSTYNE-HULIN

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PROFESSIONAL HIGHLIGHTS

Contracts Manager | Solana Center for Environmental Innovation, Encinitas, CA **2023 to present**

- Oversee contract planning, invoicing, and monthly, quarterly and annual contract reporting.
- Define and communicate contract requirements and tasks internally and externally.
- Manage allocation of contract budgets.
- Contribute to Request for Proposals (RFPs) and develop proposals for new service contracts.
- Implement tools and processes to manage priorities and effective workflows.

Nonprofit Consultant | Four Blocks Consulting, San Diego, CA **2023**

- Project manager for a set of Four Block Consulting's nonprofit clients
- Increased their fundraising through grant writing and management, donor stewardship, and event planning

Philanthropy Coordinator | Diabetes Research Connection, San Diego, CA **2022**

- Coordinated and managed donor cultivation and marketing plans for major and minor donors increasing donor retention by 25%
- Organized annual major donor fundraising events, including annual gala of over 250 individuals intended to raise over \$300,000

Contracted Wildlife Policy Consultant | Wildearch Guardians, Remote **2021-2022**

- Curated an in-depth policy report on the political representation of the Nevada Wildlife
- Commission through quantitative and qualitative data aggregation which informed a bill to reconstruct the Commission
- Compiled political analyses of state representatives in the Southwestern United States which helped influence lobbying

Americorps Naturalist Educator | Truckee Meadows Parks Foundation, Reno, NV **2021-2022**

- Taught over 40 environmental lessons to 14 Washoe County Schools that qualified as Title-1
 - Led a 9-week STEM summer camp that helped 158 campers learn about the environment where over 50% of campers relied on scholarships to attend the summer camp
-

EDUCATION

UNIVERSITY OF ST. ANDREWS

Master of Arts in International Relations and Sustainable Development

KATE KESSNER

137 N. El Camino Real Encinitas, CA 92024 | 760.436.7986 x705 | kate.kessner@solanacenter.org

CORE COMPETENCIES

- Client services
 - Spanish proficiency
 - Project management
 - Graphic design & video editing
 - Social media & Copywriting
 - Email marketing
-

PROFESSIONAL HIGHLIGHTS

Solana Center for Environmental Innovation, Encinitas, CA **2022 to Present** **Outreach & Communications Coordinator**

- Coordinate cohesive messaging and graphics to promote ongoing educational programs and resources in support of conserving water, creating healthy soil through composting, and preventing food waste.
- Create monthly newsletters and outreach to community partners in order to increase workshop attendance and ensure program success

Jacobs & Cushman San Diego Food Bank, San Diego, CA **2021 to 2022** **Communications & Outreach Coordinator**

- Manage the organization's social media presence and communication throughout San Diego and North County, increasing joint LinkedIn following by 85% over three months.
- Creates monthly newsletters for "Food to Nonprofits" partners and "Emergency Food Assistance" programs
- Lead bilingual multimedia campaigns for Food Bank events and programs by applying original video and photography to printed and digital collateral.
- Coordinate with local news organizations for media segments.

Walmart Ecommerce Corporate, San Bruno, CA **2019 to 2020** **Merchant, Online Product Listing & Marketing**

- Co-led a walkout that resulted in the end of all Walmart handgun, handgun ammunition, and assault rifle ammunition sales in stores nationwide.
- Wrote a weekly public relations and volunteering newsletter related to climate change and volunteering efforts that was escalated twice to a General Manager level twice post-walkout.
- Overhauled the company's desk category page to improve search engine optimization and conversion by 50%, developing a detailed report on the process.

Early Career

- **USA Hostels**, San Diego, CA - Administrative Assistant, Front Desk Operations
 - **Podsource.org**, San Francisco, CA - Intern, Marketing and Communications
 - **Movimiento De Integración y Liberación Homosexual**, Santiago, Chile - Intern, Marketing and Communications
 - **Desire Society - Orphanage for HIV-Positive Children**, Mumbai, India - Intern, Fundraising and Childcare
 - **Queers in the Outdoors**, Goleta, CA - Founder, Outdoor Activities
-

EDUCATION

UNIVERSITY OF CALIFORNIA, SANTA BARBARA - **Bachelor of Arts Global Studies**
EMERSON COLLEGE - **Masters of Fine Arts, Popular Fiction & Publishing** (2024 projected graduation)

LIZ MURPHY

137 N. El Camino Real Encinitas, CA 92024 | 480.415.5883 | liz.murphy@solanacenter.org

PROFESSIONAL HIGHLIGHTS

Environmental Solutions Lead | Solana Center for Environmental Innovation, Encinitas, CA **2022 to present**

- Conduct waste assessments of businesses, schools, and events, providing personalized guidance to maximize waste reduction and diversion.
- Provide technical assistance to businesses and schools to improve waste diversion practices and reduce waste.
- Develop and execute educational programs using creative methods to inspire and empower action on waste reduction.
- Produce resource guides and videos on waste management practices for commercial and residential sectors.
- Implement waste diversion programs at public events, providing education and guidance to event goers in addition to diverting waste.
- Develop additional programs to support residents and businesses with waste reduction, such as hard-to-recycle collection events, a reusable tableware loan program, and more.

President & Founder | Sustainability is Sexy Nonprofit, San Diego, CA **2021-Present**

- Non-profit focused on community sustainability education and events for individuals and organizations.
- Board president and founder.
- Team management, podcast host and creator, social media, event management, partnerships.

Founder & Chef | Santosha Nutrition, Oceanside, CA **2018-Present**

- Plant-based solutions company focusing on nutrition, sustainability and local food system.
- Nutrition & health education.
- Menu development, event planning & execution, food styling, cooking classes, catering, vending, education and farm to table experiences.

Outreach Associate | Imperfect Produce, Remote **2018-2019**

- Community and customer outreach.
- Event booth/vending.
- Building local partnerships (corporations, non-profits & organizations).

Sales & Catering Manager | SpringHill Suites, Oceanside, CA **2018-2019**

- Reactive and proactive selling efforts for rooms & catering/events.
 - Social media management.
 - Marketing and promotion management, event execution and promotion, Community engagement and growth.
 - Contract writing and management.
-

EDUCATION

NORTHERN ARIZONA UNIVERSITY
Hospitality Management Degree

MALLIKA SEN

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CORE COMPETENCIES

- Expertise in program design and implementation
- Proficiency in leading teams and people management
- Skilled in customer support & relationship building
- Knowledgeable in CA's waste diversion regulations
- Skilled in wasted food diversion and edible food rescue implementation
- Expertise in waste diversion technical assistance, audits and program implementation

PROFESSIONAL HIGHLIGHTS

Solana Center for Environmental Innovation, Encinitas, CA

2018 to Present

Director of Environmental Solutions (Promoted from Manager 2020)

- Responsible for creation, development and execution for a full portfolio of environmental solutions programs for jurisdictions, businesses and residents ranging across areas of zero waste, food waste prevention and management and water conservation.
 - Service offerings span in-person technical assistance, webinars and workshops, resource packets, videos, outreach booths and waste audits.
- Program lead for environmental service contracts (\$350k+) with jurisdictions ensuring excellence in all deliveries.
 - Encinitas: Implementation of Zero Waste Campaign for residents, multi-family dwellings and businesses in support of SB1383, AB1826, AB827 and AB341 regulations. Work spanned creating an outreach campaign, webinar and video educational offerings, outreach booths, technical consulting, development of sector specific resource packets and surveys, and extensive social media outreach. Over 200 businesses and 1,000+ residents reached.
 - County of San Diego DPW: Execution of School Recycling Programs through in-person site assessments, waste audits, infrastructure deployment, education and recycling program implementation resulting in over 20,000 gallons recycling capacity increase. Developed edible food donation program in 3 schools yielding 16,000+ pounds of recovered food from 2018-2020.
 - Carlsbad: Conducted multiple commercial food waste prevention webinars and in-person visits to 30+ restaurants to provide education and outreach for SB1383, AB1826 and AB827 regulations. Ongoing work to reach an additional 50-100 restaurants by the end of 2021. Additional deliverables comprise commercial food waste prevention resource packet (developed), and in-progress multi-family video offerings and resource sheets to aid in AB341 and AB1826 compliance.
 - County of San Diego Watershed Protection: Creation and execution of multi-year Rain Barrel Distribution Program with year-on-year sales increase from 200 barrels in 2017 to over 1400 barrels in 2020. Orchestrated 11 distribution events over 4 years in geographically dispersed unincorporated county locations, conserving over 75,000 gallons of water with sales exceeding 3000 barrels.
 - Regional Solid Waste Association (RSWA): a Joint Powers Agency (JPA) comprised of the cities of Del Mar, Encinitas, Escondido, National City, Poway, Solana Beach and Vista) – SB 1383 food waste prevention and diversion campaign for businesses including restaurants and grocery stores including resource guides and tier identification. Activities include SB 1383 Compliance – coordinating member cities, creating resources and technical reports, researching and analyzing business data
 - Chula Vista: Implemented a Styrofoam reduction pilot program with 10 restaurants to understand challenges and potential solutions to reduce usage of Styrofoam products with alternative options resource packet deliverable to assist in transition.
 - Imperial Beach: Lead food waste prevention and diversion campaign for businesses including SB 1383 resource guides, branded outreach messaging materials and tier identification. Conducted Styrofoam reduction outreach program to restaurants in support of Marine Protection Ordinance with creation of resource packet to aid in transition to sustainable alternatives.
 - Del Mar: Conducted “Less to Landfill” consultations for businesses, assisted with compliance of AB1826 regulations, created compliance materials and FAQ for businesses, and calculated City’s organic waste generation.
 - City and County of San Diego: Ongoing food waste reduction programming through workshops and events.

- Project manager for several internal programs including community compost program serving over 150 participants and diverting 42,000+ lbs. of food waste yearly, and e-waste collection program diverting 21,000+ lbs. of e-waste yearly.
- Represent organization at Technical Advisory Committee meetings, customer meetings, grant interviews and other external functions.

Sustainability Consultant | Hidden Resources

2018 to 2019

- Researcher and key contributor to yearlong compost and mulch market study for County of San Diego.
- Activities included current market assessment, survey creation, stakeholder and business interviews, identification of obstacles and potential improvement opportunities, recommendations to improve compost and mulch markets.
- Implemented edible food recovery programs in the City of Ramona with grocery stores, food pantries and businesses.

Early Career

1996-2015

- Extensive experience in project management, product development, customer communications, supplier relationships, and change management across a variety of high-tech companies.
 - *Principal Program Manager*, MSFT, San Diego, CA
 - *Sr. Program Manager | Research and Development Leader | Field and System Test Engineer* | Nokia, San Diego, CA
 - *Systems Engineer*, Nortel, Dallas, TX

AWARDS & RECOGNITION

- Tribute to Women in Industry (TWIN), San Diego
- MSFT San Diego Representative - Women in Leadership
- Nokia Values & Inspiration Leader Award
- New Nokia Builders Award

EDUCATION

ZERO WASTE PRINCIPLES – CRRA/SWANA
 SUSTAINABILITY BUSINESS PRACTICES CERTIFICATION, UCSD EXTENSION, SAN DIEGO CA
 M.S. AND B.S. ELECTRICAL ENGINEERING, VIRGINIA TECH, BLACKSBURG, VA

GURPURAN K. SINGH

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PROFESSIONAL HIGHLIGHTS

Environmental Solutions Lead | Solana Center for Environmental Innovation, Encinitas, CA **2023 to present**

- Conduct waste assessments of businesses, schools, and events, providing personalized guidance to maximize waste reduction and diversion.
- Provide technical assistance to businesses and schools to improve waste diversion practices and reduce waste.
- Develop and execute educational programs using creative methods to inspire and empower action on waste reduction.
- Produce resource guides and videos on waste management practices for commercial and residential sectors.
- Implement waste diversion programs at public events, providing education and guidance to event goers in addition to diverting waste.
- Develop additional programs to support residents and businesses with waste reduction, such as hard-to-recycle collection events, a reusable tableware loan program, and more.

Research Assistant | Love LAB of Urban Agriculture Research, San Diego, CA **2022-2023**

- Member of research team that created an on-campus food waste diversion program that successfully diverted ~560 lbs. of food waste, generated ~33.2 lbs of protein-rich poultry feed, and produced 15 dozen of eggs for food-insecure students and local communities in need.
- Collected data and performed analysis to improve experimental design by increasing the total food waste diversion rate by 25% of the initial design.
- Conducted qualitative analysis on experimental design and findings, including writing a research paper and literature review on municipal and agricultural food waste, Black Soldier Fly Larvae (BSFL) development, and existing programs in waste management and sustainable proteins.
- Created project timelines and experimental set-up, managed team research database, established communication channels, and built relationships with campus Sustainability department and local food distribution companies to ensure program viability.

Project Manager, Climate & Culture Lab | Oatly, Inc., Remote **2021-2022**

- Led the project management of a feasibility study that focused on the intersections of business development, environmental sustainability, sustainable agriculture, and environmental justice.
- Streamlined communication to increase collaboration between clients from multiple organizations.
- Conducted research and analysis for the project's feasibility which included sustainability metrics and supply chain analysis that was implemented in the pilot program development.
- Developed a policy analysis of federal, state, and tribal agriculture and food policies for the Great Plains Region.
- Successfully managed project goals, deadlines, and relationships from start to finish resulting in \$1MM for the pilot program funding.

EDUCATION

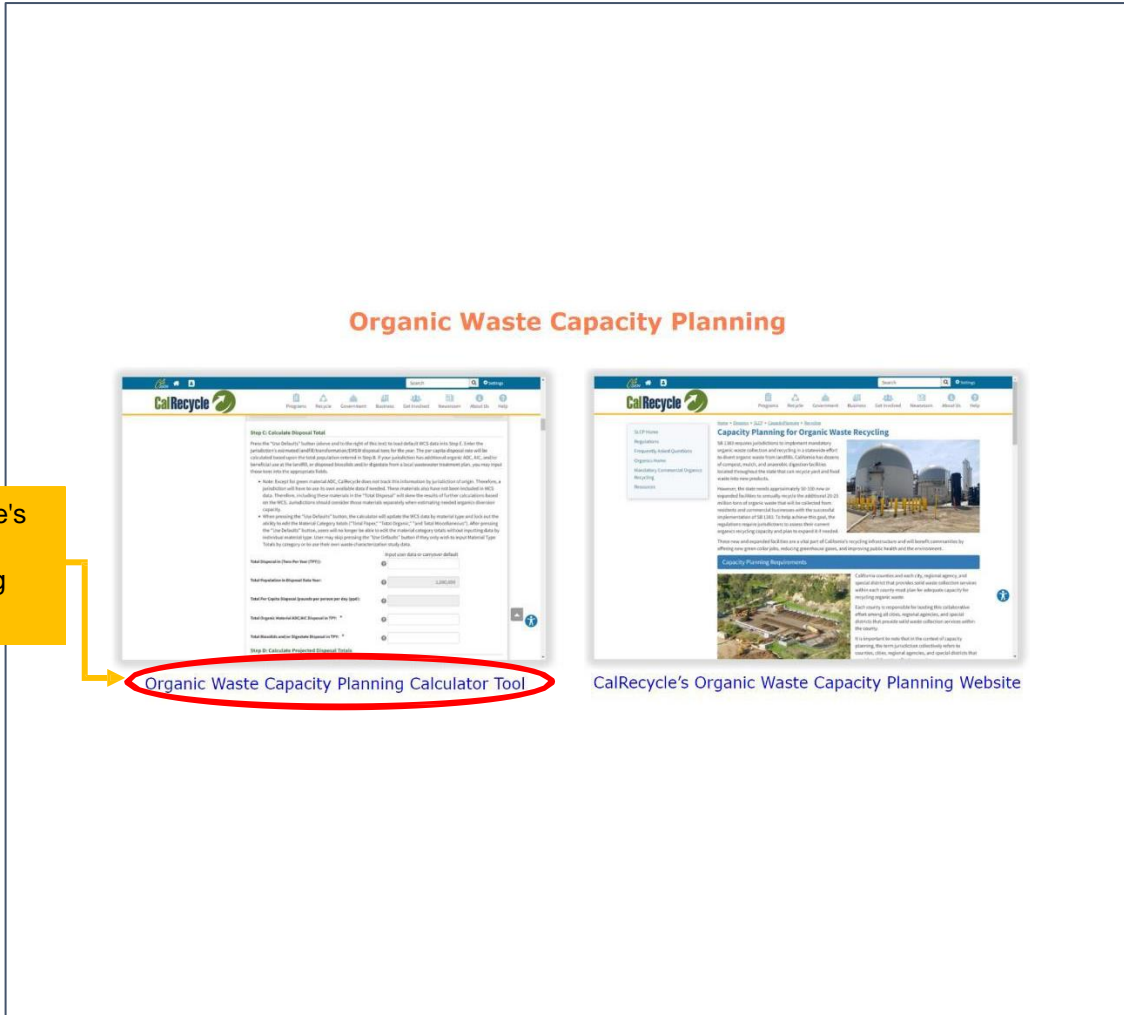
SAN DIEGO STATE UNIVERSITY
Bachelor of Science, Environmental Sciences

**ITEM 4:
ORGANICS
WASTE
CAPACITY
REPORT**

Organic Waste Capacity Planning Data Submittal

Step 1: Access the [link](#) to CalRecycle's Organic Waste Capacity Planning Calculator Tool.

(This tool is in a webpage format, where the user would input all information on the webpage itself and then generate an Excel spreadsheet at the end)



Link to CalRecycle's Organic Waste Capacity Planning Calculator Tool

Organic Waste Capacity Planning Calculator Tool

CalRecycle's Organic Waste Capacity Planning Website

Step 2: Fill out the information requested on the website. (See notes below)

Instructions

Please note that the calculator contains ToolTips (📄) with definitions, user input instructions, and additional guidance about the origin of predefined or calculated data. Select the ToolTip and a small graphic will appear with more information.

Fields in each step that require an entry to calculate data in related steps are noted with a red asterisk (*).

Please note that this calculator does not save any of the data that are entered. To save a record of your data please use the "export to excel" button located at the bottom of the calculator after completion.

This webpage has an "idle timer;" that is set for 120 minutes, during which the webpage caches temporary data. After this initial 120 minute period, any further period of inactivity exceeding 15 minutes (e.g. not making any changes to records in Step E, or Step F, or Step G during the additional 15 minute timeframe) may result in a loss of all data entries and/or an inconsistent Excel export. Therefore, after this webpage has been open for 120 minutes, users may experience some issues in displaying or exporting data, if not continuously updating information within every 15 minutes, and may choose to refresh the webpage prior to the start of data entry to maximize the initial timeframe available.

Step A: Select Reporting Year & Period

Enter the year of the reporting requirement in which the capacity planning report is due. The planning period will automatically load in the "Period Covered" box.

- A jurisdiction that has a waiver from the collection requirements is not required to plan for the organic waste capacity in the areas subject to the waiver. Accordingly, for a more accurate estimate, population and disposal tons from the waived area(s) should not be included in this data submitted to the county.
- A county is not required to obtain information from a jurisdiction in all of the organic waste collection

2021
2023
2028
2033

Period Covered: Jan 1 2022 - Dec 31 2024

Select appropriate reporting year from the dropdown menu.

Step B: Select Jurisdiction

Select your jurisdiction or input a special district that collects solid waste name in the "Other Area" field. Enter the population of the current year and the estimated population of the jurisdiction or district at the end of the planning period, and then press the "Search" button. The next calculation steps will then appear below in Steps C through H.

- Note: Default population data from the Department of Finance (DOF) and default disposal data from the Recycling and Disposal Reporting System (RDRS) will load for the disposal data year selected when it is available.
- Note: Pressing the "Reset" button resets Step B, which will affect disposal-related calculations in Steps C through H, though other information entered by a user should not be impacted. After pressing the reset button, users should complete Step B fields again.

Jurisdiction: Los Angeles-Unincorporated

Other Area:

Total Population in Disposal Data Year: 1,000,000

Projected Population in 3 years: 1,100,000

Change in Population: 10.0%

Press the "Search" button and further calculation steps will appear below.

Search Reset

1st: Select jurisdiction from dropdown menu.

2nd: Fill in jurisdiction's current population.*

3rd: Fill in jurisdiction's projected population.

4th: Select "Search" once all information is filled in.

* (You can find your jurisdiction's reporting year population using the most recent annual data from the California Department of Finance (<https://www.dof.ca.gov/Forecasting/Demographics/Estimates/>)).

Step C: Calculate Disposal Total

Press the "Use Defaults" button (above and to the right of this text) to load default WCS data into Step E. Enter the jurisdiction's estimated landfill/transformation/EMSW disposal tons for the year. The per capita disposal rate will be calculated based upon the total population entered in Step B. If your jurisdiction has additional organic ADC, AIC, and/or beneficial use at the landfill, or disposed biosolids and/or digestate from a local wastewater treatment plan, you may input those tons into the appropriate fields.

- Note: Except for green material ADC, CalRecycle does not track this information by jurisdiction of origin. Therefore, a jurisdiction will have to use its own available data if needed. These materials also have not been included in WCS data. Therefore, including these materials in the "Total Disposal" will skew the results of further calculations based on the WCS. Jurisdictions should consider those materials separately when estimating needed organics diversion capacity.
- When pressing the "Use Defaults" button, the calculator will update the WCS data by material type and lock out the ability to edit the Material Category totals ("Total Paper," "Total Organic," "and Total Miscellaneous"). After pressing the "Use Defaults" button, users will no longer be able to edit the material category totals without inputting data by individual material type. User may skip pressing the "Use Defaults" button if they only wish to input Material Type Totals by category or to use their own waste characterization study data.

Input user data or carryover default

Total Disposal in (Tons Per Year (TPY)): 950,000

Total Population in Disposal Data Year: 1,000,000

Total Per Capita Disposal (pounds per person per day (ppd)): 5.2

Total Organic Material ADC/AIC Disposal in TPY: *

Total Biosolids and/or Digestate Disposal in TPY: *

Input your jurisdiction's current disposal data (the year prior to reporting year) from CalRecycle's Recycling and Disposal Reporting System (RDRS)

For reference: [CalRecycle's Recycling and Disposal Reporting System \(RDRS\) Link](#)

Step E: Calculate Projected Organic Disposal

This step allows users to input specific percentages of different organic materials, or use the statewide WCS data (by pressing the "Use Defaults" button) to calculate an estimate of each type of organic material, and the total amount of organic material, in the disposal stream. There is also an option for users to choose a "Primary Facility Activity Type" to indicate the likely pathway each material may take, which will total, by facility type, in the fields beneath the WCS Materials table. Selecting facility types is an optional step and descriptions of the facility types are included as Tool Tips for reference in the fields below the table where the totals by facility type are displayed. Changes made in the WCS Materials table will calculate a percentage of organics in the future disposal stream, and calculate the total amount of organic material in the disposal stream at the end of Step E.

- Note: The tons that appear in the Estimated Tons of Total Disposal column are rounded to the nearest whole number, and as data is aggregated throughout the rest of the calculator, rounding issues may produce totals that are not exact.

Input user data or carryover default

Total Projected Disposal in 3 years (TPY): 1,043,900

Percentage of Organics in 3 years (%): 51.08%

Waste Characterization Materials

Waste Characterization Material	CalRecycle Waste Characterization Estimate - Estimate of Percent of Total Disposal	User Input of Estimate of Percent of Total Disposal	Estimated Tons of Total Disposal	Primary Facility Activity Type
Total Paper	16.59 %	16.59 %	173,183	
Uncoated Corrugated Cardboard	5.18 %	5.18 %	54,074	
Paper Grocery Bags	0.07 %	0.07 %	731	
Other Paper Bags/Kraft Paper	0.41 %	0.41 %	4,280	
Newspaper/Newspaper Inserts	0.70 %	0.70 %	7,307	

To fill in this section, you can select "Use Defaults" (found above Step C) to use the percentages from CalRecycle's Waste Characterization Study or you can input percentages using a waste characterization study performed by your jurisdiction.

Note: Please reference Article 11 Section 18992.1 of the regulations for more details on the types of waste characterization studies that can be used.

***** (OPTIONAL STEP) *****

The screenshot shows the CalRecycle calculator interface. At the top, there is a search bar and a 'Settings' icon. Below the navigation bar, a text box explains that the table will calculate a percentage of organics in the future disposal stream. A note states: "Note: The tons that appear in the Estimated Tons of Total Disposal column are rounded to the nearest whole number, and as data is aggregated throughout the rest of the calculator, rounding issues may produce totals that are not exact." An input field for "Total Projected Disposal in 3 years (TPY)" is set to 1,043,900. A table titled "Waste Characterization" is displayed with the following data:

Waste Characterization Material	CalRecycle Waste Characterization Estimate - Estimate of Percent of Total Disposal	User Input or Carryover default of Percent of Total Disposal	Estimated Tons of Total Disposal	Primary Facility Activity Type
Total Paper	16.59 %	16.59 %	173,183	
Uncoated Corrugated Cardboard	5.18 %	5.18 %	54,074	
Paper Grocery Bags	0.07 %	0.07 %	731	
Other Paper Bags/Kraft Paper	0.41 %	0.41 %	4,280	
Newspaper/Newspaper Inserts	0.70 %	0.70 %	7,307	
White Office-Type Paper and Mail	0.40 %	0.40 %	4,176	
Magazines and Catalogs	0.41 %	0.41 %	4,280	
Folding Cartons and Other Paperboard Packaging	1.16 %	1.16 %	12,109	
Other Recyclable Paper	1.42 %	1.42 %	14,823	
Miscellaneous Paper Packaging	0.90 %	0.90 %	9,395	

An "Optional Step" tooltip is visible, stating: "Optional Step: Users may pick a facility type from the dropdown menu. Facility types are described in the ToolTips located next to each facility type name in the 'Primary Facility Activity Type Tons' fields, beneath the Waste Characterization Materials, and before Step F begins. Totals tons per facility type will total in each field chosen in 'Primary Facility Activity Type Tons' fields beneath the Waste Characterization Materials before Step F. Please note that only one facility type may be selected per material type estimate." A yellow callout box points to the "Primary Facility Activity Type" column in the table, containing the text: "You can utilize this column to assign each material type to a specific facility type. This is optional."

The screenshot shows the "Primary Facility Activity Type Tons" section of the CalRecycle calculator. It lists various facility types with corresponding input fields for estimated tons. A yellow callout box on the left contains the text: "This section will auto populate if you choose to assign each material type to a specific facility type, as described above. Otherwise, skip to Step F." The facility types and their input fields are as follows:

- Estimated Composting Tons: [Input Field]
- Estimated Community Composting Tons: [Input Field]
- Estimated On-site Organics Management Tons: [Input Field]
- Estimated In-Vessel / Anaerobic Digestion Tons: [Input Field]
- Estimated Co-Digestion at Waste Water Treatment Plant Tons: [Input Field]
- Estimated Biomass / Co-Generation Tons: [Input Field]
- Estimated Chip & Grind / Mulch Tons: [Input Field]
- Estimated Recycling Center Tons: [Input Field]
- Estimated Edible Food Donation Tons: [Input Field]
- Estimated Rendering Tons: [Input Field]
- Estimated Animal Feed Tons: [Input Field]
- Estimated Land Application Tons: [Input Field]
- Estimated Soil Amendment Tons: [Input Field]

Step F: Calculate Available Organics Capacity

This step allows users to input specific facilities to which they may take organic materials. For each facility type, a user can select facilities/sites that report in RDRS or input information for facilities/sites that may not report in RDRS. For each facility type, in the "Enter records in RDRS" tables, after pressing the "+ Add new record" button, a user should select a county where a facility they will utilize is located. The facility names in the next column will be limited to the county selected, and after selecting a facility name from the dropdown menu, the address and RDRS Number will display. Please note that the dropdown menu will include all reporting entities in the selected county that report in RDRS, regardless of the type of facility/site or activities. Some sites or facilities may consist of multiple reporting entities at the same location based on their activities.

Users can then enter the Predicted Annual Tons per Year (TPY) they intend to take to the facility, and indicate if the capacity available for those tons is **verified** capacity or **unverified** capacity. Verified capacity and unverified capacity will be tracked at the end of the calculator in Step H. Facility TPY that is "unverified" will be noted as "false" and "verified" TPY will appear as "true" after the box is checked.

- Additional facilities can be added by pressing the "+ Add new record" button again. If a user needs to input data both for verified capacity and unverified capacity at the same facility, the user can then choose the same facility after pressing the "+ Add new record" button to add another line.
- If the facility does not report in RDRS, users can press the "+ Add new record" button in the second table of each section, under "Enter records not in RDRS," and type in specific information for the facility/site they intend to utilize.

1st: Select "+ Add new record".

2nd: Use the dropdown menu to select the County that the facility is (or facilities are) located in.

3rd: Use the dropdown menu to select the name of the facility or facilities.

Note: Address and RDRS Number will auto populate.

4th: Input the predicted annual tons per year that your jurisdiction will send to the facility.

5th: If the capacity can be "verified" to be available to your jurisdiction via a contract or other documentation or agreement, select the check box to change this to "true".

Total Available Composting Capacity Details

Enter records in RDRS

County Name	Site Name	Address	RDRS Number	Predicted Annual TPY sent by Jurisdiction	User "Verified" Capacity with Facility	Delete
Los Angeles	Bradley East Transfer Station/ Sun Valley Recycling Park - Transfer/Processor	9227 Tujunga Ave, Sun Valley, Los Angeles county.	10037	150	false	X Delete

Enter records not in RDRS

County Name	Site Name	Address	Predicted Annual TPY sent by Jurisdiction	User "Verified" Capacity with Facility	Delete
				false	X Delete

No items to display

The sample above only shows the section on "Composting Capacity". You will need to repeat the steps, above, for all other capacities in the calculator (e.g., Community Composting Capacity, On-site Organics Management Capacity, In-Vessel/Anaerobic Digestion Capacity, etc.).

Note: For facilities or operations **not** found in RDRS, you will perform similar steps; however, instead of using a "dropdown menu", you will need to type in the County Name, Site Name, and Address.

Step G: Calculate Changes to New or Expanded Organics Capacity

User can input information for facilities/sites to indicate changes in new or expanded organics capacity. Users press the "+ Add new record" button and type in specific information for the new or expanded facility/site they intend to use.

Fill in the information for New or Expanded facilities or anticipated closures.

Note: There are not "dropdown" menus. You must type the information yourself.

Changes in New or Expanded Organics Capacity in 3 years (TPY)

Predicted Annual TPY Sent By Jurisdiction From Step G:

1,000

Enter records in RDRS

New or Expanded Site Name, or anticipated site closures	Address/Location	Description	RDRS Number	Predicted Annual TPY sent by Jurisdiction (enter negative (-) number for anticipated loss of capacity due to closure)	User "Verified" Capacity with Facility	Material Accepted At Site	Delete
ABC Composting	1234 Organics Lane	Composting Facility		1,000	false	Food, Green Waste, Wood Waste	X Delete

No items to display

Step H: Calculate Potential Shortfall in Projected Organics Recycling Capacity

Based upon data entered in previous steps, this step will calculate:

- Total projected organics disposal for the period covered.
- The total of verified existing, new, or expanded capacity available.
- The shortfall or excess of verified organics capacity.
- Total potential existing, new, or expanded capacity that has been identified but has not yet been verified.
- Total potential existing, new, or expanded capacity that has not been identified and has not yet been verified.

Data will not appear in these fields if no "verified" or "unverified" predicted annual TPY have been selected in Step F or G. Note: As data was aggregated throughout the calculator, rounding issues may produce estimated totals that are not exact.

Field	Value
Total Projected Organics Disposal in 3 years (TPY):	533,224
Total existing, new, or expanded capacity that has been verified (TPY):	150
Shortfall or Excess in Organics Capacity (TPY):	-533,074
Total potential existing, new, or expanded capacity that has been identified but has not yet been verified (TPY):	1,000
Total potential existing, new, or expanded capacity that has not been identified and has not yet been verified (TPY):	-532,074

Optional: Use this space to take notes about your plans for securing adequate capacity for organics recycling. Per Section 18992.3 Counties will report information on capacity planning on a specified schedule.

CalRecycle encourages users to utilize this space to make additional notes about what facilities they may intend to utilize, how much material they intend to take to each facility, adjustments to material types in the waste characterization, and how these may affect a facility's ability to process these materials.

Step 3: Generate the Excel file by clicking the "Export to Excel" button at the end of the page.

Note: None of the information in this calculator can be saved. If you'd like a record of your input please use the "Export to Excel" button and save the file to your own system.

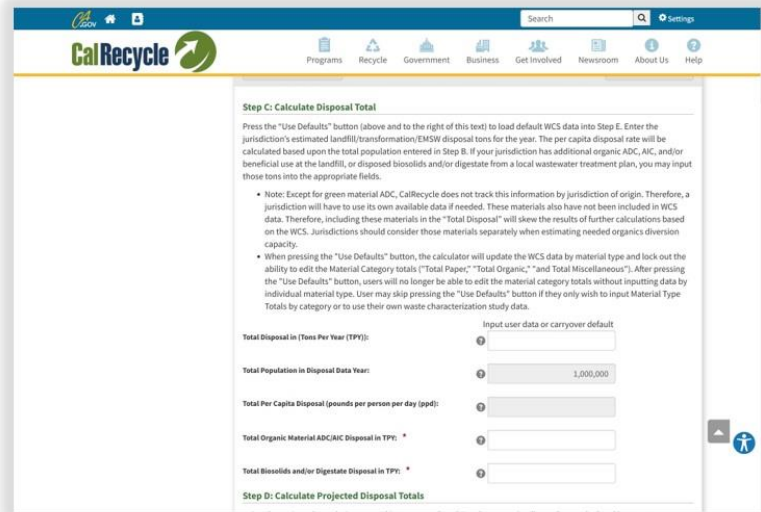
Export To Excel Use Defaults

Step 3A: Save the Excel file to your computer for your reference.

Step 4: Send your Excel file via email to maricelagalarza@imperialctc.org with the subject line: "SB 1383 Organic Waste Form - City of [Insert City Name Here]"

THANK YOU!!!!

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO LET ME KNOW



[Organic Waste Capacity Planning Calculator Tool](#)

Here are the steps for completing and submitting your Organic Waste Capacity Planning Calculator Tool Form:

Step 1: Access the [link](#) to CalRecycle's Organic Waste Capacity Planning Calculator Tool on CalRecycle's Website.

Step 2: Fill out the information requested on the website (Guidelines for the Calculator tool attached).

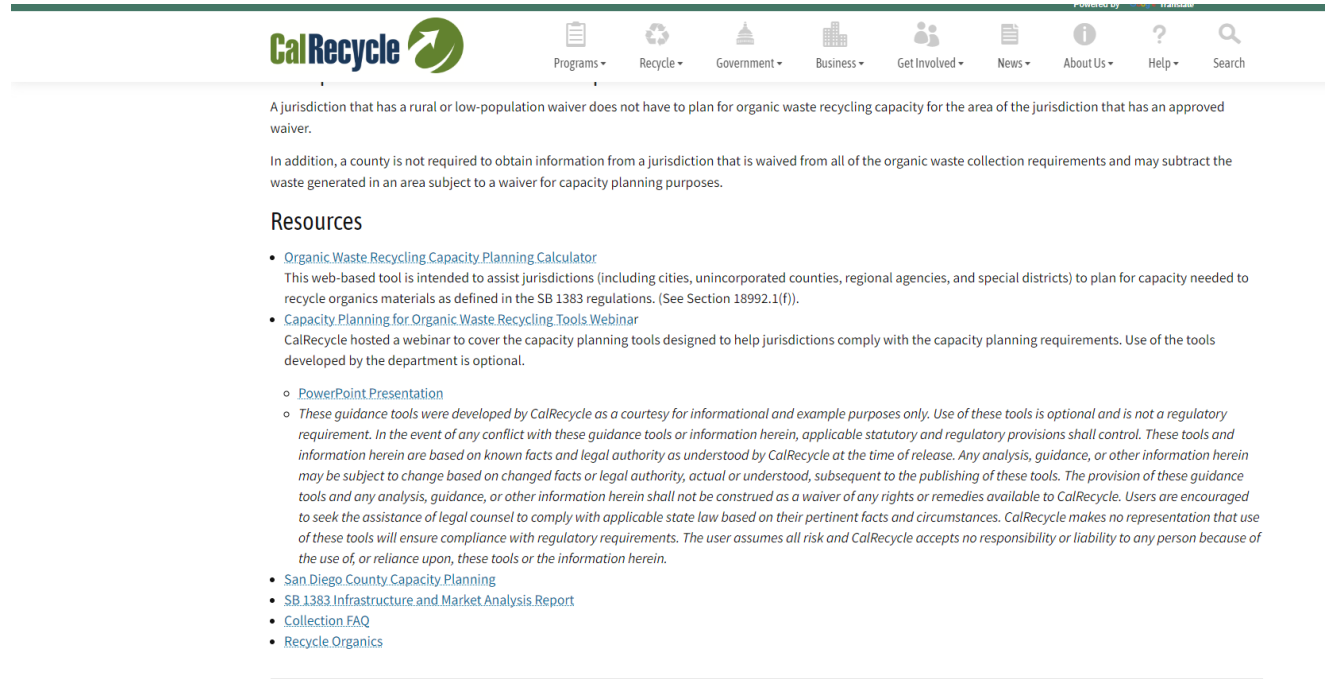
Step 3: Generate the Excel file by clicking the "Export to Excel" button at the bottom of the website.

(Here is a [link](#) to a sample Excel File for reference on what the output Excel file will look like)

Step 4: Send your Excel file via email to maricelagalarza@imperialctc.org with the subject line: "SB 1383 Organic Waste Form - City of [Insert City Name Here]"

You can also offer the Capacity Planning webinar PPT and recording, both available here: <https://calrecycle.ca.gov/organics/slcp/capacityplanning/recycling/>, <https://www.youtube.com/watch?v=8ihgX2EVuWM>

LOCATED AT THE BOTTOM OF THE PAGE IN THE RESOURCES SECTION



The screenshot shows the CalRecycle website's resources section. At the top is the CalRecycle logo and a navigation menu with icons for Programs, Recycle, Government, Business, Get Involved, News, About Us, Help, and Search. Below the navigation, there are two paragraphs of text. The first paragraph states that a jurisdiction with a rural or low-population waiver does not have to plan for organic waste recycling capacity. The second paragraph states that a county is not required to obtain information from a waived jurisdiction and may subtract the waste generated. Below this is a 'Resources' section with a bulleted list of links: 'Organic Waste Recycling Capacity Planning Calculator', 'Capacity Planning for Organic Waste Recycling Tools Webinar', 'PowerPoint Presentation', 'San Diego County Capacity Planning', 'SB 1383 Infrastructure and Market Analysis Report', 'Collection FAQ', and 'Recycle Organics'. A long disclaimer paragraph follows, stating that the guidance tools are informational and optional, and that CalRecycle makes no representation for their use.

A jurisdiction that has a rural or low-population waiver does not have to plan for organic waste recycling capacity for the area of the jurisdiction that has an approved waiver.

In addition, a county is not required to obtain information from a jurisdiction that is waived from all of the organic waste collection requirements and may subtract the waste generated in an area subject to a waiver for capacity planning purposes.

Resources

- [Organic Waste Recycling Capacity Planning Calculator](#)
This web-based tool is intended to assist jurisdictions (including cities, unincorporated counties, regional agencies, and special districts) to plan for capacity needed to recycle organics materials as defined in the SB 1383 regulations. (See Section 18992.1(f)).
- [Capacity Planning for Organic Waste Recycling Tools Webinar](#)
CalRecycle hosted a webinar to cover the capacity planning tools designed to help jurisdictions comply with the capacity planning requirements. Use of the tools developed by the department is optional.
 - [PowerPoint Presentation](#)
 - *These guidance tools were developed by CalRecycle as a courtesy for informational and example purposes only. Use of these tools is optional and is not a regulatory requirement. In the event of any conflict with these guidance tools or information herein, applicable statutory and regulatory provisions shall control. These tools and information herein are based on known facts and legal authority as understood by CalRecycle at the time of release. Any analysis, guidance, or other information herein may be subject to change based on changed facts or legal authority, actual or understood, subsequent to the publishing of these tools. The provision of these guidance tools and any analysis, guidance, or other information herein shall not be construed as a waiver of any rights or remedies available to CalRecycle. Users are encouraged to seek the assistance of legal counsel to comply with applicable state law based on their pertinent facts and circumstances. CalRecycle makes no representation that use of these tools will ensure compliance with regulatory requirements. The user assumes all risk and CalRecycle accepts no responsibility or liability to any person because of the use of, or reliance upon, these tools or the information herein.*
- [San Diego County Capacity Planning](#)
- [SB 1383 Infrastructure and Market Analysis Report](#)
- [Collection FAQ](#)
- [Recycle Organics](#)

IF YOU HAVE ANY QUESTIONS PLEASE LET ME KNOW

REPORTING EXPECTATIONS FOR JURISDICTIONS AND COUNTY

This submitted report must reflect the Calendar year 2021, which covers Jan. 2022-Dec 2024. This is the report that was supposed to be submitted on August 1, 2022. **(This is the report IVRMA is asking for from all jurisdictions now to bring up to compliance)**

There will be another submission required by the jurisdiction on August 1, 2024, as well to keep compliant on this section.

Please see below for more information on your role.

Each county is responsible for: **(IVRMA HAS TAKEN THIS ROLE OF DATA COLLECTION FROM ALL JURISDICTIONS TO FORWARD TO COUNTY FOR SUBMISSION.)**

- Collecting organic waste recycling capacity information from jurisdictions.
- Identifying any jurisdiction, including itself, that does not have enough organic waste recycling capacity.
- Submitting an organic waste recycling capacity report to CalRecycle on the following schedule:
 - August 1, 2022 (this is the current one I'm asking for to bring you up for compliance)
 - August 1, 2024 (this will need to be requested before this deadline to submit)
 - Every five years starting in 2029.
- Informing jurisdictions that have insufficient capacity that they must submit an implementation schedule to CalRecycle

Each jurisdiction is responsible for:

- Estimating the amount of organic waste in tons that will be disposed of by organic waste generators.

- Organic waste must include food scraps, landscape and pruning waste, wood, paper products, digestate, and biosolids.
- Identifying the amount in tons of existing organic waste recycling infrastructure capacity, located both in the county and outside of the county, that is verifiably available to the jurisdiction.
 - Verifiably available means that each jurisdiction can demonstrate the available capacity through a contract, franchise agreement, or other documentation of existing, new, or expanded capacity at a facility, activity, operation, or property that recovers organic waste. A facility permit is not an indication of capacity available to a jurisdiction.
- Estimating the amount of new or expanded organic waste recycling facility capacity that is needed to process the organic waste estimated to be disposed by organic waste generators.
- Responding to the county's request for necessary capacity planning information within 120 days.
- Submitting an implementation schedule to CalRecycle when the jurisdiction has insufficient organic waste recycling capacity.
 - The implementation schedule must demonstrate the jurisdiction's effort to secure organic waste recycling capacity.
 - The implementation schedule must include how the jurisdiction plans to obtain funding for infrastructure, such as through modifying franchise agreements or other means of financially supporting the expansion of organic waste recycling and identify existing organic waste recycling facilities that could be expanded to recycle additional organic waste.