



DAN JOHNSON  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

February 6, 2020

Board of Commissioners  
Clackamas County

Members of the Board:

Approval of an Intergovernmental Agreement with  
University of Oregon for an AmeriCorps Member

<b>Purpose/Outcome</b>	Embedding an AmeriCorps member from the University of Oregon’s “Resource Assistance for Rural Environments” program with Clackamas County.
<b>Dollar Amount and Fiscal Impact</b>	\$23,500
<b>Funding Source</b>	Sustainability & Solid Waste program revenue. No General Fund Resources.
<b>Duration</b>	10 months, terminating July 31, 2020
<b>Previous Board Action / Review</b>	Included in FY 19-20 budget. A RARE AmeriCorps member was also approved for FY 18-19, working on our first operational GHG inventory and researching community solar.
<b>Strategic Plan Alignment</b>	1. Ensure safe, healthy and secure communities. 2. Honor, utilize, promote, and invest in natural resources.
<b>Counsel Review</b>	This IGA has been reviewed and approved by County Counsel.
<b>Contact Person</b>	Eben Polk, Supervisor, DTD-Sustainability & Solid Waste - 742-4470
<b>Contract No.</b>	RARE SERVICES AGREEMENT No. 28014

**BACKGROUND:**

This Intergovernmental Agreement with the University of Oregon’s Resource Assistance for Rural Environments (RARE) program enables the County to host an AmeriCorps member during Fiscal Year 19-20, to work in three areas: (1) research and partner with potential community solar projects that allow organizations and community members to source local renewable electricity; (2) assessing opportunities for solar investments on County buildings; and (3) piloting outreach for electric vehicles.

This effort was approved through the budget process for FY 19-20. The IGA was not available until after the program was underway and is effective September 4, 2019, through July 31, 2020.

**RECOMMENDATION:**

Staff recommends the Board approve this agreement and authorize Dan Johnson, DTD Director, to sign on behalf of Clackamas County.

Respectfully submitted,

Eben Polk, Supervisor  
Department of Transportation & Development – Sustainability & Solid Waste Program



## **RARE 2019-2020 SERVICES AGREEMENT No. EPCS #28014**

This agreement ("AGREEMENT") is by and between Clackamas County, hereafter known as the "CLIENT", and the University of Oregon, hereafter known as "UNIVERSITY".

The parties wish to enter into this AGREEMENT for the purpose of mutual benefit to the CLIENT and the selected student member, herein referred to as "MEMBER".

### **1. STATEMENT OF SERVICE**

The UNIVERSITY expects to receive funding from the Corporation for National and Community Service through the State of Oregon Higher Education Coordinating Commission on behalf of Oregon Volunteers to support the program entitled "Resource Assistance for Rural Environments" ("RARE") which provides cooperative planning and resource assistance to participating rural communities.

The cooperative services requested by the CLIENT and provided by the MEMBER are under the management and with the guidance of the UNIVERSITY. College-level members will assist residents of resource-dependent rural communities/counties to evaluate their community's future, find answers to community questions and assist in the development and implementation of strategies to improve economic and environmental conditions for the community and/or the region in which it is located. A MEMBER will be assigned to the CLIENT to help implement a specified work plan. The general cooperative services to be provided to the CLIENT by the MEMBER are identified in the Scope of Work section in Attachment A, Proposal, of this AGREEMENT.

### **2. PERIOD OF AGREEMENT**

This AGREEMENT shall be effective on September 4, 2019 and shall terminate on, July 31, 2020, unless otherwise amended. The CLIENT and the MEMBER, with the help of the UNIVERSITY, shall develop the community service program of the MEMBER. Periodic adjustments to this program may be made throughout the project period as deemed necessary by the CLIENT and with agreement of the UNIVERSITY and MEMBER.

### **3. AMERICORPS REQUIREMENTS**

As required by the Corporation for National and Community Service, the CLIENT agrees to:

- a. Provide a safety orientation to their MEMBER within two weeks of their arrival;
- b. Not hire the MEMBER as an employee for other work during the term of service;
- c. Ensure that national service opportunities related to this AGREEMENT are in compliance with applicable federal disability laws;
- d. Ensure MEMBER is accompanied by someone with background check clearance while serving with a vulnerable population until the MEMBER is cleared through; either the state repository (ies) or the FBI fingerprint check;
- e. Ensure the MEMBER does not engage in prohibited activities as described in the RARE Program's Administrative Handbook;
- f. Ensure MEMBER follows all RARE Program policies as described in the Rules of Conduct,



- attached hereto as Attachment B, and the RARE Program’s Administrative Handbook;
- g. Complete, sign, provide necessary supporting documentation, and otherwise comply with the Labor Organization Certification attached hereto as Attachment C;
  - h. Identify MEMBER as an AmeriCorps member and identify the project contemplated by this AGREEMENT as an AmeriCorps project;
  - i. Generally monitor and evaluate MEMBER’s performance, and review and confirm MEMBER’s participation through monthly time sheets, quarterly assessments, or another mutually agreeable method;
  - j. Provide progress reports to UNIVERSITY as reasonably requested by UNIVERSITY; and
  - k. Commit to open and regular communications between the site, AmeriCorps member, and AmeriCorps program staff. Agree to address partnership and performance concerns immediately and directly.
  - l. Consistent with state and federal law, ensure programs and activities are accessible to persons with disabilities and that the site provides reasonable accommodation to the known mental or physical disabilities of otherwise qualified members, services recipients, applicants and staff. Consistent with state and federal law, ensure all selections and project assignments are made without regard to the need to provide reasonable accommodation.

#### 4. CONSIDERATION

The CLIENT agrees to pay the UNIVERSITY the fixed price sum of \$23,500, to fund CLIENT'S participation in the services described in section 1 above. This project is funded in part with funds from the Corporation for National and Community Service through the State of Oregon Higher Education Coordinating Commission on behalf of Oregon Volunteers and the University of Oregon. The UNIVERSITY will invoice the CLIENT for 25% of the fixed price sum listed above upon execution of this AGREEMENT. UNIVERSITY will invoice subsequent quarterly billings of 25% to the CLIENT on December 1, 2019, March 1, 2020, and June 1, 2020. All billings are payable within 30 days of receipt of invoice. Submit payments referencing this AGREEMENT’s number on the face of the check to:

University of Oregon  
c/o Cashiers  
P.O. Box 3237  
University of Oregon  
Eugene, OR 97403-0327

The MEMBER is not an employee of the CLIENT or the UNIVERSITY, but is provided employment benefits such as Workers’ Compensation and Social Security through the UNIVERSITY’s payroll system. Therefore, the CLIENT is not responsible for any payroll costs over and above the total amount specified in this AGREEMENT. The CLIENT agrees to cover the cost of office and administrative expenses related to the MEMBER’S work duties as well as travel expenses incurred in the execution of these duties. The CLIENT will provide liability insurance for the MEMBER per the volunteer liability insurance of the CLIENT organization. The CLIENT will identify an individual to serve as the local supervisor and mentor of the MEMBER in compliance with program requirements, subject to the approval of the UNIVERSITY.

#### 5. FUNDS AVAILABLE AND AUTHORIZED

The CLIENT certifies at the time of signing this AGREEMENT that sufficient funds are committed and



authorized for expenditure to finance costs of this AGREEMENT within its current appropriation or limitation.

If the CLIENT is not allotted the funds for the next succeeding fiscal period by appropriation, appropriation limitation, grant, or other funding source available to it for such purposes to continue this AGREEMENT, this AGREEMENT shall automatically terminate at the end of the current fiscal period for which funds have been allocated.

Such termination shall not constitute an event of default under any other provisions of this AGREEMENT, but the CLIENT shall be obligated to pay its share of all charges incurred through the end of such fiscal period.

The CLIENT shall give the UNIVERSITY written notice of such non-availability of funds within thirty (30) calendar days after it receives notice of such non-availability.

## 6. AMENDMENTS

This AGREEMENT shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except in writing and signed by both parties to this AGREEMENT.

## 7. TERMINATION

This AGREEMENT may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing, and delivered by certified mail or in person.

The UNIVERSITY may terminate this AGREEMENT effective upon delivery of written notice to the CLIENT, or at such date as may be established by the UNIVERSITY, under any of the following conditions:

- a) If UNIVERSITY funding from federal, state, or other source is not obtained and continued at levels sufficient to allow for the purchase of the specified services. When possible, and when agreed upon, the AGREEMENT may be modified to accommodate a reduction in funds.
- b) If federal or state regulations or guidelines are modified or changed in such a way that the services are no longer allowable or appropriate under this AGREEMENT or are no longer eligible for the funding proposed for payments authorized by this AGREEMENT.
- c) If the work program or work conditions of the MEMBER as defined by the CLIENT is an inappropriate use of program funds.

## 8. ACCESS TO RECORDS

The UNIVERSITY, and the Secretary of State's Office of the State of Oregon, and their duly authorized representatives shall have access to the books, documents, papers, and records of the CLIENT which are directly pertinent to this AGREEMENT for the purpose of making audit, examination, excerpts, and transcripts.



## 9. OWNERSHIP OF THE WORK PRODUCT

All work produced by UNIVERSITY under this AGREEMENT shall be the property of UNIVERSITY. UNIVERSITY grants to CLIENT and MEMBER a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, any such work product.

All work produced by CLIENT under this AGREEMENT shall be the property of CLIENT. CLIENT grants to UNIVERSITY and MEMBER a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, any such work product.

All work produced by MEMBER under this AGREEMENT shall be the property of MEMBER. MEMBER grants to UNIVERSITY and CLIENT a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, any such work product.

For work product produced jointly under this AGREEMENT, CLIENT, UNIVERSITY, and MEMBER shall be owners and all parties shall be entitled to reproduce, publish or otherwise use, and to authorize others to use, such work product.

## 10. NON-DISCRIMINATION

The CLIENT and UNIVERSITY agree to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

## 11. INSURANCE

The parties affirm that each maintains adequate and appropriate insurance coverage or an equivalent self-insurance program.

## 12. WAIVER

The failure of the UNIVERSITY to enforce any provision of this AGREEMENT shall not constitute a waiver by the UNIVERSITY of that or any other provision of this AGREEMENT.

## 13. KEY PERSONNEL/NOTICES

Communications concerning the work to be performed under this AGREEMENT shall be addressed to:

RARE CONTACT (Technical)  
Titus Tomlinson, Program Director  
1209 University of Oregon  
Eugene, OR 97403-1209  
Phone: (541) 346-2879  
[titust@uoregon.edu](mailto:titust@uoregon.edu)

CLIENT CONTACT (Technical)  
Eben Polk, Sustainability Sup.  
150 Beaver Creek Road  
Oregon City, OR 97405  
503-742-4470  
[epolk@clackamas.us](mailto:epolk@clackamas.us)

All notices under this AGREEMENT given by either party to the other shall be in writing and submitted to the following individuals, and shall become effective on delivery to the addressee, unless otherwise indicated. Amendments or other changes to this AGREEMENT will not be effective



unless signed by the UNIVERSITY and CLIENT Contracting Officers or an authorized representative.

UNIVERSITY CONTACT (Administrative)  
Post Award  
Sponsored Projects Services  
5219 University of Oregon  
Eugene, OR 97403-5219  
Phone: (541) 346-5131  
Fax: (541) 346-5138  
sponsoredprojects@uoregon.edu

CLIENT CONTACT (Administrative)  
Same as Technical Contact

14. SEVERABILITY

The parties agree that if any term or provision of this AGREEMENT is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this AGREEMENT did not contain the particular term or provision held to be invalid.

15. FORCE MAJEURE

Neither party shall be held responsible for delay or default caused by strikes, fire, riots, acts of god, terrorist acts or other acts of sabotage, war, inability to obtain labor or materials or reasonable substitutes therefore, government restrictions, regulations, controls or any other causes obligated to perform where such cause was beyond the party’s reasonable control. However, the party shall make reasonable efforts to remove or eliminate the cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this AGREEMENT.

16. EXECUTION AND COUNTERPARTS

This AGREEMENT may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

17. ASSIGNMENT

Neither party shall assign or transfer this AGREEMENT or the rights granted under it in whole or in part, whether voluntarily or involuntarily, by operation of law or otherwise, without the express written consent of the other party, not to be unreasonably withheld.

18. THIRD PARTY BENEFICIARIES

Nothing in this AGREEMENT gives, or is intended to give or shall be construed to give any benefit or right to any third parties.

19. DISCLAIMER FOR PUBLICATIONS AND REPORTS

Publications created by members, volunteers or staff funded by this AGREEMENT must be consistent with the purposes of this AGREEMENT. The CNCS AmeriCorps logo shall be included on such documents.



CLIENT is responsible for assuring that the following acknowledgement and disclaimer appears in any external report or publication of material based upon the work supported by this AGREEMENT:

“This material is based upon work supported by the Corporation for National and Community Service (CNCS) under Grant No. 19FXHOR001. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS or the AmeriCorps program.”

20. MERGER CLAUSE

THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF OREGON. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. EACH PARTY, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties have duly executed this agreement effective as of the effective date above. By signing this agreement, CLIENT acknowledges that it has received and understands the Service Site orientation packet, site agreement, and related information, which includes the RARE AmeriCorps Program Administrative Handbook.

CLIENT  
Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

UNIVERSITY  
Signature \_\_\_\_\_  
Printed Name Elizabeth Thomson Denecke  
Title: Associate Director, Sponsored Projects Services  
Date October 10, 2019

Tax I.D. 46-4727800

SITE SUPERVISOR

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_





## RARE AmeriCorps Program

### 2019-2020 Community Position Description

1209 University of Oregon

Eugene, OR 97403-1209

P: 541-346-2879

### INSTRUCTIONS

Please complete the following narrative. You will need to complete all sections.

- Section 1** — Community Form
- Section 2** — Placement Narrative
- Section 3** — Project Summary Table
- Section 4** — Essential Functions and Skills

A PDF of all four sections including signature must be received by e-mail no later than 5:00 p.m. on **June 21<sup>st</sup>, 2019**. Note this is a week earlier than initially planned. If this is problematic, please let us know. Feel free to embed website addresses in the narrative. **Please e-mail application materials to:** [rare@uoregon.edu](mailto:rare@uoregon.edu)

You may provide electronic copies of any pertinent documents relating to the scope of work. If they are lengthy documents, you need only send the summary or the important sections. This could include plans, assessments, etc.

This program is available to all without regard to race, color, national origin, disability, age, sex, political affiliation or in most instances, religion.

Programs and activities must be accessible to persons with disabilities, and the host site must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified RARE AmeriCorps participants, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.



## SECTION I: RARE AmeriCorps 2019-2020 ORGANIZATION INFORMATION

**Organization** (the organization that is officially submitting this narrative)

Contact First and Last Name **Eben Polk**

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Title **Sustainability Supervisor**

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Organization **Clackamas County**

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Street Address **150 Beaver Creek Road**

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City, State, Zip **Oregon City, OR, 97045**

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Office Phone **503-742-4470** Cell **503-422-1520** Fax **503-742-4453**

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E-mail **epolk@clackamas.us**

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Website **www.clackamas.us/recycling**

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**RARE AmeriCorps Supervisor** (if different than above)\*

Contact First and Last Name \_\_\_\_\_

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Title \_\_\_\_\_

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Organization \_\_\_\_\_

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Street Address \_\_\_\_\_

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City, State, Zip \_\_\_\_\_

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Office Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

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E-mail \_\_\_\_\_

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Website \_\_\_\_\_

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**Individual Responsible for Signing Legal Contracts**

Contact First and Last Name **Dan Johnson**

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Title **Director**

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Organization **Clackamas County**

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Street Address **150 Beaver Creek Road**

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City, State, Zip **Oregon City, OR, 97045**

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Office Phone **503-743-4325** Cell \_\_\_\_\_ Fax \_\_\_\_\_

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E-mail [danjoh@clackamas.us](mailto:danjoh@clackamas.us)

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Website **www.clackamas.us/transportation**

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\*If the RARE supervisor changes at any time during the RARE placement process, the RARE program must be notified immediately.



## SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE

### Placement Type

Check the placement type(s) that best describe this position. Please check all that apply, but be as specific as possible as this information will be used to guide the placement process.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Economic Development               | <input type="checkbox"/> Community/Social Services   | <input type="checkbox"/> Geographic Information Systems |
| <input type="checkbox"/> Natural Resource Planning          | <input type="checkbox"/> Food Systems Development    | <input type="checkbox"/> Main St./Downtown Development  |
| <input type="checkbox"/> Land Use Planning                  | <input type="checkbox"/> Small City/Government Mgmt. | <input checked="" type="checkbox"/> Renewable Energy    |
| <input checked="" type="checkbox"/> Outreach and Engagement | <input type="checkbox"/> Rural/Regional Tourism      | <input type="checkbox"/> Other:                         |

### Placement Information

Organization **Clackamas County**

RARE Position Title **Rural Energy & Climate Specialist**

County (where RARE AmeriCorps participant's office will be) **Clackamas County**

Counties to be served (if different than above)

Area to be served **Rural Clackamas County** Population **400,000 total**  
City, county, region, watershed **100,000 rural**

### Community Information

			\$2,200 (Zillow single family rent list price)
Median Rental Costs	\$ 1,469 (Zillow Rent Index)		
	\$ 1,250 (Zillow rent list price)	\$ 1,786 (Zillow Rent Index)	
	1 bdrm. Apartment	2 bdrm. House	
		18 – Lewis (R)	
		26 – Neron (D)	
		35 – Doherty (D)	
		37 – Prusak (D)	9 – Girod (R)
		38 – Salinas (D)	13 – Thatcher (R)
		39 – Drazan (R)	18 – Burdick (D)
		40 – Meek (D)	19 – Wagner (D)
		41 – Power (D)	20 – Olsen (R)
		48 – Reardon (D)	21 – Taylor (D)
		51 – Bynum (D)	24 – Fagan (D)
	3 – Blumenauer (D)	52 – Williams (D)	26 – Thomsen (R)
Legislative District	5 – Schrader (D)	59 – Bonham (R)	30 – Bentz (R)
	Federal House	State House	State Senate

## SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE

### Performance Measures

As an AmeriCorps Program, RARE reports quarterly on how it is meeting certain pre-determined performance measures. How do your projects meet RARE's performance measures? Please check all that apply, but a minimum of two. In addition, explain how each performance measure checked will be met by your projects.

Increase the number of actively engaged volunteers      How?

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Increase community resources      How? New community resources will include solar and/or financial assessments for community, co-op, and County-owned solar sites; outreach materials, assessments, maps, databases, programs, and/or studies.      Includes but is not limited to outreach materials to increase understanding of the process of developing a community solar project in a community-oriented way; and an analysis of the viability of rural climate engagement strategies.

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Create finalized plans that can be implemented during or after the RARE term of service.      How? County properties that the RARE member evaluates as viable for solar developments will result in plans for future development. The community solar project may result in supportive documents and processes for community-centered development. If the community engagement analysis is completed, that analysis will lay a foundation for future engagement plans.

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Provide public speaking opportunities to the RARE AmeriCorps participant.      How? The full portfolio of projects is expected to provide at least five speaking opportunities for outreach to the community or County stakeholders.

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Create or provide teaching opportunities on the topics of business plan development, marketing and/or fiscal management.      How? If a community solar project that is led by community members moves forward, the member will include financial planning in the support for the project.

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Transfer skills to community participants. (This can be informal or formal transfer of skills.)      How? If a community solar project that is led by community members moves forward, the member will assist with supporting an array of skills needed to develop the project.

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## SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE

### Part B: Placement Description

Please describe the placement by answering the questions below.

1. Describe the specific needs in your community that the project(s) will address.

*Rural communities in Oregon often face greater challenges accessing programs and services, compared to urban areas such as the Portland Metro region. In severe weather events or other disasters, rural areas of Clackamas County are often more vulnerable to loss of power and are more isolated, with a less resilient transportation system and power system. Rural areas may also face challenges with air quality due to reliance on wood for heat. Investing in community-scale or household-scale solar and energy efficiency projects can help address multiple challenges, improving community resilience and preparedness, reducing costs for power, and reducing carbon emissions through clean power. Through planning, research, community engagement and education, this project will help identify specific opportunities for and build capacity for more solar and energy efficiency, both in the community and for County operations that serve the community.*

*As the County develops an updated climate action plan, it is important that we engage our entire community so that our strategies align with the needs of our diverse community members. Many climate actions have historically been focused on urban environments (compact development, active transportation, etc.), and many traditional engagement activities can be challenging for rural community members to participate in. This project will explore options for engaging the rural community on this topic to provide a stronger foundation for meaningful conversations.*

*Electric vehicles are one climate strategy that has considerable momentum in our region. A project to explore how rural cities can develop the needed infrastructure would lay the groundwork to expand the opportunity for electric vehicles into the rural community. If this project generates sufficient interest, it may replace the community engagement analysis element of this placement's work plan.*

*Because there are many viable potential approaches and partners, we have some flexibility to tailor the community-engagement aspects of our RARE projects towards the strengths and career interests of our RARE member.*

2. Provide evidence that the resident population, organization staff and/or board are supportive of the projects proposed. This may include a description of the community/organization strategic plan or a description of the events or change in policy that has led your community to seek assistance from the RARE program.

*In 2017 our Board of Commissioners adopted a resolution supporting action on climate change and affirming past action plans to reduce our carbon emissions. They approved naming our program 'Sustainability and Solid Waste.' Our commissioners strongly support rural economic development and promoting clean energy. Among the key goals in the Board's strategic plan are to 'honor, utilize, promote and invest in our natural resources, grow a vibrant economy, and ensure safe, healthy, secure communities.' This placement is a response to those priorities and actions. A nationwide poll of county-level opinions on climate issues in 2016 conducted by Yale University estimated that in Clackamas County, 83% of residents support research into renewable energy sources. However, action on this issue has not been well resourced yet. This project will help build a new framework and momentum.*

3. List any community-based organizations with which the RARE AmeriCorps participant will work in completing the project.

*Confirmed partners working in the community include Sustainable Northwest, Clackamas County Weatherization*

## SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE

*Program, Energy Trust of Oregon, and the Disaster Management Department. Our RARE participant may also connect with or work with Clackamas Soil and Water Conservation District, 350 Clackamas County, the Mount Hood Green Scene, Friends of Family Farmers, OSU Extension Service, one or more of our rural cities, and one or more community planning organizations or hamlet/village organizations, which are Clackamas County's closest equivalent to neighborhood associations.*

4. Describe the readiness of the project(s) (e.g., a plan has been completed and needs to be implemented or the council has adopted the scope of work based on a community outreach process).

*The community solar project will build on the work of our 18/19 RARE member to assess the potential for community solar in the county. This initial assessment also raised awareness for the potential of evaluating County-owned properties for solar opportunities. The community engagement analysis will enhance work that is already underway to develop a climate action planning process that is comprehensive and action-oriented. The analysis is flexible enough that it is not dependent on the timing of any particular phase of the climate action planning process. The rural electric vehicle infrastructure exploration would build on recent activity from partners such as Portland General Electric and Forth to move forward direction from the Board of County Commissioners regarding early climate action that does not need to wait on a full climate action plan.*

*A preliminary scope will be completed before the RARE term begins, but will be left somewhat flexible, allowing our RARE member to adapt and finalize the plan with support from County staff, Sustainable Northwest, and other potential community partners.*

5. Describe the professional development, learning opportunities and training for the RARE AmeriCorps participant who would serve in the position. Please be as specific as possible.

*A number of opportunities will be incorporated or encouraged. These include:*

- Participating in the County's interdepartmental climate exchange which brings together staff from several departments to discuss climate issues.*
- Understanding sustainability management systems and the development of a framework to create and implement a climate plan.*
- Connecting with other professionals in land use planning, disaster preparedness, renewable energy, and non-profits.*
- Building effective relationships with stakeholder climate action advocates.*
- Connecting with other RARE members particularly anyone working on other rural energy initiatives.*
- When feasible, our member will have the opportunity to connect with and/or shadow staff providing technical assistance to schools, businesses, or multifamily communities in waste reduction and sustainability.*
- Leadership and relationship building. For someone who is interested in understanding and connecting with the type of organizations, community members, and relationships that help make a place like Clackamas County a great place to live, this placement will be a good fit. It will offer exposure to a variety of non-profits, NGOs, community groups, and larger organizations with shared interest in the County's livability, long-term resilience, and environmental health.*
- Project management and reporting. This placement will offer a member an opportunity to develop an organized plan for at least two projects, characterize desired outcomes and deliverables, and report on outcomes or findings.*

## SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE

6. Describe the skills that you would need in a RARE AmeriCorps participant that would serve in the position. These are required skills. Please also describe any desired skills.

- *Strong Microsoft Office skills, particularly Excel and Word*
- *Ability to understand and manage data in spreadsheets*
- *Effective verbal and written communication skills*
- *Experience with quantitative analysis and the summarization and presentation of data in charts, tables, and graphs*
- *Familiarity with and interest in climate issues, sustainability, and/or renewable energy*
- *Experience with one or more independent and/or team projects*
- *Ability to establish new relationships with stakeholders*
- *Interest in energy education and speaking before groups on energy topics*
- *Familiarity with GIS and graphics software (e.g. InDesign) also a plus*
- *Driving is required for County business on a regular basis or to accomplish work. A County vehicle will be available at any time driving is necessary. Applicants must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment. Specific information on the County's driving policy can be found at [Driving and Vehicle Policy \(EPP 52\)](#)*

7. Please describe any diversity, equity and inclusion efforts that are part of your organization and, in particular, part of the RARE projects. Please include any professional development opportunities for the RARE AmeriCorps participant related to diversity, equity and inclusion.

*Our RARE Americorps will have several development opportunities in this area that connect to existing efforts. Clackamas County has an Equity, Diversity, and Inclusion Committee (EDIC) that creates learning opportunities and facilitates our ongoing efforts to promote equity, diversity and inclusion. We will invite our AmeriCorps member to shadow these committee meetings. Once a year Clackamas County staff may also have an opportunity to attend a regional conference on equity and diversity, and if our AmeriCorps member is eligible to attend, we will offer that opportunity. In addition, if our program participates in a training on diversity, welcoming environments, diverse recruiting, or dismantling racism, we would include our AmeriCorps member.*

8. Please provide a one paragraph position summary (no more than 300 words).

*Clackamas County, OR is seeking an energy and climate specialist to make a significant difference in our community, advancing multiple projects that will result in tangible results for rural communities and our operations as an organization. The specialist will be project-focused. The community solar project will assess specific community solar projects and provide support to increase their responsiveness to local community needs and values. This project will include public engagement and outreach with potential partners and developers as well as key stakeholders. Community solar projects provide an opportunity for a broad base of community members who may not be able to invest in personal solar to support and benefit from solar projects, and also have the potential to increase energy resilience through micro-grids and battery storage. The member will also assist the County with an analysis of solar opportunities on County-owned property. Depending on the interest of the RARE member and local stakeholders, one of two projects will move forward around engaging the broader community. One project would involve the analysis of strategies and opportunities to engage the rural areas of the county on climate action. These strategies include a volunteer corps model, an advisory group, and outreach that partners with rural-focused partner organizations. The other project would involve coordinating with rural cities in the county to identify opportunities to develop electric vehicle charging infrastructure.*



## SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE

### Part C: Organization Narrative

Describe the organization where the RARE AmeriCorps participant will be working with for the next year.

1. Describe the sponsoring organization with which the RARE AmeriCorps participant will be working.  
*The Sustainability and Solid Waste program has approximately 13 staff dedicated to helping Clackamas County, as a community and as an organization, become more resilient and sustainable. We provide education and technical assistance each year to over 1,000 businesses, 130 schools, 120 multifamily communities, and thousands of community members, equipping people to reduce waste, recycle better, reuse and repair, and increasingly, to adopt other sustainable practices. With our support more schools in Clackamas County are certified as Oregon Green Schools than any other County. We also have certified 40+ businesses representing thousands of employees as Leaders in Sustainability. We coordinate repair fairs that allow community members to fix things and learn new skills. We also oversee and regulate the companies that provide garbage and recycling collection service in unincorporated areas of the County. And, we have a great time.*  
*More broadly, Clackamas County employs over 2,000 people providing service to the community in departments such as Health, Housing, and Human Services; Transportation and Development; Water Environment Services; Parks and Forests; Sheriff; and several others. Clackamas County is a place where people care about each other and share a passion for public service. The County is like a microcosm of Oregon: part of the Portland Metro area, but with most of its space in rural communities and public lands.*
2. Provide a brief background of the community supervisor (the person who will be responsible for coordinating the day-to-day oversight of the RARE AmeriCorps participant). Describe the organizational role of the community supervisor and any special circumstances (e.g., the supervisor is a volunteer board member or the supervisor works in a different location or works less than full time).  
*Eben Polk, Sustainability Supervisor, will provide ongoing and overarching supervision and mentoring for the AmeriCorps member. He has been at Clackamas County since 2008. He has completed masters degrees in Public Policy and Environmental Management, and professional experience in materials management, energy, and ecology. More recently he has served as a Clackamas County Leadership Academy advisor and mentor.*
3. Describe the office where the RARE AmeriCorps participant will be located. Please include the following information:
  - a. If other staff members work in the office, please indicate who they are (not by name but by number and role).
    - 1 Senior Analyst: overseeing garbage / recycling collection companies; administering collection system*
    - 1 Senior Analyst, 3 Analysts: coordinating and delivering outreach and technical assistance with businesses*
    - 1 Analyst: commercial food waste reduction and donation*
    - 1 Analyst: schools program*
    - 1 Analyst: multifamily program*
    - 1 Analyst: community and residential program*
    - 1 Analyst: internal sustainability coordination and disaster resilience*
    - 1 Administrative Specialist*
    - 1 Seasonal: event recycling*

## SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE

b. Please indicate if the office has a 'public' interface (i.e., do clients or residents regularly come in for services?)  
*Clients occasionally visit but more often call or email with requests, and our staff spend significant time in the field with customers (e.g. schools, businesses, community members). Our office is adjacent to the Development Services lobby, which is an active public interface with clients passing through for a variety of permit services.*

c. Please describe how safety training will be provided to the RARE AmeriCorps participant.  
*Safety training is an integral part of our on-boarding process for new staff. We have a checklist that includes numerous safety elements and procedures. For any staff using a County vehicle, we have a safe driving checklist and brief orientation too.*

d. Describe expectations in terms of the RARE AmeriCorps participant's specific office hours (e.g., regular 8am-5pm Monday through Friday; 7am-6pm Monday through Thursday; 40 hours a week with flexible hours to accommodate evening meetings and field work, etc.)?  
*A typical week would be 32 to 40 hours; the AmeriCorps member may choose between four 10-hour days and five 8-hour days; regular hours for a five day week would be approximately 8:00 am to 5:00 pm; occasional flexibility to accommodate evening or weekend meetings or events will be important.*

4. Please describe the community in which the person will be working and likely living.  
*Clackamas County is a unique mix of urban, suburban, and rural areas, with several small cities—some urban and some rural. Most of our 400,000 residents live in the urbanized northwest part of the County, within the Portland Metro boundary. Many others, however, live in areas of forest and farm, or on the shoulders of Mount Hood, or in small rural towns and neighborhoods. Clackamas County has abundant outdoors opportunities: fishing, kayaking, rafting, hiking, and biking. We have several excellent farmers markets. On weekends, you can be at the coast in a couple hours, or on Mt. Hood or lost in the Cascades in less. More about visiting Clackamas County can be found at [www.mounthoodterritory.com](http://www.mounthoodterritory.com). Our AmeriCorps member could choose to live in Oregon City if it is important to minimize their commute, or, if it suits them, may live elsewhere. Some staff in our program live in Portland, others live in West Linn, Milwaukie, Oregon City, Gladstone, or Oak Grove. Clackamas County employees also live in rural communities such as Estacada, Molalla, Beavercreek, or Canby. Some of our cities have small but attractive downtowns (Oregon City, Sandy, Lake Oswego, Milwaukie). Our primary campus in Oregon City is served by Trimet's 33 bus line with frequent service between Milwaukie and Oregon City.*

Provide additional information that you believe may be important for someone who is new to your community and/or the state of Oregon that may be important for a potential RARE AmeriCorps participant.

*Oregon is a beautiful state with a multitude of places and career paths to explore. It is also a place where the mission to create sustainable communities is alive. It is a great place to live and work. There are numerous informal networking groups dedicated to sustainability issues where people can make connections and navigate career options, particularly in nearby Portland. Oregon has a history of doing its own thing to protect the resources we value, from the 1970s era 'Bottle Bill' that pioneered recycling for bottles and cans, to the strength of state land use law to protect farmland, promote smart growth and local land use planning. But it is by no means perfect. Here the exploitation and the celebration and protection of our abundant forests and wildlands have co-existed, sometimes uneasily, with their economic use. Many communities in Oregon, including some in Clackamas County, have a history of depending on the once-significant timber economy. The growth areas in our economy are in services, tourism, and tech.*

## **SECTION II: RARE AmeriCorps 2019-2020 PLACEMENT NARRATIVE**

*Before choosing a place to live, our member may want to speak to staff here or with previous Americorps members who can describe the tradeoffs involved between commute and community choice.*

*There is a thing called Oregon nice. People here are welcoming, courteous, and generous.*


### **SECTION III: RARE AmeriCorps 2019-2020 SCOPE OF WORK**

Please summarize the information in Section III using the following table. You may expand the size of existing rows or add additional rows as needed for projects, by unlocking the document. The purpose of this table is to give RARE AmeriCorps participants an overview of the placement description. This table will be attached to your community contract (signed at the beginning of the RARE AmeriCorps participant's term of service). Please use sufficient detail to explain your projects (i.e., if a RARE AmeriCorps participant were solely looking at this table, they would understand the scope of work for this placement).

### SECTION III: RARE AmeriCorps 2019-2020 SCOPE OF WORK

Project	Need Being Addressed	Major Activities & Tasks to be Performed	Skills, Ability & Knowledge Needed	Expected Outcomes and/or Deliverables	% of time
<p><b>Community Solar in Rural Clackamas County</b> - This project will involve working with/assessing up to three sites in rural Clackamas County that are being sought for community or co-op solar projects. Community solar as a model has significant potential to enhance resilience of the grid through distributed generation, especially if they include battery storage. The work will include technical assistance in collaboration with Energy Trust of Oregon and Sustainable Northwest to further evaluate the viability of the site(s) and identify a process for moving forward. This process will include outreach, education, and analysis, and will help build the capacity of rural groups to take on a community solar project.</p>	<p>Building resilience, preparedness, and clean energy resources in rural Clackamas County.</p>	<p>Our member will further develop networks around potential community solar projects and work with community groups to finalize a project site. The member will also work with rural Clackamas County residents, businesses, and organizations to identify subscribers to such a community or co-op solar project. The member will research and share information about the process of initiating a community solar project and how it can be replicated by others in the County.</p>	<p>Strong analytical, writing, and relationship building skills. Familiarity with or interest in clean energy and community/stakeholder engagement.</p>	<p>Summary of the community solar development process and how it can be replicated in the County; and assessment reports of potential sites.</p>	<p>40</p>
<p><b>County Facilities Solar</b> - In addition to community solar opportunities, the County will explore opportunities for solar projects on County-owned property—such projects could provide energy to County facilities as accessory uses or, potentially, serve as a community energy project. This will involve similar outreach and analysis as the community solar projects, but with County staff as the audience.</p>	<p>Building resilience, preparedness, and clean energy resources for Clackamas County operations.</p>	<p>Our member will research and technically assess potential sites for County solar projects with technical assistance from Energy Trust of Oregon. They will also conduct outreach, including presentations and conversations about the opportunities and process of such solar projects.</p>	<p>Strong analytical, writing, and relationship building skills. Familiarity with or interest in clean energy and stakeholder engagement.</p>	<p>Report and analysis of potential County-owned solar sites, including next steps for development; presentation on the analysis findings.</p>	<p>25</p>

## SECTION III: RARE AmeriCorps 2019-2020 SCOPE OF WORK

<p><b>Rural Climate Engagement Opportunities Analysis</b> - As the County develops an updated Climate Action Plan, one important element is to engage our rural community members about potential climate actions. This project will identify and evaluate opportunities to create a structure for short- and long-term conversations about how climate actions can be effectively implemented in the rural areas of the county in a way that also addresses the wellbeing of rural community members. The member will evaluate the particular goals that each strategy is likely to accomplish, and consider how that contributes to the success of overall climate and sustainability planning.</p>  <p>We will evaluate opportunities including a community training/volunteer management program such as Energy</p>	<p>Expanding climate engagement to more meaningfully address and incorporate rural considerations, needs, and values.</p>	<p>Our member will help refine the strategies for engagement, and coordinate resulting workshops, presentations, or other events. They will connect with potential partners for a training/volunteer program, research funding sources for ongoing engagement, and produce reports on the viability and efficacy of each option.</p>	<p>Strong analytical, writing, and relationship building skills. Familiarity with or interest in climate action and community/stakeholder engagement.</p>	<p>Report evaluating each engagement opportunity for how it would be structured, what partners may be involved in/critical to its success, resources required (both financial and staff) to implement it, and how successful it might be at meeting the goals of establishing meaningful dialog around climate action.</p>	<p>35 if selected (we anticipate selecting between this and a Rural EV project)</p>
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### SECTION III: RARE AmeriCorps 2019-2020 SCOPE OF WORK

<p>Stewards/Climate Masters, an advisory committee, and engagement through/alignment with existing organizations. Evaluation will include logistics, partnerships, and potential funding mechanisms.</p>					
<p><b>Rural Electric Vehicle Infrastructure</b>          – Electric vehicles are a climate strategy with significant support and active partners in the region. However, the majority of the charging infrastructure needed to support this strategy is located in urban areas, making it more challenging to adopt in rural communities. This project would engage rural cities in Clackamas County to identify interest in working with partners to develop and promote EV infrastructure, and coordinate strategies for those communities who want to pursue such developments.</p>	<p>Expanding the opportunity to own and operate an electric vehicle in rural communities, thereby reducing carbon footprints in areas where active transportation is not a viable option.</p>	<p>Our member will engage with city officials to gauge interest in working with partners such as Forth and Portland General Electric to identify and pursue opportunities to develop EV infrastructure and share information with community members about these opportunities. If sufficient interest exists, the member will coordinate the exploration and implementation of these strategies.</p>	<p>Familiarity with or interest in electric vehicles, climate mitigation, public/private partnerships and/or stakeholder engagement. Strong relationship building and research skills.</p>	<p>Summaries of resources such as grants and programs to assist with the expansion of EV infrastructure; and presentations to city staff and community groups on opportunities.</p>	<p>35 if selected (we anticipate selecting between this and a rural engagement project)</p>



## SECTION IV: RARE AmeriCorps 2019-2020 ESSENTIAL FUNCTIONS

We have listed the essential functions of a RARE AmeriCorps participant in general. Please list any essential functions of your placement, not listed below. This may include skills as well as requirements such as passing a drug test, owning their own car, etc. This should include any required skills you listed in Section II.B.6.

### Essential Functions

The RARE AmeriCorps participant must be able to fulfill the following essential functions:

- Complete a minimum of 1700 of service within 11 months;
  - Represent the RARE program, their community organizations and themselves well by behaving professionally and following the dress code and standards of conduct of their sponsoring organization;
  - Travel to and participate in required RARE trainings, including Orientation, Fall training, and the End of the Year Event;
  - Create and submit a work plan, with the support and approval of the community supervisor, that accurately reflects the RARE AmeriCorps participant's on-site duties and deliverables;
  - Complete monthly service reports and quarterly assessments in a timely manner;
  - Seek technical assistance and support whenever needed, from community resources, RARE/IPRE staff, or from the University outlined both the in the scope of work and in the RARE AmeriCorps participant work plan;
  - Complete specified work products as described in scope of work and work plan.
- 
- Produce documents, reports and analyses with strong Microsoft Office skills, particularly Excel and Word
  - Understand and manage data in spreadsheets
  - Effective verbal and written communication skills
  - Experience with quantitative analysis and the summarization and presentation of data in charts, tables, and graphs
  - Familiarity with and interest in climate issues, sustainability, and/or renewable energy
  - Experience with one or more independent and/or team projects
  - Ability to establish new relationships with stakeholders
  - Interest in energy education and speaking before groups on energy topics
  - Familiarity with GIS and graphics software (e.g. InDesign) also a plus
  - Driving is required for County business on a regular basis or to accomplish work. A County vehicle will be available at any time driving is necessary. Applicants must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment. Specific information on the County's driving policy can be found at [Driving and Vehicle Policy \(EPP 52\)](#)
  - Owning a car is not necessary to reach work in Oregon City, if the RARE member selects housing that allows a convenient commute by bus or bike; however it would be helpful and provide flexibility to explore Portland, the region, and the outdoors if the member owns a vehicle.

## MEMORANDUM

January 27, 2020

**TO:** Dan Johnson, Cheryl Bell  
**FROM:** Eben Polk  
**RE:** *RARE Americorps Agreement*

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In the prior and the current FY, the Sustainability and Solid Waste program is hosting an AmeriCorps member through the University of Oregon's Resource Assistance for Rural Environments program, a local AmeriCorps affiliated nonprofit. This year's efforts were included in our budget for FY 19-20, for \$23,500. In FY 19-20 our program is hosting two AmeriCorps members—the other is through Confluence Environment Center, a local non-profit.

AmeriCorps members function similar to an intern or a temporary employee, but are not County employees—they are 'placed' with a host organization, which pays the sponsoring organization. This organization pays the members, and provides them with additional resources and professional development throughout the year.

AmeriCorps members that come through RARE work with organizations that serve rural communities in areas like resource conservation and economic development. With this emphasis in mind, each year our RARE AmeriCorps member is working on three projects: (1) research and partner with potential community solar projects that allow organizations and community members to source local renewable electricity; (2) assessing opportunities for solar investments on County buildings; and (3) piloting outreach for electric vehicles.

This year Kelsey Maass has been placed with us through the RARE program. (Last year's member was Claire Trevisan, who coordinated our first operational GHG inventory and laid a foundation of research on community solar projects.)

This cover memo only applies to our agreement with the U of O RARE Program. This year's Confluence AmeriCorps member, Dakota Tangredi was approved via contract with Confluence earlier this year; Dakota is assigned to work on outreach, education and technical assistance with low income multifamily communities and in schools on food waste prevention and climate change education.

## RECORDING MEMO

X	New Agreement/Contract
	Amendment/Change/Extension
	Policy Reports
	Other

ORIGINATING COUNTY

DEPARTMENT:

Transportation & Development – Sustainability & Solid Waste

PURCHASING FOR:

N/A

OTHER PARTY TO

CONTRACT/AGREEMENT:

University of Oregon

BOARD AGENDA DATE: \_\_\_\_\_

AGENDA ITEM NUMBER: \_\_\_\_\_

PURPOSE:

Approval of an Intergovernmental Agreement with University of Oregon for an AmeriCorps Member

Please return to Shamyia Becerra, DTD – Sustainability & Solid Waste after recording.



**DAN JOHNSON**  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

February 6, 2020

Board of Commissioners  
Clackamas County

Members of the Board:

Approval of an Intergovernmental Agreement with Metro to Implement the  
FY 19-20 Annual Waste Reduction and Recycle at Work Program

<b>Purpose/ Outcomes</b>	This IGA provides funding and updates the County's solid waste, waste reduction and recycling work plan for 2019-2020, developed collaboratively each year with Metro. Funds disbursed by Metro under the IGA partially offset the cost of meeting state requirements of a local annual waste reduction plan pursuant to the Regional Waste Plan and Oregon's Opportunity to Recycle Act.
<b>Dollar Amount and Fiscal Impact</b>	The IGA provides for FY 19-20 funding of \$597,151 (\$230,287 – commercial food scraps technical assistance; \$219,575 – general waste reduction; \$147,289 – commercial waste reduction).
<b>Funding Source</b>	Metro's Regional System Fees and County Solid Waste Franchise Fees.
<b>Duration</b>	July 1, 2019 – June 30, 2020
<b>Previous Board Action</b>	The BCC has approved a Solid Waste Management Plan and supplemental funding from Metro annually since 1991.
<b>Counsel Review</b>	Counsel has reviewed and approved the IGA (Oct 24)
<b>Strategic Plan Alignment</b>	1. Ensure safe, healthy and secure communities. (BCC) 2. Honor, utilize, promote and invest in natural resources. (BCC) 3. Waste reduction and conservation of resources. (DTD-S&SW)
<b>Contact Person</b>	Eben Polk – Sustainability & Solid Waste (DTD) (503) 742-4470
<b>Contract No.</b>	Metro Contract No. 936428

**BACKGROUND:**

Annually Metro and local governments within the tri-county area collaborate to update and refine plans for outreach, education and technical assistance in waste reduction and recycling. This IGA covers FY 19-20 funding and updates the work plan.

This agreement, as with prior Metro IGAs for solid waste, is retroactive. Although contracts and agreements must typically be signed before their effective date, Metro typically releases the IGA well into the fiscal year, resulting in approval by the Board during the IGA period. This year, most local governments adopted their IGA after January 1, 2020, as we complete our food scraps implementation plans.

The annual plans are designed to meet the goals and objectives of our Regional Waste Plan (formerly the Regional Solid Waste Management Plan) which itself implements state policies for the provision of opportunities to recycle, and waste reduction. In its role as the lead agency for RWP implementation, Metro has approved the County's Annual Waste Reduction Plan for FY 19-20. The plans have two main components: the 'Annual Plan', which provides education and resources for residents and community members to participate in waste reduction and recycling,

and the 'Recycle at Work' program which provides technical assistance to workplaces. As with FY 17-18 and 18-19, this IGA includes additional funds to work with food-related businesses, specifically in implementing the local food scraps collection ordinances adopted by Gladstone, Lake Oswego, Milwaukie, Oregon City, West Linn, Wilsonville, and the County for its urban unincorporated area and Happy Valley.

In support of these annual plans, Metro redistributes revenue collected from disposal of garbage at Metro's owned and franchised facilities. The regional funding calculation is based on population (for the Annual Plan funds) and the number of employees (for Recycle at Work funds) in each jurisdiction. The County meets the annual responsibilities of the RWP and annual plans for its unincorporated areas and the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, and Wilsonville, in exchange for the funds allocated for those jurisdictions by Metro.

These local agreements ensure that programs and customer service as experienced by residents and businesses, and communication with collection companies who provide service across jurisdictions, are consistent, efficient, and cost-effective.

This year the County's combined funding for the Annual Plan and the Recycle at Work components increased by \$14,024, to \$366,864. Commercial food scraps funding increased to \$230,287 in order to increase staffing to help businesses establish food scraps collection in compliance with ordinances.

Attached for reference are our agreements with Cities to perform the work necessary to meet the obligations of the RWP in exchange for Metro funds and the Annual Waste Reduction and Recycle at Work Reports for year-end FY 18-19 (Year 29).

The annual report offers details of the work accomplished using the funds distributed via this IGA. Highlights from the past year include:

- Initiation of the Library of Things project at 8 libraries (Canby, Estacada, Lake Oswego, Milwaukie, Oregon City, Sandy, West Linn, and Wilsonville)
- Master Recyclers volunteers reached a reported 82,974 interactions with community members at events around the county, including a record number of events during Earth Month (April 2019).
- Supporting or running more Repair Fairs (9)
- Reaching 207 multifamily communities with recycling information and 179 with waste prevention information
- Reaching 181,956 single family, multifamily, and business addresses with a Recycle guide postcard and expanding the Guide to 7 languages
- Reaching 650 different businesses with waste reduction, recycling, or sustainable practices
- 30% of our schools were certified as Oregon Green Schools, while 3,423 students participated in a school waste audit
- Nine milk dispensers were installed in schools in 3 districts – dramatically reducing wasted milk and cartons
- We developed and implemented a new food waste prevention presentation for students

These efforts align with the crucial services provided by our franchised solid waste collectors.

County Counsel reviewed and approved this agreement as to form on October 24, 2019, contingent upon an edit that was made and is reflected in the attached IGA, noting that the agreement is retroactive.

**RECOMMENDATION:**

Staff respectfully recommends the Board of County Commissioners approve and sign the Intergovernmental Agreement with Metro (No. 936428) containing the FY 19-20 work plan approved by Metro, and funding.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eben Polk". The signature is fluid and cursive, with the first name "Eben" and last name "Polk" clearly distinguishable.

Eben Polk, Supervisor  
DTD-Sustainability & Solid Waste

Attachments:

- A. IGA (No. 936428) for BCC Signature
- B. FY 18-19 Annual Report to Metro
- C. FY 19-20 Annual Plan Approved by Metro
- D. City Letters of Understanding for Ongoing Outreach



600 NE Grand Ave.  
Portland, OR 97232-2736  
(503) 797-1700

# Intergovernmental Agreement

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Metro Contract No. 936428

THIS AGREEMENT, entered into and under the provisions of ORS Chapter 190, is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and CLACKAMAS COUNTY, hereinafter referred to as “County”, whose address is 2051 Kaen Road, Oregon City, OR 97045.

In exchange for the promises and other valuable consideration set forth below, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish the responsibilities of the parties in implementing the FY 2019-20 Metro and Local Government Annual Waste Reduction Plan, Recycle at Work, and Business Food Waste Program.

2. Term. This Agreement shall be retroactively effective to the date of July 1, 2019, and shall remain in effect through June 30, 2020 unless earlier terminated in conformance with this Agreement, or extended by written amendment signed by both parties. Costs for this project may be incurred beginning July 1, 2019.

3. Services Provided and Deliverables. County and Metro shall perform the services described in the attached Scope of Work, which is made part of this Agreement by reference, and otherwise fully comply with the provisions in Exhibit A: Scope of Work (Attachments A, B, C, D, and E).

4. Payment for Services. Metro shall pay County for Annual Waste Reduction services performed and materials delivered in the maximum sum of TWO HUNDRED NINETEEN THOUSAND, FIVE HUNDRED SEVENTY-FIVE AND NO/100THS DOLLARS (\$219,575.00) and for Recycle at Work services performed and materials delivered in the maximum sum of ONE HUNDRED FORTY-SEVEN THOUSAND, TWO HUNDRED EIGHTY-NINE AND NO /100THS DOLLARS (\$147,289.00) and Business Food Waste Requirement services performed and materials delivered in the maximum sum and in the manner and at the time designated in Attachment C of the Scope of Work.





600 NE Grand Ave.  
Portland, OR 97232-2736  
(503) 797-1700

## Intergovernmental Agreement

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5. Insurance. County agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30.272. County also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

6. Indemnification. Subject to the provisions of the Oregon Constitution and Oregon Tort Claims Act, County shall indemnify, defend, and hold Metro and Metro's agents, employees, and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney fees, arising out of or in any way connected with, County's performance under this Agreement. Subject to the provisions of the Oregon Constitution and Oregon Tort Claims Act, Metro shall indemnify, defend, and hold County and County's agents, employees, and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney fees, arising out of or in any way connected with, Metro's performance under this Agreement..

7. Termination. This Agreement may be terminated by either party without cause upon giving 90 days written notice of intent to terminate. This Agreement may be terminated with less than 90 days' notice if a party is in default of the terms of this Agreement. In the case of a default, the party alleging the default shall give the other party at least 30 days written notice of the alleged default, with opportunity to cure within the 30-day period. Termination shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

8. State Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapter 279A, B & C and to the extent those provisions apply, they are incorporated into this Agreement by reference. Specifically, it is a condition of this Contract that all employers working under this Agreement are subject employers that will comply with ORS 656.017.



600 NE Grand Ave.  
 Portland, OR 97232-2736  
 (503) 797-1700

# Intergovernmental Agreement

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9. Notices. Legal notice provided under this Agreement shall be delivered personally or by certified mail to the following individuals:

**For County:**

Eben Polk  
 Clackamas County  
 150 Beaver Creek Road  
 Oregon City, OR 97045

**For Metro:**

Office of Metro Attorney  
 Metro  
 600 NE Grand Avenue  
 Portland, OR 97232-2736

Informal coordination of this Agreement will be conducted by the following designated Project Managers:

**For County:**

Eben Polk  
 Clackamas County  
 150 Beaver Creek Road  
 Oregon City, OR 97045  
 (503) 742-4470

**For Metro:**

Office of Metro Attorney  
 Metro  
 600 NE Grand Avenue  
 Portland, OR 97232-2736  
 (503) 797-1647

County may change the above-designated Project Manager by written notice to Metro. Metro may change the above-designated Project Manager by written notice to County.

10. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any condition, be assigned or transferred by either party without prior written approval by the other party.

11. Integration. This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

12. Severability. If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken.



# Intergovernmental Agreement

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# Intergovernmental Agreement

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This Agreement is dated as of the last signature date below.

CLACKAMAS COUNTY

METRO

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



600 NE Grand Ave.  
Portland, OR 97232-2736  
(503) 797-1700

# Intergovernmental Agreement

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600 NE Grand Ave.  
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(503) 797-1700

# Intergovernmental Agreement

## Scope of Work – Exhibit A

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### Attachment A

#### **SCOPE OF WORK: Annual Waste Reduction Plan**

- a) Term: July 1, 2019 to June 30, 2020.
- b) County's responsibilities. County shall:
  1. Provide to Metro a copy of County's Resolution, Ordinance, or signature of authorized representative approving this Intergovernmental Agreement including all of its attachments.
  2. Provide to Metro a copy of the Intergovernmental Agreement or Letter of Understanding authorizing County to act on Cities' behalf in developing and implementing a joint annual waste reduction program.
  3. Ensure that by June 30, 2020, the activities specified in Attachments A and D have been completed.
  4. On or before August 1, 2020, submit the following:
    - A) A completed reporting template.
    - B) Demonstrated compliance with applicable state law and the Regional Waste Plan.
- c) Metro Responsibilities. Metro shall:
  1. Provide technical assistance to County as necessary to develop, execute, monitor, and evaluate the project.
  2. Provide assistance to County on promotional and educational activities.
  3. Monitor the general project progress and review, as necessary, County's accounting records relating to project expenditures.
  4. Provide County with any necessary reporting templates.
- d) Budget and Terms of Payment:
  1. Upon completion of section (b)(1) and (b)(2) of this Scope of Work, Metro shall pay County \$219,575.00 in one lump sum. County's billing invoices shall include the Metro contract number, County name, remittance address, invoice date, invoice number, and invoice amount. County's billing invoices shall be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or [metroaccountspayable@oregonmetro.gov](mailto:metroaccountspayable@oregonmetro.gov). The Metro contract number shall be referenced in the email subject line. County's billing invoices for goods and services through June 30 shall be submitted to Metro by July 15. Payment shall be made by Metro on a Net 30 day basis upon approval of County's invoice.



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 Portland, OR 97232-2736  
 (503) 797-1700

## Intergovernmental Agreement Scope of Work – Exhibit A

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2. County shall provide services described in Attachment D in exchange for the following funding allocations:

Barlow	\$70
Canby	\$8,757
Estacada	\$1,772
Gladstone	\$6,192
Happy Valley	\$10,918
Johnson City	\$292
Lake Oswego	\$19,919
Milwaukie	\$10,699
Molalla	\$5,017
Oregon City	\$18,174
Rivergrove	\$263
Sandy	\$5,729
West Linn	\$13,465
Wilsonville	\$13,162
<u>Unincorporated Clackamas County</u>	<u>\$105,146</u>
 TOTAL	 \$219,575

3. County and Metro recognize that the Metro and Local Government Annual Waste Reduction Plan is a multi-year program and that future rounds of funding will depend in part on County's performance in implementing program activities during the term of this contract.



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# Intergovernmental Agreement

## Scope of Work – Exhibit A

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### Attachment B

#### SCOPE OF WORK: Recycle at Work

- a) Term: July 1, 2019 to June 30, 2020.
- b) County's responsibilities. County shall:
  1. Hire and train individuals as staff or contractors who work in the County's offices or external contractors whose primary responsibilities and duties are to provide waste prevention and recycling technical assistance and Business Recycling Requirement compliance services to businesses.
  2. Implement the Regional Service Standard: Business, Business Recycling Requirement and Recycle at Work Annual Outreach Plan sections in Attachment D that identify the County's strategy for targeting and recruiting businesses for waste prevention and recycling assistance and compliance with business recycling requirements.
  3. On or before August 1, 2020, submit an annual progress report on the accomplishments of the business assistance program, including:
    - A) A completed end-of-year report in a form provided by Metro and that includes:
      - i) A narrative on the successes and challenges of the business assistance program;
      - ii) Overall expenditures and Metro funds spent on the business assistance program during the fiscal year (July 1, 2019 through June 30, 2020);
      - iii) A list of staff who worked on business assistance during the fiscal year (July 1, 2019 through June 30, 2020), their level of full-time equivalent (FTE) work time spent on business assistance, and their source of funding (Metro or local government)
    - B) Data collected for each business assisted through the program including contact information and type of assistance provided
  4. Make resources available to businesses as appropriate for the County.
  5. Establish a compliance program for the Business Recycling Requirement consistent with applicable Metro Code and associated Administrative Rule and provide written description to Metro.
- c) Metro Responsibilities. Metro shall:
  1. Provide resources and staff time to County to develop, execute, monitor, and evaluate the Recycle at Work program.
  2. Monitor the general program progress and review as necessary, County's accounting records relating to Recycle at Work program expenditures.
  3. Notify the County of Metro business assistance or pilots and any other business recruitment scheduled for the term of the IGA.
  4. Provide the County with standardized reporting forms for annual progress reports.





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## Intergovernmental Agreement Scope of Work – Exhibit A

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5. Review and revise the program goals and budget as needed in conjunction with the Solid Waste Directors.
6. Conduct an evaluation of the program as needed, which may include on-site visits to businesses by Metro staff or independent third-party contractors.

d) Budget and Terms of Payment:

1. Metro shall pay County \$147,289 in one lump sum. County's billing invoices shall include the Metro contract number, County name, remittance address, invoice date, invoice number, and invoice amount. County's billing invoices shall be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or [metroaccountspayable@oregonmetro.gov](mailto:metroaccountspayable@oregonmetro.gov). The Metro contract number shall be referenced in the email subject line. County's billing invoices for goods and services through June 30 shall be submitted to Metro by July 15. Payment shall be made by Metro on a Net 30 day basis upon approval of County invoice.
2. County shall provide services described in section (b) in exchange for the following funding allocations:

Barlow	\$22
Canby	\$5,683
Estacada	\$0
Gladstone	\$2,716
Happy Valley	\$3,400
Johnson City	\$16
Lake Oswego	\$18,742
Milwaukie	\$12,277
Molalla	\$2,447
Oregon City	\$14,452
Rivergrove	\$18
Sandy	\$3,270
West Linn	\$4,443
Wilsonville	\$19,019
<u>Unincorporated Clackamas Co.</u>	<u>\$60,784</u>
<b>TOTAL</b>	<b>\$147,289</b>

**Attachment C****SCOPE OF WORK: Business Food Waste Requirement**

- a) Term: July 1, 2018 to June 30, 2019.
- b) County's responsibilities. County shall:
  1. Complete and submit to Metro the Business Food Waste Requirement Implementation Plan no later than February 1, 2020 (Attachment E).
  2. Demonstrate compliance with Metro Ordinance No. 18-1418 by providing documentation of local adoption of the Business Food Waste Requirement in all subject jurisdictions of the County cooperative program.
  3. Hire and train 2.0 FTE as staff or contractor who works in the County's offices or external contractor whose primary responsibilities and duties are to provide technical assistance to subject businesses for implementation of the business food waste requirement in compliance with the minimum standards of Metro Ordinance No 18-1418 and associated Administrative Rules.
  4. Utilize funding to support staff and to purchase program-related internal collection containers with funding allocated as described in section d) 2. below.
  5. Participate in the Commercial Work Group (CWG) and CWG Food Scraps Subcommittee for the purpose of collaborating on multijurisdictional food-generating business assistance and participate in regional trainings.
  6. Utilize the Food Scraps Program Evaluation System developed for this program to collect and report data to Metro to demonstrate compliance with the business food waste requirement and assist with program evaluation.
    - a. Determine business compliance by conducting site visits at 100% of non-participating businesses and 20% of participating businesses subject to the requirement to assure that the required conditions of compliance are met by the end of the applicable implementation period based on the judgment of staff conducting the site visit.
    - b. On a quarterly basis submit business food waste compliance reports in the agreed upon format.
    - c. Every six months provide a companion narrative report that contains qualitative information including successes and challenges.
  7. Report annually on expenditures.
    - a. Overall expenditures including local government and Metro funds spent on business food waste assistance program during the fiscal year (July 1, 2019 through June 30, 2020);
    - b. List of staff who worked on food waste business assistance during the fiscal year (July 1, 2019 through June 30, 2020), their level of full-time equivalent (FTE) work time dedicated to providing technical assistance to businesses subject to the food scraps requirement, total labor hours funded by Metro funds, and total number of businesses served.

- c. Establish and describe an auditable accounting method for any labor hours funded by Metro funds. Preserve records for a minimum of five years after the end of the program and allow reasonable access to Metro upon request and as may be deemed necessary by Metro.
  - d. Provide documentation to demonstrate appropriate expenditure of funds provided for food waste collection containers.
8. Ensure that no Business Food Waste Requirement staffing resources and equipment are used in non-compliant jurisdictions. No food waste prevention, donation or recovery assistance of any kind that is supported by funds included in this agreement, may be provided to businesses that are located within jurisdictions that are not in compliance with the Business Food Waste Requirement.
- c) Metro Responsibilities. Metro shall:
1. Provide resources and staff time to County to develop, execute, monitor, and evaluate the program.
  2. Monitor general progress and review as necessary.
  3. Convene and facilitate the quarterly CWG and CWG Food Scraps Subcommittee meetings as needed.
  4. Analyze data from business food waste compliance reports submitted by jurisdictions on a quarterly and annual basis and provide quarterly reports to County that include graphical and numerical summaries of the compliance and performance data.
  5. Report annually to the Metro Council on progress towards program goals.
- d) Budget and Terms of Payment:
1. Metro shall pay County in two equal payments based upon one of the scenarios noted in (2) below. The first upon contract execution, the second upon receipt of an approved Business Food Waste Requirement Implementation plan.. The first upon contract execution, the second upon receipt of an approved Business Food Waste Requirement Implementation plan. County's billing invoices shall include the Metro contract number, County name, remittance address, invoice date, invoice number, and invoice amount. County's billing invoices shall be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or [metroaccountspayable@oregonmetro.gov](mailto:metroaccountspayable@oregonmetro.gov). The Metro contract number shall be referenced in the email subject line. County's billing invoices for goods and services through June 30 shall be submitted to Metro by July 15. Payment shall be made by Metro on a Net 30 day basis upon approval of County invoice.
  2. County shall provide services described in section (b) in exchange for the following funding allocations:
 

a. Staffing support (2.0 FTE):	\$223,188.00
<u>Container allocation—full compliance</u>	<u>\$7,099.00</u>
TOTAL	\$230,287.00
b. Staffing support (2.0 FTE)	\$223,188.00
<u>Container allocation—Oregon City non-compliance</u>	<u>\$6,862.00</u>
TOTAL	\$230,050.00

c. Staffing support (2.0 FTE)	\$223,188.00
<u>Container allocation—Gladstone non-compliance</u>	<u>\$7,051.00</u>
TOTAL	\$230,239.00

d. Staffing support (2.0 FTE)	\$223,188.00
<u>Container allocation—Oregon City and Gladstone non-compliance</u>	<u>\$6,815.00</u>
TOTAL	\$230,003.00

**Metro and Local Government  
Annual Waste Reduction Work Plan**

**FY 2018-19 End-of-Year Report for Annual Program Tasks**

June 2019

**The report is due to Metro by August 1, 2019.**

Jurisdiction: Clackamas County Contact: Eben Polk

**Maintenance & Expansion of Existing Programs**

**Instructions:** List all tasks from your jurisdiction's approved FY 2018-19 plan, the current status of each and notes regarding the implementation of the task including any changes from the original plan. Include quantitative data when possible and practical.

**Program narrative:**

*Provide a short narrative overview of programs and services implemented in FY 2018-19 and any focus area highlights.*

In FY 18-19 Clackamas County maintained robust technical assistance, outreach and education for waste reduction, recycling, reuse, and sustainable practices, across our community, for customers and audiences including residents, businesses, schools, multifamily communities, event attendees and managers. Anticipating future efforts to update commercial enclosures or enclosure ordinances, we re-staffed design review for enclosures during the year, transferring the function to our program from our Planning and Zoning division, where it had resided for several years.

Highlights include:

- A record number of outreach events supported in April (Earth Month) 2019 where Master Recyclers or staff tabled and/or engaged with attendees.
- Significant engagement from several libraries, whose staff are moving quickly towards implementing Libraries of Things.
- Presenting at Washington's recycling conference on our cart tagging project
- Supporting an increasing number of Repair Fairs
- Expanding the number of languages in which our Recycle Guide is available
- Developing and implementing a new food waste prevention presentation for schools and youth
- Holding a first high school age schools summit with OGS and Gresham
- Nine milk dispensers installed in schools across 3 districts
- Reaching 30% certification rate for schools, in OGS
- More than 3,423 students participating in waste audits
- Restoring missing recycling streams to at least four low income multifamily communities

**Status Key:**

C = Complete (task has been completed as planned)

O= Ongoing (task continues into next Plan Year)

R = Revised (explain program, policy or implementation adjustments made)

I = Incomplete (indicate why the task is incomplete, delayed or will not be implemented)

N = New (new program added that was not in your FY 2018-19 plan)

<b>A. Single Family Residential Recycling</b>		
<b>Activity Description</b>	<b>Status</b>	<b>Implementation Notes</b>
<p>1) Educate residents about recycling at home.</p> <p>a. Promote proper recycling at outreach opportunities.</p> <p>b. Keep the county's Recycle Guide up-to-date, relevant, and accessible to multiple populations.</p> <p>c. Provide specialized education on recycling contaminants, including materials identified in the Contamination Reduction Education Plan (CREP).</p> <p>d. Develop a sustainable methodology for residential cart-tagging.</p> <p>e. Provide direct feedback to single-family households on their recycling via cart tags.</p> <p>f. Coordinate with regional partners on outreach.</p> <p>g. Create an English and Spanish recycling guide magnet.</p>	<p>O</p> <p>O</p> <p>O</p> <p>I</p> <p>I</p> <p>O</p> <p>C</p>	<ul style="list-style-type: none"> <li>• <b>3</b> articles in #ClackCo Quarterly about the recycling system and/or relevant recycling news. (Nov 2018, Feb 2019, May 2019)</li> <li>• <b>2</b> Recycle Guides in #ClackCo Quarterly (Nov 2018, May 2019).</li> <li>• Worked with city of Wilsonville and Republic to provide Wilsonville specific recycle guide and depot list for two different publications of the Boones Ferry Messenger.</li> <li>• Reached out to Gladstone City Newsletter and Milwaukie Pilot about including the Recycle Guide, but challenges with sizing of different publications delayed progress.</li> <li>• Worked with Hoodview Disposal to switch their recycling information handout to the county English/Spanish Recycle Guide, updated to include their logo. This was included in their November rate increase notices.</li> <li>• Worked with WM to update their recycle guide for Clackamas County and cities within on their webpages. Updated flyers also to be included in their welcome packets.</li> <li>• Worked with Dan Walker Disposal to have their new website link to our Recycle Guide.</li> <li>• Postcard with Recycle Guide distributed to <b>181,956</b> single family, multifamily, and business addresses within Clackamas County.</li> <li>• <b>9</b> Facebook and over <b>23</b> Twitter posts about recycling contamination and/or proper recycling. Of these, two were specific to plastic bags (the focus item for CREP).</li> <li>• Over <b>9,700</b> up-to-date Recycle Guides distributed throughout the county.</li> <li>• Recycle Guide available in <b>7</b> languages online (English, Spanish, Chinese, Russian, Vietnamese, Korean, and Thai).</li> <li>• Staff led over <b>19</b> presentations and <b>10</b></li> </ul>

		<p>tabling events promoting proper recycling.</p> <ul style="list-style-type: none"> <li>• Attended <b>8</b> CREW meetings to coordinate with regional partners on outreach.</li> <li>• We have developed a plan and cost estimate for conducting a county cart tagging program, but have not yet staffed the work (a hiring freeze is in effect). There were no county-led cart tagging projects in the 18-19 FY, though Bliss Sanitation requested 200 cart tags for their own cart tagging efforts.</li> <li>• Created an English and Spanish Recycle Guide Magnet. Distributed over <b>1,057</b> at events throughout the County.</li> </ul>
<p>2) Educate residents about recycling at depots and other non-curbside locations.</p> <p>a. Keep the county's Depot List of where to recycle or dispose of non-curbside materials up-to-date and relevant. Includes, among other things, appliances, batteries, HHW, lamps, Styrofoam, tires, etc.</p> <p>b. Encourage participation in product stewardship programs. (ex: Paint Care, Bottle Drop, Oregon E-Cycles, etc.)</p> <p>c. Investigate compliance among electronics retailers on educating the public about the Oregon E-Cycles program.</p>	<p>O</p> <p>O</p> <p>I</p>	<ul style="list-style-type: none"> <li>• <b>1</b> Depot List in #ClackCo Quarterly's May 2019 edition.</li> <li>• Over <b>9,700</b> up-to-date Depot Lists distributed.</li> <li>• <b>1</b> ad on Paint Care in #ClackCo Quarterly's May 2019 edition.</li> <li>• <b>2</b> ads on Oregon E-Cycles in #ClackCo Quarterly's Feb 2019 edition.</li> <li>• We wanted to interview a number of local and chain electronics retailers on how/if they were incorporating Oregon E-Cycles information at point-of-sale, but did not due to staff capacity and a desire to learn from the DEQ E-Cycles consumer research and public awareness campaign.</li> <li>• We are planning an article on the Bottle Drop bottle wash initiative in #ClackCo Quarterly, specifically about how the bottle wash facility in Clackamas County, but decided to hold off until more news came out about this initiative.</li> </ul>
<p>3) Educate residents about home and backyard composting, and curbside composting.</p> <p>a. Provide publications and/or display materials at community events and upon request.</p> <p>b. Promote other local groups providing education on composting and use of compost. (ex: Oregon State Extension Services, Master Gardeners, etc.)</p> <p>c. Where service is available, promote curbside composting.</p>	<p>O</p> <p>O</p> <p>I</p>	<ul style="list-style-type: none"> <li>• <b>1</b> Facebook and <b>3</b> Twitter posts about backyard composting.</li> <li>• <b>2</b> <a href="#">links</a> to composting resources on our website (Metro's Composting page, and Metro's Worm Composting page)</li> <li>• We reached out to Metro staff to initiate the conversation about offering Metro compost bins at a more convenient location for Clackamas County residents. Further conversations are pending.</li> <li>• Due to staff capacity, we did not get the opportunity to partner with Master Recyclers and communities that have</li> </ul>

	curbside composting to further develop educational materials.
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<b>B. Single Family Residential Waste Prevention &amp; Reuse</b>		
<b>Activity Description</b>	<b>Status</b>	<b>Implementation Notes</b>
<p>1) Raise awareness around the issue of wasted food</p> <p>a. Partner with other local jurisdictions on the Eat Smart, Waste Less Challenge (ESWLC).</p> <p>b. Partner with Farmers Markets to test new outreach strategies for educating the public about wasted food.</p> <p>c. Partner with OSU Extension to offer a hands-on class on way to waste less food.</p> <p>d. Promote programs/organizations that support alternatives to wasted food. (ex: OSU Extension's Family Food Education Program, Gleaners of Clackamas County, etc.)</p>	<p style="text-align: center;">O</p> <p style="text-align: center;">C</p> <p style="text-align: center;">I</p> <p style="text-align: center;">O</p>	<ul style="list-style-type: none"> <li>• <b>37</b> community events included the Reduce Wasted Food kit with ESWLC materials.</li> <li>• <b>2</b> ads promoting ESWL were featured in #ClackCo Quarterly (Nov 2018, May 2019).</li> <li>• <b>1</b> Facebook and <b>13</b> Twitter posts about wasting less food.</li> <li>• <b>4</b> ESWL presentations.</li> <li>• <b>146</b> ESWLC pledges to reduce wasted food at home.</li> <li>• The Oregon City Farmers market piloted a new food storage, revival, and use-up tips for in season produce. These produce storage cards were specific to one type of produce, and were available for people to take at the info booth. Our goal was for these to be used by the farm stands themselves, but there were difficulties in promoting the outreach tool to them.</li> <li>• Due to a shift in our AmeriCorps's focus, we did not offer hands-on classes with OSU Extension on ways to waste less food. We focused on schools outreach, offering presentations to hundreds of students.</li> <li>• Food preservation and rescue resources from Gleaners of Clackamas County and the OSU Extension were included in the Reduce Wasted Food kit.</li> </ul>
<p>2) Promote the reduction of waste through reuse.</p> <p>a. Keep the Reuse flyer, which lists local and regional reuse-centered businesses, up-to-date and relevant.</p> <p>b. Lead and/or support Repair Fairs throughout the county.</p> <p>c. Work with county partners to establish a Library of Things</p>	<p style="text-align: center;">O</p> <p style="text-align: center;">O</p> <p style="text-align: center;">O</p>	<ul style="list-style-type: none"> <li>• <b>3</b> Facebook, <b>2</b> Twitter, and <b>2</b> Nextdoor posts about the upcoming Library of Things.</li> <li>• <b>1</b> article in #ClackCo Quarterly's Feb 2019 edition promoting the Library of Things and the reuse benefits of such a program.</li> <li>• <b>1</b> ad in #ClackCo Quarterly's Nov 2018 edition providing resources for donation of items.</li> <li>• <b>9</b> Repair Fairs.</li> <li>• <b>1</b> ad in #ClackCo Quarterly's Feb 2019 edition promoting Repair Fairs and listing upcoming dates</li> <li>• <b>8</b> Library of Things are planning to</li> </ul>

		launch in September 2019 (Oregon City, Milwaukie, Lake Oswego, West Linn, Wilsonville, Canby, Estacada/Hoodland, Sandy)
3) Support Master Recycler volunteers and the regional Master Recycler program. a. Promote the Master Recycler course. b. Provide opportunities for community outreach and payback hours. c. Support Master Recyclers in their own, self-directed community outreach efforts. d. Provide continued education opportunities.	C C C C	<ul style="list-style-type: none"> <li>• <b>1</b> ad in #ClackCo Quarterly's Feb 2019 edition, <b>3</b> Facebook, <b>39</b> Twitter, <b>2</b> Nextdoor, <b>1</b> webpage, <b>11</b> ads in city/community newsletters promoting the Master Recycler course. Those ads were in the Clackamas Review/Oregon City News, West Linn Tidings, Lake Oswego Review, Canby Herald, The Mountain Times x2, Gladstone City Newsletter, Happy Valley Monthly x2, Boones Ferry Messenger, Sandy Monthly Newsletter.</li> <li>• <b>1</b> Master Recycler course hosted in county each year.</li> <li>• <b>6</b> staff presentations and <b>1</b> staff member on a panel during the Master Recycler course.</li> <li>• <b>69</b> volunteer opportunities sponsored by the county and attended by Master Recyclers for fulfilment of their payback hours. (<b>10</b> with staff, <b>59</b> without)</li> <li>• <b>4</b> tabling topics available for Master Recyclers to check-out (Recycling, Green Cleaners, Wasted Food, and Textiles).</li> <li>• <b>3</b> presentations topics available to Master Recyclers (Recycling, Green cleaners, Wasted Food).</li> <li>• <b>1</b> refresher event held 5/30/19. <b>30</b> Master Recyclers attended.</li> <li>• <b>1</b> volunteer appreciation event held 9/20/18. <b>21</b> Master Recyclers attended.</li> </ul>

C. Multifamily Residential Recycling		
Activity Description	Status	Implementation Notes
1) Promote recycling outreach and education to property managers and residents at multifamily communities a. Educate property managers and residents through direct outreach, e-newsletters, events, flyers, magnets, mass mailings, and our website about recycling, including, but not limited to, curbside recycling, e-cycles, recycling depots, etc.	O	<ul style="list-style-type: none"> <li>• <b>207</b> communities received recycling information (e.g. flyers, e-newsletter, signs, bags, etc.)</li> <li>• <b>273</b> property managers and staff received the quarterly e-newsletter containing recycling hints, tips, and best practices (<b>132 people</b> from <b>128 multifamily communities</b> opened newsletters).</li> </ul>

<p>b. Offer presentations, door-to-door outreach, and tabling at events to promote recycling right to multifamily residents.</p> <p>c. Explore the possibility of a rating system for multifamily communities based on a number of factors that could indicate their use of waste reduction and recycling best practices.</p> <p>d. Mail postcard containing recycle guide to all addresses in the County, including all multifamily units.</p>	<p>O</p> <p>O</p> <p>N</p>	<ul style="list-style-type: none"> <li>• <b>1</b> mass mailing sent to property owners/managers at <b>522 communities</b> to promote recycling outreach and education at multifamily communities.</li> <li>• <b>23</b> communities distributed <b>1,032</b> plastic film/WRAP flyers to residents</li> <li>• <b>1,430</b> reusable recycling bags were distributed to property managers for residents at <b>29 communities</b>.</li> <li>• <b>44</b> multifamily communities received <b>26</b> presentations, <b>10</b> door-to-door outreach, <b>6</b> tabling or other interactive activity about recycling right (<b>5</b> door hangers).</li> <li>• Created and distributed <b>669</b> English and Spanish magnets to <b>16 multifamily communities</b> to promote recycling right.</li> <li>• A draft rating system has been created.</li> <li>• Recycle guide postcard mailed to all mailing addresses in the county, including multifamily units.</li> </ul>
<p>2) Provide technical assistance to multifamily communities.</p> <p>a. Offer assistance to communities that have not received assistance in the past two years.</p> <p>b. Target outreach to communities with missing service streams.</p> <p>c. Provide on-site assistance, as requested/needed.</p>	<p>O</p> <p>O</p> <p>O</p>	<ul style="list-style-type: none"> <li>• <b>137 communities</b> that had not received assistance in the past two years were visited and <b>69</b> of those received resources and/or assistance.</li> <li>• All remaining communities listed as missing a stream in the 2017 Multifamily Report have had their service levels verified: <ul style="list-style-type: none"> <li>○ 25/247 (10.1%) confirmed missing</li> <li>○ 10/247 (4%) one of alleged missing streams confirmed missing</li> <li>○ 162/247 (65.6%) confirmed stream(s) not missing</li> <li>○ 50/247 (20.2%) N/A (assisted living, duplicates, &lt;5 units, SF service, etc.)</li> </ul> </li> <li>• Updated database capabilities to track and export billing information. Unfortunately, the current database is unable to export service level data as desired.</li> </ul>
<p>3) Reach out to property management companies, especially those located in Clackamas County, to offer waste reduction and recycling outreach and assistance in a top-down approach.</p>	<p>R</p>	<ul style="list-style-type: none"> <li>• Contacted property management companies and offered to present to property managers, but all declined the offer. Instead, we have shared our Multifamily Regional Contacts flyer in our e-newsletter and with those property managers with whom we have worked closely. We also have a Master Recycler who works for a property management company who shared our information at a staff meeting.</li> </ul>
<p>4) Track assistance to low-income</p>		<ul style="list-style-type: none"> <li>• Equitable outreach provided to low-</li> </ul>

<p>communities to ensure, at least, equitable assistance.</p> <p>a. Identify low-income communities as identified in the State of Oregon’s “Affordable Housing Inventory in Oregon” database.</p> <p>b. Update the Multifamily Database to indicate current inventory of low-income communities.</p> <p>c. Target outreach to low-income communities through partnerships, cold calls, and mailings.</p>	<p>C</p> <p>C</p> <p>C</p>	<p>income communities:</p> <ul style="list-style-type: none"> <li>o <b>42/55 (76%)</b> of low-income communities have received outreach in the last 2yrs.</li> <li>o <b>288/674 (42.7%)</b> all multifamily communities have received outreach in the last 2yrs.</li> </ul> <ul style="list-style-type: none"> <li>• All of the eight (<b>8</b>) low-income communities with reported missing service for one or more recycling streams were visited: <ul style="list-style-type: none"> <li>o <b>3</b> had all streams</li> <li>o <b>2</b> had glass added on 10/18/18</li> <li>o <b>2</b> had glass added 1/29/19</li> <li>o <b>1</b> still missing</li> </ul> </li> </ul>
<p>5) Recruit and train an AmeriCorps member to collaborate with, and deliver recycling resources and services to low-income communities, including those associated with Northwest Housing Alternatives and Housing Authority of Clackamas County.</p> <p>a. Analyze existing service levels to identify communities that could benefit from increased service.</p> <p>b. Identify communities that could benefit from changes to infrastructure/equipment (better signage, repositioning of bins, etc.).</p> <p>c. Provide outreach to communities with adequate access – meet with property managers and/or resident service coordinators to develop strategies.</p>	<p>C</p> <p>C</p> <p>C</p>	<ul style="list-style-type: none"> <li>• AmeriCorps Member will hired, onboarded, and empowered to work with target communities.</li> <li>• AmeriCorps Member reached out to the <b>14</b> target communities to provide recycling support, and <b>7</b> collaborated to offer educational materials to residents.</li> <li>• AmeriCorps Member visited <b>53</b> multifamily communities to confirm streams and update decals when needed.</li> <li>• AmeriCorps Member worked with <b>13</b> additional low-income communities that are missing a recycling stream, haven’t been outreached to in the last five years, or both.</li> <li>• <b>9</b> additional communities received outreach from the outgoing AmeriCorps Member</li> </ul>

<b>D. Multifamily Residential Waste Prevention &amp; Reuse</b>		
<b>Activity Description</b>	<b>Status</b>	<b>Implementation Notes</b>
<p>1) Promote waste prevention, reuse, and repair to property managers and residents at multifamily communities.</p> <p>a. Educate property managers and residents through direct outreach, newsletters, events, mass mailings, and our website about waste prevention, including, but not limited to, information on junk mail reduction and wasted food prevention (Eat Smart, Waste Less), donation, reuse, repair, etc.</p> <p>b. Offer presentations, tabling at events, and movie screenings to promote waste reduction and reuse to multifamily residents.</p> <p>c. Notify property managers and provide flyers about upcoming Repair Fairs in their neighborhood.</p> <p>d. Explore the possibility of a rating system for multifamily communities based on a number of factors that could indicate their use of waste reduction and recycling best practices.</p>	<p>O</p> <p>O</p> <p>O</p> <p>O</p>	<ul style="list-style-type: none"> <li>• <b>179</b> communities received waste prevention information (e.g. flyers, junk mail kit, food waste reduction, e-newsletter, etc.)</li> <li>• <b>273</b> multifamily property managers and staff received quarterly e-newsletter that includes information about waste reduction (e.g. bulky waste donation, reuse, Energy Trust of Oregon, MetroPaint, etc.); <b>132</b> people from <b>128</b> multifamily communities <i>opened</i> at least 1 of the quarterly e-newsletters.</li> <li>• <b>1</b> mass mailing sent to property owners/managers at <b>522</b> multifamily communities to promote waste reduction and recycling outreach and education.</li> <li>• <b>44</b> multifamily communities received <b>26</b> presentations and received information about waste prevention, reuse, and repair through <b>6</b> tabling events, <b>10</b> door-to-door events, and <b>5</b> door hangers events.</li> <li>• <b>169</b> communities were emailed information about <b>8</b> Repair Fairs that took place near them.</li> <li>• A draft rating system has been created.</li> </ul>
<p>2) Promote waste reduction technical assistance program to multifamily property managers.</p> <p>a. Explore community reuse through share tables, magazine exchanges, book libraries, “For Free/Sale” bulletin boards, etc.</p> <p>b. Encourage property managers to call donation agencies to collect bulky waste if items are in good, working condition.</p> <p>c. Raise awareness among property managers that they should call their collector for pick-up of bulky waste items for disposal.</p> <p>d. Develop baseline information about how properties deal with bulky waste items.</p>	<p>R</p> <p>O</p> <p>O</p> <p>R</p>	<ul style="list-style-type: none"> <li>• Changes have been made to track reuse efforts in the multifamily database to identify efforts already taking place; however, the current process/reporting options don’t appear to properly capture/report the data.</li> <li>• Property managers at <b>11</b> communities have been encouraged to donate bulky waste, when appropriate; an additional <b>29</b> opened the e-newsletter encouraging the same.</li> <li>• Collaborated with a property manager at <b>3</b> low-income properties to collect bulky waste from residents during an event to discourage residents from dumping. Many small items were donated to a local thrift store, but few “bulky” items emerged.</li> </ul>
<p>3) Reach out to property management companies, especially those located in</p>	<p>R</p>	<ul style="list-style-type: none"> <li>• Contacted property management companies and offered to present to</li> </ul>

<p>Clackamas County, to offer waste reduction and recycling outreach and assistance in a top-down approach.</p>		<p>property managers, but all declined the offer. Instead, we have shared our Multifamily Regional Contacts flyer in our e-newsletter and with those property managers with whom we have worked closely. We also have a Master Recycler who works for a property management company who shared our information at a staff meeting.</p>
<p>4) Recruit and train an AmeriCorps member to collaborate with, and deliver waste reduction resources and services to low-income communities, including those associated with Northwest Housing Alternatives and Housing Authority of Clackamas County.</p> <p>a. Work with property managers and/or resident service coordinators to educate and promote waste reduction among residents.</p> <p>b. Provide on-site workshops for residents to encourage waste reduction, including wasted food prevention through Eat Smart, Waste Less, toxics reduction through green cleaner use, etc.</p> <p>c. Explore community reuse through share tables, magazine exchanges, book libraries, "For Free/Sale" bulletin boards, etc.</p>	<p>O</p> <p>O</p> <p>R</p>	<ul style="list-style-type: none"> <li>• <b>15</b> communities received information on waste reduction.</li> <li>• <b>10</b> communities received <b>12</b> interactive workshops for residents promoting waste reduction:             <ul style="list-style-type: none"> <li>○ <b>1</b> Green cleaner workshop</li> <li>○ <b>11</b> Reduce, Reuse, Recycle presentations</li> </ul> </li> <li>• Changes have been made to track reuse efforts in the multifamily database to identify efforts already taking place; however, the current process/reporting options don't appear to properly capture/report the data.</li> </ul>

<b>E. Construction &amp; Demolition Recycling</b>		
<b>Activity Description</b>	<b>Status</b>	<b>Implementation Notes</b>
<p>1) Distribute Metro Construction Salvage &amp; Recycling toolkits, when available at DTD lobby counter, local libraries, jurisdictions and relevant community events.</p>	<p>C/I</p>	<ul style="list-style-type: none"> <li>• Approximately <b>60</b> toolkits provided to the DTD lobby. This amount was less than expected due to the DTD lobby reconfiguration.</li> <li>• Local libraries and local jurisdictions within Clackamas County were not provided Toolkits.</li> </ul>
<p>2) Explore opportunities to repurpose DTD lobby screens to convey information and advisories about deconstruction, salvage, reuse, and recycling (e.g. asbestos, paint care, Habitat ReStores, etc.)</p>	<p>I</p>	<ul style="list-style-type: none"> <li>• This activity was delayed due to a remodeling project of the DTD lobby.</li> </ul>



<b>F. Construction &amp; Demolition Waste Prevention &amp; Reuse</b>		
<b>Activity Description</b>	<b>Status</b>	<b>Implementation Notes</b>
1) Continue to promote local businesses that accept and/or sell salvaged construction and demolition materials, building materials.	C/I	<ul style="list-style-type: none"> <li>• 1 ad about local reuse stores included within #ClackCo Quarterly's Nov 2018 edition.</li> <li>• 1 ad about Metro Paint in #ClackCo Quarterly's May 2019 edition.</li> <li>• The Metro Healthy Home Improvement cards, Metro Paint, Canby Habitat ReStore and Rebuilding Center brochures were provided at recycling and green cleaner tabling events throughout the county. The exact number was not tracked.</li> <li>• Approximately <b>30</b> each of the Metro Healthy Home Improvement cards, Metro Paint, Canby Habitat ReStore and Rebuilding Center brochures were handed out at the DTD Lobby. This number was less than expected due to the DTD Lobby Remodel.</li> </ul>
2) Work with Building Codes staff issuing permits to provide information about asbestos and Metro and DEQ requirements and new rules. Increase visibility of asbestos-related information in our permit lobby.	C/I	<ul style="list-style-type: none"> <li>• Asbestos-related information now included on our depot list (since Winter 2018).</li> <li>• Addition of asbestos-related information on our webpages were delayed due to a county-wide website update.</li> <li>• Approximately <b>100</b> asbestos informational handouts were distributed within the DTD permit lobby.</li> </ul>
3) Analyze the survey completed of other jurisdictions issuing building permits; summarize the processes and policies used by jurisdictions for building removal (and hazard mitigation) to explore potential for more consistent use of deconstruction and recovery of materials.	C/I	<ul style="list-style-type: none"> <li>• Survey completed</li> <li>• Rest of project put on hold due to the retirement of the Building Codes administrator.</li> </ul>
4) Inventory properties potentially subject to removal in buildout of the County's transportation capital improvement plan to identify opportunities for deconstruction.	I	<ul style="list-style-type: none"> <li>• Project put on hold due to the retirement of the Building Codes administrator.</li> </ul>

<b>G. Toxicity Reduction</b>		
<b>Activity Description</b>	<b>Status</b>	<b>Implementation Notes</b>
<p>5) Educate residents about the hazards of toxics, alternatives, and proper disposal.</p> <p>a. Provide information about Household Hazardous Waste and proper disposal.</p> <p>b. Promote the use of green cleaners.</p> <p>c. Promote the Metro Hazardous Waste Facilities for safe disposal of unwanted hazardous waste.</p> <p>d. Promote safe disposal of unwanted medication and medical sharps.</p>	<p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p> <p style="text-align: center;">○</p>	<ul style="list-style-type: none"> <li>• <b>3</b> ads in #ClackCo Quarterly's Nov 2018 and May 2019 editions.</li> <li>• <b>38</b> tabling events promoting the use of green cleaners, HHW, sharps, and unwanted medication.</li> <li>• We wanted to partner with the sheriff's office, WES, and public health to develop a joint flyer for disposal of unwanted medication, but did not get to that due to staff capacity, and the upcoming opportunity to have a joint webpage instead.</li> <li>• <b>3</b> green cleaner presentations. Two more were scheduled with Molalla Public Library, but no one attended.</li> <li>• <b>1,262</b> Green cleaner booklets distributed.</li> <li>• <b>1</b> Facebook and <b>1</b> Twitter post promoting the use of green cleaners and/or the proper disposal of toxics.</li> <li>• Information on Metro South's Hazardous Waste Facility is included on our Recycle Depot list and website.</li> <li>• <b>257</b> Healthy and Safe Metro coupon booklets distributed.</li> <li>• Information on Drug Take Back boxes included on our <a href="#">webpages</a>.</li> <li>• <b>98</b> Clackamas River Water Providers "How to Properly Dispose of Unwanted Medication" brochures distributed at community events.</li> <li>• <b>66</b> Metro "Safe Disposal of Medical Syringes" distributed at community events.</li> </ul>

<b>H. Other</b>		
<b>Activity Description</b>	<b>Status</b>	<b>Implementation Notes</b>
<p><b>1) Oregon Green Schools</b> Support the OGS program within schools.</p> <p>Provide information about how to reduce solid waste generated by schools and build momentum and excitement around issues of sustainability in schools.</p> <p>a. Reach out to known contacts within</p>	<p style="text-align: center;">○</p>	<ul style="list-style-type: none"> <li>• We invited new schools to certify, and worked with certified schools to recertify.</li> <li>• Certified <b>7</b> schools: <ul style="list-style-type: none"> <li>○ <b>3</b> brand-new certifications</li> <li>○ <b>3</b> advanced a level</li> <li>○ <b>1</b> recertified at current level</li> </ul> </li> <li>• <b>20</b> schools are in the process of</li> </ul>



<p>schools, school and district-level administrators, school boards and others to invite participation in the Oregon Green Schools program.</p> <p>b. Support schools through the process of becoming OGS certified.</p> <p>c. Support established green teams/encourage and support schools as they establish green teams. We will do this by providing “grab and go” activities for green team leaders. In addition, our \$500 grants can be used to pay staff to lead green teams after school hours.</p> <p>d. Conduct recycling and waste audits in schools and assist with waste reduction goals within schools.</p> <p>e. Celebrate green school certification within schools at assemblies.</p> <p>f. Recognize certified schools in one issue of Clack Co. Quarterly per year.</p> <p>g. Work with established Eco School Networks in West Linn and North Clackamas.</p> <p>h. <b>New:</b> Begin offering flexible certification mini grants of \$500 to help schools achieve the goals set as part of certification process.</p>	<p>certifying.</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p>	<p>During the 2018-2019 school year (SY), we worked with <b>39</b> schools to maintain or achieve OGS certification. We provided a stipend to two teachers at two different schools to lead student green teams.</p> <p>• We conducted <b>16</b> waste audits with students, and assisted schools with setting and achieving waste reduction goals following the audits.</p> <p>• <b>30%</b> of all Clackamas County schools are OGS certified.</p> <p>• More than <b>3,423</b> students participated in waste audits. This number is significantly higher than last year, even though we conducted fewer waste audits than last year. We changed the way we conduct lunch waste audits, which accounts for the increase. We now involve every student in the school in the lunch waste audit.</p> <p><b><u>Certified Oregon Green Schools</u></b> <b><u>(new or recertified schools in bold)</u></b></p> <ul style="list-style-type: none"> <li>• Carus School, Canby</li> <li>• Deep Creek Damascus School, Damascus</li> <li>• <b>Forest Hills, Lake Oswego</b></li> <li>• Hallinan, Lake Oswego</li> <li>• Lake Grove, Lake Oswego</li> <li>• <b>Lake Oswego High School, Lake Oswego</b></li> <li>• Lakeridge Jr. High, Lake Oswego</li> <li>• Oak Creek Elementary, Lake Oswego</li> <li>• River Grove, Lake Oswego</li> <li>• Westridge Elementary, Lake Oswego</li> <li>• Molalla Elementary, Molalla</li> <li>• Molalla High School, Molalla</li> <li>• Molalla River Middle School, Molalla</li> <li>• Ardenwald Elementary, Milwaukie</li> <li>• Cascade Heights Public Charter School, Clackamas</li> <li>• Linwood Elementary, Milwaukie</li> <li>• Milwaukie High School, Milwaukie</li> <li>• Oregon Trail Elementary, Happy Valley</li> <li>• Scouters Mountain, Happy Valley</li> <li>• Sojourner School, Milwaukie</li> <li>• Spring Mountain Elementary, Happy Valley</li> <li>• <b>Verne Duncan Elementary,</b></li> </ul>
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	<p><b>Milwaukie</b></p> <ul style="list-style-type: none"> <li>• Candy Lane Elementary, Oregon City</li> <li>• Jennings Lodge Elementary, Oregon City</li> <li>• <b>John McLoughlin Elementary, Oregon City</b></li> <li>• Oregon City Service Learning Academy, Oregon City</li> <li>• Redland Elementary, Oregon City</li> <li>• <b>Springwater Environmental Sciences School, Oregon City</b></li> <li>• Butte Creek School, Mt. Angel</li> <li>• Bolton Primary, West Linn</li> <li>• Cedaroak Park Primary, West Linn</li> <li>• Lowrie Primary, West Linn</li> <li>• Stafford Primary, West Linn</li> <li>• Trillium Creek Primary, Wilsonville</li> <li>• <b>Willamette Primary, West Linn</b></li> <li>• Wilsonville High School, Wilsonville</li> <li>• Columbia Academy, Wilsonville</li> <li>• North Clackamas Christian School, Oregon City</li> <li>• Portland Waldorf School, Milwaukie</li> <li>• St. John the Apostle School, Oregon City</li> <li>• <b>West Hills Montessori, Lake Oswego</b></li> </ul>
<p><b>2) Schools Mini-Grants</b>          Provide waste reduction mini-grants to applying schools. The purpose of this is to support waste reduction in schools throughout Clackamas County</p> <ul style="list-style-type: none"> <li>a. Review grant applications to make sure they support projects that are likely to reduce waste in schools.</li> <li>b. <b>New:</b> Create high quality/high impact mini grant templates to encourage schools to adopt certain projects (example: durable classroom party kits).</li> <li>c. <b>New:</b> Support up to 8 schools with milk dispenser(s) to promote packaging and milk waste reduction.</li> </ul>	<ul style="list-style-type: none"> <li>• During the 2018-2019 SY, we disbursed just over <b>\$40,250</b> in small grants to <b>19</b> schools.</li> <li>• We disbursed the grants in the following categories:             <ul style="list-style-type: none"> <li>○ Milk dispensers (<b>9</b>)</li> <li>○ School garden support (<b>3</b>)</li> <li>○ Green team leader stipend (<b>2</b>)</li> <li>○ Classroom party kits (<b>2</b>)</li> <li>○ Compost support (<b>2</b>)</li> <li>○ Durable silverware (<b>2</b>)</li> <li>○ General certification grant (<b>1</b>)</li> </ul> </li> <li>• Our new grant application template has helped to steer schools towards durables and compost support, which was a goal of ours. Our new grant application is easier to review and easier for schools to complete.</li> </ul>
<p><b>3) School Presentations</b>          Deliver classroom waste reduction presentations as requested. Provide information about how to reduce amount of solid waste generated by schools and students, engage and educate students.</p> <ul style="list-style-type: none"> <li>a. Present different actions for students</li> </ul>	<ul style="list-style-type: none"> <li>○ Delivered <b>137</b> classroom and assembly presentations to approximately <b>4,969</b> unduplicated youth.</li> <li>• <b>4,969</b> students pledged to begin practicing at least one waste reduction/prevention strategy.</li> </ul>

<p>to take to practice waste reduction in their daily lives.</p> <p>b. <b>New:</b> Offer food waste prevention presentations to all 4<sup>th</sup> grade classes throughout the county. Prioritize areas outside Metro boundary (Canby, Estacada, Molalla River, Oregon Trail, Colton).</p>	C	<ul style="list-style-type: none"> <li>• Included in the numbers above, we delivered <b>26</b> food waste prevention presentations to elementary classrooms. Of the 26, <b>6</b> were delivered outside of the Metro boundary.</li> </ul>
<p><b>4) Food Waste Prevention</b> Increase awareness of the problem of wasted food and provide information about practices that will decrease wasted food through classroom presentations, cafeteria waste audits, and the newly-created “An Apple Isn’t Just an Apple” workbook.</p> <p>a. Work with AmeriCorps member to develop plan for reaching kids and continue working with high school culinary programs on food waste prevention.</p> <p>b. Reach out to schools with culinary programs, with targeted outreach to schools with high free and reduced lunch populations.</p> <p>c. Schedule presentations in these classes to educate about ways food is wasted, and to provide food waste prevention strategies.</p> <p>d. <b>New:</b> Using the food waste reduction workbook, “An Apple Isn’t Just an Apple,” develop and deliver food waste prevention lessons to 3<sup>rd</sup> and 4<sup>th</sup> grade classrooms as requested.</p> <p>e. <b>New:</b> Translate “An Apple . . .” into Spanish to increase accessibility.</p> <p>f. <b>New:</b> Co-develop (with Clackamas County Environmental Health) a guidance document for school share tables to be distributed to districts.</p>	O O O O C O	<ul style="list-style-type: none"> <li>• Working with our AmeriCorps member, we developed: <ul style="list-style-type: none"> <li>○ a classroom activity and presentation for elementary students to accompany our food waste reduction workbook, “An Apple isn’t Just an Apple.”</li> <li>○ a general food waste prevention presentation for middle and high school students.</li> <li>○ a food waste prevention presentation for culinary students</li> </ul> </li> <li>• We presented the food waste prevention presentations to the following age groups: <ul style="list-style-type: none"> <li>○ Elementary: <b>26</b> presentations</li> <li>○ Middle: <b>52</b> presentations</li> <li>○ High: <b>6</b> presentations</li> </ul> </li> <li>• Middle and high school subject areas and number of presentations delivered to each: <ul style="list-style-type: none"> <li>○ Culinary: <b>1</b></li> <li>○ Food systems: <b>1</b></li> <li>○ Science: <b>54</b></li> <li>○ Social studies: <b>2</b></li> </ul> </li> <li>• We translated our workbook “An Apple...” into Spanish and offer it to schools and the public at tabling events.</li> <li>• We are working with Clackamas County Environmental Health to complete share table guidelines. This is an ongoing project.</li> </ul>
<p><b>5) School Recycling, Composting, and Waste Prevention Assistance</b> Provide recycling, composting, and waste prevention/reuse technical assistance to schools throughout Clackamas County in order to increase recycling and/or composting awareness and capability among students, school staff and faculty.</p> <p>a. Prepare and distribute annual waste reduction packet to all schools in Clackamas County in order to provide information about how to</p>	O	<ul style="list-style-type: none"> <li>• Each school in Clackamas County received a waste reduction packet, which included: <ul style="list-style-type: none"> <li>○ a “Yes/No” school recycling guide</li> <li>○ Description of presentations and technical assistance offered by the county</li> <li>○ Mini-grant application and information</li> </ul> </li> <li>• Distributed: <ul style="list-style-type: none"> <li>○ <b>109</b> blue bins</li> <li>○ <b>26</b> Brutes</li> </ul> </li> </ul>

<p>reduce solid waste generated by schools.</p> <p>b. Identify waste reduction opportunities for schools.</p> <p>c. Continue to refine list of best contact at each school to receive the annual packet.</p> <p>d. Reach out to schools to make them aware of the recycling assistance available. Methods for reaching schools include the “Clack Co Quarterly” publication, cold calls and e-newsletters.</p> <p>e. Provide recycling containers and signage on request.</p> <p>f. Provide annual yes/no recycling information to schools.</p> <p>g. Encourage reuse at schools. Examples include having a one-sided paper box in each classroom for students to use for note-taking or doodling, starting a Reuse Closet at the school for easy exchange of materials, hosting Halloween Costume Exchanges at schools to reduce the number of new costumes purchased, establishing a school supplies closet to organize and reuse supplies year to year.</p>	<p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p> <p>○</p>	<ul style="list-style-type: none"> <li>○ 7 bus tubs</li> <li>○ 36 ClearStream recyclers</li> <li>○ 995 clear stream bags</li> <li>○ 6 Slim Jim recycling containers</li> <li>● We encouraged schools to adopt reuse practices within their schools. We do not have an accurate count of how many schools implemented practices.</li> </ul>
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<b>I. Required Elements</b>		
Activity Description	Status	Implementation Notes
1. Demonstrate compliance with the Regional Service Standard (including individual jurisdictions within cooperatives).	○	<b>Note any changes in the attached RSS: Frequency of Service Table.</b> In Clackamas County, Estacada implemented recycling roll carts, replacing bins for mixed recycling.
2. Maintain or increase curbside recovery levels (total tons and per capita tons recovered and disposed).	○	Programmatically, communities within Clackamas County maintained availability of collection service for commercial and residential recoverable materials. The City of Estacada provided roll carts for mixed recycling, which may allow increased collection of recoverables. Wilsonville added commercial food scraps collection as a recognized service provided by their franchised collector. No jurisdictions added residential food scraps collection in the

		<p>prior year, though the service is available in Milwaukie and Lake Oswego. Clackamas County staff have been working with Gladstone and Oregon City staff to establish commercial food scraps collection (pursuant to the regional requirement).</p> <p>Recycling programs remain consistent in accepted materials, though external market forces have complicated recovery. Curbside recovery of deposit containers has decreased compared to prior years, offset by a significant increase in Bottle Bill recovery. (See ReTrak supplemental data for additional information.)</p>
<p>3. Participate in at least one regional waste reduction planning group.</p>	<p>O</p>	<p>Clackamas County participated in regional workgroups such as the Solid Waste Directors, Community &amp; Residential Education Workgroup (CREW), Commercial Workgroup (CWG), commercial food policy development, and meetings for multifamily program development. We also participate in monthly DEQ recycling market updates and conversations.</p>

**Recycle at Work****Administrative Information—Expenditures and Staffing**

Provide overall Recycle at Work expenditures to date and Metro Recycle at Work funds spent for the current program year (July 1 through June 30). List staff working on Recycle at Work, FTE, and source of funding for staff (Metro or local government).

Staffing for Recycle at Work activity was limited by a 0.5 FTE vacancy in 18-19 for about 10 months of the year, and by a vacancy on organics / food program development of about 0.75 FTE for about 6 months.

**Recycle at Work Expenditures (Including Commercial Organics Funds and Expenses)**

Labor: FY 18-19 Salaries & Benefits Costs Apportioned to RAW, Based on Actual Staffing	\$355,155
Overhead Costs Associated with RAW Labor	\$245,056
Mileage / Fleet (est.)	\$4,500
Program Expenses - Resources & Materials (resources, publications, marketing, decals, commercial food carts)	\$29,500
Total	\$634,211

**Funding**

Metro Regional Recycle at Work Funds	\$141,753
Metro Regional Organics Funds	\$90,772
County Funds	\$401,686

**Labor Details**

Program Staff	Title	RAW FTE	Months	Value (FTE x Fraction of Year x Annual Salary & Benefits)	Funding Source
Eben Polk	Supervisor	0.2	12	\$34,609	County
Kelly Stewart	Sr. Sustainability Analyst	1	12	\$138,492	County / RAW
Alex Mihm	Sustainability Analyst	1	12	\$95,514	Recycle At Work
Lisa Clifton	Sustainability Analyst	0.48	1	\$5,764	Recycle At Work
Nancy Nordman	Sustainability Analyst	0.48	1	\$5,764	Recycle At Work
Jaylen Schmitt	Sustainability Analyst	0.48	1	\$5,764	Recycle At Work
Emily Murkland	Sustainability Analyst	0.75	6	\$58,107	Recycle At Work
Stacy Ludington	Sustainability Analyst	0.1	12	\$11,141	County

**Total Adjusted** **\$355,155**  
**FTE: 2.8** (FTE x Fraction of Year, Summed)

Note: Our schools program provides a combination of technical assistance, waste reduction grants, support with Oregon Green Schools certification and Eco Schools Network groups, and education through presentations for students and teachers. Clackamas County does not manage it as part of Recycle at Work and this year did not include costs in the accounting above. In 17-18 schools program funding was shifted completely under County responsibility, with funding support from CCRRA at \$50,000 per year directed to Clackamas County to help underwrite costs. More schools in Oregon City, Canby, and North Clackamas districts adopted milk dispensers funded by the County.

Activity Measures

List all tasks from your jurisdiction’s approved FY 2018-19 plan in the table below, the current status of each and notes regarding the implementation of the task including any changes from the original plan. Include quantitative data when possible.

Status Key: (O) Ongoing (N) New (R) Revised (C) Complete

<b>Annual Outreach Plan Report</b>		
<b>Target audience, goals, and outreach strategy</b>	<b>Status</b>	<b>Implementation Notes</b>
Government Facilities (required)		
<b>Goal: Clackamas County and the cities within will be strong leaders in actively modeling sustainable business operations.</b>		
1. Update new-hire orientation training materials and intranet content with guidance and best practice information. <ul style="list-style-type: none"> <li>o Clackamas County Human Resources continues to distribute refreshed sustainability materials to all new hires.</li> </ul>	C/O	1. HR has relevant information that they include and distribute in new hire packets. The intranet has updated content as well.
2. Ensure internal BRR compliance, updating signage at waste stations and recycling centers, as needed. <ul style="list-style-type: none"> <li>o Actively promote recycling refresher trainings at staff meetings.</li> </ul>	C/O	2. The buildings observed during this fiscal year were BRR compliant. We also provided updated signage in areas that were needed and presented on recycling and sustainability at these locations: <ul style="list-style-type: none"> <li>o Transportation &amp; Maintenance (20 people)</li> <li>o Water Environment Services (50 people)</li> <li>o Housing Authority (35 people)</li> </ul>
3. Continue working with Facilities staff to maximize waste-reduction and recovery opportunities in county operations, including reviewing and discussing recycling access options for new construction and renovations.	O	3. In FY18-19 no new construction and renovation projects took place requiring a recycling infrastructure consultation. We continue to partner with Facilities on these issues where opportunities arise.



<p>4. Continue educating County employees about recycling, toxics reduction and waste prevention through the Wellness, Safety and Sustainability Fair and other all county communications.</p> <ul style="list-style-type: none"> <li>o Reach 300 county employees at our Wellness Fair table.</li> </ul>	<p>C/O</p>	<p>4. Staff supported several internal practices to reduce waste within county operations and educate employees. Some of these actions included:</p> <ul style="list-style-type: none"> <li>o A table focused on reducing toxins by cleaning with green cleaners, at the Wellness, Safety and Sustainability Fair, where <b>336</b> interactions occurred and batteries were collected.</li> <li>o We provided guidance and encouragement to the A-Team, a volunteer group that organizes the annual picnic and other employee activities and fundraisers, to minimize waste by using reusable dishes or encouraging attendees to bring their own.             <ul style="list-style-type: none"> <li>o Reusable dish carts were used for <b>32</b> events held at our Red Soils Campus.</li> <li>o The County's weekly all-staff email newsletter promoted topics such as surplus and reuse of office equipment, document shredding and proper disposal of prescriptions, collecting bottles and cans for charity, paperless pay statements, as well as promotion of the reusable dishware program for internal meetings.</li> </ul> </li> </ul>
<p>5. Continue developing stronger relationships with cities within the county and other government agencies.</p> <ul style="list-style-type: none"> <li>o Work with cities to keep their education materials (on the web and print) and new hire onboarding materials current.</li> <li>o Strengthen relationship with the community college and support their sustainability efforts.</li> <li>o Encourage more government agencies/departments to participate in Leaders in Sustainability (LiS).             <ul style="list-style-type: none"> <li>▪ One city or department or other government facility (such as DTD, H3S Clackamas Fire, or NCPRD) become LiS certified.</li> </ul> </li> </ul>	<p>C/O</p>	<p>5. We convened the Recycling Partnership several times this fiscal year in preparation for the adoption of food scraps policies. These meetings helped us build stronger connections for collaborative work, reestablish contacts for new business license lists and remind city contacts of our support.</p> <ul style="list-style-type: none"> <li>o The cities of <a href="#">Milwaukie</a> recently updated their external websites with refreshed recycling, waste reduction, and food waste reduction information. We will continue working on updates with the cities in FY19-20.</li> <li>o After initial interest at the beginning of the FY, staff at CCC showed little interest in advancing efforts.</li> <li>o There has been expanded interest in cities and departments within the count to pursue certification. Clackamas County's Department of Transportation &amp; Development, which include 11 subdivisions, is the furthest along in the process. DTD has completed the verification process, institute policies, and is pending announcement and final implementation.</li> </ul>

New Businesses (required)		
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**Goal: Establish and grow relationships with new and existing businesses.**



<p>Strategies:</p> <p>6. <b>Lead generation and partnership building</b> – build a stronger network of leads that help us find out about new businesses.</p> <ul style="list-style-type: none"> <li>○ Continue working with our partners (Collectors, Cities, Health Department, Internal Permits Department, and Chambers) to identify new businesses. Provide direct outreach to these businesses identified.</li> <li>○ Collaborate and develop information to include in our partners new business packets and ensure they remain stocked on informational flyers. <ul style="list-style-type: none"> <li>▪ Collaborate and create a new business packet with our Health Department and chambers.</li> </ul> </li> <li>○ Identify and strengthen partnerships with organizations (examples including Energy Trust of Oregon, water providers, CCC Small Business Program) to help identify new leads.</li> </ul>	C/O	<p>6. We received new business information from several of our collectors, multiple cities, the health department, Chamber e-newsletters, and developed a process with our internal Design Review team to receive notification of occupancy for the unincorporated area. Additionally, we updated BRR letters sent on behalf of several cities, and have a renewed internal process for notifying/verifying new businesses of BRR.</p> <ul style="list-style-type: none"> <li>○ We mailed over <b>200</b> letters to new businesses and verified <b>152</b>. We are in the process of verifying compliance with letters mailed in May/June.</li> <li>○ Two additional cities will be including BRR information in their new business packet and two Chambers have our informational brochures that they hand out to new members as well. However, our Health Department has yet to create a “New Business” Packet.</li> <li>○ We met regularly with the ETO, Clackamas River Water Providers, PGE, OFB, Health Inspectors, and WES staff to maintain strong relationships and familiarity with each other’s programs to collaborate on outreach efforts. These partnerships help us strengthen our team’s knowledge, provide insight into a business from a different perspective, and meet contacts within an organization that may have been challenging to find the right contact without. We have shadowed during walk-throughs and gone on ride-a-long’s with some of our partners. We will continue to collaborate and find opportunities to partner.</li> </ul>
<p>7. <b>Existing business education efforts</b></p>	C/O	<p>7. We selected a few industry types to</p>

<ul style="list-style-type: none"> <li>○ Work with the cities to include information in the business license renewal processes or other avenue annually. <ul style="list-style-type: none"> <li>▪ Establish connections with two additional cities in the County to receive new business lists and integrate education into annual processes.</li> </ul> </li>   <li>○ Re-establish relationships with large generators/PMs to educate staff and keep recycling streams clean. Provide them with free technical assistance and resources. <ul style="list-style-type: none"> <li>▪ Provide assistance to over 900 businesses and workplaces</li> <li>▪ Connect annually with property management companies and request trainings for their staff.</li> </ul> </li> </ul>	<p>focus on: churches, manufacturers, and property managers. In January we began connecting with churches and put together a list of good candidates, in tandem our partners at LOSN brought together an interfaith group of 15 churches and we participated and presented during their discussion. Several participants are working on LiS certification. In April, we hosted our first Green Manufacturers Meetup, convening 12 large companies (rep &gt;4000 employees) to discuss waste reduction, hard to recycle, reuse, certification and ongoing business-to-business connections. Several of these businesses have connected with each other and us since. Most are working toward certification, and several have found outlets for materials they were previously throwing away. In June, we sent a promotional email to PMs reminding them of our free tools and support. It's too early to tell the impact of this campaign.</p> <ul style="list-style-type: none"> <li>○ The Cities of Canby, Lake Oswego, and Oregon City provide information on BRR in their business license application processes. <ul style="list-style-type: none"> <li>▪ We re-established contact with the cities of Gladstone, Oregon City, and Wilsonville to get business license information. We're still waiting for business license information from the cities of Happy Valley, Molalla, and West Linn.</li> </ul> </li> <li>○ We put together two separate e-newsletter list serves with property managers and manufacturing contacts and sent recycling information, contamination reduction, and a reminder of our support to them.</li> <li>○ We provided assistance to over <b>650</b> unique businesses this year, with over <b>1,200</b> interactions. We delivered approximately <b>460</b> central collection containers, <b>1,320</b> deskside bins, <b>400</b> employee recycling guides, and <b>400</b> recycling posters, while providing <b>30</b></li> </ul>
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<p><b>8. Marketing effort –</b></p> <ul style="list-style-type: none"> <li>○ Develop a communications plan to target our intended audience utilizing social media, paid and earned media advertising, mailings, partner’s events, cold calling and newsletter content to draw businesses into requesting our technical assistance and providing deeper support. <ul style="list-style-type: none"> <li>▪ Expand case studies, highlighting best practices in waste reduction and recycling to share with businesses.</li> </ul> </li> </ul>	C/O	<p>recycling presentations that reached over <b>550</b> employees. We confirmed <b>250</b> businesses were BRR compliant. All jurisdictions receive a proportional level of assistance in their community from an advisor.</p> <p>8. We promoted our services in ads on FaceBook, paid ads in the Green Living Journal , (<a href="#">Fall</a>, <a href="#">Spring</a>), #ClackCo Quarterly (November 2018 and February 2019), <b>4</b> e-newsletters to ~300 recipients (25% open rate), social media posts on FB (6), and an ad in a weekly e-blast with the North Clackamas Chamber of Commerce, and general cold calling. Each of these outlets have helped more businesses become aware of our services and request assistance; however, it’s unclear which businesses called related to this promotion. We helped over 80 businesses adopt over 100 sustainable practices as a result of our assistance and in addition to our LiS certification, plan to feature more businesses and their successes/ testimonials on our website. We have begun collecting these stories.</p>
Target Businesses that are Underserved or Underrepresented (optional)		
<b>Goal: Reach more underserved and underrepresented businesses and employees.</b>		
<p>Strategies:</p> <p>9. Deepen relationships with organizations that work with Latino businesses and employees.</p> <p>10. Develop educational materials in collaboration with community partners. This could include leave behind flyers, how-to instructional posters, trainings and recycling refreshers and short instructional videos in Spanish.</p> <ul style="list-style-type: none"> <li>○ Develop outreach card highlighting interpretive services in multiple languages.</li> <li>○ Add resources on the web in Spanish.</li> </ul> <p>11. Increase bilingual (English/Spanish)</p>	<p>○</p> <p>○</p>	<p>9. We connected with several large janitorial companies to share recycling information in multiple languages with their staff.</p> <ul style="list-style-type: none"> <li>• Unfortunately, early in the FY, the business team lost a Spanish speaking staff person that was helping advance this work. However, we were able to add to our stock of educational materials. We developed a food scraps enclosure sign featuring 5 language, a recycle right posters targeted to food generators, created a translation card for outreach efforts, and provided <b>3</b> trainings to staff in Spanish with the support of other staff in our department.</li> </ul>

accessibility across program materials. <ul style="list-style-type: none"> <li>○ Provide 4 trainings in Spanish.</li> <li>○ Respond to request for assistance in Spanish.</li> </ul>	C/O	
Target Business Sectors, Institutions or Materials (optional)		
Other commercial waste prevention, or waste reduction activities (optional)		
<b>Goal: Continue to develop our green business recognition, Leaders in Sustainability.</b>		
Strategies:		
12. Create and target a business audience to use a one page abridged version of the checklist to allow easier access to basic certification.	C/O	12. We piloted the one-pager at our food scrap workshop and as an introduction piece at Green Team meetings. So far it seems to be helpful in luring businesses in to the process. We will continue to explore how to use this tool, mostly as a marketing piece.
13. Continue to use various media outlets to promote certified businesses, share successes and promote the program. Currently we work with our Chambers, Green Living Journal, #ClackCo Quarterly newspaper, social media, video and Green Business Directory website for spotlights.	C/O	13. We continue to diversify LiS promotion, using FaceBook and Twitter, video spotlights (1), featured in our quarterly e-newsletter, and are building out testimonials and case studies for our website and leave-behinds. Similar to the last few years, a feature article on LiS businesses was earned in the Clackamas Review, we featured newly re/certified list in the November issue of #ClackCo Quarterly.
14. Business to business opportunities – <ul style="list-style-type: none"> <li>○ Enhance mentorship program amongst LiS peers by creating more opportunities for businesses to connect with each other – newsletter, organize business-to-business learning opportunities that could include tours, advisors making direct connections or organizing an event to strengthen connections between our business leaders.</li> <li>○ Target a key business sector and helping create opportunities for that sector to work together on challenging materials or practices. <ul style="list-style-type: none"> <li>▪ The number of</li> </ul> </li> </ul>	C/O	14. We hosted several workshops this year that provided an opportunity for businesses to gather and learn from each other including; a food waste reduction workshop in Jan, a Hotel Kitchen workshop in Feb, were co-hosts of the Regional Green Business gathering in March, and a Green Manufacturing Meet-up in April. Businesses from several of these workshops have convened since we initially brought them together, taken tours of each other's facilities or organized tours of recycling facilities, and stay in touch to continue to learn from each other. <ul style="list-style-type: none"> <li>▪ There are <b>45</b> certified businesses. <b>10</b></li> </ul>

<p>businesses that are Leaders in Sustainability within the county continues to grow.</p> <ul style="list-style-type: none"> <li>▪ Create and distribute quarterly e-newsletters, aiming for 25% open rate.</li> <li>▪ Create two promotional videos spotlighting a LiS business and the practices they adopted.</li> </ul>		<p>new businesses certified and there are ~50 businesses working on the certification.</p> <ul style="list-style-type: none"> <li>▪ We distributed quarterly newsletters that received an average of 25% open rate, and increased the distribution list by 100 people.</li> <li>▪ We only produced <a href="#">one</a> promotional video made this year.</li> </ul>
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### Recycle at Work Narrative

#### Successes and challenges in waste reduction and recycling

As is typical, this year staff sought out and encountered businesses that were not set up with recycling or meeting BRR requirements. For example, The Cheesecake Factory and Stanley Infrastructure were discovered to be recycling cardboard only, an issue discovered and addressed by staff through on-site technical assistance. Also, Fred Meyer had “streamlined” their recycling efforts to only baled cardboard and mixed paper only, along with plastic wrap, but were not recycling non-deposit containers from any departments. We believe some of these changes have emerged because of global recycling markets, nationally managed accounts, and specifically confusion around which plastics are allowed. Media coverage on global recycling markets has helped sparked deeper conversations with many business champions and allowed for us to discuss prevention and reuse benefits beyond just recycling right. Additionally, we have seen an increase in requests for information and staff trainings to clarify which materials are accepted in recycling.

#### Leaders in Sustainability Recognition

The Leaders in Sustainability program continues to provide us with an opportunity to work in depth with an organization, build relationships, and help advance adoption of sustainable practices. We continue to search for ways to attract more businesses into the program and enhance our mentorship program for businesses to learn from each other. The program focuses on topics such as policy and employee engagement, materials management, water and energy conservation, transportation and community engagement / DEI. Businesses have used the process to build a green team, provide a structure to embed sustainable practices into the way they do business and culture, expand the sustainability effort beyond Clackamas County to their other offices across the region, market their work in a competitive marketplace, and brought more collaboration to a large organization. There are current **45** certified businesses representing over 3,800 employees in the county. A similar number of businesses are working on the certification checklist. We continue to hear from businesses they appreciate the value of the certification, local recognition, opportunities to learn from other businesses, and support from advisors. The checklist helps them identify what they have already accomplished, identify low hanging opportunities and create a plan.

**Technical Assistance Report**

Attach an Excel spreadsheet that includes the following information related to businesses assisted during the current program year (July 1 through June 30):

- Name and address of business.
- Contact type – new or ongoing.
- Type of assistance (resources delivered, onsite assistance, or phone/email).
- Dates of assistance.
- Description of assistance using key words (e.g., paper recycling, durable dishware).

**Compliance Actions Taken**

Provide the number of businesses that received code enforcement actions for non-compliance with the Business Recycling Requirements during the current program year (July 1 through June 30).

In FY 18-19 no businesses were the subject of code enforcement actions for non-compliance with the Business Recycling Requirements.

**Regional Service Standard: Frequency of Service Table  
2018-19**

Note and highlight all corrections/updates made to the table below.

\_\_\_\_\_ Check here if there have been **no changes**.

Jurisdiction	Recycling Collection Frequency		Recycling Container Size		Glass Collection Frequency		Yard Debris Collection Frequency		Yard Debris Container Size	
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural
Unin. Wash. Co.	EOW	EOW	96	96	EOW	EOW	EOW	N	60	N/A
Banks	EOW	N/A	90	N/A	EOW	N/A	EOW	N/A	60	N/A
Beaverton	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Cornelius	W	N/A	60	N/A	W	N/A	EOW	N/A	60	N/A
Durham	EOW	N/A	60/90	N/A	M	N/A	W	N/A	60	N/A
Forest Grove	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Gaston	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hillsboro	EOW	N/A	90	N/A	EOW	N/A	EOW	N/A	60	N/A
King City	EOW	N/A	96	N/A	EOW	N/A	EOW	N/A	60	N/A
North Plains	EOW	N/A	96	N/A	EOW	N/A	EOW	N/A	60	N/A
Sherwood	EOW	N/A	90	N/A	M	N/A	W	N/A	60	N/A
Tigard	W	N/A	96	N/A	M	N/A	EOW	N/A	60	N/A
Tualatin	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Unin. Clack. Co.	W	W	60/90	14/60/90	W	W	W	N	60	N
Barlow	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
Canby	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
Damascus	<del>W</del>	<del>W</del>	<del>60/90</del>	<del>60/90</del>	<del>W</del>	<del>W</del>	<del>W</del>	<del>N</del>	<del>60</del>	<del>N</del>
Estacada	W	N/A	60	N/A	W	N/A	N	N/A	N	N/A
Gladstone	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
Happy Valley	W	N/A	60/90	N/A	W	N/A	W	N/A	60	N/A
Johnson City	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
Lake Oswego	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Milwaukie	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Molalla	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
Oregon City	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
Rivergrove	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Sandy	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
West Linn	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A
Wilsonville	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Unin. Mult. Co. <sup>1</sup>	N/A	W/EOW	32/65/90	N/A	W/EOW		W	N/A	65	
Fairview	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Gresham	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Maywood Park	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Portland	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Troutdale	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A
Wood Village	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A



## Attachment D

### Local Government Annual Implementation Plan

Jurisdiction: Clackamas County

Contact: Eben Polk

#### I. Required Elements

##### Regional Service Standard: Single Family Residential

1. Demonstrate compliance with the regional service standard by completing/updating the table below. Highlighted jurisdictions indicate programs that are currently not in compliance with the Regional Service Standard.

Jurisdiction	Recycling Collection Frequency		Recycling Container Size		Glass Collection Frequency		Yard Debris Collection Frequency		Yard Debris Container Size		Alternative Program Approved	Resid FW
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Y/N	Y/N
<b>Uninc. Clackamas</b>	W	W	60/90	14/60/90	W	W	W	N	60	N	N/A	
<b>Barlow</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Canby</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Estacada</b>	W	N/A	60	N/A	W	N/A	N	N/A	N/A	N/A	N/A	
<b>Gladstone</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Happy Valley</b>	W	N/A	60/90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Johnson City</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Lake Oswego</b>	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A	N/A	Yes 2016
<b>Milwaukie</b>	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A	N/A	Yes 2017
<b>Molalla</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Oregon City</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Rivergrove</b>	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Sandy</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>West Linn</b>	W	N/A	90	N/A	W	N/A	W	N/A	60	N/A	N/A	
<b>Wilsonville</b>	W	N/A	60	N/A	W	N/A	W	N/A	60	N/A	N/A	

2. List materials collected in each jurisdiction.

In each jurisdiction, the single family recycling program accepts all the materials outlined in Reference Table 1: mixed recycling, glass bottles and jars, and motor oil. Yard debris is collected in all cities and unincorporated communities within the Metro urban growth boundary and the cities of Barlow, Canby, Molalla, and Sandy. City of Lake Oswego and City of Milwaukie both allow residential food scraps within yard debris containers.



3. Describe any variations from the regional service standard, exemptions and additional conditions in place.

None

4. Using the table below, demonstrate how you will meet the single family outreach and education minimum service standard. Include any outreach that exceeds the minimum standard.

#### Single Family Outreach and Education

Content	Audience	Distribution Method	Frequency
Provide information regarding waste prevention, reuse, recycling, and composting.	All waste generators		At least 4x/yr
ClackCo Quarterly (countywide newsletter reaching every mailing address and PO box quarterly) <ul style="list-style-type: none"> <li>• 1 article about the recycling system and/or relevant recycling news</li> <li>• 1 ad/article addressing contamination priorities identified in the regional Contamination Reduction Education Plan (CREP) and <i>RecycleorNot</i> website</li> <li>• 1 article promoting reuse</li> <li>• 2 Recycle Guides</li> <li>• 1 Depot List</li> <li>• 1 ad for Bottle Drop</li> <li>• 1 ad on Paint Care</li> <li>• 1 ad on Oregon E-Cycles</li> <li>• 1 ad promoting Eat Smart Waste Less (ESWL)</li> <li>• 1 ad promoting the Master Recycler course</li> <li>• 1 ad educating about Household Hazardous Waste (HHW) disposal</li> <li>• 1 ad/article about multifamily recycling               <ul style="list-style-type: none"> <li>• 1 article with Business examples of waste prevention, reuse, recycling and toxics reduction</li> <li>• 1 ad/article with Business food waste reduction information</li> </ul> </li> </ul>	All county addresses	Mail	3x/yr (our program will include content in at least three issues)
Offer ads, articles and recycling guide used within ClackCo Quarterly to member cities to include within their own publications, if desired.	Cooperative member cities	Mail, Online	3x/yr
Bill Insert or post card providing recycling information.	Garbage & recycling customers	Mail and/or electronic bill insert	1x/yr
Recycle Guide and Depot List available to all cooperative member cities and collectors for new customers as stated in our Code/Administrative	New and existing garbage	Mail, Online, In-person	Throughout the year

<p>Rules. Recycle Guide and Depot List also available online, and we encourage cities and collectors to link to our online resources on their own webpages. Available to both audiences in the following languages:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> <li>• Russian*</li> <li>• Vietnamese*</li> <li>• Simplified Chinese*</li> <li>• Korean*</li> <li>• Thai*</li> </ul> <p>(*Recycle Guide available but not Depot List in this language)</p>	customers; Cooperative member cities; Online users		
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators		Annually
<p>Clackamas County Fair - topics include</p> <ul style="list-style-type: none"> <li>• Recycle right</li> <li>• Reuse/repair/textiles</li> <li>• Eat Smart, Waste Less</li> <li>• Green cleaners</li> <li>• Water conservation</li> </ul>	Fairgoers	In-person	1x/yr
Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.	New customers		
<p>Recycle Guide and Depot List will continue to be provided to all cooperative city members and collectors for distribution to new customers per our Code/Administrative Rules. Recycle Guide and Depot List also available online, and we encourage cities and collectors to link to our online resources on their own webpages. Recycle Guide and Depot List are available in the following languages:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> <li>• Russian*</li> <li>• Vietnamese*</li> <li>• Simplified Chinese*</li> <li>• Korean*</li> <li>• Thai*</li> </ul> <p>(* Recycle Guide available but not Depot List)</p>	New and existing garbage customers; Cooperative city members; Online users	Mail, Online, In-person	Throughout the year
Recycle Guide, webpages, and/or Bill Insert provides information on the benefits of recycling.	New and existing garbage	Mail, Online, In-person	Throughout the year

	customers; Online users		
<b>Outreach and Education that Exceeds the Minimum Service Standard</b>			
<b>Content</b>	<b>Audience</b>	<b>Distribution Method</b>	<b>Frequency</b>
<b>Recycling</b>			
Recycle Guide and all relevant handouts/webpages will updated to reflect the regional CREP, including promotion of <i>Recycle or Not</i> message.	Staff	n/a	n/a
Review outreach materials provided by member cities and collectors for accuracy.	Staff	n/a	1x/yr
<b>4</b> or more city/community newsletters provide recycling information to include in their own publications.	Community members	Mail and/or electronic	1x/yr per newsletter
<b>4</b> or more Facebook, Twitter, or Nextdoor posts about recycling contamination and/or proper recycling.	Online users	Online	4x/yr
<b>1,000</b> up-to-date Recycle Guides with Depot lists distributed.	Community members	Events, collection companies, online, etc.	Throughout year
<i><u>NOTE: Depot lists and related outreach and education at events currently encourages plastic film take-back opportunities. These may be shaped by the potential statewide plastic bag ban and retailer reactions to a ban.</u></i>			
Recycle Guide available in <b>7</b> languages online (English, Spanish, Russian, Vietnamese, Simplified Chinese, Korean, Thai)	Community members	Events, collection companies, online, etc.	Available year-round
<b>1,000 or more</b> households receive recycling cart tags (Oops or Nice Job).	Households in study area	Cart tag	1 study
Plan developed to implement residential cart tagging throughout the county on a schedule.	Staff	n/a	n/a
<b>1 or more</b> Facebook, Twitter, or Nextdoor posts about the redemption of deposit containers.	Online users	Online	1x/yr
<b>1 or more</b> Facebook, Twitter, or Nextdoor posts to promote each featured contaminant outlined by CREP during the targeted timeline (plastic bags/wrap July – Dec '19; frozen food boxes Jan – Jun '20)	Online users	Online	1x+/yr for each item
<b>Backyard Composting</b>			

<b>1 or more</b> links to composting resources on our website.	Online users	Online	Available year-round
Research possibility of selling discounted Metro compost bins at a more convenient location for Clackamas County residents.	Staff	n/a	n/a
<b>Reuse and Waste Prevention</b>			
<b>10</b> community events will include the Reduce Wasted Food kit with ESWL materials.	Event goers	In-person	Throughout year
<b>1 or more</b> Facebook or Twitter posts about wasting less food.	Online users	Online	1x/yr
<b>3 or more</b> ESWL presentations.	Event goers	In-person	Throughout year
<b>100</b> ESWL pledges to reduce wasted food at home.	Event goers	In-person	Throughout year
<b>3</b> Farmers Markets offer information on wasting less food.	Event goers	In-person	Summer
<b>2</b> links to food preservation and rescue resources will be provided on our website and/or provided in relevant flyers as part of the Reduce Wasted Food kit.	Online users, event goers	Online, in-person	Throughout year
<b>1 or more</b> Facebook, Twitter, or Nextdoor posts about opportunities and resources to reduce waste and encourage reuse.	Online users	Online	1x/yr
<b>3 or more</b> Repair Fairs.	Event goers	In-person	3x/yr
<b>5 or more</b> Library of Things open.	Library patrons	In-person	Throughout year
Develop materials based on DEQ's Make Every Thread Count program on the environmental impacts of textiles for use at tabling events	Staff	n/a	n/a
<b>Master Recycler Support</b>			
<b>1</b> ad in ClackCo Quarterly, Facebook, Twitter, Nextdoor, e-newsletters, website, 4 city/community newsletters promoting the Master Recycler course.	All county addresses, online users	Mail, online	1x/yr per outlet
<b>1</b> Master Recycler course hosted in the county each year.	Master Recyclers	In-person	1x/yr
<b>4</b> staff presentations given during the Master Recycler course.	Staff	In-person	1x/yr
<b>10 or more</b> volunteer opportunities arranged/offered to Master Recyclers for fulfillment of their payback hours.	Master Recyclers	In-person	10x/yr
<b>3 or more</b> tabling topics available for Master Recyclers to check-out.	Master Recyclers	In-person	Throughout year

<b>3 or more</b> presentations topics available to Master Recyclers.	Master Recyclers	In-person	Throughout year
<b>1</b> refresher event for Master Recyclers to ask questions and get up-to-date information in preparation for the summer event season.	Master Recyclers	In-person	1x/yr
<b>1</b> volunteer appreciation event.	Master Recyclers	In-person	1x/yr
Explore other ways to show our appreciation to active Master Recyclers (rewards/recognition program, etc).	Staff	n/a	n/a
<b>Toxicity Reduction</b>			
<b>4 or more</b> tabling events promoting the use of green cleaners, HHW, sharps, and unwanted medication.	Event goers	In-person	4x/yr
Explore a partnership with Sheriff's Office, WES, and Public Health to develop a joint flyer and/or webpage for disposal of unwanted medication and sharps.	Staff	n/a	n/a
<b>4</b> green cleaner presentations.	Event goers	In-person	4x/yr
<b>300</b> Green cleaner booklets distributed.	Event goers	In-person	Throughout year
<b>1 or more</b> Facebook or Twitter posts promoting the use of green cleaners and/or the proper disposal of toxics.	Online users	Online	1x/yr
Information on Metro South's Hazardous Waste Facility included on our Recycle Depot list and website.	Staff	n/a	n/a
<b>150</b> Healthy and Safe Metro coupon booklets distributed.	Event goers	In-person, mail	Throughout year
Information on Drug Take Back boxes included on our Recycle Depot list and website.	Staff	n/a	n/a
<b>50</b> Clackamas River Water Providers "How to Properly Dispose of Unwanted Medication brochures distributed at community events.	Event goers	In-person	Throughout year
<b>50</b> Metro "Safe Disposal of Medical Syringes" distributed at community events.	Event goers	In-person	Throughout year

## Regional Service Standard: Multifamily Residential

1. Describe how you will meet or exceed the multifamily recycling minimum service standard.
  - Our multifamily recycling program accepts all of the materials outlined in Reference Table 3, including mixed recycling and glass bottles and jars. In addition,
    - Multifamily communities can add yard debris service for an additional fee.
    - We assist multifamily property managers in getting used motor oil picked up when found on-site.

We further meet or exceed the recycling minimum service standard as follows:

- Multifamily communities have no-less-than weekly collection (with the occasional exception for some compactors and glass carts).
  - We conduct site evaluations of multifamily communities on a drop-in and pre-scheduled basis to confirm the presence of bins for all streams, as well as to provide technical assistance (annual goal: **100+** communities).
  - We provide signage and decals for our staff and collection companies to use to clearly mark collection bins and enclosure areas, as needed.
  - We will continue to use our data on the available collection streams at multifamily properties (a ground-truthed version of the 2017 Multifamily Report’s list of “missing streams”) to ensure service is provided and outreach is conducted at those properties that had confirmed missing streams (often glass).
  - We work with the collector and property manager to start mixed recycling and/or glass service at communities we find are missing service (beyond those noted above – not all collectors participated in data sharing for the multifamily report).
2. Using the table below, demonstrate how you will meet the multifamily outreach and education minimum service standard. Include any outreach that exceeds the minimum standard.

### Multifamily Outreach and Education

Content	Audience	Distribution Method	Frequency
Provide information regarding waste prevention, reuse, recycling, and composting*.	All waste generators		At least 4x/yr
ClackCo Quarterly <ul style="list-style-type: none"> <li>• 1 article about the recycling system and/or relevant recycling news</li> <li>• 1 ad/article addressing CREP identified focus items and <i>RecycleorNot</i></li> <li>• 1 article promoting reuse</li> <li>• 2 Recycle Guides</li> <li>• 1 Depot List</li> <li>• 1 ad for Bottle Drop</li> <li>• 1 ad on Paint Care</li> <li>• 1 ad on Oregon E-Cycles</li> <li>• 1 ad promoting ESWL</li> <li>• 1 ad promoting the Master Recycler course</li> <li>• 1 ad educating about HHW disposal</li> </ul>	All county addresses	Mail	3x/yr

<ul style="list-style-type: none"> <li>• <b>1 ad/article about multifamily recycling</b></li> <li>• <b>1 article with Business examples of waste prevention, reuse, recycling and toxics reduction</b></li> <li>• <b>1 ad/article with Business food waste reduction information</b></li> </ul>			
<p>Clackamas County Fair - topics include</p> <ul style="list-style-type: none"> <li>• Recycle right</li> <li>• Reuse/repair</li> <li>• Eat Smart, Waste Less</li> <li>• Green cleaners</li> <li>• Water conservation</li> </ul>	Fairgoers	In-person	1x/yr
<p>Recycle Guide and Depot List available online in the following languages:</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> <li>• Russian*</li> <li>• Vietnamese*</li> <li>• Simplified Chinese*</li> <li>• Korean*</li> <li>• Thai*</li> </ul> <p>(* Recycle Guide available but not Depot List)</p>	Online users	Online	Throughout the year
<p>Multifamily-targeted Recycle Guide</p> <p><i>NOTE: When recycle guides are provided specifically for multifamily audiences we use a version that promotes reuse in the space allotted to yard debris guidance in the guide for single-family residents. Yard debris / composting service is extremely uncommon in multifamily communities in Clackamas County and not a part of the minimum service standard. Multifamily communities with on-site yard debris bins for residents' use receive a Recycle Guide with yard debris instructions.</i></p>	Residents at multifamily communities	In-person	As needed
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators		Annually
<p>ClackCo Quarterly</p> <ul style="list-style-type: none"> <li>• <b>1 article about the recycling system and/or relevant recycling news</b></li> <li>• <b>1 ad/article addressing CREP identified focus items and <i>Recycle or Not</i></b></li> <li>• <b>1 article promoting reuse</b></li> <li>• <b>2 Recycle Guides</b></li> <li>• <b>1 Depot List</b></li> <li>• <b>1 ad for Bottle Drop</b></li> <li>• <b>1 ad on Paint Care</b></li> <li>• <b>1 ad on Oregon E-Cycles</b></li> <li>• <b>1 ad promoting ESWL</b></li> </ul>	All county addresses	Mail	3x/yr

<ul style="list-style-type: none"> <li>• 1 ad promoting the Master Recycler course</li> <li>• 1 ad educating about HHW disposal</li> <li>• 1 ad/article about multifamily recycling</li> <li>• 1 article with Business examples of waste prevention, reuse, recycling and toxics reduction</li> <li>• 1 ad/article with Business food waste reduction information</li> </ul>			
<p>Clackamas County Fair - topics include</p> <ul style="list-style-type: none"> <li>• Recycle right</li> <li>• Reuse/repair/textiles</li> <li>• Eat Smart, Waste Less</li> <li>• Green cleaners</li> <li>• Water conservation</li> </ul>	Fairgoers	In-person	1x/yr
<p>Provide waste reduction and recycling educational and promotional information designed for and directed toward the residents of multifamily dwellings. Reminding residents of the opportunity to recycle, including the types of materials accepted and the proper preparation of the items.</p>	Multifamily residents		As frequently as necessary to be effective in reaching new residents and reminding existing residents.
<p>Give waste reduction and recycling resources:</p> <ul style="list-style-type: none"> <li>• Recycle guides/depot list</li> <li>• Recycle magnet</li> <li>• Reusable recycling bags (<b>750 bags</b>)</li> <li>• Brochures (HHW, sharps, film, paint, etc.)</li> </ul> <p>...directly to residents during community events or via property managers at move-in and at lease renewals at <b>150+</b> multifamily communities.</p>	Multifamily residents	In-person	As requested, as needed
<p>Attend at least <b>30</b> Multifamily Community Events</p> <ul style="list-style-type: none"> <li>• Door-to-door outreach</li> <li>• Presentations (Reduce-Reuse-Recycle, ESWL, Green Cleaners, etc.)</li> <li>• Tabling at pool parties</li> <li>• Other community events</li> </ul>	Multifamily residents	In-person	Throughout the year
<p>Update signage and stickers in recycling areas to indicate accepted items and proper bins at <b>50+</b> multifamily communities.</p>	Multifamily residents and staff	In-person	Throughout the year



Provide waste reduction and recycling educational and promotional information designed for and directed toward multifamily property owners and managers.	Multifamily owners and managers		At least annually
Multifamily Property Manager Mailer – reminder about Opportunity to Recycle requirements and service standard, resources/services offered, etc. sent to <b>500+</b> multifamily communities’ billing addresses and site address (if on-site office).	All multifamily property managers and owners on file	Mail	Annually
Quarterly multifamily property manager e-newsletter - deliver to <b>250+</b> email addresses – includes waste reduction and recycling reminders, hints, and tips (content can be copied and used in community newsletters to residents).	Multifamily property managers and owners	Electronic (MyEmma)	Quarterly
Provide technical assistance and/or resources to <b>50+</b> multifamily communities that have not received assistance in the past two years.	Multifamily property managers and owners	In-person	Throughout the year
<b>Outreach and Education that Exceeds the Minimum Service Standard</b>			
<b>Content</b>	<b>Audience</b>	<b>Distribution Method</b>	<b>Frequency</b>
Pilot MF grading system – provide feedback in letter grade form to property managers/owners of <b>20+</b> multifamily communities about the effectiveness of their recycling system based on a number of factors from enclosure location, cleanliness, signage, education, etc.	Multifamily property managers or owners	Mail / In-Person	Pilot (1x/yr)
Plastic Film Collection – when a property manager is interested, set up a collection bin for plastic film that staff/residents/Green Team can then take back to a store for recycling. <i>NOTE: outreach and education around plastic film take-back opportunities may be shaped by the potential statewide plastic bag ban and retailer reactions to a ban</i>	Multifamily property managers, owners, residents	In-Person	Throughout the year
Track and ensure equitable assistance to low-income communities as identified by the state “Affordable Housing Inventory in Oregon” database.	Multifamily property managers, residents	In-person	Throughout the year
Multifamily workshop/forum - promote technical assistance, services, and resources for staff and residents at <b>1+</b> local or multi-jurisdictional gathering, like green business gatherings; brainstorm MF solutions (bulky waste, waste reduction, education, etc.).	Multifamily property management companies, portfolio managers,	In-person	1x

	and property managers		
Promote reuse (book exchange, swap event [one-time or ongoing], garage sale, off-site donation vs disposal, etc.) at <b>50+</b> multifamily communities.	Multifamily property managers	E-newsletter; In-person	Throughout the year
Promote Repair Fairs – send emails to local multifamily communities about <b>3+</b> upcoming repair fairs in their neighborhood (info/flyers provided to share with residents).	Multifamily property managers	Email	Throughout the year
Share regional multifamily contacts flyer in <b>1+</b> quarterly multifamily property manager e-newsletter.	Multifamily property managers	E-newsletter	At least 1x/yr
Recruit and train an AmeriCorps member to collaborate with, and deliver resources/services (including <b>10+</b> presentations or interactive events about Reduce-Reuse-Recycle, ESWL, Green Cleaners) to <b>25+</b> multifamily communities located in target census tracts (high-density low-income or non-English speaking).	Multifamily property managers, owners, residents	In-person	Throughout the year

### Regional Service Standard: Businesses

1. Describe how you will meet or exceed the business recycling minimum service standard.

In each jurisdiction in Clackamas County, the commercial recycling program accepts all the materials outlined in Reference Table 5: mixed recycling and glass bottles and jars. These materials are clearly indicated in recycling guidance distributed to commercial customers through a variety of means. In some limited cases our team has promoted the recovery of additional materials through custom arrangements with a franchised collector or another business, such as plastic film or styrene. Some of these arrangements do not rely on franchised collection.

2. Using the table below, demonstrate how you will meet the business outreach and education minimum service standard. Include any outreach that exceeds the minimum standard.

#### Business Outreach and Education

Content	Audience	Distribution Method	Frequency
Provide information regarding waste prevention, reuse, recycling, composting	All existing waste generators		At least 4x/yr
ClackCo Quarterly <ul style="list-style-type: none"> <li>• <b>1</b> article about the recycling system and/or relevant recycling news</li> <li>• <b>1</b> ad/article addressing CREP identified focus items and <i>Recycle or Not</i></li> <li>• <b>1</b> article promoting reuse</li> <li>• <b>2</b> Recycle Guides</li> </ul>	All county addresses	Mail	3x/year

<ul style="list-style-type: none"> <li>• 1 Depot List</li> <li>• 1 ad for Bottle Drop</li> <li>• 1 ad on Paint Care</li> <li>• 1 ad on Oregon E-Cycles</li> <li>• 1 ad promoting ESWL</li> <li>• 1 ad promoting the Master Recycler course</li> <li>• 1 ad educating about HHW disposal</li> <li>• 1 ad/article about multifamily recycling <ul style="list-style-type: none"> <li>• 1 article with Business examples of waste prevention, reuse, recycling and toxics reduction</li> <li>• 1 ad/article with Business food waste reduction information</li> </ul> </li> </ul>			
Bill Insert or post card providing recycling information.	Garbage customers	Mail and/or electronic bill insert	1x/yr
Recycle Guide and Depot List provided to all collectors for distribution to new customers as stated in our Code/Administrative Rules. Recycle Guide and Depot List also available <a href="#">online</a> . Recycle Guide and Depot List available in the following languages: <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> <li>• Russian*</li> <li>• Vietnamese*</li> <li>• Simplified Chinese*</li> <li>• Korean*</li> <li>• Thai*</li> </ul> (* Recycle Guide available, but not Depot List)	New and existing garbage customers	Mail and/or electronic bill insert	1x/yr
<b>10+</b> Social media posts (Facebook, Instagram, Twitter, Nextdoor) about recycling, waste reduction, deposit containers, green cleaners, ESWL, FWSWM, etc.	Online users	Online	Throughout the year
<b>5+</b> Print media ads (chamber ads, local newspaper ads, community newsletters, etc.) about waste prevention, recycling, and program resources/services.	Community members	Print	Throughout the year
Quarterly e-newsletters featuring topics such as recycling right, learning from peers, news articles, and employee engagement - deliver to <b>300+</b> email addresses	Workplaces	Email	Quarterly
Workplace trainings and presentations on waste reduction, recycling right, sustainable practice adoption	Workplaces	In-person	By request

Mailer to existing businesses, and in-person follow-up reminding businesses about BRR, resources/services offered, and benefits of waste reduction. Reach <b>200+</b> businesses that have not received assistance in past two years.	Workplace owners/managers	In-person	Throughout the year
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators		Annually
Clackamas County Fair, topics include: <ul style="list-style-type: none"> <li>• Recycle right</li> <li>• Reuse/repair</li> <li>• Eat Smart, Waste Less</li> <li>• Green cleaners</li> <li>• Waste prevention</li> </ul>	Fairgoers	In-person	1x/yr
Business to business events, topics to include: <ul style="list-style-type: none"> <li>• Waste reduction/prevention, recycling, certification, mentorship (Examples include Regional Green Business Gathering, Coffee talk style)</li> </ul>	Event goers	Event	2x/yr
Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.	New customers		
Recycle Guide and Depot List provided to all collectors for distribution to new customers as stated in our Code/Administrative Rules. Recycle Guide and Depot List also available <a href="#">online</a> . Recycle Guide and Depot List available in the following languages: <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> <li>• Russian*</li> <li>• Vietnamese*</li> <li>• Simplified Chinese*</li> <li>• Korean*</li> <li>• Thai*</li> </ul> (* Recycle Guide available, but not Depot List)	New and existing garbage customers	Mail and/or electronic bill insert	1x/yr
Recycle Guide, webpages, and/or Bill Insert provides information on the benefits of recycling.	New and existing garbage customers; Online users	Mail, online, in-person	Throughout the year
Notification Letter to New Businesses containing information related to BRR (materials collected for recycling, free support	New Businesses	Mail, in-person, and	Quarterly

and supplies and <a href="#">online form</a> to request services/materials, and an explanation of the reasons to recycle).		email follow-up	
Update signage and stickers in recycling areas to indicate accepted items and proper bins at <b>50+</b> business properties.	Users of enclosure	In-person	Throughout the year
New Recycle Guide – examples <a href="#">here</a>	Workplaces	In person, <a href="#">online download</a> or email	Ongoing throughout the year

### Business Recycling Requirement

1. Demonstrate compliance with the business recycling requirement by completing the table below.

Required Action	Local Government Program
Establish a method for ensuring business compliance with the requirement.	New businesses are identified through a combination of: city business license data, new account information from franchised collectors, and observations in the field by technical assistance staff. Our New Business Protocol includes mailing a notification letter requesting verification of compliance in online survey, reviewing survey results, and following up with in-person verification.
Exempt businesses from compliance.	The County or a city may exempt a business that provides access to county technical assistance staff and demonstrates, in the determination of the County or a city that they cannot comply. At present there are no such formal exemptions in place.
Send notice to businesses outlining the requirements and how to receive assistance.	Clackamas County sends a New Business Letter to any identified new business throughout the county with the exception of the City of Estacada. The letter describes the business recycling requirements, directs businesses to complete an online survey to identify their compliance, and offers resources and assistance for compliance.
Enforcement method.	With the exception of Estacada, which has not adopted a Business Recycling Requirement, each jurisdiction in Clackamas County is responsible for enforcement. If multiple technical assistance attempts fail after a business is notified, then Clackamas County technical assistance staff would prepare and submit information about the compliance situation with the county or city code enforcement staff, and city staff representing solid waste and recycling issues. For unincorporated Clackamas County, the county code Title 10,

	10.03.145 Business Recycling Requirement allows for enforcement actions as a Priority 1 Violation. At present there are no enforcement cases.
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## Business Food Waste Requirement

*Due February 2020.*

## II. Business Technical Assistance and Outreach

### Business Recycling Requirement

Provide a narrative that demonstrates the following:

1. Local jurisdiction has hired staff or contractors whose primary responsibilities and duties are to provide technical assistance and Business Recycling Requirement compliance services to businesses.
2. A strategy for targeting and recruiting businesses for Recycle at Work assistance.
3. A description of the compliance program for the Business Recycling Requirement consistent with Section 2.6 of the administrative procedures for Metro Code Chapter 5.10.

Business technical assistance and Business Recycling Requirement compliance, referred to here as the Recycle at Work program, is implemented through Clackamas County's Sustainability & Solid Waste Program, housed in the Department of Transportation & Development. The program, supported in part through regional RAW funding, provides technical assistance to businesses on waste prevention, recycling, toxics reduction and resource conservation. We have integrated commercial food waste technical assistance over the last several years as most cities and the urban unincorporated areas were offered commercial food scraps collection. In identifying businesses to assist we emphasize food waste opportunities. We continue to integrate food waste assistance and skills within the team assigned to the commercial sector, observing that for many businesses, food waste is not a separate issue, it is part of their holistic efforts to reduce waste and adopt more sustainable practices.

In FY 19-20 the program is budgeted to be staffed by three staff, at 2.4 FTE, all of whose primary duties and responsibility is commercial technical assistance and BRR compliance. These staff will continue providing onsite technical assistance in the adoption of waste reduction and sustainability practices and Business Recycling Requirement compliance services to businesses. In addition, Metro resources help fund an additional staff person who is focused on food program development in the commercial sector, including food donation development, compost enrollment and food waste reduction and whose work, when assisting businesses, also qualifies within this area. This staff person also coordinates commercial enclosure design review. Finally, as the regional food scraps collection requirement unfolds, the County's budget includes funding for another new staff person dedicated to food program development, focused on implementing the requirement. As local ordinances go into effect the entire commercial technical assistance team will participate in notifying and enrolling businesses subject to a requirement.

Our strategy to target and recruit businesses for technical assistance is multi-faceted: We track assistance by city to ensure a fair share of our effort is directed to each community.

We generate leads through new businesses licenses reported by cities, new customer lists from franchised collectors, building permit applications in unincorporated areas, cold calls, visits to local chamber meetings, outreach to community partners, and advertisements in print publications such as the county’s newsletter, Green Living Journal, and city newsletters, when available. We also advertise and recruit for participation in our green business certification program, Leaders in Sustainability (LiS). We feature certain businesses that are models for others in written publications and occasionally in a video.

Clackamas County’s Sustainability Analysts will continue to support regional outreach campaigns that entail the commercial sector and utilize the tools and resources developed by the regional Commercial Work Group (CWG). Staff will attend specialist roundtables and participate in any training activities developed.

We use our database and the County’s performance measurement program called Performance Clackamas to track consultations, BRR compliance, and the adoption of new practices in several areas (waste reduction, energy or water conservation, or food waste).

Compliance with Business Recycling Requirements (BRR) ultimately rests with the local jurisdiction in which a business’s address falls. Clackamas County Sustainability & Solid Waste supports business compliance in unincorporated Clackamas and participating incorporated cities by providing technical assistance and notification to businesses we encounter that do not meet the requirement. Such businesses, and new businesses in the community, receive a letter outlining their requirements under BRR. Businesses that are not recycling according to a local government’s requirement and do not accept assistance may be referred to the city or county’s code compliance program. For unincorporated Clackamas County, the county code Title 10, 10.03.145 Business Recycling Requirement allows for enforcement actions as a Priority 1 Violation.

Complete the following table listing specific efforts planned for completion during this fiscal year.

<b>Recycle at Work Annual Outreach Plan</b>	
<b>Target audience, goals, and outreach strategy</b>	<b>Planned Efforts</b>
Government Facilities (required)	Continue advocating for additional waste prevention activities in internal operations.
	<ol style="list-style-type: none"> <li>1. Update new-hire orientation training materials, including to develop and deliver a 10-minute presentation that includes guidance and best practice information.</li> <li>2. Ensure internal Business Recycling Requirement compliance, updating signage at waste stations and recycling centers, as needed.                             <ul style="list-style-type: none"> <li>o Actively promote recycling refresher trainings at staff meetings.</li> </ul> </li> <li>3. Continue working with Facilities staff to maximize waste-reduction and recovery opportunities in county operations, including reviewing and discussing recycling access options for new construction and renovations.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Continue educating County employees about recycling, toxics reduction and waste prevention through the Wellness, Safety and Sustainability Fair and other all county communications.             <ul style="list-style-type: none"> <li>○ Reach <b>300</b> county employees at our Wellness Fair table</li> </ul> </li> <li>5. Continue developing stronger relationships with cities within the county and other government agencies.             <ul style="list-style-type: none"> <li>○ Work with cities to keep their education materials (on the web and print) and new hire onboarding materials current.</li> <li>○ Encourage more government agencies and departments to participate in Leaders in Sustainability (LiS) with a goal to get one city, department or other government facility (such as H3S Clackamas Fire, or NCPRD) to become LiS certified.</li> </ul> </li> </ol>
New Businesses (required)	Provide assistance to over 700 new and existing businesses and workplaces.
	<ol style="list-style-type: none"> <li>6. <b>Lead generation and partnership building</b> – maintain a stronger network of leads that help us find out about new businesses.             <ul style="list-style-type: none"> <li>● Continue working with our partners (Collectors, Cities, Health Department, Internal Permits Department, and Chambers of Commerce) to identify new businesses. Mail letters and provide direct outreach to these businesses identified.</li> <li>● Collaborate and develop information to include in our partner’s new business packets and ensure they remain stocked on informational flyers.</li> <li>● Identify and strengthen partnerships with organizations (examples including Energy Trust of Oregon, water providers, CCC Small Business Program) to help identify new leads.</li> </ul> </li> <li>7. <b>Existing business education efforts</b> –             <ul style="list-style-type: none"> <li>○ Work with the cities to include information in the business license renewal processes or other avenue annually.</li> <li>○ Maintain or reestablish relationships with large generators/ PMs to educate staff and keep recycling streams clean. Provide them with free technical assistance and resources.</li> <li>○ Target a percentage of businesses we haven’t connected with in a long time about BRR and our free assistance.</li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>○ Include recycling information and our assistance in a bill insert to all commercial garbage customers.</li> </ul> <p>8. <b>Marketing efforts</b> – target our intended audiences utilizing social media, paid and earned media advertising, mailings, partner’s events, cold calling and newsletter content to draw businesses into requesting our technical assistance and providing deeper support.</p> <p>9. Expand case statements and testimonials, highlighting best practices in waste reduction and recycling to share with businesses.</p>
<p>Target Businesses that are Underserved or Underrepresented (optional)</p>	
	<p>10. Deepen relationships with organizations that work with Latino businesses and employees.</p> <p>11. Make educational materials in other languages more accessible. This could include creating additional leave behind flyers, how-to instructional posters, trainings and recycling refreshers and short instructional videos in Spanish or other identified languages.</p> <ul style="list-style-type: none"> <li>○ Develop a protocol for the interpreter cards and pilot their use.</li> <li>○ Add resources on the web in Spanish.</li> <li>○ Respond to requests for assistance in Spanish.</li> </ul>
<p>Target Business Sectors, Institutions or Materials (optional)</p>	
	<ul style="list-style-type: none"> <li>● Conduct <b>2</b> targeted campaigns among retirement communities, churches, or manufacturers, aiming for approximately <b>50</b> businesses each, based on specific industry types or size of organization reminding them of BRR, our services, and promote participation in LiS.</li> </ul>
<p>Other commercial waste prevention, or waste reduction activities (optional)</p>	<p>Continue to develop and grow our green business recognition program, <b>Leaders in Sustainability</b></p>
	<ul style="list-style-type: none"> <li>● Use various media outlets to promote certified businesses, share successes and promote the program. Currently we work with our Chambers, Green Living Journal, ClackCo Quarterly newspaper, social media, video and Green Business Directory website for spotlights.             <ul style="list-style-type: none"> <li>○ Create and distribute quarterly e-newsletters, aiming for <b>25%</b> open rate</li> <li>○ Create two promotional videos spotlighting a LiS business and the practices they adopted.</li> <li>○ Post success stories on social media channels</li> </ul> </li> </ul> <p><b>12. Business to business opportunities</b> –</p> <ul style="list-style-type: none"> <li>○ Enhance mentorship program amongst LiS peers by creating more opportunities for businesses to</li> </ul>

	<p>connect/learn from each other – e-newsletter, organize business-to-business learning opportunities that could include tours or organizing events that would strengthen connections between our business leaders.</p> <ul style="list-style-type: none"><li>○ Target a key business sector and help create opportunities for that sector to work together on challenging materials or practices.</li></ul>
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### Business Food Waste Requirement

1. Local jurisdiction has hired staff or contractors whose primary responsibilities and duties are to provide technical assistance and Business Recycling Requirement compliance services to businesses.
2. Complete Attachment B by February 2020.

### III. Cooperative Regional Priority Initiatives and Programs

#### Contamination Reduction Education Plan

Describe how your jurisdiction will implement the following outreach and education initiatives:

- Incorporate Recycle or Not messages and content into existing English and Spanish language recycling education programs and activities, including online resources and customer feedback communication conducted by local haulers ('oops' cart tags), to ensure consistency with regional contamination reduction messages.
- Promote the featured contaminants: plastic bags and plastic wrap from July to December 2019 and frozen food boxes from January to June 2020.
- Link to and promote the Recycle or Not English and Spanish language websites.

The Recycle or Not messages will be incorporated into our English and Spanish Recycle Guides, which are available at events throughout the year, online, and provided to local haulers for distribution to new and existing customers. The Recycle or Not messages will also be promoted on our webpages, through social media, and the printed county-wide newsletter, ClackCo Quarterly. Cart tagging projects will also include Recycle or Not messaging while continuing to use up our current stock of cart tags, possibly by adding an additional information sticker encouraging people to check out RecycleorNot.org.

ClackCo Quarterly, social media, and our webpages will promote the featured contaminants on the schedule outlined in CREP, and the RecycleorNot.org webpages will be promoted on our webpage.

#### Multifamily Program Improvements

Describe how your jurisdiction will actively participate in and commit to the following:

- *Design and testing of regional signage (posters, stickers, decals) for multifamily bins.*

We support and plan to participate in a collaborative, regional effort to design and test regional signage for multifamily bins and recycling areas/rooms/enclosures. Our multifamily representative will meet with other local jurisdictions multifamily representatives to cooperatively advance regional signage.

We believe that decal design should follow evidence-based approach on best practices for design (including a mix of pictures and words), meet accessibility needs for each community, provide opportunities for customers and community members to learn relevant terminology, and provide a consistent look across jurisdictions, while allowing for minor customizations.

- *Design and pilot test approaches for multifamily bulky waste collection.*

We are in support of a collaborative approach and are interested and excited in piloting new approaches to improve bulky waste collection at multifamily communities. We are researching the potential for a workshop in Clackamas County pulling together property managers for a focus group assessing bulky waste, recycling services, potentially offering a one-time discount on a garbage bill for participation.

- *Creation of a regional approach to enclosure design requirement or a new model ordinance to support effective multifamily enclosure design.*

Clackamas County has a robust enclosure ordinance and is committed to participating in regional conversations about the creation of a revised model ordinance that could support effective multifamily enclosure design, and to supporting our cities and their staff in participating. We believe that because enclosures and the collection they serve are the province of local governments, that the process to identify and vet enclosure design elements should be substantially led at the local level to encourage stronger local capacities, and that such an approach can yield consistency through Metro’s participation and support.

## IV. Additional Programs

### School Outreach and Assistance

Clackamas County devotes 0.65 FTE to school outreach, education, and assistance. Funding for schools outreach comes primarily from franchise fees and the Clackamas County Refuse and Recycling Association (CCRRA).

School Outreach Plan	
Target audience, goals, and outreach strategy	Planned Efforts
<p><b>School recycling, composting, and waste prevention assistance</b></p>	<p>Provide recycling, composting, and waste prevention/reuse technical assistance to schools throughout Clackamas County in order to increase recycling and /or composting awareness and capability among students, school staff and faculty.</p> <ul style="list-style-type: none"> <li>a) Prepare and distribute annual waste reduction packet to all schools in Clackamas County in order to provide information about how to reduce solid waste generated by schools.</li> <li>b) Identify waste reduction opportunities for schools.</li> <li>c) Continue to refine list of best contact at each school to receive the annual packet.</li> <li>d) Reach out to schools to make them aware of the recycling assistance available. Methods for reaching schools include the “Clack Co Quarterly” publication, cold calls and e-newsletters.</li> <li>e) Provide recycling containers and signage on request.</li> <li>f) Provide annual yes/no recycling information to schools.</li> <li>g) Encourage reuse at schools. Examples include having a one-sided-paper box in each classroom for students to use for note-taking or doodling, starting a Reuse Closet at the school for easy exchange of materials, hosting Halloween Costume Exchanges at schools to reduce the number of new costumes purchased, establishing a school supplies closet to organize and reuse supplies year to year.</li> <li><b>h) Goal: Provide technical assistance to a minimum of 75 schools.</b></li> </ul>

<b>Identify new schools</b>	Refine list of schools in Clackamas County by checking state directory and district websites.
<b>Low income schools (Title 1)</b>	<p>Track assistance to low income schools as defined by Title 1 status to ensure equitable service is provided throughout the county.</p> <ul style="list-style-type: none"> <li>a) Target outreach to Title 1 schools through cold calls and mailings.</li> <li>b) Refine Title 1 list annually.</li> <li>c) <b>Goal: Provide an equitable amount of service to Title 1 schools.</b></li> </ul>
<b>High school engagement</b>	<p>The Oregon Green Schools program recognizes an opportunity to deepen its engagement with high school students. Building off our success with a small high school summit in the spring of 2019, we plan to focus efforts on high school student engagement by hosting additional high school summits and exploring other high school leadership opportunities.</p> <p><b>Goal: Host a high school summit in the Metro area and facilitate similar summits in the Eugene and Bend areas.</b></p>
<b>Food waste prevention</b>	<p><b>School food share:</b> Schools may collect and share wrapped, uneaten food that has been served to students as long as they follow specific guidelines. We will work with schools to identify shareable foods and outlets for that food. Some schools share food in a variety of ways, which include:</p> <ul style="list-style-type: none"> <li>• Redistributing food within the lunch period.</li> <li>• Collecting shareable food, returning it to the kitchen, and reserving (reselling) the food.</li> <li>• Donating shareable food to food pantries (some of those food pantries are located within the schools).</li> </ul> <p><b>School food donation:</b> Schools may donate unserved food to pantries. We will work with school districts to identify foods for donation and pantries that will accept the food. We will also advise on transportation options to deliver that food from the schools to the pantries.</p> <p><b>Education for waste prevention:</b> In schools where milk is served in a carton, students do not need to take a milk if their meal requirements are met. We plan to work with nutrition services to educate kitchen staff and students to encourage students to only take a milk if they intend to drink it.</p> <p><b>School food waste prevention audits and presentations:</b> Work with AmeriCorps member to conduct school food waste audits and classroom presentations to educate about food waste reduction strategies for home and school.</p>

	<p><b>Milk dispensers:</b> We support interested schools in their purchase of milk dispensers and accompanying equipment. In addition to reducing milk carton waste, schools see a significant reduction in milk waste and milk purchasing when they transition from cartons to dispensers.</p>
<b>Plastic film</b>	<p><b>Promote the Trex School Challenge:</b> Within the challenge, students collect plastic film for recycling, weigh the film monthly, and compete against other schools to collect the most film. The challenge serves two purposes:</p> <ul style="list-style-type: none"> <li>• To keep plastic film out of curbside recycling.</li> <li>• To educate the school community about plastic film recycling in grocery stores.</li> <li>• <b>Goal: Work with schools throughout the County to collect and recycle a minimum of 5,000 pounds of film plastics.</b></li> </ul>
<b>Oregon Green School certification</b>	<p>Support the OGS program within schools. Provide information about how to reduce solid waste generated by schools and build momentum and excitement around issues of sustainability in schools.</p> <ol style="list-style-type: none"> <li>a) Reach out to known contacts within schools, school and district-level administrators, school boards and others to invite participation in the Oregon Green Schools program.</li> <li>b) Support schools through the process of becoming OGS certified.</li> <li>c) Support established green teams/encourage and support schools as they establish green teams. We will do this by providing “grab and go” activities for green team leaders. In addition, our \$500 grants can be used to pay staff to lead green teams after school hours.</li> <li>d) Conduct recycling and waste audits in schools and assist with waste reduction goals within schools.</li> <li>e) Celebrate green school certification within schools at assemblies.</li> <li>f) Recognize certified schools in one issue of Clack Co. Quarterly per year.</li> <li>g) Coordinate efforts with established Eco School Networks in West Linn and North Clackamas.</li> <li>h) Offer flexible certification mini grants of \$500 to help schools achieve the goals set as part of certification process.</li> <li>i) <b>Goal: A minimum of 25% of schools in Clackamas County will be OGS certified.</b></li> </ol>
<b>Classroom presentations</b>	<p>Deliver classroom waste reduction presentations as requested.</p> <ul style="list-style-type: none"> <li>• Provide information about how to reduce amount of solid waste generated by schools and students, engage and educate students. Present different actions for students to take to practice waste reduction in their daily lives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will commit to a minimum of one waste reduction activity by the end of the presentation.</li> <li>• Share Metro’s presentation offerings with schools within the Metro boundary.</li> <li>• <b>Goal: We will deliver presentations to a minimum of 40 schools.</b></li> </ul>
<p><b>School Mini-Grants</b></p>	<p>Provide waste reduction mini-grants to applying schools. The purpose of this is to support waste reduction in schools throughout Clackamas County.</p> <ul style="list-style-type: none"> <li>a) Award grants that support projects that are likely to reduce waste in schools.</li> <li>b) <b>Goal: Support up to 4 schools with milk dispenser(s) to promote packaging and milk waste reduction.</b></li> </ul>

## Attachment E

# Business Food Waste Requirement Local Government Implementation Plan Outline

January 29, 2019

**Plans are due to Metro by February 1, 2020.** Subsequent annual updates will be integrated into the Annual Waste Reduction Program Plans due to Metro by June 1 of each year. Implementation reports are due to Metro on August 1 as part of the Annual Waste Reduction Program Reports.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Implementation plan applies to the following jurisdictions:

### Program Overview

1. Describe locally-adopted business requirement including owner/manager requirement (attach documentation).
2. Describe overall implementation approach (geographic, hauler franchise, etc.).
3. Provide any other information about your program, especially in areas that exceed the regional minimum standard and/or utilize creative partnerships or approaches.

### Performance Standard

1. Demonstrate how your program complies with each element of the policy performance standard (provide attachments as appropriate):
  - a. Business notice of requirement
  - b. Business compliance
  - c. Appropriate collection receptacles and service provided
  - d. Franchised/licensed haulers delivering food waste to approved facility
2. Describe business assistance program and demonstrate compliance with the minimum standard as noted below (attach copies of materials as appropriate).
  - a. Educational materials
    - i. Labels that clearly communicate what is allowed in the program
    - ii. Signs and/or posters that provide clear and simple instructions
    - iii. Materials understandable by people with limited English proficiency
    - iv. Program contact information for businesses to obtain assistance
  - b. Technical assistance
    - i. Education and assistance with food waste prevention techniques and edible food donation programs
    - ii. Assistance with collection program and training on-site at the business



- iii. Assistance with mitigating issues that arise from program participation
- iv. Ensure correct labeling of all food waste collection receptacles
- v. Serve as facilitator between businesses and solid waste hauler

### Enforcement

1. Describe enforcement method for ensuring compliance with the business food waste requirement. Include steps and enforcement actions.

### Compliance Waivers

1. Describe temporary waiver requirements, procedures for application, review, and approval methods, renewal process to demonstrate compliance with the minimum standard as noted below.
  - a. May not exceed 12 months, annual renewal allowed.
  - b. Renewal requires annual review.
  - c. Businesses must agree to verification site visits.

### Quality Assurance Plan

Describe how your jurisdiction plans to address contamination issues or loads rejected at the transfer station.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of an Agreement  
between the City of Barlow  
and Clackamas County

ORDER NO. 88-11

This matter coming on at this time to be heard, and it appearing to the Board that Winston Kurth, Director of Clackamas County Department of Transportation and Development, has recommended to this Board the adoption of an Agreement between the City of Barlow and Clackamas County for the collection and disposal of solid waste in and about the City of Barlow, and the Board being fully advised;


This Board finds that it would be in the best interest of Clackamas County to enter into said Agreement, now therefore

IT IS HEREBY ORDERED that Clackamas County enter into said Agreement, copy of which is to be placed on file in the Clackamas County Office of Financial Administration with this Order Number affixed thereto, with the understanding that said Agreement is subject to all public contracting laws and the Constitution of this State.

DATED this 7th day of January, 1988.

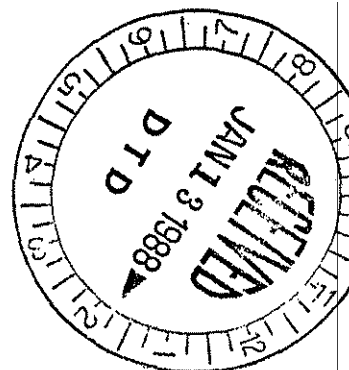
BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Ed Lindquist - Chairman

  
\_\_\_\_\_  
Dale Harlan - Commissioner

  
\_\_\_\_\_  
Darlene Hooley - Commissioner

DTD



*D. Phillips*



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Canby (City) commencing November 1, 2009. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

ORS 459 and 459A requires the metropolitan service district (Metro) for Multnomah, Washington and Clackamas counties and the cities therein in aggregate to develop integrated solid waste management plans and implement associated activities designed to meet goals established by the DEQ. Metro council adopts a DEQ approved Regional Solid Waste Management Plan (RSWMP) for a ten (10) year planning period. In each of the ten years local governments and Metro create annual work plans to meet the goals and objectives established in the RSWMP. A new RSWMP was recommended to Metro Council for adoption by both the Solid Waste Advisory Committee and the Metro Policy Advisory Committee, with the recommended action occurring on July 17, 2008.

Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.

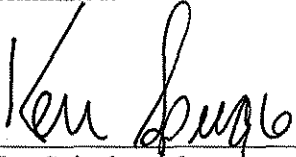
Since 1990 Clackamas County has successfully met the requirements necessary for annual plan adoption by Metro. The adoption of the annual plan releases funds collected, by Metro, from the disposal of regional tons of solid waste to be land filled or incinerated. Clackamas County intends to continue participating in this process through the functional period of the newly adopted Regional Solid Waste Management Plan and in the development of future plans.

Key components of meeting the goals established by the RSWMP are directly related to the activities of the solid waste collection franchisee. Currently there are several collection practices considered to be standard components of the RSWMP. These include but are not limited to: 1) Weekly collection of residential recyclables; 2) Collection of glass separated on the truck from other recyclables; 3) Providing the opportunity for all businesses to have recyclables collected. Clackamas County, through this agreement, requests the opportunity to review any proposed deviation from the standard collection practices of the solid waste collection franchisee presented to the City. The review is for the purpose of ensuring continued compliance with the RSWMP. Clackamas County agrees to present the findings to the City.

Clackamas County will continue providing staff for waste reduction planning, program implementation and education for the unincorporated areas of the County and in the cities of Barlow, Canby, Damascus, Estacada, Gladstone, Happy Valley, Lake Oswego, Molalla, Oregon City, Sandy, West Linn, and Wilsonville. Additionally, County staff will continue working in conjunction with the franchised solid waste collectors' Education Coordinator working throughout the County and its cities providing educational programs in schools.

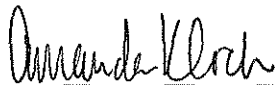
This letter clarifies the City intends to continue its partnership with Clackamas County in the waste reduction program. The County will provide the activities listed in the Annual Waste Reduction Plan, write the final report, work with Metro in development of next year's plan elements, and keep the City apprised of activities within its boundary. This letter further clarifies the County will provide direct assistance to businesses, schools and government facilities within the City as applies to meeting the requirements of the regional Recycle @ Work program.

In return, the City authorizes Metro to annually distribute the City's appropriation of the monies intended to fund activities relative to the Regional Solid Waste Management Plan to Clackamas County until this agreement is terminated.



Ken Spiegle – Manager  
Community Environment Division

10-15-09  
Date



Amanda Klock- Interim City Administrator  
City of Canby

11-04-09  
Date



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Estacada (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

ORS 459 and 459A requires the metropolitan service district (Metro) for Multnomah, Washington and Clackamas counties and the cities therein in aggregate to develop integrated solid waste management plans and implement associated activities designed to meet goals established by the DEQ. Metro council adopts a DEQ approved Regional Solid Waste Management Plan (RSWMP) for a ten (10) year planning period. In each of the ten years local governments and Metro create annual work plans to meet the goals and objectives established in the RSWMP. A new RSWMP was recommended to Metro Council for adoption by both the Solid Waste Advisory Committee and the Metro Policy Advisory Committee, with the recommended action occurring on July 17, 2008.

Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.


Since 1990 Clackamas County has been successful meeting the requirements necessary for annual plan adoption by Metro. The adoption of the annual plan releases funds collected, by Metro, from the disposal of regional tons of solid waste to be land filled or incinerated. Clackamas County intends to continue participating in this process through the functional period of the newly adopted Regional Solid Waste Management Plan and in the development of future plans.

Key components of meeting the goals established by the RSWMP are directly related to the activities of the solid waste collection franchisee. Currently there are several collection practices considered to be standard components of the RSWMP. These include but are not limited to: 1) Weekly collection of residential recyclables; 2) Collection of glass separated on the truck from other recyclables; 3) Providing the opportunity for all businesses to have recyclables collected. Clackamas County, through this agreement, requests the opportunity to review any proposed deviation from the standard collection practices of the solid waste collection franchisee presented to the City. The review is for the purpose of ensuring continued compliance with the RSWMP. Clackamas County agrees to present the findings to the City.

Clackamas County will continue providing staff for waste reduction planning, program implementation and education for the unincorporated areas of the County and in the cities of Barlow, Damascus, Estacada, Gladstone, Happy Valley, Lake Oswego, Molalla, Oregon City, Sandy, West Linn, and Wilsonville. Additionally, County staff will continue working in conjunction with the franchised solid waste collectors' Education Coordinator working throughout the County and its cities providing educational programs in schools.

This letter clarifies the City intends to continue its partnership with Clackamas County in the waste reduction program. The County will provide the activities listed in the Annual Waste Reduction Plan, write the final report, work with Metro in development of next year's plan elements, and keep the City apprised of activities within its boundary. This letter further clarifies the County will provide direct assistance to businesses, schools and government facilities within the City as applies to meeting the requirements of the regional Recycle @ Work program.

In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.

  
\_\_\_\_\_  
Ken Spiegle – Manager  
Community Environment Division, Clackamas County

9-5-08  
Date

  
\_\_\_\_\_  
Randy Ealy – City Manager  
City of Estacada

9-8-08  
Date



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Gladstone (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

ORS 459 and 459A requires the metropolitan service district (Metro) for Multnomah, Washington and Clackamas counties and the cities therein in aggregate to develop integrated solid waste management plans and implement associated activities designed to meet goals established by the DEQ. Metro council adopts a DEQ approved Regional Solid Waste Management Plan (RSWMP) for a ten (10) year planning period. In each of the ten years local governments and Metro create annual work plans to meet the goals and objectives established in the RSWMP. A new RSWMP was recommended to Metro Council for adoption by both the Solid Waste Advisory Committee and the Metro Policy Advisory Committee, with the recommended action occurring on July 17, 2008.

Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.

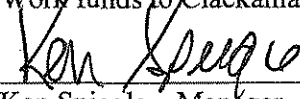
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Key components of meeting the goals established by the RSWMP are directly related to the activities of the solid waste collection franchisee. Currently there are several collection practices considered to be standard components of the RSWMP. These include but are not limited to: 1) Weekly collection of residential recyclables; 2) Collection of glass separated on the truck from other recyclables; 3) Providing the opportunity for all businesses to have recyclables collected. Clackamas County, through this agreement, requests the opportunity to review any proposed deviation from the standard collection practices of the solid waste collection franchisee presented to the City. The review is for the purpose of ensuring continued compliance with the RSWMP. Clackamas County agrees to present the findings to the City.


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This letter clarifies the City intends to continue its partnership with Clackamas County in the waste reduction program. The County will provide the activities listed in the Annual Waste Reduction Plan, write the final report, work with Metro in development of next year's plan elements, and keep the City apprised of activities within its boundary. This letter further clarifies the County will provide direct assistance to businesses, schools and government facilities within the City as applies to meeting the requirements of the regional Recycle @ Work program.

In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.

  
\_\_\_\_\_  
Ken Spiegle – Manager  
Community Environment Division

7-30-08  
Date

  
\_\_\_\_\_  
Ron Partch – Administrator  
City of Gladstone

Aug 14-08  
Date



## INTERGOVERNMENTAL AGREEMENT

### Between the City of Happy Valley and Clackamas County

This agreement is entered into this 10<sup>th</sup> day of September, 2007, between the City of Happy Valley ("City"), a municipal corporation of the State of Oregon, and Clackamas County ("County"), a political subdivision of the State of Oregon.

WHEREAS, ORS 190.003 TO 190.030 allows for units of local government to enter into agreement for the performance of any or all functions and activities which such units have authority to perform; and

WHEREAS, Clackamas County has adopted a Solid Waste and Waste Management Ordinance on June 10, 1970; and

WHEREAS, Clackamas County has franchised the collection of solid waste and collects certain fees from the collection of such solid waste; and

WHEREAS, the City desires a contractual relationship with the County whereby the County will be responsible for administering Solid Waste Management Services on behalf of the City; and

NOW THEREFORE, Clackamas County and the City of Happy Valley hereby agree to the following:

**A. Effective Date and Termination**

This Agreement shall commence on July 1, 2007 upon execution by both parties and continue until terminated by either party. A party may terminate the Agreement for any reason with 90 day written notice, or upon 30 days written notice for breach of the Agreement, including non-payment of fees appropriately due, provided the breach is not cured during the 30 day period.

**B. The County Shall:**

1. If requested by the City, make appropriate recommendations to City officials regarding acceptable solid waste management practices in the City.
2. Collect the appropriate franchise fees earned from City customers and provide quarterly reports to the City regarding the amount collected.

3. Ensure the franchised solid waste collector(s) serving the citizens of Happy Valley comply with all applicable rules and regulations commensurate with the provision of the service.
4. Review and investigate all rate adjustment requests, make recommendations and bring these requests and recommendations before the Clackamas Solid Waste Commission so that the Clackamas County Solid Waste Commission may make its recommendation to the Clackamas County Board of County Commissioners. Prepare the Annual Waste Reduction Plan and required reports for Metro and the Department of Environmental Quality (DEQ).
5. Perform the tasks associated with meeting the requirements of the Annual Waste Reduction Plan, additional programs required of Metro to meet the requirements of the Regional Solid Waste Management Plan, and any programs required by the DEQ.
6. Prepare applications, administer and report to Metro, the County, and if requested, the City on the results of Metro funded projects.

**C. The City shall:**

1. Collaborate with the County on waste reduction and recycling educational and promotional programs delivered in the community.

**D. Compensation**

The County currently collects a five percent (5%) franchise fee on gross collection revenues (less revenue from the sale of recyclables and from customer payment of disposal from drop box service). Additionally, the County may receive grant money from Metro to perform the requirements of the County's Annual Waste Reduction Plan. The amount of money is predicated on the population being served. From time to time Metro may budget additional moneys to pay directly to local governments based on other metrics.

The County shall retain one-half of the franchise fee collected from solid waste customers within the boundaries of the City of Happy Valley as compensation for performing the services under this agreement. The franchise fee report and the balance of the fees shall be delivered to the City forty-five (45) days past the last day of the quarter in question.

Further, the City shall request Metro send the monies apportioned annually to the City of Happy Valley for carrying out the responsibilities required of the Regional Solid Waste Management Plan directly to the County.

Compensation is subject to review ninety (90) days prior to the end of each fiscal year. The purpose of this review is to determine whether the actual costs being incurred align with the revenue distribution in the agreement.

**E. Attorney Fees**

In the event any party files litigation to enforce this Agreement, or any portion thereof, the prevailing party shall be entitled to reasonable attorney fees and costs, including any fees and costs incurred in an appeal, as determined by the appropriate court.

**F. Amendment**

This Agreement may be amended within its current term or any successive term by the joint agreement of the parties. To be effective, all amendments shall be in writing and signed by authorized representatives of each party.

**G. Hold Harmless**

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, the City shall hold harmless and indemnify County, its officers, employees, and agents against any and all claims, damages, losses and expenses (including attorney(s) fees and costs), arising out of, or resulting from the County's performance of this Agreement when the loss or claim is attributable to the acts or omissions of the City.

Subject to the limits of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, County shall hold harmless and indemnify City, its officers, employees, and agents against all claims, damages, losses and expenses (including all attorney (s) arising out of or resulting from County's performance of this Agreement when the loss or claim is attributable to the acts and omissions of County.

**H. Severability**

County and City agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provisions held to be invalid.

CITY of Happy Valley

By: Robert C. Robinson Date: 09/18/07  
Mayor

ATTEST:  
By: Maryellen Walden Date: 9/18/07  
City Recorder

Approved as to Form:  
By: Thomas Spaully Date: 10/17/07  
City Attorney

CLACKAMAS COUNTY

By: [Signature] Date: 2-7-08 C.1  
Chairperson, Clackamas County  
Board of Commissioners

Approved as to Form:  
By: David W. Anderson Date: 2/7/08  
County Counsel

ATTEST:  
By: Mary Ractnke Date: 2-7-08  
Recording Secretary



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Lake Oswego (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

ORS 459 and 459A requires the metropolitan service district (Metro) for Multnomah, Washington and Clackamas counties and the cities therein in aggregate to develop integrated solid waste management plans and implement associated activities designed to meet goals established by the DEQ. Metro council adopts a DEQ approved Regional Solid Waste Management Plan (RSWMP) for a ten (10) year planning period. In each of the ten years local governments and Metro create annual work plans to meet the goals and objectives established in the RSWMP. A new RSWMP was recommended to Metro Council for adoption by both the Solid Waste Advisory Committee and the Metro Policy Advisory Committee, with the recommended action occurring on July 17, 2008.

Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.

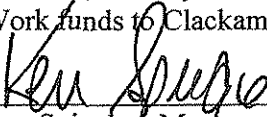
Since 1990 Clackamas County has been successful meeting the requirements necessary for annual plan adoption by Metro. The adoption of the annual plan releases funds collected, by Metro, from the disposal of regional tons of solid waste to be land filled or incinerated. Clackamas County intends to continue participating in this process through the functional period of the newly adopted Regional Solid Waste Management Plan and in the development of future plans.

Key components of meeting the goals established by the RSWMP are directly related to the activities of the solid waste collection franchisee. Currently there are several collection practices considered to be standard components of the RSWMP. These include but are not limited to: 1) Weekly collection of residential recyclables; 2) Collection of glass separated on the truck from other recyclables; 3) Providing the opportunity for all businesses to have recyclables collected. Clackamas County, through this agreement, requests the opportunity to review any proposed deviation from the standard collection practices of the solid waste collection franchisee presented to the City. The review is for the purpose of ensuring continued compliance with the RSWMP. Clackamas County agrees to present the findings to the City.


Clackamas County will continue providing staff for waste reduction planning, program implementation and education for the unincorporated areas of the County and in the cities of Barlow, Damascus, Estacada, Gladstone, Happy Valley, Lake Oswego, Molalla, Oregon City, Sandy, West Linn, and Wilsonville. Additionally, County staff will continue working in conjunction with the franchised solid waste collectors' Education Coordinator working throughout the County and its cities providing educational programs in schools.

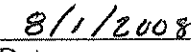
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In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.

  
\_\_\_\_\_  
Ken Spiegle - Manager  
Community Environment Division

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Joel Komarek - ~~City Engineer~~ *Project Director*  
City of Lake Oswego

  
\_\_\_\_\_  
Date



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Milwaukie (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

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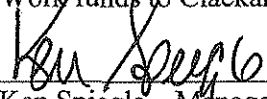
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In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.

  
\_\_\_\_\_  
Ken Spiegle – Manager  
Community Environment Division

7-30-08  
Date

  
\_\_\_\_\_  
JoAnn Herrigel – Community Services Director  
City of Milwaukie

8/1/08  
Date





**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Molalla (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

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Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.

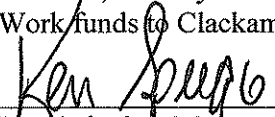
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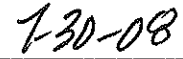
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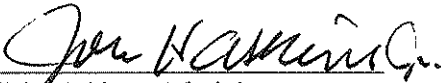
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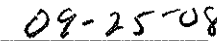
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\_\_\_\_\_  
Ken Spiegle - Manager  
Community Environment Division

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
John Atkins - Administrator  
City of Molalla

  
\_\_\_\_\_  
Date



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the River Cities Environmental Services District (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

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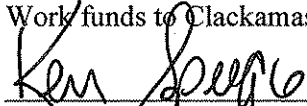
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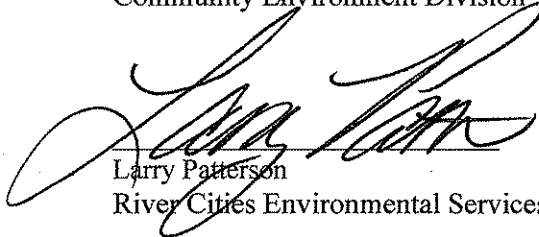
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\_\_\_\_\_  
Ken Spiegler – Manager  
Community Environment Division

7-30-08  
Date

  
\_\_\_\_\_  
Larry Patterson  
River Cities Environmental Services District

9/23/08  
Date



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

## LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Sandy (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

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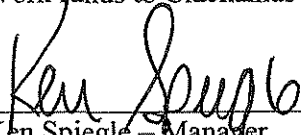
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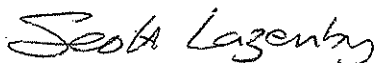
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\_\_\_\_\_  
Ken Spiegle - Manager  
Community Environment Division

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Scott Lazenby - City Manager  
City of Sandy

  
\_\_\_\_\_  
Date



**Campbell M. Gilmour**  
Director

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**SUNNYBROOK SERVICE CENTER**  
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

**LETTER OF UNDERSTANDING**

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Wilsonville (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1<sup>st</sup> of each year this agreement is in effect.

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Clackamas County will continue providing staff for waste reduction planning, program implementation and education for the unincorporated areas of the County and in the cities of Barlow, Damascus, Estacada, Gladstone, Happy Valley, Lake Oswego, Molalla, Oregon City, Sandy, West Linn, and Wilsonville. Additionally, County staff will continue working in conjunction with the franchised solid waste collectors' Education Coordinator working throughout the County and its cities providing educational programs in schools.

This letter clarifies the City intends to continue its partnership with Clackamas County in the waste reduction program. The County will provide the activities listed in the Annual Waste Reduction Plan, write the final report, work with Metro in development of next year's plan elements, and keep the City apprised of activities within its boundary. This letter further clarifies the County will provide direct assistance to businesses, schools and government facilities within the City as applies to meeting the requirements of the regional Recycle @ Work program.

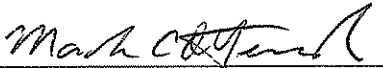
In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.



Ken Spiegle – Manager  
Community Environment Division



Date



Mark C. Ottenad  
City of Wilsonville



Date