



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** COUNTY MANAGER: OFFICE OF SUSTAINABILITY

**File #:** 21-858

Board Meeting Date: 11/9/2021

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Carolyn Bloede, Director, Office of Sustainability

**Subject:** Amendment to agreement with San Mateo County Office of Education to recruit, hire, and manage a Green Facilities and Operations Analyst

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to an agreement with San Mateo County Office of Education to recruit, hire, and manage a Green Facilities and Operations Analyst, extending the term through December 3, 2024, and increasing the amount by \$371,555 to an amount not to exceed \$553,970.

### **BACKGROUND:**

The Office of Sustainability (OOS) Schools Program (Program) works with teachers, administrators, custodians, and students in public school districts and private and charter schools including school district offices throughout San Mateo County. The overall goal of the Program is to help school communities divert waste from landfills and reduce greenhouse gas emissions through the practice of the 4R's - reduce, reuse, recycle, and rot (compost).

On December 9<sup>th</sup>, 2019, the San Mateo County Office of Education (SMCOE) signed a contract with the County of San Mateo (County) to recruit, hire, and manage a Green Facilities and Operations (GFO) Analyst. The role of this new analyst at the SMCOE was to work closely with various stakeholders in public school districts and private and charter schools throughout San Mateo County to improve and expand their waste reduction programs. On February 21, 2021, the County signed an amendment with the SMCOE, increasing the amount of the contract to \$182,415.

### **DISCUSSION:**

Since the start of the new position, the GFO Analyst has played an important role in helping numerous schools throughout the county continue to move toward achieving zero waste. Some of the GFO Analyst's notable achievements thus far include:

- Assisting with the successful completion of 18 outdoor classroom waste assessments and

seven youth waste reduction projects;

- Developing and distributing the *Solid Waste Management During COVID-19 Pandemic Guide - Companion Guide to the Pandemic Recovery Framework* for school administrators in the county;
- Providing technical support around waste reduction to Ravenswood, Cabrillo Unified, and San Mateo High School Districts; and
- Organizing and facilitating 12 waste reduction professional development days for school administrators, five youth green team meetings, and five Zero Waste Educators Alliance countywide meetings.

Based on the successes achieved thus far and the invaluable assistance the new GFO Analyst has provided to schools throughout the county, the OOS would like to extend this contract with SMCOE through December 3, 2024 and increase the amount of the contract to \$553,970.

County Counsel has reviewed and approved the resolution and amendment as to form. The Procurement Department has reviewed and approved a three-year waiver extension.

**FISCAL IMPACT:**

The term of the agreement is from December 9, 2019 to December 3, 2024 for an amount not to exceed \$553,970. This agreement will be funded entirely from AB 939 funds, which are designated specifically for programs that aim to reduce and divert waste in the county. Funds have been approved in the FY 2021-22 budget and will be included in the FY 2022-23 and FY 2023-24 budgets. There is no net County cost associated with this agreement.

**ATTACHMENTS:**

- A. Contract amendment
- B. Three-year extension waiver