




**EAST BAY REGIONAL PARK DISTRICT
BOARD FINANCE COMMITTEE
AGENDA STAFF REPORT**

DATE	October 23, 2024
TITLE	Update on Implementation of Policy 8.0 Environmentally Sustainable Purchasing
DIVISION	Finance and Management Services
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APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

This report is for information purposes only.

BACKGROUND

On March 4, 2008 the Board of Directors of the East Bay Regional Park District ("Park District") passed Resolution No. 2008-03-051, to establish an Environmentally Preferred Purchasing Policy ("Policy"). The Policy's intent was to encourage environmental responsibility in purchasing decisions, to reduce solid waste generated by the Park District, and to support the efforts of other public agencies undertaking similar programs.

On March 21, 2023, the Board of Directors of the Park District passed Resolution No. 2023-03-069, which amended the Policy to change the name to Environmentally Sustainable Purchasing Policy (ESPP). The Policy was also updated to include references to the Sustainable Purchasing guides produced by the Alameda County organization Stop Waste, and to incorporate specific instructions for green building construction, fleet purchasing, the purchase of lumber for construction, and cleaning chemicals.

The Policy encourages all Park District employees to holistically examine purchasing needs as well as seek and utilize processes, technologies, products, and services that reduce consumption of natural resources, waste, overall environmental impact and support biodiversity and healthy resilient natural habitats.

The policy provides that the Finance and Management Services Division reports to the Board of Directors annually on the progress of implementing the policy.

ANALYSIS

Since the implementation of the revised ESPP in April of 2023, the following activities and initiatives have taken place and/or been scheduled.

Training

Over the last year Office Services has facilitated many training sessions to inform and educate Park District staff on the principles and practices for implementing the ESPP. Training and outreach efforts included: Leader Essential Academy Fundamentals LEAF (3 sessions), Operations Forum (2 sessions), New Employee Orientation (5 sessions), Central Stores Advisory Committee (4 sessions), Clerical Forum (1 session). A future training session is also scheduled with the MAST Trades unit. We are currently collaborating with Human Resources to include ESPP training in the District's training platform, Summit. Over 250 Park District staff have been trained to-date. The majority of training session attendees were Managers and Supervisors, who will be able to assist in disseminating information to front-line staff.

Green Building Update

The Peralta Oaks North building design incorporated the State CALgreen building code and will be certified Leadership in Energy and Environmental Design (LEED) Gold. To achieve LEED Gold Certification the project must earn 60-79 points by adhering to prerequisites and credits that address carbon, energy, water, waste, transportation, materials, health and indoor quality. The furniture vendors for the project have already been selected and have confirmed that all furniture purchases will meet the requirements of the Sustainable Purchasing Guideline for Indoor Furniture.

Central Stores

Central Stores serves as the centralized procurement office for the Park District and is responsible for procuring bulk materials, tools, uniforms, consumable janitorial and office supplies. Over 1,800 items are carried by Central Stores in stock on an ongoing basis. The majority of the janitorial products, cleaning supplies, disinfectants, office paper supplies, lighting supplies, and single use food-service ware that Central Stores maintains in its inventory exceed the minimum requirements as established in the Sustainable Purchasing Guides.

In response to the new ESPP Policy, Central Stores has initiated several changes to its operations. New ESPP initiatives implemented in the past year include:

- Merchandised ESPP "Eco" products with a leaf logo on shelving labels, for easier identification.
- Categorized "Eco" products in the Finance Enterprise system for easy tracking.
- Quarterly Central Stores Advisory Committee agenda item focusing on "green" products.
- Soliciting ideas from field staff regarding environmentally friendly products.
- Prior to purchasing bulk quantities of new replacement products, ecofriendly products samples are ordered and tested in the field to ensure they meet functional requirements.
- Responding to field staff Eco-friendly purchasing inquiries and product inventory requests.

As part of the Green Fleet Management Plan, Central Stores has secured a new electric heavy duty box truck for deliveries, which will reduce greenhouse gas emissions.

New eco-friendly products that have been added to the Central Stores inventory in the past year include:

- Compostable trash liners
- Foaming hand soap
- ECOS hand soap refill
- BONA hardwood floor cleaner
- 30% vinegar cleaner
- Coreless toilet paper
- PET recycled mop head
- Boot pick with recycled plastic handle

- Bio-soft ear plugs
- One-gallon mighty mint rodent repellent
- 90th EBRPD letterhead and envelope
- Rite in Rain notebook
- Recycled plastic battery recycling boxes

Annually, Central Stores purchases approximately \$1,000,000 in products for the Park District. Since the implementation of this policy, sales of ESPP products are expected to increase by 24% versus the prior year. Total Central Stores sales (both ESPP and not) are expected to increase 11% over the prior year.

The Central Stores Advisory Group will continue to meet quarterly and discuss opportunities for expanding product and material inventory that conform to ESPP guidelines. In the next year, Office Services will improve its mechanisms for tracking and monitoring compliance with the Sustainable Purchasing Guidelines for purchases made by both Central Stores and through individual departments. Management Services will convene bi-annual meetings with MAST, Fleet Management and the Design & Construction staff to obtain updates on green building compliance, fleet purchases, sustainable construction material usage, and ensure they are purchasing Eco-friendly supplies and materials through Central Stores whenever possible.

ATTACHMENTS

None.