

MARIN COUNTY HAZARDOUS & SOLID WASTE  
JOINT POWERS AUTHORITY

EXECUTIVE COMMITTEE MEETING

Thursday September 23, 2010  
Marin Municipal Water District  
220 Nellen Avenue, Corte Madera

11:00 AM -12:00 PM

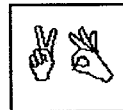
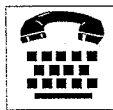
AGENDA

Call to Order.

1. Approval of Executive Committee Minutes from August 26, 2010. (Action)
2. Zero Waste Grant Program Options. (Action)
3. Franchise and Hauler Maps. (Informational)
4. Outreach Request for Qualification Process. (Action)
5. Staff Report. (Informational)
6. Local Task Force Chair. (Informational)
7. Open Time.
8. Schedule next Executive Board Meeting.  
Next scheduled JPA Board Meeting to be held on Thursday, January 27, 2011. 9:00 – 10:00 AM,  
MMWD, 220 Nellen Avenue, Corte Madera.
9. Adjourn.

The full agenda including staff reports can be viewed at  
[www.marinrecycles.org/mins\\_agendas.cfm](http://www.marinrecycles.org/mins_agendas.cfm)

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Contact the County's Waste Management Division, at 499-6647 for more information



## Draft

MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY

Executive Committee  
Wednesday, August 26, 2010  
65 Mitchell Blvd., Suite 200-A  
San Rafael, CA 94903

## MINUTES

**MEMBERS PRESENT**

Debbie Stutsman, San Anselmo (Chair)  
George Rodericks, Town of Belvedere  
Ken Nordhoff, San Rafael  
Matthew Hymel, County of Marin  
Michael Frank, Novato

**MEMBERS ABSENT**

Disposal  
None

**STAFF PRESENT**

Michael Frost, JPA Staff  
Alex Soulard, JPA Staff  
Eric Lueder, JPA Staff

**OTHERS PRESENT**

Jon Elam, Tamalpais CSD  
Steve McCaffrey, Redwood Empire

Kerry Mazzoni, Marin Sanitary Service  
Steve Rosa, Marin Sanitary Service  
Beth Forsman, The Away Station, Inc.

Call to Order The Executive Committee meeting came to order at 11:05 PM.

1. Approve Executive Committee minutes from January 20, 2010. M/s Nordhoff, Hymel to approve the January, 20, 2010 Executive Committee meeting minutes. The motion was unanimously approved.
2. Zero Waste Budget Center. Staff reported the Novato Sanitary District and Novato City Council members requested that Zero Waste Program funds be placed in a separate fund center to clearly delineate it from other JPA programs. M/s Frank, Rodericks to authorize budget transfers which move Zero Waste Program expenditures and revenue into a separate fund center. The motion was unanimously approved.
3. Zero Waste Outreach Request for Qualifications. Staff reported that the JPA has \$200,000 dedicated to an outreach program and develop a Zero Waste message. Staff developed a Request for Qualifications (RFQ) that will demonstrate advertising firms' capabilities. Website revisions have also been added as a service in the RFQ. Ken Nordhoff asked if a menu of programs would be developed following the responses. Staff responded that the RFQ was developed to determine the abilities of each agency and develop a list of programs that the JPA could select from. M/s Hymel, Nordhoff to approve the Zero Waste Outreach RF and direct staff to release the document on August 30, 2010. The motion was unanimously approved.

4. Elementary School Outreach Contract Approval. Staff requested authorization to enter into a contract with a local education contractor, ZunZun, to develop a school assembly program for Zero Waste. ZunZun comes highly recommended and has worked with Marin Municipal Water District, the Town of San Anselmo, and the San Rafael School District. Under a contract for \$25,000 they can provide assemblies to almost half of Marin's elementary schools. Michael Frank asked if this contract is part of the Zero Waste Program and if schools have been selected. Staff stated that it is part of the program and that schools have not been selected, but there staff will coordinate to ensure that each city or town will have at least one assembly. Jon Elam stated that this program would be welcomed in Tam Valley and suggested that haulers should be contacted to see if they would share the costs for school presentations in their service areas. M/s Nordhoff, Rodericks to authorize Michael Frost to sign a contract with ZunZun for an amount not to exceed \$25,000 to market, schedule and present education musical assemblies at Marin schools. The motion was unanimously approved.
5. Zero Waste Toolkit Contract Approval. Staff reported that a contract has been negotiated with R3 Consulting Group to develop the Zero Waste Toolkit. Initially budgeted for \$100,000 this contract is for \$38,000 for the development of the toolkit with an additional \$35,000 available for member agencies to assist with unique items to individual cities or franchising agencies. Ken Nordhoff asked how the \$35,000 compares with the \$300,000 that will be allocated to member agencies through the grant program. Staff stated that the grant program has not been defined yet and a staff report will be prepared for the next Executive Committee meeting. Ken Nordhoff requested that haulers, special districts, and city staffs be notified of this process and availability of the consultant. Jon Elam stated that the JPA may need to look at reintegrating franchise agreements so that there is consistency and agencies will not be able to opt out of service improvements. Cost savings due to reduced disposal as material is composted need to be reflected in a rate reduction. Steve McCaffrey stated that the increased cost that is placed on the commingled food and green waste actually increases the cost to the hauler. M/s Hymel, Nordhoff to approve a contract with R3 Consulting Group for a Zero Waste Toolkit. The motion was unanimously approved.
6. Zero Waste Coordinator Staff Position Hiring Process. Staff stated that the County has entered the Zero Waste Coordinator into the accounting system and is working with the Human Resources Department to fill the position in the fall. Committee members will be able to participate in the selection process. Michael Frank asked which stages of the recruitment the Committee members would be needed for. Staff responded that review by Executive Committee members would be at the oral board and/or the application review process. Michael Frank and Debbie Stutsman volunteered to be part of the recruitment process. M/s Frank, Nordhoff to appoint Michael Frank and Debbie Stutsman to participate on the interview panel. The motion was unanimously approved.
7. 2009 Annual Report Submittal. Staff reported that as of 2007, when SB1016 was implemented, the Annual Report changed to a per person per day disposal figure instead of diversion and disposal. The disposal rate was 3.8 pounds per person per

day in 2009, which is down from 4.5 pounds in 2008 and 4.9 pounds in 2007. The reduced disposal is a result of the weak economy and disposal has begun to rise in the first quarter of 2010. Staff predicts that implementation of Zero Waste programs should further reduce disposal tonnages. George Rodericks asked if Green Building Ordinances adopted throughout Marin will impact these tonnages. Staff responded that construction and demolition materials make up eight percent of the disposal, so Green Building and Construction and Demolition Ordinances could reduce the overall disposal.

8. JPA Member Agency Participation in Zero Waste Programs. Staff reported that the Novato Sanitary District had sent a letter to City Council asking that they opt out of the JPA's Zero Waste Program. This raised several questions about the money that was already in the JPA's budget from Novato Disposal, whether money would be granted back to the City or Sanitary District, and what would happen to the approximately 20% of accounts that are in unincorporated neighborhoods. Michael Frank stated that he met with Beverly James and Dee Johnson and part of the issue is that the Sanitary District does not sit on the JPA, has an ordinance and has their own programs. The City Council will be addressing the issue at their September 28, 2010 meeting. Ken Norhoff requested a map that shows the difference between the Novato Sanitary District franchise area and the City of Novato. Staff stated that they have contacted the County GIS team and are having maps developed. Michael Frank asked for recommendations from the group regarding Novato's participation in the Zero Waste Programs. Staff stated that remaining part of the Zero Waste Programs will give the City more control over waste reduction programs and stated that the work plan that Beverly James presented mirrors the JPA's. Jon Elam stated that opting out of the Zero waste program dilutes the ability to carry out the plan and special districts should not divert resources and staff time.
9. Open Time. No comments received.
10. Schedule next Executive Committee Meeting. The meeting was set for Thursday, September 23, 2010, 11:00 – Noon, 220 Nellen Avenue, Corte Madera.
11. Adjourn.



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:  
George Rodericks

Date: September 23, 2010

Corte Madera:  
David Bracken

To: Executive Committee Members

County of Marin:  
Matthew Hymel

From: Michael Frost

Fairfax:  
Michael Rock

Re: Zero Waste Grant Program Options

Larkspur:  
Dan Schwarz

Mill Valley:  
Jim McCann

Novato:  
Michael Frank

Ross:  
Gary Broad

San Anselmo:  
Debbie Stutsman

San Rafael:  
Ken Nordhoff

Sausalito:  
Adam Politzer

Tiburon:  
Margaret Curran

As part of the FY 10/11 Budget the JPA Board approved \$300,000 of grant funding for member agencies. In the process of exploring options for development of a template, staff looked at how Stopwaste.org, or the Alameda County Waste Management Authority, has granted funds to its municipalities for waste reduction programs for years. Stopwaste.org uses the grant program as a tool to initiate waste reduction programs and to facilitate uniform services and goals throughout Alameda County. Attached to this letter is Alameda's report detailing disbursement of grant funds during 2008-09.

In Alameda County, member agencies are eligible for grants for Food Scrap, Construction and Demolition, and general waste reduction grants. Depending on the grant program municipalities are eligible for funds on a per account, population, by disposal amount, with a minimum amount of funding specified. For example their under the sink food scrap container program provides franchise agencies \$8 per residential account to provide a container and outreach materials to each household. Grants of their waste import mitigation funds are granted to the cities with a minimum funding of \$20,000 and additional funding distributed based on disposal quantities.

Jurisdictions must also meet a set of eligibility requirements including passing Construction and Demolition Ordinances, adopting a Green Building Ordinance, beginning residential food scrap collection, and adoption of diversion goals. Municipalities must apply for grants, meet these criteria, use labeling and outreach materials developed by StopWaste.org and report on how funding is spent.

As the Zero Waste toolkit is developed several new model ordinances and programs will be available for each City, Town, the County and special district to adopt. Staff recommends adopting a set of eligibility requirements that may include passing the Zero Waste Resolution, Construction and Demolition Ordinance, Commercial and Multifamily Recycling Ordinance, and incorporate language initiating food scrap composting into their franchise agreements.

In addition to establishing a Zero Waste fund granting mechanism eligible projects and their costs need to be identified. Eligible programs could include costs of adopting the Toolkit Ordinances and Franchise Agreement language, a residential food scrap program, Construction and Demolition enforcement costs, expanding large event and venue recycling, additional public recycling receptacles, local composting classes, and/or differential costs associated with an Environmental Purchasing Policy.

Staff requests your Committee's direction on options for qualified grant programs, how funding is dispersed, which agencies are eligible for funding (i.e. are special districts who franchise waste haulers eligible), and reporting requirements. Following the Committee's recommendation staff will develop a more specific grant program framework and bring it back for further review and approval.

Attachment

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## Alameda County Waste Management Authority

### Disbursement of Waste Import Mitigation Funds

### FY 2008/2009

During FY 2008/2009, the Waste Management Authority has allocated \$1,100,000 to its member agencies for “non-residential” or any “new” landfill diversion programs. This funding, from waste import mitigation funds, is intended to assist member agencies meet their responsibility of reducing landfill disposal.

As part of the budget development process for FY 07/08 the Authority committed to provide \$1,100,000 annually for a period of three fiscal years through FY 2009/2010, in order to allow for multi-year program planning. The Board also adopted eligibility criteria that have been outlined in detail in recent correspondence. To recap:

In FY 07/08, no change to eligibility criteria from past policies (i.e. all jurisdictions eligible, provided unspent fund balance is within limits). *These funds were all disbursed last year.*

To be eligible for funding in FY 08/09, as of 7/1/2008 a jurisdiction will need to have 4 of the following 5 measures in place:

- Residential food scraps co-collected curbside with plant debris for composting
- Formal adoption of a 75% diversion goal
- C&D Debris Diversion Ordinance applicable to private projects as well as to civic projects
- Civic Green Building Ordinance
- Civic Bay-Friendly Landscaping Ordinance

To be eligible for funding in FY 09/10, a jurisdiction will need to have *all* of the above in place *as of 7/1/09*. Funds withheld from any ineligible jurisdiction will be allocated to the remaining eligible ones.

- Top-performing jurisdictions may appeal to the Authority Board for an exemption from the eligibility criteria.
- For FY 08/09, the Authority Board affirmed at the September 17, 2008 meeting that all 17 member agencies have met 4 of the 5 specified criteria and are eligible for the Waste Import Mitigation Funding allocations in FY 08/09 (see Attachment D, Eligibility Criteria Conformance Chart).

As there are seven jurisdictions lacking a Civic Bay-Friendly Landscaping (BFL) ordinance or policy, *it is critical that cities desiring technical assistance from StopWaste.Org staff not wait to address the BFL criteria. Our staff will help as many as possible but likely will not be able to meet all of the demand if left to the last few months of the fiscal year.* For agencies needing to adopt a Civic Bay-Friendly Landscaping policy, please contact Teresa Eade, Senior Program Manager at 510-891-6515 or by email at [teade@stopwaste.org](mailto:teade@stopwaste.org) for a copy of the Civic Bay-Friendly Landscape model policy, presentations or technical assistance.

The current policy is to disburse \$20,000 to each agency and to pro-rate the remaining \$760,000 based upon each jurisdiction's percentage of the prior calendar year landfill disposal tonnage. The attached chart (Attachment A) identifies the amount to be received by each agency this year. The Board reaffirmed the use of these funds for any non-residential or any "new" diversion program. A "new" residential diversion program is defined as within the first two years of that program's inception. A policy was previously adopted prohibiting the use of these funds (funds disbursed in FY 04/05 and forward) for any project "where the majority of the diversion is through materials used as Alternative Daily Cover (ADC) or for other uses within landfills."

Prior to the release of funds for this fiscal year, the Authority requires a report covering the use of the previous year funds (Column #1 on Attachment B), including tons diverted from landfill, an estimated "cost-per-ton diverted" for each project or program funded with mitigation monies, and an accounting of any accumulated, unspent funds remaining from any prior years' import mitigation disbursements.

If any agency has accumulated more than their last two years' worth of funds (Column #2 on Attachment B), then that jurisdiction is ineligible for this year's funding disbursement, per policies adopted in October 2005:

*The Waste Management Authority adopted a policy at the October 26, 2005 meeting, effective immediately, requiring expenditure of current and future allocations within two years (i.e. the funds disbursed in mid-FY05/06 need to be spent by the end of FY 06/07). The Authority Board also adopted a policy that, beginning in FY 07/08 (i.e. after two years disbursements with the above new policy in place), jurisdictions will be ineligible for any funding allocation in a fiscal year if unspent balances as of June 30 of the prior fiscal year exceed the sum of the last two years' disbursements. A jurisdiction may apply to the Authority Board for "pre-approval" to spend specific funds over three fiscal years (as opposed to two) for a specified, pre-approved program without becoming ineligible for further disbursements. Annual audit reviews of member agency fund balances may be conducted as needed.*

If you have any questions about this funding process or in regard to anything on the enclosed forms, please contact Tom Padia, ACWMA Recycling Director, at (510) 891-6525 or by email at [tpadia@stopwaste.org](mailto:tpadia@stopwaste.org).

Application forms, indicating both the intended use of current funds and a report on previous year funds are enclosed, **and must be submitted by February 13, 2009 to:**

Alameda County Waste Management Authority  
1537 Webster Street  
Oakland, CA 94612

Attention: Tom Padia, Source Reduction and Recycling Director

#### Attachments

1. FY 2008/2009 Application Form
2. FY 2007/2008 Report Form

Attachment A - FY 2008/2009 Allocation Chart  
Attachment B - FY 2007/2008 & FY06/07 + 07/08 Disbursement Chart  
Attachment C - WMA Resolution approved 10/26/05 adopting new policies for Import Mitigation Fund Allocations made in FY 05/06 forward  
Attachment D - Eligibility Criteria Conformance Chart  
Attachment E - Clarification of Eligibility Criteria

cc: Authority Member  
TAC Representative



ATTACHMENT 1

**Alameda County Waste Management Authority  
Application Form for FY 2008/2009 Import Mitigation Funds**

Describe the intended uses of the funds to be disbursed (attach additional sheets if necessary):

Check should be mailed to the following address:

Attn:

As the Chief Executive for \_\_\_\_\_ I hereby affirm that \$ \_\_\_\_\_ in funds to be received in Fiscal Year 2008/2009 will be used to provide non-residential waste reduction programs, or to fund new diversion programs, in conformance with the Waste Management Authority funding guidelines. I agree to expend these funds by June 30, 2010 and to submit a report on utilization of these funds.

\_\_\_\_\_  
City/Agency Manager

\_\_\_\_\_  
Date

Please return this form by February 13, 2009 to:  
Alameda County Waste Management Authority; 1537 Webster Street, Oakland, CA 94612;  
Attn: Tom Padia, Source Reduction & Recycling Director

FAX: 510-893-2308 Email: [tpadia@stopwaste.org](mailto:tpadia@stopwaste.org)



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**Alameda County Waste Management Authority**  
**Import Mitigation Funding**  
**Member Agency Report on Use of FY 2007/2008 Funds**

Municipality Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reporting Period: July 1, 2007 - June 30, 2008

Funds Disbursed: \$\_\_\_\_\_ (Column #1 from Attachment B)

(A) Unspent Import Mitigation Fund Balance as of 6/30/08: \$\_\_\_\_\_

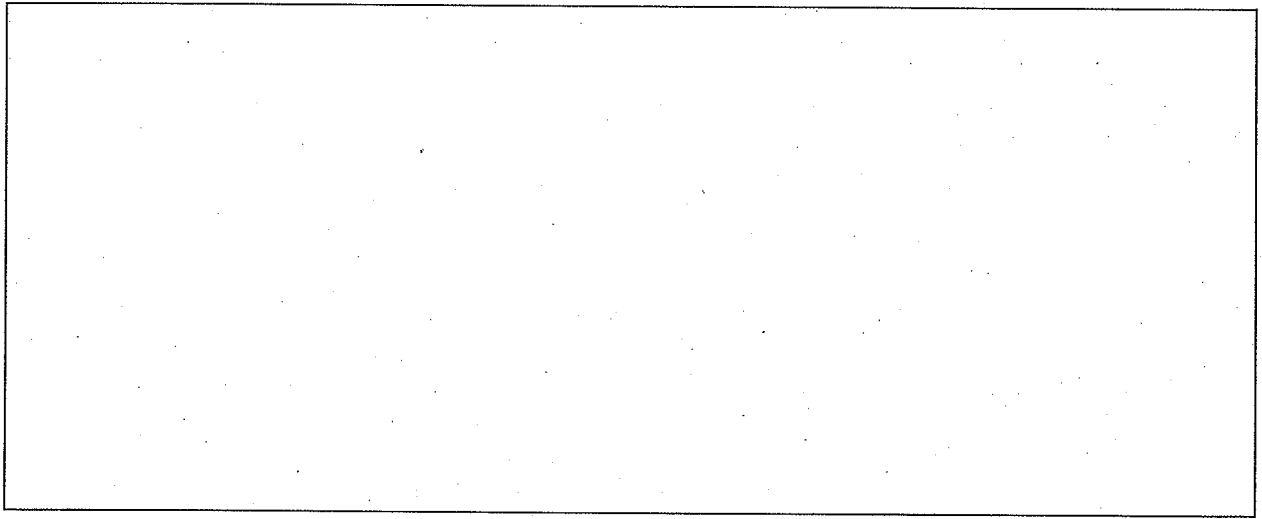
(B) Sum of Funds Disbursed in FY 2006/07 and FY 2007/08: \$\_\_\_\_\_

(Column #2 from Attachment B)

**Submittal Deadline: February 13, 2009**

1. For what projects, programs, activities or uses were FY 2007/2008 Mitigation funds used? Please provide a brief explanation of each project or use. Please note any major partners, contractors, consultants or vendors, where applicable. Please comment on project objectives and whether or not they were achieved. If not, why not?

2. For each program or use noted in #1, please indicate what % of the total program budget was supplied by WMA mitigation funds.
3. For each program or use noted above, please provide (where possible) the annual tons diverted from landfill by that program or activity, and explain how that diversion number is calculated.



***This report must be completed and returned by February 13, 2009 along with the attached application form for FY 2008/2009 funding to:***

**Alameda County Waste Management Authority  
1537 Webster St.  
Oakland, CA 94612  
Attention: Tom Padia, Source Reduction and Recycling Director**

**FAX: 510-893-2308  
Email: [tpadia@stopwaste.org](mailto:tpadia@stopwaste.org)**

ATTACHMENT A

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY**

**\$1,100,000 MITIGATION FUND DISBURSEMENT TO MUNICIPALITIES**

**ALLOCATION OF FUNDS FOR FY 2008/2009 BASED UPON 2007 DISPOSAL TONS**

<u>MEMBER AGENCY</u>	<u>2007 DISPOSAL</u>	<u>% TOTAL DISPOSAL</u>	<u>BASE AMT.</u>	<u>% OF BALANCE</u>	<u>TOTAL ALLOCATION</u>
Alameda	52,514	3.39%	\$20,000	\$ 25,764	\$ 45,764
Albany	8,741	0.57%	\$20,000	\$ 4,332	\$ 24,332
Berkeley	110,451	7.14%	\$20,000	\$ 54,264	\$ 74,264
Dublin	36,448	2.36%	\$20,000	\$ 17,936	\$ 37,936
Emeryville	20,649	1.33%	\$20,000	\$ 10,108	\$ 30,108
Fremont	182,165	11.78%	\$20,000	\$ 89,528	\$ 109,528
Hayward	176,053	11.38%	\$20,000	\$ 86,488	\$ 106,488
Livermore	107,551	6.95%	\$20,000	\$ 52,820	\$ 72,820
Newark	37,690	2.44%	\$20,000	\$ 18,544	\$ 38,544
Oakland	390,287	25.23%	\$20,000	\$191,748	\$ 211,748
Piedmont	5,536	0.36%	\$20,000	\$ 2,736	\$ 22,736
Pleasanton	114,331	7.39%	\$20,000	\$ 56,164	\$ 76,164
San Leandro	143,619	9.29%	\$20,000	\$ 70,604	\$ 90,604
Union City	59,136	3.82%	\$20,000	\$ 29,032	\$ 49,032
Castro Valley S. D.	30,412	1.97%	\$20,000	\$ 14,972	\$ 34,972
Oro Loma S. D.	54,193	3.50%	\$20,000	\$ 26,600	\$ 46,600
Remaining Uninc.	16,984	1.10%	\$20,000	\$ 8,360	\$ 28,360
<b>TOTALS</b>	<b>1,546,760</b>	<b>100.00%</b>	<b>\$340,000</b>	<b>\$760,000</b>	<b>\$1,100,000</b>

**ATTACHMENT B**

**MITIGATION FUND DISBURSEMENTS MADE IN FY 2007/2008**

**SUM OF DISBURSEMENTS MADE IN FY 2006/2007 & IN FY 2007/2008**

<u>MEMBER AGENCY</u>	<u>COLUMN #1 TOTAL 07/08 ALLOCATION</u>	<u>COLUMN #2 SUM OF LAST TWO YEARS TOTAL ALLOCATIONS (FY 06/07 + 07/08)</u>
Alameda	\$ 43,864	\$ 84,588
Albany	\$ 24,408	\$ 48,236**
Berkeley	\$ 75,176	\$ 143,092**
Dublin	\$ 39,076*	\$ 75,642
Emeryville	\$ 29,424	\$ 57,608
Fremont	\$ 108,388*	\$ 205,146
Hayward	\$ 98,964	\$ 187,538**
Livermore	\$ 74,340*	\$ 141,530
Newark	\$ 46,220	\$ 88,990**
Oakland	\$ 209,924	\$ 394,858**
Piedmont	\$ 22,888	\$ 45,396**
Pleasanton	\$ 75,556*	\$ 143,802
San Leandro	\$ 93,036	\$ 176,462**
Union City	\$ 51,008	\$ 97,936**
Castro Valley S.D.	\$ 35,352	\$ 68,684
Oro Loma S. D.	\$ 42,192	\$ 81,464
Remaining Uninc.	\$ 30,184	\$ 59,028**
	<u>\$1,100,000</u>	<u>\$2,100,000</u>

\* : These remaining 4 jurisdictions in FY 07/08 elected to participate in the ICLEI Greenhouse Gas Inventory and Template Action Plan project. For each, \$10,000 was subtracted from the check sent to them in FY 07/08 and was paid directly by StopWaste.Org to ICLEI on their behalf. The \$10,000 was subtracted from the "Total 07/08 Allocation" shown here.

\*\* : These 9 jurisdictions elected to participate in the ICLEI project in FY 06/07 and to have \$10,000 deducted "off the top" from their 06/07 Import Mitigation allocations for the purpose of receiving a greenhouse gas inventory and a template action plan for their jurisdiction. The \$10,000 was subtracted from the "Total Allocation" shown here.



**ATTACHMENT C  
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY**

**RESOLUTION WMA 2005 - 09**

**MOVED: Hosterman  
SECONDED: Landis**

**AT THE MEETING HELD OCTOBER 26, 2005**

**RESOLUTION ACCEPTING IMPORT MITIGATION FUND SPENDING PLANS AND  
SCHEDULES FROM THE CITIES OF ALAMEDA, EMERYVILLE, HAYWARD, SAN  
LEANDRO AND UNION CITY AND ADOPTING NEW POLICIES FOR ALLOCATIONS  
MADE IN FY 05/06 FORWARD**

**WHEREAS**, the Alameda County Waste Management Authority collects Waste Import Mitigation Fees contractually from the City and County of San Francisco and through adopted policy from all other wastes generated out-of-county and landfilled within Alameda County; and

**WHEREAS**, these Waste Import Mitigation Funds may be used to enhance waste diversion programs within Alameda County and thus reduce our need for additional landfill capacity; and

**WHEREAS**, for the last ten years the Waste Management Authority has annually distributed \$1 million dollars among its 17 member agencies from the Waste Import Mitigation fees revenue for the purpose of enhancing and increasing landfill diversion efforts; and

**WHEREAS**, most member agencies have spent their funding disbursements in a timely manner on appropriate uses but a handful of jurisdictions have accumulated large unspent balances; and

**WHEREAS**, as part of the FY 04/05 budget the Authority adopted the current allocation formula, committed to another three years of funding to the member agencies through FY 06/07, and adopted a policy requiring agencies accumulating more than their last two years' worth of funds to obtain approval of the WMA Board before receiving additional disbursements; and

**WHEREAS**, the cities of Alameda, Emeryville, Hayward, San Leandro and Union City all reported accumulated Import Mitigation fund balances in excess of the two-year threshold in FY 04/05; and

**WHEREAS**, these five cities submitted reports describing intended uses of the accumulated funds and obtained Authority approval on March 23, 2005 for release of FY 04/05 funding with the condition that the five cities report back in September 2005 to the Planning Committee on progress in spending their accumulated funds; and

**WHEREAS**, at the March 23, 2005 the Authority also requested that the Planning Committee consider options for amending or modifying the Board policy regarding release of these funds and that staff research and present the Committee with various policy options regarding the Board's ability to reclaim funds previously disbursed, to withhold current and future funds and potential alternative uses of withheld funds; and

**WHEREAS**, the Planning Committee at the September 20, 2005 meeting discussed the expenditure progress reports submitted by the five cities and the policy options regarding reclaiming or withholding funds and alternate potential uses of any withheld or reclaimed funds and unanimously recommends that the Authority adopt the following findings and policies;

**NOW, THEREFORE, BE IT RESOLVED**, that the Alameda County Waste Management Authority hereby:

- Accepts the submitted expenditure plans and schedules from the cities of Alameda, Emeryville, Hayward, San Leandro and Union City and requests that these five cities account for and track expenditures from their Import Mitigation fund balances as of 6/30/04, separately from funds received in FY 04/05 forward. Failure to expend these funds on eligible uses according to the attached schedules will trigger a case by case review by the Board prior to any future disbursements, in conformance with current policy.
- Adopts a new policy effective immediately, prior to disbursement of FY 05/06 funds (normally funding applications would be sent out in October) requiring expenditure of current and future allocations within two years (i.e. funds disbursed in mid-FY05/06 would need to be spent by the end of FY 06/07).
- Adopts a policy that, beginning in FY 07/08 (i.e. after two years disbursements with the above new policy in place), jurisdictions will be ineligible for any funding allocation in a fiscal year if unspent balances as of June 30 of the prior fiscal year exceed the sum of the last two years' disbursements. A jurisdiction may apply to the Authority Board for "pre-approval" to spend specific funds over three fiscal years (as opposed to two) for a specified, pre-approved program without becoming ineligible for further disbursements. Annual audit reviews of member agency fund balances may be conducted as needed.
- Affirms current policy - case by case review by Board for any jurisdiction with more than last 2 years' worth of funds unspent –for this year (FY 05/06) and for FY 06/07.
- Adopts a policy stating that any future withheld funds, either under the current or future policy, will be added to the pool of project funds for supplemental allocation to eligible member agencies according to the adopted allocation formula.

**ADOPTED BY THE FOLLOWING VOTE:**

**AYES:** Carson, Okawachi, Spring, Waespi, McCormick, Wieckowski, Henson, Quan, Landis, Hosterman, Young, Green, Dietrich

**NOES:** None

**ABSENT:** Johnson, Bukowski, McEnroe, Tong

**ABSTAINED:** None

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**Karen Smith, Executive Director**

## Attachment D - Eligibility Criteria Conformance Chart

As of September 30, 2008, the jurisdictions listed below have passed the following ordinances/resolutions that meet the criteria set forth in StopWaste.Org's model ordinances :

### JURISDICTION

ALAMEDA COUNTY (Unincorporated)
ALBANY
ALAMEDA
BERKELEY
CASTRO VALLEY SD
DUBLIN
EMERYVILLE
FREMONT
HAYWARD
LIVERMORE
NEWARK
OAKLAND
ORO LOMA SD
PIEDMONT
PLEASANTON
SAN LEANDRO
UNION CITY

### ORDINANCE/RESOLUTION

Civic Green Building	Civic Bay Friendly	C&D	75%	Food Scraps	Has met at least 4 of 5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	n/a	X
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X
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Key:

☒ = meets eligibility criteria

n/a = not applicable to this jurisdiction

x = adopted ordinance/policy does not meet eligibility criteria

☒<sup>1</sup> = Food scraps collection scheduled to begin January 2009

## **ATTACHMENT E**

### **Clarification of Eligibility Criteria**

At the March 26, 2008 meeting the Waste Management Authority unanimously (19-0) approved the following clarifications to the eligibility criteria for Waste Import Mitigation funding allocations to the member agencies:

- Residential Food Scraps Collection: all single family residents must have access to weekly organics collection that includes all food scraps and food-soiled paper.
- Formal adoption of a 75% diversion goal: any resolution or policy approved by the council/board that includes a goal of 75% diversion from landfill.
- Adoption of C&D Debris Diversion Ordinance: must be applicable to private as well as to civic projects exceeding a specified threshold (sq. ft. or \$\$) and must require minimum diversion of 50% by weight of all debris generated.
- Adoption of Civic Green Building Ordinance: must require certification of LEED™ rating by the U. S. Green Building Council (USGBC) for civic projects above a specified threshold (square feet or \$\$).
- Adoption of Civic Bay Friendly Landscaping Ordinance: must apply to all jurisdiction-sponsored projects over a specified threshold (square feet or \$\$) and meet the minimum Bay Friendly Landscape Scorecard points.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

Date: September 23, 2010

**Corte Madera:**  
David Bracken

To: Executive Committee Members

**County of Marin:**  
Matthew Hymel

From: Michael Frost

**Fairfax:**  
Michael Rock

Re: Franchise Area and Hauler Maps

**Larkspur:**  
Dan Schwarz

At your last meeting, Committee members requested staff look into preparing franchise district maps showing the franchise agencies' service areas in comparison with city boundaries.

**Mill Valley:**  
Jim McCann

Staff has been working with the County's Geographic Information System (GIS) group to develop a map of all the franchise areas and a separate map that shows the haulers' service areas. Each of these maps will also designate the city and County boundaries. These maps are undergoing final touches by the GIS division and should be available for the Committee to view at the meeting.

**Novato:**  
Michael Frank

**Ross:**  
Gary Broad

**San Anselmo:**  
Debbie Stutsman

To aid this discussion staff prepared the attached list of waste removal franchising agencies including: Agency, incorporated or unincorporated area, and hauler.

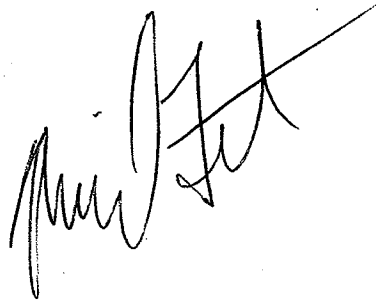
**San Rafael:**  
Ken Nordhoff

Attachment

**Sausalito:**  
Adam Politzer

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**Tiburon:**  
Margaret Curran





<b>Member Agency</b>	<b>Franchise Name</b>	<b>Hauler</b>	<b>Area</b>
City of Belvedere	City of Belvedere	Mill Valley Refuse	Belvedere
Town of Corte Madera	Town of Corte Madera	Mill Valley Refuse	Corte Madera
Town of Fairfax	Town of Fairfax	Marin Sanitary Service	Fairfax
City of Larkspur	City of Larkspur	Marin Sanitary Service	Larkspur
City of Mill Valley	City of Mill Valley	Mill Valley Refuse	Mill Valley
Town of Ross	Town of Ross	Marin Sanitary Service	Ross
Town of San Anselmo	Town of San Anselmo	Marin Sanitary Service	San Anselmo
City of San Rafael	City of San Rafael	Marin Sanitary Service	San Rafael
City of Sausalito	City of Sausalito	Bay Cities Refuse	Sausalito
Town of Tiburon	Town of Tiburon	Mill Valley Refuse	Tiburon
County of Marin	Western Franchise Area 1	Redwood Empire Disposal	County of Marin Unincorporated
County of Marin	Central Franchise Area 1 (Bayside Acres)	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Central Franchise Area 2 (County Club Estates)	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Central Franchise Area No 3 (Bret Harte)	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Central Franchise Area 4 (Point San Quentin)	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Central Franchise Area 5 (Lucky Drive)	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Central Franchise Area 6 (Greenbrae Boardwalk)	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Ross Valley North	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Ross Valley South	Marin Sanitary Service	County of Marin Unincorporated
County of Marin	Southern Franchise Area 1 (Fort Cronkhite-Fort Barry & Richardson Bay)	Bay Cities Refuse	County of Marin Unincorporated
County of Marin	Southern Franchise Area 2 (Edgewood Area)	Mill Valley Refuse	County of Marin Unincorporated
County of Marin	Southern Franchise Area 3 (Edgewood Area)	Mill Valley Refuse	County of Marin Unincorporated
County of Marin	Southern Franchise Area 4 (Edgewood Area)	Mill Valley Refuse	County of Marin Unincorporated
County of Marin	Southern Franchise Area 5 (Paradise Drive)	Mill Valley Refuse	County of Marin Unincorporated
County of Marin	Southern Franchise Area 6 (Bay View Heights and Eagle Rock Est.)	Mill Valley Refuse	County of Marin Unincorporated
County of Marin	Southern Franchise Area 7 (Shoreline Highway)	Mill Valley Refuse	County of Marin Unincorporated

<b>Special District</b>	<b>Franchise Name</b>	<b>Hauler</b>	<b>Area</b>
Almonte Sanitary District	Almonte Sanitary District	Mill Valley Refuse	County of Marin Unincorporated
Alto Sanitary District	Alto Sanitary District	Mill Valley Refuse	County of Marin Unincorporated
Bolinas Community Public Utility Dist	Bolinas Community Service District	Redwood Empire Disposal	County of Marin Unincorporated
Homestead Valley Sanitary District	Homestead Valley	Mill Valley Refuse	County of Marin Unincorporated
Las Gallinas Valley Sanitary District	Las Gallinas Valley	Marin Sanitary Service	County of Marin Unincorporated
Marin City Community Services District	Marin City	Bay Cities Refuse	County of Marin Unincorporated
Novato Sanitary District	City of Novato and Unincorporated Marin	Novato Disposal	Novato
Stinson Beach County Water District	Stinson Beach	Redwood Empire Disposal	County of Marin Unincorporated
Strawberry Recreational District	Strawberry	Mill Valley Refuse	County of Marin Unincorporated
Tamalpais Community Services District	Tamalpais Valley	Tamalpais Community Service District	County of Marin Unincorporated

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# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

Date: September 23, 2010

**Corte Madera:**  
David Bracken

To: Executive Committee Members

**County of Marin:**  
Matthew Hymel

From: Michael Frost

**Fairfax:**  
Michael Rock

Re: Outreach Request for Qualifications Process

**Larkspur:**  
Dan Schwarz

In April of 2010 the Budget Subcommittee directed the Local Task Force to develop a Communication Plan to set the foundation of a Countywide Zero Waste Public Education Outreach Program. Staff worked with them to develop a message, define an audience, and select types of media to use. The group also received a presentation by CalRecycle staff on outreach assistance. Although the LTF has not yet developed their Communication Plans staff intends to enlist the group in reviewing the RFQ Responses and select types of media and/or messages they would like to use.

**Mill Valley:**  
Jim McCann

**Novato:**  
Michael Frank

**Ross:**  
Gary Broad

On August 30, 2010, following your Committees authorization, staff released a Request for Qualifications (RFQ) for the JPA's Zero Waste Outreach Program. All responses to the RFQ are scheduled to be received on October 1, 2010. To date two firms have been in contact with staff and intend to respond.

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Ken Nordhoff

**Sausalito:**  
Adam Politzer

Following the LTF's review staff will develop a list of applicants to interview, and would like to assemble an interview panel to select a contractor from the list of qualified respondents. Staff requests your Committees direction on the makeup of the interview/selection panel. Following selection of the more qualified respondent, staff will negotiate a contract to be approved by your Committee.

**Tiburon:**  
Margaret Curran

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