

MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, June 1, 2011
Northgate Mall Community Room
5800 Northgate Drive, Ste 200
San Rafael, CA

8:30 -10:00 AM

AGENDA

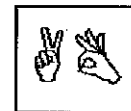
Call to Order.

- 1) Open Time for Public Comment (5 Minutes)
- 2) Approval of the May 4, 2011 JPA Local Task Force Minutes (Action – 5 Minutes)
- 3) Executive Committee Meeting Update – Verbal Report (Information – 30 Minutes)
- 4) Zero Waste Grant Program Applications (Information – 30 Minutes)
- 5) Program Manager Recruitment Update – Verbal Report (Information – 5 Minutes)
- 6) Open Time for Member Comment (5 Minutes)
- 7) Adjourn.

Next LTF Meeting will be held on July 6, 2011 at 8:30 AM.
Next Executive Committee Meeting time and date is July 20, 2011.
Next JPA Board Meeting time and date is June 23, 2011.

The full agenda including staff reports can be viewed at
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**

AB 939 Local Task Force Meeting
 Wednesday, May 4, 2011
 Tamalpais Community Room
 203 Marin Avenue, Mill Valley

MINUTES**MEMBERS PRESENT**

Patty Garbarino, Marin Sanitary
 Jon Elam, Tamalpais CSD
 Loretta Figueroa, Almonte Sanitary District
 Steve McCaffrey, Redwood Empire Disposal
 Renee Goddard, Ross Valley Cities
 Tania Levy, Unincorporated Area
 Elissa Giambastiani, San Rafael
 Joan Irwin, Southern Marin Cities
 Jennie Pardi, Conservation Corps
 Delyn Kies, Sustainable Novato

MEMBERS ABSENT

Ramin Khany, Redwood Landfill
 Greg Christie, Bay Cities
 Judy Schriebman, LGVSD
 Tamara Hull, Sustainable San Rafael
 David Haskell, Sustainable Marin

STAFF PRESENT

Alex Soulard, JPA Staff
 Kiel Gillis, JPA Staff

OTHERS PRESENT

Dee Johnson, Novato Sanitary District
 Lauren Schiller, The Hive Advertising
 DeeAnn Budney, The Hive Advertising
 Russ Greenfield, LGVSD
 Casey Mazzone, Marin Builders Assn.
 Tony Reynolds, Renew Computers
 Jim Iavarone, Mill Valley Refuse
 Casey Mazzone, Marin Builders Assn.

Call to Order. The Local Task Force (LTF) meeting came to order at 8:35 AM.

1. Open Time for Public Comment. Patty Garbarino announced tours of the Marin Sanitary Zamora Facility. Tours will occur on Saturday May 14th and Friday June 11th. Members and interested parties should contact Ms. Garbarino for further information. Staff identified that filling Special District position occupied by Judy Schriebman will be placed on the agenda of the next JPA meeting. Tony Reynolds made a brief presentation and fielded questions regarding his company, Renew Computers.
2. Approval of the April 6, 2011 JPA Local Task Force Minutes M/s Figueroa, McCaffrey to approve the minutes from the April 6, 2011 LTF meeting. Motion passed unanimously.
3. The Hive Advertising to Present Zero Waste Campaign Creative Work in Progress The Hive Advertising, the firm hired to develop the JPA's Zero Waste Outreach, made a presentation and requested feedback from the LTF members. The presentation reviewed strategy and then displayed three different creative campaign ideas with sample slogans and monthly zero waste goal ideas for residents. Each LTF member

was given the opportunity to voice their preference on campaign options. LTF members provided feedback that showed preference towards one logo and issues surrounding one of the creative concepts. No action was necessary.

3. County Single-Use Carry-Out Bag Ban Update Staff briefly provided information on the current Single-Use Bag Ban. Staff identified that the Marin County Department of Agriculture has been contracted by the JPA to develop outreach and educational materials for local businesses regarding the ban. The Department is beginning the recruitment process for an extra hire position that will coordinate outreach. This campaign will commence in July. No action was necessary.
4. Zero Waste Grant Applications Report Staff reported on the progress made regarding the Zero Waste Grant applications. Staff identified which cities and towns had supplied applications. Renee Goddard asked about the status of Fairfax's applications. Staff stated they would check with the town manager. Members discussed the issue of why the Special Districts did not apply for the grants. No action was necessary.
5. Household Hazardous Waste Reduction of Hours Update Jon Elam and Patty Garbarino briefly provided information regarding the status and challenges the HHW Facility now faces. Jon Elam requested that staff keep the Task Force informed on this item. No action was necessary.
6. Program Manager Recruitment Update Staff briefly provided information on the recruitment to fill the Waste Management Program Manager position.
7. Open Time for Member Comment No comments were received.
8. Adjourn.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
George Rodericks

Date: June 1, 2011

Corte Madera:
David Bracken

To: Local Task Force Members

County of Marin:
Matthew Hymel

From: Alex Soulard

Fairfax:
Michael Rock

Re: Zero Waste Grant Applications

Larkspur:
Dan Schwarz

Zero Waste Grant applications were received from seven cities by the due date of April 30, 2010. Applications were received from Fairfax, Larkspur, Ross, San Anselmo, San Rafael, Tiburon, and the County. The applications are attached for you to review.

Mill Valley:
Jim McCann

All applicants applied for their full grant amount and selected programs that include both Primary Programs and Secondary Programs. Primary programs include adoption of the Zero Waste Tool Kit documents and inclusion of food scrap composting in franchise agreements. Secondary programs are other programs outside the Tool Kit that work towards the Zero Waste Goals.

Novato:
Michael Frank

Ross:
Gary Broad

San Anselmo:
Debbie Stutsman

Larkspur, Ross, and Tiburon chose to use grant funding for implementation of the Primary Grant Programs. Fairfax and San Anselmo chose to use funds for Primary Programs as well as to pay for ordinance enforcement costs, recycling and composting coordination and for recycling containers. The City of San Rafael chose to fund Primary Programs and a single use plastics ordinance.

San Rafael:
Jim Schutz

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

The County has designated their grant funding to go to a Secondary Program with the Conservation Corps North Bay. The Corps will use the funding to help set up composting and recycling at schools, coordinate composting and recycling at the County Fair and other large events, and coordinate composting programs and classes.

The Zero Waste Grant Applications were presented to the Executive Committee for approval at their May 26, 2011 meeting.

Attachments

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Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> Town of Fairfax	
<u>Mailing Address</u> 142 Bolinas Road, Fairfax, CA 94930	
<u>Primary Contact Name</u> (As Authorized in Resolution)	<u>Title</u>
Michael Rock	Town Manager
<u>Telephone No.</u>	<u>Email Address</u>
415-458-2345	mrock@townoffairfax.org
<u>Signature</u> <i>Michael Rock</i>	<u>Date</u> 4-15-11

Jurisdictional Fund Allowance
\$ 11,847

Requested Grant Amount
\$ 11,847

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary: CTD Ordinance
Secondary: CTD Ordinance Enforcement Costs; Coordinator for Recycling + Composting at local events; Adding public recycling receptacles; local Composting Classes

2. Project Description


Provide a description of the project as use of the requested funds.

Town of Fairfax will develop and adopt CTD Ordinance and implement Secondary waste reduction practices as listed above in Grant Fund Use.

**MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY**

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> CITY OF LARKSPUR	
<u>Mailing Address</u> 400 Magnolia Avenue Larkspur, CA 94939	
<u>Primary Contact Name</u> (As Authorized in Resolution)	<u>Title</u>
Dan Schwarz	City Manager
<u>Telephone No.</u>	<u>Email Address</u>
(415) 927-5018	dschwarz@larkspurcityhall.org
Signature 	Date 4/22/11

Jurisdictional Fund Allowance
\$ 16,330.75

Requested Grant Amount
\$ 16,330.75

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary WRPs as indicated in FY 2010/2011 Zero Waste Grant Guidelines:
Zero Waste Resolution, Construction and Demolition (C&D) Ordinance
and Commercial and MultiFamily Recycling Ordinance.

2. Project Description

Provide a description of the project as use of the requested funds.


The City of Larkspur will work toward adoption of the Primary WRPs identified in #1 above, using the JPA's model ordinances and resolutions. Project will include participation of Planning and Building Department staff, and the City Attorney, in the review and preparation of the documents for public hearing, report and agenda preparation, public noticing, and preparation and printing of public education materials.

Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> Town of Ross	
<u>Mailing Address</u> P.O. Box 320, Ross CA 94957	
<u>Primary Contact Name</u> (As Authorized in Resolution)	<u>Title</u>
Gary Broad	Town Manager
<u>Telephone No.</u>	<u>Email Address</u>
(415) 453-1453 x107	gbroad@townofross.org
<u>Signature</u> 	<u>Date</u> 4/26/11

Jurisdictional Fund Allowance
\$ 7,207

Requested Grant Amount
\$ 7,207

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary WRP's = Zero Waste Resolution, Construction and Demolition Ordinance, Commercial and Multi-Family Recycling Ordinance.

2. Project Description

Provide a description of the project as use of the requested funds.

The Town of Ross will work toward ~~also~~ adoption of the resolution and ordinances described above using models provided by the JPA.

Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011

Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> Town of San Anselmo	
<u>Mailing Address</u> 525 San Anselmo Avenue, San Anselmo, CA 94960	
<u>Primary Contact Name</u> (As Authorized in Resolution)	<u>Title</u>
Debra Stutsman	Town Manager
<u>Telephone No.</u>	<u>Email Address</u>
(415) 258-4652	dstutsman@townofsananselmo.org
<u>Signature</u> <i>Debra Stutsman</i>	<u>Date</u> <i>4/27/11</i>

Jurisdictional Fund Allowance

\$ 16,614.67

Requested Grant Amount

\$ 16,614.67

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary: C&D Ordinance, Commercial/multi-family
Recycling Ordinance

Secondary: Ord. enforcement costs, Recycling/Zero Programs
at Town events, summer camps, recycling contain

2. Project Description

Provide a description of the project as use of the requested funds.

Town of San Anselmo will develop the ordinances, conduct enforcement and implement a zero waste/recycling program that is practical + educational for town events and summer camps.

Exhibit A
MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

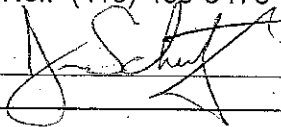
Name: City of San Rafael

Mailing Address: 1400 Fifth Avenue, San Rafael, CA 94901

Primary Contact Name: Jim Schutz Title: Assistant City Manager
(As Authorized in Resolution)

Telephone No.: (415) 485-3475 Email Address: jim.schutz@cityofsanrafael.org

Signature



Date 4/28/11

Jurisdictional Fund Allowance: \$ 58,879.43

Requested Grant Amount: \$ 58,879.43

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

1. Zero Waste Resolution
2. Construction and Demolition Debris Ordinance and Implementation
3. Multi-Family and Commercial Recycling Ordinance and Implementation
4. Single-Use Plastics Ordinances

2. Project Description

Provide a description of the project as use of the requested funds.

1. Adoption of Zero Waste Resolution.
2. Adoption and implementation of Construction & Demolition Debris Ordinance.
3. Adoption and implementation of Multi-Family and Commercial Recycling Ordinance, including targeted multi-family outreach and education campaign by Marin Sanitary Services.
4. Preparation of Single-Use Plastics Ordinances (carryout bag ban and take-out food containers), including facilitated process involving 6 Marin jurisdictions (San Rafael, Novato, San Anselmo, Tiburon, Sausalito and Mill Valley).
5. Monitoring of Zero Waste programs and preparation of final grant report.

Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> <i>Town of Tiburon</i>	
<u>Mailing Address</u> <i>1505 Tiburon Blvd. Tiburon, CA 94920</i>	
<u>Primary Contact Name</u> <small>(As Authorized in Resolution)</small> <i>Laurie Tyler</i>	<u>Title</u> <i>Associate Planner</i>
<u>Telephone No.</u> <i>415-435-7397</i>	<u>Email Address</u> <i>tyler@ci.tiburon.ca.us</i>
<u>Signature</u> <i>Laurie Tyler</i>	<u>Date</u> <i>9/27/11</i>

Jurisdictional Fund Allowance
\$ *13,407.21*

Requested Grant Amount
\$ *13,407.21*

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

*Primary WRRPs: Zero Waste Resolution
Construction and Demolition Ordinance
Commercial and Multi-Family Recycling Ordinance*

2. Project Description

Provide a description of the project as use of the requested funds.

Town of Tiburon will develop and adopt these three primary WRRPs using the model ordinances and resolution provided by the JPA.

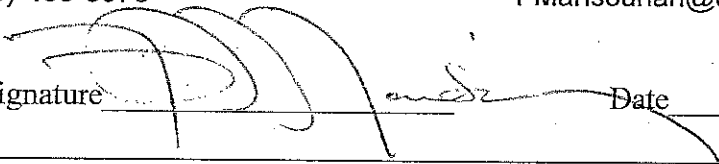
Exhibit A

**MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY**

Fiscal year 2010 - 2011

Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> County of Marin	
<u>Mailing Address</u> PO Box 4186, San Rafael, CA 94913-4186	
<u>Primary Contact Name</u> (As Authorized in Resolution) Farhad Mansourian	<u>Title</u> Director of Public Works
<u>Telephone No.</u> (415) 499-6570	<u>Email Address</u> FMansourian@co.marin.ca.us
<u>Signature</u> 	<u>Date</u> 4/30/11

Jurisdictional Fund Allowance

\$38,577.42

Requested Grant Amount

\$38,577.42

(Plus 9 optional \$3,500 amounts if Special Districts are covered by the program.)

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

- Outreach and Training Coordinator to set up Recycling and Composting at Schools
- Coordinator for Recycling and Composting at Local Events
- Local Composting Classes
- Support of Food Scrap Composting Program

2. Project Description

Provide a description of the project as use of the requested funds.

The County of Marin will contract with Conservation Corps North Bay (Contractor) for the full grant amount to perform the following services:

Task 1 – Provide Recycling and Composting Services at the 2011 Marin County Fair

- a. Contractor shall supply Ten (10) Zero-Waste eco-stations equipped with landfill, recycling and compost bins provided by Contractor placed in the highest volume food court areas and staffed by

- Contractor to provide education and direction to fair guests on waste diversion practices at the fair and in Marin County
- b. Contractor shall supply an additional Fifty (50) Zero-Waste stations equipped with landfill, recycling and compost bins placed in lower volume areas throughout the fairgrounds and behind vendor tents (20 stations provided by Contractor and 30 stations provided by the County)
 - c. Contractor shall supply customized signage in collaboration with Revolutionary Green throughout the fair, at food courts, on collection bins, and in bathrooms educating guests on what can be composted and recycled
 - d. Contractor shall purchase and supply Biobags for compost collections
 - e. Contractor shall provide and coordinate the use of 5 gallon buckets for post-consumer and pre-consumer food waste collection, located inside each vendor booth
 - f. Contractor shall sort garbage, recycling and compost at all sixty (60) Zero-Waste stations to maximize diversion and minimize contamination while providing collections of materials to be put in compost and recycling dumpsters
 - g. Contractor shall ensure all cardboard is collected and placed in cardboard recycling dumpsters
 - h. Contractor shall place one-hundred (100) blue recycling containers next to garbage cans throughout the fairgrounds
 - i. Contractor shall place signage directing guest to compost paper towels used in bathrooms and near out houses
 - j. Contractor shall collect paper towels throughout the event to be placed in the compost dumpster
 - k. Contractor shall organize and conduct a period of instruction on waste diversion practices at the fairgrounds for County Marin Center staff and La Rocca Janitorial staff
 - l. Contractor shall work in collaboration with County Marin Center staff and other contracted partners including Revolutionary Green, Marin Sanitary Services and LaRocca Janitorial Staff
 - m. Contractor shall work with event coordinator and the waste hauler to develop a waste reduction program for the event as well as generate waste diversion data. This data will include amount of waste, recyclables and compostables generated during the event by material type. This data will then be compiled in a report and included with the billing invoice to the County.

Task 2 – Optional Recycling and Composting Services at other events for the Marin Center upon request by County staff.

- a. At County discretion, Contractor will provide zero-waste stations at smaller scale special events
- b. Contractor will provide zero-waste stations equipped with landfill, recycling and compost bins. These stations will be placed in high volume food court areas and staffed by Contractor to provide education and direction to event guests on waste diversion practices at the event and in Marin County
- c. Contractor shall provide customized signage on collection bins, and in bathrooms educating guest on what can be composted and recycled
- d. Contractor shall purchase and supply Biobags for compost collections
- e. Contractor shall provide and coordinate the use of 5 gallon buckets for post-consumer and pre-consumer food waste collection, located inside vendor booths
- f. Contractor shall sort garbage, recycling and compost at all Zero-Waste stations to maximize waste diversion and minimize contamination while providing collections of materials to be put in compost and recycling dumpsters
- g. Contractor shall ensure all cardboard is collected and placed in cardboard recycling dumpsters
- h. Contractor shall provide and place blue recycling containers next to garbage cans as needed throughout the Marin Center
- i. Contractor shall place signage in bathrooms and near out houses directing guest to compost paper towels
- j. Contractor shall collect paper towels throughout the event and place in compost dumpster
- k. Contractor shall work with event coordinators and the waste hauler to develop a waste reduction program for the events as well as generate waste diversion data. This data will include amount of waste, recyclables and compostables generated during the events by material type. This data will then be compiled in a report for each event and included with the billing invoice to the County.

Task 3 – Optional Outreach and Training Coordinator to solicit interest and set up Recycling and Composting at local (K-12) Schools upon request by County staff.

- a. Contractor shall solicit interest in recycling coordination from an estimated 6 to 8 Elementary, Middle, and High Schools (K-12) and shall set up programs at schools upon approval by County staff.
- b. Contractor shall develop a campus wide waste/recycling assessment focusing on administrative offices, classrooms, restrooms and outdoor eating areas to determine level of recycling and areas to increase diversion
- c. Contractor shall provide Consultation and recommendations to schools to begin or expand on school wide recycling and/or food scrap recycling programs
- d. Contractor shall develop Pre and post outreach waste audits to determine percentage of recyclable/compostable waste in trash and/or determine effectiveness of recycling program in place
- e. Contractor shall provide school with a detailed report on waste audit findings with recommendations for improvement
- f. Contractor shall support with implementation of recommendations to divert recycling and food scraps i.e. setting up waste stations that include recycling and composting bins
- g. Contractor shall conduct up to five (5) school visits to support and train school organized student leadership teams, student council members, green teams and/or teachers, staff and yard supervisors on sustaining a recycling and composting program on campus at each school
- h. Contractor shall provide the school and the County with an End of year report on program's diversion accomplishments

Task 4 – Optional Local Composting Classes upon request by County staff.

- a. Contractor shall provide a Composting Workshop series to include (6) Composting Workshops for a total of 210 participants in Fiscal year 2011/12. Workshops will be led by Contractor or by sub-contracted specialists and will be located at locations agreed to by County

Workshops shall consist of:

- One workshop per year to be attended by 20 members of the General Public as coordinated by Contractor as agreed.
- Two Composting Workshops per year incorporated in the semester-long College of Marin Introduction to Organic Horticulture for-credit course and field-based lab attended by 70 Students in the College of Marin Environmental Landscaping Program
- Two Composting Workshops for 15 Corpsmembers each at Conservation Corps North Bay's Indian Valley Organic Farm & Garden
- One Composting Workshop for 100 Middle and High school youth participants in Conservation Corps North Bay's Project ReGeneration summer youth camp

Workshop instruction will include:

The environmental benefits of gardening and the 4 R's in the Garden - Reduce, Reuse, Recycle & Rot, the biology of composting, methods of composting, composting for all occasions (School, home, farm, garden, or business), how to set up and manage compost, hands-on experience building compost, and compost application in the Garden

- b. Contractor shall provide County with an end of year report on attendance data for all workshops.

