

MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, September 5, 2012
Northgate Mall Community Room
5800 Northgate Drive, Suite 200
San Rafael, CA

8:30 - 10:00 AM

AGENDA

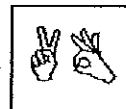
Call to Order.

- 1) Open Time for Public Comment (5 Minutes)
- 2) Approval of the August 1, 2012 JPA Local Task Force Minutes (Action – 5 Minutes)
- 3) Presentation by Jason Dow, General Manager of the Central Marin Sanitation Agency (CMSA) on the Food Waste to Energy Digester Project (Oral Report – 20 minutes)
- 4) Staff Report of Recent and Ongoing Activities(Oral Report – 10 minutes)
- 5) Update on JPA Board Appointments (Receive and File – 1 minute)
- 6) Appointment of Two LTF Members to Assist with Screening Zero Waste Outreach RFQ Responses (Action – 5 minutes)
- 7) LTF Work Plan for FY 12/13 (Action – 35 Minutes)
- 8) Open Time for Member Comments (10 Minutes)
- 9) Adjourn.

Next scheduled LTF Meeting is Wednesday, October 3rd at 8:30 AM @ Northgate Mall

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 473-6647 for more information

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DRAFT

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

AB 939 Local Task Force Meeting
Wednesday, August 01, 2012
Northgate Mall Community Room
5800 Northgate Drive, Suite 200
San Rafael, CA

MINUTES

MEMBERS PRESENT

Loretta Figueroa, Almonte Sanitary District
Renee Goddard, Ross Valley Cities
Elissa Giambastiani, San Rafael
Joan Irwin, Southern Marin Cities
Russ Greenfield, LGVSD
Ramin Khany, Redwood Landfill
Jon Elam, Tamalpais CSD
Delyn Kies, Sustainable Novato
Patty Garbarino, Marin Sanitary Svc.
Jennie Pardi, Conservation Corps North Bay
David Haskell, Sustainable Marin

MEMBERS ABSENT

Greg Christie, Bay Cities Refuse
Matt McCarron, City of Novato
Steve McCaffrey, Redwood Empire Disposal
David Green, Unincorporated Marin Co.

STAFF PRESENT

Steve Devine, JPA Staff
Alex Soulard, JPA Staff
Kiel Gillis, JPA Staff

OTHERS PRESENT

Kim Scheibly, Marin Sanitary Svc.
Andy Campbell, Renew Computers
Brian McLeran, McLeran Roofing Co.
Anja Wehrmann, Conservation Corps N.B
Casey Mazzoni, Marin Builders Assn.
Dee Johnson, Novato Sanitary Dist.
Bruce Baum, GCRWM

Call to Order. The Local Task Force (LTF) meeting came to order at 8:31 AM.

1. Open Time for Public Comment

Ms. Garbarino noted Marin Sanitary Service had instituted their new curbside Household Hazardous Waste pilot program, and that it was operating successfully.

2. Approval of the June 6, 2012 JPA Local Task Force Minutes

M/s Figueroa, Garbarino to approve the June 6, 2012 JPA Local Task Force Minutes. The motion passed unanimously.

3. Staff Report of Recent and Ongoing Activities

Staff provided a report on ongoing activities. This included an update on recycling and litter receptacles in Pt. Reyes, and the JPA Board authorizing an application to administer CalRecycle Used Oil Payment Program for Marin. Mr. Haskell suggested oil funds be used to supply service stations with bins to collect used oil containers. Staff identified that concept would be considered once the JPA takes over the program later this year.

4. Improving LTF Effectiveness, Redistribute Local Task Force Procedures, Distribute Excerpts of County of Marin Board and Commission Handbook

Staff provided a review of the role and responsibilities of the LTF, including information regarding LTF procedures and encouraged all LTF members to review the Marin County Board and Commission Handbook as well as the Brown Act found online. Mr. Elam stated that the LTF is allowed the ability to revise the JPA LTF Procedures and encouraged members to review the materials provided by Staff. No comments were received.

5. CalRecycles Siting Element

Staff provided an update on the landfill Siting Element with CalRecycle. In FY 11-12 the JPA retained Environmental Science Associates (ESA) to perform an analysis on the site life of Redwood Landfill. The report concluded based on ESA's best estimate that 3.1 million tons of capacity will remain in 2027. Staff identified the JPA will continue to monitor the landfill closely but would not pursue a fully revised Siting Element and will include ESA's analysis information in the 2011 Electronic Annual Report. Mr. Khany reported there are two permit applications currently submitted to the County which, if approved, would further extend the life of the landfill. Mr. Baum stated the report does not take into account landfill failure. Mr. Haskell made a motion to recommend to the JPA Board that it pursue action seeking amendment to State requirements so that reporting on in-County disposal capacity include examination of regional disposal capacity. The motion was not seconded. Mr. Haskell withdrew his motion.

6. Marin Builders Association Presentation on Roof Tear Offs

Mr. McLeran and Ms. Mazzoni presented to the LTF on using roof tear-off to be mixed with road materials and following a CalRecycle suggestion of partnering with a local agency requested LTF support. Mr. McLeran noted the need for resources in possibly changing Caltrans specifications for road materials and fielded questions from the LTF. M/s Giambastiani, Irwin to support the pilot project with additional details to follow. The motion passed unanimously.

7. Discussion of LTF Work Plan for FY 12/13

Consistent with a similar item on the June LTF agenda, staff recommended the LTF adopt a work plan for FY12/13. A list of potential work plan items was provided which included suggestions from LTF Members at past meetings including single-use bag bans, Extended Producer Responsibility (EPR), and evaluating long-term JPA funding. M/s Kies, Haskell to adopt the proposed list with the addition of construction and demolition debris and community outreach. The motion passed unanimously. No public comments were received.

8. Open Time for Member Comments

LTF Members provided updates on waste and recycling events or programs taking place in their respective communities.

9. Adjourn

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Vacant

Date: September 5, 2012

Corte Madera:
David Bracken

To: Local Task Force Members

From: Steve Devine, Program Manager

County of Marin:
Matthew Hymel

Re: Update on JPA Board Appointments

Fairfax:
Judy Anderson

At the JPA Board Meeting on August 23, 2012 the Board filled the vacant Chair and Vice Chair positions, and also appointed representatives to vacant Southern Marin Cities and Ross Valley Cities seats on the five-member Executive Committee.

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

The new JPA Chair is Nancy Mackle from the City of San Rafael and the new Vice-Chair is Matthew Hymel from the County of Marin.

Novato:
Michael Frank

The composition of the Executive Committee is now:

Ross:
Rob Braulik

Southern Marin Cities	Jim McCann – City of Mill Valley
Ross Valley Cities	Dan Schwartz – City of Larkspur
City of Novato	Michael Frank
County of Marin	Matthew Hymel
City of San Rafael	Nancy Mackle

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Additionally, Ross has appointed Rob Braulik (the new City Manager) to the Board, and Fairfax has appointed Judy Anderson (Interim City Manager) to the Board.

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: September 5, 2012
Vacant

Corte Madera: To: Local Task Force Members
David Bracken

County of Marin: From: Steve Devine, ⁶⁸⁰ Program Manager
Matthew Hymel

Fairfax: Re: Appointment of Two LTF Members to Assist with Screening Zero
Waste Outreach RFQ Responses
Judy Anderson

Larkspur: At the JPA Board Meeting on August 23, 2012 the Board approved issuing
Dan Schwarz a Request for Qualifications for a zero waste outreach/advertising
contractor. The agenda report from the Board Meeting is attached to this
report.

Mill Valley:
Jim McCann

Novato:
Michael Frank

The Board voted to issue the RFQ with direction that the RFQ include provisions that: contractors make efficient use of the existing assets and work that has already been produced, that market research be conducted to identify the most effective targets and that quantifiable measures of success be included.

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

The Board's motion included a selection process which incorporates the LTF by having two members participate in a screening process which would recommend the top three responses from those received. Then, the top three firms would be interviewed by a panel consisting of the JPA Chair, the LTF Chair, JPA staff and an outside zero waste/recycling expert from a Bay Area municipality.

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

Recommendation:

The LTF should select two members to participate in the Outreach RFQ screening process.

Attachment

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ATTACHMENT

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Vacant

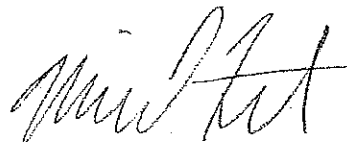
Date: August 23, 2012

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Michael Frost, Executive Officer



Fairfax:
Judy Anderson

Re: Request for Qualifications (RFQ) for Zero Waste
Outreach/Advertising Contractor

Larkspur:
Dan Schwarz

The Zero Waste Outreach program was established in FY 10/11 and has been allocated \$200,000 in the JPA Budget for 3 years. The JPA is currently wrapping up its second year of contracting with the Hive Advertising. Staff and the Board have generally been satisfied with the outreach efforts the contractor has produced and staff has been pleased with the contractor's responsiveness to various issues. However, there has been feedback from some Local Task Force members that the program is not focused enough on engaging community groups, and lacks a public relations strategy.

Mill Valley:
Jim McCann

Novato:
Michael Frank

Ross:
Rob Braulik

JPA staff would like to release a new Request for Qualifications (RFQ) to determine what approach other contractors might take to help reach the JPA's Zero Waste Goals. In addition to requesting public relations and community group engagement the RFQ will also focus on having contractors set goals for measurable performance and success.

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

The JPA will work with CalRecycle staff and other local recycling and zero waste agencies to ensure distribution of the RFQ to as many outreach contractors as possible. Staff will also encourage the current contractor to respond to the RFQ, as their work has been well received by most stakeholders in the past.

Tiburon:
Margaret Curran

Staff is proposing the following structure for the selection process. Following submittal of RFQ responses an initial review and grading will be conducted by staff and two LTF members to certify the top three firms responding. Those three firms will then be interviewed by a panel consisting of the JPA Chair, the LTF Chair, JPA Staff members, and an outside zero waste/recycling expert from a municipality within the Bay Area. Following selection of a Contractor, Staff will develop a contract which will be brought to your Executive Committee for approval.

Recommendation:

JPA staff requests that your Board authorize the Executive Officer to release an RFP for Outreach and Advertising services, utilize the proposed selection process, and return to the JPA Executive Committee with a recommended contractor and proposed contract.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Vacant

Date: September 5, 2012

Corte Madera:
David Bracken

To: Local Task Force Members

From: Steve Devine, Program Manager

County of Marin:
Matthew Hymel

Re: Local Task Force Workplan

Fairfax:
Judy Anderson

At your August 1, 2012 meeting the Local Task Force voted to adopt following programs and projects as their focus for FY 2012-13. The work plan for the LTF currently is:

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

- Asphalt shingle recycling pilot project
- Construction and demolition debris
- Revision of the Legislative Platform
- Extended Producer Responsibility (EPR): plastic bags, bulbs, batteries and sharps
- Expanding sharps and pharmaceuticals collection opportunities
- Review of long-term JPA funding
- Community outreach

Novato:
Michael Frank

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

Due to staffing requirements for ongoing JPA programs and newly received grant funding, a limited amount of staff time will be available to conduct research and produce reports on all these various issues. Unless the majority of the group decides to focus on the same subjects, it is suggested to have individual members or subcommittees meet to research and discuss the topics.

Staff would like to determine the interest from each LTF member on which programs they would like to focus on. After each LTF member votes for their priority issues the LTF can determine which issues should be placed on the regular agenda for LTF discussion, and which issues will be addressed by subcommittees prior to agenda development and discussion at LTF meetings.

Recommendation

Staff recommends that each LTF Member vote for up to three issues they would like to focus on from the FY 2012-13 Work Plan List.

****If you are unable to attend this meeting please email staff prior to the meeting with up to three issues you would like to focus on.**

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