

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

Board of Directors Meeting & Public Hearing  
February 26, 2015  
Central Marin Police Authority  
250 Doherty Drive, Larkspur, CA  
9:00 – 9:30 AM  
AGENDA

***The public parking lot in front of the CMPA is small, but there is ample parking at Piper Park, which is adjacent to the building.***

Call to Order.

**Minutes**

1. JPA Board Meeting Minutes from October 23, 2014. (Action)

**Consent Calendar**

2. Executive Committee Budget Subcommittee and FY 15/16 Budget Development Schedule (Action)
3. Receive and File 2014 Annual Zero Waste Outreach Report from O'Rorke Inc.
4. Receive and File City of San Rafael FY 13/14 Household Hazardous Waste Program Annual Report (Action)
5. Executive Director Signature Authority for Professional Services Contracts and Purchase Orders (Action)
6. Signature Authority to Apply for, Account for, Contract for and Carry the Oil Payment Program (Action)

**Regular Agenda**

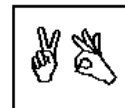
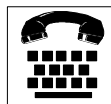
7. Release Budgeted Funds for Use in Supporting Pharmaceutical Take-back Program (Action)

Next JPA meetings: 1). Executive Committee April 23<sup>rd</sup> 2). Full Board Meeting May 28<sup>th</sup>

**Agendas & staff reports available at:**

**<http://zerowastemarin.org/Agenda>**

F:\Waste\JPA\AGENDA\15-02-26.doc



All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be requested by calling (415) 473-4381 (voice) (415) 473-3232 (TTY) at least **four work days** in advance of the event. Copies of documents are available in alternative formats, upon written request.

Contact the County's Waste Management Division, at (415) 473-6647 for more information

**DRAFT**

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

Board of Directors Meeting  
Thursday October 23, 2014  
Central Marin Police Authority  
250 Doherty Drive, Larkspur  
9:00 – 10:00 AM

**MINUTES**

**MEMBERS PRESENT**

Nancy Mackle, San Rafael  
Garret Toy, Fairfax  
Dan Schwarz, Larkspur  
Michael Frank, Novato  
David Bracken, Corte Madera  
Adam Politzer, Sausalito  
Margaret Curran, Tiburon

**MEMBERS ABSENT**

Rob Braulik, Ross  
Jim McCann, Mill Valley  
Mary Neilan, Belvedere  
Matthew Hymel, County of Marin  
Debra Stutsman, San Anselmo

**STAFF PRESENT**

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

**OTHERS PRESENT**

Patty Garbarino, Marin Sanitary Service  
Grier Matthews, O'Rourke, Inc.  
Dan Ellerman, County of Marin  
Eli Goodsell, Conservation Corps North Bay

Call to Order: The JPA Board meeting came to order at 09:02 AM.

**Regular Agenda**

1. JPA Board Meeting Minutes from May 22, 2014.

M/s Curran, Mackle to approve the minutes for the May 22, 2014 JPA Board meeting. The motion passed unanimously.

**Consent Calendar**

2. Authorization to Contract with Zun Zun for School Assemblies

3. Authorization to Contract with PSC Inc. for the Bulb and Battery Program

4. Authorization to Contract with Novato Sanitary District for the HHW Grant Program

5. Appointment to Local Task Force "LTF"

No public comments were received. M/s Frank, Bracken to Authorize Contract with ZunZun, Authorize Contract with PSC, Inc, Authorize Contract with Novato Sanitary District, and Appoint Ramin Khany to the LTF. The motion passed unanimously.

### **End Consent Calendar**

### **Regular Agenda**

#### **6. Authorization to Contract with O'Rorke Inc. for Outreach Services**

JPA Contractor O'Rorke provided a summary review of outreach efforts completed under existing contract, and outlined activities in the proposed contract. Those activities includes evaluation of progress made (surveying), expansion of social outreach and "Green Teas", increased outreach for C&D and food scrap programs, as well as other recommendations. Board Members commended O'Rorke for their creativity and efforts to date. Ms. Garbarino shared positive feedback about O'Rorke and their collaborative efforts working with the haulers. O'Rorke staff fielded questions from the Board regarding budget and recommended funding allocations. O'Rorke staff explained the proposed contract allowed for flexible funding options for each recommended activity and could be adjusted to meet the needs of the JPA through working with JPA Staff. M/s Schwarz, Politzer to enter into contract with O'Rorke Inc. The motion passed unanimously, with one abstention by Member Frank.

#### **7. JPA Officers and Executive Committee Appointments**

Staff reviewed the Executive Committee makeup as described in the JPA agreement and noted the current membership of the Executive Committee. No public comments were submitted. M/s Schwarz, Mackle to appoint Member Toy to the Ross Valley Cities seat. The motion passed unanimously. M/s Curran, Frank to retain Member Politzer to the Southern Marin Cities seat. The motion passed unanimously. M/s Politzer, Frank to retain Member Mackle as JPA Chair, Member Hymel as Vice-Chair. The motion passed unanimously.

#### **8. Appoint Board Representative(s) to Construction and Demolition Debris and Schools Evaluation RFP Evaluation Panel and Authorize Executive Director to Enter Into Contract with Selected Vendors.**

Staff described the need for two representatives to sit on a panel to evaluate the recently received C&D and School Outreach RFP responses and to select vendors. No public comments were submitted. M/s Politzer, Frank appointing Members Mackle and Toy to assist in evaluating and selecting vendors. The motion passed unanimously.

#### **Open Time for Public Comment**

JPA Staff introduced Eli Goodsell, Recycling Program Manager at Conservation Corps North Bay. Mr. Goodsell briefly described partnership opportunities for Member Agencies in order to utilize CalRecycle grant funding for oil, electronics, and tire recycling, and outlined the resources available to Member Agencies to utilize Zero Waste Grant funding for waste reduction, education and outreach efforts.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
Mary Neilan

Date: February 26, 2015

**Corte Madera:**  
David Bracken

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: Executive Committee Budget Subcommittee and FY 15/16  
Budget Development Schedule

**Larkspur:**  
Dan Schwarz

In keeping with past practice, the Board should appoint a Budget Subcommittee consisting of the Chair and Vice Chair from the Executive Committee (Frank, Hymel, Mackle, Politzer, Toy). That Subcommittee would meet with staff to help review a proposed FY 15/16 budget that will be previewed by the Executive Committee in April before appearing before the full Board for consideration of adoption in May. The recommended schedule for the FY 15/16 budget development process is as follows:

**Mill Valley:**  
Jim McCann

**Novato:**  
Michael Frank

**Ross:**  
Rob Braulik

1. February 16, 2015 San Rafael Fire Department submits HHW Facility Budget request to JPA staff.

**San Anselmo:**  
Debbie Stutsman

2. Week of March 30, 2015, JPA staff submits budget request and fee resolution to Budget Subcommittee.

**San Rafael:**  
Nancy Mackle

3. Week of April 6, 2015 Budget Subcommittee meets with staff for review of budget and fee resolution.

**Sausalito:**  
Adam Politzer

4. April 23, 2015, budget and fee resolution approved by Executive Committee.

**Tiburon:**  
Margaret Curran

5. May 28, 2015, budget and fee resolution adopted by full JPA Board.

## **Recommendation**

Adoption of a Motion approving the budget process and schedule.

cc: Deputy Fire Marshal John Lippitt, San Rafael Fire Department

F:\Waste\JPA\JPA Agenda Items\JPA 150226\Budget Subcommittee Schedule.doc

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
**Mary Neilan**

Date: February 26, 2015

**Corte Madera:**  
**David Bracken**

To: JPA Board Members

**County of Marin:**  
**Matthew Hymel**

From: Steve Devine, Program Manager

**Fairfax:**  
**Garrett Toy**

Re: 2014 Annual Zero Waste Outreach Report from O'Rorke Inc.

**Larkspur:**  
**Dan Schwarz**

The Authority has just wrapped up its second year of working with O'Rorke Inc. to help with promotion of the zero waste message.

**Mill Valley:**  
**Jim McCann**

Attached is a summary report of activities undertaken by O'Rorke on behalf of the Authority in calendar 2014. Anecdotal feedback from community members, feedback from our community partners, and from the waste hauling community has been very positive and we look forward to a productive 2015. Please recall that at your October 2014 meeting your Board approved a contract renewal with O'Rorke and their work plan will be fine-tuned by information from an annual telephone survey gauging community awareness.

**Novato:**  
**Michael Frank**

## **Recommendation**

**Ross:**  
**Rob Braulik**

Receive and file attached report.

**San Anselmo:**  
**Debbie Stutsman**

Attachment

F:\Waste\JPA\JPA Agenda Items\JPA 150226\O'Rorke 2014 Final Report.doc

**San Rafael:**  
**Nancy Mackle**

**Sausalito:**  
**Adam Politzer**

**Tiburon:**  
**Margaret Curran**

In 2014, in addition to our continued focus on residential food scrap composting, O’Rorke expanded our outreach strategy to focus on food waste reduction through changes in pre-purchase behavior. We built our messaging around a hard-hitting US EPA statistic about the enormous amount of food families waste each year and tailored the message to speak directly to Marin County residents. Each ad contained a version of the headline “Even in Marin, the average family wastes \$1600 worth of food each year!” We also included helpful tips for residents to help avoid wasting food and money.

This report summarizes the outreach efforts of the Zero Waste Marin campaign in 2014.

### **Brand Identity**

O’Rorke worked with the JPA Staff to create brand materials including letterhead, magnets, and window clings in April 2014.

### **Social Outreach**

#### **Green Teas and HOA presentations**

From January – June of 2014, O’Rorke worked with Marin Sanitary to schedule nine Green Tea presentations in Fairfax (1), San Anselmo (1), San Rafael (5), and Larkspur (2). A staff member from Marin Sanitary attended all presentations. From August – October of 2014, O’Rorke worked with Bay Cities Refuse to schedule six presentations in Sausalito. Similarly, Greg Christie of Bay Cities Refuse attended all presentations. Additionally, we worked with three additional homeowners associations to disseminate flyers and outreach emails to their members.

### **Community Outreach**

#### **Bike Outreach**

O’Rorke scheduled bike outreach in 30 locations from May – September of 2014 at public events including farmers markets and festivals throughout Marin County.

#### **Library Outreach**

O’Rorke coordinated with 15 libraries in Marin County to display posters beginning in March 2014. The libraries in Fairfax, Larkspur, San Rafael, Sausalito, Point Reyes Station, and Marin City all kept the poster up on their bulletin boards for one month or longer.

#### **School Outreach**

O’Rorke reached out to 17 schools in Marin County to pass on waste reduction tips to students and their parents in March 2014. In the fall, O’Rorke drafted a school newsletter article to address common questions about item disposal, tailored to each hauler. O’Rorke successfully shared the newsletter with 15 schools in Marin County, reaching more than 6,300 students and their parents in September – October of 2014.

### **Collaborate with Haulers and Member Agencies on Material Dissemination**

O'Rorke coordinated with haulers to design and disseminate informational materials to their residents. For Bay Cities Refuse and the Sausalito Sustainability Commission, O'Rorke drafted newsletter content to include in *Sausalito Magazine* in April 2014. For Mill Valley Refuse, O'Rorke designed an instructional insert to include with free kitchen compost bucket giveaways in May 2014. For Redwood Empire, O'Rorke provided content for an article in their quarterly newsletter in June 2014 and again in August 2014.

O'Rorke also drafted newsletter content for city and town managers to include in their city newsletters that addressed best practices for food waste, disposal, and gardening in March and May 2014.

As of December 2014, O'Rorke is working with Conservation Corps North Bay to design and develop truck signs with messaging on how to recycle computers and motor oil.

### **Support AB 341 and Commercial Outreach Multi-unit Housing Pilot**

In 2014, O'Rorke worked with Bay Cities Refuse to identify complexes that are not currently composting and developed a door hanger survey to determine barriers to composting at those complexes. After conducting door-to-door outreach at the Whiskey Springs complex, we received 48 responses, leading to a 31.7 percent response rate. Though our survey responses indicated that residents are interested in implementing composting at the complex, there are currently infrastructural challenges.

### **Website Maintenance and Update**

In January 2014, O'Rorke designed and launched BYOBagMarinCounty.org, a streamlined website designed to educate residents about single-use bag ordinances throughout the county. The website was updated as each municipality adopted the new single-use bag ordinances. As of December 31, the BYOBagMarinCounty.org website has been visited by over 230 users, resulting in over 1,000 page views.

O'Rorke also redesigned a set of icons for the Zero Waste Marin website, ZeroWasteMarin.org and worked with our subcontractor NPG to implement layout changes to the Zero Waste 101 section of the website.

As of December 31, the ZeroWasteMarin.org website was visited by over 14,300 users, resulting in over 44,500 page views. There are clear spikes in website traffic in the months of April, May, September, and October 2014, when our advertising and outreach elements were running.

Overall, from June 23, 2013 to December 31, 2014, the ZeroWasteMarin.org website has been visited by over 23,800 users, resulting in over 71,000 total page views.

## All Traffic

Jan 1, 2014 - Dec 31, 2014

We've updated the Acquisition section to make it easier to navigate. All your favorite reports are still here. [Learn More](#)

All Sessions  
100.00%

### Explorer

Summary



Source / Medium	Acquisition			Behavior			Conversions		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	18,024 % of Total: 100.00% (18,024)	78.90% Avg for View: 78.87% (0.04%)	14,221 % of Total: 100.04% (14,216)	57.32% Avg for View: 57.32% (0.00%)	2.47 Avg for View: 2.47 (0.00%)	00:01:37 Avg for View: 00:01:37 (0.00%)	0.00% Avg for View: 0.00% (0.00%)	0 % of Total: 0.00% (0)	\$0.00 % of Total: 0.00% (\$0.00)
1. (direct) / (none)	3,297 (18.29%)	70.85%	2,336 (16.43%)	57.75%	2.50	00:02:03	0.00%	0 (0.00%)	\$0.00 (0.00%)
2. google / organic	3,031 (16.82%)	66.94%	2,029 (14.27%)	38.80%	3.55	00:02:33	0.00%	0 (0.00%)	\$0.00 (0.00%)
3. Pandora / Banner	2,781 (15.43%)	84.50%	2,350 (16.52%)	86.73%	1.31	00:00:37	0.00%	0 (0.00%)	\$0.00 (0.00%)
4. marincounty.org / referral	1,571 (8.72%)	84.15%	1,322 (9.30%)	35.33%	3.21	00:02:10	0.00%	0 (0.00%)	\$0.00 (0.00%)
5. unicycler.com / referral	1,511 (8.38%)	84.98%	1,284 (9.03%)	47.65%	2.56	00:01:28	0.00%	0 (0.00%)	\$0.00 (0.00%)
6. Facebook / FBAd	869 (4.82%)	81.82%	711 (5.00%)	85.16%	1.27	00:00:31	0.00%	0 (0.00%)	\$0.00 (0.00%)
7. MarinIJ / Banner	851 (4.72%)	99.06%	843 (5.93%)	76.73%	1.47	00:00:10	0.00%	0 (0.00%)	\$0.00 (0.00%)
8. marinsanitary.com / referral	444 (2.46%)	80.86%	359 (2.52%)	33.33%	3.33	00:02:19	0.00%	0 (0.00%)	\$0.00 (0.00%)
9. semalt.semalt.com / referral	320 (1.78%)	100.00%	320 (2.25%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	\$0.00 (0.00%)
10. print / print	232 (1.29%)	6.03%	14 (0.10%)	29.31%	3.76	00:05:28	0.00%	0 (0.00%)	\$0.00 (0.00%)

Rows 1 - 10 of 284

## Outreach Plan Implementation

### Media Placement Street Banners

- Corte Madera – eight placements from January – December
- San Anselmo – four placements from March - December
- San Rafael – three placements from February – June
- Sausalito – four placements from January - November
- Fairfax – six placements from January – September



## Transit

- Golden Gate Transit king bus ads ran in May
- Larkspur Landing Ferry Terminal ads ran from May – June

## Grocery Cart Ads

- Star Kart grocery cart ads running in seven stores for four weeks from September – October

## Print

- One *Marinscope* ad ran in May
- Two *Marin Independent Journal* ads ran in May and September
- Two *Pacific Sun* ads ran in the months of May, June, and September

## Online

- Pandora ads ran in May and September
  - 840,122 impressions
  - 5,376 clicks
  - 0.85% CTR
  - Over 5% over-delivery, resulting in over 40,000 bonus impressions
- PacificSun.com homepage ad ran in May, June, and September
- Facebook ads ran in April, May, and October
  - 3,843,183 impressions
  - 1,790 clicks
  - 0.047% CTR

## TV

- Ads ran on Comcast in April, June, and September

## Telephone Awareness Survey

In January of 2014, O’Rourke administered a phone survey with research firm FM3—a research firm with expertise on zero waste research—to measure residential understanding of waste disposal practices and as well as the general awareness of the “Leftovers get new life in Marin” campaign. The results were impressive: more than half of residents surveyed (53 percent) had heard of the campaign after just one round of outreach. While the research illustrated progress, it also showed us residents still struggled with where and how to dispose of certain items. We used the research findings to inform the next phase of our campaign.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
**Mary Neilan**

Date: February 26, 2015

**Corte Madera:**  
**David Bracken**

To: JPA Board Members

**County of Marin:**  
**Matthew Hymel**

From: Steve Devine, Program Manager

**Fairfax:**  
**Garrett Toy**

Re: City of San Rafael FY 13/14 Household Hazardous Waste  
Program Annual Report

**Larkspur:**  
**Dan Schwarz**

The JPA funds household hazardous waste services for Marin (except for Novato) via a contract with the City of San Rafael Fire Department, which in turn contracts with the Marin Recycling & Resource Recovery Association for the operation of the HHW facility at 565 Jacoby Street in San Rafael.

**Mill Valley:**  
**Jim McCann**

**Novato:**  
**Michael Frank**

The household hazardous waste program continues to be a very popular service and in FY 13/14 the program collected 1,614,114 pounds of hazardous materials – a 10% increase over the prior year. The vast majority of these materials are either directed for recycling or destructive fuel incineration.

**Ross:**  
**Rob Braulik**

**San Anselmo:**  
**Debbie Stutsman**

For FY 13/14 the program was \$169,134.73 under budget. Substantial cost savings were realized from participation in the new "PaintCare" program which saved the ratepayers \$116,236.

**San Rafael:**  
**Nancy Mackle**

**Sausalito:**  
**Adam Politzer**

## **Recommendation**

Adoption of a Motion to receive report from the City of San Rafael Fire Department.

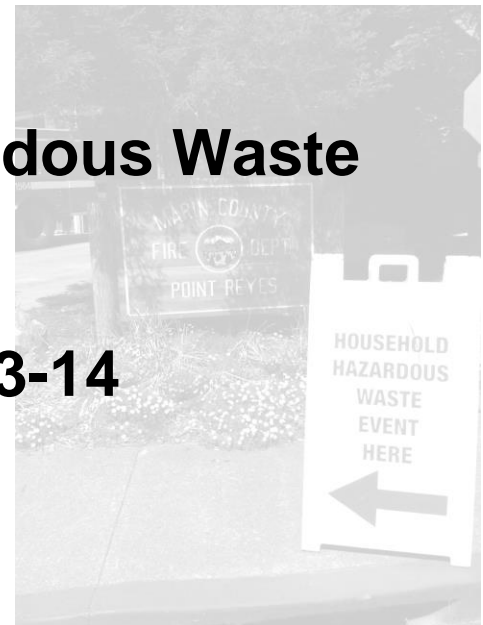
**Tiburon:**  
**Margaret Curran**

*f:\waste\jpa\jpa agenda items\jpa 150226\hhw annual report.doc*



# Marin Household Hazardous Waste Program

## Fiscal Year 2013-14 Report



## Forward

The Marin Household Hazardous Waste (HHW) Program had a very successful Fiscal Year 2013/14. Not only did the program end the year significantly under budget, but the much-anticipated PaintCare Program was implemented beginning in January 2014.

A current hot topic in the HHW world is Extended Producer Responsibility, or EPR, which is a concept that requires producers to accept responsibility for the entire lifespan, including the end of life, of their products. It is a way of reducing costs to government funded programs while encouraging producers to design more sustainable products. PaintCare is an example of an EPR program and we can expect to see a lot more models like this in the upcoming years. (Photo: Facility Supervisor Jose poses with PaintCare staff.)



In FY 2013/14, the HHW Program began selling vegetable oil to a local recycler and also found a rechargeable battery recycler who accepts batteries for free and who has promised to keep all materials in the USA. As of FY 2013/14, the HHW Program sells cathode ray tubes (CRTs), motor oil, vegetable oil, and lead-acid batteries and does not pay to dispose of most paint, antifreeze, e-waste, or rechargeable batteries. Staff continues to look for other opportunities to sell more waste as well as recycle it properly.



Similarly, HHW Program staff visited other near-by HHW facilities to learn from their operations. Representatives from each partner of the Marin HHW Program (JPA, City, and MRRRA) attended quarterly Northern California HHW Information Exchanges (HHWIE) and the annual Used Oil and HHW Conference to keep up on current laws and management practices.

(Photo: Kathy Wall and Courtney Scott with PSC/Stericycle staff at HHWIE in Novato.)

In late 2013, Marin Recycling and Resource Recovery Association (MRRRA) staff introduced [www.marinHHW.com](http://www.marinHHW.com), a new Marin HHW Facility website. The old Facility website was a page on Marin Sanitary Service's site, which can still be accessed, but the new website provides more information, photos, history, materials collected, and conditionally exempt small quantity generating businesses (CESQGs) can also book appointments online. Improvements are still being made but the site is already a great resource for the community.



Finally, two West Marin Toxic Away Day Temporary Collection Events were held this year; one in November in Tomales, for the first time in the program's history, and another in Woodacre in May. Residents from Tomales specifically requested the event because they are unable to use the Sonoma HHW Facility which is closest to them. Both events turned out about 30 participants.

## PaintCare Overview

The PaintCare Program was implemented at the HHW Facility on January 2, 2014. In the first 6 months of the program, partnering with PaintCare has saved the JPA \$116,236.37.



Sixteen percent of the Marin HHW Facility's annual waste went to PaintCare, including over 30,000 pounds of oil-based paint and over 237,000 pounds of latex paint.



Operational changes were expected during the implementation of the PaintCare Program, so it was important to make sure that the program didn't create *more* work, just *different* work. For example, oil-based PaintCare products are no longer bulked, they are only loose packed.

## HHW Program Overview

The Marin HHW Program is a combination of HHW services provided at the Marin HHW Facility, at West Marin Toxic Away Days, and through the Pilot Household Universal Waste Pick-Up Program. Residents of Marin County, except Novato, are able to drop off their HHW at the facility or at the collection events for free, and residents of San Rafael can have their waste picked up from their house for a fee. CESQG businesses are allowed to schedule a drop-off appointment with the Marin HHW Facility and can drop off their hazardous waste for a fee.

The Marin HHW Facility offers a reuse area where like-new products are available for residents and businesses to take for free. The reuse area is open to the public during facility hours. Additionally, we also offer reprocessed latex paint to the public and to local jurisdictions for the use of graffiti abatement, offered in white, beige, and gray.



Household battery collection bins are conveniently located at fire stations and select businesses across Marin County. These bins are only for use by households and the batteries are then brought to the Marin HHW Facility and sent for recycling. This program is run separately from the JPA's Bulb and Battery Program.

The following table is a brief summary of the amount of people who participated in the Marin HHW Program and the amount of waste that was collected in FY 2013-14.

<u>Program Type</u>	<u>Pounds Collected</u>	<u>Household Participants</u>	<u>CESQG Participants</u>
<b>Marin HHW Facility</b>	1,605,450	24,869	323
<b>Tomaes Toxic Away Day</b>	5,217	27	N/A
<b>Woodacre Toxic Away Day</b>	2,925	33	N/A
<b>San Rafael Pick-Up Program</b>	518	8	N/A
<b>Reuse Area</b>	39,582	265	



## Budget

Financially, Fiscal Year 2013-14 was a great success with the Marin HHW Program ending the year \$169,135 under budget.

The HHW Facility's FY 2013/14 budget allocation was \$1,434,395 which included a 2.2% CPI increase from the previous year. PaintCare savings assumptions were not included in the budget proposal in order to avoid running over budget in the event that a PaintCare agreement was not reached. Fortunately, an agreement was executed and in just 6 months, partnering with PaintCare saved the JPA \$116,236.37. However, total waste disposal costs only reflect a \$50,000 savings from the previous year due to a 10.25% increase in total waste volume.

Staff continues to search for new markets for selling waste and enhanced recycling opportunities. By June of 2014, the HHW Program sold CRTs for \$0.23 per pound, motor oil for \$0.25 per gallon, vegetable oil for \$0.50 per gallon, and lead-acid batteries for \$0.32 per pound to independent recyclers. PaintCare also pays for certain paint-related services and the HHW Facility has partnered with Call2Recycle who accepts rechargeable batteries for free. This fiscal year, the Marin HHW Program recovered \$133,968 in outside funding.

### **Temporary HHW Collection Events 2013/2014 Expenses**

<b><u>Expense Item</u></b>	<b><u>Actual</u></b>
<b><u>Labor Costs</u></b>	
Tomales	\$1,732.50
Woodacre	\$1,732.50
<b>Labor Costs Subtotal</b>	<b>\$3,465.00</b>
<b><u>Disposal Costs</u></b>	
Tomales	\$5,261.00
Woodacre	\$2,751.55
<b>Disposal Costs Subtotal</b>	<b>\$8,012.55</b>
<b><u>Supply Purchase Costs</u></b>	
Tomales	\$1,404.00
Woodacre	\$1,117.00
<b>Supply Purchase Costs Subtotal</b>	<b>\$2,521.00</b>
<b>GRAND TOTAL:</b>	<b>\$13,998.55</b>



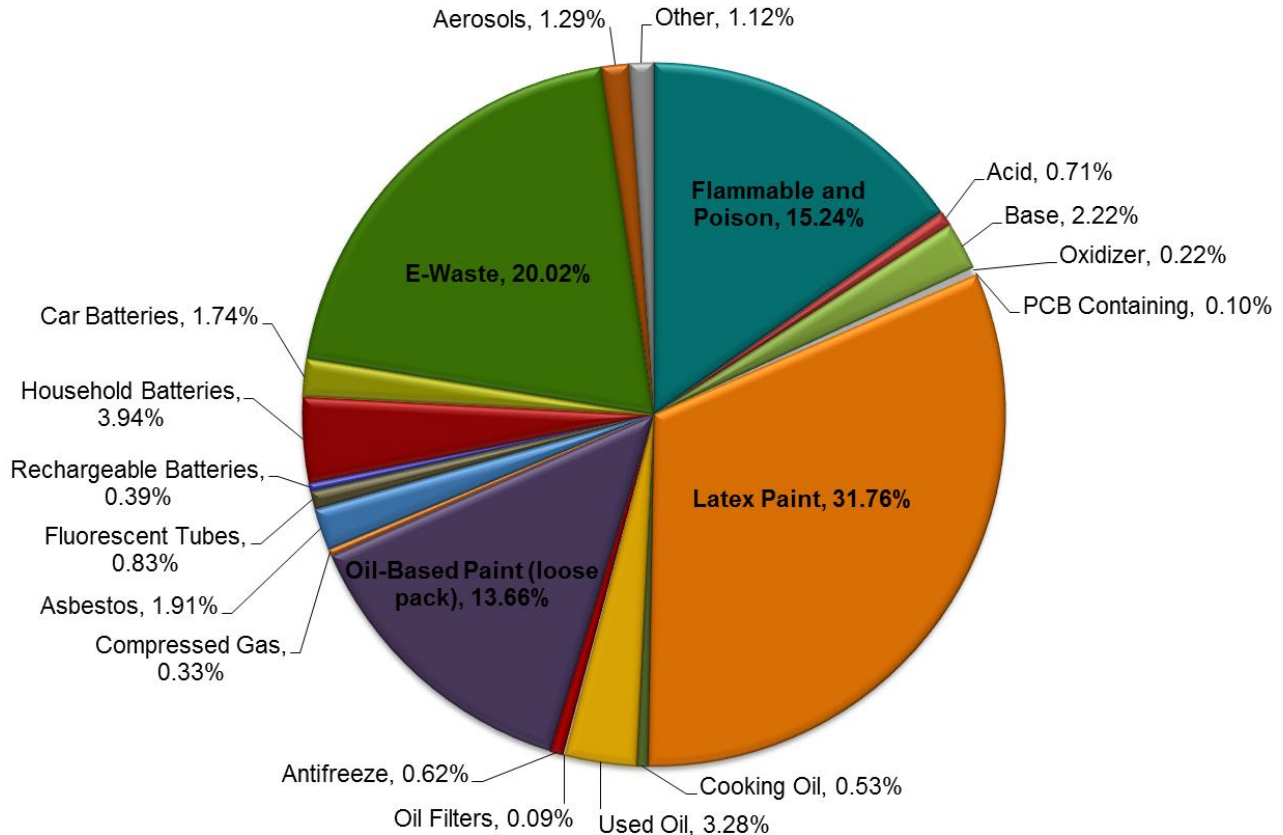
## HHW Facility 2013/2014 Actual Results

<u>Expense Item</u>	<u>Actual</u>
Classified Personnel	\$ 345,928.81
Vacation pay	\$ 26,819.11
Group Life/Health Insurance	\$ 46,419.38
Worker's Compensation	\$ 45,192.52
Retirement	\$ 12,771.47
Payroll Taxes	\$ 30,412.25
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 507,543.54</b>
Legal and Professional	\$ 2,488.50
Travel & Conference	\$ 882.99
Training Instruction & Medical Examinations	\$ 3,277.50
Equipment Rental/Repair	\$ 2,347.26
Printing	\$ 3,206.30
Waste Disposal Costs	\$ 441,170.80
Advertising & Community Promotions	\$ 3,472.98
Insurance & Surety Bonds	\$ 17,482.26
Admin. Allocation	\$ 64,353.40
Office Supplies	\$ 6,090.39
Clothing & PPE Supplies	\$ 40,058.03
Miscellaneous Supplies & Materials	\$ 96,989.34
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 681,819.75</b>
Operating Ratio	\$ 124,850.29
Rental/Land	\$ 85,014.20
<b>EXPENSES SUBTOTAL:</b>	<b>\$1,399,227.78</b>
<b>OUTSIDE FUNDING SOURCES:</b>	
BOP Grant Monies	\$ (23,986.06)
Motor Oil Monies	\$ (1,462.50)
Cooking Oil Monies	\$ (382.75)
E-Waste Monies	\$ (41,485.77)
Lead-Acid Batteries Monies	\$ (9,410.90)
CESQG Monies	\$ (57,239.53)
<b>OUTSIDE FUNDING SUBTOTAL</b>	<b>\$ (133,967.51)</b>
<b>GRAND TOTAL:</b>	<b>\$ 1,265,260.27</b>
Approved Budget for FY 2013/14	\$ 1,434,395.00
<b>Under Budget</b>	<b>\$ 169,134.73</b>

## Waste Analysis

The following waste totals include the West Marin Toxic Away Days. The oil-based paint category does not include paint that has been bulked with other flammable liquids. Paint accounts for over 40% of the HHW.

### HHW Program Waste Type



### HHW Program Waste Totals by Type in Pounds

Waste Type	Pounds	Waste Type	Pounds
Flammable and Poison	245,621	Asbestos	30,850
Acid	11,500	Fluorescent Tubes	13,376
Base	35,711	Mercury	70
Oxidizer	3,625	Rechargeable Batteries	6,268
PCB Containing	1,626	Household Batteries	63,461
Latex Paint	511,912	Car Batteries	28,070
Oil-Based Paint (loose pack)	220,240	E-Waste	322,794
Compressed Gas	5,335	Solar Panels	1,027
Cooking Oil	8,550	Aerosols	20,847
Used Oil	52,829	Sharps	870
Antifreeze	9,982	Thermostats	80
Oil Filters	1,470	Other	18,000
<b>FY 13/14 Total:</b>		<b>1,614,114</b>	
<b>FY 13/14 Monthly Average:</b>		<b>134,510</b>	



## Destination Method

Destination methods are based on the CalRecycle 303a reporting categories. The destination percentages are almost identical to last year, with over 60% of the waste being recycled and only 2% being landfilled. The introduction of the PaintCare Program did not change our destination methods. Common waste items that are recycled are latex paint, e-waste, batteries, and motor oil. Most of the reused items were e-waste, household cleaners, pesticides, and paint products.

There are two types of incineration: destructive and fuel. The goal of destructive incineration is to simply destroy the material. During fuel incineration, energy is recovered through the burning process and sometimes material will also be recovered. The most common type of HHW that is used for fuel incineration is oil-based paint and flammable liquids, while poisons make up the majority of the waste sent for destructive incineration.

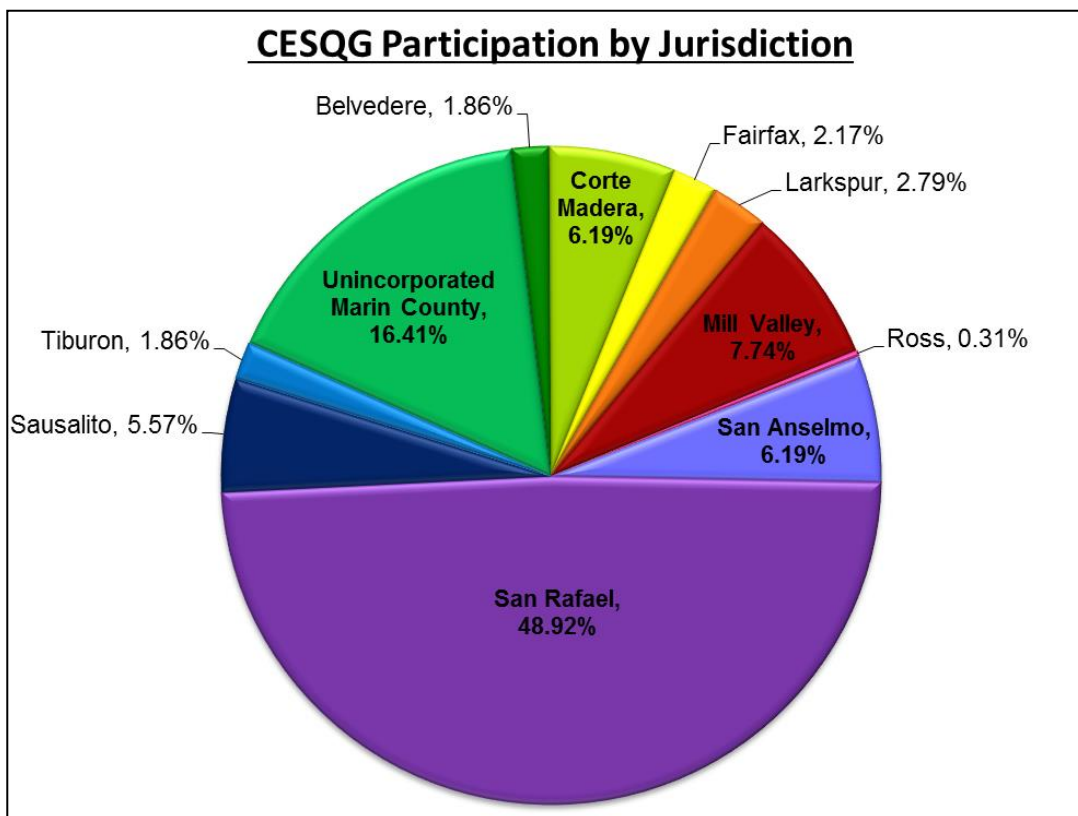
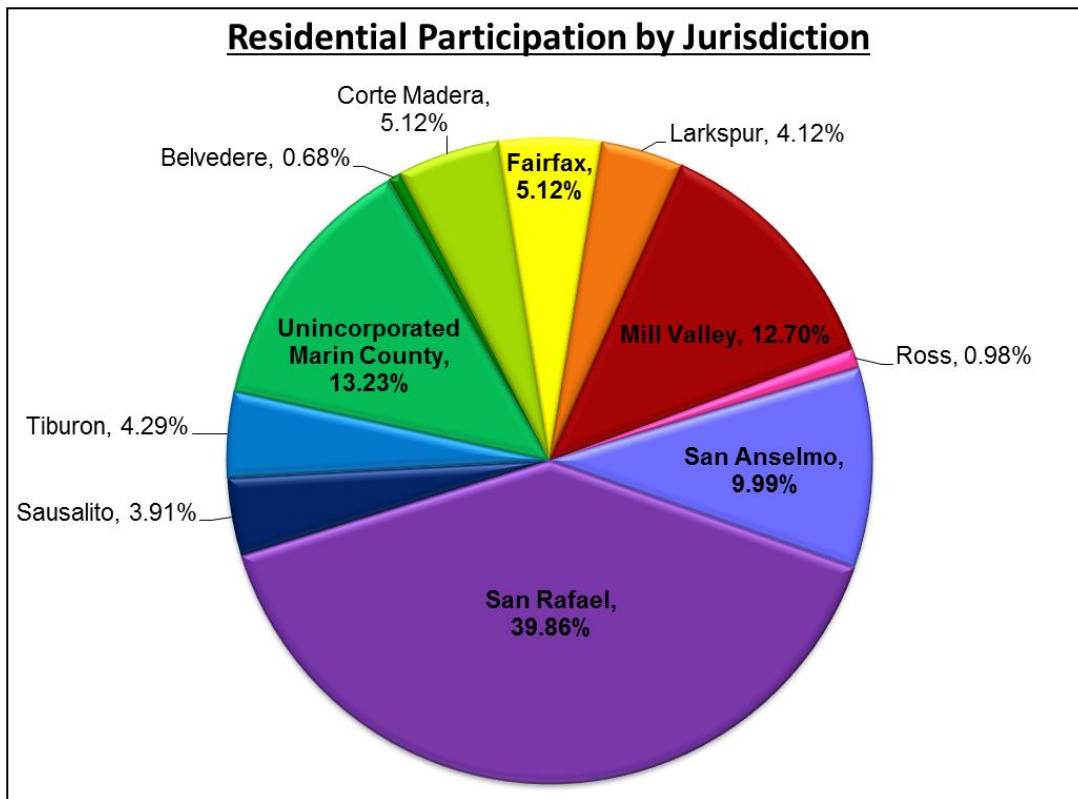
Neutralization and treatment of HHW is used only for acids and bases. During this process, the pH of the waste is chemically adjusted to remove the hazard.

Stabilization is a “treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste.” – CalRecycle, Department of Resources. Less than 2,000 pounds of oxidizers were sent for stabilization.

Lastly, almost all of the 2% of landfilled waste was asbestos and less than 1,000 pounds were sharps.



## HHW Facility Participation Percentage by Jurisdiction



## Summary

This year, the HHW Program collected 1,614,114 pounds of hazardous waste; an increase of 10.25% from the previous year. In the last 10 years, waste totals have ranged from 1.23 million pounds to 1.73 million pounds.

Outside funding continues to rise as we find new recyclers to partner with. E-waste (CRTs), lead-acid batteries (car batteries), and paint products are the main waste streams that bring funds to the program and CESQG revenue has also increased from last year. Payments for our waste will continue to be a priority with the ever-fluctuating world of resource recycling. While receiving payments for our waste is important, it is equally important to make sure that the waste is recycled properly and stays in the USA as much as possible.



In looking at other HHW Program aspects, the Household Universal Waste Pick-Up Pilot Program has had another very slow year with only 8 participants in San Rafael for the fiscal year. This trend looks to be continuing during FY 14/15, with the most popular type of pick-up being CRTs (old TVs and monitors). We plan to promote this service to increase awareness and use.

In looking forward to FY 14/15, we will continue to make changes and improvements by working together as a team. Paint volumes may fluctuate with added retail drop-off locations in the area and reprocessed paint demand may increase as more jurisdictions learn about our free paint for graffiti abatement. Transportation agreements with all of the waste haulers will be completed. Pharmaceutical and sharps EPR looks to be a main topic in the HHW world which may influence the Marin HHW Facility to become a pharmaceutical drop-off location, and lastly, PaintCare savings may be used towards Facility maintenance costs as suggested by CalRecycle.



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
**Mary Neilan**

Date: February 26, 2015

**Corte Madera:**  
**David Bracken**

To: JPA Board Members

**County of Marin:**  
**Matthew Hymel**

From: Steve Devine, Program Manager

Re: Executive Director Signature Authority for Professional Services  
Contracts and Purchase Orders

**Fairfax:**  
**Garrett Toy**

JPA staff solicits JPA Board or JPA Executive Committee authorization to enter into professional services contracts or purchase orders. Typically these authorizations are delegated to the Executive Director.

**Larkspur:**  
**Dan Schwarz**

**Mill Valley:**  
**Jim McCann**

Section 5.3 of the *Revised Hazardous and Solid Waste Joint Powers Agreement – County of Marin* states: “The Board may adopt from time to time such policies, procedures, by-laws, rules or regulations for the conduct of its affairs as may be required.”

**Novato:**  
**Michael Frank**

The JPA Agreement also specifies that the Board meet once per year and that the Executive Committee meet four times per year. In practice, the full Board typically meets two or three times per year and the Executive Committee meets once or twice per year. Due to the occasionally infrequent meetings, staff would like to have a policy to help ensure the timely conduct of JPA business.

**Ross:**  
**Rob Braulik**

**San Anselmo:**  
**Debbie Stutsman**

On May 22, 2014 your board authorized the Executive Director to sign professional services contracts of up to \$25,000. On August 19, 2014 the County of Marin authorized the Administrator to execute professional services contracts of up to \$50,000. The Board letter requesting that action is attached.

**San Rafael:**  
**Nancy Mackle**

**Sausalito:**  
**Adam Politzer**

Staff is requesting that the Board adopt a policy to designate signature authority to the Executive Director to enter into already budgeted professional services contracts that do not exceed \$50,000, matching the County levels. This signature authority amount for professional services contracts would be consistent with that of the County of Marin – who provides staffing, fiscal and administrative services to the JPA. We also ask that the same dollar value, \$50,000 be authorized for Goods and Services Purchase Orders (printing and mailing, etc.) – which is below the County’s threshold, but more appropriate for the JPA.

**Tiburon:**  
**Margaret Curran**

The proposed policy is contained in Attached Resolution No. 2015-01.

## Recommendation

Adoption of a Motion authorizing the Board Chair to execute Resolution No. 2015-01.

## Attachments

F:\Waste\JPA\JPA Agenda Items\JPA 150226\Executive Director Signature Authority.doc

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

RESOLUTION NO. 2015-01

A RESOLUTION ESTABLISHING A \$50,000 SIGNATURE AUTHORITY LEVEL FOR THE  
EXECUTIVE DIRECTOR TO CONDUCT TIMELY BUSINESS FOR THE  
JOINT POWERS AUTHORITY

WHEREAS, the Marin County Hazardous and Solid Waste Management Joint Powers Authority (Authority) was established to prepare, adopt, and administer hazardous and solid waste plans; and

WHEREAS, the Authority operates under the *Revised Hazardous and Solid Waste Joint Powers Agreement – County of Marin* executed in 1996; and

WHEREAS, Section 5.3 of the Joint Powers Agreement states: “The Board may adopt from time to time such policies, procedures, by-laws, rules or regulations for the conduct of its affairs as may be required;” and

WHEREAS, professional services contracts and purchase orders over \$50,000 shall require approval from the Board and delegation of signature authority to the Executive Director or designee; and

WHEREAS, a \$50,000 signature authority for the Executive Director for Professional Service Contracts is consistent with County of Marin policy for professional services contracts – and it is the County that provides staff, fiscal and administrative support to the Joint Powers Authority; and

WHEREAS, a \$50,000 signature authority for Goods and Services Purchase Orders (for work such as printing and mailing) is prudent and allows for the timely conduct of Authority business; and

NOW, THEREFORE, BE IT RESOLVED, in instances where the timely conduct of the JPA’s affairs does not afford obtaining explicit authorization for professional services contracts or purchase orders for \$50,000 or less – the Executive Director is hereby delegated signature authority to enter into such agreements that conform to the JPA’s budget and are in the best interest of the agency;

PASSED AND ADOPTED at a regular meeting of the Marin County Hazardous and Solid Waste Management Joint Powers Authority held this 26<sup>th</sup> day of February, 2015 by the following vote:

AYES:

NOES:

ABSENT:

CHAIR: \_\_\_\_\_

ATTEST: \_\_\_\_\_

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
**Mary Neilan**

Date: February 26, 2015

**Corte Madera:**  
**David Bracken**

To: JPA Board Members

**County of Marin:**  
**Matthew Hymel**

From: Steve Devine, Program Manager

**Fairfax:**  
**Garrett Toy**

Re: Signature Authority to Apply for, Account for, Contract for and Carry out the Oil Payment Program

**Larkspur:**  
**Dan Schwarz**

Through the State's Used Oil Payment Program (OPP), CalRecycle annually awards funds to local governments to develop and maintain used oil and filter collection programs with funding determined on a per capita basis. At the May 24, 2012 JPA Board meeting, the JPA Board authorized its Executive Officer to apply for and execute the Oil Payment Program, which was formerly managed by the Marin County Stormwater Pollution Prevention Program (MCSTOPPP).

**Mill Valley:**  
**Jim McCann**

**Novato:**  
**Michael Frank**

The JPA has utilized OPP3, OPP4 and currently OPP5 to recycle used oil and filters, institute a pilot Oil Absorbent Exchange Program at local marinas, develop bi-lingual outreach materials and content for ZeroWasteMarin.org, provide outreach staffing for local events, and work with the Marin Recycling & Recovery Association on oil & filter related outreach and collection. These efforts have resulted in a 300% increase in oil filter recycling.

**Ross:**  
**Rob Braulik**

**San Anselmo:**  
**Debbie Stutsman**

**San Rafael:**  
**Nancy Mackle**

The OPP6 application is due in June 2015 and Staff expects an award of up to \$83,000. These funds will be included in the JPA's FY 15-16 budget, but we are requesting here authorization to apply for the grant, authority to establish a special project budget and signature authority to carry out, budget and contract for the grant activities.

**Sausalito:**  
**Adam Politzer**

**Tiburon:**  
**Margaret Curran**

## Recommendation

Adopt a Motion authorizing the Executive Officer to apply for, establish a special project budget and contract for and implement the Used Oil Payment Program Sixth Cycle and enter into contracts not to exceed \$83,000 dependent on the amount awarded by CalRecycle.

FMBB Document No. 100022237 project #PWPOPP6-2017 and Fund Center #6180990007

F:\Waste\JPA\JPA Agenda Items\JPA 150226\OPP6 Signature Authority.doc

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
**Mary Neilan**

Date: February 26, 2015

**Corte Madera:**  
**David Bracken**

To: JPA Board Members

**County of Marin:**  
**Matthew Hymel**

From: Steve Devine, Program Manager

Re: Release Budgeted Funds for Use in Supporting Pharmaceutical Take-back Program

**Fairfax:**  
**Garrett Toy**

Whitney King with the Marin County Environmental Health Services (EHS) runs the Sharps Collection program and the Pharmaceutical Disposal Program throughout Marin County. The Sharps Program has historically been funded by the JPA at an annual cost of \$68,600. The Pharmaceutical Program has historically been funded by the Sanitary Districts. Following a recommendation from the LTF, the JPA approved the funding to EHS be increased to provide outreach on both the sharps and pharmaceutical programs in early 2013.

**Larkspur:**  
**Dan Schwarz**

**Mill Valley:**  
**Jim McCann**

**Novato:**  
**Michael Frank**

Historically, Kaiser Permanente did not participate in the Pharmaceutical Program due to liability issues. However, the new focus on proper disposal of medications that has been spearheaded by Rx Safe Marin has helped encourage Kaiser to participate in the program. Whitney is adding 4 collection bins at Marin's Kaiser locations. These bins may greatly increase the overall program costs due to the amount of pickups that Kaiser will require.

**Ross:**  
**Rob Braulik**

**San Anselmo:**  
**Debbie Stutsman**

Discussions about the possibility of having a pharmaceutical collection bin at the HHW facility revealed Whitney's concerns about rising collection costs. In FY 14/15 the JPA's budget for this line item is \$76,000. EHS will bill us \$68,600 for sharps disposal and \$7,400 is dedicated to these programs for outreach as approved by the JPA Board.

**San Rafael:**  
**Nancy Mackle**

**Sausalito:**  
**Adam Politzer**

Whitney presented to the LTF at their December meeting and formally requested this funding allocation in the attached letter following that meeting. After a presentation by Rx Safe Marin at their February 4, 2015 meeting the Local Task Force supported his request and recommends your board approve the additional \$7,400 that is currently allocated for outreach to be available to fund Pharmaceutical Disposal.

**Tiburon:**  
**Margaret Curran**

It is important to note several communities are looking at implementing Extended Producer Responsibility (EPR) Ordinances that require drug manufacturers to pay for the collection and disposal of their medications. Alameda County and San Francisco passed ordinances and faced legal challenges.

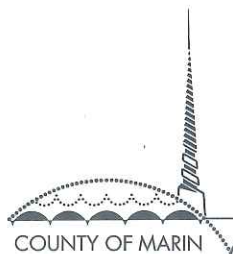
## **Recommendation**

The LTF recommends your Board adopt a Motion approving allocation of up to \$7,400 of the funds currently budgeted for the Sharps Program in the HHW Fund Center (70071) to Pharmaceutical Disposal Program on an as needed basis.

Attachment

F:\Waste\JPA\JPA Agenda Items\JPA 150226\Pharm.doc





COMMUNITY DEVELOPMENT AGENCY

ENVIRONMENTAL HEALTH SERVICES DIVISION

January 26, 2015

Dear JPA Board Members:

The collection and disposal of home-generated pharmaceuticals has recently become a major issue in the media due to misuse of controlled substances, drug abuse, potential overdoses, and water pollution. RxSafeMarin and many other small non-profits are trying to address the issue locally and have been interacting with many different stakeholders in the disposal, environmental protection, and the medical fields.

The current home-generated pharmaceutical collection and disposal program administered by Marin County Environmental Health Services is funded by the sanitary districts in Marin County. The current collection and disposal costs are approximately \$14,000 a year. Last year there were 13 different pharmaceutical collection sites in the program. Through the efforts of RxSafeMarin, Kaiser Permanente (which previously did not participate due to liability issues) requested four (4) drop-off bins for their locations in Marin County.

Due to the additional collection sites, anticipated increase in collected volumes, increase in disposal costs, and the recent media attention, there is a potential for a significant increase in collection and disposal costs. After speaking with the sanitary districts representative, there is concern that they may not be able to fund the entire program if the costs continue to increase.

I have received a request to add another pharmaceutical collection point at the Marin Household Hazardous Waste Facility and RxSafeMarin wants to increase collection sites in the County. With the addition of the Kaiser sites, and the addition of future sites, there are concerns about future funding costs. The JPA currently pays \$68,000 a year for the home-generated sharps collection and disposal program. This funds my time administering the program as well as for sharps containers, and the collection and disposal of used home-generated sharps.

It is my understanding that there is \$7,400 in the JPA budget that was allocated for outreach for both the Sharps and Pharmaceutical Return programs. I request the \$7,400 be re-dedicated to the Pharmaceutical Return program to supplement the collection and disposal of home-generated pharmaceutical waste.

If your Board chooses to fund this program it will ensure that Marin residents have more convenient locations to dispose medications before they can be misused or disposed in the natural environment.

Thank you for your consideration of this request.

Sincerely,

Whitney King, REHS  
Marin County Environmental Health Services

cc: Rebecca Ng, Marin County EHS