

MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, February 4, 2015  
Northgate Mall Community Room  
5800 Northgate Drive, Suite 200  
8:30 – 10:00 AM

AGENDA

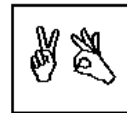
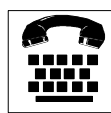
Call to Order.

- 1) Open Time for Public Comment
- 2) Approval of the October 1, 2014 JPA Local Task Force Minutes and Approval of the December 3, 2014 JPA Local Task Force Notes (Action)
- 3) Presentation on Rx Safe Marin by Dr. Matthew Willis County Health Officer (Information/Action)
- 4) Presentation by O'Rorke Inc. on Recent & Ongoing Outreach (Information)
- 5) Updates from LTF Subcommittees (Information/Action)
- 6) Introduce New Staff Member Casey Poldino (Information)
- 7) Election of LTF Chair and Vice Chair (Action)
- 8) Open Time for Member Comments (Information)

The next scheduled LTF Meeting is April 1, 2015 at 8:30 AM.

The full agenda including staff reports can be viewed at:  
<http://zerowastemarin.org/Agenda>

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

**2**  
**DRAFT**

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

AB 939 Local Task Force Meeting  
Wednesday October 1, 2014  
Northgate Mall Community Room  
5800 Northgate Drive, Suite 200  
San Rafael, Calif. 94903

MINUTES

**MEMBERS PRESENT**

Loretta Figueroa, Almonte Sanitary District  
Russ Greenfield, LGVSD  
Delyn Kies, Sustainable Novato  
Alex Stadtner, San Rafael  
Renee Goddard, Ross Valley Cities  
Patty Garbarino, Marin Sanitary Service  
David Green, Unincorporated Marin County  
David Haskell, Sierra Club  
Steve McCaffrey, Redwood Empire Disposal  
Dee Johnson, Novato Sanitary District

**STAFF PRESENT**

Steve Devine, JPA Staff  
Alex Soulard, JPA Staff

**OTHERS PRESENT**

Kim Scheibly, Marin Sanitary Service  
Madeline Hope, West Marin Waste Education  
Eli Goodsell, Conservation Corps North Bay  
John Wick, Marin Carbon Project

**MEMBERS ABSENT**

Joan Irwin, Southern Marin Cities  
Matt McCarron, Novato  
Dan North, Redwood Landfill  
Jennie Pardi, Conservation Corps North Bay

Call to Order. The Local Task Force (LTF) Meeting came to order at 8:32AM

1. Open Time for Public Comment

Eli Goodsell, Recycling Program Manager for Conservation Corps North Bay (CCNB) introduced himself and provided an overview of the local waste reduction efforts and services CCNB operates and his goals within the position.

2. Approval of the June 4, 2014 JPA Local Task Force Minutes

M/s Kies, Stadtner to approve the June 4, 2014 Local Task Force minutes. The motion passed unanimously.

3. Presentation on Marin Carbon Project by John Wick

Staff provided a brief introduction of the Marin Carbon Project and John Wick. Mr. Wick provided an in-depth presentation on the carbon sequestration benefits from applying compost to range lands. He provided great detail on the scientific studies conducted on his property in West Marin and the steps taken to expand compost application on rangelands throughout the US and globally. Mr. Wick fielded questions from LTF Members.

#### 4. Updates from LTF Subcommittees

LTF Members provided updates on the progress made by the Subcommittees since the last meeting noting meeting dates and issues discussed.

C&D/Asphalt Shingles Subcommittee (Member: Stadtner, North, Greenfield, Kies Public: Mazzoni, McLaren, Scheibly): Vice-Chair Kies commended Staff, LTF Members and public participants on the presentation regarding asphalt recycling at the California Recycling & Recovery Association (CRRRA) tradeshow and conference in San Jose on August 3, 2014. Member Haskell requested information on current Construction & Demolition(C&D) resources and indicated he felt Extended Producer Responsibility (EPR) results in incineration. Staff summarized the current Request for Proposal (RFP) for C&D assistance. Member Johnson noted the current construction project to process C&D material at Redwood Landfill by 2015. Mr. Haskell stated there are not enough C&D recovery resources to meet demand. Members noted demand is currently met at the Redwood landfill and Marin Resource Recovery Center. Future meeting dates were not identified. No action was necessary.

EPR, Sharps & Pharmaceuticals Subcommittee (Members: Garbarino, Johnson, Goddard, Green. Public: Scheibly) reported: having not met. Reported DEA regulations have changed which will now allow for controlled substances to be collected for disposal, and the Federal Appeals Court has upheld the Alameda County ordinance regarding Pharmaceuticals EPR. A Regional EPR conference is taking place in Santa Rosa on October 29<sup>th</sup>. Future meeting dates were not identified. No action was necessary.

JPA Long Term Funding Subcommittee (Members: Irwin, McCarron) reported: having not met. Future meeting dates were not identified. No action was necessary.

No recent meetings of the JPA Board Zero Waste Outreach Subcommittee were identified.

#### 5. Staff Update on Recent and Ongoing Activities

Staff reported a current JPA RFP for C&D Certification and Outreach, the signing by Governor Brown of AB1826 (Organics separation), and reported on the success of the Zero Waste Day at the Marin County Civic center which promoted and provided reusable alternatives to civic center staff.

#### 6. Open Time for Member Comments

LTF Members shared various community updates. No action was necessary

**2**  
**DRAFT**

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

AB 939 Local Task Force Meeting  
Wednesday December 3, 2014  
Las Gallinas Valley Sanitary District  
Classroom. Near ponds past admin.  
300 Smith Ranch Road  
San Rafael, Calif. 94903

Notes

**MEMBERS PRESENT**

Loretta Figueroa, Almonte Sanitary District  
Delyn Kies, Sustainable Novato  
Alex Stadtner, San Rafael  
Renee Goddard, Ross Valley Cities  
David Green, Unincorporated Marin County  
Jennie Pardi, Conservation Corps North Bay  
Joan Irwin, Southern Marin Cities

**MEMBERS ABSENT**

Matt McCarron, Novato  
Ramin Khany, Redwood Landfill  
Patty Garbarino, Marin Sanitary Service  
David Haskell, Sierra Club  
Steve McCaffrey, Redwood Empire Disposal  
Dee Johnson, Novato Sanitary District  
Russ Greenfield, LGVSD

**STAFF PRESENT**

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

**OTHERS PRESENT**

Kim Scheibly, Marin Sanitary Service  
Nancy Mackle, JPA Board Chair  
Whitney King, Marin County Health Dept.

Call to Order. The Local Task Force (LTF) Meeting came to order at 8:37AM

1. Open Time for Public Comment

No public comments were heard.

2. Approval of the October 1, 2014 JPA Local Task Force Minutes

LTF did not reach a quorum; approval of minutes was postponed.

3. Updates from JPA Board Chair Nancy Mackle

JPA Chair Mackle met with the LTF, provided an update on current JPA activities, and requested feedback from members. Chair Mackle briefly reviewed the Request for Proposal (RFP) selection process for the schools evaluation program and the Construction & Demolition (C&D) certification and outreach program. The selection process included Staff members, LTF Chair Green, JPA Board Member Toy, and JPA Chair Mackle and resulted in hiring R3 Consulting Group for C&D program and Environmental Science Associates for schools outreach. Chair Mackle also fielded questions from Members on various topics, including revision of residential rate structures. No action was necessary.

4. Medication Disposal Program Funding Needs – County Environmental Health

Staff introduced Marin County Environmental Health Specialist Whitney King. Mr. King administers the Environmental Health Division's pharmaceuticals and sharps collection program. Mr. King explained that existing pharmaceuticals program recently expanded to four new Kaiser Permanente locations and those collection costs may exceed the program's budget. Mr. King asked LTF Members to consider making a recommendation to the JPA Board to reallocate \$7,400 in funding that is currently designated for outreach to be used to fund any pharmaceutical disposal that exceeds the programs budget. Mr. King fielded questions from Members, which included the possibility of proposing Extended Produce Responsibility legislation that would require the pharmaceutical industry to pay for disposal. Although the LTF did not reach a quorum, members present were supportive of using funds to augment the pharmaceutical program.

5. Updates from LTF Subcommittees

Due to time constrains, updates were not presented.

6. 2015 LTF Schedule and Goals

Staff summarized the JPA Board and LTF meeting schedule; reviewed historical recommendations made by the LTF to the JPA Board and outlined a proposal for a 2015 meeting schedule. Chair Green agreed with the recommendation noting the time between meetings would allow LTF Subcommittees to increase their productivity. Members discussed the topic and were in favor of the recommendation.

7. Staff Report on Recent and Ongoing Activities

Due to time constrains, updates were not presented.

8. Open Time for Member Comments

Due to time constraints, Open Time was postponed.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Date: February 4, 2015

**Belvedere:**  
Mary Neilan

To: Local Task Force Members

**Corte Madera:**  
David Bracken

From: Steve Devine, Program Manager

**County of Marin:**  
Matthew Hymel

Re: Presentation on Rx Safe Marin by Dr. Matthew Willis County Health Officer

**Fairfax:**  
Garret Toy

Following and attached is an excerpt from the RxSafeMarin.org website with the vision statement for the effort. The JPA provides ~ \$68,000 in financial support to the Environmental Health Department for the proper disposal of sharps/lancets. Additionally, last year the JPA provided \$7,400 in partial funding for the "Prescription for Change" newspaper insert and handout. Later this month the JPA Board will consider a proposal to fund a similar amount to help increase pharmaceutical collections from drop-off sites in the County. In addition to Dr. Willis's presentation it is requested that your Task Force make a recommendation to the JPA Board regarding the funding for pharmaceutical collection and disposal.

**Larkspur:**  
Dan Schwarz

**Mill Valley:**  
Jim McCann

**RxSafeMarin.org excerpt:**

**Novato:**  
Michael Frank

*Marin County has been ranked as the overall healthiest county in California by The County Health Ranking reports for the past five years. Conversely, the county has identified that prescription drug misuse and abuse, as well as drug poisoning mortalities are on the rise. One in four Marin adults needs help for drug and alcohol misuse. Alarmingly, increasing numbers of children under 18 are following suit, easily accessing prescription narcotics in their homes or through peers in schools. In 2012, more people died in Marin from drug overdoses than of breast cancer or automobile crashes, and the majority of overdoses involved prescription drugs. To address this issue, a cross-sector initiative, RxSafe Marin, has been established with the following goal: In 3 years Marin County will reduce prescription drug misuse and abuse through measurable strategies and 12-month action plans that address factors across the continuum. "This issue touches so many in Marin, beyond those with personal or family experience," observed Public Health Officer Dr. Matt Willis. "We feel that RxSafe Marin is breaking new ground by bringing together key voices from across the community – law enforcement, schools, community groups and medical personnel – to design some real solutions." Building on the work of community activists, the Marin County Department of Health and Human Services (HHS), the Marin County District Attorney's Office, the Marin County Public Defender's Office, and the Marin County Office of Education each have officials co-leading RxSafe Marin Action Teams alongside families, youth, pharmacists and health providers.*

**Ross:**  
Rob Braulik

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Nancy Mackle

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

Rx Safe Marin has developed an outline for the steps that must be taken to reduce prescription drug misuse and abuse. That outline is attached.

Additionally attached is Whitney King's letter to the JPA Board regarding the pharmaceuticals disposal funding issue.

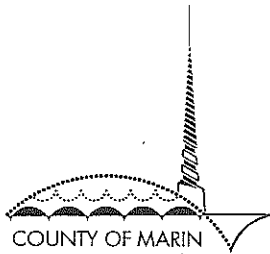
**Recommendation**

Adopt a motion making a recommendation to the JPA Board on the use of funding for the sharps and pharmaceuticals disposal programs.

Attachments

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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





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

**Belvedere:**  
Mary Neilan

Date: February 4, 2015

**Corte Madera:**  
David Bracken

To: Local Task Force Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garret Toy

Re: Presentation by O'Rorke Inc. on Recent & Ongoing Outreach

**Larkspur:**  
Dan Schwarz

Attached is summary of calendar 2014 outreach activities undertaken by the Marin County Hazardous and Solid Waste Management Joint Powers Authority in conjunction with its contractor O'Rorke Inc.

**Mill Valley:**  
Jim McCann

Tracy Keogh from O'Rorke Inc. will attend this meeting to present an overview of 2014 activities and also discuss some new strategies for 2015.

**Novato:**  
Michael Frank

**Recommendation**  
Receive oral report.

**Ross:**  
Rob Braulik

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**San Anselmo:**  
Debbie Stutsman

**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

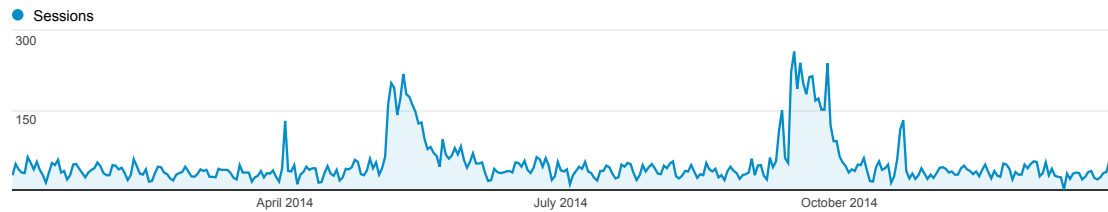
Jan 1, 2014 - Dec 31, 2014

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 <small>% of Total: 100.00% (18,024)</small>	78.90% <small>Avg for View: 78.87% (0.04%)</small>	14,221 <small>% of Total: 100.04% (14,216)</small>	57.32% <small>Avg for View: 57.32% (0.00%)</small>	2.47 <small>Avg for View: 2.47 (0.00%)</small>	00:01:37 <small>Avg for View: 00:01:37 (0.00%)</small>	0.00% <small>Avg for View: 0.00% (0.00%)</small>	0 <small>% of Total: 0.00% (0)</small>	\$0.00 <small>% of Total: 0.00% (\$0.00)</small>
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. MarinJ / 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’Rorke 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 4, 2014

**Corte Madera:**  
David Bracken

To: Local Task Force Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garret Toy

Re: Updates from LTF Subcommittees

**Larkspur:**  
Dan Schwarz

Subcommittees include:

- EPR, Sharps and Pharmaceuticals Subcommittee
- Construction & Demolition/Asphalt Shingle Subcommittee
- Long Term Funding Subcommittee

**Mill Valley:**  
Jim McCann

- JPA Board's Zero Waste Outreach Subcommittee

**Novato:**  
Michael Frank

Members will report on progress they have made researching and addressing issues at each LTF Meeting.

**Ross:**  
Rob Braulik

**Recommendation**

Adopt a motion to receive reports from Subcommittees.

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Nancy Mackle

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**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
Mary Neilan

Date: December 4, 2013

**Corte Madera:**  
David Bracken

To: Local Task Force Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garret Toy

Re: Election of Local Task Force Chair and Vice Chair

**Larkspur:**  
Dan Schwarz

The AB939 Local Task Force (LTF) Procedures state that the LTF shall elect a Chair and Vice-Chair Elections at the first meeting of the calendar year. However, with next LTF meeting occurring February 14, 2014 due to the regularly scheduled January meeting falling on New Year's Day – it is prudent to elect a Chair and Vice Chair and this time – and have the newly elected officers assume responsibility at the end of this meeting.

**Mill Valley:**  
Jim McCann

**Novato:**  
Michael Frank

The current chair is David Green and the Vice Chair is Delyn Kies.

**Ross:**  
Rob Braulik

A copy of the Local Task Force "Procedures" is attached for reference.

**San Anselmo:**  
Debbie Stutsman

**Recommendation:**

The suggested course of action is to:

**San Rafael:**  
Nancy Mackle

1. Accept nominations of candidates and elect an LTF Chair for a term beginning at the end of this meeting and ending upon election of a new LTF Chair for 2016; and then:
2. Accept nomination of candidates and elect an LTF Vice-Chair for a term beginning at the end of this meeting and ending upon election of a new Vice Chair for 2016.

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

Attachment.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY - AB939 LOCAL TASK FORCE  
PROCEDURES

SECTION 1 – SUMMARY OF PURPOSES AND RESPONSIBILITIES

- Identify solid waste management issues of county-wide or regional concern
- Make recommendations to the JPA Board regarding updates and maintenance of the County Integrated Waste Management Plan including the five-year review(s) as set forth in Public Resources Code Sections 41770 and 41822
- Monitor and review proposed legislation related to integrated waste management. If determined appropriate, propose recommendations to the Joint Powers Authority Board regarding advocating for legislation that will assist the County in meeting its goals pursuant to the California Integrated Waste Management Act
- Consider recommendations to the Joint Powers Authority Board regarding ordinances and/or minimum standards for possible adoption by local jurisdictions to assist in meeting the goals according to the California Integrated Waste Management Act and related legislation

SECTION 2 – MEMBERSHIP

The Marin County Hazardous and Solid Waste Management Joint Powers Authority Board has determined that the Local Task Force membership shall include at least two representatives of waste haulers, with two alternate members for those positions, three representatives of environmental organizations, two representatives of special districts involved in the regulation and disposal of waste, and five public representatives appointed by the member agencies serving on the Joint Powers Authority Executive Committee.

Local Task Force members shall be appointed by the Joint Powers Authority Board of Directors, with the exception of the five public representatives which will be appointed by the respective member agency serving on the Joint Powers Authority Executive Committee.

SECTION 3 – MEETINGS

Local Task Force regular meetings will be held monthly on the first Wednesday of each month in the offices of the Marin County Department of Public Works or other available locations. All regular meetings shall comply with the noticing, agenda, and comment requirements of the Brown Act (Government Code §54950 et seq.). Special meetings may be called by the Chair or by a majority of the members, and held in accordance with the requirements of the Brown Act.

## SECTION 4 – QUORUM, VOTING, AND RULES OF ORDER

A quorum for the transaction of business shall exist when a majority of the appointed members are present. When a quorum is present, action may be taken by the Local Task Force upon the affirmative vote of a majority of the members present, unless a greater voting requirement is prescribed by statute. Meetings of the Local Task Force shall be governed by Robert's Rules of Order.

## SECTION 5 – ELECTION OF OFFICERS, TERM, AND DUTIES

The officers of the Local Task Force shall be the Chair and Vice-Chair. Elections will be held at the first meeting of the calendar year and the Chair and Vice-Chair will assume responsibilities immediately. The term of the Chair and Vice-Chair shall be one year.

If at any time the Chair vacates this position, the Vice-Chair shall assume the role of Chair for the remainder of the elected term and is authorized to appoint a new Vice-Chair to serve the remainder of that elected term.

### CHAIR'S DUTIES

1. Conduct meetings
2. Make reports to the Joint Powers Authority Executive Committee and Board of Directors.
3. Other duties as requested by Local Task Force membership

### VICE-CHAIR'S DUTIES

1. Acting Chair in the absence of Chair
2. Other duties as requested by Local Task Force membership