

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

Board of Directors Meeting & Public Hearing

May 28, 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 February 26, 2015. (Action)

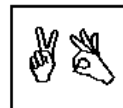
**Regular Agenda**

2. FY 15-16 JPA Budget and Assessment Schedule (Action)
3. Fourth Cycle Zero Waste Grant Reports and Cycle Five Forms (Action)
4. Elect New Chair (Action)

**Agendas & staff reports available at:**

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

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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 February 26, 2015  
Central Marin Police Authority  
250 Doherty Drive, Larkspur  
9:00 – 9:30 AM

**MINUTES****MEMBERS PRESENT**

Garret Toy, Fairfax  
Dan Schwarz, Larkspur  
Michael Frank, Novato  
Adam Politzer, Sausalito  
Margaret Curran, Tiburon  
Jim McCann, Mill Valley  
Mary Neilan, Belvedere  
Matthew Hymel, County of Marin  
Debra Stutsman, San Anselmo

**STAFF PRESENT**

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

**OTHERS PRESENT**

Courtney Scott, San Rafael Fire Dept.  
Jim Schutz, San Rafael  
Rebecca Ng, County of Marin

**MEMBERS ABSENT**

Nancy Mackle, San Rafael  
David Bracken, Corte Madera  
Rob Braulik, Ross

Call to Order: The JPA Board meeting came to order at 09:05 AM.

**Regular Agenda**

Staff introduced the recently hired Zero Waste Specialist, Casey Poldino. Ms. Poldino formerly worked at Conservation Corps North Bay as their Community Recycling Program Coordinator. Staff stated that the Bulb & Battery Program costs are out-pacing the current budget of \$75,000 due to increased contractor labor costs. Staff noted that there will be a request to allocate up to \$25,000 of contingency funds to cover program expenses for the rest of FY 14/15.

1. JPA Board Meeting Minutes from October 23, 2014

M/s Frank, McCann to approve the minutes for the October 23, 2014 JPA Board meeting. The motion passed unanimously.

**Consent Calendar**

2. Executive Committee Budget Subcommittee and FY 15/16 Budget Development Schedule

3. Receive and File 2014 Annual Zero Waste Outreach Report from O'Rourke Inc.

4. Receive and File City of San Rafael FY 13/14 Household Hazardous Waste Program Annual Report

5. Executive Director Signature Authority for Professional Services Contracts and Purchase Orders
6. Signature Authority to Apply for, Account for, Contract for and Carry the Oil Payment Program

No public comments were received. M/s Stutsman, Neilan to approve the full Consent Calendar as presented. The motion passed unanimously.

### **End Consent Calendar**

### **Regular Agenda**

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

Staff described the JPA's role of historically funding the sharps disposal and introduced Rebecca Ng, Deputy Director, Marin County Health & Human Services (HHS). Ms. Ng summarized the current Pharmaceutical Collection program, which is funded by Marin's various sanitary districts. The 15 existing collection locations include 4 new containers added at Kaiser Permanente facilities. Kaiser, which had not participated in the program due to liability concerns, recently joined the program after participating in RxSafe Marin's efforts to tackle the local prescription drug misuse and abuse epidemic. Due to high traffic those Kaiser locations are likely to encounter it is likely the program will need additional funding to handle the additional volume of pharmaceuticals. RxSafe Marin also has a goal to expand collection of pharmaceuticals to over 50 locations throughout Marin and will also pursue adoption of a Pharmaceutical Take-back Ordinance to provide a permanent manufacturer funded solution. HHS is requesting additional funding from the sanitary districts but also seeks funding from the JPA. Staff explained that JPA funding has only been used for sharps disposal and outreach. Funding pharmaceutical disposal is a new venture for the JPA, so it requires Board approval. Ms. Ng fielded questions from the Board, explained the pharmaceutical disposal process, and reported that Kaiser is not offering funding for the program. M/s Schwarz, Frank to approve allocation of up to \$7,400 of the funds currently budgeted for the Sharps Program in the HHW Fund Center (70071) to the Pharmaceutical Disposal Program on an as needed basis. The motion passed unanimously.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

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

Date: May 28, 2015

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

To: JPA Board Members

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

From: Steve Devine, Program Manager

Re: FY 15/16 JPA Budget and Assessment Schedule

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

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

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

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

**Ross:**  
**Dianne Thompson**

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

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

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

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

Attached are the proposed FY 15-16 budget and hauler/facility assessments for the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA). While expenditures are down year over year, the budget reflects a 7% increase in assessments compared to last fiscal year due to one-time carry over adjustments. The main source of the year-over-year increase for FY 15/16 is that there is an increase in the Bulb and Battery program budget in both FY 14/15 and FY 15/16 and there is the addition a full year's impact of the new Zero Waste Specialist (versus only half a year last Fiscal Year). The JPA has three budget centers to manage its operations: Administration, Zero Waste and Household Hazardous Waste (HHW)

61% of the total JPA Expenditure Budget is devoted to the household hazardous waste program which collects over 1.6 million pounds of hazardous waste annually. The JPA retains HHW services for the community via a contract with the City of San Rafael Fire Department which in turn contracts with Marin Resource Recovery Association (MRRA). MRRA operates the HHW facility at 565 Jacoby Street in San Rafael. Novato provides and funds a separate service via the Novato Sanitary District.

Marin Sanitary Service reports that the JPA assessment equates to approximately 17 cents on the 32 gallon standard service.

The overall budget includes three notable items to help address Marin's 2012 diversion rate of 75% missing the interim Zero Waste goal of 80% diversion for 2012:

- \$50,000 is budgeted to conduct outreach to schools based on the findings from a research project being conducted on behalf of the JPA by Environmental Science Associates (ESA). These funds will allow for the new Zero Waste Specialist to provide outreach materials, education, collection bins, or items/services recommender by ESA's report to Marin schools.
- The Zero Waste Specialist position is budgeted for a full year (last year it was at 50% due to start date timing). The position assists



Marin in zero waste program implementation, State compliance issues, and helps coordinate HHW programs

- Continued operation and streamlining of the Zero Waste Grant program to a “block grant” style program utilizing a certification style application process – similar to the Measure A Parks program.

Changes in the three JPA fund centers are shown below:

<b>JPA Expenditures</b>	<b>14/15</b>	<b>15/16</b>	<b>Change</b>
Zero Waste (70073)	\$966,227.00	\$768,747.70	-\$197,479.30
Administration (70070)	\$452,768.00	\$471,935.85	\$19,167.85
HHW (70071)	\$2,029,723.00	\$1,971,041.77	-\$58,681.23

The following three fund centers are outlined in this budget:

**1. ADMINISTRATION**

*(JPA Section 6.1) All Members Participate*

The JPA’s planning and administration functions are funded through the 6.1 budget center and administered by contract with the County of Marin.

**2. HOUSEHOLD HAZARDOUS WASTE**

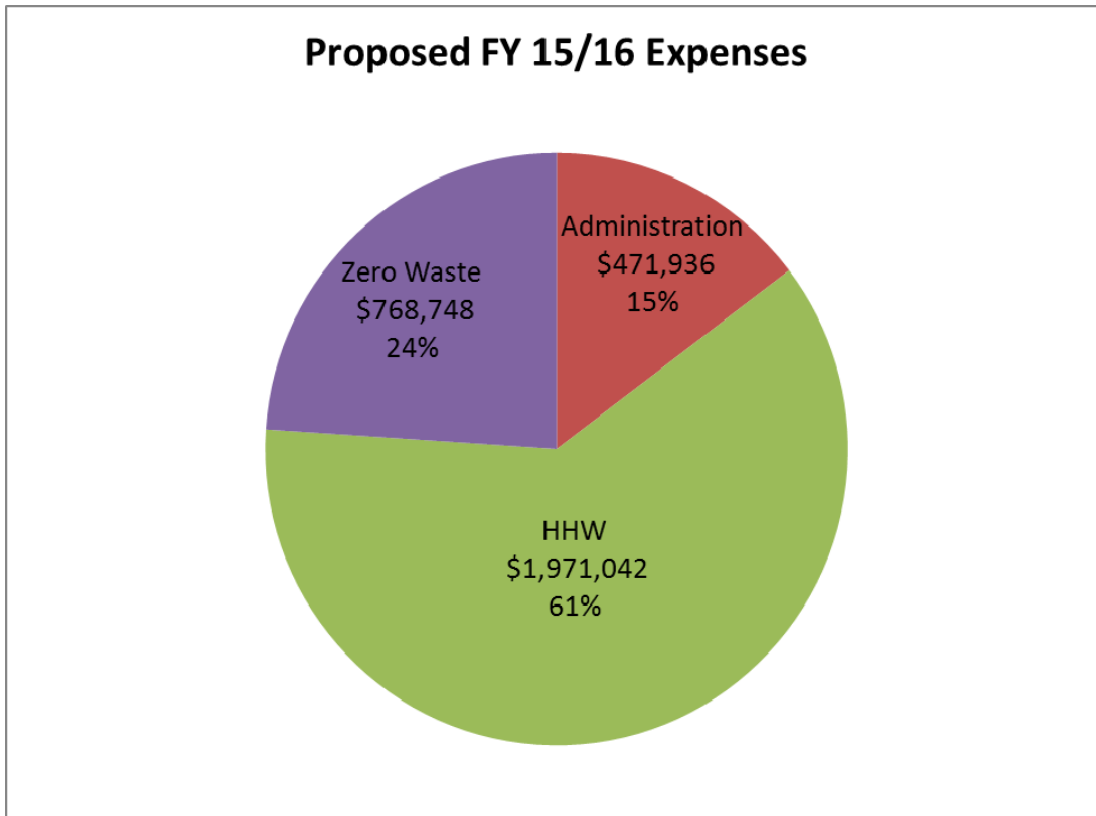
*(JPA Section 6.2) Optional Member Participation*

The Household Hazardous Waste program is funded through the 6.2 budget center. The San Rafael Fire Department provides facility oversight by a contract with Marin Recycling & Resource Recovery Association. Novato does not participate in this program – but operates its own HHW facility and services.

**3. ZERO WASTE**

*(JPA Section 6.2) Optional Member Participation*

The Zero Waste program is funded out of a separate 6.2 budget center and administered by contract with the County of Marin. Novato does not participate in this program.



## **ADMINISTRATION**

Budgeted expenditures for FY 15/16 of \$471,936 are \$19,168 more than the FY 14/15 budget and account for 15% of proposed JPA expenditures. This fund center provides resources for State law required disposal tracking and reporting. This fund also supports addressing the much increased demands from Cal Recycle for diversion monitoring and AB 341 (mandatory commercial recycling) compliance.

Costs for the JPA's staffing contract with the County reflect the full cost of the Zero Waste Specialist position (spread across all three budget centers) and an anticipated 3% cost of living adjustment for Marin County employees.

Contingency funds for the Administration Budget Center are set at 20%.

## **HOUSEHOLD HAZARDOUS WASTE**

Budget expenditures for FY 15/16 of \$1,971,042 are \$58,681 lower than the FY 14/15 budget and account for 61% of proposed JPA expenses. The main source of the year-over-year decrease is the completion of a one-time grant funded \$75,000 Less Toxics Alternatives outreach project. The popular Bulb and Battery Drop-off program budget is increased by \$25,000 over the original FY 14/15 budget for a total of \$100,000 (the same amount as a proposed mid-year adjustment) due to increased costs from the recycling vendor. This program has been very successful at coordinating the pickup used fluorescent

bulbs and batteries at dropped off at local hardware and convenience stores. The cost increase will pay for increase waste processing fees.

The City of San Rafael and Marin Resource Recovery Association are proposing a 2.7% increase in the HHWF operating budget. Rising disposal costs over the past several years have been mitigated by funding from the new “Paint Care” program. Paint Care is a new extended producer responsibility (EPR) program in which users (paint buyers) pay an advanced disposal fee to offset the costs of dealing with leftover paint at the end of its lifecycle.

Also included in this budget is \$27,838 for the thirteenth year of a grant to supplement Novato’s Household Hazardous Waste Program. The grant is equal to the Novato self-haul fee amount levied on Redwood Landfill for the HHW Fund.

The JPA also took over administration of Marin’s Oil Payment Program in FY 13/14 and will continue to operate this successful program in FY 15/16 with State grant funds.

Lastly, the JPA also helps fund sharps and pharmaceuticals collection programs operated by the County’s Environmental Health Division. There are 18 sharps sites in the County and 15 pharmaceutical sites.

Contingency funds for the HHW Budget Center are set at 20% in FY 15/16.

## **ZERO WASTE**

Budgeted expenditures for FY 15/16 of \$768,748 are decreased by \$197,479 from the approved FY 14/15 budget and account for 24% of FY 15/16 proposed JPA expenditures. This reduction is largely due to the one-time expense of zero waste grant funds being held on reserve by the JPA which have since been released to the Member Cities.

The major components of this budget are \$250,000 for the zero waste grant program, \$200,000 to continue the public outreach campaign, \$50,000 for school programs, and \$25,000 for the construction and demolition debris recycling program.

The zero waste grant program continues to provide a mechanism for the Member Cities to operate waste reduction programs and activities that they might not otherwise be able to fund. The zero waste outreach campaign reaches Marin citizens through various media channels including television, Facebook, in-person “green teas”, and farmers markets. The schools program is something that will likely get a fresh look next year after the results of the study being performed on behalf of the JPA by Environmental Science Associates. That said, investing in Marin’s future is the only way that Marin will reach the zero waste goal – and focusing on our youth is key to that effort. Outreach efforts include school assemblies, classroom presentations, supplement materials for classroom curriculum and targeted technical assistance.

## **BACKGROUND**

The JPA Board's Budget Subcommittee of Members Mackle and Hymel met April 7, 2015 to review the draft budget and provided feedback to staff which is incorporated in the budget presented here.

## **RECOMMENDATION**

Adoption of the attached FY 15/16 budget as proposed.

Attachments.

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## DRAFT BUDGET

### JPA ZERO WASTE PROGRAMS

#### 2016 (70073) ZERO WASTE EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

<u>14/15</u> <u>BUDGET</u>	<u>14/15</u> <u>EXP THRU</u> <u>2/25/2015</u>	<u>14/15</u> <u>TOTAL EST</u> <u>EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>OBJECT</u>	<u>15/16</u> <u>BUDGET</u> <u>REQUEST</u>	<u>NARRATIVE</u>
			<b>Zero Waste Operational</b>			<b>Fund Center 6180012000</b>
\$180,170	\$90,085.00	\$180,170	Salaries and Wages	5110110	\$226,748	Contract staff salaries and wages for Zero Waste Programs
\$2,000	\$0	\$2,000	Legal Expense	5210100	\$2,000	JPA legal counsel.
\$55,000	\$55,000	\$55,000	Zero Waste Development	5211500	\$40,000	Zero waste development. (\$15K for Zero Waste Elementary School Program and \$25K for Consultant for C and D Facility Certification and Staff Training)
\$50,000	\$50,000	\$50,000	School Programs	5211500	\$50,000	School outreach and education
\$200,000	\$200,000	\$200,000	Zero Waste Outreach	5211500	\$200,000	Public education (Media expert to develop and implement PSA)
<b>\$487,170</b>	<b>\$395,085</b>	<b>\$487,170</b>	<b>Operational Budget Subtotal</b>		<b>\$518,748</b>	
			<b>Zero Waste Grant Funding</b>			<b>Fund Center 618099003</b>
\$250,000	\$225,481	\$225,481	Zero Waste Grant FY14/15	5211500	\$0	Fourth Cycle of Zero Waste Grant Program
\$0	\$0	\$0	Zero Waste Grant FY15/16 (Cycle 5)	5211500	\$250,000	Fifth Cycle of Zero Waste Grant Program
\$229,057	\$215,404	\$215,404	Accumulated ZW Grant Funding	5211500	\$0	Zero Waste Grant Funds held in ZW Special Project (618099003) Fund Center
<b>\$479,057</b>	<b>\$440,884</b>	<b>\$440,884</b>	<b>Zero Waste Grants Subtotal</b>		<b>\$250,000</b>	
<b>\$966,227</b>	<b>\$835,969</b>	<b>\$928,054</b>	<b>JPA 6.2 Zero Waste Total</b>	<b>Total</b>	<b>\$768,748</b>	

#### 2016 (70073) ZERO WASTE REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>14/15</u> <u>BUDGET</u> <u>BUDGET</u>	<u>14/15</u> <u>EXP THRU</u> <u>REV THRU</u> <u>2/25/2015</u>	<u>14/15</u> <u>TOTAL EST</u> <u>TOTAL EST</u> <u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>REVENUE</u> <u>SOURCE</u>	<u>15/16</u> <u>BUDGET</u> <u>REVENUE</u> <u>REQUEST</u>	
\$500	\$133	\$250	Interest	4410125	\$500	JPA funds in interest bearing account.
\$0			Other Aid State	4530527	\$0	
\$600,073	\$300,036.50	\$600,073	Solid Waste Management	4640910	\$859,963	Solid Waste Disposal Assessments
\$0			Misc.	4710642	\$0	
\$458,703	\$311,670	\$311,670	Carry-Over		-\$16,061	
\$1,059,276	\$611,839	\$911,993	<b>Total Revenue</b>		<b>\$844,402</b>	
			<u>GENERAL CONTINGENCIES</u>			
		-\$16,061	General Contingencies	9000010	\$75,654	
					10%	

## DRAFT BUDGET

### JPA ADMINISTRATION

#### 2016 (70070) 96X-CWM EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

<u>14/15</u> <u>BUDGET</u>	<u>14/15</u> <u>EXP THRU</u> <u>2/25/2015</u>	<u>14/15</u> <u>TOTAL EST</u> <u>EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>OBJECT</u>	<u>15/16</u> <u>BUDGET</u> <u>REQUEST</u>	<u>NARRATIVE</u>
\$345,127	\$172,563.50	\$345,127	Salaries and Wages	5110110	\$364,294	Contract staff salaries and wages for 6.1 Programs.
\$345,127	\$172,564	\$345,127	Salaries and Wages Total		\$364,294	
\$7,500	\$103	\$7,500	Legal Expense	5210100	\$7,500	JPA legal counsel.
\$13,500	\$11,275	\$13,500	Outside Acctg & Audit Fees	5210200	\$13,500	Financial review.
\$18,000	\$17,566	\$17,566	Insurance	5210500	\$18,000	JPA insurance.
\$1,000	\$0	\$1,000	OFC Equip Rep & Maint.	5210900	\$1,000	Same as previous year.
\$16,941	\$16,941	\$16,941	Rent	5211200	\$16,941	Rent for space used.
\$0	\$0	\$0	Bag Ban CEQA	5210100	\$0	Member Cities funding for bag ban implementation and enforcement.
\$1,500	\$0	\$1,500	Training	5211300	\$1,500	Training, Memberships Same as previous year.
\$600	\$0	\$600	Mileage & Routn Trvl Exp	5211400	\$600	Routine travel. Same as previous year.
\$37,250	\$17,090	\$37,250	Outreach	5211500	\$37,250	Compost Bins, Reusable Bags, JPA Group Memberships, Sponsorships, General
\$5,500	\$0	\$5,500	Supplies & Reproduction	5220100	\$5,500	Same as previous year.
\$5,850	\$3,936	\$5,850	County Financial Service	5210200	\$5,850	Pro-rate County Department of Finance's cost plan.
\$107,641	\$66,911	\$107,207	Services & Supplies Total		\$107,641	
<b>\$452,768</b>	<b>\$239,474</b>	<b>\$452,334</b>	<b>JPA 6.1 Program Total</b>	<b>Total</b>	<b>\$471,936</b>	

#### 2016 (70070) 96X-CWM REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>14/15</u> <u>BUDGET</u>	<u>14/15</u> <u>REV THRU</u> <u>2/25/2015</u>	<u>14/15</u> <u>TOTAL EST</u> <u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>REVENUE</u> <u>SOURCE</u>	<u>15/16</u> <u>REVENUE</u> <u>REQUEST</u>	
\$1,500	\$162	\$300	Interest	4410125	\$1,500	JPA funds in interest bearing account.
\$17,796	\$0	\$0	Other Aid State	4530527	\$0	Beverage Container Recycling Grant Reimbursement in FY 13/14
\$351,081	\$175,540.50	\$351,081	Solid Waste Management	4640910	\$498,155	Solid Waste Disposal Assessments
\$0			Misc.	4710642	\$0	
\$172,396	\$165,456	\$165,456	Carry-Over		\$64,503	
<b>\$542,773</b>	<b>\$341,159</b>	<b>\$516,837</b>	<b>Total Revenue</b>		<b>\$564,158</b>	
			<u>GENERAL CONTINGENCIES</u>			
		\$64,503	General Contingencies	9000010	\$92,222	

20%

# DRAFT BUDGET

## HOUSEHOLD HAZARDOUS WASTE PROGRAM 2016 (70071) 96Y-NNO EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

<u>14/15</u> <u>BUDGET</u>	<u>14/15</u> <u>EXP THRU</u> <u>2/25/2015</u>	<u>14/15</u> <u>TOTAL EST</u> <u>EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>OBJECT</u>	<u>15/16</u> <u>BUDGET</u> <u>REQUEST</u>	<u>NARRATIVE</u>
			<b>HHW Operational</b>			<b>Fund Center 6180011000</b>
\$131,662	\$65,831	\$131,662	Salaries and Wages	5110110	\$148,252	Contract staff salaries and wages for 6.2 Programs.
\$145,788	\$68,136	\$145,788	HHW Oversight	5210100	\$149,724	City of San Rafael HHW Oversight including West Marin HHW events.
\$30,984	\$30,984	\$30,984	Novato HHW Grant	5210100	\$27,838	Novato HHW Grant fee reimbursement.
\$75,000	\$56,419	\$100,000	Bulb and Battery Program	5210100	\$100,000	Program for Drop-off of Fluorescent Bulbs and Batteries at convenient locations
\$1,320,255	\$742,598	\$1,320,255	Contract SVC	5210100	\$1,355,902	HHW Contract (offset with SQG and BOP Grant funds).
\$2,500	\$0	\$2,500	JPA legal counsel	5210131	\$2,500	JPA legal counsel work on HHW contracts and HHW Grant Agreements.
\$75,000	\$27,696	\$75,000	HD-20 Grant Funding	5211500	\$0	HHW Grant for Less Toxic Alternative Outreach
\$76,000	\$34,300	\$76,000	Sharps & Pharma Program	5211500	\$76,000	JPA sharps and pharma disposal service, except Novato.
<b>\$1,857,189</b>	<b>\$1,025,963</b>	<b>\$1,882,189</b>	<b>Operational Budget Subtotal</b>		<b>\$1,860,216</b>	
			<b>Oil Payment Program</b>			<b>Fund Centers 6180990004-6</b>
\$10,000	\$6,671	\$6,671	Oil Payment Program - Cycle 3	5211500	\$0	CalRecycle Oil Payment Program - Cycle 3 - 6180990004
\$81,267	\$75,491	\$81,267	Oil Payment Program - Cycle 4	5211500	\$0	CalRecycle Oil Payment Program - Cycle 4 - 6180990005
\$81,267	\$5,312	\$50,000	Oil Payment Program - Cycle 5	5211500	\$30,413	CalRecycle Oil Payment Program - Cycle 5 - 6180990006
\$0	0	0	Oil Payment Program - Cycle 6	5211500	\$80,413	CalRecycle Oil Payment Program - Cycle 6 - 6180990007
<b>\$172,534</b>	<b>\$87,474</b>	<b>\$137,938</b>	<b>Oil Payment Program Subtotal</b>		<b>\$110,826</b>	
<b>\$2,029,723</b>	<b>\$1,113,437</b>	<b>\$2,020,127</b>	<b>JPA 6.2 Program Total</b>	<b>Total</b>	<b>\$1,971,042</b>	

## 2016 (70071) 96Y-NNO REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>14/15</u> <u>BUDGET</u>	<u>14/15</u> <u>REV THRU</u> <u>2/25/2015</u>	<u>14/15</u> <u>TOTAL EST</u> <u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>REVENUE</u> <u>SOURCE</u>	<u>15/16</u> <u>REVENUE</u> <u>REQUEST</u>	
\$500	\$230	\$400	Interest	4410125	\$500	JPA funds in interest bearing account.
\$0		\$0	Other Aid State	4530527	\$0	CalRecycle Grant Funds for OPP
	\$81,267	\$81,267	Other Aid State	4530527	\$0	CalRecycle Funds for OPP Cycle 4 - 6180990005
\$81,267	\$0	\$80,413	Other Aid State	4530527	\$0	CalRecycle Funds for OPP Cycle 5 - 6180990006
		\$0	Other Aid State	4530527	\$80,413	CalRecycle Funds for OPP Cycle 6 - 6180990007
\$75,000	\$0	\$75,000	Other Aid State	4530527	\$0	CalRecycle Grant Funds for HD-20
\$1,914,316	\$957,158	\$1,914,316	Solid Waste Management	4640910	\$1,719,927	Solid Waste Disposal Assessments
\$356,341	\$423,428	\$423,428	Carry-Over		\$554,697	
<b>\$2,427,424</b>	<b>\$1,462,083</b>	<b>\$2,574,824</b>	<b>Total Revenue</b>		<b>\$2,355,537</b>	
			<u>GENERAL CONTINGENCIES</u>			
		\$554,697	General Contingencies	9000010	\$384,495	



MAYOR GARY O. PHILLIPS  
VICE MAYOR ANDREW CUYUGAN MCCULLOUGH  
COUNCILMEMBER MARIBETH BUSHEY  
COUNCILMEMBER KATE COLIN  
COUNCILMEMBER JOHN GAMBLIN

February 12, 2015

FIRE DEPARTMENT  
FIRE CHIEF, CHRISTOPHER GRAY  
PHONE: (415) 485-3304  
FAX: (415) 453-1627

Steve Devine  
Marin County Hazardous and Solid Waste Management Joint Powers Authority  
PO Box 4186  
San Rafael, CA 94913-4186

**RE: Fiscal Year 2015/16 Budget Proposal**

Dear Steve,

Please accept this letter as the Fiscal Year 2015/16 budget proposal for the Marin Household Hazardous Waste (HHW) Program. The allocation amounts for the City of San Rafael (City) management oversight and for Marin Recycling and Resource Recovery Association (MRRRA) contractual services are provided herein.

The HHW Program budget for FY 2014/15 was \$1,466,043 which included a 2.5% CPI increase from the previous year for MRRRA, as well as a reduction of \$150,000 to accommodate for PaintCare savings. The HHW Facility's budget is projected to be on target for FY 2014/15. In addition, the Marin Household Hazardous Waste Program FY 2013/14 Annual Report is now available. Thanks mainly to the implementation of PaintCare in January 2014, the HHW Program ended FY 2013/14 \$169,134.73 under budget.

**HHW Program budget proposal summary:**

For FY 2015/16, the budget proposal for the City of San Rafael management oversight is \$149,724 which includes a 2.7% CPI-U increase from the previous year.

We are proposing that the MRRRA contractual services budget also allow for a 2.7% CPI-U increase from last year, providing a total MRRRA budget of \$1,355,902. The CPI will allow for a slight salary increase for the HHW facility staff from an average of \$18 per hour to \$18.48 per hour and will also help pay for projects that are required to comply with the collection agreement between the City and MRRRA.

(See table on the next page.)



**Marin HHW Program Operating Costs FY 2015/16**

MRRRA

Personnel	\$ 580,092
Non-personnel	\$ 775,810

<b>Total HHW Facility Operating Contractual Services:</b>	<b>\$1,355,902</b>
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CITY

Personnel	\$ 97,051
Non-personnel	\$ 52,673

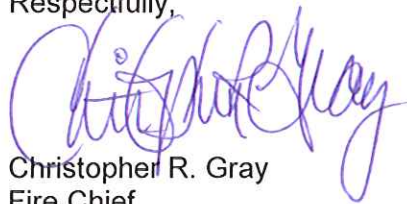
<b>Total City Management Oversight:</b>	<b>\$149,724</b>
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<b>Total Marin HHW Program FY 2014/15 Budget:</b>	<b>\$1,505,626</b>
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Should you need further information, please call me at the number below.

Respectfully,



Christopher R. Gray  
Fire Chief

San Rafael Fire Department  
1039 C Street  
San Rafael, CA 94901  
(415) 485-3304  
[www.srfd.org](http://www.srfd.org)

*"Our Mission...is to help"*



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

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

Date: May 28, 2015

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

To: JPA Board Members

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

From: Steve Devine, Program Manager

Re: Fourth Cycle Zero Waste Grant Reports and Cycle Five Forms

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

The fourth cycle of the Zero Waste Grants term has concluded and the final reports from all grantees are attached. Additionally, staff has attached the forms for the Fifth Cycle of the Zero Waste Grant for your approval. The primary focus of the grant program is to help institute programs that contribute towards reaching the goal of Zero Waste in each of the cities/towns, the County and special districts.

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

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

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

Overall, the fourth cycle of the grant program was a success with many worthwhile programs being funded. However, due to the upfront payment of grant funds some funding is being returned to the JPA by Sausalito, Ross, the County of Marin, and the Homestead Valley Sanitary District. San Rafael, Corte Madera, and the Bolinas Community Public Utilities District had encumbered funds for programs that will be funded in the first couple months of FY 15/16. They were encouraged to continue those efforts and report on the activities prior to their occurrence.

**Ross:**  
**Dianne Thomposon**

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

In the FY 15/16 budget the JPA will be offering \$250,000 to member agencies in its fifth cycle of Zero Waste Grant.

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

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

JPA staff has attached the following grant documents for your approval:

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

- Grant Guidelines (Exhibit A)
- Application and Work Plan (Exhibit B)
- Final Report Form (Exhibit C)

These documents define the purpose, goals, requirements, milestones, and will facilitate the grant process. The grant program encourages adoption of the Zero Waste Toolkit Documents as primary programs and provides a list of secondary programs that can help cultivate a Zero Waste atmosphere.

In the fourth grant cycle the JPA Board recommended making monies available with simplified Certification Forms to help streamline the process by making payments up front. However, since funds were available on a use it or lose it basis several agencies are returning funds to the JPA. The documents for this year dictate the process remains the same, but if the JPA Board wishes that

the funds stay with the member agency or should be granted extensions in the future that clarification can be made now.

#### Recommendation

It is recommended your Board accept the grant attached grant reports, review and approve the attached grant documents, authorize the Executive Director to enter into grant agreements with member agencies and approve discretionary adjustments to the grants during the grant term, and make a recommendation regarding the repayment of unspent grant funds.

#### Attachments

F:\Waste\JPA\JPA Agenda Items\JPA 150528\ZW Grants.doc

# ZERO WASTE MARIN

## Exhibit C

### Cycle 4

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

ALMONTE SANITARY DISTRICT

#### B. Recipient's representative and contact information: (Please print all information)

Name: ANIL KOCHHAR

Title: Almonte Director

Address: 223 CALIFORNIA AVE

City, Zip: MILL VALLEY 94941

Phone: 415 260 6313

E-mail: AKOCHHAR@COMCAST.NET

---

#### C. Grant Amount

\$ 3,500-

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#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Reusable bag project - our reach mat	Printing and distribution of Reuse reusable bags with JPA's zero waste logo	\$ 3,490. <sup>74</sup>	128,958 bags (A) saved

**Totals:** \$ 3,490.<sup>74</sup> 128,958 Tons bags

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grant Fund is true and accurate to the best of my knowledge.

X Ad K

Signature of Grant Recipient Representative

4/24/2017

Date

Anil Kochhar

Print Name

Almonte Director

Print Title

(A) 620 (reusable bags)  
x .65 (user rate)

403

x .8767

(bags not used per person)

353.31

x 365

(days / year)

128,958

bags (saved)



# INVOICE

## GRAPHIC IMPRINTS

6621 Ascot Drive  
Oakland, CA 94611  
510-658-2000

TO:  
Bonner Beuhler  
Almonte Sanitary District  
PO Box 698  
Mill Valley, CA 94942

Phone: 415-725-7852

SHIP TO:  
Bonner Beuhler  
Almonte Sanitary District  
c/o Sewerage Agency of Southern Marin  
450 Sycamore Avenue  
Mill Valley, CA 94941

INVOICE NUMBER:  
**3191**

INVOICE DATE	REP	SHIPPED VIA	PROJECT	TERMS
April 21, 2015	JO	UPS Ground	RuMe Mini Totes	Due on Receipt

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
620	Ea.	Pearl Mini Tote with Blue Logo Imprint	\$5.09	\$3,155.80
1	Ea.	Preproduction Sample	\$20.00	20.00
2	Ea.	Paper Proof	\$0.00	0.00
1	Ea.	Typesetting, Layout and Mockups @ No Charge	\$0.00	0.00

<b>SUBTOTAL</b>	<b>\$3,175.80</b>
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1. Send all payments and correspondence to:  
Graphic Imprints  
6621 Ascot Drive  
Oakland, CA 94611  
510-658-2000

<b>SALES TAX @ 8.5%</b>	269.95
<b>SHIPPING AND HANDLING</b>	45.00
<b>TOTAL</b>	<b>\$3,490.74</b>

*and Beuhler* 4/24/2015  
Authorized by Date





MINI PEARL - D

Blue Sub

# ZERO WASTE MARIN

## Exhibit C

Cycle 4

Zero Waste Grant Final Report

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A. Name of Recipient (city, town, or special district):

Bolinas Community Public Utility District

B. Recipient's representative and contact information: (Please print all information)

Name: Remick Hart

Title: Volunteer

Address: PO Box 390

City, Zip: Bolinas CA 94924

Phone: 415 868-9936 or 415 868-1224

E-mail: HartRemicke@gmail.com

*additional contact*  
*Jamie Arroyo*  
*volunteer*  
*335 Overlook Dr. #3*  
*Bolinas CA 94924*  
*415 868 2516*  
*beauxgardens@aol.com*

C. Grant Amount

\$ 3,500

D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)



**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Bins recycling improvement project	Increase pick up times + volumes of recyclables (sort trash out) from beaches + misc areas to take to newly designated	1667	18 c.yards per week x 52 wks = 936 c.yards
Brighton Beach recycle/trash improvement project	Required process of new bin construction. Area - photo + photoshops of visual for neighborhood input + better signage	525	Project for future increase of recycle collections - stage 1
Bolinas 420 + 300	Dedication towards hiring construction Corps/extra labor to collect recyclables instead of it going into dumpster	1308	potentially 160 c.yards - plus +

Totals: \$ 3500 1016 plus cubic yards  
mixed recycles - cans + bottles

**Certification**  
I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X *[Signature]*  
Signature of Grant Recipient Representative

5/15/15  
Date

*Jennifer Blackman*  
Print Name

*General Manager*  
Print Title

# ZERO WASTE MARIN

## Cycle 4

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

*County of Marin*

#### B. Recipient's representative and contact information: (Please print all information)

**Name:** *Alexander Soulard*

**Title:** *Senior Planner*

**Address:** *PO Box 4186*

**City, Zip:** *San Rafael, Calif. 94913*

**Phone:** *415.473.6647*

**E-mail:** *ASoulard@MarinCounty.Org*

---

#### C. Grant Amount

*\$85,592.08*

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#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Conservation Corps Programs	Procurement of recycling receptacles, waste audits	\$15,000.00	79.4T
Civic Center Capital Improvements	Procurement of a cardboard baler & recycling receptacles installed at Marin Civic Center	\$22,657.52	6.5T Cardboard
Reusable Produce Bags	Procurement of reusable produce bags, handed out at various community events	\$1,575.00	Saved 478,393 single use bags per year
Reusable Shop Totes	Procurement of reusable shopping totes, handed out at various community events	\$4,931.00	Saved 734,022 single used bags per year
Stainless Steel Travel Mugs	Procurement of travel mugs, handed out at various community events	\$7,658.20	Saved 72,799 cups per year
Stainless Steel Canteens	Procurement of canteens, handed out at various community events	\$646.50	Saved 154,213 cups per year
Reusable Lunch Bags	Procurement of reusable lunch bags handed out by Marin Green Team	\$2,026.94	Saved 59,264 bags per year
Parks Greenwaste Bin Housing	Redesign of bin placement area to include a greenwaste debris box, resulting in much greater greenwaste diversion from the Civic Center and surrounding parks.	\$5,000.00	14.1 T within grant term. 85 tons annually.
Assorted Branding activities	Procurement of reusable items for giveaway's at community events, stickering of assorted items procured.	\$1,096.92	n/a

**Totals:** \$60,592.08 100.00 Tons

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X 

Signature of Grant Recipient Representative

5/8/15

Date

Alexander Saulard

Print Name

Senior Planner

Print Title



# ZERO WASTE MARIN

## Exhibit C

Cycle 4

Zero Waste Grant Final Report

---

**A. Name of Recipient (city, town, or special district):**

City of Corte Madera

**B. Recipient's representative and contact information:** (Please print all information)

**Name:** Nisha Patel

**Title:** Senior Engineer

**Address:** 300 Tamalpais Drive

**City, Zip:** Corte Madera, 94925

**Phone:** 415/9275120

**E-mail:** Nisha Patel [npatel@tcmmail.org]

---

**C. Grant Amount**

**\$56,213.01**

---

**D. Recipient's Zero Waste Grant Expenditures**

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

# ZERØWASTEMARIN

## Exhibit C

Cycle 4

Zero Waste Grant Final Report

D. Recipient's Zero Waste Grant Expenditures

(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Zero Waste Implementation Plan	<p>The plan scope of work includes:</p> <ul style="list-style-type: none"> <li>Assess current programs, identifying opportunities for improvements.</li> <li>Identify target sectors and materials for increased diversion.</li> <li>Identify optional additional programs and policies.</li> <li>Facilitate review by generators and service providers.</li> <li>Estimate diversion potential and costs from selected programs and policies</li> <li>Identify funding alternatives and estimate rate impacts</li> <li>Obtain Council approval for the phased implementation plan</li> </ul>	\$56,213.01	<p>The specific tons being diverted is being identified as part of the plan. It is anticipated that the majority of the material will be organic material/ food waste and recyclables from multifamily dwellings and commercial premises.</p> <p>Approximately 6400 tons of waste goes to the landfill from Corte Madera, of which 1728 tons is food waste. The Town is targeting diversion of the foods waste.</p>

# ZEROWASTEMARIN

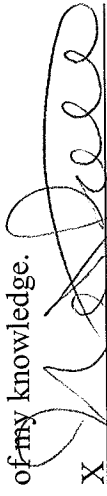
Exhibit C

Cycle 4  
Zero Waste Grant Final Report


Totals: \$56,213.01 up to 1728 Tons

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grant Fund is true and accurate to the best of my knowledge.

X 

Signature of Grant Recipient Representative

5-8-15  
Date

Nisha Patel  
Print Name

Senior Civil Engineer  
Print Title



# ZERØWASTEMARIN

## Exhibit C

### Cycle 4

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

\_\_\_\_\_Town of Fairfax\_\_\_\_\_

#### B. Recipient's representative and contact information: (Please print all information)

**Name:** \_\_\_\_\_Garrett Toy\_\_\_\_\_

**Title:** \_\_\_\_\_Town Manager\_\_\_\_\_

**Address:** \_\_\_\_\_142 Bolinas Rd\_\_\_\_\_

**City, Zip:** \_\_\_\_\_Fairfax, CA 94930\_\_\_\_\_

**Phone:** \_\_\_\_\_415-458-2345\_\_\_\_\_

**E-mail:** \_\_\_\_\_gtoy@townoffairfax.org\_\_\_\_\_

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#### C. Grant Amount

\$ \_\_\_\_\_12,258.79\_\_\_\_\_

---

#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

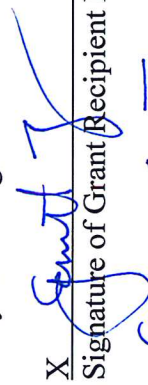
**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Zero Waste Education and Outreach program	Contract with Sustainable Fairfax to conduct Zero Waste education and outreach programs regarding mandatory commercial recycling, Town outdoor events, the Construction and Debris ordinance, and composting. Activities also include managing "Take Back" day regarding e-waste and paper shredding.	100%	3.5 tons diverted

**Totals:** \$ 12,258.79 3.5 Tons

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X  \_\_\_\_\_  
Signature of Grant Recipient Representative  
GRETCHEN TOY \_\_\_\_\_  
Print Name

5/1/15 \_\_\_\_\_  
Date  
TOWN MANAGER \_\_\_\_\_  
Print Title

# ZERØWASTEMARIN

## Exhibit C

### Cycle 4

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

\_\_\_\_\_ City of Larkspur \_\_\_\_\_

#### B. Recipient's representative and contact information: (Please print all information)

**Name:** Mary Grace Houlihan

**Title:** Public Works Director

**Address:** 400 Magnolia Ave

**City, Zip:** Larkspur, 94939

**Phone:** 415-927-5017

**E-mail:** mghoulihan@cityoflarkspur.org

---

#### C. Grant Amount

**\$51,892.41**

---

#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Add Public Recycle Receptacles	Purchase of 10 permanent recycle receptacles for installation along Magnolia Avenue at major intersections and bus stops. Receptacles are in addition to regular trash receptacles, thereby diverting recyclables from going into landfill.	\$9,834.00	TBD
Add Public Recycle Receptacles	Purchase of 10 permanent recycle receptacles for installation at various Larkspur parks. Receptacles are in addition to regular trash receptacles, thereby diverting recyclables from going into landfill.	17,818.00	TBD
Add Public Recycle Receptacles	Purchase of 20 temporary recycle receptacles for event usage. Receptacles will be placed adjacent to regular trash receptacles, thereby diverting recyclables from going into landfill.	2,128.50	TBD
Single Use Bag Ban Program	Researched and developed of program & ordinance for Single Use Bag Ban Ordinance.	6,000.00	N/A
Public Outreach for ZWM at Larkspur	Staff time for research, development and implementation of program for Larkspur residents and business owners on Zero Waste Marin at larkspur. Included direct costs to increase awareness of program on City website and Citywide newsletter.	16,500.00	N/A

**Totals:** \$ 52,280.00 \_\_\_\_\_  
Tons

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X Mary Grace Houlihan 5/20/15  
Signature of Grant Recipient Representative Date Public Works Director

# ZERØWASTEMARIN

## Exhibit C

### Cycle 4

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

City of Mill Valley

#### B. Recipient's representative and contact information: (Please print all information)

**Name:** Danielle Staude

**Title:** Senior Planner

**Address:** 26 Corte Madera Avenue

**City, Zip:** Mill Valley, CA

**Phone:** (415) 384-4812

**E-mail:** dstaude@cityofmillvalley.org

---

#### C. Grant Amount

**\$27,593.56**

---

#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

### D. Recipient's Zero Waste Grant Expenditures

(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Conservation Corps Attendance: Special Event Waste Management/Diversion	Breast Cancer Event	791.60	303 lbs.
	Fun Run	543.00	200 lbs.
	Volunteer Day	727.50	100 lbs.
	Bunny Pancake Breakfast	727.50	38 lbs
Compostable materials (utensils, cups, plates)	Memorial Day Pancake Breakfast	1,281.00	TBD
	Bunny Pancake Breakfast	355.93	See above
	Memorial Day Pancake Breakfast (714.98+930.69)	1,645.67	TBD
	Community give away – kitchen counter composters* (200)	2,330.28	20,000 (annual)
Compost bins	Large Composter for Library	299.97	50,000 (annual)
	Worm bins give away - 50	1,172.52	50,000 (annual)
	Depot Plaza Refill Station**	4,437.60	75 lbs. (annual)
	Mill Valley Park**	4,437.60	75 lbs. (annual)
Water Refilling Stations	Single Use Bag Ban Banner: Education of going to all retail at \$0.10 a bag	465.00	N/A
East Blithedale Banner	For the library (\$3,357.89) and local schools (\$2,500)	5,857.89	10,000 (annual)
Recycle bins	For City Staff (City Hall, Community Center, Library)	430.19	5,000 (annual)
Recycle bins with small trash side bins	40 hours Staff Time (Senior Planner @ \$ 66.27/hr)	2,650.80	N/A
Administrative Staff Time for Zero Waste	<ul style="list-style-type: none"> <li>➤ 25 hours Shopping Bag Ordinance (3 staff reports to City Council) resulting in revised ordinance, all retail at ten cents</li> <li>➤ 5 hrs. Discussion of Green Building Ordinance and C&amp;D Ordinance</li> <li>➤ 5 hrs. Attendance at Fun Run (give away and zero waste education)</li> <li>➤ 5 hrs. Volunteer Day (give away and zero waste education)</li> </ul>		

\*Assumed 1,000 tons per year through home composting.

\*\*Assumed 50,000 visitors a year, 50% diversion of water bottles. Assume 25,000 empty water bottles = 75 lbs.

**Totals: \$28,154.05\* 135,000 Tons/791 lbs**

(\*Over Grant Total, all staff hours do not need to be reimbursed by the grant maintain within grant funds).

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X D. Staude

Signature of Grant Recipient Representative

5/12/15

Date

Danielle Staude

Print Name

Senior Planner

Print Title

# ZERØWASTEMARIN

## Exhibit C

### Cycle 4

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

\_\_\_\_\_ TOWN OF ROSS \_\_\_\_\_

#### B. Recipient's representative and contact information: (Please print all information)

**Name:** DIANNE THOMPSON \_\_\_\_\_

**Title:** TOWN MANAGER \_\_\_\_\_

**Address:** PO BOX 320 \_\_\_\_\_

**City, Zip:** ROSS, CA 94957 \_\_\_\_\_

**Phone:** 415-453-1453 ext 107 \_\_\_\_\_

**E-mail:** dthompson@townofross.org \_\_\_\_\_

---

#### C. Grant Amount

\$ \_\_\_\_\_ 22,431.49 \_\_\_\_\_

#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

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(SEE NEXT PAGE)



**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Public recycling receptacles	Purchase of ten (10) 65 gallon outdoor recycle cart garages and five (5) 32 gallon recycle cart garages to be placed in parks and public places in Town of Ross	\$13,498.73	.5 ton

Totals: \$13,498.73      .5 Ton

**Certification**  
I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

*Dianne Thompson*  
Signature of Grant Recipient Representative

5-5-15  
Date

Dianne Thompson  
Print Name

Town Manager  
Print Title

# ZERØWASTEMARIN

## Exhibit C

Cycle 4

Zero Waste Grant Final Report

---

**A. Name of Recipient (city, town, or special district):**

Town of San Anselmo

**B. Recipient's representative and contact information:** (Please print all information)

**Name:** Debra Stutsman

**Title:** Town Manager

**Address:** 525 San Anselmo Avenue

**City, Zip:** San Anselmo, CA 94960

**Phone:** (415) 258-4652

**E-mail:** dstutsman@townofsananselmo.org

---

**C. Grant Amount**

**\$44,858.75**

---

**D. Recipient's Zero Waste Grant Expenditures**

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Water Bottle Refilling Stations	Water Bottle Refilling Stations purchase price (4) April, 2015	\$21,740.18	.5
Reuseable Bags	December 2014	\$1501.37	1.5
Kitchen Composters	September 2014	\$5,286.80	1.7
Recycling Cans – Public	April 2015	\$13,223.20	3
Country Fair – water dispenser	September 2014	\$21.80	-
Installation of one refilling station at Robson Park	Robson House installation of one of four water bottle refilling stations - Underway	\$3,390	-

**Totals: \$45,141.55      6.7 Tons**

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X Debra Stutzman  
Signature of Grant Recipient Representative

5-8-15  
Date

Debra Stutzman  
Print Name

Town Manager  
Print Title

# Grier Argall Plumbing, Inc.

PO Box 2723  
San Anselmo, CA 94979  
(415) 457-0748

April 27, 2015

Qty	Part Number	Description	Price...	Extended
1		==> DRINKING FOUNTAIN		
4	XXX	LK4420BF1UDB PEDESTAL B/F BI LVL (2 WEEK LEAD TIME)	3850.00	15400.00
4	XXX	ELKAY 97889C LOCKING HOSE BIB (2 WEEK LEAD TIME)	626.88	2507.52
4	ELK97890C	ELKAY DIRECT BURY KIT F/ OUTDOOR (2 WEEK LEAD TIME)	509.40	2037.60
				19945.12
			Tax	1795.06
				21,740.18

Grier Argall



# Promotional Products

951-471-1105 • Fax 951-471-1108

18650 Collier Ave., Suite D, Lake Elsinore, CA 92530

www.impactprom.com

## ESTIMATE

Date 11-3-2014

Quote # 48409

Joanne Kessel

Town Of San Anselmo

525 San Anselmo Ave.

San Anselmo

CA 94960

Phone (415) 258-4626

Fax#

ABSOLUTE IN HANDS DATE

10 workdys

Terms

Ship via

Salesperson

Karin

Item No.	Qty	Description	Unit price	Total
----------	-----	-------------	------------	-------

B116	200	Stow And Go Totes.	\$6.35	\$1270.00
------	-----	--------------------	--------	-----------

84863

MPRINT LOC: On bag: 1 c, On Pouch: 1 c

IMPRINT COLOR: black

ITEM COLOR: Select Light Color

Set-up \$81.25

Art Work TBA

Rushchg \$0.00

Other \$0.00

Tax \$108.10

SHIPPING \$42.02

Total due \$1501.37

Deposit \$0.00

Balance due \$1501.37

☐ Artwork attached

☐ Typset as Follows

THIS INCLUDES ONE COLOR IMPRINT ON A LIGHT COLORED BAG. LIGHT COLORED BAGS: ATHLETIC GOLD, BRIGHT LIME, CAROLINA BLUE, CHROME, TANGERINE, TROPICAL PINK. RED WOULD WORK TOO.

Shipping costs are estimated and may vary

OR- 5% OVER/UNDER RUN MAY OCCUR. ACTUAL QUANTITY WILL BE INVOICED.

REP. SIGNATURE

DATE

CUSTOMER SIGNATURE

DATE

THANK YOU FOR THE OPPORTUNITY TO QUOTE! THIS QUOTE IS VALID FOR 30 DAYS.



**BUSCH  
SYSTEMS**

**Busch Systems International Inc.**  
81 Rawson Ave  
Barrie, ON L4N 6E5

Phone: 800-565-9931 Fax: 705-722-8972  
Website: www.buschsystems.com

**INVOICE**

Page: 1

**Invoice Number: IN14-04870**

01518

Invoice Date: 9/16/2014	Due Date 10/16/2014	PO No. SIGNED QUOTE
Customer ID SANANS	Tax Exemption No. 94-6000413	Terms NET 30 DAYS
SalesPerson FRANK MANRAJ	Sales Order No. SO14-004705	

Bill To: SAN ANSELMO (CITY OF)  
DEBRA STUTSMAN  
522 SAN ANSELMO AVE.  
SAN ANSELMO, CA 94960  
United States

Phone: 415-258-4652 Fax:  
Email: dstutsman@townofsananselmo.org

Ship To: SAN ANSELMO (CITY OF)  
RICK FRANCA  
550 SAN FRANCISCO BLVD  
SAN ANSELMO, CA 94960  
United States

Phone: 415-306-6140 Fax:  
Email:

<u>Item No.</u>	<u>Item/Description</u>	<u>Order Qty</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
KC1VF-13	SM COMPOST BIN - VENTED LID, FLOWER CAGE W/FILTER COMPOST GREEN STAMPED ZEROWASTEMARIN -----BY 2025 ----- * ON FRONT WHITE PRINT ** NEW PLATE	1,000	Each	1,000	5.07	5,070.00
PLATE FEE	CUSTOM PLATE FEE	1	Each	1	195.00	195.00

OK to pay  
Dstutsman  
\$ 14.21.61195

Subtotal: 5,265.00

USD Total: 5,265.00

**TERMS**

- No product is to be returned without our written authorization
- Goods returned must be shipped prepaid and are subject to a restocking fee
- 2% per month service charge on overdue accounts

HST#895247856

00540

**R•SS**

Recreation Equipment

Building Community since 1973

**INVOICE**

Invoice Number	Date
96535	2/27/2015

**Bill To:**

Town of San Anselmo  
525 San Anselmo Avenue  
San Anselmo, CA 94960

**Ship To:**

San Anselmo Corp Yard  
550 San Francisco Blvd  
Attn: Dave  
San Anselmo, CA 94960

re San Anselmo Receptacles

Customer Auth/PO #	Terms	Salesperson	Due Date		
David Craig	Net 30 On Materials Shipment	RW	3/29/2015		
Item	Description	Qty	Invoiced	Rate	Amount
49-32	32-GALLON PLASTIC REPLACEMENT LINER	10	10	35.00	350.00T
84-32	32-GALLON ALL-STEEL RECEPTACLE. Black.	5	5	895.00	4,475.00T
84-32	32-GALLON ALL-STEEL RECEPTACLE. Green.	5	5	895.00	4,475.00T
CVR-30-BT	LARGE STEEL BONNET TOP. Black	4	4	230.00	920.00T
CVR-30-BT	LARGE STEEL BONNET TOP. Green	2	2	230.00	460.00T
Freight	Quote No: 722-085884-15A	1	1	1,582.00	1,582.00
	24 hr call David Craig @ 415.258.4601				

14,211.62992

572

Please Remit Payment to:  
Ross Recreation Equipment, Inc.  
100 Brush Creek Rd. Suite #206  
Santa Rosa, CA 95404  
Phone # 707.538.3800  
Fax # 707.538.3826

<b>Subtotal</b>	\$12,262.00
<b>Sales Tax (9.0%)</b>	\$961.20
<b>Total</b>	\$13,223.20
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$13,223.20

**Debbie Stutsman**

---

**From:** Dan Blomquist  
**Sent:** Tuesday, April 28, 2015 11:17 AM  
**To:** Debbie Stutsman  
**Cc:** Sean Condry  
**Subject:** RE: Grier's bill

Grier has provided one quote to install the fountain at Robson Harrington Park for \$3,390. The cost will vary based on where we put the fountains at the other parks. I would assume the cost for installation would be about \$4,000 each including the fountain installation, concrete pad and drain pit. That would be \$12,000 total for the first three plus the fourth that would be installed later with the Greenfield median Parklet.

Dan

**From:** Debbie Stutsman  
**Sent:** Tuesday, April 28, 2015 9:54 AM  
**To:** Dan Blomquist  
**Subject:** Grier's bill

Hi Dan,  
It looks like Grier's bill is for the refilling stations only. Do we have an estimate for installation?  
Debbie

Debra Stutsman, Town Manager  
Town of San Anselmo  
525 San Anselmo Avenue  
San Anselmo, CA 94960  
(415) 258-4652



# ZERØWASTEMARIN

## Exhibit C

### Cycle 4

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

CITY OF SAN RAFAEL

#### B. Recipient's representative and contact information: (Please print all information)

**Name:** JIM SCHUTZ

**Title:** ASSISTANT CITY MANAGER

**Address:** P.O. BOX 151560 / 1400 5<sup>th</sup> AVENUE

**City, Zip:** SAN RAFAEL, CA 94915-1560

**Phone:** (415) 485-3475

**E-mail:** [JIM.SCHUTZ@CITYOFSANRAFAEL.ORG](mailto:JIM.SCHUTZ@CITYOFSANRAFAEL.ORG)

---

#### C. Grant Amount

\$61,318.30

---

#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

### D. Recipient's Zero Waste Grant Expenditures

(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Climate Corps Bay Area Zero Waste Fellowships	1. Developed new waste reduction section for Resilient Neighborhoods (RN) household carbon reduction program. 2. Developed a business Waste-Wise spotlight and case study program. 3. Started a City Hall food scrap and paper towel composting program. 4. Managed a composting program at the downtown Farmer's Market Festival with Downtown Streets Team. 5. Produced and executed a reusable bag education station for Dia de los Muertos and gave away 500 bags.	\$22,750	2 tons actual through composting at city hall. Business outreach is too soon to tell and difficult to quantify. Estimate thousands of bags reduced monthly.
Downtown Streets Team composting and recycling at Farmer's Market	Launched public composting and enhanced recycling at Downtown Farmer's Market Festival in August 2014. Market runs April-October. Hired Downtown Streets Team and purchased Clear Stream containers, reusable produce bags for giveaway, and bio-bags to accommodate composting.	\$5,000 + \$2892	2 tons
New recycling bins for Albert Park	Purchased 8 new recycling/composting/landfill bins for the stadium. SECURR that accommodate roll-carts for the stadium.	\$7,927	Estimate up to 2 tons/ week in peak season
Zero Waste Assistant	Continue work with Resilient Neighborhoods and develop standalone module to offer to homeowners that encourages waste reduction in the coming 6 months. Continue Waste-Wise spotlight case studies to pertain to all major business categories in the coming 6 months. Encumbered in a special project account to be used beginning in August 2015.	\$22,750	TBD


**Totals: \$61,318.30 est. up to 60 Tons**

### Certification

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X  Signature of Grant Recipient Representative

4/8/15  
Date

 Print Name

Assistant City Manager  
Print Title

# ZERØWASTEMARIN

## Exhibit C

Cycle 4

Zero Waste Grant Final Report

---

**A. Name of Recipient (city, town, or special district):**

City of Sausalito \_\_\_\_\_

**B. Recipient's representative and contact information:** (Please print all information)

**Name:** Adam Politzer \_\_\_\_\_

**Title:** City Manager \_\_\_\_\_

**Address:** 420 Litho St. \_\_\_\_\_

**City, Zip:** Sausalito, 94965 \_\_\_\_\_

**Phone:** 415-289-4166 \_\_\_\_\_

**E-mail:** apolitzer@ci.sausalito.ca.us \_\_\_\_\_

---

**C. Grant Amount**

**\$11,888.06** \_\_\_\_\_

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**D. Recipient's Zero Waste Grant Expenditures**

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

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(SEE NEXT PAGE)

**D. Recipient's Zero Waste Grant Expenditures**  
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Adding Public Recycling Receptacles	Purchased triplet cart garages with compost, recycling and trash components	\$2,835.96	3
Commercial & Multifamily Outreach (Community Outreach)	The City of Sausalito Sustainability Commission used Grant funds to produce a tip postcard which was mailed to all address within Sausalito – commercial, multifamily and singlefamily.	\$3,322.79	167
School Outreach	The City of Sausalito Sustainability Commission used Grant funds to hire the Conservation Corps North Bay to provide zero waste education to Willow Creek Academy in the form of two school assemblies, one for elementary school students and one for middle school students.	\$230.00	12

**Totals:**      \$6,388.75      182 Tons

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grant Fund is true and accurate to the best of my knowledge.

X  \_\_\_\_\_  
Signature of Grant Recipient Representative

4/30/2015 \_\_\_\_\_  
Date

Adam W. Butcher \_\_\_\_\_  
Print Name  
  
City Manager  
Print Title

City of Sausalito

JPA Zero Waste Grant Cycle 4 Final Report Form Exhibit D, Supplement to Question 4

Estimated Diversion Summary:

3 tons diverted annually from Public Trash Receptacles

12 tons diverted annually from Willow Creek Academy

85 tons diverted annually from Commercial

82 tons diverted annually from Multifamily

**182 tons diverted annually**

Purchase and installation of new triplet cart garage

The 2012 Waste Characterization Study (Study) prepared under the Cycle 2 Grant showed that under the City's existing recycling and composting program a significant percentage, by weight, of Municipal Solid Waste (MSW) could be removed from the City's Public Trash Receptacle waste stream. From the Study, the following percentages are currently recoverable within the Public Trash Receptacle waste stream:

	Recyclable %	Compostable %	Total recoverable %
Public Trash Receptacle	34	33	67

The Cycle 4 Grant was used in part to purchase a new triplet cart garage. Per discussion with Bay Cities Refuse, the City's old downtown trash receptacles are emptied seven days a week, 365 days a year and that historically they are full to overflowing. These old containers generally have a 32 gallon capacity. Per year, the total MSW collected in a single trash container is approximately:

$MSW = 1 \text{ container} \times 32\text{gal/container-day} \times 365 \text{ day/yr} \times \text{cu. yd}/202\text{gal}^1 \times 225\text{lbs/cy}^2 \times \text{ton}/2,000\text{lbs} = 6 \text{ tons of MSW}$

From the above percent composition, this works out to approximately:

Recyclable .....= 2 tons annually in the Public Trash Receptacles

Compostable....= 2 tons annually in the Public Trash Receptacles

Landfill .....= 2 tons annually in the Public Trash Receptacles

With the new triplet cart garage purchased by the Cycle 4 Grant, and labeled with stickers purchased by the Cycle 3 Grant, it is conservative and reasonable to assume that at least 50% of the contents to be recycled and composted are being removed from the public trash receptacles MSW waste stream.

<sup>1</sup> RecycleMania Volume-To-Weight-Conversion Chart

<sup>2</sup> Mixed Municipal Solid Waste, (uncompacted) New Mexico Environment Department



Therefore, with a 50% reduction, annually 3 tons of recyclable and compostable materials are estimated to be removed from the Public Trash Receptacle MSW stream with installation of a new triplet cart garage, purchased with Cycle 4 Grant funds, and labels purchased with Cycle 3 Grant funds.

#### School Outreach.

Using County of Marin data from its Cycle 2 Grant Final Report, it may be possible to estimate the amount of compostable material diverted from the waste stream generated by Willow Creek Academy's approximately 360<sup>3</sup> students as a result of presentations made by the Conservation Corps North Bay.

Waste generated per person per day = 3.9lbs<sup>4</sup> at Willow Creek Academy

Food scraps + green waste + other organics = 40% of waste stream<sup>5</sup>

Number of School Days per Year = 180<sup>6</sup>

Compostable Waste Generated per Student per School Year:

360 Students x 3.9 lbs/person-day x 180 days x ton/2,000lbs x 0.40 = 50 tons per school year.

The goal of the outreach is to reduce MSW by 75% at Willow Creek Academy. If this is achieved, it equates to a reduction of:

$0.75 \times 50 = \underline{38 \text{ tons diverted annually from Willow Creek Academy.}}$

Assuming a 25% success rate due to educational efforts, this equates to:

Tons diverted annually =  $0.25 \times 50 = \underline{12 \text{ tons diverted annually from Willow Creek Academy}}$

This excludes teachers and administrators who may also be present during the outreach and any carryover habits that the students may bring home. To achieve the higher diversion rate, regular educational efforts may be required. For the purpose of estimated diversion, the 25% success rate will be used.

#### Commercial & Multifamily Outreach

The Study noted that 43% of commercial MSW is compostable and 25% recyclable. For multifamily homes the Study noted that 51% of the generated MSW is compostable and 20% recyclable. Continued outreach to commercial facilities, particularly restaurants, is necessary to reduce these percentages. The City does not have quantities of MSW generated specifically from local restaurants.

As a hypothetical exercise, End Food Waste Now.org indicates that an average restaurant can produce 150,000lbs of garbage annually. From the Study, 43% of MSW generated from commercial

---

<sup>3</sup> Safe Routes to School Program Grant Application Willow Creek Support Letter, December 1, 2014

<sup>4</sup> County of Marin JPA Cycle 3 Zero Waste Grant Final Report Form

<sup>5</sup> IBID

<sup>6</sup> Education Commission of the States

establishments is compostable. The City of Sausalito Chamber of Commerce lists 34 restaurants on its website. Using these numbers, the annual amount that is compostable and recyclable is:

$$34 \text{ restaurants} \times 150,000 \text{ lbs/yr} \times (0.43 + 0.25) \times \text{ton}/2,000 \text{ lbs} = 1,700 \text{ tons annually}$$

If there is a just a 5% diversion rate from restaurants as a result of the postcards that were mailed, this would result in a diversion of

$$0.05 \times 1,700 = 85 \text{ tons per year.}$$

The Sausalito Sustainability Commission wanted to reach out to multifamily residences, as it is thought that often residents within these dwellings do not receive educational materials distributed by the City's solid waste handler, Bay Cities Refuse. In 2010 there were 1,923<sup>7</sup> multifamily units in Sausalito, with an average of 1.7 persons per household<sup>8</sup>.

Using these numbers, this calculates to 3,270 residents living in multifamily homes. The tonnage of MSW generated annually by these residents is:

$$3,270 \text{ persons} \times 3.9 \text{ lbs/person-day} \times 365 \text{ days/yr} \times \text{ton}/2,000 \text{ lbs} = 2,330 \text{ tons/yr.}$$

Of these 2,330 tons/yr of MSW, the Study showed that 71% is compostable or recyclable, or 1,650 tons/yr could be diverted from the MSW.

If there is a 5% diversion rate from these residents as a result of the postcards that were mailed, this would result in a diversion of

$$0.05 \times 1,650 = 82 \text{ tons per year.}$$

**Estimates based on identified assumptions and listed sources. Estimates prepared by Andrew Davidson, Senior Engineer, City of Sausalito DPW.**

**End of Exhibit D Supplement**

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<sup>7</sup> Appendix A – Housing Needs Assessment, Draft 03.05.2014

<sup>8</sup> IBID

# ZERØWASTEMARIN

## Exhibit C

Cycle 4

Zero Waste Grant Final Report

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A. Name of Recipient (city, town, or special district):

TAMALPAIS COMMUNITY SERVICES DISTRICT

B. Recipient's representative and contact information: (Please print all information)

Name: JON ELAM

Title: GENERAL MANAGER

Address: 305 BELL LANE

City, Zip: MILL VALLEY, 94941

Phone: (415) 388.6393

E-mail: jelam@tcsd.us

---

C. Grant Amount

\$ 3,500

---

### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

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(SEE NEXT PAGE)



# **D. Recipient's Zero Waste Grant Expenditures**

(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:
Medical Waste Collection	DAILY DROP OFFS AND SPECIAL COLLECTION EVENTS	\$3,839	1.2 TONS
Compost/Food Waste Collection	PROVIDE FOOD WASTE KITCHEN COLLECTION BUCKETS AND BIOBAGS TO 2,500 RESIDENTS		25.0 TONS
Compost Creation and Free Compost/Green Collections	COMMUNITY CHIPPER DAY COLLECTIONS	\$3,460	200.0 TONS
E-waste Collection	DAILY DROPOFF AND COMMUNITY COLLECTION EVENTS	\$2,022	
Paper Shredding	COMMUNITY PAPER SHREDDING- EVENTS	\$360	7.4 TONS
Misc. Dropoff	BATTERIES, CFL BULBS, INK CARTRIDGES, EYE GLASSES	\$600	4.0 TONS
		\$0	UNKNOWN

Totals: \$ 11,081 214 Tons

## **Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X 

Signature of Grant Recipient Representative

3-26-15

Date

JON ELAM

Print Name

GENERAL MANAGER

Print Title



Shred Works, Inc.  
Remit Payment To: Shred Works  
Dept 34654  
PO Box 39000  
San Francisco, CA 94139

Phone: 510-729-7110  
Fax: 510-535-9379  
Web: www.shredworks.com

# Invoice

88413  
10/18/2014

Printed 11/14/2014

OL'S CREDIT CARD

## Bill To:

Tamalpais Community Services District  
Attn: Jon Elam  
305 Bell Lane  
Mill Valley, CA 94941

TEL: (925) 518-4288  
Phone 1: (925) 518-4288  
E-Mail: claughter@tcsd.us

## Terms

Net 15

## Work Location:

203 Marin Ave  
Tamalpais Community Services District  
Attn: Claudia Laughter  
203 Marin Ave  
Mill Valley, CA 94941

Credit Card Nov 14 2014

Start Date:	10/18/2014	SHRED DAY *ON-SITE* 9am-1pm.	Job Number:	184331		
Date	Product/Service	Description	Price	Qty	Tax	Amount
10/18/2014	Shred Day	3-Hr Minimum Rate	\$450.00		\$0.00	\$450.00
10/18/2014	Rental	Each Additional Hour	\$150.00	1.00	\$0.00	\$150.00

Payments/Adjustments	Amount
P Credit Card	\$(600.00)

BATCH \_\_\_\_\_ Ref. No. 141125  
ACCT. 5211 Amt. \_\_\_\_\_  
DISTRIBUTION \_\_\_\_\_  
S-10 \_\_\_\_\_ CC-25 \_\_\_\_\_  
723 P&P-30 \_\_\_\_\_

Subtotal: \$600.00  
Tax: \$0.00  
Paid: \$600.00  
Total: \$0.00

C/C ON FILE

Now offering Record Storage, Mobile Shredding, Scanning,  
E-Waste & Junk Removal!!

## \*\*CERTIFICATE OF DESTRUCTION\*\*

This is to certify that all records and materials received from the  
above Company have been completely destroyed by a "Certified  
Shred Process". It is further certified that from the time the  
records were received by Shred Works, inc. the materials have not  
been excessively handled, tampered with or read by anyone.

# ZERØWASTEMARIN

## Exhibit C

Cycle 4

Zero Waste Grant Final Report

---

**A. Name of Recipient (city, town, or special district):**

Town of Tiburon

---

**B. Recipient's representative and contact information:** (Please print all information)

**Name:** Kyra O'Malley

**Title:** Assistant Planner

**Address:** 1505 Tiburon Boulevard

**City, Zip:** Tiburon, CA 94920

**Phone:** 415-435-7397

**E-mail:** komalley@townoftiburon.org

---

**C. Grant Amount**

\$ 52,968.00

---

**D. Recipient's Zero Waste Grant Expenditures**

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

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(SEE NEXT PAGE)



# ZERØWASTEMARIN

## Exhibit A

### Cycle 5

### Zero Waste Grant Guidelines

---

#### Introduction

The Marin County Hazardous & Solid Waste Management Joint Powers Authority (JPA) administers the Zero Waste Grant Program. The following procedures and requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, records and audit requirements.

#### Grant Program

The JPA is offering grants to Member Agencies and Special Districts whose application identifies a program that works towards the Zero Waste Goal. Zero Waste Toolkit Documents have been developed by the JPA to implement waste reduction programs uniformly throughout Marin. Member Agencies are not limited to the type of Zero Waste Projects they wish to implement. Special Districts that administer solid waste franchise agreements do not have the authority to implement ordinances or resolutions; however they are encouraged to develop programs which work toward Zero Waste.

Primary Zero Waste Projects: Are encouraged to be developed first and include:

- Zero Waste Resolution
- Construction and Demolition (C&D) Ordinance
- Commercial and/or Residential Food Scrap Recycling

Secondary Zero Waste Projects: Can include, but are not limited to:

- Construction & Demolition (C&D) Ordinance Enforcement Costs
- Outreach and Training Coordinator to Set Up Recycling and Composting at Schools
- Coordinator for Recycling and Composting at Local Events
- Purchase Easily-Portable Event Recycling Containers and Accessories for Loan for Local Events
- Adding Public Recycling Receptacles
- Waste Audits
- Local Composting Classes
- Support of Food Scrap Composting Programs
- Differential Costs of an Environmental Purchasing Policy
- Commercial and Multifamily Outreach and Support
- Zero Waste Case Studies
- Mini-Grants program to environmental, educational or community groups Zero Waste activities.
- Printing outreach materials using the JPA's to be developed "Do-It-Yourself" templates for Zero Waste outreach

#### Eligibility & Funding

Grant funding is available only for JPA Member Agencies and Special Districts identified as 'Applicants'.

It is recognized that each applicant will incur various costs while implementing Zero Waste Projects. Therefore, it is intended the grant program funding will help cover a portion of those costs.



**Funds will be available on a USE IT OR LOSE IT basis. It is important that you apply for funding each year to ensure your municipality gets its share of grant funds.**

The total allowable funds for each jurisdiction would be:

<b>Member Agency</b>	<b>Allocated</b>
Belvedere	\$ 7,019.18
Corte Madera	\$ 14,021.46
County of Marin	\$ 38,522.26
Fairfax	\$ 12,258.79
Larkspur	\$ 16,635.94
Mill Valley	\$ 18,693.84
Ross	\$ 7,367.65
San Anselmo	\$ 17,032.81
San Rafael	\$ 61,318.30
Sausalito	\$ 11,888.06
Tiburon	\$ 13,741.72
Almonte Sanitary District	\$ 3,500.00
Alto Sanitary District	\$ 3,500.00
Bolinas Community Public Utility District	\$ 3,500.00
Homestead Valley Sanitary District	\$ 3,500.00
Las Gallinas Sanitary District	\$ 3,500.00
Marin City Community Services District	\$ 3,500.00
Stinson beach County Water District	\$ 3,500.00
Strawberry Recreational District	\$ 3,500.00
Tamalpais Community Services District	\$ 3,500.00
<b>Total</b>	<b>\$ 250,000.00</b>

### **Application Procedures**

The application is limited to two pages, including the provided application forms. A sample Grant Application can be found on the JPA website: [ZeroWasteMarin.org](http://ZeroWasteMarin.org).

- Determine grant fund eligibility, as described above (use the figure listed under “Cycle 5 Funds Available”)
- Determine the Zero Waste Projects your Jurisdiction intends on implementing.
- Complete the Zero Waste Grant Application and Work Plan and submit it by July 1, 2015.

Once the Grant Applications and Work Plans are received they will be reviewed by the JPA which will determine if applications meet the Grant requirements. Jurisdictions will be authorized to commence their proposed programs upon receipt of ‘Notice to Proceed’ from the JPA. A Final Report (Exhibit C) must be submitted to the JPA by May 1, 2016. These reports will describe the progress made at the time of the report submittal, outcome of the program

implemented, an account of funds spent, and an estimated tonnage of waste that was diverted through each program. A sample Final Report can be found on the JPA website:  
ZeroWasteMarin.Org

### **Milestones**

- June 1, 2015 - Application Materials Released
- July 1, 2015 - Application Deadline
- July 8, 2015 - Cycle Awarded / Grant Term Begins
- May 1, 2016 - Grant Term Ends
- May 1, 2016 - Final Reports Due

### **Communication**

All communication regarding this grant shall be directed to the JPA Grant Manager. Submit Applications/Work Plans and Final Reports and written correspondence to:

JPA Grant Manager  
C/o Marin Co Waste Mgmt Div.  
PO Box 4186  
San Rafael, CA 94913-4180

### **Eligible Costs**

As identified in the Grant Guidelines, all expenditures must be only for activities, products, and costs included in the approved Application and Work Plan. Services provided and costs must be incurred after receiving a Notice to Proceed and before the end of the Grant Term. Costs, including materials, supplies, equipment, facilities, must be directly related to the approved grant project, be reasonable, and focused on local needs as described in the application. Any proposed revision(s) to the Work Plan and/or Budget must be approved by the JPA Executive Director.

### **Ineligible Costs**

Any costs not included in the Application and Work Plan and not directly related to the approved grant project are ineligible for funding use. Questions regarding ineligible costs can be directed to the JPA Staff.

### **Compliance**

Grantees shall comply fully with all terms of the Zero Waste Grant Program. JPA Executive Director, as the administrator of the program, has final say in all matters grant related and has all oversight and administrative authority.

### **Recycled Content Requirements**

All products that are purchased with grant funds must contain post consumer recycled-content material. All documents submitted to the JPA must be printed on double-sided on 100% recycled content paper. Specific pages containing full-color photographs or other ink intensive graphics may be printed on photographic paper.

### **Audit / Records Access**

The Grantee agrees that the JPA or their designated representative shall have the right to review and to copy any records or supporting documentation pertaining to the performance of this

Agreement. Grantee agrees to maintain such records for possible audit for a minimum of 3 years from the date the Grant Term ends.

### **Copyright Information**

Any copyrightable materials produced with Grant Funds become the property of the JPA and the Member municipality. Questions regarding copyright materials can be directed towards the JPA Grant Programs Coordinator. Examples of copyrightable material included, but are not limited to:

- \* CD's and visual material
- \* Brochures, Pamphlets, and reproductions of advertisements designed for distribution
- \* The following language must appear on any copyrightable material produced with JPA Grant Program Funds:

© { Year of Creation } ZeroWasteMarin. All rights reserved. This publication, or parts thereof, may not be reproduced without the permission of the JPA.

Use of the initials "JPA" in conjunction with "ZeroWasteMarin" is sufficient when space is limited.

### **Grant Payment**

Grant funds will be available to Grantees once they are given the Notice to Proceed. All applicants who submit a sufficient Application and Work Plan will be sent payment of the full grant amount as soon as possible once the Notice to Proceed is authorized by the JPA Executive Director.

### **Reporting**

A Final Report is required to be submitted by the Grantee to the JPA at the end of the Grant Term (respectively). The report will identify activity during the term of the grant and summarize all activity conducted in the performance and fund use of the grant. Copies of adopted documents (Ordinances, Resolutions, etc.) will be included in the report. All grantees will calculate and report a diversion tonnage estimate to identify program effectiveness.

If all program criteria have not been met by the end of the grant term, the Grantee may report on the progress toward each grant task and demonstrate they have made all reasonable and feasible efforts to implement those programs. A sample Final Report can be found on the JPA website: [ZeroWasteMarin.Org](http://ZeroWasteMarin.Org)

A failure to submit the Final Report by close of the grant term will be reported to the JPA Board of Directors or Executive Committee and may affect the availability of future grant funds.

### **Attachments:**

Application & Work Plan – Exhibit B  
Final Report – Exhibit C



# ZERØWASTEMARIN

## Exhibit B

### Cycle 5

### Zero Waste Grant Application and Work Plan

---

#### A. Name of Recipient (city, town, or special district):

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#### B. Recipient's representative and contact information: (Please print all information)

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

---

#### C. Requested Grant Amount

(see Grant Guidelines - Exhibit A to find your Jurisdiction's Available Funds)

\$ \_\_\_\_\_

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#### D. Recipient's Zero Waste Grant Work Plan

(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Brief Description of Project:	Estimated % of Grant Funds Allocated:


**Good Faith Effort**

The undersigned applicant, given appropriate jurisdictional authority to apply and conduct the proposed application, does give a full faith pledge to work toward the adoption of Zero Waste Programs as described in the Grant Term therein.

The undersigned also affirms; that any funds received under the Zero Waste Grant Program will be used solely for the purpose of implementing and providing residential and commercial waste reduction or diversion programs under the guidelines described in the Grant Application.

In the case that the Grantee fails to implement the programs indicated on their application, the determination of whether the Grantee has or has not made a good faith effort will be made by the JPA Executive Committee, Board of Directors or its designee.

X  
Signature of Grant Recipient Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

# ZERØWASTEMARIN

## Exhibit C

### Cycle 5

### Zero Waste Grant Final Report

---

#### A. Name of Recipient (city, town, or special district):

---

#### B. Recipient's representative and contact information: (Please print all information)

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

---

#### C. Grant Amount

\$ \_\_\_\_\_

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#### D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

**D. Recipient's Zero Waste Grant Expenditures**

(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

Name of Work or Project:	Work Completed:	Funds Used:	Estimated Tons Diverted/Avoided:

**Totals:** \$ \_\_\_\_\_ Tons

**Certification**

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Grand Fund is true and accurate to the best of my knowledge.

X

\_\_\_\_\_  
Signature of Grant Recipient Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

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

Date: May 28, 2015

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

To: JPA Board Members

From: Steve Devine, Program Manager

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

Re: Election of Joint Powers Authority Chair

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

The current Board Chair, Nancy Mackle is retiring from her position as City Manager of the City of San Rafael.

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

Accordingly the Board needs to elect a new Chair.

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

The Chair can be any Executive Committee member. Your Board may simply choose to elect one of the current JPA Executive Committee Members or you can modify the membership of the Executive Committee and then elect a Chair from that group.

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

If your Board does wish to modify the Executive Committee the membership must include members from the County, City of San Rafael, City of Novato, Southern Marin Cities (Sausalito, Tiburon, Belvedere, and Mill Valley), and Ross Valley Cities (Ross, San Anselmo, Fairfax, Larkspur, and Corte Madera). The agreement additionally specifies Executive Committee members shall serve two-year terms and may be reappointed.

**Ross:**  
**Dianne Thomposon**

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

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

The last time the Executive Committee membership changed was at your October 23, 2014 meeting.

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

The current makeup of the Executive Committee is:

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

- Chair and representative of the City of San Rafael, Nancy Mackle
- Vice Chair and representative of the County, Matthew Hymel
- Representative of the Ross Valley Cities, Garrett Toy
- Representative of Southern Marin Cities Adam Politzer
- Representative of the City of Novato, Michael Frank

## Recommendation

Election of a new JPA Chair.

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