

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Board of Directors Meeting & Public Hearing
February 25, 2016
Central Marin Police Authority
250 Doherty Drive, Larkspur, CA
9:00 – 9:30 AM
AGENDA

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

Call to Order.

Minutes

1. JPA Board Meeting Minutes from October 22, 2015. (Action)

Regular Agenda

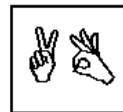
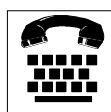
2. Updates from Staff on Recent and Ongoing Activities (Information)
3. Receive and File City of San Rafael FY 14/15 Household Hazardous Waste Program Annual Report (Action)
4. Executive Committee Budget Subcommittee and FY 16/17 Budget Development Schedule (Action)

The next JPA Executive Committee Meeting is April 28, 2016.

The next JPA Board of Directors Meeting is May 25, 2016.

Agendas & staff reports available at:
<http://zerowastemarin.org/Agenda>

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

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

DRAFT

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

Board of Directors Meeting
Thursday October 22, 2015
Central Marin Police Authority
250 Doherty Drive, Larkspur
9:00 – 9:30 AM

MINUTES

MEMBERS PRESENT

Jim Schutz, San Rafael
Garret Toy, Fairfax
Michael Frank, Novato
Mary Neilan, Belvedere
Joe Chin, Ross
Dan Schwarz, Larkspur
Debra Stutsman, San Anselmo
Margaret Curran, Tiburon

MEMBERS ABSENT

Adam Politzer, Sausalito
David Bracken, Corte Madera
Jim McCann, Mill Valley
Matthew Hymel, County of Marin

STAFF PRESENT

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

OTHERS PRESENT

Patty Garbarino, Marin Sanitary Svc.
Kim Scheibly, Marin Sanitary Svc.
Tracy Keough, O'Rorke, Inc.
Garth Schultz, R3 Consulting Group

Call to Order: The JPA Board meeting came to order at 09:06 AM.

Regular Agenda

1. JPA Board Meeting Minutes from May 28, 2015

M/s Frank, Neilan to approve the minutes for the May 28, 2015 JPA Board meeting. The motion passed unanimously.

1a. Open time for Public Comment

No public comments were submitted. No action was required.

2. Authorization to Contract with O'Rorke Inc. for Outreach Services

Staff summarized the process which resulted in the selection of O'Rorke, Inc. to provide outreach services for the JPA. Tracy Keough, O'Rorke Principle, provided a brief historical review of services rendered to the JPA for the past three years, a summary of activities provided from this most recent contract, and offered a list of recommendations and suggestions should the JPA authorize the provided contract. Those suggestions included a phone survey to evaluate the success of outreach activities to date, more expansive school outreach efforts, as well as a number of more "Green Teas" in order to reach the public on a face to face basis.

JPA Staff and Ms. Keough fielded questions from JPA Board Members addressing ZeroWasteMarin.org website queries, Home Owners Association outreach activities, performance tracking of outreach efforts, partnerships with other entities and agencies. Ms. Garbarino noted that while participation in recycling is at 99%, more outreach and education is needed in order to accomplish the Zero Waste goal. M/s Curran, Frank to authorize the JPA Chair to sign and execute the attached O'Rourke contract. The motion passed unanimously.

3. Construction and Demolition (C&D) Debris Final Report

Staff described the process which resulted in the selection of R3 Consulting Group to provide C&D Project Implementation for the JPA. R3 Staff described the report development process and the findings of the C&D Final Report. Garth described the C&D Facilities solicited and certified, current Member Agency program implementation and provided recommendations on how to streamline C&D program administration at local agencies. The report recommends the JPA certifies facilities to CALGreen diversion requirements and recommends that municipalities apply CalGreen to all projects that require a building permit. R3 will continue to work with the JPA to develop standardized outreach and reporting forms that can be used by all member agencies, improving the process for contractors and the cities and towns. No comments were heard from the public. M/s Schwarz / Stutsman to; Certify Construction and Demolition Facilities to CalGreen diversion requirements, Encourage Cities/Towns to apply CalGreen to all projects that require a building Permit, Direct staff to assist Cities/Towns with C&D education, enforcement, and administration moving forward by providing outreach and standardized forms. The motion passed unanimously.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: February 25, 2016

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: City of San Rafael FY 14/15 Household Hazardous Waste
Program Annual Report

Larkspur:
Dan Schwarz

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

Mill Valley:
Jim McCann

Novato:
Michael Frank

The household hazardous waste program continues to be a very popular service and in FY 14/15 the program collected over 1.7 million pounds of hazardous materials. The vast majority of these materials are either directed for recycling or destructive fuel incineration.

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

Recommendation

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

San Rafael:
Nancy Mackle

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Sausalito:
Adam Politzer

Tiburon:
Margaret Curran



Marin Household Hazardous Waste Program

Fiscal Year 2014-15 Report



Fiscal Year 2014/15 Summary

The Marin Household Hazardous Waste (HHW) Program had another very successful year. The program ended FY 2014/15 significantly under budget and several one-time, special projects were accomplished. The budget is analyzed on pages 3 and 4.



The most notable special project was the disposal of a box of explosive material including a mix of marine flares, fireworks, and ammunition. Though the HHW Facility is not permitted to accept these items, they do show up from time to time. Many other HHW Facilities throughout California are experiencing similar issues and a working group has been created to advocate for a change in the State's current management of marine flares.

We also made some great outreach progress by creating a logo for the HHW Facility (see cover page) and designing boxes for the residential collection of compact fluorescent lamps (CFLs) and batteries. The logo is a great identifier for the HHW Facility itself instead of being represented as three separate logos from all of the program partners. The logo is placed around the facility, on the website, and in outreach and educational materials. Similarly, the collection agreement between the City of San Rafael and Marin Recycling and Resource Recovery Association (MRRRA) requires outreach material to advertise the facility's services. Instead of using disposable giveaways, we designed boxes for residents to collect CFLs and batteries at their homes. This is a creative and sustainable alternative to typical giveaway items and also provides a canvas for facility information and safety details specifically for batteries and fluorescent bulbs.



Other special items purchased included new shelving for the reuse area and new signage throughout the HHW Facility as suggested by CalRecycle.

In FY 2014/15, the HHW Program felt the effects of a worldwide drop in oil prices. Evergreen collected the facility's motor oil and antifreeze until Safety-Kleen purchased the company in 2013. Safety-Kleen honored Evergreen's price per gallon until the end of 2014, but the facility now pays to dispose of antifreeze and is no longer able to sell motor oil. Similarly, Kraus & Nagy, the company that collects the facility's cooking oil, has significantly reduced their payments from \$1.00/gallon to \$0.20/gallon. We can expect most of our commodities to be affected in the next year, though staff continues to look for other opportunities to sell more waste and recycle it properly.

Separately, two very successful West Marin *Toxic Away Day* temporary collection events were held this year; one in November in Bolinas and another in Point Reyes Station in May. The events turned out 55 and 68 participants, respectively, and the HHW Program is considering increasing the participants from 40 to 60 appointments in the future.

And finally, San Rafael Deputy Fire Marshal and Environmental Program Manager John Lippitt retired in January 2015. Courtney Scott (formerly Courtney Bell), the Environmental Management Coordinator for the HHW Program, has been acting as the program manager since his retirement.

PaintCare Overview

FY 2014/15 was the first full fiscal year capture of savings realized through participation in the PaintCare Program. Through disposal & supply savings and payments for reuse services, partnering with PaintCare has saved the JPA



\$214,191.82 over the course of the year. The PaintCare Program was first implemented at the HHW Facility in January 2014.

Thirty-three percent of the Marin HHW Facility's annual waste went to PaintCare, including over 80,000 pounds of oil-based paint and over 462,000 pounds of latex paint.

HHW Program Overview

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

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



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

The following table is a brief summary of the amount of people who participated in the Marin HHW Program and the amount of waste that was collected in FY 2014-15.

<u>Program Type</u>	<u>Pounds Collected</u>	<u>Household Participants</u>	<u>CESQG Participants</u>
Marin HHW Facility	1,637,279	25,226	310
Bolinas Toxic Away Day	6,267	55	N/A
Pt. Reyes Toxic Away Day	8,809	68	N/A
San Rafael Pick-Up Program	128	3	N/A
Reuse Area	48,851	264	

Budget

Financially, Fiscal Year 2014-15 was a great success with the Marin HHW Program ending the year \$69,345.15 under budget.

The HHW Facility's FY 2014/15 budget allocation was \$1,320,255 which included a 2.5% CPI increase from the previous year while accounting for a \$150,000 PaintCare savings. This amounted to an 8% reduction from FY 2013/14's budget of \$1,434,395. The CPI allowed for a needed salary increase for the HHW facility staff from an average of just over \$17 per hour to \$18.00 per hour and also covered increasing worker's compensation and health insurance costs.

Staff continues to search for new markets for selling waste and enhanced recycling opportunities despite a severely declining recycling market. By June of 2015, the HHW Program sold CRTs for \$0.23 per pound, rear projection CRTs were reduced to \$0.20 per pound, Safety-Kleen stopped paying for motor oil (was \$0.25 per gallon) and started charging for antifreeze, vegetable oil dropped from \$0.50 per gallon to \$0.15 per gallon, and lead-acid batteries dropped from \$0.32 per pound to \$0.25 per pound. Thankfully, rechargeable batteries, miscellaneous e-waste, sharps, and thermostats are still collected at no charge and we began selling reprocessed paint to customers for \$4.65 per gallon. This fiscal year, the Marin HHW Program recovered \$131,701 in outside funding.

Temporary HHW Collection Events 2014/2015 Expenses

<u>Expense Item</u>	<u>Actual</u>
<u>Labor Costs</u>	
Bolinas	\$1,822.50
Pt. Reyes Station	\$2,565.00
Labor Costs Subtotal	\$4,387.50
<u>Disposal Costs</u>	
Bolinas	\$4,416.25
Pt. Reyes Station	\$5,768.40
Disposal Costs Subtotal	\$10,184.65
<u>Supply Purchase Costs</u>	
Bolinas	\$1,640.00
Pt. Reyes Station	\$1,525.00
Supply Purchase Costs Subtotal	\$3,165.00
GRAND TOTAL:	\$17,737.15



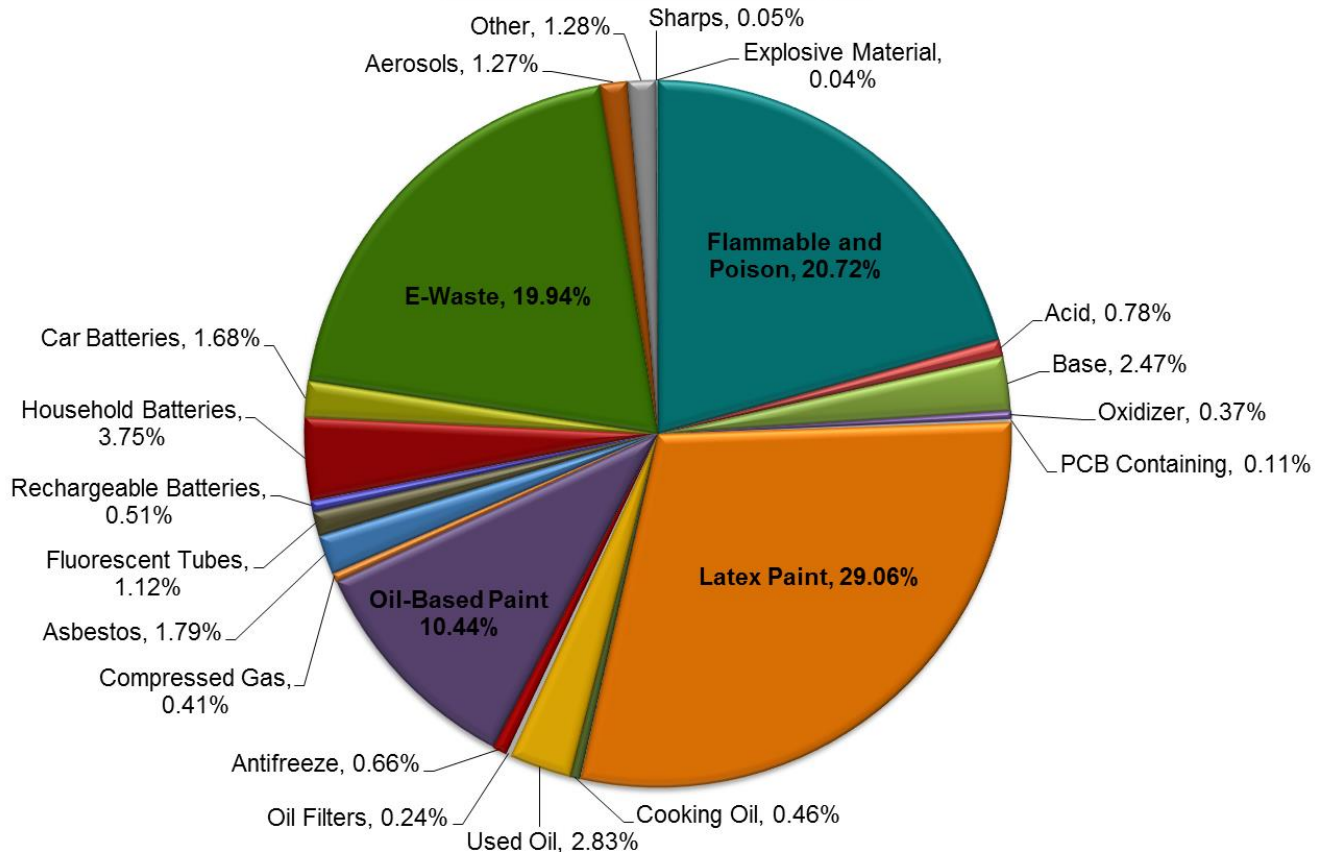
HHW Facility 2014/2015 Actual Results

<u>Expense Item</u>	<u>Actual</u>
Classified Personnel	\$ 370,275.77
Vacation pay	\$ 26,360.23
Group Life/Health Insurance (was 8128)	\$ 51,199.09
Worker's Compensation	\$ 51,779.84
Retirement	\$ 15,710.65
Payroll Taxes	\$ 33,330.62
PERSONNEL SUBTOTAL	\$ 548,656.20
Legal and Professional	\$ 3,189.75
Travel & Conference	\$ 1,215.71
Training Instruction & Medical Examinations	\$ 2,331.65
Equipment Rental/Repair	\$ 1,558.74
Waste Disposal Costs	\$ 366,083.20
Advertising & Community Promotions	\$ 8,812.80
Insurance & Surety Bonds	\$ 18,014.76
Admin. Allocation	\$ 65,768.75
Office Supplies	\$ 11,256.76
Clothing & PPE Supplies	\$ 39,292.20
Miscellaneous Supplies & Materials	\$ 106,219.52
NON-PERSONNEL SUBTOTAL	\$ 623,743.84
Operating Ratio	\$ 123,069.62
Rental/Land	\$ 87,140.92
EXPENSES SUBTOTAL:	\$ 1,295,469.66
OUTSIDE FUNDING SOURCES:	
BOP Grant Monies	\$ (21,930.33)
Motor Oil Monies	\$ (825.00)
Cooking Oil Monies	\$ (271.26)
E-Waste Monies	\$ (37,738.36)
Lead-Acid Batteries Monies	\$ (7,814.00)
Paint Sale Monies	\$ (288.30)
CESQG Monies	\$ (62,833.60)
OUTSIDE FUNDING SUBTOTAL	\$ (131,700.85)
GRAND TOTAL:	\$ 1,250,909.73
Approved Budget for FY 2014/15	\$ 1,320,254.87
Under budget	\$ 69,345.15

Waste Analysis

The following waste totals include the West Marin Toxic Away Days. The oil-based paint category only includes items on PaintCare's accepted materials list; it does not include paint that has been bulked with other flammable liquids. Paint accounts for almost 40% of the HHW.

HHW Program Waste Type



HHW Program Waste Totals by Type in Pounds

Waste Type	Pounds	Waste Type	Pounds
Flammable and Poison	342,577	Asbestos	29,520
Acid	12,930	Fluorescent Tubes	18,582
Base	40,835	Mercury	120
Oxidizer	6,078	Rechargeable Batteries	8,444
PCB Containing	1,870	Household Batteries	62,000
Latex Paint	480,329	Car Batteries	27,782
Oil-Based Paint	172,550	E-Waste	329,599
Compressed Gas	6,818	Aerosols	21,069
Cooking Oil	7,538	Sharps	840
Used Oil	46,817	Thermostats	40
Antifreeze	10,991	Explosive Material	712
Oil Filters	4,050	Other	21,150
FY 14/15 Total:		1,653,241	
FY 14/15 Monthly Average:		137,770	

Destination Method

Destination methods are based on the CalRecycle 303a reporting categories. The destination percentages are almost identical to last year, with almost 60% of the waste being recycled and only 2% being landfilled. Common waste items that are recycled are latex paint, e-waste, batteries, and motor oil. Most of the reused items were e-waste, household cleaners, pesticides, and paint products.

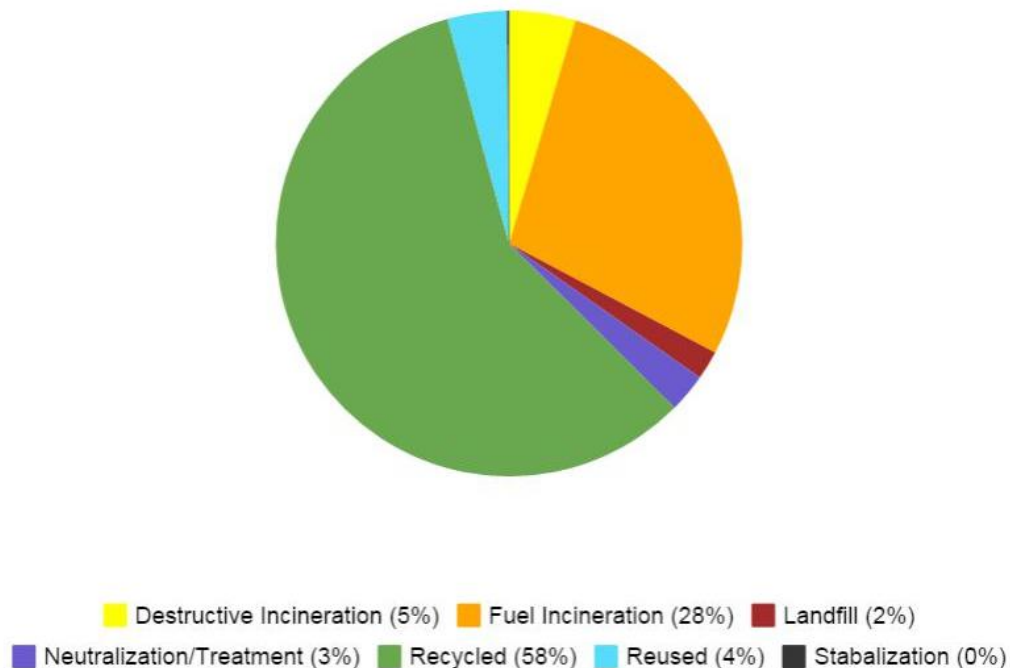
There are two types of incineration: destructive and fuel. The goal of destructive incineration is to simply destroy the material. During fuel incineration, energy is recovered through the burning process and sometimes material will also be recovered. The most common type of HHW that is used for fuel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

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

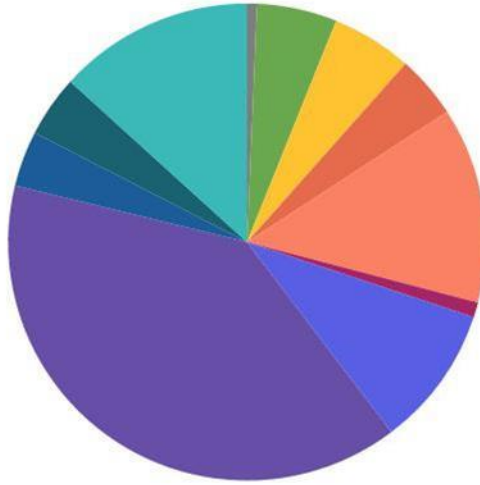
Stabilization is a “treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste.” – CalRecycle, Department of Resources. Just over 2,000 pounds of oxidizers were sent for stabilization.

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

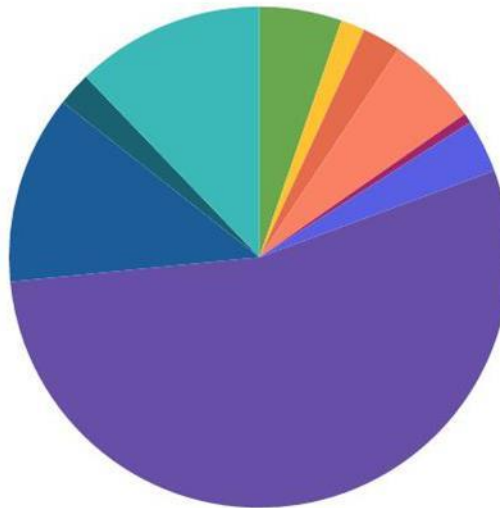
Destination Method for All Program Waste



Residential Participation by Jurisdiction



CESQG Participation by Jurisdiction



Looking Forward FY 2015/16

In looking forward to FY 2015/16, we can expect to see an even further decline in the recycling market and should prepare for a reduction in commodity sales. Even so, it is important to process all HHW ethically and to the highest degree of environmental compliance, even if it means slightly higher costs. We will likely need to increase the HHW Facility budget if the trend continues but staff will continue to look for other haulers that can accommodate the program's budgetary and environmental standards.

The note below is an example of a justification letter from one of the HHW Facility's waste haulers.

"As you know, this year has been a very challenging time in the industry. This summer, [company] instituted a commodity surcharge of 7.4% to help offset a small portion of the decreased value in commodities, but even with that adjustment, [company] continues to absorb over 2/3 of the decrease in commodity values.

Fuel and transportation costs continue to rise. In addition, supply/consumable items like pallets, gaylord boxes, and shrink wrap are at an all-time high. [Company] needs a cooperative approach from our client partners to mitigate some of these costs. We are implementing a fee structure focused on reducing inefficient logistics practices, wasteful packaging methods, and to encourage full truckload protocol.

These costs only represent a small fraction of what our true cost are per pick up and/or supply item and although I know this is painful and adjustments will need to be made we need to insure some level of consistency and profitability.

We are all worried about what the future holds for e-waste and commodity values but be rest assured we will be there in the long run as we all adapt to new market conditions."



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: February 25, 2016

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Executive Committee Budget Subcommittee and FY 16/17
Budget Development Schedule

Larkspur:
Dan Schwarz

In keeping with past practice, the Board should appoint a Budget Subcommittee consisting of the Chair (Toy) and Vice Chair (Hymel) from the Executive Committee (Hymel, Toy, Schutz, Politzer, Capriola). That Subcommittee would meet with staff to help review a proposed FY 16/17 budget that will be previewed by the Executive Committee in April before appearing before the full Board for consideration of adoption in May. The recommended schedule for the FY 16/17 budget development process is as follows:

Mill Valley:
Jim McCann

Novato:
Cathy Capriola

Ross:
Joe Chinn

1. February 16, 2016 San Rafael Fire Department submits HHW Facility Budget request to JPA staff. (Completed).

San Anselmo:
Debbie Stutsman

2. Week of March 28, 2016, JPA staff submits budget request and fee resolution to Budget Subcommittee.

San Rafael:
Jim Schutz

3. Week of April 4, 2016 Budget Subcommittee meets with staff for review of budget and fee resolution.

Sausalito:
Adam Politzer

4. April 28, 2016, budget and fee resolution approved by Executive Committee.

Tiburon:
Greg Chanis

5. May 26, 2016, budget and fee resolution adopted by full JPA Board.

Recommendation

Adoption of a Motion approving the budget process and schedule.

cc: Courtney Scott, San Rafael Fire Department

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