

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Executive Committee Meeting
April 27, 2017
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. Approval of Executive Committee Minutes from April 28, 2016.

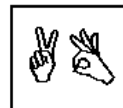
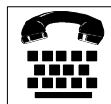
Regular Agenda

2. Open Time for Public Comment
3. Receive and File Annual Report on Household Hazardous Waste Facility Operations from City of San Rafael Fire Department (Information)
4. Report on Activities of the JPA Local Task Force (Information)
5. Updates from Staff on Recent and Ongoing Activities (Information)
6. Proposed FY 17-18 Budget and Assessment Schedule (Action)

The next meeting will be the JPA Board Meeting on May 25, 2017 at 9:00 a.m.

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

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

Executive Committee
Thursday April 28, 2016
Central Marin Police Authority
250 Doherty Drive, Larkspur
9:00 – 9:30 AM

MINUTES

MEMBERS PRESENT

Jim Schutz, San Rafael
Garret Toy, Fairfax
Cathy Capriola, Novato
Matthew Hymel, County of Marin

MEMBERS ABSENT

none

STAFF PRESENT

Michael Frost, JPA Staff
Kiel Gillis, JPA Staff

OTHERS PRESENT

Patty Garbarino, Marin Sanitary Svc.
Kathy Wall, Marin Sanitary Svc.
Courtney Scott, San Rafael Fire Dept.

Call to Order:

Regular Agenda

Minutes

1. Approval of Executive Committee Minutes from April 23, 2015.

M/s Hymel, Toy to approve the minutes from the April 23, 2015 JPA Executive Committee meeting. The motion passed unanimously.

2. Proposed FY 16-17 Budget and Fee Schedule

Staff provided a summary of the Budget-Subcommittee's recommended Budget and Fee Schedule to the Executive Committee Members. Staff outlined the function each of the three cost centers, which includes Administration, Household Hazardous Waste, and Zero Waste. Also outlined was the breakdown of 6.1 and optional 6.2 programs, of which Novato does not participate. Staff reported the JPA 2012 interim Zero Waste goal of 80% was not reached, and recommended changes to meet that goal. This included additional funding for the Zero Waste Marin Schools Program, Zero Waste Grant Program, and to address the California State mandated AB 1826 Commercial Organics Recycle implementation. Staff fielded questions from Members. Member Schutz requested clarification regarding the status of the ZeroWaste Grant Program; Staff summarized the function and planned roll-out of Cycle 6 grants pending Budget Authorization. Mrs. Garbarino submitted commodities feedback information to the Board which outlined the struggling market of recyclable materials. M/s Hymel, Schutz to recommend approval of the budget to the full JPA Board. The motion passed unanimously.

3. Open Time for Public Comment

No public comments were submitted.

4. Next Scheduled JPA Board Meeting is May 26, 2016.
5. Adjourn

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Beth Pollard

Date: April 27, 2017

Corte Madera:
Greg Cusimano

To: JPA Executive Committee

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: City of San Rafael FY 15/16 Household Hazardous Waste
Program Annual Report

Larkspur:
Dan Schwarz

The JPA funds Household Hazardous Waste (HHW) 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:
Regan Candelario

The HHW program continues to be a very popular service and in FY 15/16 the program collected over 1.6 million pounds of hazardous materials. It is the single largest, tangible pollution prevention service in the County.

Ross:
Joe Chinn

San Anselmo:
David Donery

The vast majority of materials received at the facility are either directed for recycling or fuel incineration.

San Rafael:
Jim Schutz

Recommendation

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

Sausalito:
Adam Politzer

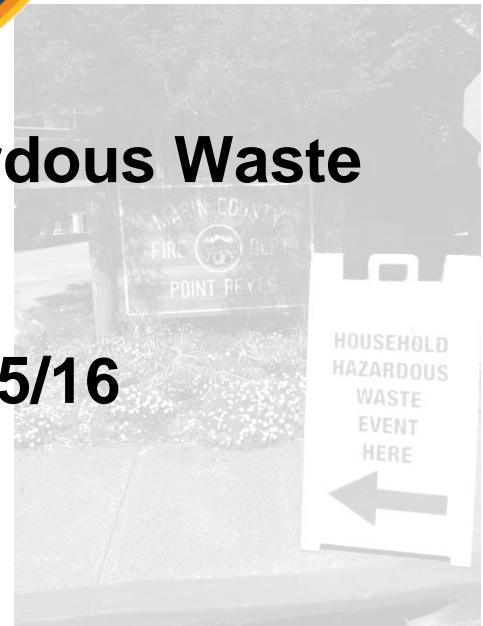
Tiburon:
Greg Chanis

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Marin Household Hazardous Waste Program

Fiscal Year 2015/16 Report



Fiscal Year 2015/16 Summary



The Marin Household Hazardous Waste (HHW) Program had another productive and successful year. The program ended FY 2015/16 significantly under budget and several one-time, special projects were accomplished. The budget is analyzed on pages 3 and 4.

The HHW facility was honored with a 2016 Leader in Sustainability Award from Call2Recycle, a North American program implemented by the Rechargeable Battery Recycling Corporation (RBRC) for recycling used batteries and cellphones. The Leader in Sustainability Award “recognizes the top performing participants for their commitment to recycling.”

For outreach, HHW brochures were created with the new logo and colors as designed in FY 2014/15. The brochures include English and Spanish-language versions for the HHW site, as well as an English-language San Rafael pick-up program brochure.

Notable special projects include the following installations:

- New gates and a chain-link fence around the perimeter of the facility;
- A heavy-duty grill door;
- Yellow powder-coated bollards next to the paint accumulation bins; and
- An aluminum ramp for access to the Reuse Area sheds.

In FY 2015/16, the HHW Program continued to feel the effects of relatively low oil prices. Several different commodities were impacted:

- CRT payments dropped from \$0.23/lb to \$0.20/lb. Similarly, payments for rear-projection CRTs dropped from \$0.20/lb to \$0.17/lb.
- Recycling of miscellaneous e-waste now costs the facility \$0.10/lb after having been free in previous years.
- Kraus & Nagy, the company that collects the facility’s cooking oil, was purchased by Sequential in April 2015. In December 2015, Sequential stated that they wouldn’t be paying for the cooking oil, after having paid \$1.00/gallon at the beginning of the previous fiscal year. However, they will collect the cooking oil at no charge and they won’t charge for the container.

Payment reductions for motor oil and charges for anti-freeze that were introduced in FY 2014/15 persisted in FY 2015/16.

We can expect most of our commodities to be impacted in the next year, though staff continues to look for other opportunities to sell more waste and recycle it properly.

Separately, two successful West Marin *Toxic Away Day* temporary collection events were held during the fiscal year; one was in October 2015 in Bolinas and the other in May 2016 in Point Reyes Station. The events turned out 60 and 51 participants, respectively, and the HHW Program received additional funding for FY 2016/17 to accommodate increased participation.



Personnel-wise, San Rafael Deputy Fire Chief Bob Sinnott joined the department in late 2015. Chief Sinnott worked with Courtney Scott, the Environmental Management Coordinator for the HHW Program, over the course of the year and has been an invaluable addition, particularly after Ms. Scott left the department in the early part of FY 2016/17.

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 may have their waste picked up from their house for a fee (the City of Fairfax discontinued its pick-up program in 2016). Conditionally Exempt Small Quantity Generator (CESQG) businesses are allowed to 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 for a fee 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 number of people who participated in the Marin HHW Program and the amount of waste that was collected in FY 2015/16. The number of household participants rose 2% from FY 2014/15, while CESQGs increased 25%. The HHW Program collected 1,617,836 pounds of hazardous waste overall, a 2% decrease from FY 2014/15; however, this was a 0.2% increase from FY 2013/14.

<u>Program Type</u>	<u>Pounds Collected</u>	<u>Household Participants</u>	<u>CESQG Participants</u>
Marin HHW Facility	1,600,445	25,780	386
Bolinas Toxic Away Day	8,132	60	N/A
Pt. Reyes Toxic Away Day	5,828	51	N/A
San Rafael Pick-Up Program	494	4	N/A
Fairfax Pick-Up Program	748	7	N/A
Reuse Area	36,500	N/A	

Budget

The HHW Facility's FY 2015/16 budget allocation was \$1,355,902, which included a 2.7% CPI increase from the FY 2014/15 budget of \$1,320,255. Financially, the Marin HHW Program ended the year \$55,075.33 under budget.

Staff continues to search for new markets for selling waste and enhanced recycling opportunities despite a severely declining recycling market. CRT payments dropped from \$0.23/lb to \$0.20/lb and payments for rear-protection CRTs dropped from \$0.20/lb to \$0.17/lb. Recycling of miscellaneous e-waste now costs the facility \$0.10/lb after having been free in previous years, and the facility no longer is receiving money for its cooking oil.

Fortunately, rechargeable batteries, sharps, and thermostats are still collected at no charge. Additionally, the facility continues to sell reprocessed paint to customers for \$4.65 per gallon and to receive money for its lead-acid batteries.

This fiscal year, the Marin HHW Program recovered \$127,047 in outside funding. However, this included more than \$20,000 in oil grant funding that was discontinued moving forward.

Temporary HHW Collection Events 2015/2016 Expenses

<u>Expense Item</u>	<u>Actual</u>
<u>Labor Costs</u>	
Bolinas	\$1,395.00
Pt. Reyes Station	\$1,395.00
Labor Costs Subtotal	\$2,790.00
<u>Disposal Costs</u>	
Bolinas	\$5,152.80
Pt. Reyes Station	\$4,794.60
Disposal Costs Subtotal	\$9,947.40
<u>Supply Purchase Costs</u>	
Bolinas	\$1,556.00
Pt. Reyes Station	\$1,350.00
Supply Purchase Costs Subtotal	\$3,165.00
GRAND TOTAL:	\$15,902.40



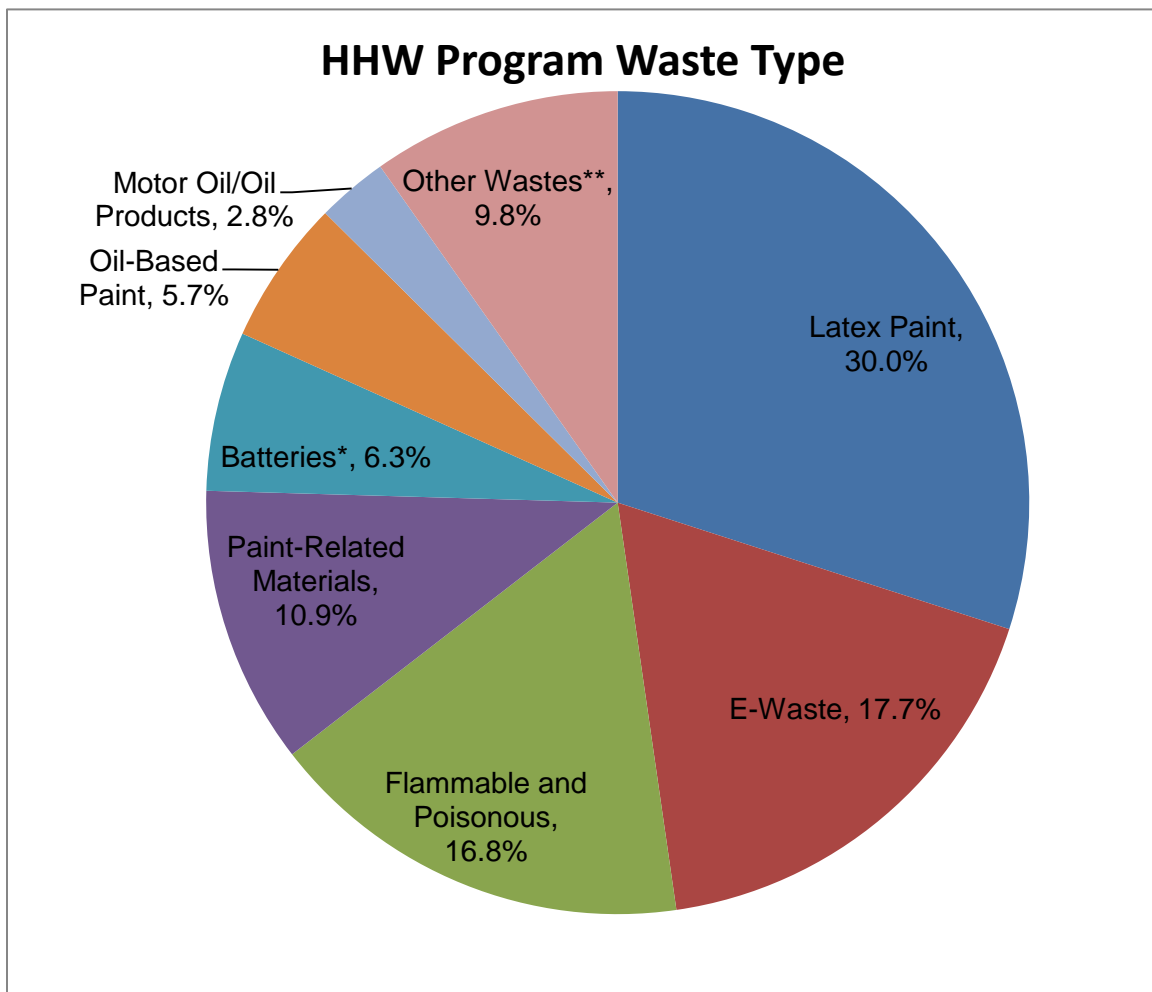
HHW Facility 2015/2016 Actual Results

<u>Expense Item</u>	<u>Actual</u>
Classified Personnel	\$ 385,263.69
Vacation pay	\$ 38,019.99
Group Life/Health Insurance (was 8128)	\$ 62,334.22
Worker's Compensation	\$ 43,256.80
Retirement	\$ 15,386.45
Payroll Taxes	\$ 35,327.66
PERSONNEL SUBTOTAL	\$ 579,588.81
Legal and Professional	\$ 1,146.51
Travel & Conference	\$ 1,844.57
Training Instruction & Medical Examinations	\$ 924.90
Equipment Rental/Repair	\$ 1,742.25
Cooking Oil Spill Cleanup	\$ 579.96
Waste Disposal Costs	\$ 355,763.22
Advertising & Community Promotions	\$ 441.22
Insurance & Surety Bonds	\$ 18,014.76
Admin. Allocation	\$ 72,945.42
Office Supplies	\$ 11,822.73
Clothing & PPE Supplies	\$ 42,404.62
Miscellaneous Supplies & Materials	\$ 110,501.50
Maintenance Buildings & Improvements	\$ 13,513.00
NON-PERSONNEL SUBTOTAL	\$ 631,644.66
Operating Ratio	\$ 127,146.05
Rental/Land	\$ 89,493.72
EXPENSES SUBTOTAL	\$ 1,427,873.26
OUTSIDE FUNDING SOURCES:	
BOP Grant Monies	\$ (20,952.61)
E-Waste Monies	\$ (23,494.06)
Batteries Monies	\$ (9,031.50)
Paint Sale Monies	\$ (443.70)
CESQG Monies	\$ (73,124.95)
OUTSIDE FUNDING SUBTOTAL	\$ (127,046.82)
GRAND TOTAL	\$ 1,300,826.42
Approved Budget for FY 2015/16	\$ 1,355,901.76
Under budget	\$ 55,075.33

Waste Analysis

The following waste totals include the West Marin Toxic Away Days.

The facility continues to save money by partnering with PaintCare, with a 1% increase in revenue from the previous year. 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. Nearly thirty-six percent of the Marin HHW Facility's annual waste (by weight) went to PaintCare, with paint-related materials such as thinners and resins that are not a part of PaintCare accounting for an additional 10.9% of HHW program waste. FY 2015/16 was the second full fiscal year capture of savings realized through participation in the PaintCare Program.



* = "Batteries" category includes household, rechargeable, and car batteries. These are individually listed in the table on page 6.

** = Quantities of other waste types are included in the table on page 6.

HHW Program Waste Totals by Type in Pounds

Waste Type	Pounds	% of Total
Latex Paint	484,894	30.0
E-Waste	287,121	17.7
Flammable and Poison	271,914	16.8
Paint-Related Materials	176,900	10.9
Oil-Based Paint	92,002	5.7
Household Batteries	59,304	3.7
Motor Oil/Oil Products	45,131	2.8
Base	42,259	2.6
Car Batteries	34,961	2.2
Lamps	21,372	1.3
Aerosol Cans	21,304	1.3
Acid	16,745	1.0
Asbestos	15,610	1.0
Antifreeze	8,667	0.5
Oxidizer	7,271	0.4
Rechargeable Batteries	7,252	0.4
Used Oil Filters	2,620	0.2
PCB-containing	1,420	0.1
Sharps	965	0.1
Mercury-Containing Items (except Thermostats)	68	0.0
Thermostats	55	0.0
Unclassified	20,000	1.2
FY 15/16 Total:	1,617,836	
FY 15/16 Monthly Average:	134,820	



Destination Method

Destination methods are based on the CalRecycle 303a reporting categories. The destination percentages are similar to last year, with more than 63% of the waste (up from 58% in FY 2014/15) being recycled and only about 1% 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 types of HHW used for fuel incineration are oil-based paint and flammable liquids, while poisons make up the majority of the waste sent for destructive incineration.

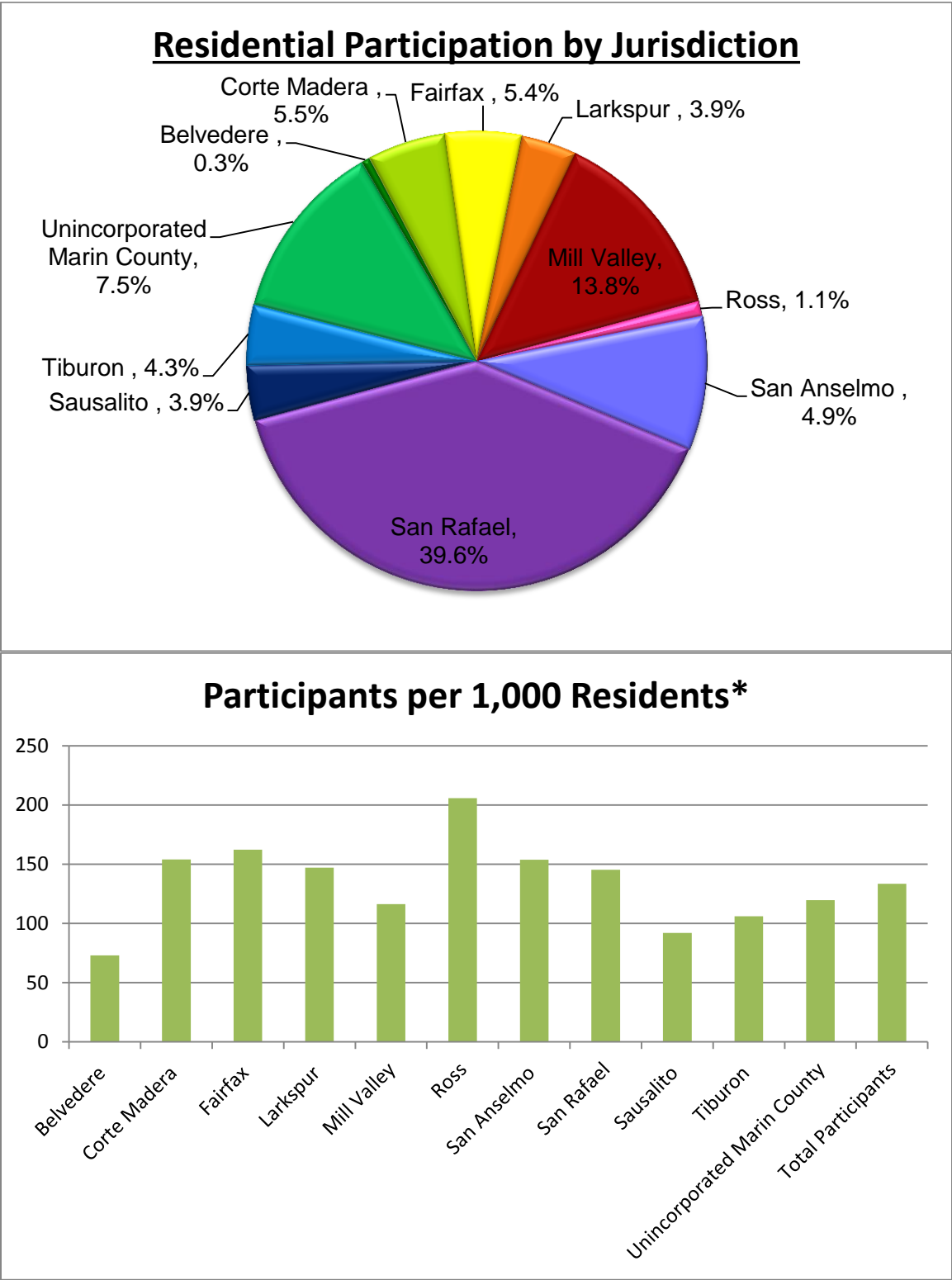
Among household hazardous wastes, only acids and bases go through neutralization and treatment. During this process, the pH of the waste is chemically adjusted to remove the hazard.

Just over 3,000 pounds of oxidizers were sent for stabilization, during which waste is brought to a solid or semi-solid state and is rendered non-hazardous.

Lastly, nearly all of the landfilled waste consisted of asbestos.



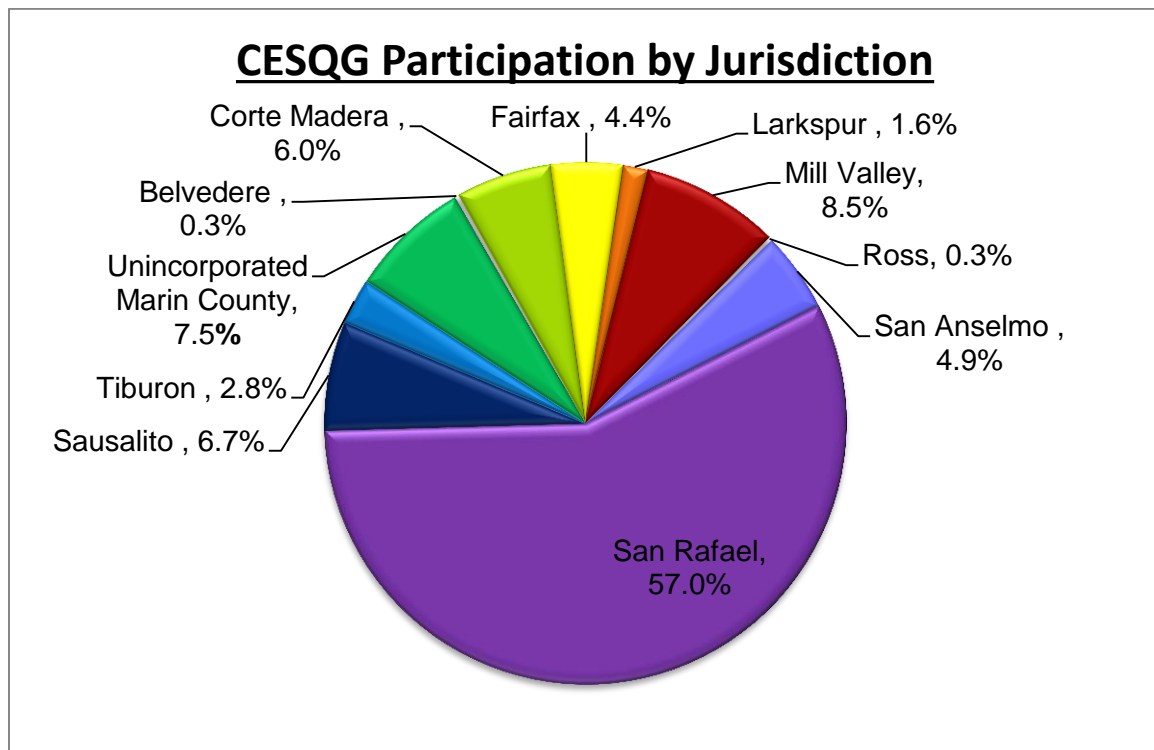
Residential Participation



* = City population based on ZIP Code Tabulation Area (ZCTA) data from U.S. Census Bureau

Participants are sorted by jurisdiction by reviewing the mailing address on their identifying documentation. Residents from unincorporated communities adjacent to a city thus are likely to be counted as city residents; for example, residents of Tamalpais Valley are counted as residents of Mill Valley. To account for this, city populations are based on U.S. Census ZIP Code Tabulation Area (ZCTA) data. The data show that residents from all over the service area use the HHW facility.

CESQG Participation



Looking Forward FY 2016/17

In FY 2016/17, we can expect to see continued sluggishness in the recycling market and are prepared for a potential reduction in commodity sales. Staff will continue to look for other haulers that can accommodate the program's budgetary, ethical, and environmental standards.

The FY 2016/17 HHW facility budget includes an additional \$50,000 cushion to account for the weak market and \$25,000 to replace expected revenue loss with the loss of oil grant money.

No matter the strength of the recycling market, though, our excellent and hard-working HHW staff will continue to provide a safe and convenient way for members of the public and small business to dispose of their hazardous waste.



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Beth Pollard

Date: April 27, 2017

Corte Madera:
Todd Cusimano

To: JPA Executive Committee

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Report on Activities of the JPA Local Task Force (LTF)

Larkspur:
Dan Schwarz

Your Local Task Force (LTF) advisory body has met on 1/4/17 and 2/1/17 and 4/5/17. Per the LTF Procedures, this item on the Agenda provides the opportunity for the advisory body to give updates to the Board.

For reference, following is the LTF roster:

Mill Valley:
Jim McCann

Novato:
Regan Candelario

Ross:
Joe Chinn

San Anselmo:
David Donery

San Rafael:
Jim Schutz

Sausalito:
Adam Politzer

Tiburon:
Greg Chanis

<u>Haulers/Facility Operators</u>	
Marin Sanitary Service	Patty Garbarino
Bay Cities Refuse (Alternate)	Greg Christie
Mill Valley Refuse	Jim Iavarone
Redwood Landfill	Ramin Khany
<u>Special Districts Franchising Solid Waste</u>	
Special District Vacancy	Vacant
Novato Sanitary District	Dee Johnson, LTF Vice-Chair
Las Gallinas Sanitary District	Russ Greenfield
Las Gallinas Sanitary District (Alt)	Judy Schriebman
<u>Environmental Organizations</u>	
Sierra Club, Green Coalition	David Haskell
Sustainable Novato	Delyn Kies
NatureBridge	Jennie Pardi, LTF Chair
<u>Public Members</u>	
County of Marin	David Green
San Rafael	Adrian Bartshire
Ross Valley	Renee Goddard
Novato	Matt McCarron
Southern Marin	Joan Irwin

Recommendation

Receive update from Local Task Force.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Beth Pollard

Date: April 27, 2017

Corte Madera:
Todd Cusimano

To: JPA Executive Committee

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Updates from Staff on Recent and Ongoing Activities
(Information)

Larkspur:
Dan Schwarz

Staff will provide an update on recent and ongoing activities.

Mill Valley:
Jim McCann

Recommendation
Receive oral report. Information Only

Novato:
Regan Candelario

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Ross:
Joe Chinn

San Anselmo:
David Donery

San Rafael:
Jim Schutz

Sausalito:
Adam Politzer

Tiburon:
Greg Chanis

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: April 27, 2017
Beth Pollard

Corte Madera: To: JPA Executive Committee
Greg Cusimano

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

Fairfax: Re: FY 17/18 JPA Budget and Related Hauler/Facility Assessments
Garrett Toy

Larkspur: Attached are the proposed Marin County Hazardous and Solid Waste
Dan Schwarz Management Joint Powers Authority FY 17/18 budget and associated
hauler/facility fee assessments for the Marin County Hazardous and
Solid Waste Management Joint Powers Authority (JPA). Overall,
assessments to the haulers and facilities are proposed to increase less
than one percent (0.82%).

Mill Valley: Please recall that the JPA is funded by lump-sum assessments on the
Jim McCann waste haulers in the County and solid waste facilities (Redwood Landfill
in Novato and Marin Resource Recovery Center Transfer Station). In
turn, these operators pass along these costs to their customers.

Novato: For reference, the JPA queries the haulers to get estimates of how the
Regan Candelario JPA Assessments translate into the average per can costs for a typical
residential account. In 2016, the surveyed haulers reported:

Ross:

Joe Chinn

San Anselmo:

David Donery

San Rafael:

Jim Schutz

Sausalito:

Adam Politzer

Tiburon:

Greg Chanis

<i>Hauler</i>	<i>Average Overall 2016 Residential Rate</i>	<i>JPA Portion</i>	<i>% of Total Monthly Bill</i>
Bay Cities Refuse	\$34.41	.68¢	2%
Marin Sanitary	\$35.09	.69¢	2%
Mill Valley Refuse	\$36.18	.97¢	2.7%
Redwood Empire	\$26.56	.64¢ - .83¢	3.1%
Tamalpais CSD	\$41.54	.55¢	1.3%

The Redwood Landfill is the largest payer of JPA assessments; in recent years approximately 40% of its tonnage has come from Sonoma County which helps lower the impact felt by Marin's solid waste generators.

There are three fund centers in the JPA budget:

1. ZERO WASTE PROGRAMS

(JPA Section 6.2) Optional Member Participation

Novato does not participate in this program.

2. ADMINISTRATION

(JPA Section 6.1) *All Members Participate*

3. HOUSEHOLD HAZARDOUS WASTE (HHW)

(JPA Section 6.2) *Optional Member Participation*

Novato does not participate in this program, as it operates its own household hazardous waste collection program.

The year-over-year changes in the proposed FY 17-18 budget along with a general discussion of activities in each of the three programs are summarized below:

Fund Center	FY16/17 Budget	FY 17/18 Proposed
1. Zero Waste	\$ 976,664	\$ 1,183,275
2. Administration	\$ 476,151	\$ 483,683
3. Hazardous Waste	\$ 2,081,293	\$ 2,199,386
	\$ 3,534,108	\$ 3,866,073

1. ZERO WASTE PROGRAMS

Proposed Zero Waste Program expenditures for FY 17/18 of \$1,183,275 account for 31% of proposed JPA expenditures.

Marin's diversion rate has remained at 74-75% for the last few years, and while that is well above the State mandated 50% diversion rate, it is not on pace to meet the JPA's Goal of Zero Waste by 2025. To help address this:

- The Construction and Demolition Program would continue at \$15,000 to help educate and support Member Agencies' building inspectors and the public with implementation of Construction & Demolition Programs as required by CalGreen and to help Marin reach its zero waste goals.
- Member Agency & Public Support remains constant at \$29,750 (a portion of these funds were moved from the Admin Fund) and the JPA will continue to respond to Member requests for reusable tote bags, attendance at select fairs and festivals, supply the public with requested brochures, kitchen compost pails, etc.
- The Public Education component of this budget remains stable at \$200,000; \$19,000 for an annual survey to conduct a program evaluation and \$181,000 for direct Public Education to provide outreach to Marin citizens through various media sources including television, Internet, in-person "Green Teas," presentations to businesses, business groups, HOAs and farmers markets.

- The Zero Waste Schools Program baseline service continues at \$150,000. In response to a Board request, the budget also includes a proposed implementation “speed up” which would increase the number of new schools receiving the service from five to ten and ensure support to maintain nine existing schools. The “speed-up” would be accomplished by increasing contracted services \$40,000 (SEI), infrastructure \$40,000 (recycling & compost bins) and increasing JPA resources via a one-year, fixed-term college intern position (\$40,000) and boosting the level of ZWSP program management from a Technician level staff to a Planner level (\$27,075).
- Special Zero Waste Project. This line item provides flexibility in addressing ongoing or emerging concerns such as revisiting the single use bag ordinances in the County for possible update in light of the recent changes in State law, reduced access to plastic bag recycling, and the rapid rise in “ordinance compliant” thick plastic bags at many chain grocery and department stores. This project could also take the form of an analysis of best methods to reduce food waste through better purchasing, donation, and composting via analyzing and potentially replicating a pilot project such as Fairfax’s effort to distribute food scrap kitchen pails to every resident.
- The Zero Waste Grant Program to Member Agencies is proposed to be maintained at \$350,000. This program has been popular; grants totaling \$330,000 were approved in FY 16/17. A record number of Member Agencies opted to take the funds (every city and town and every Special District franchising solid waste – except four).

The contingency account for the Zero Waste Fund is set at 10%.

2. ADMINISTRATION PROGRAMS

Proposed Administration Program expenditures for FY 17/18 of \$483,683 account for 13% of JPA expenditures. Among other things, this fund center provides resources for disposal tracking and reporting required by a variety of State laws.

There is one significant “new activity” proposed in this fund center:

Materials Flow & Capacity Analysis

The budget includes a \$50,000 allocation for a “Materials Flow & Capacity Analysis” which would help give Marin tools to aid in regulatory compliance and long term planning for cost effective and environmentally responsible disposal and organics capacity for the next 5 – 20 years. The JPA, through CCR, Title 14, Division 7, Chapter 9, Article 6.5, and Sections 18755 -18756.7 is responsible for developing and maintaining a Siting Element that demonstrates 15 years of countywide permitted solid waste disposal capacity that is or will be available through existing or planned facilities or other strategies. In addition, AB 876 (2016) was enacted to reduce the landfilling of organics, increase composting and anaerobic digestion, and meet the state’s organic diversion goals. This law requires counties and regional agencies to plan for organics

processing facilities that can process organics diverted from landfills and organics waste generators. AB 876 requires that jurisdictions submit plans for collecting and processing all identified organic material within the county for the next 15 years beginning with the 2017 Electronic Annual Report to CalRecycle.

It is important that Marin explore options for managing its disposal needs when Redwood Landfill eventually closes. One goal of this Materials Flow Analysis is relative to disposal. The JPA needs to consider what alternatives the county has including other regional landfills and the cost implications of going outside the county to manage tons destined for landfill. A second goal of the Material Flow Analysis is to comply with AB 876, to verify the organics capacity within the county (and at nearby regional facilities) at Waste Management's Earth Care Compost Facility, at the Central Marin Sanitation Agency's Waste Water Treatment Plant and at smaller agricultural processing facilities including West Marin Compost and privately held dairies and farms. The analysis would also consider the capacity – and cost /revenue implications should disposal tons and/or organic material from Sonoma cease to be delivered to Marin for disposal or processing.

AB 901 (described below) requires that haulers and facility operators report directly to CalRecycle, potentially bypassing the JPA. The JPA must determine what information it requires relative to planning for disposal capacity over time in addition to setting fees in future years.

More generally, the JPA should be aware that a variety of new legislation related to organics diversion and reporting has been enacted at the state level:

- CalRecycle, SB 1383 establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025. The law grants CalRecycle the regulatory authority required to achieve the organic waste disposal reduction targets and establishes an additional target that not less than 20 percent of currently disposed edible food is recovered for human consumption by 2025.
- CalRecycle, AB 901 requires, among other things, (1) recycling and composting operations and facilities to submit specified information directly to CalRecycle, rather than to counties, (2) disposal facility operators to submit tonnage information to the CalRecycle, and to counties only on request, and (3) deleting the requirement for counties to submit that information to cities, regional agencies, and CalRecycle.
- CalRecycle AB 1594 Green Material Uses as Alternative Daily Cover (ADC). In September 2014, Governor Brown signed Assembly Bill (AB) 1594 mandating that as of January 1, 2020, the use of green material as alternative daily cover (ADC) will no longer constitute diversion through recycling and will instead be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate (Public Resources Code (PRC) Section 41781.3).

- CalRecycle, AB 1826 (Chesbro) Mandatory Organic Recycling Collection. This law requires commercial businesses and multifamily dwellings to subscribe to service for organics. Currently, any generator with four cubic yard of organic material defined as food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste must have service. Beginning January 1, 2019, any commercial entity that generates four cubic yard of waste must subscribe to service.

The contingency account for the Administration Fund is set at 10% of expenditures.

3. HOUSEHOLD HAZARDOUS WASTE (HHW) PROGRAMS

Proposed HHW Program expenditures for FY 17/18 of \$2,199,115 account for 57% of JPA expenditures.

The program collects, and diverts from landfill, over 1.6 million pounds of material each year. 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). The Fire Department also conducts “Toxic Away Days” for remote areas of West Marin. MRRA operates the HHW facility at 565 Jacoby Street in San Rafael. Novato’s hazardous waste services are provided by the Novato Sanitary District.

- For the contract with the City of San Rafael, and its subcontractor MRRA, the proposed budget for FY 17/18 of \$1,685,189 is \$54,383 higher than the FY 16/17 budget and reflects a 3.5% CPI increase.
- The popular Bulb and Battery Drop-off program budget is proposed at \$135,000 which is consistent with the FY 16/17 adjusted budget for this program. This program has been very successful at coordinating the pickup of used fluorescent bulbs and batteries dropped off at local hardware and convenience stores. The majority of the cost covers waste processing fees.
- The proposed budget includes \$20,000 to promote rechargeable batteries – which if used more widely in the community could significantly reduce ongoing costs because the rechargeable battery industry has a self-funded recycling program for rechargeable batteries and the absolute number of batteries in use would be reduced. (For example, Eneloop brand rechargeable batteries can be recharged approximately 2,000 times before needing to be recycled.)
- The JPA will continue administration of Marin’s Oil Payment Program and will continue to operate this successful program with State block grant funds. Staff expects the same grant award from CalRecycle of \$82,000 as was received in FY 16/17. This program includes a significant Spanish language outreach component. Used oil outreach includes promotion of other zero waste programs and dissemination of general zero waste information relevant to Marin residents.

- The JPA funds the Sharps Collection Program operated by the County's Environmental Health Division. Environmental Health has requested an increase of \$2,500 for a total of \$78,500 to operate 21 sharps (needles and lancets) sites in the County. This program is important for numerous reasons, but in particular it helps protect our partners in solid waste collection and processing.

The contingency account for the HHW Fund Center is set at 10% of expenditures.

BACKGROUND & SUMMARY

The JPA Board Budget Subcommittee (Hymel/Eilerman & Toy) met on April 11, 2017 to review a draft FY 17/18 budget and provided feedback which is incorporated here.

The impact to residential customers of the proposed JPA FY 17/18 is an estimated 5¢ to 10¢ increase per month. JPA expenses are proposed to increase by 9.4% with the impact to ratepayers mitigated by a reduction in JPA contingencies from 20% to 10%. The contingency reduction is believed prudent, because the JPA budget for contracted HHW services has stabilized in contrast to funding issues that occurred now over five years ago. Since that time, the JPA has adopted more realistic budgets reflective of the costs necessary to process steady volumes of HHW.

Lastly, there are three potential new projects that do not appear in this proposed budget, but Staff plans to present more information about them in the coming year:

1. Marin County is stalled at ~ 75% diversion much like most every other "zero waste community." With the low-hanging fruit waste diversion projects largely addressed – next steps might will likely be more costly and resource intensive such as lobby for packaging reduction requirements, instigating difficult behavioral changes to reduce consumption, etc.
2. Developing a Disaster Debris Plan for Marin County. Staff intends to explore options for the JPA Board's consideration on how best to plan for dealing with significant debris from disasters such as an earthquake, firestorm, etc. Advanced planning on this front can improve disaster response times, reduce costs and identify shortfalls in current planning.
3. Litter reduction. There are significant costs forecasted for Marin's municipalities in the next few years for trash and litter reduction related to stormwater requirements. There is a nexus between JPA activities and mission and this particular stormwater issue at the Cities, Towns and County. Previous efforts along these lines include the model plastic bag ban and the model polystyrene ban which reduce litter at the source. Other types of opportunities could include verifying that residents have sufficient trash and recycling to avoid windblown litter or verifying that park recycling and trash receptacles have lids to reduce windblown litter. If the Board desires, the JPA could explore coordinating with

additional stakeholders beyond its current and typical partners to help address this issue.

RECOMMENDATION

Adopt a motion recommending the attached FY 17/18 budget and associated hauler/facility assessments.

Attachment:

- A: JPA Hauler, Landfill & Transfer Station Assessments
- Zero Waste Programs Fund – Detail
 - Administration Fund – Detail
 - Household Hazardous Waste Fund - Detail

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Attachment 1

**JPA Hauler, Landfill & Transfer Station Assessments
FY 2017-18**

2015 DISPOSAL (tons)			TOTAL TONS	FY 16/17 Assessments				
MSW Haulers	MSW & Debris	Self-Haul			Zero Waste	Adminstration	HHW	Total
Bay Cities Refuse	6,043	N/A	6,043	\$87,865.22	\$27,253.93	\$9,004.07	\$52,574.10	\$88,832.10
Marin Sanitary Service (MSS)	41,715	N/A	41,715	\$606,536.10	\$188,134.65	\$62,155.35	\$362,920.50	\$613,210.50
Mill Valley Refuse	21,608	N/A	21,608	\$314,180.32	\$97,452.08	\$32,195.92	\$187,989.60	\$317,637.60
Novato Disposal	26,423	N/A	26,423	\$48,089.86	\$0.00	\$39,370.27	\$0.00	\$39,370.27
Shoreline (Redwood Empire Disposal)	4,375	N/A	4,375	\$63,612.50	\$19,731.25	\$6,518.75	\$38,062.50	\$64,312.50
Tam. CSD	1,553	N/A	1,553	\$22,580.62	\$7,004.03	\$2,313.97	\$13,511.10	\$22,829.10
Total Franchised Hauler	101,717	N/A	101,717	\$1,142,864.62	\$339,575.94	\$151,558.33	\$655,057.80	\$1,146,192.07
Landfills								
Redwood	N/A	102,725	102,725	\$1,493,621.50	\$463,289.75	\$153,060.25	\$893,707.50	\$1,510,057.50
Total Landfills	N/A	102,725	102,725	\$1,493,621.50	\$463,289.75	\$153,060.25	\$893,707.50	\$1,510,057.50
Transfer Stations								
MSS Transfer Station	N/A	3,248	3,248	\$47,225.92	\$14,648.48	\$4,839.52	\$28,257.60	\$47,745.60
Marin Resource Recovery	N/A	46,263	46,263	\$672,664.02	\$208,646.13	\$68,931.87	\$402,488.10	\$680,066.10
Total Transfer Stations	N/A	49,511	49,511	\$719,889.94	\$223,294.61	\$73,771.39	\$430,745.70	\$727,811.70
TOTALS	101,717	152,236	253,953	\$3,356,376.06	\$1,026,160.30	\$378,389.97	\$1,979,511.00	\$3,384,061.27

FY 17/18 (80238601) EXPENSE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	17/18 BUDGET REQUEST	VARIANCE	NARRATIVE
		Zero Waste Operational				
\$234,664	\$234,664	Salaries and Wages	511110	\$235,913	\$1,249	Contract staff wages and benefits includes COLA.
\$2,000	\$2,000	Legal Expense	522545	\$2,000	\$0	JPA legal counsel.
\$15,000	\$15,000	Construction & Demolition Program Implementation	522510	\$15,000	\$0	Contract support related to C&D Program outreach to Member Agencies.
\$10,000	\$10,000	Member Agency Support	TBD	\$10,000	\$0	City & Town requests for support, backyard composting workshops, xmas trees recycling promotion,
\$0	\$0	Member Agency Support	TBD	\$19,750	\$0.	Moved from ZeroWasteMarin response to requests (brochures, compost pails, fairs & festivals). (previously paid Admin from Admin Outreach)
\$0	\$0	Local, Regional and State Trade Associations	522210	\$7,500	\$0.	Moved from California Product Stewardship Council, Californian's Against Waste, Marin Builder's Association, Admin Business Chambers, etc. (previously paid from Admin Outreach)
\$0	\$0	Professional Development & Individual Memberships	523210	\$10,000	\$0.	Moved from Training, conferences & professional memberships. (previously paid from Admin Outreach) Admin
\$15,000	\$15,000	Zun Zun School Assemblies	522510	\$15,000	\$0	Contract support related to School Assemblies
\$150,000	\$150,000	School Program	522510 & 522310	\$150,000	\$0	Strategic Energy Innovation plus infrastructure (bins, H2O stations, etc.)
\$181,000	\$181,000	Outreach Campaign	522510	\$181,000	\$0	Recycling Guide updates, ZeroWasteMarin.org improvements, bus shelters, banners, coordination of outreach collateral with haulers, tips to Member Agencies on waste prevention, social media and cable TV ads
\$19,000	\$19,000	Outreach Campaign Evaluation	522510	\$19,000	\$0	Survey to evaluate outreach effectiveness.
\$0	\$0	Schools Program Speed-up: Staff	511110	\$27,075	\$27,075	Incremental adjustment for expanded duties to one existing staff position
\$0	\$0	Schools Program Speed-up: Intern	511110	\$39,987	\$39,987	One year fixed intern position
		Schools Program Speed-up: Infrastructure	522310	\$40,000	\$40,000	Waste stations (bins), signage, refillable water bottle stations, etc.
\$0	\$0	Schools Program Speed-up: Contractor	522510	\$40,000	\$40,000	Augment contractor assistance
		School Speed-up Subtotal		\$147,062	\$147,062	
\$0	\$0	Special Project	522510	\$21,050	\$21,050	Special Projects might include a review of the single bag ban model ordinance, a study of residential participation in food scraps collection programs or other projects.
		Special Project Subtotal		\$21,050	\$21,050	
\$626,664	\$626,664	Operational Budget Subtotal		\$833,275	\$169,361	
		Zero Waste Grant Funding				
\$350,000	\$330,000	Zero Waste Grant FY17/18 (Cycle7)	TBD	\$350,000	\$0	Seventh Cycle of Zero Waste Grant Program - Fund 41PWPZWG7
\$350,000	\$330,000	Zero Waste Grants Subtotal		\$350,000		
\$976,664	\$956,664	JPA 6.2 Program Total	Total	\$1,183,275	\$169,361	

FY 17/18 (80238601) REVENUE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST REVENUE	ACCOUNT NAME	17/18 REVENUE SOURCE	REVENUE REQUEST	NARRATIVE
\$500	\$500	Interest	441115	\$1,000	Interest
\$982,930	\$982,930	Solid Waste Management	461510	\$1,026,160	Hauler, Landfill, Transfer Station Assessments
\$248,941	\$248,991	Carry-Over	N/A	\$275,757	
\$1,232,371	\$1,232,421	Total Revenue		\$1,302,917	
		<u>GENERAL CONTINGENCIES</u>			
		Contingency Account	900010	\$119,642	
				10%	

ADMINISTRATION FUND
FY 17/18 (80218601) EXPENSE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	17/18 BUDGET REQUEST	VARIANCE	NARRATIVE
Admin Operational						
\$361,010	\$361,010	Salaries and Wages	511110	\$363,292	\$2,282	Contract staff wages and benefits. Inclujdes COLA
\$7,500	\$7,500	Legal Expense	522545	\$7,500	\$0	JPA legal counsel.
\$13,500	\$13,500	Outside Acctg & Audit Fees	522585	\$13,500	\$0	Financial Audit
\$18,000	\$16,863	Insurance	521610	\$18,000	\$0	Insurance
\$1,000	\$1,000	Equipment Repair & Maintenance	521810	\$1,000	\$0	Same as previous year.
\$16,941	\$16,941	Rent	522910	\$16,941	\$0	Rent for space used.
\$1,500	\$1,500	Training/Professional Development	523210	\$1,500	\$0	Training & Professional Memberships.
\$600	\$600	Mileage & Routine Travel	523445	\$600	\$0	Routine travel. Same as previous two years.
\$37,250	\$37,250	Outreach	n/a	\$0	-\$37,250	Moved to Zero Waste Programs
\$5,500	\$5,500	Supplies & Reproduction	522410	\$5,500	\$0	Same as previous two years.
\$5,850	\$5,850	County Financial Service	522585	\$5,850	\$0	Pro-rate County Department of Finance's cost plan.
\$7,500		Resource Flow Mapping & Capacity Analysis	522510	\$50,000	\$42,500	15 year disposal, organics and recycling flow & capacity analysis

\$476,151	\$467,514	JPA 6.1 ProgramTotal	Total	\$483,683	\$7,532
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FY 17/18 (80218601) REVENUE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	17/18 REVENUE REQUEST	NARRATIVE
\$1,500	\$1,500	Interest	441115	\$500	Interest
\$462,194	\$462,194	Solid Waste Management	461510	\$378,390	Hauler, Landfill, Transfer Station Assessments
\$156,884	\$156,884	Carry-Over	N/A	\$153,064	
\$620,578	\$620,578	Total Revenue		\$531,954	
		<u>GENERAL CONTINGENCIES</u>			
		Contingency Account	900010	\$48,271	
				10%	

HOUSEHOLD HAZARDOUS WASTE FUND

FY 17/18 (80228601) EXPENSE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	17/18 BUDGET REQUEST	VARIANCE	NARRATIVE
HHW Operational						
\$157,412	\$157,412	Salaries and Wages	511110	\$162,187	\$4,775	Contract staff wages and benefits. Includes COLA increase
\$156,515	\$156,515	HHW Facility Oversight	522510	\$161,923	\$5,408	City of San Rafael HHW oversight + West Marin HHW events. Includes COLA
\$32,575	\$32,575	Novato HHW Grant	522510	\$33,739	\$1,164	Novato HHW fee reimbursement is calculated annually
\$2,500	\$2,500	Legal Services	522545	\$2,500	\$0	Legal counsel on haz waste contracts and grant agreements.
\$100,000	\$135,000	Bulb and Battery Program	522510	\$135,000	\$0	Fluorescent bulbs and batteries hazwaste collection.
\$1,474,291	\$1,474,291	HHW Facility Operations	522510	\$1,523,266	\$48,975	MRRA contract (net cost offset by SQG funds & recovery revenue).
\$76,000	\$76,000	Sharps & Needles Program	TBD	\$78,500	\$2,500	Coutwyide sharps & needles program. Additional \$2,500 requested by EHS to support increased program expenses

\$0	\$0	Reusable Battery Promotion	TBD	\$20,000	\$20,000	Promotion of reusable batteries.
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\$1,999,293	\$2,034,293	Operational Budget Subtotal		\$2,117,115	\$82,822	
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\$82,000	\$82,000	Oil Payment Program				
		Oil Payment Program - Cycle 8	41PWPOPP8	\$82,000		\$0 CalRecycle Oil Payment Program - Cycle 8
\$82,000	\$82,000	Oil Payment Program Subtotal		\$82,000		

\$2,081,293	\$2,116,293	JPA 6.2 Program Total	Total	\$2,199,115	\$82,822	
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FY 17/18 (80228601) REVENUE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	17/18 REVENUE REQUEST	NARRATIVE
\$500	\$400	Interest	441115	\$2,000	Interest
\$82,000	\$82,000	Other Aid: State	451970	\$82,000	CalRecycle Funds for OPP Cycle 8
\$1,719,927	\$1,719,927	Solid Waste Management	TBD	\$1,979,511	Hauler, Landfill, Transfer Station Assessments
\$664,128	\$664,128	Carry-Over	N/A	\$350,162	
\$2,466,555	\$2,466,455	Total Revenue		\$2,413,673	

GENERAL CONTINGENCIES

Contingency Account	900010	\$214,558
		10%