

MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, December 6, 2017
1600 Los Gatos, Suite 211
San Rafael, CA 94903
8:30 – 10:00 AM

AGENDA

Call to Order.

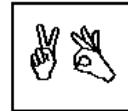
- 1) Open Time for Public Comment (Information) (5 min)
- 2) Approval of the October 4, 2017 JPA LTF Action Minutes (Action) (2 min)
- 3) Presentation by Mark Williams, Vice President at BioBag Americas (Information) (25 min)
- 4) Presentation by Sam Ferrero, CalRecycle (Information) (10 min)
- 5) Reports from LTF Members (Information) (15 min)
 - i) Haulers & Facilities:
Garbarino, Iavarone, Khany
 - ii) Special Districts Franchising Solid
Waste: *Greenfield, Johnson*
 - iii) Environmental Organizations:
Haskell, Pardi, Kies
 - iv) Public Members:
Goddard, Green, McCarron
- 6) Update from Staff on Recent and Ongoing Activities (Information) (5 min)
- 7) LTF Member Attendance Log and Policy (Action) (10 min)
- 8) 2018 LTF Meeting Schedule (Action) (5 min)
- 9) LTF 2017 Subcommittees Reports (Information) (5 min)

Reference: LTF Policies and Procedures.

The full agenda including staff reports can be viewed 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 473-6647 for more information

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DRAFT

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

AB 939 Local Task Force Meeting
Wednesday October 4, 2017
1600 Los Gatos Dr, Suite 211
San Rafael, CA 94903

Action Minutes

MEMBERS PRESENT

Patty Garbarino, Marin Sanitary Service
Russ Greenfield, LGVSD
Jim Iavarone, Mill Valley Refuse Service
Joan Irwin, Southern Marin Cities
Dee Johnson, Novato Sanitary District
Ramin Khany, Redwood Landfill
Delyn Kies, Sustainable Novato
Jennie Pardi, Nature Bridge Golden Gate

STAFF PRESENT

Steve Devine
Judith Silver

OTHERS PRESENT

Celia Furber, Recology
Lisa Mekis, Carpet America Recovery
Kim Scheibly, Marin Sanitary Service
Fred Stemmler, Recology

MEMBERS ABSENT

Adrian Bartshire, San Rafael
David Haskell, Sierra Club
Matt McCarron, City of Novato
Renee Goddard, Ross Valley Cities
David Green, Unincorporated Marin County

1. Open Time for Public Comment

No Public comments were submitted.

2. Approval of the August 2, 2017 JPA LTF Action Minutes

M/s Irwin/Garbarino to approve the August 2, 2017 JPA LTF minutes. The motion passed unanimously.

3. Presentation by Recology Sonoma Marin

The LTF received a presentation from Celia Furber and Fred Stemmler of Recology Sonoma Marin. Recology Sonoma Marin is in the process of securing franchise assignments from various public agencies that currently contract with affiliates of the Ratto Group for resource hauling services. Celia and Fred shared information on Recology's history, work in neighboring communities and the company's approach to zero waste. Information item only. No action taken.

4. Presentation by Lisa Mekis, CARE (Carpet America Recovery Effort)

The LTF received a presentation from Lisa Mekis of CARE and learned about how the California carpet stewardship program currently works. Lisa shared that CARE's supports for drop-off sites include: a container, on call pick-up, promotional materials, and assistance from CARE staff. Lisa also shared that the service at the Marin Resource Recovery Center is one of their most productive sites.

5. Reports from LTF Members

a) Haulers & Facilities:

- Garbarino, Iavarone, Khany

b) Special Districts Franchising Solid Waste:

- Greenfield, Johnson

c) Environmental Organizations:

- Haskell, Pardi, Kies

d) Public Members:

- Bartshire, Goddard, Green, Irwin, McCarron

Members provided reports on activities. No action taken.

6. Monthly Update Report from CalRecycle

Information item only. No action taken.

7. Update from Staff on Recent and Ongoing Activities

Information item only. No action taken.

8. LTF Member Attendance Log and Attendance Policy

Information item only. Pursuant to a request at the prior LTF meeting, Staff developed a draft policy on LTF attendance and membership. The LTF requested that this matter be placed on the next LTF Agenda as an action item.

9. LTF 2017 Subcommittee Reports

Information item only. No action taken.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: December 6, 2017

Corte Madera: To: Local Task Force Members

County of Marin: From: Steve Devine, Program Manager

Fairfax:

Larkspur: Re: Presentation by Mark Williams – BioBag Americas

Mill Valley: With increased recognition of the importance of diverting compostable materials from landfill and the greenhouse gas emission associated with organics – there is increased demand for convenient means to compost food scraps. Some compost processing facilities accept certain collection bags in their systems and others do not. Many factors go into reasons why certain facilities do, or do not, allow particular products in their acceptable streams. Factors include: time available for materials to break down, whether or not the facility produces a certified organic product, and public pressure to provide convenient services.

Novato:

Ross:

San Anselmo:

San Rafael:

Sausalito:

Tiburon: One of the most popular brands of compostables collection bags is BioBag. Mark Williams is the Vice President of Market Development for BioBag USA and has been nice enough to agree to give the Local Task Force a presentation on their products. For nearly 15 years Mark has worked with municipalities and businesses in diverting organics from landfills. He serves as VP Market Development for BioBag, the world's largest brand of compostable bags with operations in more than 20 countries.

Following is information on BioBag from the company's website:

"BioBag® is a world leader in providing bags and films for the collection of organic waste for the purpose of composting. Our mission is to keep organic waste from ever entering a landfill. Unlike regular plastic bags, BioBags are made from a resin derived from plants, vegetable oils and compostable polymers and can be consumed by micro-organisms that live in our soils. Because of this, our BioBags can be readily composted along with organic waste at municipal composting facilities. BioBag isn't a large petroleum-based plastic bag company that now conveniently dabbles in the new world of compostable bags. We are, instead, a small company of dedicated employees, who are fully committed to ONLY producing certified compostable bags and films."

*BioBag Americas is a fully-owned subsidiary of **BioBag International** (Norway) with headquarters in Dunedin, Florida. BioBag Americas was originally established in 2002 when BioGroupUSA secured the sales and marketing rights for the United States from BioBag International. The founder of BioGroupUSA, Dave Williams, and his partner, entrepreneur Terry Phillips believed strongly that certified compostable bags and films would soon become a necessary and viable part of solving food waste separation issues as “Zero Waste” initiatives expanded across the country. In 2011, BioGroupUSA changed its name to BioBag Americas, as the business was expanded to South America and Canada. Over the years, the BioBag brand name has become synonymous with high quality, certified compostable bags with consumers and businesses across the country. We work closely with community governments to establish food waste separation programs and help educate consumers on the benefits of keeping food waste and other compostable items from entering landfills. BioBags play an important part in the collection of organic waste for composting.”*



Recommendation

Receive presentation. Question and answer period. Information only.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: December 6, 2017

Corte Madera: To: Local Task Force Members

County of Marin: From: Steve Devine, Program Manager

Fairfax:

Larkspur: Re: Presentation by Sam Ferrero, CalRecycle

Mill Valley: Attached is a written update from the California Department of
Resources Recycling and Recovery (CalRecycle) Local Assistance
Novato: Market Development – LAMD branch of CalRecycle.

Ross: Additionally, Sam Ferrero, Marin's LAMD liaison will be at the meeting to
San Anselmo: share information with the Local Task Force on:

San Rafael: • The significant regulatory developments being worked on by
Sausalito: CalRecycle – in particular those related to SB 1383 and AB 901.

Tiburon: • Introduce Jill Firch a new to Marin CalRecycle liaison that will be
working with portions of the County conducting annual site visits with
certain jurisdictions.

Recommendation

Receive presentation. Information only.

Attachment: 1. CalRecycle LTF Update – November 2017.

**CalRecycle
LTF Update
November 2017**

OPEN GRANT/PAYMENT/LOAN CYCLES

Local Government Waste Tire Enforcement (TEA) Grant (FY 2017-18)

The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities for the California Tire Recycling Management Fund to administer the Tire Recycling Act (Senate Bill 937, [Vuich, Statutes of 1990, Chapter 35]) and related legislation. This specific grant provides funding to city, county, and city and county agencies in California for waste tire enforcement activities.

<http://www.calrecycle.ca.gov/Tires/Grants/Enforcement/FY201718/default.htm>

Application Due Date: December 14, 2017

Tire-Derived Aggregate Grant Program (FY 2017-18)

The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products. The Tire-Derived Aggregate (TDA) Grant Program (Program) provides assistance to civil engineers in solving a variety of engineering challenges. TDA, which is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional lightweight aggregates.

<http://www.calrecycle.ca.gov/Tires/Grants/TDA/FY201718/default.htm>

Application Due Date: February 1, 2018

Illegal Disposal Site Abatement Grant Program (FY 2017-18)

Widespread illegal dumping of solid waste adversely impacts Californians in many ways. Properties on which illegal dumping occurs lose economic value; create public health and safety and environmental problems; and degrade the enjoyment and pride in the affected communities. Abandoned, idled, or underutilized properties due to unauthorized dumping impact what were once the sources of economic benefits to a community. Many such properties have been abandoned or have owners who are unable or unwilling to pay the costs of cleanup. This program provides financial assistance in the form of reimbursement grants up to \$500,000 to help public entities accelerate the pace of cleanup, restore sites, and turn today's problems into tomorrow's opportunities.

<http://www.calrecycle.ca.gov/LEA/GrantsLoans/SolidWaste/LEA/FY201718/default.htm>

Application Due Date: February 6, 2018

Legacy Disposal Site Abatement Partial Grant Program (FY 2017-18)

Public entities bear a financial responsibility for maintaining public landfill sites in compliance with state regulations and standards. The program provides financial assistance in the form of reimbursement grants up to \$750,000 in matching funds for eligible costs to assist public entities requiring financial assistance, and committed to accelerating the pace of cleanup, restoring sites, and protecting public health and safety and the environment.

<http://www.calrecycle.ca.gov/LEA/GrantsLoans/SolidWaste/LocalGrants/FY201718/default.htm>

Application Due Dates: February 6, 2018

Farm and Ranch Solid Waste Cleanup and Abatement Grant Program (FY 2017–18)

The Department of Resources Recycling and Recovery administers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program, which provides up to \$1 million annually in grants for the cleanup of illegal solid waste sites on farm or ranch property. A site may be eligible for funding if the parcel(s) is(are) zoned for agricultural use, where unauthorized solid waste disposal has occurred, and where the site(s) is(are) in need of cleanup in order to abate a nuisance or public health and safety threat and/or a threat to the environment. Sites are not eligible for funding if the site is located on property where the owner or local agency is responsible for the illegal disposal of solid waste.

<http://www.calrecycle.ca.gov/LEA/GrantsLoans/FarmRanch/FY201718/default.htm>

Application Due Dates: February 6, 2018

Greenhouse Gas (GHG) Reduction Loan Program

The purpose of this non-competitive loan program is to lower overall greenhouse gas emissions by providing loans to expand existing capacity or establish new facilities to process California-generated waste materials into new value-added products.

The Notice of Funds Available for FY 2015–16 (Cycle 2A) GHG Loans is posted at,
<http://www.calrecycle.ca.gov/Climate/GrantsLoans/GHGLoans/FY201516/default.htm>

Cycle 2A applications are being accepted on a continuous basis, subject to fund availability or until FY 2016-17 funds become available. See the GHG Loan Program web page
<http://www.calrecycle.ca.gov/Climate/GrantsLoans/GHGLoans/default.htm> for the most current cycle information.

Loan Application Due Date: Continuous

Recycling Market Development Zone Loan Program

Provides direct loans to businesses that use postconsumer or secondary waste materials to manufacture new products, or that undertake projects to reduce the waste resulting from the manufacture of a product. Information about this loan program as well as the application documents and forms can be found at <http://www.calrecycle.ca.gov/RMDZ/Loans/>

Loan Application Due Date: Continuous

Additional Funding/Awards

FY18 USDA Farm to School Grant RFA Available!

The USDA Farm to School Grant Request for Applications (RFA) is live! Please spread the word far and wide that eligible entities may now apply for the \$5 million available in grant program funds.

What: USDA Farm to School Grants of \$20,000 - \$50,000 for planning and training and \$50,000 - \$100,000 for implementation of farm to school programs

Who: Schools, non-profit organizations, state agencies, Indian Tribal Organizations, farmers and other eligible groups may apply

(Schools not eligible for training grants)

Why: To help connect students to the sources of their food through education, taste tests, school gardens, field trips, and local food sourcing for school meals

When: Applications are due December 8, 2017

Visit the USDA Farm to School Grant website for the RFA, FAQ's and info on upcoming webinars! <https://www.fns.usda.gov/farmtoschool/farm-school-grant-program>

Apply NOW for a CoolCalifornia Small Business Award!

Featured California Small Business
2016 Climate Leader Greenbar Distillery uses only certified organic ingredients to enhance flavors and to prevent artificial fertilizers or pesticides from contaminating farmland and groundwater.

- Read their Success Story
- Read their Award Story

Get recognized for your green business accomplishments!
The CoolCalifornia Small Business Awards Program recognizes California small businesses that integrate energy efficiency, water conservation, recycling/repurposing, and other sustainability initiatives into their business operations. To receive recognition for your climate-friendly actions, apply for an award TODAY! Application period closes December 4, 2017.

For more information on the awards program, go to:
<http://www.coolcalifornia.org/small-business-awards>

Become a Program Sponsor!
Bronze (\$100) to Platinum (\$1,000) sponsorship opportunities are available!

EVENTS

Please also see the CalRecycle Events Calendar, www.calrecycle.ca.gov/Calendar

Public Meeting Notice: Workshop to Discuss Eligibility, Scoring Criteria, and Evaluation Process for CalRecycle's Greenhouse Gas Reduction Fund Grant Program Appropriation for FY 2017-18

Date: December 19, 2017

Time: 1:30PM to 3:30PM

Location: Cal/EPA Building, Byron Sher Auditorium, 2nd floor, 1001 I Street, Sacramento, CA 95814

Description: The Department of Resources Recovery and Recycling (CalRecycle) intends to hold a public workshop to discuss the proposed Eligibility, Scoring Criteria, and Evaluation Process for CalRecycle's Greenhouse Gas Reduction Fund Grant Program Appropriation for FY 2017-18.

Workshop Details:

- o Agenda – will be posted closer to the workshop date.
- o To attend the meeting in person, see 'Event Information'.
- o To participate via webcast, go to: [broadcast](#).
- o Send comments/questions to: GHGReductions@CalRecycle.ca.gov
Comments and questions may be emailed before, during, and after this workshop.

Please visit CalRecycle's [Greenhouse Gas Reduction Grant and Loan Programs](#) web page for additional information.

Next Monthly Public Meeting

November 21, 2017

December 19, 2017

www.calrecycle.ca.gov/PublicMeeting/

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: December 6, 2017

Corte Madera: To: Local Task Force Members

County of Marin: From: Steve Devine, Program Manager

Fairfax:

Larkspur: Re: Reports from LTF Members

Mill Valley: LTF membership is comprised of four categories:

Novato: 1. Hauler/Facilities

Ross: 2. Special Districts that Franchise Solid Waste

San Anselmo: 3. Environmental Organizations

San Rafael: 4. Public Members

Sausalito: • County

Tiburon: • San Rafael

• Novato

• Ross Valley Cities

• Southern Marin Cities

To better identify information to share with and support the JPA Board, LTF Members are encouraged to share information in particular that is relevant to their area of expertise or representation.

Recommendation

Receive oral reports from LTF Members. Information only.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

LTF Roster

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

Recommendation

Receive reports from Members. Information only.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: December 6, 2017

Corte Madera: To: Local Task Force Members

County of Marin: From: Steve Devine, Program Manager

Fairfax:

Larkspur: Re: Update from Staff on Recent and Ongoing Activities

Mill Valley: Staff will provide an update on recent and ongoing activities.

Novato: **Recommendation**

Ross: Receive oral report. Information Only.

San Anselmo:

San Rafael:

Sausalito:

Tiburon: *F:\Waste\JPA\JPA Agenda Items\LTF 171206\MS Word Versions\6. Staff Updates AR.docx*

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: December 6, 2017

Corte Madera: To: Local Task Force Members

County of Marin: From: Steve Devine, Program Manager

Fairfax:

Larkspur: Re: LTF Member Attendance Log

Mill Valley: Per direction from the LTF, the following attendance log is maintained and published in each LTF agenda.

Novato:

Ross: At your August meeting, the group asked Staff to research and develop a draft policy addressing attendance and membership on the LTF for consideration by the JPA Board. Staff provided a draft policy at your October meeting and the group asked that that draft be agendized as an Action Item at this meeting. In addition, per the LTF, a solicitation was made to the membership for possible alternatives (see attached). No alternatives were submitted.

San Anselmo:

San Rafael:

Sausalito:

Tiburon: The attached draft attendance policy (contained in Section 6 of the attached "LTF Procedures" document) provides for the opportunity for most, but not all, of the current members who could be impacted by such a policy to ensure continued membership. As previously noted, Staff has no desire to "cherry pick" LTF members – on or off the LTF – and so any such policy and attendance requirement thresholds are up to the LTF to develop itself for recommendation to the JPA Board.

Recommendation

Consideration of Adoption of a Motion to submit an updated "LTF Procedures" document with a proposed attendance policy for consideration by the JPA Board of Directors at their next meeting.

Attachment:

1. Updated LTF Procedures Document with New Attendance Section 6 and Slightly Edited Section 3.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Representative	Oct 17	Aug 17	Apr 17	Feb 17	Jan 17	Oct 16	Aug 16	Mar 16	Jan 16	Oct 15	Apr 15	Feb 15
Quorum?	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes
<i>Haulers/Facilities</i>												
Garbarino (MSS)	Yes	Yes	Yes	No	No	No	No	Yes	No	No	Yes	Yes
Iavarone (MVRs)	Yes	Yes	Yes	Yes	No	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Khany (Redwood L.)	Yes	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes
Christie (BCRS) Alt	No	No	Yes	No	No	No	No	No	No	No	No	No
<i>Special Districts</i>												
Greenfield (LGVSD)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Johnson (Nov. San.)	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Schriebman (LGVSD) Alt	No	No	Yes	No	No	No	No	No	No	No	No	No
Vacant	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<i>Environmental Orgs</i>												
Haskell (Sierra)	No	No	No	No	No	No	No	No	No	No	No	No
Kies (Sustainable Novato)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Pardi (NatureBridge)	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
<i>Public Members</i>												
Bartshire (SR)	No	No	No	Yes	No	No	No	No	No	No	Yes	n/a
Goddard (Ross Valley)	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes
Green (County)	No	Yes	Yes	No	Yes	Yes	No	Yes	No	No	Yes	No
Irwin (Southern Marin)	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes
McCarron (Novato City)	No	Yes	No	No	No	No	Yes	No	Yes	No	Yes	No

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

SECTION 1 – SUMMARY OF PURPOSES AND RESPONSIBILITIES

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

SECTION 2 – MEMBERSHIP

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

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

SECTION 3 – MEETINGS

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

SECTION 4 – QUORUM, VOTING, AND RULES OF ORDER

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

SECTION 5 – ELECTION OF OFFICERS, TERM, AND DUTIES

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

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

CHAIR'S DUTIES

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

VICE-CHAIR'S DUTIES

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

SECTION 6 – ATTENDANCE

To effectively carry out its role as an advisory body to the JPA Board it is necessary for the LTF to have consistent participation from the various stakeholder categories that comprise the LTF membership. Accordingly, to make LTF seats available to the stakeholder community – when an LTF member is unable to participate in less than 50% of the most recent ten meetings, for whatever reason, that member shall vacate that seat and the JPA shall publicize the availability of the seat, for the seats it oversees (or notify the public appointing agency of the opportunity to appoint a new member for the five public agency appointed seats). Members who leave the LTF for any reason are free to reapply for a seat. This Section 6 becomes effective six months after adoption by the JPA Board.

Devine, Steve

From: Devine, Steve
Sent: Tuesday, October 31, 2017 4:57 PM
Subject: Emailing: LTF Procedures - Attendance Update.doc
Attachments: 8. LTF log.pdf; LTF Procedures - Attendance Update.doc

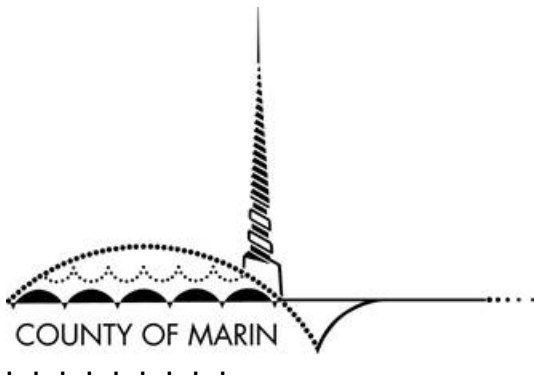
Hello LTF Members:

Please recall, that per direction from the Local Task Force a draft, revised "LTF Procedures" document was presented at your last meeting which incorporates a new policy regarding LTF meeting attendance and membership.

An Action Item will appear on the LTF's December 6th Agenda for your consideration to vote on a recommendation for the JPA Board to consider an updated LTF Procedures document.

To that end, if you would like to tender an alternative to be included in the 12/6 LTF Agenda Package please email that to me by COB 11-17. To facilitate this, please find an MS Word version of the LTF Procedures document that appeared in your 10-4 Agenda Package. If you submit a document to be included in the package, please "seal it up" in PDF format so that your version is properly presented. Also for your reference is the most recent LTF Attendance Log.

Thank you,
Steve



Steve Devine
Program Manager
County of Marin | Dept Public Works
Waste Management Division | CUPA
1600 Los Gatos Drive, Suite 210, San Rafael, CA 94903 | P.O. Box 4186, San Rafael, CA 94913-4186
P: (415) 473-2711 | F: (415) 473-2391
sdevine@marincounty.org

Join Marin County's move to Zero Waste!
Visit www.zerowastemarin.org

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: December 6, 2017

Corte Madera: To: Local Task Force Members

County of Marin: From: Steve Devine, Program Manager

Fairfax: Re: 2018 LTF Meeting Schedule

Larkspur:

Mill Valley: The AB 939 Local Task Force (LTF) meets on the first Wednesday of a month from 8:30 a.m. to 10:00 a.m. The schedule of which particular months the group meets – needs to be determined.

Novato:

Ross: The JPA Board of Directors/Executive Committee typically meets four times per year with additional subcommittee meetings.

San Anselmo:

San Rafael: For reference, the Sonoma and Santa Clara LTFs meet six times per year, Solano five, Napa four, and Alameda, Contra Costa, San Francisco and San Mateo only on an as-needed basis. Staff suggests that a meeting in May can be useful for the LTF to consider the JPA Board/Executive Committees thoughts on the proposed FY 18/19 budget. Following are options to help facilitate scheduling:

Sausalito:

Tiburon:

<i>First Wed</i>	<i>Option A "Quarterly"</i>	<i>Option B 'Bi-Monthly'</i>	<i>Option C "Select"</i>	<i>Option D "Other/TBD"</i>
Feb 7	Feb 7	Feb 7	Feb 7	
Mar 7				
Apr 4		Apr 4	Apr 4	
May 2	May 2		May 2	
Jun 6		Jun 6		
Jul 4				
Aug 1	Aug 1	Aug 1	Aug 1	
Sep 5				
Oct 3		Oct 3	Oct 3	
Nov 7	Nov 7			
Dec 5		Dec 5	Dec 5	
# of Meetings	4	6	6	TBD

Recommendation

Adopt a Motion establishing the LTF meeting schedule for 2018.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: December 6, 2017

Corte Madera: To: Local Task Force Members

County of Marin: From: Steve Devine, Program Manager

Fairfax: Re: LTF 2017 Subcommittees Reports

Larkspur:

Mill Valley: At your February meeting the LTF established three Subcommittees for 2017:

Novato:

Ross: 1). Schools,
2). Organics and

San Anselmo: 3). Extended Producer Responsibility.

San Rafael: Additionally, at the meeting, the LTF identified interest in the Subcommittees from the following:

Sausalito:

Tiburon: Schools: LTF Members: Goddard, Khany, Iavarone, and Pardi. Others: Kim Scheibly suggested Izzy Parnell from MSS.

Organics: LTF Members: Kies, Irwin, Iavarone, Khany. Others: Scheibly.

Extended Producer Responsibility: LTF Members: Johnson. Others: Kim Scheibly suggested Kathy Wall from MSS.

Recommendation
Receive reports from Subcommittees.

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