

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Executive Committee Meeting
April 26, 2018
Central Marin Police Authority
250 Doherty Drive, Larkspur, CA
9:00 – 10:00 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.

Consent Calendar

1. Executive Committee Meeting Notes from April 27, 2017. (Information)
2. Receive and File Audit and Financial Statement for Year Ending June 30, 2017 (Action)
3. Receive and File Five Year Regional Agency Integrated Waste Management Plan Review Report (Action)

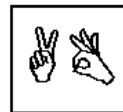
Regular Agenda

4. Open Time for Public Comment
5. Report on Activities from the JPA Local Task Force (Information)
6. Presentation by R3 Consulting on the Material Flow and Capacity Analysis Project (Information)
7. Proposed FY 18-19 Budget and Assessment Schedule (Action)

The next meeting will be the JPA Board Meeting on May 24, 2018 at 9:00 a.m.

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

F:\Waste\JPA\EXCOM\AGENDA\18-04-26.doc
4/20/2018 2:43 PM



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

MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

Executive Committee Meeting
Thursday April 27, 2017
Central Marin Police Authority
250 Doherty Drive, Larkspur
9:00 – 9:30 AM

MEETING NOTES

Note: Due to an administrative issue, formal Minutes from this meeting will not be available and the Executive Committee is not being asked to approve them. The following notes are being provided as a summary of the meeting.

Minutes

1. Executive Committee Meeting Minutes from April 28, 2016

The Meeting Minutes for the April 28, 2016 Executive Committee Meeting were approved. M/s to approve the Minutes. The motion passed unanimously.

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 (Action)

M/s to Receive and File the Report. The motion passed unanimously.

4. Report on Activities of the JPA Local Task Force (Information)

No LTF Members were present to provide an update. Information only.

5. Updates from Staff on Recent and Ongoing Activities (Information)

The Board received an oral report from Staff which included updates on a Tire Recycling Amnesty Day Event on May 20, a Toxics Away Day in Point Reyes Station on May 6, and National Prescription Take Back Day on April 29 with nine participating locations in Marin. Information only.

6. Proposed FY 17-18 Budget and Assessment Schedule (Action)

Staff reviewed the budget setting process which was set by the Board at its February 23 meeting. On April 11 the Budget Subcommittee of Toy and Hymel, along with Alternate Eilerman provided direction to Staff on the Draft Budget. The Executive Committee discussed the Draft Budget, had question for Staff. M/s to recommend the Budget be presented for consideration by the full Board at its May 25, 2017 Meeting.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Craig Middleton

Date: April 26, 2018

Corte Madera:
Todd Cusimano

To: JPA Executive Committee

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Audit and Financial Statements for Year Ending June 30, 2017

Larkspur:
Dan Schwarz

Attached is a transmittal letter from Maher Accountancy to the Marin County Hazardous and Solid Waste Joint Powers Authority Board of Directors dated January 26, 2018 regarding the annual audit for the Fiscal Year ending June 30, 2017. There are no material findings of concern in the Audit.

Mill Valley:
Jim McCann

Also attached for your review is the subject Financial Statement and Auditor's Report, for the JPA, for the year ending June 30, 2017.

Novato:
Regan Candelario

Ross:
Joe Chinn

A representative from Maher Accounting will be at this meeting to address any questions.

San Anselmo:
David Donery

RECOMMENDATION

Adopt a Motion to receive and file the attached Financial Statement and Auditor's Report for the year ending June 30, 2017.

San Rafael:
Jim Schutz

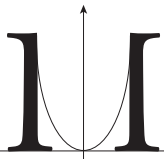
Attachments:

Sausalito:
Adam Politzer

1. Independent Auditors' General Communication to Board Dated January 25, 2018 from Maher Accountancy.
2. Financial Statements and Auditors' Report Year Ended June 30, 2017.

Tiburon:
Greg Chanis

*F:\Waste\JPA\JPA Agenda Items\ExCom 180426\Item 2 - Audit Transmittal Staff Report.doc
4/19/2018 9:50 AM*



Independent Auditors' General Communication to Board

January 26, 2018

To the Board of Directors
Marin County Hazardous & Solid Waste Management Authority

We have audited the financial statements of the Marin County Hazardous & Solid Waste Management Authority for the year ended June 30, 2017, and have issued our report thereon January 26, 2017. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 18, 2017, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Marin County Hazardous & Solid Waste Management Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no significant estimates used in preparing the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit except that requested documentation was not available during the fall when audit procedures were planned. We recommended to management that expenditures should be grouped so as to compare to amounts authorized in the budget approved by the Board.



Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Because the Authority's general ledger is maintained for each fund according to the modified accrual basis of accounting, we recommended adjustments to allow for the presentation of the government-wide financial statements on the full accrual basis since generally accepted accounting principles require that both presentations be made in the financial statements. The significant adjustments recommended for fiscal 2016-17 involved (a) recording prior year adjustments that were not implemented in the financial statements, (b) record grant income which was previously deferred, (c) record current year expenses posted in the subsequent year, (d) several reclassifications between expenditure accounts and, (e) record an inter-fund payable and receivable related to an expenditure from an incorrect fund.

Any other misstatements detected as a result of audit procedures and corrected by management were immaterial, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 26, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Board of Directors and management of Marin County Hazardous & Solid Waste Management Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

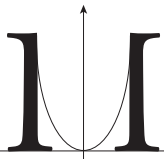
Maher Accountancy



FINANCIAL STATEMENTS AND AUDITORS' REPORT
YEAR ENDED JUNE 30, 2017

TABLE OF CONTENTS

Independent Auditors' Report	1
Management's Discussion and Analysis	3
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	7
Statement of Activities	8
Fund Financial Statements:	
Balance Sheet	9
Statement of Revenues, Expenditures, and Changes in Fund Balances	10
Notes to the Basic Financial Statements	11
Required Supplemental Information:	
Budget Comparison Schedules:	
Countywide Waste Management Program (CWM)	18
Household Hazardous Waste Program (NNO)	19
Zero Waste Program	20



INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Marin County Hazardous & Solid Waste
Management Authority

We have audited the accompanying financial statements of the Marin County Hazardous & Solid Waste Management Authority (the Authority) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of June 30, 2016, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Maher Accountancy

San Rafael, California

January 26, 2018

**Marin County Hazardous & Solid Waste
Management Authority
P.O. Box 4186
San Rafael, CA 94913**

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis provides an overview of the Marin County Hazardous & Solid Waste Management Authority (the Authority) financial activities for the fiscal year ended June 30, 2017. Please read it along with the Authority's financial statements, which begin on page 7.

FINANCIAL HIGHLIGHTS

The Authority's net position was \$1,081,000, an increase of \$43,000 over the prior year. Total revenues increased by \$205,000 and total expenses increased by \$387,000.

Budgetary comparison schedules are found starting on page 18. When comparing actual activity with budgeted, those schedules indicate the actual net increase in fund balance exceeded the planned increase by \$56,000 in the Administrative (general) fund and by \$83,000 for the Household Hazardous Waste Management fund. The increase in the Zero Waste Fund was \$3,000 less than was planned.

USING THIS ANNUAL REPORT

This annual report consists of financial statements for the Authority as a whole. The statement of net position and the statement of activities provide information about the activities of the Authority as a whole and present a long-term view of the Authority's finances. The fund financial statements present a short-term view of the Authority's activities (they include only current assets expected to be collected in the very near future and liabilities expected to be paid in the very near future). Presently, the Authority does not have any differences between the basic financial statements (statement of net position and statement of activities) and the fund financial statements (balance sheet and statement of revenues, expenditures and changes in fund balance).

THE AUTHORITY AS A WHOLE

One important question asked about the Authority's finances is, "Is the Authority better or worse off as a result of the year's activities?" The information in the government-wide financial statements helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the basis of accounting used by most private-sector companies. The change in *net position* (the difference between total assets and total liabilities) over time is one indicator of whether the Authority's financial health is improving or deteriorating. However, one must consider other nonfinancial factors in making an assessment of the Authority's health, such as changes in the economy and changes in the Authority's boundaries, etc. to assess the *overall* health of the Authority.

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

Changes in the Authority's net position were as follows:

	<u>2017</u>	<u>2016</u>	<u>Increase (decrease)</u>
Total assets	\$ 1,708,282	\$ 1,226,063	\$ 482,219
Total liabilities	<u>627,407</u>	<u>187,810</u>	<u>439,597</u>
Net position:			
Restricted	892,459	893,069	(610)
Unrestricted	<u>188,416</u>	<u>145,184</u>	<u>43,232</u>
Total net position	<u><u>\$ 1,080,875</u></u>	<u><u>\$ 1,038,253</u></u>	<u><u>\$ 42,622</u></u>

The Authority's net position remained relatively consistent with the prior year. The increase in liabilities as compared to 2016 was due to a difference in the timing of payment to the City of San Rafael for the Household Hazardous Waste program and other vendors.

Changes in the Authority's revenues were as follows:

	<u>2017</u>	<u>2016</u>	<u>Increase (Decrease)</u>
General revenues:			
Investment earnings	\$ 5,811	\$ 1,416	\$ 4,395
Program revenues:			
Solid waste management fees	3,356,376	3,078,045	278,331
Operating grant - State of California	53,728	111,874	(58,146)
Grant from County of Marin	-	18,841	(18,841)
Miscellaneous	10	755	(745)
Investment earnings	<u>458</u>	<u>885</u>	<u>(427)</u>
Total program revenue	<u>3,410,572</u>	<u>3,210,400</u>	<u>200,172</u>
Total revenues	<u><u>\$ 3,416,383</u></u>	<u><u>\$ 3,211,816</u></u>	<u><u>\$ 204,567</u></u>

Fees from haulers and facility operators increased from 2016 primarily to an increase of tonnage received from Sonoma County. The Authority's revenue from the reimbursable Oil Payment Program Grant (OPP) was lower than 2016 corresponding to lower program expenditures. The OPP grant revenue covers collection and recycling costs for used oil and oil filters and is administered by the California Department of Resources Recycling and Recovery (CalRecycle).

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT AUTHORITY

Changes in the Authority's expenses and net assets were as follows:

	2017	2016	Increase (decrease)
Administration	\$ 424,783	\$ 436,101	\$ (11,318)
Household Harardous Waste program	1,970,651	1,864,785	105,866
Zero Waste program	978,327	685,522	292,805
Total expenses	3,373,761	2,986,408	387,353
Less program revenues	3,410,572	3,210,400	200,172
Net revenue (expenses)	36,811	223,992	(187,181)
General revenues	5,811	1,416	4,395
Change in net position	\$ 42,622	\$ 225,408	\$ (182,786)

Program costs included an increase of \$135,000 in the Household Hazardous Waste program administered by San Rafael Fire Department and a decrease of \$50,000 in expenditures related to the Oil Payment Program grant. The expenses for the Zero Waste Program reflected the increased intensity of this program and included an increase of \$128,000 in grants to member agencies.

FUND FINANCIAL STATEMENTS

The fund financial statements provide detailed information about the Authority's funds - the general fund and special revenue fund.

The fund financial statements provide a short-term view of the Authority's operations. They are reported using an accounting basis called *modified accrual* which measures amounts using only cash and other short-term assets and liabilities (receivables and payables) that will soon be converted to cash or will soon be paid with cash.

CAPITAL ASSET AND DEBT ADMINISTRATION

The Authority does not own any capital assets nor does it have any debt. The Authority shares office space with the Marin County Public Works Department.

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT AUTHORITY

THE FUTURE OF THE AUTHORITY

With a growing awareness of our society's environmental impacts, the public has shown an increasing interest in recycling, reuse, waste reduction and hazardous materials programs. The incremental increase in products that are legislatively banned from landfill disposal and public requests for expansion of green programs demonstrates the growing demand for a greater scope of environmental services in the future. The JPA's goal of Zero Waste by 2025 will require substantial coordination of solid waste services, outreach programs, infrastructure, and regulation in the future.

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to the address on our letterhead.

Respectfully submitted,

Steve Devine

Steve Devine, Manager

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

**STATEMENT OF NET POSITION
AS OF JUNE 30, 2017**

ASSETS

Cash	<u>\$ 1,708,282</u>
Total assets	<u>1,708,282</u>

LIABILITIES

Accounts payable and accrued expenses	600,487
Unearned revenue	<u>26,920</u>
Total liabilities	<u>627,407</u>

NET POSITION

Restricted for Household Hazardous Waste program	639,382
Restricted for Zero Waste program	253,077
Unrestricted	<u>188,416</u>
Total net position	<u><u>\$ 1,080,875</u></u>

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

**STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2017**

	General	Household Hazardous Waste Program	Zero Waste Program	Total
EXPENSES				
Contract staff and support	\$ 361,010	\$ 157,412	\$ 234,664	\$ 753,086
Services and supplies	63,773	1,813,239	743,663	2,620,675
Total expenditures/expenses	<u>424,783</u>	<u>1,970,651</u>	<u>978,327</u>	<u>3,373,761</u>
PROGRAM REVENUES				
Waste management fees	462,194	1,911,252	982,930	3,356,376
Operating grants - State of California	-	53,728	-	53,728
Grant from County of Marin	-	-	-	-
Miscellaneous income	10	-	-	10
Investment earnings	-	925	(467)	458
Total program revenue	<u>462,204</u>	<u>1,965,905</u>	<u>982,463</u>	<u>3,410,572</u>
GENERAL REVENUES				
Investment earnings				<u>5,811</u>
Change in net position				42,622
NET POSITION:				
Net Position at June 30, 2016				<u>1,038,253</u>
Net Position at June 30, 2017				<u><u>\$ 1,080,875</u></u>

The accompanying notes are an integral part of these financial statements.

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

**BALANCE SHEET
YEAR ENDED JUNE 30, 2017**

	Countywide Waste Management (General Fund)	Household Hazardous Waste (Special Revenue Fund)	Zero Waste (Special Revenue Fund)	Total
ASSETS				
Cash	\$ 200,632	\$ 1,106,856	\$ 400,794	\$ 1,708,282
Due from other funds	-	9,334	-	9,334
Total assets	<u>\$ 200,632</u>	<u>\$ 1,116,190</u>	<u>\$ 400,794</u>	<u>\$ 1,717,616</u>
LIABILITIES				
Accounts payable and accrued expenses	\$ 12,216	\$ 449,888	\$ 138,383	\$ 600,487
Unearned Revenue	-	26,920	-	26,920
Due to other funds	-	-	9,334	9,334
	<u>12,216</u>	<u>476,808</u>	<u>147,717</u>	<u>636,741</u>
FUND BALANCES				
Fund balances:				
Assigned	-	639,382	253,077	892,459
Unassigned	188,416	-	-	188,416
Total fund balance	<u>188,416</u>	<u>639,382</u>	<u>253,077</u>	<u>1,080,875</u>
Total liabilities and fund balances	<u>\$ 200,632</u>	<u>\$ 1,116,190</u>	<u>\$ 400,794</u>	<u>\$ 1,717,616</u>

The accompanying notes are an integral part of these financial statements.

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

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2017**

	Countywide Waste Management (General Fund)	Household Hazardous Waste (Special Revenue Fund)	Zero Waste (Special Revenue Fund)	Total
REVENUES				
Solid waste management fees	\$ 462,194	\$ 1,911,252	\$ 982,930	\$ 3,356,376
Operating grants - State of California	-	53,728	0	53,728
Grant - County of Marin				-
Miscellaneous income	10	-	0	10
Investment earnings	5,811	925	(467)	6,269
Total revenues	468,015	1,965,905	982,463	3,416,383
EXPENDITURES				
Contract staff and support	361,010	157,412	234,664	753,086
Services and supplies:	63,773	1,813,239	743,663	2,620,675
Total expenditures	424,783	1,970,651	978,327	3,373,761
Net change in fund balance	43,232	(4,746)	4,136	42,622
Fund balance at June 30, 2016	145,184	644,128	248,941	1,038,253
Fund balance at June 30, 2017	\$ 188,416	\$ 639,382	\$ 253,077	\$ 1,080,875

The accompanying notes are an integral part of these financial statements.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

The Marin County Hazardous & Solid Waste Management Authority was formed under a joint powers agreement between the County of Marin and eleven cities and towns within Marin County. The purpose of Authority is to administer and enforce hazardous waste and solid waste management plans, as mandated by State Law.

The governing board of the Authority consists of one appointed official from each of the member agencies. The Authority has contracted with Marin County Department of Public Works for administrative services and the City of San Rafael for Hazardous Waste management services.

INTRODUCTION

The Authority's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations.).

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE STATEMENTS

The Authority's basic financial statements include both government-wide (reporting the Authority as a whole) and fund financial statements (reporting the Authority's major funds).

In the government-wide Statement of Net Position, the Authority's activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net position is reported in two parts: (1) restricted net position and (2) unrestricted net position. Net position for particular programs are deemed to be restricted.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE STATEMENTS (Continued)

The government-wide Statement of Activities reports both the gross and net cost of the Authority's function. The function is supported by general government revenues. The Statement of Activities reduces gross expenses by related program revenues.

The net costs (by function) are normally covered by general revenues.

The government-wide focus is more on the sustainability of the Authority as an entity and the change in the Authority's net position resulting from the current year's activities.

FUND FINANCIAL STATEMENTS

The financial transactions of the Authority are reported in individual funds in the fund balancing accounts that comprise its assets, liabilities, assigned or unassigned resources, fund balance, revenues and expenditures.

All the Authority's funds are government fund types. The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial positions (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Authority:

General fund - accounts for the Authority's general operations and administrative activities.

Special revenue funds:

Household Hazardous Waste fund - accounts for hazardous waste disposal for households provided primarily through Marin Sanitary Service (via a contract with City of San Rafael Fire Department) and Novato Sanitary District.

Zero Waste fund - accounts for the program to reduce and eliminate waste and obtains its resources from JPA tipping fees.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

ACCRUAL:

The governmental activities in the governmental-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

MODIFIED ACCRUAL:

The government fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

There were no differences between the two bases of accounting for the year ended June 30, 2017.

FINANCIAL STATEMENT AMOUNTS

CASH AND CASH EQUIVALENTS:

The Authority has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with fiscal agent (County of Marin).

EQUIPMENT AND INFRASTRUCTURE

It is the Authority's policy to record purchases of items of furniture and equipment costing \$1,000 or less as office supplies. Items in excess of \$1,000 are classified as capital outlay or capitalized. As of June 30, 2017, no equipment purchases have met the capitalization criteria.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

INTERFUND BALANCES

From time-to-time, one fund will receive revenue or make expenditures related to another fund's activity. Any such transactions that are yet to be reimbursed at year-end are reported on the fund balance sheet as due from or due to other funds.

BUDGET

Both the original budget and the final budget (if changes were adopted) are included in these financial statements as approved by the Board of Directors. The budgetary basis is the modified accrual basis of accounting.

FUND BALANCE:

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Authority is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned. Following is a description of the components applicable to the Authority:

Assigned – This component consists of amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, Manager or their designee.

Unassigned – This classification represents amounts that have not been restricted, committed or assigned to specific purposes within the general fund.

2. CASH

The Authority maintains all of its cash in the County of Marin pooled investment fund for the purpose of increasing interest earnings through pooled investment activities. The Authority's position in the pool is the same as the value of the pool shares. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund. This pool, which is available for use by all funds, is displayed in the financial statements as "Cash."

The County Pool includes both voluntary and involuntary participation from external entities. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

2. CASH (continued)

The County's investment pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County's investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust. The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

INTEREST RATE RISK

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2017, the County's investment pool had a weighted average maturity of 231 days.

For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

CREDIT RISK

State law and the County's Investment Policy limits investments in commercial paper, corporate bonds, and medium-term notes to the rating of "A" or higher as provided by Moody's Investors Service or Standard & Poor's Corporation. The County's Investment Policy limits investments purchased by Financial Institution Investment Accounts, a type of mutual fund, to United States Treasury and Agency obligations with a credit quality rating of "AAA."

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

2. CASH (continued)

CONCENTRATION OF CREDIT RISK

The following is a summary of the concentration of credit risk by investment type as a percentage of each pool's fair value at June 30, 2017.

Investments in Investment Pool	<u>Percent of Portfolio</u>
Federal agency - discount	70%
Federal agency - coupon	28%
Money market funds	<u>2%</u>
	<u><u>100%</u></u>

CUSTODIAL CREDIT RISK

For investments and deposits held with safekeeping agents, custodial credit risk is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or deposits that are in the possession of an outside party. At year end, the County's investment pool had no securities exposed to custodial credit risk.

LOCAL AGENCY INVESTMENT FUND

The County Treasurer's Pool maintains an investment in the State of California Local Agency Investment Fund (LAIF), managed by the State Treasurer. This fund is not registered with the Securities and Exchange Commission as an investment company, but is required to invest according to California State Code. Participants in the pool include voluntary and involuntary participants, such as special districts and school districts for which there are legal provisions regarding their investments. The Local Investment Advisor Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State statute.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2017**

3. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; and errors and omissions. During the year, the Authority purchased liability insurance with limits of \$2,000,000 and a deductible of \$1,000.

4. RELATED PARTY TRANSACTIONS

The County of Marin is a member to the Authority. The County Public Works Department provided staffing for the Authority for a fee of \$753,000 for the year. Additionally, the Authority paid the County of Marin \$17,000 for rent and \$6,000 for financial services.

The Authority incurred expenditures of \$1,559,000 under a contract with the City of San Rafael (a member government) to operate its household waste program. As of June 30, 2017, accrued expenses to the City of San Rafael amounted to \$293,000.

As part of the various programs managed by the Authority, payments are made to various members for grants and contracts. During the year the Authority made payments of \$363,000 to its members.

5. COMMITMENT

In February 2013, the Authority and County of Marin entered into an agreement where the County will provide the Authority staffing. The agreement has an expiration date of June 30, 2020 with provisions to extend the date by mutual agreement, or cancel by either party with 180 days written notice. The cost of the agreement will be based on annual budgets adopted by the Authority. The budgeted cost for fiscal 2016-17 is approximately \$761,000.

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

**BUDGET COMPARISON SCHEDULE
COUNTYWIDE WASTE MANAGEMENT PROGRAM
GENERAL (ADMINISTRATIVE) FUND
YEAR ENDED JUNE 30, 2017**

	Original and Final Budget	Actual	Variance Over (Under)
REVENUES:			
Waste management fees	\$ 462,194	\$ 462,194	\$ -
Operating grant - State of California	-	-	-
Miscellaneous income	-	10	10
Investment earnings	1,500	5,811	4,311
Total revenues	463,694	468,015	4,321
EXPENDITURES:			
Contract staff and support	361,010	361,010	-
Services and supplies:			
Legal	7,500	-	(7,500)
Accounting and audit fees	13,500	13,360	(140)
Insurance	18,000	17,369	(631)
Equipment repairs & maintenance	1,000	-	(1,000)
Rent	16,941	16,941	-
Training	1,500	1,200	(300)
Mileage and routine travel	600	81	(519)
Outreach	37,250	-	(37,250)
New State reporting	7,500	-	(7,500)
Supplies and reproduction	5,500	-	(5,500)
County financial service	5,850	5,904	54
Miscellaneous	-	495	495
Memberships	-	8,423	8,423
Total services and supplies	115,141	63,773	(51,368)
Total expenditures	476,151	424,783	(51,368)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$ (12,457)</u>	43,232	<u>\$ 55,689</u>
Fund balance as of June 30, 2016		145,184	
Fund balance as of June 30, 2017		<u>\$ 188,416</u>	

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

**BUDGET COMPARISON SCHEDULE
HOUSEHOLD HAZARDOUS WASTE PROGRAM
SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2017**

	Original and Final Budget	Actual	Variance Over (Under)
REVENUES:			
Solid waste management fees	\$ 1,911,252	\$ 1,911,252	\$ -
State aid - OPP	82,000	53,728	(28,272)
Investment earnings	<u>500</u>	<u>925</u>	<u>425</u>
Total revenues	1,993,752	1,965,905	(27,847)
EXPENDITURES:			
Contract staff and support	157,412	157,412	-
HHW oversight	156,515	134,544	(21,971)
MRRRA contract	1,474,291	1,425,114	(49,177)
Novato HHW grant	32,575	32,575	-
Bulb and battery program	100,000	88,150	(11,850)
Legal	2,500	1,917	(583)
Miscellaneous	-	1,211	1,211
Sharps program	76,000	76,000	-
Oil Payment Program	<u>82,000</u>	<u>53,728</u>	<u>(28,272)</u>
Total expenditures	<u>2,081,293</u>	<u>1,970,651</u>	<u>(110,642)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$ (87,541)</u>	(4,746)	<u>\$ 82,795</u>
Fund balance June 30, 2016		<u>644,128</u>	
Fund balance June 30, 2017		<u>\$ 639,382</u>	

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

**BUDGET COMPARISON SCHEDULE
ZERO WASTE PROGRAM
SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2017**

	Original and Final Budget	Actual	Variance Over (Under)
REVENUES:			
Waste management fees	\$ 982,930	\$ 982,930	\$ -
Investment earnings	500	(467)	(967)
Total revenues	<u>983,430</u>	<u>982,463</u>	<u>(967)</u>
EXPENDITURES:			
Contract staff and support	234,664	234,664	-
Services and supplies:			
Legal	2,000	-	(2,000)
Development	40,000	29,356	(10,644)
Outreach	200,000	236,501	36,501
Schools	150,000	147,817	(2,183)
Total services and supplies	<u>392,000</u>	<u>413,674</u>	<u>21,674</u>
Zero Waste grants	350,000	329,989	(20,011)
Total expenditures	<u>976,664</u>	<u>978,327</u>	<u>1,663</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$ 6,766</u>	4,136	<u>\$ (2,630)</u>
Fund balance as of June 30, 2016		<u>248,941</u>	
Fund balance as of June 30, 2017		<u>\$ 253,077</u>	

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Craig Middleton

Date: April 26, 2018

Corte Madera:
Todd Cusimano

To: Executive Committee Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Five Year Regional Agency Integrated Waste Management Plan
Review Report

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

Novato:
Regan Candelario

Ross:
Joe Chinn

San Anselmo:
David Donery

San Rafael:
Jim Schutz

Sausalito:
Adam Politzer

Tiburon:
Greg Chanis

To implement the California Integrated Waste Management Act (AB 939, Sher, Chapter 1095, Statutes of 1989 as amended [IWMA]), counties were required to prepare and submit to the California Integrated Waste Management Board (effective January 1, 2010, the Department of Resources Recycling and Recovery, or CalRecycle) a Countywide Integrated Waste Management Plan (CIWMP). This plan includes the Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), and Nondisposal Facility Element (NDFE) for each jurisdiction in the county, and a Countywide Siting Element (SE) and Summary Plan (SP) for the county. Similarly, if regional agencies are formed, the Regional Agency Integrated Waste Management Plan (RAIWMP) includes all applicable regional planning documents.

The waste management plan addresses waste management conditions within the respective county or regional agency. It also provides an overview of the actions that will be taken to achieve the 50 percent equivalent per capita disposal target and to maintain 15-year disposal capacity. Statute requires that the elements comprising the waste management plan be reviewed every five years after the original plan's approval date, and be revised, if necessary. Therefore, the focus of the five-year review is to determine if these planning documents are still adequate or should be revised.

The California Code of Regulations, Title 14, Chapter 9, Article 8, states the requirements of the 5 Year Integrated Waste Management Plan Review process and specifies the LTF's role in that process. To comply with these statutes and regulations, JPA staff forwarded the Local Task Force (LTF) Marin County's Regional Agency Integrated Waste Management Plan (RAIWMP) in February with a solicitation for comment on areas of concern. The regulations state that the LTF shall submit written comments on areas of the RAIWMP which require revision, if

any, to the regional agency. The deadline for comments was March 1 and three comments were received (attached).

Following the LTF comment period the JPA was responsible for completing and submitting the RAIWMP Review Report to the California Department of Resources Recycling and Recovery (CalRecycle) within 45 days. The report was submitted to CalRecycle on March 12, 2018. The report determines if a revision to the Plan is necessary by reviewing changes in demographics, quantities of waste, funding sources, administrative responsibilities, implementation schedule, capacity, disposal, recycling markets, and the progress of cited programs. Revision to the Plan is necessary by reviewing changes in demographics, quantities of waste, funding sources, administrative responsibilities, implementation schedule, capacity, disposal, recycling markets, and the progress of cited programs.

CalRecycle does not often encourage agencies to revise RAIWMP's and directs local jurisdictions to note changes in program implementation in the Electronic Annual Report submitted annually as that report acts as a more frequent opportunity to provide program updates.

Recommendation

Receive and file report.

Attachment:

1. 2018 Five Year Regional Agency Integrated Waste Management Plan Review Report as Submitted to Cal Recycle.

**FIVE-YEAR REGIONAL AGENCY
INTEGRATED WASTE MANAGEMENT
REVIEW REPORT**

for

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

March 2018

TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>	<u>Page</u>
1.0	COUNTY OR REGIONAL AGENCY INFORMATION	1
2.0	BACKGROUND	3
3.0	LOCAL TASK FORCE REVIEW	3
4.0	TITLE 14, CALIFORNIA CODE of REGULATIONS SECTION 18788 (3) (A) THROUGH (H) ISSUES	3-8
4.1	Changes in Demographics in the Marin County Regional Agency	
4.2	Changes in Quantities of Waste within the Marin County Regional Agency; and Changes in Permitted Disposal Capacity and Quantities of Waste Disposed in the Marin County Regional Agency	
4.3	Changes in Funding Source for Administration of the Siting Element and Summary Plan	
4.4	Changes in Administrative Responsibilities	
4.5	Programs that were Scheduled to be Implemented but were not	
4.6	Changes in Available Markets for Recyclable Materials	
4.7	Changes in the Implementation Schedule	
5.0	OTHER ISSUES	8
6.0	ANNUAL REPORT REVIEW	8
7.0	SUMMARY of FINDINGS	9

Attachment A – LTF Comments

Five-Year CIWMP/RAIWMP Review Report Template

Public Resources Code (PRC) Sections 41770 and 41822, and Title 14, California Code of Regulations (CCR) Section 18788 require that each countywide or regional agency integrated waste management plan (CIWMP or RAIWMP), and the elements thereof, be reviewed, revised if necessary, and submitted to the Department of Resources Recycling and Recovery (CalRecycle) every five years. CalRecycle developed this Five-Year CIWMP/RAIWMP Review Report template to streamline the Five-Year CIWMP/RAIWMP review, reporting, and approval process.

A county or regional agency may use this template to document its compliance with these regulatory review and reporting requirements and as a tool in its review, including obtaining Local Task Force (LTF) comments on areas of the CIWMP or RAIWMP that need revision, if any. This template also can be finalized based on these comments and submitted to CalRecycle as the county or regional agency's Five-Year CIWMP or RAIWMP Review Report.

The Five-Year CIWMP/RAIWMP Review Report Template Instructions describe each section and provide general guidelines with respect to preparing the report. Completed and signed reports should be submitted to the CalRecycle's Local Assistance & Market Development (LAMD) Branch at the address below. Upon report receipt, LAMD staff may request clarification and/or additional information if the details provided in the report are not clear or are not complete. Within 90 days of receiving a *complete* Five-Year CIWMP/RAIWMP Review Report, LAMD staff will review the report and prepare their findings for CalRecycle consideration for approval.

If you have any questions about the Five-Year CIWMP/RAIWMP Review Report process or how to complete this template, please contact your LAMD representative at (916) 341-6199. Mail the completed and signed Five-Year CIWMP/RAIWMP Review Report to:

Dept. of Resources Recycling & Recovery
Local Assistance & Market Development, MS-9
P. O. Box 4025
Sacramento, CA 95812-4025

To edit & customize this template, the editing restrictions (filling in forms) must be disengaged. Select the Review tab, Protect Document, and then Restrict Formatting and Editing (uncheck editing restrictions). There is no password (options). Please contact your LAMD representative at (916) 341-6199 with related questions.

General Instructions: Please complete Sections 1 through 7, and all other applicable subsections. Double click on shaded text/areas () to select or add text.


SECTION 1.0 COUNTY OR REGIONAL AGENCY INFORMATION			
I certify that the information in this document is true and correct to the best of my knowledge, and that I am authorized to complete this report and request approval of the CIWMP or RAIWMP Five-Year Review Report on behalf of:			
County or Regional Agency Name Marin County Hazardous and Solid Waste Management Joint Powers Authority		County(s) [if a RAIWMP Review Report] Marin	
Authorized Signature 		Title Executive Officer	
Type/Print Name of Person Signing Ernest Klock		Date 3/9/2018	Phone (415) 473-6552
Person Completing This Form (please print or type) Judith Silver		Title Senior Planner	Phone (415) 473-4298
Mailing Address 1600 Los Gamos, Suite 210	City San Rafael	State CA	Zip 94903
E-mail Address jsilver@marincounty.org			

TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>	<u>Page</u>
2.0	<u>BACKGROUD</u>	<u>3</u>
3.0	<u>LOCAL TASK FORCE REVIEW</u>	<u>3</u>
4.0	<u>TITLE 14, CALIFORNIA CODE of REGULATIONS</u> <u>SECTION 18788 (3) (A) THROUGH (H) ISSUES</u>	<u>3</u>
4.1	<u>Changes in Demographics in the County or Regional Agency</u>	<u>3</u>
4.2	<u>Changes in Quantities of Waste within the County or Regional Agency; and Changes in Permitted Disposal Capacity and Quantities of Waste Disposed in the County or Regional Agency</u>	<u>4</u>
4.3	<u>Changes in Funding Source for Administration of the Siting Element and Summary Plan</u>	<u>6</u>
4.4	<u>Changes in Administrative Responsibilities</u>	<u>6</u>
4.5	<u>Programs that were Scheduled to be Implemented but were not</u>	<u>7</u>
4.6	<u>Changes in Available Markets for Recyclable Materials</u>	<u>8</u>
4.7	<u>Changes in the Implementation Schedule</u>	<u>8</u>
5.0	<u>OTHER ISSUES (optional)</u>	<u>9</u>
6.0	<u>ANNUAL REPORT REVIEW</u>	<u>9</u>
7.0	<u>REVISION SCHEDULE</u>	<u>9</u>

SECTION 2.0 BACKGROUND

This is the agency's fourth Five-Year Review Report since the approval of the RAIWMP.

The following changes have occurred since the approval of the regional agency's planning documents or the last Five-Year RAIWMP Review Report (whichever is most recent):

- | | |
|---|---|
| <input type="checkbox"/> Diversion goal reduction | <input type="checkbox"/> New city (name(s) _____) |
| <input type="checkbox"/> New regional agency | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Changes to regional agency | |

Additional Information (optional)

SECTION 3.0 LOCAL TASK FORCE REVIEW

- a. In accordance with Title 14 CCR, Section 18788, the Local Task Force (LTF) reviewed each element and plan included in the RAIWMP and finalized its comments
☐ at the _____ LTF meeting. ☒ electronically (fax, e-mail) ☐ other (Explain): _____
- b. The Regional Agency received the written comments from the LTF on March 1, 2018.
- c. A copy of the LTF comments
☒ is included as Appendix A.
☐ was submitted to CalRecycle on _____.

SECTION 4.0 TITLE 14, CALIFORNIA CODE of REGULATIONS SECTION 18788 (3) (A) THROUGH (H)

The subsections below address not only the areas of change specified in the regulations, but also provide specific analyses regarding the continued adequacy of the planning documents in light of those changes, including a determination on any need for revision to one or more of the planning documents.

Section 4.1 Changes in Demographics in the County or Regional Agency

When preparing the RAIWMP Review Report, the county or regional agency must address at least the changes in demographics.

The following resources are provided to facilitate this analysis:

1. Demographic data, including population, taxable sales, employment, and consumer price index by jurisdiction for years up to 2006, are available at:
<http://www.calrecycle.ca.gov/LGCentral/Tools/DivMeasure/JuAdjFac.asp>. Data for years beyond 2006 can be found on the following websites:
 - Population: Department of Finance
 - Taxable Sales: Board of Equalization

- Employment: Employment Development Department Click on the link to Local Area Profile, select the county from the drop down menu, then click on the “View Local Area Profile” button.
 - Consumer Price Index: Department of Industrial Relations
2. The Demographic Research Unit of the California Department of Finance is designated as the single official source of demographic data for State planning and budgeting (e.g., find E-5 City/County Population and Housing Estimates under Reports and Research Papers and then Estimates).
 3. The Department of Finance’s Demographic Research Unit also provides a list of State Census Data Center Network Regional Offices.

Analysis

Upon review of demographic changes since 1998:¹

- ☒ The demographic changes since the development of the RAIWMP do not warrant a revision to any of the regionwide planning documents. Specifically, _____.
- ☐ These demographic changes since the development of the RAIWMP warrant a revision to one or more of the countywide planning documents. Specifically, _____. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

Section 4.2 Changes in Quantities of Waste within the County or Regional Agency; and Changes in Permitted Disposal Capacity and Waste Disposed in the County or Regional Agency

A number of tools to facilitate the analysis and review of such changes in the waste stream are available from the following CalRecycle sources:

1. Various statewide, regional, and local disposal reports are available at <http://www.calrecycle.ca.gov/LGCentral/Reports/DRS/Default.aspx>.
 - a. CalRecycle's Disposal Reporting System tracks and reports the annual estimates of the disposal amounts for jurisdictions in California; additional California solid waste statistics are also available.
 - b. CalRecycle’s Waste Flow by Destination or Origin reports include solid waste disposal, export, and alternative daily cover. They show how much waste was produced within the boundaries of an individual city, or within all jurisdictions comprising a county or regional agency. These data also cover what was disposed at a particular facility or at all facilities within a county or regional agency.
2. The Waste Characterization Database provides estimates of the types and amounts of materials in the waste streams of *individual California jurisdictions* in 1999. For

¹ The year of the data included in the planning documents, which is generally 1990 or 1991.

background information and more recent statewide characterizations, please see <https://www2.calrecycle.ca.gov/WasteCharacterization/Study/>

3. CalRecycle's Countywide, Regionwide, and Statewide Jurisdiction Diversion Progress Report provides both summary and detailed information on compliance, diversion rates/50 percent equivalent per capita disposal target and rates, and waste diversion program implementation for all California jurisdictions. Diversion program implementation summaries are available at <http://www.calrecycle.ca.gov/lgcentral/reports/diversionprogram/jurhist.aspx> and <http://www.calrecycle.ca.gov/lgcentral/reports/diversionprogram/jurhist.aspx>.

Together, these reports help illustrate changes in the quantities of waste within the county or regional agency as well as in permitted disposal capacity. This information also summarizes each jurisdiction's progress in implementing the Source Reduction and Recycling Element (SRRE) and complying with the 50 percent diversion rate requirement (now calculated as the 50 percent equivalent per capita disposal target), see Per Capita Disposal and Goal Measurement (2007 and Later) for details

- ☒ The county or regional agency (if it includes the entire county) continues to have adequate disposal capacity (i.e., equal to or greater than 15 years).
- ☐ The county does not have 15 years remaining disposal capacity within its physical boundaries, but the Siting Element does provide a strategy² for obtaining 15 years remaining disposal capacity.
- ☐ The county does not have 15 years remaining disposal capacity and the Siting Element does not provide a strategy² for obtaining 15 years remaining disposal capacity. See Section 7 for the revision schedule(s).

Analysis

- ☒ These changes in quantities of waste and changes in permitted disposal capacity since the development of the RAIWMP do not warrant a revision to any of the regionwide planning documents. Specifically, _____.
- ☐ These changes in quantities of waste and changes in permitted disposal capacity since the development of the CIWMP warrant a revision to one or more of the planning documents. Specifically, _____. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

The JPA is undertaking a review of the disposal capacity analysis. The analysis will be completed in January 2018.

² Such a strategy includes a description of the diversion or export programs to be implemented to address the solid waste capacity needs. The description shall identify the existing solid waste disposal facilities, including those outside of the county or regional agency, which will be used to implement these programs. The description should address how the proposed programs shall provide the county or regional agency with sufficient disposal capacity to meet the required minimum of 15 years of combined permitted disposal capacity.

Section 4.3 Changes in Funding Source for Administration of the Siting Element (SE) and Summary Plan (SP)

Since the approval of the RAIWMP or the last Five-Year CIWMP Review Report (whichever is most recent), the county experienced the following significant changes in funding for the SE or SP:

■ _____

Analysis

- ☒ There have been no significant changes in funding for administration of the SE and SP or the changes that have occurred do not warrant a revision to any of the regionwide planning documents. Specifically, _____.
- ☐ These changes in funding for the administration of the SE and SP warrant a revision to one or more of the countywide planning documents. Specifically, _____. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

Section 4.4 Changes in Administrative Responsibilities

The region experienced significant changes in the following administrative responsibilities since the approval of the RAIWMP or the last Five-Year RAIWMP Review Report (whichever is most recent):

■ _____

Analysis

- ☒ There have been no significant changes in administrative responsibilities or the changes in administrative responsibilities do not warrant a revision to any of the planning documents. Specifically, _____.
- ☐ These changes in administrative responsibilities warrant a revision to one or more of the planning documents. Specifically, _____. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

Section 4.5 Programs that Were Scheduled to Be Implemented, But Were Not

This section addresses programs that were scheduled to be implemented, but were not; why they were not implemented; the progress of programs that were implemented; a statement as to whether programs are meeting their goals; and if not, what contingency measures are being enacted to ensure compliance with Public Resources Code Section 41751.

1. Progress of Program Implementation

a. SRRE and Household Hazardous Waste Element (HHWE)

- ☒ All program implementation information has been updated in the CalRecycle Electronic Annual Report (EAR), including the reason for not implementing specific programs, if applicable.
- ☐ All program implementation information has not been updated in the EAR. Attachment _____ lists the SRRE and/or HHWE programs selected for implementation, but which

have not yet been implemented, including a statement as to why they were not implemented.

b. Nondisposal Facility Element (NDFE)

☐ There have been no changes in the use of nondisposal facilities (based on the current NDFEs and any amendments and/or updates).

☐ Attachment _____ lists changes in the use of nondisposal facilities (based on the current NDFEs).

c. Countywide Siting Element (SE)

☒ There have been no changes to the information provided in the current SE.

☐ Attachment _____ lists changes to the information provided in the current SE.

d. Summary Plan

☒ There have been no changes to the information provided in the current SP.

☐ Attachment _____ lists changes to the information provided in the current SP.

2. Statement regarding whether Programs are Meeting their Goals

☒ The programs are meeting their goals.

☐ The programs are not meeting their goals. The discussion that follows in the analysis section below addresses the contingency measures that are being enacted to ensure compliance with PRC Section 41751 (i.e., specific steps are being taken by local agencies, acting independently and in concert with _____, to achieve the purposes of the California Integrated Waste Management Act of 1989) and whether the listed changes in program implementation necessitate a revision to one or more of the planning documents. _____

Analysis

☒ The aforementioned changes in program implementation do not warrant a revision to any of the planning documents. Specifically, _____.

☐ Changes in program implementation warrant a revision to one or more of the planning documents. Specifically, _____. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

Section 4.6 Changes in Available Markets for Recyclable Materials

The region experienced changes in the following available markets for recyclable materials since the approval of the RAIWMP or the last Five-Year RAIWMP Review Report (whichever is most recent):

Analysis

☒ There are no significant changes in available markets for recycled materials to warrant a revision to any of the planning documents. Specifically, _____.

☐ Changes in available markets for recycled materials warrant a revision to one or more of the planning documents. Specifically, _____. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

Section 4.7 Changes in the Implementation Schedule

The following addresses changes to the region's implementation schedule that are not already addressed in Section 4.5:

Analysis

- ☒ There are no significant changes in the implementation schedule to warrant a revision to any of the planning documents. Specifically, _____.
- ☐ Changes in the implementation schedule warrant a revision to one or more of the planning documents. Specifically, _____.

Additional Analysis (optional)

Note: Consider for each jurisdiction within the county or regional agency the changes noted in Sections 4.1 through 4.7 and explain whether the changes necessitate revisions to any of the jurisdictions' planning documents.

SECTION 5.0 OTHER ISSUES OR SUPPLEMENTARY INFORMATION (optional)

The following addresses any other significant issues/changes in the region and whether these changes affect the adequacy of the RAIWMP to the extent that a revision to one or more of the planning documents is needed:

Analysis

SECTION 6.0 ANNUAL REPORT REVIEW

- ☒ The Annual Report for the County has been reviewed, specifically those sections that address the adequacy of the RAIWMP elements. No jurisdictions reported the need to revise one or more of these planning documents.
- ☐ The Annual Reports for each jurisdiction in the county have been reviewed, specifically those sections that address the adequacy of the CIWMP (or RAIWMP) elements. The following jurisdictions reported the need to revise one or more of these planning documents, as listed.

Analysis

The cities and towns in Marin County rely on Zero Waste Marin staff to complete one consolidated EAR on their behalf.

SECTION 7.0 REVISION SCHEDULE (if required)

N/A

APPENDIX A

Local Task Force Comments

Comments by:

Matt McCarron, Public Member, City of Novato

David Green, Public Member, County of Marin

Patty Garbarino, Hauler, Marin Sanitary Service

From: [Matthew McCarron](#)
To: [Silver, Judith](#)
Subject: LTF Five Year Review
Date: Tuesday, February 27, 2018 7:28:31 PM

My only comment is how did the county calculate the 20 year capacity for landfill disposal?

Matt McCarron
Novato LTF representative

From: Silver, Judith [mailto:JSilver@marincounty.org]
Sent: Wednesday, January 10, 2018 9:18 AM
To: 'Matthew McCarron' <matt.mccarron@comcast.net>
Subject: RE: 5 year review

Hi Matthew, yes, here are the Summary Reports for 2014, 2015 and 2016.

Thanks for your interest.

Judith

From: Matthew McCarron [<mailto:matt.mccarron@comcast.net>]
Sent: Tuesday, January 09, 2018 8:13 PM
To: Silver, Judith
Subject: 5 year review

Hi Judith,

You mention the Electronic Annual Report sent in every August. Can you send copies for the ones submitted since 2013? If they are posted somewhere let me know.

Matt McCarron
LTF - Novato
Matt.mccarron@comcast.net

Email Disclaimer: <http://www.marincounty.org/main/disclaimers>

From: David Green [mailto:dcgr99@gmail.com]
Sent: Thursday, March 01, 2018 4:27 PM
To: Silver, Judith
Cc: Devine, Steve
Subject: Re: 5 Year Review - Integrated Waste Planning Docs

Sorry for the last minute note. I have sat down with this three times to try to respond constructively to this document. As a note I spent a good portion of my professional career with Chevron developing, reviewing, and critiquing strategic and operational plans for my own organization and elements of Chevron that were far removed from my expertise.

It is difficult to know where to start other than to say it is virtually impossible for me to offer constructive comments to the documents or the process. It comes across as an exercise required every five years to check a few boxes, file it, then forget it.

I appreciate that sounds harsh but any planning document that does not reference a thorough process of updating basic assumptions, current environment, accomplishments, short term and long term goal revisions, to just name a few elements fails to meet anyone's definition of a business "plan."

The only data referenced in the document dates back about a decade and while I would assume new updates are available, there no specific mention of how they have or could impact plans. For example, the reader is informed of new demographic raw data on population, taxable sales, employment, CPI, etc. However how that data does or could impact plans is not discussed. Rather a box is checked that basically all the changes do not warrant a revision to the plans.

It's nice to know that nothing has changed in any meaningful way to create changes in the plan. One is left to conclude that the authors of the original plan were nothing short of being strategic geniuses. Obviously I say that in jest and not maliciously to anyone on staff.

Sadly though, it is not possible for the LTF to make a meaningful comprehensive review. It would be an excellent exercise but it would be a project, not each of us making comments.

Again, please do not take my comments as a reflection on any individual staff person, rather the underlying approach just has too many fatal flaws in my opinion.

Refards,

Dave Green



March 5, 2018

Judith Silver

Senior Planner

Marin County Hazardous & Solid Waste Management Joint Powers Authority (JPA)

1600 Los Gatos Dr., Suite 210

San Rafael, CA 94903

Re: Five Year Review-Integrated Waste Management Plan

Dear Judith,

Thank you for the opportunity to review these documents. The County of Marin set goals for 80% diversion from the landfill by 2012 and Zero Waste by 2025. We continue to be concerned about the ability to reach these goals. In 2012, the County achieved a 75% diversion rate, falling 5% short of the 2020 goal. At the end of 2016, the diversion rate had slipped to 69% in 2016. This has also happened at the State level where we have witnessed a decline in the Recycling Rate from 50% in 2012 to 44% in 2016 despite Mandatory Commercial Recycling (AB 341) and Mandatory Commercial Organics Recycling (AB 1826).

Since 2011, MSS has implemented several new diversion programs highlighted below:

1. Residential Organics Program-weekly collection of co-collected yard waste and food scraps (2011).
2. Enhanced Commercial Recycling with dedicated outreach staff and additional recycle routes (2012-ongoing).
3. Enhanced Construction & Demolition Recycling including carpet/carpet padding, asphalt shingles, and green waste/wood waste (2012-ongoing).
4. Commercial Food Scraps to Energy (2014).
5. School Organics Program-weekly collection of co-collected yard waste and food scraps (2016).
6. Commercial Organics-co-collected yard waste and food scraps (2015).
7. Residential Clean-up programs (2016).
 - a. Twice per year curbside collection of two yards of extra yard waste, recycling, and/or garbage.
 - b. Twice per year on-call collection of up to two large items.
8. Multifamily Organics Program-weekly collection of co-collected yard waste and food scraps (2016).

Despite the addition of all these specialized diversion programs, additional outreach staff, and more public information and education, our recycling rates have plateaued. We have identified

1050 Andersen Drive, San Rafael, CA 94901
San Rafael, CA 94912 ■ (415) 456-2601 ■ Fax (415) 456-7595
www.marinsanitaryservice.com



several issues affecting these numbers.

1. Changes in the waste stream to more non-recyclable plastics and lighter weight materials.
2. Chinese export regulations reducing contamination limits to 0.05% per bale and severely limiting acceptance of mixed paper and plastic bales.
3. Limited or no local market options.
4. Increased contamination in curbside recycling containers.

In conclusion, we are very pleased that the County of Marin has made Zero Waste a priority and has hired new staff and implemented some new programs in partnership with community groups and haulers. The Zero Waste Marin Schools Program is a wonderful model of the effects of collaboration on diversion. It is our opinion that a similar model in the commercial business sector could result in more material being collected and accounted for. We believe the 5 Year Plan should address the concerns we have presented. Thank you again for allowing us to comment on this plan.

Sincerely,

Patty Garbarino,
President
Marin Sanitary Service
Marin Recycling & Resource Recovery Association

Kimberly Scheibly
Director of Compliance & Customer Relations
Marin Sanitary Service
Marin Recycling & Resource Recovery Association

1050 Andersen Drive, San Rafael, CA 94901
San Rafael, CA 94912 ■ (415) 456-2601 ■ Fax (415) 456-7595
www.marinsanitaryservice.com

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Craig Middleton

Date: April 26, 2018

Corte Madera:
Todd Cusimano

To: JPA Executive Committee

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Report from the JPA's Local Task Force (LTF)

Larkspur:
Dan Schwarz

In the current 17-18 Fiscal Year, your Local Task Force (LTF) advisory body will have met on August 2, 2017, October 4, 2017, December 6, 2017, February 6, 2018 April 4, 2018 and May 2, 2018. Per the LTF Procedures, this item on the Agenda provides the opportunity for the advisory body to give updates to the Board. At the LTF's April 4, 2018 Meeting, the group elected Dee Johnson Chair and Renee Goddard Vice-Chair. 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>	
Novato Sanitary District	Dee Johnson, LTF 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
<u>Public Members</u>	
County of Marin	David Green
San Rafael	Alice Cochran
Ross Valley	Renee Goddard, Vice-Chair
Novato	Matt McCarron
Southern Marin	Appointment Pending

Recommendation

Receive update from Local Task Force.

F:\Waste\JPA\JPA Agenda Items\JPA 170223\LTF Update to JPA Board.doc

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Craig Middleton

Date: April 26, 2018

Corte Madera:
Todd Cusimano

To: JPA Executive Committee

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Material Flow and Capacity Analysis Report and Presentation

Larkspur:
Dan Schwarz

Marin is required to report annually to the state on the capacity of landfills in Marin (Redwood Landfill in Novato) and organics capacity over a 15-year time horizon. Member Agencies of Zero Waste Marin, including Marin County and the eleven incorporated cities and towns are responsible for arranging for the collection, transfer, transport, and disposal or processing of garbage, organic material, and recyclables.

Mill Valley:
Jim McCann

Novato:
Regan Candelario

To help assess long term disposal and organics capacity in Marin the JPA Board authorized a Material Flow and Capacity Analysis in the FY 17-18 Budget. The most salient elements of the MFCA Study are included as a series of attachments to this Staff Report. R3 Consulting, the contractor selected to lead a team of industry experts to complete the Study will be providing an oral presentation and be available to answer questions.

Ross:
Joe Chinn

San Anselmo:
David Donery

San Rafael:
Jim Schutz

Recommendation

Information Only. Receive Material Flow and Capacity Analysis Presentation from R3 Consulting.

Sausalito:
Adam Politzer

Tiburon:
Greg Chanis

Attachments:

1. Summary of MFCA Project Letter from R3 Dated 04/12/18
2. Organics Generation and Capacity Analysis Report Dated 04/02/18
3. Remaining Landfill Capacity Projections Memo Dated 03/30/18
4. DRS Tool and AB 901 Preparation Memo Dated 03/30/18.
5. Tonnage Scenario Tool Memo Dated XX/XX/18
6. Organics Processing Capacity and Landfill Capacity Infographic

F:\Waste\JPA\JPA Agenda Items\ExCom 180426\Item 6 - MFCA SR.doc

1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

2600 Tenth Street, Suite 411, Berkeley, CA 94710
Tel: 510-647-9674

627 S. Highland Avenue, Suite 300, Los Angeles, CA 90036
Tel: 323-559-7470

April 12, 2018

Ms. Judith Silver, Senior Planner
Marin County Hazardous and Solid Waste JPA
1600 Los Gatos Drive, Suite 210
San Rafael, CA 94903

Subject: Summary of Material Flow and Capacity Analysis Project

Dear Ms. Silver,

Marin County Hazardous and Solid Waste Management Joint Powers Authority (Zero Waste Marin) engaged R3 Consulting Group, Inc. (R3) to lead a team of industry experts including R3, Integrated Waste Management Consulting, LLC; Cascadia Consulting Group; and Debra Kaufman Consulting (collectively, Project Team) to assist the agency improve regulatory compliance, preparedness, and long-term planning for landfill and organics processing capacity county-wide. Significant changes in statewide requirements and an increased emphasis on the diversion of organics from landfill have led to a need for planning for organics infrastructure capacity, and for benchmarking organics diversion success over time. There are also several new regulations which affect diversion reporting, potentially changing the type of information that is available to Zero Waste Marin.

The Material Flow and Capacity Analysis Project Report is composed of the following sections:

- Organics Generation and Capacity Report
- DRS Tool and AB 901 Preparedness Memorandum
- Landfill Capacity Memorandum
- Tonnage Scenario Tool Memorandum

Each deliverable was designed to assist the agency report to the state and measure diversion over time, in alignment with the statewide requirements under several new regulations and to contemplate future capacity requirements for both organic materials and disposal.

Background

Marin County is required to report annually to the state on the landfill capacity and organics capacity over a 15-year time horizon. Member Agencies of Zero Waste Marin, including Marin County and the 11 incorporated cities and towns within Marin County, are responsible for arranging for the collection, transfer, transport, and disposal or processing of garbage, organic material, and recyclables. Zero Waste Marin does not control flow of these materials, and has not contracted to provide for capacity for any of these materials at this time.

Sufficient disposal capacity for landfilled garbage exists over a 15-year time horizon, even with no diversion increases and if all disposal from Marin County is directed at Redwood Landfill (some of Marin's garbage is landfilled at Potrero Hills landfill in Solano County, and other landfills throughout the region).

However, capacity for processing organic materials (food waste, green material, landscape waste, wood waste, lumber, paper, cardboard, and biosolids/sludge/digestate) does not appear to be adequate, especially because we anticipate increased need for organics processing with increased program requirements from the State of California. Specifically, Senate Bill (SB) 1383 set ambitious targets for reduction of organics sent to landfill statewide, including (next page):

- A 50% reduction in statewide disposal of organic waste from 2014 levels by 2020
- A 75% reduction in statewide disposal of organic waste from 2014 levels by 2025
- A 20% reduction in edible food currently disposed, for recovery and human consumption, by 2025

These statewide organic disposal reduction targets are anticipated to be passed on to local jurisdictions in the form of significant programmatic requirements, though the regulatory language is not yet finalized. More detail on the anticipated programmatic requirements can be found in the "Organics Generation and Capacity" report, which is attached to this letter.

In order to assist Zero Waste Marin plan for organics processing capacity over the required 15-year planning horizon, the Project Team engaged in the following general activities:

- 1) Developed a model characterizing organics disposal at landfill in 2014 and throughout a 15-year time horizon from the current year (2014 – 2033).
- 2) Provided a description of policies and programs that will be required, and those that are recommended by the Project Team to increase organics diversion.
- 3) Developed a model describing infrastructure capacity, including existing, additional, and future capacity.
- 4) Identified additional needs for organics processing infrastructure based on the models developed in 1) and 3), above.

Generally, organics (commingled green material composed of food scraps and food-soiled paper) are collected from residents by haulers in curbside programs. From commercial businesses, haulers collect either food scraps or food scraps mixed with food soiled paper and other green material. The anaerobic digestion process that absorbs the Marin Sanitary Services' "Food to Energy" Program's source separated food scraps has no tolerance for food soiled paper, limiting the usefulness of this processing option. EarthCare, the largest and only fully permitted compost facility in Marin County does accept compostable paper, however since it markets its finished soil as an organic product, there are severe limitations on potential contaminants including Biobags which can thwart commercial business participation.

The ☐ Organics Generation and Capacity Report contemplates many different organics diversion programs and many processing options including source reduction, composting, anaerobic digestion, biomass, and land application. For the purpose of our analysis, we have considered each of these possible avenues as being desirable, with the understanding that a goal of Zero Waste Marin is to divert as much organic materials as possible.

Findings

Figure 1, next page, shows a summary of the waste disposal characterization developed by the Project Team.

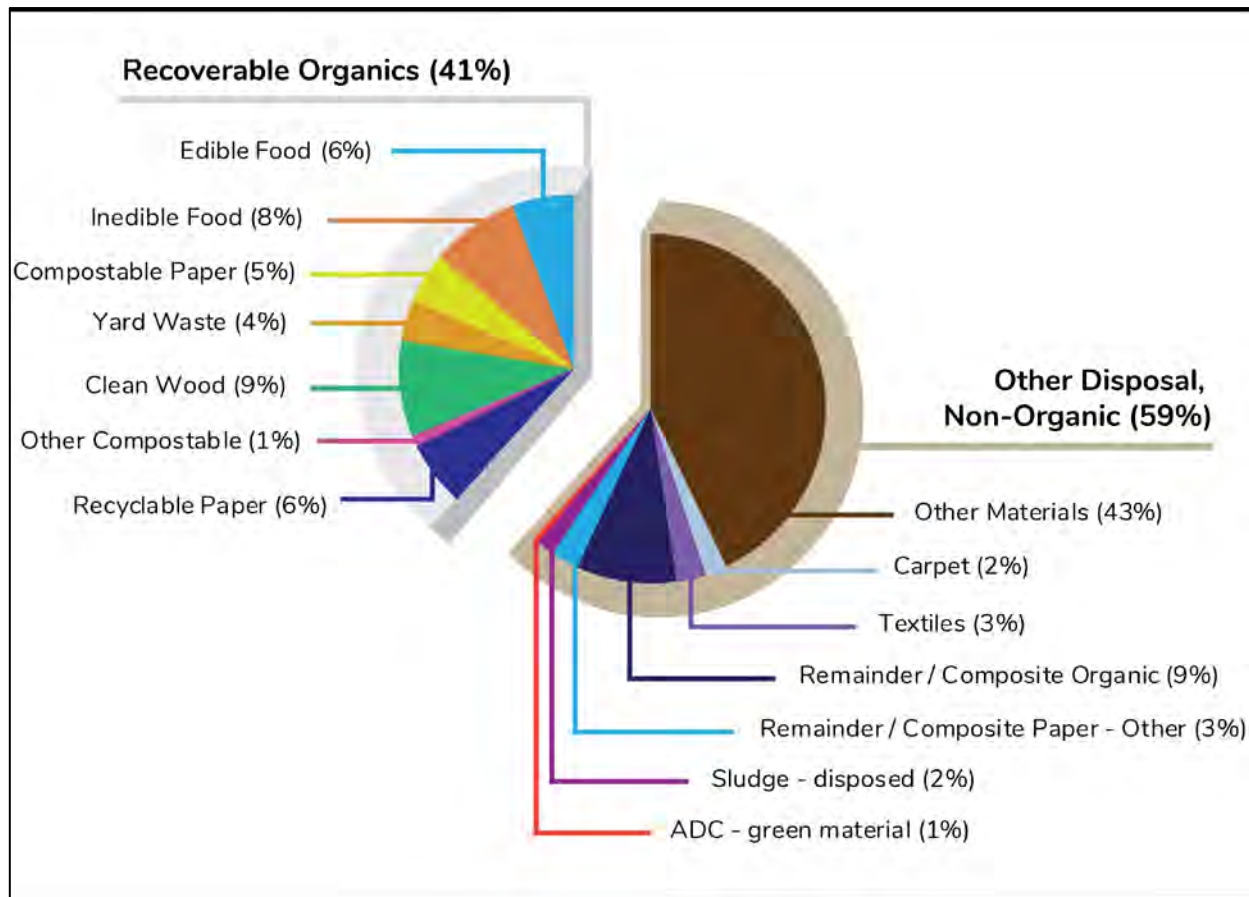


Figure 1: Disposal Waste Characterization for 2014 with Detailed Organic Materials

Clean wood represents a significant portion of the un-diverted organic material, and faces challenges because of the weakness of the biomass market.

Recyclable paper is best diverted to recycling markets, not organics processing options. Edible food is best diverted via food recovery (and SB 1383 goals are focused on edible food recovery for human consumption, not diversion generally). Therefore, these two material types are not included in the SB 1383 organics infrastructure model, which is shown in Figure 2, next page.

As shown in Figure 2, insufficient capacity exists within the county for processing organic material diverted in alignment with the statewide organics reduction goals. Processing capacity was determined by contacting the operators of the various processing facilities in Marin County, which include windrow composting, aerated static pile composting, and anaerobic digestion. The windrow composting facilities in Marin County accept green material but not food scraps. The aerated static pile composting facility (EarthCare) accepts green material with commingled food scraps and food-soiled paper. The anaerobic digester accepts food scraps only.

**Figure 2: Organics Generation and Processing Capacity Under Achievement of SB 1383 Goals
All Materials**

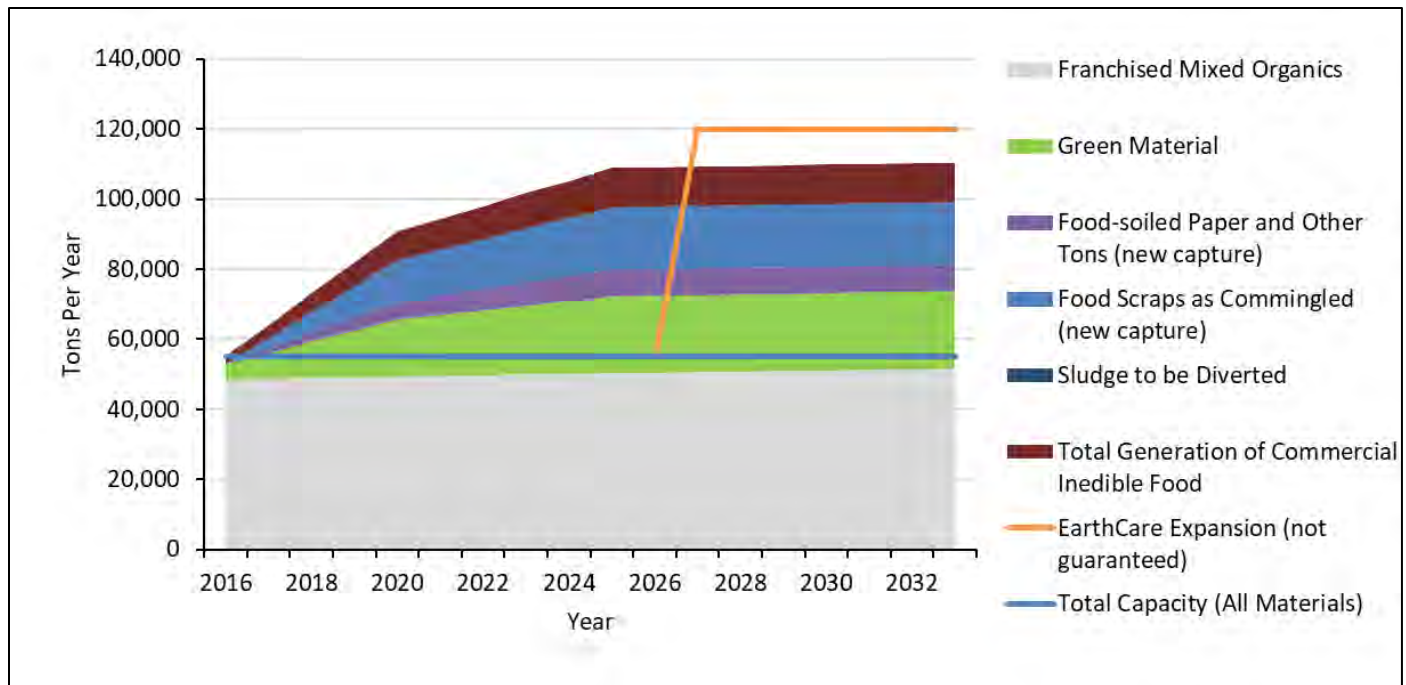


Figure 2 displays one possible scenario for organics tonnage change over time. The data used for this analysis (and the other two scenarios given in the “Organics Generation and Capacity” report) were both generated using a spreadsheet, which was provided to Zero Waste Marin staff and can be used by staff to input other data and display a number of other possible scenarios. These scenarios include the possibility that some organics currently processed in the county that originate in other counties, most notably Sonoma and Alameda, will, once new compost facilities in other locations come on line, cease to be delivered to Marin thereby opening up more capacity for Marin generated organic materials. This tool is described in more detail in the “Tonnage Scenario Tool” memorandum, attached to this letter.

Finally, the Project Team engaged in an extensive effort to improve the spreadsheet used by Marin County for reporting to the state on disposal tonnages. The Project Team also summarized diversion and disposal data in a similar format for the years 2014 through 2017 by quarter, allowing Zero Waste Marin to produce customizable charts displaying disposal and diversion data by Member Agency or by hauler service area over time.

Recommendations

The Project Team recommends that Zero Waste Marin encourages local infrastructure expansion and development for organics processing. Additionally, Member Agencies are encouraged to secure organics processing capacity by pursuing one of the following options:

- Requiring haulers to secure agreements that secure adequate capacity for organics processing, with specific terms and review for adequacy by each agency. Additionally, agreements should explicitly reserve the right of the jurisdiction to direct flow such that the jurisdiction can separately procure for processing capacity outside of the collection contract.

- Establishing flow control to organics processing facilities via contracts between facilities and the jurisdiction.
- Request that Zero Waste Marin arrange for organics processing capacity on behalf of its Member Agencies.

If capacity is not secured, given the significant increases in anticipated organics diversion, Member Agencies' haulers may not be able to deliver organic material to local facilities, especially given that other entities may have contracts that secure processing capacity with facilities in Marin County.

This may result in the need to ship organic material to a more distant processing facility. Transfer and transport to facilities that are not local to Marin could mean higher costs, and greater environmental and greenhouse gas emission impacts.

Figure 3, below, is a map showing the locations of nearby organics processing facilities.

Figure 3: Nearby Organics Processing Facilities



Landfill Capacity

Regarding landfill capacity, Member Agencies should be considering transfer and transport out of County in anticipation of the exhaustion of landfill capacity. It should be noted that flows from outside the county and disasters (such as the recent Sonoma fire disaster) can affect the time horizon for exhaustion of capacity. Zero Waste Marin should consider the impacts of future disasters similar to the

Ms. Judith Silver
April 12, 2018
Page 6 of 6

Sonoma fires, and begin disaster debris planning exercises on a countywide basis. More information is presented in the memorandum entitled, "Landfill Capacity," which is attached to this letter.

Assembly Bill 901 Preparedness

Regarding Assembly Bill 901 preparedness, Zero Waste Marin should anticipate changes to statewide reporting requirements resulting from AB 901 which may limit access to disposal and diversion data, and should consider requiring ongoing reporting from haulers and facilities. More information on this topic can be found in the attached memorandum entitled, "DRS Tool and AB 901 Preparedness."

* * * *

We appreciate the opportunity to assist Zero Waste Marin in this very exciting and ground-breaking analysis. Should you have any questions regarding this Report, or need any additional information, please contact me by phone at (510) 292-0853 or by email at gschultz@r3cgi.com.

Sincerely,

R3 CONSULTING GROUP

A handwritten signature in blue ink, appearing to read "Garth Schultz".

Garth Schultz | Principal

Attachments

- Organics Generation and Capacity Report
- DRS Tool and AB 901 Preparedness Memorandum
- Landfill Capacity Memorandum
- Tonnage Scenario Tool Memorandum



CONSULTING GROUP, INC.
RESOURCES • RESPECT • RESPONSIBILITY



FINAL REPORT

Organics Generation and Capacity Analysis



**ZERO
WASTE
MARIN**



CLIENT:

Zero Waste Marin

April 2, 2018

This page intentionally left blank.

Table of Contents

Table of Contents

Section 1	Executive Summary	1
	Methodology.....	1
	Significant Findings and Recommendations	2
Section 2	Background	5
Section 3	Model of Disposed Organics	7
	Objective	7
	Regulatory Context	7
	SB 1383 – Short-Lived Climate Pollutants	7
	AB 876 – Organics Management Infrastructure Planning.....	8
	Methodology.....	9
	Findings	11
	Recommendations	14
Section 4	Policies and Programs to Increase Organics Diversion.....	15
	Objective	15
	Regulatory Context	15
	SB 1383 - Short-Lived Climate Pollutants.....	15
	AB 1826 – Mandatory Commercial Organics Recycling	16
	AB 1594 – Green Material Used as ADC is Disposal.....	17
	AB 1219 – Expansion of Good Samaritan Law	18
	SB 557 – School Food Donations.....	19
	Methodology	19
	Findings.....	19
	Recommendations.....	20
Section 5	Existing Organics Processing Capacity.....	23
	Objective	23
	Regulatory Context	23
	Methodology.....	23
	Findings	24
	Capacity Modeling: Permitted Versus Actual	27
	Modeling Out-of-County and Non-Franchised Tons	27
	Recommendations	28

R3

Table of
Contents

Section 6 Additional Organics Processing Capacity Needed 29

Objective 29

Regulatory Context 29

Methodology 30

Findings 31

Recommendations 35

Policy Options to Encourage Infrastructure Expansion and Development..... 35

Future Planning Efforts 35

Appendices

1 SB 1383 Timeline

2 AB 876 First Year Analysis Findings and Recommendations

3 Detailed Material Classifications and Definitions

4 Detailed Model Methodology

5 2014 Baseline Model Sector- and Material-Specific Findings

1 Executive Summary

The next few years present a significant paradigm shift in solid waste management in the State of California (State): resource recovery has been identified as an important means of greenhouse gas emission reduction, and is no longer considered merely a resource conservation measure. This shift is illustrated in a number of new State laws with ambitious targets for organic waste reduction, and requirements on local jurisdictions and commercial businesses statewide.

The Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA, also known as Zero Waste Marin) represents Marin County and the 11 incorporated cities and towns within Marin County (collectively, Member Agencies). Among other duties, Zero Waste Marin reports to the Department of Resources Recycling and Recovery (CalRecycle) on compliance with State solid waste management and planning requirements.

Zero Waste Marin engaged R3 Consulting Group, Inc. (R3) to lead a team of industry experts including R3, Integrated Waste Management Consulting, LLC; Cascadia Consulting Group; and Debra Kaufman Consulting (collectively, the Project Team) in assisting the agency to improve regulatory compliance, preparedness, and long-term planning for landfill and organics processing capacity county-wide. The following Report presents the Project Team's findings related to legislative and regulatory compliance and organics management planning over a 15-year time period in the County of Marin.

Methodology

In order to fully describe and assess organics infrastructure needs, as well as address regulatory requirements under SB 1383, the Project Team:

- 1) Developed a model characterizing organics disposal at landfill in 2014 and throughout a 15-year time horizon from the current year (2014 – 2033) (Section 3 of this Report).
- 2) Provided a description of policies and programs that will be required, and those that are recommended by the Project Team to increase organics diversion (Section 4 of this Report).
- 3) Developed a model describing infrastructure capacity, including existing, additional, and future capacity (Section 5 of this Report).
- 4) Identified additional needs for organics processing infrastructure based on the models developed in 1) and 3), above (Section 6 of this Report).

Each of these actions is further described below and organized into the following subsections:

- Objective
- Regulatory Context
- Methodology
- Findings
- Recommendations

The Project Team is aware that Marin Sanitary Service commissioned a study on SB 1383 and organics planning entitled "2017 Organic Waste Recycling Plan."

Section 1

Executive
Summary

This Report was informed by the MSS Plan; however, this Report is more specifically tailored to the reporting responsibilities of the JPA. The model of disposed organics found in Section 3 is based on a 2014 waste characterization for Marin County, rather than the statewide waste characterization which was used in the MSS Plan. Section 4 of this Report provides policies and program recommendations for all service areas of Marin County, not just the MSS service area. Furthermore, the capacity estimates presented in Section 5 of this Report were developed in conversation with all the organics processing facilities in the County.

It should also be noted that this Report contemplates many different organics diversion programs with various means of diverting organics from landfill, including source reduction, composting, anaerobic digestion, biomass, and land application. For the purpose of our analysis, we have considered each of these possible avenues as being equally desirable, with the understanding that a goal of Zero Waste Marin is to divert as much organic materials as possible.

Significant Findings and Recommendations

Organics Processing Capacity

The Project Team has found that:

- Ambitious targets have been set for the reduction of organic waste disposal statewide. The individual Cities, Towns, County and Zero Waste Marin will be required to implement dramatic programmatic changes and ongoing organics processing planning as a part of the statewide effort to reduce organics sent to landfill. For more information, please see Section 4 of this report.
- Marin County already had a robust suite of programs for organics diversion in 2014, the SB 1383 baseline year, which means that the targets set for 50% and 75% reduction from that baseline are more ambitious than for other counties which may have had weaker programs in 2014.
- SB 1383 requires 20% recovery of edible food for human consumption by 2025 (on a statewide basis). This is an ambitious target that will require creative problem-solving and innovative new programs.
- Insufficient capacity exists within the County or within reasonable hauling distance for processing organic materials under all scenarios modeled, including “Business as Usual,” “Achievement of SB 1383 Goals,” and “Increasing Diversion,” starting in 2018. Zero Waste Marin may be required to plan for organics infrastructure expansion over the required time span of 15 years. For more information, please see Section 6 of this Report.
- It may be difficult to subscribe a significant number of commercial businesses that can separate food scraps from compostable paper, both due to limitations from the hauler’s perspective (staff to solicit, train, and monitor businesses and operational capacity to collect and deliver source separated food scraps) and because capacity for processing this material stream is limited. The only facility in Marin County that accepts commercial source-separated food (Central Marin Sanitation Agency) does not accept food-soiled paper and other materials that are not source-separated food scraps, and the one in-County composting facility that accepts food scraps only accepts that material commingled with yard waste (EarthCare). For more information, please see Section 6 of this Report.

- Zero Waste Marin may consider additional programs to target wood diversion, as wood has been identified as a significant portion of the disposed organics in Marin County. Currently, the biomass market is weak and facility operators often have difficulty finding outlets for wood. Support for these markets should also be pursued in tandem with programs targeting wood diversion, and should be considered as an area for further study.
- Zero Waste Marin should consider undertaking a study on alternative “end uses” of biosolids/sludge outside of landfilling or use as Alternative Daily Cover at all sources of sludge in the County, and especially at the anaerobic digester used for food scraps processing. For more information, please see Section 4 of this Report.
- Zero Waste Marin may also consider working with Redwood Landfill on diversion-friendly pricing and sorting programs to assist in the diversion of organics delivered to that facility.
- Member Agencies should anticipate the potential future need to secure organics processing capacity by:
 - Including the requirement that haulers secure agreements with commercial food scraps processors in collections agreements.
 - Reserving the right of the jurisdiction to direct material flow such that the jurisdiction can procure for processing capacity outside of the collection contract if needed.
 - Establishing flow control agreements to encourage future infrastructure expansion and development.

More information about potential policies to encourage infrastructure expansion and development can be found in Section 6 of this Report.

- Zero Waste Marin can support expansion and development of organics processing infrastructure by means which are described more fully in Section 6 of this Report.

Other Market Forces

The Project Team has found that:

- Though outside the scope of this Report, Zero Waste Marin should consider the effects of the “National Sword,” which is a ban on importing recyclable materials in China that exceed a certain level of contamination. The full effects of the “National Sword” are not well-known, but recycling export markets are already showing signs of weakening. Zero Waste Marin should consider additional study on this topic.

Section 1

Executive
Summary

This page intentionally left blank.

2 Background

Recent state legislation reflects an increasing emphasis on diverting organic material from landfill. Key provisions of Senate Bill (SB) 1383 go into effect in 2022, with a target of a 50% statewide reduction of organic waste from the 2014 level by 2020 and a 75% reduction by 2025, along with a goal to recover for human consumption no less than 20% of currently disposed edible food. Assembly Bill (AB) 1826 will require businesses and multi-family dwellings with 5+ units that generate four (4) cubic yards of solid waste per week or more to receive organic waste collection service in 2019 (and may lower the threshold to 2 cubic yards of solid waste per week in 2020, to be determined by CalRecycle). AB 1594 will prohibit green material used as alternative daily cover (ADC) from qualifying as diversion credit beginning in 2020.

Marin County is fortunate to be a frontrunner in organics diversion, with ambitious and successful organics diversion programs in place which are fostered by forward-thinking haulers, public-private partnerships, and social and political support for zero waste goals. For example, Marin Sanitary Service (MSS) and Central Marin Sanitation Agency (CMSA) cooperated to establish an anaerobic digestion program for food scraps (the F2E Program) beginning in 2014. Redwood Landfill is host to Waste Management's EarthCare Compost Facility, a large-volume processing facility permitted to accept food scraps and green material. Approximately 37% of the organics inbound to this facility are from Marin County; 100% of the food scraps inbound to CMSA are from Marin County.

Moreover, many of the programmatic elements that would normally be recommended to increase organics diversion are already in place in Marin County. These elements include:

- Nearly universal roll-out of food scraps collection commingled with green material in the residential sector.
- Aggressive implementation of AB 1826 requirements.
- The application of biosolids as ADC at landfill.
- Co-digestion of food scraps with biosolids at an anaerobic digester.
- Lower tipping fees for green material at the landfill and transfer station in the County.

Even given the existing diversion programs, Zero Waste Marin is aware of the stringent and extensive requirements for organics diversion under State law that are anticipated to come into effect on a rolling basis through 2022, and beyond. This legislation has in large part been motivated by the State of California's climate action goals, which have been aggressively supported by State legislation under SB 1383.

Section 2

This page intentionally left blank.

Background

R3

3 Model of Disposed Organics

Objective

SB 1383 sets statewide targets for reduced landfilling of organic materials based on 2014 organic waste disposal levels. The Project Team estimated the tons of organic waste from Marin County that were disposed in 2014, then calculated the organic waste tons that need to be diverted by 2020 and 2025 to comply with SB 1383.

Regulatory Context

SB 1383 – Short-Lived Climate Pollutants

The State of California passed SB 1383, Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions, in September 2016. Key provisions of the law become effective on January 1, 2022. The State is currently in the process of developing draft regulatory language, which is anticipated to be finalized in summer 2018.

Under the provisions of the draft regulatory language of SB 1383, the State has set the following diversion goals statewide:

- A 50% reduction in the level of statewide disposal of organic waste from 2014 levels by the year 2020.
- A 75% reduction in the level of statewide disposal of organic waste from 2014 levels by the year 2025.
- A 20% reduction in edible food currently disposed, for recovery and human consumption, by the year 2025.

These targets support the overarching goal of reducing methane emissions by 40% from 1990 levels by 2020 under SB 32. The State recognizes that in order to achieve these goals between 50 to 100 organic processing facilities will need to be built to handle and divert the organic waste identified in the legislation.

Specific regulatory language was released by CalRecycle in October of 2017. The Project Team has compiled additional information about anticipated requirements of local jurisdictions under SB 1383, which are described in more detail in the following pages. The timeline of the regulations is provided as Appendix 1 of this Report.

Notably, nothing in the draft regulations or written in any presentations by CalRecycle describing SB 1383 specifically state that jurisdictions will be required to reduce organics generation in alignment with the statewide targets. The bill text¹ states, “It is intent of the Legislature that the disposal reduction targets established pursuant to Section 39730.6 of the Health and Safety Code shall serve as a statewide average target and not as a minimum requirement for each jurisdiction.” Therefore, it is not clear that Zero Waste Marin or its Member Agencies will be required to actually divert more organic materials in support of the statewide goals. However, it is also clearly stated that every jurisdiction will be required to plan for organics infrastructure under the statewide organics diversion targets and that jurisdictions

¹ SB 1383 bill text is available at the following web page:
https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1383

Section 3

Model of
Disposed
Organics

may be required to implement different types of programs depending upon their progress in meeting organic waste reduction goals (Section 42652.5. (a) (4) of SB 1383).

SB 1383 draft regulations distributed by CalRecycle in October 2017 include a requirement for counties to (bold added for emphasis):

Section xxxx99.1 (a)(1): *Estimate, using CalRecycle tools or alternative methods, the amount of all **organic waste in tons** that will be disposed by the county and cities in 2025 and every year thereafter for a 15-year period.*

Section xxxx99.1 (b)(2): *Estimate using CalRecycle tools or alternative methods the amount of **edible food that will be disposed by all of the large and medium regulated generators** located in the county and its cities in 2025 and every year thereafter for a 15-year period.*

The Project Team's model as described in this Report (Methodology, below) utilized an alternative method to the CalRecycle tools, as the tools described in the draft regulations are not yet available.

The Project Team's model includes disposed edible food. However, identification of large and medium generators of edible food is anticipated to be required on an annual basis beginning January 1, 2022 under CalRecycle's draft regulations. It is not clear at this point in time whether disposed edible food targets will need to be established via a different study. SB 1383 also contains infrastructure planning requirements which are discussed in more detail in Sections 3, 5, and 6 of this Report.

AB 876 – Organics Management Infrastructure Planning

AB 876 was enacted to address long-term planning for organics infrastructure by requiring counties and regional agencies to report the following information to CalRecycle on an annual basis:²

- 1) An estimate of the amount of organic waste in cubic yards that will be disposed by the County or region over a 15-year period.
- 2) An estimate of the additional organic waste recycling facility capacity in cubic yards that will be needed to process the amount of organic waste pursuant to paragraph (1) above.
- 3) Areas identified by the County or regional agency as locations for new or expanded organic waste recycling facilities capable of safely meeting the additional organic waste recycling facility capacity need identified pursuant to paragraph (2).

The first reporting cycle for AB 876 was in 2017 (for the 2016 reporting year) via the Electronic Annual Report process submitted by jurisdictions, including Zero Waste Marin, to CalRecycle. The Project Team anticipates, based on information made publicly available by CalRecycle (see Appendix 2), that the guidance provided to counties and regional agencies will change in the next reporting year to increase consistency in approach and the usefulness of the information gathered by the state. It appears that the State intends to use information collected from counties and regional agencies in longer-term planning statewide, and to inform the SB 1383 rulemaking process.

² Text of requirement is taken directly from bill text as found on the following web page:
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB876

It should also be noted that the SB 1383 draft regulations distributed by CalRecycle in October 2017 contain specific requirements for planning by counties, which are anticipated to take effect on January 1, 2022. Until that point in time, requirements for reporting under AB 876 are anticipated to adjust such that by 2022, reporting on organics capacity under AB 876 will likely be fully aligned with SB 1383's requirements.

Methodology

To estimate the tons of organic waste Marin County needs to divert by 2020 and 2025 in alignment with the requirements set by SB 1383, the Project Team followed the steps outlined below:

- 1) Allocated 2014 reported disposal tons for the County to five generator sectors (name them here).
- 2) Modeled disposal composition for each of the sectors using data from other communities that have similar organics service offerings and similar generation behavior, as well as waste characterizations undertaken in Marin County communities.
- 3) Calculated a 2014 baseline organic disposal by applying the modeled compositions to the tons by sector to estimate the quantity of organics disposed in 2014.
- 4) Developed disposal projections for 2020, 2025, and 2033 and calculated the tons that correspond to a 50% and 75% reduction in organics disposal from the 2014 baseline.

The Project Team modeled organics disposal using reasonable assumptions and the best available data sources, including local waste characterizations and reports. We identified material categories on the basis of information distributed by CalRecycle as well as professional judgment. Materials were identified as recoverable or non-recoverable based on the material definitions and recoverability classifications established in the 2014 CalRecycle composition studies. See Appendix 3 for detailed material definitions and classifications.

We modeled disposal composition for nine recoverable organics material types: edible food, inedible food, compostable paper, yard waste, clean wood, other compostable material, recyclable paper, ADC (green material), and sludge.

We also modeled disposal composition for five other material types: remainder/composite paper – other, remainder/composite organic, textiles, carpet, and other materials.

Significant assumptions include:

- Remainder/Composite Organic, Remainder/Composite Paper – Other, Carpet,³ and Textile material categories were not included in the model of organic tons, as insufficient data exists to characterize the proportion of organics in these material categories. Tonnages under the 2014 disposal baseline for these materials are:
 - Remainder/Composite Organic: 16,450 tons

³ The carpet stewardship program is intended to be strengthened via a bill that passed in 2017. AB 1158 (Chu) – Carpet Recycling is anticipated to increase carpet recycling by 50% in two years by requiring a carpet stewardship plan to achieve a 24% recycling rate for post consumer carpet by January 1, 2020; the bill would authorize CalRecycle to set future recycling benchmarks.

Section 3

Model of
Disposed
Organics

- Remainder/Composite Paper – Other: 4,620 tons
- Carpet: 3,520 tons
- Textile: 4,920 tons
- Recyclable paper categories (including Other Miscellaneous Paper - Other, Uncoated Corrugated Cardboard, Newspaper, Magazines and Catalogs, White Ledger Paper, Remainder/Composite Paper - Rigid Food & Beverage Cartons, Other Office Paper, Paper Bags, Phone Books and Directories) were modeled as a part of the 2014 baseline. However, these material categories are not readily compostable and would be best diverted from landfill through recycling programs. Recyclable material processing capacity was not modeled as a part of this project, but is a subject area that Zero Waste Marin should consider analyzing as a part of a separate review. Tonnages under the 2014 baseline are:
 - Recyclable paper categories: 10,810 tons
- Due to AB 1594, beginning in 2020, green material used as ADC will be required to count as disposal; therefore, we modeled the 930 tons of green material used as ADC in 2014 as a part of the 2014 baseline organics tons.
- Based on the explanation of AB 1594 in Section 4, below, we excluded sludge used as ADC from the 2014 baseline tons; sludge disposed is included in the 2014 baseline. Tonnages in 2014 are:
 - Sludge used as ADC: 3,844 tons
 - Sludge disposed: 2,960 tons

The Project Team reviewed the 2017 Marin Sanitary Services County Organic Waste Recycling Plan prepared independently to assess SB 1383 targets. These targets were calculated on the basis of the proportion of organic waste to landfill statewide in 2014; thus the targets which were calculated in that report are higher than the targets calculated by the Project Team and described above.

In addition to calculating SB 1383 targets, the Project Team modeled actual organics diversion and calculated the organics “capture” rate for 2014, 2016, 2020, 2025, and 2033 to establish planning-level organics diversion estimates for Marin County. The reasons for selecting these modeling years are:

- 2014 is the baseline year for calculating the 50% and 75% statewide organics diversion targets under SB 1383.
- 2016 is the most recent available year of data for projecting accurate diversion and disposal.
- 2020 is the goal year of 50% statewide organics disposal reduction under SB 1383.
- 2025 is the goal year of 75% statewide organics disposal reduction under SB 1383.
- 2033 is the 15-year planning horizon required under SB 1383.

A detailed methodology is provided as Appendix 4 to this Report.

Findings

The total recoverable organics baseline, including recyclable paper (which is not expected to be composted), was calculated at **72,000 tons**. This results in the following targets:

- 36,100 tons of additional organics diverted from landfill by 2020 (50% of 2014 baseline)
- 54,100 tons of additional organics diverted from landfill by 2025 (75% of 2014 baseline)

Of the 72,000 tons in the 2014 disposal baseline, edible food tons were modeled at 10,000 tons, and inedible food at 14,500 tons. More detail on the various material categories modeled, the sectors (commercial, single family, multifamily, self-haul) for which each of these material types were modeled, and the model results can be found in Appendix 5.

The material categories in our model that are considered “Recoverable Organics” are:

- | | |
|---------------------|------------------------|
| ▪ Edible Food | ▪ Other Compostable |
| ▪ Inedible Food | ▪ Recyclable Paper |
| ▪ Compostable Paper | ▪ ADC (green material) |
| ▪ Yard Waste | ▪ Sludge (disposed) |
| ▪ Clean Wood | |

The material categories in our model that are considered “Other Disposal, Non-Organic” are:

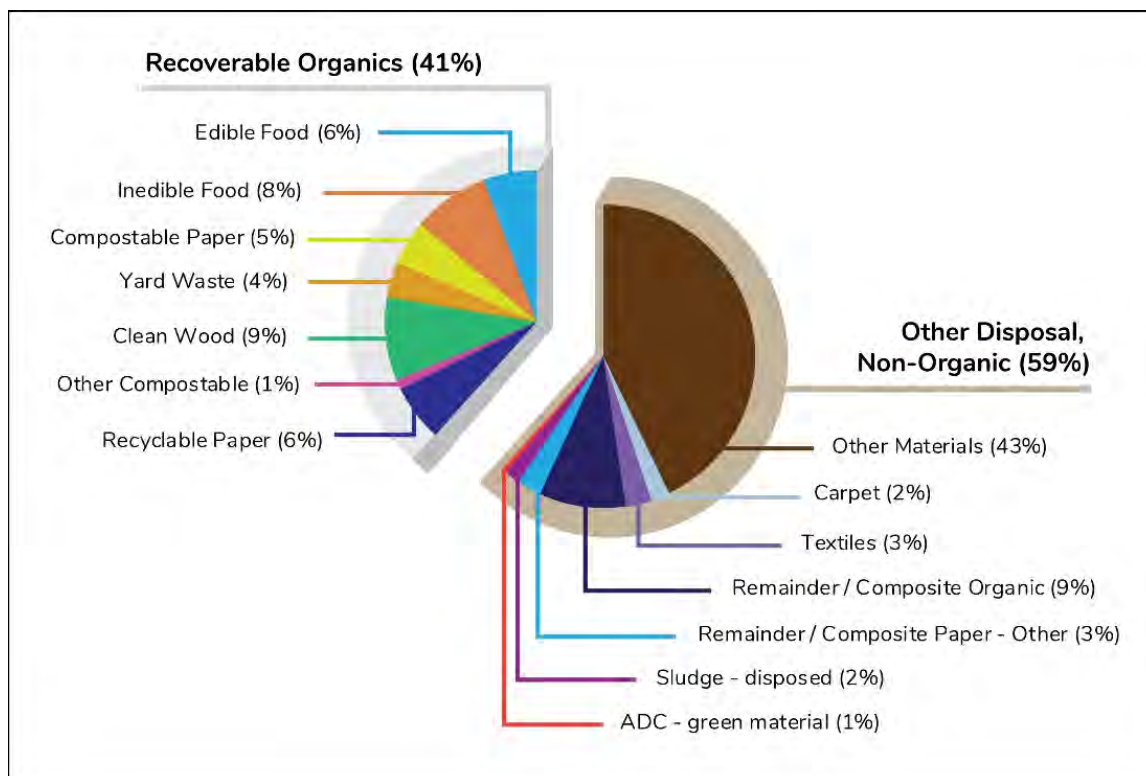
- | | |
|-------------------------------------|------------|
| ▪ Remainder/Composite Paper - Other | ▪ Textiles |
| ▪ Remainder/Composite Organic | ▪ Carpet |

Figure A, next page, shows the total proportion of 2014 baseline disposal tons accounted for by the main modeled categories for the County as a whole, as well as which material categories fall under “Recoverable Organics” and “Other Disposal, Non-Organic”.

Section 3

Model of
Disposed
Organics

Figure A: Material Categories Modeled Under 2014 Disposal Baseline



The basis of these figures is a complex sector-specific analysis described further in the Methodology section, above. The sector-specific results are displayed as **Table 1**, below.

Table 1: 2014 Sector-Specific Tons of Compostable Organics and Recyclable Paper

Generator	Compostable Organics Tons	Compostable Organics %	Recyclable Paper Tons	Recyclable Paper %
Single Family	18,000	29%	2,700	25%
Multi-family	6,600	11%	1,800	17%
Commercial	15,000	25%	3,200	30%
Self-haul	17,600	29%	2,500	23%
Other Disposal	4,100	7%	600	5%
Total	61,300	100%	10,800	100%

More detail with sector-specific findings is provided as Appendix 5 to this Report.

The Project Team was also able to model the current recovery of organics Countywide. For the 2014 baseline, approximately 37,700 tons of organics were diverted from landfill, and approximately 72,100 additional tons of organics were disposed at landfill; another 105,800 tons of non-organic material was disposed at landfill as well. This translates into a 34% organics capture rate.

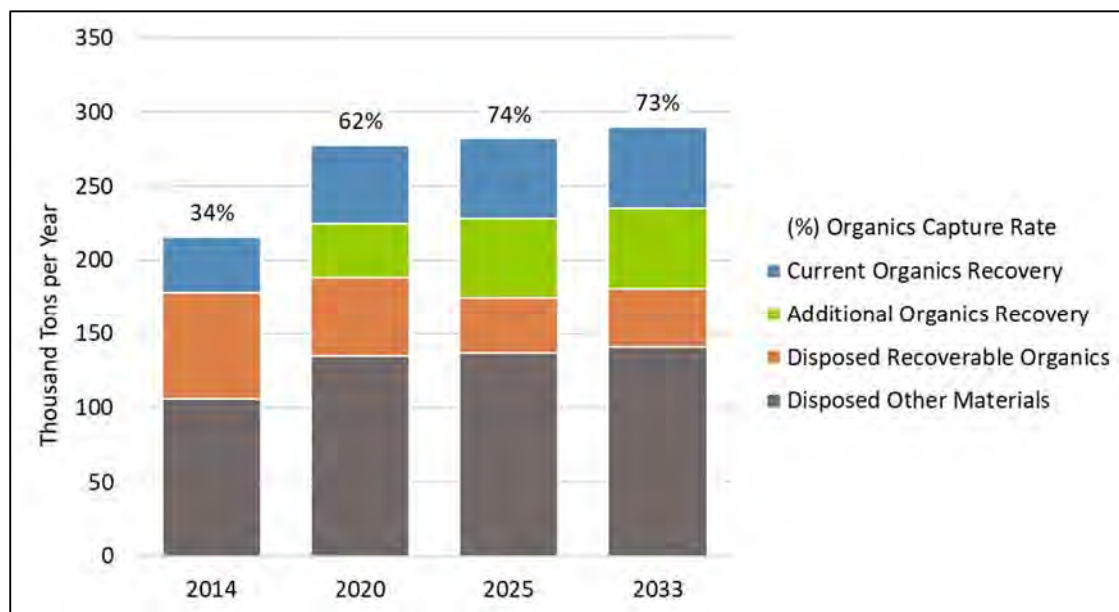
The Project Team modeled current recovery, recoverable organics, and disposal of all other materials for the 2014 baseline, and used the 2016 tonnages to project 2020, 2025, and 2033 figures using the methodology described in the next section of this Report.

Our findings are displayed as **Table 2** and **Figure B**, below.

Table 2: Projection of Organic Material Diverted and Disposed if SB 1383 Targets are Met

Recoverable Organics	2014	2020	2025	2033
	109,800	143,000	145,400	149,200
Disposed	72,100	54,200	37,600	40,100
Diverted from Disposal	-	36,100	54,100	54,100
<i>Food for Consumption</i>	-	1,400	2,000	2,000
Currently Recovered	37,700	52,800	53,600	55,000
<i>Mixed Organics</i>	36,500	50,800	51,600	53,000
<i>Food to Energy</i>	1,200	2,000	2,000	2,100
Other Materials	105,800	134,400	136,800	140,800
Total	215,600	277,400	282,200	290,100
Organics Capture Rate	34%	62%	74%	73%

Figure B: Projection of Organic Material Diverted and Disposed if SB 1383 Targets are Met



As noted previously, Marin County already had a robust suite of programs for organics diversion in 2014, which means that the targets set for 50% and 75% reduction from that baseline are more ambitious than for other counties which may have had weaker programs in 2014. That said, it is not anticipated that the State will require every reporting jurisdiction to

Section 3

Model of Disposed Organics

meet the 50% and 75% reduction requirements, which is a benefit to Marin County as organics in the County is not the statewide “low hanging fruit.”

Recommendations

The Project Team recommends that Zero Waste Marin utilize the detailed waste characterization of disposed waste that is provided in this report to:

- Estimate needed organics capacity for AB 876 planning purposes and as a part of future Electronic Annual Reports.
- Benchmark progress made toward the statewide 2014 targets of 50% and 75% reduction in disposed organics. CalRecycle may request more detailed 2014 disposal baselines from jurisdictions as a part of the Electronic Annual Report in future years.

Zero Waste Marin should be aware of and plan for additional effort in the 2017 reporting year Electronic Annual Report (due August 1, 2018) related to changes in AB 876 guidelines and reporting requirements by CalRecycle. While the Project Team believes the information gathered by Zero Waste Marin from its facilities is sufficient to meet reporting requirements and inform infrastructure planning efforts, without knowing exactly what CalRecycle will ask for in the 2017 reporting year, it is not possible to predict whether additional effort will be required.

4 Policies and Programs to Increase Organics Diversion

Objective

To identify policy drivers and local zero waste programs that Zero Waste Marin must consider in order to develop programs that increase diversion of organics from landfill.

Regulatory Context

SB 1383 - Short-Lived Climate Pollutants

Based on information collected by the Project Team on the draft regulations, local jurisdictions may be required to implement the following tasks and responsibilities under SB 1383:

- Secure organic waste capacity at accessible facilities (contractual agreements, discussion of rate increases, necessary RFPs, etc.).⁴
- Impose diversion requirements and associated penalties on generators (beginning around January 1, 2024).⁵
- Establish communication with all generators by February 1, 2022 and within six months of contact, follow-up if non-compliant.⁶
- Adopt an inspection and enforcement plan with specific requirements for outreach frequency and targets.⁷
- Charge and collect fees to recover costs incurred through the implementation and enforcement of the new requirements.⁸
- Mandatory subscription to organic waste collection services for organics generators.⁹
- Develop a method for addressing contamination and reducing its presence in the organic waste stream.¹⁰
- Include details on purchasing and procurement of end-use organic waste products internally and/or as a requirement on generators.¹¹

⁴ CalRecycle SB 1383 Workshop Presentation February 2017, page 4.

⁵ SB 1383 Proposed Regulation Text October 24, 2017, page 16.

⁶ SB 1383 Proposed Regulation Text October 24, 2017, page 9.

⁷ SB 1383 Proposed Regulation Text October 24, 2017, page 16.

⁸ CalRecycle SB 1383 Workshop Presentation February 2017, page 7.

⁹ SB 1383 Proposed Regulation Text October 24, 2017, page 6.

¹⁰ SB 1383 Proposed Regulation Text October 24, 2017, page 7.

¹¹ CalRecycle SB 1383 Workshop Presentation February 2017, page 15.

Section 4

Policies and Programs to Increase Organics Diversion

- Provide generators with consistent collection containers and signage in alignment with CalRecycle criteria.¹²
- Provide consistently labeled organic waste containers adjacent to public refuse bins.¹³
- Keep an inventory of all food recovery organizations that can be engaged.¹⁴
- Consult with the Local Task Force.¹⁵
- Engage disadvantaged communities in siting new organics processing infrastructure.¹⁶

SB 1383 also contains infrastructure planning requirements which are discussed in more detail in Sections 3, 5, and 6 of this Report.

Who is a “generator”?

Any entity that generates any amount of organic waste is considered a “generator” under SB 1383. This includes, but is not limited to:

- Residents (both single-family and multi-family)
- Businesses
- Schools
- Government agencies
- Institutions

AB 1826 – Mandatory Commercial Organics Recycling

Signed by Governor Brown in 2014, AB 1826 requires commercial businesses and multi-family properties¹⁷ to implement organics recycling programs for the diversion of organic waste¹⁸ from landfills.

Under AB 1826, local jurisdictions are required to implement an organics recycling program designed specifically to divert commercial organic waste. AB 1826 implementation includes the following four local jurisdiction requirements:

- Identify Covered Generators – Identify commercial businesses and multi-family properties (collectively, “covered generators”) that must comply with the regulations of AB 1826.
- Organics Recycling Service – Ensure that organics recycling services are available to all covered generators.
- Education and Outreach – Conduct education and outreach to covered generators about the State law and how to comply.
- Compliance Monitoring – Identify covered generators that are not in compliance and inform them of their requirements and how they can comply.

¹² SB 1383 Proposed Regulation Text October 24, 2017, page 7.

¹³ SB 1383 Proposed Regulation Text October 24, 2017, page 7.

¹⁴ SB 1383 Proposed Regulation Text October 24, 2017, page 9.

¹⁵ SB 1383 Informal Rulemaking Presentation October 30 and November 2, 2017, page 76.

¹⁶ SB 1383 Proposed Regulation Text October 24, 2017Text, page 15.

¹⁷ For the purposes of AB 1826 compliance, a “multi-family property” is defined as a multi-family dwelling that consists of five or more units. Multi-family dwellings that consist of four units or fewer are exempt from all provisions of the law.

¹⁸ The definition of organic waste under AB 1826 is food waste, green material, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste. Multi-family properties are not required to have a food waste diversion program.

AB 1826 also requires jurisdictions to report to CalRecycle on the availability, or lack thereof, of sufficient organic waste processing infrastructure and markets, and the extent to which the jurisdiction has taken steps to remove barriers to siting and expanding organic waste recycling facilities. These questions are compatible and similar to the additional questions included in the yearly report to CalRecycle now required under AB 876, which is described above.

AB 1594 – Green Material Used as ADC is Disposal

AB 1594 prohibits the use of green material used as alternative daily cover (ADC) for diversion credit. Currently, franchised organic material delivered by haulers in Marin County to Redwood Landfill is largely green material commingled with food scraps, which is composted and not used as ADC. However, some non-franchised material delivered to Redwood by residents and businesses in Marin County is not commingled, and is chipped and used as ADC. Moreover, non-franchised green material delivered to other landfills and declared as originating in Marin County may also be chipped and used as ADC, which contributes to the total of 565 tons of green material used as ADC and attributed to Marin County in 2016.¹⁹

As of January 1, 2020, green material used as ADC will need to be reported as disposal, and will begin to contribute to the pounds per person per day diversion rate equivalent, which is used by the State to assess AB 939 compliance. Under the law, “green material” includes:²⁰

- Plant material
- Green material
- Untreated wood wastes
- Paper products
- Natural fiber products
- Sludge

Notably, and importantly, the definition of “green material” under this law quite clearly excludes a number of material categories that might include some organics. These material categories are anticipated to continue to be considered “diverted” and will not contribute to disposal tonnages, even after 2020. Categories that include organic material and are specifically excluded under the definition include:

- Overs from composting
- C&D fines left over after processing
- Treated wood
- Manure and plant waste from food processing

Another organic material type currently used as ADC is sludge/biosolids, which is also anticipated to continue to be excluded from the “disposal” tons allocated to jurisdictions. As

¹⁹ The report is available on the CalRecycle website as Alternative Daily Cover (ADC) by Jurisdiction of Origin and Material Type, at the following web address:
<http://www.calrecycle.ca.gov/lgcentral/Reports/DRS/Origin/ADCMatType.aspx>

²⁰ The definition of “green material” under AB 1594 is intended to align with the definition of “processed green material,” as described on the CalRecycle website at the following web address: <http://www.calrecycle.ca.gov/lgcentral/basics/ADCGreen/default.htm>. It is specifically stated that, “The term does not include materials left over from the composting process, materials left over after the material recovery process (commonly referred to as “fines”), or processed construction and demolition waste materials.”

Section 4

Policies and
Programs to
Increase
Organics
Diversion

such, sludge, green material overs, and C&D fines used as ADC have been excluded from the 2014 SB 1383 baseline calculated by the Project Team and described in more detail in Section 3 of this Report.

It should be noted that sludge/biosolids make up a significant portion of the ADC used at Redwood, especially during the rainy season when Bay Area municipalities have a hard time accessing land application sites. Biosolids are clearly included in the definition of organics under SB 1383, and release methane once landfilled. It is less clear whether biosolids *used as ADC* were contemplated under SB 1383.

Regardless, the Project Team recommends that Zero Waste Marin consider alternative management practices to help divert biosolids from the landfill, including both biosolids that are landfilled, and biosolids used as ADC. This would require a comprehensive planning effort which should be undertaken soon, such that Zero Waste Marin is able to consider alternative sludge diversion options.

If not diverted from landfill, biosolids that are generated through the anaerobic digestion of food scraps will continue to contribute to Zero Waste Marin disposal tons as described by SB 1383 (note that biosolids will likely continue to be a Class II Special Waste eligible for a Disposal Modification through the Electronic Annual Report process). As such, the appropriate diversion of biosolids from landfill should be considered, particularly at the anaerobic digester used for food scraps.

AB 1594 has the potential to affect the County in the following ways:

- Moderately increasing disposal as measured under AB 939, as the amount of green material used as ADC is low.
- Increasing organic waste material feedstock to local organic waste facilities (anticipated regardless of the effects of AB 1594 within Marin County).
- If use of green material as ADC is restricted, AB 1594 may result in increased customer rates for delivery of green material for composting rather than ADC (composting is more expensive than use of material as ADC).

AB 1219 – Expansion of Good Samaritan Law

AB 1219 strengthens and expands a 1977 California law that protects food donors from legal liability in order to encourage food donations. Currently many businesses, retailers, and restaurants are either not aware of laws which protect food donors, or are confused by them. Under this law, protection is expanded to persons and gleaners who donate food. Furthermore, the bill requires health inspectors to promote food donation and educate restaurants and grocery stores about donation liability protections.

The bill states in section 114435, "In implementing this article, enforcement officers (usually County health inspectors) shall promote the recovery of food fit for human consumption during their normal, routine inspections. Promotion shall include, but not be limited to, newsletters, bulletins, and handouts that inform retail food facility operators about the protections from civil and criminal liability when donating food."

We understand that Zero Waste Marin provides the County health department a relevant summary for health inspectors to use when inspecting facilities such as groceries, caterers and restaurants to promote food donation and provide information on the protection from liability.

SB 557 – School Food Donations

This bill allows public school cafeterias to donate unopened prepackaged food, uncut produce like apples, and milk kept at appropriate temperature to food banks or charitable non-profits, and makes surplus food available to students during meal time through share tables in the cafeteria. Zero Waste Marin should consider providing a relevant summary of food donation law to identified large- and medium-size generators of edible food waste, including schools, in order to assist in implementation of edible food recovery efforts. Zero Waste Marin should also consider encouraging the schools that it works with, or that its contractor(s) works with on zero waste initiatives, to establish share tables and donate surplus food.

Methodology

In addition to attending stakeholder workshops, the Project Team analyzed the draft regulations and the bill text in order to determine anticipated policy and program needs under SB 1383.

Findings

There are five franchised haulers in Marin County:

- 1) **Marin Sanitary Service (MSS)**, the hauler for San Rafael, Ross, San Anselmo, Las Gallinas Sanitary District, Fairfax, Larkspur, and some parts of Unincorporated Marin County. MSS also owns and operates the only transfer station in the County. The MSS transfer station has pre-processing equipment used to clean and grind food scraps for transfer to the Central Marin Sanitation Agency anaerobic digester, where the food scraps are used to generate energy. MSS has approximately 192 customers subscribed to this program.
- 2) **Mill Valley Refuse Service (MVRS)**, the hauler for Belvedere, Mill Valley, Tiburon, Corte Madera, and parts of Unincorporated Marin County. MVRS collects some source-separated food and delivers it to the MSS transfer station for anaerobic digestion. MVRS has approximately six customers subscribed to this program.
- 3) **Bay Cities Refuse Service (BCRS)**, the hauler for Sausalito and parts of Unincorporated Marin County.
- 4) **Tamalpais Community Services District (Tam CSD)**, the municipal hauler for Tamalpais Valley in Unincorporated Marin County.
- 5) **Recology Sonoma Marin** (formerly Redwood Empire Disposal, Shoreline Disposal, and Novato Disposal), the hauler for Novato and parts of Unincorporated Marin County.

These haulers have varying levels of education, outreach, customer subscription, and participation in organics collection programs. The Project Team did not have access to subscription data for the haulers, which would assist in gauging infiltration of the commercial organics program. However, Marin County does have information on the diversion performance of each of the haulers by tonnage. High-performing diversion programs generally divert between 20-40% of total material collected as organics (with an additional 20-40% of material collected being diverted as recycling). We consider any franchised diversion at or above 50% to be high-performing.

All of the franchised haulers in Marin County are either close to the 50% threshold, or exceeding it; therefore, we would consider Marin County to be a high diversion-achieving County.

Section 4

Policies and
Programs to
Increase
Organics
Diversion

Recommendations

The Project Team recommends that Zero Waste Marin consider additional programs to target organic waste diversion in supporting the State's ambitious targets set under SB 1383, and other requirements which may be imposed by CalRecycle starting on January 1, 2022. Potential programs and policies include:

- Offer residential collection programs that include all organic waste material types (including food waste). This program already exists in nearly every residential collection service area in the County, with the exception of Stinson and Bolinas.
- Increase participation in residential organics programs, especially for food, through ongoing promotion of the value and ease of participation. Almost all residential food scraps collection programs have room for improved participation, as some households consider putting food waste into their organics cart to have an "ick factor".
- Discuss with member agencies whether in future collection contracts they want to require the hauler to allow commercial customers to use clear bags to contain organic waste (bags that will be sorted out at processing facilities) and allow residential customers to use compostable bags. Both of these strategies have helped to increase participation in other jurisdictions and are included in certain collection contracts.
- Promote food waste reduction efforts to residential customers. Consider partnering with the EPA's "Food Too Good to Waste" program for residential outreach on food waste reduction.
- Offer additional organics containers to residential customers at a reduced cost.
- Offer organics collection to commercial customers at a cost incentive. This program is in place in every commercial collection program in Marin County, although we were unable to confirm that commercial organics collection is offered to customers serviced by Recology in Unincorporated Marin County.
- Expand technical assistance and outreach programs to multi-family and commercial customers to increase subscription and decrease contamination, with the target of subscribing additional customers to the commercial organics collection programs for composting or anaerobic digestion. Engage haulers in providing indoor composting pails and containers as well as clear, multi-lingual signage for use by customers.
- Use available means to require Redwood Landfill to cease using green material as ADC starting in 2020, or earlier if feasible.
- Undertake a study on alternative "end uses" of biosolids/sludge outside of landfilling or use as ADC, especially at the anaerobic digester used for food scraps processing.
- Encourage EarthCare to install a "bag breaker" and/or other equipment to increase effectiveness of pre-processing organic waste at the composting facility.
- Encourage Member Agencies to require haulers to provide washing service for organics carts used to collect food scraps.
- Recovery of organics from material collected as garbage via "Wet MRF," Organics Extruder (OREX) press, or another technology for composting or anaerobic digestion.
- Encourage the development of additional composting processing facilities for commercial organics, such as Covered Aerated Static Pile composting, to ensure that a broader range of commercial organics can be composted than can be handled via anaerobic digestion.

- Restrict the use of processed green material as ADC (see section on AB 1594, above).
- Consider adopting an ordinance prohibiting disposal of specified organics such as clean green material at landfill, such as that passed by StopWaste.
- Develop local end-uses for compost and mulch and ensure that new and renovated landscapes of a certain size are using the required amount of compost and mulch via the state Water Efficient Landscape Ordinance requirements (WELO). Promote the compost and mulch requirements contained within the WELO.
- Promote the use of compost and mulch to County and member agency landscaping staff and contractors for its role in water conservation, improved soil quality and reduced need for fertilizer and pesticides. Promote sources to obtain high quality compost and mulch.
- Continue to implement CALGreen building code requirements by directing C&D materials that may have clean wood waste to processing rather than disposal.
- The model developed by the Project Team and described in Section 3 of this Report shows a significant amount of clean wood being landfilled (at 9% of total disposal, or 15,800 tons), which may include C&D wood and pallets disposed at landfill. The Project Team recommends that Zero Waste Marin consider targeting this material for diversion programs. Finding markets for clean wood is a significant challenge in diversion programs, which may be considered a target for future diversion program efforts.
 - The Project Team recommends targeting Redwood Landfill in particular, which has a higher tipping fee for C&D processing than for landfill disposal. Zero Waste Marin could leverage through the Solid Waste Facility Permit process regulated by County Environmental Health, or via another avenue to impose changes to the pricing structure.
 - Staff may consider the possibility of supporting the pricing at Redwood landfill for targeted material types such as mixed C&D, yard waste, and clean, source-separated wood. Such a program would have the potential of directly adjusting rates for targeted materials; however, the program would present a large uncertainty in actual budget needed year-to-year as well as significant overhead required to audit Redwood's "actual" prices for targeted material types.
 - Currently, the biomass market is weak and facility operators often have difficulty finding outlets for wood. Support for these markets should also be pursued in tandem with programs targeting wood diversion, and should be considered as an area for further study.
- Begin to plan for SB 1383 edible food recovery requirements, including considering the hauler's potential role in assisting in edible food recovery as a part of future procurement processes.²¹

²¹ Los Angeles commercial franchise agreements require haulers to utilize and fund food recovery organizations to collect edible food and educate residents and customers on edible food recovery. More information is available on page 22 of the staff report entitled, "Authority to Award Contracts for the Zero Waste LA Exclusive Franchise System for Commercial and Multifamily Solid Waste Collection and Handling," found at web address below:

http://boe.lacity.org/docs/dpw/agendas/2016/201609/20160926/bos/20160926_ag_br_bos_bca_1.pdf#page=22

Section 4

Policies and Programs to Increase Organics Diversion

- Encourage the beneficial use of compost and mulch in public agencies and by residents of the County.²²

R3

²² CalRecycle recently released an “Organics Toolbox” with helpful links and tips, located at the following web address: <http://www.calrecycle.ca.gov/Organics/RoadMap08/ToolBox.htm>

5 Existing Organics Processing Capacity

Objective

To assess existing organics processing capacity in Marin County.

Regulatory Context

AB 876 and SB 1383 both require an assessment of existing organics processing capacity to be completed by the County (or, in the case of AB 876, the county or regional agency). The draft regulations proposed by CalRecycle for SB 1338 are provided below.

Section xxxx99.1 Planning by Cities and Counties

(a) Commencing January 1, 2022, every county, in coordination with the Cities and Regional Agencies in the county, shall annually:

2) Identify existing available infrastructure capacity, that is verifiably available for all organic waste, including paper and wood generated in the county.

(A) Use the Department's database or equivalent methods to identify potentially available capacity.

(B) To verify this available capacity, using one of the following methods:

- 1) Consult with nearby counties to determine whether they are also counting this same identified available capacity as available.*
- 2) Contact facilities to determine if capacity is available pursuant to (b)(2).*
- 3) Use alternative methods to demonstrate verifiable available capacity.*

As stated in our recommendations for AB 876, we anticipate that the requirements for assessing remaining organics capacity under AB 876 will be similar to the requirements under SB 1383, which will begin on January 1, 2022. For this reason, we have primarily oriented our analysis toward the SB 1383 draft regulations, rather than the current AB 876 reporting requirements, as the AB 876 requirements are anticipated to change.

Methodology

In order to estimate existing organics processing capacity in the County, the Project Team asked the organics processing facility representatives the following questions:

- 1) How much material are you receiving now?
- 2) Do you accept material from anyone/anywhere else?
- 3) Are you at capacity with what you are receiving already?
- 4) If not, how much more (in gallons or cubic yards) could you take?
- 5) Are you planning for an expansion of your capacity at any time in the near or intermediate future?

Section 5

Existing
Organics
Processing
Capacity

In addition, we also reviewed the Solid Waste Information System²³ for permitted capacity. We calculated permitted capacity using a conversion factor of 0.18 tons per cubic yard, and assuming 260 operating days per year.

Findings

There are four composting facilities in Marin County:

- 1) **Waste Management "Earth Care" Compost**
- 2) **West Marin Compost**
- 3) **Bolinas Resource Recovery**
- 4) **Pt. Reyes Compost Co.**

There is one out-of-County facility that receives organics generated in Marin, the West Contra Costa Sanitary Landfill Organic Material Processing Facility (WCCSL OMPF) in Richmond, which is used by Bay Cities Refuse and by Recology Sonoma Marin (for some communities and in some cases).

There is also one anaerobic digestion processing facility, owned and operated by CMSA, which accepts source-separated food scraps not commingled with paper or any other materials. These facilities are further described in **Table 3** (next page).

²³ The Solid Waste Information System is an online tool maintained by CalRecycle, which can be found at the following web address:
<http://www.calrecycle.ca.gov/SWFacilities/Directory/Search.aspx>

Table 3: Organics Processing Facility Summary

Facility	County	Accepted Materials	Approximate Current Processing Volume (tons)	Permitted tons per year
Waste Management "Earth Care" Compost	Marin	Green material, landscaping and food scraps with food-soiled paper	121,000	133,640
West Marin Compost	Marin	Green material	2,500	52,000
Bolinas Resource Recovery	Marin	Green material	750	5,664
Pt. Reyes Compost Co.	Marin	Green material	500	566
WCCSL OMPF	Contra Costa	Green material, food scraps with food-soiled paper	Unknown	413,910*
Central Marin Sanitation Agency	Marin	Food scraps only	2,200	2,600

Existing
Organics
Processing
Capacity

* West Contra Costa is modeled at permitted capacity, not according to throughput currently allowed under permit, which is lower than permitted capacity.

The franchised organic materials that are not delivered to CMSA, the WCCSL OMPF, or to biomass conversion are delivered to the Waste Management EarthCare Composting Facility, which is located at the Redwood Landfill site. Recology and MVRs deliver residential and commercial organics directly to EarthCare; the remaining franchised organic material is transferred through the MSS transfer station to EarthCare.

Members of the public can deliver green material and wood to the MSS transfer station, Redwood Landfill, West Marin Compost and Bolinas Resource Recovery (communities of Bolinas and Stinson only). Green material delivered by the public:

- To the MSS transfer station are commingled with franchised material and transferred to EarthCare.
- To Redwood Landfill are ground and incorporated as compost feedstock or used as Alternative Daily Cover (ADC).
- To West Marin Compost and Bolinas Resource Recovery are processed and then sold to the public as compost.

EarthCare is a large-volume composting facility in Novato permitted to accept 514 tons per day (which is 133,500 tons per year at 260 operating days per year). The facility's throughput is reported to Marin County via DRS reports. In 2016, EarthCare accepted approximately 121,000 tons of organic material (next page):

R3

Section 5

Existing
Organics
Processing
Capacity

- About 44,000 tons reported originated in Marin County. Of that figure, 19,000 tons were delivered by MSS to WM Earth Care. We project that the 2017 tonnages will be approximately 50,000 tons, with 22,000 tons originating from the MSS transfer station.
- About 10,000 tons reported originated in Petaluma, in Sonoma County. We have used the default assumption that these tonnages will not change over the modeled timespan of 15 years, reflecting the type of planning we suggest is appropriate for facilities serving multiple jurisdictions. With each agency assuming no change in the other agencies' use of the facility, the planning models do not conflict with each other. In the Tonnage Scenario Tool (described in the R3 report entitled, "Tonnage Scenario Tool and AB 876 Infrastructure Planning Tool"), Zero Waste Marin staff will have the opportunity to adjust this assumption in order to model other possible scenarios.
- About 33,000 tons reported originated from the Sonoma County Waste Management Agency. We have assumed that these tonnages will not change over the modeled timespan of 15 years, under the rationale described above.
- About 32,000 tons reported originated from the Davis Street Transfer Station in Alameda County. In 2017, we project that this tonnage will have increased to approximately 57,000 tons. We have assumed that these tonnages will not change over the modeled timespan of 15 years, under the rationale described above.

WM Earth Care reported to Zero Waste Marin that they are not accepting any additional organic material at the facility at this time. The operator has also expressed that it plans to seek a permit to expand its operations by 250 tons per day. This future expansion of permitted capacity is added at "year 10" of the model.

West Marin Compost is a medium-volume composting facility located in Nicasio and permitted to accept 200 tons per day of green material and dairy manure, this equates to 52,000 tons per year at 260 operating days per year. West Marin reported processing 14,000 cubic yards of dairy manure and plant debris from the public in 2017, which at a conversion of 0.18 tons per cubic yard is the equivalent of approximately 2,500 tons per year. The operator estimated that 20% of their total material was franchised organic material. That material originates in the Unincorporated County communities of Stinson and Bolinas. Total capacity and throughput are calculated at approximately 3,200 tons. The operator reported to Zero Waste Marin that they are not accepting any additional material at this time.

Bolinas Resource Recovery is a small composting operation that was started in 1997 to offer the Bolinas and Stinson Beach communities green material composting. Located in Bolinas, it is permitted to accept 120 cubic yards per day of green material only, which R3 estimates to be the equivalent of approximately 6,000 tons per year. This facility was accepting material delivered by the franchised hauler (now Recology) from the communities of Stinson and Bolinas. Beginning in mid-2017, residential material from Stinson began to be routed to EarthCare. The Bolinas facility reports accepting the equivalent of approximately 250 tons of franchised material and about 500 tons of self-haul material from the public. We have modeled 650 tons of composting throughput over the modeled timespan of 15 years. While there may be capacity for processing additional material, the facility only accepts material from the communities of Stinson and Bolinas.

Pt. Reyes Compost Company is a small composting operation permitted to accept up to 12 cubic yards per day. We have assumed that this facility does not have capacity to accept any additional material, and have therefore disregarded the current throughput of this facility.

WCCSL OMPF is a large-volume composting facility in Contra Costa County which accepts approximately 4,000 tons of mixed organics (green material and food scraps) originating in Marin County (hauled by BCR, and Recology operating in Novato). We understand that this facility does not have additional capacity to accept new material at this time, but have assumed for the purposes of the capacity model that the facility continues to accept the 4,000 tons of throughput from Marin County over the modeled timespan of 15 years.

CMSA is a medium-volume anaerobic digester in San Rafael near the MSS transfer station, currently accepting approximately 2,200 tons per year of source-separated, processed food waste from the MSS transfer station. The public-private partnership began in 2013. The food waste, sourced from the MSS and MVRs service areas, is preprocessed at MSS. CMSA has reported to Zero Waste Marin that they are not at capacity and would be receptive to more material if the quality meets their standards. The exact amount they could absorb will be determined through a Master Plan update that is currently underway for the CMSA.

Capacity Modeling: Permitted Versus Actual

Permitted capacity is not actual capacity. We understand, based on CalRecycle's review of the 2017 submittals by counties and regional agencies (Appendix 2) for AB 876, that despite instructions to utilize the facility database available online (FacIT), the methods generally used by counties and regional agencies to calculate organics capacity were not adequate. This conclusion is further supported by the fact that most facilities included in this analysis communicated to Zero Waste Marin that they did not have capacity to accept additional material, although they were frequently operating at significantly below their permitted throughput. For example, EarthCare's permitted throughput is 133,500 tons per year. While they accepted approximately 121,000 tons in 2016, Waste Management stated in 2018 that they were unable to accept additional material. Moreover, organics processing facilities are permitted on the basis of throughput per day. It is reasonable to assume that a facility would not accept 100% of its permitted throughput on each operating day of the year.

For these reasons, the Project Team has modeled existing organics processing capacity on the *basis of operator statements about current and future capacity availability*, and not on the basis of actual permitted capacity.

Modeling Out-of-County and Non-Franchised Tons

Capacity modeling is further complicated by the need to understand and correctly model tonnages that originate from outside of the franchised system (and therefore are not necessarily reported to the county, and certainly not on a continuous basis), and outside of the County (tons for which the contractual relationships may not be clear, and planning for which is challenging). In fact, the inbound tonnages to the EarthCare facility from Alameda and Sonoma Counties (at 32,000 and 43,000 tons, respectively) are significantly greater than the total amount of material originating from within Marin County (44,000 tons) that is processed by all other facilities (at approximately 10,000 total Marin tons processed by all facilities that are not EarthCare).

Waste Management has recently opened a composting facility in Alameda County at Altamont Landfill. Given the very large portion of the material inbound to EarthCare is transferred through Davis Street transfer station in Alameda County, that there is a possibility that some or all of that material will be redirected over time away from EarthCare and to the Altamont site.

Finally, we understand that Sonoma County is undertaking a procurement process for organics processing capacity. There is a possibility that this procurement process may result in the siting

Section 5

Existing
Organics
Processing
Capacity

of an organics processing facility within reasonable hauling distance of Marin County, or, result in the redirection of material originating in Sonoma County away from EarthCare. Both scenarios may result in a significant shift in the processing capacity available to Marin County for organics material; therefore, we have recommended that Zero Waste Marin engage in ongoing conversation with Sonoma County as well as the facility operators within Marin County in order to refine organics processing capacity estimates on an ongoing basis. This will also be required on an annual basis as part of the EAR. For the purposes of the capacity model, we have assumed that there is no change in out-of-County and non-franchised ton throughput. We have also assumed a “null” scenario of no additional facility capacity (outside of the planned EarthCare expansion) and no additional infrastructure development.

Regarding food scraps processing, as a part of the MSS 2017 Organic Waste Recycling Plan, MSS stated that it would consider transferring food waste to an alternative facility (such as East Bay Municipal Utility District) if CMSA is not able to accept additional material. This may come at increased costs, including transfer and tipping fees; however, MSS does have additional capacity to pre-process food scraps at its transfer station which is not currently being utilized. It is possible that at the time that MSS requires additional capacity, candidate facilities may not have additional capacity available. Because of the range of possible outcomes, we have chosen not to model additional food scraps processing capacity outside of CMSA.

Recommendations

The Project Team recommends that Zero Waste Marin annually:

- Engage in conversation with Sonoma County on infrastructure usage.
- Request data from facility operators in Marin County.
- Adjust organics processing capacity estimates.

6 Additional Organics Processing Capacity Needed

Additional Organics Processing Capacity Needed

Objective

To determine the amount of additional organics processing capacity that is needed in Marin County.

Regulatory Context

SB 1383 draft regulations distributed by CalRecycle in October 2017 include a requirement for counties to (bold added for emphasis):

Section xxxx99.1 (a)(3): *Based on the amount that is projected for disposal in (1) and the existing capacity identified in (2), identify the **amount of additional organics recycling capacity that would be needed** to ensure that the regulated generators' organic waste is recycled.*

Section xxxx99.1 (a)(4): *Identify the amount of **existing** (existing capacity that is additional to what was identified in (2) above), **new or expanded organic waste recycling capacity** that will be available to the county and its cities by 2025 and every year thereafter.*

SB 1383 draft regulations also require counties to plan for additional capacity if need is identified, per Section xxxx99.1 and starting on January 1, 2022:

(e) Based on the capacity estimates required in (a) and (b), if a county or a city does not have access to adequate existing, new, or expanded facilities to meet the capacity need identified in (a)(4) and (b)(5), then the city or county lacking this access must:

(1) Submit an implementation schedule to CalRecycle, within 60 days of the Annual Report submitted by the county pursuant to section (d), that demonstrates how it will secure access to existing, new or expanded capacity by 2025 and annually thereafter for the organic materials and recovered edible food collected from within the jurisdiction.

(2) The implementation schedule shall include timelines and milestones for planning efforts to identify and secure access to sufficient capacity, including but not limited to:

(A) Obtaining funding, if applicable, to fund organics recycling and edible food recovery infrastructure.

(B) Identifying how additional capacity will be secured, e.g., designated areas that have appropriate zoning for additional facilities, information on the status of identifying zones as potential areas for zoning facilities, etc.

R3

Section 6

Additional
Organics
Processing
Capacity
Needed

Methodology

The Project Team modeled additional needed capacity for organics processing against existing capacity under a number of scenarios, including:

- “Business as Usual” with no increase of organics diversion;
- “Achievement of SB 1383 Goals,” described in Section 3 (including moderate increases of organics diversion and disposal based on population growth);
- “Increasing Diversion” with diversion continuing to increase as it did from 2014-2016.

Although modeling organics capacity is helpful, we recognize that there are challenges to matching the type of organics generated with a facility that is permitted and able to process this feedstock – this is specifically true for commercial source separated organics. The Food to Energy program accepts food scraps only, without commingled food-soiled paper and other materials. Zero Waste Marin should consider the significant need for an outlet for commercial source separated organics that is commingled with food soiled paper and cardboard.

In order to fully understand the challenges in securing appropriate capacity, we have separately modeled the flows of the following materials through Marin County under each of the three scenarios described above:

- Commercial “inedible” source-separated food scraps (not commingled with food-soiled paper, cardboard, or compostable plastics).
- Green material including landscaping debris and not including food scraps.
- Mixed organics including landscaping debris, food scraps, food-soiled paper, cardboard, and compostable plastics. Increases in this stream are modeled by population and also inedible food attributed to all sectors *except* for commercial (which is modeled separately and listed above). Projections of future tons are broken into the component material types as sufficient data exists to characterize this material; insufficient data exists to break down the existing and historical mixed organics stream in such detail.
- Food-soiled paper and other tons, which are a potentially challenging group of materials to divert.
- Sludge.

Insufficient data exists to model chipped wood, although this is also a material type that may be subject to alternative options for processing and diversion. Recyclable paper (food wrappings and pizza boxes that are not food-soiled, for example) is another material stream which has alternative options for diversion, and may also exhibit “leakage” between diversion alternatives.²⁴ While these details are important, they are difficult to model, and thus have not been accommodated in the current model.

Edible food recovery of 20% of the baseline has been modeled as occurring separately from the diversion infrastructure and thus not included as “Needed Capacity.”

²⁴ As discussed in Section 3 of this Report, recyclable paper categories were included in the 2014 baseline. However, they are not included in the “capacity needed” estimates as they are more appropriately diverted through recycling programs. Recyclable material processing capacity was not modeled as a part of this project, but is a subject area that Zero Waste Marin should consider analyzing as a part of a separate review.

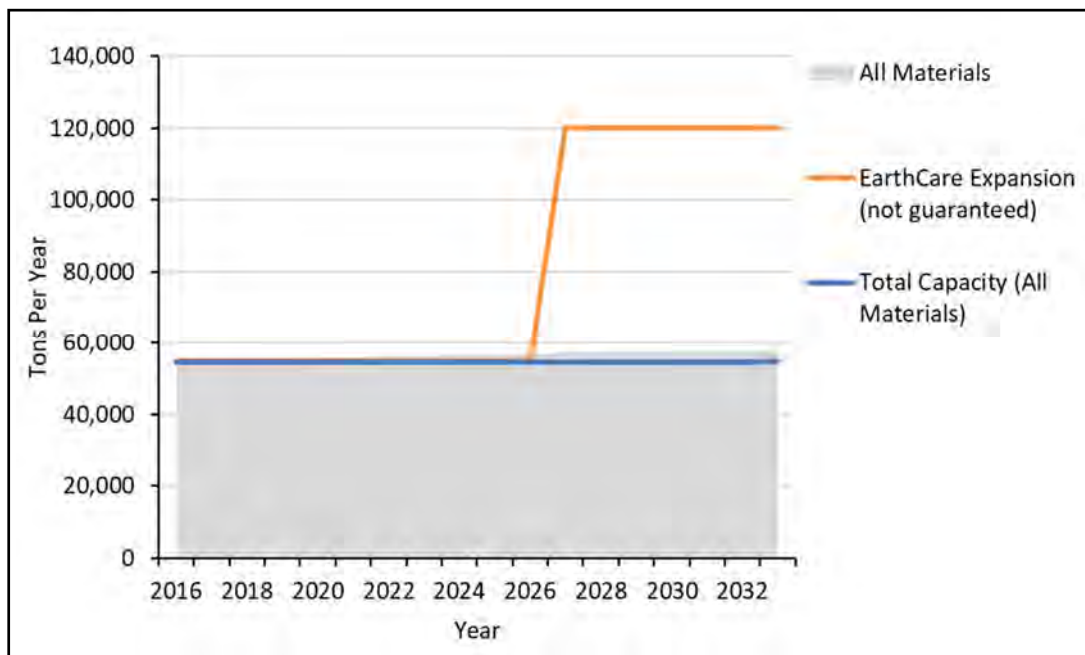
The MSS 2017 Organic Waste Recycling Plan states that the transfer station utilized (and owned and operated) by the company has capacity to grind mixed organics at 20 tons per hour, and pre-process commercial food waste at 20 tons per hour; and that they are permitted up to 140,400 tons per year of organics, which exceeds the anticipated organics generation countywide through 2033. While sufficient *transfer* capacity appears to exist, the Project Team recommends that Zero Waste Marin continue to plan for organics *processing* capacity with the understanding that MSS would still need to deliver the material to another facility for final processing (either composting or anaerobic digestion).

Findings

The Project Team's capacity model indicates that insufficient capacity exists to accommodate nearly any increase in organics diversion at this time. At year 10 of the model, assuming that 100% of the new permitted capacity at EarthCare is available to Marin County, there is sufficient capacity for processing additional tons under all scenarios except for "Increasing Diversion." "Increasing Diversion" shows insufficient capacity for all years.

Under the "Business As Usual" scenario, we accommodated very moderate increases in mixed organics (as defined on page 30 of this report), diversion by population (as described in Appendix 4, Detailed 2014 Model Methodology), and the additional capacity modeled for Bolinas. As shown in **Figure C**, below, our results indicate insufficient capacity for processing mixed organics.

Figure C: Business As Usual Scenario, Moderate Increases in Mixed Organics by Population



Under the "Achievement of SB 1383 Goals" scenario, we have assumed increases in organics materials types such that Marin County would achieve the statewide goals of organics tonnage reduction by 2020 and 2025. Our findings are displayed in more detail in **Figure D**, below. Food scraps diversion from the single family and multi-family sectors are shown in **Figure D**; food scraps from the commercial sector only are separately displayed in **Figure E**.

Section 6

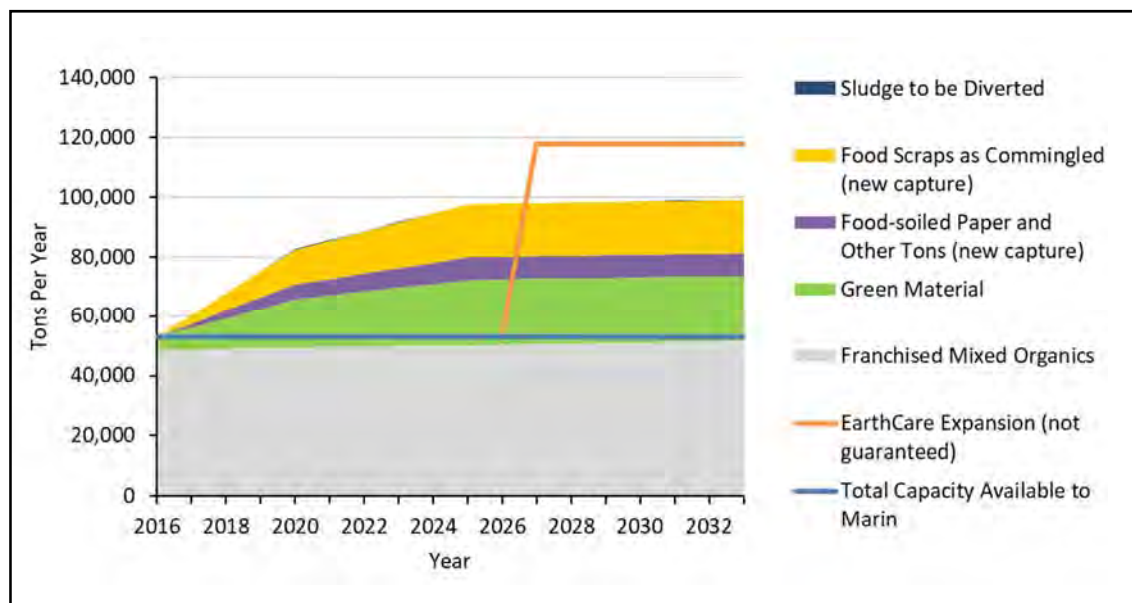
Additional
Organics
Processing
Capacity
Needed

Franchised mixed organics are modeled at 2016 levels (with moderate increases for population). Additional capture was modeled as separate material streams: Sludge diverted, Food Scraps as Commingled with other compostables, Food-soiled Paper and Other Tons, and Green Material. Note that processing capacity is displayed as a total capacity for composting (not as total capacity for organics processing, which would include the commercial-source separated food scraps).

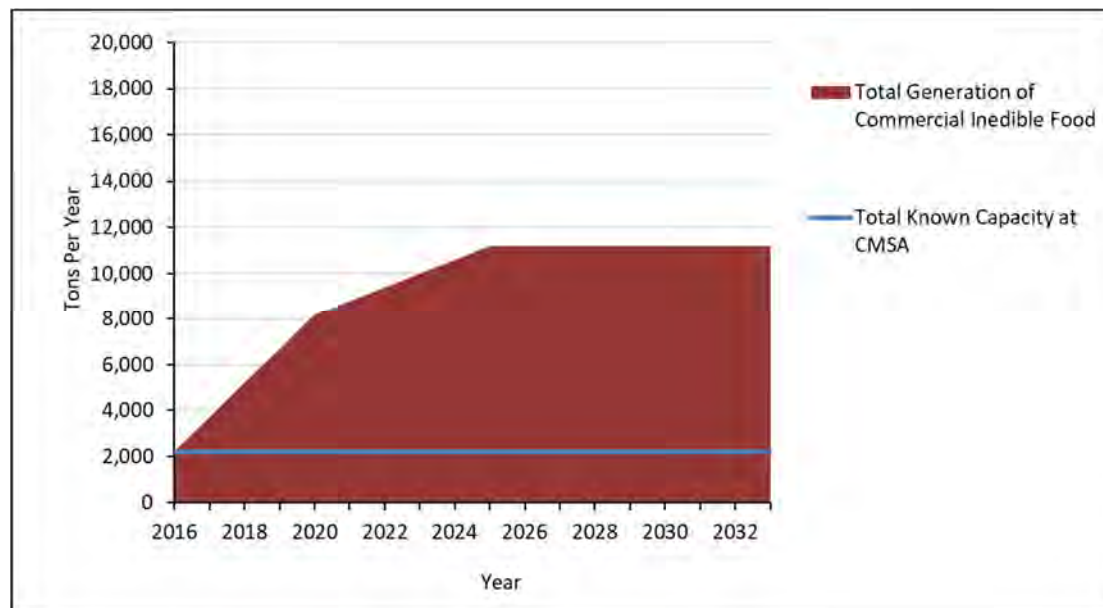
For capacity, we have modeled “no additional capacity” for any material streams except for green material. As we saw under the “Business As Usual” scenario, even with moderate increases in organics diversion by population, insufficient capacity exists. However, if the EarthCare facility’s expansion is approved, and assuming that 100% of the additional capacity of EarthCare is available to Marin County, or if some or all organics from Sonoma or Alameda are diverted to other facilities, there is sufficient capacity for processing all additional tons.

Please note that we have also accommodated this scenario in the landfill model, which is described in the R3 report entitled, “Landfill Capacity Model.”

**Figure D: Processing Capacity versus Needed Capacity under Achievement of SB 1383 Goals
All Materials Except Commercial Inedible Food**



**Figure E: Processing Capacity versus Needed Capacity under Achievement of SB 1383 Goals
Commercial Inedible Food Only**



Additional
Organics
Processing
Capacity
Needed

Note that **Figure E** includes only inedible food calculated by the Project Team as being generated by the commercial sector. The remainder of the inedible food (generated by the single family and multi-family sectors) is modeled in **Figure D** as “Food Scraps as Commingled.” In reality, the commercial food scraps will likely be collected commingled with yard trimmings in some cases, and it is not expected that 100% of the commercial food scraps will be collected as source-separated feedstock for anaerobic digestion.

Approximately 12% of the recoverable organic material in the Project Team’s model is compostable “food-soiled” paper, and an additional 3% of the recoverable organic material is other compostable paper and similar materials. This material is not accepted for anaerobic digestion, which may make it challenging to subscribe commercial businesses that are unable to separate food-soiled paper from food scraps. This “dirtier” commercial organics waste stream may be better handled by compost processing. Ideally, both processing solutions would be available to handle Marin’s organic stream; however, EarthCare does not currently accept commercial source-separated organics. We have included the food-soiled paper and compostable material streams separately in **Figure D**, previous page.

Under the “Increasing Diversion” scenario, we have maintained capacity assumptions and the modeled organics materials types, but modeled increases according to the increase seen between 2014 and 2016 in organics diversion. This can be seen as a “Best Case Scenario,” and is unlikely to occur. The increase in diversion between 2014 and 2016 is likely due to additional programs being implemented which resulted in great increases in diversion over that period. We chose to model this scenario to represent the very highest increases in diversion that may be seen in Marin County.

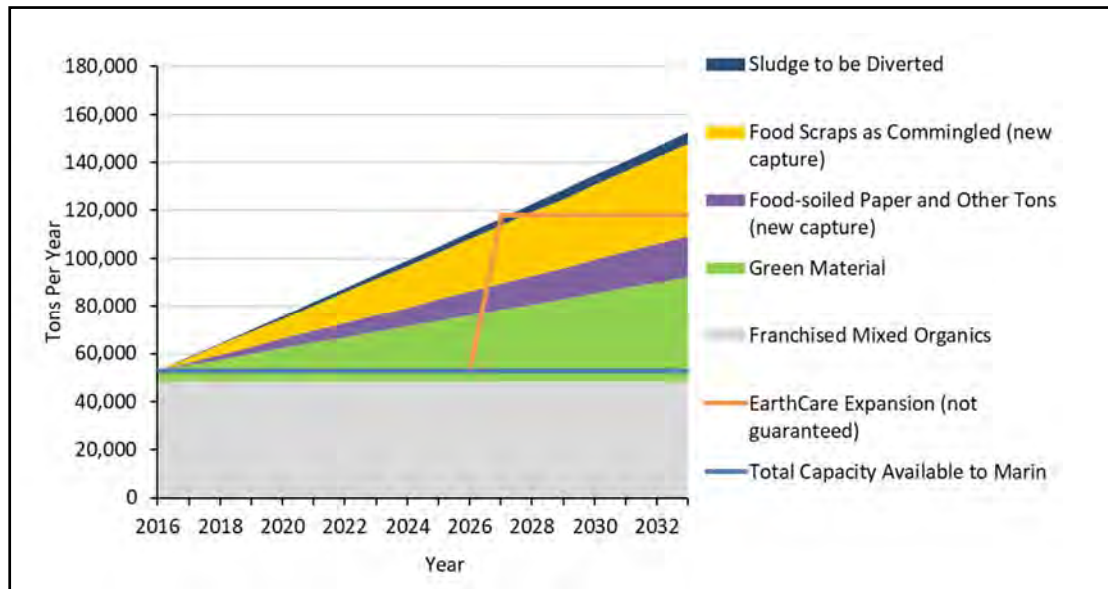
Our findings are displayed in more detail in **Figure F**, on the following page, showing all materials except for commercial source-separated food scraps, which are modeled separately in **Figure G**.

R3

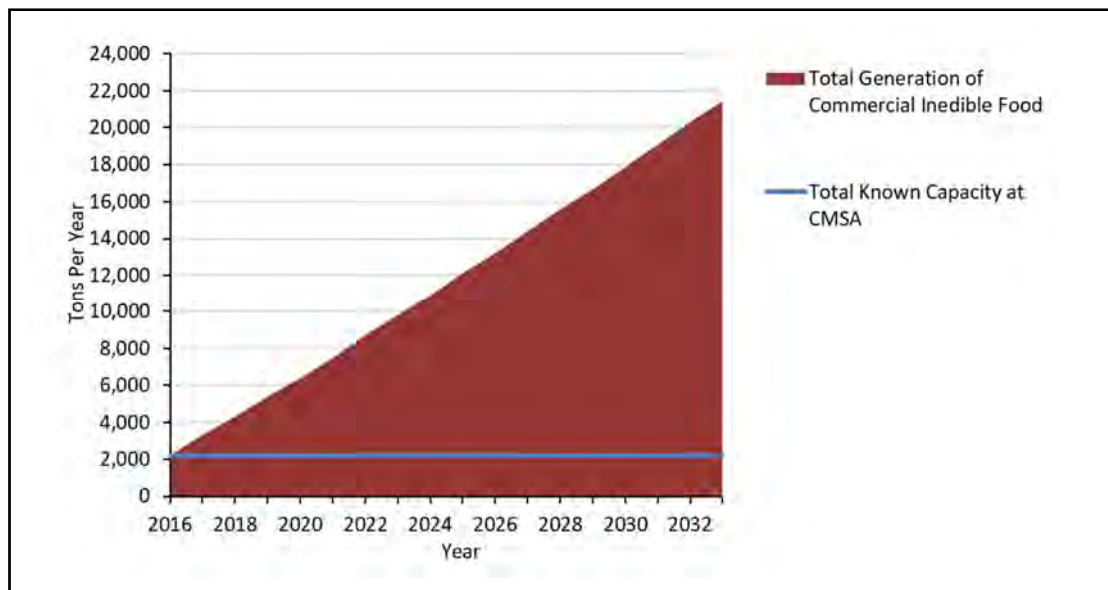
Section 6

Additional
Organics
Processing
Capacity
Needed

**Figure F: Processing Capacity versus Needed Capacity under Increasing Diversion Scenario
All Materials Except Commercial Inedible Food**



**Figure G: Processing Capacity versus Needed Capacity under Achievement of SB 1383 Goals
Commercial Inedible Food Only**



Recommendations

Policy Options to Encourage Infrastructure Expansion and Development

Possible policy alternatives that can be considered by Zero Waste Marin include:

- Recommend to Member Agencies that collection service contracts explicitly require the hauler to have an agreement with a commercial food scraps processor. These agreements should also explicitly reserve the right of the jurisdiction to direct flow such that the jurisdiction can separately procure for processing capacity outside of the collection contract, if it so chooses.
- Recommend that Member Agencies consider establishing flow control agreements to support future infrastructure expansion and development. Such agreements should be designed without a minimum guarantee and could be established via a procurement process.
- Support the expansion of permitted capacity at EarthCare, and any other composting facilities that are able to expand.²⁵
- Procure for organic material processing capacity as a JPA. Two solid waste JPAs known to the Project Team have procured for processing capacity:
 - Sonoma County Waste Management Agency, which controls organic material flow due to ownership of an organics processing facility that recently closed.
 - South Bayside Waste Management Agency, which owns a transfer station used by its Member Agencies to transfer material including organics.
- Support infrastructure via competitive grant process.
- Fund, own, and contract for the operations of an organics processing facility for the use of Marin County residents via the issuance of bonds or another funding mechanism. If Zero Waste Marin chooses to pursue this option, the JPA would have more direct control over the desired outcome (additional capacity), but would be exposed to potential liability and significant overhead for management of the facility. For these reasons, the Project Team does not recommend this alternative.

Future Planning Efforts

The Project Team recommends that Zero Waste Marin encourage its Member Agencies to consider individual needs for organics processing capacity by engaging in ongoing conversation with their haulers. Contractual relationships between individual Member Agencies, haulers, and disposal/processing facilities were not evaluated on an individual basis as a part of this analysis.

Zero Waste Marin should anticipate that if insufficient capacity is anticipated to be available over the planning horizon (which it is), Zero Waste Marin may be required to submit a schedule with steps necessary to acquire needed capacity to CalRecycle. This may require an intensive planning effort, which this Report may help inform, but does not represent.

²⁵ West Marin Compost, one of the smaller composting facilities in Marin County, was established by a coalition comprised by Marin County Conservation District, the County Board of Supervisors, and the U.S. Department of Agriculture, and remains a case study in the use of compost for greenhouse gas emission reduction.

Additional
Organics
Processing
Capacity
Needed

R3

Section 6

Additional Organics Processing Capacity Needed

Other elements that may be considered by Zero Waste Marin as a part of this planning effort include (as summarized and interpreted based on CalRecycle's guidance provided as Appendix 2 to this Report):

- 1) Conduct outreach with citizens in the form of community meetings and surveys in order to solicit input on the benefits and impacts of facilities.
- 2) Conduct a formalized process of consultation with the Local Enforcement Agencies (LEA) to gather information on planned expansions or new facilities and provide an opportunity to seek input and collaboration.
- 3) Collaborate with haulers and owners of existing facilities to gather information about impacts on existing facilities, as well as any plans by private industry to expand or build new infrastructure.

Regarding items 2 and 3 above, as a part of the process of compiling this Report, Zero Waste Marin staff has already begun conversations with facilities and County staff; staff is also involved in ongoing discussions on accepted materials at the existing organics processing facilities, which is an important part of planning for organics infrastructure. The Project Team recommends that the process should be repeated on a yearly basis, and could also include ongoing conversation with Sonoma County Waste Management Agency on anticipated infrastructure in Sonoma County and jurisdiction representatives in Alameda County for capacity updates at the Altamont Compost Facility.

1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

2600 Tenth Street, Suite 424, Berkeley, CA 94710
Tel: 510-647-9674

627 S. Highland Avenue, Suite 300, Los Angeles, CA 90036
Tel: 323-559-7470

To: Judith Silver, Senior Planner, Zero Waste Marin
From: Emily Ginsburg, Senior Project Analyst, R3 Consulting Group
Date: March 30, 2018
Subject: Remaining Landfill Capacity Projections

Introduction

This memo presents R3 Consulting Group's (R3) assessment and findings regarding projections of long-term disposal capacity at Redwood Landfill (Redwood). R3 reviewed the 2012 Environmental Science Associates (ESA) projections to verify their accuracy and updated these landfill capacity projections based on accrued disposal since 2012, as well as other changes in conditions.

The updated modeling results indicate that the County has sufficient remaining landfill capacity for at least the next 15 years. **Table 1** below displays a summary of the updated disposal capacity scenario modeling results, and scenario descriptions.

Table 1: Summary of Redwood Landfill Capacity Projections

Scenario	Landfill Capacity Depletion Date	Years of Remaining Capacity
Zero Waste Achievement	2050	32
SB 1383 Achievement	2044	26
Business As Usual	2040	22
Worst Case Scenario #1	2034	16
Worst Case Scenario #2	2030	12
Worst Case Scenario #3	2024	6

Scenario Descriptions:

- **Zero Waste Achievement:** Achievement of 94% waste diversion by 2025.
- **SB 1383 Achievement:** Achievement of 50% reduction from 2014 baseline in organic waste sent to landfill by 2020, and achievement of 75% reduction by 2025.
- **Business As Usual:** No diversion increases and continue existing material flow.
- **Worst Case Scenario #1:** No diversion increases and all of Marin's disposal is directed to Redwood;
- **Worst Case Scenario #2:** Redwood receives its maximum annual disposal, year after year.
- **Worst Case Scenario #3:** Remaining capacity is estimated with a more conservative density factor and Redwood receives its maximum annual disposal, year after year.

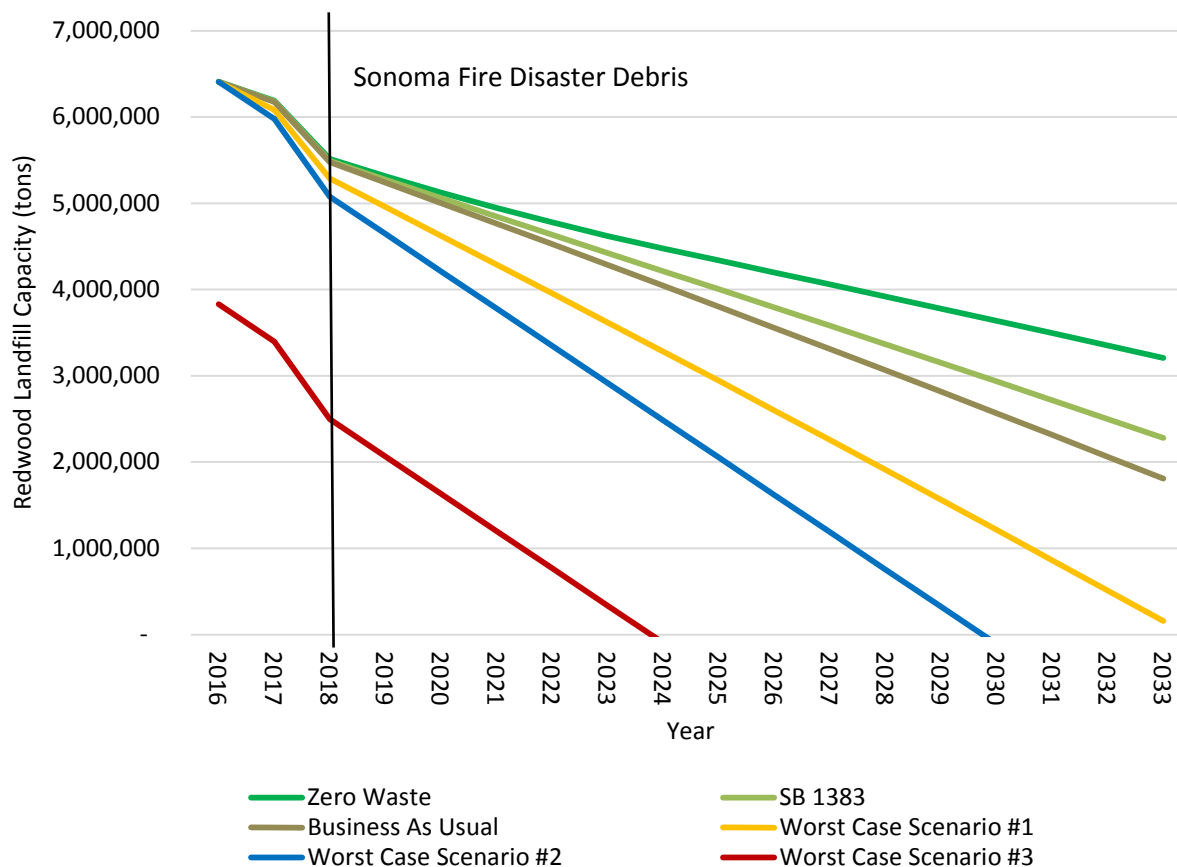
Zero Waste Achievement represents an aspirational diversion scenario. Based on Marin's disposal trends in recent years (i.e. ~73% diversion reported in the last 5 years), and the increased difficulty in reducing materials sent to landfill with each additional ton diverted towards zero waste, this scenario is unlikely to occur by the 2025 goal date. The **SB 1383 Achievement** scenario is provided as a benchmark for comparison with organic generation estimates which are described more fully in the R3 report, "Organics Generation and Capacity Analysis."

Worst Case Scenarios represent more conservative estimates for strategic planning purposes. While more likely to occur than the Zero Waste Achievement scenario, R3 finds it unlikely that in the future that all Marin disposal (including self-haul) would be delivered to Redwood. Furthermore, DRS data from 1995 onward shows that Redwood has yet to hit its annual maximum permitted disposal capacity in one year.

To provide a middle ground between Zero Waste Achievement and Worst Case Scenarios, R3 has developed a **Business As Usual** scenario in which existing material flow continues with no diversion increase. This scenario represents a more realistic projection for disposal for landfill capacity planning.

Figure A, below, displays all modeled scenarios.

Figure A: Redwood Landfill Capacity Projections to 15-Year Planning Horizon



Review of Marin County Landfill Capacity Model

R3 reviewed ESA's disposal capacity spreadsheet titled "Disposed Waste Projections for Marin County and Remaining Capacity Calculations for Redwood Landfill." The model is used to determine the need for additional disposal capacity for Marin County, and particularly whether such a need will arise within a 15-year period. Our review findings are detailed in **Attachment 1**, and summarized as follows:

- ESA's modeling assumptions are reasonable and projections of landfill capacity useful given the conditions and context existing at the time of its making;
- The calculation of population in the intervening years between 5-year increments provided by population growth projections is linear. Use of a logarithmic function would improve the model by providing a more accurate projection, which R3 incorporated as part of the update;
- The number of operating days per year at Redwood Landfill was entered as 312 by ESA; R3's review of the facility permit shows 311 operating days are allowed (closed Sundays, Christmas Day, and New Year's Day), and this change has been incorporated into the update;
- There is a minor formula error in the Projected Remaining Capacity, which subtracted a few months of disposal capacity (due to the timing of the capacity survey that year) when it should have been added to estimate January 1st, 2011. This had a minimal impact on projects, and the formula has been corrected for use in the update; and

The model presents a "Zero Waste Achievement" as the main disposal scenario for consideration. While modeling zero waste is helpful to planning efforts, R3 cautions against looking to an aspirational level of diversion as the primary scenario for landfill capacity projections and recommends using ESA's "Worst Case Scenarios" or R3's "Business As Usual" scenario as more conservative estimates.

Model Update Incorporating 2017 Conditions

R3 updated key facts and figures to renew ESA's projections, and made changes to the model to improve projection accuracy and reflect current conditions. Please see Attachment 2, R3 Updated Disposed Waste Projections. Key factors and data sources utilized in this update include the following:

- Disposal Reporting System (DRS) landfilled tons for Zero Waste Marin from 2011 through 2016;
- DRS Disposal at Redwood Landfill reported by waste origin from 2011 through 2016;
- CalRecycle calculated PPD and Diversion Rates for Zero Waste Marin from 2011 through 2016;
- Redwood Landfill report of current remaining solid waste disposal capacity;
- Current density factor (i.e., airspace utilization factor or compaction ratio) reported by Redwood Landfill;
- 2014 Redwood Landfill Solid Waste Facility Permit and 2017 Emergency Waiver for Sonoma fires disaster debris (approval of temporary increase to accept an additional 3,000 TPD); and
- Association of Bay Area Governments (ABAG) and Department of Finance population growth projections.

2016 is the new base year for this update. Data for 2017 is limited due to a time lag in reporting disposal tonnage, and as such this year becomes the start of the new projections.

Modeling changes and assumptions R3 made in order to update the model are summarized below:

- The reported density factor reported by Redwood Landfill in 2017 is 0.95, a decrease from the previously reported density factor of 0.99 in 2011;
- R3 used ABAG data for all the population figures in Column C, as ABAG is expected to have the most accurate local projections; ESA's model used data from the California Department of Finance, Demographic Research Unit (Report E-2) as the base year (2010) population figure and ABAG growth rates to model changes in population;
- ABAG's projections of Marin County population growth are higher (e.g., rate of population change is 2.1% for the year 2025 in its most recent projections, compared to 1.3% in 2025 as previously projected and used in the 2012 modeling), and population growth in Sonoma County lower (3.5% vs 5.5% in 2025);
- R3 used a logarithmic function to more accurately project population figures between the 5-year interval figures provided by ABAG;
- Redwood Landfill is open 311 days per year, per its facility permit;
- Projections beyond 2033 continue to assume 2.0% growth for Marin County, and Out-of-County growth has been updated to assume 3.5% growth based on ABAG's updated projections for Sonoma County;
- Marin County's Out-of-County Disposal projections are based on a new three-year average (2014-2016) of 42% of its waste, an increase over the 2008 – 2010 average of 32%;
- Non-Marin County disposed waste at Redwood now represents 94% of Sonoma, a decrease from 97% in the previous projections;
- There is a noted drop in Non-Marin disposed waste at Redwood, a change of ~100,000 tons from 2010 to 2011. This large decrease in the tonnage accepted at Redwood occurred subsequent to ESA's submittal of its landfill capacity projections (i.e., in 2010, Redwood reported the acceptance of 292,949 total disposal tons, and in subsequent years, accepted an average of approximately 194,000 tons). ESA's projections use 2010 as the base year, and as a result, scenarios project less capacity than Redwood Landfill experienced. However, the 2018 acceptance of Sonoma disaster debris effectively negates this gain in landfill capacity;
- The Zero Waste Achievement scenario assumes Zero Waste Marin reaches its goal of 94% diversion by 2025. However, it should be noted that the plateau in diversion rate, and decrease in diversion in 2016, as seen in the historic data indicates that this projection is now more aggressive than it appeared in 2012, and should be considered highly aspirational; and
- SB 1383 organics diversion is estimated using 50% and 75% capture rates applied to estimates of organic waste in Marin County 2014 single family, multi-family, and commercial disposal, 2014 Marin County self-haul disposal at Redwood Landfill, and sludge. For the purposes of this analysis, all franchised disposal is considered to be delivered to Redwood Landfill, which is not fully in alignment with current conditions.

Disaster Debris from Sonoma Fires

On November 28th, 2017, Redwood Landfill was granted an Emergency Waiver to accept Sonoma fire disaster debris. This waiver allows the facility to accept up to 3,000 TPD of waste for disposal in excess of their permitted 1,390 TPD, and pending the receipt and approval of the engineering consultant evaluation results regarding fill sequencing, effective December 5, 2017, Redwood Landfill may accept up to 5,000 TPD of waste for disposal in excess of their permitted 1,390 TPD so long as the permitted traffic volume of 662 total daily vehicles is not exceeded. The effective date of the waiver is November 28, 2017 through March 28, 2018; emergency waivers can only be approved for 120 days and may be extended if deemed necessary by the Local Solid Waste Enforcement Agency.

R3 conservatively estimates that disaster debris from the Sonoma fires will amount to 50% of the approved 3,000 increase in TPD ($3,000 \text{ TPD} \times 50\% \text{ received} \times 311 \text{ annual days of operation} = 468,000$ tons of disaster debris), and in the model this is incorporated as one year of increased disposal in 2018. This is equivalent to approximately two years of capacity at Redwood, and R3 recommends that Zero Waste Marin consider the impacts of future disasters on landfill capacity.

Marin County Landfill Capacity Model Walk-Through

The following is a column-by-column description of the spreadsheet:

- **Column B** shows the base year for the projections, 2016. The table provides projections through 2033. Extended projections beyond 2033 are shown below the table.
- **Column C** uses information from ABAG to provide population figures for 2010 and the following 5-year intervals. Population growth in the intervening years is also based on ABAG projections (ABAG Projections, 2013).
- **Column D** displays the 5-year increments of population growth rates. See the ABAG Pop tab in the spreadsheet for source data.
- **Column E** shows estimated waste generation for the 2016 base year and future years (generation is the sum of all waste disposed plus diverted). The 2016 figure is back-calculated from the diversion rate reported to CalRecycle for 2016 and the reported disposal figure for that year. See the calculations in the Waste Gen Calcs tab in the spreadsheet. Projections are based on the projected population growth rate, as described above.
- **Column F** shows 2016 base year disposed waste, as reported to CalRecycle. Disposed waste projections are based on population growth rate, as described above.

Zero Waste Achievement

- **Column G** provides projections of the County's diversion rate, expressed as a percentage of generated waste. The 2016 figure is calculated by CalRecycle using pounds per person per day (PPD) to estimate a "diversion rate equivalent." Projections are based on achievement of the JPA's long-term goal as expressed in the JPA's Feasibility Study: 94% by 2025. Diversion is assumed to level out at 94% after 2025.
- **Columns H and I** use the diversion rate projections in Column G and the waste generation projections in Column E to estimate future amounts diverted and disposed, respectively.
- **Column J** provides the year-to-year cumulative total of waste disposed, based on the disposed amounts in Column I.
- **Columns K and L** show the projected waste disposed out-of-County and in-County (at Redwood Landfill) respectively. The amount disposed out-of-County is set at 42% of the total disposed, based on the average for Marin for the years 2014 – 2016, as shown in the Disposal 1995 – 2016 tab in the spreadsheet.

- **Column M** provides the year-to-year cumulative total for projected disposal at Redwood from within Marin County.
- **Column N** shows ABAG's projections of Sonoma County population increase.
- **Column O** provides base year and projected waste amounts disposed at Redwood Landfill from outside Marin County. An analysis of waste coming to Redwood from outside the County in recent years indicates that about 94 percent was from Sonoma County (see the Disp at Redwood tab in the spreadsheet). Therefore, ABAG's projections of Sonoma County population increase, shown in Column N, were used as a basis for projecting future increases in waste disposed at Redwood Landfill originating from outside Marin County.
- **Column P** shows the projections for total amount of waste disposed at Redwood Landfill, combining Marin County and non-Marin County wastes.
- **Column Q** provides the year-to-year cumulative total disposed at Redwood Landfill, based on Column P.
- **Column R** provides our best estimate of the County's remaining landfill capacity. This column shows, for 2016, the estimated remaining capacity at Redwood Landfill, in tons, based on the landfill's report of their 2017 capacity survey. Projections show the year-to-year decrease in capacity, assuming the disposed amounts in Column P. As shown, Redwood Landfill would still have about 3.2 million tons of capacity remaining in 2033. The projection of remaining capacity continues below the table, and shows that under this scenario, landfill capacity runs out in 2050. The projections after 2033 use increases in disposal based on user-defined population growth rates (the highlighted cells in Columns L and O).

Worst Cast Scenarios

- **Columns T through Z** provide several "worst-case" scenarios, which use different assumptions to test whether Redwood Landfill might run out of capacity within 15 years.
- **Column U** shows remaining capacity based on the disposal amounts in Column T, which assumes no increase in the diversion rate above the 2016 level, and also assumes that all of Marin County's solid waste would be disposed at Redwood Landfill, along with continued import of waste from outside the County. Under this scenario (Worst Case Scenario #1), there would be about 158,000 tons of capacity remaining at Redwood Landfill in 2033—an insufficient amount for the 350,000+ tons of annual disposal projected for the following year under this scenario, which shows that the landfill runs out of capacity in 2034.
- **Column W** (Worst Case Scenario #2) shows remaining capacity assuming the maximum permitted annual rate of disposal (shown in **Column V**), assuming Redwood's reported density factor of 0.95 tons per cubic yard. **Column X** also assumes the maximum permitted annual rate of disposal, and uses a density factor of 0.57 tons per cubic yard, which represents an average density for conventional landfills (Worst Case Scenario #3).¹ Column W shows that, at the maximum permitted rate of disposal, the landfill runs out of capacity in 2030. Column X shows the landfill runs out of capacity in 2024.
- **Columns Y and Z** provide the opportunity for the user to conduct a sensitivity analysis to test different rates of disposal and their effects on remaining landfill capacity. The highlighted user-input field below the table indicates the percent of maximum permitted rate of disposal.

¹ In 2015, R3 conducted a survey to collect specific density factor information from approximately 40 landfills in California, resulting in an average of 0.57 ton/yd³. The factor depends on several different variables, such as compaction technology, moisture content, amount of time the material has been buried, and type of alternative daily cover.

Column Z provides remaining capacity, using the in-place density factor of 0.57 tons per cubic yard.

Business As Usual

Calculated separately from ESA's Zero Waste Achievement and Worst Case Scenarios, to the right of the spreadsheet, R3 has projected a more moderate scenario of waste disposal.

- **Column AB** shows the sum of Marin and non-Marin disposed waste, assuming no increase in diversion from current levels and disposal escalated at the same rate as population growth. It also maintains the current flow of materials by subtracting Marin's out-of-County disposal.
- **Column AC** shows the remaining capacity under the above scenario, with 1.8 million tons of landfill capacity remaining in 2033.

SB 1383 Achievement

SB 1383 achievement is calculated using Marin's SB 1383 organics diversion targets: approximately 28,000 tons of additional organic material diversion in 2020 and 42,000 tons in 2025.

- **Column AE** shows business as usual disposal less the additional diversion of organic materials needed to meet SB 1383 goals; no additional diversion is modeled after goal achievement.
- **Column AF** shows the remaining capacity. Under this scenario, the landfill runs out of capacity in 2044.

Other Considerations

Waste Management (the owner and operator of Redwood Landfill) has no obligation to continue to accept disposal, construction and demolition debris (C&D), and recycling for transfer and processing. If the landfill ceases operation, it is possible that Marin County will be in the position of needing to quickly plan for future transfer capacity for disposal, C&D and recyclable materials. Transfer capacity and recycling processing capacity (including C&D) was not specifically analyzed as a part of this project; however, a 15-year planning horizon for transfer capacity should be a minimum, and longer-term planning is recommended.

1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

2600 Tenth Street, Suite 424, Berkeley, CA 94710
Tel: 510-647-9674

627 S. Highland Avenue, Suite 300, Los Angeles, CA 90036
Tel: 323-559-7470

To: Judith Silver, Senior Planner, Zero Waste Marin

From: Rosemarie Radford, Senior Project Analyst, R3 Consulting Group

Date: March 30, 2018

Subject: DRS Tool and AB 901 Preparedness

Attachments: Attachment 1: Reporting Ordinance Template

Zero Waste Marin engaged R3 Consulting Group, Inc. (R3) to lead a team of industry experts including Integrated Waste Management Consulting, LLC, Cascadia Consulting Group, and Debra Kaufman Consulting (collectively, Project Team) to assist in improving the DRS spreadsheet used to report tonnages to the State, and to prepare for Assembly Bill (AB) 901. This memo presents the Project Team's activities, findings, and recommendation regarding the DRS Tool and AB 901 Preparedness under Tasks 1 and 2 of our scope for the Material Flow and Capacity Analysis.

Background and Regulatory Context

AB 901 is a revision of the reporting requirements in the California Integrated Waste Management Act of 1989, which regulates the disposal, management, and recycling of solid waste. The main revision made by AB 901 is to require disposal facilities to send reports directly to CalRecycle rather than to the counties in which they operate. Additionally, disposal, compost, and recycling tonnage information will now be submitted directly to CalRecycle and counties upon request. The revision also removes the requirement for counties to submit reporting information to CalRecycle, cities, and regional agencies upon request.

The bill also requires exporters, brokers, and transporters of recyclables or compost to submit information to CalRecycle on the types, quantities, and destinations of materials that are disposed, sold, or transferred inside/outside of the state, and authorizes CalRecycle to provide that information on an aggregated basis to jurisdictions.

As a County with a landfill in its jurisdiction, Marin County (County) has been responsible for reporting landfill disposal to CalRecycle under the Disposal Reporting System (DRS). The County has also been receiving detailed reports on diversion tonnage from franchised haulers, including recycling marketed by material category. AB 901 would therefore mean that the County will no longer receive reporting information directly, potentially complicating the annual assessment of the JPA fees and the evaluation of diversion program performance over time.

AB 901 regulations have not been finalized, but we understand that the intention is to maintain transparent and complete access to reporting for jurisdictions. However, it is unclear whether information will be available in a timely manner to Zero Waste Marin, which is particularly relevant to

the assessment of JPA fees. JPA fees are assessed each spring based on the submission of disposal data for the previous calendar year.

Methodology

The Project Team analyzed the draft regulations and the bill text, in addition to attending stakeholder workshops, in order to determine timeline and future regulatory changes under AB 901.

Additionally, as a part of building a detailed understanding of the flow of organic material through the County to assist in projections of organics generation and capacity for processing organics (described in the report entitled, "Organics Flow and Capacity"), the Project Team assisted Marin County by conducting a comprehensive overhaul of the existing spreadsheet used for reporting disposal tonnages for Redwood Landfill to the State. The Project Team also summarized diversion and disposal data in a similar format for the years 2014 through 2017 by quarter, allowing Zero Waste Marin to produce customizable charts displaying disposal and diversion data over time.

Findings

Our understanding of the draft regulations for AB 901 has yielded the following:

- 1) Marin County can expect that it will be responsible for DRS reporting from haulers and facilities to the State through the end of calendar year 2018.
- 2) Reports sent to the State under AB 901 will differ from those provided from haulers to the County currently. Reports to the State will likely not include information about material recycled by category.
- 3) Most of the reporting will be provided by facilities (the landfill and transfer station) directly to CalRecycle.
- 4) In order to assess JPA fees, Zero Waste Marin needs disposal tonnage reported by all haulers and facilities. However, much of the additional data currently reported by the haulers to the County is valuable for planning purposes and to help the agency meet anticipated requests from CalRecycle under SB 1383 and other future regulations.

Recommendation

Zero Waste Marin should consider requiring haulers and facilities to continue to report the same information that the County has been receiving under the auspices of DRS, and consider policy options such as the following in order to ensure that hauler and facility reports continue to be received:

- 1) An ordinance that requires reporting from the haulers and facilities under the powers granted to Zero Waste Marin under its JPA Agreement. Such an ordinance could be modeled on a similar ordinance passed by Alameda County Waste Management Authority (StopWaste) as Ordinance 2009-01: An Ordinance Establishing Procedures and Reporting Requirements for the Collection of the Countywide Solid Waste Facility Fee.¹ The Project Team has drafted the findings section and other key elements of an ordinance that could be used by Zero Waste Marin for such an ordinance. It is provided as Attachment 1 to this memorandum.

¹ Additional information is available on the StopWaste website, at the following web address: <http://www.stopwaste.org/recycling/business/recycling-regulations-and-compliance/ordinance-2009-01>

- 2) A formalized letter agreement between all franchised haulers and facilities, and their franchisors (Member Agencies).

Zero Waste Marin may also choose to do nothing, with the understanding that haulers and facilities are already in the habit of reporting to the County, though the content form and format of their reports under the AB 901 regulations may change. It is anticipated that the reports sent to the state by haulers and facilities will require less detail than what is currently reported to the County, and the information anticipated to be excluded via AB 901 is valuable for planning purposes.

1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

2600 Tenth Street, Suite 424, Berkeley, CA 94710
Tel: 510-647-9674

627 S. Highland Avenue, Suite 300, Los Angeles, CA 90036
Tel: 323-559-7470

To: Judith Silver, Senior Planner, Zero Waste Marin

From: Rosemarie Radford, Senior Project Analyst, R3 Consulting Group

Date: March 30, 2018

Subject: DRAFT Tonnage Scenario Tool and AB 876 Infrastructure Planning Tool

Zero Waste Marin engaged R3 Consulting Group, Inc. (R3) to lead a team of industry experts including Integrated Waste Management Consulting, LLC, Cascadia Consulting Group, and Debra Kaufman Consulting (collectively, Project Team) to develop a Tonnage Scenario Tool to explore various organic flow scenarios in order to determine capacity requirements over the next 15 – 20 years as required by AB 876. This memo presents the Project Team’s actions to develop this Tonnage Scenario Tool.

Background

R3 completed the Organics Flow and Capacity Analysis, which presented our analysis of disposed organics in 2014 and organics processing capacity from 2016 to 2033. In Section 6 of the Report, we described three scenarios for organics generation. These three scenarios are:

- “Business as Usual” with no increase of organics diversion
- “Achievement of SB 1383 Goals” (including moderate increases of organics diversion and disposal according to population)
- “Increasing Diversion” with diversion continuing to increase as it did from 2014-2016

The three scenarios described above represent various adjustments to organics generation. Organics diversion and disposal tonnages increase by population under every scenario; the increase is moderate. We have provided JPA staff the calculations used to produce our results for these three models (in Excel format), with an additional data “input tab” that provides the flexibility to adjust modeled infrastructure capacity for the various material streams included in the model. The material streams are:

- Commercial “inedible” source-separated food scraps (not commingled with food-soiled paper, cardboard, or compostable plastics).
- Green material including landscaping debris and not including food scraps, food-soiled paper, cardboard, or compostable plastics. The majority of this material originates from the self-haul sector. Some of the material originates from residential routes in Stinson and Bolinas.
- Mixed organics including landscaping debris, food scraps, food-soiled paper, cardboard, and compostable plastics. Increases in this stream are modeled by population and also inedible food attributed to all sectors *except* for commercial (which is modeled separately and listed above).

Projections of future tons are broken into the component material types, because sufficient data exists to characterize this material; insufficient data exists to break down the existing and historical mixed organics stream in such detail.

- Food-soiled paper, cardboard, and other tons,¹ which are a potentially challenging group of materials to divert.
- Sludge.

It should be noted that two material streams included in the 2014 baseline year organics disposal characterization are not included in the scenario models. Those material streams are recyclable paper and disposed edible food, modeled as reduced by 20% by 2025. Recyclable paper is expected to be diverted by recycling and marketing as paper (not composted), and edible food is modeled as a reduction in disposed tons, and not an increase in needed organics processing capacity.

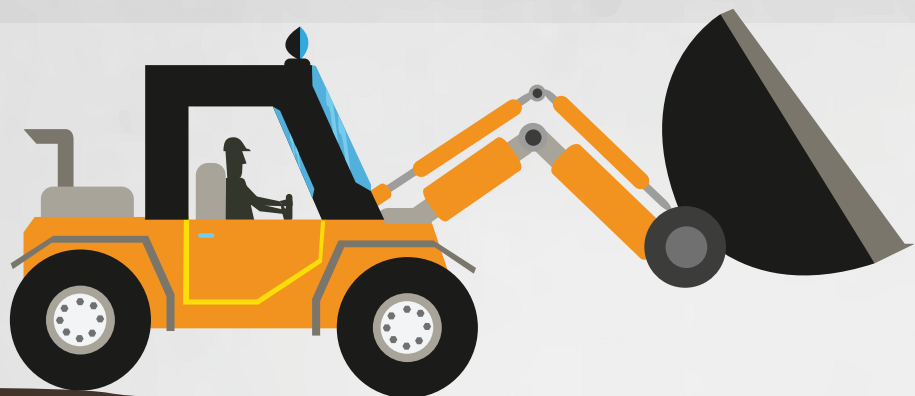
Model Scenarios

R3 has provided the following data inputs for the Organics Tonnage Scenario Tool:

1. Petaluma tons per year (10,000 in 2016)
2. Sonoma County Waste Management Agency tons per year (33,000 in 2016)
3. Davis St. tons per year (32,000 in 2016)
4. Additional compost facility opens (input tons per year as green material or mixed organics, including food scraps and food-soiled paper)
5. CMSA expands capacity (according to demand, or in tons per year), or reduces capacity in tons per year
6. West Marin Compost expands capacity (in tons per year), or reduces capacity (in tons per year)
7. EarthCare expands capacity (in tons per year)

¹ The paper categories included are items made mostly of paper that could be composted, that do not fit into any of the other paper types. Paper may be combined with minor amounts of other materials such as wax or glues. Examples include pulp paper egg cartons, unused pulp paper plant pots, molded paper packing materials, some berry trays, some take-out food containers, and dirty molded paper plates. Also, items made mostly of paper but combined with large amounts of other materials. These are items that do not fit into any other categories, are not generally compostable or recyclable, and are not food and beverage cartons. Examples include blueprints, sepia, onion skin, carbon paper, photographs, paper frozen juice cans, sheets of paper stick-on labels, and paper mailing envelopes lined with bubble wrap or plastic.

REDWOOD LANDFILL



15
years
left...

Sufficient capacity exists under likely scenarios for a 15-year time horizon, even with projected population growth, no diversion increases, and if all disposal from Marin County is directed to Redwood Landfill.*

***DID YOU KNOW?** Not all of Marin County's garbage ends up in Redwood Landfill—and not all of the garbage in Redwood Landfill originates in our county.



What should you know?



Member Agencies are responsible for arranging adequate garbage collection, transfer, transport, and disposal.



JPA is responsible for reporting to the state on whether sufficient capacity exists.

Local & Regional Landfills

- A)** Redwood Landfill
- B)** Central Disposal Site
- C)** Ox Mountain
- D)** Newby Island
- E)** Guadalupe
- F)** Kirby Canyon
- G)** Vasco Road
- H)** Altamont
- I)** Keller Canyon
- J)** Potrero Hills
- K)** Recology Hay Road



What should you do?



Seek to arrange for transfer and transport out-of-County in anticipation of the exhaustion of the landfill capacity after 15 years.



Remain alert. Flows from outside the County (such as the recent Sonoma fire disaster) can affect the time horizon for exhaustion of capacity.



Continue to reduce the volume of waste going to landfill.

ZERØ
WASTE
MARIN

For more information, visit Zero Waste Marin online at:

zerowastemarin.org

GROW
your
local
organics
program



See reverse
side for details

REFRESH
your
local
recycling
program



Stay tuned for
updates

ORGANICS

Our green stream is about to grow...



SB 1383 a new State Law

Sets ambitious targets for reducing landfilled organics and related greenhouse gas emissions.

✓ Statewide diversion requirements

✓ Significant new program requirements

✓ Benchmarks in 2020 and 2025

2020 GOAL
50% Reduction in organics to landfill

+29,697 tons beyond current processing capacity

2025 GOALS

20% Recovery of edible food

75% Reduction in organics to landfill

+44,922 tons beyond current processing capacity

WANTED: Additional Organics Processing Capacity

Current local processing capacity is not sufficient to meet projected needs.

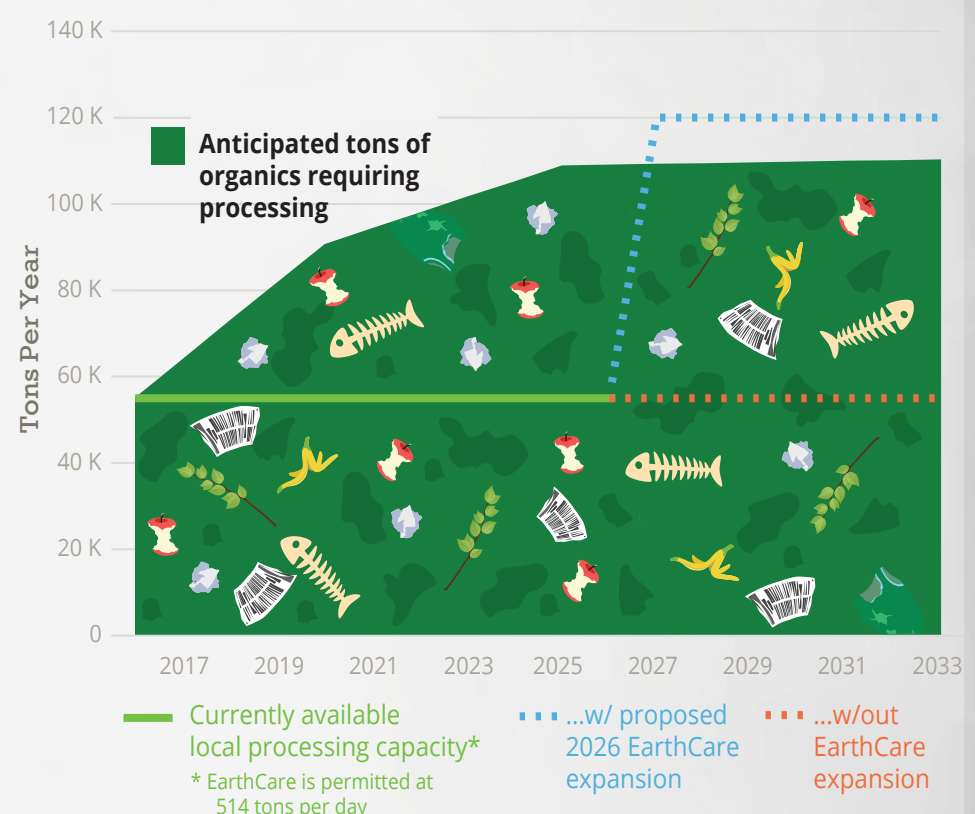
Local & Regional Organics Processing Facilities

Local / Marin County

- A) West Marin Compost
- B) Bolinas-Stinson Resource Recovery
- C) Central Marin Sanitation Agency
- D) WM EarthCare of Marin

Regional / Bay Area

- E) WCCSLF Organic Materials Processing
- F) EBMUD Anaerobic Digester
- G) City of Napa Material Diversion Facility
- H) CCL Organics
- I) Potrero Hills Compost Facility
- J) Recology / Jepson Prairie Organics Composting
- K) Altamont Landfill and Resource Recovery
- L) Newby Island Compost Facility
- M) Zero Waste to Energy Development Co AD
- N) Forward Resource Recovery
- O) South Valley Organic Composting Facility
- P) Z-Best Composting Facility



ORGANICS: More than Just Green Waste

SB 1383 defines the organic waste stream to include:



Food waste

kitchen scraps and post-consumer food



Green material

landscape and pruning waste



Paper fibers

wet or soiled paper and cardboard



Textiles

clothing, fabric and carpets



Woody material

wood waste and lumber



Biosolids

biosolids, sludge and digestate

What should you know?

ZERO WASTE MARIN

JPA is responsible for reporting to the state on whether sufficient capacity exists.



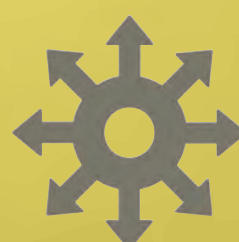
Member Agencies are responsible for arranging collection, transfer, transport, and processing for organics—usually through contracts with haulers.

What should you do?

Encourage local infrastructure expansion and development with legislation and contracting.



Secure organics processing capacity with haulers, directly with processors, or with JPA.



Act soon!
Inaction can result in limited or no access, if others secure local capacity first. This means higher costs for long-distance transport, and higher ghg impacts.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Craig Middleton

Date: April 26, 2018

Corte Madera:
Todd Cusimano

To: JPA Executive Committee

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: FY 18/19 JPA Budget and Related Hauler/Facility Assessments

Larkspur:
Dan Schwarz

Attached is the proposed Marin County Hazardous and Solid Waste Management Joint Powers Authority FY 18/19 budget and associated hauler/facility fee assessments for the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA).

Mill Valley:
Jim McCann

Please recall that the JPA is not funded by County, City or Town general funds or any sort of assessment on those Member Agencies. The JPA is funded by lump-sum assessments on the franchised waste haulers in the County and the 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 as they see fit. The budget proposed herein reflects a 9.5% increase in total year over year assessments.

Novato:
Regan Candelario

Ross:
Joe Chinn

San Anselmo:
David Donery

San Rafael:
Jim Schutz

With one exception, the Franchised Haulers would see reduced assessments based on this proposed budget. Redwood Landfill would see an approximate 35% increase and the Marin Resource Recovery Center a 17% increase. This situation is due to the biennial tonnage allocation methodology specified in the 1996 JPA Agreement. A variety of factors can explain shifting tonnages and include a strong economy (and so transfer stations and landfill tonnage are up all over the State as more people remodel, re-landscape, etc.) and the Sonoma fires. Assessments for the nine entities that pay JPA Assessments are noted in Column H of the first page of Attachment 1.

Sausalito:
Adam Politzer

Tiburon:
Greg Chanis

What is the Magnitude of the JPA Revenue Requirement as it is Translated to a Typical Customer?

The JPA queries the haulers to obtain estimates of how the JPA assessments translate into a percentage of the monthly charge for a typical residential account. Last year, the haulers reported that their JPA assessments translated into less than 4% of the rate seen by a typical residential customer:

<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%

Note – This data is currently being solicited for a 2017 update.

Because of the Draft 2017 disposal tonnage distribution – and its associated decrease in assessments for most of the haulers – the typical ratepayer would not see any increase in their “cart rate” attributable to this proposed budget.

The JPA Budget is Organized into Three Funds:

The three Funds used to organize the JPA’s finances are the Zero Waste Fund, the State Reporting Fund and the Household Hazardous Waste Fund.

1. Zero Waste Fund

(JPA Section 6.2) Optional Member Participation

Novato does not participate in this program

2. State Reporting and Requirements Fund

(JPA Section 6.1) All Members Participate

3. Household Hazardous Waste (HHW) Fund

(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 18-19 budget along with a general discussion of activities in each of the three programs are summarized below:

Fund Center	FY17/18 Expense Budget	FY 18/19 Proposed Expense Budget
1. Zero Waste	\$ 1,183,275	\$ 1,074,382
2. State Reporting	\$ 483,683	\$ 620,373
3. Hazardous Waste	\$ 2,199,115	\$ 2,389,878
	\$ 3,866,073	\$ 4,084,733

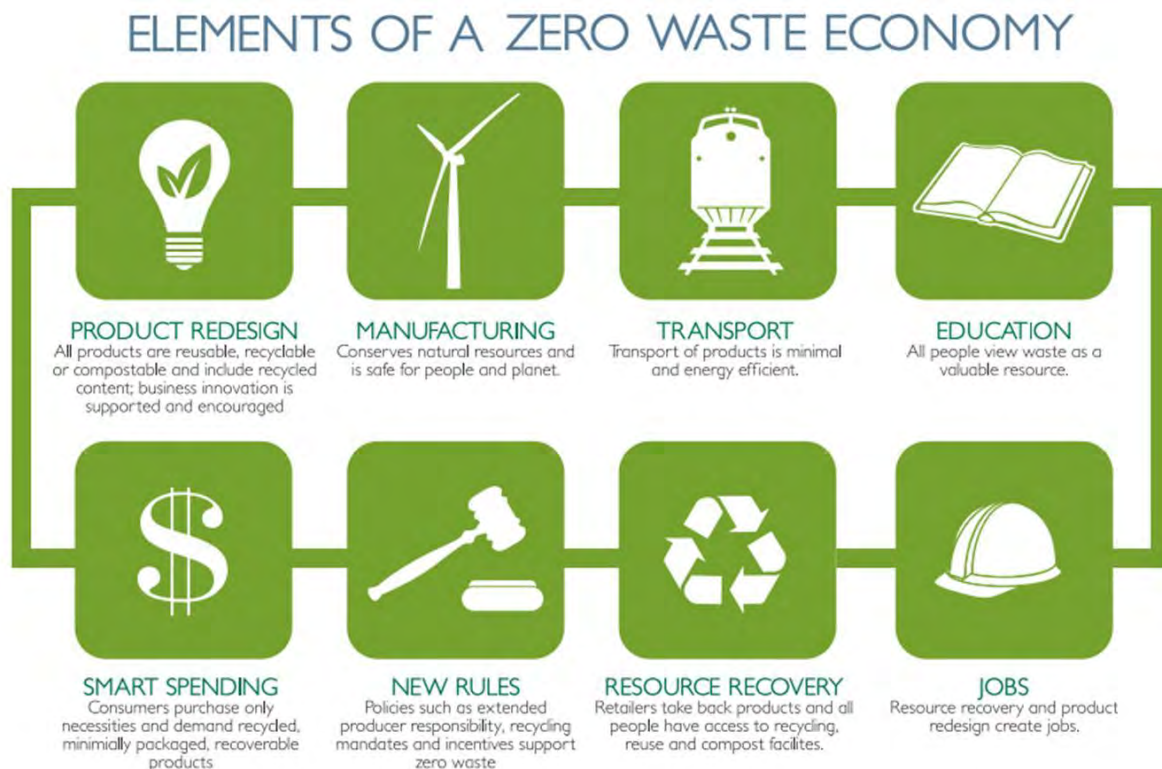
What is Being Proposed for FY 18-19 that is Significantly Different from Last Year?

The biggest operational difference being proposed, year over year is the conduct of two important projects (a New Zero Waste Plan & preparation of a Disaster Debris Plan) with funding “provided by” the temporary suspension of the Zero Waste Grant Program.

1). New Zero Waste Plan (\$200,000)

This agency adopted a Zero Waste Resolution in 2006 – with a goal of 80% landfill diversion by 2012 and a zero waste goal for 2025. For the most recent 2016 State reporting year – Marin reported a diversion rate of 70% -- down from the more recent average of 74% to 75%. There is no indication to suggest that without significant additional actions that Marin will meet either the 80% goal or the zero waste goal. Staff suggests that in the intervening seven years since the JPA adopted a Zero Waste Tool Kit in 2011, there are new best management practices and lessons learned that can inform new approaches to zero waste.

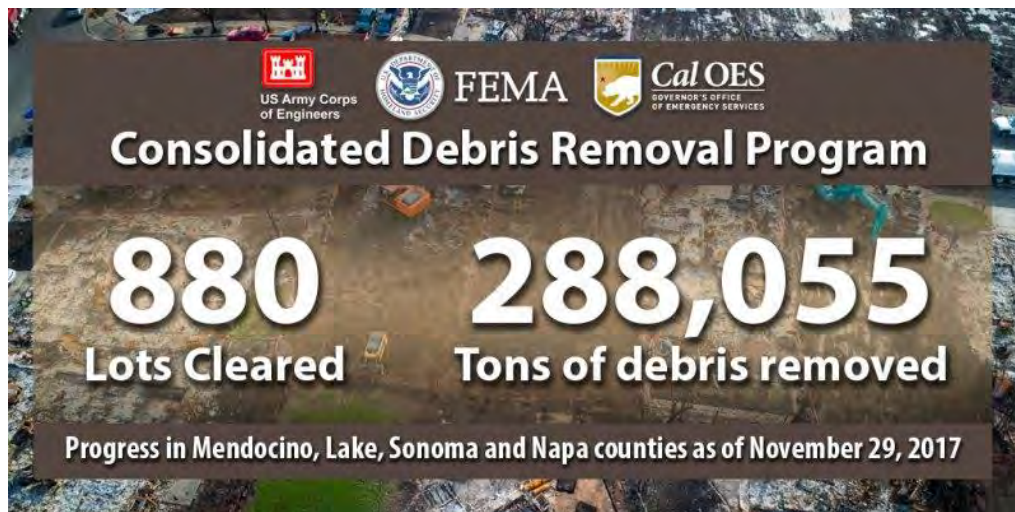
It is expected that this Project would be implemented via an RFP process to identify a multi-disciplinary project team to oversee the effort and would necessitate a Board Subcommittee be appointed to participate in project oversight. Many stakeholders will want to participate in this Project including your Local Task Force.



2) Disaster Debris Management Plan (\$150,000)

Marin does not currently have a Disaster Debris Management Plan. A plan can serve multiple functions – but two critical ones are:

- 1) With advanced planning, disaster debris can be handled more thoughtfully, resulting in less material needing to be landfilled. As noted in the following information from the California Office of Emergency Services, “debris management costs, on average, total 45% of the cost of a disaster” – and that debris “robs” local landfills of expensive space that could otherwise be available for routine municipal solid waste disposal. For more information, see here: <http://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/technical-assistance/debris-management>
- 2) A Plan can facilitate FEMA reimbursement and even provide for a reimbursement incentive for having taken the initiative of having prepared a plan in advance of a disaster. For more information from FEMA on Disaster Debris Plans see here: <https://www.fema.gov/media-library-data/1435583120468-5f159dfe61d4cea48d22a67980a42786/PAAPDebrisManagementPlanJobAidv2FINA L062515508.pdf>



How Can the Costs and Resources Necessary for These Two Projects be Managed and Provided?

To offset the costs for these two one-time projects it is proposed to suspend, for one year, the Zero Waste Grant Program. This would allow for the rededication of the \$350,000 used for the Zero Waste Grant Program – and instead reallocate those funds

at \$200,000 for the Zero Waste Plan and \$150,000 for the Disaster Debris Plan development.

The Zero Waste Grant Program is approximately 10% of the agencies discretionary budget – but is by far, the largest single expenditure item. In terms of “significant programs” or expenses – there is nothing else that could be suspended or eliminated that would not drastically reduce the ability of the agency to deliver on its corps functions of providing for household hazardous waste services, performing required solid waste reporting activities and conducting certain waste reduction activities (including the essential schools program which will largely be in maintenance – not expansion mode).

While the Zero Waste Grant Program has had some success – and has been well utilized by a few jurisdictions – for the majority of the eligible communities it has been a struggle to make good use of the funding because City and Town staff simply does not exist to be able to effectively implement waste reduction activities.

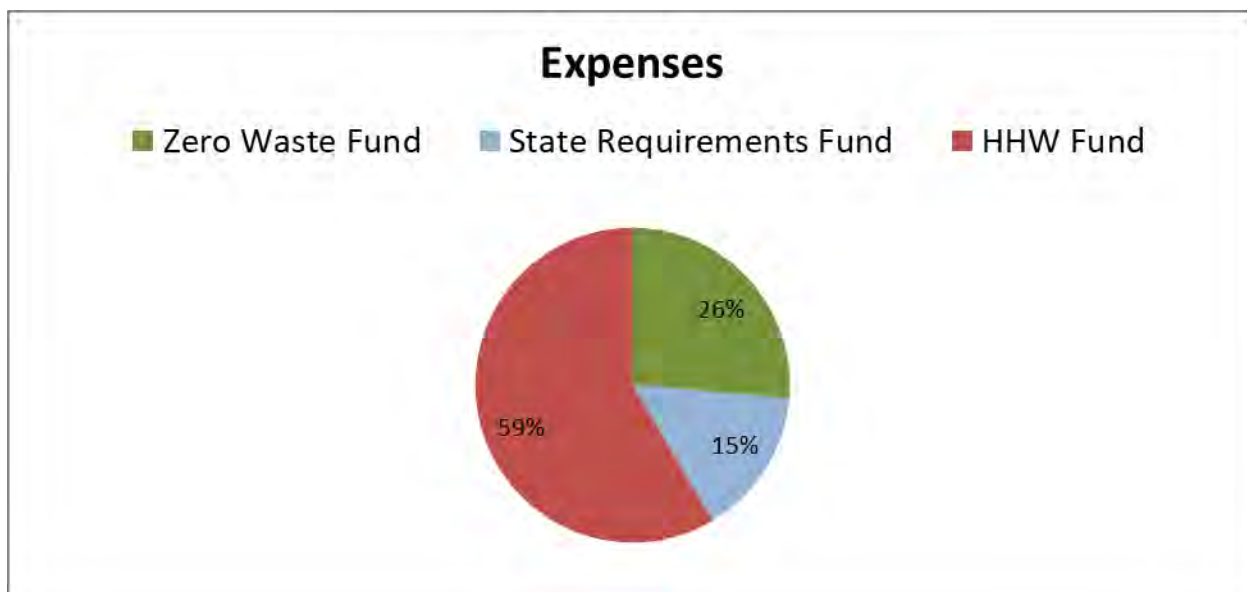
Labor is a Significant Portion of Expenditures. Are There Any Changes?

Currently the JPA oversees fourteen professional service contracts to help carry out its programs and activities as a way to minimize staff costs. That said, there are limits to a “virtual agency” and the JPA is at capacity in its ability to provide services without additional staff. Because of the understood desire to control costs – particularly around labor, no additional permanent staff is proposed in this budget.

There is approximately \$12,000 in added labor costs spread among the three funds attributable to labor due to COLA allocations and recent class specification study results. There are also savings reflected in newer staff that might be at a lower step in the pay scale.

There is one significant proposed change related to labor and that is budgeting for a six-month “Contingent Fill” position (~ \$88,000 fully burdened) that would be utilized only upon request from the Executive Director to the Board Chair to provide for the temporary backfill of a regularly budgeted position in case of a long-term vacancy due to HR matters such as a retirement, long term medical leave, etc. This proposal would not add any “permanent staff” but would provide the ability to backfill a critical staff position (for up to six months) if needed. The fully burdened cost for this position is spread evenly among the three agency funds. Because the JPA is small (~ four program staff) the long term absence of even one staff person can have a severe impact on the ability to deliver expected services. Contrast this with Stopwaste.org in Alameda County – which offers a broader range of services – but has a staff of approximately 40.

What are Some Highlights of Ongoing Activities in the Three Fund Centers?



1. ZERO WASTE PROGRAMS

Ongoing and proposed Zero Waste activities, account for 26% of proposed JPA expenditures include:

- The proposed new Zero Waste Plan as outlined above. 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 Cal Green and to help Marin reach its zero waste goals.
- The home composting program provides training to the community on preserving and promoting the waste reduction, water conservation, and greenhouse gas benefits of home composting.
- Member Agency & Public Support remains constant in the budget and allows the JPA to respond to community and Member requests for reusable tote bags, attendance at select fairs and festivals, supply the public with requested brochures and kitchen compost pails, etc. and to assist with



education and outreach as required by state laws such as AB 341 and AB 1826.



- The Public Education component of this budget remains stable and provides for direct outreach to Marin citizens through various media sources including television, Internet, in-person “Green Teas,” presentations to businesses, business groups, HOAs and farmers markets and updates to www.zerowastemarin.org.
- The Zero Waste Schools Program budget remains constant and will provide for maintenance of 17 schools and addition of 4. There is currently a waiting list of 20 schools interested in joining the program.



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



2. STATE REPORTING/REQUIREMENTS PROGRAMS

Proposed Administration Program expenditures for FY 18/19 account for 15% of JPA expenditures.

- Primary activities in this fund center are to conduct disposal tracking and reporting required by a variety of State laws.
- This year, the JPA completed, with assistance from your Local Task Force, the State required “Five Year Update” to Integrated Waste Management Plan documents.



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

- Develop a Disaster Debris Plan for Marin County. As noted above and in light of the Sonoma County fires, the JPA should consider how best to plan for dealing with significant debris from disasters such as floods, earthquake, firestorm, etc. Advanced planning – and planning on a countywide basis - can improve disaster response times, reduce costs and identify shortfalls in current planning. The intention of this Plan would be to:
 - Reduce the need for disaster debris to be landfill from disaster(s)
 - Develop a FEMA and CalOES approved plan to prepare for various disasters and would include a determination of FEMA Public Assistance eligibility requirements
 - Evaluate applicable environmental rules, including federal, state, and local requirements, including responsibilities of the City’s franchise hauler
 - Forecast debris amounts and types and determine a methodology to identify disaster-related debris and differentiate disaster-related debris from unrelated commercial and residential waste streams
 - Inventory debris management capacity by listing locations of all types of debris management facilities, including evaluating options related to recycling, composting, and disposal of debris
 - Facilitate approval of the Plan through FEMA, CalOES, and any other relevant agency.

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

3. HOUSEHOLD HAZARDOUS WASTE (HHW) PROGRAMS

The proposed HHW Program expenditures for FY 18/19 account for 59% of total JPA expenditures.

The program collects, and diverts from landfill, over 1.5 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.

Items of note and continued operation in this Fund include:

- To provide the essential HHW drop-off service, the JPA contracts with the City of San Rafael Fire Department and its subcontractor MRRA. The proposed budget (Attachment 2) for FY 18/19 of \$1,798,703 reflects a 6.7% year over year increase comprised of a CPI increase and the creation of a HHW Associate staff position at MRRA. It should be noted that as the waste stream continues to evolve, it is generally becoming more hazardous and more toxic. For example, increased use of lithium batteries is a huge hazard that needs to be managed and requires additional attention. For example, last year, the Shoreway Environmental Center (Materials Recovery Facility) in San Carlos had a fire from a lithium battery, improperly deposited in a recycling cart, that caught fire and caused over \$6 million in damage.
- The popular Bulb and Battery Drop-off program budget is proposed at \$160,000 which is an increase of \$25,000 – necessitated by volume. 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 assess battery handling practices within the county in order to identify possible efficiencies and program savings.
- 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 approximately the same grant award from CalRecycle of \$85,000 as was received in FY 17/18. 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 \$81,000 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.

RECOMMENDATION

Adopt a Motion recommending the proposed FY 18-19 Budget be considered for adoption by the Full JPA Board at its upcoming May 24, 2018 meeting or provide specific direction to Staff on any desired changes.

Attachments:

1. JPA Hauler, Landfill & Transfer Station Assessments Summary
 - Expenditure and Revenue Balancing Table
 - Zero Waste Programs Fund – Detail
 - State Reporting Fund – Detail
 - Household Hazardous Waste Fund – Detail
2. City of San Rafael Fire Proposed HHW Budget

f:\waste\jpa\jpa agenda items\excom 180426\item 7 - fy 18-19 jpa budget sr fnl.doc

Attachment 1

**JPA Hauler, Landfill & Transfer Station Assessments
FY 2018-19**

			A	B	C	D	E	F	G	H
			FY 18/19							
2017 DRAFT DISPOSAL (tons)			TOTAL TONS	FY 17/18 Assessments	Zero Waste		State Reporting		HHW	
MSW Haulers	MSW & Debris	Self-Haul								
Bay Cities Refuse	7,523	N/A	7,523	\$88,832	\$20,457		\$10,664		\$39,040	\$70,162
Marin Sanitary Service (MSS)	51,766	N/A	51,766	\$613,211	\$140,760		\$73,378		\$268,626	\$482,764
Mill Valley Refuse	20,320	N/A	20,320	\$317,638	\$55,254		\$28,804		\$105,447	\$189,505
Recology Novato Disposal	28,286	N/A	28,286	\$39,370	\$0		\$40,095		\$0	\$40,095
Recology Sonoma Marin	6,105	N/A	6,105	\$64,313	\$16,602		\$8,654		\$31,683	\$56,939
Tam. CSD	1,721	N/A	1,721	\$22,829	\$4,680		\$2,440		\$8,932	\$16,052
Total Franchised Haulers	115,722	N/A	115,722	\$1,146,192	\$237,754		\$164,035		\$453,727	\$855,516
Landfills										
Redwood	N/A	218,476	218,476	\$1,510,058	\$594,077		\$309,690		\$1,133,730	\$2,037,497
Redwood Landfill	N/A	218,476	218,476	\$1,510,058	\$594,077		\$309,690		\$1,133,730	\$2,037,497
Transfer Stations										
Marin Resource Recovery Center		85,202	85,202	\$680,066	\$231,679		\$120,774		\$442,135	\$794,588
Marin Sanitary Services Transfer Station		1,967	1,967	\$47,746	\$5,348		\$2,788		\$10,206	\$18,342
Total Transfer Stations		87,169	87,169	\$727,812	\$237,028		\$123,562		\$452,341	\$812,930
TOTALS	115,722	305,645	421,367	\$3,384,061	\$1,068,858		\$597,288		\$2,039,798	\$3,705,944

Attachment 1

Proposed FY 18/19 Budget					
	Zero Waste Fund	State Reporting Fund	HHW Fund	All Funds Total	
Expenses	\$ 1,074,382	\$ 620,373	\$ 2,389,978	\$	4,084,733
Contingency	\$ 107,438	\$ 62,037	\$ 238,998	\$	408,473
Rev Requirement	\$ 1,181,820	\$ 682,411	\$ 2,628,976	\$	4,493,207
Interest	\$ 1,000	\$ 500	\$ 2,000	\$	3,500
State Oil Payment			\$ 85,000	\$	85,000
Assessments	\$ 1,068,858	\$ 597,288	\$ 2,039,798	\$	3,705,944
Carry Over	\$ 111,962	\$ 84,623	\$ 502,178	\$	698,763
Revenue	\$ 1,181,820	\$ 682,411	\$ 2,628,976	\$	4,493,207

Attachment 1

ZERO WASTE FUND
FY 18/19 (80238601) EXPENSE BUDGET

17/18 APPROVED BUDGET	17/18 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	18/19 BUDGET REQUEST	VARIANCE	NARRATIVE
\$ 302,975	\$ 302,975	Salaries and Wages	511110	\$325,632	\$22,657	Contract staff wages and benefits.
\$ 2,000	\$ 2,000	Legal Expense	522545	\$2,000	\$0	JPA legal counsel.
\$ 15,000	\$ 15,000	Construction & Demolition Debris	522510	\$15,000	\$0	Contract support related to C&D Program outreach to Member Agencies.
\$ 29,750	\$ 29,750	Member Agency & Community Support	522510 & 522310	\$29,750	\$0	City & Town requests for support backyard composting workshops, xmas trees recycling promotion, ZeroWasteMarin response to requests (brochures, compost pails, fairs & festivals), targeted outreach related to AB 341 and AB 1826 compliance.
\$ 7,500	\$ 7,500	State, Regional and Local "Wasteshed" Partnerships	522210	\$12,000	\$4,500	California Product Stewardship Council, Californian's Against Waste, Marin Builder's Association, Business Chambers, BayRoc, NCRA, etc. Support for Extended Producer Responsibility and reduced packaging.
\$ 10,000	\$ 10,000	Professional Development & Individual Memberships	523210	\$10,000	\$0	Training, conferences & professional memberships.
\$ 15,000	\$ 15,000	School Assemblies & Farm to School Program	522510	\$15,000	\$0	Contract support related to School Assemblies + Farm to School.
\$ 230,000	\$ 230,000	Zero Waste School Program	522510 & 522310	\$230,000	\$0	Strategic Energy Innovation plus infrastructure (bins, H2O stations, etc.). Includes cost of speed-up.
\$ 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	Hazwaste, Zero Waste Awareness Evaluation	522510	\$19,000	\$0	Public awareness survey
\$ 21,050	\$ 21,050	Special Project	522510	\$0	(\$21,050)	Support and evaluation of kitchen food scraps in Fairfax.
\$ 350,000	\$ 335,000	Zero Waste Grant Program			(\$350,000)	\$150,000 moved to Admin Fund for Disaster Debris Management Plan
\$ -	\$ -	Truck	522310	\$35,000	\$35,000	Transportation of recycling bins, bags, and other items
\$ -	\$ -	Zero Waste Strategic Plan Update	522510	\$200,000	\$200,000	Refine tools and strategies to maximize resource management, conserve landfill and meet the JPA zero waste goals.
\$1,183,275	\$1,168,275	Zero Waste Fund Expense Totals		\$1,074,382	(\$108,893)	

FY 18/19 (80238601) REVENUE BUDGET

17/18 APPROVED BUDGET	17/18 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	18/19 REVENUE REQUEST	NARRATIVE
\$1,000	\$1,000	Interest	441115	\$1,000	Interest
\$1,026,160	\$1,026,160	Solid Waste Management	461510	\$1,068,858	Hauler, Landfill, Transfer Station Assessments
\$248,941	\$253,077	Carry-Over	N/A	\$111,962	Carry-over from prior fiscal year (contingency + unspent)
\$1,276,101	\$1,280,237	Total Revenue		\$1,181,820	
GENERAL CONTINGENCIES					
		Contingency Account	900010	\$107,438	
		Contingency Target = 10%		10%	

Attachment 1

STATE REPORTING & REQUIRED FY 18/19 (80218601) EXPENSE BUDGET

17/18 APPROVED BUDGET	17/18 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	18/19 BUDGET REQUEST	VARIANCE	NARRATIVE
\$363,292	\$363,292	Salaries and Wages	511110	\$393,982	\$30,690	Contract staff wages and benefits.
\$7,500	\$7,500	Legal Expense	522545	\$10,000	\$2,500	JPA legal counsel. COI Policy update.
\$13,500	\$13,500	Outside Acctg & Audit Fees	522585	\$17,000	\$3,500	Financial Audit + Submittal of GCC & FTR to State on behalf of the JPA.
\$18,000	\$18,000	Insurance	521610	\$18,000	\$0	Insurance.
\$1,000	\$1,000	Equipment Repair & Maintenance	521810	\$1,000	\$0	
\$16,941	\$16,941	Rent	522910	\$16,941	\$0	Office space
\$1,500	\$1,500	Training/Professional Development	523210	\$1,500	\$0	Training specific to AB 901 (Disposal Reporting).
\$600	\$600	Mileage & Routine Travel	523445	\$600	\$0	Routine travel. Same as previous three years.
\$5,500	\$5,500	Supplies & Reproduction	522410	\$5,500	\$0	Same as previous three years.
\$5,850	\$5,850	County Financial Service	522585	\$5,850	\$0	Pro-rate County Department of Finance's Cost Plan.
\$50,000	\$50,000	Resource Flow Mapping & Capacity Analysis	522510		(\$50,000)	15 year disposal, organics and recycling flow & capacity analysis.
\$ -	\$ -	Disaster Debris Management Plan	522510	\$150,000	\$150,000	Design of a FEMA and CalOES approved Disaster Debris Management Plan to prepare for various disaster debris management situations (e.g. fire, earthquake, flood, etc.) and reduce forecastable debris from being landfilled.
\$483,683	\$483,683	Admin Fund Operations Total		\$620,373	\$136,690	Reflects \$150,000 from ZW Program Fund.

FY 18/19 (80218601) REVENUE BUDGET

17/18 APPROVED BUDGET	17/18 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	18/19 REVENUE REQUEST	NARRATIVE
\$1,500	\$1,500	Interest	441115	\$500	Interest
\$378,390	\$378,390	Solid Waste Management	461510	\$597,288	Hauler, Landfill, Transfer Station Assessments
\$145,184	\$188,416	Carry-Over	N/A	\$84,623	
\$525,074	\$568,306	Total Revenue		\$682,411	
		<u>GENERAL CONTINGENCIES</u>			
		Contingency Account	900010	\$62,037	
		Contingency Target = 10%		10%	

Attachment 1

HOUSEHOLD HAZARDOUS WASTE FUND

FY 18/19 (80228601) EXPENSE BUDGET

17/18 APPROVED BUDGET	17/18 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	18/19 BUDGET REQUEST	VARIANCE	NARRATIVE
\$162,187	\$162,187	Salaries and Wages	511110	\$208,961	\$46,774	Contract staff wages and benefits.
\$161,923	\$161,923	HHW Facility Oversight	522510	\$166,619	\$4,696	San Rafael FD HHW facility oversight + West Marin HHW events.
\$33,739	\$33,739	Novato HHW Pass Through	522310	\$33,739	\$0	Novato HHW fee reimbursement.
\$2,500	\$2,500	Legal Services	522545	\$2,575	\$75	Legal counsel on Haz Waste contracts and grant agreements including Bulb and Battery and Marina programs.
\$135,000	\$135,000	Bulb and Battery Program	522510	\$160,000	\$25,000	Fluorescent bulbs and batteries hazwaste collection.
\$1,523,266	\$1,523,266	HHW Facility Operations	522510	\$1,632,084	\$108,818	CPI-U increase + \$64,644 for an HHW Associate staff position.
\$78,500	\$78,500	Sharps & Needles Program	522310	\$81,000	\$2,500	Support for the Sharps and Needles Program via Environmental Health Services.
\$20,000	\$20,000	Rechargeable Battery Promotion	522510	\$0	(\$20,000)	Assessment of Bulb & Battery Program.
		Battery Program Assessment	522510	\$20,000	\$20,000	Conduct audit of battery recycling in Marin.
\$2,117,115	\$2,117,115	Operational Budget Subtotal		\$2,304,978	\$167,863	
		Oil Payment Program				
\$82,000	\$82,000	Oil Payment Program - Cycle 9	41PWPOPP9	\$85,000	\$3,000	Countywide used oil motor promotion, marina bilge pad pick ups, storm drain medallions, CCC site certifications, bi-lingual outreach.
\$82,000	\$82,000	Oil Payment Program Subtotal		\$85,000		
\$2,199,115	\$2,199,115	HHW Fund Total Expenses	Total	\$2,389,978	\$170,863	

FY 18/19 (80228601) REVENUE BUDGET

FISCAL YEAR 2018/19 REVENUE BUDGET					
17/18 APPROVED BUDGET	17/18 TOTAL EST REVENUE		REVENUE SOURCE	18/19 REVENUE REQUEST	
		ACCOUNT NAME			NARRATIVE
\$2,000	\$400	Interest	441115	\$2,000	Interest
\$85,000	\$82,000	Other Aid: State	451970	\$85,000	CalRecycle Funds for Used Oil Payment Program
\$1,979,511	\$1,979,511	Solid Waste Management	461510	\$2,039,798	Hauler, Landfill, Transfer Station Assessments
\$644,128	\$639,382	Carry-Over	N/A	\$502,178	Carry-over from prior fiscal year (contingency + unspent)
\$2,710,639	\$2,701,293	Total Revenue		\$2,628,976	

GENERAL CONTINGENCIES

Contingency Account	900010	\$238,998
Contingency Target = 10%		10%

ATTACHMENT 2



SAN RAFAEL FIRE DEPARTMENT

FIRE CHIEF, CHRISTOPHER GRAY

PHONE: (415) 485-3304

FAX: (415) 453-1627

Marin County Hazardous and Solid Waste Management Joint Powers Authority
c/o Marin County Department of Public Works
1600 Los Gatos Drive, Ste. 210
San Rafael, CA 94903

RE: Fiscal Year 2018/19 Budget Proposal

Dear Steve,

Please accept this letter as the Fiscal Year 2018/19 budget proposal for the Marin Household Hazardous Waste (HHW) Program. The allocation amounts for the City of San Rafael (City) management oversight and for Marin Recycling and Resource Recovery Association (MRRRA) contractual services are provided herein.

The HHW Program budget for FY 2017/18 was \$1,685,189, which included a 3.5% CPI-U increase from the previous year for both MRRRA and the City.

HHW Program budget proposal summary:

For FY 2018/19, we are proposing a total HHW Program budget of \$1,798,703, which is a 6.7% increase from the previous year's budget.

The budget proposal for the City of San Rafael management oversight is \$166,619. This is a 2.9% CPI-U increase from the previous year's budget.

We are proposing a total MRRRA contractual services budget of \$1,632,084. This consists of a 2.9% CPI-U increase from the previous year's normal budget, plus an additional \$64,644 (4.2%) increase for creating an HHW Associate staff position. The HHW Associate would schedule appointments for commercial customers and respond to residential customer inquiries, allowing the HHW Coordinator to dedicate more attention to overseeing program operations, including negotiations with vendors and data collection and analysis.

(See tables on the next page.)

"Our Mission...is to help"



SAN RAFAEL FIRE DEPARTMENT

Proposed Marin HHW Program Operating Budget FY 2018/19

MRRRA

Personnel	\$ 693,439
Non-personnel	\$ 938,645
Total HHW Facility Operating Contractual Services:	\$ 1,632,084

CITY

Personnel	\$ 117,408
Non-personnel	\$ 49,211
Total City Management Oversight:	\$ 166,619

Total Marin HHW Program FY 2017/18 Budget: \$ 1,798,703

Marin HHW Program Operating Budget FY 2017/18

MRRRA

Personnel	\$ 619,608
Non-personnel	\$ 903,658
Total HHW Facility Operating Contractual Services:	\$ 1,523,266

CITY

Personnel	\$ 111,456
Non-personnel	\$ 50,467
Total City Management Oversight:	\$ 161,923

Total Marin HHW Program FY 2017/18 Budget: \$ 1,685,189

Should you need further information, please call me at the number below.

Respectfully,

A handwritten signature in cursive script, reading "David Catalinotto".

David Catalinotto
Environmental Management Coordinator
San Rafael Fire Department
1600 Los Gatos Drive, Ste. 345
San Rafael, CA 94903
(415) 485-3309

"Our Mission...is to help"