

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

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***Note Special Time  
& Location – Please  
see next page for a  
map & directions***

Board of Directors Meeting  
May 23, 2019  
1600 Los Gatos Dr., Rm 211  
2:00 – 3:00 p.m.

**AGENDA**

**Call to Order**

1. Open Time for Public Comment

**Minutes**

2. JPA Board Meeting Minutes from January 24, 2019 (Action)
3. JPA Executive Committee Minutes from April 25, 2019 (Action)

**Consent Calendar**

4. Receive and File – City of San Rafael Fire Department – Annual Household Hazardous Waste Report (Action)
5. Project Carryover Authorization (Action)

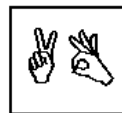
**Regular Agenda**

6. Updates from your Local Task Force (LTF) (Information)
7. Appointment to a Vacant “Special District” Local Task Force Seat (Action)
8. Fiscal Year 19-20 Budget (Action)
9. Delegate Signature Authority to the Executive Director for Contracts Exceeding \$50,000 (Action)
10. Review and Approve Fiscal Year 19-20 Zero Waste Grant Program (Action)
11. Appoint Two Member Subcommittee to Assist with Strategic Planning (Action)
12. Appoint Two Member Subcommittee to Assist with Outreach Contractor Selection (Action)

**Adjourn**

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

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

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

## **Directions to 1600 Los Gamos Drive, Suite 210 and Conference Rm 211**

From Hwy 101, Exit Smith Ranch Rd / Lucas Valley  
Road Head West on Lucas Valley Road  
Drive 1/10 mile, Turn LEFT onto Los Gamos Drive  
1600 Los Gamos Drive is the second building on the left.

### **Parking:**

Limited parking is available on the street. Additional parking is found in the large lot across from 1600 Los Gamos Drive or in the lower lot by Sheriff's Lobby A. See the attached map.



Please do not park in the short-term parking areas directly in front of either building unless you require an Accessible parking space.

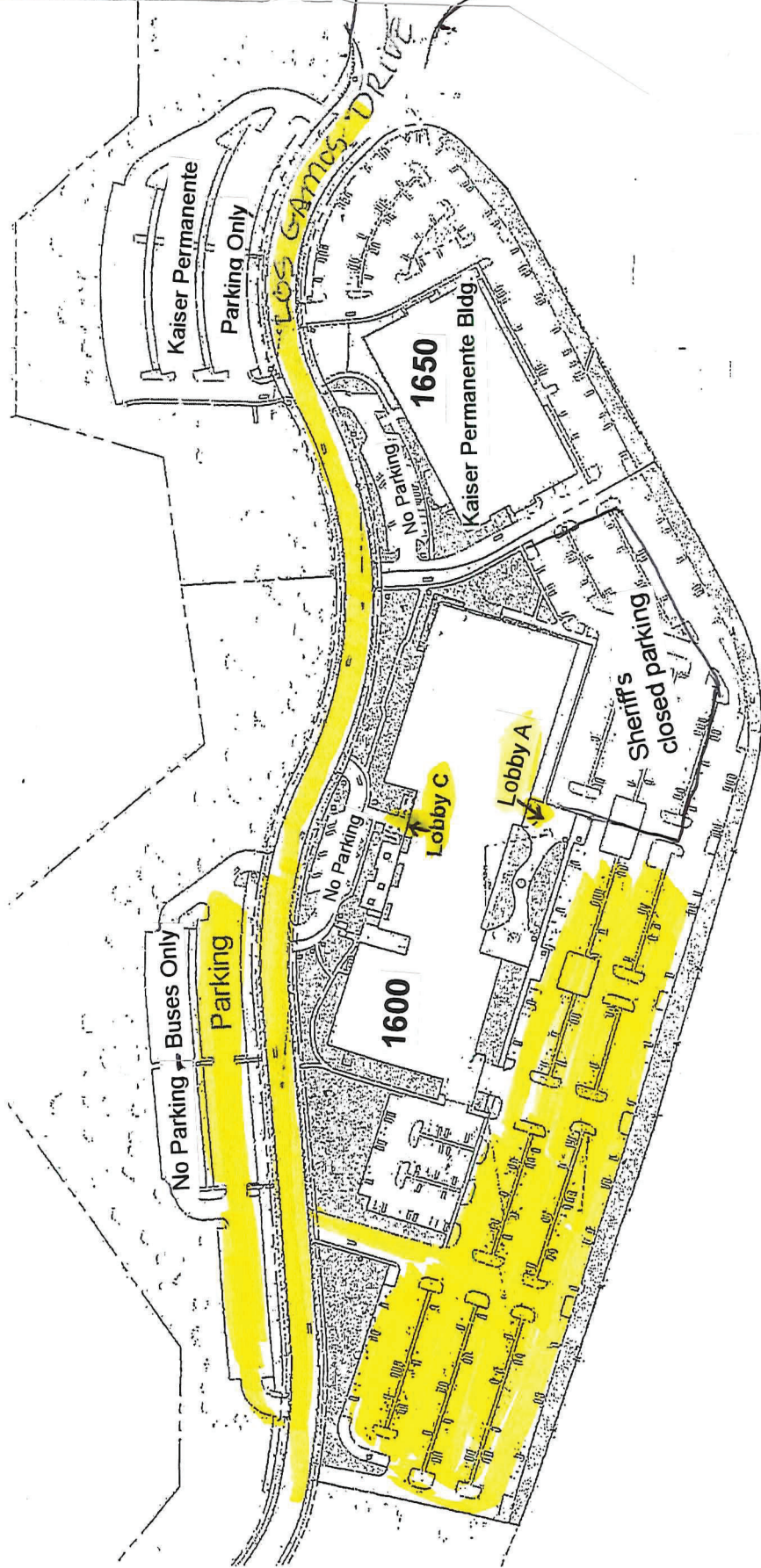
### **Lobby C Entrance**



- Enter the building through the white archway and double doors at Lobby C (Above)
- Make your way through the second set of double doors straight ahead
- Suite 210 is the large white double doors at the end of the hallway directly in front of you.
- Suite 211 Conference Room is located just to the left of Suite 210

Lucas Valley Road

To HWY 101



MARIN  
COMMONS

**Directions to 1600 Los Gamos Drive, Suite 210**  
(Lobby C is closest to Suite 210)

**Lobby C:**

- Upon entering, go through the double doors straight ahead to the end of the long hallway.
- Note that Suite 210 is on the second floor but ground level with Los Gamos Drive.

**Lobby A (Sheriff's entrance):**

- Take the elevator to the 2<sup>nd</sup> floor.
- Go left at the Sheriff's administration office.
- Go right, down the long hallway to Suite 210 at the end.





Lucas Valley Rd

Lucas Valley Rd. Exit  
(Southbound)

Suite 211

Enter Bldg. here (Lobby C)  
Proceed straight through  
double doors and continue  
to the end of the long  
hallway to Suite 211

Los Gatos Rd

Lucas Valley Rd. Exit  
(Northbound)

100 feet 25 m

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# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: May 23, 2019

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Open Time for Public Comment

Larkspur

The public is welcome to address the Board of Directors at this time on matters not on the agenda that are within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to discuss or act on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda.

Mill Valley

Novato

## **RECOMENDATION**

Receive public comment. Information Only.

Ross

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San Anselmo

San Rafael

Sausalito

Tiburon

**2**  
**DRAFT**

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

Board Meeting  
Thursday, January 24, 2019  
Corte Madera Town Center, Community Room  
2:30 – 3:00 p.m.

**MINUTES**

**MEMBERS PRESENT**

Cristine Alilovich, San Rafael  
Regan Candelario, Novato  
Greg Chanis, Tiburon  
Joe Chinn, Ross  
Todd Cusimano, Corte Madera  
David Donery, San Anselmo  
Dan Eilerman, Marin  
Dan Schwarz, Larkspur  
Garrett Toy, Fairfax

**MEMBERS ABSENT**

Jim McCann, Mill Valley  
Craig Middleton, Belvedere  
Jim Schutz, San Rafael

**STAFF PRESENT**

Steve Devine  
Ernest Klock  
Judith Silver  
Casey Poldino  
Melody Mitchell

**OTHERS PRESENT**

Dee Johnson, Novato Sanitary  
Garen Kazanjian, Recology  
Kathy Wall, Marin Sanitary Service

**1. Open Time for Public Comment**

No public comment was tendered.

**2. Approval of the JPA Board Meeting Minutes from May 24, 2018**

Motion: by Mr. Eilerman to approve the May 24, 2018 Minutes. Second: by Mr. Schwarz. Vote: Unanimous.

**3. Approval of the JPA Executive Committee Meeting Minutes from August 23, 2018**

Motion: by Mr. Eilerman to approve the August 23, 2018 Minutes. Second: by Mr. Schwarz. Vote: Unanimous.

**Consent Agenda**

**4. Reallocate up to \$6,000 Already Budgeted for the Zero Waste Schools Program to Zero Waste Schools Certification**

Motion: by Mr. Schwarz to reallocate up to \$6,000 already budgeted for the Zero Waste Schools Program to Zero Waste Schools Certification. Second: by Mr. Chanis. Vote: Unanimous.

**2**  
**DRAFT**

**5. Re-appropriation of Unspent Funds from a Purchase Order to the HHW Fund.**

Motion: by Mr. Schwarz to re-appropriate unspent funds from a purchase order.

Second: by Mr. Chanis. Vote: Unanimous.

**Regular Agenda**

**6. Updates from Board's Local Task Force (LTF)**

Ms. Johnson shared updates from the November 7, 2018 LTF Meeting, such as the informative presentation given by CalRecycle staff on new legislation SB 1383, and highly recommended that the JPA Boards and City Councils invite CalRecycle to give the same presentation. She stressed that the impact of SB 1383 on local haulers and member agencies will be significant. She also shared that she was elected Chair and Renee Goddard was elected Vice Chair.

**7. Appointment to the Vacant "Environmental" Local Task Force Seat**

Mr. Devine gave a brief overview of the role of the Local Task Force and gave an update regarding the interviews for the vacant Environmental seat that were held just prior to the Board Meeting. He introduced the interview panel, JPA Board Chair Ms. Alilovich and Vice Chair Mr. Chanis, who provided comments and recommended the candidate, Terry Thomas who is affiliated with Conservation Corps North Bay to fill the seat.

Motion: by Ms. Alilovich to appoint Terry Thomas to the vacant "Environmental" Local Task Force seat. Second: by Mr. Chanis. Vote: Unanimous.

**8. Update from Staff on Recent and Ongoing Activities**

Mr. Devine shared updates regarding the new legislation SB 1383 and praised the efforts of the Organics Subcommittee. The subcommittee prepared a comment letter to CalRecycle. The letter was shared with the JPA Board and transmitted by Mr. Klock. It contains comments for CalRecycle to consider during the rule-making process of SB1383. He echoed Ms. Johnson's sentiments that it will be a significant piece of legislation, with a focus on food recovery in addition to organics composting, and that the legislation is prescriptive including color coding of bins, and local jurisdictions having to have ordinances and fines in place. He also shared outcomes from the County's meeting with CalRecycle, when it was clarified that the cities and towns will be responsible for enforcing SB 1383, and there will be enforcement from the State on local jurisdictions to uphold these responsibilities. He praised new Zero Waste staff member Cody Ericksen for all of his dedication and hard work in Zero Waste, particularly the Christmas Tree Composting project and its great success with the public and local tree lots.

**9. Appoint Two Budget Subcommittee Members and Approve a FY 18-19 Budget Development Process and Schedule**

**2**  
**DRAFT**

Mr. Devine shared that past practice for appointing the Budget Subcommittee members is to appoint the Board Chair and County representative as representatives from the five-member JPA Executive Committee to work with staff in developing a draft budget that would be presented to the Executive Committee in April, then presented for consideration for adoption at the upcoming May 23 JPA Board meeting. He also stated that the JPA Board is requested to adopt the FY 19-20 Budget Schedule.

Motion: by Mr. Toy to appoint two Budget Subcommittee members, Chair Ms. Alilovich and County representative Mr. Eilerman, and approve a FY 19-20 Budget development process and schedule. Second: by Mr. Chanis. Vote: Unanimous.

**10. Establish Board Policy for Each Member Agency to Provide a Primary Point of Contact in Addition to the City/Town Manager**

Ms. Silver presented a request to establish Board policy for each Member Agency to designate a point of contact in addition to the City/Town Manager to facilitate communication and coordination in working with the JPA.

Motion: by Mr. Cusimano to establish Board policy for each member Agency to provide a primary point of contact in addition to the City/Town Manager Second: by Mr. Toy. Vote: Unanimous.

**11. Adjourn**

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Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes \_\_\_\_\_

Noes: \_\_\_\_\_

Abstentions: \_\_\_\_\_



**3**  
**DRAFT**

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

Executive Committee  
Thursday, April 25, 2019  
Corte Madera Town Center, Community Room  
770 Tamalpais Drive, Suite 201  
2:30 – 3:00 PM

**MINUTES**

**MEMBERS PRESENT**

Cristine Alilovich, San Rafael  
Regan Candelario, Novato  
Matthew Hymel, Marin

**MEMBERS ABSENT**

Greg Chanis, Tiburon  
Garrett Toy, Fairfax

**STAFF PRESENT**

Steve Devine  
Ernest Klock  
Judith Silver  
Melody Mitchell

**OTHERS PRESENT**

Jenna Brady, County Counsel  
David Catalinotto, San Rafael Fire  
John Maher, Maher Accountancy  
Garen Kazanjian, Recology  
Kathy Wall, Marin Sanitary Service  
Jim Schutz, San Rafael

**Call to Order**

1. Open Time for Public Comment  
No public comment was tendered.

**Consent Agenda**

2. Audit and Financial Statements for Year-Ending June 30, 2018  
Mr. Maher from Maher Accountancy delivered the report and a brief discussion was held, which included questions for Mr. Maher from the Board.

Mr. Hymel made a motion to receive and file the Audit and Financial Statements for Year-Ending June 30, 2018. Second: Mr. Candelario. Vote: Unanimous. Abstentions: None.

**Regular Agenda**

3. Update from your Board's Local Task Force (LTF) Advisory Group  
Mr. Devine delivered updates from the LTF Advisory Group. He stated that there are 14 seats in the Advisory Group, and currently 13 appointees fill those seats. He noted that the Staff Report calls a number of presentations the LTF has received over the past year or so. He also shared that Chair Alilovich attended the most recent LTF Meeting

on April 3. Mr. Devine stated that he strongly encouraged members of the LTF to attend the Executive Committee and JPA Board meetings to share their questions and concerns.

Ms. Silver shared that LTF members would like to see more outreach and education to the community regarding these issues. She also shared the Organics Subcommittee of the LTF is currently assembling an educational workshop for the community. She also stated that the regulations for SB 1383 will be finalized by the end of this calendar year, and the law goes into effect January 1, 2020; regulations, reporting and fines will go into effect in 2022.

Chair Alilovich shared about the dialogue at the LTF meeting about the single-use plastics ban ordinance and the interesting feedback that resulted and concurred with Steve the value of members attending JPA Board meetings to express their ideas surrounding the ordinance and other matters. Information item only. No action taken.

#### 4. Conflict of Interest Code

The JPA was due to reaffirm or update its Conflict of Interest Policy. Mr. Candelario made a motion to approve Resolution 2019-01 – Conflict of Interest Code. Second: Mr. Hymel. Vote: Unanimous. Abstentions: None.

#### 5. Proposed FY 19-20 Budget and Assessment Schedule

Mr. Devine presented a detailed overview of the FY 19-20 JPA budget and related hauler/facility assessments. After discussion and questions from Committee members, the Committee recommended an amendment to add another \$50,000 for one project to the final budget to be considered for approval by the full JPA Board at its May meeting.

Mr. Hymel made a motion to recommend the JPA Board approve the Proposed FY 19-20 Budget and Assessment Schedule with an amendment to add \$50,000 to the final recommended budget. Second: Mr. Candelario. Vote: Unanimous. Abstentions: None.

#### 6. Set Time and Location for May 23, 2019 Full JPA Board Meeting

Mr. Schutz shared that this item is on the Agenda for the upcoming Marin Managers Association (MMA) meeting, and he will discuss it with that group. He speculates that the May 23 JPA Board meeting can be held at the 1600 Los Gatos Drive facility in San Rafael but will need to confirm. Details to be determined.

Mr. Hymel adopted a motion directing Staff to coordinate with the MMA on the time and location for the next JPA Board Meeting on May 23, 2019 JPA Board meeting. Second: Mr. Candelario. Vote: Unanimous. Abstentions: None.

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

\_\_\_\_\_

Abstentions: \_\_\_\_\_

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**                      Date: May 23, 2019

**Corte Madera**                To: JPA Board Members

**County of Marin**              From: Steve Devine, Program Manager

**Fairfax**                        Re: Receive and File – City of SR Fire Department - Annual  
Household Hazardous Waste Program Fiscal Year 2017/18  
Report

**Larkspur**                      The JPA funds Household Hazardous Waste (HHW) and small business  
(Conditionally Exempt Small Quantity Generators) services for Marin  
**Mill Valley**                    (except for Novato) via a contract with the City of San Rafael Fire  
Department, which in turn contracts with the Marin Recycling &  
**Novato**                        Resource Recovery Association for the operation of the HHW facility at  
565 Jacoby Street in San Rafael. The program also provides for several  
“Toxic Away Days” in the more remote, West Marin.

**Ross**                            The HHW program continues to be a very popular service and in FY  
17/18 the program collected over 1.6 million pounds of hazardous  
**San Anselmo**                materials.

**San Rafael**                    This program is the single largest, tangible pollution prevention service in  
the County.

**Sausalito**                    The vast majority of materials received at the facility are either directed  
for recycling or fuel incineration. Over 60% of the material is recycled  
**Tiburon**                      and another 25% is destined for fuel recovery.

**Recommendation:**

Adopt a Motion to receive and file attached report from the City of San  
Rafael Fire Department.

Attachment:

1. Marin Household Hazardous Waste Program – Fiscal Year 2017/18  
Report.



Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

\_\_\_\_\_

Abstentions: \_\_\_\_\_

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# Marin Household Hazardous Waste Program

## Fiscal Year 2017/18 Report





## **Fiscal Year 2017/18 Summary**

The Marin Household Hazardous Waste (HHW) Program had another productive and successful year. Even though the amount of waste collected under the program increased nearly 4% from FY 2016/17, the program ended FY 2017/18 significantly under budget.

The program has a responsibility to provide residents and small businesses with a safe and convenient option for disposal of hazardous waste. To that end, the Marin HHW Facility teamed in May 2018 with Call2Recycle, a North American program implemented by the Rechargeable Battery Recycling Corporation (RBRC) for recycling used batteries and cellphones, for the [Avoid the Spark](#) campaign. Focusing on the end-of-life flammability risk of lithium-based batteries when improperly handled and disposed, the campaign generated significant [media attention](#).

Once again, the facility was honored with Call2Recycle's Leader in Sustainability Award, which "recognizes the top performing participants for their commitment to recycling." The facility also co-sponsored a training, certification, and speaker event in April 2018 with the [North American Hazardous Materials Management Association](#) (NAHMMA).

The facility began a partnership with Austin, Texas-based [Smarter Sorting](#) to better identify the products in the reuse shed, making for faster and more accurate data collection and report generation. Smarter Sorting's patented scanner also finds end-use markets for household products that otherwise may be incinerated or sent to a landfill.

Over the years, some customers have had difficulty navigating to the correct place to drop off their household hazardous waste. To help alleviate some of the confusion, the road between 565 to 535 Jacoby Street was re-painted to make the lane for the facility more visible.

Finally, two successful West Marin Toxic Away Day temporary collection events were held: one in November 2017 in Bolinas and another in May 2018 in Point Reyes Station. More than 10,000 pounds of waste from approximately 80 participants were collected.

## **HHW Program Overview**

The Marin HHW Program is a combination of HHW services provided at the Marin HHW Facility, at West Marin Toxic Away Days, and through the Pilot Household Universal Waste Pick-Up Program. Residents of Marin County, except Novato, may drop off their HHW at the facility or at the collection events for free, and residents of San Rafael may have their waste picked up from their house for a fee. Conditionally Exempt Small Quantity Generator (CESQG)<sup>1</sup> businesses may drop off their hazardous waste for a fee. The facility is operated by Marin Recycling & Resource Recovery Association and managed by the San Rafael Fire Department.

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

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

The following table is a brief summary of the number of people who participated in the Marin HHW Program and the amount of waste that was collected in FY 2017/18. The HHW Program collected 1,676,279 pounds of hazardous waste overall, up 3.6% from the FY 2016/17 total of 1,618,347 pounds.

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<sup>1</sup> Entities that generate no more than 200 pounds of hazardous waste per month. The term CESQG is no longer being used in federal regulations, having been replaced by VSQG (Very Small-Quantity Generator) in 2017. However, the California Department of Toxic Substances Control (DTSC) does not yet reference VSQG in its regulations or statutes.



<u>Program Type</u>	<u>Pounds Collected</u>	<u>Household Participants</u>	<u>CESQG Participants</u>
<b>Marin HHW Facility</b>	1,665,746	26,829	418
<b>Bolinas Toxic Away Day</b>	4,878	40*	N/A
<b>Pt. Reyes Toxic Away Day</b>	5,498	40*	N/A
<b>San Rafael Pick-Up Program</b>	158	2	N/A
<b>Reuse Area</b>	42,365	N/A	

\*=approximate total; does not account for walk-ins



## Budget

The HHW Facility's FY 2017/18 budget allocation was \$1,523,266, a 3.3% increase from the FY 2016/17 budget of \$1,474,291. Financially, the Marin HHW Program ended the year \$64,987 under budget.

This fiscal year, the Marin HHW Program recovered \$120,042 in outside funding; most of this came from CESQGs, with additional money received from battery and electronic waste recycling.

### Temporary HHW Collection Events 2017/2018 Expenses

<u>Expense Item</u>	<u>Actual</u>
<u>Labor Costs</u>	
Bolinas	\$1,845.00
Pt. Reyes Station	\$1,980.00
<b>Labor Costs Subtotal</b>	<b>\$3,825.00</b>
<u>Disposal Costs</u>	
Bolinas	\$4,463.00
Pt. Reyes Station	\$5,320.00
<b>Disposal Costs Subtotal</b>	<b>\$9,783.00</b>
<u>Supply Purchase Costs</u>	
Bolinas	\$1,993.00
Pt. Reyes Station	\$1,551.00
<b>Supply Purchase Costs Subtotal</b>	<b>\$3,544.00</b>
<b>GRAND TOTAL:</b>	<b>\$17,152.00</b>



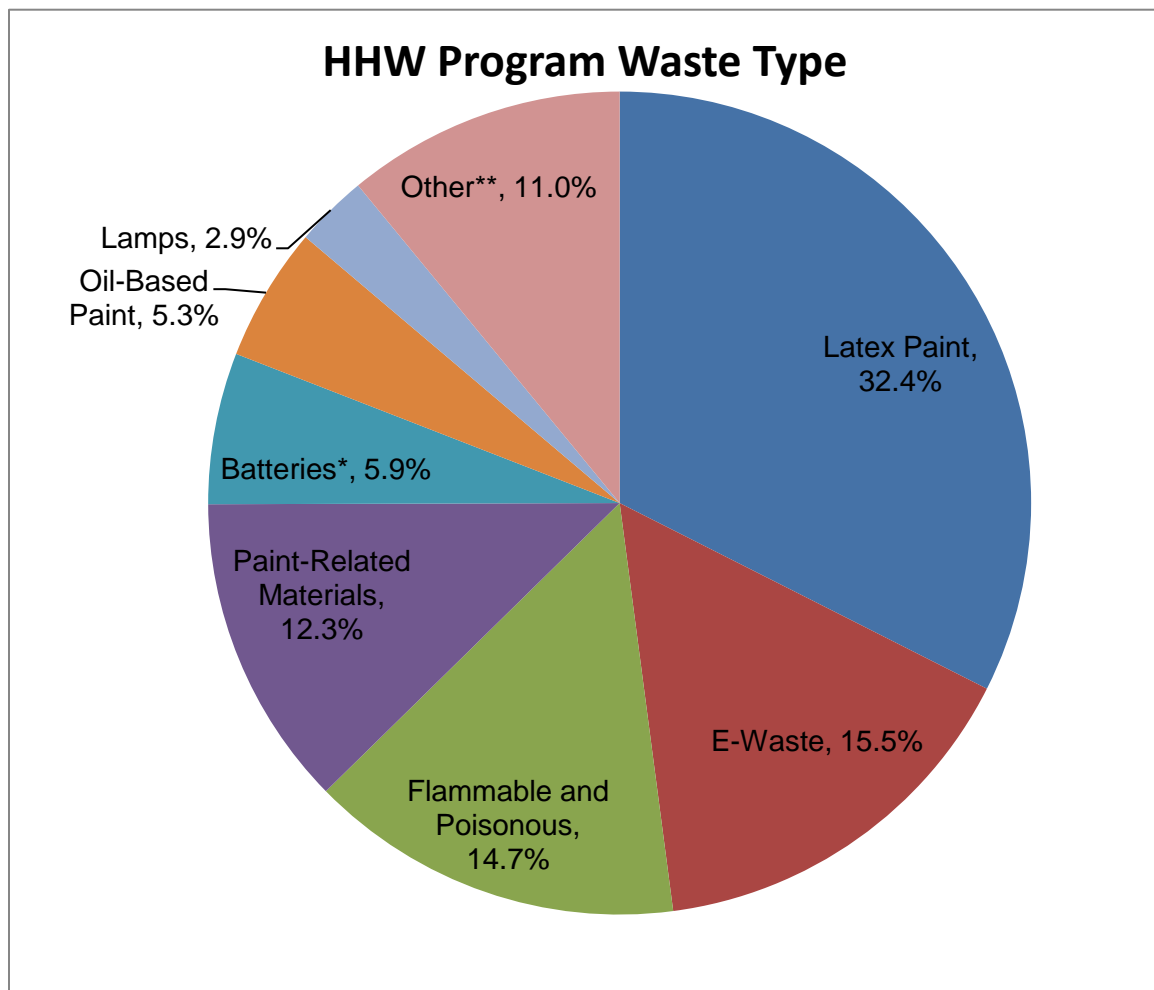
## HHW Facility 2017/2018 Actual Results

<u>Expense Item</u>	<u>Actual</u>
Classified Personnel	\$ 416,588.64
Vacation pay	\$ 39,135.33
Group Life/Health Insurance (was 8128)	\$ 82,283.09
Worker's Compensation	\$ 66,337.15
Retirement	\$ 19,184.64
Payroll Taxes	\$ 40,494.26
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 664,023.11</b>
Legal and Professional	\$ 0
Travel & Conference	\$ 2,793.32
Training Instruction & Medical Examinations	\$ 1,694.75
Professional Dues and Subscriptions	\$ 90.00
Equipment Rental/Repair	\$ 11,312.32
Waste Disposal Costs	\$ 386,620.45
Advertising & Community Promotions	\$ 0
Insurance & Surety Bonds	\$ 16,207.32
Admin. Allocation	\$ 68,192.03
Office Supplies	\$ 19,074.22
Clothing & PPE Supplies	\$ 41,093.62
Miscellaneous Supplies & Materials	\$ 129,999.19
Maintenance Buildings & Improvements	\$ 1,120.00
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 678,197.82</b>
Operating Ratio	\$ 140,896.12
Rental/Land	\$ 95,202.32
<b>EXPENSES SUBTOTAL</b>	<b>\$ 1,578,319.37</b>
<b>OUTSIDE FUNDING SOURCES:</b>	
E-Waste Monies	\$ (11,125.91)
Batteries Monies	\$ (5,286.00)
Paint Sale Monies	\$ (0)
CESQG Monies	\$ (103,630.57)
<b>OUTSIDE FUNDING SUBTOTAL</b>	<b>\$ (120,042.48)</b>
<b>GRAND TOTAL</b>	<b>\$ 1,458,276.89</b>
Approved Budget for FY 2017/18	\$ 1,523,265.75
<b>Under budget</b>	<b>\$ 64,988.86</b>

## Waste Analysis

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

The facility continues to save money by partnering with PaintCare, which pays the San Rafael Fire Department to take certain paint products from the facility for recycling. The oil-based paint category only includes items on PaintCare's accepted materials list; it does not include paint that has been bulked with other flammable liquids. More than one-third of the Marin HHW Facility's annual waste (by weight) went to PaintCare, with paint-related materials such as thinners and resins that are not a part of PaintCare accounting for an additional 12.3% of HHW program waste.



\* = "Batteries" category includes household, rechargeable, and car batteries. These are individually listed in the table on page 8.

\*\* = Quantities of other waste types are included in the table on page 8.



### HHW Program Waste Totals by Type in Pounds

Waste Type	Pounds	% of Total
Latex Paint	543,947	32.4
E-Waste	259,353	15.5
Flammable and Poisonous	246,954	14.7
Paint-Related Materials	206,200	12.3
Oil-Based Paint	88,462	5.3
Household Batteries	57,911	3.5
Lamps	47,833	2.9
Base	47,026	2.8
Motor Oil/Oil Products	41,899	2.5
Car Batteries	33,145	2.0
Aerosol Cans	22,454	1.3
Asbestos	21,620	1.3
Acid	13,677	0.8
Antifreeze	9,233	0.6
Rechargeable Batteries	8,667	0.5
Oxidizer	5,387	0.3
Used Oil Filters	2,965	0.2
PCB-containing	1,045	0.1
Sharps	939	0.1
Thermostats	80	0.0
Mercury-Containing Items (except Thermostats)	70	0.0
unclassified	17,413	1.0
<b>FY 17/18 Total:</b>	<b>1,676,279</b>	
<b>FY 17/18 Monthly Average:</b>	<b>139,690</b>	



## Destination Method

Destination methods are based on the CalRecycle 303a reporting categories. The destination percentages are similar to those from prior years, with approximately 63% of the waste being recycled and only 1.4% being landfilled. Common waste items that are recycled are latex paint, e-waste, batteries, and motor oil. Most of the reused items were e-waste, household cleaners, pesticides, and paint products.

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

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

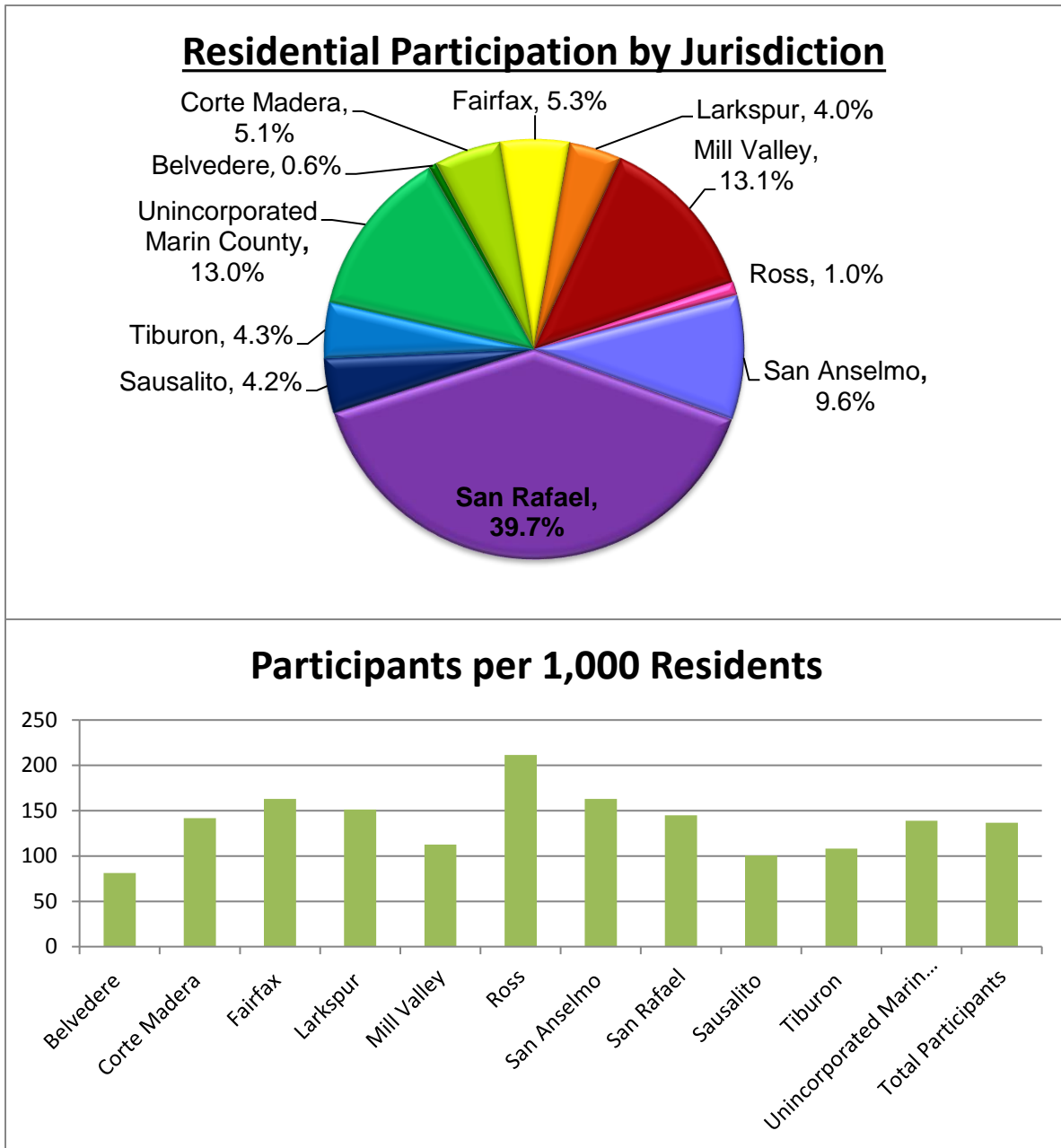
Just over 2,000 pounds of oxidizers were sent for stabilization, during which waste is brought to a solid or semi-solid state and is rendered non-hazardous.

Nearly all the landfilled waste consisted of asbestos.



## Residential Participation

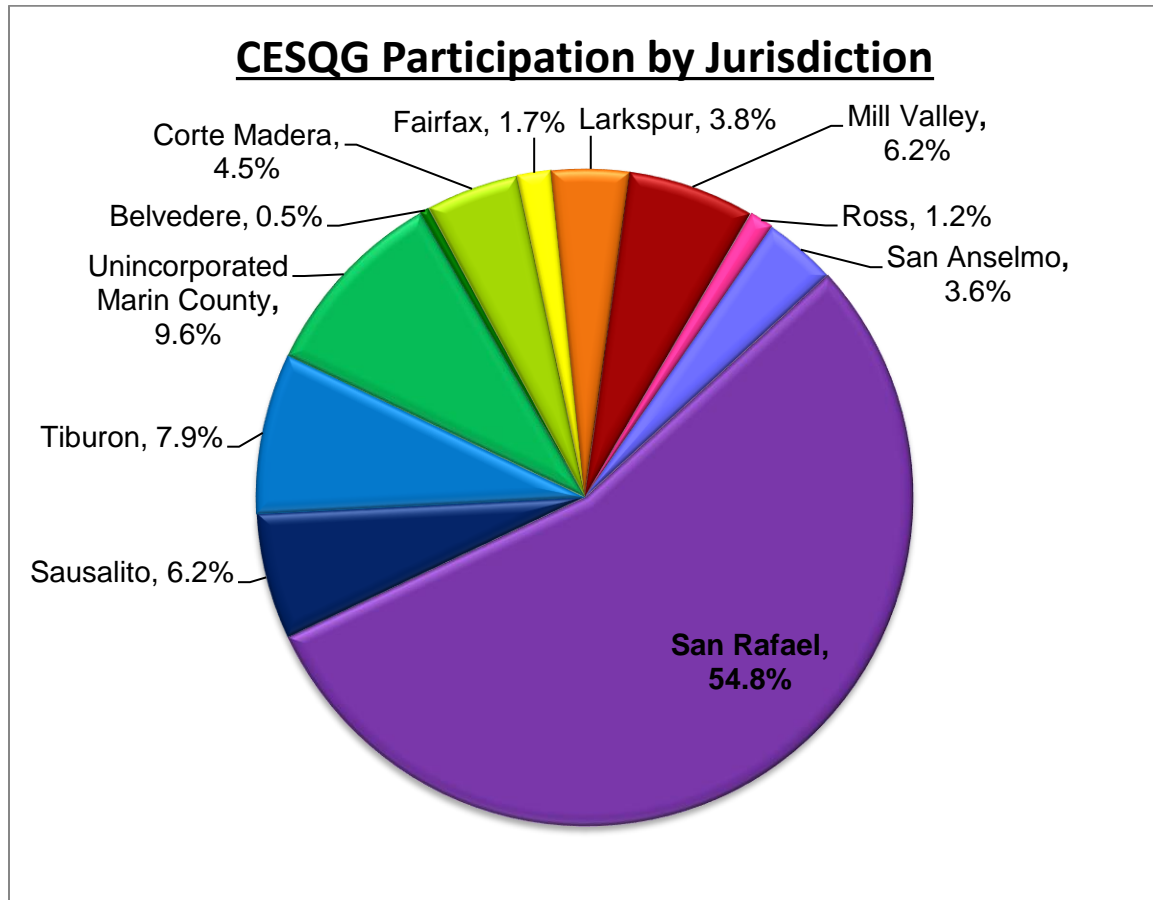
Participants are sorted by jurisdiction by reviewing the mailing address on their identifying documentation. Residents from unincorporated communities adjacent to a city thus are likely to be counted as city residents; for example, residents of Tamalpais Valley are counted as residents of Mill Valley.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



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

## CESQG Participation

Although businesses from all over the county bring their hazardous waste to the facility, more than half are from a single jurisdiction: San Rafael.



## Looking Forward FY 2018/19

The HHW Program continues to seek out innovative approaches for enhancing recycling and reuse opportunities.

At the end of FY 2017/18, the Marin HHW Facility's e-scrap processor, ECS Refining, permanently shut down. The facility has continued to work with its partner, Renew Computers, to manage output of electronic waste, but the revenue generated by the facility is expected to be minimal moving forward.

Our excellent and hard-working staff will continue our mission to provide a safe and convenient way for members of the public and small business to dispose of their hazardous waste.



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: May 23, 2019

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manger

Fairfax

Re: Authorize "Project Carryover" and Relate Administrative and Fiscal Transactions

Larkspur

Mill Valley

Novato

Staff and support services are provided to the JPA via a contract with the County of Marin. Because the JPA's finances are administered in sub-accounts of the County's larger financial management system – the County Department of Finance (DOF) requires certain tasks, transactions, and other administrative actions to have sufficient documentation. To "carry over" funds held in project accounts, the DOF requires additional policy level documentation.

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

Accordingly, your Board is requested to provide specific authority to carry over the Used Oil Payment Program (OPP) "project" should there be any fund balance at the end of this Fiscal Year. The recent OPP award was for \$82,000. The JPA expends OPP funds consistent with the State guidelines to promote used motor oil recycling, used oil filter recycling, conduct required certification of recycling center, procure anti-pollution storm drain medallions, operate a marina bilge oil pad collection program and more. None of the action being requested here authorizes any additional fiscal authority beyond what the Board has already done. This action is strictly administrative in nature. OPP funding is awarded annual, however each year's award has a two-year expenditure period. The JPA endeavors to spend down each year's award "to the penny" but in some years there may be and incidental balance of funds. Staff anticipates a project balance of less than \$1,000. Because these funds are use restricted – the JPA cannot let the unspent funds simply roll into the overall hazardous waste fund balance – as that could result in using restricted funds for other purposes.

Currently, there is just one project that needs to be addressed in this manner: Project 41PWPOPP9 – Fund 80228601 (Haz Waste).

## **Recommendation:**

Adopt a Motion authorizing the County Department of Finance to carry out Project Account carry overs and any related, necessary actions in consultation with the Executive Director.

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Noes: \_\_\_\_\_  
\_\_\_\_\_

Abstentions: \_\_\_\_\_

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: May 23, 2019

**Corte Madera**

To: JPA Board Members

**County of Marin**

From: Steve Devine, Program Manager

**Fairfax**

Re: Updates from your Board's Local Task Force (LTF)

**Larkspur**

Your Local Task Force (LTF) advisory body has most recently met on 8/1/18, 11/7/18, 2/6/19, and 4/3/19. This standing agenda item provides the opportunity for the LTF to give updates to the Board.

**Mill Valley**

To support the Local Task Force in its exposure and awareness of local, regional, state and national waste management issues – staff has arranged for the following presentations at recent LTF Meetings:

**Novato**

**Ross**

**San Anselmo**

**San Rafael**

**Sausalito**

**Tiburon**

Presenter	Topic
Mark Williams, Vice President Bio Bag USA	Presentation on Bio Bags (the most popular compostable bag used for food waste in the USA).
Ramin Khany, GM Waste Management's Redwood Landfill & Earth Care Compost	Presentation on construction and demolition debris facility at Redwood Landfill in Novato.
Kathy Wall, Household Hazardous Waste Program Coordinator	Presentation on the Marin HHW Facility in San Rafael.
Marshalle Graham, Senior Environmental Scientist, Cal Recycle	Presentation on SB 1383 and greenhouse gas reduction.
David Smail and Gregory Pirie, Marin Co. Environmental Health	Presentation on edible food donation.
Megan Wayne, Development & Volunteer Coordinator	Presentation on bicycle reuse and repair at San Rafael's Trips for Kids Marin.
Cristine Alilovich, JPA Board Chair & City of San Rafael Assistant City Manager	Meet and greet/budget discussion with Local Task Force.

For reference, the following is the current Local Task Force directory:

<b><u>Haulers/Facility Operators</u></b>	
Marin Sanitary Service	Patty Garbarino
Mill Valley Refuse	Jim Iavarone
Redwood Landfill	Ramin Khany
Bay Cities Refuse (Alternate)	Greg Christie
<b><u>Special Districts Franchising Solid Waste</u></b>	
Special District Vacancy	Recruiting
Novato Sanitary District	Dee Johnson, Chair
Las Gallinas Sanitary District (Alt)	Judy Schriebman
<b><u>Environmental Organizations</u></b>	
Environmental Forum of Marin	Terri Thomas
Sustainable Novato	Delyn Kies
NatureBridge	Jennie Pardi
<b><u>Public Members</u></b>	
County of Marin	Sam Jones
San Rafael	Alice Cochran
Ross Valley	Renee Goddard, Vice Chair
Novato	Matt McCarron
Southern Marin	Molly de Vries

## **RECOMMENDATION**

Receive oral report from your Local Task Force. Information Only.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere** Date: May 23, 2019

**Corte Madera** To: JPA Board Members

**County of Marin** From: Steve Devine, Program Manager

**Fairfax** Re: Appointment to a Vacant “Special District” Local Task Force Seat

**Larkspur** Please recall that the Solid Waste JPA Board is advised by an AB 939  
**Mill Valley** Local Task Force comprised of numerous stakeholders – including  
resource haulers, landfill, special districts franchising solid waste,  
environmental organizations and citizen representatives from the Ross  
Valley Cities, Southern Marin Cities, San Rafael, Novato and the County.

**Novato** A vacancy for one of the two “Special Districts that Franchise Solid  
Waste” seats has been widely posted, shared with the Board, LTF  
**Ross** Members, the JPA Interested Parties list, ZeroWasteMarin.org website  
and other means. In particular, it was noticed to the Special Districts.

**San Anselmo** The JPA has received an application from a very well qualified candidate  
and recommends Heather Abrams, General Manager of the Tamalpais  
**San Rafael** Community Services District be appointed.

## **Recommendation**

**Sausalito** Adopt a Motion appointing Heather Abrams to a Special District Seat on  
the JPA Board’s Local Task Force.

**Tiburon**

Board Chair: Please confirm the vote on this item by reading the  
following items out loud after the vote.



Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

\_\_\_\_\_

Abstentions: \_\_\_\_\_

Attachments:

1. Heather Abrams, Local Task Force Application/Letter of Interest
2. Heather Abrams, Resume.

*f:\waste\jpa\jpa agenda items\jpa 190523\item 7 - appointment to ltf special district seat.doc  
5/17/2019 10:35 AM*



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

February 8, 2019

Mr. Steve Devine  
Marin Hazardous & Solid Waste Management JPA  
PO Box 4186  
San Rafael, CA 94913-4186

Subject: Application for Appointment to the Zero Waste Marin Local Task Force

Steve:

I am sending this letter to express my interest in the Special Districts Seat on the Zero Waste Marin Local Task Force (LTF). I hope to contribute by bringing approximately 20 years of experience in the zero waste and local government fields. I am the General Manager of the Tamalpais Community Services District (TCSD); we are a special district and our employees provide collection of solid waste, recycling and organics to residents and businesses in our service area, which is located in Southern Marin County. I look forward to working with you and helping to develop the LTF's workplan for the future in order to meet the goal of zero waste by 2025 in Marin County.

If selected, I would prefer to begin August 7, 2019, as I have a previous commitment the first week of April, which is the next scheduled LTF meeting.

Please feel free to reach out to me if you or any of the LTF Members have any questions.

All the best,

A handwritten signature in blue ink, appearing to read "Heather Abrams".

Heather Abrams  
General Manager

***Tamalpais Community Services District 1/2017 to Present***

General Manager

- Manage \$7M annual budget for independent special district.
- Serve as community focus for population of 7,000 residents and lead staff of 12 FTEs and 16 part-time staff plus consultants, successfully interacting with staff, elected officials, the media, residents and businesses.
- Manage utilities services for wastewater and solid waste.
- Oversee infrastructure, fleet, rate setting and collection, as well as parks recreation and open space.
- Successfully adopt agency budget, design 5-year agency planning process, utility financial plans, and implement multi-year capital improvement program.
- Gain public support and adopt significant multi-year rate adjustments in order to correct historical structural deficit.
- Implement agency succession planning, replacing 1/3 of full time staff due to planned retirements and local cost of living issues.
- Successfully update sewer lateral ordinance impacting private property transfer and remodeling, and gain widespread compliance.
- Manage regulatory compliance for wastewater, solid waste, park safety and open space fire mitigation programs.

***City of Menlo Park 10/2014 to 1/2017***

Environmental Programs Manager/Sustainability Manager

- Manage team providing citywide environmental services, solid waste, water conservation and pollution prevention, CCA energy, green building, supply chain, capital improvement plans (CIP).

Projects Include:

- \$1.5M power installation on four civic buildings, installation of four electric vehicle (EV) charging stations.
- Secure \$320K in facility improvements.
- Liaison to Environmental Quality Commission, made up of Silicon Valley leaders.
- Key staff to complete General Plan update with significant environmental focus
- Regular interaction, reports and presentations to City Council.
- Project management working with non-profit organizations, and other Bay Area and California agencies.
- Presentations to industry groups, such as the California Climate Action Planning Conference 2015.

***CH2M 4/2013 to 10/2014***

Client Service Manager/Environmental Projects Manager

- Provide Senior Technical Consulting in Sustainability, Environmental, and Solid Waste technical fields.
- Project Management – Manage environmental project financials and workflow of project staff. Use Oracle, MS Project, Excel to manage multiple projects ranging from \$30,000 to \$8M per project gross revenue.
- Business Development – Lead Northern California municipal business development for the environmental market.
- CEQA and NEPA – Contribute to reports required under CEQA and NEPA for environmental projects.
- Two performance based recognition awards, something many people will not achieve in their entire career.

Example Projects:

- City of Los Angeles, CA, USA – Deputy Project Manager to prepare new exclusive commercial solid waste collection franchise system – the largest such effort in the nation, valued at over \$350M annually. Project budgeting, scoping, hiring sub-consultants and leading staff for this multi-year project valued at over \$8M for CH2M.
- City of Calgary, Alberta, CA – Task Lead for Decision Analysis: Lead staff and monitor budget in decision analysis and technical documents. Gather lessons learned from 13 international cities, perform decision analysis; provide decision-making tools for staff and elected officials of this city of nearly one million people.

## **Heather Abrams Sustainability and Recycling Consulting 12/2010 to 4/2013**

Principal Consultant

- Conduct outreach, gather data, create and integrate databases, perform analysis and create reports.
- Contact hundreds of businesses for local government client to market recycling collection services.

## **Sloan Vazquez LLC 9/2008 to 12/2010**

Consultant – Firm San Francisco Bay Area Representative

- City of Berkeley, CA, USA – Performed solid waste management planning and operational reviews.
- StopWaste.org, Alameda County, CA, USA – Performed recycling planning and outreach tasks.

## **City of El Cerrito 2/2002 to 6/2008**

Integrated Waste Services Manager

- Won International City/County Management Association (ICMA) Award of Excellence for ongoing top positive program ratings by residents, as compared with communities nationally.
- Manage \$2 million annual division budget in enterprise funds; responsible for all revenue and expenditures.
- Manage solid waste and sustainability efforts, present to City Council and liaise with Council Committee.
- Supervise staff of 14, plus consultants, contractors; conducted management union negotiations.
- Oversee garbage and green waste collection franchise for approximately 10,000 accounts each week, responsible for staff and contractor communications/customer service.
- Oversee clean water permit, Energy Watch program, OSHA health and safety training and compliance, and equipment procurement, maintenance and repair.

## **Central Contra Costa Solid Waste Authority 11/1997 to 1/2002**

Waste Prevention and Recycling Specialist

- Design and implement marketing strategy to promote recycling to 7,000 businesses. Increased commercial recycling tonnage by 74 percent.
- Assist Executive Director in contract negotiation and management for waste/recycling collection services for 190,000 people in five member cities and the county.
- Graduate of the Contra Costa Leadership Program, class of 2000.
- Supervise Waste Reduction and Recycling Assistant and summer interns.
- Create press releases, reports, and presentations to the Board of Directors, community, and media.

## **City and County of San Francisco 10/95 to 10/97**

Consultant working as City Government Recycling Coordinator

- Manage recycling collection program serving 26,000 employees in over 150 buildings. Oversee operations involving 10 different janitorial agencies.
- Evaluate, refine, and promote program, interpret market information, tonnage reports, and survey data to prepare reports for the Board of Supervisors and plan successful programs.
- Establish excellent working relationships with all 63 City departments. Train personnel ranging from directors to janitors.

## **Education**

B.A., University of California at Berkeley

Harvard Kennedy School Senior Executives in State and Local Government program completed in 2016

Masters of Business Administration, completion expected in 2019, California State University Monterey Bay

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: May 23, 2019

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: FY 19-20 JPA Budget and Related Hauler/Facility Assessments

Larkspur

Following and attached are the proposed Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) FY 19-20 Budget (Attachment 1) and associated hauler/facility fee assessments.

Mill Valley

**The proposed budget would translate into a 2¢ to 5¢ monthly increase for the typical residential customer.**

Novato

Please recall that at your January meeting, the JPA Board set its FY 19-20 budget development schedule and appointed a Budget Subcommittee of Chair Alilovich from San Rafael and Dan Eilerman from the County. Staff met with that Budget Subcommittee on April 1 and developed a draft budget that was presented to your Executive Committee (Alilovich, Candelario, Chavis, Eilerman/Hymel, and Toy) at their April 25<sup>th</sup> meeting. At the Executive Committee Meeting, the ExCom voted to recommend your approval of the attached budget with one change – to increase the funding for the proposed Strategic Workshop Project from \$100,000 to \$150,000.

Ross

San Anselmo

San Rafael

Sausalito

## **Background**

Tiburon

The vast majority of expense residents and business have in their “garbage bill” is for the labor to collect their garbage, compost and recycling – and those costs are overseen by the individual Cities, Towns, County or special districts overseeing collection franchises. Other significant costs include vehicles, fuel, landfilling, and recyclables and compost processing. **The price for the services provided by this JPA equate to only one to three percent of a typical residential bill.** That said, the JPA exercises extreme fiscal prudence in its operations and is not ignorant of the fact that the JPA funding formula also relies upon the local landfill (~ \$2 million) to pay the lion’s share of the assessments that fund the programs provided by the JPA.

To better understand the context of JPA rate setting, each year the JPA polls the five local haulers to provide an answer to the question: *What is the Magnitude of the JPA Revenue Requirement as it Translates to Your Typical Residential Customer?*



Following are the responses from each of the County's five haulers:

<i>Hauler</i>	<i>Average 2019 Residential Rate</i>	<i>JPA Portion</i>	<i>% of Total Monthly Bill</i>
Bay Cities Refuse	\$40.59	.51¢	1.3%
Marin Sanitary Service	\$43.66	.48¢	1.1%
Mill Valley Refuse	\$36.18	.97¢	2.7%
Recology	\$29.74	.82¢	2.2%
Tamalpais CSD	\$56.38	.43¢	0.8%

**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 five waste haulers noted above and the following solid waste facilities: Redwood Landfill in Novato, Marin Resource Recovery Center, and Marin Sanitary Transfer Station. In turn, all these operators pass along these costs to their customers as they see fit. The proposed budget reflects a 5.19% increase in total year-over-year assessments. Based on past direction from the JPA Board, there is no new staff included in this budget (full time, part time, intern or a contingency for any long-term absences). Aside from a few smaller line item changes – there are only two, year-over-year proposed budget changes over \$50,000:

1. \$73,444 – a proposed CPI – based increase from the San Rafael Fire Department and MRRA to operate the household hazardous waste facility in San Rafael.
2. \$150,000 – for a proposed strategic workshop/organizational review.

These two items are discussed in the narrative detailing each of the JPA's fund centers later in this report.

**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*

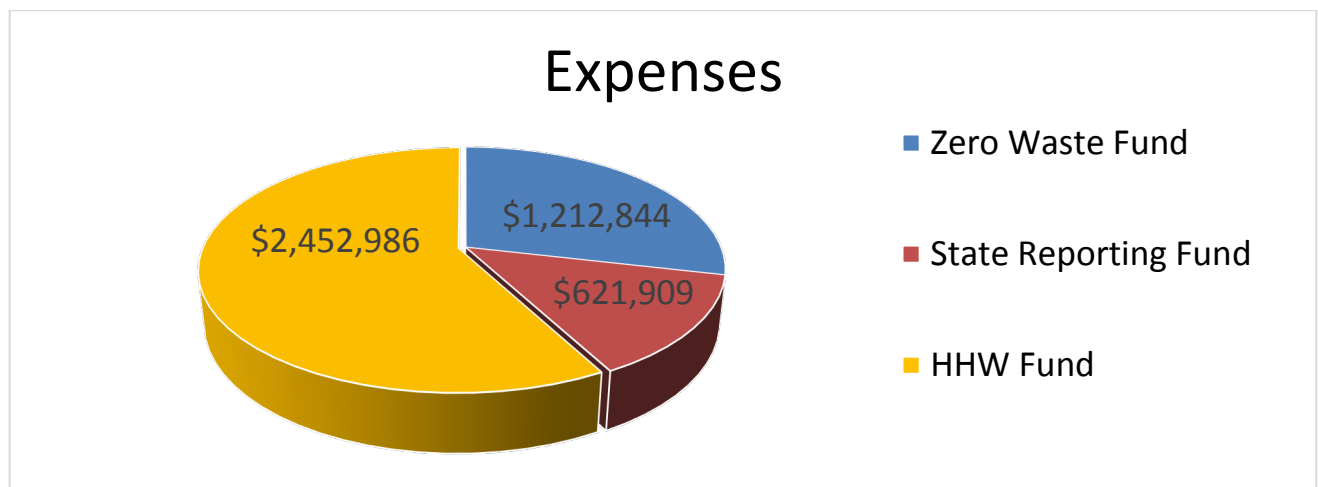
**3. Household Hazardous Waste (HHW) Fund**

*(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 FY19-20 budget along with a general discussion of activities in each of the three programs are summarized below:

Fund Center	FY18-19 Expense Budget	FY 19-20 Proposed Expense Budget
1. Zero Waste	\$1,194,947	\$1,212,844
2. State Reporting	\$ 440,938	\$ 621,909
3. Hazardous Waste	\$2,362,980	\$2,452,986
	\$3,983,865	\$4,237,739



#### 1. **ZERO WASTE**

Ongoing and proposed Zero Waste activities account for 28% of proposed JPA expenditures and include:

- The Construction and Demolition Program would continue 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, and parent with the Marin Builder's Association.
- The Home Composting Program provides training to the community promoting waste reduction, water conservation and the greenhouse gas reduction benefits of home composting.

- Member Agency & Public Support has a proposed increase of \$10,250 to better respond to increased community requests for zero waste information, presentations, reusable produce bags, attendance at fairs and festivals, and supplying the public with outreach materials, etc.



*Christmas Tree recycling.*

- The Public Education component of the budget remains stable at \$200,000 and provides for direct outreach to Marin citizens through various media sources including television, Internet, in-person “Green Teas,” and presentations to businesses, business groups, HOAs and farmers markets. The JPA’s campaign during the past two years has focused on eliminating waste at the source by providing specific suggestions such as using reusable coffee mugs, rechargeable batteries and single use water alternatives. The TV commercial can be seen here: <https://youtu.be/KNb7dSAS2rk>



**Shop Smart.  
Waste Less.**

It starts with  the cart.

This budget category includes work on maintaining and updating [www.zerowastemarin.org](http://www.zerowastemarin.org) and the associated recycling guide database. Work is underway to implement a new “recycling wizard,” which is a third-party cloud-based solution that can provide improved instruction on recycling both typical and hard to deal with materials that is also being used by some of the local haulers.

A previous line item for conducting an annual outreach/survey evaluation is now incorporated in the same budget line. The JPA has recently learned that it's long-time (six-plus years) outreach contractor, O'Rourke Inc., has filed for bankruptcy and ceased doing business with one-weeks' notice to this Agency. Accordingly, in a separate Agenda Item, your Board is asked to appoint a Subcommittee of your Executive Committee to work with staff on the selection process and RFP to identify a new outreach vendor. Staff expects that the Board's process would be similar to past projects like this and would include the opportunity for a representative from your Local Task Force to participate.



*Rather than "preaching to the converted" this ad was placed in the plaza of a major local mall.*



- The Zero Waste Schools Program will maintain seventeen certified schools and add five to the program. There is currently a waiting list of ~ twenty schools interested in joining the program. This program is highly regarded by the education community, has top-level buy in from the Marin County Office of Education and is foundational to providing long-term movement towards zero waste in Marin. There is a proposed increase of \$20,000 – split



between additional infrastructure for schools and help from a contractor for education and implementation. A growing and added benefit of this program is the reality that many schools are used not just during “school hours,” but also serve as community parks, recreation centers and more. Accordingly, we are seeing increased use of the infrastructure invested at school sites (compost and recycling bins) at weekend sporting events, picnickers, etc.



*Proud student showing off a new "waste station" at her school.*



*School waste audits include the glamorous work of looking at the content of your garbage can.*





*Reusable water bottles -- have suddenly become cool.*



*Student made posters support the kick-off of another Zero Waste School.*

- The Zero Waste Grant Program will continue to provide \$350,000 in direct support to the member Cities, Towns, County and special districts that franchise solid waste. This grant program recognizes and supports the individualized needs of Marin's many unique communities. Projects undertaken in Marin communities via this program include installation of refillable water bottle stations, technical assistance to business to expand edible food donation, composting and recycling, chippers for organic debris, expanded use of reusables at festivals and more.



*The counter showing the number of bottles saved is a crowd favorite.*



*Indoor waste stations.*



*The joy of new compost collection carts and service.*

## 2. STATE PROGRAMS

Proposed State Program expenditures for FY 19-20 account for 15% of JPA expenditures. A primary activity in this fund center is to conduct disposal tracking and reporting required by a variety of State laws.



The JPA also supports and benefits from its 13-member Local Task Force (LTF) that can advise the JPA Board and Executive Committee on evolving solid waste issues. As noted elsewhere in your Agenda, recent presentations received by your LTF include:

Presenter	Topic
Mark Williams, Vice President Bio Bag USA	Presentation on Bio Bags (the most popular compostable bag used for food waste in the USA).
Ramin Khany, GM Waste Management's Redwood Landfill & Earth Care Compost	Presentation on construction and demolition debris facility at Redwood Landfill in Novato.
Kathy Wall, Household Hazardous Waste Program Coordinator	Presentation on the Marin HHW Facility in San Rafael.
Marshall Graham, Senior Environmental Scientist, Cal Recycle	Presentation on SB 1383 and greenhouse gas reduction.
David Smail and Gregory Pirie Marin Co. Environmental Health	Presentation on edible food donation.
Megan Wayne, Development & Volunteer Coordinator	Presentation on bicycle reuse and repair at San Rafael's Trips for Kids Marin.
Cristine Alilovich, JPA Board Chair & City of San Rafael Assistant City Manager	Meet and greet/budget discussion with Local Task Force.

A single, one-year only line item in the budget is \$20,000 for assisting the JPA, and potentially our local waste haulers and processing facilities, with the transition to a new Disposal Reporting System (DRS) that the State of California is implementing this year. If all goes well, this new system could streamline disposal reporting – but it does also “bypass” the JPA in terms of certain critical information not being made available to this Agency that is necessary not only for waste diversion planning – but also for the annual JPA budgeting process. Accordingly, once the new system’s mechanics are a bit clearer, staff will determine if it will be desirable or necessary for your Board to adopt an ordinance that would compel the local waste haulers and facilities to provide certain data to this Agency. Currently, the JPA and its staff have an excellent working relationship with the haulers and facilities. However, companies do sell and it’s possible that in the future, things that are currently not an issue could change.



## **Strategic Board Workshops/Organizational Review**

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 2017 State reporting year – Marin reported a diversion rate of 69% -- down from the more recent average of 74% to 75%. There is no indication to suggest that without significant additional actions Marin will meet either the 80% goal for 2012 or the 94% zero waste goal for 2025.

Recent waste diversion performance is noted in the following table:

<b>Year</b>	<b>Lbs. Per Person Per Day Landfilled</b>	<b>Marin Originating Tons Landfilled</b>	<b>CalRecycle Equivalent Diversion Rate</b>
2011	3.8	174,514.28	75%
2012	3.8	180,740.22	75%
2013	4	184,470.54	74%
2014	3.8	177,022.31	75%
2015	4	188,115.60	74%
2016	4.7	223,481.00	69%*
2016	4.6	220,933.46	70%
2017	4.7	227,347.96	69%

- Revised for CalRecycle approved modification due to Republic Services misrepresentation at Richmond composting facility.

This Agency, as currently configured, was well suited to address the requirements of California's AB 939 – which necessitated the formation of this JPA. That 1989 law required demonstration of 50% waste diversion from landfill and instituted various reporting requirements. While there certainly have been challenges along the way, reaching the initial waste diversion targets included much “low hanging fruit.” Now, this Agency (self-dubbed: Zero Waste Marin) is faced with challenges similar to many zero waste communities in that making progress beyond ~70% diversion is going to be significantly more challenging and costly. Also, even contemplating what those next steps will require this Agency to rededicate itself to moving forward or to consider more drastic alternate actions.

Staff is recommending the JPA conduct a strategic workshop process which would identify, cultivate and map out next steps this Agency could take to effectively move towards zero waste. Staff is not prescribing an exact path or name (strategic workshops or organizational assessment) but we do point out that this is NOT a zero waste plan. The JPA needs a “reset” to take a few first steps to position itself to execute its goals. To obtain Board “buy in,” Staff proposes that this project, if funded, would have a Subcommittee of the Executive Committee work with staff on an RFP and the selection of

vendor(s) to assist the Board. Staff would recommend that that Executive Committee work closely with a consultant (or consultant team) on this project and that Board participation be required for several meetings or workshops during FY19-20. While deliverables expected of a contractor in this project would be determined in consultation with the Subcommittee and Board – staff expects the work product to include:

- Providing workshops to the Executive Committee and/or Board on best management practices in other zero waste communities and similar Joint Powers Authorities
- Advising on possible updates the 1996 Joint Powers Agreement
- Evaluating staffing levels and structure
- Facilitating greater Board Member awareness and involvement
- Advising on mechanics of enacting/funding “the next most significant things” to boost zero waste performance
- Identifying and making recommendations on capacity building to take on potential actions such as developing funding mechanisms for capital investments in waste reduction projects, eco-park development, etc.)

### **3. HOUSEHOLD HAZARDOUS WASTE (HHW) PROGRAMS**

The proposed HHW Program expenditures for FY 19-20 account for 57% of total JPA expenditures.

The program collects and diverts from landfill over 1.6 million pounds of material each year. The JPA retains HHW services for the community via a contract with the City of San Rafael Fire Department which in turn contracts with Marin Resource Recovery Association (MRRA). The Fire Department also conducts “Toxic Away Days” for remote areas of West Marin. MRRA operates the HHW facility at 565 Jacoby Street in San Rafael. Novato’s hazardous waste services are provided by the Novato Sanitary District.



*Unloading hazmat at Marin HHW Facility.*

Items of note and continued operation in this Fund include:

- The proposed budget (Attachment 2) for FY 19-20 of \$1,879,645 reflects a 4.5% year over year, CPI based increase. 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.

- The popular Bulb and Battery Drop-off program will continue and currently provides ten convenient collection locations to the community for highly toxic bulbs and batteries that can contain mercury and other heavy metals. 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 inefficiencies and program savings. This project was not able to be conducted this year due to a staffing shortage.
- The JPA will continue administration of the State of California Oil Payment Program for Marin (less Novato). This project provides for promotion of proper motor oil and filter handling, bilingual outreach, certification of oil recycling centers in the County, and bilge pad absorbent distribution and collection at marinas. Staff expects approximately the same grant award from CalRecycle that was received last year. This program includes a significant Spanish language outreach component and leveraging of grant funds to also help promote general zero waste outreach



*Storm Drain Markers*

and hazardous waste education. Storm drain markers are also provided to the Member Agencies.



*New bilge pad dispenser and used receptacle.*



- The JPA funds the Sharps Collection Program operated by the County's Environmental Health Division. Environmental Health operates ~ 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.



Staff will monitor the State's implementation of recently passed SB 212 – a rare Extended Produce Responsibility bill that, when implemented, will require manufacturers to take on the cost of the proper handling of these needles and sharps. Hopefully, this program will come online so that the JPA can eliminate this local expense in FY 20-21.

### RECOMMENDATION

Adopt a Motion authorizing the Board Chair to execute proposed Resolution No. 2019-02 and carry out the Fiscal Year 19-20 Marin County Hazardous and Solid Waste Management Joint Powers Authority Budget.

Attachments:

1. FY 19-20 Budget
2. City of San Rafael Fire Proposed HHW Budget
3. Resolution No. 2019-02

Chair: Please confirm the vote by reading the following items out loud after the vote.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

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5/17/2019 10:35 AM*

Item 8. Attachment 1

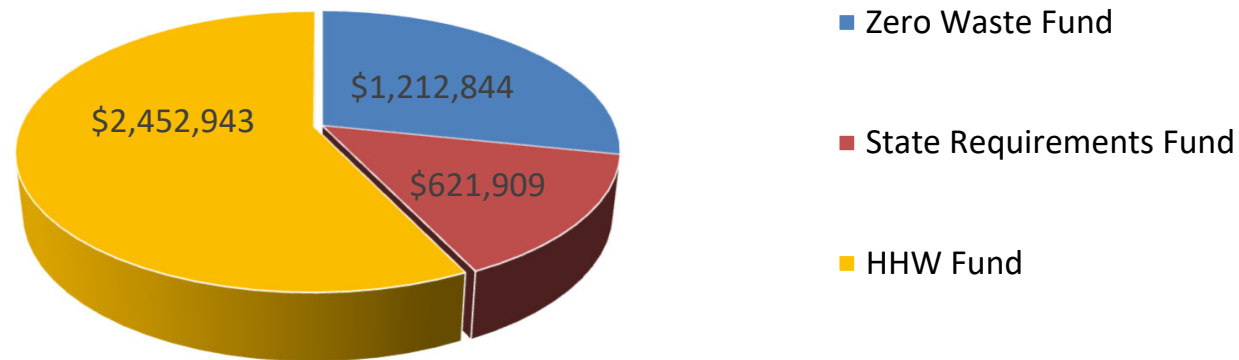
JPA Hauler, Landfill & Transfer Station Assessments  
FY 2019-20

A		B	C	D	E	F	G	H	
2017 DISPOSAL (tons)					FY 19/20				
MSW Haulers	MSW & Debris	Self-Haul	TOTAL TONS	FY 18/19 Assessments	Zero Waste	State Reporting	HHW	Total	
Bay Cities Refuse	7,523	N/A	7,523	\$67,897	\$18,672	\$11,047	\$41,443	\$71,162	
Marin Sanitary Service (MSS)	51,766	N/A	51,766	\$467,179	\$128,475	\$76,012	\$285,157	\$489,644	
Mill Valley Refuse	20,320	N/A	20,320	\$183,387	\$50,432	\$29,838	\$111,936	\$192,205	
Recology Novato Disposal	28,286	N/A	28,286	\$26,584	\$0	\$41,535	\$0	\$41,535	
Recology Sonoma Marin	6,105	N/A	6,105	\$55,101	\$15,153	\$8,965	\$33,632	\$57,751	
Tam. CSD	1,721	N/A	1,721	\$15,534	\$4,272	\$2,527	\$9,481	\$16,281	
<b>Total Franchised Haulers</b>	<b>115,722</b>	<b>N/A</b>	<b>115,722</b>	<b>\$815,682</b>	<b>\$217,003</b>	<b>\$169,925</b>	<b>\$481,649</b>	<b>\$868,577</b>	
<b>Landfills</b>									
Redwood	N/A	218,470	218,470	\$1,971,662	\$542,210	\$320,800	\$1,203,461	\$2,066,471	
<b>Redwood Landfill</b>	<b>N/A</b>	<b>218,470</b>	<b>218,470</b>	<b>\$1,971,662</b>	<b>\$542,210</b>	<b>\$320,800</b>	<b>\$1,203,461</b>	<b>\$2,066,471</b>	
<b>Transfer Stations</b>									
Marin Resource Recovery Center		89,352	89,352	\$806,394	\$221,760	\$131,204	\$492,206	\$845,170	
Marin Sanitary Services Transfer Station		1,967	1,967	\$17,750	\$4,881	\$2,888	\$10,834	\$18,604	
<b>Total Transfer Stations</b>		<b>91,319</b>	<b>91,319</b>	<b>\$824,144</b>	<b>\$226,641</b>	<b>\$134,093</b>	<b>\$503,040</b>	<b>\$863,774</b>	
<b>TOTALS</b>	<b>115,722</b>	<b>309,789</b>	<b>425,510</b>	<b>\$3,611,488</b>	<b>\$985,854</b>	<b>\$624,817</b>	<b>\$2,188,151</b>	<b>\$3,798,822</b>	5.19%

## Item 8. Attachment 1

Proposed FY 19/20 Budget				
	Zero Waste Fund	State Requirements Fund	HHW Fund	All Funds Total
Expenses	\$ 1,212,844	\$ 621,909	\$ 2,452,943	\$ 4,287,696
Contingency	\$ 121,284	\$ 62,191	\$ 245,294	\$ 428,770
Revenue Requirement	\$ 1,334,129	\$ 684,100	\$ 2,698,237	\$ 4,716,466
Interest	\$ 1,000	\$ 500	\$ 2,000	\$ 3,500
State Oil Payment			\$ 85,000	\$ 85,000
Assessments	\$ 985,854	\$ 624,817	\$ 2,188,151	\$ 3,798,822
Carry Over	\$ 347,275	\$ 58,783	\$ 423,086	\$ 829,144
Revenue	\$ 1,334,129	\$ 684,100	\$ 2,698,237	\$ 4,716,466

### Expenses



	Zero Waste Fund	State Reporting Fund	HHW Fund
Expenditures as Percent of Total Budget by Fund	28%	15%	57%

Item 8. Attachment 1

**ZERO WASTE FUND**  
**FY 19/20 (80238601) EXPENSE BUDGET**

FY 18/19 APPROVED BUDGET	FY 18/19 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	FY 19/20 BUDGET REQUEST	VARIANCE	NARRATIVE
\$ 296,197	\$ 296,197	Salaries and Wages	511110	\$304,784	\$8,587	Contract staff wages and benefits.
\$ 2,000	\$ 2,000	Legal Expense	522545	\$2,060	\$60	Legal counsel.
\$ 15,000	\$ 15,000	Construction & Demolition Debris	522510	\$15,000	\$0	Contract support for Construction & Demolition outreach at Members.
\$ 29,750	\$ 29,750	Member Agency & Community Support	522510 & 522310	\$40,000	\$10,250	City & Town support for kitchen compost pails, reusable produce bags, xmas tree recycling promotion, general outreach and education.
\$ 12,000	\$ 12,000	State, Regional and Local "Wasteshed" Partnerships	522210	\$12,000	\$0	California Product Stewardship Council, Californian's Against Waste, Marin Builder's Association, Business Chambers, BayRoc, NCRA, Youth Convergence, CRRA etc. Support for Extended Producer Responsibility and reduced packaging.
\$ 10,000	\$ 10,000	Training, Conferences & Professional Memberships	523210	\$10,000	\$0	Training, conferences & professional memberships.
\$ 230,000	\$ 230,000	Zero Waste School Program	522510 & 522310	\$265,000	\$35,000	Strategic Energy Innovation contract plus infrastructure (bins, H2O stations, etc.). Now includes historical \$15K contract for School Assemblies previously under separate line. +\$10K for infrastructure & +\$10K for SEI school sites work.
\$ 15,000	\$ 15,000	School Assemblies & Farm to School Program		\$0	(\$15,000)	\$15K contract for School Assemblies consolidated into the Zero Waste School Program.
\$ 181,000	\$ 120,000	Information and Outreach	522510	\$210,000	\$29,000	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. +\$10K for recycling guide improvement.
\$ 19,000	\$ 2,000	Hazwaste, Zero Waste Awareness Evaluation	522510		(\$19,000)	Public awareness survey - expense moved to Outreach Campaign.
\$ 350,000	\$ 286,059	Zero Waste Grant Program	41PWPZWG9	\$350,000	\$0	Member Agency funds based on population for Zero Waste Programs.
\$ 35,000	\$ 35,000	Truck	561660	\$4,000	(\$31,000)	Annual maintenance, insurance, amortization.
<b>\$ 1,194,947</b>	<b>\$ 1,053,006</b>	<b>Zero Waste Fund Expense Totals</b>		<b>\$1,212,844</b>	<b>\$17,897</b>	

**FY 19/20 (80238601) REVENUE BUDGET**

FY 18/19 APPROVED BUDGET	FY 18/19 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	FY 19/20 REVENUE REQUEST	NARRATIVE
\$1,000	\$1,000	Interest	441115	\$1,000	Interest
\$1,201,480	\$1,201,480	Solid Waste Management	461510	\$985,854.35	Hauler, Landfill, Transfer Station Assessments
\$111,962	\$197,801	Carry-Over	N/A	\$347,275	Carry-over from prior fiscal year (contingency + unspent)
<b>\$1,314,442</b>	<b>\$1,400,281</b>	<b>Total Revenue</b>		<b>\$1,334,129</b>	
<b>GENERAL CONTINGENCIES</b>					
		Contingency Account	900010	\$121,284	
		Contingency Target = 10%		10%	

Item 8. Attachment 1

**STATE REPORTING & REQUIRED  
FY 19/20 (80218601) EXPENSE BUDGET**

<b>FY 18/19 APPROVED BUDGET</b>	<b>FY 18/19 TOTAL EST EXPENDITURE</b>	<b>ACCOUNT NAME</b>	<b>OBJECT</b>	<b>FY 19/20 BUDGET REQUEST</b>	<b>VARIANCE</b>	<b>NARRATIVE</b>
\$364,547	\$364,547	Salaries and Wages	511110	\$378,484	\$13,937	Contract staff wages and benefits.
\$10,000	\$10,000	Legal Expense	522545	\$10,300	\$300	Legal counsel.
\$17,000	\$17,000	Outside Acctg & Audit Fees	522585	\$18,500	\$1,500	Financial Audit + Submittal of GCC & FTR to State on behalf of the JPA.
\$18,000	\$18,000	Insurance	521610	\$18,540	\$540	Insurance.
\$1,000	\$1,000	Equipment Repair & Maintenance	521810	\$0	(\$1,000)	No longer necessary.
\$16,941	\$16,941	Rent	522910	\$16,941	\$0	Office space.
\$1,500	\$1,500	Training/Professional Development	523210	\$1,500	\$0	JPA staff training specific to AB 901 (Disposal Reporting).
\$600	\$600	Mileage & Routine Travel	523445	\$618	\$18	Routine travel.
\$5,500	\$5,500	Supplies & Reproduction	522410	\$1,000	(\$4,500)	Reduced based on use in previous years.
		AB 901 Readiness	522510	\$20,000	\$20,000	Assistance with Disposal Reporting System ordinance and technical transition.
\$5,850	\$5,850	County Financial Services	522585	\$6,026	\$176	Pro-rate County Department of Finance's Cost Plan.
		Organizational Assessment	522510	\$150,000	\$150,000	Conduct agency review to identify means to better deliver (or not) on zero waste goal.
<b>\$440,938</b>	<b>\$440,938</b>	<b>Admin Fund Operations Total</b>		<b>\$621,909</b>	<b>\$180,971</b>	

**FY 19/20 (80218601) REVENUE BUDGET**

<b>FY 18/19 APPROVED BUDGET</b>	<b>FY 18/19 TOTAL EST REVENUE</b>	<b>ACCOUNT NAME</b>	<b>REVENUE SOURCE</b>	<b>FY 19/20 REVENUE REQUEST</b>	<b>NARRATIVE</b>
\$500	\$1,500	Interest	441115	\$500	Interest
\$399,909	\$399,909	Solid Waste Management	461510	\$624,816.93	Hauler, Landfill, Transfer Station Assessments
\$145,184	\$98,312	Carry-Over	N/A	\$58,783	
<b>\$545,593</b>	<b>\$499,721</b>	<b>Total Revenue</b>		<b>\$684,100</b>	
		<u>GENERAL CONTINGENCIES</u>			
		Contingency Account	900010	\$62,191	
		Contingency Target = 10%		10%	

**Item 8. Attachment 1**

## HOUSEHOLD HAZARDOUS WASTE FUND

**FY 19/20 (80228601) EXPENSE BUDGET**

FY 18/19	FY 18/19	FY 19/20				
APPROVED BUDGET	TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	BUDGET REQUEST	VARIANCE	NARRATIVE
\$179,527	\$179,527	Salaries and Wages	511110	\$183,510	\$3,983	Contract staff wages and benefits.
\$166,619	\$166,619	HHW Facility Oversight	522555	\$174,117	\$7,498	CPI-U increase of 4.5%. San Rafael FD HHW facility oversight.
\$1,632,084	\$1,632,084	HHW Facility Operations	522510	\$1,705,528	\$73,444	CPI-U increase of 4.5%. HHW facility operation + West Marin HHW events.
\$36,175	\$36,175	Novato HHW Pass Through	522310	\$36,906	\$731	Novato HHW fee reimbursement.
\$2,575	\$2,575	Legal Services	522545	\$2,652	\$77	Legal counsel on Haz Waste contracts and grant agreements, including Bulb and Battery and Marina programs.
\$160,000	\$135,000	Bulb and Battery Program	522510	\$164,800	\$4,800	Fluorescent bulbs and batteries hazwaste collection.
\$81,000	\$81,000	Sharps & Needles Program	522310	\$83,430	\$2,430	Support for the Sharps and Needles Program via Environmental Health Services.
\$20,000	\$0	Battery Program Assessment	522510	\$20,000	\$0	Conduct audit of battery recycling in Marin.
<b>\$2,277,980</b>	<b>\$2,232,980</b>	<b>Operational Budget Subtotal</b>		<b>\$2,370,943</b>	<b>\$92,963</b>	
		<b>Oil Payment Program</b>				
\$85,000	\$82,000	Oil Payment Program - Cycle 10	41PWOPPP10	\$82,000	(\$3,000)	Countywide used oil motor promotion, marina bilge pad collections, storm drain medallions, CCC site certifications, bilingual outreach.
<b>\$85,000</b>	<b>\$82,000</b>	<b>Oil Payment Program Subtotal</b>		<b>\$82,000</b>		
<b>\$2,362,980</b>	<b>\$2,314,980</b>	<b>HHW Fund Total Expenses</b>	<b>Total</b>	<b>\$2,452,943</b>	<b>\$89,963</b>	

**FY 19/20 (80228601) REVENUE BUDGET**

FY 18/19	FY 18/19		FY 19/20	
APPROVED	TOTAL EST		REVENUE	
BUDGET	REVENUE	ACCOUNT NAME	SOURCE	REQUEST
				NARRATIVE
\$2,000	\$6,500	Interest	441115	\$2,000
\$85,000	\$82,000	Other Aid: State	451970	\$85,000
\$2,010,099	\$2,010,099	Solid Waste Management	461510	\$2,188,151
\$644,128	\$639,467	Carry-Over	N/A	\$423,086
<b>\$2,741,227</b>	<b>\$2,738,066</b>	<b>Total Revenue</b>		<b>\$2,698,237</b>

## GENERAL CONTINGENCIES

Contingency Account	900010	\$245,294
Contingency Target = 10%		10%





## 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 2019/20 Budget Proposal**

Dear Steve,

Please accept this letter as the Fiscal Year 2019/20 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 \$1,798,703, which included a 2.9% CPI-U increase from the previous year for both MRRRA and the City, plus an additional \$64,644 increase for creating an HHW Associate staff position at MRRRA.

### **HHW Program budget proposal summary:**

For FY 2019/20, we are proposing a total HHW Program budget of \$1,879,645, which is a 4.5% increase from the previous year's budget.

The budget proposal for the City of San Rafael management oversight is \$174,117. This is a 4.5% CPI-U increase from the previous year's budget.

We are proposing a total MRRRA contractual services budget of \$1,705,528. This also consists of a 4.5% CPI-U increase from the previous year's budget.

(See tables on the next page.)

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

Item No. 8 - Attachment 2  
Page 1 of 2



## SAN RAFAEL FIRE DEPARTMENT

### Proposed Marin HHW Program Operating Budget FY 2019/20

#### MRRRA

Personnel	\$ 733,820
Non-personnel	\$ 971,708
<b>Total HHW Facility Operating Contractual Services:</b>	<b>\$ 1,705,528</b>

#### CITY

Personnel	\$ 126,726
Non-personnel	\$ 47,390
<b>Total City Management Oversight:</b>	<b>\$ 174,117</b>

**Total Marin HHW Program FY 2019/20 Budget: \$ 1,879,645**

### Marin HHW Program Operating Budget FY 2018/19

#### MRRRA

Personnel	\$ 702,220
Non-personnel	\$ 929,864
<b>Total HHW Facility Operating Contractual Services:</b>	<b>\$ 1,632,084</b>

#### CITY

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

**Total Marin HHW Program FY 2018/19 Budget: \$ 1,798,703**

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

Respectfully,

 2/28/19

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

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

Item No. 8 - Attachment 2  
Page 2 of 2

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

RESOLUTION NO. 2019-02

A RESOLUTION ESTABLISHING ASSESSMENTS FOR  
INTERGRATED WASTE MANAGEMENT PLANNING  
AND IMPLEMENTATION OF PROGRAMS FOR FY 2019/20

WHEREAS, the Marin County Hazardous and Solid Waste Management Joint Powers Authority (Authority) was established to prepare, adopt, and administer hazardous and solid waste plans; and

WHEREAS, the Authority may impose assessments based on the types and amounts of solid waste for costs, among other things, related to the preparation and adoption of a Regional Integrated Waste Management Plan (AB 939); and

WHEREAS, the Authority established the assessments at its regular meeting on May 23, 2019; and

WHEREAS, these assessments are set and imposed for FY 2019/20 only; and

WHEREAS, the City of Novato is not participating in the Authority's household hazardous waste collection program or zero waste programs; the City, in conjunction with the Novato Sanitary District, will offer its own household hazardous waste collection program and zero waste programs;

NOW, THEREFORE, BE IT RESOLVED that the following assessments are imposed for FY 2019/20 and shall be collected from the organization specified herein;

Redwood Landfill	\$ 2,066,470.98
Marin Resource Recovery Center	\$ 845,170.22
Marin Sanitary Transfer Station	\$ 18,603.66
Bay Cities Refuse	\$ 71,161.93
Marin Sanitary Service	\$ 489,644.07
Mill Valley Refuse	\$ 192,205.46
Novato Disposal	\$ 41,534.55
Recology Sonoma Marin	\$ 57,750.51
Tamalpais Community Service District	\$ 16,280.57
<b>TOTAL</b>	<b>\$ 3,798,821.95</b>

Item 8. Attachment 3

BE IT FURTHER RESOLVED that collection of assessments shall be as follows:

1. Assessments are based upon the tons of material collected and disposed during 2017, with data provided by the haulers, landfills, and recovery center.
2. Assessments shall be paid in two installments – half of the amount shall be due and payable on December 1, 2019; the remaining half shall be due and payable on May 1, 2020.
3. Assessments shall be due and payable to the “Marin County Treasurer – Tax Collector”, Administration Bldg., Civic Center, P.O. Box 4220, San Rafael, CA 94913-4220.

PASSED AND ADOPTED at a regular meeting of the Marin County Hazardous and Solid Waste Management Joint Powers Authority held this 23th day of May, 2019 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: May 23, 2019

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Delegate Signature Authority to the Executive Director for  
Contracts Exceeding \$50,000

Larkspur

The FY 19/20 JPA Budget contains certain activities which necessitate contracts over the JPA's \$50,000 Executive Director signature authority. The following contracts are anticipated for FY 19-20:

Mill Valley

1. Used Oil Payment Program implementation: up to \$85,000
2. Zero waste schools assistance: up to \$140,000
3. Hazardous waste bulb and battery collection: up to \$160,000
4. Zero waste outreach services: up to \$200,000
5. Strategic workshops/organizational review: up to \$150,000

Novato

Ross

San Anselmo

San Rafael

Sausalito

Due to the need to proceed with these efforts in a timely manner and the frequency of JPA Board meetings, it is requested to continue with past practice and delegate authority to enter into contracts for these services to the Executive Director. The first four items are for ongoing services, consistent with recent years. The fifth item is for the strategic workshops project and would be undertaken working with the relevant ExCom Subcommittee, if the Board elected to proceed with this project.

Tiburon

## **Recommendation**

Adopt a motion granting the Executive Director signature authority to enter in to contracts for the specific services, outlined above, if included in the FY 19-20 Budget.

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

**Belvedere:** Date: May 23, 2019

**Corte Madera:** To: JPA Board Members

**County of Marin:** From: Judith Silver, Senior Planner

Re: FY 19-20 Zero Waste Grant Program

**Fairfax:**

**Larkspur:**

**Mill Valley:**

**Novato:**

**Ross:**

**San Anselmo:**

**San Rafael:**

**Sausalito:**

**Tiburon:**

The Zero Waste Grant Program – “Program” facilitates individualized projects in Marin’s many unique communities to help move towards zero waste. The Program grants \$350,000 to the cities, towns and special districts that franchise solid waste collection according to population (with a minimum of \$5,000 for each jurisdiction).

The JPA will offer \$350,000 in the 9<sup>th</sup> year of the Zero Waste Grant Program. This is the same amount budgeted to the Zero Waste Grant Program for the last three years. The allocation is based on population using the 2018 E -1 State of California Department of Finance report. See Table Two for the funding allocation.

Table One below documents which cities, towns and special districts apply for the grant year to year. Many of the special districts that franchise solid waste collection in unincorporated County areas do not apply for funds because they don’t have adequate staff to administer the grant or to carry out the projects. The source of the funding for the special districts comes out of the county allocation. Staff recommends that if a special district declines to submit an application that the county add these unspent funds to its workplan in order to carry out programs for the good of all who reside in unincorporated county. This funding nuance would have no impact on the allocation to any other city or town.



Table 1 – Summary of Recent Past Grant Acceptance by Potential Recipient

Grant Year	FY 18/19 CY 8	FY 17/18 CY 7	FY 16/17 CY 6	FY 15/16 CY 5	FY 14/15 CY4
<b>Member Agencies &amp; Special Districts</b>	<b>Funds Requested?</b>				
Belvedere	N	Y	Y	Y	Y
Corte Madera	Y	Y	Y	Y	Y
County of Marin	Y	Y	Y	Y	Y
Fairfax	Y	Y	Y	Y	Y
Larkspur	N	Y	Y	N	Y
Mill Valley	Y	Y	Y	Y	Y
Ross	Y	Y	Y	Y	Y
San Anselmo	Y	Y	Y	Y	Y
San Rafael	Y	Y	Y	Y	Y
Sausalito	Y	Y	Y	Y	Y
Tiburon	Y	Y	Y	Y	Y
Almonte Sanitary District	N	N	N	N	Y
Alto Sanitary District	N	Y	N	N	N
Bolinas Community Public Utility District	N	Y	Y	Y	Y
Homestead Valley Sanitary District	N	Y	N	N	Y
Las Gallinas Sanitary District	N	N	N	N	N
Marin City Community Services District	N	Y	Y	N	N
Stinson Beach County Water District	N	N	Y	N	N
Strawberry Recreational District	Y	Y	Y	N	N
Tamalpais Community Services District	Y	Y	Y	Y	Y

Table 2 - FY 19/20 Funds Available

<b>Member Agencies &amp; Special Districts</b>	<b><u>Allocated</u></b>
Belvedere	\$8,468.14
Corte Madera	\$16,307.59
County of Marin	\$67,450.73*
Fairfax	\$12,238.41
Larkspur	\$20,063.26
Mill Valley	\$24,306.25
Ross	\$9,114.67
San Anselmo	\$21,117.51
San Rafael	\$98,522.92
Sausalito	\$11,738.09
Tiburon	\$15,672.44
Almonte Sanitary District	\$5,000
Alto Sanitary District	\$5,000
Bolinas Community PUD	\$5,000
Homestead Valley Sanitary District	\$5,000
Las Gallinas Valley Sanitary District	\$5,000
Marin City CSD	\$5,000
Stinson Beach Water District	\$5,000
Strawberry Recreation District	\$5,000
Tamalpais CSD	\$5,000
<b>Total</b>	<b>\$350,000</b>

*\*subject to increase if any Special District does not request funding.*

### **RECOMMENDATION**

Adopt a Motion approving the FY 19-20 Zero Waste Marin Grant Program and authorizing the Executive Director to administer these programs including making discretionary modifications to grants during the grant term and allowing the County to utilize funds not claimed by Special Districts for the good of unincorporated county.

### **ATTACHMENTS**

1. Zero Waste Grant Guidelines
2. Application and Work Plan
3. Final Report Form

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

\_\_\_\_\_

Abstentions: \_\_\_\_\_

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# ZERØWASTEMARIN

## Attachment 1

FY 19/20

### Zero Waste Grant Guidelines

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#### Introduction

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

#### Grant Program

The JPA is offering grants to Member Agencies including cities, towns and special districts whose application identifies a program that works towards the Zero Waste Goal. Zero Waste Toolkit Documents have been developed by the JPA to implement waste reduction programs uniformly throughout Marin. Member Agencies are not limited to the type of Zero Waste Projects they wish to implement.

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

- Compliance with Mandatory State Commercial Recycling and Composting laws
- Support of Food Donation
- Zero Waste Resolution
- Residential Food Scrap Recycling Outreach
- Multifamily Outreach and Support
- Support of Food Waste prevention education
- Town or city-wide garage sale

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

- Contract assistance for Event Greening (Recycling and Composting at Local Events)
- Purchase Easily-Portable Event Recycling Containers and Accessories for Loan for Local Events
- Adding Public Recycling Receptacles
- Waste Audits
- Local Composting Classes
- Differential Costs of an Environmental Purchasing Policy
- Zero Waste Case Studies
- Mini-Grants program to environmental, educational or community groups Zero Waste activities.
- Printing outreach materials using the JPA's to be developed "Do-It-Yourself" templates for Zero Waste outreach

### Eligibility and Funding

Grant funding is available only for JPA Member Agencies identified as ‘Applicants’.

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

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

FY 19/20 Funds Available

<b>Member Agency</b>	<b><u>Allocated</u></b>
Belvedere	\$8,468.14
Corte Madera	\$16,307.59
County of Marin	67,450.73*
Fairfax	\$12,238.41
Larkspur	\$20,063.26
Mill Valley	\$24,306.25
Ross	\$9,114.67
San Anselmo	\$21,117.51
San Rafael	\$98,522.92
Sausalito	\$11,738.09
Tiburon	\$15,672.44
Almonte Sanitary District	\$5,000
Alto Sanitary District	\$5,000
Bolinas Community PUD	\$5,000
Homestead Valley Sanitary District	\$5,000
Las Gallinas Valley Sanitary District	\$5,000
Marin City CSD	\$5,000
Stinson Beach Water District	\$5,000
Strawberry Recreation District	\$5,000
Tamalpais CSD	\$5,000
<b>Total</b>	<b>\$350,000</b>

*\* subject to increase if any Special District does not request funding.*

### Application Procedures

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

- Determine grant fund eligibility, as described above.
- Decide on the Zero Waste Projects your Jurisdiction intends to implement.
- Complete the Zero Waste Grant Application and Work Plan and submit it by June 21, 2019.

Once the Grant Applications and Work Plans are received, they will be reviewed by the JPA which will determine if applications meet the Grant requirements. Jurisdictions will be authorized to commence their proposed programs upon receipt of ‘Notice to Proceed’ from the JPA. A Final Report (Exhibit C) must be submitted to the JPA by May 8, 2020. These reports will describe the progress made at the time of the report submittal, outcome of the program implemented, an account of funds spent, and an estimated tonnage of waste that was diverted through each program. A sample Final Report can be found on the JPA website: ZeroWasteMarin.Org

### **Milestones**

- May 30, 2019 - Application Materials Released
- June 21, 2019 - Application Deadline
- July 8, 2019 - Cycle Awarded / Grant Term Begins
- May 1, 2020 - Grant Term Ends
- May 8, 2020 - Final Reports Due

### **Communication**

All communication regarding this grant shall be directed to the JPA Grant Manager. Submit Applications/Work Plans and Final Reports electronically to [jsilver@marincounty.org](mailto:jsilver@marincounty.org) or send written correspondence to:

JPA Grant Manager  
c/o Zero Waste Marin  
1600 Los Gamos Drive, Suite 210  
San Rafael, CA 94903

### **Eligible Costs**

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

### **Ineligible Costs**

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

### **Compliance**

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

### **Recycled Content Requirements**

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



**Audit / Records Access**

The Grantee agrees that the JPA or their designated representative shall have the right to review and to copy any records or supporting documentation pertaining to the performance of this Agreement. Grantee agrees to maintain such records for possible audit for a minimum of 3 years from the date the Grant Term ends.

**Copyright Information**

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

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

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

Use of the initials "JPA" in conjunction with "Zero Waste Marin" is sufficient when space is limited.

**Grant Payment**

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

**Final Reporting**

A Final Report is required to be submitted by the Grantee to the JPA at the end of the Grant Term. The report will identify activity during the term of the grant and summarize all activity conducted in the performance and fund use of the grant. Copies of adopted documents (Ordinances, Resolutions, etc.) will be included in the report. Copies of reports, product purchases and other evidence of grant expenditures including photos shall be included with the Final Report. The grantee shall estimate and report a diversion tonnage estimate to identify program effectiveness.

If all program criteria have not been met by the end of the grant term, the Grantee may report on the progress toward each grant task and demonstrate they have made all reasonable and feasible efforts to implement those programs. Grantees that have unspent funds at the end of the grant term should provide documentation that any unspent funds have been encumbered for a Zero Waste purpose. The Final Report form can be found on the JPA website: ZeroWasteMarin.Org

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

**Attachments:**

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

# ZERØWASTEMARIN

## Attachment 2

**FY 19/20**

**Zero Waste Grant Application and Work Plan**

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

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

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

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

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

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

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

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

---

**C. Requested Grant Amount**

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

**\$** \_\_\_\_\_

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

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

Name of Work or Project:	Brief Description of Project:	Dollar amount of Grant Funds Allocated to each Project:


### **Good Faith Effort**

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

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

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

X  
Signature of Grant Recipient Representative

\_\_\_\_\_  
Date

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

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

# ZERØWASTEMARIN

## Attachment 3

FY 19/20

Zero Waste Grant Final Report

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

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

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

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

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

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

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

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

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**C. Grant Amount**

**\$** \_\_\_\_\_

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

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also, if feasible, please estimate the tonnage of materials diverted or not consumed as a result of the project. Please refer to the Grant Guidelines for other required components of the Final Report.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grantee shall maintain record of all expenditures. Any grant funds not expended in the current grant cycle must be preserved in a protected account and dedicated for zero waste projects the next year.

(SEE NEXT PAGE)

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

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

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

**Totals:**   \$\_\_\_\_\_   \_\_\_\_\_Tons

**Certification**

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

X

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

\_\_\_\_\_  
Date

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

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

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: May 23, 2019

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Appoint Two Member Subcommittee of your Executive Committee  
for the Strategic Planning Project

Larkspur

Earlier in this Meeting's Agenda, the Board considered funding a Strategic Planning Project. If that project is funded – Staff requests the Board appoint two members from your Executive Committee (Alilovich, Candelario, Hymel/Eilerman, Chanis, Toy) to be available to work with and advise Staff during the RFP development and vendor selection process and other related matters.

Mill Valley

Novato

Ross

Staff anticipates that the members of this Subcommittee will work with staff on details of the RFP and also sit on an interview panel aiding in the selection of a vendor that will work with your Board on this project.

San Anselmo

## **Recommendation**

San Rafael

Appoint no more than two Members of the Executive Committee to a Strategic Plan Subcommittee.

Sausalito

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Tiburon

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

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# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Date: May 23, 2019

Corte Madera To: JPA Board Members

County of Marin From: Steve Devine, Program Manager

Fairfax Re: Appoint Two Member Subcommittee of your Executive Committee  
for the Selection of a new Outreach Contractor

Larkspur The JPA's long time (six years) outreach contractor O'Rorke Inc.  
recently and unexpectedly filed for bankruptcy – with only a week's  
notice. While this will be a loss for the JPA (as O'Rorke provided good  
service and developed a deep understanding of the fragmented waste  
system in Marin) – it is also an opportunity to try some new things. Staff  
suggests a similar process as in 2013 to identify and retain a new  
contractor. That process would include an RFP, interview and selection  
process with Board involvement, and include one member of your Local  
Task Force on the interview panel. Staff requests the Board appoint two  
members from your Executive Committee (Alilovich, Candelario,  
Hymel/Eilerman, Chanis, Toy) to be available to work on this process  
and for at least one of the two Subcommittee Members to sit on the  
interview panel.

Mill Valley

Novato

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

**Recommendation**  
Appoint no more than two Members of the Executive Committee to a  
short term, Outreach Contractor Selection Subcommittee.

Board Chair: Please confirm the vote on this item by reading the  
following items out loud after the vote.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

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