

MARIN COUNTY HAZARDOUS & SOLID WASTE  
JOINT POWERS AUTHORITY

Board of Directors Meeting

Thursday, May 28, 2009  
Marin Municipal Water District  
220 Nellen Avenue, Corte Madera

9:00 -9:30 AM

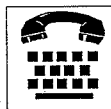
AGENDA

Call to Order.

- 1) Approval of JPA Board Meeting Minutes from October 30, 2008. (Action)
- 2) CIWMB Grant Resolution. (Action)
- 3) Approve JPA FY 09-10 Budget, Contract and Tipping Fee Resolution. (Action)
- 4) 2008 Financial Statements and Auditors Report. (Action)
- 5) Zero Waste Feasibility Study Presentation. (Information)
- 6) Executive Committee Report. (Information)
  - a) Executive Committee Meeting Minutes from January 21, 2009.
  - b) Executive Committee Meeting Minutes from April 15, 2009.
- 7) Local Task Force Report. (Information)
  - a) Local Task Force Meeting Minutes from November 5, 2008.
  - b) Local Task Force Meeting Minutes from December 3, 2008.
  - c) Local Task Force Meeting Minutes from February 4, 2009.
  - d) Local Task Force Meeting Minutes from March 4, 2009.
  - e) Local Task Force Meeting Minutes from April 1, 2009.
  - f) Local Task Force Meeting Minutes from May 6, 2009.
- 8) 2007 Annual Report submittal. (Information)
- 9) Set Date for November 2009 JPA Board Meeting. (Action/Information)
  - Next Executive Board Meeting to be held on Wednesday, July 15, 2009, 2:00 – 3:00PM, 65 Mitchell Boulevard, San Rafael.
- 10) Open Time.
- 11) Adjourn.

The full agenda including staff reports can be viewed at  
[www.marinrecycles.org/mins\\_agendas.cfm](http://www.marinrecycles.org/mins_agendas.cfm)

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Contact the County's Waste Management Division, at 499-6647 for more information.



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

Board of Directors Meeting  
Thursday, October 30, 2008  
Marin Municipal Water District  
220 Nellen Avenue, Corte Madera

**MINUTES**

**MEMBERS PRESENT**

George Rodericks, Belvedere  
Michael Rock, Fairfax  
Ken Nordhoff, San Rafael  
Debra Stutsman, San Anselmo  
Adam Politzer, Sausalito  
Margaret Curran, Tiburon  
Jean Bonander, Larkspur  
Gary Broad, Ross  
Anne Montgomery, Mill Valley

**MEMBERS ABSENT**

David Bracken, Corte Madera  
Matthew Hymel, County of Marin

**STAFF PRESENT**

Michael Frost, JPA  
Eric Lueder, JPA  
Alex Soulard, JPA  
Kempen Robbins, JPA

**OTHERS PRESENT**

Pat Thompson, City of Novato  
Tamara Hull, Sustainable San Rafael  
Patty Garbarino, Marin Sanitary Service  
Steve McCaffrey, Redwood Empire Disposal

Call to Order The Board of Directors meeting came to order at 9:05 AM.

1. Approval of JPA Board Meeting Minutes from May 29, 2008. M/s Nordhoff, Rock to approve JPA Board Meeting Minutes from May 29, 2008. The motion passed unanimously.
2. JPA Local Task Force (LTF) Appointments. Staff reported that Kim Huff resigned from her position as the Southern Marin Cities representative on the LTF. Additionally, Steve McCaffrey of Redwood Empire Disposal submitted a letter requesting he be appointed to the vacant alternate hauler position on the LTF. M/s Nordhoff, Bonander to appoint Steve McCaffrey to the alternate hauler position on the LTF and to have Adam Politzer request the Southern Marin Cities board members nominate a replacement for the vacant LTF position. The motion passed unanimously.
3. Zero Waste Consultant Contract. Staff reported that a \$100,000 contract has been negotiated with the R3 Consulting group for the development of a Zero Waste Feasibility and Planning Study for Marin County that will evaluate Marin's existing programs, meet with stakeholders, and outline new options and recommendations. After an interview panel reviewed all applicants, R3 was selected as the consultant with the most applicable experience. As directed, staff negotiated a contract, which has two phases to allow for the option of developing an action plan for all of Marin's Jurisdictions. Approval of the contract was recommended by the Executive Committee. M/s Bonander, Broad to approve the contract with R3 Consulting Group and direct the Chair to sign the agreement. The motion passed unanimously.

4. Novato Household Hazardous Waste Grant. Staff reported that this is the sixth year of the grant to Novato Sanitary District which is based on the portion of the tipping fee for Novato self haul material. M/s Bonander, Nordhoff to approve the contract and direct the Chair to sign the agreement. Motion was unanimously approved.
5. Open Time. Ken Nordhoff asked staff to describe the contract to administer the Zero Waste Feasibility and Planning Study. Staff reported that the Executive Committee approved a contract not to exceed \$25,000 with Jeff Rawles, the former JPA Executive Director, for oversight and coordination of the contract. Jeff Rawles was selected for his expertise and experience in the solid waste and municipal government experience in Marin County. No Comments Received.
6. Adjourn.

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# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

May 28, 2009

**Corte Madera:**  
David Bracken

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Michael Frost

Re: CIWMB Grant Resolution .

**Fairfax:**  
Michael Rock

The California Integrated Waste Management Board requires that a resolution approving the submittal of a grant application be submitted by each applying jurisdiction along with grant applications. Recently the CIWMB changed their model resolutions to be five-year blanket documents that are applicable for all grants the entity is eligible for.

**Larkspur:**  
Jean Bonander

In the past, staff has applied for reuse and tire recycling grants that have regional or Marin-wide services as the Marin County Department of Public Works since the JPA was unable to hold a meeting before due dates.

**Mill Valley:**  
Ann Montgomery

**Novato:**

The attached document is a resolution that will allow staff the option to apply for all applicable grants on behalf of the JPA within the next five years. However, acceptance of awarded grants would still be placed on JPA Board agenda for consideration.

**Ross:**  
Gary Broad

**San Anselmo:**  
Debbie Stutsman

Approval of this resolution has been reviewed and is recommended by your Executive Committee.

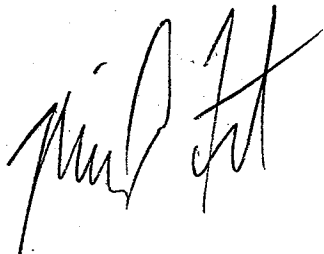
**San Rafael:**  
Ken Nordhoff

**Sausalito:**  
Adam Politzer

Attachment

**Tiburon:**  
Margaret Curran

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**RESOLUTION NO. 2009-01**

**A RESOLUTION AUTHORIZING MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY STAFF TO SUBMIT APPLICATIONS FOR ALL ELIGIBLE GRANT PROGRAMS TO THE CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD AND SECURE SAID GRANTS**

**WHEREAS**, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority CIWMB is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of the Grant Application(s) identified below, and the designation by job title of the individual authorized to execute all Grant documents on behalf of the Marin County Hazardous and Solid Waste Management Joint Powers Authority; and

**WHEREAS**, if awarded, the Marin County Hazardous and Solid Waste Management Joint Powers Authority will enter into a Grant Agreement with CIWMB for implementation of said Grant(s).

**NOW, THEREFORE, BE IT RESOLVED** that the Marin County Hazardous and Solid Waste Management Joint Powers Authority Board of Directors authorizes the submittal of application(s) to CIWMB for all grants for which the Marin County Hazardous and Solid Waste Management Joint Powers Authority is eligible;

**BE IT FURTHER RESOLVED** that this authorization is effective for May 28, 2009 through May 28, 2014;

**BE IT FURTHER RESOLVED** that the Executive Director, or his/her designee is hereby authorized and empowered to execute in the name of the Marin County Hazardous and Solid Waste Management Joint Powers Authority all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

The foregoing resolution was passed by the Marin County Hazardous and Solid Waste Management Joint Powers Authority Board of Directors this 28<sup>th</sup> day of May, 2009

AYES:

NOES:

ABSENT:

Date: May 28, 2009

\_\_\_\_\_  
Debbie Stutsman, Chair

ATTEST:

\_\_\_\_\_  
Executive Director

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

Date: May 28, 2009

**Corte Madera:**  
David Bracken

To: JPA Board

**County of Marin:**  
Matthew Hymel

From: Michael Frost 

Re: Proposed JPA 2009/2010 Budget

**Fairfax:**  
Michael Rock

**Larkspur:**  
Jean Bonander

Enclosed is the proposed FY 09-10 budget for the Hazardous and Solid Waste JPA. The budget has been reviewed and is recommended by your Executive Committee. The proposed budget has two separate budget centers listed below:

**Mill Valley:**  
Anne Montgomery

**Novato:**

- (6.1) The County contract for the JPA's Planning and Administration,
- (6.2) The Household Hazardous Waste Program (HHWP) funded through the San Rafael Fire Department.

**Ross:**  
Gary Broad

As in prior years, budget reserves of 20 percent are targeted as prudent for both budget programs to accommodate cash "dry periods" because the JPA revenue stream is bi-annual. It is estimated that FY 08-09 HHWP will not be within budget and will require a draw on reserves to cover costs. This is a departure from HHWP cost leveling-off that began in FY 05-06. Overall, costs have increased in most areas with chief increases in waste disposal (\$65,648) and personnel costs (\$54,760). These increases are due to an increase in waste volume being brought to the facility, a cost of living adjustment increase, and filling two positions that had been vacant.

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Ken Nordhoff

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

To accommodate the cost overrun, the San Rafael Fire Department is requesting a \$94,317 budget adjustment for FY 08-09. This amount represents about one third of Budget Center 6.2 reserves. The proposed FY 09-10 Fee Schedule restores reserves back to 20% of the requested budget.

The proposed FY-09-10 budget includes continuation of the JPA's zero-waste strategy development with funding for Phase II. The FY 09-10 budget will require a 2% increase in tipping fees to fund the requested budget and have all the costs covered by tipping fees. Please note the following:

1. \$200,000 to fund development of Phase II of the JPA's Zero Waste Strategies for countywide waste reduction program planning and implementation. Currently, the JPA has contracted with R3 to develop Phase I with an estimated completion date of October 2009. As this program progresses the Executive Committee and Local task Force recommend \$50,000 be allocated for public outreach and waste reduction strategies.
2. The County contract for JPA administration budget (6.1) proposes a \$9,369 three percent (3%) increase from last year's budget, primarily reflected by anticipated County bargaining agreement salary adjustment. Funds budgeted for salaries are fixed contract amounts
3. The HHWP (6.2) includes funding for facility replacement, equipment replacement and facility closure. The funding for these accounts have been previously budgeted, but the expenses were omitted from past Facility invoices. I met with San Rafael Fire staff and Ken Nordhoff in November to propose a solution. It was agreed to charge for half of the necessary funds in current year and budget for the balance in FY 09-10. Please see the enclosed letter from Fire Chief Keith Schoenthal for further details on this item.
4. HHWP budget (6.2) proposes no increase from the current FY 08-09 approved budget. To address the current year trend in Facility costs your Executive Committee recommends a review of the HHW work plan to keep the HHW successful and within budget. Bradley Mark's enclosed letter budget outline the other specifics of the HHWP budget request.
5. HHWP budget (6.2) per the Executive Committee's recommendation includes grant revenue \$40,355 for the Novato HHW program. The Novato HHW grant amount is equal to the Novato self-haul fee amount (\$25,352) levied on Redwood Landfill plus \$15,003 for JPA fees in past years. This is the seventh year of the Novato HHW grant.
6. As in previous years, included in the HHWP budget is funding for satellite HHW collection in West Marin. The budget includes \$19,000 for three 40 car-by-appointment-only HHW collection events.
7. The proposed budget is funded by a \$4.28 per ton tipping fee (\$0.85 for program budget 6.1, \$0.50 for zero waste and \$2.93 for program budget 6.2) charged to Marin's solid waste haulers and facility operators. This proposed tipping fee is an increase of \$0.09 per ton increase from FY 08-09.
8. The JPA fees for FY 09-10 utilize calendar year 2007 tonnage.
9. Pursuant to Section II of the JPA's contract with the County, it is proposed that the existing contract and work program be extended for a one-year period.

It is requested your Board approve and recommend the FY 09-10 Budget, Contract and Fee Resolution.

Enclosures

c: Farhad Mansourian  
Chris Gray  
Bradley Mark

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT AUTHORITY

RESOLUTION NO. 2009-2

A RESOLUTION ESTABLISHING FEES FOR INTERGRATED WATE MANAGEMENT  
PLANNING AND IMPLEMENTATION OF PROGRAMS FOR FY 2009-10

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

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

WHEREAS, the Authority established the Integrated Waste Management Planning Fees at regular meeting on May 28, 2009; and

WHEREAS, the following fee amounts include only those costs directly related to preparing, adopting, and administering the Regional Integrated Waste Management Plan; and

WHEREAS, these fees are set and imposed for FY 2009/10 only; and

WHEREAS, the City of Novato is not participating in the Authority's household hazardous waste collection program; the City, in conjunction with Novato Disposal, will offer its own household hazardous waste collection program;

NOW, THEREFORE, BE IT RESOLVED that the following fees are imposed for FY 2009/10 and shall be collected from the organization specified herein;

Redwood Landfill	\$1,191,917.77	(of this total amount, \$263,893.89 shall be assessed on waste disposed from Marin Resource Recovery)
Marin Sanitary Transfer Station	\$3,244.24	
Bay Cities Refuse	\$36,079.24	
Marin Sanitary Service	\$272,963.63	
Mill Valley Refuse	\$122,734.05	
Novato Disposal	\$49,713.51	
Shoreline Disposal	\$23,209.63	
Tamalpais Community Service District	\$8,631.78	
<b>TOTAL</b>	<b>\$1,708,493.85</b>	

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

1. Annual fees are based upon the tons of material collected and disposed during 2007, which was provided by the haulers, landfills, and recovery center (Attachment A).
2. Fee payment shall be made in two installments – half amount shall be due and payable on December 1, 2009; the remaining half shall be due and payable on May 1, 2010.
3. Fees 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 Authority held this 28<sup>th</sup> day of May, 2010 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair

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

## Attachment A

## JPA Tipping Fees

FY 2009 - 10

				Per Ton Disposal Fee			
				Zero Waste	Administration	HHW	Total
2007 DISPOSAL (tons)				\$0.50	\$0.85	\$2.93	\$4.28
MSW Haulers	MSW & Debris	Self-Haul	TOTAL TONS				
Bay Cities Refuse	8,430	N/A	8,430	\$4,215	\$7,165.27	\$24,699.11	\$36,079.24
Marin Sanitary Service (MSS)	63,777	N/A	63,777	\$31,888	\$54,210.07	\$186,865.29	\$272,963.63
Mill Valley Refuse	28,676	N/A	28,676	\$14,338	\$24,374.75	\$84,021.21	\$122,734.05
Novato (Redwood Empire Disposal)	36,825	N/A	36,825	\$18,412	\$31,301.10	\$0.00	\$49,713.51
Shoreline (Redwood Empire Disposal)	5,423	N/A	5,423	\$2,711	\$4,609.39	\$15,888.83	\$23,209.63
Tam. CSD	2,017	N/A	2,017	\$1,008	\$1,714.25	\$5,909.14	\$8,631.78
Total Franchised Hauler	145,147	N/A	145,147	\$72,573	\$123,374.83	\$317,383.58	\$513,331.84
Landfills							
Redwood	N/A	216,828	216,828	\$108,414	\$184,303.81	\$635,306.07	\$928,023.88
Total Landfills	N/A	216,828	216,828	\$108,414	\$184,303.81	\$635,306.07	\$928,023.88
Non-Disposal Facilities							
MSS Transfer Station	N/A	758	758	\$379	\$644.30	\$2,220.94	\$3,244.24
Marin Resource Recovery	N/A	61,657	61,657	\$30,829	\$52,408.83	\$180,656.33	\$263,893.89
Total Non-Disposal Facilities	N/A	62,415	62,415	\$31,207.73	\$53,053.13	\$182,877.27	\$267,138.13
TOTALS	145,147	279,243	424,390	\$212,195.16	\$360,731.77	\$1,135,566.92	\$1,708,493.85

4/8/2009



## DRAFT BUDGET

JPA ADMINISTRATION  
2010 96X-CWM BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

08/09 BUDGET	08/09 EXP THRU 3/9/2009	08/09 TOTAL EST. EXPENDITURE	ACCOUNT NAME	OBJECT	09/10 BUDGET REQUEST	NARRATIVE
\$312,303	\$156,151	\$312,303	Salaries and Wages	5110110	\$321,672	Contract staff salaries and wages for 6.1 Programs.
\$312,303	\$156,151	\$312,303	Salaries and Wages Total		\$321,672	
\$4,000	\$1,225	\$4,000	Legal Expense	5210131	\$4,000	JPA legal counsel.
\$8,000	\$8,250	\$8,250	Outside Acctg & Audit Fees	5210200	\$8,500	Financial review.
\$17,420	\$16,624	\$16,624	Insurance	5210500	\$17,455	JPA insurance 5% increase.
\$1,000	\$0	\$500	OFC Equip Rep & Maint.	5210900	\$1,000	Same as previous year.
\$15,904	\$15,904	\$15,904	Rent	5211200	\$15,904	Rent for space used.
\$1,500	\$200	\$1,000	Training	5211300	\$1,500	Training. Same as previous year.
\$600	\$82	\$300	Mileage & Routin Trvl Exp	5211400	\$600	Routine travel. Same as previous year.
\$30,000	\$20,189	\$30,000	Outreach	5211500	\$30,000	Compost Bins, Website, Phone Book Recycling Guide & Xmas Tree Advert.
\$200,000	\$63,832	\$150,000	Zero Waste Development	5211510	\$200,000	Phase II zero waste strategy development.
\$1,000	\$0	\$500	Computer Supplies	5220100	\$1,000	Same as previous year.
\$2,500	\$13	\$2,000	Office Supplies	5220110	\$2,500	Same as previous year.
\$2,000	\$0	\$1,000	Document Reprod Costs	5220125	\$2,000	Composting guide and other misc. printing costs.
\$5,850	\$3,413	\$5,850	County Financial Service	5510700	\$5,850	Pro-rate Auditor/Controller's cost plan.
\$289,774	\$129,731	\$235,928	Services & Supplies Total		\$290,309	
\$602,076	\$285,882	\$548,231	JPA 6.1 Program Total	Total	\$611,981	

## 2010 96X-CWM REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

08/09 BUDGET	08/09 REV THRU 3/9/2009	08/09 TOTAL EST. REVENUE	ACCOUNT NAME	REVENUE SOURCE	09/10 REVENUE REQUEST	NARRATIVE
\$1,592	\$1,322	\$1,762	Interest	4410125	\$1,592	JPA funds in interest bearing account.
\$0	\$0	\$0	Other Aid State	4530527	\$0	
\$632,342	\$316,175	\$632,342	Solid Waste Man. Fees	4640910	\$572,927	Solid Waste Disposal Fees
\$0	\$0	\$0	Misc.	4710642	\$0	
\$80,878	\$80,878	\$80,878	Carry-Over		\$166,751	
\$714,812	\$398,374	\$714,982	Total Revenue		\$741,270	
\$112,736			GENERAL CONTINGENCIES General Contingencies	9000010	\$129,290	

## DRAFT BUDGET

5/19/2009

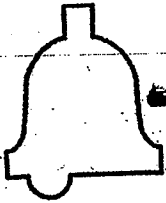
HOUSEHOLD HAZARDOUS WASTE PROGRAM  
2010 96Y-NNO BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

08/09 BUDGET	08/09 EXP THRU 3/9/2009	08/09 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	09/10 BUDGET REQUEST	NARRATIVE
\$34,700	\$17,350	\$34,700	Salaries and Wages,	5110110	\$35,741	Contract staff salaries and wages for 6.2 Programs. Countywide HHW and BOP, includes West Marin HHW events, \$25,352 for Novato HHW Grant and \$15,003 (\$150,028/10 yr) for Novato fee reimbursement.
\$1,361,355	\$782,940	\$1,455,672	Contract SVC	5210100	\$1,361,371	
\$1,396,055	\$800,290	\$1,490,372	JPA 6.2 Program Total	Total	\$1,397,112	

## 2009 96Y-NNO REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

08/09 BUDGET	08/09 REV THRU 3/9/2009	08/09 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	09/10 REVENUE REQUEST	
\$9,052	\$10,522	\$14,029	Interest	4410110	\$9,052	JPA funds in interest bearing account.
\$0	\$0	\$0	Other Aid State	4530527	\$300,000	
\$1,046,427	\$523,213	\$1,046,427	Solid Waste Man. Fees	4640910	\$1,135,567	
\$0	\$0	\$0	Misc. Revenue	4710642	\$0	
\$662,258	\$662,258	\$662,258	Carry-Over		\$232,343	
\$1,717,737	\$1,195,993	\$1,722,714	Total Revenue		\$1,676,961	
			GENERAL CONTINGENCIES			
\$321,682		\$232,343	General Contingencies	9000010	\$279,849	

CITY OF



# San Rafael

Mayor  
Albert J. Boro

Council Members  
Greg Brockbank  
Damon Connolly  
Barbara Heller  
Cyr N. Miller

Fire Chief  
Christopher Gray

November 17, 2008

Mr. Michael Frost, Executive Director  
Marin County Hazardous and Solid Waste Management JPA  
Marin County Department of Public Works  
PO Box 4186  
San Rafael, CA 94913-4186

RE: Sinking Funds for Equipment Replacement, Building Replacement, and  
Facility Closure

Dear Mr. Frost:

Thank you for meeting with City Manager Ken Nordhoff, Captain Specialist Bradley Mark, and myself last Monday. While at the meeting, we generally discussed the interaction of the City Budget with that of the Household Hazardous Waste Facility managed for the JPA by the San Rafael Fire Department. The primary focus on our discussion had to do with three sinking funds to meet the needs of the future of the HHW site. These sinking funds were 1) Equipment Replacement (primarily the forklift, but there are some other minor items, that would be purchased in the future from this fund); 2) Building Replacement Fund (this is not for the new facility, but for additional expansion or replacement storage containers, if the need were to arise); 3) Facility Closure (for compliance testing if the site were to close in the future).

At this time the funds for these sinking funds have not been maintained. At the meeting we discussed three options. I had proposed two of the options; a two year or three year roll up to the fund balances desired for the Building Replacement and Facility Closure, and a continuance of the existing method for Equipment Replacement with an increase in that amount in next year's JPA Budget. At the meeting I believe that Ken Nordhoff suggested, and we all agreed, that a third option of the JPA paying 1/2 of the fund balance in January 2009, followed by the other 1/2 in the new budget year in July 2009. Even with this option, we will continue billing \$83.33 per month for Equipment Replacement and will increase that to \$202.38 in the fy '09-'10 budget through fy '15-'16.

Fire Department Offices: 1039 C Street, San Rafael, CA 94901  
Administration (415) 485-3304 Fax: (415) 453-1627

The amounts that Captain Specialist Mark and myself had agreed to and presented to you and Ken Nordhoff were \$40,000 for the Building Replacement and \$50,000 for the Facility Closure funds. If there are no objections, the San Rafael Fire Department will be billing the JPA for \$45,000 in January with our customary bill for our services and the pass through of the Marin Resource billing to us.

You can also rest assured that we have become more diligent toward the budget and the coordination of the City and the JPA budgets.

If you have any questions, please feel free to contact me directly at 415.485.3138 or Keith.Schoenthal@ci.san-rafael.ca.us or Capt. Mark.

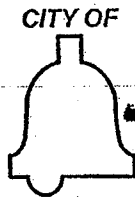
Sincerely,



Keith J. Schoenthal  
Division Chief  
SNR Fire, Support Services Division

CC: Ken Nordhoff, City Manager  
Cindy Mosser, Finance Director  
Chris Gray, Fire Chief  
Bradley Mark, Captain Specialist





# San Rafael

Mayor  
Albert J. Boro

Council Members  
Greg Brockbank  
Damon Connolly  
Barbara Heller  
Cyr N. Miller

Fire Chief  
Christopher Gray

April 7, 2009

Michael Frost  
Marin County Hazardous and Solid Waste JPA  
PO Box 4186  
Room 401  
San Rafael, CA 94913-4186

Dear Michael:

This budget is being prepared with the intent to make specific line item (operations) adjustments to have no increase in total program expenditures from the previous (FY 08-09) budget.

During this past year of operation, public and private disposal at the HHW facility has increased. To accommodate demand, the facility is open for collections very similar hours as the transfer station; Monday through Saturday, 8:00 a.m. to 4:00 p.m., including most holidays. Overtime expenses are incurred for all employees during after-regular-work-hour processing of items collected late in the day, operations on the sixth weekly workday and holidays. These costs are estimated by Marin Resource Recovery (MRR) staff to be about \$100,000 annually. The proposed budget has eliminated all overtime expenses. It has been recommended that the facility change to 5 day/week collections, and adjust hours to permit adequate processing before the end of regular work day. Of course, MMR will be allowed to propose a different schedule, as long as they stay within the approved budget.

Regular-time payroll expenses have changed marginally from previous budget year due to contracted merit increases and a pay raises approved during FY 08-09. The proposed budget provides for 0% cost of living adjustment.

The facility expansion, planned and budgeted for in FY08-09, has been rescheduled for construction to January 2010. When completed, land use rental fees will increase from \$3,850/month to \$9,380/month. MRR supervisors note that the new facility will be safer and capable of more efficiently handling and storing of materials.

In addition, this proposed budget has eliminated funding to the pilot Pharmaceutical Collections Program. Expenses above revenue for this waste disposal had been approximately \$12,000. We would recommend continuance of this model program only on a donation funded basis.

During the ensuing year, particularly as we confront other significant changes in the economic climate, it will be important to continue the review of all program plans to ensure we are providing the most economical operational package for the JPA.

Please let us know if you have any further questions. I can be reached at 415-485-3309.

Sincerely,

Bradley R. Mark, Captain Specialist

Fire Department Offices: 1039 C Street, San Rafael, CA 94901  
Administration (415) 485-3304 Fax: (415) 453-1627

# Household Hazardous Waste Disposal FY 09-10 Budget Proposal

ITEM	FY 08-09 Approved <u>Budget</u>	FY 09-10 Proposed <u>Budget</u>	<u>Change</u>	Percentage <u>Change</u>
<b><u>EXPENSES</u></b>				
<b>Personnel</b>				
Salaries	233,351	<b>267,701</b>	34,350	14.7%
Overtime	85,000	-	(85,000)	-100.0%
Benefits (Med, WC, Retirement, Vacation Pay Out)	89,500	<b>85,847</b>	(3,653)	-4.1%
Taxes	22,500	<b>19,046</b>	(3,454)	-15.4%
<i>Subtotal - Personnel Expenses</i>	<i>430,351</i>	<i><b>372,594</b></i>	<i>(57,757)</i>	<i>-13.4%</i>
<b>Non-Personnel</b>				
Fees, Travel, Training, Subscriptions	7,703	<b>7,133</b>	(570)	-7.4%
Printing	3,160	<b>5,500</b>	2,340	74.1%
Land Rental	97,816	<b>79,380</b>	(18,436)	-18.8%
Equipment Rental	1,291	<b>2,124</b>	833	64.5%
Insurance	4,097	<b>4,100</b>	3	
Contractual Services	20,654	<b>8,000</b>	(12,654)	-61.3%
Advertising	1,000	<b>4,000</b>	3,000	300.0%
Waste Disposal	541,866	<b>567,266</b>	25,400	4.7%
Supplies	156,165	<b>157,806</b>	1,641	1.1%
Admin Allocation	45,000	<b>45,500</b>	500	1.1%
Equipment Replacement Fund	1,000	<b>2,429</b>	1,429	142.9%
Building & Structure Replacement Fund	-	<b>22,500</b>	22,500	
Facility Closure Fund	-	<b>22,500</b>	22,500	
<i>Subtotal - Non-Personnel Expenses</i>	<i>879,752</i>	<i><b>928,238</b></i>	<i>48,486</i>	<i>5.5%</i>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,310,103</b>	<b>1,300,832</b>	(9,271)	-0.7%
<b>Operating Ratio (MRR Profit Calculation)</b>	<b>125,099</b>	<b>122,800</b>	(2,299)	-1.8%
<b>GRAND TOTAL - ALL EXPENSES</b>	<b>1,435,202</b>	<b>1,423,632</b>	(11,570)	-0.8%
<b>REVENUE</b>				
BOP Grand Monies	(17,340)	<b>(17,340)</b>	-	
Estimated SQG Monies	(90,000)	<b>(80,000)</b>	10,000	-11.1%
<b>NET AMOUNT - TO BE FUNDED</b>	<b>1,327,862</b>	<b>1,326,292</b>	(1,570)	-0.1%

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

Date: May 28, 2009

**Corte Madera:**  
David Bracken

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Michael Frost

**Fairfax:**  
Michael Rock

Re: 2008 Financial Statements and Auditors Report

**Larkspur:**  
Jean Bonander

Attached for your review are the JPA's Financial Statement and Auditor's Report for the year ending June 30, 2008. Also attached is a letter from John Maher's CPA management firm for year ending June 30, 2008. No exceptions are noted in Mr. Maher's Audit and Management letter.

**Mill Valley:**  
Anne Montgomery

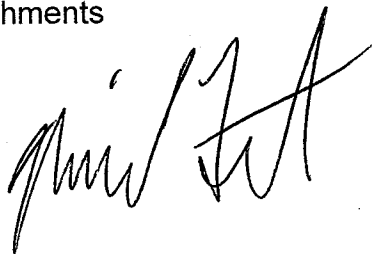
**Novato:**

It is requested you accept the attached financial statements and auditor's report for the year ending June 30, 2008 at their May meeting.

**Ross:**  
Gary Broad

Attachments

**San Anselmo:**  
Debbie Stutsman



**San Rafael:**  
Ken Nordhoff

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

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MAHER ACCOUNTANCY 1101 FIFTH AVENUE SUITE 200 SAN RAFAEL, CA 94901

January 19, 2009

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

We have audited the financial statements of the Marin County Hazardous & Solid Waste Management Authority for the year ended June 30, 2008, and have issued our report thereon January 19, 2009. Professional standards require that we provide you with the following information related to our audit.

#### **Our Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated August 23, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

#### **Significant Audit Findings**

##### ***Qualitative Aspects of Accounting Practices***

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

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

##### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Because the

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Authority's general ledger is maintained for each fund according to the modified accrual basis of accounting, we recommended adjustment to allow for the presentation of the government-wide financial statements on the full accrual basis since generally accepted accounting principles require that both presentations be made in the financial statements. Management made a reasonable estimate of the accrued expenditures for services provided by San Rafael Fire Department based on information available at year end. At the time of our audit work additional information was available. Accordingly, we recommended and management accepted adjustment to reduce the estimated expenditure by approximately \$65,000. Any other misstatements detected as a result of audit procedures and corrected by management were immaterial, either individually or in the aggregate, to the financial statements taken as a whole.

#### ***Disagreements with Management***

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

#### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated January 19, 2009.

#### ***Management Consultations with Other Independent Accountants***

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

#### ***Other Audit Findings or Issues***

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

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

Very truly yours,

*Maier Accountancy*





MAHER ACCOUNTANCY • 1101 BIDDLE AVENUE • SUITE 200 • SAN RAFAEL, CA 94901

## MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT AUTHORITY

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### FINANCIAL STATEMENTS AND AUDITORS' REPORT YEAR ENDED JUNE 30, 2008

TEL 415.459.1249  
FAX 415.459.5406  
WEB [www.mahercpa.com](http://www.mahercpa.com)



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MAHER ACCOUNTANCY 1101 FIFTH AVENUE • SUITE 200 • SAN RAFAEL, CA 94901

## INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying basic financial statements of the Marin County Hazardous & Solid Waste Management Authority as of and for the year ended June 30, 2008, as listed in the table of contents. These financial statements are the responsibility of the management of the Authority. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted the audit in accordance with auditing standards generally accepted in the United States of America and the California State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Marin County Hazardous & Solid Waste Management Authority as of June 30, 2008, and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

The management's discussion and analysis on pages 2 through 4 and required supplemental information on pages 15 and 16 are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We applied limited procedures, consisting principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. We did not audit the information and express no opinion on it.

*Maher Accountancy*

January 19, 2009

TEL 415.459.1249  
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WEB [www.maher CPA.com](http://www.maher CPA.com)

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

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Management's Discussion and Analysis provides an overview of the Marin County Hazardous & Solid Waste Management Authority (Authority) financial activities for the fiscal year ended June 30, 2008. Please read it along with the Authority's financial statements, which begin on page 5.

**FINANCIAL HIGHLIGHTS**

The Authority's net assets are \$739,911, a decrease of \$38,103 over the prior year. Total revenues decreased by \$15,532 and total expenses increased by \$178,751.

Budgetary comparison schedules are found starting on page 15. Those schedules indicate we had a favorable variance of \$6,402 in Countywide Waste Management and a favorable variance of \$72,602 in Household Hazardous Waste Management when comparing actual activity with budgeted.

**USING THIS ANNUAL REPORT**

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

**THE AUTHORITY AS A WHOLE**

One important question asked about the Authority's finances is, "Is the Authority better or worse off as a result of the year's activities?" The information in the government-wide financial statements helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the basis of accounting used by most private-sector companies.

The change in *net assets* (the difference between total assets and total liabilities) over time is one indicator of whether the Authority's financial health is improving or deteriorating. However, one must consider other nonfinancial factors in making an assessment of the Authority's health, such as changes in the economy and changes in the Authority's boundaries, etc. to assess the *overall* health of the Authority.

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

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

	2008	2007	Increase (decrease)
Total assets	\$ 1,058,351	\$ 1,615,251	\$ (556,900)
Total liabilities	318,440	837,237	(518,797)
Net assets:			
Designated	662,258	694,545	(32,287)
Undesignated	77,653	83,469	(5,816)
Total net assets	<u>\$ 739,911</u>	<u>\$ 778,014</u>	<u>\$ (38,103)</u>

The Authority's total assets and liabilities decreased as a result of a larger amount of expenses paid during 07-08 for the prior year compared to the amount of expenses paid in 08-09 for this year.

Changes in the Authority's revenues were as follows:

	2008	2007	Increase (decrease)
General revenues:			
Investment earnings	\$ 10,330	\$ 9,836	\$ 494
Program revenues:			
Solid waste management fees	1,518,380	1,534,690	(16,310)
Grant revenue	5,508	1,492	4,016
Investment earnings	43,876	47,608	(3,732)
Total program revenue	<u>1,567,764</u>	<u>1,583,790</u>	<u>(16,026)</u>
Total revenues	<u>\$ 1,578,094</u>	<u>\$ 1,593,626</u>	<u>\$ (15,532)</u>

Solid waste management fees decreased as indicated in our budget.

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

	2008	2007	Increase (decrease)
Contract staff and support	\$ 257,636	\$ 250,775	\$ 6,861
Services and supplies	1,358,561	1,186,671	171,890
Total expenses	1,616,197	1,437,446	178,751
Less program revenues	<u>1,567,764</u>	<u>1,583,790</u>	<u>(16,026)</u>
Net revenue (expenses)	(48,433)	146,344	(194,777)
General revenues	10,330	9,836	494
Change in net assets	<u>\$ (38,103)</u>	<u>\$ 156,180</u>	<u>\$ (194,283)</u>

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

**FUND FINANCIAL STATEMENTS**

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

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

Total governmental fund balance decreased by \$38,103, as shown on page 8.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

The Authority does not own any capital assets, nor does it have any debt. The Authority shares office space with other county government departments. It does not incur debt, because it has no need to finance capital or to use financing for any other purpose.

**THE FUTURE OF THE AUTHORITY**

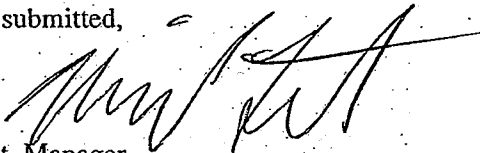
The public's participation in solid and hazardous waste reduction efforts has grown substantially over the last many years. While the demand for household hazardous waste services has continued to stabilize, the expanding definition of what is hazardous could lead to additional growth in demand for future services. Further, the growing pursuit of "zero waste" is expected to increase the need for the Authorities services.

**REQUESTS FOR INFORMATION**

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

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

Respectively submitted,



Michael Frost, Manager

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

**STATEMENT OF NET ASSETS  
AS OF JUNE 30, 2008**

<b>ASSETS</b>	
Cash	\$ 1,058,351
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	<u>318,440</u>
<b>NET ASSETS</b>	
Restricted for household hazardous waste disposal	662,258
Unrestricted	<u>77,653</u>
Total net assets	<u><u>\$ 739,911</u></u>

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

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

**STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2008**

	Countywide Waste Management (General Fund)	Hazardous Waste (Special Revenue Fund)	Total
<b>EXPENDITURES:</b>			
Contract staff and support	\$ 249,907	\$ 7,729	\$ 257,636
Services and supplies	89,190	1,269,371	1,358,561
Total expenditures/expenses	<u>339,097</u>	<u>1,277,100</u>	<u>1,616,197</u>
<b>PROGRAM REVENUES:</b>			
Waste management fees	317,443	1,200,937	1,518,380
Operating grant - State of California	5,508	-	5,508
Investment earnings		43,876	43,876
Total program revenue	<u>322,951</u>	<u>1,244,813</u>	<u>1,567,764</u>
Net program revenue (expense)	<u>\$ (16,146)</u>	<u>\$ (32,287)</u>	<u>(48,433)</u>
<b>GENERAL REVENUES:</b>			
Investment earnings			<u>10,330</u>
Excess (deficiency) of revenues over expenses			(38,103)
<b>NET ASSETS:</b>			
Net Assets at June 30, 2007			<u>778,014</u>
Net Assets at June 30, 2008			<u>\$ 739,911</u>

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

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

**BALANCE SHEET  
YEAR ENDED JUNE 30, 2008**

	Countywide Waste Management (General Fund)	Household Hazardous Waste (Special Revenue Fund)	Total
<b>ASSETS</b>			
Cash	\$ 80,717	\$ 977,634	\$ 1,058,351
<b>LIABILITIES</b>			
Accounts payable and accrued expenses	\$ 3,064	\$ 315,376	\$ 318,440
<b>FUND BALANCES</b>			
Fund balances:			
Designated for household hazardous waste disposal		662,258	662,258
Undesignated	77,653		77,653
Total fund balance	77,653	662,258	739,911
Total liabilities and fund balances	\$ 80,717	\$ 977,634	\$ 1,058,351

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

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

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES  
YEAR ENDED JUNE 30, 2008**

	Countywide Waste Management (General Fund)	Hazardous Waste (Special Revenue Fund)	Total
<b>REVENUES:</b>			
Solid waste management fees	\$ 317,443	\$ 1,200,937	\$ 1,518,380
Operating grant - State of California	5,508	-	5,508
Investment earnings	10,330	43,876	54,206
	<hr/>	<hr/>	<hr/>
Total revenues	333,281	1,244,813	1,578,094
<b>EXPENDITURES:</b>			
Contract staff and support	249,907	7,729	257,636
Services and supplies:			
Rent	15,147		15,147
Business meals	68		68
Contract services	-	1,269,371	1,269,371
Accounting and audit fees	8,250		8,250
Marketing services	32,731		32,731
Miscellaneous services	9,287		9,287
Insurance	17,857		17,857
Indirect county fees	5,850		5,850
	<hr/>	<hr/>	<hr/>
Total services and supplies	89,190	1,269,371	1,358,561
Total expenditures	339,097	1,277,100	1,616,197
	<hr/>	<hr/>	<hr/>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(5,816)	(32,287)	(38,103)
<b>Fund balance at June 30, 2007</b>	83,469	694,545	778,014
	<hr/>	<hr/>	<hr/>
<b>Fund balance at June 30, 2008</b>	\$ 77,653	\$ 662,258	\$ 739,911
	<hr/>	<hr/>	<hr/>

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



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

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2008**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**REPORTING ENTITY**

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

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

**INTRODUCTION**

The Authority's financial statements are prepared in accordance with generally accepted accounting principals (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations.). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

**BASIC FINANCIAL STATEMENTS  
GOVERNMENT-WIDE STATEMENTS**

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

In the government-wide Statement of Net Assets, the Authority's activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net assets are reported in two parts: (1) invested in capital assets, net of related debt, and (2) unrestricted net assets. Since the Authority does not own any capital assets and there is no debt, only unrestricted assets are shown.

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

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2008**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE STATEMENTS (Continued)**

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

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

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

**FUND FINANCIAL STATEMENTS**

The financial transactions of the Authority are reported in individual funds in the fund-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures.

The Authority uses the following fund type:

**Governmental fund:**

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

**General fund** accounts for the Authority's general operations.

**Special revenue fund** accounts for hazardous waste disposal to households through a contract with the City of San Rafael Fire Department and Novato Sanitary District.

**BASIS OF ACCOUNTING**

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

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

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2008**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**ACCRUAL:**

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

**MODIFIED ACCRUAL:**

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

There were no differences between the two bases of accounting for the year ended June 30, 2008.

**FINANCIAL STATEMENT AMOUNTS**

**CASH AND CASH EQUIVALENTS:**

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

**Equipment and infrastructure**

It is the Authority's policy to record purchases of items of furniture and equipment costing \$1,000 or less as office supplies. Items in excess of \$1,000 are classified as capital outlay or capitalized. As of June 30, 2008, no equipment purchases have met the capitalization criteria.

**BUDGET**

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

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

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2008**

**2. CASH**

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

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

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

**INTEREST RATE RISK**

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2008, the County's investment pool had a weighted average maturity of 218 days.

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

**CREDIT RISK**

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

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

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2008**

**2. CASH (continued)**

**CONCENTRATION OF CREDIT RISK**

The following is a summary of the concentration of credit risk by investment type as a percentage of each pool's fair value at June 30, 2008.

	<u>Percent of Portfolio</u>
<b>Investments in Investment Pool</b>	
U.S. Agency	65%
U.S. Treasury	11%
Local Agency Investment Fund	2%
Money market funds	6%
Certificates of deposits	11%
Bankers acceptances	4%
Commercial paper	1%
	<u>100%</u>

**CUSTODIAL CREDIT RISK**

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

**LOCAL AGENCY INVESTMENT FUND**

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

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

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2008**

**3. RISK MANAGEMENT**

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

**4. RELATED PARTY TRANSACTIONS**

The County of Marin is a member of the Authority. The County Public Works Department provided staffing for the Authority for a fee of \$257,636 for the year. Additionally, the Authority paid the County of Marin \$15,147 for rent and \$5,850 for indirect overhead.

The Authority incurred expenditures of \$1,203,781 under a contract with the City of San Rafael (a member government) to operate its household waste program. As of June 30, 2008, accrued expenses to the City of San Rafael amounted to \$315,376. The Authority has budgeted \$1,360,000 for these services for the 2008-09 fiscal year.

**5. STATE GRANT**

The Authority was the recipient of two grants from the State of California. One grant, for \$7,000, was used to create region-wide programs for dealing with universal waste issues. The amount recognized as income during 07-08 was \$5,508, the balance of the grant was earned in 06-07. The other grant, for \$300,000, is to provide funding for the expansion of the San Rafael Household Hazardous Waste facility. None of this grant funding was earned during 07-08.

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

**BUDGET COMPARISON SCHEDULE  
COUNTYWIDE WASTE MANAGEMENT PROGRAM  
GENERAL FUND (CWM)  
YEAR ENDED JUNE 30, 2008**

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES:</b>				
Waste management fees	\$ 317,443	\$ 317,443	\$ 317,443	\$ -
Operating grant - State of California	-	7,000	5,508	(1,492)
Investment earnings	1,592	1,592	10,330	8,738
Total revenues	319,035	326,035	333,281	7,246
<b>EXPENDITURES:</b>				
Contract staff and support	249,907	249,907	249,907	-
Services and supplies:				
Equipment repairs & maintenance	1,000	1,000	-	1,000
Document reproduction	2,000	2,000	-	2,000
Computer supplies	1,000	1,000	-	1,000
Outreach	22,000	22,000	32,731	(10,731)
Rent	15,147	15,147	15,147	-
Training	1,500	1,500	-	1,500
Office supplies	2,500	2,500	-	2,500
Business meals	-	-	68	(68)
Mileage and routine travel	600	600	-	600
Legal	4,000	4,000	-	4,000
Accounting and audit fees	7,500	7,500	8,250	(750)
Miscellaneous services	-	7,000	9,287	(2,287)
Insurance	18,249	18,249	17,857	392
Indirect county fees	5,850	5,850	5,850	-
Total services and supplies	81,346	88,346	89,190	(844)
Total expenditures	331,253	338,253	339,097	(844)
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>\$ (12,218)</u>	<u>(12,218)</u>	(5,816)	<u>\$ 6,402</u>
Fund balance as of June 30, 2007			83,469	
Fund balance as of June 30, 2008			<u>\$ 77,653</u>	

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

**BUDGET COMPARISON SCHEDULE  
HOUSEHOLD HAZARDOUS WASTE PROGRAM (NNO)  
SPECIAL REVENUE FUND  
YEAR ENDED JUNE 30, 2008**

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES:</b>				
Solid waste management fees	\$ 1,200,937	1,200,937	1,200,937	\$ -
Operating grant - State of California		300,000		(300,000)
Investment earnings	9,052	9,052	43,876	34,824
Total revenues	1,209,989	1,509,989	1,244,813	(265,176)
<b>EXPENDITURES:</b>				
Contract services and support	7,729	7,729	7,729	-
Contract services	1,307,149	1,607,149	1,269,371	337,778
Total expenditures	1,314,878	1,614,878	1,277,100	337,778
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>\$ (104,889)</u>	<u>(104,889)</u>	<u>(32,287)</u>	<u>\$ 72,602</u>
<b>Fund balance June 30, 2007</b>			<u>694,545</u>	
<b>Fund balance June 30, 2008</b>			<u>\$ 662,258</u>	



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

May 28, 2009

**Corte Madera:**  
David Bracken

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Michael Frost

**Fairfax:**  
Michael Rock

Re: Zero Waste Feasibility Study - Preliminary Status Report

**Larkspur:**  
Jean Bonander

R3 Consulting Group is on your agenda today to provide you with a brief power point status report of this study, and to solicit your comments and feedback. R3 met with all of Marin's haulers, facility operators, Marin's AB 939 Local Task Force and your Executive Committee. R3 has some preliminary ideas they will identify today that will reduce landfill disposal. Feedback from some members of the AB 939 Task Force was that the study needed less emphasis on targeting Marin's disposed material, and more emphasis on pre-disposal changes including behavioral/cultural change in consumer buying habits, and additional public education.

**Mill Valley:**  
Anne Montgomery

**Novato:**

**Ross:**  
Gary Broad

Preliminary data indicates that to obtain further reduction in disposal and/or increased diversion in Marin County will likely require amendments to local waste hauler franchise agreements to include new programs, ordinances to promote reuse and diversion of material and product bans, and public education campaigns to inform and promote the public to change habits to reduce waste generation.

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Ken Nordhoff

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

R3 and JPA staff held a public meeting on May 14, 2009 to solicit public comment (flyer attached). Details of the meeting will be available from staff during the discussion of this item today.

Attachment

cc: R3, Myriam Arce  
Richard Tagore-Erwin

JR:\pacF:\Waste\JPA\JPA Agenda Items\LTF 090401\May28 R3 task force JPA.doc



Public Meeting

## **WASTE REDUCTION STRATEGIES IN MARIN**

May 14, 2009, 6:30 – 8:00pm

Marin County Board of Supervisors Chambers

Marin County Civic Center (3501 Civic Center Dr., San Rafael, CA) – Room 329

A Zero Waste Feasibility Study is currently being conducted by the Marin County Hazardous and Solid Waste Management Joint Powers Authority.

Marin has long been a statewide leader in recycling and waste reduction.

To reduce our impact on the environment, a Zero Waste Study is being conducted to identify and assess actions that may be taken to achieve zero waste into the landfill by 2025.

**Be part of the solution**, come hear the latest ideas to reach the zero waste goal, and bring your ideas to contribute to discussion.

For Additional Information Call: (415) 499-6647 or [wasteconsult1@co.marin.ca.us](mailto:wasteconsult1@co.marin.ca.us)



Marin County Hazardous and  
Solid Waste Management  
Joint Powers Authority



The County of Marin  
Department of Public Works

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

Executive Committee  
Wednesday, January 21, 2009  
65 Mitchell Blvd., Suite 200-A  
San Rafael, CA 94903

**MINUTES**

**MEMBERS PRESENT**

Debbie Stutsman, San Anselmo (Chair)  
George Rodericks, Town of Belvedere  
Ken Nordhoff, San Rafael  
Matthew Hymel, County of Marin

**STAFF PRESENT**

Michael Frost, JPA  
Eric Lueder, JPA  
Alex Soulard, JPA  
Kempen Robbins, JPA

**MEMBERS ABSENT**

**OTHERS PRESENT**

Patty Garbarino, Marin Sanitary Service

Call to Order The Executive Committee meeting came to order at 10:05 AM.

1. Approve Executive Committee minutes from April 23, 2008. M/s Nordhoff, Rodericks to approve the October 22, 2008 Executive Committee meeting minutes. The motion was unanimously approved.
2. FY 09-10 Budget Process, Executive Committee Subcommittee. Staff discussed the schedule for fiscal year 2009-2010 budget preparation noting in previous years the JPA's Chair and Vice Chair sit on the Budget Subcommittee. M/s Hymel, Nordhoff approving the FY 09-10 budget preparation schedule and appointing Debbie Stutsman and George Rodericks to the Budget Subcommittee. The motion was unanimously approved.
3. Zero Waste Consultant Status Report. Staff reported on December's kick-off meeting with the zero waste consultant. Items discussed at the kick-off meeting were the work plan, meeting schedule and information requested from staff. The Consultants are continuing to meet with county Haulers and will be giving an update at the April Executive Committee Meeting. Staff also plans to have the consultants meet with the Local Task Force to get any interested parties involved. Staff reported an estimated completion of the first phase by October of 2009.
4. SB 1016 Reporting Requirements Update. Staff reported that in September of 2008 new legislation was passed that would change diversion mandates. This new calculation examines a 4 year period of gross waste generation and runs a new formula to get pounds per person per day. Staff concluded that Marin County's pounds per person per day was within the criteria of meeting the requirement. Staff will continue to show both pounds per person per day and the County diversion percentage in their reports.

Members questioned whether there would be potential for hauler to circumvent the data collection system and if unreported jurisdiction of origin waste was a problem. Staff explained the state will continue to track all disposal and had system of checks and balances using disposal tax reported to the Board of Equalization. Executive Members requested that staff create a fact sheet that describes the state's new diversion compliance formula.

5. California Product Stewardship Council LTF Recommendation. Staff reported that the JPA is a member of the California Product Stewardship Council and explained the purpose of the Council. The Local Task Force suggested that the JPA's member agencies join and adopt a similar resolution. Staff reported the JPA's membership fee covers the cost for all of Marin. Therefore, if member agencies chose to adopt resolutions there would not be any additional financial contributions to the California Product Stewardship Council for membership. M/s Hymel, Rodericks to direct staff to create a template California Product Stewardship Council resolution for member agencies to utilize. The motion was unanimously approved.
6. CIWMB Grant Resolution. Staff reported that the California Integrated Waste Management Board has created a blanket process for grants. That would require grants only go to the JPA for acceptance. Because of the JPA meeting schedule, staff felt this would be a useful tool in applying for future grants. M/s Nordhoff, Rodericks to recommend placing this item on the May meeting for the JPA. The motion was unanimously approved.
7. Open Time. Staff updated members on composting classes being held at the Marin Art and Garden Center and explained that there are adequate funds in the budget to increase the composting program. Staff explained that there is no prohibition on backyard composting and the education component will teach residents to compost in a conscientious way. Members requested staff research and provide information on enforcement and safety on backyard composting to all JPA member agencies.
8. Adjourn.

**6B  
Draft**

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

Executive Committee  
Wednesday, April 15, 2009  
65 Mitchell Blvd., Suite 200-A  
San Rafael, CA 94903

**MINUTES**

**MEMBERS PRESENT**

Matthew Hymel, County of Marin  
George Rodericks, Town of Belvedere  
Ken Nordhoff, San Rafael

**MEMBERS ABSENT**

Debbie Stutsman, San Anselmo (Chair)

**STAFF PRESENT**

Michael Frost, JPA  
Eric Lueder, JPA  
Alex Soulard, JPA  
Jeff Rawles, JPA Consultant

**OTHERS PRESENT**

Patty Garbarino, Marin Sanitary Service  
Jon Elam, Tamalpais CSD  
Carrie Bachelder, Away Station  
Bruce Richard, Redwood Grove Consulting  
Tamara Hull, Local Task Force  
Keith Schoenthal, San Rafael Fire  
Richard Tagore-Erwin, R3 Consulting Group

Call to Order The Executive Committee meeting came to order at 2:07 PM.

1. Approve Executive Committee minutes from January 21, 2009. M/s Nordhoff, Hymel to approve the January 21, 2009 Executive Committee meeting minutes. The motion was unanimously approved.
2. FY 09-10 Budget Process, Budget Sub-Committee Recommendation and Fee Schedule. Staff discussed the fiscal year 2009-2010 budget noting a 2 percent increase in tipping fees, and the Local Task Force recommendation to spend \$50,000 for a public outreach campaign. Budgetary demands of the HHW facility have increased and the facility may be forced to reduce operation hours. Patty Garbarino stated that the increasing amount of materials banned from the landfills has put increased demand on the facility. Marin Sanitary has concerns about illegal dumping that would occur if the facility was closed an additional day. The committee requested MSS and the San Rafael Fire Department update the HHW facility contract in the near future. JPA staff to review the HHW operational decisions to keep the facility successful. M/s Hymel, Nordhoff to approve and recommend the full JPA Board Approve the FY 09-10 budget and fee schedule, while allowing JPA staff to work with City Staff on changes to incorporate HHW Facility budget needs and additional funding for public outreach campaign. The motion was unanimously approved.
3. Contract with Marin Sanitary Service for HHW Facility Grant. Staff reported that a contract with Marin Sanitary is being negotiated by Jeff Rawles. The agreement will authorize the \$300,000 California Integrated Waste Management Board (CIWMB) HHW Facility

expansion grant the JPA accepted to be paid to MSS in accordance with the HD16F grant work plan. The contract was postponed due to grant terms that state that ownership of all materials developed are property of the JPA. M/s Nordhoff, Hymel to authorize Michael Frost to sign the agreement with Marin Sanitary once all legal issues are resolved. The motion was unanimously approved.

4. JPA Audit and Financial Statements for year ending June 30, 2008. Staff presented the Auditors Report and statements. M/s Hymel, Nordhoff to accept the Audit and Financial Statements. The motion was unanimously approved.
5. Plastic Bag Fee Legislation and LTF Recommendation. The Local Task Force recommended the JPA develop local bag bans and support statewide legislation for plastic bag fees. Staff reported the details of AB 87 and AB 68, which place a 25 cent fee on single use bags and grant funds back to local agencies. Staff drafted letters of support for each of the bills. M/s Nordhoff, Hymel to have the vice chair sign both letters of support for the bills. The motion was unanimously approved.
6. Zero Waste Feasibility Study Presentation. Staff introduced Richard Tagore Erwin of R3 Consulting Group. Mr. Tagore-Erwin presented the preliminary findings of the Zero Waste Feasibility Study and requested input from the Executive Committee. He described their process of data collection and their meetings with haulers and facilities to date. He outlined potential policy changes, facility siting, and contract adjustments that are potential methods for increased diversion and conservation. The Committee requested the final report to include changes in funding strategies that would make the plan and implementation schedule feasible. A similar version of the presentation will be presented at a public input meeting on May 14, 2009 and at the JPA Board Meeting on May 28, 2009.
7. 2007 Annual Report Submittal. Staff presented the 2007 Annual Report that was submitted to the California Integrated Waste Management Board. Also provided as an attachment was a description of new SB 1016 regulations that only track disposal as the compliance factor for AB939. The report included the diversion rate at 65 percent and State changes in Biomass and Inert regulations. Committee members suggested that it may be a good time to focus on Marin's high waste generation rate to inspire personal changes in Marin.
8. Open Time. No comments received.
9. Adjourn.

Next Executive Board Meeting to be held on Wednesday, July 15, 2009, 2:00 – 3:00 PM, 65 Mitchell Blvd., San Rafael.

Next JPA Board Meeting to be held on Thursday, May 28, 2009, 9:00 – 10:00 AM, MMWD, 220 Nellen Avenue, Corte Madera.

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

AB 939 Local Task Force Meeting  
Wednesday, November 5, 2008  
Suite 200-A Conference Room  
65 Mitchell Blvd., San Rafael

**MINUTES**

**MEMBERS PRESENT**

Tom Gaffney, Ross Valley Cities  
Patricia Garbarino, Marin Sanitary  
Jon Elam, Tamalpais CSD  
Tamara Hull, Sustainable San Rafael  
Tania Levy, Unincorporated Area  
Steve McCaffrey, Redwood Empire Disp.  
David Haskell, Sustainable Marin

**STAFF PRESENT**

Michael Frost, JPA Staff  
Eric Lueder, JPA Staff

**OTHERS PRESENT**

Tony Reynolds, Renew Computers  
Dee Johnson, Novato Disposal

**MEMBERS ABSENT**

Greg Christie, Bay Cities (Alternate)  
Terry Cosgrove, San Rafael  
Ramin Khany, Redwood Landfill  
Loretta Figueroa, Almonte Sanitary District  
Matt McCarron, Novato  
Trip Allen, Sierra Club

Call to Order. The Local Task Force (LTF) meeting came to order at 9:05 AM.

1. Open Time for Public Comment. No comments were received from the public.
2. Approval of JPA Local Task Force Minutes. M/s Elam, Levy to approve the October 1, 2008 meeting minutes. Motion approved unanimously.
3. Construction and Demolition Materials Presentation by CIWMB. Staff reported that the presentation was cancelled due to CIWMB staff illness.
4. California Product Stewardship Council (CPSC)-Producer Responsibility. Staff reported that the JPA is a member of the CPSC and gives funding for legislation and membership fees. Members discussed possible meetings with Heidi Sanborn of CPSC, Materials Intensity Index and legislation tracking. Staff stated that the JPA is also a member of the Association of Bay Area Governments (ABAG), and the Bay Area Recycling and Outreach Coalition (BayROC). Staff reported on the role of Extended Producer Responsibility (EPR) and discussed the JPA's resolution along with other jurisdictions that have adopted resolutions.

5. JPA Budget FY 08/09. LTF members questioned organization of the approved budget including account names and numbers. Staff explained expenditures, staff costs, disposal fees and the Zero Waste contract. Staff explained that the FY 08-09 budget was increased to accommodate the Zero Waste Feasibility Plan and associated staffing demands. Members discussed source separation issues and Landfill fees.
6. Plastics and Brown Goods Diversion. Members discussed pricing per ton of material and the lack of domestic incentive for paper and paper products as well as the promotion of reusing and not just recycling products. The LTF discussed the possibility of making a recommendation to the JPA to expand outreach for reusable materials. Members discussed the possibility of creating a "One Thing a Day" campaign that would encourage citizens to undertake one environmental task a day. LTF members will generate ideas for implementation and outreach.



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

AB 939 Local Task Force Meeting  
Wednesday, December 3, 2008  
Suite 200-A Conference Room  
65 Mitchell Blvd., San Rafael

**MINUTES**

**MEMBERS PRESENT**

Ramin Khany, Redwood Landfill  
Patricia Garbarino, Marin Sanitary  
Jon Elam, Tamalpais CSD  
Tamara Hull, Sustainable San Rafael  
Tania Levy, Unincorporated Area  
Steve McCaffrey, Redwood Empire Disp.  
David Haskell, Sustainable Marin

**STAFF PRESENT**

Michael Frost, JPA Staff  
Alex Soulard, JPA Staff  
Kemplen Robbins, JPA Staff

**OTHERS PRESENT**

Bonnie Low, CPSC  
Roger Roberts, Marin Conserv. League

**MEMBERS ABSENT**

Greg Christie, Bay Cities (Alternate)  
Terry Cosgrove, San Rafael  
Loretta Figueroa, Almonte Sanitary District  
Matt McCarron, Novato  
Trip Allen, Sierra Club  
Tom Gaffney, Ross Valley Cities

Call to Order. The Local Task Force (LTF) meeting came to order at 9:10 AM.

1. Producer Responsibility Presentation by Bonnie Low of the California Product Stewardship Council. Bonnie Low of the California Product Stewardship Council (CPSC) introduced herself and the CPSC's mission to shift California's product waste management system from one focused on government funded and ratepayer financed waste diversion to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability. Bonnie reported about the burden that has been placed on local governments to deal with product wastes, the historical changes in the waste stream, and the makeup and role of the CPSC in shaping waste legislation and policy. Members discussed the JPA's role in supporting legislation and the impacts and possibilities of EPR regulations. M/s Haskell, Garbarino to have the LTF Chair sign the CPSC pledge and recommend the JPA request all member agencies and local municipal entities adopt EPR ordinances and sign the CPSC pledge. Motion approved unanimously.
2. Approval of JPA Local Task Force Minutes. M/s Elam, Hull to approve the November 5, 2008 meeting minutes. Motion approved unanimously.

3. Meeting Time and Date Change Request. Staff reported that Local Task Force member Loretta Figueroa has an ongoing schedule conflict and would not be able to attend meetings. The committee discussed possible meeting times to accommodate Loretta's schedule. M/s Elam, Hull to reschedule meetings from 8:30 to 10:00 a.m. on the first Wednesday of the month. Motion approved unanimously.
4. "Just Do One Thing" Campaign. Due to lack of time the Task Force agreed to move the item to the next meeting date.
5. Open Time for Public Comment. No comments were received from the public.

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

AB 939 Local Task Force Meeting  
Wednesday, February 4, 2009  
Suite 200-A Conference Room  
65 Mitchell Blvd., San Rafael

**MINUTES**

**MEMBERS PRESENT**

Ramin Khany, Redwood Landfill  
Patricia Garbarino, Marin Sanitary  
Jon Elam, Tamalpais CSD  
Tamara Hull, Sustainable San Rafael  
Tania Levy, Unincorporated Area  
Steve McCaffrey, Redwood Empire Disp.  
David Haskell, Sustainable Marin  
Loretta Figueroa, Almonte Sanitary District  
Tom Gaffney, Ross Valley Cities

**STAFF PRESENT**

Michael Frost, JPA Staff  
Eric Lueder, JPA Staff  
Kemplen Robbins, JPA Staff

**OTHERS PRESENT**

Roger Roberts, Marin Conserv. League  
Kiki La Porta, Sustainable Marin

**MEMBERS ABSENT**

Greg Christie, Bay Cities (Alternate)  
Terry Cosgrove, San Rafael  
Matt McCarron, Novato  
Trip Allen, Sierra Club

Call to Order. The Local Task Force (LTF) meeting came to order at 8:35 AM.

1. Open Time for Public Comment. No comments received.
2. Approval of the December 3, 2008 JPA Local Task Force Minutes. M/s Elam, Figueroa to approve the December 3, 2008 meeting minutes with edits. Motion approved unanimously.
3. "Just Do One Thing" (JDOT) Campaign. LTF Members discussed implementing a program targeted for all residents to do one thing a day to improve the environment. David Haskell offered the acronym JDOT and spoke about the concept and possible ideas. Staff will receive ideas from LTF members and others and compile a list of items for residents to participate in. Steve McCaffrey suggested putting billboards on garbage trucks to promote the campaign. Members also suggested designing a website or blog where residents would be able to give feedback on the success of the campaign and give ideas for tasks that people could do every day. This item will be recommended to the JPA in May.

4. Plastic Bag and Expanded Polystyrene Bans. LTF members asked to place this item as a discussion on the agenda. It was suggested by members that an ordinance be drafted and universally adopted in Marin that will put a fee on single use carryout bags. Roger Roberts from the Marin Conservation League spoke about methods of enacting an ordinance and the pros and cons of various methods. Members discussed establishing the ordinance through a countywide ballot initiative so that no environmental review would be necessary and the ordinance would be less likely to be challenged legally. Members discussed what other local governments are doing. There was discussion about supporting statewide actions through Assembly Bills 87 and 68. Kiki La Porta stated that Sustainable Marin is studying similar efforts and is interested in supporting the JPA's efforts. Haskell requested waste mitigation fee discussion item be placed on the March Task Force Agenda. M/s Haskell, Hull to recommend the JPA supports a countywide initiative to put a fee on single use carryout bags and support state legislation for the same purpose. The motion was approved unanimously.

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

AB 939 Local Task Force Meeting  
Wednesday, March 4, 2009  
Suite 200-A Conference Room  
65 Mitchell Blvd., San Rafael

**MINUTES**

**MEMBERS PRESENT**

Ramin Khany, Redwood Landfill  
Matt McCarron, Novato  
Jon Elam, Tamalpais CSD  
Tamara Hull, Sustainable San Rafael  
Tania Levy, Unincorporated Area  
Loretta Figueroa, Almonte Sanitary District  
Tom Gaffney, Ross Valley Cities  
David Haskell, Sustainable Marin

**MEMBERS ABSENT**

Greg Christie, Bay Cities (Alternate)  
Terry Cosgrove, San Rafael  
Steve McCaffrey, Redwood Empire Disp.  
Trip Allen, Sierra Club  
Patricia Garbarino, Marin Sanitary

**STAFF PRESENT**

Michael Frost, JPA Staff  
Eric Lueder, JPA Staff  
Kempen Robbins, JPA Staff  
Alex Soulard, JPA Staff

**OTHERS PRESENT**

Roger Roberts, Marin Conserv. League  
Kiki La Porta, Sustainable Marin  
Bruce Baum, Green Coalition  
Kerry Mazzoni  
Ray Holmes, Marin Sanitary Service  
Dee Johnson, Novato Sanitary District  
Crise de Tournay Birkham, Bd. of Sup.

Call to Order. The Local Task Force (LTF) meeting came to order at 8:35 AM.

The Chair stated that the "Just Do One Thing" agenda item would be addressed last to wait for Kiki La Porta's arrival.

1. Open Time for Public Comment. No comments received.
2. Approval of the February 4, 2009 JPA Local Task Force Minutes. M/s Hull, Khany to approve the February 4, 2009 meeting minutes with edits. Motion approved unanimously.

Plastic Bag and Expanded Polystyrene Bans. The Local Task Force discussed two State Assembly bills, AB 68 and AB 87, which place a fee on single use plastic bags at grocery stores. Members agreed they supported the concept, but felt that they did not want to support bills that they were unfamiliar with or were likely to be revised.

3. Mitigation Fee. The Committee asked staff about the current rate structure for JPA fees. Staff advised the amount collected from haulers and facilities is based on the amount of waste that is collected and disposed both within and outside of Marin County. In addition the waste that is disposed in Redwood Landfill from outside of Marin is also subject to these fees. Ramin Khany stated that the landfill is charged a fixed amount every year by the JPA and that they decide how to recoup costs based on the fees they charge to all customers. The committee discussed the amount of the fee compared to those assessed at other regional landfills. Also discussed was the Zero Waste Feasibility Study process and possible programs which may require and increase in the JPA's budget.
4. "Just Do One Thing" (JDOT) Campaign. LTF Members discussed implementing a program targeted for residents to do one thing a day to improve the environment and to meet as a subcommittee. The LTF discussed who wanted to be members of the committee and stated they would move forward in developing a plan and cost for the campaign and would report back to the LTF before developing a recommendation to the Executive Committee.
5. Adjourn. – Next meeting scheduled for April 1, 2009 at 8:30am.

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

AB 939 Local Task Force Meeting  
Wednesday, April 1, 2009  
Suite 200-A Conference Room  
65 Mitchell Blvd., San Rafael

**MINUTES**

**MEMBERS PRESENT**

Patricia Garbarino, Marin Sanitary  
Trip Allen, Sierra Club  
Matt McCarron, Novato  
Jon Elam, Tamalpais CSD  
Tamara Hull, Sustainable San Rafael  
Tania Levy, Unincorporated Area  
Loretta Figueroa, Almonte Sanitary District  
Tom Gaffney, Ross Valley Cities  
David Haskell, Sustainable Marin  
Steve McCaffrey, Redwood Empire Disp.

**MEMBERS ABSENT**

Greg Christie, Bay Cities (Alternate)  
Terry Cosgrove, San Rafael  
Ramin Khany, Redwood Landfill

**STAFF PRESENT**

Michael Frost, JPA Staff  
Eric Lueder, JPA Staff  
Alex Soulard, JPA Staff  
Jeff Rawles, JPA Contractor

**OTHERS PRESENT**

Myriam Arce, R3 Consulting Group  
Jim Greco, Cal. Waste Associates  
Kiki La Porta, Sustainable Marin  
Mark Janofsky, LEA  
Rebecca Ng, Marin Co. EHS  
Jennie Pardi, Conservation Corps NB  
Dee Johnson, Novato Sanitary District  
Crise de Tournay Birkham, Bd. of Sups.  
Jessica Jones, Redwood Landfill  
Roger Roberts, Marin Conserv. League  
Judy Schriebman, LGVSD  
Richard Gertman, Env. Planning Cons.

Call to Order. The Local Task Force (LTF) meeting came to order at 8:37 AM.

1. Open Time for Public Comment. No comments received.
2. Approval of the March 4, 2009 JPA Local Task Force Minutes. M/s Gaffney, Haskell to approve the March 4, 2009 meeting minutes. Motion approved unanimously.
3. Zero Waste Feasibility Study Presentation. Myriam Arce of R3 Consulting Group presented the preliminary findings of the Zero Waste Feasibility Study and described the presentation as an opportunity for input from the Local Task Force. She described their process of data collection and their meetings with haulers and district managers and outlined potential policy changes, facility siting, and contract adjustments that are potential methods for increased diversion and conservation. Local Task Force members expressed concerns that the focus should be more on waste prevention and

lifestyle change and education, as well as product bans, recycled content requirements and statewide and nationwide legislation.

4. "Just Do One Thing" Campaign Subcommittee Report. David Haskell presented on the JDOT subcommittee meeting where the subcommittee suggested Kiki La Porta develop a one page proposal for the campaign that would outline different costs and products. Kiki reported that she estimated a cost of \$3,000 would be required for her to put together a proposal for a campaign. The committee discussed the requirements for RFP's and standard contractor proposals. M/s Gaffney, Haskell to request the JPA budget \$50,000 for community outreach and reallocate \$3,000 to \$5,000 for Kiki to do a proposal. Staff advised they would forward the concept to JPA members, but any contractor selection would go through a more formal process.
5. Adjourn. – Next meeting scheduled for May 6, 2009 at 8:30am.

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**Draft**

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

AB 939 Local Task Force Meeting  
Wednesday, May 6, 2009  
Suite 200-A Conference Room  
65 Mitchell Blvd., San Rafael

**MINUTES**

**MEMBERS PRESENT**

Trip Allen, Sierra Club  
Ramin Khany, Redwood Landfill  
Jon Elam, Tamalpais CSD  
Tamara Hull, Sustainable San Rafael  
Tania Levy, Unincorporated Area  
Loretta Figueroa, Almonte Sanitary District  
Tom Gaffney, Ross Valley Cities  
David Haskell, Sustainable Marin  
Steve McCaffrey, Redwood Empire Disp.

**MEMBERS ABSENT**

Greg Christie, Bay Cities (Alternate)  
Terry Cosgrove, San Rafael  
Patricia Garbarino, Marin Sanitary  
Matt McCarron, Novato

**STAFF PRESENT**

Michael Frost, JPA Staff  
Eric Lueder, JPA Staff  
Alex Soulard, JPA Staff

**OTHERS PRESENT**

Judy Schriebman, LGVSD  
Roger Roberts, Marin Conserv. League  
Crise de Tournay Birkham, Bd. of Sups.  
Casey Mazzoni, Mazzoni and Associates  
Ray Holmes, Marin Sanitary Service

Call to Order. The Local Task Force (LTF) meeting came to order at 8:31 AM.

1. Open Time for Public Comment. No comments received.
2. Approval of the April 1, 2009 JPA Local Task Force Minutes. M/s Gaffney to approve the April 1, 2009 meeting minutes. Motion approved unanimously.
3. Legislative Update. Staff reported that the Executive Committee reviewed two plastic bag fee Assembly Bills, AB 87 and AB 68, and submitted two letters of support at their April 15, 2009 meeting. Roger Roberts stated that the bills have been combined and are moving forward as AB 68, which has incorporated the stronger language that was part of AB 87. Additionally, staff updated the Task Force on SB 55, which would expand the California Redemption Value program to additional shapes and types of plastic, and AB 473 that requires multifamily dwellings (5 or more units) to arrange for recycling. Task Force members raised concerns about applying the CRV to containers that are not collected or readily recyclable by all haulers, but discussed that a change in the fee could drive the markets and recyclability of materials. Members also questioned whether all apartment complexes already have recycling in Marin. Staff reported that some buildings owners do not allow recycling receptacles due to space

constraints or management issues and are not required to do so. The committee had no further questions, comments or recommendations regarding the legislation.

4. Nondisposal Facility Element LTF Responsibilities. Staff reported that as part of Redwood Landfill's permit revision, the on-site composting facility identified under the same permit, triggered California Integrated Waste Management Board (CIWMB) staff to request the Nondisposal Facility Element be updated to reflect the changes. As part of the update the document must identify all permitted facilities used within and outside of Marin for non disposal related purposes. The Local Task Force's responsibility is to provide comments within a 90 day period before the document is approved by the JPA Board and submitted to the state. Staff let the Task Force know that they would be receiving the document shortly for their comment period. The Task Force clarified the purpose of the document, its historical significance as part of the Integrated Waste Management Plan, and the process staff will take in drafting the document.
5. Staff Report on Activities. Due to questions asked by LTF members surrounding programs, staff presented the list of activities and programs that are currently part of the work plan. Staff opened the floor to questions from the Task Force in order to provide clarification on staff duties. A couple of members commented the list was a good way to see staff's current work load, but wanted more data on the Local Task Force's role and how they could expand the scope of the JPA and provide more power to the Task Force. Staff reported that the purpose of the LTF is to provide comments on the JPA's Integrated Waste Management Plan and review associated documents. The LTF is an advisory group and as such has no budget or management authority. Due to community interest in expanding programs the scope of the LTF has been expanded to provide recommendations on specific issues that arise. Staff reported the Executive Committee is recommending to the Full Board \$50,000 be budgeted next year for public education as requested by the LTF. Some members exhibited frustration with the current method of staff providing reports to the Executive Committee and felt they need more direct contact with the JPA Board members.

The Task Force requested that they review the JPA's website at the following meeting and have a role in looking at the greater waste management picture instead of focusing on individual issues. The Task Force discussed the possibility of having a representative speak about recommendations at Executive Committee meetings. No Task Force member felt qualified to represent the group's consensus.

6. Adjourn. – Next meeting scheduled for June 3, 2009 at 8:30am.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

May 28, 2009

**Corte Madera:**  
David Bracken

To: JPA Board

**County of Marin:**  
Matthew Hymel

From: Michael Frost

**Fairfax:**  
Michael Rock

Re: 2007 Annual Report Submittal

**Larkspur:**  
Jean Bonander

Attached is the summary of the 2007 AB939 Annual Report that was submitted last month to the California Integrated Waste Management Board. The report is in a new format due to regulatory changes that were imposed by SB1016.

**Mill Valley:**  
Anne Montgomery

Although this JPA tracks both diversion and disposal, the reporting system is now solely based on disposal amounts for the reporting year. Disposal is compared with historic data to determine if the 50 % diversion requirement is met. Attached to this report is a summary comparing the "old" and "new" systems that was previously sent to you.

**Novato:**

**Ross:**  
Gary Broad

In 2007 the JPA reported a disposal rate of 4.9 pounds per person per day. The target rate for 50% diversion is 7.6 pounds per person per day. The JPA must remain below the 7.6 pound target for all jurisdictions remain in compliance, and at 4.9 pounds per person Marin is clearly in compliance.

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Ken Nordhoff

For basis of comparison, using the "old" reporting method Marin would be at 65 percent diversion for 2007. This is lower than the previous few years due to a reduction of nearly 135,000 tons of inert material and half of the Biomass that was generated in 2006.

**Sausalito:**  
Adam Politzer

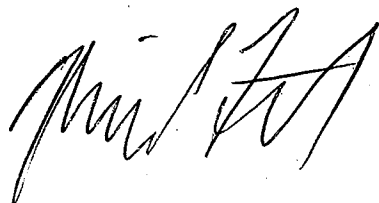
**Tiburon:**  
Margaret Curran

The JPA is on target in limiting disposal. However, inert material that was traditionally diverted at the landfill or in local public works projects as road base, slope stabilization, and levee material has been reduced.

Staff is active in working with local municipalities to collect a greater amount of the diversion data to increase the traditional diversion rate for 2008 and accurately characterize all waste diversion activities.

## Attachments

F:\Waste\JPA\Diversion-Disposal Data Bases\2007 Annual Report\Submittal.doc



## **Marin County Waste Diversion Rate changes due to Disposal Measurement System Act of 2008, SB 1016 (Wiggins)**

SB 1016 changed annual waste reporting in the State of California effective January 1, 2009. The new requirements will no longer measure annual diversion/recycling data, but only disposal as measured by weight. The legislation continues the fifty (50%) percent diversion requirement placed on all waste under the California Integrated Waste Management Act (AB 939). Each municipality in the State has its own unique waste characterization because of demographics and industrial base. Therefore, the 50% diversion and disposal requirement will be measured against each municipalities reported average waste generated and disposed for the years 2003 through 2007.

Following passage of AB 939 in 1990, all municipalities in California were required to conduct a detailed base year analysis of waste generation and disposal. This base year analysis became the benchmark for measuring the mandated 50% decreased landfill disposal. Adjustment factors including changes to employment, taxable sales, population, and CPI were considered. For Marin this initial method was unworkable as the base year data analysis was flawed, and the high cost to report for each city. To correct the problem, Marin's municipalities chose to collectively report their data (as opposed to each city individually reporting diversion) and report data to the State as a Regional Agency. As a Regional Agency, Marin also reported actual tonnage data for diversion and disposal using the alternate generation based method, which more accurately characterized Marin's waste stream and improved the diversion rate. The alternate generation based method calculated the total waste generated, and divided the percent disposed verses the percent diverted.

The new SB 1016 reporting system will rely on two primary factors: Marin's population and the reported waste disposed. The result will be a per capita disposal rate with the objective being a less than 50% per capita equivalent *disposal* target. This is a departure from the old system objective of a 50% or higher *diversion* rate. Although waste diversion has increased statewide there has also been an increase in overall waste disposal quantities. Here in Marin even though recycling is very high (averaging 75% in recent years); the amounts going to the landfill have actually increased. Much of the increased disposal can be explained by a strong economy in Marin and the rest of the State with more goods purchased to later dispose. SB 1016 shifts the emphasis from waste diversion to waste prevention and reducing generation upstream by supporting products that contain more recyclable components.

Disposal quantities will be tracked as pounds per day (PPD). The PPD will be compared with historical generation quantities (disposal and diversion data from 2003-2006). The PPD and the jurisdiction's population produce the per capita disposal rate. The goal is to be at less than half of the average per person generation to meet the AB 939 50% diversion requirement.

While there are some new challenges associated with SB1016, the JPA will continue to be in compliance with the California Integrated Waste Management Act. Although the JPA will still track the diversion and disposal tonnages for waste stream characterization, the new system is designed so municipalities will focus more resources on program implementation and public education.

F:\Waste\ASoulard\Disposal Data\2007 Annual Report\Jeffer version-SB1016 JPA Fact Sheet.doc

## Annual Report Summary: Marin County Hazardous and Solid Waste Management Authority (2007)

This Annual Report Summary is an official record of your CIWMB Electronic Annual Report submission, except for your Venue/Event section information, which is contained in a separate report. You may reach that section from the Electronic Annual Report's left navigation bar.

Before submitting your report to the Board, please take the time to review everything on this page to confirm it is complete and correct. If you need to modify some information, close this window to return to the Electronic Annual Report to make your corrections. Then, preview the report again.

<b>Summary</b>  <b>Jurisdiction:</b> Marin County Hazardous and Solid Waste Management Authority  <b>Report Year Filed:</b> 2007 <b>Report Status:</b> Submitted <b>Date Report Submitted:</b> Sunday, March 15, 2009 at 6:01 PM <b>Report Submitted By:</b> Michael Frost (mfrost@co.marin.ca.us) <b>Summary Generated On:</b> Sunday, March 15, 2009 at 6:01 PM	<b>Jurisdiction Contact</b>  <b>Jurisdiction Contact:</b> <b>Address:</b> <b>Phone Number:</b> <b>Fax Number:</b> <b>Email Address:</b> <b>Contact Information Outdated:</b> <a href="http://www.ciwmb.ca.gov/ola/ContactChg.ht">http://www.ciwmb.ca.gov/ola/ContactChg.ht</a>
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### Calculated Diversion Rate

<b>Reporting-Year Disposal Amount (tons):</b>	229,272
<b>Disposal Reduction Credits (Reported):</b>	
Disaster Waste (tons):	0.00
Medical Waste (tons):	0.00
Regional Diversion Facility Residual Waste (tons):	0.00
Out-of-State Export (Diverted) (tons):	0.00
Other Disposal Amount (tons):	0.00
<b>Total Disposal Reduction Credit Amount (tons):</b>	0
<b>Total Adjusted Reporting-Year Disposal Amount (tons):</b>	229,272
<b>Reporting-Year Transformation Waste (tons):</b>	0.42
<b>Reporting-Year Population:</b>	255,080
<b>Reporting-Year Employment:</b>	107,153

### Reporting-Year Calculation Results (Per Capita)

	Population		Employment	
	Target	Annual	Target	Annual
Disposal Rate without Transformation (pounds/person/day):	4.9		11.7	
Transformation Rate (pounds/person/day):	1.5	0.0	3.4	0.0
<b>The Calculated Disposal Rate (pounds/person/day):</b>	7.6	4.9	17.2	11.7

If any boxes are checked, please complete, and sign the Reporting Year Disposal Modification Certification Sheet and mail, e-mail or FAX to the CIWMB within 7 business days of submitting your report. If you are only claiming report-year disposal deductions for waste transported to a board-certified Transformation facility, you do not need to fill out the certification request.

Although you will be able to submit your electronic Annual Report without completing this sheet, your Annual Report will not be deemed complete until this sheet is completed and received by CIWMB. Contact your LAMD representative for details.

- ☐ Alternative disposal tonnage  
☐ Deductions to DRS disposal tonnage

Questions and Answers
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Newly Incorporated Cities
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**New City**

1. **Question:** Since the date of your last Annual Report, are there any newly incorporated cities within your county/regional agency?

**Response:** No.

**Rural Petition for Reduction in Requirements****Rural Petition For Reduction**

1. **Question:** Was your jurisdiction granted a rural Petition for Reduction by the CIWMB?  
For more information regarding Rural Petition For Reduction, go to [Rural Solid Waste Diversion Home Page](#).

**Response:** No.

**Planning Documents Assessment****Source Reduction and Recycling Element (SRRE)**

1. **Question:** Does the SRRE need to be revised?

**Response:** No.

**Household Hazardous Waste Element (HHWE)**

2. **Question:** Does the HHWE need to be revised?

**Response:** No.

**Non-Disposal Facility Element (NDFE)**

3. **Question:** Describe below any changes in the use of nondisposal facilities, both existing and planned (e.g., is the jurisdiction using a different facility within or outside of the jurisdiction, has a facility closed, is a new one being planned).

**Response:** The Composting Facility at Redwood Landfill is not identified in the current NDFE. The facility was under a temporary permit for operation for the past several years, but recently was added to the ammended Solid Waste Facilities Permit for Redwood Landfill. Staff is in the process of amending the NDFE with an estimated completion date of August 2009.

**Non-Disposal Facility Element (NDFE)**

4. **Question:** Are there currently any nondisposal facilities that require a solid waste facility permit located (or planned to be sited) in your jurisdiction that are not identified in your NDFE?

**Response:** Yes. The Redwood Landfill recently had its permit ammended for a new capacity, which also changed the designation of their composting facility to be held under the same permit. Staff is in the process of ammending and estimated to have the revised NDFE prepared in time for the scheduled 2008 Annual Report Due Date in August 2009.

**Summary Plan Assessment****Summary Plan**

1. **Question:** Does the Summary Plan need to be revised?

**Response:** No.

**Siting Element Assessment****Total County or Agency Wide Disposal Capacity**

1. **Question:** Based on the best available estimates of current and future disposal, how many years of disposal capacity does your county or regional agency have?

**Response:** 17

**Total County or Agency Wide Disposal Capacity**

- 2. Question:** If you do not currently have 15 years of disposal capacity, describe your strategy for obtaining 15 years of capacity.

**Response:** No response has been entered

**Siting Element Adequacy**

- 3. Question:** Does the Siting Element need to be revised? The Siting Element will need to be revised if you have less than 15 years disposal capacity and have not described a strategy for obtaining 15 years disposal capacity.

**Response:** No.

**Areas of Concern / Conditional Approvals****Areas of concern**

- 1. Question:** Did the Board require your jurisdiction to address any areas of concern when determining the adequacy of your solid waste planning documents, or any of their elements?

**Response:** No.

**Conditional approvals**

- 2. Question:** Did the Board give conditional approval to any of your solid waste planning documents, or any of their elements?

**Response:** No.

**Additional Information****Additional Information**

- 1. Question:** Is there anything else you would like to tell the CIWMB about unique or innovative efforts by your jurisdiction to reduce waste generation and increase diversion, about your jurisdiction's public education efforts, or about specific obstacles to reaching your jurisdiction's diversion goal? If you wish to attach additional information to your annual report, please send those items or electronic files to your LAMD representative and include a brief description of those files below.

**Response:** Yes. The Marin County Hazardous and Solid Waste Management JPA is currently working with a contractor to evaluate our programs and solid waste infrastructure to develop a Zero Waste Feasibility Study. The determinations of this study will be incorporated into any future Siting Element and RAIWMP revisions and new program implementation.

**Disposal Rate Accuracy****Disposal Rate Accuracy**

- 1. Question:** Are there extenuating circumstances pertaining to your jurisdiction's disposal rate that the Board should consider, as authorized by the Public Resources Code Section 41821(c)? If you wish to attach additional information to your annual report, please send those items or electronic files to your LAMD representative; include a brief description of those files below. If so, please use the space below to tell the Board.

**Response:** No.

**Diversion Programs**

PROGRAM CODE	PROGRAM NAME	EXISTING	SELECTED	OWNED OR OPERATED	START YEAR	DIVERSION TONS	STATUS	NOTES
1000-SR-XGC	Xeriscaping/Grasscycling	No	Yes		1992	0.00	SO - Selected and Ongoing	
1010-SR-BCM	Backyard and On-Site Composting/Mulching	No	Yes		1993	0.00	SO - Selected and Ongoing	
1020-SR-	Business Waste Reduction	Yes	Yes		1990	0.00	SO -	

BWR	Program						Selected and Ongoing	
1030-SR-PMT	Procurement	Yes	Yes	*	1992	0.00	SO - Selected and Ongoing	The JPA offices use recycled content products. As more items become less expensive and more available the offices incorporate them into operations. The JPA is also in support of Extended Producer Responsibility legislation.
1040-SR-SCH	School Source Reduction Programs	No	No	*	2000	0.00	AO - Alternative and Ongoing	
1050-SR-GOV	Government Source Reduction Programs	Yes	Yes	*	1990	0.00	SO - Selected and Ongoing	
1060-SR-MTE	Material Exchange, Thrift Shops	Yes	Yes		1990	1.10	SO - Selected and Ongoing	
2000-RC-CRB	Residential Curbside	Yes	Yes		1982	47160.27	SO - Selected and Ongoing	
2010-RC-DRP	Residential Drop-Off	Yes	Yes		1992	0.00	SO - Selected and Ongoing	
2020-RC-BYB	Residential Buy-Back	Yes	Yes		1982	6480.89	SO - Selected and Ongoing	
2030-RC-OSP	Commercial On-Site Pickup	Yes	Yes		1992	0.00	SO - Selected and Ongoing	
2050-RC-SCH	School Recycling Programs	No	Yes		1992	0.00	SO - Selected and Ongoing	
2060-RC-GOV	Government Recycling Programs	Yes	Yes		1990	2963.75	SO - Selected and Ongoing	
2070-RC-SNL	Special Collection Seasonal (regular)	No	No		1988	0.00	AO - Alternative and Ongoing	
2080-RC-SPE	Special Collection Events	No	Yes	*	1994	0.00	SO - Selected and Ongoing	The largest Special Events are described and quantified in the Venues and Events section of this report.
3000-CM-RCG	Residential Curbside Greenwaste Collection	No	Yes		1993	12959.31	SO - Selected and Ongoing	
3010-CM-RSG	Residential Self-haul Greenwaste	No	Yes		1993	4631.84	SO - Selected and	



							Ongoing	
3030-CM-CSG	Commercial Self-Haul Greenwaste	No	Yes		1993	0.00	SO - Selected and Ongoing	
3050-CM-SCH	School Composting Programs	No	No		2000	0.00	AO - Alternative and Ongoing	
4010-SP-SLG	Sludge (sewage/industrial)	No	Yes		1995	6107.49	SO - Selected and Ongoing	
4020-SP-TRS	Tires	Yes	Yes		1990	0.00	SO - Selected and Ongoing	Two week long free tire recycling events are hosted in Marin annually, with the support of CIWMB grants.
4030-SP-WHG	White Goods	No	No		1996	46.01	AO - Alternative and Ongoing	
4040-SP-SCM	Scrap Metal	Yes	Yes	*	1989	324.88	SO - Selected and Ongoing	
4050-SP-WDW	Wood Waste	Yes	Yes		1993	1531.82	SO - Selected and Ongoing	
4060-SP-CAR	Concrete/Asphalt/Rubble	Yes	Yes		1990	108248.03	SO - Selected and Ongoing	
4090-SP-RND	Rendering	No	Yes		1990	0.00	SO - Selected and Ongoing	
5000-ED-ELC	Electronic (radio ,TV, web, hotlines)	No	Yes	*	1994	0.00	SO - Selected and Ongoing	West Marin radio program is ongoing. All other electronic outreach is provided through online media. Press releases for special events and websites are provided to media outlets.
5010-ED-PRN	Print (brochures, flyers, guides, news articles)	Yes	Yes		1992	0.00	SO - Selected and Ongoing	Advertising is developed for all special events. JPA contributes to hauler newsletters and sends out press releases to promote programs.
5020-ED-OUT	Outreach (tech assistance, presentations, awards, fairs, field trips)	Yes	Yes	*	1994	0.00	SO - Selected and Ongoing	Staff is present at many farmers markets and public events handing out reusable bags and distributing educational materials.
5030-ED-SCH	Schools (education and curriculum)	Yes	Yes		1993	0.00	SO - Selected and Ongoing	Education is provided by the JPA's West Marin Contractor and other areas are provided outreach by

								the local haulers.
6010-PI-EIN	Economic Incentives	No	Yes		1993	0.00	SO - Selected and Ongoing	
6020-PI-ORD	Ordinances	No	No	*	2000	0.00	AO - Alternative and Ongoing	Sausalito has also adopted a C&D Ordinance. The JPA has adopted a Extended Producer Responsibility Ordinance. The JPA, Novato, and San Anselmo have adopted Zero Waste Ordinances.
7000-FR-MRF	MRF	Yes	Yes		1993	136436.41	SO - Selected and Ongoing	
7010-FR-LAN	Landfill	No	No		1996	124250.17	AO - Alternative and Ongoing	
7020-FR-TST	Transfer Station	Yes	Yes		1990	0.00	SO - Selected and Ongoing	
7030-FR-CMF	Composting Facility	Yes	Yes		1990	6005.24	SO - Selected and Ongoing	
7040-FR-ADC	Alternative Daily Cover	No	No		1995	51485.26	AO - Alternative and Ongoing	
8010-TR-BIO	Biomass	Yes	Yes		1990	22639.74	SO - Selected and Ongoing	Biomass is sent to Woodland Bio-Mass Power Limited in Woodland ,CA.
8020-TR-TRS	Tires	No	No		1999	0.00	AO - Alternative and Ongoing	Annual Free Tire Recycling Grants are implemented to host a week long event at two locations in Marin.
9000-HH-PMF	Permanent Facility	Yes	Yes	*	1993	0.00	SO - Selected and Ongoing	
9010-HH-MPC	Mobile or Periodic Collection	Yes	Yes	*	1986	0.00	SO - Selected and Ongoing	The 4 mobile events are operated by appointment for 40 cars each in rural areas.
9020-HH-CSC	Curbside Collection	No	Yes		1992	0.00	SO - Selected and Ongoing	
9040-HH-EDP	Education Programs	Yes	Yes	*	1991	0.00	SO - Selected and Ongoing	
9045-HH-EWA	Electronic Waste	No	No		1995	0.00	SO - Selected and Ongoing	Since the adoption of SB20 there are many electronic recyclers hosting events and operating local

								collection sites. The HHW facility continues to accept E-Waste free of charge.
Page 1 of 1								Count: 44

