MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, June 1, 2011
Northgate Mall Community Room
5800 Northgate Drive, Ste 200
San Rafael, CA

8:30 -10:00 AM

AGENDA

Call to Order.

1) Open Time for Public Comment (5 Minutes)

2) Approval of the May 4, 2011 JPA Local Task Force Minutes (Action – 5 Minutes)

3) Executive Committee Meeting Update – Verbal Report (Information – 30 Minutes)

4) Zero Waste Grant Program Applications (Information – 30 Minutes)

5) Program Manager Recruitment Update – Verbal Report (Information – 5 Minutes)

6) Open Time for Member Comment (5 Minutes)

7) Adjourn.

Next LTF Meeting will be held on July 6, 2011 at 8:30 AM.
Next Executive Committee Meeting time and date is July 20, 2011.
Next JPA Board Meeting time and date is June 23, 2011.

The full agenda including staff reports can be viewed at www.marinrecycles.org/mins_agendas.cfm

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Contact the County’s Waste Management Division, at 499-5647 for more information
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Draft
MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

AB 939 Local Task Force Meeting
Wednesday, May 4, 2011
Tamalpais Community Room
203 Marin Avenue, Mill Valley

MINUTES

MEMBERS PRESENT
Patty Garbarino, Marin Sanitary
Jon Elam, Tamalpais CSD
Loretta Figueroa, Almonte Sanitary District
Steve McCaffrey, Redwood Empire Disposal
Renee Goddard, Ross Valley Cities
Tania Levy, Unincorporated Area
Elissa Giambastiani, San Rafael
Joan Irwin, Southern Marin Cities
Jennie Pardi, Conservation Corps
Delyn Kies, Sustainable Novato

STAFF PRESENT
Alex Soulard, JPA Staff
Kiel Gillis, JPA Staff

OTHERS PRESENT
Dee Johnson, Novato Sanitary District
Lauren Schiller, The Hive Advertising
DeeAnn Budney, The Hive Advertising
Russ Greenfield, LGVSD
Casey Mazzoni, Marin Builders Assn.
Tony Reynolds, Renew Computers
Jim Iavarone, Mill Valley Refuse
Casey Mazzoni, Marin Builders Assn.

MEMBERS ABSENT
Ramin Khany, Redwood Landfill
Greg Christie, Bay Cities
Judy Schriebman, LGVSD
Tamara Hull, Sustainable San Rafael
David Haskell, Sustainable Marin

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

1. Open Time for Public Comment. Patty Garbarino announced tours of the Marin Sanitary Zamora Facility. Tours will occur on Saturday May 14th and Friday June 11th. Members and interested parties should contact Ms. Garbarino for further information. Staff identified that filling Special District position occupied by Judy Schriebman will be placed on the agenda of the next JPA meeting. Tony Reynolds made a brief presentation and fielded questions regarding his company, Renew Computers.

2. Approval of the April 6, 2011 JPA Local Task Force Minutes. Ms Figueroa, McCaffrey to approve the minutes from the April 6, 2011 LTF meeting. Motion passed unanimously.

3. The Hive Advertising to Present Zero Waste Campaign Creative Work in Progress. The Hive Advertising, the firm hired to develop the JPA's Zero Waste Outreach, made a presentation and requested feedback from the LTF members. The presentation reviewed strategy and then displayed three different creative campaign ideas with sample slogans and monthly zero waste goal ideas for residents. Each LTF member
was given the opportunity to voice their preference on campaign options. LTF members provided feedback that showed preference towards one logo and issues surrounding one of the creative concepts. No action was necessary.

3. **County Single-Use Carry-Out Bag Ban Update.** Staff briefly provided information on the current Single-Use Bag Ban. Staff identified that the Marin County Department of Agriculture has been contracted by the JPA to develop outreach and educational materials for local businesses regarding the ban. The Department is beginning the recruitment process for an extra hire position that will coordinate outreach. This campaign will commence in July. No action was necessary.

4. **Zero Waste Grant Applications Report** Staff reported on the progress made regarding the Zero Waste Grant applications. Staff identified which cities and towns had supplied applications. Renee Goddard asked about the status of Fairfax’s applications. Staff stated they would check with the town manager. Members discussed the issue of why the Special Districts did not apply for the grants. No action was necessary.

5. **Household Hazardous Waste Reduction of Hours Update** Jon Elam and Patty Garbarino briefly provided information regarding the status and challenges the HHW Facility now faces. Jon Elam requested that staff keep the Task Force informed on this item. No action was necessary.

6. **Program Manager Recruitment Update** Staff briefly provided information on the recruitment to fill the Waste Management Program Manager position.

7. **Open Time for Member Comment** No comments were received.

8. Adjourn.
Date: June 1, 2011

To: Local Task Force Members

From: Alex Soulard

Re: Zero Waste Grant Applications

Zero Waste Grant applications were received from seven cities by the due date of April 30, 2010. Applications were received from Fairfax, Larkspur, Ross, San Anselmo, San Rafael, Tiburon, and the County. The applications are attached for you to review.

All applicants applied for their full grant amount and selected programs that include both Primary Programs and Secondary Programs. Primary programs include adoption of the Zero Waste Tool Kit documents and inclusion of food scrap composting in franchise agreements. Secondary programs are other programs outside the Tool Kit that work towards the Zero Waste Goals.

Larkspur, Ross, and Tiburon chose to use grant funding for implementation of the Primary Grant Programs. Fairfax and San Anselmo chose to use funds for Primary Programs as well as to pay for ordinance enforcement costs, recycling and composting coordination and for recycling containers. The City of San Rafael chose to fund Primary Programs and a single use plastics ordinance.

The County has designated their grant funding to go to a Secondary Program with the Conservation Corps North Bay. The Corps will use the funding to help set up composting and recycling at schools, coordinate composting and recycling at the County Fair and other large events, and coordinate composting programs and classes.

The Zero Waste Grant Applications were presented to the Executive Committee for approval at their May 26, 2011 meeting.

Attachments

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<table>
<thead>
<tr>
<th>Name</th>
<th>Town of Fairfax</th>
</tr>
</thead>
</table>

Mailing Address

142 Bolinas Road, Fairfax, CA 94930.

Primary Contact Name / Title

<table>
<thead>
<tr>
<th>Michael Rock</th>
<th>Town Manager</th>
</tr>
</thead>
</table>

Telephone No. / Email Address

| 415-458-2345 | mrock@townoffairfax.org |

Signature: [Michael Rock]  Date: 4-15-11

Jurisdictional Fund Allowance / Requested Grant Amount

| $11,847       | $11,847          |

1. Grant Fund Use:
(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary: C&D Ordinance
Secondary: C&D Ordinance Enforcement Costs, Coordinator for Recycling & Composting at local events, Adding public recycling receptacles, Local Composting Classes

2. Project Description
Provide a description of the project as use of the requested funds.

Town of Fairfax will develop and adopt C&D Ordinance and implement Secondary Waste reduction practices as listed above in Grant Fund Use.
MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

Name
CITY OF LARKSPUR

Mailing Address
400 Magnolia Avenue
Larkspur, CA 94939

Primary Contact Name
Dan Schwarz

Title
City Manager

Telephone No.
(415) 927-5018

Email Address
dschwarz@larkspurcityhall.org

Jurisdictional Fund Allowance $16,330.75
Requested Grant Amount $16,330.75

Signature

Date 4/22/11

1. Grant Fund Use:
(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary WRPs as indicated in FY 2010/2011 Zero Waste Grant Guidelines:
Zero Waste Resolution, Construction and Demolition (C&D) Ordinance and Commercial and MultiFamily Recycling Ordinance.

2. Project Description
Provide a description of the project as use of the requested funds.

The City of Larkspur will work toward adoption of the Primary WRPs identified in #1 above, using the JPA's model ordinances and resolutions. Project will include participation of Planning and Building Department staff, and the City Attorney, in the review and preparation of the documents for public hearing, report and agenda preparation, public noticing, and preparation and printing of public education materials.
Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

Name
Town of Ross

Mailing Address
P.O. Box 320, Ross CA 94957

Primary Contact Name
(As Authorized in Resolution)
Gary Broad

Title
Town Manager

Telephone No.
(415) 453-1453 x107

Email Address
gbroad@townofross.org

Signature [Signature] Date 4/26/11

Jurisdictional Fund Allowance $7,207
Requested Grant Amount $7,207

1. Grant Fund Use:
(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary WER's: Zero Waste Resolution, Construction and Demolition Ordinance, Commercial and Multi-Family Recycling Ordinance.

2. Project Description
Provide a description of the project as use of the requested funds.

The Town of Ross will work toward adoption of the resolution and ordinances described above using models provided by the JPA.
Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

Name
Town of San Anselmo

Mailing Address
525 San Anselmo Avenue, San Anselmo, CA  94960

Primary Contact Name
As Authorized In Resolution
Debra Stutsman

Title
Town Manager

Telephone No.
(415) 258-4652

Email Address
dstutsman@townofsananselmo.org

Signature
Debra Stutsman
Date 4/27/11

Jurisdictional Fund Allowance
$ 16,614.67

Requested Grant Amount
$ 16,614.67

1. Grant Fund Use:
(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary: C&D Ordinance, Commercial/Multi-family Recycling Ordinance

Secondary: Ord enforcement costs; Recycling/Zero Programs at Town events, summer camps, recycling contain

2. Project Description
Provide a description of the project as use of the requested funds.

Town of San Anselmo will develop the ordinances, conduct enforcement and implement a zero waste/recycling program that is practical + educational for town events and summer camps.
Exhibit A
MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY
Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction
Name: City of San Rafael
Mailing Address: 1400 Fifth Avenue, San Rafael, CA 94901

Primary Contact Name: Jim Schutz Title: Assistant City Manager
Telephone No.: (415) 485-3475 Email Address: jim.schutz@cityofsanrafael.org

Signature [Signature] Date 4/28/11

Jurisdictional Fund Allowance: $58,879.43
Requested Grant Amount: $58,879.43

1. Grant Fund Use:
(Identify the Zero Waste category and program type the funds will be primarily used for)
1. Zero Waste Resolution
2. Construction and Demolition Debris Ordinance and Implementation
3. Multi-Family and Commercial Recycling Ordinance and Implementation
4. Single-Use Plastics Ordinances

2. Project Description
Provide a description of the project as use of the requested funds.

1. Adoption of Zero Waste Resolution.
2. Adoption and implementation of Construction & Demolition Debris Ordinance.
3. Adoption and implementation of Multi-Family and Commercial Recycling Ordinance, including targeted multi-family outreach and education campaign by Marin Sanitary Services.
4. Preparation of Single-Use Plastics Ordinances (carryout bag ban and take-out food containers), including facilitated process involving 6 Marin jurisdictions (San Rafael, Novato, San Anselmo, Tiburon, Sausalito and Mill Valley).
5. Monitoring of Zero Waste programs and preparation of final grant report.
Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

Name
Town of Tiburon

Mailing Address
1505 Tiburon Blvd.
Tiburon, CA 94920

Primary Contact Name
Loene Tyler

Title
Associate Planner

Telephone No.
415-435-7397

Email Address
Hyler@ci.tiburon.ca.us

Jurisdictional Fund Allowance
$13,407.21

Requested Grant Amount
$13,407.21

Signature

Date 4/27/11

1. Grant Fund Use:
(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary WRAS: Zero Waste Resolution
Construction and Demolition Ordinance
Commercial and Multi-Family Recycling Ordinance

2. Project Description
Provide a description of the project as use of the requested funds.

Town of Tiburon will develop and adopt these three primary WRAS using the model ordinances and resolution provided by the JPA.
Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<table>
<thead>
<tr>
<th>Name</th>
<th>County of Marin</th>
</tr>
</thead>
</table>

Mailing Address
PO Box 4186, San Rafael, CA 94913-4186

<table>
<thead>
<tr>
<th>Primary Contact Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farhad Mansourian</td>
<td>Director of Public Works</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(415) 499-6570</td>
<td><a href="mailto:FMansourian@co.marin.ca.us">FMansourian@co.marin.ca.us</a></td>
</tr>
</tbody>
</table>

Signature [Signature]
Date [2011]

Jurisdictional Fund Allowance $38,577.42
Requested Grant Amount $38,577.42
(Plus 9 optional $3,500 amounts if Special Districts are covered by the program.)

1. Grant Fund Use:
(Identify the Zero Waste category and program type the funds will be primarily used for)

- Outreach and Training Coordinator to set up Recycling and Composting at Schools
- Coordinator for Recycling and Composting at Local Events
- Local Composting Classes
- Support of Food Scrap Composting Program

2. Project Description
Provide a description of the project as use of the requested funds.

The County of Marin will contract with Conservation Corps North Bay (Contractor) for the full grant amount to perform the following services:

Task 1 – Provide Recycling and Composting Services at the 2011 Marin County Fair
a. Contractor shall supply Ten (10) Zero-Waste eco-stations equipped with landfill, recycling and compost bins provided by Contractor placed in the highest volume food court areas and staffed by
Contractor to provide education and direction to fair guests on waste diversion practices at the fair and in Marin County.

b. Contractor shall supply an additional Fifty (50) Zero-Waste stations equipped with landfill, recycling and compost bins placed in lower volume areas throughout the fairgrounds and behind vendor tents (20 stations provided by Contractor and 30 stations provided by the County).

c. Contractor shall supply customized signage in collaboration with Revolutionary Green throughout the fair, at food courts, on collection bins, and in bathrooms educating guests on what can be composted and recycled.

d. Contractor shall purchase and supply Biobags for compost collections.

e. Contractor shall provide and coordinate the use of 5 gallon buckets for post-consumer and pre-consumer food waste collection, located inside each vendor booth.

f. Contractor shall sort garbage, recycling and compost at all sixty (60) Zero-Waste stations to maximize diversion and minimize contamination while providing collections of materials to be put in compost and recycling dumpsters.

g. Contractor shall ensure all cardboard is collected and placed in cardboard recycling dumpsters.

h. Contractor shall place one-hundred (100) blue recycling containers next to garbage cans throughout the fairgrounds.

i. Contractor shall place signage directing guest to compost paper towels used in bathrooms and near out houses.

j. Contractor shall collect paper towels throughout the event to be placed in the compost dumpster.

k. Contractor shall organize and conduct a period of instruction on waste diversion practices at the fairgrounds for County Marin Center staff and LaRocca Janitorial staff.

l. Contractor shall work in collaboration with County Marin Center staff and other contracted partners including Revolutionary Green, Marin Sanitary Services and LaRocca Janitorial Staff.

m. Contractor shall coordinate with the waste hauler to develop a waste reduction program for the event as well as generate waste diversion data. This data will include amount of waste, recyclables and compostables generated during the event by material type. This data will then be compiled in a report and included with the billing invoice to the County.

Task 2 – Optional Recycling and Composting Services at other events for the Marin Center upon request by County staff.

a. At County discretion, Contractor will provide zero-waste stations at smaller scale special events.

b. Contractor will provide zero-waste stations equipped with landfill, recycling and compost bins. These stations will be placed in high volume food court areas and staffed by Contractor to provide education and direction to event guests on waste diversion practices at the event and in Marin County.

c. Contractor shall provide customized signage on collection bins, and in bathrooms educating guest on what can be composted and recycled.

d. Contractor shall purchase and supply Biobags for compost collections.

e. Contractor shall provide and coordinate the use of 5 gallon buckets for post-consumer and pre-consumer food waste collection, located inside vendor booths.

f. Contractor shall sort garbage, recycling and compost at all Zero-Waste stations to maximize waste diversion and minimize contamination while providing collections of materials to be put in compost and recycling dumpsters.

g. Contractor shall ensure all cardboard is collected and placed in cardboard recycling dumpsters.

h. Contractor shall provide and place blue recycling containers next to garbage cans as needed throughout the Marin Center.

i. Contractor shall place signage in bathrooms and near out houses directing guest to compost paper towels.

j. Contractor shall collect paper towels throughout the event and place in compost dumpster.

k. Contractor shall work with event coordinators and the waste hauler to develop a waste reduction program for the events as well as generate waste diversion data. This data will include amount of waste, recyclables and compostables generated during the events by material type. This data will then be compiled in a report for each event and included with the billing invoice to the County.
**Task 3: Optional Outreach and Training Coordinator to solicit interest and set up Recycling and Composting at local (K-12) Schools upon request by County staff.**

- Contractor shall solicit interest in recycling coordination from an estimated 6 to 8 Elementary, Middle, and High Schools (K-12) and shall set up programs at schools upon approval by County staff.
- Contractor shall develop a campus wide waste/recycling assessment focusing on administrative offices, classrooms, restrooms and outdoor eating areas to determine level of recycling and areas to increase diversion.
- Contractor shall provide consultation and recommendations to schools to begin or expand on school wide recycling and/or food scrap recycling programs.
- Contractor shall develop pre and post outreach waste audits to determine percentage of recyclable/compostable waste in trash and/or determine effectiveness of recycling program in place.
- Contractor shall provide school with a detailed report on waste audit findings with recommendations for improvement.
- Contractor shall support with implementation of recommendations to divert recycling and food scraps i.e. setting up waste stations that include recycling and composting bins.
- Contractor shall conduct up to five (5) school visits to support and train school organized student leadership teams, student council members, green teams and/or teachers, staff and yard supervisors on sustaining a recycling and composting program on campus at each school.
- Contractor shall provide the school and the County with an End of year report on program's diversion accomplishments.

**Task 4: Optional Local Composting Classes upon request by County staff.**

- Contractor shall provide a Composting Workshop series to include (6) Composting Workshops for a total of 210 participants in Fiscal year 2011/12. Workshops will be led by Contractor or by sub-contracted specialists and will be located at locations agreed to by County.

Workshops shall consist of:
- One workshop per year to be attended by 20 members of the General Public as coordinated by Contractor as agreed.
- Two Composting Workshops per year incorporated in the semester-long College of Marin Introduction to Organic Horticulture for-credit course and field-based lab attended by 70 Students in the College of Marin Environmental Landscaping Program.
- Two Composting Workshops for 15 Corp members each at Conservation Corps North Bay's Indian Valley Organic Farm & Garden.
- One Composting Workshop for 100 Middle and High school youth participants in Conservation Corps North Bay's Project ReGeneration summer youth camp.

Workshop instruction will include:
- The environmental benefits of gardening and the 4 R's in the Garden - Reduce, Reuse, Recycle & Rot, the biology of composting, methods of composting, composting for all occasions (School, home, farm, garden, or business), how to set up and manage compost, hands-on experience building compost, and compost application in the Garden.

- Contractor shall provide County with an end of year report on attendance data for all workshops.