MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, September 5, 2012
Northgate Mall Community Room
5800 Northgate Drive, Suite 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 August 1, 2012 JPA Local Task Force Minutes (Action – 5 Minutes)

3) Presentation by Jason Dow, General Manager of the Central Marin Sanitation Agency (CMSA) on the Food Waste to Energy Digester Project (Oral Report – 20 minutes)

4) Staff Report of Recent and Ongoing Activities(Oral Report – 10 minutes)

5) Update on JPA Board Appointments (Receive and File – 1 minute)

6) Appointment of Two LTF Members to Assist with Screening Zero Waste Outreach RFQ Responses (Action – 5 minutes)

7) LTF Work Plan for FY 12/13 (Action – 35 Minutes)

8) Open Time for Member Comments (10 Minutes)

9) Adjourn.

Next scheduled LTF Meeting is Wednesday, October 3rd at 8:30 AM @ Northgate Mall

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 473-6647 for more information
MINUTES

MEMBERS PRESENT
Loretta Figueroa, Almonte Sanitary District
Renee Goddard, Ross Valley Cities
Elissa Giambastiani, San Rafael
Joan Irwin, Southern Marin Cities
Russ Greenfield, LGVSD
Ramin Khany, Redwood Landfill
Jon Elam, Tamalpais CSD
Delyn Kies, Sustainable Novato
Patty Garbarino, Marin Sanitary Svc.
Jennie Pardi, Conservation Corps North Bay
David Haskell, Sustainable Marin

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

OTHERS PRESENT
Kim Scheibly, Marin Sanitary Svc.
Andy Campbell, Renew Computers
Brian McLeran, McLeran Roofing Co.
Anja Wehrmann, Conservation Corps N.B
Casey Mazzoni, Marin Builders Assn.
Dee Johnson, Novato Sanitary Dist.
Bruce Baum, GCRWM

MEMBERS ABSENT
Greg Christie, Bay Cities Refuse
Matt McCarron, City of Novato
Steve McCaffrey, Redwood Empire Disposal
David Green, Unincorporated Marin Co.

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

1. Open Time for Public Comment
Ms. Garbarino noted Marin Sanitary Service had instituted their new curbside Household Hazardous Waste pilot program, and that it was operating successfully.

2. Approval of the June 6, 2012 JPA Local Task Force Minutes
M/s Figueroa, Garbarino to approve the June 6, 2012 JPA Local Task Force Minutes. The motion passed unanimously.

3. Staff Report of Recent and Ongoing Activities
Staff provided a report on ongoing activities. This included an update on recycling and litter receptacles in Pt. Reyes, and the JPA Board authorizing an application to administer CalRecycle Used Oil Payment Program for Marin. Mr. Haskell suggested oil funds be used to supply service stations with bins to collect used oil containers. Staff identified that concept would be considered once the JPA takes over the program later this year.
4. **Improving LTF Effectiveness, Redistribute Local Task Force Procedures, Distribute Excerpts of County of Marin Board and Commission Handbook**

Staff provided a review of the role and responsibilities of the LTF, including information regarding LTF procedures and encouraged all LTF members to review the Marin County Board and Commission Handbook as well as the Brown Act found online. Mr. Elam stated that the LTF is allowed the ability to revise the JPA LTF Procedures and encouraged members to review the materials provided by Staff. No comments were received.

5. **CalRecycles Siting Element**

Staff provided an update on the landfill Siting Element with CalRecycle. In FY 11-12 the JPA retained Environmental Science Associates (ESA) to perform an analysis on the site life of Redwood Landfill. The report concluded based on ESA’s best estimate that 3.1 million tons of capacity will remain in 2027. Staff identified the JPA will continue to monitor the landfill closely but would not pursue a fully revised Siting Element and will include ESA’s analysis information in the 2011 Electronic Annual Report. Mr. Khany reported there are two permit applications currently submitted to the County which, if approved, would further extend the life of the landfill. Mr. Baum stated the report does not take into account landfill failure. Mr. Haskell made a motion to recommend to the JPA Board that it pursue action seeking amendment to State requirements so that reporting on in-County disposal capacity include examination of regional disposal capacity. The motion was not seconded. Mr. Haskell withdrew his motion.

6. **Marin Builders Association Presentation on Roof Tear Offs**

Mr. McLeran and Ms. Mazzoni presented to the LTF on using roof tear-off to be mixed with road materials and following a CalRecycle suggestion of partnering with a local agency requested LTF support. Mr. McLeran noted the need for resources in possibly changing Caltrans specifications for road materials and fielded questions from the LTF. Ms Giambastiani, Irwin to support the pilot project with additional details to follow. The motion passed unanimously.

7. **Discussion of LTF Work Plan for FY 12/13**

Consistent with a similar item on the June LTF agenda, staff recommended the LTF adopt a work plan for FY12/13. A list of potential work plan items was provided which included suggestions from LTF Members at past meetings including single-use bag bans, Extended Producer Responsibility (EPR), and evaluating long-term JPA funding. Ms Kies, Haskell to adopt the proposed list with the addition of construction and demolition debris and community outreach. The motion passed unanimously. No public comments were received.

8. **Open Time for Member Comments**

LTF Members provided updates on waste and recycling events or programs taking place in their respective communities.

9. **Adjourn**

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: 
Vacant

Corte Madera: 
David Bracken

County of Marin: 
Matthew Hymel

Fairfax: 
Judy Anderson

Larkspur: 
Dan Schwarz

Mill Valley: 
Jim McCann

Novato: 
Michael Frank

Ross: 
Rob Braulik

San Anselmo: 
Debbie Stutsman

San Rafael: 
Nancy Mackle

Sausalito: 
Adam Politzer

Tiburon: 
Margaret Curran

Date: September 5, 2012

To: Local Task Force Members

From: Steve Devine, Program Manager

Re: Presentation by Jason Dow, General Manager of the Central Marin Sanitation Agency (CMSA) on the Food Waste to Energy Digester Project

Pursuant to a request from the Local Task Force, Jason Dow, General Manager of the Central Marin Sanitation Agency (CMSA) has agreed to provide an update to the LTF on the food waste to energy digester project.

Mr. Dow will provide information on the project including: the Methane Capture Feasibility Study, the pre-design process, permitting, processing capacity and co-generation.

Time will be available for a question and answer period following Mr. Dow's presentation.
Belvedere:
Vacant

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County of Marin:
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Date: September 5, 2012

To: Local Task Force Members

From: Steve Devine, Program Manager

Re: Update on JPA Board Appointments

At the JPA Board Meeting on August 23, 2012 the Board filled the vacant Chair and Vice Chair positions, and also appointed representatives to vacant Southern Marin Cities and Ross Valley Cities seats on the five-member Executive Committee.

The new JPA Chair is Nancy Mackle from the City of San Rafael and the new Vice-Chair is Matthew Hymel from the County of Marin.

The composition of the Executive Committee is now:

<table>
<thead>
<tr>
<th>Southern Marin Cities</th>
<th>Jim McCann – City of Mill Valley</th>
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<tbody>
<tr>
<td>Ross Valley Cities</td>
<td>Dan Schwartz – City of Larkspur</td>
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<tr>
<td>City of Novato</td>
<td>Michael Frank</td>
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<tr>
<td>County of Marin</td>
<td>Matthew Hymel</td>
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<tr>
<td>City of San Rafael</td>
<td>Nancy Mackle</td>
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Additionally, Ross has appointed Rob Braulik (the new City Manager) to the Board, and Fairfax has appointed Judy Anderson (Interim City Manager) to the Board.
Date: September 5, 2012

To: Local Task Force Members

From: Steve Devine, Program Manager

Re: Appointment of Two LTF Members to Assist with Screening Zero Waste Outreach RFQ Responses

At the JPA Board Meeting on August 23, 2012 the Board approved issuing a Request for Qualifications for a zero waste outreach/advertising contractor. The agenda report from the Board Meeting is attached to this report.

The Board voted to issue the RFQ with direction that the RFQ include provisions that: contractors make efficient use of the existing assets and work that has already been produced, that market research be conducted to identify the most effective targets and that quantifiable measures of success be included.

The Board’s motion included a selection process which incorporates the LTF by having two members participate in a screening process which would recommend the top three responses from those received. Then, the top three firms would be interviewed by a panel consisting of the JPA Chair, the LTF Chair, JPA staff and an outside zero waste/recycling expert from a Bay Area municipality.

Recommendation:
The LTF should select two members to participate in the Outreach RFQ screening process.

Attachment
f://waste/jpa/jpa_agenda_items/0f/130008rfq_screening.docx
ATTACHMENT

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

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Date: August 23, 2012

To: JPA Board Members

From: Michael Frost, Executive Officer

Re: Request for Qualifications (RFQ) for Zero Waste Outreach/Advertising Contractor

The Zero Waste Outreach program was established in FY 10/11 and has been allocated $200,000 in the JPA Budget for 3 years. The JPA is currently wrapping up its second year of contracting with the Hive Advertising. Staff and the Board have generally been satisfied with the outreach efforts the contractor has produced and staff has been pleased with the contractor's responsiveness to various issues. However, there has been feedback from some Local Task Force members that the program is not focused enough on engaging community groups, and lacks a public relations strategy.

JPA staff would like to release a new Request for Qualifications (RFQ) to determine what approach other contractors might take to help reach the JPA’s Zero Waste Goals. In addition to requesting public relations and community group engagement the RFQ will also focus on having contractors set goals for measurable performance and success.

The JPA will work with CalRecycle staff and other local recycling and zero waste agencies to ensure distribution of the RFQ to as many outreach contractors as possible. Staff will also encourage the current contractor to respond to the RFQ, as their work has been well received by most stakeholders in the past.

Staff is proposing the following structure for the selection process. Following submittal of RFQ responses an initial review and grading will be conducted by staff and two LTF members to certify the top three firms responding. Those three firms will then be interviewed by a panel consisting of the JPA Chair, the LTF Chair, JPA Staff members, and an outside zero waste/recycling expert from a municipality within the Bay Area. Following selection of a Contractor, Staff will develop a contract which will be brought to your Executive Committee for approval.

Recommendation:
JPA staff requests that your Board authorize the Executive Officer to release an RFP for Outreach and Advertising services, utilize the proposed selection process, and return to the JPA Executive Committee with a recommended contractor and proposed contract.
MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Date: September 5, 2012

To: Local Task Force Members

From: Steve Devine, Program Manager

Re: Local Task Force Workplan

At your August 1, 2012 meeting the Local Task Force voted to adopt following programs and projects as their focus for FY 2012-13. The work plan for the LTF currently is:

- Asphalt shingle recycling pilot project
- Construction and demolition debris
- Revision of the Legislative Platform
- Extended Producer Responsibility (EPR): plastic bags, bulbs, batteries and sharps
- Expanding sharps and pharmaceuticals collection opportunities
- Review of long-term JPA funding
- Community outreach

Due to staffing requirements for ongoing JPA programs and newly received grant funding, a limited amount of staff time will be available to conduct research and produce reports on all these various issues. Unless the majority of the group decides to focus on the same subjects, it is suggested to have individual members or subcommittees meet to research and discuss the topics.

Staff would like to determine the interest from each LTF member on which programs they would like to focus on. After each LTF member votes for their priority issues the LTF can determine which issues should be placed on the regular agenda for LTF discussion, and which issues will be addressed by subcommittees prior to agenda development and discussion at LTF meetings.

Recommendation
Staff recommends that each LTF Member vote for up to three issues they would like to focus on from the FY 2012-13 Work Plan List.

**If you are unable to attend this meeting please email staff prior to the meeting with up to three issues you would like to focus on.