

MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

EXECUTIVE COMMITTEE MEETING

Thursday, April 18, 2013
Marin Municipal Water District
220 Nellen Avenue, Corte Madera

9:00 AM -9:30 AM

AGENDA

1. Call to Order

Regular Agenda

2. Approval of Executive Committee Minutes from October 25, 2012. (Action)
3. FY 13-14 Budget Process, Budget Sub-Committee Recommendation and Fee Schedule. (Action)
4. Appointment of Members to JPA Board Zero Waste Outreach Subcommittee (Action)

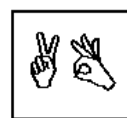
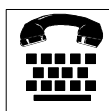
Consent Calendar

5. Update on Upcoming Contracts for Next Year's Programs (Information)
6. Five Year Regional Agency Integrated Waste Management Plan Review Report Submittal (Information)

End Consent Calendar

7. Open Time.
8. Staff Report on Recent and Ongoing Activities.
9. Next scheduled JPA Board Meeting to be held on Thursday, May 16, 2013.
10. Adjourn.

Agendas and staff reports can be viewed at:
<http://zerowastemarin.org/who-we-are/2013-jpa-agendas-and-minutes/>



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

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

Executive Committee
Thursday October 25, 2012
Marin Municipal Water District
220 Nellen Ave, Corte Madera

MINUTES**MEMBERS PRESENT**

Nancy Mackle, San Rafael (Chair)
Jim McCann, Mill Valley
Dan Schwarz, Larkspur

MEMBERS MISSING

Matthew Hymel, County of Marin
Michael Frank, Novato

STAFF PRESENT

Michael Frost, JPA Staff
Alex Soulard, JPA Staff
Steve Devine, JPA Staff
Kiel Gillis, JPA Staff

OTHERS PRESENT

Neil Roscoe, Marin Sanitary Svc.
Kim Scheibly, Marin Sanitary Svc.
Kathy Wall, Marin Sanitary Svc.
John Lippitt, San Rafael Fire
Courtney Bell, San Rafael Fire
Andy Campbell, Renew Computers
Jon Elam, Tamalpais CSD
Judy Anderson, Fairfax
Dan North, Redwood Landfill
Joan Irwin, LTF

1. Call to Order

The Executive Committee meeting came to order at 9:18AM.

2. Approval of Executive Committee Minutes from April 26, 2012.

M/s McCann, Schwarz to approve the April 26, 2012 Executive Committee minutes. The motion passed unanimously.

3. Update on HHW Facility Operations from San Rafael Fire Department

Deputy Fire Marshall John Lippitt provided an update on facility operations at the San Rafael Household Hazardous Waste Facility. Mr. Lippitt reported that through the efforts of HHW Staff the facility closed out FY 11/12 roughly \$9,500 under budget yet materials collected were 21% greater than the previous year. Mr. Lippitt also reviewed the FY12/13 budget freeze, as well as summarized the expected gains from possible participation in the Paint Care Program. Committee Members commended Marin Sanitary Service for their efforts operating the facility as well as San Rafael Fire staff for the report. No action was required. No public comment received.

4. Updated Staffing Contract with County

Staff reported that during the last audit, JPA Auditor Maher Accountancy made recommendations to update the Staffing Contract to reflect the current arrangement between the JPA and the County. This included clarification of routine practices and identification of 6.1 and 6.2 Programs. M/s McCann/Schwarz to approve and forward the updated contract to full JPA Board for final approval. The motion passed unanimously.

Consent Calendar

5. Zero Waste Grants Special Project Fund Roll Forward
6. New Hauler/Facility Representative to Local Task Force
7. Contract with Zun Zun for School Assemblies

M/s McCann, Schwarz to;

Authorize Executive Director to direct the County of Marin Department of Finance to increase appropriations in fund 70073, fund center 6180990003, commitment item 5211500 Miscellaneous Services by \$337,247.52.

And

Adopt a Motion recommending Dan North's appointment to the vacant a hauler/facility operator position on the Local Task Force to the full JPA Board.

And

Adopt a Motion authorizing your Executive Officer, Michael Frost, to sign a contract with ZunZun for an amount not to exceed \$15,000 to market, schedule and present educational musical assemblies at local schools in Marin County.

The Motion passed unanimously.

End Consent Calendar

8. Open Time

Chair Mackle requested Staff to facilitate electronic paperless JPA Agendas to Executive Committee Members and that Chair Mackle will request the full JPA Board move to paperless.

9. Staff Report on Recent and Ongoing Activities

Staff provided an update on ongoing activities which included; release of the Zero Waste Outreach Request for Qualifications to over 70 local companies following review by LTF Members and Chair as well as JPA Members Hymel and Mackle, upcoming release of the CEQA Model Single-Use Bag Ordinance RFP, submittal of a Letter of Support for the California Department of Toxic Substances Control Green Chemistry Initiative, and Staff member Soulard's Zero Waste presentation at the Environmental Forum of Marin. Staff also noted the FY 11/12 Zero Waste Grant Progress Report is due December 12, 2012, and a sample report will be provided by Staff in the coming weeks.

10. Next scheduled JPA Board Meeting to be held: TBD.

11. Adjourn.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: April 18, 2013

Corte Madera:
David Bracken

To: Executive Committee Members

County of Marin:
Matthew Hymel

From: Michael Frost, Executive Officer

Re: Proposed JPA FY 13-14 Budget

Fairfax:
Garrett Toy

Enclosed is the proposed FY 13/14 budget and assessments for the Hazardous and Solid Waste Management Joint Powers Authority (JPA). This budget proposes a 15.5% increase in assessments over last year's originally approved FY 12/13 assessments for the following reasons, in addition to other minor adjustments:

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

- The HHW Program budget has increased by \$361,338 over FY 12/13 as the result of increased HHW Facility use and staffing costs, and other Program adjustments.

Novato:
Michael Frank

- Accounting actions for the JPA Grant Program require re-budgeting prior year grants as outlined in the Zero Waste narrative.

Ross:
Rob Braulik

The following three budget centers are outlined in this budget:

San Anselmo:
Debbie Stutsman

1. ADMINISTRATION

(JPA Section 6.1) All Members Participate

The JPA's planning and administration is funded through the 6.1 budget center and administered by contract with the County of Marin.

San Rafael:
Nancy Mackle

2. HOUSEHOLD HAZARDOUS WASTE

(JPA Section 6.2) Optional Member Participation

The Household Hazardous Waste program is funded through the 6.2 budget center. The San Rafael Fire Department provides facility oversight by a contract with Marin Recycling & Resource Recovery Association. Novato does not participate in this program – but operates its own HHW facility and services.

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

3. ZERO WASTE

(JPA Section 6.2) Optional Member Participation

The Zero Waste program is funded out of a separate 6.2 budget center and administered by contract with the County of Marin. Novato does not participate in this program.

ADMINISTRATION

Budgeted expenditures for FY 13/14 of \$535,194 are \$9,313 less than the modified FY 12/13 budget and account for 15% of proposed JPA expenditures.

Please recall that two modifications were made to the FY 12/13 administration budget during the course of the year:

1. In February 2013 the Board authorized expended \$60,000 in contingency funds to contract for an environmental analysis/CEQA work for a standardized document that could be used by the member cities to support implementing single use bag ordinances.
2. Additionally, the JPA received a Beverage Container Recycling Grant from CalRecycle for \$31,000 this amendment was made to FY 12/13 budget. \$13,204 was spent in FY12/13 and the remaining \$17,796 is budgeted to be spent in FY 13/14. All \$31,000 will be reimbursed by CalRecycle in FY 13/14.

Included in the FY 13/14 budget is an additional \$50,000 to assist member agencies in adoption, outreach and enforcement of the draft bag ban, once available. The JPA legal expense budget was also increased by \$3,500 to cover County Counsel staff time that may be required for the single use bag project.

The JPA's contract with the County increased due to a rent increase of \$1,037 and \$7,103 in labor due to higher retirement costs through the Marin County Employees' Retirement Association (MCERA) – with no changes in staffing levels. The outreach budget was increased by \$2,250 to accommodate JPA membership increases in agencies like the California Product Stewardship Council and to accommodate special requests.

HOUSEHOLD HAZARDOUS WASTE

Budget expenditures of \$1,933,706 account for 55% of proposed JPA expenses. The budget is increased by \$181,008 from the modified budget. Please recall that there were two mid-year modifications to the FY 12/13 budget:

1. Release of \$175,000 in contingency funds for continued operation of the Marin HHW Facility, and
2. Release of \$5,330 in contingency funds for updated and improved outreach of the sharps program.

The City of San Rafael administers the Household Hazardous Waste Program via a contract with Marin Recycling & Resource Recovery Association (MRRRA). In FY 11/12 a new funding agreement between the JPA and the City of San Rafael was approved – coinciding with the City entering into an updated agreement with MRRRA for operation of the Permanent San Rafael HHW facility (HHWF). These new agreements specify that the level of service at the facility will be at a level approved in the JPA budget. However, in FY 12/13 the HHWF has experienced cost over runs due to a delay in implementation of the PaintCare program and required a release of \$175,000 in reserves to keep the facility in operation.

The City of San Rafael and Marin Resource Recovery Association are proposing an increase of \$205,877 in the HHWF operating budget. Disposal and staffing costs are anticipated to keep increasing, but costs will be somewhat mitigated by anticipated funding from the new "Paint Care" program. Paint Care is a new extended producer responsibility (EPR) program in which users (paint buyers) pay an advanced disposal fee to offset the costs of dealing with leftover

paint at the end of its lifecycle. The City's management fee and costs have been augmented by \$3,138 for increased staff costs.

Also included in this budget is \$27,697 for the eleventh year of a grant to supplement Novato's Household Hazardous Waste Program. The overall grant amount was reduced by \$22,942 from FY 12/13. The grant is equal to the Novato self-haul fee amount levied on Redwood Landfill for the HHW Fund. This is the first year that the grant amount has not included a payback \$15,003 that occurred annually for ten years for historically overpaid fees.

In FY 12/13 the JPA increased the sharps program budget, as recommended by the Local Task Force, with \$5,330 in reserves to pay for increased outreach of the sharps and pharmaceuticals collection programs. The sharps budget was increased by \$7,400 this year to \$76,000 to continue this outreach and pay for treatment of more waste.

The Bulb and Battery Drop-off program budget was increased by \$5,000 for a total of \$45,000. This program has been very successful at coordinating the pickup used fluorescent bulbs and batteries at dropped off at local hardware and convenience stores. The cost increase will pay for increase waste processing fees.

The JPA also took over administration of Marin's Oil Payment Program and will be receiving the payment for Cycle 3 of that program in April 2013 and payment for Cycle 4 in early 2014. This increases the revenues by \$81,038 in FY 12/13 and by the same amount in FY 13/14. This is balanced with expenditures of their sum of \$162,076 in FY 13/14.

Contingency funds for the HHW Budget Center are set at 10% to help control tipping fees in FY 13/14. It is planned that the contingency funds will be restored to 20% in FY 14/15.

ZERO WASTE

Budgeted expenditures for FY 13/14 of \$1,017,126 are increased by \$1,368 from the approved FY 12/13 budget and account for 29% of FY 13/14 proposed JPA expenditures.

The major components of this budget are \$250,000 for the zero waste grant program, \$200,000 to continue the public outreach campaign, and \$15,000 each for school outreach and the construction and demolition debris recycling program implementation.

Beginning in FY 2010-11 the JPA started budgeting approximately \$250,000 annually to fund a grant program for member agencies to develop zero waste initiatives in their respective community. The concept was budgeted money unspent by member agencies would be rolled over into future years to allow funding to accumulate for a larger future project. However, after spending considerable time with the JPA auditor this year it was determined that although JPA staff had set the funding aside in "special project" budgets with the specific intent of creating an encumbrance and rolling unspent grant funding forward, the JPA audits did not recognize this as an obligation. Therefore, in this proposed budget unspent prior year grants will be budgeted annually. The net effect of this misunderstanding with the JPA auditor is that the prior year carryover fund balances were overstated by the unspent grant amounts. Therefore, the assessments for this program need to be increased to retain these prior year grant obligations.

Zero Waste Grant Enhancement Option

At the January 24, 2013 JPA Board Meeting, the Board elected to “roll over” the \$250,000 in budgeted FY 12-13 zero waste grant funds to FY 13-14 because the budget cycle is running ahead of when the grant offerings can be made. Due to this lag in timing, Staff discussed the possibility of an enhanced “double grant” being possible during fiscal year 13/14. The next zero waste grant cycle is anticipated to be offered in approximately August 2013.

The Budget Subcommittee examined the option to include an additional \$250,000 in the FY 13/14 budget to provide for a “double offering.” However, to mitigate the impact on the assessments to the local haulers, landfill, facilities – and ultimately the customers, the Budget Subcommittee is not recommending additional grant funding in the proposed budget. This recommendation does allow for continued operation of the zero waste grant program at the same level as the past two years, without interruption. However, the Subcommittee requested Staff include the option as part of this report to the Executive Committee for your discussion and potential consideration. If a “double offering” option were implemented it would result in an overall 26% increase in JPA assessments from the original FY12/13 budget versus the 15.5% proposed herein.

RECOMMENDATION

The JPA Board’s Budget Subcommittee of Members Mackle and Hymel met March 28, 2013 to review the draft budget and provided feedback staff which is incorporated in the budget presented here. It is requested you recommend the FY 13/14 budget to full JPA Board as proposed.

Attachments.

F:\Waste\JPA\Budget\FY 13-14\JPA 13-14 Budget Transmittal to ExCom.doc

Attachment A

JPA Hauler, Landfill & Non-Disposal Facility Assessments

FY 2013 - 14

MSW Haulers	2011 DISPOSAL (tons)			TOTAL TONS	Per Ton Disposal Fee			
	MSW & Debris	Self-Haul	Zero Waste		Adminstration	HHW	Total	
Bay Cities Refuse	7,183	N/A	\$21,836.72	\$14,366.26	\$8.73	\$98,911.70		
Marin Sanitary Service (MSS)	61,311	N/A	\$186,384.07	\$122,621.10	\$535,241.10	\$844,246.27		
Mill Valley Refuse	21,616	N/A	\$65,712.40	\$43,231.84	\$188,706.98	\$297,651.22		
Novato (Redwood Empire Disposal)	29,336	N/A	\$0.00	\$58,672.92	\$0.00	\$58,672.92		
Shoreline (Redwood Empire Disposal)	4,470	N/A	\$13,588.53	\$8,939.82	\$39,022.31	\$61,550.66		
Tam. CSD	1,676	N/A	\$5,093.52	\$3,351.00	\$14,627.12	\$23,071.64		
Total Franchised Hauler	125,591	N/A	\$292,615.23	\$251,182.94	\$840,306.24	\$1,384,104.41		
Landfills								
Redwood	N/A	77,373	\$235,214.68	\$154,746.50	\$675,468.47	\$1,065,429.65		
Total Landfills	N/A	77,373	\$235,214.68	\$154,746.50	\$675,468.47	\$1,065,429.65		
Non-Disposal Facilities								
MSS Transfer Station	N/A	200	\$608.00	\$400.00	\$1,746.00	\$2,754.00		
Marin Resource Recovery	N/A	34,997	\$106,389.48	\$69,993.08	\$305,519.79	\$481,902.36		
Total Non-Disposal Facilities	N/A	35,197	\$106,997.48	\$70,393.08	\$307,265.79	\$484,656.36		
TOTALS	125,591	112,570	\$634,827.39	\$476,322.52	\$1,823,040.50	\$2,934,190.42		

DRAFT BUDGET

JPA ADMINISTRATION 2014 (70070) 96X-CWM EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

12/13 BUDGET (As Modified)	12/13 EXP THRU 3/15/2013	12/13 TOTAL EST EXPENDITURE	13/14 ACCOUNT NAME	13/14 OBJECT	13/14 REQUEST	NARRATIVE
\$355,153	\$177,577	\$355,153	Salaries and Wages	5110110	\$362,256	Contract staff salaries and wages for 6.1 Programs.
\$355,153	\$177,577	\$355,153	Salaries and Wages Total		\$362,256	
\$4,000	\$0	\$4,000	Legal Expense	5210100	\$7,500	JPA legal counsel.
\$11,000	\$750	\$11,000	Outside Acctg & Audit Fees	5210200	\$11,000	Financial review.
\$18,000	\$16,743	\$16,743	Insurance	5210500	\$18,000	JPA insurance.
\$1,000	\$0	\$0	OFC Equip Rep & Maint.	5210900	\$1,000	Same as previous year.
\$15,904	\$15,904	\$15,904	Rent	5211200	\$16,941	Rent for space used.
\$60,000	\$0	\$60,000	Bag Ban CEQA	5210100	\$50,000	Member Cities funding for bag ban implementation and enforcement.
\$1,500	\$153	\$300	Training	5211300	\$1,500	Training, Memberships Same as previous year.
\$600	\$263	\$500	Mileage & Routn Trvl Exp	5211400	\$600	Routine travel. Same as previous year.
\$35,000	\$16,183	\$35,000	Outreach	5211500	\$37,250	Compost Bins, Reusable Bags, JPA Group Memberships, Sponsorships, General
\$31,000	\$13,204	\$13,204	State Grant	5211500	\$17,796	Beverage Container Recycling Grant accepted by JPA on 5/24/12
\$5,500	\$59	\$5,500	Supplies & Reproduction	5220100	\$5,500	Same as previous year.
\$5,850	\$3,936	\$5,850	County Financial Service	5210200	\$5,850	Pro-rate County Department of Finance's cost plan.
\$189,354	\$67,195	\$168,001	Services & Supplies Total		\$172,937	
\$544,507	\$244,771	\$523,154	JPA 6.1 Program Total	Total	\$535,194	

2014 (70070) 96X-CWM REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

12/13 BUDGET	12/13 REV THRU 3/15/2013	12/13 TOTAL EST REVENUE	13/14 ACCOUNT NAME	13/14 REVENUE SOURCE	13/14 REVENUE REQUEST	NARRATIVE
\$1,500	\$305	\$500	Interest	4410125	\$1,500	JPA funds in interest bearing account.
\$31,000	\$0	\$0	Other Aid State	4530527	\$31,000	Beverage Container Recycling Grant Reimbursement in FY 13/14
\$512,047	\$256,023	\$512,047	Solid Waste Man. Fees	4640910	\$476,323	Solid Waste Disposal Fees
\$0	\$175	\$175	Misc.	4710642	\$0	
\$29,540	\$142,849	\$142,849	Carry-Over		\$132,417	
\$574,086	\$399,353	\$655,571	Total Revenue		\$641,239	
		\$132,417	GENERAL CONTINGENCIES	9000010	\$106,046	
			General Contingencies			20%

* Carryover is reduced by \$43,599 FY 11/12 encumbrance for website work.

DRAFT BUDGET

HOUSEHOLD HAZARDOUS WASTE PROGRAM						
2014 (70071) 96Y-NNO EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA						
<u>12/13</u> <u>BUDGET</u> <small>(As Modified)</small>	<u>12/13</u> <u>EXP THRU</u> <u>3/15/2013</u>	<u>12/13</u> <u>TOTAL EST</u> <u>EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>13/14</u> <u>BUDGET</u> <u>REQUEST</u>	<u>OBJECT</u>	<u>NARRATIVE</u>
\$39,461	\$19,730.50	\$39,461	Salaries and Wages	\$40,250	5110110	Contract staff salaries and wages for 6.2 Programs.
\$142,650	\$83,213	\$142,650	HHW Oversight	\$145,788	5210100	City of San Rafael HHW Oversight including West Marin HHW events.
\$50,639	\$50,639	\$50,639	Novato HHW Grant	\$27,697	5210100	Novato HHW Grant fee reimbursement.
\$40,000	\$26,492	\$40,000	Bulb and Battery Program	\$45,000	5210100	Program for Drop-off of Fluorescent Bulbs and Batteries at convenient locations
\$1,403,518	\$653,596	\$1,403,518	Contract SVC	\$1,434,395	5210100	HHW Contract (offset with SQG and BOP Grant funds).
\$2,500	\$154	\$400	JPA legal counsel	\$2,500	5210131	JPA legal counsel work on HHW contracts and HHW Grant Agreements.
\$0	\$0	\$0	Oil Payment Program	\$162,076	5211500	CalRecycle Oil Payment Program - Cycle 3 and Cycle 4
\$73,930	\$73,930	\$73,930	Sharps Program	\$76,000	5211500	JPA sharps container and disposal service, except Novato.
\$1,752,698	\$907,754	\$1,750,598	JPA 6.2 Program Total	\$1,933,706	Total	

2014 (70071) 96Y-NNO REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>12/13</u> <u>BUDGET</u>	<u>12/13</u> <u>REV THRU</u> <u>3/15/2013</u>	<u>12/13</u> <u>TOTAL EST</u> <u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>13/14</u> <u>REVENUE</u> <u>REQUEST</u>	<u>REVENUE</u> <u>SOURCE</u>	<u>NARRATIVE</u>
\$3,000	\$52	\$75	Interest	\$1,000	4410125	JPA funds in interest bearing account.
\$0	\$0	\$81,038	Other Aid State	\$81,038	4530527	CalRecycle Oil Payment Program Funding
\$1,662,245	\$831,123	\$1,662,245	HHW Man. Fees	\$1,823,041	4640910	Fees charged to haulers and facility operators
\$214,002	\$221,092	\$221,092	Carry-Over	\$213,852		
\$1,879,247	\$1,052,267	\$1,964,450	Total Revenue	\$2,118,931		
		\$213,852	<u>GENERAL CONTINGENCIES</u> General Contingencies	\$185,225	9000010	
						10%

DRAFT BUDGET

JPA ZERO WASTE PROGRAMS						
2014 (70073) ZERO WASTE EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA						
<u>12/13</u>	<u>12/13</u>	<u>12/13</u>	<u>12/13</u>	<u>13/14</u>	<u>NARRATIVE</u>	
<u>BUDGET</u>	<u>EXP THRU</u>	<u>3/15/2013</u>	<u>TOTAL EST</u>	<u>BUDGET</u>	<u>REQUEST</u>	
<u>12/13</u>	<u>EXP THRU</u>	<u>3/15/2013</u>	<u>EXPENDITURE</u>	<u>OBJECT</u>	<u>REQUEST</u>	
				Zero Waste Operational		Fund Center 6180012000
\$168,401	\$84,201	\$84,201	\$168,401	5110110	\$171,769	Contract staff salaries and wages for Zero Waste Programs
\$4,000	\$0	\$0	\$0	5210100	\$2,000	JPA legal counsel.
\$30,000	\$30,000	\$30,000	\$30,000	5211500	\$30,000	Zero waste development. (\$15K for Zero Waste Elementary School Program and \$15K for Consultant for C and D Facility Certification and Staff Training)
\$200,000	\$200,000	\$200,000	\$200,000	5211500	\$200,000	Public education (Media expert to develop and implement PSA)
\$402,401	\$314,201	\$314,201	\$398,401	Operational Budget Subtotal	\$403,769	
				Zero Waste Grant Funding		Fund Center 6180990003
\$250,000	\$0	\$0	\$0	5211500	-	FY 12/13 Zero Waste Grant Funding for municipalities implementation
-	-	-	-	5211500	\$0	No additional Zero Waste Grant Funding for FY 13/14
\$363,357	\$0	\$0	\$0	5211500	\$613,357	Zero Waste Grant Funds held in ZW Special Project (618099003) Fund Center
\$613,357	\$0	\$0	\$0	Zero Waste Grants Subtotal	\$613,357	
\$1,015,758	\$314,201	\$314,201	\$398,401	Total	\$1,017,126	

2014 (70073) ZERO WASTE REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>12/13</u>	<u>12/13</u>	<u>12/13</u>	<u>12/13</u>	<u>13/14</u>	<u>NARRATIVE</u>	
<u>BUDGET</u>	<u>EXP THRU</u>	<u>3/15/2013</u>	<u>TOTAL EST</u>	<u>BUDGET</u>	<u>REVENUE</u>	
<u>12/13</u>	<u>EXP THRU</u>	<u>3/15/2013</u>	<u>REVENUE</u>	<u>REVENUE</u>	<u>REQUEST</u>	
				Zero Waste Operational		Fund Center 6180012000
\$500	\$408	\$408	\$500	4410125	\$500	JPA funds in interest bearing account.
\$0	\$0	\$0	\$0	4530527	\$0	
\$365,443	\$182,722	\$182,722	\$365,443	4640910	\$634,827	Solid Waste Disposal Fees
\$0	\$0	\$0	\$0	4710642	\$0	
\$413,783	\$460,091	\$460,091	\$460,091	Carry-Over	\$427,633	
\$779,726	\$643,221	\$643,221	\$826,034	Total Revenue	\$1,062,961	
				GENERAL CONTINGENCIES		
				General Contingencies	9000010	\$45,835
						5%



MAYOR GARY O. PHILLIPS
VICE MAYOR BARBARA HELLER
COUNCILMEMBER KATE COLIN
COUNCILMEMBER DAMON CONNOLLY
COUNCILMEMBER ANDREW CUYUGAN MCCULLOUGH

March 8, 2013

FIRE DEPARTMENT
FIRE CHIEF, CHRISTOPHER GRAY
PHONE: (415) 485-3304
FAX: (415) 453-1627

Michael Frost
Marin County Hazardous and Solid Waste Management Joint Powers Authority
PO Box 4186
San Rafael, CA 94913-4186

RE: Fiscal Year 2013/14 Budget Proposal

Dear Michael,

Please accept this letter with attachments as the Fiscal Year 2013/14 budget proposal for the Marin Household Hazardous Waste (HHW) program. The allocation amounts for the City of San Rafael management oversight and for Marin Recycling and Resource Recovery Association (MRRRA) contractual services are provided herein.

The Amended Hazardous Waste Collection Program Agreement that was executed in January of 2012 specifies new requirements and activities for both the City and MRRRA. Implementing many of these new requirements has resulted in cost increases to the HHW program. Examples, including but not limited to, as follows: increasing insurance coverage amounts has increased the annual cost by \$18,420; the expansion of public education and outreach has increased costs by \$10,222. Additionally, the annual cost of worker's compensation insurance will increase by \$22,433. The total cost increase for just these three examples is \$51,075.

The Amended Agreement referenced above also requires an independent audit every three years of MRRRA records of expenses, profit and revenues for contractual services provided in the previous fiscal year. In August of 2012, the City obtained Chiao, Smith, McMullin & McGuire to perform the first such audit. The results of the independent audit document that MRRRA's financial records were in order and in accordance with the Amended Agreement. The cost to the City for this new requirement for financial oversight was \$7,640.

In consultation with MRRRA and JPA staff, we are recommending the pilot Household Universal Waste Pick-up Program be continued through the next fiscal year. This extended pilot will allow us to gain additional experience and to meet with waste haulers from throughout Marin County to explore ideas for offering the program to more jurisdictions within the county. For details about the pilot pick-up program, see the attached outline.

Our budget assumptions for FY2012/13 included six months of cost recovery of approximately \$90,000 from the new PaintCare Program; which to date have not materialized and the start date remains uncertain. Please see the attached outline for information regarding the PaintCare Program. The HHW program budget for FY 2012/13 was amended by the JPA Board at their meeting on January 24, 2013. With the approval of the additional \$175,000 allocation from the HHW program contingency fund, the program is on track through the end of the fiscal year.

We are recommending the following HHW program budget proposal for FY 2013/14 to the JPA Board for approval. The cost for the City providing management oversight, including one-day temporary collection events in West Marin, is \$145,788, which is an increase of 2.2% or \$3,138.30. For MRRRA contractual services we are proposing \$1,434,395, which is an increase of 2.2% or \$30,877. The 2.2% increase is in line with the December CPI for the San Francisco Bay area.

Marin HHW Program Operating Costs FY 2013/14

MRRRA

Personnel	\$ 523,657
Non-personnel	\$ 910,738
Total HHW Facility Operating Contractual Services:	\$1,434,395

CITY

Personnel	\$ 94,500
Non-personnel	\$ 51,288
Total City Management Oversight:	\$145,788

Total Marin HHW Program FY 2013/14 Budget: \$1,580,183

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

Respectfully,



John D. Lippitt
Deputy Fire Marshal
Environmental Program Manager
415.485.5067



Our Mission...is to help!

Attachments (2):
PaintCare Program Outline
Pilot Household Universal Waste Pick-up Outline

PAINTCARE PROGRAM OUTLINE

Unfortunately, the PaintCare Program has not come to fruition as anticipated in the FY 2012/13 HHW program budget. Due to the uncertainty of the effective date, we've agreed with JPA staff to not include an assumption for the PaintCare cost recovery amount in the FY 2013/14 budget. We believe the best recommendation for any cost savings from the PaintCare Program in FY2013/14 would be to allocate the funds to replenish the HHW contingency fund reserves.

The background information below was provided to the JPA Board as part of the previous year's budget proposal letter. It is included again this year as the information is still relevant with the exception of the anticipated implementation date.

BACKGROUND

In 2010, California approved the California Paint Product Stewardship Law. This legislation ensures environmentally responsible end-of-life management for leftover architectural paint while relieving local and state governments of the economic burden of post-consumer paint management. The California Product Stewardship Council is partnering with the national PaintCare program to provide a more cost effective service to California municipalities.

The primary purpose of the PaintCare Program is to create an architectural paint stewardship program to reduce its cost and environmental impact. Accordingly, to fulfill its obligations under the Legislation, PaintCare must contract with various jurisdictions to manage collection facilities. The City of San Rafael plans to enter into a contract with PaintCare to take full advantage of the Program and the available financial incentives.

The PaintCare Program will be primarily funded by paint manufacturers and will collect, transport, recycle and properly dispose post-consumer paint for our Marin HHW facility for free. Additionally, PaintCare pays \$0.25 per container for direct reuse, however, all costs associated with management oversight must still be covered by the HHW program budget.

In California, the PaintCare Program was initially targeted to be ready in October 2012. For our HHW FY 2012/13 budget purposes, we assumed that the Program would not begin until January 1, 2013.

PILOT HOUSEHOLD UNIVERSAL WASTE PICK-UP PROGRAM OUTLINE

1. Marin Recycling and Resource Recovery Association (MRRRA) will continue to operate a pilot Household Universal Waste Pick-Up Program (HUWPUP) by collecting from residences and transporting to the HHW facility for disposition along with other Approved Hazardous Waste received at that facility, the following Universal Waste products:

- Electronic devices
- Batteries
- Fluorescent tubes and bulbs
- Mercury-containing equipment
- CRTs
- Aerosol cans

In addition to Universal Waste, the scope of the pick-up program also includes the following approved hazardous waste products:

- Motor oil
- Oil filters
- Latex paint

2. The pilot HUWPUP is provided to residents of San Rafael by appointment only. Residents make an appointment by calling the MRRRA's advertised HHW Hotline phone number.
3. MRRRA has prepared and implemented a written operational plan for the HUWPUP.
4. The cost for pick-up service to a household customer located in San Rafael is \$25.
5. The pilot HUWPUP began operation in July 2012.
6. It is intended that the Household Universal Waste Pick-Up Program will be expanded to serve other approved service areas. During FY 2013/14, research will be conducted to see if other haulers in Marin County are willing to participate in the program. City staff, JPA staff, and MRRRA staff will work cooperatively to develop a plan for the expansion of the HUWPUP and present that plan to the JPA Board.
7. As of January 31, 2013, the HUWPUP has served 20 San Rafael participants.
8. The pilot program was intended to be cost neutral with the \$25 San Rafael participation fee covering costs, including labor. To date, the pilot HUWPUP has cost the HHW Program \$4,000, which went towards new program brochures.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: April 18, 2013

Corte Madera:
David Bracken

To: Executive Committee Members

From: Steve Devine, Program Manager

County of Marin:
Matthew Hymel

Re: Appointment of Members to JPA Board Zero Waste Outreach Subcommittee

Fairfax:
Garrett Toy

Due to the relative infrequency of JPA Board and Executive Committee meetings Staff is requesting the Executive Committee appoint two Members to review and provide direction to Staff and the JPA's Zero Waste outreach contract O'Rorke Inc. to provide direction and feedback on issue that do not warrant or need review by the full JPA Board.

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

Recommendation

Novato:
Michael Frank

Appoint no more than two Members of the Executive Committee to a Zero Waste Outreach Subcommittee.

Ross:
Rob Braulik

F:\Waste\JPA\JPA Agenda Items\ExCom 130418\Zero Waste Outreach Subcommittee Appointments.doc

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: April 18, 2013

Corte Madera:
David Bracken

To: Executive Committee Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Re: Update on Upcoming Contracts for Next Year's Programs

Fairfax:
Garrett Toy

At the May 16, 2013 JPA Board of Director's Meeting, staff expects to request authorization for your Executive Office to enter into a number of contracts that are incorporate in the proposed FY 13/14 JPA Budget. Those proposed contracts will be described more fully in the agenda reports at that meeting – but Staff wants to inform the Executive Committee of the expected contracts which are anticipated to include:

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

Used Oil Payment Program

Novato:
Michael Frank

- Contract with Marin Sanitary Service offsetting used motor oil and filters recycling.
- Contract with Brad Damitz to establish a new motor oil absorbent pilot program at Marin County boat marinas.
- Contract with C2 Alternative Services to conduct required used oil collection centers certifications, multicultural outreach programs, motorcyclist used oil recycling education, etc.

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

Construction and Demolition Debris

San Rafael:
Nancy Mackle

- Contract with R3 Consulting for C&D facility certifications and member agency assistance in adopting ordinances.

Sausalito:
Adam Politzer

School Outreach

Tiburon:
Margaret Curran

- Contract with Zun Zun to conduct school recycling education and assemblies.

Recommendation

Receive and file report.

F:\Waste\JPA\JPA Agenda Items\ExCom 130418\Update on Upcoming Contracts.doc

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

March 27, 2013

Corte Madera:
David Bracken

Krysty Emery
CalRecycle
Local Assistance & Market Development
P.O. Box 4025
Sacramento, CA 95812-4025

County of Marin:
Matthew Hymel

Fairfax:
Garrett Toy

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

Larkspur:
Dan Schwarz

Dear Ms. Emery,

Mill Valley:
Jim McCann

Enclosed is the Five-Year Regional Agency Integrated Waste Management Review Report for the Marin County Hazardous and Solid Waste Management Joint Powers Authority. This Five Year Report is the third review period for Marin County's Regional Integrated Waste Management Plan, originally adopted in 1998.

Novato:
Michael Frank

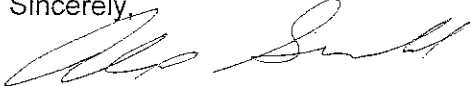
Ross:
Rob Braulik

Please review this report and keep Marin staff informed of public hearings concerning this report and its content. Should you require additional documentation for this Report or have any questions, please contact me at 415-473-4298.

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sincerely,



Sausalito:
Adam Politzer

Alex Soulard
Waste Management Specialist

Tiburon:
Margaret Curran

Attachments

f:\waste\jpa\integrated waste management plan documents\2013 5 year review submittal letter.docx

Five-Year CIWMP/RAIWMP Review Report Template

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

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

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

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

Dept. of Resources Recycling & Recovery
Local Assistance & Market Development, MS-25
P. O. Box 4025
Sacramento, CA 95812-4025

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

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

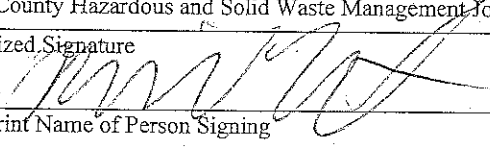
SECTION 1.0 COUNTY OR REGIONAL AGENCY INFORMATION			
I certify that the information in this document is true and correct to the best of my knowledge, and that I am authorized to complete this report and request approval of the CIWMP or RAIWMP Five-Year Review Report on behalf of:			
County or Regional Agency Name		County(s) [if a RAIWMP Review Report]	
Marin County Hazardous and Solid Waste Management Joint Powers Authority		Marin	
Authorized Signature 		Title Executive Officer	
Type/Print Name of Person Signing	Date	Phone	
Michael Frost	3/27/2013	(415) 473-3725	
Person Completing This Form (please print or type)	Title	Phone	
Alexander Soulard	Waste Management Specialist	(415) 473-4298	
Mailing Address	City	State	Zip
P.O. Box 4186	San Rafael	CA	94913-4186
E-mail Address asoulard@marincounty.org			

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SECTION 2.0 BACKGROUND

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

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

- ☐ Diversion goal reduction
- ☐ New regional agency
- ☐ Changes to regional agency

- ☐ New city (name(s) _____)
- ☐ Other _____

Additional Information (optional)

SECTION 3.0 LOCAL TASK FORCE REVIEW

- a. In accordance with Title 14 CCR, Section 18788, the Local Task Force (LTF) reviewed each element and plan included in the RAIWMP and finalized its comments
☐ at the _____ LTF meeting. ☒ electronically (fax, e-mail) ☐ other (Explain): _____
- b. The regional agency received the written comments from the LTF on March 15, 2013.
- c. A copy of the LTF comments
☒ is included as Appendix A.
☐ was submitted to CalRecycle on _____.

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

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

Section 4.1 Changes in Demographics in the County or Regional Agency

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

The following resources are provided to facilitate this analysis:

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

- Employment: Employment Development Department
 - Consumer Price Index: Department of Industrial Relations
2. The Demographic Research Unit of the California Department of Finance is designated as the single official source of demographic data for State planning and budgeting (e.g., find E-5 City/County Population and Housing Estimates under Reports and Research Papers and then Estimates).
 3. The Department of Finance's Demographic Research Unit also provides a list of State Census Data Center Network Regional Offices.

Analysis

Upon review of demographic changes since 1998:

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

Additional Analysis (optional)

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

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

1. Various statewide, regional, and local disposal reports are available at <http://www.calrecycle.ca.gov/LGCentral/Reports/DRS/Default.aspx>.
 - a. CalRecycle's Disposal Reporting System tracks and reports the annual estimates of the disposal amounts for jurisdictions in California; additional California solid waste statistics are also available.
 - b. CalRecycle's Waste Flow by Destination or Origin reports include solid waste disposal, export, and alternative daily cover. They show how much waste was produced within the boundaries of an individual city, or within all of the cities comprising a county or regional agency. These data also cover what was disposed at a particular facility or at all facilities within a county or regional agency.
2. The Waste Characterization Database provides estimates of the types and amounts of materials in the waste streams of individual California jurisdictions in 1999.
3. CalRecycle's Countywide, Regionwide, and Statewide Jurisdiction Diversion Progress Report provides both summary and detailed information on compliance, diversion rates/50 percent equivalent per capita disposal target and rates, and waste diversion program implementation for all California jurisdictions. Diversion program implementation summaries are also available at

<http://www.calrecycle.ca.gov/LGCentral/Tools/PARIS/jurpgmsu.asp> and
<http://www.calrecycle.ca.gov/LGCentral/Reports/DiversionProgram/jurhist.aspx>.

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

- ☒ The county or regional agency (if it includes the entire county) continues to have adequate disposal capacity (i.e., equal to or greater than 15 years).
- ☐ The county does not have 15 years remaining disposal capacity within its physical boundaries, but the Siting Element does provide a strategy¹ for obtaining 15 years remaining disposal capacity.
- ☐ The county does not have 15 years remaining disposal capacity and the Siting Element does not provide a strategy² for obtaining 15 years remaining disposal capacity. Attached is a revision schedule for the Siting Element (Section 7).

Analysis

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

Additional Analysis (optional)

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

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

¹ Such a strategy includes a description of the diversion or export programs to be implemented to address the solid waste capacity needs. The description shall identify the existing solid waste disposal facilities, including those outside of the county or regional agency, which will be used to implement these programs. The description should address how the proposed programs shall provide the county or regional agency with sufficient disposal capacity to meet the required minimum of 15 years of combined permitted disposal capacity.

Analysis

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

Additional Analysis (optional)

Section 4.4 Changes in Administrative Responsibilities

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

■ _____

Analysis

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

Additional Analysis (optional)

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

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

1. Progress of Program Implementation

a. SRRE and Household Hazardous Waste Element (HHWE)

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

b. Nondisposal Facility Element (NDFE)

- ☒ There have been no changes in the use of nondisposal facilities (based on the current NDFEs and any amendments).

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

c. Countywide Siting Element (SE)

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

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

d. Summary Plan

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

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

2. Statement regarding whether Programs are Meeting their Goals

☒ The programs are meeting their goals.

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

Analysis

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

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

Additional Analysis (optional)

Section 4.6 Changes in Available Markets for Recyclable Materials

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

Analysis

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

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

Additional Analysis (optional)

Section 4.7 Changes in the Implementation Schedule

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

Analysis

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

Additional Analysis (optional)

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

SECTION 5.0 OTHER ISSUES OR SUPPLEMENTARY INFORMATION (optional)

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

Analysis

SECTION 6.0 ANNUAL REPORT REVIEW

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

Analysis

The discussion below addresses the region's evaluation of the Annual Report data relating to planning document adequacy and includes determination regarding the need to revise one or more of the documents:

SECTION 7.0 REVISION SCHEDULE (if required)

N/A

APPENDIX A

Local Task Force Comments

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<u>Comments by:</u>	<u>Pages</u>
Joan Irwin (Submitted March 14, 2013)	A1
Patty Garbarino (Submitted March 15, 2013)	A3-A4

Soulard, Alex

From: Joan Irwin <jirwin3@pacbell.net>
Sent: Thursday, March 14, 2013 10:36 AM
To: Soulard, Alex
Subject: Report Comments

Alex.

I have reviewed the report and have the following comments:

Much of the important information is very out of date. You probably heard this from everyone.

More emphasis should be placed on compliance. For example we have food scrap recycling available to most residents of the county, however actual food scrap recycling was slow to gain acceptance.

New programs (ie, commercial food scrap recycling) should get lots of support from JPA. New programs may be seen as moving the needle very little, but they are important to point the way to Zero Waste.

The report should emphasize refocusing from "waste management" to "zero waste". Both this comment and the first comment could mention the importance of a public relations campaign.

Hope this helps.

Joan



March 15, 2013

Alex Soulard
Waste Management Specialist
Marin County Department of Public Works
P.O. Box 4186
San Rafael, CA 94913

Re: Draft Five Year Integrated Waste Management Plan Review Report-Solicitation for Comments

Dear Alex,

The County of Marin has set goals for 94% diversion from the landfill by 2025. We are very concerned with our ability to meet these goals. In 2011, our company implemented our Zero Waste Plan for collection and processing of materials collected through our curbside and drop-off facilities. These programs include Residential organics collection of yard waste and food scraps; enhanced commercial recycling; carpet and drywall recycling; and enhanced construction and demolition recycling including concrete, carpet and carpet padding, and asphalt shingles. We are about to begin commercial collection of food waste that will be converted to energy at Central Marin Sanitation Agency and will roll out commercial composting (food, food soiled papers, and yard waste co-collected) by the end of 2013. Despite the increase in outreach and programs, we are not seeing significant increases in diversion. We have identified several concerns that are affecting diversion rates.

1. Changes in the waste stream.
2. Increased theft of materials from our curbside collection containers.
3. Increased back-hauling and self hauling.
4. Increased numbers of private haulers collecting against municipal codes and franchise agreements.

All of these issues directly affect diversion numbers. To address problem #1 above, we are commissioning a waste characterization study to examine all recyclable and compostable materials currently being diverted and their volumes as well as the contents of the transfer station (garbage). We are seeing a decrease in tonnage of newspapers and an increase in the volume of light weight single use plastics. Theft (#2) is a concern due to the decrease in revenue and the increase in cost of collecting empty containers. It is also a concern if the materials are sold to buy-back facilities out of our county. Without a clear method from the

jurisdictions for documenting the materials generated in the county but self-hauled or back-hauled (#3) outside the area, this diversion will never be accounted for. Other areas have implemented mandatory permitting for self-haulers and back-haulers so the jurisdiction can have credit for the materials. Problem #4 is of particular concern, over the past several years we have seen many private haulers come in and contract with commercial customers in violation of municipal codes and/or franchise agreements. Most times the businesses do not realize they are in violation of codes or contracts. The haulers may not even be aware this is happening because the business still subscribes for collection of municipal solid waste or the business never called to start service.

In conclusion, we are very pleased that the County of Marin is so concerned with Zero Waste issues and have made them a priority. We believe that the 5 Year Plan should address the diversion issues specifically. We would also like to see more transparency from each hauler and jurisdictional agency in Marin so it is apparent what materials are collected, processed and disposed. Thank you so much for allowing us to comment on the plan.

Sincerely,

Patty Garbarino

President

Marin Sanitary Service

Marin Recycling & Resource Recovery Association

Kim Scheibly

Outreach and Communications Coordinator

Marin Sanitary Service

Marin Recycling & Resource Recovery Association

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: April 18, 2013

Corte Madera:
David Bracken

To: Executive Committee Members

From: Steve Devine, Program Manager

County of Marin:
Matthew Hymel

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

Fairfax:
Garrett Toy

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

Novato:
Michael Frank

Ross:
Rob Braulik

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

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

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

Tiburon:
Margaret Curran

The California Code of Regulations, Title 14, Chapter 9, Article 8, states the requirements of the 5 Year Integrated Waste Management Plan Review process and specifies the LTF's role in that process. To comply with these statutes and regulations, JPA staff forwarded the Local Task Force (LTF) Marin County's Regional Agency Integrated Waste Management Plan (RAIWMP) in February with a solicitation for comment on areas of concern. The regulations state that the LTF shall submit written comments on areas of the RAIWMP which require revision, if any, to the regional agency. The deadline for comments was March 15th and two comments were received and submitted to CalRecycle along with the report (attached).

Following the LTF comment period the JPA was responsible for completing and submitting the RAIWMP Review Report to the California Department of Resources Recycling and Recovery (CalRecycle) within 45 days. The report was submitted to CalRecycle on March 27, 2013. The report determines if a

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

revision to the Plan is necessary by reviewing changes in demographics, quantities of waste, funding sources, administrative responsibilities, implementation schedule, capacity, disposal, recycling markets, and the progress of cited programs.

Minimal waste stream fluctuation, successful program execution, and a consistent oversight structure illustrate Marin's compliance with the Integrated Waste Management Act and the soundness of Marin's RAIWMP. In this light, CalRecycle does not often encourage agencies to revise RAIWMP's and directs local jurisdictions to note changes in program implementation in the Annual Report as that report acts as a RAIWMP update.

Recommendation

Receive and file report.

Attachment.

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