

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

Board of Directors Meeting & Public Hearing

May 22, 2014

Central Marin Police Authority
250 Doherty Drive, Larkspur, CA

9:00 – 10:00 AM

AGENDA

The public parking lot in front of the CMPA is small, but there is ample parking at Piper Park, which is adjacent to the building.

Call to Order.

Minutes

1. JPA Board Meeting Minutes from January 16, 2014. (Action)

Regular Agenda

2. Presentation by Heidi Sanborn from the California Product Stewardship Council on Extended Producer Responsibility (Information)
3. FY 14-15 JPA Budget and Assessment Schedule (Action)

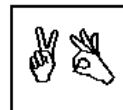
Consent Calendar

4. Signature Authority for Contracts to Carry Out the Oil Payment Program (Action)
5. Executive Director Signature Authority for Contracts and Purchase Orders (Action)
6. Audit and Financial Statements for Year Ended June 30, 2013. (Action)
7. Approval of the Fourth Cycle Zero Waste Grant Program and Forms (Action)
8. Authorization to Enter Into Contract for HD-20 Grant (Action)
9. Construction and Demolition Debris Model Ordinance, RFP and Contract (Action)
10. Authorization to Conduct a RFP Process and to Enter into Contract for Schools Zero Waste Evaluation (Action)

Agendas & staff reports available at:

<http://zerowastemarin.org/Agenda>

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All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be requested by calling (415) 473-4381 (voice) (415) 473-3232 (TTY) at least **four work days** in advance of the event. Copies of documents are available in alternative formats, upon written request. Pg 1

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

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DRAFT

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Board of Directors Meeting
Thursday January 16, 2014
Central Marin Police Authority
250 Doherty Drive, Larkspur
9:00 – 10:30 AM

MINUTES

MEMBERS PRESENT

Nancy Mackle, San Rafael
Jim McCann, Mill Valley
David Bracken, Corte Madera
Debra Stutsman, San Anselmo
Mary Neilan, Belvedere
Garret Toy, Fairfax
Dan Schwarz, Larkspur
Adam Politzer, Sausalito
Michael Frank, Novato
Margaret Curran, Tiburon
Matthew Hymel, County of Marin

MEMBERS ABSENT

Rob Braulik, Ross

STAFF PRESENT

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

OTHERS PRESENT

David Zaltsman, County of Marin
Courtney Bell, S.R. Fire
John Lippitt, S.R. Fire.
Saaïd Fakharzadeh, County of Marin
Diana Lee, City of San Rafael
Joan Lubamersley, Office of Marc Levine
Susan Stompe, Marin Conservation League
Cassidy Anton, Marin Sanitary Service
Casey Mazzoni, Marin Builders Association
Alex Stadtnr, JPA Local Task Force
Abe Leider, Rincon Consultants
Matt Maddox, Rincon Consultants

Call to Order: The JPA Board meeting came to order at 09:01 AM.

1. JPA Board Meeting Minutes from October 24, 2013

M/s Neilan, McCann to approve the minutes for the October 24, 2013 JPA Board meeting.
The motion passed unanimously.

Consent Calendar

2. Executive Committee Budget Subcommittee and FY 14/15 Budget Development Schedule

3. City of San Rafael FY 12/13 Household Hazardous Waste Program Annual Report

No public comments were received. M/s McCann/Frank to approve the budget process and schedule, to receive the Household Hazardous Waste Program Annual Report from City of San Rafael Fire Department. The motion passed unanimously.

End Consent Calendar

Public Hearing

4. Certification of the Single Use Carryout Bag Reduction Ordinance for Marin County Cities and Towns Environmental Impact Report (EIR)

Staff summarized the development of the ordinance and the development and certification process for the EIR. Staff from the JPA's contractor, Rincon Consultants, outlined their involvement with the development of the ordinance and EIR, and summarized the EIR findings. Rincon staff noted that of the seven letters received during the EIR public comment period, most supported more restrictions on single use bags. Rincon staff also outlined the ordinance and EIR adoption process for the individual Member Agencies. Staff from Assembly Member Marc Levine's office identified support and commended the efforts made on the Single Use Bag issue. JPA staff, Rincon, and County Counsel fielded questions from the Board. Board members discussed the desire for uniform and consistent ordinances for ease of enforcement and understanding by the public. JPA staff noted that the proposed ordinance mirrors one adopted by the County, however, several cities and towns are already proposing adoption of various alternatives, so there is no guarantee of consistency. Rincon staff, with the support of County Counsel, summarized the ordinance adoption process and explained that each city could adopt the model ordinance or a combination of alternatives, but if additional changes are made, beyond listed alternatives, an addendum would need to be drafted. Rincon staff also explained that if such addendums were desired the JPA had additional funds in their contract to assist individual cities in the process. M/s Curran, Politzer to Adopt Resolution No. 2014-01 and to direct Staff to distribute the Final Environmental Impact Report and associated support materials where appropriate. The motion passed unanimously.

Regular Agenda

5. Outreach and Enforcement Assistance to Member Cities and Towns for Single Use Carryout Bag Reduction Ordinances

Staff stated that \$50,000 was included in the Administration Budget to fund education, enforcement and outreach for Single Use Carryout Bag Ordinances for the member agencies. Additionally, the JPA could use \$100,000 in contingency funds if they chose to appropriate those funds. Two different funding scenarios were provided to let cities and towns know how much funding they would receive under each circumstance. Staff noted that the JPA was providing a basic level of outreach by developing a mini-website (BYOBAGMarin.org) to provide basic resources to the public and retailers for contact information within each city/town as well as specific details on each ordinance adopted. Board Members stated their expectations on the need for outreach funding, noting that outreach effort could be shared by those municipalities who are the first to implement their ordinances. M/s Frank, Hymel to provide \$50,000 in fiscal support to JPA Member Cities and Towns for single use carryout bag reduction ordinances. The motion passed unanimously.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Presentation by Heidi Sanborn – California Product Stewardship Council

Larkspur:
Dan Schwarz

As Marin moves to higher diversion levels – it is imperative that it support “Extended Producer Responsibility (EPR)” which the JPA supports through membership and cooperation with the California Product Stewardship Council (CPSC).

Mill Valley:
Jim McCann

Heidi Sanborn, Executive Director of the CPSC will make a brief presentation to the Board about Extended Producer Responsibility.

Novato:
Michael Frank

Following is an excerpt from the CPSC website describing the organization:

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

The California Product Stewardship Council (CPSC) is a powerful network of local governments, non-government organizations, businesses, and individuals who care about the quality of the products you use in your everyday life. CPSC believes that people should be able to enjoy greener, safer products made without the harmful and toxic components which jeopardize the safety and health of our children, families, and communities. CPSC is California's thought leader and expert on Product Stewardship and the Extended Producer Responsibility (EPR) movement. EPR ensures that nothing is wasted, and valuable materials that can be recycled, such as plastic and metal, are kept out of landfills. When companies are required to take back their products and recycle them, they start to rethink the design of their products and their packaging. EPR drives producers to eliminate toxic and hazardous materials, and to design their products to be green and easily recycled in the first place.

CPSC's Vision for Materials Management in California

Producers have the primary responsibility to establish, fund, and manage end of life systems for their products with State government setting the performance goals and ensuring accountability and transparency.

Recommendation

Receive oral presentation.

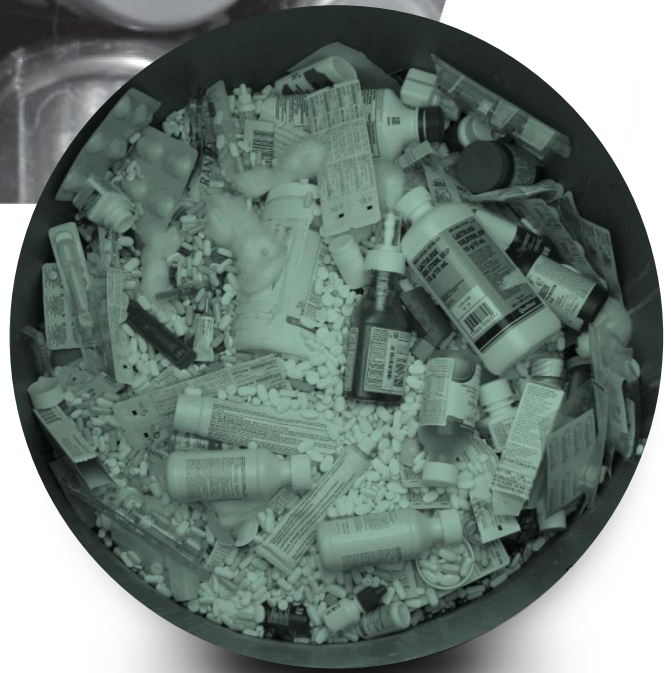
Attachment – FY 12/13 CPSC Annual Report.

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2012-2013 ANNUAL REPORT



Driving a paradigm shift
in the way we manage
product waste.



CPSC
California Product
Stewardship Council SM

Dear Friends of the California Product Stewardship Council,

Since its inception in 2007, the California Product Stewardship Council (CPSC) has worked to build a strong statewide coalition of local government and private sector partners to educate Californians about making Extended Producer Responsibility (EPR) policy a reality in California. Our members represent nearly every jurisdiction and many businesses in California and provide a wide range of perspectives on how to foster stewardship to provide convenient recycling opportunities for the public, reduce the overall waste stream and recover valuable resources used to feed and expand California's manufacturing sector.

As we reflect on the past fiscal year, we celebrate our successes and lessons learned implementing California's new paint and carpet stewardship programs, as well as the implementation of the mercury thermostat legislation passed in 2008. We also see the promise of the years to come: we know from our research and relationships around the world that effective EPR programs are job creators which stimulate economic growth while also providing better use of resources and lessening the burden on local governments and ratepayers.

Once again, California has the opportunity to lead the nation by introducing and implementing innovative public policy and documenting the results; we encourage you to keep bringing your energy, ideas and support as we forward the emergence of Extended Producer Responsibility in California.

With Sincere Appreciation,



Lynn France
Chair, Board of Directors

FY 2012-2013 in Review

CPSC has an impressive record of accomplishments over the last fiscal year, including:

- Added three for-profit businesses (Ultimed, Inc., Providence Saint Joseph Medical Center, and Republic Services) to the CPSC Board of Directors to broaden our partnerships with private sector partners and chambers.
- Provided technical assistance to Alameda County in developing the nation's first pharmaceutical producer responsibility ordinance – with a 5-0 vote!
- Gained dozens of new supporters, including the California Refuse Recycling Council, the South Bay Cities Council of Governments, and the Sacramento Regional County Sanitation District.
- Partnered with local pharmacies and law enforcement to set up six new, sustainably funded pharmaceutical take-back sites in Sacramento and Yolo counties.
- Supported the roll-out of the paint stewardship program, which now has over 400 collection sites statewide! California local governments are expected to save millions once this program is fully implemented in 2015.
- Hosted and facilitated eight free public webinars: Four on the paint stewardship law; one on battery stewardship; two on sharps and mercury lamps co-hosted by EPA Region 9; and one webinar on how to utilize social media to our collective advantage to get the word out on EPR!
- Presented our fourth Annual Arrow Awards to recognize companies who are leaders in product stewardship in California.
- Advocated to pass AB1442 (Wieckowski), which allows pharmacies to use their existing pharmaceutical collection service to take back medications from the public, greatly reducing costs to collect this waste stream.
- Advocated for strong and enforceable regulations for mercury thermostats and Green Chemistry, and supported industry groups on paint and carpet program implementation.
- Achieved national and statewide press coverage by being featured on National Public Radio and Go Green National Radio, and in Waste Age Magazine, Waste and Recycling News, Diabetes Health magazine, the Sacramento Bee, and Sacramento News and Review.
- CPSC Board of Directors hosted our first annual "Dinner, Mixer and Fundraiser"!



May 2013 CPSC Joint Board Training with Directors of the California Resource Recovery Association and Keep California Beautiful.

Education & Outreach

Through our project work, CPSC has furthered EPR outreach and education to local elected officials, businesses and interested California consumers. CPSC staff presented to over 3,000 individuals at events hosted by organizations such as the California Refuse Recycling Council and the California Water Environment Association. In addition, CPSC presented on five national producer responsibility webinars for the North American Hazardous Materials Management Association (NAHMMA), the Solid Waste Association of North America, and the Product Stewardship Institute, educating stakeholders across the country on producer responsibility trends and pharmaceutical stewardship initiatives. CPSC's Executive Director delivered the keynote addresses at both the annual NAHMMA Northwest Chapter Conference in Troutdale, Oregon, and the Central Coast Sustainability Summit at UC Santa Barbara. CPSC also hosted a booth at the annual League of California Cities Exposition and spoke to over 30 local elected officials and city leaders, gaining new members and supporters.

CPSC EARNS STATEWIDE & NATIONAL RECOGNITION:



***2012 Leaders in Product Stewardship Award
from the North American Hazardous Materials
Management Association (NAHMMA).***

From left to right, Dave Waddell, NAHMMA Board of Directors, and CPSC Board Members Kreigh Hampel (City of Burbank) and Lorraine Segala (Amazon Paint).



***2012 Outstanding Policy Advancement Award
from the California Department of Resources
Recycling and Recovery (CalRecycle).***

From left to right, CPSC Executive Director Heidi Sanborn and Cheryl Williams, CalRecycle.

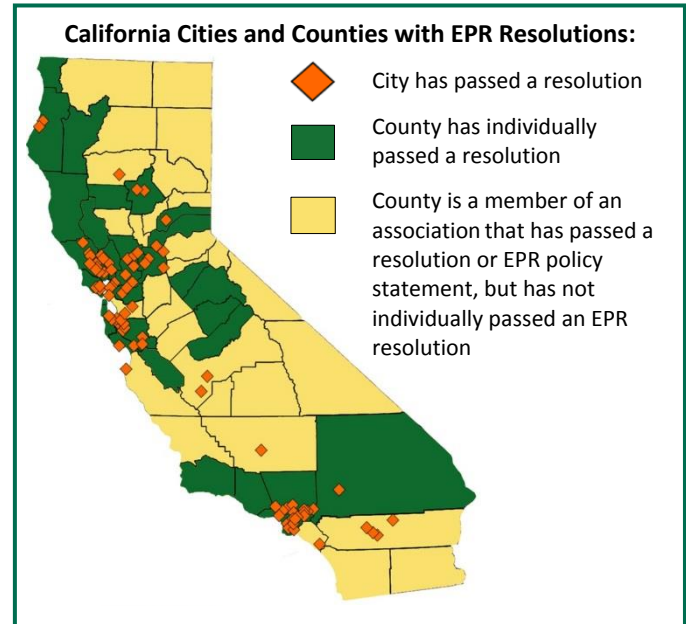
Expert Testimony

CPSC has built an extensive body of knowledge around producer responsibility, both domestically and internationally. Our leadership –both at the staff and board level– are called upon regularly to provide testimony to the legislature and state agencies on producer responsibility best practices. In February 2013, CPSC set the agenda for a Producer Responsibility Lunch and Learn event for legislators and staff from both the State Senate and Assembly, which was filled with over 30 attendees. Assemblymember Wesley Chesbro introduced the speakers and the topic, and the Executive Director gave an engaging presentation on “what’s up and what’s next” with producer responsibility legislation in California. In addition, CPSC has engaged and gathered feedback from its members throughout California to provide expert level implementation information, documenting what’s working and lessons learned on California’s new paint and carpet stewardship programs. CPSC believes that learning from others will provide California with a strong policy platform to develop producer responsibility program models, and continue to make bringing the best information from outside and inside California a priority to state decision makers.

Partnerships

CPSC is a coalition of local governments and their associations, non-government organizations, and businesses related to solid waste, recycling, resource conservation, environmental protection, water quality, and other cross-media issues. CPSC's powerful network of supporters represents 64 percent of the state population. 136 resolutions have been passed by California jurisdictions and organizations supporting producer responsibility.

- 37 of 58 California counties
- 109 city and town councils
- 43 local government associations
- 62 business supporters



Platinum



Edgar & Associates, Inc. is a lobbying firm and environmental engineering company specializing in solid waste management, recycling, composting, and renewable energy issues, representing locally based companies. Edgar & Associates provides representation for the California Refuse Recycling Council (CRR) and the California Compost Coalition regarding regulatory issues, collection and hauling, and other policies that affect the solid waste industry. Edgar & Associates also hosts the Edgar Institute, an environmental professional collaboration in Midtown Sacramento, where CPSC's offices are located.

Republic Services, Inc. is a leading environmental management company providing solid waste collection and recycling services in 40 states and Puerto Rico. Republic is committed to partnerships that protect today's environment for a better tomorrow by reducing the generation of materials that cannot be reused or recycled and supporting recovery of materials into the economic mainstream thereby creating green jobs. Republic's Western Region Director, Mr. Johnnie Perkins, is on the CPSC Board of Directors supporting extended producer responsibility, particularly for products that can be dangerous to workers in the solid waste industry, such as medical sharps and fluorescent lights. Republic views the future of the waste industry through the lens of being respectful, responsible, resourceful and relentless in being an environmental partner that communities can count on.



Other Sponsors



Other sponsors include a broad range of businesses, such as Marin Sanitary Service, Amazon Environmental, Ultimed, Inc., ECS Refining, Waste Management, Inc., Los Angeles Fiber, Peninsula Packaging, Encorp Pacific, PSC Environmental Services, Clean Harbors Environmental Services and Visions Paint Recycling. A full list of sponsors can be found online at www.calpsc.org/about-cpsc/partners.



Presentations & Meetings

As the producer responsibility thought leader, CPSC is called upon by local government and industry leaders to conduct educational webinars, workshops and presentations, participate in interviews, and keynote at events.



52 Presentations



1 Radio Interview



8 Webinars



2 Workshops



4 Booths



**2012 Recycling Build
Infrastructure Now
(BIN) Coalition Summit**



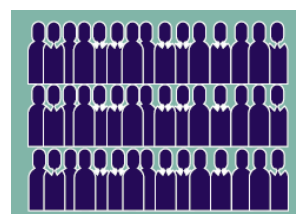
**2012 California
Resource Recovery
Association (CRRA)
Conference**



**2013 Northwest Chapter North American Hazardous Materials
Management Association (NAHMMA) Conference**

Information Exchange & Website

CPSC maintains a comprehensive public website for local jurisdictions, business and consumers to use as a highly informative resource for producer responsibility and product stewardship initiatives. CPSC also sends out a monthly e-newsletter to over 2,300 people with the latest news in producer responsibility resources and legislative updates.



2,300 Supporters!

Financial Information

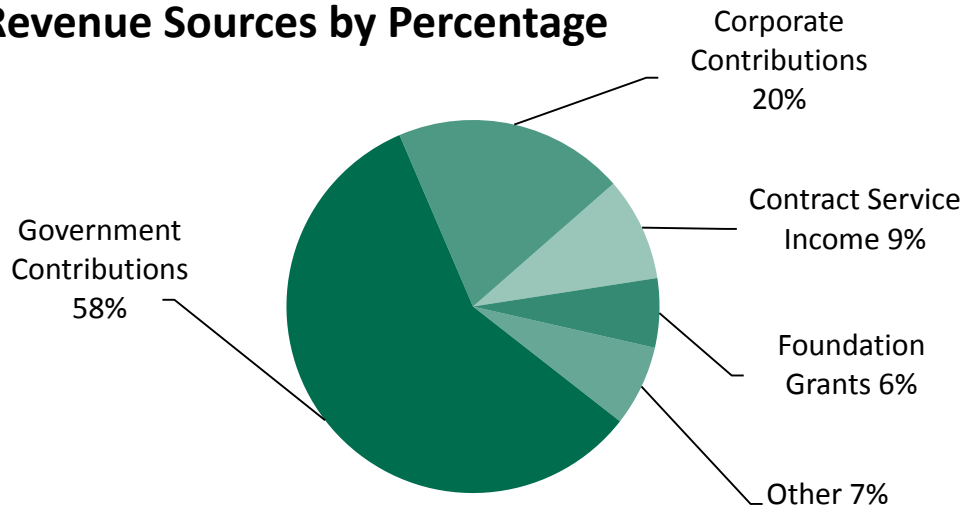
Financially, fiscal year 2012-2013 was a solid year for California Product Stewardship Council. We worked on projects with local governments and other not-for-profit organizations and received one grant from the Rose Foundation. We received general funding of \$207,000 from our local government associates and \$50,000 from our corporate partners. We received a total of \$367,000 in revenue and spent \$361,000. We spent 80% of our expenses on direct program work. We ended the year with a \$6,000 increase to our net assets to add to our reserves.

Our financial outlook for the upcoming fiscal year is even stronger with revenue budgeted at more than \$500,000. We are continuing to work on existing service contracts and anticipate receiving additional service contracts and sponsorships throughout the year. We also anticipate maintaining or increasing government and corporate contributions during this upcoming fiscal year. We will continue to apply a high percentage of our funding toward program expenses and keep fundraising and management expenses to a minimum. We have budgeted a small increase in net assets for the upcoming fiscal year.

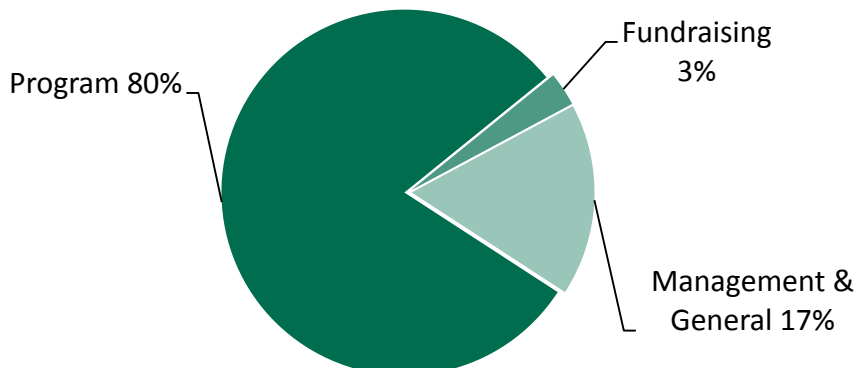
David Assmann
Treasurer, Board of Directors

Funding Sources & Efficiency

Revenue Sources by Percentage



Programmatic Efficiency



Business & Legislator Recognition



Above: Policy Assistant Kamika Dunlap with Alameda County Supervisor Nate Miley receiving the 2012 CPSC Legislative Leadership award for passing the first pharmaceutical EPR ordinance in the U.S.



Above: Senator Ellen Corbett with Kevin Hendrick, CPSC, receiving the 2012 CPSC Legislative Leadership Award for authoring battery stewardship legislation.



Left: Jim Cusick and David Wilkerson, Shaw Industries, receiving the 2012 CPSC Golden Arrow Award for Overall Excellence in Product Stewardship.

In Closing

CPSC is at a pivotal point in implementing EPR in California and documenting that it works. As we continue to advance extended producer responsibility policies, the work that needs to be done is greater than ever, and our funders are finally seeing the cost savings locally for all the programs we facilitated! Successful implementation of these programs will bring a cleaner environment and savings to taxpayers in the millions of dollars, but we need your help. Join our efforts to encourage manufacturers to design greener products and take them back at the end of their life. Your support will make a difference to California's environment, economy and future!

Producer Responsibility Addresses Multiple Issues

Solid waste

Hazardous waste

Resource depletion

Stormwater

Ocean litter

Climate change

Wastewater

Public health

Energy usage



CPSC

**California Product
Stewardship Council** SM

Heidi Sanborn, Executive Director

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twitter.com/CalPSC



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: FY 14-15 Budget Sub-Committee Recommendation and Fee Schedule

Larkspur:
Dan Schwarz

Attached are the proposed FY 14-15 budget and hauler/facility assessments for the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA). This budget proposes an overall \$74,985 decrease in assessments compared to last fiscal year. The JPA has three budget centers to manage its operations: Administration, Zero Waste and Household Hazardous Waste (HHW)

Mill Valley:
Jim McCann

Novato:
Michael Frank

Significant cost control measures have been instituted at the HHW Facility operated by Marin Resource Recovery Association in the HHW Program budget. Despite the facility's popularity and high volume throughput, the budget for this program decreases by \$114,140 from FY 13/14 as the result of changes implemented by San Rafael Fire Department including contracting with Paint-Care, and other Program adjustments. Additionally, fewer funds are required this year to restore the HHW budget center to its 20% contingency account target.

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

The overall budget includes four new activities due to Marin's 2012 diversion rate of 75% missing the interim Zero Waste goal of 80% diversion for 2012. Accordingly, three additional efforts are proposed to help meet Marin's zero waste goals:

Tiburon:
Margaret Curran

- An additional Waste Specialist position is budgeted at \$48,041 across all three budget centers. The position is funded at 50% due to the time it will take to execute the hiring process. In future budget years the position will be budgeted at 100%. The position would be used to assist member agencies in program implementation, address State Compliance issues, and help coordinate HHW programs.
- The Construction and Demolition debris diversion budget will increase from \$15,000 to \$40,000 to provide more robust outreach, facility certification and work with the Cities and Towns to help institute the program.
- \$50,000 will be budgeted to conduct and evaluation of school waste reduction and programs countywide. The goal is to analyze what is working well and what portions of the programs are missing or can be improved upon.

- Streamlining the Zero Waste Grant program to a “block grant” style program utilizing a certification style application process – similar to the Measure A Parks program. Also, eliminate year-to-year fund banking so that funds would be available on a use it or lose it basis (excepting funds that have already been banked by a number Member Agencies).

The following three budget centers are outlined in this budget:

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.

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 of a contract with Marin Recycling & Resource Recovery Association. Novato does not participate in this program – but operates its own HHW facility and services.

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 14/15 of \$452,769 are \$82,425 less than the FY 13/14 budget and account for 13% of proposed JPA expenditures. This fund center provides resources for State law required disposal tracking and reporting. This fund also supports addressing the much increased demands from Cal Recycle for diversion monitoring and AB 341 (mandatory commercial recycling) compliance.

Costs for the JPA’s staffing contract with the County increase due to changes in a staff classifications, addition of a new 50% Waste Specialist position (spread across all three budget centers) and an anticipated 3% cost of living adjustment for Marin County employees. The additional position will assist in mandatory State Reporting, future grant administration, and alleviate the burden of new CalRecycle reporting and inspection requirements, including AB 341 Implementation.

Contingency funds for the Administration Budget Center are restored to 20% in FY 14/15.

HOUSEHOLD HAZARDOUS WASTE

Budget expenditures of \$2,029,723 are \$20,921 higher than last year and account for 59% of proposed JPA expenses. The Bulb and Battery Drop-off program budget was increased by \$5,000 over the modified FY 13/14 figure for a total of \$75,000. 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 City of San Rafael and Marin Resource Recovery Association are proposing a decrease of \$114,140 in the HHWF operating budget. Rising disposal costs over the past several years have been somewhat mitigated by 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 remained constant.

Also included in this budget is \$30,984 for the twelfth year of a grant to supplement Novato's Household Hazardous Waste Program. The grant is equal to the Novato self-haul fee amount levied on Redwood Landfill for the HHW Fund.

The JPA also took over administration of Marin's Oil Payment Program in FY 13/14 and will be receiving the payment for Cycle 4 of that program in April 2014 and payment for Cycle 5 during FY 14/15.

Additional staffing costs have also been added to the budget center. The Waste Specialist position will help coordinate regional HHW facility outreach, assist in Bulb and Battery program implementation, participate in LTF Subcommittee meetings, and assist tracking emerging Extended Producer Responsibility (EPR) legislation.

Contingency funds for the HHW Budget Center are restored to 20% in FY 14/15.

Additional Recommendation

- As collection and processing fees for HHW materials continue to escalate JPA staff suggests adding Universal Waste curbside collection to your jurisdiction's franchise agreement. Collecting the most common materials taken at the HHW facility can reduce collection costs at the facilities, increase convenience, and provide for more transparency in garbage bills. These types of programs already exist for specific material types in several Marin service areas.

ZERO WASTE

Budgeted expenditures for FY 14/15 of \$966,226 are decreased by \$50,900 from the approved FY 13/14 budget and account for 28% of FY 14/15 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, \$50,000 for a school's evaluation, \$40,000 the construction and demolition debris recycling program and \$15,000 for school outreach.

In FY 13/14 there was a savings of \$15,000 since the JPA did not contract with another consultant for our Construction and Demolition (C&D) Program. An incidence involving over reported C&D tonnages in 2012 was not resolved by our previous contractor. There is an

additional need to promote and provide technical support to the Cities and Towns to encourage the adoption and use of improved C&D recycling ordinances. Accordingly, it is recommended to augment Construction and Demolition support to \$40,000 in FY 14/15 from \$15,000 in previous years. An RFP process will be conducted to hire a contractor that can certify recycling facilities, resolve tonnage issues, assist Cities and Towns with ordinance adoption, and help develop outreach materials for the member agencies.

Additional staff costs for this budget center incorporate responsibilities of the new Waste Specialist Position; including, facilitation of Construction and Demolition programs for member agencies, assistance in school outreach programs and some coordination of activities with the JPA's Outreach Contractor.

The JPA Board's Budget Subcommittee of Members Mackle and Hymel met April 3, 2014 to review the draft budget and provided feedback to staff which is incorporated in the budget presented here.

The JPA Executive Committee met on April 24, 2014 and voted to recommend approval of this budget to the full Board – with the caveat of staff addressing concerns expressed by Director Frank about the allocation of time for the proposed new Waste Specialist.

Staff met with Director Frank and the Novato Sanitary District on May 13, 2014 and has addressed the concerns about staff cost allocations to the three fund centers. Modifications to the Budget for this, since it appeared before the Executive Committee, are described in the attached Memo to Director Frank.

RECOMMENDATION

Adoption of a Motion authorizing the Board Chair to execute the Assessments for Integrated Waste Management Resolution No. 2014-02.

Attachments:

1. Proposed Budget
2. Memo to JPA Director Michael Frank Outlining Adjustments to Staff Cost Allocations Since Executive Committee Meeting
3. City of San Rafael Fire Proposed HHW Budget Expenses to Reduce Costs to Administration Fund
4. Assessment for Integrated Waste Management Resolution No. 2014-03

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Attachment A

JPA Hauler, Landfill & Non-Disposal Facility Assessments

FY 2014 - 15

2013 DISPOSAL (tons)				Per Ton Disposal Equivalent			
MSW Haulers	MSW & Debris	Self-Haul	TOTAL TONS	Zero Waste	Administration	HHW	Total
				\$2.84	\$1.48	\$9.06	\$13.38
Bay Cities Refuse	6,781	N/A	6,781	\$19,256.96	\$10,035.32	\$61,432.42	\$90,724.70
Marin Sanitary Service (MSS)	52,603	N/A	52,603	\$149,392.55	\$77,852.45	\$476,583.27	\$703,828.27
Mill Valley Refuse	22,043	N/A	22,043	\$62,602.77	\$32,623.98	\$199,711.66	\$294,938.42
Novato (Redwood Empire Disposal)	25,923	N/A	25,923	\$0.00	\$38,366.59	\$0.00	\$38,366.59
Shoreline (Redwood Empire Disposal)	4,630	N/A	4,630	\$13,149.31	\$6,852.46	\$41,948.16	\$61,949.94
Tam. CSD	1,556	N/A	1,556	\$4,419.18	\$2,302.95	\$14,097.81	\$20,819.95
Total Franchised Hauler	113,536	N/A	113,536	\$248,820.78	\$168,033.75	\$793,773.33	\$1,210,627.86
Landfills							
Redwood	N/A	79,788	79,788	\$226,599.03	\$118,086.82	\$722,882.81	\$1,067,568.66
Total Landfills	N/A	79,788	79,788	\$226,599.03	\$118,086.82	\$722,882.81	\$1,067,568.66
Non-Disposal Facilities							
MSS Transfer Station	N/A	1,872	1,872	\$5,316.48	\$2,770.56	\$16,960.32	\$25,047.36
Marin Resource Recovery	N/A	42,020	42,020	\$119,336.40	\$62,189.39	\$380,699.93	\$562,225.73
Total Non-Disposal Facilities	N/A	43,892	43,892	\$124,652.88	\$64,959.95	\$397,660.25	\$587,273.09
TOTALS	113,536	123,680	237,217	\$600,072.69	\$351,080.52	\$1,914,316.39	\$2,865,469.60

DRAFT BUDGET

JPA ZERO WASTE PROGRAMS

2015 (70073) ZERO WASTE EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

<u>13/14</u> <u>BUDGET</u>	<u>13/14</u> <u>EXP THRU</u> <u>3/18/2014</u>	<u>13/14</u> <u>TOTAL EST</u> <u>EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>OBJECT</u>	<u>14/15</u> <u>BUDGET</u> <u>REQUEST</u>	<u>NARRATIVE</u>
			Zero Waste Operational			Fund Center 6180012000
\$171,769	\$85,884.50	\$171,769	Salaries and Wages	5110110	\$180,170	Contract staff salaries and wages for Zero Waste Programs
\$2,000	\$0	\$0	Legal Expense	5210100	\$2,000	JPA legal counsel.
\$30,000	\$15,000	\$15,000	Zero Waste Development	5211500	\$55,000	Zero waste development. (\$15K for Zero Waste Elementary School Program and \$40K for Consultant for C and D Facility Certification and Staff Training)
\$0	\$0	\$0	School Programs Evaluation	5211500	\$50,000	Consultant to evaluate current hauler/public agency school outreach and provide recommendations
\$200,000	\$200,000	\$200,000	Zero Waste Outreach	5211500	\$200,000	Public education (Media expert to develop and implement PSA)
\$403,769	\$300,885	\$386,769	Operational Budget Subtotal		\$487,170	
			Zero Waste Grant Funding			Fund Center 618099003
\$0	\$0	\$0	Zero Waste Grant FY14/15	5211500	\$250,000	
\$613,357	\$185,524	\$384,300	Accumulated ZW Grant Funding	5211500	\$229,057	Zero Waste Grant Funds held in ZW Special Project (618099003) Fund Center
\$613,357	\$185,524	\$384,300	Zero Waste Grants Subtotal		\$479,057	
\$1,017,126	\$486,408	\$771,069	JPA 6.2 Zero Waste Total	Total	\$966,226	

2015 (70073) ZERO WASTE REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>13/14</u> <u>BUDGET</u> <u>BUDGET</u>	<u>13/14</u> <u>EXP THRU</u> <u>REV THRU</u> <u>3/18/2014</u>	<u>13/14</u> <u>TOTAL EST</u> <u>TOTAL EST</u> <u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>REVENUE</u> <u>SOURCE</u>	<u>14/15</u> <u>BUDGET</u> <u>REVENUE</u> <u>REQUEST</u>	
\$500	\$267	\$500	Interest	4410125	\$500	JPA funds in interest bearing account.
\$0		\$0	Other Aid State	4530527	\$0	
\$634,827	\$317,414	\$634,827	Solid Waste Management	4640910	\$600,073	Solid Waste Disposal Assessments
\$0	\$0	\$0	Misc.	4710642	\$0	
\$427,633	\$594,445	\$594,445	Carry-Over		\$458,703	
\$1,062,960	\$912,125	\$1,229,772	Total Revenue		\$1,059,275	
			<u>GENERAL CONTINGENCIES</u>			
		\$458,703	General Contingencies	9000010	\$93,049	
					10%	

DRAFT BUDGET

JPA ADMINISTRATION

2015 (70070) 96X-CWM EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

<u>13/14 BUDGET (As Modified)</u>	<u>13/14 EXP THRU 3/18/2014</u>	<u>13/14 TOTAL EST EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>OBJECT</u>	<u>14/15 BUDGET REQUEST</u>	<u>NARRATIVE</u>
\$362,256	\$181,128	\$362,256	Salaries and Wages	5110110	\$345,127	Contract staff salaries and wages for 6.1 Programs.
\$362,256	\$181,128	\$362,256	Salaries and Wages Total		\$345,127	
\$7,500	\$871	\$4,000	Legal Expense	5210100	\$7,500	JPA legal counsel.
\$11,000	\$0	\$12,500	Outside Acctg & Audit Fees	5210200	\$13,500	Financial review.
\$18,000	\$17,596	\$17,596	Insurance	5210500	\$18,000	JPA insurance.
\$1,000	\$0	\$0	OFC Equip Rep & Maint.	5210900	\$1,000	Same as previous year.
\$16,941	\$16,941	\$16,941	Rent	5211200	\$16,941	Rent for space used.
\$50,000	\$26,077	\$50,000	Bag Ban CEQA	5210100	\$0	Member Cities funding for bag ban implementation and enforcement.
\$1,500	\$590	\$1,500	Training	5211300	\$1,500	Training, Memberships Same as previous year.
\$600	\$233	\$600	Mileage & Routn Trvl Exp	5211400	\$600	Routine travel. Same as previous year.
\$37,250	\$19,992	\$37,250	Outreach	5211500	\$37,250	Compost Bins, Reusable Bags, JPA Group Memberships, Sponsorships, General
\$17,796	\$0	\$17,796	State Grant	5211500	\$0	Beverage Container Recycling Grant accepted by JPA on 5/24/12
\$5,500	\$132	\$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.
\$172,937	\$86,368	\$169,533	Services & Supplies Total		\$107,641	
\$535,193	\$267,496	\$531,789	JPA 6.1 Program Total	Total	\$452,769	

2015 (70070) 96X-CWM REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>13/14 BUDGET</u>	<u>13/14 REV THRU 3/18/2014</u>	<u>13/14 TOTAL EST REVENUE</u>	<u>ACCOUNT NAME</u>	<u>REVENUE SOURCE</u>	<u>14/15 REVENUE REQUEST</u>	
\$1,500	\$80	\$500	Interest	4410125	\$1,500	JPA funds in interest bearing account.
\$17,796	\$0	\$0	Other Aid State	4530527	\$17,796	Beverage Container Recycling Grant Reimbursement in FY 13/14
\$476,323	\$238,161	\$476,323	Solid Waste Management	4640910	\$351,081	Solid Waste Disposal Assessments
\$0	\$325	\$325	Misc.	4710642	\$0	
\$145,621	\$227,037	\$227,037	Carry-Over		\$172,396	
\$641,240	\$465,603	\$704,185	Total Revenue		\$542,773	
			<u>GENERAL CONTINGENCIES</u>			
		\$172,396	General Contingencies	9000010	\$90,004	

20%

DRAFT BUDGET

HOUSEHOLD HAZARDOUS WASTE PROGRAM

2015 (70071) 96Y-NNO EXPENSE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

<u>13/14</u> <u>BUDGET</u> (As Modified)	<u>13/14</u> <u>EXP THRU</u> <u>3/18/2014</u>	<u>13/14</u> <u>TOTAL EST</u> <u>EXPENDITURE</u>	<u>ACCOUNT NAME</u>	<u>OBJECT</u>	<u>14/15</u> <u>BUDGET</u> <u>REQUEST</u>	<u>NARRATIVE</u>
			HHW Operational			Fund Center 6180011000
\$40,250	\$20,125	\$40,250	Salaries and Wages	5110110	\$131,662	Contract staff salaries and wages for 6.2 Programs.
\$145,788	\$85,043	\$145,788	HHW Oversight	5210100	\$145,788	City of San Rafael HHW Oversight including West Marin HHW events.
\$27,792	\$27,792	\$27,792	Novato HHW Grant	5210100	\$30,984	Novato HHW Grant fee reimbursement.
\$70,000	\$24,746	\$70,000	Bulb and Battery Program	5210100	\$75,000	Program for Drop-off of Fluorescent Bulbs and Batteries at convenient locations
\$1,434,395	\$797,991	\$1,434,395	Contract SVC	5210100	\$1,320,255	HHW Contract (offset with SQG and BOP Grant funds).
\$2,500	\$0	\$0	JPA legal counsel	5210131	\$2,500	JPA legal counsel work on HHW contracts and HHW Grant Agreements.
\$75,000	\$0	\$0	HD-20 Grant Funding	5211500	\$75,000	HHW Grant for Less Toxic Alternative Outreach
\$76,000	\$0	\$76,000	Sharps Program	5211500	\$76,000	JPA sharps container and disposal service, except Novato.
\$1,871,725	\$955,697	\$1,794,225	Operational Budget Subtotal		\$1,857,189	
			Oil Payment Program			Fund Centers 6180990004-6
\$162,076	\$42,079	\$71,038	Oil Payment Program - Cycle 3	5211500	\$10,000	CalRecycle Oil Payment Program - Cycle 3 - 6180990004
\$0	\$0	\$0	Oil Payment Program - Cycle 4	5211500	\$81,267	CalRecycle Oil Payment Program - Cycle 4 - 6180990005
\$0	\$0	\$0	Oil Payment Program - Cycle 5	5211500	\$81,267	CalRecycle Oil Payment Program - Cycle 5 - 6180990006
\$162,076	\$42,079	\$71,038	Oil Payment Program Subtotal		\$172,534	
\$2,033,801	\$997,776	\$1,865,263	JPA 6.2 Program Total	Total	\$2,029,723	

2015 (70071) 96Y-NNO REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

<u>13/14</u> <u>BUDGET</u>	<u>13/14</u> <u>REV THRU</u> <u>3/18/2014</u>	<u>13/14</u> <u>TOTAL EST</u> <u>REVENUE</u>	<u>ACCOUNT NAME</u>	<u>REVENUE</u> <u>SOURCE</u>	<u>14/15</u> <u>REVENUE</u> <u>REQUEST</u>	
\$1,000	\$66	\$150	Interest	4410125	\$500	JPA funds in interest bearing account.
\$156,038	\$81,038	\$81,038	Other Aid State	4530527	\$0	CalRecycle Grant Funds for OPP and HD-20
\$0	\$0	\$81,267	Other Aid State	4530527	\$0	CalRecycle Funds for OPP Cycle 4 - 6180990005
\$0	\$0	\$0	Other Aid State	4530527	\$81,267	CalRecycle Funds for OPP Cycle 5 - 6180990006
\$0	\$0	\$0	Other Aid State	4530527	\$75,000	CalRecycle Grant Funds for HD-20
\$1,829,305	\$914,653	\$1,829,305	Solid Waste Management	4640910	\$1,914,316	Solid Waste Disposal Assessments
\$213,852	\$229,844	\$229,844	Carry-Over		\$356,341	
\$2,200,195	\$1,225,601	\$2,221,604	Total Revenue		\$2,427,424	
			<u>GENERAL CONTINGENCIES</u>			
		\$356,341	General Contingencies	9000010	\$397,701	

20%

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Corte Madera:
David Bracken

County of Marin:
Matthew Hymel

Fairfax:
Garrett Toy

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

MEMO

Date: May 13, 2014

To: Michael Frank, JPA Board Director

From: Steve Devine, Program Manager

Re: Modified Staff Allocation for Proposed FY 14/15 Budget

As promised, the following details some "pencil sharpening" on staff costs for allocations to the "Administration 6.1" budget center. The following table depicts JPA staff costs as presented at the April 24, 2014 Executive Committee Meeting:

	Zero Waste	Admin	HHW
All Staff	\$197,087.71	\$413,884.19	\$45,987.13
Overall Distribution	30%	63%	7%

The following, scenario contains revised allocations to the three fund centers for existing staff and the proposed Waste Specialist. The main factor in the changed allocations is increased staff time being spent on the Oil Payment and Bulb and Battery programs. Also note that Zero Waste and HHW require less staffing than Administration due to most services being provided via contracts.

Revised	ZW %	Zero Waste	Admin %	Admin	HHW %	HHW
Existing Staff – Revised Allocation	23%	\$141,737.17	56%	\$340,323.32	21%	\$126,858.00
Waste Specialist – Revised Allocation	80%	\$38,432.44	10%	\$4,804.05	10%	\$4,804.05
Totals All Staff:		\$180,169.61		\$345,127.38		\$131,662.05
Overall Distribution	27%		53%		20%	

The labor total for both the "Before" and "After" scenarios is: \$656,959.04. The reduction in labor allocated to Administration "6.1 Programs" after revisions is: \$68,756.81.

Out of the JPA's total proposed budget of \$2,865,469.60 – Novato is paying only \$38,366.59 for administration, planning, monitoring and reporting, compliance review and legislation. Also the JPA grants Novato \$30,984 to reimburse for self-hauled waste originating from Novato that goes to the Redwood Landfill and pays JPA fees.

f:\waste\jpa\budget\fy 14-15\novato memo transmitting revised staff allocations.docx

Marin County Department of Public Works, P.O. Box 4186, San Rafael, CA 94913
Phone: 415/473-6647 - FAX 415/473-2391



MAYOR GARY O. PHILLIPS
VICE MAYOR DAMON CONNOLLY
COUNCILMEMBER MARIBETH BUSHEY
COUNCILMEMBER KATE COLIN
COUNCILMEMBER ANDREW CUYUGAN MCCULLOUGH

February 10, 2014

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

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

RE: Fiscal Year 2014/15 Budget Proposal

Dear Steve,

Please accept this letter as the Fiscal Year 2014/15 budget proposal for the Marin Household Hazardous Waste (HHW) Program. The allocation amounts for the City of San Rafael (City) management oversight and for Marin Recycling and Resource Recovery Association (MRRRA) contractual services are provided herein.

The HHW Program budget for FY 2013/14 was \$1,580,183 which included a 2.2% CPI increase from the previous year for both the City and MRRRA. As of December 2013, the HHW Facility is \$36,500 under budget and projections indicate that by the end of the fiscal year, the HHW Facility could be as much as \$100,000 under budget thanks to the implementation of PaintCare and other outside funding sources.

After over a year of negotiations, the City of San Rafael executed an agreement with PaintCare in December 2013. The PaintCare program has now been in effect at the Marin HHW Facility since January 1, 2014. Initial analysis of the PaintCare Program indicates that the HHW Program could potentially save up to \$300,000 annually; however, since we're just beginning to implement the program, we're proposing a \$150,000 savings for the first full year with PaintCare to allow for an adjustment period.

HHW Program budget proposal summary:

For FY 2014/15, the budget proposal for the City of San Rafael management oversight remains at \$145,788, the same as last year. This portion of the budget includes the one-day temporary collection events in West Marin.

We are proposing that the MRRRA contractual services budget provides a 2.5% CPI increase from last year's budget while accounting for a \$150,000 PaintCare savings. This amounts to \$1,320,255, an 8% reduction from last year's budget of \$1,434,395. The CPI will allow for a needed salary increase for the HHW facility staff from an average of just over \$17 per hour to \$18.00 per hour and will also cover increasing worker's compensation and health insurance costs.

(See table on the next page.)

Marin HHW Program Operating Costs FY 2014/15

MRRRA

Personnel	\$ 564,841
Non-personnel	\$ 755,414
Total HHW Facility Operating Contractual Services:	\$1,320,255

CITY

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

Total Marin HHW Program FY 2014/15 Budget: \$1,466,043

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



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

RESOLUTION NO. 2014-02

A RESOLUTION ESTABLISHING FEES FOR INTERGRATED WASTE MANAGEMENT
PLANNING AND IMPLEMENTATION OF PROGRAMS FOR FY 2014-15

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

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

WHEREAS, the Authority established the Integrated Waste Management Planning Fees at its regular meeting on May 22, 2014; and

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

WHEREAS, these fees are set and imposed for FY 2014/15 only; and

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

NOW, THEREFORE, BE IT RESOLVED that the following fees are imposed for FY 2013/14 and shall be collected from the organization specified herein;

Redwood Landfill	\$1,629,794.39	(of this total amount, \$562,225.73 shall be assessed on waste disposed from Marin Resource Recovery)
Marin Sanitary Transfer Station	\$25,047.36	
Bay Cities Refuse	\$90,724.70	
Marin Sanitary Service	\$703,828.27	
Mill Valley Refuse	\$294,938.42	
Novato Disposal	\$38,366.59	
Shoreline Disposal	\$61,949.94	
Tamalpais Community Service District	\$20,819.95	
TOTAL	\$2,865,469.60	

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

1. Annual fees are based upon the tons of material collected and disposed during 2013, which was provided by the haulers, landfills, and recovery center (Attachment A).
2. Fee payment shall be made in two installments – half amount shall be due and payable on December 1, 2014; the remaining half shall be due and payable on May 1, 2015.
3. Fees shall be due and payable to the “Marin County Treasurer – Tax Collector”, Administration Bldg., Civic Center, P.O. Box 4220, San Rafael, CA 94913-4220.

PASSED AND ADOPTED at a regular meeting of the Marin County Hazardous and Solid Waste Management Joint Powers Authority held this 22nd day of May, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair

ATTEST: _____

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Authorization to Enter into Contracts for Used Oil Payment Grant Program (OPP5)

Larkspur:
Dan Schwarz

Through the State's Used Oil Payment Program (OPP), CalRecycle annually awards funds to local governments to develop and maintain used oil and filter collection programs with funding determined on a per capita basis. At the May 24, 2012 JPA Board meeting, the JPA Board authorized its Executive Director to apply for and execute the Oil Payment Program, which was formerly managed by the Marin County Stormwater Pollution Prevention Program (MCSTOPPP).

Mill Valley:
Jim McCann

Novato:
Michael Frank

Over the past 2 years OPP3 and OPP4 funds (the programs third and fourth cycles) have been used by the JPA to recycle used oil and filters, institute a pilot Oil Absorbent Exchange Program at local marinas, develop bi-lingual outreach materials and content for ZeroWasteMarin.org, provide outreach staff for local events, and work with the Marin Household Hazardous Waste Facility on oil & filter related outreach and collection.

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

The OPP5 grant term begins July 2014 and JPA Staff will expect an award of up to \$83,000 in OPP5 funds. These funds have already been included in the JPA's FY 14-15 budget, but we are requesting authorization to enter into contracts to allow for timely execution of the programs.

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

Recommendation

Adopt a Motion authorizing the Executive Director to implement the Used Oil Payment Program Fifth Cycle and enter into contracts not to exceed \$83,000 dependent on the amount awarded by CalRecycle.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Executive Director Signature Authority for Contracts and Purchase Orders

Larkspur:
Dan Schwarz

JPA staff solicits JPA Board or JPA Executive Committee authorization to enter into contracts or purchase orders. Typically these authorizations are delegated to the Executive Director.

Mill Valley:
Jim McCann

Section 5.3 of the *Revised Hazardous and Solid Waste Joint Powers Agreement – County of Marin* states: “The Board may adopt from time to time such policies, procedures, by-laws, rules or regulations for the conduct of its affairs as may be required.”

Novato:
Michael Frank

Ross:
Rob Braulik

The JPA Agreement also specifies that the Board meet once per year and that the Executive Committee meet four times per year. In practice, the full Board typically meets two or three times per year and the Executive Committee meets once or twice per year. Due to the occasionally infrequent meetings, staff would like to have a policy to help ensure the timely conduct of JPA business. Staff is requesting that the Board adopt a policy to designate signature authority to the Executive Director to enter into contracts that do not exceed \$25,000. This signature authority amount for contracts is consistent with that of the County of Marin – who provides staffing, fiscal and administrative services to the JPA. We also ask that the same dollar value, \$25,000 be authorized for Goods and Services Purchase Orders (printing and mailing, etc.) – which is below the County’s threshold, but more appropriate for the JPA.

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

The proposed policy is contained in Attached Resolution No. 2014-03.

Recommendation

Adoption of a Motion authorizing the Board Chair to execute Resolution No. 2014-03.

Attachment

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

RESOLUTION NO. 2014-03

A RESOLUTION ESTABLISHING A \$25,000 SIGNATURE AUTHORITY LEVEL FOR THE
EXECUTIVE OFFICER TO CONDUCT TIMELY BUSINESS FOR THE
JOINT POWERS AUTHORITY

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

WHEREAS, the Authority operates under the *Revised Hazardous and Solid Waste Joint Powers Agreement – County of Marin* executed in 1996; and

WHEREAS, Section 5.3 of the Joint Powers Agreement states: “The Board may adopt from time to time such policies, procedures, by-laws, rules or regulations for the conduct of its affairs as may be required;” and

WHEREAS, contracts and purchase orders over \$25,000 shall require approval from the Board and delegation of signature authority to the Executive Director or designee; and

WHEREAS, a \$25,000 signature authority for the Executive Director for Professional Service Contracts is consistent with County of Marin policy for contracts – and it is the County that provides staff, fiscal and administrative support to the Joint Powers Authority; and

WHEREAS, a \$25,000 signature authority for Goods and Services Purchase Orders (for work such as printing and mailing) is prudent and allows for the timely conduct of Authority business; and

NOW, THEREFORE, BE IT RESOLVED, in instances where the timely conduct of the JPA’s affairs does not afford obtaining explicit authorization for contracts or purchase orders for \$25,000 or less – the Executive Director is hereby delegated signature authority to enter into such agreements that conform to the JPA’s budget and are in the best interest of the agency;

PASSED AND ADOPTED at a regular meeting of the Marin County Hazardous and Solid Waste Management Joint Powers Authority held this 22nd day of May, 2014 by the following vote:

AYES:

NOES:

ABSENT:

CHAIR: _____

ATTEST: _____

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Re: Audit and Financial Statements for Year Ending June 30, 2013

Fairfax:
Garrett Toy

Attached for your review are the JPA's Financial Statement and Auditor's Report for the year ending June 30, 2013. Also attached are two letters to the JPA Board from Maher Accountancy related to the audit.

Larkspur:
Dan Schwarz

Mr. Maher's audit findings note one internal deficiency due to the JPA's use of the County's SAP accounting system. It is anticipated this deficiency will be noted annually until such time that the County changes its financial system.

Mill Valley:
Jim McCann

Novato:
Michael Frank

Recommendation

Accept the attached financial statements and auditor's report for the year ending June 30, 2013.

Ross:
Rob Braulik

Attachments.

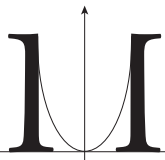
San Anselmo:
Debbie Stutsman

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San Rafael:
Nancy Mackle

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran



Independent Auditors' Communication Regarding Internal Controls

March 31, 2014

Board of Directors and Management
Marin County Hazardous & Solid Waste Management Authority

In planning and performing our audit of the financial statements of the Marin County Hazardous & Solid Waste Management Authority (the Authority) as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we have identified certain *deficiencies in internal control* that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Authority's internal control to be a significant deficiency:

Budgetary Accounting:

Condition: In the course of our audit procedures we noted that the account structure available through the County's SAP accounting system did not provide separate accounts for each line indicated in the Authority's approved budget. Rather, transactions that were budgeted separately were included together in generic general ledger accounts, such as "Miscellaneous" or "Professional fees."

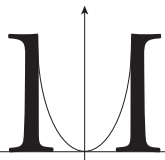
Effect: Because expenditures were grouped together, interim financial information available to management did not provide information about how actual expenditures compared to budget limits, allowing for expenditures in excess of authorized amount. Additionally, after-the-fact reclassifications were required in order to present financial reports in those categories.

Recommendation: We recommend that management (a) adopt a new or supplemental accounting system to record expenditures in budgeted categories, (b) that the approved budget be prepared by categories that the existing accounting system will accommodate or (c) improve the current informal budget control system to include a regular and documented reconciliation to the SAP system for both actual and budgeted transactions to ensure that budget compliance is maintained.

This communication is intended solely for the information and use of the board of directors and management and is not intended to be and should not be used by anyone other than these specified parties.

Mahe Accountancy

March 31, 2014



Independent Auditors' Communication Regarding Internal Controls

March 31, 2014

Board of Directors and Management
Marin County Hazardous & Solid Waste Management Authority

In planning and performing our audit of the financial statements of the Marin County Hazardous & Solid Waste Management Authority (the Authority) as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we have identified certain *deficiencies in internal control* that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Authority's internal control to be a significant deficiency:

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Condition: In the course of our audit procedures we noted that the account structure available through the County's SAP accounting system did not provide separate accounts for each line indicated in the Authority's approved budget. Rather, transactions that were budgeted separately were included together in generic general ledger accounts, such as "Miscellaneous" or "Professional fees."

Effect: Because expenditures were grouped together, interim financial information available to management did not provide information about how actual expenditures compared to budget limits, allowing for expenditures in excess of authorized amount. Additionally, after-the-fact reclassifications were required in order to present financial reports in those categories.

Recommendation: We recommend that management (a) adopt a new or supplemental accounting system to record expenditures in budgeted categories, (b) that the approved budget be prepared by categories that the existing accounting system will accommodate or (c) improve the current informal budget control system to include a regular and documented reconciliation to the SAP system for both actual and budgeted transactions to ensure that budget compliance is maintained.

This communication is intended solely for the information and use of the board of directors and management and is not intended to be and should not be used by anyone other than these specified parties.

Mahe Accountancy

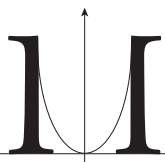
March 31, 2014



**FINANCIAL STATEMENTS AND AUDITORS' REPORT
YEAR ENDED JUNE 30, 2013**

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INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of the Marin County Hazardous & Solid Waste Management Authority (the Authority) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of June 30, 2013, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Maher Accountancy

March 31, 2014

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

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis provides an overview of the Marin County Hazardous & Solid Waste Management Authority (the Authority) financial activities for the fiscal year ended June 30, 2013. Please read it along with the Authority's financial statements, which begin on page 6.

FINANCIAL HIGHLIGHTS

The Authority's net position was \$1,051,000, an increase of \$184,000 over the prior year. Total revenues decreased by \$832,000 and total expenses decreased by \$415,000.

Budgetary comparison schedules are found starting on page 18. When comparing actual activity with budgeted, those schedules indicate we had a positive variance of \$10,000 in the Countywide Waste Management (general) fund. The Household Hazardous Waste Management fund showed positive variances of \$96,000 for the year. The Zero Waste Fund ended its year with a positive variance of \$421,000.

USING THIS ANNUAL REPORT

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

THE AUTHORITY AS A WHOLE

One important question asked about the Authority's finances is, "Is the Authority better or worse off as a result of the year's activities?" The information in the government-wide financial statements helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the basis of accounting used by most private-sector companies. The change in *net position* (the difference between total assets and total liabilities) over time is one indicator of whether the Authority's financial health is improving or deteriorating. However, one must consider other nonfinancial factors in making an assessment of the Authority's health, such as changes in the economy and changes in the Authority's boundaries, etc. to assess the *overall* health of the Authority.

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

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

	<u>2013</u>	<u>2012</u>	<u>Increase (decrease)</u>
Total assets	\$ 1,419,446	\$ 1,178,902	\$ 240,544
Total liabilities	<u>368,120</u>	<u>311,271</u>	<u>56,849</u>
Net position:			
Restricted	824,289	681,183	143,106
Unrestricted	<u>227,037</u>	<u>186,448</u>	<u>40,589</u>
Total net position	<u><u>\$ 1,051,326</u></u>	<u><u>\$ 867,631</u></u>	<u><u>\$ 183,695</u></u>

The Authority's total assets increased primarily as a result of normal changes in working capital,

Changes in the Authority's revenues were as follows:

	<u>2013</u>	<u>2012</u>	<u>Increase (decrease)</u>
General revenues:			
Investment earnings	\$ 613	\$ 532	\$ 81
Program revenues:			
Solid waste management fees	2,539,735	3,385,136	(845,401)
Operating grant - State of California	13,204	-	13,204
Miscellaneous	275	-	275
Investment earnings	<u>637</u>	<u>521</u>	<u>116</u>
Total program revenue	<u>2,553,851</u>	<u>3,385,657</u>	<u>(831,806)</u>
Total revenues	<u><u>\$ 2,554,464</u></u>	<u><u>\$ 3,386,189</u></u>	<u><u>\$ (831,725)</u></u>

Fee revenue decreased as a result of a decrease in charges for waste management fees as anticipated in the budget. During the year, a Beverage Container Recycling Grant was received from the State of California

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

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

	2013	2012	Increase (decrease)
Contract staff and support	\$ 563,016	\$ 563,015	\$ 1
Services and supplies	1,807,753	2,224,945	(417,192)
Total expenses	2,370,769	2,787,960	(417,191)
Less program revenues	2,553,851	3,385,657	(831,806)
Net revenue (expenses)	183,082	597,697	(414,615)
General revenues	613	532	81
Change in net position	<u>\$ 183,695</u>	<u>\$ 598,229</u>	<u>\$ (414,534)</u>

Expenses decreased mainly as a result of decreases in disposal costs of the Household Hazardous Waste program.

FUND FINANCIAL STATEMENTS

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

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

CAPITAL ASSET AND DEBT ADMINISTRATION

The Authority does not own any capital assets nor does it have any debt. The Authority shares office space with the Marin County Public Works Department.

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

THE FUTURE OF THE AUTHORITY

With a growing awareness of our society's environmental impacts, the public has shown an increasing interest in recycling, reuse, waste reduction and hazardous materials programs. The incremental increase in products that are legislatively banned from landfill disposal and public requests for expansion of green programs demonstrates the growing demand for a greater scope of environmental services in the future. The JPA's goal of 80 percent diversion by 2014 and Zero Waste by 2025 will require substantial coordination of solid waste services, outreach programs, infrastructure, and regulation in the future.

REQUESTS FOR INFORMATION

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

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

Respectively submitted,

Steve Devine

Steve Devine, Manager

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

**STATEMENT OF NET POSITION
AS OF JUNE 30, 2013**

ASSETS

Cash	\$ 1,406,242
Receivables:	
Grants	13,204
	<hr/>
Total assets	1,419,446
	<hr/>

LIABILITIES

Accounts payable and accrued expenses	287,082
Deferred revenue	81,038
	<hr/>
Total liabilities	368,120
	<hr/>

NET POSITION

Restricted for Household Hazardous Waste program	229,844
Restricted for Zero Waste program	594,445
Unrestricted	227,037
	<hr/>
Total net position	\$ 1,051,326
	<hr/> <hr/>

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

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

**STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013**

	General	Household Hazardous Waste Program	Zero Waste Program	Total
EXPENSES				
Contract staff and support	\$ 355,152	\$ 39,462	\$ 168,402	\$ 563,016
Services and supplies	130,398	1,614,031	63,324	1,807,753
Total expenditures/expenses	<u>485,550</u>	<u>1,653,493</u>	<u>231,726</u>	<u>2,370,769</u>
PROGRAM REVENUES				
Waste management fees	512,047	1,662,245	365,443	2,539,735
Operating grant - State of California	13,204			13,204
Miscellaneous income	275			275
Investment earnings			637	637
Total program revenue	<u>525,526</u>	<u>1,662,245</u>	<u>366,080</u>	<u>2,553,851</u>
Net program revenue (expense)	<u>\$ 39,976</u>	<u>\$ 8,752</u>	<u>\$ 134,354</u>	183,082
GENERAL REVENUES				
Investment earnings				<u>613</u>
Excess (deficiency) of revenues over expenses				183,695
NET POSITION:				
Net Position at June 30, 2012				<u>867,631</u>
Net Position at June 30, 2013				<u>\$ 1,051,326</u>

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

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

**BALANCE SHEET
YEAR ENDED JUNE 30, 2013**

	Countywide Waste Management (General Fund)	Household Hazardous Waste (Special Revenue Fund)	Zero Waste (Special Revenue Fund)	Total
ASSETS				
Cash	\$ 153,866	\$ 623,512	\$ 628,864	\$ 1,406,242
Receivables:				
Grants	13,204			13,204
Due from other funds	64,410			64,410
Total assets	<u>\$ 231,480</u>	<u>\$ 623,512</u>	<u>\$ 628,864</u>	<u>\$ 1,483,856</u>
LIABILITIES				
Accounts payable and accrued expenses	\$ 4,443	\$ 267,040	\$ 15,599	\$ 287,082
Deferred revenue		81,038		81,038
Due to other funds	-	45,590	18,820	64,410
	4,443	393,668	34,419	432,530
FUND BALANCES				
Fund balances:				
Assigned		229,844	594,445	824,289
Unassigned	227,037			227,037
Total fund balance	<u>227,037</u>	<u>229,844</u>	<u>594,445</u>	<u>1,051,326</u>
Total liabilities and fund balances	<u>\$ 231,480</u>	<u>\$ 623,512</u>	<u>\$ 628,864</u>	<u>\$ 1,483,856</u>

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

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

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2013**

	Countywide Waste Management (General Fund)	Household Hazardous Waste (Special Revenue Fund)	Zero Waste (Special Revenue Fund)	Total
REVENUES				
Solid waste management fees	\$ 512,047	\$ 1,662,245	\$ 365,443	\$ 2,539,735
Operating grant - State of California	13,204			13,204
Miscellaneous income	275			275
Investment earnings	613		637	1,250
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	526,139	1,662,245	366,080	2,554,464
EXPENDITURES				
Contract staff and support	355,152	39,462	168,402	563,016
Services and supplies:				
Legal	205	154		359
Accounting and audit fees	11,250			11,250
Insurance	16,742			16,742
Rent	15,904			15,904
Mileage and routine travel	375		9	384
Contract services	33,931	1,305,093		1,339,024
Miscellaneous services	1,979	308,519	63,315	373,813
Document reproduction	44,025	265		44,290
County financial service	5,987			5,987
	<hr/>	<hr/>	<hr/>	<hr/>
Total services and supplies	130,398	1,614,031	63,324	1,807,753
Total expenditures	<hr/>	<hr/>	<hr/>	<hr/>
	485,550	1,653,493	231,726	2,370,769
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				
	<hr/>	<hr/>	<hr/>	<hr/>
	40,589	8,752	134,354	183,695
Fund balance at June 30, 2012				
	<hr/>	<hr/>	<hr/>	<hr/>
	186,448	221,092	460,091	867,631
Fund balance at June 30, 2013				
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 227,037	\$ 229,844	\$ 594,445	\$ 1,051,326
	<hr/>	<hr/>	<hr/>	<hr/>

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

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

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

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

INTRODUCTION

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

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE STATEMENTS

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

In the government-wide Statement of Net Position, the Authority's activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net position is reported in two parts: (1) restricted net position and (2) unrestricted net position. Net position for particular programs are deemed to be restricted.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE STATEMENTS (Continued)

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

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

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

FUND FINANCIAL STATEMENTS

The financial transactions of the Authority are reported in individual funds in the fund balancing accounts that comprise its assets, liabilities, assigned or unassigned resources, fund balance, revenues and expenditures.

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

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

Special revenue funds:

Household Hazardous Waste fund - accounts for hazardous waste disposal for households through a contract with the City of San Rafael Fire Department and Novato Sanitary District.

Zero Waste fund - accounts for the program to reduce and eliminate waste and obtains its resources from JPA tipping fees.

BASIS OF ACCOUNTING

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

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

ACCRUAL:

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

MODIFIED ACCRUAL:

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

There were no differences between the two bases of accounting for the year ended June 30, 2013.

FINANCIAL STATEMENT AMOUNTS

CASH AND CASH EQUIVALENTS:

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

EQUIPMENT AND INFRASTRUCTURE

It is the Authority's policy to record purchases of items of furniture and equipment costing \$1,000 or less as office supplies. Items in excess of \$1,000 are classified as capital outlay or capitalized. As of June 30, 2013, no equipment purchases have met the capitalization criteria.

BUDGET

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

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013**

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

FUND BALANCE:

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Authority is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned. Following is a description of the components applicable to the Authority:

Restricted – This component consists of amounts that are constrained by the District’s intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, Manager or their designee.

Unassigned – This classification represents amounts that have not been restricted, committed or assigned to specific purposes within the general fund.

2. CASH

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

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

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

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013**

2. CASH (continued)

INTEREST RATE RISK

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2013, the County's investment pool had a weighted average maturity of 178 days.

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

CREDIT RISK

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

CONCENTRATION OF CREDIT RISK

The following is a summary of the concentration of credit risk by investment type as a percentage of each pool's fair value at June 30, 2013.

Investments in Investment Pool	Percent of Portfolio
Federal agency - discount	73%
Federal agency - coupon	25%
Money market funds	2%
	<u>100%</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013**

2. CASH (continued)

CUSTODIAL CREDIT RISK

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

LOCAL AGENCY INVESTMENT FUND

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

3. RISK MANAGEMENT

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

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013**

4. RELATED PARTY TRANSACTIONS

The County of Marin is a member to the Authority. The County Public Works Department provided staffing for the Authority for a fee of \$563,016 for the year. Additionally, the Authority paid the County of Marin \$15,904 for rent and \$5,904 for financial services.

The Authority incurred expenditures of \$1,447,674 under a contract with the City of San Rafael (a member government) to operate its household waste program. As of June 30, 2013, accrued expenses to the City of San Rafael amounted to \$267,040.

5. COMMITMENT

In February 2013, the Authority and County of Marin entered into an agreement where the County will provide the Authority staffing. The agreement has an expiration date of June 30, 2020 with provisions to extend the date by mutual agreement, or cancel by either party with 180 days written notice. The cost of the agreement will be based on annual budgets adopted by the Authority. The budgeted cost for fiscal 2013-14 is approximately \$574,000.

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

**BUDGET COMPARISON SCHEDULE
COUNTYWIDE WASTE MANAGEMENT PROGRAM
GENERAL FUND (CWM)
YEAR ENDED JUNE 30, 2013**

	Original Budget	Final Budget	Actual	Variance Over (Under)
REVENUES:				
Waste management fees	\$ 512,047	\$ 512,047	\$ 512,047	\$ -
Operating grant - State of California	-	31,000	13,204	(17,796)
Miscellaneous income			275	275
Investment earnings	1,500	1,500	613	(887)
Total revenues	513,547	544,547	526,139	(18,408)
EXPENDITURES:				
Contract staff and support	355,153	355,153	355,152	1
Services and supplies:				
Legal	4,000	4,000	205	3,795
Accounting and audit fees	11,000	11,000	11,250	(250)
Insurance	18,000	18,000	16,742	1,258
Equipment repairs & maintenance	1,000	1,000	-	1,000
Rent	15,904	15,904	15,904	-
Bag ban CEQA	-	60,000	-	60,000
Training	1,500	1,500	1,727	(227)
Mileage and routine travel	600	600	375	225
Outreach	25,000	25,000	33,931	(8,931)
Website update	10,000	10,000	44,025	(34,025)
Supplies and reproduction	5,500	5,500	252	5,248
County financial service	5,850	5,850	5,987	(137)
Total services and supplies	98,354	158,354	130,398	27,956
Total expenditures	453,507	513,507	485,550	27,957
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$60,040</u>	31,040	40,589	<u>\$9,549</u>
Fund balance as of June 30, 2012			186,448	
Fund balance as of June 30, 2013			<u>\$ 227,037</u>	

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

**BUDGET COMPARISON SCHEDULE
HOUSEHOLD HAZARDOUS WASTE PROGRAM (NNO)
SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2013**

	Original Budget	Final Budget	Actual	Variance Over (Under)
REVENUES:				
Solid waste management fees	\$ 1,662,245	\$ 1,662,245	\$ 1,662,245	\$ -
Investment earnings	<u>3,000</u>	<u>3,000</u>	<u>252</u>	<u>(2,748)</u>
Total revenues	1,665,245	1,665,245	1,662,497	(2,748)
EXPENDITURES:				
Contract staff and support	39,461	39,461	39,462	(1)
HHW oversight	142,650	142,650	142,650	-
Novato HHW grant	50,639	50,639	50,639	-
Bulb and battery program	40,000	40,000	41,300	(1,300)
Contract services	1,228,518	1,403,518	1,305,345	98,173
Legal	2,500	2,500	154	2,346
Documentation reproduction			265	(265)
Sharps program	<u>68,600</u>	<u>73,930</u>	<u>73,930</u>	<u>-</u>
Total expenditures	<u>1,572,368</u>	<u>1,752,698</u>	<u>1,653,745</u>	<u>98,953</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				
	<u>\$92,877</u>	<u>(\$87,453)</u>	8,752	<u>\$96,205</u>
Fund balance June 30, 2012			<u>221,092</u>	
Fund balance June 30, 2013			<u>\$ 229,844</u>	

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

**BUDGET COMPARISON SCHEDULE
ZERO WASTE PROGRAM
SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2013**

	Original and Final Budget	Actual	Variance Over (Under)
REVENUES:			
Waste management fees	\$ 365,443	\$ 365,443	\$ -
Investment earnings	500	637	137
Total revenues	<u>365,943</u>	<u>366,080</u>	<u>137</u>
EXPENDITURES:			
Contract staff and support	168,401	168,402	(1)
Services and supplies:			
Legal	4,000	-	4,000
Zero waste development	30,000	23,015	6,985
Zero waste PSA	200,000	40,300	159,700
Zero waste implementation	250,000	-	250,000
Mileage and routine travel	9	9	(9)
Total services and supplies	<u>484,000</u>	<u>63,324</u>	<u>420,676</u>
Total expenditures	<u>652,401</u>	<u>231,726</u>	<u>420,675</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>\$ (286,458)</u>	134,354	<u>\$ 420,812</u>
Fund balance as of June 30, 2012		<u>460,091</u>	
Fund balance as of June 30, 2013		<u>\$ 594,445</u>	

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Approval of the Fourth Cycle Zero Waste Grant Program and Forms

Larkspur:
Dan Schwarz

The JPA is offering \$250,000 in new monies to member agencies in its fourth cycle of Zero Waste Grants – in addition to money “on account” from unspent or un-applied for funds. The primary focus of the grant program is to help institute programs that contribute towards reaching the goal of Zero Waste in each of the cities/towns, the County and special districts

Mill Valley:
Jim McCann

JPA staff has attached the following grant documents for your approval:

Novato:
Michael Frank

- Grant Guidelines (Exhibit A)
- Application and Work Plan (Exhibit B)
- Final Report Form (Exhibit C)

Ross:
Rob Braulik

These documents define the purpose, goals, requirements, milestones, and will facilitate the grant process. The grant program encourages adoption of the Zero Waste Toolkit Documents as primary programs and provides a list of secondary programs that can help cultivate a Zero Waste atmosphere.

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Also included in the Grant Guidelines is a funding spreadsheet that details which agencies have applied for past grants, and current “on account” balances. Please note that as discussed at the last Executive Committee meeting -- to help streamline this grant program, monies will now made available with simplified Certification Forms – **and also funds will be available on a USE IT OR LOSE IT basis. Accordingly, it is very important for the Member Agencies to apply for funds this year.**

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

Recommendation

It is recommended your Board review and approve the attached grant documents and authorize the Executive Director to enter into grant agreements with member agencies and approve discretionary adjustments to the grants during the grant term.

Attachments

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ZERØWASTEMARIN

Exhibit A

Cycle 4

Zero Waste Grant Guidelines

Introduction

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

Grant Program

The JPA is offering grants to Member Agencies and Special Districts whose application identifies a program that works towards the Zero Waste Goal. Zero Waste Toolkit Documents have been developed by the JPA to implement waste reduction programs uniformly throughout Marin. Member Agencies are not limited to the type of Zero Waste Projects they wish to implement. Special Districts that administer solid waste franchise agreements do not have the authority to implement ordinances or resolutions; however they are encouraged to develop programs which work toward Zero Waste.

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

- Zero Waste Resolution
- Construction and Demolition (C&D) Ordinance
- Commercial and/or Residential Food Scrap Recycling

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

- Construction & Demolition (C&D) Ordinance Enforcement Costs
- Outreach and Training Coordinator to Set Up Recycling and Composting at Schools
- Coordinator for Recycling and Composting at Local Events
- Purchase Easily-Portable Event Recycling Containers and Accessories for Loan for Local Events
- Adding Public Recycling Receptacles
- Waste Audits
- Local Composting Classes
- Support of Food Scrap Composting Programs
- Differential Costs of an Environmental Purchasing Policy
- Commercial and Multifamily Outreach and Support
- Zero Waste Case Studies
- Mini-Grants program to environmental, educational or community groups Zero Waste activities.
- Printing outreach materials using the JPA's to be developed "Do-It-Yourself" templates for Zero Waste outreach

Eligibility & Funding

Grant funding is available only for JPA Member Agencies and Special Districts identified as 'Applicants'.

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

In previous grant cycles allotted funding will was encumbered and carried over to the next grant term for that specified agency after informing the JPA Staff. **This is the last year prior years'**

funds will be available, so it is very important for your jurisdiction to apply for and expend all available funds this grant cycle, otherwise those funds will not be available to your agency. Moving forward funds will be available on a USE IT OR LOSE IT basis.

The total allowable funds for each jurisdiction would be:

Jurisdiction	Available Carry Over	Cycle 4 Allocated	Cycle 4 Funds Available
Belvedere	\$ 13,653.49	\$7,019.18	\$ 20,672.67
Corte Madera	\$ 42,191.55	\$14,021.46	\$ 56,213.01
County of Marin	\$ 46,939.65	\$38,522.26	\$ 85,461.92
Fairfax	\$ 0.00	\$12,258.79	\$ 12,258.79
Larkspur	\$ 35,256.47	\$16,635.94	\$ 51,892.41
Mill Valley	\$ 8,899.72	\$18,693.84	\$ 27,593.56
Ross	\$ 15,063.84	\$7,367.65	\$ 22,431.49
San Anselmo	\$ 27,825.95	\$17,032.81	\$ 44,858.75
San Rafael	\$ (0.00)	\$61,318.30	\$ 61,318.30
Sausalito	\$ (0.00)	\$11,888.06	\$ 11,888.06
Tiburon	\$ 39,226.28	\$13,741.72	\$ 52,968.00
Almonte Sanitary District	\$ -	\$3,500.00	\$ 3,500.00
Alto Sanitary District	\$ -	\$3,500.00	\$ 3,500.00
Bolinas Community Public Utility District	\$ -	\$3,500.00	\$ 3,500.00
Homestead Valley Sanitary District	\$ -	\$3,500.00	\$ 3,500.00
Las Gallinas Sanitary District	\$ -	\$3,500.00	\$ 3,500.00
Marin City Community Services District	\$ -	\$3,500.00	\$ 3,500.00
Stinson beach County Water District	\$ -	\$3,500.00	\$ 3,500.00
Strawberry Recreational District	\$ -	\$3,500.00	\$ 3,500.00
Tamalpais Community Services District	\$ -	\$3,500.00	\$ 3,500.00
Total	\$229,056.95	\$ 250,000.00	\$479,056.95

Application Procedures

The application is limited to two pages, including the provided application forms. A sample Grant Application can be found on the JPA website: ZeroWasteMarin.org.

- Determine grant fund eligibility, as described above (use the figure listed under “Cycle 4 Funds Available”)
- Determine the Zero Waste Projects your Jurisdiction intends on implementing.
- Complete the Zero Waste Grant Application and Work Plan and submit it by July 1, 2014.

Once the Grant Applications and Work Plans are received they will be reviewed by the JPA which will determine if applications meet the Grant requirements. Jurisdictions will be authorized to commence their proposed programs upon receipt of ‘Notice to Proceed’ from the

JPA. A Final Report (Exhibit C) must be submitted to the JPA by May 1, 2015. These reports will (respectively) describe the progress made at the time of the report submittal, outcome of the program implemented, an account of funds spent, and an estimated tonnage of waste that was diverted through each program. A sample Final Report can be found on the JPA website: ZeroWasteMarin.Org

Milestones

- June 1, 2014 - Application Materials Released
- July 1, 2014 - Application Deadline
- July 8, 2014 - Cycle Awarded / Grant Term Begins
- May 1, 2015 - Grant Term Ends
- May 1, 2015 - Final Reports Due

Communication

All communication regarding this grant shall be directed to the JPA Grant Manager. Submit Applications/Work Plans and Final Reports and written correspondence to:

JPA Grant Manager
C/o Marin Co Waste Mgmt Div.
PO Box 4186
San Rafael, CA 94913-4180

Eligible Costs

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

Ineligible Costs

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

Compliance

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

Recycled Content Requirements

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

Audit / Records Access

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

Copyright Information

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

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

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

Use of the initials "JPA" in conjunction with "ZeroWasteMarin" is sufficient when space is limited.

Grant Payment

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

Reporting

A Final Report is required to be submitted by the Grantee to the JPA at the end of the Grant Term (respectively). The report will identify activity during the term of the grant and summarize all activity conducted in the performance and fund use of the grant. Copies of adopted documents (Ordinances, Resolutions, etc.) will be included in the report. All grantees will calculate and report a diversion tonnage estimate to identify program effectiveness.

If all program criteria have not been met by the end of the grant term, the Grantee may report on the progress toward each grant task and demonstrate they have made all reasonable and feasible efforts to implement those programs. A sample Final Report can be found on the JPA website: ZeroWasteMarin.Org

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

Attachments:

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

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Exhibit B

Cycle 4

Zero Waste Grant Application and Work Plan

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

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

Name: _____

Title: _____

Address: _____

City, Zip: _____

Phone: _____

E-mail: _____

C. Requested Grant Amount

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

\$ _____

D. Recipient's Zero Waste Grant Work Plan

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

Name of Work or Project:	Brief Description of Project:	Estimated % of Grant Funds Allocated:

Good Faith Effort

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

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

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

X

 Signature of Grant Recipient Representative

 Date

 Print Name

 Print Title

ZERØWASTEMARIN

Exhibit C

Cycle 4

Zero Waste Grant Final Report

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

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

Name: _____

Title: _____

Address: _____

City, Zip: _____

Phone: _____

E-mail: _____

C. Grant Amount

\$ _____

D. Recipient's Zero Waste Grant Expenditures

Please provide a description of the Zero Waste Projects completed and how funds were spent. Also please estimate the tonnage of materials diverted or not consumed as a result of the project.

If all grant funds have been used the Grant Amount should match the Total in the table on the next page. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)

D. Recipient's Zero Waste Grant Expenditures

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

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

Totals: \$ _____ Tons

Certification

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

X

Signature of Grant Recipient Representative

Date

Print Name

Print Title

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Re: Authorization to Enter Into Contract for HD-20 Grant

Fairfax:
Garrett Toy

On May 16, 2013 the JPA accepted a \$75,000 Household Hazardous Waste Grant (HD-20) from CalRecycle. The HD-20 grant program has a limited scope to develop a mailer that will promote less toxic alternatives to commonly used hazardous products. To execute the primary task of the grant it is requested that your Board authorize your Executive Director to enter into a contract for the full grant amount, which will be repaid through a grant reimbursement.

Larkspur:
Dan Schwarz

Mill Valley:
Jim McCann

Novato:
Michael Frank

The proposed project will be to develop a postcard to all Marin households promoting the use of less toxic products and smarter buying. In addition, the postcard will provide basic information about both the Marin and Novato Household Hazardous Waste Facilities and materials accepted. Extra informational postcards will be printed to be distributed at community events and other locations and added to websites, where residents have questions about HHW disposal options.

Ross:
Rob Braulik

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Staff has met with the staff from the two facilities and developed content for the postcard and website. Quotes have been solicited and are currently being evaluated and revised to meet grant criteria. Staff requires authorization to enter into a contract once all grant requirements have been met.

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

Recommendation

To expedite implementation of the program Staff recommends the JPA Board authorize the Executive Director signature authority to enter into contract, not to exceed \$75,000, with a contractor that will design, print and mail outreach materials.

Attachments

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Date: May 22, 2014

Belvedere:
Mary Neilan

To: JPA Board Members

Corte Madera:
David Bracken

From: Steve Devine, Program Manager

County of Marin:
Matthew Hymel

Re: Construction and Demolition(C&D) Debris Model Ordinance, RFP and Contract

Fairfax:
Garret Toy

At their December 4, 2013 Local Task Force (LTF) meeting the LTF adopted a motion recommending the JPA Board accept suggested updates to the model C&D ordinance and its associated documents.

Larkspur:
Dan Schwarz

Through several months of meetings the LTF's Construction and Demolition Subcommittee has revised the JPA's model C&D ordinance to reflect changes to the Green Building Council's LEED certification program, California's Build It Green program, and CALGreen state building standards. Additionally, changes reflect more realistic diversion rates for facilities, reclassify Alternative Daily Cover as disposal, and only exempt roofing projects when diversion opportunities are not available.

Mill Valley:
Jim McCann

Novato:
Michael Frank

Ross:
Rob Braulik

If the changes are adopted the JPA will begin certifying facilities to the revised ordinance's standards. It will be recommended that all municipalities update their ordinance to reflect the changes made to the model.

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Additionally, staff will begin on working on a Request for Proposals (RFP) to select a new contractor to conduct certifications and work with the member agencies to adopt the model ordinance or incorporate these updates. As proposed in the draft budget the C&D consultant will provide more robust services to certify recycling facilities, resolve tonnage issues, assist Cities and Towns with ordinance adoption, and help develop outreach materials for the member agencies.

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

Recommendation

The LTF recommends your Board adopt a motion to update the Model C&D Ordinance to the attached version and recommend adoption of the updated Ordinance and attached forms to JPA Member Agencies. Additionally, staff requests that your Board authorize the Executive Director signature authority to enter into contract, not to exceed \$40,000, with a Construction and Demolition contractor that is selected following an RFP process.

Attachments:

1. Summary of Updates
2. Model C&D Ordinance
3. Facility Certification Standards
4. Facility Certification Application
5. Annual Facility Tonnage Report
6. Diversion Report Form

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Revised Model Construction and Demolition Ordinance: Summary of Updates

The County's Model Construction and Demolition (C&D) Debris Program Ordinance was first developed and approved by the JPA in 2011. Since then, 7 cities have adopted C&D waste diversion programs based on the Model Ordinance.

Given this experience with the Model Ordinance and significant changes in the C&D recycling industry, both in Marin County and the U.S., the Local Task Force (LTF) is recommending changes to update the Ordinance.

The LTF's objectives in making these suggestions are two-fold:

1. Update the Model Ordinance to reflect changes in green building standards such as the US Green Building Council's LEED certification program, California's Build It Green program, and CALGreen state building standards.
2. Continue to strive for increased diversion of C&D debris while recognizing the availability of stable markets in or near Marin County for the recovered materials.

The primary changes include the following:

- Remove exemption for roofing projects except when diversion opportunities are not available.
- Added definition and references for reuse of salvaged C&D materials and definitions for other key terms used in the Ordinance.
- Clarified that use of C&D waste as alternative daily cover (ADC) in landfills shall not count as diversion for either the building permit applicant or any certified C&D recovery facility. This is consistent with newly adopted criteria by the US Green Building Council for LEED certification.
- Reduced the minimum required diversion from mixed C&D loads from 70% to 50%. This takes into consideration no longer counting ADC as diversion, consistency with CALGreen state building standards, and varying diversion from new construction, renovation and demolition projects.
- Kept the 100% diversion requirement for asphalt & concrete (A&C) but clarified that this means clean loads of non-contaminated A&C that can reasonably be processed to meet Caltrans specifications for aggregate base and subbase.
- Deleted escalating diversion requirements based only on years from the facility certification requirements in favor of stating the specific diversion requirements for clean A&C and mixed C&D loads and continuing to allow adjustments in the diversion requirements as set forth in regulations promulgated by the JPA.

The LTF represents environmental organizations, special districts, haulers, facility operators and public members representing the County of Marin, San Rafael, Ross Valley, Novato and Southern Marin. In addition, representatives of the Marin Builders Association and its members as well as JPA staff participated in the development of these recommendations.

Endorsed by the Marin County Hazardous and Solid Waste Management Joint Powers Authority: Date

Model Construction and Demolition Debris Program Ordinance

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF ____ AMENDING THE MUNICIPAL CODE BY ADDING A NEW ARTICLE XX (CONCERNING THE COLLECTION, RECYCLING AND DISPOSAL OF WASTE GENERATED FROM CONSTRUCTION, DEMOLITION, AND RENOVATION PROJECTS WITHIN THE CITY OF ____)

SECTION 1 (ENACTMENT):

The City Council of the City of ____ does ordain this ORDINANCE No. ____ in full, amending the ____ Municipal Code by adding a new Article to the ____ Municipal Code which shall read as follows:

ARTICLE XX.XX COLLECTION, RECYCLING AND DISPOSAL OF WASTE GENERATED FROM CONSTRUCTION, DEMOLITION, AND RENOVATION PROJECTS WITHIN THE CITY OF ____

XX-1 FINDINGS

- A. The City finds that the State of California through its California Waste Management Act of 1989, Assembly Bill 939 (AB 939 passed and signed into law in 1989) and Alternative Compliance Act of 2008 (SB 1016 passed and signed into law in 2008), requires that each local jurisdiction in the state divert 50% of discarded materials from landfill garbage disposal on a per capita basis.
- B. The City finds that every city and county in California, including the City, could face fines up to \$10,000 a day for not meeting the above mandated goal.
- C. The City finds that the State of California through its California Global Warming Solutions Act of 2006 (AB 32 passed and signed into law in 2006), requires that commercial generators statewide participate in recycling programs.
- D. The City finds that in recent years, inerts and mixed Construction and Demolition (C&D) debris constituted approximately 22% of the materials landfilled in Marin County and a similarly large portion of the waste stream in the City. These materials have significant potential for waste reduction and recycling.
- E. The City finds that reusing and recycling C&D debris is essential to further the City's efforts to reduce waste and comply with AB 939, AB 32 and other waste reduction goals.
- F. The City finds that C&D debris waste reduction and recycling have been proven to reduce the amount of such material in landfills, increase site and worker safety, be cost effective, and thereby assist in the protection of public health, safety and welfare.
- G. The City finds that, except in unusual circumstances, it is feasible to divert on average one hundred percent (100%) clean asphalt and concrete, and at least fifty percent (50%) of all remaining C&D debris from most construction, demolition, and renovation projects.

- H. The City desires to implement a program to comply with the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) goal to increase the diversion of materials from landfill disposal and transformation facilities to achieve 80% diversion goal by 2012 and Zero Waste by 2025, ensure that resources are used to their highest potential, reduce upstream waste, and reduce Marin's ecological footprint.
- I. The City finds that, to ensure compliance with this Article and to ensure that those contractors that comply with the Article are not placed at a competitive disadvantage, it is necessary to impose a financial incentive.
- J. The City finds that, to ensure compliance with this Article, facilities will be evaluated annually through an extensive certification process conducted by the JPA.

XX-2 DEFINITIONS

- A. "Alternative Daily Cover (ADC)" means disposal facility cover material, other than organic waste and at least six (6) inches of earthen material, placed on the surface of the active face of the refuse fill area at the end of each operating day to control vectors, fires, odor, blowing litter and scavenging, as defined in Section 20164 of the California Code of Regulations.
- B. "Applicant" means any individual, firm, limited liability company, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation, or any other entity whatsoever who applies to the City for the applicable permits to undertake any construction, demolition or renovation project within the City.
- C. "Avoided Disposal Fee" means three percent (3%) of the value of the project, not to exceed ten thousand dollars (\$10,000).
- D. "Biomass Conversion" means the controlled combustion, when separated from other solid waste and used for producing electricity or heat, of (1) agricultural crop residues; (2) bark, lawn, yard, and garden clippings; (3) leaves, silviculture residue, tree and brush pruning; (4) wood, wood chips, and wood waste; or (5) nonrecyclable pulp or nonrecyclable paper.
- E. "Certified Recovery Facility" means a recycling, composting, materials recovery or reuse facility determined to process incoming C&D materials to divert from landfill disposal or transformation for which the JPA has issued a certification.
- F. "C&D Diversion Report" means a form issued by the Director to be completed and submitted by the Applicant when applying for a building permit and prior to final inspection and issuance of occupancy permit. The reports shall contain estimated amounts of C&D waste expected to be generated by the project, documentation of the actual diversion of C&D waste including use of a Certified Recovery Facility, all receipts from recycling/reuse/disposal facilities used, and such additional information deemed necessary by the Director to document accomplishment of the requirements of this Ordinance.
- G. "Clean Asphalt and Concrete" means asphalt and concrete not contaminated with any other materials and that can reasonably be processed to meet Caltrans specifications for aggregate base and subbase.
- H. "Construction and Demolition Waste (C&D Waste)" means used or discarded materials generated from construction, remodeling, repair, deconstruction, demolition, and renovation activities performed on any pavement, dwelling, commercial building, or other

structure. Such materials include, but are not limited to: dirt, sand, rock, concrete, gravel, bricks, plaster, gypsum wallboard, ferrous and non-ferrous scrap, glass, asphalt material, plastics, roofing material, cardboard and other associated packaging, carpeting, cinder blocks, electrical wire, fiberglass, fixtures, granite, marble, pressboard, porcelain, stucco, ceramic tile, vinyl, wood, masonry, remnants of new materials (including paper, plastic, carpet scraps, wood scraps, scrap metal and packaging material), and plant debris resulting from land clearing and landscaping activities related to construction, remodeling, repair, deconstruction, demolition, and renovation activities.

- I. "Deconstruction Project" means a process to carefully dismantle or remove usable materials from structures prior to, or as an alternative to, demolition. "Director" means the City Manager, including his or her designee.
- J. "Diversion" or "Diverted" means a reduction of the amount of waste being disposed in a landfill or transformation facility by any of the following methods:
 - i. Use of new construction methods, as described in regulations promulgated by Director, that reduce the amount of waste generated.
 - ii. On-site re-use of the waste.
 - iii. Delivery of the waste from the site to a Certified Recovery Facility described in Section XX-5.
 - iv. Other methods as approved in regulations promulgated by the Director.
- K. "Joint Powers Authority" or "JPA" means the Marin County Hazardous and Solid Waste Management Joint Powers Authority.
- L. "Project" means a construction, demolition or renovation project for which a building permit is required under Chapter XXXX, with the exception of a project exempted under Section XX-4.
- M. "Recyclable Materials" means segregated residential, commercial or industrial by-products of some potential economic value, set aside, handled, packaged, or offered for collection in a manner different from garbage destined for landfill disposal. Recyclable Materials include, but are not limited to, paper, glass, cardboard, plastics, ferrous and non-ferrous metals, yard and lawn trimmings and food scraps.
- N. "Recycling" means the collection of Recyclable Materials that would otherwise be discarded without receiving compensation and returning them to the economy in the form of raw materials for new, reused, or reconstituted products in compliance with AB 939 diversion requirements.
- O. "Reuse" means using an object or material again, either for its original purpose or for a similar purpose, without significantly altering the physical form of the object or material.
- P. "Transformation" means incineration, pyrolysis, distillation, gasification or biological conversion other than composting. "Transformation" does not include composting or biomass conversion.

XX-3 C&D DIVERSION REPORT REQUIRED

- A. Except as otherwise specified in this Article, on or after the date this Ordinance is enacted, each person who applies for a building permit pursuant to Article XX.XX of this code shall complete a C&D Diversion Report estimating the amount of C&D waste

expected to be generated from the project. No building permit shall be issued unless the applicant submits the C&D Diversion Report.

- B. One hundred percent (100%) clean asphalt and concrete, and at least fifty percent (50%) of all remaining C&D debris must be diverted from landfill, transformation or use as alternative daily cover (ADC) from applicable construction, demolition, and renovation projects.
- C. Except as otherwise specified in this Article, on or after the date this Ordinance is enacted, each person who applies for a building permit pursuant to Article XX.XX of this code shall remit a C&D Diversion Report documenting compliance with this Ordinance prior to final inspection and issuance of occupancy permit. An Avoided Disposal Fee may be imposed if a Certified C&D Recovery Facility is not used or recycling/reuse receipts are not submitted prior to final inspection and issuance of occupancy permit to ensure compliance and to fund enforcement. The Avoided Disposal Fee shall be based on three percent (3%) of the value of the project, not to exceed ten thousand dollars (\$10,000).

XX-4 C&D DIVERSION REPORT EXEMPTIONS

- A. A C&D Diversion Report shall not be required for the following:
 - i. Work for which a building permit is not required under Article XX.XX.
 - ii. Residential alterations of less than \$2,000 in value.
 - iii. Non-residential alterations of less than \$5,000 in value.
 - iv. Roofing projects if no Certified Facilities for the material are available.
 - v. Work for which only a plumbing permit, only an electrical or only a mechanical permit is required.
 - vi. Seismic tie-down projects.
 - vii. The installation or replacement of shelves.
 - viii. Installation of pre-fabricated patio enclosures and covers where no foundation or other structural building modifications are required.
 - ix. Installation of swimming pools and spas, provided that the exemption shall apply only to (1) the area to be excavated for the installation of the pool or spa and (2) the area for the pad for the pool/spa equipment that does not exceed sixteen square feet; and shall not apply to any related construction or alterations necessary for any other equipment or accessories, nor to any other portion of the project.
 - x. Installation of pre-fabricated accessories such as signs or antennas where not structural building modifications are required.
- B. It is unlawful to split or separate a project into small work projects for the purpose of evading the requirements of this Section XX-4.

XX-5 CERTIFIED C&D RECOVERY FACILITIES

- A. The JPA shall issue a certification only if the owner or operator of the facility submits the following documentation satisfactory to the JPA's designee:

- i. The facility has obtained all applicable Federal, State, and local permits, and is in full compliance with all applicable regulations; and
 - ii. The percentage of incoming waste from construction, demolition, and renovation activities that is diverted from landfill disposal, transformation and/or use as alternative daily cover (ADC) meets a required minimum of one hundred percent (100%) clean asphalt and concrete and at least fifty percent (50%) of all remaining C&D waste, or other amount as set forth in regulations promulgated by the JPA.
- B. The JPA shall make available to the City a current list of Certified C&D Recovery Facilities and reuse facilities.
- C. The City shall make available to each building permit applicant a current list of Certified C&D Recovery Facilities and reuse facilities.

XX-6 USE OF AVOIDED DISPOSAL FEES

- A. Moneys received by the City as Avoided Disposal Fees shall be used only for:
 - i. Costs of administration of the program established by this Article;
 - ii. Cost of programs whose purpose is to divert the waste from construction, demolition, and renovation projects from landfill disposal, transformation and use as ADC; and
 - iii. Costs of programs whose purpose is to develop or improve the infrastructure needed to divert the waste from construction, demolition and renovation projects from disposal in a landfill, transformation facility or use as ADC.

SECTION 2 (SEVERABILITY):

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Article XX, or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Article XX or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Article XX irrespective of that fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or effective. To this end the provisions of this Article are declared to be severable.

SECTION 3 (EFFECTIVE DATE):

This Article XX shall take effect thirty (30) days after its passage.

SECTION 4 (NOTICE):

[Jurisdiction should insert the relevant notice requirements here]

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor: _____

City Clerk: _____

Model Facility Certification Standards

Facility Certification Types

1. **Administrative Facilities** – Facilities that do not have a solid waste facility permit and handle source separated non-solid waste materials only.
2. **Transfer Only Facilities** – Facilities that do not process mixed Construction and Demolition (C&D) materials¹ but transfer those materials to another C&D-Certified Facility.
3. **Transfer Station / Processing Facilities** – Transfer stations that receive solid waste and process mixed C&D materials.
4. **Landfills / Processing Facilities** – Landfills that receive solid waste and process mixed C&D materials.

Diversion Rate

(Does not apply to Administrative Facilities or Transfer-Only Facilities)

Facilities will be required to achieve a minimum diversion rate of one hundred percent (100%) clean asphalt and concrete and at least fifty percent (50%) of all remaining C&D waste, or other amount as set forth in regulations promulgated by the JPA. The diversion rate shall be calculated as the percentage of incoming waste from construction, demolition, and renovation activities that is diverted from landfill disposal, transformation and/or use as alternative daily cover (ADC).

Facilities that fail to achieve the required diversion rates may request and receive a temporary waiver from the JPA provided they have:

- Complied with all of the other certification requirements;
- Can demonstrate, to the JPA's satisfaction, a "good faith effort" to achieve the required diversion rate; and
- Meet any and all other requirements that the JPA may establish, at its sole discretion, for issuing any such temporary waiver.

Reporting Requirements

All facilities must comply with the JPA's C&D reporting requirements including providing complete, accurate and timely information on the Annual C&D Program Facility Tonnage Report (Annual Report), as applicable. Failure to provide complete, accurate and timely information on the Annual Reports is grounds for decertification.

The diversion rate for C&D-Certified Facilities seeking recertification shall be based on the information provided in the Annual Reports for the most recent calendar year (or other 12 month

¹ C&D materials (debris/waste) include used or discarded materials generated from construction, remodeling, repair, deconstruction, demolition, and renovation activities performed on any pavement, dwelling, commercial building, or other structure. Such materials include, but are not limited to: dirt, sand, rock, concrete, gravel, bricks, plaster, gypsum wallboard, ferrous and non-ferrous scrap, glass, asphalt material, plastics, roofing material, cardboard and other associated packaging, carpeting, cinder blocks, electrical wire, fiberglass, fixtures, granite, marble, pressboard, porcelain, stucco, ceramic tile, vinyl, wood, masonry, remnants of new materials (including paper, plastic, carpet scraps, wood scraps, scrap metal and packaging material), and plant debris resulting from land clearing and landscaping activities related to construction, remodeling, repair, deconstruction, demolition, and renovation activities.



Model Facility Certification Standards

period specified by the JPA), subject to review and verification by the JPA. New facilities requesting initial certification must submit documentation acceptable to the JPA that demonstrates that the facility is achieving the required diversion rate.

General Requirements / Standards

Facilities that accept C&D materials must adhere to the following conditions to be certified by the Marin County Hazardous and Solid Waste Management Joint Powers Authority:

1. All incoming loads of C&D materials:
 - a. Must be weighed and tracked by point-of-origin; and
 - b. Must be classified as either a source separated C&D load (i.e., less than 10% contaminants or other materials) or a mixed C&D load (more than 10% of contaminants or other material types).
2. All residual from processing must be:
 - a. Weighed and the weight recorded prior to disposal onsite or transfer off-site to another facility; and
 - b. Reported as “residue” on the Annual Reports along with the name of the receiving facility if transferred off-site.
3. Diversion credit will only be given for:
 - a. Source separated C&D materials directed to off-site markets or used on-site for beneficial use, to the extent allowed;
 - b. Materials recovered from mixed C&D loads processed on-site and delivered to off-site markets for diversion (e.g., reuse, recycling, composting, biomass conversion); and
 - c. Materials recovered from mixed C&D loads processed on-site and used on-site for beneficial use, to the extent allowed.
4. Diversion credit will not be given for use of C&D materials, processed or as received, as alternative daily cover (ADC).
5. Transfer-Only Facilities will be given diversion credit equal to the diversion rate for the receiving C&D-Certified Facility.
6. Residue from mixed C&D loads that are processed on-site that are then directed off-site to a C&D-Certified Facility or other facility shall not count toward the diversion rate of the facility directing that material off-site.
7. Residue received from a C&D-Certified Facility will not count as C&D tonnage for the receiving facility for purposes of calculating that facility’s diversion rate.
8. ADC or other processed C&D material received from a C&D-Certified Facility will not count as C&D tonnage received or diverted for the receiving facility for purposes of calculating that facility’s diversion rate.
9. All material directed off-site must be weighed and reported, and the facility (market, processing facility or disposal site) the material is delivered to must be identified on the Annual Report.

Model Facility Certification Standards

10. All tonnages reported in C&D Diversion Reports should be consistent with tonnages reported to the California department of Resources Recycling and Recovery's Disposal Reporting System required under Title 14 of the California Code of Regulations, Article 9.2, Sections 18800 through 18814.11.

Processing Requirements

Facilities must process **ALL** mixed C&D loads. Under no circumstances may materials from a mixed C&D load be transferred off-site or disposed without first being processed. (This requirement does not apply to Administrative Facilities or Transfer-Only Facilities.)

Administrative Facilities

No processing requirements.

Transfer-Only Facilities

1. Must have a dedicated storage area for C&D loads;
2. **ALL** C&D loads must be segregated and must not be commingled with any non-C&D loads;
3. Any C&D materials from source separated C&D loads must be used on-site for beneficial use or delivered to off-site markets for diversion; and
4. **ALL** mixed C&D loads (materials) must be transferred to a C&D-Certified Facility for processing.

Transfer Stations / Processing Facilities

1. Must have a dedicated mixed C&D processing area separated from the transfer operation;
2. Must direct **ALL** mixed C&D loads to the dedicated processing area for processing; and
3. At a minimum, processing at the dedicated processing area must include **Physical Separation** of C&D materials/loads (hand pickers, floor sorters, etc.), supported by dedicated **Heavy Equipment Separation** (front-end loaders, skip loaders, grapplers, etc.); and
4. Must process **ALL** mixed C&D loads at the dedicated processing area such that, to the JPA's satisfaction, a "good faith effort" is made to recover all available recoverable material.

Landfills / Processing Facilities

1. Must have a dedicated mixed C&D processing area separated from the working face of the landfill;
2. Must direct **ALL** mixed C&D loads to the dedicated processing area for processing;
3. At a minimum, the dedicated processing area must have a dedicated, staffed and operating **Mechanical C&D Processing Line** (i.e., a C&D sorting belt that conveys materials past staffed sorting stations), and/or **Mechanical Separation** (e.g., shaker screens, magnets, float tanks, etc.), supported by dedicated **Heavy Equipment Separation** (front-end loaders, skip loaders, grapplers, etc.) and/or other appropriate capabilities (e.g., an initial floor sort); and
4. Must process **ALL** C&D loads at the dedicated processing area such that, to the JPA's satisfaction, a "good faith effort" is made to recover all available recoverable material.



Model Facility Certification Standards

Any facility not currently meeting the necessary Processing Requirements listed above that wishes to participate in the C&D Program **must develop and adhere** to a specific schedule for providing the necessary Processing Requirements that is acceptable to the JPA to be eligible for certification.

Model Facility Certification Application

Please carefully read and fill out this application form in its entirety. If a question is not applicable to your facility, please indicate by writing "N/A". The Application is in four (4) Sections, with three (3) Attachments:

Section 1: General Information

Section 2: Description of Operations

Section 3: Permits and Licenses

Section 4: Diversion Data

- Attachment A: Facility Site Map
- Attachment B: Facility Permits and Licenses
- Attachment C: Diversion Documentation

Applications must be submitted by _____pm, _____, 20xx, to be eligible for certification in the JPA's Construction and Demolition program. **No applications will be accepted after _____ 20xx, and failure to submit an application will result in decertification.** Electronic or hard copy applications must be sent to

Marin County JPA Certification Program

Attn: _____

Address _____

Address _____

Email Address _____



Model Facility Certification Application

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Model Facility Certification Application

Section 1. General Information	
1.1 Name of Facility Applying for Certification:	1.2 Facility Address:
1.3 Contact Name:	1.4 Contact Email Address:
1.5 Contact Office Phone Number:	1.6 Contact Cell Phone Number:
1.7 Type of application: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal	
1.8 If renewal application, indicate the date first certified as a C&D recycling facility:	
1.9 Administrative Office Address (if different than facility address):	
1.10 Address of Facility Applying for Certification:	
1.11 Names and Addresses of other Facilities Owned by Company (if applicable): a. b. c. d.	

Model Facility Certification Application

Section 2. Description of Operations

2.1 Date (month/year) C&D recycling operation was started:

2.2 Requested Facility Certification Type: (mark only one):

- ☐ (a) Administrative Facility – Facilities that do not have a solid waste facility permit and handle source separated non-solid waste materials only.
- ☐ (b) Transfer Only Facility – Facilities that do not process mixed C&D materials but transfer those materials to another C&D-Certified Facility.
- ☐ (c) Transfer Station / Processing Facility – Transfer stations that receive solid waste and process mixed C&D materials.
- ☐ (d) Landfill / Processing Facility – Landfills that receive solid waste and process mixed C&D materials.

2.3 Types of C&D materials accepted (check all that apply):

<input type="checkbox"/> Carpet	<input type="checkbox"/> Wood	<input type="checkbox"/> Aggregate	<input type="checkbox"/> Paint	<input type="checkbox"/> Shingles
<input type="checkbox"/> Carpet Pad	<input type="checkbox"/> Ferrous Metals	<input type="checkbox"/> Wallboard	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Copper
<input type="checkbox"/> Brass	<input type="checkbox"/> Stainless	<input type="checkbox"/> Tin	<input type="checkbox"/> Iron	<input type="checkbox"/> Green Waste
<input type="checkbox"/> Tree Stumps	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Dirt/Soil	<input type="checkbox"/> AC Grindings
<input type="checkbox"/> Porcelain	<input type="checkbox"/> Brick	<input type="checkbox"/> Base Rock	<input type="checkbox"/> Wire	<input type="checkbox"/> Clean Fill
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Plastic	<input type="checkbox"/> Ceramics	<input type="checkbox"/> E-waste	

If more materials apply, please list below:



Model Facility Certification Application

Section 2. Description of Operations			
2.4 List below the end market(s) for all accepted materials. Please provide company and contact information of end market destinations. If necessary, continue on a separate piece of paper.			
Material	Market	Company	Company Contact Info
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
2.5 Indicate facility's expansion plans for the next 5 years. If new materials are included, please list and indicate markets as was done in section 2.4.			
2.6 Attachment A – Please attach a site map of facility requesting certification to this application and label as “ Attachment A ”.			
Clearly indicate the following on the site map: (a) Scale house, (b) C&D material stockpiles prior to processing, (c) mixed C&D processing area(s), (d) source separated C&D processing areas, (e) recovered material stockpiles.			



Section 2. Description of Operations

2.7 Explain what classifications the facility records for C&D loads (e.g., mixed load, source separated, classification by individual material type (e.g., wood waste, concrete etc.).

2.8 Provide a list of the number of staff by job classification and equipment used for mixed C&D processing.

Section 2. Description of Operations

2.9 C&D-Certified Facilities, with the exception of “Transfer-Only” facilities, are required to process all mixed C&D loads. Are all mixed C&D loads processed?

☐ Yes

☐ No

☐ NA (Transfer-Only Facility)

If “NO” clearly explain what mixed C&D loads are not processed and why.

2.10 “Transfer Only” facilities are required to transfer all mixed C&D loads to a C&D-Certified Facility. Are all mixed C&D loads transferred to a C&D-Certified Facility?

☐ Yes

☐ No

☐ NA (Not a Transfer-Only Facility)

If “NO” clearly explain what mixed C&D loads are not transferred to a C&D-Certified Facility and why.

Section 2. Description of Operations

- 2.11 Explain how mixed C&D loads are handled and processed at the facility:
- a. Where do mixed C&D loads go after leaving the scale house?
 - b. What policies and procedures are used to assure that all mixed C&D loads are processed?
 - c. What specific manual and/or mechanical methods are used to process the mixed C&D loads?
 - d. What happens to the various materials that are recovered from mixed C&D loads after processing?
 - e. Are any of the recovered materials that are used on-site for beneficial use weighed? If not, how are the tonnages estimated for purposes of their accounting on the Annual Reports?
 - f. What happens to the residue from processing operations? Is it weighed prior to disposal?
- 2.12 Does the facility stockpile materials prior to processing? If so, explain what types of materials are stockpiled, where they are stockpiled and for how long?

Section 2. Description of Operations

2.13 How does the facility estimate the tons of materials stockpiled prior to processing for purposes of reporting that figure on the Annual Reports?

2.14 Does the facility stockpile processed materials prior to (a) diverting off-site and/or (b) prior to using on-site? If so, explain what types of materials are stockpiled, where they are stockpiled and for how long?

2.15 How does the facility estimate the tons of processed materials stockpiled for purposes of reporting that figure on the Annual Reports?

2.16 List all types of materials that are used for beneficial use on-site and the specific on-site use of each material type.

2.17 Explain how source separated loads of C&D materials are handled/processed at the facility:

- a. Where do source separated C&D loads go after leaving the scale house?
- b. What specific manual and/or mechanical methods are used to process each type of source separated C&D material?

Model Facility Certification Application

Section 3. Permits and Licenses

3.1 List all licenses and permits held by the company for the facility requesting certification.
Continue on a separate sheet if necessary.

Issuing Agency	Type of License or Permit	Permit/License #	Expiration Date	Permitted Capacity

3.2 Attachment B – Please attach to this application a hard copy of all permits and licenses held by the facility. Label as “**Attachment B**”.



Model Facility Certification Application

Section 4. Diversion Data

Complete the following information based on actual records for Calendar Year 2010. Supporting documentation must be made readily available for review during the audit.

Written documentation must be attached to this application and labeled as "**Attachment C**" for all information provided. Acceptable written documentation is monthly or quarterly facility operations reports.

4.1 Provide the total diversion rate for all C&D material received at the facility for calendar year 2010:

4.2 How are loads measured?

☐Weight ☐Volume

4.3 Are all incoming loads measured?

☐Yes ☐No

4.4 Are all outgoing loads measured?

☐Yes ☐No

4.5 Are Marin County C&D materials recorded separately?

☐Yes ☐No

4.6 Does the facility identify the jurisdiction of origin on the weight tickets?

☐Yes ☐No

4.7 The following refers to all materials regardless of C&D status:

- a. What is the total capacity of the facility: tons
- b. What is the total tonnage of incoming materials: tons
- c. What is the total tonnage of outgoing materials: tons
- d. What percentage of total tonnage originated in Marin County: %
- e. How is that percentage determined?

The following refers only to C&D materials:

- a. What is the total C&D tonnage of incoming materials: tons
- b. What is the total C&D tonnage of outgoing materials: tons
- c. What percentage of total C&D tonnage originate in Marin County: %
- d. How is that percentage determined?

Signature _____

Date _____

Print Name/Title _____



Model Annual Facility Tonnage Report

Marin County JPA, C&D Program Facility Tonnage Report	
Facility Name:	
Reporting Period:	
Preparer's Name:	
Preparer's Phone Number:	

Instructions: For each incoming material type, enter the appropriate data below.

Note: Annual Facility Tonnage Reports are due by the last calendar day of the month following the calendar year for which the report applies. (e.g., Report for calendar year 2013 is due by January 31, 2014.)

Material Type	Total Received (Tons)	Processed for Market (Tons)	ADC (Tons)	On-Site Beneficial Use (Tons)	Residual for landfill Disposal (Tons)

Instructions:

Complete Part 1 when applying for a building permit. Prior to requesting a final inspection and issuance of occupancy permit, complete Part 2 and submit receipts from all recycling, reuse and disposal facilities used along with this completed form to the Building Division.

Requirements:

- Applies to all construction, demolition and renovation projects requiring one or more building permits.
- 100% clean asphalt and concrete, and at least 50% of all remaining construction and demolition (C&D) debris must be diverted from the landfill, transformation or use as alternative daily cover (ADC) from construction, demolition, and renovation projects.
- A Certified C&D Recovery Facility must be used.
- Receipts for recycling/reuse/disposal must be submitted prior to issuance of occupancy permit.

Part 1: Project Information and Estimated C&D Waste to be Generated

Permit Number _____ Job Address _____

Type & Size of Project: Demolition _____ sf Remodel _____ sf New/Addition _____ sf

Type of Construction: ☐ Wood frame ☐ Concrete ☐ Steel ☐ Other (specify) _____

Waste Hauler or Recycling Contractor _____

Estimated Project Value \$ _____

Estimated C&D Waste Generation				
Project Type	Project Size		Debris Weight Projection Factor	Estimated Total Project Debris
New construction	_____ sf	X	4 lbs. / sf	= _____ lbs.
Renovation	_____ sf	X	40 lbs. / sf	= _____ lbs.
Demolition	_____ sf	X	70 lbs. / sf	= _____ lbs.
Demolition, including foundation	_____ sf	X	100 lbs. / sf	= _____ lbs.
PROJECT TOTAL =				_____ lbs.

Part 2: Documentation of Compliance to C&D Ordinance

Complete Part 2a or Part 2b to show compliance with the City's C&D Ordinance requirements listed above.

Part 2a: Documentation Showing Use of a Certified C&D Recovery Facility

Submit receipts from a Certified C&D Recovery Facility and any reuse or disposal facilities used along with this completed form to the Building Division prior to requesting a final inspection.

Part 2b: C&D Diversion Report

Document actual waste diversion for your project. (Please attach all receipts.)

Date of Receipt	Facility Name	Materials Diverted for Recycling/Reuse (excludes ADC)	Materials Disposed in Landfill (includes ADC)	Quantity/Weight of Materials Diverted/Disposed

Part 3: Actual Project Value and Avoided Disposal Fee

Please fill out the information below as accurately as possible, and submit this completed form along with receipts from your waste hauler/recycler/reuse facility/disposal facility prior to requesting a final inspection.

Value of Project \$_____ X 3% (but no more than \$10,000) = \$_____ Avoided Disposal Fee*

*Amount due prior to issuance of occupancy permit if diversion requirements are not met.

Please find a full list of Certified Facilities at: www.ZeroWasteMarin.org

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
Mary Neilan

Date: May 22, 2014

Corte Madera:
David Bracken

To: JPA Board Members

County of Marin:
Matthew Hymel

From: Steve Devine, Program Manager

Fairfax:
Garrett Toy

Re: Authorization to Conduct a Request for Proposals (RFP) Process
and Enter into Contract for Schools Zero Waste Evaluation

Larkspur:
Dan Schwarz

The draft budget on today's agenda includes \$50,000 budgeted to conduct an evaluation of school waste reduction and programs countywide. The goal is to analyze what is working well and what portions of the programs are missing or can be improved upon.

Mill Valley:
Jim McCann

Due to the multitude of franchise agreements, school districts, hauler operations and different community needs throughout Marin there is drastically different access to waste reduction curriculum and services for the youth of Marin.

Novato:
Michael Frank

Ross:
Rob Braulik

Staff is recommending hiring a consultant that will evaluate the different access to zero waste outreach and school-wide recycling services from the haulers, non-profits, and JPA contractors. Once a greater understanding of where strengths and weaknesses in school outreach and service levels lie, the JPA can more adequately address the needs of the schools.

San Anselmo:
Debbie Stutsman

San Rafael:
Nancy Mackle

Recommendation

Sausalito:
Adam Politzer

To expedite implementation of the program Staff recommends the JPA Board authorize staff to conduct a RFP process and delegate signature authority to the Executive Director to enter into contract, not to exceed \$50,000 with a consultant that will conduct an evaluation of school zero waste outreach programs.

Tiburon:
Margaret Curran

Attachments

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