

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

Executive Committee  
Thursday, January 13, 2011  
65 Mitchell Blvd., Suite 200-A  
San Rafael, CA 94903

**MINUTES**

**MEMBERS PRESENT**

Debra Stutsman, San Anselmo (Chair)  
George Rodericks, Belvedere  
Michael Frank, Novato  
Jim Schutz, San Rafael  
Matthew Hymel, County of Marin

**STAFF PRESENT**

Michael Frost, JPA Staff  
Alex Soulard, JPA Staff  
Eric Lueder, JPA Staff  
Kiel Gillis, JPA Staff  
Jeff Rawles, DPW

**OTHERS PRESENT**

Dee Johnson, Novato Sanitary District  
Richard Erwin, R3 Consulting  
Delyn Kies, Sustainable Novato  
DeeAnn Budney, The Hive Advertising  
Joan Irwin, Marin Food Scrap Recycling  
Barbara Winter, Marin Food Scrap Recycling  
Roger Roberts, Marin Conservation League  
Jennie Pardi, Conservation Corps North Bay  
Renee Goddard, Sustainable Fairfax  
Patty Garbarino, Marin Sanitary Svc.  
Bruce Baum, GCRWRM

Call to Order The Executive Committee meeting came to order at 1:31 PM.

1. Approval of Executive Committee Minutes from September 23, 2010. M/s Rodericks, Frank to approve the Committee minutes from the September 23, 2010 meeting. The motion passed, with abstentions from Matthew Hymel and Jim Schutz.
2. FY 11-12 Budget Process, Executive Committee Subcommittee. Staff proposed a budget schedule and appointment of a budget subcommittee consisting of Executive Committee Chair Debra Stutsman and Vice Chair George Rodericks, to assist staff in budget development. M/s Hymel, Schutz to approve the proposed budgets and budget sub-committee appointments. Motion passed unanimously.
3. Novato Zero Waste Opt Out and Associated Budget Adjustments. Staff reported that Novato City Council elected to opt out of the JPA's Zero Waste Programs which is an optional Section 6.2 Program. Staff amended the current 2010-2011 Budget and fee resolution to remove the assessment of \$49,889 from the Novato Disposal. Michael Frank requested clarification on Novato self haul and tipping fees in correlation with Zero Waste Program. Staff identified the tipping and self haul fees were separate from budget adjustment being addressed and account for roughly \$4,000 in Zero Waste fees. M/s Frank, Hymel to recommend approval of proposed budget adjustments to the full JPA Board. Motion passed unanimously.

4. JPA Grant Program Recommendations. Staff reported the JPA Grant Sub-committee developed recommendations for distribution of grants for Zero Waste programs to individual jurisdictions. This would provide support funding for jurisdictions to implement outreach of the developing Zero Waste Programs. Jim Schutz asked staff if further service is needed by George Rodericks and Ken Nordhoff on the Grant Sub-committee. Staff determined obligations on this matter have been met. Debra Stutsman asked staff to identify the proposed grant terms for the zero waste programs. Staff reported that each agency may not be ready to initiate Zero Waste related programs immediately or that grant funding may not be sufficient in every case. Member agencies would be allowed to bank the allotted funding and use those funds at a later date within the grant terms. M/s Hymel, Schutz to approve the proposed guidelines and authorize staff to begin drafting grant documents. Motion Passed with approval of all members with of Michael Frank abstaining

5. Novato Sanitary District Request for JPA Membership. Staff reported that the Novato Sanitary District (NSD) has requested to become a Board member of the JPA. Existing JPA Agreement language limits a special district's participation to the Local Task Force. Staff requested direction on this issue. Michael Frank supported NSD fill the Novato seat. Mr. Hymel suggested that as the Novato City Council is governing body, they be the agency that designates NSD as the seat holder on the JPA Board. Staff indicated new bi-laws would need to be drafted and approved by the JPA Board. M/s Hymel, Rodericks to recommend the JPA Board direct staff to draft bylaws to allow the Novato Sanitary District membership into the JPA following the approval by the Novato City Council. Motion passed unanimously.

6. Zero Waste Outreach Contract Approval. Staff reported that to develop public outreach for the Zero Waste Programs a contractor has been selected through an RFQ process. Staff recommended approval of a \$199,700 outreach contract with The Hive, the selected contractor. Matthew Hymel asked if this contract includes the update of the JPA website. Staff indicated the proposed contract does not included website revision funding. DeeAnn Budney of the Hive gave a brief description of her firms experience and proposed process for development of Outreach materials. M/s Schutz, Hymel to recommend approval of the proposed outreach contract to the JPA Board. Motion Passed with approval of all members with of Michael Frank abstaining.

7. Reusable Bag Program Augmentation. Staff reported that the community may be reaching saturation with JPA funded canvas shopping bags and requested an additional \$15,000 to fund outreach to retailers in preparation for a plastic bag ban. Matthew Hymel provided a brief explanation of a proposed optional plastic bag ban ordinance being considered by the Board of Supervisors as well as ongoing difficulties and issues. M/s Hymel, Rodericks to recommend the JPA Board move \$15,000 from reserves to fund bag ban outreach. Motion passed unanimously.

8. Draft Zero Waste Toolkit Report. Staff presented a Draft Zero Waste Toolkit Report compiled by the JPA commissioned consultant R3 Consulting. Staff identified the need to meet with the County Planning Director for input on implementation. Staff proposed to place the Tool Kit on a future agenda for action once the necessary information has been collected. Richard Tagore-Erwin of R3 identified that there is no one size fits all to the zero waste language presented in R3's report. Richard Tagore-Erwin also requested further guidance and feedback from the Committee regarding Construction & Demolition

Ordinances, allowing R3 to concentrate their efforts on specific models best suited to the JPA's needs. No action was required.

9. Local Task Force Member Appointments. Staff identified several vacancies in the LTF and how those vacancies have created difficulties in obtaining a quorum for many of the monthly meetings. As the Board is responsible for filling vacant seats, staff presented the nominees and requested the Committee make recommendations to the JPA Board for appointments. M/s Schutz, Hymel to recommend a 'Primary' and 'Alternate' 'Environmental' seats be filled by Delyn Kies and Jenni Pardi, respectively. These positions will alternate after one year and will continue to jointly retain voting authority for one seat. Motion passed unanimously. M/s Hymel, Rodericks to recommend Joan Irwin for the Southern Marin seat. Motion passed unanimously. Matthew Hymel suggests the Board make the candidate selection for the Ross Valley seat.

10. Elementary School Outreach Program Update. Staff reported on the progress with the committee approved contract with ZunZun for \$25,000 noting that 11 school presentations have been scheduled. Barbara Winter voiced her opinion of the quality in the ZunZun presentation and recommended providing additional outreach to schools for coordination of recycling with janitorial staff. No action was required.

11. Communication and Collaboration with Other Agencies. Staff reported that following the recommendation of the Zero Waste Feasibility Study, a number of advancements have been made in coordination for permitting of a composting facility in Nicasio and possibly developing a regional recycling database with Stopwaste.org and SF Department of the Environment. No action was required.

12. Open Time. Bruce Baum stated that a local court case involving the County and Waste Management resulted in a capacity of less than 15 years at the Redwood Landfill.

13. Schedule next Executive Board Meeting. – Staff will coordinate the next meeting with Committee Members.

14. Adjourn.