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DRAFT

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Board of Directors Meeting
Thursday May 16, 2013
Marin Municipal Water District
220 Nellen Avenue, Corte Madera
9:00 – 10:00 AM

MINUTES

MEMBERS PRESENT

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

Members Absent

Nancy Mackle, San Rafael
Adam Politzer, Sausalito
Rob Braulik, Ross

STAFF PRESENT

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

OTHERS PRESENT

Dee Johnson, Novato Sanitary District
Kaoru Cruz, CalRecycle
Sam Ferrero, CalRecycle
Kathy Wall, Marin Sanitary Service
Steve Rosa, Marin Sanitary Service
Kim Scheibly, Marin Sanitary Service
Tracy Keough, O'Rorke Inc.
Connie Zhang, O'Rorke Inc.
John Maher, Maher Accountancy
Emiko Hashisaki, O'Rorke Inc.
Grier Matthews, O'Rorke Inc.
Alex Stadtner, JPA LTF (San Rafael)
Courtney Bell, San Rafael Fire
Jim Schutz, City of San Rafael
Jim Iavarone, Mill Valley Refuse

Call to Order: The JPA Board meeting came to order at 09:04 AM.

Regular Agenda

1. JPA Board Meeting Minutes from February 28, 2013

M/s Curran/Neilan to approve the minutes from the February 28, 2013 JPA Board meeting. The motion passed unanimously.

2. FY 13-14 JPA Budget and Assessment Schedule

Staff overviewed the JPA Budget & Assessment Schedule, summarized the three budget centers (Administration, Household Hazardous Waste and Zero Waste), noting proposed changes over the previous year's budget, delays of the Paint Care program implementation, and described the Budget Subcommittee and Executive Committee recommendation process. Staff fielded questions from the Board Members which included a review of the Single Use Bag Ordinance funding. No public comments were heard. M/s Schwarz, Curran to adopt the FY 13-14 Budget and Assessment Schedule and to Authorize JPA Chair to sign Budget Resolution No. 2013-03. The motion passed unanimously.

3. Presentation by O'Rorke Inc. on Stakeholder Interview Findings

JPA Zero Waste Outreach contractor O'Rorke, Inc. provided an update and summary of stakeholder interviews which consistently showed the need to expand food scrap and composting outreach as well as ample positive feedback for the services and efforts made by the haulers to the public. O'Rorke staff provided an overview of the Zero Waste outreach plan given the findings. They described planned efforts to implement a pilot food scrap and composting program with San Rafael condominium owners, a commercial food scrap collection program at Mill Valley restaurants, use of banners and signage in select communities, school newsletters outreach, working with KMWR radio for advertising and working with local grocery stores to discourage consumers from purchasing food in quantities that often result in waste. O'Rorke staff fielded questions from the Board Members, which included clarification of how the firm will reach the various demographics of Marin residents and encourage smart food consumption. No public comments were heard. No action was required.

Consent Calendar

4. Authorization for Contract with Evergreen Environmental for Bulb and Battery Program.
5. Authorization for Contract with C2 Alternative Services for Oil Payment Program.
6. Authorization for Contract with Brad Damitz for Oil Payment Program.
7. Authorization for Contract with Marin Resource Recovery for Oil Payment Program.
8. Signature Authority for Marina Agreements for Oil Payment Program.
9. Signature Authority for Marin Waste Hauler for Oil Payment Program.
10. Five Year Regional Agency Integrated Waste Management Plan Review Report Submittal.
11. Approval of the Third Cycle Zero Waste Grant Program and Forms.
12. HD-20 Grant Acceptance.

Staff submitted a revised edition of Item 4. M/s Schwarz, Curran to;

Authorize Executive Officer signature authority to enter into bulb and battery recycling service contracts not to collectively exceed \$45,000

And

Authorize the Executive Officer signature authority to enter into contract with C2 Alternative Services, not to exceed \$40,000 for the Oil Payment Program (OPP3)

And

Authorize the Executive Office signature authority to enter into contract with Bradley Damitz, not to exceed \$15,000 for OPP3

And

Authorize the Executive Office signature authority to enter into contract with Marin Resource Recovery Service, not to exceed \$12,500 for OPP3

And

Authorize the Executive Officer signature authority to enter into agreements with the participating OPP marina locations for OPP3

And

Authorize the Executive Officer signature authority to enter into a contract with a disposal/recycling hauler (to be determined) not to exceed \$10,000 for OPP3

And

Authorize the Executive Officer to enter into JPA Zero Waste Grant Agreements with Member Agencies and approve discretionary adjustments to the grants during the grant term

And

Direct Executive Officer to sign the HD-20 grant agreement, accept the grant funding, and authorize your Executive Officer to make necessary budget adjustments to execute the grant.

The motion passed unanimously.

End Consent Calendar

13. Audit and Financial Statements for Year Ending June 30, 2012

Staff summarized the FY11/12 Audit conducted by Maher Accountancy, introduced John Maher the accountant, and summarized the audit findings. Staff briefly reported the County SAP accounting software follows accounting principles different from the auditor which causes challenges in ensuring costs and revenue are logged into the appropriate fiscal year. These challenges are exacerbated by the speedy closure of accounts at the end of the fiscal year. Mr. Maher stated that all three accounts (Administration, Household Hazardous Waste, and Zero Waste) are reconciled with this audit and that accounts hold a positive fund balance reinforced by strong SAP budgetary control procedures. No public comments were heard. M/s Schwarz, Curran to accept the financial statements and auditors report for year ending June 30, 2012. The motion passed unanimously.

14. Presentation by CalRecycle on Site Visits to Cities and Towns

Staff summarized upcoming changes with the way the JPA and member agencies interact with CalRecycle, noting that in the past JPA Staff have generally been the sole contact working with CalRecycle since its predecessor, the CIWMB, recognized the JPA as a Regional Agency in 1997. Staff reported that moving forward CalRecycle will be asking to work with each of the 12 member agencies individually in order to implement further waste reduction programs. CalRecycle staff commended the JPA for meeting the AB939 waste reduction requirement, noting however that with the implementation of SB1016 CalRecycle

will be looking to each member agency to implement further reduction programs and will shift the reporting requirement from every two to every four years, but will meet with each member agency annually to conduct site visits. CalRecycle staff identified these annual city and town visits will be preceded by a conference call with jurisdiction staff and a hauler representative, followed by visits at 1-2 locations such as a local school, shopping center or government facility. CalRecycle will require a representative of the member agency and a hauler representative present. CalRecycle further explained the information collected in these site visits will feed into the annual report that is submitted by the JPA to CalRecycle. No public comments were heard. No action was required.

15. Recommendation by Local Task Force for the JPA to Prepare a Five Year Budget and Strategic Plan

Staff reported that during the May 1, 2013 the LTF passed a unanimous recommendation made by Alex Stadtner to request the JPA develop a five-year funding and strategic plan. Staff interpreted the recommendation and developed a fact finding strategy of reviewing the JPA's Zero Waste Feasibility to report back on implementation, analyzing the Annual Report figures in August, and developing future cost estimates for some programs. Staff will report back late in 2013 with a recommended approach. LTF Member Stadtner commended the JPA and Staff for their work but noted that a 5 year plan would keep the work more finely focused and on track. Staff fielded questions from the Board and clarified that a strategic plan can developed after we get a sense of how close to the Zero Waste goals we have come and long term budgetary recommendations are likely, but multiyear budgets are unlikely. M/s McCann, Curran for Staff to further evaluate the need of a 5 year plan. The motion passed unanimously

16. Staff Report on Recent and Ongoing Activities

Staff noted the success of 10 local locations that participated in the Drug Enforcement Agency National Drug Take-Back day and reported on the grant awarded to the JPA for resources that will further HHW and Sharps programs. Staff summarized the recently released Grand Jury reports on single use bags ("Holding the Bag"), and the overall status of waste in Marin County ("Garbology") and noted that there are requirement for various agencies, including the JPA, to formally respond to the reports. Staff will work with JPA Chair to draft responses and bring them forward for approval and submittal. The motion passed unanimously.

17. Open Time.

No public comments were heard.

18. The next scheduled JPA Meetings are: Executive Committee: 7/18/2013 and Full JPA Board 11/21/2013.