Call to Order.

Minutes
1. JPA Board Meeting Minutes from October 27, 2016 (Action)

Consent Agenda
2. Report on Activities of the JPA Local Task Force (Action)

Regular Agenda
3. Open Time for Public Comment
4. Updates from Staff on Recent and Ongoing Activities (Information)
5. Appoint Two Budget Subcommittee Members and Approve FY 17/18 Budget Development Process and Schedule (Action)
6. Authorize Expenditure from Household Hazardous Waste Fund Contingency Account for Bulb and Battery Program Service (Action)

The JPA Executive Committee will meet April 27, 2017 at 9:00 a.m.

Agendas & staff reports available at: http://zerowastemarin.org/Agenda

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Call to Order: The JPA Board meeting came to order at 9:03 AM.

Minutes

1. JPA Board Meeting Minutes from May 26, 2016
M/s McCann, Chinn to approve the minutes for the May 26, 2016 JPA Board meeting. The motion passed unanimously.

Consent Agenda

2. Grand Jury Response to “Bringing Marin County’s Local Governments to Light”
M/s Neilan, Eilerman to approve the Consent Agenda. The motion passed unanimously.

Regular Agenda

3. Appoint Jim Iavarone (Mill Valley Refuse Service) to JPA Local Task Force
Staff provided an introduction of Mr. Iavarone from Mill Valley Refuse Service. No questions were tendered. M/s, McCann, Chinn to appoint Mr. Iavarone to the Local Task Force. The motion passed unanimously.
4. Presentation on the Zero Waste Schools Program
JPA Staff provided an update on the developments with the Zero Waste Schools Program. This presentation included a historical review of the program, a summary of the activities occurring at four partner schools. Additional information was provided on a waiting list for the popular program and the eventual collaboration with all 14 districts and 80 schools within the county. Staff discussed collaborating with multiple entities; included are Marin County Office of Education, Marin Sanitary Service, and a number of assorted food and nutrition service vendors. Staff fielded questions from the Board and public. Information only – no action necessary.

5. Authorization to Contract with O'Rorke Inc. for Zero Waste Outreach Services
JPA contractor O’Rorke, Inc. presented a summary of the activities provided under the existing outreach and education contract. This included development of eight ‘Green Tea’s”, twelve bike outreach attendances at public events, street banners (in Corte Madera, San Anselmo, San Rafael, Sausalito, Fairfax), as well as assorted waste reduction ads in the Marin IJ & Marinscope. O’Rorke staff identified that, should a new contract be approved, activities will include items such as a phone survey, a refined outreach plan, added media campaign, and improved grass roots efforts. O’Rorke staff fielded questions from the Board and the public. Member Chinn expressed a desire to remove the telephone survey task from the contract and have the JPA contract for that directly. M/s Schutz, McCann to approve the contract, less the Task 1 telephone survey and have the JPA contract for that service directly. The motion passed unanimously.
Date: February 23, 2017

To: JPA Board Members

From: Steve Devine, Program Manager

Re: Report on Activities of the JPA Local Task Force

Your Local Task Force advisory body has met on 1/4/17 and 2/1/17.

At these two meetings, the LTF:

• Elected Jennie Pardi from NatureBridge to Chair the LTF for 2017
• Elected Dee Johnson from Novato Sanitary District as Vice Chair for 2017
• Established Three Subcommittees:
  o Schools, Organics, and Extended Produce Responsibility

For reference, following is the Local Task Force roster:

<table>
<thead>
<tr>
<th>Haulers/Facility Operators</th>
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<tbody>
<tr>
<td>Marin Sanitary Service</td>
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<tr>
<td>Bay Cities Refuse (Alternate)</td>
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<td>Mill Valley Refuse</td>
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<td>Redwood Landfill</td>
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<tr>
<th>Special Districts Franchising Solid Waste</th>
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<tbody>
<tr>
<td>Special District Vacancy</td>
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<tr>
<td>Novato Sanitary District</td>
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<tr>
<td>Las Gallinas Sanitary District</td>
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<tr>
<td>Las Gallinas Sanitary District (Alt)</td>
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<table>
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<tr>
<th>Environmental Organizations</th>
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<tbody>
<tr>
<td>Sierra Club, Green Coalition</td>
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<tr>
<td>Sustainable Novato</td>
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<tr>
<td>NatureBridge</td>
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<thead>
<tr>
<th>Public Members</th>
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<tr>
<td>County of Marin</td>
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<tr>
<td>San Rafael</td>
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<tr>
<td>Ross Valley</td>
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<tr>
<td>Novato</td>
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<tr>
<td>Southern Marin</td>
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**Recommendation**

Adoption of a Motion to receive and file this update.
Date: February 23, 2017

To: JPA Board Members

From: Steve Devine, Program Manager

Re: Appoint Two Budget Subcommittee Members and Approve a FY 17/18 Budget Development Process and Schedule

To help develop the proposed FY 17/18 JPA Budget, the Board should appoint a Budget Subcommittee from the Executive Committee (Toy, Hymel, Schutz, Politzer, and Candelario). Past practice has been to appoint the Chair and Vice-Chair (which would be Toy and Hymel). That Subcommittee would meet with staff to help review a proposed FY 17/18 budget that will be previewed by the Executive Committee in April before appearing before the full Board for consideration of adoption in May.

The recommended schedule is as follows:

1. February 27, 2017 San Rafael Fire Department submits the HHW Facility Budget request to the JPA.

2. Week of March 27, 2017, JPA staff submits budget request and fee resolution to Budget Subcommittee.

3. Week of April 3, 2017 Budget Subcommittee meets with staff for review of budget and fee resolution.

4. April 27, 2017, Executive Committee adopts a budget and assessment resolution recommendation.


**Recommendation**

Adoption of a Motion appointing two Budget Subcommittee Members and approve a FY 17/18 budget development process and schedule.

cc: Robert Sinnott, San Rafael Fire Department
Date: February 23, 2017

To: JPA Board Members

From: Steve Devine, Program Manager

Re: Authorize Expenditure from Household Hazardous Waste Fund Contingency Account for Bulb and Battery Program Service

This agency operates a “Bulb and Battery” program providing convenient and environmentally responsible options for recycling of fluorescent tubes, compact fluorescents and both single use and recyclable, rechargeable batteries. The FY 16-17 budget includes $100,000 to operate the program servicing ten retail locations throughout the County.

A spike in the volume of materials received, particularly batteries, is driving costs higher than anticipated. To make it through the fiscal year ending June 30, 2016 – it is recommended to release up to $35,000 to contract for continued collection and recycling services to our community partners that provide collection locations for this service. There is $418,384 in the contingency account.

There has been significant consolidation in recent years in the number of vendors providing hazardous waste recycling services reducing competition. To help reduce ongoing costs, staff has identified a relatively new vendor we expect will be able to provide similar services at lower costs. We anticipate contracting with this new vendor for most of the remaining fiscal year – and if all goes well, use that lower cost vendor next fiscal year.

In another effort to help control costs, staff anticipates proposing a project for next fiscal year which promotes rechargeable batteries – which if more largely adopted by the public could significantly reduce disposal/recycling costs through an industry (versus local government) funded recycling program.

**Recommendation**

Adoption of a Motion releasing up to $35,000 from the JPA HHW Fund contingency account to contract for continued Bulb and Battery recycling.