

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

Board of Directors Meeting & Public Hearing  
May 25, 2017  
Central Marin Police Authority  
250 Doherty Drive, Larkspur, CA  
9:00 – 9:30 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**

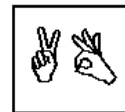
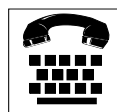
1. JPA Board Meeting Minutes from February 23, 2017 (Action)

**Regular Agenda**

2. Open Time for Public Comment
3. Report on Activities of the JPA Local Task Force (Information)
4. Update from Staff on Recent and Ongoing Activities (Information)
5. Elect Southern Marin & Ross Valley Cities Executive Committee Representatives (Action)
6. Elect Chair and Vice Chair from Executive Committee Representatives (Action)
7. CalRecycle “2012-2015 Jurisdiction Review” Positive Compliance Letter (Information)
8. FY 17/18 Budget and Assessment Schedule (Action)
9. Seventh Cycle Zero Waste Grant Forms (Action)
10. Signature Authority Delegation for Select Contracts to Carryout FY 17/18 Budget (Action)
11. Appoint Subcommittee and Delegate Authority for Zero Waste Special Project (Action)

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

F:\Waste\JPA\AGENDA\17-05-25.doc  
5/19/2017 2:28 PM



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.

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

**DRAFT**

MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY

Board of Directors Meeting  
Thursday February 23, 2017  
Central Marin Police Authority  
250 Doherty Drive, Larkspur  
9:00 – 9:30 AM

MINUTES

**MEMBERS PRESENT**

Beth Pollard, Belvedere  
Todd Cusimano, Corte Madera  
Dan Schwarz, Larkspur  
Jim McCann, Mill Valley  
Regan Candelario, Novato  
Joe Chinn, Ross  
David Donery, San Anselmo  
Jim Schutz, San Rafael  
Adam Politzer, Sausalito  
Greg Chanis, Tiburon

**STAFF PRESENT**

Pat Echols  
Steve Devine  
Judith Silver  
Casey Poldino

**OTHERS PRESENT**

David Catalinotto, City of San Rafael

**MEMBERS ABSENT**

Garrett Toy, Fairfax  
Matthew Hymel, County of Marin  
David Bracken, Corte Madera

Call to Order: The JPA Board meeting came to order at 9:00 AM.

**Minutes**

1. JPA Board Meeting Minutes from May 26, 2016

M/s Schutz, Politzer to approve the minutes for the October 27, 2016 JPA Board meeting. The motion passed unanimously.

**Consent Agenda**

2. Report on Activities of the JPA Local Task Force

No Members from the Local Task Force were present to provide their update. No public comments were submitted. M/s Cusimano, McCann to approve the Consent Agenda. The motion passed unanimously.

**Regular Agenda**

3. Open Time for Public Comment

No comments were submitted.

4. Updates from Staff on Recent and Ongoing Activities

Staff provided an update on recent & ongoing activities. This included an update on the ZeroWasteMarin website, notification of the Ratto Group potentially being sold to San Francisco based Recology, the ZeroWaste Schools Program continuing and that staff will bring forward options for Board consideration to speed implementation of the program. No public comments were submitted. Information item, no action necessary.

5. Appoint Two Budget Subcommittee Members and Approve FY 17/18 Budget Development Process and Schedule

Staff provided background on past practice for the budget setting process schedule and use of a Budget Subcommittee. Staff noted that it has been past practice to utilize the Chair and Vice Chair as the Budget Subcommittee. No public comments were submitted. M/s Candelario, Schwarz to appoint Chair Toy and Vice Chair Hymel to the Budget Subcommittee. The motion passed unanimously.

6. Authorize Expenditure from Household Hazardous Waste Fund Contingency Account for Bulb and Battery Program Service

Staff outlined the request to release up to \$35,000 from the reserve contingency fund in order to cover costs from a spike in tonnage. Staff has identified an alternative disposal firm who is expected to have reduced costs. In order to respond to the tonnage spike, Staff also proposed implementing a program which promotes use of rechargeable battery options which would reduce costs over time. No public comments were heard. M/s Politzer, Candelario to approve the release of \$35,000 from the reserve fund to pay for hauling and disposal service for the Bulb & Battery Program. The motion passed unanimously.

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

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Todd Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: Report on Activities of the JPA Local Task Force (LTF)

**Larkspur:**  
Dan Schwarz

Your Local Task Force (LTF) advisory body has met on 1/4/17, 2/1/17 and 4/5/17. Per the LTF Procedures, this item on the Agenda provides the opportunity for the advisory body to give updates to the Board. For reference, following is the LTF roster:

**Mill Valley:**  
Jim McCann

<b><u>Haulers/Facility Operators</u></b>	
Marin Sanitary Service	Patty Garbarino
Bay Cities Refuse (Alternate)	Greg Christie
Mill Valley Refuse	Jim Iavarone
Redwood Landfill	Ramin Khany

**Novato:**  
Regan Candelario

**Ross:**  
Joe Chinn

<b><u>Special Districts Franchising Solid Waste</u></b>	
Special District Vacancy	Vacant
Novato Sanitary District	Dee Johnson, LTF Vice-Chair
Las Gallinas Sanitary District	Russ Greenfield
Las Gallinas Sanitary District (Alt)	Judy Schriebman

**San Anselmo:**  
David Donery

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

<b><u>Environmental Organizations</u></b>	
Sierra Club, Green Coalition	David Haskell
Sustainable Novato	Delyn Kies
NatureBridge	Jennie Pardi, LTF Chair

**Tiburon:**  
Greg Chanis

<b><u>Public Members</u></b>	
County of Marin	David Green
San Rafael	Adrian Bartshire
Ross Valley	Renee Goddard
Novato	Matt McCarron
Southern Marin	Joan Irwin

**RECCOMENDATION**

Receive update from Local Task Force.

F:\Waste\JPA\JPA Agenda Items\JPA 170223\LTF Update to JPA Board.doc  
5/19/2017 2:25 PM

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

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Todd Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: Updates from Staff on Recent and Ongoing Activities  
(Information)

**Larkspur:**  
Dan Schwarz

Staff will provide an update on recent and ongoing activities.

**RECCOMENDATION**

**Mill Valley:**  
Jim McCann

Receive oral report. Information Only

**Novato:**  
Regan Candelario

*F:\Waste\JPA\JPA Agenda Items\JPA 170525\Staff Update.doc  
5/19/2017 2:31 PM*

**Ross:**  
Joe Chinn

**San Anselmo:**  
David Donery

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Greg Chanis

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

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Todd Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: Elect Southern Marin and Ross Valley Executive Committee  
Representatives

**Larkspur:**  
Dan Schwarz

Section 7.4 of the Joint Powers Agreement specifies that the five Executive Committee Members shall serve two-year terms and may be reappointed. Three of the Member are prescribed to be the representatives from the "large" Members: San Rafael, Novato and the County. The remaining two members are from:

**Mill Valley:**  
Jim McCann

**Novato:**  
Regan Candelario

1. Southern Marin Cities (Sausalito, Tiburon, Belvedere, and Mill Valley). This seat is currently held by Adam Politzer from Sausalito

**Ross:**  
Joe Chinn

2. Ross Valley Cities (Ross, San Anselmo, Fairfax, Larkspur, and Corte Madera). This seat is currently held by Garrett Toy from Fairfax.

**San Anselmo:**  
David Donery

**San Rafael:**  
Jim Schutz

**RECCOMENDATION**

1. Adopt a Motion appointing or reappointing a Southern Marin City Board Member to the Executive Committee, and:
2. Adopt a Motion appointing or reappointing a Ross Valley City Board Member to the Executive Committee.

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Greg Chanis

*F:\Waste\JPA\JPA Agenda Items\JPA 170525\Chair - Vice Chair - ExCom Election.doc  
5/19/2017 3:04 PM*

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

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Todd Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: Elect Chair and Vice Chair

**Larkspur:**  
Dan Schwarz

Section 7.3 (b) of the JPA Agreement specifies that the Chair and Vice Chair shall be a member of the five person Executive Committee.

**Mill Valley:**  
Jim McCann

Both the Chair and Vice-Chair can be any member of the Executive Committee. The term of the Chair and Vice-Chair are for one-year and shall commence at the conclusion of this meeting.

**Novato:**  
Regan Candelario

**RECCOMENDATION**

**Ross:**  
Joe Chinn

1. Adopt a Motion appointing a Vice Chair.
2. Adopt a Motion appointing a Chair.

**San Anselmo:**  
David Donery

**San Rafael:**  
Jim Schutz

*F:\Waste\JPA\JPA Agenda Items\JPA 170525\Chair - Vice Chair - ExCom Election.doc  
5/19/2017 3:07 PM*

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Greg Chanis

## MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Greg Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: CalRecycle "2012-2015" Jurisdiction Review Compliance Letter

**Larkspur:**  
Dan Schwarz

Attached is a letter dated 4/21/2017 from Kenneth Yee of the Local Assistance and Market Development branch of the State's Department of Resources Recycling and Recovery – "CalRecycle." As noted in the letter, Marin has been found to be in compliance with AB 939 which requires the ongoing diversion of 50 percent of all solid waste through source reduction, recycling, and composting activities.

**Mill Valley:**  
Jim McCann

**Novato:**  
Regan Candelario

The State also points out in the letter the importance of complying with

**Ross:**  
Joe Chinn

1. AB 341 which prescribes that:

**San Anselmo:**  
David Donery

- A business (includes public entities) that generates four cubic yards or more of commercial solid waste per week or is a multifamily residential dwelling of five units or more shall arrange for recycling services.

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

- Each jurisdiction shall implement a commercial solid waste recycling program that consists of education, outreach and monitoring of businesses, that is appropriate for that jurisdiction and is designed to divert commercial solid waste from businesses, whether or not the jurisdiction has met the requirements of PRC Section 41780.

**Tiburon:**  
Greg Chanis

- Each jurisdiction shall report the progress achieved in implementing its commercial recycling program, including education, outreach and monitoring, and if applicable, enforcement efforts and exemptions, by providing updates in its electronic annual report.



and;

2. AB 1826 (requiring commercial businesses to arrange for recycling services for organic waste).

These two callouts are issues that the JPA and each of the Member Agencies continue to work on in conjunction with the various haulers and with individual waste generators.

**RECOMMENDATION**

Adopt a Motion to receive and file a letter dated 4/21/2017 from California Department of Resources Recycling and Recovery.

Attachment:

1. Letter dated 4/21/2017 from California Department of Resources Recycling and Recovery.

*f:\waste\jpa\jpa agenda items\jpa 170525\calrecycle compliance letter.doc  
5/19/2017 5:20 PM*

**DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • WWW.CALRECYCLE.CA.GOV • (916) 322-4027

P.O. BOX 4025, SACRAMENTO, CALIFORNIA 95812

Date: 4/21/2017

Steve Devine  
Public Works Program Manager  
899 Northgate Dr Ste 100  
San Rafael CA 94903

Dear Mr. Devine,

We are writing regarding the status of CalRecycle's most recent review of whether Marin County Hazardous and Solid Waste Management Authority is in compliance with meeting AB 939 requirements, most importantly in terms of implementing diversion programs. Public Resources Code (PRC) Section 41825 specifies a schedule for this review and requires CalRecycle to make an independent evaluation and finding of whether each jurisdiction was in compliance with PRC Section 41780 during the review period. As a result of this review, CalRecycle may find that:

- 1) A jurisdiction is meeting the requirements of AB 939 because:
  - a. it has adequately implemented its diversion programs and has achieved the diversion requirement; or
  - b. while it has not achieved the diversion requirement, it has made a good faith effort to implement diversion programs; or
- 2) A jurisdiction has failed to adequately implement its Source Reduction and Recycling Element and/or Household Hazardous Waste Element and the process should commence to consider whether issuance of a compliance order would be appropriate. Jurisdictions that fail to satisfy the conditions of a compliance order may be subject to a fine of up to \$10,000 per day.

The 2012-2015 Jurisdiction Review has been finalized. CalRecycle has found that the Authority is meeting the requirements of AB 939. We commend the Authority for continuing to dedicate resources to meeting the requirements of AB 939. Your efforts are helping to conserve natural resources, strengthen the State's economy, and reduce greenhouse gas emissions.

We also want to note that as the economy continues to grow businesses will likely produce more, consumers will buy more, and construction will increase. While this would be great news, we consequently also expect that more solid waste will be generated and discarded. As result, continuing the Authority's diversion programs is critical to ensuring continued compliance with AB 939. In particular, in addition to meeting and maintaining the requirements of AB 939, the Authority is responsible for implementing the Mandatory Commercial Recycling and Mandatory Commercial Organics Recycling education, outreach and monitoring requirements of AB 341 and AB 1826.

As required by law, a Local Assistance and Market Development (LAMD) Liaison Samuel Ferrero from CalRecycle's Local Assistance and Market Development (LAMD) Branch will contact you to set up an annual site visit to verify the implementation of diversion programs and continued compliance with AB939.



In conclusion, we are pleased that Marin County Hazardous and Solid Waste Management Authority has been found to be in compliance with PRC Section 41780 as part of the 2012-2015 Jurisdiction Review. At the same time, we are looking to the future and want to work with you to ensure the continued success of the jurisdiction's overall diversion efforts. If you have any questions, please contact your LAMD representative, Samuel Ferrero (916) 341-6294.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth Yee". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kenneth Yee  
Local Assistance and Market Development  
Bay Area Section Manager

CC: Judith Silver

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

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Greg Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: FY 17/18 JPA Budget and Related Hauler/Facility Assessments

**Larkspur:**  
Dan Schwarz

Attached are the proposed Marin County Hazardous and Solid Waste Management Joint Powers Authority FY 17/18 budget and associated hauler/facility fee assessments for the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA). Overall, assessments to the haulers and facilities are proposed to increase less than one percent (0.82%).

**Mill Valley:**  
Jim McCann

**Novato:**  
Regan Candelario

Please recall that the JPA is funded by lump-sum assessments on the waste haulers in the County and solid waste facilities (Redwood Landfill in Novato and Marin Resource Recovery Center Transfer Station). In turn, these operators pass along these costs to their customers.

**Ross:**  
Joe Chinn

**San Anselmo:**  
David Donery

For reference, the JPA queries the haulers to get estimates of how the JPA Assessments translate into the average per can costs for a typical residential account. In 2016, the surveyed haulers reported:

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

<i>Hauler</i>	<i>Average Overall 2016 Residential Rate</i>	<i>JPA Portion</i>	<i>% of Total Monthly Bill</i>
Bay Cities Refuse	\$34.41	.68¢	2%
Marin Sanitary	\$35.09	.69¢	2%
Mill Valley Refuse	\$36.18	.97¢	2.7%
Redwood Empire	\$26.56	.64¢ - .83¢	3.1%
Tamalpais CSD	\$41.54	.55¢	1.3%

**Tiburon:**  
Greg Chanis

The Redwood Landfill is the largest payer of JPA assessments; in recent years approximately 40% of its tonnage has come from Sonoma County which helps lower the impact felt by Marin's solid waste generators.

There are three fund centers in the JPA budget:

**1. ZERO WASTE PROGRAMS**

*(JPA Section 6.2) Optional Member Participation*

Novato does not participate in this program.

**2. ADMINISTRATION**

(JPA Section 6.1) *All Members Participate*

**3. HOUSEHOLD HAZARDOUS WASTE (HHW)**

(JPA Section 6.2) *Optional Member Participation*

Novato does not participate in this program, as it operates its own household hazardous waste collection program.

The year-over-year changes in the proposed FY 17-18 budget along with a general discussion of activities in each of the three programs are summarized below:

<b>Fund Center</b>	<b>FY16/17 Budget</b>	<b>FY 17/18 Proposed</b>
1. Zero Waste	\$ 976,664	\$ 1,183,275
2. Administration	\$ 476,151	\$ 483,683
3. Hazardous Waste	\$ 2,081,293	\$ 2,199,115
	\$ 3,534,108	\$ 3,866,073

**1. ZERO WASTE PROGRAMS**

Proposed Zero Waste Program expenditures for FY 17/18 of \$1,183,275 account for 31% of proposed JPA expenditures.

Marin’s diversion rate has remained at 74-75% for the last few years, and while that is well above the State mandated 50% diversion rate, it is not on pace to meet the JPA’s Goal of Zero Waste by 2025. To help address this:

- The Construction and Demolition Program would continue at \$15,000 to help educate and support Member Agencies’ building inspectors and the public with implementation of Construction & Demolition Programs as required by CalGreen and to help Marin reach its zero waste goals.
- Member Agency & Public Support remains constant at \$29,750 (a portion of these funds were moved from the Admin Fund) and the JPA will continue to respond to Member requests for reusable tote bags, attendance at select fairs and festivals, supply the public with requested brochures, kitchen compost pails, etc.
- The Public Education component of this budget remains stable at \$200,000; \$19,000 for an annual survey to conduct a program evaluation and \$181,000 for direct Public Education to provide outreach to Marin citizens through various media sources including television, Internet, in-person “Green Teas,” presentations to businesses, business groups, HOAs and farmers markets.

- The Zero Waste Schools Program baseline service continues at \$150,000. In response to a Board request, the budget also includes a proposed implementation “speed up” which would increase the number of new schools receiving the service from five to ten while continuing to the nine existing schools. The “speed-up” would be accomplished by: a). contracted services \$40,000 (~ SEI), b). infrastructure \$40,000 (recycling, compost bins, water stations, etc.) and c). a more advanced staffing level to provide the necessary oversight (\$27,075). A draft ZWSP implementation schedule is attached.
- Special Zero Waste Project. This line item provides flexibility in addressing ongoing or emerging concerns such as revisiting the single use bag ordinances in the County for possible update in light of the recent changes in State law, reduced access to plastic bag recycling, and the rapid rise in “ordinance compliant” thick plastic bags at many chain grocery and department stores. This project could also take the form of an analysis of best methods to reduce food waste through better purchasing, donation, and composting via analyzing and potentially replicating a pilot project such as Fairfax’s effort to distribute food scrap kitchen pails to every resident.
- The Zero Waste Grant Program to Member Agencies is proposed to be maintained at \$350,000. This program has been popular; grants totaling \$330,000 were approved in FY 16/17. A record number of Member Agencies opted to take the funds (every city and town and every Special District franchising solid waste – except four).

The contingency account for the Zero Waste Fund is set at 10%.

## **2. ADMINISTRATION PROGRAMS**

Proposed Administration Program expenditures for FY 17/18 of \$483,683 account for 13% of JPA expenditures. Among other things, this fund center provides resources for disposal tracking and reporting required by a variety of State laws.

There is one significant “new activity” proposed in this fund center:

### **Materials Flow & Capacity Analysis**

The budget includes a \$50,000 allocation for a “Materials Flow & Capacity Analysis” which would help give Marin tools to aid in regulatory compliance and long term planning for cost effective and environmentally responsible disposal and organics capacity for the next 5 – 20 years. The JPA, through CCR, Title 14, Division 7, Chapter 9, Article 6.5, and Sections 18755 -18756.7 is responsible for developing and maintaining a Siting Element that demonstrates 15 years of countywide permitted solid waste disposal capacity that is or will be available through existing or planned facilities or other strategies. In addition, AB 876 (2016) was enacted to reduce the landfilling of organics, increase composting and anaerobic digestion, and meet the state’s organic diversion goals. This law requires counties and regional agencies to plan for organics processing facilities that can process organics diverted from landfills and organics waste

generators. AB 876 requires that jurisdictions submit plans for collecting and processing all identified organic material within the county for the next 15 years beginning with the 2017 Electronic Annual Report to CalRecycle.

It is important that Marin explore options for managing its disposal needs when Redwood Landfill eventually closes. One goal of this Materials Flow Analysis is relative to disposal. The JPA needs to consider what alternatives the county has including other regional landfills and the cost implications of going outside the county to manage tons destined for landfill. A second goal of the Material Flow Analysis is to comply with AB 876, to verify the organics capacity within the county (and at nearby regional facilities) at Waste Management's Earth Care Compost Facility, at the Central Marin Sanitation Agency's Waste Water Treatment Plant and at smaller agricultural processing facilities including West Marin Compost and privately held dairies and farms. The analysis would also consider the capacity – and cost /revenue implications should disposal tons and/or organic material from Sonoma cease to be delivered to Marin for disposal or processing.

AB 901 (described below) requires that haulers and facility operators report directly to CalRecycle, potentially bypassing the JPA. The JPA must determine what information it requires relative to planning for disposal capacity over time in addition to setting fees in future years.

More generally, the JPA should be aware that a variety of new legislation related to organics diversion and reporting has been enacted at the state level:

- CalRecycle, SB 1383 establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025. The law grants CalRecycle the regulatory authority required to achieve the organic waste disposal reduction targets and establishes an additional target that not less than 20 percent of currently disposed edible food is recovered for human consumption by 2025.
- CalRecycle, AB 901 requires, among other things, (1) recycling and composting operations and facilities to submit specified information directly to CalRecycle, rather than to counties, (2) disposal facility operators to submit tonnage information to the CalRecycle, and to counties only on request, and (3) deleting the requirement for counties to submit that information to cities, regional agencies, and CalRecycle.
- CalRecycle AB 1594 Green Material Uses as Alternative Daily Cover (ADC). In September 2014, Governor Brown signed Assembly Bill (AB) 1594 mandating that as of January 1, 2020, the use of green material as alternative daily cover (ADC) will no longer constitute diversion through recycling and will instead be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate (Public Resources Code (PRC) Section 41781.3).
- CalRecycle, AB 1826 (Chesbro) Mandatory Organic Recycling Collection. This law

requires commercial businesses and multifamily dwellings to subscribe to service for organics. Currently, any generator with four cubic yard of organic material defined as food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste must have service. Beginning January 1, 2019, any commercial entity that generates four cubic yard of waste must subscribe to service.

The contingency account for the Administration Fund is set at 10% of expenditures.

### **3. HOUSEHOLD HAZARDOUS WASTE (HHW) PROGRAMS**

Proposed HHW Program expenditures for FY 17/18 of \$2,199,115 account for 57% of JPA expenditures.

The program collects, and diverts from landfill, over 1.6 million pounds of material each year. The JPA retains HHW services for the community via a contract with the City of San Rafael Fire Department which in turn contracts with Marin Resource Recovery Association (MRRA). The Fire Department also conducts “Toxic Away Days” for remote areas of West Marin. MRRA operates the HHW facility at 565 Jacoby Street in San Rafael. Novato’s hazardous waste services are provided by the Novato Sanitary District.

- For the contract with the City of San Rafael, and its subcontractor MRRA, the proposed budget for FY 17/18 of \$1,685,189 is \$54,383 higher than the FY 16/17 budget and reflects a 3.5% CPI increase.
- The popular Bulb and Battery Drop-off program budget is proposed at \$135,000 which is consistent with the FY 16/17 adjusted budget for this program. This program has been very successful at coordinating the pickup of used fluorescent bulbs and batteries dropped off at local hardware and convenience stores. The majority of the cost covers waste processing fees.
- The proposed budget includes \$20,000 to promote rechargeable batteries – which if used more widely in the community could significantly reduce ongoing costs because the rechargeable battery industry has a self-funded recycling program for rechargeable batteries and the absolute number of batteries in use would be reduced. (For example, Eneloop brand rechargeable batteries can be recharged approximately 2,000 times before needing to be recycled.)
- The JPA will continue administration of Marin’s Oil Payment Program and will continue to operate this successful program with State block grant funds. Staff expects the same grant award from CalRecycle of \$82,000 as was received in FY 16/17. This program includes a significant Spanish language outreach component. Used oil outreach includes promotion of other zero waste programs and dissemination of general zero waste information relevant to Marin residents.



- The JPA funds the Sharps Collection Program operated by the County’s Environmental Health Division. Environmental Health has requested an increase of \$2,500 for a total of \$78,500 to operate 21 sharps (needles and lancets) sites in the County. This program is important for numerous reasons, but in particular it helps protect our partners in solid waste collection and processing.

The contingency account for the HHW Fund Center is set at 10% of expenditures.

**BACKGROUND & SUMMARY**

The JPA Board Budget Subcommittee (Hymel/Eilerman & Toy) met on April 11, 2017 to review a draft FY 17/18 budget and provided feedback which is the budget. Additionally, the Executive Committee met on April 27, 2017 and recommends the budget proposed herein for adoption.

The impact to residential customers of the proposed JPA FY 17/18 is an estimated 5¢ to 10¢ increase per month. JPA expenses are proposed to increase by 9.4% with the impact to ratepayers mitigated by a reduction in JPA contingencies from 20% to 10%. The contingency reduction is believed prudent, because the JPA budget for contracted HHW services has stabilized in contrast to funding issues that occurred now over five years ago. Since that time, the JPA has adopted more realistic budgets reflective of the costs necessary to process steady volumes of HHW.

Lastly, there are three potential new projects that do not appear in this proposed budget, but Staff plans to present more information about them in the coming year:

1. Marin County is stalled at ~ 75% diversion much like most every other “zero waste community.” With the low-hanging fruit waste diversion projects largely addressed – next steps might will likely be more costly and resource intensive such as lobby for packaging reduction requirements, instigating difficult behavioral changes to reduce consumption, etc.
2. Developing a Disaster Debris Plan for Marin County. Staff intends to explore options for the JPA Board’s consideration on how best to plan for dealing with significant debris from disasters such as an earthquake, firestorm, etc. Advanced planning on this front can improve disaster response times, reduce costs and identify shortfalls in current planning.
3. Litter reduction. There are significant costs forecasted for Marin’s municipalities in the next few years for trash and litter reduction related to stormwater requirements. There is a nexus between JPA activities and mission and this particular stormwater issue at the Cities, Towns and County. Previous efforts along these lines include the model plastic bag ban and the model polystyrene ban which reduce litter at the source. Other types of opportunities could include verifying that residents have sufficient trash and recycling to avoid windblown litter or verifying that park recycling and trash receptacles have lids to reduce

windblown litter. If the Board desires, the JPA could explore coordinating with additional stakeholders beyond its current and typical partners to help address this issue.

**RECOMMENDATION**

Adopt the proposed FY 2017-2018 Marin County Hazardous and Solid Waste Joint Powers Authority Budget and Resolution No. 2017-01 associated assessment schedule.

Attachments:

1. JPA Hauler, Landfill & Transfer Station Assessments
  - Zero Waste Programs Fund – Detail
  - Administration Fund – Detail
  - Household Hazardous Waste Fund – Detail
2. Proposed Resolution No. 2017-01
3. Schools Implementation Schedule

*f:\waste\jpa\jpa agenda items\jpa 170525\draft jpa exec comm 17-18 budget staff report .doc  
5/19/2017 5:00 PM*

Attachment 1

**JPA Hauler, Landfill & Transfer Station Assessments  
FY 2017-18**

2015 DISPOSAL (tons)			TOTAL TONS	FY 16/17 Assessments	Zero Waste	Adminstration	HHW	Total
MSW Haulers	MSW & Debris	Self-Haul						
Bay Cities Refuse	6,043	N/A	6,043	\$87,865.22	\$27,253.93	\$9,004.07	\$52,574.10	\$88,832.10
Marin Sanitary Service (MSS)	41,715	N/A	41,715	\$606,536.10	\$188,134.65	\$62,155.35	\$362,920.50	\$613,210.50
Mill Valley Refuse	21,608	N/A	21,608	\$314,180.32	\$97,452.08	\$32,195.92	\$187,989.60	\$317,637.60
Novato Disposal	26,423	N/A	26,423	\$48,089.86	\$0.00	\$39,370.27	\$0.00	\$39,370.27
Shoreline (Redwood Empire Disposal)	4,375	N/A	4,375	\$63,612.50	\$19,731.25	\$6,518.75	\$38,062.50	\$64,312.50
Tam. CSD	1,553	N/A	1,553	\$22,580.62	\$7,004.03	\$2,313.97	\$13,511.10	\$22,829.10
<b>Total Franchised Hauler</b>	<b>101,717</b>	<b>N/A</b>	<b>101,717</b>	<b>\$1,142,864.62</b>	<b>\$339,575.94</b>	<b>\$151,558.33</b>	<b>\$655,057.80</b>	<b>\$1,146,192.07</b>
<b>Landfills</b>								
Redwood	N/A	102,725	102,725	\$1,493,621.50	\$463,289.75	\$153,060.25	\$893,707.50	\$1,510,057.50
<b>Total Landfills</b>	<b>N/A</b>	<b>102,725</b>	<b>102,725</b>	<b>\$1,493,621.50</b>	<b>\$463,289.75</b>	<b>\$153,060.25</b>	<b>\$893,707.50</b>	<b>\$1,510,057.50</b>
<b>Transfer Stations</b>								
MSS Transfer Station	N/A	3,248	3,248	\$47,225.92	\$14,648.48	\$4,839.52	\$28,257.60	\$47,745.60
Marin Resource Recovery	N/A	46,263	46,263	\$672,664.02	\$208,646.13	\$68,931.87	\$402,488.10	\$680,066.10
<b>Total Transfer Stations</b>	<b>N/A</b>	<b>49,511</b>	<b>49,511</b>	<b>\$719,889.94</b>	<b>\$223,294.61</b>	<b>\$73,771.39</b>	<b>\$430,745.70</b>	<b>\$727,811.70</b>
<b>TOTALS</b>	<b>101,717</b>	<b>152,236</b>	<b>253,953</b>	<b>\$3,356,376.06</b>	<b>\$1,026,160.30</b>	<b>\$378,389.97</b>	<b>\$1,979,511.00</b>	<b>\$3,384,061.27</b>

**ZERO WASTE PROGRAMS FUND  
FY 17/18 (80238601) EXPENSE BUDGET**

16/17 APPROVED BUDGET	16/17 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	17/18 BUDGET REQUEST	VARIANCE	NARRATIVE
		<b>Zero Waste Operational</b>				
\$234,664	\$234,664	Salaries and Wages	511110	\$235,913	\$1,249	Contract staff wages and benefits includes COLA.
\$2,000	\$2,000	Legal Expense	522545	\$2,000	\$0	JPA legal counsel.
\$15,000	\$15,000	Construction & Demolition Program Implementation	522510	\$15,000	\$0	Contract support related to C& D Program outreach to Member Agencies.
\$10,000	\$10,000	Member Agency Support	TBD	\$10,000	\$0	City & Town requests for support, backyard composting workshops, xmas trees recycling promotion,
\$0	\$0	Member Agency Support	TBD	\$19,750	\$0.	Moved from ZeroWasteMarin response to requests (brochures, compost pails, fairs & festivals). (previously paid Armin from Admin Outreach)
\$0	\$0	Local, Regional and State Trade Associations	522210	\$7,500	\$0.	Moved from California Product Stewardship Council, Californian's Against Waste, Marin Builder's Association, Admin Business Chambers, etc. (previously paid from Admin Outreach)
\$0	\$0	Professional Development & Individual Memberships	523210	\$10,000	\$0.	Moved from Training, conferences & professional memberships. (previously paid from Admin Outreach) Admin
\$15,000	\$15,000	Zun Zun School Assemblies	522510	\$15,000	\$0	Contract support related to School Assemblies
\$150,000	\$150,000	School Program	522510 & 522310	\$150,000	\$0	Strategic Energy Innovation plus infrastructure (bins, H2O stations, etc.)
\$181,000	\$181,000	Outreach Campaign	522510	\$181,000	\$0	Recycling Guide updates, ZeroWasteMarin.org improvements, bus shelters, banners, coordination of outreach collateral with haulers, tips to Member Agencies on waste prevention, social media and cable TV ads
\$19,000	\$19,000	Outreach Campaign Evaluation	522510	\$19,000	\$0	Survey to evaluate outreach effectiveness.
\$0	\$0	Schools Program Speed-up: Staff	511110	\$27,075	\$27,075	Incremental adjustment for expanded duties to one existing staff position
\$0	\$0	Schools Program Speed-up: Intern	511110	\$39,987	\$39,987	One year fixed intern position
		Schools Program Speed-up: Infrastructure	522310	\$40,000	\$40,000	Waste stations (bins), signage, refillable water bottle stations, etc.
\$0	\$0	Schools Program Speed-up: Contractor	522510	\$40,000	\$40,000	Augment contractor assistance
		<b>School Speed-up Subtotal</b>		\$147,062	\$147,062	
\$0	\$0	Special Project	522510	\$21,050	\$21,050	Special Projects might include a review of the single bag ban model ordinance, a study of residential participation in food scraps collection programs or other projects.
		<b>Special Project Subtotal</b>		\$21,050	\$21,050	
<b>\$626,664</b>	<b>\$626,664</b>	<b>Operational Budget Subtotal</b>		<b>\$833,275</b>	<b>\$206,611</b>	Reflects \$37,250 moved from Admin Fund
		<b>Zero Waste Grant Funding</b>				
\$350,000	\$330,000	Zero Waste Grant FY17/18 (Cycle7)	TBD	\$350,000	\$0	Seventh Cycle of Zero Waste Grant Program - Fund 41PWPZWG7
<b>\$350,000</b>	<b>\$330,000</b>	<b>Zero Waste Grants Subtotal</b>		<b>\$350,000</b>		
<b>\$976,664</b>	<b>\$956,664</b>	<b>JPA 6.2 Program Total</b>	<b>Total</b>	<b>\$1,183,275</b>	<b>\$206,611</b>	

**FY 17/18 (80238601) REVENUE BUDGET**

16/17 APPROVED BUDGET	16/17 TOTAL EST REVENUE	ACCOUNT NAME	17/18 REVENUE SOURCE	17/18 REVENUE REQUEST	NARRATIVE
\$500	\$500	Interest	441115	\$1,000	Interest
\$982,930	\$982,930	Solid Waste Management	461510	\$1,026,160	Hauler, Landfill, Transfer Station Assessments
\$248,941	\$248,991	Carry-Over	N/A	\$275,757	
<b>\$1,232,371</b>	<b>\$1,232,421</b>	<b>Total Revenue</b>		<b>\$1,302,917</b>	

GENERAL CONTINGENCIES

Contingency Account 900010 \$119,642

10%

**ADMINISTRATION FUND**  
**FY 17/18 (80218601) EXPENSE BUDGET**

16/17 APPROVED BUDGET	16/17 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	17/18 BUDGET REQUEST	VARIANCE	NARRATIVE
<b>Admin Operational</b>						
\$361,010	\$361,010	Salaries and Wages	511110	\$363,292	\$2,282	Contract staff wages and benefits. Includes COLA
\$7,500	\$7,500	Legal Expense	522545	\$7,500	\$0	JPA legal counsel.
\$13,500	\$13,500	Outside Acctg & Audit Fees	522585	\$13,500	\$0	Financial Audit
\$18,000	\$16,863	Insurance	521610	\$18,000	\$0	Insurance
\$1,000	\$1,000	Equipment Repair & Maintenance	521810	\$1,000	\$0	Same as previous year.
\$16,941	\$16,941	Rent	522910	\$16,941	\$0	Rent for space used.
\$1,500	\$1,500	Training/Professional Development	523210	\$1,500	\$0	Training & Professional Memberships.
\$600	\$600	Mileage & Routine Travel	523445	\$600	\$0	Routine travel. Same as previous two years.
\$37,250	\$37,250	Outreach	n/a	\$0	-\$37,250	Moved to Zero Waste Programs
\$5,500	\$5,500	Supplies & Reproduction	522410	\$5,500	\$0	Same as previous two years.
\$5,850	\$5,850	County Financial Service	522585	\$5,850	\$0	Pro-rate County Department of Finance's cost plan.
\$7,500		Resource Flow Mapping & Capacity Analysis	522510	\$50,000	\$42,500	15 year disposal, organics and recycling flow & capacity analysis
<b>\$476,151</b>	<b>\$467,514</b>	<b>JPA 6.1 ProgramTotal</b>	<b>Total</b>	<b>\$483,683</b>	<b>\$7,532</b>	Reflects \$37,250 reduction moved to Zero Waste

**FY 17/18 (80218601) REVENUE BUDGET**

16/17 APPROVED BUDGET	16/17 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	17/18 REVENUE REQUEST	NARRATIVE
\$1,500	\$1,500	Interest	441115	\$500	Interest
\$462,194	\$462,194	Solid Waste Management	461510	\$378,390	Hauler, Landfill, Transfer Station Assessments
\$156,884	\$156,884	Carry-Over	N/A	\$153,064	
<b>\$620,578</b>	<b>\$620,578</b>	<b>Total Revenue</b>		<b>\$531,954</b>	
		<u>GENERAL CONTINGENCIES</u>			
		Contingency Account	900010	\$48,271	
				10%	

## HOUSEHOLD HAZARDOUS WASTE FUND

### FY 17/18 (80228601) EXPENSE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	17/18 BUDGET REQUEST	VARIANCE	NARRATIVE
<b>HHW Operational</b>						
\$157,412	\$157,412	Salaries and Wages	511110	\$162,187	\$4,775	Contract staff wages and benefits. Includes COLA increase
\$156,515	\$156,515	HHW Facility Oversight	522510	\$161,923	\$5,408	City of San Rafael HHW oversight + West Marin HHW events. Includes COLA
\$32,575	\$32,575	Novato HHW Grant	522510	\$33,739	\$1,164	Novato HHW fee reimbursement is calculated annually
\$2,500	\$2,500	Legal Services	522545	\$2,500	\$0	Legal counsel on haz waste contracts and grant agreements.
\$100,000	\$135,000	Bulb and Battery Program	522510	\$135,000	\$0	Fluorescent bulbs and batteries hazwaste collection.
\$1,474,291	\$1,474,291	HHW Facility Operations	522510	\$1,523,266	\$48,975	MRRA contract (net cost offset by SQG funds & recovery revenue).
\$76,000	\$76,000	Sharps & Needles Program	TBD	\$78,500	\$2,500	Coutwyide sharps & needles program. Additional \$2,500 requested by EHS to support increased program expenses
\$0	\$0	Reusable Battery Promotion	TBD	\$20,000	\$20,000	Promotion of reusable batteries.
<b>\$1,999,293</b>	<b>\$2,034,293</b>	<b>Operational Budget Subtotal</b>		<b>\$2,117,115</b>	<b>\$117,822</b>	
<b>Oil Payment Program</b>						
\$82,000	\$82,000	Oil Payment Program - Cycle 8	41PWPOPP8	\$82,000	\$0	CalRecycle Oil Payment Program - Cycle 8
<b>\$82,000</b>	<b>\$82,000</b>	<b>Oil Payment Program Subtotal</b>		<b>\$82,000</b>		
<b>\$2,081,293</b>	<b>\$2,116,293</b>	<b>JPA 6.2 Program Total</b>	<b>Total</b>	<b>\$2,199,115</b>	<b>\$117,822</b>	Includes + \$35K Board approved budget mod for high tonnage.

### FY 17/18 (80228601) REVENUE BUDGET

16/17 APPROVED BUDGET	16/17 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	17/18 REVENUE REQUEST	NARRATIVE
\$500	\$400	Interest	441115	\$2,000	Interest
\$82,000	\$82,000	Other Aid: State	451970	\$82,000	CalRecycle Funds for OPP Cycle 8
\$1,719,927	\$1,719,927	Solid Waste Management	TBD	\$1,979,511	Hauler, Landfill, Transfer Station Assessments
\$664,128	\$664,128	Carry-Over	N/A	\$350,162	
<b>\$2,466,555</b>	<b>\$2,466,455</b>	<b>Total Revenue</b>		<b>\$2,413,673</b>	
<u>GENERAL CONTINGENCIES</u>					
		Contingency Account	900010	\$214,558	
				10%	

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

RESOLUTION NO. 2017-01

A RESOLUTION ESTABLISHING FEES FOR INTERGRATED WASTE MANAGEMENT  
PLANNING AND IMPLEMENTATION OF PROGRAMS FOR FY 2017/18

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 25, 2017; 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 2017/18 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 assessments are imposed for FY 2017/18 and shall be collected from the organization specified herein;

Redwood Landfill	\$1,510,057.50
Marin Resource Recovery Center	\$680,066.10
Marin Sanitary Transfer Station	\$47,745.60
Bay Cities Refuse	\$88,832.10
Marin Sanitary Service	\$613,210.50
Mill Valley Refuse	\$317,637.60
Novato Disposal	\$39,370.27
Shoreline Disposal	\$64,312.50
Tamalpais Community Service District	\$22,829.10
<b>TOTAL</b>	<b>\$3,384,061.27</b>

Attachment 2

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 2015, with data provided by the haulers, landfills, and recovery center.
2. Fee payment shall be made in two installments – half amount shall be due and payable on December 1, 2017; the remaining half shall be due and payable on May 1, 2018.
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 25th day of May, 2017 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_



## Zero Waste Schools Program by City

<u>City</u>	<u>School</u>	<u>School District</u>	<u>Schedule by School</u>	
			<u>Year</u>	<u>Hauler</u>
Belvedere	N/A	N/A	N/A	N/A
Corte Madera	The Cove	Lark - CM	19/20	MVRS
	Neil Cummins	Lark - CM	16/17	MVRS
Fairfax	Manor	Ross Valley	16/17	MSS
	White Hill MS	Ross Valley	15/16	MSS
Larkspur	Hall MS	Lark - CM	19/20	MSS
	Redwood HS	TUSD	20/21	MSS
Mill Valley	Edna Maguire	MVSD	17/18	MVRS
	Old Mill	MVSD	16/17	MVRS
	Park	MVSD	16/17	MVRS
	Strawberry Point	MVSD	17/18	MVRS
	MVMS	MVSD	19/20	MVRS
	Tam HS	TUSD	20/21	MVRS
Novato	N/A	N/A	N/A	N/A
Ross	Ross	Ross	19/20	MSS
San Anselmo	Hidden Valley	Ross Valley	19/20	MSS
	Wade Thomas	Ross Valley	17/18	MSS
	Drake	TUSD	20/21	MSS
	Brookside	Ross Valley	18/19	MSS
San Rafael	Coleman	SRCS	18/19	MSS
	Bahia Vista	SRCS	17/18	MSS
	Short	SRCS	17/18	MSS
	Glenwood	SRCS	16/17	MSS
	Laurel Dell	SRCS	15/16	MSS
	San Pedro	SRCS	18/19	MSS
	Sun Valley	SRCS	17/18	MSS
	Venetia Valley	SRCS	20/21	MSS
	Davidson	SRCS	20/21	MSS
	SRHS (& Madrone)	SRCS	20/21	MSS
	TLHS	SRCS	20/21	MSS
	Dixie	Dixie	18/19	MSS

## Zero Waste Schools Program by City

<u>City</u>	<u>School</u>	<u>School District</u>	<u>Schedule by School</u>	
			<u>Year</u>	<u>Hauler</u>
	Mary Silveira	Dixie	17/18	MSS
	Vallecito	Dixie	16/17	MSS
	Miller Creek	Dixie	20/21	MSS
Sausalito	MLK	Sausalito	18/19	BCRS
	Willow Creek	Sausalito	18/19	BCRS
Tiburon	Bel Aire	Reed	18/19	MVRS
	Del Mar	Reed	20/21	MVRS
	Reed	Reed	18/19	MVRS
County of Marin ~				
Bolinas	Bolinas	Bolinas-Stinson	19/20	RED
Stinson Beach	Stinson	Bolinas-Stinson	19/20	RED
Kentfield	Anthony Bacich	Kentfield	17/18	MSS
Kentfield	Kent MS	Kentfield	20/21	MSS
San Geronimo	Lagunitas	Lagunitas	17/18	RED
San Geronimo	San Geronimo	Lagunitas	17/18	RED
Tamalpais Valle	Tam Valley	MVSD	18/19	TCSD
Nicasio	Nicasio	Nicasio	19/20	RED
Inverness	Inverness	Shoreline	19/20	RED
Tomales	Tomales	Shoreline	17/18	RED
Tomales	Tomales HS	Shoreline	18/19	RED
Point Reyes	West Marin	Shoreline	19/20	RED

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Greg Cusimano

To: JPA Board Members

From: Steve Devine, Program Manager

**County of Marin:**  
Matthew Hymel

Re: Seventh Cycle Zero Waste Grant Forms

**Fairfax:**  
Garrett Toy

Attached are the proposed forms for the Seventh Cycle of the Zero Waste Grant for your approval. The primary focus of the grant program is to help institute programs that contribute toward reaching the goal of Zero Waste in each of the cities/towns, the County and special districts. Grant recipients may pool their grant funds and collaborate with other member agencies on a shared project such as furthering compliance with state mandated recycling and composting mandates.

**Larkspur:**  
Dan Schwarz

**Mill Valley:**  
Jim McCann

**Novato:**  
Regan Candelario

In the FY 17/18 budget the JPA will be offering \$350,000 to member agencies in its seventh cycle of Zero Waste Grant.

**Ross:**  
Joe Chinn

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

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

**San Anselmo:**  
David Donery

**San Rafael:**  
Jim Schutz

These documents define the purpose, goals, requirements and 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.

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Greg Chanis

To further assist Member Agencies, a list of product vendors and capable zero waste contractors is provided in Attachment 2. Additional resources are available at ZeroWasteMarin.org or by contacting JPA staff.

### **RECOMMENDATION**

Adopt a Motion approving the attached grant documents, and authorize the Executive Director to administer the grant program including making discretionary modifications to grants during the grant term.

#### Attachments

1. Zero Waste Grant Forms
2. Vendor and Contractor Resources

*f:\waste\jpa\jpa agenda items\jpa 170525\zw grants agenda report.doc  
5/19/2017 5:12 PM*

# ZERØWASTEMARIN

## Exhibit A

### Cycle 7

### 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
- Residential Food Scrap Recycling Outreach
- Support of Commercial Food Scrap Composting Programs
- Multifamily Outreach and Support
- Support of Food Waste prevention education
- Support of Food Donation
- Town or city wide garage sale

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

- 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
- Differential Costs of an Environmental Purchasing Policy
- 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 and 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.

**Funds will be available on a USE IT OR LOSE IT basis. It is important that you apply for funding each year to ensure your municipality gets its share of grant funds.**

Cycle 7 Funds Available

<b>Member Agency</b>	<b>Allocated</b>
Belvedere	\$8,541.96
Corte Madera	\$15,303.07
County of Marin	\$67,339.99
Fairfax	\$12,165.85
Larkspur	\$20,338.37
Mill Valley	\$24,388.37
Ross	\$9,139.93
San Anselmo	\$21,079.72
San Rafael	\$99,250.15
Sausalito	\$11,823.45
Tiburon	\$15,568.55
Almonte Sanitary District	\$5,000.00
Alto Sanitary District	\$5,000.00
Bolinas Community Public Utility District	\$5,000.00
Homestead Valley Sanitary District	\$5,000.00
Las Gallinas Sanitary District	\$5,000.00
Marin City Community Services District	\$5,000.00
Stinson Beach County Water District	\$5,000.00
Strawberry Recreational District	\$5,000.00
Tamalpias Community Services District	\$5,000.00
<b>Total</b>	<b>\$350,000</b>

**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](http://ZeroWasteMarin.org).

- Determine grant fund eligibility, as described above (use the figure listed under “Cycle 7 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 5, 2017.

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 8, 2018. These reports will 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](http://ZeroWasteMarin.Org)

**Milestones**

- June 1, 2017 - Application Materials Released
- July 5, 2017 - Application Deadline

- July 8, 2017 - Cycle Awarded / Grant Term Begins
- May 1, 2018 - Grant Term Ends
- May 8, 2018 - Final Reports Due

### **Communication**

All communication regarding this grant shall be directed to the JPA Grant Manager. Submit Applications/Work Plans and Final Reports electronically to [jsilver@marincounty.org](mailto:jsilver@marincounty.org) or send written correspondence to:

JPA Grant Manager  
 c/o Zero Waste Marin  
 1600 Los Gamos Drive, Suite 210  
 San Rafael, CA 94903

### **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 must be spent or encumbered for a Zero Waste purpose 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 Grantee. 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 “Zero Waste Marin” 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. Grantees that have unspent funds at the end of the grant term should provide documentation that any unspent funds have been encumbered for a Zero Waste purpose. A sample Final Report can be found on the JPA website: [ZeroWasteMarin.Org](http://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

# ZERØWASTEMARIN

## Exhibit B

Cycle 7

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 7

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. Grantee shall maintain record of all expenditures. Any grant funds not expended in the current grant cycle must be preserved in a protected account and dedicated for zero waste projects the next year.

(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

## Vendors

The list below includes vendors those that supply “ZeroWasteMarin branded” water bottles, totes, hot beverage containers, kitchen pails and produce bags in addition to vendors that supply more general items such as backyard compost systems. Please contact Zero Waste Marin directly if you want referrals for refillable water stations vendors, hand dryer vendors, or other resources. This list does not represent all the vendors who sell these items nor does Zero Waste Marin endorse one firm over another. Please contact them directly for further information about their products.

Recycling Receptacles (a general list of vendors who sell indoor and outdoor receptacles)	Container List:  <a href="#">Stopwaste Supplier List</a>
Reusable Stainless Steel Water Bottles ZeroWasteMarin Branded	6 <sup>th</sup> Gear Promotions Mike Tarantino 415-218-6311 <a href="mailto:mike@6thgearpromotions.com">mike@6thgearpromotions.com</a>
Reusable Stainless Steel Tumblers / Coffee Mugs ZeroWasteMarin Branded	6 <sup>th</sup> Gear Promotions Mike Tarantino 415-218-6311 <a href="mailto:mike@6thgearpromotions.com">mike@6thgearpromotions.com</a>
Reusable Plastic Sports Bottles ZeroWasteMarin Branded	6 <sup>th</sup> Gear Promotions Mike Tarantino 415-218-6311 <a href="mailto:mike@6thgearpromotions.com">mike@6thgearpromotions.com</a>
Reusable Produce Bags	KA&F Group 925-254-0582 <a href="http://www.kafhome.com">www.kafhome.com</a>
Reusable Kitchen Compost Shuttles ZeroWasteMarin Branded	Busch Systems ( One gallon size) <a href="http://www.buschsystems.com/recycling-waste-bin-products/kitchen-compost-bins%20/">http://www.buschsystems.com/recycling-waste-bin-products/kitchen-compost-bins%20/</a>
Reusable Shopping Totes ZeroWasteMarin Branded	Western Textile <a href="http://www.bagmakers.com/">http://www.bagmakers.com/</a> Bruce Spiegleman (President) 415.331.7000 x 11
Wriggly Ranch Worm Compost Bins	Triformis Corporation 310-641-6767 <a href="http://www.triformis.com">www.triformis.com</a>
Battery Recycling Receptacles	<a href="#">Battery Solutions</a> <a href="https://www.batterysolutions.com/services/portable-batteries/collection-program/">https://www.batterysolutions.com/services/portable-batteries/collection-program/</a>

## Contractors

The contractors listed below have experience in zero waste program implementation and are based in the area. This list does not represent all the zero waste contractors in the area nor does Zero Waste Marin endorse one firm over another. Please contact them directly for further information about their particular skills and expertise.

Abbe & Associates LLC

Ruth Abbe. 415-235-1356 [Ruth.Abbe@abbeassociates.com](mailto:Ruth.Abbe@abbeassociates.com)

C2: Alternative Services

Connie Cloak. 707-568-3783 [connie@c2alts.net](mailto:connie@c2alts.net)

Cascadia Consulting

Julie Stein. 206-343-9759 ext. 156 [julie@cascadiaconsulting.com](mailto:julie@cascadiaconsulting.com)

Conservation Corps North Bay

Laura Vernon. 415-454-4554 ext. 279 [lvernon@ccnorthbay.org](mailto:lvernon@ccnorthbay.org)

Envirolutions LLC

Laura McKaughan. 510 - 320-3140 [laura@envirolutionsconsulting.com](mailto:laura@envirolutionsconsulting.com)

Environmental Science Associates

Larry Kass. 415-962-8484 [lkass@esassoc.com](mailto:lkass@esassoc.com)

John Hanscom. 925-451-0577 [jthanscom@gmail.com](mailto:jthanscom@gmail.com)

R3 Consulting Group, Inc.

Garth Shultz. 510-647-9674 [gschultz@r3cqi.com](mailto:gschultz@r3cqi.com)

Soluna Outreach Solutions

Hugo Mata. 707-494-1699 [hugo@solunaoutreachsolutions.com](mailto:hugo@solunaoutreachsolutions.com)

Waste Sleuth

Todd Sutton. 925-787-8913 [todd@wastesleuth.com](mailto:todd@wastesleuth.com)

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

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Todd Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: Signature Authority Delegation for Select Contracts to Carryout  
FY 17/18 Budget

**Larkspur:**  
Dan Schwarz

The FY 17/18 JPA Budget contains three activities which necessitate  
contracts over the JPA's \$50,000 Executive Director signature authority:

**Mill Valley:**  
Jim McCann

1. Hazardous waste bulb and battery program: up to \$135,000
2. Zero waste outreach services: up to \$181,000
3. Zero Waste Schools assistance: up to \$100,000

**Novato:**  
Regan Candelario

Due to the need to proceed with these efforts in a timely manner and the  
frequency of JPA Board meetings, it is requested to continue with past  
practice and delegate authority to enter into contracts for these services  
to Executive Director Pat Echols.

**Ross:**  
Joe Chinn

**San Anselmo:**  
David Donery

**Recommendation**

**San Rafael:**  
Jim Schutz

Adopt a motion granting the Executive Director signature authority to  
enter in to contracts for the specific services outlined above.

**Sausalito:**  
Adam Politzer

*F:\Waste\JPA\JPA Agenda Items\JPA 170525\Signature Authority.doc  
5/19/2017 5:13 PM*

**Tiburon:**  
Greg Chanis

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

**Belvedere:**  
Craig Middleton

Date: May 25, 2017

**Corte Madera:**  
Todd Cusimano

To: JPA Board Members

**County of Marin:**  
Matthew Hymel

From: Steve Devine, Program Manager

**Fairfax:**  
Garrett Toy

Re: Appoint Subcommittee and Delegate Authority for Zero Waste  
Special Project

**Larkspur:**  
Dan Schwarz

The proposed FY 17/18 budget includes a line item in the Zero Waste  
Fund of \$21,050 for a Special Project.

**Mill Valley:**  
Jim McCann

This \$21,050 amount is based on a proposal for a project to provide the  
JPA a report and recommendation on single use bags. The report would  
be for the use of the JPA Members and provide options on potentially  
modifying local ordinances given recent development of more stores  
providing thick "ordinance compliant" plastic bags. The proposal  
(attached) is from Rincon Consultants Inc. the vendor who conducted  
the Single Use Bag Model Ordinance Environmental Impact Report  
(EIR) for the JPA in 2014. During the Budget Subcommittees' review of  
an early draft budget – the Subcommittee members also wanted  
consideration to be given to alternate projects such as a project to  
identify best management practices for strategies to boost organics  
diversion.

**Novato:**  
Regan Candelario

**Ross:**  
Joe Chinn

**San Anselmo:**  
David Donery

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

It is proposed that a Special Project Subcommittee be appointed by the  
Board (staff suggests to Board Members) to assist and direct staff in  
selecting and carrying out the project.

**Tiburon:**  
Greg Chanis

**RECCOMENDATION**

Adopt a Motion appointing members to a Special Projects Subcommittee  
and delegating authority to that Subcommittee to select the project to be  
undertaken and carry out the project.

Attachment:

- 1. Proposal from Rincon Consultants Inc.

*F:\Waste\JPA\JPA Agenda Items\JPA 170525\Signature Authority.doc  
5/19/2017 4:14 PM*



**Rincon Consultants, Inc.**

449 15th Street, Suite 303

Oakland, California 94612

510 834 4455

FAX 834 4433

[info@rinconconsultants.com](mailto:info@rinconconsultants.com)

[www.rinconconsultants.com](http://www.rinconconsultants.com)

February 13, 2017

Project 17-03880

Steve Devine  
Marin Hazardous and Solid Waste Management  
Joint Powers Authority  
899 Northgate Drive, Suite 100  
San Rafael, CA 94903

**Subject: Proposal to Prepare an Assessment of the Marin County Single Use Carryout Bag Reduction Ordinances**

Dear Mr. Devine:

Rincon Consultants, Inc. is pleased to submit this proposal to prepare an assessment of the Single Use Carryout Bag Reduction Ordinances in Marin County. The assessment will discuss the status and effectiveness of the local bag ordinances throughout the County and cities in light of the recently adopted California state bag ban (Prop 67 / Senate Bill 270). The assessment will also compare how each JPA member agency is implementing the bag ordinance, identify challenges that local retail establishments and customers may have with the ordinances as written and implemented, and provide recommendations and options for improvement to the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) based on the findings.

This proposal outlines Rincon's proposed scope of services, general qualifications to prepare the assessment, cost, and schedule for completing the assessment.

## **SCOPE OF SERVICES**

Our proposed work scope for the assessment is described below.

### **Phase 1: Background Research and Field Visits**

Rincon will review existing conditions with staff of the County and participating cities/towns and reach out to and visit selected retail establishments throughout the County to assess how stores are implementing bag ordinances. This will include visual inspections of the type and material of bags offered by retailers to assess compliance with the carry-out bag regulations. The field visits will include interviews with retailers and customers regarding their experience with the bag ordinances. Interview questions will also include asking retailers, customers and city/town and County staff for their input on improvements to the





ordinance or its implementation. As part of the background research, Rincon will also review challenges and best practices from other jurisdictions outside of Marin County that could provide insight or opportunities for JPA member agencies.

### **Phase 2: Reporting**

Based on the data and information compiled as part of Task 1, Rincon will prepare a report that includes background on the existing bag ordinances, an assessment of the effectiveness of the ordinances, and how the recent Proposition 67 / SB 270 implementation of the statewide bag ban has affected the local ordinances. The report will include the following:

- Background/Existing Conditions
- Findings Based on Interviews / Field Visits
- Opportunities for Program Improvements / Strategies for Success

The intent of the report is to assist the JPA and member agencies in determining whether refinements or changes to the local ordinances would result in improvements to the intent/objective of the bag ordinances.

### **QUALIFICATIONS**

Rincon has assisted cities and counties throughout California with assessing carry-out bag ordinances, including preparation of the Environmental Impact Report analyzing the Ordinance for Marin County Hazardous and Solid Waste Management JPA. Information about Rincon's general qualifications can be provided on request or accessed from our website: [www.rinconconsultants.com](http://www.rinconconsultants.com). Information about our experience with carry-out bag ordinances specifically can be provided on request.

### **SCHEDULE**

Rincon will deliver the draft assessment in accordance with the above scope of services within 40 working days (approximately 2 months) of receipt of authorization to proceed. The final assessment can be delivered within approximately 5 to 10 working days of receipt of all comments on the draft assessment.



## COST

Rincon will prepare the assessment in accordance with the scope of work described above for a total cost of \$21,050 as shown in the Table below. This includes research, field visits/interviews, an administrative draft report, one round of revisions to the report with JPA review, and a PDF publication of the final report.

### Marin County Hazardous and Solid Waste Joint Powers Authority Bag Ordinance Assessment

**Table 1 - Cost Estimate**

2/8/2017

Tasks	Cost	Rincon Labor Hours	Rincon Consultants					
			Principal	Senior/PM	Analyst	Graphics	Clerical	
			\$205/hour	\$155/hour	\$115/hour	\$95/hour	\$80/hour	
1. Kick-Off Meeting	\$540	4		2	2			
2. Research / Field Visit	\$4,600	40			40			
3. Draft Report	\$11,540	96	2	10	80	4		
4. Final Report	\$1,840	15	1	2	10	1		1
5. Project Management	\$1,550	10		10				
<b>Subtotal Labor:</b>	<b>\$20,070</b>	<b>165</b>	<b>3</b>	<b>24</b>	<b>132</b>	<b>5</b>		<b>1</b>
<b>Additional Costs</b>								
Travel Expenses, Including Vehicle Use (5 days)	\$980							
<b>Subtotal Additional Costs:</b>	<b>\$980</b>							
<b>TOTAL LABOR PLUS ADDITIONAL COSTS</b>								
	<b>\$21,050</b>							



We appreciate the opportunity to assist you with this project. If you have any questions about this proposal, please do not hesitate to contact us.

Sincerely,  
**RINCON CONSULTANTS, INC.**

Matt Maddox, MESM, AICP  
Senior Program Manager

Abe Leider, AICP CEP  
Principal-in-Charge