

MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, February 7, 2018
1600 Los Gatos, Suite 211
San Rafael, CA 94903
8:30 – 10:00 AM

AGENDA

Call to Order.

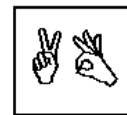
- 1) Open Time for Public Comment (Information) (5 min)
- 2) Approval of the October 4, 2017 JPA LTF Action Minutes (Action) (2 min)
- 3) Approval of the December 6, 2017 JPA LTF Action Minutes (Action) (2 min)
- 4) Monthly Update Report from CalRecycle (Information) (2 min)
- 5) Reports from LTF Members (Information) (20 min)
 - i) Haulers & Facilities:
Garbarino, Iavarone, Khany
 - ii) Special Districts Franchising Solid
Waste: *Greenfield, Johnson*
 - iii) Environmental Organizations:
Haskell, Pardi, Kies
 - iv) Public Members:
Goddard, Green, McCarron
- 6) Proposed LTF Recommendation to JPA Board to Update the LTF Policies and Procedures to Include an Attendance Policy (Action) (10 min)
- 7) Establish 2018 LTF Meeting Schedule (Action) (10 min)
- 8) Establish 2018 LTF Subcommittees (Action) (10 min)
- 9) Elect 2018 LTF Chair and Vice Chair (Action) (10 min)
- 10) Update from Staff on Recent and Ongoing Activities (Information) (10 min)

Reference: Current "LTF Policies and Procedures."

The full agenda including staff reports can be viewed at:

<http://zerowastemarin.org/Agenda>

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

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

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DRAFT

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

AB 939 Local Task Force Meeting
Wednesday October 4, 2017
1600 Los Gamos Dr, Suite 211
San Rafael, CA 94903

Action Minutes

MEMBERS PRESENT

Patty Garbarino, Marin Sanitary Service
Russ Greenfield, LGVSD
Jim Iavarone, Mill Valley Refuse Service
Joan Irwin, Southern Marin Cities
Dee Johnson, Novato Sanitary District
Ramin Khany, Redwood Landfill
Delyn Kies, Sustainable Novato
Jennie Pardi, Nature Bridge Golden Gate

STAFF PRESENT

Steve Devine
Judith Silver

OTHERS PRESENT

Celia Furber, Recology
Lisa Mekis, Carpet America Recovery
Kim Scheibly, Marin Sanitary Service
Fred Stemmler, Recology

MEMBERS ABSENT

Adrian Bartshire, San Rafael
David Haskell, Sierra Club
Matt McCarron, City of Novato
Renee Goddard, Ross Valley Cities
David Green, Unincorporated Marin County

1. Open Time for Public Comment

No Public comments were submitted.

2. Approval of the August 2, 2017 JPA LTF Action Minutes

M/s Irwin/Garbarino to approve the August 2, 2017 JPA LTF minutes. The motion passed unanimously.

3. Presentation by Recology Sonoma Marin

The LTF received a presentation from Celia Furber and Fred Stemmler of Recology Sonoma Marin. Recology Sonoma Marin is in the process of securing franchise assignments from various public agencies that currently contract with affiliates of the Ratto Group for resource hauling services. Celia and Fred shared information on Recology's history, work in neighboring communities and the company's approach to zero waste. Information item only. No action taken.

4. Presentation by Lisa Mekis, CARE (Carpet America Recovery Effort)

The LTF received a presentation from Lisa Mekis of CARE and learned about how the California carpet stewardship program currently works. Lisa shared that CARE's supports for drop-off sites include: a container, on call pick-up, promotional materials, and assistance from CARE staff. Lisa also shared that the service at the Marin Resource Recovery Center is one of their most productive sites.

5. Reports from LTF Members

a) Haulers & Facilities:

- Garbarino, Iavarone, Khany

b) Special Districts Franchising Solid Waste:

- Greenfield, Johnson

c) Environmental Organizations:

- Haskell, Pardi, Kies

d) Public Members:

- Bartshire, Goddard, Green, Irwin, McCarron

Members provided reports on activities. No action taken.

6. Monthly Update Report from CalRecycle

Information item only. No action taken.

7. Update from Staff on Recent and Ongoing Activities

Information item only. No action taken.

8. LTF Member Attendance Log and Attendance Policy

Information item only. Pursuant to a request at the prior LTF meeting, Staff developed a draft policy on LTF attendance and membership. The LTF requested that this matter be placed on the next LTF Agenda as an action item.

9. LTF 2017 Subcommittee Reports

Information item only. No action taken.

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DRAFT

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

AB 939 Local Task Force Meeting
Wednesday December 6 2017
1600 Los Gamos Drive, Suite 211
San Rafael, CA 94903

Action Minutes

MEMBERS PRESENT

Renee Goddard, Ross Valley Cities
Russ Greenfield, LGVSD
Jim Iavarone, Mill Valley Refuse Service
Dee Johnson, Novato Sanitary District
Ramin Khany, Redwood Landfill
Delyn Kies, Sustainable Novato

MEMBERS ABSENT

Patty Garbarino, Marin Sanitary Service
David Green, Unincorporated Marin County
David Haskell, Sierra Club
Matt McCarron, City of Novato
Jennie Pardi, Nature Bridge Golden Gate

STAFF PRESENT

Steve Devine
Ernest Klock
Judith Silver

OTHERS PRESENT

Sam Ferrero, CalRecycle
Jill Firch, CalRecycle
Joan Irwin
Gretchen Schubeck, City of Novato
Kim Scheibly, Marin Sanitary Service
Mark Williams, BioBag

1. Open Time for Public Comment

No Public comments were submitted.

2. Approval of the October 4, 2017 JPA LTF Action Minutes

Held over to next meeting for lack of a quorum.

3. Presentation by Mark Williams, Vice President of BioBag Americas (Information)

Information item only. No action necessary.

4. Presentation by Sam Ferrero, CalRecycle (Information)

Information item, no action necessary.

5. Reports from LTF Members

a) Haulers & Facilities:

- Garbarino, Iavarone, Khany

b) Special Districts Franchising Solid Waste:

- Greenfield, Johnson

c) Environmental Organizations:

- Haskell, Pardi, Kies

d) Public Members:

- Goddard, Green, McCarron

Members provided reports on activities. No action taken.

6. Updates from Staff on Recent and Ongoing Activities

Staff provided updates on the Five Year Plan Review, the Material Flow & Capacity Analysis, National Sword issue, the rechargeable battery project, “model zero waste school” project with the Marin County Office of Education, the “Trash Summit” hosted by the stormwater JPA, Christmas Tree ads, summarized recent advertising and shared a sample of recent inquiries received on the Zero Waste Marin website.

7. LTF Member Attendance Log and Attendance Policy

Information item only. This item was held over due to a lack of quorum.

8. LTF 2017 Subcommittee Reports

Information item only. No action taken.

9. LTF Subcommittee Reports

Information item only. No action taken.

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

Belvedere Date: February 7, 2018

Corte Madera To: Local Task Force Members

County of Marin From: Steve Devine, Program Manager

Fairfax

Larkspur Re: Monthly Update Report from CalRecycle

Mill Valley Attached is an update from the California Department of Resources
Recycling and Recovery (CalRecycle) provided by Sam Ferrero of the
Local Assistance Market Development branch of CalRecycle.

Novato

Ross **Recommendation**

San Anselmo Receive and File. Information Only.

San Rafael

Sausalito

Tiburon

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**CalRecycle
LTF Update
January 2018**

OPEN GRANT/PAYMENT/LOAN CYCLES

Tire-Derived Aggregate Grant Program (FY 2017-18)

The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products. The Tire-Derived Aggregate (TDA) Grant Program (Program) provides assistance to civil engineers in solving a variety of engineering challenges. TDA, which is produced from shredded tires, is lightweight, free-draining, and a less expensive alternative to conventional lightweight aggregates.

<http://www.calrecycle.ca.gov/Tires/Grants/TDA/FY201718/default.htm>

Application Due Date: February 1, 2018

Illegal Disposal Site Abatement Grant Program (FY 2017-18)

Widespread illegal dumping of solid waste adversely impacts Californians in many ways. Properties on which illegal dumping occurs lose economic value; create public health and safety and environmental problems; and degrade the enjoyment and pride in the affected communities. Abandoned, idled, or underutilized properties due to unauthorized dumping impact what were once the sources of economic benefits to a community. Many such properties have been abandoned or have owners who are unable or unwilling to pay the costs of cleanup. This program provides financial assistance in the form of reimbursement grants up to \$500,000 to help public entities accelerate the pace of cleanup, restore sites, and turn today's problems into tomorrow's opportunities.

<http://www.calrecycle.ca.gov/LEA/GrantsLoans/SolidWaste/LEA/FY201718/default.htm>

Application Due Date: February 6, 2018

Legacy Disposal Site Abatement Partial Grant Program (FY 2017-18)

Public entities bear a financial responsibility for maintaining public landfill sites in compliance with state regulations and standards. The program provides financial assistance in the form of reimbursement grants up to \$750,000 in matching funds for eligible costs to assist public entities requiring financial assistance, and committed to accelerating the pace of cleanup, restoring sites, and protecting public health and safety and the environment.

<http://www.calrecycle.ca.gov/LEA/GrantsLoans/SolidWaste/LocalGrants/FY201718/default.htm>

Application Due Date: February 6, 2018

Farm and Ranch Solid Waste Cleanup and Abatement Grant Program (FY 2017-18)

The Department of Resources Recycling and Recovery administers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program, which provides up to \$1 million annually in grants for the cleanup of illegal solid waste sites on farm or ranch property. A site may be eligible for funding if the parcel(s) is(are) zoned for agricultural use, where unauthorized solid waste disposal has occurred, and where the site(s) is(are) in need of cleanup in order to abate a nuisance or public health and safety

threat and/or a threat to the environment. Sites are not eligible for funding if the site is located on property where the owner or local agency is responsible for the illegal disposal of solid waste.

<http://www.calrecycle.ca.gov/LEA/GrantsLoans/FarmRanch/FY201718/default.htm>

Application Due Date: February 6, 2018

Beverage Container Recycling City/County Payment Program

The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California refund value beverage containers - aluminum, glass, plastic and bi-metal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

Eligibility

Applicants

Eligible applicants include cities, counties, or cities and counties in California, as identified by the California Department of Finance, unless otherwise determined by CalRecycle.

[California Labor Code section 1782](#) will prohibit charter cities from receiving state funds or financial assistance for construction projects if those cities do not comply with sections 1770-1782 of the Labor Code. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead participating jurisdiction must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating jurisdiction is a charter city prohibited from receiving state funds for their project, the award will be terminated and any disbursed funds shall be returned to CalRecycle.

Activities

Eligible activities include:

- New or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Public education promoting beverage container recycling.
- Litter prevention and cleanup where the waste stream includes beverage containers that will be recycled.
- Cooperative regional efforts among two or more cities or counties, or both.
- Other beverage container recycling programs.
- Supporting AB 341 Mandatory Commercial Recycling requirements.
 - Infrastructure for businesses to recycle beverage containers.
 - Support for new or existing beverage container recycling programs for multi-family residential dwellings.
 - Public education and outreach that includes a beverage container-recycling component.

Funding

- \$10,500,000 is available for fiscal year 2017-18, subject to funding availability.
- Cities are eligible to receive a minimum of \$5,000 and counties are eligible to receive a minimum of \$10,000.

The Notice of Funds Available for FY 2015–16 (Cycle 2A) GHG Loans is posted at

<http://www.calrecycle.ca.gov/BevContainer/Grants/CityCounty/FY201718/default.htm>

Funding Request Due Date: April 9, 2018

Greenhouse Gas (GHG) Reduction Loan Program

The purpose of this non-competitive loan program is to lower overall greenhouse gas emissions by providing loans to expand existing capacity or establish new facilities to process California-generated waste materials into new value-added products.

The Notice of Funds Available for FY 2015–16 (Cycle 2A) GHG Loans is posted at

<http://www.calrecycle.ca.gov/Climate/GrantsLoans/GHGLoans/FY201516/default.htm>

Cycle 2A applications are being accepted on a continuous basis, subject to fund availability or until FY 2016-17 funds become available. See the GHG Loan Program web page

<http://www.calrecycle.ca.gov/Climate/GrantsLoans/GHGLoans/default.htm> for the most current cycle information.

Loan Application Due Date: Continuous

Recycling Market Development Zone Loan Program

Provides direct loans to businesses that use postconsumer or secondary waste materials to manufacture new products, or that undertake projects to reduce the waste resulting from the manufacture of a product. Information about this loan program as well as the application documents and forms can be found at <http://www.calrecycle.ca.gov/RMDZ/Loans/>

Loan Application Due Date: Continuous

Additional Funding/Awards

EVENTS

Please also see the CalRecycle Events Calendar, www.calrecycle.ca.gov/Calendar

None posted at this time.

Next Monthly Public Meeting

January 23, 2018

February 20, 2018

www.calrecycle.ca.gov/PublicMeeting/

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

Belvedere Date: February 7, 2018

Corte Madera To: Local Task Force Members

County of Marin From: Steve Devine, Program Manager

Fairfax

Larkspur Re: Reports from LTF Members

Mill Valley LTF membership is comprised of four categories:

Novato 1. Hauler/Facilities

Ross 2. Special Districts that Franchise Solid Waste

San Anselmo 3. Environmental Organizations

San Rafael 4. Public Members

Sausalito • County

Tiburon • San Rafael

 • Novato

 • Ross Valley Cities

 • Southern Marin Cities

To better identify information to share with and support the JPA Board, LTF Members are encouraged to share information in particular that is relevant to their area of expertise or representation.

Recommendation

Receive oral reports from LTF Members. Information only.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

LTF Roster

<i>Haulers/Facility Operators</i>	
Marin Sanitary Service	Patty Garbarino
Bay Cities Refuse (Alternate)	Greg Christie
Mill Valley Refuse	Jim Iavarone
Redwood Landfill	Ramin Khany
<i>Special Districts that Franchise Solid Waste</i>	
Novato Sanitary District	Dee Johnson, LTF Vice-Chair
Las Gallinas Sanitary District	Russ Greenfield
LGVSD (Alternate)	Judy Schriebman
<i>Environmental Organizations</i>	
Sierra Club, Green Coalition	David Haskell
Sustainable Novato	Delyn Kies
NatureBridge	Jennie Pardi, LTF Chair
<i>Public Members</i>	
County of Marin	David Green
San Rafael	Vacant (Currently recruiting)
Ross Valley	Renee Goddard
Novato	Matt McCarron
Southern Marin	Vacant (Currently recruiting)

Recommendation

Receive reports from Members. Information only.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Date: February 7, 2018

Corte Madera To: Local Task Force Members

County of Marin From: Steve Devine, Program Manager

Fairfax

Larkspur Re: Proposed LTF Recommendation to JPA Board to Update the LTF Policies and Procedures to Include an Attendance

Mill Valley

Novato Per direction from the LTF, the following attendance log is maintained and published in each LTF agenda.

Ross

San Anselmo At your August meeting, the LTF asked Staff to research and develop a draft policy addressing attendance and membership on the LTF for consideration by the JPA Board. Staff provided a draft policy at your October meeting and the group asked that that draft be agendized as an Action Item at the December meeting. There was no quorum at that meeting. Also, per the LTF, Staff solicited the LTF membership for any alternative language to be considered, and none was tendered.

San Rafael

Sausalito

Tiburon

The attached draft attendance policy (contained in Section 6 of the attached "LTF Procedures" document) provides for the opportunity for most, but not all, of the current members who could be impacted by such a policy to ensure continued membership. As previously noted, Staff has no desire to "cherry pick" LTF members – on or off the LTF – and so any such policy and attendance requirement thresholds are up to the LTF to develop itself for recommendation to the JPA Board.

Recommendation

Adopt a Motion to submit an updated "LTF Procedures" document with a proposed attendance policy for consideration by the JPA Board of Directors at their next meeting.

Attachment:

1. Updated LTF Procedures Document with New Attendance Section 6 and Slightly Edited Section 3.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Representative	Dec 17	Oct 17	Aug 17	Apr 17	Feb 17	Jan 17	Oct 16	Aug 16	Mar 16	Jan 16	Oct 15	Apr 15	Feb 15
Quorum?	No	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes
Haulers/Facilities													
Garbarino (MSS)	No	Yes	Yes	Yes	No	No	No	No	Yes	No	No	Yes	Yes
Iavarone (MVRS)	Yes	Yes	Yes	Yes	Yes	No	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Khany (Redwood L.)	Yes	Yes	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes
Christie (BCRS) Alt	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Special Districts													
Greenfield (LGVSD)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Johnson (Nov. San.)	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Schriebman (LGVSD) Alt	No	No	No	Yes	No	No	No	No	No	No	No	No	No
Environmental Orgs													
Haskell (Sierra)	No	No	No	No	No	No	No	No	No	No	No	No	No
Kies (Sustainable Novato)	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Pardi (NatureBridge)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Public Members													
Vacant (SR Recruiting)	No	No	No	No	Yes	No	No	No	No	No	No	Yes	n/a
Goddard (Ross Valley)	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes	Yes
Green (County)	No	No	Yes	Yes	No	Yes	Yes	No	Yes	No	No	Yes	No
Vacant (So Marin Recruiting)	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes
McCarron (Novato City)	No	No	Yes	No	No	No	No	Yes	No	Yes	No	Yes	No

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY - AB939 LOCAL TASK FORCE
PROCEDURES

SECTION 1 – SUMMARY OF PURPOSES AND RESPONSIBILITIES

- Identify solid waste management issues of county-wide or regional concern
- Make recommendations to the JPA Board regarding updates and maintenance of the County Integrated Waste Management Plan including the five-year review(s) as set forth in Public Resources Code Sections 41770 and 41822
- Monitor and review proposed legislation related to integrated waste management. If determined appropriate, propose recommendations to the Joint Powers Authority Board regarding advocating for legislation that will assist the County in meeting its goals pursuant to the California Integrated Waste Management Act
- Consider recommendations to the Joint Powers Authority Board regarding ordinances and/or minimum standards for possible adoption by local jurisdictions to assist in meeting the goals according to the California Integrated Waste Management Act and related legislation

SECTION 2 – MEMBERSHIP

The Marin County Hazardous and Solid Waste Management Joint Powers Authority Board has determined that the Local Task Force membership shall include at least two representatives of waste haulers, with two alternate members for those positions, three representatives of environmental organizations, two representatives of special districts involved in the regulation and disposal of waste, and five public representatives appointed by the member agencies serving on the Joint Powers Authority Executive Committee.

Local Task Force members shall be appointed by the Joint Powers Authority Board of Directors, with the exception of the five public representatives which will be appointed by the respective member agency serving on the Joint Powers Authority Executive Committee.

SECTION 3 – MEETINGS

Local Task Force regular meetings will be held ~~monthly~~ on the first Wednesday of each month, with a schedule adopted by the LTF at its first meeting of each year, in the offices of the Marin County Department of Public Works or other available locations. All regular meetings shall comply with the noticing, agenda, and comment requirements of the Brown Act (Government Code §54950 et seq.). Special meetings may be called by the Chair or by a majority of the members, and held in accordance with the requirements of the Brown Act.

SECTION 4 – QUORUM, VOTING, AND RULES OF ORDER

A quorum for the transaction of business shall exist when a majority of the appointed members are present. When a quorum is present, action may be taken by the Local Task Force upon the affirmative vote of a majority of the members present, unless a greater voting requirement is prescribed by statute. Meetings of the Local Task Force shall be governed by Robert’s Rules of Order.

SECTION 5 – ELECTION OF OFFICERS, TERM, AND DUTIES

The officers of the Local Task Force shall be the Chair and Vice-Chair. Elections will be held at the first meeting of the calendar year and the Chair and Vice-Chair will assume responsibilities immediately. The term of the Chair and Vice-Chair shall be one year.

If at any time the Chair vacates this position, the Vice-Chair shall assume the role of Chair for the remainder of the elected term and is authorized to appoint a new Vice-Chair to serve the remainder of that elected term.

CHAIR’S DUTIES

1. Conduct meetings
2. Make reports to the Joint Powers Authority Executive Committee and Board of Directors.
3. Other duties as requested by Local Task Force membership

VICE-CHAIR’S DUTIES

1. Acting Chair in the absence of Chair
2. Other duties as requested by Local Task Force membership

SECTION 6 – ATTENDANCE

To effectively carry out its role as an advisory body to the JPA Board it is necessary for the LTF to have consistent participation from the various stakeholder categories that comprise the LTF membership. Accordingly, to make LTF seats available to the stakeholder community – when an LTF member is unable to participate in less than 50% of the most recent ten meetings, for whatever reason, that member shall vacate that seat and the JPA shall publicize the availability of the seat, for the seats it oversees (or notify the public appointing agency of the opportunity to appoint a new member for the five public agency appointed seats). Members who leave the LTF for any reason are free to reapply for a seat. This Section 6 becomes effective six months after adoption by the JPA Board.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Date: February 7, 2018

Corte Madera To: Local Task Force Members

County of Marin From: Steve Devine, Program Manager

Fairfax Re: Establish 2018 LTF Meeting Schedule

Larkspur

Mill Valley The AB 939 Local Task Force (LTF) meets on the first Wednesday of a month from 8:30 a.m. to 10:00 a.m. The schedule of which particular months the group meets needs to be determined.

Novato

Ross The JPA Board of Directors/Executive Committee typically meets four times per year with additional subcommittee meetings.

San Anselmo

San Rafael For reference, the Sonoma and Santa Clara LTFs meet six times per year, Solano five, Napa four, and Alameda, San Francisco and San Mateo only on an as-needed basis. Staff would like to point out that a meeting in May can be useful for the LTF to consider the JPA Board/Executive Committees thoughts on the proposed FY 18/19 budget. Following are options to help facilitate scheduling:

Sausalito

Tiburon

<i>First Wed</i>	<i>Option A "Quarterly"</i>	<i>Option B "Other/TBD"</i>
Feb 7	Feb 7	
Mar 7		
Apr 4		
May 2	May 2	
Jun 6		
Jul 4 (Holiday)		
Aug 1	Aug 1	
Sep 5		
Oct 3		
Nov 7	Nov 7	
Dec 5		
# of Meetings	4	TBD

Recommendation

Adopt a Motion establishing the LTF meeting schedule for 2018.

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

Belvedere Date: February 7, 2018
Corte Madera To: Local Task Force Members
County of Marin From: Steve Devine, Program Manager
Fairfax Re: Establish 2018 LTF Subcommittees

Larkspur
Mill Valley In recent years, the LTF has utilized subcommittees to focus on particular issues and increase overall LTF effectiveness.

Novato An example of one successful subcommittee was the Extended Producer
Ross Responsibility (EPR) subcommittee that supported a recommendation to the
San Anselmo JPA Board of Directors (that was adopted by the Board) to provide additional
San Rafael funding for a “sharps and pharmaceuticals” program operated by the County.
Sausalito The support for the proper handling of pharmaceuticals was in place while a
Tiburon more comprehensive industry sponsored EPR program was developed via
RxSafe Marin. Another example is the Construction and Demolition (C&D)
subcommittee that supported adoption of a Model Ordinance (that was adopted
by the JPA Board) that could be used by the member Cities, Towns and
County.

Staff recommends that the LTF consider adopting no more than two subcommittees – to provide focus and hopefully be able to build off of success. Staff also recommends the LTF appoint a Chair for each subcommittee to facilitate better conduct of the meetings. For reference a guide to operating more efficient committees is attached.

The LTF can select whatever topics it may like for subcommittees – but Staff suggests that good utility could come from:

- 1. Continuing the good work of the Organics Subcommittee.
- 2. A very focused Subcommittee on one select issue with a goal of making an actionable recommendation to the JPA Board.

Recommendation

Adopt a Motion to establish one or more subcommittees, appoint Members to those subcommittees and appoint a Chair for each subcommittee. LTF Membership in any one subcommittee should not exceed a quorum of the overall group to comply with the Brown Act.

Attachment:

- 1. “Effective Committees: The Basics.”

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Effective Committees: The Basics

Why Committees Don't Work

Typically committees don't work well for many of the same reasons boards don't function effectively: the lack of long-term agendas, reliance on poor or incomplete information, and the failure to distinguish between board level and operational issues. Therefore committees can benefit from many of the same approaches that make board meetings more effective: an overview by the committee chair at the beginning of each meeting, a strategic focus for discussions, prioritized agendas, annual calendar of committee meetings and major decisions, consent agendas, and evaluation of committee meetings.¹

Elements Of Committee Effectiveness

There are at least six elements of committee effectiveness:

- **Written Committee Description.** First, there should be a written description of what is expected of each committee to guide the chair and members. The description should summarize the purpose of the committee, its composition and selection procedure, and the specific duties of the committee. There are several sample committee descriptions in the Tool Section of this chapter.
- **An effective committee chair.** The next element is an effective chairperson. In general, the committee chair should be a board director. This helps to assure that the leadership of the committee is "in sync" with that of the board as a whole. In seeking an effective chair, we're looking for two things: content knowledge and experience relevant to the work of the committee as well as proven leadership and people skills that will be essential if the committee is to work effectively. Of the two, the most important is leadership and people skills. Additional content knowledge is more easily acquired by a committee chair than the ability to lead others.

You want a good leader of people and process, someone who feels confident in guiding committee members to accomplish the task in a timely manner. The role of committee chair requires extra work, time for communication with staff, a willingness to resolve conflicts among members, and a commitment to keep the board chair informed at all times².

There are also some personal characteristics of the effective committee chair that also need to be considered:

¹ Chait, Richard, Holland, Thomas, and Taylor, Barbara, Improving the Performance of Governing Boards, Oryx Press, 1996.

² Andringa, Robert C., and Engstrom, Ted W., Nonprofit Board Answer Book, National Center for Nonprofit Boards, 1997.

- Has confidence in other committee members;
- Wants to release the potential energy of the group;
- Is willing to relinquish some of the chair's formal authority if the job requires it; and
- Is more interested in the committee's success than in his or her own feeling of personal importance.

The good chair is one who can work with people, who can stimulate them rather than brow beat them and can help the group use all the abilities and experiences its members possess and new skills that they develop as they work together.³

The committee chair will be responsible for preparing agendas for the meetings, assigning responsibilities to committee members and doing some of the follow-up to make sure assigned work is being done by members.

- **Members thoughtfully appointed.** The next element of committee effectiveness is members who have been thoughtfully appointed. Each standing committee is generally composed of a core of five to eight members. They should be recruited with the following question in mind: What tasks are the committee responsible for and who among our members possess the skills and experience needed to complete those tasks? As is the case with other forms of volunteer recruitment, every effort should be made to match the needs and requirements of the committee and the skills, knowledge and interests of prospective committee members.
- **Accountability to the board.** The next element of committee effectiveness is clear accountability to the board of directors. This begins with the written committee function that describes what the board expects from the committee. There should also be an effort to link the committee description with relevant strategic plan language. Using a fundraising committee as an example, the committee description would reflect a major goal and supporting strategies that address the issue of association funding. Under the umbrella of the funding goal and strategies, committee leadership would develop an annual fund-raising strategy and supporting work plan in line with the funding strategic goal. This work plan would contain objectives incorporating measurable outcomes, and these measurable outcomes would be the basis for regular reporting of the committee to the board as a whole.
- **Well-run meetings.** The last element of committee effectiveness is well run meetings. In a sense, if a committee reflects the first five indicators of effectiveness -- a clear description of its work, a chair that knows how to lead, a solid match between the interests, skills and experience of individual members on the one hand, and the needs and requirements of the committee on the other, a good mix of members, and direct accountability to the board --we will have the

³ O'Connell, Brian, Operating Effective Committees, Independent Sector, 1988.

makings of excellent committee meetings. It will still be important to provide for meeting space that matches the needs of the group, a written meeting agenda and any necessary information mailed out to members in advance of the meeting.

Additional Practices to Enhance Committee Effectiveness

Evaluating Committee Meetings

At the end of each committee meeting, the chair can ask for written or oral comments about the session. In some organizations, this is a feature of every meeting and is referred to as the "check out." A relatively small investment of time can produce continuous improvements in the work of the committees. Immediate feedback from members can be solicited on how well the meeting achieved its purposes, if members stayed on task, and if there is anything that can be done to improve effectiveness of future committee meetings.

Annual Committee Calendar Of Major Decisions And Meetings

An annual committee calendar of major decisions and meetings is suggested. The committee calendar should also be tied into the overall annual board calendar so that efforts are unified and coordinated for maximum impact. Scheduling regular meetings of the committee in advance will also help busy people plan far enough in advance to assure good attendance.

Additional Suggestions

Committee effectiveness can also be enhanced through the following practices:

- Provide an orientation for new committee members.
- Make sure that committee members receive an agenda in advance of meetings and have all of the information they will need to complete their work.
- Provide regular and appropriate recognition to active committee members. The chair should also seek out unproductive committee members to find out what is getting in a way of performance and then devising strategies to overcome those barriers.
- Involve committee members in developing an annual committee plan of work and make sure that the committee plans are in alignment with the overall strategic plan of the association.

Sample Committee Meeting Feedback Form

Date: _____

Complete this form before leaving today.

	Excellent	Good	Fair	Poor
Were the issues discussed substantive?	4	3	2	1
Were the materials provided helpful in understanding/resolving the issues?	4	3	2	1
Was the discussion future oriented?	4	3	2	1

How can our next meeting be more productive?

Based on today's discussion, what should we discuss in the future?

What was the most valuable contribution the committee made TODAY to the long-term welfare of the association, its members and the profession?

Please write additional comments below:

Sample Format: Committee Meeting Agenda

I. Call to Order

The chairperson announces the beginning of the meeting.

II.

Roll Call

Check attendance, which may be done by (1) reading a list of members aloud; (2) having assigned seats; (3) passing around an attendance sheet; or (4) having someone sign people in and out at the door.

III.

Approval of the Minutes of the Last Meeting

The appointed secretary or note-taker reads a summary of the last meeting. If there are any corrections or additions to the minutes. If there are none, the minutes stand approved, or they stand approved as corrected if changes are made.

IV.

Members' Reports

Each committee member reports to the group the progress of any activities in which he/she is involved. During reports, the members may solicit help from other members or give instructions to individuals.

V. Old Business

Old Business includes a question that was pending at the last session when it adjourned; any unfinished business that did not come up at the last session; or anything from the last session that was not completed.

VI.

New Business

New items of business are in order at this time.

VII.

Announcements

Announcements must be made before the meeting is adjourned.

VIII.

Adjournment

Adjournment ends not only the meeting but also the session. The next time the committee convenes, it must start from the beginning of the agenda.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Date: February 7, 2018

Corte Madera To: Local Task Force Members

County of Marin From: Steve Devine, Program Manager

Fairfax

Larkspur Re: Election of Local Task Force Chair and Vice Chair

Mill Valley The AB939 Local Task Force (LTF) Procedures state that the LTF shall elect a Chair and Vice-Chair Elections at the first meeting of the calendar year.

Novato

Ross The current chair is Jennie Pardi and the Vice Chair is Dee Johnson.

San Anselmo

San Rafael **Recommendation:**

Sausalito The suggested course of action is to:

Tiburon

1. Accept nominations of candidates and elect an LTF Chair for a term beginning at the end of this meeting and ending upon election of a new LTF Chair for 2019; and then:
2. Accept nomination of candidates and elect an LTF Vice-Chair for a term beginning at the end of this meeting and ending upon election of a new Vice Chair for 2019.

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

Belvedere Date: February 7, 2018
Corte Madera To: Local Task Force Members
County of Marin From: Steve Devine, Program Manager
Fairfax
Larkspur Re: Update from Staff on Recent and Ongoing Activities
Mill Valley Staff will provide an update on recent and ongoing activities.
Novato **Recommendation**
Ross Receive oral report. Information Only.

San Anselmo

San Rafael

Sausalito

Tiburon

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