Executive Committee Meeting

(Executive Committee: Alilovich/Schutz, Candelario, Chanis, Ellerman/Hymel, Toy)

August 23, 2018
Central Marin Police Authority
250 Doherty Drive, Larkspur, CA
9:00 – 9:30 AM

Note: The Executive Committee is comprised of 5 of the 12 JPA Board Seats: San Rafael, Novato, Southern Marin Appointee, Marin County and Ross Valley Appointee.

AGENDA

Call to Order.

1. Open Time for Public Comment

Minutes

2. JPA Executive Committee Meeting Minutes from April 26, 2018 (Action)

Consent Agenda

3. Correction to Signature Authority Amount for Zero Waste Schools Program Support (Action)

Regular Agenda

4. Update on Disaster Debris Management Plan
5. Approval of FY 18-19 Zero Waste Grant Program
6. Adjourn

Agendas & staff reports also available at: http://zerowastemarin.org/Agenda
Date: August 23, 2018

To: JPA Executive Committee

From: Steve Devine, Program Manager

Re: Open Time for Public Comment

The public is welcome to address the Board of Directors at this time on matters not on the agenda that are within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda.

**Recommendation**
Receive public comment. Information Only.

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: ____________________________ Second: ____________________________

Ayes: ______________________________

Noes: ______________________________

Abstentions: ________________________
MINUTES

MEMBERS PRESENT
Cristine Alilovich, City of San Rafael
Regan Candelario, City of Novato
Adam Politzer, City of Sausalito
Dan Eilerman, County of Marin
Garrett Toy, Town of Fairfax

OTHERS PRESENT
Jim Iavarone, Mill Valley Refuse
John Maher, Maher Accountancy
Chris Reilly, Marin County OES
Garth Schultz, R3 Consulting Group

STAFF PRESENT
Steve Devine
Ernest Klock
Melody Mitchell
Casey Poldino
Judith Silver

MEMBERS ABSENT
None

Consent Calendar

1. Executive Committee Meeting Notes from April 27, 2017
   Information item only. No action taken.

2. Receive and File Audit and Financial Statement for Year Ending June 30, 2017


   Motion: Mr. Candelario made a motion to approve items 2 and 3 of the Consent Calendar. Second: by Mr. Eilerman. Vote: Unanimous.

Regular Agenda

4. Open Time for Public Comment
   No public comment was tendered.

5. Report from the JPA Local Task Force
   While there was no report from any Local Task Force Members, Mr. Devine shared that at the April 4th JPA Local Task Force Meeting, the LTF elected a new Chair, Dee Johnson, representing Novato Sanitary District, and a new Vice Chair, Renee Goddard, representing the Ross Valley Cities. Also, there is a new member
representing the City of San Rafael, Alice Cochran. Lastly, at the JPA Board’s next meeting on May 24th, the JPA Board will consider an appointment to the vacant Southern Marin LTF Seat. Information item only. No action taken.

6. Presentation by R3 Consulting on the Material Flow and Capacity Analysis Project
Mr. Devine gave a brief overview and review about this Board authorized project, and introduced Garth Schultz from R3 Consulting who gave a presentation. A similar presentation will be provided by R3 Consulting to the full Board at its May 24, 2018, Meeting. Information item only. No action taken.

7. Proposed FY 18/19 Budget and Assessment Schedule
Mr. Devine presented the proposed FY 18/19 Budget and Assessment Schedule. He explained how the JPA assessments translate into a percentage of the monthly charge for a typical residential account. Haulers reported last year that the assessments translated into less than 4% of the rate seen by a typical residential customer. He explained how the JPA Budget is organized into three funds: 1. The Zero Waste Fund, 2. The State Reporting/Requirements Fund, and 3. The Household Hazardous Waste Fund.

Mr. Devine shared information on two new significant proposed projects in the draft FY 18/19 Budget: 1). Conducting a new Zero Waste Plan, in light of Marin stalling out at ~70% diversion well short of both the 80% diversion goal for 2012 and zero waste by 2025. And, 2). Preparation of a Disaster Debris Plan. To minimize the cost impact of these two one-time projects, it is proposed to pay for them though a one-year suspension of the $350,000 Zero Waste Grant Program.

He shared how labor is a significant portion of expenditures in the Budget. He shared some highlights of ongoing activities in the three fund centers, including the Construction & Demolition Program, the Home Composting Program, Member Agency and Public Outreach support, and the Zero Waste Schools Program. He provided information regarding the State Required Reporting Programs and the HHW Programs.

Mr. Devine reviewed the requested action of the Executive Committee which was to recommend the proposed FY 18/19 Budget be considered for adoption by the Full JPA Board at its upcoming May 24, 2018 meeting or provide specific direction to Staff on any desired changes.

There was general discussion by the Executive Committee on the budget and a request by Politzer to meet with staff to discuss some further questions. Motion: Mr. Candelario to recommend the Draft FY 18/19 Budget be considered for adoption, as is, by the full JPA Board at its upcoming meeting on May 24. Second: Eilerman. Ayes: Alilovich, Candelario, Eilerman and Toy. Noes: None. Abstentions: Politzer.
Date: August 23, 2018

To: JPA Executive Committee

From: Steve Devine, Program Manager

Re: Correction to Signature Authority Amount for Zero Waste Schools Program Support

The FY 18/19 JPA Budget contains certain activities which necessitate contracts over the JPA's $50,000 Executive Director signature authority. At the Board's May 24, 2018 meeting, the Board delegated signature authority to the Executive Director for specific contract services. However, in one instance, there was a clerical error in the dollar amount requested for the technical assistance services needed to help implement the Zero Waste Schools Program.

Accordingly, you are being requested to delegate that the Executive Director be authorized to enter into a contract of up to $125,000 (versus $100,000) to help implement the Zero Waste Schools Program. This is not an increase in the Schools Program Budget, Zero Waste Fund or total budget, but just a necessary administrative correction.

**Correction:**

Zero Waste Schools Program assistance: up to $125,000

**Recommendation**

Adopt a motion granting the Executive Director signature authority to enter into contracts for the Zero Waste Schools Program of up to $125,000 (versus $100,000) as previously approved.

Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

**Motion:**

**Second:**

**Ayes:**

**Noes:**

**Abstentions:**
Belvedere
Date: August 23, 2018

Corte Madera
To: JPA Executive Committee

County of Marin
From: Steve Devine, Program Manager

Re: Disaster Debris Management Plan Update

Fairfax
During the FY 18-19 JPA Budget development and approval process, a potential project to draft a Disaster Debris Management Plan (DDMP) with the input and involvement from numerous stakeholders including City, Town, State Federal and private vendors/contractors and the public was considered. That project was not funded – but interest remains in exploring means to help support development of a DDMP for Marin County.

Larkspur
Since the May 24, 2018 Board Meeting, Zero Waste Marin (ZWM) staff (Executive Director Ernest Klock and Program Manager Steve Devine) have met twice with Chris Reilly, Emergency Services Manager, from the Marin County Office of Emergency Service (OES). In addition, Staff has further researched DDMPs with numerous Bay Area public agencies.

Mill Valley

Novato

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

The Office of Emergency Services (OES) has prepared and maintains a variety of similar Countywide emergency plans including a Local Hazard Mitigation Plan and an Emergency Recovery Plan. Please see Attachment One for a summary of current Plans and Annexes documents prepared and/or overseen by Marin OES.

Marin OES has advised that it has one unfilled emergency services coordinator position open at the time constraining its ability to draft a plan. OES is currently working on updating the County Local Hazard Mitigation Plan; that document (along with the Emergency Recovery Plan) provide good examples of how OES helps the County manage and mitigate potential threat to human health and the environment.

ZWM staff has also researched DDMPs – and in speaking with a number of entities who are working on such Plans, we have a further appreciation of their complexity (see Attachment 2) and the particular challenge in obtaining the FEMA approvals that the Cities, Towns and County would want in order to have a "Certified" Plan that could then qualify for the FEMA bonus cleanup reimbursement.
MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Similarly, unless FEMA does the work itself, FEMA requires pre-establishing on-call, pre-qualified contracts (not just call-lists) for toxics evaluation vendors, abatement services, land clearing contractors, construction contractors, and other services that meet State and Federal requirements. These contracts would need to be held and maintained by each of the twelve Marin municipalities. While none of these issues, and complying with them, are foreign to the Member jurisdictions or County (particularly your Public Works Departments), it is not an area of expertise of this Agency - to comply with these sorts of laws and regulations. Further, Zero Waste Marin would not be the entity that would ultimately contract for disaster debris management services.

Other jurisdictions have reported that a possible necessary approach is to prepare a "compendium" plan which would essentially need to be twelve plans, one for each City, Town and the County - because to reap the full benefits of these sorts of plans, they need to be reflective of the needs of each community and also fulfill the myriad of State and Federal contracting requirements which are necessary to comply with reimbursement requirements.

Another important item to note about disaster debris management is that, except for very small incidents, recovery efforts would likely be conducted by heavy construction firms, not the local garbage companies. This should not be construed in any derogatory manner regarding the skills and resources the local waste haulers bring to the table. However, there can be a misconception that disaster debris is "municipal solid waste" - garbage - and will therefore be collected in garbage trucks. Disaster debris is likely to be construction and demolition debris (from collapsed structures), inert debris (from collapsed freeway overpasses), and land clearing (ash and debris removal via tractors and "end dump" trucks) after fires. This sort of debris cleanup can sometimes include roll-off debris boxes from "garbage companies" but would likely be dwarfed in volume and workload by heavy construction contractors (operating bull dozers, dump trucks, etc.) Also, there would likely be a significant toxics screening component necessary which is conducted by specialty contractors. In all these cases - that sort of work is not something that this JPA has expertise in.

These observations should not be interpreted as minimizing the potential value in a DDMP - but more an acknowledgement that this JPA is only one stakeholder who could benefit from a thoughtful Marin County DDMP. While a DDMP could help reduce the amount of disaster debris that ends up in landfill; a potentially more significant benefit to the community could be the financial benefits and potentially speedier recovery time.

Based on ZWM staff's further research of this issue it is recommended that ZWM continue dialog with Marin OES and be open to a potential request for fiscal support when a potential Disaster Debris Management Plan project is undertaken by Marin OES. Staff proposes to make it a priority to confer with Marin OES prior to the FY 19-20 budget season for a potential incorporation of a recommendation for a budgetary
MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

contribution to help facilitate a Marin DDMP. Mechanically, this could mean including OES at a meeting with the JPA Board's Budget Subcommittee early in 2019 as the next Fiscal Year JPA Budget is developed.

RECOMMENDATION
Receive update from staff on disaster debris planning.

ATTACHMENTS
1. List of Marin County Office of Emergency Services Plans and Annexes
2. "Debris Management Plan" California Office of Emergency Services
3. "Debris Removal Contracts" California Office of Emergency Services
Debris Management Plan

Everyone thinks they know or will know how to handle anything that is thrown their way. Sadly, as seen by the devastation from Hurricane Katrina, it’s not always true. Plans themselves do not always work the way they are intended to, especially if you can’t control all the elements involved. A proper planning process requires consideration of all possible elements and is of itself, priceless.

After years of fires, earthquakes and civil unrest, resulting in tons of debris, emergency management realized the need for a systems approach to debris management. This approach emphasizes the interdependency and connectivity of all aspects of debris management. The incorporation of debris management into local emergency planning activities is an essential element of disaster preparedness and cost-effective response and recovery operations.

To maximize resources while minimizing the debris load to landfills following a disaster, local government is encouraged to incorporate debris management in their emergency and solid waste management planning activities. As part of the planning process, local government should identify jurisdictional characteristics, potential disaster types, event characteristics, and the debris anticipated as a result. Local emergency plans should be coordinated with solid waste planning to include debris management strategies, reuse and recycling opportunities, quantity estimations, landfill capacities, landfill class/type and potential temporary storage sites.

Successful debris planning efforts will result in more efficient use of limited resources, timely access to critical infrastructure and environmentally safe solutions to debris issues.

Plan Considerations

The main considerations of the plan should take into account:

- The type(s) of disaster(s) that potentially might occur, or have occurred, in your community

- The magnitude of a disaster will require varying levels of resources – therefore, must consider:
  - Supplemental assistance available from local, State or Federal programs and resources
  - In-house capability to respond to varying magnitudes
  - The types of supplemental assistance that is available from mutual-aid agreements, the State Department of Transportation, or other external resources
  - The size and number of contracts that may be required

- Determine the level of detail to provide in the Plan and how to handle contingencies

Local and state emergency managers are encouraged to develop a debris management plan for their communities in anticipation of potential disaster events.

The primary purpose of the plan is to define roles of essential agencies and personnel necessary to execute debris clearance, removal and disposal activities.

The plan provides a process to assess the magnitude and type of debris resulting from an event.

It is also essential that debris management planning activities become an integral part of other emergency planning activities within the jurisdiction. Local governments should also participate in neighboring emergency planning activities, regional emergency planning activities and mutual aid planning to ensure the appropriate risks are factored into the planning process. Toward this end, Cal OES can provide technical assistance to local governments and facilitate the integration of state and federal requirements into these planning efforts.

Continued on next page
Debris Management Plan

At a minimum, a good debris plan should incorporate and/or address the following elements:

I. Staff Roles and Responsibilities
   - Staffing Organizational Chart
   - Roles and Responsibilities
   - Health and Safety Plan and Procedures
   - Training schedule

II. Situation and Assumptions
   - Design Disaster Event
   - Forecasted debris

III. Debris Collection Plan
   - Priorities
   - Response Operations
   - Recovery Operations
     1. Estimating staff, procedures and assignments
     2. Collection Method
     3. Collecting Hazardous Waste and White Goods
     4. Monitoring Staff and Assignments

IV. Debris Management Sites
   A. Site Management
   B. Establishment and Operations Planning
      1. Permits
      2. Locations
      3. Site Layouts
      4. Site Preparation
      5. Site Layout
      6. Volume Reduction Methods
      7. Recycling
      8. Environmental Monitoring Program
      9. Site Closure

V. Contracted Services
   A. Emergency Contracting/Procurement Procedures
   B. Debris operations to be outsourced
   C. General Contract Provisions
   D. Qualification Requirements
   E. Solicitation of Contractors

VI. Private Property Demolition and Debris Removal
   A. Condemnation criteria and procedures
   B. Mobile home park procedures
   C. Navigation hazard removal procedures

VII. Public Information Plan
   A. Public Information Officer
   B. Pre-scripted information
   C. Distribution plan

Additional Resources
- CalOES Concept of Operations
- Debris Removal Flyer
- Private Property Debris Removal
- Debris Contracts Flyer
- Debris Forecasting Flyer
- Debris Estimating Flyer
- Temporary Debris Storage Site Flyer
- Debris Management Plan Flyer
- CalOES Debris Training Manual

Web Sites
- www.caoes.ca.gov
- www.calrecycle.ca.gov
- www.fema.gov

Got Questions or Want Debris Training?

Contact:
Melinda Stehr
Debris Coordinator
Desk: 916.845.8274
Email: Melinda.Stehr@caoes.ca.gov

Judy Fredericks
Debris Specialist
Desk: 916.845.8148
Email: Judith Fredericks@caoes.ca.gov

February 2015 (Rev.)

Regulations:
- CDAA Section 2915
- 44 CFR, Section 206.224
- Stafford Act, Sections 403 & 407
As a result of a major disaster, local governments may need the assistance of contractors for debris removal operations. After large events, many communities can become overwhelmed by the enormous amounts of debris generated, and may need assistance to comply with proper procurement requirements.

Communities that fail to comply with proper contracting procedures or that enter into inappropriate contracts, may experience severe financial consequences, such as:

- Paying a contractor for work that was not originally part of the contract
- The period of performance may become excessive such that the work is not completed in a timely manner to meet the needs of the community.
- Lawsuits may result by the community (residents), the contractor, or both.
- If there is a state or federal disaster declaration:
  - The community may not be reimbursed for all costs incurred, even if payment must be made to the contractor.
  - There may be delays in funding pending the results of audits, collection of documentation, justification of costs, etc.

### Regulations

**CDAA, Section 2915**

Applicants receiving federal disaster assistance funds must comply with applicable federal contracting and procurement requirements contained in 44, Code of Federal Regulations (CFR), Part 13.

Funds withdrawn by the federal government, due to non-compliance with the applicable federal contracting and procurement requirements shall result in a loss or reduction of state cost-sharing assistance. The state shall not provide additional funding to an applicant to substitute for federal funding withdrawn as a result of noncompliance with federal regulations.

Any work performed by a state agency, at the request of a local agency, shall be agreed upon in writing and subject to the state Public Contracts Code. Work performed by a local agency shall be subject to the laws governing the performance of such work by the local agency and any other applicable state or federal laws.

### Federal Regulations

**Title 44 of the Code of Federal Regulations, Part 13**

Covers grant administration, including procurement and contracting criteria. Normal State and local procurement requirements must still be followed, but such regulations must be at least stringent as the Federal procurement regulations (Part 13).

To be eligible for FEMA assistance, competitive bidding must be used except for initial emergency situations.
Debris Removal Contract Issues

Contract Activities:
- Debris management planning
  - Not eligible if done prior to a disaster
- Clearance, removal & hauling
  - Separate contracts may be used
- Demolition
- Debris management sites
  - Overall operations or specific activities
- Recycling or volume reduction activities
- Removal & disposal of household hazardous waste, asbestos, etc.
- Final disposition
- Monitoring
- Overall project management
  - Reimbursement depends on magnitude of event & impact to community, costs, etc.

Contract Requirements
- Must follow local, state and federal procurement procedures
- Must use competitive bidding
- Scope-of-work must be well-defined
- Require detailed documentation
- Include termination for convenience clause
- Specify a reasonable period of performance
- Make own debris estimate
- Fully document debris removal process

Contract Types
- Time and Materials
  - Used during first 70 hours of the emergency
  - Cannot exceed 70 hours without waiver
  - Must have a dollar amount cap on contract
  - Requires detailed documentation & full time monitors
- Unit Price
  - Requires full-time trained third-party contract monitors
  - Requires all trucks to be accurately measured & numbered
  - Requires all truckloads to be documented.
- Lump Sum
  - Area Method:
    - Contractor shoulders most of the risk
    - Requires clear, definable scope of work
  - Pass Method:
    - Scope of work more definitive
    - Minimum labor required for management

Debris Removal Contracts

Additional Resources
- CalOES Concept of Operations
- Debris Removal Flyer
- Private Property Debris Removal
- Debris Contracting Flyer
- Debris Estimating Flyer
- Debris Forecasting Flyer
- Debris Management Plan Flyer
- Debris Training Flyer
- CalOES Debris Training Manual
- Web Sites
  - www.caloes.ca.gov
  - www.calrecycle.ca.gov
  - www.fema.gov

FOR MORE INFORMATION ON DEBRIS MANAGEMENT CONTACT:

Melinda Stehr
Debris Coordinator
Desk: (916) 845-8274
Cell: (916) 265-8205
Email: Melinda.Stehr@caloes.ca.gov

Or

Judy Fredericks
Debris Specialist
Desk: 916.845.8148
Cell: 916.804.0767
Email: Judith.Fredericks@caloes.ca.gov

Regulations:
- CDAA Section 2915 & 2925
- 44 CFR, Section 206.224
- Stafford Act, Sections 403 & 407

February 2015 (Rev.)
MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere: Date: August 23, 2018

Corte Madera:

From: Steve Devine, Program Manager

County of Marin: Re: Approval of FY 18-19 Zero Waste Grant Program

Fairfax: The Zero Waste Grant Program – "Program" facilitates individualized projects in Marin's many unique communities to help move towards zero waste. The Program grants $350,000 to the Cities, towns and nine special districts that franchise solid waste collection according to population (with a minimum of $5,000 for the special districts).

Larkspur:

Mill Valley:

Novato: As approved at the May 2018 JPA Board Meeting, the JPA will offer $350,000 in the 8th year of the Zero Waste Grant Program – and the Executive Committee is being asked to approve the FY 18-19 Zero Waste Grant Guidelines (Exhibit A), Application and Work Plan (Exhibit B) and Final Report Form (Exhibit C).

Ross:

San Anselmo: Grantee Accomplishments – "Last Year's" FY17/18 Work Product

San Rafael: While some Member Agencies struggle to draw down their grant funds or comply with the administrative requirements of the Grant Program, others have come to rely on the grant funds and put the funds to excellent use. Some of the special districts that franchise solid waste collection in unincorporated County areas choose not to apply for funds because they don't have adequate staff to carry out projects (see Table One for recent years' application history). Please refer to Table Two for a summary of grant projects undertaken by each Grantee over the last three years and to Attachments 2A – 2O for copies of the FY 17/18 Final Reports (and work products reports, if applicable).

Sausalito: In FY 17/18, two jurisdictions requested to return the unused portion of their grant funds that were not utilized within the timeframe of the grant cycle (The Stinson Beach County Water District and the Bolinas Community Public Utility District). At the time this report is being prepared, the JPA is in receipt of all but two Final Reports.

Tiburon:
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<td>Belvedere</td>
<td>FY 16/17 &amp; FY 17/18 funds combined to purchase software to reduce city's reliance on paper for Council Member Board packages.</td>
<td>Rolled funds to FY 17/18.</td>
<td>Purchased water bottles and tote bags; balance Rolled to FY 16/17</td>
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<td>Corte Madera</td>
<td>Contract with third party vendor for Commercial organics technical assistance to comply with state mandatory commercial organics program implementation.</td>
<td>Contract with third party vendor for Commercial organics technical assistance to comply with state mandatory commercial organics program implementation.</td>
<td>Development of Zero Waste Plan</td>
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<td>County</td>
<td>Contract with third party vendor for Commercial organics technical assistance to comply with state mandatory commercial organics program implementation + improve recycling and organics at county facilities. Support of county events with compostable single use service ware. Coordinate Earth Day event for County employees including SWAG such as metal straws and refillable pens. Purchase of water bottle and hot drink tumblers for new county hires.</td>
<td>Set up compost pilot at Civic Center, upgrade recycling at Kerner Campus, upgrade zero waste services at 1600 Los Garnos, purchase SVAG (totes and commuter cups) for general use, support the Away Station with grant match, create a zero-waste workshop kit for employee trainings. Rolled Fund balance.</td>
<td>Rolled funds to FY 16/17</td>
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<td>Mill Valley</td>
<td>Install refillable water station, hire greener for Memorial Day picnic and downtown breakfast/parade,</td>
<td>Procure trash and recycling containers for public outdoor waste management system on Miller Ave, hire greener</td>
<td>Contract with CCNB to green events such as the Memorial Day pancake breakfast. Purchase reusable</td>
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<td>Ross</td>
<td>Purchased reusable shopping totes and reusable water bottles for community.</td>
<td>Purchased USB drives to eliminate the use of CDs, purchased reusable water bottles and reusable tote bags, purchased recycling containers for Marin Art and Garden Center.</td>
<td>Purchase of 15 recycle carts/enclosures for parks and public places.</td>
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<td>San Anselmo</td>
<td>Install water bottle refill stations at park on Town and County bike path and at Creek Park.</td>
<td>Purchase and installation of Water refilling stations at public spaces and parks.</td>
<td>Purchase and installation of Water refilling stations at public spaces and parks.</td>
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<tr>
<td>San Rafael</td>
<td>Hired Climate Corps Bay Area fellows to work on AB 1826 and AB 341 outreach to businesses. Used funds for deconstruction expenses on city building at 1313-5th Ave, hired Go Box for pilot reuse container at the Civic Center, hired Downtown Streets Team to monitor waste stations at Farmer's Market, conducted bulky waste pilot program for Multifamily tenants in the canal area of SR.</td>
<td>Hired Climate Corps Bay Area fellows to: 1. develop bulky waste outreach education for multifamily tenants to reduce illegal dumping, increase participation in organics programs, reduce use of single use coffee cups by city employees. Roll forward balance of funds.</td>
<td>Hired Climate Corps Bay Area fellows to: 1. Developed three Waste Wise case studies. Specific focus on Rodef Shalom to increase recycling and composting and decrease contamination. Developed case study. Durable bag giveaway at Dia de los Muertos in Canal Neighborhood. Procure new recycling containers for downtown (Victor Stanley Ironite series SD-42's.) Hire Zero Waste Assistant to continue management of Resilient Neighborhoods and Zero Waste film discussion.</td>
<td></td>
</tr>
<tr>
<td>Sausalito</td>
<td>Contract with vendor to reach out to 37 multifamily dwellings with five units or more to assess and update programs, provide signs, labels, resident training, and final report.</td>
<td>Contract with vendor to conduct Multifamily specific waste characterization to understand participation in organics programs.</td>
<td>Purchase of bio bags + magnets for give away to promote composting. Bags distributed at Earth Day 2016 event. Purchase equipment and establish composting at Willow Creek Academy.</td>
<td></td>
</tr>
<tr>
<td>Member Agency</td>
<td>FY 17/18 Projects</td>
<td>FY 16/17 Projects</td>
<td>FY 15/16 Projects</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Tiburon</td>
<td>Purchased air hand dryers in City Hall restrooms. Provided posters and newsletters to the community on how to reduce waste. Working with Tech Dept. to reduce printing, converting Council packets to electronic only.</td>
<td>Develop storage area for wood chipper, use chips on public trails and parks as landscape material.</td>
<td>Purchase chipper for landscape trimmings generated by city and city parks.</td>
<td></td>
</tr>
<tr>
<td>Almonte Sanitary District</td>
<td>Declined Funds</td>
<td>Declined Funds</td>
<td>Declined Funds</td>
<td></td>
</tr>
<tr>
<td>Alto Sanitary District</td>
<td>Alto Sanitary District has contracted with Breakpoint Promo, Print and Mall for Marin to create customized 6&quot;x11&quot; full color mailers directed to the District's residential and commercial customers promoting proper waste disposal and highlighting recycling and landfill diversion practices. Four mailers were sent.</td>
<td>Declined Funds</td>
<td>Declined Funds</td>
<td></td>
</tr>
<tr>
<td>Bolinas Community Public Utility District</td>
<td>Increase pick up times and volumes of recyclables in transit areas and hire a contractor for a weekly sweep of the town. Hired extra containers for recycling at the 4th of July event. Request to return balance of unspent FY 17/18 funds.</td>
<td>Continue frequency and volume of recyclable collection at Bolinas beaches (labor cost). Hire CCNB to attend to recycling/trash separation during Bolinas 4th of July event.</td>
<td>Increase pick frequency and volume of recyclable collection at Bolinas beaches (labor cost). Hire CCNB to attend to recycling/trash separation during Bolinas 4th of July event.</td>
<td></td>
</tr>
<tr>
<td>Homestead Valley Sanitary District</td>
<td>Purchased grease scrapers for contribution to food scraps program, purchased two hand dryers from Amazon for installation in public restrooms, purchased two refillable water bottle stations outside SASM offices.</td>
<td>Declined Funds</td>
<td>Declined Funds</td>
<td></td>
</tr>
<tr>
<td>Las Gallinas Sanitary District</td>
<td>Declined Funds</td>
<td>Declined Funds</td>
<td>Declined Funds</td>
<td></td>
</tr>
<tr>
<td>Marin City Community Services District</td>
<td>No Final Report Submitted.</td>
<td>Rolled Funds to FY 17/18.</td>
<td>Declined Funds</td>
<td></td>
</tr>
<tr>
<td>Member Agency</td>
<td>FY 17/18 Projects</td>
<td>FY 16/17 Projects</td>
<td>FY 15/16 Projects</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Stinson Beach County Water District</td>
<td>Declined Funds. Request to return balance of unspent FY 16/17 funds.</td>
<td>Backyard compost class + distribution of kitchen pails + bulk purchase of backyard compost containers for purchase by residents. Rolled balance of funds to FY 17/18.</td>
<td>Declined Funds</td>
<td></td>
</tr>
<tr>
<td>Strawberry Recreation District</td>
<td>Purchase recycling containers for Recreation Center.</td>
<td>Purchase recycling containers for Recreation Center.</td>
<td>Declined funds</td>
<td></td>
</tr>
<tr>
<td>Tamalpais Community Services District</td>
<td>Support for a variety of programs: medical waste collection special collection events, provide kitchen pails to residents, chip green waste e waste collection, paper shredding and support of misc. drop-off of batteries, CFL bulbs, ink cartridges, eye glasses.</td>
<td>Support for a variety of programs: medical waste collection special collection events, provide kitchen pails to residents, chip green waste e waste collection, paper shredding and support of misc. drop-off of batteries, CFL bulbs, ink cartridges, eye glasses.</td>
<td>Support for a variety of programs: medical waste collection special collection events, provide kitchen pails to residents, chip green waste e waste collection, paper shredding and support of misc. drop-off of batteries, CFL bulbs, ink cartridges, eye glasses.</td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

Adopt a Motion approving the attached grant documents and authorizing the Executive Director to administer these programs including making discretionary modifications to grants during the grant term.

**ATTACHMENTS**

1A. Zero Waste Grant Guidelines  
1B. Application and Work Plan  
1C. Final Report Form  
2A. Alto Sanitary Final Report  
2B. Belvedere Final Report  
2C. Bolinas PUD Final Report  
2D. Corte Madera Final Report  
2E. County of Marin Final Report  
2F. Fairfax Final Report  
2G. Homestead Final Report  
2H. Ross Final Report  
2I. San Anselmo Final Report  
2J. San Rafael Final Report  
2K. Sausalito Final Report  
2L. Stinson Beach Water County Water District Final Report
Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: __________________________ Second: __________________________

Ayes: __________________________________________

Noes: __________________________________________

Abstentions: ____________________________________

F:\Waste\JPA\JPA Agenda Items\ExCom 180823\Item 5 - ZW Grant Program SR.doc 8/9/2018 4:44 PM
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:
- Compliance with Mandatory State Commercial Recycling and Composting laws
- Support of Food Donation
- Zero Waste Resolution
- Residential Food Scrap Recycling Outreach
- Multifamily Outreach and Support
- Support of Food Waste prevention education
- Town or city-wide garage sale

Secondary Zero Waste Projects: Can include, but are not limited to:
- Contract assistance for Event Greening (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 agency gets its share of grant funds.
FY 18/19 Funds Available

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

Total $350,000

Application Procedures
The application is limited to two pages, including the provided application forms. The Grant Application can be found on the JPA website: ZeroWasteMarin.org.

- Determine grant fund eligibility, as described above.
- Decide on the Zero Waste Projects your Jurisdiction intends to implement.
- Complete the Zero Waste Grant Application and Work Plan and submit it by August 10, 2018.

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 10, 2019. 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

Milestones
- August 27, 2018 - Application Materials Released
- September 10, 2018 - Application Deadline
- September 12, 2018 - Cycle Awarded / Grant Term Begins
- May 3, 2019 - Grant Term Ends
- May 10, 2019 - 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 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 or its designee.

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 or its designee.

**Reporting**
A Final Report is required to be submitted by the Grantee to the JPA at the end of the Grant Term. 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. The Final Report form can be found on the JPA website: 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
Exhibit B

FY 18/19
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 Maximum Available Funds)

$

D. Recipient’s Zero Waste Grant Work Plan
(See Grant Guidelines – Exhibit A to find a list of suggested Projects)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Brief Description of Project:</th>
<th>Estimated % of Grant Funds Allocated:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
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.

_________________________  ________________
Signature of Grant Recipient Representative          Date

_____________________________
Print Name

_____________________________
Print Title
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 gran 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)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

Zero Waste Grant Final Report – FY 18/19
A. Name of Recipient (city, town, or special district):
Alto Sanitary District

B. Recipient’s representative and contact information: (Please print all information)

Name: 
District Manager

Title: 
P.O. Box 163

Address: 
Mill Valley, CA 94942

City, Zip: 
415-388-3696

Phone: 
manager@altosanitarydistrict.org

E-mail:

C. Grant Amount
5,000.00

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
gran 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)

<table>
<thead>
<tr>
<th>Name of Work or Project</th>
<th>Work Completed</th>
<th>Funds Used</th>
<th>Estimated Tons Diverted/Avoided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alto Sanitary District Mailing Program</td>
<td>Alto Sanitary District has contracted with Breakpoint Promo, Print, and Mail for Marin to create customized 6”x11” full color mailers directed to the District’s residential and commercial customers promoting proper waste disposal and highlighting recycling and landfill diversion practices. Breakpoint formerly created similar mailers for the other agencies and Alto SD will be customizing the base graphics and info to suit its customer base. Due to the District’s limited administrative resources, the proposal was just acquired and payment approved by the Board of Directors on April 25th, 2018. The vendor has received payment and has commenced on drafting the first mailer. The grant funds will reimburse the majority of cost for (4) different mailers currently planned to be sent on a quarterly basis. An example of Breakpoint’s past work is attached although the format and content will be revised for the Alto SD.</td>
<td>$5,000.00</td>
<td>TBD (Mailers currently in production)</td>
</tr>
</tbody>
</table>

**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]

Bill Hansell

Print Name

07 May 2018

Date

District Manager

Print Title
PROPOSAL FOR ANNUAL MAILING PROGRAM TO ALTO SANITARY CUSTOMERS, ALL LIVING UNITS. FOUR MAIL DROPS IN 2018

Theme: Your toilet is not a Trash Can.

Narrative: Using previous literature we have developed for the sanitary agencies our art dept. will create 4 max letter postcards, approx. 6” x 11” full color using graphic elements from our FOG poster, Flush Green Brochure, Lateral Brochure and Giant toilet die cut “Your Toilet is not a Trash can”. Spanish translation is also available if needed. Every two months we will mail another uplifting message vividly illustrated using the Every Door Direct Mail strategy. The plan is to get information into every business and residence in the Alto Sanitary District, not just the Parcel rolls.

Budget:

1) Design 4 max letter postcards. Full color. Write modified copy to fit Alto neighborhoods.
   Copy writing, design, and layout - $360.00 ea. Total $1440.00

2) Print 1000 each postcard on 100# gloss cover, 4/4 full color, full bleed x 4 - $1800.00

3) Data work and mail services x 4 total $440.00

4) Every Door Direct postage cost $0.22 cents each x 4 Total $880.00

5) Mill Valley sales tax total - $440.00

Estimated Project total - $5000.00

Respectfully Submitted

Greg Knell
Graphics Manager
greg.breakpoint@gmail.com
BreakPoint Sales
741 Via Casitas
Greenbrae, CA 94904
Phone (415) 336-6833
Fax (415) 461-1177
april.books@comcast.net

Invoice

Date: 4/24/2018
Invoice #: 17223

Bill To:
Alto Sanitary District
PO Box 163
Mill Valley, CA 94942

Ship To:
Alto Sanitary District
ATTN: Bill Hansell
667 Appleberry Dr.,
San Rafael, CA 94903

<table>
<thead>
<tr>
<th>Terms</th>
<th>Ship</th>
<th>Via</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due on receipt</td>
<td>4/24/2018</td>
<td>Mailing Sv...</td>
</tr>
</tbody>
</table>

Your P.O. # | Rep
---|---
Bill Hansell | GK

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price Each</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Design 4 max letter postcards. Full color. Write modified copy to fit Alto neighborhoods Copy writing, design, and layout</td>
<td>390.00</td>
<td>1,560.00T</td>
</tr>
<tr>
<td>4</td>
<td>Print 1000 each postcard on 100# gloss cover 4/4 full color, full bleed</td>
<td>450.00</td>
<td>1,800.00T</td>
</tr>
<tr>
<td>4</td>
<td>Data work and mail services</td>
<td>110.00</td>
<td>440.00T</td>
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<tr>
<td>4,000</td>
<td>Every Door Direct postage</td>
<td>0.22</td>
<td>880.00</td>
</tr>
<tr>
<td></td>
<td>Sales Tax</td>
<td>9.00%</td>
<td>342.00</td>
</tr>
</tbody>
</table>

Total: $5,022.00

Thank you for your business.
Protecting our water quality starts with each of us, so please...

**FLUSH ONLY TOILET PAPER IN THE TOILET**

Remember the toilet is not a trash can!

---

**The Dirty Dozen**

*All these items belong in the trash, not the toilet*

1. Baby Wipes
2. Tampons, Applicators, & Pads
3. Bandages & Sticker backs
4. Cleaning Wipes
5. Prescription & OTC Medications
6. Condoms & their Wrappers
7. Whitening Strips & their Wrappers
8. Hair
9. Q-tips & Make-up Pads
10. Maxi Pads & their Wrappers
11. Kitty Litter
12. Dental Floss

---

**Where to Dispose of Hazardous Waste**

**The Household Hazardous Waste Facility**

- Serving Marin County residents (except residents of Novato)
- Located at: 565 Jacoby Street, San Rafael, CA
- Operating Hours:
  - Commercial Customers: Monday & Tuesday, by appointment only
  - Residential Customers: Monday - Saturday, 8:00 am - 4:00 pm

For more information and a list of what is accepted call:
- Residential Customers: 415-485-6806
- Commercial Customers: 415-485-5648
- www.marinsanitary.com

**The Novato Household Hazardous Waste Facility**, located at 7576 Redwood Blvd.

- It is open the 1st and 3rd Sundays and Mondays of each month, excluding most holidays, from 8:30am - 1:30pm.
- No appointment is necessary.
- For exact days and times and more information call (415) 892-7344 or visit www.novatosan.com for a list of materials that are accepted.
A. Name of Recipient (city, town, or special district):
City of Belvedere

B. Recipient’s representative and contact information: (Please print all information)

Name: Amber Johnson
Title: Admin Services Manager
Address: 450 San Rafael Avenue
City, Zip: Belvedere, CA 94920
Phone: 415-435-8904
E-mail: ajohnson@cityofbelvedere.org

C. Grant Amount

$ 14,998.72

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)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Reduction Project: print less</td>
<td>Software and hardware purchased that will reduce the City’s reliance on paper</td>
<td>$14,998.72</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** $14,998.72 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.

---

Signature of Grant Recipient Representative:

Amber Johnson

Print Name: Admin Services Manager

Print Title

Date: 5/4/18
A. Name of Recipient (city, town, or special district):

Bolinas Community Public Utility District

B. Recipient's representative and contact information: (Please print all information)

Name: Belle Wood

Title: Administrative Assistant

Address: 270 Elm Road

City, Zip: Bolinas, CA 94924

Phone: 415-868-1224

E-mail: bcpud@bcpud.org

C. Grant Amount

$5000.00

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)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolinas 4th of July</td>
<td>Recycling bins for event</td>
<td>$971.88</td>
<td>300 yards</td>
</tr>
<tr>
<td>Parade Event - Briones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lion’s Club</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycling Improvement</td>
<td>Increase pick up times and volumes of recyclables (sort trash),</td>
<td>$2,350.00</td>
<td>750 yards</td>
</tr>
<tr>
<td>Project – Bolinas</td>
<td>especially in transit areas and transport. Weekly sweep of town areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Center</td>
<td>to collect recyclables.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals: $3321.88 1050 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 Grant Fund is true and accurate to the best of my knowledge.

[Signature]
Signature of Grant Recipient Representative

Date
5/8/18

Belle Wood
Print Name

Administrative Assistant, BCPUD
Print Title
A. Name of Recipient (city, town, or special district):
Town of Corte Madera

B. Recipient’s representative and contact information: (Please print all information)

Name: Kelly Crowe
Title: Senior Civil Engineer
Address: 300 Tamalpais Dr.
City, Zip: Corte Madera, 94925
Phone: 415-927-5057
E-mail: kcrowe@tcmmail.org

C. Grant Amount
$15,303 (cycle 6), 15,303 (cycle 7)

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)

<table>
<thead>
<tr>
<th>Name of Work or Project</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 1826 Technical Assistance</td>
<td>Outreach to covered generators, training of staff on correct disposal methods, signage and follow up inspections (please see the attached memo)</td>
<td>$5,041.75 (Cycle 6) $10,822.19 (Cycle 7)</td>
<td>see total below</td>
</tr>
<tr>
<td>AB 1826 Pilot Project</td>
<td>Develop methodology for increasing compliance with AB 1826. Visit businesses and evaluate their effectiveness in complying with AB 1826. Document difficulties or barriers in implementing AB 1826 and provide recommendations</td>
<td>$10,261.25 (Cycle 6 Funds)</td>
<td></td>
</tr>
</tbody>
</table>

|                                                    |                                                                                                                                             |                                                     |                                  |
|                                                    |                                                                                                                                             |                                                     |                                  |
|                                                    |                                                                                                                                             |                                                     |                                  |

|                                                    |                                                                                                                                             |                                                     |                                  |

Totals: $26,125.19 81 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]

Kelly Crowe

Print Name

Senior Civil Eng.

Print Title

Zero Waste Grant Final Report – Cycle 7
### Additional Tonnage Diverted Annually - Town of Corte Madera

**AB 1826 Pilot Project and Additional AB 1826 Technical Assistance Project**

<table>
<thead>
<tr>
<th>Business</th>
<th># of 64-Gal. Carts</th>
<th>Frequency per week</th>
<th>Total weekly # of 64-Gal. Carts</th>
<th>Total weekly volume (Gal.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big 5 and Fitness SF</td>
<td>0.5</td>
<td>1</td>
<td>0.5</td>
<td>32</td>
</tr>
<tr>
<td>PF Chang's</td>
<td>2.5</td>
<td>3</td>
<td>7.5</td>
<td>480</td>
</tr>
<tr>
<td>Marin Joe's</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>512</td>
</tr>
<tr>
<td>Restoration Hardware</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>384</td>
</tr>
<tr>
<td>Peets Coffee</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>192</td>
</tr>
<tr>
<td>Aegis of CM</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td>768</td>
</tr>
<tr>
<td>Marin Pizza</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>384</td>
</tr>
<tr>
<td>Pest's Coffee</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>640</td>
</tr>
<tr>
<td>Tamal Pie</td>
<td>5</td>
<td>4</td>
<td>20</td>
<td>1,280</td>
</tr>
</tbody>
</table>

**Total Added Volume of Organic Waste (in 64-Gal. Carts) per week**

| Conversion Gallons to Cubic Yards | 23 |
| Conversion to Weight (pounds) per week | 3,122 |
| Conversion to Weight (tons) per week | 2 |
| Conversion to Weight (tons) per year | 81 |

---

**64 Gallon Cart**

**Assumptions = 1 CY**

- 1 cubic yard
- 135 pounds
- 202 Gallons

**Assumption / Conversion Source:**

To: Town of Corte Madera, Public Works Department, Kelly Crowe
From: R3 Consulting Group, Inc., Natalie Lessa, Senior Project Analyst
Date: May 2, 2018
Subject: Final Memorandum of Summary of Additional AB 1826 Technical Assistance Project

This memorandum provides our summary of services provided, findings, and recommendations for future projects and incentives from the Additional AB 1826 Technical Assistance Project for the Town of Corte Madera (Town). One purpose of this project was to increase Town business compliance with State legislation AB 1826 (Mandatory Commercial Organics Recycling) by providing tangible resources, technical assistance, and education and outreach. The second purpose was to reduce contamination of garbage and/or recyclable materials in the organic waste stream and promote correct source separation. This project therefore addressed two categories of businesses — those that did not have organic waste collection service with Mill Valley Refuse Service (MVRS) (i.e. were noncompliant) and those that had organic waste collection service with MVRS but may have contamination in the waste stream. The services we provided throughout this project helped to increase business compliance with AB 1826 by adding organic waste service with MVRS, and reducing contamination in the commercial organic waste stream.

Summary of Services Provided

Task 1  Assistance with Selection and Purchasing of Indoor Bins and Signs
In Task 1, we aided the Town in selecting and placing the order for indoor organic waste bins, and creating and managing the printing/pick-up of indoor signs for landfill, recycling, and organic waste. The specifications that we followed for both materials came from recommendations previously provided to the Town in our AB 1826 Summary Report (2017), and from our experience providing similar services to other California municipalities. The Town’s budget for materials was $5,000 total, and we kept our purchasing recommendations within this limit. The final cost for bins equaled $2,120 for 35 slim jim style, green, Indoor organic waste bins. The final cost for signs equaled $1,028 for 100 garbage, 100 recycling, and 100 organic waste laminated, 11 x 17-inch signs. The final cost for materials equaled $3,148.

Specifically in Task 1, we conducted the following:

- Recommended the type and quantity of bins to be purchased;
  - Provided the Town with a website link and invoice for the bins, from the online ordering store KaTom;
- Created the design, which included two review cycles, of the indoor signs; and
- Recommended the type and quantity of signs for purchase, placed the order, and picked up the signs from Joanne’s Print Shop in Sausalito.
These materials were essential to providing technical assistance to businesses in Task 2, and they were distributed accordingly.

**Task 2  Provide Technical Assistance to Covered Generators**

In Task 2, we provided direct technical assistance to twelve (12) covered generators in the Town. Of those businesses, four (4) received a full roll-out of organic waste services. Eight (8) businesses were already subscribed to an organic waste program and received additional resources and reinforcement. The businesses chosen to receive outreach were those that fell within CalRecycle’s AB 1826 threshold for January 1, 2017 i.e. generate four cubic yards of organic waste per week. We established the list of covered generators to receive assistance as part of this effort using MVRS data received in early 2017 and further direction received from Town staff. Two (2) businesses originally proposed to receive assistance through this project were found to not be a covered generator under current AB 1826 threshold requirements.

* We coordinated with Town staff to identify new businesses that may be considered covered generators under existing AB 1826 threshold requirements. We contacted each of those businesses prior to or shortly after its opening date to provide outreach and offer our technical assistance services. We were able to provide service to three (3) new businesses, which meant these businesses would fall into compliance with AB 1826 before or quickly after it opened for business.

**Table 1 – List of Businesses Included in Project (With Updated Compliance Level)**

<table>
<thead>
<tr>
<th>Business</th>
<th>Notes / Level of Assistance Provided</th>
<th>In-Person Visits</th>
<th>Received Follow-up Info?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aegis of Corte Madera</td>
<td>Business received indoor bins, signs, help with setting up organic waste collection with MVRS, and training with management and staff; Conducted a waste audit and determined business would need at least two green waste carts collected 6 times per week. Provided business with indoor bins and indoor signs. Placed bins appropriately throughout facility. Conducted staff training.</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Marin Pizza (Town Center) (New Business)*</td>
<td>Business received indoor bins, signs, and training with management and staff; Provided business with indoor bins and indoor signs a month after business opened. Placed bins appropriately throughout facility. Conducted staff training. Followed up with Town Center property management to add frequency of recycling bins and encourage better signage; put up recycling and trash signs in enclosure area after hearing from staff that they were confused about which bins were for which commodity.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Business</td>
<td>Notes / Level of Assistance Provided</td>
<td>In-Person Visits</td>
<td>Received Follow-up Info?</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Peet’s Coffee</td>
<td>Business received indoor bins, signs, help with setting up organic waste collection with MVRS, and training with management and staff; Conducted a waste audit and determined business would need at least two green waste carts collected 5 times per week. Provided business with indoor bins and indoor signs. Placed bins appropriately throughout facility. Conducted staff training.</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Tamal Pie (New Business)*</td>
<td>Business received indoor bins, signs, and training with management; Business is still in the process of opening (will open mid-May 2018). The business had already ordered a sufficient number of green carts from MVRS. Management was provided indoor bins, signs, and information via email to help reinforce the program once open.</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Boca’s (The Village)</td>
<td>Business was already participating. Minimal contamination. Business reported to have organic waste programs fully implemented and needed nothing further.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>Burmatown</td>
<td>Business received indoor bins, signs, and training with management. Business was already using the green carts. Assessed for contamination and found none to minimal. Was provided signs, training with staff and management, more indoor bins and assistance appropriately placing them, and positive reinforcement.</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Cheesecake Factory (The Village)</td>
<td>Business was already participating. Minimal contamination. Business reported to have organic waste programs fully implemented and needed nothing further.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>Marin Joe’s</td>
<td>Business was already participating. Minimal contamination. Business said they didn’t need anything more.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>Pacific Catch (Town Center)</td>
<td>Business was already participating. Minimal contamination. Business was already using the green carts. Assessed for contamination and found none to minimal. reported to have organic waste programs fully implemented and needed nothing further.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>Philz Coffee (Town Center) (New Business)*</td>
<td>Business was already participating. Minimal contamination. Received additional signs and information about the laws and positive reinforcement.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>Pig in a Pickle (Town Center)</td>
<td>Business was already participating. Minimal contamination. Business reported to have organic waste programs fully implemented and needed nothing further.</td>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>Business</td>
<td>Notes / Level of Assistance Provided</td>
<td>In-Person Visits</td>
<td>Received Follow-up Info?</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Restoration Hardware</td>
<td>Business was already participating. Minimal contamination. Followed up with Restoration Hardware, which received in-depth technical assistance and staff training during a prior project in 2017. Offered to distribute indoor bins and signs, but business already had everything they needed.</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Preserve at Marin</td>
<td>Multifamily complex does not generate green waste (bay area landscaping). No green waste or organic waste program was in place. Discussed the state requirement with management and they confirmed that no green waste is generated. Followed up with additional information via email.</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>Marin Luxury Cars</td>
<td>Business does not generate 4 CY organic waste per week. Conducted waste audit and determined to not be a covered generator (not much food waste).</td>
<td>1</td>
<td>No</td>
</tr>
</tbody>
</table>

Total In-Person Site Visits Conducted 21

**Approach to Providing Technical Assistance to Covered Generators**

During each site visit, we provided a varying level of technical assistance that included information about the laws and program, resources for getting started and/or minimizing contamination, free indoor bins for proper waste separation, free waste signs for landfill, recycling, and/or organic waste, assistance with working with MVRS to right-size containers, information about State laws, and/or follow-up assistance.

For businesses that were compliant (i.e. were already signed up for an organic waste collection service with MVRS), we provided assistance in the form of extra bins, extra signs, answered questions, and a general positive reinforcement of their participation in achieving the Town’s sustainability goals and compliance with State laws.

For businesses that were not compliant (i.e. did not have organic waste collection service with MVRS), our visits included a combination of assistance. We conducted walk-throughs to view the enclosure area and indoor waste collection infrastructure, determined whether the business fell into AB 1826 covered generator requirements, determined what modifications were needed to incorporate organic waste bins in the enclosure area (size and/or frequency changes), determined if modifications to the indoor or outdoor infrastructure were needed (or if approval was needed from a property manager, regional representative, etc.), and scheduled a return visit for implementation. During the follow-up visit, we typically provided the indoor bins and signs, created specialized 3D signs that included materials in the businesses’ waste stream, set up bins appropriately, posted signs appropriately, trained staff and management, and provided additional follow-up resources. If a third visit was possible, we typically checked to see if any further modifications were needed to the program, identified any contaminants in the waste stream and provided follow-up staff training specific to those materials, and provided any additional bins, signs or resources as determined appropriate.
Findings

Infrastructure-Based Observations

- Specialized 3D signs (i.e. printed signs that include the actual material from the waste stream of the business) work well for educating staff. Fastening the material onto the sign was easy – tape works best, as might a strong adhesive glue.

- Most signs were fastened onto the wall with mailing tape, painters tape or duct tape. Duct tape seemed to work best for indoor and outdoor (enclosure area) use. Some businesses chose to stick signs on their walls with caulking, which worked well.

- Signs should be bilingual (at least Spanish, in the Town). Our signs were solely in English, but when necessary, we used Sharpie to translate the text into Spanish on the signs.

- If more signs are printed in the future, we recommend using the least thickness of laminate possible. Thinner laminate means the sign will weigh less and will therefore fasten onto bins easier. Additionally, it will be easier to tape the signs to rounded containers.

- One business added recycling and organic waste collection service with MVRS during our project, but the containers weren’t being collected by the hauler. For this reason, the Town may want to follow-up with MVRS to ensure that all new subscriptions are being properly serviced in the future.

- Most additions of organic waste (green carts) to a business should be coupled with a downsize of the garbage container capacity to ensure adequate space in the enclosure area. This may also result in cost-savings for the business via the solid waste rate with MVRS since garbage tends to be more expensive than organic waste collection service. Most businesses prefer to wait a few weeks after rolling out the organic waste collection program to ensure that it works efficiently before modifying their garbage container capacity or frequency.

- MVRS does not allow compostable bags in the organic waste cart because Waste Management does not accept them at the EarthCare facility in Novato. This presents an operational challenge for businesses and custodial staff, who are instead, instructed to empty the contents of the organic waste bag into the green waste cart and place the bag into the garbage bin. This is messy, inefficient, and can lead to staff frustration with the program. For this reason, the Town may want to consider working with Waste Management’s EarthCare facility to allow this material in the organic waste stream in the future. Potential things to consider are pre-processing to remove the compostable bags, testing certain compostable bag composition, or post-processing to screen out the compostable bags.
Education and Outreach-Based Observations

- Once management understands that composting is a requirement by State law and that their business may be out of compliance, staff become very willing and eager to work with us.
- Staff seem very willing and knowledgeable of what materials go into which bins. Infrastructural, operational, and logistical issues should be the priority over education and outreach.
- Most staff live within Marin County and are therefore already familiar with how to properly source separate recyclables and organic waste.
- Taping the actual material found in each businesses’ waste stream onto the sign (when available) was extremely effective for educating staff.
- There were some questions on what “landfill” meant on the garbage sign – consider revising this wording in the future to “garbage”, “trash”, or simply adding an explanation below the title that mentions all landfill material is garbage / trash.
- If new signs are made in the future, the Town may want to consider leaving more white space so that 3D objects can be taped on without blocking the printed images.

Projected Future Work Scope and Budget

- **The amount of time it takes to work with a business that is non-compliant** (i.e. has no organic waste collection) **ranges from 6 to 8 hours**, dependent on the level of follow-up that is needed. This includes:
  - Initial communication and scheduling a site visit;
  - Initial walk-throughs and assessment of the waste stream;
  - Recommending modifications to the solid waste infrastructure;
  - Acting as a liaison between the waste hauler and business;
  - A follow-up visit to provide bins and signs (if needed);
  - Conducting technical assistance and staff training; and
  - Follow-up in-person visits or other communication methods to determine if any adjustments or additional resources are needed (essentially, a sum of the steps taken in Task 2, on page 2 of this memo).

- **The amount of time it takes to work with a business that is compliant** (i.e. already has organic waste collection) and requires only additional follow-up and resources to minimize contamination **is up to 2 hours** for one in-person site visit. This includes
  - Initial communication and scheduling a site visit;
  - Providing additional resources such as bins or signs, providing technical assistance and minimal staff training;
  - Recommending any modifications to the infrastructure;
Mr. Kelly Crowe  
May 2, 2018  
Final Memorandum of Summary of Additional AB 1826 Technical Assistance Project  
Page 7 of 9

- Following up with MVRS or property managers as needed; and
- Sending additional resources electronically.

These time estimates do not include the creation of any necessary marketing collateral, meetings with Town staff, development of education and outreach, etc.

For future work scopes, the Town may want to consider providing technical assistance to businesses that will be required to comply with AB 1826 (Mandatory Commercial Organics Recycling) by the January 1, 2019 threshold (i.e., businesses that generate at least four (4) cubic yards of solid waste (garbage, recycling, and organic waste, collectively). The Town may wish to request customer subscription information from MVRS to determine how many businesses will be required to comply. Our Zero Waste Implementation Plan provided to the Town in January 2017 estimated that 310 businesses would fall into the threshold requirement for January 1, 2019 (Appendix P, attached). This estimate includes all businesses that are already identified as being covered generators (those that fall into the April 1, 2016 and January 1, 2017 thresholds). The list from Appendix P also includes all multifamily residential properties, as required by AB 1826.

**Recommended Incentives for Participating Businesses**

Incentives for participation in composting programs is important for maintaining successful diversion programs. Below is a list of businesses that are currently subscribed to an organic waste collection program with MVRS. This list was provided by MVRS and modified based on our in-person observations, specifically at the Town Center and The Village. These businesses are currently participating in organic waste collection programs and may be considered for a Town incentivizing program. The Town should review this list of businesses prior to featuring them in any incentivizing program, at the necessary time.

- Aegis of Corte Madera
- Blue Barn (Town Center)
- Boca’s (The Village)
- Burmatown
- Century Theatres
- Cheesecake Factory (The Village)
- Marin Joe’s
- Marin Pizza (Town Center)
- Nugget Markets
- Nordstrom’s
- Pacific Catch (Town Center)
- Peet’s Coffee
- Peet’s Coffee (The Village)
- Philz Coffee (Town Center)
- Pig in a Pickle (Town Center)
- Restoration Hardware
- Stefano’s Pizza
- Tamal Pie
- The Lighthouse Café
Incentive Options

1. The Town may consider promoting and supporting the Marin County Green Business Program, and encouraging its businesses to participate and apply for the recognition. The California Green Business Program is a coalition of cities and counties that contribute to more livable communities by promoting the conservation of resources and money savings. The statewide program has a Marin County Green Business Program which provides additional assistance to local businesses in the County. The goal of promoting current certified California Green Businesses is to reinforce the sustainable efforts being pursued in the commercial industry, encourage eco-conscious shopping, and raise awareness of the Marin County Green Business Program. It would reinforce eco-conscious shopping behavior by letting Town shoppers know which businesses are "green" so they can make more informed shopping decisions. The program also has a database of all registered businesses in California. There is currently one (1) registered green business in the Town (Bank of Marin) and 332 in Marin County.

2. The Town could create its own sticker and/or certificate for businesses that are deemed ‘green’ by a criterion developed by the Town. This could be determined based on whether the business has an organic waste collection program. Site visits could further determine which businesses are successfully source separating organic waste and show low levels of contamination in the waste stream. The Town could award these stickers and/or certificates to businesses for placement in windows and in buildings as a way of promoting sustainable businesses and marketing to an eco-conscious consumer.

3. The Town could incentivize participation in organic waste programs by recognizing businesses currently enrolled in the program and/or with low contamination rates on the Town’s website and the Chamber of Commerce website. The Town could profile particular businesses on a monthly, quarterly, or annual basis and write short articles about the business for residents and customers to learn more.

4. The Town may want to consider recognizing its green businesses in Town Hall via a visual display (potentially the articles developed in the paragraph above). Additionally, the Town may want to present its green businesses to Town Council on a quarterly or annual basis to provide special recognition in-person. A sticker or plaque could be developed and could follow a similar tier structure as LEED. The business could prominently display the piece of recognition at their facility for customers and the community to see.

5. Particularly in mall areas, the property manager is responsible for relaying information to its leased businesses or multifamily tenants. This can be challenging yet is crucial for business buy-in and understanding of the organic waste programs. The Town may incentivize such by meeting with its larger mall areas on a quarterly basis to discuss the program, the status of outreach to its businesses, and potential modifications for improvement. There could be a small incentive for attending these meetings, such as a gift card or free food. These meetings can be expanded to serve as a method of educating managers on waste diversion, rates, and updates to the programs if necessary.

* * * * * * *
Mr. Kelly Crowe  
May 2, 2018  
Final Memorandum of Summary of Additional AB 1826 Technical Assistance Project  
Page 9 of 9

It has been a pleasure providing additional AB 1826 technical assistance to the Town. Please feel free to contact me directly should you have any questions on the details of this memo by calling (916) 782-7821 or emailing nlessa@r3cgi.com. R3 Principal, Garth Schultz, is also available to answer questions or provide further assistance should it be required by emailing gschultz@r3cgi.com or calling (510) 292-0853.

Best Regards,

[Signature]

Senior Project Analyst | R3 Consulting Group, Inc.

Attachments:
List of Potential Covered Generators

The table on the next page shows the businesses which fall into the definition of a “covered generator,” according to CalRecycle’s AB 1826 Mandatory Commercial Organics Recycling threshold requirements. The threshold requirements state that businesses that generate eight cubic yards of organic waste (including food scraps) and multifamily dwellings that generate eight cubic yards of green waste (excluding food waste) per week on April 1, 2016 must subscribe to an organics recycling program by that date. Businesses that generate four cubic yards of organic waste and multifamily dwellings that generate four cubic yards of green waste per week on January 1st, 2017 must subscribe to an organics recycling program by that date. Businesses and multifamily dwellings that generate four cubic yards of solid waste per week on January 1, 2019 must subscribe to an organics recycling program by that date. Additionally, CalRecycle may determine it is necessary to require businesses and multifamily dwellings that generate two cubic yards of solid waste per week to subscribe to an organics recycling program at a date to be determined in 2021.

The 2016 and 2017 covered generators were identified using the CalRecycle’s Generator ID Tool in conjunction with the State of California Employment Development Department online database to estimate the amount of organic waste generated by each business. This method considers the type of business and the number of employees needed to generate a certain level of organic waste. The employee number method of identifying covered generators is recommended by CalRecycle. Based on MWRD’s November 2015 customer base, there are 12 businesses that fall within the April 1, 2016 threshold requirement and 13 businesses that fall within the January 1, 2017 threshold requirement. Those accounts are listed in Table 1 below. Nugget Markets and the Corte Madera Post Office are the only businesses on these lists that currently subscribe to compost collection.

Table 1 below also contains an estimate of multifamily dwellings that may be considered covered generators. CalRecycle does not currently have a method for identifying generation of eight cubic yards of green waste. We believe the following multifamily dwellings that have a capacity over 15 cubic yards of solid waste per week may fall into the April 1st, 2016 or January 1st, 2017 threshold. Mariner Green Townhouses and Preserve at Marin are both currently subscribed to compost collection services.

If the Town chooses to implement stricter threshold requirements per the Business and Multifamily Recycling and Composting Ordinance, as proposed, all multifamily residential properties and businesses that generate 4 cubic yards of solid waste would be required to subscribe to an organics collection service. Therefore, the Town businesses listed in Table 1.2, 1.3 and 2.1 would fall under the definition of “covered generator” and would be required to subscribe to an organics collection service.

---

1 CalRecycle’s threshold requirements for AB 1826 – Mandatory Commercial Organics Recycling can be found here: http://www.calrecycle.ca.gov/recycle/commercial/organics/

2 CalRecycle Generator ID Tool can be found here: http://www.calrecycle.ca.gov/recycle/commercial/organics/GenIDInst.pdf

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Town of Corte Madera, CA | Zero Waste Implementation Plan
Page 1 of 4
Appendix P
List of Potential Generators

Table 1
Covered Generators – Businesses and Multifamily Dwellings

<table>
<thead>
<tr>
<th>Covered Generators</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restoration Hardware</td>
<td>15 Koch Rd</td>
</tr>
<tr>
<td>Marin Luxury Cars</td>
<td>195 Casa Buena Dr</td>
</tr>
<tr>
<td>Nugget Markets</td>
<td>5627 Paradise Dr</td>
</tr>
<tr>
<td>Cheesecake Factory</td>
<td>The Village</td>
</tr>
<tr>
<td>Macy’s</td>
<td>The Village</td>
</tr>
<tr>
<td>Nordstrom</td>
<td>The Village</td>
</tr>
<tr>
<td>Bay Club Marin</td>
<td>Town Center</td>
</tr>
<tr>
<td>Container Store</td>
<td>Town Center</td>
</tr>
<tr>
<td>Il Fornaio</td>
<td>Town Center</td>
</tr>
<tr>
<td>Pacific Catch</td>
<td>Town Center</td>
</tr>
<tr>
<td>PF Chang’s</td>
<td>Town Center</td>
</tr>
<tr>
<td>Safeway</td>
<td>Town Center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Covered Generators</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness SF</td>
<td>10 Fifer Ave</td>
</tr>
<tr>
<td>Marin Joe’s</td>
<td>1585 Casa Buena Dr</td>
</tr>
<tr>
<td>Stellar Spa</td>
<td>26 Tamalpais Dr</td>
</tr>
<tr>
<td>CrossFit Marin</td>
<td>412 Tamal Plaza</td>
</tr>
<tr>
<td>Book Passage</td>
<td>51 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Best Western Plus</td>
<td>56 Madera Blvd</td>
</tr>
<tr>
<td>Corte Madera Post Office</td>
<td>7 Pixley Ave</td>
</tr>
<tr>
<td>Banana Republic</td>
<td>The Village</td>
</tr>
<tr>
<td>SF Boudin</td>
<td>The Village</td>
</tr>
<tr>
<td>Microsoft Corp</td>
<td>The Village</td>
</tr>
<tr>
<td>Pottery Barn</td>
<td>The Village</td>
</tr>
<tr>
<td>Crate and Barrel</td>
<td>Town Center</td>
</tr>
<tr>
<td>REI</td>
<td>Town Center</td>
</tr>
</tbody>
</table>

Table 1.2 - January 1, 2017 Threshold (4 CY Organics)

Table 1.3 – Multifamily Dwellings Over 15 CY per week of Solid Waste

<table>
<thead>
<tr>
<th>Possible Covered Generators</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aegls of Corte Madera</td>
<td>5555 Paradise Dr</td>
</tr>
<tr>
<td>Mariner Green Townhouses</td>
<td>81 Mariner Green Dr</td>
</tr>
<tr>
<td>Preserve at Marin</td>
<td>350 Robin Dr</td>
</tr>
</tbody>
</table>

Table 2 on the next page uses the CalRecycle approved method of identifying the business and multifamily dwelling’s solid waste service level to determine which accounts fall into the definition of a covered generator, as identified in the January 1, 2019 and tentative 2021 threshold requirements. Based on MVRS’s November 2015 customer base, there are 43 businesses and/or multifamily dwellings that fall within the January 1, 2019 threshold requirement and 27 businesses and/or multifamily dwellings that fall within the tentative 2021 threshold requirement. There are nine businesses listed on that currently subscribe to compost collection, including: Hill and Company, Hillside Church of Marin, Neil Cummins School, San Clemente Place, Simeon Commercial Properties, The Cove School, Village Green HOA, Parkview Terrace Apartments and Stefano’s Pizza.
## Appendix P

List of Potential Generators

### Table 2

**Covered Generators – Businesses and Multifamily Dwellings (1/1/19 & 2021)**

<table>
<thead>
<tr>
<th>Covered Generators</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>945 Market Corporation</td>
<td>200 Tamal Vista Blvd # 500</td>
</tr>
<tr>
<td>Aegis of Corte Madera</td>
<td>5555 Paradise Dr</td>
</tr>
<tr>
<td>Any Mountain</td>
<td>71 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Big 5 Store</td>
<td>110 Nellen Ave</td>
</tr>
<tr>
<td>Brick and Bottle</td>
<td>55 Tamal Vista Blvd</td>
</tr>
<tr>
<td>California Highway Patrol</td>
<td>53 San Clemente Dr</td>
</tr>
<tr>
<td>Casa Madera Home Owners</td>
<td>Sandpiper Cir</td>
</tr>
<tr>
<td>Century Theatres</td>
<td>41 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Chevron Loc</td>
<td>90 Corte Madera Town Center</td>
</tr>
<tr>
<td>Chrysler Jeep Dodge Ram</td>
<td>201 Casa Buena Dr</td>
</tr>
<tr>
<td>Ciampi Trust</td>
<td>300 Tamal Plz</td>
</tr>
<tr>
<td>CM Business Center</td>
<td>55 Koch Rd</td>
</tr>
<tr>
<td>CM Business Center (2)</td>
<td>45 Koch Rd</td>
</tr>
<tr>
<td>CM Professional Center</td>
<td>81 Casa Buena Dr</td>
</tr>
<tr>
<td>Corte Madera Apartments</td>
<td>801 Meadowsweet Dr</td>
</tr>
<tr>
<td>Corte Madera Plaza</td>
<td>21 Tamal Vista Blvd</td>
</tr>
<tr>
<td>David L Peterson</td>
<td>200 Tamal Vista Blvd # 400</td>
</tr>
<tr>
<td>Gilardi: Dennis</td>
<td>5 Corte Madera Ave</td>
</tr>
<tr>
<td>Golden Poppy Preschool</td>
<td>50 El Camino Dr</td>
</tr>
<tr>
<td>Grange: Fred</td>
<td>200 Tamal Plz Ste 200</td>
</tr>
<tr>
<td>Hertz Big 4 Rent</td>
<td>5750 Paradise Dr</td>
</tr>
<tr>
<td>Hill and Company</td>
<td>83 Pixley Ave</td>
</tr>
<tr>
<td>Hillside Church of Marin</td>
<td>5461 Paradise Dr</td>
</tr>
<tr>
<td>Hunt Plaza</td>
<td>240 Tamal Vista Blvd</td>
</tr>
<tr>
<td>I.J. Marketplace</td>
<td>71 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Jackovics: Thomas</td>
<td>2 Fifer Ave</td>
</tr>
<tr>
<td>Jo-ann Store</td>
<td>245 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Madera Valley Apts</td>
<td>1495 Casa Buena Dr</td>
</tr>
<tr>
<td>Marin Acura</td>
<td>5860 Paradise Dr</td>
</tr>
<tr>
<td>Marin Mini/Mcc</td>
<td>5880 Paradise Dr</td>
</tr>
<tr>
<td>Marin Royals Apartments</td>
<td>777 Meadowsweet Dr</td>
</tr>
</tbody>
</table>

---

**Tentative 2021 Threshold (2 CY Solid Waste)**

<table>
<thead>
<tr>
<th>Covered Generators</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 Nellen Associates</td>
<td>101 Nellen Ave</td>
</tr>
<tr>
<td>Arana: Cynthia &amp; Rudy</td>
<td>45 San Clemente Dr</td>
</tr>
<tr>
<td>Benissimo Italian</td>
<td>18 Tamalpais Dr</td>
</tr>
<tr>
<td>Café Verde</td>
<td>502 Tamalpais Dr</td>
</tr>
<tr>
<td>Central self-storage</td>
<td>31 San Clemente Dr</td>
</tr>
<tr>
<td>Corte Bella Apartments</td>
<td>1441 Casa Buena Dr</td>
</tr>
<tr>
<td>Corte Madera 76 Station</td>
<td>700 Tamalpais Dr</td>
</tr>
<tr>
<td>Corte Madera Café</td>
<td>12 Tamalpais Dr</td>
</tr>
<tr>
<td>Corte Madera Shores HOA</td>
<td>100 Lucky Dr</td>
</tr>
<tr>
<td>Department of Motor Vehicles</td>
<td>75 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Five Point Fitness</td>
<td>5651 Paradise Dr</td>
</tr>
<tr>
<td>Hertz Big For Rents</td>
<td>5760 Paradise Dr</td>
</tr>
<tr>
<td>Home Consignment Center</td>
<td>801 Tamalpais Dr</td>
</tr>
<tr>
<td>Jenny Craig Weight Loss Center</td>
<td>59 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Johnson: Linda</td>
<td>25 Willow Ave</td>
</tr>
<tr>
<td>Ledcore Construction</td>
<td>280 Nellen Ave</td>
</tr>
<tr>
<td>Madera Pet Hospital</td>
<td>5796 Paradise Dr</td>
</tr>
<tr>
<td>Marin Hotel</td>
<td>706 Meadowsweet Dr</td>
</tr>
<tr>
<td>Marin Municipal Water</td>
<td>220 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Namakian: Mahmound</td>
<td>645 Tamalpais Dr</td>
</tr>
<tr>
<td>Paradise Professional Center</td>
<td>5643 Paradise Dr</td>
</tr>
<tr>
<td>Parkview Terrace Apts.</td>
<td>173-179 Pixley Ave</td>
</tr>
<tr>
<td>Pixley Arms</td>
<td>61 Pixley Ave</td>
</tr>
<tr>
<td>Pixley Mews HOA</td>
<td>19 Pixley Ave</td>
</tr>
<tr>
<td>Pollock, Ferrura, Garbarino</td>
<td>1595 Casa Buena Dr</td>
</tr>
<tr>
<td>Steffano’s Pizza</td>
<td>225 Corte Madera Ave</td>
</tr>
<tr>
<td>Tam Place Owners Association</td>
<td>520 Tamalpais Dr Ste 103</td>
</tr>
</tbody>
</table>
## List of Potential Generators

Table 2.1 - January 1, 2019 Threshold (4 CY Solid Waste)

<table>
<thead>
<tr>
<th>Covered Generators</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marin Suites Hotel</td>
<td>45 Tamal Vista Blvd</td>
</tr>
<tr>
<td>Mariner Green Townhouses</td>
<td>Prince Royal Dr</td>
</tr>
<tr>
<td>Nell Cummins School</td>
<td>58 Mohawk Ave</td>
</tr>
<tr>
<td>Paradise Point Executive Center</td>
<td>5725 Paradise Dr</td>
</tr>
<tr>
<td>Peet's Coffee</td>
<td>5627 Paradise Dr</td>
</tr>
<tr>
<td>Pet Club</td>
<td>508 Tamalpais Dr</td>
</tr>
<tr>
<td>San Clemente Place</td>
<td>33 San Clemente Dr</td>
</tr>
<tr>
<td>Seaver Enterprises LLC</td>
<td>100 Meadowcreek Dr</td>
</tr>
<tr>
<td>Simeon Commercial Properties</td>
<td>200 Tamal Plz Ste 100</td>
</tr>
<tr>
<td>Tamalpais Paint and Color</td>
<td>5784 Paradise Dr</td>
</tr>
<tr>
<td>The Cove School</td>
<td>330 Golden Hind Psgge</td>
</tr>
<tr>
<td>Village Green HOA</td>
<td>1411 Casa Buena Dr</td>
</tr>
</tbody>
</table>
A. Name of Recipient (city, town, or special district):

County

B. Recipient's representative and contact information: (Please print all information)

Name: Steve Devine, Judith Silver

Title: Program Manager

Address: 1600 Los Gamos, Suite 210

City, Zip: San Rafael, CA 94903

Phone: 415-473-4298

E-mail: sdevine@marincounty.org, Jsilver@marincounty.org

C. Grant Amount

$84,116.39 = Cycle 6 carry forward ($16,776.40) + Cycle 7 ($67,339.99)

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)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support of source</td>
<td>Purchased water filtration system and reduce purchase and use of single use water bottles. The H&amp;HS department signed a pledge to avoid using single use water bottles in future.</td>
<td>$594.44</td>
<td></td>
</tr>
<tr>
<td>reduction at County</td>
<td>Contractor: AB 1826 outreach and compliance</td>
<td>SCS Contract:</td>
<td></td>
</tr>
<tr>
<td>offices</td>
<td>Hired SCS Engineers to develop a list of unincorporated businesses that are subject to mandatory state laws AB 341 and AB 1826, assist them with direct TA on setting up resource management programs and executing exemption forms if handling organics onsite or self-hauling. SCS conducted a waste audit at Marin General Hospital. SCS tailored a county facility list to characterize use of recycling and compost services at all locations. Expenses include: interior containers for businesses and project support (mileage).</td>
<td>$50,000</td>
<td>= $ 52,065.98</td>
</tr>
<tr>
<td>Earth Day for County</td>
<td>DPW WM co-sponsored the Earth Day event with CDA’s Sustainability Dept. at the Civic Center cafeteria. There were over a dozen vendors including businesses, other county departments and area nonprofits. DWP WM purchased pens with refillable cartridges, steel straws, and deskside organic containers. We had a pledge tree to encourage attendees to take a zero waste pledge in exchange for SWAG.</td>
<td>$3,160.09</td>
<td></td>
</tr>
<tr>
<td>employees 2018</td>
<td>Composting &amp; Recycling at County facilities/county events</td>
<td>$1,297.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Worked with department representatives of DPW, CDA H&amp;HS to provide composting at department events including Bike to Work Day, DPW Ice Cream Social and BBQ, H&amp;HS Fruit and Veggie Fest. Purchased slim jims, liners, and compostable (wood) service ware, provided trainings. Purchased recycling containers and signage at County facilities and unincorporated businesses.</td>
<td>$10,230.65</td>
<td></td>
</tr>
<tr>
<td>SWAG</td>
<td>Purchased water bottles, hot drink cups and tote bags for use by county employees and the general population as requested.</td>
<td>$67,348.77</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong> $84,116.39 - $67,348.77 = $16,767.62 remaining**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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]
Signature of Grant Recipient Representative

5/8/18
Date

Steve Devine
Program Manager
Print Name
Print Title
<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Item</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/28/2017</td>
<td>SILVER, JUDITH</td>
<td>Miles, phone reimb - AMS</td>
<td>AB 1826</td>
<td>$10.70</td>
</tr>
<tr>
<td>08/28/2017</td>
<td>SILVER, JUDITH</td>
<td>Miles, phone reimb - AMS</td>
<td>AB 1826</td>
<td>$20.00</td>
</tr>
<tr>
<td>02/28/2018</td>
<td>THE WEBSTRAUNT STORE</td>
<td>Interior containers</td>
<td>AB 1826</td>
<td>$206.55</td>
</tr>
<tr>
<td>11/30/2017</td>
<td>SILVER, JUDITH</td>
<td>Earth Day vendor support</td>
<td>AB 1826</td>
<td>$26.22</td>
</tr>
<tr>
<td>12/04/2017</td>
<td>SILVER, JUDITH</td>
<td>Mileage, phone, etc. - AMS</td>
<td>AB 1826</td>
<td>$20.97</td>
</tr>
<tr>
<td>03/02/2018</td>
<td>SILVER, JUDITH</td>
<td>Interior containers</td>
<td>AB 1826</td>
<td>$42.18</td>
</tr>
<tr>
<td>05/02/2018</td>
<td>THE WEBSTRAUNT STORE</td>
<td>Interior containers</td>
<td>AB 1826</td>
<td>$270.45</td>
</tr>
<tr>
<td>05/02/2018</td>
<td>THE WEBSTRAUNT STORE</td>
<td>Interior containers</td>
<td>AB 1826</td>
<td>$1,468.91</td>
</tr>
<tr>
<td>10/03/2017</td>
<td>SUPPLYWORKS</td>
<td>ACCT #832188 - AMS</td>
<td>County facility/events</td>
<td>$259.11</td>
</tr>
<tr>
<td>11/11/2017</td>
<td>SUPPLYWORKS</td>
<td>ACCT #832188 - AMS</td>
<td>County facility/events</td>
<td>$132.37</td>
</tr>
<tr>
<td>05/02/2018</td>
<td>AMK*DISCOUNTFILTERST</td>
<td>birch forks/spoons</td>
<td>County facility/events</td>
<td>$25.68</td>
</tr>
<tr>
<td>5/3/2018</td>
<td>THE WEBSTRAUNT STORE</td>
<td>compost bag liners</td>
<td>County facility/events</td>
<td>$577.66</td>
</tr>
<tr>
<td>5/1/2018</td>
<td>Print shop</td>
<td>Posters, lamination, etc.</td>
<td>County facility/events</td>
<td>$287.80</td>
</tr>
<tr>
<td>5/1/2018</td>
<td>Amazon</td>
<td>birch forks/spoons</td>
<td>County facility/events</td>
<td>$14.88</td>
</tr>
<tr>
<td>02/28/2018</td>
<td>QUALITY LOGO PRODUCTS</td>
<td>deskside compost containers</td>
<td>Earth Day</td>
<td>$348.34</td>
</tr>
<tr>
<td>05/01/2018</td>
<td>EPICUREAN GROUP</td>
<td>Earth Day salad demo</td>
<td>Earth Day</td>
<td>$799.95</td>
</tr>
<tr>
<td>05/02/2018</td>
<td>SILVER, JUDITH</td>
<td>Earth Day raffle prizes</td>
<td>Earth Day</td>
<td>$119.78</td>
</tr>
<tr>
<td>5/1/2018</td>
<td>Steely's</td>
<td>metal straws</td>
<td>Earth Day</td>
<td>$533.75</td>
</tr>
<tr>
<td>5/22/2018</td>
<td>Staples</td>
<td>Refillable pens</td>
<td>Earth Day</td>
<td>$1,578.87</td>
</tr>
<tr>
<td>05/10/2018</td>
<td>SPRING, ABBEY</td>
<td>water filtration system</td>
<td>Source Reduction</td>
<td>$594.55</td>
</tr>
<tr>
<td>03/15/2018</td>
<td>WESTERN TEXTILE &amp; MFG CO INC</td>
<td>INV #1329 - AMS</td>
<td>SWAG</td>
<td>$4,081.91</td>
</tr>
<tr>
<td>03/22/2018</td>
<td>TARANTINO, MICHAEL JAMES</td>
<td>Order #6570 - AMS</td>
<td>SWAG</td>
<td>$5,248.74</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$10,230.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 7</td>
<td>$16,716.40</td>
</tr>
<tr>
<td>Cycle 7 expenses</td>
<td>$17,348.71</td>
</tr>
<tr>
<td>5% Contract</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Property taxes</td>
<td>$67,548.71</td>
</tr>
</tbody>
</table>


A. Name of Recipient (city, town, or special district):

Town of Fairfax

B. Recipient’s representative and contact information: (Please print all information)

Name: Michele Gardner

Title: Town Clerk/Assistant to the Town Manager

Address: 142 Bolinas Road

City, Zip: Fairfax, CA 94930

Phone: (415) 453-1584

E-mail: mgardner@townoffairfax.org

C. Grant Amount

$12,165.85

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 gran 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)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Waste Education and Outreach Program</td>
<td>Contract with Sustainable Fairfax: conducted education and outreach programs regarding commercial recycling, residential and commercial green waste (including outreach and education re the attached new Town ordinance to require source separation of recyclable &amp; green waste), White Hill Middle School program, backyard composting, the Town’s ordinances, DEA “Take Back” days to promote MSS resource recovery services to divert compost &amp; recyclables, e-waste, prescription &amp; over-the-counter drugs from landfill, and diversion of landfill at various Town outdoor events.</td>
<td>100%</td>
<td>3544</td>
</tr>
</tbody>
</table>
| Breakdown of specific Town activities’ diversion amounts | **Take Back Day April 28, 2018**  
Electronic waste: 4441 pounds  
Paper shredding and recycling: 3560 pounds  
Drugs: 180 pounds  
**2017 Fairfax Festival**  
4552 pounds                                                                                                                                                                                                 | (Included in the above amount) |                |

**Totals:**  
$12,165.85  
3544 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 Grant Fund is true and accurate to the best of my knowledge.

_x_ Michele Gardner  
Signature of Grant Recipient Representative  
5/07/18  
Date  
Michele Gardner  
Print Name  
Town Clerk  
Print Title
ZERØWASTEMARIN

Exhibit C

Cycle 7
Zero Waste Grant Final Report

A. Name of Recipient (city, town, or special district):
   __Homestead Sanitary District

B. Recipient’s representative and contact information:  (Please print all information)

   Name:  __Bonner Beuhler

   Title:  __General Manager

   Address:  __PO Box 149

   City, Zip:  __Mill Valley, CA  94942

   Phone:  __415-388-4796

   E-mail:  __manager@homesteadvalleysd.org

C. Grant Amount

   $  5,000

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)

<table>
<thead>
<tr>
<th>Name of Work or Project</th>
<th>Work Completed:</th>
<th>Funds Used: (receipts and quotes has been attached for your review)</th>
<th>Estimated Tons Diverted/Avoided: (Completed based on e-mail communication with Judith Silver on April 30, 2018 with Nimisha Patel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SASM Grease Scapers</td>
<td>609 grease scrapers were purchased from CT promotions; grease scrapers were distributed to locals at no cost to promote the message that fats, oil &amp; grease (FOG) waste go to the trash can, not the sink. The vendor offered exceptional service and products at reasonable pricing. SASM was satisfied with the product and would recommend it for other agencies.</td>
<td>$1,091.23</td>
<td>Distributed 150 scrapers</td>
</tr>
<tr>
<td>SASM Public Restrooms - Hand Dryers</td>
<td>2 hand dryers were purchased on May 3, 2018 from Amazon; once installed, photos and installation date will be submitted to Zero Waste Marin by June 2018; the hand dryers will be installed inside the public restrooms to reduce the use of paper towels; project in-progress status. Amazon offered great product at an affordable price. SASM was satisfied with the product and would recommend it for other agencies.</td>
<td>$1,682.28 (does not include labor cost, labor cost will be added after installation of the units)</td>
<td>Purchased from Amazon</td>
</tr>
<tr>
<td>SASM Public Restrooms - Water Bottle Filling Station &amp; Bubbler</td>
<td>2 water bottle filling station &amp; bubbler will be purchased in May; the item has not been purchased yet because SASM is waiting on the approval for purchase; the quote was submitted for approval on May 4, 2018; the two units will be installed outside of the SASM Public Restrooms and the SASM Hallway; this project will eliminate the introduction of new plastic bottles to the landfill; once installed, photos and installation date will be submitted to Zero Waste Marin by June 2018; project in-progress. SASM was satisfied with the product and would recommend it for other agencies.</td>
<td>$2,552.43 (does not include labor cost, labor cost will be added after installation of the units)</td>
<td>Purchased from Global Industrial</td>
</tr>
</tbody>
</table>

**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.

[Signature]

Signature of Grant Recipient Representative

[Date]

Date

Zero Waste Grant Final Report - Cycle 7

Page 2 of 2
A. Name of Recipient (city, town, or special district):

Town of Ross

B. Recipient’s representative and contact information: (Please print all information)

Name: Heidi Scoble

Title: Planning Manager

Address: PO Box 320

City, Zip: Ross

Phone: 415-453-1453 Ext 121

E-mail: hscoble@townofross.org

C. Grant Amount

$ 9,139.93

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. Grant funds must be spent during the current cycle and will not be available to your Jurisdiction in the next grant cycle. Therefore, it is most beneficial to your Jurisdiction to expend all funds. Grantee shall maintain record of all expenditures.

(SEE NEXT PAGE)
D. Recipient's Zero Waste Grant Expenditures
(see Grant Guidelines – Exhibit A to find a list of suggested Projects)

<table>
<thead>
<tr>
<th>Name of Work or Project</th>
<th>Work Completed</th>
<th>Funds Used</th>
<th>Estimated Tons Diverted/Avoided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reusable Shopping bags</td>
<td>Purchased 600 reusable shopping bags to distribute to residents during special town-wide events. The reusable bags will eliminate 600 single use bags from the waste stream. Additionally, the reuse of shopping bags will also further contribute to a reduction in waste.</td>
<td>$4,970.50</td>
<td>Unknown</td>
</tr>
<tr>
<td>Reusable Water Bottles</td>
<td>Purchased 425 reusable water bottles that were distributed to residents at the 4th of July parade to promote recycling. One reusable water bottle saves an estimated 240 plastic bottles per year.</td>
<td>$4,115.02</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Totals:** $9,085.52 Unknown 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.

Signature of Grant Recipient Representative: [Signature]
Date: 7/13/2018

Heidi Scoble
Print Name

Planning Manager
Print Title
Western Textile
1750 Bridgeway Suite B 207
Sausalito, CA 94965

Invoice

Bill To
Town of Ross
PO Box 320
Ross, CA 94957

Ship To
Town of Ross
Town Hall
31 Sir Francis Drake
Ross, CA 94957

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Terms</th>
<th>Due Date</th>
<th>Rep</th>
<th>Ship Date</th>
<th>Ship Via</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Net 10 days</td>
<td>7/9/2018</td>
<td>BAS</td>
<td>6/29/2018</td>
<td>Ground</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Code</th>
<th>Description</th>
<th>Price Each</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>Tote-taxable Freight Other Charge</td>
<td>Navy Tote w/ecru image printed 1 side Freight Other Charge-screen</td>
<td>7.25</td>
<td>4,350.00T</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>174.00</td>
<td>174.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>55.00</td>
<td>55.00</td>
</tr>
</tbody>
</table>

We, At Western Textile Mfg. Co. Appreciate Your Business

<table>
<thead>
<tr>
<th>Phone #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>415-331-7004</td>
<td><a href="mailto:ray@bagmakers.com">ray@bagmakers.com</a></td>
</tr>
<tr>
<td>Fax #</td>
<td>Web Site</td>
</tr>
<tr>
<td>415-331-7013</td>
<td>bagmakers.com</td>
</tr>
</tbody>
</table>

Sales Tax (9.0%) $391.50
Total $4,970.50
Payments/Credits $0.00
Balance Due $4,970.50
**Invoice**

**Customer**
- **Name**: Town of Ross
- **Address**: 31 Sir Francis Drake Blvd
- **City**: Ross
- **State**: CA
- **ZIP**: 94957
- **Attn**: Heidi Scoble

**Date**: 1/5/2018
- **Order No.**: 6517
- **Rep**: Mike Tarantino
- **FOB**

**Qty** | **Description** | **Unit Price** | **TOTAL**
--- | --- | --- | ---
425 | Item #91571 - 17oz. H2Go Force Bottle - White with Town of Ross logo in brown | 8.25 | $3,506.25

**Payment Details**
- Cash
- Check
- Credit Card

**SubTotal**: $3,506.25
**Shipping & Handling**: $319.50
**Taxes**: $289.27
**TOTAL**: $4,115.02

** TERMS ARE NET 30 DAYS. A finance charge of 1.5% which 18% APR will be applied to all account past due **

Thank you for everything
A. Name of Recipient (city, town, or special district):

Town of San Anselmo

B. Recipient's representative and contact information: (Please print all information)

Name: Sean Condry
Title: Director of Public Works
Address: 525 San Anselmo Ave
City, Zip: San Anselmo 94960
Phone: (415)258-4676
E-mail: SCondry@TownofSanAnselmo.org

C. Grant Amount

$21,079.72

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)

<table>
<thead>
<tr>
<th>Name of Work or Project</th>
<th>Work Completed</th>
<th>Funds Used</th>
<th>Estimated Tons Diverted/Avoided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landsdale Playground Bottle Filler</td>
<td>Install Fountain/bottle filler adjacent to park on Town and County designated bike path.</td>
<td>3941.91</td>
<td>0.5</td>
</tr>
<tr>
<td>Creekpark Bottle Filler</td>
<td>Install fountain/bottle filler in Creekpark</td>
<td>17137.81</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Totals:** $21079.72  1.0 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]

05/07/2018  Date

Sean Condry  Public Works Director
Print Name  Print Title
<table>
<thead>
<tr>
<th>VENDOR: Grider Argall Plumbing Inc</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>INVOICE #</td>
</tr>
<tr>
<td>6/30/2017</td>
<td>10416</td>
</tr>
<tr>
<td>6/30/2017</td>
<td>10336</td>
</tr>
</tbody>
</table>

CHECK TOTAL: 6,645.14
Grier Argall Plumbing, Inc.
P.O. Box 2723
San Anselmo, CA 94979
Lib #736901 / Phone: 415-457-0748
email:grierargallplumbing@gmail.com

Bill To
Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
scondry@townofsananselm...

---

### Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/19/17</td>
<td>10416</td>
</tr>
</tbody>
</table>

Due Date: 7/4/17
Ship To: Town of San Anselmo
Project: #05335, #05540, 5689 /... Landsdale Park

<table>
<thead>
<tr>
<th>Item</th>
<th>Time/Amnt</th>
<th>Description</th>
<th>Rate</th>
<th>Serviced</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials - R</td>
<td>1</td>
<td>crushed rock, rebar, concrete mesh (Fairfax Lumber, Inv#138454, 5/8/17)</td>
<td>124.59</td>
<td>5/8/17</td>
<td>124.59T</td>
</tr>
<tr>
<td>Materials - R</td>
<td>1</td>
<td>comp union (Fairfax Lumber, Inv#140519, 6/8/17)</td>
<td>23.00</td>
<td>6/8/17</td>
<td>23.00T</td>
</tr>
<tr>
<td>Materials - R</td>
<td>1</td>
<td>fasteners, stainless washers, 3/8 multi set (Fairfax Lumber, Inv#140492, 6/8/17)</td>
<td>7.04</td>
<td>6/8/17</td>
<td>7.04T</td>
</tr>
<tr>
<td>Materials - R</td>
<td>1</td>
<td>flange tailpiece, coupling (Fairfax Lumber, Inv#144093, 6/8/17)</td>
<td>23.72</td>
<td>6/8/17</td>
<td>23.72T</td>
</tr>
<tr>
<td>Master Plumber</td>
<td></td>
<td>Labor to complete work for drinking fountain at Landsdale Park</td>
<td>5,000.00</td>
<td>5/4/17</td>
<td>5,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>***Subtotal Labor</td>
<td></td>
<td></td>
<td>5,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sales Tax</td>
<td>8.75%</td>
<td></td>
<td>90.42</td>
</tr>
</tbody>
</table>

Amount: $6,123.76
Gl. Acct #: 01.01.009
Approved by: [Signature]
Date: 10-10-19

We accept VISA and MASTERCARD (Debit & Credit)

I hereby accept the above performed service or goods as being satisfactory and acknowledge that equipment has been left in good condition. All complaints regarding workmanship or materials used must be reported within 3 days after completion of work done.

---

**Total**

$6,123.76

**Payments/Credits**

$0.00

**Balance Due**

$6,123.76
# Grier Argall Plumbing, Inc.

P.O. Box 2723  
San Anselmo, CA 94979  

Lic #736901 / Phone: 415-457-0748  
email: grierargallplumbing@gmail.com

---

## Bill To

Town of San Anselmo  
525 San Anselmo Avenue  
San Anselmo, CA 94960  

scondry@townofsanselmo...

---

## Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/26/17</td>
<td>10436</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date</th>
<th>7/11/17</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Project</th>
<th>Ship To</th>
</tr>
</thead>
</table>
| #05653     | 237 Crescent Rd  
San Anselmo, CA |

<table>
<thead>
<tr>
<th>Item</th>
<th>Time/Amnt</th>
<th>Description</th>
<th>Rate</th>
<th>Serviced</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials - R</td>
<td>1</td>
<td>bubbler repair kit (Cal Steam, Inv#2915639,</td>
<td>126.88</td>
<td>5/31/17</td>
<td>126.88T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5/31/17)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials - R</td>
<td>1</td>
<td>Haws Bubbler Cartridge (HVRK 5010)</td>
<td>49.10</td>
<td>5/31/17</td>
<td>49.10T</td>
</tr>
<tr>
<td>Master Plumber</td>
<td>2</td>
<td>Replaced Cartridge in bubbler</td>
<td>165.00</td>
<td>5/31/17</td>
<td>330.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>***Subtotal Material</td>
<td></td>
<td></td>
<td>175.98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>***Subtotal Labor</td>
<td></td>
<td></td>
<td>330.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sales Tax</td>
<td>8.75%</td>
<td></td>
<td>15.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

We accept VISA and MasterCard (Debit & Credit)

I hereby accept the above performed service or goods as being satisfactory and acknowledge that equipment has been left in good condition.

Lil complaints regarding workmanship or materials used must be reported within 3 days after completion of work done.

---

## Total

$521.38

## Payments/Credits

$0.00

## Balance Due

$521.38
March 23, 2018

Town of San Anselmo
525 San Anselmo Avenue
San Anselmo, CA 94960
Attn: Rob Johnstone

Reference: Drinking Fountain Proposal - Creek Park W05760

Dear Rob:

We propose to furnish labor and materials to complete the following work:

Install Elkay water station south of the east side of main walking bridge. To include water supply from meter side of back flow. On SFD across parking lot. The fountain installation. Includes trenching but does not include purchase of Elkay barrier free water station with dog bowl and locking hose bibb box, asphalt or concrete work as described.

TOTAL: $19,860.00

Additional work necessary railing around concrete?
Concrete done by others.
Previous quote for concrete raised 18” was $6,740.00

We appreciate the opportunity to provide you with an estimate to complete this work. If the above meets with your approval, please sign and date the form below and return to our office.

Sincerely,

Grier Argall, Owner

Approved by: ________________________________ Date: __________
CAL STEAM #2504  
Price Quotation  
Phone: 415-459-2009  
Fax: 415-459-1880  

Bid No:  B972837  
Bid Date:  03/22/18  
Quoted By:  JLT  

Customer:  TOWN OF SAN ANSELMO  
625 SAN ANSELMO AVENUE  
SAN ANSELMO, CA 94960  

Cust PO#:  
Job Name:  

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Net Price</th>
<th>UM</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELK442BF1UDBEYG</td>
<td>LF BI-LEVEL PEDESTAL FTN WIUP</td>
<td>1</td>
<td>4682.630</td>
<td>EA</td>
<td>4682.63</td>
</tr>
<tr>
<td>ELK4471LHBEVG</td>
<td>LOCKING HOSE BIB ACCESSORY EV</td>
<td>1</td>
<td>843.920</td>
<td>EA</td>
<td>843.92</td>
</tr>
<tr>
<td>E57890C</td>
<td>DIR BURY FTN ADPT KIT</td>
<td>1</td>
<td>714.550</td>
<td>EA</td>
<td>714.55</td>
</tr>
</tbody>
</table>

3-4 WEEK LEAD TIME  
FULL FREIGHT ALLOWED  

Net Total:  $6241.11  
Tax:  $546.09  
Freight:  $0.00  
Total:  $6787.20

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at http://wolfsleya.com/terms_conditionsSale.html.

Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems intended for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

WATER FLOW RATE NOTICE: Lavatory Faucets with flow rates over 0.5 GPM are not allowed for 'public use' in California.
A. Name of Recipient (city, town, or special district):

City of San Rafael

B. Recipient’s representative and contact information: (Please print all information)

Name: Cristine Alilovich, Cory Bytof

Title: Assistant City Manager

Address: PO Box 151560

City, Zip: San Rafael, CA 94915-1560

Phone: (415) 485-3407

E-mail: Cristine.Alilovich@cityofsanrafael.org Cory.bytof@cityofsanrafael.org

C. Grant Amount

$99,250.15

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.

(SEEN NEXT PAGE)
D. Recipient’s Zero Waste Grant Expenditures
(See Grant Guidelines – Exhibit A to find a list of suggested Projects)

<table>
<thead>
<tr>
<th>Name of Work or Project</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Carryover Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Waste Fellowship</td>
<td>Fellow worked on a host of ZW projects including AB 1826 and AB 341 outreach, Waste-Wise Business Spotlight, City facility audits &amp; recycling education/systems, &amp; Bulky Waste Diversion project.</td>
<td>$34,351.05</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Building deconstruction</td>
<td>Salvaged valuable materials from City building at 1313 5th Avenue during demolition, including windows, doors, trim, siding, and other fixtures and materials utilized by local nonprofits.</td>
<td>$26,565</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Single use plastics campaigns</td>
<td>Hired Go Box to set up and run a pilot reusable takeout container pilot at Civic Center Cafeteria, which was successful and well-received by County Board of Supervisors. Continued educating businesses about single use plastic reduction ordinances/projects.</td>
<td>$24,380.96</td>
<td></td>
<td>unknown</td>
</tr>
<tr>
<td>Composting &amp; Recycling at Events</td>
<td>Downtown Streets Team hosted waste stations at the Farmers’ Market / City events to educate proper recycling and composting.</td>
<td>$5,000</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Public recycling containers</td>
<td>Purchased recycling containers and signage at City facilities and public spaces.</td>
<td>$8,953.14</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>AB 1826 Outreach</td>
<td>Contracted with outreach firm to engage/educate businesses about AB 1826, and develop and deliver outreach materials this spring.</td>
<td>$9,000</td>
<td></td>
<td>unknown</td>
</tr>
<tr>
<td>(Cycle 6 Carryover)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Family Bulky Waste Diversion Pilot (Cycle 6 Carryover)</td>
<td>Conducted a bulky waste pilot program for MFD tenants and conducted research into dumping and diversion potential. Contracted with outreach firm to design and print materials and conduct outreach in the coming months.</td>
<td>$47,347.15</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Totals: $99,250.15
Total from Cycle 6 unspent funds Carryover: $56,347.15

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.

[Signature]
signature of Grant Recipient Representative

Assistant City Manager

Cristine Alilovich
Print Name

Date 5/18/18

Zero Waste Grant Final Report – Cycle 7

Page 2 of 2
To start the school year with sustainability in mind, Dominican University introduced composting in Caleruega Dining Hall. Dominican faculty members, Alice Cochran, M.Ed., and John Duvall, Ph.D., were instrumental in orchestrating a collaborative effort to launch the compost program this past August. In recent years multiple factors lined up for Dominican to kick start their efforts including a state composting bill (AB 1826), a student research project, support from the faculty/staff Sustainability Committee, and a willing partner in the Epicurean Group, Dominican’s food service provider.

Epicurean Group, students, faculty and staff at Dominican, and Marin Sanitary Service were all active players in implementing Dominican’s composting program. Now instead of 4 landfill bins, there are 4 compost bins and just one small landfill container adjacent to the bins! Over 100 students pledged to start composting prior to its launch, and the staff and students who eat at Caleruega are happy with the change and have adjusted to the new system.

Since starting this program, Dominican has diverted almost 2 tons of material per week from going to the landfill. Because of their efforts, the Caleruega Dining Hall was able to reduce their landfill bin by 25% and is looking for more ways to reduce their waste.

For more info & other Waste Wise Spotlights visit: CityofSanRafael.org/Green-Business-Highlights/
Saving Money and the Environment by Being Waste-Wise

How to Begin a Composting Program

- Work with your food service provider and other staff to identify issues and opportunities
- Engage interested diners to help champion the effort
- Contact Marin Sanitary Service to do an assessment and set up composting service
- Get the right bins that work for you, your staff, your space, & how much organic waste you produce
- Use proper signage with images and color coordinate bins
- Train your staff well

Advice for Your Business

Implementing a compost program in large institutions will require thorough planning with a number of stakeholders. However, once implemented, the changes will feel more routine, you may even start having monetary savings and it will benefit the environment.

How to Reduce Waste

Replace single-serve packets with bulk containers for condiments and seasonings.

Clear signage with pictures on waste bins help customers know which items can be composted.

Avoid "compostable plastic" or "biodegradable plastic" often do not break down at composting

For more information go to: CityofSanRafael.org/Green-Business-Highlights/
MarinSanitaryService.com also has a wealth of resources that can help ensure your commercial recycling & composting programs are a success!
A. Name of Recipient (city, town, or special district):
City of Sausalito

B. Recipient’s representative and contact information: (Please print all information)

Name: Adam Politzer
Title: City Manager
Address: 420 Litho St.
City, Zip: Sausalito, 94965
Phone: 415-289-4166
E-mail: apolitzer@sausalito.gov

C. Grant Amount

$11,823.45

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)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Work Completed:</th>
<th>Funds Used:</th>
<th>Estimated Tons Diverted/Avoided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multifamily Outreach and Support</td>
<td>Outreach to 37 Multifamily dwellings with 5 or more units: phone call, “lid flip,” re-stickering of recycling &amp; compost toters, follow-up phone call. Continued outreach to 18 sites with recommendations to property managers and/or owners, brochures to residents and 7 of the sites received a report including written recommendation.</td>
<td>$10,910</td>
<td>6.4 Tons/Yr. diverted</td>
</tr>
</tbody>
</table>

|                              |                                                                                                        |             |                                  |
|                              |                                                                                                        |             |                                  |
|                              |                                                                                                        |             |                                  |
|                              |                                                                                                        |             |                                  |
|                              |                                                                                                        |             |                                  |

Totals: $10,910 6.4 Tons/Yr.

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  
MAY 7, 2014

Print Name  
ADAM W. POLSET

City Manager

Print Title

Zero Waste Grant Final Report – Cycle 7
Supplement to item D., Recipient’s Zero Waste Grant Expenditures.

The 2017 Waste Characterization Study (“Study”) showed that under the City’s existing recycling and composting program a significant percentage, by weight, of municipal solid waste ("MSW") could actually be removed from the City’s Multi-Family Dwellings Sector’s (MFD) waste stream as recyclable or compostable. Results from Table 3\(^1\) of the Study are summarized below:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Recyclable %(^2)</th>
<th>Compostable %</th>
<th>Total Recoverable %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Family Dwelling</td>
<td></td>
<td>27</td>
<td>39</td>
<td>66</td>
</tr>
</tbody>
</table>

In 2013 the City used Cycle 2 Grant funds to perform a City wide waste audit encompassing five waste generating sectors\(^3\). From that study the measured MFD waste stream was comprised of:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>Recyclable %</th>
<th>Compostable %</th>
<th>Total Recoverable %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Family Dwelling</td>
<td></td>
<td>20</td>
<td>51</td>
<td>71</td>
</tr>
</tbody>
</table>

Comparing results from 2017 to 2013:

<table>
<thead>
<tr>
<th>Category</th>
<th>2017</th>
<th>2013</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recyclable %</td>
<td>27%</td>
<td>20%</td>
<td>7%</td>
</tr>
<tr>
<td>Compostable %</td>
<td>39%</td>
<td>51%</td>
<td>-12%</td>
</tr>
<tr>
<td>Total Recoverable %</td>
<td>66%</td>
<td>71%</td>
<td>-5%</td>
</tr>
</tbody>
</table>

An increase, positive number, means that more recoverables were found in 2017’s MSW than in 2013.

During the Cycle 7 work, the consultant observed changes in the fullness of organics totes pre and post outreach of approximately 17%, while there was a minimal change in the observed fullness of recycling totes, implying that the majority of the increase in material going into the organics totes came from the MSW containers. To test and authenticate this observation was beyond the scope of the grant. Follow up observations is needed to verify the diversion rate. The consultant extrapolated the observed 17% increase in organics for all MFD sites that received additional outreach and estimated that approximately 245lbs per week or 6.4 tons annually.

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\(^1\) Multi-family Waste Characterization Sample Study: City of Sausalito, CA Spring 2017, prepared by Envirolutions Consulting, funding by ZeroWaste Marin Cycle 6 Grant to City of Sausalito, Page 8

\(^2\) Sum of Recyclable paper, glass, plastic & metal

\(^3\) Waste Characterization Study, dated June 11, 2013, prepared by SCS Engineers, funding by ZeroWaste Marin Cycle 2 Grant to City of Sausalito
The study developed a series of recommendations including passage of a County based on the general experience of the Consultant and providing technical assistance during this project and which are:

- Adjust pricing for services to incentivize recycling and organics,
- Pass a County-based ordinance making it mandatory for all residential and commercial customers to recycle and compost,
- Conduct a survey of trash bin sizes and move toward universalize trash carts,
- Update materials and ensure more are available to residents,
- Utilize social media and community-based social marketing.
Sausalito Sustainability Commission

MFD Outreach and Technical Assistance

Final Report

JPA Grant Cycle 7 - Spring 2018

Prepared by:

[Logo] envirolutions Consulting
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EXECUTIVE SUMMARY

Envirolutions Consulting was contracted by the Sausalito Sustainability Commission on January 24, 2018 to conduct an outreach campaign to promote participation in the organics and recycling program among residents who live in multi-family dwellings (MFD) and among commercial (COMM) businesses in Sausalito. This project built upon the findings of the previous project conducted by Envirolutions for the Sustainability Commission in the spring of 2017. The previous project was a waste characterization of the municipal solid wastestream (MSW) for the MFD sector in Sausalito and the results were that nearly two-thirds of all materials in the MFD trash bins were readily divertible through either recycling or composting. This indicated that there was a lot of room for improvement in this sector, making the MFD sector the primary focus of the project, with inclusion of some commercial sites as deemed necessary and appropriate. At project inception, Envirolutions coordinated with the City of Sausalito and Bay Cities Refuse Service (BCRS) to identify a target list of MFD and COMM accounts that had opportunities for increased diversion, insufficient services and/or are lacking or insufficient in either recycling or organics service. Technical assistance would be performed, and specifically with MFD, door-to-door outreach (D2D) was suggested as a particularly effective method to drive up participation in recycling and organics collection programs.

At a Sustainability Commission meeting in January 2018, the Board amended the scope of the project to involve exclusively MFDs. There were different approaches utilized to recruit MFD sites to participate in the project, such as having information about the project at a community event where the Sustainability Commission had a booth, to making phone calls to the contacts provided to us by BCRS. That said, recruiting participating sites was slow at first. In response to this, the Envirolutions team had to change the approach and begin conducting unannounced site assessments and “lids flips” or visual waste audits. The results illuminated that there was area for improvement and allowed us to call back the property management contacts with specific recommendations for improvements based on the specifics of their buildings’ needs. This proved to be a much more effective technique that led to much higher engagement.

By project conclusion, we attempted to offer technical assistance to 37 MFD sites, or 88% of the sites with 5 or more units in Sausalito. The outreach that all sites received was an initial phone call, a site assessment and “lid flip”, data collection, re-stickering of recycling and organics carts when necessary, and a follow-up phone call(s), or what we are calling Technical Assistance (TA) Level 1. There were 18 sites or 38% of all sites that received TA Level 2, which included providing additional recommendations during a phone or face-to-face meeting with the property manager and/or owner, and delivering brochures to residents. Lastly there were 7 sites, or 17% of all sites, that received TA Level 3. This included all the components of TA Levels 1 and 2, but also included providing property managers with a Recommendations Report, which included the summary of all the data collected at the site, pictures, recommendations for service level adjustments, closing of trash chutes, hanging of posters, and other recommendations such as replacing broken or dirty bins and/or enclosures where appropriate. For three of these sites, laminated 11x17 posters were provided as well. At one site, we were able to perform door-to-door outreach. All
Recommendations Reports are included as attachments and are provided to both the Sustainability Commission and BCRS.

There were 32 pre "lid flips" and 10 post "lid flips" performed during the project (4 sites were inaccessible due to gates, the other lid flips were not possible or not conducted for various reasons). These audits included visually observing and recording the relative fullness and contamination levels for all 3 wastestreams as well as taking note of the prevalence of any other banned items such as yard waste, HHW or the high prevalence of recyclables and/or compostable materials in the trash. The result was that recycling carts were consistently found to be more full than organics carts, with the average fullness of recycling carts being at 51% and organics carts only at 21%. Contamination was not found to be a huge issue but was higher than we would have liked to see, with an average contamination of 8% in recycling and 11% in the organics cart respectively.

There was an 17% increase in the relative level of fullness organics cart at those sites for which education and outreach was provided. This was measured by conducting a post lid-flip at 10 of the 17 sites that received brochures door-to-door. While the sample size of the project is too small to allow us to have full confidence that the behavior change was due to this effort, the increase in participation if extrapolated out for all 17 sites that received the educational materials would be approximately 245lbs per week or 6.36 tons annually. This data can be found as Attachment C.

Throughout the project, the project team developed a number of recommendations for the Sustainability Commission and BCRS moving forward. These recommendations are discussed in more detail later in this report but include adjusting the garbage and recycling rates to incentivize recycling and organics participation, making recycling for MFDs mandatory and punishable by significant fines/surcharges, conducting a survey of trash bins used to document the prevalence of bin sizes larger than 35 gallons (which is what customers are charged for per unit), moving
toward standardized trash carts, updating the brochures for materials that have moved from the trash cart to the organics cart, or the organics cart to the recycling cart, updating and printing more posters and other education materials, and lastly utilizing social media and community-based social marketing to promote messaging about recycling.

PROJECT DESIGN

Envirolutions first identified target MFD sites by working with BCRS to identify a target list of 25 MFD sites that had low “diversion” rates. These sites were defined as sites that had 60% or less of all capacity dedicated to recycling and composting, based on the assumption that about 75% of the discards can be recycled through either recycling or composting as determined by statewide waste characterizations. An initial phone call was made to these accounts letting them know about the technical assistance and education available to MFD sites during this project. Assistance included site visits, waste assessments, providing brochures, posters, pails and compostable bags to the property manager for distribution, recommendations for placement of bins and signage as well as recommendations for service level changes or new services. The project design had a similar approach to COMM sites when it was anticipated they would be part of the project with the biggest difference being COMM sites would have been offered recycling trainings and presentations as well. The focus of our efforts was going to be those commercial sites specifically affected by AB1826, which would require businesses generating 4 cubic yards of MSW per week to set up organics recycling service.

For the visual waste audits or “lid flips,” we visually assessed the contents of the trash, recycling and organics carts. Relative fullness and contamination were recorded, and notes were taken as to any remarkable materials found in any of the bins/carts, such as yard waste, household hazardous waste (HHW), textiles or otherwise divertible materials, or signs of illegal dumping. These notes were particularly instructive for our subsequent calls to property managers. For the lid flips, we did not control for collection day because this data was not adequately provided to us by BCRS. Because of this, we cannot fully utilize the relative fullness of any bin or cart as an indication of program participation as it might have been recently serviced.

We collected the data from the lid flips, site assessments, and observations and compiled it into a data tracker. This data tracker was originally started from the list provided to us by BCRS but because we found the actual services on site to differ greatly from that reported, we created a separate column for reported versus actual services. The data collection form also included information about whether there were trash chutes, as this often drives down recycling and organics participation due to the extra effort it takes to participate versus sending things down the chute. For 10 of the 17 sites that received TA Level 2, we did post “lid flips” after educational materials had been distributed to see if there was an increase in participation from the pre “lid flips”. This data collection form is included as Attachment B.

After the initial site assessment was completed, we reached out to the property contact again to offer assistance. This assistance we provided to each site fell into three categories of increasing involvement. The first level, Technical Assistance (TA) Level 1, involved an initial phone call, the
site visit and assessment, re-stickering recycling and organics carts when necessary, and a follow up phone call offering assistance again. From here, TA Level 2 included providing recommendations over the phone with the property contact and providing brochures for the property manager to distribute. In many cases, this was the extent of the involvement the property managers would allow but door-to-door (D2D) outreach was made available to every contact with whom we spoke. TA Level 3 included all the components of TA Level 1 and 2 but also included providing property managers with a Recommendations Report, which included the summary of all the data collected at the site, pictures, recommendations for service level adjustments, closing of trash chutes, hanging of posters, and other recommendations such as replacing broken or dirty bins and/or enclosures where appropriate. Some recommendation reports were not given to the property manager as they were unresponsive but were completed at the request of the Sustainability Commission to highlight some of the most problematic sites. All 12 Recommendations Reports are included as Attachment A.

TA Level 3 also included the offer of D2D outreach with our Envirolutions team, and only 1 site (Beach House Apartments), property management took advantage of this. Initially we were hoping to recruit an on-site resident “ambassador” of the program. A resident “ambassador” could be an on-site property manager, a resident who has an arrangement with the owner/manager to take care of certain responsibilities at the property, or just a concerned resident that is motivated by environmental issues. The idea behind the ambassador is that s/he could assist with program longevity by making sure bins are kept in the correct location, that missing or moved carts are reported, that signage and stickers are maintained and that new residents moving in are given information specifically about recycling and organics programs. In the one site that allowed us to do D2D outreach, the on-site property manager was not a big fan of the composting program but allowed us to do outreach just the same. We thought having him assist us with D2D outreach might do more harm than good and with only 17 units, we were easily able to do the outreach without his support.

CHANGES TO PROJECT FROM ORIGINAL PROPOSAL

It was determined at the kick-off meeting with the Sustainability Commission in Jan 2018 that COMM sites were not going to be priority target. This was because very few businesses in Sausalito fell into the AB1826 compliance requirement of being required to provide organics collection for businesses generating 4 cubic yards of MSW or more per week. Most businesses in Sausalito generate significantly less MSW weekly than this, and BCRS reported that those businesses that already had organics collection were therefore already participating. The focus of the project therefore became exclusively on MFD sites because it was determined that this is where there is the greatest need.

The original project design envisioned some MFD sites we could engage through D2D outreach, utilizing a resident “ambassador” and explaining the program directly to residents who live in MFDs. In the end, we identified only one site that fully took advantage of this offer. There are several reasons why we feel this did not work out for the majority of sites. First, the project had a very short implementation period (Jan-Apr) and many property managers move slower than
this, especially when it comes to something that is not mandatory (i.e. improving recycling and organics collection, not just providing it) and that will not benefit them financially. Because nearly 100% of sites already had organics service prior to our outreach, many did not feel they had anything further to address. Furthermore, we could not make the case that they could financially benefit from increasing recycling and/or organics collection because these services are not offered at a discount over trash, as they are in many other communities in Marin County and throughout the Bay Area. It was not until after we were able to share with them the results of our site visits through phone calls and in some cases Recommendations Reports that we finally got some sites that could have been interested in having us come out to conduct D2D outreach but by that time, the project was concluding. We also did not recruit any sites that had a resident ambassador willing to assist with door-to-door outreach. This is likely because many property managers did not live on site and in some cases had very little awareness of what was going on at a given complex. At a handful of the complexes, we found that the on-site manager was elderly, and not very capable of managing the recycling and composting program that was already in place.

Because of the lack of sites recruited for D2D outreach, we modified the methodology of the project to gather information and assist as many sites as possible by conducting site visits, assessments, re-stickering carts, providing laminated recycling and organics posters for posting in the trash enclosure area, delivering brochures to either the property manager or to individual residents’ doors, and providing Recommendations Reports to accounts with which there was higher engagement or there was significant issues to address. Some materials were not available from BCRS (they were out of their original organics stickers and posters) so we had to use different, smaller organics stickers in some locations and printed and laminated a limited number of posters for accounts that requested them. The posters we found online were also less than ideal because they had some significant issues with errors on the accepted and not accepted materials. We made this work by covering up the errors with black duct tape.

Lastly, the account data we received from BCRS was not in alignment with what we found in the field. We therefore decided that it would be an effective use of our time to collect accurate data for the Commission to have and for BCRS to utilize for accurate billing. In some cases, trash capacity was far greater than what the customer was being billed for and in others the size or count of recycling and/or organics carts was significantly off. Having accurate data will be important when the time comes to update the program to standardized carts for trash, which is what we would recommend during the next contract negotiation period. The pictures below show some of the variation in bin sizes. Some were as large as 45 gallons, or nearly 25% more trash capacity than what the customer is paying for. Especially in larger complexes, this difference was significant.
RESULTS OF OUTREACH AND TECHNICAL ASSISTANCE

As a result of the outreach and technical assistance Envirolutions provided, we were able to actualize the following results:

- Sites receiving TA Level 1 assistance: 37
- Sites receiving TA Level 2 assistance: 17
- Sites receiving TA Level 3 assistance: 7
- Number of brochures distributed: 181
- Number of pails distributed: 15
- Number of compostable bags distributed: 250
- Number of posters distributed and hung: 6
- Number of Recommendations Reports written: 12
- Number of sites where access to recycling and organics carts not as easy as trash: 5
- Number of sites with services different than reported: 33
- Percentage of sites with services different than reported: 89%
- Percentage increase in volume of material in recycling carts/bins: None (flat)
- Percentage increase in volume of material in organics carts/bins: 17%
- Annual estimated potential increase in tonnage diverted from landfill through recycling and organics program: 6.36 tons

In addition to the metrics provided above, we also gathered some antitodal information that helps to tell the story about the challenges to effective recycling programs in MFDs. During the project, we actively engaged 17 property managers in the process of improving their recycling systems. At one location (77 Bulkley), there were several barriers to success; the property was situated on a hill with 4 levels where the different bins were located. In the complex, trash chutes were utilized, but they were only designated for trash. No recycling or compost bins were available on either level of the building, making it very inconvenient to recycle or compost. The recycling bins were located on the parking level, and the compost bins on the bottom parking level, tucked away in a dark corner. Furthermore, the compost bins were marked by the management as “yard waste only”. When we spoke with the on-site manager and commented on the marked bin, she stated she added that note because people were throwing trash and
recycling into the organics bin. Her efforts resulted in less contamination, but the location of the
carts meant nearly none of the residents were using them for their food scraps. Unfortunately at
this site, we were not able to reach the owner who was the key decision-maker despite several
efforts to reach her.

At 58 Atwood, the recycling “closet” was located on one of 5 floors, making it difficult for tenants
on the other floors to recycle. The compost bin was tucked away in a storage room where it
seemed no one was using it. The recycling bin was also tucked away, and when we spoke to the
manager of the property, he stated that tenants just mix everything together, and the janitor
sorts it all and takes it to the street once a week. No signage existed, and with the management
doing the sorting, there is little impetus for the tenants to do their own recycling. Management
was happy with this arrangement and did not request any assistance other than brochures, but
certainly his janitor’s workload would be lessened if there was a better approach.

At 120 Bulkley, there were only trash closets in the building. The compost and recycling bins were
located at the front of the property, making it necessary for tenants to walk their recycling and
compost out to the street. There was not enough room to have recycling and compost carts
within the building closets currently. Our recommendation at this location was to close the trash
closets and move the trash bins down to the street so trash is equally as convenient (or
inconvenient) as recycling and composting. Conversely they could bring recycling and compost
carts to the trash closets. Despite space constraints, management was eager to do what they
could by distributing brochures to their tenants and allowing us to put posters up near the
recycling and compost bins.

RESULTS OF LID FLIPS
Envirolutions conducted lid flip audits which consisted of visually assessing the contents of the
trash, recycling and organics carts to determine and record contents. Relative fullness and
contamination were recorded, and notes were taken as to any remarkable materials found in any
of the bins/carts, such as yard waste, household hazardous waste (HHW), textiles or otherwise
divertible materials, or signs of illegal dumping.

There were 32 pre-lid flips of all 3 streams: trash, recycling and composting. During the lid flip of
the trash, we found them to be 22% full on average, with a 25% contamination of that stream.
Contamination in the trash stream meant the percentage of otherwise divertible material in the
trash. The items most commonly noted as contamination in the trash bin were paper towels,
food waste, yard waste, paper and hard plastics. The recycling pre-lid flip audit found the
bins/carts to be 51% full on average with an 8% contamination rate. Contamination of the
recyclable carts consisted of mostly paper towels and plastic film/plastic bags. We found the
compost carts to be 21% full, with a contamination rate of 11%. Contamination of the organics
carts consisted almost solely of plastic food containers filled with food waste and plastic bags
filled with food waste.

For 10 of these sites, we conducted post lid flips of the recycling and organics carts. During the
post lid flip of the recycling cart, we found the average fullness of 65% with a decrease of 1%, or
the volume stayed basically the same. For the organics however, the carts were 51% full on average in the post lid flip, or showed an increase in participation of 17%. To convert the volume to weight, we calculated the average increase in gallons of bin fullness and then utilized the weight-to-volume matrix developed by the San Francisco Department of Environment to convert the volume into weight. This matrix is based on the results of many hundreds of waste audits and is an industry standard. With the percentage increase in the number of gallons diverted, we then multiplied this by the total number of organics carts across all 17 sites receiving outreach and education (we did not calculate recycling as this essentially stayed flat). The level of contamination was also down dramatically in the post lid flips, down to 4% from the original 20% contamination in the pre lid flips. It should be noted that these are not statistically significant findings due to sample size and the lack of certain controlled variables but instead should be viewed as a trend indicator of project success.

**Chart 2: Results of Pre and Post Lid Flips**

**Pre-Lid Flip and Post Lid Flip**

![Bar graph showing results of pre and post lid flips](image)

**OVERALL RECOMMENDATIONS**

Envirolutions developed a series of recommendations based on our experience conducting outreach and providing technical assistance during this project that will help the City of Sausalito and BCRS reach their zero waste goals. They are summarized below.

**Adjust pricing for services to incentivize recycling and organics.** Many communities throughout Marin County as well as in the surrounding counties of Alameda, San Francisco, San Mateo, Santa Clara, and Contra Costa have established rate structures that incentivize waste diversion by offering recycling and organics collection at a discount over trash. While it is
recognized that there is no actual reduction of costs and in some cases (specifically with organics collection), the cost of collection might actually exceed the cost of collecting trash, there are innovative rate structures that have been utilized elsewhere that recuperate any income lost from discounted rates by setting minimum service levels and embedding costs into the trash line item so it is the largest one. Customers do not want to pay more to do the right thing and in some cases will avoid getting an additional recycling capacity, even if it is needed, because it will cost them more. It is recommended that a survey of other Bay Area rates structures be conducted in advance of the next contract process. The process San Rafael is going through to survey the rate structures of other Marin County cities will be instructive.

**Pass a county-based ordinance making it mandatory for all residential and commercial customers to recycle and compost.**

Though there is widespread adoption of the organics and recycling collection program, we saw in many cases property managers who lacked motivation to maximize their diversion. Making it mandatory to not only have all 3 bins but to use them correctly and to get as much divertible material out of the landfill-bound stream as possible should be a short-term goal for the Sustainability Commission with the City’s support. Additionally, when fines and/or surcharges are levied, it’s important that they be significant enough to garner notice. BCRS currently does fine businesses if there is significant contamination in their recycling or organics carts but it is only a one-time $20 fee and it is not applied when there are divertible materials in the trash. This small fee is not likely to inspire much behavior change except in those most price-conscious COMM customers and there should be some equivalent for MFDs.

**Conduct a survey of trash bin sizes and move toward universalize trash carts.**

As reported earlier, 33 out of the 37 sites in the project, or 89%, had different services from what was reported by BCRS. Many sites had more trash bins than the number of units they were supposed to have according to the number of units in the building and some of the bins were larger than the 35 gallons they were charged for. From our field work and site inspections, we understand Sausalito to be unique in its geography and topography, and the small spaces and narrow roads makes trash collection more difficult. In many older buildings, we noted small trash cubbies, as shown in the photo below. They were designed to accommodate the 35-gallon trash containers in use in Sausalito but have no room for recycling and organics carts or larger wheeled-carts for trash.
Despite the challenges, we believe it is instrumental for increased program participation to have universalized, well-marked bins that clearly indicate which buildings they are to be used for and what materials are supposed to go in them. We realize this is a long-term change, but we recommend this for consideration during the next contract process.

**Update materials and ensure more are available to residents.**

The tri-fold brochures provided by BCRS showed the milk carton as going into the compost cart and in some, a pen had been used to circle the carton, with an arrow moving it to the recycling cart. This was less than ideal, especially as we picked up more brochures that did not have the circle and arrow in it. Additionally, the last page of the brochure includes ideas of how one might collect their food scraps and it has an image of collecting the food scraps in a milk carton, which confuses customers because the inside of the brochure told them the carton was a recycling item, not a compost item.

There were no printed posters available to us during the project, but we did find posters available for download on the Zero Waste Marin web site that had BCRS’s logo on them. We were not able to use the trash posters however because they said that compostable bags and cutlery were not permissible, which is incorrect. This is primarily based on the tri-fold brochure that indicated compostable bags were an acceptable way to collect food scraps. We recommend that the materials be updated for changes made to the collection system and that more be available to residents and businesses upon request. Eventually it would also be a good idea to develop sector-specific materials that feature different images for residential and commercial customers.

**Utilize social media and community-based social marketing.**

We realize it is difficult to get the word out in any community in an effective way about how to recycle and compost. It is also important to make the message attractive, especially to younger audiences who might think of recycling as “old hat” and compost as “icky.” We recommend the Sustainability Commission develop and promote messaging that utilizes principals of Community Based Social Marketing to help “norm” better recycling behavior ([http://www.cbsm.com/public/world.lasso](http://www.cbsm.com/public/world.lasso)). Venues for where to include this message include...
but are not limited to social media (Facebook, Twitter, Instagram), geography-based radio ads on Pandora and Spotify, and some community ads such as bus stops and benches as appropriate. It is also important that whatever messaging this campaign employs, the audience is considered so that it is culturally-relevant and resonates with a Sausalito-specific audience.

It was our experience that many residents living in MFDs in Sausalito are conscientious and want to do the right thing. We spoke to several residents when conducting lid flips and they echoed many of the challenges outlined in this report as barriers to recycling better (recycling and/or organics carts being inconvenient or trash chutes being more convenient, lack of understanding of what goes in each bin, etc.). We believe with more direct focus on this sector through the implementation of the recommendations made above, some significant improvements in waste diversion can be actualized.
A. Name of Recipient (city, town, or special district):

Stinson Beach County Water District

B. Recipient’s representative and contact information:  (Please print all information)

Name:  Ed Schmidt

Title:  General Manager

Address:  3785 Shoreline Highway

P. O. Box 245

City, Zip:  Stinson Beach, CA 94970

Phone:  (415) 868-1333

E-mail:  ed@stinson-beach-cwd.dst.ca.us

C. Grant Amount

$ Please see pg. 2

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 gran cycle must be preserved in a protected account and dedicated for zero waste projects the next year.

(SEE NEXT PAGE)
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(See Grant Guidelines – Exhibit A to find a list of suggested Projects)

<table>
<thead>
<tr>
<th>Name of Work or Project:</th>
<th>Work Completed:</th>
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<th>Estimated Tons Diverted/Avoided:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>The SBCWD currently has $1,943.40 in unspent grant funds from the $5,000 grant we received in Cycle 6. We did not request any grant funds for Cycle 7. The $1,943.40 was planned to be spent on composting workshops. However, we have been unable to reserve an appropriate date at the Community Center. Therefore, we will return to you our check for $1,943.40 on our next check run.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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  **Ed Schmidt**

Signature of Grant Recipient Representative

Date:  5/7/18

**Ed Schmidt**

Print Name

**General Manager**

Print Title
A. Name of Recipient (city, town, or special district):

    Strawberry Recreation District

B. Recipient's representative and contact information: (Please print all information)

    Name:  Loren Griswold

    Title:  Facility Supervisor

    Address:  118 E. Strawberry Drive

    City, Zip:  Mill Valley, Ca 94941

    Phone:  (415) 383-6494

    E-mail:  Supervisor@strawberryrec.org

C. Grant Amount

    $ 5,000.00

D. Recipient's Zero Waste Grant Expenditures

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<tr>
<td>Pool Enclosure Recycling Receptacles</td>
<td>Intending to purchase (4) recycling and waste receptacles for selected location on the pool deck. We estimate 60 lbs per week will be diverted to recycling, or 1.56 tons per year. <em>(Actual material diverted to recycling is 13.5% greater than anticipated)</em></td>
<td>100%</td>
<td>We have diverted 68 lbs per week to recycling, or 1.77* tons per year.</td>
</tr>
</tbody>
</table>

**Totals:** $5,203.00  
Tons 1.77

**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]  
5/4/18 [Date]

Loren Griswold  
Print Name

Facilities Supervisor  
Print Title
A. Name of Recipient (city, town, or special district):
Tamalpais Community Services District

B. Recipient’s representative and contact information: (Please print all information)

Name: Heather Abrams
Title: General Manager
Address: 305 Bell Lane,
City, Zip: Mill Valley, CA 94941
Phone: (415) 388-6393
E-mail: info@tcsd.us

C. Grant Amount

$5,000

D. Recipient’s Zero Waste Grant Expenditures
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<tbody>
<tr>
<td>Medical Waste Collection</td>
<td>Office Drop off and special collection events</td>
<td>2,464</td>
<td>&lt;1 ton</td>
</tr>
<tr>
<td>Electronic Waste Collection</td>
<td>Drop Off Site</td>
<td>894</td>
<td>8.6 tons</td>
</tr>
<tr>
<td>Printer Cartridges</td>
<td>Drop Off Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batteries &amp; CFL (lightbulbs)</td>
<td>Drop Off Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Waste/Compost</td>
<td>Collection Program xmas trees</td>
<td>1,708</td>
<td>3 tons</td>
</tr>
<tr>
<td>Community Garage Sale</td>
<td>Recycle/Reuse Day</td>
<td>1,205</td>
<td>1 ton</td>
</tr>
</tbody>
</table>

**Totals:** $6,271 **13.6** 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.

*Signature of Grant Recipient Representative*

**June 5, 2018**

*Date*

**Heather Abrams**

*Print Name*

**General Manager**

*Print Title*
A. Name of Recipient (city, town, or special district):
Town of Tiburon

B. Recipient’s representative and contact information: (Please print all information)

Kyra O’Malley

Name: 

Title: Associate Planner

Address: 1505 Tiburon Boulevard

City, Zip: Tiburon 94920

Phone: 415-435-7397

E-mail: komalley@towntiburon.org

C. Grant Amount
15,568.55

D. Recipient’s Zero Waste Grant Expenditures
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</thead>
<tbody>
<tr>
<td>Hand Dryers in Bathrooms at Town Hall</td>
<td>Add three hand dryers in bathrooms at Town Hall</td>
<td>$9000.00</td>
<td>Don't have an exact number, but have seen a reduce in power towel use in all bathrooms</td>
</tr>
<tr>
<td>Outreach/Education</td>
<td>Posters, newsletters, inform people how to reduce waste within the Community</td>
<td>$68.55</td>
<td>5 lbs/week</td>
</tr>
<tr>
<td>Composting at Town Hall</td>
<td>A bin at Town Hall- transition bathroom towels into composting only.</td>
<td>$1,500</td>
<td>0 for now</td>
</tr>
<tr>
<td></td>
<td>Calling Mill Valley Refuse to have a composting bin added, train the janitorial staff to make sure all towels are in the compost. Hopefully, will start doing food products in the future, but wanted to start slow to educate all at Town Hall and the Public.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Finance Department- changed technology services- used less paper-emails instead of printing out paper; converting meeting packets into electronic only for some council members.</td>
<td>$5000</td>
<td>Just started- 0 for now, but hopefully, will soon see diff.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td><strong>$15,688.55</strong></td>
<td></td>
</tr>
</tbody>
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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.