

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY (aka ZERO WASTE MARIN)

Board of Directors Meeting - January 30, 2020
Central Marin Police Authority
250 Doherty Drive - Larkspur, CA
9:30 – 10:00 a.m.

Note: Changed Location and Time!

AGENDA

- Call to Order (Vice Chair to Open Meeting)
1. Open Time for Public Comment

Minutes

2. JPA Board Meeting Minutes from May 23, 2019 (Action)



Consent Agenda

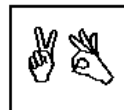
3. Receive and File 2018-19 Audit (Action)
4. Receive and File 2018-19 Household Hazardous Waste Annual Report from the City of San Rafael Fire Department (Action)

Regular Agenda

5. Elect New Chair (Action)
6. Appointments to Two Vacant “Environmental” Local Task Force Seats (Action)
7. Updates from Your Board’s Local Task Force (LTF) (Information)
8. Recommendation from your Local Task Force to Increase the Outreach Budget in FY 20/21 (Information)
9. Update on the Organizational Assessment and Zero Waste Plan Update Project (Information)
10. Appoint Two Members to a Budget Subcommittee and Approve a FY 20-21 Budget Development Process and Schedule (Action)
11. Adjourn

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

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

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

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: January 30, 2020

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Open Time for Public Comment

Larkspur

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.

Mill Valley

Novato

Recommendation

Ross

Receive public comment. Information Only.

San Anselmo

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San Rafael

Sausalito

Tiburon

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

Board Meeting
Thursday, May 23, 2019
1600 Los Gatos Dr., Room 211
2:30 – 3:00 p.m.

DRAFT MINUTES

MEMBERS PRESENT

Cristine Alilovich, San Rafael
Regan Candelario, Novato
Greg Chanis, Tiburon
Joe Chinn, Ross
Todd Cusimano, Corte Madera
David Donery, San Anselmo
Matthew Hymel, County of Marin
Jim McCann, Mill Valley
Dan Schwarz, Larkspur
Garrett Toy, Fairfax

MEMBERS ABSENT

Craig Middleton, Belvedere
Jim Schutz, San Rafael

STAFF PRESENT

Steve Devine
Ernest Klock
Judith Silver
Casey Poldino
Melody Mitchell

OTHERS PRESENT

Heather Abrams, Tam Community
Service District
David Catalinotto, San Rafael Fire
Dee Johnson, Novato Sanitary Dist.
Michael Frost, County of Marin
Garen Kazanjian, Recology
Audrey Sakande, County of Marin
Garth Schultz, R3 Consulting
Kathy Wall, Marin Sanitary Service

1. Open Time for Public Comment

No public comment was tendered.

2. Approval of the JPA Board Meeting Minutes from January 24, 2019

Motion: by Mr. Chanis to approve the JPA Board Meeting Minutes from January 24, 2019 Minutes. Second: by Mr. Candelario. Vote: Unanimous.

3. Approval of the JPA Executive Committee Meeting Minutes from April 25, 2019

Motion: by Mr. Chanis to approve the JPA Executive Committee Minutes from April 25, 2019 Minutes. Second: by Mr. Hymel. Vote: Unanimous.

Consent Calendar

4. Receive and File – City of San Rafael Fire Department – Annual Household Hazardous Waste Report

Mr. Catalinotto presented the report from July 1, 2017 through June 30, 2018 and reported that the Household Hazardous Waste Program continues to run well. There was a slight increase in household hazardous waste collected in the past fiscal year. He also reported that they continue to see challenges in the commodities market, and recyclers are struggling, but despite those challenges they still manage to perform under budget and serve the community.

Motion: by Mr. Candelario to receive and file the City of San Rafael Fire Department Annual Household Hazardous Waste Report. Second: by Mr. Hymel. Vote: Unanimous.

5. Project Carryover Authorization

Motion: by Mr. Chanis to authorize the project carryover as recommended by County staff. Second: by Mr. Hymel. Vote: Unanimous.

Regular Agenda

6. Updates from Board's Local Task Force (LTF)

Mr. Devine delivered the updates from the Local Task Force Advisory Board, which consists of thirteen members. He announced that the Chair of the Board, Dee Johnson, was present. He mentioned that the LTF meetings have had several presenters over the past year, including the Vice President of Bio-Bag USA, who makes their popular compostable bags; the General Manager of Redwood Landfill, who spoke about disaster and construction debris; Kathy Wahl, who manages the Household Hazardous Waste Facility at the Marin Resource Recovery Center, a representative from CalRecycle, who presented on SB 1383; David Smail, who oversees the County Environmental Health Department's Food Handlers Program, who discussed edible food donation and other restaurant issues, Megan Wayne, from the non-profit Trips for Kids, who provides affordable bicycles to the community and other services; and Cristine Alilovich, the JPA Board Chair. He also mentioned that if the JPA Board has any interest in having those presenters at their meetings, he is happy to include them. Ms. Johnson thanked Ms. Alilovich for coming to the last LTF meeting and added that the LTF also has an Organics Subcommittee that has been working diligently on tracking and reviewing SB 1383. They were set to have an informational workshop on SB 1383, but it was postponed, as a new version of the draft regulations were set to be released in June 2019, followed by another comment period. The regulations are due to be finalized by the end of 2019. She also added that it would be beneficial to all stakeholders if more of the LTF members attended the JPA Board and Executive Committee meetings to share their thoughts and ideas around outreach to the community regarding SB 1383 and other issues.

7. Appointment to a Vacant "Special District" Local Task Force Seat

Mr. Devine that Heather Abrams, the General Manager for the Tamalpais Community Services District, submitted the only application for the vacant "Special District" seat, but the JPA is lucky to have such a well-qualified applicant. Mr. Devine gave a brief overview of her qualifications and introduced her to the group.

Motion: by Mr. Candelario to appoint Heather Abrams to the vacant "Special District" Local Task Force seat. Second: by Mr. Chanis. Vote: Unanimous.

8. Fiscal Year 19-20 Budget

Mr. Devine delivered a presentation on the FY 19-20 budget. He requested that the Board approve Resolution 2019-02 which would enact the assessments levied onto haulers, transfer stations, and the landfill to fund the JPA revenue requirement. Ms. Alilovich requested if it could be possible to provide a staffing model to reflect County staffing requirements in order to achieve the current diversion rates. Mr. Devine stated that this could be an item that the County can possibly provide in the future. Mr. Cusimano requested that a clear breakdown of all County staff salaries be included in the Budget, as well. Mr. Frost explained that the County's contract with the JPA is a service level contract; County staff is not dedicated to the JPA, rather they provide a service for a specific amount through a contract mechanism. County staff who support the JPA is not limited to the Waste Management division; it also includes other divisions, such as accounting, as well. After an extensive discussion with the group the Board voted as follows:

Motion: by Mr. Donery to approve Resolution 2019-02 for the Fiscal Year 19-20 Budget. Second: by Mr. Candelario. Vote: Unanimous, but with the request for the opportunity for the Board to discuss Budget formatting at a future meeting.

9. Delegate Signature Authority to the Executive Director for Contracts Exceeding \$50,000

Motion: by Mr. Chanis to delegate signature authority to the Executive Director for contracts. Second: by Mr. Cusimano. Vote: Unanimous.

10. Review and Approve Fiscal Year 19-20 Zero Waste Grant Program

Mr. Toy had a question regarding how the grant funds for Special Districts that are unclaimed might be distributed. Mr. Devine and Ms. Silver explained that each Special District is eligible for \$5,000. However if the Special District does not submit an application and workplan to use its allocation, then the County will have the option to use the unclaimed funds for unincorporated activities, which includes the Special Districts.

Motion: by Mr. Toy to approved Fiscal Year 19-20 Zero Waste Grant Program. Second: by Mr. Donery. Vote: Unanimous.

11. Appoint Subcommittee to Assist with the Organizational Assessment and Zero Waste Plan Update Project

Mr. Candelario recommended that Mr. Toy and Ms. Alilovich be nominated as Subcommittee members. Mr. Toy nominated Mr. Donery to be the third Subcommittee member.

Motion: by Mr. Hymel made a motion to appoint himself, Ms. Alilovich, and Mr. Donery as the Subcommittee to Assist with the Organizational Assessment and Zero Waste Plan update project. Second: Mr. Chanis. Vote: Unanimous.

12. Appoint Two Member Subcommittee to Assist with Outreach Contractor Selection

Board directed staff to make the selection on its behalf.

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

Motion:

Second:

Ayes

Noes:

Abstentions:

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

| | |
|------------------------|--|
| Belvedere | Date: January 30, 2020 |
| Corte Madera | To: JPA Board Members |
| County of Marin | From: Steve Devine, Program Manager |
| Fairfax | Re: Audit and Financial Statements for Year Ending June 30, 2019 |
| Larkspur | Attached is a transmittal letter from Maher Accountancy to the Marin County Hazardous and Solid Waste Joint Powers Authority Board of Directors dated January 7, 2020 regarding the annual audit for the Fiscal Year ending June 30, 2019. There are no material findings of concern in the Audit. |
| Mill Valley | |
| Novato | Also attached for your review is the subject Financial Statement and Auditor's Report, for the JPA, for the year ending June 30, 2019. |
| Ross | A representative from Maher Accounting will be at this meeting to address any questions. |
| San Anselmo | RECOMMENDATION |
| San Rafael | Adopt a Motion to receive and file the attached Financial Statement and Auditor's Report for the year ending June 30, 2019. |
| Sausalito | Attachments: |
| Tiburon | <ol style="list-style-type: none"> 1. Independent Auditors' General Communication to Board dated January 7, 2020 from Maher Accountancy. 2. Financial Statements and Auditors' Report Year Ended June 30, 2019. |

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

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Independent Auditors' General Communication to Board

January 7, 2020

To the Board of Directors

Marin County Hazardous & Solid Waste Management Authority

We have audited the financial statements of the Marin County Hazardous & Solid Waste Management Authority for the year ended June 30, 2019, and have issued our report thereon January 7, 2020. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated September 30, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Marin County Hazardous & Solid Waste Management Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no significant estimates used in preparing the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit except that requested documentation was not available during the fall when audit procedures were planned. We recommended to management that expenditures should be grouped so as to compare to amounts authorized in the budget approved by the Board.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Because the Authority's general ledger is maintained for each fund according to the modified accrual basis of accounting, we recommended adjustments to allow for the presentation of the government-wide financial statements on the full accrual basis since generally accepted accounting principles require that both presentations be made in the financial statements. The significant adjustments recommended for fiscal 2018-19 involved (a) recording prior year adjustments that were not recorded in the general ledger in the financial statements, (b) record current year expenses posted in the subsequent year, and (c) several reclassifications between expenditure accounts.

Any other misstatements detected as a result of audit procedures and corrected by management were immaterial, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 7, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Board of Directors and management of Marin County Hazardous & Solid Waste Management Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Maher Accountancy



FINANCIAL STATEMENTS AND AUDITORS' REPORT
YEAR ENDED JUNE 30, 2019

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Marin County Hazardous & Solid Waste
Management Authority

We have audited the accompanying financial statements of the Marin County Hazardous & Solid Waste Management Authority (the Authority) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of June 30, 2019, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Maher Accountancy

San Rafael, California
January 7, 2020

**Marin County Hazardous & Solid Waste
Management Authority
P.O. Box 4186
San Rafael, CA 94913**

MANAGEMENT’S DISCUSSION AND ANALYSIS

The Management’s Discussion and Analysis provides an overview of the Marin County Hazardous & Solid Waste Management Authority (the Authority) financial activities for the fiscal year ended June 30, 2019. Please read it along with the Authority’s financial statements, which begin on page 7.

FINANCIAL HIGHLIGHTS

The Authority’s net position was \$1,021,000, an increase of \$86,000 over the prior year. Total revenues increased by \$214,000 and total expenses decreased by \$18,000.

Budgetary comparison schedules are found starting on page 20. Each of the funds’ budgets targeted a decrease in fund balance. Actual results resulted in increases in fund balance all each fund. Variances from plan were \$21,000 in the Administrative (general) fund, \$155,000 for the Household Hazardous Waste Management fund and \$185,000 for the Zero Waste Fund.

USING THIS ANNUAL REPORT

This annual report consists of financial statements for the Authority as a whole. The statement of net position and the statement of activities provide information about the activities of the Authority as a whole and present a long-term view of the Authority’s finances. The fund financial statements present a short-term view of the Authority’s activities (they include only current assets expected to be collected in the very near future and liabilities expected to be paid in the very near future). Presently, the Authority does not have any differences between the basic financial statements (statement of net position and statement of activities) and the fund financial statements (balance sheet and statement of revenues, expenditures and changes in fund balance).

THE AUTHORITY AS A WHOLE

One important question asked about the Authority’s finances is, “Is the Authority better or worse off as a result of the year’s activities?” The information in the government-wide financial statements helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the basis of accounting used by most private-sector companies. The change in *net position* (the difference between total assets and total liabilities) over time is one indicator of whether the Authority’s financial health is improving or deteriorating. However, one must consider other nonfinancial factors in making an assessment of the Authority’s health, such as changes in the economy and changes in the Authority’s boundaries, etc. to assess the *overall* health of the Authority.

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

Changes in the Authority's net position were as follows:

| | 2019 | 2018 | Increase (decrease) |
|-----------------------------|---------------------|-------------------|--------------------------------|
| Current assets | \$ 1,528,321 | \$ 1,458,615 | \$ 69,706 |
| Noncurrent assets | 23,442 | - | 23,442 |
| Total assets | 1,551,763 | 1,458,615 | 93,148 |
| Total liabilities | 530,397 | 523,035 | 7,362 |
| Net position: | | | |
| Investment in capital asset | 23,442 | - | 23,442 |
| Restricted | 919,374 | 837,268 | 82,106 |
| Unrestricted | 78,550 | 98,312 | (19,762) |
| Total net position | <u>\$ 1,021,366</u> | <u>\$ 935,580</u> | <u>\$ 85,786</u> |

The Authority's total asset remained assets relatively consistent with the prior year. The increase in non-current assets was largely due to a vehicle acquisition during 2018-19.

Changes in the Authority's revenues were as follows:

| | 2019 | 2018 | Increase (Decrease) |
|---------------------------------------|---------------------|---------------------|--------------------------------|
| General revenues: | | | |
| Investment earnings | \$ 366 | \$ 154 | \$ 212 |
| Program revenues: | | | |
| Solid waste management fees | 3,611,488 | 3,384,061 | 227,427 |
| Operating grant - State of California | 80,863 | 107,122 | (26,259) |
| Miscellaneous | 4,871 | - | 4,871 |
| Investment earnings | 15,949 | 8,631 | 7,318 |
| Total program revenue | <u>3,713,171</u> | <u>3,499,814</u> | <u>213,357</u> |
| Total revenues | <u>\$ 3,713,537</u> | <u>\$ 3,499,968</u> | <u>\$ 213,569</u> |

Fees from haulers and facility operators increased from 2018 primarily to an increase in rates to the land fill and transfer stations. The Authority's revenue from the reimbursable Oil Payment Program Grant (OPP) was lower than 2018 corresponding to lower program expenditures. The OPP grant revenue covers collection and recycling costs for used oil and oil filters and is administered by the California Department of Resources Recycling and Recovery (CalRecycle).

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT AUTHORITY

Changes in the Authority's expenses and net assets were as follows:

| | 2019 | 2018 | Increase (decrease) |
|-----------------------------------|------------------|---------------------|--------------------------------|
| Administration | \$ 420,037 | \$ 468,649 | \$ (48,612) |
| Household Hazardous Waste program | 2,215,004 | 2,094,200 | 120,804 |
| Zero Waste program | 992,710 | 1,082,414 | (89,704) |
| Total expenses | 3,627,751 | 3,645,263 | (17,512) |
| Less program revenues | 3,713,171 | 3,499,814 | 213,357 |
| Net revenue (expenses) | 85,420 | (145,449) | 230,869 |
| General revenues | 366 | 154 | 212 |
| Change in net position | <u>\$ 85,786</u> | <u>\$ (145,295)</u> | <u>\$ 231,081</u> |

The Household Hazardous Waste program increased to reflect a new Associate staff position. The decrease in the Zero Waste program is primarily because of the unusually large grants of accumulated reserves to member agencies during the fiscal year.

FUND FINANCIAL STATEMENTS

The fund financial statements provide detailed information about the Authority's funds - the general fund and special revenue fund.

The fund financial statements provide a short-term view of the Authority's operations. They are reported using an accounting basis called *modified accrual* which measures amounts using only cash and other short-term assets and liabilities (receivables and payables) that will soon be converted to cash or will soon be paid with cash.

CAPITAL ASSET AND DEBT ADMINISTRATION

Depreciation is a systematic approach to allocate the cost of a capital asset over their estimated useful lives. The agency's policy regarding depreciation are disclosed in Note 1 and a summary of changes in capital assets are reported in Note 3.

In fiscal year 2018-19, we acquired a vehicle for approximately \$28,000.

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT AUTHORITY

THE FUTURE OF THE AUTHORITY

With a growing awareness of our society's environmental impacts, the public has shown an increasing interest in recycling, reuse, waste reduction and hazardous materials programs. The incremental increase in products that are legislatively banned from landfill disposal and public requests for expansion of green programs demonstrates the growing demand for a greater scope of environmental services in the future. The JPA's goal of Zero Waste by 2025 will require substantial coordination of solid waste services, outreach programs, infrastructure, and regulation in the future.

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to the address on our letterhead.

Respectfully submitted,

Steve Devine

Steve Devine, Manager

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

**STATEMENT OF NET POSITION
AS OF JUNE 30, 2019**

ASSETS

Current assets:

Cash \$ 1,528,321

Noncurrent assets:

Capital assets 28,131

Less: accumulated depreciation (4,689)

Net 23,442

Total assets 1,551,763

LIABILITIES

Accounts payable and accrued expenses 530,397

Total liabilities 530,397

NET POSITION

Investment in capital assets 23,442

Restricted for Household Hazardous Waste program 528,669

Restricted for Zero Waste program 390,705

Unrestricted 78,550

Total net position \$ 1,021,366

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

**STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2019**

| | General | Household Hazardous Waste Program | Zero Waste Program | Total |
|--|--------------------|---|-----------------------|----------------------------|
| EXPENSES | | | | |
| Contract staff and support | \$ 364,547 | \$ 179,527 | \$ 296,197 | \$ 840,271 |
| Services and supplies | 55,490 | 2,035,477 | 691,824 | 2,782,791 |
| Depreciation | - | - | 4,689 | 4,689 |
| Total expenditures/expenses | <u>420,037</u> | <u>2,215,004</u> | <u>992,710</u> | <u>3,627,751</u> |
| PROGRAM REVENUES | | | | |
| Waste management fees | 399,909 | 2,010,099 | 1,201,480 | 3,611,488 |
| Operating grants - State of California | - | 80,863 | - | 80,863 |
| Miscellaneous income | - | - | 4,871 | 4,871 |
| Investment earnings | - | 13,244 | 2,705 | 15,949 |
| Total program revenue | <u>399,909</u> | <u>2,104,206</u> | <u>1,209,056</u> | <u>3,713,171</u> |
| Net program revenue (expense) | <u>\$ (20,128)</u> | <u>\$ (110,798)</u> | <u>\$ 216,346</u> | 85,420 |
| GENERAL REVENUES | | | | |
| Investment earnings | | | | <u>366</u> |
| Change in net position | | | | 85,786 |
| NET POSITION: | | | | |
| Net Position at June 30, 2018 | | | | <u>935,580</u> |
| Net Position at June 30, 2019 | | | | <u><u>\$ 1,021,366</u></u> |

The accompanying notes are an integral part of these financial statements.

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

**BALANCE SHEET
GOVERNMENTAL FUND
YEAR ENDED JUNE 30, 2019**

| | Countywide Waste Management (General Fund) | Household Hazardous Waste (Special Revenue Fund) | Zero Waste (Special Revenue Fund) | Total |
|--|---|---|--|---------------------|
| ASSETS | | | | |
| Cash | \$ 78,572 | \$ 985,445 | \$ 464,304 | \$ 1,528,321 |
| Due from other funds | - | 9,334 | - | 9,334 |
| Total assets | <u>\$ 78,572</u> | <u>\$ 994,779</u> | <u>\$ 464,304</u> | <u>\$ 1,537,655</u> |
| LIABILITIES | | | | |
| Accounts payable and accrued expenses | \$ 22 | \$ 466,110 | \$ 64,265 | \$ 530,397 |
| Due to other funds | - | - | 9,334 | 9,334 |
| | <u>22</u> | <u>466,110</u> | <u>73,599</u> | <u>539,731</u> |
| FUND BALANCES | | | | |
| Fund balances: | | | | |
| Assigned | - | 528,669 | 390,705 | 919,374 |
| Unassigned | <u>78,550</u> | <u>-</u> | <u>-</u> | <u>78,550</u> |
| Total fund balance | <u>78,550</u> | <u>528,669</u> | <u>390,705</u> | <u>997,924</u> |
| Total liabilities and fund balances | <u>\$ 78,572</u> | <u>\$ 994,779</u> | <u>\$ 464,304</u> | <u>\$ 1,537,655</u> |

The accompanying notes are an integral part of these financial statements.

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

**BALANCE SHEET
GOVERNMENTAL FUND
AS OF JUNE 30, 2019
(Continued)**

**Reconciliation of governmental fund balance to net position of
governmental activities:**

| | |
|---|----------------------------|
| Total governmental fund balance | \$ 997,924 |
| Amounts reported for <i>governmental activities</i> in the statement of net position are different because: | |
| Capital assets used in the government activities are not financial resources and therefore are not reported in the funds | <u>23,442</u> |
| Net position of governmental activities | <u><u>\$ 1,021,366</u></u> |

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

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2019**

| | Countywide Waste Management (General Fund) | Household Hazardous Waste (Special Revenue Fund) | Zero Waste (Special Revenue Fund) | Total |
|--|---|---|--|-------------------|
| REVENUES | | | | |
| Solid waste management fees | \$ 399,909 | \$ 2,010,099 | \$ 1,201,480 | \$ 3,611,488 |
| Operating grants - State of California | - | 80,863 | - | 80,863 |
| Miscellaneous income | - | - | 4,871 | 4,871 |
| Investment earnings | 366 | 13,244 | 2,705 | 16,315 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total revenues | 400,275 | 2,104,206 | 1,209,056 | 3,713,537 |
| EXPENDITURES | | | | |
| Contract staff and support | 364,547 | 179,527 | 296,197 | 840,271 |
| Services and supplies | 55,490 | 2,035,477 | 691,824 | 2,782,791 |
| Capital outlay | - | - | 28,131 | 28,131 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total expenditures | 420,037 | 2,215,004 | 1,016,152 | 3,651,193 |
| Net change in fund balance | (19,762) | (110,798) | 192,904 | 62,344 |
| Fund balance at June 30, 2018 | 98,312 | 639,467 | 197,801 | 935,580 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Fund balance at June 30, 2019 | <u>\$ 78,550</u> | <u>\$ 528,669</u> | <u>\$ 390,705</u> | <u>\$ 997,924</u> |

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

**STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2019
(Continued)**

**Reconciliation of the change in fund balance-total governmental funds
to the change in net position of governmental activities:**

| | |
|---|-------------------------|
| Net change in fund balance | \$ 62,344 |
| Amounts reported for governmental activities in the Statement of Activities are different because: | |
| Governmental funds report capital outlays as expenditures, however, in the statement of activities the cost of those assets is allocated over their estimated useful lives as depreciation expense. | |
| Capital asset purchases capitalized | 28,131 |
| Depreciation expense | <u>(4,689)</u> |
| Change in net position | <u><u>\$ 85,786</u></u> |

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

The Marin County Hazardous & Solid Waste Management Authority was formed under a joint powers agreement between the County of Marin and eleven cities and towns within Marin County. The purpose of Authority is to administer and enforce hazardous waste and solid waste management plans, as mandated by State Law.

The governing board of the Authority consists of one appointed official from each of the member agencies. The Authority has contracted with Marin County Department of Public Works for administrative services and the City of San Rafael for Hazardous Waste management services.

INTRODUCTION

The Authority's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations.).

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE STATEMENTS

The Authority's basic financial statements include both government-wide (reporting the Authority as a whole) and fund financial statements (reporting the Authority's major funds).

In the government-wide Statement of Net Position, the Authority's activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net position is reported in two parts: (1) restricted net position and (2) unrestricted net position. Net position for particular programs are deemed to be restricted.

The government-wide Statement of Activities reports both the gross and net cost of the Authority's function. The function is supported by general government revenues. The Statement of Activities reduces gross expenses by related program revenues.

The net costs (by function) are normally covered by general revenues.

The government-wide focus is more on the sustainability of the Authority as an entity and the change in the Authority's net position resulting from the current year's activities.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FUND FINANCIAL STATEMENTS

The financial transactions of the Authority are reported in individual funds in the fund balancing accounts that comprise its assets, liabilities, assigned or unassigned resources, fund balance, revenues and expenditures.

All the Authority's funds are government fund types. The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial positions (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Authority:

General fund - accounts for the Authority's general operations and administrative activities.

Special revenue funds:

Household Hazardous Waste fund - accounts for hazardous waste disposal for households provided primarily through Marin Sanitary Service (via a contract with City of San Rafael Fire Department) and Novato Sanitary District.

Zero Waste fund - accounts for the program to reduce and eliminate waste and obtains its resources from JPA tipping fees.

BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

ACCRUAL:

The governmental activities in the governmental-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

MODIFIED ACCRUAL:

The government fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. General capital asset acquisitions are reported as expenditures in governmental funds.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FINANCIAL STATEMENT AMOUNTS

CASH AND CASH EQUIVALENTS:

The Authority has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with fiscal agent (County of Marin).

CAPITAL ASSETS

Capital assets owned by the Authority are recorded at cost, or if received in-kind, at estimated fair market value on the date received. The cost of normal repairs and maintenance are recorded as expenses. Improvements that add to the value or extend the life of assets are capitalized. Assets capitalized have an original cost of \$2,500 or more, and over one year of estimated useful life.

Depreciation expense is calculated using straight-line method over estimated useful lives.

INTERFUND BALANCES

From time-to-time, one fund will receive revenue or make expenditures related to another fund's activity. Any such transactions that are yet to be reimbursed at year-end are reported on the fund balance sheet as due from or due to other funds.

BUDGET

Both the original budget and the final budget (if changes were adopted) are included in these financial statements as approved by the Board of Directors. The budgetary basis is the modified accrual basis of accounting.

FUND BALANCE:

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Authority is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned. Following is a description of the components applicable to the Authority:

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assigned – This component consists of amounts that are constrained by the District’s intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, Manager or their designee.

Unassigned – This classification represents amounts that have not been restricted, committed or assigned to specific purposes within the general fund.

2. CASH

The Authority maintains all of its cash in the County of Marin pooled investment fund for the purpose of increasing interest earnings through pooled investment activities. The Authority’s position in the pool is the same as the value of the pool shares. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund. This pool, which is available for use by all funds, is displayed in the financial statements as “Cash.”

The County Pool includes both voluntary and involuntary participation from external entities. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer.

The County’s investment pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County’s investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust. The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

FAIR VALUE MEASUREMENT

The Authority categorized its fair value measurements within the fair value hierarchy established by general accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. As of June 30, 2019, the Authority held no individual investment. All fund are investment in the Marin County Investment Pool.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019**

2. CASH (continued)

In instances where inputs used to measure fair value into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Authority's assessment of the significance of particular inputs to these fair value measurements requires judgments and considers factors specific to each asset or liability. Deposit and withdrawals from the County Pool are made on the basis of \$1 which is substantially equal to fair value. The Authority's proportionate share of investments in the County Pool at June 30, 2019, of \$1,528,000 are not required to be categorized under the fair value hierarchy.

INTEREST RATE RISK

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2019, the County's investment pool had a weighted average maturity of 218 days.

For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

CREDIT RISK

State law and the County's Investment Policy limits investments in commercial paper, corporate bonds, and medium-term notes to the rating of "A" or higher as provided by Moody's Investors Service or Standard & Poor's Corporation. The County's Investment Policy limits investments purchased by Financial Institution Investment Accounts, a type of mutual fund, to United States Treasury and Agency obligations with a credit quality rating of "AAA."

CONCENTRATION OF CREDIT RISK

The following is a summary of the concentration of credit risk by investment type as a percentage of each pool's fair value at June 30, 2019.

| Investments in Investment Pool | <u>Percent of Portfolio</u> |
|---------------------------------------|--|
| Federal agency - discount | 76% |
| Federal agency - coupon | 23% |
| Money market funds | <u>1%</u> |
| | <u><u>100%</u></u> |

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019**

2. CASH (continued)

CUSTODIAL CREDIT RISK

For investments and deposits held with safekeeping agents, custodial credit risk is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or deposits that are in the possession of an outside party. At year end, the County's investment pool had no securities exposed to custodial credit risk.

LOCAL AGENCY INVESTMENT FUND

The County Treasurer's Pool maintains an investment in the State of California Local Agency Investment Fund (LAIF), managed by the State Treasurer. This fund is not registered with the Securities and Exchange Commission as an investment company, but is required to invest according to California State Code. Participants in the pool include voluntary and involuntary participants, such as special districts and school districts for which there are legal provisions regarding their investments. The Local Investment Advisor Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State statute.

3. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2019, was as follow:

| | <u>Balance</u> <u>6/30/2018</u> | <u>Additions</u> | <u>Balance</u> <u>6/30/2019</u> |
|--------------------------------|------------------------------------|-------------------------|------------------------------------|
| Depreciable capital assets: | | | |
| Vehicle | \$ - | \$ 28,131 | \$ 28,131 |
| Totals at historical cost | <u>-</u> | <u>28,131</u> | <u>28,131</u> |
| Less accumulated depreciation: | | | |
| Vehicle | <u>-</u> | <u>4,689</u> | <u>4,689</u> |
| Total accumulated depreciation | <u>-</u> | <u>4,689</u> | <u>4,689</u> |
| Depreciable capital assets-net | <u><u>\$ -</u></u> | <u><u>\$ 23,442</u></u> | <u><u>\$ 23,442</u></u> |

4. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; and errors and omissions. During the year, the Authority purchased liability insurance with limits of \$2,000,000 and a deductible of \$1,000.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2019**

5. RELATED PARTY TRANSACTIONS

The County of Marin is a member to the Authority. The County Public Works Department provided staffing for the Authority for a fee of \$840,000 for the year. Additionally, the Authority paid the County of Marin \$17,000 for rent.

The Authority incurred expenditures of \$1,667,000 under a contract with the City of San Rafael (a member government) to operate its household waste program. As of June 30, 2019, accrued expenses to the City of San Rafael amounted to \$446,000.

As part of the various programs managed by the Authority, payments are made to various members for grants and contracts. During the year the Authority made payments of \$321,000 to its members.

6. COMMITMENT

In February 2013, the Authority and County of Marin entered into an agreement where the County will provide the Authority staffing. The agreement has an expiration date of June 30, 2020 with provisions to extend the date by mutual agreement or cancel by either party with 180 days written notice. The cost of the agreement will be based on annual budgets adopted by the Authority. The budgeted cost for fiscal 2019-20 is approximately \$890,000.

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

**BUDGET COMPARISON SCHEDULE
COUNTYWIDE WASTE MANAGEMENT PROGRAM
GENERAL (ADMINISTRATIVE) FUND
YEAR ENDED JUNE 30, 2019**

| | Original and Final Budget | Actual | Variance Over (Under) |
|--|--|-------------------------|--------------------------------------|
| REVENUES: | | | |
| Solid waste management | \$ 399,909 | \$ 399,909 | \$ - |
| Investment earnings | 500 | 366 | (134) |
| Total revenues | <u>400,409</u> | <u>400,275</u> | <u>(134)</u> |
| EXPENDITURES: | | | |
| Contract staff and support | 364,547 | 364,547 | - |
| Services and supplies: | | | |
| Legal | 10,000 | - | (10,000) |
| Accounting and audit fees | 17,000 | 17,000 | - |
| capacity analysis | - | - | - |
| Insurance | 18,000 | 17,913 | (87) |
| Equipment repairs & maintenance | 1,000 | 934 | (66) |
| Rent | 16,941 | 16,941 | - |
| Training | 1,500 | 165 | (1,335) |
| Mileage and routine travel | 600 | 611 | 11 |
| Supplies and reproduction | 5,500 | - | (5,500) |
| County financial service | 5,850 | - | (5,850) |
| Miscellaneous | - | 362 | 362 |
| Memberships | - | 1,564 | 1,564 |
| Total services and supplies | <u>76,391</u> | <u>55,490</u> | <u>(20,901)</u> |
| Total expenditures | <u>440,938</u> | <u>420,037</u> | <u>(20,901)</u> |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | <u><u>\$ (40,529)</u></u> | <u>(19,762)</u> | <u><u>\$ 20,767</u></u> |
| Fund balance as of June 30, 2018 | | <u>98,312</u> | |
| Fund balance as of June 30, 2019 | | <u><u>\$ 78,550</u></u> | |

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

**BUDGET COMPARISON SCHEDULE
HOUSEHOLD HAZARDOUS WASTE PROGRAM
SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2019**

| | Original and Final Budget | Actual | Variance Over (Under) |
|--|--|-------------------|--------------------------------------|
| REVENUES: | | | |
| Solid waste management | \$ 2,010,099 | \$ 2,010,099 | \$ - |
| State aid - OPP | 85,000 | 80,863 | (4,137) |
| Investment earnings | <u>2,000</u> | <u>13,244</u> | <u>11,244</u> |
| Total revenues | 2,097,099 | 2,104,206 | 7,107 |
| EXPENDITURES: | | | |
| Contract staff and support | 179,527 | 179,527 | - |
| HHW oversight | 166,619 | 139,453 | (27,166) |
| HHW facility operations | 1,632,084 | 1,527,633 | (104,451) |
| Novato HHW grant | 36,175 | 36,305 | 130 |
| Bulb and battery program | 160,000 | 159,450 | (550) |
| Legal | 2,575 | 1,222 | (1,353) |
| Sharps and needles program | 81,000 | 81,000 | - |
| Battery program assessment | 20,000 | 9,788 | (10,212) |
| Oil Payment Program - Cycle 9 | <u>85,000</u> | <u>80,626</u> | <u>(4,374)</u> |
| Total expenditures | <u>2,362,980</u> | <u>2,215,004</u> | <u>(147,976)</u> |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | <u>\$ (265,881)</u> | (110,798) | <u>\$ 155,083</u> |
| Fund balance June 30, 2018 | | <u>639,467</u> | |
| Fund balance June 30, 2019 | | <u>\$ 528,669</u> | |

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

**BUDGET COMPARISON SCHEDULE
ZERO WASTE PROGRAM
SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2019**

| | Original and Final Budget | Actual | Variance Over (Under) |
|--|--|--------------------------|---|
| REVENUES: | | | |
| Solid waste management | \$ 1,201,480 | \$ 1,201,480 | \$ - |
| Investment earnings | 1,000 | 2,705 | 1,705 |
| Miscellaneous | - | 4,871 | 4,871 |
| Total revenues | <u>1,202,480</u> | <u>1,209,056</u> | <u>6,576</u> |
| EXPENDITURES: | | | |
| Contract staff and support | 296,197 | 296,197 | - |
| Services and supplies: | | | |
| Legal | 2,000 | 2,000 | - |
| Construction & Demolition Program Implementation | 15,000 | 12,041 | (2,959) |
| Member Agency and Community Support | 29,750 | 54,523 | 24,773 |
| State, Regional and Local "Wasteshed" Partnership | 12,000 | 12,000 | - |
| Professional Development & Individual Memberships | 10,000 | 7,716 | (2,284) |
| Zero Waste School Program | 230,000 | 221,810 | (8,190) |
| School Assemblies and Farm to School Program | 15,000 | 13,050 | (1,950) |
| Hazwaste, Zero Waste Awareness Evaluation | 19,000 | - | (19,000) |
| Outreach Campaign | 181,000 | 84,103 | (96,897) |
| Truck | 35,000 | 28,131 | (6,869) |
| Total services and supplies | <u>548,750</u> | <u>435,374</u> | <u>(113,376)</u> |
| Zero Waste grants | <u>350,000</u> | <u>284,581</u> | <u>(65,419)</u> |
| Total expenditures | <u>1,194,947</u> | <u>1,016,152</u> | <u>(178,795)</u> |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | <u><u>\$ 7,533</u></u> | 192,904 | <u><u>\$ 185,371</u></u> |
| Fund balance as of June 30, 2018 | | <u>197,801</u> | |
| Fund balance as of June 30, 2019 | | <u><u>\$ 390,705</u></u> | |

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: January 30, 2020

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Receive and File – City of SR Fire Department - Annual
Household Hazardous Waste Program FY 2018/19 Report

Larkspur

The JPA funds Household Hazardous Waste (HHW) and small business (Conditionally Exempt Small Quantity Generators) services for Marin (except for Novato) via a contract with the City of San Rafael Fire Department, which in turn contracts with the Marin Recycling & Resource Recovery Association for the operation of the HHW facility at 565 Jacoby Street in San Rafael. The program also provides for several “Toxic Away Days” in the more remote, West Marin.

Mill Valley

Novato

Ross

The HHW program continues to be a very popular service and in FY 18/19 the program collected over 1.5 million pounds of hazardous materials.

San Anselmo

San Rafael

This program is the single largest, tangible pollution prevention service in the County.

Sausalito

The vast majority of materials received at the facility are either directed for recycling or fuel incineration. Over 57% of the material is recycled, 24% is sent for fuel recovery, and 6% is reused.

Tiburon

Recommendation:

Adopt a Motion to receive and file attached report from the City of San Rafael Fire Department.

Attachment:

1. Marin Household Hazardous Waste Program – Fiscal Year 2018/19 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: _____

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1/24/2020 9:22 AM*



Marin Household Hazardous Waste Program

Fiscal Year 2018/19 Report





Fiscal Year 2018/19 Summary

The Marin Household Hazardous Waste (HHW) Program had another productive and successful year, once again ending FY 2018/19 significantly under budget while maintaining exemplary service.

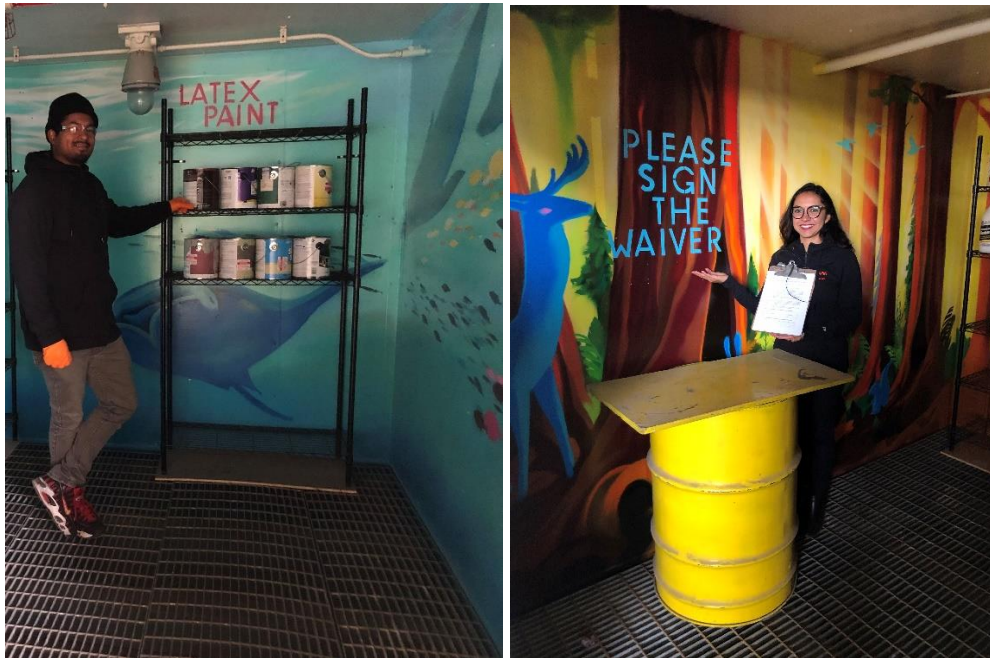
The Marin Recycling & Resource Recovery Association (MRRRA) welcomed two new HHW employees, HHW Associate Hugo Solorzano and HHW Technician Diego Reyes. The HHW Associate, a new position, is responsible for scheduling appointments for commercial customers, responding to residential customer inquiries, and assisting the HHW Program Manager with data collection and analysis. HHW Technicians handle and package household hazardous waste.

Every second matters in an emergency; knowing where to go can save lives and property. To that end, emergency maps were posted in five locations at the HHW Facility. In case of emergency, employees and guests at the Facility can check the nearest map for information on evacuation routes, emergency exits, and fire extinguishers.

The success of the HHW Program depends on residents and small businesses knowing how to dispose of household hazardous waste. With new residents and businesses arriving in Marin County on a regular basis, community outreach is essential. The HHW

Facility expanded its outreach efforts in the last year, culminating in the unveiling of the enhanced facility [website](#) in May 2019. For the first time, the HHW Facility also co-sponsored the annual Día de los Muertos celebration in East San Rafael, and new shirts and sweaters were provided to employees as part of the facility's branding efforts.

The interior of the facility's reuse area was redesigned to provide a more intuitive and pleasurable experience for customers. Included in the redesign was a custom paint job by a local artist as well as written shelf labels and customer instructions.



Finally, two successful West Marin Toxic Away Day temporary collection events were held, one in October 2018 in Bolinas and another in May 2019 in Point Reyes Station. Approximately 80 residents participated, collectively bringing in more than 11,000 pounds of household hazardous waste.

HHW Program Overview

The Marin HHW Program is a combination of HHW services provided at the Marin HHW Facility and at West Marin Toxic Away Days. Residents of Marin County, except Novato, may drop off their HHW at the facility or at the collection events for free, and residents of San Rafael may have their waste picked up from their house for a fee. Conditionally Exempt Small Quantity Generator (CESQG)¹ businesses may drop off their hazardous waste for a fee. The facility is operated by Marin Recycling & Resource Recovery Association and managed by the San Rafael Fire Department.

¹ Entities that generate no more than 100 kilograms (220 pounds) of hazardous waste per month. The term CESQG is no longer being used in federal regulations, having been replaced by VSQG (Very Small-Quantity Generator) in 2017. However, the California Department of Toxic Substances Control (DTSC) does not yet reference VSQG in its regulations or statutes.

The Marin HHW Facility offers a reuse area where like-new products are available for residents and businesses to take for free. The reuse area is open to the public during facility hours. Additionally, we offer reprocessed latex paint for a fee to the public and to local jurisdictions for the use of graffiti abatement, offered in white, beige, and gray.

Household battery collection bins are conveniently located at fire stations and select businesses across Marin County. These bins are only for use by Marin County households and the batteries are then brought to the Marin HHW Facility and sent for recycling. This program is run separately from the JPA's Bulb and Battery Program.

The following table is a brief summary of the number of people who participated in the Marin HHW Program and the amount of waste that was collected in FY 2018/19. The HHW Program collected 1,512,855 pounds of hazardous waste overall, down 9.7% from the FY 2017/18 total of 1,676,279 pounds. This change was largely driven by a decrease in collections of paint and electronic waste. [PaintCare](#), our paint stewardship partner, opened several new drop-off locations in Marin County in the last year as an alternative to the HHW Facility. Additionally, quantities (by weight) of electronic waste, especially devices containing cathode ray tubes (CRTs), have decreased for several consecutive years as devices have become lighter and technologies have improved.

| <u>Program Type</u> | <u>Pounds Collected</u> | <u>Household Participants</u> | <u>CESQG Participants</u> |
|---------------------------------|-------------------------|-------------------------------|---------------------------|
| Marin HHW Facility | 1,501,660 | 26,808 | 429 |
| Bolinas Toxic Away Day | 5,171 | 40* | N/A |
| Pt. Reyes Toxic Away Day | 6,024 | 40* | N/A |
| Reuse Area | 55,207 | N/A | |

*=approximate total; does not account for walk-ins



Budget

The HHW Facility's FY 2018/19 budget allocation was \$1,632,084, a 7.1% increase from the FY 2016/17 budget of \$1,523,266. This increase was higher than usual to allow for the Facility to hire an HHW Associate. Financially, the Marin HHW Program ended the year \$104,450 under budget.

Over the course of the fiscal year, the Marin HHW Program recovered \$101,906 in outside funding; most of this came from CESQGs, with additional money received from battery recycling.

Separately, the San Rafael Fire Department organized two Toxic Away Day events, with total expenses of \$19,574.

Temporary HHW Collection Events 2018/2019 Expenses

| <u>Expense Item</u> | <u>Actual</u> |
|---------------------------------------|----------------------|
| <u>Labor Costs</u> | |
| Bolinas | \$2,475 |
| Pt. Reyes Station | \$1,980 |
| Labor Costs Subtotal | \$4,455 |
| <u>Disposal Costs</u> | |
| Bolinas | \$4,408 |
| Pt. Reyes Station | \$5,862 |
| Disposal Costs Subtotal | \$10,270 |
| <u>Supply Purchase Costs</u> | |
| Bolinas | \$1,687 |
| Pt. Reyes Station | \$1,551 |
| Supply Purchase Costs Subtotal | \$3,238 |
| <u>Outreach Costs</u> | |
| Bolinas | \$895 |
| Pt. Reyes Station | \$716 |
| Outreach Costs Subtotal | \$1,611 |
| GRAND TOTAL: | \$19,574 |



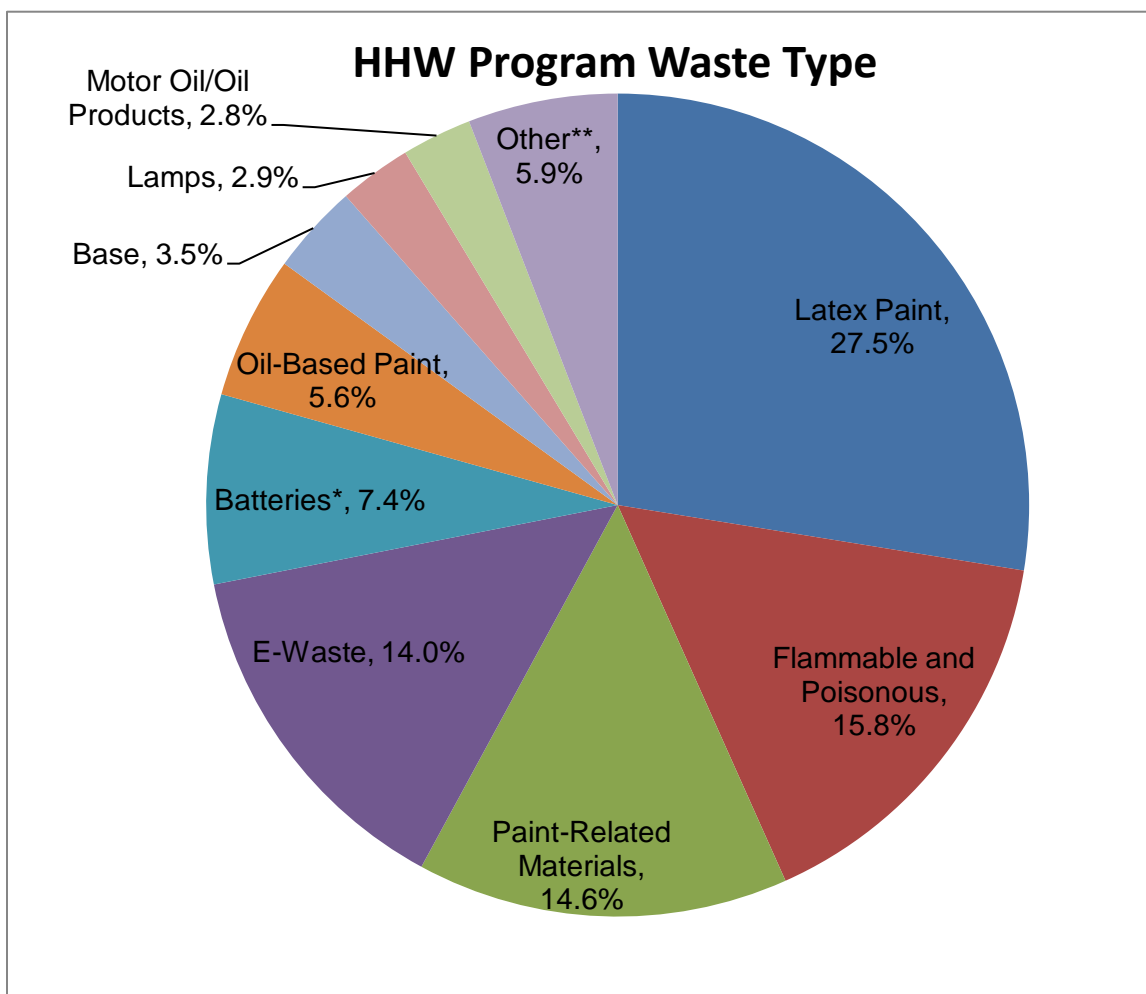
HHW Facility 2018/2019 Actual Results

| <u>Expense Item</u> | <u>Actual</u> |
|---|------------------------|
| Classified Personnel | \$ 472,613.49 |
| Vacation pay | \$ 46,809.27 |
| Group Life/Health Insurance | \$ 92,758.97 |
| Worker's Compensation | \$ 67,992.92 |
| Retirement | \$ 21,911.40 |
| Payroll Taxes | \$ 39,885.00 |
| PERSONNEL SUBTOTAL | \$ 741,971.05 |
| Legal and Professional | \$ 0 |
| Travel & Conference | \$ 6,424.38 |
| Training Instruction & Medical Examinations | \$ 0 |
| Professional Dues and Subscriptions | \$ 0 |
| Equipment Rental/Repair | \$ 11,584.45 |
| Waste Disposal Costs | \$ 384,122.93 |
| Advertising & Community Promotions | \$ 3,600.00 |
| Insurance & Surety Bonds | \$ 16,207.32 |
| Admin. Allocation | \$ 70,537.88 |
| Office Supplies | \$ 26,906.76 |
| Clothing & PPE Supplies | \$ 41,996.68 |
| Miscellaneous Supplies & Materials | \$ 79,391.92 |
| Maintenance Buildings & Improvements | \$ 4,160.00 |
| NON-PERSONNEL SUBTOTAL | \$ 644,932.33 |
| Operating Ratio | \$ 145,586.52 |
| Rental/Land | \$ 97,050.24 |
| EXPENSES SUBTOTAL | \$ 1,532,489.90 |
| OUTSIDE FUNDING SOURCES: | |
| E-Waste Monies | \$ (0) |
| Batteries Monies | \$ (3,711.00) |
| Paint Sale Monies | \$ (0) |
| CESQG Monies | \$ (98,195.36) |
| OUTSIDE FUNDING SUBTOTAL | \$ (101,906.36) |
| GRAND TOTAL | \$ 1,527,633.80 |
| Approved Budget for FY 2018/19 | \$ 1,632,084.23 |
| Under budget | \$ 104,450.43 |

Waste Analysis

The following waste totals include the West Marin Toxic Away Days.

The facility continues to save money by partnering with PaintCare, which pays the San Rafael Fire Department to take certain paint products from the facility for recycling. The oil-based paint category only includes items on PaintCare's accepted materials list; it does not include paint that has been bulked with other flammable liquids. About one-third of the Marin HHW Facility's annual waste (by weight) went to PaintCare, with paint-related materials such as thinners and resins that are not a part of PaintCare accounting for an additional 14.6% of HHW program waste.



* = "Batteries" category includes household, rechargeable, and car batteries. These are individually listed in the table on page 8.

** = Quantities of other waste types are included in the table on page 8.

HHW Program Waste Totals by Type in Pounds

| Waste Type | Pounds | % of Total |
|---|------------------|-------------------|
| Latex Paint | 416,721 | 27.5 |
| Flammable and Poisonous | 238,514 | 15.8 |
| Paint-Related Materials | 220,898 | 14.6 |
| E-Waste | 211,720 | 14.0 |
| Oil-Based Paint | 85,249 | 5.6 |
| Household Batteries | 71,445 | 4.7 |
| Base | 53,534 | 3.5 |
| Lamps | 43,152 | 2.9 |
| Motor Oil/Oil Products | 41,605 | 2.8 |
| Car Batteries | 24,655 | 1.6 |
| Aerosol Cans | 22,364 | 1.5 |
| Asbestos | 21,480 | 1.4 |
| Rechargeable Batteries | 16,405 | 1.1 |
| Acid | 15,705 | 1.0 |
| Antifreeze | 10,015 | 0.7 |
| Oxidizer | 5,080 | 0.3 |
| Used Oil Filters | 2,646 | 0.2 |
| PCB-containing | 2,005 | 0.1 |
| Sharps | 1,009 | 0.1 |
| Thermostats | 70 | 0.0 |
| Mercury-Containing Items (except Thermostats) | 58 | 0.0 |
| unclassified | 8,525 | 0.6 |
| FY 18/19 Total: | 1,512,855 | |
| FY 18/19 Monthly Average: | 126,071 | |



Destination Method

Destination methods are based on the CalRecycle 303a reporting categories. Compared to the previous fiscal year, the percentage of waste (by weight) being recycled was down slightly, from 63% to 58%; this was primarily due to a decrease in collections of paint and electronic waste. Common waste items that are recycled are latex paint, e-waste, batteries, and motor oil.

Otherwise, the destination percentages are similar to those from prior years, with slight increases for reuse and destructive incineration. Only 1.5% of waste was landfilled.

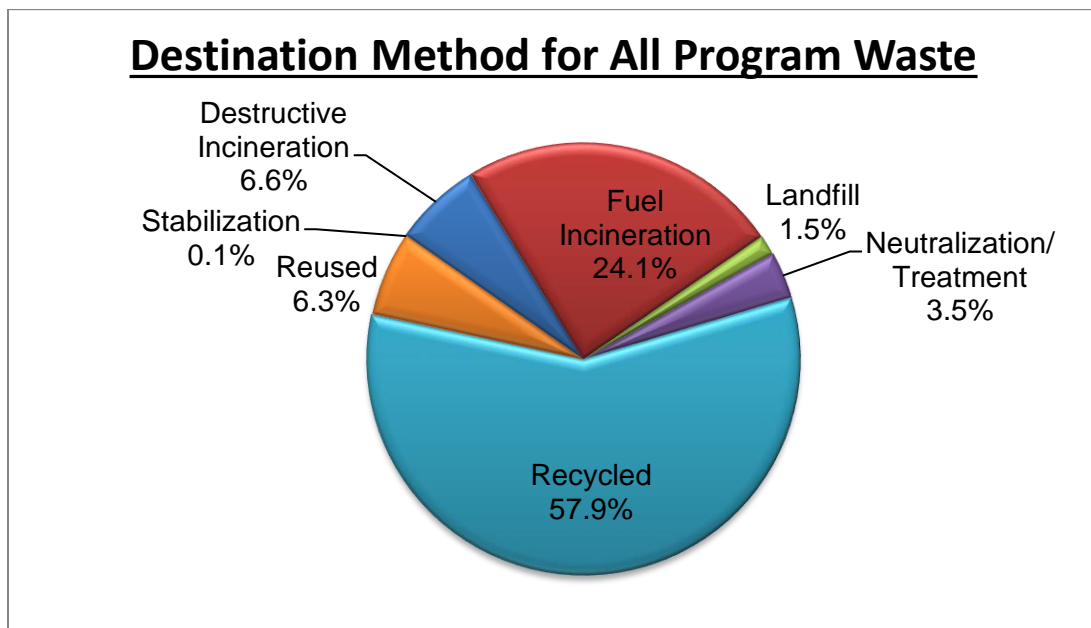
Reuse as a share of waste increased slightly. Most of the reused items were e-waste, household cleaners, pesticides, and paint products.

There are two types of incineration: destructive and fuel. The goal of destructive incineration is to simply destroy the material. During fuel incineration, energy is recovered through the burning process and sometimes material will also be recovered. The most common types of HHW used for fuel incineration are oil-based paint and flammable liquids, while poisons make up the majority of the waste sent for destructive incineration.

Among household hazardous wastes, only acids and bases go through neutralization and treatment. During this process, the pH of the waste is chemically adjusted to remove the hazard.

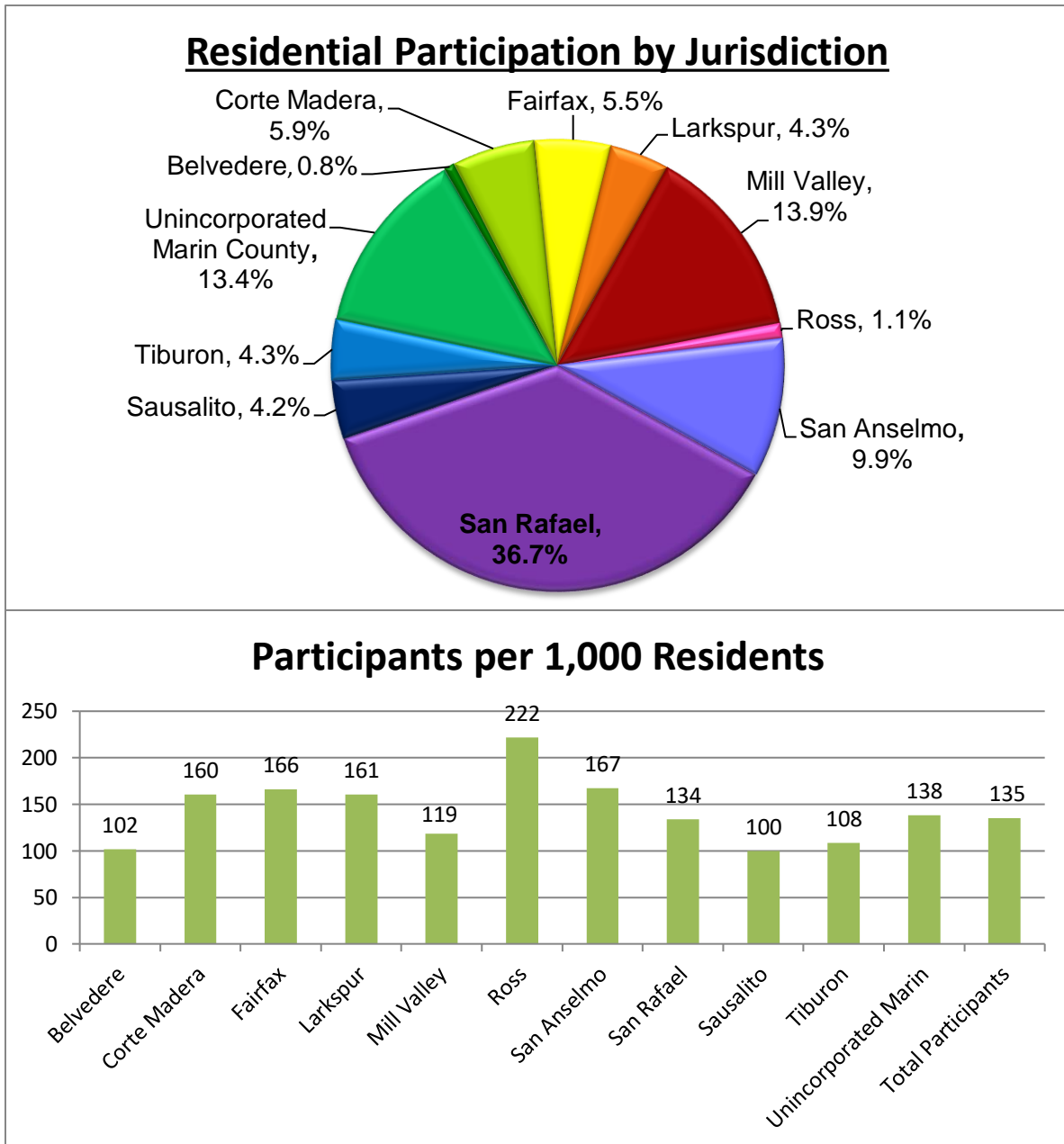
Just under 2,000 pounds of oxidizers were sent for stabilization, during which waste is brought to a solid or semi-solid state and is rendered non-hazardous.

Nearly all the landfilled waste consisted of asbestos.



Residential Participation

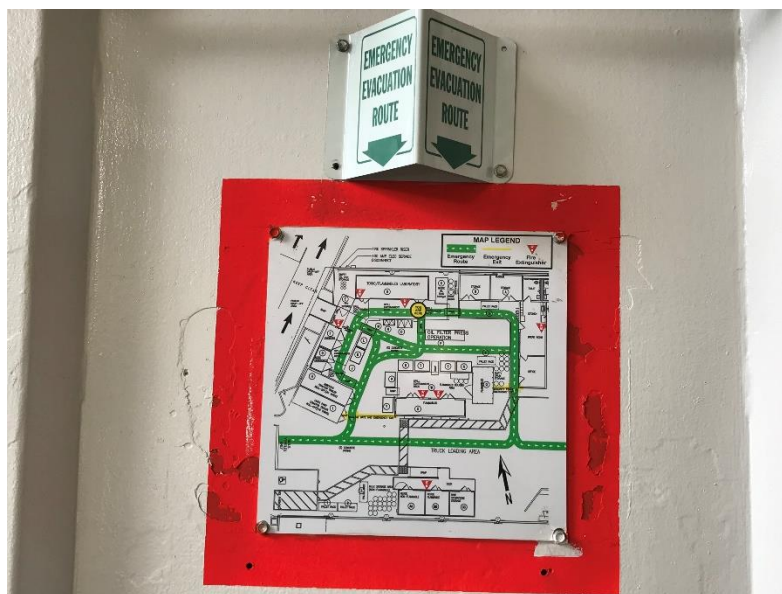
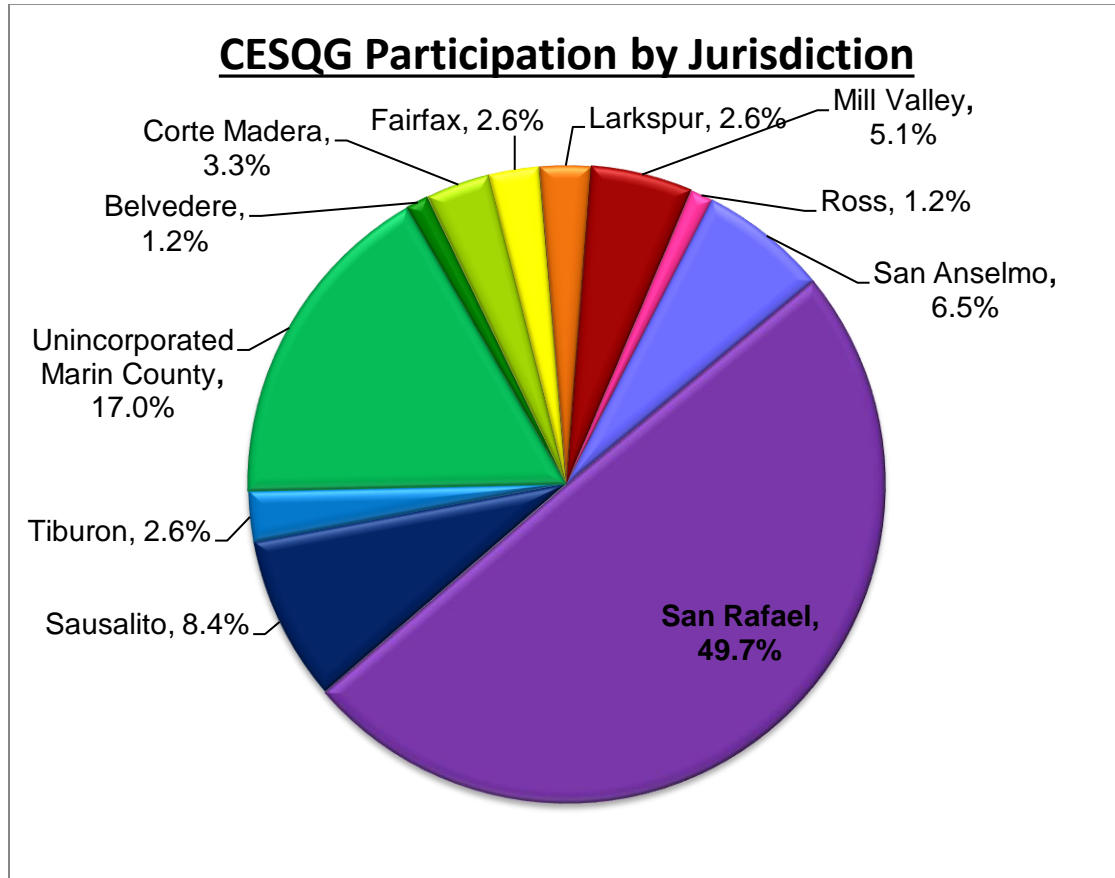
Participants are sorted by jurisdiction by reviewing the mailing address on their identifying documentation. Residents from unincorporated communities adjacent to a city thus are likely to be counted as city residents; for example, residents of Tamalpais Valley are counted as residents of Mill Valley. To account for this, city populations are based on U.S. Census ZIP Code Tabulation Area (ZCTA) data. The data show that residents from all over the service area use the facility.



* = City population based on ZIP Code Tabulation Area (ZCTA) data from U.S. Census Bureau

CESQG Participation

Although businesses from all over the county bring their hazardous waste to the facility, nearly half are from a single jurisdiction: San Rafael.



Looking Forward FY 2019/20

The HHW Program continues to seek out innovative approaches for enhancing recycling and reuse opportunities.

The Marin County Department of Public Works hired a new Waste Prevention Specialist, Andrew Shelton, in Summer 2019. We are excited for the opportunity to partner with Mr. Shelton on HHW-related events and projects impacting Marin County.

After the Marin HHW Facility's e-scrap processor, ECS Refining, permanently shut down at the end of June 2018, the facility has continued to work with its partner, Renew Computers, to manage output of electronic waste. However, instead of receiving revenue of approximately \$10,000 a year from e-waste, the facility now experiences a net loss from e-waste recycling. This is expected to be the new normal moving forward.

Despite this and other challenges, our excellent and hard-working staff will continue our mission to provide a safe and convenient way for members of the public and small businesses to dispose of their hazardous waste.



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: January 30, 2020

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Re: Elect Board Chair

Fairfax

Section 7.2 (b) of the JPA Agreement (attached) specifies that the Board shall elect the Chair and Vice Chair. Cristine Alilovich from San Rafael has stepped down as Chair, and staff understands that via the Marin Manager's Association group there is interest/consensus to have Garrett Toy from Fairfax assume the Chair position.

Larkspur

Mill Valley

That interest would be consistent with Section 7.3 (b) of the JPA Agreement which specifies that the Chair and Vice Chair shall be members of the Executive Committee. For reference, the composition of the Executive Committee is:

Novato

Ross

County of Marin: Hymel/Eilerman

City of San Rafael: Schutz/Alilovich

San Anselmo

City of Novato: McGill

Ross Valley Rep: Toy

San Rafael

Southern Marin Rep: Chanis (Vice Chair)

Sausalito

A change in Chair needs to be executed by the JPA Board itself. A new Chair would assume that role immediately.

Tiburon

RECCOMENDATION

Adopt a Motion appointing a Chair.

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

Motion: _____ Second: _____

Ayes _____

Noes: _____

Abstentions: _____

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1/24/2020 9:23 AM*

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: January 30, 2020

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Appointments to Two Vacant "Environmental" Local Task Force Seats

Larkspur

Please recall that your Board has an advisory AB 939 Local Task Force (LTF). The LTF is comprised of numerous stakeholders – including resource haulers, facility operators (transfer station/landfill), special districts franchising solid waste, environmental organizations and citizen representatives from the Ross Valley Cities, Southern Marin Cities, San Rafael, Novato and the County.

Mill Valley

Novato

Ross

There are two vacant environmental seats and recruitment announcements have been widely posted, shared with the Board, LTF Members, the JPA Interested Parties list, ZeroWasteMarin.org website and by other means.

San Anselmo

The JPA has received three applications from well qualified candidates and would like to thank all of them for their interest. To maintain a manageable Task Force size and to be consistent with the JPA Agreement – the Board should select two of the three applicants to join the LTF. That group's next meeting is on March 4, 2020.

San Rafael

Sausalito

Tiburon

| Applicant | Current Affiliation |
|---------------|--------------------------------------|
| Vicki Nichols | Marin Conservation League |
| Morgan Patton | Marin Environmental Action Committee |
| Adam Ratner | Marine Mammal Center |

Directors Chanis and Toy will have interviewed the three candidates immediately prior to this meeting and provide your Board with appointment recommendations.

Recommendations

1. Adopt a Motion appointing the first of two representatives to a vacant Environmental Seat to the JPA Board's Local Task Force.
2. Adopt a Motion appointing the second of two representatives to a vacant Environmental Seat on the JPA Board's Local Task Force.

FIRST APPOINTMENT

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

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

SECOND APPOINTMENT

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

Attachments:

1. Vicki Nichols Application.
2. Morgan Patton Application.
3. Adam Ratner Application.

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1/24/2020 9:24 AM*

Vicki Nichols
117 Caledonia Street, Apt C
Sausalito, CA 94965

August 21, 2019

Marin Hazardous & Solid Waste Management JPA
Attention: Steve Devine
P. O. Box 4186
San Rafael, CA 94913-4186

Dear Mr. Devine,

Please consider this my letter of interest for the vacant seat on the Zero Waste Marin Task Force. I am responding to be the representative from the Marin Conservation League where I have served on the board as officer, committee chair and secretary over my 10 years of service. I currently chair the Organizational Development Committee that arranges and produces our Environmental Breakfast series featuring speakers of interest on various topics. We have included speakers about waste reduction and I attended the opening day tour of the Bio-Digester facility in San Rafael. Fascinating!

I am a 36-year Sausalito resident who has served on many city committees and chaired various campaigns. My interest in the Zero Waste Marin project has run deep from its inception. Currently one of my volunteer positions is Chair of the Sausalito Planning Commission. We are in the midst of re-doing our General Plan and are committed to defining Sausalito as being a community that values reducing our waste and living by actions that will help us get there. I have also worked with our excellent Sausalito Sustainability Committee who has also committed to advocating for measures to reach these goals.

In addition to finding ways to gain more community participation with composting solid food waste I think that the area of Extended Producer Responsibility could be more thoroughly explored. These efforts have been successful and ongoing in Canada with proven success dramatically reducing the amount of waste entering the landfills.

In terms of professional waste management experience I have none but will bring a willingness to fully participate, attend scheduled meetings and work hard. I am known by several of the existing members and would be happy to work with the current committee.

Please do not hesitate to contact me if you have any questions that will help you in considering this application. I can be reached at 415-272-9755 or subvw1@gmail.com.

Thank you for your consideration,


Vicki Nichols

July 24, 2019

Marin Hazardous & Solid Waste Management JPA

Attn: Steve Devine

PO Box 4186

San Rafael, CA 94913-4186

Submitted via email to: sdevine@marincounty.org

Dear Mr. Devine,

I am writing to express my interest in applying for the Marin Hazardous and Solid Waste Management JPA's open seat on the Local Task Force for Zero Waste Marin. I am currently the Executive Director of the Environmental Action Committee of West Marin (EAC) which is an environmental non-profit based in Point Reyes Station in western Marin County.

EAC was established in 1971 to protect and sustain the unique lands, waters, and biodiversity of West Marin. We accomplish our mission through outreach, education, and environmental advocacy.

Throughout EAC's almost 50-year history, we have engaged in important issues concerning waste reduction, composting, recycling, and disposal in collaboration and partnership with our local community members. Much of this work is accomplished through public education, outreach, and engagement.

I am interested to the open seat on the Local Task Force for Zero Waste Marin in order to provide guidance, insight, and information on solid waste issues in West Marin and assist with Zero Waste Marin meeting the goals of the Integrated Waste Management Plan to meet the 2025 Zero Waste goals.

I understand the role of the Task Force is to share information, provide guidance, and to assist Zero Waste Marin in meeting their 2025 programmatic goals. I believe I would be a good partner as my role with EAC positions me well within the West Marin County community to understand challenges, develop community partnerships, and provide opportunities for outreach and education.

In addition, I would be a strong partner for Zero Waste Marin, since 2016, under my leadership EAC has established new partnerships in the community, created pathways for innovative environmental education, conducted strategic planning, upgraded the organizations administrative and technical systems, launched youth and community education programming, established a community science

program focused on Marine Protected Areas, and has focused our environmental programming. In addition to my responsibilities at EAC, I currently serve as a co-chair of the Golden Gate Marine Protected Area Collaborative and as a conservation representative on the Cordell Bank National Marine Sanctuary Advisory Council. I am a fifth-generation Marin County resident and environmental advocate raised in Sonoma Valley and West Marin. I am a graduate of Dominican University with a B.A. in Humanities with a concentration in Environment, Culture, and Sustainability and is finishing my Graduate degree in Public Administration at University of San Francisco.

I am excited about the opportunity to assist Zero Waste Marin. Thank you for your consideration of my application as an environmental organization representative for the Local Task Force. If you have any questions or need additional information concerning my qualifications or interest, please contact me at (415) 912-8188.

Sincerely,

A handwritten signature in black ink, appearing to read 'MP', with a long horizontal flourish extending to the right.

Morgan Patton
Executive Director
morgan@eacmarin.org
415-912-8188



The Marine
Mammal Center.

The Marine Mammal Center advances global ocean conservation through marine mammal rescue and rehabilitation, scientific research, and education.

Dear Mr. Devine,

It is with great excitement that I share my interest in applying for the Zero Waste Marin Local Task Force Environmental Organization Seat. I have been a follower and supporter of Zero Waste Marin's work over the years and would be honored to join this task force and offer my assistance.

For the past 10 years, I have overseen the conservation education and visitor operations at The Marine Mammal Center, the world's largest marine mammal hospital and education facility, based in Sausalito, CA. My background in science and psychology inspired me to develop more effective communication practices around the complex environmental issues we see today. At The Marine Mammal Center, I manage all of the public programming and exhibits at the Center, in addition to leading numerous sustainability initiatives, focused on climate change, overfishing and ocean trash. The Center provides a unique opportunity to highlight the tangible threats of ocean trash on marine mammals, and by highlighting the plights of patients that have become entangled or ingested plastic by mistake allows us to make tangible emotional and intellectual connections that empower individuals and communities to take action. In addition to shaping the experience of 100,000 visitors each year, I also volunteer weekly on one of the Center's animal care crews, which is a unique opportunity to directly help the hundreds of sick and injured marine mammals that are rescued along California's coastline each year.

Beyond the doors of The Marine Mammal Center, I support local, national and international conservation and educational initiatives, serving as a leading member of the National Network for Ocean and Climate Change Interpretation, a member of the Bay Area Sustainable Seafood Alliance, and a founding member and Steering Committee member for the Bay Area Climate Literacy Impact Collaborative. I have been honored to work with an amazing team of educators as a Community Climate Change Fellow with the National Association of Environmental Education, and a few years ago, was named one of the 30 under 30 for Environmental Education by the North American Association of Environmental Education.

I have included my CV for reference and am happy to answer any questions you have. Thank you for this opportunity to join such a wonderful program and I hope to be able to speak to you in more details in the future.

Sincerely,

Adam Ratner

ratnera@tmmc.org

(415) 289-7356



ADAM ROSS RATNER

548 W. Fairview Ave, Lower Level, Mill Valley, CA 94941 Cell: 301-928-1390 adam.r.ratner@gmail.com

EDUCATION

Bates College, Lewiston, ME, Sept. 2005 – May 2009
B.A. in Biology, Secondary Concentration: Psychology

University of Western Australia, Perth, Australia, Feb. - July. 2008
Semester Abroad, directly matriculated into the University

Thesis: Assessing Learning and Memory of a Color Discrimination in Zebrafish (*Danio rerio*)

EMPLOYMENT HISTORY

Guest Experience Manager, The Marine Mammal Center, Sausalito, CA Oct. 2013- Present

- Responsibilities: Oversee the strategic initiatives related to the visitor programs (exhibits, tours, programs, and messaging), conservation education initiatives (climate change, overfishing and ocean trash) and the education volunteer program. Supervise 3 staff, 3-9 interns, and over 130 volunteers while providing support for approximately 100,000 visitors to the Center each year. Responsible for annual budget of approximately \$200,000.

Visitor Programs Coordinator, The Marine Mammal Center, Sausalito, CA Sept. 2010 – Sept. 2013

- Developed, oversaw and served as lead educator for approximately 700 tours and public programs each year

Youth Programs Coordinator, The Marine Mammal Center, Sausalito, CA Sept. 2009 – Sept. 2010

- Served as lead educator for school programs (pre-K – college) and managed youth volunteer program for 80 high school students

Education Intern, The Marine Mammal Center, Sausalito, CA June 2009 – Aug. 2009

GRANTS, AWARDS AND FELLOWSHIPS

2017 Named one of 30 under 30 for Environmental Education in North America by North American Association for Environmental Education

2016 Animated film Domoic Acid Attack selected and shown at 2016 International Family Film Festival, Hollywood, CA and San Francisco International Film Festival, San Francisco, CA, 2016

2016 Bronze Telly Award, People's Choice, Environment Category for Domoic Acid Attack animated film

2015 \$32,000 Grant for Climate Change Education Initiative. Awarded by the California Coastal Commission Whale Tail Grant Program

2014 Community Climate Change Fellowship. North American Association for Environmental Education (2014-2016)

2013 \$77,000 Grant for Preventing Fishing Gear Impacts Through Education (in conjunction with Aquarium of the Bay). Awarded by National Fish and Wildlife Foundation – Fishing for Energy Fund

2013 Accepted into National Study Circle of National Network for Ocean and Climate Change Interpretation (NNOCCI)

PROFESSIONAL AFFILIATIONS

Climate Change

- Lead Facilitator and Trainer, National Network of Ocean and Climate Change Interpretation Central California Regional Study Circle, Jan.-July 2017 and Nov. 2018-March 2019 and member of Training Committee, June 2018-Present
- Regional Leader (Central California) for National Network of Ocean and Climate Change Interpretation, 2015-2017
- Community Climate Change Fellow within North American Association for Environmental Education, 2014-2016
- Founding Member and Steering Committee Member of Bay Area Climate Literacy Impact Collaborative, 2014-Present

Sustainable Seafood

- Member of the Bay Area Sustainable Seafood Alliance, 2013-Present
- Conservation Outreach Partner of the Monterey Bay Aquarium's Seafood Watch Program, 2013- Present

Professional Organizations

- Guest Lecturer, American Cetacean Society Naturalist Training, 2013-Present
 - Field Reviewer, North American Association for Environmental Education, 2014-Present
 - Proposal Reviewer, Institute of Museum and Library Studies, Museums for America, 2015
-

VIDEOGRAPHY

Writer and Producer, in conjunction with Wild Lens, Inc.

- [Rescue, Rehabilitate and Release](#)
- [What's On The Menu: The Marine Mammal Center's Fish Kitchen](#)
- [A Community of Support](#)

Writer and Producer, in conjunction with the California College of the Arts Animation Department

- [Domoic Acid Attack](#)
- [A Word with Dr. Whizzlepuff: Climate Change](#)
- [The Marine Mammal Center: Advancing Global Ocean Conservation](#)

Write, photograph, and published books, calendars, posters and other products for sale in The Marine Mammal Center Gift Store (samples available by request)

RESEARCH EXPERIENCE

Earthwatch Volunteer, Whale Research Lab, British Columbia

August 2011

- Assisted researchers from the University of Victoria, University of Redlands, and University of Bath on research related to the feeding ecology of gray whales and river otters

Undergraduate Thesis, Bavis Lab, Bates College

Sept 2008-May 2009

- Developed apparatus and methodology and completed year-long study to assess learning and memory of a color discrimination in Zebrafish (unpublished data)

Research Assistant, Dooling Lab, University of Maryland, College Park

June 2007 - August 2008

- Assisted with research on bird hearing and speech in laboratory of comparative psychoacoustics.

Lab Assistant, Popper and Soares' Labs, University of Maryland, College Park

May 2007 - August 2007

- Acted as fish care specialist and assisted with research on fish audition and ocular systems in laboratory of aquatic bioacoustics.

VOLUNTEER EXPERIENCE

Animal Care Crew, The Marine Mammal Center, Sausalito, CA

July 2009 – Present

- Provide animal care for sick and injured California sea lions, Northern elephant seals, Pacific harbor seals, Guadalupe and Northern fur seals, Southern sea otters and cetaceans (i.e., feeding, restraining, cleaning pens, basic medical procedures).

Rescue and Response Volunteer, The Marine Mammal Center, Sausalito, CA

Sept. 2011 – Dec. 2014

- Responsible for rescuing and transporting sick and injured marine mammals along the California coast.

PUBLICATIONS

Ratner, A.R. Changing the Conversation on Climate. [International Zoo Educators Association Journal](#), Vol. 54, 2018.

Hauk, M. Pickett, E., **Ratner, A.R.**, et al. [Community Climate Change Education: A Mosaic of Approaches](#). EE Capacity and North American Environmental Education Association, April 2017.

Carroll, M.L., Ambrose, W.G., Levin, B., Ryan, S., **Ratner, A.R.**, Henkes, G., and Greenacre, M.J. 2010. Climatic regulation of *Clinocardium ciliatum* (bivalvia) growth in the northwestern Barents Sea. *Palaeogeography, Palaeoclimatology, Palaeoecology* 302(1-2), 10-20, 2011.

Marvit, P., Payne, Z., **Ratner, A.R.**, and Dooling, R.J. The Effect of Social and Environmental Manipulations on the Vocal Response Rate of Budgerigars (*Melopsittacus undulatus*), Presented at Acoustical Society of America (ASA), Miami, FL, November, 2008. *Journal of the Acoustical Society of America*, Vol. 124, No. 4, Pt. 2, 2565. (Abs.)

Carroll, M.L., Ambrose, W.G., Levin, B., **Ratner, A.R.**, Ryan, S., and Hardy, J. Sea Ice and Benthic Community Growth Rates from Bivalve Populations near the Barents Sea Polar Front, Presented at International Council for the Exploration of the Sea (ICES), Halifax, NS, September, 2008

WORK FEATURED IN PUBLICATIONS

Armstrong, A.K., Krasny, M.E., and Schudlt, J.P. [Communicating Climate Change: A Guide for Educators](#). Comstock Publishing Associates. Cornell Series in Environmental Education. November 2018 (Contributor and featured as case study in book)

Anderson, J. [Angling Towards Solutions in Climate Change Education](#). *Informal Learning Review*, No. 136, January/February 2016 (Contributor and featured as case study in article)

PRESENTATIONS

Ratner, A.R., and Watkins, L. Climate Change Community Level Solutions: Moving from “Me to We”. Presented at North American Association for Environmental Education Conference, Spokane, WA, October 2018

Ratner, A.R., Brown, F. and Hubbard-Sanchez, J. Creating Constructive Climate Conversations. Presented at North American Association for Environmental Education Conference, Spokane, WA, October 2018

Ratner, A.R. Animating the Discussion about Climate Change. Presented at American Geophysical Union National Conference, San Francisco, December 2016

Eckman, M., Hance, T., Hauk, M., Hostnik, T., Hubbard-Sanchez, J., **Ratner, A.R.**, Scopinich, K. Mitigating Strategies to Prevent Climate Teaching Burnout, Presented at North American Association for Environmental Education Conference, Madison, WI, October 2016

Ratner, A.R. Education Through Animation, Presented at North American Association for Environmental Education Conference, Madison, WI, October 2016

Ratner, A.R. Why Are Sea Lions Starving? Presented at San Francisco Bay Area Natural Resources Symposium, May 2015.

Ratner, A.R. Saving Seals and Sea Lions in California. Presented at Family Science Days, American Association for the Advancement of Science National Conference, San Jose, CA, February 2015

Ratner, A.R. Community Climate Change Fellowship Bright Spots and Green Ideas. Presented at North American Association for Environmental Education Conference, Ottawa, Canada, October 2014

Ratner, A.R. Got Visitors? Monthly Theme Days Increase Visitation and Revenue to Your Marine Science Facility, Presented at North American Association for Environmental Education Conference, Baltimore, MD, October 2013

Ratner, A.R. Enhancing Visitation Options to a Wildlife Rehabilitation Center, Presented at National Marine Educators Association Conference, Anchorage, AK, June 2012

REFERENCES

Available upon request

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: January 30, 2020

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Update from your Board's Local Task Force (LTF)

Larkspur

Your Local Task Force (LTF) advisory body met on February 6, April 3, August 7, and November 6 in 2019 – and most recently on January 15, 2020. Per the LTF Procedures, this item on the Agenda provides the opportunity for the advisory body to give updates to the Board. The group elected Renee Goddard Chair, and Dee Johnson Vice-Chair – and the two will act as Co-Chairs. For reference, following is the LTF roster.

Novato

Haulers/Facility Operators

Ross

Marin Sanitary Service

Patty Garbarino

Mill Valley Refuse

Jim Iavarone

San Anselmo

Redwood Landfill

Ramin Khany

Bay Cities Refuse (Alternate)

Greg Christie

San Rafael

Special Districts Franchising Solid Waste

Tamalpais Community Services Dist.

Heather Abrams

Novato Sanitary District

Dee Johnson (Vice Chair)

Sausalito

Las Gallinas Sanitary District (Alt)

Judy Schriebman

Tiburon

Environmental Organizations

Environmental Forum of Marin

Terri Thomas

Recruiting

Recruiting

Public Members

County of Marin

Sam Jones

San Rafael

Alice Cochran

Ross Valley

Renee Goddard (Chair)

Novato

Matt McCarron

Southern Marin

Molly de Vries

RECCOMENDATION

Receive update from your Local Task Force.

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1/24/2020 9:26 AM

Marin County Department of Public Works, P.O. Box 4186, San Rafael, CA 94913
Phone: 415/473-6647 - FAX 415/473-2391

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Date: January 30, 2020

Corte Madera To: JPA Board Members

County of Marin From: Steve Devine, Program Manager

Fairfax Re: Recommendation from your Local Task Force to Increase the
Advertising Budget in FY 20-21

Larkspur Please recall that your Board has an advisory AB 939 Local Task Force
(LTF). The LTF is comprised of numerous stakeholders – including
resource haulers, landfill, special districts franchising solid waste,
Mill Valley environmental organizations and citizen representatives from the Ross
Valley Cities, Southern Marin Cities, San Rafael, Novato and the County.

Novato At your LTF's January 14, 2020 meeting, the group voted unanimously
to recommend that the JPA Board increase funding in the Zero Waste
Fund for increased advertising focused on source reduction as an
Ross essential means to help reduce waste going to landfill in the upcoming
FY 2020-21 budget.

San Anselmo In light of Marin's recently decreasing diversion rate, increased public
awareness of solid waste based pollution, the nexus between
greenhouse gas emissions and solid waste, new State laws, and the role
Zero Waste Marin could play in "overarching" waste reduction messages
– beyond the "what goes where instructions" provided by our local,
Sausalito excellent, waste haulers – Staff also supports this recommendation. To
that end, Staff will provide the Budget Subcommittee, Executive
Tiburon Committee and Full Board several options with information on what
could be expected from 2-3 scenarios for increased resources devoted
to waste reduction advertising – in the upcoming budget setting process.

Recommendations

Receive oral report from Staff. Information Only.

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increase the advertising-outreach budget in fy 20-21.doc
1/24/2020 9:26 AM*

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Date: January 30, 2020

Corte Madera To: JPA Board Members

County of Marin From: Ernest Klock, Executive Director

Fairfax Re: Update on the Organizational Assessment and Zero Waste Plan Update Project.

Larkspur Please recall that your Board authorized an Organizational Assessment & Zero Waste Plan Update project in the FY 19-20 budget. The Board also appointed a Board Subcommittee of Chair Alilovich, and Directors Donery and Hymel/Eilerman to work on the project. A Request for Proposals (RFP) to solicit professional assistance in the project was issued in late 2019.

Mill Valley Two proposals were received – and your Subcommittee conducted interviews of those proposers earlier this week.

Novato

Ross The Subcommittee and Staff will provide additional updates at this Board Meeting. For reference, the following table demonstrates the importance for this Agency to undertake a “reset” to make a good faith effort at zero waste. The most recent Marin diversion rate, per the State formula, is 66%, with this Agency having a goal (Resolution No. 07-01) of 80% diversion by 2012 and 94% diversion by 2025.

San Anselmo

San Rafael

Sausalito

Tiburon

| Reporting Year | CalRecycle Diversion Rate | Pounds Landfilled Per Person Per Day |
|---|---------------------------|--------------------------------------|
| <i>2025 = Zero Waste/94% Diversion Per 2007 JPA Zero Waste Resolution</i> | | |
| 2018 | 66% | 5.2 |
| 2017 | 69% | 4.7 |
| 2016 | 70% | 4.9 |
| 2015 | 75% | 4 |
| 2014 | 75% | 3.8 |
| 2013 | 74% | 4 |
| 2012 | 75% | 3.8 |
| <i>2012 diversion goal was 80% per the 2007 JPA Zero Waste Resolution</i> | | |

Recommendation

Receive oral report. Information Only.

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1/24/2020 9:27 AM

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: January 30, 2020

Corte Madera

To: JPA Board Members

County of Marin

From: Steve Devine, Program Manager

Fairfax

Re: Appoint Two Budget Subcommittee Members and Approve a FY 20-21 Budget Development Process and Schedule

Larkspur

To help develop the proposed FY 20-21 JPA Budget, the Board should appoint a two-member Budget Subcommittee from the Executive Committee:

Mill Valley

Novato

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

| Current Composition of the Executive Committee | |
|--|-------------------------|
| Ross Valley Cities | Toy |
| San Rafael | Schutz (Alt. Alilovich) |
| Southern Marin Cities | Chanis |
| Novato | Adam McGill |
| County | Hymel (Alt. Eilerman) |

Past practice has been to appoint the Chair or Vice-Chair and the representative from the County. The Subcommittee would meet with staff to help review a proposed FY 20-21 budget that would then be reviewed by the Executive Committee in April – before appearing before the full Board for consideration of adoption in May. The recommended schedule is as follows:

1. February 28, 2020 San Rafael Fire Department submits the HHW Facility Budget request to the JPA.
2. Week of March 23, 2030, JPA staff submits a draft budget request and associated fee resolution to Budget Subcommittee.
3. Week of March 30, 2020 Budget Subcommittee meets with staff for review of draft budget and fee resolution, including a portion of the meeting with input from the LTF Chair. (Follow up if necessary).
4. April 23, 2020, Executive Committee adopts a budget and assessment resolution recommendation.
5. May 28, 2020, budget and fee resolution adopted by full JPA Board.

Recommendation

Adopt a Motion appointing two Budget Subcommittee Members and approve a FY 20-21 budget development process and schedule.

cc: San Rafael Fire Department

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

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

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