

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

Board of Directors Meeting
Thursday, March 16, 2023, 9:00 am – 10:00 am

In-Person: 922 Machin Avenue, Novato
Womack Conference Room, 2nd Floor

AGENDA

Call to Order

1. Open Time for Public Comment (Information Only) 5 Minutes.

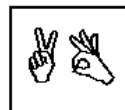
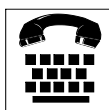
Consent Calendar 2 Minutes

2. Approve JPA Board Meeting Minutes from February 16, 2023 (Action).
3. Receive and file Annual Household Hazardous Waste (HHW) report (Action).

Regular Agenda

4. Updates on Local Task Force (LTF) (Information Only) 5 Minutes.
5. Update on engagement with PlaceWorks (Information Only) 5 Minutes.
6. Special Districts Letter to Request SB 1383 Assistance (Information Only) 5 Minutes.
7. Updates & discussion on SB 1383 Membership Support MOU (Action Item) 20 Minutes.
8. Adjournment

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Contact the County's Waste Management Division, at (415) 473-6530 for more information

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

Date: March 16, 2023

Belvedere

To: JPA Board of Directors

Corte Madera

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Open Time for Public Comment

Fairfax

The public is welcome to address the Board of Directors on matters not on the agenda within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to discuss or act 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 the posting of the agenda.

Larkspur

Mill Valley

Recommendation

Novato

Receive public comment. Information Only.

Ross

San Anselmo

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San Rafael

Sausalito

Tiburon

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

Board of Directors Meeting
Thursday, February 16, 2023
9:00 A.M.

In Person: 922 Machin Avenue, Womack Conference Room, 2nd Floor Novato
Online: via Zoom Hybrid Format

MEMBERS PRESENT

Adam McGill, Novato
Adam Wolff, Corte Madera
Christa Johnson, Ross
Dan Eilerman, County of Marin (Alt.)
David Donery, (Chair) San Anselmo
Greg Chanis, Tiburon
Heather Abrams, Fairfax

MEMBERS ABSENT

Chris Zapata, Sausalito
Christine Alilovich, San Rafael (Alt.)
Dan Schwarz, Larkspur
Jim Schutz, San Rafael
Matthew Hymel, County of Marin
Robert Zadnik, Belvedere
Todd Cusimano, Mill Valley

STAFF PRESENT

Andrew Shelton
Amy Kolnes
Berenice Davidson
Casey Fritz
Casey Poldino
Kimberly Scheibly

OTHER MEMBERS PRESENT

Cory Bytof (in-person)
Justin Wilcock (in-person)
Dee Johnson (online)
Greg and Kim Christie (online)
Kathryn Coke (online)
Kathy Wall (online)
Rae Carranza (online)
Ramin Khany (online)
Will Dittmar (online)

1. Open Time for Public Comment

No public comments were tendered.

Consent Calendar

2. Approval of the JPA Board Meeting Minutes from November 17, 2022

Motion: by roll call vote to approve the JPA Board Meeting Minutes from November 17, 2022.

3. Resolution No. 2022-01 Making Findings and Determinations Under AB 361 Regarding Virtual Meetings (Action)

Greg Chanis, the Chair, called for public comments and asked if any present would like to pull an item off the Consent Calendar for discussion. No comments or questions from the public or those present were tendered.

Chanis called for a motion to approve the Consent Calendar. Motion by Dan Eilerman, Second by Heather Abrams. Vote: Unanimous.

The Chair noted on item number three that this was the last meeting that could be held virtually. Subject to state law, the next meeting would be held in person.

Regular Agenda

4. Introduction of the new Executive Director

Berenice Davidson stated it was her pleasure to introduce County of Marin Department of Public Works Planning Manager Kimberly Scheibly as the new Executive Director of Zero Waste Marin. Davidson noted Scheibly's extensive experience in the industry, her passion for this work and that the subcommittee unanimously recommended her as the top candidate for this position.

Scheibly shared her excitement and how she envisioned her experience serving the community in this position.

Donary opened it up to the board for questions.

Abrams, Eilerman, and all others on the board welcomed Ms. Scheibly to the Board and shared their eagerness to have her expertise and assistance in helping the board achieve its mission.

Donary asked for public comments. None were tendered.

5. Updates from Interim Director

Davidson said she had five items. The first item was introducing two Senior Planner's from the County of Marin, Department of Public Works Waste Management Division. Senior Planner, Amy Kolnes, is helping the County with SB 1383 compliance, procurement, and recycling-related software.

Senior Planner Casey Fritz assists Zero Waste Marin with marketing and outreach to educational institutions.

Kolnes and Fritz expressed their excitement and individually listed their education and previous employment experience.

Davidson's second item was that the Board's SB 1383 Compliance Consultant, R3, hoped to brief the JPA/ZWM Subcommittee, the new Director, and the new Executive Director on its study session and will possibly bring recommendations before the next Board meeting on the 16th of March.

Casey Poldino interjected that the subcommittee meeting on the SB 1383 MOU is on Monday, February 27th at 10:00 AM.

Third, Davidson reported that the contract with PlaceWorks is finalized. Davidson noted that the contract calls for a multi-jurisdictional, regional approach to SB 1383 compost and procurement compliance. The kickoff meeting is scheduled for February 2.

Forth, Davidson advised the Board of the SB 939 Local Task Force. Davidson noted that this body had not met in person for over two years due to the State of Emergency Order due to COVID-19. Davidson said this twelve-member body is currently recruiting for four openings. Davidson committed to a more comprehensive update to come for the March meeting.

Lastly, Davidson reminded the Board of the Annual Zero Waste Marin Reimbursement Program. All municipalities and special districts are eligible for SB 1383 compliance work reimbursements. All related monies need to be spent by May 2. Requests forms for funds are due by May 20. Guidelines can be found at zerowastemarin.org, and Board members can reach out to or connect their staff to Poldino for further questions.

Donary opened the floor for questions or comments.

Eilerman thanked Davidson for serving as Interim Executive Director. Eilerman recalled that San Rafael had withdrawn from the HHW program and wanted to ensure everything was still on track and asked if that would still be part of the budget discussions for the July 1 takeover.

Davidson answered that the County is transitioning to take over that program as of July 1. Davidson reminded the Board that they approved hiring a new staff member to manage the program and that they are in the process of opening that recruitment.

Poldino added that Andrew Shelton and Kathy Wall have been working on the transition regarding insurance, EPA ID numbers, and all the work needed to

get the program up and running and regulated. Poldino said they would bring Scheibly up to speed and start working with legal.

Chanis stated he remembered seeing an advertisement or an email regarding the four openings on the Local Task Force. He asked Davidson if they could resend him these communications to share with others. Poldino and Davidson confirmed they would resend it.

Donary asked for public comments. None were tendered.

6. Update from Marin Biomass Group Liaison

Davidson stated that The Marin Biomass Project is one of five pilot projects selected in 2021 by the Governor's Office of Planning and Research (OPR) and awarded a \$500,000 grant to identify solutions that overcome barriers to biomass feedstock utilization. The Board voted to have a staff member act as a liaison to keep the board updated.

The liaison, Shelton, presented a report summarized as follows:

The Marin Biomass Project was developed to explore sustainable uses of biomass feedstocks being generated in Marin County.

The Project addresses increasing flows of biomass materials generated by wildfire prevention activities and by landfill diversion efforts.

These materials include woody biomass generated by woodland thinning and landscape trimmings to source-separated and mixed organic streams generated by the collection of metropolitan wood debris, food scraps, yard materials, and agricultural biomass. Strategic coordination and capital investment are needed to turn these materials into ecologically sound, value-added products that could lead to economic opportunities in the County.

The Project will ensure that biomass utilization pathways support wildfire prevention and landfill diversion while also reducing greenhouse gas (GHG) emissions.

The Project has been developed to be collaborative and to foster cooperation among stakeholders in biomass utilization, particularly the public authorities who oversee and the private organizations that manage biomass management infrastructure and processes. Development of a forum, called the "Marin Biomass Collaborative" is already underway and is intended to support rapid implementation of recommendations developed during the Study.

Chanis asked the board for questions.

Eilerman asked if the community demand is sufficient to reuse this additional biomass required by SB 1383 or if we might have to go outside of the community.

Davidson replied that we are currently using PlaceWorks to study this and we will have this conversation when the study is complete.

Adam McGill asked what types of infrastructure they are looking at to increase biomass diversion.

Shelton answered that this part of the Marin Biomass study would answer these questions.

Davidson added that this undertaking was to bring recommendations to the Board and that this study would bring to the Board data to make those decisions that will answer those questions.

Donary asked for public comments. None were tendered.

7. Elect Board Chair and Vice Chair

Chanis stated it was a great pleasure to motion to approve the nomination of Abrams as the next Chair. Second: McGill.

Chanis asked for public comments. None were tendered.
Vote: Unanimous.

Chanis called for a motion to nominate a Vice Chair.

Christa Johnson nominated Todd Cusimano.

Donary asked for public comments. None were tendered.

Second by Adam Wolf. Vote: Unanimous.

8. Elect Southern Marin Cities & Ross Valley Cities Reps to the Executive Committee

A discussion of the roles and responsibilities for the Executive Committee to place.

Chanis motioned to nominate Cusimano as Southern Marin Cities Rep. and Abrams as Ross Valley Cities Rep. Second: Johnson.

Donary asked for discussion or public comments. None were tendered.

Vote: Unanimous.

9. Appoint Budget Subcommittee Members and Approve a FY 23-24 Budget Development Process and Schedule

A discussion of the roles and responsibilities for the Budget Subcommittee took place.

Chanis stated following past practice he would motion to nominate Abrams, Cusimano, and Eilerman as Budget Subcommittee Members. Second: Chanis.

Donary asked for discussion or public comments. None were tendered.
Vote: Unanimous.

10. Adjournment

The next JPA Board Meeting is scheduled for March 16, 2023 at 9:00 AM

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

Motion: _____ Second: _____

Ayes _____

Noes: None _____

Abstentions: None _____

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

Belvedere Date: March 16, 2023

Corte Madera To: JPA Board Members

County of Marin From: Casey Poldino, Program Manager

Fairfax Re: Receive and File – City of SR Fire Department - Annual Household Hazardous Waste Program FY 2021/22 Report

Larkspur
Mill Valley
Novato 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.

Ross The HHW program continues to be a very popular service and in FY 21/22 the program collected over 1.2 million pounds of hazardous materials.

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

Sausalito Most materials received at the facility are either directed for recycling (62%), fuel incineration (24%) or reuse (7%).

Tiburon **Recommendation:**
Receive and oral report from the City of San Rafael Fire Department and Marin Resource Recovery Association (if desired) and 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 2021/22 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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Marin Household Hazardous Waste Program

Fiscal Year 2021/22 Report



Fiscal Year 2021/22 Summary

The Marin Household Hazardous Waste (HHW) Program had positive results during the fiscal year of July 2021 – June 2022. Key to this success were services offered by new hazardous waste and uniform rental vendors, which contributed to significant savings. The HHW team continues offering Marin residents and small businesses a convenient and affordable way to responsibly dispose of their household hazardous products.



The HHW Facility welcomed a new HHW Technician I, Carlos Palma, on December 14, 2021, who has mastered his abilities to process latex paint during the last year.

Two successful West Marin Toxic Away Day temporary collection events were held, one in November 2021 in Bolinas and another in May 2022 in Point Reyes Station. Approximately 120 residents participated, collectively bringing in more than 13,592 pounds of household hazardous waste.

Much appreciation is due to Senior Fire Captain Ben Ghisletta at the Point Reyes Fire Station, and Jennifer Blackman and Belle Wood at the Bolinas Community Public Utility. They helped contribute to successful Toxic Away collection events in West Marin.



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. Very Small Quantity Generator (VSQG)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.

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, the facility offers reprocessed latex paint for a fee to the public and to local jurisdictions for the use of graffiti abatement. Paint is 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 brought to the Marin HHW Facility and sent for recycling. This program is run separately from Zero Waste Marin'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 2021/22. The HHW Program collected 1,213,185 pounds of hazardous waste overall, 25% less than the FY 20/21 total of 1,608,861 pounds.

<u>Program Type</u>	<u>Pounds Collected</u>	<u>Household Participants</u>	<u>CESQG Participants</u>
Marin HHW Facility	1,087,233	27,577	308
Bolinas Toxic Away Day	7,941	60*	N/A
Pt. Reyes Toxic Away Day	5,651	60*	N/A
Reuse Area	38,649	N/A	

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

Budget

The HHW Facility's FY 2021/22 budget allocation was \$1,847,747, a 5.4% increase from the FY 2020/21 budget of \$1,748,166. Financially, the Marin HHW Program ended the year \$222,234 under budget.

Over the course of the fiscal year, the Marin HHW Program recovered \$72,535 in outside funding; most of this came from VSQGs, with additional money received from battery recycling.

Separately, the San Rafael Fire Department organized two Toxic Away Day events, with total expenses of \$21,509.

¹ Sites 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.

HHW Facility 2021/2022 Actual Results

<u>Expense Item</u>	<u>Actual</u>
Classified Personnel	544,045.50
Overtime Pay	-
Vacation Pay	57,496.55
Group Life/Health Insurance	92,394.35
Worker's Compensation	45,527.69
Retirement	56,664.35
Payroll Taxes	51,218.26
PERSONNEL SUBTOTAL	\$ 847,346.70
Legal and Professional	2,750
Travel & Conference	3,288.85
Training Instruction & Medical Examinations	2,644.64
Professional Dues and Subscriptions	359.37
Equipment Rental/Repair	3,400.00
Waste Disposal Costs	328,635.25
Advertising & Community Promotions	0
Insurance & Surety Bonds	14,458.20
Admin. Allocation	63,312.81
Office Supplies	38,860.21
Clothing & PPE Supplies	6,566.94
Miscellaneous Supplies & Materials	81,411.21
Maintenance Buildings & Improvements	55,109.66
NON-PERSONNEL SUBTOTAL	\$ 608,507.14
Operating Ratio	152,824.44
Rental/Land	97,050.24
EXPENSES SUBTOTAL	\$ 1,608,678.28
OUTSIDE FUNDING SOURCES:	
E-Waste Monies	(0)
Batteries Monies	(7,681.00)
Paint Sale Monies	(0)
CESQG Monies	(72,535.56)
OUTSIDE FUNDING SUBTOTAL	\$ (80,216.56)
GRAND TOTAL	\$ 1,625,511.96
Approved Budget for FY 2021/22	\$ 1,847,746.00
Under budget	\$ 222,234.04

Temporary HHW Collection Events 2021/22 Expenses

<u>Expense Item</u>	<u>Actual</u>
<u>Labor Costs</u>	
Bolinas	\$2,311
Pt. Reyes Station	\$3,178
Labor Costs Subtotal	\$5,489
<u>Disposal Costs</u>	
Bolinas	\$4,061
Pt. Reyes Station	\$6,569
Disposal Costs Subtotal	\$10,630
<u>Supply Purchase Costs</u>	
Bolinas	\$1,716
Pt. Reyes Station	\$2,534
Supply Purchase Costs Subtotal	\$4,250
<u>E-Manifest Fees</u>	
Bolinas	\$75
Pt. Reyes Station	\$75
E-Manifest Fees Subtotal	\$150
<u>Outreach Costs</u>	
Bolinas	\$0
Pt. Reyes Station	\$990
Outreach Costs Subtotal	\$990
GRAND TOTAL:	\$21,509

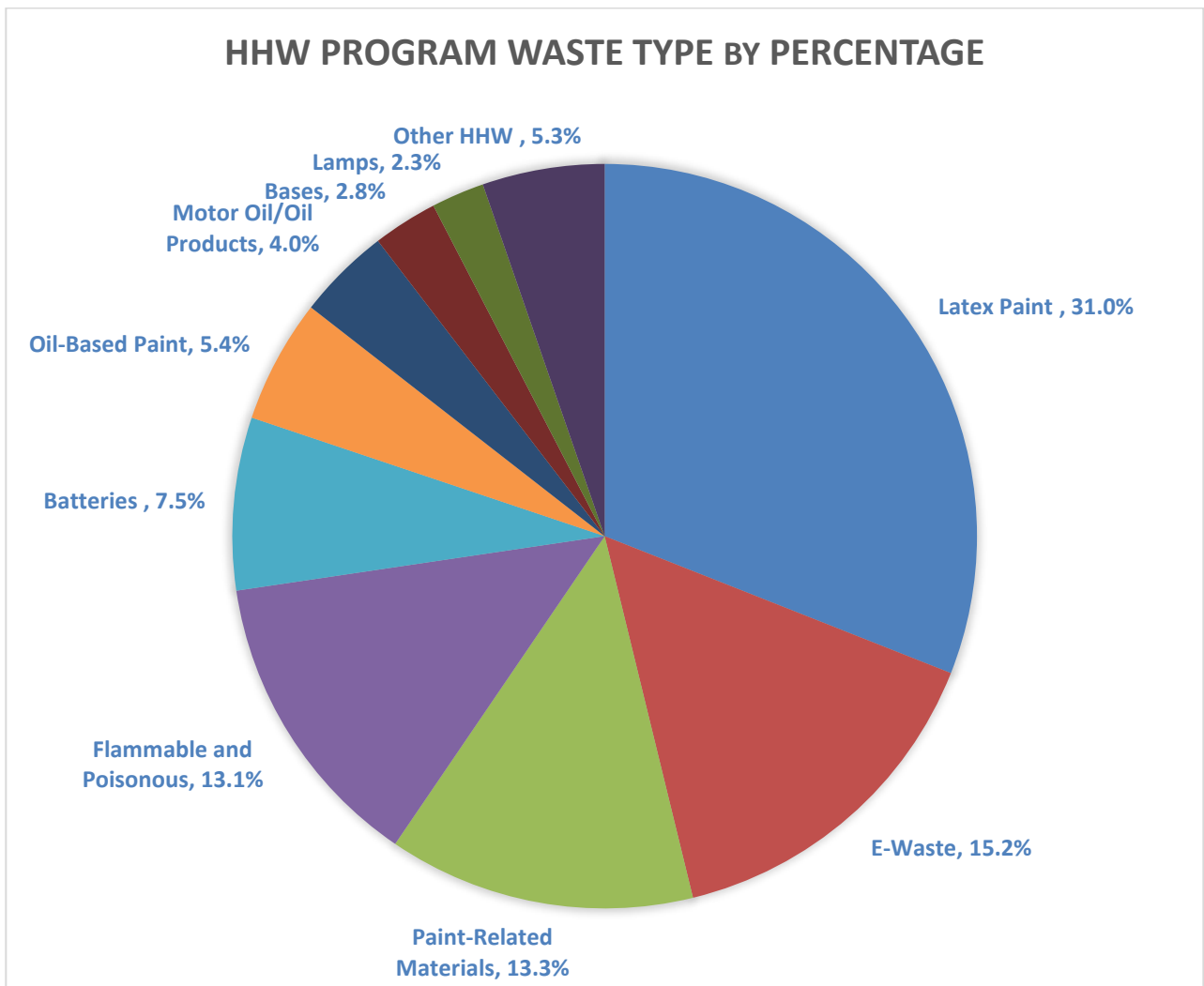


Waste Analysis

The facility continues to save money by partnering with PaintCare, which pays the San Rafael Fire Department to take certain latex and oil-based 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 36% 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 13.3% of HHW program waste.

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



* = "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	376,046	31.0%
E-Waste	184,283	15.2%
Paint-Related Materials	161,646	13.3%
Flammable and Poisonous	159,508	13.1%
Oil-Based Paint	65,240	5.4%
Household Batteries	49,325	4.1%
Motor Oil/Oil Products	49,077	4.0%
Bases	34,112	2.8%
Car Batteries	29,000	2.4%
Lamps	27,921	2.3%
Other HHW	23,638	1.9%
Aerosol Cans	16,339	1.3%
Rechargeable Batteries	12,645	1.0%
Acids	9,855	0.8%
Antifreeze	7,594	0.6%
Oxidizers	3,879	0.3%
Used Oil Filters	1,880	0.2%
Sharps	1,107	0.1%
Thermostats	50	0.0%
Mercury-Containing Items (except Thermostats)	30	0.0%
Asbestos	10	0.0%
PCB-containing	0	0.0%
FY 21/22 Total:	1,213,185 lbs.	
FY 21/22 Monthly Average:	101,099 lbs.	

Destination Method

Destination methods are based on the CalRecycle 303a reporting categories. In absolute terms, less waste (by weight) was collected in FY 2021/22 than in the previous fiscal year; however, the percentage of waste being recycled increased slightly, from 60% to 62%. Common waste items that are recycled are latex paint, e-waste, batteries, and motor oil.

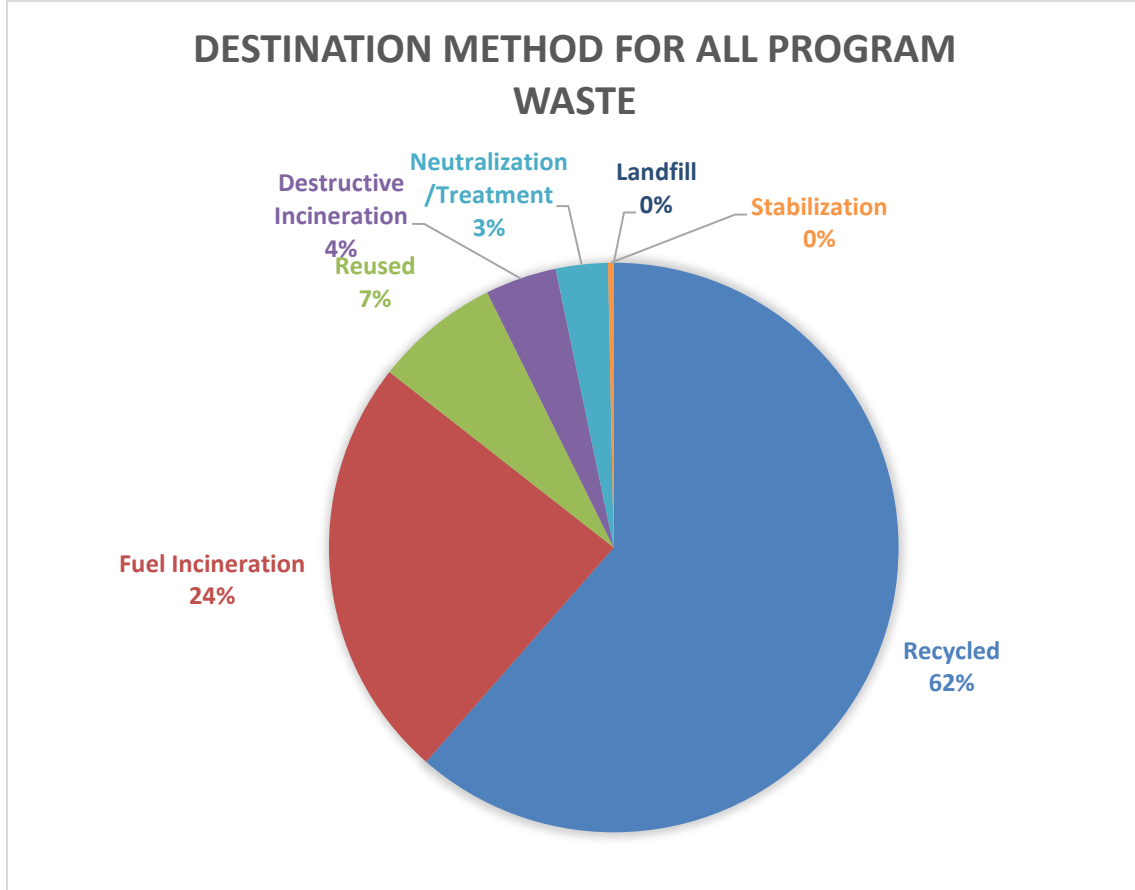
Reuse as a share of waste increased about 1%. Most of the reused items were e-waste, household cleaners, pesticides, and paint products.

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 most of the waste sent for destructive incineration.

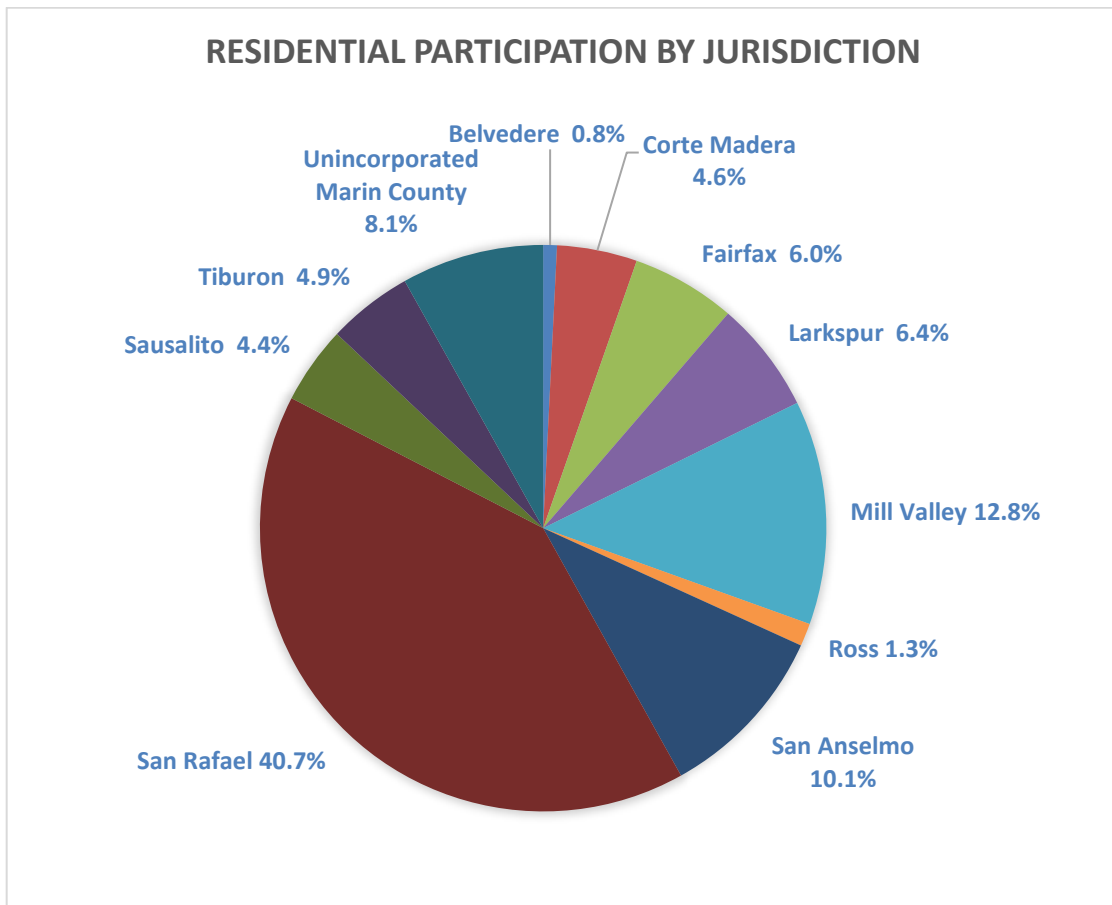
Among household hazardous wastes, only acids and bases go through neutralization and treatment. During this process, the pH of the waste is chemically adjusted to remove the hazard.

3,899 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.

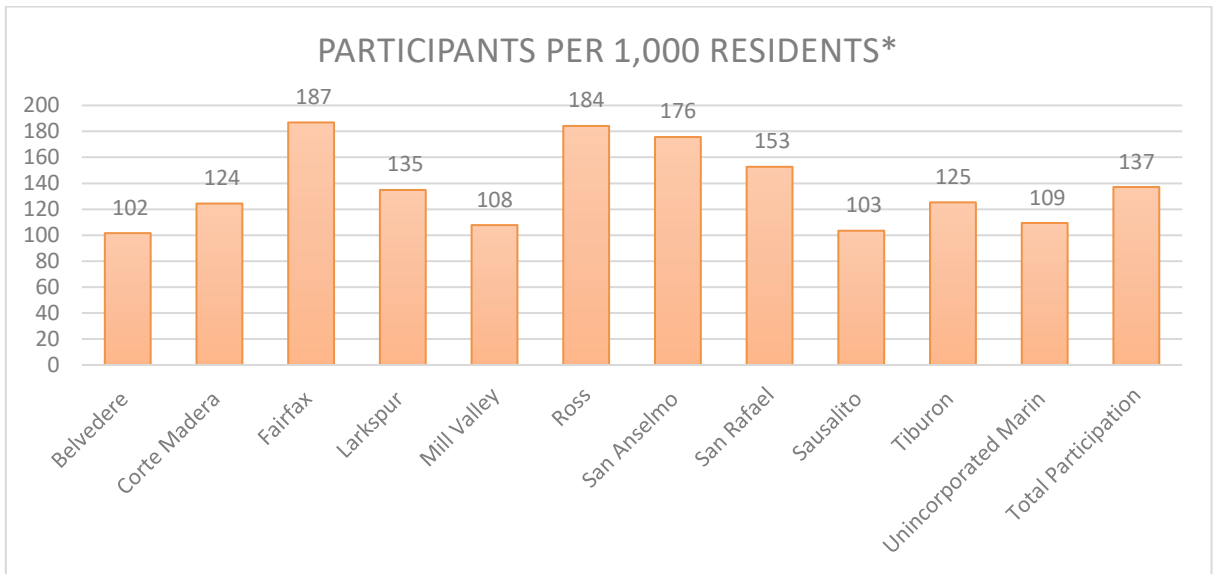


Residential Participation

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. Residential participation, as measured by number of customers, increased from 30,003 to 27,577 (8.09%) from FY 2020/21 to FY 2021/22. The jurisdiction with the largest increase in per-capita participation was Fairfax.



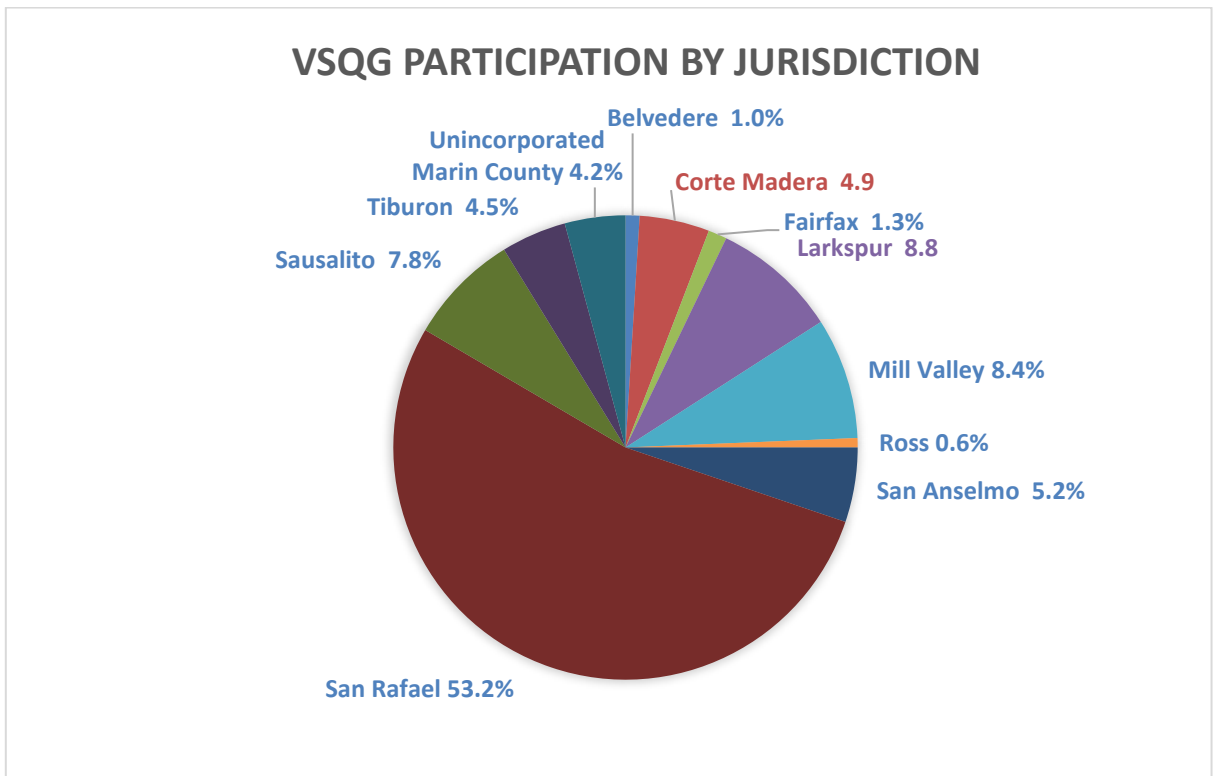
The facility's staff sustained State and local Covid-19 protocols and offered service without interruption, which prevented overload work for the personnel, generated savings in hazardous waste disposal cost, and increased customer satisfaction.



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

VSQG Participation

Although businesses from all over the county bring their hazardous waste to the facility, more than half were from a single jurisdiction: San Rafael. Due to the Covid-19 pandemic, business participation decreased from 318 in FY 2020/21 to 308 in FY 2021/22.



Looking Forward: FY 2022/23 and Beyond

During FY 2021/22, the San Rafael Fire Department (SRFD) team responsible for overseeing the Marin Household Hazardous Waste Facility (MHHWF) notified MRRRA and the County of Marin their intent not to renew their contract for managing the HHW program. SRFD, Zero Waste Marin and MRRRA began to evaluate the possible changes that need to be implemented before and after the termination of the partnership between the (SRFD) and Marin Recycling and Resource Recovery Association (MRRRA).

For over 20 years, the SRFD and MRRRA have had a very successful relationship, with the main goal of offering Marin residents an excellent program for disposing of household hazardous waste ensuring the County and its surrounding areas remain free of toxic chemicals so that its residents can enjoy a good quality of life.

Appreciation is due to Fire Chief Daren White, Fire Chief Robert Sinnott, Senior Management Analyst Thomas Wong, and former Environmental Management Coordinator David Catalinotto. All have been very supportive during the program transition.

MRRRA staff looks forward to working more closely with Executive Director Kim Scheibly and Waste Prevention Specialist Andrew Shelton to continue offering a safe and convenient program for Marin residents and small businesses to dispose of their household hazardous materials and waste.

MRRRA remains happy to serve the Marin County community and are grateful for their support.



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

Belvedere

Date: March 16, 2023

Corte Madera

To: JPA Board of Directors

County of Marin

From: Casey Poldino, Program Manager

Fairfax

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

Larkspur

Your Local Task Force (LTF) advisory body is scheduled to meet on March 24, 2023 at 1:00 pm at 1600 Los Gamos Dr, San Rafael. This will be the first Local Task Force meeting since the 2019 Covid outbreak.

Mill Valley

We have confirmed the majority of members and currently have four open seats.

Novato

The purpose of this initial meeting is to review the function of the LTF, create the 2023 schedule, and have the members review the California Integrated Waste Management Plan 5 year update due to CalRecycle April 30, 2023.

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

RECOMMENDATION

Receive oral report from your Local Task Force. Information Only.

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3/13/2023 8:12 AM*

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

Belvedere

Date: March 16, 2023

Corte Madera

To: JPA Board of Directors

County of Marin

From: Casey Poldino, Program Manager

Fairfax

Re: Update on engagement with PlaceWorks

Larkspur

The Board approved the proposal to survey and inventory parks, open spaces, and landscape features and associated tonnage of procured organics that can theoretically be utilized based on dimension and landscape type for SB 1383 compliance.

Mill Valley

Novato

Each city and town have agreed to enter into contract with PlaceWorks in an effort to continue working towards a regional approach to SB 1383 compliance.

Ross

San Anselmo

The contract kick off meeting was held Tuesday, February 28th. The timeline of the contract was revised, goals were confirmed, and a general outline of next steps was created. We are researching hosting platforms and Placeworks is currently reviewing all accessible data via the Marin Geo Hub, Marin Maps, and work done by the Biomass group.

San Rafael

Sausalito

The next meeting will be held March 24, 2023.

Tiburon

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: March 16, 2023

Corte Madera

To: JPA Board of Directors

County of Marin

From: Kimberly Scheibly, Executive Director

Re: Special Districts Letter to Request SB 1383 Assistance

Fairfax

On September 20, 2022, the Interim Executive Director received a letter via email from Garrett Toy of Tamalpais Community Services District (TCSD), representing the interest of nine Marin Special Districts.

Larkspur

The letter requested assistance from Zero Waste Marin to the districts regarding SB 1383. Specifically regarding; enforcement, outreach and education materials, and reporting to CalRecycle.

Mill Valley

Novato

This letter was initially addressed at the October 20, 2022, ZWM JPA meeting and at the time it was determined there were limitations with staff and resources to fulfill this request. With the recent addition of a full-time Executive Director and the completion of the engagement of R3 Consulting Group, Inc. (R3) recommendations for specific SB 1383 activities, there has been an opportunity to further reevaluate the requests as outlined in the letter.

Ross

San Anselmo

San Rafael

The new Executive Director has reviewed the letter from TCSD and has decided that ZWM should continue to focus on the core member agencies and finalization of the SB 1383 Memo, Work Plan, and resource needs for implementation. We will continue to evaluate the request of the special districts and the support we can provide and will come back to the board with further recommendations for discussion.

Sausalito

Tiburon

Recommendation

Information Only.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: March 16, 2023

Corte Madera

To: JPA Board of Directors

County of Marin

From: Kimberly Scheibly, Executive Director

Fairfax

Re: Draft SB 1383 Letter Agreements with Member Agencies

Larkspur

On September 22, 2022, Zero Waste Marin (ZWM) issued a request for proposals for SB 1383 Regional Coordination and Implementation Plan support. On October 20, 2022, the Board of Directors approved an agreement with R3 Consulting Group Inc. (R3) to develop recommendations for specific SB 1383 activities to be considered by ZWM as well as a draft agreement between the Member Agencies and ZWM to undertake those activities.

Mill Valley

Novato

Ross

As previously reported to the Board, SB 1383 (enacted 2016 and effective 2022) placed many requirements on local agencies, which are cities, towns, counties, and special districts. By default, local agencies are responsible for meeting the requirements of SB 1383; however, local agencies may make arrangements for their solid waste providers (i.e., haulers) and regional authorities (i.e., joint-powers authorities such as ZWM) to provide programs and services to meet those requirements.

San Anselmo

San Rafael

Sausalito

Tiburon

R3's work focused on the requirements of SB 1383 that, by their nature, are either best provided via regional coordination or can be provided more cost-effectively on regional scale (instead of individually by each local agency). R3 identified four categories of activities to be undertaken for the region by ZWM:

- 1) Technical assistance for outreach, education, and reporting.
- 2) Procurement of recovered organic waste products.
- 3) Implementation of an edible food recovery program.
- 4) Enforcement of the mandatory organics recycling requirements adopted by the local agencies.

Specifics relating to each of these four areas of activity are included in the draft letter agreement (Attachment 1) and draft matrix delineating responsibilities of ZWM and its member agencies.

(Attachment 2). R3 worked closely with ZWM staff, a subcommittee of the Board, and ZWM legal counsel in developing these documents. Comments from legal counsel, staff and Board subcommittee have already been discussed and addressed.

ZWM also received a letter (Attachment 3) on behalf of nine special districts in Marin County requesting that ZWM consider providing SB 1383 assistance to special districts in certain areas. Those areas have been duly considered during this process, and with most requested areas being addressed in the draft letter agreement and matrix. A draft response letter is included as Attachment 4.

R3, staff, legal counsel and the Board subcommittee recommend that the ZWM Board:

- 1) Receive a presentation from R3 regarding the draft letter agreement, draft matrix of responsibilities, and response to the letter from special districts.
- 2) Take Board comment on the draft documents.
- 3) Take public comment on the draft documents.
- 4) Provide direction to the ZWM Executive Director and R3 to revise the draft documents and return to the Board with final documents for Board approval during the April Board meeting, and issue response letter to inquiring special districts.

Upon Board approval of the final letter agreement and matrix of responsibilities, the Executive Director will request that the Board members from each ZWM Member Agency execute the letter agreements promptly.

Pending execution of the letter agreements with the Member Agencies, the Executive Director and R3 will finalize the details of a FY 2023-24 Work Plan (referenced in the letter agreement) and associated budget estimates that will be included in the proposed FY 2023-24 ZWM Budget. The draft FY 2023-24 budget is planned to be presented to the Board during the April Board meeting, and the projected resource needs associated with execution of the letter agreements will be included in the draft budget.

Attachments:

- A. SB 1383 Draft Letter Agreement
- B. SB 1383 Responsibilities Matrix

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

[Jurisdiction Letterhead]

[Date]

Kimberly Scheibly,
Executive Director
Zero Waste Marin

San Rafael, CA

Dear Kimberly:

CCR, Section 18981.2 allows a local jurisdiction to arrange with a public or private designee to carry out some of the MEMBER's SB 1383 responsibilities. One exception to this is that a private entity may not be designated to impose civil penalties. Per the MEMBER's adopted Ordinance #_____, the MEMBER's Governing Board of the [_____] has authorized the Marin County Hazardous and Solid Waste Management Joint Powers Authority, also known as Zero Waste Marin (ZWM) to be a designee, under the condition that it agree to such, for the purposes of carrying out various responsibilities in connection with the MEMBER's compliance with the SB 1383 regulations. If ZWM agrees to accept that authority and designation on the terms below, please sign a copy of this letter, and return it to me.

On behalf of MEMBER, ZWM has agreed to implement the SB 1383 actions outlined in this letter. Specifics regarding programs and services provided by ZWM will be detailed in an annual SB 1383 Work Plan reviewed and approved by the Board with its annual budget. These actions may be updated as the workplan is revised.

1. Technical Assistance

A. Education and Outreach

ZWM shall conduct the following education and outreach on behalf of the MEMBER. ZWM shall maintain and annually update on its website general information on how to comply with SB 1383 regulations, including the following. This may be in addition to similar information provided by the MEMBER and the haulers, on their websites.

- a) Information on organic waste generators' requirements to properly separate materials in appropriate containers as required by 14 CCR18985.1 (1)
- b) Information on methods for the prevention of organic waste generation, recycling organic waste on-site, sending organic waste to community composting, as required by 14 CCR18985.1 (2)

- c) Information regarding methane reduction benefits of reducing landfill disposal of organic waste, as required by 14 CCR18985.1 (3)
- d) Information related to the public health and safety and environmental impacts associated with the landfill disposal of organic waste, as required by 14 CCR18985.1 (5)
- e) Information regarding programs for the donation of edible food as required by 14 CCR18985.1 (6)
- f) Information regarding self-hauling requirements required by 14 CCR18985.1(7)
- g) ZWM's website shall include information on a)-e) above as required by 14 CCR 18985.1, as well as a list of haulers, organics processing facilities, and food recovery organizations and services operating in the County as required by 14 CCR18985.2

B. Reporting

- a) Organic waste recycling and edible food capacity reporting. ZWM shall develop and submit the organic waste recycling capacity Report required under 14 CCR18992.1 and the edible food capacity report under the prescribed schedule in 14 CCR18992.3. If insufficient organics processing or edible food processing capacity is identified, ZWM will notify the MEMBER and work with the MEMBER to create an implementation plan to expand capacity as required by 14 CCR18992.1(d). ZWM will conduct community outreach regarding locations being considered for new or expanded facilities, operations, or activities to seek feedback on the benefits and impacts that may be associated with new or expanded facilities, operations, or activities as required by 14 CCR18992.1 (c)(3).
- b) ZWM shall submit the MEMBER annual reports to CalRecycle required under 14 CCR 18994.1 and 18994.2. ZWM shall provide a draft copy of such reports to the MEMBER's representative for its review and approval at least 14 days prior to the applicable reporting deadlines set forth in these sections. Such reports are due August 1 each year covering the entire previous calendar year, starting on August 1, 2023.
- c) The MEMBER shall be responsible for requiring that their hauler and/or facility provide the needed information to ZWM for the annual report in a timely manner as requested by ZWM. The MEMBER shall request their haulers/facilities to input required information into a ZWM approved spreadsheet template or into an online database for ZWM to use/access on a schedule to be provided by ZWM, and to provide other needed information for annual reporting. The MEMBER shall also be

responsible for providing the following information to ZWM using an approved spreadsheet template or into an online database for ZWM to use/access for the annual report, on a timely basis, as requested by ZWM, but no later than June 1 of each year:

1. Number of projects subject to the Model Water Efficient Landscape Ordinance (MWELo) as required by 14 CCR18989.2
 2. Number of construction and demolition debris removal activities conducted in compliance with CALGreen as required by 14 CCR18989.1
 3. Tons of organic waste product (SB 1383 eligible) procured as required by 14 CCR 18993.1
 4. Documentation and labels of recycled content products purchased that meet the 30% post-consumer recycled content requirement as required by 14 CCR18993.3
 5. Education/outreach conducted, in addition to that provided by the hauler, if any
 6. Waivers issued by the MEMBER
 7. Complaints received and investigated
- d) The MEMBER shall be responsible for maintaining their own required implementation record as required under 14 CCR 18995.2.
- e) The MEMBER shall be responsible for maintaining Waiver evaluation/approval as required under 14 CCR 18984.11.
- f) The MEMBER shall be responsible for a self-haul program and shall maintain a copy of requirements for self-haulers and any documentation required from self-haulers as required under 14 CCR 18988.3.

2. Recovered Organic Waste Product Procurement

- A. ZWM will partner with the MEMBER and facilitate the MEMBER's procurement of recovered organic waste products to help the MEMBER meet some or all of their required organic waste product procurement target under SB 1383. ZWM will work with MEMBER to identify sites for usage of compost allocation provided by franchise agreements as required by 14 CCR 18993.1.
- B. ZWM will investigate opportunities for procurement projects for adoption by interested MEMBERS, including the potential to procure compost through a compost application broker, which may be used inside or outside of the County, and the potential to work with Marin Municipal Water District, via a direct service provider agreements, to obtain credit for mulch purchased through their lawn to garden programs. ZWM will also work with each MEMBER to

coordinate potential uses of compost resulting from ZWM's current project with PlaceWorks.

- C. ZWM will investigate sites where compost and mulch could be applied in the County. ZWM will investigate the potential for projects to be structured in such a way that could allow ZWM to procure the compost on behalf of each MEMBER. The MEMBER would then obtain procurement credit for a share of qualifying recovered organic waste products procured by ZWM. Shares would be allocated based on population. ZWM will provide additional information on these projects as it becomes available.
- D. ZWM does not anticipate being able to help the MEMBER fully meet their target through these efforts and MEMBER should also pursue their own efforts to procure organic waste products through activities such as compost giveaways and establishing community compost hubs and or direct service provider contracts to procure organic waste products on behalf of the MEMBER.
- E. MEMBER will be responsible for the purchase of recycled content paper and the maintenance of those records within the implementation record as required by 14 CCR 18993.3 (b & c)

3. Edible Food Recovery Program

- A. ZWM shall coordinate and implement the SB 1383 Regulations' edible food recovery program requirements to which jurisdictions are subject under 14 CCR 18991.1–18991.2. The Parties agree that these requirements may be wholly or partially satisfied by agreement with the County or other third parties. ZWM's duties shall include but are not limited to: identification of Tier 1 and 2 generators, assessment of existing capacity for Edible Food recovery, inspection of commercial edible food generators for compliance, and enforcement.
 - a) Outreach to tier 1 and 2 generators. ZWM will identify a public or private entity to conduct outreach to tier 1 and 2 generators on their responsibilities to donate edible food and/or conduct electronic outreach to such generators.
 - b) Compliance monitoring and inspections of tier 1 and tier 2 Generators. ZWM will identify a public or private entity to monitor compliance by conducting inspections of tier 1 generators beginning as soon as such an agreement is finalized, and tier 2 generators beginning January 1, 2024.
 - c) Enforcement of violations by tier 1 and 2 generators. ZWM will identify a public or private entity to draft notices of violation as appropriate, for final issuance by the MEMBER.

- B. ZWM will work to find a partner to implement the above activities as part of a Countywide edible food recovery program on behalf of its MEMBER. Such a partner could be the County Environmental Health Department, if they are amenable to an agreement or a private consultant, or both for different tasks. Agreements may take the form of an MOU or other written agreement that ZWM would help to facilitate between the contracted party and the MEMBER for implementation of an inspection and enforcement program for commercial edible food generators and food recovery organizations and services.

4. Enforcement

- A. Enforcement: ZWM shall function as a designated enforcement representative by enforcing requirements for the MEMBERS required by SB 1383 by performing the following actions:
- a) Monitoring compliance, through a delegated entity, of commercial generators, commercial edible food generators, and food recovery organizations and food recovery services through inspections conducted in accordance with SB 1383 Regulations 14 CCR 18995.1. ZWM may collaborate with MEMBER and/or a hauler in such inspections, where appropriate; and
 - b) Issuing notice of violations to commercial generators, commercial edible food generators, haulers, food recovery organizations and food recovery services, based on input provided by the entities conducting the inspections, including haulers, contractors and other public entities. These notices of violation may be drafted by a contracted third party or other public entity who has conducted such inspections identifying such violation. A copy of any notices of violations issued shall be provided to MEMBER within ten (10) working days of issuance and the notice of violation shall be documented in the implementation record. ZWM may collaborate with MEMBER and/or a hauler before issuance of a notice of violation where appropriate. It shall not be appropriate to collaborate with a hauler where it is the subject of the enforcement action. If the violator fails to comply with the notice of violation within the deadline set forth therein, ZWM shall refer the matter to MEMBER to impose penalties pursuant to the SB 1383 regulations and the MEMBER's own SB 1383 ordinance and the MEMBER shall function as the enforcement MEMBER in that matter thereafter. One possible exception to this is enforcement of commercial edible food generator violations which may be conducted by the Department of Environmental Health under a yet to be agreed upon MOU for such services.
- B. Emergency Circumstances – Waivers for MEMBER: ZWM will notify CalRecycle and apply for a waiver to landfill organics if MEMBER experiences a natural disaster, uses a recyclable materials or Organic Waste processing facility that has a temporary operational failure, or unforeseen

operational restrictions have been imposed upon it by a regulatory MEMBER pursuant to 14 CCR 18984.13.

- C. MEMBER shall develop and maintain anonymous complaint form and submittal process for submittal of complaints relating to SB 1383 violations as required by 14 CCR 18995.3. Valid complaints shall be submitted to ZWM for investigation and resolution.

The MEMBER understands that ZWM's acceptance of the MEMBER's authorization and performance of the tasks above is conditioned on the following:

1. MEMBER cooperation. The MEMBER will cooperate in good faith with the ZWM in administering implementation of the SB 1383 Regulations. This may include cooperating on the development of processes for implementation activities, distribution of educational materials, and data exchange.
2. MEMBER responsibility. MEMBER shall be responsible for all other applicable SB 1383 requirements not expressly delegated to and accepted by ZWM as set forth herein, including those in the annual Work Plan. If the MEMBER requests that ZWM accept an additional SB 1383 regulatory responsibility or perform an additional requirement, the Parties shall meet and confer regarding the request and implementation, if ZWM is willing to do so. The MEMBER understands that in accordance with section 18981.2 (c) of the SB 1383 Regulations, the MEMBER remains ultimately responsible for compliance with the requirements of the SB1383 Regulations and that ZWM assumes none of that responsibility.
3. Sharing of information. Within thirty (30) days of a request by ZWM, or as soon thereafter as such information is available to MEMBER, the MEMBER shall share with ZWM all data, documents, contact information for commercial edible food generators within its jurisdiction, or any other information necessary for ZWM to carry out the responsibilities delegated to it in this MOU.
4. Staffing and funding; coordination of work; reimbursement of MEMBER for performance of work. In order for ZWM to carry out its responsibilities in connection with the administration and implementation of the SB 1383 Regulations as specified in this letter of designation, the parties agree that ZWM's costs associated with its responsibilities under this letter and the other letters of designation will be funded through ZWM's budget and rate setting process, except as otherwise specified herein. These costs may include ZWM's cost to engage independent contractors to perform some or all of the duties delegated to it herein and to develop agreements. Budget changes related to this letter will be integrated into ZWM's regular budget process, as approved by the Board of Directors.
5. Liabilities and Penalties. For avoidance of doubt, the MEMBERS and ZWM hereby indicate that any liabilities and penalties arising from SB 1383 regulations requirements shall not be payable by ZWM or the County as ZWM's host MEMBER. The MEMBER is responsible for any failure to meet their obligations stated in the SB 1383 Regulations.

Nothing in this Section shall prevent either the MEMBER or ZWM from challenging CalRecycle

enforcement activities. In the event that the MEMBER or ZWM intends to challenge CalRecycle's imposition of a penalty imposed on the MEMBER, the MEMBER shall reasonably cooperate and assist ZWM in its legal challenge. Without limiting the generality of the foregoing, the MEMBER shall promptly share any notices of violation or accusation issued pursuant to 14 CCR 18997.5 that it receives related to any alleged violations.

6. The MEMBER or ZWM may terminate this agreement upon 180 days' notice in writing to the other party, at which time the parties shall consider negotiation of a new agreement if such negotiations have not already commenced.

7. The primary representatives of the parties for administration of this agreement are:

	MEMBER	ZWM
Primary Representative:		Kimberly Scheibly Executive Director
Address:		
Telephone:		
E-mail:		

The names and contact information of primary representative may be updated by notice from a party to the other party. All communications by a party to another party shall be in writing and shall be effective upon (i) receipt of an e-mail confirming receipt of the initial communication if sent by e-mail, (ii) personal delivery or by express delivery or courier to the address set forth above, or (ii) when deposited in the U.S. Mail, first class, registered or certified mail, return receipt requested, to the address set forth above.

We look forward to working with the ZWM on this important undertaking.

Signed on behalf of MEMBER agency by,

[Print Name], MEMBER Manager, Zero Waste Marin Board Member

Accepted and agreed:

Kimberly Scheibly, Executive Director
Zero Waste Marin

Date

SB 1383 MOU Responsibilities Matrix
March 2023

Section Reference	Requirement Type	ZW Marin Responsibility	MEMBER Responsibility	Hauler Responsibility
Technical Assistance				
18984.5 (b)-(c)	Contamination Monitoring/Waste Evaluation	N/A	Require haulers to perform route reviews or waste evaluations via franchise agreement	Conduct route reviews on a regular basis to verify compliance. Provide education to non-compliant generators. Notify ZWM and MEMBER of contamination records and keep record of route reviews.
18985.1 (a)(1-7)	Education and Outreach Annual Notice	Provide standardized annual notice information on the ZWM website for MEMBERS, Special Districts and haulers to link to.	Require haulers to provide annual notice all customers and include all annual notice details on their websites via franchise agreement. MEMBERS should also post annual notice information on their websites and through community outreach avenues.	Provide annual notice to all generators at least once annually through newsletters, mailings, billings and website outreach
18985.2	Edible Food Recovery	Develop and maintain list of food recovery agencies and food recovery services on ZWM's edible food recovery webpage	Link to ZW Marin's edible food recovery webpage or develop own webpage to meet requirements	N/A
18992.1 (d)	Organic Waste Recycling Capacity Planning	Conducted initial analysis verifying currently capacity. Conduct analysis again in 2024, 2029 and 2034	Respond to ZWM data request for analysis in 2024, 2029 and 2034	Respond to ZWM data request for analysis in 2024, 2029 and 2034
18992.2 (c)	Edible Food Recovery Capacity Planning	Conducted initial analysis. Update/expand while developing Edible Food Recovery Program . Conduct analysis again in 2024, 2029 and 2034	Respond to ZWM data request for analysis in 2024, 2029 and 2034	Respond to ZWM data request for analysis in 2024, 2029 and 2034
18994.2 (a)	Reporting	Compile Information from haulers, MEMBERS and Special Districts to report to CalRecycle by August 1st	Respond to ZW Marin Electronic Annual Report Data request each June 1st	Respond to ZW Marin Electronic Annual Report Data request each June 1st
18989.1(a)	Enforceable Ordinance	Provide support for MEMBERS' CalGreen Programs. Solicit Reporting numbers from MEMBERS as part of Electronic Annual Report Process	MEMBERS facilitate CalGreen Construction and Demolition Diversion Programs, track compliant programs and provide data to ZWM for Electronic Annual Report	Provide Agencies with weight tags and respond to Construction and Demolition questions from Agencies and ZW Marin
18989.2(a)	Enforceable Ordinance	Request MWELo information from MMWD annually to be included in Electronic Annual Report to CalRecycle	MEMBERS to identify MWELo projects and work with MMWD to ensure compliance process is working	N/A
18995.2	Implementation Record	Provide implementation record tracking template for data to be entered into directly or to be used with tracking software to all MEMBERS and Special Districts, maintain regional aspects of records, and work with MEMBERS, Special Districts and haulers to coordinate submittal of required information	Maintain implementation record, including copies of ordinances, agreements, procurement record, waivers, and MEMBER provided educational outreach	Respond to ZWM Requests for data that needs to be uploaded to the implementation record

Section Reference	Requirement Type	ZW Marin Responsibility	MEMBER Responsibility	Hauler Responsibility
18984.11	Waivers	Provide implementation record tracking template for data to be entered into directly or to be used with tracking software to MEMBERS and Special Districts to track waivers	Provide follow up inspection of generator and issue waivers to those generators	Provide recommendations of generators that qualify for a waiver and/or evaluation of generators that requested waiver
18988.3	Self hauling	Provide electronic implementation record for recordkeeping and tracking	Maintain requirements for self haulers and any documentation required from self haulers	N/A
Recovered Organic Waste Product Procurement				
18993.1 (a) (e)	Recovered Organic Waste Product Procurement	Coordinate Placeworks contract analyzing compost application sites in Marin County. Budget for procurement of Recovered Organic Waste Products for use and distribution on behalf of the MEMBERS. ZWM to provide MEMBER with tools, grant funds, and potential strategies to meet compliance target.	MEMBER is responsible for meeting their procurement target. MEMBERS shall use of recovered organic waste products and encourage community use of those products, institute Direct Service Provider Agreements for compost application, and have hauler provide qualified compost annually to help meet target via franchise agreement. MEMBER shall document all procurement of compost and applied uses.	Provide Qualified Compost to MEMBERS as directed by franchise agreements
18993.3 (b & c)	Recycled Paper Content Procurement	Provide implementation record software to MEMBERS and Special Districts to record where labels and receipts are saved	Buy recycled content paper and janitorial supplies and keep records, labels and receipts in a designated location.	N/A
Edible Food Recovery Program				
18985.2 (a)	Edible Food Recovery	Develop and maintain list of food recovery agencies and food recovery services on ZWM's edible food recovery webpage	Link to ZW Marin's edible food recovery webpage or develop own webpage to meet requirements	N/A
18985.1 (a)	Organic Waste Generators & Edible Food Recovery	Provide annual notice SB1383 requirements on website for MEMBERS and Special Districts to link to	Include annual notice requirement via franchise agreement	Provide annual notice to all generators at least once annually through newsletters, mailings, billings and website outreach
18991.1	Edible Food Recovery	Develop an edible food recovery program through use of an outside contractor or through a contract with the County's Department of Environmental Health.	Provide ZWM with records of tier 1 generator inspections and outreach already conducted	Assist in development and maintenance of tier 1 and tier 2 generator lists
Enforcement				
18995.1 (a) (1) (A)	Enforcement	Include required hauler data in the Electronic Annual Report.	Require haulers to conduct annual compliance review via franchise agreement	Perform compliance review and site visits to non compliant accounts.
18995.1 (a) (2)	Enforcement	Partner with the County Department of Environmental Health or an outside contractor to develop the edible food recovery program and perform inspections of generators.	Provide ZWM with records of tier 1 generator inspections and outreach already conducted	N/A

Section Reference	Requirement Type	ZW Marin Responsibility	MEMBER Responsibility	Hauler Responsibility
18995.1 (a) (3)	Enforcement	ZWM enforcement coordination can be brought into this process when MEMBER, Special District or hauler need assistance.	Develop anonymous complaint form on website for reporting of non-compliance with SB 1383. Ensure follow up on complaints occur within 90 days.	Provide current service levels and records for any complaints. Assist MEMBER/ZWM with follow up with generators.
18995.1 (a) (4)	Enforcement	Provide implementation record tracking template for data to be entered into directly or to be used with tracking software to MEMBERS and Special Districts to track violations and outreach conducted.	Require hauler to provide outreach to generators that have violations via franchise agreement.	Provide applicable educational outreach to generators that have been identified as having violations.
18995.1 (a) (5)	Enforcement	Issue NOV's for non compliance through a staff position, outside contractor or designated MEMBER.	MEMBERS must issue any penalties for non compliance beyond the required compliance date.	Respond to ZWM data request for about potential violations. Notify MEMBER and ZWM of potential violations
18995.1 (a) (6)	Enforcement	Provide implementation record tracking template for data to be entered into directly or to be used with tracking software to MEMBERS and Special Districts to track waivers.	Provided updated service level lists for generators that have a waiver.	Provided updated service level lists for generators that have a waiver.
18995.1 (b)	Enforcement	Compile MEMBER, Special District and hauler data and report on number of route reviews conducted in the Electronic Annual Report	Require hauler to conduct route reviews through Franchise Agreement Language. Check with hauler to ensure route reviews are being conducted regularly.	Conduct route reviews on a regular basis to verify compliance. Provide education to non-compliant generators. Notify ZWM and MEMBER of contamination records and keep record of route reviews.
18995.3	Enforcement	Provide implementation record tracking template for data to be entered into directly or to be used with tracking software to MEMBERS and Special Districts to track complaints. Develop enforcement procedures and process for issuing NOV's for non compliance.	Provide a procedure for receipt and investigation of anonymous written complaints. Track complaint resolution, educational materials distributed, and provide any NOV's issued in Implementation Record Software	Provided updated service level lists for generators that have a waiver.