

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

Board of Directors Meeting
Thursday, October 20, 2022, 9:00 a.m. - 10:00 a.m.

In-Person: 240 Tamal Vista Blvd. Suite 108 Corte Madera. Online: Participation Instructions - Next Page

AGENDA

Call to Order

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

Consent Calendar (Action) 2 Minutes

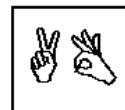
2. Approve JPA Board Meeting Minutes from June 16, 2022 (Action)
3. Resolution No. 2022-01 Making Findings and Determinations Under AB 361 Regarding Virtual Meetings (Action)

Regular Agenda

4. Update from Interim Executive Director on Executive Director Recruitment (Information) 5 Minutes
5. Consultant Recommendation for SB 1383 Membership Support (Action) 10 Minutes
6. Presentation from the City of San Rafael and Recommendation to all Member Agencies to engage with Placeworks (Action) 15 Minutes
7. Special Districts Letter to Request SB 1383 Assistance (Discussion) 15 Minutes
8. Adjournment

The following JPA Board Meeting is scheduled for November 17th, 2022.

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

Special Instructions on Public Participation

The public can participate in this Marin County Hazardous and Solid Waste Joint Powers Authority (Zero Waste Marin) Board Meeting via a Zoom webinar on October 20, 2022, from 9:00 – 10:00 am.

Zoom Meeting:

Please click the link below to join the webinar:

Thursday, October 20, 2022
9:00 A.M. – Hybrid Format
In-Person: 240 Tamal Vista Blvd, Suite 108
Virtual: <https://us06web.zoom.us/j/93575341034>

Or One tap mobile:

US: +14086380968,93575341034# or +16699006833,93575341034#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 935 7534 1034

International numbers available: <https://us06web.zoom.us/j/93575341034>

During the Meeting, select the Raise Hand icon during the public comment time, and you will be added to the queue and unmuted when it is your turn.

*If you are "Calling In," press *9 during the public comment time, and you will be added to the queue and unmuted when it is your turn. (Press *67 before dialing if you want to hide your phone number.)*

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

Belvedere

Date: October 22, 2022

Corte Madera

To: JPA Board of Directors

County of Marin

From: Berenice Davidson, Interim Executive Director

Fairfax

Re: Open Time for Public Comment

Larkspur

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.

Mill Valley

Novato

Recommendation

Ross

Receive public comment. Information Only.

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San Anselmo

San Rafael

Sausalito

Tiburon

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

Board of Directors Meeting
Thursday, June 16, 2022
10:00 A.M.

In-Person: 240 Tamal Vista Boulevard, Suite 108
Online: via Zoom
Hybrid Format

MEMBERS PRESENT

Heather Abrams, Fairfax
Greg Chanis, Tiburon
Todd Cusimano, Corte Madera
Dan Eilerman (Alt.), County of Marin
Christa Johnson, Ross
Alan Piombo, Mill Valley
Dan Schwarz, Larkspur

MEMBERS ABSENT

Cristine Alilovich, (Alt.) San Rafael
David Donery, San Anselmo
Adam McGill, Novato
Craig Middleton, Belvedere
Chris Zepeda, Sausalito
Jim Schutz, San Rafael

STAFF PRESENT

Berenice Davidson, Interim Exec. Director
Casey Poldino, Senior Planner

OTHERS PRESENT

Jenna Brady, County Counsel
Bill Carney, Marin Biomass Study
Belle Cole, Marin Biomass Study
John Maher, Maher Accountancy
Rebecca Vaughn, Corte Madera
Chad White, Marin Biomass Study

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

Consent Calendar

2. Approval of the JPA Board Meeting Minutes from May 19, 2022
3. Proposed Resolution No. 2022-01 Making Findings and Determinations Under AB 361 Regarding Virtual Meetings
4. Receive and File the Fiscal Year 2020-2021 Audit

Motion: by Mr. Eilerman to approve Items 2, 3, and 4 on the Consent Calendar.
Second: by Mr. Cusimano. Abstentions: None.
Vote: Unanimous.

Regular Agenda

5. Presentation from Marin Biomass Group

Ms. Davidson introduced the Marin Biomass Group, a volunteer organization, which requested to do a presentation for the Board with the recommendation of delegating the authority to assign a representative to the Biomass Underutilization Study Steering Committee to the Interim Executive Director. Belle Cole, Chair of the Steering Committee, and Chad White, Project Manager, delivered the PowerPoint presentation, an overview of the Marin Biomass Study and its essential relationship to Zero Waste Marin (ZWM), in the hopes of conveying the timeliness and value of having a representative from ZWM participate in their steering committee by this summer.

A brief question and answer session was held after the presentation.

Ms. Abrams asked if it could be an option to have a member of the Local Task Force (LTF) fill the seat instead of a member of the Zero Waste Board itself. Mr. Chanis asked to clarify the Marin Biomass Study Group request, and Ms. Davidson confirmed that the group recommends that the Board delegate the authority to assign a representative to their steering committee to the Interim Executive Director.

Bill Carney, from Marin Biomass Study, added that from the standpoint of the steering committee, it would be acceptable to have ZWM assign a member of the LTF to serve on the committee and that it is up to ZWM to decide the best representation. The Group understands, as well, the constraints and other concerns of the Board.

Mr. Schwarz asked the Group who else would be participating on the committee. Ms. Cole answered the question, stating they have been members of the Study Group from the beginning, which has now been appointed as a steering committee by a fiscal agent. Mr. Schwarz further shared the reasoning behind his question, asking whether the members are elected officials or staff and their understanding of the issues surrounding the delivery of waste and the cost to the agencies of dealing with SB 1383. He stated he would like to know because it affect whomhe thinks should represent this organization. Ms. Cole shared the names of the members, including herself, one of the project's original architects, and the following people: Bill Carney (who introduced himself), Chair of Sustainable San Rafael, and a member of the Board of the recently formed CAN. He stated he has a background in landscape architecture and has worked in the public and private sector for years; Dr. Jeff Creque, Chair of the Carbon Cycle Institute, also integrated into the management of West Marin Compost; Chris Carstens, Co-Founder, and CTO of Carbo Culture; Larry Minikes, Marin Conservation League; Bruce Goines, President of Marin Wildfire Prevention Authority (MWPA); Barbara George, Organizing for Action Marin; Chad White, BAAQMD.

Mr. White added that part of the interest here is two-fold: one, they see ZWM as very important to the JPA in helping to organize the way the County will see this project, and two, they do not have someone who understands the details of

waste management contracts and costs. He stated that many of the members are familiar with SB 1383, and he has experience with it for the last five years, but he works on it from the standpoint of air quality management, not from the perspective of in-line waste management. He clarified that the Group is looking specifically for the type of expertise that the Board suggests and would want them to have.

Ms. Davidson also added that the fiscal sponsor for this non-profit is the Marin Resource Conservation Agency.

Mr. Schwarz stated that he would submit based on what was said and his limited understanding that official representation of this government body on this steering committee is not appropriate and that the governing body should appoint staff to attend to monitor the discussions of the Group's meetings. He believes that placing a representative of ZWM on the steering committee may suggest that the ZWM and the Group agree with something before it has been produced. He believes the Board should be attending the committee meetings only as a monitor but not allowing ZWM's name to be represented as an officially sanctioning body of the work. The JPA/ZWM Board is a regulatory body in many respects.

Mr. Cusimano concurred with Mr. Schwarz on his recommendation.

Ms. Cole stated that it is a working group, and they have made significant progress with the project in the two years they have worked together. She noted that the project has been very well-received at all tables, especially since they have received funding at the State level. It is seen as a model for what's to come in other communities. She sees this as an opportunity for ZWM to gather the information that will be useful to their goals. Having a representative there regularly to interact with the Group would benefit both organizations.

Mr. Chanis asked about the structure of the steering committee. Do they take votes, or is it more of an informational exchange?

Ms. Cole answered that it depends upon the issue. For example, they are about to prepare an RFP for a study consultant, and they tend to seek unanimity on certain decisions, such as choosing the consultant based on their qualifications.

Mr. Carney stated that they are a part of the Marin Resource Conservation District (RCD), which convened the Group officially are an advisory body to the District. Ultimate decisions about accepting the deliverables of the Study go through the RCD Executive Director, and in a few cases, up to their Board.

Mr. Chanis asked if the language in the recommendation as written in the Staff report is acceptable to you, given what you just heard.

Mr. Schwarz replied that his preference is that this organization, as a regulatory and fiduciary agent in and of itself and a steward of ratepayer money, not be an official member of this steering committee that may produce reports with recommendations that the Board cannot necessarily implement or support. He recommends that the Board send someone to their meetings and will not be listed as an official member of this steering committee.

Mr. Cusimano stated that he supports the work of the Group and that the Board should be involved, but he agrees with Mr. Schwarz on his recommendation.

Ms. Johnson concurred with Mr. Schwarz and Mr. Cusimano on the recommendation, as well as Mr. Piombo.

Ms. Davidson recommended for the Board's consideration to add additional language to the recommendation to clarify the role of the representative at the steering committee meetings, and the goal is for the staff member to report back to the Board the activities and work that happens at the meetings, perhaps as an action item.

Mr. Eilerman concurred with Ms. Davidson's recommendation and agreed that the work is significant, and he takes into account what the Board members have said. He recommended that "liaison" is perhaps a better word to use, rather than an "official representative" of the steering committee.

Motion: by Mr. Cusimano to approve the recommendation of delegating the authority to assign a representative to the Biomass Underutilization Study Steering Committee to the Interim Executive Director as amended, replacing the word "representative" with "liaison."

Second: by Ms. Johnson.

Abstentions: None.

Vote: Unanimous.

6. Adopt Proposed FY 22-23 Budget and Associated Proposed Resolution No. 2022-02 Regarding Hauler and Facility Assessments

Ms. Poldino presented the proposed budget and resolution to the Board, which was prepared mainly by Steve Devine before his departure from the County. She stated it was thoroughly reviewed during the May meeting, but she wanted to call out two items: 1) the only change was restoring the \$100,000 back into the State reporting fund per the Board's direction from the May 19 meeting. This line item is for SB 1383 support for all members, and 2) the item is on page 58 of the Agenda packet (or page 2 of Item 6), in which she called out an oversight. It was in the table at the bottom of the page, the new full-time Executive Director, using the County Planning Manager classification, was not updated in the Agenda, but it was updated in the actual budget itself, reflecting the change from \$282,000 to \$230,917 as discussed during the May 19 meeting. It did not make it into the Staff report narrative.

Motion: by Mr. Eilerman to adopt the proposed FY 22-23 Budget and associated proposed Resolution No. 2022-02 regarding hauler and facility assessments.

Second: by Mr. Cusimano.

Abstentions: None.

Vote: Unanimous.

7. Review and Approve Compliance Reimbursement Program Payments

Ms. Poldino recalled that from the May 19 meeting, the Board had added \$317,708 to the Budget to support all franchisers in the initial implementation of SB 1383. Out of that fund, which was named the Compliance Reimbursement Fund, \$255,198 has been requested for reimbursement. The table provided in the report shows a breakdown of funds requested by the Cities, Towns, and Special Districts. Every franchiser used some, if not all, funds except for Stinson Beach. All reports are attached in the Agenda packet, and the Staff requests the Board to adopt a motion today to receive and file the information and authorize Staff to make payments.

Motion: by Mr. Cusimano to receive and file the Budget reports and authorize Staff to make payments from the Compliance Reimbursement Program funds.

Second: by Mr. Eilerman.

Abstentions: None.

Vote: Unanimous.

8. Review and Approve the Newly Combined "Zero Waste Reimbursement Program."

Ms. Poldino recalled to the Board that for many years Staff has been administering the Zero Waste Grant Program to help facilitate communities towards our Zero Waste goal. The \$350,000 fund was allocated to Cities, Towns, and Special Districts based on population. During the last fiscal year, 2021/22, the Compliance Reimbursement Fund of \$317,708 was introduced. To simplify and improve efficiency; these two funds have now been combined into what is now called the Zero Waste Reimbursement Program. A total of \$667,708 will be available to all Cities, Towns, and Special Districts on a reimbursement schedule, shown in attachment "A." The breakdown of funds is found on page 335 of the Agenda packet (or page 4 of Item 8).

Staff recommends the Board adopt a motion to approve the program and authorize the Executive Director to administer the program, including making modifications as necessary and allowing the County to utilize funds not claimed by Special Districts to further the goal for the unincorporated County of Marin.

Motion: by Ms. Abrams to approve the newly combined Zero Waste Reimbursement Program and to authorize the Executive Director to administer the program, including making modifications as necessary and allowing the County to utilize funds not claimed by Special Districts to further the goal for unincorporated County of Marin.

Second: by Mr. Eilerman.

Abstentions: None.

Vote: Unanimous.

9. Update from Zero Waste Plan Update Subcommittee on Executive Director Recruitment

Mr. Chanis recalled to the Board a discussion at the May 19 meeting regarding the classification of the new Executive Director position for Zero Waste Marin. After the last public meeting, the Subcommittee met with representatives from the County last week and had a robust discussion. He stated that the members recognize that it is a challenging recruitment environment. Still, they are satisfied with the proposal, and the Subcommittee agreed to support the classification proposed by the County.

Mr. Eilerman stated that Mr. Chanis's statement is accurate from the Subcommittee's perspective. He hopes it will be successful recruitment; if not, the County will re-address.

10. Delegate Signature Authority for Certain Contracts to Executive Director

Ms. Davidson presented the item as a matter of annual business. Staff requests the Board to delegate signature authority for specific ongoing contracts to the Executive Director, and those typical annual contracts are listed on the Staff report.

Ms. Johnson asked if it was safe to assume County's purchasing and contracting policies and procedures all apply.

Ms. Davidson confirmed Ms. Johnson's question, stating that Staff works closely with their Purchasing Division to ensure they comply with all process steps.

Motion: by Mr. Cusimano to delegate signature authority for specific contracts to the Executive Director.

Second: by Ms. Abrams.

Abstentions: None.

Vote: Unanimous.

11. Adjournment

The next meeting is tentatively scheduled for August 18, 2022.

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: October 20, 2022

Corte Madera

To: JPA Board of Directors

County of Marin

From: Staff

Fairfax

Re: Proposed Resolution No. 2022-01 Making Findings and Determinations Under AB 361 Regarding Virtual Meetings

Larkspur

Executive Order N-29-20 suspends specific provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct their meetings completely telephonically or by electronic means, including suspending requirements set forth in the Brown Act for teleconferencing contained in Government Code Section 54953(b)(3). This can allow meetings to be conducted via Zoom with Board members, staff, and the public, all joining from remote locations.

Mill Valley

Novato

Ross

The Governor extended the suspension of specific provisions of the Brown Act on June 11, 2021, by issuing Executive Order N-08-21, which continued to allow for complete virtual meetings until September 30, 2021.

San Anselmo

San Rafael

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided the Governor declares a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that it would present imminent risks to the health and safety of attendees. As a result, if the Authority desires to have virtual meetings in the future, it must do so consistent with AB 361.

Sausalito

Tiburon

AB 361 preserves many of the provisions of the earlier executive orders while also adding new requirements to the management of remote and teleconference public meetings to achieve better the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in place of traditional in-person public meetings must permit direct public comment during the teleconference. They must leave open the opportunity for public comment until the comment period for a given item is closed during the ordinary course of the meeting. The opportunity to make public comments must be of sufficient duration to allow actual public participation. This agency already complies with this requirement, so it presents no change to our current practice.
2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency or prevents members of the public from offering public comment, the agency must cease all activity on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

To continue to qualify for AB 361's waiver of in-person meeting requirements, the Board must make findings that (a) state or local officials recommend measures to promote social distancing or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees. State officials at Cal-OSHA have recommended measures to promote social distancing throughout the state through the adoption of certain regulations.

The attached proposed Resolution makes the necessary findings for the Board, which is subject to the Brown Act, to conduct virtual meetings for the time being. As the Board meets somewhat irregularly, it will need to adopt a similar resolution at each meeting if it desires to continue to have the flexibility to conduct virtual/hybrid meetings. Staff will return to the Board with a resolution every meeting to allow for the continuance of virtual meetings for so long as the Board and staff believe that virtual meetings are necessary.

It is important to note that AB 361 does not require the Authority to continue with virtual meetings but simply gives the Board that option. If at any time the Board desires to return to in-person meetings, the Board can agencies that topic for discussion and direct staff to initiate the transition back to in-person or hybrid arrangements. However, at this time, Board staff is recommending adopting the resolution to allow the Board to continue meetings to be held remotely to ensure social distancing consistent with the recommendations of state and local officials.

RECOMMENDATION

Adopt a Motion adopting Resolution No. 2022-01, making findings and determinations under AB 361 for the conduct of virtual meetings.

Attachment:

1. Proposed Resolution No. 2022-01

Staff requests that the chair please confirm the vote by reading the following items out loud after the vote.

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

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RESOLUTION # 2022-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY MAKING FINDINGS THAT THE PROCLAIMED STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN PERSON AND DECLARING THAT THE BOARD OF DIRECTORS WILL CONTINUE TO MEET REMOTELY IN ORDER TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC

WHEREAS, the Marin County Hazardous and Solid Waste Management Joint Powers Authority (the "Authority") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors, its Executive Committee and Local Task Force; and

WHEREAS, all meetings of the Authority's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Authority's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings electronically without a physical meeting place; and

WHEREAS, as a result of Executive Order N-29-20, staff set up Zoom teleconference meetings for all Authority meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law, as urgency legislation that goes into effect on October 1, 2021, amending Government Code

Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency, provided certain conditions are met and certain findings are made; and

WHEREAS, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the Director of Health & Human Services has recommended that the County continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings.

WHEREAS, the Authority cannot maintain adequate safe social distance between members of the public, Board members and staff in their respective meeting locations; and

WHEREAS, because of the continuing threat of COVID-19 to the community, the Authority is concerned about the health and safety of attendees, the Authority's Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

NOW, THEREFORE, THE MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

1. The Board has reconsidered the circumstances of the State of Emergency, and finds that:
 - a. The factors triggering the State of Emergency continue to directly impact the ability of the members of the Board of Directors and staff, and members of the public to meet safely in person; and
 - b. State and local officials continue to recommend measures to promote social distancing.
2. Authority Board of Directors meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361 and Government Code Section 54953(e)(2), in order to ensure the health and safety of the public while providing access to public meetings.
3. The Board of Directors will reconsider the circumstances of the State of Emergency and revisit the need to conduct meetings remotely within 30 days of the adoption of this Resolution.

REGULARLY PASSED AND ADOPTED this 20th day of October 2022.

AYES: _____

NOES: _____

ABSENT: _____

Chair: Greg Chanis

Attest by : _____

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

Belvedere

Date: October 20, 2022

Corte Madera

To: JPA Board of Directors

County of Marin

From: Berenice Davidson, Interim Executive Director

Fairfax

Re: Update from Subcommittee on Executive Director Recruitment

Larkspur

Receive an oral report from your Board's Subcommittee on recruiting an Executive Director.

Mill Valley

Novato

Recommendation

Receive report.

Ross

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Recruitment.docx
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San Anselmo

San Rafael

Sausalito

Tiburon

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

Belvedere

Corte Madera

Date: October 20, 2022

County of Marin

To: JPA Board of Directors

From: Casey Poldino, Program Manager

Fairfax

Re: Consultant Recommendation for SB 1383 Membership Support

Larkspur

Please recall that your Board approved \$100,000 in funding to retain consultant support for technical assistance related to the JPA providing SB 1383 support to its members. This will include an implementation plan to provide a roadmap for the agency and its members to meet the new and more ambitious organics reduction mandate and identify areas where collaboration is recommended. A Request for Proposals (RFP) was issued on September 22, 2022. The deadline for submitting a proposal was October 13, 2022.

Mill Valley

Novato

Ross

San Anselmo

Proposals received that conformed to the RFP instructions were evaluated. The evaluation was based on the criteria in the table on page five of the RFP. The measures included knowledge of SB 1383, experience with SB 1383 planning, expertise of proposed personnel, and performance methodology. One proposal was received and evaluated. Staff highly recommends contracting with R3 consulting.

San Rafael

Sausalito

Tiburon

Recommendation

Contract with R3 on SB 1383 Regional Coordination and Implementation Plan.

Attachments:

1. Request for Proposal (RFP)
2. R3 Consulting Proposal

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 COUNTY HAZARDOUS AND SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY**

**REQUEST FOR PROPOSALS (RFP)
FOR
SB 1383 REGIONAL COORDINATION AND
IMPLEMENTATION PLAN**



Issue Date: September 22, 2022

Response Due: October 13, 2022

Date	Event
September 22, 2022	Release of RFP
October 6, 2022	Deadline for submitting written questions
October 11, 2022	Deadline for ZWM answering questions
October 13, 2022	Deadline for submitting RFPs
October 17 – 19th, 2022	Interviews of Qualified/Short Listed Firms
October 20 – 24th, 2022	Notification/Negotiation of Contract
October 25, 2022	Create & Process Contract
November 1, 2022 – April 1, 2023	Contract Dates

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 Property of the JPA

I. JPA STRUCTURE

Introduction

The Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) is an agency consisting of all eleven incorporated cities/towns within Marin (Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon) and Unincorporated County of Marin. The JPA was formed in effort to comply with the requirements of the California Integrated Waste Management Act (AB 939) as a regional entity. Additionally, there are nine special districts that franchise for refuse hauling services for a total of twenty-one agencies that participate in refuse hauling franchise agreements.

The JPA is funded entirely through landfill tipping fees with an approximate annual budget of \$5,000,000. Included in the JPA's annual budget is support for Marin's Household Hazardous Waste (HHW) Facility in San Rafael, recycling and composting guides, public outreach and education, grant and contract implementation, waste reduction events, AB 939, AB 341, AB 1826, and SB 1383 compliance programs, and conducting of JPA and Local Task Force meetings. The City of San Rafael has chosen to exit their oversight of the HHW Program effective June 30, 2023 due to a staff retirement; the JPA is separately exploring an alternative operator. The JPA will be hiring a full time Waste Management Specialist to work on the HHW Program changes and other related needs in the spring of 2023.

The JPA contracts with the Marin County Department of Public Works for staffing, administration, and program implementation. In 2006, the JPA completed a Zero Waste Feasibility Study that outlined ways to attain our Zero Waste Goal of 80% Diversion by 2012 and Zero Waste (94% diversion) by 2025. The Zero Waste activities that resulted from that plan included development of a Zero Waste Outreach Program, a Grant Program to fund Zero Waste activities for our member agencies, an augmented Construction & Demolition diversion program, and the Zero Waste Schools Program (ZWSP).

In 2021, the JPA hired a consultant to work on a Zero Waste Feasibility Study Update due to many changes in the solid waste industry including China's ban on the exportation of many previously accepted recyclables causing a global recycling market crisis and Senate Bill 1383, the largest solid waste bill since Assembly Bill 939 in 1989. This Feasibility Study was adopted by the Board July 22, 2022 and provides a roadmap for diversion goal setting and program implementation and expansion.

Current Solid Waste Infrastructure

Marin currently has four franchised hauling companies (Bay Cities Refuse, Marin Sanitary Service, Mill Valley Refuse, and Recology) operating throughout different areas of Marin and one public waste hauler (Tamalpais Community Services District) that operates in the Tamalpais Valley. Each hauler has slightly different materials that are collected for recycling, composting, or hazardous waste disposal and has different methodologies for outreach to the community.

II. INTRODUCTION

Intent

The JPA is requesting qualified firms, partnerships, corporations, associations, or professional organizations to assist in the creation of a potential SB 1383 “Regional Implementation Plan.” In September 2016, Governor Jerry Brown signed SB 1383, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants. Since organic waste disposal in landfills is a primary generator of methane emissions, CalRecycle is charged with significantly reducing landfill disposal of organics. This bill went into effect in January 2022.

The JPA is seeking outside assistance to develop an implementation plan that would provide a roadmap for the agency and its members to meet the new and more ambitious organics reduction mandate, as well as to identify areas where collaboration is recommended as a best practice to streamline reporting and compliance and what would be required for successfully doing so, including potential costs.

Currently \$75,000 - \$100,000 is budgeted for this project.

Response

The JPA is seeking responses that will identify applicant’s strengths and examples of past work and success.

Format

This RFP does not attempt to describe all intricacies and functions of the Contractor or the JPA’s business processes. Instead, the RFP is designed to ask for information in a format that organizes the responses for analysis, while allowing responders a wide degree of flexibility in describing their agency’s capabilities and functionality.

Selection Process

Proposals received that conform to the RFP instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews will be requested prior to final selection of one or more firms. Vendors who contract with the JPA are required to execute agreements and are required to comply with a variety of compliance requirements. Vendors are encouraged to review the JPA’s website www.ZeroWasteMarin.org for additional information.

A panel from the JPA will make the selection among the proposals submitted.

The following criteria will be used to evaluate submittals and to develop a short list to interview:

Evaluation Criteria	Percentage of Total Score
○ Knowledge of SB 1383	20%
○ Experience with SB 1383 planning	20%
○ Professional and technical expertise of proposed personnel	20%
○ Performance methodology	20%
○ Quality of RFP response	20%
○ Total	100%

III. Scope of Services

A. Summary of Scope of Services

SB 1383 establishes ambitious targets for organic disposal reduction and, unlike previous State regulations, specifics regarding exactly how these reductions must take place. The regulation goes beyond waste management and into waste reduction, with requirements for a robust food recovery program as well.

Given the magnitude of the SB 1383 requirements, Zero Waste Marin (ZWM) is seeking outside assistance in understanding the specific requirements of SB 1383 as they pertain to ZWM, the ZWM member agencies, and the County of Marin.

B. Qualifications

The ideal contractor will have the following characteristics:

- Understanding of ZWM as an organization
- Experience in SB 1383 law and compliance regulations
- Knowledge of various JPA MOUs and relevant agency comparisons for best practice considerations in a regional approach to various aspects of implementation
- Commitment to transparency among all JPA member agencies

C. Proposal Content

List and describe SB 1383 requirements that pertain to the jurisdictions, associated implementation dates, indicate which requirements are better served at a jurisdictional level versus a regionally coordinated effort. Facilitate the development of a Memorandum of Understanding (MOU) that would clearly define the roles and responsibilities of the JPA and its members.

The MOU should consider:

- Regional agency oversight of current SB 1383 efforts for all members
- Development and implementation of an overall edible food recovery program, including inspections
- Regional organics procurement program
- Technical support to member agencies

- Options for any regional enforcement approach

IV. PREPARING A RESPONSE

Overview

Responders are to submit the requested information in the format specified below. If your response does not address all listed topics or program requirements, please note why a response is not listed or if the category is addressed in another way.

Respond by the Numbers

Please provide information on the numbered items below. Be sure to respond by number and item in order. The responders are encouraged to provide any information that is pertinent to the item. Responses should be limited to one page or less for each numbered item.

- 1) Letter of Introduction:** Provide a letter of introduction with a brief description of your firm, experience in the industry, primary client type, and a summary of services offered. Offer a summary of your philosophy related to the scope of services. Include company name, address, contact name, title, phone number, and email address.
- 2) Methodology:** The JPA requests consultants describe their proposed methodology for performing the scope of services and working with the JPA Board members.
- 3) Implementation:** Provide an outline of your implementation approach and timetable. The timetable should provide all services within the contract dates and any additional information for completing the MOU and next steps.
- 4) Estimated Cost:** The JPA has budgeted \$75,000 - \$100,00 for this project based on timeline and deliverables. The scope of your work should be within these parameters, but the contractor is free to make any relevant recommendations.
- 5) Additional Qualifications:** Describe any additional features that distinguish you from others.
- 6) Additional Comments:** Provide any comments you may have.

V. SUBMITTAL INSTRUCTIONS

Paper and Electronic Submittal

Respondents to this RFP should mail or deliver one double-sided copy on recycled paper of the proposal to the address listed below or email one electronic copy to cpoldino@marincounty.org.

Proposals must be received by 4:00 P.M. on October 13, 2022.

Casey Poldino, Contract Manager
Marin County Hazardous and Solid Waste JPA
1600 Los Gamos Dr, Suite 210
San Rafael, CA 94903

VI. ADDITIONAL INFORMATION

Questions

If additional information is needed to assist in preparing a response, please send them by email by October 6, 2022 with the subject of **Questions for RFP**, to: cpoldino@marincounty.org. Responses will be posted on www.zerowastemarin.org by October 11, 2022

VII. DISCLAIMERS

Submitting a Response to the RFP

Submission of a proposal does not guarantee any future business with the JPA. The issuance of this RFP does not constitute agreement by the JPA that any contract will be entered into by the JPA. The JPA reserves the rights to reject any and all information submitted and re-issue a new RFP, Request for Bid, or Request for Qualifications.

No Financial Responsibility

The JPA accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the JPA.

Property of the JPA

Responses to this RFP become the property of the Marin County Hazardous and Solid Waste Management Joint Powers Authority and are subject to the California Public Records Act. This does not include the disclosure of a firm's net worth or information labeled by the firm as proprietary or confidential. In the event that the JPA is required to defend an action arising out of a Public Records request for any contents of a submittal marked "proprietary" or "confidential" respondent agrees to defend and indemnify the JPA from all costs and expenses resulting from such action.

ZERO WASTE MARIN

SB 1383 Regional Coordination and Implementation Plan

October 13, 2022



CONSULTING GROUP, INC

RESOURCES • RESPECT • RESPONSIBILITY

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October 13, 2022

Ms. Casey Poldino, Contract Manager
 Marin County Hazardous and Solid Waste JPA
 1600 Los Gamos Dr., Suite 210, San Rafael, CA 94903
submitted via email: cpoldino@marincounty.org

SUBJECT: SB 1383 Regional Coordination and Implementation Plan

Dear Ms. Poldino,

R3 Consulting Group, Inc. (R3) is pleased to submit the attached proposal to express our interest in the Senate Bill (SB) 1383 Regional Coordination and Implementation Plan project for Zero Waste Marin (ZWM).

Introduction

R3 is at the forefront of SB 1383 compliance planning and implementation - we have been actively tracking the development of the regulations and participated in the SB 1383 rule-making process through their finalization on November 3, 2020. SB 1383 has complex requirements which affect many aspects of solid waste collection and post-collection systems. While haulers can assist in implementation of many aspects of the law, agencies ultimately bear responsibility for its implementation. Our team is currently assisting clients throughout the state in implementing SB 1383 compliant programs.

Due to our well-developed relationship with ZWM and each of their Member Agencies (Agencies), our team is uniquely qualified to provide the requested services. This engagement will build on - and benefit directly from - the meaningful work R3 recently completed, regarding re-establishing ZWM's strategic objectives on zero waste and resetting the organizational structure and direction to meet those objectives. Similarly, because we have been working with the majority of the Agencies to establish their local roles, responsibilities, plans, and implementation steps to enact SB 1383, we are well positioned to guide a memorandum of understanding between ZWM and the Agencies regarding regionally coordinated SB 1383 activities all the way through each Agency's adoption and execution.

Project Team

Alex Soulard, Sr. Consultant, will serve as Project Lead and primary point of contact. **Garth Schultz**, President, will provide direct support to Alex. Additionally, Garth is authorized to contractually obligate the team and negotiate contracts on behalf of the organization. Our team also has the ability to draw upon additional, on-call staff members on an as-needed basis. Throughout this project, we will work with ZWM to establish a coordinated approach, thus facilitating a cost-effective and smooth transition into implementation for ZWM, the selected hauler, and, of course, for your solid waste customers.

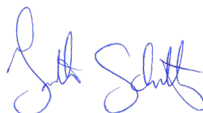
* * * * *

We are excited about this opportunity to work with the ZWM's team. Should you have any questions regarding our proposal or need any additional information, please don't hesitate to reach out directly.

Sincerely,



Alex Soulard | Sr. Consultant
R3 Consulting Group, Inc.
 707.888.8693 | asoulard@r3cgi.com



Garth Schultz | Principal
R3 Consulting Group, Inc.
 510.292.0853 | gschultz@r3cgi.com

2. METHODOLOGY

Purpose

For Zero Waste Marin (ZWM) and its Member Agencies, the Cities and Towns of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon, and the County of Marin (Collectively, Agencies), several portions of SB 1383 regulations would benefit from regional coordination. Doing so would eliminate the need for each Agency and Special District to develop their own individual programs to meet the requirements of the law for those areas that are ripe for regional coordination. Those requirements include development of a regional approach to enforcement of mandatory organic waste collection, development and implementation of overall edible food recovery program, including edible food recovery inspections, development of a regional approach to procurement of products made from organic waste, and technical direction and support to the Agencies on their jurisdiction-specific responsibilities.

Objectives

Via this engagement with ZWM, R3 will develop both: a) conceptual approaches for regional coordination (and centralized management and administration of same) for the four primary areas outlined above, and b) a Memorandum of Understanding (MOU) that would clarify roles, responsibilities, obligations, and liabilities of ZWM and its Agencies with respect to SB 1383.

The MOU will detail which responsibilities remain in the hands of the Agencies and what advantages, duties, and liabilities will reside with each Agency and with ZWM. The MOU will simplify implementation of SB 1383 programs for cities, towns, and special districts by allocating responsibility to ZWM those requirements that are more practical to coordinate regionally. Moreover, regional coordination will result in cost-efficiencies for implementation that would otherwise not be realized with individual development and implementation by each of the Agencies.

Approach/Methodology

Best Opportunities for Regional Coordination by ZWM

Consistent with R3's 2021 report to the ZWM Board and in subsequent reporting to many of the Agencies, R3 suggests that ZWM's primary areas of responsibility be the following:

1. Regional approach to enforcement of the mandatory organics recovery requirements of SB 1383.
2. Regional approach to meeting the requirement to procure products made from organic waste, such as compost, mulch, gas, or electricity.
3. Regional approach edible food recovery program including edible food recovery inspections.
4. Technical support to the Agencies on their jurisdiction-specific responsibilities.

These four areas, above, are aspects of SB 1383's local jurisdiction requirements that ZWM's Agencies still need to develop programs to address programatically. Rather than have each city, town and special district dedicate its own enforcement staff, procure organic waste derived products for use in their jurisdiction, and create a standalone food recovery program, a regional MOU would define how regional programs will be developed, how enforcement will be conducted, and how responsibilities and potential liabilities will be allocated and addressed.

In order for Agencies to clearly understand the roles and responsibilities that ZWM will undertake with respect to the four areas outlined above, this engagement will include development of conceptual approaches to these four programmatic areas. The conceptual approaches will serve as a platform for discussion, understanding and decision-making relating to regional SB 1383 compliance activities that ZWM would undertake via MOU.

Memorandum of Understanding

The primary goal of the engagement is the development and execution of the MOU between ZWM and the Agencies. Development of an MOU for regional implementation of SB 1383 has been a successful strategy for other JPAs, including Zero Waste Sonoma and West Contra Costa Integrated Waste Management Authority, San Benito County, and others.

R3 has experience drafting such MOUs and has closely monitored MOU development and execution developed by others. Based on these observations and our experience, we firmly believe that development and execution of an MOU outlining SB 1383 roles and responsibilities for ZWM and its Agencies will be an important step towards successfully and cost-effectively meeting the requirements of the law.

Collaboration and Engagement with ZWM Staff, Board, and Member Agencies

The MOU (and conceptual regional program approaches) will be developed by working collaboratively with ZWM staff, meeting with ZWM Board subcommittees, and by making presentations to the Board and/or Executive Committee at regular meetings. R3 will receive and incorporate feedback from the Board, Agencies, ZWM staff and haulers to establish a framework that will be functional for enforcement and edible food recovery.

To facilitate on-time outcomes for this engagement, R3 will leverage our excellent working relationships with the Agencies and local haulers to successfully deliver a MOU that can be supported and approved quickly.

Deliverables

R3 will deliver a MOU to the ZWM Board, which outlines what regional functions will be coordinated by ZWM, what responsibilities remain in the hands of the Agencies and defines the benefits, obligations, and liabilities to each Agency and ZWM. The MOU will include the conceptual approaches for regional enforcement of SB 1383, development of edible recovery programs and regional organics procurement.

Once the MOU has been reviewed and approved by ZWM, R3 will work with ZWM staff to bring the MOU forward to the Agencies for adoption. This will include support to ZWM and Agency staff in the development of associated staff reports and presentations to the Agency elected officials.

Ultimately, the intention will be each Agencies' consideration and approval of the MOU prior to April 1, 2023. This will ensure that ZWM (and its new Executive Director) will be positioned to draft and adopt a budget that would effectuate the roles and responsibilities outlined in the MOU for fiscal year 2023/24, effective July 1, 2023. As noted elsewhere in this proposal, R3 has positive working relationships with every ZWM Agency and is well positioned to facilitate successful adoption of an MOU on this timeline.

3. IMPLEMENTATION

Approach and Timetable

Task	Start	End	Description	Deliverable
1	11/1/22	4/1/23	R3 will conduct a project initiation “kick-off” meeting with ZWM staff and Board subcommittee in November 2022. R3 and ZWM will review and adjust the approach/methodology and implementation timetable. This task also includes on-going (e.g., bi-weekly) status updates with ZWM staff during the course of the project.	One (1) project initiation kick-off meeting with ZWM, and approximately bi-weekly status updates with ZWM staff during the project term.
Conceptual Approaches to:				
2	11/1/22	1/1/23	For each of the programs, R3 will prepare a summary conceptual approach in a “one-pager” format that will outline the general approach, roles, responsibilities, and potential liabilities associate with regional development and coordination of this program. The outline will serve as an exhibit to the MOU, and review and comment on the exhibit will be paired with review of the MOU.	One (1) draft conceptual approach, per program, for inclusion as an exhibit to the draft MOU.
3				
4				
5				
6	11/1/22	1/15/23	R3 will prepare a 1 st draft MOU, based on similar MOUs developed by other JPAs, including but not limited to ZW Sonoma, RecycleMore, and San Benito County JPA. Development of the draft MOU will necessitate meetings with ZWM staff, a Board subcommittee, and individual Board members as necessary.	One (1) draft MOU for ZWM staff and Board review and comment. Up to five (5) virtual meetings with ZWM and/or Board members to discuss necessary elements of the MOU.
7	1/15/23	2/1/23	R3 will meet (individually and/or collectively) with ZWM staff, Board, and/or Board subcommittee to review and discuss the 1 st draft MOU.	Up to five (5) virtual meetings with ZWM and/or Agency staff to review MOU.
8	2/1/23	2/15/23	Based on consolidated written comments from ZWM staff (and the Board, via staff) R3 will revise the draft MOU and prepare a 2 nd draft MOU, which will then be put forth to the Agencies for consideration and adoption.	One (1) second draft MOU, edits to address consolidated written comments received from ZWM staff.
9	2/15/23	3/1/23	R3 will support ZWM and Agency staff in the development of staff agenda reports and presentations for use in public Council or Board meetings in March 2023.	One (1) draft and one (1) final model PowerPoint (PPT) for use by Agencies. As-needed modifications to the model staff report and PPT, in collaboration with Agency staff.
10	3/1/23	4/1/23	R3 will support ZWM and the Agencies in bringing the draft MOU to each Agency’s elected Council or Board for adoption.	Attendance at (1) Council or Board meeting per Agency in March 2023.
11	11/1/22	6/30/23	This task includes a contingency >15% of the total budget, which is set aside for support to ZWM and Agencies in developing and approving the MOU, if necessary. Alternatively, the value of this task could be applied to other tasks.	To Be Determined

4. ESTIMATED COST

Project Budget

We propose to complete the Project Scope of Work on a time-and-materials basis for a not-to-exceed budget totaling **\$99,775**. Our project budget includes labor and project expenses for the work and deliverables as listed in Tasks 1 – 11. We would be happy to discuss changes to our scope or budget as may be needed to align with the ZWM’s needs.

Task	Hours	Cost
1 Project Initiation and Regular Status Updates to ZWM	40	\$8,900
2 Conceptual Approach to Enforcement of Mandatory Ordinances	30	\$6,775
3 Conceptual Approach to Technical Support for Member Agencies	35	\$6,625
4 Conceptual Approach to Regional Organic Waste Product Procurement	35	\$7,275
5 Conceptual Approach to Edible Food Recovery Program and Inspections	35	\$7,875
6 First Draft Regional MOU for SB 1383 Requirements	55	\$12,475
7 Meetings with ZWM Staff and Board to Review First Draft MOU	40	\$9,175
8 Second Draft Regional MOU for SB 1383 Requirements	30	\$6,950
9 Draft and Final Staff Reports for Member Agency MOU Adoption	15	\$3,475
10 Meetings with ZWM Member Agencies to Adopt MOU	75	\$16,925
11 Contingency and Additional Support as Requested	60	\$13,325
Total	450	\$99,775

2022 Hourly Billing Rates

In the table below, we have provided the hourly billing rates for the R3 Project Team that may be involved in providing solid waste consultant services. These rates are effective July 1, 2022 and are subject to periodic adjustments based on CPI. Unless otherwise agreed in writing, fees for work completed will be billed at the first of each month for the preceding month and will be payable within 30 days of the invoice date.

CLASSIFICATION	HOURLY RATE
Principal	\$ 285 per hour
Sr. Director	\$ 285 per hour
Director	\$ 240 per hour
Sr. Managing Consultant	\$ 220 per hour
Managing Consultant	\$ 200 per hour
Sr. Consultant	\$ 190 per hour
Consultant	\$ 170 per hour
Associate Consultant	\$ 155 per hour
REIMBURSABLE COSTS	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost
Travel - Private or company car	At Current Federal Rate
Travel - Other	Direct cost
Delivery and other expenses	Direct cost

5. ADDITIONAL QUALIFICATIONS

Relevant Experience

Since 2002, R3's project team has developed a unique level of relevant experience and knowledge of solid waste solutions that can help you deliver the programs and policies that your community needs. Our work covers everything from agreement negotiations to policy and ordinances development, legislative compliance, and education and outreach.

Additionally, our team is proud to have served ZWM and each of its Agencies, along with nearly every Special District, with solid waste programs in Marin County over the past two years.

CLIENT	SCOPE OF SERVICES		
	SB 1383 Regulatory Compliance Planning and Implementation	In-Depth Knowledge of Zero Waste Marin and Member Agencies	Knowledge of Regional JPA MOU's & Best Practices
Almonte Sanitary District	X		
Alto Sanitary District	X		
City of Belvedere	X	X	
City of Larkspur	X	X	
City of Mill Valley	X	X	
City of Novato	X	X	
City of San Rafael	X	X	
City of Sausalito	X	X	
Homestead Valley Sanitary District	X		
Las Gallinas Valley Sanitary District	X		
Marin County	X	X	
Novato Sanitary District	X		
RecycleMore JPA	X	X	X
San Benito County JPA	X		X
Stinson County Water District	X		
Strawberry Recreation District	X		
Tamalpais Community Services District	X	X	
Town of Corte Madera	X	X	
Town of Fairfax	X	X	
Town of Ross	X	X	
Town of San Anselmo	X	X	
Town of Tiburon	X	X	
Zero Waste Marin JPA	X	X	X
Zero Waste Sonoma JPA	X		X

Project Team

Project resumes for ZWM's core project team can be found in the following pages. These members will be the primary, day-to-day staff responsible for this engagement. Our team also has the ability to draw upon additional staff members on an as-needed basis.



Alex Soulard

Sr. Consultant, Project Lead



About

Alex Soulard brings 12 years of solid waste experience in the public sector working for the Marin County Department of Public Works, where he implemented recycling, composting and other waste diversion and AB 939 compliance programs. As staff to the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA), he implemented the JPA's Zero Waste Plan, deployed the initial food scrap composting program, single-use plastic bag bans, pharmaceutical disposal, fulfilled CalRecycle reporting requirements, developed public outreach, and fostered community engagement.

As a Sr. Consultant for R3, Alex provides important support on a variety of solid waste management projects, including policy development, planning, and implementation; negotiations and procurement; and financial and rate reviews. His efforts are focused on guiding clients to compliance with state and local legislation, and implementing new or expanded policies and programs around zero waste and organic material collection, tracking, and infrastructure development.

Education & Certifications

- » Bachelor of Science in Environmental Studies; Sonoma State University

Relevant Experience

- » **FY 22-23 Diversion Support Services** | City of Concord
Sr. Consultant, currently assisting the City with the preparation and submittal of their Electronic Annual Report to CalRecycle. Previously, he has advised with legislative compliance on SB 1383 and AB 1826, drafted the AB 1276 ordinance and staff report for the reduction of single use foodware and condiments. He is also revising the City's Environmental Purchasing Policy (EPP) by preparing updates to include environmentally preferable purchasing for compliance with SB 1383, including incorporating procurement requirements for recycled content paper products, recovering organic waste materials, and record-keeping systems.
- » **On-Call, SB 1383, and Disposal Agreement Negotiations** | City of Los Altos
Sr. Consultant, previously assisted the City with their development of SB 1383 Compliant programs. Alex has prepared and submitted the City's Electronic Annual Report to CalRecycle. He conducted an audit of MTWS vehicle weights, identified the degree of overweight vehicle occurrences, and provided recommendations to reduce the amount of vehicles operating with overweight loads.
- » **SB 1383 Procurement Compliance** | City of San José
Sr. Consultant, currently assisting in assessing the City's procurement of SB 1383 qualified compost, and mulch. This involves developing a tracking and implementation tool for the City and continues to provide for future opportunities to meet the SB 1383 Organics Procurement Target.
- » **SB 1383 Ordinance, Gap Analysis and Rate Review** | City of Rio Vista
Sr. Consultant, currently assisting the City with SB 1383 Compliance, including inspection of the Edible Food Recovery Organization. He is also revising Environmental Purchasing Policy updates to include environmentally preferable purchasing for compliance with SB 1383, which incorporates procurement requirements for recycled content paper products and recovered organic waste materials, as well as record-keeping systems.
- » **Solid Waste Master Services Agreement** | City of Healdsburg
Sr. Consultant, currently supporting the 2023 Rate Adjustment Review. He is also providing on-call contract management support for SB 1383 implementation, review of quarterly, annual reports, and attending solid waste related meetings.
- » **On-Call Consulting Services FY 22-23** | City of Duarte
Sr. Consultant, currently assisting the City in a roll-out of SB 1383 programs by suggested website edits, including preparation of the Electronic Annual Report and Organics Capacity Calculator. Alex continues to provide guidance to the City's Departments on SB 1383 enforcement, CALGreen Requirements, and Model Water Efficient Landscaping Ordinance.
- » **SB 1383 Rate Adjustments and Contract Amendments** | City of Cotati
Sr. Consultant, recently assisted the City by reviewing a proposed rate adjustment by Recology Sonoma Marin. He recommended amendment revisions to the franchise agreement and waste delivery agreement, to meet SB 1383 compliance, and presented the findings at the City Council meeting.



Garth Schultz

Principal



About

Mr. Schultz brings 18 years of solid waste management experience in both the private and public sectors. His areas of expertise include managing or assisting with sole source and competitive procurement of collection, materials processing, and transfer and landfill services. Pulling from his extensive solid waste management experience, in both the private and public sectors, Garth is particularly skilled in designing visionary approaches to solid waste collection systems to meet the needs and interests of particular communities. He has served as Project Manager on a wide range of projects for the management of solid waste, recycling, green waste, organic waste, and construction and demolition debris.

Garth will provide analytical support and contribute his expertise developing strategies for straightforward legislative compliance and organics planning, as well as developing and revising ordinances and policies. His vertically integrated history (from recycling truck driver to solid waste manager) supports his unique ability to simplify otherwise complicated regulatory frameworks.

Education & Certifications

- » Master of Public Administration and Public Policy Development; Cal State East Bay
- » Bachelor of Science in Environmental Science & Minor in Public Policy; University of California, Berkeley

Relevant Experience

- » **SB 1383 Compliance Assistance** | City of West Sacramento
Project Manager, recently conducted compliance and funding gap analyses to determine the necessary programs and resources required to reach SB 1383 compliance and drafting an implementation plan that will guide City compliance. Tasks included completing a gap analysis to identify resource and programmatic shortfalls and drafting an implementation plan that guides City compliance. He also led the team that completed the initial compliance and resource gap analyses and presented the initial results of the analyses to the City's Environment and Utilities Commission. R3 simultaneously worked with City staff to provide recommended revisions to the City's municipal code, as necessary for compliance with SB 1383.
- » **SB 1383 Organics Waste Reduction and Recycling Program** | Ventura County
Task Lead, currently leading R3's work in Ventura County regarding municipal compliance with SB 1383. To date this has included oversight of a compliance gap analysis and coordination of a County-wide Working Group (CWG) focused on SB 1383 compliance and implementation needs, involving several County agencies and departments. Via the CWG, R3 is helping the County identify roles, responsibilities, and actions for compliance with the various requirements of SB 1383.
- » **Zero Waste Strategic Planning and Organizational Assessment** | Zero Waste Marin
Principal, provided an update to the JPA's ZW Plan, presenting at two Board workshops and over ten subcommittee meetings. R3's zero waste plan provides short, medium and long-term strategies to help the County achieve their zero-waste goal and specifically manage the expected increase in organic material flow within the County. This includes budget estimates for each of the strategies as well as a pathway toward implementing each strategy. The Plan draws upon our extensive regional knowledge as well as prior work on organics flow and projections, and was developed in coordination with regional actors.
- » **SB 1383 Implementation Plan** | City of Modesto
Project Support, currently helping the City identify its pathways for SB 1383 compliance, most importantly including its organics collection system. The City currently has a two-container collection system and is preparing a financial analysis, as well as operational and compliance considerations relating to maintaining a two-bin collection system or establishing a three-bin collection system for its residential customers. Along with this analysis, R3 is recommending modifications to the City's contracts with its solid waste service providers, evaluating and analyzing needed improvements to the City-owned composting facility, and identifying and quantifying financial impacts.
- » **Zero Waste Plan Development and Adoption** | Cities of Alameda, Menlo Park, Santa Rosa, and Santa Monica
Principal, engaged by several cities to develop a ZW Plan, tailored to the unique disposal and waste reduction trends and goals of the City, executable within and measured by, 5-, 10-, and 20-year milestones. Core components of the Plans included developing Waste Diversion Models and implementation outreach strategy, conducting a stakeholder engagement process, and designing a comprehensive Plan document that includes policy, program, partnership, and facility diversion options.
- » **High Diversion Implementation Plan** | City of Los Altos
Principal, recently led the development of the City's High Diversion Implementation Plan and assisted in developing recommendations for the City's hauler to meet its 78% diversion requirement and AB 1826 legislative requirements, such as advocating mixed-waste processing to remove organics and recyclables from commercial and multi-family waste streams. He also provided updates to the Municipal Code to make recycling service mandatory and meet new state legislative requirements under AB 341, AB 1826, AB 1594 and CALGreen mandatory construction and demolition diversion.



Scott Hanin

Sr. Director



About

Scott Hanin has more than 30 years of solid waste experience, including serving as the Executive Director of the West Contra Costa Integrated Waste Management Authority (WCCIWMA). Scott was also City Manager for the City of El Cerrito for 17 years, a member agency of the WCCIWMA. Scott oversaw all aspects of city government including budget development, strategic planning, community engagement, organizational development and restructuring, capital projects, legislative compliance, and oversight of all department heads.

He conducted multiple operational reviews of the City's solid waste and recycling operations, which led to numerous changes in program operations including the design and construction of the City's award-winning drop-off center.

Throughout his career Scott has worked with dozens of local governments on the review and development of modern franchise agreements. Now in his work with R3, Scott is currently assisting Zero Waste Marin in an organizational review of the agency. He has recently managed a debt financing study as a subcontractor to R3 for Zero Waste Sonoma. Prior to moving to California, Scott oversaw performance and evaluations of the operations of the New York City Department of Sanitation in his role in the Mayor's Office of Operations.

Education & Certifications

- » Master of Public Administration; New York University
- » Bachelor of Arts in Political Science; University of Delaware
- » Executive Certification in Public Administration; University of California Berkeley

Relevant Experience

- » **SB 1383 Planning Assistance** | Town of Tiburon [on behalf of Mill Valley Refuse Service (MVRS) Agencies]
Project Support, recently worked with the MVRS Agencies to update their collection agreement and City ordinances to comply with new SB 1383 regulations and ensure reasonableness of proposed expenses associated with program changes.
- » **Review of Organizational Structure** | Zero Waste Marin
Project Director, performed an analysis of the organizational structure of the JPA and provided recommendations for improvements to staffing model through changes in governance, wages and benefits. He also compared responsibilities and services with that of similar JPAs, wrote a report of findings, and presented recommendations to staff and Board Members.
- » **Development of Debt Service Strategy** | Zero Waste Sonoma
Project Director, developed a financial plan and strategy to help the JPA evaluate debt service alternatives for the development and acquisition of land for new facilities. This included a schedule as well as rate impacts including drafting of the staff reports for the Board.
- » **Assistance with Agreement Assignment** | Novato Sanitary District
Project Support, currently working with the City to evaluate the possible assignment of the current collection franchise from the sanitary district to the city. Coordinating the assignment with all of the stakeholders including the Sanitary District, City, LAFCO and the hauler. The franchise agreement between Novato Sanitary District and Recology covers both the entirety of the City of Novato, and some parts of Unincorporated Marin County. The agreement was executed in May 2011, and was set to expire on December 31, 2025; however, the assignment provision of the Collections Agreement triggered at the time of Recology's assignment of the agreement and will now expire on the date of the assignment in 2024 (~December 5).
- » **Prop 218 Detailed Rate Review of Recology's Rates** | Sonoma County
Project Manager, recently led the evaluation on the financial impact of adding collection service to current accounts that self-haul their waste, as a result of legislation requiring mandatory service for all properties. He managed a detailed rate review of the County areas, including the impact of additional programs related to SB 1383, as well as led the overall project efforts to meet the County's expectations of mandatory subscription to organics and solid waste collection service per SB 1383.
- » **Negotiation Assistance** | City of Westlake Village
Project Support, currently working with the City to assist in negotiation of a new collection agreement and developing support for city fees that will comply with Proposition 218. He is also conducting an analysis of the City's solid waste collection system in relation to WM's requested term extension for meeting regulatory requirements.



Rose Radford

Sr. Managing Consultant



About

With her strong background in research and technical writing, Rose Radford has accumulated valuable experience in solid waste management planning, program development, and regulatory reporting. She actively tracks state regulations such as SB 1383, and projects impacts of the regulations on programmatic requirements and diversion for our clients throughout California. In addition to below, she is currently engaged by the cities of Burbank, Glendale, Brentwood, Fairfield, Pleasant Hill, and West Sacramento, as well as Zero Waste Marin, in contracts that include SB 1383 and organics management planning.

Rose has assisted several jurisdictions in planning for SB 1383 requirements, providing advice to client jurisdictions on the anticipated effects of changing requirements for organics programs, as well as the implications of the changes in reporting regulations for diversion performance, regulatory compliance, and long-term planning efforts. Her diverse solid waste industry experience also includes Zero Waste planning and implementation, hauler and facility audits, Municipal Code analysis and revision, data and tonnage tracking and modeling, and strategic planning for landfill, organics, and recyclables processing capacity.

Education & Certifications

- » Master of Public Administration in Environmental Science and Policy; Columbia University
- » Bachelor of Science in Conservation and Resource Studies; University of California, Berkeley
- » Construction and Demolition Facility Evaluator; Recycling Certification Institute

Relevant Experience

- » **SB 1383 Compliance Plan** | RecycleMore (West Contra Costa Integrated Waste Management Authority)
Project Lead, currently evaluating the JPA and its Member Agencies' preparedness for SB 1383 by engaging with JPA and Member Agency staff as well as hauler representatives, providing specific guidance on areas of particular concern, recommending responsible entities for each requirement, and assisting in the first stages of implementation.
- » **SB 1383 Compliance and On-Call Assistance** | County of San Benito
Project Lead, currently assisting the City, a rural county and not subject to most requirements of SB 1383, in edible food capacity planning, program design, and implementation, including drafting the MOU between the County and the two Cities (Hollister and San Juan Bautista), direct web-based trainings for businesses, development of educational materials, in-person outreach, including a presentation to the Chamber of Commerce, as well as site visits to identified businesses, and coalition-building with the San Benito Food Bank. She also assisted the County in development of adjustments to the non-exclusive hauling permit system, and discussed a possible future organics processing facility in the County.
- » **SB 1383 Compliance and On-Call Assistance** | City of Los Altos
Project Lead, currently assisting the City in SB 1383 implementation, including direct engagement with purchasing staff from all departments, oversight of and direction for the hauler's implementation of SB 1383 requirements as negotiated by R3 in 2020 (including universal roll-out of organics containers to all customers), preparation and maintenance of the City's implementation record, and weekly meetings to review and discuss all aspects of the City's solid waste management program.
- » **SB 1383 Compliance and On-Call Assistance** | City of Duarte
Project Lead, direct engagement with hauler oversight, including review of the hauler's rate application, biweekly solid waste management meetings, adjustment of City collateral such as event and vendor recycling requirements, an evaluation and adjustment of the City's C&D diversion program, and assistance with CalRecycle reporting and interagency coordination with various governmental groups.
- » **Franchise Agreement Recommendations** | City of Newark
Project Lead, currently assisting the City in comprehensive SB 1383-preparedness planning, in preparation for negotiations with the City's hauler. This plan includes outreach and education, route audits for contamination, enforcement schedules and activities, edible food recovery planning and coordination with the County through implementation stages, an evaluation and adjustment of the City's C&D diversion program, and evaluation of the City's purchasing program. A cost analysis is currently underway which includes funding and hiring new City staff for outreach, education, and enforcement activities.
- » **SB 1383 & AB 1826 Compliance Assistance** | Cities of Atherton, Brentwood, Concord, and Martinez
Sr. Managing Consultant, conducting SB 1383-preparedness planning by working closely with City staff on all aspects of legislative compliance planning and implementation - from developing and receiving letters and exemption forms, to interviews with parks departments on current procurement of recovered organic materials. Rose developed a simplified checklist to easily track distinct actions to be taken for compliance, and has been assisting in development of the Cities' municipal code updates and compliance reporting.



Debra Kaufman

Sr. Managing Consultant



About

Debra Kaufman brings more than three decades of experience helping local governments improve their recycling, HHW, and organics programs meet regulatory requirements. As an independent contractor, Debra drafted CalRecycle's model SB 1383 organics disposal reduction ordinance and model procurement policy. In her work as Senior Planner at StopWaste for 16 years, she updated the County-wide Integrated Waste Management Plan, conducted strategic planning, wrote policies and ordinances, and served as Legislative Lead.

Debra contributes her expertise in Zero Waste programs, ordinance and policy development and implementation, legislative compliance planning, and technical assistance programs. With her background she holds deep knowledge of statewide solid waste and recycling issues, infrastructure, regulatory requirements, responsible agencies, and available resources. Her depth and breadth of experience makes her a valuable asset to local governments who are conducting strategic planning, updating their policies, ordinances, agreements and codes, seeking improvements to their existing zero waste and HHW programs, seeking legislative compliance assistance, or needing in-depth research.

Education & Certifications

- » Master of Public Administration; San Francisco State University
- » Bachelor of Arts in English and Economics; Rutgers College, New Jersey

Relevant Experience

- » **SB 1383 Planning and Implementation Assistance** | Marin Sanitary Service Franchisors
Project Support, co-authored SB 1383 compliance and implementation plan for the jurisdictions in the County. She developed matrix of requirements and timeline and worked with communities to identify responsible parties and required tasks.
- » **SB 1383 Planning and Implementation Assistance** | 9 jurisdictions in Marin County
Project Support, prepared CalRecycle EAR reports for nine jurisdictions within Marin County, gathering needed information from multiple sources. Identified data gaps for future record keeping improvements and compliance.
- » **SB 1383 JPA MOU Development and Adoption** | San Benito County
Project support, previously drafted MOU for SB 1383 compliance between County as lead agency for JPA and their member agencies. Facilitated adoption by the jurisdictions.
- » **Material Flow and (Organics) Capacity Analysis** | Marin County
Project Support, summarized new regulatory requirements that the County will need to comply with. She created a draft reporting ordinance for the County to continue receiving necessary information after the changes brought by AB 901 and identified new strategies to increase organics recovery.
- » **SB 1383 Ordinance and Program Updates** | City of Sausalito
Project Support, previously updated its municipal code to comply with the requirements of SB 1383, assisted with preparing a Staff Report and presentations to the Sustainability Commission and City Council, completing an evaluation of the City's EPPP and procurement target for recovered organic waste products, and conducting an analysis of the SB 1383 requirements that the City still needs to address and assisting in identifying pathways to comply with each.
- » **SB 1383 Planning, Ordinance & Code Updates** | Cities of El Cerrito, Pleasant Hill, & San Pablo; Las Gallinas, Alto, Almonte, & Homestead Sanitary Districts; and the South Bayside Waste Management Authority
Project Support, recently developed an SB 1383 enforceable ordinance and municipal code updates to reflect the new requirements. She continues to provide additional support and coordination as needed for these projects, including writing council reports and presentations.
- » **SB 1383 Compliance Support** | Siskiyou County Regional IWMA and Tamalpais Community Services District
Project Support, previously assisted the JPA by modifying their agreement to allow submittal of SB 1383 rural waiver applications. Debra's additions to the JPA agreement will also allow the JPA to act on behalf of the member agencies for AB 341, AB 1826 and SB 1383 compliance, enforcement, and reporting. She also developed an MOU between the JPA and the member agencies outlining their respective responsibilities with respect to SB 1383 compliance. She is currently assisting Tamalpais CSD with SB 1383 Compliance activities including ordinance adoption, education and outreach, and reporting.
- » **On-Call Solid Waste and Recycling Consulting Services** | City of Oakland
Project Support, previously assisted with adoption of an SB 1383 Enforcement Ordinance, drafted updates to the Solid Waste Municipal Code and developed updates to their C&D ordinance. She developed updates to their municipal code to reflect MWELo requirements, drafted a Council report adopting ordinance updates, and supported the City by developing SB 1383 planning documents and updating the existing Environmentally Purchasing Policy to reflect new SB 1383 requirements.



Paulina Benner

Sr. Managing Consultant



About

Paulina Benner has over 23 years of public sector experience with 21 years in the solid waste and recycling field, most recently spending 18 years at the City of West Sacramento where she was the Environmental Services and Sustainability Manager.

In that role, she oversaw the City's solid waste and recycling programs and related regulatory compliance, stormwater permit compliance, water conservation outreach and education, water conservation regulatory compliance as well as the budget development and management for the Division.

During her time with the City of West Sacramento, Paulina led the negotiations team for the City's solid waste collection agreement and provided numerous Commission and City Council presentations and reports as well as developed interdepartmental teams to further the City's regulatory compliance. Paulina brings a wealth of project and team management experience to R3 as well as an understanding of public sector needs.

Education & Certifications

- » Bachelor of Arts, Environmental Studies and Planning; Sonoma State University

Relevant Experience

- » **SB 1383 Implementation and On-Call Assistance** | City of Citrus Heights
Sr. Managing Consultant, currently providing oversight and assistance with SB 1383 program implementation, including supporting the development of outreach materials, completing the City's annual electronic report to CalRecycle, and edible food recovery program development and implementation.
- » **Negotiation Assistance** | City of Clayton
Sr. Managing Consultant, currently completing an SB 1383 preparedness assessment for the City that includes areas of concern and recommendations for responsible parties for each requirement and will assist the City with upcoming contract negotiations with its franchised hauler.
- » **Development of Franchise Agreement** | City of Newark
Sr. Managing Consultant, evaluated the City's preparedness for SB 1383 and conducted a franchise agreement assessment identifying key deal points and recommendations for the City's upcoming franchise agreement negotiations. She is also co-lead on the upcoming negotiations process and presentations to City Council.
- » **SB 1383 Implementation and On-Call Assistance** | City of Vallejo
Sr. Managing Consultant, provides a variety of SB 1383 program implementation support including public presentations about SB 1383 requirements, review and analysis of hauler compliance reports, development of outreach materials and assistance with the City's annual report to CalRecycle. She is also assisting the City with its edible food recovery program, including identifying edible food generators and will be conducting compliance inspection site visits.
- » **SB 1383 Compliance and On-Call Assistance** | County of San Benito
Sr. Managing Consultant, conducted an illegal dumping program survey and co-authored the report summarizing survey findings and recommendations to the County for its illegal dumping program. She also led the edible food recovery capacity planning effort, which included identifying covered edible food generators, surveying edible food recovery organizations, estimating edible food disposal projections and drafting the capacity planning report. Additionally, she is providing recorded educational videos for the County's Green Committee meeting.
- » **On-Call Services** | City of Elk Grove
Sr. Managing Consultant, currently working with the City to provide SB 1383 program implementation guidance and support and recently completed the City's electronic annual report to CalRecycle and a procurement target adjustment assessment.
- » **SB 1383 Program Development Services** | Nevada County & City of Grass Valley
Sr. Managing Consultant, currently developing an edible food recovery inspection program and associated training and outreach and education materials for Nevada County and the City of Grass Valley. She also assisted with the edible food recovery capacity planning report, and completed the electronic annual report to CalRecycle and a procurement target adjustment assessment for both jurisdictions.



Sarah Koplowicz

Consultant



About

Sarah Koplowicz has been working in the waste management industry for 15 years, with a focus on Zero Waste programs and policies. She helped establish the UC Davis Zero Waste system campus-wide, which was used as a pilot for the other UC campuses to adopt Zero Waste programs by 2020. Sarah spent more than ten years working in event production providing Zero Waste management to millions of people throughout the state of California.

She is experienced with performing waste audits of commercial facilities, waste characterization studies, and Zero Waste training for employees, volunteers, and the public as needed. Sarah has also worked on source reduction projects, such as developing a reusable dish program to help reduce the amount of single use disposables produced at special events as well as ongoing business operations. Sarah contributes her extensive hands-on experience working in the field with a wide variety of community members and stakeholders. She excels at assessing systems and providing analyses that lead to widespread improvements in cost and efficiency.

Education & Certifications

- » Bachelor of Arts; University of California, Davis
- » Master of Science in Environmental Management; University of San Francisco
- » Certified Manager of Zero Waste; Solid Waste Association of North America

Relevant Experience

- » **SB 1383 Compliance and On-Call Assistance** | County of San Benito
Consultant, worked with the County to update the JPA to be in compliance with current regulatory requirements, including SB 1383, AB 341, and AB 1826. Developed a report for the County summarizing current green waste systems in place and future projections for tonnage and applications.
- » **SB 1383 Compliance Services** | Siskiyou County Regional IWMA
Consultant, supported the Authority in developing a SB 1383 Implementation Record-Based Compliance Plan and Inspection Enforcement Program records and final report.
- » **On-Call, SB 1383, and Disposal Agreement Negotiations** | City of Los Altos
Consultant, providing multiple support services to the City, including updated rates of service for solid waste for 2022, writing an Environmentally Preferable Purchasing policy for compliance with SB 1383 requirements including procurement of recycled content paper products and recovered organic waste materials, preparing a Franchise Agreement negotiations review, and conducting a Construction and Demolition tipping fee survey for the greater Bay Area and South Bay regions.
- » **Legislative Compliance** | City of San Ramon
Consultant, responsible for updates to the City's Green Spend Guidelines / Environmentally Preferable Purchasing Policy with requirements for SB 1383 compliance, including incorporating procurement requirements for recycled content paper products and recovered organic waste materials, and updating requirements for CALGreen and MWELo.
- » **SB 1383 Implementation Support** | City of El Cerrito
Consultant, prepared updates to the City's purchasing policy to include environmentally preferable purchasing for compliance with SB 1383, including incorporating procurement requirements for recycled content paper products and recovered organic waste materials as well as record-keeping systems.
- » **On-Call Solid Waste and Recycling Consulting Services** | City of Oakland
Consultant, currently working with the City to update the environmental purchasing policy to meet the requirements of SB 1383. Previously, she supported a detailed analysis of C&D activities, with a specific focus on the self-haul sector and using records submitted to the Green Halo reporting system. Further analysis was conducted on the size and cost categories of C&D projects in the City.
- » **SB 1383 Compliance Support** | City of Dixon
Consultant, responsible for developing updates to the City's purchasing policy to include environmentally preferable purchasing for compliance with SB 1383, including incorporating procurement requirements for recycled content paper products and recovered organic waste materials as well as record-keeping protocols.
- » **SB 1383 Planning Assistance** | City of San Rafael (on behalf of Marin Franchisors' Group)
Consultant, prepared Municipal Code Updates as required by SB 1383 to require mandatory organics collection service, edible food recovery, inspections, contamination monitoring and enforcement. Developed comprehensive definitions matrix for all Marin Franchisors' Group jurisdictions to maintain consistency of language used throughout all ordinances.

6. ADDITIONAL COMMENTS

Edible Food Recovery Planning

R3 suggests that ZWM separately consider initiating planning efforts for a regional Edible Food Recovery Program in the current 2022-23 Fiscal Year.

ZWM's budget includes \$180,000 available for these activities, and it is R3's assessment that those activities should get underway soon, in tandem with the MOU development process. This is because, while we anticipate that conceptual development for the other areas of likely regional coordination (enforcement, procurement, technical assistance) will be relatively straightforward to develop, there is more complexity involved in the development and planning of an Edible Food Recovery Program.

To aid ZWM in that effort, we have explored a potential partnership with Abound Food Care that we believe may be beneficial for ZWM to consider. We look forward to facilitating an introduction between ZWM and Abound Food Care at your earliest convenience.



Abound Food Care

www.aboundfoodcare.org

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

Belvedere

Date: October 20, 2022

Corte Madera

To: JPA Board of Directors

County of Marin

From: Casey Poldino, Program Manager

Re: Presentation by the City of San Rafael

Fairfax

Larkspur

Mill Valley

Novato

Ross

Cory Bytof is the Sustainability Program Manager for the City of San Rafael. He is also leading SB 1383 compliance for the city. Part of the SB 1383 regulations mandates the annual procurement of recovered organic waste products. CalRecycle has assigned annual procurement targets to each jurisdiction based on January 1, 2021 population numbers. Jurisdictions can fulfill their targets by procuring any combination of the following: compost, mulch, renewable energy and electricity from biomass conversion. The majority of jurisdictions are looking toward compost and mulch land application to meet these requirements since there is very little biomass conversion available to us.

San Anselmo

In order to comply, using compost only, the county as a whole will need to procure 20,621 tons of compost annually. This includes all cities, towns, and unincorporated County of Marin.

San Rafael

Sausalito

There are vast benefits of the utilization of compost. It improves soil health and air quality, acts as a water retention and filtration system, helps control erosion and supports Climate Action Plans.

Tiburon

PlaceWorks is an organization founded in 1975, headquartered in Santa Ana with a branch in the East Bay. They provide a comprehensive range of planning, design, and environmental services to both the public and private sector.

Placeworks has submitted a 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. They also offer a tool to track, record, and summarize actual tonnages of compost and mulch being used.

Total project costs are found in the proposal. Your Local Assistance Grant from CalRecycle can be used to fund this project.

Recommendation

All member agencies work with Placeworks.

Attachments:

1. CalRecycle Jurisdiction Procurement Targets
 2. Placeworks Proposal
 3. Placeworks Proposal Synopsis
 4. City of San Rafael PowerPoint Presentation
-

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 Procurement Targets Based on January 1, 2021 Population Estimates

The list below indicates the annual recovered organic waste product procurement targets for each jurisdiction (city, county, or city and county) in California that will be in effect from January 1, 2022 through December 31, 2026. This data is organized alphabetically by county and includes all cities within the county and the unincorporated county.

Rural jurisdictions are included in the list below; however, please note that rural jurisdictions may be eligible to delay their implementation of the procurement requirements. Rural counties (counties that have a total population of less than 70,000 persons), and jurisdictions located within rural counties that are exempt from the organic waste collection requirements pursuant to 14 CCR Section 18984.12(c), are not required to comply with the recovered organic waste product procurement requirements until January 1, 2027.

For more information, please contact CalRecycle at SLCP.Organics@CalRecycle.ca.gov.

County/City	Total Population (1/1/2021 Population Estimate)	Annual Procurement Target (Tons of Organic Waste)
Alameda		
Alameda	80,884	6,471
Albany	17,055	1,364
Berkeley	116,761	9,341
Dublin	64,695	5,176
Emeryville	12,586	1,007
Fremont	234,239	18,739
Hayward	158,089	12,647
Livermore	91,216	7,297
Newark	48,859	3,909
Oakland	435,514	34,841
Piedmont	11,296	904
Pleasanton	78,371	6,270
San Leandro	87,289	6,983
Union City	72,779	5,822
Unincorporated County	146,958	11,757
Alpine		
Unincorporated County	1,135	91
Amador		
Amador	153	12
lone	7,712	617
Jackson	4,621	370
Plymouth	950	76
Sutter Creek	2,421	194
Unincorporated County	21,520	1,722
Butte		
Biggs	1,727	138
Chico	111,490	8,919
Gridley	6,129	490
Oroville	17,863	1,429

Paradise	6,046	484
Unincorporated County	59,414	4,753
Calaveras		
Angels City	4,038	323
Unincorporated County	40,998	3,280
Colusa		
Colusa	6,268	501
Williams	5,487	439
Unincorporated County	10,493	839
Contra Costa		
Antioch	112,848	9,028
Brentwood	66,097	5,288
Clayton	11,268	901
Concord	129,273	10,342
Danville	43,906	3,512
El Cerrito	24,846	1,988
Hercules	25,864	2,069
Lafayette	25,358	2,029
Martinez	36,827	2,946
Moraga	16,820	1,346
Oakley	42,895	3,432
Orinda	19,078	1,526
Pinole	19,369	1,550
Pittsburg	74,498	5,960
Pleasant Hill	34,133	2,731
Richmond	110,130	8,810
San Pablo	31,041	2,483
San Ramon	83,863	6,709
Walnut Creek	71,317	5,705
Unincorporated County	174,423	13,954
Del Norte		
Crescent City	6,282	503
Unincorporated County	20,667	1,653
El Dorado		
Placerville	10,888	871
South Lake Tahoe	23,398	1,872
Unincorporated County	161,076	12,886
Fresno		
Clovis	121,834	9,747
Coalinga	16,748	1,340
Firebaugh	8,126	650
Fowler	6,601	528
Fresno	546,770	43,742
Huron	7,404	592
Kerman	16,118	1,289
Kingsburg	13,084	1,047
Mendota	12,448	996
Orange Cove	9,581	766

Parlier	15,828	1,266
Reedley	26,087	2,087
Sanger	27,353	2,188
San Joaquin	4,145	332
Selma	24,487	1,959
Unincorporated County	170,067	13,605
Glenn		
Orland	8,527	682
Willows	6,233	499
Unincorporated County	14,919	1,194
Humboldt		
Arcata	16,909	1,353
Blue Lake	1,262	101
Eureka	26,113	2,089
Ferndale	1,368	109
Fortuna	11,926	954
Rio Dell	3,299	264
Trinidad	342	27
Unincorporated County	69,632	5,571
Imperial		
Brawley	27,326	2,186
Calexico	40,485	3,239
Calipatria	6,509	521
El Centro	44,997	3,600
Holtville	6,236	499
Imperial	20,289	1,623
Westmorland	2,305	184
Unincorporated County	37,887	3,031
Inyo		
Bishop	3,924	314
Unincorporated County	14,639	1,171
Kern		
Arvin	22,014	1,761
Bakersfield	397,392	31,791
California City	14,120	1,130
Delano	51,070	4,086
Maricopa	1,142	91
McFarland	14,044	1,124
Ridgecrest	29,591	2,367
Shafter	20,448	1,636
Taft	7,142	571
Tehachapi	12,008	961
Wasco	26,815	2,145
Unincorporated County	318,407	25,473
Kings		
Avenal	12,354	988
Corcoran	20,476	1,638
Hanford	59,981	4,798

Lemoore	26,809	2,145
Unincorporated County	32,923	2,634
Lake		
Clearlake	13,993	1,119
Lakeport	4,774	382
Unincorporated County	45,173	3,614
Lassen		
Susanville	12,729	1,018
Unincorporated County	14,843	1,187
Los Angeles		
Agoura Hills	20,457	1,637
Alhambra	86,258	6,901
Arcadia	57,660	4,613
Artesia	16,484	1,319
Avalon	3,973	318
Azusa	49,587	3,967
Baldwin Park	75,935	6,075
Bell	36,319	2,906
Bellflower	77,458	6,197
Bell Gardens	42,233	3,379
Beverly Hills	33,399	2,672
Bradbury	1,045	84
Burbank	103,969	8,318
Calabasas	24,341	1,947
Carson	91,668	7,333
Cerritos	50,048	4,004
Claremont	35,707	2,857
Commerce	12,792	1,023
Compton	97,775	7,822
Covina	48,833	3,907
Cudahy	23,750	1,900
Culver City	39,805	3,184
Diamond Bar	56,717	4,537
Downey	111,425	8,914
Duarte	21,457	1,717
El Monte	116,465	9,317
El Segundo	16,660	1,333
Gardena	60,344	4,828
Glendale	203,834	16,307
Glendora	51,540	4,123
Hawaiian Gardens	14,467	1,157
Hawthorne	86,999	6,960
Hermosa Beach	19,451	1,556
Hidden Hills	1,913	153
Huntington Park	58,937	4,715
Industry	427	34
Inglewood	110,159	8,813
Irwindale	1,441	115

La Canada Flintridge	20,194	1,616
La Habra Heights	5,451	436
Lakewood	80,218	6,417
La Mirada	48,631	3,890
Lancaster	161,372	12,910
La Puente	40,087	3,207
La Verne	33,084	2,647
Lawndale	32,710	2,617
Lomita	20,431	1,634
Long Beach	467,730	37,418
Los Angeles	3,923,341	313,867
Lynwood	69,880	5,590
Malibu	11,537	923
Manhattan Beach	35,058	2,805
Maywood	27,670	2,214
Monrovia	38,479	3,078
Montebello	62,914	5,033
Monterey Park	60,380	4,830
Norwalk	105,393	8,431
Palmdale	156,074	12,486
Palos Verdes Estates	13,286	1,063
Paramount	55,200	4,416
Pasadena	145,306	11,624
Pico Rivera	63,157	5,053
Pomona	151,319	12,106
Rancho Palos Verdes	41,541	3,323
Redondo Beach	66,484	5,319
Rolling Hills	1,866	149
Rolling Hills Estates	8,098	648
Rosemead	54,229	4,338
San Dimas	34,003	2,720
San Fernando	24,754	1,980
San Gabriel	39,945	3,196
San Marino	12,961	1,037
Santa Clarita	221,572	17,726
Santa Fe Springs	18,129	1,450
Santa Monica	92,968	7,437
Sierra Madre	10,655	852
Signal Hill	11,617	929
South El Monte	21,296	1,704
South Gate	96,553	7,724
South Pasadena	25,668	2,053
Temple City	36,225	2,898
Torrance	144,832	11,587
Vernon	295	24
Walnut	29,835	2,387
West Covina	105,593	8,447
West Hollywood	36,125	2,890

Westlake Village	8,180	654
Whittier	86,196	6,896
Unincorporated County	1,024,204	81,936
Madera		
Chowchilla	17,330	1,386
Madera	66,172	5,294
Unincorporated County	74,972	5,998
Marin		
Belvedere	2,066	165
Corte Madera	10,029	802
Fairfax	7,498	600
Larkspur	12,194	976
Mill Valley	14,550	1,164
Novato	53,486	4,279
Ross	2,547	204
San Anselmo	12,689	1,015
San Rafael	59,016	4,721
Sausalito	7,355	588
Tiburon	9,456	756
Unincorporated County	66,888	5,351
Mariposa		
Unincorporated County	18,037	1,443
Mendocino		
Fort Bragg	7,409	593
Point Arena	435	35
Ukiah	15,526	1,242
Willits	5,040	403
Unincorporated County	58,259	4,661
Merced		
Atwater	31,810	2,545
Dos Palos	5,575	446
Gustine	5,845	468
Livingston	15,448	1,236
Los Banos	42,869	3,430
Merced	90,971	7,278
Unincorporated County	92,318	7,385
Modoc		
Alturas	2,886	231
Unincorporated County	6,605	528
Mono		
Mammoth Lakes	7,827	626
Unincorporated County	5,468	437
Monterey		
Carmel-by-the-Sea	4,023	322
Del Rey Oaks	1,670	134
Gonzales	8,490	679
Greenfield	18,402	1,472
King City	14,977	1,198

Marina	21,920	1,754
Monterey	28,382	2,271
Pacific Grove	15,536	1,243
Salinas	160,206	12,816
Sand City	385	31
Seaside	32,121	2,570
Soledad	24,454	1,956
Unincorporated County	106,752	8,540
Napa		
American Canyon	20,802	1,664
Calistoga	5,340	427
Napa	79,397	6,352
St Helena	6,070	486
Yountville	2,642	211
Unincorporated County	23,386	1,871
Nevada		
Grass Valley	12,758	1,021
Nevada City	3,081	246
Truckee	16,213	1,297
Unincorporated County	65,414	5,233
Orange		
Aliso Viejo	49,813	3,985
Anaheim	353,468	28,277
Brea	45,137	3,611
Buena Park	81,626	6,530
Costa Mesa	112,780	9,022
Cypress	48,531	3,882
Dana Point	33,189	2,655
Fountain Valley	54,953	4,396
Fullerton	139,431	11,154
Garden Grove	172,476	13,798
Huntington Beach	196,874	15,750
Irvine	271,564	21,725
Laguna Beach	22,495	1,800
Laguna Hills	31,073	2,486
Laguna Niguel	65,168	5,213
Laguna Woods	16,036	1,283
La Habra	62,808	5,025
Lake Forest	84,538	6,763
La Palma	15,442	1,235
Los Alamitos	11,538	923
Mission Viejo	94,119	7,530
Newport Beach	85,865	6,869
Orange	137,366	10,989
Placentia	51,173	4,094
Rancho Santa Margarita	48,183	3,855
San Clemente	64,065	5,125
San Juan Capistrano	35,801	2,864

Santa Ana	331,369	26,510
Seal Beach	24,443	1,955
Stanton	39,573	3,166
Tustin	80,009	6,401
Villa Park	5,759	461
Westminster	91,466	7,317
Yorba Linda	67,846	5,428
Unincorporated County	127,787	10,223
Placer		
Auburn	14,433	1,155
Colfax	2,172	174
Lincoln	49,624	3,970
Loomis	6,808	545
Rocklin	70,469	5,638
Roseville	146,875	11,750
Unincorporated County	114,613	9,169
Plumas		
Portola	1,928	154
Unincorporated County	16,188	1,295
Riverside		
Banning	32,233	2,579
Beaumont	52,686	4,215
Blythe	18,556	1,484
Calimesa	10,236	819
Canyon Lake	11,025	882
Cathedral City	53,973	4,318
Coachella	47,825	3,826
Corona	169,454	13,556
Desert Hot Springs	30,086	2,407
Eastvale	67,626	5,410
Hemet	84,525	6,762
Indian Wells	5,428	434
Indio	91,621	7,330
Jurupa Valley	108,097	8,648
Lake Elsinore	64,762	5,181
La Quinta	41,247	3,300
Menifee	99,686	7,975
Moreno Valley	209,426	16,754
Murrieta	115,172	9,214
Norco	26,107	2,089
Palm Desert	53,892	4,311
Palm Springs	47,754	3,820
Perris	78,977	6,318
Rancho Mirage	18,799	1,504
Riverside	324,302	25,944
San Jacinto	51,269	4,102
Temecula	112,771	9,022
Wildomar	37,013	2,961

Unincorporated County	389,905	31,192
Sacramento		
Citrus Heights	87,811	7,025
Elk Grove	178,124	14,250
Folsom	82,303	6,584
Galt	26,116	2,089
Isleton	832	67
Rancho Cordova	79,662	6,373
Sacramento	515,673	41,254
Unincorporated County	590,493	47,239
San Benito		
Hollister	41,386	3,311
San Juan Bautista	2,151	172
Unincorporated County	19,989	1,599
San Bernardino		
Adelanto	35,147	2,812
Apple Valley	74,350	5,948
Barstow	24,205	1,936
Big Bear Lake	5,189	415
Chino	88,184	7,055
Chino Hills	82,661	6,613
Colton	54,198	4,336
Fontana	213,944	17,116
Grand Terrace	12,399	992
Hesperia	96,053	7,684
Highland	55,060	4,405
Loma Linda	24,895	1,992
Montclair	39,598	3,168
Needles	5,353	428
Ontario	182,004	14,560
Rancho Cucamonga	175,131	14,010
Redlands	71,154	5,692
Rialto	102,567	8,205
San Bernardino	216,291	17,303
Twentynine Palms	29,967	2,397
Upland	78,513	6,281
Victorville	127,170	10,174
Yucaipa	55,634	4,451
Yucca Valley	22,330	1,786
Unincorporated County	303,912	24,313
San Diego		
Carlsbad	115,501	9,240
Chula Vista	274,449	21,956
Coronado	22,357	1,789
Del Mar	4,258	341
El Cajon	103,243	8,259
Encinitas	62,289	4,983
Escondido	151,688	12,135

Imperial Beach	27,774	2,222
La Mesa	59,578	4,766
Lemon Grove	26,345	2,108
National City	62,749	5,020
Oceanside	176,754	14,140
Poway	48,936	3,915
San Diego	1,411,034	112,883
San Marcos	96,302	7,704
Santee	56,800	4,544
Solana Beach	13,827	1,106
Vista	103,268	8,261
Unincorporated County	498,252	39,860
San Francisco		
City and County	875,010	70,001
San Joaquin		
Escalon	7,501	600
Lathrop	28,503	2,280
Lodi	68,751	5,500
Manteca	87,319	6,986
Ripon	16,292	1,303
Stockton	320,876	25,670
Tracy	98,601	7,888
Unincorporated County	155,691	12,455
San Luis Obispo		
Arroyo Grande	17,555	1,404
Atascadero	29,623	2,370
El Paso de Robles	31,073	2,486
Grover Beach	13,128	1,050
Morro Bay	10,121	810
Pismo Beach	8,108	649
San Luis Obispo	46,058	3,685
Unincorporated County	115,506	9,240
San Mateo		
Atherton	6,896	552
Belmont	26,470	2,118
Brisbane	4,579	366
Burlingame	29,746	2,380
Colma	1,659	133
Daly City	108,599	8,688
East Palo Alto	30,350	2,428
Foster City	32,842	2,627
Half Moon Bay	12,309	985
Hillsborough	11,391	911
Menlo Park	34,825	2,786
Millbrae	22,509	1,801
Pacifica	37,890	3,031
Portola Valley	4,560	365
Redwood City	85,182	6,815

San Bruno	44,936	3,595
San Carlos	29,814	2,385
San Mateo	103,045	8,244
South San Francisco	67,135	5,371
Woodside	5,628	450
Unincorporated County	64,880	5,190
Santa Barbara		
Buellton	5,435	435
Carpinteria	13,196	1,056
Goleta	32,339	2,587
Guadalupe	8,346	668
Lompoc	42,493	3,399
Santa Barbara	93,055	7,444
Santa Maria	107,445	8,596
Solvang	5,512	441
Unincorporated County	133,351	10,668
Santa Clara		
Campbell	41,533	3,323
Cupertino	58,656	4,692
Gilroy	56,599	4,528
Los Altos	30,510	2,441
Los Altos Hills	8,390	671
Los Gatos	30,836	2,467
Milpitas	75,663	6,053
Monte Sereno	3,604	288
Morgan Hill	47,374	3,790
Mountain View	82,814	6,625
Palo Alto	67,657	5,413
San Jose	1,029,782	82,383
Santa Clara	130,746	10,460
Saratoga	30,546	2,444
Sunnyvale	153,827	12,306
Unincorporated County	85,634	6,851
Santa Cruz		
Capitola	10,091	807
Santa Cruz	56,156	4,492
Scotts Valley	11,755	940
Watsonville	51,366	4,109
Unincorporated County	131,747	10,540
Shasta		
Anderson	10,702	856
Redding	91,715	7,337
Shasta Lake	10,657	853
Unincorporated County	64,723	5,178
Sierra		
Loyalton	754	60
Unincorporated County	2,435	195
Siskiyou		

Dorris	991	79
Dunsmuir	1,648	132
Etna	743	59
Fort Jones	670	54
Montague	1,353	108
Mount Shasta	3,408	273
Tulelake	902	72
Weed	2,657	213
Yreka	7,746	620
Unincorporated County	24,212	1,937
Solano		
Benicia	27,111	2,169
Dixon	20,197	1,616
Fairfield	118,005	9,440
Rio Vista	10,080	806
Suisun City	28,882	2,311
Vacaville	98,041	7,843
Vallejo	117,846	9,428
Unincorporated County	18,365	1,469
Sonoma		
Cloverdale	9,133	731
Cotati	7,429	594
Healdsburg	11,800	944
Petaluma	61,104	4,888
Rohnert Park	42,484	3,399
Santa Rosa	171,711	13,737
Sebastopol	7,657	613
Sonoma	10,924	874
Windsor	27,855	2,228
Unincorporated County	134,110	10,729
Stanislaus		
Ceres	48,901	3,912
Hughson	7,303	584
Modesto	219,294	17,544
Newman	11,962	957
Oakdale	23,237	1,859
Patterson	23,304	1,864
Riverbank	25,189	2,015
Turlock	74,820	5,986
Waterford	8,944	716
Unincorporated County	113,014	9,041
Sutter		
Live Oak	9,367	749
Yuba City	70,776	5,662
Unincorporated County	21,146	1,692
Tehama		
Corning	7,664	613
Red Bluff	14,272	1,142

Tehama	448	36
Unincorporated County	42,970	3,438
Trinity		
Unincorporated County	13,535	1,083
Tulare		
Dinuba	26,517	2,121
Exeter	10,997	880
Farmersville	11,327	906
Lindsay	13,090	1,047
Porterville	59,571	4,766
Tulare	69,246	5,540
Visalia	139,254	11,140
Woodlake	8,054	644
Unincorporated County	143,677	11,494
Tuolumne		
Sonora	4,690	375
Unincorporated County	48,775	3,902
Ventura		
Camarillo	69,708	5,577
Fillmore	15,807	1,265
Moorpark	35,981	2,878
Ojai	7,436	595
Oxnard	204,675	16,374
Port Hueneme	23,374	1,870
San Buenaventura	105,415	8,433
Santa Paula	30,691	2,455
Simi Valley	124,468	9,957
Thousand Oaks	125,426	10,034
Unincorporated County	92,242	7,379
Yolo		
Davis	69,295	5,544
West Sacramento	53,967	4,317
Winters	7,618	609
Woodland	60,978	4,878
Unincorporated County	25,642	2,051
Yuba		
Marysville	12,201	976
Wheatland	3,610	289
Unincorporated County	63,596	5,088



October 4, 2022

Cory Bytof, Sustainability Coordinator
City of San Rafael
1400 5th Avenue
San Rafael, CA 94901

Subject: GIS Tool for Mapping Potential Areas to meet AB 1383 Requirements

Dear Cory and Casey:

Thank you for inviting PlaceWorks to submit this proposal to provide support to the City of San Rafael and Zero Waste Marin's organic waste procurement program in compliance with California Senate Bill 1383 requiring all jurisdictions to procure per-capita volume of recovered organic waste products. The following letter describes PlaceWorks' approach to the scope of work, as well as associated costs and project timeline.

Understanding of the Project

As of January 1, 2022, cities and counties in California are required to procure a minimum quantity of products made from recycled organic waste each year. Jurisdictions can meet the requirement by procuring products for the jurisdiction's own use, or to give away. The procurement target is based on 0.08 tons of recovered organic waste products (ROWP) per resident, which translates to approximately 4,721 of required tonnage procured for the City of San Rafael, based on the City's 2019 American Community Survey 5-year estimated population of 59,016 residents.

The following scope describes our approach to gathering and analyzing data and developing a database and process by which the city, count, and partner jurisdictions may track organic waste procured and utilized through landscaping and give away.

Scope of Work

The primary work product would consist of a database hosted in ArcGIS Online that inventories the counties and other partner jurisdictions/agencies parks and landscaping features. Relevant fields in the dataset include the associated tonnage of procured organic waste that theoretically can be utilized for each landscape feature based on dimensions and landscape types, as well as fields meant to track, record, and summarize the 'actual' tonnages of compost and mulch used in existing maintenance programs for each feature. The database would be accompanied by web-based tools that enable jurisdiction/agency staff to update and maintain the data as well as view graphic summaries of key indicators, like remaining procurement targets after utilization. The database would contain information for each site used to calculate the total potential tonnage of mulch or compost that can be applied to each landscape feature based on characteristics like area (square-feet), landscaping type (turf, low water planting bed, high water planting bed, etc.), depth and frequency of

compost and/or mulch application based on landscaping type. PlaceWorks will use a series of conversion factors provided by CalRecycle to calculate how much compost and mulch is needed to meet CalRecycle's requirement for 'one ton of organic waste', based on these characteristics for each site/database feature. The database is accompanied by a mobile device application for real time updates in the field, and a database editing tool available in a web browser.

Both the database and web tools for tracking and maintaining the database will be structured such that the following optional tasks can be integrated into the primary database and tracking tool deliverable for San Rafael:

- » Conducting spatial analysis to identify where there are additional potential areas that could be integrated into the database, and summarizing relevant findings for potential new features, like ownership, status of landscape management (managed or unmanaged), estimated landscaping type, owner contact information, etc.

The following subsections summarize the scope and costs by individual work product.

1. Project Initiation and Ongoing Management (\$23K)

1.1 Kickoff Meeting (\$6k)

PlaceWorks staff will meet with the County and partner jurisdictions/agencies to kick off the project and develop an initial request for data.

1.2 Project Management (\$5k)

PlaceWorks staff will hold a bi-weekly check-in call with San Rafael and County staff to check in on project status, receive input on materials and communications, and address any questions.

Deliverable(s):

- » Scheduling, hosting, and facilitating Initial Kickoff meeting.
- » Scheduling, hosting, and facilitating bi-weekly check-in meetings.

1.3 ArcGIS Online Hosting Configurations (\$12k)

PlaceWorks will either set up and configure a new standalone ArcGIS Online account or host the landscape asset database and associated tools within an existing ArcGIS Online organizational account, or ArcGIS Enterprise system depending on the County's preferences. This scope and cost estimate assumes that the county hosting solution (B.2) will be selected but we are also providing a list of other variable hosing solutions for reference. The estimated cost breakdown for these options is detailed below:

B.1 City of San Rafael hosts database and tools via City's ArcGIS Online Account

- Licensing: \$300 annually per partner + one creator license at \$500 annually.
- ArcGIS Online Storage Fee: \$200 annually.
- Yearly Maintenance: \$1,200 annually (estimated for city staff time)

B.2 County Hosts database and tools via County of Marin's ArcGIS Online or Enterprise Account

- Licensing: \$300 annually per partner + one creator license at \$500 annually.
- ArcGIS Online Storage Fee: \$200 annually.
- Yearly Maintenance: \$1,200 annually (estimated for County staff time)

B.3 PlaceWorks configures a new standalone ArcGIS Online Account

- Licensing: \$3,000 annually, which includes 1 creator and 2 editor licenses.
- Additional partner licenses are \$300 per year, and each include 1,000 credits.
- Yearly Maintenance: \$1,200 annually (estimated for managing client staff time)

2. Data Model Development and Editing Tools (\$58k)

2.1 Data Model Development (\$12k)

PlaceWorks will prepare a foundational data structure, hosted in ArcGIS Online, that enables the county, partner cities, and agency staff to continuously build, track, and maintain a database of landscaped features, by digitally drawing and refining landscaped area features over aerial imagery and populating each feature's associated value fields, like landscaping type.

The foundational data structure will include but will not be limited to the value fields listed below to be populated with each landscape feature that is added to the database:

- » Feature area (square feet)
- » Managing department or agency
- » Landscaping type (e.g., turf, low water planting bed, open space native grasses, etc.)
- » Potential compost and mulch application depths and frequencies (associated with landscaping type)
- » Actual compost and mulch application depth and frequency (calculated using figures from actual landscape contracts).
- » Potential cubic yards of compost and mulch could theoretically be utilized annually for each feature, based on the feature's total area and assumed depths and frequencies of compost and mulch application.

- » Actual cubic yards of compost and mulch that is utilized annually for each feature, based on existing landscaping activities.
- » Potential tonnage of ROWP, calculated using a weight factor applied to the potential compost and mulch cubic yard calculations.
- » Actual tonnage of ROWP, calculated using a weight factor applied to the actual compost and mulch cubic yard calculations.
- » Other columns representing various tracking metrics, like date of last compost or mulch application
- » Notes and comments

To maintain data integrity and standardization as multiple staff edit and add to the database in real time, data fields will be formatted such that values are automatically calculated when a feature is edited or a new feature is drawn (like square-feet) or chosen from a drop-down list of possible values (like landscaping types) or populated via free-entry text field (e.g., a notes field), as appropriate. PlaceWorks will also incorporate all existing and landscape asset data into the model that is captured within task 2.3.

Other data fields that may be included in the model include:

- » Slope
- » Land Use

PlaceWorks will use these inputs (developed in coordination with the County and partner jurisdiction/agency staff to calculate the total annual capacity for ROWP application (in tons) for landscaped assets within each jurisdiction, as well as other key metrics like percent of procurement target met and remaining, and costs associated with ROWP application programs.

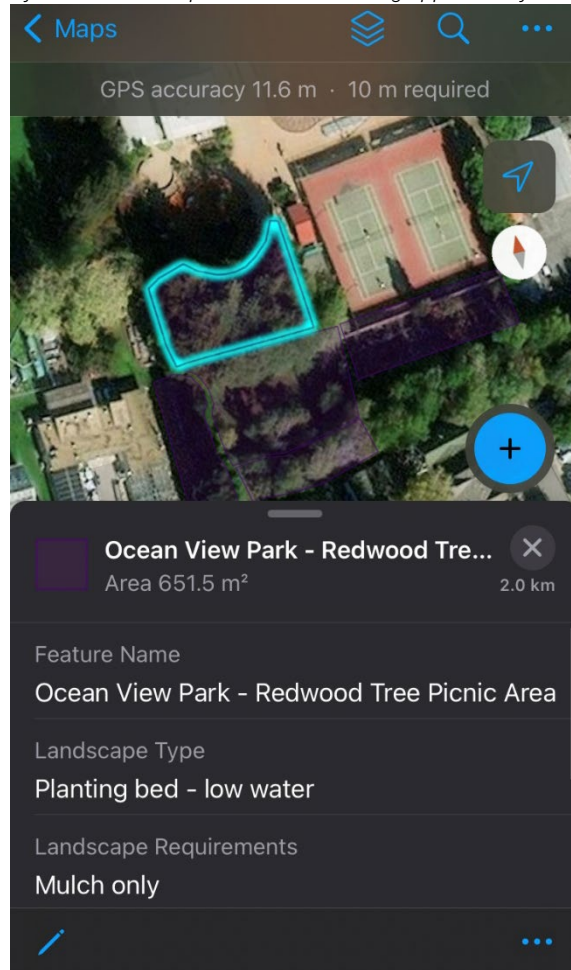
Deliverable(s):

Comprehensive landscape database model (geodatabase) hosted in ArcGIS Online with data fields necessary to input values and track and calculate key metrics.

2.2 Data Collection and Tracking Tools: Mobile version and Browser version (\$22k)

PlaceWorks will develop an ArcGIS Field Maps mobile application and Experience Builder web application which together allow county and jurisdiction/agency staff to update or edit the database (including drawing or editing feature boundaries and data inputs) while in the field on a mobile phone application or using a computer and internet browser at a desk. Both applications draw from the same database, such that any updates to the database made in one application are automatically reflected in the other.

Screenshot of ArcGIS Field Maps mobile data editing application for City of Albany



Screenshot of ArcGIS Experience Builder Desktop data editing application for City of Albany



Deliverable(s):

- » One ArcGIS Online Field Maps application developed for mobile phone or tablet use in the field.
- » One ArcGIS Online Experience Builder application for use in the office.

2.3 Data Gathering, Coordination, and Standardization (\$24k)

Coordination with various County jurisdictions/agencies is going to be a key component of this project. PlaceWorks will lead the coordination effort with help from county staff to ensure that we have access to current and complete landscaped areas data that is in a format that will work within the analysis and data reporting parameters.

Data Gathering and Coordination:

PlaceWorks will coordinate directly with the various city/county parks departments and park districts throughout the County and reference MarinMap to acquire the appropriate datasets needed for the mapping and analysis. These data will be provided to PlaceWorks in a GIS or similar GIS-friendly format that can be georeferenced for processing and standardization. These data may include:

- Park and open space areas
- Irrigated areas data from water service providers
- Landscaped areas (roadway medians, fields, gardens, and other manicured areas) with spatial representations and attribution necessary to be able to determine the extent of various landscaping activities and run compost volume calculations.
 - Type of landscaping activity

- Type of maintenance
- Frequency of maintenance
- Acres of maintained land
- Existing Land Use Data
- Landscaped areas data collected via the available web-based tools

For communities with poor quality data or no data in any of the formats listed above, PlaceWorks will work closely with jurisdiction/agency staff to help them to utilize the data structure and data collection tools developed in Tasks 2.1 and 2.2. For jurisdictions lacking staff resources to aid in the data collection effort, PlaceWorks will collect landscaped areas data to the best of our ability using available desktop mapping tools and through direct coordination with city/agency staff to confirm completeness and quality.

Data Processing and Standardization:

Using the data provided and collected by Jurisdictions, PlaceWorks will process and standardize the data into one complete County-wide dataset designed for mapping and running the necessary calculations. This will involve a mix of importing existing GIS data and observing parks and landscaping assets via the ArcGIS Online mapping/data collection tools, Google Earth, and Google Street View where needed, to record relevant characteristics like landscape type and exact boundaries used to update and improve the accuracy of the database and ROWP procurement calculations. PlaceWorks staff would use the appropriate tools to collect new landscape features and refine feature boundaries where possible.

PlaceWorks is including a not to exceed time and materials budget of \$10,000 within this task to provide direct one-on-one GIS/data assistance to jurisdictions/agencies that do not have the GIS resources necessary to develop/process/finalize data on their own. If this budget is extinguished, a contract modification may be required.

Deliverable(s):

- Comprehensive standardized landscaped areas database broken down by city/county/agency (geodatabase, Excel, KML)

3. Summary Dashboard, User Guides, and staff Training (\$36k)

3.1 Orientation Story Map and Process Documentation (\$12k)

PlaceWorks will develop an introduction splash page that orients viewers like the public, CalRecycle, and other jurisdictions and organizations participating in the landscape database. The introduction

page will include graphic sidebars with links to pages with relevant background information like legislative requirements, documentation on methods/calculations, as well as links for participating organizations and jurisdictions to sign into their account and be directed to editing and tracking tools.

Example of Introduction Web Page for Alameda County StopWaste



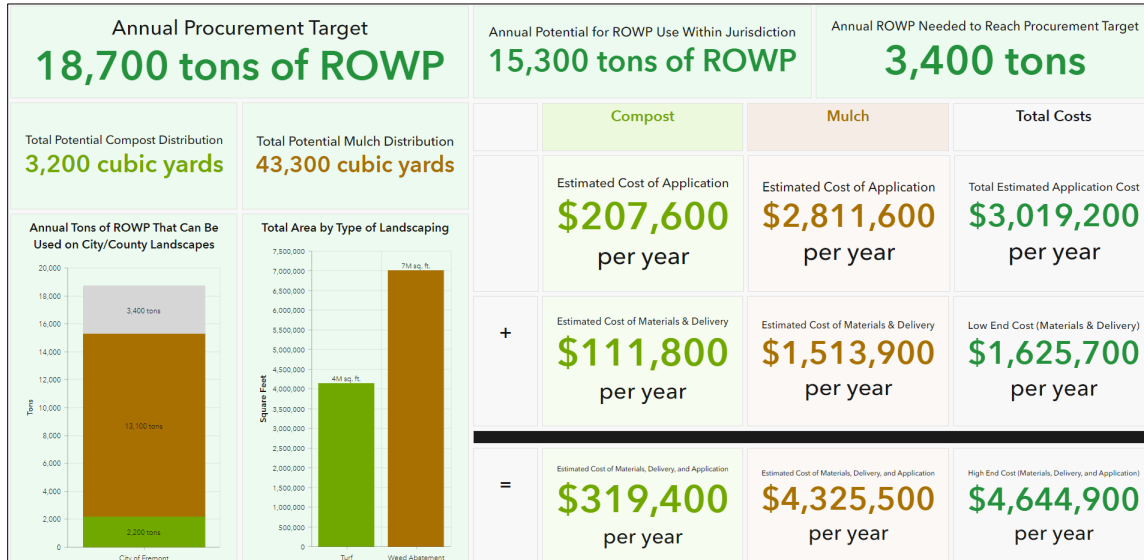
Deliverable(s):

- » ArcGIS Online hosted web page (using ArcGIS Online Story Maps application), with links that direct to relevant background information, methodology and documentation, as well as sign-in pages that direct participating users (e.g., San Rafael staff) to their respective database editing tools described in task 3.2 below.

3.2 Landscape Data and ROWP Procurement Summary Dashboard and Web Map (\$12k)

PlaceWorks will develop a graphic-rich and readable ArcGIS Online Dashboard application that summarizes key metrics from the central landscape tracking database. Dashboard summary metrics automatically update in real time any time the database is edited in either the mobile or web application. The accompanying web map will allow interested parties to inspect landscaped areas, review details related to individual areas, and filter for various characteristics of interest.

Reporting Dashboard Developed for Alameda County StopWaste



Reporting Web Map Developed for Alameda County StopWaste



Deliverable(s):

- » ArcGIS Online Web Map and Dashboard summarizing key metrics that are automatically calculated any time the landscape database is edited.

3.3 Training Materials and Webinar (\$12k)

PlaceWorks will prepare reference documents and schedule a webinar series with county and other participation jurisdiction/agency staff to train staff on using tools to maintain and track data in the database.

Deliverable(s):

- » Recorded, downloadable virtual zoom session or sessions to train staff editing database features in the office and in the field.

4. Optional Tasks

4.1 Optional Task 1: Identifying Potential New Landscape Features and ROWP Distribution Opportunities (\$20k)

PlaceWorks may conduct spatial analysis to identify where there are additional potential areas that could be integrated into the database, and summarizing relevant findings for potential new features, like ownership, status of landscape management (managed or unmanaged), estimated landscaping type, owner contact information, etc.

Data collection and methods would include using CPAD and other park and open space data available from MarinMap and from other jurisdictions, and supplementing these data with Lidar imagery, land cover and slope data, and other relevant data, like roadway access, to determine where there are additional areas in the Marin County region where the property owner/ managing agency could be contacted and asked if they are willing to accept compost and/or mulch distribution.

This task would not be a replacement for task 2.3 since all data collected through this optional task would need to be further reviewed and refined to delineate realistic boundaries for potential organics application. The results of this analysis would act as a guide for other potential application areas that are not on the radar of jurisdictions, unincorporated communities, or the county.

Deliverable(s):

- » GIS database and summary report defining additional areas in Marin County where organics distribution could occur.

Proposed Schedule

The project is estimated to take place over the course of seven to eight months between the end of October 2022 and either the end of May/June 2023, depending on the level of additional optional services requested. Table 1 below describes the proposed timeline for completion of the project broken down by task:

Table 1. Proposed Schedule

TASK	DATE DUE
1.1 Project Kickoff Meeting	October, 2022
1.2 Project Management	Ongoing
1.3 ArcGIS Online Hosting Configurations	October 2022
2.1 Data Model Development	November 2022
2.2 Data Tracking and Editing Tools	December 2022
2.3 Data Gathering, Coordination, and Standardization	January/February 2023
3.1 Orientation Story Map and Process Documentation	February 2023
3.2 Landscape Data and ROWP Procurement Summary Dashboards	March 2023
3.3 Training Materials and Webinar	April/May 2023
OPTIONAL TASKS	
Optional Task 4.1: Identifying New ROWP Distribution Opportunities	January/February 2023

Note: optional Tasks 4.1 is recommended to commence after Tasks 1-3 are completed in early, 2023.

Cost Estimate

Total project costs sum to \$122,000 including licensing fees but not including Optional Task 4.1. The tables below summarize the project costs for all potential tasks and fees.

Table 2. Cost Estimate

TASK	COST
1.1 Project Kickoff Meeting	\$6,000
1.2 Project Management	\$5,000
1.3 ArcGIS Online Hosting Configurations Initial lump-sum costs	\$12,000
2.1 Data Model Development	\$12,000
2.2 Data Tracking and Editing Tools	\$22,000
2.3 Data Gathering, Coordination, and Standardization	\$24,000
3.1 Orientation Story Map and Process Documentation	\$12,000
3.2 Landscape Data and ROWP Procurement Summary Dashboards	\$12,000
3.3 Training Materials and Webinar	\$12,000
Subtotal (without ongoing hosting fees)	\$117,000
Estimated Ongoing Annual Fees	
B.1. County of Marin hosts online database and tools	\$1,400 Annually
B.2. ArcGIS Online Licensing Fees - \$300 per jurisdiction * 12	\$3,600 Annually
Subtotal Ongoing Hosting Fees	\$5,000 Annually
Optional Task	
Optional Task 4.1: Identifying New ROWP Distribution Opportunities	\$20,000
GRAND TOTAL: Without Optional Tasks*	\$122,000
GRAND TOTAL: Including Optional Tasks	\$142,000

*Cost includes 1 year of licensing and hosting fees.

Table 3. Cost Breakdown by Jurisdiction*

JURISDICTION	COST
City of Belvedere	\$1,000
Cit of Corte Madera	\$4,807
City of Fairfax	\$3,576
City of Larkspur	\$6,143
City of Mill Valley	\$6,692
City of Novato	\$25,029
City of Ross	\$1,100
City of San Anselmo	\$6,033
City of Sausalito	\$3,418
City of Tiburon	\$4,300
City of San Rafael	\$28,812
Unincorporated Marin County (includes all unincorporated communities and lands)	\$31,090
Grand Total (including hosting, maintenance, and licensing fees for 1 year)	\$122,000
Estimated Ongoing Annual Fees** (beyond year 1)	
Per Jurisdiction Fee (including hosting, maintenance, and licensing fees)	\$417 Annually

*Per Jurisdiction fees are calculated based on the following equation, (jurisdiction population / total population of Marin County) * total project cost

** Per Jurisdiction annual fees include license fee and county hosting/maintenance fee

Acknowledgement

We look forward to working with you to bring about the successful completion of this project. If you have any questions regarding the contents of this proposal, please feel free to contact the undersigned.

Respectfully submitted,



Isabelle Minn
Principal, PlaceWorks
 Landscape Architect CA #5248

PlaceWorks Procurement Study Proposal

What is it?

PlaceWorks provides an ArcGIS based study and dashboard to help local jurisdictions understand their actual capacity to utilize the compost and mulch required to be procured as part of the SB 1383 regulations.

PlaceWorks would be contracted by Zero Waste Marin on behalf of all jurisdictions in the county that wish to participate. The County or City of San Rafael would host the database and tools via their current ArcGIS Online Account. The City and County are moving forward with this and invite all other cities and towns to participate.

Purpose

This platform will allow jurisdictions to assess actual capacity to use procured materials as mandated by CalRecycle. This study can be used to understand our utilization gaps and potentially to petition CalRecycle to adjust procurement targets to be more realistic (as well as to justify inability to meet CalRecycle determined procurement targets should that be necessary). It will also provide the ability to monitor and store data, create visual summaries of process on procurement targets, and share results through an interactive Story Map and dashboard for any jurisdiction that wishes to use it actively going forward.

Cost

Total cost is \$142,000. Per Jurisdiction amounts are calculated based on jurisdiction population and range roughly \$1,000-\$30,000 per agency if all jurisdictions participate (see Table 3. Below).

- » Cost of the initial study includes fees for licensing and hosting of data, map, & online dashboard.
- » Annual costs for those who choose to use the product for ongoing use and tracking would be approximately \$400-500 per agency for hosting, licensing and maintenance.

Funding

SB 1383 Local Assistance Grant (jurisdictions may also use their Zero Waste Reimbursement Program funds if preferred)

Deliverables

- » Database hosted in ArcGIS Online, synced mobile and desktop applications to input and audit data
- » Comprehensive landscape database model (geodatabase) to visualize land type and use
- » Interactive, automated Online Web Map and Dashboard with visual summary of data and progress
- » Training and Resources for staff

Jurisdiction Responsibilities

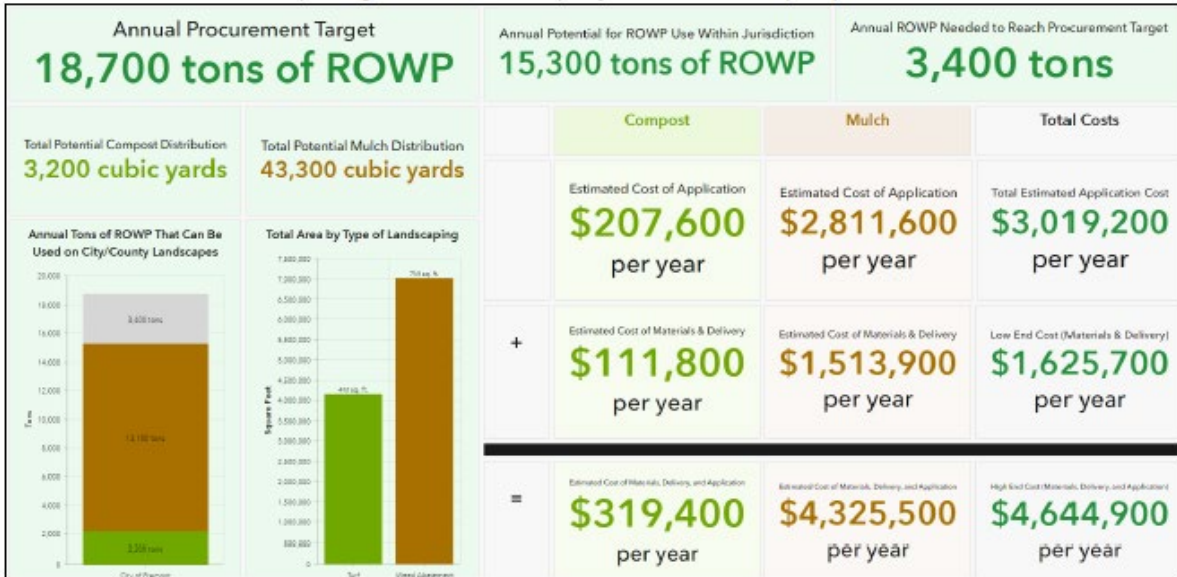
Each jurisdiction will need to provide GIS friendly data (geodatabase, Excel, KML) or pull from Marin Maps for refining available landscape space. Data will automatically be standardized into one complete Countywide dataset designed for mapping and running the necessary calculations, such as for potential vs actual compost and ROWP. Consultant would also conduct a high-level analysis of large landowners (e.g., school districts, water agencies, etc.) to get a sense of other application opportunities outside of City/County owned lands for potential future analysis or engagement.

Timeline

The project is estimated to take place over the course of seven to eight months between November 2022 and June 2023.

Example of dashboard from other jurisdictions

Reporting Dashboard Developed for Alameda County StopWaste



Reporting Web Map Developed for Alameda County StopWaste

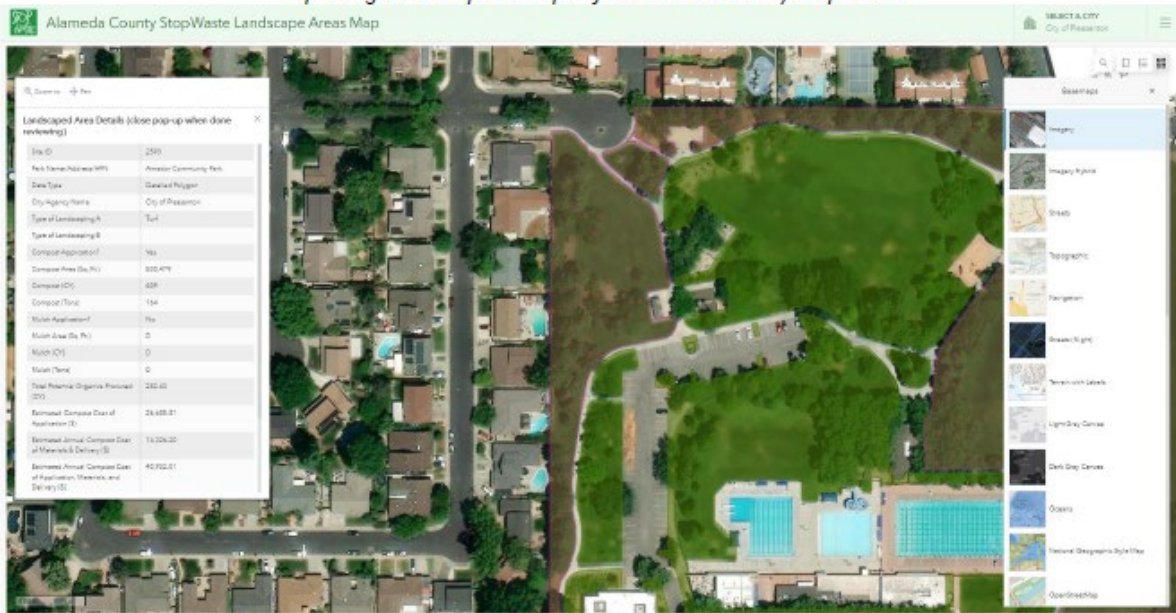


Table 3. Cost Breakdown by Jurisdiction (Including Optional Task)

JURISDICTION	COST
City of Belvedere	\$1,165
Cit of Corte Madera	\$5,595
City of Fairfax	\$4,162
City of Larkspur	\$7,150
City of Mill Valley	\$7,789
City of Novato	\$29,132
City of Ross	\$1,280
City of San Anselmo	\$7,022
City of Sausalito	\$3,979
City of Tiburon	\$5,005
City of San Rafael	\$33,535
Unincorporated Marin County (includes all unincorporated communities and lands)	\$36,186
Grand Total (including hosting, maintenance, and licensing fees for 1 year)	\$142,000
Estimated Ongoing Annual Fees** (beyond year 1)	
Per Jurisdiction Fee (including hosting, maintenance, and licensing fees)	\$417 Annually

*Per Jurisdiction fees are calculated based on the following equation, (jurisdiction population / total population of Marin County) * total project cost

** Per Jurisdiction annual fees include license fee and county hosting/maintenance fee



SAN RAFAEL

THE CITY WITH A MISSION

PlaceWorks Procurement Study Proposal

Zero Waste Marin Board

October 20, 2022



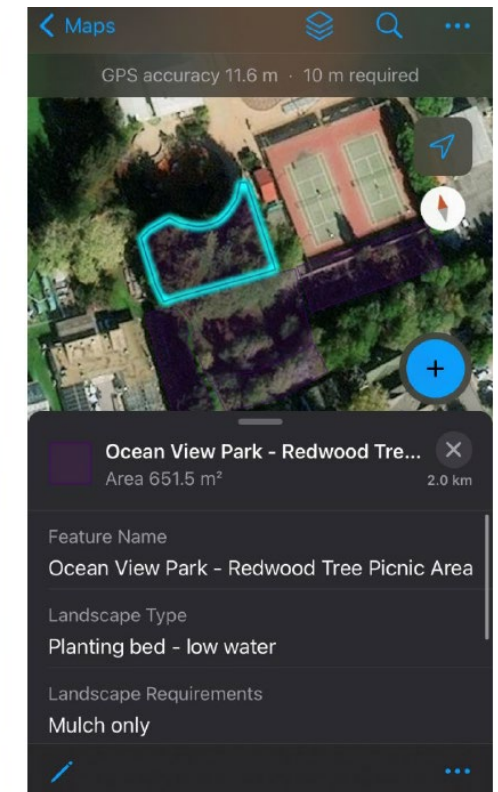
Procurement Study – Why

1. Strategic, countywide approach to meeting procurement compliance for SB 1383
2. Baseline data and opportunity areas
3. 3rd party data / study we can use to petition CalRecycle for variances



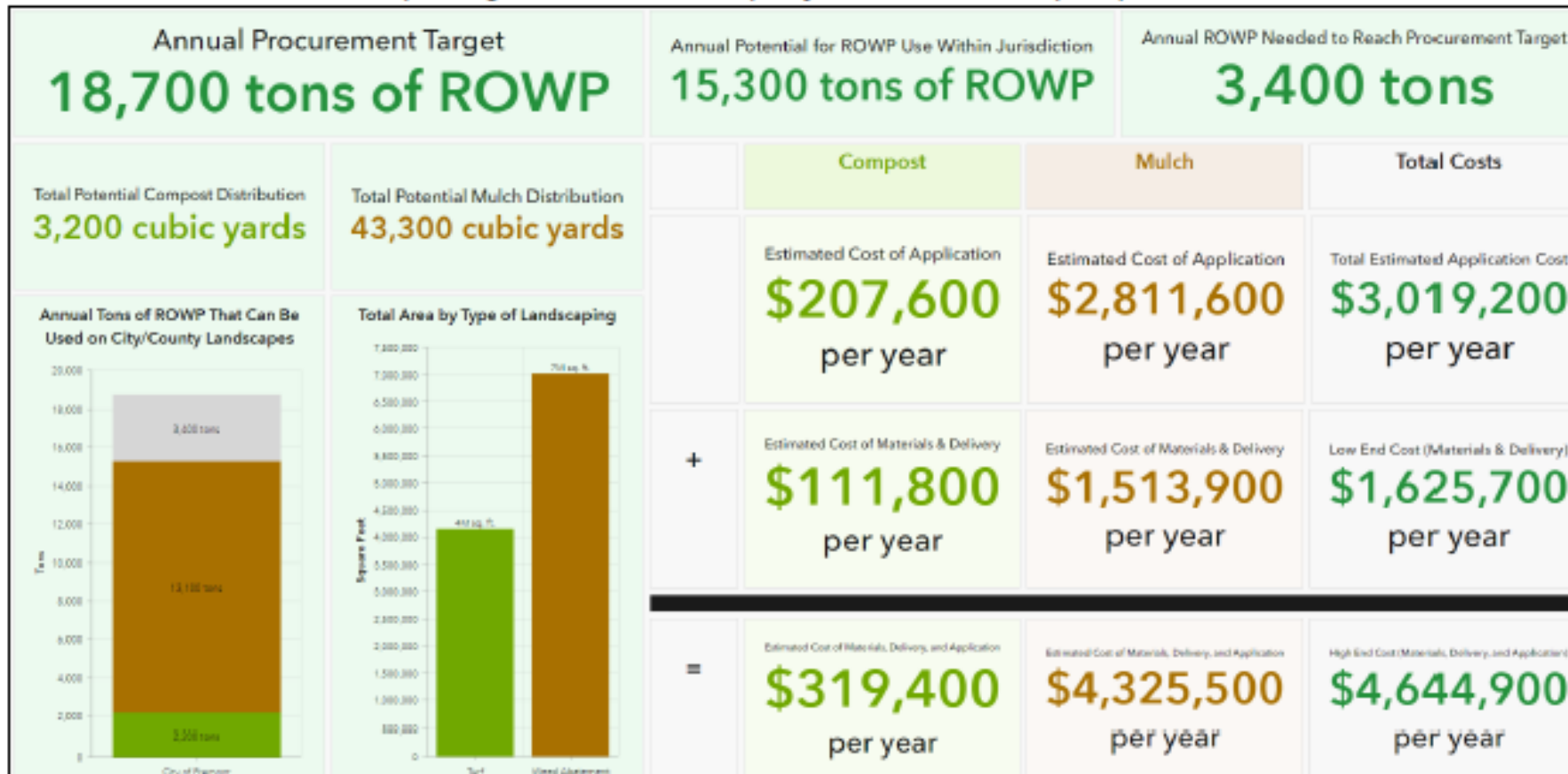
Procurement Study – What

GIS-based study and dashboard



Procurement Study – What

GIS-based study and dashboard





Procurement Study – How Much

- Based on population like CalRecycle calculates procurement
- \$1,165 - \$36,000 per jurisdiction
- Paid for by CalRecycle grants we received
- Leaves 1/2 of grant funds available for other use
- Ex: COSR = \$33,535 of \$80,000 grant award





Procurement Study – When

November	Consultant Kick-off
December	Consultant develops back-end platform
January	Consultant works with jurisdictions to get data
Feb / March	Dashboards, story map, process documentation
April / May	Training for staff



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Corte Madera

Date: October 20, 2022

County of Marin

To: JPA Board of Directors

Fairfax

From: Berenice Davidson, Interim Executive Director

Re: Special Districts Letter to Request SB 1383 Assistance

Larkspur

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

Mill Valley

Novato

These Special Districts, Almonte Sanitary, Alto Sanitary, Bolinas Community Public Utility District, Homestead Valley Sanitary, Las Gallinas Valley Sanitary, Marin City Community Service District, Stinson Beach County Water, Strawberry Recreation, and Tamalpais Community Service, all have solid waste franchise agreements as well as being responsible for sanitary, water and/or recreation services.

Ross

San Anselmo

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

San Rafael

At this time, there is no staff or resources to fulfill this request.

Sausalito

Attachment:

Tiburon

- 1. ZWM SB1383 Req Letter District

Recommendation

Discussion Only.



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168

info@tamcsd.org ♦ www.tamcsd.org

September 20, 2022

VIA EMAIL

Berenice Davidson
Assistant Director Public Works/
Interim Executive Director Zero Waste Marin (ZWM)
Department of Public Works,
County of Marin
P.O. Box 4186,
San Rafael, CA 94913-4186

RE: SB 1383 Voluntary Compliance and Enforcement

Dear Ms. Davidson,

The Almonte Sanitary District, Alto Sanitary District, Bolinas Community Public Utility District, Homestead Valley Sanitary District, Las Gallinas Valley Sanitary District, Marin City Community Service District, Strawberry Recreation District, Stinson Beach County Water District, and Tamalpais Community Service District (collectively referred to as "the Districts") request the concept of providing assistance to the Districts in enforcing the requirements of SB 1383 be placed on the next Zero Waste Marin (ZWM) Board meeting for discussion/consideration.

As we are special districts responsible for sanitary, water, solid waste, and/or recreation services, we are not set up to conduct enforcement at an infraction level. Unfortunately, we lack the resources (i.e., staff, administrative processes) to manage enforcement of SB 1383. While those of us with franchise agreements are working on contract amendment with our waste haulers to take on as many SB 1383 requirements as possible, the haulers are limited in what they can do. Specifically, haulers may participate by identifying non-compliant generators, but only public entities can issue the notices of violation and follow an administrative enforcement process.

We believe our request furthers the mission of ZWM and would create a consistent enforcement approach on a county-wide basis. This would build upon the level of technical and reporting assistance that ZWM, via County staff, does on the Districts' behalf regarding compliance with other CalRecycle related regulatory requirements including AB 939, AB 341, and AB 1826.

Specifically, we would ask for ZWM to explore providing assistance with the following enforcement and inspection requirements of SB 1383:

- Inspections and enforcement of commercial edible food generator requirements.
- Enforcement of food recovery organization and services, if needed.
- Enforcement of commercial generators that do not subscribe to adequate service levels. The Districts (via their haulers) will identify the entities that are out of compliance.
- Inspections and enforcement of non-compliant residential generators after 1/1/2024.
- Creation of education and outreach materials for voluntary compliance for use by the Districts.
- Assistance with seeking voluntary compliance with non-compliant residential and commercial generators.
- Development of a county-wide standardized process to handle complaints and violations.
- Reporting to CalRecycle on an annual basis re: SB 1383 implementation as required.

We recognize that the “devil is in the details” and that one size may not fit all. However, we believe it is worthwhile to explore the concept in-depth because of the potential county-wide benefits. Our suggestion would be to create a working ZWM Subcommittee consisting of two (2) representatives from the ZWM board, two special district representatives, and county staff (determined by the Executive Director). A potential funding source could be the new Zero Waste Reimbursement Program (includes former ZWM grant funds), but this detail would be addressed by the Subcommittee.

We believe other Special Districts as well as the smaller municipalities in the County, would be interested in such an arrangement, as they have the same limitations with respect to enforcement. We are confident we can work together for the mutual benefit of all the interested agencies in examining ways to provide enforcement to meet SB 1383 requirements.

Should you have any questions or require additional information, please contact Garrett Toy at gtoy@tamcsd.org or (415) 388-6393. Garrett will be the point of contact for this request by the Districts.

Thank you for your assistance in this matter.

Sincerely,



GARRETT TOY (on behalf of the General/District Managers listed below)
General Manager
Tamalpais Community Service District

Shonn Dougherty
District Manager
Almonte Sanitary District

Curtis Paxton
General Manager
Las Gallinas Valley Sanitary District

Jennifer Blackman
General Manager
Bollinas Community Public Utility District

Bill Hansell
District Manager
Alto Sanitary District

Bonner Beuhler
District Manager
Homestead Valley Sanitary District

Nancy Shapiro
General Manager
Strawberry Recreation District

Juanita Edwards
Acting General Manager
Marin City Community Service District

Ed Schmidt
General Manager
Stinson Beach County Water District