

MARIN COUNTY HAZARDOUS & SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Executive Committee Meeting

Thursday, September 5, 2024, 10:00 am – 11:00 am

In Person: 1600 Los Gamos Drive Suite 370 (Princess Leia Conference Room), San Rafael, CA 94903

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

Current Committee: Heather Abrams, Dan Eilerman, Todd Cusimano, John Stefanski, Jessica Deakyne

AGENDA

Call to Order

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

Consent Calendar 2 Minutes

2. Approve JPA Executive Committee Meeting Minutes from April 18, 2024 (Action) 2 Minutes

Regular Agenda

3. Executive Director Update (Information Only) 5 Minutes
4. Update on WCS and Contract with SCS Engineers (Information Only) 10 Minutes
5. SB1383 Implementation Record & Compliance Review Update (Information Only) 10 Minutes
6. Draft Annual Report (Action Item Only) 10 Minutes
7. Pilot Study Recommendations (Action Item) 10 Minutes
8. Draft Tonnage Reporting Ordinance (Action Item) 10 Minutes
9. Adjournment

Agendas & Staff Reports also available at <https://zerowastemarin.org/>



For disability accommodations please phone **(415) 473-4381** (Voice), CA Relay 711, or e-mail **WasteMgmt@MarinCounty.org** at least five business days in advance of the event. The County will do its best to fulfill requests received with less than five business days' notice. Copies of documents are available in alternative formats, upon request.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: September 5, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Open Time for Public Comment

Fairfax

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

Larkspur

Mill Valley

Recommendation

Novato

Receive public comment. Information Only.

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Executive Committee Meeting Minutes

Thursday, April 18, 2024

8:30 am – 9:30 am

In Person: San Rafael City Hall, 1400 Fifth Ave, 3rd Floor Large Conference
Room, San Rafael, CA

EXECUTIVE BOARD MEMBERS PRESENT

City of Mill Valley: Todd Cusimano (Vice Chair)

County of Marin: Dan Eilerman (Alt.)

City of Novato: Jessica Deakyne (Alt.)

City of San Rafael: John Stefanski

STAFF PRESENT

Kimberly Scheibly (Executive Director)

Casey Poldino (Staff)

Amy Kolnes (Staff)

Meilin Tsao (Staff)

Justin Newsome (Admin)

Melody Mitchell (Admin)

Call to Order Regular Meeting

Regular session was called to order.

Open Time for Public Comment (Items not on the agenda)

No public comments.

Approve JPA Board Meeting Minutes from February 29, 2024

Vice Chair Cusimano asked if there were any comments or changes to the minutes. Board Member Eilerman suggested adding to his existing comments under the agenda minutes (second paragraph) regarding who the new County Executive will be overseeing. Eilerman would like to add on to “With the exception of County Counsel the excerpt “as well as elected officials” to clarify the record.

Motion to approve the JPA Board Meeting Minutes from February 29, 2024

Motion: Eilerman. Second: Board Member Jessica Deakyne. Vote: Unanimous
Abstain: None

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Executive Director Report

Executive Director Scheibly shared her talk given on April 12 [2024] regarding SB-54 and its impacts on the reusable foodware ordinances part of the California Organics Recycling Council Board with attendance from across California. For the towns, cities, and unincorporated areas that adopted Marin County's ordinance they will be within compliance for a while with the possibility of a few minor adjustments; however, Corte Madera's ordinance will be out of compliance with state law, and they have been notified. The staff will keep the board members informed as the process moves along.

There was a meeting with the program subcommittee. The group suggested replacing the reimbursement program with a line item called New Program Development; this would pilot new waste streams. Scheibly shared that the waste disposal numbers are increasing and would like to focus on this as many of these materials are not being collected by the haulers in the curbside containers.

Scheibly added the need for a Countywide Waste Characterization study to fulfill our CalRecycle mandate to determine the capacity for organic waste in the county. Both steps can be funded with the Local Assistance Grant funding at CalRecycle's urging.

Additionally, informal bid quotes were sent to 6 vendors, The 4 that replied were Cascadia, Envirolutions, Race to Zero Waste and SCS Engineers. After an evaluation, staff recommended using SCS engineering as they have completed the Waste Characterization studies for Marin Sanitary and other larger businesses. They are also familiar with the CalRecycle Waste Characterization process and were also selected to perform a Waste Characterization study for Alameda County. Staff is in the process of getting a more formal quote with a more detailed plan.

The \$450,000 that was set aside for member agency reimbursement this year would be shifted to different fund line items to go after program development and pilot studies. Another suggestion is for a pilot Climate Corp cohort, which would be a group of 3 individuals to help all the cities and towns with the gaps in SB-1383.

A brief question and answer session was held regarding Climate Corp cohort, the question was addressed by Scheibly.

Scheibly concluded the Executive Director's report. Information item only. No action taken.

SB 54 Public Comment Letter

Scheibly updated the committee on the Plastic Pollution Prevention and Packaging Producer Responsibility Act which was signed into law on June 30, 2022. This extended producer responsibility regulation aims to eliminate packaging that is not

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

100% recyclable or compostable, improve the recycling rates of materials deemed recyclable to at least 60%, and reduce the overall amount of packaging by at least 25% by 2032.

The law requires producers to manage single-use plastic and develop a sustainable funding mechanism. Producers in California will be required to join the Producer Responsibility Organization (PRO), who is Circular Action Alliance that was appointed by CalRecycle. They PRO will oversee producers; establish a plan, collect fees, and report to CalRecycle. The regulation is part of a multiyear effort meant to shift the costs associated with these materials from local jurisdictions to producers. CalRecycle formally opened the 45-day public comment period on March 8, 2024.

Scheibly provided the recommendation to approve SB 54 public comment letter for the Executive Director to provide to CalRecycle on behalf of all Member Agencies.

Motion: Approve SB 54 public comment letter for the Executive Director to provide to CalRecycle on behalf of all Member Agencies.

Motion: Deakyne Second: Eilerman. Vote: Unanimous. Abstentions: None.

Fiscal Year 22/23 Audit

Kellin Gilbert of Pisenti & Brinker presented and spoke from a PowerPoint slideshow (attached in the Executive Committee meeting packet). Gilbert shared that the audit was 95% complete and the expectation of the report was to provide an unmodified opinion. During the presentation the key highlights were the relative roles and responsibilities of management and the auditors and the significant areas of focus for the audit. Additionally, requirement communications regarding accounting policies and practices, observations about the audit process, and internal controls matters were shared.

Eilerman raised a question/suggestion for mention of the term “citizens” in the audit report to be changed to “residents” or “community” as a replacement. Deakyne added that the suggestion of “community member” for inclusion.

A brief question and answer session was held regarding Munis functionality moving forward, questions and comments were addressed by Gilbert and Scheibly.

The finalization of the final report was confirmed by Gilbert, it is to be finalized “next week” prior to going to the full board.

Fiscal Year 24/25 Draft Proposed Budget

Scheibly spoke to a PowerPoint slideshow (attached in the Executive Committee meeting packet). Staff received notice in March that the JPA was awarded the Local

2

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Assistance Grant in the amount of \$1,157,867.00. At the suggestion of the Budget Subcommittee, two scenarios have been created for spending this money. Scenario 1 spends the money in one fiscal year, while Scenario 2 spreads the funding out over two fiscal years. For scenario 2 only FY 25 was included.

For FY 24-25 budget and associated hauler and facility fee assessments are charged to the landfill, material recovery facility, transfer station, and the five haulers operating in the County. Due to the Local Assistance Grant funding, the proposed budgets for both Scenarios 1 and 2 result in a decrease in the overall assessments.

Assessment fees are calculated based on disposal figures from the haulers and facilities in the County. The tonnage allocations are reset every 2 years and the current year's fees are based on tonnage from 2023. The franchised haulers may pass along these costs to their customers as prescribed in the rate setting methodology section of the franchise agreements. If it is not in their [franchise agreement] methodology, they do not have to pass it on. The facility operators may choose to pass on these costs to the customers who use their facilities, which includes the haulers and the public self-hauler.

The PowerPoint presentation displayed added details in the differences between Scenario 1 and Scenario 2. Starting out with a comparison of how the hauler/facility assessments would have been affected had the JPA not received the Local Assistance Grant from CalRecycle. The program expenses are the same for each scenario presented. The revenue requirements stay the same, it is the assessments and the Local Assistance Grant money that drives the change. In the presented Scenario 1, the Local Assistance Grant money is spent in one year. For Scenario 2, half of the money received from the LAG would be spent in FY25 and the remaining half would be spent in FY26. After the presentation, Scheibly presented the recommendation for vote.

Cusimano shared Chair Abrams' previously submitted questions to Scheibly's presentation in which these questions were separately addressed after the presentation.

A brief question and answer session was held regarding the budget Scenario options, raters, and preferences of the haulers. Questions and comments were discussed between the board members and Scheibly.

Motion: Adopt a Motion to approve the Proposed FY 24-25 Draft Budget for Scenario 1 or Scenario 2 or the Executive Committee could select one or the other for spending the Local Assistance Grant to be considered for adoption by the full board at its upcoming May 2024 meeting or provide specific direction specific direction to Staff on any desired changes.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Option 2 - Half of the money received from the Local Assistance Grant fund would be spent in FY 25 and the remaining half would be spent in FY 26.

Motion: Eilerman. Second: Board Member John Stefanski. Vote: Unanimous.
Abstentions: None.

Fiscal Year 24/25 Draft HHW Facility Budget

Scheibly updated the committee that as of July 1, 2023, the JPA now funds and oversees the operations of the Household Hazardous Waste Facility and The Very Small Quantity Generators for Marin located at 565 Jacoby Street in San Rafael. Many materials received at the facility are either directed for recycling or fuel incineration. This budget shows a minor increase from the 2024 approved budget. Justin Wilcock, Director of General Operations from Marin Sanitary Service was present to answer questions for the Executive Committee regarding the proposed budget. The recommendation is to adopt a motion providing specific direction to staff on the HHW facility operating budget that will come before the full board in May for review and approval.

A brief question and answer session was held regarding the operating budget. Scheibly displayed the operating budget for the committee via PowerPoint to assist in answering their questions.

Wilcock shared thoughts on the contract transition from the City of San Rafael to the County of Marin.

Motion: Move the HHW facility operating budget to the full board in May for review and approval.

Motion: Stefanski. Second: Eilerman. Vote: Unanimous. Abstentions: None.

Eilerman followed up with a question to Executive Director Scheibly regarding the Solar Panel and a Take Back pilot included in the budget and wanted to confirm it was a part of the Solar Take Back idea that allows residents and businesses can return old small off-road engine equipment. Executive Director Scheibly confirmed yes, and that the program subcommittee will discuss the programs for study.

Adjournment

Cusimano adjourned the meeting.

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

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

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

Belvedere

Date: September 5, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Executive Director Update

Fairfax

The Executive Director will provide an update on recent and ongoing activities provided by staff.

Larkspur

Mill Valley

RECOMMENDATION

Receive oral report. Information only.

Novato

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: September 5, 2024

Corte Madera

To: JPA Executive Committee

From: Casey Poldino, Waste Management Program Manager

County of Marin

Re: Update on Waste Characterization Study and Contract with SCS Engineers (SCS)

Fairfax

Under SB 1383, Article 11, Section 18992.1, Organic Waste Recycling Capacity Planning, each county is responsible for estimating the amount of organic waste in tons that will be disposed by the county and jurisdictions within the county.

Larkspur

Mill Valley

Neither the County of Marin nor Zero Waste Marin have ever conducted a comprehensive countywide Waste Characterization Study. This is the first step towards an understanding of our waste stream, including organic waste. The most recent statewide study (published in 2022) does not reflect the nuances of our county. Previous studies completed by a hauler in the county also do not reflect the true number of solid waste and organics disposal county wide.

Novato

Ross

San Anselmo

This study will be conducted by SCS and take place at Waste Management's Redwood Landfill and WM Earthcare. This study will verify current disposal levels and provide more accurate materials data from all haulers bringing material to the local landfill and compost facility. This is imperative to guide the organic waste recycling capacity study and will also guide planning for biomass utilization.

San Rafael

Sausalito

The contract with SCS is being processed and field work will start in October. Following ASTM procedure D 5231-92, sampling will include up to 100 unique samples over ten days. SCS will also visually characterize up to 100 self-haul waste loads. Materials will be categorized into approximately 70 different material categories and a draft report will be provided within four weeks of the study.

Tiburon

Recommendation

Receive oral report. Information only. We will be recommending another WCS in the spring to the full Board.

Attachment

Attach 1 SCS Proposal Marin County Characterization

August 12, 2024

Ms. Casey Poldino
Marin County Waste Management
1600 Los Gamos Drive
San Rafael, CA 94903
casey.poldino@marincounty.gov

Subject: **Marin County Waste Characterization Study**

Dear Ms. Poldino:

Marin County has requested a proposal from SCS Engineers (SCS) to conduct physical characterizations of the waste generated within the county. The goal of this project is to understand the level of contamination in the waste stream generated in the County, by commodity type. The characterization will take place in the Fall of 2024 with a two-week sampling period to establish the composition of the material being sent to landfill within the County.

SCOPE OF WORK

To complete this assignment, SCS will:

1. Provide two SCS Sampling/Sorting Managers and six field sorters for a total of two weeks of field activity with the possibility of sorting at two facilities as needed (Redwood Landfill and Marin Resource Recovery Center).
2. SCS will provide Health and Safety training at the start of the field activity to personnel involved in sampling and sorting. SCS would like to include Facility staff to provide health and safety protocols for the facility.
3. Provide equipment and materials for conducting the field activity, including safety equipment, personnel protective equipment, scales, and other equipment deemed suitable and necessary for this project.
4. Record data for samples and record observations.
5. Provide a report with results.

A detailed description of the tasks to be completed by SCS is described below.

TASK 1: PROJECT KICK-OFF MEETING

Following the contract award, SCS will meet with County staff to clarify mutual expectations and objectives for the study. The purpose of this meeting will be to review our proposed methodology and discuss ways that SCS will work with facility staff so the characterization study proceeds successfully, without disrupting normal collection operations.

At this meeting, we will request background information regarding the collection of materials in the County, including recent, routes, and special circumstances. SCS will develop a detailed stratified sampling plan that identifies the targeted waste routes and includes representative samples from each hauler and municipality. Based on available information, SCS will create field data forms, develop the field protocols, and define the project schedule.

SCS will discuss the following at the kick-off meeting:

- The list and definitions of materials to be considered in the study.
- The proposed sampling and sorting schedule.
- Field forms.
- The protocol for load/vehicle selection and sorting procedures.
- Reporting schedule.

Deliverables

- SCS will prepare meeting notes confirming actions and next steps.

TASK 2: DEVELOP METHODOLOGY AND SAMPLING PROTOCOL

Based on information gained through the kickoff meeting and provided by the County, SCS will develop a sampling protocol that details the field procedures, sampling plan, and sorting material categories.

SCS recommends selecting up to 100 samples over ten days. SCS will select 200-pound garbage samples following ASTM procedure D 5231- 92. Efforts will be made to minimize sampling biases or other impacts on the integrity of the database, consistent with good practice in such sampling programs. To this end, field activities will be coordinated to avoid holidays and other out of the ordinary events.

SCS will create a sampling plan based on the data provided by the five waste haulers within the county. Samples will be selected to be representative of the waste generated in each jurisdiction within the county. SCS will need County staff's assistance to obtain the necessary hauler data and coordinate any necessary routing adjustments with the individual haulers. SCS asks that a complete data set be provided a minimum of four weeks prior to scheduled fieldwork. The sampling plan will be contingent on the provided data.

Deliverables

- The list and definitions of materials to be considered in the study.

- The proposed sampling and sorting schedule.
- Field forms.
- The protocol for load and vehicle selection and sorting procedures.
- Reporting schedule.

TASK 3: CONDUCT SAMPLING AND CHARACTERIZATION

SCS will provide a Site Manager experienced in supervising characterization studies, an assistant to help manage the sampling and sorting operations, and a sorting crew to carry out the field sampling for the study.

The sorting crew will be fully equipped with hard hats, gloves, safety glasses, vests, and other safety equipment. SCS will provide scales, data forms, and other equipment necessary to conduct the fieldwork. A Health & Safety Plan will be prepared for this project and provided to the County for review and comment prior to the fieldwork. We will require that Redwood Landfill and Marin Sanitary provide a bobcat or loader and operator to assist with sample selection. A loader and operator are necessary tools for the sampling team to maintain healthy and safe operations. This may take a total of two to three hours throughout the day. A loader and operator are not included in this budget proposal.

SCS relies on proven protocols and a trained crew to ensure meticulous fieldwork and consistent, reliable results. Our approach to conducting the highest quality fieldwork is described below.

Selecting the Samples to Be Sorted

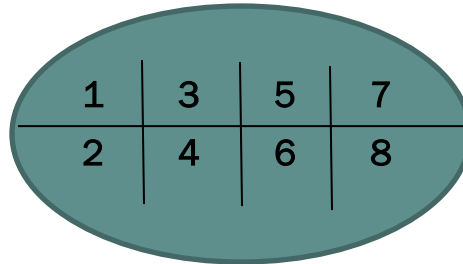
SCS will develop a stratified sampling plan in order to select garbage routes for sampling and sorting. Targeted vehicles will be directed to dump their loads into a designated area at the Facility.

The SCS field staff's responsibilities include interviewing truck drivers to screen out atypical loads, supervising the sorting operation, and providing quality assurance of sorting, weighing, and data recording. Given the limited size of the data set, it is important that simple random sampling (and the potential for unrepresentative data) be avoided. To this end, incoming vehicles will be interviewed briefly to assess the "representativeness" of each load, the point of origin, and other specific information.

If the targeted collection vehicle is deemed suitable for sampling and sorting, the SCS field staff professional will then direct the driver to a pre-arranged area at the facility for load discharge, and the sample will subsequently be obtained as follows:

1. The vehicle dumps its load onto the designated area. This area should have sufficient room to allow inspection and access around the pile.
2. The load is visually separated into approximately eight subsections (see **Figure 1**). The SCS field staff randomly selects a subsection to be sampled and directs an end loader to grab the sample from the subsection. The sample will be weighed prior to sorting to ensure an appropriate sample size.
3. This material will then be transported to the sorting area for weighing and sorting.

Figure 1. Plan View Showing “Cells” of Pile



Hand-Sort Procedure

Our hand sort procedure is based on ASTM procedure D 5231- 92. The samples will be placed on a sorting table (or equivalent) and separated by hand into the pre-determined material types. **Attachment A** outlines an example of material categories to be included.

Separated materials will be placed in containers to be weighed and recorded. Members of the sorting crew will be assigned material categories on which to focus. For each sample, the SCS Site Manager will review the sorted material for homogeneity before the containers are weighed and will record the weight for each sorted material category on a sampling form.

Visual Characterizations

SCS will visually characterize up to 100 self-hauled waste loads. A visual sampling form template is provided in **Attachment B**. This procedure is especially useful for identifying materials that may be present in large quantities, characterizing loads that contain bulky items, and characterizing waste streams that tend to have substantial composition variation within individual loads (e.g., loads that are half dirt and half lumber, separated at opposite ends of a truck). Hand sorting of 200-pound samples would not capture the variability of the load.

This procedure involves the following steps:

1. Selecting random self-hauled loads screened at the scale house to be included in the study;
2. Record the estimated percentage of the load corresponding to each material class on the visual sampling form; and
3. Record the estimated percentage for specific material categories within the material classes.

TASK 4 – COMPILE SAMPLING RESULTS AND PERFORM DATA ANALYSIS

The SCS Field Supervisor will input the data into a spreadsheet designed by SCS Engineers. SCS will then conduct a data analysis. The analysis will include:

- Quality control measures to confirm the accuracy of data entered.
- Calculate composition estimates using the ratio of the material’s weight to the total sampled material. Provide standard statistical analysis which includes the composition of each sample.

- Provide findings in an Excel Spreadsheet and submit it along with the final report that includes a summary of characterization data and findings.
- Develop detailed estimates of composition for each material type, presented with confidence intervals at the 95% confidence level.

TASK 5 – DRAFT AND FINAL REPORT

A draft and final report will be prepared presenting the results of the study. The draft report will include the number of samples analyzed by hauler and municipality and the average composition of incoming material including contaminants. Field data and photographs will be appended.

The draft report will be submitted and include:

- A summary of the field activity.
- Data and analyses in an Excel Spreadsheet.
- Detailed estimates of composition by material type, presented at a 95% confidence level.
- The relative presence of material categories and contaminants in the waste stream will be shown using pie charts.

SCS will submit a draft report to Marin County staff within four weeks after completing the characterization study. Following receipt of comments and edits from staff in response to the draft report, SCS will revise and submit the final report within seven business days.

Task 5 Deliverables

- Draft and Final Report

NECESSARY SUPPORT FROM FACILITY STAFF

SCS will require the following support from Marin Sanitary:

- **Data:** Routes by truck number and day of the week; and weekly quantities of garbage collected.
- **Safe Work Area:** A work area that is approximately 20 feet by 40 feet with overhead protection to be used to stage the samples and to conduct the sorting activities.
- **Assistance from Heavy Equipment Operator:** Once a collection vehicle is identified for sampling, SCS will need to coordinate with a heavy equipment operator to randomly grab a sample and deliver it to the sorting area.
- **Access to Washroom Facilities:** Access to existing washroom facilities, if nearby, or a portable toilet.

BUDGET

Work will be performed on a time and materials basis in accordance with SCS's Standard Fee Schedule and your project priorities. The cost to provide a loader and operator is not included in the budget. If one is not provided by the facility to assist in sorting procedures the cost to supply one will be added to the contract. A copy of the schedule and budget are included in **Attachment C**.

CLOSING

We look forward to working with you on this project. If you have any questions regarding this submittal or desire any additional information, please contact the undersigned.

Very truly yours,



Lauren Romanazzi
Project Director
SCS ENGINEERS



Laura Johnson
Project Manager
SCS ENGINEERS

ATTACHMENT A – MATERIAL CATEGORIES

Material Components	Diverible	Compostable	Potentially Diverible	Other
PAPER				
Uncoated Corrugated Cardboard (OCC)	X			
Newspaper	X			
White Ledger	X			
Mixed Paper	X			
Aseptic Containers/Gable-top Cartons	X			
Remainder/ Composite Paper				X
GLASS				
CRV Glass Bottles & Containers (no beer/wine)	X			
Non-CRV Glass Bottles & Containers (no beer/wine)	X			
Wine Bottles	X			
Beer Bottles	X			
Remainder/Composite Glass				X
METAL				
Tin/Steel Cans	X			
Major Appliances	X			
Other Ferrous	X			
Aluminum Cans-CRV	X			
Aluminum Cans-Non-CRV	X			
Other Non-Ferrous	X			
R/C Metal				X
PLASTIC				
PETE Bottles -CRV	X			
PETE Bottles - non-CRV	X			
Other PETE Containers - non-or-CRV	X			
HDPE CRV Containers	X			
HDPE Colored Containers (non-CRV)	X			
HDPE Neutral Containers (non-CRV)	X			
#3-7 CRV Containers	X			
#3-7 Non-CRV Containers	X			
Recyclable Plastic Film	X			
Nonrecyclable Plastic Film				X
Durable Plastic Items				X
EPS Packaging				X
R/C Plastic				X
SPECIAL				
Bulky Items				X
Mattresses, Box Springs, Futon Mattresses	X			
Tires	X			
Vape Pens				X
R/C Special Waste				X

Material Components	Diverible	Compostable	Potentially Diverible	Other	
ORGANICS					
Food	Potentially Donatable-Perishable-Non-Prepared	X			
	Potentially Donatable-Perishable-Prepared	X			
	Potentially Donatable-Non-Perishable	X			
	Potentially Donatable-Low Nutritional Value	X			
	Inedible	X			
	Not Donatable but Compostable	X			
	Green Waste	X			
	Manures	X			
	Compostable Plastics	X			
	Compostable Paper-Packaging	X			
	Other Compostable Paper	X			
	R/C Organics			X	
	CONSTRUCTION & DEMOLITION (C&D)				
	Concrete	X			
	Asphalt Paving	X			
Asphalt Roofing				X	
Clean Recyclable Wood (non-treated)	X				
Clean Gypsum Board			X		
Rock, Soil, and Fines	X				
R/C C&D				X	
HAZARDOUS & E-WASTE					
Paint	X				
Vehicle and Equip Fluids			X		
Used Oil and Oil Filters	X				
Large Rechargeable Batteries (Count)	X				
Small Rechargeable Batteries (Count)	X				
Household Batteries (Count)	X				
Universal Waste Electronic Devices (UWED)	X				
Covered Electronic Waste	X				
Fluorescent Tubes	X				
Treated Wood Waste				X	
Propane Gas Cylinders	X				
Pharmaceuticals	X				
Sharps (Count/ Photo)	X				
All Other HHW				X	
RESIDUE					
Textiles			X		
Mixed Residue				X	

ATTACHMENT B – VISUAL CHARACTERIZATION FORM

Waste Characterization Study - Visual Sample							
Date:		M	T	W	Th	F	Time:
Site:		Route #:			Est. Incoming Vol:		
Sample #:		Sector: RES COM		circle one			
Jurisdiction of Origin:		Vehicle type/ Truck #:					
Hauler		General Categorization ¹ : C&D RW CW BI LD					
circle one							
Notes:							
MATERIAL TYPE		Proportion to Weight					
		Est. % of Load	EPA density (lb./CY)	Weight			
Compostable		Yard Debris					
		Food Scraps					
		Clean Dimensional Lumber					
		Clean Pallets and Crates					
Paper		Cardboard					
		Mixed Paper					
Plastic		CRV Plastic					
		Rigid Plastics					
		Remainder Plastics					
Glass		Glass Containers/Jars					
		Glass Other					
Metal		CRV Aluminum					
		Non-Ferrous Metals					
		Ferrous Metals					
		Rebar					
		Other Metal					
		White Goods					
Inerts		Concrete					
		Brick					
		Rock					
		Gypsum Board/Drywall					
		Asphalt Roofing					
		Asphalt Paving					
		Soil					
Wood		Engineered Wood					
		Other Wood					
Other		Tires					
		Mattresses/Box Springs					

MATERIAL TYPE		WEIGHT (In Pounds)		
		Est. % of Load	EPA density (lb./CY)	Net
Donatable		Furniture Donatable		
		Building Materials		
		Rec. Equipment		
		Other		
Other		HHW		
		Medical Waste		
		Manufactured Products		
Misc.		Textiles		
		Carpet/Carpet Padding		
		Furniture		
		Insulation		
		PVC Pipe or Products		
		Plastic Film		
		Treated/Painted Wood		
		Bulky Waste		
		Hard-to-Compost Organics		
		Miscellaneous/Bagged Waste		

Notes: 1. Construction & Demolition (C&D) Residential Waste (RW) Commercial Waste (CW) Bulky Items (BI) Landscape Debris (LD)

ATTACHMENT C - BUDGET

Work will be performed on a time and materials basis in accordance with SCS's Standard Fee Schedule and your project priorities. This project will not exceed \$150,000.

DESCRIPTION		<u>TASK 1</u>	<u>TASK 2</u>	<u>Task 3</u>	<u>TASK 4</u>	<u>TASK 5</u>	PROJECT TOTAL	
		KO Mtg	Methodology and Prep	Fieldwork	Data Analysis	Draft & Final Report		
<u>Title</u>	<u>Rate \$/Hour</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Cost</u>
Project Director	\$302.00	1	4	0	0	6	11	\$3,322
Project Manager	\$184.00	4	20	50	16	20	110	\$20,240
Statistician	\$300.00	4	20	5	16	30	75	\$22,500
Staff Professional	\$177.00	2	12	100	14	35	163	\$28,851
Staff Professional	\$150.00	2	12	50	14	0	78	\$11,700
Subcontractor	\$72.00	0	0	540	0	0	540	\$38,880
Clerical	\$65.00	4	0	0	0	2	6	\$390
Total Labor	--	17	68	747	60	93	985	\$126,183
<u>Other Direct Costs (ODCs)</u>	<u>Cost \$/Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Cost</u>
Mileage	\$0.67	0	0	600	0	0	600	\$402
Truck Rental (per day)	\$100.00	0	0	11	0	0	11	\$1,100
Car Rental (per day)	\$65.00	0	0	11	0	0	11	\$715
Per Diem*	\$263.00	0	0	33	0	0	33	\$8,679
Field Supplies & Rental Equipment (lump sum)	Estimate	\$0	0	4,000	0	\$0	--	\$4,000
G&A	15%	\$0	\$0	\$2,234	\$0	\$0	--	\$2,234
Total ODCs	--	\$0	\$0	\$6,234	\$0	\$0	--	\$17,130
TOTAL BUDGETARY ESTIMATE (Labor, ODCs)		\$3,152	\$14,812	\$81,314	\$12,322	\$20,817	\$143,313	

* Based on US GSA Per Diem Rates Table

5

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

Belvedere

Date: September 5, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: SB 1383 Implementation Record & Compliance Review Update ZWM

Fairfax

All twelve Member Agencies have received a formal notification of evaluation and review of the Implementation Record (IR) for SB1383 pursuant to section 18996.1 of Title 14 of the California Code of Regulations from the Jurisdiction and Agency Compliance and Enforcement (JACE) branch of CalRecycle. In addition to the Member Agency’s IR, ZWM will submit a separate IR for the responsibilities delegated through the Letters of Agreements with each Member Agency. This review will also include field visits to review the residential and commercial three bin system, the edible food recovery program, the procurement program for recycled content fiber products as well as the use/purchase of compost and mulch, and the records for the CalGreen and the Model Water Efficient Landscape (MWELO) Ordinances.

Larkspur

Mill Valley

Novato

Ross

In addition to the IR review and evaluation, there will be a review of implementation of Mandatory Commercial Recycling (MCR), Mandatory Commercial Organics Recycling (MORe), and the Source Reduction and Recycling Element (SREE) and the Household Hazardous Waste Element (HHWE) Public Resource Code section 41500 or 41510.

San Anselmo

San Rafael

Sausalito

JACE will conduct these evaluations and reviews in groups of four. Group 1 is the Town of Corte Madera, City of Larkspur, City of Mill Valley, and City of Sausalito. All four submitted their IRs to CalRecycle the end of August. Group 2 is City of Belvedere, Town of Ross, City of San Rafael and the Town of Tiburon. Group 3 will be the City of Novato, the Town of Fairfax, the Town of San Anselmo and Unincorporated Marin County. The reviews are expected to take three to four weeks in which time CalRecycle will be in contact with the SB1383 leads from each Member Agency and ZWM staff if clarification is needed, or gaps are identified so corrections can be made prior to the release of a formal findings report. In the meantime, The Local Assistance and Market Development branch of CalRecycle and ZWM staff are available to assist with these reviews.

Tiburon

RECOMMENDATION

Receive oral report. Information only.

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

Belvedere

Date: September 5, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Draft Annual Report

Fairfax

Zero Waste Marin staff have compiled an Annual Report for the 2023/24 Fiscal Year to highlight major accomplishments, program updates, and goals for the next fiscal year. The report provides metrics from the programs managed by Zero Waste Marin staff, aiming to highlight the measurable impact of these programs and identify opportunities for enhancing outcomes or amplifying their effectiveness.

Larkspur

Mill Valley

Some of the major highlights from the 2023/24 FY were hiring new staff, the procurement of finished compost for the first time, expanded SB 1383 outreach efforts, and the continued growth of the edible food recovery program to comply with SB 1383.

Novato

Ross

The report closes with goals for the 2024/25 FY, which include completing a County-wide waste characterization, implementing a new recordkeeping software system, piloting new household hazardous waste programs, building out the enforcement and inspection process for SB 1383, and more.

San Anselmo

San Rafael

RECOMMENDATION

Adopt a Motion to approve Annual Report and present at upcoming full board meeting as Information Only Agenda item.

Sausalito

ATTACHMENTS

FY 23-24 Annual Report

Tiburon

FISCAL IMPACT

None

EQUITY IMPACT

Zero Waste Marin is working on behalf of all cities, towns, and the unincorporated areas of Marin County to provide continuous outreach, education, and support of zero waste efforts and compliance with regulations.

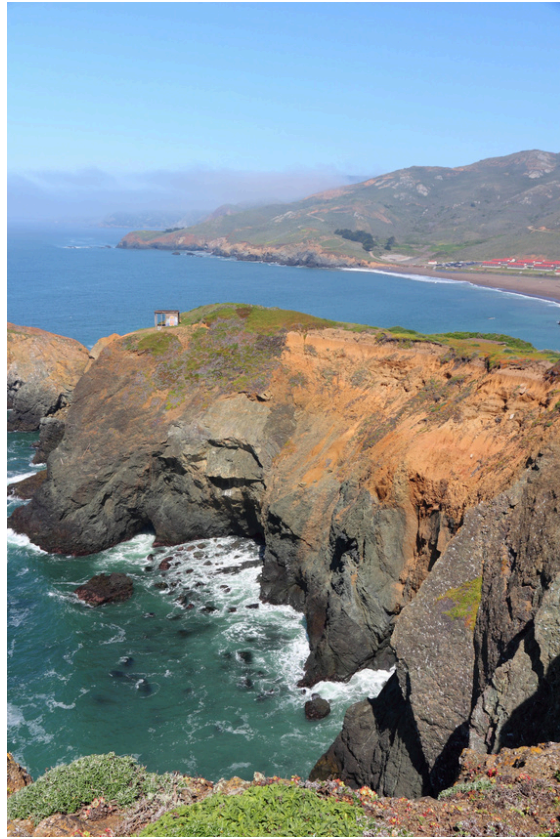
Board Chair: Please confirm the vote on this item by reading the following items out loud after the vote.

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____



Zero Waste Marin: Annual Report for FY 23/24



ZERØWASTEMARIN

ZERØWASTEMARIN

Table of Contents

Letter from the Executive Director	3
Zero Waste Marin: Who We Are	4
Major Program Accomplishments: FY 2023/24	6
Regulatory Compliance & Reporting	7
SB 1383 Outreach and Communications Efforts.....	7
SB 1383 Edible Food Recovery Program	7
Jurisdiction Spotlight: County Buildings SB 1383 Compliance Program.....	11
CalRecycle Electronic Report (EAR)	12
Annual Audit	16
Compliance Software	16
Programs Overview	16
Zero Waste Schools Program.....	16
Household Hazardous Waste (HHW) Program.....	17
Construction & Demolition Program.....	18
Outreach Efforts & Community Events.....	19
Community Event Attendance	19
Grocery Store Tabling.....	20
Launch of New Zero Waste Marin Website.....	20
Social Media.....	21
Spring Campaign: Eat It ALL Up!	21
RFP for Marketing & Communications Consultant.....	22
Looking Ahead: Goals for FY 24/25.....	22
Major goals for FY 24/25 include:	23

ZERØWASTEMARIN

Letter from the Executive Director

The past 16 months have been filled with challenges, opportunities, and several successes. I thank everyone on the JPA Board, my supervisors, and my staff for all the support they provide. Having a full staff dedicated to the Zero Waste Marin JPA will allow us to accomplish even more in the years ahead as we continue to navigate regulatory compliance, changing recycling markets, more toxic products entering the waste stream, and rising costs of managing our resources. We were able to accomplish the following in FY 2024:



- Hired two more full-time employees to assist with regulatory compliance.
- Approved a Restated and Amended Staffing Agreement between the County of Marin and the JPA.
- Received two grants from CalRecycle: SB1383 Local Assistance Grant and HD41 Hazardous Waste Grant.
- Approved the FY24/25 budget.
- Completed the first Marine Flare Take Back event in the County.
- Completed the first year of new regulatory obligations for SB1383 on behalf of the Member Agencies.
 - Mailed the first County-wide SB1383 letters to residents, businesses, and edible food generators informing the public of the requirements.
 - Created/updated our educational resources, redesigned our website, and increased our presence in the community through tabling events.
 - Implemented regular meetings with Sustainability and Hauler staff to improve communication, establish compliances processes, and determine roles and responsibilities for implementation and monitoring.
 - Met the Recovered Organic Waste Product Procurement target for 2023 and are set to meet the 2024 target before the end of the year.
 - Completed an Edible Food Capacity Study, purchased cloud-based software for generators to record food recovery efforts, and evaluated ways to improve the edible food recovery program.
 - Began inspections of businesses with a focus on education and training.

The complexities of managing our waste stream are not without challenges; however, continued communication, collaboration and commitment will ensure we meet and exceed our goals. I continue to be inspired, motivated, and challenged to grow in this position by staff, member agencies and their staff, and all the community agencies we partner with. Thank you all so much for your continued support.

Kimberly Scheibly
Executive Director

ZERØWASTEMARIN

Zero Waste Marin: Who We Are

The Zero Waste Marin Joint Powers Authority is a governmental agency that represents all 11 cities and towns in Marin and the unincorporated areas of the County of Marin. Our mission is to protect our natural resources by promoting source reduction of waste through reuse, repair, and more mindful purchasing. To make responsible waste sorting easy, we offer a variety of programs including: the Household Hazardous Waste program, the Zero Waste Schools Program, and public outreach and education programs. These programs align with County-wide goals to act on climate change and promote healthy, safe, and sustainable communities.

Zero Waste Marin is comprised of the city and town managers of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito and Tiburon and the County of Marin. Zero Waste Marin ensures Marin's compliance with the California Integrated Waste Management Act and its waste reduction mandates, among other State-wide waste laws. The Marin County Department of Public Works, Waste Management Division administers Zero Waste Marin programs and responsibilities.

Zero Waste Marin staff

The Zero Waste Marin team is made up of nine staff members, who each manage different aspects of Zero Waste Marin programs. Zero Waste Marin staff are employed by the County of Marin and have a staffing agreement with the Joint Powers Authority to provide staffing to run Zero Waste Marin Program.

Our team members include:

Kimberly Scheibly
Executive Director

Casey Poldino
Program Manager

Amy Kolnes
Senior Planner

Casey Fritz
Senior Planner

Kathy Rico
Senior Planner

Andy Buck
*Senior Program
Coordinator*

Ruben Hernandez
Senior Program Coordinator

Andrew Shelton
*Waste Management
Specialist*

Meilin Tsao
*Waste Management
Specialist*

Zero Waste Marin Board Members

The Zero Waste Marin Joint Powers Authority Board is made up of the eleven City and Town Managers of Marin's cities and towns and the County Executive for Marin County. There are also alternates for nearly all jurisdictions who attend the Board meetings and are able to vote on behalf of their jurisdiction.

ZERØWASTEMARIN

There are also three Committees on the Board: the Executive Committee, the Budget Committee, and the Programs Committee. These committees meet in addition to the full Joint Powers Authority Board.

Our Board members and Alternates include:

Robert Zadnik
City Manager
City of Belvedere

Dan Schwarz
City Manager
City of Larkspur

David Donery
Town Manager
Town of San Anselmo

Antony Boyd
Public Works Director
City of Belvedere (Alt)

Shannon O'Hare
Asst. City Manager
City of Larkspur (Alt)

John Stefanski
Asst City Manager
City of San Rafael

Adam Wolff
Town Manager
Town of Corte Madera

Todd Cusimano
City Manager
City of Mill Valley

Cory Bytof
Sustainability Manager
City of San Rafael (Alt)

Demetre Copeland
Asst. Civil Engineer
Town of Corte Madera (Alt)

Grace Ledwith
*Climate Action &
Sustainability Coordinator*
City of Mill Valley (Alt)

Chris Zapata
City Manager
City of Sausalito

Derek Johnson
County Executive
County of Marin

Jessica Deakyne
Acting City Manager
City of Novato

Catie Thow Garcia
*Resilience &
Sustainability Manager*
City of Sausalito (Alt)

Dan Eilerman
Assistant CAO
County of Marin (Alt)

Gretchen Schubeck
Sustainability Coordinator
City of Novato (Alt)

Greg Chanis
Town Manager
Town of Tiburon

Heather Abrams
Town Manager
Town of Fairfax

Christa Johnson
Town Manager
Town of Ross

David Eshoo
Associate Engineer
Town of Tiburon (Alt)

Loren Umbertis
Director of Public Works
Town of Fairfax (Alt)

Eric Robbe
Senior Building Inspector
Town of Ross (Alt)

ZERØWASTEMARIN

Major Program Accomplishments: FY 2023/24

Below is a high-level summary of the major accomplishments from the 2023/24 Fiscal Year (July 1, 2023 – June 30, 2024).



Hired four new staff to work on programs and expand offerings.



Took over management of the Marin HHW Facility.



Signed onto letters of support for proposed, relevant State-wide waste laws.



Procured finished compost for the first time, as required by State law SB 1383.



Built out the County-wide edible food recovery program, and began in-person visits.



Sent an educational letter to all Marin County residents (120,000+ addresses) to educate about SB 1383.

ZERØWASTEMARIN

Regulatory Compliance & Reporting

SB 1383 Outreach and Communications Efforts

Zero Waste Marin staff undertook several major outreach efforts related to SB 1383 during the 23/24 Fiscal Year. In August 2023, all covered commercial edible food generators received a letter from Zero Waste Marin to inform them of required surplus edible food donation; details of this letter are included in the “Edible Food Recovery Program” section below. In total, 185 of these letters were mailed. Zero Waste Marin also mailed a letter to all residents in Marin County in December 2023; a letter in English and Spanish, along with a one-pager on how SB 1383 affects residents, were mailed out to 124,885 addresses in Marin County.

Zero Waste Marin staff also continued outreach efforts via social media, the website, and in-person events. Staff regularly posted on social media channels, including Instagram and Facebook, about relevant social media topics. As part of the website update, the Legislative section of the Zero Waste Marin website was reviewed and updated to ensure all required information is clear and easily accessible. Staff continued to offer trainings and technical assistance to businesses and other sites that requested support or needed additional information about complying with SB 1383.

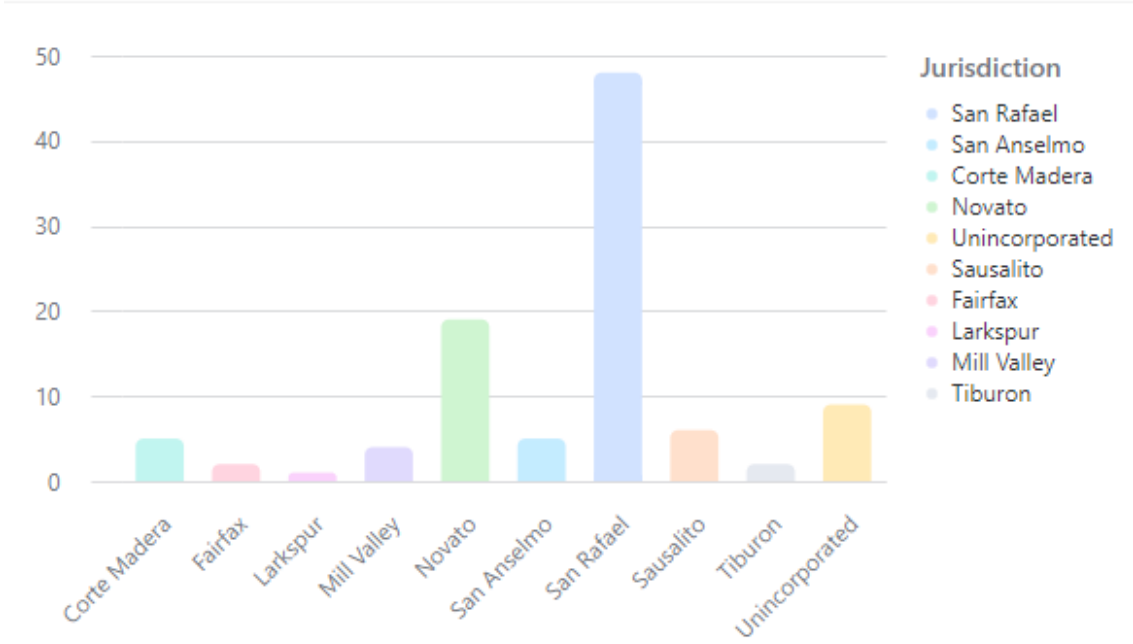
SB 1383 Edible Food Recovery Program

In the 23/24 Fiscal Year, Zero Waste Marin staff built on their previous efforts to compile and maintain a list of all covered commercial Edible Food Generators as required under SB 1383. After compiling this list of covered generators, Zero Waste Marin staff mailed an initial letter to all covered generators in August 2023. The goals of this letter were to notify businesses that they qualified as a commercial Edible Food Generator per CalRecycle’s definitions and that they must donate their surplus edible food.

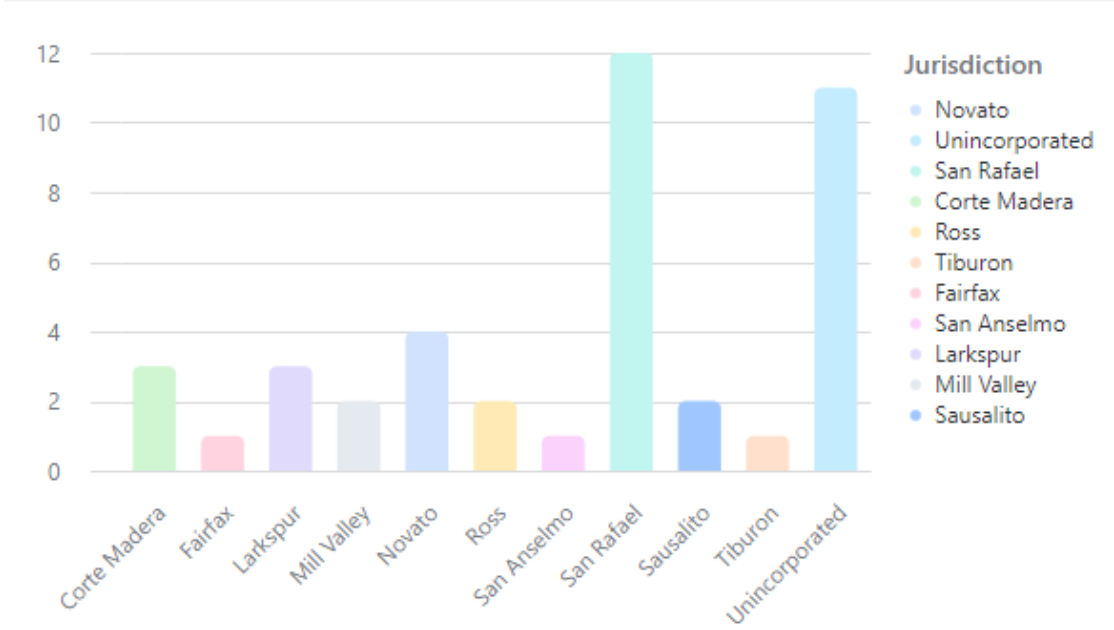
These letters were successful in soliciting responses from most generators, and Zero Waste Marin staff were able to begin verifying which generators truly belonged on the covered edible food generator list. This database of generators was built in AirTable, a software that allows staff to maintain information about each generator and allows generators to respond to surveys via unique links specific to their site. Below, the two bar charts show the number of generators located in each jurisdiction within Marin County. This graph was created in AirTable using the data managed in the ZWM database.

ZERØWASTEMARIN

Count of T1 Generators by Jurisdiction



Count of T2 Generators by Jurisdiction

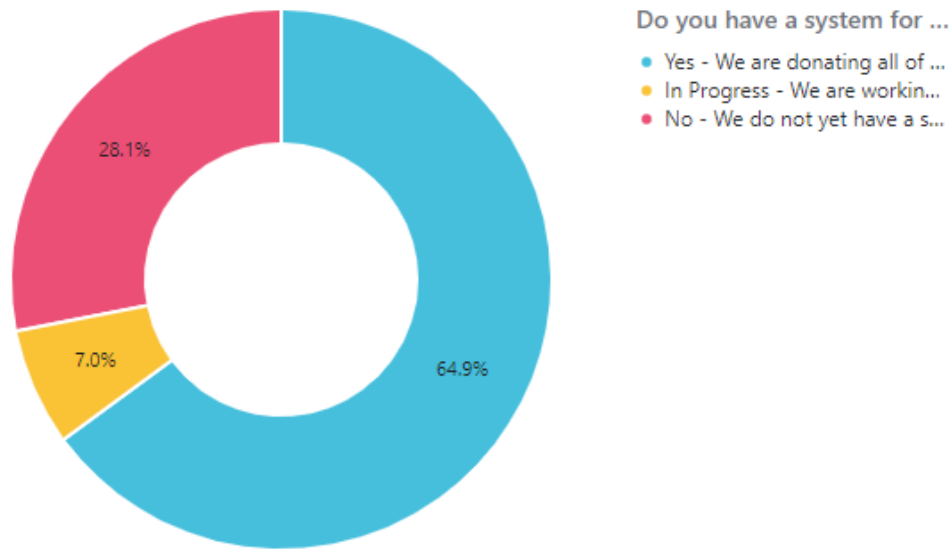


ZWM sent out electronic surveys to all covered edible food generators that had been identified to gather information about the business and how much progress had been made towards complying with the food donation requirements. Below are two pie charts showing answers to the question: “do you have a system for food donation at your

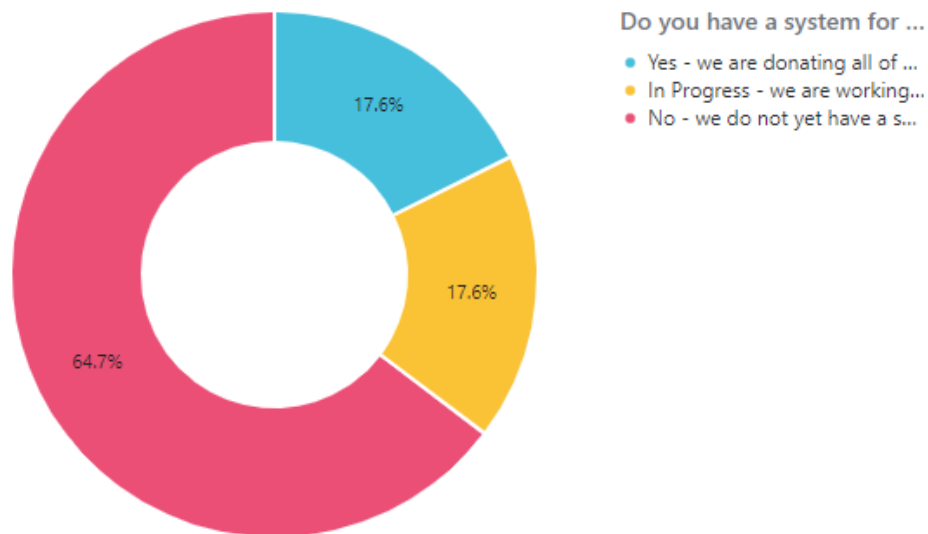
ZERØWASTEMARIN

site?”. Of the generators that responded, the majority of Tier 1 generators indicated that they already have a system in place or are in progress creating one. On the other hand, Tier 2 generators predominantly indicated that they do not yet have a food donation system in place. This could be a reflection of the fact that Tier 1 generators have had to be compliant with food donation requirements since January 1, 2022, while Tier 2 generators just passed their compliance deadline on January 1, 2024, and are still getting set up.

Tier 1 Generators: Self-Reporting on Food Donation Status



Tier 2 Generators: Self-Reporting on Food Donation Status



ZERØWASTEMARIN

During FY 23/24, ZWM also had a contract with HF&H Consultants to assess and improve the edible food recovery program. This contract was successfully completed in May 2024. The main goals of the contract were to:

- Review and verify the generator list compiled by ZWM staff.
- Review and verify the list of Food Recovery Organizations and Services compiled by ZWM staff.
- Help ZWM staff understand the existing food recovery landscape and capacity in Marin County.
- Complete a capacity assessment as required by CalRecycle, with a report that also includes recommendations, findings, and best practices.

Additionally, in May of 2024 ZWM staff visited 20% of the total generators in Marin County, which amounted to 28 site visits. These visits aimed to educate generators about their responsibilities under SB 1383, ensure they had received our communications, and determine the current status of food recovery at their site. This information will be used to help ZWM staff understand how generators are currently complying with the regulations, and what support would be most helpful to them moving forward.



Required Recovered Organic Waste Procurement (ROWP)

SB 1383 includes a Recovered Organic Waste Products (ROWP) procurement target, as defined by CalRecycle, which requires jurisdictions to procure 0.08 tons of organic waste per resident of the jurisdiction. This procurement target can be met through the procurement of any combination of compost, mulch, biomass electricity, and renewable gas. ZWM decided to comply with this section of the regulation through the procurement of compost. The total ROWP procurement target for all of Marin County is 20,621 tons which is the equivalent of 11,961 tons of compost.

In the fall of 2023, ZWM entered into contract with a Direct Service Provider, Agromin, to fulfill the entirety of the procurement target for 2023. The compost procurement target for 2023 (using the CalRecycle-approved tiered scale of 30% of target) was a total of

ZERØWASTEMARIN

3,588 tons. This tonnage was purchased in the Central Valley and applied to agricultural lands in the Central Valley. This was a great benefit to farmers who produce much of our country's food. We also worked with West Marin Compost (WMC) to secure 790 cubic yards of compost for local farmers in Marin.

For 2024, we have procured 200 cubic yards of compost from WMC for application on local West Marin agricultural lands, to date. We have also contracted with Agromin for the procurement of the majority of our compost target. The target for 2024 is 7,774 tons at the CalRecycle-approved tiered scale of 65% of full target. We will also work on a contract with WMC to further provide local compost to our local agricultural community. We will be hosting a compost giveaway day during Zero Waste Week in October 2024.

ZWM is also currently working with the following entities to create and grow a beneficial partnership that serves our counties needs for compost:

- Marin County Parks
- Marin Carbon Project
- Marin Agriculture & Land Trust
- Marin Resource Conservation District
- Parks Measure A Grantees
- Local community and school gardens
- UCCE Extension

Jurisdiction Spotlight: County Buildings SB 1383 Compliance Program

In December 2023, the County of Marin Waste Management team hired a dedicated Senior Program Coordinator to create and manage the Marin County buildings SB 1383 Compliance Program. This role is responsible for deploying the infrastructure and developing the programs needed at all County buildings to comply with California State Law SB 1383, the Short-Lived Climate Pollutants Act. This law requires everyone in California to separate their organic material (such as food scraps, soiled paper and plant trimmings) to prevent it from going to landfills.

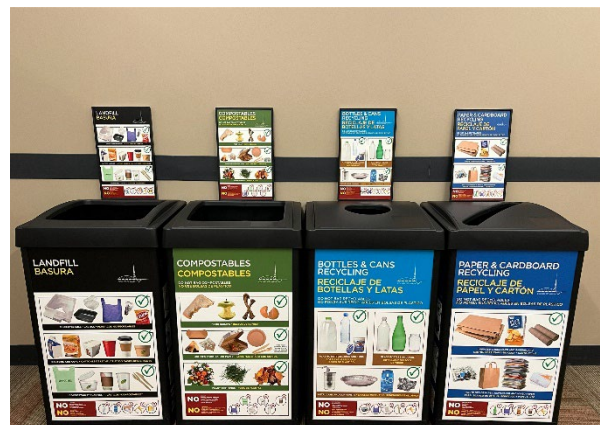


Image of new, SB 1383-compliant waste sorting stations.

One of the main requirements of the SB 1383 regulations is to have containers for organic material and recyclables in all areas where disposal containers are provided, and all waste containers must conform to the proper color and labeling requirements.

ZERØWASTEMARIN

The County of Marin currently has 61 properties needing the proper infrastructure to comply with all SB 1383 requirements. The Marin Civic Center and the Marin Center complex were selected as the first County campuses to deploy the new sorting stations and implement the programs needed to comply with the law.

After conducting a comprehensive needs assessment at the Civic Center and the Marin Center, the Senior Program Coordinator managing this project determined that 65 new sorting stations are needed in 103 offices throughout the Civic Center, and 51 sorting stations are needed for the Exhibit Hall, the Showcase Theater, and the Marin Veterans Memorial Auditorium at the Marin Center complex.



Images of new, SB 1383-compliant waste sorting stations.

The roll-out of the new sorting stations will be gradual, starting with the Marin Center complex in time for the Marin County Fair in early July 2024. Next up will be the Administrative building, the Hall of Justice, and the Court Floor at the Civic Center campus. The goal of this project is not only to achieve 100% compliance with SB 1383 at the Marin Civic Center and the Marin Center, but additionally to transform those two campuses into compliance models for the rest of the County and the entire region.

CalRecycle Electronic Report (EAR)

Each year staff submit a required Electronic Annual Report (EAR) to CalRecycle on behalf of all Zero Waste Marin Member Agencies; this Report provides the State with an overview of various metrics associated with waste disposal and recovery.

This year's reporting represents the second full year of reporting since SB 1383 regulations went into effect on January 1, 2022. As per the SB 1383 Letter of Agreement dated April 20, 2023, Zero Waste Marin staff provided additional assistance to the cities and towns (Belvedere, County of Marin, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon) with completing these reporting requirements.

Reporting categories covered included:

- Procurement
- Edible Food Recovery
- Collection Systems
- Education and Outreach
- MWELo, C&D and CalGreen
- Enforceable Mechanisms and Ordinances
- Enforcement & Monitoring

ZERØWASTEMARIN

- Planning Documentation

In addition, four haulers – Bay Cities Refuse, Marin Sanitary Service, Mill Valley Refuse and Recology – provided additional information associated with their Commercial and Residential programs.

As there are now two years of SB 1383 reporting, staff has been able to establish a baseline of data which will be used as a benchmark to continue our process improvement efforts through measurable data. Staff has included key metrics from these reports as represented in the tables below.

Tables 1 and 2 represent an overview by jurisdiction for 2022 and 2023 of the number of commercial businesses that were included in a compliance review and those business not recycling organics.

Table 1 (2022)

SLCP (SLCP)			
Jurisdiction Name	Low Population Waiver	Number of commercial businesses (includes multifamily) included in a compliance review	Number of commercial businesses (includes multifamily) included in a compliance review NOT Recycling organics
Belvedere	<input type="checkbox"/>	20	0
Corte Madera	<input type="checkbox"/>	163	0
Fairfax	<input type="checkbox"/>	75	0
Larkspur	<input type="checkbox"/>	246	69
Marin-Unincorporated	<input type="checkbox"/>	305	4
Mill Valley	<input type="checkbox"/>	330	0
Novato	<input type="checkbox"/>	0	0
Ross	<input type="checkbox"/>	13	3
San Anselmo	<input type="checkbox"/>	136	18
San Rafael	<input type="checkbox"/>	1,106	230
Sausalito	<input type="checkbox"/>	169	0
Tiburon	<input type="checkbox"/>	129	0

ZERØWASTEMARIN

Table 2 (2023)

SLCP (SLCP)			
Jurisdiction Name	Low Population Waiver	Number of commercial businesses (includes multifamily) included in a compliance review	Number of commercial businesses (includes multifamily) included in a compliance review NOT Recycling organics
Belvedere	<input type="checkbox"/>	20	0
Corte Madera	<input type="checkbox"/>	163	0
Fairfax	<input type="checkbox"/>	77	0
Larkspur	<input type="checkbox"/>	245	37
Marin-Unincorporated	<input type="checkbox"/>	549	1
Mill Valley	<input type="checkbox"/>	335	0
Novato	<input type="checkbox"/>	971	7
Ross	<input type="checkbox"/>	13	2
San Anselmo	<input type="checkbox"/>	137	3
San Rafael	<input type="checkbox"/>	1,115	75
Sausalito	<input type="checkbox"/>	159	0
Tiburon	<input type="checkbox"/>	128	0

Tables 3 and 4 include additional details regarding education and outreach metrics.

When comparing this year-over-year data, there was an increase in our education and outreach figures. This is due to a combination of continued outreach and education efforts coupled with the inclusion of Novato data, which was previously reported under a separate report for the 2022 annual report.

ZERØWASTEMARIN

Table 3 (2022)

What type of education and outreach were provided to all generators, including organic waste generators, and how many generators received each type of education and outreach? (Includes education and outreach for SLCP, MORE, MCR, and SRRE/HHWE) Select all that apply.								
Jurisdiction Name	Print	Number of generators that received SLCP material	Electronic	Number of generators that received SLCP material	Direct contact	Number of generators that received SLCP material	Other	Number of generators that received SLCP material
Belvedere	<input checked="" type="checkbox"/>	1,700	<input checked="" type="checkbox"/>	850	<input checked="" type="checkbox"/>	21	<input type="checkbox"/>	
Corte Madera	<input checked="" type="checkbox"/>	9,331	<input checked="" type="checkbox"/>	22,767	<input checked="" type="checkbox"/>	176	<input checked="" type="checkbox"/>	8,156
Fairfax	<input checked="" type="checkbox"/>	2,516	<input checked="" type="checkbox"/>	1,561	<input checked="" type="checkbox"/>	169	<input checked="" type="checkbox"/>	0
Larkspur	<input checked="" type="checkbox"/>	1,143	<input checked="" type="checkbox"/>	112	<input checked="" type="checkbox"/>	603	<input checked="" type="checkbox"/>	0
Marin-Unincorporated	<input checked="" type="checkbox"/>	57,924	<input checked="" type="checkbox"/>	5,317	<input checked="" type="checkbox"/>	655	<input checked="" type="checkbox"/>	3,000
Mill Valley	<input checked="" type="checkbox"/>	4,844	<input checked="" type="checkbox"/>	3,882	<input checked="" type="checkbox"/>	262	<input checked="" type="checkbox"/>	0
Novato	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	0
Ross	<input checked="" type="checkbox"/>	795	<input checked="" type="checkbox"/>	33	<input checked="" type="checkbox"/>	52	<input checked="" type="checkbox"/>	0
San Anselmo	<input checked="" type="checkbox"/>	12,785	<input checked="" type="checkbox"/>	5,779	<input checked="" type="checkbox"/>	324	<input checked="" type="checkbox"/>	0
San Rafael	<input checked="" type="checkbox"/>	31,092	<input checked="" type="checkbox"/>	10,776	<input checked="" type="checkbox"/>	2,832	<input checked="" type="checkbox"/>	10,000
Sausalito	<input checked="" type="checkbox"/>	7,393	<input checked="" type="checkbox"/>	262	<input checked="" type="checkbox"/>	51	<input checked="" type="checkbox"/>	0
Tiburon	<input checked="" type="checkbox"/>	4,755	<input checked="" type="checkbox"/>	4,199	<input checked="" type="checkbox"/>	124	<input checked="" type="checkbox"/>	39

Table 4 (2023)

What type of education and outreach were provided to all generators, including organic waste generators, and how many generators received each type of education and outreach? (Includes education and outreach for SLCP, MORE, MCR, and SRRE/HHWE) Select all that apply.								
Jurisdiction Name	Print	Number of generators that received SLCP material	Electronic	Number of generators that received SLCP material	Direct contact	Number of generators that received SLCP material	Other	Number of generators that received SLCP material
Belvedere	<input checked="" type="checkbox"/>	891	<input checked="" type="checkbox"/>	891	<input checked="" type="checkbox"/>	42	<input checked="" type="checkbox"/>	0
Corte Madera	<input checked="" type="checkbox"/>	935	<input checked="" type="checkbox"/>	17,573	<input checked="" type="checkbox"/>	118	<input checked="" type="checkbox"/>	0
Fairfax	<input checked="" type="checkbox"/>	2,715	<input checked="" type="checkbox"/>	2,429	<input checked="" type="checkbox"/>	88	<input checked="" type="checkbox"/>	0
Larkspur	<input checked="" type="checkbox"/>	2,899	<input checked="" type="checkbox"/>	1,005	<input checked="" type="checkbox"/>	124	<input checked="" type="checkbox"/>	64
Marin-Unincorporated	<input checked="" type="checkbox"/>	189,821	<input checked="" type="checkbox"/>	992,236	<input checked="" type="checkbox"/>	6,212	<input checked="" type="checkbox"/>	0
Mill Valley	<input checked="" type="checkbox"/>	4,871	<input checked="" type="checkbox"/>	21,729	<input checked="" type="checkbox"/>	189	<input checked="" type="checkbox"/>	15
Novato	<input checked="" type="checkbox"/>	18,160	<input checked="" type="checkbox"/>	20,660	<input checked="" type="checkbox"/>	485	<input checked="" type="checkbox"/>	0
Ross	<input checked="" type="checkbox"/>	804	<input checked="" type="checkbox"/>	224	<input checked="" type="checkbox"/>	9	<input checked="" type="checkbox"/>	0
San Anselmo	<input checked="" type="checkbox"/>	4,479	<input checked="" type="checkbox"/>	6,735	<input checked="" type="checkbox"/>	80	<input checked="" type="checkbox"/>	0
San Rafael	<input checked="" type="checkbox"/>	14,125	<input checked="" type="checkbox"/>	3,997	<input checked="" type="checkbox"/>	2,211	<input checked="" type="checkbox"/>	741
Sausalito	<input checked="" type="checkbox"/>	14,938	<input checked="" type="checkbox"/>	1,017	<input checked="" type="checkbox"/>	110	<input checked="" type="checkbox"/>	4
Tiburon	<input checked="" type="checkbox"/>	2,965	<input checked="" type="checkbox"/>	3,115	<input checked="" type="checkbox"/>	197	<input checked="" type="checkbox"/>	15

ZERØWASTEMARIN

Annual Audit

As outlined in the governing by-laws of the Marin County Hazardous and Solid Waste Management Authority agreement, Zero Waste Marin is subject to annual audit of all financial statements, to ensure accuracy and transparency of records.

For the FY 23-24 audit, Zero Waste Marin implemented various process improvement strategies for future reporting. This included but was not limited to; process optimization, incorporating both project and program management tools and identifying and correcting control deficiencies.

For a complete list of the findings of the FY 23-24 audit, please refer to the May 16, 2024 Agenda Packet on the Zero Waste Marin website.

Compliance Software

In 2022, Zero Waste Marin entered a multi-year contract with Recyclist software. This platform provides government agencies a centralized repository for recordkeeping of various California solid waste regulatory documentation, including SB 1383.

With the contract nearing the end of term, Zero Waste Marin took the opportunity to complete an Information for Bid (IFB) to evaluate additional products now available in this niche market.

After extensive evaluation of four potential vendors, it was determined to move forward and award Smart1383 with the contract as it offers a fully integrated platform that is robust, yet user-friendly.

Staff are currently in the planning phase of the rollout and is expected to complete execution of the program in FY 24/25. This rollout will include training and resource documentation for all cities, towns and haulers. In addition, ongoing customer support will be provided by both Staff and Smart1383.

Programs Overview

Zero Waste Schools Program

The Zero Waste Schools Program (ZWSP) began working with Marin County schools in 2015 with the intent to help school sites begin or improve recycling and composting programs. To date, the ZWSP has worked with 39 school sites and continues to grow. The focus of the program is to help schools become compliant with mandatory state-wide waste laws, reduce the amount of waste they send to landfill, and empower students to make a change at their school and in their community.

During the 2023-24 Fiscal Year, the Schools program focused on growing and improving existing resources and support offerings. Zero Waste Marin staff coordinated with Schools Program consultant Strategic Energy Innovations (SEI) to create a middle-school level curriculum to help educate the older students enrolled in the Schools

ZERØWASTEMARIN

Program. The curriculum guides students through a waste audit, Life Cycle Analysis project, and asks students to consider what happens to our “stuff” after it is thrown away. ZWM staff also created a middle-school level Certification checklist, which is better suited for evaluating a middle school campus. The Schools Program now has an Elementary Certification Checklist and a Middle School Certification Checklist.

The Certification aspect of the Schools Program aims to recognize the efforts of schools to reduce their landfill waste and improve recycling and composting on campus. There are four Certification tiers: bronze, silver, gold, and platinum. During the 23/24 Fiscal Year, 23 out of our 39 school sites were certified (59%). The following Certification levels were achieved:



The Schools Program offered feedback and encouragement to all school sites and will help set goals and provide ongoing support for all school sites regardless of Certification status.

Household Hazardous Waste (HHW) Program

During the 23/24 Fiscal Year, Zero Waste Marin hired a dedicated Senior Planner to manage the Household Hazardous Waste (HHW) Program. This role is responsible for the HHW facility contract, grant management, program development and management, regulatory compliance and reporting, outreach and education, and community engagement focused on household hazardous waste. It was especially important for Zero Waste Marin to bring on a staff person for this role due to a shift in the management of the facility: on July 1, 2023, Zero Waste Marin became the full manager of the Marin Household Hazardous Facility, taking over from the San Rafael Fire Department. It is still operated at the Jacoby Street location, but Zero Waste Marin is now in charge of managing the facility.

One of the notable accomplishments of the HHW program this year included ZWM's very first event specially hosted to collect marine flares, held at Clipper Yacht Harbor in

ZERØWASTEMARIN

Sausalito on September 17th, 2023. These flares are not able to be disposed of through normal disposal and must be specially handled. ZWM contracted with Clean Harbors to collect and dispose of the marine flares from the event; approximately 1,170 units of marine flares were safely collected during the event.

ZWM also hosted two “Toxic Away Day” events during the 23/24 Fiscal Year. These events are hosted in order to offer easier access to safe, responsible disposal of HHW to residents of West Marin, who are further from the San Rafael HHW facility. The first event was held in Bolinas on February 17th, 2024, and a subsequent event was held in Point Reyes on May 25th, 2024; both days had 40-60 cars visit to drop off waste. The total amount of waste collected at both events was 12,920 pounds (6.5 Tons).

Our relationships with vendors and partners are a cornerstone of our HHW program. We're pleased to share that these relationships remain strong and positive. Our vendors, who assist with the collection of household batteries, bulbs, and electronic waste, and our partners, who support us with outreach and regulatory compliance, are instrumental to the success of our program. We value their continued support and collaboration.

Construction & Demolition Program

In December 2023, Zero Waste Marin brought on staff member as a dedicated Construction & Demolition (C&D) Senior Program Coordinator. Prior to this, the Zero Waste Marin team was operating without a staff person dedicated to C&D, so adding a



Photos from the Toxic Away Day event in Point Reyes on May 25, 2024.

ZERØWASTEMARIN

staff person this Fiscal Year allowed ZWM to focus on building out the C&D program and identifying opportunities for improvement.

Zero Waste Marin staff also updated the Construction and Demolition Waste Management form within the last couple years, but not all of the jurisdictions had this version and were still using an old form. During FY 23/24, staff visited or contacted each building department to ensure they had the up-to-date copy so contractors and project managers had what they needed to be compliant with state and local regulations. Staff plan to supplement this form with helpful resources in the FY 24/25, such as an updated facility map and a document specifically focused on sustainability, diverting as many recyclable resources from the landfill as possible, deconstruction, and reusing quality building materials.

Finally, ZWM staff worked on standardizing third-party certification of processing facilities to ensure that they are following best practices and diverting as much material from the landfill as possible. In spring of 2024, ZWM sent out letters to three local facilities requesting confirmation of third-party certification within six months. This effort is a reflection of higher standards for facilities that accept mixed loads of inert materials from contractors and self-haulers due to CalGreen and SB 1383 regulations. Ensuring third-party certification of facilities will ensure that contractors and project owners can confidently and conveniently drop off their mixed C&D materials and still achieve the necessary 65% diversion metric for their project(s).

Outreach Efforts & Community Events

Community Event Attendance

With a full team of nine staff on board, Zero Waste Marin was able to attend more community events during this Fiscal Year. Zero Waste Marin staff attended a total of 36 community events across the County. These events ranged from large public events like the Earth Day Marin event in Mill Valley, to smaller tabling events at community groups or businesses such as Guide Dogs for the Blind or BioMarin.



ZERØWASTEMARIN

Zero Waste Marin staff also implemented a “Reusables Pledge” when attending events. Any community member that would like to take home a reusable item such as a ZWM thermos, bag, or compost pail must first fill out the “Reusables Pledge” with how they plan to use the reusable ZWM item to replace single-use items in their lives. This Pledge is intended to help people be mindful about how to use ZWM giveaway items, and to help them commit to reducing single-use items, which is the ultimate purpose for the ZWM giveaways. In the first six months of 2024, 438 people signed the Pledge.

Grocery Store Tabling

One of the new methods of outreach that Zero Waste Marin staff trialed this Fiscal Year was tabling in front of grocery stores. Zero Waste Marin staff visited 31 grocery stores in 9 jurisdictions across the County during the 23/24 Fiscal Year. Staff gave away reusable produce bags and grocery bags to customers entering the store and discussed the importance of reducing and refusing single-use plastic bags when grocery shopping. Customers were also offered a flyer reminding them of the benefits of bringing reusable bags on one side, with food waste reduction tips on the second side.

Staff had positive interactions with shoppers and reminded them of tips to reduce waste at the point of behavior (right before entering the grocery store). Zero Waste Marin is excited to continue this direct outreach to have more discussions with community members and will adjust the flyer to have different relevant tips.



Zero Waste Marin staff member Andrew tabling outside of Good Earth in Fairfax.

Launch of New Zero Waste Marin Website

As part of our continuous process improvement efforts, the Zero Waste Marin staff completed a website redesign of the zerowastemarin.org website. This required reviewing and updating all content, reconfiguring the website navigation to make information more accessible, a redesign of page layouts, and streamlining the total number of pages to create a more robust user interface (UI) and an improved user experience (UX).

Zero Waste Marin staff worked with two contractors during this process: a website developer and a graphic designer. The website developer helped Zero Waste Marin to evaluate and improve web security and user experience, while the graphic designer

ZERØWASTEMARIN

helped Zero Waste Marin staff make the website look and feel more modern, updated, and visually appealing. After a 4-month process, the new zerowastemarin.org website was launched.

Social Media

In the beginning of August 2023, Zero Waste Marin launched its first-ever Instagram account (@zerowastemarin). As of the end of the Fiscal Year on June 30, the Zero Waste Marin Instagram had 351 followers. The top locations for followers were San Rafael (10.5%) and Novato (7.9%). The age ranges of followers vary, but the top categories of followers are 35-44 years old (27.3%) and 25-34 years old (23%). 77.8% of followers identify as women, while 22.1% identify as men. Launching this Instagram account has allowed Zero Waste Marin to reach a wider audience and get more messages about zero waste out to the community.

Spring Campaign: Eat It ALL Up!

The theme for this year's call-to-action campaign was preventing food waste: "Eat It ALL Up". This message was chosen because 30 – 40% of the food we produce globally is never eaten by anyone. This translates into wasting the energy, water, resources, and emissions that went into producing that food. Wasting food at the household level also means wasting money: the average American family of four wastes \$1600 per year on wasted food. Households are responsible for 37% of our wasted food, which made them the best target for our call-to-action campaign. Campaign graphics were meant to be eye-catching and suggest creative ways to use up ingredients.



QR codes for the campaign directed people to the [Food Waste Prevention webpage](#) on the Zero Waste Marin website. Visitors to that webpage are greeted with tips to reduce

ZERØWASTEMARIN

food waste, such as shopping with a list, making a plan for leftovers, and understanding food date labeling.

A table summarizing the results of the campaign tactics is included below.

Results Summary by Channel

Channel	Description	Notes/Observations
Website Landing Page	Theme: Food Waste Prevention	Featuring the video and basic tips
Video PSA	Loaded to website and promoted via ZWM YouTube channel	57,220 views
Lamar bus ads	14 bus ads for 8 weeks, April 15 – June 9	Good community visibility
Marin IJ print ads	Sunday ads ran for 4 weeks starting May 5	Circulation ~14,000 per Sunday issue plus 17,000 readers of e-issue
Marin IJ digital ads	5 ad sizes ran May 5 – 31, 2024	301,033 impressions, 226 clicks
Marin IJ eblast	1 st version sent May 15, second version sent June 8 to those who opened first version.	May 14: 12,589 views, 1,687 clicks; May 23: 2,445 views, 326 clicks
Marin Magazine (print ad)	Set of ads in June issue	30,000 copies distributed; readership estimate of 90,000
EffectTV	Streaming on various channels, April 29 – May 26, 2024	180,000 impressions, 172,000 completed views
Facebook	1 boosted post	Reach: 2,545
Google Display Ads	Image and animated GIF versions, various sizes	44,114 impressions, 1,333 clicks

RFP for Marketing & Communications Consultant

In April 2024, Zero Waste Marin staff released a Request for Proposals (RFP) for Marketing & Communications Consulting Support. The RFP requested support from a consultant for drafting community-wide outreach and messaging intended to reach diverse audiences across the County.

ZWM received six applications for the requested consulting support and will work with the winning contractor Most Likely To, a Bay Area-based marketing firm focused on sustainability, for the next Fiscal Year 2024/25.

Looking Ahead: Goals for FY 24/25

Zero Waste Marin experienced significant growth in staffing and capability in FY 23/24. We look forward to building on this momentum in the next Fiscal Year by continuing current efforts, looking for new and innovative opportunities to reduce waste, and

ZERØWASTEMARIN

improving our support offerings for our communities. We look forward to adding more programs to our arsenal for FY24/25 that are partially funded through grants and unspent revenue from FY 23/24. While SB1383 will continue to be a big priority, we are also committed to evaluating current disposal practices on a County-wide level, advocating for legislation that works to remove toxic materials and products from our waste stream, and developing programs that will foster responsible purchasing and disposal practices.

Major goals for FY 24/25 include:

- ✓ Complete a County-wide Waste Characterization Study to determine how much waste going to landfill could have been recycled or composted.
- ✓ Implement a new recordkeeping software system, SMART1383, for County-wide, centralized compliance documentation for SB1383.
- ✓ Create resources for self-haulers, building counters, and facilities to ensure construction & demolition materials stay out of the landfill.
- ✓ Pilot household hazardous waste (HHW) programs to recycle solar panels and keep vape pens and cartridges out of landfills.
- ✓ Complete business inspections and begin enforcement of SB1383 in partnership with other County departments.
- ✓ Explore new market development opportunities for materials with the help of the Local Task Force.
- ✓ Continue to focus on performance metrics to evaluate our workplan goals, accomplishments, and adherence to the budget.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: September 5, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Pilot Study Recommendations

Fairfax

The Board approved \$200,000 in the FY 25 budget for new program development. Staff were tasked with researching programs in other communities and proposing potential pilots to the ZWM team. The primary goal of pilot studies is reducing waste generation through new program development. Each study will be implemented, and the results will be analyzed and reported to the Board including fiscal impact, community engagement, and potential to reduce waste being generated and disposed.

Larkspur

Mill Valley

Novato

Staff proposed several pilot project ideas that were presented to the Program Subcommittee for feedback and refinement. We have selected the top four for your review and approval. Proposals for the selected pilots are attached. Below is a summary of the pilots and the proposed budget.

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

Pilot Proposed	Goal	Budget
Repair Fairs & Clothing Swaps	To keep usable products and clothes out of landfill by fixing them or finding them a new owner.	\$65,000.00
Reusables: Marinwood Market Lunch Program	To show how school lunch programs can be served in reusables.	\$30,000.00
BYOCup Campaign	Create window decal signage for food businesses to encourage Marin County residents and visitors to bring their own reusable foodware for takeaway items.	\$2,500.00
Reusables at Thursday AIM Farmers Market	To reduce single-use foodware at the Thursday AIM Farmer's Market by creating a circular reuse economy that can be scaled.	\$25,000.00

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Also included in this is a pilot program that was approved as part of the Local Assistance Grant budget. Details of this study are still being worked out; however, the budgeted amount will not change. Below is a summary of this pilot.

Pilot Proposed	Goal	Budget
Getting rid of the "Ick" Factor	Mill is a California-based company that provides a service to residents that includes a kitchen bin that dries and grinds food scraps and metrics on food waste diverted and avoided greenhouse gas emissions. This pilot program will study if utilizing Mill bins changes attitudes regarding home composting resulting in more diversion and avoided emissions. Communities targeted for the study may include rural areas, multifamily residents, single family residents, and houseboat residents.	\$59,400

RECOMMENDATION

Adopt a Motion to Approve the Pilot Programs and direct the Executive Director to enter into contracts with Vendors for implementation as needed while remaining within the budgeted amounts detailed in the proposals.

ATTACHMENTS

- Attachment 1 Pilot Project Proposal - BYOC Campaign
- Attachment 2 Pilot Project Proposal - Repair Fairs + Clothing Swaps
- Attachment 3 Pilot Project Proposal - Reusables Campaign
- Attachment 4 Pilot Project Proposal - Sparkl Reusables

FISCAL IMPACT

No fiscal impact. Budget for pilots was approved at the full Board meeting in May.

EQUITY IMPACT

Zero Waste Marin is working on behalf of all cities, towns, and the unincorporated areas of Marin County to provide continuous outreach, education, and support of zero waste efforts and compliance with regulations.

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

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

ZERØWASTEMARIN

Pilot Project Proposal: FY 24/25

Pilot Project Title

BYO Food Serviceware Campaign

Goal of Pilot Project

To encourage Marin County residents and visitors to bring their own food serviceware for takeaway items through window decals encouraging BYO presented at businesses.

Metrics To Be Collected

Metric	Manner of Collection
Businesses participating	Maintained spreadsheet
Increase in BYO	Consumer surveys, business data (if they discount BYO)
Decrease in disposables	Consumer surveys, business data (if they discount BYO)

Estimated Staff Time

Task	Estimated Time
Design window decal	Marketing contract + 2 hours staff time
Call businesses	8 staff hours
Deliver window decals	10 staff hours
Collect and analyze data, produce reports	15 staff hours
Total Estimate	35 Hours

Potential Partners

Locally owned and chain food-service businesses. Marin County Public Schools and MC Library for additional marketing in their newsletters. Zero Waste Sonoma (ZWS) and regional campaign.

Requested Budget

Window decals - \$2,500

Timeline

Implementation can begin as soon as project is approved. ZWM staff have sample decal from ZWS and a new decal can be part of new marketing contract beginning September '24. Once approved, ZWM staff will complete the window cling design, and then start calling businesses and delivering the decals. Staff will contact the MC Library and public-school offices to inquire about newsletter inclusion.

ZERØWASTEMARIN

Scalability

Staff will pilot the initial round of decals in San Rafael, collect data for one quarter, analyze, and produce a report. From there, staff will determine the effectiveness of the program and if and/or how it should continue. If the pilot shows success, staff will scale to other jurisdictions and will contact ZWS about a regional partnership.

ZERØWASTEMARIN

Pilot Project Proposal: FY 24/25

Pilot Project Title

Repair Fairs & Clothing Swaps

Goal of Pilot Project

To promote reuse in our communities by bringing repair fairs and clothing swaps to Marin. By promoting reuse, these events will help extend the useful life of common household items and prevent them from ending up in landfills prematurely.

Metrics To Be Collected

Metric	Manner of Collection
Number of attendees	Registration and sign-in sheets at events
Material prevented from going to landfills	Weigh items before fixing + weigh clothing collected before swaps
Greenhouse gas impact of Fairs	Work with Reuse Alliance, who calculates this figure for their events

Estimated Staff Time

Task	Estimated Time
Prepare the contract with Reuse Alliance	5 hours
Initial meeting with Reuse Alliance to map out timing and location of Fairs	2 hours
Coordinate with locations (community centers, libraries) to host Fairs	8 hours
Design materials to promote event, and promote the event	10 hours
Host events	(6 hours per event x 12 events) = 72 hours
Data analysis	8 hours
Total estimate	105 hours

Potential Partners

Zero Waste Marin staff would like to work with Reuse Alliance. They have recently done a lot of work with Zero Waste Sonoma to bring Repair Fairs to Sonoma County. They also recently brought the first Repair Fair to Marin at the Fairfax Library. This event was very successful; it served 100 people, saved 460 pounds of material from going to landfill, and prevented 4,400 kg of CO₂e emissions.

Requested Budget

Reuse Alliance estimated that the fully loaded cost of a Repair Fair is \$5,000 per event; this cost would include a monetary stipend for fixers.

ZERØWASTEMARIN

ZWM staff would like to request a total of \$65,000 for this pilot project. This would include:

- One Repair Fair or clothing swap per month (\$5,000 per fair x 6 events = \$40,000)
- Additional marketing costs: \$5,000

Scalability

Depending on the success of events and how long they take, more events could be brought to additional jurisdictions and communities across Marin. The number of events and the location could be scaled up, and as ZWM gains experience co-hosting these events with Reuse Alliance, the time needed to prepare and promote these events should be reduced.

ZERØWASTEMARIN

Pilot Project Proposal: FY 24/25

Pilot Project Title

Reusable Food Serviceware at Thursday AIM Farmers Market

Goal of Pilot Project

To reduce single-use food serviceware at the Thursday AIM Farmer’s Market by creating a circular reuse economy that can be scaled to the Sunday Market, local Marin foodservice establishments, and beyond.

Metrics To Be Collected

Metric	Manner of Collection
Disposables avoided	Number of reusables activated at market
Consumer participation	Number of reusable items given to vendors subtracted from total transactions Total amount of reusable items for washing after each market
Return rate	Reusables distributed v. collected

Estimated Staff Time

Task	Estimated Time
Reusables Contract (agreement + sign)	10 Staff hours
ZWM Marketing (design + posting)	4 Staff hours
ZWM Attendance at Markets (2 weeks prior to launch and 1x/month)	30 Staff hours
Data collection, analysis, report (much of this will be provided by Sparkl)	6 Staff hours
Total Time	50 Staff hours

Potential Partners

AIM, Reusables service provider (Sparkl Reusables), drink and meal providers at FM

Requested Budget

\$25K - service provider contract

Timeline

3-month project, starting January 2025 – based on MostLikelyTo, AIM, and Sparkl insight.

Scalability

Will start at Thursday Market with 4-8 food vendors, staff will determine the appropriate number with Sparkl. Scalable at Thursday Market to include all applicable vendors, then to Sunday market to start small again and then scale to all applicable vendors.

ZERØWASTEMARIN

Pilot Project Proposal: FY 24/25

Pilot Project Title

Marinwood Market Reusable Lunch Program

Goal of Pilot Project

To switch the lunch program provided by Marinwood Market to three Marinwood schools to be served on reusables, reducing significant landfill waste from school lunches.

Metrics To Be Collected

Metric	Manner of Collection
Number of school meals served	School ordering
Number of single-use disposable items avoided	School ordering

Estimated Staff Time

Task	Estimated Time
Prepare the contract with Sparkl Reusables	5 hours
Attend an event with Sparkl	2 hours
Read Sparkl reports or have meetings	6 hours
Total estimate	13 hours

Potential Partners

Zero Waste Marin staff would like to work Sparkl Reusables, as they have already created a relationship with Marinwood Market and are prepared to launch the program. They have a proven track record implementing reusable programs.

Requested Budget

Sparkl requested \$30,000 to support this program. They estimated that it would cost Marinwood Market \$100,000 in total for the entire school year for the three schools.

Scalability

Lessons learned from this pilot could help ZWM determine how to bring more reusables into school lunch programs in the future.

8

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: September 5, 2024

Corte Madera

To: JPA Executive Committee

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Tonnage Reporting Ordinance

Fairfax

Governor Brown signed AB 901 into law in 2019 which changed how organics, recyclable material, and solid waste are reported to CalRecycle. This Recycling and Disposal Facility Reporting System (RDRS) law requires specific facilities, including disposal, recycling and compost facilities, transfer and processor facilities and contract haulers, to report directly to CalRecycle. On a quarterly basis these entities are required to report data on types, quantities, and destinations of materials that are disposed of, sold, or transferred inside or outside of the state.

Larkspur

Mill Valley

Novato

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

Because the entities are no longer required by the state to report directly to the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) or County, it is imperative to ensure that certain data reported by the local municipal solid waste (MSW) handling entities continue to be reported to the JPA in a timely manner. The original ordinance required collectors, processors (transfer stations), and disposal facilities to report the information required on an annual basis in each calendar year no later than March 1 of the following year. ZWM staff have determined that this reporting frequency is not adequate and is recommending returning to quarterly reporting. The entities will report the same data that is supplied to the State to ZWM allowing staff to analyze disposal changes in a timely manner. This will also ensure data is supplied in time for the annual budget process specified in the 1996 JPA Agreement which provides the methodology by which the JPA Revenue Requirement is "parceled out" in an equitable manner, based on waste generation, to each of the waste haulers, landfill, and transfer station in Marin County.

8

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

RECOMMENDATION

Adopt a Motion providing specific direction to staff on edits to the revised ordinance that will come before the full JPA Board in May for review and approval.

ATTACHMENTS

1. Redlined version of ordinance 2021-01 AB 901 Reporting Requirements.

FISCAL IMPACT

This would not fiscally impact our facilities or the JPA. The facilities generate this data for the RDRS report each quarter.

EQUITY IMPACT

Zero Waste Marin is working on behalf of all cities, towns, and the unincorporated areas of Marin County to provide continuous outreach, education, and support of zero waste efforts and compliance with regulations.

8

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

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

ORDINANCE NO. 2021-01 – Regarding AB 901 Reporting

SECTION 1
(Enactment)

The Board of the Marin County Hazardous & Solid Waste Management Joint Powers Authority (JPA) does hereby enact this Ordinance in full consisting of Section 1 through Section 7.

SECTION 2
(Findings)

- (a) The JPA finds that Public Resources Code (PRC) Section 40976 authorizes a city or county to enter into a memorandum of understanding with another agency formed under a joint exercise of powers agreement to manage solid waste for the purpose of preparing and implementing source reduction and recycling elements, household hazardous waste elements or a countywide integrated waste management plan. Further, Public Resources Code Section 41901 authorizes a city or county to impose fees in amounts sufficient to pay the costs of preparing, adopting and implementing a Countywide Integrated Waste Management Plan (CoIWMP). The CoIWMP document is the Countywide plan to achieve 25% and 50% diversion rates and to maintain diversion rates in accordance with the Act. The activities contained within the CoIWMP are considered updated each year within the annual budget process and the Electronic Annual Report submitted to CalRecycle.
- (b) The JPA finds that the Joint Exercise of Powers Agreement for Waste Management delegates to the JPA the member agencies' powers to impose said fees.
- (c) The JPA finds that it has adopted a budget each fiscal year that defines the revenue sources and expenditures necessary to prepare, adopt and implement the policies and programs contained within the Marin County CoIWMP and updated through the annual budget and Electronic Annual Report to CalRecycle.
- (d) The JPA finds that it is funded through a lump sum fee assessment on solid waste haulers, transfer stations and the landfill located in Marin County, based on the number of tons handled by each. The JPA finds that these fees are necessary to maintain programs to achieve and maintain proper disposal of Household Hazardous Waste and diversion goals mandated by the state and adopted by the JPA, including the costs to implement the programs and policies contained within the CoIWMP and updated through the annual budget process and Electronic Annual Report.
- (e) The JPA finds that accurate records regarding the tons of Solid Waste originating in Unincorporated Marin County and Cities and Towns or deposited at a solid waste facility or in Marin County's Landfill are essential to all the jurisdictions within Marin County for the purpose of monitoring and calculating compliance with state law, the Act, and the goals, policies and programs adopted by the JPA.

- (f) The JPA finds that accurate records regarding the weight of Solid Wastes deposited in the solid waste facilities in Marin County are essential to the effective collection of the lump sum fees levied by the JPA.
- (g) The JPA finds that PRC Section 41821.5 (a) grants counties the ability to request disposal information by jurisdiction of origin and PRC Section 41821.5 (g) grants government entities the right to obtain information necessary to collect its fees, including information on type, quantity and origin of waste.
- (h) The JPA finds that it has the power to enact this Ordinance pursuant to the 1996 Revised Hazardous and Solid Waste Joint Powers Agreement County of Marin.
- (i) The JPA finds that enactment of this Ordinance is not a "project" subject to the requirements of the California Environmental Quality Act, California Code of Regulations, title 21, section 15378(b)(4); further, even if it were a "project," it would be categorically exempt from the California Environmental Quality Act pursuant to California Code of Regulations, title 21, sections 15306 and 15308.

SECTION 3
(DEFINITIONS)

- A. **"Act"** shall mean the California Integrated Waste Management Act of 1989 (sometimes referred to as "AB 939"), Public Resources Code § 40000 and following as it may be amended (including but not limited to AB 341, AB 1826, AB 2176, AB 1594, SB 1016 and SB 1383), and as implemented by the regulations of CalRecycle.
- B. **"Agencies"** shall mean the County, Cities and Towns.
- C. **"JPA"** shall mean the County of Marin Hazardous and Solid Waste Joint Powers Authority.
- D. **"JPA Fee"** shall mean the fee paid to the JPA by collectors, processors (transfer stations), and disposal facilities for Solid Waste originating in or passing through Unincorporated Marin County and Cities and Towns or deposited in Marin County's Landfill.
- E. **"Board"** shall mean the governing body of the County of Marin Hazardous and Solid Waste Joint Powers Authority, or its designee, who may be the Executive Director and/or their designee.
- F. **"County"** shall mean the County of Marin.
- G. **"Cities"** shall mean the cities of Belvedere, Larkspur, Mill Valley, Novato, San Rafael, and Sausalito.
- H. **"Solid Waste"** shall mean all materials of any kind or nature as defined in Public Resources Code Section 40191.
- I. **"Towns"** shall mean the Towns of Corte Madera, Fairfax, Ross, San Anselmo, and Tiburon.

SECTION 4
(JPA Fee Collection)

Collectors, processors (transfer stations), and disposal facility operators shall pay the lump sum allocated to them by the JPA each year for Solid Waste originating in Unincorporated Marin County and originating in the Cities and Towns in Marin County or deposited at a solid waste facility or in Marin County's Landfill.

SECTION 5
(Reporting)

- (a) Collectors, processors (transfer stations), and disposal facility operators shall report to the JPA the weight of Solid Waste physically collected from within each jurisdiction of origin (City or Town or Unincorporated Marin County) by jurisdiction of origin, the Permitted Waste Facilities or other Solid Waste Enterprises to which such Solid Waste is delivered, the weight of material received at each transfer station, the weight of material by material type for materials sent out from each transfer station, and the weight of Solid Waste that is ultimately Deposited in Landfills by jurisdiction of origin and relevant material category, as appropriate and determined by the Board. Material categories for reporting shall be set by the Board, and include but are not limited to: garbage, curbside recycling, green material, organics (commingled green material and food waste), wood waste, construction and demolition debris, dirt, concrete, commingled inert materials, marketed materials by approved types (metal, CRV, plastics, cardboard, paper, dirt, concrete, mulch, compost) and materials destined for use as Alternative Daily Cover by approved types (Ash and cement kiln dust, Treated auto shredder waste, Construction and demolition unders, Compost overs, Green material, Contaminated sediment, Sludge, Shredded tires, as may be amended from time-to-time in accordance with PRC Section 41781.3). These material categories may be amended by the Board at its discretion and as necessary to ensure accurate reporting.
- (b) Collectors, processors (transfer stations), and disposal facilities shall report the information required on an ~~annual~~-quarterly basis in each ~~calendar~~-year. The quarter 1 report should be submitted to the JPA no later than June 1st; the quarter 2 report should be submitted by September 1st; the quarter 3 report should be submitted by December 1st; and the quarter 4 report should be submitted by March 1 of the following year.
- (c) Each collector, processor and disposal facility operator shall report to the Board the full names and addresses of the facilities, if any, to which it delivers solid waste.
- (d) An extension of the deadline specified in subdivision (b) of this Section may be granted by the Board upon a showing of good cause. In the event that a Solid Waste Enterprise fails to meet this required deadline, the JPA shall consider the Solid Waste Enterprise to have violated this Ordinance for each day that the report is overdue.
- (e) All of the information required by this Ordinance to be transmitted to the JPA shall be transmitted in a form that has been reviewed and approved in writing by the JPA.
- (f) If a Solid Waste Enterprise experiences unique circumstances that make it impossible to comply with this section, the Solid Waste Enterprise may appeal the requirements to the Board. The

Formatted: Superscript
Formatted: Superscript
Formatted: Superscript

appealing enterprise must propose an alternative(s) to the requirements that it is alleging it cannot comply with and the Board may grant the appeal if it finds that a proposed alternative satisfies the purpose of the section.

SECTION 6

(Record Retention, Access, and Enforcement)

(a) Record retention and access to records.

Each operator shall maintain records, information, and documentation that substantiate the tons or cubic yards of solid waste received, collected, recycled, reused, conveyed, or hauled and disposed during each calendar month at each of the operator's hauling operations, disposal sites, transfer/processing stations. The records, information, and documentation shall include the procedures the operator used to determine and measure the quantity of such solid waste. The operator shall maintain such records, information, and documentation for a period of ~~three~~-five years from the date such solid waste was received, collected, recycled, reused, conveyed, hauled or disposed by the operator.

Upon receipt of a minimum of fifteen business days' written notice from the Board, an operator shall provide the Board or their designee with access for inspection and copying of all records, information, or documentation maintained pursuant to this Section in order to ensure compliance with fee payment and reporting requirements.

(b) Enforcement.

Violation of any provision of this Ordinance may be enforced by civil action including an action for injunctive relief. In any civil enforcement action, the JPA may recover its attorneys' fees and costs from any person who is determined by a court of competent jurisdiction to have violated this Ordinance.

Formatted: Normal, Indent: Left: 0.5"

SECTION 7

(Severability)

If any provision of this Ordinance or its application to any situation is held to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.