



# TOWN OF FAIRFAX

## STAFF REPORT

### March 6, 2019

**TO:** Mayor and Town Council

**FROM:** Michele Gardner, Town Clerk <sup>GT</sup>

**SUBJECT:** Approve contract with Sustainable Fairfax to implement the mandates of the Zero Waste grant including public education and outreach services related to recycling and green waste

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#### **RECOMMENDATION**

Authorize the Town Manager to execute an agreement with Sustainable Fairfax in an amount not to exceed \$20,575 to implement the mandates of the Zero Waste grant and provide public education and outreach services.

#### **DISCUSSION**

For the past several years, the Town Council has approved an annual agreement with Sustainable Fairfax to provide services to implement the requirements of the Zero Waste Grant the Town receives from the Marin County Hazardous Waste and Solid Waste Management Joint Powers Authority (JPA), and to provide public education and outreach services for the Mandatory Commercial Recycling and the Construction Debris ordinances, among other things.

Sustainable Fairfax is proposing similar services for this year's contract (attached) including:

- Design & implement new zero waste campaign focusing on shift from disposables to reusables
- Outreach & education services for mandatory commercial recycling and commercial composting, including the Food to Energy program (F2E)
- Public education & outreach services for residential landfill waste reduction programs, including proper use of curbside green bins
- Public education and outreach services, as well as support at DEA-sponsored prescription drug take back events
- Hosting a "Take-Back" day with Marin Sanitary Services
- Conducting a workshop on backyard composting
- Working to ensure diversion of materials from landfill at the Fairfax Festival and other events
- Development of a zero waste mentor program, including youth interns

The total contract cost is not to exceed \$20,575, slightly over last year's contract amount of \$19,550. The proposed scope of services for 2019 is attached as Exhibit "A" to the contract.

For your reference, attached is Sustainable Fairfax's annual progress report for the January to December 2018 period.

#### **FISCAL IMPACT**

The FY18-19 budget (Fund 01-715) includes funding for Sustainable Fairfax's services. The sources of funding are: \$12,166 from the JPA Zero Waste grant, \$5,000 from the CalRecycle grant, and \$5235 in unused funds from the previous contract.

#### **ATTACHMENTS**

- A. 2019 Agreement with Sustainable Fairfax (including scope of services under Exhibit "A")
- B. Sustainable Fairfax Zero Waste Progress Report: 2018

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made at Fairfax, California, as of \_\_\_\_\_, 2019, by and between the Town of Fairfax, a municipal corporation (the "TOWN") and Sustainable Fairfax, a non-profit corporation ("CONSULTANT"), who agree as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the TOWN the services described in Exhibit "A" which consists of the proposal submitted by CONSULTANT. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit "A."

2. PAYMENT. TOWN shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "B." The payments specified in Exhibit "B" shall be the only payments to be made to CONSULTANT for services rendered pursuant to this Agreement. CONSULTANT shall submit all billings for said services to the TOWN in the manner specified in Exhibit "B."

3. FACILITIES AND EQUIPMENT. CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.

4. GENERAL PROVISIONS. The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the provisions set forth in Exhibit "C" shall control.

5. INSURANCE REOUREMENTS. The insurance requirements set forth in Exhibit "D" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the requirements set forth in Exhibit "D" shall control.

6. EXHIBITS. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

EXECUTED as of the day first above-stated.

Town of Fairfax, a municipal corporation

By: \_\_\_\_\_

CONSULTANT

By: \_\_\_\_\_

EXHIBIT "A"

SCOPE OF SERVICES

To implement the mandates of the Zero Waste grant and provide public education and outreach services for the Mandatory Commercial Recycling ordinance per the attached scope of work. The CONSULTANT shall be authorized to perform the scope of work for the January 1, 2019 to December 31, 2019 period.

If there are any inconsistencies between CONSULTANT's proposal and this Agreement, the provisions of this Agreement shall control.

**Sustainable Fairfax 2019**  
**Description and Scope of Services**

Consultant shall implement the Marin County Solid and Hazardous Waste Management Joint Powers Authority Zero Waste Grant as submitted by the Town of Fairfax and include the following:

**A. Work in conjunction with Marin Sanitary Service, the Town Manager and Town of Fairfax Zero Waste Committee to ensure that Fairfax will be in compliance with the following two State laws:**

**\*SB 1383 establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025. The law also establishes an additional target that not less than 20 percent of currently disposed edible food is recovered for human consumption by 2025.**

**\*Assembly Bill (AB) 1826 (Chapter 727, Statutes of 2014 [Chesbro, AB 1826]) requires businesses that generate a specified amount of organic waste per week to arrange for recycling services for that waste, and for jurisdictions to implement a recycling program to divert organic waste from businesses subject to the law, as well as report to CalRecycle on their progress in implementing an organic waste recycling program.**

- a. Coordinate with Marin Sanitary Service (MSS) to assure that the terms of the franchise contract are being adhered to and MSS services are provided and utilized to the fullest.
- b. Coordinate with managers of multi-family apartment buildings to schedule and invite tenants to short trainings with Sustainable Fairfax in conjunction with MSS on correct organics sorting and use of the property green carts.
- c. Facilitate contact between local commercial businesses and MSS to set up training and implement/expand recycling and composting services.
- d. Promote Food To Energy (F2E) and be available to support businesses as issues and questions arise.
- e. Facilitate and support the establishment of working recycling systems in Town buildings including the Pavilion, Community Center and Women's Club.

## **B. Residential Landfill Waste Reduction.**

- a. Utilize Sustainable Fairfax volunteers to attend and staff local events to provide information and educational materials on backyard composting, proper use of the Marin Sanitary Service green curbside bins, and encouraging a shift away from single-use to re-use.
- b. Develop a zero waste mentor program. Residents can sign-up for a personal visit from a Sustainable Fairfax zero waste mentor who will consult on systems and practices to make it easier to reduce the amount of landfill waste from their households.
- c. Work with marketing professionals to design and implement a new local zero waste campaign focusing on the shift from disposables to reusables. .
- d. Set up zero waste education stations in downtown Fairfax and staff with volunteers and student interns. .
- e. Coordinate compost deliveries from Marin Sanitary Service to the Pavilion parking lot pursuant to the terms of the franchise contract.
- f. Utilize Fairfax Zero Waste Facebook page, online blogs and other social media to promote food waste diversion from landfill. Highlight youth blogs on the homepage of the Sustainable Fairfax website.
- g. Launch No-Waste November educational campaign and host weekly activities; promote and manage No-Waste November Challenge.
- h. Organize two film and speaker nights featuring films addressing waste issues at the Women's Club. These events will offer information and resources on how to decrease landfill waste.
- i. Promotion and education about DEA sponsored prescription drug take back days on safe disposal of pharmaceuticals as pertains to the environmental and social crisis that exists as a result of improper disposal.

**C. Take Back Day.** As stipulated in the resource recovery contract between MSS and the Town of Fairfax, we will host a one-day event with MSS, promoting resource recovery services offered by MSS. This is an opportunity to provide education to the community about zero waste initiatives, as well as offer free paper shredding, battery take-back, e-waste recycling and prescription drug take back locations. This year Take Back Day will be on April 27th to coincide with the DEA sponsored prescription medicine take back hosted by the Fairfax Police.

## **D. Town Sponsored Events**

- a. Fairfax Festival. Coordinate with the Town, the Fairfax Festival Committee, Conservation Corp North Bay (CCNB) and MSS to ensure increasingly high percentages of materials diverted from the landfill. Research and implement the use of best practices as pertains to cups, cutlery and plates. Pursue more opportunities for reusable/refillable cups to further reduce the use of single use plastics. Work to procure and fund stainless steel refillable cups which will allow a significant decrease in cup waste. Disposable cups are the single greatest source of waste at the Festival.

- b. Fairfax Town Picnic. Provide resource recovery stations with clear signage directing and educating the public about proper waste sorting and increase percentages of materials diverted from landfill.
- c. Streets For People. This year's Streets For People will focus on resource recovery by showcasing reuse and the exciting tech innovations which simplify and enable a paradigm shift away from single use disposable packaging and foodware.
- d. Fairfax Craft Faire The Craft Faire is the only Fairfax event where there is virtually no landfill waste generated. All foodware is plastic free and reusable. This year Sustainable Fairfax will take additional steps to educate the public by highlighting alternative reusable foodware items and tech enabled reuse systems.
- e. Fairfax Caroling Party. Provide resource recovery stations with clear signage directing and educating the public about proper waste sorting and increase percentages of materials diverted from landfill. Sustainable Fairfax will also work with event organizers to ensure that they use only reusable plates, cups and cutlery and capture all green waste from the wreath making activity.
- f. Fairfax Community Farmer's Market Continue to improve the resource recovery stations and staff stations monthly. Coordinate with the Market Manager to ensure proper up to date signage and that information is provided to the public. Continue to ensure that the market remains compliant with Fairfax waste policies regarding disposal and prohibition of the use of plastic bags.

**E. Backyard Compost Workshop.** Conduct one backyard composting workshop for local residents.

**F. Zero Waste Volunteers**

Maintain a volunteer base to work on zero waste initiatives. Mentor youth interns in waste reduction practices and help facilitate outreach to their schools and the community.

### Proposed Draft Budget

Draft Budget for Scope of Services agreement between Consultant and Town of Fairfax under the Marin County Solid and Hazardous Waste Management Joint Powers Authority Zero Waste Grant.

Project Manager Stipend	650 hours (over 50 weeks)	\$16,250
Film Expenses	--Film License (\$150) --Refreshments for attendees (\$75) --Speaker stipend (\$100)	\$325
Materials	--Printed materials for education and signage at events and promotion of No-Waste November (\$500) --Banner for <i>Zero Waste</i> campaign at Streets for People and other events (\$250)	\$750
Marketing	--Social media (ie Facebook ads and promotions) (\$250) --Professional Marketing Consultants to design and brand a new local zero waste campaign focusing on the shift from disposable to reusables. (\$1,500)	\$1,750
15 % Overhead		\$1,500
		<b>\$20,575</b>

Total funds required are **\$20,575**. Funds will be distributed on a monthly or quarterly cycle as needs arise and costs are fixed. Remaining funds can be applied to the next year contract.

## EXHIBIT "B"

### PAYMENT

1) The total contract price for services rendered by CONSULTANT under this Agreement shall not exceed \$20,575.00, which shall be paid on a time and materials basis, as specified in the attached Scope of Work.

Other fees, costs, expenses, and rates as described in the PROPOSAL (Exhibit A). In the event of any inconsistency between the terms of this Exhibit "B" and the PROPOSAL, the terms of this Exhibit "B" shall control.

2) Payment shall be made to CONSULTANT on a time and materials basis, and CONSULTANT shall submit monthly invoices to the Town of Fairfax, Attention: Town Manager 142 Bolinas Road, Fairfax, CA 94930 for the same.

3) Any additional meetings or work required beyond that set forth in Exhibit "A" shall be mutually agreed to by the TOWN and CONSULTANT, and shall be billed on a time and materials basis to the Town of Fairfax, Attention: Town Manager 142 Bolinas Road, Fairfax, CA 94930



## EXHIBIT "C"

### GENERAL PROVISIONS

1) INDEPENDENT CONSULTANT. At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of TOWN. TOWN shall have the right to control CONSULTANT only insofar as the results of CONSULTANT's services rendered pursuant to this Agreement; however, TOWN shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

2) LICENSES, PERMITS, ETC. CONSULTANT represents and warrants to TOWN that CONSULTANT has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice CONSULTANT's profession. CONSULTANT represents and warrants to TOWN that CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits and approvals which are legally required for CONSULTANT to practice CONSULTANT's profession.

3) TIME. CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement.

4) CONSULTANT NOT AN AGENT. Except as TOWN may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of TOWN in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied pursuant to this Agreement, to bind TOWN to any obligation whatsoever.

5) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

6) PERSONNEL. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that TOWN, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from TOWN of the desire of TOWN for the removal of such person or persons.

7) STANDARD OF PERFORMANCE. CONSULTANT shall perform all services required pursuant to this Agreement. Services shall be performed in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices its profession. All products which CONSULTANT delivers to TOWN pursuant to this Agreement shall be prepared in a workmanlike manner, and conform to the standards of

quality normally observed by a person practicing in CONSULTANT's profession. TOWN shall be the sole judge as to whether the product of the CONSULTANT is satisfactory.

8) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by the TOWN at its discretion upon written notification to CONSULTANT. CONSULTANT is entitled to receive full payment for all services performed and all costs incurred up to and including the date of receipt of written notice to cease work on the project. CONSULTANT shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and incomplete products up to the date of receipt of written notice to cease work shall become the property of TOWN.

9) PRODUCTS OF CONSULTING. All products of the CONSULTANT provided under this Agreement shall be the property of the TOWN.

10) INDEMNIFY AND HOLD HARMLESS.

a) If this AGREEMENT is an agreement for design professional services subject to California Civil Code § 2782.8(a) and CONSULTANT is a design professional, as defined in California Civil Code § 2782.8(b)(2), CONSULTANT shall hold harmless, defend and indemnify the TOWN, its officers, agents, employees, and volunteers from and against all claims, damages, losses, and expenses including attorneys' fees arising out of or pertaining to, or relating to the negligence, recklessness, or willful misconduct of CONSULTANT except where caused by the active negligence, sole negligence, or willful misconduct of the TOWN.

b) If this AGREEMENT is not an agreement for design professional services subject to California Civil Code § 2752.8(a) or CONSULTANT is not a design professional as defined in subsection (a) above, CONSULTANT shall indemnify, defend, and hold harmless the TOWN, its officers, agents, employees and volunteers from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT in the performance of this Agreement, including the concurrent or successive passive negligence of the TOWN, its officers, agents, employees or volunteers.

c) It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

d) Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies are determined to be applicable to any such damages or claims for damages.

11) PROHIBITED INTERESTS. No employee of the TOWN shall have any direct financial interest in this Agreement. This Agreement shall be voidable at the option of the TOWN if this provision is violated.

12) LOCAL EMPLOYMENT POLICY. The TOWN desires, wherever possible, to hire qualified local residents to work on Town projects. Local resident is defined as a person who resides in Marin County. The TOWN encourages an active affirmative action program on the part of its contractors, consultants, and developers. When local projects require, subcontractors, contractors, consultants and developers will solicit proposals from qualified local firms where possible.

13) FEDERAL REQUIREMENTS. If federal funds are involved in this Agreement, CONSULTANT shall comply with the federal requirements.. As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked, to provide no more frequently than monthly, a report which lists the employee's name, job class, hours worked, salary paid, city of residence, and ethnic origin.

14) CONSULTANT NOT A PUBLIC OFFICIAL. CONSULTANT is not a "public official" for purposes of Government Code §§ 87200 et seq. CONSULTANT conducts research and arrives at his or her conclusions, advice, recommendation, or counsel independent of the control and direction of the TOWN or any TOWN official, other than normal contract monitoring. In addition, CONSULTANT possesses no authority with respect to any TOWN decision beyond these conclusions, advice, recommendation, or counsel.

## EXHIBIT "D"

### INSURANCE REQUIREMENTS

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

#### 1) MINIMUM SCOPE AND LIMITS OF INSURANCE

a) Commercial General Liability coverage (occurrence Form CG 00 01) with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) Automobile Liability coverage (Form CA 00 01 with Code 1 - any auto) with minimum limits of \$300,000 per accident for bodily injury and property damage.

c) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance

#### 2) INSURANCE PROVISIONS

a) DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to and approved by the TOWN. At the option of the TOWN, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the TOWN, its officers, officials, employees and volunteers; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

b) The general and automobile liability policies (and if applicable, pollution liability, garage keepers liability and builder's risk policies) are to contain, or be endorsed to contain, the following provisions:

- (i) The TOWN, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the CONSULTANT; products and completed operations of the CONSULTANT; premises owned, occupied or used by the CONSULTANT; or automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the TOWN, its officers, officials, employees or volunteers.

- (ii) For any claims related to this project the CONSULTANT's insurance coverage shall be primary insurance as respects the TOWN, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the TOWN, its officers, officials, employee or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.
- (iii) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the TOWN, its officers, officials, employees or volunteers.
- (iv) The CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the TOWN.
- (vi) The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the CONSULTANT's policy limits of coverage.

c) ACCEPTABILITY OF INSURER. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the TOWN.

d) VERIFICATION OF COVERAGE. CONSULTANT shall furnish the TOWN with original endorsements effecting coverage required by this Exhibit D. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the TOWN or on forms equivalent to CG 20 10 11 85 subject to TOWN approval. All insurance certificates and endorsements are to be received and approved by the TOWN before work commences. At the request of the TOWN, CONSULTANT shall provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

e) SUB-CONTRACTORS. CONSULTANT shall require all subcontractors to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of CONSULTANT to verify existence of sub-contractor's insurance shall not relieve CONSULTANT from any claim arising from sub-contractors work on behalf of CONSULTANT.



**Sustainable Fairfax**  
Education Activism Conservation

## Zero Waste Progress Report: 2018

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## Sustainable Fairfax Zero Waste Report

This report serves as a summary of Sustainable Fairfax's accomplishments for the scope of services outlined in the January 2018 Sustainable Fairfax Zero Waste contract.

### Zero Waste Committee

Our Zero Waste Committee is comprised of:

- Sustainable Fairfax board members Renee Goddard, Jennifer Hammond, Joelle Levy
- Laura Vernon, Executive Director, BLUE Environmental Performance Consulting
- Betsy Kelly, Community Member
- Perri Russell Drake High School Intern (SEA-Disc)

### A. Outreach and Education to Businesses and Multifamily Buildings

Our outreach and education to multifamily dwellings and complexes was deterred in part by the massive changes in the recycling markets due to the 'National Sword'. China refused to accept many of our previously marketable materials and returned any loads with more than a 1% contamination factor. This caused a tightening of Marin Sanitary Service (MSS) collection policies and massive confusion especially around plastics and which were and were not acceptable for collection.

Our focus was greatly narrowed to encourage diversion of organic materials from the landfill. This is a concrete and vital step to decrease the levels of potent greenhouse gasses released from organics rotting in the landfill.

- a. We performed two downtown business walkthrough audits of individual or shared outdoor waste receptacle locations. Working with the outreach team at MSS, we mapped outdoor areas with potential space for shared cart storage, and strategized solutions for businesses with no space for cart storage.

\*\*The individual business challenges arise around cost sharing for MSS services and determining which business will take responsibility for the bill and collecting from co-users. Another common problem, which we have looked into solving, is non-locking carts and debris boxes and the prevalence of public dumping.

- b. We began and are continuing to collect data from businesses to understand their personal obstacles to implementing either Food to Energy or commercial compost services.
- c. We engaged and continue to work with businesses to encourage and make suggestions for effective inside collection containers and signage.



## B. Residential Landfill Waste Reduction.

### *Zero Waste Education*

Sustainable Fairfax educated people on proper waste sorting, zero waste practices and the importance of keeping food out of the landfill through tabling at the Fairfax Farmer's Markets, Earth Day events, Town events and our film nights. We played the sorting game with the public and displayed reusable items and products to help people reduce waste while grocery shopping or packing school lunches.



### *Recycle Relay at EcoFest!*

Sustainable Fairfax coordinated our popular Recycle Relay on the field at EcoFest. People of all ages form teams and are challenged to sort a bucket of “waste” into recycling, compost and landfill containers. Emma Lauter, a Sustainable Fairfax high school intern, helped educate participants about proper sorting at the end of each race. Winning teams received gift certificates from Fairfax Scoop.

### *Bring It Home Compost!*

Marin Sanitary made three deliveries of compost for Fairfax residents totaling 30 cubic yards. We promoted the “Bring it Home” compost program through social media, our newsletter and flyering. Deliveries were made in conjunction with Take Back Day and our Backyard Compost workshop. We use this as an opportunity to educate people about the importance of composting all food waste, so that it can be returned to the community as compost to enrich our soil.

TOWN OF FAIRFAX

 **FREE COMPOST**  
for Fairfax Residents  
Available Friday, Nov 30th  
*Bring it Home!*

The compost is made from the food & yard waste collected from our GREEN curbside carts. This is the last compost delivery of the year.

PICKUP LOCATION: Fairfax Pavilion Parking lot- next to ballpark fence

**BRING YOUR OWN CONTAINER(S) & SHOVEL**

This compost is shared with all Fairfax residents.  
Please limit your collection to  
**FIVE 5-gallon buckets**

TIP: Compost is a soil amendment that improves the water-holding capacity and structure of your soil, but too much of it can harm your plants!  
Annuals and perennials: 1-2 inches of compost

For compost delivery notifications, please email  
Sustainable Fairfax at [SustainFX@gmail.com](mailto:SustainFX@gmail.com).

**For Fairfax Residents Only**  
**NOT FOR COMMERCIAL USE**

Got Questions? Contact [SustainFX@gmail.com](mailto:SustainFX@gmail.com)

 Sustainable Fairfax  
Education Activism Conservation

 Marin Sanitary Service

### *Zero Waste Communications*

- Flyers/Newsletters/Brochures: We distributed zero waste tips and information via newsletters (reached over 1,500), social media, the Sustainable Fairfax website and flyers. We supplied our kiosk at the Good Earth with Marin Sanitary brochures on waste sorting and curbside composting.
- Facebook: The **Fairfax Zero Waste Facebook** page currently has 556 “likes,” an increase of over 50 from 2017. Our 133 posts throughout the year received over 16,000 likes.
- Youth Blog: In February, our intern Lexi Neely wrote a blog entitled “Food Waste and Global Warming”
- We promoted the Town of Fairfax’s new water bottle filling station in July 2018. The Facebook post reached 5,658 people and received 773 post clicks! (see picture at right).
- We promoted Marin Sanitary’s Curbside Cleanup on October 22-26, 2018.



### ***NO-WASTE NOVEMBER***

In 2017 we held a launched a campaign called Zero Waste October. In 2018, we chose to focus on November, closer to the holidays when residential waste tends to skyrocket. This campaign focused on landfill waste reduction, not only through educating on proper recycling and composting, but also evaluating purchasing decisions and shopping habits to reduce wasteful packaging.

No Waste November was comprised of the following events and activities:

- 1) **Film Screening of STRAWS and panel discussion on single-use-plastics**  
(see film section below)
- 2) **Four Sustainable Shopping Tours at Good Earth Natural Foods and Fairfax Market.** These tours designed and led by Sustainable Fairfax board member Laura Vernon taught participants to minimize waste while shopping at the grocery the store.



### 3) Tour of the Marin Recycling Center

Kim Scheibly of Marin Sanitary guided the group on a tour to show how recycling is sorted and baled. We also toured the green waste collection facility.



### 4) Tour of Redwood Landfill & Recycling Center

Participants were taken on a driving tour of the compost facility and learned how the food and yard waste placed in our green carts is turned into organic compost for our gardens.



### 5) The No Waste November Challenge.

Sustainable Fairfax designed this challenge to encourage people to set a personal goal to reduce landfill waste for the month. All participants received our 14-page starter packet with tips and resources to help them along. Good Earth Natural Foods donated a \$100 gift certificate for a drawing at the end of the challenge. Throughout the challenge, we received zero waste tips from participants which we plan to compile and share with the community. We consider this challenge to be a pilot and plan to do it again this year!






## Sustainable Fairfax introduces the NO-WASTE NOVEMBER CHALLENGE

OUR CHOICES HAVE A PROFOUND IMPACT!

During No-Waste November, we will **CHALLENGE** ourselves to  
**REDUCE** our waste, and **SHARE** Solutions!

#### STEP ONE: Select your Personal Goal

For the month of November, limit your landfill waste to:

<b>OPTION 1</b>	<b>ONE PAPER BAG</b> <i>You can do it!</i>	
<b>OPTION 2</b>	<b>ONE MASON JAR</b> <i>Yikes, really?</i>	
<b>OPTION 3</b>	<b>NO LANDFILL</b> <i>It's not impossible!</i>	

*TAKE IT FURTHER: NO PLASTIC WASTE! Most of our plastic is not being recycled due to drastic changes in recycling markets. #NoPlasticNovember*

#### STEP TWO: Starter Packet

Email [SustainFX@gmail.com](mailto:SustainFX@gmail.com) to receive your Starter Packet

#### STEP THREE: Share Your Successes and Win!

Post your tips/solutions for minimizing waste on social media:



Using these hashtags:

#NoWasteNovember and #SustainFX

Or, you can email your tip to us at  
[SustainFX@gmail.com](mailto:SustainFX@gmail.com)

ALL SHARES WILL  
BE ENTERED INTO A  
DRAWING FOR A  
**\$100 GOOD EARTH  
GIFT CERTIFICATE!**



...and other prizes

[www.sustainablefairfax.org](http://www.sustainablefairfax.org)

## ***FILM & SPEAKER NIGHTS ON ZERO WASTE***



### **RiverBlue / Fibershed January 26, 2018**

This film and speaker evening featured a screening of RiverBlue, followed by speaker Rebecca Burgess of Fibershed. The film lifted the curtain on the unthinkable pollution and waste generated in the production of the clothes we buy. After the film, Rebecca gave an inspiring talk about her work to develop a model for a local textile economy.

### **Youth In Action- Film Shorts & Youth Panel Discussion Friday, May 2018**

Lexi Neely, our Sustainable Fairfax intern, took the lead on putting this evening together. There were seven short films featuring the projects of Brower Youth Award winners, half of them featuring zero waste topics such as plastic waste in our oceans, plastic waste in 3D printing, and the banning of styrofoam in Baltimore. After the films, a panel of local youth activists provided an inspiring presentation on the environmental issues that they are most passionate about.



### **Minimalism- A Documentary About the Important Things Friday, October 5, 2018**

This film took the audience inside the lives of minimalists from all walks of life -- families, entrepreneurs, architects, artists, journalists, scientists, and even a former Wall Street broker -- all of whom are striving to live a meaningful life with less. After the film, our speaker Scott Hanan shared his version of Minimalism and how it has enriched his life.

**Straws and Zero Waste Panel Discussion  
Friday, November 2, 2018**

Sustainable Fairfax organized a film screening of Straws and a panel discussion to educate the community on the ills of single-use plastics. The film addressed how plastic waste is damaging to our oceans, wildlife and planet, and highlighted a campaign to enlist people and businesses to opt for reusables. After the film, a panel of experts discussed proper waste sorting given the recent changes to our recycling markets and offered ways to reduce landfill waste. Panel participants included Renee Goddard, Sustainable Fairfax; Kim Scheibly, Marin Sanitary Service and Perri Russell, Drake SEA-Disc intern for Sustainable Fairfax.



**C. Outreach, education and promotion of DEA sponsored prescription drug take back days on safe disposal of pharmaceuticals**

In addition to Take Back Day, we also promoted the October 2018 DEA collection of prescription drugs by the Fairfax Police.

**D. Fairfax Take Back Day – April 28, 2018**

Sustainable Fairfax, the Fairfax Police Department, Marin Sanitary Service (MSS) and the California Conservation Corps North Bay (CCNB) joined together to produce the sixth annual Fairfax Take Back Day on Saturday, April 28 at the Pavilion parking lot. Take Back Day provides an opportunity for Fairfax residents to recycle their e-waste, shred sensitive documents and safely dispose of prescription drugs at one location. The Fairfax police department set up a drop-off station to collect unused pharmaceuticals and ensure proper safe disposal of unused medications.

Sustainable Fairfax promoted, coordinated and staffed the event. We promoted the event through flyer posting, sandwich boards, social media, newsletters and our website.

Amounts collected:

	2017		2018	
	Collected by	Weight (pounds)	Collected by	Weight (pounds)
<b>Electronic Waste</b>	CCNB	4,921	CCNB	4,223
<b>Paper Shredding</b>	MSS	4,180	MSS	3,560
<b>Drugs &amp; Supplements</b>	Fairfax Police	116	Fairfax Police	180
<b>PARTICIPANTS</b>	186 Participants		166 Participants	

## E. Fairfax Festival and Town-Sponsored Events

### *Fairfax Festival*

We Coordinated with the Town, the Fairfax Festival Committee, Conservation Corp North Bay (CCNB) and MSS to divert the maximum percentage of recoverable resources from the landfill. We researched and implement best practices as pertains to cups, cutlery and plates. We worked closely with the Marin County Department of Public Health to ensure compliance with health codes, and procured funding from the Eco-fest to purchase 500 high quality stainless steel cups with Fairfax Festival messaging. This enabled the Eco-fest to become a disposable cup free event.

	<b>Pounds</b>
<b>Cardboard</b>	806
<b>Compost</b>	1880
<b>MSS Recycling</b>	0
<b>CCNB Recycling</b>	786
<b>Landfill</b>	254
<b>Recycling Rate</b>	93%

### *Fairfax Town Picnic.*

We provided resource recovery stations with clear signage directing and educating the public about proper waste sorting and increased percentages of materials diverted from landfill.

### *Fairfax Craft Faire.*

Annually we co-sponsor and co-operate the Fairfax Craft Faire. This is the only Fairfax event where there is virtually no landfill waste generated. All food ware is plastic free and reusable. This year the shift from disposable to 'durable' ware was cemented and has now become the norm for this event. The Craft Faire is the model and template for all ongoing Town of Fairfax events.

### *Fairfax Caroling Party.*

We Provided resource recovery stations with clear signage directing and educating the public about proper waste sorting. We helped increase percentages of materials diverted from landfill and further facilitated the shift from disposable, to zero waste events.

Sustainable Fairfax worked with event organizers to insure that they use only reusable plates, cups and cutlery and capture all green waste from the wreath making activity. Sustainable Fairfax continues to purchase and re-stock plates, mugs and silverware for the events in the women's Club.

### *Fairfax community Farmer's Market*

We implemented Town policy of mandatory recycling and composting for all commercial enterprises. We made sure that the resource recovery stations were accessible for the market manager to set up and dispose of in the Corp yard after the market closed. We staffed stations monthly and worked face to face with patrons and vendors to educate, and make the system visible and user friendly.

We coordinated with the market manager to ensure proper up to date signage and that information was available to customers and vendors.



#### F. Backyard Composting Workshop

On Saturday, October 27, 2018 we held a backyard compost workshop at the Fairfax Women's Club. Marin Master Gardener Joan Irwin provided her presentation on the basics of backyard composting and managing worm bins.

#### G. Zero Waste Volunteers.

Given drastic changes in the recycling market, and plastic waste growing fast in our landfills, we have more people interested in getting involved with zero waste efforts. Our committee has expanded and we expect to grow it further this year.

# APPENDIX

Category	2018 Budget	2018 Actual	2018 Variance
Project Coordinator	\$16,250	\$11,950	\$4,300
Marketing	\$800	\$242	\$558.40
Film Expenses	\$300	\$483	-\$182.54
Materials	\$1000	\$441	\$559.01
Overhead	\$1200	\$1200	\$0.00
<b>TOTAL</b>	<b>\$19,550</b>	<b>\$14,316</b>	<b>\$5,235</b>

We were under budget in 2018 by \$5,235. This is primarily due to lower hours in the first quarter of the year. Zero waste staff faced personal issues that impacted the number of hours available to work. Our **marketing** expenses were not as high as anticipated because we produced the graphic design for No-Waste November in-house. We spent more on **film expenses** since we had more than one film night. We were under budget on **materials** because we did not end up needing to purchase a *Bring It Home* compost banner

We have a motivated team of staff and volunteers to work on zero waste issues this year and look forward to a productive 2019.