

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Board of Directors Meeting - Minutes  
Thursday, July 20, 2023  
8:45 A.M – 9:45 A.M

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

## MEMBERS PRESENT

Adam Wolff, Corte Madera  
Anthony Boyd, Belvedere (Alt.)  
Catie Thow Garcia, Sausalito (Alt.)  
Cory Bytof, City of San Rafael (Alt.)  
Dan Eilerman, County of Marin (Alt.)  
Dan Schwarz, Larkspur  
David Donery, San Anselmo  
David Woltering, Ross (Alt.)  
Greg Chanis, Tiburon  
Gretchen Schubeck, Novato (Alt.)  
Heather Abrams, Fairfax  
Todd Cusimano, Mill Valley

## MEMBERS ABSENT

Adam McGill, Novato  
Chris Zapata, Sausalito  
Christa Johnson, Ross  
Christine Alilovich, San Rafael  
Jessica Deakyne, Novato (Alt.)  
Matthew Hymel, County of Marin  
Robert Zadnik, Belvedere

## STAFF PRESENT

Andrew Shelton  
Amy Kolnes  
Casey Fritz  
Casey Poldino  
Kimberly Scheibly  
Melody Mitchell

## OTHERS PRESENT

Alex Soulard, R3 Consulting  
Allison Giffin, PlaceWorks  
Dee Johnson, Novato Sanitary  
District  
Greg Christie, Mill Valley Refuse  
Katy Coke, CalRecycle  
Kelsey Brewer, Marin RCD  
Meilin Tsao, Recology

## Call to Order

### 1. Remote Public Participation Instructions

Information only.

### 2. Open Time for Public Comment

No public comments were tendered.

## Consent Calendar

### 3. JPA Board Meeting Minutes from July 20, 2023

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Motion to approve the JPA Board Meeting Minutes from June 15, 2023.

Motion: Greg Chanis. Second: Dan Eilerman. Vote: Unanimous.

Eilerman requested that the content of future minutes be abbreviated, and members agreed in a consensus.

## Regular Agenda

### 4. Executive Director Update

Kimberly Scheibly delivered her report. She shared that as of July 10, all member agencies have approved the JPA amendment and have appointed Board members and alternates. Final signed copies of the amendments will be sent out to member agencies. She stated that she received the draft of the audit this week and is currently reviewing it. There is no change in the contingent carryovers, and the budget has only changed by approximately \$200. As of July 1, the JPA is now responsible for the oversight and funding of the Household Hazardous Waste (HHW) facility operations and related programs (Paint Care, Batteries, Sharps, Used Motor Oil and Filters, Marine Flare and Oil Pads, and Toxic Away Days in West Marin). Staff is currently working on updating the contract with the facility. Since the name of the waste generator has changed, per State law requirements, a thorough walkthrough assessment of facility operations was conducted on June 30, and a draft report was received. Once the final report is received, Scheibly will present it to the Board.

She and Casey Poldino have started the process of hiring new staff that was approved for this fiscal year. This item will be on the Board of Supervisors agenda on July 25. They hope to have new staff on board by October. In September, staff will share their report on program progress, work plan, and organizational chart listing various duties of each staff member. She reminded members that agencies' annual electronic reports are due today. More refinements to this process will occur with the arrival of new staff for support. The Local Task Force (LTF) will be reconvening soon, and in their first meeting they will review current procedures and the expectations of being a member. They will also have their first assignment as the LTF to review all the advertising, marketing, and educational materials, including the website and budget to see if it is fulfilling their needs. The LTF will then make recommendations based on their review to the JPA Board for a vote. Staff had their kickoff meeting with HF&H this week. They were awarded the contract to discuss the County's objectives and overall approach to edible food recovery for program planning and SB 1383 compliance. They will also be meeting with Environmental Health for their input on the logistics of the inspection and enforcement piece. The Zero Waste Reimbursement Program checks have been mailed.

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

Cory Bytof praised Kolnes and the Zero Waste team for their efforts and support with the CalRecycle spreadsheet for the EAR.

### 5. PlaceWorks Presentation

Poldino introduced Allison Giffin from PlaceWorks, who delivered her PowerPoint presentation on the new user-friendly website that they have created for agencies to use with tracking, editing, and reporting tools and an ArcGIS layer for compost/mulch distribution areas in their respective jurisdictions. There will be training sessions scheduled on how to use it. An extensive question-and-answer session was held after the presentation.

### 6. Zero Waste Reimbursement Funds Allocation

Scheibly delivered her report on the Zero Waste Reimbursement Program history and status. There were five proposed allocation methods reviewed at the Budget Subcommittee meeting on July 17. The allocation method choice most favored by the subcommittee is to end the program as it currently exists this fiscal year. Funds would be decreased across the board by approximately 30%. The subcommittee see this as the most equitable process as opposed to the other methodologies presented. They wish to convene an ad hoc subcommittee that will be tasked with thoroughly reviewing the history of the program and the needs going forward of the member agencies and special districts, looking through the lens of SB 1383, and to discuss a path forward for the use of this funding. She looks forward to the discussions at the next subcommittee meeting in August, when she can bring the information forward to the JPA Board. A brief question-and-answer session was held afterwards.

### 7. Electronic Signatures Delegation Authority

Scheibly introduced the staff recommendation to adopt a motion allowing the Board Chair and/or Executive Director to sign documents electronically via pdf format or an electronic signature program such as DocuSign in lieu of a manual signature.

Motion to approve allowing the Board Chair and/or Executive Director to sign documents electronically via pdf format or an electronic signature program such as DocuSign in lieu of a manual signature by Eilerman. Second: Anthony Boyd. Vote: Unanimous.

### 8. Adjournment

*Next JPA meeting will be on August 17, 2023.*

3

**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: \_\_\_\_\_