

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

Board of Directors Meeting - Minutes

Thursday, August 17, 2023

8:45 A.M – 9:45 A.M

Hybrid: 922 Machin Avenue, Womack Conference Room, 2nd Floor, Novato

**MEMBERS PRESENT**

Adam Wolff, Corte Madera  
Cory Bytof, City of San Rafael (Alt.)  
Christa Johnson, Ross  
Dan Eilerman, County of Marin (Alt.)  
Greg Chanis, Tiburon  
Gretchen Schubeck, Novato (Alt.)  
Heather Abrams, Fairfax  
Jessica Deakyne, Novato (Alt.)

**MEMBERS ABSENT**

Adam McGill, Novato  
Anthony Boyd, Belvedere (Alt.)  
Catie Thow Garcia, Sausalito (Alt.)  
Chris Zapata, Sausalito  
Christine Alilovich, San Rafael  
Dan Schwarz, Larkspur  
David Donery, San Anselmo  
David Woltering, Ross (Alt.)  
Matthew Hymel, County of Marin  
Todd Cusimano, Mill Valley  
Robert Zadnik, Belvedere

**STAFF PRESENT**

Andrew Shelton  
Casey Fritz  
Casey Poldino  
Kimberly Scheibly  
Melody Mitchell

**OTHERS PRESENT**

Dee Johnson, Novato Sanitary  
District  
Greg Christie, Mill Valley Refuse  
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.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

## Consent Calendar

3. JPA Board Meeting Minutes from July 16, 2023

Motion to approve the JPA Board Meeting Minutes from July 16, 2023.  
Motion: Greg Chanis. Second: Dan Eilerman. Vote: Unanimous.

4. Receive and File the Fiscal Year 21-22 JPA Audit

Motion to approve to receive and file the Fiscal Year 21-22 JPA Audit.  
Motion: Chanis. Second: Eilerman. Vote: Unanimous.

## Regular Agenda

5. Executive Director Update

Kimberly Scheibly delivered her update and shared that the Senior Planner for HHW position has been posted for internal County candidates first, then it will be posted for external candidates if one is not chosen. They will also post positions for Senior Program Coordinator and Waste Management Specialist. Staff is working with a County HR Analyst that is counseling them through this process. Last week, Casey Poldino and the ZWM team attended a CalRecycle monthly public meeting online as they discussed the SB 1383 Local Assisted Grant Program. CalRecycle will soon announce the availability of grant money in which agencies would be able to apply for in September. Scheibly strongly recommended that they apply for it as a JPA, rather than individual cities and towns. She would like to further discuss with the Executive Committee. If it decided that they apply as a JPA, then the cities and towns would not be able to apply individually.

She shared that she and Casey Fritz had attended the California Resource Recovery Association (CRRRA) conference, where they learned from other communities how they are approaching mitigating climate change and promoting resource conservation. They also had several meetings with California Products Stewardship Council, and they've completed an application on behalf of the JPA for a \$100,000 grant for a County-wide marine flare program. She stated that hazardous waste programs have always been included in the JPA budget, but having a grant would allow staff to not need to include it in the assessment. She will share the update on the status of the grant soon. She also had the opportunity to meet with many other JPA Executive Directors to learn about their structure and priority goals. She stated that Poldino has been extremely busy working with an organization called Sansuma, which explores pathways toward more sustainable and healthier food programs in our schools. She has been discussing with local organizations and funders, including MCF and the Measure A Parks grant program, on how to bridge the farm to school gap. She also stated that the EAR was submitted. Poldino and Amy Kolnes are working with CalRecycle on the EAR reporting process and they are providing feedback on ways to improve and streamline it. They are also creating FAQ's for jurisdictions and tips for next year. In addition to the three new upcoming

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

ZWM staff recruitments, Poldino is continuing to work with Scheibly on SB 1383 program implementations report, and the budget contract planning for the year. She has also made great progress on the compost procurement.

Casey Fritz is busy preparing to help schools as they come back from summer break. ZWM is currently supporting 34 campuses, and adding four new campuses this year, including two schools from Novato now that it has been added to the Zero Waste fund. They have certified 14 schools last year, including the first ever platinum certified school. She is also the project lead for the contract with HF&H to build the edible food recovery program. Now, they are working on verifying the list of generators, as well as the list of food recovery organizations and services. They have launched a mini grant program for food generators so that they may receive up to \$7,500 towards expenses related to edible food recovery. She stated that this program has been very successful in other areas, such as San Francisco, so they are modeling after these other programs. They will be sending letters to all Tier 1 and Tier 2 generators to remind them of their requirements and let them know about the grant program. The EAR table that was mentioned in the previous meeting has been completely built out. Staff will start educating generators on how to report directly to them. This model has been very successful in Santa Clara County.

Scheibly proudly announced that ZWM now has an Instagram account, @zerowastemarin and encouraged members and the public to visit. She announced that they are also starting a quarterly newsletter and would like feedback from members on that. This will help staff be able to get information more quickly out to the public.

Andrew Shelton has been busy working on the Form 303 report to CalRecycle. This is the large, detailed report to the State on all the recycling, re-use, and disposal tonnages. He is also continuing to work on transitioning the HHW facility management to the JPA. He continues to work on the Marine Flare Take-back Event, which will take place on September 17, 8:00 a.m. to 12:00 p.m., at Clipper Gap Harbor in Sausalito. Other programs that he supports are illegal dumping, C&D programs, the used oil grant, and bulb and battery recycling program.

Kolnes has been working with Poldino on designing a complete systems and processes overhaul for how ZWM documents and tracks programs and data for ZWM. All 2<sup>nd</sup> quarter hauler updates have been supplied and entered into Recyclist and are in review. We have started the conversation regarding complete ZWM website redesign in order to make the site more user-friendly for SB 1383 compliance.

### 6. Compost Procurement Update

Poldino delivered her compost procurement update. Placeworks has completed their portion of work on the website; the dashboard is complete on their end. There were two webinars two weeks ago, with attendance from every jurisdiction, except for Mill Valley, who she is working with to get up to speed. The site is now live, and agencies can now go into it and enter their information. She asked that the jurisdictions' contacts review the website and check for any information that may have been missed. She is working with the Marin County Parks Department to help

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

her find out what is missing in their data. ZWM is in contract with Placeworks until September 30. They have scope of work and budget for all of Marin County's jurisdictions to work directly with Alison at Placeworks, and she encouraged them to do so, as she would be able to guide them through the process. There is a few more months to complete this process. Users will be able to filter the fields not just by jurisdiction, but by landowner, as well. She and Scheibly met last week with Marin Compost Resource Conservation District on providing compost to their land for carbon sequestration. Scheibly also met with some compost providers, such as Agromin and Zero Food Print, on compost procurement.

Scheibly added that jurisdictions may have specifications on bay-friendly landscaping ordinances, if it applies, and for them to be sure to include this information on the website to ensure they will receive what they need for their area, in addition to using the range land in their applications.

A question-and-answer session was held after the report.

### 7. Review and approve the revised Local Task Force Procedures

Scheibly gave a brief history of the procedure development for the Local Task Force (LTF) and delivered the summary of proposed changes to the procedures with the Board. She stressed the importance of this review to ensure all stakeholders are on track, on task, and the budgetary dollars are best utilized.

Abrams praised the LTF and staff for their efforts on this item.

Motion to approve revised Local Task Force procedures.

Motion: Eilerman. Second: Christa Johnson. Vote: Unanimous.

### 8. Zero Waste Reimbursement Program Allocations & Creation of Subcommittee for Redesigning Program

Scheibly gave a brief history of the reimbursement program and shared the Budget Subcommittee's findings and allocation report.

Staff recommendations are as follows:

- 1) The Board to adopt a motion to end the program as it exists currently after this fiscal year; and
- 2) To adopt a motion to approve allocations to jurisdictions with the 32.16% decrease across the board from last year's allocations; and
- 3) Appoint a separate ad hoc Program Subcommittee to review the history and decide on the path of the program forward.

There was a brief discussion by the Board, and a question-and-answer session was held.

### 3

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

Motion to end the program as it exists at the end of this fiscal year, and to approve allocations to jurisdictions with the 32.16% decrease across the board from last year's allocations.

Motion: Chanis. Second: Adam Wolff. Vote: Unanimous.

Motion for the Executive Director to send an email to the Board members asking for volunteers for the Program subcommittee, inclusive of those who are identified today and return to the Board at the next meeting with the Subcommittee to evaluate that does not include members of the Budget Subcommittee.

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

#### 9. Create Quarterly Executive Committee Meeting Schedule

Poldino shared that the Executive Committee has not met since pre-COVID and shared that the Executive Director wishes to re-establish this committee to keep up with workflow for the entire JPA Board.

Staff recommends the committee reconvene and set quarterly meetings beginning with this current quarter, preferably before the next full board meeting scheduled for September 21<sup>st</sup>.

Motion to approve quarterly Executive Committee meeting schedule, in which we will schedule the first meeting in the next couple of weeks to incorporate the Chair and consider in this first meeting what the appropriate meeting schedule should be.

Motion: Eilerman. Second: Jessica Deakyne. Vote: Unanimous.

#### 10. Adjournment

*Next JPA meeting will be on September 21, 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: \_\_\_\_\_