

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Board of Directors Meeting Minutes

Thursday, September 19, 2024

1:30 pm – 2:30 pm

In Person: Tiburon Town Hall, Council Chambers, 1505 Tiburon Blvd, Tiburon
94920

BOARD MEMBERS PRESENT

Town of Corte Madera: Adam Wolff

County of Marin: Dan Eilerman (Alt.)

Town of Fairfax: Heather Abrams (Chair)

City of Larkspur: Dan Schwarz

City of Mill Valley: Todd Cusimano (Vice Chair)

City of Mill Valley & Town of Tiburon Grace Ledwith (Alt)

Town of Ross: Christa Johnson

Town of San Anselmo: David Donery

City of San Rafael: John Stefanski

City of Sausalito: Catie Thow Garcia (Alt.)

Town of Tiburon: Greg Chanis

STAFF PRESENT

Kimberly Scheibly (Executive Director)

Casey Poldino (Staff)

Amy Kolnes (Staff)

Justin Newsome (Admin)

1. Call to Order Regular Meeting

Regular session was called to order at 1:34 p.m.

Remote Public Participation Instructions

Information Only

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

No public comments.

3. JPA Board Meeting Minutes from May 16, 2024

Executive Director Kimberly Scheibly stated a clarification that the Executive Director's report on the Electronic Annual report and the Edible Food Capacity study are two separate reports. Additionally, it was noted that the date on the extension of the Household Hazardous Waste Facility Agreement is December 31st, 2024.

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Motion to approve the JPA Board Meeting Minutes from May 16, 2024, with the amendment that Ross Alternate Roberta Feliciano was in attendance.

First Town of Ross: Christa Johnson

Second Town of Fairfax: Heather Abrams (Chair)

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Aye

City of Larkspur: Aye

City of Mill Valley: Aye

City of Novato: Absent

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

Ayes: 10 Noes: 0 Absent: 2 Abstain: 0

Motion passed.

4. Executive Director Report

Executive Director Scheibly reported that ZWM has entered into contract with Pimenti & Brinker to perform the FY24 audit of the JPA financial statements. ZWM is awaiting the Household Hazardous Waste reserve fund transfer from the City of San Rafael to the JPA. Additionally, the Department of Finance will be consulted on the best ways to manage the reserve. Furthermore, the full legislative report will be moved to the November Board meeting.

There is confusion from libraries about their responsibilities to be in compliance with the SB 1383’s recycled fiber content due to the mixed messages from CalRecycle. Executive Director Scheibly is working the libraries and CalRecycle for a FAQ to assist in clarifying. The Board approved \$200,000 for new program development and staff presented pilot proposals to the program subcommittee, the proposals were reviewed and presented to the Executive Committee with four having been selected. Repair Fairs & Clothing Swaps, reusables for school lunches via Marinwood Market, bring your own cup campaign, and Reusables at Thursday AIM Farmers Market. Scheibly concluded the Executive Director’s report.

Information Only

Board Comments

N/A

Public Comments

No public comments

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5. SB1383 Progress Update

Executive Director Scheibly shared that all 12 of the member agencies received formal notifications of evaluations from CalRecycle for compliance reviews from the Jurisdiction and Agency Compliance and Enforcement branch. Additionally, the implementation records from ZWM have been requested. ZWM will assume the responsibility of technical assistance, Recovered Organic Waste Product Procurement and Organics Capacity Planning, Edible Food Recovery Program, and Inspections and Enforcement. The reviews will include field visits, CalRecycle will review implementation of Mandatory Commercial Recycling, Mandatory Commercial Organics Recycling, and the Source Reduction and Recycling Element, and the Household Hazardous Waste Element.

JACE will conduct these evaluations and reviews in groups of four which is expected to take 3-4 weeks. All groups have submitted their implementation records.

Funding for two Climate Corps Fellows was approved using Local Assistance Grant funding and will be the point for supporting all the jurisdictions with SB1383 needs. The key 3 projects are: 1) support for jurisdictions with Implementation Records for SB1383 which will include transitioning records to SMART1383. 2) compost and mulch procurement and distribution. 3) a survey of jurisdiction needs.

In addition to the Climate Corp Fellows and ZWM staff, the Local Assistance and Market Development branch of CalRecycle is available to assist with these reviews.

Information Only

Board Comments

Board member Christa Johnson shared appreciation for the support and resources. A brief discussion was held.

Public Comments

No public comments

6. Annual Report Update

ZWM Staff Amy Kolnes shared staff have been hired to assist in compliance and the Zero Waste efforts, compost procurement, expanded SB1383 education efforts, continued expansion of the edible food recovery program, and assisted jurisdictions with the CalRecycle Electronic Annual Report (EAR). For the FY2024-25, ZWM is in the process of a countywide Waste Characterization Study, implementing a new recordkeeping software system SMART1383, and piloting Household Hazardous Waste programs.

Information Only

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Board Comments

Board member Greg Chanis shared appreciation for the efforts of ZWM.

Public Comments

No public comments

7. Extension of Hazardous Household Waste Agreement

Executive Director Scheibly recalled during the May 2024 Board meeting there was extension requested and granted by the JPA Board to the Hazardous Waste Agreement. It was discovered that the Operations Plan, a document required when there is a change in permit holder, was not updated since 2015. County counsel felt it was best to update this document prior to the agreement. Additionally, the Household Hazardous Waste Facility felt the agreement may impact their already approved budget.

Motion to delegate authority to JPA Board Chair to sign the Second Amendment to the Hazardous Waste Collection Agreement which extends the agreement the JPA and MRRRA through June 30, 2025.

First Town of Tiburon: Greg Chanis

Second County of Marin: Dan Eilerman

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Aye

City of Larkspur: Aye

City of Mill Valley: Aye

City of Novato: Absent

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

Ayes: 10 Noes: 0 Absent: 2 Abstain: 0

Motion passed.

Board Comments

N/A

Public Comments

No public comments

8. Tonnage Reporting Ordinance

Executive Director Scheibly shared with AB 901 being signed into law in 2019 it changed how organics, recyclable material, and solid waste are reported to CalRecycle. Recycling and Disposal Facility Reporting System law requires specific facilities, including disposal, recycling and compost facilities, transfer and processor facilities and contract haulers, to report directly to CalRecycle. Prior to this the reports

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were given to the county of Marin to give to the state on behalf of the entities on a quarterly basis. Due to this, the JPA has no immediate access to this data for purposes of reporting progress. The recommended amendment reverts to the quarterly reporting, which is the same reporting schedule that the entities are held to by CalRecycle. This change does not add any additional workload, however, adds the benefit of ZWM staff receiving the information on a timely basis to report waste disposal in the county.

Motion Adopt a Motion to approve the revised ordinance to increase frequency of reporting to align with CalRecycle reporting periods.

First Town of San Anselmo: David Donery

Second Town of Tiburon: Greg Chanis

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Aye

City of Larkspur: Aye

City of Mill Valley: Aye

City of Novato: Absent

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

Ayes: 10 Noes: 0 Absent: 2 Abstain: 0

Motion passed.

Board Comments

Chair Abrams asked if haulers were contacted regarding this matter. Executive Director Scheibly confirmed all of the agencies were spoken to about the subject.

Public Comments

No public comments

9. Waste Characterization Study Approval

ZWM staff Casey Poldino updated the board that the Waste Characterization Study field work will take place the last two weeks of October with the draft report expected to be available December 1st, 2024. A bi-seasonal Waste Characterization Study is being considered for Fall and Spring based on the findings of the October 2024 field work. ZWM staff Poldino mentioned that their may be a request to the JPA board in November an additional characterization study due to seasonal fluctuations.

Assembly bill 2346 was sponsored by Stop Waste is anticipated to pass and it is regarding SB 1383 compost procurement, this authorizes local jurisdictions to determine a new local per capita procurement target. The status of the bill will be determined September 30, 2024. Additionally, this grants authority to local jurisdictions to count their procurement towards operations or investments in compost infrastructure.

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Board Comments

Board member Christa Johnson requested an example of how a Waste Characterization Study will change what procurements needs will be if this bill is signed into law. ZWM staff Poldino shared that the Waste Characterization Study data will what percentage is being added to the landfill that could be composted for a new procurement target. Chair Abrams asked if the additional effort of the Waste Characterization Study

Public Comments

No public comments

10. LTF Member Approval

ZWM Staff Kolnes informed the board that the Local Task Force membership expires every three years. At that time, the seats must be vacated an reopend for applications. ZWM Staff Kolnes shared the recommended applicants for approval.

The proposed membership roster is as follows:

- Special District Representative (1 opening):
 - Kevin McElroy, Bolinas Public Utilies District
- Hauler or Facility Representatives (2 openings)
 - Greg Chrisitie, Bay Cities Refuse
 - Celia Furber, Recology Sonoma Marin
- Environmental Organization Representatives (2 openings)
 - Kyle LaRue, Conservation Corps North Bay
 - Susan Hopp, Plastic Free Marin
- Public Member Representatives (3 openings)
 - Ross Valley: Jinesse Reynolds
 - Novato: Matt McCarron
 - San Rafael: No applicants

Motion Adopt a motion to approve all recommended new Local Task Force members as listed above.

First County of Marin: Dan Eilerman

Second Town of Tiburon: Greg Chanis

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Aye

City of Larkspur: Aye

City of Mill Valley: Aye

City of Novato: Absent

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

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Ayes: 10 Noes: 0 Absent: 2 Abstain: 0

Motion passed.

Board Comments

Chair Abrams asked if haulers were contacted regarding this matter. Executive Director Scheibly confirmed all of the agencies were spoken to about the subject.

Public Comments

No public comments

11. Staffing Update

Executive Director Scheibly shared that ZWM staff are contracted employees through an agreement with the County of Marin. staff have come from the Waste Management Division of the Department of Public Works and have allocated their time between the County and the JPA. The County is compensated based on allocations for each staff. For FY25, allocations include a total of 7 FTEs for ZWM, including four new staff given the increased responsibilities of SB1383. The County includes 2 FTEs dedicated to unincorporated areas countywide. The existing positions in the WM Division are as follows:

- 1. Planning Manager (1) - Executive Director of ZWM
- 2. Program Manager (1)
- 3. Senior Planner (3)
- 4. Waste Management Specialist (2)
- 5. Senior Program Coordinator (2)

With the departure of ZWM Program Manager and Senior Program Coordinator, the responsibilities of these two staff will be divided between three other staff members. County personnel regulations allow for a temporary special assignment pay (TSAP) for up to six months while staffing needs are explored.

Motion the Executive Director will proceed with the TSAPs to acknowledge the additional and higher level of work in the meantime, it is recommended that the Zero Waste Board convene the Executive Subcommittee of the Board to evaluate the structure and needs of the JPA and the County.

First County of Marin: Dan Eilerman
Second Town of San Anselmo: David Donery

Vote Count

City of Belvedere: Absent	City of Mill Valley: Aye
Town of Corte Madera: Aye	City of Novato: Absent
County of Marin: Aye	Town of Ross: Aye
Town of Fairfax: Aye	Town of San Anselmo: Aye
City of Larkspur: Aye	City of San Rafael: Aye

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City of Sausalito: Aye

Town of Tiburon: Aye

Ayes: 10

Noes: 0

Absent: 2

Abstain: 0

Motion passed.

Board Comments

Chair Abrams and Board Member Eilerman shared acknowledgement of the efforts of the ZWM staff.

Public Comments

Cory Bytof via Zoom shared appreciation for departing ZWM staff member Poldino.

12. Confirm 2025 JPA & Executive Committee Meeting Schedules

Executive Director Scheibly presented staff’s proposal to set the JPA Board and Executive Committee meeting schedules for the remainder of the 2024 calendar year. The proposed dates are November 21, 2024 (2pm-3pm) for the full Board meeting and October 17, 2024 (9am-10am) for the Executive Committee meeting.

Motion

Adopt a Motion approving the JPA Board meeting for November 21, 2024, and the Executive Committee meeting for October 17, 2024

First County of Marin: Dan Eilerman

Second Town of San Anselmo: David Donery

Vote Count

City of Belvedere: Absent

City of Novato: Absent

Town of Corte Madera: Aye

Town of Ross: Aye

County of Marin: Aye

Town of San Anselmo: Aye

Town of Fairfax: Aye

City of San Rafael: Aye

City of Larkspur: Aye

City of Sausalito: Aye

City of Mill Valley: Aye

Town of Tiburon: Aye

Ayes: 10

Noes: 0

Absent: 2

Abstain: 0

Motion passed.

Board Comments

Board Member Eilerman shared potential calendar conflicts for the proposed October meeting. Additional comments were made regarding Board meeting dates.

Public Comments

N/A

13. Confirm 2025 JPA & Executive Committee Meeting Schedules

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MANAGEMENT JOINT POWERS AUTHORITY**

Executive Director Scheibly opened the floor to commentary from the board for agenda items for the next meeting.

Information Only

Board Comments

- 1. Request to learn more on organics recycling for residential**
- 2. Provide update on staffing discussions**
- 3. FY ending review**

Public Comments

N/A

14. Confirm 2025 JPA & Executive Committee Meeting Schedules

Chair Abrams adjourned the meeting.

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____