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

Board of Directors Meeting Minutes

Thursday, January 16, 2025

11:00 am – 12:00 pm

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

BOARD MEMBERS PRESENT

Town of Corte Madera: Adam Wolff

City of Novato: Gretchen Schubeck (Alt.)

County of Marin: Dan Eilerman (Alt.)

City of Mill Valley: Todd Cusimano (Vice Chair)

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

Town of Ross: Christa Johnson

City of San Rafael: John Stefanski

City of San Rafael: Cory Bytof (Alt.)

Town of Tiburon: Greg Chanis

STAFF PRESENT

Kimberly Scheibly (Executive Director)

Amy Kolnes (Staff)

Casey Fritz (Staff)

Meilin Tsao (Staff)

Justin Newsome (Admin)

Call to Order Regular Meeting

Regular session was called to order at 11:00 a.m.

1. Remote Public Participation Instructions

Information Only

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

No public comments.

Consent Calendar

3. JPA Board Meeting Minutes from November 21, 2024

Motion to approve the JPA Board Meeting Minutes from January 16, 2025.

First County of Marin: Dan Eilerman (Alt.)

Second Town of Corte Madera: Adam Wolff

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Vote Count

City of Belvedere: Absent
Town of Corte Madera: Aye
County of Marin: Aye
Town of Fairfax: Absent
City of Larkspur: Absent
City of Mill Valley: Aye

City of Novato: Aye
Town of Ross: Aye
Town of San Anselmo: Absent
City of San Rafael: Aye
City of Sausalito: Absent
Town of Tiburon: Aye

Ayes: 7 Noes: 0 Absent: 5 Abstain: 0

Motion passed.

Regular Agenda

4. Executive Director Report

Executive Director Scheibly shared updates on the following: SMART1383, SB1383 IR Update, MFD discussion, LTF Update, Sustainability Staff Meeting, Budget Sub-Committee Meetings and Staffing, and .

Executive Director Scheibly concluded the Executive Director's report.

Information Only

Board Comments

Public Comments

No public comments.

5. Elect Board Chair and Vice Chair

Executive Director Scheibly and the JPA board had an open dialogue regarding the Board Chair and Vice Chair nominations as well as contingencies.

Board Comments

Public Comments

No public comments.

Motions

Adopt a Motion for Todd Cusimano to serve as the Chair of the JPA and Christa Johnson to serve as the Vice Chair.

Adopt a Motion for Todd Cusimano to represent Southern Marin, Heather Abrams to represent the Ross Valley, Dan Eilerman to represent the County of Marin, John Stefanski to represent the City of San Rafael, and the Novato Representative is TBD due to a vacancy in the City Manager position.

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First Town of Tiburon: Greg Chanis

Second Town of Corte Madera: Adam Wolff

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Absent

City of Larkspur: Absent

City of Mill Valley: Aye

City of Novato: Aye

Town of Ross: Aye

Town of San Anselmo: Absent

City of San Rafael: Aye

City of Sausalito: Absent

Town of Tiburon: Aye

Ayes: 7

Noes: 0

Absent: 5

Abstain: 0

Motion passed.

6. Set the 2025 JPA & Committees Calendars

Executive Director Scheibly shared the tentative JPA and Committee calendars with the JPA Board.

Board Comments

No comments

Public Comments

No public comments.

Motion Adopt a Motion approving the JPA Board and Executive Committee meeting schedule for the 2025 calendar year.

First County of Marin: Dan Eilerman (Alt.)

Second Town of Tiburon: Greg Chanis

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Absent

City of Larkspur: Absent

City of Mill Valley: Aye

City of Novato: Aye

Town of Ross: Aye

Town of San Anselmo: Absent

City of San Rafael: Aye

City of Sausalito: Absent

Town of Tiburon: Aye

Ayes: 7

Noes: 0

Absent: 5

Abstain: 0

Motion passed.

7. Procurement Updates

Staff Meilin Tsao shared the ZWM LOA allowed procurement for Recovered Organic Waste Products (ROWP) for member agencies. In 2024, ZWM procured

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13,219.61-tons of its 13,403.65-ton goal. In 2022-23, Placeworks was contracted assess landscape potential for Marin County. In 2024, Placeworks mapped the end use material procured through WMC. Additional compost purchase data will be requested by ZWM staff from jurisdictions and logged in with Placeworks.

ZWM is responsible for 100% of the procurement target (20,621 tons of ROWP). There is approximately \$145,000 remaining from the \$300,000 budgeted for FY25. ZWM hopes to procure approximately 40% of the CY25 target with the remaining FY25 funds.

Information Only

Board Comments

The Board asked confirming questions of the 2025 procurement targets, local jurisdiction involvement, and the impact on the next budget.

Public Comments

No public comments.

8. Pilot Program Updates

Staff Casey Fritz presented updates the pilot programs as follows Repair Fairs, Reusable Foodware and BYOCup Campaign.

Repair Fairs – are brought together by a partnership with the non-profit Reuse Alliance. This programs a series of events for community members can bring items for repair and learn the skills to fix the items on their own with the help of a volunteer repair coach. This extends the useful life of the item and keeps it out of the landfill.

Reusable Foodware – Sparkl Reuseables is contracted with ZWM for reusable foodware for the Marinwood Market private school lunch program and the Farmers Market near the Civic Center. Marinwood Market provides the school lunch program to three private schools in Marinwood. There are 250 students being served four days per week. The first semester prevented the use of: 8,470 single-use fiber clamshells, 175 soup cups and lids, and 7,448 plastic utensils. In total, 16,093 single-use items were prevented from being used and landfilled. The program launched 1/2/2025 and will run through the end of March 2025.

BYOCup Campaign – The contracted graphic designers created decals for Marin businesses for at-will displays to encourage consumers to bring their own reusables. The LTF has provide feedback and the finalized decals will be worked on by the Sustainability Managers.

Information Only

Board Comments

The Board shared their eagerness for these programs to continue to gain traction.

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Public Comments

No public comments.

9. Waste Characterization Study Update

Executive Director Scheibly shared SCS will be completing their second week of study even though they were unable to complete the visual portion of the study due to their legal team's determination. The self-loads are taken by Marin Resource Recovery Center and Marin Sanitary Service, and a visual study can be done at that facility for \$11,000. No change to the current budget of with the \$200,000 allocation. After the results of the study, Executive Director Scheibly would like to bring to the board the possibility of a public workshop.

Information Only

Board Comments

The Board wanted to confirm the quality of the study info given the hurdles to the original anticipated steps of the study.

Public Comments

No public comments.

10. Request for Information and Quote (RFIQ) Class and Compensation Study

Executive Director Scheibly noted that the Board requested staff conduct a formal Organizational Reassessment Study and a Classification and Compensation Study of Zero Waste Marin Staff. Staff was directed to develop the RFIQ. The purpose of this RFIQ is to ensure that the JPA staffing classifications encompass the complex duties and skills required and that our compensation structure remains competitive, equitable, and aligned with industry standards, while addressing the unique operational and regulatory environment of hazardous and solid waste management. The RFIQ will be sent to at least three identified agencies, the results of which will be communicated and shared with the Executive Committee in February ideally.

Board Comments

The Board shared their support and shared suggestions on reviewing comparable agency classifications. Additionally, making sure the Marin County HR is collaborating during this process to solidify the class and comp study.

Public Comments

No public comments.

Motion Request the Board to adopt a motion to direct staff to release the RFIQ for a Classification and Compensation Study to be conducted.

First County of Marin: Dan Eilerman (Alt.)

Second City of San Rafael: John Stefanski

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Vote Count

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City of Larkspur: Absent
City of Mill Valley: Aye

City of Novato: Aye
Town of Ross: Aye
Town of San Anselmo: Absent
City of San Rafael: Aye
City of Sausalito: Absent
Town of Tiburon: Aye

Ayes: 7 Noes: 0 Absent: 5 Abstain: 0

Motion passed.

11. Suggested Agenda Item Meeting

Scheibly opened the floor to commentary from the board for agenda items for the next meeting. The Board suggested: None.

Information Only

Board Comments

No comments

Public Comments

No public comments.

Adjournment

Vice Chair Cusimano adjourned the meeting at 11:55 a.m.

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____