

AGENDA

DATE Thursday, November 20, 2025

TIME 10:45 am – 11:45 am

LOCATION San Rafael City Hall

1400 Fifth Ave, 3RD Floor, Large Conference Room, San Rafael, CA 94901

CALL TO ORDER

1. Public Participation Instructions (Information Only) 1 Minute.
2. Open Time for Public Comment (Information Only) 3 Minutes.

CONSENT CALENDAR

3. Approve JPA Board Meeting Minutes from September 18, 2025 (Action) 1 Minute.

REGULAR AGENDA

4. Executive Director Update - 5 Minutes.
 - Recommendation: Information Only.
5. Adopt two Resolutions: 1) Establishing a \$50,000 procurement authority for the executive director and 2) Delegating the performance of claims administration and resolution of claims – 10 Minutes.
 - Recommendation: Action: 10 Minutes.
6. Zero Waste Marin Q1 FY 2025-2026 Workplan Report – 15 Minutes.
 - Recommendation: Review and Discussion Only.
7. Household Hazardous Waste Program Enhancement Project – 5 Minutes.
 - Recommendation: Review and Discussion Only.
8. Waste Characterization Study Update – 5 Minutes.
 - Recommendation: Review and Discussion Only.
9. Outreach and Education – 5 Minutes.
 - Recommendation: Review and Discussion Only.
10. Suggested Agenda Items - 2 Minutes.
 - Recommendation: Information Only.
11. Adjournment.

Agendas & Staff Reports also available at <https://zerowastemarin.org/>



For disability accommodations please phone **(415) 473-4381** (Voice), CA Relay 711, or e-mail Zero.Waste@MarinCounty.gov at least five business days in advance of the event.

The County will do its best to fulfill requests received with less than five business days' notice. Copies of documents are available in alternative formats, upon request. ¹

SPECIAL REMOTE PUBLIC INSTRUCTIONS – ITEM 1**DATE** November 20, 2025**TIME** 10:45 am – 11:45 am**LOCATION** Zoom Online

The public can participate in this Marin County Hazardous and Solid Waste Joint Powers Authority (Zero Waste Marin) Board Meeting via a Zoom webinar.

ZOOM MEETING

Please click the link below to join the webinar:

<https://zoom.us/j/95862063021?pwd=bNao2kRMGotDSlaK8b1J4fWAxvwabi.1>

Meeting ID: 958 6206 3021

Passcode: 115793

Or One tap mobile:

+16699006833,,96325364603#,,, *602532# US (San Jose)

+16694449171,,96325364603#,,, *602532# US

Or Telephone: dial (for higher quality, dial a number based on your current location):

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COMMENTS

During the Meeting, select the Raise Hand icon during the public comment time, and you will be added to the queue and unmuted when it is your turn. If you are “Calling In,” press *9 during the public comment time, and you will be added to the queue and unmuted when it is your turn. (Press *67 before dialing if you want to hide your phone number).

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OPEN TIME FOR PUBLIC COMMENT – ITEM 2

TO JPA Board of Directors
FROM Kimberly Scheibly, Executive Director
SUBJECT Open Time for Public Comment
DATE November 20, 2025

The public is welcome to address the Board of Directors on matters not on the agenda within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to discuss or act on any matter not on the agenda unless it determines that an emergency exists or that there is a need to take immediate action which arose following the posting of the agenda.

RECOMMENDATION

Receive public comments. Information Only.

BOARD OF DIRECTORS MEETING MINUTES – ITEM 3

DATE September 18, 2025

TIME 10:45 A.M. – 11:45 A.M.

LOCATION San Rafael City Hall, 1400 Fifth Ave
3rd Floor Large Conference Room, San Rafael, CA

BOARD MEMBERS PRESENT

Town of Corte Madera: Adam Wolff
County of Marin: Dan Eilerman (Alt.)
Town of Fairfax: Heather Abrams
City of Larkspur: Dan Schwarz
City of Mill Valley & Town of Tiburon Grace Ledwith (Alt.)
City of Novato: Bill Rose
Town of Ross: Maureen Borthwick (Alt.)
Town of San Anselmo: David Donery
City of San Rafael: John Stefanski
Town of Tiburon: Greg Chanis

STAFF PRESENT

Kimberly Scheibly (Executive Director)
Amy Kolnes (Staff)
Casey Fritz (Staff)
Meilin Tsao (Staff)
Amanda Diddams (Climate Fellow)
Justin Newsome (Admin)



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Corte Madera County of Marin Fairfax Larkspur
Mill Valley Novato Ross San Anselmo San Rafael

Call to Order Regular Meeting

Regular session was called to order at 10:45a.m.

1. Remote Public Participation Instructions

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

Justin Wilcox, Marin Sanitary Services shared for the upcoming Customer Appreciation Day, the Recycled Orchestra of Cateura will be performing and highlighted their backstory including that their instruments are created from recycled materials.

3. Consent Calendar - JPA Board Meeting Minutes from August 21, 2025

4. Consent Calendar - Receive and File Treasurer's Report for Fiscal Year End Close 2025

Motion to approve the JPA Board Consent Calendar.

First Dan Eilerman: County of Marin

Second Greg Chanis: Town of Tiburon

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Absent

County of Marin: Aye

Town of Fairfax: Aye

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

Note: Board Members: Dan Schwarz, Adam Wolf and Dave Donery arrived at meeting shortly after consent calendar voting and therefore appear as absent for voting.

5. Executive Director Update

Executive Director Scheibly introduced the new Climate Cops Fellow, Amanda Diddems – who will be focusing on a ZWM streamlined event guide program. An update for the Program Coordinator Recruitment was provided, of the 115 applicants, six candidates are scheduled for the final round of interviews for September 22nd with an anticipated start date of late October or early November 2025. CalRecycle approved ZWM's request to extend the deadline through the end of the 2025 year for spending the awarded Local Assistance Grant.

The operator of the Redwood Landfill has requested a major expansion of landfill capacity and a minor increase in composting capacity. ZWM has requested the permitting process

be paused until the JPA Organics Capacity Study is completed. The study will begin in October 2025 and will start with Redwood Landfill.

The Waste Characterization Study (WCS) and its implementation was discussed with the Local Task Force (LTF) with the following key takeaways: majority of landfilled waste originates from self-haulers in the County. ZWM created a self-haul brochure in 2024 but will work with disposal facility stakeholders to produce a co-branded brochure along with a distribution plan.

SMART Jurisdiction follow-up training session is being planned, a Doodle Poll will be sent out for this session, the first/second weeks of October 2025 are being considered. The session will be recorded for those unable to attend.

Executive Director Scheibly shared a look-ahead for the anticipated vacation September 23rd – October 10th. ZWM Staff Amy Kolnes will be the point of contact.

Information Only

Board Comments

A clarifying conversation was had regarding the process for the Redwood Landfill to expand their capacity.

Public Comments

No public comments

6. Recommendation from LTF

Staff Casey Fritz shared background on the Local Task Force (LTF) along with its function and process. Chuck Holbrook, Local Task Force and Justin Wilcox, Marin Sanitary Services (LTF) reported on the LTF Subcommittee's Construction & Demolition (C&D) five-year phased plan.

Phase 1 (Year 1): Education and awareness by adding recognition of deconstruction.

Phase 2 (Years 2-3): ZWM would be requested to devote resources for advertising, supporting and building the deconstruction and reuse infrastructure in Marin County.

Phase 3 (Years 4-5): Develop model ordinances to require or incentivize deconstruction for certain projects across Marin jurisdictions.

Board Comments

A conversation was held regarding if the deconstruction information is only for demolitions, clarity was provided regarding the separation between the current recommendation and CalGreen. An additional comment by ZWM for the desire to survey building counter staff for input on information that ZWM could provide. A request was made for background on the terminology for strong financial incentives/permitting costs and how it would work to which an explanation was provided. Budget questions arose regarding where the staff costs would be pulled from, where resources for building staff would be housed, tax

information for the public, and highlighting CalGreen deconstruction measures for integrated information.

Public Comments

There was appreciation shared for the topic making it on the agenda for discussion and shared support to not over burden building departments and desire to work with the Marin Builders Association. Also, Phase 3 of the recommendation includes consideration for enforcement of the deconstruction ordinances.

Motion Adopt a motion to receive the LTF Deconstruction Recommendation and make a motion to approve staff to proceed with implementation of the recommendation for an outreach and education campaign and survey within the existing approved FY2026 budget.

First Dan Eilerman: County of Marin

Second Heather Abrams: Town of Fairfax

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

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

7. Legislative Update

Staff Meilin Tsao reported on the 28 Hazardous and Solid Waste Bills that were tracked by ZWM, the legislative session was extended one day with October 13th as the new date to sign bills. There were 21 bills that failed or became two-year bills, 7 passed with 2 having support from ZWM.

AB 823 would ban intentionally added microplastics in personal care leave-on and cleaning products, SB 279 would expand composting capacity and regulations on smaller composting facilities. CalRecycle has released a new draft regulatory comment for SB 54 on August 19th. Some of the jurisdictional concerns are the emphasis on the intent of the legislature to shift the burden of local waste management and recycling costs from local jurisdictions to the producers.

Producer concerns are what is included and excluded as the terms are ambiguous. Local jurisdictions would like access to the CalRecycle reports from the producers relating to end market audits. The intention is to ensure that all new costs are covered by the producer responsibility, if arbitration is needed, the costs would be split; if local jurisdiction wins arbitration, the producer responsibility organization should cover the cost. Article 13 includes local jurisdictions are included in the up to \$50,000 fine per day which was



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Corte Madera County of Marin Fairfax Larkspur
Mill Valley Novato Ross San Anselmo San Rafael

intended for producers. ZWM has prepared a public comment for submission as October 7th is the deadline, this will be shared with the Board.

Information Only

Board Comments

No comments

Public Comments

No public comments

8. North Bay Zero Waste Week Resolution

Staff Fritz shared background on the initiative started by Zero Waste Sonoma. October 11th-18th is Zero Waste Week, Zero Waste Marin is planning to participate as it participated in North Bay Zero Waste Week last year with compost giveaways, hosted film screenings, and this year Central Marin Sanitation Agency, City of San Rafael, Toast of Sausalito, and Marin Sanitary Services will be involved.

Board Comments

No comments

Public Comments

No public comments

Motion Adopt a motion to pass a formal resolution recognizing October 11-18 as North Bay Zero Waste Week.

First Dan Schwarz: City of Larkspur

Second Heather Abrams: Town of Fairfax

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

Ayes: 10

Noes: 0

Absent: 2

Abstain: 0

9. Form 700 and Confirmation of Members

Staff Amy Kolnes reported that all board members and alternates are required to submit the form as a part of the state requirements. Each jurisdiction is required to confirm that staff has up-to-date documentation confirming the council-approved Board Member and Alternate appointments. Lastly, ZWM provides calendar invitations, for JPA meetings as a courtesy to the Board members, alternates, and staff. It is encouraged that each jurisdiction reviews the current distribution list and provide any updates.

Board Comments

A recommendation was made to proceed with a vote on the item. After discussion, the Board decided not to take a vote at this time.

Public Comments

No public comments

Motion No action taken

10. Suggested Agenda Items

Executive Director Scheibly reported there will be an update on the Redwood Landfill expansion permit and studies currently in the works.

Information Only**Board Comments**

No comments

Public Comments

No public comments

11. Adjournment

Member Abrams adjourned the meeting at 11:38 a.m.



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

Belvedere Corte Madera County of Marin Fairfax Larkspur
Mill Valley Novato Ross San Anselmo San Rafael

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Corte Madera County of Marin Fairfax Larkspur
Mill Valley Novato Ross San Anselmo San Rafael Sausalito Tiburon

STAFF REPORT – ITEM 4

TO JPA Board of Directors
FROM Kimberly Scheibly, Executive Director
SUBJECT Executive Director Update
DATE November 20, 2025

The Executive Director will provide an update on recent and ongoing activities provided by staff.

RECOMMENDATION

Receive oral report. Information only.

STAFF REPORT – ITEM 5

TO JPA Board of Directors

FROM Kimberly Scheibly, Executive Director

SUBJECT Resolutions to approve: 1) ZWM-2026-02 Establishing a \$50,000 procurement authority for the executive director and 2) ZWM-2026-03 Delegating the performance of claims administration and resolution of claims

DATE November 20, 2025

Background and Discussion

Due to the need to proceed with work in a timely manner to implement the programs of the JPA—and considering the timing and frequency of JPA Board meetings—staff are requesting approval of two resolutions to streamline administrative operations and ensure alignment with Board intent.

Over the years, the JPA has used a variety of filing and naming conventions for official documents. Staff are currently reviewing and organizing electronic records to ensure that all past resolutions, ordinances, and staff reports are complete, accurate, and on file. During this process, staff identified the need to both correct a prior administrative oversight and formalize a new financial delegation to improve operational efficiency.

Resolution 2015-01, approved on February 26, 2015, previously delegated to the Executive Director authority to enter into contracts and purchase orders, consistent with common practice among other agencies. The prior authority provided the Executive Director up to \$25,000 and staff seeks to increase this authority to \$50,000 through this updated resolution (ZWM-2026-02) for formal adoption and signature.

This resolution establishes the Executive Director's contract and procurement authority up to \$50,000, while maintaining safeguards:

- All contracts remain subject to review and approval as to form by JPA Counsel.
- Contracts exceeding \$50,000 will continue to require JPA Board approval.

This aligns Zero Waste Marin's practices with other public agencies in Marin County and ensures transparency and consistency in administrative authority.

During the records review, staff determined that the JPA's governance documents do not specify a threshold for approving claims (vendor invoices, reimbursements, or other payables). Currently, all claims require Board action, regardless of amount, which has led to unnecessary delays in payments and routine operations.

Resolution ZWM-2026-03, established a formal delegation of authority allowing the Executive Director to approve and authorize payment of claims up to \$10,000.

This new authority is justified as follows:

- Timeliness and Continuity: Enables the Executive Director to process payments and reimbursements between Board meetings, ensuring uninterrupted program delivery.
- Administrative Streamlining: Reduces the need for Board action on minor and routine claims while maintaining appropriate fiscal oversight.
- Internal Controls: Payments will continue to be processed through the County Auditor-Controller's system, with standard documentation, verification, and audit protocols in place.
- Regional Consistency: This level of authority is consistent with similar delegations in other Bay Area joint powers authorities and local agencies.

This delegation balances operational flexibility with prudent fiscal control. Claims exceeding \$10,000 will continue to require separate Board approval.

Fiscal Impact

These resolutions do not authorize any new spending beyond amounts already approved in the adopted Zero Waste Marin budget. They simply update and clarify administrative authorities within existing appropriations, fiscal policies, and audit controls.

RECOMMENDATION

Adopt a motion to approve the following resolutions:

1. Resolution ZWM-2026-02 — Increasing the Executive Director's contract signing authority to \$50,000.
2. Resolution ZWM-2026-03 — Establishing new claims approval authority for the Executive Director up to \$10,000 per claim.

ATTACHMENT

1. Resolution ZWM-2026-02 Establishing a \$50,000 procurement authority for the executive director.
2. Resolution ZWM 2026-03 Delegating the performance of claims administration and resolution of claims.



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Corte Madera County of Marin Fairfax Larkspur
Mill Valley Novato Ross San Anselmo San Rafael Sausalito Tiburon

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

Motion (First)	Second
Ayes	
Noes	
Abstentions	
Absent	

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

RESOLUTION NO. ZWM-2026-02

A RESOLUTION ESTABLISHING A \$50,000 PROCUREMENT AUTHORITY FOR THE
EXECUTIVE DIRECTOR TO CONDUCT TIMELY BUSINESS FOR THE
JOINT POWERS AUTHORITY

WHEREAS, the Marin County Hazardous and Solid Waste Management Joint Powers Authority (Authority) was established to prepare, adopt, and administer hazardous and solid waste plans; and

WHEREAS, the Authority operates under the *Amendment to Revised Hazardous and Solid Waste Joint Powers Agreement – County of Marin* executed May 16, 2023; and

WHEREAS, Section 5.3 of the Joint Powers Agreement states: “The Board may adopt from time to time such policies, procedures, by-laws, rules or regulations for the conduct of its affairs as may be required;” and

WHEREAS, the Executive Director of the Authority is delegated the authority to conduct and supervise the activities of the Authority;

WHEREAS, the Board regularly adopts a budget that details income and expenses for a given fiscal year; and

WHEREAS, the Board seeks to delegate authority to the Executive Director to enter into contracts that were approved as part of the annual budget; and

WHEREAS, the Board previously adopted Resolution 2015-01 that provided the Executive Director authority to sign contracts up to \$25,000 and the Board seeks to increase this amount to allow for the timely approval of contracts;

NOW, THEREFORE, BE IT RESOLVED, the Executive Director is hereby but authorized to enter into and execute on behalf of the Authority any contract for professional services or purchase orders up to \$50,000, which relate to purposes previously approved and budgeted by the Board.

PASSED AND ADOPTED at a regular meeting of the Marin County Hazardous and Solid Waste Management Joint Powers Authority held this ____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

CHAIR: _____

ATTEST: _____

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY

RESOLUTION NO. ZWM-2026-03

A RESOLUTION OF THE BOARD DELEGATING THE PERFORMANCE OF CLAIMS
ADMINISTRATION AND RESOLUTION OF CLAIMS

WHEREAS, the California Government Claims Act, Government Code section 900 *et seq*, (the “Act”) establishes general provisions regarding the processing of tort claims filed against local entities;

WHEREAS, California Government Code section 935.4 permits the Board of the Marin County Hazardous and Solid Waste Management Joint Powers Authority (Authority) to authorize an employee to perform claims administration functions under the Act and to authorize its attorney or an employee to compromise or settle claims against the Authority where the amount does not exceed Ten Thousand Dollars (\$10,000);

WHEREAS, California Government Code section 949 permits the Authority to authorize its employee or counsel to compromise any pending action;

WHEREAS, the Board seeks to streamline the claims resolution process and to allow timely review and resolution of claims and pending actions, including, but not limited to, the entering into of tolling agreements and the waiver of potential conflicts; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Authority hereby finds, declares, determines and orders as follows:

1. Pursuant to Government Code section 935.4, the Board delegates to the Executive Director the authority to accept presentation of claims pursuant to Government Code 935.4, and to perform all functions of this Board relating to said claims.
2. Pursuant to Government Code sections 935.4 and 949, the Board hereby delegates final allowance, compromise or settlement of claims, or any pending action initiated against or brought by the Authority to the Executive Director and the Authority’s attorney for their joint concurrence for an amount up to Ten Thousand Dollars (\$10,000) per claim or lawsuit.
3. Executive Director, with the concurrence of Authority’s attorney, is authorized to execute all documents necessary and appropriate to implement the resulting settlements authorized by this Resolution and any tolling agreements or waiver of potential conflicts.

PASSED AND ADOPTED at a regular meeting of the Marin County Hazardous and Solid Waste Management Joint Powers Authority held this ____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

CHAIR: _____

ATTEST: _____

STAFF REPORT – ITEM 6

TO JPA Board of Directors
FROM Kimberly Scheibly, Executive Director
SUBJECT Quarter 1 (Q1) FY2025-2026 Workplan Report
DATE November 20, 2025

Background and Discussion

At the June 16, 2025, meeting, the Zero Waste Marin Board approved the FY 2025–26 Budget, which serves as the foundation for this year’s work plan focused on waste diversion, education and outreach, and regional coordination. This report provides an update on progress made during the first quarter and introduces a new quarterly reporting format designed to improve readability and better align progress tracking with the adopted budget and work plan.

Previously, staff provided an annual report after the close of each fiscal year. The new quarterly format enhances transparency by offering more frequent updates and clearer connections between strategic goals, measurable objectives, and program implementation. This approach supports data-driven decisions for future program and budget planning.

The Q1 Report (Attachment 1) summarizes measurable actions, performance metrics, and timelines to track progress from July 1 through September 30, 2025. It is organized around three core program areas:

- Operations and Regulatory Compliance
- Household Hazardous Waste (HHW) Programs
- Zero Waste Programs

Each section highlights key goals, accomplishments, and next steps. Together, these efforts provide strategic direction for Zero Waste Marin’s work to reduce waste, advance environmental stewardship, and maintain compliance with state and local solid waste regulations. This structure aligns with the JPA’s three fiscal funds, reinforcing transparency in funding, accountability in performance, and alignment with statewide waste reduction mandates.

Long-Time Planning and Education

The FY 2025–26 Work Plan establishes a coordinated framework for achieving measurable progress in waste reduction, compliance, and operational efficiency across Marin County. Progress will be tracked and reported quarterly through defined performance indicators to ensure public transparency and accountability.



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

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Mill Valley Novato Ross San Anselmo San Rafael Sausalito Tiburon

This approach keeps Zero Waste Marin accountable to its jurisdictions, adaptable to evolving state requirements, and focused on continuous improvement, while strengthening community engagement through data-driven outreach and collaboration.

RECOMMENDATION

Review and discussion only.

Staff recommend the Board review and provide feedback on the Q1 FY 2025–2026 Workplan Report and offer direction to staff on any revisions or priorities for implementation.

ATTACHMENT

1. Q1 FY2025-2026 Work Plan Report



Zero Waste Marin

Work Plan FY 2025/26

Quarter 1 (Q1) Update

July 1, 2025 - September 30, 2025

ZERØWASTEMARIN

Purpose

This document aims to provide a high-level update on Zero Waste Marin's program and organizational goals, with updates on relevant progress provided each quarter.

8021: Regulatory & Compliance

Goals and quarterly progress:

- 1. Increase the number of jurisdictions and haulers using SMART1383 reporting tools by 25 percent by June 30, 2026. Conduct at least four training sessions and release two new platform features that streamline data entry, reporting, and record management.**
 - a. Contract information:
 - i. SMART Compliance: \$125,000
 - b. Quarterly updates:
 - i. Quarter 1 update:
 1. Conducted a live training session for all jurisdictions and special districts, along with a separate session for all haulers. Made both recordings available for future reference.
 2. Provided a County of Marin specific training session to present an overview of SMART1383 functionality and features.
- 2. Ensure the Zero Waste Marin and Household Hazardous Waste websites meet current ADA accessibility standards and are updated at least quarterly with accurate program information, outreach materials, and contact resources through FY 2025–26.**
 - a. Contract information:
 - i. Mobius: \$15,000
 - b. Quarterly updates:
 - i. Quarter 1 update
 1. Resolved persistent functionality issues with the website's contact form by coordinating troubleshooting efforts between the web developer and the County IST team.
 2. Regularly updated the Zero Waste Marin website with new content, referencing the Zero Waste Programs section for additional details on the various outreach efforts featured on the site.

ZERØWASTEMARIN

- 3. Finalize the staff classification and compensation study by March 2026 and implement any approved changes by the start of FY 2026–27.**
 - a. Contract information:
 - i. Regional Government Services: \$24,100
 - ii. Quarterly updates:
 1. Quarter 1 update: Classification draft completed and presented to Executive Director. Compensation
- 4. Maintain and update the Zero Waste Marin SB 1383 Implementation Record (IR) every 60 days to ensure full regulatory compliance, accurate documentation, and consistent participation from all Marin jurisdictions, haulers, and special districts by June 30, 2026.**
 - a. Quarterly updates:
 - i. Quarter 1 update:
 1. Provide training support to the County of Marin in maintaining and enhancing its SB 1383 Implementation Record, ensuring accuracy, completeness, and regulatory compliance.
 2. Collaborated with SMART1383 staff to verify that Implementation Record data was accurately integrated and properly populating within the newly implemented system.
- 5. Submit the 2024 Electronic Annual Report (EAR) to CalRecycle by August 1, 2025, with verified data from all Marin jurisdictions and haulers. Collect and validate 2025 data, finalize reporting materials, and submit the 2025 EAR by August 1, 2026, while implementing at least one SMART1383 enhancement to improve reporting efficiency.**
 - a. Quarterly updates:
 - i. Quarter 1 update:
 1. Completed the EAR on time for August 1, 2025, deadline. This represented coordinating with all jurisdictions, haulers and other public agencies to enter over 1,000 data points.
- 6. Complete the FY 2024–25 Annual Audit by March 1, 2026, including all required financial statements, schedules, and management responses. Achieve each milestone from contract development through final presentation to the JPA Board to ensure timely, accurate, and compliant audit completion.**

ZERØWASTEMARIN

- a. Quarterly updates:
 - i. Quarter 1 update:
 - 1. September 2025 – Collaborated with the auditor to revise the scope of work and incorporate updated language reflecting current project requirements.
- 7. Enhance transparency and consistency in the solid waste waiver process throughout FY 2025–26 by maintaining and refining the standardized waiver approval and tracking system in SMART1383. Provide ongoing training and support to jurisdictional staff to ensure accurate documentation, timely reporting, and full regulatory compliance.**
 - a. Quarterly updates:
 - i. Quarter 1 update:
 - 1. Developed and implemented a comprehensive process that designates Zero Waste Marin as the lead agency responsible for reviewing, approving, and denying waiver requests within the SMART1383 system, ensuring consistent application of standards and improved oversight across all jurisdictions.
- 8. By June 30, 2026, review, update, and maintain all Zero Waste Marin administrative process documentation, creating new materials as needed to improve efficiency and consistency. Update templates, procedures, and workflows to reflect current practices, and organize all finalized documents in a centralized, accessible repository.**
 - a. Quarterly updates:
 - i. Quarter 1 update:
 - 1. Updated and refined contract templates to incorporate revised language, align with current regulatory and operational standards, and tailor all content specifically to Zero Waste Marin’s programs, branding, and administrative requirements.
- 9. Monitor and report quarterly relevant waste legislation, provide public comments and letters of support/opposition as appropriate to keep stakeholders appraised.**

ZERØWASTEMARIN

- a. Quarterly updates:
 - i. Quarter 1 update:
 - 1. Staff tracked or watched 28 bills in the 2025 CA Legislative Session. 5 bills passed and were signed by the Governor, the rest “died” in session or were vetoed by the Governor. ZWM signed onto 9 legislative coalition letters.

10. Complete an Organics Capacity Study by June 2026 to meet SB 1383 procurement and capacity requirements.

- a. Quarterly updates:
 - i. Quarter 1 update:
 - 1. Staff submitted an adjusted target calculation request for ROWP based on the results of the FY25 WCS and received a ~50% reduction across all ZWM jurisdictions for procurement.

11. Ensure 100% compliance with disposal reporting from haulers and facilities for the fiscal year.

- a. Quarterly updates:
 - i. Quarter 1 update:
 - 1. Implemented a new quarterly disposal data reporting template for haulers and facilities.
 - 2. Staff met with all disposal data submitters (haulers, landfill, and transfer/processors) to create a new template for accurate and timely recording of disposal data metrics to ZWM for budgeting purposes.

8022: Household Hazardous Waste

Goals and quarterly progress:

- 1. Host an annual temporary cost-effective collection event serving at least 50 boaters and safely disposing of 750 flares, supported by targeted marketing collateral distributed in Marin County.**
 - a. Contract information:
 - i. Grant-funded amount of \$100,000.00 (Clean Harbors and California Product Stewardship Council contracts).
 - b. Quarterly updates:
 - i. Quarter 1 update:
 - 1. Scheduled collection event for November 9.

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2. In collaboration with CPSC, California State Parks and California Coastal Commission, developed and disseminated promotional materials to all yacht clubs throughout Marin County.
- 2. Maintain year-round HHW facility operations, increasing residential and VSQG participation and total HHW disposal volume by 10 percent over the previous fiscal year, and expanding material reuse by recovering and redistributing at least 5 percent of collected HHW through reuse programs, while ensuring safe and accessible services for Marin County residents.**
 - a. Contract information:
 - i. Contract amount: \$1,843,262.00
 - b. Quarterly updates:
 - i. Quarter 1 update:
 1. Residential: 7,794 participants
 2. VSQG (businesses): 100 participants
 3. Reuse: 4,717 lbs. of materials were allocated for reuse.
 4. Approximate pounds collected: 302,000 lbs.
 5. ZWM staff often work with the facility staff to track data and budget.
- 3. By June 30, 2026, produce and distribute multilingual education materials including: four radio spots, two promotional videos, and one media interview to increase public awareness and participation of HHW programs.**
 - a. Contract Information:
 - i. Contract amount: \$500,000
 - b. Quarterly Updates:
 - i. Quarter 1 update:
 1. Recorded six radio spots in English and Spanish to promote the marine flares collection events during the Fall.
 2. Filmed promotional material in Sausalito and the Bay Model to create videos to advertise the marine flare collection events.
 3. Conducted radio interviews in Spanish to talk about the proper disposal of marine flares and the upcoming event.

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8023: Zero Waste Programs

Goals and quarterly progress:

- 1. Ensure all 44 public school sites enrolled in the Zero Waste Schools Program are compliant with SB 1383 and help at least 50% of schools achieve a certification in the Program.**
 - a. Contract information:
 - i. Strategic Energy Innovations (SEI): \$300,000
 - ii. North Bay Cleaning Company (dba Trash Bin Cleaners): \$85,000
 - b. Quarterly updates:
 - i. Quarter 1 update:
 1. Four new schools were enrolled in the Zero Waste Schools Program, including: Bolinas School, Stinson School, Lagunitas Elementary School, and Venetia Valley School.
 2. SEI staff spent 19 hours completing on-site education such as Green Team meetings, assemblies, classroom presentations and infrastructure assessments at 12 different school campuses.
 3. Each enrolled campus received a cleaning of all of their compost carts once per month, performed by North Bay Cleaning Company.
 4. ZWM staff fulfilled 7 infrastructure orders for the Schools Program, including purchase of stickers / signage, Slim Jims, and litter pickers for Green Teams.
- 2. Host or support six community events annually through partnerships with Reuse Alliance, Resilient Neighborhoods, and Cleaner California Coast, engaging 1,000 residents each year.**
 - a. Contract information:
 - i. Reuse Alliance: \$65,000
 - ii. Resilient Neighborhoods: \$12,565
 - iii. Cleaner California Coast: \$21,000
 - b. Quarterly updates:
 - i. Quarter 1 update:
 1. Reuse Alliance hosted two Repair Fairs during this period:
 - a. San Anselmo Library on September 13, 2025, with 95 attendees, 49 items repaired, and 414 pounds of waste diverted.

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- b. At the South Novato Library on October 4, 2025, with 75 attendees, 48 items repaired, and 340 pounds of waste diverted.
 2. The Resilient Neighborhoods contract was in review during this period.
 3. The Cleaner California Coast (CCC) group met regularly with Casey Fritz, the contract manager, to plan for upcoming community workshops.
- 3. Improve compliance with SB 1383 requirements by sending Warning Letters and Notices of Violation to all non-compliant generators and conducting inspections of 20% of identified edible food generators during 2025 and 2026.**
 - a. Contract information:
 - i. ExtraFood: \$52,500
 - ii. SF Marin Food Bank: \$52,500
 - b. Quarterly updates:
 - i. Quarter 1 updates:
 1. The contracts with ExtraFood and SF Marin Food Bank to provide edible food recovery services to Tier 1 and Tier 2 generators were both renewed.
 2. ZWM staff conducted 13 on-site inspections of edible food generators (out of a total of 139 generators, 9.35%) and logged the inspections and communications in SMART 1383.
 3. ZWM staff tracked all Notices of Violation sent (36 accounts in 5 jurisdictions) and provided updates to any jurisdictions that still had non-compliant accounts and will need to issue a citation.
- 4. Create bilingual educational materials about SB 1383 across various sectors.**
 - a. Contract information:
 - i. Erin Duckhorn Graphic Design (\$10,000)
 - b. Quarterly updates:
 - i. Quarter 1 update:
 1. ZWM staff worked on updates to the Self-Haul Brochure, including aligning the material with ZWM branding guidelines

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and ensuring information was concise and easy to understand.

2. ZWM staff created a version of the SB1383 Business Compliance Checklist for multifamily Property Managers and posted it to the website in English and Spanish.

5. Assist all 12 jurisdictions in Marin with improving event greening practices in order to educate residents, vendors, and event organizers about waste diversion.

- a. Contract information:
 - i. Race to Zero Waste: \$40,000
- b. Quarterly updates:
 - i. Quarter 1 update:
 1. ZWM staff wrote and released an RFP for physical waste management for events in Marin. No responses were received, so a shortened RFI/Q was released. Race To Zero Waste was the only respondent; ZWM staff worked on a contract with them.
 2. ZWM staff met with 11 out of 12 jurisdictions to learn about their event permitting process works, and what requirements exist around a waste management plan.
 3. ZWM staff created additional educational resources, including a private event guide for small events on City/Town property such as birthday parties and new template ClearStream signage for events.

6. Participate in at least 30 community events by June 2026, engaging residents in zero waste education.

- a. Quarterly updates:
 - i. Quarter 1 update: Staff attended or provided infrastructure to support 16 community events and community spaces (grocery stores, food pantries, senior centers).

STAFF REPORT – ITEM 7

TO JPA Board of Directors
FROM Kathy Rico, Senior Planner; Jessica Ruiz, Senior Program Coordinator
SUBJECT Household Hazardous Waste Program Enhancement Update
DATE November 20, 2025

Program Enhancements Overview

At the JPA Board meeting on August 21, 2025, the board approved \$500,000 to develop and implement robust educational materials for Marin’s residents. These funds support outreach and engagement initiatives to ensure the public is well-informed, empowered, and actively participating effectively in all HHW programs.

Below is an update on the approved projects and progress to date:

Reusable Battery Containers:

Contract amount \$185,000.00

- Created a draft battery bin guideline for hosting bin sites.
- Consulted with several fire stations to gather feedback on container design and address safety concerns.
- Engaged with battery haulers to assess container types from the operational and user perspectives.
- Sent bin specifications to three vendors to request pricing.
- Drafted educational labels for proper battery bins to promote proper battery disposal.
- Created a draft notification letter for the 45 battery collection sites explaining the new bin placement, use, and servicing expectations.
- Developed a draft survey for distribution to all 45 bin host sites.
- Prepared a draft guideline for host sites on battery bin management and safety protocols.

Vape Pen Study findings to promote proper vape pen disposal:

Contract amount \$25,000

- Met with staff from the Marin County Office of Education to plan data collection methods and coordinate outreach strategies to raise awareness of vape pen disposal risks. Kathy Rico, Sr. Planner for ZWM presented at the North America Hazardous Material Management Association (NAHMMA) conference on the current management of vape pens and the case study ZWM is planning to conduct. Several connections were made with other agencies interested in collaborating on the study.
- Consulted with two industry experts and are drafting a detailed scope of work to define services and costs to finalize the contract.

Zero Waste Marin, 1600 Los Gatos, Suite 210, San Rafael, CA 94903

<https://zerowastemarin.org/>

HHW Mailers + Outreach materials:

Contract amount \$100,000.00

- Partnered with the Red Cross to design and distribute a postcard promoting the proper disposal of smoke detectors.

Bilingual Program Promotion (social media, video productions, ads, radio):

Contract amount \$50,000

- Selected Desire to Inspire as the contractor to create educational and promotional videos of the HHW programs.
- Recorded promotional material in English and Spanish to promote the safe disposal of marine flares during the fall season.

Next Steps

Staff continues to collaborate with with contracted partners and industry experts to evaluate and implement program enhancements, including:

- Battery Collection Containers: Final selection of three container options by December 2025.
- Brand and Outreach Alignment: ongoing improvements to branding and website content.
- Promotional Media: Continued production of education videos
- Vape Pen Study: Finalizing the Defining scope of work to begin study implementation.

RECOMMENDATION

Receive oral report. Information only.



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Corte Madera County of Marin Fairfax Larkspur
Mill Valley Novato Ross San Anselmo San Rafael Sausalito Tiburon

STAFF REPORT – ITEM 8

TO JPA Board of Directors
FROM Meilin Tsao, Waste Management Specialist
SUBJECT Waste Characterization Study Update
DATE November 20, 2025

Program Overview and Purpose

At the June 20, 2025 ZWM JPA Board Meeting, your board authorized Staff to develop an Implementation Plan based on the recommendations outlined by SCS Engineers in the Final Waste Characterization Study (WCS) Report. Today's staff report provides an update on our progress towards implementing those recommendations and advancing Marin's waste diversion goals.

Summary of WCS Findings and Recommendations

- **Organics:** 36.5% of waste collected by haulers is SB 1383 organic material, of which 23.9% is food waste. SCS recommended that ZWM focus outreach, education, and programmatic changes on food scraps, food-soiled fibers, and other organics recycling across all sectors (residential, multi-family, commercial).
- **Hazardous Waste:** 3.3% of hauler-collected waste and 14.1% of self-hauled waste to the Marin Resource Recovery Center (MRRC) contains hazardous materials. SCS recommended that ZWM expand public awareness of the importance of hazardous waste diversion and appropriate recycling opportunities.
- **Textiles:** Textiles make up 6.2% of Marin's waste stream. Additionally, with the passage of California's Responsible Textile Recovery Act of 2024 (SB 707), SCS advised that ZWM promote, and potentially host, textile reuse and recovery programs.
- **Construction and Demolition:** Over 30% of self-hauled waste consists of construction and demolition debris. Current data also show that self-hauled waste is roughly 50% of Marin's overall waste stream, highlighting the need for increased diversion strategies in this sector.

Feedback on the Draft WCS Implementation Plan

Staff have met with key stakeholder groups including the Local Task Force and the JPA Programmatic Subcommittee to review and refine our draft Implementation Plan. The feedback we received emphasized the need to:

- Build and strengthen programs accessible to all Marin residents and businesses, with a specific focus on multi-family dwellings.
- Prioritize organics diversion efforts as a critical strategy towards achieving SB 1383 compliance and goals.

Staff Progress to Date

Staff have made significant progress in several areas aligned with the WCS recommendations, including:

- Implementing an updated HHW Program Plan with the associated funds approved by the Board on August 21, 2025.
- Joining an industry working group to actively participate in SB 707 rulemaking and program implementation, while also expanding clothing swap events at Reuse and Repair Fairs in partnership with Reuse Alliance.
- In collaboration with the Local Task Force, we launched a Deconstruction Education Campaign to promote reuse, material recovery, and market development within Marin's construction industry.

Next Steps:

- **Public Engagement:** Support the Local Task Force in hosting a public meeting to gather additional community feedback on the proposed Implementation Plan.
- **Program Refinement:** Refine and evaluate a list of programs – particularly for multi-family diversion – by consulting with stakeholders and preparing best practices to identify equitable and cost-effective programs suitable for Marin.
- **Funding Strategy:** Assess which recommendations can be absorbed into existing program budgets and determine the highest priority items to propose in the FY 2027 ZWM Budget development process.

RECOMMENDATION

Receive oral report. Information only.

STAFF REPORT – ITEM 9

TO JPA Board of Directors
FROM Casey Fritz, Senior Planner
SUBJECT Education and Outreach Updates
DATE November 20, 2025

This report summarizes recent outreach and program activities by Zero Waste Marin, including communication and branding efforts, repair fairs, new materials, campaigns, and website updates.

Communication and Branding Strategy

Zero Waste Marin has entered the second contract year of working with communications consultant Most Likely To. Current efforts focus on:

- Implementing the recommended brand identity guidelines across all programs and collateral,
- Refreshing the look and feel of the “Give the Gift of Great Memories” holiday campaign, and
- Developing templates for the Household Hazardous Waste (HHW) programs that maintain ZWM’s branding while highlighting each program’s unique offerings.

In the spring, ZWM and Most Likely To will evaluate opportunities to build on the previous year’s Call-to-Action campaign promoting food scrap composting.

Repair Fairs

Zero Waste Marin renewed the contract with Reuse Alliance for the second year to continue hosting

Year One Achievements:

- 10 Repair Fairs were hosted across Marin County
- 1,095 people attended these Fairs
- 571 items were successfully repaired
- 1,425 pounds of clothing were diverted from landfills at clothing swaps
- 23,892 kg of CO₂e was prevented

Year Two Outlook:

Nine Repair Fairs are scheduled in collaboration with Reuse Alliance for the current contract year.

New Materials Created

Zero Waste Marin produced several new outreach materials this quarter to strengthen ongoing education and engagement initiatives:

- Updated, image-driven signage for the Schools Program, designed for simplicity and relevancy to the school environment,
- An adaptation of the Business Compliance Checklist for Multifamily Property Managers, available in English and Spanish on the website,
- A brochure and one-pager format of private event best practices for waste reduction for all Cities and Towns to use for event rentals.
- A “Zero Waste Loteria” game designed to engage Spanish-speaking audiences at community tabling events.

All materials have been designed to align with the updated branding strategy for consistent public recognition.

Campaigns

Recent and ongoing campaigns include:

- Holiday Zero Waste Checklist Reels on Instagram – promoting ways to enjoy the holidays while reducing waste
- Upcoming: Give the Gift of Great Memories

Website Updates

The Zero Waste Marin website underwent several improvements to enhance usability and ensure information accessibility:

- A streamlined “Zero Waste At Home” page with actionable waste reduction tips.
- A new “Repair and Reuse” page highlighting local resources and upcoming Repair Fairs in Marin.
- Updated functionality and branding in line with recommendations from Most Likely To.

RECOMMENDATION

Receive oral report. Information only.

SUGGESTED AGENDA TOPICS – ITEM 10

TO JPA Board of Directors
FROM Kimberly Scheibly, Executive Director
SUBJECT Suggested Agenda Items
DATE November 20, 2025

On August 17, 2023, the Board adopted the recommendation to allocate five minutes to allow board members to provide suggested topics for upcoming Zero Waste Marin JPA board meetings.

This standing item provides members of the board the opportunity to make suggestions regarding future agenda topics for the consideration of Staff, ensuring that the needs of the Board are being addressed.

RECOMMENDATION Information Only.