

BOARD OF DIRECTORS MEETING MINUTES – ITEM 3

DATE Thursday, January 22, 2026

TIME 1:00 P.M. – 2:00 P.M.

LOCATION 1600 Los Gamos Drive, Conference Room 275 San Rafael, CA 94903

BOARD MEMBERS PRESENT

Town of Ross: Christa Johnson (Vice Chair)

Town of Corte Madera: Adam Wolff

County of Marin: Talia Smith (Alt.)

Town of Fairfax & Town of San Anselmo: Bridget Wipfler (Alt)

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

City of Novato: Gretchen Schubeck (Alt.)

City of Novato: Bill Rose

City of San Rafael: Angela Robinson Pinon

City of San Rafael: Cory Bytof (Alt.)

City of Sausalito: Catie Thow Garcia (Alt.)

Town of Tiburon: Greg Chanis

STAFF PRESENT

Kimberly Scheibly (Executive Director)

Amy Kolnes (Staff)

Casey Fritz (Staff)

Kathy Rico (Staff)

Justin Newsome (Admin)

Call to Order Regular Meeting

Regular session was called to order at 1:00 p.m.

1. 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 September 18, 2025.

Motion to approve the JPA Board Meeting Minutes from September 18, 2025.

First Town of Tiburon: Greg Chanis

Second City of San Rafael: Cory Bytof



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

Vote Count

City of Belvedere: Absent
Town of Corte Madera: Aye
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: Aye
City of San Rafael: Aye
City of Sausalito: Aye
Town of Tiburon: Aye

Ayes: 9 Noes: 0 Absent: 2 Abstain: 0

NOTE: Bridget Wipfler (Alt) serves as the alt for both Fairfax and San Anselmo. Votes can only be counted once and; therefore, one vote has been removed from the Ayes total count.

Motion passed.

4. JPA Board Meeting Minutes from November 20, 2025.

Motion to approve the JPA Board Meeting Minutes from November 20, 2025.

First Town of Tiburon: Greg Chanis
Second City of San Rafael: Cory Bytof

Vote Count

City of Belvedere: Absent
Town of Corte Madera: Aye
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: Aye
City of San Rafael: Aye
City of Sausalito: Aye
Town of Tiburon: Aye

Ayes: 9 Noes: 0 Absent: 2 Abstain: 0

NOTE: Bridget Wipfler (Alt) serves as the alt for both Fairfax and San Anselmo. Votes can only be counted once and; therefore, one vote has been removed from the Ayes total count.

Motion passed.

5. Executive Director Update.

Executive Director Kimberly Scheibly reported receiving advance notice on December 19, 2025 San Rafael, Corte Madera, and Sausalito were expected to receive draft Implementation Record findings. A request was made that CalRecycle delay distribution until after the holidays. All 12 jurisdictions will be issued Notices of Violation for not meeting the 100% recycled organic waste product procurement requirement for calendar year 2023 (no fines will be issued as this is a procedural exercise). Each of these tier



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targets were met for the year 2025. Zero Waste Marin (ZWM) has prepared a response and will share once the draft findings are received.

CalRecycle has planned their annual jurisdictional compliance calls to run from February through August, a schedule will be forwarded to members and alternatives. ZWM staff will be contracting Zero Food Print, replacing Agromin. ZWM will continue to manage this as a cost-share program through West Marin compost.

Regarding SMART 1383, jurisdictions are to enter their education and outreach activities. An internal process and staff roles have been established to support documentation and coordination. ZWM Staff Amy Kolnes will be the point of contact for assistance.

ZWM staff are drafting a waiver manual for the haulers to streamline compliance and reporting.

Ethan J. Walsh of Best Best & Krieger LLP is the new outside counsel for Joint Powers Authority (JPA). Ethan has experience representing cities and other public agencies in all aspects of their operations including Zero Waste Sonoma.

The JPA audit is underway, and staff are working Department of Finance (DOF) and Department of Public Works (DPW) Accounting to submit request documents.

Drafts of the Classification and Compensation Study are in, once finalized R3's Organizational Study will incorporate them and have their report mid to late February.

Local Task Force (LTF) has formed a subcommittee to plan a public workshop for the Waste Characterization Study implementation plan.

Staff are evaluating the feasibility and fiscal impact of allowing Novato residents to use the Household Hazardous Waste (HHW) facility in San Rafael. Historically, Novato has not participated in HHW funding. Other HHW programs, such as solar panel and marine flare collection events, are already open to Novato residents.

HHW Facility Program Manager position is vacant, ZWM has participated in the interview process.

In closing, ZWM received a Silver Anthem Award for the Garbage Band Campaign in the Sustainability, Environment, and Climate category. Executive Director Kimberly Scheibly has been appointed to the Local Government Carpet Recycling Task Force this spring to help advance carpet recycling under AB 2398.

Information Only



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Board Comments

A brief discussion was held regarding the timeline of the draft findings report, and SMART 1383 information input process.

Public Comments

No public comments.

6. Adopt resolution ZWM-2026-02 Delegating the performance of claims administration and resolution of claims.

Executive Director Scheibly shared this item was on the previous agenda but there was no quorum. It was discovered in a recent governance review; there has never been a previously adopted formal delegation for processing and resolving claims. JPA counsel was consulted to adopt a resolution. This resolution authorizes the Executive Director (with the required review of the JPA attorney) to administer, settle, or authorize claims up to \$10,000 per claim or lawsuit. Any claims or settlements exceeding this amount will continue to require explicit JPA Board approval.

Board Comments

Public Comments

No public comments.

Motion to adopt resolution ZWM 2026-02 which formally delegates very limited authority for claims administration under the California Claims Act.

First City of San Rafael: Cory Bytof
Second Town of Corte Madera: Adam Wolff

Vote Count

City of Belvedere: Absent	City of Novato: Aye
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: Absent	City of Sausalito: Aye
City of Mill Valley: Aye	Town of Tiburon: Aye

Ayes: 9 Noes: 0 Absent: 2 Abstain: 0

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Motion passed.

7. Remote Meeting Participation (SB707) Resolution ZWM-2026-03.

Executive Director Scheibly stated this item addresses changes to Board meeting procedures following the expiration of the emergency remote meeting authority under Assembly Bill 361. During the COVID-19 emergency, the Authority was permitted to hold fully virtual meetings. That authority has expired, and the JPA must now comply with standard Brown Act requirements. Effective January 1, 2026, Senate Bill 707 amended the Brown Act to create a new, non-emergency framework for limited remote participation by Board members. SB 707 does not allow fully virtual meetings.

Under SB 707:

- In-person meetings remain the default.
- A quorum must be physically present at one publicly accessible meeting location.
- Individual Board members or Alternates may participate remotely only under defined circumstances, such as just cause or disability-related accommodation.
- The legal basis for any remote participation must be documented in the meeting record.

Board Comments

A brief discussion was held regarding the virtual attendance regulations.

Public Comments

No public comments.

Motion to adopt Resolution ZWM 2026-03 and rescinding Resolution 2022-01

*The new resolution will include comments to note the rescinding of the previous resolution

First Town of Tiburon: Greg Chanis

Second City of Novato: Bill Rose

Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

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: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

Ayes: 9

Noes: 0

Absent: 2

Abstain: 0

NOTE: Bridget Wipfler (Alt) serves as the alt for both Fairfax and San Anselmo. Votes can only be counted once and; therefore, one vote has been removed from the Ayes total count.



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Motion passed.

8. Local Task Force (LTF) New Member Appointment.

ZWM Staff Casey Fritz shared at the end of 2025 two members representing special districts stepped down. Three applications were received for the two openings.

Board Comments

Public Comments

No public comments.

Motion to approve Casey Poldino, Novato Sanitary District and Angela Beran, Las Gallinas Valley Sanitary District as the two special district representatives.

First City of San Rafael: Cory Bytof

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: Aye
City of Larkspur: Absent
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: Aye
Town of Tiburon: Aye

Ayes: 9

Noes: 0

Absent: 2

Abstain: 0

NOTE: Bridget Wipfler (Alt) serves as the alt for both Fairfax and San Anselmo. Votes can only be counted once and; therefore, one vote has been removed from the Ayes total count.

Motion passed.

9. Committee Appointments.

Executive Director Scheibly noted this item is to confirm and make appointments to the JPA's standing and ad hoc committees for the coming year. The Executive Committee composition is governed by the JPA Agreement (1996). It includes the Chair, Vice Chair, and three additional Board members, with required geographic representation. The current Executive Committee meets those requirements and includes Todd Cusimano (Chair), City of Mill Valley, Christa Johnson (Vice Chair), Town of Ross, Talia Smith, County of Marin, Angela Robinson Pinon, City of San Rafael, and Bill Rose, City of Novato. This committee



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supports administration and management of JPA affairs and advises the Executive Director and Board.

The Board has been asked to appoint a Budget Subcommittee to support development of the annual JPA budget, which includes review of the largest professional services contract with Marin Recycling Resources Recovery Association to operate the HHW facility. The Board has been asked to appoint a Budget Subcommittee to support development of the annual JPA budget. The Program Subcommittee supports new program development and addresses member agency needs. Current membership includes representatives from Novato, San Rafael, and Southern Marin. Staff recommend expanding membership to include: A representative from West Marin and/or Ross Valley, preferably a Board member with experience in program implementation and outreach.

Board Comments

A brief discussion was held regarding the confirmation of the executive committee, representation of the Marin Managers, and compositions of committees.

Public Comments

No public comments.

Motion to adopt appointment of members to the budget subcommittee and program subcommittee.

Budget Subcommittee members: Todd Cusimano, Christa Johnson, Greg Chanis and Dan Schwarz.

Program Subcommittee members: Cory Bytof, Gretchen Schubeck, Adam Wolff/Phoebe Goulden, Grace Ledwith (Mill Valley and Tiburon).

First Town of Corte Madera: Adam Wolff

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: Absent
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: Aye
Town of Tiburon: Aye

Ayes: 9

Noes: 0

Absent: 2

Abstain: 0



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Mill Valley Novato Ross San Anselmo San Rafael

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Motion passed.

10. Full Board and Executive Committee Calendar Setting.

Executive Director Scheibly shared this item establishes the 2026 meeting schedule for the JPA Board and Executive Committee to ensure adequate notice, consistent participation, and quorum. Historically, JPA Board meetings are coordinated with the Marin Managers Association, which meet on the third Thursday of each month from 3:00 to 5:00 p.m. ZWM Staff recommend continuing this coordination for 2026 or potentially moving this to the fourth week of the month. Next meeting proposal is February 26th. The Board can decide to continue alignment with MMA or move to the 4th Thursday of the Month.

The key meetings will be in May to adopt the preliminary FY 2026-27 Operating Budget and anticipated Integrated Waste Management fees. In August, a revised budget will be presented to reflect any end-of-year adjustments and to set Integrated Waste Management Assessment fees. ZWM staff propose one scheduled meeting date in April to hear recommendations from the Budget and Program subcommittees.

Board Comments

A brief discussion was held regarding meeting times.

Public Comments

No public comments.

Motion to approve the proposed meeting schedule for the JPA Board and Executive Committee including a recommended time

First Town of Tiburon: Greg Chanis

Second Town of Cortes Madera: Adam Wolff

Vote Count

City of Belvedere: Absent
Town of Cortes Madera: Aye
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: Aye
City of San Rafael: Aye
City of Sausalito: Aye
Town of Tiburon: Aye

Ayes: 9 Noes: 0 Absent: 2 Abstain: 0

NOTE: Bridget Wipfler (Alt) serves as the alt for both Fairfax and San Anselmo. Votes can only be counted once and therefore; one vote has been removed from the Ayes total count.

Motion passed.

11. Managing Vape Pens at schools: ZWM Pilot Study.

Staff Kathy Rico presented to the Board on practical school framework for vape pen management. The key points included the main concerns of vaping devices: safety, health, and environmental impacts. Management disposal options were shared along with the ZWM approaches, challenges, and solutions. Staff Rico covered the vaping marketing tactics to entice ethnic and cultural groups. During 2024 – 2025, there were 586 vaping devices collected, 38 school sites received vape disposal kits and guidelines.

Information Only

Board Comments

The Board shared their appreciation for the presentation.

Public Comments

No public comments.

12. Suggested Agenda Items

Adam Wolff, Town of Corte Madera, requested guidance on debris removal post flooding. Executive Director Scheibly informed the Board that Zero Waste Marin’s education and outreach is not targeted for emergency solid waste management however there is information on the website about disposal of recyclable materials including construction, demolition and mixed debris. The ED will reach out to the Marin County Storm Water Pollution Prevention Program Manager to see how they can collaborate on materials.

Cory Bytof, City of San Rafael requested an enforcement update for better alignment and efficiency of efforts.

13. Adjournment

Vice Chair Christa Johnson adjourned the meeting at 2:04 p.m.



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MANAGEMENT JOINT POWERS AUTHORITY**

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____