

BOARD OF DIRECTORS MEETING MINUTES – ITEM 5

DATE Tuesday, August 25, 2026

TIME 10:00 A.M. – 11:00 A.M.

LOCATION 1600 Los Gamos Drive, Suite 211, San Rafael, CA 94903

BOARD MEMBERS PRESENT

Town of Corte Madera: Phoebe Goulden (Alt)

County of Marin: Talia Smith (Alt.)

Town of Fairfax: Heather Abrams

City of Novato: Bill Rose

Town of Ross: Christa Johnson

Town of San Anselmo: David Donery

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)

Meilin Tsao (Staff)

Jessica Ruiz (Staff)

Ellie Vendegna (Staff)

Jenna Brady (ZWM Counsel)

Justin Newsome (Admin)

Call to Order

Regular session was called to order at 10:09 a.m.

1. Roll Call

2. Remote Public Participation Instructions

Information Only

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

No public comments.

Consent Calendar

The following items were approved by one motion as part of the Consent Calendar.

4. Approve the JPA Board Meeting Minutes of July 16, 2026

5. Approve the JPA Board Meeting Minutes of July 28, 2026

6. Receive and File the Quarter 4 Work Plan (April 1–June 30, 2026)
7. Accept Report on Delegated Contracts for FY 2026–2027 executed July and August.

Board Comments

No Board Comments.

Public Comments

No public comments.

Motion A motion was made to approve the Consent Calendar items as presented.

First City of San Rafael Cory Bytof

Second Town of Fairfax Heather Abrams

Motion passed

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: Absent

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

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

Regular Agenda

8. Executive Director Report

Executive Director Kimberly Scheibly shared attending monthly meetings with the National Stewardship Action Council and a Local Government Working Group. Circular Action Alliance (CAA) is regulated by CalRecycle as they are the Producer Responsibility Organization responsible for the implementation, collection of funds from producers, initiative collaboration, and reimbursements regarding SB54.

There are concerns of burdens being placed on local government and service providers to show proof for reimbursements which could undermine uniformity of SB1383 and other solid waste laws. In July 2026, ZWM requested that all haulers provide lists of the covered materials they currently collect to ZWM so we can complete the countywide covered materials categories list. The next step will be to have a workshop in September with the Technical Advisory Council (TAC) and Zero Waste Marin (ZWM) staff to review the analysis and discuss potential exemptions or program/additions.

A similar workshop with haulers/processors and members of the local task force in October to finalize the lists that ZWM will submit to CalRecycle on behalf of all member agencies. This list will come back to the full Joint Powers Authority (JPA) Board for vote prior to it being sent to CalRecycle.

SMART1383 updated timeline for the SMART Gen3 rollout. They plan to begin with single-jurisdiction portals before moving to multi-jurisdiction implementations. Current estimates place ZWM's rollout toward the end of the year. SMART is scheduling its first jurisdiction transitions mid to late August and will reconnect with ZWM to discuss next step.

The County Executive's Office has launched an assessment of Marin's Reusable Foodware Ordinance. Environmental Innovations has been chosen to conduct the compliance checks with at least 600 food businesses to strengthen long-term implementation, align education with other waste-reduction programs, and develop coordinated recommendations. Findings will be presented to the Board of Supervisors in early 2027. Currently, ZWM is not involved in the reusable foodware ordinances.

ZWM staff will be attending the annual California Resource Recovery Association conference: ZWM staff Meilin Tsao and Casey Fritz have been chosen to speak as panelists.

Executive Director Scheibly will be accepting an award on behalf of ZWM for the outstanding Household Hazardous Waste (HHW) recycling programs.

ZWM staff Meilin Tsao has sent notification that her last day is on September 3, 2026. The team will continue coordinating next steps to ensure coverage of these duties moving forward. County HR and DPW have been notified and requested that recruitment be opened. Staff are awaiting additional information from DPW leadership regarding recruitment for this position and the Program Coordinator position approved by the Board in June.

Executive Director Scheibly concluded the Executive Director's report.

Board Comments

The Board offered their support in moving the recruitment process along. Additionally, an inquiry regarding the September workshop attendees.

Public Comments

No public comments.

Information Only

NOTE: Christa Johnson, Town of Ross and Bill Rose, City of Novato arrived at 10:17am.

9. Adopt a Resolution to Set FY27 Integrated Waste Management Assessments

Executive Director Scheibly shared the Integrated Waste Management (IWM) Assessments provide approximately 78% of Zero Waste Marin's operating revenue. The assessment methodology, established in 1996, allocates costs to franchised haulers and solid waste facilities based on verified disposal tonnage reported to CalRecycle.

Following the June budget approval, ZWM staff received and verified fourth-quarter 2025 disposal data for Redwood Landfill and recalculated FY 2026/27 assessment allocations using all four quarters of 2025 data. The update does not change total assessment revenue approved in the adopted budget; it only adjusts the distribution of costs among haulers and facilities.

For FY 2027, total IWM Assessments are \$5,079,712, with approximately 74% allocated to solid waste facilities and 26% to franchised haulers, including Tamalpais Community Services District. Individual operators may see increases or decreases from the preliminary estimates presented in June.

Assessment revenues fund countywide ZWM programs, including regulatory compliance, waste reduction and recycling, household hazardous waste services, and public outreach and education.

Board Comments

Public Comments

No public comments

Motion to Adopt a Resolution to Set FY27 Integrated Waste Management Assessments.

First Town of Ross Christa Johnson

Second Town of Fairfax Heather Abrams

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: Absent

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: 3 Abstain: 0

Motion passed

10. Adopt a Resolution Authorizing Zero Waste Marin (ZWM) Executive Director to submit a Grant Application to World Wildlife Fund's (WWF) National Household Wasted Food Prevention Project (NHWFPF)

Senior Planner Casey Fritz reported the World Wildlife Fund (WWF) has requested proposals to address wasted household foods with a 20% reduction goal. The targeted demographics would be parents of children under eighteen and young adults aged eighteen to thirty-five. ZWM would like to leverage their existing Zero Waste schools' programs to offer parental and school-based workshops. Workshops will also be held at the College of



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Marin and Dominican University of California, along with in-store grocery educational signage.

Board Comments

The Board asked if there was an amount associated with the grants, and timelines. ZWM staff anticipate requesting up to \$300,000 and can begin January 4, 2027.

Public Comments

No public comments.

Motion Adopt a Resolution Authorizing Zero Waste Marin (ZWM) Executive Director to submit a Grant Application to World Wildlife Fund's (WWF) National Household Wasted Food Prevention Project (NHWFPF).

First Town of Fairfax Heather Abrams

Second Town of Ross Christa Johnson

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: Absent

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: 3 Abstain: 0

Motion passed

11. Receive Annual Report presentation and Receive and File FY2025-2026 Annual Report

Senior Planner Casey Fritz highlighted ZWM staff's major accomplishments for vape pen collections, inspections, on-site visits, public meetings, repair fairs, and battery drop-off and cost-share subsidy programs. Other accomplishments included SB 1383 compliance efforts, the annual financial audit, the CalRecycle Electronic Annual Report (EAR), and the Waste Characterization Study.

The HHW overview included enhancement projects, marine flare collection events, Toxic Away Day events, Solar panel pilot project, vape pen collections and the used motor oil grant. Lastly, results data on the ZW Schools program, repair fairs, focus group messaging, county-wide campaigns, and events and outreach were shared.

Board Comments

The Board added their thanks for the efforts with EAR and compliments on the report and composting messaging.



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Public Comments

The postcard campaign was praised for its effectiveness for increased participation.

Information Only

12. Approve the ZWM Sponsorship Request Process

Executive Director Scheibly noted Zero Waste Marin provides sponsorships to organizations that support waste reduction, reuse, recycling, composting, and household hazardous waste education. The Board has allocated \$15,000 for sponsorships in the FY 2026/27 budget. Starting January 2027, ZWM staff will issue an annual call for sponsorship applications every January to give organizations time to plan and submit proposals before the JPA develops its budget. The applications will be done on the ZWM website and will stay open year-round so we can still respond to unique or time-sensitive opportunities. Applications submitted outside the annual call will only be considered if funding is still available after the budget is adopted.

ZWM staff are developing an internal scoring rubric that looks at mission alignment, geographic impact, feasibility, fiscal responsibility, and history of collaboration. This rubric would be used to make recommendations, but the Board will continue to make all final decisions.

NOTE: Indicated on the staff report as Information Only, converted to motion during meeting.

Board Comments

The Board inquired on the level of sponsorship amount, which was shared that the largest sponsorship amount was \$4,000 (California Resource Recovery Association). It was requested for a differentiation between this program and others, Executive Director Scheibly elaborated.

Public Comments

No public comments

Motion Adopt a motion to Approve the ZWM Sponsorship Request Process

First Town of San Anselmo: David Donery

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: Absent

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: 3 Abstain: 0

Motion passed**13. Receive Construction & Demolition Program Update**

Program Coordinator Ellie Vendegna and Senior Program Coordinator Jessica Ruiz shared in July 2025 the construction & demolition (C&D) LTF subcommittee submitted a recommendation for a deconstruction and outreach campaign. This was to increase awareness and reuse infrastructure. The C&D recommendation includes a 5-year plan, with year 1 showcasing education and awareness. A pre-campaign survey was launched with 74% of respondents said they have used or recommended deconstruction practices with workshops added for residences. Materials were created and placed at building counters to support public education. Next steps are for continued education and target the homeowner demographic with ad publications and surveys to capture feedback.

Board Comments

The Board wanted to clarify if other Bay Area counties have either for profit or non-profit businesses for deconstruction, which was confirmed by ZWM staff. The Board would like any best practices passed along for cities or towns.

Public Comments**Information Only****14. Approve November and December Meeting Schedule**

Executive Director Kimberly Scheibly shared that ZWM sets a regular meeting calendar for the JPA Board to provide consistent planning and adequate notice to member agencies and the public. Currently, September 22, 2026 and October 27, 2026 are set. ZWM staff would like to request approval for Tuesday, November 17, 2026 or Thursday, November 19 with Tuesday December 15, 2026 cancelled.

Board Comments

The Board selected Tuesday, November 17, 2026. The Board added awareness for attendance that may be conflicted with Board of Supervisors meeting dates.

Public Comments

No public comments

Motion Adopt a motion to approve the proposed ZWM Board meeting dates for Tuesday, November 17, 2026 and cancel December meeting date.

First City of Novato Bill Rose

Second Town of San Anselmo Dave Donery

Vote Count



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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: Absent

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: 3 Abstain: 0

Motion passed

15. Receive Legislative Update

Waste Management Specialist Meilin Tsao reported that ZWM staff identified 31 bills introduced during the Legislative Session related to HHW or solid waste programs. Twelve addressed HHW materials and management, and 19 focused on solid waste. As of August 18th, eight of the HHW bills have reached the final steps in the legislative process and nine of the solid waste bills have also made their way to the final steps. Five of the bills supported by ZWM through letters of support (AB 762, AB 1604, AB 2667, SB 501, SB 936) remain in the legislative process. ZWM staff are still monitoring and tracking the implementation of previously supported legislation (SB 1280, SB 707, AB 660).

Board Comments

The Board inquired about details on the battery legislation regarding classification. Additionally, the Board thanked Staff Meilin Tsao for all her efforts.

Public Comments

None

Information Only

16. Suggested Agenda Items

No suggested agenda items

17. Adjournment

Member Greg Chanis adjourned the meeting at 11:03 a.m.



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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 _____