

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

BOARD OF DIRECTORS MEETING

Thursday, August 17, 2023, 8:45 am – 9:45 am

In Person: 922 Machin Avenue, Novato, Womack Conference Room, 2nd Floor

AGENDA

Call to Order

1. Public Participation Instructions (Information Only) 1 Minute.
2. Open Time for Public Comment (Information Only) 5 Minutes.

Consent Calendar

3. Approve JPA Board Meeting Minutes from July 16, 2023 (Action) 1 Minute.
4. Receive and file the Fiscal Year 21-22 JPA Audit (Action) 5 Minutes.

Regular Agenda

5. Executive Director Update (Information Only) 5 Minutes.
6. Compost Procurement Update (Information Only) 5 Minutes.
7. Review and approve the revised Local Task Force Procedures (Action) 10 Minutes.
8. Zero Waste Reimbursement Program Allocations & Creation of Subcommittee for Redesigning Program (Action) 15 Minutes.
9. Create Quarterly Executive Committee Meeting Schedule (Action) 5 Minutes.
10. Adjournment.



For disability accommodations please phone **(415) 473-4381** (Voice), CA Relay 711, or e-mail **WasteMgmt@MarinCounty.org** 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.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

SPECIAL REMOTE PUBLIC INSTRUCTIONS

Thursday, August 17, 2023, 8:45 am – 9:45 am

The public can participate in this Marin County Hazardous and Solid Waste Joint Powers Authority (aka: Zero Waste Marin) Board Meeting via a Zoom webinar on Thursday, August 17, 2023, from 8:45 am – 9:45 am

Zero Waste Marin Staff is inviting you to a scheduled Zoom meeting.

Topic: ZWM JPA Board Meeting 8/17/23

Time: Aug 17, 2023 08:45 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95326850567?pwd=MFIMa0loY3JjcWV0eUxibGFqTTZtdz09>

Meeting ID: 953 2685 0567

Passcode: 932924

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- +1 253 205 0468 US
- +1 646 931 3860 US
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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

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- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
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Find your local number: <https://zoom.us/j/9123456789>

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

Belvedere

Date: August 17, 2023

Corte Madera

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Open Time for Public Comment

Fairfax

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.

Larkspur

Mill Valley

Recommendation

Novato

Receive public comment. Information Only.

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Board of Directors Meeting - Minutes
Thursday, July 20, 2023
8:45 A.M – 9:45 A.M

In-Person: 922 Machin Avenue, Womack Conference Room, 2nd Floor, Novato

MEMBERS PRESENT

Adam Wolff, Corte Madera
Anthony Boyd, Belvedere (Alt.)
Catie Thow Garcia, Sausalito (Alt.)
Cory Bytof, City of San Rafael (Alt.)
Dan Eilerman, County of Marin (Alt.)
Dan Schwarz, Larkspur
David Donery, San Anselmo
David Woltering, Ross (Alt.)
Greg Chanis, Tiburon
Gretchen Schubeck, Novato (Alt.)
Heather Abrams, Fairfax
Todd Cusimano, Mill Valley

MEMBERS ABSENT

Adam McGill, Novato
Chris Zapata, Sausalito
Christa Johnson, Ross
Christine Alilovich, San Rafael
Jessica Deakyne, Novato (Alt.)
Matthew Hymel, County of Marin
Robert Zadnik, Belvedere

STAFF PRESENT

Andrew Shelton
Amy Kolnes
Casey Fritz
Casey Poldino
Kimberly Scheibly
Melody Mitchell

OTHERS PRESENT

Alex Soulard, R3 Consulting
Allison Giffin, PlaceWorks
Dee Johnson, Novato Sanitary
District
Greg Christie, Mill Valley Refuse
Katy Coke, CalRecycle
Kelsey Brewer, Marin RCD
Meilin Tsao, Recology

Call to Order

1. Remote Public Participation Instructions

Information only.

2. Open Time for Public Comment

No public comments were tendered.

Consent Calendar

3. JPA Board Meeting Minutes from July 20, 2023

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Motion to approve the JPA Board Meeting Minutes from June 15, 2023.

Motion: Greg Chanis. Second: Dan Eilerman. Vote: Unanimous.

Eilerman requested that the content of future minutes be abbreviated, and members agreed in a consensus.

Regular Agenda

4. Executive Director Update

Kimberly Scheibly delivered her report. She shared that as of July 10, all member agencies have approved the JPA amendment and have appointed Board members and alternates. Final signed copies of the amendments will be sent out to member agencies. She stated that she received the draft of the audit this week and is currently reviewing it. There is no change in the contingent carryovers, and the budget has only changed by approximately \$200. As of July 1, the JPA is now responsible for the oversight and funding of the Household Hazardous Waste (HHW) facility operations and related programs (Paint Care, Batteries, Sharps, Used Motor Oil and Filters, Marine Flare and Oil Pads, and Toxic Away Days in West Marin). Staff is currently working on updating the contract with the facility. Since the name of the waste generator has changed, per State law requirements, a thorough walkthrough assessment of facility operations was conducted on June 30, and a draft report was received. Once the final report is received, Scheibly will present it to the Board.

She and Casey Poldino have started the process of hiring new staff that was approved for this fiscal year. This item will be on the Board of Supervisors agenda on July 25. They hope to have new staff on board by October. In September, staff will share their report on program progress, work plan, and organizational chart listing various duties of each staff member. She reminded members that agencies' annual electronic reports are due today. More refinements to this process will occur with the arrival of new staff for support. The Local Task Force (LTF) will be reconvening soon, and in their first meeting they will review current procedures and the expectations of being a member. They will also have their first assignment as the LTF to review all the advertising, marketing, and educational materials, including the website and budget to see if it is fulfilling their needs. The LTF will then make recommendations based on their review to the JPA Board for a vote. Staff had their kickoff meeting with HF&H this week. They were awarded the contract to discuss the County's objectives and overall approach to edible food recovery for program planning and SB 1383 compliance. They will also be meeting with Environmental Health for their input on the logistics of the inspection and enforcement piece. The Zero Waste Reimbursement Program checks have been mailed.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Cory Bytof praised Kolnes and the Zero Waste team for their efforts and support with the CalRecycle spreadsheet for the EAR.

5. PlaceWorks Presentation

Poldino introduced Allison Giffin from PlaceWorks, who delivered her PowerPoint presentation on the new user-friendly website that they have created for agencies to use with tracking, editing, and reporting tools and an ArcGIS layer for compost/mulch distribution areas in their respective jurisdictions. There will be training sessions scheduled on how to use it. An extensive question-and-answer session was held after the presentation.

6. Zero Waste Reimbursement Funds Allocation

Scheibly delivered her report on the Zero Waste Reimbursement Program history and status. There were five proposed allocation methods reviewed at the Budget Subcommittee meeting on July 17. The allocation method choice most favored by the subcommittee is to end the program as it currently exists this fiscal year. Funds would be decreased across the board by approximately 30%. The subcommittee see this as the most equitable process as opposed to the other methodologies presented. They wish to convene an ad hoc subcommittee that will be tasked with thoroughly reviewing the history of the program and the needs going forward of the member agencies and special districts, looking through the lens of SB 1383, and to discuss a path forward for the use of this funding. She looks forward to the discussions at the next subcommittee meeting in August, when she can bring the information forward to the JPA Board. A brief question-and-answer session was held afterwards.

7. Electronic Signatures Delegation Authority

Scheibly introduced the staff recommendation to adopt a motion allowing the Board Chair and/or Executive Director to sign documents electronically via pdf format or an electronic signature program such as DocuSign in lieu of a manual signature.

Motion to approve allowing the Board Chair and/or Executive Director to sign documents electronically via pdf format or an electronic signature program such as DocuSign in lieu of a manual signature by Eilerman. Second: Anthony Boyd. Vote: Unanimous.

8. Adjournment

Next JPA meeting will be on August 17, 2023.

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

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

Date: August 17, 2023

Corte Madera

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Receive and File Fiscal Year 2021-2022 Audit

Fairfax

Attached is the Financial Statements and Auditors' Report from Piseni and Brinker to the Marin County Hazardous and Solid Waste Joint Powers Authority Board of Directors dated July 31, 2023, regarding the annual audit for the Fiscal Year ending June 30, 2022. This report provides the results of a very in-depth audit as this is the first time Piseni & Brinker were hired to audit the JPA.

Larkspur

Mill Valley

Novato

RECOMMENDATION

Ross

Adopt a Motion to receive and file the attached Financial Statement and Auditor's Report for the year ending June 30, 2022.

San Anselmo

Attachment:

San Rafael

1. Financial Statements and Auditors' Report Year Ended June 30, 2022 from Piseni and Brinker.

Sausalito

Tiburon

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

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____



Marin Hazardous & Solid Waste Management Authority

Financial Statements

Fiscal Year Ended June 30, 2022



PISENTI & BRINKER LLP
Certified Public Accountants & Advisors

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Independent Auditor's Report

To the Board of Directors
Marin County Hazardous & Solid Waste
Management Authority
San Rafael, California

Opinions

We have audited the accompanying financial statements of the Marin County Hazardous & Solid Waste Management Authority (the "Authority") as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of June 30, 2022, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Santa Rosa, California
July 31, 2023

Fiscal Year Ended June 30, 2022

As management of the Marin County Hazardous & Solid Waste Management Authority (the Authority), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements and the accompanying notes to the basic financial statements.

Financial highlights

- The assets of the Authority exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$1,588,186 (net position).
- The Authority recognized an overall increase in net position of \$307,232 for the fiscal year ended June 30, 2022.
- Total revenues increased by \$508,511 and total expenses increased by \$338,452, from the prior fiscal year.

Overview of the financial statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. Authority's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements.

Government-wide financial statements

The *government-wide financial statements*, as listed in the table of contents, provide a broad overview of the Authority's activities as a whole, and are comprised of the *statement of net position* and the *statement of activities*.

The *statement of net position* provides information about the financial position of the Authority as a whole on the full accrual basis, similar to that used in the private sector.

The *statement of activities* provides information about the Authority's revenues and all its expenses, also on the full accrual basis, with the emphasis on measuring net revenues and expenses of each of Authority's programs. The statement explains the change in *net position* for the year.

Fund financial statements

The governmental fund financial statements are as listed in the table of contents.

Fund financial statements (continued)

A *fund* is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Authority are governmental type funds.

Governmental funds are used to account for essentially the same functions reported in governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Authority maintains three individual governmental funds; a general fund, and two special revenue funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, and for the other funds. The Authority adopts an annual appropriated budget for those funds.

Notes to the basic financial statements

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the government wide and fund financial statements.

Required supplementary information

Schedules presenting budgetary comparison information for the Authority's funds can be found in the table of contents.

**Marin County Hazardous & Solid Waste Management Authority
Management's Discussion and Analysis**

Fiscal Year Ended June 30, 2022

Government-wide financial analysis

As noted previously, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets were more than liabilities by approximately \$1.6 million at June 30, 2022 as compared to a net position of approximately \$1.3 million at June 30, 2021.

Condensed Statement of Net Position

June 30,	2022	2021
Assets		
Current assets	\$ 2,318,721	\$ 1,613,270
Noncurrent assets	6,564	12,190
<hr/>		
Total assets	2,325,285	1,625,460
<hr/>		
Total liabilities	737,099	344,506
<hr/>		
Net position		
Investment in capital asset	6,564	12,190
Restricted	1,596,335	1,156,510
Unrestricted (deficit)	(14,713)	112,254
<hr/>		
Total net position	\$ 1,588,186	\$ 1,280,954

Governmental activities increased the Authority's net position by \$307,232. Key elements of these activities during the fiscal year ended June 30, 2022 are identified below:

- Solid waste management fees from haulers and facility operators increased from fiscal year 2021 to fiscal year 2022 primarily due to an increase in assessments to the haulers, landfill and transfer stations.
- As a whole, expenses for the three funds increased during the fiscal year ended June 30, 2022. The primary reasons for the increases are the addition of a new edible food donation support program as recommended in the Zero Waste Plan Update; the planned hiring of a new full time staff; increase in insurance coverage needed to become the generator of record with the State for oversight of the household hazardous waste facility; expansion of the Zero Waste Schools Program; and a new Waste Management Specialist overseeing the household hazardous waste program hired during the year.

**Marin County Hazardous & Solid Waste Management Authority
Management's Discussion and Analysis**

Fiscal Year Ended June 30, 2022

Government-wide financial analysis (continued)

Condensed Statement of Activities

Fiscal Year Ended June 30,	2022	2021
Revenues		
Program revenues		
Solid waste management fees	\$ 4,585,492	\$ 4,041,089
Operating grant - State of California	63,509	62,244
General revenues		
Investment earnings (loss)	(29,585)	7,572
Total revenues	4,619,416	4,110,905
Expenses		
General fund	840,773	554,832
Household Hazardous Waste program	2,299,035	2,402,775
Zero Waste program	1,172,376	1,016,125
Total expenses	4,312,184	3,973,732
Change in net position	307,232	137,173
Net position, beginning of year	1,280,954	1,143,781
Net position, end of year	\$ 1,588,186	\$ 1,280,954

Financial analysis of the Authority's funds

Governmental funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with legal and governmental accounting requirements.

The focus of the Authority's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Authority's financing requirements.

As of June 30, 2022, the Authority's governmental funds reported ending total fund balances of \$1.6 million, an increase of \$307 thousand from June 30, 2021. The increase in fund balance is primarily due to an increase in assessed solid waste management fees. The Authority had a restricted fund balance of approximately \$1.6 million as of June 30, 2022.

**Marin County Hazardous & Solid Waste Management Authority
Management's Discussion and Analysis**

Fiscal Year Ended June 30, 2022

Economic factors and next year's budget and rates

Budgeted gross expenditures, for the Authority for fiscal year ending June 30, 2023 have increased by \$737,257 for a total of \$4,860,857. The major component of the increase in budgeted expenses is related to the implementation of Senate Bill 1383 ("SB 1383"). SB 1383 is a California law to reduce organic waste methane emissions. SB 1383 contains many requirements such as educating waste generators and haulers, facilitating compliance, tracking performance, and enforcing the requirements.

The following is a comparison of final 2021/22 and proposed 2022/23 budgeted expenses for the Authority:

	Fiscal Year Ended June 30, 2022	Fiscal Year Ended June 30, 2023	Increase
General	\$ 1,012,713	\$ 1,490,756	\$ 478,043
Household Hazardous Waste Program	2,572,807	2,848,620	275,813
Zero Waste Program	1,275,337	1,358,738	83,401
Total	\$ 4,860,857	\$ 5,698,114	\$ 837,257

Requests for additional information

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to 3501 Civic Center, Suite 304, San Rafael, CA 94903.

Respectfully submitted,

Kimberly Scheibly
Executive Director, Zero Waste Marin

Marin County Hazardous & Solid Waste Management Authority
Statement of Net Position

June 30, 2022

Governmental
Activities

Assets

Current assets

Cash and cash equivalents \$ 2,318,721

Noncurrent assets

Capital assets - vehicles, net of accumulated depreciation 6,564

Total assets

2,325,285

Liabilities

Accounts payable and accrued expenses 737,099

Net position

Investment in capital assets 6,564

Restricted for Household Hazardous Waste program 1,022,788

Restricted for Zero Waste program 573,547

Unrestricted (deficit) (14,713)

Total net position

\$ 1,588,186

The notes to the basic financial statements are an integral part of this statement.

Marin County Hazardous & Solid Waste Management Authority
Statement of Activities

Fiscal Year Ended June 30, 2022

Function/Programs	Expenses	Program Revenues Operating Grants	Net (Expense) Revenue and Change in Net Position
Governmental Activities:			
General	\$ 840,773	\$ 716,401	\$ (124,372)
Household Harzardous Waste Program	2,299,035	2,622,312	323,277
Zero Waste Program	1,172,376	1,310,288	137,912
Total governmental activities	\$ 4,312,184	\$ 4,649,001	336,817
General revenues			
Investment loss on change in fair value of investment pool			(29,585)
Change in net position			307,232
Net position as of June 30, 2021			1,280,954
Net position as of June 30, 2022			\$ 1,588,186

The notes to the basic financial statements are an intergral part of this statement.

**Marin County Hazardous & Solid Waste Management Authority
Balance Sheet - Governmental Funds**

June 30, 2022

	<u>General Fund</u>	<u>Household Hazardous Waste (Special Revenue Fund)</u>	<u>Zero Waste (Special Revenue Fund)</u>	<u>Total</u>
Assets				
Cash and cash equivalents	\$ 234,240	\$ 1,372,784	\$ 711,697	\$ 2,318,721
Liabilities				
Accounts payable and accrued expenses	\$ 248,953	\$ 349,996	\$ 138,150	\$ 737,099
Fund balances				
Assigned	-	1,022,788	573,547	1,596,335
Unassigned	(14,713)	-	-	(14,713)
Total fund balance	(14,713)	1,022,788	573,547	1,581,622
Total liabilities and fund balances	\$ 234,240	\$ 1,372,784	\$ 711,697	\$ 2,318,721

Reconciliation of the Balance Sheet for Government Funds to the Statement of Net Position:

Total governmental fund balance	\$ 1,581,622
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in the government activities are not financial resources and therefore are not reported in the funds	6,564
Net position of governmental activities	\$ 1,588,186

The notes to the basic financial statements are an integral part of this statement.

**Marin County Hazardous & Solid Waste Management Authority
Statement of Revenues, Expenditures, and Changes in Fund Balances**

Fiscal Year Ended June 30, 2022

	<u>General Fund</u>	<u>Household Hazardous Waste (Special Revenue Fund)</u>	<u>Zero Waste (Special Revenue Fund)</u>	<u>Total</u>
Revenues				
Solid waste management fees	\$ 716,401	\$ 2,558,803	\$ 1,310,288	\$ 4,585,492
Operating grants - State of California	-	63,509	-	63,509
Investment loss on change in fair value of investment pool	(2,595)	(18,404)	(8,586)	(29,585)
Total revenues	<u>713,806</u>	<u>2,603,908</u>	<u>1,301,702</u>	<u>4,619,416</u>
Expenditures				
Current:				
Services and supplies	446,227	2,116,295	885,773	3,448,295
Adminstration	394,546	182,740	280,977	858,263
Total expenditures	<u>840,773</u>	<u>2,299,035</u>	<u>1,166,750</u>	<u>4,306,558</u>
Excess (deficiency) revenues over expenditures	(126,967)	304,873	134,952	312,858
Fund balance, beginning	<u>112,254</u>	<u>717,915</u>	<u>438,595</u>	<u>1,268,764</u>
Fund balance (deficit), ending	<u>\$ (14,713)</u>	<u>\$ 1,022,788</u>	<u>\$ 573,547</u>	<u>\$ 1,581,622</u>

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
of Governmental Funds to the Statement of Activities:**

Net change in governmental fund balances \$ 312,858

Amounts reported for governmental activities in the statement of activities are
different because:

Governmental funds report capital outlays as expenditures, however, in the statement
of activities the cost of those assets is allocated over their estimated useful lives as
depreciation expense

Depreciation expense (5,626)

Change in net position \$ 307,232

The notes to the basic financial statements are an intergral part of this statement.

Year Ended June 30, 2022

Note A. Reporting Entity

The Marin County Hazardous & Solid Waste Management Authority (the “Authority”) was formed under a joint powers agreement between the County of Marin and eleven cities and towns within Marin County. The purpose of the Authority is to administer and enforce hazardous waste and solid waste management plans, as mandated by California law.

The governing board of the Authority consists of one appointed official from each of the member agencies. The Authority has contracted with Marin County Department of Public Works for administrative services and the City of San Rafael for Hazardous Waste management services.

Note B. Summary of Significant Accounting Policies

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Authority.

The statement of activities demonstrates the degree to which the direct expenses of a given function or program is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues include grants that are restricted to meeting operational or capital requirements of a particular function or program, as well as restricted investment income. Other revenues not properly included among program revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Revenues are considered available when they are collectible within the period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues available if they are collected within 60 days of the end of the current fiscal period. Investment revenues are considered measurable and are recognized if available. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Year Ended June 30, 2022

Note B. Summary of Significant Accounting Policies (continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)

The Authority reports two types of governmental funds: the general fund and special revenue funds.

General Fund: This fund is established to account for resources used to finance the general services performed by the Authority. Revenues are primarily derived from solid waste management fees. The fund is charged with all costs of operating the Authority for which a separate fund has not been established.

Special Revenue Funds: These funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The major funds in this category are Household Hazardous Waste (“HHW”) and Zero Waste.

HHW Special Revenue Fund: This fund is established to account for hazardous waste disposal primarily provided by Marin Sanitary Service (via a contract with City of San Rafael Fire Department) and the Novato Sanitary District. This fund is primarily funded by the solid waste management fees.

Zero Waste Special Revenue Fund: This fund is established to account for the program to reduce and eliminate waste and obtains its resources from the solid waste management fees.

Cash and Cash Equivalents

The Authority has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with the fiscal agent (“County of Marin”).

Capital Assets

Capital assets owned by the Authority are recorded at cost, or if received in-kind, at estimated fair market value on the date received. The cost of normal repairs and maintenance are recorded as expenses. Improvements that add to the value or extend the life of assets are capitalized. Assets capitalized have an original cost of \$2,500 or more, and over one year of estimated useful life.

Depreciation expense is calculated using the straight-line method over estimated useful lives.

Budgets

Both the original budget and the final budget (if changes were adopted) are included in these financial statements as approved by the Board of Directors. The budgetary basis is the modified accrual basis of accounting.

Year Ended June 30, 2022

Note B. Summary of Significant Accounting Policies (continued)

Net Position

Net position is classified into three components: 1) net investment in capital assets, 2) restricted, and 3) unrestricted. These classifications are defined as follows:

- Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation.
- Restricted net position – This component of net position consists of net position with limits on its use that are imposed by outside parties or enabling legislation.
- Unrestricted net position – This component of net position consists of net position that does not meet the definitions of "restricted" or "invested in capital assets."

Fund Balance

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Authority is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned. Following is a description of the components applicable to the Authority:

Assigned: This component consists of amounts that are constrained by the Authority's intent to be used for specific purposes but are neither restricted nor committed. The authority for assigning fund balances is expressed by the Board of Directors.

Unassigned: The residual classification for the general fund and includes all amounts not contained in the other classifications. This amount is technically available for any purpose.

Solid Waste Management Fees

The Authority is primarily funded by a solid waste management fee imposed on solid waste haulers and facilities for solid waste originating in Unincorporated Marin County, cities and towns in the County or deposited at a solid waste facility or in the County's landfill. The solid waste management fee is allocated annually to solid waste haulers and facilities based on the number of tons handled by each.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Year Ended June 30, 2022

Note C. Cash and Cash Equivalents

The Authority maintains all of its cash equivalents in the County's pooled investment fund (the "County Pool") for the purpose of increasing interest earnings through pooled investment activities. The Authority's position in the pool is the same as the value of the pool shares. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund. This pool, which is available for use by all funds, is displayed in the financial statements as "cash and cash equivalents."

The County Pool includes both voluntary and involuntary participation from external entities. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer ("Treasurer").

The County's investment pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County's investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust. The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. As a means of limiting its exposure to fair value losses arising from rising interest rates, one of the ways that the County manages its exposure to interest rate risk is by limiting the weighted average maturity of its Pool to 540 days, or 1.5 years. For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

As of June 30, 2022, the County Pool has a weighted average maturity of 236 days.

Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of government investment pools (such as the County Pool).

Year Ended June 30, 2022

Note C. Cash and Cash Equivalents (continued)

Concentration of Credit Risk

The investment policy of the County contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. For a listing of investments in any one issuer (other than U.S. Treasury securities, mutual funds, or external investment pools) that represent 5% or more of total County investments, refer to the County of Marin Monthly Report of County, Schools and Districts Investments as of June 30, 2022.

Fair Value Measurements

The Authority categorized its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All funds are invested in the County Pool.

Note D. Capital Assets

Capital asset activity for the year ended June 30, 2022, was as follow:

	Balance	Increases	Balance
	June 30, 2021	June 30, 2022	June 30, 2022
Depreciable capital assets:			
Vehicle	\$ 28,131	\$ -	\$ 28,131
Less accumulated depreciation:			
Vehicle	(15,941)	(5,626)	(21,567)
Depreciable capital assets, net	\$ 12,190	\$ (5,626)	\$ 6,564

Note E. Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; and errors and omissions. During the year, the Authority purchased liability insurance with limits of \$2,000,000 with a deductible of \$1,000.

Marin County Hazardous & Solid Waste Management Authority
Notes to the Basic Financial Statements

Year Ended June 30, 2022

Note F. Related Party Transactions

The County is a member of the Authority. The County Public Works Department provided staffing and other administrative services for the Authority for an amount of \$875,000 for the fiscal year ended June 30, 2022.

The Authority incurred expenditures of \$1,832,000 under a contract with the City of San Rafael (a member government) to operate its Household Waste program. As of June 30, 2022, accrued expenses to the City of San Rafael amounted to \$441,532.

The Authority made payments to various members for grants administered by the Authority in the amount of approximately \$383,000 during the year ended June 30, 2022.

Note G. Commitments

The Authority has the following commitments as of June 30, 2022:

<u>Contractor</u>	<u>Purpose</u>	<u>Amount</u>
County of Marin	Staffing and administrative services	\$ 1,181,000
Various contractors	Professional services	<u>163,000</u>
		<u>\$ 1,344,000</u>

Required Supplementary Information

Marin County Hazardous & Solid Waste Management Authority
Budgetary Comparison Schedule
General Fund

Fiscal Year Ended June 30, 2022

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance Over (Under)</u>
Revenues			
Solid waste management	\$ 716,401	\$ 716,401	\$ -
Investment earnings (loss)	500	(2,595)	(3,095)
Total revenues	<u>716,901</u>	<u>713,806</u>	<u>(3,095)</u>
Expenditures			
Contract staff and support	<u>394,546</u>	<u>394,546</u>	<u>-</u>
Services and supplies			
Legal	15,000	-	(15,000)
Accounting and audit fees	19,200	20,890	1,690
Insurance	20,000	21,555	1,555
Rent	16,941	16,941	-
Training and professional development	1,500	1,542	42
Mileage and routine travel	618	-	(618)
Supplies and reproduction	1,200	4,397	3,197
Compliance reimbursement	317,708	248,953	(68,755)
SB 1383 software subscription	126,000	126,000	-
SB 1383 consulting	50,000	5,949	(44,051)
Organizational assessment	<u>50,000</u>	<u>-</u>	<u>(50,000)</u>
Total services and supplies	<u>618,167</u>	<u>446,227</u>	<u>(171,940)</u>
Total expenditures	<u>1,012,713</u>	<u>840,773</u>	<u>(171,940)</u>
(Deficiency) excess of revenues over expenditures	<u>\$ (295,812)</u>	<u>(126,967)</u>	<u>\$ 168,845</u>
Fund balance as of June 30, 2021		<u>112,254</u>	
Fund balance as of June 30, 2022		<u>\$ (14,713)</u>	

Marin County Hazardous & Solid Waste Management Authority
Budgetary Comparison Schedule
Household Hazardous Waste Program - Special Revenue Fund

Fiscal Year Ended June 30, 2022

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance Over (Under)</u>
Revenues			
Solid waste management	\$ 2,558,803	\$ 2,558,803	\$ -
State aid - Oil Payment Program	65,000	63,509	(1,491)
Investment earnings (loss)	2,000	(18,404)	(20,404)
Total revenues	<u>2,625,803</u>	<u>2,603,908</u>	<u>(21,895)</u>
Expenditures			
Contract staff and support	182,740	182,740	-
Services and supplies			
Oversight	182,039	183,135	1,096
Facility operations	1,847,747	1,649,143	(198,604)
Novato HHW grant	41,816	41,588	(228)
Bulb and battery program	164,800	153,038	(11,762)
Legal	2,732	310	(2,422)
Sharps and needles program	85,933	87,222	1,289
Oil Payment Program	65,000	1,859	(63,141)
Total services and supplies	2,390,067	2,116,295	(273,772)
Total expenditures	<u>2,572,807</u>	<u>2,299,035</u>	<u>(273,772)</u>
Excess of revenues over expenditures	<u>\$ 52,996</u>	304,873	<u>\$ 251,877</u>
Fund balance as of June 30, 2021		<u>717,915</u>	
Fund balance as of June 30, 2022		<u>\$ 1,022,788</u>	

Marin County Hazardous & Solid Waste Management Authority
Budgetary Comparison Schedule
Zero Waste Program - Special Revenue Fund

Fiscal Year Ended June 30, 2022

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance Over (Under)</u>
Revenues			
Solid waste management	\$ 1,310,288	\$ 1,310,288	\$ -
Investment earnings (loss)	1,000	(8,586)	(9,586)
Total revenues	<u>1,311,288</u>	<u>1,301,702</u>	<u>(9,586)</u>
Expenditures			
Contract staff and support	<u>280,977</u>	<u>280,977</u>	<u>-</u>
Services and supplies			
Legal	2,060	-	(2,060)
Construction and demolition program implementation	15,000	925	(14,075)
Member agency and community support	40,000	18,755	(21,245)
State, regional and local "wasteshed" partnership	15,000	14,581	(419)
Training, conference and professional memberships	10,000	-	(10,000)
Zero waste school program	298,300	259,230	(39,070)
Information and outreach campaign	260,000	250,769	(9,231)
Zero waste grant program	350,000	341,513	(8,487)
Truck	<u>4,000</u>	<u>-</u>	<u>(4,000)</u>
Total services and supplies	994,360	885,773	(108,587)
Total expenditures	<u>1,275,337</u>	<u>1,166,750</u>	<u>(108,587)</u>
Excess of revenues over expenditures	<u>\$ 35,951</u>	134,952	<u>\$ 99,001</u>
Fund balance as of June 30, 2021		<u>438,595</u>	
Fund balance as of June 30, 2022		<u>\$ 573,547</u>	

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

Belvedere

Date: August 17, 2023

Corte Madera

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Executive Director Update

Fairfax

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

Larkspur

RECOMENDATION

Mill Valley

Receive oral report. Information only.

Novato

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

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

Belvedere

Date: August 17, 2023

Corte Madera

To: JPA Board of Directors

From: Casey Poldino, Program Manager

County of Marin

Re: Compost Procurement Updates

Fairfax

PlaceWorks has provided an ArcGIS based dashboard to help jurisdictions understand their actual capacity to utilize the compost and mulch required to be procured as part of SB 1383 requirements from CalRecycle. We have set filters based on land ownership and type.

Larkspur

You can now begin exploring your jurisdiction's data (in the Desktop Editor linked in the landing page) and think of any landscaped areas that are not captured in the data that you would like to add, or areas you would like to remove or change. You can make those edits yourself using editing tools and the webinar recording for reference, or plan to attend an office hour session with Allison to refine the data.

Mill Valley

We will be sending out an email today as a follow up with links to the recorded webinars.

Novato

Ross

The primary ask of each jurisdiction representative is to work directly with Allison to complete your jurisdictional data set. The contract has budget and scope for each jurisdiction to work directly with Placeworks to update your shape files. Doing so now will save everyone time.

San Anselmo

San Rafael

Outside of working with Placeworks on GIS, land application and procurement, Staff is building a collaboration between the West Marin agricultural community, including Supervisor Rodoni's office, the Marin Resource Conservation District, the Marin Carbon Project, the Biomass Group, and landowners. By partnering with these groups, we can not only comply with SB 1383 but be part of the larger climate action mitigation work taking place in west Marin through carbon sequestration.

Sausalito

Tiburon

RECOMMENDATION

Receive oral report from Staff. Information only.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: August 17, 2023

Corte Madera

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Review and Approve the updated Local Task Force Procedures

Fairfax

To better define the purpose of the Local Task Force (LTF) and clarify roles & duties of LTF Members, the JPA Board approved the LTF Procedures on June 24, 2010. The Procedures clarified and designated officer roles, membership makeup, voting requirements, purposes, and meeting frequency. The JPA's Counsel has reviewed the Procedures.

Larkspur

Mill Valley

The procedures were amended in 2018 to include Section 6, Attendance, and to reduce the length of membership from lifetime to 3 years. Staff have reviewed other LTF structures to find something that best fits the needs of Zero Waste Marin. From our findings, we have updated the current procedures from 2018 and feel the changes will further clarify the purpose and expectations of the task force members.

Novato

Ross

We will have the second LTF meeting on Tuesday, August 29 to review the purpose of and procedures for the task force and to review and solicit recommendations on current outreach & education efforts. Attachment 1 is the updated procedures with all changes accepted and Attachment 2 is the redlined procedures, so changes are easily identified. Below is a summary of changes:

San Anselmo

San Rafael

1. Section 1: SUMMARY OF PURPOSES AND RESPONSIBILITIES—
Added more detail.

Sausalito

2. Section 2: MEMBERSHIP—updated to reflect language in amended JPA agreement.

Tiburon

3. Section 3: MEETING SCHEDULE—changed to allow schedule to be set by the LTF members.

4. Section 4: QUORUM, VOTING, AND RULES OF ORDER—Added clarification for meetings in which a quorum does not exist and for role of JPA staff at the meetings.

5. Section 5: ELECTION OF OFFICERS, TERM, AND DUTIES—changed terms to coincide with fiscal year, enhanced Chair and Vice-Chair duties.

6. Section 7: COMMITTEES—added section to establish guidelines for committees.

7. Section 8: AMENDMENTS TO PROCEDURES—added guidelines for amending procedures.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

ATTACHMENTS

- A. Updated procedures with changes accepted.
- B. Redlined procedures.

RECOMMENDATION

Approve the updated LTF Procedures.

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY - AB939 LOCAL TASK FORCE
PROCEDURES

SECTION 1 – SUMMARY OF PURPOSES AND RESPONSIBILITIES

- Identify solid waste management issues of county-wide or regional concern, including but not limited to: new and proposed state-wide laws, regional policies and ordinances that could be applicable in Marin County, and new technologies that could increase source reduction and recycling.
- Monitor the status of recycling markets, including new and emerging markets for hard-to-recycle items. Review new and/or alternative technologies that could assist the County in meeting its goals pursuant to the California Integrated Waste Management Act. If applicable, make recommendations to the JPA Board regarding findings in these categories.
- Look for potential funding opportunities to expand or improve source reduction and recycling programs.
- Make recommendations to the JPA Board regarding updates and maintenance of the County Integrated Waste Management Plan including the five-year review(s) as set forth in Public Resources Code Sections 41770 and 41822.
- Monitor and review proposed legislation related to integrated waste management. If determined appropriate, propose recommendations to the Joint Powers Authority Board regarding advocating for legislation that will assist the County in meeting its goals pursuant to the California Integrated Waste Management Act.
- Consider recommendations to the Joint Powers Authority Board regarding ordinances and/or minimum standards for possible adoption by local jurisdictions to assist in meeting the goals according to the California Integrated Waste Management Act and related legislation.

SECTION 2 – MEMBERSHIP

The Marin County Hazardous and Solid Waste Management Joint Powers Authority Board has determined that the Local Task Force membership shall include at least: two representatives of waste haulers or facilities, with two alternate members for those positions; one representative of an environmental organization (e.g. a non-profit that works on issues related to solid and/or hazardous waste); two representatives of special districts involved in the regulation and disposal of waste; and five public representatives with technical expertise in solid waste, recycling, and organics management appointed by the member agencies serving on the Joint Powers Authority Executive Committee.

Local Task Force members shall be approved by the Joint Powers Authority Board of Directors, with the exception of the five public representatives which will be appointed by the respective member agency serving on the Joint Powers Authority Executive Committee. Local Task Force members shall serve a maximum of three years. After three years, members are free to reapply for a seat. For members seated at the time of adoption of this policy, the three-year term limit shall commence upon policy adoption by the JPA Board.

SECTION 3 – MEETINGS

Local Task Force regular meetings will be held regularly, at least quarterly, with a schedule adopted by the LTF at its first meeting of each year, in the offices of Zero Waste Marin or other available locations. While scheduling meetings, LTF members will prioritize meetings at least a week before the JPA Board meets in order to finalize any recommendations.

All regular meetings shall comply with the noticing, agenda, and comment requirements of the Brown Act (Government Code §54950 et seq.). Special meetings may be called by the Chair or by a majority of the members and held in accordance with the requirements of the Brown Act.

SECTION 4 – QUORUM, VOTING, AND RULES OF ORDER

A quorum for the transaction of business shall exist when a majority of the appointed members are present. When a quorum is present, action may be taken by the Local Task Force upon the affirmative vote of a majority of the members present, unless a greater voting requirement is prescribed by statute. Meetings may still be held to exchange information if a quorum is not present. Meetings of the Local Task Force shall be governed by Robert’s Rules of Order.

Staff will help facilitate meetings to ensure compliance with Robert’s Rules of Order and to maintain the timing of each agenda item.

SECTION 5 – ELECTION OF OFFICERS, TERM, AND DUTIES

The officers of the Local Task Force shall be the Chair and Vice-Chair. Elections will be held at the first meeting of the fiscal year and the Chair and Vice-Chair will assume responsibilities immediately. The term of the Chair and Vice-Chair shall be one year.

If at any time the Chair vacates this position, the Vice-Chair shall assume the role of Chair for the remainder of the elected term and is authorized to appoint a new Vice-Chair to serve the remainder of that elected term.

CHAIR’S DUTIES

1. Conduct meetings (with support from staff)
2. Sign correspondence and documentation that represents the Local Task Force, including but not limited to signatures on agenda packets or minutes.
3. Make reports to the Joint Powers Authority Executive Committee and Board of Directors
4. Other duties as requested by Local Task Force membership

VICE-CHAIR’S DUTIES

1. Acting Chair in the absence of Chair
2. Other duties as requested by Local Task Force membership, including assumption of duties listed for the Chair

SECTION 6 – ATTENDANCE

To effectively carry out its role as an advisory body to the JPA Board it is necessary for the LTF to have consistent participation from the various stakeholder categories that comprise the LTF membership. Accordingly, to make LTF seats available to the stakeholder community – when an LTF

member is unable to participate in less than 50% of the most recent ten meetings, for whatever reason, that member shall vacate that seat and the JPA shall publicize the availability of the seat, for the seats it oversees (or notify the public appointing agency of the opportunity to appoint a new member for the five public agency appointed seats). Members who leave the LTF for any reason are free to reapply for a seat. This Section 6 becomes effective six months after adoption by the JPA Board.

SECTION 7 – COMMITTEES

In order to more effectively focus on specific topics, the Local Task Force can create committees. These committees can research topics in more detail and bring recommendations back to the full Local Task Force. Approval of a new committee is subject to a vote by the Local Task Force. Members will then volunteer for a committee if they feel they are interested and qualified. Each committee must elect a Chair to manage agendas and minute-taking. Committees will then report to the full Local Task Force.

Committees that meet at regularly scheduled times are subject to the requirements of the Brown Act.

SECTION 8 – AMENDMENTS TO PROCEDURES

The Local Task Force may adopt, amend, or repeal its Procedures in any meetings with a two-thirds vote of the members present. Any amendment shall be approved and confirmed by the JPA Board.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY - AB939 LOCAL TASK FORCE
PROCEDURES

SECTION 1 – SUMMARY OF PURPOSES AND RESPONSIBILITIES

- Identify solid waste management issues of county-wide or regional concern, including but not limited to: new and proposed state-wide laws, regional policies and ordinances that could be applicable in Marin County, and new technologies that could increase source reduction and recycling.
- Monitor the status of recycling markets, including new and emerging markets for hard-to-recycle items. Review new and/or alternative technologies that could assist the County in meeting its goals pursuant to the California Integrated Waste Management Act. If applicable, make recommendations to the JPA Board regarding findings in these categories.
- Look for potential funding opportunities to expand or improve source reduction and recycling programs.
- Make recommendations to the JPA Board regarding updates and maintenance of the County Integrated Waste Management Plan including the five-year review(s) as set forth in Public Resources Code Sections 41770 and 41822.
- Monitor and review proposed legislation related to integrated waste management. If determined appropriate, propose recommendations to the Joint Powers Authority Board regarding advocating for legislation that will assist the County in meeting its goals pursuant to the California Integrated Waste Management Act.
- Consider recommendations to the Joint Powers Authority Board regarding ordinances and/or minimum standards for possible adoption by local jurisdictions to assist in meeting the goals according to the California Integrated Waste Management Act and related legislation.

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SECTION 2 – MEMBERSHIP

The Marin County Hazardous and Solid Waste Management Joint Powers Authority Board has determined that the Local Task Force membership shall include at least: two representatives of waste haulers or facilities, with two alternate members for those positions; ~~three~~ one representatives of an environmental organizations (e.g. a non-profit that works on issues related to solid and/or hazardous waste); two representatives of special districts involved in the regulation and disposal of waste; and five public representatives with technical expertise in solid waste, recycling, and organics management appointed by the member agencies serving on the Joint Powers Authority Executive Committee.

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Local Task Force members shall be ~~appointed~~ approved by the Joint Powers Authority Board of Directors, with the exception of the five public representatives which will be appointed by the respective member agency serving on the Joint Powers Authority Executive Committee. Local Task Force members shall serve a maximum of three years. After three years, members are free to reapply for a seat. For members seated at the time of adoption of this policy, the ~~three~~ year term limit shall commence upon policy adoption by the JPA Board.

SECTION 3 – MEETINGS

Local Task Force regular meetings will be held ~~on the first Wednesday of each month~~ regularly, at least quarterly, with a schedule adopted by the LTF at its first meeting of each year, in the offices of the ~~Marin County Department of Public Zero Waste Marin Works~~ or other available locations. While scheduling meetings, LTF members will prioritize meetings at least a week before the JPA Board meets in order to finalize any recommendations.

All regular meetings shall comply with the noticing, agenda, and comment requirements of the Brown Act (Government Code §54950 et seq.). Special meetings may be called by the Chair or by a majority of the members, and held in accordance with the requirements of the Brown Act.

SECTION 4 – QUORUM, VOTING, AND RULES OF ORDER

A quorum for the transaction of business shall exist when a majority of the appointed members are present. When a quorum is present, action may be taken by the Local Task Force upon the affirmative vote of a majority of the members present, unless a greater voting requirement is prescribed by statute. Meetings may still be held to exchange information if a quorum is not present. Meetings of the Local Task Force shall be governed by Robert’s Rules of Order.

Staff will help facilitate meetings to ensure compliance with Robert’s Rules of Order and to maintain the timing of each agenda item.

SECTION 5 – ELECTION OF OFFICERS, TERM, AND DUTIES

The officers of the Local Task Force shall be the Chair and Vice-Chair. Elections will be held at the first meeting of the ~~calendar~~ fiscal year and the Chair and Vice-Chair will assume responsibilities immediately. The term of the Chair and Vice-Chair shall be one year.

If at any time the Chair vacates this position, the Vice-Chair shall assume the role of Chair for the remainder of the elected term and is authorized to appoint a new Vice-Chair to serve the remainder of that elected term.

CHAIR’S DUTIES

- ~~1.~~ 1. Conduct meetings (with support from staff)
- ~~2.~~ 2. Sign correspondence and documentation that represents the Local Task Force, including but not limited to signatures on agenda packets or minutes.
- ~~3.~~ 3. Make reports to the Joint Powers Authority Executive Committee and Board of Directors.
- ~~4.~~ 4. Other duties as requested by Local Task Force membership

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VICE-CHAIR’S DUTIES

1. Acting Chair in the absence of Chair
2. Other duties as requested by Local Task Force membership, including assumption of duties listed for the Chair

SECTION 6 – ATTENDANCE

To effectively carry out its role as an advisory body to the JPA Board it is necessary for the LTF to have consistent participation from the various stakeholder categories that comprise the LTF membership. Accordingly, to make LTF seats available to the stakeholder community – when an LTF

member is unable to participate in less than 50% of the most recent ten meetings, effective beginning June 1, 2018, for whatever reason, that member shall vacate that seat and the JPA shall publicize the availability of the seat, for the seats it oversees (or notify the public appointing agency of the opportunity to appoint a new member for the five public agency appointed seats). Members who leave the LTF for any reason are free to reapply for a seat. This Section 6 becomes effective six months after adoption by the JPA Board.

SECTION 7 – COMMITTEES

In order to more effectively focus on specific topics, the Local Task Force can create committees. These committees can research topics in more detail, and bring recommendations back to the full Local Task Force. Approval of a new committee is subject to a vote by the Local Task Force. Members will then volunteer for a committee if they feel they are interested and qualified. Each committee must elect a Chair to manage agendas and minute-taking. Committees will then report to the full Local Task Force.

Committees that meet at regularly scheduled times are subject to the requirements of the Brown Act.

SECTION 8 – AMENDMENTS TO PROCEDURES

The Local Task Force may adopt, amend, or repeal its Procedures in any meetings with a two-thirds vote of the members present. Any amendment shall be approved and confirmed by the JPA Board.

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere

Date: August 17, 2023

Corte Madera

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

County of Marin

Re: Zero Waste Reimbursement Program (ZWRP)

Fairfax

For FY 22-23, the ZWRP granted a total of up to \$667,708 to the cities, towns, and special districts that franchise solid waste collection.

Larkspur

Jurisdictions were provided a list of allowable reimbursement projects/purchases. Approved invoices submitted by the jurisdictions were paid according to the amount allocated and approved. The allocation method was partially based on population and a set amount for member agencies versus special districts. Of the \$667,708 allocated funds, approximately \$400,000 was requested and reimbursed.

Mill Valley

Of the \$667,708 allocated funds, approximately \$400,000 was requested and reimbursed.

Novato

Zero Waste Marin and all Member Agencies have signed Letters of Agreements for Zero Waste Marin to take on more of the administration of SB 1383, therefore, the JPA Budget subcommittee noted that the amount of this funding could be decreased. The subcommittee suggested \$450,000 for FY23-24 which was approved at the June 15, 2023, Board meeting. This equates to a 32.61% decrease from FY22-23 (Table 1). At this time, it was also agreed that the Budget subcommittee would meet to decide on a new allocation method that was both equitable and more comprehensible.

Ross

San Anselmo

San Rafael

Sausalito

Tiburon

The Budget subcommittee met on July 17 to review the current allocation methodology and other possible methods. After a thorough review and discussion, the subcommittee concluded that the current and proposed methodologies are fraught with issues, and since no clear documentation of the process exists, we should review the programs history and validity and decide on a path forward. Table 1 shows the allocations for FY 23-24 that reflect the funding approved in June.

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Table 1 FY22/23 and 23/24 Allocations

Member Agency	Hauler	Allocated FY22/23	Allocated FY 23/24
Almonte Sanitary District	Mill Valley Refuse Service	\$14,628	\$9,858
Alto Sanitary District	Mill Valley Refuse Service	\$14,628	\$9,858
Belvedere	Mill Valley Refuse Service	\$26,895	\$18,125
Bolinas CPUD	Recology Sonoma Marin	\$14,628	\$9,858
Corte Madera	Mill Valley Refuse Service	\$32,069	\$21,611
County of Marin*	BCR, MSS, MVRs, RSM	\$70,362	\$47,417
Fairfax	Marin Sanitary Service	\$28,835	\$19,432
Homestead Valley Sanitary District	Mill Valley Refuse Service	\$14,628	\$9,858
Larkspur	Marin Sanitary Service	\$34,835	\$23,475
Las Gallinas Valley Sanitary District	Marin Sanitary Service	\$14,628	\$9,858
Marin City CSD	Bay Cities Refuse	\$14,628	\$9,858
Mill Valley	Mill Valley Refuse Service	\$37,845	\$25,504
Novato Sanitary District	Recology Sonoma Marin	\$87,593	\$59,029
Ross	Marin Sanitary Service	\$27,509	\$18,538
San Anselmo	Marin Sanitary Service	\$35,468	\$23,902
San Rafael	Marin Sanitary Service	\$94,659	\$63,791
Sausalito	Bay Cities Refuse	\$28,652	\$19,309
Stinson Beach Water District	Recology Sonoma Marin	\$14,628	\$9,858
Strawberry Recreation District	Mill Valley Refuse Service	\$14,628	\$9,858
Tamalpais CSD	Municipal	\$14,628	\$9,858
Tiburon	Mill Valley Refuse Service	\$31,337	\$21,118
	Total	\$667,708	\$449,968

ATTACHMENT

- A. Zero Waste Reimbursement Guidelines
- B. Zero Waste Reimbursement Request Form

RECOMMENDATION

1. Adopt a motion to end the program in its current state, after this fiscal year.
2. Adopt a motion to approve allocations to jurisdictions with a 32.61% decrease across the board from last year's allocation.
3. Appoint a separate ad hoc subcommittee to review program history and decide on a path forward.

8

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

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____

ZERØWASTEMARIN

Attachment A
FY 23/24
Zero Waste Reimbursement Guidelines

Introduction

The Marin County Hazardous & Solid Waste Management Joint Powers Authority (JPA) administers the Zero Waste Reimbursement Program. The following procedures and requirements describe project and reporting requirements, report due dates, report contents, reimbursement payment conditions, eligible and ineligible project costs, project completion and closeout procedures, records and audit requirements.

Reimbursement Program

The JPA is offering reimbursements to Member Agencies and Special Districts in Marin that franchise solid waste collection. The intent of this program is to facilitate State compliance with various waste reduction laws and regulations and support projects that move Marin's communities towards Zero Waste. Following is a non-exhaustive list of example eligible projects:

- Compliance with mandatory state commercial recycling and composting laws
- Support of food donation
- Zero Waste resolution
- 'Recycle Right' education and outreach
- Multifamily outreach and support
- Support of food waste prevention education
- Town or city-wide garage sale/materials swap
- Contract assistance for event greening (recycling and composting at local events)
- Purchase easily-portable event recycling and compost containers and accessories for the public for local events
- Adding public recycling receptacles
- Waste audits
- Local composting classes
- Zero Waste case studies
- Mini-grant/reimbursement program to environmental, educational or community groups to increase local Zero Waste activities

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FY 2023/24 Funds Available

Table 1 documents the 2023/24 available funds by Member Agency for cities, towns and the special districts that franchise solid waste as part of the newly instated Zero Waste Reimbursement Program.

Table 1

Member Agency	Hauler	Allocated
Almonte Sanitary District	Mill Valley Refuse Service	\$9,858
Alto Sanitary District	Mill Valley Refuse Service	\$9,858
Belvedere	Mill Valley Refuse Service	\$18,125
Bolinas CPUD	Recology Sonoma Marin	\$9,858
Corte Madera	Mill Valley Refuse Service	\$21,611
County of Marin*	BCR, MSS, MVRs, RSM	\$47,417
Fairfax	Marin Sanitary Service	\$19,432
Homestead Valley Sanitary District	Mill Valley Refuse Service	\$9,858
Larkspur	Marin Sanitary Service	\$23,475
Las Gallinas Valley Sanitary District	Marin Sanitary Service	\$9,858
Marin City CSD	Bay Cities Refuse	\$9,858
Mill Valley	Mill Valley Refuse Service	\$25,504
Novato Sanitary District	Recology Sonoma Marin	\$59,029
Ross	Marin Sanitary Service	\$18,538
San Anselmo	Marin Sanitary Service	\$23,902
San Rafael	Marin Sanitary Service	\$63,791
Sausalito	Bay Cities Refuse	\$19,309
Stinson Beach Water District	Recology Sonoma Marin	\$9,858
Strawberry Recreation District	Mill Valley Refuse Service	\$9,858
Tamalpais CSD	Municipal	\$9,858
Tiburon	Mill Valley Refuse Service	\$21,118
	Total	\$449,968

*subject to increase if any Special District does not request funding.

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~~WGHOLQHV~~ and Reimbursement Procedures

Funds for eligible projects will be made available, on a reimbursement basis, in May of 2024 for activities conducted between September 1, 2023, and May 1, 2024. The maximum available funding to your Agency is listed in Table 1. To apply for reimbursement of eligible activities, fill out the Zero Waste Reimbursement Request Form and submit to the JPA Reimbursement Manager no later than May 3, 2024. The JPA Board will review and authorize payments at its expected May 16, 2024, Board Meeting and checks will be issued by June 30, 2024.

A sample Final Report can be found on the JPA website:

<https://zerowastemarin.org/who-we-are/zero-waste-grant-program-for-member-agencies/>

Milestones

- August 18, 2023 - Guidelines released
- September 1, 2023 - Cycle awarded / reimbursement term begins
- May 1, 2024 - Reimbursement term ends
- May 3, 2024 – Zero Waste Reimbursement Request Form Due

Communication

All communication regarding this reimbursement shall be directed to the JPA Reimbursement Manager.

Submit questions and Reimbursement Request forms electronically to cfritz@marincounty.org or send written correspondence to:

JPA Reimbursement Manager
c/o Zero Waste Marin
1600 Los Gamos Drive, Suite 210
San Rafael, CA 94903

Eligible Costs

Eligible costs include those outlined in the [Reimbursement Program](#) section of this document. Costs for materials, supplies, equipment, facilities, must be directly related to support the Zero Waste goal and should be reasonable, and focused on local needs.

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Ineligible Costs

Any costs not directly related to those outlined in the [Eligible Costs](#) section of this document are ineligible for funding use. This can include but is not limited to:

- Costs associated with franchise negotiation not related to diversion activities such as street sweeping, normal rate setting and rate application evaluation expenses, and normal franchise administration costs
- Litigation
- In-kind services
- Expenses not reasonably related to State of California compliance or Zero Waste diversion projects

Questions regarding ineligible costs can be directed to the JPA Reimbursement Manager.

Compliance

Reimbursement Recipients shall comply fully with all terms of the Zero Waste Reimbursement Program. The JPA Executive Director, as the Administrator of the Program, has the final say in all reimbursement related matters and has all oversight and administrative authority.

Recycled Content Requirements

When available and not cost prohibitive, all products that are purchased with reimbursement funds must contain post-consumer recycled-content material. All documents submitted to the JPA must be printed on double-sided 30% post-consumer recycled content paper. Specific pages containing full-color photographs or other ink intensive graphics may be printed on photographic paper.

Audit / Records Access

The Reimbursement Recipient agrees that the JPA or their designated representative shall have the right to review and to copy any records or supporting documentation pertaining to the performance of this Agreement. Reimbursement Recipient agrees to maintain such records for possible audit for a minimum of 3 years from the date the reimbursement term ends.

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Copyright Information

Any copyrightable materials produced with reimbursement funds become the property of the JPA and the Reimbursement Recipient. Questions regarding copyright materials can be directed towards the JPA Reimbursement Manager. Examples of copyrightable material included, but are not limited to:

- * visual materials
- * social media posts
- * brochures, pamphlets, and reproductions of advertisements designed for distribution

The following language must appear on any copyrightable material produced via this Program:

© {Year of Creation} ZeroWasteMarin. All rights reserved. This publication, or parts thereof, may not be reproduced without the permission of the ZWM.

Use of the initials “ZWM” in conjunction with “Zero Waste Marin” is sufficient when space is limited.

Reimbursement Request Form

A completed Reimbursement Request Form is required to be submitted by the Reimbursement Recipient to the JPA at the end of the reimbursement term. The report will identify activity during the term of the reimbursement and summarize all activity conducted in the performance and fund use of the reimbursement. Copies of adopted documents (Ordinances, Resolutions, etc.) will be included in the report. Copies of reports, product purchases and other evidence of reimbursement expenditures including photos that document programs or activities or items purchased using reimbursement funds shall be included with the Reimbursement Request Form. The Reimbursement Request Form can be found on the JPA website.

A failure to submit the Reimbursement Request Form by close of the reimbursement term will be reported to the JPA Board of Directors or Executive Committee and may affect the availability of future funding.

Rollovers

There are no provisions to allow for submitting “banked” or “rollover” funding past the currently no additional rollovers available as part of the reimbursement funding past the May 1, 2024 activity period end date.

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Zero Waste Reimbursement Form FY 2023/24

A. Name of Recipient (city, town, or special district)

B. Recipient's representative and contact information: (Please print all information)

Name

Title

Address

City, Zip

Phone

E-mail

C. Reimbursement Amount

\$

Refer to FY 23-24 Zero Waste Reimbursement Program Guidelines to find your Jurisdiction's Maximum Available Funds.

D. Recipient's Zero Waste Reimbursement Program Expenditures

In Table 1, please provide a description of the Zero Waste projects completed and how funds were spent. Reimbursed funds can include, but are not limited to costs for materials, supplies, equipment, and facilities. All reimbursed funds must be directly related to support the Zero Waste goal and should be reasonable and focused on local needs.

Please refer to the Grant Guidelines for a complete list of eligible and ineligible reimbursable funds.

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Zero Waste Reimbursement Form FY 2023/24

- E. Attach support documentation** (copies of any reports produced to share with other Marin agencies, pictures, paid invoices and receipts).
- F. Email a PDF of this form and all support documentation to** compliance@zerowastemarin.org
- G. This form and all submitted documentation will be presented to the JPA Board for review and approval of payment in the May 16,2024 meeting with checks issued no later than June 30, 2024.**

Certification

I declare, under the penalty of perjury under the laws of the State of California, that all information herein submitted to the Marin County Hazardous & Solid Waste Management Joint Powers Authority for the Zero Waste Reimbursement Fund is true and accurate to the best of my knowledge.

Signature of Reimbursement Recipient Representative

Date

Print Name

Print Title

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

Belvedere

Date: August 17, 2023

Corte Madera

To: JPA Board of Directors

From: Casey Poldino, Program Manager

County of Marin

Re: Quarterly Executive Committee Meeting Schedule

Fairfax

The Zero Waste Marin JPA Executive Committee is composed of the Chair, the Vice Chair, the city of San Rafael, the city of Novato, the County, and must also include representation from Southern Marin cities and Ross Valley cities.

Larkspur

Current members of this committee are Heather Abrams (Chair and representative for Ross Valley cities), Todd Cusimano (Vice Chair and representative for Southern Marin cities), Cristine Alilovich (San Rafael), Adam McGill (Novato), and Dan Eilerman (County).

Mill Valley

Novato

The Executive Director wishes to re-establish this committee to keep up with workflow for the entire JPA Board. Foreseeable projects for the Executive Committee include the establishment of a new contract agreement between the JPA and the Household Hazardous Waste Facility, a thorough review and update of the current Staffing Agreement, revisions of the FY 23/24 Budget, and the Zero Waste workplan.

Ross

San Anselmo

San Rafael

Staff recommends the committee reconvene and set quarterly meetings beginning with this current quarter, preferably before the next full board meeting scheduled for September 21st.

Sausalito

RECOMMENDATION

Tiburon

Adopt a Motion to approve a Quarterly Executive Committee meeting schedule.

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

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____