

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

Executive Committee Meeting

Executive Committee
Thursday, February 29, 2024
County of Marin – Dept. of Public Works
3501 Civic Center Drive, Suite 304
12:30 – 2:00 PM

MEMBERS PRESENT

Heather Abrams, Fairfax,
Chair, and Ross Valley
Appointee
Dan Eilerman, County of
Marin (Alt.)
Todd Cusimano, Mill Valley
Vice Chair and Southern
Marin Appointee
Jessica Deakyne, Novato
(Alt.)
John Stefanski, San Rafael
(Alt.)

STAFF PRESENT

Kimberly Scheibly, Executive
Director
Justin Newsome (Admin)

Call to Order

1. Open Time for Public Comment

No public comment was tendered.

Consent Agenda

2. Approve JPA Board Meeting Minutes from April 25, 2019

Vice Chair Cusimano called the meeting to order and began with requesting an introduction from all present members and staff. He asked if there was a motion to approve the meeting minutes from April 25, 2019.

Motion to approve the JPA Board Meeting Minutes from April 25, 2019

Motion: Member Eilerman. Second: Member Deakyne. Abstain: None

Regular Agenda

3. Executive Director Update

Executive Director Scheibly delivered the updates from the past year: she reported a deep dive into understanding the county's policies, procedures, and protocols, identifying the gaps and deficiencies in Zero Waste Marin, and looking for areas of improvement. She noted the county of Marin's current transition period in moving from a County Administrator to a County Executive and that the reporting will change.

Member Eilerman spoke about the matter sharing that in the past only 4-5 department heads reported to Matthew [Hymel] and going forward it will be all department heads with the exception for County Counsel, to create a modern reporting structure for the organization. The new County Executive will start the first week of May.

Executive Director Scheibly spoke about the look ahead to the upcoming fiscal year with the focus on improving processes, internal controls, and setting goals. A new accounting firm was hired to do the annual financial audit, Piseni & Brinker. The firm has been helpful in the auditing process by identifying deficiencies and working closely with JPA Staff, Department of Public Works Accounting, and the Fiscal Officer to implement internal controls.

Executive Director Scheibly concluded the Executive Director's report. Information item only. No action taken.

4. Amended Staffing Agreement

Executive Director Scheibly updated the committee on the fiscal managerial and operational functions of the JPA that are provided through the agreement between the JPA and the County of Marin. The original agreement from 1995 was extended every year by vote and in 2019 an audit suggested this process be amended to reflect current practices; it expired in June 2020. ZWM contracted a consultant to perform an organizational assessment and a ZWM update which was delayed due to the

pandemic and an extension was decided upon due to this; a renewable term clause was added and carried forward.

The new agreement has been reviewed by County Counsel and will be moved to the Executive Committee, then to the full board to approve. Scheibly reiterated that the annual budget would remain the controlling document that identifies specific programs, contracts, and funding.

Scheibly proposed to adopt a motion to review and approve the attached revised and restated agreement between the JPA and the county of Marin for staff services, rent, and associated administrative support and forward the recommended approval to the full JPA board for final approval May 16, 2024.

Member Eilerman asked if there were any policy level changes to the agreement. Scheibly added that the main changes are the exhibits (A and B), office space, staffing, payment terms, and clarifications about the Executive Director.

Motion: Vice Chair Cusimano Second: Member Eilerman. Vote: Unanimous. Abstentions: None.

5. Budget Process

Executive Director Scheibly reported that the auditing firm made recommendations for improving the process by pointing out the number of revenue and expense codes used in each of the Zero Waste funds. Zero Waste has three funds: Zero Waste, Hazardous Waste, and Administration. Many of the expense funds were consolidated into one object code. Currently the process has begun implementing a budget monitoring process to allow for easier comparisons, budgeting expenses, revenues, and actuals. This process will expedite future financial audits and internal controls between the accounting department, department of finance, and ZWM staff.

The Administrative fund was changed last fiscal year to the Regulatory Administration Compliance and Reporting fund. The Zero Waste fund is renamed to the Zero Waste Programs fund, and finally the Household Hazardous Waste fund. The JPA member agencies may choose, per agreement, to participate in all but the RACR fund because Novato has its own hazardous waste facility and did not want to pay double. Also, Novato has historically opted out of the Zero Waste fund and has been the only member agency to do so.

To align with best accounting practices and standards the auditor considers the RACR fund to be the general fund, the Zero Waste Programs fund and Household Hazardous fund as special reserve funds. They recommend that all unrestricted revenues be placed in the RACR fund, and all revenues that are committed to specific expenditures be placed in the Zero Waste and Household Hazardous Waste fund.

Scheibly proposed to adopt a motion recommending the proposed budget categories be considered for adoption by the full board at its May 16, 2024 meeting or to provide specific direction on any desired changes to take back to the board.

Motion: Member Deakyne Second: Vice Chair Cusimano. Vote: Unanimous. Abstentions: None.

6. Contract Process

Executive Director Scheibly highlighted the contract tracking process, logging vendor names, types of agreement, contract amounts, and when the contracts were first implemented as well as recommendations after the contract review. Scheibly reviewed for the committee the current list for vendor contracts and services provided.

Scheibly presented two recommendations for adoption.

1. Adopt a motion to recommend the JPA follow county of Marin procurement procedures with the above changes.

Motion: Member Eilerman. Second: Member Deakyne. Vote: Unanimous. Abstentions: Vice Chair Cusimano not present for vote

2. Adopt a motion to approve staff recommendations for continuing existing contracts.

Motion: Member Stefanski. Second: Member Eilerman. Vote: Unanimous. Abstentions: Vice Chair Cusimano not present for vote

7. Adjournment

Board Chair:

Motion: _____ Second: _____

Ayes _____

Noes: _____

Abstentions: _____