

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Our mission is to protect natural resources by promoting source reduction of waste through reuse, repair, and more mindful purchasing. To make recycling and composting easy, we offer a variety of programs including: the Household Hazardous Waste Program, the Zero Waste Schools Program, and public outreach and education programs. These programs align with County-wide goals to act on climate change and promote healthy, safe, and sustainable communities.

## BOARD OF DIRECTORS MEETING

Monday, April 14, 2025, 2:00 pm – 3:00 pm

In Person: San Rafael City Hall, 1400 Fifth Ave, 3<sup>RD</sup> Floor, Large Conference Room,  
San Rafael, CA 94901

## 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 January 16, 2025 (Action) 1 Minute.

### Regular Agenda

4. Executive Director Update (Information Only) 5 Minutes.
5. Approval of Local Task Force Member (Action) 2 Minutes.
6. Confirmation of Budget Sub-committee (Action) 2 Minutes.
7. Environmental Preferable Purchasing and Practices (EPPP) Policy Update (Action) 5 Minutes.
8. Zero Waste Marin Fiscal Year 25-26 Budget Overview (Review and Discussion) 15 Minutes.
9. HHW Facility Compensation (Review and Discussion) 15 Minutes.
10. Approval of Fiscal Year 23-24 Contingency Audit Adjustment (Action) 5 Minutes.
11. Suggested Agenda items Meeting (Information Only) 2 Minutes.
12. Adjournment.

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



For disability accommodations please phone **(415) 473-4381** (Voice), CA Relay 711, or e-mail [Zero.Waste@MarinCounty.gov](mailto:Zero.Waste@MarinCounty.gov) at least five business days in advance of the event. The County will do its best to fulfill requests received with less than five business days' notice. Copies of documents are available in alternative formats, upon request.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

## SPECIAL REMOTE PUBLIC INSTRUCTIONS

Monday, April 14, 2025, 2:00 pm – 3:00 pm

The public can participate in the Marin County Hazardous and Solid Waste Joint Powers Authority (Zero Waste Marin) Board Meeting via a Zoom webinar on, Monday, April 14, 2025, 2:00 pm – 3:00 pm

### Zoom Meeting

Please click the link below to join the webinar:

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

Meeting ID: 958 6206 3021

Passcode: 115793

Or One tap mobile:

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+16694449171,,95862063021#,,,,\*115793# US

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

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Find your local number: <https://zoom.us/u/acGbtY0AIs>

### 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).



For disability accommodations please phone **(415) 473-4381** (Voice), CA Relay 711, or e-mail [Zero.Waste@MarinCounty.gov](mailto:Zero.Waste@MarinCounty.gov) at least five business days in advance of the event. The County will do its best to fulfill requests received with less than five business days' notice. Copies of documents are available in alternative formats, upon request.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: April 14, 2025

**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**

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

**Board of Directors Meeting Minutes**

**Thursday, January 16, 2025**

**11:00 am – 12:00 pm**

**In Person: San Rafael City Hall, 1400 Fifth Ave, 3<sup>rd</sup> Floor Large Conference  
Room, San Rafael, CA**

**BOARD MEMBERS PRESENT**

Town of Corte Madera: Adam Wolff

City of Novato: Gretchen Schubeck (Alt.)

County of Marin: Dan Eilerman (Alt.)

City of Mill Valley: Todd Cusimano (Vice Chair)

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

Town of Ross: Christa Johnson

City of San Rafael: John Stefanski

City of San Rafael: Cory Bytof (Alt.)

Town of Tiburon: Greg Chanis

**STAFF PRESENT**

Kimberly Scheibly (Executive Director)

Amy Kolnes (Staff)

Casey Fritz (Staff)

Meilin Tsao (Staff)

Justin Newsome (Admin)

**Call to Order Regular Meeting**

Regular session was called to order at 11:00 a.m.

**1. Remote Public Participation Instructions**

Information Only

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

No public comments.

**Consent Calendar**

**3. JPA Board Meeting Minutes from November 21, 2024**

**Motion** to approve the JPA Board Meeting Minutes from January 16, 2025.

**First** County of Marin: Dan Eilerman (Alt.)

**Second** Town of Corte Madera: Adam Wolff

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

## Vote Count

City of Belvedere: Absent  
Town of Corte Madera: Aye  
County of Marin: Aye  
Town of Fairfax: Absent  
City of Larkspur: Absent  
City of Mill Valley: Aye

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

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

**Motion passed.**

## Regular Agenda

### 4. Executive Director Report

Executive Director Scheibly shared updates on the following: SMART1383, SB1383 IR Update, MFD discussion, LTF Update, Sustainability Staff Meeting, Budget Sub-Committee Meetings and Staffing, and .

Executive Director Scheibly concluded the Executive Director's report.

## Information Only

## Board Comments

## Public Comments

No public comments.

### 5. Elect Board Chair and Vice Chair

Executive Director Scheibly and the JPA board had an open dialogue regarding the Board Chair and Vice Chair nominations as well as contingencies.

## Board Comments

## Public Comments

No public comments.

## Motions

Adopt a Motion for Todd Cusimano to serve as the Chair of the JPA and Christa Johnson to serve as the Vice Chair.

Adopt a Motion for Todd Cusimano to represent Southern Marin, Heather Abrams to represent the Ross Valley, Dan Eilerman to represent the County of Marin, John Stefanski to represent the City of San Rafael, and the Novato Representative is TBD due to a vacancy in the City Manager position.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**First** Town of Tiburon: Greg Chanis

**Second** Town of Corte Madera: Adam Wolff

## Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Absent

City of Larkspur: Absent

City of Mill Valley: Aye

City of Novato: Aye

Town of Ross: Aye

Town of San Anselmo: Absent

City of San Rafael: Aye

City of Sausalito: Absent

Town of Tiburon: Aye

Ayes: 7

Noes: 0

Absent: 5

Abstain: 0

**Motion passed.**

## 6. Set the 2025 JPA & Committees Calendars

Executive Director Scheibly shared the tentative JPA and Committee calendars with the JPA Board.

## Board Comments

No comments

## Public Comments

No public comments.

**Motion** Adopt a Motion approving the JPA Board and Executive Committee meeting schedule for the 2025 calendar year.

**First** County of Marin: Dan Eilerman (Alt.)

**Second** Town of Tiburon: Greg Chanis

## Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Absent

City of Larkspur: Absent

City of Mill Valley: Aye

City of Novato: Aye

Town of Ross: Aye

Town of San Anselmo: Absent

City of San Rafael: Aye

City of Sausalito: Absent

Town of Tiburon: Aye

Ayes: 7

Noes: 0

Absent: 5

Abstain: 0

**Motion passed.**

## 7. Procurement Updates

Staff Meilin Tsao shared the ZWM LOA allowed procurement for Recovered Organic Waste Products (ROWP) for member agencies. In 2024, ZWM procured

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

13,219.61-tons of its 13,403.65-ton goal. In 2022-23, Placeworks was contracted assess landscape potential for Marin County. In 2024, Placeworks mapped the end use material procured through WMC. Additional compost purchase data will be requested by ZWM staff from jurisdictions and logged in with Placeworks.

ZWM is responsible for 100% of the procurement target (20,621 tons of ROWP). There is approximately \$145,000 remaining from the \$300,000 budgeted for FY25. ZWM hopes to procure approximately 40% of the CY25 target with the remaining FY25 funds.

### Information Only

#### Board Comments

The Board asked confirming questions of the 2025 procurement targets, local jurisdiction involvement, and the impact on the next budget.

#### Public Comments

No public comments.

### 8. Pilot Program Updates

Staff Casey Fritz presented updates the pilot programs as follows Repair Fairs, Reusable Foodware and BYOCup Campaign.

Repair Fairs – are brought together by a partnership with the non-profit Reuse Alliance. This programs a series of events for community members can bring items for repair and learn the skills to fix the items on their own with the help of a volunteer repair coach. This extends the useful life of the item and keeps it out of the landfill.

Reusable Foodware – Sparkl Reuseables is contracted with ZWM for reusable foodware for the Marinwood Market private school lunch program and the Farmers Market near the Civic Center. Marinwood Market provides the school lunch program to three private schools in Marinwood. There are 250 students being served four days per week. The first semester prevented the use of: 8,470 single-use fiber clamshells, 175 soup cups and lids, and 7,448 plastic utensils. In total, 16,093 single-use items were prevented from being used and landfilled. The program launched 1/2/2025 and will run through the end of March 2025.

BYOCup Campaign – The contracted graphic designers created decals for Marin businesses for at-will displays to encourage consumers to bring their own reusables. The LTF has provide feedback and the finalized decals will be worked on by the Sustainability Managers.

### Information Only

#### Board Comments

The Board shared their eagerness for these programs to continue to gain traction.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

## Public Comments

No public comments.

## 9. Waste Characterization Study Update

Executive Director Scheibly shared SCS will be completing their second week of study even though they were unable to complete the visual portion of the study due to their legal team's determination. The self-loads are taken by Marin Resource Recovery Center and Marin Sanitary Service, and a visual study can be done at that facility for \$11,000. No change to the current budget of with the \$200,000 allocation. After the results of the study, Executive Director Scheibly would like to bring to the board the possibility of a public workshop.

## Information Only

## Board Comments

The Board wanted to confirm the quality of the study info given the hurdles to the original anticipated steps of the study.

## Public Comments

No public comments.

## 10. Request for Information and Quote (RFIQ) Class and Compensation Study

Executive Director Scheibly noted that the Board requested staff conduct a formal Organizational Reassessment Study and a Classification and Compensation Study of Zero Waste Marin Staff. Staff was directed to develop the RFIQ. The purpose of this RFIQ is to ensure that the JPA staffing classifications encompass the complex duties and skills required and that our compensation structure remains competitive, equitable, and aligned with industry standards, while addressing the unique operational and regulatory environment of hazardous and solid waste management. The RFIQ will be sent to at least three identified agencies, the results of which will be communicated and shared with the Executive Committee in February ideally.

## Board Comments

The Board shared their support and shared suggestions on reviewing comparable agency classifications. Additionally, making sure the Marin County HR is collaborating during this process to solidify the class and comp study.

## Public Comments

No public comments.

**Motion** Request the Board to adopt a motion to direct staff to release the RFIQ for a Classification and Compensation Study to be conducted.

**First** County of Marin: Dan Eilerman (Alt.)

**Second** City of San Rafael: John Stefanski



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

## Vote Count

City of Belvedere: Absent  
Town of Corte Madera: Aye  
County of Marin: Aye  
Town of Fairfax: Absent  
City of Larkspur: Absent  
City of Mill Valley: Aye

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

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

**Motion passed.**

## 11. Suggested Agenda Item Meeting

Scheibly opened the floor to commentary from the board for agenda items for the next meeting. The Board suggested: None.

## Information Only

### Board Comments

No comments

### Public Comments

No public comments.

## Adjournment

Vice Chair Cusimano adjourned the meeting at 11:55 a.m.

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: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

**County of Marin**

From: Kimberly Scheibly, Executive Director

Re: Executive Director Update

**Fairfax**

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

**Larkspur**

## **Recommendation**

**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: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

From: Casey Fritz, Senior Planner

**County of Marin**

Re: Approval of LTF Member Approval

**Fairfax**

The Local Task Force currently has a vacant seat for a public representative from San Rafael. Zero Waste Marin staff publicized this opening via social media, the Zero Waste Marin website, and by contacting the local sustainability groups representing the different areas of Marin County. ZWM staff received one application from a resident of the City of San Rafael.

**Larkspur**

**Mill Valley**

ZWM staff are making their recommendation based on the experiences of the applicant.

**Novato**

FISCAL IMPACT  
None.

**Ross**

EQUITY IMPACT  
None.

**San Anselmo**

RECOMMENDATION

**San Rafael**

Adoption of a Motion approving the JPA Board to appoint new public members of the Local Task Force:

- Marisa Gonzales Nordstrom representing San Rafael

**Sausalito**

**Tiburon**

**5**  
**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 (First): \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Noes: \_\_\_\_\_  
\_\_\_\_\_

Abstentions: \_\_\_\_\_

Absent: \_\_\_\_\_  
\_\_\_\_\_

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

**County of Marin**

Re: Confirmation of Budget Subcommittee

**Fairfax**

Historically, the budget subcommittee has been comprised of executive committee members. It was noted at the Executive Subcommittee meeting February 27, 2025, that there was no formal vote to establish a new subcommittee. The following members were recommended for this committee:

**Larkspur**

Todd Cusimano, Dan Schwarz, Dan Eilerman, Heather Abrams,  
Christa Johson and John Stefanski.

**Mill Valley**

**Novato**

The scope of this committee is to review the existing the staffing needs of ZWM, make recommendations on the draft ZWM Programs budget which includes the HHW Facility budget, and to review the new HHW Facility agreement.

**Ross**

## **FISCAL IMPACT**

None.

**San Anselmo**

## **EQUITY IMPACT**

None.

**San Rafael**

## **RECOMMENDATION**

**Sausalito**

Adoption of a Motion to approve the above-mentioned individuals to the JPA Budget Subcommittee.

**Tiburon**

**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 (First): \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Noes: \_\_\_\_\_  
\_\_\_\_\_

Abstentions: \_\_\_\_\_

Absent: \_\_\_\_\_  
\_\_\_\_\_

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

From: Amy Kolnes, Senior Planner

**County of Marin**

Re: Approval of EPPP Policy

**Fairfax**

In recent years there has been an increase in grant programs that necessitate the applying organization have an Environmentally Preferable Purchases Products & Practices (EPPP) Policy. These policies serve as a guiding document to assist organizations in their procurement of more environmentally responsible goods and services.

**Larkspur**

**Mill Valley**

Application as the Lead Participant for the CalRecycle Amnesty Tire Grant (TA8) requires the JPA submit to CalRecycle an EPPP Policy no later than May 8, 2025. JPA staff have additionally noticed other grant applications that require an EPPP policy as well, so this would position the JPA well to apply to future grant opportunities. It should be noted that the EPPP Policy is independent of any member agency existing policies and will guide JPA staff when conducting JPA activities.

**Novato**

**Ross**

**San Anselmo**

In response, Attachment 1 is the Draft JPA EPPP Policy that will meet the requirements of CalRecycle to apply for this grant and would further serve in providing the opportunity to apply for additional grants in the future that may request this type of documentation. This policy has been patterned after the StopWaste model policy due to their geographical approximation, the alignment to our existing organizational policies and being structured in such a way to allow for flexibility while still establishing a clear pathway for more responsible procurement procedures.

**San Rafael**

**Sausalito**

**Tiburon**

## **ATTACHMENT**

- Draft EPPP Policy

## **FISCAL IMPACT**

None as this aligns with current practices

## **EQUITY IMPACT**

None.

## **RECOMMENDATION**

Adoption of a Motion approving the JPA Board to approve draft JPA EPPP Policy.

# 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 (First): \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Noes: \_\_\_\_\_  
\_\_\_\_\_

Abstentions: \_\_\_\_\_

Absent: \_\_\_\_\_  
\_\_\_\_\_



# **MARIN COUNTY HAZARDOUS AND SOLID WASTE JOINT POWERS AUTHORITY ENVIRONMENTALLY PREFERABLE PURCHASING & PRACTICES POLICY**

## **1.0 STATEMENT OF POLICY**

It is the policy of MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY, hereinafter referred to as "JPA" to, when possible:

- Institute practices that reduce waste by increasing product efficiency and effectiveness;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Purchase products that reduce greenhouse gas emissions in their production, shipping, use and discard; and
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests.

## **2.0 PURPOSE**

This Policy is adopted in order to:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy,
- Eliminate or reduce toxics that create hazards to workers and our community,
- Support strong recycling markets,
- Reduce materials that are landfilled,
- Increase the use and availability of environmentally preferable products that minimize environmental impact,
- Identify environmentally preferable products and distribution systems,
- Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and
- Create a model for successfully purchasing environmentally preferable products that encourages the use of agricultural fibers, chlorine-free manufacturing processes, wood from sustainably harvested forests, and other environmentally friendly practices, and that encourages other purchasers in our community to adopt similar goals.

## **3.0 STRATEGIES FOR IMPLEMENTATION**

### **3.1 Source Reduction**

- 3.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.
- 3.1.2 Purchase remanufactured products such as toner cartridges, furniture, equipment, automotive parts, and recovered organic waste products such as compost and mulch, when applicable.

## **ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY**

- 3.1.3 Consider short-term and long-term costs in comparing product alternatives. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.
- 3.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.
- 3.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection. Vendors shall be encouraged to take back packaging for reuse. A vendor's willingness to take back packaging will be used as part of the consideration in the bid process.
- 3.1.6 Specify a preference for packaging that is recyclable or compostable, when suitable uses and programs exist.
- 3.1.7 Encourage vendors to take back and reuse pallets and other shipping materials.
- 3.1.8 Consider provisions in contracts with suppliers of equipment that require suppliers to take back equipment for reuse or environmentally-sound recycling or proper disposal of all waste, including HHW, when the JPA discards or replaces such equipment, whenever possible. Suppliers will be required to state their takeback, reuse or recycling programs during the bidding process.
- 3.1.9 Promote electronic distribution of documents rather than printing or copying.
- 3.1.10 When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to two-sided.

### **3.2 Recycled Content Products**

- 3.2.1 Purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines. Purchasing recycled products is only required when fitness and quality are equal to non-recycled items.
- 3.2.2 Paper purchases will meet or exceed recycled content standards, as defined in SB 1383 regulations Section 18993.3 California, instead of non-recycled content products whenever recycled products are available at the same or a lesser total cost than non-recycled items. Purchasing recycled products is only required when fitness and quality are equal to non-recycled items.

## **ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY**

- 3.2.3 Purchase or use multi-function devices, copiers and printers compatible with the use of recycled content and remanufactured products, when available.

### **3.3 Energy Efficient Products**

- 3.3.1 When purchasing new equipment relevant to JPA operations, purchase energy-efficient equipment with the most up-to-date energy efficiency functions.
- 3.3.2 When purchasing new equipment relevant to JPA operations, purchase U. S. EPA Energy Star certified products when available. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program when feasible.

### **3.6 Toxics and Pollution Prevention Products and Practices**

- 3.6.1 Purchase or require janitorial contractors contracted directly with the JPA to supply industrial and institutional cleaning products that meet Green Seal, UL/EcoLogo certification standards or the EPA Safer Choice Standard for environmental preferability and performance.
- 3.6.2 Purchase paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives, when possible and when purchased by the JPA.
- 3.6.3 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, the JPA should give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, the JPA will dispose of those products in the most environmentally safe manner possible. All fluorescent lamps and batteries will be recycled.
- 3.6.4 When replacing internal combustion engine vehicles, consider less-polluting alternatives such as electric, plug-in hybrid electric or fuel cell vehicles or replace with vehicles that operate using compressed natural gas or bio-based fuels, as available.

### **3.7 Forest Conservation Products**

- 3.7.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

## **ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY**

- 3.7.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable.

### **4.0 RESPONSIBILITIES**

- 4.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, the JPA recognizes its duty to act in a fiscally responsible as well as a timely manner.
- 4.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.
- 4.3 Nothing contained in this policy shall be construed as requiring the JPA, department, purchaser, or contractor to take any action that conflicts with local, state, or federal requirements or the existing policies of the JPA member agencies.
- 4.4 The JPA has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications.

### **5.0 IMPLEMENTATION**

- 5.1 The Executive Director shall implement this policy in coordination with other appropriate JPA personnel.
- 5.2 Require successful bidders to certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and post-consumer material in their products, even when such percentages are zero.
- 5.3 Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.
- 5.4 Where possible, include businesses certified by the Bay Area Green Business Program in purchasing requests for products and services.
- 5.5 Encourage vendors, contractors and grantees to comply with applicable sections of this policy for products and services provided to the JPA.

### **6.0 PROGRAM EVALUATION & TRAINING**

- 6.1 The Executive Director shall periodically evaluate the success of this policy's implementation and report to the JPA Board as necessary.

## ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY

6.2 JPA will provide internal staff training on this policy to new and existing employees.

### 7.0 DEFINITIONS

- 7.1 "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.
- 7.2 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.
- 7.3 "Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the JPA or serves in a subcontracting capacity with an entity having a contract with the JPA for the provision of goods or services.
- 7.4 "EcoLogo" is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988 and part of UL Environment since 2010. The Program compares products / services with others in the same category, develops rigorous and scientifically relevant criteria, and awards the EcoLogo to those that are environmentally preferable throughout their entire lifecycle.
- 7.5 "Energy Star" means the U.S. EPA's energy efficiency product labeling program.
- 7.6 "Energy-Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
- 7.7 "Federal Energy Management Program" is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.
- 7.8 "Forest Stewardship Council" is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.
- 7.9 "Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.
- 7.10 "Post-consumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
- 7.11 "Pre-consumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim,

## **ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY**

scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

- 7.12 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.
- 7.13 “Recycled Content” means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.
- 7.14 “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”
- 7.15 “Recycled Product” means a product that meets the JPA recycled content policy objectives for post-consumer and recovered material.
- 7.16 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.
- 7.17 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- 7.18 “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.
- 7.19 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of October 2007 and any subsequent versions adopted.

### **8.0 EFFECTIVE DATES**

- 8.1 This policy shall take effect on April 14, 2025 with approval of the JPA Board.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

**County of Marin**

Re: Zero Waste Marin Fiscal Year 25-26 Budget Overview

**Fairfax**

Staff are in year two of incorporating changes recommended by our 3<sup>rd</sup> party auditor, Pisenti & Brinker, into the budgeting process. A major part of this work has been to better align the budget and financial accounting practices with the County financial reporting system.

**Larkspur**

The JPA budget is organized into three funds:

**Mill Valley**

1. Regulatory Administration & Compliance Reporting Fund (8021) in which all members must participate. (33% of overall budget)
2. Household Hazardous Waste (HHW- 8022) Fund which has optional membership. Only Novato has opted out of this fund as it operates its own household hazardous waste collection program. However, the JPA has other HHW programs that do benefit the city of Novato. (44% of overall budget)
3. Zero Waste Fund (8023) which has optional membership, and all member agencies have opted in. (22% of overall budget)

**Novato**

**Ross**

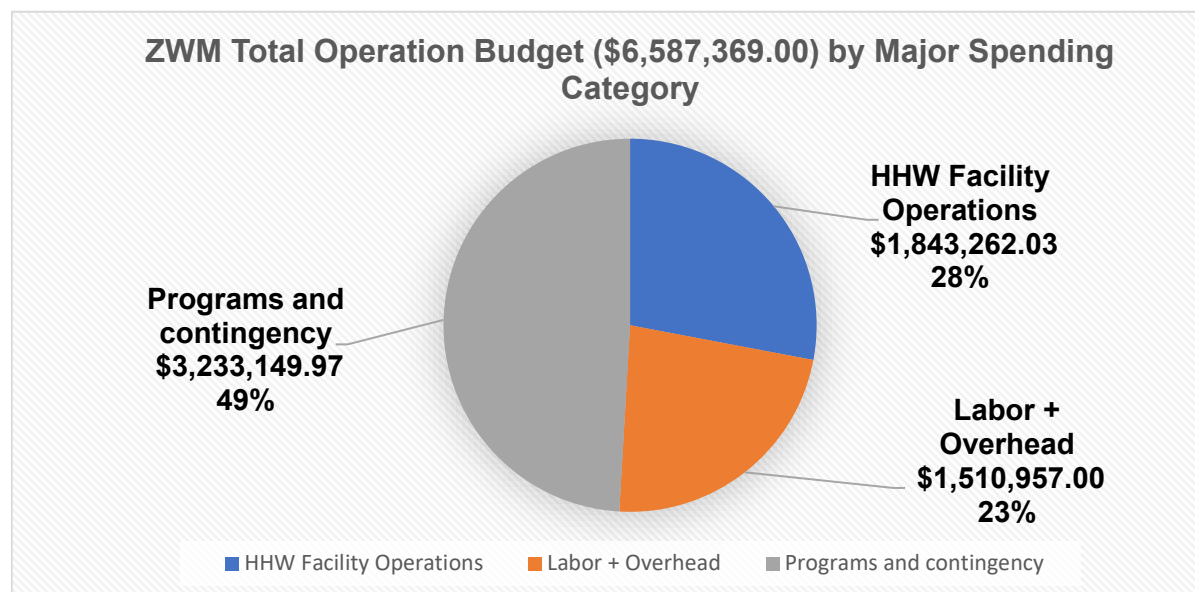
**San Anselmo**

The operating budget is divided into three major areas of costs 1) the fully burdened labor costs which include a 15% administrative overhead fee and 2) the Household Hazardous Waste Facility Collection Program Contract and 3) Programs across all funds.

**San Rafael**

**Sausalito**

**Tiburon**



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Proposed FY 25/26 Budget				
	Zero Waste Fund	State Reporting Fund	HHW Fund	All Funds Total
Expenses	\$ 1,300,400	\$ 2,074,997	\$2,672,229	\$ 6,047,626
Contingency	\$ 65,020	\$ 207,500	\$ 267,223	\$ 539,743
Revenue Requirement	\$ 1,365,420	\$ 2,282,496	\$2,939,452	\$ 6,587,369
Interest	\$ 1,000	\$ 5,000	\$ 2,000	\$ 8,000
CalRecycle Grants	\$ 298,481	\$ 275,000	\$ 125,500	\$ 698,981
Assessments	\$ 915,939	\$ 1,752,496	\$2,436,952	\$ 5,105,388
Carry Over	\$ 150,000	\$ 250,000	\$ 375,000	\$ 775,000
Revenue	\$ 1,365,420	\$ 2,282,496	\$2,939,452	\$ 6,587,369

Proposed FY 24/25 Budget				
	Zero Waste Fund	State Reporting Fund	HHW Fund	All Funds Total
Expenses	\$ 1,951,881	\$ 1,358,126	\$ 2,959,833	\$6,269,840
Contingency	\$ 195,188	\$ 135,813	\$ 1,116,492	\$1,447,493
Revenue Requirement	\$ 2,147,069	\$ 1,493,939	\$ 4,076,325	\$7,717,333
Interest	\$ 1,000	\$ 1,000	\$ 2,000	\$ 4,000
State Oil Payment	\$ 230,724	\$ 355,000	\$ 163,509	\$ 749,233
Assessments	\$ 1,056,579	\$ 475,251	\$ 2,628,687	\$4,160,517
Carry Over	\$ 858,767	\$ 662,688	\$ 1,282,129	\$2,803,584
Revenue	\$ 2,147,069	\$ 1,493,939	\$ 4,076,325	\$7,717,333

## Expenses

Expenses are projected to decrease for FY26 by approximately \$200,000. Contingency has also decreased at the recommendation of our auditor. A reserve for the closure of the HHW facility was placed in contingency last FY. This has been moved to a special reserve account and will not factor into the operating budget per our auditor.

## Revenues

The primary sources of revenue for this budget are: 1) Integrated Waste Management Assessment Fees, 2) Grant Monies, and 3) Carry Over (unspent revenue from prior fiscal year and money from fund balance).



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

The methodology to calculate the assessments generating the JPA's revenue requirement is prescribed in the 1996 JPA Agreement. That methodology utilizes the local hauler and local waste facility disposal figures as the means to allocate the revenue requirement (the revenue requirement is then translated into individual Assessments upon each hauler or facility). The tonnage allocation is reset every two years based on recent actuals. The tonnage will be reset for FY27 and will be based on tonnage from calendar year 2025 disposal numbers.

### Assessment Fees

FY23	\$	5,029,338
FY24	\$	5,293,742
FY25	\$	4,160,517
FY26	\$	5,105,388

There was a large amount of Carry Over money in FY25 that resulted in a significant decrease in the assessment fees in FY25. This was an error that was identified in the FY24 audit which is almost complete. Fortunately, it will not result in a shortfall in the budget and will be corrected prior to the end of the FY. The goal is to keep assessment fees in the five-million-dollar range and to supplement programmatic cost increases with grant money when available.

### RECOMMENDATION

No formal action required; discussion only.

#### Attachments:

1. Overview of current and projected budget for largest program areas
2. ZWM Org Chart and Labor Budget – Proposed FY 26

## FY26 ZWM Programs

### ITEM 8 ATTACHMENT 1: Overview of Current and Projected Budget for Largest Program Areas

#### Regulatory, Administrative, Compliance & Reporting Programs Fund (8021)

##### 1. Labor and Administrative Overhead

Labor is the second largest area of the budget, 2<sup>nd</sup> to the HHW Facility. At the recommendation of our auditor, salaries have been moved to this fund and out of the ZWM fund since jurisdictions have the option of opting out of the restricted program funds. The only fund with allocated staff time is the HHW fund and the ED and HHW Sr. Planner have their time allocated to this program. Having allocated staff between the DPW Waste Management subprogram and ZWM has been challenging due to competing priorities between the County and ZWM. Having fully dedicated staff to ZWM will alleviate this issue and will allow staff to focus completely on matters of the Board. Staff recommend having dedicated staff for FY 26. See Attachment 2.

<b>FY25</b>	<b>\$ 1,508,158</b>	Staff for FY25 remains allocated between County of Marin Waste Management Subprogram and ZWM programs.
<b>FY26</b>	<b>\$ 1,510,957</b>	Staff for FY26 are recommended to be fully dedicated to ZWM. The WM subprogram will have its own dedicated staff paid for through franchise fees.
<b>Difference</b>	<b>\$2,799 (0.19% increase)</b>	The recommendation is to add a Program Coordinator to ZWM staff which will result in 7 full time staff dedicated to the JPA programs outlined in the JPA agreement.

##### 2. Procurement of Recycled Organic Waste Product

<b>Contractor</b>	<b>FY25 Budget</b>	<b>Purpose</b>
Agromin	\$270.00	Procurement of Recovered Organic Waste Products from a Direct Service Provider to help Members meet calendar year 24 and partial calendar year 25 annual requirement. Distribution to organic farmers in Central Calif.
West Marin Compost	\$60,000	Procurement of Recovered Organic Waste Products from a Local Provider to help Members meet calendar year 24 and partial calendar year 25 annual requirement. Distribution to local farmers in West Marin.
<b>Total Budget</b>	<b>\$330,000</b>	

## FY26 ZWM Programs

FY 25/26 Proposed Budget		Variance
West Marin Compost	\$230,000	0
Agromin	\$100,000	0
<b>Total Budget</b>	<b>\$330,000</b>	<b>No change</b>

### 3. SB1383 Cloud-based compliance software

Contractor	FY25 Budget	Purpose
SMART 1383	\$143,860.00	Centralized SB1383 Implementation Record for Haulers, Member Agency staff and ZWM staff

FY 25/26 Proposed Budget		Variance
SMART1383	\$117,000	(\$26,860)

## Household Hazardous Waste Programs Fund (8022)

### 1. Battery & Bulb Drop off & Disposal Program

Contractor	FY25 Budget	Purpose
Revolt	\$200,000	Fluorescent bulbs and batteries Haz waste collection at various businesses in Marin County.

FY 25/26 Proposed Budget		Variance
Revolt	\$200000	No change

Increase is for collection at certain Fire Departments.

### 2. Sharps & Needles Collection Program

Contractor	FY25 Budget	Purpose
County EHS	\$95,000	Support for the Sharps and Needles Program via Environmental Health Services

FY 25/26 Proposed Budget		Variance
County EHS	\$97,850	\$2,850

Increased by COLA per EHS. Will enter into MOU with EHS to continue this service or take it on through ZWM program staff. Still in conversation.

### 3. HHW Facility Collection Program

Contractor	FY25 Budget	Purpose
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## FY26 ZWM Programs

MRRRA (MSS)	\$1,904,546	Contracted operations of HHW Facility for the collection of accepted materials for residents and businesses who meet the requirements of Very Small Quantity Generators
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FY 25/26 Proposed Budget		Variance
Personnel Expenses	\$1,092,272	
Quarterly Facility Maintenance	\$25,000	
15 % Program	\$163,894	
Allowable Non-Personnel Passthrough Expenses	\$597,810	
<b>Total Budget</b>	<b>\$ 1,843,262</b>	<b>(\$66,010)</b>

## Waste Reduction (Zero Waste) Programs Fund (8023)

### 1. ZWM Schools Program

Contractor	FY25 Budget	Purpose
SEI (Strategic Energy Innovations)	\$300,000	Direct on-site school support for 40 campuses.
North Bay Cleaning Company	\$63,000	Compost toter cleaning for enrolled schools once per month. Highly valued by schools to keep toters clean.
School Infrastructure	\$107,000	Ordering of all infrastructure to help schools participate and to be compliant with mandates (waste stations, classroom bins, stickers, signage, fiber products for events, green team swag, etc.)
GAIACA	(Used \$11,00 from infrastructure budget)	One-time vape pen collection in collaboration with MCOE. Vapes are acutely hazardous waste and the schools had no outlet for disposal; worked with GAIACA to properly dispose of the accumulation. Included in ZWM's budget.
<b>FY25 BUDGET TOTAL</b>	<b>\$470,000</b>	Current enrollment is at 58% (40 out of 69 schools).

FY 25/26 Proposed Budget		Variance
<b>Goal to enroll 5 elementaries. Total enrollment 45 out of 69.</b>		
Cost of new schools:	\$ 108,675.00	

## FY26 ZWM Programs

Cost of continuing schools:	\$	312,222.00	<b>\$55,897.00</b>
Trash Bin Cleaners:	\$	85,000.00	
Certification awards:	\$	20,000.00	
<b>Total:</b>	<b>\$</b>	<b>\$525,897.00</b>	

Cost increase is to add new schools to reach target. Expenses are projected to increase ~\$800,000 in FY30 when the goal of enrolling all schools is reached. There will be a decrease projected in FY31 when we go into program maintenance at all 69 public schools.

### 2. Marketing & Communications (M&C)

Contractor	FY25 Budget	Purpose
Most Likely To	150,000	Print, bus shelter, and other outlets for zero waste educational campaigns. Communications & Branding Strategy (\$150K)
	\$63,00	Social media boosts and Printing from outside vendor
County Print Shop & Fast signs	\$100,000	Printing and mailing of mandatory SB1383 annual mailer countywide, misc. printing needs.
<b>Total Budget</b>	<b>\$313,000</b>	

FY 25/26 Proposed Budget		Variance
Most Likely To	\$210.00	\$60,000
County Print Shop & Fast signs	\$75,000	(\$25,000)
<b>Total Budget</b>	<b>\$285,000</b>	(\$28,000)

The overall M&C budget will decrease by \$28,000. We have two years of average actual expenditures on printing & mailing and have adjusted the budget accordingly. The increase in the MLT contract will now include social media, materials in English & Spanish branded more clearly and to meet print/digital accessibility standards. Money will also be used for short training videos and website enhancements.

### 3. New Program Development Pilots

PSC - New Program Development	FY 25 Budget	Current Spend	Remaining Budget
	\$200,000	\$121,493	\$78,507
SparkI Reusables	\$55,000	\$31,000	

## FY26 ZWM Programs

Reuse Alliance	\$65,000	\$29,000	
BYOCup Campaign	\$2,500		
BYOCup - Sample Decal Printing		\$86	
BYOCup - Print Shop Card Printing		\$47	
BYOCup - First Round Decal Printing		\$1,061	
Mill Food Dehydrators	\$59,400	\$59,400	

FY 25/26 Proposed Budget		Variance
Reuse Alliance	\$100,000	
New Program Development	\$50,000	
<b>Total Budget</b>	<b>\$150,000</b>	<b>(\$50,000)</b>

The repair fairs are a huge success and staff recommend doing more this year. Resue Alliance is a great partner. ZWM have also added a clothing swap to these events to continue to encourage and inspire reducing and reusing.

CURRENT FY25 STAFFING WITH ALLOCATIONS										
Title	Staff	Salary	Benefits & Retirement	Bilingual Pay	Total Cost JPA + DPW	FTE for JPA	FTE for County	Full Staffing Cost to JPA	15% Admin. Overhead	JPA Staffing + AO
Assistant Director	Berenice Davidson	\$ 224,058	\$ 103,067	\$ -	\$ 327,125	0.01	0	\$ 3,271	\$ 491	\$ 3,762
Ex Dir./Planning Mngr	Kimberly Scheibly	\$ 167,107	\$ 76,869	\$ -	\$ 243,976	0.85	0.15	\$ 207,380	\$ 31,107	\$ 238,487
Program Manager	Casey Poldino	\$ 149,344	\$ 68,698	\$ -	\$ 218,042	0.7	0.3	\$ 152,630	\$ 22,894	\$ 175,524
Senior Planner	Amy Kolnes	\$ 125,970	\$ 57,946	\$ -	\$ 183,916	0.8	0.2	\$ 147,133	\$ 22,070	\$ 169,203
Senior Planner	Casey Fritz	\$ 125,970	\$ 57,946	\$ -	\$ 183,916	0.95	0.05	\$ 174,720	\$ 26,208	\$ 200,928
Senior Planner	Katherine Rico	\$ 125,970	\$ 57,946	\$ 6,298.50	\$ 190,215	1	0	\$ 190,215	\$ 28,532	\$ 218,747
Sr. Program Coordinator	Andy Buck	\$ 113,818	\$ 52,356		\$ 166,174	1	0	\$ 166,174	\$ 24,926	\$ 191,100
Waste Management Specialist	Andrew Shelton	\$ 110,510	\$ 50,835	\$ -	\$ 161,345	0.75	0.25	\$ 121,009	\$ 18,151	\$ 139,160
Waste Management Specialist	Meilin Tsao	\$ 110,510	\$ 50,835	\$ -	\$ 161,345	0.75	0.25	\$ 121,009	\$ 18,151	\$ 139,160
Administrative Assistant III	TBD	\$ 95,550	\$ 43,953	\$ -	\$ 139,503	0.2	0	\$ 27,901	\$ 4,185	\$ 32,086
<b>TOTAL</b>		<b>\$ 1,514,598</b>	<b>\$ 620,452</b>		<b>\$ 1,975,558</b>	<b>7.01</b>	<b>1.2</b>	<b>\$ 1,311,441</b>	<b>\$ 196,716</b>	<b>\$ 1,508,158</b>
PROPOSED FY26 STAFFING WITH DEDICATED ZWM STAFFING										
Title	Staff	Salary	Benefits & Retirement	Bilingual Pay	Total Cost JPA + DPW	FTE for JPA	FTE for County	Full Staffing Cost to JPA	15% Admin. Overhead	JPA Staffing + AO
Administrative Assistant III	Justin Newsome	\$ 95,550	\$ 43,953	\$ -	\$ 139,503	0.1		\$ 13,950	\$ 2,093	\$ 16,043
Senior Department Analyst	Raven Williams	\$ 132,829	\$ 61,101	\$ -	\$ 193,930	0.1		\$ 19,393	\$ 2,909	\$ 22,302
Executive Director	Kimberly Scheibly	\$ 167,107	\$ 76,869	\$ -	\$ 243,976	1	0	\$ 243,976	\$ 36,596	\$ 280,573
Administrative Operations Analyst	Amy Kolnes	\$ 129,749	\$ 59,685	\$ -	\$ 189,434	1	0	\$ 189,434	\$ 28,415	\$ 217,849
Zero Waste Programs Administrator	Casey Fritz	\$ 125,970	\$ 57,946	\$ -	\$ 183,916	1	0	\$ 183,916	\$ 27,587	\$ 211,504
HHW Programs Administrator	Katherine Rico	\$ 125,970	\$ 57,946	\$ 6,299	\$ 190,215	1	0	\$ 190,215	\$ 28,532	\$ 218,747
Sr. Program Coordinator	Jessica Ruiz	\$ 117,229	\$ 53,925	\$ 5,861	\$ 177,016	1	0	\$ 177,016	\$ 26,552	\$ 203,568
Waste Reduction Specialist	Meilin Tsao	\$ 110,585	\$ 50,869	\$ -	\$ 161,454	1	0	\$ 161,454	\$ 24,218	\$ 185,672
Program Coordinator	TBD	\$ 92,138	\$ 42,383	\$ -	\$ 134,521	1	0	\$ 134,521	\$ 20,178	\$ 154,700
<b>TOTAL</b>		<b>\$ 1,097,127</b>	<b>\$ 504,678</b>	<b>\$ 12,159.95</b>	<b>\$ 1,613,966</b>	<b>7.2</b>	<b>0</b>	<b>\$ 1,313,876</b>	<b>\$ 197,081</b>	<b>\$ 1,510,957</b>

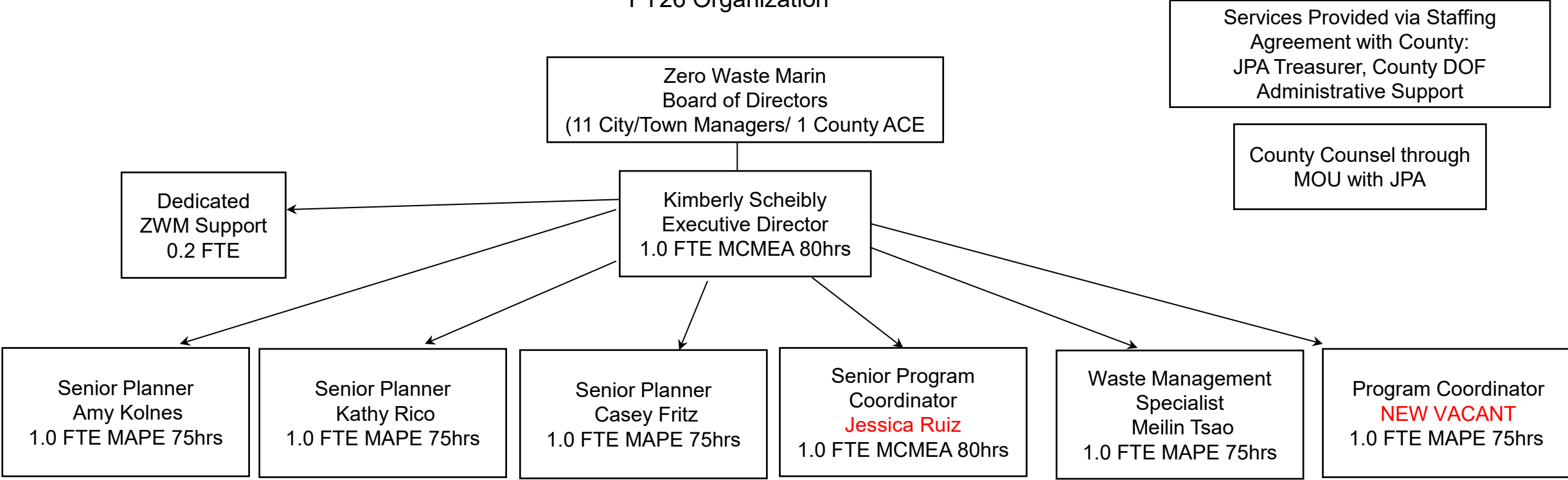
Allocated positions

ZWM Dedicated Positions

# Marin County Hazardous and Solid Waste Management Joint Powers Authority (aka Zero Waste Marin)

## Proposed Organization Chart

FY26 Organization



Services Provided via Staffing Agreement with County:  
JPA Treasurer, County DOF  
Administrative Support

County Counsel through  
MOU with JPA

Funding Source: Assessments of Franchised Haulers, transfer Processing Facilities and Landfills in Marin County based on disposal tonnage per the 1996 JPA agreement.

Staffing and Administrative Services provided per 2024 agreement between ZWM and County of Marin.



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

**County of Marin**

Re: Draft HHW Facility Compensation

**Fairfax**

The contracted operator of HHW Facility Collection Program is Marin Recycling & Resource Recovery Association (MRRRA), a company of Marin Sanitary Service. They have operated as a sole source contractor since the early 90's and are a valued partner in the safe, efficient and cost-effective collection of HHW.

**Larkspur**

**Mill Valley**

Staff have worked in collaboration with County Counsel, our consultant Larry Sweetser, R3 Consultants, and our auditor Pisenti & Brinker to identify areas of vulnerability. This is a high-cost professional service agreement for the safe, responsible and cost-effective collection and disposal of Household Hazardous Waste (HHW) accounts for approximately 70% of the overall operating budget of the HHW Program Fund. These costs affect the hauler and facility assessments which are passed through to rate payers.

**Novato**

**Ross**

**San Anselmo**

At the budget subcommittee meeting, Staff presented recommendations to decrease these areas of vulnerability and increase transparency by applying the same standards to this contract that we apply to other contracts for professional services.

**San Rafael**

**Sausalito**

**Tiburon**

The overarching area of vulnerability is the way an operating ratio (profit) was applied to pass-through expenses. This practice is disallowed in our franchise agreements and staff recommend disallowing this for the HHW Facility budget as well. The compensation methodology staff suggest is in line with the JPA/County staffing agreement. 15% is suggested to be applied to the actual labor costs to compensate the company for indirect costs and allow for a reasonable profit (Attachment 1). This has been discussed with the company who also presented their proposed budget to the subcommittee utilizing this new compensation approach. Staff answered questions from the subcommittee and have incorporated changes in the proposed facility budget (Attachment 2) based on a review of actual costs over the past 3 years averaged using the new methodology.

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

Staff are recommending an operating budget of \$1,843,262 which is approximately 11% less than proposed by MRRRA. In review of actual costs over the past three years, the facility operating costs have not exceeded \$1,800,000. Staff will meet with the facility Program Manager on a monthly basis to review and evaluate costs. In addition, the JPA consultant, Larry Sweezer, will conduct a review of the intensive cleaning procedures to gain a better understanding of the labor and materials needed to perform this activity in a safe, efficient and cost-effective manner. The current budget allows for quarterly intensive cleanings of the facility. Most other facilities of the same size and volume of materials collected clean two to three times per year. This may be a potential area for cost savings.

HHW material is a complicated and highly regulated. At the suggestion of the budget subcommittee, staff will hold small group workshops with members and alternates to educate on the complexities of HHW and why the JPA must be the “generator of record” with the State to oversee and manage the HHW collection program operated by MRRRA. The presentation will also be available on our website at the conclusion of the workshops. The attachments included are for review and discussion at this time. Staff will incorporate feedback in the staff reports for the May full board meeting.

### RECOMMENDATION

No formal action required; for discussion only.

#### Attachments:

1. Draft compensation language for new agreement and exhibits.
2. HHW Facility Proposed Budget and recommended adjustments

## EXHIBIT E COMPENSATION FOR OPERATIONAL EXPENSES

### 1. Personnel Expenses (FY26)

#### a. Classified Personnel

Title	Hourly Wage	Annual Wage	Wages + 2.5% COLA
HHW Technician (Tech I)	\$27.74	\$ 57,699	\$ 59,142
HHW Technician (Tech I)	\$28.85	\$ 60,008	\$ 61,508
HHW Specialist (Tech II)	\$34.92	\$ 72,634	\$ 74,449
HHW Specialist (Tech II)	\$31.84	\$ 66,227	\$ 67,883
HHW Specialist (Tech II) Part Time-30hs	\$40.14	\$ 62,618	\$ 64,184
HHW Assistant Supervisor (Tech III)	\$34.41	\$ 71,573	\$ 73,362
HHW Supervisor	(Salaried)	\$ 163,050	\$ 167,126
HHW Operations Associate	\$28.55	\$ 59,384	\$ 60,869
HHW Program Manager	(Salaried)	\$ 105,000	\$ 107,625
TOTAL		\$ 718,193	\$ 736,148

#### b. Full Cost Benefits

Vacation Pay	\$ 65,503
Group Life/Health Insurance	\$ 143,030
Worker's Compensation	\$ 58,716
Retirement	\$ 66,625
Payroll Taxes	\$ 63,106
<b>Total</b>	<b>\$ 396,981</b>

#### c. Total Budgeted = Classified Personnel + Full Cost Benefits

Classified Personnel	\$ 736,148
Full Cost Benefits	\$ 396,981

## EXHIBIT E COMPENSATION FOR OPERATIONAL EXPENSES

Total Personnel Expenses	\$ 1,133,129
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### 2. Calculation of Program Operating Overhead Fee

The Program Operating Overhead Fee includes administrative expenses related to billing, invoicing, accounting, human resources, payroll, insurance, and other general operational expenses such as general building maintenance, rent, janitorial and utilities. The calculation shall be based on actuals for personnel expenses and is submitted monthly per approved mutually approved invoice format.

Example Calculation

Total Personnel Expenses \* 15% = Program Operating Overhead Fee

\$ 1,133,129 X 15% = \$ 169,969

Monthly Program Operating Overhead Fee

\$ 169,969 / 12 = \$ 14,164

### 3. Allowable Non-Personnel Passthrough Expenses

- a. Waste Disposal Expenses
- b. Approved Supplies and Equipment for Operation of the HHW Facility
- c. **Quarterly HHW Facility Maintenance**

CONTRACTOR shall be compensated by AUTHORITY for all overtime hours worked by CONTRACTOR for quarterly intensive cleaning of the facility as shown in EXHIBIT E-3 not to exceed 80 hours or \$25,000.00. Overtime costs will be shown on the payroll record source documents and are not subject to the Program Operating Overhead Fee.

## EXHIBIT E-1

### List of Existing HHW Facility Equipment

All items in this list must be approved in writing by the Authority Representative before repairs or replacement may be authorized.

### Equipment Used for Quarterly HHW Facility Maintenance

- Air Compressor- Used for Quarterly HHW Facility Maintenance
- Air Gun- Quarterly HHW Facility Maintenance
- Generator - Quarterly HHW Facility Maintenance
- Wet/dry Vacuum (Shop Vac) - Quarterly HHW Facility Maintenance

## EXHIBIT E COMPENSATION FOR OPERATIONAL EXPENSES

### Large Equipment

This includes equipment previously purchased by CONTRACTOR and reimbursed by AUTHORITY. CONTRACTOR is responsible for general maintenance and upkeep of these items.

- Eye Waste Station\*
- Fume Hood\*
- Gates at the Facility\*
- Hazardous Materials Storage Cabinets\*
- Oil Filter Crusher\*
- Oil Tank\*
- Shelving for Operational Supplies\*

### EXHIBIT E-2

#### List of Approved Supplies and Equipment for Operation of the HHW Facility

These items will be reimbursed at cost by the AUTHORITY to the CONTRACTOR.

#### 1. Clothing & PPE Supplies

- Body Protection
- Ear Protection
- Filters
- Gloves
- Masks
- Safety Boots
- Safety Glasses
- Safety Vest

#### 2. Supplies & Materials

Absorbent	Drums (5 and 55 Gallons)	Over Packs 75 Gallons	Testing Paper (pH)
Adhesive	Dry Wall	Plastic Wrap	Vermiculite
Asbestos Bags	Duct Tape	Plywood	Wooden Tables

## EXHIBIT E COMPENSATION FOR OPERATIONAL EXPENSES

Boxes UN Tri-Wall, Non-UN Tri-Wall, Lab pack	Fluorescent light boxes (4 and 8 feet)	Pocket Knife	Wrench
Brooms	Fuel	Screw Drivers	
Clear Duct Tape	Metal Straps	Shovels	
Door Lock Security System	Metal Table		
Drum Liner Rolls	Other Testing Papers	Tarps	

### 3. Equipment

Aluminum placard/Signs mount	Motor oil kit rack
Carts	Pallet Jack
Directional Signs	Scale
Dolly	Metal Storage Units where the waste is stored
Drum Grabber	Secondary Containers
Ladders (various heights)	Reuse Rooms

### 4. HHW Specific Office Supplies

- Tablets
- Backup battery for tablets
- Payment System for VSQGs
- Bags for deposit

### 5. Travel & Conferences (for HHW Program Manager)

- NAHMMA Conference
- Transportation to Conference
- Hotel for Conference

### 6. Professional Dues and Subscriptions (for HHW Program Manager)

- NAHMMA Membership

### 7. Waste Disposal Fees

## EXHIBIT E COMPENSATION FOR OPERATIONAL EXPENSES

### EXHIBIT E-3

#### HHW FACILITY MAINTENANCE AND SCHEDULE

- Number of staff needed shall not exceed 5.
- Number of hours to clean the HHW Facility shall not exceed 20 hours per cleaning or 80 hours.
- Cost for four intensive cleanings of the facility shall not exceed \$25,000.00
- Cleaning activities may change if mutually agreed to in writing by CONTRACTOR and Authority Representative.

#### Overtime Rates

Title	Hourly Wage	Time and a half	Double time
HHW Technician (Tech I)	\$ 27.74	\$ 41.61	\$ 55.48
HHW Technician (Tech I)	\$ 28.85	\$ 43.28	\$ 57.70
HHW Specialist (Tech II)	\$ 34.92	\$ 52.38	\$ 69.84
HHW Specialist (Tech II)	\$ 31.84	\$ 47.76	\$ 63.68
HHW Assistant Supervisor (Tech III)	\$ 34.41	\$ 51.62	\$ 68.82
Hourly Total	\$ 157.76	\$ 236.64	\$ 315.52

Cleaning is estimated at 20 hours. 8 of these hours are at the 1 ½ times rate and the remaining 12 are calculated at the double time rate.

Maintenance Month	Activity	Max # of Hours	Max # of Workers	Estimated Cost
July	Clean and paint the roofs of the white buildings.	20	5	\$5,679
September	Clean the secondary containers and paint all the white buildings.	20	5	\$5,679
December	Clean the secondary containers and paint all the yellow rails.	20	5	\$5,679
March	Clean the inside of the storage and the outside secondary containers.	20	5	\$5,679

## EXHIBIT E COMPENSATION FOR OPERATIONAL EXPENSES

		80		\$22,717
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DRAFT



**MARIN RECYCLING RESOURCE RECOVERY ASSOCIATION (MRRRA) Proposed FY24-25 HHW Facility Operating Budget**

Expense Categories	Requested Budget 2025/2026	AdjustedFY26 Budget	% Change	ZWM Responses
Classified Personnel	\$ 740,427	\$ 718,193	-3%	Based on actuals supplied monthly with source documents.
Temporary Help (into 8111)	\$ -	\$ -		
Overtime Pay	\$ -	\$ 25,000		This is the estimated OT for cleaning of the facility 4 times per year. Based on actuals supplied monthly with source documents.
Vacation pay	\$ 65,503	\$ 65,503	0%	Based on actuals supplied monthly with source documents.
Group Life/Health Insurance (was 8128)	\$ 143,030	\$ 143,030	0%	Based on actuals supplied monthly with source documents.
Worker's Compensation	\$ 58,716	\$ 58,716	0%	Based on actuals supplied monthly with source documents.
Retirement	\$ 66,625	\$ 66,625	0%	Based on actuals supplied monthly with source documents.
Payroll Taxes	\$ 63,106	\$ 63,106	0%	Based on actuals supplied monthly with source documents.
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 1,137,408</b>	<b>\$ 1,140,174</b>	<b>0%</b>	
Program Operation Fee (15% Overhead)	\$ 170,611	\$ 167,276	-2%	Overhead includes all ancillary costs for the 9 employees and general expenditures that are part of operating any business excluding OT is not subject to program operating overhead
Legal and Professional		\$ -		Removed
Travel & Conference	\$ 5,500	\$ 3,000	-45%	This includes the cost of attending NAHMMMA conference. Remaining funds can be used towards additional relevant training. This is equal to the training budget for ZWM staff.
Training Instruction & Medical Examinations	\$ 19,822	\$ -	-100%	ZWM will pay certain mandatory trainings directly and not as a reimbursable expense. Medical is part of the employer responsibility and should be covered under the medical benefits. Per facility Solid Waste Facilities Permit and mandated load checking program, it is on the facility owner to train employees on
Professional Dues and Subscriptions	\$ 475	\$ 175	-63%	WM will pay for NAHMMMA membership.
Equipment Replacement Fund	\$ -			Money for these one-time and unexpected costs are held in a special reserve fund by the JPA per Board vote and direction. These expenses will need Board approval to move from fund balance to the operating budget.
Equipment Rental/Repair	\$ 7,200	\$ 7,200	0%	This is for rental of the facility forklift & loader for operations of the facility. Need clarification on how this amount was decided and agreed
Waste Disposal Costs	\$ 459,768	\$ 459,768	0%	Anticipated increase in materials accepted and increased disposal costs.
Insurance & Surety Bonds	\$ 15,899	\$ -		This is part of MRRRA's responsibility for the business. The County requires all contractors to have proof of insurance that meets the requirements based on line of work per County Procurement policies
Admin. Allocation	\$ -			
Office Expensive/Office Supplies	\$ -	\$ 4,000	100%	This is for a one time cost of QuickBooks to streamline VSQG payments and procesing.
Transactional Cost	\$ 13,602	\$ -	-100%	These costs are for invoicing VSQGs and will need source documentation for payment.
Clothing & PPE Supplies	\$ 22,830	\$ 22,830	0%	Coverall costs moved to cothing and PPE from office supplies.
Storage	\$ 2,100	\$ -		Removed. This is responsibility of facility per Solid Waste Facility Permit.

**MARIN RECYCLING RESOURCE RECOVERY ASSOCIATION (MRRRA) Proposed FY24-  
25 HHW Facility Operating Budget**

Miscellaneous Supplies & Materials	\$ 100,837	\$ 100,837	0%	Supplies and equipment necessary for the daily operations of the facility and the intensive facility quarterly cleanings.
Maintenance Buildings & Improvements	\$ 38,500	\$ -	-100%	Money for these one-time and unexpected costs are held in a special reserve fund by the JPA per Board vote and direction. These expenses will need Board approval to move from fund balance to the operating budget.
Facility Closure Fund	\$ -	\$ -		Responsibility of JPA. Money held in Special Reserve Fund.
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 686,533</b>	<b>\$ 597,810</b>	<b>-13%</b>	
Operating Ratio	\$ -			
<b>GRAND TOTAL:</b>	<b>\$ 1,994,552</b>	<b>\$ 1,905,259</b>	<b>-4%</b>	
Rental/Land	\$ 121,487	\$ -	-100%	Recommend removing from the budget until this is clarified. If there is a rental agreement, what is the responsibility of the MRRRA vs the owner. This will need clarification per County Counsel and P&B. Will also need to see the source documents (invoices and payments).
OUTSIDE FUNDING SOURCES:	\$ -			
BOP Grant Monies	\$ -			
Motor Oil Monies	\$ -			
Cooking Oil Monies	\$ -			
E-Waste Monies	\$ -			
Batteries Monies	\$ (5,000)	\$ (5,000)	0%	
Paint Care Roll Off	\$ (6,000)	\$ (6,000)	0%	
Reconciling and Collections				
Forklift Sale HF-2				
Paint Care Reuse	\$ (7,000)	\$ (7,000)	0%	
VSQG Monies	\$ (85,000)	\$ (85,000)	0%	
<b>Net Amount:</b>	<b>\$ 2,013,038</b>	<b>\$ 1,802,259</b>	<b>-10%</b>	
<b>Misc: Budget adjustment</b>	<b>\$ -</b>			
<b>Total cost</b>	<b>\$ 2,013,038</b>	<b>\$ 1,802,259</b>	<b>-10%</b>	

**\$ 1,843,262      Added 2.5% COLA to the final budget**

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

**County of Marin**

Re: Approval of Fiscal Year 23-24 Contingency Audit Adjustment

**Fairfax**

As a result of the recent Fiscal Year 23-24 Audit, it has been determined that select expenditures were incorrectly applied to the Fiscal Year 24-25 budget. These expenditures have since been correctly reallocated to Fiscal Year 23-24 by the Department of Finance; however, in order to complete these transactions we are asking your Board to approve the reallocation of these funds to the correct budgeted year. Expenditures are as follows:

**Larkspur**

**Mill Valley**

**Novato**

**Ross**

**San Anselmo**

**San Rafael**

**Sausalito**

Org	Object	Comment	Debit or Credit	Gross Amount
8021	390210	Expenditures from FY23-23	C	\$ 72,418.00
80218601	522510	Expenditures from FY23-24	D	\$ 72,418.00
8021	390210	12/31/2017-2021 use taxes	D	\$ 12,851.00
80218601	521610	12/31/2017-2021 use taxes	C	\$ 12,851.00
8021	390210	12/31/2017-2021 use taxes	D	\$ 10,045.00
80218601	522585	12/31/2017-2021 use taxes	C	\$ 10,045.00
8022	390210	FY22-23 Staffing services	D	\$ 130,296.00
80228601	511110	FY22-23 Staffing services	C	\$ 130,296.00
8023	390210	Gigantic Idea Studio Inv-4073	D	\$ 26,027.00
80238601	522510	Gigantic Idea Studio Inv-4074	C	\$ 26,027.00
8023	390210	FY22-23 Staffing services	D	\$ 223,946.00
80238601	511110	FY22-23 Staffing services	C	\$ 223,946.00

**Tiburon**

As a corrective measure, staff is in the process of instituting additional policies and procedures that will establish additional checks and balances to ensure funds are deposited in the correct Fiscal Year, as indicated on documentation submitted for processing.

## FISCAL IMPACT

These expenditures were already accounted for in previous budget and will therefore not impact the current or previously stated budgets.

## RECOMMENDATION

Adoption of a Motion approving the JPA Board to approve Contingency Audit Adjustments.

**10**  
**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 (First): \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Noes: \_\_\_\_\_  
\_\_\_\_\_

Abstentions: \_\_\_\_\_

Absent: \_\_\_\_\_  
\_\_\_\_\_

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere**

Date: April 14, 2025

**Corte Madera**

To: JPA Board of Directors

From: Kimberly Scheibly, Executive Director

**County of Marin**

Re: Suggested Agenda Items

**Fairfax**

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

**Larkspur**

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

**Mill Valley**

**Novato**

## **Recommendation**

Receive oral report and discuss the opportunity for future suggested agenda items for Staff consideration.

**Ross**

**San Anselmo**

**San Rafael**

**Sausalito**

**Tiburon**