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

**Board of Directors Meeting Minutes**

**Thursday, 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**

**BOARD MEMBERS PRESENT**

County of Marin: Dan Eilerman (Alt.)  
Town of Corte Madera: Adam Wolff  
Town of Corte Madera: Phoebe Goulden (Alt.)  
Town of Fairfax: Heather Abrams (Chair)  
City of Larkspur: Shannon O'Hare  
City of Larkspur: Dan Schwarz  
City of Mill Valley: Todd Cusimano  
City of Mill Valley & Town of Tiburon Grace Ledwith (Alt)  
Town of Ross: Christa Johnson  
Town of San Anselmo: David Donery  
City of San Rafael: John Stefanski  
City of San Rafael: Cory Bytof (Alt.)  
City of Sausalito: Catie Thow Garcia (Alt.)

**STAFF PRESENT**

Kimberly Scheibly (Executive Director)  
Amy Kolnes (Staff)  
Casey Fritz (Staff)  
Kathy Rico (Staff)  
Justin Newsome (Admin)

**1. Call to Order Regular Meeting**

Regular session was called to order at 2:00 p.m.

**2. Remote Public Participation Instructions**

Information Only

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

No public comments.

**3. JPA Board Meeting Minutes from April 14, 2025**

**Motion** to approve the JPA Board Meeting Minutes from April 14, 2025.

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

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**Second** City of Larkspur: Dan Schwarz

## Vote Count

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

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

Ayes: 10      Noes: 0      Absent: 2      Abstain: 0

**Motion passed.** John and Adam?

## 4. Executive Director Report

Executive Director Scheibly shared new Senior Program Coordinator has been hired and will start April 28, 2025 with a focus on HHW programs and SB1383 support. Staff is reviewing the draft of the Waste Characterization Study (WCS) for presentation to the Board. The WCS data will be used to request that CalRecycle reduce the procurement target.

R3 has provided the scope of work for the organizational reassessment and this will be reviewed soon to continue progress of the contract.

The surplus funds from the Community Support area of the budget have been requested from jurisdictions for AIM sorting stations (under \$2,000) and City of Novato requested for a similar pilot at their farmers market (under \$2,000). Staff is suggesting offering \$2,000 to other agencies that may have similar requests.

The Board had a Q&A regarding the \$2,000 budget proposal.

Additionally, along with the Notice of Violation to the businesses, staff will be sending a list of requirements needed to become compliant.

The Local Assistance & Market Development (LAMD) and Jurisdiction and Agency Compliance & Enforcement (JACE) are two of the departments at CalRecycle that oversee SB1383. Staff have been informed that the completion of the evaluation of the implementation records for compliance is taking longer than expected. The JACE or LAMD team will reach out to Executive Director Scheibly first if any draft findings need to be reviewed to determine if the finding is the responsibility of ZWM or the jurisdiction. Form 700 is the requirement of all board members and alternates to provide their completed annual Statements of Economic Interest documents to the California Fair Political Commission (FPPC).

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Executive Director Scheibly concluded the Executive Director's report.

Scheibly concluded the Executive Director's report.

## Information Only

### Board Comments

The board held a discussion regarding the FPPC requirements

### Public Comments

No public comments.

## 5. Approval of Local Task Force Member

Staff Fritz reported that the Local Task Force (LTF) currently has a vacancy for a public representative for San Rafael. Staff advertised vacancies through social media and local sustainability groups. One appiccate applied, who is currently a resident of the City of San Rafael.

## Information Only

### Board Comments

None.

### Public Comments

No public comments.

**Motion** Adoption of a Motion approving the JPA Board to appoint new public members of the Local Task Force: Marisa Gonzales Nordstrom representing San Rafael

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

**Second** Town of Fairfax Heather Abrams

## Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Aye

City of Larkspur: Aye

City of Mill Valley: Aye

City of Novato: Absent

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

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Ayes: 10      Noes: 0      Absent: 2      Abstain: 0

**Dan S and Heather**

## 6. Confirmation of Budget Sub-committee

As noted at the last Executive Committee meeting on February 27, there was no formal vote to establish the new subcommittee whose scope is to: review the existing staffing needs of ZWM, make recommendations on the draft budgets and to review the HHW facility agreement. The following members were recommended for this committee: Todd Cusimano, Dan Schwarz, Dan Eilerman, Heather Abrams, Christa Johson and John Stefanski.

### Board Comments

No comments

### Public Comments

No public comments.

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

**First** Town of San Anselmo: David Donery

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

### Vote Count

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

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

Ayes: 10      Noes: 0      Absent: 2      Abstain: 0

## 7. Environmental Preferable Purchasing and Practices (EPPP) Policy Update

Staff Kolnes reported the necessity of implementing an Environmentally Preferable Purchasing Policy (EPPP) to fulfill the requirements of certain grants. Specifically, this policy would satisfy the criteria for an upcoming Tire Grant that

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Zero Waste Marin is pursuing. The policy was modeled after that of a local agency and designed to align with existing organizational policies. It was structured to maintain flexibility while also establishing a clear framework for more responsible and sustainable procurement practices.

### Board Comments

The Board held a Q&A regarding the purchasing policy, model in which this draft was crafted, and bidder product verification practicalities.

### Public Comments

No public comments.

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

**First** Town of Ross: Christa Johnson

**Second** Town of Fairfax: Heather Abrams

### Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Aye

City of Larkspur: Aye

City of Mill Valley: Aye

City of Novato: Absent

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

Ayes: 10

Noes: 0

Absent: 2

Abstain: 0

## 8. Zero Waste Marin Fiscal Year 25-26 Budget Overview

Executive Director Scheibly shared that the Regulatory Administrative Compliance and Reporting Fund [RACR], Household Hazardous Waste Fund [HHW], and Zero Waste Fund make up the JPA budget. The FY26 projections show the year's operating budget is around 15% less than FY25. The primary revenue sources for the JPA budget the 1) Integrated Waste Management Assessment Fees, 2) Grant Monies, and 3) Carry Over Monies. FY25, ZWM received three grants: Local Assistance Grant, Marine Flare Grant, and a yearly grant for used motor oil and filters collection program. FY25 Carry Over money resulted in a decrease in the hauler assessment fees but is expected to normalize for FY26.

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The Integrated Waste Management Assessments were previously prescribed in the 1996 JPA Agreement. The tonnage allocation resets every two years based on recent actuals. The tonnage will be reset for FY27 and will be based on the calendar year 2025 disposal numbers. The RACR fund is the unreserved fund, mainly made of the labor procurement of organic waste product, and the cloud-based compliance software. Rent, insurance, and legal also make up the fund. HHW is largely made up of a battery drop off program, sharps and needles collection programs, and hazardous waste collection agreement. The preliminary budget for the current FY is expected to be 1.8 million. The Waste Reduction Program Fund's largest expenditure is the Zero Waste schools' program.

### **Review and Discussion**

#### **Board Comments**

The Board has a Q&A regarding tonnage, and budget audit/increase.

#### **Public Comments**

No public comments.

### **9. HHW Facility Compensation**

Executive Director Scheibly shared that the contracted operator of the HHW Facility Collection Program is Marin Recycling & Resource Recovery Association (MRRRA). The collection and disposal of HHW is 70% of the operating budget for the HHW Program Fund, the costs impact facility assessments that are moved to rate payers. The recommendation of staff is to apply the current professional services contracts across the board. With 15% being the suggested applied labor costs, it would allow for reasonable profit, this has been discussed with the company who also proposed their budget along with a new compensation calculation. Staff will meet monthly with the facility Program Manager to evaluate costs and incorporate the feedback and deliver the reports in the May full Board meeting.

### **Review and Discussion**

#### **Board Comments**

The Board held a discussion following

#### **Public Comments**

No public comments.

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### 10. Approval of Fiscal Year 23-24 Contingency Audit Adjustment

As a finding of the FY 23-24 Audit, it was determined that select invoices need to be booked under the corrected fiscal year. These adjustments do not have any fiscal impact on the current or previously stated budgets.

#### Board Comments

No comments

#### Public Comments

No public comments.

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

**First** City of Larkspur: Dan Schwarz

**Second** Town of Ross: Christa Johnson

#### Vote Count

City of Belvedere: Absent

Town of Corte Madera: Aye

County of Marin: Aye

Town of Fairfax: Aye

City of Larkspur: Aye

City of Mill Valley: Aye

City of Novato: Absent

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Aye

Town of Tiburon: Aye

Ayes: 10      Noes: 0      Absent: 2      Abstain: 0

### 11.Suggested Agenda Item Meeting

Scheibly opened the floor to commentary from the board for agenda items for the next meeting. The Board suggested: Budget discussion and a future help suggestion of strategy participation from community members.

#### Information Only

#### Board Comments

No comments

#### Public Comments

No public comments.

### Adjournment

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Chair Cusimano adjourned the meeting at 3:09 p.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: \_\_\_\_\_