

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Board of Directors Meeting Minutes

Thursday, May 15, 2025

11:00 am – 12:00 pm

In Person: San Rafael City Hall, 1400 Fifth Ave, 3rd 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: Dan Schwarz

City of Mill Valley: Todd Cusimano

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

Town of Ross: Maureen Borthwick (Alt)

Town of San Anselmo: David Donery

City of San Rafael: Cory Bytof (Alt.)

City of Novato: Bill Rose

City of Novato: Gretchen Schubeck

STAFF PRESENT

Kimberly Scheibly (Executive Director)

Amy Kolnes (Staff)

Kathy Wall (Staff)

Jessica Ruiz (Staff)

Justin Newsome (Admin)

**MARIN COUNTY HAZARDOUS AND SOLID WASTE
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Call to Order Regular Meeting

- 1. Regular session was called to order at 11:00 a.m.
 - Remote Public Participation Instructions
Information Only

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

No public comments.

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

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

First Town of San Anselmo: David Donnery

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: Aye

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Absent

Town of Tiburon: Aye

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

Motion passed.

4. Executive Director Report

Executive Director Scheibly opened time for ZWM staff Jessica Ruiz to be introduced to the JPA Board. Since its January launch the SMART1383 team has been updating the platform with feedback from haulers and ZWM to improve the education and outreach tracking efforts. Amy Kolnes is the point of contact for jurisdictions with system usage questions.

The Waste Characterization Study draft will be presented to the board in June with incorporated feedback from the LTF.

The Marin Recycling & Resource Recovery (contractor hired to operate the HHW facility) has the draft agreement and official negotiations will start when JPA Counsel receives the redline version.

JACE has access to SMART1383 and they have reported the review process is taking longer than anticipated due to the volume.

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Lastly, there has been confusion with SB1383 procurement targets for organic waste products. Executive Director Scheibly is in communication with JACE and they are in communication with their legal team regarding targets. It was reiterated ZWM is in compliance and on track. Executive Director Scheibly concluded the Executive Director's report.

Information Only

Board Comments

No Comments

Public Comments

No public comments.

5. Receive and File Fiscal Year 2023-2024 Audit

Motion for the Board to receive, approve, and file the audited financial statements of the auditor's report for FY 2023-24 and Letter of Internal Control Deficiencies & Management's Response as presented.

Auditor Sarah Owen of Piseni & Brinker LLP (Sorren CPAs as of May 2025) presented on the audit overview.

First County of Marin: Dan Eilerman (Alt.)

Second City of San Rafael: Cory Bytof (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: Aye

Town of Ross: Aye

Town of San Anselmo: Aye

City of San Rafael: Aye

City of Sausalito: Absent

Town of Tiburon: Aye

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

Board Comments

The board would like to have an update on the efforts made to address the material deficiencies presented. A discussion was held regarding budget support and the role of the Department of Finance role and a potential dedicated accounting function.

Public Comments

No public comments.

Motion passed

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6. Proposed Zero Waste Marin Fiscal Year 25-26 Budget

Executive Director Scheibly presented to the Board on the JPA budget including fund overview, budget organization, regulatory admin and compliance reporting, and HHW programs.

Motion to approve the proposed Fiscal Year 2025-26 budget or provide specific direction to staff on any desired changes.

First Town of San Anselmo: David Donery
Second County of Marin: Dan Eilerman (Alt.)

Vote Count

City of Belvedere: Absent	City of Novato: Aye
Town of Corte Madera: Aye	Town of Ross: Aye
County of Marin: Aye	Town of San Anselmo: Aye
Town of Fairfax: Aye	City of San Rafael: Aye
City of Larkspur: Aye	City of Sausalito: Absent
City of Mill Valley: Aye	Town of Tiburon: Aye

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

Board Comments

The Board had questions on the steps that will be taken to mitigate volatility and the contract negotiation status. Additional comments were made it appreciate of Executive Direct Scheibly on the ease of understanding staff has made on the budget presentation and hard work.

Public Comments

No public comments.

Motion passed

7. Contract and Signatory Authority

Motion to authorize the Executive Director to execute contracts exceeding \$50,000 and a designate an Acting Executive Director (Amy Kolnes) who may exercise such authority during the Executive Director’s absence. The Executive Director would report out on a quarterly basis on any new contracts signed.

First Town of Corte Madera: Adam Wolff
Second County of Marin: Dan Eilerman (Alt.)

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

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

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 passed

8. Schedule Special June Board Meeting

Executive Director Scheibly shared the scheduling conflict for the next JPA Board meeting on June 19, 2025. The Board discussed and decided the next meeting date will be Monday, June 16 at 11am.

Board Comments

No additional comments.

Public Comments

No public comments.

9. Suggested Meeting Agenda Item

Executive Director Scheibly asked if there were any suggested meeting agenda items.

Board Comments

The board had none.

Public Comments

No public comments.

10. Adjournment

Chair Cusimano adjourned the meeting at 11:54 a.m.

**MARIN COUNTY HAZARDOUS AND SOLID WASTE
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Board Chair: Please confirm the vote on this item by reading the following items out aloud after the vote.

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____