



BOARD OF DIRECTORS MEETING MINUTES – ITEM 3

DATE Monday, June 16, 2025
TIME 11:00 A.M. – 11:45 A.M.
LOCATION 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 Fairfax: Heather Abrams
City of Mill Valley: Todd Cusimano (Chair)
City of Novato: Bill Rose
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)
Kathy Rico (Staff)
Meilin Tsao (Staff)
Shannon Keane (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.

3. Approve JPA Board Meeting Minutes from May 15, 2025

Board Comments

Board Member Johnson noted a correction to the minutes, clarifying that the name was incorrectly listed as attending the previous meeting.

Public Comments

No public comments.



MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere Corte Madera County of Marin Fairfax Larkspur
Mill Valley Novato Ross San Anselmo San Rafael Sausalito Tiburon

Motion to approve the JPA Board Meeting Minutes from June 15, 2025.

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: Absent
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: Aye
Town of Tiburon: Aye

Ayes: 9 Noes: 0 Absent: 2 Abstain: 1

Motion passed

4. Climate Fellow Update (Information Only)

Climate Fellow, Shannon Keane shared that over the 10 months and serving as the ZW Outreach and Compliance Fellow the goal was to support the SB1383 efforts with the jurisdictions and community members. During Climate Fellow Keane’s time over 30 tier 1 and 2 businesses were visited for compliance on food recovery and waste streaming. The pre-audits were to help businesses understand the requirements for 2025. Additionally, worked in school with the ZW program for outreach, education as well as facilitated multi-jurisdictional trainings, and attended over 15 community events handing out over 15,000 reusable items. Created the social media campaign *Beyond the Bin* featuring the five waste haulers was created to highlight the people within the waste systems and supported the pilot programs. Climate Fellow Keane closed with appreciation for the knowledge gained from the experience.

Board Comments

The Board commended Climate Fellow Keane on a great job.

Public Comments

No public comments.

5. HHW Facility Agreement and Exhibits

Executive Director Kimberly Scheibly provided background on the HHW Agreement history. The JPA is accountable for all aspects of the program, including legal and environmental responsibilities. In recent years, staff have collaborated with MRRRA’s staff and attorney, JPA Counsel, and the JPA Board and Budget Subcommittee to finalize the agreement.



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Executive Director Scheibly shared the fiscal, and equity impact and the four key updates of the new agreement:

1. Compensation for Operational Expenses, Documentation, and Adjustments (Section 7)
2. Facility Maintenance (Section 10 and Exhibit E-3):
3. Establishment of Household Hazardous Waste Closure Reserve (Section 15):
4. Agreement Term: July 1, 2025, through July 1, 2026, with an automatic renewal for up to four additional one-year terms, unless either party gives 180 days' notice of termination.

Board Comments

The Board commented on appreciation for coming to terms on agreement.

Public Comments

No public comments

Motion to 1) Approve the Professional Services Agreement and Exhibits for the operation of the Marin Permanent Household Hazardous Waste Collection Program between the ZWM JPA and Marin Recycling and Resource Recovery Association, subject to any changes, suggestions, or revisions proposed by the Board during this meeting, and 2) Delegate authority to the Executive Director to finalize and sign the agreement. The Executive Director, with counsel's approval as to form, may make minor revisions to the agreement.

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: Absent
 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: Aye
 Town of Tiburon: Aye

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

Motion passed

6. Waste Characterization Study Report

Staff Meilin Tsao provide background and context on the Waste Characterization Study and introduced Laura Johnson of SCS Engineers presented on the Waste Characterization Study findings.



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Motion to 1) Approve the Final Waste Characterization report and 2) Authorize staff to develop and return with an implementation plan based on the recommendations outlined in the Final Waste Characterization Report.

Board Comments

The Board held a Q&A regarding SB1383 usage of the study to lower tonnage requirements, hauling logistics, plastics, recovery, and data representation.

Public Comments

No public comments.

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: Absent
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: Aye
Town of Tiburon: Aye

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

Motion passed

7. Executive Director Report

Executive Director Scheibly reported on the audit and deficiency findings, after meetings with Director of Finance and finance staff there plans to be created for correcting audit deficiencies. The Electronic Annual report (EAR) has been released by CalRecycle for the 2024 calendar year on June 15th with a submission deadline of August 1st. Confirmation was provided that CalRecycle reporting will remain consistent. Additionally, the JPA has contracted two independent studies. The Vendor RGS will complete the Classification and Compensation Study, while R3 will complete the Organizational Reassessment Study. Late fall is the expected completion period. Executive Director Scheibly reported upcoming vacation June 23-July 5 and designated Staff Amy Kolnes as the point of contact. Scheibly concluded the Executive Director’s report.

Board Comments



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The Board thanked staff for assistance with CalRecycle and if there is any news of the status of the audits and clarity on procurement requirements. Staff Casey Fritz clarified the percentage refers to the requirement per capita.

Public Comments

No public comments.

Information Only

8. Suggested Agenda Items

Chair Cusimano asked members of the board if there were any suggested agenda items for future meetings. No agenda items were suggested.

Board Comments

No comments

Public Comments

No public comments

Information Only

9. Adjournment

Chair Cusimano adjourned the meeting at 11:46 a.

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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____