



# 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

## BOARD OF DIRECTORS MEETING MINUTES – ITEM 3

**DATE** August 21, 2025

**TIME** 10:45 A.M. – 11:45 A.M.

**LOCATION** San Rafael City Hall, 1400 Fifth Ave  
3rd Floor Large Conference Room, San Rafael, CA

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### **BOARD MEMBERS PRESENT**

Town of Corte Madera: Adam Wolff

County of Marin: Dan Eilerman (Alt.)

Town of Fairfax: Heather Abrams

City of Mill Valley: Todd Cusimano (Chair)

City of Novato: Gretchen Schubeck (Alt.)

City of Novato: Bill Rose

Town of Ross: Christa Johnson

Town of San Anselmo: David Donery

City of San Rafael: Cory Bytof (Alt.)

### **STAFF PRESENT**

Kimberly Scheibly (Executive Director)

Amy Kolnes (Staff)

Casey Fritz (Staff)

Kathy Rico (Staff)

Meilin Tsao (Staff)

Jessica Ruiz (Staff)

Justin Newsome (Admin)

### **Call to Order Regular Meeting**

Regular session was called to order at 10:46 a.m.

#### **1. Remote Public Participation Instructions**

Information Only Zoom meeting technical difficulties and not started at time of meeting.

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

No public comments

#### **3. JPA Board Meeting Minutes from June 16, 2025**

Correction: it was noted that Phoebe Goulden was in attendance of the June 16, 2025 meeting.

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

**First** Town of San Anselmo: Dave Donnery,



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

### 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: Aye  
City of San Rafael: Aye  
City of Sausalito: Absent  
Town of Tiburon: Absent

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

## 4. Executive Director Report

Executive Director Scheibly reported that staff met in July for a strategic planning retreat to finalize the FY25 annual report and create a draft workplan for progress monitoring of the various programs to allow for data driven decisions. The Electronic Annual Report (EAR) has been submitted on behalf of all jurisdictions. ZWM staff is working with SMART, the centralized documentation system for compliance including solid and hazardous waste regulations. SMART allows jurisdictions to enter their data directly and keep records for any information not managed by ZWM.

Executive Director Scheibly and ZWM Staff Meilin Tsao attended the California Resource Recovery Association Conference and learned more on Household Hazardous Waste regulations and the statewide need for outreach, education, and advocacy to require producers to be responsible for the disposal of their materials. Additionally, there was an emphasis on material management during disasters. It was noted that Executive Director Scheibly moderated a panel on Best Practices for Stable, Predictable, and Implementable Solid Waste Rates.

The ZWM Program Coordinator position has been posted, 101 highly qualified applicants have been reviewed with 30 moving onto the interview stage. An offer is expected to be made and have staff in place in the first week of October.

September 3<sup>rd</sup> is the start date for the new Climate Corp Fellow. They will start with a collaborative project with ZWM and sustainability staff from each jurisdiction to create and streamline a ZWM event guide and plan.

The Classification study is almost complete with the Compensation Study underway. The Organizational Reassessment study is in the data gathering phase. Both studies are expected to be complete by late fall or before the end of the year.

Historically, the JPA has used County Counsel for legal services and contracts with the County for staffing services via an agreement. Revisions to the staffing agreement and potentially classifications and compensations are anticipated based on study findings that would be in conflict for County Counsel to advise on. County Counsel has recommended outside counsel for the conflict areas. County Counsel will remain as the internal contact



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for professional and general service agreements. ZWM staff will begin interviewing outside counsel.

FY 24-25 ZWM partnered with Reuse Alliance to host the Repair Fairs in Marin County to help residents repair items on their own and promote reuse. This partnership will continue in FY 25-26. Zero Waste Sonoma and Marin have worked closely with Reuse Alliance and there will be a brick and motor store opening in Petaluma in September 2025.

CalRecycle has accepted the proposal to significantly decrease the annual compost target for compost and mulch. This will result in \$130,000 annually in savings.

Raven Williams, Senior Department Analyst, was introduced. Raven will dedicate 10% of time to ZWM to help ensure finances are managed. The goal is to improve fiscal processes, and responsibilities between DOF, DPW accounting and ZWM staff.

The next JPA Board meeting will be 10:45am on September 18<sup>th</sup>.

Scheibly concluded the Executive Director's report.

### **Information Only**

#### **Board Comments**

The Board was able to confirm the Executive Director's report will be added to the minutes.

#### **Public Comments**

No public comments.

### **5. Annual Report**

Staff Casey Fritz reported that ZWM staff have compiled the Annual Report for the FY2024/25 to highlight major accomplishments, program updates, and goals for the current 2025/26 fiscal year. FY 2024/25 saw its first ever compost giveaway, the first county-wide Waste Characterization Study, and the updated Household Hazardous Waste Facility Agreement. Additionally, the implementation of multiple pilot programs such as the Repair Fair and vape pen collections.

The Board gave verbal confirmation to receive the report.

#### **Board Comments**

The Board requested a graph designating the difference between a Tier 1 and Tier 2 generator.

#### **Public Comments**

No public comment

### **6. Adjusted FY26 Budget**



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Executive Director Scheibly started with a correction to the staff report sharing that Attachment 2 is the Labor Costs for ZWM, not the Integrated Waste Management Assessments (item 7). ZWM staff have worked in phases to reform the JPA’s budgeting process to align with the County’s financial reporting system, Munis. The proposed budget reflects input and recommendations from the Budget Subcommittee, County of Marin Department of Finance, Department of Public Works Accounting team, and consultants. Additionally, it reflects the final Integrated Waste Management Disposal Assessments and the updates to staffing costs based on labor negotiations with the unions who represent management and non-management staff.

Background was provided for the analysis along with the budget structure for the 3 distinct funds. RACR Fund being the only mandatory fund requiring participation of all member agencies. The HHW and ZW funds are restricted due to the optional participation. The FY2026 revised budget reflects the final FY end fund balances which allow for accurate calculation of the necessary IWN assessments. All three funds ended the year with positive balances. This revised budget reflects a 4% increase from the expenditure budget approved by the Board in May 2025.

The revised FY2026 RACR Fund budget reduces planned spending from \$2 million to \$1.2 million due to the movements of staffing costs.

The revised FY2026 HHW Fund had an increase in expenditures from \$2.94 million to \$2.97 million reflecting updated program priorities requiring more dedicated staff time.

The revised FY2026 ZW Program Funds had an increase in expenditure from \$1.33 million to \$1.96 million reflecting reallocation of staff time and program investments.

1. **Motion** to approve the revised FY2026 budget as presented. The budget includes an allocation of \$1,000,000 from the available fund balance, distributed as follows:
  - a. \$500,000 to offset Integrated Waste Management (IWM) Assessments.
  - b. \$500,000 for one-time capital expenditures, including:
    - i. Updates to the battery collection program, and the comprehensive development of public education materials for Household Hazardous Waste (HHW) disposal.
2. Alternatively, the Board may provide specific guidance to staff regarding any changes they wish to see incorporated into the budget.

**First** City of San Rafael: Cory Bytof

**Second** County of Marin: Dan Eilerman

### 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



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Town of San Anselmo: Aye  
City of San Rafael: Aye

City of Sausalito: Absent  
Town of Tiburon: Absent

Ayes: 8          Noes: 0          Absent: 4          Abstain: 0

### Board Comments

The Board wanted to confirm the RACR Fund was a reallocation and not a reduction in services and if the haulers were comfortable with the swings in funds and their ability to build it into their work plans. Also, it was asked if the procurement targets were a state requirement being a calendar or fiscal year. A question regarding the capital budget was asked along with the analysis method. The Board inquired about what collaboration with Novato Sanitation would look like regarding HHW investment. A clarifying discussion was held.

### Public Comments

No public comment

## 7. Integrated Waste Management Assessment Resolution

Executive Director Scheibly provided background on the calculation on the payment requirements for the haulers and facilities (Integrated Waste Management Assessments). Sharing these payments fund the majority of the JPA programs and are based on the tons of materials sent to the landfill by each company. The totals are updated every two years. The FY2025-26 assessments were using the data from calendar year 2023.

### Board Comments

The Board asked if data from Redwood landfill was available and data from haulers was received. Also, suggested a table to show the baseline rates compared to the percentage increases. A brief discussion was held.

### Public Comments

No public comment

**Motion** Adopt a motion to approve the Integrated Waste Management Assessments and Resolution 2026-01.

**First** Town of Ross: Christa Johnson

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

### 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: Yes  
Town of San Anselmo: Aye  
City of San Rafael: Aye  
City of Sausalito: Absent  
Town of Tiburon: Absent



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Ayes: 8                  Noes: 0                  Absent: 4                  Abstain: 0

## 8. CRV Redemption Projects

Staff Fritz reported ZWM has been approached by multiple organizations to present new or expand on the CRV programs. ZWM would like to generate a template letter of support where they see fit. The letter would not commit ZWM to be a formal partner.

### Board Comments

The Board asked if the haulers had feedback regarding the recommendation and if ZWM knew who they would be sending the template letters to. Additionally, they shared their parameters on the language that should be included in the template. A brief conversation was held.

### Public Comments

No public comment

**Motion** to approve the letter of support for projects to expand CRV redemption and delegate authority to the Executive Director to incorporate

**First** City of San Rafael: Cory Bytof  
**Second** Town of Fairfax: Heather Abrams

### Vote Count

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

Ayes: 7                  Noes: 1                  Absent: 4                  Abstain: 0

## 9. Suggested Agenda Items

No suggested agenda items.

## 10. Adjournment

Chair Cusimano adjourned the meeting at 11:51 a.m.



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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: \_\_\_\_\_