



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 4

DATE Tuesday, June 2, 2026

TIME 10:00 A.M. – 11:00 A.M.

LOCATION 1600 Los Gamos Drive, San Rafael, CA 94903

Call to Order Meeting

Special session was called to order at 9:57 a.m.

1. Roll Call

Roll Call was taken for participation during the meeting. The following members were present.

BOARD MEMBERS PRESENT IN PERSON

Town of Corte Madera: Adam Wolff
Town of Corte Madera: Phoebe Goulden (Alt.)
County of Marin: Talia Smith (Alt.)
Town of Fairfax: Heather Abrams
Town of Fairfax: Bridget Wipfer
City of Larkspur: Shannon O'Hare
City of Mill Valley: Todd Cusimano (Chair)
City of Novato: Bill Rose
City of Novato: Gretchen Schubeck (Alt.)
Town of Ross: Christa Johnson
Town of San Anselmo: David Donery
Town of San Anselmo: Bridget Wipfer
City of San Rafael: Cory Bytof (Alt.)
City of Sausalito: Alexandra Anderson (Alt.)
Town of Tiburon: Greg Chanis

MEMBERS PRESENT ONLINE

Town of Ross: Christa Johnson

STAFF PRESENT

Kimberly Scheibly (Executive Director)
Amy Kolnes (Staff)
Casey Fritz (Staff)
Meilin Tsao (Staff)
Amanda Diddams (Climate Fellow)
Ellie Vendegna (Staff)
Justin Newsome (Admin)



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2. Remote Public Participation Instructions

Information Only

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

No public comments.

Consent Calendar

4. JPA Board Meeting Minutes from February 26, 2026

5. Executive Committee Meeting Minutes from April 23, 2026

Motion to approve the JPA Board Meeting Minutes from February 26, 2026 and Executive Committee Meeting Minutes from April 23, 2026.

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: Aye
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: Aye
Town of Tiburon: Aye

Ayes: 9 Noes: 0 Absent: 3 Abstain: 0

Motion passed.

6. Receive Executive Director Update

Executive Director Kimberly Scheibly provided a reminder to submit Form 700. CalRecycle has yet to provide an update on the draft findings report date. Commercial accounts in March and April saw 213 warning notices for the lack of required organic waste collection services or valid waivers. ZWM staff is coordinating with haulers as efforts are underway for contamination reduction measures. This year, 18 edible food generators and 21 commercial generators have been inspected. The event guide has been completed for English; the finalization of the Spanish version is underway. Race to Zero Waste is in contract with ZWM to provide physical event waste management. ZWM staff is working on regional planning efforts related to SB 54 that will be presented to the JPA Board.



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Construction and Demolition (C&D) outreach is extending to include homeowner education via social media and workshops. The annual Electronic Annual Report (EAR) preparation is underway to provide by CalRecycle's August 3rd due date. R3's assessment found issues with the current structures reliance on the County's systems and oversights. The subcommittee met with Derek Johnson, County Executive and the Talia Smith Assistant County Executive to discuss the JPA and the assessment findings and will continue meeting to focus on key areas. Zero Waste Marin retained independent legal counsel through Ethan Walsh of Best, Best & Krieger LLP and will continue to use County Counsel as primary counsel for JPA.

Information Only

Board Comments

The Board had brief commentary on the structure of counsel and optimism moving forward.

Public Comments

No public comments.

7. Receive and File Fiscal Year 2024-2025 Audit and Approve Budget Adjustments

Executive Director Scheibly reported that the FY 2024-25 independent audit has been completed by Sorren (formerly Presenti and Brinker). Zero Waste Marin remains in a stable financial position with a total net position of approximately \$3.4 million as of June 30, 2025. Net position decreased by about \$282,000 from the prior year. Revenue reductions were primarily attributable to the absence of one-time revenues recognized in the prior fiscal year and lower solid waste management fee revenue collected. The auditors identified several internal control deficiencies related to financial reporting and year-end accounting procedures, no did identifiable fraud, misappropriation, or misuse of public funds was found.

Board Comments

The Board discussed their comfortability with language and look ahead at creating a resolution with audit findings.

Public Comments

No public comments.

Motion to approve staff's is recommendation that the Board receive and file the audited financial statements and auditor's report, accept the management response to the internal control findings, and authorize the Executive Director to work with Marin County DPW Accounting to complete the audit-related accounting adjustments identified during the audit process.



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First City of San Rafael: Cory Bytof (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: 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: Aye
Town of Tiburon: Aye

Ayes: 11 Noes: 0 Absent: 1 Abstain: 0

Motion passed.

8. Approve Fiscal Year 2026-2027 Budget

Executive Director Scheibly highlighted the JPA operates mostly as a standalone department with the Executive Director has been designated as the sole approver of JPA financial transactions. The proposed budget was developed with input from the Budget Subcommittee, staff, updated year-end financial information, and recommendations from our financial consultants. The budget is balanced, it's approximately \$6.5 million in projected revenues and expenditures, this is approximately 2% lower than last year's adopted budget.

The JPA's primary revenue source is the Integrated Waste Management Assessment. Assessments are allocated among the five franchised haulers and three solid waste facilities based on the amount of material they send to landfill. The tonnage data used for this year's assessment calculations are based on calendar year 2025 disposal volumes (Redwood Landfill data unavailable). The JPA does not receive general fund contributions from member agencies, and assessments are not charged directly to the agencies themselves.

The three organized funds that make up the budget are: Regulatory, Administration, Compliance and Reporting Fund (RACR), Household Hazardous Waste Programs Fund (HHW), and Zero Waste Programs Fund. It was noted that the budget also reflects the expiration of several one-time grant programs, including CalRecycle SB 1383 Local Assistance funding. Disposal tonnage from franchised haulers has remained stable, increases in landfill disposal are primarily attributable to self-haulers.

Board Comments

The Board had questions regarding how fees play into the revenue outlook. Additional



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clarity was requested for the fund balances, assessments, and reserve amounts.

Public Comments

No public comments.

Motion to approve the Board approve the proposed FY 2026-27 budget including the Integrated Waste Management Assessments outlined in attachment 1 and accept attachments 2-4 as supporting documentation. The proposed expenditures, operational structure, staffing allocations, and financial assumptions.

First City of Larkspur: Shannon O'Hare

Second City of Novato: Bill Rose

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: Aye
Town of Tiburon: Aye

Ayes: 11 Noes: 0 Absent: 1 Abstain: 0

Motion passed.

9. Approve Contract and Signature Authority of Executive Director

Executive Director Scheibly In 2015, the Board established a \$50,000 signatory threshold for the Executive Director to help ensure efficient administration and uninterrupted operations. This authority allows staff to implement Board-approved programs and services in a timely manner while maintaining appropriate fiscal oversight. Staff is also recommending that the Executive Director be authorized to designate an Acting Executive Director from among senior Zero Waste Marin staff during planned or unplanned absences.

The Acting Executive Director would have the same signatory authority as the Executive Director, all contracts executed under this authority would continue to be subject to approved budget appropriations, existing procurement and fiscal controls, legal review as appropriate, and ongoing Board oversight and reporting. There is no additional fiscal impact associated with this action, as all contracts are already included in the approved FY 2026-27 budget.

These agreements support a wide range of countywide programs, including zero waste initiatives, household hazardous waste services, environmental health programs, recycling



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and reuse efforts, and SB 1383 compliance activities. Several also support multilingual outreach, equitable access to services, and community-based environmental education.

Board Comments

The Board requested clarity on the process in which the Executive Director would be inform the Board of contracts under delegated authority and those requiring Board approval, and if there is a requirement or best practices for the Board to be informed. Any change in contractor or scope of work, the ED currently brings this back to the Board. Approved contracts with delegated authority could be added to the consent calendar retrospectively with summary of scope for Board visibility.

Public Comments

No public comments.

Motion (1) designate an acting Executive Director from Senior Zero Waste Marin staff who may exercise same signatory authority during the Executive Director's absence.

Motion (2) Approve contract signatory authority of the Executive Director under \$50,000 for approved budget items.

First City of Larkspur: Shannon O'Hare

Second Town of Tiburon: Greg Chanis

Vote Count Motion (1)

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: Aye
Town of Tiburon: Aye

Ayes: 11 Noes: 0 Absent: 1 Abstain: 0

Vote Count Motion (2)

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: Aye
Town of Tiburon: Aye

Ayes: 11 Noes: 0 Absent: 1 Abstain: 0



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Motions passed.

10. Approve Meeting Calendar for June-December 2026

Executive Director Scheibly identified the current meeting schedule, and time frame has resulted in scheduling conflicts, making it more difficult to consistently achieve a quorum.

Board Comments

The Board mulled over their respective thoughts on the updated calendar proposal.

Public Comments

No public comments.

Motion to approve staff's recommendation of moving the monthly meetings from the current third Thursday of the month to either the third or fourth Tuesday of the month from 10:00 a.m. to 11:00 a.m. The dates and times will be confirmed at the June 18 meeting.

First City of San Rafael: Cory Bytof (Alt.)

Second Town of Tiburon: Greg Chanis

Note*** The meeting exceeded its allotted time, and Christa Johnson had to leave to attend an in-person meeting; therefore, Town of Ross is not included in vote.

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: Absent
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: 0

Motion passed.

11. Receive Climate Fellow Update

Climate Fellow Amanda Diddams presented to the Board a review of the past 10 months which highlighted the major accomplishments. Site visits which totaled 75, to assess recycling, organic waste, and food recovery compliance. Template language for a comprehensive Event Waste Management Plan was created to be used across Marin County along with drafting an updated Zero Waste Event Guide. Social media and

community outreach were also contributions made in helping gain attention for attendance for the repair fairs and sustainability festivals.

June 30th will conclude the end of Climate Fellow Diddams fellowship.

Information Only

Board Comments

The Board shared appreciation for the efforts and work that has been accomplished.

Public Comments

No public comments.

12. Suggested Agenda Items

Chair Cusimano asked members of the board if there were any suggested agenda items for future meetings.

Information Only

Board Comments

Gretchen Schubeck requested an update on Recoverable Foodware.

Public Comments

No public comments.

13. Adjournment

Chair Cusimano adjourned the meeting at 11:13 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: _____