

BOARD OF DIRECTORS MEETING MINUTES – ITEM 4

DATE Thursday, June 18, 2026

TIME 1:30 P.M. – 2:30 P.M.

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

BOARD MEMBERS PRESENT

Town of Corte Madera: Adam Wolff
Town of Corte Madera: Phoebe Goulden (Alt)
Town of Fairfax: Heather Abrams
City of Larkspur: Shannon O'Hare
City of Mill Valley: Todd Cusimano (Chair)
City of Mill Valley & Town of Tiburon Grace Ledwith (Alt)
Town of Ross: Christa Johnson
City of San Rafael: Angela Robinson Pinon
City of San Rafael: Cory Bytof (Alt.)
City of Sausalito: Alexandra Anderson (Alt)
Town of San Anselmo: Bridget Wipfler (Alt)

STAFF PRESENT

Kimberly Scheibly (Executive Director)
Casey Fritz (Staff)
Kathy Rico (Staff)
Jessica Ruiz (Staff)
Justin Newsome (Admin)
Valerie Berg (County Counsel representing JPA)

Call to Order

Regular session was called to order at 1:35 p.m.

1. Roll Call

2. Remote Public Participation Instructions

Information Only

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

No public comments

Consent Calendar

The following items were approved by one motion as part of the Consent Calendar.

4. Approve the JPA Board Meeting Minutes from June 2, 2026.
5. Receive and File the Quarter 3 Work Plan (January 1 – March 30)

6. Accept Report on Delegated Contracts for FY 2026-2027 executed during May/June 2026 or the last quarter
7. Receive and File the Interest Income Reports for Fiscal Year 2026, Quarters 1–3

Action:

A motion was made to approve the Consent Calendar items as presented.

First Town of Ross Christa Johnson

Second Town of Fairfax Heather Abrams

No Board comments were made.

No public comments were received.

Motion passed

Vote Count

City of Belvedere: Absent
Town of Corte Madera: Aye
County of Marin: Absent
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: Absent
City of San Rafael: Aye
City of Sausalito: Absent
Town of Tiburon: Aye

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

Regular Agenda

8. Executive Director Report

Executive Director Kimberly Scheibly shared communication with Sarah Jones, Director of the County of Marin Community Development Agency (CDA), regarding the County's Reusable Foodware Ordinance. A proposal will be sent to ZWM in the next couple of months.

Zero Waste Marin (ZWM) schools' program has certified 28 schools with each received an award of \$715. Certification fund is budgeted at \$20,000 and is divided by the number of certified schools. There are four levels of certification (Platinum, Gold, Silver and Bronze).

ZWM is the recipient of the 2026 California Resource Recovery Association's (CRRRA) Outstanding Household Hazardous Waste/Universal/Electronic Recycling Award. ZWM is partnering with California State Parks and the California Coastal Commission to distribute the Marine Flares Survey.

The Electronic Annual Report (EAR) has been provided to the Board, CalRecycle is hosting a training course on June 24th. Questions should be directed to Amy Kolnes.

SB54, The Plastic Pollution Prevention and Packaging Producer Responsibility requires jurisdictions and recycling service providers must include all covered materials classified

by CalRecycle as recyclable or compostable in their collection and recycling program. ZWM is in the process of gathering a list of all recyclable and compostable materials accepted in the County by Franchised haulers and at drop-off or buy-back locations for SB 54. There is a target month of July or August for a presentation to the Board. Staff are learning more about the reimbursement process from the Producer Responsibility Organization to the jurisdictions and service providers.

As a follow-up to the June 2nd meeting, ZWM staff are working to implement an updated contract authorization process. Currently, the Executive Director has delegated authority to enter into contracts for less than \$50,000. There is an agenda item to increase this to \$100,000.

Contracts exceeding the delegated threshold will return to the Board when contract budget was approved and the vendor had not been identified as is currently done with the vendor who procures compost on behalf of the jurisdictions to meet the requirements of SB1383. Other reasons to return to the Board may include:

- Vendor changes
- Major changes to the Scope of Work
- Or as requested by the Board

Contracts under the delegated authority limit come to the Board on a quarterly basis as part of the consent calendar. Staff research indicates contracts are typically submitted individually in the jurisdictions, and direction is requested on whether the Board prefers that approach. Control measures in place now include Executive Director (ED) review prior to reviewing with JPA Counsel who will sign all contracts as to form going forward. Risk is also consulted as directed by Counsel or the ED to review primarily terms & conditions and insurance.

Executive Director Scheibly concluded the Executive Director's report.

Information Only

Board Comments

No Board Comments

Public Comments

No public comments

9. Adopt a Resolution Delegating Authority to the Executive Director to Enter into Contracts for Goods and Services up to \$100,000 consistent with the approved JPA Budget

Motion to approve Resolution No. ZWM-2026-04 to increase the Executive Director's annual expenditure authority from \$50,000 to \$100,000 and rescind Resolution No. 2015-01.



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

First Town of Fairfax Heather Abrams
Second City of Larkspur: Shannon O'Hare

Vote Count

City of Belvedere: Absent
Town of Corte Madera: Aye
County of Marin: Absent
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: Absent
City of San Rafael: Aye
City of Sausalito: Absent
Town of Tiburon: Aye

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

Motion passed

Board Comments

The Board requested clarification on the policy and procedures for issuing Requests for Proposals (RFPs). Staff explained that Zero Waste Marin currently follows the County's procurement policy and plans to work on a separate policy for ZWM. Staff are also reviewing the existing list of contracted vendors to identify which contracts should be considered for competitive bidding.

Public Comments

No public comments

10. Authorize the Executive Director to work with the County to add one Full-Time Equivalent (Program Coordinator) funded by the JPA budget approved June 2, 2026

Motion to approve authorizing the Executive Director to work with the County to add the Program Coordinator position funded through the approved JPA budget.

First City of Larkspur: Shannon O'Hare
Second Town of Corte Madera: Adam Wolff

Vote Count

City of Belvedere: Absent
Town of Corte Madera: Aye
County of Marin: Absent
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: Absent
City of San Rafael: Aye
City of Sausalito: Absent
Town of Tiburon: Aye

Ayes: 7

Noes: 0

Absent: 5

Abstain: 0

Motion passed

Board Comments

The Board sought clarification on the County's obligation to add the position to control, and whether this occurs through the standard consent and approval process. Chair Cusimano provided an update on the subcommittee's progress in reviewing staffing and other organizational needs to support the continued improvement of the JPA.

Public Comments

No public comments

11. Receive Zero Waste Marin SB 1383 Process for Inspection Update

ZWM Staff Casey Fritz provided an overview along with updates regarding the SB 1383 enforcement plan and processes focusing on education and rectification then enforcement. The key highlights include pre-enforcement, determination for non-compliance, action measures for non-compliance generators, compliance monitoring (service and sorting), and inspection.

12. Receive Code Enforcement Presentation from the City of San Rafael

Executive Director Scheibly gave background on the ZWM 2-step enforcement process inspection and enforcement. While ZWM can initiate the inspections, they cannot facilitate the enforcement related to SB 1383. The city of San Rafael has taken the lead on the solid waste enforcement. City of San Rafael's Kaylyn Turnil presented to the Board on their enforcement process. ZWM Staff Fritz added methods from the City of San Rafael into their own process.

Board Comments

The Board had questions regarding process for collecting funds and the handoff process to the member agencies. Kaylen answered all questions.

Public Comments

No public comments

13. Approve the Meeting Calendar for July–December 2026

Executive Director Scheibly highlighted efforts to work with county counsel to secure the remaining 2026 JPA Board meeting dates

Motion Adopt a motion approving the revised remaining 2026 meeting schedule for the JPA Board.

Vote Count



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

City of Belvedere: Absent
Town of Corte Madera: Aye
County of Marin: Absent
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: Absent
City of San Rafael: Aye
City of Sausalito: Absent
Town of Tiburon: Aye

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

Motion passed

Board Comments

The Board made suggestions to remove late November and December scheduled meetings with the option of adding a meeting back if needed.

Public Comments

No public comment

14. Suggested Agenda Items

No suggested agenda items

15. Adjournment

Board Chair Cusimano adjourned the meeting at 2:14 p.m.



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

Motion: _____ Second: _____

Ayes: _____

Noes: _____

Abstentions: _____