

MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY (MSWMA)
Board of Commissioner MINUTES
Regular Meeting
CIVIC CENTER CHAMBER
300 Seminary Avenue, Ukiah, CA 95482
416 N. Franklin Street, Fort Bragg, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/85470132549>

March 23, 2023
10:00 a.m.

1. CALL TO ORDER

The Mendocino Solid Waste Management Authority Board of Commissioners met at a Regular Meeting on March 23, 2023, having been legally noticed on March 17, 2023. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/85470132549>. Kristine Lawler, Ukiah City Clerk, called the meeting to order at 10:03 a.m. Roll was taken with the following **Commissioners Present:** Douglas F. Crane, Dan Gjerde (*attending virtually from Fort Bragg location*), Jason Godeke (*attending virtually from Fort Bragg location*), Maureen Mulheren, and Madge Strong. **Staff Present:** Tim Eriksen, City of Ukiah Public Works Director/City Engineer; Emmett Jones, City of Ukiah Business Advisor; and Kristine Lawler, Ukiah City Clerk.

a. Introduction and Administer of Oath of Office to New Commissioners.

Presenter: Kristine Lawler, Ukiah City Clerk.

City Clerk, Kristine Lawler, administered the Oath of Office to Commissioners Douglas F. Crane and Jason Godeke.

b. Elect Chair and Vice Chair, and Establish a Regular Meeting Date, Time, and Location.

Presenter: Kristine Lawler, Ukiah City Clerk.

Motion/Second: Strong/Crane to nominate and appoint Commissioner Mulheren to serve as Chair. Motion **carried** by the following roll call votes: AYES: Crane, Gjerde, Godeke, Mulheren, and Strong. NOES: None. ABSENT: None. ABSTAIN: None.

CHAIR MULHEREN PRESIDING.

Motion/Second: Mulheren/Strong to nominate and appoint Commissioner Gjerde to serve as Vice Chair. Motion **carried** by the following roll call votes: AYES: Crane, Gjerde, Godeke, Strong, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

Motion/Second: Mulheren/Crane to hold meetings on the third Thursdays of the month, at 9:00 a.m., in the City of Ukiah Civic Chamber and virtually in the Fort Bragg City Hall. Motion **carried** by the following roll call votes: AYES: Crane, Strong, Godeke, Gjerde, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

2. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No notifications or considerations were presented.

3. APPROVAL OF MINUTES

a. Approval of the Minutes for the October 20, 2022, Regular Meeting.

Motion/Second: Strong/Mulheren to approve Minutes of October 20, 2022, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Godeke, Strong, Gjerde, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: Crane.

4. GENERAL MANAGER AND FINANCIAL REPORTS

a. Report on the Status of Restructuring.

No report was received.

b. February 28, 2023, Year-to-Date Financial Report

Presenters: Chair Mulheren.

Staff Comment: Sally Helm, Acting MSWMA Secretary.

Commissioner Consensus to direct Staff to submit a report showing budget actuals in comparison to a couple of previous years. (*Chair Mulheren will work with Ms. Helm.*)

Report was received.

5. COMMISSIONER REPORTS AND ANNOUNCEMENTS

No Commissioner reports were received.

6. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comments were received.

7. DISCUSSION AND ACTION ITEMS

a. Consideration and Possible Action to Approve and Authorize the Chairperson to Execute Three Agreements: (1) Services Agreement with Ukiah Waste Solutions to Provide Household Hazardous Waste Services for MSWMA; (2) Agreement to Lease 3200 Taylor Drive to Ukiah Waste Solutions; and (3) Services Agreement with City of Ukiah to Provide General Manager and Related Administrative Services to MSWMA; that could Restructure the Operation of the Mendocino Solid Waste Management Authority (MSWMA), All with an Effective Date of April 1, 2023.

Presenters: Tim Eriksen, Public Works Director/City Engineer and Emmett Jones, City of Ukiah Business Advisor.

Commissioner Godeke departed at 11:11 a.m.; and Commissioner Gjerde switched to a phone.

Public Comment: Jerry Ward, Solid Waste of Willits.

Motion/Second: Crane/Strong to continue this item to a Special Meeting to be held on March 30, 2023, at 9:00 a.m. Motion **carried** by the following roll call votes: AYES: Crane, Strong, Gjerde, Mulheren. NOES: None. ABSENT: Godeke. ABSTAIN: None.

Commissioner Directive to print out a hard copy and deliver to Commissioner Strong.

b. Approval of Budget Amendments.

Presenters: Tim Eriksen, Public Works Director/City Engineer.

Motion/Second: Crane/Strong to continue this item to a Special Meeting to be held on March 30, 2023, at 9:00 a.m. Motion **carried** by the following roll call votes: AYES: Crane, Strong, Gjerde, Mulheren. NOES: None. ABSENT: Godeke. ABSTAIN: None.

c. Transfer of MSWMA Funds to New Custodian.

Motion/Second: Crane/Strong to continue this item until there is more discussion on 7a [Special Meeting to be held on March 30, 2023, at 9:00 a.m.] Motion **carried** by the following roll call votes: AYES: Crane, Strong, Gjerde, Mulheren. NOES: None. ABSENT: Godeke. ABSTAIN: None.

d. City of Fort Bragg – County of Mendocino Jointly Owned Casper Transfer Station Surcharge Bank Account.

Presenters: Tim Eriksen, Public Works Director/City Engineer and Emmett Jones, City of Ukiah Business Advisor.

Staff Comment: Sally Helm, Acting MSWMA Secretary; Isaac Whippy, City of Fort Bragg, Finance Director.

Public Comment: Amber Fisette, Deputy Director of Transportation

Motion/Second: Strong/Gjerde to approve that the item has already been completed. Motion **carried** by the following roll call votes: AYES: Crane, Strong, Gjerde, and Mulheren, NOES: None. ABSENT: Godeke, None. ABSTAIN: None.

e. Consideration and Possible Action on Appointing a Coastal and an Inland Commissioner to an Advisory Executive Committee.

Presenters: Chair Mulheren and Tim Eriksen, Public Works Director/City Engineer.

Motion/Second: Strong/Crane to appoint Chair Mulheren (*inland representative*) and Vice Chair Gjerde (*coastal representative*) to an Advisory Executive Committee, a standing committee subject to Brown Act rules as Described in paragraph 2A(3) of the Services Agreement with City of Ukiah to provide General Manager and related administrative services to MSWMA. Motion **carried** by the following roll call votes: AYES: Crane, Strong, Gjerde, and Mulheren. NOES: None. ABSENT: Godeke. ABSTAIN: None.

f. Consideration and Possible Adoption of Resolution Adopting the Style of Action Minutes in Conjunction with Digital Audio or Digital Audio-Video Recordings to be the Official Recordation Used for the Mendocino Solid Waste Authority Board of Commissioners.

Motion/Second: Crane/Gjerde to continue this item to a Special Meeting to be held on March 30, 2023, at 9:00 a.m. Motion **carried** by the following roll call votes: AYES: Crane, Strong Gjerde, Mulheren. NOES: None. ABSENT: Godeke. ABSTAIN: None.

8. SET NEXT MEETING DATE

a. Set Date of Next Commission Meeting.

Next meeting has already been established as March 30, 2023, at 9:00 a.m.

THE MSWMA COMMISSIONERS ADJOURNED TO CLOSED SESSION AT 11:45 A.M.

9. CLOSED SESSION

a. Conference with Labor Negotiator (54957.6)

Unrepresented employees: (All Positions)

b. Public Employee Discipline/Dismissal/Release

No action was reported out.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 12:10 p.m.


Maureen Mulheren, MSWMA Chair

ATTEST:


Kristine Lawler, Ukiah City Clerk