



**MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY (MSWMA)
Board of Commissioners Regular Meeting**

AGENDA

Ukiah Civic Center Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

Willits City Hall Chamber ♦ 111 E. Commercial Street ♦ Willits, CA 95490

Fort Bragg City Hall, Downstairs Conference Room ♦ 416 N. Franklin Street ♦ Fort Bragg, CA 95437

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/85470132549>

Or you can call in using your telephone only:

- Call (toll free) 1-669-444-9171
- Enter the Access Code: 854 7013 2549
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

November 9, 2023 - 9:00 AM

1. CALL TO ORDER

2. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

3. APPROVAL OF MINUTES

3.a. Approval of the Minutes for the September 14, 2023, Regular Meeting.

4. GENERAL MANAGER AND FINANCIAL REPORTS

4.a. Report and Discussion of Grant Items

Recommended Action: Receive report.

4.b. Report and Discussion of Budget Status

Recommended Action: Receive report.

5. COMMISSIONER REPORTS AND ANNOUNCEMENTS

6. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The Mendocino Solid Waste Management Authority Board of Commissioners (Commissioners) welcomes input from the audience. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments on non-agenda items. If you wish to submit written comments, please provide information to MSWMA, located at 3200 Taylor Drive, Ukiah, California.

7. DISCUSSION AND ACTION ITEMS

- 7.a. Consideration and Possible Adoption of Resolution Authorizing the General Manager to Execute Grant Related Documents.

Recommended Action: Adoption of Resolution Authorizing the General Manager to Execute Grant Related Documents.

8. SET NEXT MEETING DATE

- 8.a. Discussion, Consideration, and Scheduling of Next Meeting Date with All Meetings to be Held at the Ukiah Civic Chamber, and Virtually at the Fort Bragg City Hall.

Recommended Action: Discussion, Consideration, and Scheduling of Next Meeting Date.

9. CLOSED SESSION - MAY BE HELD AT ANY TIME DURING THE MEETING

Closed Session may be held at any time during the meeting. Any public reports of action taken in closed session will be made in accordance with Government Code section 54957.1

10. ADJOURNMENT

Please be advised that the Mendocino Solid Waste Management Authority (MSWMA) needs to be notified 24 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. MSWMA complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the MSWMA Commissioners after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm. Any handouts or presentation materials from the public must be submitted to the clerk 48 hours in advance of the meeting; for handouts, please include 10 copies.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Kristine Lawler, MSWMA Secretary

Dated: 11/1/23

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

September 14, 2023
9:00 a.m.

1. CALL TO ORDER

The Mendocino Solid Waste Management Authority (MSWMA) Board of Commissioners met at a Special Meeting on September 14, 2023, having been legally noticed on September 7, 2023. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/85470132549>. Chair Mulheren called the meeting to order at 9:00 a.m. Roll was taken with the following **Commissioners Present:** Douglas F. Crane, Jason Godeke (*attending virtually from the Fort Bragg location*), Madge Strong (*attending virtually from the Willits location*), Dan Gjerde (*attending virtually from the Fort Bragg location*), and Maureen Mulheren (*arriving at 9:12 a.m.*) **Staff Present:** Tim Eriksen, MSWMA General Manager, and Kristine Lawler, MSWMA Secretary.

VICE CHAIR GJERDE PRESIDING.

2. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No notifications or considerations were presented.

3. APPROVAL OF MINUTES

a. Approval of the Minutes for the June 8, 2023, Regular Meeting.

Motion/Second: Godeke/Crane to approve the minutes of June 8, 2023, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Godeke, Strong, Gjerde, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

4. GENERAL MANAGER AND FINANCIAL REPORTS

a. Report and Discussion of Grant Items.

b. Report and Discussion of Budget Status.

Presenters: Tim Eriksen, MSWMA General Manager and Dan Buffalo, Finance Director.

Chair Mulheren arrived at 9:12 a.m.

Commissioner Directive to provide more detail in budget.

CHAIR MULHEREN PRESIDING.

Status of Operations – Bruce McCracken, C&S Waste Solutions District Manager.

Commissioner Directive to bring Status of Operations comments in writing.

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. Discussion Regarding HazMobile and Remote Event Dates for First Quarter of FY 23/24.

Presenters: Tim Eriksen, MSWMA General Manager.

C&S Waste Solutions Comment: Michelle Goodwin and Bruce McCracken.

Public Comment: Amber Fisette, Mendocino County Department of Transportation Director; and Paul Anderson, Point Arena City Manager.

Direction was given to Staff.

b. Notification of Fully Executed Agreements.

Presenter: Tim Eriksen, MSWMA General Manager.

Notification was received.

c. Review and Possible Approval of Leased Equipment Agreement.

Presenter: Tim Eriksen, MSWMA General Manager.

Update was received and direction given to Staff.

8. SET NEXT MEETING DATE

a. Discussion, Consideration, and Scheduling of Next Meeting Date; and Possible Cancellation of Regular Meeting of October 12, 2023; All Meetings to be Held at the Ukiah Civic Chamber, and Virtually at the Fort Bragg City Hall.

Presenter: Tim Eriksen, MSWMA General Manager.

Commissioner Consensus to save the tentative date for October 12th, but to direct the Clerk to poll the commissioners to get the next preferred meeting date, and then send out confirmation.

15. CLOSED SESSION

No Closed Session was held.

16. ADJOURNMENT

There being no further business, the meeting adjourned at 9:46 a.m.

Kristine Lawler, MSWMA Secretary

Mendocino Solid Waste Management Authority

Grant-Funded MSWMA Programs

Fiscal Year 2023-24

Existing MSWMA CalRecycle Grant Programs

GRANTS

- Household Hazardous Waste Discretionary Grant Program (HD35) / Total Budget: \$74,011 / Deadline:10/2/24
- Local Government Waste Tire Cleanup (TCU18) / Total Budget: \$9,497 / Closed
- Local Government Waste Tire Cleanup (TCU19) / Total Budget: \$10,310 / Deadline: 10/31/24
- Local Government Waste Tire Amnesty Program (TA6) / Total Budget: \$90,000 / Deadline: 10/31/24

PAYMENT PROGRAMS

- Used Oil Payment Program (OPP12) / Total Budget: \$30,000 / Closed
- Used Oil Incentive Payment Program / MSWMA bills CalRecycle quarterly (\$100-\$500 per quarter)
- City/County Beverage Container Recycling Pymt. Prog., FY 20-21 / Total Budget: \$30,140 / Closed
- City/County Beverage Container Recycling Pymt. Prog., FY 21-22 / Total Budget: \$30,088 / Deadline: 4/1/24
- Paint Care Reimbursement Program / MSWMA participates through Paint Care (not directly with CalRecycle)

CalRecycle Grant Programs

calrecycle.ca.gov/funding

GRANTS

- [Beverage Container Recycling Grants*](#)
- Co-Digestion Grants (at existing wastewater treatment plants)
- SB 1383 Local Assistance Grants (organic waste and edible food recovery)
- Edible Food Recovery Grants
- Greenhouse Gas Reduction Grants
- Farm and Ranch Cleanup Grants
- [Household Hazardous Waste Grant Program*](#)
- Illegal Disposal Site Abatement Grant Program
- Local Conservation Corps Grant Program
- Local Enforcement Agency Grants
- [Tire Recycling, Cleanup, and Enforcement Grants*](#)
- Solid Waste Disposal and Site Cleanup Grants
- Used Oil Recycling Grants

PAYMENT PROGRAMS

- [Used Oil Payment Program \(OPP\)*](#)
- [City/County Beverage Container Recycling Payment Program*](#)

*existing MSMWA grant



BALANCE SHEET FOR 2024 3

FUND: 920 MSWMA OPERATIONS			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
92000000	10101	POOLED CASH	-84,061.71	-25,635.00
92000000	10250	SAVINGS BANK OF MENDOCINO COUN	209.25	166,454.74
92000000	10251	SBMC MONEY MARKET	.00	27,805.44
92000000	10410	ACCOUNTS RECEIVABLE	38,435.16	168,766.29
92000000	10499	MISCELLANEOUS RECEIVABLES	-160.41	100.00
TOTAL ASSETS			-45,577.71	337,491.47
LIABILITIES				
92000000	20507	P/R DEDUCT.-DEFERRED COMP	3,177.44	.00
TOTAL LIABILITIES			3,177.44	.00
FUND BALANCE				
92000000	30004	APPROPRIATIONS	.00	-687,847.00
92000000	30005	REVENUE CONTROL	-38,631.00	-123,360.40
92000000	30006	EXPENDITURE CONTROL	81,031.27	166,791.40
92000000	30007	FUND BALANCE	.00	-380,922.47
92000000	30009	ESTIMATED REVENUE	.00	737,386.00
92000000	30010	BUDGETARY FUND BALANCE UNRESER	.00	-49,539.00
TOTAL FUND BALANCE			42,400.27	-337,491.47
TOTAL LIABILITIES + FUND BALANCE			45,577.71	-337,491.47

** END OF REPORT - Generated by Daniel Buffalo **

YEAR-TO-DATE BUDGET REPORT
[HTTPS://MUNISAT](https://munisat)

FOR 2024 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
920 MSWMA OPERATIONS	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES		BUDGET	USE/COL
43 GRANTS								
43209 GRANTS	-150,000	0	-150,000	.00	.00		-150,000.00	.0%
TOTAL GRANTS	-150,000	0	-150,000	.00	.00		-150,000.00	.0%
44 CHARGES FOR SERVICE								
44795 DISPOSAL SITE SURCHARGE	-410,000	0	-410,000	-123,149.68	.00		-286,850.32	30.0%
44796 HAZARDOUS WASTE COLLECTION	-33,000	0	-33,000	.00	.00		-33,000.00	.0%
TOTAL CHARGES FOR SERVICE	-443,000	0	-443,000	-123,149.68	.00		-319,850.32	27.8%
48 OTHER								
44940 OTHER PROGRAM REVENUE	-143,886	0	-143,886	-189.00	.00		-143,697.00	.1%
TOTAL OTHER	-143,886	0	-143,886	-189.00	.00		-143,697.00	.1%
49 INTEREST EARNINGS								
46110 INTEREST ON INVESTMENTS	-500	0	-500	-21.72	.00		-478.28	4.3%
TOTAL INTEREST EARNINGS	-500	0	-500	-21.72	.00		-478.28	4.3%
52 OTHER OPERATING								
52100 CONTRACTUAL SERVICES	30,000	0	30,000	1,020.97	.00		28,979.03	3.4%
52134 GENERAL ADMIN	144,000	0	144,000	36,000.00	.00		108,000.00	25.0%
52153 AUDIT SERVICES	9,900	0	9,900	.00	.00		9,900.00	.0%
52170 UKIAH WASTE SOLUTIONS	383,947	0	383,947	165,890.63	.00		218,056.37	43.2%
52173 ILLEGAL DUMP CLEANUP	120,000	0	120,000	.00	.00		120,000.00	.0%
54700 FINES & PENALTIES	0	0	0	418.78	.00		-418.78	100.0%
TOTAL OTHER OPERATING	687,847	0	687,847	203,330.38	.00		484,516.62	29.6%

YEAR-TO-DATE BUDGET REPORT[HTTPS://MUNISAT](https://munisat)

FOR 2024 13								
ACCOUNTS FOR: 920	MSWMA OPERATIONS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
	TOTAL MSWMA OPERATIONS	-49,539	0	-49,539	79,969.98	.00	-129,508.98	-161.4%
	TOTAL REVENUES	-737,386	0	-737,386	-123,360.40	.00	-614,025.60	
	TOTAL EXPENSES	687,847	0	687,847	203,330.38	.00	484,516.62	

YEAR-TO-DATE BUDGET REPORT[HTTPS://MUNISAT](https://munisat)

FOR 2024 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-49,539	0	-49,539	79,969.98	.00	-129,508.98	-161.4%
** END OF REPORT - Generated by Olga Keough **							

YEAR-TO-DATE BUDGET REPORHTTSPS://MUNISAT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:

YEAR-TO-DATE BUDGET REPORHTTSPS://MUNISAT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/ 1

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2024/13

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field value
Org	920*
Object	
Project	
Rollup code	
Account type	
Account status	

**RESOLUTION OF THE MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY
AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE
GRANTS THE MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY IS
ELIGIBLE**

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that **the Mendocino Solid Waste Management Authority** authorizes the submittal of application(s) to CalRecycle for grants for which **Mendocino Solid Waste Management Authority** is eligible

BE IT FURTHER RESOLVED that the **general manager**, or **his/her designee** is hereby authorized and empowered to execute in the name of the **Mendocino Solid Waste Management Authority** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution.

Maureen Mulheren, Chair

ATTEST:

Kristine Lawler, Clerk