



**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.

January 11, 2024 - 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 November 9, 2023, Regular Meeting.

Recommended Action: Approve the Minutes of the November 9, 2023, Regular Meeting.

Attachments:

1. 2023-11-09 MSWMA Draft Minutes

4. GENERAL MANAGER AND FINANCIAL REPORTS

4.a. Status of Operations, Collection Events, and Clean-Ups.

Recommended Action: Receive the report.

Attachments: None

4.b. Report and Discussion of Grant Items

Recommended Action: Receive the report.

Attachments:

1. Report&DiscussionOfGrantItems1-11-24

4.c. Report and Discussion of Budget Status

Recommended Action: Receive the report.

Attachments:

1. Balance sheet 12-31-23
2. Budget report 12-31-23

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. Elect Chair and Vice Chair for the 2024 Calendar Year.

8. SET NEXT MEETING DATE

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

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, CMC/CPMC

Dated: 1/4/24

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>

November 9, 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 November 9, 2023, having been legally noticed on November 1, 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. **Staff Present:** Tim Eriksen, MSWMA General Manager, and Kristine Lawler, MSWMA Secretary.

CHAIR MULHEREN PRESIDING.

The Pledge of Allegiance was led by Chair Mulheren.

2. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No notifications or considerations were presented.

3. APPROVAL OF MINUTES

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

Motion/Second: Crane/Gjerde to approve the minutes of September 14, 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.

Operational Report - Michelle Goodman, C&S Waste Solutions.

Grants Report – Jim Robbins, Housing & Grants Manager

Budget Report – Olga Keough, Finance Controller.

Commissioner Directive for Clerk to send out a link after each meeting to the recorded and time-stamped discussions.

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 Adoption of Resolution Authorizing the General Manager to Execute Grant Related Documents.**

Presenters: Tim Eriksen, MSWMA General Manager.

Motion/Second: Godeke/Strong to adoption of Resolution Authorizing the General Manager to Execute Grant Related Documents. Motion **carried** by the following roll call votes: AYES: Crane, Godeke, Strong, Gjerde, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

8. **SET NEXT MEETING DATE**

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.**

Presenter: Chair Mulheren.

Commissioner Consensus to schedule the regular meetings every other month in 2024, and setting the next meeting date for January 11, 2023, in Ukiah, Fort Bragg, and potentially Willits.

15. **CLOSED SESSION**

No Closed Session was held.

16. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:39 a.m.

Kristine Lawler, MSWMA Secretary



Mendocino Solid Waste Management Authority
Existing MSWMA CalRecycle Grant Programs
Fiscal Year 2023-24
January 2024 Report

GRANTS

Household Hazardous Waste Discretionary Grant (HD35)

Grant budget: \$74,011

Funds remaining: \$26,930.41

Final program report due: 10/2/24

Local Government Waste Tire Cleanup Grant (TCU19)

Grant budget: \$10,310

Funds remaining: \$10,310

Final program report due: 10/31/24

Local Government Waste Tire Amnesty Grant (TA6)

Grant budget: \$90,000

Funds remaining: \$90,000

Final program report due: 10/31/24

PAYMENT PROGRAMS

City/County Beverage Container Recycling Payment Program, FY 2021-22

Program budget: \$30,088

Funds remaining: \$30,088 (program funds have been pre-paid to MSWMA)

Final program report due: 4/1/24

Used Oil Incentive Payment Program

MSWMA bills CalRecycle quarterly (\$100-\$500 per quarter in past years)

Paint Care Reimbursement Program

MSWMA participates through Paint Care (not directly with CalRecycle)

List of CalRecycle Grant Programs

calrecycle.ca.gov/funding

CalRecycle offers funding authorized by legislation to help public and private entities create circular waste systems.

GRANTS

Beverage Container Recycling Grants

Eligible applicants include cities, counties, or cities and counties in California, as identified by the California Department of Finance, unless otherwise determined by CalRecycle.

Eligible costs include: Bins/litter reduction; purchase of beverage container recycling bins and permanently-attached, multi-material recycling bins that include beverage container recycling; litter reduction activities that include recycling beverage containers; water refill stations; expenses to install or replace water refill station infrastructure, plumbing, maintenance, attachments, education & outreach, or modifications; advertising/promotion; education/outreach; California Resource Recovery Association Conference; direct-time personnel hours; and litter clean-up events.

Co-Digestion Grant Program (at existing wastewater treatment plants)

CalRecycle administers the Co-Digestion Grant Program to lower overall greenhouse gas emissions by building new and expanded food waste co-digestion projects that increase the tonnage of California-generated organic waste diverted from landfills to a co-digestion system. These funds support reaching California goals to reduce short-lived climate pollutants by increasing organic waste infrastructure capacity.

Community Composting Grant Program

The Community Composting for Green Spaces Grant Program aims to increase the number and capacity of small-scale composting programs in green spaces of disadvantaged and low-income communities. This grant program seeks to: understand barriers to starting and managing locally-based composting programs; provide resources for new and existing programs; identify qualities of successful programs; provide models for effective and sustainable community composting operations.

Edible Food Recovery Grant Program

CalRecycle administers the competitive Edible Food Recovery Grant Program to support of new and expanded edible food recovery for people and food waste prevention/source reduction projects in California. The program lowers greenhouse gas emissions by creating new or expanding existing food waste prevention projects with edible food recovery for people or

source reduction in California to reduce the amount of food disposed of in landfills. These activities were previously funded through the Food Waste Prevention and Rescue Grant program.

Farm and Ranch Solid Waste Cleanup and Abatement Grant Program

CalRecycle provides the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program to help clean up and prevent illegal dumping on farm or ranch property. California Code of Regulations (CCR), Section 17991(d). Sites must be located on 'Farm and Ranch' property, defined as range or agricultural land used for activities such as, but not limited to, commercial livestock/crop production (various). The site does not need to have active sales or production but must be appropriately zoned or otherwise authorized for agricultural activities. Appurtenant easements or rights-of-way such as, but not limited to, public roads and utilities. Eligible costs: administration, disposal/recycle costs, equipment, materials, site security measures, and personnel time.

Food Waste Prevention and Rescue Grant Program

CalRecycle administers the competitive Edible Food Recovery Grant Program to support of new and expanded edible food recovery for people and food waste prevention/source reduction projects in California. The program lowers greenhouse gas emissions by creating new or expanding existing food waste prevention projects with edible food recovery for people or source reduction in California to reduce the amount of food disposed of in landfills. These activities were previously funded through the Food Waste Prevention and Rescue Grant program.

Household Hazardous Waste Grants

CalRecycle's Household Hazardous Waste (HHW) Grant Program helps local governments implement safe HHW programs, which may include: public education, source reduction, reuse, recycling, load check, collection components. Grant awards are for costs to implement or expand household hazardous waste collection programs.

Local Enforcement Agency Grant Program

CalRecycle manages a noncompetitive grant program to assist Local Enforcement Agencies (LEAs) with their solid waste facilities permit and inspection program. Per LEA grant regulation, eligible applicants are limited to LEAs and regional LEAs that are certified by CalRecycle. These grant awards are to be used solely for support of the solid waste facilities permit and inspection programs.

Local Government Waste Tire Amnesty Grant Program

CalRecycle oversees a competitive grant program to provide funding for tire collection events for the public (PRC §42954(7)). These grants are not intended for the disposal of waste tires from waste tire-generating businesses. Amnesty events allow citizens to bring waste tires to convenient locations for proper management. Events could also include a coupon program allowing citizens to bring in waste tires on specified days. This grant has a 2-year grant term and is offered in odd years. Funding is determined by the Governor's Budget and CalRecycle's Five Year Tire Plan. Eligible costs include: contract costs for tire haulers, education, equipment, materials, personnel time to manage the amnesty events.

Local Government Waste Tire Enforcement (TEA) Grants

Eligible entities are cities, counties, or a city and county. Jurisdictions may apply alone or in collaboration with another jurisdiction. Counties must have 50 or more active businesses in their jurisdictions with Tire Program Identification (TPID) numbers. Cities must have 100 or more active businesses in their jurisdictions with TPID numbers. Eligible costs include: personnel time for inspections and enforcement, surveillance, training, education to generators and haulers, travel, equipment, administration.

Local Government Waste Tire Cleanup Grants

CalRecycle oversees a competitive grant program to provide funding for collecting, removing, transporting, recycling, and disposing of California waste tires from tire piles and illegal dumping areas. Funds are limited to the removal of waste tires along public rights-of-way and on private property. This grant has a 2-year grant term and is offered in even years. Eligible costs include: contract costs for tire haulers, equipment rental, materials, and personnel time to manage the cleanup of tire piles.

Organics Grant Program

The Organics Grant Program aims to lower overall greenhouse gas pollution by expanding capacity or building new facilities in California. This will reduce the amount of California-generated green materials, food materials, and Alternative Daily Cover sent to landfills.

Recycled Fiber, Plastic, and Glass Grant Program

This program works to lower overall greenhouse gas emissions by expanding existing capacity or establishing new facilities in California that use California-generated post-consumer recycled plastic, glass, or fiber such as old corrugated cardboard, paper board, or textiles to manufacture new products.

Rubberized Pavement Grant Program

CalRecycle provides the Rubberized Pavement (Pavement) Grant Program, formerly called the Rubberized Asphalt Concrete (RAC) Grant Program, to promote markets for recycled-content surfacing products made from waste tires generated in California. The goal is to decrease the adverse environmental impacts created by unlawful disposal and stockpiling of waste tires.

RAC is a proven road paving material used in California since the 1970s.

RAC is made by blending ground tire rubber with asphalt binder, then mixing the blended materials with conventional materials. Roads made with RAC last 50% longer than roads made only with conventional materials.

SB 1383 Local Assistance Grant Program

In September 2016, Governor Edmund Brown Jr. set methane emissions reduction targets for California (SB 1383 Lara, Chapter 395, Statutes of 2016) in a statewide effort to reduce emissions of short-lived climate pollutants (SLCP). The targets must reduce organic waste disposal 50 percent by 2020 and 75 percent by 2025 and rescue for people to eat at least 20 percent of currently disposed surplus food by 2025. The Department of Resources Recycling and Recovery (CalRecycle) is administering a grant program meant to provide aid in the implementation of regulations adopted by CalRecycle pursuant to Chapter 395, Statutes of 2016 and SB170 Budget Act of 2021. This non-competitive grant program provides funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383, including but not limited to: capacity planning, collection, edible food recovery, education and outreach (includes organic waste & edible food recovery), enforcement and inspection, program evaluation/gap analysis, procurement requirements, record keeping.

Solid Waste Disposal and Codisposal Site Cleanup Program

The Solid Waste Site Cleanup Program is part of CalRecycle's technical Engineering Support Services. The program addresses solid waste disposal and codisposal sites where those responsible for the site either cannot be identified or are unable or unwilling to pay for timely cleanup to protect the environment for public health and safety. The program has a grants element and a loans element.

Tire-Derived Aggregate Grant Program

CalRecycle oversees tire grant programs to: divert waste tires from landfill disposal; prevent illegal tire dumping that harms the environment; and promote markets for recycled-content tire products. Eligible costs are direct costs for the TDA portion of the project only, limited to: TDA material used – cost and tax; Transportation to an initial location, either a stockpile or project site—not including any contractor markup (additional transportation cost from a stockpile to a project site is not eligible for reimbursement); installation of TDA; engineering/design work; and geosynthetic material, fabric or geogrids, specifically needed for a TDA project.

Tire-Derived Product Grant Program

CalRecycle's Tire-Derived Product (TDP) Grant Program promotes the use of recycled-content products made from California's waste tires to reduce environmental harm from the illegal disposal and stockpiling of waste tires.

PAYMENT PROGRAMS

Used Oil Payment Program (OPP)

CalRecycle Used Oil Program helps fund used oil and used oil filter collection and recycling programs for local jurisdictions. All expenditures must be used to create and maintain a used oil program. Eligible costs must be incurred and accrued during the cycle. Cities can receive a minimum of \$5,000 per award. Counties can receive a minimum of \$10,000 per award. Payments are calculated per capita using the Department of Finance's population statistics.

City/County Beverage Container Recycling Payment Program

The City and County Payment Program funds beverage container recycling projects implemented by cities and counties to help reach the state's 80% recycling goal. Eligible costs include: bins/litter reduction and purchase of: beverage container recycling bins; permanently-attached, multi-material recycling bins that include beverage container recycling; Litter reduction activities that include recycling beverage containers; water refill stations; expenses to install or replace water refill station infrastructure, plumbing, maintenance, attachments, education & outreach, or modifications; advertising/promotion; education/outreach; California Resource Recovery Association Conference; direct-time personnel hours; and litter clean-up events. The program may fund supplies, personnel, and safety items.

City of Ukiah



BALANCE SHEET FOR 2024 6

FUND: 920 MSWMA OPERATIONS			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
92000000	10101	POOLED CASH	-182,986.32	-78,325.30
92000000	10250	SAVINGS BANK OF MENDOCINO COUN	.00	172,846.65
92000000	10251	SBMC MONEY MARKET	.00	27,805.44
92000000	10410	ACCOUNTS RECEIVABLE	-21,118.76	41,239.74
92000000	10499	MISCELLANEOUS RECEIVABLES	.00	100.00
TOTAL ASSETS			-204,105.08	163,666.53
FUND BALANCE				
92000000	30004	APPROPRIATIONS	.00	-687,847.00
92000000	30005	REVENUE CONTROL	-16,752.65	-207,559.17
92000000	30006	EXPENDITURE CONTROL	220,857.73	424,815.11
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			204,105.08	-163,666.53
TOTAL LIABILITIES + FUND BALANCE			204,105.08	-163,666.53

** END OF REPORT - Generated by Olga Keough **

City of Ukiah

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

FOR 2024 06								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
920 MSWMA OPERATIONS								
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	-200,455.82	.00	-209,544.18	48.9%	
44796 HAZARDOUS WASTE COLLECTION	-33,000	0	-33,000	.00	.00	-33,000.00	.0%	
TOTAL CHARGES FOR SERVICE	-443,000	0	-443,000	-200,455.82	.00	-242,544.18	45.2%	
48 OTHER								
44940 OTHER PROGRAM REVENUE	-143,886	0	-143,886	-6,836.48	.00	-137,049.52	4.8%	
TOTAL OTHER	-143,886	0	-143,886	-6,836.48	.00	-137,049.52	4.8%	
49 INTEREST EARNINGS								
46110 INTEREST ON INVESTMENTS	-500	0	-500	-266.87	.00	-233.13	53.4%	
TOTAL INTEREST EARNINGS	-500	0	-500	-266.87	.00	-233.13	53.4%	
52 OTHER OPERATING								
52100 CONTRACTUAL SERVICES	30,000	0	30,000	1,776.03	.00	28,223.97	5.9%	
52134 GENERAL ADMIN	144,000	0	144,000	72,000.00	.00	72,000.00	50.0%	
52153 AUDIT SERVICES	9,900	0	9,900	.00	.00	9,900.00	.0%	
52170 UKIAH WASTE SOLUTIONS	383,947	0	383,947	350,620.30	.00	33,326.70	91.3%	

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

FOR 2024 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	424,815.11	.00	263,031.89	61.8%
TOTAL MSWMA OPERATIONS	-49,539	0	-49,539	217,255.94	.00	-266,794.94	-438.6%
TOTAL REVENUES	-737,386	0	-737,386	-207,559.17	.00	-529,826.83	
TOTAL EXPENSES	687,847	0	687,847	424,815.11	.00	263,031.89	
GRAND TOTAL	-49,539	0	-49,539	217,255.94	.00	-266,794.94	-438.6%

** END OF REPORT - Generated by Olga Keough **

YEAR-TO-DATE BUDGET REPORHTTSPS://MUNISAT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
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/ 6
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	