



**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.

February 8, 2024 - 9:00 AM

1. CALL TO ORDER

2. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

3. 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.

4. APPROVAL OF MINUTES

4.a. Approval of the Minutes for the January 11, 2024, Regular Meeting.

Recommended Action: Approve the minutes for the January 11, 2024, Regular Meeting.

Attachments:

1. 2024-01-11 MSWMA Draft Minutes

5. GENERAL MANAGER AND FINANCIAL REPORTS

5.a. Status of Operations

Recommended Action: Receive Report.

Attachments:

1. Mendo Haz Mobile Schedule 2024

5.b. Report and Discussion of Grant Items

5.c. Report and Discussion of Budget Status

Recommended Action: Receive Report.

Attachments:

1. Balance sheet 1-31-24
2. Budget report 1-31-24

6. DISCUSSION AND ACTION ITEMS

7. COMMISSIONER REPORTS AND ANNOUNCEMENTS

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: 2/1/24

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>

January 11, 2024
9:00 a.m.

1. CALL TO ORDER

The Mendocino Solid Waste Management Authority (MSWMA) Board of Commissioners met at a Special Meeting on January 11, 2024, having been legally noticed on January 4, 2024. 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: Godeke/Gjerde to approve the minutes of November 9, 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. Status of Operations, Collection Events, and Clean-Ups

b. Report and Discussion of Grant Items.

c. Report and Discussion of Budget Status.

Presenters:

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

Grants Report – Tim Eriksen, MSWMA General Manager

Budget Report – Olga Keough, Finance Controller.

Public Comment: Amber Fiset, Mendocino County Department of Transportation.

Reports were received.

5. **COMMISSIONER REPORTS AND ANNOUNCEMENTS**

Presenter: Commissioner Strong.

6. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

No public comments received.

7. **DISCUSSION AND ACTION ITEMS**

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

Presenters: Kristine Lawler, MSWMA Secretary.

Motion/Second: Godeke/Strong to nominate the current slate of Chair and Vice Chair (Commissioner Mulheren as Chair and Commissioner Gjerde as Vice Chair) to continue [to serve] through the calendar year. 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 Meetings to be Held at the Ukiah Civic Chamber and Virtually at the Fort Bragg and Willits City Halls.

Presenter: Chair Mulheren.

Motion/Second: Crane/Gjerde to set the next meeting date for February 8, 2024. Motion **carried** by the following roll call votes: AYES: Crane, Godeke, Strong, Gjerde, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

Commissioner Consensus (*from earlier in the meeting*): to place the following items on the next agenda:

- A [meeting] schedule for 2024
- The rest of the fiscal year 2024 [budget]
- The amount of collection that occurred on the dates already held;
- Cost analysis for the amount being paid to the hauler
- In-house cost analysis

Note: All MSWMA meetings are held at 9:00 a.m. at the Ukiah Civic Chamber and Virtually at the Fort Bragg and Willits City Halls.

15. **CLOSED SESSION**

No Closed Session was held.

16. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:53 a.m.

Kristine Lawler, MSWMA Secretary



AGENDA SUMMARY REPORT

SUBJECT: Status of Operations

DEPARTMENT: Public Works

PREPARED BY: _____

PRESENTER: Tim Eriksen, General Manager

ATTACHMENTS:

1. Mendo Haz Mobile Schedule 2024

Summary: Board will receive report of the status of operations.

Background: As reported by the General Manager, there is concern that there will be a budget deficit caused by the costs associated with the acceptance and disposal of new household hazardous waste in addition to the continued disposal of previously gathered material under prior management.

Discussion: To reduce the costs associated with the acceptance and disposal of household hazardous waste, City staff met with C&S staff to review the amount of material coming into the Ukiah location, monthly remote events and the remote transfer stations throughout the county. It was decided that to continue hosting remote events, they would need to be moved from monthly events to quarterly and hosted in locations that had high participation, which made mobilization costs make sense. A remote event schedule has been attached here as Attachment 1. Other remote sites like Gualala are being explored for one-day events.

Recommended Action: Receive Report.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

THE HAZ-MOBILE

MENDOCINO COUNTY MOBILE HOUSEHOLD HAZARDOUS WASTE DROP-OFF



Drop off your Household Hazardous Waste at the Haz-Mobile

ACCEPTED ITEMS:

- motor oil
- oil filters
- antifreeze
- gasoline
- solvents
- paint thinner
- oil-based paint
- latex
- ballasts
- acids
- bases
- pesticides
- herbicides
- pool chemicals
- medication
- compressed gas cylinders 5 gallons and smaller (there is a charge for compressed gas cylinders)

NOT ACCEPTED

- explosives
- ammunition
- radioactive wastes
- medical waste
- compressed gas cylinders larger than 5 gallons

Maximum 15 Gallon Household Hazardous Waste Limit & Maximum 60 Linear Foot Limit on Fluorescent Bulbs

The Haz-Mobile is free to residents.

All commercial customers are required to make appointments ahead of time by calling our main office in Ukiah at 707-234-6400.

Collections may be canceled due to severe rain and wind.

STOP! IT'S TOO TOXIC TO TRASH!

For more information or to make an appointment, call the Recycling Hotline at 707-234-6400.

HAZ-MOBILE SCHEDULE

MENDOCINO COUNTY MOBILE HOUSEHOLD HAZARDOUS WASTE DROP-OFF

All events are from 9:00 a.m. - 1:00 p.m.

CASPAR

February 1 & 2, 2024

14000 Prairie Way
Mendocino, CA 95460

WILLITS

April 4 & 5, 2024

351 Franklin Ave.
Willits, CA 95490

CASPAR

June 6 & 7, 2024

14000 Prairie Way
Mendocino, CA 95460

STOP! It's too **TOXIC** TO TRASH!

The HazMobile Base Facility, MendoRecycle, www.MendoRecycle.org, is located at 3200 Taylor Drive, in Ukiah, and is open on Wednesdays from 9:00 am to 1:00 pm.

MendoRecycle is a Service of Mendocino Solid Waste Management Authority

City of Ukiah



BALANCE SHEET FOR 2024 7

FUND: 920 MSWMA OPERATIONS			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
92000000	10101	POOLED CASH	50,857.00	-27,468.30
92000000	10250	SAVINGS BANK OF MENDOCINO COUN	.00	172,846.65
92000000	10251	SBMC MONEY MARKET	.00	27,805.44
92000000	10410	ACCOUNTS RECEIVABLE	-50,857.00	24,487.09
92000000	10499	MISCELLANEOUS RECEIVABLES	.00	100.00
TOTAL ASSETS			.00	197,770.88
FUND BALANCE				
92000000	30004	APPROPRIATIONS	.00	-687,847.00
92000000	30005	REVENUE CONTROL	.00	-241,663.52
92000000	30006	EXPENDITURE CONTROL	.00	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			.00	-197,770.88
TOTAL LIABILITIES + FUND BALANCE			.00	-197,770.88

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

City of Ukiah

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

FOR 2024 07							
	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	-234,560.17	.00	-175,439.83	57.2%
44796 HAZARDOUS WASTE COLLECTION	-33,000	0	-33,000	.00	.00	-33,000.00	.0%
TOTAL CHARGES FOR SERVICE	-443,000	0	-443,000	-234,560.17	.00	-208,439.83	52.9%
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 07

	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	183,151.59	.00	-232,690.59	-369.7%
TOTAL REVENUES	-737,386	0	-737,386	-241,663.52	.00	-495,722.48	
TOTAL EXPENSES	687,847	0	687,847	424,815.11	.00	263,031.89	
GRAND TOTAL	-49,539	0	-49,539	183,151.59	.00	-232,690.59	-369.7%

** 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/ 7
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	