



**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.

March 6, 2025 - 9:00 AM

1. CALL TO ORDER

- 1.a. Introductions and Administer Oath of Office to New Commissioners, and Elect Chair and Vice Chair for the 2025 Calendar Year.

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 300 Seminary Ave., Ukiah, California.

4. APPROVAL OF MINUTES

- 4.a. Approval of the Minutes for the December 12, 2024, Regular Meeting.
Recommended Action: Approve the Minutes for the December 12, 2024, Regular Meeting.

Attachments:

1. 2024-12-12 Draft Minutes

5. GENERAL MANAGER AND FINANCIAL REPORTS

- 5.a. Status of Operations

Attachments:

1. GM Update

5.b. Report and Discussion of Grant Items

Attachments:

1. Grant Update

5.c. Report and Discussion of Budget Status

Attachments:

1. Report-MUNAPPP-002B58-87016-02-28-10-52-29.3

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.

Recommended Action: Approve canceling the March 13th regular meeting, and holding the next regularly scheduled meeting of April 10th, at 9:00 a.m.

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.

Araceli Sandoval, Deputy City Clerk

Dated: 02/28/25

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>

December 12, 2024
9:00 AM

1. CALL TO ORDER

The Mendocino Solid Waste Management Authority (MSWMA) Commissioners met at a Regular Meeting on December 12, 2024, having been legally noticed on December 9, 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 9:10 a.m. Roll was taken with the following **Commissioners Present:** Douglas F. Crane, Jason Godeke (*attending virtually from Fort Bragg location*), and Maureen Mulheren. **Staff Present:** Tim Eriksen, City of Ukiah Public Works Director/City Engineer; Seth Strader, Management Analyst II; and Kristine Lawler, MSWMA Secretary.

Note: Per the November 5, 2024, General Election and resignation, Commissioners Strong and Gjerde no longer sit on the MSWMA Commission; and new appointments have not yet been made by the Board of Supervisors.

CHAIR MULHEREN PRESIDING.

2. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

3. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment: Madge Strong – Willits location open.

4. APPROVAL OF MINUTES

a. Approval of the Minutes for the October 31, 2024, Special Meeting.

Motion/Second: Crane/Godeke to approve Minutes of October 31, 2024, a special meeting; as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Godeke, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

5. GENERAL MANAGER AND FINANCIAL REPORTS

a. Status of Operations

Presenter: Tim Eriksen, MSWMA General Manager.

Contractor Comment: Michelle Goodman, Ukiah Waste Solutions Outreach Manager.

Public Comment: Madge Strong.

Chair Directive to direct Staff to schedule an agenda item to appoint an ad hoc to work with Staff regarding the data format.

Report was received.

b. Report and Discussion of Grant Items.

Presenters: Tim Eriksen, MSWMA General Manager and Seth Strader, Management Analyst II.

Council Consensus to direct Staff to schedule an agenda item to appoint an ad hoc to work with Staff regarding grants.

No public comment was received.

Report was received.

c. Report and Discussion of Budget Status.

Presenter: Tim Eriksen, MSWMA General Manager and Seth Strader, Management Analyst II.

Public Comment: Madge Strong.

Staff Request for Commissioners to appoint an ad hoc to work with Staff regarding the budget format.

Report was received.

6. DISCUSSION AND ACTION ITEMS

c. Report and Discussion of Budget Status.

Presenter: Tim Eriksen, MSWMA General Manager and Seth Strader, Management Analyst II.

Motion/Second: Crane/Godeke to Authorize the General Manager to Execute and Negotiate a Contract with Med-Project for Household Hazardous Waste Sharps Collection Site Service. Motion **carried** by the following roll call votes: AYES: Crane, Godeke, and Mulheren. NOES: None. ABSENT: None. ABSTAIN: None.

7. COMMISSIONER REPORTS AND ANNOUNCEMENTS

Presenter: Chair Mulheren.

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/Godeke and approved by consensus to cancel the January regular meeting and set the next meeting date for February 13, 2025, at 9:00 a.m.

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

10. ADJOURNMENT

There being no further business, the meeting adjourned at 9:58 a.m.

Kristine Lawler, MSWMA Secretary



Status of Operations 3/6/25

Upcoming HHW Events:

Comptche – Saturday, March 1, 2025 at the Comptche Fire Department 8491 Flynn Creek Rd.

Caspar – Thursday & Friday, June 5 & 6, 2025 at the Caspar Transfer Station 14000 Prairie Way.

Illegal Dumps

Staff working with website host to integrate either a map-based reporting tool or ticketing report form.

Recently cleaned dumps:

- Mountain View Rd – misc. trash and car parts
- Lovers Lane – misc. trash and sofa
- Albion Little River Road – misc. trash
- Marina Drive – misc. trash
- Tomki Rd – misc. Trash and appliances

C&S crews will continue to clean up other sites as they are reported, and schedule allows.

MSWMA Audit

Finance Department continues coordinating with Van Lant & Fankhanel, LLP as they continue the audit of the 2021, 2022 and 2023 fiscal years.

Budget Schedule

Staff has begun work on preparing the FY25/26 budget. A draft of this budget will be presented to the board at the May 2025 meeting. Based on comments from that meeting a revised budget will be presented for adoption prior to the end of the fiscal year.



Grant Status Update 3/6/24.

Upcoming:

No current MSWMA eligible grants available from CalRecycle. Staff is exploring alternate sources of grant revenue.

Award Pending:

~~Household Hazardous Waste Discretionary Grant (HD43-2024-25)~~

- ~~• \$100,000 applied for; \$90,000 for disposal costs, \$5,000 for education, \$5,000 for supplies and equipment.~~
- ~~• To be decided December 2024.~~
- Number of qualified projects exceeded funding availability. All agencies that were awarded this grant within the last three fiscal years were immediately disqualified from award, this removed MSWMA from the lottery.

Open:

City/County Beverage Container Recycling Payment Program 2024-25

- \$30,873 available for eligible costs aimed at reducing the littering of recyclable materials and clean-up events that include the collection of recyclables.
- County of Mendocino acts as manager for these funds, who will reimburse MSWMA as eligible costs are incurred.

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY
FUND 920

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC EFF DATE REFERENCE					
920.00.00.00.0000.00000.43209.18466							
GRANTS		92000000	.00				
6	228	GEN 12/31/24 MSWMA		.00	51,518.40	-51,518.40	
			.00	.00	51,518.40	-51,518.40	-51,518.40
920.00.00.00.0000.00000.00000.44795.							
DISPOSAL SITE SURCHARGE		92000000	.00				
1	373	GBI 07/31/24		.00	21,855.28	-21,855.28	
1	464	GBI 07/31/24		.00	14,057.49	-35,912.77	
2	298	GBI 08/31/24		.00	11,606.21	-47,518.98	
2	299	GBI 08/31/24		.00	23,035.61	-70,554.59	
3	312	GBI 09/30/24		.00	33,842.59	-104,397.18	
3	318	GBM 09/30/24		21,157.05	.00	-83,240.13	
3	319	GBI 09/30/24		.00	21,157.05	-104,397.18	
4	339	GBI 10/31/24		.00	35,693.98	-140,091.16	
5	283	GBI 11/30/24		.00	32,970.54	-173,061.70	
6	277	GBI 12/31/24		.00	32,457.11	-205,518.81	
7	422	GBI 01/31/25		.00	34,217.30	-239,736.11	
			.00	21,157.05	260,893.16	-239,736.11	-239,736.11
920.00.00.00.0000.00000.00000.46110.							
INTEREST ON INVESTMENTS		92000000	.00				
1	322	GEN 07/31/24 MSWMA	Interest income	.00	8.20	-8.20	
1	322	GEN 07/31/24 MSWMA	Savings Account interest	.00	1.18	-9.38	
2	310	GEN 08/31/24		.00	8.20	-17.58	
2	311	GEN 08/30/24 MSWMA		.00	1.18	-18.76	
3	247	GEN 09/30/24		.00	7.93	-26.69	
3	261	GEN 09/30/24 MSWMA		.00	1.14	-27.83	
4	319	GEN 10/31/24 MSWMA	Interest income	.00	7.46	-35.29	
4	362	GEN 10/31/24 MSWMA		.00	1.18	-36.47	
5	274	GEN 11/30/24 MSWMA	Interest income	.00	.64	-37.11	
5	287	GEN 11/30/24 MSWMA		.00	1.14	-38.25	
6	228	GEN 12/31/24 MSWMA		.00	2.56	-40.81	
6	276	GEN 12/31/24 MSWMA		.00	1.18	-41.99	
7	377	GEN 01/31/25 MSWMA		.00	2.84	-44.83	
7	403	GEN 01/31/25 JAN 25		.00	1.18	-46.01	
				.00	.00	46.01	-46.01
920.00.00.00.0000.00000.00000.52100.							
CONTRACTUAL SERVICES		92000000	.00				
1	322	GEN 07/31/24 MSWMA	QuickBook charge	135.00	.00	135.00	
1	390	GNI 07/05/24 JNL390	WHG* MOCHAHOST M-INV-2	131.88	.00	266.88	
2	310	GEN 08/31/24	QuickBooks	135.00	.00	401.88	
3	247	GEN 09/30/24	QuickBooks	135.00	.00	536.88	
4	30	API 10/04/24 003026	137101 NORTH COAST TIR	12,469.61	.00	13,006.49	
4	30	API 10/04/24 003026	137102 NORTH COAST TIR	13,616.86	.00	26,623.35	
4	36	APM 10/04/24 003026	137102 NORTH COAST TIR	.00	13,616.86	13,006.49	
4	37	APM 10/04/24 003026	137101 NORTH COAST TIR	.00	12,469.61	536.88	
4	319	GEN 10/31/24 MSWMA	QuickBooks charge	135.00	.00	671.88	
5	274	GEN 11/30/24 MSWMA	QuickBooks	149.00	.00	820.88	
6	228	GEN 12/31/24 MSWMA	QuickBooks	149.00	.00	969.88	
7	377	GEN 01/31/25 MSWMA	QuickBooks	149.00	.00	1,118.88	

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY

FUND 920

ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC EFF DATE REFERENCE					
			.00	27,205.35	26,086.47	1,118.88	1,118.88
920.00.00.00.0000.00000.52100.18465	CONTRACTUAL SERVICES	92000000	.00				
3	175 API 09/26/24	002884 136854	PRODUCT STEWARD	19,927.79	.00	19,927.79	
3	175 API 09/26/24	002884 136857	PRODUCT STEWARD	289.06	.00	20,216.85	
			.00	20,216.85	.00	20,216.85	20,216.85
920.00.00.00.0000.00000.52100.18466	CONTRACTUAL SERVICES	92000000	.00				
4	36 APM 10/04/24	003026 137102	NORTH COAST TIR	13,616.86	.00	13,616.86	
4	37 APM 10/04/24	003026 137101	NORTH COAST TIR	12,469.61	.00	26,086.47	
4	83 API 10/11/24	003026 137226	NORTH COAST TIR	9,969.22	.00	36,055.69	
4	83 API 10/11/24	003026 137228	NORTH COAST TIR	7,063.32	.00	43,119.01	
4	83 API 10/11/24	003026 137229	NORTH COAST TIR	8,399.39	.00	51,518.40	
			.00	51,518.40	.00	51,518.40	51,518.40
920.00.00.00.0000.00000.52134.	ADMINISTRATIVE SERVICES	92000000	.00				
3	78 API 09/13/24	028800 136105	CITY OF UKIAH	19,800.00	.00	19,800.00	
3	78 API 09/13/24	028800 136106	CITY OF UKIAH	10,800.00	.00	30,600.00	
3	78 API 09/13/24	028800 136107	CITY OF UKIAH	5,400.00	.00	36,000.00	
6	84 API 12/13/24	028800 139477	CITY OF UKIAH	5,400.00	.00	41,400.00	
6	84 API 12/13/24	028800 139478	CITY OF UKIAH	10,800.00	.00	52,200.00	
6	84 API 12/13/24	028800 139479	CITY OF UKIAH	19,800.00	.00	72,000.00	
			.00	72,000.00	.00	72,000.00	72,000.00
920.00.00.00.0000.00000.52170.	UKIAH WASTE SOLUTIONS	92000000	.00				
2	173 API 08/23/24	000059 135504	UKIAH WASTE SOL	49,912.80	.00	49,912.80	
3	35 API 09/03/24	000059 136010	UKIAH WASTE SOL	42,785.73	.00	92,698.53	
4	133 API 10/18/24	000059 137535	UKIAH WASTE SOL	34,089.70	.00	126,788.23	
5	179 API 11/22/24	000059 138797	UKIAH WASTE SOL	41,492.86	.00	168,281.09	
6	86 API 12/13/24	000059 139473	UKIAH WASTE SOL	41,588.02	.00	209,869.11	
7	250 API 01/24/25	000059 140751	UKIAH WASTE SOL	29,972.77	.00	239,841.88	
			.00	239,841.88	.00	239,841.88	239,841.88
920.00.00.00.0000.00000.52173.	ILLEGAL DUMP CLEANUP	92000000	.00				
4	133 API 10/18/24	002598 137588	REDWOOD WASTE	1,838.92	.00	1,838.92	
5	124 API 11/15/24	002598 138314	REDWOOD WASTE	1,546.90	.00	3,385.82	
5	179 API 11/22/24	000059 138797	UKIAH WASTE SOL	340.59	.00	3,726.41	
6	86 API 12/13/24	000059 139473	UKIAH WASTE SOL	1,350.87	.00	5,077.28	
			.00	5,077.28	.00	5,077.28	5,077.28
920.00.00.00.0000.00000.52528.	LIABILITY INSURANCE	92000000	.00				
4	83 API 10/11/24	002995 137171	SDRMA	1,036.20	.00	1,036.20	
4	83 API 10/11/24	002995 137172	SDRMA	25,158.45	.00	26,194.65	
4	83 API 10/11/24	002995 137174	SDRMA	19,687.85	.00	45,882.50	
4	83 API 10/11/24	002995 137175	SDRMA	207.24	.00	46,089.74	
4	83 API 10/11/24	002995 137176	SDRMA	458.82	.00	46,548.56	

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY
 FUND 920

ACCOUNT						BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE	
PER	JNL	SRC	EFF DATE	REFERENCE	ORG						
4	83	API	10/11/24	002995	137177	SDRMA	460.89	.00	47,009.45		
4	319	GEN	10/31/24	MSWMA	Refund		.00	5,611.87	41,397.58		
5	13	API	11/01/24	002995	138059	SDRMA	1,715.00	.00	43,112.58		
							.00	48,724.45	43,112.58	43,112.58	
920.00.00.00.0000.00000.59400.							.00				
OTHER OPERATING EXPENSES							.00				
7	116	API	01/17/25	024173	140282	MENDOCINO COUNT	2,609.20	.00	2,609.20		
							.00	2,609.20	2,609.20	2,609.20	
TOTALS FOR FUND 920											
MSWMA OPERATIONS							.00	488,350.46	344,155.91	144,194.55	144,194.55
REPORT TOTALS							.00	488,350.46	344,155.91	144,194.55	144,194.55

ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY

REPORT OPTIONS

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Print (D)etail or (S)ummary:           D
Fiscal year-to-date version:          Y
Reporting year:                        2025
Reporting from period:                 01 JUL      to 13 EOY
Journal detail from                    01/01/1990 to 12/30/2025
(B)alance sheet or (A)ll accounts:    A
Roll up projects to object level:     N
Omit zero balance accounts:           Y
Sort by 3 Org-Obj-Project
Print Org Code? (Y/N)                  Y
Print Fund Header and Org/Obj         N
Include page break between funds      N
Include page break between each       N
Print totals                           N
Print report options                   Y
Exclude fund balance YEC/AJE for prior years N
    
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Find Criteria
Field Name      Field value
Fund            920
Function
Program
Department
Division
Section
Activity
Character Code
Org
Object
Project
Account type    E|R
Account status
    
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** END OF REPORT - Generated by Seth Strader **