



**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](http://www.cityofukiah.com/meetings).

**April 10, 2025 - 9:00 AM**

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**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-002B58-41000-04-04-09-26-42.3

**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.

**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

Dated: 4/4/25

**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.

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Kristine Lawler, MSWMA Secretary



## **Status of Operations 4/10/25**

### **Recent HHW Events**

Willits – Friday and Saturday, February 7 & 8, 2025. 109 customers participated in this event.

### **Upcoming HHW Events:**

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 in Anderson Valley – misc. trash and car parts
- Lovers Lane in Ukiah – misc. trash and sofa
- Albion Little River Road along the coast– misc. trash
- Marina Drive –along the coast misc. trash
- Tomki Rd in Redwood Valley – misc. Trash and appliances

C&S crews will continue to clean up other sites as they are reported, and schedule allows. Some pictures of remediated sites are included on the next page.

### **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.



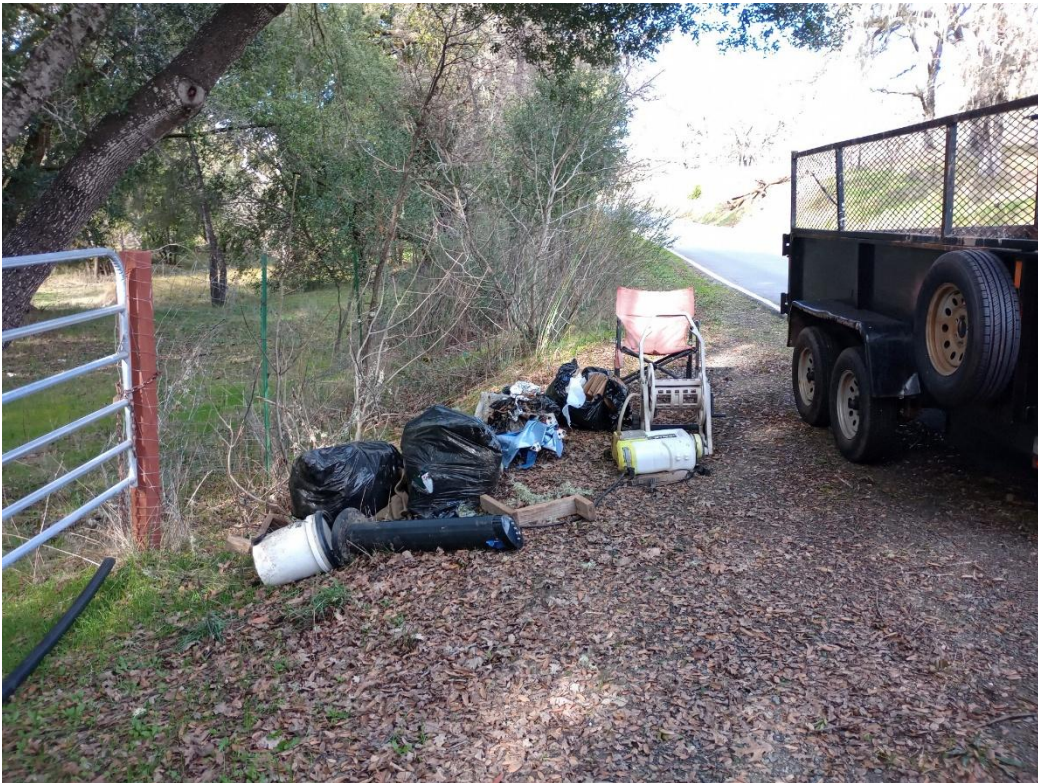
Tomki Rd



*Tomki Rd*



*Mountain View Rd*



*Old River Rd*



Albion/Little River Rd



## Grant Status Update 4/10/25.

### Upcoming:

- **Local Government Waste Tire Amnesty Grant (TA8: 2025-26):** This grant provides funds to pay for the collection and disposal of car tires. Not applicable to commercial entities. MSWMA will be applying for these funds as the past cycle was extremely popular.
- **City/County Used Oil Payment Program:** Like the Beverage Contained Recycling Payment Program. County of Mendocino and Cities apply for funds to establish used oil program, this will be used to fund for the collection and disposal of used motor oil. Applications open in “Spring 2025”.

### 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 awarded December 2024.
  - Number of qualified projects exceeded funding availability per CalRecycle. 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. Next program year will be applied for with MSWMA as lead agency.

**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					
920.00.00.00.000.0000.00000.43209.							
GRANTS		92000000	.00				
6	228 GEN 12/31/24	MSWMA		.00	51,518.40	-51,518.40	
	92000000-43209		.00	.00	51,518.40	-51,518.40	-51,518.40
920.00.00.00.000.0000.00000.44795.							
DISPOSAL SITE SURCHARGE		92000000	.00				
1	373 GBI 07/31/24	MSWMA - GARBAGE PER TON COLL		.00	21,855.28	-21,855.28	
1	464 GBI 07/31/24	MSWMA - GARBAGE PER TON COLL		.00	14,057.49	-35,912.77	
2	298 GBI 08/31/24	MSWMA - GARBAGE PER TON COLL		.00	11,606.21	-47,518.98	
2	299 GBI 08/31/24	MSWMA - GARBAGE PER TON COLL		.00	23,035.61	-70,554.59	
3	312 GBI 09/30/24	MSWMA - GARBAGE PER TON COLL		.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	MSWMA - GARBAGE PER TON COLL		.00	21,157.05	-104,397.18	
4	339 GBI 10/31/24	MSWMA - GARBAGE PER TON COLL		.00	35,693.98	-140,091.16	
5	283 GBI 11/30/24	MSWMA - GARBAGE PER TON COLL		.00	32,970.54	-173,061.70	
6	277 GBI 12/31/24	MSWMA - GARBAGE PER TON COLL		.00	32,457.11	-205,518.81	
7	422 GBI 01/31/25	MSWMA - GARBAGE PER TON COLL		.00	34,217.30	-239,736.11	
7	425 GBI 01/31/25	MSWMA - GARBAGE PER TON COLL		.00	15,792.60	-255,528.71	
8	281 GBI 02/28/25			.00	42,564.56	-298,093.27	
	92000000-44795		.00	21,157.05	319,250.32	-298,093.27	-298,093.27
920.00.00.00.000.0000.00000.46110.							
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	
	92000000-46110		.00	.00	46.01	-46.01	-46.01
920.00.00.00.000.0000.00000.52100.							
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	175 API 09/26/24	002884 136854 PRODUCT STEWARD		19,927.79	.00	20,329.67	
3	175 API 09/26/24	002884 136857 PRODUCT STEWARD		289.00	.00	20,618.73	
3	247 GEN 09/30/24	QuickBooks		135.00	.00	20,753.73	
4	30 API 10/04/24	003026 137101 NORTH COAST TIR		12,469.61	.00	33,223.34	
4	30 API 10/04/24	003026 137102 NORTH COAST TIR		13,616.86	.00	46,840.20	
4	36 APM 10/04/24	003026 137102 NORTH COAST TIR		.00	13,616.86	33,223.34	
4	36 APM 10/04/24	003026 137102 NORTH COAST TIR		13,616.86	.00	46,840.20	

**ACCOUNT TRIAL BALANCE FOR FY25/JUL TO EOY**  
FUND 920

ACCOUNT PER	ACCOUNT JNL	NAME SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
4	37	APM	10/04/24	003026	137101	NORTH COAST TIR	12,469.61	.00	59,309.81	
4	37	APM	10/04/24	003026	137101	NORTH COAST TIR	.00	12,469.61	46,840.20	
4	83	API	10/11/24	003026	137226	NORTH COAST TIR	9,969.22	.00	56,809.42	
4	83	API	10/11/24	003026	137228	NORTH COAST TIR	7,063.32	.00	63,872.74	
4	83	API	10/11/24	003026	137229	NORTH COAST TIR	8,399.39	.00	72,272.13	
4	319	GEN	10/31/24	MSWMA	QuickBooks charge		135.00	.00	72,407.13	
5	274	GEN	11/30/24	MSWMA	QuickBooks		149.00	.00	72,556.13	
6	228	GEN	12/31/24	MSWMA	QuickBooks		149.00	.00	72,705.13	
7	377	GEN	01/31/25	MSWMA	QuickBooks		149.00	.00	72,854.13	
92000000-52100						.00	98,940.60	26,086.47	72,854.13	72,854.13
920.00.00.00.000.0000.00000.52134.										
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	
9	161	API	03/14/25	028800	142090	CITY OF UKIAH	5,400.00	.00	77,400.00	
9	161	API	03/14/25	028800	142093	CITY OF UKIAH	10,800.00	.00	88,200.00	
9	161	API	03/14/25	028800	142096	CITY OF UKIAH	19,800.00	.00	108,000.00	
92000000-52134						.00	108,000.00	.00	108,000.00	108,000.00
920.00.00.00.000.0000.00000.52170.										
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	
8	194	API	02/28/25	000059	141771	UKIAH WASTE SOL	30,842.54	.00	270,684.42	
9	162	API	03/14/25	000059	141944	UKIAH WASTE SOL	29,021.61	.00	299,706.03	
92000000-52170						.00	299,706.03	.00	299,706.03	299,706.03
920.00.00.00.000.0000.00000.52173.										
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	
8	194	API	02/28/25	000059	141771	UKIAH WASTE SOL	770.06	.00	5,847.34	
9	162	API	03/14/25	000059	141944	UKIAH WASTE SOL	1,475.32	.00	7,322.66	
92000000-52173						.00	7,322.66	.00	7,322.66	7,322.66
920.00.00.00.000.0000.00000.52528.										
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	

**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	137176	SDRMA	458.82	.00		46,548.56
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
92000000-52528							.00	48,724.45	5,611.87	43,112.58
920.00.00.00.000.0000.00000.59400.										
OTHER OPERATING EXPENSES 92000000							.00			
6	302	GNI	12/05/24	JNL302			61.69	.00		61.69
7	116	API	01/17/25	024173	140282	MENDOCINO COUNT	2,609.20	.00		2,670.89
92000000-59400							.00	2,670.89	.00	2,670.89
<b>TOTALS FOR FUND 920</b>										
MSWMA OPERATIONS							.00	586,521.68	402,513.07	184,008.61
REPORT TOTALS							.00	586,521.68	402,513.07	184,008.61

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                   07/01/2024  to 12/30/2025
(B)alance sheet or (A)ll accounts:    A
Roll up projects to object level:     Y
Omit zero balance accounts:           Y
Sort by 3 Org-Obj-Project
Print Org Code? (Y/N)                  Y
Print Fund Header and org/Obj         Y
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  Active

```

\*\* END OF REPORT - Generated by Seth Strader \*\*