



LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

(a California public agency)

Board of Directors:

Ralph Ellis, Chairman
Aaron Albaugh, Vice Chairman
Chris Gallagher
Brian Moore
Kevin Stafford
Mendy Schuster (City Alternate)
Tom Hammond (County Alternate)

Staff:

Manager: Vacant
Clerk of the Board: Vacant
Counsel: Josh Nelson
Landfill Foreman: Gary Gillis

LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

BOARD OF DIRECTORS, REGULAR MEETING

– AGENDA –

Tuesday

May 24, 2022 at 1:00 p.m.

707 Nevada Street, Susanville, California 96130

- ▶ Any person desiring to address the Board of Directors shall first secure permission of the presiding officer.
- ▶ The Public may address matters under the jurisdiction of the Board of Directors, and not on the Agenda, at the time provided in the Agenda under Public Comment.
- ▶ The Board of Directors will not take action on any subject that is not on the Agenda.

Next resolution in line for adoption: 2022-02

-
- A. CALL TO ORDER
 - B. ROLL CALL OF BOARD OF DIRECTORS
 - C. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS
 - D. CLOSED SESSION - No items (s) for consideration.
 - E. PUBLIC COMMENT

(Any person may address the Board at this time to comment on any subject not on the agenda. However, the Board may not take action other than to direct staff to place the matter on the agenda at a future meeting).

F. REPORTS AND INFORMATION

1. Unagendized Reports by Board Members
2. Auditor's Report
3. Claims of Expenses
4. Staff Reports

G. CONSENT CALENDAR

1. Subject: Approval of and/or Additions to and Deletions for the following meeting minutes.
 - March 8, 2022 Board of Directors Meeting Minutes.

Action Requested: Approve Minutes.

(Consent calendar items are routine and usually approved by a single vote. Prior to action by the Board, the public will be given the opportunity to comment on any consent item.

H. REGULAR CALENDAR

1. *Subject:* That the Board receive an update regarding privatization of all solid waste operations.
2. *Subject:* Approve transfer from Solid Waste Professional and Specialized Services 585-0241-3002300 in the amount of \$43,644.58 to reimburse County Road Operating Budget 122-1221-2010700 for County's Road Account Auditor time distributed to solid waste operations.
3. *Subject:* Travel authorization for one equipment operator to attend a commercial license driving school in Redding, CA. The estimated cost for one week of instruction, lodging and meals is \$5000. If approved the training is expected to occur in late August or September.

I. ADJOURNMENT

Next Regularly Scheduled Board of Directors Meeting: May 24, 2022

Lassen Regional Solid Waste Management Authority



INFORMATION

TO: LRSWMA BOARD OF DIRECTORS
FROM: PETE HEIMBIGNER
SUBJECT: AUDITOR'S REPORT
DATE: May 24, 2022

The Auditor's Report, dated May 18, 2022, is attached. Board of Directors action is not required.

Fiscal Year 2022 As of 5/18/2022
Fund 585 SOLID WASTE
Budget Unit 0241 SOLID WASTE
Cost Center NONE

County of Lassen Budget Status

User: pheimbigner

Percent of Year Elapsed 88 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3010	SALARIES AND EMPLOYEE BENEFITS						
3000100	SALARIES AND WAGES	\$496,145.00	\$496,145.00	\$328,849.34	\$0.00	\$167,295.66	66%
3000102	BOOT OR UNIFORM ALLOWANCE	\$750.00	\$750.00	\$900.00	\$0.00	(\$150.00)	120%
3000110	OVERTIME	\$20,000.00	\$20,000.00	\$10,210.06	\$0.00	\$9,789.94	51%
3000130	EXTRA HELP	\$0.00	\$0.00	\$21,583.08	\$0.00	(\$21,583.08)	0%
3000200	RETIREMENT	\$45,296.00	\$45,296.00	\$33,625.32	\$0.00	\$11,670.68	74%
3000202	MEDICARE	\$8,230.00	\$8,230.00	\$5,672.78	\$0.00	\$2,557.22	69%
3000205	PERS RETIREMENT UNFUNDED LIAB	\$66,790.00	\$66,790.00	\$50,092.63	\$0.00	\$16,697.37	75%
3000210	SOCIAL SECURITY	\$35,192.00	\$35,192.00	\$24,255.74	\$0.00	\$10,936.26	69%
3000300	GROUP INSURANCE - HEALTH	\$43,742.00	\$43,742.00	\$22,260.00	\$0.00	\$21,482.00	51%
3000310	FLEX PLAN/CAFETERIA	\$99,733.00	\$99,733.00	\$68,074.53	\$0.00	\$31,658.47	68%
3000320	GROUP INSURANCE - DENTAL	\$5,760.00	\$5,760.00	\$3,648.00	\$0.00	\$2,112.00	63%
3000330	GROUP INSURANCE- LIFE	\$1,761.00	\$1,761.00	\$1,351.40	\$0.00	\$409.60	77%
3000400	WORKERS COMPENSATION INSURANCE	\$67,279.00	\$67,279.00	\$36,814.43	\$0.00	\$30,464.57	55%
3000501	OTHER POST-EMPLOYMENT BENEFITS	\$9,162.00	\$9,162.00	\$6,580.75	\$0.00	\$2,581.25	72%
3000510	UNEMPLOYMENT INSURANCE	\$0.00	\$0.00	\$256.02	\$0.00	(\$256.02)	0%
3000750	YEAR END SALARIES AND BENEFITS	\$0.00	\$0.00	(\$19,020.69)	\$0.00	\$19,020.69	0%
	Major Object Total	\$899,840.00	\$899,840.00	\$595,153.39	\$0.00	\$304,686.61	66 %
3020	SERVICES AND SUPPLIES						
3001100	CLOTHING & PERSONAL	\$7,500.00	\$7,500.00	\$588.15	\$0.00	\$6,911.85	8%
3001200	COMMUNICATIONS	\$11,000.00	\$11,000.00	\$10,598.50	\$0.00	\$401.50	96%
3001400	HOUSEHOLD EXPENSES	\$0.00	\$0.00	\$7,326.87	\$0.00	(\$7,326.87)	0%
3001500	INSURANCE	\$67,000.00	\$67,000.00	\$44,967.91	\$0.00	\$22,032.09	67%

Fiscal Year 2022 As of 5/18/2022
Fund 585 SOLID WASTE
Budget Unit 0241 SOLID WASTE
Cost Center NONE

County of Lassen Budget Status

User: pheimbigner

						Percent of Year Elapsed	%
Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3001700	MAINTENANCE - EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0%
3001701	MAINTENANCE-COUNTY VEHICLES	\$20,000.00	\$20,000.00	\$35,503.21	\$0.00	(\$15,503.21)	178%
3001800	MAINT-BUILDINGS & IMPROVEMENTS	\$7,000.00	\$7,000.00	\$3,692.25	\$0.00	\$3,307.75	53%
3001801	MAINTENANCE-LANDFILL	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0%
3002000	MEMBERSHIPS	\$9,000.00	\$9,000.00	\$253.00	\$0.00	\$8,747.00	3%
3002200	OFFICE EXPENSE	\$9,000.00	\$9,000.00	\$4,578.67	\$0.00	\$4,421.33	51%
3002201	POSTAGE	\$1,000.00	\$1,000.00	\$1,151.11	\$0.00	(\$151.11)	115%
3002205	GRANT EXPENSE	\$8,700.00	\$8,700.00	\$3,339.88	\$0.00	\$5,360.12	38%
3002300	PROFESSIONAL & SPECIALIZED SV	\$340,000.00	\$340,000.00	\$161,713.42	\$0.00	\$178,286.58	48%
3002312	PROFESS & SPECICAL-ACCOUNTING	\$50,000.00	\$50,000.00	\$24,424.20	\$0.00	\$25,575.80	49%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0%
3002500	RENTS AND LEASES - EQUIPMENT	\$10,000.00	\$10,000.00	\$614.67	\$0.00	\$9,385.33	6%
3002600	RENTS & LEASES - BUILDINGS	\$21,000.00	\$21,000.00	\$16,820.58	\$0.00	\$4,179.42	80%
3002700	SMALL TOOLS AND INSTRUMENTS	\$2,000.00	\$2,000.00	\$166.35	\$0.00	\$1,833.65	8%
3002800	SPECIAL DEPARTMENTAL EXPENSE	\$120,000.00	\$120,000.00	\$117,712.95	\$0.00	\$2,287.05	98%
3002818	GRANT REIMBURSABLE EXPENSES	\$36,000.00	\$36,000.00	\$0.00	\$0.00	\$36,000.00	0%
3002900	TRANSPORTATION AND TRAVEL	\$75,000.00	\$75,000.00	\$77,021.45	\$0.00	(\$2,021.45)	103%
3002901	CONFERENCES AND TRAINING	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
3003000	UTILITIES	\$6,000.00	\$6,000.00	\$4,111.99	\$0.00	\$1,888.01	69%
	Major Object Total	\$853,200.00	\$853,200.00	\$514,585.16	\$0.00	\$338,614.84	60 %
	Cost Center Total	\$1,753,040.00	\$1,753,040.00	\$1,109,738.55	\$0.00	\$643,301.45	63 %
	Budget Unit Total	\$1,753,040.00	\$1,753,040.00	\$1,109,738.55	\$0.00	\$643,301.45	63 %
	Fund Total	\$1,753,040.00	\$1,753,040.00	\$1,109,738.55	\$0.00	\$643,301.45	63 %

<h2 style="margin: 0;">County of Lassen</h2> <h3 style="margin: 0;">General Ledger Summary</h3>

Fund	Account	Account Name	Opening Balance	YTD Activity	Balance	Status
385	0100000	SOLID WASTE AUTHORITY JPA	\$2,198,172.60	\$22,029.16	\$2,220,201.76	
585	0100000	LASSEN SOLID WASTE JPA	\$1,917,161.68	\$431,040.88	\$2,348,202.56	
586	0100000	SW CAPITAL IMPROVEMENT FUND	\$956,051.48	(\$71,027.16)	\$885,024.32	
			\$5,071,385.76	\$382,042.88	\$5,453,428.64	

Lassen Regional Solid Waste Management Authority



INFORMATION

TO: LRSWMA BOARD OF DIRECTORS
FROM: PETE HEIMBIGNER
SUBJECT: CLAIMS OF EXPENSES
DATE: May 24, 2022

The Claims of Expenses for the period of April 22, 2022 to May 18, 2022 is attached.

Board of Directors action is not required.

County of Lassen Expenditure Account Detail

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
04/27/22	585	0241		3000100		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$13,481.48	
05/11/22	585	0241		3000100		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$13,094.55	
04/27/22	585	0241		3000110		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$421.75	
05/11/22	585	0241		3000110		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$408.75	
04/27/22	585	0241		3000130		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$960.00	
05/11/22	585	0241		3000130		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$1,172.29	
04/27/22	585	0241		3000200		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$1,405.59	
05/11/22	585	0241		3000200		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$1,371.11	
04/27/22	585	0241		3000202		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$233.37	
05/11/22	585	0241		3000202		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$230.65	
04/27/22	585	0241		3000210		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$997.80	
05/11/22	585	0241		3000210		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$986.15	
04/27/22	585	0241		3000300		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$1,052.50	
05/11/22	585	0241		3000300		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$1,052.50	
04/27/22	585	0241		3000310		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$3,077.77	
05/11/22	585	0241		3000310		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$3,077.77	
04/27/22	585	0241		3000320		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$160.00	
05/11/22	585	0241		3000320		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$160.00	
04/27/22	585	0241		3000330		99999	VARIOUS VENDORS	04/27/22 PAYROLL ENTRIES	00000003	PR000056	\$58.00	
05/11/22	585	0241		3000330		99999	VARIOUS VENDORS	05/11/22 PAYROLL ENTRIES	00000003	PR000058	\$58.00	
05/13/22	585	0241		3000750		0	UNASSIGNED VENDOR	rev 6/26/21 PAYROLL ENTRIES	00000001	JE002403	(\$19,020.69)	
04/28/22	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	5302521273051299-8 4/10/22	01173593	CL812423	\$592.87	
04/28/22	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	5302576822091389-8 4/10/22	01173593	CL812423	\$329.12	
04/28/22	585	0241		3001200		734	SACRAMENTO VALLEY LMTD PARTNER	9903796243 4/10/22	01173600	CL812430	\$5.10	
04/28/22	585	0241		3001701		11935	O'REILLY AUTO ENTERPRISES, LLC	2740-365312 4/5/22	01173595	CL812425	\$9.20	
04/28/22	585	0241		3001701		11935	O'REILLY AUTO ENTERPRISES, LLC	2740-367114 4/15/22	01173595	CL812425	\$320.60	
04/28/22	585	0241		3001701		12182	GUY RENTS INC	W3554-5 4/19/22	01173598	CL812429	\$1,325.23	
04/28/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3550318 4/14/22	01173590	CL812421	\$280.37	
04/28/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INWO1478933 4/8/22	01173590	CL812421	\$360.00	
04/28/22	585	0241		3001701		7064	FPC FINANCIAL F.S.B.	13467995 4/12/22	01173592	CL812427	\$126.42	
04/28/22	585	0241		3001701		7064	FPC FINANCIAL F.S.B.	13468010 4/14/22	01173592	CL812427	\$262.46	
05/05/22	585	0241		3001701		15609	LIFESTYLE SUSANVILLE, LLC	503105 4/19/22	01173711	CL812592	\$37.90	
04/28/22	585	0241		3002200		11481	INLAND BUSINESS SYSTEMS, INC.	IN2599729 4/12/22	01173594	CL812424	\$18.80	
04/28/22	585	0241		3002200		4104	OFFICE DEPOT	237484308001 4/11/22	01173596	CL812426	\$359.44	
04/28/22	585	0241		3002200		4104	OFFICE DEPOT	238895441001 4/14/22	01173596	CL812426	\$352.75	
05/05/22	585	0241		3002200		4104	OFFICE DEPOT	237505908001 4/13/22	01173710	CL812591	\$148.95	

<h2 style="margin: 0;">County of Lassen</h2> <h3 style="margin: 0;">Expenditure Account Detail</h3>

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
05/13/22	585	0241		3002200		16044	CALCARD HEIMBIGNER, PETER	APR22 CC PH FASTCOMET.COM	00000001	JE002434	\$189.35	
04/28/22	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	2591013915 4/14/22	01173589	CL812419	\$99.19	
04/28/22	585	0241		3002300		12933	PRICE PAIGE & CO ACCOUNTANCY	21420 3/31/22 AUDIT	01173597	CL812428	\$1,465.00	
04/28/22	585	0241		3002600		14975	SIERRA DESERT PROPERTIES	14975 5/22 MAY RENT	01173599	CL812453	\$1,522.00	
04/28/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	7280663 4/13/22	01173591	CL812422	\$2,436.88	
04/28/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	7320891 4/19/21	01173591	CL812422	\$174.60	
05/05/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	7360105 4/25/22	01173709	CL812590	\$2,098.17	
05/05/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	CL7245362 4/15/22	01173709	CL812590	\$912.99	
Total Budget Year Expenditures:											\$37,866.73	
Grand Total:											\$37,866.73	



LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

(a California public agency)

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Brian Moore
Kevin Stafford
Mendy Schuster (City Alternate)
Tom Hammond (County Alternate)

Staff:

Manager: VACANT
Clerk of the Board: VACANT
Counsel: Josh Nelson
Landfill Foreman: Gary Gillis

LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

BOARD OF DIRECTORS

– *MINUTES* –

TUESDAY

April 26, 2022 at 2:00 PM

- A. **CALL TO ORDER.** *At 2:24 p.m., Director Gallagher called the meeting to order.*
- B. **ROLL CALL OF BOARD OF DIRECTORS.** *Directors, Stafford, Moore, and Gallagher were present. Director Ellis and Albaugh were absent.*
- C. **AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS.** Director Moore motioned to approve the agenda as written. Director Stafford seconded. Motion was approved 3-0.
- D. **CLOSED SESSION** – No closed session item(s).
- E. **PUBLIC COMMENT.** Damon Shea reported on community activity, new office software including billing, cameras and tablets in vehicles, and contract renewals.

F. REPORTS AND INFORMATION

1. **Unagendized Reports by Board Members.** Mr. Gallagher commented that Spaulding would like three dump days scheduled for this year.
2. **Auditor's Report.** Mr. Heimbigner commented on the cost of fuel causing fuel budgets to be higher than normal; otherwise, all other line items are as expected.
3. **Staff Reports: Letter submitted to Lassen County Environmental Health requesting time extension for Landfill gas compliance at Bass Hill Landfill.**

Mr. Heimbigner provided history behind the need for the letter to Lassen County Environmental Health requesting a time extension for landfill gas compliance at Bass Hill Landfill.

Mr. Heimbigner reported that the Westwood green waste site is set up for Wednesdays with not much activity. Director Gallagher suggested coordinating with the CSD for a more flexible dumping situation for the public. He also said he would help spread the word.

G. CONSENT CALENDAR:

1. **Subject: Approval of minutes.** Director Stafford motioned to approve the minutes for March 8, 2022 as written. Director Moore seconded. Motion was carried 3-0.

H. REGULAR SESSION

1. **Subject: That the Board receive an update regarding privatization of all solid waste operations.** Mr. Shea provided an update and stated that the process is still moving forward.
2. **Subject: That the Board receive and comment on Draft Audit Report for FY 19/20.** Mr. Heimbigner reviewed information as provided in the report and stated there are no findings needing attention.

Discussion was held regarding why the report is so tardy.

3. **Subject: That the Board consider a Letter of Engagement with the accounting firm Price Paige & Company to conduct the FY 20/21 audit and authorize the Board Chairman and Manager to sign Letter of Engagement.**

Discussion was held regarding possibilities for seeking a new auditing firm. Mr. Heimbigner said that the Authority is bound to use this firm through the County Auditor.

Director Stafford motioned to approve the authorization for the Board Chairman to sign Letter of Engagement with Price Paige & Company for FY 20/21. Director Moore seconded. Motion was carried 3-0.

4. **Subject: That the Board: 1) Receive a letter from Lassen County Fish & Game Commission concerning wild animal carcass disposal; 2) Provide possible direction to staff.** Mr. Heimbigner reviewed information as provided in packets.

Discussion was held regarding carcass disposal areas, Solid Waste's management of carcass disposal, and Fish and Wildlife's role in the matter.

Direction was given to refer public to City and County Public Works Departments, Fish and Wildlife, or California Highway Patrol depending on location.

I. ADJOURNMENT. *At 2:55 p.m., Director Gallagher closed the meeting.*

**LASSEN REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY**

RALPH ELLIS,
CHAIRMAN OF THE BOARD OF DIRECTORS

CLERK OF THE BOARD OF DIRECTORS