



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

July 26, 2022 at 11:00 a.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

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- A. CALL TO ORDER
 - B. ROLL CALL OF BOARD OF DIRECTORS
 - C. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS
 - D. CLOSED SESSION –
 - 1) Public Employment – Executive Director.

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.
 - June 28, 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.

I. ADJOURNMENT

Next Regularly Scheduled Board of Directors Meeting: August 23, 2022

Lassen Regional Solid Waste Management Authority



INFORMATION

TO: LRSWMA BOARD OF DIRECTORS
FROM: PETE HEIMBIGNER
SUBJECT: AUDITOR'S REPORT
DATE: July 26, 2022

The Auditor's Report, dated July 21, 2022, is attached. Board of Directors action is not required.

Fiscal Year 2023 As of 7/21/2022
Fund 585 SOLID WASTE
Budget Unit 0241 SOLID WASTE
Cost Center NONE

**County of Lassen
Budget Status**

User: pheimbigner

Percent of Year Elapsed 6 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3010	SALARIES AND EMPLOYEE BENEFITS						
3000100	SALARIES AND WAGES	\$0.00	\$0.00	\$13,169.92	\$0.00	(\$13,169.92)	0%
3000130	EXTRA HELP	\$0.00	\$0.00	\$742.50	\$0.00	(\$742.50)	0%
3000200	RETIREMENT	\$0.00	\$0.00	\$1,378.28	\$0.00	(\$1,378.28)	0%
3000202	MEDICARE	\$0.00	\$0.00	\$219.59	\$0.00	(\$219.59)	0%
3000210	SOCIAL SECURITY	\$0.00	\$0.00	\$938.84	\$0.00	(\$938.84)	0%
3000300	GROUP INSURANCE - HEALTH	\$0.00	\$0.00	\$1,052.50	\$0.00	(\$1,052.50)	0%
3000310	FLEX PLAN/CAFETERIA	\$0.00	\$0.00	\$3,077.78	\$0.00	(\$3,077.78)	0%
3000320	GROUP INSURANCE - DENTAL	\$0.00	\$0.00	\$160.00	\$0.00	(\$160.00)	0%
3000330	GROUP INSURANCE- LIFE	\$0.00	\$0.00	\$58.00	\$0.00	(\$58.00)	0%
	Major Object Total	\$0.00	\$0.00	\$20,797.41	\$0.00	(\$20,797.41)	0%
3020	SERVICES AND SUPPLIES						
3001200	COMMUNICATIONS	\$0.00	\$0.00	\$422.13	\$0.00	(\$422.13)	0%
3001400	HOUSEHOLD EXPENSES	\$0.00	\$0.00	\$421.75	\$0.00	(\$421.75)	0%
3001701	MAINTENANCE-COUNTY VEHICLES	\$0.00	\$0.00	\$5,652.92	\$0.00	(\$5,652.92)	0%
3001800	MAINT-BUILDINGS & IMPROVEMENTS	\$0.00	\$0.00	\$594.96	\$0.00	(\$594.96)	0%
3002200	OFFICE EXPENSE	\$0.00	\$0.00	\$44.72	\$0.00	(\$44.72)	0%
3002300	PROFESSIONAL & SPECIALIZED SV	\$0.00	\$0.00	\$79,023.72	\$0.00	(\$79,023.72)	0%
3002900	TRANSPORTATION AND TRAVEL	\$0.00	\$0.00	\$8,920.04	\$0.00	(\$8,920.04)	0%
3003000	UTILITIES	\$0.00	\$0.00	\$292.97	\$0.00	(\$292.97)	0%
	Major Object Total	\$0.00	\$0.00	\$95,373.21	\$0.00	(\$95,373.21)	0%
	Cost Center Total	\$0.00	\$0.00	\$116,170.62	\$0.00	(\$116,170.62)	0%
	Budget Unit Total	\$0.00	\$0.00	\$116,170.62	\$0.00	(\$116,170.62)	0%
	Fund Total	\$0.00	\$0.00	\$116,170.62	\$0.00	(\$116,170.62)	0%

Lassen Regional Solid Waste Management Authority



INFORMATION

TO: LRSWMA BOARD OF DIRECTORS
FROM: PETE HEIMBIGNER
SUBJECT: CLAIMS OF EXPENSES
DATE: July 26, 2022

The Claims of Expenses for the period of June 25, 2022 to July 21, 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	*
07/06/22	585	0241		3000100		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$13,169.92	
07/06/22	585	0241		3000130		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$742.50	
07/06/22	585	0241		3000200		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$1,378.28	
07/06/22	585	0241		3000202		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$219.59	
07/06/22	585	0241		3000210		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$938.84	
07/06/22	585	0241		3000300		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$1,052.50	
07/06/22	585	0241		3000310		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$3,077.78	
07/06/22	585	0241		3000320		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$160.00	
07/06/22	585	0241		3000330		99999	VARIOUS VENDORS	07/06/22 PAYROLL ENTRIES	00000003	PR000002	\$58.00	
06/30/22	585	0241		3000750		0	UNASSIGNED VENDOR	ACCR.PAYROLL FY 21/22 7/6/22	00000001	JE002852	\$20,797.41	
06/30/22	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	5302521273051299-8 6/10/22	01175565	CL814817	\$592.07	
07/15/22	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	53025768220919389-8 6/10/22	01175979	CL825396	\$328.32	
07/21/22	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	5302945291063093-8 7/5/22	01176222	CL825763	\$93.81	
07/15/22	585	0241		3001400		14587	JOANN STERLING	14587 5/10/22 RMB PROPANE	01175986	CL825397	\$32.06	
07/15/22	585	0241		3001400		889	DS WATERS OF AMERICA,INC	6187180 061622	01175985	CL825403	\$39.49	
07/15/22	585	0241		3001400		889	DS WATERS OF AMERICA,INC	6257141 061722	01175985	CL825403	\$215.81	
07/21/22	585	0241		3001400		12837	ARAMARK UNIFORM & CAREER	2591047074 6/30/22	01176216	CL825758	\$134.39	
06/28/22	585	0241		3001701		0	UNASSIGNED VENDOR	CORR CK#1174246 INV#32571	00000001	JE002741	\$1,840.00	
07/15/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INW01499996 6/21/22	01175977	CL825394	\$815.00	
07/15/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INW01501559 6/29/22	01175977	CL825394	\$2,411.94	
07/15/22	585	0241		3001701		7064	JOHN DEERE FINANCIAL F.S.B	13655468 6/27/22	01175982	CL825401	\$1,510.54	
07/21/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3600949 7/5/22	01176219	CL825760	\$482.16	
07/21/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3600950 7/5/22	01176219	CL825760	\$59.80	
07/21/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3602875 7/7/22	01176219	CL825760	\$228.49	
07/21/22	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3602876 7/7/22	01176219	CL825760	\$96.99	
07/21/22	585	0241		3001701		589	AIRGAS USA, LLC	9989818418 6/30/22	01176215	CL825756	\$48.00	
07/21/22	585	0241		3001800		13593	EDGES ELECTRICAL GROUP, LLC	S5605157.001 7/5/22	01176221	CL825762	\$533.75	
07/21/22	585	0241		3001800		13593	EDGES ELECTRICAL GROUP, LLC	S5605157.002 7/5/22	01176221	CL825762	\$61.21	
07/15/22	585	0241		3002200		6701	WAL-MART COMMUNITY/SYNCB	572145605530462 5/25/22	01175987	CL825405	\$44.72	
06/30/22	585	0241		3002300		0	UNASSIGNED VENDOR	REV 6/30/21 DUE TO BOE	00000001	JE002940	(\$8,221.00)	
06/30/22	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	2591017010 4/21/22	01175560	CL814804	\$144.89	
06/30/22	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	2591035143 6/2/22	01175560	CL814804	\$88.83	
06/30/22	585	0241		3002300		14143	BEST BEST & KRIEGER LLP	937860 6/13/22 CONTRACT	01175562	CL814574	\$234.00	
06/30/22	585	0241		3002300		6239	SYLVIA SCHMITT	103462 5/31/22	01175563	CL814811	\$82.50	
06/30/22	585	0241		3002300		6239	SYLVIA SCHMITT	103467 05/31/22	01175563	CL814811	\$82.50	
06/30/22	585	0241		3002300		6239	SYLVIA SCHMITT	103892 5/31/22	01175563	CL814811	\$82.50	

County of Lassen Expenditure Account Detail

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
06/30/22	585	0241		3002300		6239	SYLVIA SCHMITT	103896 5/31/22	01175563	CL814811	\$82.50	
06/30/22	585	0241		3002300		6239	SYLVIA SCHMITT	103968 5/31/22	01175563	CL814811	\$82.50	
06/30/22	585	0241		3002300		6998	ASBURY ENVIRONMENTAL SERVICE	1500-00836464 6/22/22	01175561	CL814803	\$275.00	
06/30/22	585	0241		3002300		8337	CHRISTINE W. BROWN	2722 6/22/22 RAVENDALE TESTING	01175567	CL814818	\$1,192.43	
07/12/22	585	0241		3002300		0	UNASSIGNED VENDOR	APR-JUN'22 RMB BILLINGS	00000001	JE000037	\$17,684.69	
07/15/22	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174378092U037 7/1/22	01175976	CL825389	\$1,350.68	
07/15/22	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174378096U037 7/1/22	01175976	CL825389	\$2,020.24	
07/15/22	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174378098U037 7/1/22	01175976	CL825389	\$671.89	
07/15/22	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174378099U037 7/1/22	01175976	CL825389	\$1,530.82	
07/15/22	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174378100U037 7/1/22	01175976	CL825389	\$1,334.75	
07/15/22	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174378101U037 7/1/22	01175976	CL825389	\$3,292.08	
07/15/22	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	2591041126 6/16/22	01175975	CL825387	\$141.14	
07/15/22	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	2591043989 6/23/22	01175975	CL825387	\$103.79	
07/15/22	585	0241		3002300		14620	SIERRA SCALES LLC	2297 6/23/22	01175984	CL825402	\$740.00	
07/18/22	585	0241		3002300		0	UNASSIGNED VENDOR	25% PW DIRECTOR WG-LRSWMA	00000001	JE000071	\$44,481.50	
07/21/22	585	0241		3002300		12075	WESTWOOD ENVIRO SRVC, INC	A68300 6/30/22 WESTWOOD	01176224	CL825765	\$98.66	
07/21/22	585	0241		3002300		12075	WESTWOOD ENVIRO SRVC, INC	A68301 6/30/22 HERLONG	01176224	CL825765	\$98.66	
07/21/22	585	0241		3002300		12075	WESTWOOD ENVIRO SRVC, INC	A68358 6/30/22 BASS HILL	01176224	CL825765	\$197.32	
07/21/22	585	0241		3002300		6239	SYLVIA SCHMITT	104549 6/9/22 BIEBER	01176218	CL825759	\$82.50	
07/21/22	585	0241		3002300		6239	SYLVIA SCHMITT	104557 6/6/22 LITTLE VALLEY	01176218	CL825759	\$82.50	
07/21/22	585	0241		3002300		6239	SYLVIA SCHMITT	105222 6/24/22 MADELINE	01176218	CL825759	\$82.50	
07/21/22	585	0241		3002300		6239	SYLVIA SCHMITT	105224 6/21/22 RAVENDALE	01176218	CL825759	\$82.50	
07/21/22	585	0241		3002300		6239	SYLVIA SCHMITT	105252 6/24/22 SPAULDING	01176218	CL825759	\$82.50	
07/21/22	585	0241		3002300		6998	ASBURY ENVIRONMENTAL SERVICE	1500-00841203 7/8/22	01176217	CL825757	\$95.00	
07/21/22	585	0241		3002300		8337	CHRISTINE W. BROWN	2724 6/28/22 MONITORING	01176223	CL825764	\$4,770.00	
06/30/22	585	0241		3002312		0	UNASSIGNED VENDOR	LCRWMA PAYROLL CONTRIB.21/22	00000001	JE002868	\$17,867.62	
06/30/22	585	0241		3002900		14696	VICKY GERIG	14696-JUNE MILEAGE	01175566	CL814819	\$35.10	
06/30/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	7769066 6/22/22	01175564	CL814815	\$96.65	
07/15/22	585	0241		3002900		14587	JOANN STERLING	14587 4/1-6/23/22 RMBMLG	01175986	CL825397	\$546.98	
07/15/22	585	0241		3002900		15723	ASHLEY ROBERTS	15723 6/28 RMBMLG 482.04	01175983	CL825385	\$482.04	
07/15/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	7769636 6/23/22	01175978	CL825395	\$6,289.29	
07/15/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	CL7634503 6/1-6/15/22	01175978	CL825395	\$141.07	
07/15/22	585	0241		3002900		94	KAREN L. ZAPPETTINI	94 6/4-6/24/22 RMBMLG	01175988	CL825398	\$276.12	
07/21/22	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	CL7803784 6/30/22	01176220	CL825761	\$1,184.54	
07/15/22	585	0241		3003000		515	LMUD	20073-434340	01175980	CL825399	\$102.37	

County of Lassen Expenditure Account Detail
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Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
07/15/22	585	0241		3003000		515	LMUD	20073-47976	01175980	CL825399	\$156.55	
07/15/22	585	0241		3003000		736	PG&E	5719487814-6 6/23/22	01175981	CL825400	\$34.05	
06/30/22	585	0241		3006200		13941	STRICTLY TECHNOLOGY LLC	TRUE CABLE CAT5E 500FT	00000000	PO225126	\$0.00	
06/30/22	585	0241		3006200		13941	STRICTLY TECHNOLOGY LLC	WIRELESS BRIDGE	00000000	PO225126	\$0.00	
06/30/22	585	0241		3006200		15793	AMAZON CAPITAL SERVICES, INC	150FT CAT5E OUTDOOR CABLE	00000000	PO225128	\$0.00	
06/30/22	585	0241		3006200		15793	AMAZON CAPITAL SERVICES, INC	NAVEPOINT CAT5E 500FT CABLE	00000000	PO225128	\$0.00	
06/30/22	585	0241		3006200		15793	AMAZON CAPITAL SERVICES, INC	SALES TAX	00000000	PO225128	\$0.00	
06/30/22	585	0241		3006200		15793	AMAZON CAPITAL SERVICES, INC	UBIQUITI AF-24 HD US KIT	00000000	PO225128	\$0.00	
Total Budget Year Expenditures:											\$151,526.12	
Grand Total:											\$151,526.12	



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

– *MINUTES* –

TUESDAY

June 28, 2022 at 1:00 PM

- A. CALL TO ORDER.** *At 1:00 p.m., Director Ellis called the meeting to order.*
- B. ROLL CALL OF BOARD OF DIRECTORS.** *Directors, Stafford, Albaugh, Ellis and Gallagher were present. Director Moore was absent.*
- C. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS.** Director Gallagher motioned to approve the agenda as written. Director Albaugh seconded. Motion was approved 4-0.
- 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.

Discussion was held regarding greenwaste disposal dates, and food recycling.

F. REPORTS AND INFORMATION

1. **Unagendized Reports by Board Members.** None.
2. **Auditor's Report.** Mr. Heimbigner reviewed information as provided in packets.

Mr. Albaugh asked why communications was so high and what falls in that category. Mr. Heimbigner said it is the DSL. He further commented that they are working on getting connected to the County server as a cheaper alternative and for better connectivity.

Mr. Albaugh asked about the mailing expenses. Mr. Heimbigner stated that it is for invoicing customers.

Mr. Ellis asked about extra help expenses. Mr. Heimbigner stated that some gatekeepers fall under the extra help category and not part-time with benefits, and some expense as reimbursements for cross-over staffing.

3. **Claims of Expenses:** Mr. Heimbigner reviewed information as presented in packets.

Discussion was held to clarify memberships, and future expenses that may be part of the cost plan.

4. **Staff Reports:** Mr. Heimbigner reported on a meeting with ESJPA regarding SB 1383 with the consensus being to pause this bill.

Mr. Heimbigner reported that he is still working on the budget as he works to get a new consultant and he is working to get Lahontan Water Board to come speak at a meeting.

G. CONSENT CALENDAR:

1. **Subject: Approval of minutes.** Director Stafford motioned to approve the minutes for May 24, 2022 as written. Director Gallagher seconded. Motion was carried 4-0.

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.

Mr. Heimbigner asked if it would help, or hurt, if the Authority stepped in. Mr. Shea said that option should be discussed, and offered comment on his experience thus far. Mr. Heimbigner said per discussion with counsel, it may be time to explore the option of putting a timeframe for final decision on the contract.

2. **Subject: Approve entering into an agreement with Converse Consultants in a not exceed amount of \$50,000 for solid waste environmental services to conduct groundwater and landfill monitoring of multiple landfills and authorize the acting manager to sign the agreement.** Mr. Heimbigner reviewed information as provided in packets and recommends a one year term.

Discussion was held to clarify details of the agreement, and Mr. Heimbigner said he still needed to consult with counsel on some verbiage.

Director Stafford motioned to approve entering into an agreement with Converse Consulting in a not to exceed amount of \$50,000, and for a term of one year, for solid waste environmental services to conduct groundwater and landfill monitoring of multiple landfills and authorize the acting manager to sign the agreement. Director Gallagher seconded. Motion passed 4-0.

I. ADJOURNMENT. *At 1:50 p.m., Director Ellis closed the meeting.*

**LASSEN REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY**

RALPH ELLIS,
CHAIRMAN OF THE BOARD OF DIRECTORS

CLERK OF THE BOARD OF DIRECTORS