



LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

(a California public agency)

Board of Directors:

Ralph Ellis, Chairman
Aaron Albaugh, Vice Chairman
Chris Gallagher
Mendy Schuster
Kevin Stafford
Quincy McCourt (City Alternate)
Jason Ingram (County Alternate)
Tom Neely (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

March 28, 2023 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: 2023-01

-
- A. CALL TO ORDER
 - B. ROLL CALL OF BOARD OF DIRECTORS
 - C. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS
 - D. CLOSED SESSION – No item(s)

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.

- February 28, 2023 Board of Directors Meeting Minutes.

Action Requested: Approve Minutes.

H. REGULAR CALENDAR

1. *Subject:* Purchase new tarp for daily cover of waste cell at Bass Hill Landfill. Funding is available in 585-0241-3002800.

Action Requested: That the Board authorize the purchase of new tarp for daily cover of waste cell at Bass Hill Landfill in the amount of \$7,960.70.

2. *Subject:* Recruitment process for Authority management staff.

Action Requested: Receive verbal update and review draft job descriptions for: 1) Assistant Director of Solid Waste; 2) Solid Waste Program Manager.

I. ADJOURNMENT

Next Scheduled Board of Directors Meeting: April 25, 2023

Lassen Regional Solid Waste Management Authority



INFORMATION

TO: LRSWMA BOARD OF DIRECTORS
FROM: PETE HEIMBIGNER
SUBJECT: AUDITOR'S REPORT
DATE: March 28, 2023

The Auditor's Report, dated March 24, 2023, is attached. Board of Directors action is not required.

Fiscal Year 2023 As of 3/24/2023
Fund 585 SOLID WASTE
Budget Unit 0241 SOLID WASTE
Cost Center NONE

County of Lassen Budget Status

User: pheimbigner

Percent of Year Elapsed 73 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3010	SALARIES AND EMPLOYEE BENEFITS						
3000100	SALARIES AND WAGES	\$520,852.00	\$520,852.00	\$267,714.70	\$0.00	\$253,137.30	51%
3000102	BOOT OR UNIFORM ALLOWANCE	\$750.00	\$750.00	\$900.00	\$0.00	(\$150.00)	120%
3000110	OVERTIME	\$20,000.00	\$20,000.00	\$15,695.87	\$0.00	\$4,304.13	78%
3000130	EXTRA HELP	\$0.00	\$0.00	\$18,952.25	\$0.00	(\$18,952.25)	0%
3000200	RETIREMENT	\$47,313.00	\$47,313.00	\$27,420.51	\$0.00	\$19,892.49	58%
3000202	MEDICARE	\$8,589.00	\$8,589.00	\$4,757.56	\$0.00	\$3,831.44	55%
3000205	PERS RETIREMENT UNFUNDED LIAB	\$76,452.00	\$76,452.00	\$57,339.20	\$0.00	\$19,112.80	75%
3000210	SOCIAL SECURITY	\$36,724.00	\$36,724.00	\$20,342.37	\$0.00	\$16,381.63	55%
3000300	GROUP INSURANCE - HEALTH	\$46,107.00	\$46,107.00	\$19,270.00	\$0.00	\$26,837.00	42%
3000310	FLEX PLAN/CAFETERIA	\$103,528.00	\$103,528.00	\$58,123.28	\$0.00	\$45,404.72	56%
3000320	GROUP INSURANCE - DENTAL	\$5,760.00	\$5,760.00	\$2,900.00	\$0.00	\$2,860.00	50%
3000330	GROUP INSURANCE- LIFE	\$1,761.00	\$1,761.00	\$1,049.80	\$0.00	\$711.20	60%
3000400	WORKERS COMPENSATION INSURANCE	\$33,120.00	\$33,120.00	\$24,839.90	\$0.00	\$8,280.10	75%
3000501	OTHER POST-EMPLOYMENT BENEFITS	\$10,018.00	\$10,018.00	\$7,513.50	\$0.00	\$2,504.50	75%
3000510	UNEMPLOYMENT INSURANCE	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0%
	Major Object Total	\$919,974.00	\$919,974.00	\$526,818.94	\$0.00	\$393,155.06	57 %
3020	SERVICES AND SUPPLIES						
3001100	CLOTHING & PERSONAL	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0%
3001200	COMMUNICATIONS	\$12,000.00	\$12,000.00	\$9,235.41	\$0.00	\$2,764.59	77%
3001400	HOUSEHOLD EXPENSES	\$8,000.00	\$8,000.00	\$4,487.04	\$0.00	\$3,512.96	56%
3001500	INSURANCE	\$85,000.00	\$85,000.00	\$0.00	\$0.00	\$85,000.00	0%
3001700	MAINTENANCE - EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0%

Fiscal Year 2023 As of 3/24/2023
Fund 585 SOLID WASTE
Budget Unit 0241 SOLID WASTE
Cost Center NONE

<h2 style="margin: 0;">County of Lassen Budget Status</h2>
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User: pheimbigner

Percent of Year Elapsed 73 %

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp Used
3001701	MAINTENANCE-COUNTY VEHICLES	\$40,000.00	\$40,000.00	\$40,184.32	\$0.00	(\$184.32)	100%
3001800	MAINT-BUILDINGS & IMPROVEMENTS	\$5,000.00	\$5,000.00	\$1,162.79	\$0.00	\$3,837.21	23%
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	\$12,275.00	\$0.00	(\$3,275.00)	136%
3002200	OFFICE EXPENSE	\$6,000.00	\$6,000.00	\$1,611.59	\$0.00	\$4,388.41	27%
3002201	POSTAGE	\$1,500.00	\$1,500.00	\$599.35	\$0.00	\$900.65	40%
3002205	GRANT EXPENSE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3002300	PROFESSIONAL & SPECIALIZED SV	\$350,000.00	\$350,000.00	\$189,046.45	\$0.00	\$160,953.55	54%
3002312	PROFESS & SPECICAL-ACCOUNTING	\$50,000.00	\$50,000.00	\$21,217.23	\$0.00	\$28,782.77	42%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$1,000.00	\$1,000.00	\$39.00	\$0.00	\$961.00	4%
3002500	RENTS AND LEASES - EQUIPMENT	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
3002600	RENTS & LEASES - BUILDINGS	\$22,000.00	\$22,000.00	\$12,325.66	\$0.00	\$9,674.34	56%
3002700	SMALL TOOLS AND INSTRUMENTS	\$1,000.00	\$1,000.00	\$544.65	\$0.00	\$455.35	54%
3002800	SPECIAL DEPARTMENTAL EXPENSE	\$120,000.00	\$120,000.00	\$65,090.94	\$0.00	\$54,909.06	54%
3002900	TRANSPORTATION AND TRAVEL	\$90,000.00	\$90,000.00	\$82,656.80	\$0.00	\$7,343.20	92%
3002901	CONFERENCES AND TRAINING	\$1,000.00	\$1,000.00	\$599.13	\$0.00	\$400.87	60%
3003000	UTILITIES	\$5,000.00	\$5,000.00	\$4,744.32	\$0.00	\$255.68	95%
	Major Object Total	\$873,500.00	\$873,500.00	\$445,819.68	\$0.00	\$427,680.32	51 %
3040	FIXED ASSETS						
3006200	EQUIPMENT	\$0.00	\$0.00	\$7,713.95	\$30,650.43	(\$38,364.38)	0%
	Major Object Total	\$0.00	\$0.00	\$7,713.95	\$30,650.43	(\$38,364.38)	0%
	Cost Center Total	\$1,793,474.00	\$1,793,474.00	\$980,352.57	\$30,650.43	\$782,471.00	56 %
	Budget Unit Total	\$1,793,474.00	\$1,793,474.00	\$980,352.57	\$30,650.43	\$782,471.00	56 %
	Fund Total	\$1,793,474.00	\$1,793,474.00	\$980,352.57	\$30,650.43	\$782,471.00	56 %

Lassen Regional Solid Waste Management Authority



INFORMATION

TO: LRSWMA BOARD OF DIRECTORS
FROM: PETE HEIMBIGNER
SUBJECT: CLAIMS OF EXPENSES
DATE: March 28, 2023

The Claims of Expenses for the period of February 23, 2022 to March 24, 2023, is attached. Board of Directors action is not required.

Agenda Item F.3

County of Lassen Expenditure Account Detail

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
03/01/23	585	0241		3000100		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$14,192.80	
03/15/23	585	0241		3000100		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$15,265.46	
03/01/23	585	0241		3000110		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$410.67	
03/15/23	585	0241		3000110		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$862.11	
03/01/23	585	0241		3000130		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$984.25	
03/15/23	585	0241		3000130		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$852.50	
03/01/23	585	0241		3000200		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$1,457.78	
03/15/23	585	0241		3000200		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$1,528.84	
03/01/23	585	0241		3000202		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$244.40	
03/15/23	585	0241		3000202		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$264.59	
03/20/23	585	0241		3000205		0	UNASSIGNED VENDOR	3RD QTR UAL 22/23	00000001	JE001584	\$19,113.06	
03/01/23	585	0241		3000210		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$1,045.03	
03/15/23	585	0241		3000210		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$1,131.35	
03/01/23	585	0241		3000300		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$1,102.50	
03/15/23	585	0241		3000300		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$1,102.50	
03/01/23	585	0241		3000310		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$3,185.81	
03/15/23	585	0241		3000310		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$3,185.81	
03/01/23	585	0241		3000320		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$160.00	
03/15/23	585	0241		3000320		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$160.00	
03/01/23	585	0241		3000330		99999	VARIOUS VENDORS	03/01/23 PAYROLL ENTRIES	00000003	PR000044	\$58.00	
03/15/23	585	0241		3000330		99999	VARIOUS VENDORS	03/15/23 PAYROLL ENTRIES	00000003	PR000046	\$58.00	
03/20/23	585	0241		3000400		0	UNASSIGNED VENDOR	3RD QTR WORK COMP 22/23	00000001	JE001585	\$8,279.96	
03/15/23	585	0241		3000501		0	UNASSIGNED VENDOR	3RD QTR OPEB 25%	00000001	JE001557	\$2,504.50	
03/02/23	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	5302521273051299-8 2/10/23	01001315	CL833439	\$698.55	
03/02/23	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	5302576822091389-8 2/10/23	01001315	CL833439	\$359.94	
03/23/23	585	0241		3001200		6670	FRONTIER/CITIZENS COMM CO	5302945291063093-8 3/5/23	01001939	CL834267	\$122.11	
03/02/23	585	0241		3001400		15609	LIFESTYLE SUSANVILLE, LLC	513182 2/20/23	01001317	CL833441	\$311.60	
03/16/23	585	0241		3001400		889	DS WATERS OF AMERICA,INC	6187180 022323 2/23/23	01001737	CL833886	\$17.05	
03/16/23	585	0241		3001400		889	DS WATERS OF AMERICA,INC	6257141 022423 2/24/23	01001737	CL833886	\$179.33	
03/23/23	585	0241		3001400		564	ALEX DE MARTIMPREY	A233891 3/17/23	01001944	CL834270	\$35.39	
03/09/23	585	0241		3001701		11935	O'REILLY AUTO ENTERPRISES, LLC	2740-422314 2/22/23	01001504	CL833683	\$34.62	
03/09/23	585	0241		3001701		11935	O'REILLY AUTO ENTERPRISES, LLC	2740-422543 2/23/23	01001504	CL833683	\$92.41	
03/09/23	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3740518 2/16/22	01001502	CL833680	\$469.60	
03/09/23	585	0241		3001701		7064	JOHN DEERE FINANCIAL F.S.B	14204385 2/9/23	01001506	CL833686	\$107.72	
03/09/23	585	0241		3001701		7064	JOHN DEERE FINANCIAL F.S.B	14209602 2/9/23	01001506	CL833686	\$84.09	
03/16/23	585	0241		3001701		11935	O'REILLY AUTO ENTERPRISES, LLC	2740-423409 3/1/23	01001735	CL833885	\$11.89	

County of Lassen Expenditure Account Detail

Date	FD	BU	CC	Acct	Prog	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
03/16/23	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3743943 2/22/23	01001732	CL833880	\$149.86	
03/16/23	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3744883 2/22/23	01001732	CL833880	\$4.74	
03/23/23	585	0241		3001701		11935	O'REILLY AUTO ENTERPRISES, LLC	2740-423117 2/27/23	01001948	CL834271	\$78.13	
03/23/23	585	0241		3001701		11935	O'REILLY AUTO ENTERPRISES, LLC	2740-424588 3/8/23	01001948	CL834271	\$42.20	
03/23/23	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INPS3750699 3/6/23	01001934	CL834264	\$66.22	
03/23/23	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INWO1582660 3/2/23	01001934	CL834264	\$1,027.77	
03/23/23	585	0241		3001701		162	CASHMAN EQUIPMENT CO.	INWO1583129 3/6/23	01001934	CL834264	\$475.00	
03/23/23	585	0241		3001701		555	PORTER ENTERPRISES-NAPA SIERRA	430625 3/9/23	01001943	CL834269	\$584.51	
03/23/23	585	0241		3001701		589	AIRGAS USA, LLC	9135626909 3/3/23	01001927	CL834262	\$95.34	
03/23/23	585	0241		3001701		589	AIRGAS USA, LLC	9995571994 2/28/23	01001927	CL834262	\$50.38	
03/16/23	585	0241		3001800		13587	CITIBANK,N.A.	100446473 2/7/23	01001738	CL833888	\$278.18	
03/09/23	585	0241		3002200		15794	CAPITAL ONE, N.A.	578270432 2/14/23	01001501	CL833679	\$65.19	
03/02/23	585	0241		3002201		10922	FRANCOTYP-POSTALIA	RI105656187 2/15/3	01001314	CL833437	\$137.81	
03/02/23	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	5980072635 2/16/23	01001313	CL833436	\$107.16	
03/16/23	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174860530U037 2/27/23	01001730	CL833876	\$1,380.49	
03/16/23	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174860534U037 2/27/23	01001730	CL833876	\$1,084.00	
03/16/23	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174860536U037 2/27/23	01001730	CL833876	\$1,711.90	
03/16/23	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174860537U037 2/27/23	01001730	CL833876	\$590.33	
03/16/23	585	0241		3002300		12356	C&S WASTE SOLUTIONS	174860538U037 2/27/23	01001730	CL833876	\$1,476.84	
03/16/23	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	5980066616 1/26/23	01001729	CL833875	\$107.16	
03/16/23	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	5980074739 2/23/23	01001729	CL833875	\$107.16	
03/16/23	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	5980076924 3/2/23	01001729	CL833875	\$107.16	
03/23/23	585	0241		3002300		12075	WESTWOOD ENVIRO SRVC, INC	A70659 2/28/23	01001956	CL834272	\$109.39	
03/23/23	585	0241		3002300		12075	WESTWOOD ENVIRO SRVC, INC	A70660 2/28/23	01001956	CL834272	\$109.39	
03/23/23	585	0241		3002300		12075	WESTWOOD ENVIRO SRVC, INC	A70701 2/28/23	01001956	CL834272	\$218.78	
03/23/23	585	0241		3002300		12837	ARAMARK UNIFORM & CAREER	5980078910 3/9/23	01001931	CL834263	\$107.16	
03/23/23	585	0241		3002300		5900	THE CONVERSE PROF. GROUP	22-23211-01-07 3/8/23	01001935	CL834265	\$3,562.00	
03/02/23	585	0241		3002600		14975	SIERRA DESERT PROPERTIES	MARCH RENT	01001316	CL833440	\$1,522.00	
03/16/23	585	0241		3002800		3595	CA DEPT OF TAX & FEE ADMIN	039-000096 INTEREST 42.81	01001731	CL833879	\$42.81	
03/09/23	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	8859781 2/23/23	01001503	CL833682	\$1,657.06	
03/09/23	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	8875138 2/27/23	01001503	CL833682	\$111.22	
03/09/23	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	90272 2/15/23	01001503	CL833682	\$409.85	
03/16/23	585	0241		3002900		13587	CITIBANK,N.A.	200429218 2/3/23	01001738	CL833888	\$86.56	
03/16/23	585	0241		3002900		16022	JEANETTE SCHROER	16022 MILEAGE 1/2/23-3/1/23	01001736	CL833881	\$206.33	
03/16/23	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	8862872 3/2/23 4594.86	01001781	CL834065	\$4,594.86	
03/16/23	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	94936 2/28/23 210.39	01001781	CL834065	\$210.39	

<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	*
03/23/23	585	0241		3002900		926	ED STAUB & SONS PETROLEUM, INC	99609 3/15/23	01001937	CL834266	\$372.10	
03/23/23	585	0241		3002900		94	KAREN L. ZAPPETTINI	94 FEBRUARY MLG 3/3/23 KZ	01001957	CL834268	\$192.57	
03/09/23	585	0241		3003000		736	PG&E	5719487814-6 2/23/23	01001505	CL833685	\$58.04	
03/16/23	585	0241		3003000		515	LMUD	20073 2/25/23	01001734	CL833883	\$558.55	
Total Budget Year Expenditures:											\$103,530.81	
Grand Total:											\$103,530.81	

<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	\$2,223,838.11	\$20,210.67	\$2,244,048.78	
585	0100000	LASSEN SOLID WASTE JPA	\$2,283,900.49	\$329,739.22	\$2,613,639.71	
586	0100000	SW CAPITAL IMPROVEMENT FUND	\$886,878.64	(\$69,755.48)	\$817,123.16	
			\$5,394,617.24	\$280,194.41	\$5,674,811.65	



LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

(a California public agency)

Board of Directors:

Ralph Ellis, Chairman
Aaron Albaugh, Vice Chairman
Chris Gallagher
Mendy Schuster
Kevin Stafford
Quincy McCourt (City Alternate)
Jason Ingram (County Alternate)
Tom Neely (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

– *MINUTES* –

TUESDAY

February 28, 2023 at 1:00 PM

- A. CALL TO ORDER.** At 1:01 p.m., Chairman Ellis called the REGULAR meeting to order.
- B. ROLL CALL OF BOARD OF DIRECTORS.** Directors, Ellis, Stafford, Albaugh, Schuster, and Ingram (alternate) were present. Director Gallagher was absent.
- C. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS.** Mr. Heimbigner commented that the original agenda stated this was a special meeting when it should be for a regular meeting.
- Director Albaugh motioned to approve the agenda with the noted change from “special” to “regular” meeting. Director Stafford seconded. Motion was approved 5-0.
- D. CLOSED SESSION – None.**
- E. PUBLIC COMMENT.**
Due to dealing with snow issues, Damon Shea texted his report that he was hiring new employees.

F. REPORTS AND INFORMATION

- 1. Unagendized Reports by Board Members.** (out of order) Mr. Albaugh asked if arrangements could be made for an in-person appearance by the State Water Board at a future meeting.

Mr. Heimbigner said he would work on getting one of the supervisors scheduled.

Discussion was held regarding well monitoring and fees for drilling new wells.

- 2. Auditor's Report.** Mr. Heimbigner reviewed information as provided in packets.

- 3. Claims of Expenses.** Mr. Heimbigner reviewed information as provided in packets.

Discussion was held to clarify various items in both the Auditor's Report and the Claims of Expenses.

- 4. Staff Reports.** Mr. Heimbigner reported on waste energy conversion concepts and stated that he is continuing to gather information to bring to the Authority.

Discussion was held to start compiling questions and strategies.

G. CONSENT CALENDAR:

- 1. Subject: Approval of and/or Additions to and Deletions for the following meeting minutes:**

- September 27, 2022, Board of Directors Meeting Minutes
- October 25, 2022, Board of Directors Meeting Minutes
- November 22, 2022, Board of Directors Meeting Minutes
- January 31, 2023, Board of Directors Meeting Minutes

Director Albaugh motioned to approve all meeting minutes. Director Schuster seconded. Motion carried 5-0.

H. REGULAR SESSION

1. **Subject: Recruitment process for Authority management Staff.**
Mr. Heimbigner reviewed information as provided in packets. He elaborated on efforts to revamp job descriptions and requirements, as well as the process to get revisions approved.

Discussion was held on timelines to begin recruitment.

Next Scheduled Board of Directors Meeting: March 28, 2023.

- I. **ADJOURNMENT.** *At 1:49 p.m., Chairman Ellis closed the meeting.*

**LASSEN REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY**

RALPH ELLIS,
CHAIRMAN OF THE BOARD OF DIRECTORS

CLERK OF THE BOARD OF DIRECTORS

SOUTHWESTERN SALES CO.
P. O. BOX 1257
ROGERS. AR 72757-1257
4796366943



Order Number: 0199623
Order Date: 3/21/2023

Salesperson: MSM
Customer Number: 24-LA10

Sold To:
 LASSEN REG. SOLID WASTE AUTH.
 LRSWMA
 170 RUSSELL AVENUE STE. X
 SUSANVILLE, CA 96130
 FAX#:(530) 252-1529

Ship To:
 BASS HILL LANDFILL
 469-700 JOHNSTONVILLE DUMP RD
 ATTN: GARY GILLIS 530-257-1842
 SUSANVILLE, CA 96130

Confirm To: GARY GILLIS

Customer P.O.	Ship VIA	F.O.B.	Terms	Expires	
	FEDEX GROUND		NET 30	4/21/2023	
Item Number	Unit	Ordered	Shipped	Price	Amount
L/40X100ATM-TT 40x107 TACTICAL TEXTILE FR ATM	EACH	1	0	2,878.000	2,878.00
L/CABLELOX40-F tarpLOX cable asmy 40 ft Tarp	EACH	10	0	255.000	2,550.00
L/CHAIN3/8 3/8" PROOF COIL CHAIN FOR ADCs	FOOT	222	0	3.750	832.50
TD-CARABINER 3 7/8 LONG CARABINER - BLACK	EACH	9	0	11.800	106.20

=PREPAID FREIGHT & ADD TO INVOICE=

Net Order: 6,366.70
 Less Discount: 0.00
 Freight: 1,116.50
 Sales Tax: 0.00
Order Total: 7,483.20

7.5% sales tax \$477.5
 total **\$7,960.70**



COUNTY OF LASSEN
JOB DESCRIPTION
ASSISTANT DIRECTOR OF SOLID WASTE

Class Title:	Assistant Director of Solid Waste	CLASS CODE	???
Department:	Public Works/Transportation	UNIT	MM
Reports to:	Director of Public Works/Transportation	FLSA Status	Exempt
Board Approval	???	RANGE	34 + 10% for license or certification

JOB SUMMARY

To fund, plan, operate, administer and maintain solid waste facilities, sites and services, including all mandated costs for planning, waste, diversion, and both closure and post-closure of sites, as well as public education, waste transfer, material recovery, recycling, household hazardous waste programs, and other solid waste programs that are or may be implemented by local, state or federal authorities for which the Lassen Regional Solid Waste Management Authority (LRSWMA) is responsible for.

Provide highly responsible and complex technical and administrative support to the Director of Public Works/Transportation and LRSWMA Board of Directors as assigned.

This position functions as a member of the department’s leadership team, providing oversight and direction of the LRSWMA’s solid waste responsibilities. Employee exercises direct and indirect supervision over lower level supervisory, technical, operational, and/or clerical staff and responsible for establishing coordination with other departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Public Works/Transportation.

Employee operates with considerable autonomy and independent judgment. Provides oversight and direction of solid waste operations. Exercises direct and indirect supervision over lower level supervisory, technical, operational, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following.

Administers the operation of County-owned and/or operated disposal, transfer and resource recovery stations; coordinates the study, recommendations, acquisition and development of new facilities; plans and oversees the closure of waste cells as they reach capacity; implements landfill operation alternatives to increase cost-efficiency and extend the operating life of the landfill.

Directs and oversees various programs including: water and landfill gas air monitoring and reporting; recycling, household hazardous waste and reuse; diversion reporting; landfill waste disposal and scale house operations; and education, research and grant programs.

(New) Assistant Director of Solid Waste//approved by resolution on ???



COUNTY OF LASSEN
JOB DESCRIPTION
ASSISTANT DIRECTOR OF SOLID WASTE

Expands existing, and develops and implements new and innovative projects and programs to increase waste diversion and resource recovery; works with local jurisdictions and private waste companies to increase public awareness about resource recovery and waste diversion activities available in Lassen County.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and recommends appropriate, service and staff levels, and related fees; develops, evaluates and implements operating policies, procedures and standards to ensure successful accomplishment of LRSWMA, goals and objectives.

Coordinates projects with Federal and State and local agencies; oversees public-private partnerships; represents the LRSWMA in meetings with the Board of Supervisors, City of Susanville, local agencies, contractors and public; prepares professional and technical reports and makes written and oral presentations; coordinates related committees and task forces.

Participates in related professional groups and maintains a current knowledge and understanding of solid waste problems and solutions; tracks legislative and regulatory actions that may impact the landfill and the LRSWMA's solid waste and resource recovery programs.

Provides leadership, support, motivation, direction and coaching to staff in the areas of performance management, problem resolution, planning and work assignments; supervises and evaluates the work of supervisory, professional and technical staff, including: hiring and training, assigning and directing work, developing staff skills and appraising employees' performance.

Develops, prepares and monitors the LRSWMA budgets; directs preparation of reports, grants, proposals and contracts; oversees and administers waste agreements and contracts for waste management programs.

Ensures compliance with Federal and State and local laws and regulations; works with LRSWMA Counsel to develop solid waste ordinances and other legal matters; coordinates with other departments and agencies to assure waste haulers, landfill operations and employees and contractors are in compliance with health code requirements; follows, supports and promotes LRSWMA and County policies and procedures regarding safe work practices.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Education: Bachelor's degree, or equivalent to, from an accredited college or university in environmental science; business or public policy administration; environmental or civil engineering; project management or closely related field; **AND**

Experience: Five (5) years of progressively responsible experience in the planning, organization and direction of a solid waste operation or activity or similarly associated



COUNTY OF LASSEN
JOB DESCRIPTION
ASSISTANT DIRECTOR OF SOLID WASTE

line of work that is considered a public work. A minimum of three (3) years must have been in a management or supervisory capacity.

Licenses and Certifications

Range 34 + 10%: In addition to education above for Range 34, the possession of a current professional association certification or license issued by the State of California in a science or engineering field relevant to solid waste management is eligible for the additional 10% incentive. Final determination is subject to approval by Director of Public Works/Transportation and Personnel Director.

Must possess a valid driver's license issued by the State of California.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles of management and organizational development including organizing work, strategic and long-term planning, delegation of authority and accountability.

Administration and personnel management principles.

Fiscal, budget and contract development and management.

Principles, techniques and theories of solid and hazardous waste management.

Principles, practices and markets of the recycling industry.

Environmental impact, laws and regulations, and technology relating to the solid waste industry, particularly refuse disposal.

Economics of solid waste disposal alternatives, including resource recovery programs and disposal.

Ability to:

Lead and coordinate the activities of a complex organization.

Read, analyze and interpret common scientific and technical journals, financial reports and legal documents.

Understand, interpret and apply relevant statutes, ordinances, rules and regulations.

Negotiate and administer contracts, agreements and licenses.

Respond to inquiries and resolve complaints from the public, regulatory agencies or business community.

Communicate effectively in writing and orally to groups and boards.

Define problems, collect data, establish facts, draw valid conclusions and make recommendations.

Establish and maintain effective working relationships with co-workers, other county departments and the public.



COUNTY OF LASSEN
JOB DESCRIPTION
ASSISTANT DIRECTOR OF SOLID WASTE

Personally organize, prepare and present clear, concise and well organized written and oral reports; communicate clearly and concisely, both orally and in writing.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain professional effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs work inside as well as outside in varying weather conditions, and exposed to dust, sun, cold weather, grease, oils, solid waste, green waste, food waste, liquid waste, and unpleasant odors. The employee works around heavy equipment and other moving objects and vehicles, in loud and noisy areas, and performs work on slippery and uneven surfaces. The employee is required to drive vehicles and may operate various pieces of equipment and tools in order to perform the essential functions of the job. The employee frequently is required to sit and use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system. The employee is regularly required to talk or hear.



COUNTY OF LASSEN
JOB DESCRIPTION
SOLID WASTE PROGRAM MANAGER

CLASS TITLE:	Solid Waste Program Manager	CLASS CODE	???
DEPARTMENT:	Public Works/Transportation	UNIT	MM
REPORTS TO:	Department Head	FLSA STATUS	NON
BOARD APPROVAL	4/2000 Revised 8.2006, Revised: DRAFT	RANGE	22

JOB SUMMARY

To manage, operate, administer, monitor and accounting of programs administered by the Lassen Regional Solid Waste Management Authority.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from Assistant Director of Solid Waste.

Employee operates with considerable autonomy and independent judgment. Provides oversight and direction of solid waste operations as assigned and may include direct and indirect supervision over lower level supervisory, technical, operational, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following.

As directed, assists in various programs including: water and landfill gas air monitoring and reporting; recycling, household hazardous waste and reuse; diversion reporting; landfill waste disposal and scale house operations; and education, research and grant programs.

Assist in the preparation and monitoring of budgets including recommendations and forecasting.

Assist and/or prepare and monitor work plans, grants, agreements, contracts and other administrative and fiscal functions, including: determining goals and objectives.

Research and prepare technical, administrative and financial reports and studies; prepare written correspondence, as necessary.

Prepare program area policies, goals and procedures relative to fiscal control; collect and compile relevant data supporting recommendations; implement policies and procedures.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for specific area of assignment; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare various reports on operations and activities.



COUNTY OF LASSEN
JOB DESCRIPTION
SOLID WASTE PROGRAM MANAGER

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Monitor and coordinate the daily operations of assigned program area; perform technical duties and fiscal detail work related to assigned area; maintain appropriate records and statistics.

Conduct analyses of a wide range of related program or operational activities; conduct surveys and perform moderately complex research and statistical analyses; prepare related reports.

Compile and/or create materials and prepare reports, manuals and publications.

Coordinate activities with and provide information to outside contractors, service providers and other departments.

Act in a professional manner and use principles of good customer service when dealing with the public.

Provide information to outside contractors and service providers; prepare and publish requests for proposals, bids and prepare contracts.

Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable.

Maintain the necessary accounting records to support processed transactions related to area of assignment.

Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.

Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department or agency upon completion of assigned process.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible experience in solid waste, or comparable experience, administration and management. Two years of supervisory experience preferred.

Education: Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management, or a related field.

Licenses and Certifications

Must possess a valid driver's license issued by the State of California.



COUNTY OF LASSEN
JOB DESCRIPTION
SOLID WASTE PROGRAM MANAGER

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations related to solid waste.

Administrative principles and practices, including, project management and goal setting and implementation.

Principles and methods of supervision.

Modern office procedures, methods and computer equipment.

Principles and practices of work safety.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work.

Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.

Manage multiple tasks; organize and manage multiple priorities.

Perform a wide variety of administrative duties on behalf of a high level administrator with little or minimal supervision.

Operate computers and related software.

Work independently with little or no supervision.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, and evaluate assigned staff, as necessary.

Analyze situations accurately and develop effective courses of action.

Plan, assign and supervise the work of others.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs work inside as well as outside in varying weather conditions, and exposed to dust, sun, cold weather, grease, oils, solid waste, green waste, food waste, liquid waste, and unpleasant odors. The employee works around heavy equipment and other moving objects and vehicles, in loud and noisy areas, and performs work on slippery and uneven surfaces. The employee is required to drive vehicles. The employee frequently is required to sit and use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel,



COUNTY OF LASSEN
JOB DESCRIPTION
SOLID WASTE PROGRAM MANAGER

crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system. The employee is regularly required to talk or hear.

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