LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY
(a California public agency)

Board of Directors:
Ralph Ellis – At Large, Chairman
Aaron Albaugh – County, Vice Chairman
Mike Scanlan - County
Russ Brown – City
Patrick Parrish - City
Mendy Schuster – City Alternate
Jason Ingram - County Alternate
Tom Neely - County Alternate

Staff:
Manager: Pete Heimbigner
Clerk of the Board: Christine del Llano
Counsel: Josh Nelson
Landfill Foreman: Royce Brown

LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

BOARD OF DIRECTORS, SPECIAL MEETING

– AGENDA –

TUESDAY
July 1, 2025 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.

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. Staff Reports

- Update on Ground Water Monitoring Well Project.

G. CONSENT CALENDAR –

1. Subject: Approval of and/or additions to and deletions for the following meeting minutes.

- April 22, 2025 Board of Directors Regular Meeting Minutes.

H. REGULAR CALENDAR

1. *Subject*: Recommended budget for fiscal year July 1, 2025 - June 30, 2026.

Action Requested:

a) Adopt by Resolution the recommended budget for fiscal year July 1, 2025 – June 30, 2026.

I. ADJOURNMENT

Next Scheduled Board of Directors Meeting: July 22, 2025.

LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

(a California public agency)

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Ralph Ellis, At Large, Chairman
Aaron Albaugh, County, Vice Chairman
Mike Scanlan, County
Russ Brown, City
Patrick Parrish, City
Mendy Schuster, City Alternate
Jason Ingram, County Alternate
Tom Neely, County Alternate

Staff:
Manager: Pete Heimbigner
Clerk of the Board: Christine del Llano
Counsel: Josh Nelson
Landfill Foreman: Vacant

LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

BOARD OF DIRECTORS

– *MINUTES* –

TUESDAY
April 22, 2025 at 1:00 PM

DRAFT

A. CALL TO ORDER: At 1:00 p.m., Chairman Ellis called the meeting to order.

B. ROLL CALL OF BOARD OF DIRECTORS: Directors Ellis, Albaugh, and Scanlan were present.

C. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS: Director Albaugh moved to approve the agenda, Director Scanlan seconded the motion. The motion was approved.

D. CLOSED SESSION: There were no items for consideration.

E. PUBLIC COMMENT: There was no public comment.

F. REPORTS AND INFORMATION:

1. **Unagendized Reports by Board Members.** Director Albaugh asked how much discretionary funds remain for dumpsters and tipping fees for each district. He also wanted Pete Heimbigner to explain the process to our newest board member, Mike Scanlan. Heimbigner

referred the question to counsel, Josh Nelson who stated the subject could be talked about briefly however any long discussion should be agendized. Heimbigner responded C&S donates the dumpsters to each district and the discretionary funds are used for tipping fees. He stated the Auditor's Office is tracking the discretionary funds. Director Albaugh asked if C&S Waste is still providing the service. Heimbigner stated he will verify with them directly.

2. **Staff Reports.** Update on Ground Water Monitoring Well Project: Mr. Heimbigner reported that the bid book is almost complete and he will have it finished by the end of the week. Once completed he will forward to counsel, Anya Kwan, for her review and then to Kerri O'Keefe at Lahontan Regional Water Control Board for her review as well. The contract documents that are included in the bid book add up to about 150 pages. They include front end specifications and detail specifications. The details that are a part of the bid book eliminates any confusion with the bidders. Heimbigner states once the reviews are completed he expects the project to be released for bid by the next meeting date. He is preparing for a six-week bid timeline that will include site visits. He is also giving options for the different locations so we can gather the most cost-effective bids.

   Heimbigner also stated he wanted to listen to the minutes again to clarify some of the talking points and the requirements Lahontan Regional Water Control Board is needing from us. Heimbigner also reported that our compactor is working great. We have been able to get the cell down to the right size. He also stated that we are able to tarp the cell each night and able to keep the blowing trash down to a minimum, something we haven't done in a very long time. Heimbigner reminded that the batteries are still starting fires at the landfill. He is looking into different ways to notify the public on how to properly dispose of the batteries. Michelle Godman also stated that there is a location at the landfill to dispose of batteries and currently we are not charging for the disposal.

   Director Ellis asked Heimbigner about the green waste at Bass Hill and if they are considering selling it as compost. Godman stated she has been referring customers to local tree service companies for wood chips. Pete stated our green waste at the landfill is pretty dirty and is mixed with rocks, some dirt and is not great for compost use as it is right now. Director Ellis asked about paint disposal. Godman stated they are not accepting paint for disposal currently but are looking into more grant opportunities for that. Godman reported that if the paint cans are dry they are acceptable for the landfill.

G. CONSENT CALENDAR:

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

- March 25, 2025 Board of Directors Regular Meeting Minutes

Director Albaugh motioned to approve the March 25, 2025 Board of Directors Regular Meeting Minutes. Director Scanlan seconded the motion and they were unanimously approved.

H. REGULAR CALENDAR:

1. Subject: Resolution 2025-02 and 2025-03 authorizing staff to apply for grants for the next five years and update purchasing policy required to apply for grants.

A. Approve Resolution 2025-02, update code, Title Three (3), establishing 3.01.021, Environmentally Preferable Purchasing and Practices Policy (need for grants but a base line to SB1383 for 2037 implementation of Procurement Policies more robust than this)

B. Approve Resolution 2025-03 providing staff authority to apply for grants for the next five years

Michelle Godman reported that 2037 is when our rural waiver will no longer be active. In order to apply for grants, we are required to have an environmentally preferable purchasing and practices policy. Heimbigner is hoping we are able to continue the waiver either temporarily or permanently. Director Scanlan provided clarification; that we are trying to meet the minimum qualifications to be able to apply for grants by implementing this policy.

Director Scanlan motioned to approve Resolution 2025-02, as outlined under bullet point A. above, updating code, Title Three (3), establishing 3.01.021, Environmentally Preferable Purchasing and Practices Policy (need for grants but a base line to SB1383 for 2037 implementation of Procurement Policies more robust than this). Director Albaugh seconded the motion for discussion. Director Albaugh clarified his need to discuss the policy and referenced Section 3.0 Definition of practical as is relates to the policy. Heimbigner also reported this only relates to the JPA. Director Albaugh asked if we would add Section 3.0 onto Resolution 2025.02 as an amendment. Director Albaugh asked Director Scanlan to change his first motion for this policy as amended. Director Albaugh seconded the motion as amended.

Resolution 2025-02 Roll Call Vote:
Mike Scanlan: Aye
Aaron Albaugh: Aye
Ralph Ellis: Aye

Godman presented Resolution 2025-03, as outlined in bullet point B. above, stating this would give us the authority to apply for grants.

These would be reimbursement grants, for example, tire amnesty. Heimbigner would like staff to be able to quickly apply as they come up throughout the year. He states that most of these grants are not high dollar. If they are, they will be brought back to the Board for discussion. Discussions were held regarding the turnaround time for receiving funds.

Resolution 2025-03:
Director Albaugh motioned to approve Resolution 2025-03 providing staff authority to apply for grants for the next five years. Director Scanlan seconded the motion. The motion was approved.

2. Subject: Update Westwood Landfill (Transfer Station) hours of operation(s); Resolution 2025-04

Heimbigner reported we added Friday onto the Westwood schedule, however, the joint technical document needs to be updated. We are now taking formal action to amend the hours at the Westwood Transfer Station so it will no longer be on a trial basis. Director Ellis asked what the hours are at Westwood. Godman reported they are now Wednesday, Friday, Saturday, and Sunday and the hours remain the same. Godman reported the trial was to reduce weekend traffic. We are tracking usage and may possibly change it in the future. Director Albaugh asked what type of commercial use is coming to Westwood. Godman reported mostly landscape and property maintenance types of businesses.

Director Scanlan motioned to approve Resolution 2025-04 amending the Westwood Landfill and Transfer Station days and hours of operation(s). Director Ellis seconded the motion. The motion was approved.

I. ADJOURNMENT:

The next scheduled meeting is scheduled for: May 27, 2025 at 1:00 p.m.

At 1:45 p.m., Chairman Ellis closed the meeting.

LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

_____
RALPH ELLIS,
CHAIRMAN OF THE BOARD OF DIRECTORS

_____
CHRISTINE DEL LLANO,
CLERK OF THE BOARD OF DIRECTORS

Lassen Regional Solid Waste
Management Authority

STAFF REPORT

TO: LRSWMA BOARD OF DIRECTORS
FROM: PETE HEIMBIGNER
SUBJECT: ADOPTION OF RECOMMENDED BUDGET FOR FISCAL YEAR 2025 -2026
DATE: July 1, 2025

ACTION REQUESTED: Adopt Resolution

DISCUSSION: The attached resolution will set in place a recommended budget to include revenues and appropriations for expenditure at no greater than the fiscal year 2024-2025 adopted final budget (attached). The recommended budget will allow solid waste operations to continue until a final proposed budget is adopted.

LASSEN REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

RESOLUTION 2025-05

RESOLUTION ADOPTING THE RECOMMENDED BUDGET FOR THE FISCAL YEAR JULY 1, 2025 THROUGH JUNE 30, 2026.

WHEREAS, staff is still gathering information, and discussing options and details to submit to the Board for action; and

WHEREAS, adopting a recommended budget allows for regular operations of the Authority to continue until a final budget is adopted; and

NOW, THERFORE, BE IT RESOLVED, that there is established a recommended budget that maintains revenues and appropriations at no greater than fiscal year 2024-2025 adopted budget.

The foregoing resolution was adopted at a regular meeting of the Board of Directors of the Lassen Regional Solid Waste Management Authority, State of California, on the 1st day of July 2025, by the following vote.

AYES:_____

NOES:_____

ABSENT:_____

ABSTAIN:_____

_____
Ralph Ellis, Chairman of the Board of Directors
Lassen Regional Solid Waste Management Authority

_____
Christine del Llano, Clerk of the Board of Directors