



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

**BOARD OF DIRECTORS**

Jill Duffy, County of Humboldt  
Shane Brinton, City of Arcata  
Sherman Schapiro, City of Blue Lake  
Larry Glass, City of Eureka, **Chair**  
Michael Moreland, City of Ferndale, **Vice Chair**  
Melissa Marks, City of Rio Dell

**AGENDA**

**Board Meeting**

**Thursday, September 9, 2010 6:30 PM**

**Eureka City Council Chambers**

**531 K Street, Eureka, CA**

*Copies Available:* Copies of the agenda materials are available through individual HWMA member agencies or by calling HWMA at 707-268-8680. There may be a charge for copies.

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**1) Call to Order and Roll Call**

**2) Approve the Agenda**

**3) Closed Session/Report Out**

- a. Pursuant to Government Code Section 54956.8 for real property negotiations re: Arcata Recycling Center Samoa Facility. Negotiators for HWMA are:  
Board Chair Glass, Board Member Brinton, Authority Counsel Diamond and Executive Director Test.

**4) Board Member Reports**

**5) Oral and Written Communications**

This time is provided for people to address the Board or to submit written communications concerning matters not on this agenda. Board Members may respond to statements, but any request that requires Board action will be referred to staff for review. Reasonable time limits may be imposed on both the total amount of time allocated for this item, and on the time permitted to each individual speaker. Such time allotment or portion thereof shall not be transferred to other speakers.

**6) Consent Calendar**

All matters listed under the Consent Calendar are considered to be routine by the HWMA Board and will be enacted upon by one motion, unless a specific request for review is made by a Board Member or a member of the public. The Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately

- a. Approve Minutes from Previous Meeting(s).
- b. Receive July FY 10/11 Financials.
- c. Approve Change Order No.7 in the amount of \$46,840.00 for Golder Assoc.

- d. Retain the Audit Services of DeMello, McAuley, McReynolds & Holland for the Next Three Years.
  - e. Award Construction Bid for Tip Floor Office to Pacific Builders in the Amount of \$65,808 and Authorize a \$5,000 Contingency Fund.
  - f. Award Bid not to exceed \$90,000 to Cascadia Consulting Group to Prepare a Waste Characterization Study.
  - g. Adopt Resolution 2011-02 Amending the Conflict of Interest Code.
- 7) Authorize Staff to Work with the City of Trinidad in Joining the JPA.**
- 8) Approve Revised Organization Chart and Classification and Pay Plans.**
- 9) Executive Director's Report.**
- 10) Adjourn.**



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

**BOARD OF DIRECTORS**

Jill Duffy, County of Humboldt  
Alexandra Stillman, City of Arcata  
Sherman Schapiro, City of Blue Lake  
Larry Glass, City of Eureka, **Chair**  
Michael Moreland, City of Ferndale, **Vice Chair**  
Melissa Marks, City of Rio Dell

**MINUTES**

**Special Agenda**

**Monday, July 19, 2010 6:00 PM  
Eureka City Council Chambers  
531 K Street, Eureka, CA**

**Present:** Shane Brinton, Sherman Schapiro, Larry Glass, Jill Duffy, Melissa Marks  
**Absent:** Michael Moreland  
**Staff:** Jim Test  
**Legal Counsel:** Nancy Diamond

**1) Call to Order and Roll Call**

**Chairman Glass** called the meeting to order at 6:00 p.m. A quorum was present and acting.

**2) Closed Session**

**Chairman Glass** Opened the Floor to Public Comment, prior to Closed Session discussion. No one spoke.

**Government Code Section 54956.8 for real property negotiations re: Arcata Recycling Center Samoa Facility**

The Board appointed a subcommittee consisting of the HWMA Board Chair Larry Glass, Board Member Shane Brinton, Executive Director Jim Test, HWMA Counsel Nancy Diamond, and staff as needed by the Executive Director to meet with ACRC to discuss negotiating the acquisition of the Samoa Recycling Facility based on a letter of offer to sell from ACRC. Additionally, the Board confirmed its commitment to continue with the RFP process for recyclables processing.

**3) Adjourn**



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

**BOARD OF DIRECTORS**

Jill Duffy, County of Humboldt  
Shane Brinton, City of Arcata  
Sherman Schapiro, City of Blue Lake  
Larry Glass, City of Eureka, **Chair**  
Michael Moreland, City of Ferndale, **Vice Chair**  
Melissa Marks, City of Rio Dell

**MINUTES**

**Thursday, July 8, 2010 6:30 PM**  
**Eureka City Council Chambers**  
**531 K Street, Eureka, CA**

**Present:** Shane Brinton, Sherman Schapiro, Larry Glass, Michael Moreland  
**Absent:** Melissa Marks, Jill Duffy  
**Staff:** Jim Test, Susan Rigge, Patrick Owen, Tyler Egerer  
**Legal Counsel:** Nancy Diamond

**1) Call to Order and Roll Call**

**Chairman Glass** called the meeting to order at 6:35 p.m. A quorum was present and acting.

**2) Approve the Agenda**

**Motion Brinton/Schapiro** to Approve the Agenda 4 Ayes/0 Nays/2 Abstentions

**3) Closed Session/Report Out**

**No Closed Session Occurred.**

**4) Board Member Reports**

**Boardmember Schapiro** reported that the new city manager hired by the City of Blue Lake, John Berchtold, has taken his position as of July 8, 2010.

**Boardmember Brinton** reported on problems being faced by the City of Arcata, which has become involved in the designation of marine protected areas. One of these areas has been located at the point where the City's wastewater is disposed of, causing a variety of problems.

**5) Oral and Written Communications**

**Executive Director Test** introduced confidential correspondence from Arcata Community Recycling Center, regarding a matter of real estate. He will set tentative dates at the end of the night to establish a special meeting to discuss the matter.

**6) Consent Calendar**

- a. Approve Minutes from Previous Meeting(s).
- b. Receive May FY09/10 Financials.
- c. Authorize the Executive Director to Sign Agreement with the City of Eureka for Provision of Compliance and Waste Reduction Services.

**Boardmember Schapiro** Pulled All Items.

**Item 6a): Boardmember Schapiro** discussed edits to be made to the previous meeting's minutes, for the purpose of clarification.

**Motion Schapiro/Brinton** to Approve Minutes for June 10, 2010 4/0/2.

**Item 6b): Boardmember Schapiro** asked for clarification of the various components of the Authority's Other Revenues. Susan Rigge, Controller, confirmed that the figure is comprised mostly of gains and losses on landfill restricted funds.

**Motion Brinton/Schapiro** to Receive May FY09/10 Financials 4/0/2.

**Item 6c): Staff noted** that the renewal of the contract would not involve additional staff time or staffing changes to manage. Work would continue on the contract as it had for the prior two years. The Board requested that the document be distinguished as an amendment, not a new agreement.

**Motion Schapiro/Brinton** to Authorize the Executive Director to Sign Amendment with the City of Eureka for Provision of Compliance and Waste Reduction Services 4/0/2.

**7) Review and Take Action on Request from County Division of Environmental Health Concerning Fees.**

**The Board discussed** a letter from Melissa Martell, Director of the Humboldt County Department of Public Health, which requested an increase to the LEA portion of the tipping fees for FY10-11. Executive Director Test suggested guaranteeing a specific amount of revenue, and using reserves to cover any shortfalls (currently estimated to be around \$4,500). He further suggested that a letter be sent to the LEA asking them to review their fee structure to better cover these shortfalls in the future, and not rely entirely on tip fees to make up the difference.

**Boardmembers Moreland and Brinton** questioned the budgeting process, wondering if fee reviews had happened in the past, with what frequency, and how early in the year the two parties could start working together on fee-setting activities. Executive Director Test noted that, even though discussions start in January, a lag between the time when the Authority sets its budget and the LEA's budget is set makes it nearly impossible to accurately line up the numbers correctly.

**Melissa Martel**, of the Humboldt County Department of Environmental Health, clarified for the Board the frequency with which the LEA performs fee evaluations and updates. The review is performed annually, and this year the LEA increased its fees to help manage its shortfalls. Boardmember Moreland cautioned Ms. Martell to consider in future reviews that the Authority's tonnage shortfalls will most likely continue for the foreseeable future, and that steps should be taken to ensure that the LEA is responsibly funded in light of the reduced revenue from those shortfalls.

**Boardmember Moreland** worried that this might set a precedent for other Authority partners experiencing similar shortfalls. Executive Director Test noted that a similar guarantee was made last year with the LEA, and noted that he would like to continue helping them through this transition period. Boardmember Brinton agreed with Boardmember Moreland on principal, but believed that the small amount of extra funding needed would not be worth holding back on.

**Motion Brinton/Schapiro** to Approve a Pledge of Funding to the County of Humboldt Local Enforcement Agency and to Urge a Fee Review for Future Budgeting 3/1/2.

**8) Authorize Staff to Distribute an RFP for Recyclables Processing.**

**Executive Director Test** briefly previewed the RFP, noting the particulars of the contract which he plans to create from the process; namely, a five-year contract with a five-year renew period, in which the contractor accepts all sources and responsibilities for marketing the product.

**Chairman Glass** Opened the Floor to Public Comment.

**Mark Loughmiller**, Executive Director of Arcata Community Recycling Center, commented on some of the particulars of the RFP itself. As a potential bidder, he avoided broader opinion of the document itself, but noted that language in the RFP seemed to preclude potential bidders from making any comments or revisions to the document after

the document was accepted by the Board. He urged the Board to take an extra month to allow for more comments and suggested revisions to come in, with particular focus on fixing the language that will allow for no changes to be made through discussion with bidders. Chairman Glass asked Legal Counsel to discuss the question and answer period, and what information bidders would be allowed to garner from those discussions. The Board accepted the question and answer period as a sufficient means to address concerns from potential bidders about specifics of the RFP itself. In addition, Mr. Loughmiller questioned the exemption of the tonnages from Humboldt Sanitation and Eel River Disposal, and noted the tonnage amounts being estimated by Intelliwaste in their RFP seems to be greatly inflated from the numbers being currently put through the ACRC Samoa Facility. Stating that his facility receives 6,000 tons per year from public sources, he asked the Board to consider a reevaluation of the 13,000 tons being estimated for use in the RFP. He further noted that if such a number were truly what was being disposed of at this time, ACRC would most likely not need to charge a tipping fee, and that the problems being faced by both his company and the Authority would not be a worry.

**Chairman Glass** Closed the Floor to Public Comment.

**Chairman Glass** asked Executive Director Test to respond to Mr. Loughmiller's claims regarding the tonnage figures. Mr. Test noted the fractured nature of current recycling tonnages, and that many sources that could be moved through the Samoa Facility were at present time unaccounted for. Further, mandatory recycling numbers should continue to increase in both Eureka and Arcata, and the final numbers recovered from these endeavors remains to be seen. In response to further examination by Chairman Glass, Mr. Test agreed that a smaller tonnage number would better capture the real costs of disposal in the event that the target tonnage mentioned in the RFP could not be reached.

**Boardmember Moreland** asked Mr. Loughmiller his opinion of the RFP document as a whole. As a potential bidder, Mr. Loughmiller declined to give a full opinion of the document, but again reiterated his desire for the Board to reevaluate the tonnages being estimated. Mr. Test supported the design of the RFP, noting the years of experience Intelliwaste has in creating such documents.

**The Board** reviewed a variety of elements of the document. Among the major topics of discussion, the issue of local employment remained important throughout. Boardmember Brinton requested that potential bidders provide wage plans for all positions pertinent to the function of the bidder's processing facility, wanting also to guarantee that all employment created through the contract would result in decent living wages.

Boardmember Schapiro noted that language involving CPI increases were vague, and should be corrected to look more like contract language from other Authority documents. Finally, the schedule for bidder approval, and the start date of the new processing agreement were brought into question. The Board ultimately decided that while November remained a good date to pick a processor, they would prefer to have more time to negotiate a final contract with the selected processor and asked that staff move the start date of the new contract to March 1, 2010.

**Mark Loughmiller**, of ACRC, made note of a clause in the RFP stating that, once the document is accepted by the Board, it can no longer be changed, hindering bidders' ability to ask for clarification and change where it might be necessary. Legal Counsel noted that the planned schedule for the process would involve a question and answer session in which all bidders would be made aware of changes and clarifications to the document at the same time, to avoid unfair treatment to any one bidder.

**Harry Hardin**, Owner of Eel River Disposal, voiced his concerns that the tonnage figures being accepted by the Board would encroach on his business interests in, mostly

notably, the City of Eureka. He asked the Board to consider that the tonnages being agreed to may take business from both himself and Humboldt Sanitation, noting the potential problems that could arise from such practices. Chairman Glass noted that the City of Eureka's planned move to mandatory recycling would already impugn upon that business, and would inevitably alter the processing needs for those materials.

**Boardmember Brinton** voiced his continuing desire to approach ACRC with negotiations to buy the Samoa Facility, but recognized the need to move as a team into a new agreement. He stressed his desire to keep the processing of recyclables products local.

**Motion Brinton/Schapiro** to Approve RFP with amendments by Board, as enumerated below:

- The number and nature of jobs created, and the employee compensation for those jobs as relevant to both the nature of the work performed and the amount of jobs retained locally in the Authority's jurisdiction. Section 6.3.1 will be updated to reflect the necessary changes for requesting pay scales of prospective bidders.
- A CPI computation more in line with other Authority contracts, which allows for more accurate adjustment of rates in both rising and falling economies.
- "if applicable" applied to the end of the first bullet point on page 24 of the RFP.
- Processing Start Date in the proposed calendar moved to March 1, 2011, to allow time for final contract negotiations.
- Release date and schedule adjustments to accommodate time in the week following this meeting to make necessary revisions. Contractor Selection Date will remain November 11, 2010.

Motion Passes by a Vote of 4/0/2.

**9) Authorize Staff to Distribute an RFP to Prepare a Waste Characterization Study.**

**Executive Director Test** gave a brief overview of the waste characterization process, the funds budgeted, and some of the reasons for undertaking the study.

**Boardmember Schapiro** questioned the large breaks between parts of the estimated schedule; Mr. Test explained that the first break would allow Authority staff to develop significant metrics to be tested by the chosen consultant. The second break would occur between the two testing phases, allowing the consultant to sample during the County's wet and dry seasons.

**Boardmember Moreland** questioned the cost for the study in its entirety, noting that while \$90,000 had been set aside, contributions from participating agencies did not appear to be budgeted. Mr. Test explained that the budgeted amount covered all HWMA member agencies; the participating agencies included local Indian tribes and Humboldt State University, who may participate as their funding allows.

**Juliette Bond, Programs Analyst**, provided the Board with more in depth reasoning for the need to perform a Waste Characterization Study. Staff noted that the last study had been performed in 1993, and that current programs were still based, in part, on the results of that study. Changes in consumer behavior, recycling practices, and a variety of other causes over the past 18 years will have drastically changed the makeup of the waste being disposed of through the Transfer Station, which necessitates an adjustment to future program planning in order to use ratepayer money in the most efficient and beneficial means possible.

**Chairman Glass** Opened the Floor to Public Comment. No one spoke.

**Chairman Glass** Closed the Floor to Public Comment.



**The Board** requested that the schedule for the RFP be changed to mention separately the target dates for both test phases.

**Motion Schapiro/Brinton** to Authorize Staff to Distribute an RFP to Prepare a Waste Characterization Study 4/0/2.

**10) Authorize Staff to Apply for \$500,000 through US EPA Climate Showcase Communities Grant.**

**Executive Director Test** explained that Item 11 would be dropped; after much deliberation, the project that Authority staff had discussed as an appropriate use of CSC funds was simply not ready for funding at this point in time. Staff would continue looking for methods and technologies which would more appropriately use these funds for future applications.

**Juliette Bohn, Programs Analyst**, approached the Board and requested that a motion still be made to allow her to apply for reduced funding. She considers the funding too important to pass up, and believes the grant is amply suited to the digester project. Her new plan would require no more than \$200,000 in grant funding.

**Chairman Glass** Opened the Floor to Public Comment. No one spoke.

**Chairman Glass** Closed the Floor to Public Comment.

**Legal Counsel** confirmed for the Board that, due to the nature of the requested action, the Board could approve an application for a lower amount of grant funding, to be applied specifically to the aforementioned new project.

**Motion Brinton/Moreland** to Authorize Staff to Apply for up to \$200,000 through US EPA Climate Showcase Communities Grant for Effective Methods to Minimize Greenhouse Emissions through Food Waste Strategies, Pending Approval of the Executive Director 4/0/2.

**11) Executive Director's Report.**

**Executive Director Test** established potential special session dates to discuss confidential real estate matters regarding Arcata Community Recycling Center. Results of the meeting will be presented at the next open meeting in September.

**Credit Card Processing** at the Transfer Station is going well, with fees remaining low and usage slowly growing.

**Patrick Owen**, former Programs Manager, was introduced as the newly appointed Operations Manager for the Authority. Mr. Owen briefly reported on the changes being made at the Eureka Recycling Center, as the Authority takes over operations from Arcata Community Recycling Center. He noted that the transition is keeping everyone busy, but that business is running smoothly. Boardmember Moreland noted that the employees at the recycling center were all very excited about the change.

**Mr. Owen** commented further on various events taking place, starting with a very successful e-waste event in McKinleyville that saw 711 cars, which would be followed by an HHW event later in July.

**Staff confirmed** for Boardmember Brinton that the City of Trinidad would be officially added to the Board during the regionalization process, and Executive Director Test noted that regionalization work was moving slowly.

**12) Adjourn.**

**Chairman Glass** Adjourned the Meeting at 8:45 p.m.

**Next Meeting** September 9, 2010 at 6:30 p.m. at Eureka City Council Chambers.





**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

***Staff Report***

**DATE:** September 9, 2010

**FROM:** Susan Rigge, Controller

**SUBJECT:** Item 6)b  
Review July Financial Reports

**RECOMMENDED ACTION:** Comment.  
Review and Comment on the July Financial Reports.

**DISCUSSION:**

Attached for Board review are the July Financial Statements

- Activity & Expense Reports
- Balance Sheet
- Disbursements
- Department and Authority-wide Income Summaries.

For the month of July, the change in net assets was \$137,520. Revenue is \$898,726, which is 7.1% higher than the budget of \$839,242. Operation and payroll expenses are \$496,205, and indirect expenses are \$78,217, all lower than budgeted at \$671,624. In July significant improvements to the Recycling Center were put in place. The Landfill purchased a new tractor for maintenance, and the air conditioner and outside shades were installed in the main office building.

The field work for the annual audit has been completed. Staff is completing a review and will present the audit for the fiscal year ended June 30, 2010 at the October board meeting.

The Activity Report indicates that solid waste tonnage and revenue are decreased from the same period a year ago. Additionally, Greenwaste tonnage is down significantly. The downward trend has continued in August.

Cash Disbursements for the month of July were \$830,906, which includes \$138,765 for salaries and related employee expense. Bond payments are \$107,194 while payments for transportation and disposal account for \$339,628.

**Activity Report  
July 1, 2010 - July 31, 2010**

<b>Waste Tonnage</b>	<b>Tonnage</b>			<b>Revenue</b>		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Hawthorne						
Franchise	3,726.94	3,930.34	94.82%	\$459,569.19	\$506,267.13	90.78%
Self Haul	1,547.17	1,616.73	95.70%	\$247,092.61	\$263,198.33	93.88%
<b>Subtotal</b>	<b>5,274.11</b>	<b>5,547.07</b>	<b>95.08%</b>	<b>\$706,661.80</b>	<b>\$769,465.46</b>	<b>91.84%</b>
ERD	716.36	710.65	100.80%	\$68,668.53	\$72,234.54	95.06%
<b>TOTAL.</b>	<b>5,990.47</b>	<b>6,257.72</b>	<b>95.73%</b>	<b>\$775,330.33</b>	<b>\$841,700.00</b>	<b>92.11%</b>
<b>Greenwaste</b>	<b>189.24</b>	<b>274.00</b>	<b>69.07%</b>	<b>\$18,329.20</b>	<b>\$25,789.10</b>	<b>71.07%</b>

**Household Hazardous Waste**

	<b>Customers</b>			<b>Revenue</b>		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Commercial	26	38	68.42%	\$6,493.37	\$6,906.85	94.01%
Residential	609	327	186.24%	\$3,374.00	\$2,144.00	157.37%
Fortuna Residential	6	4	150.00%	\$256.00	\$49.00	522.45%
Revenue from Countywide Fee				\$33,508.34	\$41,545.14	80.66%
<b>TOTAL.</b>	<b>641</b>	<b>369</b>	<b>173.71%</b>	<b>\$43,631.71</b>	<b>\$50,644.99</b>	<b>86.15%</b>

<b>Traffic Count</b>	<b>Average Daily</b>		<b>% of Prior (ADC)</b>		
	<b>Count FY11</b>	<b>Exceptions</b>		<b>Count FY10</b>	<b>Exceptions</b>
July	291	None	283	None	102.83%
August			269	None	0.00%
September			270	None	0.00%
October			235	None	0.00%
November			236	None	0.00%
December			231	None	0.00%
January			249	None	0.00%
February			242	None	0.00%
March			241	None	0.00%
April			242	None	0.00%
May			250	None	0.00%
June			279	None	0.00%

**Expense Report**  
**Administration & Transfer Station**  
**July 1, 2010 - July 31, 2010**

	Actual, July			Actual, Year to Date		
	Current	Prior	% of Prior	Current	Prior	% of Prior
Total Revenues	\$749,773.25	\$599,791.92	125.01%	\$749,773.25	\$599,791.92	125.01%
Transportation and Disposal	\$266,483.89	\$302,905.06	87.98%	\$266,483.89	\$302,905.06	87.98%
Payroll	\$60,927.82	\$43,942.04	138.65%	\$60,927.82	\$43,942.04	138.65%
Misc. Direct Expenses	\$49,619.67	\$150.00	33079.78%	\$49,619.67	\$150.00	33079.78%
Total Direct Expenses	<u>\$377,031.38</u>	<u>\$346,997.10</u>		<u>\$377,031.38</u>	<u>\$346,997.10</u>	
<b>Gross Margin</b>	<b>\$372,741.87</b>	<b>\$252,794.82</b>		<b>\$372,741.87</b>	<b>\$252,794.82</b>	
Indirect Expenses	<u>\$45,549.05</u>	<u>\$24,232.67</u>	187.97%	<u>\$45,549.05</u>	<u>\$24,232.67</u>	187.97%
<b>Income from Operations</b>	<b><u>\$327,192.82</u></b>	<b><u>\$228,562.15</u></b>		<b><u>\$327,192.82</u></b>	<b><u>\$228,562.15</u></b>	
Capital Expenditures	\$62,001.31	\$244,068.56	25.40%	\$62,001.31	\$244,068.56	25.40%
Depreciation	\$23,559.00	\$22,447.00	104.95%	\$23,559.00	\$22,447.00	104.95%
Other Revenues & Expenses	<u>(\$92,562.62)</u>	<u>(\$104,236.42)</u>	88.80%	<u>(\$92,562.62)</u>	<u>(\$104,236.42)</u>	88.80%
<b>Net Income (Loss)</b>	<b><u><u>\$149,069.89</u></u></b>	<b><u><u>(\$142,189.83)</u></u></b>		<b><u><u>\$149,069.89</u></u></b>	<b><u><u>(\$142,189.83)</u></u></b>	

**Humboldt Waste Management Authority  
Statement of Assets and Liabilities  
For the Month Ending July 31, 2010**

ASSETS	July 31, 2010	June 30, 2010
Current Assets		
Cash and Cash Equivalents	\$3,502,813.39	\$3,340,503.51
Accounts Receivable	\$675,559.46	\$737,204.39
Prepaid Items	\$37,134.46	\$58,530.88
Total Current Assets	\$4,215,507.31	\$4,136,238.78
Restricted Assets		
Investment with Bond Trustee	\$2,119,903.14	\$2,119,903.14
Closure and post Closure care Trust Fund	\$8,222,194.13	\$8,213,253.20
Environmental Trust Fund	\$0.00	\$0.00
Article Five Trust Fund	\$72,595.49	\$73,196.01
Accrued Interest Receivable	\$64,533.94	\$62,000.00
Total Restricted Assets	\$10,479,226.70	\$10,468,352.35
Other Assets		
Property, Plant, & Equipment	\$5,538,440.96	\$5,535,508.33
Deferred Charges	\$345,885.95	\$348,389.42
Waste Authority Permit	\$221,171.00	\$221,171.00
Covenant not to Compete	\$0.00	\$0.00
Contract with Anderson Landfill	\$248,204.19	\$253,485.12
Goodwill Depreciable - Purchase of WSG	\$3,369,590.60	\$3,421,430.46
Total Other Assets	\$9,723,292.70	\$9,779,984.33
<b>Total Assets</b>	<b>\$24,418,026.71</b>	<b>\$24,384,575.46</b>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts Payable	\$532,514.64	\$583,041.27
Deferred Revenue	\$368,475.66	\$368,475.66
Current Portion of Bonds Payable	\$692,082.00	\$755,000.00
Current Portion of Leases Payable	\$21,676.00	\$21,676.00
Current Portion of Loan Payable	\$50,000.00	\$50,000.00
Accrued Wages and Payroll taxes payable	\$59,502.78	\$112,128.33
Accrued Interest Payable	\$88,500.00	\$88,500.00
Other Accrued liabilities	\$2,100.00	\$2,100.00
Total Current Liabilities	\$1,814,851.08	\$1,980,921.26
Long Term Liabilities		
Loans Payable - CIWMB Closure	\$313,655.00	\$313,655.00
Equipment Leases Payable	\$39,785.52	\$39,785.52
Estimated closure and post closure costs	\$13,150,000.00	\$13,150,000.00
Bonds payable, long-term portion	\$10,845,000.00	\$10,845,000.00
Total Long Term Liabilities	\$24,348,440.52	\$24,348,440.52
Total Liabilities	\$26,163,291.60	\$26,329,361.78
Net Assets		
Equity Reserved	(\$2,846,875.24)	(\$2,846,875.24)
Unrestricted	\$3,070,493.92	\$3,070,493.92
Investment in Capital assets	(\$2,168,405.00)	(\$2,168,405.00)
Increase (Decrease) in Net Assets	\$199,521.43	
Total Net Assets	(\$1,745,264.89)	(\$1,944,786.32)
<b>Total Liabilities and Net Assets</b>	<b>\$24,418,026.71</b>	<b>\$24,384,575.46</b>

September 9, 2010

<b>Paid To</b>	<b>Cleared</b>	<b>Paid To</b>	
ACRC	\$42,564.80	Nancy Diamond	\$1,621.59
Anderson Landfill	\$76,823.42	Network Management Services	\$3,679.90
Asbury Environmental Services	\$50.00	Network Solutions	\$34.99
AT & T	\$623.63	Neva Swan - Safety Awards	\$703.14
B & B Portable Toilet Company	\$171.56	North Coast Journal	\$242.00
Bank of New York	\$107,194.00	North Coast Laboratories	\$424.00
Bettendorf Enterprises, Inc.	\$207,233.42	Northcoast Exterminators	\$105.00
Broadway Medical	\$19.48	Northcoast Powersports Central	\$303.89
Capital Business Machines	\$817.00	Northern California Safety Con	\$80.00
Cardmember Service	\$3,469.88	O & M Industries	\$9,065.00
Carolina Software	\$300.00	P G & E	\$7,145.08
Cash for CRV	\$40,427.00	Pacific Paper Co.	\$1,677.19
Caterpillar Financial Services	\$2,179.67	Paul Domanchuk, O.D.	\$380.00
City of Eureka	\$735.43	Peterson Tractor	\$90.19
Connie Duncan - Ewaste Refund	\$90.00	Petty Cash	\$295.28
Cora Williams - Exp.	\$46.12	Picky Picky Picky Store	\$650.94
County Environmental Health	\$17,482.05	Pierson Building Center	\$70.62
County Public Works	\$11,369.90	Pioneer Scale Co.,Inc	\$2,931.45
Cox Rasmussen & Co.	\$6,009.50	Planwest Partners	\$3,991.25
Crystal Springs Bottled Water	\$55.00	PSC-Philip Services Corporation	\$13,554.00
DCI BUILDERS	\$5,100.00	Recology Humboldt County	\$112.50
Eel River Disposal	\$26,365.77	Redwood Teen Challenge	\$3,390.00
Englund Marine Supply Co. Inc.	\$19.42	Rule Steel Tanks, Inc	\$6,120.00
Eureka Boiler Works LLC	\$43.73	RWS Services	\$53.04
Eureka Humboldt Fire Extinguisher	\$290.11	Sainte Partners	\$300.00
Eureka Napa	\$822.51	Scrapper's Edge	\$8.83
FedEx	\$80.34	SCS Field Services	\$2,295.00
Fernbridge Tractor	\$10,409.57	Sherman Schapiro	\$99.00
Francotyp-Postalia, Inc	\$110.51	Specialty Traffic Systems	\$143.12
Freon Free Appliance Processing	\$382.00	Stericycle,Inc	\$189.00
Gess Environmental	\$14,272.71	Steve Morris Logging	\$4,593.05
GLJ Contracting	\$500.00	Steve's Septic Service	\$200.00
Harbor Freight Tools	\$145.86	Stewart Telecommunications	\$2,673.65
HCS D	\$20.55	Suddenlink	\$89.00
Hensell Materials	\$342.52	Superior Alarm Systems, Inc.	\$69.00
HOLT OF CALIFORNIA	\$5,953.75	Taylor Made Fencing	\$1,085.00
Humboldt Bay Forest Products	\$7,210.70	Taylor Made Organizing	\$341.25
Humboldt Lock and Safe	\$602.99	The Arcata Eye	\$200.00
Humboldt Plastics	\$1,786.00	The Black Book	\$384.00
Intelliwaste, Inc.	\$4,520.00	Thumper's Mechanical Service	\$7,729.00
Janis Erickson - Mileage	\$187.30	Times Standard	\$875.00
Jay West	\$1,199.00	United Rentals Inc.	\$1,560.09
Jim Signs	\$499.10	USA Scales	\$1,058.02
Juliette Bohn - Travel	\$1,181.00	Verizon Wireless	\$167.46
Karen Sherman - Recycling	\$161.93	Western Chain Saw	\$199.64
KIEM-TV3	\$400.00	Xerox Corp.	\$276.70
L & M Renner, Inc	\$3,308.68		
Lawrence & Associates	\$2,074.22	<b>Subtotal</b>	<b>\$692,140.53</b>
Mad River Hardwood Co., Inc	\$3,128.72		
Maureen Hart	\$420.00	<b>Deferred Comp</b>	<b>\$1,010.00</b>
McKinleyville Press	\$300.00	<b>CalPERS On Line</b>	<b>\$15,084.33</b>
Mendes Supply Company	\$122.46	<b>Payroll</b>	<b>\$122,671.59</b>
Mercury Disposal Systems, Inc	\$825.00		
Mission Uniform & Linen	\$262.26	<b>TOTAL</b>	<b>\$830,906.45</b>
Myrtle town Lumber	\$173.10		

September 9, 2010

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**Humboldt Waste Management Authority  
Summary Statement of Operations  
For the Month Ending July 31, 2010  
Actual vs Budget**

	<b>July Actual</b>	<b>YTD Total</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>% of YTD Budget</b>	<b>Total Budget</b>	<b>YTD 8.33% of Total Budget</b>
<b>Operations</b>							
Total Revenues	898,726	898,726	839,242	59,484	107.09%	10,070,901	8.92%
Operational Expense	392,422	392,422	400,244	(7,822)	98.05%	4,802,930	8.17%
Payroll	103,783	103,783	165,553	(61,770)	62.69%	1,986,640	5.22%
Indirect Expense	78,217	78,217	105,827	(27,609)	73.91%	1,269,921	6.16%
Subtotal Expenses	574,423	574,423	671,624	(97,201)		8,059,491	
<b>Net Operations</b>	<b>324,303</b>	<b>324,303</b>	<b>167,618</b>	<b>156,686</b>		<b>2,011,410</b>	
<b>Capital Expenditures</b>	<b>62,001</b>	<b>62,001</b>	<b>71,917</b>	<b>(9,915)</b>	86.21%	<b>863,000</b>	7.18%
<b>Non-Operational Expense</b>	<b>32,219</b>	<b>32,219</b>	<b>34,857</b>	<b>(2,638)</b>	92.43%	<b>418,288</b>	7.70%
<b>Other Revenues &amp; Expenses</b>	<b>(92,563)</b>	<b>(92,563)</b>	<b>(55,411)</b>	<b>(37,152)</b>	167.05%	<b>(664,932)</b>	13.92%
<b>Net Change in Assets</b>	<b>137,520</b>	<b>137,520</b>	<b>5,433</b>	<b>132,088</b>		<b>65,190</b>	



**Humboldt Waste Management Authority  
Summary Statement of Operations  
For the Month Ending July 31, 2010  
by Department**

	<b>YTD Total</b>	<b>Admin</b>	<b>Transfer Station</b>	<b>ERD</b>	<b>Recycling</b>	<b>Programs</b>	<b>HHW</b>	<b>Compost Facility</b>	<b>Cummings Landfill</b>
<b>Operations</b>									
Total Revenues	898,726	35,093	594,942	68,669	51,070	28,224	43,632	34,878	42,218
Operational Expense	392,422	0	251,021	13,494	51,588	357	41,210	28,446	6,307
Payroll	103,783	(2,662)	42,635	0	20,955	15,719	13,349	1,011	12,777
Indirect Expense	78,217	6,700	24,560	0	14,289	9,855	8,946	1,679	12,189
Subtotal Expenses	574,423	4,038	318,215	13,494	86,833	25,931	63,504	31,135	31,272
<b>Net Operations</b>	<b>324,303</b>	<b>31,055</b>	<b>276,727</b>	<b>55,174</b>	<b>(35,763)</b>	<b>2,293</b>	<b>(19,873)</b>	<b>3,743</b>	<b>10,946</b>
<b>Capital Expenditures</b>	62,001	(27,379)	74,033	0	15,347	0	0	0	0
<b>Non-Operational Expense</b>	32,219	3,650	17,864	0	2,045	2,126	3,334	1,477	1,723
<b>Other Revenues &amp; Expenses</b>	(92,563)	2,261	(94,823)	0	0	0	0	0	0
<b>Net Change in Assets</b>	<b>137,520</b>	<b>57,044</b>	<b>90,006</b>	<b>55,174</b>	<b>(53,154)</b>	<b>167</b>	<b>(23,207)</b>	<b>2,266</b>	<b>9,223</b>

**Humboldt Waste Management Authority  
Statement of Operations with Budget  
For the Month Ending July 31, 2010  
Administration & Transfer Station**

	July Actual	YTD Actual	YTD Budget	YTD Variance	% of YTD Budget	Total Budget	YTD 8.33% of Total Budget
<b>Total Revenues</b>	747,920	747,920	687,385	60,535	108.81%	8,248,620	9.07%
<b>Direct Expenses</b>	376,379	376,379	452,319	(75,940)	83.21%	5,427,830	6.93%
<b>Gross Margin</b>	<b>371,541</b>	<b>371,541</b>	<b>235,066</b>	<b>136,475</b>		<b>2,820,790</b>	
<b>Indirect Expenses</b>	45,549	45,549	54,294	(8,745)	83.89%	651,526	6.99%
<b>Income from Operations</b>	<b>325,992</b>	<b>325,992</b>	<b>180,772</b>	<b>145,220</b>		<b>2,169,264</b>	
<b>Capital Expenditures</b>	<b>62,001</b>	<b>62,001</b>	67,083	(5,082)	92.42%	805,000	7.70%
<b>Depreciation</b>	23,559	23,559	24,632	(1,073)	95.64%	295,588	7.97%
<b>Other Revenue &amp; Expense</b>	(92,563)	(92,563)	(55,411)	(37,152)	167.05%	(664,932)	13.92%
<b>Net Income (Loss)</b>	<b>147,869</b>	<b>147,869</b>	<b>33,645</b>	<b>114,224</b>		<b>403,744</b>	

**Humboldt Waste Management Authority  
Statement of Operations with Budget  
For the Month Ending July 31, 2010  
Programs Department**

	July Actual	YTD Actual	YTD Budget	YTD Variance	% of YTD Budget	Total Budget	YTD 8.33% of Total Budget
<b>Total Revenues</b>	108,587	108,587	96,690	11,897	112.30%	1,160,281	9.36%
<b>Direct Expenses</b>	100,743	100,743	91,351	9,392	110.28%	1,096,206	9.19%
<b>Gross Margin</b>	<b>7,845</b>	<b>7,845</b>	<b>5,340</b>	<b>2,505</b>		<b>64,075</b>	
<b>Indirect Expenses</b>	20,480	20,480	29,041	(8,562)	70.52%	348,496	5.88%
<b>Income from Operations</b>	<b>(12,635)</b>	<b>(12,635)</b>	<b>(23,702)</b>	<b>11,067</b>		<b>(284,421)</b>	
<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.00%	<b>0</b>	0.00%
<b>Depreciation</b>	6,937	6,937	7,884	(947)	87.99%	94,603	7.33%
<b>Other Revenue &amp; Expense</b>	0	0	0	0	0	0	0
<b>Net Income (Loss)</b>	<b>(19,572)</b>	<b>(19,572)</b>	<b>(31,585)</b>	<b>12,013</b>		<b>(379,024)</b>	

**Humboldt Waste Management Authority  
Statement of Operations with Budget  
For the Month Ending July 31, 2010  
Landfill Includes Trust Funds**

	July Actual	YTD Actual	YTD Budget	YTD Variance	% of YTD Budget	Total Budget	YTD 8.33% of Total Budget
<b>Total Revenues</b>	42,218	42,218	55,167	(12,948)	76.53%	662,000	6.38%
<b>Direct Expenses</b>	19,083	19,083	22,128	(3,044)	86.24%	265,534	7.19%
<b>Gross Margin</b>	<b>23,135</b>	<b>23,135</b>	<b>33,039</b>	<b>(9,904)</b>		<b>396,466</b>	
<b>Indirect Expenses</b>	12,189	12,189	22,492	(10,303)	54.19%	269,899	4.52%
<b>Income from Operations</b>	<b>10,946</b>	<b>10,946</b>	<b>10,547</b>	<b>399</b>		<b>126,567</b>	
<b>Capital Expenditures</b>	0	0	4,833	(4,833)	0.00%	58,000	0.00%
<b>Depreciation</b>	1,723	1,723	2,341	(618)	73.59%	28,097	6.13%
<b>Other Non-Operational Expenses</b>	0	0	0	0		0	
<b>Net Income (Loss)</b>	<b>9,223</b>	<b>9,223</b>	<b>3,373</b>	<b>5,851</b>		<b>40,470</b>	



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

***Staff Report***

**DATE:** September 9, 2010

**FROM:** Jim Test, Executive Director

**SUBJECT:** Item 6)c  
Approve Change Order No. 7 for Golder Associates.

**RECOMMENDED ACTION:** Voice vote.  
Approve Change Order No. 7 in the amount of \$46840.00 for Golder Associates, Inc. to continue groundwater monitoring and reporting, and Authorize the Executive Director to Execute the Contract.

**DISCUSSION:**

Golder has been under contract to provide water quality monitoring and reporting as the landfill work has been progressing. This Change Order is for \$46,840 and extends through the entire fiscal year. The groundwater monitoring is in response to Waste Discharge Requirements (WDR) that have been in place, subject to periodic modification, since 1993. The Cleanup and Abatement Order (CAO) reporting is a result of the winter 2005 slope failure.

**ATTACHMENTS:**

Change Order #7



**CHANGE ORDER # 7**

**GOLDER ASSOCIATES INC.**

Client / Project Name and Site	Client Reference No.	Golder Project No.
Humboldt Waste Management Authority/ Cummings Road Landfill		053-7486-10

**CHANGE IN SCOPE OF SERVICES:** Extend groundwater monitoring and reporting for third quarter 2010 through first quarter 2011, including CAO reporting for October 2010 through June 2011. See attached cost estimate.

**CHANGE IN AGREEMENT COST** (attach detailed calculation sheets):

Increase in Agreement Cost due to this Change Order:	
<i>Third quarter 2010 monitoring and reporting</i>	\$ 20,144
<i>First quarter 2011 monitoring and reporting</i>	\$ 20,144
<i>CAO reporting (October 2010 through June 2011)</i>	\$ 6,552
<i>Total</i>	\$ 46,840

**CHANGE IN AGREEMENT TIME:**

Original Completion Date:	<u>June 2006</u>
Current Completion Date (as adjusted by previous Change Orders):	<u>June 2010</u>
New Completion Date due to this Change Order:	<u>June 2011</u>

The work covered by this Change Order shall be performed under the same terms and conditions as those included in the original Agreement. All other terms and conditions of said Agreement, as it may have been modified, shall be and remain the same.

The foregoing modification of said Agreement is hereby accepted.

Humboldt Waste Management Authority

GOLDER ASSOCIATES INC.,

By: \_\_\_\_\_  
Authorized Representative

By: *Keis H. Johnson*  
Authorized Representative

\_\_\_\_\_

Senior Consultant

Date: \_\_\_\_\_

Date: 08/09/2010

**GOLDER ASSOCIATES INC.  
COST ESTIMATE**

CLIENT: Humboldt Waste Management Authority  
PROJECT: 1st Semi-Annual Monitoring/Reporting, 2011  
Cummings Road Landfill

DATE: June 2, 2010  
PROPOSAL NO. 0537486

ITEM DESCRIPTION	UNIT	UNIT COST	QUAN- TITY	COST	SUB- TOTAL	TASK TOTAL
<b>SUMMARY:</b>						
<b>Task 1 - Water Quality Monitoring (does not include surface water monitoring)</b>						<b>\$7,829</b>
<b>Task 2 - Report Preparation</b>						<b>\$8,369</b>
<b>Task 3 - Laboratory Analyses</b>						<b>\$3,947</b>
<b>TOTAL for the 1st Semi-Annual Monitoring/Reporting</b>						<b>\$20,144</b>

**Task 1 - Water Quality Monitoring (does not include surface water monitoring)**

SCOPE: Measure water levels and sample all site monitoring points according to existing monitoring plan.  
Assumes five (5) days on site with accessible roads to all wells.

**Professional Services**

Technician	hour	\$80	60	\$4,800		
Sr. Consultant	hour	\$170	4	\$680		
<i>Communications Fee (5%)</i>				\$274	\$5,754	

**Chargeable Equipment/Consumable Materials**

Field Vehicle (4x4)	day	\$85	5	\$425		
Per diem	day	\$120	5	\$600		
Mileage	mile	\$0.50	600	\$300	\$1,325	
Per Sampling Location Charge	each	\$30	19	\$570		
Field sample filters	each	\$18	10	\$180	\$750	
<b>TASK TOTAL</b>						<b>\$7,829</b>

**Task 2 - Report Preparation**

SCOPE: Review analytical results and issue a semiannual monitoring report.

**Professional Services**

Admin	hour	\$60	6	\$360		
Drafter	hour	\$90	4	\$360		
Staff Geologist	hour	\$95	62	\$5,890		
Senior Consultant	hour	\$170	8	\$1,360		
<i>Communications Fee (5%)</i>				\$399	\$8,369	

**TASK TOTAL** **\$8,369**

**Task 3 - Laboratory Analyses**

SCOPE: Sample kit delivery, sample transport, analyses, field and lab QA/QC, electronic deliverable, 15-day turnaround  
Includes 1 semi-annual sampling event, and EPA8260 for the trip, field, equipment blanks and one full duplicate.

**Wells, Springs, and Leachate Composite**

EPA 8260, Appendix I	each	\$110	19	\$2,090		
EPA 8260, blanks	each	\$90	3	\$270		
TDS	each	\$8	13	\$104		
Metals (K, Na)	each	\$16	13	\$208		
Ammonia	each	\$20	5	\$100		
Total Kjeldahl Nitrogen	each	\$25	5	\$125		
Metals (As, Ba, Co, Ni, Pb, Zn)	each	\$54	5	\$270		
Chloride	each	\$10	5	\$50		
Sulfide	each	\$15	5	\$75		
Phosphorus	each	\$28	5	\$140	\$3,432	

Administrative (15%) \$515

**TASK TOTAL** **\$3,947**

**TOTAL for the 1st Semi-Annual Monitoring/Reporting** **\$20,144**

**GOLDER ASSOCIATES INC.  
COST ESTIMATE**

CLIENT: Humboldt Waste Management Authority  
PROJECT: 3rd Quarter Semi-Annual Monitoring/Reporting, 2010  
Cummings Road Landfill

DATE: July 2, 2010  
PROPOSAL NO. 0537486

ITEM DESCRIPTION	UNIT	UNIT COST	QUAN-TITY	COST	SUB-TOTAL	TASK TOTAL
<b>SUMMARY:</b>						
<b>Task 1 - Water Quality Monitoring (does not include surface water monitoring)</b>						<b>\$7,829</b>
<b>Task 2 - Report Preparation</b>						<b>\$8,369</b>
<b>Task 3 - Laboratory Analysis</b>						<b>\$3,947</b>
<b>TOTAL for the 2nd Semi-Annual Monitoring/Reporting</b>						<b>\$20,144</b>

**Task 1 - Water Quality Monitoring (does not include surface water monitoring)**

SCOPE: Measure water levels and sample all site monitoring points according to existing monitoring plan.

Assumes five days on site and accessible roads to all wells. Reduced annual sampling due to 2q2010 COC sampling

**Professional Services**

Technician	hour	\$80	60	\$4,800		
Sr. Consultant	hour	\$170	4	\$680		
Communications Fee (5%)				\$274	\$5,754	
<b>Chargeable Equipment/Consumable Materials</b>						
Field Vehicle (4x4)	day	\$85	5	\$425		
Per diem	day	\$120	5	\$600		
Mileage	mile	\$0.50	600	\$300	\$1,325	
Per Sampling Location Charge	each	\$30	19	\$570		
Field sample filters	each	\$18	10	\$180	\$750	

**TASK TOTAL \$7,829**

**Task 2 - Report Preparation**

SCOPE: Review analytical results and issue a semiannual and annual monitoring report.

**Professional Services**

Admin	hour	\$60	6	\$360		
Drafter	hour	\$90	4	\$360		
Staff Geologist	hour	\$95	62	\$5,890		
Senior Consultant	hour	\$170	8	\$1,360		
Communications Fee (5%)				\$399	\$8,369	

**TASK TOTAL \$8,369**

**Task 3 - Laboratory Analysis**

SCOPE: Sample kit delivery, sample transport, analyses, field and lab QA/QC, electronic deliverable, 15-day turnarou  
Includes 1 semi-annual sampling event, and EPA8260 for the trip, field, equipment blanks and one full duplicate.

**Wells, Springs, and Leachate Composite**

EPA 8260, Appendix I	each	\$110	19	\$2,090		
EPA 8260, blanks	each	\$90	3	\$270		
TDS	each	\$8	13	\$104		
Metals (K, Na)	each	\$16	13	\$208		
Ammonia	each	\$20	5	\$100		
Total Kjeldahl Nitrogen	each	\$25	5	\$125		
Metals (As, Ba, Co, Ni, Pb, Zn)	each	\$54	5	\$270		
Chloride	each	\$10	5	\$50		
Sulfide	each	\$15	5	\$75		
Phosphorus	each	\$28	5	\$140	\$3,432	
Administrative (15%)					\$515	

**TASK TOTAL \$3,947**

**TOTAL for the 2nd Semi-Annual Monitoring/Reporting \$20,144**



**GOLDER ASSOCIATES INC.  
COST ESTIMATE**

CLIENT: Humboldt Waste Management Authority  
PROJECT: CAO Reporting  
Cummings Road Landfill

DATE: June 2, 2010  
PROPOSAL NO. 0537486

ITEM DESCRIPTION	UNIT	UNIT COST	QUAN- TITY	COST	SUB- TOTAL	TASK TOTAL
<b>SUMMARY:</b>						
<b>Task 4 - CAO Report Preparation</b>					<b>\$819</b>	<b>\$6,552</b>
<b>October 2010 through June 2011 TOTAL</b>						<b>\$6,552</b>

**Task 4 - CAO Report Preparation**

SCOPE: Review analytical results issue monthly CAO report (October 2010 through June 2011).

**Professional Services**

Admin	hour	\$60	1	\$60
Project Geologist	hour	\$95	4	\$380
Senior Consultant	hour	\$170	2	\$340
Communications Fee (5%)				\$39

<b>MONTHLY TASK TOTAL</b>				<b>\$819</b>	
<b>October 2010 through June 2011 TOTAL</b>					<b>\$6,552</b>





**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

***Staff Report***

**TO:** The Board of Directors of the Humboldt Waste Management Authority

**DATE:** September 9, 2010

**FROM:** Susan Rigge, Controller

**SUBJECT:** Item 6)d  
Retain Audit Services of DeMello, McAuley, McReynolds, & Holland for the Next Three Fiscal Years.

**RECOMMENDED ACTION:** Voice Vote  
Consent to Retain the Services of DeMello, McAuley, McReynolds, & Holland to Audit Authority Finances for the Next Three Fiscal Years and Authorize the Executive Director to Execute Documents.

**DISCUSSION:**

The firm of DeMello, McAuley, McReynolds, & Holland was retained to perform the annual audits of the Authority financial statements for the last three years. Those audits were presented to the Board in a smooth and timely manner without interruption to the normal workflow of the Finance Department. Staff and the Audit team, lead by partner Kimber McReynolds, were mutually pleased at the outcome.

In the interest of continuity, Staff seeks consent of the Board to retain DeMello, McAuley, McReynolds, & Holland to perform the annual audits for the next three years. Because of increasingly stricter standards and continuing education requirements, there are very few local firms who offer governmental audit services. Staff believes that it is in the Authority's best interest to retain the services of our current Auditors, and take advantage of the existing cost-effective working relationship.

Kimber McReynolds has submitted a proposal that is attached. The anticipated costs are \$14,750, \$14,850, and \$14,950 for 2011, 2012, and 2013 respectively. The increased cost is reflective of the increased requirements for Special District Audits under governmental accounting standards and greater time investment for Auditors.





**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**  
*Staff Report*

**DATE:** June 10, 2010

**FROM:** Jim Test, Executive Director

**SUBJECT:** Item 6)e  
Award Bid for the Tip-Floor Office/Breakroom Remodel.

**RECOMMENDED ACTION:**

Award Bid for the Tip-Floor Office/Breakroom Remodel to Pacific Builders in the Amount of \$65,808 and authorize a \$5,000 contingency fund.

**DISCUSSION:**

This item was included in the FY 09/10 and the FY10/11 budgets and we have been working with JMB Architecture and tip floor staff to improve conditions in the breakroom and add office space for operations personnel.

The existing breakroom is poorly ventilated, dilapidated and crowded with employee lockers and excess tool and small equipment storage. The Operations Supervisor uses the lunch table as a desk and has no private place to conduct business. The addition of a new Operations Manager will add to the need for a separate office space. The plan is to clean out and rehabilitate the surfaces in the breakroom and bathroom; add an office large enough to accommodate two managers; add a tool room and utility room to increase secure storage; and, add positive-pressure ventilation to the entire structure.

The FY10/11 budget has a capital expense of \$40,000 identified for this project but we projected around \$64,000 from final plans. We received three bids and a bid summary is attached. The low bidder is Pacific Builders. There are sufficient cash reserves to cover the cost of this project.

**ATTACHMENT:**

Bid Summary

## Bid Results

**Office Addition and Breakroom Improvements**

**Humboldt Waste Management Authority**

**August 25, 2010, 2:00 p.m.**

Bidding Firm	Contact	Contact #	Contact email	Total Bid	Notes
Danco Builders				\$69,746.00	
Pacific Builders				\$65,808.00	
DCI Builders				\$71,189.00	



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

***Staff Report***

**DATE:** September 9, 2010

**FROM:** Juliette Bohn, Program Analyst

**SUBJECT:** Item 6)f  
Award bid not to exceed \$90,000 to Cascadia Consulting Group to prepare a Waste Characterization Study.

**RECOMMENDED ACTION:** Voice Vote  
Award bid not to exceed \$90,000 to Cascadia Consulting Group to prepare a Waste Characterization Study.

**DISCUSSION:**

In July 2010, the HWMA Board authorized Staff to distribute a Request for Proposals (RFP) to prepare a waste characterization study. HWMA received three qualified proposals in response to this RFP. A seven member panel consisting of representatives from each of the RFP partner agencies including HWMA, Blue Lake Rancheria, Trinidad Rancheria, and Humboldt State University, as well as the City of Arcata, reviewed the responses to the RFP. Proposals were scored using a decision matrix created by HWMA Staff in accordance with the RFP's objectives. The scoring results are shown on the attached bid summary. Additionally, HWMA staff conducted interviews with each firm following proposal submittal in order to clarify methodology approaches with regards to food waste, hazardous waste and sample size.

Based on the results of the review panel as well as the answers given in the interviews, staff feels that Cascadia has the best understanding of the scope of work and is most capable of completing the project. Cascadia's primary business is to develop and implement waste characterization studies. Cascadia has performed statewide waste characterizations in California, Oregon, and Washington and has performed similar studies for the cities of Los Angeles, San Francisco, and Seattle. Furthermore, Cascadia works with a professional sorting crew that performs waste sorting full-time throughout the country. This professional crew has established proven safety procedures, and will provide more accurate data and increased efficiency through experience.

The waste characterization work will occur over one year, with sampling periods in the wet and dry seasons to ensure that the study captures seasonal variations in the waste stream. The results of the waste characterization study serve as a planning tool that will enable HWMA and member agencies to assess existing quantity of waste by material types and will help guide future diversion programs.

**PROJECT BUDGET:**

The FY10/11 budget has allocated \$90,000 for a waste characterization study. HWMA's portion of the waste characterization cost is not to exceed \$90,000. This waste characterization study will span two fiscal years, therefore, HWMA Staff expects to spend approximately \$50,000 in fiscal year 2010/2011 and \$40,000 in fiscal year 2011/2012.

The current proposal allocates HSU's portion as \$28,000; and \$12,430 for each of the Rancherias. This cost information will be used by the partner agencies to determine if funds are available to participate in the study. Blue Lake Rancheria has already committed grant funds to this work.

**ATTACHMENTS:**

Bid Summary



**Bid Summary**

Humboldt County Waste Characterization Study

Humboldt Waste Management Authority

Submission deadline August 20, 2010

<b>Firm</b>	<b>Contact</b>	<b>Contact #</b>	<b>Total Bid</b>	<b>HWMA's Cost</b>	<b>Total # Samples</b>	<b>Total Score</b>	<b>Total Possible</b>	<b>%</b>	<b>Rank</b>
Cascadia 1*	Charlie Scott	(206) 343-9759	\$103,015	\$77,081	150	471	560	84%	1
Cascadia 2	Charlie Scott	-	\$124,155	\$90,564	306	n/a	-	-	n/a
Cascadia 3	Charlie Scott	-	\$143,815	\$90,241	352	n/a	-	-	n/a
R.W. Beck	Ed Boisson	(916) 929-3653	\$116,435	\$91,515	260	456	560	81%	2
SHN	Sophie Lagace	(707) 441-8855	\$106,250	\$85,250	134	425	560	76%	3

\* NOTE: Cascadia proposed three waste characterization sampling approaches each with increasing levels of sampling.





**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

***Staff Report***

**DATE:** September 9, 2010

**FROM:** Jim Test, Executive Director

**SUBJECT:** Item 6)g  
Adopt Resolution Number 2011-02 Amending a Conflict of Interest Code for HWMA in Compliance with California Government Code Section 87300.

**RECOMMENDED ACTION:** Voice vote.  
Adopt Resolution Number 2011-02

**DISCUSSION:**

California Government Code section 87300 requires all public agencies to adopt and review a Conflict of Interest Code enumerating employee and consultant positions within the Authority who are involved in the making or participate in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; and identifying disqualification requirements for such employees and consultants.

This Resolution would supersede Resolution 2008-05 that established a Conflict of Interest Code on 11 January 2007. The only change to the Code is to amend **Section 1200.4. Designated Employees** to add the Operations Manager.



**RESOLUTION No. 2011-02  
OF THE  
HUMBOLDT WASTE MANAGEMENT AUTHORITY  
AMENDING THE CONFLICT OF INTEREST CODE**

**WHEREAS**, specified public officials identified in California Government Code section 87200, including Authority Board members, the Executive Director and the Authority counsel are subject to the conflict of interest disclosure and disqualification requirements set forth in Government Code sections 87200 et seq.; and

**WHEREAS**, California Government Code section 87300 requires all public agencies to adopt and promulgate a Conflict of Interest Code enumerating employee and consultant positions within the Authority who are involved in the making or participation in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; identifying disqualification requirements for such employees and consultants; and, reviewing said Code every two years to updated as necessary

**WHEREAS**, since the adoption of the last Conflict of Interest Code revision, the Humboldt Waste Management Authority Board has created one or more new positions that are involved in the making or participation in the making of decisions which may have may have a material effect on any financial interest of their own, specifically the Operations Manager, and therefore desires to update its Conflict of Interest Code list of Designated Employees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Humboldt Waste Management Authority hereby revises the list of Designated Employees in its Conflict of Interest Code Interest Code, to include the position of Operations Manager and further directs that the Conflict of Interest Code be placed into the HWMA Policy Handbook at Policy Number 1200, as attached hereto and incorporated herein

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2010.

ATTEST:

\_\_\_\_\_  
Larry Glass, HWMA Chair

\_\_\_\_\_  
James Test, Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**POLICY TITLE:** Conflict of Interest Code  
**POLICY NUMBER:** 1200

### **1200.1 Adoption of Conflict of Interest Code.**

The Political Reform Act, Government Code Section 81000, et seq., requires State and local government agencies to adopt a Conflict of Interest Code containing at a minimum the following three components: 1) the manner by which financial interests are reported, and disqualification requirements and procedures, 2) the designation of those employee positions required to file Statements of Economic Interests (Form 700) and 3) the assignment of disclosure categories specifying the types of interests to be reported by designated employees. The Fair Political Practices Commission (FPPC) adopted regulation 2 Cal. Code of Regs. Section 18730 containing the required terms of the first component of a conflict of interest code, which when amended from time to time by the FPPC conforms to the Political Reform Act as it is amended by the state legislature. Said Regulation 18730 may be incorporated by reference into a local agency conflict of interest code in satisfaction of the first component of the code, thereby allowing the local agency code to be always current with amendments to the Political Reform Act. Accordingly, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference into this Conflict of Interest Code.

### **1200.2 Definitions**

**1200.2.1 Consultant** means an individual whom, pursuant to a contract with the Humboldt Waste Management Authority:

(A) Makes a governmental decision whether to:

1. Approve a rate, rule, or regulation;
2. Adopt or enforce a law;
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract, which requires agency approval;
5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
6. Grant agency approval to a plan, design, report, study, or similar item;
7. Adopt, or grant agency approval of policies, standards, or guidelines for the agency or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity perform the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

The Executive Director or his designee may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his designee's determination is a public record

and shall be retained for public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**1200.2.2 Designated Employee** is an officer, employee, member or consultant of the Humboldt Waste Management Authority whose position is designated in this code because the position entails the making or participation in the making of governmental decisions which may foreseeable have a material effect on any financial interest. (*Government Code Section 82019*)

(A) *Making* a governmental decision means the person:

1. Votes on a matter;
2. Appoints a person;
3. Obligates or commits his or her agency to any course of action; or
4. Enters into any contractual agreement on behalf of his or her agency.

(B) *Participating in the making of a decision*, means the person:

1. Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
2. Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

**1200.2.3** The term Designated Employee does not include:

(A) Public officials specified in Government Code Section 87200, including members of the Board, the Executive Director, Authority counsel and other local agency public officials who manage public investments because these individuals are already subject to annual financial disclosure requirements and disqualification.

(B) Solely clerical, ministerial or manual positions.

### **1200.3 Disclosure Statements.**

**1200.3.1** Annual disclosure statements shall be filed with the Clerk, who shall be and perform the duties of filing officer for the Humboldt Waste Management Authority. Statements will be available for inspection and reproduction pursuant to Government Code Section 81008.

**1200.3.2** Members of the Board, the Executive Director and Authority counsel are required, pursuant to Government Code section 87200, to disclose investments, interests in real property and other income, by filing annual disclosure statements with the Clerk. This Conflict of Interest Code is not intended to impose any additional disclosure requirements.

**1200.3.3** All statements shall be filed within thirty (30) days of assuming office or a designated position, annually thereafter no later than April 1<sup>st</sup> of each year; and within thirty (30) days of

leaving office or the designated position. For employees or consultants who are newly designated pursuant to either the adoption of this Code or amendments, disclosure statements shall be filed within thirty (30) days after the effective date of the Code or amendment.

**1200.3.4** Disclosures shall be made on form statements provided by the Authority.

#### **1200.4 Designated Employees.**

The following positions are designated pursuant to Government Code 87302 and are required to disclose financial interests as specified by the listed disclosure category.

<u>Employee</u>	<u>Disclosure Category</u>
1. Controller	1
2. Landfill Manager	2
3. Operations Manager	2
4. Programs Manager	2
5. Programs Supervisor	2

#### **1200.5 Disclosure Categories.**

##### **1200.5.1 General Provisions**

When a designated employee is required to disclose investments and sources of income, he or she need only disclose investments in business entities and sources of income that do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. When a designated employee is required to disclose interests in real property, he or she need only disclose interests in real property which is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency.

##### **1200.5.2 Disclosure Categories Defined**

**Category 1:** All investments and business positions in business entities, sources of income and interests in real property.

**Category 2:** Investments and business positions in business entities and income from sources of the type which, within the past two years have contracted with the Authority to provide services, supplies, materials, machinery or equipment.

#### **1200.6 Manner of Disqualification**

A designated employee required to disqualify himself or herself shall notify the Executive Director in writing. This notice shall be forwarded to the Clerk, who shall record the employee's disqualification. Upon receipt of such statement, the Executive Director shall reassign the matter to another employee.







**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**  
*Staff Report*

**DATE:** June 10, 2010

**FROM:** Jim Test, Executive Director

**SUBJECT:** Item 7  
Authorize Staff to Work with the City of Trinidad in Joining the JPA.

**RECOMMENDED ACTION:**  
Authorize Staff to Work with the City of Trinidad in Joining the JPA.

**DISCUSSION:**

In 2008 the City of Trinidad adopted a Resolution requesting to join HWMA. At that time City staff was concerned about HWMA's financial situation and neither organization pursued the issue. The City Council reaffirmed its desire to join HWMA in January of 2010 and submitted a letter of interest to our Board meeting of February 11. Given that the addition of a member agency requires the approval of the existing members; our original plan was to seek approval along with changes to the JPA agreement that may result from the Regional Agency study currently under review.

The Regional Agency study is moving slower than we had planned, and we are continuing an effort to ensure that member agency staffs have developed an understanding of the role of the Regional Agency before we bring it back to the Board. Since we are moving slower than planned, staff would recommend that the Authority start the process of adding Trinidad now.

The JPA agreement stipulates in Section 2.2, Additions, that an agency wishing to join covenant to direct all solid waste to the transfer facility, and that all existing members of the Authority approve the addition. Staff would recommend the following process:

- Review and approve the form of the attached Resolution, and authorize Authority staff and Counsel to work with the City to develop an acceptable agreement or covenant for Authority review.
- Approve such agreement or covenant and authorize Authority staff to distribute the Resolution to each Member Agency for approval.
- Certify that all existing Members have approved the Resolution and designate an effective date.

We expect that the process will take two to three months and the effective date will be November or January.

**ATTACHMENT:**  
Draft Resolution 2011-00

**DRAFT  
RESOLUTION 2011-\_\_  
A RESOLUTION OF THE BOARD OF THE HUMBOLDT WASTE  
MANAGEMENT AUTHORITY APPROVING THE METHOD OF SOLID  
WASTE FLOW CONTROL ADOPTED BY THE CITY OF TRINIDAD TO  
ALLOW THE CITY OF TRINIDAD TO BE ADDED AS A MEMBER TO THE  
HUMBOLDT WASTE MANAGEMENT AUTHORITY**

**WHEREAS**, pursuant to the Humboldt Waste Management Authority Joint Exercise of Powers Agreement, dated November 11, 1999, Section 2.2, *Additions*, any city or county may join the Humboldt Waste Management Authority upon approval of the then existing members and upon approval by the Authority of one of the following methods of solid waste flow control measures adopted by the jurisdiction seeking to join:

1. Covenanting to direct all SOLID WASTE collected within the jurisdiction (if such jurisdiction provides collection services directly to its constituents) to the TRANSFER FACILITY for processing, transportation, and disposal;
2. Successfully entering into one or more agreements satisfactory to the Humboldt Waste Management Authority directing its franchised hauler(s) to deliver all SOLID WASTES collected under said franchise(s) to the TRANSFER FACILITY for processing, transportation and disposal; or
3. Making such other arrangement or covenant acceptable to the Humboldt Waste Management Authority for the delivery of SOLID WASTE to the TRANSFER FACILITY.

**WHEREAS**, in 2008, the City Council of the City of Trinidad adopted a Resolution requesting to become a member of the Humboldt Waste Management Authority.

**WHEREAS**, in January of 2010, the City of Trinidad reaffirmed its desire to join the Humboldt Waste Management Authority.

**WHEREAS**, the City of Trinidad has covenanted to satisfy the above flow control requirements by taking the following measures \_\_\_\_\_  
\_\_\_\_\_.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Humboldt Waste Management Authority, the following measures taken by the City of Trinidad are hereby approved as satisfying the solid waste flow control requirements of the Joint Exercise of Powers Agreement:

\_\_\_\_\_  
\_\_\_\_\_

**BE IT FURTHER RESOLVED**, the Board of Directors of the Humboldt Waste Management Authority hereby certifies the approval by its existing members taken on the dates as set forth below of the addition of the City of Trinidad to the Authority.

**BE IT FURTHER RESOLVED**, the Board of Directors of the Humboldt Waste Management Authority hereby by acknowledges by the signature of the City of Trinidad below, that the City of Trinidad is a MEMBER of the Humboldt Waste Management Authority subject to all those rights, duties and obligations as set out in the Humboldt Waste Management Authority Joint Exercise of Powers Agreement, dated November 11, 1999, as may be amended from time to time, and said membership shall become effective on \_\_\_\_\_.

**CITY OF TRINIDAD**

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

\_\_\_\_\_  
Attest: City Clerk

**HUMBOLDT WASTE MANAGEMENT AUTHORITY**

By: \_\_\_\_\_  
Chair

Dated: \_\_\_\_\_

\_\_\_\_\_  
Attest: Clerk

**COUNTY OF HUMBOLDT**

By: \_\_\_\_\_  
Chair

Dated: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Attest: Clerk of the Board

**CITY OF ARCATA**

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Attest: City Clerk

**CITY OF BLUE LAKE**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Mayor

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Attest: City Clerk  
**CITY OF EUREKA**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Mayor

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Attest: City Clerk

**CITY OF FERNDALE**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Mayor

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Attest: City Clerk

**CITY OF RIO DELL**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Mayor

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Attest: City Clerk



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

***Staff Report***

**DATE:** September 9, 2010

**FROM:** Jim Test, Executive Director

**SUBJECT:** Item 8  
Approve Revised Organization Chart and Classification and Pay Plans for FY10/11.

**RECOMMENDED ACTION:** Voice Vote.  
Approve Revised Organization Chart;  
Approve Revised Classification and Pay Plans including:  
Add new Classification: Senior Programs Analyst  
Revise Classifications: Operator Technician  
Eliminate Classifications: Landfill Technician, Recycling Technician and Programs Supervisor.

**DISCUSSION:**

As the Authority shifts from one focused on moving solid waste to one engaged in a variety of activities we have a need to be able to move workers across different areas of the operation. We propose to combine the Landfill and Recycling Technician classifications into a revised Operator Technician category. Operator and Recycling Technician classifications share the same pay scale and moving the Landfill Technician into this scale will allow us to easily move people from one area to another and not be limited by minor pay differentials.

As solid waste and hazardous waste regulations change, HWMA staff has had to learn new job roles. We are proposing a new Classification, Senior Programs Analyst, which will have primary responsibility for planning and policy development. In the past we have used consultants to help us sort through planning issues. Authority staff has growing experience in planning and policy development and in managing consultants, and we are ready to move more of that activity in house.

**Organization Chart**

The proposed changes to the Organization Chart, Rev August 2010 are:

- Replace Landfill Technicians, Recycling Technicians and Operators with Operator Technicians.
- Remove Programs Supervisor.
- Add Senior Programs Analyst.

**Classification and Pay Plans**

The revised Job Descriptions for Operator Technician and for Senior Programs Analyst, and the Revised pay Plan are attached. The new Pay Plan includes two positions that would see a

pay increase of less than \$1.00/hour and the Senior Program Analyst would replace the Programs Supervisor.

**Financial Impact**

Payroll annualized will increase from \$1,986,640 to \$1,999,057. The health insurance premium increased \$25,987, so base salaries are actually decreased \$13,570 from the budget presented in May 2010.

**Attachments**

HWMA Organization Chart, Rev April 2010

HWMA Organization Chart, Rev August 2010

Fiscal Year 2010/2011 Pay Plan, Proposed

Job Descriptions for:

Operator Technician

Senior Programs Analyst



## **JOB DESCRIPTION**

### **Senior Program Analyst**

#### **SUMMARY**

This is a full-time, non-exempt position with administrative, planning and reporting responsibilities. The Senior Program Analyst administers and monitors HWMA programs, program budgets, and grants. This position oversees data collection and reports necessary for state compliance mandates; conducts research and prepares documents related to HWMA policies and state legislation.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Senior Program Analyst reports to the Programs Manager and may supervise program staff.

#### **TYPICAL DUTIES**

##### **Program Management**

- Work with the Programs Manager to develop and maintain Authority wide plans including: Countywide Integrated Waste Management Plan; Source Reduction and Recycling Element; Household Hazardous Waste Element; Siting Element; and the Non-disposal Facility Element.
- Work with the Programs Manager to develop Strategic Planning documents.
- Work with the Programs Manager to prepare staff reports for HWMA board review.
- Work with the Programs Manager to develop and maintain Programs budgets.
- Work with the Programs Manager to develop new diversion programs.
- Administer existing waste diversion programs.
- Develop programmatic advertising and educational information including: brochures, print and TV ads, hotline, media interviews.
- Participate in mobile collection events.
- Develop and administer program related grants
- Develop and maintain cooperative partnerships with other agencies
- Represent HWMA at program-related working groups and committees
- Provide staff support to the Local Task Force

##### **Policy Management**

- Evaluate and edit reports from outside consultants regarding policy changes
- Collect supporting data for RFPs; Write RFPs
- Provide staff support to the Solid Waste Working Group and Programs Manager
- Assist Executive Director with HWMA rate and ordinance research
- Present new legislative information to other public agencies

**Compliance Management**

- Work with CalRecycle, landfill, transfer station staff and haulers to collect and analyze compliance documentation including solid waste tonnage data
- Supervise compliance reports required by HWMA procedures or regulatory agencies including quarterly solid waste disposal reports
- Work with haulers and necessary agencies to collect fees for program activities

**Other Duties**

- Answer questions from the public regarding Authority functions and policies
- Attend Board meetings; and other related events, as requested
- Perform all other duties as assigned by the Programs Manager
- Attend and participate in professional groups to stay abreast of trends and regulations in program related fields

**QUALIFICATIONS**

**Knowledge of**

- Integrated Waste Management Act and household hazardous waste regulations
- Local integrated waste management system and rate structures
- Policy development techniques
- Grant writing and reporting requirements

**Skill in**

- Understanding budget preparation and implementation
- Research design; data collection and interpretation
- Advertisement design
- Public interaction and education
- Ability to interpret and apply laws, regulations, policies and procedures
- Ability to establish and maintain relationships with a wide range of government officials and the public
- Strong oral and written communication skills

**Experience and Education**

- A Degree in Environmental Science or related field
- A minimum of four years experience in program and policy development

**Special Qualifications or Licenses**

- Must have a valid California drivers' license





## **JOB DESCRIPTION**

### **Operator Technician**

#### **SUMMARY**

This is a full-time, non-exempt position that, depending on job assignment, may perform a variety of duties including load checking, salvage and recycling, maintenance, operating heavy equipment, dismantling appliances and maintaining the landfill. This position requires contact with commercial and residential customers.

#### **SUPERVISION RECEIVED AND EXERCISED**

Operator Technicians may report to the Solid Waste Operations Supervisor, the Recycling Operations Supervisor, the Landfill Manager or the Programs Manager.

#### **TYPICAL DUTIES**

- Operates heavy equipment including the baler.
- Pushes and loads waste.
- Conducts load checks.
- Removes unpermitted waste.
- Salvages recyclable materials.
- Dismantles or processes recyclable materials and appliances.
- Identifies and segregates household hazardous waste by hazard class.
- Bulks Household Hazardous Waste for shipment.
- Maintains and monitors the landfill gas and leachate collection systems.
- Conducts erosion control projects, weed clearance and site maintenance.
- Conducts environmental monitoring and sampling.
- Does basic equipment and facility maintenance.
- Performs other duties as directed by supervisors.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Operating an excavator, front-end loader, bobcat, forklift, baler or other heavy equipment.
- Hazards associated with common household chemicals.
- Recognizing common HHW products by sight.
- Biohazard waste issues & sharps handling.
- Safety and emergency response procedures.
- Able to communicate effectively with the public.

**Skill in:**

- Ability to lift and carry objects weighing up to 100 pounds and perform sustained heavy physical labor.
- Ability to use basic tools and operate heavy equipment
- Ability to maintain records relative to the work assigned.
- Ability to work effectively with others and the public.
- Ability to follow written and oral instructions.
- Ability to work outside in a variety of weather conditions, to climb into pick-up trucks and vans, to wear a respirator.

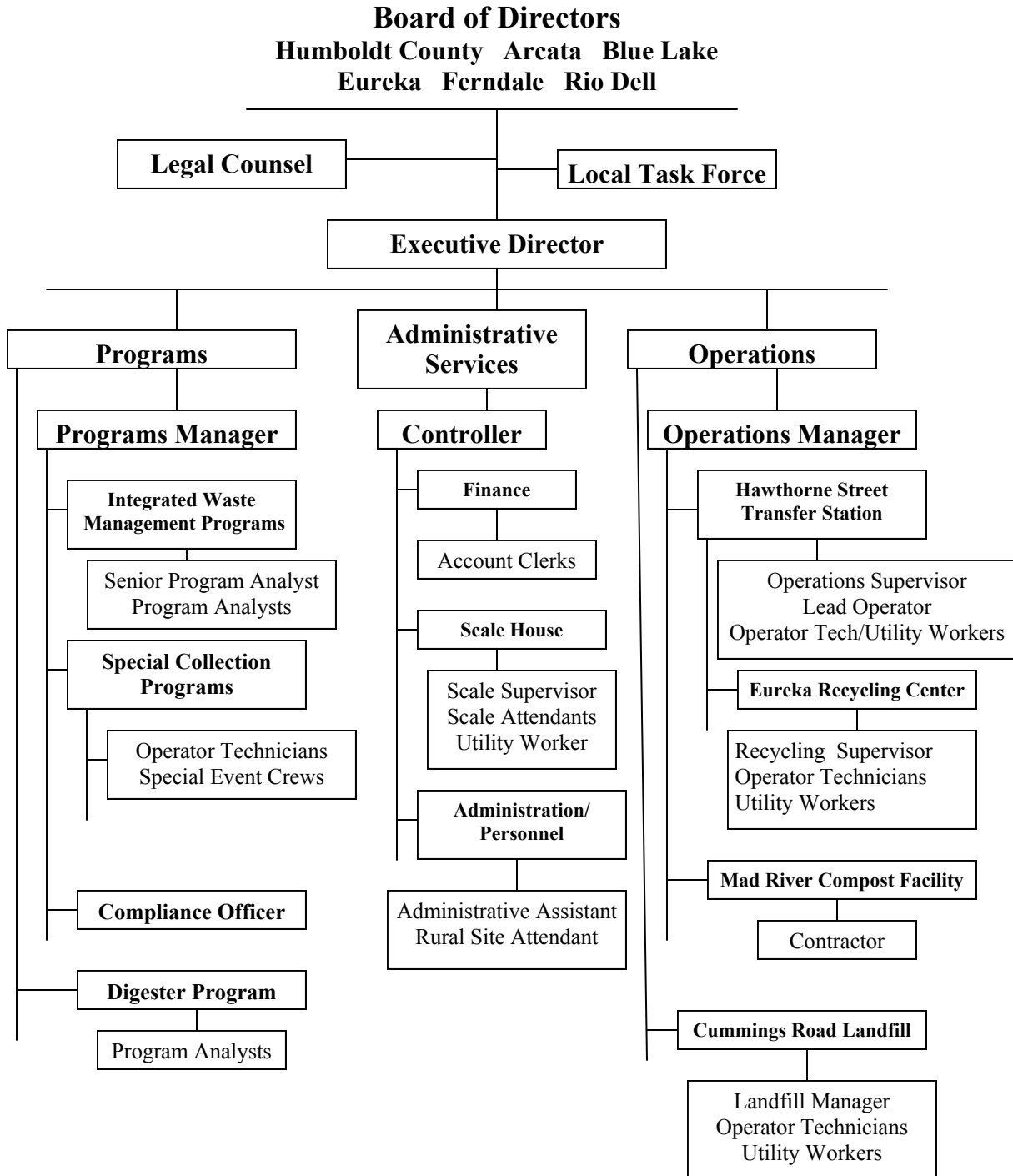
**EXPERIENCE AND EDUCATION**

- High School Diploma or GED.
- Eight hours hazardous waste training.
- Two years experience running heavy equipment.
- Forklift certified.
- Any combination of education and experience in hazardous waste handling.
- Must have valid California drivers' license.

**SPECIAL QUALIFICATIONS AND/OR LICENSES**

- Must be willing to work out of doors in all weather conditions.
- Must be willing to respond to emergency situations during off-hours as required.
- Must be willing to obtain a CDL HazMat Endorsement.
- Must be willing to obtain EPA approved certification as a Type 1 refrigerant recovery technician under section 608 of the Clean Air Act.
- Must be willing to maintain proper documentation of materials removed as required by US EPA and CA DTSC.
- Must be willing to obtain 40-hour hazardous waste operator training.
- Must be willing to obtain any training or certification required by applicable law for performing the requirements associated with this position.
- Must be able to distinguish colors.

## Humboldt Waste Management Authority Organization Chart, Rev August 2010













































# Humboldt Waste Management Authority





Position	Step	10/11		Step	10/11	
		Hourly Wage			Hourly Wage	
Acct Clerk I	A	\$11.73	Programs Analyst	A	\$15.35	
Admin Asst.	B	\$12.33		B	\$16.13	
Utility Worker	C	\$12.94		C	\$16.91	
Rural Site Attendant	D	\$13.67		D	\$17.76	
	E	\$14.39		E	\$18.76	
Acct Clerk II	A	\$14.68	Scale Supervisor	A	\$17.58	
Scale Attendant	B	\$14.87	HHW Sr. Tech	B	\$18.36	
	C	\$15.40	Lead Operator	C	\$19.14	
	D	\$16.11	Recycle Supervisor	D	\$19.94	
	E	\$16.80		E	\$20.09	
Operator Technician	A	\$15.12	Sr. Programs Analyst	A	\$20.55	
	B	\$15.61	Operations Sup	B	\$21.10	
	C	\$16.39	Compliance Officer	C	\$21.29	
	D	\$18.35		D	\$22.35	
	E	\$18.83		E	\$23.26	

Salaried-Exempt Semi Monthly Pay Scale		10/11		10/11	
Position	Step	Semi-Monthly Wage		Semi-Monthly Wage	
Landfill Manager	A	\$1,718.00	Controller	A	\$2,518.00
	B	\$1,804.00		B	\$2,644.00
	C	\$1,894.00		C	\$2,776.00
	D	\$1,988.00		D	\$2,915.00
	E	\$2,080.00		E	\$3,061.00
Programs Manager	A	\$2,218.00	Executive Director		\$4,000.00
	B	\$2,328.00			
	C	\$2,445.00			
	D	\$2,567.00			
	E	\$2,695.00			
Operations Manager	A	\$2,900.00			
	B	\$3,045.00			
	C	\$3,197.00			
	D	\$3,357.00			
	E	\$3,525.00			

Approved \_\_\_\_\_

Date \_\_\_\_\_

   Subject	Status	Due Date	% Complete	Categories
 Categories: Administration (5 items)				
 Manage RFP for Recycling Processing	In Progress	Thu 10/14/2010	25%	Administration
 Revise Rio Dell Franchise and Ordinance to Include Mandatory Curbside fo...	In Progress	Thu 1/6/2011	50%	Administration
 <del>Recycling processing center feasibility study</del>	<del>Completed</del>	<del>Thu 7/8/2010</del>	<del>100%</del>	<del>Administration</del>
 Work with the City of Trinidad on joining JPA	In Progress	Thu 9/9/2010	50%	Administration
 Revise JPA Agreement	Not Started	Thu 1/13/2011	0%	Administration
 Categories: Cummings Road Landfill (5 items)				
 Landfill gas utilization project	Not Started	Thu 1/13/2011	0%	Cummings Road Landfill
 Permanent Office for Cummings Road	In Progress	Thu 1/13/2011	25%	Cummings Road Landfill
 Report of Waste Discharge	In Progress	Thu 1/13/2011	75%	Cummings Road Landfill
 Define Limits of Waste	In Progress	Thu 1/13/2011	75%	Cummings Road Landfill
 Cummings Road Closure plan	In Progress	Thu 1/13/2011	50%	Cummings Road Landfill
 Categories: Facility Maintenance (3 items)				
 Remodel Scale House	In Progress	Thu 2/10/2011	10%	Facility Maintenance
 Remodel Tipping Floor Breakroom/office	In Progress	Thu 10/14/2010	25%	Facility Maintenance
 Repair perimeter drainage at back of tip building	Deferred	Thu 1/13/2011	0%	Facility Maintenance
 Categories: Green Waste (1 item)				
 Renew Arcata Grenwaste Drop-off Contract	In Progress	Thu 10/14/2010	25%	Green Waste
 Categories: Hauling&Disposal (2 items)				
 Renew ERD Transportation Contract	Not Started	Thu 3/10/2011	0%	Hauling&Disposal
 Develop Self Haul Transportation Contract With Hum San	In Progress	Thu 10/14/2010	50%	Hauling&Disposal
 Categories: Personnel (1 item)				
 Review Personnel Manual	Not Started	Thu 10/14/2010	0%	Personnel
 Categories: Planning (3 items)				
 Develop Regional Agency	In Progress	Thu 11/11/2010	25%	Planning
 Review EPA Brownfield Grant, Hawthorne Street	Deferred	Fri 9/10/2010	0%	Planning
 Strategic Plan, Phase 1	In Progress	Thu 2/10/2011	50%	Planning
 Categories: Programs (9 items)				
 Renew Eureka AB 939 Contract	In Progress	Thu 10/14/2010	25%	Programs
 <del>Renew Contract with PSC for HHW</del>	<del>Completed</del>	<del>Thu 6/10/2010</del>	<del>100%</del>	<del>Programs</del>
 Apply forNew Tire Amnesty Program	In Progress	Thu 9/9/2010	25%	Programs
 Implement HWMA Tire Amnesty Program	In Progress	Thu 10/14/2010	75%	Programs
 Review food waste grant and financing options	In Progress	Thu 1/13/2011	50%	Programs
 C&D Recycling Ordinance	Deferred	Thu 1/13/2011	0%	Programs
 Revise HHW Satellite Collection Center Contracts	In Progress	Thu 1/13/2011	50%	Programs
 Revise Local Task Force Ordinance	Deferred	Thu 1/13/2011	0%	Programs
 Redwood Valley Container Site Contract	Deferred	Thu 12/9/2010	25%	Programs
 Categories: Technology Upgrades (3 items)				
 Review use of automated commercial scale	Not Started	Thu 9/9/2010	0%	Technology Upgrades

	Subject	Status	Due Date	% Complete	Categories 
	Review use of credit/debit cards at Scale House.	In Progress	Thu 1/13/2011	50%	Technology Upgrades
	Revise Filing System	Deferred	Thu 1/13/2011	25%	Technology Upgrades