



## **BOARD OF DIRECTORS**

Jack Thompson, City of Rio Dell, **Chair**  
Natalie Arroyo, City of Eureka,  
Adelene Jones, City of Blue Lake  
Sofia Pereira, City of Arcata, **Vice Chair**  
Michael Sweeney, City of Ferndale  
Rex Bohn, County of Humboldt

## **Agenda**

**Thursday, March 10, 2016 5:30 PM**

**Eureka City Council Chambers**

**531 K Street, Eureka, CA**

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### **1. Call to Order and Roll Call at 5:30 PM**

**2. Closed Session:** It is the intention of the Board of Directors to meet in closed session for one item: Government Code Section 54956.9(c) "Potential litigation, one case".

### **3. 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 unless pulled for discussion.

- a. Approve Minutes from the February 11, 2016 HWMA Board of Directors Meeting.
- b. Receive the January Fiscal Year 2015-2016 Financials
- c. Extend Term of Option to Purchase Recology Propert(ies) for a period of One Year.
- d. Provide Cost Share Funds for Eureka Chamber of Commerce Paving Project

### **4. 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.

Maureen Hart – NCRMDZ Highlights 2013-2016

### **5. Receive FY 2014-15 Audit Report**

### **6. Board Member Reports**

### **7. Executive Director's Report**

### **8. Adjourn**





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## **Minutes**

**Thursday, February 11, 2015 5:30 PM**  
**Eureka City Council Chambers**  
**531 K Street, Eureka, CA**

**Present:** Jack Thompson, Marian Brady (alternate for Natalie Arroyo), Michael Sweeney, Rex Bohn  
**Absent:** Sofia Pereira  
**Staff:** Jill Duffy, Tyler Egerer, Brent Whitener  
**Legal Counsel:** Nancy Diamond

Video of Proceedings: [https://archive.org/details/AH-hwma\\_2-11-16](https://archive.org/details/AH-hwma_2-11-16)

Recordings of the meetings of the HWMA Board of Directors are provided for information only, and should not be considered official records of the HWMA. The Actions of the HWMA Board of Directors are recorded below and, following approval by a majority of the members of the Board, are the official record of the Board's actions for the meeting date noted above.

### **1. Call to Order and Roll Call at 5:30 PM**

**Chairman Thompson** called the meeting to order at 5:30 p.m. A quorum was present and acting.

### **2. Closed Session: None**

### **3. Consent Calendar**

- a. Approve Minutes from the January 14, 2016 HWMA Board of Directors Meeting.
- b. Receive the December Fiscal Year 2015-2016 Financials
- c. Household Hazardous Waste (HHW) Mobile Collection Event Scheduling
- d. Lease/Own Replacement Option for CAT Skidsteer in Eureka Recycling Center

**Chairman Thompson** opened the floor to Public Comment regarding the Consent Calendar. No comment was received.

**Chairman Thompson** closed the floor to Public Comment.

**Motion:** Director Bohn Moved and Director Sweeney Seconded to Approve the Consent Calendar.

**Action:** Approve Motion as made by Director Bohn and Seconded by Director Sweeney by the following vote:

**Ayes:** Thompson, Bohn, Brady, Jones, Sweeney

**Nays:** None

**Absent:** Pereira

**4. Oral and Written Communications**

**Chairman Thompson** opened the floor to Public Comment regarding matters not on the Agenda. No comment was received.

**Chairman Thompson** closed the floor to Public Comment.

**5. Receive Presentation on North Coast Recycling Market Development Zone Activities**

**The Board** received and discussed the presentation given by Maureen Hart, NCRMDZ Coordinator.

**6. Board Member Reports**

**Board Reports** were received from the following Directors:

**7. Executive Director's Report**

**The Board** received an oral report on current Authority activity from the Executive Director.

**8. Adjourn**

**Chairman Thompson** adjourned the meeting at 6:35 p.m.

**Next Meeting:** March 10, 2016 at 5:30 p.m. at Eureka City Hall Council Chambers.



## ***Staff Report***

**DATE:** March 10, 2016

**FROM:** Tyler Egerer, Administrative Services Manager

**SUBJECT:** Item 3b)  
Receive January 2016 Financial Reports

**RECOMMENDED ACTION:** Review and Approve  
Review and Approve January 2016 Financial Reports.

### **DISCUSSION:**

Each month, staff presents an update on the Authority's financials based on activity to-date for a period two months prior to the current month. This enables staff to provide a complete presentation of the full financial activity for that period, as financial data will have been recorded and finalized for the reporting period at that point.

Each year, pending the finalization of the Authority's financial audit, these financial reports are presented as *preliminary* financial reports. Once the audit is finalized and staff closes out the prior year, information presented will represent accurate to-date financial activity and will be marked as such.

The January financials represent the most complete current activity for the 2015-16 Fiscal Year. Attachment B, *Statement of Operations for Period Ending 01/31/2016* is presented in summary format; detailed analysis of each division of the Authority is available by request for those interested in division performance. Highlights of January activity include:

- a) Very strong performance over initial projections in solid waste disposal, green waste disposal, and salvage revenues are bolstering the Authority's financial well-being. Total revenues are approximately 5.0% above expected performance (Line 18).
- b) Significant spending on Member Agency illegal disposal is expending allocated funds for illegal dumping and cleanups (Line 69, 88.12% of budgeted estimates) well towards its budgeted limits. Staff continues to discuss solutions to the issue with Member Agency staff.
- c) Updates from mid-year budget adjustments have been factored into Attachment B, reflecting changes approved by the Board in January.
- d) All payments related to Phase II Landfill Closure have been made to the Authority's construction contractor, Meyers Earthwork, with the exception of retention funds, which will be released with the approval of the Construction Quality Assurance report.

The Authority's cash position is comprised of three accounts; 1) the Authority's checking account, which handles all of the day-to-day expenses; 2) the savings account, which maintains

the current cash value of the Authority’s reserve funds; and, 3) the Union Bank Trust Account, which maintains the funds held in trust for the completion of the Cummings Road Landfill Closure Project. Following the completion of the Phase II Closure Construction, Union Bank Trust funds will be released into the Authority’s general funds. The total value of each of these accounts, as of January 2016, is as follows:

HWMA Checking, Umpqua Bank:	\$1,427,793.46
HWMA Savings, Umpqua Bank:	\$397,538.74
HWMA CRLF Trust, Union Bank:	\$1,663,728.58

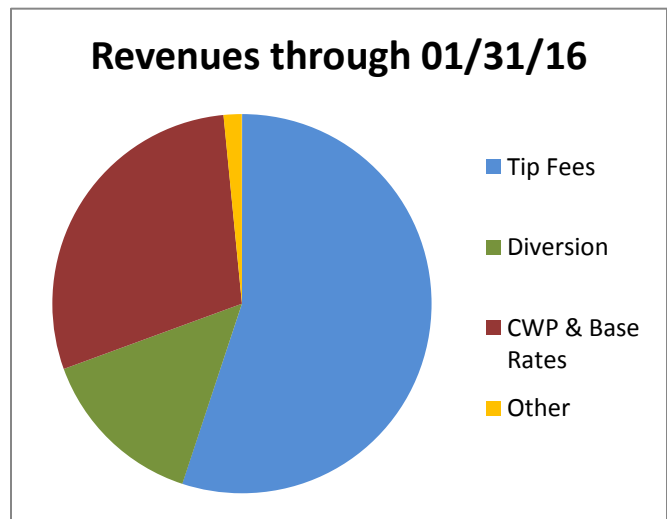
Following the release of closure trust funds in September, the Authority paid in full the most significant portion of the costs associated with Phase II Closure Construction. Retention funds and minor costs for additional construction work remain. Cash on hand in the Authority’s checking account does not reflect final payments to the Authority’s Phase II Closure contractor, Meyers Earthworks, for additional work performed during construction and the 5% retention on the construction contract.

**Authority Financials:**

Attachments A and B contain detailed balance sheet and income statement (*Statement of Operations*) information for the January financial report, for Board review and discussion. An analysis of that information as it relates to revenues and expenses, and current month disbursements to vendors and employees, is provided herein.

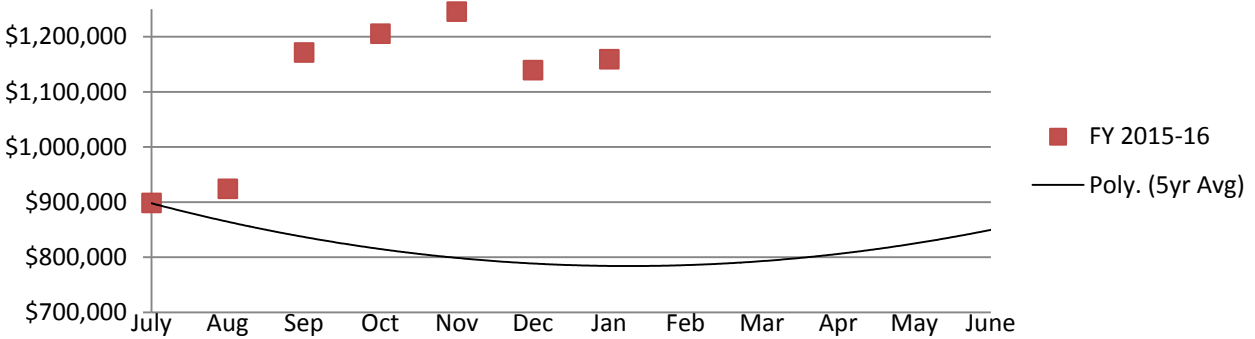
**Revenues** for January are performing at 63.28% of budgeted estimates for Fiscal Year 2015-16, approximately 5.0% over projections. These estimates encapsulate all activity throughout the Authority, and may be influenced by future payouts for fees passed through to Member Agencies, revenue shares for salvaged materials sales, and the delayed receipt of grant revenues for grant-based projects.

As diversion programs increase, staff is monitoring the success of those programs in terms of not only cost, but self-sustaining viability. At present, all divisions are operating above budgeted estimates, and are fully funded off of self-sustaining revenues or fees passed-through from Self-Haul, Franchise, and Satellite Facility tipping fees.



Based on the above factors, and in an attempt to facilitate long-term planning – relative to the Fiscal Year – to the Board and staff in decision making, the following estimation of growth for total revenues is provided below. The following graph tracks current, aggregate, monthly revenue activity against an annual trend line, generated from the previous five years of financial information. The trend line provides a reasonable estimation of how revenues are expected to be collected throughout the year, including effects related to weather, seasonal activities, and delayed reimbursements for grants and other projects.

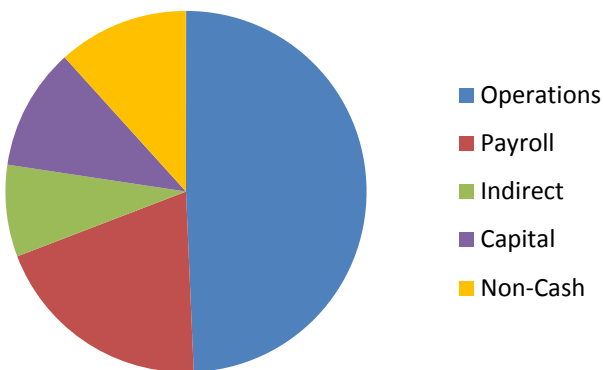
### Revenue: Real Year-to-Date Earnings vs. Five-Year Trend



Revenue projections, overall, are well above estimates through January. Currently, the only underperforming areas are in the Hazardous Waste division, and in miscellaneous self-haul revenues. Hazardous Waste Revenues (Line 13) regularly exhibit underperformance through the first half of the year, as mobile collection events come to a halt for the winter and activity through the permanent facility drops off through the holidays. Staff anticipates that with the onset of the spring and summer months, Hazardous Waste revenues will normalize with budget estimates. Self haul revenues (Line 15) are difficult to estimate, and are often bolstered by the holiday season, in which large amounts of miscellaneous electronics are replaced and recycled. In addition, the Authority incentivizes disposal by keeping customer costs low, and recognizing revenue through the sale of these materials in the scrap market, resulting in higher than anticipated salvage revenues (Line 16).

In addition, the Authority’s Eureka Recycling Center has seen a significant increase in participation in its California Redemption Value (CRV) buyback program. As more local private recycling buyback facilities close, due to poor materials markets and increased regulation from CalRecycle aimed at reducing fraudulent CRV reimbursement, traffic grows considerably from month to month. The Authority has seen an approximately 100% increase in CRV activity as compared to prior year activity. Staff continues to monitor and plan for a permanent increase in Recycling Center traffic.

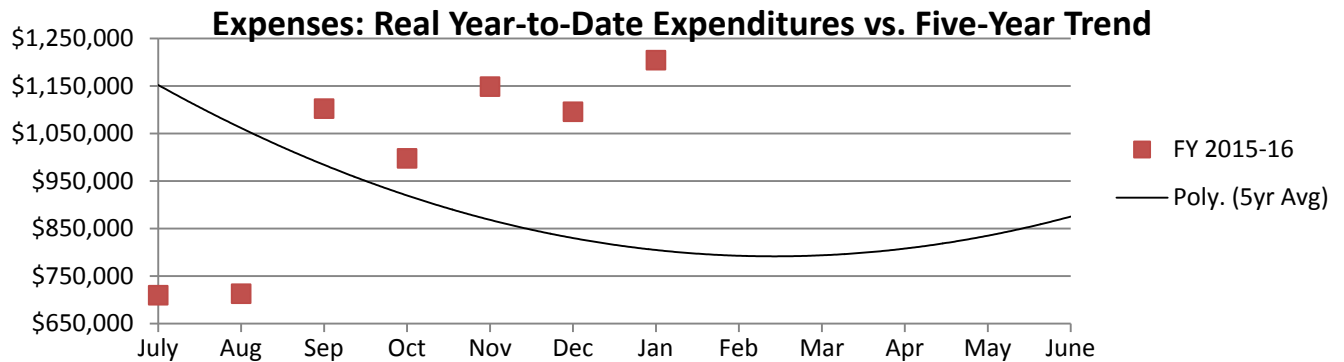
### Expenses through 01/31/16



**Expenses** for January are above budget projections. Total Expenses (Attachment B, Line 125) are at 62.05% of budgeted estimates, approximately 4.0% above expected costs.

Payroll expenditures (Attachment B, Line 62) are approximately 5.0% below estimated totals: employee turnover, delay in filling the Programs positions, and continued examination and development of future uses of the Operations Manager position have contributed to near-term savings on payroll expenses.

Based on the above factors, and in an attempt to provide long-term planning – relative to the Fiscal Year – the Board and staff in decision making, the following estimation of growth for total expenditures is provided below. The following graph tracks current, aggregate, monthly expense activity against an annual trend line, generated from the previous five years of financial information. The trend line provides a reasonable estimation of how expenses are expected influence the Authority’s financials throughout the year, and take into account the effects of those one-time, lump sum payments for certain recurring annual costs.



Staff is in the process of revamping a number of expense reporting methods to better illustrate and make transparent the relationship of expenses to their corresponding activities. To that end, much of the activity for January remains a work-in-progress: as staff corrects minor errors in reporting from previous practices corrections over the coming months will result in minor shifts across expense line items.

However, of chief interest in January are the savings previously mentioned in payroll expenditures; the expected increase in CRV reimbursements due to the increase in customer activity (Attachment B, Line 56, 58.14% of budget); and significant increases in illegal disposal costs (Attachment B, Line 69, 88.12% of budget). Staff will continue to monitor activities in these categories and provide updates in the future regarding their status.

Monthly disbursements to Authority vendors and employees are summarized in Attachment D; for the month of January, the most significant disbursement outside of normal operating costs was the \$385,941 paid to Meyers Earthwork for the final work on Phase II of the Cummings Road Landfill. The Authority still retains 5% of the cost of the contract pending approval of the CQA documents.

**Division Activities (as Summarized in Attachment C):**

Solid waste tonnage and revenue remain nearly identical to prior year activity; the return of the wet season has had a marginal impact on traffic, with daily traffic numbers continuing to be 3.0% over prior year averages. Staff is pleased to note that tonnage numbers have stabilized, and that total tonnage is on track to meet the 70,000 ton estimate on which the Fiscal Year 2015-16 budget was built.

Hazardous waste activity is down approximately 5.0% over the previous year, with slightly increased participation from residential customers. Overall revenue has decreased comparative to the previous year, which saw significant contribution from commercial customer activity. As



with most years, the winter months see a slight decline in performance, with the end of mobile events and a general decrease in traffic through the Transfer Station.

**Attachments:**

- A) Authority Balance Statement, January 2016
- B) Authority Statement of Operations, January 2016
- C) Activity Report, January 2016
- D) Cash Disbursements, January 2016

**Attachment A**  
**Humboldt Waste Management Authority**  
**Statement of Assets and Liabilities**  
**For the Period Ending January 31, 2016**

<b>ASSETS</b>	January 31, 2016	June 30, 2015
Current Assets		
Cash and Cash Equivalents	\$1,837,321.39	\$1,997,851.87
Accounts Receivable	\$881,713.35	\$830,638.07
Prepaid Items	\$0.00	\$126,237.55
Total Current Assets	\$2,719,034.74	\$2,954,727.49
Restricted Assets		
Closure and post Closure care Trust Fund	\$1,650,052.41	\$3,788,885.04
Other Assets		
Property, Plant, & Equipment	\$4,379,547.78	\$4,744,597.07
Grants Receivable	(\$34,638.06)	\$2,624.40
SWoW Receivable	\$11,900.00	\$11,900.00
Deferred Outflows	\$74,123.00	\$0.00
Waste Authority Permit	\$221,171.00	\$221,171.00
Goodwill Depreciable - Purchase of WSG	\$0.00	\$311,038.86
Total Other Assets	\$4,652,103.72	\$5,247,861.33
<b>Total Assets</b>	<b>\$9,021,190.87</b>	<b>\$11,991,473.86</b>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts Payable	\$456,468.52	\$647,256.99
Deferred Revenue - Kernen	\$106,823.42	\$106,823.42
Deferred Revenue - Grants	\$47,807.00	\$50,000.00
Accrued Wages and Payroll taxes payable	\$56,898.66	\$131,918.59
Other Accrued liabilities	\$2,350.00	\$2,100.00
Total Current Liabilities	\$670,347.60	\$938,099.00
Long Term Liabilities		
Loans Payable	\$0.40	\$60,655.40
Net Pension Obligation	\$489,056.00	\$0.00
Estimated closure and post closure costs	\$10,131,354.82	\$12,500,000.00
Long-Term Debt	\$5,801,175.00	\$6,338,132.00
Total Long Term Liabilities	\$16,421,586.22	\$18,898,787.40
Total Liabilities	\$17,091,933.82	\$19,836,886.40
Net Assets		
Equity Reserved	\$3,788,885.00	(\$5,601,130.96)
Unrestricted	(\$10,440,347.98)	(\$156,436.58)
Investment in Capital Assets	(\$1,375,014.00)	(\$2,087,845.00)
Increase (Decrease) in Net Assets	(\$44,265.97)	(\$0.00)
Total Net Assets	(\$8,070,742.95)	(\$7,845,412.54)
<b>Total Liabilities and Net Assets</b>	<b>\$9,021,190.87</b>	<b>\$11,991,473.86</b>

**Attachment B**  
**Fiscal Year 2015 - 2016**  
**Statement of Operations for Period Ending 01/31/2016**

		Total FY15/16 Budget	Year-to-Date Revenues and Expenses as compared to 58.33% of Total Budget	
1	<b>Revenues</b>			
2	<b>Revenues from Operations</b>			
3	Franchise Tip Fees	\$ 5,321,663	\$ 3,221,348	60.53%
4	Self Haul Tip Fees	\$ 2,454,165	\$ 1,509,383	61.50%
5	Satellite Tip Fees	\$ 660,419	\$ 639,481	96.83%
6	Out of Area Self Haul Fees	\$ 166,867	\$ -	0.00%
7	Offset for Program and Base Fees	\$ (2,942,712)	\$ (1,834,723)	62.35%
8	<b>Revenues from Solid Waste</b>	<b>\$ 5,660,402</b>	<b>\$ 3,535,489</b>	<b>62.46%</b>
9	Greenwaste Tip Fees			
10	Franchise	\$ 24,500	\$ 37,453	152.87%
11	Self Haul	\$ 316,200	\$ 152,613	48.26%
12	Diversion Revenue			
13	Hazardous Waste	\$ 100,000	\$ 39,888	39.89%
14	Single-Stream Processing and Loading	\$ 137,000	\$ 83,610	61.03%
15	Self Haul (Appliances, TVs, Tires, Misc. E-waste)	\$ 114,000	\$ 52,908	46.41%
16	Salvage Revenue from Sale of Materials Processed In-House	\$ 748,000	\$ 619,029	82.76%
17	<b>Revenues from Material Diversion Programs</b>	<b>\$ 1,439,700</b>	<b>\$ 985,501</b>	<b>68.45%</b>
18	<b>Total Revenues from Operations</b>	<b>\$ 7,100,102</b>	<b>\$ 4,520,991</b>	<b>63.68%</b>
19				
20	<b>Revenue Generated by Program Fees and Base Rate</b>			
21	County LEA	\$ 186,200	\$ 111,679	59.98%
22	County Rural Container Program	\$ 316,400	\$ 189,770	59.98%
23	County Table Bluff Landfill Maintenance	\$ 65,800	\$ 39,465	59.98%
24	Illegal Dumping and Cleanup Funds	\$ 56,400	\$ 23,931	42.43%
25	Administration (County-Wide Program Fees and Base Rate Combined)	\$ 434,401	\$ 282,976	65.14%
26	Hazardous Waste (County-Wide Program Fee)	\$ 440,073	\$ 264,083	60.01%
27	Cummings Road Landfill (County-Wide Program Fees and Base Rate Combined)	\$ 764,310	\$ 490,799	64.21%
28	Programs (County-Wide Program Fees and Base Rate Combined)	\$ 423,818	\$ 259,884	61.32%
29	Recycling (Base Rate)	\$ 255,310	\$ 172,137	67.42%
30	<b>Total Revenue Generated by Program Fees and Base Rate</b>	<b>\$ 2,942,712</b>	<b>\$ 1,834,723</b>	<b>62.35%</b>
31				
32	<b>Other Revenues</b>			
33	Revenues from Reimbursements for Materials Collection	\$ 9,000	\$ 850	9.44%
34	Interest Income	\$ 30,000	\$ 31,342	104.47%
35	Rental Income	\$ 118,488	\$ 66,992	56.54%
36	<b>Total Other Revenues</b>	<b>\$ 157,488</b>	<b>\$ 99,184</b>	<b>62.98%</b>
37				
38				
39	<b>Total Revenues</b>	<b>\$ 10,200,302</b>	<b>\$ 6,454,898</b>	<b>63.28%</b>

**Attachment B**  
**Fiscal Year 2015 - 2016**  
**Statement of Operations for Period Ending 01/31/2016**

		Total FY15/16 Budget	Year-to-Date Revenues and Expenses as compared to 58.33% of Total Budget	
40	<b>Expenses</b>			
41	<b>Operating Expenses</b>			
42	Solid Waste Hauling			
43	Hawthorne Street TS	\$ 1,765,543	\$ 956,641	54.18%
44	McKinleyville Satellite	\$ 141,679	\$ 185,137	130.67%
45	Fortuna Satellite	\$ 212,430	\$ 119,354	56.19%
46	Solid Waste Disposal			
47	Hawthorne Street TS	\$ 1,258,295	\$ 752,324	59.79%
48	McKinleyville Satellite	\$ -		
49	Fortuna Satellite	\$ -		
50	Diverted Materials Hauling & Disposal			
51	Greenwaste	\$ 282,998	\$ 144,339	51.00%
52	Hazardous Waste	\$ 275,000	\$ 87,729	31.90%
53	Appliances, TVs, Tires, Misc. E-waste	\$ 109,000	\$ 70,155	64.36%
54	Leachate	\$ 100,000	\$ 47,276	47.28%
55	Asbestos	\$ -		
56	CRV Paid Out	\$ 720,000	\$ 418,621	58.14%
57	Contract Services			
58	RMDZ	\$ 10,000	\$ 5,355	53.55%
59	Temporary Employment Services	\$ 10,500	\$ 16,016	152.53%
60	<b>Total Operating Expenses</b>	<b>\$ 4,885,445</b>	<b>\$ 2,802,947</b>	<b>57.37%</b>
61				
62	<b>Payroll Expenses</b>	<b>\$ 2,380,016</b>	<b>\$ 1,280,328</b>	<b>53.79%</b>
63				
64	<b>Program Fees Passed-Through to Member Agencies</b>			
65	AB939	\$ 66,420	\$ 36,316	54.68%
66	County LEA	\$ 186,200	\$ 96,310	51.72%
67	County Rural Container Program	\$ 316,400	\$ 163,655	51.72%
68	County Table Bluff Landfill Maintenance	\$ 65,800	\$ 34,034	51.72%
69	Illegal Dumping and Cleanup Funds	\$ 56,400	\$ 49,697	88.12%
70	<b>Total Program Fees and Base Rates Passed Through</b>	<b>\$ 691,220</b>	<b>\$ 380,013</b>	<b>54.98%</b>
71				

**Attachment B**  
**Fiscal Year 2015 - 2016**  
**Statement of Operations for Period Ending 01/31/2016**

		Total FY15/16 Budget	Year-to-Date Revenues and Expenses as compared to 58.33% of Total Budget	
72	<b>Indirect Expenses</b>			
73	Accounting Expense	\$ 18,800	\$ 16,800	89.36%
74	Advertising Expense	\$ 22,500	\$ 11,313	50.28%
75	Alarm/Security Expense	\$ 2,700	\$ 2,058	76.21%
76	Bank Fees Expense	\$ 25,000	\$ 18,624	74.50%
77	Dues/Membership	\$ 5,300	\$ 1,826	34.45%
78	Employment Expenses (Hiring, Testing, etc.)	\$ 5,000	\$ 3,867	77.35%
79	Engineering & Consulting	\$ 28,500	\$ 294	1.03%
80	Environmental Monitoring	\$ 103,500	\$ 62,841	60.72%
81	CRBAS Five-Year Monitoring	\$ 55,283		
82	Gas/Fuel Expense	\$ 56,400	\$ 22,786	40.40%
83	Insurance Expenses			
84	Environmental	\$ 11,000	\$ 10,259	93.26%
85	General Liability	\$ 42,671	\$ 38,428	90.06%
86	Property	\$ 4,590	\$ 4,593	100.08%
87	Janitorial/Vector Services	\$ 15,300	\$ 11,119	72.67%
88	Legal Expense	\$ 70,000	\$ 31,707	45.30%
89	Leases - Property & Equipment	\$ 41,060	\$ 22,280	54.26%
90	Meeting Expense	\$ 2,000	\$ 613	30.63%
91	Mileage Reimbursement	\$ 1,750	\$ 1,063	60.75%
92	Office Supplies	\$ 14,800	\$ 7,834	52.93%
93	Operating Supplies	\$ 86,000	\$ 19,204	22.33%
94	Outside Printing	\$ 5,150	\$ 2,119	41.15%
95	Permits & Fees	\$ 104,800	\$ 70,065	66.86%
96	Postage	\$ 8,200	\$ 2,972	36.24%
97	Publications	\$ -		
98	Rental Expense	\$ 798	\$ (69)	-8.60%
99	Repairs & Maintenance Expenses			
100	Facilities	\$ 75,830	\$ 10,750	14.18%
101	Equipment	\$ 102,920	\$ 56,525	54.92%
102	Vehicles	\$ 6,500	\$ 2,662	40.96%
103	Safety Expense	\$ 23,400	\$ 14,650	62.60%
104	Small Tools	\$ 5,500	\$ 651	11.83%
105	Software Expense	\$ 43,600	\$ 21,760	49.91%
106	Telephone Expense	\$ 12,900	\$ 4,407	34.16%
107	Training	\$ 8,700	\$ 1,499	17.23%
108	Travel - Transportation, Meals, Lodging	\$ 7,500	\$ 868	11.57%
109	Uniforms Expense	\$ 15,500	\$ 8,782	56.66%
110	Utilities Expense			
111	Electricity/Heat	\$ 76,650	\$ 42,563	55.53%
112	Water	\$ 4,850	\$ 2,749	56.67%
113	<b>Total Indirect Expenses</b>	<b>\$ 1,114,952</b>	<b>\$ 530,461</b>	<b>47.58%</b>
114				
115	<b>Total Operational and Indirect Expenses</b>	<b>\$ 9,071,633</b>	<b>\$ 4,993,749</b>	<b>55.05%</b>
118				
119	<b>Capital Expenditures</b>			
120	Reserve and Capital Improvement Expenses			
121	Landfill Closure Expenses		\$ 642,411	
122	Long-Term Interest	\$ 111,139	\$ 62,114	55.89%
123	<b>Total Capital Expenditures</b>	<b>\$ 111,139</b>	<b>\$ 704,525</b>	<b>633.91%</b>
124				
125	<b>Total Expenses</b>	<b>\$ 9,182,772</b>	<b>\$ 5,698,274</b>	<b>62.05%</b>
126				
127	<b>Net Income (Loss) from Operating Activites</b>	<b>\$ 1,017,530</b>	<b>\$ 756,625</b>	<b>74.36%</b>

**Attachment B**  
**Fiscal Year 2015 - 2016**  
**Statement of Operations for Period Ending 01/31/2016**

		Total FY15/16 Budget	Year-to-Date Revenues and Expenses as compared to 58.33% of Total Budget	
128				
129	<b>Non-Cash Activities Affecting Net Assets</b>			
130	Depreciation Expense	\$ 438,745	\$ 442,112	100.77%
131	(Gain)/Loss on Sale of Bonds		\$ 1,501	
132	Amortization Expense - WSG Goodwill	\$ 311,039	\$ 311,039	100.00%
133	<b>Total Non-Cash Activities</b>	<b>\$ 749,784</b>	<b>\$ 754,652</b>	<b>100.65%</b>
134				
135	<b>Grant Activities</b>			
136	Waste Tire	\$ -	\$ 22,699	
137	RMDZ	\$ 5,000		
138	OPP	\$ 40,000		
139	HHW HD	\$ 205,214		
140	DoC	\$ 20,000		
141	<b>Revenues from Grant Programs</b>	<b>\$ 270,214</b>	<b>\$ 22,699</b>	<b>8.40%</b>
142	Waste Tire Grant	\$ -		
143	RMDZ	\$ 5,000	\$ 1,178	23.56%
144	Oil Payment Program	\$ 40,000	\$ 24,277	60.69%
145	HHW HD Grant	\$ 205,214	\$ 32,717	15.94%
146	DoC Grant	\$ 20,000	\$ 10,766	53.83%
147	<b>Expenses Incurred by Grant Programs</b>	<b>\$ 270,214</b>	<b>\$ 68,938</b>	<b>25.51%</b>
148	<b>Total Grant Activities</b>	<b>\$ -</b>	<b>\$ (46,239)</b>	
149				
150	<b>Increase (Decrease) in Net Assets</b>	<b>\$ 267,746</b>	<b>\$ (44,266)</b>	<b>-16.53%</b>
151				
152	<b>Reserves and Trusts</b>			
153	Funds Replenished from Release of CRLF Trust			
154	Current Cash Value of Designated Reserves		\$ 397,519	
155	HWMA Reserve Policy - 20% of Operating Expenses (Includes Payroll)	\$ 1,750,000	\$ 397,519	22.72%
156	Disbursements from Trust to Cover Phase II Expenses			
157	Disbursements from Trust for Retention			
158	CRLF Closure Trust Fund	\$ 3,769,932	\$ 3,769,932	100.00%
159	<b>Total Reserves and Trust Funds</b>	<b>\$ 5,519,932</b>		

**Attachment C**  
**Activity Report**  
**July 1, 2015 - January 31, 2016**

Waste Tonnage	Tonnage			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Hawthorne						
Franchise	25,029	24,163	103.6%	\$3,199,268	\$2,651,556	120.7%
Self Haul	<u>8,948</u>	<u>9,015</u>	99.3%	<u>\$1,426,174</u>	<u>\$1,424,707</u>	100.1%
<b>Subtotal</b>	33,977	33,178	102.4%	\$4,625,442	\$4,076,263	113.5%
Humboldt Sanitation	1,299	1,109	117.1%	\$128,039	\$125,540	102.0%
ERD	<u>2,352</u>	<u>2,383</u>	98.7%	<u>\$229,751</u>	<u>\$232,786</u>	98.7%
<b>TOTAL.</b>	<u><u>37,628</u></u>	<u><u>36,670</u></u>	102.6%	<u><u>\$4,983,233</u></u>	<u><u>\$4,434,589</u></u>	112.4%
<b>Greenwaste</b>	<u><u>1,600</u></u>	<u><u>1,240</u></u>	129.1%	<u><u>\$120,354</u></u>	<u><u>\$102,827</u></u>	117.0%

**Household Hazardous Waste**

	Customers			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Commercial	194	227	85.5%	\$28,893	\$59,093	48.9%
Residential	1,899	1,978	96.0%	\$8,523	\$13,167	64.7%
Fortuna Residential	48	38	126.3%	\$145	\$220	65.9%
Revenue from Countywide Fee				\$264,085	\$242,052	109.1%
<b>TOTAL.</b>	<u><u>2,141</u></u>	<u><u>2,243</u></u>	95.5%	<u><u>\$301,646</u></u>	<u><u>\$314,533</u></u>	95.9%

Traffic Count	Average Daily		Average Daily		% of Prior
	Count FY16	Exceptions	Count FY15	Exceptions	
July	295	None	289	None	102.1%
August	251	None	275	None	91.2%
September	289	None	259	None	111.6%
October	265	None	250	None	106.0%
November	265	None	259	None	102.3%
December	266	None	248	None	107.3%
January	285	None	278	None	102.5%
February		None	254	None	0.0%
March		None	251	None	0.0%
April		None	272	None	0.0%
May		None	267	None	0.0%
June		None	<u>286</u>	None	0.0%
Year-to-Date Average	274		266		103.0%

**Attachment D**  
**January 2016 Disbursements**

<b>Paid To</b>	<b>Amount</b>	<b>Paid To</b>	<b>Amount</b>
101Netlink	\$64.00	Lawrence & Associates	\$6,003.75
Access Humboldt	\$100.00	Lewis Cormier	\$300.00
Advanced Superior Alarms	\$168.50	Lost Coast Communications, Inc	\$75.00
AFLAC	\$325.86	Mad River Hardwood Co., Inc	\$18,342.99
Airgas USA LLC West Division	\$960.53	Maureen Hart	\$1,976.25
Alliant Insurance Services	\$10,259.11	Mendes Supply Company	\$419.75
Allison Poklemba	\$3,153.50	Mercury Disposal Systems, Inc	\$290.00
Antich Automotive	\$526.52	Meyers Earthwork Inc	\$385,941.08
Argus-Hazco	\$479.66	Mission Uniform & Linen	\$1,338.48
Asbury Environmental Services	\$65.00	Nancy Diamond	\$3,798.45
B & B Portable Toilet Company	\$4,017.92	NEAC	\$40.00
Bank Fees	\$1,812.69	Network Management Services	\$2,991.63
Bettendorf Enterprises, Inc.	\$148,907.39	North Coast Audiology Center	\$228.00
Blue Shield of California	\$29,070.56	North Coast Journal	\$873.50
CA SDU	\$13.00	North Coast Laboratories, Ltd	\$1,771.00
California Heating	\$117.00	Northern California Safety Con	\$580.00
Cardmember Service	\$889.17	Oak Harbor Freight Lines, Inc.	\$1,445.55
Carolina Software	\$300.00	Occupational, Environmental He	\$59.00
Cash for CRV	\$79,961.00	Pacific Gas and Electric	\$5,549.02
CDFA 54001	\$490.00	Pacific Motorsports	\$44.58
City of Arcata	\$10,110.26	Pacific Paper Co.	\$857.81
City Of Eureka	\$26,674.15	Pacific Watershed Assoc.	\$2,092.39
Compliance Associates, Inc	\$500.00	Patricia Johnson	\$3,380.50
Con-Way Freight Lines	\$743.00	Peterson Tractor	\$932.64
Crystal Springs Bottled Water	\$87.00	Picky Picky Picky Store	\$566.92
East Bay Machine & Hydraulics	\$211.05	Pierson Building Center	\$467.10
Eric Vollmers	\$60.00	Rogers Machinery Company, Inc.	\$736.59
Eureka Humboldt Fire Extinguis	\$46.76	Scrapper's Edge	\$522.47
Eureka Napa	\$43.15	SCS Field Services	\$250.00
Express Services, Inc.	\$2,769.92	SDRMA	\$175.00
Franchise Tax Board	\$707.42	SETCO	\$1,187.42
Francotyp-Postalia, Inc	\$130.34	Solid Waste of Willits, Inc.	\$159,019.41
Geo-Logic Associates	\$4,134.90	Suddenlink	\$204.95
Holt of California	\$61,350.98	Thumper's Mechanical Service I	\$100.00
Humboldt Community Services Di	\$20.90	UNUM Life Insurance Company of	\$251.22
Humboldt County Dept of Public	\$72,967.71	US Bank Office Equipment Finan	\$934.78
Humboldt County Environmental	\$35,548.37	Verizon Wireless	\$315.77
Humboldt County Sheriff's Offi	\$175.00	Zep Manufacturing Company	\$174.07
Humboldt Fire District 1	\$144.00	Zep Manufacturing Company	\$287.94
HumboldtCounty - Recycling	\$6,585.60		
Industrial Electric Arcata, In	\$424.91	Total Vendor Disbursements	\$518,599.71
Internal Revenue Service	\$108.00		
James L Able Forestry Consulta	\$10,500.00	Total Payroll Disbursements	\$166,360.37
L & M Renner, Inc	\$2,874.88		
		<b>Total Disbursements</b>	<b><u>\$684,960.08</u></b>







## *Staff Report*

**DATE:** February 24, 2016 For Meeting Of: March 10, 2016

**FROM:** Jill K. Duffy, Executive Director

**SUBJECT:** Item 3c)  
Extend Term of Option to Purchase Recology Propert(ies) for a period of One Year.

### **RECOMMENDED ACTION:**

Authorize the Executive Director to prepare and submit a letter to Recology.

### **SUMMARY:**

In conjunction with the Settlement and Release Agreement entered into with Recology on May 20, 2014 regarding the cleanup of the Cummings Road Burn Ash Site, the Authority acquired an Option to purchase seven (7) parcels totalling 413 acres of real property. The term of the Option was granted for a 24 month period, ending May 20, 2016, with an opportunity to extend the term for one year based upon mutual agreement of the parties.

Staff recommends that the Board authorize the Executive Director to prepare and submit a letter to Recology requesting the one year extension of the Option term. Approval of the requested action will provide the Authority with time to complete necessary investigation and analysis of the properties, and identify potential funding sources for purchase.

### Background

As part of the settlement related to the Cummings Road Burn Ash project, Recology granted the Authority an Option to purchase seven (7) parcels totaling 413 acres of undeveloped and forested properties owned by Recology that surround the Authority's Cummings Road Landfill.

The property was appraised in September 2013 to have a total value of \$2.4 million, with an estimated timber valuation of \$1.1 million. Currently, five of the seven parcels are managed under a Non-Industrial Timber Management Plan which nets approximately \$80,000 - \$90,000 annually for Recology. The remaining two parcels have timber harvest rights held by Humboldt Redwoods Company until 2027. The Option agreement establishes the purchase price at \$1,032,500, if the Authority chooses to exercise its option and purchase the property,

Authority staff has conducted cursory review of the properties, and needs additional time to complete our analysis for possible property acquisition and funding sources.

Staff has discussed the need for extension with Recology representatives, and they are supportive of the request.



## ***Staff Report***

**DATE:** March 10, 2016

**FROM:** Tyler Egerer, Administrative Services Manager

**SUBJECT:** Item 3d)  
Provide Cost Share Funds for Eureka Chamber of Commerce Paving Project

### **RECOMMENDED ACTION:**

Approve re-designation of budget funds in the amount of \$14,000 to cover cost share of paving project at Eureka Chamber of Commerce, originally approved in the Authority's Fiscal Year 2013-14 Budget.

### **DISCUSSION:**

Staff recommends the allocation of funds from repairs and maintenance budgets to cover the a previously agreed cost share, in the amount of \$14,000, for paving performed on the parking lot of the Eureka Chamber of Commerce, approved by the HWMA Board in May 2014.

During the May 2014 meeting, the Board of Directors approved the Fiscal Year 2014-15 Budget, which included a number of discretionary spending items. Among these was an outlay of funds for a paving project at the Eureka Chamber of Commerce parking lot in the amount of \$14,000, intended to represent the Authority's share of wear and tear on the lot due to contractor traffic.

Project delays resulted in the paving not being completed until February 2016, well after the Fiscal Year in which the funds were allocated. The attached request was not received until the completion of the project, rather than prior to the start of work.

### **FISCAL IMPACT:**

The requested \$14,000 for costs associated with the project is an unbudgeted increase in Fiscal Year 2015-16 costs to the Authority. Staff recommends allocating a portion of the Authority's total Facilities Repairs and Maintenance budget to cover these costs; a significant amount of these funds have gone unused during the Fiscal Year to date (total expenditures are at 14.18% of budgeted estimates to through January 2016).

### **ATTACHMENTS:**

Attachment 1: Fund request from Eureka Chamber of Commerce Executive Director, dated November 20, 2013

*Refer to prior HWMA staff reports:*

May 8, 2014 (agenda item no. 9)



November 20, 2013

Ms. Jill Duffy, General Manager  
Humboldt Waste Management Authority  
1059 W. Hawthorne  
Eureka, CA 95501

Dear Ms. Duffy:

As we have discussed, the Eureka Chamber of Commerce parking lot has been utilized as a staging area for trucks hauling refuse to your facility. As you know the cumulative damage to the Chamber property is significant.

It is understood that other usage, such as passenger vehicles have contributed to the long-term deterioration of the asphalt, but the heavy trucks have been a significant factor in the creation of the numerous potholes. Based on our discussion, we respectfully request that the Humboldt Waste Management Authority accept a share of the cost for repairs in the amount of \$14,000.

If you have any questions or would like to discuss this in more detail please give me a call.

Sincerely,

A handwritten signature in cursive script that reads "Don Smullin".

Don Smullin  
Executive Director

North Coast Recycling Market Development Zone

March 1, 2016

TO: Jill Duffy and HWMA Board

FROM: Maureen Hart, North Coast Recycling Market Development Zone Administrator (NCRMDZ)

RE: Highlights – RMDZ 2013 – 2016

**Note:** Below are highlights of businesses, organizations, presentations, policies, reports. In the 2013/14 year, HWMA funded my work for less than 10 hours a **month**. The HWMA Board raised the contract in 2014/15 from \$10,000 a year to \$15,000 adding a few more hours. This year it has gone down to \$10,000 again, with the hope of getting the \$3,500 from the Zone Incentive Fund. If it looks like more work than what I have received funding for, you are correct. I have tried to get a little bit here or there to fill in....or I have absorbed the cost personally, such as the time it takes to travel to and from Zoneworks, the CalRecycle training for the RMDZ (two work days), and lots of short meetings or interactions with the public. My contract covers everything such as office rent, mileage, office equipment, insurances, etc. This job takes a high level of knowledge that I have worked on for many years and includes connecting up businesses to businesses or other resources.

If you have any questions, want more explanation, or see copies of reports, please contact me at 707-407-8335 or RMDZ@sonic.net.

### **Businesses**

#### **Scrap Humboldt Advisory Board.**

I have been working with Scrap Humboldt, a Creative Reuse Center, for nearly 6 years, from when they were called Odds and Ends. I met with them to help with strategy and volunteered at their exchange events. When they were ready for a storefront, I found a site, worked with both sides to come up with a creative lease option (graduated lease). I worked with them on their strategic plan and attended their advisory meetings. When they were ready for their expansion, I helped with their decision making process. Recently they are looking at another expansion. I helped with new lease considerations and organized a meeting with a leasing expert.

I have brought their organization into RecycleStore and database, the Manufacturers Directory and referred them as an example to CalRecycle. I refer manufacturers with discards to their store. I used ZIF money to advertise their on-line recycling directory and their ReBoutique (10 products made from recycled materials). And more.

**Vermicomposting:** Local Worm Guy is owned by Lloyd Barker/family- I help him with his business plan, LEA referral/discussion, and connected him up with the SBDC. I found sources of pre-processed waste and connected them up. I will continue to connect up with him regarding regulatory issues, funding, and business development.

**Alves.** Worked with Alves on their Business Plan and application for RMDZ loan. I brought in the Small Business Development Center (SBDC) to assess their finances. Worked with CalRecycle staff. Provided a site business report for CalRecycle.

**Kernen Construction:** Discussion of RMDZ loan for equipment to add to their Asphalt plant to use asphalt shingles, helped them start their business plan, and they are now looking for alternative funding. I have helped them with energy issues on their site bringing in the CEC.

## North Coast Recycling Market Development Zone

**J&T's** (recycled plastic manufacturer). I have worked with them for many years bringing resources and business. I helped them develop new products, convert products, and displace imported product all made with recycled content. I developed a Manufacturing Background Description and distributed as example to state Zone Administrators and Zone Liaisons through Zoneworks, and to Economic Development contacts in Humboldt. They are in the Manufacturers Directory. Discussed possibilities of using J&T with a number of inventors and businesses including Propulsion, Lasso Security, InPrinting and Humboldt Traders (took them for a tour of business).

**Rumplesilkskin:** Put description in Recyclestore.com. Presented product with samples at Zoneworks and gave her feedback. Used ZIF money to promote her business with an on-line newspaper and local newspapers.

**Kokatat:** Worked with Kokatat with their scrap options - distributed discard examples to Scrap Humboldt, Dawn Miller (clothing designer), and Left in Stitches. Sent letter to Kit at Kokatat with contact information for Scrap Humboldt and Dawn Miller. There is a distribution arrangement for discards that could be sold at Scrap Humboldt. A reusable shopping bag was developed with larger unused materials at Kokatat. Their kraft paper is used by Fire & Light as packaging, with other companies interested.

**Fire & Light Original,** recycled content dinner and gift ware. I have helped them with various marketing projects, RMDZ loan (years ago), energy analysis, and more.

**Other contacts: A sample of the range of calls.**

**Elliot Clark:** Called with an interest to develop a garden pot from recycled materials, a new invention. He needed a prototype (referred him to InPrinting 3D service, J&T's and SBDC for business assistance). He is new to business.

**Textiles:** Eco-Groovy is shipping out about 100,000 lbs. of textiles of which 30,000 lbs. is shoes, almost every month. She collects from the thrift stores what they cannot sell. She needs funding for a staff person to take textiles the other thrift stores will not take.

**Briceland Winery:** They are interested in seeing a bottle washing facility and would buy re-used bottles. I sent him my report about bottle washing and talked a few times on the phone. This is a project I am holding on to and looking for enough interest among manufacturers.

**Federal Government's** Rod Gabriel has lots of black irrigation piping from illegal grows clean-up. (J&T already taking some), referred to HWMA and helped define and find a market.

**Green Tread:** Chris Honar tire project. Discussed plan, siting, and RMDZ loan/other loans available.

**Blue Ox** contacted RMDZ about glass pathways project.

**Bill Warf,** set up a meeting with RREDC to discuss electric car project and possible products and use of recycled materials in his construction. Connected him to several other organizations. If this electric car kit project develops, parts will be reviewed for recycled content possibility and local manufacturing.

**Beneficial Living Center:** I gave owner J&T's Molded Enterprise description since he uses plastic gallon bottles for his liquid fertilizer and J&T makes them from local recycled plastic. The company is now working with The Local Worm Guy.

**Used Building Supply Store:** Early discussion on reuse building supply business, helped him find a site, umbrella organization, and start-up business plan.

## North Coast Recycling Market Development Zone

**Marketing:** Talked with SBDC on their targeted craft business marketing class series. Sent to RMDZ businesses. Connected SCRAP Humboldt to promote to their their micro-enterprises.

### **RecycleStore –CalRecycle’s online store.**

- Worked with the manufacturers on adding products to RecycleStore.com, an online store, and several products were identified. The product had to have a website. Four Humboldt manufacturers are on the RecycleStore.com. Still working on getting information so that more businesses can be on RecycleStore. Many micro businesses do not have websites. I am trying to work with them on adding Facebook pages so they have a presence on RecycleStore. On-going.
- Database: Other Humboldt recycled content companies have been put into CalRecycle’s database.

### **Helping people with their waste products – Examples of range of these types of calls.**

- Slice of Humboldt Pie called for help on finding a place to take their pre-consumer scrap dough.
- County of Humboldt called regarding what they could do with their discarded child car seats.

### **RMDZ Redesignation**

- Meetings with HWMA and County, and assistance to the county. Found and sent them model resolutions, contacted city managers, presented county staff background on the NCRMDZ.

### **Events**

- MakerSpace in Humboldt: Organized meeting that included a presentation of Scrap and HSU Engineering, and other potential makerspace participants that included using discarded supplies. Two Meetings July 21 and November 10.
- How to Attract Funders and Investors: Organized event with targeted invitations to all RMDZ businesses. Facilitated meeting.
- Economic Development Forum Nov. 6, 2015: Highlighted RMDZ.

### **Presentations on NCRMDZ**

- In last several years: Small Business Development Center, RREDC Board, Transition Humboldt, Arcata City Council work session and to their Local Government Commission meeting, HWMA, and Sustainable Living Fair (2).

I attended a Community Capital presentation with an expert on raising local capital as an alternative to bank loans came to speak. Many of the RMDZ projects are too small to go after the RMDZ loan. I am always looking for other funding and have used creative financing for smaller manufacturer needs.

**CalRecycle:** As the RMDZ partner, I am in regular contact (e-mails, phone, in person), attend up to twice a year ZoneWorks trainings (HWMA pays a small amount of this time, I have taken it upon myself to find other money to ensure my attendance and donate the time it takes to travel to Sacramento and back). I write up a report for HWMA.

**CARMZ Association:** I am on the Board and attend monthly conference calls. Association has been active in keeping the RMDZ alive, loan funds and services such as Zone Incentive Funds (ZIF) available.

I write up a **ZIF grant** for projects every year. Examples of funded projects include the Manufacturers Network and Directory and Products of the North Coast Recycling Market Development Zone

## North Coast Recycling Market Development Zone

advertisement campaign (below). I had a one page description on the HWMA website describing the RMDZ loan but it disappeared when the link to the page was removed from the front page. I updated the one on the CalRecycle site reflecting the North Coast.

### Zone Incentive Funds

Used the fund available to advertise several RMDZ businesses in a range on-line and hard copy newspaper. (May/June 2015)

- **Left in Stitches/Sofrina:** Advertised her recycled content backpack/bags. (In addition I have referred her for marketing assistance to the SBDC and put her company in the Manufacturer Directory and Network).
- **Rumpelsilkskin:** Worked with her on her ad.
- **Fire & Light:** Helped put an ad together for them.
- **SCRAPHumboldt:** Worked with them on ad and database on reuse options, places that take reusables.
- **(Re)boutique,** products made from discards, located at Scrap Humboldt.

### **Reports**

1. CalRecycle yearly report
2. HWMA, mostly monthly
3. Yearly HWMA Transfer Station review of recycling on-site and recommendations, potential markets for materials, and more.
4. The Manufacturer's Directory is attached and has nearly 10 recycled content manufacturers out of 34.
5. Zoneworks reports to Jill Duffy whenever there is a Zoneworks training.
6. Bottle Washing/Reuse Glass report to HWMA. Tracked down report that was done before CalRecycle was formed (DOC and CIWMB). I wrote a short report of information and highlighted report called "Feasibility Study for Refillable Bottles in California" and gave it to HWMA. There are local businesses interested in this and I am piecing together the possibility.
7. NCRA updates in recycling, 2015: Attended unpaid and paid for conference. Wrote a report and shared the information with HWMA.

### Grant Funding: Cap and Trade

- Webinar on Cap and Trade grants for Organics and Paper, Plastic, Glass -

Because the funding comes from Cap and Trade money, the focus of the grant is to reduce carbon emissions. They are looking for "shovel ready" projects that can prove carbon reduction. They want to make sure they have carbon reduction within a certain period to establish a track record for funding. If HWMZ could develop a food recovery program or expanded organics project. Some of the factors Cal Recycle will examine are: status of permits, other funding, commitment, and timeline to project completion.

This webinar was funded through the California Association of RMDZs (I am on the Board). As a result of the CARMDZ, \$4 million is set aside for rural projects.





## ***Staff Report***

**DATE:** February 24, 2016 **For Meeting Of:** March 10, 2016

**FROM:** Tyler Egerer, Administrative Services Manager

**SUBJECT:** Item 5)  
Receive Presentation Outlining Independent Auditor's Report for FY 2014-2015 and File.

### **RECOMMENDED ACTION:**

Receive Presentation Outlining Independent Auditor's Report for Fiscal Year 2014-2015 to be Filed with Authority Archives, State Comptroller, and required Financial Institutions.

### **DISCUSSION:**

The annual audit of the Authority's financial statements is a tool by which the Board may measure the fiscal health of the Authority, both in the sense that it discusses the state of the Authority's assets and investigates the ongoing activities and reporting procedures of Authority staff. The audit is an independent review of this information which helps guide the Board in improving internal fiscal controls and establishing priorities for future budgets.

At the March 7, 2015 meeting, the Board entered into an agreement with the firm of JJACPA to provide annual audit services for a three year period. Included in this staff packet is a copy of The Authority's *Audited Financial Statements* as prepared and submitted by the firm for fiscal year 2014-2015.

Staff has reviewed the enclosed documents and agrees with the content of the audit as presented.

Joe Arch of JJACPA will be available to answer questions from the Board.

**FISCAL IMPACT:** None. This item was budgeted.

### **ATTACHMENTS:**

Attachment 1: HWMA Final FY 201-15 Audit

Attachment 2: HWMA Communication Letter for FY 2014-15





## *Staff Report*

**DATE:** February 26, 2016

For Meeting of: March 10, 2016

**FROM:** Jill K. Duffy, Executive Director

**SUBJECT:** Item 7)  
Executive Director's Report

### **RECOMMENDED ACTION:**

Receive Executive Director's Report as Information, Comment as Appropriate.

### **ITEMS:**

#### **Administration**

##### *Cummings Road Landfill Closure– Phase 2*

*CQA Status* – The CQA report has been completed and reviewed, with electronic copies submitted to the NCRWQCB and County LEA. Both regulatory agencies will conduct their review, and the Authority expects approval sometime in late spring/early summer. Approval will be necessary prior to CalRecycle releasing the remaining funds held in trust, which includes project retention funds.

##### *HCOAG Meeting*

Staff attended the February 15 HCOAG meeting to request the HCOAG Board of Directors support their Technical Advisory Committee's recommendation to delay the \$800,000 in STIP funded projects, which includes the Hawthorne Street repair project not be de-programmed, but delayed until 2019-2020.

The Hawthorne Street Project was scheduled for repair in 2016-17, and the City of Eureka Public Works has, for several years now, been diligent in their attempts to maintain the roadway by repairing potholes; however these are short-term fixes at best. In 2014, Authority staff counted **118,658** vehicles entering our facility and in 2015 approximately **129,637** were counted entering the transfer station. This traffic increase is due primarily to the 2015 closure of three private CRV Buy-Back centers in Eureka.

##### *Capital Improvement Plan*

Staff is continuing with the baseline inventory and initial project identification; this project has been delayed due to staffing changes at the landfill and the subsequent re-organization and required trainings.

### *Staffing*

Following circulation of available positions, the Authority filled the Lead Operator (effective March 1), as well as the Utility Worker (effective March 1). Additionally, the vacated Hazardous Material Technician position was filled (effective March 15). The two HWMA employees selected for the Lead Operator and HHW Technician slots were recruited internally. The entry level utility positions fill the vacancies created by the internal recruitment selection and advancement. The Operations team is relying on this increased staffing and cross-training to meet the increasing demands currently being experienced at the Authority's Eureka Recycling Center.

### *Measure Z Application*

The Authority is requesting \$40,000.00 to augment the Authority FY2016-17 budget directly related to the disposal of illegally discarded waste brought to the transfer station for proper disposal. Thus far during fiscal year 2015-16, the Authority budget for illegal cleanup has been substantially increased from the originally budgeted amount of \$39,000 to \$51,000. The majority of these costs lie directly within operations to remove and mitigate temporary transient encampments, many of which border Humboldt Bay and adjacent wetlands. These activities are conducted by our member agencies, principally the City of Eureka and Humboldt County.

### *Pharmaceutical Collection*

HWMA has worked with the Department of Health and Human Services (DHHS) and Allies for Substance Abuse Prevention (ASAP) to outfit four Humboldt county pharmacies with free pharmaceutical drop box locations. Two Bins are currently in place at Cloney's pharmacy locations; one in Eureka and one in McKinleyville. The last two drop boxes are currently awaiting decision on where to be placed to better serve the county as a whole.

### *CalRecycle – Commodity Trends Workshop*

CalRecycle held a workshop on February 16<sup>th</sup> titled "A Conversation about Recyclable Commodity Prices: Trends and Impacts on California. HWMA staff participated via webcast. Additional workshops are scheduled to occur in southern California, following which CalRecycle staff will develop some general findings.

In summary, the State has adopted a goal to increase recycling by 75% via increased diversion of materials including metals, glass, plastic and organics, but is being confronted with the statewide closure of biomass facilities which affects organics diversion, plunging commodity values and statewide closure of recycling facilities (CRV and scrap) are contributing to diversion uncertainty. There was limited discussion regarding the future of the CRV buy-back program, and whether glass will continue to be a CRV item. More information will be presented to the Board as this evolves.

A recent article in the New York Times describes influences relating to challenges being experienced by the recycling industry. [http://mobile.nytimes.com/2016/02/13/business/energy-environment/skid-in-oil-prices-pulls-the-recycling-industry-down-with-it.html?ref=topics&r=1&referrer=http://topics.nytimes.com/top/reference/timestopics/people/g/david\\_gelles/index.html](http://mobile.nytimes.com/2016/02/13/business/energy-environment/skid-in-oil-prices-pulls-the-recycling-industry-down-with-it.html?ref=topics&r=1&referrer=http://topics.nytimes.com/top/reference/timestopics/people/g/david_gelles/index.html)

### **Cummings Road Landfill**

In addition to the activities described above, landfill activities during the month of February included:

- Maintenance and repair on wells, motors and pumps.
- On Feb. 4<sup>th</sup>, a tree planting crew with Natural Resource Management (NRM) planted 850 trees on the (former) Haul road & the (former) Borrow area, above the North sediment pound. They completed the work the same day.
- Performed in-house maintenance on the 4 x 4 Honda wheelers, oil, oil filter, air filter & spark plugs. Staff also performed “tune- up” on the Quincy Leachate Compressor, and the Flare Quincy Compressor.
- Staff performed Stormwater/Surface water sampling along with the WDR & Field Parameter Sampling on Feb. 18th. Samples will be analyzed by North Coast Laboratory, and field parameter testing was completed by Authority staff. Sample results were within compliance with the background control stream.
- Maples Plumbing performed Backflow Prevention Device testing on the 1-inch & 4-inch devices. Results were provided to Humboldt Community Services District the same day.
- AB-23 required Source Emission compliance testing was performed by Blue-Sky on the flare stack on Feb. 22nd. Results will be submitted to the North Coast Unified Air Quality Management District (NCUAQMD).
- Landfill staff participated and passed the fork-lift test for operating a forklift.
- Bi-monthly monitoring well water level measuring was conducted as were monthly adjustments to the Gas collection extraction system wells.
- Landfill staff received “Notice of Termination (NOT)” for the General Industrial Storm-water Permit sampling. All other sampling will continue.

### **Household Hazardous Waste:**

#### **Mobile and Fixed Facility HHW Event Schedule:**

In addition to the first Saturday of each month and weekday residential availability, the HHW team has scheduled the following collection events to serve member agencies:

Saturday April 23rd	Garberville (CalTrans Yard)
Saturday July 18 <sup>th</sup>	MCSD McKinleyville (Pierson Park)

These dates are tentative pending permit approvals.

Media outreach and ad campaigns are now focused on the message of weekday residential availability of the Household Hazardous Waste “Red Shed at the Hawthorne Street Transfer Station. This convenient and dependable option uses electronic scheduling to assist residents in confirming appointments and fielding questions about safe transportation of their materials. Weekday residential appointments have increased three-fold over the past several years, and the targeted outreach is expected to continue this trend.