

Attachment D
January 2014 Disbursements

Paid To	Amount	Paid To	Amount
101Netlink	\$60.00	Lighting Resources, LLC	\$4,225.95
Advanced Superior Alarms	\$69.00	Mad River Hardwood Co., Inc	\$12,667.30
AFLAC	\$185.30	MAD RIVER HOSPITAL	\$487.00
Airgas USA LLC West Division	\$108.62	Matthews Paints	\$10.18
Anderson Landfill	\$83,398.45	Maureen Hart	\$2,613.75
AT & T	\$372.97	McKenny's Do It Best Bldg Cent	\$16.06
Bank Fees	\$1,557.30	Mendes Supply Company	\$9,153.17
Bank of New York	\$107,550.00	Mission Uniform & Linen	\$1,244.76
Bettendorf Enterprises, Inc.	\$196,722.70	Nancy Diamond	\$7,369.65
CA SDU	\$513.00	NEAC	\$40.00
Capital One Commercial	\$293.18	Network Management Services	\$2,788.88
Cardmember Service	\$2,706.06	North Coast Laboratories, Ltd	\$147.00
Cardno ENTRIX	\$34,652.60	Northern California Gloves	\$387.10
Carolina Software	\$300.00	Northern California Safety Con	\$80.00
Cash	\$289.25	Oak Harbor Freight Lines, Inc.	\$2,580.00
City of Eureka	\$918.91	Occupational, Environmental He	\$445.00
Cold Creek Compost	\$1,576.65	P G & E	\$5,121.42
Compliance Associates, Inc	\$980.00	Pacific Paper Co.	\$266.46
Con-Way Freight Lines	\$700.00	Patrick Murphy Logging	\$8,769.41
Cox Rasmussen & Co	\$4,509.75	Peterson Tractor	\$2,252.30
Crystal Springs Bottled Water	\$123.50	Picky Picky Picky Store	\$275.03
Demello, McAuley, McReynolds,	\$7,958.50	Pierson Building Center	\$43.18
Eel River Disposal	\$26,591.52	Pierson Building Center	\$150.20
Ellis Art & Engineering Suppli	\$193.28	Recology Humboldt County	\$3,559.00
Englund Marine Supply Co. Inc.	\$63.07	Rogers Machinery Company, Inc.	\$1,043.00
Environmental Science Associat	\$1,230.85	RWS Services	\$115.45
Eureka Humboldt Fire Extinguis	\$65.95	SCS Field Services	\$250.00
Eureka Napa	\$18.49	Specialty Supply Company	\$3.41
Express Services, Inc.	\$10,495.32	Steve Morris Logging & Contrac	\$6,866.06
Freon Free Inc	\$789.00	Suddenlink	\$204.95
Hajoca Corporation	\$175.37	Thumper's Mechanical Service I	\$3,297.72
Holt of California	\$1,814.33	Times Printing Company	\$396.84
Humboldt Community Services Di	\$24.35	Times Standard	\$1,226.67
Humboldt County Dept of Public	\$18,098.06	Umpqua Bank	\$27,105.50
Humboldt County Environmental	\$14,767.12	US Bank Office Equipment Finan	\$581.37
Humboldt Fasteners	\$306.73	Verizon Wireless	\$392.28
Humboldt Lock and Safe	\$113.72	Whitchurch Engineering, Inc	\$745.00
Humboldt Recycling	\$2,149.20	Woods Pest Control	\$210.00
I-5 Tire, Inc	\$912.60		
Industrial Electric Arcata, In	\$340.52		\$544,275.01
INTELLIWASTE, INC	\$4,743.75		
L & M Renner, Inc	\$5,041.53	Total Payroll Expense	\$168,438.77
Lawrence & Associates	\$9,135.22		
Leggett & Platt	\$1,659.29	Total Disbursements	\$712,713.78

Attachment E
Humboldt Waste Management Authority
Cash Position
For the Period Ending January 31, 2014

Fund Name	Investor	Restricted	Unrestricted
Public Funds Checking Account	Umpqua Bank		\$2,295,720.33
Public Funds Savings Account	Umpqua Bank		\$397,199.10
Landfill Closure/Post Closure Trust Fund	Union Bank	\$3,761,517.91	
Landfill Article 5 Corrective Action Trust Fund	Union Bank	\$64,053.34	
Project Fund - Series 2002 Bond	Bank of New York	\$408.92	
Reserve Fund - Series 2002 Bond	Bank of New York	\$136,917.34	
Debt Service Fund - Series 2002 Bond	Bank of New York	\$0.00	
Revenue Fund for Bond Payment - Series 2002 Bond	Bank of New York	\$250,038.10	
Reserve Fund - Series 2005 Bond	Bank of New York	\$693,995.00	
Cost of Issuance - Series 2005 Bond	Bank of New York	\$24,891.97	
Revenue Fund - Series 2005 Bond	Bank of New York	\$245,083.47	
Bond Payment Deposit	AIG - Wells Fargo	\$599,395.00	
Total Funds		\$5,776,301.05	\$2,692,919.43



Staff Report

DATE: January 30, 2014 For Meeting Of: February 13, 2014 (or March)

FROM: Tyler Egerer, Administrative Services Manager

SUBJECT: Item 4d)
 Authorize One-Year Auditing Agreement for Fiscal Year 2013-2014 and Direct Staff to Prepare Audit Services RFP

RECOMMENDED ACTION: Voice Vote

- 1) Authorize Executive Director to Enter into Agreement with DeMello, McAuley, McReynolds & Holland LLP for a period of one-year to Retain Audit Services through Fiscal Year 2013/2014; and
- 2) Direct Staff to Prepare and Return with RFP for Audit Services in June 2014.

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 and CPA Sarah Wright, 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 Fiscal Year 2013/2014. Because of the firm's depth of experience with Authority activities, increased activity at the Cummings Road Landfill and Cummings Road Burn Ash Site, and potential refinancing of the Authority's bond debt obligations, 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.

However, it is customary for government agencies to continually evaluate the potential for these types of services to be provided by other firms, in an effort to ensure the Authority is receiving the best services at the most reasonable prices. The Authority's Auditor has been retained by the Authority through contract extensions for the past twelve years, and staff feels it is prudent to initiate an RFP process to ensure that other options for Auditing Services have been adequately explored.

A draft RFP has been prepared and is being reviewed internally for presentation to the Board for in June. This RFP will provide proposers an opportunity to present the full width and breadth of their experience, and provide preference to local firms as appropriate. Staff does not anticipate

releasing the RFP until the end of 2014, with a firm to be selected at the February 2015 meeting of the Board of Directors.

FISCAL IMPACT:

Potentially higher audit services costs for Fiscal Year 2014/2015, due to contract extension of only one year. Minimal in-house costs for production of RFP for Auditing Services, with future auditing costs to be determined by successful bid as accepted by the Board of Directors.

ALTERNATIVES:

The Board may alternatively choose not to distribute an RFP, and direct Staff to negotiate a three-year agreement for auditing services with DeMello, McAuley, McReynolds & Holland, LLP. Depending on workload and improvements in reporting from Financial Staff, costs for auditing services would be estimated to be approximately \$16,000 - \$20,000 annually.

Governmental auditing services require a special skill set, to such an extent that few local firms will have the knowledge and expertise required to take on a client such as the Authority. Although there may be interested proposers throughout the State, the Board's policy on local preference may diminish the need for an RFP.



Staff Report

DATE: March 4, 2014 For Meeting Of: March 13, 2014
FROM: Jill K. Duffy, Executive Director
SUBJECT: Item 6)
Bid Authorization for the Cummings Road Burn Ash Site Corrective Action Project

RECOMMENDED ACTION:

That the Board of Directors:

- 1) Receive the plans and specifications.
- 2) Authorize advertisement of the project with bids opened on April 23, 2014 at 2:00 PM.
- 3) Authorize staff to amend the plans and specifications as necessary to conform to unanticipated regulatory permit conditions imposed during the bid process.

SUMMARY:

Humboldt Waste Management Authority (HWMA) is seeking to obtain bids from responsive contractors to perform cleanup and remediation of the Cummings Road Burn Ash Site. In cooperation with Recology Humboldt County (RHC), HWMA and our consultant Lawrence & Associates (L&A) have developed a Bid Document which contains: 1) Notice to Bidders; and 2) Contract Conditions; and 3) Bid Schedule; and 4) Agreement; and 5) Technical Specifications; and 6) Drawings; and associated materials that would be used to obtain bids for cleanup of the site.

Staff is seeking approval to advertise for and obtain bids to perform the work. Once bids are received, HWMA staff and our consultant will review the bids and recommend the lowest responsible bidder to the HWMA Board. The Board may, at its discretion, choose to reject all proposals.

Because of the tight timeline required by the Clean Up and Abatement Order issued by the North Coast Regional Water Quality Control Board, permitting activities with environmental regulatory agencies are being performed concurrently with bidding. As a result, staff is also seeking authorization to amend the plans and specifications as necessary to conform with unexpected permit conditions.

Budget Impacts:

The engineer's estimate prepared February 28, 2014 by L&A for the cleanup project indicates an estimated cost of \$2,890,252, including construction, testing, and permit compliance. With a 20% contingency, the estimated cost would be \$3,468,301. According to L&A, the estimate was developed using a combination of time-and-expense and comparable cost methods. The time

and expense method totals the prevailing wage labor, Caltrans Labor Surcharge and Equipment Rental Rates and materials, and applicable profit and overhead multipliers for each task. This method is similar to Caltrans Force Account work and typically provides higher cost than would be expected for competitively bid projects.

Schedule:

Following approval to proceed with bidding, the HWMA will advertise for bids to be submitted no later than Wednesday, April 23, 2014. The results of the bids and a recommendation for the next steps will be presented to the Board during the May 8, 2014 Board meeting.

HWMA Authorize Bidding – Thursday, March 13th
Bid Notice Released – Wednesday, March 20th
Mandatory Job Walk – Tuesday, April 15th at 11:00 AM
Bid Opening – Wednesday, April 23rd @ 2:00 PM
HWMA Board Approval of Contract- Thursday, May 8th

Background:

As previously described to the Board, Humboldt County (RHC) and the Humboldt Waste Management Authority (HWMA) own adjacent parcels of land where the historic Cummings Road Burn Dump operated from 1933 to 1969. In 1969, a portion of the burn dump was converted into a landfill, which became the Cummings Road Landfill (Landfill). The remaining portion of the burn dump is known as the Cummings Road Burn Ash Site (Site). From the 1930's until approximately 1969 municipal solid waste was disposed through open air burning, with ash debris pushed onto adjacent side slopes. In 1974, City Garbage of Eureka received a Waste Discharge Permit for conventional on-site disposal of municipal solid waste by burying the waste as disposal from the North Coast Regional Water Quality Control Board (NCRWQCB) and open air burning of material ceased.

The Cummings Road Landfill was purchased by Nor-Cal Waste Systems (now Recology of Humboldt County) in 1975. In 2000, the Cummings Road Landfill was purchased by HWMA from Recology.

The burn ash debris straddles the property line with approximately 1.33 acres located on HWMA property and 4.87 acres located on Recology's property for a total of approximately 6.2 affected acres. Total estimated cubic yards of burn ash debris and adjacent soil is calculated at 54,000 cubic yards, with a conservative estimate for planning purposes of 60,000 cubic yards. The majority of the burn ash material resides on steep slopes in a heavily vegetated areas south of Cummings Road. The Cummings Road Landfill Waste Discharge Requirements (WDR) issued May 2, 2013 by the NCRWQCB provides that HWMA may accept and place excavated burn ash into the Cummings Road Landfill.

In April 2013, the NCRWQCB issued a Clean-up and Abatement Order that requires HWMA and RHC complete clean-up of the burn ash debris site by no later than September 30, 2014. In response, the HWMA and RHC prepared a Corrective Action Plan (CAP) and Project Description that describes the proposed cleanup activities and submitted them to the NCRWQCB and Local Enforcement Agency (Humboldt County Division of Environmental Health).

Concurrently an Initial Study/ Mitigated Negative Declaration (IS/MND) was released for circulation for a 30-day public comment period ending March 17, 2014.

Concurrent with development of the IS/MND, L&A used the CAP as a starting point to develop plans and specifications for construction. The plans and specifications were subsequently reviewed by HWMA staff with the assistance of Humboldt County Public Works engineering staff, and revised by L&A.

FISCAL IMPACT:

There is no financial impact from putting the Cummings Road Burn Ash Site Corrective Action Project out to bid. Funding for the project is being developed between HWMA and Recology.

ALTERNATIVES:

Not to proceed with bidding at this time. This alternative is not recommended because HWMA and Recology Humboldt County have been jointly named in a Cleanup and Abatement Order by the North Coast Regional Water Quality Control Board with a site cleanup date by September 30, 2014.

ATTACHMENT:

1. Contract documents dated March 7, 2014

Attachment 1

Cummings Road Burn Ash Site Bid Document

Will Be Distributed Electronically and Hardcopy Prior to the Board Meeting



Staff Report

DATE: March 7, 2014 For Meeting of March 13, 2014

FROM: Jill Duffy, Executive Director

SUBJECT: Item 7)
Consideration to hold a Special Meeting

RECOMMENDED ACTION: Voice Vote

DISCUSSION:

Staff is requesting that the Board discuss consideration to hold a Special Meeting to receive the RFP for MSW Transportation and Disposal Services Evaluation Report and provide direction to staff.

Subcommittee member ranking results are being compiled, with IntelliWaste preparing RFP Evaluation Report scheduled to be received by HWMA on Weds. March 6th. Due to the insufficient time necessary for internal review and necessary time to prepare a staff report prior to the March 13th meeting, staff is asking the Board to schedule a special meeting to discuss and provide direction.

Staff will present list of suggested dates at the March 13, 2014 Board meeting to determine a date acceptable to the Board.

ALTERNATIVES:

Board's discretion.



Staff Report

DATE: March 4, 2014 For Meeting Of: March 13, 2014

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 9)
Executive Director's Report

RECOMMENDED ACTION:

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

ITEMS:

Administration

HWMA's RFP for MSW Transportation and Disposal Services subcommittee convened Thursday, January 16th, 23rd and February 6th for evaluation of project proposals. Subcommittee member ranking results are being compiled, with IntelliWaste preparing RFP Evaluation Report scheduled to be received Weds. March 6th. Due to the lack of time for staff review and report preparation prior to the March 13th meeting, staff will be asking the Board to schedule a special meeting for action.

Cummings Road Burn Ash Site –

- The Notice of Intent for the Cummings Road Burn Ash Site Initial Study/Mitigated Negative Declaration was submitted to the Office of Planning and Research, and legal notice was placed into the Times Standard. Copies of the document are available for review at HWMA's Business Office, Humboldt County Library – Eureka Branch and at the Humboldt County Clerk of the Board's office.
- Courtesy notification via direct mail to Cummings Road residents of IS/MND availability was distributed.
- The Executive Director and Recology Humboldt County representatives met with CalRecycle's Program Grant Manager for an informal meeting and site visit at the Cummings Road Burn Ash Site on Feb. 21st.
- The NCRWQCB's Executive Director approved the Final Corrective Action Plan on February 14, 2014.
- Construction drawings and bid documents were received Feb. 20th and are in final administrative review and expected to be approved by the HWMA Board at their regular meeting of March 13, 2014.
- A revised engineer's estimate dated Feb. 28, 2014 prepared by Lawrence & Associates was received February 28, 2014 which provided a refined project costs.
- The Site Investigation Work Plan for the Underground Storage Tank at Cummings Road Landfill was submitted to the Humboldt County Environmental Health Division November 20, 2013. Borings were collected January 21, 2014 to evaluate the extent of

soil contamination and recommended remedial strategies. Staff expects a preliminary report for internal review by Friday, March 7th.

- Representatives from Recology and HWMA, including General Counsel, visited the Burn Ash Site on Thursday, Feb. 27th.

Cummings Road Landfill –

Activities at the landfill for the month of February included the following:

- Quarterly Leachate tanker sampling for the Wastewater treatment permit.
- WDR Stormwater sampling.
- Pulled Pump's SU-21 and L-21 for non operation (cleaned, tested, reinstalled).
- Liquid level all Leachate wells and piezometers.
- Gas system Adjustment and Probe readings.
- Moved extra landfill materials from area where summer construction will take place.
- Did mulching in area down at the bottom of toe and Pipe yard where Landfill Materials were placed.
- Did tune up on both polarsis's and repaired exhaust heat shield.
- Repaired concrete drain going through the back road of Landfill.
- AB-32 flare monitoring

Hawthorne Street Operations

Transfer Station

Evaluation of repair options for our tip floor at the Hawthorne Street Transfer Station continues – Jesse Solorio, a civil engineer with Lawrence & Associates, has prepared a sampling plan for core samples to be taken from the worn areas on the tip floor, to check for compressive strength and structural integrity of the remaining concrete slab. SHN Engineering has prepared an estimate of \$1200 to do the core sampling. An engineer's estimate for the total cost of the floor repair, which will be used in preparing the FY 2014/5 budget, is also being prepared by Mr. Solorio.

Recycling Center

HWMA welcomes its newest employee, Juanita Howell, who was hired to fill an open Utility Worker position (formerly filled by Matt Cunningham) in our recycling center at Hawthorne Street - her first day on the job was February 26 – Juanita has over ten years of experience in the solid waste, hazardous waste and recycling industries, in both Santa Barbara County and Humboldt County. Juanita's primary assignment is in our California Redemption Center (CRV) Buy-back center. Juanita has previously received 40-hour OSHA HAZWOPER training and she also brings with her a Federal EPA 608 certification and training to safely remove refrigerants, such as Freon, sulfur dioxide and ammonia from appliances.

Food Collection Pilot/Digester Project

Hazardous Waste

RED SHED

The March 1st Saturday **Red Shed** saw 102 attendees. The month of February had 80 residential weekday appointments. Business participation is off, but considering a seasonally adjusted average is about on track for the winter months.

PaintCare California participation began in earnest here at HWMA over the month of February. We now have the equivalent of eight boxes of program products diverted into the storage container. Once we have ten boxes, we will request the initial shipment from Clean Harbors. Savings are being carefully tracked and information will be shared with the Board once available.

The Electronic Waste Net Cost report was submitted to CalRecycle to satisfy requirements of the SB 20 reimbursement program. The report indicated that about 670,000 pounds of e-waste were processed and shipped from HWMA's Eureka Recycling Center during calendar 2013.

The USEPA Sustainable Communities Grant reimbursement request in the amount of \$21,825 was submitted, covering funding related to the Organics Pilot Project and grant data analysis.

The Waste Tire Coupon Program will be closing Friday April 4th here at the HWMA Transfer Station. In the past six months HWMA has received and disposed of approximately 2,400 waste tires using grant funds. These tires are diverted from a landfill and used to fuel a cement kiln or chopped into crumb rubber or engineered fill. The next round of the free tire coupon program will resume in August or September of this year and once again run for about six months.

A Free Waste Tire Amnesty Day is slated for Orleans on Saturday, March 29th. The Karuk Tribe Natural Resources Division will host the event, Karuk Tribal Fisheries will provide the labor, and HWMA will coordinate event logistics. The Karuk tribe is offering to cost share with HWMA's grant funding with an expected result of 1,200 tires removed from the upper Klamath River Valley.

Initial planning is underway to participate in the National Prescription Drug Take-It-Back Event, slated for Saturday April 26th. We will again look for assistance from local law enforcement and health professionals in staffing the semi-annual event here at HWMA. This marks our fourth year of holding these highly successful specialized collection events.



For Immediate Release

March 6, 2014

Contact: Lisa Gardiner (916) 651-4019 lisa.gardiner@sen.ca.gov

SAFE, CONVENIENT, COST-EFFECTIVE, AND GREEN: JACKSON INTRODUCES BILL TO CREATE STATEWIDE DRUG TAKE-BACK PROGRAM

SACRAMENTO – To address a growing problem of prescription drug abuse, accidental poisonings, and traces of pharmaceuticals found in drinking water, State Senator Hannah-Beth Jackson (D-Santa Barbara) has introduced a bill to create a statewide program to dispose of leftover prescription and over-the-counter drugs.

Continuing the work she began last year on this issue, Senate Bill 1014 would require drug manufacturers to create, finance and manage a statewide system for collecting and safely disposing of unwanted prescription drugs that people have in their homes, similar to a program operated by the pharmaceutical industry in Canada. The bill, modeled after an Alameda County ordinance, will be heard in the Senate Environmental Quality Committee on March 26.

“Every year, billions of dollars in medications is prescribed in California, but as much as 40-50% of those drugs can end up unused,” said Jackson. “This creates public health and environmental challenges. When prescription drugs are left in medicine cabinets, teens can get their hands on them, fueling a growing problem of prescription drug abuse. Drugs left sitting around can lead to accidental poisonings by seniors and children. Flushing medications down into the sewage system can affect the water we drink. We need a better solution, one that is safe, convenient, cost-effective and environmentally sound.”

For the past 15 years in parts of Canada, in a program paid for by the pharmaceutical industry, consumers have been able to conveniently dispose of unused drugs in bins located at pharmacies, where they are safely destroyed. Similar programs also exist in Europe.

While some safe drug disposal sites do exist in California, there are only 305 such sites in the state to serve 38 million Californians. This patchwork of programs doesn't meet public demand and are financed by local governments and ultimately, California taxpayers, Jackson said.

"While a number of local governments have admirably stepped up to establish their own drug take-back programs, it's the taxpayers who end up footing the bill for this, with no assistance from the multi-billion dollar drug industry," Jackson said. "We are hoping that the industry will join us in sharing the responsibility for what happens to these unused medications."

The bill is sponsored by the California Product Stewardship Council, Clean Water Action, the California Alliance of Retired Americans, the City and County of San Francisco and Alameda County.

Alameda County was the first local government agency in the country to pass an ordinance requiring drug manufacturers to develop, implement and pay for a drug take-back program.

Three pharmaceutical associations responded by suing the county. The county prevailed in trial court and the case is now on appeal to the Ninth Circuit Court of Appeals.

"I am proud that Alameda County has demonstrated leadership on this issue by adopting a sustainable policy solution that promotes good will and corporate social responsibility," said Alameda County Supervisor Nate Miley. "SB 1014 would implement a drug take-back program statewide – a common sense solution that will help protect all California residents and the environment."

Jackson represents the 19th Senate District, which includes all of Santa Barbara County and western Ventura County.

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