PUBLIC ADVISORY: IN RESPONSE TO COVID-19, THE EUREKA CITY COUNCIL IS NOT AVAILABLE OR OPEN TO THE PUBLIC

Consistent with Executive Orders N-25-20 and N-29-20 from the Executive Department of the State of California and the Humboldt County Public Health’s Officer’s March 30, 2020 “Shelter In Place Order”, HWMA’s regular meeting location at Eureka City Hall will not be physically open or available to the public. HWMA Board members and staff will be teleconferencing into the meeting via Zoom Video.

How to Observe the Meeting
To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting on the Authority’s YouTube Channel by clicking here. Members of the public may also join the Zoom meeting by clicking here.

How to Submit Public Comment
Members of the public may provide public comment before and during the meeting by sending comments to the Director of Finance & Administrative Services at board@hwma.net. Such email comments must identify the agenda item number in the subject line of the email. The comments will be read into the records, with a maximum allowance of three minutes (approximately 500 words) per individual comment, subject to the Chair’s discretion. If a comment is received after the agenda item is heard, but before the close of the meeting, the comment will still be included as part of the written record of the meeting, but will not be read into the record during the meeting.

Copies Available: Copies of the agenda materials are available electronically via the internet at www.hwma.net, through individual HWMA member agencies or by calling HWMA at 707-268-8680. There may be a charge for copies.

Accessibility: Accommodations and access to HWMA meetings for people with special needs must be requested in advance of the meeting at 707 268-8680 or emailing board@hwma.net. (The Eureka City Council Chamber room is ADA accessible.) This agenda and other materials are available in alternative formats upon request.

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

2. 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 March 12, 2020 HWMA Board of Directors Meeting
3. **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.

4. **Receive and Discuss FY 2020-21 Budget; Provide Direction as Appropriate**

5. **Approve Resolution 2020-07 Related To Ratifying Operational Actions, Employment Practices And Procedures And Policies, And Emergency Signing Authority In Response To Covid-19**

6. **Board Member Reports**

7. **Executive Director’s Report**

8. **Adjourn**
Minutes
Thursday, March 12, 2020 at 5:30 PM
Eureka City Council Chambers
531 K Street
Eureka, CA 95501

Present: Michael Sweeney, Sofia Pereira, Frank Wilson, Rex Bohn, Summer Daugherty (alternate for Elaine Hogan), Leslie Castellano
Staff: Jill Duffy, Tyler Egerer, Eric Keller-Heckman, Tony Heacock
Legal Counsel: Nancy Diamond

1. Call to Order and Roll Call at 5:30 PM
Chairman Sweeney called the meeting order at 5:32 p.m. A quorum was present and acting.

2. Consent Calendar
   a. Approve Minutes from the January 9, 2020 HWMA Board of Directors Meeting
   c. Approve January 2020 Financial Report
   d. Approve Amendment Number 1 Between HWMA and Eel River Recology for Loading Services Agreement
   e. Approve Change of Merchant Services Provider for HWMA Credit Card Transactions
   f. Approve Resolution 2020-06 and Authorize the Executive Director to Execute an Agreement with Voya Financial to Implement the CalPERS Supplemental Income Deferred Compensation 457 Plan.

Chairman Sweeney opened the floor to public comment regarding the Consent Calendar. No comment was received.

Chairman Sweeney closed the floor to public comment.

Motion: Director Pereira moved and Director Castellano seconded the motion to approve the Consent Calendar.

Action: Approve the Motion as made by Director Pereira and seconded by Director Castellano by the following vote:

Ayes: Sweeney, Pereira, Wilson, Daugherty, Bohn, Castellano
Noes: None
Absent: None

3. Oral and Written Communications
Chairman Sweeney opened the floor to public comment regarding the Consent Calendar. No comment was received. Comment received from the following:

Jennifer Sherman-Ruppe, Zero Waste Humboldt Boardmember, provided a brief overview of ZWH, and requested time at the April or May meeting of the Board of Directors.

Chairman Sweeney closed the floor to public comment.

Allison Tans, RMDZ Coordinator for the County of Humboldt, provided the annual update and discussed projects with the Board of Directors.
Chairman Sweeney opened the floor to public comment regarding the Consent Calendar. No comment was received.
Chairman Sweeney closed the floor to public comment.

5. Receive and Approve the Classification and Compensation Study Results
Katie Kaneko, Partner at Koff and Associates, presented the Koff and Associates Classification and Compensation Study, and discussed various facets and plans moving forward with the Board of Directors.
Chairman Sweeney opened the floor to public comment regarding the Classification and Compensation Study. No comment was received.
Chairman Sweeney closed the floor to public comment.

Motion: Director Pereira moved and Director Daugherty seconded the motion to receive and approve the Classification and Compensation Study Results.
Action: Approve the Motion as made by Director Pereira and seconded by Director Daugherty by the following vote:
Ayes: Sweeney, Pereira, Wilson, Daugherty, Castellano, Bohn
Nays: None
Absent: None

6. Board Member Reports
Director Castellano reported on completion of zero waste training two weeks prior to the meeting.

7. Executive Director’s Report
Executive Director Duffy provided a verbal review and additional information related to the Executive Director’s Report.

8. Adjourn
Chairman Sweeney adjourned the meeting at 6:36 p.m.
Next Meeting: April 9, 2020 at 5:30 p.m. via Zoom conferencing software and other outlets. More information available at www.hwma.net.
Staff Report

DATE: February 3, 2020 For Meeting Of: March 12, 2020

FROM: Jill Duffy, Executive Director
      Tyler Egerer, Administrative Services Manager

SUBJECT: Item 4)
Review and Provide Direction on Draft Fiscal Year 2020-21 Budget.

RECOMMENDED ACTION: Voice vote.
Provide Direction to Staff

DISCUSSION:
The draft budget for Fiscal Year 2020-21 is presented for discussion and Board direction. This
draft budget establishes the goals and priorities to enable management and operation of the
HWMA’s activities during the fiscal year July 1, 2020 through June 30, 2021. The proposed
budget is dynamic as the Board can add goals and revise priorities as necessary.

As presented, this draft budget marks the fifth consecutive year of no increase to the Waste
Management Fee (“Tip Fee”), or 0.0% for solid waste disposal. This report presents a balanced
budget with fully funded reserves. Revenues are projected at $14,399,020 and total projected
expenditures are $14,399,020. Staff is seeking direction from the Board related to policy
direction and prioritization of activities that will enable staff to present a final balanced budget at
the regular May meeting.

This staff report contains six areas of discussion, including: 1) Draft FY 2020-21 Operating
Budget Assumptions; and 2) Proposed Capital Expenditures for Draft FY 2020-21; 3) Waste
Management Fee Adjustments; 4) Employee Compensation; 5) Reserve Funds; and 6) Other
Board Directives for Budget Finalization. Additionally, staff requests the Board review proposed
changes to the “Non-Standard Waste Materials Fees”.

The Board is requested to receive the staff report and presentation, consider options and provide
direction as appropriate. Staff is scheduled to present the draft budget to HWMA’s Executive
Advisory Committee on April 17th, and will return to the Board at the regular May meeting with
a final budget, and the necessary resolutions for the Board’s consideration.
1. **FY 2020-21 Operating Budget Assumptions**

HWMA is dependent primarily upon collection of Waste Collection Fees to fund Authority operations, programs and activities. The following assumptions were incorporated into the Draft FY 2020/21 Budget.

**Revenue Assumptions:**

a) There is no proposed adjustment to FY 2010-21 Waste Management Fees (“Tip Fees”) for discussion purposes, although staff is proposing adjustments to the ‘Non-Standard Waste Materials Fees’ that are annually approved by resolution. Minor internal budget adjustments to proposed line items are proposed. Details for discussion are contained in *Section 3* of this staff report.

b) Overall solid waste disposed is projected at 75,000 tons annually. Tonnage received by category:

   a. 39,000 tons received *[franchised hauler waste]* at the Hawthorne Street Transfer Station.

   b. 20,000 tons *[self-haul waste]* to the Hawthorne Street Transfer Station.

   c. 11,000 tons *[franchise waste delivered to satellite facilities]* (6,000 tons allocated to Humboldt Sanitation and 5,000 tons to Eel River Disposal).

   d. 5,000 tons of miscellaneous contractor waste *[self-hauled directly to out-of-area landfill(s)]*.

c) Grant funded projects shall be funded only by grant monies rewarded – except in such instances where fund-matching is required and has been approved by the Board as part of the grant process.

**Expenditure Assumptions:**

a) Solid waste transportation hauling and landfill disposal costs were adjusted for the Consumer Price Index by an estimated increase of 2.00%, per the respective agreements.

b) For discussion purposes, preliminary payroll expenses are budgeted with an increase of 8.12% for discussion and direction purposes. This incorporates recommendations made in the Salary & Compensation Study presented to the Board. Discussion of this item is addressed in *Section 4* of this report.

c) Implementation of FY 2020-21 projects identified in the approved 2017 Capital Improvement Plan. Refer to *Section 6* for details.
2. Proposed Capital Expenditures & Improvements

Annual Capital Expenditures and Improvement expenditures are related to 1) annual debt service principal and interest payments; and 2) proposed capital expenditures related to implementation of Non-Capital Improvement Projects.

*Annual Debt Service*

The Authority successfully restructured its bond debt in May 2015, resulting in payment decreases of principle and interest related to the annual debt service. For FY 2020-21, the Authority will be obligated to pay $853,200 structured in two payment installments. The total remaining debt of $849,244 is scheduled to be paid off by November of 2021. *(Line 130 & 131)*

*Capital Expenditures*

Proposed Capital Expenditures include costs associated Reserve Fund Requirements and Asset Improvements – Non-CIP totals $100,000 *(Lines 129)*.

The Non-CIP expenditures will fund the installation of a stormwater filtration unit if it is determined to be necessary in FY 2020-21. The combination of housekeeping, BMP’s and implementation of stormwater improvement project completed in October 2019 has resulted in a significant improvement of stormwater discharge quality. However, additional sampling will indicate whether additional treatment is necessary.

3. Waste Management Fee Adjustments

The Authority annually evaluates and adjusts fees to recover the complete costs associated with providing and operating waste management facilities and programs, including any fees imposed by other governmental agencies. Staff is not proposing changes to the “Waste Management Fee”, but is proposing adjustments to the “Non-Standard Waste Materials Fee”.

**Waste Management Fee**

The Waste Management Fee (“Tip Fee” is comprised of three primary components including a) Countywide Program Fees; b) Base Fees; and c) Facility Fees, as well as applicable charges on non-standard waste materials (tires, appliances, bulky items etc.), greenwaste and household hazardous wastes.

The combination of adjustments provides for, maintenance of the Authority’s Reserve policies, and sufficiently provides for the cost of all diversion programs. The draft budget for FY 2020-21 recommends minor internal adjustments to the Countywide Program Fees, Base Fees, and Facilities Fees, and no overall adjustment to the current Waste Management Fee.

The above adjustments result in an overall increase of 0.00% to the Waste Management Fee to Self-Haul, Franchise, Satellite and Out-of-Area Self-Haul customers. Please refer to *Attachment C*.

**Non-Standard Waste Material Fees**

Staff proposes adjustments to the “Non-Standard Waste Material Fees” *(Attachment C)* contained in the fee resolution, which is approved annually. These include charges for materials such as asbestos, bulky items, greenwaste, e-wastes, tires and recycling materials processing
fees. A more detailed presentation will be provided to the Board, however staff is proposing the following adjustments:

- **Table 6**
  Non-Standard Waste Materials Fees are proposed for adjustment as follows:

  **Asbestos** – removal of commercial handling fee resulting in a singular fee for residential and commercial customers being charged a $10 handling fee plus actual material weight. This is a cost reduction of $115 for commercial customers per delivery.

  **Tires** – adjusted to reflect total cost per item instead of the existing “tire type plus actual weight and whether rim on or off” methodology currently used. This modification will enable accurate disposal quotes for the public when looking for disposal alternatives and reduce conflicts with staff charging for materials.

  **Carpet** – proposed to be reduced from $90 per ton to $10 per ton for recycling, and add a $2.00 minimum fee for received material.

  **Green Waste** – Green Waste fees are proposed for adjustment due to increased costs associated with processing green waste. The current fee was last adjusted in FY 2010-11 when it was reduced from $52.00/ton to $49.00/ton for direct delivery and $90.00 per ton for Green Waste received at the Hawthorne Street Transfer Station.

  The recommended adjustment for FY 2020-21 is $59.00 for self-haul or franchise direct delivered to Mad River Hardwoods. There is no proposed adjustment to the $90.00 per ton cost for Green Waste received Hawthorne Street Transfer Station.

- **Table 9:**
  **E-Waste** – Staff recommends reducing the electronic waste disposal cost to residential customers to $0.00 (zero), but retain the $0.05 per pound for business disposed waste due to the special handling due to larger material volume.

4. **Personnel Compensation & Related Items**

Employee and payroll costs are budgeted at $2,770,065, an overall increase of 8.12% from FY 2019-20. This represents the full encumbrance costs to staff 36.5 FTE for the operations at the Hawthorne Street Transfer Station seven (7) days a week, as well as the Cummings Road Landfill. This includes salaries, health benefits, taxes, pension costs and other benefits, such as employee uniform & boot allowances.

Staff included the following adjustments for employee compensation and benefits within the FY 2020-21 budget:

- Implementation of salary adjustments recommended in the Salary & Compensation Survey prepared by Koff & Associates totaling 6.01% ($101,774). This will enable the Authority to adjust salaries affected by the State Minimum Wage mandates, minimize compaction and enable competitive recruitment and retention of employees.
• California Personnel Employee Retirement System (CalPERS) required increase for pension contributions of 16.10% ($45,895). This includes necessary increase related to salary adjustment and the unfunded liability payments for FY 2020-21.

• Health insurance costs increases by 12.37% ($53,196) due to a combination of medical premium adjustments and expanding the coverage to include vision and dental coverage. The vision and dental cost was off-set by the Authority no longer self-funding or administering these activities, resulting in overall reduction for vision and dental coverage costs by about $10,000.

**Employee Cost of Living Adjustment**
With the recommended salary adjustment proposal prepared by Koff & Associates, staff is not recommending a Cost of Living Adjustment (COLA).

The Board periodically considers providing employees a COLA to ensure that, over time, salary adjustments help offset inflation and ensure commiserate salaries remain competitive when recruitment is necessary. With approval of the Koff & Associate report recommendations, internal alignment and adjustments have provided an opportunity to compensate for impacts to the mandatory State Minimum Wage increases, minimize compaction and remain competitive in employee retention and recruitment.

**Organizational Chart & Classification Plan**
The Board reviews and updates the personnel Organizational Chart and Classifications Pay Plan annually, adjust compensation rates as appropriate, and provide considerations for cost of living adjustments.

**Organization Chart**
The Organization Chart approved in July 2019. Staff is recommending consolidation of three classifications (Utility Worker, Operator Technician and Lead Operator) to a “Materials Diversion I/II/III” classification effective July 1, 2020, and reclassification of the CRV Specialist/Scale House Attendant to a Scale House Attendant. The Authority has 36.5 approved positions, 35.5 of which are currently filled.

**Classification Plan**
If the Board approves the draft budget with the salary and compensation recommendations, return with a revised Classification Plan in the Final Budget.

5. **Reserve Fund**
The Authority has four Reserve fund accounts, the Undesignated Operating Reserve, the Rate Stabilization, Personnel Stabilization, and Capital Improvement Project Fund Reserves.

**Authority Reserve Funds**
• **Undesignated Operating Reserve** – HWMA Policy 3030.1 established an undesignated reserve policy goal to maintain a reserve fund equal to 15% of annual projected operating expenses. This policy was established to ensure fund availability for 1) contingencies for unseen or capital needs; 2) economic uncertainties; and/or 3) cash flow requirements.
Based on projected FY 2020/21 Operational Expenses, a 15% target reserve is $1,173,391. (Line 156)

- **Rate Stabilization Reserve** – At the January 2020 FY 2018-19 Audit presentation, the Board approved decreasing the Rate Stabilization Reserve by $70,000 in order to correct the Authority’s required debt-service ratio for the long-term debt for FY 2019-20. Approval of this budget will result in this fund being replenished. This fund is to be used to offset unexpected fuel spike increases or other unexpected costs increases in contracted services related to recycling, green waste, household hazardous waste, solid waste disposal services or State mandated pass through fees. Staff recommends this fund be fully restored in the FY 2021-22 budget. (Line 158)

- **Capital Improvement Reserve Fund** – Funds available for Fiscal Year 2020-2021 will be used solely for the application of the approved Capital Improvement Plan (CIP). CIPs are used to detail operational renovations or improvements greater than $25,000 expected within a 5-year planning horizon, plan for necessary financing of equipment and materials, and identify project implementation timelines for completion. The fund is anticipated to decrease by $268,733 as compares with FY 2019-20 budget and reflects completion of projects in the approved CIP. (Line 159)

- **Personnel Stabilization Reserve** – In addition to the market medical health insurance, this reserve fund allows for hourly staff wages to be budgeted at full encumbrance without unduly affecting Waste Management Fees. The fund maintains a base allocation of $150,000 for Fiscal Year 2020-21. (Line 157)

6. **Other Board Directives for Budget Finalization**

Staff is seeking Board direction of the following items to complete the final budget for consideration at the May meeting:

a) **Capital Improvement Expenditures**

Proposed Capital Improvement Expenditures for FY 2020-21 include costs associated, equipment and implementation of projects identified in the approved FY 2016-17 Capital Improvement Plan which include:

- 70’ Pit Scale Replacement- The existing scale was installed in 2005 and necessary for accurate axel and total weight tonnages of out bound waste trailers.
- Continue lease payments on new heavy equipment in operation on the Hawthorne Street Transfer Station Tip Floor.
- Funds for upcoming transportation vehicle replacement anticipated to occur in Fiscal Year 2020-21.
- Funds to replace and upgrade the aging Transfer Station Scale House

The total projected cost of the first four projects listed – approximately $261,000 – is anticipated to be fully funded by the Capital Improvement Reserve Fund, per the
approved Capital Improvement Plan established by the Board in October 2017. (Line 159)

b) **Recycling Marketing Development Zone** funding totaling $15,000 is included for discussion. Funding will be directed to the Humboldt County Economic Development Division to assist in supporting activities related to the North Coast Recycling Market Development Zone. The County is also expected to funding from CalRecycle to support ZIF and ZoneWorks activities. (Line 53)

**ATTACHMENTS:**
A) Draft FY 2020-21 Budget Summary  
B) Draft FY 2020-21 Waste Management Fees  
C) Draft FY 2020-21 County Wide Program Fees  
D) County Wide Programs Fee – Program Overview and Proposed Funding Details  
E) Draft FY 2020-21 AB 939 Allocation  
F) Draft FY 2020-21 Non-Standard Waste Fees-revisions
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<th>Line</th>
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<th>FY19-20 Budget</th>
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## Fiscal Year 2020-2021 Draft Budget

### Administration Programs

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### Programs

#### Administration Programs

1. Tip Floor Operations
2. Recycling Operations
3. Environmental Health & Safety
4. Cummings Road Landfill

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<th>FY19-20 Budget</th>
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<td>$3,124,068 -2.21% $3,193,049</td>
<td>$3,124,068</td>
<td>$3,193,049</td>
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</tbody>
</table>

### Costs

#### Operating Expenses

1. Solid Waste Hauling & Disposal
2. Hazardous Waste
3. Leachate
4. contractors are
5. Payroll Expenses
6. Program Fees and Base Rate Passed-Through to Member Agencies, Authority Programs

<table>
<thead>
<tr>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,124,068</td>
<td>$3,193,049</td>
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</table>

<table>
<thead>
<tr>
<th>FY19-20 % Change Total FY 20-21</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
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<tbody>
<tr>
<td>$3,124,068 2.21% $3,193,049</td>
<td>$3,124,068</td>
<td>$3,193,049</td>
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### Revenue

#### Environmental Health & Safety

1. Cummings Road Landfill

<table>
<thead>
<tr>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,124,068</td>
<td>$3,193,049</td>
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<table>
<thead>
<tr>
<th>FY19-20 % Change Final Budget from FY19-20</th>
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<th>Proposed Budget</th>
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<td>$3,124,068 -2.21% $3,193,049</td>
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### Summary

<table>
<thead>
<tr>
<th>Total Operating Expenses</th>
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<tr>
<td>Total Payroll Expenses</td>
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<td>Total Program Fees</td>
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<td>$0</td>
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<tr>
<td>Total Payroll Expenses</td>
<td>$225,755</td>
<td>$253,717</td>
</tr>
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<td>Total Program Expenses</td>
<td>$0</td>
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<tr>
<td></td>
<td>FY19-20 Budget</td>
<td>Proposed Budget</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Administration Programs</td>
<td>$19,250</td>
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<tr>
<td>Tip Point Operations</td>
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<td>$750</td>
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<td>Recycling Operations</td>
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<td>$40,250</td>
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<td>Environmental Health &amp; Safety</td>
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<tr>
<td>Cummings Road Landfill</td>
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<td>Total FY 20-21</td>
<td>$1,564,668</td>
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**Indirect Expenses**

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<thead>
<tr>
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<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
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<td>Accounting Expense</td>
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<td>$19,750</td>
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<td>$2,000</td>
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<td>$9,643</td>
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<td>Advertising Expense</td>
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<td>Bank Fees Expense</td>
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<td>$30,000</td>
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<td>$30,000</td>
<td>$30,000</td>
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<tr>
<td>Due's/Membership</td>
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<td>$5,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
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<tr>
<td>Engineering &amp; Consulting</td>
<td>$145,000</td>
<td>$98,000</td>
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<tr>
<td>Management Expenses</td>
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<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
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<td>$5,000</td>
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<tr>
<td>Environmental Monitoring</td>
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<td>$5,000</td>
<td>$5,000</td>
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<tr>
<td>CRBAS Five-Year Monitoring</td>
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<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
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<td>$5,000</td>
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<tr>
<td>Gas/Fuel Expense</td>
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<td>$55,685</td>
<td>$1,500</td>
<td>$1,221</td>
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<td>$1,825</td>
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<td>Indirect Expenses</td>
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<td>$553,533</td>
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**Capital Expenditures**

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<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td>Reserve Fund Requirements</td>
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<td>$15,000</td>
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<td>$15,000</td>
<td>$15,000</td>
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<tr>
<td>Asset Improvements, Non-CIP</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
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<tr>
<td>Long-Term Principal</td>
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<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
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<tr>
<td>Long-Term Interest</td>
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<td>$38,247</td>
<td>$24,598</td>
<td>$38,247</td>
<td>$24,598</td>
<td>$38,247</td>
<td>$24,598</td>
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<tr>
<td>Total Capital Expenditures</td>
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<td>$90,000</td>
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</table>

**Total Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>$525,270</td>
<td>$524,313</td>
<td>$217,678</td>
<td>$215,409</td>
<td>$9,946,130</td>
<td>$9,976,405</td>
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<td>$3,518,781</td>
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<tr>
<td>Net Income (Loss)</td>
<td>($5,385)</td>
<td>$85,115</td>
<td>($15,840)</td>
<td>$15,840</td>
<td>($9,825)</td>
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<td>($9,743)</td>
<td>($15,940)</td>
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<td>($0)</td>
<td>($0)</td>
<td>($0)</td>
<td>($0)</td>
<td>($0)</td>
<td>($0)</td>
</tr>
<tr>
<td>Administration Programs</td>
<td>Tip/Floor Operations</td>
<td>Recycling Operations</td>
<td>Environmental Health &amp; Safety</td>
<td>Cummings Road Landfill</td>
<td>FY19-20 Final Budget</td>
<td>% Change from FY19-20</td>
<td>Total FY20-21 Budget</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>------------------------------</td>
<td>-----------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>Waste Tire</td>
<td>$25,000</td>
<td>$10,000</td>
<td>$15,000</td>
<td>0.00%</td>
<td>$10,000</td>
<td>0.00%</td>
<td>$15,000</td>
<td>0.00%</td>
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<tr>
<td>RMDZ</td>
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<td>$47,490</td>
<td>$47,490</td>
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<td>$47,490</td>
<td>0.00%</td>
<td>$47,490</td>
<td>0.00%</td>
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<tr>
<td>HHWD</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>0.00%</td>
<td>$50,000</td>
<td>0.00%</td>
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<tr>
<td>DoC</td>
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<td>$23,000</td>
<td>0.00%</td>
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### Grant Activities

<table>
<thead>
<tr>
<th>Grant Activities</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td>Waste Tire Grant</td>
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<td>$70,000</td>
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<tr>
<td>RMDZ</td>
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<td>$47,490</td>
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<tr>
<td>HHWD Grant</td>
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<td>$50,000</td>
</tr>
<tr>
<td>DoC</td>
<td>$23,000</td>
<td>$23,000</td>
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</table>

### Non-Cash Activities Affecting Net Income

<table>
<thead>
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<th>Non-Cash Activities</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
</tr>
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<tbody>
<tr>
<td>Depreciation Expense</td>
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<tr>
<td>Total Non-Cash Activities</td>
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</table>

### Reserves and Trusts

<table>
<thead>
<tr>
<th>Reserves and Trusts</th>
<th>FY19-20 Budget</th>
<th>Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td>Operating Reserve: 15% of Operating Expenses</td>
<td>$46,827</td>
<td>$40,581</td>
</tr>
<tr>
<td>Personnel Stabilization Reserve</td>
<td>$150,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>Rate Stabilization Reserve</td>
<td>$57,936</td>
<td>$51,067</td>
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<td>Total Required Budget Funding for Reserves</td>
<td>$2,709,646</td>
<td>$2,935,342</td>
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<tr>
<td>Total Reserves and Trust Funds</td>
<td>$2,034,268</td>
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</table>
### Attachment B
Fiscal Year 2020 - 2021
Waste Management Fees

<table>
<thead>
<tr>
<th>Tonnage Generated</th>
<th>HWMA Self Haul</th>
<th>HWMA Franchise</th>
<th>RER Franchise</th>
<th>HumSan Franchise</th>
<th>Out of Area Self Haul</th>
<th>Total Disposal</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>20,000</td>
<td>39,000</td>
<td>5,000</td>
<td>6,000</td>
<td>5,000</td>
<td>75,000</td>
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#### Countywide Program Fees

<table>
<thead>
<tr>
<th></th>
<th>Administrative</th>
<th>Household Hazardous Waste Program</th>
<th>Cummings Road Landfill Maintenance</th>
<th>Cleanup/Enforcement Programs</th>
<th>Rural Container Program</th>
<th>County/Cities AB939 Programs</th>
<th>Table Bluff Landfill Maintenance</th>
<th>Countywide Enforcement (LEA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.40</td>
<td>$5.87</td>
<td>$4.71</td>
<td>$0.56</td>
<td>$4.81</td>
<td>$2.05</td>
<td>$0.74</td>
<td>$3.13</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$23.27</strong></td>
<td><strong>$23.27</strong></td>
<td><strong>$23.27</strong></td>
<td><strong>$23.27</strong></td>
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<td><strong>$23.27</strong></td>
<td><strong>$23.27</strong></td>
<td><strong>$23.27</strong></td>
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#### HWMA Base Fees

<table>
<thead>
<tr>
<th></th>
<th>Administrative</th>
<th>Environmental Health and Safety</th>
<th>Universal Waste Programs</th>
<th>Recycling Programs</th>
<th>Cummings Road Landfill Operations</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$6.07</td>
<td>$2.32</td>
<td>$1.84</td>
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<td><strong>$23.80</strong></td>
<td><strong>$23.80</strong></td>
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#### Facility Fees

<table>
<thead>
<tr>
<th></th>
<th>Operations (Transportation &amp; Disposal)</th>
<th>Indirect</th>
<th>Capital Expenditures</th>
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<tbody>
<tr>
<td></td>
<td>$82.21</td>
<td>$10.36</td>
<td>$16.17</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$108.74</strong></td>
<td><strong>$108.74</strong></td>
<td><strong>$108.74</strong></td>
</tr>
</tbody>
</table>

#### Total Proposed Waste Mgmt. Fees

|                        | $155.82 | $129.01 | $98.57 | $98.57 | $23.27 |

#### Waste Mgmt. Fees for Prior Fiscal Year

|                        | $155.82 | $129.01 | $98.57 | $98.57 | $23.27 |

#### Percent Increase (Decrease)

|                        | 0.00%   | 0.00%   | 0.00%  | 0.00%  | 0.00%  |

* Values for HWMA Facility Fees related to Satellite Facilities relate to transportation and disposal costs only. Other fees for facility operation are set via agreement by Member Agencies with their respective facility operators.
## Attachment C
### Fiscal Year 2020 - 2021
### County Wide Program Fees

<table>
<thead>
<tr>
<th>Per Ton (Revenue)</th>
<th>HWMA Self Haul</th>
<th>HWMA Franchise</th>
<th>Satellite Franchise</th>
<th>Out of Area Self Haul</th>
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</thead>
<tbody>
<tr>
<td>Anticipated Waste Disposed</td>
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</table>

<table>
<thead>
<tr>
<th>HWMA Operated</th>
<th>FY2019-20</th>
<th>FY2020-21</th>
<th>Change</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Administration</td>
<td>$1.40</td>
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<td>$0.00</td>
<td>$105,000</td>
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<tr>
<td>Household Hazardous Waste Program</td>
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<td>$5.87</td>
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<tr>
<td>Cummings Landfill Road Maintenance</td>
<td>$4.71</td>
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<td>$0.00</td>
<td>$353,250</td>
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<tr>
<td>Cleanup/Enforcement Programs</td>
<td>$0.56</td>
<td>$0.56</td>
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<tr>
<td>Pass Through</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Rural Container Program</td>
<td>$4.81</td>
<td>$4.81</td>
<td>$0.00</td>
<td>$360,750</td>
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<tr>
<td>County/Cities AB939 Programs</td>
<td>$2.05</td>
<td>$2.05</td>
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<td>$154,001</td>
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<tr>
<td>Table Bluff Landfill Maintenance</td>
<td>$0.74</td>
<td>$0.74</td>
<td>$0.00</td>
<td>$55,500</td>
</tr>
<tr>
<td>Countywide Enforcement (LEA)</td>
<td>$3.13</td>
<td>$3.13</td>
<td>$0.00</td>
<td>$234,750</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>$23.27</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$1,745,501</strong></td>
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</tbody>
</table>
Attachment D
Draft Fiscal Year 2020-2021
County Wide Program Fees
Program Overview and Proposed Funding Details

Administration This revenue covers HWMA’s administrative salaries and overhead, legal services and Board expenses.
Projected revenue is approximately **$105,000**.

The Household Hazardous Waste Program diverts household hazardous waste (i.e. oil, pesticides, pharmaceutical etc.) for materials not permitted to be disposed in landfills. A portion of these expenses have been reallocated to be covered by a new Environmental Health and Safety Base Fee.
Projected revenue is approximately **$440,250**.

Cummings Road Landfill Maintenance provides necessary funding to cover the expenses associated with non-closure related expenses of the landfill. When final closure of the landfill is complete, funds will be directed towards post-closure related maintenance expenses.
Projected revenue is approximately **$353,250**.

Illegal Dumping and Cleanup Fund provides funding to assist in cleanup of illegally dumped waste from member agencies. Projected revenue is **$42,000**.

The Rural Container Program the County is responsible for administering contracts for operation of 12 outlying container drop-off sites in the unincorporated, rural areas of Humboldt County. Because the operations are small and remote, actual costs to staff the facility and haul disposed materials does incur higher cost per ton. If the site operators charged the actual cost in their gate tip fee, few individuals would use the sites and illegal dumping in the surrounding area would likely increase.
Projected revenue is **$360,750**. This is passed directly to Humboldt County Public Works.

County/Cities AB939 Programs This assists in funding waste diversion activities, programs and staffing in HWMA’s member cities and the County. At the discretion of the member agency, funds may be used to cover the costs of recycling and other waste diversion programs with the intent that the agencies can comply with AB939’s waste reduction mandate.
Projected revenue is **$154,001**. This is distributed to all member agencies according to an allocation formula previous established by the Board.

Table Bluff Landfill is a closed landfill owned by the County of Humboldt and located south of Eureka. The County is responsible for closure related maintenance and activities.
Projected revenue is **$55,500**. This is passed directly to Humboldt County Public Works.

The Local Enforcement Agency (LEA) provides local enforcement activity on behalf of CalRecycle’s (formerly known as the California Integrated Waste management Board) regulation.
Projected revenue is **$234,750**. This is passed directly to County Environmental Health.
## Proposed Payment Schedule FY 2020-2021

<table>
<thead>
<tr>
<th>Entity</th>
<th>Total Due</th>
<th>Retained by HWMA</th>
<th>Quarterly Payment</th>
<th>Ratio</th>
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</thead>
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<td>Arcata</td>
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</tr>
<tr>
<td>Blue Lake</td>
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<td>1,759.61</td>
<td>2.04%</td>
<td></td>
</tr>
<tr>
<td>Eureka</td>
<td>35,714.17</td>
<td>10,000.00</td>
<td>8,928.54</td>
<td>10.35%</td>
</tr>
<tr>
<td>Ferndale</td>
<td>7,119.87</td>
<td>1,779.97</td>
<td>2.06%</td>
<td></td>
</tr>
<tr>
<td>Rio Dell</td>
<td>8,900.87</td>
<td>5,000.00</td>
<td>2.58%</td>
<td></td>
</tr>
<tr>
<td>Unincorporated Areas</td>
<td>72,581.09</td>
<td>72,581.09</td>
<td>18,145.27</td>
<td>21.04%</td>
</tr>
<tr>
<td>HWMA</td>
<td>0.00</td>
<td>0.00</td>
<td>55.37%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>154,001.26</td>
<td>87,581.09</td>
<td>38,500.31</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

## History of Payments to Members

<table>
<thead>
<tr>
<th>Entity</th>
<th>FY 13-14</th>
<th>FY 14-15</th>
<th>FY 15-16</th>
<th>FY 16-17</th>
<th>FY 17-18</th>
<th>FY 18-19</th>
<th>FY 19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcata</td>
<td>21,077.94</td>
<td>21,077.94</td>
<td>20,418.23</td>
<td>22,646.81</td>
<td>22,646.81</td>
<td>22,646.81</td>
<td>22,646.81</td>
</tr>
<tr>
<td>Blue Lake</td>
<td>6,550.85</td>
<td>6,550.85</td>
<td>6,382.78</td>
<td>7,038.45</td>
<td>7,038.45</td>
<td>7,038.45</td>
<td>7,038.45</td>
</tr>
<tr>
<td>Eureka</td>
<td>33,240.06</td>
<td>33,240.06</td>
<td>24,181.28</td>
<td>35,714.17</td>
<td>35,714.17</td>
<td>35,714.17</td>
<td>35,714.17</td>
</tr>
<tr>
<td>Ferndale</td>
<td>6,626.64</td>
<td>6,626.64</td>
<td>6,416.21</td>
<td>7,119.87</td>
<td>7,119.87</td>
<td>7,119.87</td>
<td>7,119.87</td>
</tr>
<tr>
<td>Rio Dell</td>
<td>8,284.26</td>
<td>8,284.26</td>
<td>8,020.25</td>
<td>8,900.87</td>
<td>8,900.87</td>
<td>8,900.87</td>
<td>8,900.87</td>
</tr>
<tr>
<td>Trinidad</td>
<td>5,640.41</td>
<td>5,640.41</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unincorporated Areas (retained by HWMA)</td>
<td>72,581.09</td>
<td>72,581.09</td>
<td>69,613.16</td>
<td>72,581.09</td>
<td>72,581.09</td>
<td>72,581.09</td>
<td>72,581.09</td>
</tr>
<tr>
<td>Retained by HWMA</td>
<td>191,098.74</td>
<td>191,098.74</td>
<td>191,284.86</td>
<td>162,398.74</td>
<td>27,438.74</td>
<td>27,438.74</td>
<td>87,581.09</td>
</tr>
<tr>
<td></td>
<td>345,100.00</td>
<td>345,100.00</td>
<td>326,316.77</td>
<td>316,400.00</td>
<td>181,440.00</td>
<td>181,440.00</td>
<td>154,001.26</td>
</tr>
</tbody>
</table>
## County-Wide Program Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1.40</td>
</tr>
<tr>
<td>Household Hazardous Waste Program</td>
<td>$5.87</td>
</tr>
<tr>
<td>Cummings Road Maintenance</td>
<td>$4.71</td>
</tr>
<tr>
<td>Illegal Disposal and Clean-Up Funds</td>
<td>$0.56</td>
</tr>
<tr>
<td>Rural Container Program</td>
<td>$4.81</td>
</tr>
<tr>
<td>County/Cities AB939 Program</td>
<td>$2.05</td>
</tr>
<tr>
<td>Table Bluff Landfill Maintenance</td>
<td>$0.74</td>
</tr>
<tr>
<td>Countywide Enforcement (LEA)</td>
<td>$3.13</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23.27</strong></td>
</tr>
</tbody>
</table>

## HWMA Base Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$6.07</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>$2.32</td>
</tr>
<tr>
<td>Universal Waste Programs</td>
<td>$1.84</td>
</tr>
<tr>
<td>Recycling Programs</td>
<td>$9.62</td>
</tr>
<tr>
<td>Cummings Road Landfill Operations</td>
<td>$3.95</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23.80</strong></td>
</tr>
</tbody>
</table>

## SELF HAUL FEES, HAWTHORNE STREET TRANSFER STATION

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>County-wide Program Fee (Table 1)</td>
<td>$23.27</td>
</tr>
<tr>
<td>Base Fee (Table 2)</td>
<td>$23.80</td>
</tr>
<tr>
<td>Facility Fee (Hawthorne Street Transfer Station)</td>
<td>$108.74</td>
</tr>
<tr>
<td><strong>Total Self Haul Rate</strong></td>
<td><strong>$155.81</strong></td>
</tr>
<tr>
<td>Minimum Fee, Self Haul and Commercial Customers, up to 100 lbs.</td>
<td>$8.00</td>
</tr>
<tr>
<td>Asbestos Rate</td>
<td>$155.81</td>
</tr>
</tbody>
</table>

## FRANCHISE FEES, HAWTHORNE STREET TRANSFER STATION

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>County-wide Program Fee (Table 1)</td>
<td>$23.27</td>
</tr>
<tr>
<td>Base Fee (Table 2)</td>
<td>$23.80</td>
</tr>
<tr>
<td>Facility Fee (Hawthorne Street Transfer Station)</td>
<td>$81.94</td>
</tr>
<tr>
<td><strong>Total Franchise Rate</strong></td>
<td><strong>$129.01</strong></td>
</tr>
<tr>
<td>Grit (Wastewater Solids) Rate</td>
<td>$129.01</td>
</tr>
</tbody>
</table>

See Table 6 for Additional Fees

See Table 7 for Hazardous Waste Fees

## SATELLITE FEES, FORTUNA AND MCKINLEYVILLE TRANSFER STATIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>County-wide Program Fee (Table 1)</td>
<td>$23.27</td>
</tr>
<tr>
<td>Base Fee (Table 2)</td>
<td>$25.63</td>
</tr>
<tr>
<td>Facility Fee (Transportation and Disposal of solid waste only)</td>
<td>$49.67</td>
</tr>
<tr>
<td><strong>Total Satellite Fees</strong></td>
<td><strong>$98.57</strong></td>
</tr>
</tbody>
</table>

## Non-Franchise Collectors

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>County-wide Program Fee (Table 1)</td>
<td>$23.27</td>
</tr>
<tr>
<td><strong>Total Non-Franchise Collector Fees</strong></td>
<td><strong>$23.27</strong></td>
</tr>
</tbody>
</table>

## Volume-Based Pricing

### SOLID WASTE RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Fee for Solid Waste by Volume</td>
<td>$8.00</td>
</tr>
<tr>
<td>Per Cubic Yard</td>
<td>$15.50</td>
</tr>
<tr>
<td>Small Pickup (level with top of truck bed)</td>
<td>$23.25</td>
</tr>
<tr>
<td>Mid-Size Pickup (level with top of truck bed)</td>
<td>$35.50</td>
</tr>
<tr>
<td>Full-Size Pickup (level with top of truck bed)</td>
<td>$47.75</td>
</tr>
<tr>
<td>Construction and Demolition Debris, per Cubic Yard</td>
<td>$97.25</td>
</tr>
</tbody>
</table>

### GREEN WASTE RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Fee for Green Waste by Volume</td>
<td>$7.00</td>
</tr>
<tr>
<td>Per Cubic Yard</td>
<td>$9.00</td>
</tr>
<tr>
<td>Small Pickup (level with top of truck bed)</td>
<td>$13.50</td>
</tr>
<tr>
<td>Mid-Size Pickup (level with top of truck bed)</td>
<td>$20.25</td>
</tr>
<tr>
<td>Full-Size Pickup (level with top of truck bed)</td>
<td>$31.00</td>
</tr>
</tbody>
</table>

## RECYCLABLE MATERIALS RATES (Mixed Stream)

Facility fees have been reworked to include only those per ton fees charged at each HWMA facility, and/or for each type of customer (Franchise or Self Haul).

Volume based pricing has been reworked to include all materials accepted by weight at the HWMA Transfer Station, or its Satellite Facilities, rather than spreading this information through this and other tables.
Non-standard waste materials fees (per item, unless otherwise stated)

<table>
<thead>
<tr>
<th>Non-Standard Waste Materials Fees (per Item, unless otherwise stated)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Waste Fees</td>
<td></td>
</tr>
<tr>
<td>Appliances, Ammonia, Sulfur Dioxide, or Butane</td>
<td>$65.00</td>
</tr>
<tr>
<td>Appliances, with Freon, containing five (5) or more pounds Freon</td>
<td>$65.00</td>
</tr>
<tr>
<td>Appliances, with Freon, containing less than five (5) pounds Freon</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cathode Ray Tube Televisions and Monitors</td>
<td>$2.00</td>
</tr>
<tr>
<td>Flat Screen Devices (including televisions, tablets, laptops, monitors)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Electronic Waste, Residential</td>
<td>No Charge</td>
</tr>
<tr>
<td>Electronic Waste, Commercial</td>
<td>$0.05</td>
</tr>
</tbody>
</table>

|| Minimum Fee for Recyclable Materials by Volume | $2.00 |
|-------------------------------------------------|--|
| Per Cubic Yard                                  | $7.00 |

Table 6: Non-Standard Waste Materials Fees (per Item, unless otherwise stated)

<table>
<thead>
<tr>
<th>Asbestos Handling Fee - Commercial or Residential</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Bag Fee</td>
<td>$2.00</td>
</tr>
<tr>
<td>Asbestos Box Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Tire, Semi Truck or Smaller, On or Off Rim</td>
<td>$9.00</td>
</tr>
<tr>
<td>Tire, Over-Sized (Grader, Solid Rubber, Foam-Filled, etc.)</td>
<td>$180.00</td>
</tr>
<tr>
<td>Special Handling Fee, per Hour (billable in quarter-hour increments)</td>
<td>$135.00</td>
</tr>
<tr>
<td>Carpet, per Ton</td>
<td>$10.00</td>
</tr>
<tr>
<td>Minimum Fee, Carpet</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

Table 7: Hazardous Waste Fees

<table>
<thead>
<tr>
<th>Residential Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous waste up to 15 gallons, per trip, per day, volume calculated by volume of the container, regardless of how much material is in the container.</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commercial Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerosol</td>
<td>$2.00/each</td>
</tr>
<tr>
<td>Ballasts, PCB containing</td>
<td>$0.05/lb</td>
</tr>
<tr>
<td>Batteries, Mixed</td>
<td>$1.00/lb</td>
</tr>
<tr>
<td>Batteries, Auto</td>
<td>No Charge</td>
</tr>
<tr>
<td>Compressed gas cylinders, non propane</td>
<td>$10.00/each</td>
</tr>
<tr>
<td>Corrosives</td>
<td>$8.00/gal</td>
</tr>
<tr>
<td>Fire extinguishers</td>
<td>No Charge</td>
</tr>
<tr>
<td>Flammable liquid</td>
<td>$5.00/gal</td>
</tr>
<tr>
<td>Flammable solid</td>
<td>$1.00/lb</td>
</tr>
<tr>
<td>Fuel gas/propane, up to one (1) qt</td>
<td></td>
</tr>
<tr>
<td>Mercury</td>
<td>$6.00/lb</td>
</tr>
<tr>
<td>Motor oil</td>
<td>No Charge</td>
</tr>
<tr>
<td>Oil filter</td>
<td>No Charge</td>
</tr>
<tr>
<td>Oily Debris</td>
<td>$1.00/lb</td>
</tr>
<tr>
<td>Oxidizing liquid</td>
<td>$10.00/gal</td>
</tr>
<tr>
<td>Oxidizing solid</td>
<td>$2.50/lb</td>
</tr>
<tr>
<td>Paint</td>
<td>$5.00/gal</td>
</tr>
<tr>
<td>Propane Tanks, less than one (1) gallon</td>
<td>$1.00/lb</td>
</tr>
<tr>
<td>Toxic liquid</td>
<td>$8.00/gal</td>
</tr>
<tr>
<td>Toxic solid</td>
<td>$2.50/lb</td>
</tr>
<tr>
<td>Lead based paint chips</td>
<td>$1.00/lb</td>
</tr>
</tbody>
</table>

Rates for wastes not listed will be based on the cost of handling and processing as determined by the Executive Director.

Table 8: Green Waste Fees

<table>
<thead>
<tr>
<th>Green Waste Fees</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Delivery to Mad River Hardwoods (Franchise Contract Only)</td>
<td>$59.00</td>
</tr>
<tr>
<td>Hawthorne Street Transfer Station Rate, All Customers</td>
<td>$90.00</td>
</tr>
<tr>
<td>Minimum Fee, Self-Haul and Commercial Customers, up to 140 lbs.</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

Table 9: Eureka Recycling Center (per item, unless otherwise noted)

<table>
<thead>
<tr>
<th>Eureka Recycling Center (per item, unless otherwise noted)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appliances, with Freon, containing five (5) or more pounds Freon</td>
<td>$65.00</td>
</tr>
<tr>
<td>Appliances, Ammonia, Sulfur Dioxide, or Butane</td>
<td>$65.00</td>
</tr>
<tr>
<td>Appliances, with Freon, containing less than five (5) pounds Freon</td>
<td>$20.00</td>
</tr>
<tr>
<td>Cathode Ray Tube Televisions and Monitors</td>
<td>$2.00</td>
</tr>
<tr>
<td>Flat Screen Devices (including televisions, tablets, laptops, monitors)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Electronic Waste, Residential</td>
<td>No Charge</td>
</tr>
<tr>
<td>Electronic Waste, Commercial</td>
<td>$0.05</td>
</tr>
</tbody>
</table>

Table 10: Recyclable Materials Processing Fees

<table>
<thead>
<tr>
<th>Recyclable Materials Processing Fees</th>
<th>PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Delivery Fee to Samoa Processing Facility (Franchise Only)</td>
<td>$69.56</td>
</tr>
</tbody>
</table>

Non-standard fees have been reworked and reduced considerably. This eliminates confusion on charges both for customers and staff and streamlines numerous transactions and communications with the public. The remaining charges in this table are for those items which require additional costs, rather than addressing outdated problems in material handling that have since been improved through operating procedures.

Hazardous waste fees have been completely reworked, and now include the full table of charges for the Board’s review. These fees may be reviewed on a case-by-case basis by the Executive Director, but general fees are now presented with all other general fees.

Green waste fees have been brought in line with actual costs related to disposal.

Recycling fees have been updated to reflect current needs, much like per item charges in Table 6, above.

April 9, 2020
Printed on Recycled Paper
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Haul and Commercial Rate</td>
<td>$69.56</td>
</tr>
<tr>
<td>Minimum Fee, Self-Haul and Commercial Customer, up to 60 lbs.</td>
<td>$2.00</td>
</tr>
</tbody>
</table>
DISCUSSION:
In response to measures recommended by the Center for Disease Control, the State of California and Humboldt County’s Public Health Officer during the federal, state and local emergency declarations to “Shelter In Place”, HWMA’s Executive Director directed several actions for the protection of staff, public and HWMA contractors over the past month.

These actions included 1) initially advancing HWMA employees 48 hours of sick leave; 2) determined essential functions of the Authority operations; 3) closed the Eureka Recycling Center to CRV Buy Back activities; 4) closed the Household Hazardous Waste facility to residential waste and later expanded closure to include small businesses; 5) developed an interim telework policy; 5) increased cleaning and disinfection of work areas and personal hygiene; and 6) separated staff into work groups and modified work schedules that ensures minimal staff overlap, essential service coverage and with no anticipated use of overtime.

Subsequent to the above actions, the U.S. Congress passed, and the President signed the “Families First Covid-19 Response Act” (FFCRA) which mandates certain employee provisions that employers must implement. We are currently evaluating the regulations issued by U. S. Department of Labor and will make additional changes as necessary to properly implement these requirements.

- **Sick Leave Advance** - During the initial COVID-19 State of Emergency, HWMA’s Executive Director temporarily authorized an initial 48 hours of “advanced” Sick Leave to be available to each employee. Employees may request an advance of this leave with the understanding that 1) they had depleted all other available leave; and 2) any advance must be earned back by the employee upon return to work. The dollar value of any advance remaining upon the books upon separation of the employee shall be repaid to HWMA. As noted, additional adjustments to the HWMA leave policy will be made to comply with the FFCRA.
**Essential Functions** - The critical infrastructure services provided by HWMA, as designated under the U.S. Department of Homeland Security’s (DHHS) Cybersecurity & Infrastructure Security Agency’s (CISA) March 19, 2020 memo “Identification of Essential Critical Infrastructure Worker’s During Covid-19 Response” and the State of California and local emergency declarations includes facilities and workers who support “the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste” and related services. Implemented actions are consistent with DHHS, federal, state and local emergency declarations.

- HWMA’s Transfer Station staff have been reorganized and assigned to support mission critical operations including solid wastes and ancillary activities such as green-waste, appliances, e-waste, tires, carpet, mixed-stream recycling, scrap metal and similar activities.

- HWMA’s Cummings Road Landfill organization has been reorganized with designated transfer station being assigned to the landfill for staff training, redundancy and uninterrupted monitoring and maintenance of the environmental monitoring systems and related regulatory compliance activities in the event illness outbreak.

- HWMA closed the Eureka Recycling Center and the facility on March 16th to the public. Because this virus can spread from person-to-person contact, HWMA suspended CRV Buy Back activities in an effort to decrease person-to-person interactions while directly handling used aluminum, plastic or glass CRV materials at the Eureka Recycling Center.

- HWMA’s Household Hazardous Waste was closed to the public on March 21st to residential customers. This ensured adequate staffing could be maintained to continue accept solid waste. This closure was expanded to small businesses on March 25th to utilize staff in more essential areas.

- HWMA’s Main Business Office was closed to the public. Customers are encouraged to contact the office via email or phone to discuss account payment options.

**Signature Authority Executive Director** - During this emergency, there may be a need to execute contracts in order to procure items and services to maintain operations during the emergency. The attached resolution will enable the Executive Director to negotiate and execute agreements related to a declared emergency with the requirement that such agreements would be ratified by the HWMA Board of Directors at the next available Board meeting.

**Staff Work/Modified Schedules** - were implemented March 21st for Transfer Station and Cummings Road Landfill to meet measures to 1) expand staff coverage for critical services (e.g. landfill monitoring and transferring solid waste); 2) employees assigned to work in designated groups containing a mix of experience to ensure if one group is out on quarantine there is sufficient knowledge and experience to continue overall operations; and
3) Each group works reduced hours at the facility to reduce public and co-worker interaction, and remain on-call for balance of assigned work hours. and 4) establishment of an “alternate” team – This structure ensures exposure risk at work remains low, and in the event that one crew is compromised and has to quarantine, another crew is available to provide coverage for up to two weeks. Management has been assigned so the Executive Director and Division Director rotates being on site two days a week and working remotely three days. This enables management presence seven days a week.

This was developed based on HWMA’s solid waste and landfill operations being identified as critical infrastructure, and it is imperative that these essential services remain uninterrupted.

- **On-Call Pay** – When employees are not physically working, they have been placed ‘On-Call’ for the balance of their assigned work week. Employees are expected to remain at home, practice social distancing, participate in on-line trainings or other Authority assignments, and be available and ready to report to work within a one-hour response time.

These measures were structured and implemented to meet orders issued by federal, state and local officials as well as guidelines issued by Occupational Health & Safety Administration and the Centers for Disease Control. These measures have resulted in minimal staffing at any given time at the Transfer Station but ensures that if an employee is quarantined due to Covid-19, that the exposure pool is minimal.

It is anticipated that these measures will remain in place a minimum of 8-12 weeks and will be modified as necessary to ensure continuity of operations.

**ATTACHMENTS:**
Attachment 1: Resolution 2020-07 “Resolution of the Humboldt Waste Management Authority Related To Ratifying Operational Actions, Employment Practices And Procedures And Policies, And Emergency Signing Authority In Response To Covid-19”
RESOLUTION 2020-07

RESOLUTION OF THE HUMBOLDT WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS
RELATING TO RATIFYING OPERATIONAL ACTIONS, EMPLOYMENT PRACTICES AND PROCEDURES AND POLICIES, AND EMERGENCY SIGNING AUTHORITY IN RESPONSE TO COVID-19

WHEREAS, Humboldt Waste Management Authority (HWMA), a joint powers authority of the State of California, has jurisdiction over management of solid waste in portions of Humboldt County, California; and

WHEREAS, on March 4, 2020, Governor Gavin Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, on March 11, 2020, the Humboldt County Health Officer declared a local emergency as a result of the threat of COVID-19; and

WHEREAS, the HWMA Executive Director implemented plans to respond to anticipated impacts related to the emergency declarations and appropriate provisions to protect the health of HWMA employees, ensure operational coverage at the Hawthorne Street Transfer Station and maintain environmental systems at Cummings Road Landfill; and

WHEREAS, on March 16, 2020, President Trump proclaimed a National Emergency concerning the COVID-19 pandemic; and

WHEREAS, on March 16, 2020, HWMA temporarily closed the Eureka Recycling Center as a precautionary measure and implemented social distancing to prevent the proliferation and spread of Covid-19 by suspending CRV Buy Back activities in an effort to decrease person-to-person interactions while directly handling used aluminum, plastic or glass CRV materials; and

WHEREAS, on March 19, 2020, the County Health Officer and the Governor issued ‘Shelter-In-Place’ orders, and on March 30, 2020 the County Health Officer extended the local Order; and

WHEREAS, the U.S. Department of Homeland Security Cybersecurity & Infrastructure Security Agency (CISA) issued a memo on March 19, 2020 titled “Identification of Essential Critical Infrastructure Worker’s During Covid-19 Response” which identifies workers who support “the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste” and related services as essential critical infrastructure workers.

WHEREAS, HWMA is committed to providing essential services to the community under all circumstances and hazards and has and identified the essential functions, personnel and mission critical systems, among other aspects, in order to continue carrying out critical functions under the current COVID-19 emergency; and

WHEREAS, the U.S. Department of Labor encourages employers to be accommodating and flexible with impacted employees during the current COVID-19 emergency, including offering alternative work arrangements and additional paid time off; and
WHEREAS, the HWMA Board of Directors is committed to ensuring a safe, healthy workforce and community, especially during the current COVID-19 emergency; and

WHEREAS, the HWMA Board of Directors now wishes to ratify temporary employee procedures implemented in response to the COVID-19 emergency, and authorize the Executive Director to implement personnel policy changes as may be needed to continue to respond to the COVID-19 emergency.

NOW, THEREFORE, BE IT RESOLVED by the Humboldt Waste Management Authority Board of Directors as follows:

1. The following operational actions, and employment practices and procedures implemented by the Executive Director are hereby ratified:
   a. The temporary closure of the Eureka Recycling Center CRV Buy-Back facility and the Household Hazardous Waste facility until such time when the Executive Director determines the facilities can be operated safely.

2. The Executive Director is authorized to adopt personnel policies as necessary to maintain continuity of operations in a manner consistent with all federal, state, and local emergency orders, guidelines, and recommendations, and to implement the Families First Coronavirus Response Act.

3. The Executive Director is authorized and directed to develop and implement all other policies and procedures consistent with this Resolution.

4. The Executive Director is hereby authorized to execute agreements related to a declared emergency. The execution of all such agreements must be ratified by the HWMA Board of Directors at the next available Board meeting.

5. This resolution is to take effect immediately.

PASSED, APPROVED, and ADOPTED on this 9th day of April 2020 on the following vote:

AYES:
NOES:
ABSENT:

______________________________  ______________________________
Michael Sweeney, HWMA Chairman  Clerk of the Board, Jill K Duffy
Staff Report

DATE: April 3, 2020, 2020 For Meeting of: April 9, 2020

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 7) Executive Director’s Report for Month of April 2020

RECOMMENDED ACTION: Informational Only

A verbal report will be provided at the meeting.