Agenda
Thursday, June 11, 2020 at 5:30 PM
Eureka City Council Chambers –

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

COVID-19 NOTICE
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 at https://www.youtube.com/channel/UCi1xgG_Gq01UyK5m_m6y6WA (or by clicking here.) Members of the public may also join the Zoom meeting at https://zoom.us/j/96533603577 (or 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 May 14, 2020 HWMA Board of Directors Meeting  
c. Approve April 2019-20 Financial Report  
d. Approve Board of Director’s Calendar for FY 2020/21  
e. Approve Format Updates and Minor Edits to HWMA Job Descriptions  

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. Nominate and Elect Officers for FY 20/21  


6. Board Member Reports  

7. Executive Director’s Report  

8. Adjourn
Minutes  
Thursday, May 14, 2020  
Special Meeting  
Zoom Video Conference Meeting

Present: Michael Sweeney, Sofia Pereira, Frank Wilson, Elaine Hogan, Leslie Castellano  
Absent: Rex Bohn  
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 April 9, 2020 HWMA Board of Directors Meeting  
c. Adopt Resolution Number 2020-02 Adopting a Conflict of Interest Code for HWMA in Compliance with California Government Code Section 87300.  
d. Approve Revised Title Change and Class Descriptions for the Director of Finance & Administrative Services, Utility Worker, Operator Technician & Lead Operator II and Reclassify CRV Specialist/Scale Attendant to Scale Attendant  
e. Approve Amendment No. 1 to Agreement between HWMA and Cascadia Consulting Group, Inc.  

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 Wilson seconded the motion to approve the Consent Calendar.

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

**Ayes:** Sweeney, Pereira, Wilson, Hogan, Castellano  
**Noes:** None  
**Absent:** Bohn

3. **Oral and Written Communications**  
Chairman Sweeney opened the floor to public comment regarding items not on the agenda. No comment was received.

Chairman Sweeney closed the floor to public comment.

4. **Approve Final Fiscal Year 2020-21 Budget and Resolution 2021-01**  
The Board received a presentation on the final budget. Linda Wise, General Manager, Recology of Humboldt, discussed the Recology rate application for an increase in mixed stream recycling fees with the Board of Directors.  
Chairman Sweeney opened the floor to public comment regarding the final budget. No comment was received.

Chairman Sweeney closed the floor to public comment.
Motion: Director Hogan moved and Director Pereira seconded the motion to approve the Final Fiscal Year 2020-21 Budget and Resolution 2021-01, with amended language to Resolution 2020-21, Attachment A, Table 10 to indicate a placeholder rate not to exceed $85.65 per ton for member agency rate planning purposes, pending independent review of the rate application expected to be presented to the Board in June.

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

Ayes: Sweeney, Pereira, Wilson, Hogan, Castellano

Noes: None

Absent: Bohn

5. Board Member Reports
No Board Member Reports were given.

6. Executive Director’s Report
Executive Director Duffy discussed ongoing post-closure activities at the Cummings Road Landfill; phased reopening of the Hawthorne Street Transfer Station, and inherent challenges and goals to be met during reopening; and, a more in-depth discussion of the challenges of California Redemption Value recycling activities and costs resulting from general operating needs and COVID-19-related impacts to operating needs and recycling markets.

7. Adjourn
Chairman Sweeney adjourned the meeting at 6:33 p.m.

Next Meeting: May 11, 2020 at 5:30 p.m. via Zoom Conference Call.
Staff Report

DATE: May 14, 2020

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2b) Receive March 2020 Financial Reports

RECOMMENDED ACTION: Review and Approve March 2020 Financial Reports.

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

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

Attachment B, Statement of Operations for Period Ending 03/31/2020 is presented in summary format; detailed analysis of each division of the Authority is available by request for those interested in division performance. Highlights of Fiscal Year 2019-20 activity to date include:

a) Consistently strong activity through all divisions is resulting in increased revenue and expenses over initial budget estimates, as additional tonnage produces not only more revenue, but more disposal expenses.

The onset of the COVID-19 pandemic, including Shelter-in-Place ("SIP") orders established by the State of California and County of Humboldt, has begun to have minor impacts on activity at the Transfer Station. Additionally, the temporary closure of Hazardous Waste and Recycling will have significant impacts on both month-to-month activity at those facilities, and overall expenditures and revenues realized by the Authority.

The Authority’s cash position is comprised of two accounts; 1) the Authority’s checking account, which handles the day-to-day expenses; and 2) the savings account. The combined value of these accounts equals the total cash available for Authority reserves and operating cash. The current value of the Authority operating fund and combined reserve funds are as follows:
HWMA Operating Fund:  $1,973,670.01
HWMA Undesignated, Capital, Personnel, and Stabilization Funds:  $2,061,670.00

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

Revenues for March are performing approximately 9% over projections of budgeted estimates for Fiscal Year 2019-20. These estimates encapsulate all activity throughout the Authority, although finances will be influenced by future payouts for fees passed through to Member Agencies, revenue shares for salvaged materials sales, and the delayed receipt of grant revenues for grant-based projects.

With the SIP orders and concerns for maintaining employee health during the COVID-19 pandemic, the Hazardous Waste and Recycling facilities were closed to the public. The immediate impact is a significant shift in the total makeup of revenues through the Transfer Station. Although revenues have not shifted significantly, the makeup of those revenues has shifted heavily into Tip Fees, as activity across the scales has stayed steady, with a large influx of residential transactions.
Ongoing disposal activities have been bolstered by an immediate swing into spring cleaning, which the Authority does not usually experience until late April or early May; with numerous residents off work due to the SIP orders, the Authority has seen a large influx of residential customers bolstering revenue and activity through the disposal of additional residential waste.

Expenses for March are also above budget projections. Total Expenses are approximately 2% above budgeted estimates, but do not yet include some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through and recycling fees. Additionally, increases above budgeted estimates are mostly related to increased solid waste tonnage disposed, which is offset by a similar increase in revenue as referenced above.

With changes to operations for COVID-19, a number of expenses have been reduced or have been smoothed out over the past month. For instance, Payroll expenses, with employees placed on-call for a portion of their five-day week, have resulted in significantly less overtime expenses, resulting in a very stable increase in payroll expenses month-to-month. Additionally, although safety expenses have spiked to respond quickly to needs for new or additional personal protective equipment (“PPE”), various other ongoing expenses for activities at Hazardous Waste and Recycling have dropped off almost immediately. Therefore, while expenses have spiked this month, overall spending is decreasing, and staff anticipates seeing fewer expenses during this SIP order.

To provide long-term planning – relative to the Fiscal Year – the Board and staff in decision making, the following estimation of growth for total expenditures is provided below. The following graph tracks current, aggregate, monthly expense activity against an annual trend line, generated from the previous five years of financial information. The trend line provides a reasonable estimation of how expenses are expected influence the Authority’s financials throughout the year, and consider the effects of those one-time, lump sum payments for certain recurring annual costs.
Staff is monitoring spending in relation to incoming revenue, however immediate impacts seem minimal; solid waste tonnage remains generally unphased by the immediate impacts of local SIP orders, and expense controls on non-essential needs are allowing for strong cash flow for the Authority. Staff anticipates these actions to provide, at bare minimum, stable operations throughout the SIP orders.

Monthly disbursements are anticipated to not follow general disbursement patterns from previous months, as administrative staff must spread their activities over fewer days on site, and requisition procedures slow down with management staff having fewer opportunities to generate and review paperwork. Disbursements are included, as per usual, in Attachment D; staff is available for specific questions related to these disbursements. The most notable change will be the total money required for the scale change bank: without CRV activities, the cash on hand in the Scalehouse will provide change to Tip Floor operations for much longer than usual, and therefore less cash will be required for ongoing operations. Otherwise, disbursements are anticipated to not deviate too far from normal.

Attachment C provides a general overview of Authority activity: however, with the anticipated and current significant changes to activity resulting from COVID-19 pandemic SIP orders and general operating needs, the following information provides a general overview of the impacts on tonnage and traffic, as compared to an average of previous activity over the last three years (in which tonnage numbers were approximately identical to the original tonnage and activity estimated in the Fiscal Year 2019-2020 budget).

If the following charts show significant impacts from COVID-19 over the coming months, staff will discuss those impacts below.
For March 2020, traffic decreased significantly starting around the middle of the month, when SIP orders went into place. However, the tonnage profile, in the first graph, above, shows that there has been minimal change in total activity, from a tonnage perspective.

Further impacts from traffic, as compared to total tonnage, will be explored further month to month during this pandemic and the resultant SIP orders.

**Attachments:**
- A) Authority Balance Statement, March 2020
- B) Authority Statement of Operations, March 2020
- C) Activity Report, March 2020
- D) Cash Disbursements, March 2020
## ASSETS AND DEFERRED OUTFLOWS

### Current Assets:
- **Cash and Investments**: $4,596,684, $4,671,245
- **Accounts Receivable**:
  - Customer (Net of Doubtful Accounts): 921,230, 1,048,179
  - Grants: 9,377, 62,454
  - Deposits and Prepaid Expenses: 42,634, 134,971

### Noncurrent Assets:
- **Capital Assets**:
  - Property, Plant and Equipment, Net: 4,527,402, 4,531,624
  - Waste Authority Contract: 221,171, 221,171

### Total Assets and Deferred Outflows:
- **Pension Plan**: 353,026, 353,026

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## LIABILITIES, DEFERRED INFLOWS AND NET POSITION (DEFICIT)

### Current Liabilities
- **Accounts Payable and Accrued Liabilities**: 457,210, 747,215
- **Accrued Payroll**: 159,286, 149,327
- **Customer Deposits**: 12,636, 2,869

### Noncurrent Liabilities
- **Long-term Debt Due After One Year**: 2,078,626, 2,486,471
- **Net Pension Liability**: 586,002, 586,002
- **Estimated Closure and Post-Closure Care Costs**: 9,541,001, 9,541,001

### Total Liabilities and Deferred Inflows
- **Pension Plan**: 43,190, 43,190
- **Unavailable Revenue**: 67,798, 65,958

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## NET POSITION (DEFICIT)
- **Net Investment in Capital Assets**: 2,669,947, 2,266,324
- **Unrestricted (Deficit)**: (5,269,310), (5,772,678)

### Total Net Position:
- **325,138**, **906,991**

### Total Liabilities, Deferred Inflows and Net Position:
- **10,671,524**, **11,022,670**
### Humboldt Waste Management Authority
### Statement of Revenues, Expenses, and Changes in Net Position
### For the Nine Months Ending 3/31/2020

#### YTD

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>$ Var</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Waste Management Fees</td>
<td>5,755,575</td>
<td>5,722,876</td>
<td>32,699</td>
<td>.57%</td>
</tr>
<tr>
<td>Less: Pass-Through Fees</td>
<td>359,056</td>
<td>987,829</td>
<td>(628,773)</td>
<td>(63.65%)</td>
</tr>
<tr>
<td>Net Waste Management Fees</td>
<td>5,396,519</td>
<td>4,735,047</td>
<td>661,472</td>
<td>13.97%</td>
</tr>
<tr>
<td>Green Waste Fees</td>
<td>284,806</td>
<td>320,445</td>
<td>(35,639)</td>
<td>(11.12%)</td>
</tr>
<tr>
<td>Other Fees and Charges</td>
<td>1,563,675</td>
<td>1,345,700</td>
<td>217,975</td>
<td>16.2%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>1,300,047</td>
<td>1,372,539</td>
<td>(72,492)</td>
<td>(5.28%)</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>8,545,047</td>
<td>7,773,731</td>
<td>771,316</td>
<td>9.92%</td>
</tr>
</tbody>
</table>

|                      |          |          |         |        |
| **OPERATING EXPENSES:**  |          |          |         |        |
| Operations and Maintenance | 5,664,605 | 4,587,114 | 1,077,491 | 23.49% |
| Administrative and General | 1,314,319 | 2,220,901 | (906,582) | (40.82%) |
| Professional Services     | 91,300   | 55,688   | 35,612   | 63.95% |
| Depreciation and Amortization | 305,083  | 315,419  | (10,336) | (3.28%) |
| Closure-related Expenses   | 207      | (207)    | (414)    | (100%) |
| Other Expenses             | 663,593  | 654,548  | 9,045    | 1.38%  |
| **Total Operating Expenses**| 8,038,900 | 7,833,877 | 205,023 | 2.62%  |
| Operating Income (Loss)    | 506,147  | (60,146) | 566,293  | (941.53%) |

|                      |          |          |         |        |
| **NONOPERATING REVENUES (EXPENSES):** |          |          |         |        |
| Interest Income        | 90       | 90       | -       |        |
| Rental Income (Net of Expenses) | 92,122 | 93,465 | (1,343) | (1.44%) |
| Grant Revenue          | (23,530) | (294)    | (23,236) | 7903.4% |
| Grant Expense          | (32,310) | (609)    | (31,701) | 5205.42% |
| Interest Expense       | (23,033) | (28,760) | 5,727    | (19.91%) |
| **Total Nonoperating Revenues** | 13,339 | 63,802 | (50,463) | (79.09%) |
| Change in Net Position  | 519,486  | 3,656    | 515,830  | 14109.14% |
## Waste Tonnage

<table>
<thead>
<tr>
<th></th>
<th>Tonnage</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year to Date</td>
<td>Prior YTD</td>
</tr>
<tr>
<td>Franchise</td>
<td>30,369</td>
<td>33,185</td>
</tr>
<tr>
<td>Self Haul</td>
<td>16,429</td>
<td>15,693</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>46,798</strong></td>
<td><strong>48,878</strong></td>
</tr>
<tr>
<td>Humboldt Sanitation</td>
<td>8,601</td>
<td>4,942</td>
</tr>
<tr>
<td>ERD</td>
<td>4,034</td>
<td>3,880</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>59,432</strong></td>
<td><strong>57,700</strong></td>
</tr>
</tbody>
</table>

### Greenwaste

<table>
<thead>
<tr>
<th></th>
<th>Tonnage</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3,286</td>
<td>3,097</td>
</tr>
</tbody>
</table>

## Household Hazardous Waste

<table>
<thead>
<tr>
<th></th>
<th>Customers</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year to Date</td>
<td>Prior YTD</td>
</tr>
<tr>
<td>Commercial</td>
<td>326</td>
<td>443</td>
</tr>
<tr>
<td>Residential</td>
<td>5,379</td>
<td>2,748</td>
</tr>
<tr>
<td>Fortuna Residential</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Revenue from Countywide Fee</strong></td>
<td>$470,573.88</td>
<td>$388,786.90</td>
</tr>
</tbody>
</table>

**TOTAL.** | 5,705 | 3,191 | 178.8% | $505,500 | $419,253 | 120.6% |

## Traffic Count

<table>
<thead>
<tr>
<th></th>
<th>Average Daily Count</th>
<th>Exceptions</th>
<th>Average Daily Count</th>
<th>Exceptions</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD</td>
<td>Exceptions</td>
<td></td>
<td>YTD</td>
<td>Exceptions</td>
</tr>
<tr>
<td>July</td>
<td>413</td>
<td>None</td>
<td>353</td>
<td>None</td>
<td>117.0%</td>
</tr>
<tr>
<td>August</td>
<td>306</td>
<td>None</td>
<td>344</td>
<td>None</td>
<td>89.0%</td>
</tr>
<tr>
<td>September</td>
<td>385</td>
<td>None</td>
<td>342</td>
<td>None</td>
<td>112.6%</td>
</tr>
<tr>
<td>October</td>
<td>368</td>
<td>None</td>
<td>324</td>
<td>None</td>
<td>113.6%</td>
</tr>
<tr>
<td>November</td>
<td>326</td>
<td>None</td>
<td>324</td>
<td>None</td>
<td>100.6%</td>
</tr>
<tr>
<td>December</td>
<td>334</td>
<td>None</td>
<td>303</td>
<td>None</td>
<td>110.2%</td>
</tr>
<tr>
<td>January</td>
<td>344</td>
<td>None</td>
<td>326</td>
<td>None</td>
<td>105.5%</td>
</tr>
<tr>
<td>February</td>
<td>319</td>
<td>None</td>
<td>277</td>
<td>None</td>
<td>115.2%</td>
</tr>
<tr>
<td>March</td>
<td>275</td>
<td>None</td>
<td>320</td>
<td>None</td>
<td>85.9%</td>
</tr>
<tr>
<td>April</td>
<td>326</td>
<td>None</td>
<td>326</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>May</td>
<td>335</td>
<td>None</td>
<td>335</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>June</td>
<td>308</td>
<td>None</td>
<td>308</td>
<td>None</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

**Year-to-Date Average** | 341 | 324 | 105.4% |
## Disbursements

<table>
<thead>
<tr>
<th>Paid To</th>
<th>Amount</th>
<th>Paid To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accent Wire-Tie</td>
<td>$164.89</td>
<td>MAPLESERVICE</td>
<td>$570.00</td>
</tr>
<tr>
<td>Advanced Security Systems</td>
<td>$398.00</td>
<td>Mendes Supply Company</td>
<td>$333.28</td>
</tr>
<tr>
<td>Advantage Financial Services</td>
<td>$237.62</td>
<td>Mission Uniform &amp; Linen</td>
<td>$2,008.35</td>
</tr>
<tr>
<td>Airgas USA LLC West Division</td>
<td>$994.49</td>
<td>Munnell &amp; Sherrill, Inc</td>
<td>$1,913.45</td>
</tr>
<tr>
<td>APP IMPRINTS, LLC</td>
<td>$306.51</td>
<td>Nancy Diamond</td>
<td>$2,649.10</td>
</tr>
<tr>
<td>Asbury Environmental Services</td>
<td>$799.50</td>
<td>Network Management Services</td>
<td>$3,688.65</td>
</tr>
<tr>
<td>AT &amp; T</td>
<td>$180.76</td>
<td>New Directions Environmental M</td>
<td>$3,450.00</td>
</tr>
<tr>
<td>B &amp; B Portable Toilet Company</td>
<td>$6,510.24</td>
<td>North Coast Journal</td>
<td>$288.60</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$3,709.07</td>
<td>North Coast Laboratories, Ltd</td>
<td>$410.00</td>
</tr>
<tr>
<td>Bettendorf Enterprises, Inc.</td>
<td>$7,165.00</td>
<td>Northern California Gloves</td>
<td>$2,148.79</td>
</tr>
<tr>
<td>Bicoastal Media Group</td>
<td>$900.00</td>
<td>Northern California Safety Con</td>
<td>$120.00</td>
</tr>
<tr>
<td>Blue Shield of California</td>
<td>$40,360.53</td>
<td>Oak Harbor Freight Lines, Inc.</td>
<td>$2,201.84</td>
</tr>
<tr>
<td>Call2Recycle, inc</td>
<td>$14,408.75</td>
<td>Occupational, Environmental He</td>
<td>$425.00</td>
</tr>
<tr>
<td>Cardmember Service</td>
<td>$10,991.23</td>
<td>P G &amp; E</td>
<td>$7,369.57</td>
</tr>
<tr>
<td>Cascadia Consulting Group</td>
<td>$64,363.50</td>
<td>Pacific Paper Co.</td>
<td>$1,649.71</td>
</tr>
<tr>
<td>Citi Cards</td>
<td>$6,307.97</td>
<td>Pape Machinery</td>
<td>$198.76</td>
</tr>
<tr>
<td>City of Eureka</td>
<td>$4,446.95</td>
<td>Peterson CAT</td>
<td>$2,140.75</td>
</tr>
<tr>
<td>City of Eureka</td>
<td>$3,220.00</td>
<td>Picky Picky Picky Store</td>
<td>$1,221.48</td>
</tr>
<tr>
<td>CITY OF EUREKA</td>
<td>$150.00</td>
<td>Pierson Building Center</td>
<td>$155.98</td>
</tr>
<tr>
<td>CRV Cash</td>
<td>$48,211.00</td>
<td>Pro Pacific Auto Repair, Inc.</td>
<td>$217.02</td>
</tr>
<tr>
<td>Crystal Springs Bottled Water</td>
<td>$130.00</td>
<td>RazurSharp</td>
<td>$64.88</td>
</tr>
<tr>
<td>DOWNEY BRAND ATTORNEYS LLP</td>
<td>$6,178.36</td>
<td>Recology Humboldt County</td>
<td>$225.00</td>
</tr>
<tr>
<td>Dry Creek Landfill, Inc</td>
<td>$322,885.72</td>
<td>Rogers Machinery Company, Inc</td>
<td>$732.24</td>
</tr>
<tr>
<td>Eco Medical</td>
<td>$59.83</td>
<td>Schuyler Rubber Co., Inc</td>
<td>$3,259.85</td>
</tr>
<tr>
<td>Eureka Broadcasting Co., Inc</td>
<td>$3,500.00</td>
<td>Scrapper's Edge</td>
<td>$98.93</td>
</tr>
<tr>
<td>FedEx</td>
<td>$602.77</td>
<td>SCS Field Services</td>
<td>$250.00</td>
</tr>
<tr>
<td>Financial Pacific Leasing</td>
<td>$11,940.12</td>
<td>SETCO</td>
<td>$759.50</td>
</tr>
<tr>
<td>Freon Free Inc</td>
<td>$1,454.90</td>
<td>Sharp Auto Graphics</td>
<td>$110.00</td>
</tr>
<tr>
<td>Golder Associates</td>
<td>$12,858.83</td>
<td>Sharps Solutions LLC</td>
<td>$1,995.00</td>
</tr>
<tr>
<td>Hach Company</td>
<td>$93.38</td>
<td>SHN Consulting Engineers and G</td>
<td>$748.75</td>
</tr>
<tr>
<td>HOLT OF CALIFORNIA</td>
<td>$1,918.32</td>
<td>Suddenlink</td>
<td>$213.20</td>
</tr>
<tr>
<td>Humana Insurance Co</td>
<td>$6,235.12</td>
<td>Thumper's Mechanical Service I</td>
<td>$2,860.00</td>
</tr>
<tr>
<td>Humboldt Community Services Di</td>
<td>$29.48</td>
<td>Toyota Financial Services</td>
<td>$333.08</td>
</tr>
<tr>
<td>Humboldt County Sherriff</td>
<td>$25.00</td>
<td>United Rentals Inc.</td>
<td>$702.24</td>
</tr>
<tr>
<td>Humboldt Recycling</td>
<td>$3,681.23</td>
<td>UNUM Life Insurance Company of</td>
<td>$253.75</td>
</tr>
<tr>
<td>HUMBOLDT SANITATION CO.</td>
<td>$8,535.53</td>
<td>US Bank Office Equipment Finan</td>
<td>$454.62</td>
</tr>
<tr>
<td>I-5 Tire, Inc</td>
<td>$902.20</td>
<td>Valley Pacific Petroleum</td>
<td>$2,915.87</td>
</tr>
<tr>
<td>James L Able Forestry Consulta</td>
<td>$1,015.00</td>
<td>Verizon Wireless</td>
<td>$587.16</td>
</tr>
<tr>
<td>Koff &amp; Associates</td>
<td>$3,197.00</td>
<td>Personnel Expenses</td>
<td>$150,735.37</td>
</tr>
<tr>
<td>Lawrence &amp; Associates</td>
<td>$6,097.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mad River Hardwood Co., Inc</td>
<td>$32,704.04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mad River Union</td>
<td>$764.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td></td>
<td><strong>$839,094.11</strong></td>
<td></td>
</tr>
</tbody>
</table>
Staff Report

DATE: June 11, 2020

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2c) Receive April 2020 Financial Reports

RECOMMENDED ACTION: Review and Approve April 2020 Financial Reports.

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

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

Attachment B, Statement of Operations for Period Ending 04/30/2020 is presented in summary format; detailed analysis of each division of the Authority is available by request for those interested in division performance.

The onset of the COVID-19 pandemic, including Shelter-in-Place (“SIP”) orders established by the State of California and County of Humboldt, has begun to have minor impacts on activity at the Transfer Station. Additionally, the temporary closure of Hazardous Waste and Recycling will have significant impacts on both month-to-month activity at those facilities, and overall expenditures and revenues realized by the Authority.

The Authority’s cash position is comprised of two accounts; 1) the Authority’s checking account, which handles the day-to-day expenses; and 2) the savings account. The combined value of these accounts equals the total cash available for Authority reserves and operating cash. The current value of the Authority operating fund and combined reserve funds are as follows:

- HWMA Operating Fund: $1,779,542.92
- HWMA Undesignated, Capital, Personnel, and Stabilization Funds: $2,061,670.00
Authority Financials:
Attachments A and B contain detailed balance sheet and income statement (Statement of Operations) information for the April financial report, for Board review and discussion. An analysis of that information as it relates to revenues and expenses, and current month disbursements to vendors and employees, is provided herein.

Revenues for April are performing approximately 9% over projections of budgeted estimates for Fiscal Year 2019-20. These estimates encapsulate all activity throughout the Authority, although finances will be influenced by future payouts for fees passed through to Member Agencies, revenue shares for salvaged materials sales, and the delayed receipt of grant revenues for grant-based projects.

With the SIP orders and concerns for maintaining employee health during the COVID-19 pandemic, the Hazardous Waste and Recycling facilities were closed to the public. The immediate impact is a significant shift in the total makeup of revenues through the Transfer Station. Although revenues have not shifted significantly, the makeup of those revenues has shifted heavily into Tip Fees, as activity across the scales has stayed steady, with a large influx of residential transactions.

Ongoing disposal activities have been bolstered by an immediate swing into spring cleaning, which the Authority does not usually experience until late April or early May; with numerous residents off work due to the SIP orders, the Authority has seen a large influx of residential...
customers bolstering revenue and activity through the disposal of additional residential waste. To date, the Authority has seen minimal impact to its flow of revenue through the Transfer Station. This is partly bolstered by the operational decision to accept electronic waste, televisions, and appliances through the Transfer Station scales, allowing residents to continue recycling large items with no change in fees.

Expenses for April are also above budget projections. Total Expenses are approximately 1% above budgeted estimates, but do not yet include some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through and recycling fees. Additionally, increases above budgeted estimates are mostly related to increased solid waste tonnage disposed, which is offset by a similar increase in revenue as referenced above.

With changes to operations for COVID-19, a number of expenses have been reduced or have been smoothed out over the past month. For instance, Payroll expenses, with employees placed on-call for a portion of their five-day week, have resulted in significantly less overtime expenses, resulting in a very stable increase in payroll expenses month-to-month. Additionally, although safety expenses have spiked to respond quickly to needs for new or additional personal protective equipment (“PPE”), various other ongoing expenses for activities at Hazardous Waste and Recycling have dropped off almost immediately. Therefore, while expenses have spiked this month, overall spending is decreasing, and staff anticipates seeing fewer expenses during this SIP order.

To provide long-term planning – relative to the Fiscal Year – the Board and staff in decision making, the following estimation of growth for total expenditures is provided below. The following graph tracks current, aggregate, monthly expense activity against an annual trend line, generated from the previous five years of financial information. The trend line provides a reasonable estimation of how expenses are expected influence the Authority’s financials throughout the year, and consider the effects of those one-time, lump sum payments for certain recurring annual costs.
Staff is monitoring spending in relation to incoming revenue, however immediate impacts seem minimal; solid waste tonnage remains generally unphased by the immediate impacts of local SIP orders, and expense controls on non-essential needs are allowing for strong cash flow for the Authority. Staff anticipates these actions to provide, at bare minimum, stable operations throughout the SIP orders. Expenditures related to ongoing operations and other activities at the Transfer Station remain depressed, but steady, as staff reduces spending on non-essential items while continuing to ensure services and disposal of waste materials continued uninterrupted by the impacts of COVID-19.

Monthly disbursements are anticipated to not follow general disbursement patterns from previous months, as administrative staff must spread their activities over fewer days on site, and requisition procedures slow down with management staff having fewer opportunities to generate and review paperwork. Disbursements are included, as per usual, in Attachment D; staff is available for specific questions related to these disbursements. The most notable change will be the total money required for the scale change bank: without CRV activities, the cash on hand in the Scalehouse will provide change to Tip Floor operations for much longer than usual, and therefore less cash will be required for ongoing operations. Otherwise, disbursements are anticipated to not deviate too far from normal.

Attachment C provides a general overview of Authority activity: however, with the anticipated and current significant changes to activity resulting from COVID-19 pandemic SIP orders and general operating needs, the following information provides a general overview of the impacts on tonnage and traffic, as compared to an average of previous activity over the last three years (in which tonnage numbers were approximately identical to the original tonnage and activity estimated in the Fiscal Year 2019-2020 budget).

If the following charts show significant impacts from COVID-19 over the coming months, staff will discuss those impacts below.
For April 2020, traffic in general tended upwards; however, the total tonnage profile for April did not change significantly. This suggests, comparing tonnage profiles from April 2019 to April 2020, that more traffic was residential in nature, resulting in more trips with smaller tonnage per trip, while commercial and franchise drop off decreased, due to closures of businesses resulting from the County SIP order. Without significant shifts in tonnage or traffic, there has been minimal change in total revenue and expenditures; staff anticipates that, if the SIP orders continue for more than another month, the Authority may experience a drop in both traffic and tonnage as residents run out of material to clean from their homes, and businesses remain closed.

Further impacts from traffic, as compared to total tonnage, will be explored further month to month during this pandemic and the resultant SIP orders. Additionally, at such time as the SIP orders are ended and commercial activity potentially increases, staff will monitor and report on the lasting impacts of the SIP orders as relates to the Fiscal Year 2020-21 budget.

Attachments:

A) Authority Balance Statement, April 2020
B) Authority Statement of Operations, April 2020
C) Activity Report, April 2020
D) Cash Disbursements, April 2020
### ASSETS AND DEFERRED OUTFLOWS

#### Current Assets:

<table>
<thead>
<tr>
<th>Description</th>
<th>4/30/2020</th>
<th>6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Investments</td>
<td>$4,404,707</td>
<td>$4,671,245</td>
</tr>
<tr>
<td>Accounts Receivable:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer (Net of Doubtful Accounts)</td>
<td>919,753</td>
<td>1,048,179</td>
</tr>
<tr>
<td>Grants</td>
<td>9,377</td>
<td>62,454</td>
</tr>
<tr>
<td>Deposits and Prepaid Expenses</td>
<td>34,922</td>
<td>134,971</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>5,368,759</strong></td>
<td><strong>5,916,849</strong></td>
</tr>
</tbody>
</table>

#### Noncurrent Assets:

<table>
<thead>
<tr>
<th>Description</th>
<th>4/30/2020</th>
<th>6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant and Equipment, Net</td>
<td>4,509,804</td>
<td>4,531,624</td>
</tr>
<tr>
<td>Waste Authority Contract</td>
<td>221,171</td>
<td>221,171</td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td><strong>4,730,975</strong></td>
<td><strong>4,752,795</strong></td>
</tr>
</tbody>
</table>

**Total Assets**                                      | **10,099,734** | **10,669,644** |

**Deferred Outflows: Pension Plan**                   | 353,026     | 353,026     |

**Total Assets and Deferred Outflows**                | **10,452,760** | **11,022,670** |

### LIABILITIES, DEFERRED INFLOWS AND NET POSITION(DEFICIT)

#### Current Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>4/30/2020</th>
<th>6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>446,309</td>
<td>747,215</td>
</tr>
<tr>
<td>Accrued Payroll</td>
<td>161,015</td>
<td>149,327</td>
</tr>
<tr>
<td>Customer Deposits</td>
<td>13,548</td>
<td>2,869</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>620,872</strong></td>
<td><strong>899,411</strong></td>
</tr>
</tbody>
</table>

#### Noncurrent Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>4/30/2020</th>
<th>6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-term Debt Due After One Year</td>
<td>1,670,781</td>
<td>2,486,471</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>586,002</td>
<td>586,002</td>
</tr>
<tr>
<td>Estimated Closure and Post-Closure Care Costs</td>
<td>9,541,001</td>
<td>9,541,001</td>
</tr>
<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td><strong>11,797,784</strong></td>
<td><strong>12,613,474</strong></td>
</tr>
</tbody>
</table>

**Total Liabilities**                                  | **12,418,656** | **13,512,885** |

**Deferred Inflows: Pension Plan**                     | 43,190     | 43,190     |
**Deferred Inflows: Unavailable Revenue**              | 114,703    | 65,958     |

**Total Liabilities and Deferred Inflows**            | **12,576,549** | **13,622,033** |

### NET POSITION (DEFICIT)

<table>
<thead>
<tr>
<th>Description</th>
<th>4/30/2020</th>
<th>6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td>3,060,194</td>
<td>2,266,324</td>
</tr>
<tr>
<td>Unrestricted (Deficit)</td>
<td>(5,659,556)</td>
<td>(5,772,678)</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td><strong>475,573</strong></td>
<td><strong>906,991</strong></td>
</tr>
</tbody>
</table>

**Total Liabilities, Deferred Inflows and Net Position** | **10,452,760** | **11,022,670** |
<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>$ Var</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Waste Management Fees</td>
<td>6,406,331</td>
<td>6,359,723</td>
<td>46,608</td>
<td>.73%</td>
</tr>
<tr>
<td>Less: Pass-Through Fees</td>
<td>359,056</td>
<td>1,097,587</td>
<td>(738,531)</td>
<td>(67.29%)</td>
</tr>
<tr>
<td>Net Waste Management Fees</td>
<td>6,047,275</td>
<td>5,262,136</td>
<td>785,139</td>
<td>14.92%</td>
</tr>
<tr>
<td>Green Waste Fees</td>
<td>326,578</td>
<td>356,050</td>
<td>(29,472)</td>
<td>(8.28%)</td>
</tr>
<tr>
<td>Other Fees and Charges</td>
<td>1,726,540</td>
<td>1,494,838</td>
<td>231,702</td>
<td>15.5%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>1,374,775</td>
<td>1,525,289</td>
<td>(150,514)</td>
<td>(9.87%)</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>9,475,168</td>
<td>8,638,313</td>
<td>836,855</td>
<td>9.69%</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>6,193,276</td>
<td>5,096,737</td>
<td>1,096,539</td>
<td>21.51%</td>
</tr>
<tr>
<td>Administrative and General</td>
<td>1,452,553</td>
<td>2,467,424</td>
<td>(1,014,871)</td>
<td>(41.13%)</td>
</tr>
<tr>
<td>Professional Services</td>
<td>94,975</td>
<td>61,875</td>
<td>33,100</td>
<td>53.49%</td>
</tr>
<tr>
<td>Depreciation and Amortization</td>
<td>338,981</td>
<td>350,465</td>
<td>(11,484)</td>
<td>(3.28%)</td>
</tr>
<tr>
<td>Closure-related Expenses</td>
<td>207</td>
<td>207</td>
<td></td>
<td>(100%)</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>714,779</td>
<td>727,928</td>
<td>(13,149)</td>
<td>(1.81%)</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>8,794,564</td>
<td>8,704,636</td>
<td>89,928</td>
<td>1.03%</td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td>680,604</td>
<td>(66,323)</td>
<td>746,927</td>
<td>(1126.2%)</td>
</tr>
<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES):</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Income (Net of Expenses)</td>
<td>102,351</td>
<td>103,639</td>
<td>(1,288)</td>
<td>(1.24%)</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>(23,530)</td>
<td>(294)</td>
<td>(23,236)</td>
<td>7903.4%</td>
</tr>
<tr>
<td>Grant Expense</td>
<td>(42,336)</td>
<td>(609)</td>
<td>(41,727)</td>
<td>6851.72%</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>(41,012)</td>
<td>(31,956)</td>
<td>(9,056)</td>
<td>28.34%</td>
</tr>
<tr>
<td><strong>Total Nonoperating Revenues</strong></td>
<td>(4,427)</td>
<td>70,780</td>
<td>(75,207)</td>
<td>(106.25%)</td>
</tr>
<tr>
<td>Change in Net Position</td>
<td>676,177</td>
<td>4,457</td>
<td>671,720</td>
<td>15071.12%</td>
</tr>
</tbody>
</table>
## Waste Tonnage

<table>
<thead>
<tr>
<th></th>
<th>Year to Date</th>
<th>Prior YTD</th>
<th>% of Prior</th>
<th>Year to Date</th>
<th>Prior YTD</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hawthorne</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franchise</td>
<td>33,442</td>
<td>36,749</td>
<td>91.0%</td>
<td>$4,317,424</td>
<td>$4,739,854</td>
<td>91.1%</td>
</tr>
<tr>
<td>Self Haul</td>
<td>18,288</td>
<td>17,432</td>
<td>104.9%</td>
<td>$2,860,789</td>
<td>$2,722,083</td>
<td>105.1%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>51,730</td>
<td>54,182</td>
<td>95.5%</td>
<td>$7,178,213</td>
<td>$7,461,937</td>
<td>96.2%</td>
</tr>
<tr>
<td>Humboldt Sanitation</td>
<td>9,614</td>
<td>5,863</td>
<td>164.0%</td>
<td>$947,644</td>
<td>$577,869</td>
<td>164.0%</td>
</tr>
<tr>
<td>ERD</td>
<td>4,456</td>
<td>4,403</td>
<td>101.2%</td>
<td>$439,183</td>
<td>$434,026</td>
<td>101.2%</td>
</tr>
<tr>
<td><strong>TOTAL.</strong></td>
<td>65,800</td>
<td>64,447</td>
<td>102.1%</td>
<td>$8,565,040</td>
<td>$8,473,832</td>
<td>101.1%</td>
</tr>
<tr>
<td><strong>Greenwaste</strong></td>
<td>3,901</td>
<td>3,543</td>
<td>110.1%</td>
<td>$278,364</td>
<td>$256,419</td>
<td>108.6%</td>
</tr>
</tbody>
</table>

## Household Hazardous Waste

<table>
<thead>
<tr>
<th></th>
<th>Customers</th>
<th>Year to Date</th>
<th>Prior YTD</th>
<th>% of Prior</th>
<th>Year to Date</th>
<th>Prior YTD</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>327</td>
<td>500</td>
<td>65.4%</td>
<td>$31,656.38</td>
<td>$29,390.70</td>
<td>107.7%</td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>5,379</td>
<td>3,101</td>
<td>173.5%</td>
<td>$3,465.65</td>
<td>$4,512.51</td>
<td>76.8%</td>
<td></td>
</tr>
<tr>
<td>Fortuna Residential</td>
<td>0</td>
<td>0</td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue from Countywide Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td>$520,306.01</td>
<td>$434,197.51</td>
<td>119.8%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL.</strong></td>
<td>5,706</td>
<td>3,601</td>
<td>158.5%</td>
<td>$555,428</td>
<td>$468,101</td>
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## Traffic Count

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<th>Average Daily</th>
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<tr>
<td></td>
<td>Count YTD</td>
<td>Exceptions</td>
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<td>Count Prior YTD</td>
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<td>July</td>
<td>413</td>
<td>None</td>
<td>353</td>
<td>None</td>
<td>117.0%</td>
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<tr>
<td>August</td>
<td>306</td>
<td>None</td>
<td>344</td>
<td>None</td>
<td>89.0%</td>
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<tr>
<td>September</td>
<td>385</td>
<td>None</td>
<td>342</td>
<td>None</td>
<td>112.6%</td>
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<tr>
<td>October</td>
<td>368</td>
<td>None</td>
<td>324</td>
<td>None</td>
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<tr>
<td>November</td>
<td>326</td>
<td>None</td>
<td>324</td>
<td>None</td>
<td>100.6%</td>
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<tr>
<td>December</td>
<td>334</td>
<td>None</td>
<td>303</td>
<td>None</td>
<td>110.2%</td>
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<tr>
<td>January</td>
<td>344</td>
<td>None</td>
<td>326</td>
<td>None</td>
<td>105.5%</td>
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<tr>
<td>February</td>
<td>319</td>
<td>None</td>
<td>277</td>
<td>None</td>
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<td>March</td>
<td>275</td>
<td>None</td>
<td>320</td>
<td>None</td>
<td>85.9%</td>
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<td>April</td>
<td>326</td>
<td>None</td>
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<tr>
<td>May</td>
<td>335</td>
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<tr>
<td>June</td>
<td>308</td>
<td>None</td>
<td>324</td>
<td>None</td>
<td>104.8%</td>
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<tr>
<td><strong>Year-to-Date Average</strong></td>
<td>340</td>
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<td>324</td>
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<td>104.8%</td>
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<td>Paid To</td>
<td>Amount</td>
<td>Paid To</td>
<td>Amount</td>
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<td>Accent Wire-Tie</td>
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<td>Mercer Fraser</td>
<td>$ 16,300.00</td>
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<td>Access Humboldt</td>
<td>$ 113.65</td>
<td>Mercury Disposal Systems, Inc</td>
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<td>Advanced Security Systems</td>
<td>$ 76.50</td>
<td>Mission Uniform &amp; Linen</td>
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<td>Advantage Financial Services</td>
<td>$ 237.62</td>
<td>Nancy Diamond</td>
<td>$ 3,675.00</td>
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<td>Airgas USA LLC West Division</td>
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<td>Network Management Services</td>
<td>$ 3,954.62</td>
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<td>Asbury Environmental Services</td>
<td>$ 2,680.20</td>
<td>New Directions Environmental M</td>
<td>$ 1,725.00</td>
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<td>AT &amp; T</td>
<td>$ 180.90</td>
<td>Nilsen Feed &amp; Grain Company</td>
<td>$ 133.02</td>
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<td>B &amp; B Portable Toilet Company</td>
<td>$ 6,411.14</td>
<td>North Coast Journal</td>
<td>$ 288.60</td>
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<td>Bank Fees</td>
<td>$ 4,925.74</td>
<td>North Coast Laboratories, Ltd</td>
<td>$ 665.00</td>
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<td>Bettendorf Enterprises, Inc.</td>
<td>$ 4,611.29</td>
<td>Northern California Safety Con</td>
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<td>Bicoastal Media Group</td>
<td>$ 1,200.00</td>
<td>Occupational, Environmental He</td>
<td>$ 458.00</td>
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<td>Blue Shield of California</td>
<td>$ 39,859.54</td>
<td>P &amp; G &amp; E</td>
<td>$ 7,041.23</td>
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<td>Cardmember Service</td>
<td>$ 9,208.99</td>
<td>Pacific Motorsports</td>
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<td>Cash</td>
<td>$ 237.83</td>
<td>Pape Machinery</td>
<td>$ 690.91</td>
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<td>Chase</td>
<td>$ 425,400.63</td>
<td>Peterson CAT</td>
<td>$ 3,237.07</td>
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<td>City of Eureka</td>
<td>$ 6,707.03</td>
<td>Pierson Building Center</td>
<td>$ 464.79</td>
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<td>Coastal Business Systems, Inc.</td>
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<td>Cox Rasmussen &amp; Co</td>
<td>$ 5,280.58</td>
<td>Recology Humboldt County</td>
<td>$ 225.00</td>
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<td>CRV Cash</td>
<td>$ 2,140.00</td>
<td>Rogers Machinery Company, Inc.</td>
<td>$ 444.12</td>
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<td>Crystal Springs Bottled Water</td>
<td>$ 146.00</td>
<td>SCS Field Services</td>
<td>$ 2,695.00</td>
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<td>Dept of Motor Vehicles</td>
<td>$ 52.00</td>
<td>Security Lock &amp; Alarm</td>
<td>$ 935.36</td>
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<td>Dry Creek Landfill, Inc</td>
<td>$ 354,583.80</td>
<td>SETCO</td>
<td>$ 759.50</td>
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<td>Eric Keller-Heckman</td>
<td>$ 250.00</td>
<td>Sharps Solutions LLC</td>
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<td>FedEx</td>
<td>$ 8.75</td>
<td>SHN Consulting Engineers and G</td>
<td>$ 266.25</td>
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<td>Financial Pacific Leasing</td>
<td>$ 11,940.12</td>
<td>Suddenlink</td>
<td>$ 203.70</td>
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<td>Hensell Materials</td>
<td>$ 314.49</td>
<td>Toyota Financial Services</td>
<td>$ 333.08</td>
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<td>Hooven &amp; Company, Inc</td>
<td>$ 1,518.06</td>
<td>United Rentals Inc.</td>
<td>$ 1,622.55</td>
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<td>Humana Insurance Co</td>
<td>$ 3,103.56</td>
<td>UNUM Life Insurance Company of</td>
<td>$ 253.75</td>
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<td>Humboldt Community Services Di</td>
<td>$ 41.24</td>
<td>US Bank Office Equipment Finan</td>
<td>$ 599.03</td>
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<td>Humboldt Fasteners</td>
<td>$ 70.15</td>
<td>Valley Pacific Petroleum</td>
<td>$ 3,630.26</td>
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<td>Humboldt Recycling</td>
<td>$ 1,801.21</td>
<td>Verizon Wireless</td>
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<td>I-5 Tire, Inc</td>
<td>$ 1,328.60</td>
<td>Western Chain Saw</td>
<td>$ 136.67</td>
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<td>Industrial Electric Arcata, In</td>
<td>$ 251.50</td>
<td>Personnel Expenses</td>
<td>$ 170,552.33</td>
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<td>Lawrence &amp; Associates</td>
<td>$ 6,342.50</td>
<td>Total Disbursements</td>
<td>$ 1,151,191.65</td>
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<td>Mad River Hardwood Co., Inc</td>
<td>$ 30,683.00</td>
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<td>Mad River Union</td>
<td>$ 202.00</td>
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<td>Mendes Supply Company</td>
<td>$ 889.85</td>
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</table>
Staff Report

DATE: May 18, 2020 For Meeting of: June 11, 2020

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 2d) Review and Approve Board of Director’s Calendar for FY 2020/21

RECOMMENDED ACTION: Voice vote.
Review and Approve Board of Director’s Calendar for FY2020/21, Affirm Meeting Place and Time.

DISCUSSION:
Attached is the proposed Board Calendar for FY20/21. Staff recommends that the regularly scheduled monthly meetings on the second Thursday of each month remain unchanged. Staff further recommends that the scheduled time for the meeting also remain unchanged and begin at 5:30 p.m.

Until the Covid-19 pandemic related State’s Shelter-In-Place Stage 4 (End of Stay at Home Order), Board meetings are recommended to be held via video conference with boardmembers, staff and the public participating remotely. Regular meetings will then return to being held at the Eureka City Council Chambers at 531 K Street, Eureka, CA. Staff has confirmed the availability of this space at the proposed time with City of Eureka staff.

In accordance with prior years, staff is also recommending that no meeting be scheduled for August, December and February unless otherwise necessary. If a need arises, a special meeting will be called.

FISCAL IMPACT:
No Impact – Administrative

ALTERNATIVES:
Board’s Discretion
<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Meetings/Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY</td>
<td>9 July</td>
<td>9 July Board Meeting</td>
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<tr>
<td>AUGUST</td>
<td></td>
<td>No Board Meeting</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>10 September</td>
<td>10 September Board Meeting</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>8 October</td>
<td>8 October Board Meeting</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>12 November</td>
<td>12 November Board Meeting</td>
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<tr>
<td>DECEMBER</td>
<td></td>
<td>No Board Meeting</td>
</tr>
<tr>
<td>JANUARY 2021</td>
<td>14 January</td>
<td>14 January Board Meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board welcomes new members</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td></td>
<td>No Board Meeting</td>
</tr>
<tr>
<td>MARCH</td>
<td>11 March</td>
<td>11 March Board Meeting</td>
</tr>
<tr>
<td>APRIL</td>
<td>8 April</td>
<td>8 April Board Meeting</td>
</tr>
<tr>
<td>MAY</td>
<td>13 May</td>
<td>13 May Board Meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adopt FY21/22 Budget and Fee Resolution</td>
</tr>
<tr>
<td>JUNE</td>
<td>10 June</td>
<td>10 June Board Meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Election of Board Officers for FY21/22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Calendar for FY21/22</td>
</tr>
</tbody>
</table>
Staff Report

DATE: May 19, 2020 For Meeting of June 11, 2020

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 2e) Approve Format Updates and Minor Edits to HWMA Job Descriptions

RECOMMENDED ACTION: Voice vote. Approve Minor Revisions to Authority Job Descriptions

Discussion:
With the approval of the reclassification and title changes of several positions at the May Board meeting, staff reviewed and updated the Authority’s job descriptions for the Board’s review and approval.

Minor revisions include:
• Ensuring uniform document format (logo/effective date/revision date)
• Updating updated title and/or reporting supervisor
• Clarified Supervisors role and responsibility related to employee supervision and ensured uniformity in all three job descriptions.

Financial Impact
No direct impact to the budget other than staff time associated with document revisions and staff report preparation.

Attachments
Attachment 1: Revised Job Descriptions for:
   a) Administrative Services Director
   b) Director for Operations
   c) Director of Environmental Health & Safety
   d) Operations Supervisor
   e) Landfill Supervisor
   f) Scale Supervisor
   g) Account I/II/II (Confidential) Clerk
   h) Scale Attendant
   i) Material Diversion Tech I/II/III
   j) Programs Analyst
   k) Programs Analyst II
   l) Safety Coordinator I/II
   m) HHW Technician
   n) HHW Senior Technician
   Lead Operator
JOB DESCRIPTION

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Authority’s finance, budgeting, accounting, human resources, risk management, and information technology; assists with functions and activities of the Authority Clerk, including administration, the legislative function, archiving of public records and public information, and filing officer services; oversees and formulates organizational policies, goals, and directives; coordinates assigned activities with other Authority divisions, officials, outside agencies, and the public; fosters cooperative working relationships among Authority divisions and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Exercises direct supervision over supervisory, professional, and support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a division director classification that oversees, directs, and participates in all Administrative Services activities, including short- and long-term divisional planning as well as development and administration of divisional policies, procedures, and services. This class provides assistance to the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Authority functions and activities, including the role of the Authority Board, and the ability to develop, oversee, and implement approved projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives, and for furthering Authority goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommends, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within Authority policy, appropriate budget, service, and staffing levels.
- Assumes management responsibility for Finance programs, services, and activities including budget management, accounting and financial reporting, treasury and revenue management, purchasing and accounts payable, payroll, and capital improvements.
• Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.

• Serves as the Authority’s principal budget officer; coordinates the development and administration of the Authority’s budget; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness; prepares and updates cash flow and projections.

• Participates in the preparation of audit schedules and reports for external auditors during the annual auditing process.

• Serves as public records coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person’s right to inspect any public record of the Authority is upheld.

• Assists the Authority Clerk of the Board; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the Board.

• Participates in development and implementation of Authority policies and administrative regulations pertaining to human resources; ensures compliance with Federal and State laws and Board policies related to personnel management and employer/employee relations.

• Oversees the administration of the Authority’s employee benefits program including employee health and medical programs, workers’ compensation, risk management, and retirement programs.

• Plans, coordinates, and implements recruitment, examination, and selection processes; oversees the Authority’s equal employment process for protected groups.

• Oversees the development, modification, and implementation of the Authority’s Information Technology strategic plans, processes, and procedures; investigates, evaluates and oversees administration of new applications and hardware/software upgrades related to all computer technology and the internet and intranet.

• Plans, manages, and oversees the daily functions, operations, and activities of the risk management programs, including general insurance claims management and workers’ compensation.

• Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

• Contributes to the overall quality of the division’s service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Authority needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

• Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the division; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.

• Develops consultant requests for proposals for professional services and executes the advertising and bid process; evaluates proposals and recommends project award; coordinates with legal counsel to determine Authority needs and requirements for contractual services; administers contracts and agreements related to the assigned areas of responsibility.
- Monitors and provides for financial forecasting and planning and analysis on Authority financial conditions.
- Serves as Authority Treasurer including creating and maintaining investment policies, executing investment transactions, and managing investment portfolio; oversees and approves all transactions related to Authority investments.
- Represents the division to other Authority divisions, elected officials, and outside agencies; explains and interprets divisional programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of divisional organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the areas of responsibility.
- Directs the maintenance of working and official divisional files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Authority’s Executive Director.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

**QUALIFICATIONS**

Knowledge of:
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of governmental accounting and auditing and finance administration, including budgeting, cash management, debt management, and investment management.
- Principles and practices of contract management.
- Principles, practices, and techniques of public human resources administration, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, and benefits administration.
- Principles, practices, and procedures of public administration in a municipal setting.
- Principles and practices of effective risk management programs, including basic regulatory and legal requirements.
- Functions, authority, responsibilities, and limitations of an elected Authority Board.
- Principles, practices, and procedures related to public agency record keeping.
- Technical, legal, financial, and public relations problems associated with the management of finance programs.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the division.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze financial reports.
- Effectively represent the Authority and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**
*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of progressively responsible management and/or administrative experience in finance, accounting, and/or auditing.

**Licenses and Certifications:**
- None.

**PHYSICAL DEMANDS**
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to...
communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.
JOB DESCRIPTION

Director of Operations

SUMMARY

This is a full-time, exempt position with administrative, supervisory, planning and reporting responsibilities. Under broad supervision and direction from the Executive Director, this position assists in the administration and coordination of activities related to HWMA operations and related facility management. The Director of Operations is responsible for management of the Hawthorne Street Transfer Station, and properties owned or leased by the Authority. This position is responsible for overseeing all facets of Operations including the Tip Floor, Recycling, and Diversion activities; assists in the development of project master planning; develops, administers and monitors operational budgets, transportation, solid waste disposal, and diversion related contracts including recycling, and green waste.

The Director of Operations supervises division staff; trains employees, evaluates performance and recommends discipline of employees to the Executive Director. The Director of Operations also facilitates cooperative relationships with the directors of Environmental Health and Safety and Administrative Services, franchise haulers, other agencies; helps plan and coordinate events; and manages facility, and assists with environmental and safety compliance reports related to the operations of the Authority.

SUPERVISION RECEIVED AND EXERCISED

The Director of Operations reports to the Executive Director and supervises operations, recycling, materials diversion, franchise haulers and contractors. The Director of Operations assists the Executive Director in managing the general operations of the Authority and implementing policies of the Board. The Director of Operations may be assigned to act as Executive Director during his or her absence.

TYPICAL DUTIES

Operations and Facilities Management

- Assists in planning, organization and implementation of master plans, projects and contracts.
- Manage procurement and service contracts.
- Supervise facility staff and contractors.
- Assist in the development of construction and maintenance specifications and schedules, including development of a capital improvement plan and projects.
- Assists the Administrative Services Director in the development and management of division budgets
- Assists the Director of Environmental Health and Safety in effectuating environmental and safety compliance.
- Assists the Executive Director in preparing recommendations for the Board of Directors and implementing approved projects and policies.
- Coordinates materials diversion, operations and recycling staff to identify diversion material opportunities which may be salvaged and marketed.
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- Coordinates green waste and organics diversion and processing activities.
- Demonstrate continuous effort to improve operations and ensure safety in the workplace.
- Evaluate employee performance.
- Implement personnel policies.
- Coordinates with the Director of Environmental Health and Safety to keep the emergency management plan up to date, trains and informs Authority staff on emergency management plans and safe work practices.
- Work with the Executive Director and staff to maintain facility compliance documentation and reporting systems.
- Design and prepare periodic compliance reports required by HWMA procedures or regulatory agencies.
- Evaluate and recommend strategies to incorporate in-house preparation and submittal reports to meet regulatory monitoring and reporting requirements.
- Work with the Administrative Services Director to develop and maintain effective electronic and paper filing systems that comply with program and audit requirements.

Other Duties
- Answer questions from the public regarding Authority functions and policies.
- Recommend equipment purchases.
- Assist in the development and monitoring of the annual operating budget.
- Coordinate with Local and State regulatory agencies.
- Attend Board meetings; and other related events, as requested.
- Participate in recruitment and placement for non-exempt employees.
- Perform all other duties as assigned by the Executive Director.
- Attend and participate in professional groups to track trends and regulations in program related fields.

QUALIFICATIONS

Knowledge of
- Principles and practices of employee supervision, including selection, training, work evaluation, and discipline.
- Methods, tools, and equipment used in waste management operations.
- Integrated Waste Management Act and household hazardous waste regulations.
- Environmental and safety regulations related to the operations of the Authority.
- Relevant codes, policies, and regulations.

Skill in
- Ability to direct the work of others, ability to establish and maintain effective working relationships with employees, other agencies, vendors and general public.
- Ability to work independently and prioritize responsibilities and duties.
- Critical thinking and solutions oriented.
- Ability to prepare and maintain accurate written records and reports.
- Ability to develop and interpret plans, maps, specifications, and manuals.
- Understanding budget preparation and implementation.
- Ability to interpret and apply laws, regulations, policies and procedures.
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- Ability to exercise sound judgment within the constraints of general policy guidelines.
- Strong oral and written communication skills.

EXPERIENCE AND EDUCATION

- A Bachelors, or higher, degree in Engineering, Environmental Science or related field, or a comparable regime of education and experience in solid waste or municipal activities.
- Three years experience in management with at least two years in a supervisory capacity.
- Forty hours hazardous waste training.

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Must have valid California drivers' license.
- Must be willing to respond to emergencies during off-hours as required.
JOB DESCRIPTION
Director of Environmental Health & Safety

SUMMARY

This is a full-time, exempt position with administrative, supervisory, planning, and reporting responsibilities. Under broad supervision and direction from the Executive Director, this position assists in the administration and coordination of environmental health and safety activities related to HWMA operations and facilities. The Director of Environmental Health & Safety (EH&S) is responsible for regulatory compliance management of the Hawthorne Street Transfer Station, Cummings Road Landfill, and the surrounding forest properties owned by the Authority. In close coordination with the Director of Finance & Administrative Services and the Director of Operations, this position is responsible for overseeing environmental and safety compliance; household hazardous waste program, emergency operation planning and assists in the development and implementation of project master planning; develops, administers and monitors budgets, and landfill post-closure related activities.

The Director of Environmental Health & Safety supervises division staff; trains Authority employees, evaluates performance and recommends discipline of employees to the Executive Director. The Director of Environmental Health & Safety also facilitates cooperative relationships with the directors of Operations and Finance and Administrative Services, agencies; helps plan and coordinate events; and manages environmental and safety compliance reports related to the operations of the Authority.

SUPERVISION RECEIVED AND EXERCISED

The Director of Environmental Health & Safety reports to the Executive Director and supervises compliance, Household Hazardous Waste, Landfill staff, the Compliance Officer, and consultants and contractors. The Director assists the Executive Director in managing the general compliance and related operations of the Authority and implementing policies of the Board. The Director of Environmental Health & Safety may be assigned to act as Executive Director during his or her absence.

TYPICAL DUTIES

Environmental Health/Compliance

- Assists in planning, organization and implementation of master plans, projects and contracts.
- Maintains environmental permitting of all Authority services, and ensures compliance monitoring and reporting (i.e. Solid Waste Permits, NPDES, Industrial Storm Water and Industrial Discharge Permits).
- Develop basic familiarization with the Non-Industrial Timber Harvest Permit and supervise registered professional forester consultant.
• Demonstrate continuous effort to improve operations and ensure environmental compliance of the facilities
• Coordinates sampling and monitoring activity as required for regulatory compliance
• Coordinate necessary investigations and recommendations for compliance purposes.
• Work with the Executive Director, Director of Finance & Administration Services and Operations Manager and all non-management staff to maintain facility compliance documentation and reporting systems.
• Design and prepare periodic compliance reports required by HWMA procedures or regulatory agencies.
• Evaluate and recommend strategies to incorporate in-house preparation and submittal reports to meet regulatory monitoring and reporting requirements.
• Work with the Director Finance and Administrative Services to develop and maintain effective electronic and paper filing systems that comply with program and audit requirements.

Safety
• Serves as the Authority’s emergency management coordinator.
• Oversees the Household Hazardous Waste operations and compliance.
• Prepare and maintain safety plans and OSHA compliance.
• Performs Safety and compliance audits; conducts investigations with recommendations to the Executive Director.
• Coordinates employee HAZWOPER health evaluations, physicals and appointments; maintains records.
• Training of Authority employees in proper safety practices and procedures.
• Maintains training records.

Other Duties
• Assist the Executive Director in preparing reports and recommendations for the Board of Directors, and implementing approved projects and policies.
• Answer questions from the public regarding Authority functions and policies.
• Assist in the development and monitoring of the annual operating budgets
• Attend Board meetings; and other related events, as requested.
• Manage consultant and service contracts.
• Supervise staff and contractors.
• Evaluate employee performance.
• Assist in implementation of personnel policies.
• Assist with Construction permitting
• Recommend equipment purchases.
• Coordinate compliance with Local and State regulatory agencies.
• Perform all other duties as assigned by the Executive Director.

QUALIFICATIONS

Knowledge of
• Principles and practices of employee supervision, including selection, training, work evaluation, and discipline.
• Methods, tools, and equipment used in compliance monitoring and BMP’s
• Integrated Waste Management Act and household hazardous waste regulations.
• Environmental and safety regulations related to the operations of the Authority.
- Regulatory permitting structures.
- Relevant codes, policies, and regulations.

**Skill in**
- Ability to direct the work of others, ability to establish and maintain effective working relationships with other managers, employees, other agencies, vendors and general public.
- Ability to work independently, and prioritize responsibilities and duties.
- Critical thinking and solutions oriented.
- Ability to prepare and maintain accurate written records and reports.
- Ability to develop and interpret plans, maps, specifications, and manuals.
- Understand budget preparation and implementation.
- Ability to interpret and apply laws, regulations, policies and procedures.
- Ability to exercise sound judgment within the constraints of general policy guidelines.
- Strong oral and written communication skills.

**EXPERIENCE AND EDUCATION**
- A Bachelors, or higher, degree in Engineering, Geology, Environmental Science or related field, or a comparable regime of education and experience in solid waste or municipal activities.
- Three years experience in management with at least two years in a supervisory capacity.
- Project Master Planning and Implementation.
- Forty hours hazardous waste training.

**SPECIAL QUALIFICATIONS AND/OR LICENSES**
- Must have valid California drivers' license.
- Must be willing to respond to emergencies during off-hours as required.
JOB DESCRIPTION

OPERATIONS SUPERVISOR

SUMMARY

This is a full-time, non-exempt position that is responsible for supervising the daily operations of the Hawthorn Street Transfer Station. The Operations Supervisor performs a variety of duties including load checking, dispatch coordination, training, operating heavy equipment, scheduling shifts and interacting with vendors and customers. The Operations Supervisor is also responsible for ongoing facility and equipment maintenance and repair.

SUPERVISION RECEIVED AND EXERCISED

The Operations Supervisor reports to the Director of Operations, supervises and coordinates operating crews on both the Tip Floor and Eureka Recycling Center.

TYPICAL DUTIES

Operations Supervisor

- Schedules, trains, supervises and evaluates the work of assigned staff, including providing feedback, evaluating employee performance and recommendations to the Division Director; recommending initial disciplinary actions; assists in recruitment selection and promotion.
- Works with the Operations Manager to schedule and coordinate operating crews in both the Tip Floor and Eureka Recycling Center areas.
- Demonstrates continuous effort to improve facility operations and ensure safety in the workplace.
- Recommends equipment purchases.
- Fills in for Operators as needed.
- Evaluates employee performance
- Enforces personnel policies.
- Participates in recruitment and placement for non-exempt employees.
- Helps develop annual operating budget.
- Coordinates with Local and State regulatory inspectors.
- Performs other duties as directed.

QUALIFICATIONS

Knowledge of:

- Providing and following written and oral instructions.
- Applicable Federal and State regulations.
- Principles and practices of personnel management, including supervision, training, and performance management.

Skill in:

- Ability to supervise, train and evaluate staff.
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- Ability to conduct studies and develop recommendations to resolve problems or issues.
- Ability to work effectively with employees, vendors and the public.

EXPERIENCE AND EDUCATION

- High School Diploma or GED.
- Forty hours hazardous waste training.
- Any combination of experience and education that could provide knowledge of industrial equipment.

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Five years experience in facility operations with at least one year in a supervisory capacity.
- Must have valid California drivers' license.
LANDFILL SUPERVISOR

SUMMARY

This is a full-time, non-exempt position that is responsible for supervising the daily operations of the (closed) Cummings Road Landfill. The Landfill Supervisor performs a variety of duties including facility and equipment maintenance and repair, monitoring of landfill gas, leachate, ground- and surface- water, and erosion at the landfill, operating heavy equipment, scheduling shifts, and interacting with regulatory staff and the general public.

SUPERVISION RECEIVED AND EXERCISED

The Landfill Supervisor reports to the Director of Environmental Health & Safety, supervises and coordinates personnel at the Cummings Road Landfill.

TYPICAL DUTIES

Landfill Supervisor

- Works with the Director of Environmental Health & Safety to schedule and coordinate landfill crew at the Cummings Road Landfill.
- Schedules, trains, supervises and evaluates the work of assigned staff, including providing feedback, evaluating employee performance and recommendations to the Division Director; recommending initial disciplinary actions; assists in recruitment selection and promotion.
- Demonstrates continuous effort to improve facility operations and ensure safety in the workplace.
- Performs a variety of water and landfill-gas sampling and monitoring duties; collects samples from various locations, performs rudimentary field analyses, labels sample bottles, prepares chain-of-custody forms, and ships samples for chemical/biological analysis using proper sampling and chain-of-custody protocols.
- Coordinates and participates in regular maintenance of air and electrically operated landfill leachate-collection pumps.
- Coordinates and participates in operation and maintenance of the landfill-gas extraction system, including, but not limited to, testing and adjusting landfill-gas wells, performing minor lubrication and maintenance on the blower and compressor systems, maintain landfill-gas, air, condensate, and leachate piping, and orders landfill gas flare testing and calibration.
- Performs a variety of recordkeeping duties; creates new log books and properly stores old records and log books; ensures Waste Discharge Requirement (WDR) permit is properly maintained and available; tracks compliance activities, maintains Material Safety Data Sheet (MSDS) records; completes, maintains, and files a variety of forms, lists, records, schedules, and informational logs; maintains and updates equipment status board; maintains and updates daily readings for required report development and submission.
- Performs a variety of duties in response to wet weather conditions; operate, monitor, and adjust leachate and gas monitoring wells, operate, monitor, and maintain pumps.
Recommend equipment purchases.
Fills in for Operators as needed.
Evaluates employee performance.
Enforces personnel policies.
Participates in recruitment and placement for non-exempt employees.
Helps develop annual operating budget.
Coordinates with Local and State regulatory inspectors.
Responds to emergencies as needed.
Performs other duties as directed.

Compliance Management

Work with the Director of Environmental Health & Safety and staff to maintain landfill compliance documentation and reporting systems.
Prepare periodic compliance reports as required by HWMA procedures or regulatory agencies for review and submittal to the Director of Environmental Health & Safety.
Develop and maintain effective electronic and paper filing systems that comply with program and audit requirements.
Coordinate calibration of miscellaneous sampling and landfill-gas monitoring equipment.

QUALIFICATIONS

Knowledge of:
- Providing and following written and oral instructions.
- Applicable Federal and State regulations.
- Principles and practices of personnel management, including supervision, training, and performance management.
- Basic mechanical skills.
- Basic knowledge of chemistry (such as pH and electrical conductivity).
- Basic use of Microsoft Word and Excel computer programs.

Skill in:
- Ability to supervise, train and evaluate staff.
- Ability to conduct studies and develop recommendations to resolve problems or issues.
- Ability to work effectively with employees, vendors and the public.

EXPERIENCE AND EDUCATION

- High School Diploma or GED.
- Forty hour hazardous waste training.
- Any combination of experience and education that could provide knowledge of industrial equipment.

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Five years experience in landfill operations with increasing levels of responsibility.
- Must have valid California drivers’ license.
SCALE OPERATIONS SUPERVISOR

SUMMARY

This is a full-time, non-exempt position with technical, supervisory and reporting responsibilities, and requires contact with the general public.

The Scale Operations Supervisor coordinates functions of the Authority scales and scale computer systems for the Eureka Recycling Center and Main Scale House located at the Hawthorne Street Transfer Station. This position assists the Administrative Services Director by making recommendations regarding changes or maintenance of the scale and computer, and ensuring smooth operation of the system.

SUPERVISION RECEIVED AND EXERCISED

The Operations Supervisor reports to the Administrative Services Director and supervises and coordinates Scale Attendants in the Eureka Recycling Center and the Main Scale House.

TYPICAL DUTIES

- Schedules, trains, supervisors and evaluates the work of assigned staff, including providing feedback, evaluating employee performance and recommendations to the Division Director; recommending initial disciplinary actions; assists in recruitment selection and promotion.
- Keeps track of changes in scale operation or procedures.
- Ensures that all Scale Attendants understand and follow procedures and policies.
- Recommends changes in the scale system as necessary.
- Monitors the balancing of scale cash drawers.
- Works closely with the Administrative Services Director to ensure integrity of reporting systems.
- Develops works schedules for Scale Attendants.
- Responds to urgent situations regarding scale operations.
- Maintains familiarity with State weighmaster regulations.
- Performs internal audits of scale house(s) for accuracy and fraud control.
- Review CRV reports for accuracy.
- Evaluates employee performance.
- Enforces personnel policies.
- Participates in recruitment and placement for non-exempt employees.
- Helps develop annual operating budget.
- Coordinates with Local and State regulatory inspectors.
- Performs other duties, including Scale Attendant coverage, as directed.

QUALIFICATIONS
Knowledge of:
- Providing and following written and oral instructions.
- Applicable Federal and State regulations.
- Principles and practices of personnel management, including supervision, training, and performance management.

Skill in:
- Software familiarity with CompuWeigh and Doriis systems.
- Ability to supervise, train and evaluate staff.
- Ability to conduct studies and develop recommendations to resolve problems or issues.
- Ability to work effectively with employees, vendors and the public.

EXPERIENCE AND EDUCATION

- High School Diploma or GED.
- Forty hours hazardous waste training.
- Any combination of experience and education that could provide knowledge of industrial equipment.

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Five years experience in facility operations with at least one year in a supervisory capacity.
- Must have valid California drivers’ license.
JOB DESCRIPTION

Account Clerk I
Account Clerk II
Account Clerk II – Confidential Designation

SUMMARY

This is a full-time, non-exempt position with accounting and administrative responsibilities and requires contact with the public. This position assists the Administrative Services Director in the maintenance of the Authority’s financial and payroll records. An Account Clerk II may be assigned confidential responsibilities related to sensitive employee information and contract negotiations.

SUPERVISION RECEIVED AND EXERCISED

The Account Clerk I and Account Clerk II report to the Administrative Services Director

TYPICAL DUTIES

Accounting Duties
- Gather data and prepare information related to vendor payments, customer statements, in accordance with fiscal policies and procedures established by the Authority.
- Provide review of scale house reports and cash handling activities.
- Create monthly accounts receivable (A/R) statements using Authority software.
- Enter data, age accounts, and process vendor and customer account adjustments in the Authority’s accounting and waste management computer systems.
- Print and distribute vendor checks, reports, or other forms.
- Audit payables for accuracy and obtain authorizations from appropriate staff.
- Prepare and/or review semimonthly and annual payroll records and reports.
- Develop and implement division-oriented, clerical, and fiscal procedures and policies; maintain and organize purchasing, inventory, and budget records; analyze office methods, procedures, and forms and recommend methods for improvement.

Other Duties
- Answer and handle calls to the Main Business Office
- Provide customer service & research customer questions.
- Prepare collection letters for delinquent accounts
- Provide backup for scale attendants.
- Assist with annual audit of Authority finances as directed.
- Perform other duties as assigned by the Administrative Services Director.

Account II Confidential (Only) Duties
The “Account II Confidential” designation is intended to provide an Account Clerk II with additional responsibilities and job duties, with a commensurate increase in pay. The confidential designation allows an Account Clerk II to work closely with all Authority management on matters
related to sensitive employee activity and communications of a confidential nature related to contract management. Typical confidential duties include:

- Assist the Executive Director and directors of Administrative Services, Operations and Environmental Health & Safety by handling and composing various types of correspondence.
- Demonstrate excellent administrative and organizational skills, including fast and accurate typing and dictation skills with a minimum of errors, and the ability to manage the Authority’s digital and physical filing systems for retrieval of requested information in a timely and responsive manner.
- Due to the nature of sensitive information, maintain strict confidential information and all aspects of the job designated “Confidential” by the Administrative Services Director and the Executive Director.
- Collect and maintain confidential information related to financial data and personnel management.
- Perform confidential clerical tasks related to Human Resources and Financial activities based on Authority, State, and Federal rules and regulations.
- Handle mail and correspondence, and maintain confidential correspondences, reports, and other documentation related to Authority activity.
- Process all incoming and outgoing employee and new hire information, and prepare reports and applications for new hires/retirees as needed, and provide finalized documents to Administrative Services Director and/or Executive Director for review and approval.

QUALIFICATIONS

Knowledge of:
- Modern office practices and procedures.
- Computer accounting procedures.
- Able to communicate effectively with the public.

Skill in:
- Following written and oral instructions.
- Operating a computer and other common office equipment.
- Creating intermediate level Excel and Word documents.
- Ability to keep financial records and perform varied clerical work.
- Accurately count cash.
- Ability to maintain confidences (required for confidential designation).
- Demonstrating excellent integrity and good moral character and initiative (required for confidential designation).
- Must have valid California drivers’ license.

EXPERIENCE AND EDUCATION

Account Clerk I
- High School Diploma or GED.
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- Minimum of two years' experience in general office and accounting procedures.
- Any combination of experience and education that could provide entry level knowledge of office and accounting procedures.

Account Clerk II

- High School Diploma or GED.
- College-level introductory and intermediate accounting classes.
- A minimum of three years experience in computerized general accounting procedures and two years experience preparing payrolls.
- Any combination of experience and education that could provide journey level knowledge of office and accounting procedures.

Confidential Designation

- All experience required for Account Clerk II, plus:
- A minimum of five years’ experience in the Authority's Administrative Division, or the ability to demonstrate commensurate work related to those divisions.
JOB DESCRIPTION

SCALE ATTENDANT

SUMMARY

This is a full-time, non-exempt position with technical and financial responsibilities and requires contact with the general public.

The Scale Attendant operates the Authority scale and scale-computer system; interacts with franchise, commercial, and residential customers; handles cash transactions; handles CRV buyback transactions. Employees in this position work directly with numerous members of the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES

- Operates the scale system at the Hawthorne Street Transfer Station.
- Operates the cash register and scale system in the Eureka Recycling Center.
- Enters transaction information into the scale computer.
- Handles cash transactions with customers.
- Balances cash drawer.
- Provides information to customers as necessary.
- Performs basic maintenance and cleaning of facility and grounds.
- Follows opening and closing procedures for the scale/scale computer system.
- Attends staff training and coordination meetings.
- Maintains familiarity with State weighmaster regulations.
- Provides weekend or occasional supervisory coverage as necessary.
- Performs other duties as assigned by the Supervisor.

QUALIFICATIONS

Knowledge of:
- Computer operation.
- Cash Register Operations.

Skill in:
- Dealing with the public.
- Counting money and handling cash.
- Following oral and written directions.
EXPERIENCE AND EDUCATION

- High School Diploma or GED.
- Any combination of experience and education that could provide entry level knowledge of computer operations.
- Any training or certification required by applicable law for performing the requirements of this position.

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Must have valid California drivers’ license.
JOB DESCRIPTION

MATERIALS DIVERSION TECHNICIAN I/II/III

DEFINITION

Under direct or general supervision, performs a variety of duties related to operational support and maintenance including load checking, salvage and recycling, dismantling appliances, and stormwater activities; uses and operates a variety of tools and light to heavy equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Materials Diversion Technician I: This is the entry-level classification in the diversion maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn the use of tools, equipment, and a wide variety of practices and procedures involved in the operation and maintenance of disposal facilities. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Materials Diversion Technician II: This is the journey-level class in the diversion maintenance series that performs the full range of duties required to ensure that materials diversion facilities are maintained in a safe and effective working condition and provides safety for public and Authority use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments. This class is distinguished from the Supervisor in that the latter is responsible for providing technical and functional supervision and direction to lower-level maintenance staff and performs the most complex duties assigned to the series.

Materials Diversion Technician III: This is the advanced journey-level class in the diversion maintenance series that performs the full range of duties required to ensure that materials diversion facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and Authority use. Responsibilities include complex heavy equipment operation including excavators and loaders in addition to performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the II by the operation of more complex heavy equipment. Positions at this
level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments. This class is distinguished from the Supervisor in that the latter is responsible for providing technical and functional supervision and direction to lower-level maintenance staff and performs the most complex duties assigned to the series.

Positions in the Materials Diversion Technician class series are flexibly staffed and positions at the higher level are normally filled by advancement from the lower level after gaining the knowledge, skill, and experience which meet the qualifications, after demonstrating the ability to perform the full range of work of the higher-level class, and meeting performance standards.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties may be performed by positions at the entry (I) level in a learning capacity:

- Monitors loads coming onto site; performs load inspections to ensure compliance with hazardous waste and other regulations; remove unpermitted waste.
- Visually inspect and manually pull recyclable material such as tires, mattresses, wood, glass, metals from the tip floor and other areas; sort by type and deliver to appropriate location.
- Directs and controls traffic; provides information to customers on safe unloading procedures; as assigned, separates private and commercial users to increase efficiency and safety; calms confused/angry customers.
- Dismantles or processes freon and non-freon appliances.
- Maintains and monitors landfill gas and leachate collection systems.
- Assists in erosion control projects and site maintenance.
- Assists in conducting environmental monitoring and sampling.
- Operates and maintains a variety of light, medium, and heavy equipment related to materials diversion facilities such as a rail truck, baler, forklift, and front-end loaders.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Assists customers; responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Provides support at the landfill.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

Materials Diversion Technician III
In addition to above:

- Operates and maintains heavy equipment related to facilities such as an excavator, skid steer, and multiple classes of front-end loader.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions, which may include conducting safety meetings.
- Provides administrative and staff assistance to supervisor including purchasing, shipping, coordinating transportation, form completion and other necessary paperwork, and compilation of data for special projects.

**QUALIFICATIONS**

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

**Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining landfill facilities and landscapes, including rodent control and weed abatement.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Safety equipment and practices related to the work, including the handling of hazardous materials.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language to effectively perform the work.

**Ability to:**

- Perform maintenance on disposal facilities and equipment.
- Operate specialized equipment related to assigned work.
- Ensure optimal traffic flow related to operations.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Respond to Hazardous Waste spills in accordance with spill response procedures.
- Safely and effectively use and operate hand tools, mechanical equipment, and power tools and equipment required for the work.
- Maintain accurate logs, records and basic written reports of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Effectively communicate in person.
- Establish and maintain effective working relationships with those contacted in the course of work.

In addition to above at the Materials Diversion Tech III:
- Operate complex specialized heavy equipment related to assigned work.
- Provides administrative and staff assistance to the supervisor including purchasing, shipping, transportation coordination, compilation of data for special projects, completion of forms and other operational paperwork.

**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
Materials Diversion Technician I/II: Equivalent to the completion of the twelfth (12th) grade.

Materials Diversion Technician II: Two (2) years of experience performing diversion maintenance and equipment operation activities in a materials transfer, landfill, and recycling operations equivalent to that of the Materials Diversion Technician I at HWMA.

Materials Diversion Technician III: Six (6) years of experience performing diversion maintenance and experience with complex heavy equipment operation activities in a materials transfer, landfill, and recycling operations equivalent to that of the Materials Diversion Technician II at HWMA.

Licenses and Certifications:

- Possession of a valid California class C driver’s license with satisfactory driving record acceptable for insurability within six (6) months of hire.
- Must pass forklift proficiency test within three (3) months of hire.

Materials Diversion Technician II:
- Possession of a twenty-four (24) hour HAZWOPER certification within six months.
- Possession of an Environmental Protection Agency (EPA) refrigerant handling certificate.
- Must pass front end loader proficiency testing prior to advancement.

Materials Diversion Technician III:
- Must pass excavator and tractor-trailer proficiency testing prior to advancement.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various Authority sites; vision to read printed materials and inspect materials; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset public in enforcing policies and procedures.
JOB DESCRIPTION

PROGRAM ANALYST

SUMMARY
This is a full-time, non-exempt position with administrative, planning and reporting responsibilities and requires contact with the general public. The Program Analyst helps plan, prepare and monitor HWMA programs, program budgets and program compliance reports. This position assists the Administrative Services Director in the implementation of program related grants.

The Program Analyst also organizes studies and reports relating to Authority planning programs and special projects.

SUPERVISION RECEIVED AND EXERCISED

The Program Analyst reports to the Administrative Services Director.

TYPICAL DUTIES

Program Management
- Conduct studies related to Authority wide plans including: Countywide Integrated Waste Management Plan; Source Reduction and Recycling Element; Household Hazardous Waste Element; Siting Element; and the Nondisposal Facility Element.
- Provide staff support to the Local Task Force.
- Administer program related grants.
- Represent HWMA at program related working groups and committees.
- Organize, schedule, and participate in waste reduction events.
- Develop and distribute educational information and materials.
- Provide assistance to local used oil/oil filter recycling centers regarding contracting, administration, annual inspections and trainings.
- Provide assistance to local reuse, repair and recycling businesses.

Compliance Management
- Maintain program compliance documentation and reporting systems.
- Design and prepare periodic compliance reports required by HWMA procedures or regulatory agencies.

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

Knowledge of
- Integrated Waste Management Act and household hazardous waste regulations.
- Policy development techniques
- Grant writing and reporting requirements.
- Public outreach techniques.
- Recycling procedures and new technologies.

Skill in
- Understanding budget preparation and implementation.
- Ability to interpret and apply laws, regulations, policies and procedures.
- Ability to establish and maintain relationships with a wide range of government officials and the public.
- Ability to exercise sound judgment within the constraints of general policy guidelines.
- Ability to design advertising and educational materials.
- Strong oral and written communication skills.

Experience and Education
- A Degree in Environmental Science or related field, or a comparable regime of education and experience in waste reduction activities.

Special Qualifications or Licenses
- Must have a valid California drivers’ license.
JOB DESCRIPTION

SENIOR PROGRAM ANALYST II

SUMMARY

This is a full-time, non-exempt position with administrative, planning and reporting responsibilities. The Senior Program Analyst administers and monitors HWMA programs, program budgets, and AB 939 and related contracts and grants. This position oversees data collection and reports necessary for state solid waste disposal and reduction compliance mandates. This position is responsible for public outreach related to HWMA programs, including disseminating program information using mass media and interpersonal methods.

SUPERVISION RECEIVED AND EXERCISED

The Senior Program Analyst reports to the Administrative Services Director and may supervise program staff.

TYPICAL DUTIES

Program Management
- Administer existing waste diversion programs.
- Work with the Administrative Services Director to develop new diversion programs.
- Manage contracts for waste reduction services including those with member agencies and subcontractors.
- Work with haulers and necessary agencies, and self haul to collect fees for program activities.
- Strategically disseminate program advertising and educational information including: brochures, print and TV ads, media interviews and presentations.
- Participate in mobile collection events.
- Develop and administer program related grants.
- Work with the Administrative Services Director to prepare staff reports for HWMA Board consideration.
- Work with the Administrative Services Director to develop and maintain Programs budgets.
- Develop and maintain cooperative partnerships with other agencies and organizations.
- Represent HWMA at program-related working groups and committees
- Provide staff support to the local AB 939 Task Force.

Policy Management
- Evaluate and edit reports from outside consultants regarding policy changes.
- Collect supporting data for RFPs; Provide assistance in developing RFPs.
- Provide staff support to the Solid Waste Working Group and Administrative Services Director
- Assist Executive Director with HWMA rate and ordinance research.
- Present new legislative information to other public agencies as needed

Compliance Management

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• Work with member jurisdictions, CalRecycle, landfill, transfer station staff and haulers to collect and analyze compliance documentation including solid waste tonnage data
• Complete compliance reports required by HWMA procedures or CalRecycle including quarterly solid waste disposal reports and annual waste diversion reports.
• Work with the Administrative Services Director and local jurisdictions to prepare, update, and maintain County wide plans including: Countywide Integrated Waste Management Plan; Source Reduction and Recycling Element; Household Hazardous Waste Element; Siting Element; and the Non-disposal Facility Element

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

QUALIFICATIONS

Knowledge of
• Integrated Waste Management Act and household hazardous waste regulations
• Local integrated waste management system and Authority and Franchise rate structures
• HWMA’s Strategic Plan (2013)
• Program administration Techniques
• Policy development techniques
• Grant writing and reporting requirements

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

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

Special Qualifications or Licenses
• Must have a valid California drivers’ license
JOB DESCRIPTION

HEALTH & SAFETY COORDINATOR I/II

SUMMARY

This is a full-time, non-exempt position that is responsible for implementing the health & safety program, including safety training and accident/injury prevention activities. Primary duties of the Health & Safety Coordinator I/II are to assist the Director of Environmental Health & Safety to ensure that program activities comply with all Federal and State industrial safety codes, regulations, and standards to implement accident and injury prevention and promote the culture of health and safety at HWMA with the objective of minimizing accidents, injuries and environmental damage. This position is also required to assist with environmental compliance activities, as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Health & Safety Coordinator I/II is supervised by and reports directly to the Director of Environmental Health and Safety (DEHS), and assists the Director of Operations, Administrative Services Director, and the Executive Director as needed.

This position is not responsible for supervising any staff positions.

Duties – Health & Safety Coordinator I

- Assist with the implementation of the Health and Safety Program.
- Coordinates and assists with the training of new hires and volunteers.
- Schedule and conduct monthly safety training to all employees, within the scope of his/her experience and certification.
- Track employee training and certification to ensure compliance with regulatory and Authority requirements.
- Performs timely safety inspections, and documents accurate observations.
- Maintain all program documentation such as inspection reports, logs, and records.
- Assist Directors in gathering information for accident investigations.
- Recommend and maintain appropriate Personal Protective Equipment and other safety equipment to support the program.
- Assists in the coordination for physical, vision, and hearing exams. Maintain documentation log with medical records submitted to Human Resources for permanent retention.
- Participate on, or leads, the Safety Committee.
- Work in the Household Hazardous Waste facility at least once per week and mobile collection events as needed.
- Assists with environmental compliance within the scope of his/her training, experience and certification.
- Maintain healthy relationships with Authority staff, vendors, and the general public.
- Implements the HAZCOM program including SDS management, chemical inventory review, and program training.
• Assists with stormwater monitoring and Best Management Practices (BMP) maintenance activities to support the California Industrial General Stormwater Permit.
• Assists with other environmental compliance activities as necessary.
• Performs inspections and assists with corrective actions for the Spill Prevention Control and Countermeasures plan (SPCC) and Hazardous Materials Business Plan (HMBP).
• Maintain healthy relationships with employees, managers and the general public.
• Performs other duties as assigned.

**Duties – Health & Safety Coordinator II**

In addition to Safety Coordinator I duties, the Health & Safety Coordinator II is expected to be given general direction from the Director, and is expected to perform duties and responsibilities independently:

• Assists with building, maintaining, and improving safety practices for HWMAs Safety Program.
• Ability to adapt to a dynamic environment and handle multiple priorities.
• Be familiar with Worker’s Compensation Board regulations and policies and provide support to the Executive Director or other managers as necessary.
• Research, develop, schedule, and conduct monthly safety training within the scope of his/her experience and certification.
• Completes internal audits as required.
• Serves as emergency coordinator in the absence of the Director of Environmental Health & Safety.
• Assists in the development of Standard Operating Procedures (SOPs) and Job Hazards Analysis (JHA) documents.
• Conducts environmental compliance activities within the scope of his/her training, experience, and certification.
• Keeps abreast of trends and developments in safety and injury prevention.
• Coordinates with local and state regulatory inspectors.
• Conducts investigations of workplace accidents and develops findings and recommendations.
• Assist the Director of Environmental Health & Safety with budget development.
• Maintain Cal-OSHA 300 logs, and transmit records and documents to the ‘custodian of record’.

**QUALIFICATIONS: Safety Coordinator I**

**Familiarity with:**
• Applicable Federal and State regulations.
• Principles and practices of sound safety management and accident/injury prevention.
• Principles and methods of developing and presenting safety education and training programs for employees.
• Environmental regulations and programs including hazardous materials and waste.
Skill in:
- Ability to work positively and effectively with coworkers, managers, vendors, and the public.
- Ability to maintain awareness of surroundings, recognize potential safety and environmental hazards and suggest constructive solutions.
- Reading, writing and effective communication skills
- Ability to use Microsoft Office applications.
- Ability to develop training programs and train Authority staff.
- Ability to learn and apply critical thinking to solve problems.
- Ability to adapt to a dynamic environment and handle multiple priorities.

Experience and Education:
- Some college preferred.
- Waste industry experience preferred.

Special Qualifications and/or Licenses:
- Must have valid California driver’s license.
- Must have, or be able to complete, 24 or 40-hour HAZWOPER certification within two months of hire.
- Must have, or be able to complete, OSHA 30-hour training within three months of hire.

QUALIFICATIONS: Safety Coordinator II

In addition to the qualifications for Safety Coordinator I:

Experience and Education:
- Must have strong writing and analytical skills.
- Must have effective communication skills
- Development, implementation and documentation of Standard Operating Procedures for Safety and/or Environmental regulations
- 1-5 years safety experience as primary job duty
- Incident Command System (ICS) training and/or experience
JOB DESCRIPTION

HAZARDOUS WASTE TECHNICIAN/SENIOR TECH I/II

SUMMARY

This is a full-time, non-exempt position with administrative and technical responsibilities and requires contact with the general public. This position assists the Director of Environmental Health & Safety in the operation of the Household Hazardous Waste Program. A Senior Technician may also have supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

The Household Hazardous Waste Technician/Senior Technician reports to the Director Environmental Health & Safety. A Senior Technician may supervise Technicians.

TYPICAL DUTIES

Program Duties

- Assists the Director Environmental Health & Safety.
- Unloads HHW from customer vehicles.
- Identifies and segregates household hazardous waste by hazard class.
- Buils Household Hazardous Waste into 55-gallon drums and lab packs for shipment.
- Prepares labels for HHW materials.
- Uses forklift to move hazardous waste and load for shipment.
- Schedules appointments for businesses.
- Calculates disposal charges for business customers and customers with large loads.
- Maintains and balances cash till.

Other Duties

- Answer questions from the public regarding Authority functions and policies.
- Attend Board meetings; and other related events, as requested.
- Perform all other duties as assigned by the Director Environmental Health & Safety.
- Attend and participate in professional groups to stay abreast of techniques and regulations in program related fields

QUALIFICATIONS

Knowledge of:

- Basic chemistry and basic chemical terms.
- Hazards associated with common household chemicals.
- Able to recognize common HHW products by sight.
- Biohazard waste issues & sharps handling.
- Regulations pertaining to HHW.
- Safety and emergency response procedures.
- Able to communicate effectively with the public.

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Skill in:
- Following written and oral instructions.
- Ability to use of basic tools and operate a forklift.
- Ability to lift and carry objects weighing up to 100 pounds and perform sustained heavy physical labor.
- Ability to work outside in a variety of weather conditions, to climb into pick-up trucks and vans, to wear a respirator, eyesight correctable to read small type and ability to distinguish colors.

EXPERIENCE AND EDUCATION

Technician
- Any combination of education and experience in hazardous waste handling.
- 40-hour hazardous waste operator training.

Senior Technician
- A minimum of four years education, training and work experience in hazardous waste handling.
- 40-hour hazardous waste operator training.

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Must have valid California drivers' license and obtain a HazMat Endorsement.
- Any training or certification required by applicable law for performing the requirements of this position.
Staff Report

DATE: May 18, 2020

FROM: Jill Duffy, Executive Director

SUBJECT: Item 4) Elect Authority Officers for FY20/21

RECOMMENDED ACTION: Voice vote.
Nominate and Elect Officers for FY 20/21

DISCUSSION:
The Humboldt Waste Management Authority’s Joint Exercise of Powers Agreement requires that the Board appoint new Board Officers each fiscal year. The term of office begins on July 1, 2020 and runs through June 30, 2021.

The officers – and the current appointees – are:

Chair    Michael Sweeney, City of Ferndale
Vice-Chair  Frank Wilson, City of Rio Dell

Staff recommends the Board open the topic for discussion, and the Board take action to elect Board Officers.

FISCAL IMPACT:
No Impact – Administrative

ALTERNATIVES:
Board’s Discretion
Staff Report

DATE: June 1, 2020  For Board Meeting: June 11, 2020
FROM: Jill Duffy, Executive Director
SUBJECT: Item 5)
Approve Resolution 2021-02 Amending the Integrated Waste Management Fees for Recycling Processing and Marketing Service Fees.

RECOMMENDED ACTION: Voice Vote
That the Board of Directors:
1) Receive and Approve the “Recycling Rate Review” Report and Recommendations Prepared by Joe Arch, JJACPA; and
2) Other action as appropriate; and.
3) Approve Resolution 2021-02 “Amending the Integrated Waste Management Fees for Recycling Processing and Marketing Service Fees for FY 2020-21”.
4) Direct staff to distribute the approved resolution to member agencies, franchise haulers and other interested parties.

Staff recommends the Board of Directors receive the “Recycling Rate Review” report and recommendations prepared by Joe Arch of JJACPA, and approve Resolution 2021-02 to revise the existing Integrated Waste Management Fees for FY 2020-21 to approve and authorize implementation of the Recyclable Materials Processing fees to be paid for by franchise collectors and self-haul customers delivering curbside collected source-separated and mixed-stream recyclables at either the Samoa Resource Recovery Center or the Eureka Recycling Center. Approval of this resolution will finalize Resolution 2021-01, approved on May 14, 2020, that established the waste management fees for fiscal year 2020-21.

Staff recommends that Board approve a rate increase to Table 10 "Recyclable Materials Processing Fee" of $3.97/ton (6% increase) based on the findings and recommendations of the Authority’s financial consultant. Once approved, this fee resolution will be circulated to member agencies and franchise haulers.

DISCUSSION:
HWMA and Recology Eel River (Samoa Resource Recovery Center) entered into a 10-year agreement September 2018 for the processing and marketing of curbside collected recyclable materials. Through a memorandum of agreement with participating agencies, HWMA provides single stream recycling meaning that curbside collection customers place all recyclables into the same container and the Samoa Resource Recovery Center sorts materials by recyclable type.
HWMA’s contract provides Recology a stipulated processing cost and is expected to share of cost in recyclable revenues as the commodity markets rebounds.

The “Agreement for Recyclable Materials Processing and Marketing Services Between HWMA and Recology Eel River” included Exhibit B establishing the process for annual fee adjustment, and Exhibit C – a Confidential & Proprietary Base Revenue and Expense Assumption sheet.

In addition to recyclable material received from HWMA and participating agencies, Recology receives “other” materials from the City of Fortuna (not a HWMA member agency), recyclables from Del Norte Waste Management Authority and the City of Ashland. This is important due to the unknown in-bound contamination levels for these source materials and resultant residual waste. Additionally, during review of the March Monthly 2020 report, HWMA learned that Source Separated materials (cardboard, glass etc) were placed into a newly categorized “Colocated” designation. This material is transported to the Samoa facility and is not incorporated into the sort line. The material is typically baled directly from the container into the baler and shipped to market, and should not be subject to the same processing fees as curbside collected materials.

Recology Eel River submitted their third and final application titled “Recycling Service Fee Adjustment” dated March 2, 2020 for HWMA analysis, findings and recommendations. Recology requested a rate increase of $16.09/ton (an overall 23% increase). Staff presented an overview of our analysis, findings along with a preliminary recommendation of “no change to the recycling processing rate” to the HWMA Board during the April 9th draft budget discussion based on staff’s analyses and findings. Staff and Recology continued to discuss necessary clarifications in order to finalize a recommendation to present to the Board.

In late April, HWMA secured the services of JJACPA to conduct a review of rate calculations and formulas used in the Recycling Processing agreement to validate Recology’s requested recycling rate adjustment and provide findings and recommendations for presentation to the HWMA Board. This report was completed by June 1st.

During the May Board meeting discussion of the FY 2020-21 Budget agenda item, Recology requested that the Board conditionally approve the proposed rate of $85.651/ton as a placeholder so fee adjustment discussions could commence with member agency staff as part of their respective budgetary and fee approval processes. The Board cautiously agreed to the conditional request, pending finalization of the independent rate validation report and findings.

HWMA received the JJACPA final report finding and recommendations on Thursday, May 27th, and a copy was circulated to Linda Wise, Recology’s General Manager on Friday, May 28th. The report is attached for the Board’s review. The report concludes that based on review of the information provided by Recology, it does not appear that Recology provided enough information to HWMA to support their proposed 23% ($16.09/ton) service fee increase. The analysis does however support a 6% ($3.97/ton) service fee increase.

FISCAL IMPACT:

1 Existing recycling processing rate is $69.56/ton.
**Participating Agencies:** Total increase to member agency tonnage is projected at approximately $934,074 which will be recovered through proposed amendments through increases in the affected franchise agreements. The actual cost per ton of recyclable material is $73.57.

**HWMA:** In addition to the Eureka Recycling Center an increased processing cost of $284,421 for mixed stream recycling, plus Residual Waste costs. The actual cost per ton of material is $73.57.
RESOLUTION 2021-02

A RESOLUTION OF THE
HUMBOLDT WASTE MANAGEMENT AUTHORITY
FOR THE AMENDMENT OF INTEGRATED WASTE MANAGEMENT FEES

Section 1. PURPOSE AND INTENT.

The purpose of this Resolution is to revise the existing Waste Management Fee schedule established by Resolution 2021-01 to affirm Table 10, “Recyclable Materials Processing Fees” to be paid by Franchise Collectors and Self-Haul Customers dropping off curbside and source-separated recyclables at either the Samoa Resource Recovery Center or the Eureka Recycling Center, for a fee of $73.59 per ton to become effective 30 days after adoption of this resolution. This Resolution replaces Resolution 2021-01.

Section 2. DEFINITIONS.

(a) Unless otherwise stated, the terms used in this Resolution shall have the same meaning as provided by the definitions set forth in Section 17225 of Title 14, California Code of Regulations and the appropriate subsections of Division 30, Part 1, Chapter 2, California Public Resources Code.

(b) "Authority" means the Humboldt Waste Management Authority.

(c) “Carpet” means a manufactured article that is used in commercial or residential buildings affixed or placed on the floor or building walking surface as a decorative or functional building interior feature and that is primarily constructed of a top visible surface of synthetic face fibers or yarns or tufts attached to a backing system derived from synthetic or natural materials. “Carpet” includes, but is not limited to, a commercial or a residential broadloom carpet or modular carpet tiles. “Carpet” does not include a rug, pad, cushion, or underlayment used in conjunction with, or separately from, a carpet.

(d) “Collector” means either a Franchise Collector or a Non-Franchise Collector.

(e) “Designated Divertible Materials” means source-separated materials which are discarded at the HWMA Hawthorne Street Transfer Station in a designated area (e.g., bunker or container), and for which an appropriate reuse, recycling, composting, or other diversion outlet exists. The list of approved Designated Divertible Materials shall be based on market or outlet availability as determined by the Executive Director and shall be updated from time to time. Examples of “Designated Divertible Materials” may include clean drywall (gypsum board), non-hazardous ash, textiles, food waste, and dimensional lumber and wooden pallets.

(f) "Executive Director" means the Executive Director of the Humboldt Waste Management Authority or a designated representative thereof.
“Franchise Collector” means a company that collects Solid Waste or Recyclable Materials under contract with a public agency.

“Greenwaste” means any wastes generated from the maintenance or alteration of public, commercial or residential landscapes including, but not limited to, yard clippings, leaves, tree trimmings, prunings, brush, weeds, wood that is not treated with preservatives or painted and cardboard that is not otherwise recyclable.”


“Jurisdictional Boundaries of the Authority” means the jurisdictional boundaries coinciding with those of the Authority’s member agencies.

"Operator" means a person or entity who accepts Waste Material generated within the Jurisdictional Boundaries of the Authority and to whom permission to operate a Transformation Facility or Transfer/Processing Station for Solid Waste, or a combination of Solid Waste and Hazardous Waste, is granted under Section 40000 et seq. of the Public Resources Code.

"Non-Franchise Collector" means a person or entity that collects and/or transports Solid Waste generated within the Jurisdictional Boundaries of the Authority directly to an approved landfill facility for the purpose of disposal.

“Recyclable Materials Processing” means those recyclable materials source source-separated by the generator for the purpose of recycling for beneficial reuse or marketing to third parties.

“Recyclable Materials Processing” means the sorting, processing and marketing of Recyclable Materials.

“Satellite Facility” means a Transfer/Processing Station that receives Waste Materials generated from within the Jurisdictional Boundaries of the Authority that is not owned or directly operated by the HWMA, and which is located within the County of Humboldt.

“Self Haul Customers” means any person or entity that transports Solid Waste or Recyclable Materials directly to a Transfer/Processing Station and/or Transformation Facility.

"Solid Waste" means all putrescible and nonputrescible solid, and semisolid wastes; including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semisolid wastes, and other discarded solid and semisolid wastes. "Solid Waste" does not include hazardous, low-level radioactive or medical waste.
"Solid Waste" as herein defined shall not include materials source-separated by the generator for the purpose of recycling, reuse, repair, or composting.

(r) "Transfer/Processing Station" means a facility utilized to receive Waste Material from Collectors and Self Haul Customers and to temporarily store, separate, transfer, convert, or otherwise process said materials and/or to transfer it directly from smaller to larger vehicles or railroad trains for transport.

(s) "Transformation Facility" means a facility whose principal function is to receive and manage Solid Waste through a non-landfill disposal process other than composting such as incineration, pyrolysis, distillation, gasification, or biological conversion.


Section 3. COLLECTION OF FEE.

The applicable component(s) of the Waste Management Fee shall be collected from all Franchise and Non-Franchise Collectors, Self Haul Customers, Satellite Facilities and all Operators of Transformation Facilities and/or Transfer/Processing Stations located within the Jurisdictional Boundaries of the Authority. Such Fee shall be included in and considered to be part of the disposal rate charged by Operators, Satellite Facilities and Collectors for the provision of services.

Non-Franchise Collectors shall maintain at their respective offices or other place acceptable to the Authority, full and complete accounting books and records, and shall prepare and submit, without additional request and at no cost to the Authority, records documenting their respective proper performance under this Ordinance. The Authority may audit such books and records at the Authority’s expense upon three (3) working days’ notice.

Section 4. WASTE MANAGEMENT FEE.

The Authority Waste Management Fee rates specified in Schedule A shall take effect beginning on July 1, 2020 for the Fiscal Year 2020-2021.

(a) **Table 1. County-Wide Program Fees** shall be paid as part of the Facility Fee by all Franchise Collectors and Self Haul Customers. For Self Haul Customers who deliver Waste Materials to the Hawthorne Street Transfer Station, a Satellite Facility, or Transfer/Process Facility or Transformation Facility located in Humboldt County, the County-Wide Program Fee shall be paid by the Operator or Satellite Facility and remitted to the Authority on no more than a quarterly basis. Self Haul Customers who deliver Waste Materials to a Transfer/Process Facility and/or Transformation Facility located outside the Jurisdictional Boundaries of the Authority, and all Non-Franchise Collectors shall pay the County-Wide Program Fee to the Authority on a quarterly basis.

(b) **Table 2. HWMA Base Fees** shall be paid as part of the Facility Fee by all Franchise Collectors and Self Haul Customers who deliver Waste Material to the Hawthorne Street Transfer Station.

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(c) **Table 3. Facility Fees.**

i) **Self Haul Fees** shall be paid by all Self Haul Customers who deliver Waste Materials to any Authority owned and/or operated facility. This includes all persons or entities dropping off Waste Materials at an Authority facility except Franchise Collectors. Self Haul loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, appliances, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 7.

ii) **Franchise Collector Fees** shall be paid by all Franchise Collectors who deliver Waste Materials to the Hawthorne Street Transfer Station or a Satellite Facility. Member agencies that deliver Waste Materials at an Authority facility shall pay the Franchise Collector Fee rate found in Schedule A, Table 3. Franchise Collector loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills, may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 7.

iii) **Satellite Fees** shall be paid by Operators of Satellite Facilities, and includes Operations fees which covers transportation and disposal costs only.

(d) **Table 4. Non-Franchise Collector Fees** consisting of County-Wide Fees shall be paid by Non-Franchise Collectors. Non-Franchise Collectors shall deliver copies of all weight receipts to the Authority on a quarterly basis.

(e) **Table 5. Volume Based Pricing Hawthorne Facility** shall be paid by Self Haul customers when the scales are inoperable.

(f) **Table 6. Non-Standard Waste Materials** shall be paid by Franchise Collectors and Self Haul Customers that drop off non-standard Waste Materials.

(g) **Table 7 Household Hazardous Waste Fees** shall be paid by Self Haul residential and commercial customers. Residential customers who bring in more than 15 gallons per vehicle (measured by the total volume of the containers brought in, not by the volume of material contained) and commercial customers shall pay a Household Hazardous Waste Fee based on the actual cost of handling and processing if so charged by the Executive Director.

(h) **Table 8. Greenwaste Fees** shall be paid by Franchise Collectors and Self Haul Customers dropping off Green Waste at the Hawthorne Street facility or at the Mad River Compost Facility.

(i) **Table 9. Eureka Recycling Center Fees** shall be charged to Self Haul customers, both residential and commercial, who use the Hawthorne Street drop-off facility.
Table 10. Recyclables Materials Processing Fees shall be paid by Franchise Collectors and Self-Haul Customers dropping off Recyclable Materials at either the Samoa Resource Recovery Center or the Hawthorne Street Transfer Station.

Section 5. PAYMENT OF FEES.

(a) For cash transactions, payment shall be due upon delivery of the Waste Materials in accordance with Schedule A herein. Self Haul Customers which pay with cash or cash equivalents – check, debit or credit card – shall pay fees rounded to the nearest quarter dollar for materials disposed. For account customers, the fee shall be set based upon the volume or tonnage of Waste Material received during the preceding month according to Schedule A. Fees charged to accounts shall be paid to the Humboldt Waste Management Authority within thirty (30) days following the fee due date. The due date is the date of the monthly statement, and shall become due and payable by each account customer on the date of the monthly statement.

(b) Fees that are not remitted to the Authority within thirty (30) days following the due date provided in this part for account customers and on the invoice for all other invoiced customers are delinquent. A late fee of one and one half percent (1 1/2%) shall be assessed on delinquent accounts not paid by the end of the month. The minimum late fee is $1.

(c) Documentation substantiating the tonnage upon which the Waste Management Fee is collected shall be maintained by an Operator, Franchise Collector, Non- Franchise Collector, or Self Haul Customer for a period of three years.

Upon three working days written notice, an Operator or Collector shall provide access to the Authority for the purpose of reviewing the accuracy of the submitted data.

In the event that the Authority, following such a review, determines that the accuracy of the submitted data cannot be verified, the Authority and the Operator or Collector shall mutually agree to an alternative procedure for determining or measuring the tonnage collected, or received at the Disposal Site, Transformation Facility and/or Transfer/Processing Station, in order to ensure the accuracy of such data.

Failure to implement or to adhere to a verifiable measuring procedure after a reasonable period of time shall result in the referral of the disputed collections for review to an independent auditor. Costs for such an audit shall be borne by the losing party.

Fees not paid by its due date shall be determined to be delinquent, and shall be subject to late fee penalties.

(d) Customers who wish to keep a record of individual waste transactions should retain their weight ticket (invoice) from each transaction. The Authority also keeps a record of transactions. Customers may request copies of previous weight tickets and will be charged 75 cents for each weight ticket that is copied, sent, or faxed. A request for a copy of any weight ticket that is over 180 days old will be billed at $40 per hour for staff research time.

Section 6. FAILURE TO COMPLY.
The Authority may collect any unpaid fees and penalties by civil action, in which event the Authority shall have judgment for the cost of the suit and reasonable attorney’s fees.

Remedies for the failure to comply with this Resolution are non-exclusive. The Authority reserves the right to take any, all or combination of administrative, civil and criminal actions to enforce the terms of this Resolution, separately or concurrently.

Section 7. REFUNDS.

In the event any fee has been overpaid or has been erroneously received by the Authority under this Resolution, it shall be refunded.

Section 8. EFFECTIVE DATE.

This Amended Resolution shall take effect on July 1, 2020. The foregoing Resolution 2020-01 was passed by the Board of the Humboldt Waste Management Authority 14th day of May, 2020.

APPROVED: ____________________________ Date: ______________
Michael Sweeney, Chairperson

ATTEST: ______________________________ Date: ______________
HWMA Clerk
### SCHEDULE A
### WASTE MANAGEMENT FEE

#### Table 1: County-Wide Program Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (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>

#### Table 2: HWMA Base Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (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>

#### Table 3: Facility Fees

**SELF HAUL FEES, HAWTHORNE STREET TRANSFER STATION**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee (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>Fee Description</th>
<th>Fee (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>
<tr>
<td>[See Table 6 for Additional Fees]</td>
<td></td>
</tr>
<tr>
<td>[See Table 7 for Hazardous Waste Fees]</td>
<td></td>
</tr>
</tbody>
</table>

**SATELLITE FEES, FORTUNA AND MCKINLEYVILLE TRANSFER STATIONS**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee (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>
### Table 4: Non-Franchise Collectors

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

### Table 5: Volume-Based Pricing

<table>
<thead>
<tr>
<th>SOLID WASTE RATES</th>
<th></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>

<table>
<thead>
<tr>
<th>GREEN WASTE RATES</th>
<th></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>

<table>
<thead>
<tr>
<th>RECYCLABLE MATERIALS RATES (Mixed Stream)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Fee for Recyclable Materials by Volume</td>
<td>$2.00</td>
</tr>
<tr>
<td>Per Cubic Yard</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

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

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

### 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>
</tbody>
</table>
## Table 7: Hazardous Waste Fees (continued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batteries, Auto</td>
<td>No Charge</td>
</tr>
<tr>
<td>Compressed gas cylinders, non-propane</td>
<td>$10/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></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>Description</th>
<th>Fee</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>Item</th>
<th>Fee</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>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Delivery Fee to Samoa Processing Facility (Franchise Only)</td>
<td>$73.57</td>
</tr>
<tr>
<td>Self-Haul and Commercial Rate</td>
<td>$73.57</td>
</tr>
<tr>
<td>Minimum Fee, Self-Haul and Commercial Customer, up to 60 lbs.</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

June 11, 2020
Printed on Recycled Paper
INDEPENDENT ACCOUNTANTS’ REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the General Manager of the
Humboldt Waste Management Authority
Eureka, California

We have performed the procedures enumerated below, which were agreed to by the management of the Humboldt Waste Management Authority (HWMA), solely to assist you in evaluating the recycling service fee adjustment for 2020-2021 prepared by Recology. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

1) Review the rate calculations and formulas used in the agreement for consistency with previous agreements or changes as a result of economic conditions.

2) Utilize information provided by HWMA to validate the recycling rate.

3) Provide findings and recommendations in a report delivered to the General Manager.

Findings: See the following pages for findings. Due to the confidential nature of the agreement, recommendations are provided under separate cover.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the recycling service fee adjustment for 2020-2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Humboldt Waste Management Authority, and is not intended to be, and should not be, used by anyone other than the specified parties.

JJACPA, Inc.
Dublin, CA

May 26, 2020
1. Calculation Errors

We used “Exhibit C – Base Revenue and Expense Assumptions – 2/28/2020” of the last rate application submitted by Recology to recalculate the service fee and arrived at a value of $86.20/ton, a $.55 variance from the service fee provided by Recology of $85.65/ton. Subtotals in the worksheet are typed in rather than being included in a formula, which can cause rounding errors. Without knowing the source of the individual line items, we can simply state that there appears to be mathematical errors in the worksheet that should be resolved before establishing a final service fee.

2. Freight to Market Costs

In “Exhibit C – Base Revenue and Expense Assumptions – 2/28/2020” the actual freight to market costs for 10/1/2018 – 9/30/2019 is $32.73/ton. The projected costs used in the calculation of the service costs rate is $42.58/ton. This is a 30% increase which does not appear to be supported by Recology on page 6 of 9. Exhibit B, Section 6 does state that line item adjustments to the component costs of the Service Fee can be made by either applying the CPI increase or by making a good faith effort to project costs. The section also states that it is understood that the index method would only be appropriate where there is no actual or expected change in operations or circumstances from year to year.

If Recology can support the actual costs of $32.73/ton then that amount should stand as the good faith estimate for the agreement, instead of the $42.58/ton shown in the Exhibit and rate calculation. The agreement does not allow for an additional CPI increase on top of the actual costs, and the 30% increase is not adequately supported in conjunction with Exhibit B, Section 6. Any changes to this actual amount would be accounted for at true-up.

Decreasing the freight to market costs to the actual amount of $32.73/ton would cause the service rate to decrease by approximately $10.51/ton.

3. No “True-Up” Provision

Exhibit B, Paragraph 4 of the Agreement for Recyclable Materials includes a “No True-Up” Provision.

No True-Up. The Service Fee shall be determined each year prospectively, based on estimates of Operating Costs, Commodity Revenues, etc., and the associated tonnages, for the year in which the Service Fee is determined. For example, the Service Fee effective July 1, 2020 would be based on estimates for calendar year 2020. If actual costs or revenues differ from the estimates, the Service Fee shall not be "trued up" or "trued down" to account for such differences.

This provision seems objectionable. If the service fee is determined entirely on estimates, it would seem prudent to adjust the balances when the actuals are known.
3. Lack of Supporting Documentation

In the letter dated May 11, 2020, the Recology General Manager makes the point that the rate adjustments are not-optional. While that may be the case, Exhibit B, Paragraph 5, Part b) states “Contractor shall provide such additional information as Authority may reasonably request in order to conduct its review.” We have reviewed the information provided and did not see any supporting documents for the line item costs reported in “Exhibit C – Base Revenue and Expense Assumptions – 2/28/2020.” It appears that Recology has not provided HWMA with necessary information to conduct its review and is in potential violation of this provision of the agreement.

Conclusion

Based on our review of the information provided, it does not appear that the Contractor has provided enough information to the Authority to support their proposed service fee. In addition, since prior year actuals and estimates cannot be consistently relied upon to establish the current rate, a true-up provision becomes necessary in correcting the rate to meet the needs of both organizations, otherwise further disparity in the rate will result if estimates alone are used with rates changing dramatically at each renewal date.

Recommendations

Due to the confidential nature of the agreement, recommendations are provided under separate cover.