Agenda
Thursday, July 12, 2018 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

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

2. 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 June 14, 2018 HWMA Board of Directors Meeting.
   b. Receive May Fiscal Year 2017-18 Financials
   c. Award Bid to Blue Flame Crew West, LLC for the Landfill Gas Flare Upgrade Construction Project.
   d. Consider Approval of the Request for Proposals for Green Waste Transportation Services from Hawthorne Street Transfer Station to Mad River Hardwoods.
   e. Approve Request for Bids for Purchase of a Lift Truck-Recycling Division
   f. Authorize Executive Director to Evaluate and Pursue Options with Property Owners City of Eureka and Harbor Lanes

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. Consider Receive Recycling Processing and Marketing of Regional Curbside Collected Recyclable Materials Status Update; Provide Direction to Staff.
5. Board Member Reports

6. Executive Director’s Report

7. Closed Session: Closed session pursuant to Government Code 54956.8 Real Property to consider potential purchase. Two items.
   a. Property APN 007-011-002; HWMA negotiator: Executive Director; Negotiating parties: City of Eureka; Under negotiation: price and terms.
   b. Property APN 007-011-003; HWMA negotiator: Executive Director; Negotiating Party: (insert); Under negotiation: price and terms.

Report Out of Closed Session.

8. Adjourn
Minutes
Thursday, June 14, 2018 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

Present: Frank Wilson, Michael Sweeney, Sofia Pereira, Rex Bohn, Heidi Messner,
Absent: Summer Daugherty
Staff: Jill Duffy, Tyler Egerer
Legal Counsel: Nancy Diamond

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

2. Consent Calendar
   a. Approve Minutes from the May 10, 2018 HWMA Board of Directors Meeting.
   b. Receive March Fiscal Year 2017-18 Financials
   c. Receive April Fiscal Year 2017-18 Financials
   d. Review and Approve the Board of Directors Calendar for FY 2018/19, Affirm Meeting Place and Time
   Chairwoman Pereira opened the floor to public comment regarding the Consent Calendar. No comment was received.
   Chairwoman Pereira closed the floor to public comment.
   Motion: Director Sweeney Moved and Director Messner Seconded the motion to approve the Consent Calendar.
   Action: Approve the Motion as made by Director Sweeney and seconded by Director Messner by the following vote:
   Ayes: Bohn, Wilson, Sweeney, Pereira, Messner
   Nays: None
   Absent: Daugherty

3. Oral and Written Communications
   Chairwoman Pereira opened the floor to public comment regarding items not on the agenda. Comments were received from the following:
   Maggie Gainer, Zero Waste Humboldt, regarding an upcoming business workshop.
   Chairwoman Pereira closed the floor to public comment.

4. Receive Recycling Processing and Marketing of Regional Curbside Collected Recyclable Materials Proposal and Recommendation by the Evaluation Committee; Provide Direction to Staff.

Item 2a)
Executive Director Duffy provided a brief presentation to the Board. Chairwoman Pereira opened the floor to comment from the RFP Evaluation Committee members. Comments were received from the following committee members:

- Tom Mattson, Director of Public Works, County of Humboldt, in favor of the recommendation from staff;
- Miles Slattery, Director of Parks and Recreation, City of Eureka, in favor of the recommendation from staff;
- Mark Andre, Director of Environmental Services, City of Arcata, in favor of the recommendation from staff.

Chairwoman Pereira opened the floor to comment from the RFP proposer. Comments were received from the following:

- Linda Wise, General Manager, Recology of Humboldt, regarding the proposal and evaluation processes.
- Nikki Burke, (position unknown), Recology.

Chairwoman Pereira opened the floor to public comment regarding the RFP for Regional Curbside Collected Recyclable Materials. No public comments were received.

Chairwoman Pereira closed the floor to public comment.

Motion: Director Messner Moved and Director Sweeney Seconded the motion to approve staff recommendations to 1) Receive Recology’s Recycling Processing and Marketing of Regional Curbside Collected Recyclable Materials Proposal; and 2) Determine the Proposal Non-Responsive; and 3) Direct the Executive Director, General Counsel and one member of the RFP Evaluation Committee to negotiate an agreement for services; and 4) Direct staff to explore other options and return to the Board with a recommendation.

Action: Approve the Motion as made by Director Messner and seconded by Director Sweeney by the following vote:

Ayes: Bohn, Wilson, Sweeney, Pereira, Messner
Nays: None
Absent: Daugherty

5. Elect Authority Officers for FY18/19

Director Bohn nominated Director Sweeney for the position of Chair, and Director Wilson for the position of Vice Chair. Directors Sweeney and Wilson accepted the nomination.

Chairwoman Pereira opened the floor to public comment regarding the election of officers. No comments were received.

Chairwoman Pereira closed the floor to public comment.

Motion: Director Bohn Moved and Director Messner Seconded the motion to elect Direct Sweeney Chair, and Director Wilson Vice-Chair, of the Board of Directors.

Action: Approve the Motion as made by Director Bohn and seconded by Director Messner by the following vote:

Ayes: Bohn, Wilson, Sweeney, Pereira, Messner, Daugherty
Nays: None
6. **Board Member Reports**  
Reports were received from the following:  
**Director Wilson,** regarding ongoing business development at the Rio Dell Business Park.

7. **Executive Director’s Report**  
**Director Duffy** presented the Board with a written Executive Director’s report.

8. **Closed Session: None**

9. **Adjourn**  
**Chairwoman Pereira** adjourned the meeting at 6:51 p.m.  
**Next Meeting:** July 12, 2018 at 5:30 p.m. at Eureka City Hall Council Chambers.
Staff Report

DATE: June 13, 2018

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2b) Receive May 2018 Financial Reports

RECOMMENDED ACTION: Review and Approve May 2018 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 5/31/2018 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 2017-18 activity include:

a) Revenue and expense figures have better aligned with budgeted estimates following implementation of mid-year budget adjustments;
b) Annual payments for permitting expenses, depreciation of capital assets, and other large, one-time expenses have mostly been recorded and better reflect the true annual cost of Authority operations;
c) A significant increase in tonnage disposed – thanks to a dry fall and an increase in construction and demolition – has greatly increased net position, resulting in increased cash flow and a stronger overall Authority financial position.

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: $1,865,588.63
HWMA Undesignated, Capital, Personnel, and Stabilization Funds: $2,407,349.00

Authority Financials:
Attachments A and B contain detailed balance sheet and income statement (Statement of Operations) information for the May 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 May are performing approximately 7% over projections of budgeted estimates for Fiscal Year 2017-18. 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.

Staff continues to monitor diversion programs in terms of not only cost, but self-sustaining viability. At present, all divisions are operating above budgeted estimates, and are fully funded from self-sustaining revenues or fees passed-through from Self-Haul, Franchise, and Satellite Facility tipping fees.

As participation in CRV buyback continues to stay strong, due to a lack of private reimbursement centers, revenue estimates for salvage material revenue and processing revenues continue to be high; these will be offset by similarly increased hauling and processing costs as the Authority moves the material to processors for marketing.

Based on the above factors, and to facilitate long-term planning – relative to the Fiscal Year – for the Board and staff in decision making, the following estimation of growth for total revenues is provided below. The following graph tracks current, aggregate, monthly revenue activity against an annual trend line, generated from the previous five years of financial information. The trend line provides a reasonable estimation of how revenues are expected to be collected throughout the year, including effects related to weather, seasonal activities, and delayed reimbursements for grants and other projects.
Ongoing disposal activities, a strong construction season, and a continued level of high participation in CRV reimbursement through the Authority’s Eureka Recycling Center are keeping revenue above estimates, resulting in a robust revenue profile for the Fiscal Year.

Expenses for May are also above budget projections. Total Expenses are approximately 2% over budgeted estimates, including 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.

Payroll expenses are in line with current budget estimates. Due to several workplace employee injuries over the past several years, the Authority’s worker’s compensation insurance premium was increased by SDRMA. This increased cost is reflected in the overall Payroll expenditures. This cost is expected to continue into Fiscal Year 2018-2019, however significant improvements in employee and operational safety have greatly reduced the number of new incidents at all facilities.

Based on the above factors, and 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.

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

Expenses through 05/31/18

Payroll
Indirect
Capital
Non-Cash

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Staff continues to maintain a strong control on ongoing expenses, and the recent change in solid waste transportation and disposal contractors has resulted in minimal impact on ongoing expenses in operations. Overall, staff is pleased to report that expenditure activity is settling into an expected rhythm, with anticipated expenditures for items outlined in the Capital Improvement Plan, or related to long-term debt payments, covered by reserve funds and sufficient operating revenues.

Monthly disbursements to Authority vendors and employees are summarized in Attachment D for the month of May. These disbursements are comprised primarily of day-to-day costs, representing approximately $434,000 in transportation and disposal costs, the biannual loan payment to Chase Bank of $466,619.52, and approximately $98,000 in CRV reimbursement payments to the general public.

**Division Activities (as Summarized in Attachment C):**
Activity for all divisions is on track to exceed Fiscal Year 2017-18 activity. New construction, expanded curbside services, and outreach improvements have all contributed to an overall increase in activity.

**Attachments:**
- A) Authority Balance Statement, May 2018
- B) Authority Statement of Operations, May 2018
- C) Activity Report, May 2018
- D) Cash Disbursements, May 2018
### ASSETS AND DEFERRED OUTFLOWS

<table>
<thead>
<tr>
<th></th>
<th>5/31/2018</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Investments</td>
<td>$4,448,796</td>
<td>$4,061,179</td>
</tr>
<tr>
<td>Accounts Receivable:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer (Net of Doubtful Accounts)</td>
<td>1,044,909</td>
<td>873,702</td>
</tr>
<tr>
<td>Deposits</td>
<td>19,500</td>
<td>19,500</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>5,513,205</td>
<td>4,954,381</td>
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<tr>
<td><strong>Noncurrent Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant and Equipment, Net</td>
<td>4,697,694</td>
<td>5,025,540</td>
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<tr>
<td>Waste Authority Contract</td>
<td>221,171</td>
<td>221,171</td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>4,918,865</td>
<td>5,246,711</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>10,432,070</td>
<td>10,201,092</td>
</tr>
<tr>
<td><strong>Deferred Outflows:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension Plan</td>
<td>435,580</td>
<td>435,580</td>
</tr>
<tr>
<td><strong>Total Assets and Deferred Outflows</strong></td>
<td>10,867,650</td>
<td>10,636,672</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>5/31/2018</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>548,812</td>
<td>841,272</td>
</tr>
<tr>
<td>Accrued Payroll</td>
<td>201,028</td>
<td>133,399</td>
</tr>
<tr>
<td>Customer Deposits</td>
<td>5,940</td>
<td>2,350</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>755,780</td>
<td>977,021</td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term Debt Due After One Year</td>
<td>3,291,174</td>
<td>4,161,808</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>476,183</td>
<td>476,183</td>
</tr>
<tr>
<td>Estimated Closure and Post-Closure Care Costs</td>
<td>7,353,845</td>
<td>7,353,845</td>
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<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>11,121,202</td>
<td>11,991,836</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>11,876,982</td>
<td>12,968,857</td>
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<tr>
<td><strong>Deferred Inflows:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension Plan</td>
<td>109,711</td>
<td>109,711</td>
</tr>
<tr>
<td>Unavailable Revenue</td>
<td>86,912</td>
<td>39,305</td>
</tr>
<tr>
<td><strong>Total Liabilities and Deferred Inflows</strong></td>
<td>12,073,605</td>
<td>13,117,873</td>
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</table>

### NET POSITION (DEFICIT)

<table>
<thead>
<tr>
<th></th>
<th>5/31/2018</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td>1,627,691</td>
<td>1,084,903</td>
</tr>
<tr>
<td>Unrestricted (Deficit)</td>
<td>(4,324,089)</td>
<td>(6,034,938)</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>1,490,443</td>
<td>2,468,834</td>
</tr>
<tr>
<td><strong>Total Liabilities, Deferred Inflows and Net Position</strong></td>
<td>10,867,650</td>
<td>10,636,672</td>
</tr>
</tbody>
</table>
Humboldt Waste Management Authority  
Statement of Revenues, Expenses, and Changes in Net Position  
For the Eleven Months Ending 5/31/2018

<table>
<thead>
<tr>
<th>YTD</th>
<th>Actual</th>
<th>Budget</th>
<th>$ Var</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gross Waste Management Fees 9,014,488</td>
<td>8,659,079</td>
<td>355,409</td>
<td>4.1%</td>
</tr>
<tr>
<td></td>
<td>Less: Pass-Through Fees 504,891</td>
<td>802,857</td>
<td>(297,966)</td>
<td>(37.11%)</td>
</tr>
<tr>
<td>Net Waste Management Fees 8,509,597</td>
<td>7,856,222</td>
<td>653,375</td>
<td>8.32%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Waste Fees 333,822</td>
<td>349,447</td>
<td>(15,625)</td>
<td>(4.47%)</td>
</tr>
<tr>
<td></td>
<td>Other Fees and Charges (368)</td>
<td>126</td>
<td>(494)</td>
<td>(392.06%)</td>
</tr>
<tr>
<td></td>
<td>Other Operating Revenues 1,926,783</td>
<td>1,808,575</td>
<td>118,208</td>
<td>6.54%</td>
</tr>
<tr>
<td>Total Operating Revenues 10,769,834</td>
<td>10,014,370</td>
<td>755,464</td>
<td>7.54%</td>
<td></td>
</tr>
</tbody>
</table>

|     | Operations and Maintenance 6,438,022 | 5,368,232    | 1,069,790 | 19.93% |
|     | Administrative and General 1,462,022 | 2,664,322    | (1,202,300) | (45.13%) |
|     | Professional Services 152,226 | 70,726       | 81,500   | 115.23% |
|     | Depreciation and Amortization 422,956 | 387,637      | 35,319  | 9.11% |
|     | Closure-related Expenses 110,655 | 360          | 110,295 | 30637.5% |
|     | Other Expenses 608,244 | 502,923      | 105,321 | 20.94% |
| Total Operating Expenses 9,194,125 | 8,994,200    | 199,925 | 2.22% |
| Operating Income (Loss) 1,575,709 | 1,020,170    | 555,539 | 54.46% |

| NONOPERATING REVENUES (EXPENSES): |     |       |       |       |
| Interest Income 110 | (62) | 172 | (277.42%) |
| Rental Income (Net of Expenses) 100,182 | 110,310 | (10,128) | (9.18%) |
| Grant Revenue 19,955 | 177,231 | (157,276) | (88.74%) |
| Grant Expense (4,200) | (177,824) | 173,624 | (97.64%) |
| Interest Expense (66,313) | (60,951) | (5,362) | 8.8% |
| Total Nonoperating Revenues (Expenses) 49,734 | 48,704 | 1,030 | 2.11% |
| Change in Net Position 1,625,443 | 1,068,874 | 556,569 | 52.07% |

July 12, 2018  
Printed on Recycled Paper
### 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>Hawthorne</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franchise</td>
<td>41,179</td>
<td>41,222</td>
</tr>
<tr>
<td>Self Haul</td>
<td>18,771</td>
<td>15,860</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>59,950</strong></td>
<td><strong>57,082</strong></td>
</tr>
<tr>
<td>Humboldt Sanitation</td>
<td>4,767</td>
<td>5,401</td>
</tr>
<tr>
<td>ERD</td>
<td>3,906</td>
<td>6,842</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>68,623</strong></td>
<td><strong>69,325</strong></td>
</tr>
</tbody>
</table>

#### Greenwaste

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Tonnage</td>
<td>Revenue</td>
</tr>
<tr>
<td></td>
<td>Year to Date</td>
<td>Prior YTD</td>
</tr>
<tr>
<td></td>
<td>3,759</td>
<td>3,865</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$269,387</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>559</td>
<td>324</td>
</tr>
<tr>
<td>Residential</td>
<td>2,995</td>
<td>2,204</td>
</tr>
<tr>
<td>Fortuna Residential</td>
<td>1</td>
<td>53</td>
</tr>
<tr>
<td>Revenue from Countywide Fee</td>
<td>$369,446.67</td>
<td>$452,182.97</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3,555</strong></td>
<td><strong>2,581</strong></td>
</tr>
</tbody>
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### Traffic Count

<table>
<thead>
<tr>
<th></th>
<th>Average Daily</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Count FY18</td>
</tr>
<tr>
<td>July</td>
<td>353</td>
</tr>
<tr>
<td>August</td>
<td>338</td>
</tr>
<tr>
<td>September</td>
<td>340</td>
</tr>
<tr>
<td>October</td>
<td>360</td>
</tr>
<tr>
<td>November</td>
<td>301</td>
</tr>
<tr>
<td>December</td>
<td>320</td>
</tr>
<tr>
<td>January</td>
<td>299</td>
</tr>
<tr>
<td>February</td>
<td>304</td>
</tr>
<tr>
<td>March</td>
<td>313</td>
</tr>
<tr>
<td>April</td>
<td>328</td>
</tr>
<tr>
<td>May</td>
<td>333</td>
</tr>
<tr>
<td>June</td>
<td>344</td>
</tr>
<tr>
<td><strong>Year-to-Date Average</strong></td>
<td><strong>326</strong></td>
</tr>
<tr>
<td>Paid To</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>101Netlink</td>
<td>$60.00</td>
</tr>
<tr>
<td>Access Humboldt</td>
<td>$113.59</td>
</tr>
<tr>
<td>Advanced Superior Alarms</td>
<td>$367.83</td>
</tr>
<tr>
<td>Advantage Financial Services</td>
<td>$503.46</td>
</tr>
<tr>
<td>Airgas USA LLC West Division</td>
<td>$1,018.56</td>
</tr>
<tr>
<td>Asbury Environmental Services</td>
<td>$215.00</td>
</tr>
<tr>
<td>AT &amp; T</td>
<td>$790.33</td>
</tr>
<tr>
<td>B &amp; B Portable Toilet Company</td>
<td>$7,470.96</td>
</tr>
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<td>Bettendorf Enterprises, Inc</td>
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<td>James L Able Forestry Consulta</td>
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<td><strong>Total Employee Expenses</strong></td>
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*Item 2b*)

July 12, 2018
Printed on Recycled Paper
Staff Report

DATE: June 27, 2018 For Meeting of: July 12, 2018

FROM: Jill Duffy, Executive Director

SUBJECT: Item 2c) Award Bid on the Cummings Road Landfill, Landfill Gas Flare Upgrade Construction Project.

RECOMMENDED ACTION: Voice vote.

1) Award Bid and Approve the Cummings Road Landfill, Landfill Gas Flare Upgrade Construction Bid Document (Project) in the Amount of $98,700, not including contingency, to Blue Flame Crew West, LLC; and

2) Following Review by Legal Counsel, authorize Executive Director to Execute Contract with Blue Flame Crew West, LLC for the Project.

SUMMARY:
This project will modernize the controls for the John Zink Model ZTOF Landfill-Gas Combustion Flare at the Cummings Road Landfill. The upgrade will include: 1) modernizing the controls and data recording; 2) adding telemetry for remote monitoring; and 3) adding a timer for discontinuous operation. Dave Brown, registered Professional Engineer with Lawrence & Associates, is the Project Engineer.

The Board originally approved Bid Documents and approved the project for bidding at the April 12, 2018 Board meeting. The Bid Documents were subsequently posted for bidding with a bid opening date of May 15, 2018. Only a single bid was received and was significantly higher than the engineer’s estimate. A single bid did not allow the Executive Director or the Project Engineer to determine the reasonableness of the bid price. Pursuant to Section 2-01 of the Bid Documents, HWMA rejected all bids. The Authority’s engineer re-evaluated and revised portions of the Bid Documents for a future re-bid.

The revised Bid Documents were then released for circulation, with a bid opening date of June 20, 2018 at 2:00 PM. HWMA received two bids, which were opened on June 21, 2018 at 2 PM by Dave Brown. Blue Flame Crew West, LLC was determined to be the lowest responsible bidder. The bid proposal submitted by John Zink was non-conforming with the requirements of the notice to bidders, and indicated an exception to the bid document itself. As such, the John Zink bid was excluded from further consideration for not meeting the minimum bidding requirements. However, for bid comparison purposes, the cost indicated in the John Zink proposal is referenced in the attached bid summary and shown below:
<table>
<thead>
<tr>
<th>Name</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Zink</td>
<td>$92,000; not including the Ethernet Cable</td>
</tr>
<tr>
<td>Blue Flame Crew West, LLC</td>
<td>$98,700; including the Ethernet Cable</td>
</tr>
</tbody>
</table>

No bid protests were received within the allowable protest period, ending 72 hours following bid opening, on Monday, June 25 at 2:00 PM. Blue Flame Crew West, LLC was notified the same day at 2:30 PM that it was the lowest responsible bidder.

Staff recommends that the Board award the construction project to Blue Flame Crew West, LLC and, following review by legal counsel, authorize the Executive Director to execute a contract with the firm for construction services. Within (15) days of the notice of contract award, Blue Flame Crew West, LLC is required to complete and return to HWMA two copies of the required insurance certification. A copy of the bid response is available in the HWMA Business Office and may be viewed upon request.

**FINANCIAL IMPACT:**
Blue Flame Crew West, LLC’s bid proposal is $98,700. This exceeds the budgeted amount of $60,000 approved by the Board in the Capital Improvement Plan for FY 2017-18. The cost for telemetry assumes that the system can communicate with landfill staff by cell phone. The alternative bid item for an Ethernet Cable would be used to connect the flare to the office if Cell reception is not adequate. If cell reception is adequate, this line item would not be used.

This proposed bid leaves a deficit balance of $(38,700). Funds related to additional engineering requirements for this project, of approximately $25,000, were anticipated and budgeted in the annual landfill budget for Fiscal Year 2017-18, and will be encumbered to Fiscal Year 2018-19 to assist in the funding of this project.

Staff is recommending the remaining $13,700 should be expended from the current Capital Improvement Fund. There will be minimal impact to the overall funding level of the CIP, which will be restored to appropriate levels during Fiscal Year 2018-19 through cost savings in other Authority activities.
Staff Report

DATE: July 5, 2018 For Meeting of: July 12, 2018

FROM: Jill K Duffy, Executive Director

SUBJECT: Item 2d) Consider Approval of the “Request for Proposals for Greenwaste Transportation Services from Hawthorne Street Transfer Station to Mad River Hardwoods”; Provide Direction as Appropriate.

RECOMMENDED ACTION: Voice vote.
1) Consider Approval of the Draft Request for Proposals for Greenwaste Transportation Services; and 2) Authorize the Executive Director to Release of the Request for Proposals on July 17, 2018.

DISCUSSION:
HWMA has contracted with Steve Morris of Steve Morris Logging & Contracting (SML) to haul green waste from the Hawthorne Street Transfer Station to the Mad River Compost Facility located on West End Road, Arcata. SML has transported greenwaste from the Hawthorne Street Transfer Station since April of 2004 under a series of agreements. The current agreement terminates December 31, 2018.

Staff proposes that the Board consider issuing a Request for Proposals to solicit services for transportation of green waste collected at HWMA’s Hawthorne Street Transfer Station to the Mad River Compost Facility. The attached draft RFP was prepared in-house and provides background information, identifies the roles and responsibilities of the proposer and the Authority, and defines the draft scope of work.

Staff requests that the Board review, discuss and approve the Draft RFP for public release on the proposed date of July 17, according to the proposed schedule below. Any revisions requested by the Board will be integrated into the Final RFP prior to public release of the document for solicitations.
### Proposed Tasks and Preliminary Board Action Time Line

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Present Draft RFP for discussion and approval.</td>
<td><strong>July 12, 2018</strong></td>
</tr>
<tr>
<td>2. Final Transportation to Haul Green Waste RFP; Public Release</td>
<td><strong>Tuesday, July 17, 2018</strong></td>
</tr>
<tr>
<td>3. Optional Site Visit</td>
<td><strong>Tuesday, August 7, 2018 @ 11:00 AM</strong></td>
</tr>
<tr>
<td>4. Deadline for submission of questions</td>
<td><strong>Friday, August 10, 2018 @ 4 PM</strong></td>
</tr>
<tr>
<td>5. Amendment(s) to RFP and Responses, if necessary.</td>
<td><strong>Friday, August 17, 2018</strong></td>
</tr>
<tr>
<td>6. <strong>Proposals Due:</strong> RFP Evaluation Committee to Review, Analyze and Rank Proposers RFP Response</td>
<td><strong>Thursday, August 23, 2018 by 3 PM</strong>&lt;br&gt;<strong>Review Period:</strong> (Aug 18-Aug 28)</td>
</tr>
<tr>
<td>7. Board Consideration &amp; Selection</td>
<td><strong>Thursday, September 13, 2018</strong></td>
</tr>
<tr>
<td>8. Notification to Proposers</td>
<td><strong>Friday, September 14, 2018</strong></td>
</tr>
<tr>
<td>9. Final Agreement for Board’s approval</td>
<td><strong>No later than Thursday, November 8, 2018</strong></td>
</tr>
</tbody>
</table>

**FISCAL IMPACT:**
Minimal staff time to form committee, review submissions, and prepare report and recommendation for Board meeting; budgeting for this item included as part of staff payroll estimates for Fiscal Year-2018-19.

**ALTERNATIVES:**
The Board may choose not to publish an RFP for green waste transportation services, directing staff to extend the current agreement with Steve Morris Logging.

**ATTACHMENT:**
Attachment 1: Draft Request for Proposals for Greenwaste Hauling Services (July 2018)
HUMBOLDT WASTE MANAGEMENT AUTHORITY
REQUEST FOR PROPOSALS
FOR GREEN WASTE TRANSPORTATION SERVICES

DRAFT: July 17, 2018

PROPOSALS:
JILL K. DUFFY, HWMA EXECUTIVE DIRECTOR
1059 WEST HAWTHORNE STREET
EUREKA, CA 95501
707.268.8680

PROPOSALS DUE:
THURSDAY, AUGUST 23, 2018
NO LATER THAN
3 p.m.
SECTION 1
GREEN WASTE TRANSPORTATION RFP OVERVIEW

1.1 INTRODUCTION AND PURPOSE OF THE RFP

The Humboldt Waste Management Authority ("Authority" or "HWMA") is issuing a Request for Proposals (RFP) to select a qualified Contractor(s) to provide green waste transportation services from HWMA’s Hawthorne Street Transfer Station ("Transfer Station"). Green waste received from self-haulers and franchise haulers received at the Transfer Station will be loaded into Contractor provided containers for transport to the Authority’s contracted green waste processor, Mad River Hardwoods facility located on West End Road in Arcata, CA for processing and composting.

HWMW is looking to procure transportation services for a five (5) year period, effective January 1, 2019 through December 31, 2023.

Proposals are being solicited from qualified Contractors to provide transportation of greenwaste. The successful CONTRACTOR will be required to enter into a written agreement with the Authority, using the Authority’s Agreement form.

This Request for Proposal (RFP) provides background information, identifies roles and responsibilities of the PROPOSER and the Authority.

The Humboldt Waste Management Authority is hereinafter referred to as the “Authority or HWMA”. PROPOSERS are hereinafter referred to as the “PROPOSER and/or Contractor”.

1.2 RIGHTS RESERVED BY THE AUTHORITY

The Authority rights include but are not limited to the following conditions:

- Reissuing or modifying the RFP.
- Withdrawing the RFP at any time during the procurement process.
- Issuing addenda to the RFP, including extending or revising the timeline for submittals.
- Requesting clarification or additional information from the PROPOSERS at any time during the procurement process.
- Executing an Agreement with a PROPOSER on the basis of the original proposal.
- Rejecting any or all proposals, waiving irregularities in any proposals, accepting or rejecting all or part of any proposals, and waiving any requirements of the RFP, as may be deemed in the best interest of the Authority.
Discontinuing negotiations after commencing negotiations with a selected 
PROPOSER if progress is unsatisfactory in the sole judgment of the Authority, and 
commencing negotiations with another qualified PROPOSER.

- Take any other action it deems necessary in its best interest.
- Deviate from the selection process otherwise outlined in this RFP.

This RFP does not constitute or obligate the Authority to accept any proposal, negotiate with any 
PROPOSER, award an Agreement, or proceed with the development of any project or service 
described in response to the RFP. The Authority has no obligation to compensate PROPOSER for 
expenses related to this procurement process. Furthermore, nothing in this RFP obligates the 
Authority to award a contract to any party nor shall it be deemed to control in any manner the 
discretion of the Authority to award or not to award any contract.

Proposals must fully comply with the requirements detailed in this RFP. Required documentation 
must be included and appropriately identified. Incomplete proposals, proposals containing material 
errors, inconsistencies, false, inaccurate or misleading information, proposals not submitted with the 
proper number of copies or proposals with other process or content errors or deficiencies may be 
rejected by the Authority.

The Authority shall have the right (but not the obligation) to perform an independent background 
investigation of each PROPOSER’S financial stability and qualifications and each PROPOSER 
must agree to cooperate with an investigation and review of each PROPOSER’S ability to perform 
the work required.

Statistical data and information that may be contained in the RFP or any addenda are for 
informational purposes only. The Authority makes no warranty as to the accuracy of this 
information and is not responsible for any such information that may subsequently be determined to 
be incomplete or inaccurate.

1.3 PROPOSER’S RESPONSIBILITIES

- Examine this RFP.
- Become familiar with local conditions that may affect cost, permitting, progress, 
performance, or services described in this RFP.
- Consider all federal, state and local laws, statutes, ordinances, regulations and other 
applicable laws, rules, and regulations that may affect costs, permitting, progress, 
performance, or services.
- Clarify, with the Authority, any conflicts, errors, or discrepancies that the 
PROPOSER discovers in this RFP.
- Prior to submitting a proposal, each PROPOSER will, at his/her own expense, make 
or obtain any additional examinations, investigations, and studies; and obtain any 
additional information and data that may affect costs, permitting, progress,
performance or furnishing of the project that PROPOSER deems necessary to
determine its proposal.

- Each PROPOSER will use mail, fax, email or other delivery mechanism at its own
  risk, and the Authority will not be obligated to accept or respond to any submission
  that is delayed due to delivery failures.

- The submission of a proposal will not be deemed an Agreement between the
  PROPOSER and the Authority, and the following conditions will apply:

  1. Authority will not be obligated to respond to any proposal submitted nor is it
     bound in any manner by the submission of a proposal by a PROPOSER.

  2. Acceptance of a proposal by the Authority obligates the PROPOSER to enter into
good faith Agreement negotiations on the proposal submitted.

  3. The Agreement will not be binding or valid against the Authority unless and until
     it is approved by the Authority Board of Directors (Board) and executed by the
     Authority and the selected PROPOSER.

### 1.4 Outcome of Submission of Proposal

The submission of a proposal will constitute a binding representation and warranty by the
PROPOSER that the PROPOSER has investigated all aspects of the RFP and its proposal; that the
PROPOSER is aware of the applicable facts pertaining to the RFP process, its procedures and
requirements; that the PROPOSER has read and understands the RFP and has complied with every
requirement; that without exception the proposal is premised upon performing and furnishing the
services and equipment required by this RFP and the attached Agreement and such means, methods,
techniques, sequences or procedures as may be indicated in or required by this RFP and the
Agreement; and that the RFP is sufficient in scope and detail to indicate and convey understanding
of all terms and conditions for performance and furnishing of the project.

As noted, the submission of a proposal will not be deemed an Agreement between the PROPOSER
and the Authority. The proposal is a contractual offer by the PROPOSER to perform services in
accord with the proposal.

The proposals received will become the exclusive property of the Authority. At such time, as an
Agreement is approved by the Authority Board, all proposals submitted in response to this RFP will
become a matter of public record and will be regarded as public records. The Authority will
reasonably attempt to withhold from public disclosure confidential information included in
proposals as defined by and consistent with the California Public Records Act, Government Code
Section 6500 et seq.) provided such information is clearly labeled “Confidential.”

### 1.5 Proposal Costs

The cost of investigating, preparing, and submitting a proposal is the sole responsibility of the
PROPOSER and will not be chargeable in any manner to the Authority. The Authority will not
reimburse any PROPOSER for any costs associated with the preparation and submission of

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*Draft July 2018*

July 12, 2018
Printed on Recycled Paper
proposals or expenses incurred in making an oral presentation, participating in an interview, or negotiating an Agreement with the Authority.

1.6 **AUTHORITY GOALS AND OBJECTIVES**

The Authority is interested in receiving proposals from companies that are interested in providing or have demonstrated experience providing transportation of greenwaste and the reliability to ensure success of the services for the Authority. The Authority will place an emphasis on a PROPOSER who places a high priority on reliable, cost effective, and environmentally sound operations. The Authority seeks a Contractor that can provide:

- Low-cost and efficient transportation of green waste hauling services; and
- Full compliance with local, state and federal regulations; and
- Full cooperation with operators of the Hawthorne Street Transfer Station and Mad River Hardwoods facilities; and
- Maintain a high level of service (timely, courteous, and responsive) to the Authority.

1.7 **PROCUREMENT PROCESS AND SCHEDULE**

Milestone dates and activities during the proposal process are listed below.

- Authority Board to review and approve RFP on **Thursday, July 12, 2018**.
- Authority releases RFP on **Tuesday, July 17, 2018**. RFP will be listed on Authority website at [http://www.hwma.net/proposals](http://www.hwma.net/proposals).
- PROPOSERS to participate in an optional site visit to HWMA’s Hawthorne Street Transfer Station on Tuesday, August 7, 2018 at 11:00 a.m.
- Written question and answer period during the proposal preparation period. Deadline for written questions from PROPOSERS to HWMA by hard copy or email at jduffy@hwma.net by Friday, August 10, 2018.
- Amendment(s) to the RFP and Responses to Questions will be issued no later than Friday, August 17, 2018.
- PROPOSERS submit proposals to Humboldt Waste Management Authority, Attn: Ms. Jill Duffy no later than **3 p.m Thursday, August 23, 2018**
- Authority Board selects CONTRACTOR at the September 14, 2018 Board meeting
- Parties to finalize Green Waste Transportation Agreement and necessary documentation no later than October 30, 2018.
- Authority Board approves Agreement no later than Thursday, November 8, 2018
- CONTRACTOR commences service on January 1, 2019.

Notwithstanding the foregoing, the Authority reserves the right, in its sole discretion, to change or extend any of the timelines set forth above.
1.8 ORGANIZATION OF THE RFP

The RFP is constructed in the following sections with information and requirements as listed below:

- Section 1 contains an RFP Overview introduction and purpose of the Proposal information, including the rights of the Authority, its goals and objectives, schedule, and other related matters.
- Section 2 contains pertinent Background Information including description of the Authority and its Member Agencies, transfer station description and green waste quantities and other related information.
- Section 3 defines the Scope of Services covered by this RFP.
- Section 4 describes the Proposal Submittal Requirements.
SECTION 2
BACKGROUND INFORMATION & REQUESTED SERVICE

Humboldt Waste Management Authority (HWMA), or the Authority, is a Joint Powers Authority consisting of the Member Agencies comprised of the Cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell, and Humboldt County. The HWMA is governed by a six (6) member Board of Directors that is made up of representatives from each of the Member agencies.

HWMA was formed in 1999 for the purposes of economically coordinating the disposal of Solid Waste generated in the incorporated and unincorporated areas of Humboldt County and responsible for Closure and Post-Closure activities at the Cummings Road Landfill.

The Authority is looking to secure services which include a contractor that shall transport green waste collected from HWMA’s Hawthorne Street Transfer Station for transport to the Mad River Hardwoods facility located at 6063 West End Road, Arcata, CA 95521 for disposal. Contractor is required to provide containers for loading and green waste transportation services at a frequency and in such volume so as to manage green waste volumes at the Transfer Station. Contractor will operate such that, with the exception of the Holidays described below, hauling services are available 365 days per year.

All Contractor costs for providing the hauling services shall be accounted for and incorporated into Contractor’s base transportation quote.

2.1 HWMA HAWTHORNE STREET TRANSFER STATION

HWMA owns and operates a municipal solid waste transfer station located at 1059 West Hawthorne Street, in Eureka, California. This facility is open seven (7) days per week, excluding major holidays.

The Hawthorne Street Transfer Station is a full service facility where residents and businesses can dispose of Permitted Solid Waste, recyclable, household hazardous wastes and green waste materials at one location. Vehicles bringing or removing waste materials enter the station from West Hawthorne Street, a public street. West Hawthorne Street and Felt Street are public roads with two-way traffic. Traffic entering the site is weighed on scales, then routed based upon the type of materials brought, for disposal or recycling.

Hawthorne Street Transfer Station - Hours of Operation

The Hawthorne Street Transfer Station is open to the public Monday thru Friday from 8 am until 4 pm, Saturday 9 am to 4 pm and Sunday 10 am to 4 pm. The facility is open on a limited basis to franchise trucks on January 1, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas Day December 25, and other holidays as may be designated by the Authority.
For those days in which green waste hauling is required and the Hawthorne Street Transfer Station is closed to the public in observance of a national holiday, Contractor shall be responsible for weighing of tonnages hauled. The Authority shall provide Authority-approved hand tag forms for the recording of these weights, and shall make the forms available on those days in which its Hawthorne Street Transfer Station is closed to regular traffic.

2.2 Green Waste

In 2003, HWMA entered into a public-private partnership for the diversion and processing of green-waste received at the Authority’s Hawthorne Street Transfer Station. This initially enabled small volumes of green-waste to be diverted from out-of-area landfills, thereby reducing transportation and disposal costs, and processing the waste material into a product that could be blended into a beneficial soil amendment.

Today, HWMA’s Transfer Station receives approximately 4,000 tons of green waste annually from franchise collection haulers and the general public self-hauling the material to our facility. Green waste is delivered into a collection bunker, and HWMA staff loads material using an excavator into Contractor provided container(s). At regularly scheduled intervals, this material is transported from the Transfer Station to Mad River Hardwood’s greenwaste processing facility.

Green waste is currently loaded into two (2) empty 40-yard bins stored on site, then loaded onto rail truck for transportation several times a week. Transportation frequency will vary slightly due to seasonal variations.

Each load of green waste will be weighed at the HWMA’s Transfer Station on the franchise scale at no charge to the hauler. The volume will be weighed and recorded prior to delivery to the Mad River Hardwoods facility.

2.3 Mad River Hardwoods

Mad River Hardwoods is located at 6063 West End Road in Arcata, CA and the hauler will be responsible for delivering and disposing green waste to the appropriate location as identified by Mad River Hardwood staff. The Contractor must maintain and operate within the guidelines of the permit and policies of the Mad River Hardwoods.

2.4 Loading/Unloading Green Waste Protocol

- HWMA Hawthorne Street Transfer Station Loading Protocol
  Green waste will be loaded into Contractor provided containers at the Transfer Station by HWMA staff.

- Mad River Hardwoods Unloading Protocol
  Green waste shall be unloaded at the Mad River Hardwoods facility according to the practices and policies of Mad River Hardwoods.
2.5 Average Greenwaste Tonnage

Approximately 4,000 tons per year is received from franchise haulers and the general public. Table 2 presents the average daily tonnage received at HWMA’s Transfer Station for Fiscal Year 2016-17. Green waste volumes appear to have increased over prior years, and is likely due to the higher than normal rainfall experienced this past year.

Based on a tonnage analysis of outbound containers loaded with green waste material from the Transfer Station, the average weight per load was 15 tons. At a minimum, the Authority expects to continue to utilize hauling services which meet this historic average.

Table 2: Average of Green Waste Volume Generation and Load Count from the HWMA Transfer Station to Mad River Hardwoods

<table>
<thead>
<tr>
<th>FY 2016-17</th>
<th>Average Tons per Day</th>
<th>Monthly Total Tons Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2016</td>
<td>11.50</td>
<td>344.76</td>
</tr>
<tr>
<td>August</td>
<td>11.19</td>
<td>346.91</td>
</tr>
<tr>
<td>September</td>
<td>10.65</td>
<td>308.93</td>
</tr>
<tr>
<td>October</td>
<td>9.05</td>
<td>280.46</td>
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<tr>
<td>November</td>
<td>14.73</td>
<td>427.06</td>
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<tr>
<td>December</td>
<td>8.35</td>
<td>250.42</td>
</tr>
<tr>
<td>January 2017</td>
<td>10.20</td>
<td>306.04</td>
</tr>
<tr>
<td>February</td>
<td>11.04</td>
<td>309.02</td>
</tr>
<tr>
<td>March</td>
<td>10.01</td>
<td>310.38</td>
</tr>
<tr>
<td>April</td>
<td>14.71</td>
<td>441.26</td>
</tr>
<tr>
<td>May</td>
<td>18.00</td>
<td>539.88</td>
</tr>
<tr>
<td>June</td>
<td>16.40</td>
<td>492.06</td>
</tr>
</tbody>
</table>
SECTION 3
SCOPE OF SERVICES –

This section describes the scope of services that will be required for the selected Contractor to perform as part of the Agreement with the Authority for the purposes of transporting green waste from the HWMA’s Transfer Station to Mad River Hardwoods for disposal.

Essential portions of the scope of work required by the PROPOSER for this solicitation are detailed as follows:

The selected Contractor shall be responsible for the following:

- Annually, from the effective date of the Agreement - January 1, 2018 - until December 31, 2022, Contractor shall be responsible for accepting and delivering green waste from HWMA’s Transfer Station to Mad River Hardwoods, located in Arcata, CA.

- Container specifications – minimum capacity of **20 cubic yards or 15 tons per load**

- Record weights of all Trailers at the Hawthorne Street Transfer Station then transport green waste for disposal to the Mad River Hardwoods.

- Provide truck and trailer, labor, rolling stock, stationary equipment, material storage containers, spare parts, maintenance supplies, and other consumables necessary to perform transportation operations.

- Contractor shall keep containers enclosed and/or tarped to contain green waste and prevent spilling or scattering of green waste during transportation.

- Contractor shall be available to transport containers from the Transfer Station to Mad River Hardwood facility, daily, 365 days per year, excluding the aforementioned holidays.

- Dispatch shall be coordinated by HWMA Operations staff Monday through Friday at 10:00 AM, excepting weekday Holidays.

- Contractor shall supply an adequate number of trailers or frequency of delivery sufficient to meet green waste disposal demand.

- General Indemnification. Contractor shall provide indemnification to the Authority.
  - General Liability: General liability with minimum limits of liability per occurrence of Two Million Dollars ($2,000,000), and per aggregate of Two Million Dollars ($2,000,000).
  - Comprehensive automobile liability insurance: Comprehensive coverage for all vehicles and all motor equipment, owned, leased, hired, borrowed or operated by Contractor in its performance of this Agreement, and shall obtain uninsured/underinsured motorists liability coverage. Minimum
limits of liability per occurrence shall be Two Million Dollars ($2,000,000), and per aggregate Two Million Dollars ($2,000,000).

- Pollution liability, environmental impairment: Environmental impairment and release or spill of “pollutants” or “wastes” and all cleanup costs relating thereto with minimum limits of liability per occurrence of Two Million Dollars ($2,000,000), and per aggregate of Two Million Dollars ($2,000,000).
- Workers’ compensation insurance: Workers’ compensation as required by state law.
- Employer’s liability insurance: Bodily injury by accident in the amount of Two Million Dollars ($2,000,000) each accident and bodily injury by disease in the amount of Two Million Dollars ($2,000,000) policy limit and each employee.

3.1 CONTRACTOR RATE COMPENSATION

All PROPOSERS shall submit with their proposals a rate schedule for transportation services in accordance with Section 3.2 below. Transportation rates are subject to annual adjustments based on the change in the Consumer Price Index (CPI-U for All Urban Consumers, US City Average, All Items ,1982-84 =100) for the 12 months ending every March 31st.

3.2 Calculation of Transportation Rates

The Transportation Rates to be proposed by the PROPOSER are to be comprised of two (2) separate cost components: For each ton of green waste transported to and disposed of at the Mad River Hardwoods, HWMA will pay an amount equal to: (a) the applicable Base Transportation Fee; plus (b) the Base Fuel Rate Fee.

- Base Transportation Fee component is comprised of all non-fuel related costs including driver labor wages and benefits, equipment repair, capital costs, overhead and profit, and;
- Base Fuel Rate Fee component is based on the total fuel cost to transport the container(s), round trip, from the Hawthorne Street Transfer Station to Mad River Hardwoods, at a base per-gallon fuel rate of $3.00 per gallon.

The Base Transportation Rate and Fuel Component Rate, when added together, arrive at the total Transportation Rate to be charged to the Authority for each green waste load delivered by the PROPOSER from the Cummings Road Landfill to the Mad River Hardwood facility.

Annual Adjustments to Base Transportation Fee

The Base Transportation Fee per load shall be adjusted annually on the Adjustment Date, beginning January 1, 2019, and every year thereafter for the Term of the agreement in an amount equal to seventy-five percent (75%) of the annual change in the Consumer Price Index for the U.S. City
Average, All Urban Consumer Price Index (CPI-U): 1982-84 =100, for the month of March, compiled and published by the United States Department of Labor, Bureau of Labor Statistics of the preceding year multiplied by the then current Transportation Rate.

**Fuel Surcharge/Credit Adjustments**

The Base Fuel Fee Component of $3.00 shall be accompanied with an adjustment in either of the following situations:

**Surcharge:** If PROPOSER’S actual average cost of diesel for the prior month or the average California monthly diesel fuel index for the four weeks prior to the month being invoiced, published by the US Department of Energy (https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_a.htm) is greater than $3.00 per gallon, a monthly fuel surcharge will be due and owing by HWMA in addition to the Base Transportation Fee owed. The monthly Fuel Surcharge shall be an amount equal to the positive difference between $3.00 per gallon and the lesser of PROPOSER’S actual average cost of diesel for the prior month or the average California monthly diesel fuel index referenced above.

**Credit:** A Fuel Credit in the amount of the positive difference between $2.35 per gallon and the lesser of PROPOSER’S actual average cost of diesel for the prior month or the average California monthly diesel fuel index referenced above.

In either instance, PROPOSER will report this adjustment as an additional line item in their monthly invoice to the Authority. The Authority may require fuel cost records to corroborate PROPOSER average fuel rates against those from the US Department of Energy.
SECTION 4
PROPOSAL SUBMITTAL REQUIREMENTS

The PROPOSER is to provide all information required in this section.

4.1 ORGANIZATION OF THE PROPOSAL RESPONSE

Each proposal will be organized in accordance with this Section as outlined below. PROPOSER will provide, at a minimum, all information required in each section and subsection as part of its proposal. Proposals should concentrate on demonstrating the PROPOSER’s ability to fulfill the obligations of the required scope of services.

PROPOSERS will provide the information as requested.

Title Page, Cover Letter, Table of Contents, Executive Summary

Each proposal must be accompanied by a title page, which provides the name of the proposal solicitation, name and address of the PROPOSER, and date of the submittal.

All proposals must be accompanied by a cover letter not exceeding three (3) pages and should provide the following information:

- Name, address, telephone number, fax number, and email address of the individual authorized to contractually bind the PROPOSER and be signed by the company’s authorized representative.
- Name, address, telephone number, fax number, and email address of PROPOSER’S key contact person.
- Description of the type of organization (e.g., corporation, partnership, joint venture, etc.) submitting the proposal.
- Name of the company that will execute the Agreement, in the event it is awarded.
- A written statement warranting that the requirements of the Agreement, as described in this RFP document, its enclosures, and all addenda, by listing all addenda and dates received, have been thoroughly reviewed and the PROPOSER has conducted all due diligence necessary to confirm material facts upon which the proposal is based.
- A written statement acknowledging the validity of the proposal contents including proposed rate and pricing for not less than one hundred and eighty (180) days.

PROPOSER must provide a complete and detailed table of contents including Section and subsection headers.
The executive summary should not exceed the equivalent of three (3) double-sided pages and should provide highlights of the major elements of the PROPOSER’S proposal. All information should be provided in a concise manner.

4.2 COMPANY DESCRIPTION AND QUALIFICATIONS

Business Structure

- Identify the company that will execute the Agreement. State whether the company is a sole proprietorship, partnership, corporation, limited liability company, or joint venture.
- State the number of years the company has been organized and doing business under their current legal structure.
- Provide evidence the company is qualified to do business in California.

PROPOSER’S Transportation Experience

The PROPOSER will describe its experience in the past five (5) years in providing similar, if applicable, transportation and disposal services as detailed in the scope of services. The description will include:

- A statement that the general experience as submitted in the proposal is current, correct, and complete.
- The term (start and end date) of the contract and any extension(s).
- Provide a minimum of three (3) references that can attest to PROPOSER experience and performance. References shall include all pertinent contact information to allow the Authority to independently check the reference.

PROPOSER’S Key Management and Support Personnel

- Describe relevant technical experience of key personnel, how long they have been with the company, and their backgrounds in the requested services.
- Provide a list showing the position and number as full-time equivalents (or partial FTE) of all company employees that will be involved with providing these services.

PROPOSER’S Worker Safety Record

- PROPOSER must provide information detailing its worker safety record for the past five (5) years for the company and its affiliates in California or pertinent State(s) where it operates.
- The worker safety record information will include, but not be limited to, employee safety metrics commonly used in the industry such as the number of hours lost for individual injuries per employee and workers’ compensation insurance ratios.
Transportation Services

- PROPOSER shall submit a rate schedule including the Base Transportation Rate and Fuel Rate components as described in Section 3.2.
- PROPOSER will describe how it plans to perform the transportation services.
- Include in the proposal a description of the following information:
  - Type of transportation equipment to be used including equipment manufacturer, age of equipment, vehicle description, volumetric capacity of the transfer trailer container body, and number of vehicles to be put into service.
  - A map showing the route(s) transporter shall travel; include the round trip mileage and estimated round trip time. Describe alternate route(s) to be taken in the event the primary transportation route is temporarily closed due to weather or construction activities.

4.3 OTHER PROPOSAL CONSIDERATIONS AND REQUIREMENTS

It is the responsibility of each PROPOSER to do the following before submitting the proposal:

Examine this RFP, including all enclosures and the Agreement, thoroughly.

Attend an optional site tour at the Hawthorne Street Transfer Station and the Mad River Hardwoods facility.

Be familiar with local conditions that may affect cost, progress, performance, or furnishing of services described in this RFP.

Consider all federal, state, and local laws, statutes, ordinances, regulations and other applicable laws that may affect costs, progress, performance, or furnishing of the project.

Clarify with the Authority any conflicts, errors, or discrepancies in this RFP.

Before submitting a proposal, each Contractor shall, at Contractor's own expense, make or obtain any additional examinations, investigations, and studies, and obtain any additional information and data that may affect costs, permitting, progress, performance or furnishing of the project and that Contractor deems necessary to prepare its proposal.
SECTION 5
PROPOSAL SUBMITTAL INSTRUCTIONS

PROPOSAL SUBMITTALS
Proposals shall be submitted no later than 3 PM on Thursday, August 23, 2018. Late submittals will be returned unopened to the Proposers. Proposals shall be addressed to:

Ms. Jill Duffy
Executive Director
1059 West Hawthorne,
Eureka, CA 95501
Phone: 707-268-8680
Fax: 707-268-8927
Email: jduffy@hwma.net

Written Questions
The Authority requires that prospective PROPOSERS coordinate all questions and requests for information through Jill K. Duffy, Executive Director. Any questions, requests for clarification, or requests for additional information regarding the RFP content should be submitted in writing via email to Ms. Duffy on or before 4:00 p.m., Friday, August 10, 2017. Electronic mail is the only acceptable method for the submission of questions. All requests for RFP clarification should contain the following words in the message subject line: “QUESTIONS: Humboldt Waste Management Authority Green Waste Transpiration RFP”.

Questions will be answered to the greatest degree possible through the Authority website and through written correspondence. No oral communications can be relied upon for this proposal.

PROPOSER’S Site Visits
The Authority will hold an optional PROPOSERS’ meeting and site visit beginning at the HWMA Hawthorne Street Transfer Station and the Mad River Hardwoods facility on August 7, 2018 at 11:00 a.m. to view the site facilities and operational requirements.

The site visits are scheduled to begin at 11:00 a.m. on the date above. The PROPOSERS’ meeting will be held first at the HWMA Hawthorne Street facility, then proceed to the Mad River Hardwoods facility.

Any changes, interpretations, or clarifications considered necessary by the Authority in response to PROPOSERS' questions will be issued in writing as addenda, listed on the Authority website, and emailed to all interested parties.
Submit Proposal

Submit 4 copies of your Proposal on at least 30% post-consumer recycled-content paper and (optional) a CD/DVD digital copy as a PDF to Ms. Jill Duffy, Executive Director, 1059 West Hawthorne, Eureka, CA 95501.

Proposals must be received at the Authority Administrative Office no later than 3 p.m. Thursday, August 23, 2017. Proposals should be sealed and marked "Humboldt Waste Management Authority — Proposal for Green Waste Transportation".

Clarification/Interviews

PROPOSERS may be asked to clarify information regarding their proposal through writing, interviews, and/or discussions with the Authority RFP Evaluation staff.
Staff Report

DATE: June 20, 2018 For Meeting of: July 12, 2018

FROM: Eric Keller-Heckman, Director of Operations

SUBJECT: Item 2e)
   Approve “Request for Bids for Purchase of a Lift Truck” for the Eureka Recycling Center

RECOMMENDED ACTION: Voice vote.
   1) Consider Approval of the “Request for Bids for Purchase of a Lift Truck” for the Eureka Recycling Center and 2) Authorize Release of the Request for Bids on July 19, 2018.

DISCUSSION:
Outlined in the HWMA Capital Improvement Plan for FY 2018-2019 is a replacement of one Lift Truck, commonly known as a forklift, to be used at the Eureka Recycling Center. The equipment proposed to be replaced is a 2004 Hyster model that was originally purchased in 2007 by the Authority.

The Hyster’s engine was replaced in 2009 and has accumulated over 5,000 hours since then. The chassis, mast components and overall appearance are showing severe service wear and it has served well beyond its expected life.

FISCAL IMPACT:
The Board approved this project with the adoption of the FY 2018-19 Budget. The Capital Improvement Fund possesses the necessary funds to facilitate the purchase.

ALTERNATIVES:
1. Alternatively, the Board could direct staff to continue to use the existing equipment; this is not recommended due to the equipment age and need for a reliable forklift due to handling the volume of recyclable materials received at the Eureka Recycling Center.

ATTACHMENT:
Attachment 1: Draft Request for Bids for Lift Truck-Recycling Division
REQUEST FOR BIDS
FOR
Lift Truck-Recycling Division
ISSUED BY:

Humboldt Waste Management Authority
1059 West Hawthorne Street
Eureka, CA 95501

July 19, 2018

Bids Open: Thursday, August 17th, 2018
2:00 p.m.
Pacific Standard Time
At HWMA Office
General Information

The Humboldt Waste Management Authority (HWMA) is soliciting bids from qualified vendors for the purchase of one 6,000 lb. base load capacity diesel Lift Truck.

Bid Documents and reference materials may be inspected and/or copies obtained at the Humboldt Waste Management Authority Office at 1059 West Hawthorne St., Eureka, CA 95501 for no fee by calling (707) 268-8680 and or viewed on-line at the HWMA website: [http://www.hwma.net](http://www.hwma.net). No bid will be considered unless it is made on the forms furnished by HWMA.

The HWMA reserves the right to reject any or all bids or select the base bid plus any additive bid item or combination of additive bid items to determine which bid is, in its opinion, the lowest responsive bid of a responsible bidder and that which it deems in the best interest of the HWMA to accept. The HWMA also reserves the right to waive any information not material to cost or performance in any Proposal or bid.

All prices will remain in effect for ninety (90) days from the bid closing date.

Each bidder must supply all the information required by the bid documents. Only new models (Model Year 2017 or later) in current production, which are cataloged by the manufacturer and for which manufacturer’s published literature and printed specifications are currently available, will be considered.

Pricing shall be for the forklift with all specifications referenced on Attachment A’s “Bid Form and List of Specifications”, including delivery to HWMA’s Hawthorne Street Transfer Station located in Eureka, CA. The specifications referenced require the doing of all things necessary, proper for, or incidental to the furnishing of said forklift. All items of design and equipment not listed in these specifications, but involved in carrying out their intent, are required to be furnished by the vendor, the same as if these items were specifically mentioned and described in these specifications. Manufacturer's standard equipment on all components of said unit shall be included with this bid even though they may not be formally called out in these specifications.

The equipment proposed shall conform to all applicable California Vehicle Code Sections, all Federal and State Safety Orders, all applicable OSHA requirements, as well as noise and pollution requirements. All applicable Federal and California exhaust emission requirements shall also be met.

Bid Packet Contents

All Bid Packets shall be accompanied by the manufacturer’s brochure or brochures showing detailed specifications of the lift truck and necessary attachments required, as well as a warranty program on the basic unit and attachments. The lift truck warranty (parts and labor) shall include chassis, engine, drive train, modifications and any optional accessory(ies) and shall start from the date HWMA puts the unit into service.
See and complete Attachment A for the requested specifications of the Lift Truck. Minor exceptions and deviations will be considered provided such exceptions do not compromise the performance or intended application of the equipment. If there are any equivalent deviations from the specifications in Attachment A, the Proposer shall note the original specification number along with the deviations on Attachment B. Failure to note a deviation from the specifications will be deemed non-responsive by the HWMA. Where deviations are noted, HWMA reserves the right to accept a bid containing such deviations, provided that, in the sole opinion of the HWMA, the deviations do not affect the overall capability of the item to perform the function for which it is being acquired.

**Delivery Information**
The unit must be fully assembled and tested prior to delivery by a factory representative. Pre-delivery, the forklift must be completely serviced by the vendor and “Made Ready” in accordance with the manufacturer’s recommendations. The forklift shall contain a pre-inventory check sheet showing what operations have been performed on the unit and signed by the individual(s) who performed them. Units shall be washed and cleaned prior to delivery. Delivery will be made to the Humboldt Waste Management Authority at 1059 West Hawthorne St Eureka, Ca 95501. All delivery costs must be included in the price.

An Operators, Repair, Emissions, Electrical and Parts Manual will be supplied on delivery with each new unit. Whenever available, the HWMA prefers the manual in a digital format.

Final acceptance will be made upon delivery of an acceptable product, including manuals and warranty forms, complying with the specifications. Acceptance of or placement in operation of any equipment shall not release the manufacturer or dealer from liability for faulty design, workmanship or materials appearing even after final payment has been made.

**Service Information**
Vendor must have an authorized service and warranty department located within Humboldt County.

The vendor shall make available a qualified factory authorized service representative to make any necessary adjustments to the equipment and to give instruction to HWMA personnel receiving the equipment to assure correct operation of the unit supplied.

**Clarification and/or Revisions to the Specifications and Requirements**
Bidders shall satisfy themselves by personal examination of the bid documents carefully, and before submitting a bid, may request from the HWMA Executive Director additional information or clarification.

A Bidder’s failure to request additional information or clarification shall preclude them after submission of their Bid(s) from claiming any ambiguity, inconsistency, error or misunderstanding regarding the description of the Lift Truck to be supplied or the requirements of this Request for Bids.
The HWMA will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the bid submittal deadline. Bidders should rely only on the representations, statements or explanations that are contained in this Bid Document or written addendums provided.

**Bid Submittal Instructions**

All bids must be submitted in a sealed envelope to the HWMA on or before August 17, 2018 at 2:00 PM. Bidders shall submit all correspondence, questions and Bid(s) to the following contact individual:

Jill Duffy  
Executive Director  
Humboldt Waste Management Authority  
1059 West Hawthorne Street  
Eureka, CA 95501  
Telephone number: 707.268.8680  
Email: jduffy@hwma.net

The sealed package shall be clearly labeled:

**Bid To HWMA For**  
**“Lift Truck-Recycling Division”**  
Name of Proposer:

Bids will be opened by the Executive Director at the HWMA Main Office, 1059 W Hawthorne Street, Eureka, CA 95501 on August 17, 2018 at 2:00 p.m.
Attachment A
Bid Form and List of Specifications

Bidder: Proposer Bid Reference #
Lift Truck for Recycling Center

Bids
WILL BE RECEIVED UNTIL
2:00 PM
August 17, 2018

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>LIFT TRUCK</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>CASCADE 45G–RRB-30 rotator</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

|                  |                        |     |            |
|                  | Subtotal               |     |            |
|                  | CA Sales Tax           |     |            |
|                  | Shipping               |     |            |
|                  | Bid Total              |     |            |

DELIVERY AND TERMS BY VENDOR:
DELIVERY: WITHIN _____ DAYS OF ORDER
CASH DISCOUNT: ______ % IN _____ DAYS

TOTAL IN WRITING __________________________________________
_____________________________________________________

WE HEREBY AGREE TO FURNISH THE ABOVE ARTICLE AT THE PRICES
AND TERMS STATED SUBJECT TO INSTRUCTIONS AND CONDITIONS IN
ATTACHED REQUEST

BIDDER NAME
Print_____________________________________

Signed____________________________________  Date_________

July 12, 2018
Printed on Recycled Paper
Attachment A (continued)
SPECIFICATIONS

SHOW MFG. & MODEL OFFERED

MANUFACTURERS CODE

GENERAL SERVICE:
G1) Equipment To be manufactured and certified in accordance with ANSI B56.1 edition in effect at the time of equipment manufacture
G2) Wheelbase from center of front axle to center of rear axle maximum 76”
G3) Minimum fork lift height with three stage mast of 185”
G4) Min base load Capacity rate 6,000 Lbs@24” load center
G5) OEM tempered glass windshield with windshield wiper
G6) OEM tempered top glass

ENGINE:
E1) Engine to be a four-cylinder diesel
E2) Engine emissions shall meet the US Environmental Protection Agency and California Air Resources Board (CARB) regulations in effect on the date of manufacture minimum Tier IV compliant.
E3) Air Cleaner, dry type with service indicator/dust ejector
E4) Single stationary exhaust, vertical exit

POWERTRAIN:
P1) Powertrain shall be designed and built by the machine manufacturer

PERFORMANCE:
P3) Travel speed 10 mph minimum loaded
LOAD LIFTING AND CARRYING SYSTEM:

L1) Forks: Two (2), minimum 1-1/2” thick x 5” wide x 48” long, full taper and polished profile

L2) Fork spacing: 10” minimum to 39” maximum; manually adjusted

L3) Minimum fork tilt of 6 degrees of forward and rearward travel

L4) Minimum 39” wide ITA class III hook configuration side shift carriage.

HYDRAULIC SYSTEM:

H1) Sealed and pressurized system

H2) Fourth-section auxiliary hydraulic valve an internal supply group for attachment usage (i.e. rotator, bin dumper, fork-positioner, etc.)

H3) Load sensing operational functions, matching engine speed and hydraulic flow rate to work demand.

H4) Low effort, short throw, direct-acting controls.

BRAKING SYSTEM:

B1) Parking brake – mechanical

B2) Service Brakes, hydraulic actuation with vacuum boost

WHEELS AND TIRES:

W1) Soft-solid resilient, pneumatic shaped tires

CAB INTERIOR/OPERATOR CONTROLS:

C1) Single pedal accelerator control

C2) Mechanical suspension seat with weight and lumbar adjustment

C3) Retractable seat belt

C4) Operator presence detection in operator’s seat

C5) Steering column tilt to operator position
**INSTRUMENTS, SAFETY DEVICES AND LIGHTING:**

I1) Minimum, Two forward working lamps, one reverse lamp.

I2) One (1) amber strobe light activated while lift is in reverse.

I3) Audible variable dB reverse alarm.

I4) No-glare, monitor panel.

I5) Fuel gauge, hour meter and service reminder.

**WARRANTY:**

W1) Minimum one (1) year, or 2,000 hours of operation parts and labor.

W2) Minimum two (2) year, or 4,000-hour power train warranty.
## Attachment B

### Specification Deviations

<table>
<thead>
<tr>
<th>Specification Number</th>
<th>Deviation Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: E1</td>
<td>Engine to be a six-cylinder diesel</td>
</tr>
</tbody>
</table>

If additional equivalent deviations are needed, please attach additional sheets.
**Staff Report**

**DATE:** July 6, 2018  
**For Meeting of:** July 12, 2018

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

**SUBJECT:** Item 2f)  
Authorize Executive Director to Evaluate and Pursue Options with Property Owners City of Eureka and Harbor Lanes

**RECOMMENDED ACTION:** Voice vote.  
Authorize Executive Director to Evaluate and Pursue Options with Property Owners City of Eureka and Harbor Lanes

**DISCUSSION:**
With the anticipated vacancy of the Authority’s tenant, Recology, from the adjacent parcel at 949 W. Hawthorne Street, Authority staff has been working with Lawrence & Associates to develop a conceptual Master Facility Plan for anticipated expansion of the HWMA Transfer Station which will be presented to the Board of Directors in the future. This Plan is anticipated to address necessary improvements to the Household Hazardous Waste Facility (Red Shed), enable covering the green-waste pile, and other operations to prevent storm water from coming into contact with the materials. The Plan would provide guidance to improve operational efficiencies within the Eureka Recycling Center and the Tip Floor, evaluate space requirements for the development of a solid waste mixed waste MRF (material recovery facility), and improve traffic circulation for employee and public safety.

It has come to staff’s attention that the City of Eureka is proposing to declare the property at 2112 Broadway, currently leased by the Chamber of Commerce, as surplus. Additionally, there is a vacant portion of property owned by Harbor Lanes which fronts West Hawthorne Street. Staff requests that the Board authorize the Executive Director to approach and explore the possibility of facility expansion onto the subject properties with the two property owners.

**FISCAL IMPACT:**
Minimal fiscal impact as relates to staff time.

**STRATEGIC PLAN:**
Strategic Plan Objective 3.1 “Develop Mixed Waste Processing Capacity”  
Strategic Plan Objective 2.2 “Reuse”
July 2, 2018

Jill Duffy
Humboldt Waste Management Authority
1059 West Hawthorne St.
Eureka CA 95501

Re: City of Eureka Surplus Property Sale: 2112 Broadway (Eureka Chamber of Commerce Property);
APN: 007-011-002

To Whom it May Concern:

The City of Eureka (City) owns a 41,382 square-foot parcel that contains a 3,136 square-foot building located at 2112 Broadway (APN 007-011-002). The property is scheduled to be deemed surplus at a City Council Public Hearing on August 7th, 2018. In order for the City to dispose of this property as surplus, a written Notice to Sell the property is required to be sent to local public entities, as defined in Section 50079 of the Health and Safety Code and per the Surplus Lands Act (Government Code § 54220 et seq.). Therefore, the City of Eureka is providing this written notice of the City’s offer to sell the above listed surplus property.

Please provide a written notification to the City, within 60 days of this letter (no later than September 10, 2018) of your interest in the acquisition of the property referenced above. If no public agencies are interested in this property, the City will proceed to sell the property as surplus on the open market.

Don’t hesitate to call if you would like any additional information.

Sincerely,

Lisa M. Savage
Project/Property Manager

CC: Rob Holmlund, Director of Development Services
Greg Sparks, City Manager
Staff Report

DATE: July 9, 2018  For Board Meeting: July 12, 2018

FROM: Jill Duffy, Executive Director

SUBJECT: Item 4) Receive Recycling Processing and Marketing of Regional Curbside Collected Recyclable Materials Status Update; Provide Direction to Staff.

RECOMMENDED ACTION: Voice Vote

That the Board of Directors:

1) Receive an Update of the Efforts Related to Recycling Processing and Marketing of Regional Curbside Collected Recyclable Materials; and

2) Provide Direction as Appropriate to Staff

DISCUSSION:

As described during the June 14, 2018 Board meeting, in response to the Request for Proposals (RFP) for “Recycling Processing and Marketing of Regional Curbside Collected Recyclable Materials”, released March 15, 2018, HWMA received one (1) proposal by Recology Humboldt County by the April 30, 2018 submittal deadline. With only one proposal received, it was difficult to assess the reasonableness of the proposal. Based on the recommendation of the Evaluation Committee, the HWMA Board of Directors deemed the proposal Non-Responsive due to new considerations being introduced to the Evaluation Committee with additional costs, and numeric value inconsistencies throughout sheets and presentations submitted to the Evaluation Committee.

The Board unanimously authorized the Executive Director, a member of the Evaluation Committee and General Counsel to negotiate an agreement for services; and directed staff to explore other options.

Conversations with the proposer commenced, but at the time this staff report was prepared, discussions have not concluded. There are however several key updates for the Board’s information and staff expects to present additional information at the Board meeting.

A. Recology’s Amended Proposal

HWMA’s member agencies agreed to combine their curbside collected recyclable materials and HWMA’s mixed stream recyclables for an estimated 11,244 tons annually. The solicitation specified that the successful processor would assume processing and marketing services effective September 6, 2018 under a proposed 10-year agreement. Conversations between HWMA and Recology following the June Board meeting focused initially on 1) processing capacity; 2) the
details of the proposed $97.13 per ton cost; 3) details regarding the “Reset” and “Extraordinary Adjustment”, 4) transportation costs for HWMA’s mixed stream materials; 5) the need to temporarily haul recyclable material to the Recology owned Sunset Scavenger MRF located in San Francisco for the anticipated 30-day equipment upgrade period at a cost of $185/ton, and 6) Customer Education and Outreach.

1) Processing Capacity
On July 3rd Recology clarified that the Samoa Materials Recovery Facility does not have the capability nor the capacity to handle all of HWMA’s designated curbside recyclable materials until the processing equipment upgrade by September 2018. Recology is able to process material they are receiving from Del Norte County, Fortuna, City of Ashland, Humboldt State University, and the cities of Arcata, Blue Lake, Ferndale and Rio Dell, and some of the collected tonnage from the unincorporated areas of the County. The current pricing agreements that Recology has with these entities is scheduled to terminate in September 2018, and new processing rates are scheduled to go into effect.

Recology expects they will be able to process all the projected material in January 2019, after their equipment upgrades are complete.

Recology proposed they could accept the City of Eureka, unincorporated county curbside material and HWMA’s mixed stream recyclables from the Eureka Recycling Center. This additional material would be handled through a combination of processing some material on site and transporting overflow material to another Recology owned MRF. The proposed rate to process this material, until the facility upgrade is complete, is $135/ton for a four-month period of September 6, 2018 thru January 1, 2019.

2) Processing Cost per Ton
The original proposal detailed a processing rate of $97.13 per ton.

Recology reexamined the information that had been presented to the Evaluation Committee, and presented an adjusted rate proposal of $90.30 per ton, with periodic adjustments as described below.

3) CPI/Reset/Extraordinary Adjustment
With the revised proposal, Recology requests consideration of a two-tiered system for updating the processing fee instead of the earlier proposal for Annual Consumer Price Index adjustment, Reset, and the Extraordinary Adjustment.

Tier 1 – Detailed Processing Fee Review (formerly ‘Reset’). Performed every annually for years 1-4, then at least every other year thereafter). HWMA and Recology would jointly review all costs and revenue projections for the processing of HWMA material at Samoa and set a corrected processing fee according to the criteria used in the proposal. Specifically this is identified as “Recycling revenues less operating expenses, including an 11% operating margin, dived by current tonnage = Per ton recycling processing fee”.

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Tier 2 – Annual CPI Increase to account for increasing prices for factors such as labor, fuel, electricity, general costs and other goods.

4) Transportation of Mixed Stream Recyclables from HWMA’s Eureka Recycling Center
Recology’s proposal originally included a description of transportation services, however the proposal did not include a rate.

Recology’s adjusted rate proposal includes transportation of mixed stream recyclables from the Eureka Recycling Center using the placement of a semi-truck trailer which will be hauled twice per week.

5) 30-Day Temporary Haul to San Francisco for Processing.
No longer necessary. Recology anticipates being able to stock pile the recyclable materials instead of needing to haul to their San Francisco facility during the equipment upgrade.

6) Customer Education and Outreach (new item)
Recology will work with each member of HWMA for which it provides collection service to educate productions through signage, information mailers and other methods as mutually agreed. Recology will also work with HWMA to provide education as requested.

Because conversations remain on-going, staff will provide any additional updates and details, including the proposed fiscal impact, of this revised proposal at the July 12th meeting.

B. Staff to Evaluate Other Potential Processing Options for the Board’s Consideration
As directed by the Board, and concurrent with the discussions with Recology, over the past three weeks, Authority staff identified the following four possible options:

1. Transport recyclable material to an alternate site for processing and marketing.
   Staff inquired with several sort facilities located in Portland, Redding, Sacramento and Ukiah about their ability to accept either loose load or baled recyclable material.

   Of these inquiries, C&S Recycling located in Ukiah, Ca is the most economically viable option at this time with a processing cost of $55 per ton in either baled or loose form, with no share of revenue.

   Bettendorf Trucking has limited trailer availability, but could provide transportation for up to 10-12 trucks per week at $737.55 per load, or $49.17 per ton to handle some of the material.

   Total cost is $107.17 per ton for loose load material which includes the Authority’s labor and equipment rate.

2. Rent a warehouse and install a sort line using manual labor
Conservatively, this short-term option would require securing a warehouse, environmental review, permits and the hiring of a minimum of 20 additional employees to process the recyclable material. The purchase of a sort line, baler and equipment would be necessary. HWMA would then be responsible for marketing and freight cost to market. Preliminary estimates indicate a cost of $2 – $2.5 million, not including building rental or labor costs.

3. **Build a Materials Recovery Facility**
   In 2011, a preliminary engineering cost estimate of approximately $6.5 million was provided to the HWMA Board. This cost included the permitting, construction a suitable facility with equipment but did not include environmental review, property acquisition or staffing costs. HWMA would require flow control of recyclable materials.

4. **Send the material to a landfill**
   Staff does not support this option and it does not meet State diversion requirements. However unpalatable as it is, it is an option and would cost $129.01 per ton to dispose.

**FISCAL IMPACT:**
*Participating Agencies*: Total impact to HWMA and member agency tonnage is projected at approximately $1,015,000 which will be recovered through proposed amendments through increases in the affected franchise agreements.

*HWMA*: In addition to the costs to participating agencies, HWMA’s Eureka Recycling Center will incur an annual cost of $99,564 for mixed stream recyclables under this revised proposal. Staff is evaluating the logistical changes that may need to be made in order to collect revenue from customers who have been able to recycle and dispose of their mixed stream material at no charge. This cost was not anticipated for the approved FY 2018-19 Budget.
Staff Report

DATE: June 30, 2018 For Meeting of: July 12, 2018

FROM: Jill Duffy, Executive Director

SUBJECT: Item x) Executive Director Report for July 2018

Annual Employee Evaluations
The majority of employee evaluations for FY 2017-18 have been completed.

Operations Related Activities
Coordinated with Dry Creek and Bettendorf in the development of “Amendment No. 1 To Subcontractor Hauling Agreement Between Dry Creek Landfill, Inc. And Bettendorf Enterprises, Inc.” to enable Bettendorf to use subcontractors to transport HWMA’s solid waste material. This amendment is consistent with the agreement entered into between Dry Creek Landfill and HWMA on June 19, 2017.

Prepared the draft “Glass Hauling Amendment to Extend Transportation Services” between HWMA and Humboldt Sanitation. This document is under review by Humboldt Sanitation and will be presented to the Board at the September meeting.

Prepared the draft “Scrap Metal Collection and Purchase Agreement between Eel River Disposal/Eel River Transportation and Salvage and HWMA” to ensure reliable transportation for reuse and recycling of scrap metal received at HWMA’s Transfer Station. This document is under review by ERD and is expected to come to the Board at the September meeting.

Staff is working on developing a revised “Records Retention Policy” that will be presented to the Board at either the September or October Board meeting.

Timber Harvesting Activities
Commenced the first week of June but has been suspended for a couple weeks so the general working area can dry out on the advice of the forester. The contractor will return in July to continue the work.

Cummings Road Landfill Flare Upgrade Bid Status
The proposed Landfill-Gas Flare Upgrade Project consists of modernizing the controls for the John Zink Model ZTOF Landfill-Gas Combustion Flare at Cummings Road Landfill. The upgrade will include 1) modernizing the controls and data recording, 2) adding telemetry for remote monitoring, and 3) adding a timer for discontinuous operation.
We recirculated the bid June 6th, with a couple minor changes in the cost recording sheet and included a copy of the engineers cost estimate. Bids are due June 20, 2018 by 2:00 PM. This will enable the Board to award the project to the responsive bidder at their regular meeting on July 12th meeting with project completion by August 30, 2018.

Auditor Services for FY 2017-18
Staff is preparing for the FY 2017-18 financial audit, scheduled to commence in July 2018.

Facilities Planning
Staff is continuing meetings with Lawrence and Associates to discuss general objectives of facility master planning, which includes modifications to improve stormwater discharge, traffic circulation, employee and public safety, space utilization, and flexibility for future diversion opportunities.