Agenda
Thursday, September 10, 2020 at 5:30 PM
Eureka City Council Chambers –

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

COVID-19 NOTICE
Consistent with Executive Orders N-25-20 and N-29-20 from the Executive Department of the State of California and the Humboldt County Public Health’s Officer’s March 30, 2020 “Shelter In Place Order”, HWMA’s regular meeting location at Eureka City Hall will not be physically open or available to the public. HWMA Board members and staff will be teleconferencing into the meeting via Zoom Video.

How to Observe the Meeting
To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting on Access Humboldt’s YouTube Channel at youtube.com/c/accesshumboldt/live (or by clicking here.) Members of the public may also join the Zoom meeting at https://zoom.us/j/91685336866 (or by clicking here.)

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

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

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

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

2. Consent Calendar
All matters listed under the Consent Calendar are considered to be routine by the HWMA Board and will be enacted upon by one motion, unless a specific request for review is made by a Board Member or a member of the public. The Consent Calendar will not be read. There will be no separate discussion of these items unless pulled for discussion.
a. Approve Minutes from the July 9, 2020 HWMA Board of Directors Meeting
b. Receive June 2019-20 Financials
c. Reject Claim Filed by Lila Chambers
d. Approve Extension of Agreement with Recology Eel River for Loading Services
e. Approve 2020-21 Addendum with Golder & Associates for Cummings Road Landfill Monitoring and Reporting Services

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. Update on Eureka Recycling Center

5. Board Member Reports

6. Executive Director’s Report

7. Closed Session: No Need for Closed Session.

8. Adjourn
Minutes
Thursday, July 9, 2020 at 5:30 PM
Zoom Video Conference Meeting

Present: Michael Sweeney, Sofia Pereira, Frank Wilson, Elaine Hogan, Leslie Castellano
Rex Bohn
Absent: None
Staff: Jill Duffy, Tyler Egerer, Eric Keller-Heckman, Tony Heacock
Legal Counsel: Nancy Diamond

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

2. Consent Calendar
   a. Approve Minutes from the June 11, 2020 HWMA Board of Directors Meeting
   b. Receive May 2019-20 Financials
Chairman Sweeney opened the floor to public comment regarding the Consent Calendar. No comment was received.
Chairman Sweeney closed the floor to public comment.

   Motion: Director Pereira moved and Director Castellano seconded the motion to approve the Consent Calendar.
   Action: Approve the Motion as made by Director Pereira and seconded by Director Castellano by the following vote:
   Ayes: Sweeney, Pereira, Wilson, Hogan, Castellano, Bohn
   Noes: None
   Absent: None

3. Oral and Written Communications
Chairman Sweeney opened the floor to public comment regarding items not on the agenda.

   Written Communication from Jason Robo was read into the record. A copy of that communication is attached to and made a part of these minutes.
Chairman Sweeney closed the floor to public comment.

4. Eureka Recycle Center Operational Status - Informational Item
Executive Director Duffy provided a presentation and discussed CRV-related activities regarding the Eureka Recycling Center.
Chairman Sweeney opened the floor to public comment regarding the informational presentation.
   Linda Wise, General Manager, Recology Humboldt County, discussed the challenges faced by Recology around providing CRV at the Recology Eel River transfer station.
Chairman Sweeney closed the floor to public comment.

5. Hawthorne Transfer Station, Eureka Recycling Center and Cummings Road Landfill Level of Service and Staffing Scenarios
Chairman Sweeney opened the floor to public comment regarding staffing at HWMA facilities.
   Linda Wise, General Manager, Recology Humboldt County, spoke to the legislative issues involving CRV and the changes that can be made to improve CRV activity.
Chairman Sweeney closed the floor to public comment.

September 10, 2020
Printed on Recycled Paper
**Motion:** Director Pereira moved and Director Wilson seconded the motion for a ninety-day suspension of CRV buyback, with the intention that the Board revisit this at the September meeting, where staff will present an update on other options – whether it’s once a month or once a week, or whatever other alternatives, or conversations with other interested parties – so the Board can determine any next steps that the Board would want to take. Further, that if the State does allow for a virtual training during this period that HWMA staff still move forward with receiving that training.

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

**Ayes:** Sweeney, Pereira, Wilson, Hogan, Castellano, Bohn

**Noes:** None

**Absent:** None

6. **Board Member Reports**
   **Director Pereira** reported that she may not attend the September meeting of the Board due to having a child, and that her alternate would serve in her place.

7. **Executive Director’s Report**
   **Executive Director Duffy** reported on the stormwater annual report completion, and thanked HWMA employees for their efforts during the pandemic response.

8. **Closed Session:** No Need for Closed Session.

9. **Adjourn**
   **Chairman Sweeney** adjourned the meeting at 8:12 p.m.
   **Next Meeting:** September 10, 2020 at 5:30 p.m. by Zoom Conference Call.
From: Jason Robo <robosan@runbox.com>
Sent: Thursday, July 9, 2020 4:46 PM
To: Tyler Egerer
Subject: Recycling opublic comment

I have a variety of criticisms with the nature of so-called recyclables. I recommend the book "Cradle to Cradle: Remaking the Way We Make Things" co-authored by William McDonough & Michael Braungart. Recycling is an important part of building a better world. It’s something that we shouldn’t give up on when things get tough. There are ways to innovate & continue recycling access while minimizing reliance on it. I believe solutions can be promoted through dialogue with and strategies promoted by local government, education, and other organizations. Businesses like gas stations that sell CRV should have to have recycle bins by law.

Not everyone is eligible for recycling pickups. I think it’s practically criminal to trash recyclables. Laziness is also an issue. It’s insanity to shut down the ability to recycle for those who make the effort. Efforts should be also made to incentivize or otherwise nurture products with minimal or no packaging, like fresh produce and canning. Beck’s bread for instance comes in a compostable bag. Promoting upcycling of waste and recyclables can help. Fire & Light also transmutes glass into assets. “The Upcycle: Beyond Sustainability—Designing for Abundance”, also by William McDonough & Michael Braungart, I think should be required reading for you and any informed citizenry that desire to be mindful of the environment. Buying bulk items are another crucial way to minimize streams of waste and recyclables. Better safety gear like gloves, suits perhaps, and eye protection could protect the recycle workers. Luckily Eureka is pretty temperate and operates in the shade minimizing misery from these additional potential safety measures. These strategies should be disseminated to the public regardless through some sort of PSA regardless of COVID as the environment is in crisis.

A KIEM article notes HAMBRO’s Del Norte facility has a “buyback process [that] allows for minimal contact with their employees and the public.” I’m unsure if you’ve been there, but it seems they may have something worth learning from about their protocols. Perhaps the board needs to take a field trip? I may have nearly run out of recyclables space. Investing in a keator and buying some beer from Mad River Brewery and growlers from Humboldt Regeneration have helped.

There are many ways we can do better at tackling COVID-19 promoting handwashing, dissuading people from touching their faces, proper etiquette when sneezing or coughing. Recycling prevents additional pollution to our air and water. Throwing nature under the bus any more than we already do would be a sad course of action to take.

--
Jason Robo

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Staff Report

DATE: July 9, 2020

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2b) Receive June 2020 Financial Reports

RECOMMENDED ACTION: Review and Approve June 2020 Financial Reports.

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

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

Attachment B, Statement of Operations for Period Ending 06/30/2020 is presented in summary format; detailed analysis of each division of the Authority is available by request for those interested in division performance.

Adjustments to financials based on COVID-19 have generally settled out, with traffic maintaining a steady pace as self-haul helps to balance out reductions in franchise hauling (most likely because people are bringing large, property cleaning loads and bringing in what would normally go into their cans as well). Hazardous Waste operates every Thursday for approximately 12 CESQG customers at a time, with minimal financial impact, and activities at the Eureka Recycling Center remain closed, resulting in very stable financial figures as solid waste disposal continues to provide steady revenue and expenditures.

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: $2,252,671.82
HWMA Undesignated, Capital, Personnel, and Stabilization Funds: $2,061,670.00
Authority Financials:
Attachments A and B contain detailed balance sheet and income statement (Statement of Operations) information for the June 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 June are performing approximately 10% over projections of budgeted estimates for Fiscal Year 2019-20. These estimates encapsulate all activity throughout the Authority, although finances will be influenced by future payouts for fees passed through to Member Agencies, revenue shares for salvaged materials sales, and the delayed receipt of grant revenues for grant-based projects.

The immediate impact from COVID-19 remains a significant shift in the total makeup of revenues through the Transfer Station. Although revenues have not shifted significantly, the makeup of those revenues is more significantly made up of Tip Fees, as activity across the scales has stayed steady, with a large influx of residential transactions. The reopening of the Hazardous Waste Facility has had minimal impacts on this revenue composition.

Additionally, with CRV activities at the Eureka Recycling Center suspended, the Authority is floating less cash out for daily buyback activities; this has resulted in less orders for change made to replenish cash on hand in the Main Scalehouse, and in the Authority having a significantly stronger cash flow than in previous months. This positions the Authority for better management of unforeseen costs associated with handling essential duties during the current pandemic.

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

**Expenses** for June are also above budget projections. Total Expenses are approximately in line with budgeted estimates, but do not yet include some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through and recycling fees.

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

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.

**Expenses: Real Year-to-Date Expenditures vs. Five-Year Trend**
Staff is monitoring spending in relation to incoming revenue, however immediate impacts seem minimal; overall solid waste tonnage remains stable despite the significant decrease of commercial wastes resulting the local and State SIP orders, and expense controls of non-essential needs allow for strong cash flow for the Authority. Staff anticipates these actions to provide, at bare minimum, stable operations throughout the SIP orders. Expenditures related to ongoing operations and other activities at the Transfer Station remain depressed, but steady, as staff restrict spending on non-essential items while continuing to ensure services and disposal of waste materials continued uninterrupted by the impacts of COVID-19.

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

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

If the following charts show significant impacts from COVID-19 over the coming months, staff will discuss those impacts below.
The closure of several non-essential businesses impacted total tonnage, however traffic remains steady and higher than it was in 2019. This suggests, comparing tonnage profiles from June 2019 to June 2020, that more traffic was residential, resulting in more trips with smaller tonnage per trip, while commercial and franchise drop off decreased, as a result of non-essential business closures due to the SIP.

Overall impacts related to the pandemic are minimal, as tonnage for the year remains high, and reductions in spending related to the pandemic and various service closures have offset the slight downward tonnage trend.

Further impacts from traffic, as compared to total tonnage, will be evaluated month to month through the pandemic and relaxation of SIP orders. Additionally, as commercial activity potentially increases, staff will monitor and report on the lasting impacts of the SIP orders as relates to the Fiscal Year 2020-21 budget.

**Attachments:**

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

### Current Assets:
- **Cash and Investments**: $4,836,004, $4,671,245
- **Accounts Receivable**:
  - Customer (Net of Doubtful Accounts): 1,067,994, 1,048,179
  - Grants: 9,377, 62,454
  - Deposits and Prepaid Expenses: 276,502, 134,971
- **Total Current Assets**: 6,189,877, 5,916,849

### Noncurrent Assets:
- **Capital Assets**:
  - Property, Plant and Equipment, Net: 4,442,008, 4,531,624
  - Waste Authority Contract: 221,171, 221,171
- **Total Noncurrent Assets**: 4,663,179, 4,752,795

**Total Assets**: 10,853,056, 10,669,644

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

**Total Assets and Deferred Outflows**: 11,206,082, 11,022,670

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

### Current Liabilities
- Accounts Payable and Accrued Liabilities: 910,932, 747,215
- Accrued Payroll: 158,052, 149,327
- Customer Deposits: 2,350, 2,869

**Total Current Liabilities**: 1,071,334, 899,411

### Noncurrent Liabilities
- Long-term Debt Due After One Year: 1,670,781, 2,486,471
- Net Pension Liability: 586,002, 586,002
- Estimated Closure and Post-Closure Care Costs: 9,541,001, 9,541,001

**Total Noncurrent Liabilities**: 11,797,784, 12,613,474

**Total Liabilities**: 12,869,118, 13,512,885

**Deferred Inflows**:
- Pension Plan: 43,190, 43,190
- Unavailable Revenue: 150,750, 65,958

**Total Liabilities and Deferred Inflows**: 13,063,058, 13,622,033

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**NET POSITION (DEFICIT)**

- Net Investment in Capital Assets: 2,992,398, 2,266,324
- Unrestricted (Deficit): (5,591,761), (5,772,678)

**Total Net Position**: 742,387, 906,991

**Total Liabilities, Deferred Inflows and Net Position**: 11,206,082, 11,022,670
<table>
<thead>
<tr>
<th>Operating Revenues:</th>
<th>Actual</th>
<th>Budget</th>
<th>$ Var</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Waste Management Fees</td>
<td>7,909,453</td>
<td>7,633,419</td>
<td>276,034</td>
<td>3.62%</td>
</tr>
<tr>
<td>Less: Pass-Through Fees</td>
<td>359,056</td>
<td>1,317,103</td>
<td>(958,047)</td>
<td>(72.74%)</td>
</tr>
<tr>
<td>Net Waste Management Fees</td>
<td>7,550,397</td>
<td>6,316,316</td>
<td>1,234,081</td>
<td>19.54%</td>
</tr>
<tr>
<td>Green Waste Fees</td>
<td>475,104</td>
<td>427,260</td>
<td>47,844</td>
<td>11.2%</td>
</tr>
<tr>
<td>Other Fees and Charges</td>
<td>1,886,775</td>
<td>1,793,882</td>
<td>92,893</td>
<td>5.18%</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>1,472,132</td>
<td>1,830,789</td>
<td>(358,657)</td>
<td>(19.59%)</td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td><strong>11,384,408</strong></td>
<td><strong>10,368,247</strong></td>
<td><strong>1,016,161</strong></td>
<td><strong>9.8%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenses:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations and Maintenance</td>
<td>7,337,281</td>
<td>6,116,389</td>
<td>1,220,892</td>
<td>19.96%</td>
</tr>
<tr>
<td>Administrative and General</td>
<td>1,719,260</td>
<td>2,960,465</td>
<td>(1,241,205)</td>
<td>(41.93%)</td>
</tr>
<tr>
<td>Professional Services</td>
<td>97,866</td>
<td>74,250</td>
<td>23,616</td>
<td>31.81%</td>
</tr>
<tr>
<td>Depreciation and Amortization</td>
<td>406,777</td>
<td>420,558</td>
<td>(13,781)</td>
<td>(3.28%)</td>
</tr>
<tr>
<td>Closure-related Expenses</td>
<td>207</td>
<td>(207)</td>
<td>(100%)</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>838,550</td>
<td>874,686</td>
<td>(36,136)</td>
<td>(4.13%)</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td><strong>10,399,734</strong></td>
<td><strong>10,446,555</strong></td>
<td><strong>(46,821)</strong></td>
<td><strong>(.45%)</strong></td>
</tr>
<tr>
<td>Operating Income (Loss)</td>
<td><strong>984,674</strong></td>
<td><strong>(78,308)</strong></td>
<td><strong>1,062,982</strong></td>
<td><strong>(1357.44%)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nonoperating Revenues (Expenses):</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Income</td>
<td>120</td>
<td>120</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rental Income (Net of Expenses)</td>
<td>122,953</td>
<td>124,409</td>
<td>(1,456)</td>
<td>(1.17%)</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>(23,530)</td>
<td>(294)</td>
<td>(23,236)</td>
<td>7903.4%</td>
</tr>
<tr>
<td>Grant Expense</td>
<td>(77,614)</td>
<td>(609)</td>
<td>(77,005)</td>
<td>12644.5%</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>(41,124)</td>
<td>(38,347)</td>
<td>(2,777)</td>
<td>7.24%</td>
</tr>
<tr>
<td>Total Nonoperating Revenues (Expenses)</td>
<td><strong>(19,195)</strong></td>
<td><strong>85,159</strong></td>
<td><strong>(104,354)</strong></td>
<td><strong>(122.54%)</strong></td>
</tr>
<tr>
<td>Change in Net Position</td>
<td><strong>965,479</strong></td>
<td><strong>6,851</strong></td>
<td><strong>958,628</strong></td>
<td><strong>13992.53%</strong></td>
</tr>
</tbody>
</table>
## Waste Tonnage

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>Tonnage Year to Date</th>
<th>Tonnage Prior YTD</th>
<th>% of Prior</th>
<th>Revenue Year to Date</th>
<th>Revenue Prior YTD</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franchise</td>
<td>39,801</td>
<td>44,314</td>
<td>89.8%</td>
<td>$5,137,706</td>
<td>$5,715,801</td>
<td>89.9%</td>
</tr>
<tr>
<td>Self Haul</td>
<td>22,270</td>
<td>21,305</td>
<td>104.5%</td>
<td>$3,481,287</td>
<td>$3,325,581</td>
<td>104.7%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>62,071</strong></td>
<td><strong>65,620</strong></td>
<td><strong>94.6%</strong></td>
<td><strong>$8,618,993</strong></td>
<td><strong>$9,041,382</strong></td>
<td><strong>95.3%</strong></td>
</tr>
<tr>
<td>Humboldt Sanitation</td>
<td>11,850</td>
<td>7,980</td>
<td>148.5%</td>
<td>$1,168,056</td>
<td>$786,630</td>
<td>148.5%</td>
</tr>
<tr>
<td>ERD</td>
<td>5,285</td>
<td>5,270</td>
<td>100.3%</td>
<td>$520,924</td>
<td>$519,500</td>
<td>100.3%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>79,205</strong></td>
<td><strong>78,870</strong></td>
<td><strong>100.4%</strong></td>
<td><strong>$10,307,973</strong></td>
<td><strong>$10,347,512</strong></td>
<td><strong>99.6%</strong></td>
</tr>
</tbody>
</table>

### Greenwaste

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>Tonnage Year to Date</th>
<th>Tonnage Prior YTD</th>
<th>% of Prior</th>
<th>Revenue Year to Date</th>
<th>Revenue Prior YTD</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5,270</td>
<td>4,544</td>
<td>116.0%</td>
<td>$374,974</td>
<td>$327,292</td>
<td>114.6%</td>
</tr>
</tbody>
</table>

## Household Hazardous Waste

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>Customers Year to Date</th>
<th>Customers Prior YTD</th>
<th>% of Prior</th>
<th>Revenue Year to Date</th>
<th>Revenue Prior YTD</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>441</td>
<td>500</td>
<td>88.2%</td>
<td>$33,052.08</td>
<td>$34,901.99</td>
<td>94.7%</td>
</tr>
<tr>
<td>Residential</td>
<td>5,379</td>
<td>3,101</td>
<td>173.5%</td>
<td>$3,465.65</td>
<td>$5,176.31</td>
<td>67.0%</td>
</tr>
<tr>
<td>Fortuna Residential</td>
<td>0</td>
<td>0</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Revenue from Countywide Fee</strong></td>
<td>$625,005.32</td>
<td>$531,264.16</td>
<td>117.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>5,820</strong></td>
<td><strong>3,601</strong></td>
<td><strong>161.6%</strong></td>
<td><strong>$661,523</strong></td>
<td><strong>$571,342</strong></td>
<td><strong>115.8%</strong></td>
</tr>
</tbody>
</table>

## Traffic Count

<table>
<thead>
<tr>
<th>Month</th>
<th>Average Daily Count YTD</th>
<th>Exceptions</th>
<th>Average Daily Count Prior YTD</th>
<th>Exceptions</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>413</td>
<td>None</td>
<td>353</td>
<td>None</td>
<td>117.0%</td>
</tr>
<tr>
<td>August</td>
<td>306</td>
<td>None</td>
<td>344</td>
<td>None</td>
<td>89.0%</td>
</tr>
<tr>
<td>September</td>
<td>385</td>
<td>None</td>
<td>342</td>
<td>None</td>
<td>112.6%</td>
</tr>
<tr>
<td>October</td>
<td>368</td>
<td>None</td>
<td>324</td>
<td>None</td>
<td>113.6%</td>
</tr>
<tr>
<td>November</td>
<td>326</td>
<td>None</td>
<td>324</td>
<td>None</td>
<td>100.6%</td>
</tr>
<tr>
<td>December</td>
<td>334</td>
<td>None</td>
<td>303</td>
<td>None</td>
<td>110.2%</td>
</tr>
<tr>
<td>January</td>
<td>344</td>
<td>None</td>
<td>326</td>
<td>None</td>
<td>105.5%</td>
</tr>
<tr>
<td>February</td>
<td>319</td>
<td>None</td>
<td>277</td>
<td>None</td>
<td>115.2%</td>
</tr>
<tr>
<td>March</td>
<td>275</td>
<td>None</td>
<td>320</td>
<td>None</td>
<td>85.9%</td>
</tr>
<tr>
<td>April</td>
<td>326</td>
<td>None</td>
<td>326</td>
<td>None</td>
<td>100.0%</td>
</tr>
<tr>
<td>May</td>
<td>372</td>
<td>None</td>
<td>335</td>
<td>None</td>
<td>111.0%</td>
</tr>
<tr>
<td>June</td>
<td>349</td>
<td>None</td>
<td>308</td>
<td>None</td>
<td>113.3%</td>
</tr>
<tr>
<td><strong>Year-to-Date Average</strong></td>
<td><strong>343</strong></td>
<td>None</td>
<td><strong>325</strong></td>
<td>None</td>
<td><strong>105.6%</strong></td>
</tr>
</tbody>
</table>
# June 2020 Disbursements

<table>
<thead>
<tr>
<th>Paid To</th>
<th>Amount</th>
<th>Paid To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Security Systems</td>
<td>$181.50</td>
<td>North Coast Laboratories, Ltd</td>
<td>$3,521.00</td>
</tr>
<tr>
<td>Advantage Financial Services</td>
<td>$295.84</td>
<td>Northern California Gloves</td>
<td>$546.84</td>
</tr>
<tr>
<td>Airgas USA LLC West Division</td>
<td>$98.55</td>
<td>Northern California Safety Con</td>
<td>$120.00</td>
</tr>
<tr>
<td>AT &amp; T</td>
<td>$180.72</td>
<td>Oak Harbor Freight Lines, Inc.</td>
<td>$550.46</td>
</tr>
<tr>
<td>B &amp; B Portable Toilet Company</td>
<td>$6,506.45</td>
<td>Occupational, Environmental He</td>
<td>$445.00</td>
</tr>
<tr>
<td>Bicoastal Media Group</td>
<td>$1,200.00</td>
<td>Order for Change</td>
<td>$1,360.00</td>
</tr>
<tr>
<td>Blue Flame Crew</td>
<td>$1,370.00</td>
<td>Pacific Gas and Electric</td>
<td>$3,132.58</td>
</tr>
<tr>
<td>Cardmember Service</td>
<td>$2,766.15</td>
<td>Pacific Paper Co.</td>
<td>$30.41</td>
</tr>
<tr>
<td>CITY OF EUREKA</td>
<td>$400.00</td>
<td>Peterson CAT</td>
<td>$248.05</td>
</tr>
<tr>
<td>City of Eureka</td>
<td>$3,430.00</td>
<td>Pierson Building Center</td>
<td>$201.52</td>
</tr>
<tr>
<td>Cox Rasmussen &amp; Co</td>
<td>$1,114.18</td>
<td>Recology Humboldt County</td>
<td>$225.00</td>
</tr>
<tr>
<td>Crystal Springs Bottled Water</td>
<td>$66.00</td>
<td>Rogers Machinery Company, Inc.</td>
<td>$119.00</td>
</tr>
<tr>
<td>Dry Creek Landfill, Inc</td>
<td>$312,984.40</td>
<td>Scrapper's Edge</td>
<td>$3,189.68</td>
</tr>
<tr>
<td>Financial Pacific Leasing</td>
<td>$11,940.12</td>
<td>SCS Field Services</td>
<td>$250.00</td>
</tr>
<tr>
<td>Humboldt Community Services Di</td>
<td>$33.40</td>
<td>SETCO</td>
<td>$759.50</td>
</tr>
<tr>
<td>Humboldt County Dept of Agricu</td>
<td>$1,036.20</td>
<td>Sharps Solutions LLC</td>
<td>$285.00</td>
</tr>
<tr>
<td>Industrial Electric Arcata, In</td>
<td>$1,712.66</td>
<td>SHN Consulting Engineers and G</td>
<td>$31.25</td>
</tr>
<tr>
<td>James L Able Forestry Consulta</td>
<td>$532.25</td>
<td>Sierra Instruments</td>
<td>$950.58</td>
</tr>
<tr>
<td>JJACPA , Inc</td>
<td>$7,125.00</td>
<td>Society for Human Resources Ma</td>
<td>$219.00</td>
</tr>
<tr>
<td>Johnson's Mobile Solutions</td>
<td>$3,797.50</td>
<td>Suddenlink</td>
<td>$208.45</td>
</tr>
<tr>
<td>Lawrence &amp; Associates</td>
<td>$3,968.75</td>
<td>Toyota Financial Services</td>
<td>$333.08</td>
</tr>
<tr>
<td>Mad River Hardwood Co., Inc</td>
<td>$102,404.38</td>
<td>United Rentals Inc.</td>
<td>$169.26</td>
</tr>
<tr>
<td>Mad River Union</td>
<td>$202.00</td>
<td>UNUM Life Insurance Company of</td>
<td>$253.75</td>
</tr>
<tr>
<td>Mendes Supply Company</td>
<td>$112.78</td>
<td>US Bank Office Equipment Finan</td>
<td>$366.83</td>
</tr>
<tr>
<td>Mission Uniform &amp; Linen</td>
<td>$1,205.01</td>
<td>Valley Pacific Petroleum</td>
<td>$3,972.10</td>
</tr>
<tr>
<td>Nancy Diamond</td>
<td>$441.00</td>
<td>Verizon Wireless</td>
<td>$309.45</td>
</tr>
<tr>
<td>Napa Auto Parts</td>
<td>$46.70</td>
<td>Bank Fees</td>
<td>$861.24</td>
</tr>
<tr>
<td>Network Management Services</td>
<td>$3,688.65</td>
<td>Personnel Expenditures</td>
<td>$217,985.51</td>
</tr>
<tr>
<td>New Directions Environmental M</td>
<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Coast Fabricators</td>
<td>$9,342.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Coast Journal</td>
<td>$288.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Disbursements** $719,715.83

September 10, 2020
Printed on Recycled Paper
Staff Report

DATE: August 1, 2020            For Meeting of: September 10, 2020

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 2c)               Claim Against HWMA by Lila Chamber

RECOMMENDED ACTION: Consent Calendar. Voice vote.
Reject the claim and direct staff to notify claimant’s representative.

DISCUSSION:
As detailed in the attached correspondence, the claimant alleges on February 18, 2020 Ms. Chamber was injured at HWMA’s Eureka Recycling Center when she fell.

The Authority’s Claims Administrator, Dennis Timoney of the Special District Risk Management Authority (SDRMA) reviewed the claimant’s letter and advised the Authority to reject the claim.

ATTACHMENTS:
Attachment A: Claim form submitted by Lila Chamber July 27, 2020
**Customer Incident/Accident/Complaint Form**

<table>
<thead>
<tr>
<th>Type of Occurrence:</th>
<th>Customer Complaint/Incident</th>
<th>Customer Accident/Injury - Customer-Incurred</th>
<th>Customer Accident/Injury - Employee-Incurred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Occurrence:</td>
<td>Tip Floor</td>
<td>Recycling Center</td>
<td>Hazardous Waste Facility</td>
</tr>
</tbody>
</table>

**Details of Occurrence:**

I tripped and fell on uneven cement, causing the pinky finger on my left hand to be sliced open.

The finger required 8 stitches.

**Witnesses/Observers**

**Next Steps Requested by Customer (if any):**

Reimburse for medical bills

**Additional Follow Up:**

- [x] Reported to Shift Supervisor
- [ ] No Additional Follow-up Required

**Signature (Customer/Employee Completing Form):** [Signature]

**Date:** 7/24/20

**Signature (Director):**

**Date:**

**Signature (Compliance Officer):**

**Date:**
HUMBOLDT WASTE MANAGEMENT AUTHORITY

CLAIM FORM
(Please Type Or Print)

CLAIM AGAINST

Claimant's name: Lisa Chambers
SSN:
DOB:

Claimant's address: ____________________________

Address where notices about claim are to be sent, if different from above:

Date of incident/accident: 2/18/2020

Date injuries, damages, or losses were discovered: 2/18/2020

Location of incident/accident: Eureka, CA

What did entity or employee do to cause this loss, damage, or injury?

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)?

What specific injuries, damages, or losses did claimant receive? Medical bills

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of $10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

Total bill, $4,926.30 + Surgeon bill $4,200

How was this amount calculated (please itemize)?

Bills presented

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: 7/24/20
Signature: Lisa Chambers

If signed by representative:

Representative's Name
Address
Telephone #
Relationship to Claimant

FORM B
HUMBOLDT WASTE MANAGEMENT AUTHORITY

Customer Incident Report

Date: 2-18-20  Time: 8:40 a.m.

Name: Ben Lenhoff  Signature: Ben Lenhoff

Subject: Customer tripping onto concrete

Incident: This customer named Lyla Chambers was walking up towards the scale at recycling when she suddenly tripped and hit the concrete and rolling over on her back. Afterwards it appeared she had cut herself and possibly broke a finger. We gave her some bandages and paper towels, and then a gentleman, possibly her husband, we weren't sure decided to take her to St. Joseph's hospital. He gave us her name and his number:

Ed Cobane

Lyla Chambers
THIS IS A BILL

Important Message

Thank you for choosing St. Joseph Hospital, Eureka. This bill is a summarized statement of your hospital account. A complete itemized statement is available upon request.

Please note you may receive a separate bill from a physician (primary care and/or specialist) who provided services to you (e.g. Physician, Surgeon, Anesthesiologist, Radiologist, and Pathologist) during your stay.

Past Due: Your account is now past due. St. Joseph Hospital, Eureka provides Customer Service support at (707) 269-4203 to help you understand your bill. Please either pay the amount due, or call us as soon as possible so we can help you understand your options. This bill is the amount that you owe, and is your Co-Payment, Co-Insurance, Deductible, or a combination of these.

Online Bill Manager

Do you want to view your current account?

• 24 hours a day, 7 days a week
• Pay your bill
• Frequently Asked Questions
• Important Phone Numbers

www.stjoehumboldt.org/billpay

Contact Us

Billing Questions or Changes in Coverage?
Contact us: Patient Financial Services
8:30 a.m. to 5:00 p.m. Monday - Friday
Telephone: (707) 269-4203

Please see back for a Summary of Charges.

Insurance Information

Primary Ins: OSCAR

Method of Payment

Check One:
Payment Enclosed Charge (Complete below)

Amount Paid $ 

PATIENT NAME ACCOUNT # AMOUNT DUE
LILA R CHAMBERS $4,926.30

ST. JOSEPH HOSPITAL - EUREKA - PP
PO BOX 31001-1982
PASADENA CA 91110-1982

This is a bill

Hospital Account Summary

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>LILA R CHAMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Account Number</td>
<td>SA0091260450</td>
</tr>
<tr>
<td>Statement Date</td>
<td>05/07/2020</td>
</tr>
<tr>
<td>Service Date</td>
<td>02/18/2020</td>
</tr>
<tr>
<td>Total Charges</td>
<td>$4,926.30</td>
</tr>
<tr>
<td>Patient Payments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Patient Adjustments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance Payments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance Adjustments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance Charges Pending</td>
<td>$0.00</td>
</tr>
<tr>
<td>Current Account Balance</td>
<td>$4,926.30</td>
</tr>
<tr>
<td>Patient Balance Due</td>
<td>$4,926.30</td>
</tr>
</tbody>
</table>

Please make check payable to St. Joseph Hospital, Eureka.
Please include your account number on your check.
Enclose this payment stub with your payment.
Summary of Charges

Charge Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Room General</td>
<td>$4,473.00</td>
</tr>
<tr>
<td>Drug Spec ID Detail Coding</td>
<td>$339.30</td>
</tr>
<tr>
<td>Preventive Care Vaccine</td>
<td>$114.00</td>
</tr>
<tr>
<td><strong>Total Charges</strong></td>
<td><strong>$4,926.30</strong></td>
</tr>
</tbody>
</table>

Patient Name: LILA R CHAMBERS
Account Number: SA0091260450

We are proud of our mission to provide compassionate quality of care to all of our patients, regardless of ability to pay. If you do not have health insurance coverage, feel your coverage is inadequate or you meet certain income requirements, you may be eligible for government programs or financial assistance, please contact us at (707) 269-4203.

Important Phone Numbers

- St Joseph Heritage Health Central Business: (707) 547-4854
- Ambulatory Infusion Program: (707) 445-8121 ext 6350
- Anesthesia - Humboldt Medical Specialists: (707) 269-0644
- Emergency Physicians - St Joseph Heritage: (855) 221-8046
- Radiology - Humboldt Radiology: (707) 445-5431
- Pathology - Coastal Pathology: (800) 288-6325
- North Coast Pain Center: (707) 269-3694

Applications are available from the following agencies:

- Medicare: (800) 683-4227
  - https://www.noridianmedicare.com/
- Medi-Cal: (916) 445-4171
  - http://www.dhcs.ca.gov/services/medi-cal/Pages/ApplyforMedi-Cal.aspx
- Covered California: (800) 300-1506
  - www.coveredca.com

FAIR COLLECTION NOTICE

"State and federal law require debt collectors to treat you fairly and prohibit debt collectors from making false statements or threats of violence, using obscene or profane language, and making improper communications with third parties, including your employer. Except under unusual circumstances, debt collectors may not contact you before 8:00 a.m. or after 9:00 p.m. In general, a debt collector may not give information about your debt to another person, other than your attorney or spouse. A debt collector may contact another person to confirm your location or to enforce a judgment. For more information about debt collection activities, you may contact the Federal Trade Commission by telephone at 1-877-FTC-HELP (382-4357) or online at www.ftc.gov".

Non-profit Credit Counseling Services may be available in the area. If you need more information or assistance, please contact our Business Office at (707) 269-4203.

CHANGE OF ADDRESS OR HEALTH INSURANCE INFORMATION

If you have a new health insurance or a new address, please enter the information below.

<table>
<thead>
<tr>
<th>NEW ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>NEW PHONE#</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICY HOLDER'S NAME/RELATIONSHIP TO PATIENT</td>
<td>POLICY ID#</td>
<td>GROUP#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>BIRTH DATE OF INSURED</td>
<td>HMO/PP/OTHER</td>
<td>INSURANCE PHONE#</td>
<td></td>
</tr>
<tr>
<td>IF GROUP INSURANCE, NAME OF GROUP (EMPLOYER, UNION/ASSOCIATION)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURANCE COMPANY NAME</td>
<td>INSURANCE ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPLOYER</td>
<td>EMPLOYER ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Staff Report

DATE: August 15, 2020

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 2d) Approve Amendment Number 2 to Agreement with Recology Eel River to extend the existing Loading Agreement for 6-months, ending April 30, 2021.

RECOMMENDED ACTION: Voice vote.
Approve 6-Month Amendment Extension with Recology Eel River ending April 30, 2021.

DISCUSSION:
At the March 12, 2020 meeting, the Board approved a 6 month extension with Recology Eel River, ending October 31, 2020 to provide Loading Services of Member Agency Franchise Solid Wastes at the Fortuna Transfer Station into HWMA’s designated transportation hauler’s trailers.

Staff proposes that the term of the agreement be extended for 6 months and terminate April 30, 2021.

This draft amendment has been reviewed and approved as to form by the Authority’s Legal Counsel, and Linda Wise, General Manager of Recology Eel River and Recology Inc. Legal Counsel. Additionally, the draft amendment has been reviewed by Garry Penning of Dry Creek Landfill as the Transportation and Landfill Disposal contractor.

Background
The proposed amendment with Recology Eel River will enable continuation of trailer deliveries and loading of member agency material at the Fortuna transfer facility, into HWMA’s contract trailers. Recology loads Permitted Waste into an individual Trailer to the allowable weight capacity. Costs associated with loading trailers are already embedded in the franchise rates paid by member agency curbside customers.

The agreement addresses the practice of ‘commingling’ of member and non-member agency material, specifically by acknowledging that commingling may occur on the Fortuna transfer station’s Tip Floor. Approximately 15 years ago, an ‘Allocation Percentage Formula’ was used to establish jurisdiction of origin, and a tonnage audit was conducted in 2016. Information was reviewed and determined, at that time, that no modifications were necessary. With the new ownership and improved record keeping, Recology Eel River requests an agreement extension to review tonnage data with member agencies and Fortuna for possible adjustment to the Allocation Percentage Formula. Additionally, shortly after the original extension was approved, the
COVID-19 pandemic occurred which affected commercial and residential tonnage trends for the past 6 months. Both parties agree it is prudent to evaluate the more recent tonnage trends to verify the allocation formula. If revisions to the Allocation Percentage Formula are necessary, changes will be approved by Recology Eel River and the respective jurisdictions holding the franchise agreement.

**FISCAL IMPACT:**
These expenditures have been included in the proposed budget for FY 2020-21.

**ALTERNATIVES:**
Board discretion

**ATTACHMENTS:**
1. Draft Amendment Number 2 between HWMA and Recology Eel River
AMENDMENT No. 2
TO AGREEMENT BETWEEN
HUMBOLDT WASTE MANAGEMENT AUTHORITY AND
RECOLOGY EEL RIVER
TO PROVIDE MSW LOADING SERVICES

This is an Amendment to that certain Agreement by and between the Humboldt Waste Management Authority and Recology Eel River To Provide MSW Loading Services dated March 22, 2018 (the “Agreement”). This Amendment is effective October 1, 2020.

RECATALS

WHEREAS, the Agreement term originally expired March 31, 2020, 24 months after its Effective Date;

WHEREAS, the both parties agreed to a 6-month extension with the intention of evaluating whether an adjustment to the Allocation Percentage Formula is appropriate; and

WHEREAS, a the global COVID-19 pandemic and resultant statewide Shelter-In-Place issued on March 19th affected tonnage origination and disposal trends;

WHEREAS, the parties desire to extend the Agreement an additional six months to continue evaluation of the Allocation Percentage Formula and whether an adjustment is appropriate.

NOW THEREFORE, in consideration of the mutual covenants, conditions and terms recited herein and made a material part hereof, the parties agree as follows:

1. **Section 2, Term of Agreement.** Section 2 of the Agreement is amended to extend the termination date by six months, so that the Agreement shall terminate on April 30, 2021.

2. **Ratification of Agreement.** The terms and conditions of the Agreement, including all exhibits and attachments, are ratified in their entirety except to the extent inconsistent with the terms and provisions of this Amendment. In the event of such inconsistency, this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed this Amendment effective on the date set forth above.

RECOLOGY EEL RIVER

Date: _________________

By ________________________________
Michael J. Sangiacomo, President & CEO

HUMBOLDT WASTE MANAGEMENT AUTHORITY

Date: _________________

By ________________________________
Michael Sweeney, Chair of the Board

ATTEST:

Date: _________________

______________________________
Jill Duffy, Clerk of the Board

Approved as to form:

Date: _________________

______________________________
Nancy Diamond, General Counsel, HWMA
Staff Report

DATE: August 17, 2020

FROM: Jill Duffy, Executive Director

SUBJECT: Item 2e) Approve Golder Associates Project Addendum for FY 2020-21

RECOMMENDED ACTION: Voice vote.

1.) Consider approval of the Project Addendum dated February 7, 2020 in the amount of $67,023 with Golder Associates, Inc. to continue groundwater monitoring and reporting at the Cummings Road Landfill; and

2.) Authorize the Executive Director to Execute the Project Addendum.

DISCUSSION:
Golder Associates has been under contract with HWMA to provide water quality monitoring and reporting for the Cummings Road Landfill since 2005. The attached Project Addendum identifies the proposed scope of services and activities to be conducted during the fiscal year from July 1, 2019 to June 2020 and reflects regulatory monitoring changes resulting from the Cummings Road Landfill Waste Discharge Requirement (WDR) approved by the North Coast Regional Water Quality Control Board on May 2, 2013.

Golder Associates submits to the Authority cost estimates detailing the scope of services annually for the upcoming year. The attached addendum was provided as part of the budget formulation process earlier this year and was approved by the Board as part of the budgeting process. This year’s addendum for groundwater monitoring and reporting activities is for the amount of $67,023 and covers regular annual reporting requirements for post-closure maintenance and monitoring of the Cummings Road Landfill.

FISCAL IMPACT
This item has been budgeted for in the approved FY 2020-21 Budget.

ATTACHMENTS:
Attachment No. 1 - Project Addendum – February 7, 2020
PROJECT ADDENDUM
February 7, 2020
Third Quarter 2020 through Second Quarter 2021 (FY 2020-2021)
WDR/MRP Water Quality Monitoring and Reporting
GOLDER ASSOCIATES INC.

SCOPE OF SERVICES: Extend WDR/MRP R1-2013-0014 water quality monitoring and reporting for third quarter 2020 through second quarter 2021 reporting, including bi-monthly storm water reporting of laboratory analytical results. See attached cost estimate.

CHANGE IN AGREEMENT COST (attach detailed calculation sheets):

Increase in Agreement Cost due to this Addendum:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third quarter 2020 monitoring and annual reporting</td>
<td>$34,349</td>
</tr>
<tr>
<td>First semiannual 2021 monitoring and reporting</td>
<td>$26,981</td>
</tr>
<tr>
<td>Bi-monthly surface water and storm water reporting</td>
<td>$3,071</td>
</tr>
<tr>
<td>Fourth and second quarter groundwater measurements</td>
<td>$2,622</td>
</tr>
<tr>
<td><strong>FY 2020 – 2021 Total</strong></td>
<td><strong>$67,023</strong></td>
</tr>
</tbody>
</table>

CHANGE IN AGREEMENT TIME:

New Completion Date due to this Addendum: 

July 31, 2021

The work covered by this project addendum shall be performed under the same terms and conditions as those included in the original Agreement. All other terms and conditions of said Agreement, as it may have been modified, shall be and remain the same.

The foregoing modification of said Agreement is hereby accepted.

Humboldt Waste Management Authority

GOLDER ASSOCIATES INC.,

By: ________________________________ By: ________________________________

Authorized Representative Authorized Representative

Associate/Geology Practice leader

Date: ________________________________ Date: 2/7/2020
### SUMMARY:

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Unit</th>
<th>Unit Quanity</th>
<th>Unit Cost</th>
<th>Sub-Total</th>
<th>Task Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 - Water Quality Monitoring (does not include surface water monitoring)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$14,529</td>
</tr>
<tr>
<td>Task 2 - Report Preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$11,477</td>
</tr>
<tr>
<td>Task 3 - Laboratory Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,344</td>
</tr>
<tr>
<td>TOTAL for the 2nd Semi-Annual Monitoring/Reporting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$34,349</td>
</tr>
</tbody>
</table>

#### Task 1 - Water Quality Monitoring (does not include surface water monitoring)

**SCOPE:** Measure water levels and sample all site monitoring points according to existing monitoring plan. Assumes five days on site and accessible roads to all wells.

**Professional Services**

<table>
<thead>
<tr>
<th>Professional</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technician</td>
<td>hour</td>
<td>91</td>
<td>$110</td>
<td>$10,010</td>
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<tr>
<td>Practice Leader</td>
<td>hour</td>
<td>2</td>
<td>$240</td>
<td>$480</td>
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<tr>
<td>Office Service Fee (5%)</td>
<td></td>
<td></td>
<td>$525</td>
<td>$11,015</td>
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</table>

**Chargeable Equipment/Consumable Materials**

<table>
<thead>
<tr>
<th>Equipment/Consumable</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Vehicle (4x4)</td>
<td>day</td>
<td>8</td>
<td>$125</td>
<td>$1,000</td>
</tr>
<tr>
<td>Per diem</td>
<td>day</td>
<td>5</td>
<td>$120</td>
<td>$600</td>
</tr>
<tr>
<td>Per Sampling Location Charge</td>
<td>each</td>
<td>41</td>
<td>$30</td>
<td>$1,230</td>
</tr>
<tr>
<td>Field sample filters</td>
<td>each</td>
<td>38</td>
<td>$18</td>
<td>$684</td>
</tr>
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</table>

**TASK TOTAL** $14,529

#### Task 2 - Report Preparation

**SCOPE:** Review analytical results and issue a semiannual and annual monitoring report.

**Professional Services**

<table>
<thead>
<tr>
<th>Professional</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>hour</td>
<td>6</td>
<td>$80</td>
<td>$480</td>
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<tr>
<td>Drafter</td>
<td>hour</td>
<td>4</td>
<td>$120</td>
<td>$480</td>
</tr>
<tr>
<td>Staff Geologist</td>
<td>hour</td>
<td>70</td>
<td>$115</td>
<td>$8,050</td>
</tr>
<tr>
<td>Practice Leader</td>
<td>hour</td>
<td>8</td>
<td>$240</td>
<td>$1,920</td>
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<tr>
<td>Office Service Fee (5%)</td>
<td></td>
<td></td>
<td>$547</td>
<td>$11,477</td>
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</table>

**TASK TOTAL** $11,477

#### Task 3 - Laboratory Analysis

**SCOPE:** Sample kit delivery, sample transport, analyses, field and lab QA/QC, electronic deliverable, 15-day turnaround. Includes EPA8260 for the trip, field, equipment blanks.

**Wells, Springs, and Leachate**

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit Cost</th>
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</thead>
<tbody>
<tr>
<td>EPA 8260, Appendix I</td>
<td>each</td>
<td>41</td>
<td>$70</td>
<td>$2,870</td>
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<tr>
<td>Metals (Ca, Mg, K, Na), includes digestion</td>
<td>each</td>
<td>37</td>
<td>$33</td>
<td>$1,221</td>
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<tr>
<td>TDS</td>
<td>each</td>
<td>37</td>
<td>$10</td>
<td>$370</td>
</tr>
<tr>
<td>Sulfate</td>
<td>each</td>
<td>37</td>
<td>$9</td>
<td>$333</td>
</tr>
<tr>
<td>Ammonia</td>
<td>each</td>
<td>37</td>
<td>$27</td>
<td>$999</td>
</tr>
<tr>
<td>Bicarbonate and Carbonate</td>
<td>each</td>
<td>37</td>
<td>$16</td>
<td>$592</td>
</tr>
<tr>
<td>Chloride</td>
<td>each</td>
<td>37</td>
<td>$9</td>
<td>$333</td>
</tr>
<tr>
<td>COD</td>
<td>each</td>
<td>6</td>
<td>$22</td>
<td>$132</td>
</tr>
<tr>
<td>VOCs (TO-15)</td>
<td>each</td>
<td>3</td>
<td>$170</td>
<td>$510</td>
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<tr>
<td>Methane</td>
<td>each</td>
<td>3</td>
<td>$75</td>
<td>$225</td>
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<tr>
<td>Administrative (10%)</td>
<td></td>
<td></td>
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<td>$759</td>
</tr>
</tbody>
</table>

**TASK TOTAL** $8,344

**TOTAL for the 2nd Semi-Annual Monitoring/Reporting** $34,349
GOLDER ASSOCIATES INC.
COST ESTIMATE

CLIENT: Humboldt Waste Management Authority
PROJECT: 1st Semi-Annual Monitoring/Reporting, 2021
Cummings Road Landfill

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>UNIT QUAN-</th>
<th>COST</th>
<th>SUB- TASK TOTAL</th>
<th>TASK TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>TITY</td>
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<tr>
<td>SUMMARY:</td>
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<tr>
<td>Task 1 - Water Quality Monitoring (does not include surface water monitoring)</td>
<td></td>
<td></td>
<td></td>
<td>$11,267</td>
<td></td>
</tr>
<tr>
<td>Task 2 - Report Preparation</td>
<td></td>
<td></td>
<td></td>
<td>$10,511</td>
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<tr>
<td>Task 3 - Laboratory Analyses</td>
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<td>$5,204</td>
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<tr>
<td>TOTAL for the 1st Semi-Annual Monitoring/Reporting</td>
<td></td>
<td></td>
<td></td>
<td>$26,981</td>
<td></td>
</tr>
</tbody>
</table>

Task 1 - Water Quality Monitoring (does not include surface water monitoring)
SCOPE: Measure water levels and sample all site monitoring points according to existing monitoring plan. Assumess five (5) days on site with accessible roads to all wells.

**Professional Services**
- Technician hour $110 71 $7,810
- Practice Leader hour $240 3 $720
- Office Service Fee (5%) $427
- **TASK TOTAL** $11,267

**Chargeable Equipment/Consumable Materials**
- Field Vehicle (4x4) day $125 6 $750
- Per diem day $120 5 $600
- Per Sampling Location Charge each $30 20 $600
- Field sample filters each $18 20 $360 $2,310
- **TOTAL** $11,267

Task 2 - Report Preparation
SCOPE: Review analytical results and issue a semiannual monitoring report.

**Professional Services**
- Admin hour $80 6 $480
- Drafter hour $120 4 $480
- Staff Geologist hour $115 62 $7,130
- Practice Leader hour $240 8 $1,920
- Office Service Fee (5%) $501
- **TASK TOTAL** $10,511

Task 3 - Laboratory Analyses
SCOPE: Sample kit delivery, sample transport, analyses, field and lab QA/QC, electronic deliverable, 15-day turnaround. Includes 1 semi-annual sampling event, and EPA8260 for the trip, field, equipment blanks and one full duplicate.

**Wells, Springs, and Leachate**
- EPA 8260, Appendix I each $70 24 $1,680
- Metals (Ca, Mg, K, Na), includes digest each $33 21 $693
- TDS each $10 21 $210
- Sulfate each $9 21 $189
- Ammonia each $27 21 $567
- Bicarbonate and Carbonate each $16 21 $336
- Chloride each $9 21 $189
- COD each $22 6 $132
- VOCs (TO-15) each $170 3 $510
- Methane each $75 3 $225 $4,731
- Administrative (10%) $473
- **TASK TOTAL** $5,204

TOTAL for the 1st Semi-Annual Monitoring/Reporting $26,981
GOLDER ASSOCIATES INC.
COST ESTIMATE

CLIENT: Humboldt Waste Management Authority
PROJECT: MRP Surface Water and Storm Water Bi-Monthly Reporting 2020-2021
Cummings Road Landfill

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>COST</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

**SUMMARY:**
Every other month October 2020 through June 2020 TOTAL $3,071

**SCOPE:** Review analytical results & issue bi-monthly SW report (October 2020 through June 2021).
(Formerly the CAO monthly report)

**Professional Services**
- **Staff Geologist**
  - hour $115 3 $345
- **Practice Leader**
  - hour $240 1 $240
- **Office Service Fee (5%)**
  - $29

**MONTHLY TASK TOTAL** $614
Every other month October 2020 through June 2020 TOTAL $3,071
GOLDER ASSOCIATES INC.
COST ESTIMATE

CLIENT: Humboldt Waste Management Authority
PROJECT: Quarterly Water Levels
Cummings Road Landfill

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>COST</th>
<th>SUB-TASK</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1 - Quarterly Water Level Monitoring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,622</td>
</tr>
</tbody>
</table>

**SUMMARY:**

TOTAL for the Quarterly Water Levels $2,622

**Task 1 - Quarterly Water Level Monitoring**

SCOPE: Measure water levels in all site monitoring wells according to new WDR/MRP.
Assumes one day on site with accessible roads to all wells.

**Professional Services**

- Technician: hour $110, 20 $2,200
- Practice Leader: hour $240, 1 $240
- Office Service Fee (5%): $122, $2,562

**Chargeable Equipment/Consumable Materials**

- Field Vehicle (4x4): day $125, 2 $250
- Per diem: day $120, 1 $120
- Per Sampling Location Charge: each $30, 2 $60

**TASK TOTAL** $2,622

TOTAL for the Quarterly Water Levels $2,622
Staff Report

DATE: September 4, 2020

FROM: Jill Duffy, Executive Director

SUBJECT: Item 4)
Eureka Recycling Center Update

RECOMMENDED ACTION:
That the Board:
1) Receive Update on the Eureka Recycling Center; and
2) Provide Direction as Appropriate.

Discussion
On August 11th, HWMA partially resumed services for the Eureka Recycling Center (no CRV buyback) and the Hazardous Waste Facility five days a week. Effective Tuesday, September 1st, the Eureka Recycling Center resumed CRV Buyback operations. Due to the overwhelming demand and long lines of customers entering the Eureka Recycling Center for CRV Buyback services which impacted area traffic flow, surrounding businesses, created safety issues and impeded garbage customers from accessing the Transfer Station, CRV Buyback was resuspended on Thursday, September 3rd following consultation with the City of Eureka.

Staff will update the Board of a meeting scheduled for Tuesday, September 8th. Representatives from the County of Humboldt, City of Eureka, HWMA, Humboldt Sanitation, Recology and representatives from Assemblymember Woods and Senator McGuire’s offices will discuss the state of CRV Buyback.

Facility days and hours are as follows:

**Hawthorne Street Transfer Station**
Open 7-days a week.
No Change
Monday-Saturday 8 am to 4 pm
Sunday 10 am to 4 pm

**Eureka Recycling Center**
Open 5-days a week
Reduced from 7 days-week; Effective Sept. 4, no CRV
Tuesday-Saturday 8 am to 4 pm

**Hazardous Wastes Facility**
Open 5-days a week, by appointment
Reduced from 6 days-week
Tuesday-Saturday 8 am to 3 pm

**Cummings Road Landfill**
Resumed 5 days-week
Eureka Recycling Center & Staffing
The ERC facility was reconfigured with designated entrance/exit locations that enables social distancing. Staff performed traffic control, direct customer outreach in person and provided an informational handout. Signage has been installed reminding customers to wear face coverings and to maintain social distancing. We will, for a limited period of time, provide masks to those customers who arrive on site not wearing one. Unlike the Transfer Station, the Eureka Recycling Center has more opportunity for direct interactions with our employees and other customers.

Board members will recall that the Cummings Road Landfill required a temporary increase of staffing to provide 7-days a week coverage for several months in order to address environmental monitoring system needs. With repairs and monitoring completed, landfill operations resumed Monday-Friday on August 31st. Both Hawthorne Transfer Station employees will return to their regular assignments by September 11th.

Response to Questions Asked at the July Board meeting –

Reminder: The Board approved a 90-day suspension at the July 9th meeting of CRV Buyback services while staff examined CRV service options. As discussed above, the Eureka Recycling Center resumed acceptance of appliances, e-wastes, televisions/screen and source separated recyclables on August 11th, and CRV buyback services resuming September 1st.

Governor’s Executive Order
The Governor decided not to extend the order allowing temporary suspension of certified CRV Buyback Centers. The order expired August 21, 2020 and certified centers needed to determine whether to open or submit notice of decertification.

CalRecycle Certification Status: HWMA’s 5-year certification to perform CRV redemption expired on May 31st. CalRecycle is still evaluating the virtual training course necessary for recertification to be completed. HWMA was informed by CalRecycle that we can continue to perform CRV Buyback activities until notified otherwise.

Temporary “Pop-Up” CRV redemption services at an alternate site to manage anticipated traffic volume. CalRecycle will not permit operating under an existing certification; operators are required to be certified for each site – even if temporary.

Other Operator – HWMA reached out to UpLift Eureka to see if they could provide program participants to assist with staffing for a temporary “Pop Up” or potentially operate a redemption center. They are willing to assist with staffing, but operation/management of a redemption center is larger than they are prepared to undertake.

Can HWMA Provide CRV Buyback By Appointment? No.
Under the CA Beverage Container Recycling and Litter Reduction Act, obligated dealers and recycling centers are prohibited from providing services by appointment.
Status of Recology & Humboldt Sanitation CRV
Decertification of Redway, Fortuna and McKinleyville CRV Buyback Centers was noticed to CalRecycle. This information was also circulated via a press release on September 2nd.

Re-Evaluation of Exempted Convenience Zones
According to CalRecycle staff, re-evaluation of exempted convenience zones is performed only if there are no certified redemption centers in operation. With HWMA’s reopening notice to CalRecycle, we formally requested that CalRecycle re-evaluate the exempted convenience zones.
Ms. Jill Duffy  
Executive Director  
HWMA  
1059 W. Hawthorne  
Eureka, CA 95501

Dear Ms. Duffy:

Amid the Covid-19 pandemic, the Greater Eureka Chamber has been actively aware of necessary challenges/changes that all businesses have made in order to protect the health and welfare of our community. It is our understanding that critical essential entities such as Humboldt Waste Management Authority and other waste companies have contributed by making many adjustments including temporary closures of container buyback centers. While we are sensitive and empathize with those who may depend on “cash for cans”, our business partners have noticed positive results from the closure.

Since the end of March, the litter problems along areas on W. Hawthorne Street have noticeably improved. In addition, we are hearing fewer complaints about scavenging in recycling cans and business areas are much cleaner. The Chamber and its members are concerned that after re-opening a buyback, might result in the return of these conditions and in turn, pose risks to employees and the public, who clean in and around scavenged areas.

From what we understand, Gov. Newsom prudently issued an executive order stating that the State of California relaxing requirements for retail to ensure that container buybacks exist within a certain radius from their business and maintenance of for buybacks to maintain their regular business hours through June. We feel that return to this activity should occur late in the re-opening of businesses in Humboldt County. To that end, the Chamber would like to offer its support to the HWMA in the following:

- Request that the governor’s executive orders related to buybacks be extended,
- Phase in the return of HWMA buyback to allow for planning of its return,
- Find alternative methods for providing recycling activities at the 1059 W. Hawthorne St. facility.

If there are other ways in which the Chamber may help further this discussion, please contact me at 442-3738. We look forward to working with you on this matter.

Sincerely,

Donna Wright  
President/CEO
Jill,

In advance of our discussion next week, I wanted to reach out and thank you for your eagerness and willingness to work proactively with the City to help mitigate traffic and safety issues regarding the reopening of the CRV buyback and recycling program in Eureka at the Hawthorn Street facility. Beginning on the second day of operation, City staff had to close Hawthorn Street to vehicular traffic, including the closure of turn lanes on Highway 101 (Broadway) and detouring a significant amount of traffic through alternate roadways (Del Norte and Felt Streets). This was done to prevent backups on Highway 101, alleviate safety issues and congestion potential, and to provide adequate queue length for vehicles for the short term.

Based on the fact that no other facilities are conducting this type of CRV buyback and recycling operation within the County, it does not appear to be a sustainable option to continue the street closure for any extended period of time. The current road closures that have enabled the recycling operation have the potential to reduce emergency access, increase safety risks, as well as inhibit access to other businesses in this area. Due to these factors the City is requesting that HWMA reevaluate its operation and produce alternate options to serve its customers going forward, without the impact to the surrounding businesses, safety, and emergency access. One idea might be appointment-based drop offs, which would reduce the impact on HWMA staff and the surrounding street network.

We appreciate the decision made today to again close the facility due to the overwhelming number of customers. However, we recognize the long-term value of the program and support alternate ideas that would allow it to continue, while mitigating associated impacts. We would be happy to be part of further discussions to help ensure a successful operation of this operation going forward. If you have any questions, please feel free to contact me.

Best regards,

Brian

Brian Gerving
Director of Public Works
(707) 441-4152
City Hall, 531 K Street, Eureka CA 95501
Staff Report

DATE: August 31, 2020

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 6)
Executive Director’s Report for Months of July & August

RECOMMENDED ACTION: Informational Only

In addition to continue managing operations and preparing for reopening of the Eureka Recycling Center and CRV Buyback:

- Draft revisions for “HWMA Policy Series 3035 – Investment Policy” are under legal review. Following review, the policy will be presented to the Board for consideration.

- Annual evaluations are current for employees

- Prepared brochures, flyers, print and digital ads, radio spots (record and edit) and press releases.

- The annual Source Emission Test for the flare, as required by AB 32 – Landfill Methane Rule, was performed by Blue Sky Environmental with a report completed. The measured emissions at >99.976% met the required limits of 99%

- The week of July 15th Landfill staff performed repairs to the South Mound where a surficial slump (16’ by 20’) occurred on the landfill cap (restricted to soil cover) following a week with a total of 7” of rain. A work plan was submitted and approved by the NCRWQCB. Additionally, a repair was made to a small crack was located on the slope of the of the Phase 2 North slope following the 5.6 magnitude earthquake on June 23rd. The work was completed by July 26th.

- Gina Morrison of the NCRWQCB visited the Cummings Road Landfill and (former) Burn Ash site on Thursday, July 13th

- Annual Stormwater Report and Evaluation was completed and uploaded to SMARTS system.
• Auditor Services for FY 2019-20: The auditor is scheduled to conduct their field work in mid September for the audit review of FY 2019-20, and will finalize report once the final trail balance is completed.

• Attended City of Arcata meeting to provide information on curbside recycling services.