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 November 9, 2017 HWMA Board of Directors Meeting.
   b. Receive October Fiscal Year 2017-18 Financials
   c. Receive November Fiscal Year 2017-18 Financials
   d. Approve California Integrated Waste Management Act (CIWMA) Agreement with the City of Rio Dell
   e. Approve Amendment No. 1 with Steve Morris Logging and Contractors
   f. Consider Approval of Resolution 2018-05 to Continue Covering Governing Body Members and Volunteers for Worker’s Compensation
   g. Approve Changes to Authority Purchasing Policy 4040, Purchasing, Direct Staff to Update Authority Policy Manual and Update List of Authorize Signers with Umpqua Bank.

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. Approve Proposed Reorganization Plan and Classification Plan

5. Board Member Reports

6. Executive Director’s Report

7. Closed Session: None

8. Adjourn
Minutes
Thursday, November 9, 2017 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

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

1. Call to Order and Roll Call at 5:30 PM
   Vice Chairwoman Messner called the meeting to order at 5:31 p.m. A quorum was present and acting.
   Item 9, Closed Session, was moved to follow the Call to Order and Roll Call.

9. Closed Session:
   a. Pending litigation California Government Code 54956.9(a); Humboldt BayKeeper v HWMA (United State District Court Northern District of California Civil Case No. 3:17-cv-02301-JD), conference with legal counsel.
   b. Public Employee Performance Evaluation for the position of the Executive Director pursuant to Government Code Section 54957.
   Vice Chair Messner opened the floor to public comment regarding Closed Session. No comment was received.
   Vice Chair Messner adjourned the meeting to Closed Session at 5:34 p.m.
   Vice Chair Messner called the meeting to order from Closed Session at 6:43 p.m.
   Report Out: No report out was required.

2. Consent Calendar
   a. Approve Minutes from the October 12, 2017 HWMA Board of Directors Meeting.
   b. Receive September Fiscal Year 2017-18 Financials
   c. Approve Golder Associates Project Addendum for Groundwater Monitoring and Reporting at the Cummings Road Landfill
   d. Approve Agreement to Participate in the Call2Recycle All Battery Collection & Recycling Program
   Vice Chair Messner opened the floor to public comment regarding the consent calendar. No comment was received.
   Motion: Director Sweeny Moved and Director Wilson Seconded the motion to approve the Consent Calendar.
   Action: Approve the Motion as made by Director Sweeney and seconded by Director Wilson by the following vote:
   Ayes: Bohn, Wilson, Sweeney, and Messner
   Nays: None
   Absent: Pereira, Daugherty
3. **Oral and Written Communications**
   Vice Chair Messner opened the floor to public comment regarding items not on the agenda. No comment was received.

   Vice Chair Messner opened the floor to public comment regarding the independent auditor’s report. No comment was received.
   Motion: Director Sweeney Moved and Director Bohn Seconded the motion to receive presentation outlining independent auditor’s report for Fiscal Year 2016-2017 to be filed with Authority Archives, State Comptroller, and required Financial Institutions; and authorize Executive Director to exercise option to extend service agreement for Year One (1) of the 2-Year Option for Independent Auditor Services.
   Action: Approve the Motion as made by Director Sweeney and seconded by Director Bohn by the following vote:
   Ayes: Bohn, Wilson, Sweeney, and Messner
   Nays: None
   Absent: Pereira, Daugherty

5. **Approve Resolution 2018-04 In Support of “No Straw November”**
   Vice Chair Messner opened the floor to public comment regarding resolution 2018-04. No comment was received.
   Motion: Director Wilson Moved and Director Bohn Seconded the motion to approve and authorize the Chair to sign Resolution 2018-04, and distribute accordingly.
   Action: Approve the Motion as made by Director Wilson and seconded by Director Bohn by the following vote:
   Ayes: Bohn, Wilson, Sweeney, and Messner
   Nays: None
   Absent: Pereira, Daugherty

6. **Receive Presentation on Mattress Recycling Program**
   The Board received the presentation on the mattress recycling program delivered by Program Analyst Keller-Heckman.
   Vice Chair Messner opened the floor to public comment regarding the presentation. No comment was received.

7. **Board Member Reports**
   Director Sweeney reported on potential contracting issues related to the upcoming RFP process for recyclable materials.

8. **Executive Director’s Report**
   This item was overlooked, and the Board adjourned.

10. **Adjourn**
    Vice Chair Messner adjourned the meeting at 7:43 p.m.
    Next Meeting: January 11, 2018 at 5:30 p.m. at Eureka City Hall Council Chambers.
Staff Report

DATE: January 11, 2018

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2b) Receive October 2017 Financial Reports

RECOMMENDED ACTION: Review and Approve
Review and Approve October 2017 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 10/31/2017 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 early Fiscal Year 2017-18 activity include:

a) Strong revenue figures, resulting from high summer traffic at the Transfer Station Tip Floor and Recycling Center;

b) Steady expenditures related to current activities, with some increase in expenses related to operating expenses (for transportation and disposal of increased amounts of materials), and professional services (for legal defense);

c) Unrecorded annual expenses (depreciation, quarterly AB939 and pass-through expenses), which will bring total activity more in line with budgeted estimations throughout the year. Figures presented in these early financials should be viewed as preliminary pending these larger changes.

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, which maintains the current cash value of the Authority’s reserve funds. The total value of each of these accounts, as of October 2017, is as follows:
Authority Financials:
Attachments A and B contain detailed balance sheet and income statement (Statement of Operations) information for the October 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 October are performing approximately 31% 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 the success of those 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 October are also above budget projections. Total Expenses are approximately 11% over budgeted estimates, though some one-time expenses, especially related to amortization and depreciation of Authority assets, have yet to be recorded for Fiscal Year 2017/2018.

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. Staff is working with our worker’s compensation insurance provider, SDRMA, to reduce incident rates by improving the overall workplace environment at the Transfer Station and Landfill. Additionally, new staff is being trained and hired to both fill-in for employees on approved leave and to recruit for open positions.

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.
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 October. These disbursements are comprised primarily of day-to-day costs, with the exception of the biannual payment to Chase for the refinanced loan payment, totaling approximately $470,000. October was also a catch up month for billing, due to some timing issues in September; therefore, regular amounts for consulting, transportation, disposal, and repairs and maintenance are all approximately double their usual value.

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, October 2017
B) Authority Statement of Operations, October 2017
C) Activity Report, October 2017
D) Cash Disbursements, October 2017
### ASSETS AND DEFERRED OUTFLOWS

<table>
<thead>
<tr>
<th></th>
<th>10/31/2017</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>$4,085,810</td>
<td>$4,061,179</td>
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<tr>
<td>Accounts Receivable:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer (Net of Doubtful Accounts)</td>
<td>1,029,972</td>
<td>873,702</td>
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<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><strong>5,135,282</strong></td>
<td><strong>4,954,381</strong></td>
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<tr>
<td><strong>Noncurrent Assets:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Capital Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant and Equipment, Net</td>
<td>5,113,509</td>
<td>5,025,540</td>
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<tr>
<td>Waste Authority Contract</td>
<td>221,171</td>
<td>221,171</td>
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<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td><strong>5,334,680</strong></td>
<td><strong>5,246,711</strong></td>
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<tr>
<td><strong>Total Assets</strong></td>
<td><strong>10,469,962</strong></td>
<td><strong>10,201,092</strong></td>
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<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>
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<tr>
<td><strong>Total Assets and Deferred Outflows</strong></td>
<td><strong>10,905,542</strong></td>
<td><strong>10,636,672</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>10/31/2017</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>624,407</td>
<td>841,272</td>
</tr>
<tr>
<td>Accrued Payroll</td>
<td>204,027</td>
<td>133,399</td>
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<tr>
<td>Customer Deposits</td>
<td>19,004</td>
<td>2,350</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>847,438</strong></td>
<td><strong>977,021</strong></td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
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<tr>
<td>Long-term Debt Due After One Year</td>
<td>3,726,491</td>
<td>4,161,808</td>
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<tr>
<td>Net Pension Liability</td>
<td>476,183</td>
<td>476,183</td>
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<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><strong>11,556,519</strong></td>
<td><strong>11,991,836</strong></td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>12,403,957</strong></td>
<td><strong>12,968,857</strong></td>
</tr>
<tr>
<td>Deferred Inflows: Pension Plan</td>
<td>109,711</td>
<td>109,711</td>
</tr>
<tr>
<td>Deferred Inflows: Unavailable Revenue</td>
<td>39,305</td>
<td>39,305</td>
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<tr>
<td><strong>Total Liabilities and Deferred Inflows</strong></td>
<td><strong>12,552,973</strong></td>
<td><strong>13,117,873</strong></td>
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</tbody>
</table>

### NET POSITION (DEFICIT)

<table>
<thead>
<tr>
<th></th>
<th>10/31/2017</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td>1,608,189</td>
<td>1,084,903</td>
</tr>
<tr>
<td>Unrestricted (Deficit)</td>
<td>(4,089,392)</td>
<td>(6,034,938)</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td><strong>833,772</strong></td>
<td><strong>2,468,834</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities, Deferred Inflows and Net Position</strong></td>
<td><strong>10,905,542</strong></td>
<td><strong>10,636,672</strong></td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Waste Management Fees</td>
<td>3,316,577</td>
<td>2,849,787</td>
</tr>
<tr>
<td>Less: Pass-Through Fees</td>
<td>174,821</td>
<td>268,800</td>
</tr>
<tr>
<td>Net Waste Management Fees</td>
<td>3,141,756</td>
<td>2,580,987</td>
</tr>
<tr>
<td>Green Waste Fees</td>
<td>169,753</td>
<td>113,733</td>
</tr>
<tr>
<td>Other Fees and Charges</td>
<td>161</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>4,027,557</td>
<td>3,075,887</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>2,388,217</td>
<td>1,596,135</td>
</tr>
<tr>
<td>Administrative and General</td>
<td>557,314</td>
<td>930,529</td>
</tr>
<tr>
<td>Professional Services</td>
<td>89,280</td>
<td>19,526</td>
</tr>
<tr>
<td>Depreciation and Amortization</td>
<td>140,959</td>
<td>140,959</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>178,227</td>
<td>191,000</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>3,213,038</td>
<td>2,878,149</td>
</tr>
<tr>
<td><strong>Operating Income (Loss)</strong></td>
<td>814,519</td>
<td>197,738</td>
</tr>
<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Rental Income (Net of Expenses)</td>
<td>30,050</td>
<td>40,113</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>18,636</td>
<td>64,663</td>
</tr>
<tr>
<td>Grant Expense</td>
<td>5,538</td>
<td>64,663</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>(35,011)</td>
<td>(22,087)</td>
</tr>
<tr>
<td><strong>Total Nonoperating Revenues (Expenses)</strong></td>
<td>19,253</td>
<td>18,026</td>
</tr>
<tr>
<td><strong>Change in Net Position</strong></td>
<td>833,772</td>
<td>215,764</td>
</tr>
</tbody>
</table>
# Waste Tonnage

<table>
<thead>
<tr>
<th></th>
<th>Tonnage</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year to Date</td>
<td>Prior YTD</td>
</tr>
<tr>
<td>Franchise</td>
<td>14,929</td>
<td>14,333</td>
</tr>
<tr>
<td>Self Haul</td>
<td>6,928</td>
<td>6,065</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>21,858</strong></td>
<td><strong>20,398</strong></td>
</tr>
<tr>
<td>Humboldt Sanitation</td>
<td>1,976</td>
<td>1,602</td>
</tr>
<tr>
<td>ERD</td>
<td>1,455</td>
<td>1,358</td>
</tr>
<tr>
<td><strong>TOTAL.</strong></td>
<td><strong>25,289</strong></td>
<td><strong>23,358</strong></td>
</tr>
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</table>

<p>| | | | | | | |</p>
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<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenwaste</td>
<td>1,351</td>
<td>1,281</td>
<td>105.5%</td>
<td>$105,116</td>
<td>$96,420</td>
<td>109.0%</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>216</td>
<td>163</td>
</tr>
<tr>
<td>Residential</td>
<td>1,294</td>
<td>1,226</td>
</tr>
<tr>
<td>Fortuna Residential</td>
<td>1</td>
<td>35</td>
</tr>
<tr>
<td>Revenue from Countywide Fee</td>
<td>$145,946.97</td>
<td>$157,923.99</td>
</tr>
<tr>
<td><strong>TOTAL.</strong></td>
<td><strong>1,511</strong></td>
<td><strong>1,424</strong></td>
</tr>
</tbody>
</table>

# Traffic Count

<table>
<thead>
<tr>
<th></th>
<th>Average Daily Count FY18</th>
<th>Exceptions</th>
<th>Average Daily Count FY17</th>
<th>Exceptions</th>
<th>% of Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>353</td>
<td>None</td>
<td>314</td>
<td>None</td>
<td>112.4%</td>
</tr>
<tr>
<td>August</td>
<td>338</td>
<td>None</td>
<td>315</td>
<td>None</td>
<td>107.3%</td>
</tr>
<tr>
<td>September</td>
<td>340</td>
<td>None</td>
<td>300</td>
<td>None</td>
<td>113.3%</td>
</tr>
<tr>
<td>October</td>
<td>360</td>
<td>None</td>
<td>266</td>
<td>None</td>
<td>135.3%</td>
</tr>
<tr>
<td>November</td>
<td>None</td>
<td></td>
<td>287</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>December</td>
<td>None</td>
<td></td>
<td>279</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>January</td>
<td>None</td>
<td></td>
<td>283</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>February</td>
<td>None</td>
<td></td>
<td>271</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>March</td>
<td>None</td>
<td></td>
<td>291</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>April</td>
<td>None</td>
<td></td>
<td>307</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>May</td>
<td>None</td>
<td></td>
<td>317</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td>June</td>
<td>None</td>
<td></td>
<td>344</td>
<td>None</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Year-to-Date Average</strong></td>
<td>348</td>
<td></td>
<td>310</td>
<td></td>
<td>112.3%</td>
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### Disbursements

<table>
<thead>
<tr>
<th>Paid To</th>
<th>Amount</th>
<th>Paid To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accent Wire-Tie</td>
<td>$2,686.31</td>
<td>McKinleyville Glass Co</td>
<td>$8,450.00</td>
</tr>
<tr>
<td>Advanced Superior Alarms</td>
<td>$239.75</td>
<td>Mendes Supply Company</td>
<td>$177.80</td>
</tr>
<tr>
<td>Advantage Financial Services</td>
<td>$484.86</td>
<td>Mike Nichols</td>
<td>$200.00</td>
</tr>
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<td>$377.16</td>
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<td>Cynthia Evans</td>
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<td>Renne Sloan Holtzman Sakai</td>
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<td>Englund Marine Supply Co. Inc.</td>
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<td>SETCO</td>
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<td>Eric Mason</td>
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<td>Eureka Rubber Stamp Co.</td>
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<td>Evans Mechanical, Inc</td>
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<td>FedEx</td>
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<td>Staples Credit Plan</td>
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<tr>
<td>FP Mailing Solutions</td>
<td>$130.04</td>
<td>Steve Morris Logging &amp; Contrac</td>
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<td>Franchise Tax Board</td>
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<td>Suddenlink</td>
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<td>Freon Free Inc</td>
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<td>Golder Associates</td>
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<td>Hilfiker Company</td>
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<td>UNUM Life Insurance Company of</td>
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<td>Humboldt Bay Harbor Rec. &amp; Con</td>
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<td>Humboldt County Sherriff</td>
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<td>Jane Nelson</td>
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<td>L &amp; M Renner, Inc</td>
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<td>Lawrence &amp; Associates</td>
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<td>Lighting Resources, LLC</td>
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<td>Long, Clarence</td>
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<tr>
<td>Lost Coast Communications, Inc</td>
<td>$2,605.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mad River Hardwood Co., Inc</td>
<td>$30,408.47</td>
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<tr>
<td>Maureen Hart</td>
<td>$977.50</td>
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</tr>
<tr>
<td>Lost Coast Communications, Inc</td>
<td>$2,605.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mad River Hardwood Co., Inc</td>
<td>$30,408.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maureen Hart</td>
<td>$977.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Disbursements** $1,523,731.91

**Employment Disbursements** $140,284.96

**Total Disbursements** $1,664,016.87

January 11, 2018
Printed on Recycled Paper
Staff Report

DATE: January 11, 2018

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2c) Receive November 2017 Financial Reports

RECOMMENDED ACTION: Review and Approve November 2017 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 11/30/2017 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 early Fiscal Year 2017-18 activity include:

a) Strong revenue figures, resulting from high summer traffic at the Transfer Station Tip Floor and Recycling Center;
b) Steady expenditures related to current activities, with some increase in expenses related to operating expenses (for transportation and disposal of increased amounts of materials), and professional services (for legal disputes);
c) Unrecorded annual expenses (depreciation, quarterly AB939 and pass-through expenses), which will bring total activity more in line with budgeted estimations throughout the year. Figures presented in these early financials should be viewed as preliminary pending these larger changes.

The Authority’s cash position is comprised of two accounts; 1) the Authority’s checking account, which handles day-to-day expenses; and 2) the savings account, which maintains the current cash value of the Authority’s reserve funds. The total value of each of these accounts, as of November 2017, is as follows:
HWMA Checking, Umpqua Bank: $3,662,643.46
HWMA Savings, Umpqua Bank: $397,748.56

Authority Financials:
Attachments A and B contain detailed balance sheet and income statement (Statement of Operations) information for the November 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 November are performing approximately 30% 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 is monitoring diversion programs success of those 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 November are also above budget projections. Total Expenses are approximately 11% over budgeted estimates, though some one-time expenses, especially related to amortization and depreciation of Authority assets, have yet to be recorded for Fiscal Year 2017/2018. Payroll expenses are in line with current budget estimates, although there are slight increases for new staff being trained and hired to both fill-in for missing employees and to shore up unfilled open positions.

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 11/30/17

Expenses for November are also above budget projections. Total Expenses are approximately 11% over budgeted estimates, though some one-time expenses, especially related to amortization and depreciation of Authority assets, have yet to be recorded for Fiscal Year 2017/2018. Payroll expenses are in line with current budget estimates, although there are slight increases for new staff being trained and hired to both fill-in for missing employees and to shore up unfilled open positions.

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.
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 November. These disbursements are comprised primarily of day-to-day costs, including approximately $400,000 in transportation and disposal expenses; $55,000 in consulting fees; and $160,000 in pass through payments to member agencies.

**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, November 2017  
B) Authority Statement of Operations, November 2017  
C) Activity Report, November 2017  
D) Cash Disbursements, November 2017
## Humboldt Waste Management Authority

**Statement of Net Position**

**For the Five Months Ending 11/30/2017**

### ASSETS AND DEFERRED OUTFLOWS

<table>
<thead>
<tr>
<th></th>
<th>11/30/2017</th>
<th>6/30/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets:</strong></td>
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</tr>
<tr>
<td>Cash and Investments</td>
<td>$4,286,123</td>
<td>$4,061,179</td>
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<td><strong>Accounts Receivable:</strong></td>
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<td></td>
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<tr>
<td>Customer (Net of Doubtful Accounts)</td>
<td>760,107</td>
<td>873,702</td>
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<td>Deposits</td>
<td>19,500</td>
<td>19,500</td>
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<td><strong>Total Current Assets</strong></td>
<td>5,065,730</td>
<td>4,954,381</td>
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<td><strong>Noncurrent Assets:</strong></td>
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<tr>
<td>Capital Assets:</td>
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<td></td>
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<tr>
<td>Property, Plant and Equipment, Net</td>
<td>5,113,509</td>
<td>5,025,540</td>
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<tr>
<td>Waste Authority Contract</td>
<td>221,171</td>
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<td><strong>Total Noncurrent Assets</strong></td>
<td>5,334,680</td>
<td>5,246,711</td>
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<tr>
<td><strong>Total Assets</strong></td>
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<td>10,201,092</td>
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<td>Deferred Outflows: Pension Plan</td>
<td>435,580</td>
<td>435,580</td>
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<td><strong>Total Assets and Deferred Outflows</strong></td>
<td>10,835,990</td>
<td>10,636,672</td>
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</table>

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

<table>
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<tr>
<th></th>
<th>11/30/2017</th>
<th>6/30/2017</th>
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</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>290,459</td>
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<td>Accrued Payroll</td>
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<td>Customer Deposits</td>
<td>20,680</td>
<td>2,350</td>
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<td><strong>Total Current Liabilities</strong></td>
<td>537,196</td>
<td>977,021</td>
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<td><strong>Noncurrent Liabilities</strong></td>
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<td>Long-term Debt Due After One Year</td>
<td>3,726,491</td>
<td>4,161,808</td>
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<td>Net Pension Liability</td>
<td>476,183</td>
<td>476,183</td>
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<td>Estimated Closure and Post-Closure Care Costs</td>
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<td>7,353,845</td>
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<td><strong>Total Noncurrent Liabilities</strong></td>
<td>11,556,519</td>
<td>11,991,836</td>
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<td><strong>Total Liabilities</strong></td>
<td>12,093,715</td>
<td>12,968,857</td>
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<td>Deferred Inflows: Pension Plan</td>
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<td>Deferred Inflows: Unavailable Revenue</td>
<td>39,305</td>
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<td><strong>Total Liabilities and Deferred Inflows</strong></td>
<td>12,242,731</td>
<td>13,117,873</td>
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### NET POSITION (DEFICIT)

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<td>Net Investment in Capital Assets</td>
<td>1,608,189</td>
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<td>Unrestricted (Deficit)</td>
<td>(4,089,392)</td>
<td>(6,034,938)</td>
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<td><strong>Total Net Position</strong></td>
<td>1,074,462</td>
<td>2,468,834</td>
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<td><strong>Total Liabilities, Deferred Inflows and Net Position</strong></td>
<td>10,835,990</td>
<td>10,636,672</td>
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### Humboldt Waste Management Authority
### Statement of Revenues, Expenses, and Changes in Net Position
### For the Five Months Ending 11/30/2017

<table>
<thead>
<tr>
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<th>Actual</th>
<th>Budget</th>
<th>$ Var</th>
<th>% Var</th>
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<tr>
<td><strong>YTD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gross Waste Management Fees</td>
<td>4,071,313</td>
<td>3,562,233</td>
<td>509,080</td>
<td>14.29%</td>
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<tr>
<td>Less: Pass-Through Fees</td>
<td>174,821</td>
<td>336,000</td>
<td>(161,179)</td>
<td>(47.97%)</td>
</tr>
<tr>
<td>Net Waste Management Fees</td>
<td>3,896,492</td>
<td>3,226,233</td>
<td>670,259</td>
<td>20.78%</td>
</tr>
<tr>
<td>Green Waste Fees</td>
<td>187,083</td>
<td>142,167</td>
<td>44,916</td>
<td>31.59%</td>
</tr>
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<td>Other Fees and Charges</td>
<td>(334)</td>
<td>0</td>
<td>(334)</td>
<td>-</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>940,400</td>
<td>476,458</td>
<td>463,942</td>
<td>97.37%</td>
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<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>5,023,641</strong></td>
<td><strong>3,844,858</strong></td>
<td><strong>1,178,783</strong></td>
<td><strong>30.66%</strong></td>
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<tr>
<td><strong>OPERATING EXPENSES:</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>2,912,882</td>
<td>1,995,168</td>
<td>917,714</td>
<td>46%</td>
</tr>
<tr>
<td>Administrative and General</td>
<td>642,188</td>
<td>1,163,286</td>
<td>(521,098)</td>
<td>(44.8%)</td>
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<tr>
<td>Professional Services</td>
<td>104,733</td>
<td>24,408</td>
<td>80,325</td>
<td>329.09%</td>
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<tr>
<td>Depreciation and Amortization</td>
<td>176,199</td>
<td>176,199</td>
<td>(100%)</td>
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<tr>
<td>Closure-related Expenses</td>
<td>110,655</td>
<td></td>
<td>110,655</td>
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<tr>
<td>Other Expenses</td>
<td>240,020</td>
<td>238,750</td>
<td>1,270</td>
<td>0.53%</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>4,010,478</strong></td>
<td><strong>3,597,811</strong></td>
<td><strong>412,667</strong></td>
<td><strong>11.47%</strong></td>
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<tr>
<td>Operating Income (Loss)</td>
<td><strong>1,013,163</strong></td>
<td><strong>247,047</strong></td>
<td><strong>766,116</strong></td>
<td><strong>310.11%</strong></td>
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<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES):</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>50</td>
<td>50</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Rental Income (Net of Expenses)</td>
<td>40,014</td>
<td>50,141</td>
<td>(10,127)</td>
<td>(20.2%)</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>18,636</td>
<td>80,829</td>
<td>(62,193)</td>
<td>(76.94%)</td>
</tr>
<tr>
<td>Grant Expense</td>
<td>5,458</td>
<td>(80,829)</td>
<td>86,287</td>
<td>(106.75%)</td>
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<tr>
<td>Interest Expense</td>
<td>(35,011)</td>
<td>(27,609)</td>
<td>(7,402)</td>
<td>26.81%</td>
</tr>
<tr>
<td><strong>Total Nonoperating Revenues (Expenses)</strong></td>
<td><strong>29,147</strong></td>
<td><strong>22,532</strong></td>
<td><strong>6,615</strong></td>
<td><strong>29.36%</strong></td>
</tr>
<tr>
<td>Change in Net Position</td>
<td><strong>1,042,310</strong></td>
<td><strong>269,579</strong></td>
<td><strong>772,731</strong></td>
<td><strong>286.64%</strong></td>
</tr>
</tbody>
</table>
# Attachment C
## Activity Report
### July 1, 2017 - November 30, 2017

### Waste Tonnage

<table>
<thead>
<tr>
<th></th>
<th>Tonnage</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year to Date</td>
<td>Prior YTD</td>
<td>% of Prior</td>
<td>Year to Date</td>
<td>Prior YTD</td>
<td>% of Prior</td>
</tr>
<tr>
<td>Hawthorne</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franchise</td>
<td>18,663</td>
<td>18,231</td>
<td>102.4%</td>
<td>$2,404,926</td>
<td>$2,352,228</td>
<td>102.2%</td>
</tr>
<tr>
<td>Self Haul</td>
<td>8,482</td>
<td>7,380</td>
<td>114.9%</td>
<td>$1,351,950</td>
<td>$1,181,194</td>
<td>114.5%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>27,145</strong></td>
<td><strong>25,611</strong></td>
<td><strong>106.0%</strong></td>
<td><strong>$3,756,875</strong></td>
<td><strong>$3,533,422</strong></td>
<td><strong>106.3%</strong></td>
</tr>
<tr>
<td>Humboldt Sanitation</td>
<td>2,312</td>
<td>2,138</td>
<td>108.1%</td>
<td>$227,863</td>
<td>$196,903</td>
<td>115.7%</td>
</tr>
<tr>
<td>ERD</td>
<td>1,719</td>
<td>1,667</td>
<td>103.1%</td>
<td>$167,906</td>
<td>$162,926</td>
<td>103.1%</td>
</tr>
<tr>
<td><strong>TOTAL.</strong></td>
<td><strong>31,176</strong></td>
<td><strong>29,417</strong></td>
<td><strong>106.0%</strong></td>
<td><strong>$4,152,644</strong></td>
<td><strong>$3,893,250</strong></td>
<td><strong>106.7%</strong></td>
</tr>
</tbody>
</table>

| Greenwaste         | 1,599    | 1,708               | 93.6%                | $122,418           | $129,683           | 94.4%                |

### Household Hazardous Waste

<table>
<thead>
<tr>
<th></th>
<th>Customers</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year to Date</td>
<td>Prior YTD</td>
<td>% of Prior</td>
<td>Year to Date</td>
<td>Prior YTD</td>
<td>% of Prior</td>
</tr>
<tr>
<td>Commercial</td>
<td>261</td>
<td>202</td>
<td>129.2%</td>
<td>$35,293.16</td>
<td>$29,799.43</td>
<td>118.4%</td>
</tr>
<tr>
<td>Residential</td>
<td>1,469</td>
<td>1,551</td>
<td>94.7%</td>
<td>$15,578.47</td>
<td>$9,877.65</td>
<td>157.7%</td>
</tr>
<tr>
<td>Fortuna Residential</td>
<td>1</td>
<td>44</td>
<td>2.3%</td>
<td>$60.00</td>
<td>$349.00</td>
<td>17.2%</td>
</tr>
<tr>
<td><strong>Revenue from Countywide Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td>$175,862.65</td>
<td>$195,386.91</td>
<td>90.0%</td>
</tr>
</tbody>
</table>

| **TOTAL.**         | **1,731** | **1,797**           | **96.3%**            | **$226,794**       | **$235,413**       | **96.3%**            |

### Traffic Count

<table>
<thead>
<tr>
<th></th>
<th>Average Daily</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Count FY18</td>
<td>Exceptions</td>
<td></td>
<td>Average Daily</td>
<td>Count FY17</td>
<td>Exceptions</td>
</tr>
<tr>
<td>July</td>
<td>353</td>
<td>None</td>
<td></td>
<td>314</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>338</td>
<td>None</td>
<td></td>
<td>315</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>340</td>
<td>None</td>
<td></td>
<td>300</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>360</td>
<td>None</td>
<td></td>
<td>266</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>291</td>
<td>None</td>
<td></td>
<td>287</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>279</td>
<td>None</td>
<td></td>
<td>279</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>283</td>
<td>None</td>
<td></td>
<td>283</td>
<td>None</td>
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<tr>
<td>February</td>
<td>271</td>
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<td>None</td>
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<tr>
<td>March</td>
<td>291</td>
<td>None</td>
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<td>None</td>
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<tr>
<td>April</td>
<td>307</td>
<td>None</td>
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<td>None</td>
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<tr>
<td>May</td>
<td>317</td>
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<td>317</td>
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<tr>
<td>June</td>
<td>344</td>
<td>None</td>
<td></td>
<td>344</td>
<td>None</td>
<td></td>
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<tr>
<td><strong>Year-to-Date Average</strong></td>
<td><strong>336</strong></td>
<td>None</td>
<td></td>
<td><strong>310</strong></td>
<td>None</td>
<td></td>
</tr>
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</table>
### Attachment D
#### November 2017
#### Disbursements

<table>
<thead>
<tr>
<th>Paid To</th>
<th>Amount</th>
<th>Paid To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101Netlink</td>
<td>$120.00</td>
<td>Lost Coast Communications, Inc</td>
<td>$500.00</td>
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<tr>
<td>Access Humboldt</td>
<td>$126.07</td>
<td>Louis Pree</td>
<td>$673.49</td>
</tr>
<tr>
<td>Advanced Superior Alarms</td>
<td>$147.00</td>
<td>Mad River Hardwood Co., Inc</td>
<td>$52,182.15</td>
</tr>
<tr>
<td>Advantage Financial Services</td>
<td>$114.00</td>
<td>McKinleyville Glass Co</td>
<td>$225.00</td>
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<tr>
<td>Airgas USA LLC West Division</td>
<td>$1,914.53</td>
<td>Mendes Supply Company</td>
<td>$183.41</td>
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<tr>
<td>Asbury Environmental Services</td>
<td>$333.17</td>
<td>Mercury Disposal Systems, Inc</td>
<td>$327.00</td>
</tr>
<tr>
<td>AT &amp; T</td>
<td>$379.66</td>
<td>Mission Uniform &amp; Linen</td>
<td>$1,895.55</td>
</tr>
<tr>
<td>B &amp; B Portable Toilet Company</td>
<td>$4,647.60</td>
<td>Nancy Diamond</td>
<td>$8,086.80</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$5,081.63</td>
<td>Network Management Services</td>
<td>$3,506.67</td>
</tr>
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<td>Bettendorf Enterprises, Inc.</td>
<td>$7,310.00</td>
<td>NEVA SWAN</td>
<td>$102.63</td>
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<tr>
<td>Blue Shield of California</td>
<td>$39,222.12</td>
<td>New Directions Environmental M</td>
<td>$2,655.00</td>
</tr>
<tr>
<td>Calif Dept of Resources, Recyc</td>
<td>$110,655.46</td>
<td>North Coast Audiology Center</td>
<td>$520.00</td>
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<tr>
<td>Capital One Commercial</td>
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<td>North Coast Journal</td>
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<td>Cardmember Service</td>
<td>$9,709.74</td>
<td>North Coast Laboratories, Ltd</td>
<td>$1,431.00</td>
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<tr>
<td>Cash</td>
<td>$80,797.52</td>
<td>Northern California Gloves</td>
<td>$643.38</td>
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<tr>
<td>City of Arcata</td>
<td>$3,151.73</td>
<td>Northern California Safety Con</td>
<td>$80.00</td>
</tr>
<tr>
<td>City of Blue Lake</td>
<td>$980.11</td>
<td>Oak Harbor Freight Lines, Inc.</td>
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</tr>
<tr>
<td>City of Eureka</td>
<td>$3,841.94</td>
<td>Occupational, Environmental He</td>
<td>$700.00</td>
</tr>
<tr>
<td>City of Ferndale</td>
<td>$989.72</td>
<td>P G &amp; E</td>
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</tr>
<tr>
<td>City of Rio Dell</td>
<td>$1,239.55</td>
<td>Pacific Motorsports</td>
<td>$86.59</td>
</tr>
<tr>
<td>Controlco Automation Distribut</td>
<td>$463.94</td>
<td>Pacific Paper Co.</td>
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<tr>
<td>Court Ordered Debt Collections</td>
<td>$211.62</td>
<td>Pape Machinery</td>
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<tr>
<td>Crystal Springs Bottled Water</td>
<td>$147.00</td>
<td>Paul Domanchuk, O.D.</td>
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<td>DOWNEY BRAND ATTORNEYS LLP</td>
<td>$17,497.76</td>
<td>Peterson Tractor</td>
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<td>Dry Creek Landfill, Inc</td>
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<td>Ellis Art &amp; Engineering Suppli</td>
<td>$26.42</td>
<td>Pierson Building Center</td>
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<td>Englund Marine Supply Co. Inc.</td>
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<td>Ramirez, Jesse</td>
<td>$424.26</td>
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<td>Enterprise-Record, Mercury-Reg</td>
<td>$1,077.82</td>
<td>Recology Eel River Fortuna</td>
<td>$1,173.00</td>
</tr>
<tr>
<td>Eric Keller-Heckman</td>
<td>$312.80</td>
<td>Recology Humboldt County</td>
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<tr>
<td>Eureka Rubber Stamp Co.</td>
<td>$20.83</td>
<td>Renne Sloan Holtzman Sakai</td>
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<td>Express Services, Inc.</td>
<td>$4,206.89</td>
<td>RWS Services</td>
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<td>FastTrac Violation Processing D</td>
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<td>SETCO</td>
<td>$1,224.36</td>
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<tr>
<td>Franchise Tax Board</td>
<td>$300.00</td>
<td>Sharps Solutions LLC</td>
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<tr>
<td>Freon Free Inc</td>
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<td>Solid Waste of Willits, Inc.</td>
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</tr>
<tr>
<td>Golder Associates</td>
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<td>State Water Resources Control</td>
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<td>Holmes Security Video System</td>
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<td>Stericycle,Inc</td>
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<tr>
<td>HOLT OF CALIFORNIA</td>
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<td>Steve Morris Logging &amp; Contrac</td>
<td>$4,111.82</td>
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<tr>
<td>Howell, Mark</td>
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<td>Suddenlink</td>
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<td>Humboldt Community Services Di</td>
<td>$30.31</td>
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<td>Humboldt County Dept of Public</td>
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<td>Thumper’s Mechanical Service I</td>
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<td>Humboldt County Environmental</td>
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<tr>
<td>Humboldt County Sherriff</td>
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<td>Verizon Wireless</td>
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</tr>
<tr>
<td>Humboldt Fasteners</td>
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<td>Vulcan Incorporated</td>
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</tr>
<tr>
<td>Humboldt Recycling</td>
<td>$8,264.50</td>
<td>Western Chain Saw</td>
<td>$103.55</td>
</tr>
<tr>
<td>I-5 Tire, Inc</td>
<td>$4,656.60</td>
<td>World Class Environmental Resou</td>
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</tr>
<tr>
<td>Industrial Electric Arcata, In</td>
<td>$241.15</td>
<td>Zep Manufacturing Company</td>
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</tr>
<tr>
<td>IPS Packaging-Corp Remit</td>
<td>$86.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. CARLOS CHAVEZ</td>
<td>$215.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jewell Attachments</td>
<td>$9.00</td>
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<tr>
<td>JJACPA, Inc</td>
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<td></td>
</tr>
<tr>
<td>L &amp; M Renner, Inc</td>
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<td></td>
</tr>
<tr>
<td>Lawrence &amp; Associates</td>
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</tr>
</tbody>
</table>

**Vendor Disbursements** $991,720.42

**Employment Disbursements** $155,440.51

**Total Disbursements** $1,147,160.93
Staff Report

DATE: December 28, 2017

FROM: Tyler Egerer, Director of Finance and Administrative Services


RECOMMENDED ACTION: Voice vote.

1) Approve a multi-year Agreement between HWMA and City of Rio Dell for the Authority to provide California Integrated Waste Management Act Compliance and Waste Reduction Services on behalf of the City effective July 1, 2017 through June 30, 2022; and
2) Authorize the Chair to sign the Agreement.

DISCUSSION:

Staff recommends that the Board approve a five-year Agreement with the City of Rio Dell effective July 1, 2017 through June 30, 2022. In consultation and development with city staff, HWMA will provide the City of Rio Dell with specified AB 939 waste reduction activities (see attached Agreement and Scope of Work). The City’s request for these services is due to limited staffing resources and because HWMA provides similar AB 939 services on behalf of two other member jurisdictions.

The City of Rio Dell is scheduled to consider this Agreement at an upcoming council meeting.

This Agreement will enable HWMA to administer CalRecycle waste reduction and compliance activities in accordance with the California Integrated Waste Management Act and waste reduction activities specific to the needs of the city.

Through this Agreement, HWMA will 1). prepare Rio Dell’s Annual AB 939 Electronic Annual Report to CalRecycle, 2). provide assistance with related CalRecycle inquiries, 3). implement necessary public education and outreach related to waste reduction and hazardous waste. Other activities involve securing Beverage Container Recycling grant funds allocated to the City, purchasing recycling supplies, and overseeing an electronic waste collection event in city limits.

Costs for the proposed eighteen months of AB 939 activities in this Agreement’s Scope of Work will total $3,100. Funding will come from two sources allocated to the City. One is CalRecycle’s City and County Beverage Container Grant for approximately $100.00, and $3,000 from the AB 939 pass-through fees that HWMA collects on solid waste tonnage and passes on to Rio Dell.
HWMA will continue to track costs and staff time needed to perform agreed upon activities, in order to bill appropriately and have an accurate representation of necessary implementation.

The attached Agreement has been reviewed and approved by the Authority’s Legal Counsel.

**Fiscal Impact:**
Under the proposed agreement, funding for services will be derived from Rio Dell’s California Beverage Container Fund grant and the AB 939 pass through payment. HWMA will invoice the City annually for services under this agreement in a total amount not to exceed $3,100.

**Strategic Planning Objectives:**
1.8 – Set a Regional Diversion Target of 75%; Approval of this request will assist in the objective of supporting greater diversion activities and education.
1.9 – Regional Reporting; Approval of this request will assist in the objective of supporting regional reporting activities.
2.1 – Expand Satellite Universal Hazardous Waste Collections; Approval of this request will assist in the objective of supporting expanded education and collection of universal waste (e.g. electronic waste amnesty and medical sharps collection).
2.6 – Expand Public Education; Approval of this request will assist in the objective of supporting expanded public education including classroom education about waste reduction and recycling.

**ATTACHMENT:**
Attachment 1: Draft “Agreement Between the City of Rio Dell and HWMA To Provide Compliance and Waste Reduction Services”
AGREEMENT BETWEEN THE CITY OF RIO DELL AND THE HUMBOLDT WASTE MANAGEMENT AUTHORITY TO PROVIDE COMPLIANCE AND WASTE REDUCTION SERVICES

This Agreement is entered into this ___ day of ______________, 20___ (“Agreement”), by and between the City of Rio Dell, a municipality, (hereinafter “Member Agency”), and the Humboldt Waste Management Authority, a joint powers agency (hereinafter “Authority”).

RECITALS

WHEREAS, the Authority is a joint powers agency created pursuant to the provisions of Government Code Sections 6500 in order to provide the economic coordination of solid waste management and disposal services, and the City of Rio Dell is a member agency of the Authority; and

WHEREAS, Section 6.6 of the Authority’s Joint Exercise of Powers Agreement authorizes the Authority to provide other related waste management duties for member agencies, provided such services are paid for solely by the contracting member; and

WHEREAS, the Member Agency and Authority desire to enter into an agreement whereby the Authority will provide California Integrated Waste Management Act (Public Resources Code §§ 40000 et seq., and Title 14 California Code of Regulations, Division 7, Chapter 9, Section 18700 et seq., collectively referred to as the “CIWMA”) services for the Member Agency on the terms below.

NOW THEREFORE, based on the mutual conditions and covenants recited herein and made a material part hereof, the parties agree as follows:

1. Services To Be Provided. The Authority shall perform those services described in the Scope of Work attached hereto as Exhibit “A” and incorporated herein as material term(s) of this Agreement. All services shall be performed consistent with applicable local and state law, including but not limited to the CIWMA. The Member Agency authorizes the Authority to request relevant solid waste and recycling data from the Member Agency’s franchise solid waste hauler for purposes of performing any services under this Agreement.

2. Term of Agreement. This Agreement shall become effective on July 1, 2017, and shall remain in effect until June 30,2022, unless sooner terminated as provided herein. The term of this Agreement may be extended upon the written consent of the parties.

3. Early Termination.
   a. This Agreement may be terminated for any reason by either party with ninety (90) days written notice to the other party. If CalRecycle issues any compliance
order according to Title 14 CCR 18772, the Member Agency may terminate this Agreement with thirty (30) days written notice to the Authority.

b. This Agreement may be terminated by either party for cause, defined as the breach of a material provision of this Agreement, with thirty (30) days written notice to the other party, provided that the party alleging material breach has previously delivered a notice of default and opportunity to cure within 30 days, and the default has not been cured.

In the event of any termination under this Section 3, the Authority will be entitled to invoice the Member Agency and to receive payment for all acceptable services performed or furnished and all reimbursable expenses incurred through the effective date of termination.

4. Compliance With Laws. Each party agrees to comply with all federal, state and local laws and regulations applicable to its performance under this Agreement.

5. Payment for Services. Payments to the Authority shall be made by the Member Agency based upon the payment schedule in Exhibit B, attached hereto and incorporated herein. Authority services will be funded from CalRecyle funds available for the specific activity, or from the Member Agency’s quarterly “AB 939 pass through” payments from the Authority.

6. Indemnification. Each party to this Agreement shall indemnify, defend and hold harmless the other party hereto and their respective officers, agents, and employees, from any and all claims, demands, losses, damages, and liabilities of any kind or nature, including attorney’s fees, which arise by the virtue of its own acts or omissions (either directly or through or by its officers, agents or employees) in connection with its duties and obligations under this Agreement and any amendments hereto.

7. Relationship of Parties. The parties intend that the AUTHORITY, in performing services herein specified, shall act as an independent contractor and shall have control of its work and the manner in which it is performed. The AUTHORITY is not to be considered an agent or employee of MEMBER AGENCY, and is not entitled to participate in any pension plans, worker's compensation insurance, or similar benefits that MEMBER AGENCY provides for its employees.

8. Notices. Any and all notices required to be given pursuant to the terms of this Agreement shall be in writing and served personally, or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

MEMBER AGENCY
City Manager
City of Rio Dell

AUTHORITY
Executive Director
Humboldt Waste Management Authority

Page 2 of 7
9. **Waiver, Modification or Amendment Ineffective Unless in Writing.** No waiver or modification of this Agreement, the Scope of Work, or any covenant, condition, or limitation herein contained, shall be valid unless in writing and duly executed by the parties to be charged therewith. Modifications to the Scope of Work may be made administratively if set forth in writing and signed by each party's duly authorized representative; provided, however, that any modification which either increases the cost to Member agency or alters the basic purpose of the Agreement may be made only with prior written approval of legislative bodies of both parties.

10. **Provisions Required by Law.** This Agreement is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the provisions, terms or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

11. **Designated Representatives.** With the execution of this Agreement, the Authority and Member Agency shall designate specific individuals to act as their respective representatives regarding the services to be performed or furnished under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and implement the contract on behalf of each respective party.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement on the day and year first hereinabove written.

(Signatures on following page)
MEMBER AGENCY:

________________________________ Date: _________________________
Title:_________________________________________ Date: _________________________
Attest:

________________________________ Date: _________________________
Clerk of Member Agency
Approved as to form:

________________________________ Date: _________________________
Attorney of Member Agency

HUMBOLDT WASTE
MANAGEMENT AUTHORITY:

________________________________ Date: _________________________
Chair of the Board
Humboldt Waste Management Authority
Attest:

________________________________ Date: _________________________
Clerk,
Humboldt Waste Management Authority
Approved as to form:

________________________________ Date: _________________________
Nancy Diamond, General Counsel
EXHIBIT A
SCOPE OF WORK

A. City/County Payment Program Activities

The Authority will oversee administration of the Member Agency’s waste reduction program, including administration of CalRecycle’s City/County Payment Program (CCPP) Funds allocated to the Member Agency by providing the following services:

1. Each fiscal year, the Authority will complete a CCPP application, submit the application to CalRecycle, and receive direct payment of the Member Agency’s CCPP funds. The application will be responsive to CalRecycle’s annual notice of funding specific to the Member Agency. The Authority will perform CCPP activities only if the Member Agency is awarded funding or provides alternate and equal funding to the Authority.

2. The Authority will provide recycling and litter reduction activities as approved by the Member Agency and in compliance with the provisions of California Public Resources Code (PRC) Section 14581 of the California Beverage Container Recycling and Litter Reduction Act. Eligible activities include, but are not limited to, recycling assistance and supplies for large events including fairs and community festivals, classroom education promoting recycling, public outreach promoting local recycling options including CRV buyback facilities, cooperative regional efforts among two or more cities or counties, or both, or other beverage container recycling programs. Funds may not be used for activities unrelated to beverage container recycling or waste reduction.

B. CIWMA Implementation and Compliance

The Authority will provide the following CIWMA compliance services on behalf of the Member Agency:

1. Electronic Annual Reporting (EAR) to CalRecycle

No later than August 1 of each year, or later date if extended by CalRecycle, prepare an annual progress report as required by PRC Section 41821, according to the procedures and requirements of Title 14, CCR, Sections 18794.0 through 18794.5. The report will encompass the previous calendar year, January 1 to December 31, inclusive, and will summarize the Member Agency’s annual disposal tonnage and progress in reducing solid waste as required by PRC Section 41780. A copy of the report will be provided to the Member Agency.

2. Compliance and other Responsibilities

a. Handle Member Agency’s annual jurisdictional review as required by PRC section 41825. The yearly conference call and site visit administered by Calrecycle will be coordinated by HWMA staff, in conjunction with Rio Dell staff. The Authority may
request a Rio Dell representative to arrange access to Member Agency facilities and properties as necessary to meet jurisdictional review requirements.

b. Respond to all requests for information from CalRecycle concerning the Member Agency’s compliance with the CIWMA. The Authority’s written responses regarding compliance will be provided to the Member Agency’s City Manager for review prior to forwarding to CalRecycle, unless the item is for information or minor clarification.

3. CIWMA Waste Reduction Activities

No later than July 1 of each year, provide the Member Agency with an implementation plan and budget outlining proposed activities for the upcoming fiscal year. The Member Agency will respond with any comments in a timely matter. The following types of waste reduction activities may be implemented by HWMA as requested:

a. Outreach and Promotional Activities

Coordinating outreach and promotional activities for waste reduction events and programs about, for example, new and ongoing State legislation, mandatory commercial recycling (AB 341), waste reduction programs, hazardous waste mobile collection events, and satellite drop off sites.

b. Waste Reduction Assistance

i. Collect and compile existing data so that the Member Agency may evaluate its existing diversion programs.

ii. Hosting one electronic waste collection event for the Member Agency, in which residents and businesses can bring qualifying materials for collection.

iii. Consult with Member Agency staff as necessary to give updates about and complete the tasks outlined in this Scope of Work.
EXHIBIT B
BUDGET FOR PROVIDING COMPLIANCE AND WASTE REDUCTION SERVICES
TO CITY OF RIO DELL
FY 17/18

City/County Payment Program Activities:

Complete and submit "DOC" grant application $100

AB 939 Activities:

Electronic Annual Report (EAR)
Gather Solid Waste Data for EAR $150
Gather Diversion Data for EAR $150
Complete and Submit EAR to Rio Dell and CalRecycle $1,200
Advertising for AB 341 or other legislation $500
Calrecycle yearly conference call/site visit $400
Final Report to Rio Dell $500

Total AB939 Pass-Through withheld $3,000

Total Estimated Cost: $3,100
Item 2e)

Approve Amendment Number One (1) to Agreement with Steve Morris, dba Steve Morris Logging & Contracting, to Haul Green Waste to Mad River Compost Facility.

RECOMMENDED ACTION: Voice vote.
Approve and Authorize Board Chair to execute Amendment Number One (1) to the Agreement between HWMA and Steve Morris Logging & Contracting.

DISCUSSION:

On January 1, 2015, HWMA entered into an agreement 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. This agreement terminates on December 31, 2018. HWMA staff recommends the Board approve Amendment Number One (1) to provide a mechanism for “Stand-By Charges”. The working relationship between HWMA and SML has been satisfactory, and SML has been responsive to the Authority’s needs.

Due to a timing error, staff recommended to the Board that a Green Waste Transportation Request for Proposal be circulated, and the Board selected SML as the successful proposer at the October 2017 meeting. However, there was one remaining year on that agreement.

Through the solicitation process two important items were identified. First, SML has generally hauls green waste on an as needed basis and HWMA needs to maintain a smaller volume of green waste held in the storage bunker to minimize storm water contact. Second, SML periodically encounters unavoidable “Wait Times” in excess of 30 minutes at either the Hawthorne Street Transfer Station or Mad River Hardwoods. Staff and the SML representative discussed these matters in late October, and have amended operations such that less green waste is held in the bunker with regular scheduled pick-up and delivery (with adjustments made based on actual tonnage fluctuations).

Staff proposes an amendment for the Board’s consideration, for a cost adjustment of $70/hour if there is an unavoidable wait time of more than 30 minutes. This amendment has been reviewed and approved as to form by the Authority’s General Counsel and Steve Morris.
FISCAL IMPACT:
There are no anticipated financial impacts from this amendment; staff will continue to coordinate schedules to ensure that the contractor is not required to wait during pick-up of Authority greenwaste bins. Any wait times realized after the implementation of this amendment will result in minimal financial impact to greenwaste operations.

STRATEGIC PLAN OBJECTIVE:
Strategy 1.4 – Renegotiate Contracts related to Mad River Compost

ATTACHMENTS:
1. Draft Amendment No. 1 to Agreement Between HWMA and Steve Morris dba as Steve Morris Logging & Contracting for Green Waste Hauling
AMENDMENT No.1
TO AGREEMENT BETWEEN
HUMBOLDT WASTE MANAGEMENT AUTHORITY AND
STEVE MORRIS LOGGING AND CONTRACTORS
TO PROVIDE GREEN WASTE TRANSPORTATION SERVICES

This is an Amendment to that certain Agreement by and between the Humboldt Waste Management Authority and Steve Morris Logging and Contractors (“SML”) To Provide Green Waste Transportation Services dated January 1, 2015 (the “Agreement”). This Amendment is effective January 11, 2018.

RECITALS

WHEREAS, the Agreement term expires on December 31, 2018; and

WHEREAS, the parties desire to amend the Agreement to provide a “Standby Charge” for those occasions when SML has a wait exceeding 30 minutes to either pick-up or drop-off the green waste bins at the Hawthorne Street Transfer Station or Mad River Hardwoods.

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 7, Fees and Payment. Section 7 of the Agreement is amended to add a new provision titled:
   a. 7.5 Standby Charge. HWMA shall pay SML for those occasions when there are unavoidable wait times exceeding 30 minutes at either the Hawthorne Street Transfer Station or at Mad River Hardwood facility which prevent material pick-up or drop-off. The Authority shall pay SML an additional amount of Seventy dollars ($70) for each 30-minute increment that the Contractor has to wait in excess of the normal time. Contractor shall provide HMWA with reasonable evidence to establish the excess pick-up or drop-off time.

2. Ratification of the 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.

STEVE MORRIS LOGGING AND CONTRACTING

Date: __________________   By___________________________________
Steve Morris, Owner

HUMBOLDT WASTE MANAGEMENT AUTHORITY

Date: __________________   By___________________________________
Sofia Pereira, Chair of the Board

ATTEST:
Staff Report

DATE: December 5, 2017  For Board Meeting: January 11, 2018

FROM: Jill K Duffy, Executive Director

SUBJECT: Item 2f) Consider Approval of Resolution 2018-05 to Continue Covering Governing Body Members and Volunteers for Worker’s Compensation

RECOMMENDED ACTION: Voice vote.

1) Approve Resolution 2018-05 “To Continue Covering Governing Body Members and Volunteers for Worker’s Compensation”, direct the Chair to sign the Resolution and Distribute copy to SDRMA.

DISCUSSION:
HWMA is a member of and receives insurance coverage through the Special District Risk Management Authority (SDRMA). SDRMA has requested that if members desire to continue covering Governing Body Members and/or volunteers to approve the attached resolution.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for public agency as designated and authorized by the Governing Body, shall be deemed an employee for workers’ compensation purposes. Thus, if the attached resolution is adopted, and a Board member or volunteer is injured while performing duties for the agency, they will be covered for workers compensation benefits.

The attached Resolution has been reviewed and approved by the Authority’s Legal Counsel.

Fiscal Impact:
No Impact.

ALTERNATIVES:
The Board could opt to not adopt the resolution. This is not recommended.

ATTACHMENT:
Resolution 2018-05 “To Continue Covering Governing Body Members and Volunteers for Worker’s Compensation”
RESOLUTION No. 2018-05

RESOLUTION OF THE GOVERNING BODY OF
THE HUMBOLDT WASTE MANAGEMENT AUTHORITY
DECLARING THAT GOVERNING BODY MEMBERS AND
VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE
AUTHORITY FOR THE PURPOSE OF PROVIDING WORKERS’
COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Humboldt Waste Management Authority utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers’ Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

☐ All Members of the Governing Body of the Humboldt Waste Management Authority as presently or hereafter constituted; and/or
☐ All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
☐ Individuals on Work-study programs
☐ Interns
☐ Other Volunteers,
☐ __________________________

[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Humboldt Waste Management Authority for the purpose of Workers’ Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Humboldt Waste Management Authority for any purpose other than for such Workers’ Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Humboldt Waste Management Authority.

PASSED, APPROVED AND ADOPTED this 11th day of January 2018 by the following vote:

AYES:
NOES:
ABSENT:

Sofia Pereira, Chair
Humboldt Waste Management Authority

Jill Duffy
HWMA Clerk of the Board

January 11, 2018
Printed on Recycled Paper
Staff Report

DATE: January 11, 2018

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2g) Revise and Approve Authority Purchasing Policies – Authorized Check Signers

RECOMMENDED ACTION: Review and Approve
Approve Changes to Authority Purchasing Policy 4040, Purchasing, Direct
Staff to Update Authority Policy Manual and Update List of Authorize
Signers with Umpqua Bank.

DISCUSSION:
Staff is recommending the proposed wording change to Section 4040, Purchasing, of the
Authority’s Finance policies as outlined below. The changes follow from the recommendation of
the Authority’s independent auditor, JJACPA, Inc., and are related to elimination of potential
conflicts of interest in check signing policies. Additionally, staff is asking for direction to remove
the current Board signers from the list of authorized signatories at their earliest convenience.

During presentation of the Fiscal Year 2016-2017 audit, Joe Arch, lead CPA for JJACPA, Inc.,
the Authority’s independent auditor, discussed a finding related to discussions with Finance staff
regarding check signing policies of the Authority. The current policy, in which checks meeting
the threshold requirement for two signatures – those valued at $20,000 or more – provides for the
second signature to be provided by either the Director of Operations and Maintenance or a
primary representative from a Member Agency on the Board of Directors.

This practice has been in place since the Authority’s inception, and originally extended to
members of the Executive Committee. The Authority has matured in its fiscal practices, and
sufficient Board review and internal controls exist to eliminate potential for fraudulent payments
to outside parties, without the requirement for further Board review at check signing.
Additionally, potential lobbying influences may exist where Board members – who set the policy
for an agency – could affect the outcome of purchasing decisions with their check-signing
authority.

The continued elimination of outside influences on the Authority’s fiscal health will only
strengthen its fiscal position as Board attention shifts to site expansion and master planning, and
the funding mechanisms thereof.

The current list of Authority check signers includes Directors Pereira, Bohn, and Sweeney; the
recommended action would remove these signers from the authorized list at staff’s earliest
convenience.
The recommended deletion to Section 4040, *Purchasing*, is outlined below.

**POLICY TITLE:** Purchasing  
**POLICY NUMBER:** 4040

**4040.1** The Executive Director may authorize all purchases of materials, supplies, services, and equipment up to $20,000. When practical, two comparables should be gathered before making the purchase.

**4040.2** Purchases of new supplies, materials, equipment, and services of an estimated cost of $20,000 or more are required to be put out to bid. Bidding shall not be required during emergencies, or for the purchase of used supplies, materials, or equipment.

**4040.2.1** Notices inviting bids shall include a general description of the articles to be purchased, where the bid document and specifications may be obtained, and the time and place for the bid opening.

**4040.2.2** Notices shall be published at least ten (10) days before the date of opening.

**4040.2.3** Notices shall be published at least once in a newspaper of general circulation or if there is none, it shall be posted in at least three public places in the County.

**4040.2.4** Following the award of a bid, an agreement may be executed as necessary, with Board approval.

**4040.3** When purchasing used supplies, materials or equipment with a cost greater that $20,000, a comparison must be made with two similar sources. Board approval is required.

**4040.4** Check signing authority for all purchases of materials, supplies, services, and equipment up to $20,000 may be provided by only one signer on the approved list of Authority signatories.

**4040.4.1** The approved list of signers on the Authority's checking accounts shall be comprised of the then-current primary members of the Board of Directors, the Executive Director and the Director of Operations and Facilities Maintenance. Updates to the list of approved signers will be made by Board action during open session of a regular meeting of the Board of Directors.

**4040.4.2** For all purchases of materials, supplies, services, and equipment exceeding $20,000, a second signer from the list of approve signatories is required.

**4040.4.3** In no instance shall a signer provide a check signature for reimbursement of their own expenses, or for benefit payments owed to the signer.

**Fiscal Impact:**
None. Changes to the policy will be implemented following approval by the Board, and minimal staff time will be required to update the list of approved signers.
Staff Report

DATE: December 27, 2017 For Meeting of: January 11, 2018

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 4) Proposed Re-Organization

RECOMMENDED ACTION: Voice vote.
Review and Approve 1) Revised Organization Chart; 2) Revised Classification and Pay Plan, effective March 1, 2018,) Job Descriptions for Director of Operations and Director of Environmental Health and Safety, and 4) Revised Job Descriptions for Landfill Supervisor, Senior HHW Technician, Lead Operator, Operator Technician, Utility Worker, Compliance Worker.

SUMMARY:
This proposed reorganization is driven by factors which include the 1) planned retirement of the Director of Operations and Facility Management; 2) need to enhance organizational capacity related to environmental and safety compliance; 3) recent acquisition of 413 acres of forest properties surrounding the Cummings Road Landfill; and 4) facility master planning related to the Hawthorne Street Transfer Station for on-going storm water monitoring, recycling and diversion activities.

Due to the broad range of existing responsibilities and the need to address the above listed items, staff recommends that the position of Director of Operations and Facilities Management be split into two separate management positions: 1) Director of Operations and 2) Director of Environmental Health and Safety, effective immediately.

Background:
HWMA typically assesses its organizational needs and structure during position vacancies to evaluate and identify opportunities for operational efficiencies. Most recently, in January of 2016 this resulted in the consolidation of four (4) management positions into two Directors, and the subsequent elimination of an Account Clerk, an Assistant of Administrative Services, and the Organics and Materials Diversion Coordinator positions. There was a corresponding establishment of positions for a Landfill Supervisor, Lead Operator and Utility Worker based on identified needs.

The consolidation efforts in January 2016 were driven by the unexpected retirement of the Landfill Manager. Landfill closure construction was completed in October of 2015, and the landfill was under closure certification by CalRecycle, the County LEA and the North Coast
Regional Water Quality Control Board (*completed in February 2017*). Additionally, the Authority was responsible for developing a revised Operations Manual for operations and regulatory compliance activities. The Director of Operations was willing to assume the overview and management responsibilities for the landfill while working in close cooperation with landfill staff, in addition to managing the day-to-day activities at the Transfer Station.

Correspondingly, through the consolidation of the Administrative Services Manager and Programs Manager positions, the Director of Finance & Administrative Services assumed Program responsibilities. There was a significant improvement in internal coordination and communication that resulted from this consolidation, as well as increased financial controls.

Overall, the consolidation of the four management positions enabled the Authority to establish consistent employee management and performance throughout the divisions, improve customer service, increase financial expenditures controls, generate accurate fiscal forecasting, efficiently coordinate planning, project implementation, communication, and proactively identify areas of organizational weakness.

Due to the broad range of existing responsibilities and the need to address the below listed items, staff recommends that the position of Director of Operations and Facilities Management be split into two separate management positions: 1) Director of Operations and 2) Director of Environmental Health and Safety.

This proposed Re-Organization will enable:

- Enhanced staff capacity and responsibilities for safety and environmental compliance activities.
- Continued consolidation of reporting and activity coordination.
- Meeting the increased activities related to storm water management, compliance and reporting activities requiring dedicated resources and staffing.
- Development of in-house capacity to conduct environmental and safety regulatory compliance training, monitoring and reporting.
- Capacity to assist in facility master planning and related operational activities.
- Improvement of permit(s) monitoring, reporting and contracts management.
- Succession planning and internal promotional opportunities.

**Organization Chart**

The organization chart has been revised to reflect the proposed positions in a. The proposed changes to the Organization Chart are presented to:

1. Eliminate the Director of Operations and Facilities Management.
2. Create the Director of Operations job description.
3. Create the Director of Environmental Health and Safety job description.
4. Revise the job description of Landfill Supervisor, Operator Technician and Household Hazardous Waste personnel so the positions report to the “Director of Environmental Health and Safety”.
Classification and Pay Plans
The proposed and revised job descriptions and revised Classification and Pay Plan are attached.

Timing
Staff proposes the reorganization plan go into effect immediately. This will enable noticing, recruitment and hiring in a timely manner.

Financial Impact
The changes requested in this report result in an annual increase in fully encumbered payroll expenses of $110,825, based on current spending. There are sufficient Personnel Stabilization Reserves on hand to implement this change for FY 2017/18.

Attachments
Attachment 1: HWMA Organization Chart, Rev. Dec 2017
Attachment 2: Pay Plan, Proposed
Attachment 3: Proposed Job Descriptions for:
   a) Director for Operations
   b) Director of Environmental Health & Safety
Attachment 4: Revised Job Descriptions (for reporting duty clarification only)
## Fiscal Year 2017-18

### Exempt and Non-Exempt Employee

**Proposed Classification Plan**

**Updated 01/11/2018**

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JOB DESCRIPTION
Director of Operations

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

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

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

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

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

QUALIFICATIONS

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

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

EXPERIENCE AND EDUCATION

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

SPECIAL QUALIFICATIONS AND/OR LICENSES

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

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

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

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

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

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

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

QUALIFICATIONS

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

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

EXPERIENCE AND EDUCATION

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

SPECIAL QUALIFICATIONS AND/OR LICENSES

• Must have valid California drivers’ license.
• Must be willing to respond to emergencies during off-hours as required.
HUMBOLDT WASTE MANAGEMENT AUTHORITY

JOB DESCRIPTION

Utility Worker

SUMMARY

This is a full-time, non-exempt entry level position that may perform a variety of duties at the transfer station or at the landfill. This position may work at the Hawthorne Street Transfer Station and the Cummings Road Landfill and requires contact with the general public. The Utility Worker may receive equipment and technical training that would be required for advancement to Landfill Technician, Scale Attendant, Recycling Technician or Operator positions.

SUPERVISION RECEIVED AND EXERCISED

The Utility Worker reports to either the Director of Operations or the Director of Environmental Health & Safety, or the Director of Finance and Administrative Services the Controller, Operations Supervisors or the Landfill Manager depending on job assignment.

TYPICAL DUTIES

Transfer Station Duties

● Conducts load checks.
● Removes unpermitted waste.
● Salvages recyclable materials.
● Tarps and helps change trailers.
● Operates the scale system.
● Does basic equipment maintenance and janitorial duties.
● Performs other duties as directed by supervisors.

Landfill Duties

● Maintains pumps and compressors.
● Repairs exterior collection pipes.
● Keeps offices and restrooms clean.
● Does basic maintenance of landfill equipment.
● Conducts erosion control, weed clearance, site maintenance.
● Performs other duties as directed by supervisors.

QUALIFICATIONS

Knowledge of:

● Safety and emergency procedures.
● Understands the hazards of being around heavy equipment.
● Handling cash transactions with customers.
● Following written and oral instructions.
Skill in:

- Ability to use basic tools and operate a forklift.
- Ability to lift and carry objects weighing up to 50 pounds and perform sustained heavy physical labor.
- Ability to work outside in a variety of weather conditions.
- Ability to maintain records relative to the work assigned.
- Ability to work effectively with others.

EXPERIENCE AND EDUCATION

- High School Diploma or GED.
- Any combination of experience and education that could provide entry level knowledge of industrial equipment.
- Any combination of experience and education that could provide entry level knowledge of computer operations.
- Must have valid California drivers’ license.
- Must complete eight hours of hazardous waste training.
HUMBOLDT WASTE
MANAGEMENT AUTHORITY

JOB DESCRIPTION

Operator Technician

SUMMARY

This is a full-time, non-exempt position that performs a variety of duties including load checking, salvage and recycling, maintenance, operating heavy equipment, dismantling appliances and maintaining the landfill. This position requires contact with commercial and residential customers.

SUPERVISION RECEIVED AND EXERCISED

Operator Technicians report to the either the Director of Operations or the Director of Environmental Health & Safety, or the Director of Finance and Administrative Services, Solid Waste Operations Supervisor, the Recycling Operations Supervisor, the Landfill Manager or the Programs Manager.

TYPICAL DUTIES

• Operates heavy equipment including the baler.
• Pushes and loads waste.
• Conducts load checks.
• Removes unpermitted waste.
• Salvages recyclable materials.
• Dismantles or processes recyclable materials and appliances.
• Identifies and segregates household hazardous waste by hazard class.
• Bulks Household Hazardous Waste for shipment.
• Maintains and monitors the landfill gas and leachate collection systems.
• Conducts erosion control projects, weed clearance and site maintenance.
• Conducts environmental monitoring and sampling.
• Does basic equipment and facility maintenance.
• Performs other duties as directed by supervisors.

QUALIFICATIONS

Knowledge of:
• Operating an excavator, front-end loader, bobcat, forklift, baler or other heavy equipment.
• Hazards associated with common household chemicals.
• Recognizing common HHW products by sight.
• Biohazard waste issues & sharps handling.
• Safety and emergency response procedures.
• Able to communicate effectively with the public.
Skill in:
- Ability to lift and carry objects weighing up to 50 pounds and perform sustained heavy physical labor.
- Ability to use basic tools and operate heavy equipment
- Ability to maintain records relative to the work assigned.
- Ability to work effectively with others and the public.
- Ability to follow written and oral instructions.
- Ability to work outside in a variety of weather conditions, to climb into pick-up trucks and vans, to wear a respirator.
- Ability to distinguish colors.

EXPERIENCE AND EDUCATION
- High School Diploma or GED.
- Eight hours hazardous waste training.
- Two years experience running heavy equipment.
- Forklift certified.
- Any combination of education and experience in hazardous waste handling.
- Must have valid California drivers’ license.

SPECIAL QUALIFICATIONS AND/OR LICENSES
- Must be willing to work out of doors in all weather conditions.
- Must be willing to respond to emergency situations during off-hours as required.
- Must be willing to obtain a CDL HazMat Endorsement.
- Must be willing to obtain EPA approved certification as a Type 1 refrigerant recovery technician under section 608 of the Clean Air Act.
- Must be willing to maintain proper documentation of materials removed as required by US EPA and CA DTSC.
- Must be willing to obtain 40-hour hazardous waste operator training.
- Must be willing to obtain any training or certification required by applicable law for performing the requirements associated with this position.
JOB DESCRIPTION

Lead Operator

SUMMARY

This is a full-time, non-exempt position that helps supervise the safe operation of equipment, machinery and personnel at the transfer station or recycling center. The Lead Operator must also provide assistance to the Operations or Landfill Supervisor, and ensure that employees work and adhere to safety regulations, and other regulatory requirements associated with the handling of solid wastes and recyclable materials. The Lead Operator performs a variety of duties including load checking, receiving recyclable materials, training, maintaining and operating heavy equipment and interacting with commercial and residential customers.

SUPERVISION RECEIVED AND EXERCISED

The Lead Operator reports to either the Operations Supervisor or the Landfill Supervisor, depending upon assignment, and may supervise operating crews in either the tip floor, recycling areas or landfill.

TYPICAL DUTIES

- Supervise the operating crews.
- Safely and efficiently operate equipment that may include: forklift, excavator, sweeper, front-end loader and other recycling facility or transfer station equipment.
- Perform basic equipment maintenance To ensure it is operationally ready at all times to minimize downtime; perform basic troubleshooting and report mechanical issues to Operations Supervisor to ensure proper repairs are conducted.
- Train utility workers and operators in the safe handling and operations of equipment for the processing of various materials.
- Suggests changes for equipment use, work space and other enhancements to increase efficiency of work crews.
- Direct employees in completion of work. May interpret applicable policies or instructions for employee understanding, assign duties and work to employees, and confer with supervisor or manager to coordinate activities, train or assist in training of employees.
- Ensure that the work areas are clean, equipment serviced and properly shut-down at the completion of the work day.
- Performs other duties as directed.

QUALIFICATIONS

Knowledge of:
- Safety and emergency procedures.
- Provide and follow written and oral instructions.
- Operate and maintain heavy equipment.
Skill in:
- Ability to use basic tools and operate heavy equipment
- Ability to maintain records relative to the work assigned.
- Ability to work effectively with employees, vendors and the public.
- Good interpersonal skills to ensure assigned responsibilities are completed in a safe and efficient manner.
- Good communication skills; is able to effectively communicate operating issues to management, is a team player and able to motivate staff.
- Maintains a feeling of pride in work, strives to achieve goals and motivates the team to do the same.

EXPERIENCE AND EDUCATION
- High School Diploma or GED.
- Forty hours hazardous waste training.
- Four years experience running heavy equipment.
- Must have valid California drivers’ license.
- Forklift certified.
JOB DESCRIPTION
Hazardous Waste Technician/Senior Tech

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

SUPERVISION RECEIVED AND EXERCISED
The Household Hazardous Waste Technician/Senior Technician reports to the Director of Environmental Health & Safety/Programs Supervisor. A Senior Technician may supervise Technicians.

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

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

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

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

EXPERIENCE AND EDUCATION

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

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

SPECIAL QUALIFICATIONS AND/OR LICENSES

• Must have valid California drivers’ license and obtain a HazMat Endorsement.
• Any training or certification required by applicable law for performing the requirements of this position.
JOB DESCRIPTION
Landfill Supervisor

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

SUPERVISION RECEIVED AND EXERCISED
The Landfill Supervisor reports to the Director of Environmental Health & Safety Director of Operations and Facilities Maintenance, supervises and coordinates personnel at the Cummings Road Landfill.

TYPICAL DUTIES
Landfill Supervisor
- Works with the Director of Environmental Health & Safety , and the Director of Operations and Facilities to schedule and coordinate landfill crew at the Cummings Road Landfill.
- Demonstrates continuous effort to improve facility operations and ensure safety in the workplace.
- Performs a variety of water and landfill-gas sampling and monitoring duties; collects samples from various locations, performs rudimentary field analyses, labels sample bottles, prepares chain-of-custody forms, and ships samples for chemical/biological analysis using proper sampling and chain-of-custody protocols.
- Coordinates and participates in regular maintenance of air and electrically operated landfill leachate-collection pumps.
- Coordinates and participates in operation and maintenance of the landfill-gas extraction system, including, but not limited to, testing and adjusting landfill-gas wells, performing minor lubrication and maintenance on the blower and compressor systems, maintain landfill-gas, air, condensate, and leachate piping, and orders landfill gas flare testing and calibration.
- Performs a variety of recordkeeping duties; creates new log books and properly stores old records and log books; ensures Waste Discharge Requirement (WDR) permit is properly maintained and available; tracks compliance activities, maintains Material Safety Data Sheet (MSDS) records; completes, maintains, and files a variety of forms, lists, records, schedules, and informational logs; maintains and updates equipment status board; maintains and updates daily readings for required report development and submission.
Performs a variety of duties in response to wet weather conditions; operate, monitor, and adjust leachate and gas monitoring wells, operate, monitor, and maintain pumps.

- Recommend equipment purchases.
- Fills in for Operators as needed.
- Evaluates employee performance.
- Enforces personnel policies.
- Participates in recruitment and placement for non-exempt employees.
- Helps develop annual operating budget.
- Coordinates with Local and State regulatory inspectors.
- Responds to emergencies as needed.
- Performs other duties as directed.

**Compliance Management**

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

**QUALIFICATIONS**

**Knowledge of:**

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

**Skill in:**

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

**EXPERIENCE AND EDUCATION**

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

**SPECIAL QUALIFICATIONS AND/OR LICENSES**

- Five years experience in landfill operations with increasing levels of responsibility.
• Must have valid California drivers’ license.
JOB DESCRIPTION
Compliance Officer

SUMMARY

This is a full-time, non-exempt position that is responsible for organizing and supervising the safety programs, safety education and accident prevention activities. The Compliance Officer helps ensure compliance with all Federal and State industrial safety codes, regulations, and standards; conducts inquiries into accidents involving Authority equipment and facilities and promotes safety programs at HWMA contractor sites; and, oversees environmental compliance activities related to the operations of the Authority.

This position also participates in household hazardous waste collection events.

SUPERVISION RECEIVED AND EXERCISED

The Compliance Officer reports to the Director of Environmental Health & Safety and Director of Finance and Administrative Services.

TYPICAL DUTIES

- Develops and implements a safety and loss prevention program for the Authority.
- Ensures compliance with all Federal and State industrial safety codes, regulations, and standards.
- Work with the Director of Environmental Health & Safety and Director of Finance and Administrative Services to develop and maintain program compliance documentation and reporting systems.
- Design and prepare periodic compliance reports required by HWMA procedures or regulatory agencies.
- Oversees response to emergency situations and may act as on-scene advisor.
- Supervises and conducts safety training classes and presentations.
- Develops safety manuals, procedures, and educational materials.
- Keeps abreast of trends and developments in the loss prevention field.
- Oversees investigation of workplace accidents.
- Serves as Custodian of Record for Cal-OSHA logs.
- Produces investigation reports, logs, and other required documentation.
- Recommends safety uniform and equipment purchases.
- Helps develop annual operating budget.
- Coordinates with Local and State regulatory inspectors.
- Oversees environmental compliance activities related to the operations of the Authority.
- Serves as staff at household hazardous waste events.
- Performs other duties as directed.
QUALIFICATIONS

Knowledge of:
- Providing and following written and oral instructions.
- Applicable Federal and State regulations.
- Principles and practices of sound safety management and accident/injury prevention.
- Principles and methods of developing and presenting safety education and training programs for employees.

Skill in:
- Ability to research and recommend policies and programs to comply with State and Federal regulations.
- Ability to train staff.
- Ability to conduct studies and develop recommendations to resolve problems or issues.
- Ability to work effectively with employees, vendors and the public.

EXPERIENCE AND EDUCATION

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

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Five years experience in safety training with at least two years in a supervisory capacity.
- Must have valid California drivers’ license.
Staff Report

DATE: December 5, 2017 For Meeting of: January 11, 2018

FROM: Jill Duffy, Executive Director

SUBJECT: Item 6) Executive Director Report for November and December 2017

RECOMMENDED ACTION: Informational Only.

Administration

Cummings Road Landfill – Closure Certification and Request for Additional Information
On November 15th, the Humboldt County LEA received a draft program evaluation from CalRecycle. The evaluation identified that the County LEA needs two additional reports to complete the Cummings Road Landfill certification closure process. These reports include:

- A “Non-Groundwater Corrective Action Estimate”, the State of California implemented a regulation that requires cost estimates for a ‘non-water release’ from landfills. This report is required to prepared by someone other than the primary engineer/designer (Lawrence & Assoc). Staff has secured a consultant, RMC Geoscience, who will base their estimate from the approved 2011 Joint Technical Document, and perform necessary analysis such as slope stability, flow, flood/earthquake risk analysis to develop.

- Closure/Post-Closure Cost update. The Authority received a revised the postclosure cost estimate in 2016. This information was previously submitted to CalRecycle’s Financial Assurances Unit, as required. To submit this to the LEA will require revising the estimate to reflect 2017 dollars, and revise costs according to changes in CalTrans equipment, prevailing wage rates and laboratory costs.

These reports will be completed, reviewed and submitted to the County LEA by February 17, 2018, and is expected to cost approximately $8,000 to complete.

Cummings Road (former) Burn Ash Site Mitigation and Monitoring Report Year 3
The third of five annual reports were completed and submitted to the NCRWQCB, County LEA and Calif. Fish and Wildlife. The 2017 Annual Report was prepared by myself, with review by Linda Wise of Recology, and submitted December 14st, along with a copy of the 2017 Year Three Vegetation Monitoring Plan prepared by J. Able Forestry. Activities in 2017 included bottle and debris removal totaling 9,080 pounds from the Delta area and Trail 7, and the vegetation survey.
December 9, 2017 Eureka Trucker’s Parade
The float was designed and constructed by Danni Miller, using recyclable materials. The toys were purchased new by Jill Duffy and donated to Toys for Tots at the end of the parade.

CalTrans Bid Award
Staff prepared a bid for CalTrans’s request for 3-years of landfill disposal services in the Eureka area. The Eureka office has circulated three bid proposals with a deadline including Northern Humboldt, Eureka and Southern Humboldt so CalTrans employees may drop off materials collected alongside the roadways. The contract(s) will be awarded by mid-January.
**Storm Water Monitoring Activities**

In accordance with the SWRCB’s Industrial Storm Water Permit, the Authority prepared a Level 1 Exceedance Response Action (ERA) prior to October 1, 2017, implemented the identified Best Management Practices (BMP’s) and submitted the Level 1 ERA Report prior to the January 1, 2018 deadline.

The Hawthorne Street Transfer Station Storm Water Pollution Plan (SWPPP) was also revised in early December, and uploaded to SMARTS.

Two Qualifying Storm Events (QSE) samples were taken in early November and December, with results reviewed by our consultant and uploads to be made into SMARTS by early January. Authority staff secured the assistance of SHN Engineering for purposes of sampling activities.

Authority management secured the services of SHN Engineering for the training, collection of storm water samples, analysis, and reporting to SMARTS until Authority staff has completed additional training and demonstrated the ability to resume operations in-house.

Authority staff has continued working on the sources of pollutants, and appropriate BMP’s, and installation of curbs, berms and housekeeping efforts within the facility. Weekly inspections are being performed, with necessary corrective actions or repairs identified and reviewed by management.

Additionally, Authority staff is implementing required actions as part of the Settlement Agreement between HWMA and Humboldt Bay Keepers.

**Regional Curbside Recycling Coordination Activities**

At the October Board meeting, the Board expressed their willingness to act as a regional coordinator for purposes of soliciting processing and marketing services for curbside collected recycling materials. The Board requested that those member agencies willing to commit flow control of recyclables to HWMA express their intent through approval of a Memorandum of Understanding by January 15, 2018.

To date the following entities have expressed an interest to participate: Arcata, Blue Lake, Eureka, and Rio Dell. The County of Humboldt is scheduled to hear this item in late January.

This item will be presented at the regular February meeting.

**Carpet Stewardship Program Advisory Committee**

Brent Whitener was nominated and appointed as a member of the newly formed Carpet Stewardship Program Advisory Committee by CalRecycle Director Smithline on December 19th joining twelve other industry, regulatory, and legislative professionals in assisting CalRecycle with program development and critical review. The newly formed committee is an outgrowth of recently enacted AB-1158 (Chu) which amended existing statute to strengthen carpet recycle efforts statewide. The Carpet America Recovery Effort (CARE) will be submitting their newest version of the stewardship plan to CalRecycle and the advisory committee on January 8, 2017 with a thirty-day review window.
The program, now in its sixth year, is struggling with recovery percentages and methods of utilizing feedstocks created when carpet is recycled. The Authority is a robust and dependable contributor to the CARE Rural County Program, annually diverting between 150,000 to 200,000 pounds of carpet and pad through our local collection and diversion efforts.

Formation of the Humboldt CSDA Chapter
Members of local JPA’s and Special Districts have held a number of informal meetings over the years in an effort to identify activities we can assist each other in trainings, resource assistance and consultation. A little over a year ago, participants decided to examine the formation of a California Special District Association Chapter to help focus our efforts and identify efficiencies. After assessing interest levels, the group developed bylaws and developed a number of objectives such as:

- Developing a local forum for member districts (and JPA’s) to discuss and consider issues of importance to special districts.
- Establish a communication network among member districts, other chapters, and other local governmental agencies.
- Hold workshops, educational seminars and programs of mutual interest and benefits to member districts.

At the December 4th meeting, the members selected Greg Orsini (McK CSD) as Chair, Steve Edmunson (Redwood Coast Energy Authority) as Vice Chair, Heather Bittner (North Coast Unified Air Quality Management District) as Secretary and Susan O’Gorman (Willow Creek CSD) as Treasurer.

The CSDA Board of Directors will be considering formal approval of the Humboldt CSDA Chapter at either their January or March meeting.

Operations
Dry Creek Landfill/Bettendorf Trucking
Solid waste received by HWMA is loaded into transportation trailers, hauled to Dry Creek Landfill for disposal. Trailers are decoupled, rear doors opened and placed onto “tippers” so the 23 tons of material can ‘slide’ out the back into the landfill. A challenge that has faced HWMA and our trucks originating from the satellite facilities has been material that ‘plugs’, which requires use of an excavator to unstick the plug. In the month of October there were a total of 18 plugged loads. Operations has been coordinating with Dry Creek and experimenting with various loading techniques that will reduce plugs. In November and December there were 2 total plugged loads from HWMA and 4 loads from HumSan in December.

All sites are meeting the average loading weight requirements, and the Authority is seeing a backhaul rate of 71.37%.

Landfill
Activities at the landfill included:
- Quarterly sampling and testing of the groundwater, surface water, and gas collection systems.
• Inspection and monitoring of the leachate compressor system
• Inspection conducted by NCUAQMD for flare station
• Site inspection of fire extinguishers and flare stacks
• 4th quarter positive pressure testing at the flare station for methane leaks. No detection of any leaks.
• Annual surface emission monitoring (AB 32 SEM) from the 33.6 acres. This is a grid pattern analysis of 44 grids at 100x100 ft. Results are collected, analyzed and submitted to the US EPA.
• Bi-Monthly report for surface water monitoring was submitted to the NCRWQCB.
• Landfill staff attended 8-hr HazWoper Refresher Training, and a Pump & Maintenance Troubleshooting an Repair course.
• Regular routine maintenance activities were performed.

Programs:

Household Hazardous Wastes:

Permanent Red Shed Collection Events:

November
The First Saturday collection event had 86 attendees delivering household hazardous wastes for disposal.
Additionally, 233 residential customers dropped off HHW throughout the month of November.

December
The First Saturday collection event had 103 attendees delivering household hazardous wastes for disposal.
Additionally, 171 residential customers dropped off HHW throughout the month of December.

Waste Tire Amnesty Event
In October, the Authority was granted $88,180 for the FY 17-18 Local Government Waste Tire Amnesty (TA4) grant cycle through CalRecycle. These funds will be used to receive and properly dispose of tires at no-cost to residents. Coupons have been administered to designated locations chosen by the member agencies for distribution to residents. The “Coupon” program began January 1st, 2018 and will conclude June 7th 2019, depending on funds available. HWMA is anticipating over 10,000 tires will be collected from residents throughout the coupon program at the Hawthorne street Transfer Station.

Mattress Recycling Program
2017 marks the first full year of HWMA’s participation in the Mattress Recycling Program. In Calendar Year 2017 HWMA recycled 5,357 units, which translates to over 147 tons diverted from landfills. HWMA is also excited to offer this no-charge drop off opportunity to businesses in Humboldt County starting January 5th 2018.