



BOARD OF DIRECTORS

Meredith Matthews, City of Arcata, **Chair**
Michelle Lewis-Lusso City of Blue Lake, **Vice Chair**
Leslie Castellano, City of Eureka
Randy Cady, City of Ferndale
Steve Madrone, County of Humboldt
Frank Wilson, City of Rio Dell

Meeting Agenda

Thursday, November 13, 2025, at 5:30 PM
Eureka City Council Chamber
502 K Street
Eureka, CA

HOW TO PARTICIPATE

The public is invited to attend and participate in the HWMA Board of Directors meeting using any of the following methods.

1. IN-PERSON

The public can attend and provide in-person comments during the meeting on regular agenda items and during Oral/Written Comment.

2. REMOTE

As a courtesy, and technology permitting, members of the public may continue to observe and participate remotely through the Zoom platform. HWMA cannot guarantee that the public's access to teleconference technology will be uninterrupted, and technical difficulties may occur from time to time. In those instances, so long as there is a board quorum and the public may still attend the meeting in person, the meeting will continue.

- a. Zoom <https://us06web.zoom.us/j/87272840425>
- b. Zoom Phone Numbers. +17207072699, Meeting ID: 87272840425

During the meeting, each period for public comment will be announced, and participants may use Zoom's "Raise Hand" feature to request to speak. If calling in via Zoom use *9 to raise and lower your hand. The meeting host will call on you, by name or last four digits of your phone number and enable the microphone when it is your turn to speak. To ensure the orderly meeting conduct, providing your name is encouraged, but not required.

3. EMAIL

The public may submit public comment via email to board@hwma.net. Any comments received up until 3:00 pm of the meeting date will be:

- a. Distributed to board members via email prior to the meeting,
- b. Referenced and attached to the meeting minutes.

Such email comments must identify the agenda item number in the subject line of the email. Comments received will be read into the record by staff, with a maximum

allowance of three minutes (approximately 500 words) per individual comment, subject to the Chair's discretion. If a comment is received after the agenda item is heard, but before the close of the meeting, the comment will still be included as part of the written record of the meeting but will not be read into the record during the meeting.

4. TO WATCH OR LISTEN ONLY

The public may view the meeting on one-way video feed on at Access Humboldt's YouTube Channel at www.youtube.com/c/accesshumboldt/live or

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

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

2. Consent Calendar

All matters listed under the Consent Calendar are considered to be routine by the HWMA Board and will be enacted upon by one motion, unless a specific request for review is made by a Board Member or a member of the public. The Consent Calendar will not be read. There will be no separate discussion of these items unless pulled for discussion.

- a. Approve Minutes from the October 9, 2025, HWMA Board of Directors Meeting.
- b. Review and Approve Draft August 2025 Financial Reports.

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 Update to Policy 4080 "Credit Cards" of the HWMA Policy Handbook.

5. Receive Presentation on 457 Match update.

6. Standing Item: Board Member Reports.

7. Standing Item: Executive Director's Report.

8. Adjourn.



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Frank Wilson, City of Rio Dell

Minutes

Thursday, October 9, 2025, at 5:30 PM

Eureka City Council Chamber

Present: Michelle Lewis-Lusso, Leslie Castellano, Randall Cady, Steve Madrone.
Absent: Meredith Matthews
Staff: Eric Keller-Heckman, Tony Heacock, Helder Morais, Hilary Schwartz
Legal Counsel: None

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

The meeting was called to order at 5:30 PM by **Vice Chairperson Lewis-Lusso**, acting as Chairperson in the absence of **Chairperson Matthews**. A quorum was present and acting.

2. Consent Calendar

- a. Approve Minutes from the September 11, 2025, regular meeting of the HWMA Board of Directors.
- b. Review and Approve Draft June 2025 Financial Reports
- c. Review and Approve Draft July 2025 Financial Reports.
- d. Declare Equipment Surplus Property
- e. Approve California Multiple Award Schedule (CMAS) Pricing Program for the Lease of Landfill Excavator in Lieu of Competitive Bid Process.
- f. Approve Sourcewell Pricing Program for the Purchase of a Landfill Tractor in Lieu of Competitive Bid Process

Vice Chairperson Lewis-Lusso inquired if there were any requests to pull items from the Consent Calendar, and there were no requests.

Vice Chairperson Lewis-Lusso opened the floor to public comment, and no public comment on the Consent Calendar was received.

Vice Chairperson Lewis-Lusso closed the floor to public comment.

Motion: **Director Castellano** motioned, and **Director Cady** seconded, to approve items a) through f) of the Consent Calendar as delivered.

Action: Approve the Motion as made by **Director Castellano** and seconded by **Director Cady**.

Ayes: Unanimous

Noes: None

Absent: **Director Matthews**

3. Oral and Written Communications

Vice Chairperson Lewis-Lusso opened the floor to public comment regarding items not on the agenda. No public comment was received.

Vice Chairperson Lewis-Lusso closed the floor to public comment.

4. Approve Resolution 2026-06 Authorizing Investment in California CLASS

Executive Director Keller-Heckman provided background on the board resolution in 2009 which authorized the investment of funds in Local Agency Investment Funds (LAIF), and the additional resolution 2024-03 in November 2023 that reauthorized and broadened the scope those investments. The push for expansion came directly from **Director Castellano**, who asked how the Authority's reserve funds were invested during the Fiscal Year 2023-24 budget review. **Executive Director Keller-Heckman** advised at the time that the Authority's reserve funds were not invested, and a review of documentation revealed that the Authority had never placed reserve funding in pooled investments despite having a resolution authorizing such investment in place since 2009. Following the passage of Resolution 2024-03, the Authority is now utilizing LAIF for its Operating Reserve funds. The structure of the LAIF account has some limitations, chief among them that all monies must be held within a singular fund. With the goal of diversifying the Authority's allowable investments, staff began researching alternatives. The California Cooperative Liquid Assets Security System (CLASS) provides similar rates of return and risk profile as LAIF but offers more flexibility with respect to sub-accounts. While the Authority's Operating Reserve funds will remain in LAIF, staff will begin placing other non-operational reserve funds in the CLASS system. This will diversify the Authority's investment portfolio while earning a much higher rate of return than the money market accounts in which the funds currently reside. Staff recommends that the board approve Resolution 2026-06 to authorize investment in the CLASS prime fund.

Director Castellano thanked staff for following up on her guidance and inquired about the CLASS fund's rate of return and what Authority reserves funds would be invested.

Director Schwartz informed the board that he current monthly yield for CLASS was 4.2249% and that LAIF's current monthly yield was 4.212%, both of which are significantly higher than the Authority's existing money market accounts. The reserve funds that will be invested in CLASS include the Capital Improvement Fund, the Long-Term Funding allocation of the Countywide Fees, the Employee Reserve, and the Rate Stabilization Fund. (The Cummings Road Landfill Pledge of Revenue Fund, which was inadvertently omitted from the list of reserve funds provided to the board, will also be invested in CLASS).

Vice Chairperson Lewis-Lusso opened the floor to public comment. No public comment was received.

Vice Chairperson Lewis-Lusso closed the floor to public comment.

Motion: **Director Cady** motioned, and **Director Castellano** seconded, to approve Resolution 2026-06, authorizing investment in the CLASS Prime Fund.

Action: Approve the Motion as made by **Director Cady** and seconded by **Director Castellano**.

Ayes: Unanimous

Noes: None

Absent: **Director Matthews**

5. Receive Update on Salary Survey

Executive Director Keller-Heckman provided background on the Authority's previous salary survey and the goals of the upcoming survey in the current fiscal year. The previous survey took place in 2019-2020, and at that time, the board expressed interest in conducting salary surveys every five years to ensure Authority staff wages remained competitive with member agencies and the market at large. During Fiscal Year 2024-2025, the board directed staff to investigate the potential for additional employee benefits and schedule a salary survey for Fiscal Year 2025-2026. Prior to the 2019-2020 salary survey, the Authority had never undergone a comprehensive study of compensation, and salary schedules were amended based on member agencies' salaries for semi-comparable positions and cost of living increases.

The 2019-2020 salary survey was conducted by Koff & Associates, and the report used a total compensation metric. The report noted that nearly 70% of Authority classifications were below market median when adjusted for regional costs. Staff incorporated the report into a complete overhaul of certain job descriptions and revamped pay scales accordingly. The board directed staff to implement the new salary schedule and job descriptions into the Authority's organizational chart for Fiscal Year 2020-2021.

Executive Director Keller-Heckman outlined the critical pathway for the 2025 Salary Survey. In May 2025, the board directed staff to schedule a salary survey in Fiscal Year 2025-2026. In July 2025, staff collected proposals for a salary survey from qualified consultants, and Gallagher Benefit Services (formerly Koff & Associates) was selected as the successful consultant. In September 2025, work began on the salary survey, using current job descriptions and pay scales provided by HWMA staff. Data collection is ongoing and expected to conclude in November 2025. The final report and recommendations are expected by January 2026 and will be presented at the January or February regular meeting of the HWMA Board of Directors. In March of 2026, staff will begin to incorporate direction from the board into the draft Fiscal Year 2026 - 2027 budget.

Vice Chairperson Lewis-Lusso asked if staff had access to the prior salary survey and what the change had been in full-time employees (FTEs) since 2020. **Executive Director Keller-Heckman** responded that he did have access to the prior survey, but that it would be difficult to make a comparison of the FTE count due to changes in the Authority organizational chart since 2020. **Executive Director Keller-Heckman** responded that he did have access to the prior survey, but that it would be difficult to make a comparison of the FTE count due to changes in the Authority organizational chart since 2020. For

example, the Environmental Health and Safety Division has been created since the prior salary survey was done, and various positions and programs have been consolidated. **Director Castellano** asked which firm was undertaking the current survey. **Executive Director Keller-Heckman** responded that Gallagher Benefit Services, formerly Koff & Associates, was conducting the current survey. **Director Wilson** expressed support for the Authority's choice of Gallagher Benefit Services for a salary survey, based on his experience with the firm at the City of Rio Dell. **Director Castellano** wondered if agencies ever collaborated on salary surveys for the purpose of cost sharing. **Vice Chairperson Lewis-Lusso** expressed support for the idea of collaboration among comparable jurisdictions. **Directors Madrone** and **Wilson** discussed the complexities of salary surveys and the impact of benefits in smaller agencies.

Vice Chairperson Lewis-Lusso opened the floor to public comment. No public comment was received.

6. Standing Item: Board Member Reports

Director Castellano asked for an update on compost and recycling at the November or December Board Meeting. **Executive Director Keller-Heckman** agreed to return with updates on Organics and Recycling at future board meetings. **Director Madrone** reported that he produced two cubic yards of compost from his home composting system this year.

7. Standing Item: Executive Director's Report

Executive Director Keller-Heckman had no further reports.

Vice Chairperson Lewis-Lusso adjourned the meeting to at 5:51 pm.



HUMBOLDT WASTE
MANAGEMENT AUTHORITY

Staff Report

DATE: November 6, 2025.

For Meeting of: November 13, 2025

FROM: Hilary Schwartz, Director of Finance

SUBJECT: Item 2b)
Receive Draft August 2025 Financial Reports

RECOMMENDED ACTION: Voice Vote

- 1) Review and Approve Draft August 2025 Financial Reports

DISCUSSION:

Background:

Each month, staff presents an update on the Authority's financials based on activity to-date for 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.

The Authority's cash position is comprised of six accounts: 1) the Authority's checking account, which handles the day-to-day expenses; 2) the Operating Reserve, which is invested in the Local Agency Investment Fund (LAIF); 3) the Cummings Road Landfill Pledge of Revenue Money Market account; 4) The Capital Improvement Plan Money Market account; and 5) The Benefits and Rate Stabilization Money Market account, which includes the Long-Term Funding balance. The combined value of these accounts equals the total cash available for Authority reserves and operating cash. The current value of the Authority operating fund and combined reserve funds as of August 31, 2025, are as follows:

Cash on hand	\$	2,396,229.91
Operating Reserve	\$	1,491,335.66
CRL Pledge of Revenue	\$	169,899.78
Capital Improvement Fund	\$	900,683.43
Benefits and Rate Stabilization Funds	\$	550,000.00
Long-Term Funding	\$	194,808.18

Authority Financials:

Attachment 2b.1 contains the draft August 2025 financial reports, 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:

Revenues for August 2025 performed at approximately 5.3% above budget estimates for Fiscal Year 2025-26. These estimates encapsulate all activity throughout the Authority, although finances will be influenced by future payouts of fees passed through to Member Agencies, revenue shares for salvaged materials sales, and the delayed receipt of grant revenues for grant-based projects. In August 2025, all the Authority’s solid waste revenue streams were higher than budget projections.

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

Expenses:

Operating expenses for August 2025 were approximately 11.9% below budget estimates, including some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through payments. In August 2025, repairs and maintenance and computer-related costs were above budget estimates, while transportation and disposal and payroll costs were just below budget estimates.

Staff continues to maintain strong control of ongoing expenses, with particular attention to impactful rate increases now in effect in the current fiscal year.

Monthly disbursements to Authority vendors and employees are summarized in Attachment 2b.1 (*Statement of Cash Flow*) for the month of August 2025. These disbursements are comprised primarily of day-to-day costs, representing \$540,062.61 in transportation and disposal costs, \$271,752.23 in payroll and employee benefit costs, and \$5,354.49 in pass-through allocations to member agencies.

Staff’s Recommendation:

Staff recommends the board review and approve the draft August 2025 Financial Reports.

Attachments:

- 2b.1) Draft August 2025 Financial Reports



Humboldt Waste Management Authority

Draft Balance Sheet

As of August 31, 2025

Attachment 2b.1

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Checking - Columbia Bank	3,124,326.61
1001 CRL Pledge-8913	168,916.99
1002 Rate Reserve-6008	739,559.91
1003 CIP-3488	927,852.78
1004 LAIF	760,000.00
1010 Petty Cash	138.25
1015 Change Bank	5,500.00
Total Bank Accounts	\$5,726,294.54
Accounts Receivable	
1020 Accounts Receivable	978,722.54
1030 Allowance for Doubtful Accounts	0.00
Total Accounts Receivable	\$978,722.54
Other Current Assets	
1025 A/R - Other	0.00
1045 Prepaid Expenses	91,895.82
1050 Prepaid Insurance	283,270.99
1055 Undeposited Funds	387.60
Due from Other Governments	0.00
Total Other Current Assets	\$375,554.41
Total Current Assets	\$7,080,571.49
Fixed Assets	
1100 Land - Admin	2,809,139.62
1200 Land Improvements	
1201 Admin	1,519,813.91
1202 Transfer Station	903,375.59
1203 HHW	7,050.00
1204 Landfill	32,506.91
1205 Organics	15,696.00
Total 1200 Land Improvements	2,478,442.41
1300 Buildings	
1301 Admin	0.00
1302 Transfer Station	2,632,084.25
1303 HHW	300,742.17
1305 Organics	9,642.53
Total 1300 Buildings	2,942,468.95

Humboldt Waste Management Authority

Draft Balance Sheet

As of August 31, 2025

	TOTAL
1400 Building Improvements	
1401 Admin	50,076.58
1402 Transfer Station*	382,173.63
1403 HHW	218,564.55
1404 Landfill	24,068.95
1405 Organics	64,371.90
Total 1400 Building Improvements	739,255.61
1500 Equipment	
1501 Admin	40,398.50
1502 Transfer Station*	1,880,566.00
1503 HHW	89,463.99
1504 Landfill	321,495.46
1505 Organics	151,157.65
1507 Programs	0.00
Total 1500 Equipment	2,483,081.60
1600 Office Equipment	
1601 Admin	(32,224.34)
1605 Organics	0.00
Total 1600 Office Equipment	(32,224.34)
1700 Vehicles	
1701 Admin	28,790.62
1702 Transfer Station*	13,576.24
1703 HHW	46,079.18
1704 Landfill	48,292.28
Total 1700 Vehicles	136,738.32
1800 Software	
1801 Admin	69,573.89
Total 1800 Software	69,573.89
1900 Accumulated Depreciation	(7,158,812.71)
Total Fixed Assets	\$4,467,663.35
Other Assets	
1035 Deferred Outflows - Pension	817,458.00
1910 Waste Authority Permit	221,171.00
1920 Land Purchase Option - CRBAS	0.00
Total Other Assets	\$1,038,629.00
TOTAL ASSETS	\$12,586,863.84

Humboldt Waste Management Authority

Draft Balance Sheet

As of August 31, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	1,004,541.42
Total Accounts Payable	\$1,004,541.42
Credit Cards	
2005 2005 Umpqua Bank Visa	0.00
2006 Unassigned	0.00
2007 Heacock	2,829.33
2008 Schwartz	(933.70)
2009 Keller	568.52
Total 2005 2005 Umpqua Bank Visa	2,464.15
Total Credit Cards	\$2,464.15
Other Current Liabilities	
2010 Accounts Payable - Other	0.00
2015 Accrued 457 deferrals payable	0.00
2020 Accrued AFLAC	(316.75)
2022 Accrued Bank Charges	4,781.41
2025 Accrued CalPERS	0.00
2026 UAL CalPERS	0.00
2030 Accrued CalPERS - Clearing	0.00
2035 Accrued FWH/MED	0.00
2040 Accrued Payroll	0.00
2045 Accrued PR Taxes	0.00
2050 Accrued PTO Current Portion	145,868.32
2055 Accrued SUI/ETT	0.00
2060 Accrued SWH/SDI	0.00
2065 Deferred Revenue - DOC/AB939	35,000.72
2070 Deferred Revenue - OPP	33,442.57
2071 Deferred Revenue - Tire Grant	0.00
2075 Garnishments Payable	0.00
2076 LT Liability Current Portion	126,688.96
2080 Note Payable - Chase	0.00
24000 Payroll Liabilities	0.00
24001 Garnishment -Weaver	0.00
Total 24000 Payroll Liabilities	0.00
Total Other Current Liabilities	\$345,465.23
Total Current Liabilities	\$1,352,470.80

Humboldt Waste Management Authority

Draft Balance Sheet

As of August 31, 2025

	TOTAL
Long-Term Liabilities	
2100 Deferred Inflows - Pension	32,286.00
2105 Accrued Long Term PTO Liability	263,607.10
2110 Landfill Closure Estimated	10,099,276.00
2130 Lease Payable - Financial Pacif	463,179.72
2135 Less Current Portion LT Liability	(126,688.96)
2140 Net Pension Obligation	1,232,113.00
Total Long-Term Liabilities	\$11,963,772.86
Total Liabilities	\$13,316,243.66
Equity	
3000 Opening Balance Equity	0.00
3010 Investment in Capital Assets	3,983,793.07
3030 Prior Period Adjustments	(30,399.40)
3200 Retained Earnings	(5,339,427.00)
Net Income	656,653.51
	<i>Net income reduced by \$126,888.18 fiscal year-to-date for reserve replenishment.</i>
Total Equity	\$ (729,379.82)
TOTAL LIABILITIES AND EQUITY	\$12,586,863.84



Humboldt Waste Management Authority

Statement of Cash Flows

August 2025

Attachment 2b.1

	TOTAL
OPERATING ACTIVITIES	
Net Income	283,998.92
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1020 Accounts Receivable	42,235.67
1045 Prepaid Expenses	9,189.59
1050 Prepaid Insurance	28,327.10
2000 Accounts Payable	(19,999.59)
2007 2005 Umpqua Bank Visa:Heacock	(1,344.91)
2008 2005 Umpqua Bank Visa:Schwartz	(3,254.02)
2009 2005 Umpqua Bank Visa:Keller	568.52
2015 Accrued 457 deferrals payable	0.00
2020 Accrued AFLAC	(22.17)
2022 Accrued Bank Charges	(9.47)
2025 Accrued CalPERS	0.00
2035 Accrued FWH/MED	0.00
2060 Accrued SWH/SDI	0.00
24001 Payroll Liabilities:Garnishment -Weaver	0.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	55,690.72
Net cash provided by operating activities	\$339,689.64
FINANCING ACTIVITIES	
2130 Lease Payable - Finanical Pacif	(10,366.18)
Net cash provided by financing activities	\$ (10,366.18)
NET CASH INCREASE FOR PERIOD	\$329,323.46
Cash at beginning of period	5,397,358.68
CASH AT END OF PERIOD	\$5,726,682.14



Humboldt Waste Management Authority

Bill Payment List

August 2025

Attachment 2b.1

DATE	NUM	VENDOR	AMOUNT
1000 Checking - Columbia Bank			
08/07/2025	100845	Humboldt Recycling	-3,720.00
08/07/2025	SPACH311	WSP USA, Inc	-3,522.50
08/07/2025	100835	Humboldt Sanitation	-16,111.95
08/07/2025	100836	Miller Farms Nursery, Inc	-311.07
08/07/2025	SPACH308	Amazon Capital Services, Inc.	-410.53
08/07/2025	SPACH313	Amazon Capital Services, Inc.	-89.19
08/07/2025	100841	Picky. Picky, Picky Surplus, Inc	-223.31
08/07/2025	100843	Picky. Picky, Picky Surplus, Inc	-788.16
08/07/2025	100834	Eureka Times Standard	-3,294.00
08/07/2025	100840	City of Eureka Discharge Fees	-3,750.00
08/07/2025	SPACH309	World Oil Environmental Services	-111.00
08/07/2025	100839	WM Corporate Services, Inc	-3,389.47
08/07/2025	SPACH314	Streamline	-555.00
08/07/2025	SPACH310	Silke Communications Solutions	-2,797.37
08/07/2025	100844	MapleService Inc	-1,383.00
08/07/2025	SPACH307	Mendes Supply Company	-47.80
08/07/2025	SPACH312	I-5 Tire, Inc.	-1,147.50
08/07/2025	100848	Scrapper's Edge	-293.06
08/07/2025	100837	Copiers Plus	-248.72
08/07/2025	100842	Pacific Paper Co.	-15.35
08/07/2025	100838	Pierson Building Center	-115.32
08/07/2025	100847	Peterson CAT	-1,318.78
08/07/2025	100846	Bettendorf Enterprises, Inc	-987.05
08/07/2025	BP395	CalPERS	-7,788.28
08/07/2025	BP396	CalPERS	-7,198.38
08/07/2025	BP397	CalPERS	-1,426.00
08/07/2025	BP398	Empower	-225.00
08/10/2025	0683712e9be0a8c	Mission Linen Supply	-1,307.70
08/10/2025	VMY6367FQD	City of Eureka Water	-755.62
08/01/2025	BP402	Humana Insurance	-4,311.14
08/01/2025	BP404	Blue Shield of California	-38,442.00
08/10/2025	RVH5D3VJJG	City of Eureka Water	-606.87
08/07/2025	BP401	FedEx	-104.74
08/10/2025	9b3f7c4cda018ef	Mission Linen Supply	-1,333.00
08/06/2025	BP406	Zultys, Inc.	-716.71
08/15/2025	BP409	Valley Pacific Petroleum Services, Inc	-4,928.75
08/10/2025	BP407	Verizon Wireless	-306.72
08/14/2025	BP408	Empower	-225.00
08/20/2025	522874	Humboldt Community Services District	-53.80
08/21/2025	8707202	Optimum Business	-440.90
08/14/2025	CBQOPOMK95G1	Valeo Networks	-1,892.87
08/20/2025	2508052292295	PG&E 550-3	-41.14
08/14/2025	BP416	CalPERS	-1,426.00
08/14/2025	BP415	CalPERS	-8,303.35

Humboldt Waste Management Authority

Bill Payment List

August 2025

DATE	NUM	VENDOR	AMOUNT
08/14/2025	BP414	CalPERS	-7,437.59
08/14/2025	100851	AT&T Calnet	-38.96
08/14/2025	100855	B&B Portable Toilets	-411.53
08/14/2025	100849	Miller Farms Nursery, Inc	-657.92
08/14/2025	100853	Shafer's Ace Hardware	-69.58
08/14/2025	100858	Mad River Union	-202.00
08/14/2025	100850	Access Humboldt	-101.40
08/14/2025	100854	New Directions	-4,370.00
08/14/2025	100856	Industrial Electric	-346.05
08/14/2025	100852	Pierson Building Center	-7.71
08/14/2025	100857	Catherine Wachel's Appraisal Service	-850.00
08/14/2025	SPACH315	Airgas USA, LLC	-1,539.00
08/14/2025	SPACH318	Pape Machinery	-637.24
08/14/2025	SPACH316	Amazon Capital Services, Inc.	-412.25
08/14/2025	SPACH317	Mendes Supply Company	-397.77
08/14/2025	SPACH319	Blue Dream HR LLC	-2,100.00
08/21/2025	100866	Humboldt Recycling	-16,274.00
08/21/2025	SPACH322	Microbac Laboratories, Inc	-335.00
08/21/2025	SPACH321	Clean Harbors Environmental Services	-29,990.00
08/21/2025	100861	Recology Humboldt County Samoa	-3,018.00
08/21/2025	100869	Humboldt Organic Solutions, LLC	-79,619.74
08/21/2025	100867	Law Offices of Nancy Diamond	-1,375.00
08/21/2025	100864	City of Eureka Discharge Fees	-9,000.00
08/21/2025	100863	Edgar & Associates, Inc	-1,457.50
08/21/2025	100862	Humboldt Cleaning Services LLC	-400.00
08/21/2025	100859	WM Corporate Services, Inc	-2,928.50
08/21/2025	100871	New Directions	-475.00
08/21/2025	100870	Lost Coast Communications, Inc	-750.00
08/21/2025	SPACH320	Dry Creek Landfill	-509,266.24
08/21/2025	100860	Peterson CAT	-426.82
08/21/2025	100868	Bettendorf Enterprises, Inc	-987.05
08/21/2025	100865	James L. Able Forestry Consultants, Inc	-410.00
08/25/2025	2508095795598	PG&E 724-3	-3,592.05
08/15/2025	BP419	Recology Humboldt County	-225.00
08/21/2025	CB0ZJVRNR43K	Valeo Networks	-350.00
08/28/2025	A8DF27	Western Health Advantage	-8,657.95
08/28/2025	SPACH323	Streamline	-555.00
08/28/2025	100880	Humboldt Recycling	-3,800.00
08/28/2025	100874	Pacific Motorsports	-1,133.19
08/28/2025	100878	Picky. Picky, Picky Surplus, Inc	-522.49
08/28/2025	100876	WM Corporate Services, Inc	-2,509.00
08/28/2025	100879	Advanced Security Systems.	-218.40
08/28/2025	100877	Rogers Machinery Company, Inc.	-1,513.82
08/28/2025	100873	Englund Marine - Eureka	-13.30
08/28/2025	100875	QED	-1,605.00

Humboldt Waste Management Authority

Bill Payment List

August 2025

DATE	NUM	VENDOR	AMOUNT
08/28/2025	100881	Copiers Plus	-248.72
08/28/2025	100872	Pacific Paper Co.	-64.78
08/28/2025	100882	Peterson CAT	-2,607.46
08/28/2025	BP423	CalPERS	-7,052.48
08/28/2025	BP424	CalPERS	-7,736.29
08/28/2025	BP425	CalPERS	-1,426.00
08/28/2025	BP427	Empower	-225.00
08/28/2025	SPACH324	Pape Machinery	-724.18
08/25/2025	082525-CC	Columbia Bank	-5,985.62
08/28/2025	2508130226771	PG&E 053-6	-3,592.14
Total for 1000 Checking - Columbia Bank			\$ -857,113.82
Not Specified			
08/21/2025	VC16353348	Pape Machinery	0.00
Total for Not Specified			\$0.00



Humboldt Waste Management Authority

Draft A/R Aging Summary

As of August 31, 2025

Attachment 2b.1

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
707 Pest Solutions	116.75		307.86		\$424.61
A & I Roofing	923.57				\$923.57
A-1 Cleaning Service	104.24	(12.00)			\$92.24
Abercrombie Construction	68.80	47.95	131.76	0.10	\$248.61
Above Board Construction and Roofing	2,920.81	435.72		(169.32)	\$3,187.21
Ace Handyman Services - North Coast	20.85				\$20.85
ACGC Inc.	1,463.54				\$1,463.54
Alcohol Drug Care Services	45.86				\$45.86
Alves Inc.	148.01				\$148.01
Arbco Construction	87.56				\$87.56
Arcata Bay Self Storage	34.83				\$34.83
Arcata Marsh Research Institute		8.00			\$8.00
Arnold's Family Construction LLC	231.42	185.54			\$416.96
Arrow Property Management	400.90	620.85			\$1,021.75
Arts Roofing LLC	11,788.39				\$11,788.39
Asbestos Management Group of CA	961.09				\$961.09
Ayres Enterprises	12.50				\$12.50
Bedliners Plus	400.27				\$400.27
Best Address Properties		0.01			\$0.01
Bethel Church	168.85				\$168.85
Bettendorff Trucking - Shop	160.53				\$160.53
Black Diamond Construction	106.32	170.94	146.23	90.43	\$513.92
Blackwell Construction	2,059.78	2,430.89			\$4,490.67
Blossom Landscaping & Handyman Service	1,672.48	1,116.36	1,481.25	42.36	\$4,312.45
Blue Lake Enterprises	148.02	140.46			\$288.48
Blue Sky Roofer	1,415.58				\$1,415.58
Bob White Electric	138.80				\$138.80
Bode Construction	211.30				\$211.30
Broadway Trailer Park	903.60				\$903.60
Buddy's Auto Center	1,697.03				\$1,697.03
Bureau of Land Management Arcata	20.85	19.00	16.00		\$55.85
Cal Poly Humboldt	108.78				\$108.78
Cal Poly Humboldt- Garbage	6,462.90	5,439.25			\$11,902.15
Campton Electric		150.39			\$150.39
Carpet Depot	450.42				\$450.42
Carter & Company	12.50				\$12.50
CDH Painting	29.19				\$29.19
Century Service Center	227.24				\$227.24
Changing Tides Family Service	8.00				\$8.00
Chris Rutter Construction	25.02				\$25.02
City of Eureka - Facilities	89.63				\$89.63
City of Eureka - Harbor	101.62				\$101.62
City of Eureka - Parks	157.45				\$157.45
City of Eureka - Sewer Collections	5,848.78				\$5,848.78
City of Eureka - Streets	2,493.56				\$2,493.56

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of August 31, 2025

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
City of Eureka - Waste Water Treatment	204.30				\$204.30
City of Eureka-Engineering	2,983.74				\$2,983.74
CM Construction	606.68				\$606.68
Coast Seafoods Company	1,586.82				\$1,586.82
Coastal Co Builders	63.32				\$63.32
Colburn Electric	671.62				\$671.62
Cottage Construction	194.26	(22.93)			\$171.33
Craig Mayberry	58.37				\$58.37
Craig Spjut	25.16				\$25.16
Curb Appeal Construction	681.73				\$681.73
Cutten Schools	75.05	21.93			\$96.98
Cypress Grove			533.00		\$533.00
Darryl Berg Painting	18.76				\$18.76
David Allen Construction	715.46				\$715.46
DCI Construction	1,823.87				\$1,823.87
Del Reka	35.44				\$35.44
Delta Mattress & Sofa Outlet	365.04				\$365.04
Dennis Byrd Construction		454.48			\$454.48
Developed Employment Services	428.03	110.04			\$538.07
Diamond Drywall	231.62	89.64	265.52	51.96	\$638.74
DMC Home Building Inc.	123.37				\$123.37
DS Construction	239.75				\$239.75
Duncan Electric	39.59				\$39.59
Earth Care Landscaping	34.83				\$34.83
Emerald Custom Construction	77.14				\$77.14
Emerald Forest Cabins & RV	325.23				\$325.23
Equity Building	145.94				\$145.94
Eric Finkle	117.12				\$117.12
Eureka City Schools	6,479.65				\$6,479.65
Eureka Glass Co. Inc.	316.85				\$316.85
Eureka Housing Authority	739.54				\$739.54
Eureka Humboldt Fire Extinguisher	37.53				\$37.53
Eureka Overhead Door Company	129.26				\$129.26
Eureka Rehabilitation & Wellness				(15.00)	\$ (15.00)
Eureka Rescue Mission	202.23				\$202.23
Eureka the Pentecostal Church	148.00				\$148.00
Eureka Vacation Rentals Inc.	141.77				\$141.77
Evans Mechanical	12.50				\$12.50
Evergreen Landscape	175.13	56.06			\$231.19
Extremely Floored				(10.99)	\$ (10.99)
Figas Construction	4,815.90				\$4,815.90
Fitz It Right Plumbing	348.06	141.75			\$489.81
Forbes Cabinets	525.36				\$525.36
Forest Builder 707	1,658.17				\$1,658.17
Foster Farms/Humboldt Creamery		169.00			\$169.00

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of August 31, 2025

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Frank Zabel Trucking Inc.	12.50				\$12.50
Frazier Rental & Development	118.83				\$118.83
Fryes Care Home	39.61	85.48			\$125.09
Furniture Design Center	471.15				\$471.15
G M Pavlich	170.95				\$170.95
Genevieve Schmidt	9.50				\$9.50
Genuine Junk and Haul	115.99				\$115.99
Gordon Van Zee Construction	18.76	12.50			\$31.26
Hamanaka Painting	85.46				\$85.46
Handle It Junk Removal	1,508.52				\$1,508.52
Harbert Roofing	1,238.37				\$1,238.37
HCAR	82.16				\$82.16
Heartwood Design and Building	206.40				\$206.40
Hemmingsen Pavement Solutions	43.78	37.53		53.87	\$135.18
Henderson Village Apt.	79.22				\$79.22
Hooven & Co.	95.90	289.04			\$384.94
Humboldt Bay Harbor District	47.95				\$47.95
Humboldt Bay Water District	60.46				\$60.46
Humboldt Community Service District	12.50				\$12.50
Humboldt Countertops	562.89				\$562.89
Humboldt County Building Maintenance	222.09				\$222.09
Humboldt County DHHS	193.89				\$193.89
Humboldt County Parks	2,749.51	3,417.17	803.06	104.00	\$7,073.74
Humboldt County Sheriffs Office	798.47				\$798.47
Humboldt Electric	32.50				\$32.50
Humboldt Mechanical Solutions			65.42		\$65.42
Humboldt Moving & Storage	301.69	63.57			\$365.26
Humboldt Plaza	12.51				\$12.51
Humboldt Sanitation & Recycling	102,424.00		(54.00)		\$102,370.00
Island State Construction	25.00	50.04			\$75.04
J & G Lawn and Garden	185.22	426.04			\$611.26
J & J Rentals	2,332.89				\$2,332.89
Jacoby Creek School	79.23				\$79.23
James Poovey	28.50				\$28.50
Janowski Builders	9.25				\$9.25
JDS Construction			148.16	246.28	\$394.44
Jim Groeling & Associates	12.50				\$12.50
Jitter Bean Coffee Co.	41.69				\$41.69
JNG Insulation Pros	1,353.03	781.79			\$2,134.82
JNM Construction	490.30				\$490.30
John H Kruger Plaster & Drywall	544.13	54.20			\$598.33
Johnny's Flooring & Window Coverings	11.40				\$11.40
Johns Used Cars	325.23				\$325.23
Johnston Construction	717.90				\$717.90
Juells Electric	121.14				\$121.14

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of August 31, 2025

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Justin Adams Construction	544.13				\$544.13
K H McKenny	256.43				\$256.43
Karges Flooring	31.26				\$31.26
Ken & Lesa Shealor	42.57				\$42.57
Kramer Investment Corp.	708.83				\$708.83
Landscaping Ventures Inc.	536.74	3,950.37	1,122.55		\$5,609.66
Lawn Care Plus	606.81				\$606.81
LDH Construction	584.12				\$584.12
Living Styles	97.98				\$97.98
LJG BUILDERS LLC	690.98	1,027.79	385.59		\$2,104.36
Lost Coast Rentals	36.97				\$36.97
Mace Jennings	54.20				\$54.20
Mad River Construction	781.80				\$781.80
Making Headway Center	273.11				\$273.11
Martin Construction	1,976.78	185.55	1,443.10	879.77	\$4,485.20
Mattress Recycling Council	4,126.47	4,612.86			\$8,739.33
McCrea Motors	33.35				\$33.35
McCullough Construction	166.78				\$166.78
McMurray & Sons Inc.	18,696.50				\$18,696.50
Milgard Manufacturing LLC - Sacramento	281.46				\$281.46
Ming Tree Realtors	191.80	62.54			\$254.34
Miriam Hall	50.04				\$50.04
Moores Sleepworld	323.06				\$323.06
Moranda Rentals	43.78				\$43.78
Mori Rental Properties	12.50				\$12.50
Mow-n-Trim	69.65				\$69.65
Munoz Osorio Construction	266.86	783.89	470.55		\$1,521.30
Munson Investments		33.36			\$33.36
Myrtle town Body Shop	273.11				\$273.11
Nelson Floors	207.13				\$207.13
New Century Yard Maintenance	121.36				\$121.36
New Horizon Drywall Construction	100.07				\$100.07
New Life Service Company	1,117.45				\$1,117.45
Next Generation Landscape & Design	318.97			32.71	\$351.68
Nichols Handy Work	52.07	9.25			\$61.32
Nick Frank	59.52				\$59.52
North Coast Co-Op Arcata	37.53				\$37.53
North Coast Flooring Inc.	1,954.32				\$1,954.32
Northcoast Acoustics	216.81				\$216.81
Northcoast Childrens Service	118.83				\$118.83
Northcoast Environmental Construction	158.82				\$158.82
Northcoast Regional Land Trust	12.50				\$12.50
Northern Building Company	461.10		98.13		\$559.23
O & M Industries	54.20				\$54.20
Ocean View Cemetery	1,619.06				\$1,619.06

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of August 31, 2025

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Open Door Community Health Center	202.59				\$202.59
Pacific Builders	258.68	(129.25)			\$129.43
Pacific Coast Rentals	62.53				\$62.53
Pacific Towing	168.87	168.87	82.74		\$420.48
Pierson Company	1,200.81				\$1,200.81
Point Pleasant MHP	335.65				\$335.65
Poletskis Appliance Center	64.63	17.32			\$81.95
Porter and Sons Painting	25.02				\$25.02
Primo Drywall & Construction Co.	118.83				\$118.83
Providence St. Josephs Hospital		428.00			\$428.00
Quality Body Works	154.27				\$154.27
Quick Mow	86.90				\$86.90
Rainbow Self Storage	849.38				\$849.38
Ray Wolfe Construction	123.37				\$123.37
RebCo	106.32				\$106.32
Recology Eel River	75,084.40				\$75,084.40
Recology of Arcata	133,180.30				\$133,180.30
Recology of Humboldt County	400,252.74				\$400,252.74
Recology Samoa	46,663.83				\$46,663.83
Redwood Acres Fair Grounds	333.56				\$333.56
Redwood Coast Plumbing		237.67			\$237.67
Redwood Coast Real Estate Inc.	471.37	232.65	109.12	205.61	\$1,018.75
Redwood Community Action Agency	218.87	4.61			\$223.48
Redwood Marine Outdoors	12.50				\$12.50
Redwood Teen Challenge	2,488.42				\$2,488.42
Rentor	719.30				\$719.30
Restif Cleaning Service	41.70	118.61	92.36		\$252.67
Revival Home Builders Inc.	435.72				\$435.72
RG Goolsby Construction	469.08				\$469.08
RH Construction	112.58				\$112.58
Rich's Body Shop	62.54	22.93	25.47		\$110.94
Rob Jordan Construction	37.53				\$37.53
Robert Donathan	117.11				\$117.11
Ross A Nash Remodeling	45.87				\$45.87
S & S Phelps Inc.	594.54				\$594.54
Sanders Roofing Inc.	2,318.35				\$2,318.35
Schmidbauer Building Supply LLC.	1,125.79				\$1,125.79
Security Lock & Alarm	25.02				\$25.02
Sempervirens Gardening	1,405.02				\$1,405.02
Sequoia Construction	988.56				\$988.56
ServiceMaster	758.54	1,457.27			\$2,215.81
Sherlock Mini Storage				(12.68)	\$ (12.68)
Sholes Overhead Door		29.19			\$29.19
Simple Visions	248.09				\$248.09
Sisu Extracts	2,758.21	908.98			\$3,667.19

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of August 31, 2025

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Six Rivers Mechanical Inc.	31.26				\$31.26
Soilscapes Solutions LLC		212.65			\$212.65
Spencer Electric	271.02				\$271.02
Spinks Property Management	177.20				\$177.20
Stetzel Builders				2,432.69	\$2,432.69
Steve Morris	423.21				\$423.21
Strombeck Construction	2,287.01				\$2,287.01
STS Construction	25.00	18.76	888.93	452.16	\$1,384.85
Susan Whitely / Eric Dugan	466.09				\$466.09
T and T Roofing	3,064.60	3,327.34			\$6,391.94
TEMPORARY				494.50	\$494.50
The People of New Directions	129.46				\$129.46
Thomas Home Center	85.47				\$85.47
Tonis Restaurant	341.91				\$341.91
Tree Ventures Inc.	106.33	2,136.18	456.72		\$2,699.23
Triad Inc	2,480.92				\$2,480.92
Troy Skipper Construction	166.78				\$166.78
Ultimate Building Solutions	185.55				\$185.55
United Indian Health	354.42				\$354.42
US Fish and Wildlife Service	57.67				\$57.67
Vandermolen Construction	11.08				\$11.08
Vern McGaughey	1,119.09				\$1,119.09
Vern's Furniture	906.83	366.89			\$1,273.72
Viltrakis Design Build		125.09			\$125.09
Wade Bray General Contractor	300.21	16.68			\$316.89
Wahlund Construction	2,089.34	555.17			\$2,644.51
Watson Well Service	66.71				\$66.71
Wayne Maples Plumbing	43.78				\$43.78
West End Builders Inc.	36.88	29.19			\$66.07
Westside Community Improvement Assoc.	239.75	10.00			\$249.75
William J Cosby Construction	158.44				\$158.44
Williamson Construction	502.44				\$502.44
Wilwerding Construction	52.12				\$52.12
Wing Inflatables	360.10	220.99			\$581.09
WSC Solar and Roofing	2,751.93	683.81	763.87		\$4,199.61
Zerlang & Zerlang Marine Services			241.32		\$241.32
TOTAL	\$922,430.58	\$38,855.90	\$10,024.71	\$4,878.45	\$976,189.64



Humboldt Waste Management Authority

Draft A/P Aging Summary

As of August 31, 2025

Attachment 2b.1

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Airgas USA, LLC	366.61				\$366.61
Amazon Capital Services, Inc.	55.11				\$55.11
AT&T Calnet	38.57				\$38.57
B&B Portable Toilets	411.53				\$411.53
Bettendorf Enterprises, Inc	994.70	994.70			\$1,989.40
Blue Dream HR LLC	2,100.00				\$2,100.00
Blue Shield of California	42,013.60				\$42,013.60
Call2Recycle, Inc.	23,626.24				\$23,626.24
CalPERS	350.00				\$350.00
City of Arcata 939			5,312.83		\$5,312.83
City of Blue Lake 939			1,650.56		\$1,650.56
City of Eureka 939			6,375.57		\$6,375.57
City of Eureka Discharge Fees	9,240.00				\$9,240.00
City of Eureka Water	1,507.34				\$1,507.34
City of Ferndale 939			1,668.62		\$1,668.62
City of Rio Dell 939			837.57		\$837.57
Clean Harbors Environmental Services	32,790.00				\$32,790.00
Dry Creek Landfill	513,155.43				\$513,155.43
Eureka Humboldt Fire Extinguisher		1,534.76			\$1,534.76
Eureka Times Standard				(5.00)	\$ (5.00)
Grainger		827.19			\$827.19
Holt of California	1,179.33				\$1,179.33
Humana Insurance	4,311.14				\$4,311.14
Humboldt Community Services District	52.98				\$52.98
Humboldt County Env Health Pass Through			66,746.64		\$66,746.64
Humboldt County Public Works Pass Through			126,669.34		\$126,669.34
Humboldt Organic Solutions, LLC	50,145.45				\$50,145.45
Humboldt Recycling	15,275.94				\$15,275.94
Humboldt Sanitation	16,625.25	18,411.05			\$35,036.30
I-5 Tire, Inc.	2,056.50				\$2,056.50
Industrial Electric		94.01		5,265.12	\$5,359.13
James L. Able Forestry Consultants, Inc	250.00				\$250.00
Jamie Corsetti, CPA	450.00				\$450.00
Law Offices of Nancy Diamond	25.00				\$25.00
Lawrence & Associates	2,243.75				\$2,243.75
Lost Coast Communications, Inc	750.00				\$750.00
Mad River Union	202.00				\$202.00
Mendes Supply Company	793.37				\$793.37
Mission Linen Supply	2,112.56				\$2,112.56
NAPA	269.88				\$269.88
New Directions	475.00				\$475.00
North Coast Lock & Key			578.82		\$578.82
Pacific Paper Co.	21.96				\$21.96
Pape Machinery		(45.19)			\$ (45.19)
Paradigm	8,875.14				\$8,875.14

Humboldt Waste Management Authority

Draft A/P Aging Summary

As of August 31, 2025

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Peterson CAT	2,039.72				\$2,039.72
Picky. Picky, Picky Surplus, Inc	490.10	737.59	46.75		\$1,274.44
Pierson Building Center	152.04				\$152.04
Rain for Rent	1,182.38				\$1,182.38
Recology Humboldt County	225.00				\$225.00
Recology Humboldt County Samoa	3,924.72	5,208.87			\$9,133.59
Redheaded Blackbelt	250.00				\$250.00
Restif Cleaning Service Cooperative, Inc.	500.00				\$500.00
Rogers Machinery Company, Inc.	983.30				\$983.30
Shafer's Ace Hardware	78.87				\$78.87
Six Rivers Mechanical		323.31			\$323.31
Thumpers Mechanical		4,012.50			\$4,012.50
Valeo Networks	4,622.23				\$4,622.23
Valley Pacific Petroleum Services, Inc	6,237.23				\$6,237.23
Verizon Wireless	306.72				\$306.72
WM Corporate Services, Inc	3,208.12				\$3,208.12
World Oil Environmental Services	331.00				\$331.00
TOTAL	\$757,295.81	\$32,098.79	\$209,886.70	\$5,260.12	\$1,004,541.42



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: November 6, 2025. For Board Meeting: November 13, 2025

FROM: Eric Keller-Heckman, Executive Director

SUBJECT: Item 4)
Proposed Revision to HWMA Purchasing Policy 4080 Credit cards

RECOMMENDED ACTION: Voice Vote

- 1) Review and Approve Update to Policy 4080 Credit Cards of the HWMA Policy Handbook.
- 2) Approve Resolution 2026-07 “A Resolution of the HWMA Board of Directors Updating HWMA Handbook Policy 4080 Credit Cards.”

DISCUSSION:

Series 4000 of the HWMA Policy Handbook defines the Authority’s Purchasing Policies. These purchasing policies and procedures were adopted by the Humboldt Waste Management Authority Board of Directors on July 25, 2001, revised by the Board on May 11, 2006, and incorporated into the HWMA Policy Handbook on May 14, 2009. Policy 4080 Credit Cards covers the issuance and use of Authority credit cards.

Since Policy 4080 was adopted in 2009, staff has seen an increase in the use of Authority credit cards for purchasing, including online transactions. The assessment of merchant fees for credit card payment processing has also increased. Staff determined that it would be beneficial to align HWMA Policy 4080 with best practices regarding credit card purchasing. After seeking guidance from Jamie Corsetti, CPA, who provides contracted audit preparation services to the Authority, staff recommend the following revisions to Purchasing Policy 4080:

HWMA Policy 4080 currently states:

“4080.1 The Board may authorize the issuance of bank credit cards to HWMA employees for the purpose of making small purchases or covering travel expenses. Employees may not charge personal items to HWMA bank cards.

4080.1.1 Within seven days of receipt of the statement, receipts with appropriate account numbers are to be submitted to Accounts Payable staff.”

Staff recommend that HWMA Policy 4080 be revised as follows:

“4080.1 The Board may authorize the issuance of bank credit cards to HWMA employees for the purpose of making small purchases or covering travel expenses. Employees may not charge personal items to HWMA credit cards.

4080.1.1 Within seven days of purchase, documentation of credit card transactions is to be submitted to Accounts Payable staff, including appropriate account numbers, vendor name, date of purchase, invoice number, description of items purchased, total purchase amount, and payment method.”

FISCAL IMPACT:

None.

ALTERNATIVES:

Board discretion.

RESOLUTION 2026-07

RESOLUTION OF THE HUMBOLDT WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS ADOPTING REVISED HWMA HANDBOOK POLICY 4080 CREDIT CARDS.

WHEREAS, on July 25, 2001, the HWMA Board of Directors approved HWMA policies outlining certain policy regulations relating to purchasing activities; and

WHEREAS, one of these polices pertains to issuance and use of bank credit cards; and

WHEREAS, on May 14, 2009, the HWMA Board of Directors revised Policy 4080 Credit Cards; and

WHEREAS, modification to these purchasing policies has been done from time to time to better reflect changing purchasing activities; and

WHEREAS, pursuant to the provisions provided by the HWMA Policy Handbook, the Board of Directors may review, revise and amend the handbook from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt Waste Management Authority Board of Directors adopts HWMA Policy 4080 Credit Cards and authorizes the Executive Director to implement said policies.

This Resolution shall be effective November 13, 2025.

Dated: _____, 2025

Meredith Matthews, Chair of the Board

Dated: _____, 2025

Eric Keller-Heckman, Clerk of the Board



**HUMBOLDT WASTE
MANAGEMENT AUTHORITY**

Staff Report

DATE: October 28, 2025. For Board Meeting: November 13, 2025

FROM: Eric Keller-Heckman, Executive Director

SUBJECT: Item 5)
Receive presentation on potential for 457 deferred compensation plan match.

RECOMMENDED ACTION: Voice Vote

- 1) Receive Presentation on potential options for a 457 match
- 2) Provide direction to staff on presented options and direct staff to return no later than the January HWMA board meeting with draft policy language.

DISCUSSION:

Background:

On November 13, 2008, the board adopted Resolutions 2009-03 authorizing employer paid member contributions to the California Public Employees Retirement System (CalPERS), and Resolution 2009-4, authorizing employer pick-up of employee contributions to CalPERS. This remained in place until January 1, of 2013, when the California Public Employees' Pension Reform Act (PEPRA) took effect. PEPRA significantly altered the way CalPERS retirement benefits functioned, with changes to the retirement formula, minimum retirement age, and the Authority's ability to pay both portions of employees' retirement contributions.

Authority staff hired and enrolled in CalPERS prior to January 1, 2013, are considered classic members who retain the existing benefit enrollment levels, and are not affected by these changes, while Authority staff hired after January 1, 2013, are considered PEPRA members and are subject to these changes.

A significant change with the adoption of PEPRA was a limitation on employers' ability to "pick-up" the employee portion of retirement contributions, in essence limiting the Authority to paying only the employer required portion and requiring PEPRA employees to pay their employee portion.

Over the past year, the HWMA Board has asked staff to evaluate potential employee salary and benefits options to identify any potential mechanisms to increase Authority retention rates and improve Authority hiring values, outside of simple COLA increases.

Staff will present some of our evaluation findings and present options to the board that could be implemented in future budgets.

At the September 11, 2025, meeting, the HWMA Board received an introductory presentation on these potential match options, with staff providing a breakdown of potential costs associated with a 3% or 5% 457 match. The board discussed and requested staff bring back more information regarding other local agencies and their match strategies, and current staff's usage of the 457 plan.

Management staff conducted a poll of all current employees and below represents the current distribution of staff by division and current years of service, along with total participants in 457 plans, staff that are interested in participating, and staff that would participate if a match was implemented.

It should be noted that from the time this board received the presentation in September to the time of drafting this staff report, we have had an additional 3 staff members sign up for the 457 plan.

	0-3 yrs	3-10 yrs	10-15 yrs	15-20 yrs	20+ yrs	
Admin	3			1		
EH&S		1	1			
HHW		2			1	
Landfill	1	1			1	
Organics						
Programs					1	
Solid Waste	2	8	1	2	4	TOTAL
	6	12	2	3	7	30

457 Poll		
Currently Participating	11	37%
Interested in Participating	2	7%
Interested with Match Only	4	13%

Additionally, staff conducted a survey of several local public agencies and inquired about potential retirement matches in place. Below is a list of agencies that confirmed they do have a retirement match of some kind. It should be noted that the amount and frequency vary significantly, and some are held under collective bargaining agreements with unions.

- City of Arcata
- Humboldt Bay Municipal Water District
- McKinleyville Community Services District
- Redwood Coast Energy Authority
- Humboldt Bay Harbor District

City of Ferndale
City of Trinidad
City of Rio Dell

Staff's Recommendation:

Staff recommends the board provide direction to staff as appropriate and direct staff to return with a proposed policy, and potential impacts to the tip fee for a match contribution to the Authority's currently offered 457 deferred compensation plans.

FISCAL IMPACTS:

ALTERNATIVES:

- 1) Board Discretion

ATTACHMENTS:

n/a