



## BOARD OF DIRECTORS

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

## Minutes

**Thursday April 13, 2023 at 5:30 PM**  
**Eureka City Council Chamber**

Present: Meredith Matthews, Frank Wilson, Steve Madrone, Randy Cady  
Absent: Leslie Castellano, Adelene Jones  
Staff: Jill Duffy, Eric Keller-Heckman, Tony Heacock, Loral Uber  
Legal Counsel: Nancy Diamond

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

**Vice Chair Matthews** called the meeting to order at 5:34 PM. A quorum was present and acting.

### 2. Consent Calendar

- a. Approve request for Bids for “Organics Processing Facility Floor Repair and Overlay”
- b. Approve Request for Proposal for “Water Quality and Landfill-Gas Monitoring and reporting at Cummings Road Landfill”

**Motion:** **Director Madrone** moved and **Director Wilson** seconded the motion to approve the Consent Calendar.

**Action:** Approve the Motion as made by **Director Madrone** and seconded by **Director Wilson**

**Ayes:** Unanimous

**Noes:** None

**Absent:** Leslie Castellano, Adelene Jones

### 3. Oral and Written Communications

**Vice Chair Matthews** opened the floor to public comment regarding items not on the agenda. Gary Penning, of Dry Creek Landfill, introduced himself and invites visitors to come to Dry Creek Landfill.

**Vice Chair Matthews** closed the floor to public comment.

### 4. Set a Special Meeting for the purpose of receiving and discussing draft fiscal year 2023-2024 Budget

**Executive Director Keller-Heckman** informed the board that he was unable to prepare the draft budget in time for this meeting due to illness. He requested the Board hold a special meeting to review and approve a budget for FY 2023-2024 before the next regular meeting.

**Motion:** **Director Cady** moved and **Director Wilson** seconded the motion to hold a special meeting at 6:00 pm on April 27, 2023 at a location to be determined later.

**Action:** Approve the Motion as made by **Director Cady** and seconded by **Director Wilson**  
**Ayes:** Unanimous  
**Noes:** None  
**Absent:** **Leslie Castellano, Adelene Jones**

## 5. Review and approve Request for Proposals for “Transportation and Organics Processing Services.”

**Executive Director Keller-Heckman** gave a presentation on timeline for implementation, existing contractual obligations to Wes Green Landscaping and Dry Creek Landfill, procurement process phases, and goals for diversion, efficiency, compliance, and cost. HWMA staff expects to be ready for implementation by July 2024, with expected volume of 50-200 tons per week in early phases.

Vice Chair Matthews suggested the Board revise evaluation criteria to place more points in environmental enhancement and fewer points in cost.

**Vice Chair Matthews** opened the floor to public comment. No comment was received.  
**Vice Chair Matthews** closed the floor to public comment.

**Motion:** **Director Cady** moved and **Director Madrone** seconded the motion to approve the Request for Proposals, with modification to evaluation criteria as follows: increase points in environmental enhancement from 15 to 20 and decrease points in cost from 40 to 35.  
**Action:** Approve the Motion as made by **Director Cady** and seconded by **Director Madrone**  
**Ayes:** Unanimous  
**Noes:** None  
**Absent:** **Leslie Castellano, Adelene Jones**

## 6. Proposed Re-Organization

**Executive Director Keller-Heckman** briefly outlined the history of unsuccessful attempts to fill the open Account Manager position and rationale for reclassification based on unmet needs of the Authority. He noted a correction to figures in the staff report: the expected annual expenditure increase is \$16,409.

The Board discussed methods for recruitment and history of compensation studies at HWMA. They encouraged the Authority to keep the Board informed if there is reason to believe compensation is not competitive enough to recruit qualified candidates.

**Motion:** **Director Wilson** moved and **Director Cady** seconded the motion to approve the job description for Director of Finance and revised pay classification.  
**Action:** Approve the Motion as made by **Director Wilson** and seconded by **Director Cady**

**Ayes:** Unanimous  
**Noes:** None  
**Absent:** Leslie Castellano, Adelene Jones

**7. Standing Item: Board Member Reports**

**Director Madrone** spoke about the Caltrans Clean California program and how it has benefited the community. He suggested seeking out data on cleanup costs for illegal dumping to identify unmet needs and evaluate the possibility of permanent no-cost dumping when the Clean California program ends. **Director Wilson** briefly spoke about heavy use of free OES dumpsters after the recent earthquake in Rio Dell.

**Director Madrone** requests that this item be put on the agenda for a future meeting, when time allows.

**8. Standing Item: Executive Director's Report**

**Executive Director Keller-Heckman** had nothing to report at this time.

- 9. Closed Session.** At 6:12 pm, **Director Mathews** announced that the Board would convene in Closed Session for the purpose of an Public Employment Evaluation– Interim Executive Director pursuant to Government Code Section 54957. No public comment was received.

The Board adjourned at 7:34pm. No action to report out at this time.

**10. Adjourn**