



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
Stephen Madrone, County of Humboldt
Frank Wilson, City of Rio Dell,

Special Meeting Agenda

Thursday, April 27, 2023 at 6:00 PM
Sequoia Conference Center Annex
901 Myrtle Avenue
Eureka, CA

THE HWMA BOARD OF DIRECTORS HAS RESUMED IN-PERSON MEETINGS AND ENCOURAGES THE PUBLIC TO ATTEND EITHER IN PERSON OR TELEPHONICALLY.

Effective March 9, 2023 the HWMA Board of Directors has resumed in person meetings. Members of the public are invited and encouraged to participate through the following venues.

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. in-person hybrid meetings. HWMA asks that when attending meetings, persons socially distance as best they can and be courteous to those who choose to wear a mask.

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. Call in Number: +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 operations@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

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

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

1. Call to Order and Roll Call at 6:00 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 April 13, 2023 HWMA Board of Directors Meeting

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. Receive and Provide Direction on Draft Fiscal Year 2023-2024 Budget.

5. Adjourn.



BOARD OF DIRECTORS

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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



Staff Report

DATE: April 24, 2023 For Meeting Of: April 27, 2023

FROM: Eric Keller-Heckman, Interim Executive Director

SUBJECT: Item 4)
Receive and Provide Direction on Draft Fiscal Year 2023-24 Budget.

RECOMMENDED ACTION:
Provide Direction as Appropriate

DISCUSSION:
The draft budget for Fiscal Year 2023-24 is presented for discussion and Board direction. This draft budget establishes the goals and priorities to enable management and operation of the HWMA’s activities during the fiscal year running July 1, 2023 through June 30, 2024. The proposed budget is dynamic as the Board can add goals and revise priorities as necessary.

As presented, total revenues are projected at \$14,135,369.41 and total expenditures are projected at 14,135,364.16, with a projected net income of \$5.25.

In the past year the Authority has undergone several changes related the financial structure of the Authority. This includes new financial software, updated line items, and a complete overhaul in how the Authority tracks expenditures. The annual budget has been updated to better reflect the current financial structure including divisions and line items. During the transition from one accounting software to another certain expenditures were consolidated, and others were expanded. This makes comparing the previous fiscal years budgeted line items to this years proposed budget difficult in some areas. Staff has made every effort to make the comparisons like for like, but it should be noted that several line items will not be a 1 to 1 comparison.

This staff report contains six areas of discussion, including: Operating Budget Assumptions, Proposed Capital Expenditures and Reserves, Waste Management Fee Adjustments, Employee Compensation and Other Board Directives for Budget Finalization.

The Board is requested to receive the staff report and presentation, consider options and provide direction as appropriate. Staff is scheduled to present the draft budget to HWMA’s Executive Advisory Committee in April, and will return to the Board at the regular May meeting with a final budget, and the necessary resolutions for the Board’s consideration.

If the Board approves of the direction recommended by staff, these two adjustments will balance the budget with minimal adjustments to the Waste Management Fees, as outlined in Section 3.

Staff requests the Board provide policy direction and prioritization of activities that will enable staff to present a final balanced budget at the regular May meeting.

Operating Budget Assumptions

HWMA is dependent primarily upon collection of Waste Management fees to fund Authority operations, programs and activities. The following assumptions were incorporated into the Draft FY 2023-24 Budget.

Revenue Assumptions:

- Proposed adjustment to FY 2023-24 Waste Management Fees can be found in Section 9 of the draft budget, The largest factor relating to the proposed increase is the loss of backhauls related to the solid waste transportation and disposal contract. In the past the Authority has been fortunate to average a 60-70% backhaul rate. In early 2023, the backhaul rate realized by the Authority began to drop precipitously from this historical average to around 20% backhaul rate. Staff has projected a 15% backhaul rate for the coming year after consulting with Rogue Waste and Bettendorf staff. HWMA staff will continue to monitor the backhaul rate, and should it return to historical averages staff may propose an adjustment at the FY 23/24 mid year budget adjustments.
- Overall solid waste disposed is projected at 80,000 tons annually. Tonnage received by category:
 - 42,900,000 tons received franchised hauler waste at the Hawthorne Street Transfer Station.
 - 22,100 tons self-haul waste to the Hawthorne Street Transfer Station.
 - 10,000 tons franchise waste delivered to satellite facilities
 - 5,000 tons of miscellaneous contractor waste self-hauled directly to out-of-area landfill(s).
- Grant funded projects shall be funded only by grant monies awarded – except in such instances where fund-matching is required and has been approved by the Board as part of the grant process.

Expenditure Assumptions:

- Solid waste transportation hauling and landfill disposal costs were adjusted for the Consumer Price Index of 5.4% per the respective agreements, and as previously noted backhaul percentages have been adjusted to 15% when compared to historical averages of 60-70%.
- Payroll expenses have been adjusted to account for an increase in costs associated for medical, retirement, and worker's compensation. This budget proposes a 6.5% Cost Of Living Adjustment (COLA) for all employees. The U.S. Bureau of Labor Statistics indicates a Consumer Price Index (CPI) for all urban consumers have increased 13%

between January of 2021 and January 2023. The FY 2022-23 budget was approved with a 5% Cost of Living Adjustment (COLA) for all staff. This results in an 8% gap between the CPI for urban consumers over the last three years. Staff recommends closing this gap over the next 2 years while developing a schedule for enlisting an outside agency to perform scheduled salary survey work. Inflation over the last three years has obviously impacted all goods and services across the board, not only for HWMA, but its staff. Staff recommends this increase to maintain it's critical workforce and aid in recruiting quality candidates in the future.

- Implementation of FY 2023-24 projects identified in the proposed Capital Improvement Plan in Attachment A of the Draft Budget.

Proposed Capital Expenditures & Reserves

Capital Improvements

The current capital reserve level is \$900,000. In November 2022 the HWMA board earmarked \$650,000 of those funds to be used for potential site improvements for the Organics Processing Center. This leaves the current funding level at \$250,000. Proposed capital spending for FY 23/24 is \$541,045. This requires additional funding in the amount of \$291,045.04. this brings the total Capital Improvement Fund to \$1,191,045.04. HWMA staff in concert with Edgar & Associates is in the process of applying for a grant that would supply funding to cover the earmarked expenditures. If the grant application is successful staff recommends retain the earmarked funds in the Capital Improvement Fund for future projects.

The Capital Improvement Plan has been completely overhauled and now includes project descriptions, projected funding timelines, and general clean up that includes distinctly outlining projects that have been approved in previous years from proposed projects that have not yet been approved.

Staff has also included sections for projects that either have been approved for removal or are proposed to be removed, along with completed projects. This should streamline the flow of projects into and out of the Capital Improvement Plan, and better define activity within the plan.

The CIP is a working document and going forward will be updated and included in the annual budget process.

Operating Reserves

This reserve fund was established to ensure fund availability for 1) contingencies for unseen or capital needs; 2) economic uncertainties; and/or 3) cash flow requirements. Based on projected FY 2023-24 Operational Expenses, a 15% target reserve is \$ 1,364,698.80

Rate Stabilization Reserve

The Rate Stabilization Reserve was established with a base allocation of \$400,000 to be available to offset unexpected fuel spike increases or other unexpected cost increases for contracted services related to recycling, green waste, household hazardous waste, solid waste

disposal services or State mandated pass-through fees. Due to the sudden change in backhaul opportunities starting in late 2023 approximately \$220,000 dollars of this reserve fund has been used to offset the additional costs related to these unplanned straight haul expenses. The FY 23/24 budget identifies fully replenishing this fund.

Waste Management Fee Adjustments

The Authority annually evaluates and adjusts fees to recover the complete costs associated with providing and operating waste management facilities and programs, including any fees imposed by other governmental agencies.

Waste Management Fee

The Waste Management Fee (“Tip Fee” is comprised of three primary components including a) Countywide Program Fees; b) Base Fees; and c) Facility Fees, as well as applicable charges on non-standard waste materials (tires, appliances, bulky items etc.), green wastes and household hazardous wastes.

The combination of adjustments provides for maintenance of the Authority’s Reserve policies, and sufficiently provides for the cost of all diversion programs. The draft budget for FY 2022-23 recommends adjustments to the Countywide Program Fees, Base Fees, and Facilities Fees, and the Recycling Processing Fee and can be in Section 9 of the draft budget

- The proposed rates are as follows:
 - Self Haul
 - FY 22/23 rate: \$163.61
 - FY 23/24 proposed rate: \$186.17
 - Franchise
 - FY 22/23 rate: \$135.46
 - FY 23/24 proposed rate: \$169.41
- Satellite Facilities in the past have had a blended transportation and disposal rate, the proposed rates now represent actual costs associated with the transportation and disposal from each satellite facility.
 - Recology Eel River
 - FY22/23 rate: \$103.50
 - FY 23/24 proposed rate: \$134.44
 - Humboldt Sanitation
 - FY22/23 rate: \$103.50
 - FY 23/24 proposed rate: \$124.76
- The proposed Countywide Program Fee results in a small decrease compared to the previous fiscal year. This decrease is due to the change in how staff proposes to classify needed landfill revenue. The Cummings Road Landfill is required by Calrecycle to meet two distinct funding level thresholds, the first is what is called a “Pledge of Revenue”. This fee is present in the Countywide Program Fee portion and in the past has been

referenced as “Cummings Road Maintenance” The second funding level is now in the HWMA base fee as “Cummings Road Landfill Operations”. Staff believes this better defines the two revenue requirements.

- FY 22/23 rate: \$24.14
- FY23/24 proposed rate \$ 20.91

Recycling Processing Fee

Under the “Curbside Collected Recyclables’ Processing and Marketing” agreement, Recology may submit an annual rate adjustment application to HWMA for review and consideration by February 1st. The application for FY-2023-23 is under review with a final recommendation to the Board in May. Staff has placed the proposed fee in Table 9 of Schedule A, but this is subject to change based on direction from the board regarding the Waste Management Fees.

Personnel Compensation & Related Items

Employee Cost of Living Adjustment

As previously noted this budget proposes a 6.5% Cost Of Living Adjustment (COLA) for all employees. This represents an increase of \$132,224.25 compared to FY 22/23.

The U.S. Bureau of Labor Statistics indicates a Consumer Price Index (CPI) for all urban consumers have increased 13% between January of 2021 and January 2023. The FY 2022-23 budget was approved with a 5% Cost of Living Adjustment (COLA) for all staff. This results in an 8% gap between the CPI for urban consumers over the last three years. Staff recommends closing this gap over the next 2 years while developing a schedule for enlisting an outside agency to perform scheduled salary survey work. Inflation over the last three years has obviously impacted all goods and services across the board, not only for HWMA, but its staff. Staff recommends this increase to maintain it’s critical workforce and aid in recruiting quality candidates in the future.

Organizational Chart & Classification Plan

The proposed Organizational Chart includes unfreezing of the currently frozen Programs Analyst position. This position has been frozen since 2019 and will be utilized to renew the Authority’s education and outreach materials, manage the Authority website, begin to give the Authority a social media presence, and take on additional programs or tasks as assigned.

Additionally, staff proposes freezing two MDT positions that are currently vacant. Staff will reassess the need for these positions when the Organcis processing facility opening and operations are better understood.

Other Board Directives for Budget Finalization

Staff is seeking Board direction of the following items to complete the final budget for consideration at the May meeting:

Illegal Dumping and Cleanup Fund

This fund provides monies for assistance in cleanup of illegally dumped waste from member agencies. This fund has been fully utilized in the last 2 fiscal years, and member agency staff has

expressed a desire for expanded use. Staff is recommending increasing the funding amount to \$54,400 for

Edible Food Recovery-Proposed

Staff proposes an additional line item to the current Countywide Program Fees

The County of Humboldt is currently undertaking a Request for Proposal process for Edible Food Recovery Program Management. The selected proposer will begin to lay the ground work for developing an in county ecosystem of Edible Food Recovery, and make recommendations on potential infrastructure needed to accomplish certain SB 1383 requirements. Staff proposes an initial funding of \$30,000 dollars that will be passed through to the County of Humboldt that will be used to offset or mitigate costs related to infrastructure purchases within member agencies.

ATTACHMENTS:

- A) Draft FY 2023-2024 Budget



**Humboldt Waste Management Authority
Draft Budget Fiscal Year 2023-2024**

April 27, 2023

Board of Directors:

Meredith Matthews, City of Arcata
Adelene Jones, City of Blue Lake
Leslie Castellano, City of Eureka
Randy Cady, City of Ferndale
Frank Wilson, City of Río Dell
Steve Madron, County of Humboldt

Presented By:

Eric Keller-Heckman, Interim Executive Director
Anthony Heacock, Director of Environmental Health and Safety
Jill Duffy, Interim Director of Operations

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HWMA Mission Statement

The mission of HWMA is to deliver sustainable regional materials management solutions in order to protect and preserve the social, environmental and economic health of our community by supporting, developing and/or promoting policies, programs and facilities that safely and cost effectively eliminate solid waste generation, reduce disposal and increase diversion from landfills.

Section 1: Budget Overview

Humboldt Waste Management Authority was established by a Joint Powers Agreement between the County of Humboldt, and the cities of Arcata, Blue Lake, Eureka, Ferndale and Rio Dell in 1999. The Authority is primarily responsible for operation of the Hawthorne Street Transfer Station, contracting for long-distance solid waste transportation and disposal services to out-of-county landfills, closure and post-closure responsibilities of the Cummings Road Landfill, and providing recycling and waste diversion services and programs.

The budget for Fiscal Year 2023-24 and accompanying “Resolution 2024-01 for the Collection of Integrated Waste Management Fees” (Section 3.1) is presented herein for Board approval. This budget establishes the goals and priorities that will enable safe and cost-effective management and operation of HWMA’s activities during the fiscal year July 1, 2023 through June 30, 2024. Management staff is committed to the continual improvement of operations to reduce costs whenever possible throughout the fiscal year.

Adoption of an annual Operating and Capital Improvement budget serves primarily as a comprehensive statement of the Authority’s organization, responsibilities, resources, and operations so that Management and Staff can:

- Plan and allocate resources to guide execution of Board-approved policies and priorities.
- Describe the programs and services provided by the Authority, and identify operational objectives for the coming year.
- Communicate key information to member agencies and their residents.
- Gauge progress on policies and programs and closely monitor expenditures consistent with Board adopted priorities.

This document includes a brief narrative of each budget and activities grouped by department to communicate HWMA’s operational structure, activities and on-going implementation of projects, as well as the Strategic Plan. The Comprehensive Budget Section provides an overview. Departmental budgets each include a discussion of projected revenue(s), expenditures, key department accomplishments achieved during FY 2023-24, and objectives for the coming fiscal year.

Section 2: Operating & Capital Improvement Overview

As presented, the FY 2023-24 Budget presents a balanced budget with a projected increase of Net Income of \$5.24. Revenues are projected at \$ 14,135,369.41 million and total projected expenditures are \$14,135,364.16 million.

HWMA receives the majority of its revenue funding directly from collection of “Waste Management Fees”, or “Tip Fees”, from member agency franchise waste delivered to either the Hawthorne Street Facility or to satellite facilities who operate under an agreement with HWMA, through self-haul tonnages at the Hawthorne Street Facility, and through revenue derived from the sale of salvage materials such as plastics, metal and paper. A small portion of revenue is derived through interest earned on bank accounts, timber revenue and awarded grants. HWMA does not receive any portion of property tax revenue, nor State or Federal revenue streams other than material diversion reimbursement (e.g. mattress recycling) or other grants awarded for specific projects.

Waste Management Fees are comprised of the 1) Countywide Program Fee; and 2) Base Tip Rate; and 3) Facility Fees which are reviewed, adjusted, and approved annually by the HWMA Board of Directors. The FY 2023-24 Budget proposes increases across the board in amounts ranging from 15%-30% increase in the Waste Management Fees (Section 9) The proposed increase can be attributed to rising costs across the board, most notably a substantial increase to transportation and disposal costs related to a lack of projected backhauls.

Revenue

The final budget projects revenue of \$14,135,369.41 with \$5.25 in Net Income.

Revenue Assumptions:

- Solid waste disposed is projected to remain at about 80,000 tons;
- 42,900 tons received franchised hauler waste at the Hawthorne Street Transfer Station.
- 22,100 tons self-haul waste to the Hawthorne Street Transfer Station.
- 10,000 tons franchise waste delivered to satellite facilities (6,000 tons allocated to Humboldt Sanitation and 4,000 tons to Eel River Disposal).
- 5,000 tons of miscellaneous contractor waste self-hauled directly to out-of-area landfill(s).
- Grant funded projects shall be funded only by grant monies rewarded – except in such instances where fund-matching is required and has been approved by the Board as part of the grant process.

Expenditures

Expenditures of \$14,135,364.16 are budgeted for Fiscal Year 2023-24.

HWMA Operating Expenses and County Wide Program Fees are the main expense for the Authority. Total Payroll and Related Expenses (line 76) consists of \$3,340,401.42 in wages paid to employees and includes costs associated with employee benefits, including medical and compensation insurance, as well as a proposed 6.5% Cost Of Living Adjustment (COLA) for all employees.

The U.S. Bureau of Labor Statistics indicates a Consumer Price Index (CPI) for all urban consumers have increased 13% between January of 2021 and January 2023. The FY 2022-23 budget was approved with a 5% Cost of Living Allowance (COLA) for all staff. This results in an 8% gap between the CPI for urban consumers over the last three years. Staff recommends closing this gap over the next 2 years while developing a schedule for enlisting an outside agency to perform scheduled salary survey work.

Inflation over the last three years has obviously impacted all goods and services across the board, not only for HWMA, but its staff. Staff recommends this increase to maintain it's critical workforce and aid in recruiting quality candidates in the future.

This budget makes certain assumptions about the continuing activities of the Authority, including:

Expenditure Assumptions:

The FY 2023-24 Budget reflects ongoing execution of goals established in the Authority's Strategic Plan, adopted in 2013. Current diversion programs are fully funded, and funds to develop or improve programs are being budgeted to assist with the diversion goals set by the Plan. AB 939 funds are earmarked for distribution to Member Agencies to assist with diversion activities within each agency.

- Consumer Price Index adjustments to all applicable contracts
- Implementation of FY 2023-24 projects identified in the proposed Capital Improvement Plan.

Section 3: Authority Reserves

In May of 2016, The Board of Directors approved the establishment of several designated reserve accounts in to complement the Authority's existing undesignated reserve fund. The Authority has one Undesignated Reserve Fund and three Designated Reserve Funds. These reserve funds were established for the positioning towards long-term financial stability and remain fully funded for FY 2022-23.

(Undesignated) Operating Expenditure Reserve Fund

HWMA Policy 3030.1 established an undesignated reserve goal to maintain funds equal to 15% of annual projected operating expenses. This policy was established to ensure fund availability

for 1) contingencies for unseen or capital needs; 2) economic uncertainties; and/or 3) cash flow requirements.

Based on projected FY 2023-24 Operational Expenses, a 15% target reserve is \$ 1,364,698.80.

Rate Stabilization Reserve

The Rate Stabilization Reserve was established with a base allocation of \$400,000 to be available to offset unexpected fuel spike increases or other unexpected costs increases for contracted services related to recycling, green waste, household hazardous waste, solid waste disposal services or State mandated pass-through fees. Due to the sudden change in backhaul opportunities starting in late 2023 \$220,000 dollars of this reserve fund has been used to offset the additional cost for the unplanned straight haul expenses. The FY 23/24 budget identifies fully replenishing this fund.

Capital Improvement Reserve Fund

The Capital Improvement Reserve Fund was established to provide for operational renovations or improvements greater than \$25,000 to plan for necessary financing of equipment and materials, and identify project implementation timelines for completion. The current capital reserve level is \$900,000. In November 2022 the HWMA board earmarked \$650,000 of those funds to be used for potential site improvements for the Organics Processing Center. This leaves the current funding level at \$250,000. Proposed capital spending for FY 23/24 is \$541,045. This requires additional funding this year in the amount of \$291,045.04. this brings the total Capital Improvement Fund to \$1,191,045.04

Employee Health and Benefits Stabilization Reserve

Establishment of this reserve fund allows for hourly staff wages to be budgeted at full encumbrance without unduly affecting Waste Management Fees. This fund is established at \$150,000 which may be used in the event of unusual draw-downs. This fund also helps to ensure that merit-based increases based on performance evaluations will not be restricted.

Section 4: FY 2023-2024 Budget

Humboldt Waste Management Authority Fiscal Year 2023-2024 Draft Budget

	Admin		EH&S		HHW		Landfill		Pass-Thrus		Programs		Organics		Solid Waste		Total	
	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24
Revenue																		
1 HWMA Base Fee	\$615,750.00	\$625,975.37	\$257,250.00	\$292,952.13			\$218,250.00	\$777,480.78			\$66,750.00	\$141,198.20		\$109,000.00		-\$3,754,881.00	\$1,834,500.00	\$1,946,606.48
2 County Wide Program Fees																	\$0.00	\$0.00
3 Administration	\$45,600.00	\$45,600.00															\$45,600.00	\$45,600.00
4 Household Hazardous Waste Program					\$508,800.00	\$611,796.77											\$508,800.00	\$611,796.77
5 Cummings Landfill Pledge of Revenue							\$473,031.00	\$76,657.00									\$473,031.00	\$76,657.00
6 Illegal Dumping & Clean Up Funds											\$54,400.00						\$0.00	\$54,400.00
7 Rural Container Program											\$387,200.00						\$0.00	\$387,200.00
8 County/Cities AB 939 Programs											\$154,001.26	\$85,462.38	\$85,462.38				\$85,462.38	\$249,462.38
9 Table Bluff Landfill Maintenance											\$59,200.00						\$0.00	\$59,200.00
10 County-wide Enforcement (LEA)											\$250,400.00						\$0.00	\$250,400.00
11 Edible Food Recovery											\$30,400.00							\$30,400.00
12 Total CWPFF & HWMA Base Fees	\$661,350.00	\$671,575.37	\$257,250.00	\$292,952.13	\$508,800.00	\$611,796.77	\$691,281.00	\$854,137.78	\$0.00	\$945,600.00	\$152,212.38	\$226,660.58	\$0.00	\$109,000.00	-\$3,754,881.00	\$0.00	\$1,027,431.00	\$3,711,722.63
13 HHW Revenue					\$50,000.00	\$45,000.00											\$50,000.00	\$45,000.00
14 Salvage Materials Sold															\$0.00	\$30,000.00	\$0.00	\$30,000.00
15 Greenwaste Tip Fees																	\$0.00	\$0.00
16 Franchise															\$182,232.49	\$365,466.86	\$182,232.49	\$365,466.86
17 Self-Haul															\$455,581.22	\$548,200.29	\$455,581.22	\$548,200.29
18 Solid Waste Tip Fees																		
19 Out of Area															\$120,700.00		\$120,700.00	\$0.00
20 Satellite															\$1,138,500.00	\$817,618.79	\$1,138,500.00	\$817,618.79
21 Franchise															\$5,721,830.40	\$5,256,751.50	\$5,721,830.40	\$5,256,751.50
22 Self Haul															\$3,560,153.60	\$3,078,419.50	\$3,560,153.60	\$3,078,419.50
23 Total Solid Waste Tip Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,541,184.00	\$9,152,789.79	\$10,541,184.00	\$9,152,789.79
24 Other Income																		\$0.00
25 Insurance (Employee Portion)	\$336.00	\$336.00	\$1,086.00	\$1,086.00	\$3,289.92	\$3,289.92	\$450.00	\$450.00			\$4,471.20	\$4,471.20			\$7,812.72	\$7,812.72	\$17,445.84	\$17,445.84
26 Grant Income											\$128,388.00	\$128,388.00					\$128,388.00	\$128,388.00
27 Payment Program Income - OPP																	\$0.00	\$0.00
28 Timber Income							\$267,314.00										\$267,314.00	\$0.00
29 Rental Income															\$136,356.00	\$136,356.00	\$136,356.00	\$136,356.00
30 Total Revenue	\$661,686.00	\$671,911.37	\$258,336.00	\$294,038.13	\$562,089.92	\$660,086.69	\$959,045.00	\$854,587.78	\$0.00	\$945,600.00	\$285,071.58	\$359,519.78	\$0.00	\$109,000.00	\$7,424,616.71	\$10,240,625.66	\$12,805,932.55	\$14,135,369.41

	Admin		EH&S		HHW		Landfill		Pass-Thrus		Programs		Organics		Solid Waste		Total		
	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	
31 Expenses																		\$0.00	
32 Accounting Expense	\$5,000.00	\$4,000.00																\$5,000.00	\$4,000.00
33 Advertising	\$3,000.00	\$3,000.00			\$15,000.00	\$10,000.00					\$5,000.00		\$12,000.00	\$10,000.00	\$10,000.00		\$23,000.00	\$35,000.00	
34 Auditing	\$22,000.00	\$20,000.00															\$32,000.00	\$20,000.00	
35 Bank Charges	\$1,000.00	\$1,000.00									\$7,700.00	\$0.00		\$67,000.00	\$65,000.00		\$75,700.00	\$66,000.00	
36 Computer & Related Expenses	\$30,000.00	\$75,000.00			\$3,500.00		\$9,324.00							\$16,000.00	\$6,000.00		\$42,824.00	\$81,000.00	
37 Dues & Subscriptions	\$3,600.00	\$2,000.00	\$500.00	\$1,500.00												\$2,500.00	\$4,100.00	\$6,000.00	
38 Contracted Services			\$500.00	\$500.00	\$275,000.00	\$310,000.00									\$40,000.00		\$315,500.00	\$310,500.00	
39 Equipment Lease	\$8,000.00	\$2,957.64															\$8,000.00	\$2,957.64	
40 Greenwaste Trans & Disposal															\$578,942.46	\$913,667.15	\$578,942.46	\$913,667.15	
41 Solid Waste Trans & Disposal																	\$0.00	\$0.00	
42 Fortuna Satellite											\$100.00			\$467,329.69	\$350,289.10	\$419,724.74	\$350,289.10		
43 McKinleyville Satellite														\$350,289.10	\$467,329.69	\$351,819.82	\$467,329.69		
44 Hawthorne																	\$4,164,863.31	\$5,217,996.32	
45 Total Solid Waste Trans & Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,936,307.87	\$6,035,615.11	\$4,936,407.87	\$6,035,615.11
46 Engineering & Consulting	\$40,000.00	\$30,000.00	\$5,000.00	\$5,000.00			\$100,000.00	\$75,000.00								\$30,000.00	\$175,000.00	\$110,000.00	
47 Environmental Monitoring			\$5,000.00	\$5,000.00			\$81,000.00	\$83,000.00								\$2,000.00	\$88,000.00	\$88,000.00	
48 Gas/Fuel					\$1,000.00	\$1,000.00	\$1,825.00	\$3,000.00								\$75,000.00	\$81,050.00	\$77,825.00	\$85,050.00
49 Insurance																	\$0.00	\$0.00	
50 Liability	\$16,788.00	\$16,788.00	\$6,594.00	\$6,594.00	\$19,212.96	\$19,212.96	\$13,478.04	\$13,478.04			\$8,259.96	\$8,259.96				\$103,985.04	\$125,667.00	\$168,318.00	\$189,999.96
51 Workers Comp	\$2,244.00	\$2,244.00	\$374.04	\$374.04	\$5,729.04	\$5,729.04	\$8,847.00	\$8,847.00			\$374.04	\$374.04				\$51,561.00	\$61,169.04	\$69,129.12	\$78,737.16
52 Janitorial Expense	\$3,000.00	\$2,200.00	\$600.00	\$600.00	\$1,700.00	\$1,500.00	\$400.00	\$500.00			\$2,000.00		\$2,000.00	\$20,000.00	\$17,000.00	\$27,700.00	\$23,800.00		
53 Leachate		\$0.00					\$110,000.00	\$121,095.00									\$110,000.00	\$121,095.00	
54 Legal Expense	\$50,000.00	\$55,000.00															\$50,000.00	\$55,000.00	
55 Meetings	\$1,000.00	\$1,200.00													\$500.00		\$1,500.00	\$1,200.00	
56 New Hire Expense	\$1,000.00	\$3,000.00			\$200.00	\$0.00									\$4,500.00	\$4,500.00	\$5,700.00	\$7,500.00	
57 Office Supplies	\$8,500.00	\$8,500.00	\$500.00		\$500.00	\$500.00	\$7,000.00	\$5,000.00							\$15,000.00	\$15,000.00	\$31,500.00	\$29,000.00	
58 Operating Expense		\$2,500.00	\$2,500.00	\$18,000.00	\$25,000.00	\$28,500.00	\$35,000.00	\$3,500.00					\$9,500.00	\$15,000.00	\$17,000.00	\$77,500.00	\$79,000.00		
59 County Wide Program Fees																		\$0.00	
60 Administration																		\$0.00	
61 Household Hazardous Waste Program																		\$0.00	
62 Cummings Landfill Pledge of Revenue																		\$0.00	
63 Illegal Dumping & Clean Up Funds											\$54,400.00							\$54,400.00	
64 Rural Container Program											\$387,200.00							\$387,200.00	
65 County/Cities AB 939 Programs											\$154,001.26							\$164,000.00	
66 Table Bluff Landfill Maintenance											\$59,200.00							\$59,200.00	
67 County-wide Enforcement (LEA)											\$250,400.00							\$250,400.00	
68 Edible Food Recovery											\$30,400.00							\$30,400.00	
69 Total CWPFF Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$935,601.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$945,600.00	
70 Payroll & Related Expenses																		\$0.00	
71 Salaries & Wages	\$292,082.95	\$250,815.67	\$115,383.51	\$126,539.94	\$135,406.76	\$193,845.44	\$217,495.43	\$263,262.09			\$81,814.24	\$166,463.38			\$729,739.46	\$1,276,409.14	\$1,571,922.35	\$2,277,335.66	
72 Health Insurance	\$87,798.24	\$98,334.03	\$37,651.92	\$42,170.15	\$34,300.20	\$38,416.22	\$37,041.72	\$41,486.73			\$31,890.00	\$35,716.80			\$240,611.76	\$404,056.70	\$469,293.84	\$660,180.63	
73 Retirement	\$52,791.60	\$59,126.59	\$20,684.64	\$23,166.80	\$15,584.04	\$17,454.12	\$21,571.68	\$24,160.28			\$11,619.00	\$13,013.28			\$103,773.48	\$190,604.60	\$226,024.44	\$327,525.68	
74 Health Insurance in Lieu	\$4,200.00	\$4,704.00		\$0.00			\$0.00	\$0.00				\$0.00		\$2,729.28	\$10,079.76	\$6,929.28	\$14,783.76		
75 Payroll Taxes	\$6,912.00	\$7,741.44	\$2,985.00	\$3,343.20	\$3,686.52	\$4,128.90	\$3,177.36	\$3,558.64			\$1,611.00	\$1,804.32			\$39,999.19	\$18,371.88	\$60,575.70		
76 Total Payroll & Related Expenses	\$443,784.79	\$420,721.73	\$176,705.07	\$195,220.09	\$188,977.52	\$253,844.69	\$279,286.19	\$332,467.74	\$0.00	\$0.00	\$126,934.24	\$216,997.78	\$0.00	\$0.00	\$1,087,501.94	\$1,921,149.39	\$2,292,541.79	\$3,340,401.42	

	Admin		EH&S		HHW		Landfill		Pass-Thrus		Programs		Organics		Solid Waste		Total		
	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	22/23 Budget	Proposed 23/24	
77	Expenses																		
77			\$500.00	\$2,000.00	\$3,000.00	\$3,500.00	\$78,500.00	\$80,500.00					\$3,500.00	\$10,000.00	\$5,000.00	\$92,000.00	\$94,500.00		
78	\$1,500.00	\$1,500.00	\$1,000.00	\$250.00	\$2,270.40	\$2,500.00	\$281.00						\$12,000.00	\$7,700.00	\$5,000.00	\$12,751.40	\$21,250.00		
79	\$800.00	\$800.00	\$100.00			\$0.00		\$500.00						\$4,000.00	\$3,500.00	\$4,900.00	\$4,800.00		
80			\$3,500.00	\$1,500.00	\$3,000.00	\$4,500.00	\$20,000.00	\$20,000.00					\$15,000.00	\$58,500.00	\$67,000.00	\$85,000.00	\$108,000.00		
81	\$1,500.00	\$1,500.00	\$10,000.00	\$12,000.00	\$4,300.00	\$11,000.00	\$40,000.00	\$47,500.00					\$38,000.00	\$87,000.00	\$85,000.00	\$142,800.00	\$195,000.00		
82				\$500.00			\$5,000.00	\$1,000.00			\$165.34				\$3,000.00	\$5,165.34	\$4,500.00		
83														\$272,874.40		\$272,874.40	\$0.00		
84			\$35,000.00	\$35,000.00												\$35,000.00	\$35,000.00		
85					\$4,000.00	\$0.00								\$8,000.00	\$70,000.00	\$12,000.00	\$70,000.00		
86	\$1,800.00	\$1,500.00					\$500.00	\$500.00					\$2,500.00	\$1,500.00	\$2,560.00	\$3,800.00	\$7,060.00		
87				\$250.00	\$1,200.00	\$500.00	\$1,500.00	\$1,500.00					\$3,000.00	\$2,500.00	\$2,220.00	\$5,200.00	\$7,470.00		
88	\$8,000.00	\$6,000.00	\$1,750.00	\$1,750.00	\$1,600.00	\$1,000.00	\$2,400.00	\$2,400.00			\$1,000.00				\$4,000.00	\$14,750.00	\$15,150.00		
89														\$20,000.00	\$23,000.00	\$20,000.00	\$23,000.00		
90	\$500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$500.00	\$2,200.00	\$1,500.00	\$4,000.00			\$250.00			\$500.00	\$2,200.00	\$8,250.00	\$15,900.00		
91	\$869.21	\$1,500.00	\$962.89	\$0.00			\$1,000.00	\$2,000.00						\$500.00	\$1,700.00	\$3,332.10	\$5,200.00		
92	\$2,000.00	\$2,500.00	\$750.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,250.00	\$3,000.00			\$500.00	\$1,000.00		\$5,000.00	\$10,000.00	\$10,500.00	\$19,000.00		
93	\$3,800.00	\$4,000.00	\$1,000.00	\$1,000.00	\$3,400.00	\$3,600.00	\$30,000.00	\$30,000.00			\$2,400.00	\$2,500.00	\$11,000.00	\$27,000.00	\$29,000.00	\$67,600.00	\$81,100.00		
94	\$2,000.00		\$500.00	\$500.00	\$2,000.00		\$800.00	\$800.00			\$2,000.00	\$2,000.00	\$500.00	\$4,000.00	\$4,750.00	\$11,300.00	\$8,550.00		
95	Other Expenses																		
96											\$128,388.00	\$128,388.00				\$128,388.00	\$128,388.00		
97																\$0.00	\$0.00		
98																\$0.00	\$0.00		
99							\$53,400.00	\$15,000.00								\$53,400.00	\$15,000.00		
100																\$0.00	\$0.00		
101															\$291,045.04		\$291,045.04		
102															\$136,327.68		\$136,327.68		
103															\$220,000.00		\$220,000.00		
104	Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,400.00	\$15,000.00	\$0.00	\$0.00	\$128,388.00	\$128,388.00	\$0.00	\$0.00	\$0.00	\$647,372.72	\$181,788.00	\$790,760.72	
105	Total Expenses	\$661,686.00	\$671,911.37	\$258,336.00	\$294,038.13	\$562,089.92	\$660,086.69	\$882,291.23	\$854,587.78	\$0.00	\$945,600.00	\$285,071.58	\$359,519.78	\$0.00	\$109,000.00	\$7,558,122.71	\$10,240,620.41	\$10,185,199.48	\$14,135,364.16
106	Net	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.25	\$0.00	\$5.25	
107	Reserves																		
108																	\$1,222,462.62	\$1,358,790.30	
109																	\$400,000.00	\$400,000.00	
110																	\$900,000.00	\$1,191,045.04	
111																	\$150,000.00	\$150,000.00	
112	Total reserves																	\$3,099,835.34	

Section 5: Organizational Chart

HWMA Organizational Chart

Board	Arcata	Blue Lake	Eureka	Ferndale	Humboldt Conty	Rio Dell								
Executive	Executive Director					Legal Counsel								
Dept. Director	Director of Finance			1.0 FTE	Director of Operations	1.0 FTE	Director of EH&S	1.0 FTE						
Supervisor				Scale Supervisor	1.0 FTE	Operations Supervisor	1.0 FTE	Landfill Supervisor	1.0 FTE					
Staff	Acct Clerk I/II, Confidential, existing	2.0 FTE	Analyst I/II	2.0 FTE	Scale Attendant	5.0 FTE	MDT I/II/III	16 FTE*	Haz Tech I/II	2.0 FTE	MDT I/II/III	2.0 FTE	Health and Safety Coordinator I/II	1.0 FTE

*Materials Diversion Tech I/II/III
2.0 FTE Frozen Since FY 2020-2021

Section 6: Division Activities

HWMA Interim Executive Director

Eric Keller-Heckman

Purpose:

Executive Director reports to the HWMA Board of Directors, and is responsible for administrative, planning and reporting activities, and supervision of Authority's staff. The Executive Director is responsible for management of HWMA's operational, financial and administrative functions, personnel and risk management activities and is designated as the Clerk of the Board. The Directors Operations, Environmental Health & Safety, and Finance & Administrative Services, report directly to the Executive Director. The Executive Director makes both tactical and strategic decisions consistent with adopted Board policy and with the safe and cost-effective oversight of all Administration, Operations, Programs, Landfill and Forest Property activities. Ancillary activities include community relations, implementation of the HWMA Strategic Plan, ensuring regulatory compliance and contract management.

HWMA is responsible for ensuring municipal solid waste disposal capacity for a minimum of fourteen more years, as well as entering into and managing contracts associated with recycling, green waste, household hazardous waste, electronic wastes and other divertible materials. The Authority is also responsible for the Cummings Road Landfill activities including post-closure maintenance and monitoring activities.

Budget Summary

Budgetary activities for the Board of Directors and Executive Director are embedded within the Administration Division.

Programs Activities Summary

The Fiscal Year 2023-24 budget for Programs projects \$359,519.78 in expenditures to cover Programs service activities, including California Integrated Waste Management Act (CIWMA) services expenditures, grant funded initiatives, and diversion tracking and analysis by in-house analyst staff.

Programs includes CIWMA reporting to certain member agencies and CalRecycle, strategic planning implementation, Sharps consolidation collection point activities, and activities which involve education and outreach to various stakeholders to continue, improve, or implement diversion goals for each of the cities. The Authority's allocation of AB 939 pass-thru fees provide the base funding for universal program implementation; grants and a small portion of base fees provide a secondary source of revenue for this division.

Objectives for 2022-2023

- Renew AB939 contracts with Río Dell, Eureka and Humboldt County for maximum value for all parties and best service to our communities.
- Maintain all HWMA certifications necessary for waste diversion programs.
- Continue to meet or exceed all regulatory diversion program requirements.
- Expand on current recycling and waste diversion outreach with payment programs and grants.
- Restart mobile electronic waste collection events, depending on the COVID-19 status going forward

Financial & Administrative Services

Director of Finance:	Vacant
Scale Supervisor:	Nick Dial
Administrative Services	2.0 FTE Account Clerks
	5.0 FTE Scale Attendants
Total Division Staff	9.0 FTE

Purpose:

The Director of Finance is responsible for financial management for Authority operations including preparing and monitoring the annual budget, managing revenues and expenditures, payroll processing and reporting, and for ensuring all accounting protocols are within specifications for the Authority. The Administrative Services Director is also responsible for supervision and management of the Business Office and Scale House personnel.

This Director also oversees and performs the annual audit of the Authority's financials, and coordinates workflow with the Authority's independent auditing firm to present a final document to the Board upon completion.

Finance & Administrative Services Activities Summary

The Fiscal Year 2022-23 budget for Administration projects \$661,350 in expenditures to cover all Administrative Service activities, including expenditures by the Board and Executive Director.

Objectives for FY 2022-23:

- Development of internal policies and procedures to guide current and future staff in the Finance division.
- Develop long term planning efforts for Capital Improvements
- Ensure rigorous and ongoing oversight of the budget in the new accounting software and make timely recommendations for budget adjustments to the Executive Director if and when necessary.
- Work with Executive Director in consideration of most effective and practical way to staff the Department upon retirement of one Account Clerk.

Operations

Director:	Jill Duffy, Interim
Supervisor:	Helder Morais
	2.0 FTE Materials Diversion Tech III
	6.0 FTE Materials Diversion Tech II
	9.0 FTE Materials Diversion Tech I
	2.0 FTE Hazardous Materials Technician
Total Division Staff	21 FTE

Purpose:

The Director of Operations is responsible for managing:

- Municipal Solid Waste received directly at the Hawthorne Street Transfer Station in Eureka, as well as member agency solid waste received at two ‘satellite’ locations which are privately owned transfer stations. These “satellite” locations are Recology Eel River in Fortuna and Humboldt Sanitation in McKinleyville. The Operations Division handles contracted services with Dry Creek Landfill White City, Oregon for long-haul transportation and disposal of municipal solid waste disposed at these three facilities.
- Recyclable materials received at the Hawthorne Street Transfer Station.
- Single stream drop off is accepted at the Hawthorne Street Transfer Station and is delivered along with member agency curbside collected material to Recology Eel River owned MRF located in Samoa, Ca under a 10-year recycling processing and marketing agreement.
- Green waste material that is hauled by Humboldt Sanitation from the Hawthorne Street facility and directed to the Steve Morris Logging.
- Household Hazardous Waste accepted from residents and small businesses throughout Humboldt County.

Solid Waste Activities Summary:

The Fiscal Year 2023-24 budget for Tip Floor Operations projected expenditures will cover all activity cost associated with receiving and loading of solid waste into transportation trailers, transportation, and landfill disposal costs.

The Hawthorne Street facility is expected to receive 65,000 tons of municipal solid waste from self-haul and franchise haulers in FY 23-24. In working with Dry Creek Landfill and its designated subcontractor, Bettendorf Trucking, HWMA has gained the ability to solidify these services and bring stability to this aspect of operations.

Diversion Activities:

In addition to receiving and loading solid waste, Tip Floor staff manually diverts and recovers recyclable materials from the solid waste stream. These materials are placed into segregated bins or bunkers, and later processed for brokerage by HWMA.

Objectives for FY 2023-24:

- Implement digital trailer loading and damage tracking methods.
- Replacement of signage at the Hawthorne Street Transfer Station.
- Continue to evaluate methods of identifying Best Management Practices that reduce sedimentation introduced into storm water runoff.
- Expand 40-Hour Hazardous Waste training for MDT I classifications.
- Continue to devise safe, effective diversion strategies.
- Continue to streamline and maximize efficiency of diversion activities and programs.
- Identify capital improvement projects regarding Hawthorne Street Transfer Station.
- Develop equipment specific training protocols and proficiency testing for heavy equipment.
- Develop a digital preventative maintenance program for all onsite equipment.
- Replace 50' pit scale (for loading and weighing of semi-truck trailers).
- Develop digital walkthrough of the facility and its services.

Organics Activities Summary:

The Organics Division is a proposed division for FY 23/24. In the future this will house all related expenses to the annual costs related to all Organics activities at the Hawthorne Street Transfer Station. Expenses projected this year in the amount of \$109,000 represent costs that will be associated with preparing the facility for its predicted opening in 2024.

Household Hazardous Waste Activities Summary:

The Fiscal Year 2023-24 budget for Hazardous Waste includes expenditures related to activity costs associated with the receipt of household and small business hazardous waste, and the processing and loading of materials for appropriate disposal.

Hazardous Waste Activities:

The permanent Household Hazardous Waste (HHW) facility at the Hawthorne Street Transfer Station is available to residents Monday through Saturday for drop-off of residential household hazardous waste. Small business customers (CESQG) may drop off their business-related hazardous wastes Monday through Friday by appointment only.

Objectives for FY 2023-2024:

- Complete overhaul of all signage at the Household Hazardous Waste Facility.
- Continue to expand cross training opportunities to HWMA staff.
- Update Household Hazardous Waste outreach materials for the public.

- Identify capital improvement projects for the Household Hazardous Waste Facility.
- Assess the need for an additional staff member M-F due to increased traffic and hazardous waste material.
- Evaluate current satellite facility sites and provide recommendations for future use or the need for expansion.
- Develop system for small business to make appointments online or through HWMA's main website

Environmental Health & Safety

Director:	Anthony Heacock
Supervisor:	Louis Pree,
	1.0 FTE Materials Diversion Tech III
	1.0 FTE Materials Diversion Tech II
Total Division Staff	3 FTE

Purpose:

The Director of Environmental Health & Safety is responsible for:

- Ensure environmental compliance at all Authority facilities
- Protect human health by implementation of safety programs for Authority employees and contractors.
- Oversee compliance and management activities at Cummings Road Landfill, and Authority-owned Forest properties

Environmental Health & Safety Compliance Activities Summary:

The Fiscal Year 2023-24 budget for environmental health and safety compliance activities are projected at \$294,038.13

Objectives for FY 2022-23

- Maintain practical measures to minimize workplace exposures to COVID-19 post CA state of emergency.
- Review and update safety plans as needed.
- Continued support of the Safety Committee's actionable recommendations.
- Continue to develop environmental and safety budgeting items.
- Improve document management and recordkeeping systems for EHS records to streamline corrective actions and ensure regulatory compliance.
- Stormwater compliance: new BMPs targeted at pollutant sources identified in 22/23 season to return to baseline status for iron and aluminum.

Cummings Road Landfill and Forest Properties Summary:

The Fiscal Year 2023-24 budget for Cummings Road Landfill is \$854,587.78 in expenditures to cover activity costs associated with the post-closure maintenance, leachate disposal costs, and environmental monitoring activities at the site

HWMA owns and maintains the Cummings Road Landfill, a Class III Solid Waste Disposal Site. The landfill is located at 5775 Cummings Road, Eureka.

Activities at the landfill are related primarily to the ongoing operations, maintenance and repairs of equipment, motors and pumps that extract leachate and gases from the closed landfill. The landfill is required to perform monitoring and reporting activities by the North Coast Regional

Water Quality Control Board, California Air Resources Board, City of Eureka, and the U.S. Environmental Protection Agency.

Objectives for FY 2023-24:

- Continue site maintenance activities, including regulatory compliance monitoring and reporting activities.
- Continue to rebuild and upgrade leachate and gas system infrastructure components.
- Replace overhead power line supporting landfill dewatering pumps
- Replace the landfill office trailer.
- Replace Flare system Blower # 1
- Generate electrical system upgrade and emergency power estimate to include in Capital Improvement Fund.
- Re-surface deteriorated rock roads.

Section 7: Classification Plan

HWMA FY 2023-2024 Pay Plan Placement (proposed)

Class Title	Salary Range Band(s)	Step 1 (Initial Salary Band)	Step 5 (Final Salary Band)	Percent Difference*
Account Clerk I	2	\$ 36,353	\$ 44,188	21.55%
Account Clerk II	9	\$ 43,213	\$ 52,525	21.55%
Account Clerk II (Confidential)	13	\$ 47,698	\$ 57,978	21.55%
Administrative Services Director	41	\$ 95,229	\$ 115,752	21.55%
Director of Environmental Health and Safety	41	\$ 95,229	\$ 115,752	21.55%
Director of Operations	41	\$ 95,229	\$ 115,752	21.55%
Executive Director	55	\$ 134,557	\$ 163,554	21.55%
Hazardous Waste Technician I	11	\$ 45,400	\$ 55,183	21.55%
Hazardous Waste Technician II	19	\$ 55,315	\$ 67,236	21.55%
Health and Safety Coordinator I	11	\$ 45,400	\$ 55,183	21.55%
Health and Safety Coordinator II	19	\$ 55,315	\$ 67,236	21.55%
Landfill Supervisor	25	\$ 64,148	\$ 77,973	21.55%
Materials Diversion Technician I	1,2,3	\$ 35,466	\$ 45,292	27.71%
Materials Diversion Technician II	9,10,11	\$ 43,213	\$ 55,183	27.70%
Materials Diversion Technician III	18,19,20	\$ 53,967	\$ 68,917	27.70%
Operations Supervisor	25	\$ 64,148	\$ 77,973	21.55%
Program Analyst I	17	\$ 52,649	\$ 63,996	21.55%
Program Analyst II	21	\$ 58,115	\$ 70,640	21.55%
Scale Attendant	7	\$ 41,130	\$ 49,994	21.55%
Scalehouse Supervisor	25	\$ 64,148	\$ 77,973	21.55%

Section 8: Resolution 2024-01

RESOLUTION 2024-01

A RESOLUTION OF THE HUMBOLDT WASTE MANAGEMENT AUTHORITY FOR THE AMENDMENT OF INTEGRATED WASTE MANAGEMENT FEES

Section 1. PURPOSE AND INTENT.

The purpose of this Resolution is to establish and collect fees as authorized by state law including but not limited to Sections 41901 and 41902 of the Public Resources Code and the powers contained in the Humboldt Waste Management Authority Joint Powers Agreement in order to fund the reasonable and necessary costs incurred by the Humboldt Waste Management Authority in owning, operating, maintaining and conducting the Authority's solid waste management services, programs, facilities and enterprises.

It is the intent of this Resolution and of the Authority to achieve these purposes in the most cost-effective manner possible, while continuing to reduce the amount and toxicity of waste generated in the County to the greatest degree possible.

It is the further intent of the Authority that such fees recover the full and complete costs associated with providing and operating waste management facilities and programs, including any and all surcharges imposed by other governmental agencies on the receipt, handling, processing or disposal of refuse or other waste materials. Facility and program costs supporting the fees charged by this Resolution are identified in the Authority's annual budget.

Section 2. DEFINITIONS.

- Part
- (a) Unless otherwise stated, the terms used in this Resolution shall have the same meaning as provided by the definitions set forth in Section 17225 of Title 14, California Code of Regulations and the appropriate subsections of Division 30, 1, Chapter 2, California Public Resources Code.
 - (b) "Authority" means the Humboldt Waste Management Authority.
 - (c) "Carpet" means a manufactured article that is used in commercial or residential buildings affixed or placed on the floor or building walking surface as a decorative or functional building interior feature and that is primarily constructed of a top visible surface of synthetic face fibers or yarns or tufts attached to a backing system derived from synthetic or natural materials. "Carpet" includes, but is not limited to, a commercial or a residential broadloom carpet or modular carpet tiles. "Carpet" does not include a rug, pad, cushion, or underlayment used in conjunction with, or separately from, a carpet.
 - (d) "Collector" means either a Franchise Collector or a Non-Franchise Collector.

- (e) “Designated Divertible Materials” means source-separated materials which are discarded at the HWMA Hawthorne Street Transfer Station in a designated area (e.g., bunker or container), and for which an appropriate reuse, recycling, composting, or other diversion outlet exists. The list of approved Designated Divertible Materials shall be based on market or outlet availability as determined by the Executive Director and shall be updated from time to time. Examples of “Designated Divertible Materials” may include clean drywall (gypsum board), non-hazardous ash, textiles, food waste, and dimensional lumber and wooden pallets.
- (f) "Executive Director" means the Executive Director of the Humboldt Waste Management Authority or a designated representative thereof.
- (g) “Franchise Collector” means a company that collects Solid Waste or Recyclable Materials under contract with a public agency.
- (h) “Greenwaste” means any wastes generated from the maintenance or alteration of public, commercial or residential landscapes including, but not limited to, yard clippings, leaves, tree trimmings, prunings, brush, weeds, wood that is not treated with preservatives or painted and cardboard that is not otherwise recyclable."
- (i) "Household Hazardous Waste" means all those wastes defined by Section 25218.1(e) of the Health and Safety Code and/or Cal. Admin. Code tit. 14, § 18720(27).
- (j) “Jurisdictional Boundaries of the Authority” means the jurisdictional boundaries coinciding with those of the Authority’s member agencies.
- (k) "Operator" means a person or entity who accepts Waste Material generated within the Jurisdictional Boundaries of the Authority and to whom permission to operate a Transformation Facility or Transfer/Processing Station for Solid Waste, or a combination of Solid Waste and Hazardous Waste, is granted under Section 40000 et seq. of the Public Resources Code.
- (l) "Non-Franchise Collector" means a person or entity that collects and/or transports Solid Waste generated within the Jurisdictional Boundaries of the Authority directly to an approved landfill facility for the purpose of disposal.
- (m) “Recyclable Materials Processing” means those recyclable materials source source-separated by the generator for the purpose of recycling for beneficial reuse or marketing to third parties.
- (n) “Recyclable Materials Processing” means the sorting, processing and marketing of Recyclable Materials.

- (o) “Satellite Facility” means a Transfer/Processing Station that receives Waste Materials generated from within the Jurisdictional Boundaries of the Authority that is not owned or directly operated by the HWMA, and which is located within the County of Humboldt.
- (p) “Self Haul Customers” means any person or entity that transports Solid Waste or Recyclable Materials directly to a Transfer/Processing Station and/or Transformation Facility.
- (q) "Solid Waste" means all putrescible and nonputrescible solid, and semisolid wastes; including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semisolid wastes, and other discarded solid and semisolid wastes. "Solid Waste" does not include hazardous, low-level radioactive or medical waste. "Solid Waste" as herein defined shall not include materials source-separated by the generator for the purpose of recycling, reuse, repair, or composting.
- (r) "Transfer/Processing Station" means a facility utilized to receive Waste Material from Collectors and Self Haul Customers and to temporarily store, separate, transfer, convert, or otherwise process said materials and/or to transfer it directly from smaller to larger vehicles or railroad trains for transport.
- (s) "Transformation Facility" means a facility whose principal function is to receive and manage Solid Waste through a non-landfill disposal process other than composting such as incineration, pyrolysis, distillation, gasification, or biological conversion.
- (t) “Waste Material” means all materials including Solid Waste, Household Hazardous Waste, Greenwaste, and Recyclable Materials.

Section 3. COLLECTION OF FEE.

The applicable component(s) of the Waste Management Fee shall be collected from all Franchise and Non-Franchise Collectors, Self Haul Customers, Satellite Facilities and all Operators of Transformation Facilities and/or Transfer/Processing Stations located within the Jurisdictional Boundaries of the Authority. Such Fee shall be included in and considered to be part of the disposal rate charged by Operators, Satellite Facilities and Collectors for the provision of services.

Non-Franchise Collectors shall maintain at their respective offices or other place acceptable to the Authority, full and complete accounting books and records, and shall prepare and submit, without additional request and at no cost to the Authority, records documenting their respective proper performance under this Ordinance. The Authority may audit such books and records at the Authority’s expense upon three (3) working days’ notice.

Section 4. WASTE MANAGEMENT FEE.

The Authority Waste Management Fee rates specified in Schedule A shall take effect beginning on July 1, 2023 for the Fiscal Year 2023-2024.

(a) **Table 1. County-Wide Program Fees** shall be paid as part of the Facility Fee by all Franchise Collectors and Self Haul Customers. For Self Haul Customers who deliver Waste Materials to the Hawthorne Street Transfer Station, a Satellite Facility, or Transfer/Process Facility or Transformation Facility located in Humboldt County, the County-Wide Program Fee shall be paid by the Operator or Satellite Facility and remitted to the Authority on no more than a quarterly basis. Self Haul Customers who deliver Waste Materials to a Transfer/Process Facility and/or Transformation Facility located outside the Jurisdictional Boundaries of the Authority, and all Non-Franchise Collectors shall pay the County-Wide Program Fee to the Authority on a quarterly basis.

(b) **Table 2. HWMA Base Fees** shall be paid as part of the Facility Fee by all Franchise Collectors and Self Haul Customers who deliver Waste Material to the Hawthorne Street Transfer Station.

(c) **Table 3. Facility Fees.**

i) **Self Haul Fees** shall be paid by all Self Haul Customers who deliver Waste Materials to any Authority owned and/or operated facility. This includes all persons or entities dropping off Waste Materials at an Authority facility except Franchise Collectors. Member agencies that deliver Waste Materials at an Authority facility shall pay the Self Haul Fee rate found in Schedule A, Table 3. Self Haul loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, appliances, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 6.

ii) **Franchise Collector Fees** shall be paid by all Franchise Collectors who deliver Waste Materials to the Hawthorne Street Transfer Station or a Satellite Facility. Franchise Collector loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills, may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 6.

iii) **Satellite Fees** shall be paid by Operators of Satellite Facilities, and includes Operations fees which covers transportation and disposal costs only.

(d) **Table 4. Non-Franchise Collector Fees** consisting of County-Wide Fees shall be paid by Non-Franchise Collectors. Non-Franchise Collectors shall deliver copies of all weight receipts to the Authority on a quarterly basis.

(e) **Table 5. Volume Based Pricing Hawthorne Facility** shall be paid by Self Haul customers when the scales are inoperable.

(f) **Table 6. Non-Standard Waste Materials** shall be paid by Franchise Collectors and Self Haul Customers that drop off non-standard Waste Materials.

(g) **Table 7 Household Hazardous Waste Fees** shall be paid by Self Haul residential and commercial customers. Residential customers who bring in more than 15 gallons per vehicle (measured by the total volume of the containers brought in, not by the volume of material contained) and commercial customers shall pay a Household Hazardous Waste Fee based on the actual cost of handling and processing if so charged by the Executive Director.

(h) **Table 8. Greenwaste Fees** shall be paid by Franchise Collectors and Self Haul Customers dropping off Green Waste at the Hawthorne Street facility or at Steve Morris Logging.

(j) **Table 9. Recyclables Materials Processing Fees** shall be paid by Franchise Collectors and Self-Haul Customers dropping off Recyclable Materials at either the Samoa Resource Recovery Center or the Hawthorne Street Transfer Station.

Section 5. PAYMENT OF FEES.

(a) For cash transactions, payment shall be due upon delivery of the Waste Materials in accordance with Schedule A herein. Self Haul Customers which pay with cash or cash equivalents – check, debit or credit card – shall pay fees rounded to the nearest quarter dollar for materials disposed. For account customers, the fee shall be set based upon the volume or tonnage of Waste Material received during the preceding month according to Schedule A. Fees charged to accounts shall be paid to the Humboldt Waste Management Authority within thirty (30) days following the fee due date. The due date is the date of the monthly statement, and shall become due and payable by each account customer on the date of the monthly statement.

(b) Fees that are not remitted to the Authority within thirty (30) days following the due date provided in this part for account customers and on the invoice for all other invoiced customers are delinquent. A late fee of one and one half percent (1 1/2%) shall be assessed on delinquent accounts not paid by the end of the month. The minimum late fee is \$1.

(c) Documentation substantiating the tonnage upon which the Waste Management Fee is collected shall be maintained by an Operator, Franchise Collector, Non-Franchise Collector, or Self Haul Customer for a period of three years.

Upon three working days written notice, an Operator or Collector shall provide access to the Authority for the purpose of reviewing the accuracy of the submitted data.

In the event that the Authority, following such a review, determines that the accuracy of the submitted data cannot be verified, the Authority and the Operator or Collector shall mutually agree to an alternative procedure for determining or measuring the tonnage collected, or received at the Disposal Site, Transformation Facility and/or Transfer/Processing Station, in order to ensure the accuracy of such data.

Failure to implement or to adhere to a verifiable measuring procedure after a reasonable period of time shall result in the referral of the disputed collections for review to an independent auditor. Costs for such an audit shall be borne by the losing party.

Fees not paid by its due date shall be determined to be delinquent, and shall be subject to late fee penalties.

(d) Customers who wish to keep a record of individual waste transactions should retain their weight ticket (invoice) from each transaction. The Authority also keeps a record of transactions. Customers may request copies of previous weight tickets and will be charged 75 cents for each weight ticket that is copied, sent, or faxed. A request for a copy of any weight ticket that is over 180 days old will be billed at \$40 per hour for staff research time.

Section 6. FAILURE TO COMPLY.

The Authority may collect any unpaid fees and penalties by civil action, in which event the Authority shall have judgment for the cost of the suit and reasonable attorney's fees.

Remedies for the failure to comply with this Resolution are non-exclusive. The Authority reserves the right to take any, all or combination of administrative, civil and criminal actions to enforce the terms of this Resolution, separately or concurrently.

Section 7. REFUNDS.

In the event any fee has been overpaid or has been erroneously received by the Authority under this Resolution, it shall be refunded.

Section 8. EFFECTIVE DATE.

This Resolution shall take effect on July 1, 2023.

APPROVED: _____ Date: _____
Leslie Castellano, Chair

ATTEST: _____ Date: _____
Eric Keller-Heckman, Clerk of the Board

Section 9: Waste Management Fee Table

Humboldt Waste Management Authority Waste Management Fees for Fiscal Year 2023-2024

Table 1: County-Wide Programs	\$ per Ton
Administration	\$0.57
Household Hazardous Waste Program	\$7.68
Cummings Landfill Pledge of Revenue	\$0.96
Illegal Dumping & Clean Up Funds	\$0.68
Rural Container Program	\$4.84
County/Cities AB 939 Programs	\$1.93
Table Bluff Landfill Maintenance	\$0.74
County-wide Enforcement (LEA)	\$3.13
Edible Food Recovery	\$0.38
Total	\$20.91

Table 2: HWMA Base Fee	\$ per Ton
Administration	\$8.35
Environmental Health & Safety (EHS)	\$3.91
Programs	\$1.88
Organics	\$1.45
Cummings Road Landfill Operations	\$10.37
Total	\$25.96

Table 3: Facility Fees	\$ per Ton
Self-Haul	
County-Wide Program Fee (from Table 1)	\$20.91
Base Fee (from Table 2)	\$25.96
Facility Fee	\$139.30
Total Self Haul Rate Per Ton	\$186.17
Minimum fee (120 Lbs)	\$12.00
Asbestos rate	\$186.17
Franchise	
County-Wide Program Fee (from Table 1)	\$20.91
Base Fee (from Table 2)	\$25.96
Facility Fee	\$122.54
Total Franchise Rate Per Ton	\$169.41
Grit (Wastewater Solids) Rate Per Ton	\$169.41
<i>See Table 6 for additional fees (non-standard MSW)</i>	
<i>See Table 7 for Hazardous Waste Fees</i>	
Recology Eel River	
County-Wide Program Fee (from Table 1)	\$20.91
Base Fee (from Table 2)	\$25.96
Facility Fee	\$87.57

Total Satellite Fee Rate	\$134.44
Humboldt Sanitation	
County-Wide Program Fee (from Table 1)	\$20.91
Base Fee (from Table 2)	\$25.96
Facility Fee	\$77.89
Total Satellite Fee Rate	\$124.76
Table 4: Non-Franchise Collector	\$ per Ton
County-Wide Program Fee (from Table 1)	\$23.27
Total Non-Franchise Collector Fee	\$23.27
Table 5: Volume Based Pricing	\$ per Ton
Minimum Fee for Solid Waste by Volume	\$11.00
Per Cubic Yard	\$20.15
Small Pickup (level with top of box)	\$30.23
Mid-Size Pickup (level with top of box)	\$46.15
Full-Size Pickup (level with top of box)	\$62.08
Misc. Construction Debris Per Cubic Yard	\$126.43
Minimum Fee for Green Waste by Volume	\$8.00
Per Cubic Yard	\$9.90
Small Pickup (level with top of box)	\$14.85
Mid-Size Pickup (level with top of box)	\$22.28
Full-Size Pickup (level with top of box)	\$34.10
Minimum Fee for Recyclable Materials by Volume	\$6.00
Per Cubic Yard	\$11.00
Table 6: Non-Standard Waste Materials Fees (per Item, unless otherwise specified)	\$ per Ton
Asbestos Handling Fee - Commercial or Residential, plus material weight	\$10.00
Asbestos Bag Fee	\$2.00
Asbestos Box Fee	\$44.00
Treated Wood Waste Handling Fee - Commercial or Residential plus material weight	\$10.00
Tire, Semi Truck or Smaller, On- or Off-Rim	\$9.00
Tire, Over-Sized (Grader, Solid Rubber, Foam-Filled, etc.)	\$180.00
Special Handling Fee, per Hour (billable in quarter-hour increments)	\$135.00
Carpet, per Ton	\$10.00
Minimum Fee, Carpet	\$2.00
Table 7: Household Hazardous Waste Fees	\$ per Ton
Hazardous waste up to 15 gallons, per trip, per day; volume calculated by volume of the container, regardless of how much material is in the container	No charge

Aerosol	\$2.00
Ballasts, PCB containing	\$0.05
Batteries, Mixed	\$1.00
Batteries, Auto	No Charge
Compressed gas cylinders, non-propane	\$10.00
Corrosives	\$8.00
Fire extinguishers	No Charge
Flammable liquid	\$5.00
Flammable solid	\$1.00
Fuel gas/propane, up to one (1) qt	\$1.00
Mercury	\$6.00
Motor oil	No Charge
Oil filter	No Charge
Oily Debris	\$1.00
Oxidizing liquid	\$10.00
Oxidizing solid	\$2.50
Paint	\$5.00
Propane Tanks, less than one (1) gallon	\$1.00
Toxic liquid	\$8.00
Toxic solid	\$2.50
Lead based paint chips	\$1.00

Table 8: Greenwaste Fees At Hawthorne Street	\$ per Ton
Franchise Collector Rate Per Ton Direct Delivery to Mad River Hardwoods (Wes Green)	\$94.81
Hawthorne Street Transfer Station Rate (Self-haul customers)	\$130.71
Minimum Fee, Self-Haul and Commercial Customers, up to 120 lbs	\$8.00

Table 9: Recyclable Materials Processing Fees	\$ per Ton
Direct Delivery to Samoa Processing Facility (Franchise Only)	\$108.82
Self-Haul and Commercial Rate	\$108.82
Minimum Fee, Self-Haul and Commercial Customers, up to 100 lbs	\$6.00

HWMA Waste Management Fees Table 3 Breakdown

	HWMA Self Haul	HWMA Franchise	RER Franchise	HumSan Franchise	Out of Area Self Haul
Projected Tonnage	22,100	42,900	4,000	6,000	5,000
Countywide Program Fees					
Administration	\$0.57	\$0.57	\$0.57	\$0.57	\$0.57
Household Hazardous Waste Program	\$7.68	\$7.68	\$7.68	\$7.68	\$7.68
Cummings Road Pledge of Revenue	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96
Illegal Dumping & Clean Up Funds	\$0.68	\$0.68	\$0.68	\$0.68	\$0.68
Rural Container Program	\$4.84	\$4.84	\$4.84	\$4.84	\$4.84
County/Cities AB939 Programs	\$1.93	\$1.93	\$1.93	\$1.93	\$1.93
Table Bluff Landfill Maintenance	\$0.74	\$0.74	\$0.74	\$0.74	\$0.74
Countywide Enforcement (LEA)	\$3.13	\$3.13	\$3.13	\$3.13	\$3.13
Edible Food Recovery	\$0.38	\$0.38	\$0.38	\$0.38	\$0.38
Subtotal	\$20.91	\$20.91	\$20.91	\$20.91	\$20.91
HWMA Base Fees					
Administration	\$8.35	\$8.35	\$8.35	\$8.35	
Environmental Health and Safety Programs	\$3.91	\$3.91	\$3.91	\$3.91	
Organics	\$1.88	\$1.88	\$1.88	\$1.88	
Cummings Road Landfill Operations	\$1.45	\$1.45	\$1.45	\$1.45	
	\$10.37	\$10.37	\$10.37	\$10.37	
Subtotal	\$25.96	\$25.96	\$25.96	\$25.96	
Facility Fees					
Transportation and Disposal	\$80.28	\$80.28	\$87.57	\$77.89	
Direct Operation Cost	\$37.94	\$21.18			
Indirect	\$11.12	\$11.12			
Reserve Funding	\$9.96	\$9.96			
Subtotal	\$139.30	\$122.54	\$87.57	\$77.89	
Total Proposed Waste Mgmt. Fees	\$186.17	\$169.41	\$134.44	\$124.76	\$20.91
Waste Mgmt. Fees for Prior Fiscal Year	\$163.61	\$135.46	\$103.50	\$103.50	\$24.14
Percent Change	13.79%	25.06%	29.90%	20.54%	-13.38%

Values for HWMA Facility Fees related to Satellite Facilities relate to transportation and disposal costs only. Other fees for facility operation are set via agreement by Member Agencies with their respective facility operators.

Section 10: County Wide Program Fees Overview and Funding Details

Administration.

This revenue covers HWMA's administrative salaries and overhead, legal services, and board expenses associated with oversight of CWPF's. Projected revenue is approximately \$45,600.

The Household Hazardous Waste Program

This program diverts household hazardous waste (e.g., motor oil, pesticides, pharmaceutical products, etc.) for materials not permitted to be disposed of in landfills. This fee now represents the total cost of operating the Hazardous Waste Facility Located at the Hawthorne Street Transfer Station less projected revenues from operations. Projected revenue is approximately \$611,796.77.

Cummings Road Landfill Pledge of Revenue.

This fee has been renamed from "Cummings Road Maintenance" fee to more accurately reflect the purpose for which these fees are collected, which per the June 2002 Pledge of Revenue Agreement between HWMA and the CIWMB (California Integrated Waste Management Board), is to ensure adequate funds for "...corrective action cost estimates..." should any such corrective actions become necessary. Projected revenue is approximately \$76,657.

Illegal Dumping and Cleanup Fund

This provides monies for assistance in cleanup of illegally dumped waste from member agencies. This fund has been fully utilized in the last 2 fiscal years, and member agency staff has expressed a desire for expanded use. Staff is recommending increasing the funding amount to \$54,400 for this fiscal year.

Rural Container Program.

The County is responsible for administering contracts for operation of 12 outlying container drop-off sites in the unincorporated, rural areas of Humboldt County. Because the operations are small and remote, actual costs to staff the facility and haul disposed material does incur a higher cost per ton. If the site operator charged the actual cost in their gate tip fee, few individuals would use the sites and illegal dumping in the surrounding area would likely increase. Projected revenue is \$387,000

County/Cities AB939 Programs.

These funds are allocated for waste diversion activities, programs, and staffing in HWMA's member cities and the County. At the discretion of the member agency, funds may be used to cover the costs of recycling and other waste diversion programs. Projected revenue is \$154,001.26

Table Bluff Landfill

is a closed landfill owned by the County of Humboldt and located south of Eureka. The County is responsible for closure related maintenance and associated activities. Projected revenue is \$59,200.

The Local Enforcement Agency (LEA)

provides local enforcement activity on behalf of regulations set by CalRecycle are passed directly to the County Environmental Health Department.

Edible Food Recovery-Proposed

Staff proposes an additional line item to the current Countywide Program Fees

The County of Humboldt is currently undertaking a Request for Proposal process for Edible Food Recovery Program Management. The selected proposer will begin to lay the ground work for developing an in county ecosystem of Edible Food Recovery, and make recommendations on potential infrastructure needed to accomplish certain SB 1383 requirements. Staff proposes an initial funding of \$30,000 dollars that will be passed through to the County of Humboldt that will be used to offset or mitigate costs related to infrastructure purchases within member agencies.

Section 11: FY 2023-24 AB 939 Allocation

Proposed AB 939 Payment Schedule FY 2023-2024

Entity	Total Due	Retained by HWMA	Quarterly Payment	Ratio
Arcata	22,646.81		5,661.70	14.71%
Blue Lake	7,037.86		1,759.46	4.57%
Eureka	35,712.89	8,000.00	8,928.22	23.19%
Ferndale	7,114.86		1,778.71	4.62%
Rio Dell	8,901.27	5,000.00	2,225.32	5.78%
Unincorporated Areas	72,580.79	72,580.79	18,145.20	47.13%
Total	154,001.26	85,580.79	38,437.50	100.00%

History of Payments to Members

Entity	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Arcata	22,646.81	22,646.81	22,646.81	22,646.81
Blue Lake	7,038.45	7,038.45	7,038.45	7,037.86
Eureka	35,714.17	35,714.17	35,714.17	35,712.89
Ferndale	7,119.87	7,119.87	7,119.87	7,114.86
Rio Dell	8,900.87	8,900.87	8,900.87	8,901.27
Unincorporated Areas	72,581.09	72,581.09	72,581.09	72,580.79
Retained by HWMA	87,581.09	87,581.09	87,581.09	85,580.79
Total	154,001.26	154,001.26	154,001.26	154,001.26

Section 12: HWMA Hours of Operations

Hawthorne Street Transfer Station& Eureka Recycling Center

<u>Tip Floor & Recycling Center</u>		Hours
Self-Haul	Monday – Friday	8 am to 4 pm
	Saturday	9 am to 4 pm
	Sunday	10 am to 4 pm
Franchise	Monday – Sunday	7 am to 5 pm

<u>Cummings Road Landfill</u>		
Landfill Office	Monday – Friday	7:30 am to 3pm

All HWMA Facilities will be closed for the following Holidays:

Memorial	Day Monday – May 29, 2023
Independence Day	Tuesday - July 4, 2023
Labor Day	Monday - September 4, 2023
Thanksgiving	Thursday - November 23, 2023
<i>Christmas Eve close at 2pm</i>	<i>Sunday - December 24, 2023</i>
Christmas	Monday - December 25, 2023
<i>New Year's Eve close at 2pm</i>	<i>Sunday - December 31, 2023</i>
New Year's Day	Monday – January 1, 2024
Easter Sunday Monday	Sunday - March 31, 2024

Attachment A: HWMA Capital Improvement Plan Fiscal Years 2023-2028



**Humboldt Waste Management Authority
Capital Improvement Plan
for
Fiscal Years 2023-2028**

April 27 2023

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Section 1: Overview

Introduction

The Humboldt Waste Management Authority (“Authority”) is comprised of six member agencies, including the cities of Arcata, Blue Lake, Eureka, Ferndale, and Rio Dell, and the County of Humboldt. The Authority operates and maintains five facilities:

- 1) Hawthorne Street Transfer Station, located at 1059 West Hawthorne Street which includes the Hazardous Waste Facility (HHW), Eureka Organics Processing Center and the Authority’s Business Office and the Solid Waste Tipping Floor.
- 2) Cummings Road Landfill (“Landfill”)
- 3) 413-acres of forest properties surrounding the Landfill
- 4) Property and building located at 949 West Hawthorne Street; this property is leased to Recology of Humboldt.
- 5) An unimproved 7-acre parcel located to the north of the Hawthorne Street Transfer Station.

A Capital Improvement Plan (CIP) is a planning and fiscal management tool used to assist in the coordination, timing and financing of capital improvements for Authority Divisions over a multi-year period. Capital improvements refer to major, non-reoccurring physical expenditures such as land, building, infrastructure and equipment. For purposes of this initial CIP, staff identified those projects with an estimated \$25,000 and greater costs. The CIP is a working document, and will be reviewed, updated and approved annually by the HWMA board of Directors during the fiscal year budget process.

Purpose

The CIP is intended to:

- Initiate the timely repair and replacement of aging infrastructure, rolling stock and allow acquisition planning for other items as needed.
- Enable Board and public discussion of Authority infrastructure needs, Board approved priorities and Strategic Plan implementation.
- Identify the most economical means of financing capital improvements, with the goal of avoiding sharp increases to the Authority’s Waste Management Fee.
- Balance necessary improvements with the Authority’s financial resources.

Funding Sources

The Authority’s operating budget consists of those normal ongoing operating costs incurred to operate and maintain the functions of the Authority, including wages, materials, utilities, professional and outside services, and other such operating expenses. The operating budget, and non-operating costs associated with reserve funds, asset depreciation, and other non-operating expenses, are funded almost entirely through ratepayer revenues collected per-ton on solid waste collected through franchise agreements with the Authority’s member agencies, and through fees assessed at the Transfer Station and the Authority’s satellite contractors at Humboldt Sanitation and Recology Eel River.

Funding for CIP projects is generally expected to come from the HWMA Board established Capital Improvement Fund, a designated fund, that is expected to receive Board appropriated funds identified during the annual budget review and approval process. The goal of the Capital Improvement Fund (CIF) is to assist with minimizing impacts to the Authority's Waste Management Fees when significant expenditures are necessary for property acquisition, replacement of rolling stock or other infrastructure related process. Additionally, the Authority may pursue grant funding or other long-term debt to implement Board approved projects.

Staff projects approximately 80,000 tons of solid waste to be collected annually for the implementation of the Board's directives and the annual operating and non-operating budget; funds in excess of the needs for operating costs are often directed to the various reserve funds established by the Board of Directors – notably, the Capital Improvement Fund. This fund is used for the direct purchase, or long-term financing, of all capital asset improvements given final approval by the Board for purchase.

The Authority utilizes additional funding resources, such as grant funding from State programs, where available and appropriate.

Project Planning Process

The Executive Director, in concert with Division Directors, will identify a list of projects and improvements required for each division of the Authority. These projects generally include repairs, replacement and improvements to facility and buildings, or equipment necessary to perform solid waste collection, diversion, or recycling. All projects identified are expected to adhere to the Board's finance policy designating a project as a capital improvement - those projects with an estimated cost of \$25,000 and greater, with an anticipated lifespan of no less than 2-5 years.

The Executive Director and Division Directors will evaluate and provide recommendations to determine the best schedule to complete the proposed list of projects, within the bounds of fund availability in the Capital Improvement Fund, whether as the Fund currently stands or through the annual budget process. The Directors consider future spending needs for the operating budget, trends in waste tonnage, hauling and transportation costs, and the overall impact these items have on the integrated waste management tipping fees, from pass-through and base fees through to facility management costs for the Transfer Station.

Board Review and Implementation Timeline

Each year, staff will review and update the list and chart of projects and the planning timeline. This timeline is then presented to the Board during the annual budget to inform the adjustments requested from staff for the Capital Improvement Fund.

This annual approval of the CIP does not commit the Authority to a definitive course of action; rather, as a planning document, it provides the guidance through which the Capital Improvement Fund is managed for future projects, which will be presented to the Board as the planning phase of each project begins.

Once a project is ready to be initiated, the Board will receive the appropriate project documents – a Request for Proposals, construction bid documents, and/or loan/lease agreements – presented to them in open session of a meeting of the Board of Directors for direct approval and initiation of the project.

Expenditures for the approved project(s) will be withdrawn from the Capital Improvement Fund in accordance with the required outlay for those expenditures.

Methodology

Establish a planning committee

An internal committee comprised of the Executive Director and all Division Directors are responsible for necessary project identification, planning and the projected funding level for the project.

Define capital projects or purchases

Each Director will draft a list of capital projects and/or major purchases proposed to be included in the CIP. These projects generally included repairs, replacement and improvements to facility and buildings, or equipment. Projects less than \$25,000 will be included as annual capital costs.

Calculate estimated costs for each project

Each project is assigned a projected cost and expected year of implementation. Projects requiring engineering, permitting, staffing or other associated costs will have the total cost refined as information becomes available.

Evaluate capital assets

Capital assets are the funds such as annual budgeting, capital reserve funds, grants and long-term debt that HWMA could pursue for replacement, renovations or other improvement projects listed in the plan.

Forecast funding needs

Determine the timeline in which funding will be retained in the Capital Improvement Fund for each designated project.

Finalize project

Once a project is finalized internally it will be assigned a project code which corresponds with the Fiscal Year proposed for purchase. (Example: 2024.01).

Items that have been approved by the board in prior years will be noted as approved on the project list and project description. Newly proposed projects will be marked as such. Projects that are proposed to be removed will be included with reasoning for the proposed removal.

Section 2: Project List

Humboldt Waste Management Authority Capital Improvement Projects 2023-2028 (FY)

<u>Project Code</u>	<u>Division</u>	<u>Project Name</u>	<u>Anticipated Purchase Fiscal Year</u>	<u>Estimated Cost</u>	<u>Procurement Method</u>	<u>Proposed or Approved</u>
2023.01	SW	Franchise Wheel Loader	22/23	\$ 653,149.90	Lease	Approved (CIP 2021-2025)
2024.01	AD	Security System Upgrade	23/24	\$ 54,000.00	Purchase	Approved (CIP 2021-2025)
2024.02	SW	Pit Scale Replacement	23/24	\$ 95,000.00	Purchase	Approved (CIP 2021-2025)
2024.03	LF	Blower Replacement	23/24	\$ 66,000.00	Purchase	Approved (CIP 2021-2025)
2024.04	LF	Office Remodel	23/24	\$ 110,000.00	Purchase	Approved (CIP 2021-2025)
2025.01	LF	Tractor & Mower with attachments	24/25	\$ 61,000.00	Purchase	Approved (CIP 2021-2025)
2025.02	LF	Flare Heat Shields	24/25	\$ 140,000.00	Purchase	Approved (CIP 2021-2025)
2026.01	LF	Mini Excavator Replacement	25/26	\$ 200,000.00	Lease	Approved (CIP 2021-2025)
2027.01	SW	Self Haul Wheel Loader	26/27	\$ 340,000.00	Lease	Proposed
2028.01	SW	Excavator	27/28	\$ 335,000.00	Lease	Proposed
2028.02	OF	Organics Wheel Loader	27/28	\$ 340,000.00	Lease	Proposed

Projects to be Removed

<u>Project Code</u>	<u>Division</u>	<u>Project Name</u>	<u>Anticipated Purchase Fiscal Year</u>	<u>Estimated Cost</u>	<u>Reason</u>
2021.01	AD	Replace Heacy Duty Pickup	22/23	\$ 30,000.00	Staff Recommendation
2021.08	AD	Scalehouse Remodel	22/23	\$ 30,000.00	Staff Recommendation
2021.13	LF	Backhoe Replacment	23/24	\$ 140,000.00	Staff Recommendation

Section 3: Estimated Project Funding Timeline

Humboldt Waste Management Authority Capital Improvement Projects 2023-2028 (FY) Projected Funding Timeline

Project Code	Division	Project Name	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32
2023.01	SW	Franchise Wheel Loader	\$ 146,045	\$ 146,045	\$ 146,045	\$ 146,045	\$ 146,045				
2024.01	AD	Security System Upgrade	\$ 54,000								
2024.02	SW	Pit Scale Replacement	\$ 95,000								
2024.03	LF	Blower Replacement	\$ 66,000								
2024.04	LF	Office Remodel	\$ 110,000								
2025.01	LF	Tractor & Attachments		\$ 61,000							
2025.02	LF	Flare Heat Shields	\$ 70,000	\$ 70,000							
2026.01	LF	Mini Excavator Replacement		\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000			
2027.01	SW	Self Haul Wheel Loader		\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	
2028.01	SW	Excavator		\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925
2028.02	OF	Organics Wheel Loader			\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214

Year to Acquire

Section 4: Detail of Projects

Franchise Wheel Loader - Solid Waste (2023.01)

Estimated Year to Acquire:

Fiscal Year 2022-2023/24

Recommended Procurement Method:

5 Year Lease

Description:

Tip floor staff utilize a variety of heavy equipment in the daily management of solid waste; the current 950 Loader is a mainstay of day-to-day operations, managing franchise and automated dump loads of solid waste for ease of loading into semi-truck trailers bound for Dry Creek Landfill. This equipment primarily ensures the main tip floor area stays clear of obstruction and that the solid waste pile is further condensed and available for loading by excavator operators.

Justification for Acquisition:

The current franchise wheel loader was recently purchased and is operating with minimal issue. It is scheduled for regular replacement in Fiscal Year 2025-2026, and will require initial planning and bidding at the end of Fiscal Year 2024-2025. Ongoing replacement and upgrade of Authority equipment is anticipated at each purchase date in order to maintain standard operations without significantly impacting future solid waste tipping fees.

Recommended Useful Life:

Five to seven years

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Funding Needed	\$ 146,045	\$ 146,045	\$ 146,045	\$ 146,045	\$ 140,427
Year to Acquire					
Funding Window Start					

Security System Upgrade - Admin (2024.01)

Estimated Year to Acquire:

Fiscal Year 2023-2024

Recommended Procurement Method:

Purchase

Description of Project:

The Authority utilizes a series of closed-circuit (CC) cameras and motion/perimeter sensors to secure its facilities. Video from break-ins and other incidents throughout the facility are used by the management team to assess issues, corroborate reports with local law enforcement, and assist personnel in quickly identifying vehicles for input into the Authority's solid waste management system at entry to the facility.

Justification for Acquisition:

The current security and CCTV system installed at the Transfer Station has well outlived its useful life. The original installer has long since merged with the Authority's current security provider, Advanced Security, and much of the institutional knowledge of the working of the system has been lost through years of turnover. As such, several systems are regularly failing and require either extensive maintenance or removal, reducing the effectiveness of the current system greatly. Additionally, the video and sensor systems are managed separately, and an upgrade that unifies these under one system will reduce upkeep and maintenance costs in the future and simply management by on-site employees.

Useful Life:

Seven to ten years; potential for upgrades and maintenance to extend useful life.

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Funding Needed	\$ 54,000				
Year to Acquire					
Funding Window Start					

Pit Scale Replacement - Solid Waste (2024.02)

Estimated Year to Acquire:

Fiscal Year 2023-2024.

Recommended Procurement Method:

Purchase.

Description of Project:

The Transfer Station pit scale is used to guide tip floor staff in the efficient loading of outbound trailers of solid waste to the Authority's transportation and disposal provider, Dry Creek Landfill. This scale uses a three-zone system that allows staff to achieve maximum tonnage for each load without creating overload issues on highway routes, optimizing cost-effectiveness while achieving average load size requirements outline in the transportation and disposal contract with DCL.

Justification for Acquisition:

The Transfer Station pit scale is significantly outdated, so much so that any functional paperwork on the equipment has been lost. Repairs and maintenance on the current scale are hindered by a lack of institutional experience working with the device, and the Authority's scale maintenance contractors have little to no ability to provide anything other than basic upkeep.

Useful Life:

Ten years or more.

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Funding Needed	\$ 95,000				
Year to Acquire					
Funding Window Start					

Flare Blower Replacement - Landfill (2024.03)

Estimated Year to Acquire:

Fiscal Year 2023-2024.

Recommended Procurement Method:

Purchase.

Description of Project:

The Cummings Road Landfill (CRL) installed a gas flare system in 1998 to manage the methane generated by the waste materials. The system was designed to incorporate three blowers to support flare operations. One blower is used to support the daily operation of the flare, while the other two remained offline as a backup or under repair. CRL staff cycle each blower in and out of service as described in the operations plan or at the direction of a flare engineer. The blowers have been refurbished and serviced over the last 22 years to extend the life of the units.

Justification for Acquisition:

The gas generated by the landfill waste materials has gradually decreased since the flare was originally installed. This decrease of gas production reached a critical point of flare operations in 2020 to the point which staff could no longer operate the flare 24 hours a day, 7 days a week. The flare has undergone slight modifications to account for the decrease in gas production while still supporting the minimum requirements to function within system and permitted requirements.

In July of 2020 CRL called upon the flare engineer to support troubleshooting the system in order to establish an intermittent operating schedule. It was determined the current and future needs of the flare system would need an upgrade to the blower system. The recommendation was to install a blower that could operate in tandem with a variable frequency drive (VFD). The current blowers are not capable of supporting a VFD and cannot be mechanically adjusted to meet current and future flare needs. This type of configuration can automatically adjust the flow to account for fluctuations in gas production as well as enabling the flare to continue operating within system and permitted requirements.

Useful Life:

Five to seven years

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Funding Needed	\$ 66,000				
Year to Acquire					
Funding Window Start					

Office Remodel – Landfill (2024.04)

Estimated Year to Acquire:

Fiscal Year 2023-2024

Recommended Procurement Method:

Purchase.

Description of Project:

The Cummings Road Landfill maintains a staff of two, which requires a workspace for general office duties, uniform storage, and break and lunch areas. General staff, consultant, and engineer meetings are also often conducted in the same space, especially during the winter season. The current office is a severely outdated trailer facing general degradation over a significant amount of time in service.

Justification for Acquisition:

As part of regular maintenance of Authority assets, upgrades to the Landfill office have been delayed for several reasons, including closure planning, long-term needs assessment, and funding issues. Additional concerns related to location of the new office have raised concerns of increased costs for permitting and environmental considerations. Recent review of the facility, the needs of the office space, and management of the Authority’s archives have provided for an opportunity to build an add-on to the interior of the Landfill shop space to allow for a full office and break space that will endure longer and provide greater benefit throughout the life of post-closure at the Landfill, and this work can be performed under the initial project cost estimates from previous years without impacting Capital Improvement Funds.

Useful Life:

Twenty years.

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Funding Needed	\$ 110,000				
Year to Acquire					
Funding Window					

Tractor & Attachments - Landfill (2025.01)

Estimated Year to Acquire:

Fiscal Year 2024-2025.

Recommended Procurement Method:

Purchase.

Description of Project:

Cummings Road Landfill staff utilize a tractor with a tow-behind mower attachment for permit required vegetation maintenance. The current tractor provides only vegetation maintenance capabilities, whereas the proposed improvements would utilize a series of attachments to provide staff the capability to perform more repairs and maintenance projects at remote locations, where the current backhoe and mini-excavator cannot reach. The proposed equipment further improves personnel safety and operating conditions, due to better placement of the mower attachment and significant reduction of dust and debris kicked up during operation.

Justification for Acquisition:

The current mower is significantly outdated and scheduled for replacement as part of ongoing improvements to the Authority's asset profile. Landfill staff have been utilizing multiple pieces of equipment for projects that could be more efficiently managed with the upgraded tractor, and general quality of life improvements would greatly increase productivity of landfill maintenance duties.

Useful Life:

Five to seven years.

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Funding Needed		\$ 61,000			
Year to Acquire					
Funding Window					

Flare Hear Shields - Landfill (2025.02)

Estimated Year to Acquire:

Fiscal Year 2024-2025.

Recommended Procurement Method:

Purchase.

Description of Project:

The methane gas flare at the Cummings Road Landfill contains heat shields which protect the flare “stack” from constant heat exposure due to the methane burning process. The combustion of the gas inside the stack typically ranges between 1400 to 2000 degrees Fahrenheit. The exposure to the elements as well as these extremely hot temperatures slowly breaks down the insulation over time which eventually requires them to be replaced.

Justification for Acquisition:

Regular update and maintenance of the components of the flare reduce the likelihood that the flare itself will require replacement at any time during the post-closure maintenance period. These updates significantly reduce the cost and time of ongoing maintenance as well, and ensure that primary operations at the landfill continue uninterrupted. The heat shields are currently showing signs of wear and if not replaced will increase the potential for compromising the structural integrity of the stack.

Useful Life:

Ten to twenty years; long-term health of the flare stack will greatly increase overall value of the life of these heat shields. The longevity of the heat shields is in direct correlation with operation of the flare and environmental conditions. The heat shields are designed to remain dry and free of excessive moisture. Current operations of the flare are projected to occur intermittently for the foreseeable future. Therefore, during the rainy season, the heat shields will be routinely exposed to precipitation without the flare being in operation to keep the shields dry. This will likely result in a decrease in the overall lifespan of the heat shields. Routine monitoring of the heat shields will be done to ensure any issues are identified early enough to prevent any damage to the stack.

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Funding Needed	\$ 70,000	\$ 70,000			
Year to Acquire					
Funding Window					

Mini-Excavator Replacement - Landfill (2026.01)

Estimated Year to Acquire:

Fiscal Year 2024-2025.

Recommended Procurement Method:

5 Year Lease.

Description of Project:

Cummings Road Landfill staff utilize a small-scale excavator for a variety of earth moving projects related to ongoing post-closure maintenance of the landfill. Much of this maintenance is performed by staff to ensure that methane and leachate systems are operating at maximum efficiency, and that line repairs and other damage to the landfill can be affected quickly, minimizing overall downtime and lasting damage to the landfill itself.

Justification for Acquisition:

The current mini excavator is outdated and overdue for replacement; as part of ongoing efforts to maintain an equipment fleet that can be easily maintained and reduces long-term issues related to emergency breakdowns, staff is recommending replacement to initiate an ongoing capital improvement plan for landfill assets in future years. Additionally, California offroad fleet emissions requirements have changed significantly since this equipment was originally purchased, and the current mini excavator will no longer comply with these new standards.

Useful Life:

Five to seven years.

Acquisition and Funding Schedule

Fiscal Year	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Funding Needed		\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
Year to Acquire						
Funding Window						

Self-Haul Wheel Loader – Solid Waste (2027.01)

Estimated Year to Acquire:

Fiscal Year 2026-2027

Recommended Procurement Method:

5 Year Lease.

Description of Project:

Tip floor staff utilize a variety of heavy equipment in the daily management of solid waste; the current John Deer 344 Loader is a mainstay of day-to-day operations, managing franchise and automated dump loads of solid waste for ease of loading into semi-truck trailers bound for Dry Creek Landfill. This equipment primarily ensures the main tip floor area stays clear of obstruction and that the solid waste pile is further condensed and available for loading by excavator operators.

Justification for Acquisition:

Scheduled Replacement of current in use equipment.

Useful Life:

Seven years.

Acquisition and Funding Schedule

Fiscal Year	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Funding Needed	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214
Fiscal Year to Acquire							
Funding Window							

Excavator – Solid Waste (2028.01)

Estimated Year to Acquire:

Fiscal Year 2027-2028

Recommended Procurement Method:

5 Year Lease.

Description of Project:

Tip floor staff utilize a variety of heavy equipment in the daily management of solid waste; the current excavator is the primary method of loading solid waste and mixed recycling into shipping trailers, for deliver to Dry Creek Landfill (solid waste) and Recology’s Samoa facility (mixed recycling).

Justification for Acquisition:

Scheduled Replacement of current in use equipment. This machine will become the secondary loading excavator, and be used regularly for the loading of green waste material. The primary excavator is replaced regularly due to its high level of importance in solid waste management and the efficient and timely loading of solid waste trailers.

Useful Life:

5 years

Acquisition and Funding Schedule

Fiscal Year	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY30/32
Funding Needed	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925	\$ 84,925
Year to Acquire								
Funding Window								

Wheel Loader - Organics (2028.02)

Estimated Year to Acquire:

Fiscal Year 2027-2028

Recommended Procurement Method:

5 Year Lease.

Description of Project:

HWMA staff anticipates the use of various heavy equipment to accept and process organics material at the planned organics processing facility. The main equipment planned for use is a small class wheel loader that will aid in transferring material throughout the facility.

Justification for Acquisition:

In the early stages of the Organics processing facility, older equipment that has been phased out of use from the solid waste division will be utilized in the day-to-day operations, but replacement of that with dedicated equipment solely for the organics processing division is recommended.

Useful Life:

Seven years.

Acquisition and Funding Schedule

Fiscal Year	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY30/32
Funding Needed		\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214	\$ 52,214
Fiscal Year to Acquire								
Funding Window								

Section 5: Projects To Be Removed:

Replace Heavy Duty Pickup - Admin (2021.01)

Reason For Recommendation:

The original estimated cost for replacement of this vehicle was not to exceed \$30,000. In the current landscape of car market values this amount falls woefully short of funds needed to replace the current heavy-duty truck utilized at the Transfer Station. Additionally, the purchase of this vehicle and a replacement for the Landfill were approved for purchase at the November 12, 2020 board meeting. Due to supply chain issues related to the Covid-19 pandemic vehicles could not be sourced until late 2022, when the Authority received one vehicle. To date HWMA has not received the remaining ordered vehicle and the price included in the bid can no longer be honored by the manufacturer. Staff recommends removing this project and will access the need and funding level for this project in the future.

Scalehouse Remodel – Admin (2021.08)

Reason For Recommendation:

The original estimated cost for the scale house remodel was not to exceed \$30,000 and has been delayed several times. At this point staff is unclear what the original scope and intent of the project entailed. Staff recommends removing this project will access the need and funding level for this project in the future.

Backhoe Replacement – Landfill (2021.13)

Reason For Recommendation:

Staff has reassessed the need for this item and believes the duties originally envisioned for this equipment can be better served through the planned acquisition of the Tractor & Attachments – Landfill (2025.01).