



BOARD OF DIRECTORS

Meredith Matthews, City of Arcata, **Vice-Chair**
Adelene Jones, City of Blue Lake,
Leslie Castellano, City of Eureka, **Chair**
Robin Smith, City of Ferndale
Stephen Madrone, County of Humboldt
Frank Wilson, City of Rio Dell,

Meeting Agenda

Thursday, March 9, 2023 at 5:30 PM
Eureka City Council Chamber
502 K Street
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 will resume their meetings from the Eureka City Council Chamber. 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>

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 5:30 PM

2. Consent Calendar

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

- a. Approve Minutes from the February 9, 2023 HWMA Board of Directors Meeting
- b. Approve California Multiple Award Schedule (CMAS) Pricing Program for the Purchase of Tip Floor Wheel Loader in lieu of competitive bid process.

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. Authorize Executive Director to Execute Consent to Assign of "Agreement Between HWMA and Mad River Hardwoods for Green-Waste Drop-off and Processing Services" to Steve Morris Logging Inc.

5. Approval of Resolution 2023-10 Authorizing HWMA Executive Director, or designee, to enter into a Regional Grant Agreement with CalRecycle for Organics Grant Program Grant ORG7

- 6. Standing Item: Board Member Reports.**
- 7. Standing Item: Executive Director's Report.**
- 8. Adjourn.**



BOARD OF DIRECTORS

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

Minutes

Thursday, February 9, 2023 at 5:30 PM
Zoom Video Conference Meeting

Present: Meredith Matthews, Adelene Jones, Leslie Castellano, Frank Wilson,
Steve Madrone and Randall Cady
Absent: None
Staff: Eric Keller-Heckman, Tony Heacock, and Jill Duffy
Legal Counsel: Nancy Diamond

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

Chairperson Castellano called the meeting to order at 5:30 PM. A quorum was present and acting.

2. Introduce New Members – Members welcomed Ferndale’s new representative Randall Cady to the Board.

3. Consent Calendar

- a. Approve Minutes from the January 12, 2023 HWMA Board of Directors Meeting

Motion: **Director Matthews** moved to approve the Consent Calendar and **Director Jones** seconded the motion.

Ayes: Meredith Matthews, Adelene Jones, Leslie Castellano, Frank Wilson, Steven Madrone and Randall Cady. Motion passed unanimously.

Noes: None

Absent: None

4. Oral and Written Communications

Chairperson Castellano opened the floor to non-agenda public comment. No oral or written comments were received. **Chairperson Castellano** closed the floor.

5. Approve Resolution 2023-09 “A Resolution of the Humboldt Waste Management Authority Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Humboldt Waste Management Authority Pursuant to Brown Act Provisions Due to A State of Emergency”

Executive Director Keller-Heckman noted this is the final teleconference meeting by the HWMA Board, and that staff has confirmed the availability of the Eureka Council Chambers to resume in-person HWMA board meetings next scheduled for March 9, 2023.

Chairperson Castellano opened the floor to public comment. No comment was received. **Chairperson Castellano** closed the floor to public comment.

Motion: **Director Matthews** moved approval of Resolution 2023-09 and **Director Jones** seconded the motion.

Ayes: Meredith Matthews, Adelene Jones, Leslie Castellano, Frank Wilson, Steven Madrone and Randall Cady. Motion passed unanimously.

Noes: None
Absent: None

6. Receive HWMA Orientation & Overview

Executive Director Keller-Heckman referenced the distribution in the agenda packet of the “*HWMA Board Member Handbook for FY 2022-23*” which provides reference information about meetings, staffing and facility operations. He then presented a 12-minute video that provides a basic framework of the Authority’s responsibilities for handling Member solid wastes, maintenance and monitoring of the Cummings Road Landfill, disposal of wastes, diversion programs and processing of curbside recycling materials. This video is available for review on HWMA’s YouTube channel.

This agenda item was informational only and no action was required by the Board.

7. Receive Presentation on Regional Organics Collection & Processing - Proposed Approach & Timelines Part 2

Executive Director Keller-Heckman provided a continuation of the presentation introduced in January 2023. This presentation restated the implementation process for HWMA’s Regional Organics collection and processing, and provided additional details regarding the responsibilities of HWMA and jurisdictions as the Authority moves forward. Following the presentation Mr. Keller-Heckman responded to Board questions.

Chairperson Castellano opened the floor to public comment. Cheryl Kelly, Trinidad City Councilmember inquired about residential/commercial curbside pickup and whether HWMA would receive materials self-hauled to the Hawthorne Street Transfer Station. No other public was received.

Chairperson Castellano closed the floor to public comment.

This agenda item was informational only and required no action by the Board.

8. Receive and Consider Preliminary Amendments to the HWMA Joint Powers Agreement

Executive Director Keller-Heckman introduced proposed amendments and rationale to HWMA’s Joint Powers agreement and the proposed approval process/timeline for consideration and approval by Members governing bodies. Staff proposed the following steps to amend the joint powers agreement:

1. The HWMA Board consider and approve the draft amendment(s), with no less than 70% of the Directors of the Authority Board voting in support of proposed amendments.
2. HWMA then circulates the preliminary approved document to the governing boards of the Members for consideration and approval by no less than 70% of the governing boards.
3. Should Members raise any issues during their deliberation and consideration of the proposed amendments, it is requested that written concerns be addressed to HWMA’s Executive Director for immediate review and possible HWMA Board revision of the preliminary draft amendment.
4. After confirmation that all Members have received, considered and taken final action, HWMA will circulate a written instrument for execution by the Members. Once signatures have been received, a final executed copy will then be distributed to the Members.

Director Wilson requested clarification whether this action would then allow membership to Trinidad and Fortuna. Mr. Keller-Heckman explained the primary purpose of the amendments were to update the joint powers agreement to enable flow control of source separated materials and provided process clarifications for additional future membership considerations.

Chairperson Castellano opened the floor to public comment. No comment was received.
Chairperson Castellano closed the floor to public comment.

Motion: **Director Jones** moved 1) Approval of the preliminary amendments to HWMA's Joint Power Agreement; and 2) approved process to amend the Agreement; and 3) to circulate the Preliminary Amendments to HWMA's Member Agencies for Consideration and Approval.
Director Matthews seconded the motion.

Ayes: Meredith Matthews, Adelene Jones, Leslie Castellano, Frank Wilson, Steven Madrone and Randall Cady. Motion passed unanimously.
Noes: None
Absent: None

9. Executive Advisory Committee Recommendation

Mr. Keller-Heckman relayed to the Board a recommendation from HWMA's Executive Advisory Committee members that the City of Eureka was willing to secure a consultant to prepare a CalRecycle ORG7 grant application once funding availability is released. The HWMA Board of Directors approval for this offer will then enable development of a resolution, letters of support and grant application expected to be presented at the March Board meeting.

Motion: **Director Matthews** moved staff's recommendation to receive and accept HWMA's Executive Advisory Committees recommendation that the HWMA Board accept the City of Eureka's offer of funding and preparation of a regional application for CalRecycle Organics Grant ORG7.
Director Wilson seconded the motion.

Ayes: Meredith Matthews, Adelene Jones, Leslie Castellano, Frank Wilson, Steven Madrone and Randall Cady. Motion passed unanimously.
Noes: None
Absent: None

10. Standing Item: Board Member Reports

Director Madrone expressed constituents concerns about the lack of green waste processing noting that Arcata had Wes Green Landscaping, and that disposal costs at McKinleyville and HWMA were expensive.

Director Jones noted that the City of Blue Lake would be sponsoring green waste collection days for city residents. She noted that collections dates have been scheduled for March 4, June 3rd, August 5th and October 7th.

11. Standing Item: Executive Director's Report

Executive Director Keller-Heckman informed the Board that:

- 1) HWMA's website went down shortly before 2:30 pm on the day of the February 9th Board meeting. The Authority's IT contractor is working on the issue.
- 2) On Tuesday, Jan. 7th HWMA was verbally informed that Mad River Hardwoods may be purchased by another facility/buyer. An agenda item would be forthcoming at the March 9th meeting.

12. Closed Session. At 6:51 pm, **Director Castellano** 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 7:28pm. No action to report out at this time.

13. Adjourn

Next Meeting: March 9, 2023 at 5:30 p.m. at the Eureka City Council Chamber located at 502 K Street, Eureka.



Staff Report

Staff Report

DATE: February 27, 2023

FROM: Eric Keller-Heckman, Interim Executive Director

SUBJECT: Item 2b)
Approve California Multiple Award Schedule (CMAS) Pricing Program for the Lease of Tip Floor Wheel Loader In Lieu of Competitive Bid Process.

RECOMMENDED ACTION: Voice vote
Approve California Multiple Award Schedule (CMAS) Pricing Program for the Lease of a Wheel Loader In Lieu of Competitive Bid Process

DISCUSSION:

The FY 2021-2022 Budget approved replacement of one loader used at the Hawthorne Street Transfer Station Tip Floor. The existing 2012 Caterpillar 950 Loader that has logged in excess of 12,000 operating hours. Additionally, the Loader has surpassed its 10-year operating expectancy.

Staff initially planned to purchase a Loader replacement, however in November 2022 the HWMA Board approved use of Capital Improvement Plan funds for facility retrofits to the former Eureka Recycling Center for the planned organics processing facility.

Staff examined several options to a purchasing equipment replacement including outright purchase through a competitive bidding process to equipment leasing. Staff also evaluated participating with the California Multiple Awards Schedule Program (“CMAS Program”). The CMAS Program is commonly used by local governments and was most recently utilized by HWMA in 2017 to lease two (2) pieces of heavy equipment currently used at the Transfer Station. The CMAS Program utilizes pricing negotiated by the State Department of General Services and made available to local governments. Equipment purchased under the CMAS Program has the additional advantage for the Authority of amortizing equipment costs over a four-year range.

To use CMAS Program pricing for lease or purchase, the Board would waive the Authority’s practice of a sealed, competitive bid, the method which follows Authority Purchasing Policy 4040.2 for purchases in excess of \$20,000.00.

The initial month’s lease payment would include appropriate tax expenses and the refundable security deposit in addition to the normal monthly lease payment.

The following actual costs apply to equipment lease or purchase as indicated:

<u>Equipment</u>	<u>Basic 60-month Lease Costs</u>	<u>Outright purchase</u>
Caterpillar 966 14A	\$12,170.42	\$653,149.90

The pricing information is supplied by Pape Machinery with the lease through Umpqua Bank. The Authority has relied on Pape as a regular vendor for over a decade.

If the Board approves the CMAS lease option, the Executive Director would enter in to an agreement with Pape Machinery to pre-order the equipment from the manufacturer. Entering into the formal Lease agreement and delivery of the equipment would be expected Mid-Summer of 2024. The Lease agreement language would be reviewed by General Counsel prior to execution by the Executive Director.

Fiscal Impact:

Staff proposes to allocate funds to the Capital Improvement Plan through the annually approve fiscal year budget to adequately cover the annual lease expense.

Alternatives:

1. Board direct staff to continue to use the existing equipment. Continued use of aging equipment runs the risk of unscheduled down time that directly interferes with Authority operations. Staff does not recommend this alternative; or
2. Board direct staff to use the existing competitive bid process for the lease or purchase a large scale wheel. The CMAS Program pricing assures uniformly fair pricing for equipment throughout the state and streamlines the lease process.



Staff Report

DATE: February 20, 2023 For Meeting of: March 9, 2023

FROM: Eric Keller-Heckman, Interim Executive Director

SUBJECT: Item 5)
Authorize Executive Director to Execute Consent to Assign of “Agreement Between HWMA and Mad River Hardwoods for Green-Waste Drop-off and Processing Services” to Steve Morris Logging Inc.

RECOMMENDED ACTION: Voice vote.
Authorize Executive Director to Execute Consent to Assign of “Agreement Between HWMA and Mad River Hardwoods for Green-Waste Drop-off and Processing Services” to Steve Morris Logging Inc.

DISCUSSION:

Since 2007, HWMA has entered into a series of agreements for the drop off, delivery to and processing of green waste services by Mad River Hardwoods, Inc. The current agreement “*HWMA and Mad River Hardwoods, Inc. for Green Waste Drop-Off and Processing Services*” is effective July 13, 2017 and expires June 30, 2027.

In late January 2023, Mad River Hardwoods notified HWMA of their intent to sell their property located on West End Road in Arcata and operations related to green waste processing to Steve Morris Logging.

Steve Morris Logging intends to assume and perform the current green-waste drop off and processing services as detailed in the Agreement, with this activity taking place at their permitted site at 1500 Glendale Drive, in McKinleyville. Staff does not anticipate changes to the current service levels.

FISCAL IMPACTS:

Staff anticipates no additional costs related to the drop off and processing of material, however potential for a minimal increase related to additional transportation to the new location is expected but not yet known at this time.

ALTERNATIVES:

1. Transportation of all or some green waste material received at the Hawthorne Street Transfer Station to out of county compost facilities.
2. Boards Discretion.



Staff Report

DATE: February 14, 2023 For Meeting of: March 9, 2023

FROM: Eric Keller-Heckman, Interim Executive Director

SUBJECT: Item 6)
Approval of Resolution 2023-10 “Resolution Of The Humboldt Waste Management Authority Authorizing The Authority To Enter Into Regional Grant Agreements With The California Department Of Resources, Recycling, And Recovery For Organics Grant Program Grant Org7”

RECOMMENDED ACTION: Voice vote.

- 1) Approve Resolution 2023-10 “Resolution Of The Humboldt Waste Management Authority Authorizing The Authority To Enter Into Regional Grant Agreements With The California Department Of Resources, Recycling, And Recovery For Organics Grant Program Grant Org7”: and
- 2) Authorize Executive Director, or designee, to execute grant agreements upon review and approval of HWMA General Counsel.

DISCUSSION:

In late February CalRecycle announced the availability of funding for the Organics Grant Program ORG7. This program is part of California Climate Investments, a statewide program that utilizes cap and trade dollars to fund projects related to a reduction in greenhouse gas emissions. The purpose of this competitive grant program is to lower overall greenhouse gas emissions by expanding existing capacity or establishing new facilities in California to reduce the amount of California-generated green materials, food materials, and/or Alternative Daily Cover being sent to landfills.

HWMA will act as a regional agency in the application process, as a regional agency applicant CalRecycle requires adoption of a resolution that authorizes the Authority to enter into this grant agreements with CalRecycle.

Key grant timeline dates.

- April 20, 2023: Application due date
- May 11, 2023: Secondary due date-resolutions required.
- October 2023: Grants awarded
- April 1, 2026: Grant term ends, final report due.

As outlined at the February board meeting, if awarded grant funding will be utilized for the proposed facility infrastructure improvements in concert with the purchase of a preprocessing unit to be used to produce an organic slurry mixture.]

FISCAL IMPACTS:

Minimal Staff time related to grant application, tracking, and reporting by the Authority, with some reimbursement from grant funds. All activities funded under the grant will be reimbursed after the final report is completed and submitted.

ALTERNATIVES:

- 1) Board Discretion

Attachment:

Attachment 1: Resolution 2023-10 “Authorizing HWMA Executive Director, or designee to enter into Regional Grant Agreement with CalRecycle for Organics Grant Program Grant ORG7”



RESOLUTION 2023-10

**RESOLUTION OF THE HUMBOLDT WASTE MANAGEMENT AUTHORITY
AUTHORIZING THE AUTHORITY TO ENTER INTO REGIONAL GRANT
AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF RESOURCES,
RECYCLING, AND RECOVERY FOR ORGANICS GRANT PROGRAM GRANT ORG7.**

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), to administer various grant programs (grants) in furtherance of the State of California's (State) efforts to reduce, recycle, and reuse solid waste generated in the State, thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish necessary procedures governing the application, awarding and management of its grants; and

WHEREAS, the organics grant program allows regional grant projects; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt Waste Management Authority Board authorizes the submittal of regional application(s) on behalf of itself as Lead Agency and the participating jurisdictions as shown by the attached documentation.

BE IT FURTHER RESOLVED that the HWMA Executive Director, or her/his designee, is hereby authorized and empowered to execute on behalf of HWMA all Grant-related documents, including, but not limited to, applications, payment requests, agreements (upon review and approval by Counsel), and amendments necessary to secure grant funds and to implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for a period not to exceed five (5) years from the date of adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 9th day of March 2023 by the following vote:

AYES:

NOES:

ABSENT:

Leslie Castellano, Chair

Eric Keller-Heckman, Executive Director

**Organics Grant Program ORG7
HWMA Resolution 2023-10 List of Participating Jurisdictions**

Humboldt Waste Management Authority (Lead Agency)
1059 West Hawthorne Street, Eureka Ca 95501

City of Arcata
736 F Street, Arcata Ca 95521

City of Blue Lake
111 Greenwood Road, Blue Lake 95525

City of Eureka
531 K Street. Eureka Ca 95501

City of Ferndale
834 Main Street, Ferndale Ca 95536

City of Rio Dell
675 Wildwood Avenue, Rio Dell Ca 95562

County of Humboldt
825 5th Street Suite 112, Eureka Ca 95501

Respectfully Submitted

Eric Keller-Heckman
HWMA Interim Executive Director