



BOARD OF DIRECTORS

Sofia Pereira, City of Arcata,
Summer Daugherty, City of Blue Lake
Heidi Messner, City of Eureka
Michael Sweeney, City of Ferndale, **Chair**
Rex Bohn, County of Humboldt
Frank Wilson, City of Rio Dell, **Vice Chair**

Agenda

Thursday, November 8, 2018 at 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

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

2. Consent Calendar

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

- a. Approve Minutes from the October 11, 2018 HWMA Board of Directors Meeting.
- b. Receive September Fiscal Year 2018-19 Financials
- c. Approve Green Waste Transportation Services Agreement with Humboldt Sanitation
- d. Award Household Hazardous Waste Floor Overlay Project to American Restore, Inc.

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. Consider Proposal to Expand Household Hazardous Waste Services

5. Approve Reclassification of Safety Compliance Officer to Safety Coordinator I/II, Revise Organization Chart and Salary Schedule

6. Board Member Reports

7. Executive Director's Report

8. Closed Session: It is the intention of the Board of Directors to meet in closed session for one item:

- a. Public Employee Performance Evaluation for the position of the Executive Director pursuant to Government Code Section 54957.

9. Adjourn



BOARD OF DIRECTORS

Sofia Pereira, City of Arcata
Frank Wilson, City of Rio Dell, Vice-Chair
Heidi Messner, City of Eureka
Summer Daugherty, City of Blue Lake
Michael Sweeney, City of Ferndale, Chair
Rex Bohn, County of Humboldt

Minutes

Thursday, October 11, 2018 at 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

Present: Frank Wilson, Michael Sweeney, Michael Winkler (alternate for Sofia Pereira), Heidi Messner, Elaine Hogan (alternate for Summer Daugherty)
Absent: Rex Bohn
Staff: Jill Duffy, Tyler Egerer, Eric Keller-Heckman, Deirdre Hanners
Legal Counsel: Nancy Diamond

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

Chairman Sweeney called the meeting to order at 5:30 p.m. A quorum was present and acting.

2. Consent Calendar

- a. Approve Minutes from the September 13, 2018 HWMA Board of Directors Meeting.
- b. Receive July Fiscal Year 2018-19 Financials
- c. Received August Fiscal Year 2018-19 Financials
- d. Award Bid for Green Waste Transportation Services with Humboldt Sanitation
- e. Approve Agreement with Eel River Transportation & Salvage for Scrap Metal Collection, Hauling and Purchase.
- f. Approve Agreement with Humboldt Recycling, LLC for Glass Hauling Services

Chairman Sweeney opened the floor to public comment on the Consent Calendar. No comment was received.

Chairman Sweeney closed the floor to public comment.

Motion: Director Winkler Moved and Director Messner Seconded the motion to approve the Consent Calendar.

Action: Approve the Motion as made by Director Winkler and seconded by Director Messner by the following vote:

Ayes: Wilson, Sweeney, Winkler, Messner, Hogan

Nays: None

Absent: Bohn

3. Oral and Written Communications

Chairman Sweeney opened the floor to public comment on items not on the agenda. No comment was received.

Chairman Sweeney closed the floor to public comment.

4. Board Member Reports

Director Winkler requested an update on recycling markets and Authority recyclables management.

Director Messner thanked Recology for quick clean-up response related to bulky item pickup in the City of Eureka.

5. Executive Director's Report

Executive Director Duffy provided a brief update on ongoing activities.

6. Closed Session: No Closed Session

7. Adjourn

Chairman Sweeney adjourned the meeting at 5:37 p.m.

Next Meeting: November 8, 2018 at 5:30 p.m. at Eureka City Hall Council Chambers.



Staff Report

DATE: November 8, 2018

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2b)
Receive September 2018 Financial Reports

RECOMMENDED ACTION: Review and Approve
Review and Approve September 2018 Financial Reports.

DISCUSSION:

Each month, staff presents an update on the Authority's financials based on activity to-date for the period two months prior to the current month. This enables staff to provide a complete presentation of the full financial activity for that period, as financial data will have been recorded and finalized for the reporting period at that point.

Each year, pending the finalization of the Authority's financial audit, these financial reports are presented as *preliminary* financial reports. Once the audit is finalized and staff closes out the prior year, information presented will represent accurate to-date financial activity and will be marked as such.

Attachment B, *Statement of Operations for Period Ending 9/30/2018* is presented in summary format; detailed analysis of each division of the Authority is available by request for those interested in division performance. Highlights of Fiscal Year 2018-19 activity to date include:

- a) Consistently strong activity through all divisions is resulting in increased revenue and expenses over initial budget estimates, as additional tonnage produces not only more revenue, but more disposal expenses.
- b) Revenue for the first year of timber harvesting on the forest properties surrounding the Cummings Road Landfill currently total \$113,660.97 of an estimated \$173,000. Proceeds from these sales will result in a small increase in revenue earned and will also offset costs associated with management of the forest property.
- c) Upcoming expenses related to semi-annual payments for long-term debt will have a significant impact on cash and cash equivalents (Attachment A), which are currently higher than average. These large expenditures result in a slight ballooning of cash-on-hand prior to their payment in November and May of each Fiscal Year.
- d) Stormwater improvements, on- and off-facility, have increased expenses related to mitigating future stormwater issues and bring the facility in compliance with regulatory requirements. Increases for these expenses are presumed to be ongoing and highly monitored to produce better estimates for spending in future budgets.

The Authority’s cash position is comprised of two accounts; 1) the Authority’s checking account, which handles the day-to-day expenses; and 2) the savings account. The combined value of these accounts equals the total cash available for Authority reserves and operating cash. The current value of the Authority operating fund and combined reserve funds are as follows:

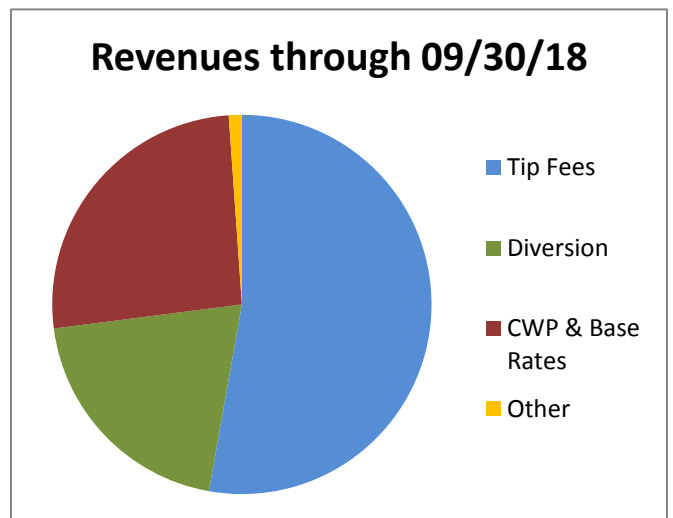
HWMA Operating Fund:	\$2,498,430.64
HWMA Undesignated, Capital, Personnel, and Stabilization Funds:	\$2,407,349.00

Authority Financials:

Attachments A and B contain detailed balance sheet and income statement (*Statement of Operations*) information for the September financial report, for Board review and discussion. An analysis of that information as it relates to revenues and expenses, and current month disbursements to vendors and employees, is provided herein.

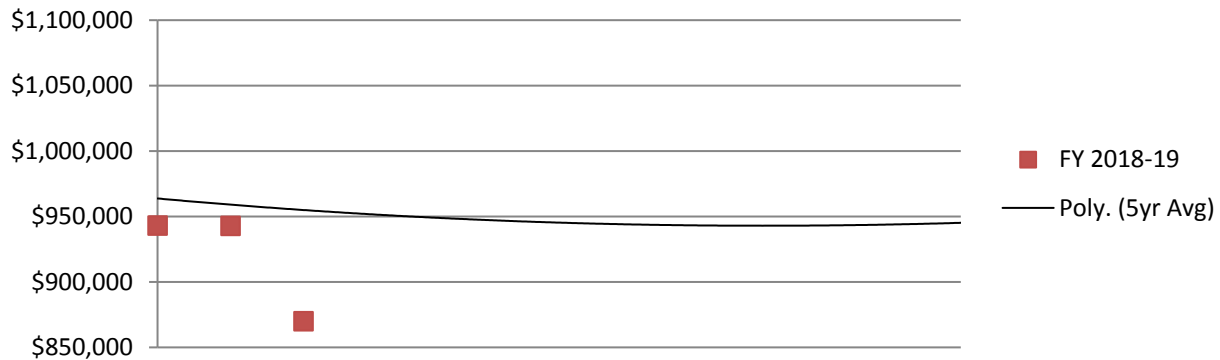
Revenues for September are performing approximately 23% over projections of budgeted estimates for Fiscal Year 2018-19. These estimates encapsulate all activity throughout the Authority, although finances will be influenced by future payouts for fees passed through to Member Agencies, revenue shares for salvaged materials sales, and the delayed receipt of grant revenues for grant-based projects.

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



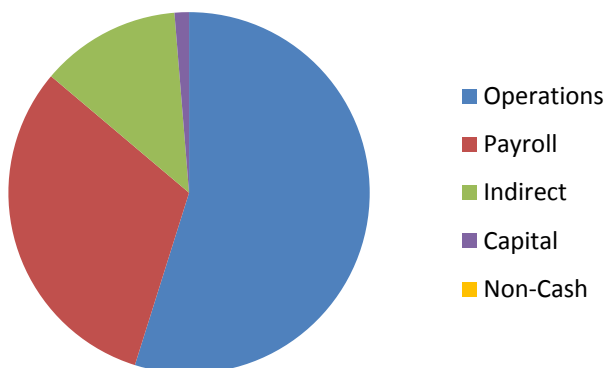
Based on the above factors, and to facilitate long-term planning – relative to the Fiscal Year – for the Board and staff in decision making, the following estimation of growth for total revenues is provided below. The following graph tracks current, aggregate, monthly revenue activity against an annual trend line, generated from the previous five years of financial information. The trend line provides a reasonable estimation of how revenues are expected to be collected throughout the year, including effects related to weather, seasonal activities, and delayed reimbursements for grants and other projects.

Revenue: Real Year-to-Date Earnings vs. Five-Year Trend



Ongoing disposal activities, a strong construction season, and a continued level of high participation in CRV reimbursement through the Authority’s Eureka Recycling Center are keeping revenue above estimates, resulting in a robust revenue profile for the Fiscal Year.

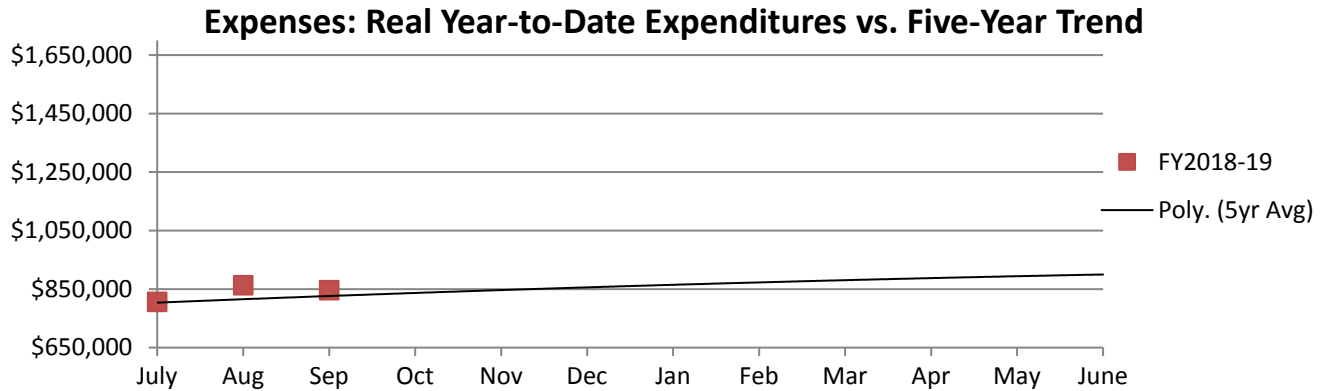
Expenses through 09/30/18



Expenses for September are also above budget projections. Total Expenses are approximately 5% over budgeted estimates, but do not yet include some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through and recycling fees. Additionally, increases above budgeted estimates are mostly related to increased solid waste tonnage disposed, which is offset by a similar increase in revenue as referenced above.

Payroll expenses are in line with current budget estimates. Due to several work-place employee injuries over the past several years, the Authority’s worker’s compensation insurance premium was increased by SDRMA. This increased cost is reflected in the overall Payroll expenditures. This cost will continue in Fiscal Year 2018-19, however improvements in employee and operational safety have reduced the number of new incidents at all facilities, which will improve this cost in future years.

To provide long-term planning – relative to the Fiscal Year – the Board and staff in decision making, the following estimation of growth for total expenditures is provided below. The following graph tracks current, aggregate, monthly expense activity against an annual trend line, generated from the previous five years of financial information. The trend line provides a reasonable estimation of how expenses are expected influence the Authority’s financials throughout the year, and consider the effects of those one-time, lump sum payments for certain recurring annual costs.



Staff continues to maintain a strong control on ongoing expenses, and the recent change in solid waste transportation and disposal contractors has resulted in minimal impact on ongoing expenses in operations. Overall, staff is pleased to report that expenditure activity is settling into an expected rhythm, with anticipated expenditures for items outlined in the Capital Improvement Plan, or related to long-term debt payments, covered by reserve funds and sufficient operating revenues.

Monthly disbursements to Authority vendors and employees are summarized in Attachment D for the month of September. These disbursements are comprised primarily of day-to-day costs, representing approximately \$383,000 in transportation and disposal costs and approximately \$91,500 in CRV reimbursement payments to the general public.

Division Activities (as Summarized in Attachment C):

Activity for all divisions is trending slightly higher than the previous fiscal year, however this is a usual occurrence as the Authority benefits from higher activity in summer months and sees a smoothing of activity through the rain season.

Attachments:

- A) Authority Balance Statement, September 2018
- B) Authority Statement of Operations, September 2018
- C) Activity Report, September 2018
- D) Cash Disbursements, September 2018

Attachment A
Humboldt Waste Management Authority
Statement of Net Position
For the Three Months Ending 9/30/2018

	<u>9/30/2018</u>	<u>6/30/2018</u>
ASSETS AND DEFERRED OUTFLOWS		
Current Assets:		
Cash and Investments	\$5,333,956	\$4,782,927
Accounts Receivable:		
Customer (Net of Doubtful Accounts)	767,890	897,570
Deposits	19,500	19,500
Total Current Assets	6,121,346	5,699,997
Noncurrent Assets:		
Capital Assets:		
Property, Plant and Equipment, Net	4,728,779	4,710,242
Waste Authority Contract	221,171	221,171
Total Noncurrent Assets	4,949,950	4,931,413
Total Assets	11,071,296	10,631,410
Deferred Outflows: Pension Plan	435,580	435,580
Total Assets and Deferred Outflows	11,506,876	11,066,990
LIABILITIES, DEFERRED INFLOWS AND NET POSITION(DEFICIT)		
Current Liabilities		
Accounts Payable and Accrued Liabilities	402,411	764,056
Accrued Payroll	145,837	203,985
Customer Deposits	11,393	2,350
Total Current Liabilities	559,641	970,391
Noncurrent Liabilities		
Long-term Debt Due After One Year	3,291,174	3,291,174
Net Pension Liability	476,183	476,183
Estimated Closure and Post-Closure Care Costs	9,894,371	9,894,371
Total Noncurrent Liabilities	13,661,728	13,661,728
Total Liabilities	14,221,369	14,632,119
Deferred Inflows: Pension Plan	109,711	109,711
Deferred Inflows: Unavailable Revenue	65,676	46,999
Total Liabilities and Deferred Inflows	14,396,756	14,788,829
NET POSITION (DEFICIT)		
Net Investment in Capital Assets	1,658,776	1,640,239
Unrestricted (Deficit)	(4,126,600)	(4,108,062)
Total Net Position	(422,056)	(1,254,016)
Total Liabilities, Deferred Inflows and Net Position	11,506,876	11,066,990

Humboldt Waste Management Authority
Statement of Revenues, Expenses, and Changes in Net Position
For the Three Months Ending 9/30/2018

	<i>YTD</i>			
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>
OPERATING REVENUES:				
Gross Waste Management Fees	2,618,173	2,159,171	459,002	21.26%
Less: Pass-Through Fees	462,686	440,770	21,916	4.97%
Net Waste Management Fees	<u>2,155,487</u>	<u>1,718,401</u>	<u>437,086</u>	<u>25.44%</u>
Green Waste Fees	100,377	91,675	8,702	9.49%
Other Fees and Charges	(507)		(507)	-
Other Operating Revenues	500,539	426,250	74,289	17.43%
Total Operating Revenues	<u>2,755,896</u>	<u>2,236,326</u>	<u>519,570</u>	<u>23.23%</u>
OPERATING EXPENSES:				
Operations and Maintenance	1,901,848	1,384,275	517,573	37.39%
Administrative and General	390,019	729,143	(339,124)	(46.51%)
Professional Services	31,281	14,784	16,497	111.59%
Depreciation and Amortization		105,140	(105,140)	(100%)
Other Expenses	192,289	174,347	17,942	10.29%
Total Operating Expenses	<u>2,515,437</u>	<u>2,407,689</u>	<u>107,748</u>	<u>4.48%</u>
Operating Income (Loss)	<u>240,459</u>	<u>(171,363)</u>	<u>411,822</u>	<u>(240.32%)</u>
NONOPERATING REVENUES (EXPENSES):				
Interest Income	20		20	-
Rental Income (Net of Expenses)	30,125	(31,155)	61,280	(196.69%)
Grant Revenue		47,024	(47,024)	(100%)
Grant Expense	(14,989)	(48,234)	33,245	(68.92%)
Total Nonoperating Revenues (Expens...	<u>15,156</u>	<u>(32,365)</u>	<u>47,521</u>	<u>(146.83%)</u>
Change in Net Position	<u>255,615</u>	<u>(203,728)</u>	<u>459,343</u>	<u>(225.47%)</u>

Attachment C
Activity Report
July 1, 2018 - September 30, 2018

Waste Tonnage	Tonnage			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Hawthorne						
Franchise	11,269	11,251	100.2%	\$1,452,606	\$1,451,501	100.1%
Self Haul	5,722	5,100	112.2%	\$897,435	\$816,004	110.0%
Subtotal	16,991	16,351	103.9%	\$2,350,041	\$2,267,506	103.6%
Humboldt Sanitation	1,462	1,479	98.8%	\$144,067	\$145,792	98.8%
ERD	1,361	1,092	124.6%	\$134,188	\$106,724	125.7%
TOTAL.	19,814	18,922	104.7%	\$2,628,296	\$2,520,022	104.3%

Greenwaste	1,345	1,017	132.3%	\$100,377	\$78,437	128.0%
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Household Hazardous Waste

	Customers			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Commercial	126	161	78.3%	\$ 6,247.60	\$ 24,177.18	25.8%
Residential	1,104	1,021	108.1%	\$ 1,534.71	\$ 8,500.40	18.1%
Fortuna Residential	0	1	0.0%	\$ -	\$ -	
Revenue from Countywide Fee				\$ 133,814.94	\$ 114,073.34	117.3%
TOTAL.	1,230	1,183	104.0%	\$141,597	\$146,751	96.5%

Traffic Count	Average Daily		Average Daily		% of Prior
	Count YTD	Exceptions	Count Prior YTD	Exceptions	
July	353		353	None	100.0%
August	344		338	None	101.8%
September	342		340	None	100.6%
October			360	None	0.0%
November			301	None	0.0%
December			320	None	0.0%
January			299	None	0.0%
February			304	None	0.0%
March			313	None	0.0%
April			328	None	0.0%
May			333	None	0.0%
June			354	None	0.0%
Year-to-Date Average	346		346		100.2%

Attachment D
September 2018
Disbursements

Paid To	Amount	Paid To	Amount
Access Humboldt	\$101.09	Mission Uniform & Linen	\$1,291.08
Advanced Display & Signs	\$101.85	Munnell & Sherrill, Inc	\$136.71
Advanced Superior Alarms	\$268.29	Nancy Diamond	\$3,738.00
Advantage Financial Services	\$593.40	Napa Auto Parts	\$149.94
Airgas USA LLC West Division	\$160.78	Network Management Services	\$4,094.69
Alves Inc.	\$990.00	New Directions Environmental M	\$2,250.00
Antich Automotive	\$149.94	North Coast Laboratories, Ltd	\$171.00
AT & T	\$1,057.68	Northern California Gloves	\$164.50
B & B Portable Toilet Company	\$5,847.57	Northern California Safety Con	\$80.00
Bettendorf Enterprises, Inc.	\$4,638.97	Oak Harbor Freight Lines, Inc.	\$3,281.22
Blue Shield of California	\$36,742.62	Orbis	\$2,255.93
Cardmember Service	\$7,228.54	Pacific Gas & Electric	\$7,786.64
Cash	\$214.85	Pacific Motorsports	\$54.24
City of Eureka	\$3,934.44	Pacific Paper Co.	\$511.61
CRV Cash	\$91,565.00	Pape Machinery	\$2,662.74
Crystal Springs Bottled Water	\$82.00	Peterson CAT	\$11,936.85
DCI BUILDERS	\$588.23	Picky Picky Picky Store	\$504.57
DOWNEY BRAND ATTORNEYS LLP	\$577.50	Pierson Building Center	\$232.88
Dry Creek Landfill, Inc	\$361,066.65	QED Environmental Systems, Inc	\$12,004.00
Eureka Broadcasting Co.,Inc	\$3,500.00	Recology Humboldt County	\$225.00
Eureka Humboldt Fire Extinguis	\$84.94	RMC Geoscience, Inc.	\$6,740.00
FedEx	\$79.69	Rogers Machinery Company, Inc.	\$415.38
Financial Pacific Leasing	\$11,940.12	S.D.R.M.A	\$11,256.59
Freon Free Inc	\$1,155.25	Scrappier's Edge	\$731.86
Hensell Materials	\$177.07	SCS Field Services	\$250.00
HOLT OF CALIFORNIA	\$2,860.99	SETCO	\$759.50
Humboldt Community Services Di	\$64.86	Sharps Solutions LLC	\$950.00
Humboldt County DHHS	\$9,530.70	SHN Consulting Engineers and G	\$387.50
Humboldt Recycling	\$4,154.00	Solid Waste of Willits, Inc.	\$474.97
I-5 Tire, Inc	\$3,842.80	Staples Credit Plan	\$13.01
J. CARLOS CHAVEZ	\$1,059.20	Steve Morris Logging & Contrac	\$7,914.15
James L Able Forestry Consulta	\$2,104.99	Suddenlink	\$206.94
Jon A. Omey, DDS	\$800.00	Times Printing Company	\$634.07
Keenan Supply	\$603.50	Toyota	\$333.08
L & M Renner, Inc	\$5,393.42	UNUM Life Insurance Company of	\$272.97
Lawrence & Associates	\$5,866.25	US Bank Office Equipment Finan	\$408.43
Lighting Resources, LLC	\$4,972.30	Verizon Wireless	\$611.67
Mad River Hardwood Co., Inc	\$69,904.65	Western Chain Saw	\$623.33
Mad River Union	\$202.00		
MAPLESERVICE	\$325.86	Total Employee Expenses	\$173,845.60
Mendes Supply Company	\$409.23		
Mercury Disposal Systems, Inc	\$327.00	Total Disbursements	\$905,628.87



Staff Report

DATE: November 1, 2018 For Board Meeting: November 8, 2018

FROM: Jill Duffy, Executive Director

SUBJECT: Item 2c)
Approve Agreement for Green Waste Transportation Services with Humboldt Sanitation for a Period of Three Years

RECOMMENDED ACTION: Voice vote.
Direct the Chair to Approve the Agreement Between HWMA and Humboldt Sanitation for Green Waste Transportation Services.

This draft agreement has been reviewed by the Authority's General Counsel and Tasha Eisner of Humboldt Sanitation. At the time of the agenda packet distribution the agreement language is awaiting final approval by Humboldt Sanitation.

Staff will distribute the final agreement prior to or at the HWMA Board meeting scheduled for Thursday, November 8th.

DISCUSSION:

At the October 11th meeting, the Board approved awarding Green Waste Transportation Services to Humboldt Sanitation, and directed the Executive Director and General Counsel to : 1) initiate negotiations for a five (5) year agreement with Humboldt Sanitation for transportation services related to the disposal of green waste from the Hawthorne Street Transfer Station to Mad River Hardwoods composting facility; and 2) return to the Board for final agreement review and approval no later than the November 8, 2018 Board meeting.

Staff recommends approval of the Agreement which would establish green waste transportation services, effective January 1, 2019 for a period of five (5) years, ending March 15, 2024. This agreement will enable the continued hauling of green waste received by the public and franchise haulers at the Hawthorne Street Transfer Station to the Mad River Compost Facility. Humboldt Sanitation possesses the expertise and equipment to haul 40 yard bins at frequent intervals from the Transfer Station.

Staff recommends the Board review, approve and direct the Chair to sign the agreement.

FISCAL IMPACT:

As presented in October, this agreement with Humboldt Sanitation will result in an estimated increase of \$20,000 to the Fiscal Year 2018-19 budget for green-waste hauling; this equates to an estimated increase of \$40,000 annually. This cost is anticipated to be covered by the current budget through cost savings in other areas (adjusted during the mid-year budget report in January), or through an outlay from undesignated reserves.

Green-waste fees to customers have not changed in approximately 10 years. The per ton cost to consumers (self-haul and franchise) will be evaluated during the Fiscal Year 2019-20 budget cycle with a recommendation for rate adjustment in the FY 2019-20 budget.



Staff Report

DATE: October 23, 2018 For Meeting of: November 8, 2018

FROM: Jill Duffy, Executive Director

SUBJECT: Item 2d)
Award Bid on the Household Hazardous Waste Building Floor Overlay and Containment Repair Project.

RECOMMENDED ACTION: Voice vote.

- 1) Award Bid and Approve the Household Hazardous Waste Building Floor Overlay and Containment Repair Project in the Amount of \$49,250.00, not including contingency, to American Restore, Inc.; and
- 2) Following review by Legal Counsel, authorize Executive Director to Execute Contract with American Restore for the Project.

RECOMMENDED ACTION:

Staff recommends that the Board award the construction project to American Restore, Inc. and, following review by legal counsel, and contingent on a contract revision for an equivalent topping product to reduce the flooring overlay minimum thickness from ½” to ¼”, while retaining the same useful life expectancy, authorize the Executive Director to execute a contract with the firm for construction services. Within (15) days of the notice of contract award, American Restore is required to complete and return to HWMA two copies of the required insurance certification.

A copy of the bid response is available in the HWMA Business Office and may be viewed upon request.

SUMMARY:

The Household Hazardous Waste Building Floor Overlay and Containment Repair Project consists of the installation of a cementitious floor overlay onto the existing asphaltic paving, replacing and installing new impervious berms, and the waterproofing of two existing sumps within the household hazardous waste (HHW) building at the Hawthorne Street Transfer Station. The project will also include mobilization, surface preparation, demolition (as needed), curing time, and related clean up. Dave Brown, a registered Professional Engineer with Lawrence & Associates, is the Project Engineer.

The Board approved Bid Documents and approved the project for bidding at the September 13, 2018 Board meeting. The Bid Documents were subsequently posted for bidding with a bid opening date of October 12, 2018 at 11 AM by Dave Brown. Of the two bidders, only American

Restore submitted a bid that met the description of work in the bid documents, and was determined to be the lowest responsible bidder. The other bid proposal submitted by DCI Builders was deemed non-conforming with the requirements of the scope of work, and indicated an exception to the bid document itself.

During the initial project design, staff considered two approaches for the floor overlay and repair. These included either 1) installation of a proprietary topping material on the worn concrete; or 2) excavate and remove concrete and pour a new slab.

Staff recommended, and the Board approved the installation approach of installing a topping material. The advantage of the topping material application is that the epoxy material cures rapidly and the facility can typically return to service within 72 hours after beginning the work. The manufacturer of the topping material indicates that the materials typically last 7 to 10 years. A disadvantage of this method is that only contractors with experience in this type of topping material should be used, which limits the pool of potential bidders.

While most qualified concrete contractors could excavate, remove and pour a new slab, the significant disadvantage is that the work and curing would take an estimated two to four weeks, significantly impacting HHW facility operations. Because the structural perimeter of the building is unknown, as well as whether there is any reinforcement below the slab connected the slab structural section and perimeter footings, it is possible that additional geotechnical assessment and structural design may be required before construction could continue – which would extend the downtime and costs associated with the project.

DCI Builders submitted proposal includes construction methods (excavation and replacement of the existing paved surface,) not shown or identified in the Notice to Bidders, and did not include a proposal to provide a floor overlay as specified in the documents. In consideration of this, the DCI proposal is considered as an ‘alternate’ to the design shown in the Notice to Bidders. In consideration of the unknowns and construction time-frame, the engineer does not recommend this alternate for consideration .

As such, the DCI bid was excluded from further consideration for not meeting the minimum bidding requirements. However, for bid comparison purposes, the cost indicated in the proposal is referenced in the attached bid summary and shown below:

<u>Name</u>	<u>Bid Amount</u>
American Restore	\$62,722.00
DCI Builders	\$21,350.00

No bid protests were received within the allowable protest period, ending 72 hours following bid opening, on Monday, October 15th. American Restore, based on the information above, is the lowest responsible bidder.

FINANCIAL IMPACT:

American Restore’s bid proposal is \$62,722.00 and the preliminary engineering estimates for the project were \$40,750. This project is funded thru a CalRecycle grant, and exceeds the available

grant funding of \$44,250. Cost in excess of the CalRecycle grant would require funding, which is recommended to be expended from the Capital Improvement Fund.

In efforts to maintain cost within or near the grant funding, the design engineer recommends a contract revision for an equivalent product to reduce the flooring overlay minimum thickness from 1/2" to 1/4". This allows for a reduction in material cost and minimizes the potential to fund excess cost through the Capital Improvement fund. This change order would only be coordinated with the lowest responsible bidder (American Restore) and is anticipated to reduce the cost to within \$5,000 of the CalRecycle grant, or \$49,250.00 total.



Staff Report

DATE: October 5, 2018 For Meeting of: November 11, 2018

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 4)
Expansion of Services at Permanent Household Hazardous Waste Facility

RECOMMENDED ACTION: Voice vote.
Review Proposal to Improve Operational Efficiency and Expand Hours of Availability of the Permanent Household Hazardous Waste Facility

Discussion:

Staff requests the Board approve the actions below to improve operational efficiencies of Household Hazardous Waste facility and consider expansion of hours to enable a six-day a week operation for residential disposal of hazardous wastes. Approval of the following recommendations will simultaneously resolve in-house staffing and training constraints and increase weekday availability at the permanent HHW facility.

The Board is asked to:

1. Review the proposed plan and implementation schedule.
2. Reduce periodic mobile collection events to an as needed basis, based upon community support and adequate available mobilization resources.
3. Approve in concept a reclassification and pay scale adjustment of Safety Compliance Officer to "Safety Coordinator I/II"
4. Approve schedule for a six-day per week operation of the Permanent Household Hazardous Waste Collection Facility (PHHCF) beginning January 15, 2019

Background

Facility History

The Integrated Waste Management Act of 1989 (AB939, Sher) required each county in California to develop a Countywide Integrated Waste Management Plan (CIWMP), which includes a Hazardous Waste Management element. Humboldt County adopted its CIWMP and by 1998, the county's Division of Environmental Health (DEH) began organizing "Household Hazardous Waste Roundups" that were held on the first Saturday of every month at Spruce Point just south of Eureka.

In 2000, HWMA initiated the siting and construction of a permanent household hazardous waste collection facility (PHHWCF) to serve residents of member agencies. The PHHWCF opened in 2003 at the West Hawthorne Street Transfer Station. The facility operated outdoors using hazardous waste storage lockers. In 2008, the current building, referred to as the “Red Shed”, was built and, over time, has had various improvements.

The HHW facility serves two categories of customers, 1) Residential Drop-off limited to 15 per trip; and 2) Businesses that are Conditionally Exempt Small Quantity Generators (CESQG), as defined by the Environmental Protection Agency, who generate up to 27 gallons or 220 pounds of solid hazardous waste per month. This category is referred to as ‘business hazardous waste’.

In 2009, the Board approved the PHHWCF to reduce residential drop off to one day per month, and to conduct up to seven (7) mobile residential collection events annually throughout Humboldt County using a contractor and temporary labor.

Due to contractor and temporary labor constraints, HWMA gradually resumed in-house staffing of the Mobile Collection events with HWMA employees and some temporary employees in late 2012, and instituted residential collection events at the Red Shed on the 1st Saturday of each month. In 2014-15, the Board approved reducing the number of mobile collection events, due in part to the decrease of residents at the mobile events, and more residents participating in the monthly events held at the Red Shed. HWMA continues to conduct two annual mobile collection events in McKinleyville and Garberville, in addition to accepting residential and small quantity business generator HHW drop off Monday through Friday and residential drop-off on the 1st Saturdays of each month at the facility.

Problem Statement

To present solutions for the Board’s consideration that more efficiently and cost effectively address staffing, training, and operational constraints of holding mobile and 1st Saturday collection events, as well as regular staffing requirements of the Transfer Station and Red Shed.

Staffing

Two full-time HHW technicians are assigned to work in the Red Shed Monday thru Friday, and are responsible for scheduling appointments for eligible businesses and residents, receiving and handling wastes, completing necessary documents, sorting and preparing materials for shipment and record-keeping. They are also responsible for handling miscellaneous universal wastes including batteries, Sharps, fluorescent lights and paint, and providing information to the public.

During 1st Saturday and Mobile Collection Events, the following coverage is necessary:

1st Saturday Residential Collection Events: To provide proper coverage for the monthly 1st Saturday events requires 5-6 trained and HAZWOPER-certified employees for safe and efficient working conditions related to the processing of 80-125 vehicles within the 5-hour timeframe (about 5 minutes per vehicle). The two regular HHW technicians work an extra 8-hours shift for each event. Additional employees have been drawn from temporary employment agencies as well as HWMA employees who have the proper

hazardous material certification. Over the past four years there has been a decrease in available HAZWOPER trained employees from temporary placement agencies, and HWMA employees have been increasingly utilized. As a result, the Authority incurs either over-time or compensatory time off for those HWMA employees working at these events, which then shifts staffing shortages to other areas.

Mobile Collection: To provide coverage for these events requires 8-10 trained workers. To provide staffing for these events, HWMA relies heavily on a small pool of available HAZWOPER-trained employees whose regular work schedules are Monday through Friday. These include 8 employees, not counting the two HHW Technicians. Because these collection events occur on weekends, general staff may not be readily available for a variety of reasons. In the past, remedies for inadequate staffing included using a temporary placement agency for staffing. As described above, for the past four years employment agencies have not been able to provide enough HAZWOPER-certified employees needed for special events. Additionally, the learn-on-the-job nature of temp work is not compatible the fast-paced environment or safety requirements for collection events.

Training

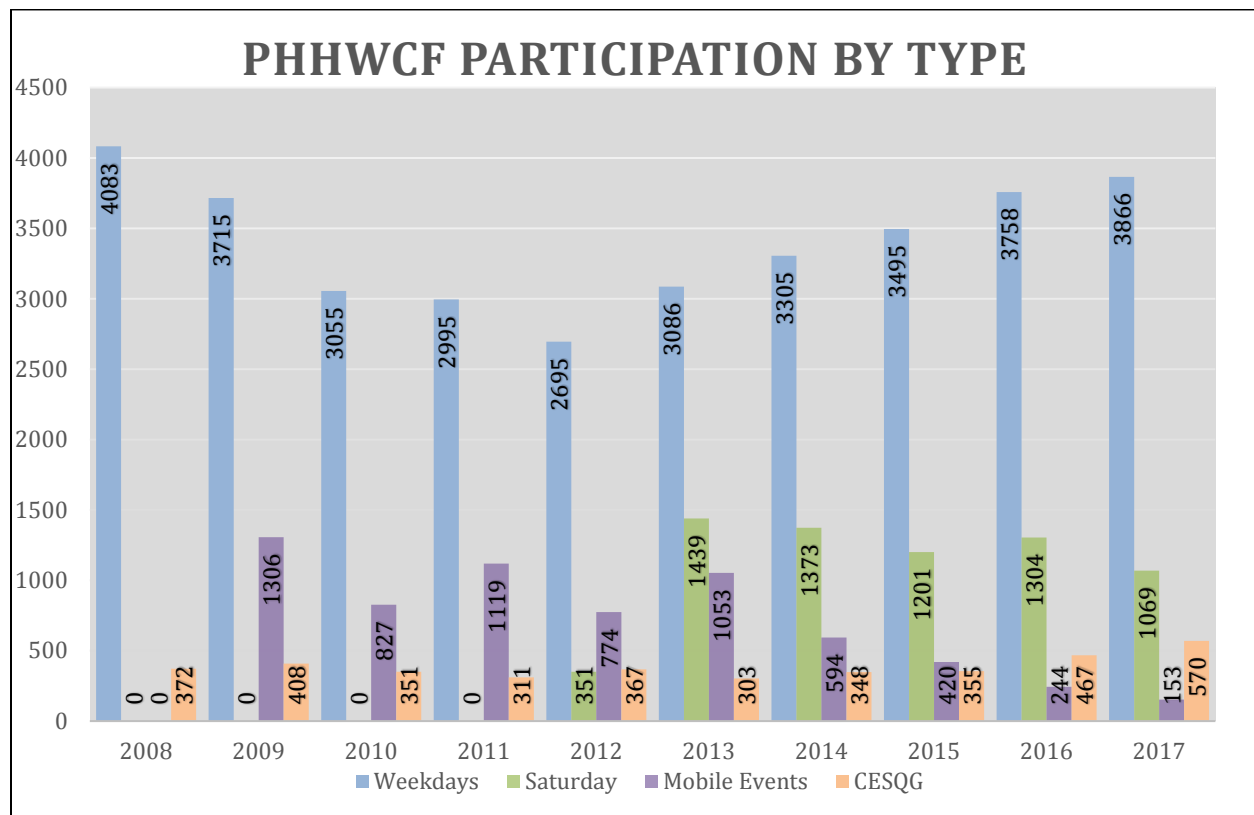
The HWMA *Operations Plan for the Permanent Household Hazardous Waste Collection Facility* requires that temporary HHW staff gain experience by working at least 8 hours in the PHHWCF to gain experience categorizing and sorting hazardous waste. With some recent retirements, four(4) HWMA HAZWOPER-certified employees have adequate hours of training and experience to reliably categorize, sort, and pack waste independently which leaves those critical work duties short-handed during special events. Seven additional employees have recently completed HAZWOPER training, and will be receiving on-site training to reliably categorize, sort and pack materials.

Summary of HHW Participation Trends

As previously stated, the HHW facility serves two categories of customers, 1) Residential; and 2) Businesses that are Conditionally Exempt Small Quantity Generators (CESQG). Residential customers may dispose of HHW by bringing material to HWMA's Red Shed on the 1st Saturday of each month, during the week or participating in a mobile collection event on a first come-first served basis. Businesses are required by law to schedule material for drop-off at a permanent collection facility, and may not participate in residential collection or mobile events.

In 2012 HWMA's Red Shed began accepting hazardous waste from 8-4 pm during weekdays for residential (non-appointment) and small business collection (by appointment only), and instituted the 1st Saturday collection events for residential-only hazardous wastes. Overall, vehicle trips have trended upwards since 2013 from 4,187 annually to 5,658 in 2017. A closer review of the data indicates that while participation in the 1st Saturday events has decreased, residential delivery of HHW has increased during the week during the same time period (Table 1).

Table 1: PHHWCF Participation by Type

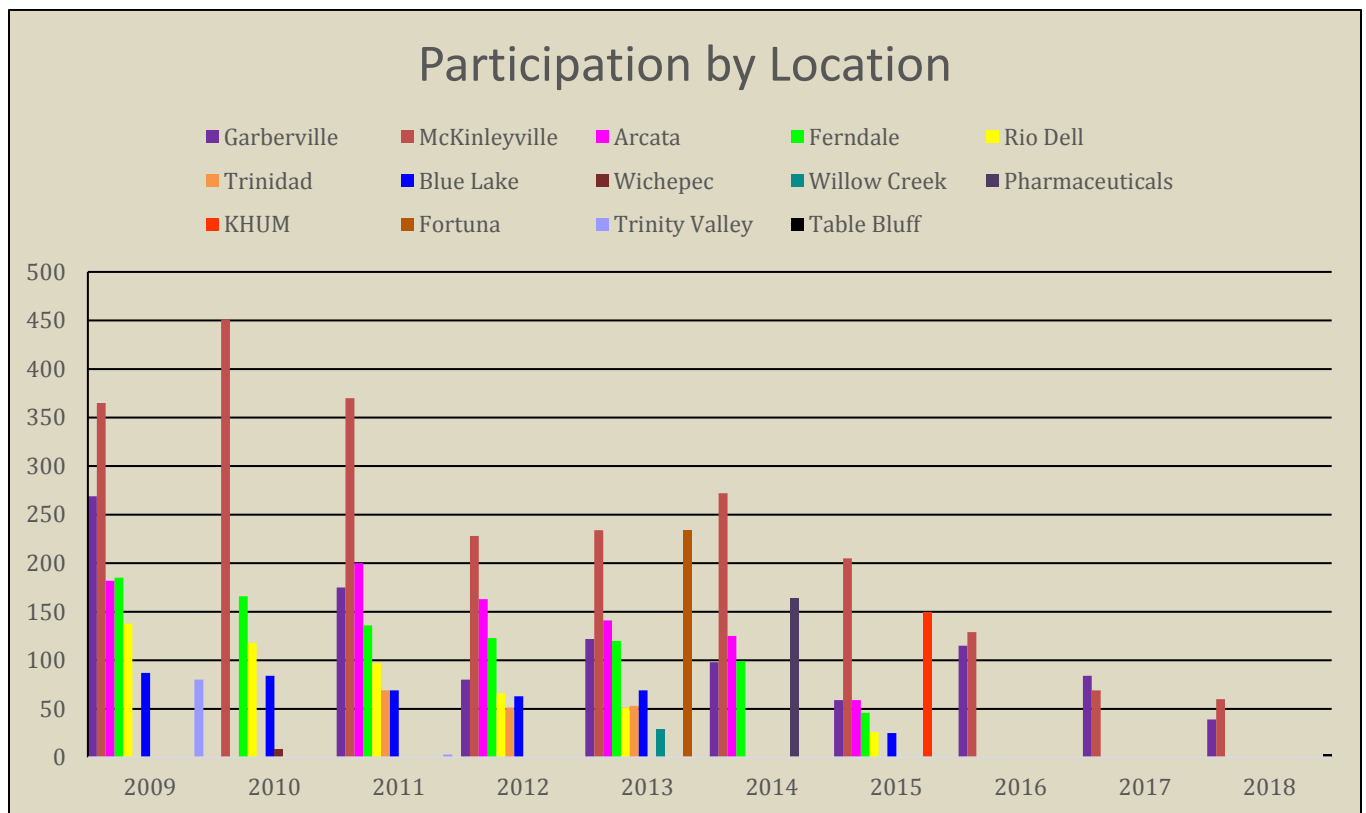


*Note: The “0” in 2008-2011 refers to Saturday Collection events.

Public participation in mobile collection events has decreased over the last decade (Table 2). Accordingly, HWMA has reduced the number of mobile collection events from the seven annual events (2011) to two events in 2016, retaining the McKinleyville and Garberville events. The decrease in public participation is based on several factors including a reduction of stored materials in individual residences, smaller volume packaging for purchase, available alternative products that don’t contain hazardous substances, and frequent collection events that enable residents to regularly dispose of materials.

In 2018, three Mobile Collection events were held in McKinleyville, Table Bluff, and Garberville with a total of 7,950 pounds of hazardous waste collected.

McKinleyville	July 21, 2018	60 participants
Table Bluff	July 26, 2018	3 participants
Garberville	October 13, 2018	40 participants

Table 2: Mobile Collection Events

Recommendation

To enable continued Monday-Friday daily coverage and alleviate staffing constraints issues associated with holding 1st Saturdays and mobile collection events, staff proposes a few changes that will expand our services from 5 days per week to 6, and enable Saturday availability from one day per month to each Saturday, will not increase staffing, and curtail the need for on-going over-time coverage and costs.

Staff requests the Board approve the following:

- The Red Shed remains open to business and residential customers Monday – Friday, from 8 am to 4 pm. (*No Change*)
- That the 1st Saturday Red Shed Collection Events be expanded to every Saturday 8 am to 4 pm to provide weekend availability for the residential disposal of HHW (*Proposed*)
- The Compliance Officer position be reclassified to a Safety Coordinator I/II, and as part of the regular duties, be required to work in the Red Shed each Saturday to assist the HHW Technician. This position will also be required to participate in periodic Mobile Collection events. (*Proposed*)
- The Executive Director will facilitate the scheduling staggered work schedules for the HHW Technicians and the Safety Coordinator to provide six-days per week coverage. This will result in one day per week where only one HHW Technician is on-duty,

however other HAZWOPER trained employees at HWMA are available to assist during the week for breaks, illnesses, and vacations. (*Proposed*)

- Additional staffing will work on the 1st Saturday of the month until customers are familiar with the new 6-day per week schedule.
- To help the transition, HWMA will advertise the new days and hours effective February 1, 2019

FINANCIAL IMPACT

Reallocations of staff time as outlined in the report, and adjustments of schedules to effect the proposed changes in Hazardous Waste operations, will result in no fiscal impact to the annual budget or Authority reserve funds.



Staff Report

DATE: October 5, 2018 For Meeting of: November 11, 2018

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 5)
Proposed Reclassification of Compliance Officer to Safety Coordinator I/II

RECOMMENDED ACTION: Voice vote.
Review and Approve 1) Proposed Job Description; 2) Organization Chart; and 3) Pay Plan.

Discussion:

The Compliance Officer position is currently vacant, and the Director of Environmental Health and Safety has, over the past 5 months, evaluated the needs of the Authority, regulatory and reporting requirements. The existing position is the equivalent of a supervisor and does not require either a degree or professional safety certifications to justify the assigned salary.

Staff recommends that the position of Safety Compliance Officer be reclassified as a “Safety Coordinator I/II”. This proposal will not increase the total number of positions, will result in an overall salary savings, and reflects the organizational needs. As described, the position requires more specific skills, experience and education requirements that reflects the duties.

This position reports to the Director of Health & Safety and be responsible for implementing the safety program, including safety training and accident/injury prevention activities, and provide assistance with other regulatory compliance activities. Additionally, reclassification of this position will enable the expansion to a 6-day/week receivable of house-hold hazardous wastes at the “Red Shed” as described in a separate report to the Board.

Organization Chart

The organization chart has been revised to reflect the reclassified positions of the Safety Coordinator I/II (Attachment 1).

Timing

Staff proposes the reclassification go into effect November 15, 2018 so that recruitment for the vacant position can commence.

Classification and Pay Plans

The proposed job descriptions and revised Pay Plan are attached.

FINANCIAL IMPACT

This proposal does not increase the number of Authority employees, and the net result of the proposed changes is a decrease in payroll expenses of approximately \$10,000.00.

ATTACHMENT

Attachment 1: HWMA Organization Chart, Rev. November 2018

Attachment 2: Revised FY 2018-19 Pay Plan

Attachment 3: Reclassified Job Description:

a) Safety Coordinator I/II

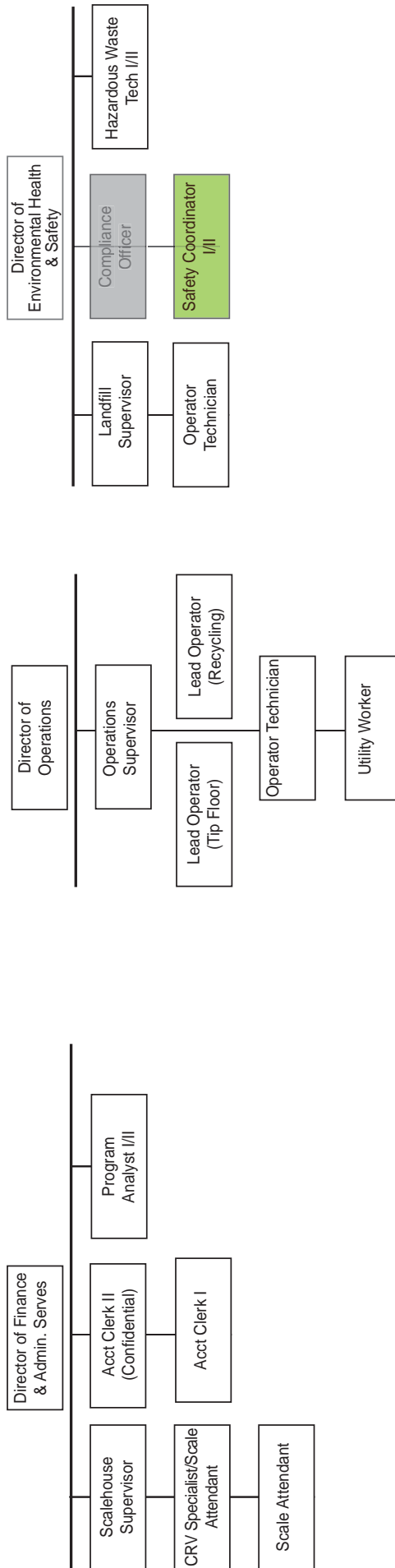
Attachment 4: Compliance Officer – Original job description.

HWMA Board of Directors

Sofia Periera, City of Arcata - Chair
 Heidi Messner, City of Eureka - Vice Chair
 Summer Daugherty, City of Blue Lake
 Michael Sweeney, City of Ferndale
 Frank Wilson, City of Rio Dell
 Rex Bohn, County of Humboldt

Executive Director
 Jill Duffy

General Counsel
 Nancy Diamond



Proposed to be
 Reclassified

Draft: for Nov 2018

Fiscal Year 2018-19
 Exempt and Non-Exempt Employee
 Proposed Classification Plan
 Updated 11/08/2018

Classification Grade	Steps							Longevity Pay	
	1	2	3	4	5	6 (2.5%)	7 (5.0%)	6 (2.5%)	7 (5.0%)
100									
Account Clerk I	Annual	\$27,734.62	\$29,115.78	\$30,586.05	\$32,100.87	\$33,704.80	\$34,547.42	\$36,274.79	
Utility Worker	Semi-Monthly	\$1,155.61	\$1,213.16	\$1,274.42	\$1,337.54	\$1,404.37	\$1,439.48	\$1,511.45	
	Hourly	\$13.33	\$14.00	\$14.70	\$15.43	\$16.20	\$16.61	\$17.44	

200									
Account Clerk II	Annual	\$34,707.25	\$36,444.84	\$38,271.54	\$40,187.35	\$42,192.26	\$43,247.07	\$45,409.42	
Scale Attendant	Semi-Monthly	\$1,446.14	\$1,518.54	\$1,594.65	\$1,674.47	\$1,758.01	\$1,801.96	\$1,892.06	
	Hourly	\$16.69	\$17.52	\$18.40	\$19.32	\$20.28	\$20.79	\$21.83	

250									
Operator Tech	Annual	\$36,288.91	\$38,093.33	\$39,986.86	\$41,991.77	\$44,091.36	\$45,193.64	\$47,453.32	
Programs Analyst	Semi-Monthly	\$1,512.04	\$1,587.22	\$1,666.12	\$1,749.66	\$1,837.14	\$1,883.07	\$1,977.22	
Account Clerk II (Confidential) Health and Safety Coordinator	Hourly	\$17.45	\$18.31	\$19.22	\$20.19	\$21.20	\$21.73	\$22.81	

300									
CRV Specialist/Scale Attendant	Annual	\$41,568.51	\$43,640.25	\$45,823.38	\$48,117.89	\$50,523.78	\$51,786.88	\$54,376.22	
Lead Operator	Semi-Monthly	\$1,732.02	\$1,818.34	\$1,909.31	\$2,004.91	\$2,105.16	\$2,157.79	\$2,265.68	
Program Analyst II Senior Tech Operator Health and Safety Coordinator II	Hourly	\$19.98	\$20.98	\$22.03	\$23.13	\$24.29	\$24.90	\$26.14	

350									
Compliance Officer	Annual	\$48,563.42	\$50,991.60	\$53,531.15	\$56,226.64	\$59,033.52	\$60,509.36	\$63,534.83	
Supervisor; Ops, Scale, Landfill	Semi-Monthly	\$2,023.48	\$2,124.65	\$2,230.46	\$2,342.78	\$2,459.73	\$2,521.22	\$2,647.28	
	Hourly	\$23.35	\$24.52	\$25.74	\$27.03	\$28.38	\$29.09	\$30.55	

400 Salary-Exempt									
Director	Annual	\$72,689.20	\$76,323.66	\$80,139.84	\$84,146.83	\$88,354.17			
Finance and Administrative Services Operations Environmental Health and Safety	Semi-Monthly	\$3,028.72	\$3,180.15	\$3,339.16	\$3,506.12	\$3,681.42			
	Hourly	\$34.95	\$36.69	\$38.53	\$40.46	\$42.48			



Current: Grade 350 (\$48,563 to \$59,033) for Compliance Officer
Proposed: 250(I) (\$36,288 – \$44,353)
300(II) (\$41,568-\$50,523)

***PROPOSED* JOB DESCRIPTION**
Health & Safety Coordinator I/II

SUMMARY

This is a full-time, non-exempt position that is responsible for implementing the health & safety program, including safety training and accident/injury prevention activities. Primary duties of the Health & Safety Coordinator I/II are to assist the Director of Environmental Health & Safety to ensure that program activities comply with all Federal and State industrial safety codes, regulations, and standards to implement accident and injury prevention and promote the culture of health and safety at HWMA with the objective of minimizing accidents, injuries and environmental damage. This position is also required to assist with environmental compliance activities, as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Health & Safety Coordinator I/II is supervised by and reports directly to the Director of Environmental Health and Safety (DEHS), and assists the Director of Operations, Director of Finance and Administrative Services, and the Executive Director as needed.

This position is not responsible for supervising any staff positions.

Duties – Health & Safety Coordinator I

- Assist with the implementation of the Health and Safety Program.
- Coordinates and assists with the training of new hires and volunteers.
- Schedule and conduct monthly safety training to all employees, within the scope of his/her experience and certification.
- Track employee training and certification to ensure compliance with regulatory and Authority requirements.
- Performs timely safety inspections, and documents accurate observations.
- Maintain all program documentation such as inspection reports, logs, and records.
- Assist Directors in gathering information for accident investigations.
- Recommend and maintain appropriate Personal Protective Equipment and other safety equipment to support the program.
- Assists in the coordination for physical, vision, and hearing exams. Maintain documentation log with medical records submitted to Human Resources for permanent retention.
- Participate on, or leads, the Safety Committee.

- Work in the Household Hazardous Waste facility at least once per week and mobile collection events as needed.
- Assists with environmental compliance within the scope of his/her training, experience and certification.
- Maintain healthy relationships with Authority staff, vendors, and the general public.
- Implements the HAZCOM program including SDS management, chemical inventory review, and program training.
- Assists with stormwater monitoring and Best Management Practices (BMP) maintenance activities to support the California Industrial General Stormwater Permit.
- Assists with other environmental compliance activities as necessary.
- Performs inspections and assists with corrective actions for the Spill Prevention Control and Countermeasures plan (SPCC) and Hazardous Materials Business Plan (HMBP).
- Maintain healthy relationships with employees, managers and the general public.
- Performs other duties as assigned.

Duties – Health & Safety Coordinator II

In addition to Safety Coordinator I duties, the Health & Safety Coordinator II is expected to be given general direction from the Director, and is expected to perform duties and responsibilities independently:

- Assists with building, maintaining, and improving safety practices for HWMAs Safety Program.
- Ability to adapt to a dynamic environment and handle multiple priorities.
- Be familiar with Worker's Compensation Board regulations and policies and provide support to the Executive Director or other managers as necessary.
- Research, develop, schedule, and conduct monthly safety training within the scope of his/her experience and certification.
- Completes internal audits as required.
- Serves as emergency coordinator in the absence of the Director of Environmental Health & Safety.
- Assists in the development of Standard Operating Procedures (SOPs) and Job Hazards Analysis (JHA) documents.
- Conducts environmental compliance activities within the scope of his/her training, experience, and certification.
- Keeps abreast of trends and developments in safety and injury prevention.
- Coordinates with local and state regulatory inspectors.
- Conducts investigations of workplace accidents and develops findings and recommendations.
- Assist the Director of Environmental Health & Safety with budget development.
- Maintain Cal-OSHA 300 logs, and transmit records and documents to the 'custodian of record'.

QUALIFICATIONS: Safety Coordinator I

Familiarity with:

- Applicable Federal and State regulations.
- Principles and practices of sound safety management and accident/injury prevention.

- Principles and methods of developing and presenting safety education and training programs for employees.
- Environmental regulations and programs including hazardous materials and waste.

Skill in:

- Ability to work positively and effectively with coworkers, managers, vendors, and the public.
- Ability to maintain awareness of surroundings, recognize potential safety and environmental hazards and suggest constructive solutions.
- Reading, writing and effective communication skills
- Ability to use Microsoft Office applications.
- Ability to develop training programs and train Authority staff.
- Ability to learn and apply critical thinking to solve problems.
- Ability to adapt to a dynamic environment and handle multiple priorities.

Experience and Education:

- Some college preferred.
- Waste industry experience preferred.

Special Qualifications and/or Licenses:

- Must have valid California driver's license.
- Must have, or be able to complete, 24 or 40-hour HAZWOPER certification within two months of hire.
- Must have, or be able to complete, OSHA 30-hour training within three months of hire.

QUALIFICATIONS: Safety Coordinator II

In addition to the qualifications for Safety Coordinator I:

Experience and Education:

- Must have strong writing and analytical skills.
- Must have effective communication skills
- Development, implementation and documentation of Standard Operating Procedures for Safety and/or Environmental regulations
- 1-5 years safety experience as primary job duty
- Incident Command System (ICS) training and/or experience



JOB DESCRIPTION

Compliance Officer

SUMMARY

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

This position also participates in household hazardous waste collection events.

SUPERVISION RECEIVED AND EXERCISED

The Compliance Officer reports to the Director of Finance and Administrative Services.

TYPICAL DUTIES

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

QUALIFICATIONS

Knowledge of:

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

Skill in:

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

EXPERIENCE AND EDUCATION

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

SPECIAL QUALIFICATIONS AND/OR LICENSES

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



Staff Report

DATE: October 31, 2018 For Meeting of: November 8, 2018

FROM: Jill Duffy, Executive Director

SUBJECT: Item 6)
Executive Director Report for November 2018

Recycling Agreement & Support Activities

Conducted personal outreach with customers at the Eureka Recycling Station, and implemented operational changes at HWMA for the receipt and charging of mixed stream recyclables.

Specified source-separated materials are accepted at the Eureka Recycling Center at no-charge, however mixed-stream (also referred to as 'single-stream') materials are required to go over the Transfer Station Scales, and charged for the weight disposed (\$2.00 minimum up to 50 pounds).

There have been some disgruntled customers about the changes, but the majority of people have been understanding an explanation is provided. There's been a decrease in the number of individuals in attempting to salvage materials from our bins or solicit from other customers for their CRV materials, which has reduced the need for our employees to intervene with unpermitted salvaging.

Administrative Activities

- Prepared the draft "Greenwaste Transportation Agreement between Humboldt Sanitation and HWMA. This document is expected to come to the Board at the November meeting.
- The draft Level 1 Exceedance Response Action (ERA), and Level 2 Action Plan, was submitted to Humboldt Bay Keeper on October 1, 2018 for a 20-day review and comment period, per conditions of the Settlement Plan. No comments were received. These documents will be uploaded to SMARTS by January 1, 2019.
- On October 25 & 26th, the City's contractor, Mercer Fraser conducted reconstruction of approximately 300' section of Hawthorne Street by replacing broken asphalt and exposed aggregate base, and include curb installation to direct stormwater runoff. This resulted in a new driving surface that will minimize sediment and mud from entering our facility, eliminates potholes and exposed roadbase.
- Staff was able to coordinate with the City on the timing of W. Hawthorne Street repairs, and secured the services of Mercer Fraser to perform the grinding and installation of asphalt of the

trailer staging area in front of the Tip Floor. The coordination eliminated costs associated with equipment mobilization. This project was approved by the Board as part of the stormwater improvement plans on completed on October 26th.

- Staff is developing a revised “*Records Retention Policy*” that will be presented to the Board at an upcoming Board meeting.
- The 4th 5-year CIWMP was presented and approved by the Solid Waste Local Task Force at their regular meeting on October 15th. The report has been submitted to CalRecycle, with copies to each of the local jurisdictions.

Timber Harvesting Activities

Commenced the first week of June and was completed by mid-October. Activities were temporarily suspended due to wet conditions on the site until mid-August when activity resumed. Approximately 200 mmb feet was harvested, and the Authority netted about \$173,000, after contractor payments were made.

Cummings Road Landfill Flare Upgrade Status

The proposed Landfill-Gas Flare Upgrade Project will modernize the controls for the John Zink Model ZTOF Landfill-Gas Combustion Flare at Cummings Road Landfill. A site visit by the selected contractor was performed August 8, 2019, and due to scheduling constraints, the project was extended until mid-November. The contractor will be on site the second week of November to complete the project by October 30, 2018. The upgrade will include 1) modernizing the controls and data recording, 2) adding telemetry for remote monitoring, and 3) adding a timer for discontinuous operation.

Mobile Collection Events

E-Waste Collection Event – Rio Dell

Event was held on Saturday, September 23rd and a total of 66 attendees dropped off material. 56 attendees lived within the Rio Dell area. This year, we collected 54 CRT and 34 flat screens which is a slight reduction compared to 2017 collection of 85 CRT and 59 flat screens. 45 of the 66 attendees also had mixed e-waste. A little over 6,700 pounds of waste was collected.

HHW Collection Event – Garberville

Event was held October 13th from 9 AM to 2 PM at the CalTrans Yard on Redwood Road. A total of 40 participants and the collection of 4,000 lbs materials. The majority of participants kept the delivered material within the permissible volume limits.

Auditor Services for FY 2017-18

The auditor has completed their review, and the report is being drafted. Due to an unexpected delay, the audit will be presented to the Board at the January 10, 2019 meeting.