



BOARD OF DIRECTORS

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

Agenda

Thursday, November 9, 2017 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 12, 2017 HWMA Board of Directors Meeting.
- b. Receive September Fiscal Year 2017-18 Financials
- c. Approve Golder Associates Project Addendum for Groundwater Monitoring and Reporting at the Cummings Road Landfill
- d. Approve Agreement to Participate in the Call2Recycle All Battery Collection & Recycling Program

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 Presentation Outlining Independent Auditor's Report for FY 2016-2017, and File with State Comptroller and Required Financial Institutions.

5. Approve Resolution 2018-04 In Support of "No Straw November"

6. Receive Presentation on Mattress Recycling Program

7. Board Member Reports

8. Executive Director's Report

- 9. Closed Session:** It is the intention of the Board of Directors to meet in closed session for two items:
- a. Pending litigation California Government Code 54956.9(a); Humboldt BayKeeper v HWMA (United State District Court Northern District of California Civil Case No. 3:17-cv-02301-JD), conference with legal counsel.
 - b. Public Employee Performance Evaluation for the position of the Executive Director pursuant to Government Code Section 54957.

10. Adjourn

**BOARD OF DIRECTORS**

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 Rex Bohn, County of Humboldt

Minutes**Thursday, October 12, 2017 5:30 PM****Eureka City Council Chambers****531 K Street, Eureka, CA**

Present: Sofia Pereira, Frank Wilson, Heidi Messner, Summer Daugherty, Michael Sweeney, Mike Wilson (alternate for Rex Bohn)
 Staff: Jill Duffy, Tyler Egerer, Eric Keller-Heckman, Brent Whitener
 Legal Counsel: Nancy Diamond

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

Chairwoman Pereira called the meeting to order at 5:35 p.m. A quorum was present and acting.

Director Wilson joined the meeting at 5:52 p.m.

2. Consent Calendar

- a. Approve Minutes from the July 13, 2017 HWMA Board of Directors Meeting.
- b. Approve Minutes from the September 14, 2017 HWMA Board of Directors Meeting.
- c. Receive June Fiscal Year 2016-17 Financials
- d. Receive July Fiscal Year 2017-18 Financials
- e. Receive August Fiscal Year 2017-18 Financials
- f. Approve Scope of Work with Lawrence & Associates for Professional Engineering Services and Other Technical Assistance for FY 2017-18
- g. Revise Authority Purchasing Policies – Amend Check Signers and Dual-Signatory Limits
- h. Approve California Multiple Award Schedule (CMAS) Pricing Program for the Lease of Tip Floor Excavator and Wheel Loader in lieu of competitive bid process.
- i. Review and Approve Recommendation to Award Green Waste Transportation Services to Steve Morris Logging and Contractors.
- j. Approve Amendment to Agreement with Recology Eel River to extend the existing Loading Services Agreement for 180-days, ending March 21, 2018.
- k. Declare Fleet Vehicle Surplus Property and Provide Direction for Replacement.

Chairwoman Pereira opened the floor to public comment regarding the consent calendar. No comment was received.

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

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

Ayes: Pereira, Daugherty, F. Wilson, Sweeney, and Messner
Nays: None
Absent: M. Wilson

3. Oral and Written Communications

Chairwoman Pereira opened the floor to public comment regarding items not on the consent calendar. The following public comment was provided:

Linda Wise, Recology of Humboldt/Recology Eel River/Recology Arcata General Manager, discussed the recent growth of Recology in the Humboldt County area, including the recent purchase of Eel River Disposal.

Garry Penning, from Dry Creek Landfill, spoke of the strong working relationship with the Authority under the new transportation and disposal contract, and discussed with the Board recent significant downturns in recycling markets.

Chairwoman Pereira closed the floor to public comment.

4. Approve Response to the Humboldt County Civil Grand Jury Report and Findings
Executive Director Duffy briefly discussed the response with the Board.

Chairwoman Pereira opened the floor to public comment regarding the Grand Jury report and findings. No comment was received.

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

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

Ayes: Pereira, Daugherty, F. Wilson, Sweeney, Messner, and M. Wilson

Nays: None

Absent: None

5. Regional Recycling of Curbside Collected Materials. Receive Report, Discuss Process and Timeline for Solicitation of Processing and Marketing Services. Provide Direction as Appropriate.

Program Analyst Keller-Heckman provided a presentation on the proposed process and timeline. The Board discussed the presentation with Executive Director Duffy.

Chairwoman Pereira opened the floor to public comment regarding the proposed process and timeline for regional recycling. No comment was received.

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

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

Ayes: Pereira, Daugherty, F. Wilson, Sweeney, Messner, and M. Wilson

Nays: None

Absent: None

6. Board Member Reports

Reports were received from the following Directors:

Director Frank Wilson reported on a cannabis tax for the City of Rio Dell;

Director Messner reported on the new visitor's center opening at the Clark Museum in the City of Eureka;

Director Daugherty reported on the upcoming ballot Measure Y for the Blue Lake Fire District, and upcoming holiday markets in the City of Blue Lake.

7. Executive Director's Report

The Board received an oral report from Executive Director Duffy and a video presentation related to a recent trip to an out-of-area Recology facility.

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

- a. Pending litigation California Government Code 54956.9(a); Humboldt BayKeeper v HWMA (United State District Court Northern District of California Civil Case No. 3:17-cv-02301-JD), conference with legal counsel.
- b. Public Employee Performance Evaluation for the position of the Executive Director pursuant to Government Code Section 54957.

Chairwoman Pereira opened the floor to public comment regarding closed session proceedings. No comment was received.

Chairwoman Pereira adjourned the meeting to closed session at 7:00 p.m.

No report out from closed session was made.

9. Adjourn

Chairwoman Pereira adjourned the meeting following closed session.

Next Meeting: November 9, 2017 at 5:30 p.m. at Eureka City Hall Council Chambers.



Staff Report

DATE: November 9, 2017

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2b)
Receive September 2017 Financial Reports

RECOMMENDED ACTION: Review and Approve
Review and Approve September 2017 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 09/30/2017* 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 early Fiscal Year 2017-18 activity include:

- a) Strong revenue figures, resulting from high summer traffic at the Transfer Station Tip Floor and Recycling Center;
- b) Steady expenditures related to current activities, which have smoothed out one-time expenses related to the beginning of a new Fiscal Year.
- c) Unrecorded annual expenses (depreciation, quarterly AB939 and pass-through expenses), which will bring total activity more in line with budgeted estimations throughout the year. Figures presented in these early financials should be viewed as preliminary pending these larger changes.

The Authority's cash position is comprised of two accounts; 1) the Authority's checking account, which handles all of the day-to-day expenses; and 2) the savings account, which maintains the current cash value of the Authority's reserve funds. The total value of each of these accounts, as of September 2017, is as follows:

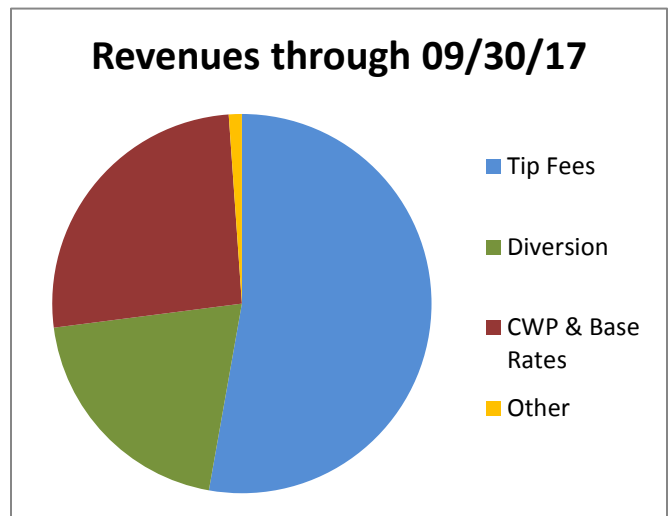
HWMA Checking, Umpqua Bank:	\$4,446,555.24
HWMA Savings, Umpqua Bank:	\$397,747.58

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 39% over projections of budgeted estimates for Fiscal Year 2017-18. 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.

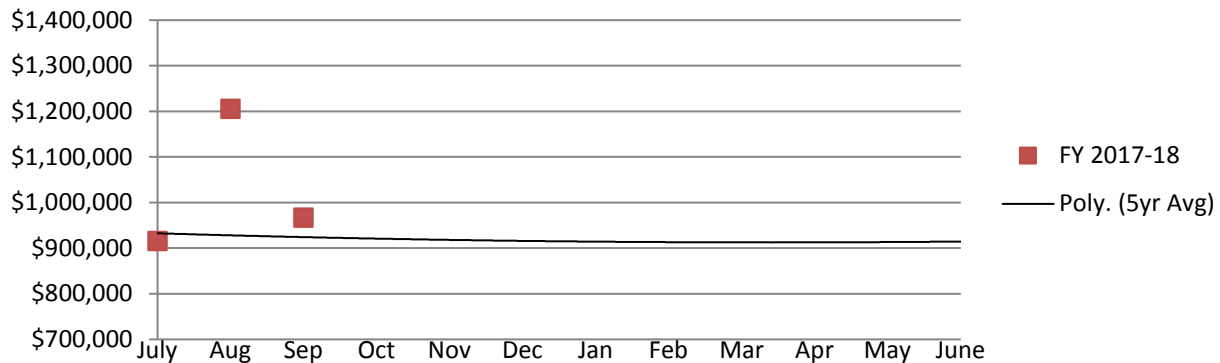
As diversion programs increase, staff is monitoring the success of those programs in terms of not only cost, but self-sustaining viability. At present, all divisions are operating above budgeted estimates, and are fully funded from self-sustaining revenues or fees passed-through from Self-Haul, Franchise, and Satellite Facility tipping fees.



As participation in CRV buyback continues to stay strong, due to a lack of private reimbursement centers, revenue estimates for salvage material revenue and processing revenues continue to be high; these will be offset by similarly increased hauling and processing costs as the Authority moves the material to processors for marketing.

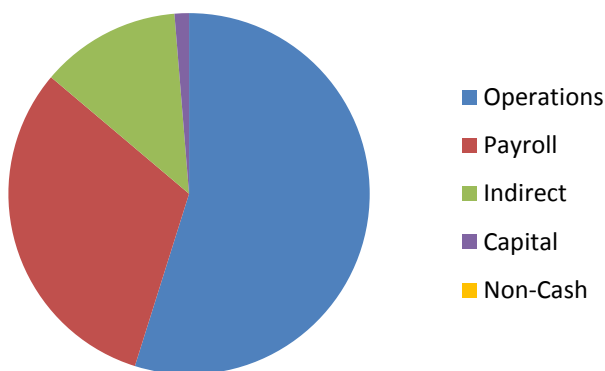
Based on the above factors, and to facilitate long-term planning – relative to the Fiscal Year – for the Board and staff in decision making, the following estimation of growth for total revenues is provided below. The following graph tracks current, aggregate, monthly revenue activity against an annual 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 09/30/17

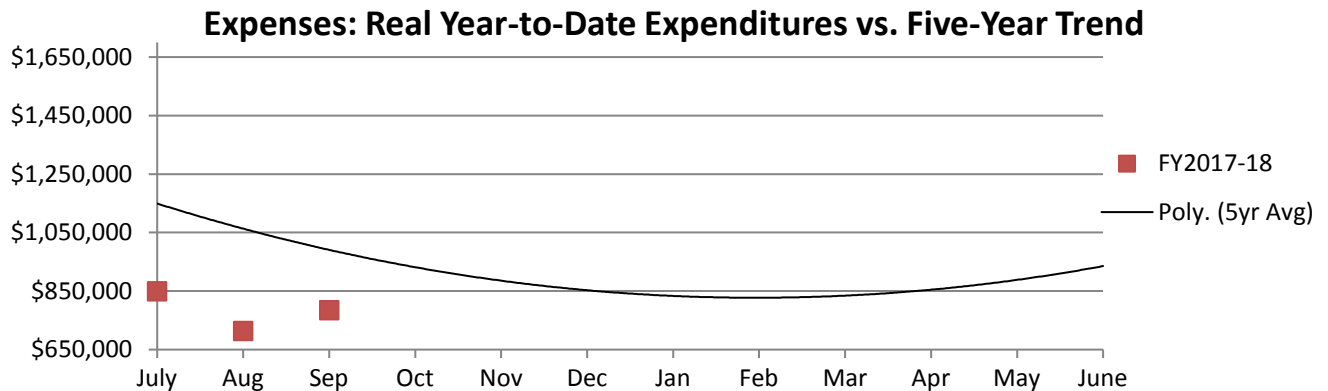


Expenses for September are also above budget projections. Total Expenses are approximately 11% over budgeted estimates, though some one-time expenses, especially related to amortization and depreciation of Authority assets, have yet to be recorded for Fiscal Year 2017/2018.

Payroll expenses are in line with current budget estimates. Due to several workplace 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. Staff is working with our worker’s compensation insurance provider, SDRMA, to reduce incident rates by improving the overall workplace environment at the Transfer Station and Landfill. Additionally, new staff is being trained and hired to both fill-in for missing employees and to shore up unfilled open positions.

Based on the above factors, and 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, although due to timing issues related to signer availability and invoice timing, several regular costs – especially those related to solid waste transportation and disposal – were not part of the regular disbursements for September. Expenditures of approximately \$40,000 for consulting and planning contractors and \$50,000 to replenish CRV buyback funds were the primary sources of cash expenditures for September.

Division Activities (as Summarized in Attachment C):

Activity for all divisions is on track to exceed Fiscal Year 2017-18 activity. New construction, expanded curbside services, and outreach improvements have all contributed to an overall increase in activity.

Attachments:

- A) Authority Balance Statement, September 2017
- B) Authority Statement of Operations, September 2017
- C) Activity Report, September 2017
- D) Cash Disbursements, September 2017

Statement of Net Position
For Period Ending September 30, 2017
(compared to prior year totals)

	<u>9/30/2017</u>	<u>6/30/2017</u>
ASSETS AND DEFERRED OUTFLOWS		
Current Assets:		
Cash and Investments	\$ 4,866,772	\$ 4,061,179
Restricted Cash and Investments	-	-
Accounts Receivable:		
Customer (Net of Doubtful Accounts)	912,260	873,702
Grants	-	-
Deposits	19,500	19,500
Prepaid Expenses	178,465	-
Total Current Assets	<u>5,976,997</u>	<u>4,954,381</u>
Noncurrent Assets:		
Capital Assets:		
Property, Plant and Equipment, Net	5,122,817	5,034,848
Waste Authority Permit	221,171	221,171
Contract Rights/Goodwill, Net	-	-
Total Noncurrent Assets	<u>5,343,988</u>	<u>5,256,019</u>
Total Assets	<u>11,320,985</u>	<u>10,210,400</u>
Deferred Outflows: Pension Plan	346,122	346,122
Total Assets and Deferred Outflows	<u>\$ 11,667,107</u>	<u>\$ 10,556,522</u>
LIABILITIES, DEFERRED INFLOWS AND NET POSITION(DEFICIT)		
Current Liabilities:		
Accounts Payable and Accrued Liabilities	\$ 854,991	\$ 841,272
Accrued Payroll	199,007	133,399
Customer Deposits	10,052	2,350
Long-term Debt Due Within One Year	- 536,958	-
Total Current Liabilities	<u>1,601,009</u>	<u>977,021</u>
Noncurrent Liabilities:		
Long-term Debt Due After One Year	- 3,624,850	4,161,808
Net Pension Obligation	348,321	348,321
Estimated Closure and Post-Closure Care Costs	7,353,845	7,353,845
Total Noncurrent Liabilities	<u>11,327,016</u>	<u>11,863,974</u>
Total Liabilities	<u>12,928,025</u>	<u>12,840,995</u>
Deferred Inflows: Pension Plan	469,877	469,877
Deferred Inflows: Unavailable Revenue	39,305	39,305
Total Liabilities and Deferred Inflows	<u>13,437,207</u>	<u>13,350,177</u>
NET POSITION (DEFICIT)		
Net Investment in Capital Assets	1,182,180	1,094,211
Restricted for Debt Service	-	-
Unrestricted (Deficit)	(3,797,371)	(6,037,213)
Total Net Position	<u>845,092</u>	<u>2,149,347</u>
Total Liabilities, Deferred Inflows and Net Position	<u>\$ 11,667,107</u>	<u>\$ 10,556,522</u>

Humboldt Waste Management Authority
Statement of Revenues, Expenses, and Changes in Net Position
For the Three Months Ending 9/30/2017

	YTD			
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>
OPERATING REVENUES:				
Gross Waste Management Fees	2,487,087	2,137,340	349,747	16.36%
Less: Pass-Through Fees		201,600	(201,600)	(100%)
Net Waste Management Fees	<u>2,487,087</u>	<u>1,935,740</u>	<u>551,347</u>	<u>28.48%</u>
Green Waste Fees	139,775	85,300	54,475	63.86%
Other Fees and Charges	293	0	293	-
Other Operating Revenues	579,787	285,875	293,912	102.81%
Total Operating Revenues	<u>3,206,942</u>	<u>2,306,915</u>	<u>900,027</u>	<u>39.01%</u>
OPERATING EXPENSES:				
Operations and Maintenance	1,772,233	1,197,101	575,132	48.04%
Administrative and General	426,775	697,896	(271,121)	(38.85%)
Professional Services	64,874	14,645	50,229	342.98%
Depreciation and Amortization		105,719	(105,719)	(100%)
Other Expenses	142,991	143,250	(259)	(.18%)
Total Operating Expenses	<u>2,406,873</u>	<u>2,158,611</u>	<u>248,262</u>	<u>11.5%</u>
Operating Income (Loss)	<u>800,069</u>	<u>148,304</u>	<u>651,765</u>	<u>439.48%</u>
NONOPERATING REVENUES (EXPENSES):				
Interest Income	30		30	-
Rental Income (Net of Expenses)	20,086	30,084	(9,998)	(33.23%)
Grant Revenue	18,636	48,498	(29,862)	(61.57%)
Grant Expense	6,271	(48,498)	54,769	(112.93%)
Interest Expense		(16,565)	16,565	(100%)
Total Nonoperating Revenues (Expens...	<u>45,023</u>	<u>13,519</u>	<u>31,504</u>	<u>233.03%</u>
Change in Net Position	<u>845,092</u>	<u>161,823</u>	<u>683,269</u>	<u>422.23%</u>

Attachment C
Activity Report
July 1, 2017 - September 30, 2017

Waste Tonnage	Tonnage			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Hawthorne						
Franchise	11,251	10,704	105.1%	\$1,451,501	\$1,381,191	105.1%
Self Haul	5,100	4,757	107.2%	\$816,004	\$760,305	107.3%
Subtotal	16,351	15,462	105.7%	\$2,267,506	\$2,141,496	105.9%
Humboldt Sanitation	1,619	1,078	150.3%	\$159,626	\$92,357	172.8%
ERD	1,092	1,070	102.1%	\$106,724	\$104,555	102.1%
TOTAL.	19,063	17,609	108.3%	\$2,533,856	\$2,338,408	108.4%

Greenwaste	1,017	1,001	101.6%	\$78,437	\$75,549	103.8%
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Household Hazardous Waste

	Customers			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Commercial	161	118	136.4%	\$ 21,300.80	\$ 13,993.13	152.2%
Residential	1,021	940	108.6%	\$ 8,500.40	\$ 7,118.40	119.4%
Fortuna Residential	1	31	3.2%	\$ -	\$ 255.00	0.0%
Revenue from Countywide Fee				\$ 114,073.34	\$ 118,403.60	96.3%
TOTAL.	1,183	1,089	108.6%	\$143,875	\$139,770	102.9%

Traffic Count	Average Daily		Average Daily		% of Prior
	Count FY18	Exceptions	Count FY17	Exceptions	
July	353	None	314	None	112.4%
August	338	None	315	None	107.3%
September	340	None	300	None	113.3%
October		None	266	None	0.0%
November		None	287	None	0.0%
December		None	279	None	0.0%
January		None	283	None	0.0%
February		None	271	None	0.0%
March		None	291	None	0.0%
April		None	307	None	0.0%
May		None	317	None	0.0%
June		None	344	None	0.0%
Year-to-Date Average	344		310		111.0%

**Attachment D
September 2017
Disbursements**

Paid To	Amount	Paid To	Amount
101 THINGS TO DO	\$1,208.00	Les Schwab Tire Center	\$105.00
101Netlink	\$60.00	Matthews Paints	\$137.96
Advanced Superior Alarms	\$147.00	Mendes Supply Company	\$107.60
Airgas USA LLC West Division	\$848.51	Mission Uniform & Linen	\$599.04
APP IMPRINTS,LLC	\$2,452.10	Munnell & Sherrill, Inc	\$183.91
Asbury Environmental Services	\$280.00	Napa Auto Parts	\$40.59
AT & T	\$389.34	Network Management Services	\$3,981.55
B & B Portable Toilet Company	\$6,341.50	North Coast Fabricators	\$750.00
Bettendorf Enterprises, Inc.	\$9,524.18	North Coast Journal	\$286.20
Blue Shield of California	\$37,265.07	Northern California Safety Con	\$80.00
Capital One Commercial	\$307.18	Oak Harbor Freight Lines, Inc.	\$1,364.31
Cardmember Service	\$6,432.50	Occupational, Environmental He	\$281.00
Cash for CRV	\$52,082.00	Pacific Gas and Electric	\$4,686.48
Crystal Springs Bottled Water	\$87.00	Pacific Paper Co.	\$419.55
DOWNEY BRAND ATTORNEYS LLP	\$7,898.63	Pierson Building Center	\$404.79
EASI Computer Systems	\$600.00	S.D.R.M.A	\$10,741.75
Eel River Disposal	\$162.90	Scrapper's Edge	\$133.69
Eureka Rubber Stamp Co.	\$15.19	SDRMA	\$250.00
FedEx	\$85.52	Sharps Solutions LLC	\$380.00
Freon Free Inc	\$841.70	Society for Human Resources Ma	\$179.00
HOLT OF CALIFORNIA	\$71.11	Solid Waste of Willits, Inc.	\$7,511.70
Humboldt Community Services Di	\$44.55	Steve Morris Logging & Contrac	\$4,967.18
Humboldt County Environmental	\$9,169.87	Suddenlink	\$204.95
Humboldt Land Title Company	\$95.62	Sulindra Inc. Recycling	\$8,660.00
Humboldt Lock and Safe	\$449.56	Thrifty Supply Company	\$55.84
I-5 Tire, Inc	\$686.40	Thumper's Mechanical Service I	\$3,970.00
JJACPA , Inc	\$9,577.36	Times Printing Company	\$270.38
Karina Means	\$118.99	United Rentals Inc.	\$43.40
L & M Renner, Inc	\$2,313.79	Universal Scale Service	\$2,337.71
Lawrence & Associates	\$5,571.25	World Class Environmental Resources	\$1,595.00
		Vendor Disbursements	\$209,855.40
		Employment Disbursements	\$274,295.22
		Total Disbursements	<u>\$484,150.62</u>



Staff Report

DATE: October 19, 2017 For Meeting of: November 9, 2017

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 2c)
Approve Golder Associates Project Addendum Dated March 3, 2017

RECOMMENDED ACTION: Voice vote.

- 1.) Consider approval of the Project Addendum dated March 3, 2017 in the amount of \$63,926 with Golder Associates, Inc. to continue groundwater monitoring and reporting at the Cummings Road Landfill; and
- 2.) Authorize the Executive Director to Execute the Project Addendum.

DISCUSSION:

Golder Associates has been under contract with HWMA to provide water quality monitoring and reporting for the Cummings Road Landfill since 2005. The attached Project Addendum dated March 3, 2017 identifies the proposed scope of services and activities to be conducted during FY 2015-16 and reflects regulatory monitoring changes resulting from the Cummings Road Landfill Waste Discharge Requirement (WDR) approved by the North Coast Regional Water Quality Control Board on May 2, 2013.

Golder Associates submits to the Authority cost estimates detailing the scope of services annually for the upcoming year. The attached addendum was provided as part of the budget formulation process earlier this year and was tacitly approved by the Board as part of that budgeting process. This year's addendum for groundwater monitoring and reporting activities is for the amount of \$63,926, and covers regular annual reporting requirements for post-closure maintenance and monitoring of the Cummings Road Landfill.

FISCAL IMPACT

This item has been partially budgeted for in the approved FY 2017-18 Budget.

ATTACHMENTS:

Attachment No. 1 - *Project Addendum – March 3, 2017*

PROJECT ADDENDUM
March 3, 2017
Third Quarter 2017 through Second Quarter 2018
WDR/MRP Water Quality Monitoring and Reporting
GOLDER ASSOCIATES INC.

Client / Project Name and Site	Client Reference No.	Golder Project No.
Humboldt Waste Management Authority/ Cummings Road Landfill WDR/MRP Monitoring and Reporting		053-7486-18

SCOPE OF SERVICES: Extend WDR/MRP R1-2013-0014 water quality monitoring and reporting for third quarter 2017 through second quarter 2018 reporting, including bi-monthly storm water reporting of laboratory analytical results. See attached cost estimate.

CHANGE IN AGREEMENT COST (attach detailed calculation sheets):

Increase in Agreement Cost due to this Addendum:	
<i>Third quarter 2017 monitoring and annual reporting</i>	\$ 32,706
<i>First semiannual 2018 monitoring and reporting</i>	\$ 24,913
<i>Bi-monthly surface water and storm water reporting</i>	\$ 3,558
<i>Fourth and second quarter groundwater measurements</i>	\$ 2,749
<i>2017 – 2018 Total</i>	\$ 63,926

CHANGE IN AGREEMENT TIME:

New Completion Date due to this Addendum: June 30, 2018

The work covered by this project addendum shall be performed under the same terms and conditions as those included in the original Agreement. All other terms and conditions of said Agreement, as it may have been modified, shall be and remain the same.

The foregoing modification of said Agreement is hereby accepted.

Humboldt Waste Management Authority

GOLDER ASSOCIATES INC.,



By: _____
 Authorized Representative

By: _____
 Authorized Representative

Associate/Senior Consultant

Date: _____

Date: 03/3/2017

GOLDER ASSOCIATES INC.**COST ESTIMATE**

CLIENT: Humboldt Waste Management Authority
 PROJECT: 2nd Semi-Annual 2017
 Cummings Road Landfill

DATE: March 3, 2017
 PROPOSAL NO. 0537486

ITEM DESCRIPTION	UNIT	UNIT COST	QUAN-TITY	COST	SUB-TOTAL	TASK TOTAL
SUMMARY:						
Task 1 - Water Quality Monitoring (does not include surface water monitoring)						\$12,011
Task 2 - Report Preparation						\$10,390
Task 3 - Laboratory Analysis						\$10,305
TOTAL for the 2nd Semi-Annual Monitoring/Reporting						\$32,706

Task 1 - Water Quality Monitoring (does not include surface water monitoring)

SCOPE: Measure water levels and sample all site monitoring points according to existing monitoring plan.

Assumes five days on site and accessible roads to all wells.

Professional Services

Technician	hour	\$90	80	\$7,200		
Sr. Consultant	hour	\$190	4	\$760		
Office Service Fee (7%)				\$557	\$8,517	

Chargeable Equipment/Consumable Materials

Field Vehicle (4x4)	day	\$85	8	\$680		
Per diem	day	\$120	5	\$600		
Mileage	mile	\$0.50	600	\$300	\$1,580	
Per Sampling Location Charge	each	\$30	41	\$1,230		
Field sample filters	each	\$18	38	\$684	\$1,914	
				TASK TOTAL		\$12,011

Task 2 - Report Preparation

SCOPE: Review analytical results and issue a semiannual and annual monitoring report.

Professional Services

Admin	hour	\$75	6	\$450		
Drafter	hour	\$90	4	\$360		
Staff Geologist	hour	\$100	70	\$7,000		
Senior Consultant	hour	\$190	10	\$1,900		
Office Service Fee (7%)				\$680	\$10,390	
				TASK TOTAL		\$10,390

Task 3 - Laboratory Analysis

SCOPE: Sample kit delivery, sample transport, analyses, field and lab QA/QC, electronic deliverable, 15-day turnaround.

Includes EPA8260 for the trip, field, equipment blanks.

Wells, Springs, and Leachate Composite

EPA 8260, Appendix I	each	\$70	44	\$3,080		
Metals (Ca, Mg, K, Na)	each	\$24	41	\$984		
TDS	each	\$10	41	\$410		
Sulfate	each	\$10	41	\$410		
Ammonia	each	\$30	41	\$1,230		
Bicarbonate and Carbonate	each	\$30	41	\$1,230		
Chloride	each	\$10	41	\$410		
COD	each	\$22	6	\$132		
VOCs (TO-15)	each	\$140	5	\$700		
Methane	each	\$75	5	\$375	\$8,961	
Administrative (15%)					\$1,344	
				TASK TOTAL		\$10,305

TOTAL for the 2nd Semi-Annual Monitoring/Reporting **\$32,706**

**GOLDER ASSOCIATES INC.
COST ESTIMATE**

CLIENT: Humboldt Waste Management Authority
PROJECT: 1st Semi-Annual Monitoring/Reporting, 2018
Cummings Road Landfill

DATE: March 3, 2017
PROPOSAL NO. 0537486

ITEM DESCRIPTION	UNIT	UNIT COST	QUAN- TITY	COST	SUB-TOTAL	TASK TOTAL
SUMMARY:						
Task 1 - Water Quality Monitoring (does not include surface water monitoring)						\$9,924
Task 2 - Report Preparation						\$9,127
Task 3 - Laboratory Analyses						\$5,862
TOTAL for the 1st Semi-Annual Monitoring/Reporting						\$24,913

Task 1 - Water Quality Monitoring (does not include surface water monitoring)

SCOPE: Measure water levels and sample all site monitoring points according to existing monitoring plan.

Assumes five (5) days on site with accessible roads to all wells.

Professional Services

Technician	hour	\$90	70	\$6,300		
Sr. Consultant	hour	\$190	4	\$760		
Office Service Fee (7%)				\$494	\$7,554	

Chargeable Equipment/Consumable Materials

Field Vehicle (4x4)	day	\$85	6	\$510		
Per diem	day	\$120	5	\$600		
Mileage	mile	\$0.50	600	\$300	\$1,410	
Per Sampling Location Charge	each	\$30	20	\$600		
Field sample filters	each	\$18	20	\$360	\$960	
TASK TOTAL						\$9,924

Task 2 - Report Preparation

SCOPE: Review analytical results and issue a semiannual monitoring report.

Professional Services

Admin	hour	\$75	6	\$450		
Drafter	hour	\$90	4	\$360		
Staff Geologist	hour	\$100	62	\$6,200		
Senior Consultant	hour	\$190	8	\$1,520		
Office Service Fee (7%)				\$597	\$9,127	

TASK TOTAL \$9,127

Task 3 - Laboratory Analyses

SCOPE: Sample kit delivery, sample transport, analyses, field and lab QA/QC, electronic deliverable, 15-day turnaround.

Includes 1 semi-annual sampling event, and EPA8260 for the trip, field, equipment blanks and one full duplicate.

Wells, Springs, and Leachate Composite

EPA 8260, Appendix I	each	\$70	23	\$1,610		
Metals (Ca, Mg, K, Na)	each	\$24	20	\$480		
TDS	each	\$10	20	\$200		
Sulfate	each	\$10	20	\$200		
Ammonia	each	\$30	20	\$600		
Bicarbonate and Carbonate	each	\$30	20	\$600		
Chloride	each	\$10	20	\$200		
COD	each	\$22	6	\$132		
VOCs (TO-15)	each	\$140	5	\$700		
Methane	each	\$75	5	\$375	\$5,097	
Administrative (15%)					\$765	

TASK TOTAL \$5,862

TOTAL for the 1st Semi-Annual Monitoring/Reporting \$24,913

**GOLDER ASSOCIATES INC.
COST ESTIMATE**

CLIENT: Humboldt Waste Management Authority
PROJECT: Quarterly Water Levels
Cummings Road Landfill

DATE: March 3, 2017
PROPOSAL NO. 0537486

ITEM DESCRIPTION	UNIT	UNIT COST	QUAN- TITY	COST	SUB- TOTAL	TASK TOTAL
SUMMARY:						
Task 1 - Quarterly Water Level Monitoring						\$2,749
TOTAL for the Quarterly Water Levels						\$2,749

Task 1 - Quarterly Water Level Monitoring

SCOPE: Measure water levels in all site monitoring wells according to new WDR/MRP.
Assumes one day on site with accessible roads to all wells.

Professional Services

Technician	hour	\$90	20	\$1,800		
Sr. Consultant	hour	\$190	1	\$190		
Office Service Fee (7%)				\$139	\$2,129	

Chargeable Equipment/Consumable Materials

Field Vehicle (4x4)	day	\$85	2	\$170		
Per diem	day	\$120	1	\$120		
Mileage	mile	\$0.50	600	\$300	\$590	
Per Sampling Location Charge	each	\$30	1	\$30	\$30	

TASK TOTAL **\$2,749**

TOTAL for the Quarterly Water Levels **\$2,749**

**GOLDER ASSOCIATES INC.
COST ESTIMATE**

CLIENT: Humboldt Waste Management Authority
PROJECT: MRP Surface Water and Storm Water Bi-Monthly Reporting 2017-2018
Cummings Road Landfill

DATE: March 3, 2017
PROPOSAL NO. 0537486

ITEM DESCRIPTION	UNIT	UNIT COST	QUANTITY	COST	SUB-TOTAL	TASK TOTAL
SUMMARY:						
Task 4 - MRP Surface Water and Storm Water Bi-Monthly Report Preparation - Lab Analyses Portion						\$3,558
Every other month October 2017 through June 2018 TOTAL						\$3,558

Task 4 - MRP Surface Water and Storm Water Bi-Monthly Report Preparation - Lab Analyses Portion

SCOPE: Review analytical results & issue bi-monthly SW report (October 2017 through June 2018).
(Formerly the CAO monthly report)

Professional Services

Admin	hour	\$75	1	\$75
Staff Geologist	hour	\$100	4	\$400
Senior Consultant	hour	\$190	1	\$190
Office Service Fee (7%)				\$47

MONTHLY TASK TOTAL	\$712	
Every other month October 2017 through June 2018 TOTAL		\$3,558



Staff Report

DATE: November 3, 2017 For Board Meeting: November 9, 2017

FROM: Brent Whitener, Director of Operations and Facility Management

SUBJECT: Item 2d)
Call2Recycle All Battery Collection & Recycling Program

RECOMMENDED ACTION: Voice vote.
1) Approval of Agreement titled “All Battery Collection & Recycling Program” between HWMA and Call2Recycle, Inc. and
2) Following review by Legal Counsel, authorize the Executive Director to sign the Agreement.

DISCUSSION:
Staff presents a battery recycling agreement with Call2Recycle for the Board’s consideration. The agreement secures transportation and disposal of household batteries, including rechargeable and alkaline batteries. Staff anticipates slight cost reduction for the diversion and disposal of batteries.

“The draft agreement has been reviewed and approved by HWMA’s General Counsel, however Call2 Recycle is finalizing their review. Staff will present the final draft agreement to the Board at the November 9, 2017 meeting”

Background
HWMA currently has agreements with two vendors to transport and dispose of batteries. HWMA entered into a 2-year agreement for transportation and disposal services with Stericycle Environmental Solutions to dispose of household hazardous wastes, including alkaline batteries. The Authority also has also had an annual agreement for services with Call2Recycle to handle disposal of rechargeable household batteries. This proposed agreement will continue the disposal of rechargeable household batteries and add alkaline battery recycling services from Call2Recycle.

Under the proposed agreement, HWMA anticipates an annual cost reduction of \$1,500-\$3,000. Shipping batteries with Call2Recycle will improve workflow and allow staff to make better use of space on hazardous waste shipments.

HWMA’s per-pound revenue for rechargeable batteries would remain the same under the new agreement. The estimated total annual cost of rechargeable and alkaline battery disposal is approximately \$28,000, based on tonnage from FY 2015-2016.

FISCAL IMPACT:

This has been included in the budget for FY 2017-18

ALTERNATIVES:

Board discretion

ATTACHMENTS:

- 1) To be distributed at the November meeting



Staff Report

DATE: October 19, 2017 For Meeting Of: November 9, 2017

FROM: Tyler Egerer, Director of Finance and Administrative Services

SUBJECT: Item 4)
Receive Presentation Outlining Independent Auditor's Report for FY 2016-2017 and File.

RECOMMENDED ACTION:

- 1) Receive Presentation Outlining Independent Auditor's Report for Fiscal Year 2016-2017 to be Filed with Authority Archives, State Comptroller, and required Financial Institutions; and
- 2) Authorize Executive Director to Exercise Option to Extend Service Agreement for Year One (1) of the 2-Year Option for Independent Auditor Services.

DISCUSSION:

The annual audit of the Authority's financial statements is a tool by which the Board and general public may measure the fiscal health of the Authority, both in the sense that it discusses the state of the Authority's assets and investigates the ongoing activities and reporting procedures of Authority staff. The audit is an independent review of this information which helps guide the Board in improving internal fiscal controls and establishing priorities for future budgets.

In March of 2015, the Board entered into an agreement with the firm of JJACPA to provide annual audit services for a three-year period, at the Authority's sole discretion, and the option of extend the contract for two (2) additional one-year periods. This report is the third audit prepared and presented to the Board. Attached is a copy of The Authority's *Audited Financial Statements* as prepared and submitted by the firm for fiscal year 2016-2017.

Additionally, staff recommends the Board authorize the Executive Director to exercise Year One (1) of the two year option for FY 2017-18 auditing services. The option to extend auditing services for this additional period is consistent with Auditor Rotation Requirements for Annual Audits of Local Governments, and California Government Code Section 12410.6(b) that allows for a local agency to contract with one accounting firm for account services, provided that the lead auditor change at least once every six years.

Staff has reviewed the enclosed documents and agrees with the content of the audit as presented.

Joe Arch of JJACPA will be available to answer questions from the Board.

FISCAL IMPACT: None. This item was budgeted.

ATTACHMENTS:

Attachment A: HWMA Final FY 2016-17 Audit

Attachment B: HWMA Communication Letter for FY 2016-17

Attachment C: Excerpt, JJACPA 2015 Initial Proposal for Auditing Services re: Annual Costs

Attachment C: Excerpt from JJACPA 2015 Audit Services Proposal

10. Additional Information Required

There is no additional information that we would require before accepting the engagement.

11. Delegation or subcontract responsibilities

JJACPA, Inc, will not delegate or subcontract its responsibilities without prior written consent of the Authority

12. Price

JJACPA, Inc. is committed to providing our clients with excellent service at a reasonable fee. As a personal services corporation, we do not have a national or local firm cost structure, which allows us to charge more economical rates for our services. We are large enough to properly staff our engagements and the President remains on-site providing personal attention to all of his client assignments. Many of our clients are served for periods exceeding five years. This longevity assists in developing the satisfaction our clientele have with our services.

Service	FY 2014-15	FY 2015-16	FY 2016-17	3 Year Total
Audit of the Authority's basic financial statements	\$ 17,300	\$ 16,435	\$ 16,928	\$ 50,663
Out-of-pocket expenses	1,500	1,500	1,650	4,650
Total All-Inclusive Maximum Price	\$ 18,800	\$ 17,935	\$ 18,578	\$ 55,313

Service (Optional Years)	FY 2017-18	FY 2018-19	5 Year Total
Audit of the Authority's basic financial statements	\$ 17,436	\$ 17,959	\$ 86,058
Out-of-pocket expenses	1,700	1,750	8,100
Total All-Inclusive Maximum Price	\$ 19,135	\$ 19,709	\$ 94,158

For fiscal years 2016 and 2017 fees have been decreased to recognize the economic realities of additional hours required in the first year of an audit engagement. Since these additional hours will not be required in the second year the savings are being passed to the Authority. For the optional two years, the fees were calculated using the same level of staff and hours, adjusted for cost of living increases.

Attachment C: Excerpt from JJACPA 2015 Audit Services Proposal

13. Price, continued

The following is our quoted hourly rates by position for the Authority's engagement:

Position	Estimated Hours	Standard Hourly Rate	Quoted Hourly Rate	Total FY 2014-15
Partner	24	\$200	\$150	\$3,600
Technical Reviewer	4	200	150	600
IT Specialist	4	200	150	600
Senior Accountant	48	150	125	6,000
Staff Accountant	64	125	100	6,400
Clerical	2	125	50	100
Sub-Total	146			17,300
Out-of-Pocket Expenses (Travel, printing, reproduction costs)				1,500
Total all-inclusive maximum price for 2015 audit				\$18,800

If it should become necessary for the Authority to request JJACPA to render any additional services, either to supplement the services provided in this proposal or to perform additional work, then such additional work shall be agreed upon in an addendum to the contract between the Authority and the firm. Any such additional work agreed to between the Authority and the firm shall be performed at the quoted hourly rates established above. No additional work will be performed without advance approval of the Authority.

No Cost Services

JJACPA, Inc. is pleased to offer certain services to the Authority at no charge. The reason our firm provides these services gratis is to show our commitment to building a strong and beneficial relationship with our clients. Accordingly, the following services are provided at no charge;

- Unlike other firms, we do not charge our clients every time they contact us with questions that come up throughout the year regarding accounting or financial matters. These communications are considered to be part of our services and if the matter requires extensive research or additional service, we will inform you in advance along with a cost estimate for your approval

Manner of Payment

Amounts will be invoiced as work is performed on a progress billing basis, in which detail of the expenses and the period for which payment is requested.



Staff Report

DATE: October 27, 2017 For Board Meeting: November 9, 2017

FROM: Jill K Duffy, Executive Director

SUBJECT: Item 5)
Approve Resolution 2018-04 in Support of “No Straw November”

RECOMMENDED ACTION:

That the Board of Directors approve and authorize the Chair to sign Resolution 2018-04, and distribute accordingly.

DISCUSSION:

Plastic pollution poses a significant threat to the health of the California marine and coastal and to the public’s enjoyment of that environment. Single-use plastic straws contribute towards plastic pollution when these items are not disposed of properly.

The goal of “No Straw November” is to bring awareness to the many plastic straws that are being used once and then thrown away in a single month. *Junior Ocean Guardians*, a CA nonprofit founded by Shelby O’Neil when she was 16 years of age, challenges consumers to refuse plastic straws the whole month of November and to keep a tally of how many straws are eliminated from potentially ending up in the ocean. Visit <http://www.jroceanguardians.org> for additional information.

Staff recommends that this resolution be forwarded to our member agencies, and State representatives.

FISCAL IMPACT:

No direct impact

ATTACHMENTS:

Resolution 2018-04

RESOLUTION 2018-04
A RESOLUTION OF THE
HUMBOLDT WASTE MANAGEMENT AUTHORITY
Resolution in support of “No Straw November”

WHEREAS, the Humboldt Waste Management Authority (“HWMA”) is responsible for receiving and disposing approximately 63,000 tons of municipal solid waste annually, and managing recycling, household hazardous and special diversions programs for the County of Humboldt, and the cities of Arcata, Blue Lake, Eureka, Ferndale and Rio Dell; and

WHEREAS, Plastic pollution poses a significant threat to the health of the California marine and coastal environment, and to the public’s enjoyment of that environment; and

WHEREAS, Each day more than 500 million single use plastic straws are used in the United States, eventually ending up in landfills or tossed out where they eventually find their way to our beaches and the ocean where they can pose a significant risk to marine wildlife when ingested accidentally or mistaken for a food source; and

WHEREAS, Over the past 25 years, plastic straws are routinely one of the top ten items found on beaches around the world, and reducing consumption of single-use plastic straws would decrease plastic pollution in the California marine and coastal environment; and

WHEREAS, The goal of “No Straw November” is to bring awareness to the many plastic straws that are being used once and then thrown away in a single month. *Junior Ocean Guardians*, challenges consumers to refuse plastic straws the whole month of November and to keep a tally of how many straws you eliminated from potentially ending up in the ocean; and

WHEREAS, There are alternatives to using single use plastic straws which include paper, glass, stainless steel, and bamboo straws, or simply drinking straight from the container.

THEREFORE, BE IT RESOLVED, that the HWMA Board of Directors supports recognition of “**No Straw November**” as an initiative for citizens to reduce plastic pollution in the marine and coastal environment; and will transmit a copy of this Resolution to the Governor and to the Legislature. The foregoing Resolution was passed by the Board of the Humboldt Waste Management Authority this 9th day of November, 2017, and is effective upon adoption, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

APPROVED:

_____ Date: _____
Sofia Peira, Board Chair

ATTEST:

_____ Date: _____
Jill K. Duffy, HWMA Clerk



Staff Report

DATE: October 27, 2017 For Meeting Of: November 9, 2017

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 6)
Update on HWMA's Mattress Recycling Program; Receive Presentation

RECOMMENDED ACTION:

That the Board receive a presentation by Eric Keller-Heckman, HWMA Analyst summarizing Mattress Recycling Activities at HWMA, and take action as appropriate.

SUMMARY:

The California Used Mattress Recovery and Recycling Act of 2013 (SB 254) aimed to reduce illegal dumping, increase recycling and substantially reduce public agencies costs for the end-of-use management of used mattresses. In response, the Mattress Recycling Council (MRC) was formed and certified by CalRecycle for the purpose of planning and implementing the collection and recycling of used mattresses deemed 'conforming' at State approved recycling facilities.

HWMA entered into an agreement for the collection and diversion of used residential mattresses beginning in July of 2016. Staff will provide a presentation and update the Board about the challenges, successes and upcoming opportunities to our community.

FISCAL IMPACT.

None

STRATEGIC PLAN GOAL

1.5 Increase Tip Floor Diversion