



**Humboldt Waste Management Authority
Budget Fiscal Year 2024-2025**

May 9, 2024

Board of Directors:

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

Presented By:

Eric Keller-Heckman, Executive Director
Hilary Schwartz, Director of Finance
Anthony Heacock, Director of Environmental Health and Safety

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HWMA Mission Statement

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

Section 1: Budget Overview

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

The draft budget for Fiscal Year 2024-25 and accompanying is presented herein for Board direction. This budget establishes the goals and priorities that will enable safe and cost-effective management and operation of HWMA's activities during the fiscal year July 1, 2024, through June 30, 2025. Management staff is committed to the continual improvement of operations to reduce costs whenever possible throughout the fiscal year.

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

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

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

Section 2: Operating & Capital Improvement Overview

As presented, the FY 2024-25 Budget presents a balanced budget with a projected increase of Net Income of \$0. Revenues are projected at \$15,767,528 and total projected expenditures are \$15,767,528.

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

Waste Management Fees are comprised of the 1) Countywide Program Fee; and 2) Base Tip Rate; and 3) Facility Fees which are reviewed, adjusted, and approved annually by the HWMA Board of Directors. The FY 2024-25 proposes minimal increases across the board, resulting from CPI adjustments in designated contracts or general increase in goods and services.

Revenue

The final budget projects revenue of \$15,767,528 with \$0 in Net Income.

Revenue Assumptions:

- Solid waste disposed is projected to increase slightly to about 82,500 tons.
- 42,900 tons franchise hauler waste received at the Hawthorne Street Transfer Station.
- 22,100 tons self-haul waste received at the Hawthorne Street Transfer Station.
- 12,000 tons franchise waste delivered to satellite facilities (6,500 tons allocated to Humboldt Sanitation and 5,500 tons to Eel River Disposal).
- 6,000 tons of miscellaneous contractor waste self-hauled directly to out-of-area landfill(s).
- Grant funded projects shall be funded only by grant monies rewarded – except in such instances where fund-matching is required and has been approved by the Board as part of the grant process.

Expenditures

Expenditures of \$15,767,528 are budgeted for Fiscal Year 2024-25.

HWMA Operating Expenses and County Wide Program Fees are the main expense for the Authority. Total Payroll and Related Expenses consists of \$3,343,745 in wages paid to employees and includes costs associated with employee benefits, including medical and compensation insurance, as well as a proposed 4.1% Cost of Living Adjustment (COLA) for all employees.

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

Expenditure Assumptions:

The FY 2024-25 Budget reflects ongoing execution of goals established in the Authority's Strategic Plan, adopted in 2013. Current diversion programs are fully funded, and funds to develop or improve programs are being budgeted to assist with the diversion goals set by the Plan. AB 939 funds are earmarked for distribution to Member Agencies to assist with diversion activities within each agency.

- Consumer Price Index adjustments to all applicable contracts
- Implementation of FY 2024-25 projects identified in the proposed Capital Improvement Plan.

Section 3: Authority Reserves

In May of 2016, The Board of Directors approved the establishment of several designated reserve accounts in to complement the Authority's existing undesignated reserve fund. The Authority has one Undesignated Reserve Fund and three Designated Reserve Funds. These reserve funds were established for the positioning towards long-term financial stability and remain fully funded for FY 2023-24.

(Undesignated) Operating Expenditure Reserve Fund

HWMA Policy 3030.1 established an undesignated reserve goal to maintain funds equal to 15% of annual projected operating expenses. This policy was established to ensure fund availability for 1) contingencies for unseen or capital needs; 2) economic uncertainties; and/or 3) cash flow requirements.

Based on projected FY 2024-25 Operational Expenses, a 15% target reserve is \$ 1,485,439.85

Rate Stabilization Reserve

The Rate Stabilization Reserve was established with a base allocation of \$400,000 to be available to offset unexpected fuel spike increases or other unexpected cost increases for contracted services related to recycling, green waste, household hazardous waste, solid waste disposal services or State mandated pass-through fees. This reserve is currently fully funded.

Capital Improvement Reserve Fund

In November 2022 the HWMA board earmarked \$650,000 of capital improvement funds to be used for unplanned infrastructure upgrades needed for the upcoming Organics processing facility. With the award of the Calrecycle Organics grant staff proposes to release these funds back into the Capital Improvement Plan.

The Capital Improvement Plans structure and makeup was completely revamped to include project descriptions, projected funding timelines, and general clean up that includes distinctly outlining projects. This overhaul included a large portion of projects from the previous plan, with most projects dating back before 2021 that had been deferred resulting in projected costs that fell short of the needed capital.

Staff has pushed those projects from FY 23-24 to FY 24-25 and adjusted their total capital costs, reviewed all projects on the current plan and updated projected costs as needed.

The funding level on July 1, 2024, will be \$ 978,000 with capital projects for FY 24-25 totaling \$916,783 with excess funding for the year of \$61,216.

Looking to future capital expenditure requirements staff is adding \$130,000 dollars to the fund in fiscal year 24-25 to offset future costs, and stabilize the impacts to the overall waste management fee. The \$130,000 dollars in additional funding represents a \$2.00 increase to the Waste Management Fee and would bring the total reserve funding at the end of FY 24-25 to \$191,216.96.

Employee Health and Benefits Stabilization Reserve

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

Section 4: FY 2024-2025 Budget

Humboldt Waste Management Authority Draft Fiscal Year 2024-2025 Budget

	Admin	EH&S	HHW	Landfill	Organics	Pass-Thru	Programs	Solid Waste	Total
Income									
1 Base Fee	\$600,232.24	\$337,523.01	\$0.00	\$965,083.84	\$112,450.00	\$0.00	\$202,990.40	\$77,000.00	\$2,295,279.49
2 County Wide Program Fees									
3 Administration	\$47,850.00								\$47,850.00
4 Household Hazardous Waste Program			\$826,978.34						\$826,978.34
5 Cummings Landfill Pledge of Revenue				\$76,725.00					\$76,725.00
6 Illegal Dumping & Clean Up						\$54,400.00			\$54,400.00
7 Rural Container Program						\$399,300.00			\$399,300.00
8 County/Cities AB939						\$154,001.26	\$72,580.79		\$226,582.05
9 Table Bluff Maintenance						\$61,050.00			\$61,050.00
10 Countywide Enforcement (LEA)						\$258,225.00			\$258,225.00
11 Edible Food Recovery						\$30,000.00			\$30,000.00
12 Total CWP and HWMA Base Fees	\$648,082.24	\$337,523.01	\$826,978.34	\$1,041,808.84	\$112,450.00	\$956,976.26	\$275,571.19	\$77,000.00	\$4,276,389.87
13 Solid Waste Tip Fees									
14 Out of Area									
15 Satellite								\$1,093,117.14	\$1,093,117.14
16 Franchise								\$5,136,556.71	\$5,136,556.71
17 Self Haul								\$3,077,523.87	\$3,077,523.87
18 Treated Wood Waste									
19 Tires								\$34,000.00	\$34,000.00
20 Greenwaste Tip Fees									
21 Franchise								\$344,457.24	\$344,457.24
22 Self-Haul								\$516,685.87	\$516,685.87
23 Recycling Tip Fees								\$26,000.00	\$26,000.00
24 Total Tip Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,228,340.82	\$10,228,340.82
25 Other Income									
26 Interest Income	\$480.00			\$840.00				\$6,006.01	\$7,326.01
27 Timber Income									
28 HHW Revenue			\$51,600.00						\$51,600.00
29 Recycling Revenue									
30 Salvage Materials Sold									
31 Sharps Reimbursement								\$12,000.00	\$12,000.00
32 Rental Income								\$166,872.00	\$166,872.00
33 Grants									
34 City/County Payment Program							\$13,000.00		\$13,000.00
35 Oil Payment Program							\$36,000.00		\$36,000.00
36 Tire Grant (Tr6)							\$16,000.00		\$16,000.00
37 Organics Grant (ORG7)					\$960,000.00				\$960,000.00
38 Total Other Income	\$480.00	\$0.00	\$51,600.00	\$840.00	\$960,000.00	\$0.00	\$65,000.00	\$184,878.01	\$1,262,798.01
39 Total Income	\$648,562.24	\$337,523.01	\$878,578.34	\$1,042,648.84	\$1,072,450.00	\$956,976.26	\$340,571.19	\$10,490,218.83	\$15,767,528.71

Section 5: Organizational Chart

HWMA Organizational Chart Fiscal Year 2024-2025

Board	Arcata	Blue Lake	Eureka	Ferndale	Humboldt Conty	Rio Dell
Executive	Executive Director					Legal Counsel
Dept. Director	Director of Finance		1.0 FTE	Director of Operations	1.0 FTE	Director of EH&S
Supervisor			Scale Supervisor	1.0 FTE	Operations Supervisor	1.0 FTE
Staff	Acct Clerk I/II, Confidential, existing	2.0 FTE	Analyst I/II	1.0 FTE	MDT I/II/III	14 FTE*
			Ed & Out I/II	1.0 FTE	Haz Tech I/II	2.0 FTE
			Scale Attendant	5.0 FTE		Health and Safety Coordinator I/II
						1.0 FTE

9-May-24

*Materials Diversion Tech I/II/III
 2.0 FTE Frozen Since FY 2020-21
 2.0 FTE Frozend 2024-25

Section 6: Division Activities

HWMA Executive Director
Eric Keller-Heckman

Purpose:

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

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

Budget Summary

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

Programs Activities Summary

The Fiscal Year 2024-25 budget for Programs projects \$359,519.78 in expenditures to cover Programs service activities, including California Integrated Waste Management Act (CIWMA) services expenditures, grant funded initiatives, and diversion tracking and analysis by in-house analyst staff.

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

Objectives for 2024-2025

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

Financial & Administrative Services

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

Purpose:

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

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

Finance Activities Summary

The Fiscal Year 2024-25 budget for Administration projects \$648,562 in expenditures to cover all administrative activities, including expenditures by the Board and Executive Director.

Accomplishments for FY 2023-24:

- Finalized the integration of scale and accounting software, allowing importation of bulk invoices to replace manual data entry.
- Supported alignment of HWMA's CalPERS retirement procedures with state law.
- Expanded access to secure online payments for the Authority's billing account customers.
- Revised the procurement process to better align with the Authority's Policy Handbook.
- Introduced an integrated payments system featuring secure bank-issued payments to Authority business partners.
- Migrated to new payroll software that fully integrates time and attendance, paid time off policies, and employee benefits.
- Supported financial audit of fiscal year 2022-2023 with no issues noted.
- Updated the Authority's worker's compensation insurance policy to reflect accurate employee job descriptions.

Objectives for FY 2024-25:

- Continue to develop the Finance Director's understanding of the Authority's budget, Policy Handbook, and financial audit process.
- Development of internal policies, procedures, and training documents to guide current and future staff in the Finance division.
- Expand staff training with new payroll, integrated payment, and accounting software.
- Expand staff understanding of all Authority operations, to ensure accuracy and transparency in billing procedures.

- Develop long-term planning efforts for Capital Improvements and grant management.
- Ensure rigorous and ongoing oversight of the budget and make timely recommendations for budget adjustments to the Executive Director if necessary.
- Work with Executive Director in consideration of most effective and practical way to staff the Department upon retirement of one Account Clerk.

Operations

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

Purpose:

The Director of Operations is responsible for managing:

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

Solid Waste Activities Summary:

The Fiscal Year 2024-25 budget for Tip Floor Operations projected expenditures will cover all activity cost associated with receiving and loading of solid waste into transportation trailers, transportation, and landfill disposal costs.

The Hawthorne Street facility is expected to receive 65,000 tons of municipal solid waste from self-haul and franchise haulers in FY 24-25. In working with Dry Creek Landfill and its designated subcontractor, Bettendorf Trucking, HWMA has gained the ability to solidify these services and bring stability to this aspect of operations.

Diversion Activities:

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

Objectives for FY 2024-25:

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

Household Hazardous Waste Activities Summary:

The Fiscal Year 2024-25 budget for Hazardous Waste includes expenditures related to activity costs associated with the receipt of household and small business hazardous waste, and the processing and loading of materials for appropriate disposal.

Hazardous Waste Activities:

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

Objectives for FY 2024-2025:

- Complete overhaul of all signage at the Household Hazardous Waste Facility.
- Continue to expand cross training opportunities to HWMA staff.
- Update Household Hazardous Waste outreach materials for the public.
- Identify capital improvement projects for the Household Hazardous Waste Facility.
- Assess the need for an additional staff member M-F due to increased traffic and hazardous waste material.
- Evaluate current satellite facility sites and provide recommendations for future use or the need for expansion.
- Develop system for small business to make appointments online or through HWMA's main website.

Environmental Health & Safety

Director:	Anthony Heacock
Supervisor:	Michael Chance
	1.0 FTE Materials Diversion Tech III
	1.0 FTE Materials Diversion Tech II
Total Division Staff	3 FTE

Purpose:

The Director of Environmental Health & Safety is responsible for:

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

Environmental Health and Safety Summary:

The Fiscal Year 2024-25 budget for environmental health and safety compliance activities are projected at \$337,523.01.

Accomplishments for FY 2023-24:

- Performed noise exposure monitoring of tip-floor staff to help determine appropriate hearing protection.
- Sourced appropriated rated gloves to meet the various needs of staff.
- Sourced hard hats that meet the highest safety standards and performance standards.
- Ongoing compliance with COVID-19 Prevention Plan (CPP).
- Stormwater Compliance: Implementation of Best Management Practices (BMPs) continue to result in satisfactory sampling results during the (2023-24) sampling period.
- Continued to improve Personal Protective Equipment (PPE) sourcing to meet safety standards.
- Expand access to safety trainings for staff to schedule required classes virtually.
- Reviewed environmental permits, monitoring plans, reports, and sampling documentation for continuous compliance with environmental regulations.
- Continue development Training Matrix with digital records to improve information gathering and retrieving.

Objectives for FY 2024-2025:

- Continue noise exposure monitoring to identify appropriate hearing protection equipment and ensure regulatory compliance.

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

Cummings Road Landfill and Forest Properties Summary:

The Fiscal Year 2024-25 budget for Cummings Road Landfill is \$ 1,042,648.84 in expenditures to cover activity costs associated with the post-closure maintenance, leachate disposal costs, and environmental monitoring activities at the site.

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

Activities at the landfill are related primarily to the ongoing operations, maintenance and repair of equipment, motors and pumps that extract leachate and gases from the closed landfill. The landfill is required to perform monitoring and reporting activities by the North Coast Regional Water Quality Control Board, California Air Resources Board, City of Eureka, and the U.S. Environmental Protection Agency.

Accomplishments for FY 2023-2024:

- Replace overhead power line supporting landfill dewatering pumps.
- Performed routine sampling and monitoring of groundwater, surface water, and leachate for the bi-monthly, semi-annual, and annual reports.
- Performed routine sampling and monitoring of surface emissions and positive pressure flare testing for greenhouse gas emission monitoring.
- Maintained site stormwater drainages systems and implemented effective erosion control measures.

Objectives for FY 2024-2025:

- Continue site maintenance activities, including regulatory compliance monitoring and reporting activities.
- Continue to rebuild and upgrade leachate and gas system infrastructure components.
- Replace the landfill office trailer.
- Install Flare Gas Analyzer to support intermittent flare operation, data collection and reporting.
- Re-surface deteriorated rock roads

Section 7: Classification Plan

HWMA FY 2024-25 Pay Plan Effective July 1, 2024

Class Title	Salary Range Band(s)	Step 1 (Initial Salary Band)	Step 5 (Final Salary Band)	Percent Difference*
Account Clerk I	2	\$ 37,844	\$ 45,999	21.55%
Account Clerk II	9	\$ 44,984	\$ 54,679	21.55%
Account Clerk II (Confidential)	13	\$ 49,653	\$ 60,355	21.55%
Administrative Services Director	41	\$ 99,133	\$ 120,498	21.55%
Director of Environmental Health and Safety	41	\$ 99,133	\$ 120,498	21.55%
Director of Operations	41	\$ 99,133	\$ 120,498	21.55%
Executive Director	55	\$ 140,074	\$ 170,260	21.55%
Hazardous Waste Technician I	11	\$ 47,261	\$ 57,446	21.55%
Hazardous Waste Technician II	19	\$ 57,583	\$ 69,993	21.55%
Health and Safety Coordinator I	11	\$ 47,261	\$ 57,446	21.55%
Health and Safety Coordinator II	19	\$ 57,583	\$ 69,993	21.55%
Landfill Supervisor	25	\$ 66,778	\$ 81,170	21.55%
Materials Diversion Technician I	1,2,3	\$ 36,921	\$ 47,149	27.71%
Materials Diversion Technician II	9,10,11	\$ 44,984	\$ 57,446	27.70%
Materials Diversion Technician III	18,19,20	\$ 56,179	\$ 71,742	27.70%
Operations Supervisor	25	\$ 66,778	\$ 81,170	21.55%
Program Analyst I	17	\$ 54,808	\$ 66,620	21.55%
Program Analyst II	21	\$ 60,498	\$ 73,536	21.55%
Scale Attendant	7	\$ 42,817	\$ 52,043	21.55%
Scalehouse Supervisor	25	\$ 66,778	\$ 81,170	21.55%

* Per the Authority's Policy Handbook, Section 2101.1, the difference between the starting wage for a position and the ending wage for a position must be at least 21.5%

HWMA FY 2024-2025 Salary Schedule

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
1	36,920.54	38,766.80	40,705.02	42,739.87	44,877.15	3,076.71	3,230.37	3,392.18	3,562.14	3,740.25	1,538.36	1,615.27	1,696.03	1,780.84	1,869.88	17.75	18.64	19.57	20.55	21.57
2	37,843.67	39,735.33	41,722.45	43,808.51	45,999.34	3,153.54	3,311.86	3,477.16	3,650.61	3,833.38	1,576.81	1,655.65	1,738.43	1,825.35	1,916.63	18.19	19.10	20.06	21.06	22.12
3	38,790.08	40,729.47	42,765.48	44,903.93	47,149.47	3,232.70	3,394.51	3,563.30	3,741.41	3,928.83	1,616.23	1,697.05	1,781.90	1,870.99	1,964.54	18.65	19.58	20.56	21.59	22.66
4	39,759.78	41,746.89	43,834.12	46,026.12	48,327.54	3,313.02	3,479.49	3,652.94	3,835.70	4,027.78	1,656.64	1,739.47	1,826.45	1,917.77	2,013.66	19.11	20.07	21.07	22.13	23.24
5	40,752.75	42,791.09	44,930.70	47,177.41	49,535.87	3,395.67	3,565.63	3,743.74	3,931.16	4,127.89	1,698.06	1,782.96	1,872.10	1,965.71	2,063.99	19.59	20.57	21.61	22.68	23.82
6	41,772.50	43,860.89	46,054.05	48,356.64	50,774.47	3,480.65	3,655.27	3,838.03	4,030.11	4,231.50	1,740.50	1,827.53	1,918.91	2,014.86	2,115.60	20.08	21.08	22.14	23.25	24.41
7	42,816.70	44,957.47	47,205.35	49,564.98	52,043.34	3,567.96	3,746.07	3,933.49	4,130.22	4,337.43	1,784.02	1,873.22	1,966.88	2,065.23	2,168.48	20.58	21.62	22.70	23.83	25.02
8	43,886.50	46,080.83	48,385.74	50,804.74	53,344.80	3,657.60	3,840.36	4,032.44	4,233.83	4,445.69	1,828.61	1,920.05	2,016.06	2,116.85	2,222.69	21.11	22.15	23.26	24.42	25.65
9	44,984.25	47,233.29	49,595.24	52,074.77	54,678.86	3,748.40	3,935.82	4,132.55	4,339.76	4,556.28	1,874.34	1,968.05	2,066.45	2,169.77	2,278.27	21.63	22.71	23.84	25.04	26.29
10	46,108.77	48,413.68	50,835.01	53,376.23	56,045.51	3,842.69	4,034.76	4,236.15	4,448.02	4,670.36	1,921.19	2,017.25	2,118.11	2,224.02	2,335.22	22.16	23.27	24.43	25.66	26.95
11	47,261.22	49,624.34	52,105.04	54,710.29	57,445.92	3,938.14	4,134.88	4,342.09	4,559.77	4,786.77	1,969.22	2,067.68	2,171.07	2,279.62	2,393.60	22.72	23.85	25.05	26.31	27.62
12	48,442.78	50,865.27	53,407.66	56,078.10	58,882.42	4,037.09	4,238.48	4,450.35	4,672.69	4,906.67	2,018.45	2,119.37	2,225.35	2,336.61	2,453.44	23.29	24.46	25.68	26.96	28.31
13	49,653.45	52,136.47	54,742.88	57,480.84	60,355.00	4,138.37	4,344.41	4,562.10	4,790.26	5,030.07	2,068.92	2,172.36	2,280.98	2,395.03	2,514.78	23.88	25.06	26.32	27.64	29.02
14	50,895.54	53,440.26	56,111.86	58,917.34	61,863.67	4,240.81	4,453.84	4,676.18	4,910.17	5,155.79	2,120.64	2,226.66	2,338.00	2,454.90	2,577.65	24.47	25.69	26.97	28.32	29.74
15	52,167.90	54,775.48	57,514.60	60,391.09	63,409.60	4,346.74	4,564.43	4,792.59	5,032.40	5,283.84	2,173.65	2,282.33	2,396.45	2,516.27	2,642.08	25.09	26.33	27.65	29.03	30.49
16	53,471.69	56,145.62	58,952.26	61,899.76	64,995.10	4,456.17	4,678.51	4,912.49	5,158.12	5,416.55	2,227.99	2,339.40	2,456.36	2,579.18	2,708.13	25.70	27.00	28.35	29.75	31.24
17	54,808.07	57,549.53	60,426.01	63,448.01	66,620.18	4,567.92	4,796.08	5,035.89	5,287.33	5,551.58	2,283.69	2,397.88	2,517.77	2,643.66	2,775.84	26.36	27.67	29.06	30.50	32.02
18	56,179.38	58,988.35	61,937.01	65,033.51	68,286.00	4,682.00	4,915.99	5,161.61	5,420.04	5,690.11	2,340.78	2,457.82	2,580.71	2,709.75	2,845.24	27.01	28.36	29.78	31.27	32.83
19	57,583.28	60,462.10	63,485.26	66,659.76	69,992.57	4,798.41	5,038.22	5,290.83	5,555.08	5,833.30	2,399.30	2,519.27	2,645.24	2,777.49	2,916.37	27.68	29.07	30.52	32.05	33.65
20	59,023.27	61,974.26	65,073.09	68,326.75	71,742.21	4,918.32	5,163.94	5,422.37	5,693.60	5,978.81	2,459.29	2,582.25	2,711.36	2,846.93	2,989.28	28.38	29.80	31.28	32.85	34.49
21	60,498.19	63,523.68	66,699.34	70,034.48	73,536.09	5,041.71	5,293.15	5,558.57	5,836.79	6,127.81	2,520.77	2,646.81	2,779.14	2,918.10	3,064.01	29.09	30.53	32.07	33.67	35.35
22	62,010.35	65,111.51	68,367.49	71,785.28	75,374.20	5,167.43	5,425.86	5,697.10	5,982.30	6,281.47	2,583.79	2,712.98	2,848.63	2,991.06	3,140.61	29.81	31.30	32.87	34.52	36.24
23	63,560.93	66,738.92	70,076.39	73,580.32	77,258.87	5,296.65	5,562.06	5,839.12	6,131.31	6,438.63	2,648.38	2,780.80	2,919.84	3,065.84	3,219.13	30.56	32.08	33.69	35.38	37.15
24	65,149.92	68,408.23	71,828.35	75,419.60	79,190.11	5,429.35	5,700.59	5,985.79	6,284.97	6,599.27	2,714.60	2,850.32	2,992.84	3,142.48	3,299.60	31.33	32.89	34.53	36.26	38.08
25	66,778.50	70,118.29	73,623.39	77,305.44	81,170.24	5,564.39	5,842.61	6,134.80	6,442.12	6,764.57	2,782.46	2,921.58	3,067.65	3,221.05	3,382.09	32.11	33.71	35.40	37.17	39.02
26	68,448.98	71,871.43	75,465.00	79,237.84	83,199.27	5,704.08	5,989.29	6,288.46	6,602.77	6,933.37	2,852.02	2,994.62	3,144.35	3,301.57	3,466.65	32.91	34.55	36.28	38.09	40.00
27	70,160.20	73,667.63	77,350.84	81,219.13	85,279.51	5,846.10	6,139.45	6,445.61	6,768.07	7,106.82	2,923.32	3,069.48	3,222.96	3,384.10	3,553.32	33.74	35.41	37.19	39.04	41.00
28	71,913.33	75,509.23	79,284.40	83,249.32	87,410.97	5,992.78	6,291.95	6,607.42	6,936.86	7,283.76	2,996.40	3,146.22	3,303.54	3,468.71	3,642.15	34.57	36.31	38.11	40.02	42.02
29	73,711.87	77,397.40	81,266.86	85,330.73	89,597.15	6,142.95	6,450.27	6,772.72	7,110.31	7,466.53	3,071.31	3,224.88	3,386.12	3,555.42	3,733.20	35.44	37.20	39.07	41.02	43.07
30	75,554.63	79,332.13	83,298.21	87,463.36	91,836.88	6,296.61	6,610.91	6,941.52	7,288.42	7,652.78	3,148.09	3,305.50	3,470.77	3,644.31	3,826.53	36.32	38.14	40.04	42.05	44.15
31	77,442.80	81,315.76	85,380.79	89,650.70	94,132.48	6,453.76	6,776.22	7,114.97	7,471.18	7,844.86	3,226.80	3,388.14	3,557.54	3,735.42	3,922.20	37.23	39.09	41.05	43.11	45.26
32	79,378.70	83,348.27	87,515.74	91,891.59	96,486.28	6,614.41	6,946.17	7,293.08	7,657.44	8,040.43	3,307.47	3,472.84	3,646.48	3,828.81	4,020.25	38.16	40.07	42.07	44.18	46.39
33	81,363.48	85,432.01	89,703.08	94,188.35	98,898.30	6,780.87	7,119.62	7,475.84	7,849.51	8,241.82	3,390.16	3,559.66	3,737.64	3,924.52	4,120.76	39.11	41.07	43.13	45.28	47.54
34	83,398.33	87,568.13	91,946.30	96,543.32	101,370.84	6,949.67	7,297.73	7,662.09	8,045.08	8,447.86	3,474.90	3,648.66	3,831.08	4,022.65	4,223.77	40.09	42.11	44.20	46.41	48.74
35	85,483.23	89,756.63	94,244.23	98,956.50	103,905.08	7,123.12	7,479.33	7,854.17	8,246.47	8,658.56	3,561.78	3,739.88	3,926.86	4,123.21	4,329.36	41.09	43.15	45.31	47.58	49.95
36	87,619.35	92,001.01	96,600.37	101,431.37	106,502.18	7,301.22	7,666.75	8,049.74	8,452.52	8,875.09	3,650.82	3,833.36	4,025.03	4,226.28	4,437.60	42.13	44.24	46.45	48.76	51.21
37	89,810.18	94,301.27	99,015.87	103,966.78	109,164.48	7,483.99	7,858.83	8,251.13	8,664.38	9,097.43	3,742.10	3,929.20	4,125.66	4,331.95	4,548.54	43.18	45.34	47.60	49.99	52.48
38	92,055.73	96,658.57	101,490.74	106,566.21	111,894.29	7,671.41	8,054.40	8,457.17	8,880.91	9,324.43	3,835.65	4,027.43	4,228.81	4,440.24	4,662.26	44.26	46.47	48.80	51.23	53.79
39	94,357.15	99,075.24	104,028.48	109,229.67	114,691.62	7,863.48	8,255.78	8,669.04	9,102.08	9,557.25	3,931.54	4,128.11	4,334.52	4,551.25	4,778.81	45.36	47.63	50.01	52.51	55.14
40	96,715.61	101,551.27	106,629.07	111,960.64	117,558.79	8,060.22	8,462.99	8,885.56	9,330.25	9,797.05	4,029.83	4,231.32	4,442.89	4,665.03	4,898.28	46.49	48.82	51.27	53.83	56.52
41	99,133.44	104,090.17	109,294.86	114,760.30	120,498.14	8,261.61	8,673.70	9,107.90	9,563.07	10,041.51	4,130.57	4,337.10	4,553.95	4,781.66	5,020.74	47.66	50.04	52.55	55.18	57.94
42	101,611.81	106,693.10	112,027.00	117,628.64	123,509.66	8,467.65	8,891.38	9,336.07	9,802.87	10,292.96	4,233.84	4,445.53	4,667.81	4,901.20	5,146.26	48.86	51.29	53.86	56.55	59.38
43	104,151.87	109,360.05	114,827.82	120,569.15	126,598.01	8,679.52	9,113.73	9,568.89	10,047.33	10,550.22	4,339.69	4,556.66	4,784.50	5,023.72	5,274.91	50.07	52.58	55.20	57.96	60.86
44	106,755.96	112,094.51	117,698.48	123,584.16	129,763.20	8,896.04	9,340.72	9,808.69	10,298.78	10,813.31	4,448.18	4,670.58	4,904.11	5,149.32	5,406.78	51.33	53.89	56.59	59.42	62.38
45	109,425.24	114,896.50	120,641.32	126,673.68	133,006.37	9,118.38	9,574.71	10,053.15	10,556.04	11,083.38	4,559.38	4,787.35	5,026.72	5,278.06	5,541.96	52.61	55.24	58.00	60.91	63.94
46	112,160.87	117,768.33	123,657.50	129,840.03	136,332.20	9,346.54	9,814.51	10,304.60	10,820.29	11,360.43	4,673.37	4,907.03	5,152.38	5,410						

Section 8: Resolution 2025-01

DRAFT-RESOLUTION 2025-01

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

Section 1. PURPOSE AND INTENT.

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

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

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

Section 2. DEFINITIONS.

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

container), and for which an appropriate reuse, recycling, composting, or other diversion outlet exists. The list of approved Designated Divertible Materials shall be based on market or outlet availability as determined by the Executive Director and shall be updated from time to time. Examples of “Designated Divertible Materials” may include clean drywall (gypsum board), non-hazardous ash, textiles, food waste, and dimensional lumber and wooden pallets.

- f) "Executive Director" means the Executive Director of the Humboldt Waste Management Authority or a designated representative thereof.
- g) “Franchise Collector” means a company that collects Solid Waste or Recyclable Materials under contract with a public agency.
- h) “Greenwaste” means any wastes generated from the maintenance or alteration of public, commercial or residential landscapes including, but not limited to, yard clippings, leaves, tree trimmings, prunings, brush, weeds, wood that is not treated with preservatives or painted and cardboard that is not otherwise recyclable."
- i) "Household Hazardous Waste" means all those wastes defined by Section 25218.1(e) of the Health and Safety Code and/or Cal. Admin. Code tit. 14, § 18720(27).
- j) “Jurisdictional Boundaries of the Authority” means the jurisdictional boundaries coinciding with those of the Authority’s member agencies.
- k) "Operator" means a person or entity who accepts Waste Material generated within the Jurisdictional Boundaries of the Authority and to whom permission to operate a Transformation Facility or Transfer/Processing Station for Solid Waste, or a combination of Solid Waste and Hazardous Waste, is granted under Section 40000 et seq. of the Public Resources Code.
- l) "Non-Franchise Collector" means a person or entity that collects and/or transports Solid Waste generated within the Jurisdictional Boundaries of the Authority directly to an approved landfill facility for the purpose of disposal.
- m) “Recyclable Materials Processing” means those recyclable materials source source-separated by the generator for the purpose of recycling for beneficial reuse or marketing to third parties.
- n) “Recyclable Materials Processing” means the sorting, processing and marketing of Recyclable Materials.
- o) “Satellite Facility” means a Transfer/Processing Station that receives Waste Materials generated from within the Jurisdictional Boundaries of the Authority that is not owned or directly operated by the HWMA, and which is located within the County of Humboldt.

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

Section 3. COLLECTION OF FEE.

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

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

Section 4. WASTE MANAGEMENT FEE.

The Authority Waste Management Fee rates specified in Schedule A shall take effect beginning on July 1, 2024 for the Fiscal Year 2024-2025.

- a) Table 1. County-Wide Program Fees shall be paid as part of the Facility Fee by all Franchise Collectors and Self Haul Customers. For Self-Haul Customers who deliver Waste Materials to the Hawthorne Street Transfer Station, a Satellite Facility, or Transfer/Process Facility or Transformation Facility located in Humboldt County, the County-Wide Program Fee shall be paid by the Operator or Satellite Facility and remitted to the Authority on no more than a quarterly basis. Self-Haul Customers who deliver Waste Materials to a Transfer/Process Facility and/or Transformation Facility located outside the Jurisdictional Boundaries of the Authority, and all Non-Franchise Collectors shall pay the County-Wide Program Fee to the Authority on a quarterly basis.
- b) Table 2. HWMA Base Fees shall be paid as part of the Facility Fee by all Franchise Collectors and Self Haul Customers who deliver Waste Material to the Hawthorne Street Transfer Station.
- c) Table 3. Facility Fees.
 - i. Self-Haul Fees shall be paid by all Self Haul Customers who deliver Waste Materials to any Authority owned and/or operated facility. This includes all persons or entities dropping off Waste Materials at an Authority facility except Franchise Collectors. Member agencies that deliver Waste Materials at an Authority facility shall pay the Self Haul Fee rate found in Schedule A, Table 3 Self Haul loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, appliances, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 6.
 - ii. Franchise Collector Fees shall be paid by all Franchise Collectors who deliver Waste Materials to the Hawthorne Street Transfer Station or a Satellite Facility. Franchise Collector loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills, may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 6.
 - iii. Satellite Fees shall be paid by Operators of Satellite Facilities and includes Operations fees which covers transportation and disposal costs only.
- d) Table 4. Non-Franchise Collector Fees consisting of County-Wide Fees shall be paid by Non-Franchise Collectors. Non-Franchise Collectors shall deliver copies of all weight receipts to the Authority on a quarterly basis.
- e) Table 5. Volume Based Pricing Hawthorne Facility shall be paid by Self Haul customers when the scales are inoperable.

- f) Table 6. Non-Standard Waste Materials shall be paid by Franchise Collectors and Self Haul Customers that drop off non-standard Waste Materials.
- g) Table 7 Household Hazardous Waste Fees shall be paid by Self Haul residential and commercial customers. Residential customers who bring in more than 15 gallons per vehicle (measured by the total volume of the containers brought in, not by the volume of material contained) and commercial customers shall pay a Household Hazardous Waste Fee based on the actual cost of handling and processing if so charged by the Executive Director.
- h) Table 8. Greenwaste Fees shall be paid by Franchise Collectors and Self Haul Customers dropping off Green Waste at the Hawthorne Street facility or at the Mad River Compost Facility.
- i) Table 9. Recyclables Materials Processing Fees shall be paid by Franchise Collectors and Self-Haul Customers dropping off Recyclable Materials at either the Samoa Resource Recovery Center or the Hawthorne Street Transfer Station.

Section 5. PAYMENT OF FEES.

- a) For cash transactions, payment shall be due upon delivery of the Waste Materials in accordance with Schedule A herein. Self-Haul Customers which pay with cash or cash equivalents – check, debit, or credit card – shall pay fees rounded to the nearest quarter dollar for materials disposed. For account customers, the fee shall be set based upon the volume or tonnage of Waste Material received during the preceding month according to Schedule A. Fees charged to accounts shall be paid to the Humboldt Waste Management Authority within thirty (30) days following the fee due date. The due date is the date of the monthly statement and shall become due and payable by each account customer on the date of the monthly statement.
- b) Fees that are not remitted to the Authority within thirty (30) days following the due date provided in this part for account customers and on the invoice for all other invoiced customers are delinquent. A late fee of one- and one-half percent (1.5 %) shall be assessed on delinquent accounts not paid by the end of the month. The minimum late fee is \$1.
- c) Documentation substantiating the tonnage upon which the Waste Management Fee is collected shall be maintained by an Operator, Franchise Collector, Non- Franchise Collector, or Self Haul Customer for a period of three years.

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

In the event that the Authority, following such a review, determines that the accuracy of the submitted data cannot be verified, the Authority and the Operator or Collector shall

mutually agree to an alternative procedure for determining or measuring the tonnage collected, or received at the Disposal Site, Transformation Facility and/or Transfer/Processing Station, in order to ensure the accuracy of such data.

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

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

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

Section 6. FAILURE TO COMPLY.

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

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

Section 7. REFUNDS.

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

Section 8. EFFECTIVE DATE.

This Resolution shall take effect on July 1, 2024.

APPROVED: _____ Date: _____
Meredith Mathews, Chair

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

Section 9: Waste Management Fee Table

Humboldt Waste Management Authority Waste Management Fees for Fiscal Year 2024-2025

Table 1: County-Wide Programs	\$ per Ton
Administration	\$0.58
Household Hazardous Waste Program	\$10.02
Cummings Landfill Pledge of Revenue	\$0.93
Illegal Dumping & Clean Up Funds	\$0.66
Rural Container Program	\$4.84
County/Cities AB 939 Programs	\$1.87
Table Bluff Landfill Maintenance	\$0.74
County-wide Enforcement (LEA)	\$3.13
Edible Food Recovery	\$0.36
Total	\$23.14

Table 2: HWMA Base Fee	\$ per Ton
Administration	\$7.89
Environmental Health & Safety (EHS)	\$4.41
Programs	\$2.63
Organics	\$1.47
Cummings Road Landfill Operations	\$12.62
Long Term Funding	\$1.00
Total	\$30.02

Table 3: Facility Fees	\$ per Ton
Self-Haul	
County-Wide Program Fee (from Table 1)	\$23.14
Base Fee (from Table 2)	\$30.02
Facility Fee	\$139.25
Total Self Haul Rate Per Ton	\$192.41
Minimum fee (120 Lbs)	\$12.00
Asbestos rate	\$192.41
Franchise	
County-Wide Program Fee (from Table 1)	\$23.14
Base Fee (from Table 2)	\$30.02
Facility Fee	\$119.73
Total Franchise Rate Per Ton	\$172.89
Grit (Wastewater Solids) Rate Per Ton	\$172.89
<i>See Table 6 for additional fees (non-standard MSW)</i>	
<i>See Table 7 for Hazardous Waste Fees</i>	
Recology Eel River	
County-Wide Program Fee (from Table 1)	\$23.14
Base Fee (from Table 2)	\$30.02

Facility Fee	\$92.29
Total Satellite Fee Rate	\$145.45
Humboldt Sanitation	
County-Wide Program Fee (from Table 1)	\$23.14
Base Fee (from Table 2)	\$30.02
Facility Fee	\$90.08
Total Satellite Fee Rate	\$143.23
Table 4: Non-Franchise Collector	
	\$ per Ton
County-Wide Program Fee (from Table 1)	\$23.27
Total Non-Franchise Collector Fee	\$23.27
Table 5: Volume Based Pricing	
	\$ per Ton
Minimum Fee for Solid Waste by Volume	\$11.00
Per Cubic Yard	\$20.15
Small Pickup (level with top of box)	\$30.23
Mid-Size Pickup (level with top of box)	\$46.15
Full-Size Pickup (level with top of box)	\$62.08
Misc. Construction Debris Per Cubic Yard	\$126.43
Minimum Fee for Green Waste by Volume	\$8.00
Per Cubic Yard	\$9.90
Small Pickup (level with top of box)	\$14.85
Mid-Size Pickup (level with top of box)	\$22.28
Full-Size Pickup (level with top of box)	\$34.10
Minimum Fee for Recyclable Materials by Volume	\$6.00
Per Cubic Yard	\$11.00
Table 6: Non-Standard Waste Materials Fees (per Item, unless otherwise specified)	
Asbestos Handling Fee - Commercial or Residential, plus material weight	\$10.00
Asbestos Bag Fee	\$2.00
Asbestos Box Fee	\$44.00
Treated Wood Waste Handling Fee Residential plus material weight	\$10.00
Treated Wood Waste Handling Fee Commercial , Plus material weight	\$57.00
Tire, Semi Truck or Smaller, On- or Off-Rim	\$9.00
Tire, Over-Sized (Grader, Solid Rubber, Foam-Filled, etc.)	\$180.00
Special Handling Fee, per Hour (billable in quarter-hour increments)	\$135.00
Carpet, per Ton	\$10.00
Minimum Fee, Carpet	\$2.00
Table 7: Household Hazardous Waste Fees	
	\$ per Ton

Hazardous waste up to 15 gallons, per trip, per day; volume calculated by volume of the container, regardless of how much material is in the container	No charge
Aerosol	\$2.00
Ballasts, PCB containing	\$0.05
Batteries, Mixed	\$2.00
Batteries, Auto	No Charge
Compressed gas cylinders, non-propane	\$10.00
Corrosives	\$8.00
Fire extinguishers	No Charge
Flammable liquid	\$5.00
Flammable solid	\$1.00
Fuel gas/propane, up to one (1) qt	\$1.00
Mercury	\$6.00
Motor oil	No Charge
Oil filter	No Charge
Oily Debris	\$1.00
Oxidizing liquid	\$10.00
Oxidizing solid	\$2.50
Paint	\$5.00
Propane Tanks, less than one (1) gallon	\$1.00
Toxic liquid	\$8.00
Toxic solid	\$2.50
Lead based paint chips	\$1.00

Table 8: Greenwaste Fees At Hawthorne Street	\$ per Ton
Franchise Collector, Direct Delivery	\$97.30
Hawthorne Street Delivery & Self-Haul	\$133.31
Minimum Fee, Self-Haul and Commercial Customers, up to 120 lbs	\$8.00

Table 9: Recyclable Materials Processing Fees	\$ per Ton
Direct Delivery to Samoa Processing Facility (Franchise Only)	XX
Self-Haul and Commercial Rate	XX
Minimum Fee, Self-Haul and Commercial Customers, up to 120 lbs	XX

Section 10: County Wide Program Fees Overview and Funding Details

Administration.

This revenue covers HWMA's administrative salaries and overhead, legal services, and board expenses associated with oversight of CWPF's. Projected revenue is approximately \$47,850.

The Household Hazardous Waste Program

This program diverts household hazardous waste (e.g., motor oil, pesticides, pharmaceutical products, etc.) for materials not permitted to be disposed of in landfills. This fee now represents the total cost of operating the Hazardous Waste Facility Located at the Hawthorne Street Transfer Station less projected revenues from operations. Projected revenue is approximately \$817,430.34

Cummings Road Landfill Pledge of Revenue.

This fee has been renamed from "Cummings Road Maintenance" fee to more accurately reflect the purpose for which these fees are collected, which per the June 2002 Pledge of Revenue Agreement between HWMA and the CIWMB (California Integrated Waste Management Board), is to ensure adequate funds for "...corrective action cost estimates..." should any such corrective actions become necessary. Projected revenue is approximately \$76,725.

Illegal Dumping and Cleanup Fund

This provides monies for assistance in cleanup of illegally dumped waste within member agency jurisdictions. This funding is generally always utilized, with the funding level remaining the same as the prior fiscal year at \$ 54,000.

Rural Container Program.

The County is responsible for administering contracts for operation of 12 outlying container drop-off sites in the unincorporated, rural areas of Humboldt County. Because the operations are small and remote, actual costs to staff the facility and haul disposed material does incur a higher cost per ton. If the site operator charged the actual cost in their gate tip fee, few individuals would use the sites and illegal dumping in the surrounding area would likely increase. Projected revenue is \$399,300.

County/Cities AB939 Programs.

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

Table Bluff Landfill

is a closed landfill owned by the County of Humboldt and located south of Eureka. The County is responsible for closure related maintenance and associated activities. Projected revenue is \$61,050.

The Local Enforcement Agency (LEA)

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

Edible Food Recovery

The County of Humboldt is currently working with a consultant for Edible Food Recovery Program Management. This consultant has begun to lay the groundwork for developing an in county ecosystem of Edible Food Recovery, and make recommendations on potential infrastructure needed to accomplish certain SB 1383 requirements. This Countywide Program fee is in its second year of funding at \$30,000 dollars that will be passed through to the County of Humboldt to offset or mitigate costs related to infrastructure purchases within member agencies.

Section 11: FY 2024-25 AB 939 Allocation

Section 12: HWMA Hours of Operations

Hawthorne Street Transfer Station& Eureka Recycling Center

Tip Floor & Recycling Center

		Hours
Self-Haul	Monday – Friday	8 am to 4 pm
	Saturday	9 am to 4 pm
	Sunday	10 am to 4 pm
Franchise	Monday – Sunday	7 am to 5 pm

Cummings Road Landfill

Landfill Office	Monday – Friday	7:30 am to 3pm
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All HWMA Facilities will be closed for the following Holidays:

Independence Day	July 4, 2024
Labor Day	September 2, 2024
Thanksgiving	November 28, 2024
<i>Christmas Eve close at 2pm</i>	<i>December 24, 2024</i>
Christmas	December 25, 2024
<i>New Year's Eve close at 2pm</i>	<i>December 31, 2024</i>
New Year's Day	January 1, 2025
Easter Sunday Monday	April 20, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025

Attachment A: HWMA Capital Improvement Plan Fiscal Years



**Humboldt Waste Management Authority
Capital Improvement Plan**

May 9, 2024

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Section 1: Overview

Introduction

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

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

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

Purpose

The CIP is intended to:

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

Funding Sources

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

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

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

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

Project Planning Process

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

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

Board Review and Implementation Timeline

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

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

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

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

Methodology

Establish a planning committee.

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

Define capital projects or purchases.

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

Calculate estimated costs for each project.

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

Evaluate capital assets.

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

Forecast funding needs.

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

Finalize project.

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

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

Section 2: Project List

Project Code	Division	Project Name	Anticipated Purchase Fiscal Year	Estimated Cost	Procurement Method	Proposed or Approved
2023.01	SW	Franchise Wheel Loader	22/23	\$ 653,149.90	Lease	Approved (CIP 2021-2025)
2024.01	AD	Security System Upgrade	23/24	\$ 54,000.00	Purchase	Approved (CIP 2021-2025)
2024.02	SW	Pit Scale Replacement	23/24	\$ 145,000.00	Purchase	Approved (CIP 2021-2025)
2024.03	LF	Blower Replacement	24/25	\$ 66,000.00	Purchase	Approved (CIP 2021-2025)
2024.04	LF	Office Remodel	23/24	\$ 160,000.00	Purchase	Approved (CIP 2021-2025)
2025.01	LF	Tractor & Mower with attachments	24/25	\$ 61,000.00	Purchase	Approved (CIP 2021-2025)
2025.02	LF	Flare Heat Shields	24/25	\$ 140,000.00	Purchase	Approved (CIP 2021-2025)
2026.01	LF	Mini Excavator Replacement	25/26	\$ 215,000.00	Lease	Approved (CIP 2021-2025)
2026.02	SW	Franchise Wheel Loader Tires	25/26	\$ 47,000.00	Purchase	Proposed
2026.03	OR	Organics Facility Striping	25/26	\$ 45,000.00	Purchase	Proposed
2027.01	SW	Self Haul Wheel Loader	26/27	\$ 340,000.00	Lease	Approved FY 23/24
2028.01	SW	Excavator	27/28	\$ 355,000.00	Lease	Approved FY 23/24
2028.02	OR	Organics Wheel Loader	27/28	\$ 360,000.00	Lease	Approved FY 23/25
2029.01	AD	Main Office and Scale House Paint	28/29	\$ 45,000.00	Purchase	Proposed
2033.01	SW	Franchise Wheel Loader	32/33	\$ 750,000.00	Purchase	Proposed
2037.01	SW	Transfer Station Roof	36/37	\$ 925,000.00	Purchase	Proposed
2037.02	SW	Solar Panel Roof Addition	36/37	\$ 240,000.00	Purchase	Proposed

Section: 3 Estimated Project Funding Timeline

Project Code	Division	Project Name	Total Cost	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35	FY 35/36	FY 36/37
2023.01	SW	Franchise Wheel Loader	\$ 724,607	\$ 146,045	\$ 146,045	\$ 146,045	\$ 146,045	\$ 140,427									
2024.01	AD	Security System Upgrade	\$ 54,000	\$ 54,000													
2024.02	SW	Pit Scale Replacement	\$ 145,000	\$ 95,000	\$ 50,000												
2024.03	LF	Blower Replacement	\$ 33,000	\$ 33,000													
2024.04	LF	Office Remodel	\$ 160,000	\$ 110,000	\$ 50,000												
2025.01	LF	Tractor & Mower with attachments	\$ 61,000		\$ 61,000												
2025.02	LF	Flare Heat Shields	\$ 140,000	\$ 70,000	\$ 70,000												
2026.01	LF	Mini Excavator Replacement	\$ 215,000		\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000								
2026.02	SW	Franchise Wheel Loader Tires	\$ 47,000		\$ 23,500	\$ 23,500											
2026.03	OR	Organics Facility Striping	\$ 45,000		\$ 22,500	\$ 22,500											
2027.01	SW	Self Haul Wheel Loader	\$ 339,997		\$ 48,571	\$ 48,571	\$ 48,571	\$ 48,571	\$ 48,571	\$ 48,571	\$ 48,571						
2028.01	SW	Excavator	\$ 443,752		\$ 59,167	\$ 59,167	\$ 59,167	\$ 59,167	\$ 59,167	\$ 59,167	\$ 44,375	\$ 44,375					
2028.02	OR	Organics Wheel Loader	\$ 360,003			\$ 51,429	\$ 51,429	\$ 51,429	\$ 51,429	\$ 51,429	\$ 51,429	\$ 51,429					
2029.01	AD	Main Office and Scale House Paint	\$ 45,000		\$ 15,000	\$ 15,000	\$ 15,000										
2032.01	SW	Franchise Wheel Loader	\$ 750,000				\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000					
2036.01	SW	Transfer Station Roof	\$ 925,000				\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	
2036.02	SW	Solar Panel Roof Addition	\$ 240,000				\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	

Year to Acquire

Section 4: Detail of Projects

Franchise Wheel Loader - Solid Waste (2023.01)

Estimated Year to Acquire:

Fiscal Year 2022-2023/24

Recommended Procurement Method:

5 Year Lease

Description:

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

Justification for Acquisition:

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

Recommended Useful Life:

Five to seven years

Acquisition and Funding Schedule

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

Security System Upgrade - Admin (2024.01)

Estimated Year to Acquire:

Fiscal Year 2023-2024

Recommended Procurement Method:

Purchase

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

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

Acquisition and Funding Schedule

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

Pit Scale Replacement - Solid Waste (2024.02)

Estimated Year to Acquire:

Fiscal Year 2023-2024.

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Ten years or more.

Acquisition and Funding Schedule

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

Flare Blower Replacement - Landfill (2024.03)

Estimated Year to Acquire:

Fiscal Year 2023-2024.

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

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

Useful Life:

Five to seven years

Acquisition and Funding Schedule

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

Office Remodel – Landfill (2024.04)

Estimated Year to Acquire:

Fiscal Year 2023-2024

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Twenty years.

Acquisition and Funding Schedule

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

Tractor & Attachments - Landfill (2025.01)

Estimated Year to Acquire:

Fiscal Year 2024-2025.

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Five to seven years.

Acquisition and Funding Schedule

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

Flare Hear Shields - Landfill (2025.02)

Estimated Year to Acquire:

Fiscal Year 2024-2025.

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

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

Acquisition and Funding Schedule

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

Mini-Excavator Replacement - Landfill (2026.01)

Estimated Year to Acquire:

Fiscal Year 2025-2026.

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Five to seven years.

Acquisition and Funding Schedule

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

Franchise Wheel Loader Tires – Solid Waste (2026.02)

Estimated Year to Acquire:

Fiscal Year 2025-2026

Recommended Procurement Method:

Purchase

Description of Project:

Tip floor staff utilize a variety of heavy equipment in the daily management of solid waste with the Franchise wheel loader utilized to manage the majority of waste delivered by Franchise and large commercial haulers. Solid state rubber tires are industry standard, and the Authority has utilized them on the majority of equipment at the transfer station.

Justification for Acquisition:

Wear item.

Acquisition and Funding Schedule

Fiscal Year	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Funding Needed	\$ 23,500	\$ 23,500			
Fiscal Year to Acquire					
Funding Window					

Organics Facility Striping – Solid Waste (2026.03)

Estimated Year to Acquire:

Fiscal Year 2025-2026

Recommended Procurement Method:

Purchase

Description of Project:

With the delayed opening of the Organics processing facility staff in concert with Lawrence and Associates engineer team have identified necessary additions to facility striping to ensure safe and smooth traffic flow throughout the proposed facility.

Justification for Acquisition:

Striping will include, flow lines, necessary parking, entry and exit, and other striping as necessary.

Useful Life:

Five to 7 years depending on use.

Acquisition and Funding Schedule

Fiscal Year	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Funding Needed	\$ 22,500	\$ 22,500			
Fiscal Year to Acquire					
Funding Window					

Self-Haul Wheel Loader – Solid Waste (2027.01)

Estimated Year to Acquire:

Fiscal Year 2026-2027

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

Scheduled Replacement of current in use equipment.

Useful Life:

Seven years.

Acquisition and Funding Schedule

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

Excavator – Solid Waste (2028.01)

Estimated Year to Acquire:

Fiscal Year 2027-2028

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

5 years

Acquisition and Funding Schedule

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

Wheel Loader - Organics (2028.02)

Estimated Year to Acquire:

Fiscal Year 2027-2028

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Seven years.

Acquisition and Funding Schedule

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

Main Office and Scale House Paint - Admin (2029.01)

Estimated Year to Acquire:

Fiscal Year 2028-2029

Recommended Procurement Method:

Purchase

Description of Project:

Seal and paint of HWMA business office and Transfer Station scale house

Justification for Acquisition:

The current business office and scale house are beginning to show sign of wear and cracking on certain seal coat areas. These buildings still have the original paint and sealant from their initial construction from 2004-2006 era.

Useful Life:

Fifteen to twenty years

Acquisition and Funding Schedule

Fiscal Year	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Funding Needed	\$ 15,000	\$ 15,000	\$ 15,000		
Fiscal Year to Acquire					
Funding Window					

Franchise Wheel Loader – Solid Waste (2032.01)

Estimated Year to Acquire:

Fiscal Year 2032-2033

Recommended Procurement Method:

Purchase

Description of Project:

Tip floor staff utilize a variety of heavy equipment in the daily management of solid waste; this will be the replacement to the newly purchased 966 Loader that has become a a mainstay of day-to-day operations, managing franchise and automated dump loads of solid waste for ease of loading into semi-truck trailers bound for the landfill. This equipment primarily ensures the main tip floor area stays clear of obstruction and that the solid waste pile is further condensed and available for loading by excavator operators.

Justification for Acquisition:

The current franchise wheel loader was recently purchased and is operating with minimal issue.

It is scheduled for regular replacement in Fiscal Year 2032-33, and will require initial planning and bidding at the end of Fiscal Year 2031-32. Ongoing replacement and upgrade of Authority equipment is anticipated at each purchase date in order to maintain standard operations without significantly impacting future solid waste tipping fees.

Useful Life:

Seven to ten years

Acquisition and Funding Schedule

Fiscal Year	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Funding Needed	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000		
Year to Acquire								
Funding Window								

Transfer Station Roof – Solid Waste (2036.01)

Estimated Year to Acquire:

Fiscal Year 2037-38

Recommended Procurement Method:

Purchase

Description of Project:

Replacement of current Hawthorne Street Transfer Station Roof

Justification for Acquisition:

The current roof, while showing minimal signs currently of degradation, is the original roof from the construction of the transfer station. Staff will continue to monitor its condition, and adjust this timeline for purchase and its costs as appropriate.

Useful Life:

Twenty to thirty years.

Acquisition and Funding Schedule

Fiscal Year	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35	FY35/36	FY36/37
Funding Needed	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ 92,500	
Year to Acquire											
Funding Window											

Solar Panel Roof Addition – Solid Waste (2036.02)

Estimated Year to Acquire:

Fiscal Year 2037-38

Recommended Procurement Method:

Purchase

Description of Project:

Addition of Solar panels and energy storage for the Hawthorne Street Transfer Station and its operation.

Justification for Acquisition:

The HWMA board has asked staff to inquire about the potential for solar panel additions at the current transfer station. HWMA has reached out to providers and determined a potential cost based on current electrical needs. The need, costs, and procurement timeline will be updated as needed here.

Useful Life:

Fifteen to twenty years

Acquisition and Funding Schedule

Fiscal Year	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35	FY35/36	FY36/37
Funding Needed	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	
Year to Acquire											
Funding Window											

Section 5: Projects To Be Removed:
None.