



BOARD OF DIRECTORS

Jack Thompson, City of Rio Dell, **Chair**
To Be Determined, City of Eureka,
Stephen Kullman, City of Blue Lake
Sofia Pereira, City of Arcata
To Be Determined, City of Ferndale
Rex Bohn, County of Humboldt

Agenda

Thursday, January 8, 2015 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

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

2. Closed Session – No Closed Session Scheduled for January 8, 2014

3. Consent Calendar

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

- a. Approve Minutes from the November 13, 2014 HWMA Board of Directors Meeting.
- b. Receive October FY 14/15 Financials
- c. Receive November 14/15 Financials
- d. Proclamation of Appreciation to Acknowledge and Thank Mike Newman.
- e. Approve Resolution 2015-03 Authorizing the Executive Director to Enter into Contracts with CalRecycle Zone Incentive Fund to Support Marketing and Outreach Activities related to the North Coast Recycling Market Development Zone.
- f. Designate and Approve Proposed Changes to Signatories on Authority Checking Account.

4. Oral and Written Communications

This time is provided for people to address the Board or to submit written communications concerning matters not on this agenda. Board Members may respond to statements, but any request that requires Board action will be referred to staff for review. Reasonable time limits may be imposed on both the total amount of time allocated for this item, and on the time permitted to each individual speaker. Such time allotment or portion thereof shall not be transferred to other speakers.

- 5. Election of Vice-Chair**
- 6. Review Board of Directors Meeting Schedule and Set Potential Dates for Board Member Orientation.**
- 7. Approve Contingency Increase Request for the Cummings Road Burn Ash Corrective Action Plan.**
- 8. Award Bid on Hawthorne Street Transfer Station Tip Floor Repair Project Construction to American Restore, Inc.**
- 9. Approve Scope of Work with Lawrence & Associates to Develop Design Documents, Bidding Documents, Professional Support and Construction Monitoring for the Phase 2 Cummings Road Landfill Closure.**
- 10. Proposed Staff Reorganization**
- 11. Board Member Reports**
- 12. Executive Director's Report**
- 13. Adjourn**

**BOARD OF DIRECTORS**

Jack Thompson, Rio Dell, **Chair**
 Mike Newman, City of Eureka, **Vice Chair**
 Lana Manzanita, City of Blue Lake
 Alex Stillman, City of Arcata
 John Maxwell, City of Ferndale
 Rex Bohn, County of Humboldt

Minutes

Thursday, November 13, 2014 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

Present: Rex Bohn, John Maxwell, Mike Newman, Alex Stillman, Jack Thompson,
 Lana Manzanita
Staff: Jill Duffy, Tyler Egerer
Legal Counsel: Nancy Diamond

1) Call to Order and Roll Call

Chairman Thompson Called the Meeting to Order at 5:32 p.m. A quorum was present and acting.

2) Closed Session

No Closed Session was held during this meeting.

3) Consent Calendar

- a. Approve Minutes from the October 9, 2014 HWMA Board of Directors Meeting.
- b. Receive September FY 14/15 Financials
- c. Approve Amendment to Agreement with Eel River Disposal and Recovery, Inc. to extend the existing Agreement for two-weeks, ending November 16, 2014.

Chairman Thompson Opened the floor to Public Comment regarding Items on the Consent Calendar. No comment was received.

Chairman Thompson Closed the floor to Public Comment.

Motion: Director Newman Motioned and Director Stillman Seconded to Approve the Consent Calendar.

Action: Approve Motion as made by Director Newman and Seconded by Director Stillman by the following vote:

Ayes: Bohn, Manzanita, Maxwell, Newman, Stillman, Thompson

Nays: None.

4) Oral and Written Communications

Chairman Thompson Opened the floor to Public Comment on Items not appearing on this Agenda. No comment was received.

Chairman Thompson Closed the floor to Public Comment.

5) Approve Hawthorne Street Transfer Station Tip Floor Repair

The Board discussed the options presented by staff, and recommended requesting an additional bid for the Self-Haul portion of the Tip Floor which requires repair.

Chairman Thompson Opened the floor to Public Comment on the Tip Floor Repair Plan. No comment was received.

Chairman Thompson Closed the floor to Public Comment.

Motion: Director Stillman Motioned and Director Maxwell Seconded to Approve Staff Recommendation for Hawthorne Street Transfer Station Tip Floor Repair.

Action: Approve Motion as made by Director Stillman and Seconded by Director Maxwell by the following vote:

Ayes: Manzanita, Maxwell, Newman, Stillman, Thompson

Nays: Bohn.

Motion: Director Maxwell Motioned and Director Newman Seconded to Reconsider the Previous Motion.

Action: Approve Motion as made by Director Maxwell and Seconded by Director Newman by the following vote:

Ayes: Bohn, Maxwell, Newman, Thompson

Nays: Manzanita, Stillman.

Motion: Director Newman Motioned and Director Maxwell Seconded to Approve Staff Recommendation Option 1, with additional Self-Haul Tip Floor Section to be Bid as Separate Bid Project to be Completed Simultaneous to Option 1 Repair.

Action: Approve Motion as made by Director Newman and Seconded by Director Maxwell by the following vote:

Ayes: Bohn, Manzanita, Maxwell, Newman, Thompson

Nays: Stillman.

6) Receive and Consider Approval for Agreement with Eel River Disposal and Recovery, Inc. to Provide Municipal Solid Waste Loading Services at the Eel River Disposal and Resource Recovery's Fortuna Transfer Station

Executive Director Duffy introduced Rick Powell, of Eel River Resource Recovery, to discuss the proposed contract and the reasons for ERRR requesting live loading at its Fortuna Transfer Station.

Chairman Thompson Opened the floor to Public Comment on the proposed Agreement with Eel River Resources Recovery. No comment was received.

Chairman Thompson Closed the floor to Public Comment.

Motion: Director Stillman Motioned and Director Maxwell Seconded to Approve Staff Recommendation for Agreement with Eel River Disposal and Recovery, Inc. to Provide Municipal Solid Waste Loading Services at the Eel River Disposal and Resource Recovery's Fortuna Transfer Station.

Action: Approve Motion as made by Director Stillman and Seconded by Director Maxwell by the following vote:

Ayes: Bohn, Manzanita, Maxwell, Newman, Stillman, Thompson

Nays: None.

7) Approve Amendment to Agreement with Solid Wastes of Willits to provide compensation for Live Loading

The Board further discussed the benefits of the live loading agreement with ERRR, from the perspective of Solid Waste of Willits.

Chairman Thompson Opened the floor to Public Comment on the Amendment to the Agreement with Solid Waste of Willits. No comment was received.

Chairman Thompson Closed the floor to Public Comment.

Motion: Director Newman Motioned and Director Maxwell Seconded to Approve Staff Recommendation for Amendment of the Agreement with Solid Waste of Willits to provide compensation for Live Loading.

Action: Approve Motion as made by Director Newman and Seconded by Director Maxwell by the following vote:

Ayes: Bohn, Manzanita, Maxwell, Newman, Stillman, Thompson

Nays: None.

8) Review and Discuss Proposed Process and Timeline for Development of a Regional Recycling Request For Proposal

Executive Director Duffy provided a brief presentation on this item, outlining the key goals and critical points in the timeline of the RFP creation and publication process. She also discussed the system by which the evaluation sub-committee would be created.

Chairman Thompson Opened the floor to Public Comment on the Proposed Process and Timeline. No comment was received.

Chairman Thompson Closed the floor to Public Comment.

Motion: Director Manzanita Motioned and Director Stillman Seconded to Approve Recommended RFP Process and Timeline as Outlined by Staff.

Action: Approve Motion as made by Director Manzanita and Seconded by Director Stillman by the following vote:

Ayes: Bohn, Manzanita, Maxwell, Newman, Stillman, Thompson

Nays: None.

9) Recognition and Appreciation

Chairman Thompson read into the record Proclamations of Appreciation for both Director Stillman and Director Maxwell, both of whom were retiring from public service at the end of the year. The text of those Proclamations is included in and made a part of these minutes.

Motion: Director Manzanita Motioned and Director Maxwell Seconded to Approve Proclamation of Appreciation for Director Stillman.

Action: Approve Motion as made by Director Manzanita and Seconded by Director Maxwell by the following vote:

Ayes: Bohn, Manzanita, Maxwell, Newman, Stillman, Thompson

Nays: None.

Motion: Director Bohn Motioned and Director Newman Seconded to Approve Proclamation of Appreciation for Director Maxwell.

Action: Approve Motion as made by Director Bohn and Seconded by Director Newman by the following vote:

Ayes: Bohn, Manzanita, Maxwell, Newman, Stillman, Thompson

Nays: None.

Chairman Thompson Opened the floor to Public Comment on this Item.

Brent Whitener, Programs Manager, thanked Directors Stillman and Maxwell, and also thanked the entire Board for their individual efforts and cohesive vision.

Chairman Thompson Closed the floor to Public Comment.

10) Board Member Reports

Director Manzanita indicated that her alternate and former representative for the City of Blue Lake, Sherman Schapiro, would be retiring from public service this year. A reception would be held on November 18 to thank him for his years of service.

11) Executive Director's Report

Executive Director Duffy provided an update on the Cummings Road Burn Ash Site. Construction activity concluded on October 15th, with over 80,000 cubic yards of contaminated soil removed. This included last minute work performed on a portion of the site which did not test clean. Finally, she thanked Recology for their work, and noted that they were continuing to help offset costs incurred above those originally estimated in the engineering plans.

12) Adjourn

Chairman Thompson Adjourned the meeting at 7:45 p.m.

Next Meeting: January 8, 2014 at 5:30 p.m. at Eureka City Hall Council Chambers.



Staff Report

DATE: January 8, 2015

FROM: Tyler Egerer, Administrative Services Manager

SUBJECT: Item 3b)
Receive October 2014 Financial Reports

RECOMMENDED ACTION: Review and Approve
Review and Approve October 2014 Financial Reports.

DISCUSSION:

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

Each year, pending the finalization of the Authority's financial audit, these financial reports are presented as *preliminary* financial reports. Once the audit is finalized and staff closes out the prior year, information presented will represent accurate to-date financial activity, and will be marked as such. Decembers financials, as presented in February, will reflect this change for Fiscal Year 2014-2015.

For October, a brief overview of each attachment and its uses are provided below. The November staff report, provided in Item 3c, will be presented as it has historically, for reference.

Attached are the following reports, for your review:

Attachment A, Preliminary Statement of Assets and Liabilities:

Attachment A of Item 3b presents the Authority's Assets and Liabilities as they stand to-date through October 31, 2014, and as compared to year-end amounts for Fiscal Year 2013-2014. This document is the most prone to change pending the approval of the audit documents, as many of the final adjustments and year-end closing routines directly affect the Authority's Assets and Liabilities.

To date, the Authority is showing a loss of (\$463,765.19), due to significant construction activity costs associated with the clean closure of the Cummings Road Burn Ash Site. These costs are being offset by a number of funding sources, including grant funds from CalRecycle; however, those funds are not released immediately upon request, and invoices for work performed by the Authority's CRBAS construction contractor are paid upon approval, resulting in significant shifts in available cash on hand (represented as a to-date reduction in Net Assets).

Attachment B, Preliminary Statement of Operations (Detail, Summary, and Graphic)

Attachment B of Item 3b presents the to-date income and expense activity of the Authority. Unlike the State of Assets and Liabilities, much of data presented in these documents is current year, up-to-date information that feels little effect from year-end financial work presented in the audit, and is therefore a truer representation of the Authority's current financial status.

The preliminary Statement of Operations confirms the reported loss of (\$463,765) seen in Attachment A, and Attachment B2 provides a brief glimpse at the key reason for this loss; a significant increase in Other Expenses. Again, as outlined above, the chief reason for this increase is the Cummings Road Burn Ash Site (CRBAS). More information regarding this increase will be provided in Item 7.

It is worth noting that, to date, both Revenue and Operating Costs are down approximately 2% over budgeted estimates, with Revenues slightly outperforming Operating Costs. On the whole, this means that budget estimates, while high, are an accurate reflection of the Authority's operating needs. This means the Authority is operating its programs and services in a healthy manner, while managing bigger projects outside the scope of original budgeted expenses – namely, the CRBAS.

Attachments B1, B2, and B3 provide the same information presented in a variety of ways for the sake of encouraging conversation with the Board, when requested. The summary Statement of Operations and Summary Chart provide a 10,000-foot view of the Authority's financial status; the Statement provided in Attachment B1 allows Board members to engage in a more detailed discussion of the Authority's financial activities on an item-by-item basis as desired.

Staff is prepared to respond to any questions regarding these financials the Board may have.

Attachment C, Activity Report:

The Activity report provides the Board with a snapshot of the to-date tonnages and revenues received by the Authority at both its facility on Hawthorne Street and the Satellite Facilities the Authority contracts with in McKinleyville and Fortuna. In addition, traffic and revenue numbers for Household Hazardous Waste and traffic counts for the Hawthorne Street Transfer Station are provided. All data is compared to similar data for the previous year.

The Authority depends on solid waste tonnage to generate a significant portion of its revenues and funding for other projects, through the collection of a per-ton Tipping Fee on solid waste collected. In recent years, the Authority has reliably estimated its annual budget on a combined total of 70,000 tons of solid waste being received through its Hawthorne Street Transfer Station and Satellite Facilities. The Activity report provides a quick overview of how well actual tonnage disposed is matching up to that estimation, and how that references to the previous year's activity.

As of October 31, 2014, solid waste tonnage through all facilities is down approximately 13%. This is due primarily to a significant reduction in tonnage collected through the Authority's Satellite Facilities, as contracts for those facility's self-haul tonnages have either expired or been folded into oversight by the Member Agencies holding those contracts. The Authority will still recognize revenue from these tonnages in form of County-Wide Pass-Through Fees, however

this will result in less revenue than originally estimated (as reflected in the 6% decrease in revenues seen in the Activity Report).

The return of the rainy season to Humboldt will also have an impact on self-haul tonnages in comparison to the prior year, because with last year's lack of rain, customers continued disposing garbage well into the winter months.

Household Hazardous Waste numbers remain strong compared to the prior year, bolstered by grant funded events in Fortuna and other underserved parts of the County, and through efforts by HHW staff to continue to improve availability for commercial waste disposal at the Hawthorne Street Transfer Station HHW Disposal Facility.

The final comparative item, Average Daily Car Count, provides a simple view of the average daily traffic at the Authority for permitted solid waste disposal. This includes traffic for self-haul waste customers, franchise solid waste haulers, and the Authority's solid waste transportation and disposal haulers. As evidenced in this report, traffic is up at the Transfer Station, due most likely to a slight decrease in the minimum fee for disposing of Solid Waste – in the past, lower minimum tipping fees have resulted in more traffic. This appears to be the case today, even in light of mandatory waste ordinances in a number of cities.

Attachments D & E: Monthly Disbursements and Cash Position

The final attachments provided in this report provide the Board with an idea of what the Authority does on an ongoing basis, and access restrictions to specific funding.

Attachment D, October 2014 Disbursements, is a listing of all the amounts paid to all of the Authority's vendors and employees for the month. Each listing is a sum total of amounts paid to vendors, who may have had multiple checks written during the month. The employee costs are presented as one lump sum, and include not only payroll paid to employees, but also amounts paid for income taxes and retirement benefits.

Disbursements of note for October include a payment to the Authority's CRBAS construction contractor, Steelhead Constructors, Inc., of \$447,823; waste transportation and disposal costs of \$341,831; bond payments of \$107,550; and consulting and engineering costs for ongoing projects of \$69,663.

Attachment E, Cash Position as of October 31, 2014, This report shows the balance of the checking, savings, and trust accounts as of October 2014. It should be noted that only the checking and savings balances are available to the Authority for general business expenses. The bond balances are restricted for bond payments only.

Attachments:

- A) *Preliminary* Statement of Assets and Liabilities October 2014
- B) *Preliminary* Authority-wide Income Detail,
Summary Report and Summary Chart October 2014
- C) Activity Report October 2014
- D) Cash Disbursements October 2014
- E) Cash Position Report October 2014

Attachment A
Humboldt Waste Management Authority
Preliminary Statement of Assets and Liabilities
For the Period Ending October 31, 2014

ASSETS	October 31, 2014	June 30, 2014
Current Assets		
Cash and Cash Equivalents	\$3,132,691.74	\$3,672,404.96
Accounts Receivable	\$645,237.02	\$645,436.56
Prepaid Items	\$31,204.62	\$46,806.98
Total Current Assets	<u>\$3,809,133.38</u>	<u>\$4,364,648.50</u>
Restricted Assets		
Investment with Bond Trustee	\$2,304,538.99	\$2,304,538.99
Closure and post Closure care Trust Fund	\$3,929,021.68	\$3,922,323.96
Article Five Trust Fund	\$63,443.93	\$63,441.49
Accrued Interest Receivable	\$28,316.80	\$18,181.04
Total Restricted Assets	<u>\$6,325,321.40</u>	<u>\$6,308,485.48</u>
Other Assets		
Property, Plant, & Equipment	\$4,736,715.65	\$4,879,861.45
Deferred Charges	\$218,208.98	\$228,222.86
Grants Receivable	\$3,312.95	\$26,932.52
SWoW Receivable	\$23,800.00	\$35,700.00
Deferred Revenue	\$62,112.66	(\$865,680.37)
Waste Authority Permit	\$221,171.00	\$221,171.00
Contract with Anderson Landfill	\$0.48	\$0.48
Goodwill Depreciable - Purchase of WSG	\$725,757.74	\$933,117.18
Total Other Assets	<u>\$5,991,079.46</u>	<u>\$5,459,325.12</u>
Total Assets	\$16,125,534.24	\$16,132,459.10

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable	\$540,466.80	\$1,144,657.48
Deferred Revenue - Kernan	\$74,114.92	\$74,114.92
Deferred Revenue	\$486,936.94	\$486,936.94
Current Portion of Bonds Payable	\$565,600.00	\$862,600.00
Current Portion of Leases Payable	\$0.00	\$0.00
Current Portion of Loan Payable	\$50,000.00	\$50,000.00
Accrued Wages and Payroll taxes payable	\$124,909.24	\$128,611.09
Accrued Interest Payable	\$72,450.00	\$72,450.00
Other Accrued liabilities	(\$60,065.86)	(\$46,013.53)
Total Current Liabilities	<u>\$1,854,412.04</u>	<u>\$2,773,356.90</u>
Long Term Liabilities		
Loans Payable	\$1,040,431.59	\$163,655.40
Equipment Leases Payable	\$0.00	\$0.00
Estimated closure and post closure costs	\$12,500,000.00	\$12,500,000.00
Bonds payable, long-term portion	\$7,495,000.00	\$7,495,000.00
Total Long Term Liabilities	<u>\$21,035,431.59</u>	<u>\$20,158,655.40</u>
Total Liabilities	\$22,889,843.63	\$22,932,012.30
Net Assets		
Equity Reserved	(\$5,709,172.75)	(\$5,601,130.96)
Unrestricted	\$1,496,473.55	\$1,496,473.55
Restricted for Special Programs	\$0.00	\$0.00
Investment in Capital Assets	(\$2,087,845.00)	(\$2,087,845.00)
Increase (Decrease) in Net Assets	(\$463,765.19)	(\$607,050.79)
Total Net Assets	<u>(\$6,764,309.39)</u>	<u>(\$6,799,553.20)</u>

January 8, 2015
Total Liabilities and Net Assets \$16,125,534.24
Printed on Recycled Paper

Item 3b) Att. A
\$16,132,459.10

Attachment B1

Preliminary Statement of Operations, All Divisions
For the Period Ending October 31, 2014

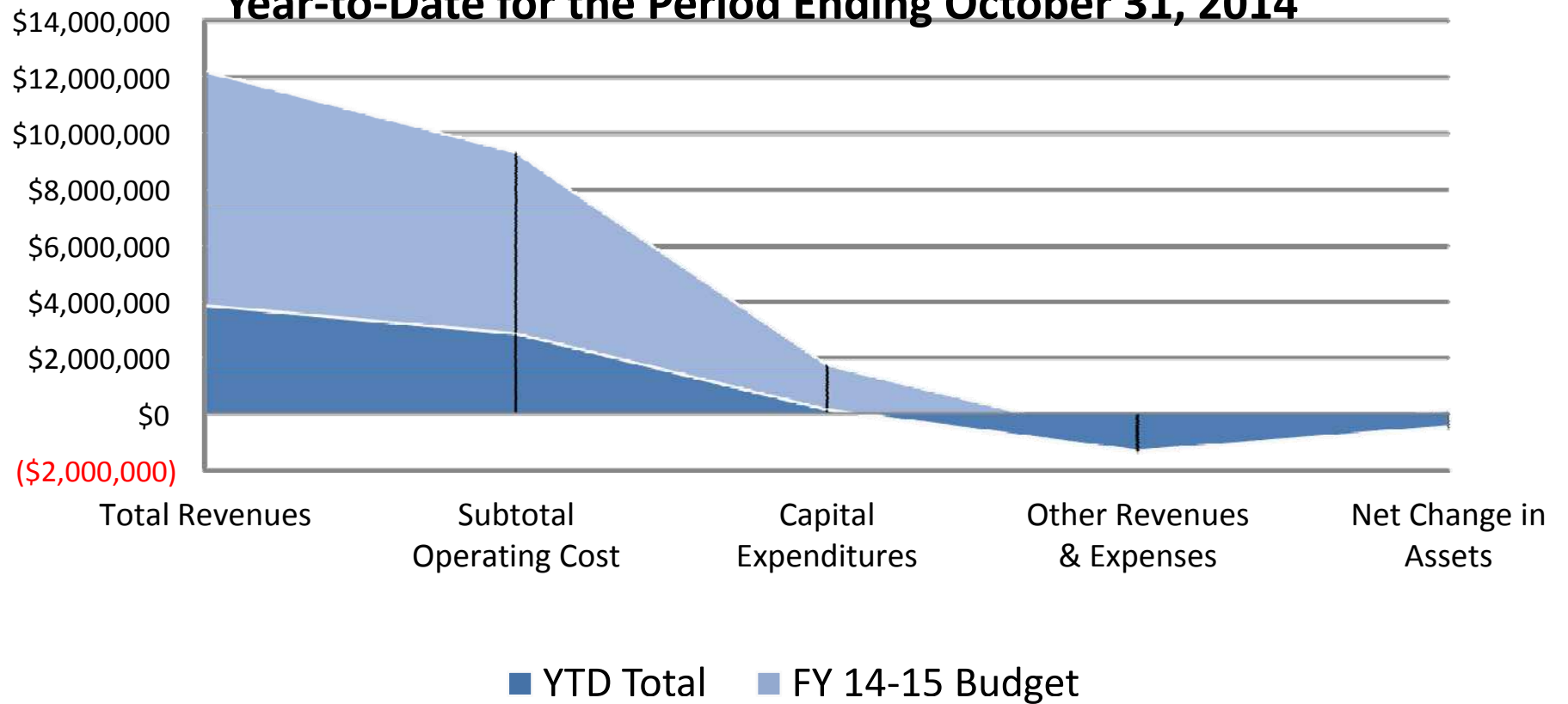
	Total		Administration		Tip Floor		Recycling		Greenwaste		Hazardous Waste		Programs		Landfill		Burn Ash Site	
	YTD Actual	FY 14-15 Budget	YTD Actual	YTD 33.33% of Budget	YTD Actual	YTD 33.33% of Budget	YTD Actual	YTD 33.33% of Budget	YTD Actual	YTD 33.33% of Budget	YTD Actual	YTD 33.33% of Budget	YTD Actual	YTD 33.33% of Budget	YTD Actual	YTD 33.33% of Budget	YTD Actual	YTD 33.33% of Budget
1 Revenues																		
2 Franchise Tipping Fees	1,784,492	5,325,030			1,784,492	33.5%												
3 Self-Haul Tipping Fees	472,951	2,554,229			381,193	16.5%	46,553	29.1%			45,205	56.5%						
4 Reimbursements	1,064	9,000										0.0%	1,064					
5 Appliances	12,376	45,000					12,376	27.5%										
6 Cathodes	4,259	15,000					4,259	28.4%										
7 Tires	2,716	10,000			2,716	27.2%												
8 E-waste Revenue	33,272	100,000					33,282	37.0%					(10)	-0.1%				
9 Greenwaste Tip Fee - HWMA	106,127	358,700							106,127	29.6%								
10 Fees - Other Waste Facilities	308,184	1,102,235			237,591	26.0%	70,592	37.2%										
11 Salvage Sold	289,218	610,000			27,309	24.8%	261,909	52.4%										
12 Income from Trust Fund	16,887	60,000													16,887	28.1%		
13																		
14 Pass Through Revenue																		
15 Administration Fee	44,480	133,700	44,480	33.3%														
16 HHW Program Revenue	144,152	433,300									144,152	33.3%						
17 Landfill Fee	108,755	326,900													108,755	33.3%		
18 Rural Container Program	97,343	292,600			97,343	33.3%												
19 Table Bluff Landfill Maintenance	23,987	72,100			23,987	33.3%												
20 Countywide Enforcement (LEA)	61,946	186,200			61,946	33.3%												
21 AB 939 Programs Revenue	114,809	345,100											114,809	33.3%				
22 Cleanup	13,274	39,900	13,274	33.3%														
23																		
24 Grant Income																		
25 Waste Tire Grant	19,435	0											19,435					
26 CalRecycle CRBAD Clean-Up Grant	198,799	0															198,799	
27 Oil Payment Program Grant	0	25,000										0.0%						
28 Household Hazardous Waste Grant	0	120,000										0.0%						
29																		
30 Total Revenues	3,858,526	12,163,994	57,754		2,616,577		428,972		106,127		189,357		135,298		125,642		198,799	
31																		
32 Direct Expenses																		
33 Solid Waste Hauling	564,852	2,030,843			564,852	27.8%												
34 Solid Waste Disposal	443,744	1,342,259			443,744	33.1%												
35 ERD Satellite Hauling & Disposal	123,202	326,387			123,202	37.7%												
36 HumSan Satellite Hauling & Disposal	88,976	94,014			88,976	94.6%												
37 Greenwaste Hauling & Disposal	84,673	291,030							84,673	29.1%								
38 Tire Hauling & Disposal	2,799	7,000			2,799	40.0%												
39 CRV Paid Out	163,281	360,000					163,281	45.4%										
40 Leachate & Asbestos Hauling	32,374	191,200				0.0%									32,374	17.0%		
41																		
42 Total Waste Expense	1,503,900	4,642,733	0		1,223,573		163,281		84,673		0		0		32,374		0	
43																		
44 Operational Expenses - Pass Throughs																		
45 Cleanup & Enforcement Expense (Account 901)	11,850	25,000	11,850	47.4%														
46 County Code Enforcement Program	32,000	32,000		0.0%	32,000													
47 Rural Container Program Passed Thru	97,343	292,600			97,343	33.3%												
48 Table Bluff Landfill Maintenance Passed Thru	23,987	72,100			23,987	33.3%												
49 Countywide Enforcement (LEA) Passed Thru	61,946	186,200			61,946	33.3%												
50 AB 939 Paid to Agency Members	16,658	63,136											16,658	26.4%				
51																		
52 Other Operational Expenses																		
53 RMDZ	(10,000)	15,000											(10,000)	-66.7%				
54 Contract Services	93,117	300,000			16,661		12,766				63,689	21.2%						
55																		
56 Operational Expenses	326,900	986,036	11,850		231,937		12,766		0		63,689		6,658		0		0	
57																		
58 Payroll Expense	671,485	2,413,237	70,070	20.1%	233,408	28.3%	153,787	30.6%	6,560	30.3%	63,074	43.4%	69,074	20.8%	75,511	31.6%		
59																		
60 Indirect Expenses																		
61 Accounting Expense	10,000	16,500	10,000	60.6%														
62 Advertising Expense	(12,030)	20,500		0.0%	137						1,846	24.6%	(14,012)	-155.7%				
63 Alarm/Security Expense	364	1,700	74	36.8%	70	23.3%	74	12.3%							147	24.5%		
64 Bank Fees Expense	21,717	29,200	1,875	62.5%	8,385	36.5%									11,457	358.0%		
65 Dues/Membership	160	3,175		0.0%		0.0%					160	7.1%						
66 Education Expense	0	0																
67 Engineering & Consulting	38	29,500		0.0%	38	0.4%		0.0%										
68 Environmental Monitoring	11,120	81,500			247	16.5%									10,873	13.6%		
69 Freight Out	41,516	85,000			3,513		35,296	41.5%					2,707					
70 Gas/Fuel Expense	20,466	70,900			17,773	32.3%	890	12.7%			1,215	22.5%		0.0%	588	19.6%		

Item 3b) Att. B

Attachment B2
Humboldt Waste Management Authority
Preliminary Summary Statement of Operations
Year-to-Date for the Period Ending October 31, 2014

	YTD Total	FY 14-15 Budget	% of Total Budget	Admin	Transfer Station	HHW	Cummings Landfill	Recycling	Compost Facility	Programs	CRBAS
Operations											
Total Revenues	3,858,526	12,163,994	31.7%	57,754	2,616,577	189,357	125,642	428,972	106,127	135,298	198,799
Hauling & Disposal Expense	1,503,900	4,642,733	32.4%	0	1,223,573	0	32,374	163,281	84,673	0	0
Operational Expense	326,900	986,036	33.2%	11,850	231,937	63,689	0	12,766	0	6,658	0
Payroll	671,485	2,413,237	27.8%	70,070	233,408	63,074	75,511	153,787	6,560	69,074	0
Indirect Expense	345,573	1,262,691	27.4%	62,854	98,366	33,213	56,830	76,277	5,396	12,637	0
Subtotal Operating Cost	2,847,858	9,304,697	30.6%	144,773	1,787,284	159,976	164,716	406,111	96,629	88,369	0
Net Operations	1,010,669	2,859,297		(87,019)	829,293	29,381	(39,074)	22,861	9,499	46,929	198,799
Capital Expenditures	136,950	1,730,663	7.9%	0	133,200	0	3,750	0	0	0	0
Other Revenues & Expenses	(1,337,484)	(1,000,708)	133.7%	(6,396)	(278,080)	(15,796)	(35,583)	(12,108)	(5,907)	(10,319)	(973,294)
Net Change in Assets	(463,765)	127,926		(93,416)	418,013	13,584	(78,407)	10,753	3,592	36,610	(774,495)

Attachment B3 Preliminary Summary Chart of Operations, Year-to-Date for the Period Ending October 31, 2014



Attachment C
Activity Report
July 1, 2014 - October 31, 2014

Waste Tonnage	Tonnage			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Hawthorne						
Franchise	14,040	14,809	94.8%	\$1,774,732	\$1,851,967	95.8%
Self Haul	5,440	5,315	102.4%	\$858,648	\$849,548	101.1%
Subtotal	19,480	20,124	96.8%	\$2,633,380	\$2,701,515	97.5%
Humboldt Sanitation	584	1,951	29.9%	\$74,293	\$74,654	99.5%
ERD	1,573	2,845	55.3%	\$153,653	\$274,785	55.9%
TOTAL.	21,637	24,920	86.8%	\$2,861,325	\$3,050,954	93.8%
Greenwaste	780	663	117.7%	\$65,749	\$58,852	111.7%

Household Hazardous Waste

	Customers			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Commercial	77	75	102.7%	\$35,001	\$20,234	173.0%
Residential	1,283	1,010	127.0%	\$9,238	\$9,066	101.9%
Fortuna Residential	22	6	366.7%	\$175	\$414	42.3%
Revenue from Countywide Fee				\$140,186	\$151,058	92.8%
TOTAL.	1,382	1,091	126.7%	\$184,600	\$180,772	102.1%

Traffic Count	Average Daily		Average Daily		% of Prior
	Count FY14	Exceptions	Count FY13	Exceptions	
July	289	None	262	None	110.3%
August	275	None	248	None	110.9%
September	259	None	243	None	106.6%
October	250	None	226	None	110.4%
November		None	224	None	0.0%
December		None	218	None	0.0%
January		None	227	None	0.0%
February		None	206	None	0.0%
March		None	241	None	0.0%
April		None	257	None	0.0%
May		None	262	None	0.0%
June		None	282	None	0.0%
Year-to-Date Average	268		245		109.5%

Attachment D
October 2014 Disbursements

Paid To	Amount	Paid To	Amount
101Netlink	\$140.00	Network Management Services	\$2,878.98
A Fertile World	\$43.70	NEVA SWAN	\$129.90
Access Humboldt	\$175.00	Nilsen Feed & Grain Company	\$464.50
Advanced Superior Alarms	\$143.50	North Coast Audiology Center	\$608.00
AFLAC	\$323.80	North Coast Fabricators	\$433.00
Airgas USA LLC West Division	\$1,245.69	North Coast Journal	\$660.00
AT & T	\$370.42	North Coast Laboratories, Ltd	\$1,719.00
Bank Fees	\$2,782.43	North Wind Drywall	\$500.00
Bank of New York	\$107,550.00	Northern California Gloves	\$257.20
Bettendorf Enterprises, Inc.	\$215,545.27	Northern California Safety Con	\$80.00
Blue Shield of California	\$40,860.39	Oak Harbor Freight Lines, Inc.	\$1,290.00
CA SDU	\$13.00	Occupational, Environmental He	\$162.00
California Conservation Corps	\$2,252.40	P G & E	\$9,585.80
Capital One Commercial	\$65.44	Pacific Paper Co.	\$865.21
Cardmember Service	\$3,205.45	Pape Machinery	\$123.53
Cardno ENTRIX	\$32,689.16	Patrick Murphy Logging	\$5,473.67
Carolina Software	\$300.00	Picky Picky Picky Store	\$55.19
City of Eureka	\$7,635.29	Pierson Building Center	\$279.08
CMRS-FP	\$1,200.00	Pro Pacific Auto Repair, Inc.	\$1,105.21
Con-Way Freight Lines	\$741.25	Randy Jones Trucking	\$800.00
Crystal Springs Bottled Water	\$146.00	Redwood Radiology Inc	\$40.00
Demello, McAuley, McReynolds,	\$10,000.00	Richard Miller	\$28.50
Eel River Disposal	\$6,500.00	RREDC	\$26,973.81
Eureka Humboldt Fire Extinguis	\$22.21	SDRMA	\$225.00
Eureka Napa	\$193.86	SETCO	\$1,187.42
Express Services, Inc.	\$7,114.56	Sharps Solutions LLC	\$1,285.00
Freon Free Inc	\$548.00	SHN Consulting Engineers and G	\$150.00
Golder Associates	\$502.32	Solid Waste of Willits, Inc.	\$87,720.65
Hilfiker Retaining Walls	\$62.83	Steelhead Constructors Inc	\$447,822.55
Humboldt Community Services Di	\$30.10	Steve Morris Logging & Contrac	\$6,192.52
Humboldt County Code Enforceme	\$32,000.00	Suddenlink	\$204.95
Humboldt County Environmental	\$432.00	Three G'S	\$2,787.50
Humboldt County Sheriff's Offi	\$100.00	Thrifty Supply Company	\$634.29
Humboldt Fire District 1	\$156.00	Times Printing Company	\$396.84
Humboldt Recycling	\$2,533.20	Times Standard	\$697.92
I-5 Tire, Inc	\$1,343.20	U-HAUL CORPORATE	\$283.78
J. CARLOS CHAVEZ	\$194.40	Umpqua Bank	\$33,322.00
Janis Erickson	\$220.80	United Rentals Inc.	\$585.99
Kelly Properties	\$500.00	US Bank Office Equipment Finan	\$439.88
L & M Renner, Inc	\$5,346.00	Verizon Wireless	\$514.43
Lighting Resources, LLC	\$4,154.55	Western Chain Saw	\$75.07
Mad River Hardwood Co., Inc	\$19,598.68		
MAD RIVER HOSPITAL	\$487.00	Total Vendor Disbursements	\$1,157,827.36
Mad River Union	\$264.00		
Mark Springman	\$180.50	Total Payroll Disbursements	\$147,319.82
Mission Uniform & Linen	\$1,128.74		
Nancy Diamond	\$7,747.85	Total Disbursements	<u>\$1,305,147.18</u>

Attachment E
Humboldt Waste Management Authority
Cash Position
For the Period Ending October 31, 2014

Fund Name	Investor	Restricted	Unrestricted
Public Funds Checking Account	Umpqua Bank		\$2,725,069.47
Public Funds Savings Account	Umpqua Bank		\$397,347.66
Landfill Closure/Post Closure Trust Fund	Union Bank	\$3,776,725.96	
Landfill Article 5 Corrective Action Trust Fund	Union Bank	\$63,443.93	
Project Fund - Series 2002 Bond	Bank of New York	\$408.92	
Reserve Fund - Series 2002 Bond	Bank of New York	\$152,036.53	
Debt Service Fund - Series 2002 Bond	Bank of New York	\$0.00	
Revenue Fund for Bond Payment - Series 2002 Bond	Bank of New York	\$502,968.10	
Reserve Fund - Series 2005 Bond	Bank of New York	\$693,995.00	
Cost of Issuance - Series 2005 Bond	Bank of New York	\$24,891.97	
Revenue Fund - Series 2005 Bond	Bank of New York	\$545,943.47	
Bond Payment Deposit	AIG - Wells Fargo	\$599,395.00	
Total Funds		\$6,359,808.88	\$3,122,417.13



Staff Report

DATE: January 8, 2015

FROM: Tyler Egerer, Administrative Services Manager

SUBJECT: Item 3c)
Receive November 2014 Financial Reports

RECOMMENDED ACTION: Review and Approve
Review and Approve November 2014 Financial Reports.

DISCUSSION:

Attached are the following reports, for your review. As previously mentioned in Item 3c, this report is presented in the same format as previous financial reports received by the Board.

November Financial Reports:

The November financials are presented in advance of the completion of the Fiscal Year 2013-2014 audit, which means that some figures are considered to be preliminary, in particular those included in the *Statement of Assets and Liabilities* (Attachment A). However, current financial information, as reported in the *Statement of Operations* (Attachments B1, B2, and B3), can provide a basic idea of the fiscal activity of the Authority through the early months of Fiscal Year 2015.

Authority Net Change in Assets through November 2014 shows an increase of (\$189,653). This loss is chiefly the result of costs incurred for the Cummings Road Burn Ash Site (CRBAS); however, the impacts of those costs are lessened by strong performance in the Operations (Tip Floor, Recycling, Greenwaste) and Programs (HHW and Programs) divisions of the Authority. Revenue is performing at expected levels, being slightly down due to early winter rains and the end of the Hazardous Waste Mobile Cleanup Events. Revenues are expected to remain slightly under budgeted expectations until the spring, especially if rainy weather continues through the winter months.

Staff continues to monitor hauling and disposal expenses closely, however all expenses to date are well within budgeted estimates. Solid waste disposal and hauling is benefiting greatly from the new agreement with Solid Waste of Willits, and those savings are offsetting costs at the Authority's Satellite Facilities.

Staff is prepared to answer any questions regarding these initial Fiscal Year 2015 financial reports.

November Activity Report:

The Activity Report (Attachment C) compares tonnage and revenue information on a current-to-previous Fiscal Year basis. Current tonnage numbers are down 13.9% compared to the previous year's totals. The most significant cause of this involves tonnage generated through the two companies which also operate as the Authority's Satellite Facilities; Humboldt Sanitation and Eel River Disposal. Tonnages generated through self haul activities and agreements outside Franchise agreements with the Authority's Member Agencies may be handled at the discretion of those operators, and therefore are not reportable under the Authority's total tonnage collected.

Much of this tonnage, however, will generate County-Wide Pass-Through Fees. The Authority continues to recognize revenue from the disposal of this waste; however the effects of solid waste outside the Authority's system contribute to the 7.1% reduction in revenue comparative to last year's numbers.

Overall activity in Household Hazardous Waste is up compared to activity through November 2013. Traffic numbers have increased by 51.9% over the previous year, although revenues are holding at 2014 levels. In general, this revenue flatline is from reduced pass-through revenues; in the early months of the year, this percentage will fluctuate regularly as tonnage potentially spikes or falls depending on weather and holiday activity.

Although tonnage is down, total average daily traffic through the Hawthorne Street Transfer Station has increased 6.1%, likely due to continued good weather, the significant uptick in greenwaste disposal and the reduction in the minimum disposal fee for solid waste.

Cash Disbursements:

Disbursements for November (Attachment D) totaled \$1,484,445. Payroll expenditures totaled \$127,565 for the month of November. A significant source of these disbursements is the work to clean close the Cummings Road Burn Ash Site, totaling \$544,248 for November; approximately \$109,689 of the total disbursements is attributable to the Authority and Recology's engineers and consultants working on the project. Transportation and Hauling of the Authority's wastes, as well as monthly bond principal and interest payments, totaled approximately \$419,413.

Cash Position Report:

This report (Attachment E) shows the balance of the checking, savings, and trust accounts as of November 2014. It should be noted that only the checking and savings balances are available to the Authority for general business expenses. The bond balances are restricted for bond payments only.

Attachments:

- A) *Preliminary* Statement of Assets and Liabilities November 2014
- B) *Preliminary* Authority-wide Income Detail, Summary Report and Summary Chart November 2014
- C) Activity Report November 2014
- D) Cash Disbursements November 2014
- E) Cash Position Report November 2014

Attachment A
Humboldt Waste Management Authority
Preliminary Statement of Assets and Liabilities
For the Period Ending November 30, 2014

ASSETS	November 30, 2014	June 30, 2014
Current Assets		
Cash and Cash Equivalents	\$2,778,422.11	\$3,672,404.96
Accounts Receivable	\$644,201.45	\$645,436.56
Prepaid Items	\$27,304.03	\$46,806.98
Total Current Assets	\$3,449,927.59	\$4,364,648.50
Restricted Assets		
Investment with Bond Trustee	\$2,304,538.99	\$2,304,538.99
Closure and post Closure care Trust Fund	\$3,930,557.70	\$3,922,323.96
Article Five Trust Fund	\$0.00	\$63,441.49
Accrued Interest Receivable	\$30,850.74	\$18,181.04
Total Restricted Assets	\$6,265,947.43	\$6,308,485.48
Other Assets		
Property, Plant, & Equipment	\$4,700,929.20	\$4,879,861.45
Deferred Charges	\$215,705.51	\$228,222.86
Grants Receivable	\$3,312.95	\$26,932.52
SWoW Receivable	\$23,800.00	\$35,700.00
Deferred Revenue	\$81,401.36	(\$865,680.37)
Waste Authority Permit	\$221,171.00	\$221,171.00
Contract with Anderson Landfill	\$0.48	\$0.48
Goodwill Depreciable - Purchase of WSG	\$673,917.88	\$933,117.18
Total Other Assets	\$5,920,238.38	\$5,459,325.12
Total Assets	\$15,636,113.40	\$16,132,459.10

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable	(\$142,571.61)	\$1,144,657.48
Deferred Revenue - Kernan	\$74,114.92	\$74,114.92
Deferred Revenue	\$486,936.94	\$486,936.94
Current Portion of Bonds Payable	\$488,080.00	\$862,600.00
Current Portion of Leases Payable	\$0.00	\$0.00
Current Portion of Loan Payable	\$50,000.00	\$50,000.00
Accrued Wages and Payroll taxes payable	\$124,393.68	\$128,611.09
Accrued Interest Payable	\$72,450.00	\$72,450.00
Other Accrued liabilities	(\$39,204.71)	(\$46,013.53)
Total Current Liabilities	\$1,114,199.22	\$2,773,356.90
Long Term Liabilities		
Loans Payable	\$1,017,111.02	\$163,655.40
Equipment Leases Payable	\$0.00	\$0.00
Estimated closure and post closure costs	\$12,500,000.00	\$12,500,000.00
Bonds payable, long-term portion	\$7,495,000.00	\$7,495,000.00
Total Long Term Liabilities	\$21,012,111.02	\$20,158,655.40
Total Liabilities	\$22,126,310.24	\$22,932,012.30
Net Assets		
Equity Reserved	(\$5,709,172.75)	(\$5,601,130.96)
Unrestricted	\$1,496,473.55	\$1,496,473.55
Restricted for Special Programs	\$0.00	\$0.00
Investment in Capital Assets	(\$2,087,845.00)	(\$2,087,845.00)
Increase (Decrease) in Net Assets	(\$189,652.64)	(\$607,050.79)
Total Net Assets	(\$6,490,196.84)	(\$6,799,553.20)

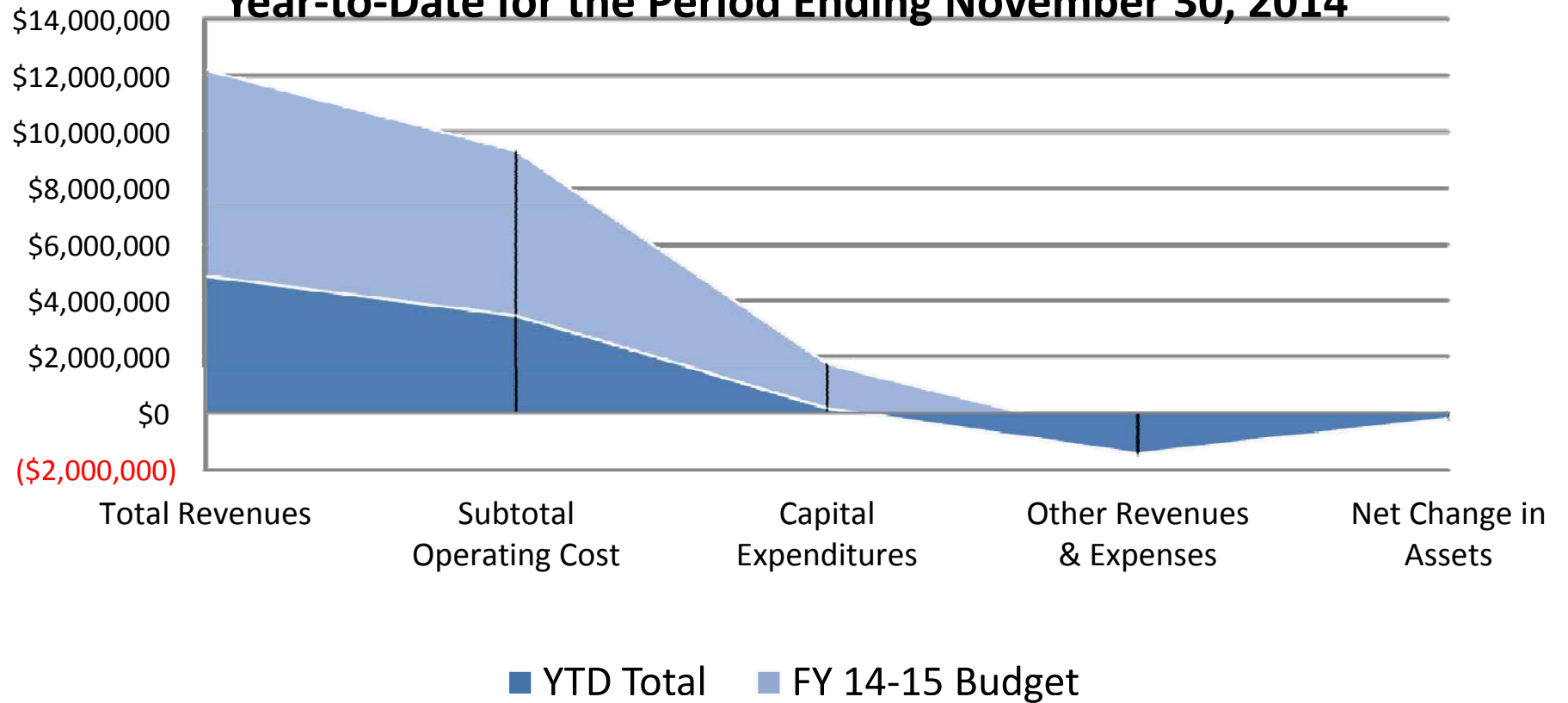
January 8, 2015
Total Liabilities and Net Assets \$15,636,113.40
 Printed on Recycled Paper

Item 3c) Att. A
 \$16,132,459.10

Attachment B2
Humboldt Waste Management Authority
Preliminary Summary Statement of Operations
Year-to-Date for the Period Ending November 30, 2014

	YTD Total	FY 14-15 Budget	% of Total Budget	Admin	Transfer Station	HHW	Cummings Landfill	Recycling	Compost Facility	Programs	CRBAS
Operations											
Total Revenues	4,857,336	12,163,994	39.9%	70,078	3,182,612	223,917	150,386	410,493	121,766	160,010	538,074
Hauling & Disposal Expense	1,846,414	4,642,733	39.8%	0	1,490,143	0	38,377	198,715	119,177	0	0
Operational Expense	334,953	986,036	34.0%	13,791	235,553	66,185	0	12,766	0	6,658	0
Payroll	840,871	2,413,237	34.8%	87,772	289,989	77,549	94,971	192,661	8,212	89,716	0
Indirect Expense	416,743	1,262,691	33.0%	75,340	120,819	37,149	65,145	92,024	8,957	17,308	0
Subtotal Operating Cost	3,438,980	9,304,697	37.0%	176,903	2,136,505	180,883	198,493	496,167	136,346	113,682	0
Net Operations	1,418,356	2,859,297		(106,825)	1,046,107	43,034	(48,108)	(85,673)	(14,580)	46,328	538,074
Capital Expenditures	170,484	1,730,663	9.9%	0	163,081	0	0	0	0	0	7,403
Other Revenues & Expenses	(1,437,524)	(1,000,708)	143.7%	(8,021)	(342,647)	(19,746)	(36,325)	(15,135)	(7,384)	(12,898)	(995,368)
Net Change in Assets	(189,652)	127,926		(114,845)	540,379	23,288	(84,433)	(100,809)	(21,964)	33,430	(464,698)

Attachment B3 Preliminary Summary Chart of Operations, Year-to-Date for the Period Ending November 30, 2014



Attachment C
Activity Report
July 1, 2014 - November 30, 2014

Waste Tonnage	Tonnage			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Hawthorne						
Franchise	17,159	18,253	94.0%	\$2,168,313	\$2,282,777	95.0%
Self Haul	6,644	6,490	102.4%	\$1,048,984	\$1,038,417	101.0%
Subtotal	23,803	24,743	96.2%	\$3,217,297	\$3,321,194	96.9%
Humboldt Sanitation	744	2,336	31.9%	\$89,889	\$89,862	100.0%
ERD	1,734	3,442	50.4%	\$169,391	\$332,394	51.0%
TOTAL.	26,281	30,521	86.1%	\$3,476,577	\$3,743,450	92.9%
Greenwaste	919	784	117.2%	\$76,950	\$68,859	111.8%

Household Hazardous Waste

	Customers			Revenue		
	Year to Date	Prior YTD	% of Prior	Year to Date	Prior YTD	% of Prior
Commercial	148	75	197.3%	\$37,871	\$23,083	164.1%
Residential	1,482	1,010	146.7%	\$10,166	\$10,216	99.5%
Fortuna Residential	27	6	450.0%	\$175	\$472	37.1%
Revenue from Countywide Fee				\$170,947	\$185,422	92.2%
TOTAL.	1,657	1,091	151.9%	\$219,159	\$219,193	100.0%

Traffic Count	Average Daily		Average Daily		% of Prior
	Count FY14	Exceptions	Count FY13	Exceptions	
July	289	None	262	None	110.3%
August	275	None	248	None	110.9%
September	259	None	243	None	106.6%
October	250	None	226	None	110.4%
November	259	None	224	None	115.4%
December		None	218	None	0.0%
January		None	227	None	0.0%
February		None	206	None	0.0%
March		None	241	None	0.0%
April		None	257	None	0.0%
May		None	262	None	0.0%
June		None	282	None	0.0%
Year-to-Date Average	266		251		106.1%

Attachment D
November 2014 Disbursements

Paid To	Amount	Paid To	Amount
101Netlink	\$70.00	Lawrence & Associates	\$29,904.75
Access Humboldt	\$125.00	MAPLESERVICE	\$360.00
Airgas USA LLC West Division	\$1,038.01	McKenny's Do It Best Bldg Cent	\$172.40
Alternative Business Concepts	\$86.59	Mendes Supply Company	\$922.81
AT & T	\$504.16	Mercury Disposal Systems, Inc	\$104.00
Bank Fees	\$1,792.96	Mission Uniform & Linen	\$1,142.39
Bank of New York	\$107,401.00	Nancy Diamond	\$6,087.90
Bettendorf Enterprises, Inc.	\$229,846.82	Network Management Services	\$3,382.01
Brent Whitener	\$112.00	NEVA SWAN	\$219.52
C & Z Timber Co.,INC	\$2,264.51	North Coast Journal	\$726.00
CA SDU	\$13.00	North Coast Laboratories, Ltd	\$4,283.30
California Special Districts A	\$1,081.00	Northern California Gloves	\$348.13
Capital One Commercial	\$131.01	Northern California Safety Con	\$80.00
Cardmember Service	\$947.56	Oak Harbor Freight Lines, Inc.	\$3,160.00
Cardno ENTRIX	\$79,783.95	Occupational, Environmental He	\$508.00
City of Arcata	\$4,830.51	P G & E	\$7,654.29
City of Arcata	\$25,886.27	Pacific Paper Co.	\$582.56
City of Blue Lake	\$1,711.85	Pape Machinery	\$1,308.70
City of Eureka	\$48,168.66	Patrick Murphy Logging	\$5,570.85
City of Ferndale	\$1,517.93	Peterson Tractor	\$18.77
City of Rio Dell	\$1,897.42	Picky Picky Picky Store	\$2,267.71
City of Trinidad	\$1,288.66	Pierson Building Center	\$370.26
Clean Harbors Env Services	\$26,716.30	Pre-Employ.Com,Inc	\$149.50
Cold Creek Compost	\$315.56	Randy Jones Trucking	\$2,100.00
Cora Williams	\$391.40	Recology Humboldt County	\$112.50
Crystal Springs Bottled Water	\$138.50	Rogers Machinery Company, Inc.	\$507.70
Cynthia Evans	\$16.80	Rule Steel Tanks, Inc	\$6,011.00
Englund Marine Supply Co. Inc.	\$86.21	SCS Field Services	\$2,295.00
Eric Keller-Heckman	\$121.00	SETCO	\$1,187.42
Eureka Napa	\$422.71	SHN Consulting Engineers and G	\$750.00
Express Services, Inc.	\$6,470.06	Solid Waste of Willits, Inc.	\$82,165.44
Federal Licensing Inc	\$119.00	State Water Resources Control	\$1,632.00
FedEx	\$346.61	Steelhead Constructors Inc	\$533,704.26
Fortuna Iron	\$2,490.00	Steve Morris Logging & Contrac	\$2,456.82
Francotyp-Postalia, Inc	\$129.74	Suddenlink	\$204.95
Freon Free Inc	\$260.60	Taylor Made Fencing	\$295.00
Holt of California	\$981.23	Three G'S	\$1,340.00
HSU Recycling	\$1,129.25	Thrifty Supply Company	\$198.68
Humboldt Community Services Di	\$25.50	Thumper's Mechanical Service I	\$2,765.00
Humboldt County Dept of Public	\$27,471.66	Tiffany Ibbs	\$320.00
Humboldt County Environmental	\$16,041.83	Tyler Egerer	\$173.19
Humboldt County Sheriff's Offi	\$100.00	U-HAUL CORPORATE	\$245.63
Humboldt Recycling	\$2,433.20	Uline Shipping Supply Speciali	\$307.72
Humboldt Sanitation	\$850.00	Umpqua Bank	\$25,171.00
Humboldt Transit Authority	\$200.00	US Bank Office Equipment Finan	\$879.76
HumboldtCounty - Recycling	\$5,178.98	Verizon Wireless	\$548.43
I-5 Tire, Inc	\$1,499.00		
Jaeco Fire & Safety	\$524.70	Total Vendor Disbursements	\$1,356,880.13
James L Able Forestry Consulta	\$10,544.25		
Janis Erickson	\$176.96	Total Payroll Disbursements	\$127,564.59
KLH Consulting, Inc.	\$1,256.00		
L & M Renner, Inc	\$5,248.86		
		Total Disbursements	<u>\$1,484,444.72</u>

Attachment E
Humboldt Waste Management Authority
Cash Position
For the Period Ending November 30, 2014

Fund Name	Investor	Restricted	Unrestricted
Public Funds Checking Account	Umpqua Bank		\$2,371,705.64
Public Funds Savings Account	Umpqua Bank		\$397,347.66
Landfill Closure/Post Closure Trust Fund	Union Bank	\$3,778,262.28	
Landfill Article 5 Corrective Action Trust Fund	Union Bank	\$0.00	
Project Fund - Series 2002 Bond	Bank of New York	\$408.92	
Reserve Fund - Series 2002 Bond	Bank of New York	\$167,324.65	
Debt Service Fund - Series 2002 Bond	Bank of New York	\$0.00	
Revenue Fund for Bond Payment - Series 2002 Bond	Bank of New York	\$151,469.10	
Reserve Fund - Series 2005 Bond	Bank of New York	\$693,995.00	
Cost of Issuance - Series 2005 Bond	Bank of New York	\$24,891.97	
Revenue Fund - Series 2005 Bond	Bank of New York	\$130,883.47	
Bond Payment Deposit	AIG - Wells Fargo	\$599,395.00	
Total Funds		\$5,546,630.39	\$2,769,053.30



Staff Report

DATE: December 29, 2014 For Meeting of: January 8, 2015

FROM: Jill Duffy, Executive Director

SUBJECT: Item 3d)
Approve Proclamation Thanking Mike Newman for his Service on the Board.

RECOMMENDED ACTION: Voice vote.
Approve Proclamation Thanking Mike Newman for Service on the Board.

**PROCLAMATION OF APPRECIATION TO ACKNOWLEDGE AND THANK
MIKE NEWMAN
FOR HIS SERVICE TO THE
HUMBOLDT WASTE MANAGEMENT AUTHORITY**

WHEREAS, the Humboldt Waste Management Authority (HWMA) is a joint powers authority formed by the cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell and the County of Humboldt, and

WHEREAS, Mr. Mike Newman received the appointment to serve on the HWMA Board of Directors representing the City of Eureka in June, 2011 as alternate Board Member for primary Linda Atkins, and

WHEREAS, Mike continued as alternate, capably representing the City of Eureka with Linda and Lance Madsen through 2012 and into 2013, very astutely dealing with matters of municipal solid waste, and

WHEREAS, Mike was appointed as Vice Chair to the Board in mid-2013, and stood tall while assisting Directors Maxwell, Lovelace, and Thompson with divining workable answers to a number of pressing issues, and

WHEREAS Mike drew on his practical experience during working sessions resulting in great contributions while scoping, drafting, and with the final adoption of HWMA's Strategic Plan, and served this board well both in its on-going decision making processes , provided guidance and support towards community waste reduction activities in order to reduce material disposed to landfills; and

WHEREAS, during Mike's tenure as a Board member, the Authority wrestled with securing a new transporter and landfill disposal facility, began implementation of the Authority's Strategic Plan, completed the Cummings Road Burn Ash Corrective Action Project, ensured that both his member agency interest and regional goals of the entire county were met when soliciting and completing long term contracts for waste diversion and disposal, essential elements to HWMA's daily operations, and

WHEREAS, Mike was able to fulfill these difficult tasks while maintaining proper decorum, posture, and consummate good taste in his selection of ties,

NOW, THEREFORE BE IT RESOLVED THAT the HWMA Board of Directors expresses its sincere gratitude and thanks for Mike Newman's distinguished public service to Humboldt Waste Management Authority as a Board Member and Vice Chair, and wishes him well in all his future endeavors.

The foregoing Resolution was passed by the HWMA Board of Directors this ____ day of January, 2015

APPROVED:

Jack Thompson, Chair of the Board

Date

ATTEST:

HWMA Clerk

Date



Staff Report

DATE: December 29, 2014 For Board Meeting: January 8, 2015

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 3e)
 Approve Resolution 2015-03 Authorizing the Executive Director to Enter into Contracts with CalRecycle Zone Incentive Fund to Support Marketing and Outreach Activities related to the North Coast Recycling Market Development Zone.

RECOMMENDED ACTION: Voice vote.

- 1) Consider Approval of Resolution 2015-03 Authorizing The Authority To Enter Into Recycling Market Development Zone (RMDZ) Contracts; and
- 2) Authorize the Executive Director to Pass CalRecycle RMDZ Funds Through to the Authority's North Coast RMDZ Consultant in Accordance with Activity Metrics.

DISCUSSION:

On December 29, 2014, HWMA received notification from CalRecycle's Zone Incentive Fund that a Board adopted resolution was needed as documentation that HWMA has the authority to enter into agreements/contracts with CalRecycle's ZIF Program. This is a new requirement from CalRecycle's ZIF program.

The Authority has previously received ZIF funds which are used for the purpose of supporting administration of the North Coast Recycling Marketing Development Zone. The Authority is eligible to receive \$4,250.00 for the period of January 2, 2014 through June 30, 2015.

The CalRecycle ZIF funds will 'pass through' HWMA for the purpose of supporting the administration of the NCRMDZ program that may include, but are not limited to: development of marketing materials, conducting local workshops, attending and participating in RMDZ related events (in-State only), purchasing of marketing information, software, and hiring resources. ZIF funds may also be used to support travel to and from one Zone Works training workshop involving Zone Administrators and CalRecycle staff

Staff recommends the Board approve Resolution 2015-03.

Background

Formation of the RMDZ designation was initiated by the Humboldt County Board of Supervisor's in 1992. The RMDZ program was administered by the County until the program was transferred to HWMA in July 2002, and HWMA became the RMDZ Zone Administrator.

In 2003 the RMDZ was expanded to include Del Norte County, and is now known as the North Coast RMDZ. The North Coast RMDZ encompasses Humboldt and Del Norte counties and the incorporated cities of Trinidad, Blue Lake, Arcata, Eureka, Fortuna, Ferndale, Rio Dell, and Crescent City.

HWMA is the lead agency for the NCRMDZ, with administration provided an independent consultant Maureen Hart. Ms. Hart has worked with the Humboldt RMDZ and NCRMDZ programs since 1995.

While HWMA has been the designated Lead Agency since July 2002, the Authority's direct activities have been limited to providing annual funding and placement of information on the HWMA website (<http://www.hwma.net/hawthorne-street/manufacturing-waste-program>). NCRMDZ Program services and administration have been handled by Ms. Hart with funding provided through HWMA's annual funding and limited funding through CalRecycle.

FISCAL IMPACT:

Minimal fiscal impact. The pass through of such grant funds has occurred in the past for other RMDZ-related activities. Due to the timing of projects to be undertaken and the lag in award of the funds from CalRecycle, there may be an imbalance in current income and expenses until the funds are received. Additional Authority funds have neither been budgeted nor will be released in conjunction with the aforementioned funds granted by CalRecycle's ZIF Program.

ATTACHMENT:

Resolution 2015 - 03



RESOLUTION 2015-03

**RESOLUTION OF THE HUMBOLDT WASTE MANAGEMENT AUTHORITY
AUTHORIZING THE AUTHORITY TO ENTER INTO RECYCLING MARKET
DEVELOPMENT ZONE CONTRACT**

WHEREAS, Public Resources Code sections 42010-42024 authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer the Recycling Market Development Zone (RMDZ) program in furtherance of the State of California's (state) efforts to create a sustainable infrastructure and enhance local markets for recyclable and compostable materials generated within California and to protect public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle proposes to contract with Humboldt Waste Management Authority to support the administration of the North Coast Recycling Market Development Zone; and

WHEREAS, in 2002 the Humboldt Waste Management Authority became the Zone Administrator for the Humboldt County RMDZ, which was expanded to include Del Norte County in 2003 and re-named the North Coast Recycling Market Development Zone (NCRMDZ); and

WHEREAS, as Zone Administrator for the NCRMDZ, the Humboldt Waste Management Authority retains a consultant to carry out the NCRMDZ marketing and outreach tasks; and

WHEREAS, state contracting procedures applicable to CalRecycle require, among other things, a local government governing body to declare by resolution, order, motion, or ordinance its authority to enter into a contract with CalRecycle.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt Waste Management Authority Governing Board hereby authorizes the Humboldt Waste Management Authority to enter into contracts with CalRecycle to support marketing and outreach activities related to the North Coast Recycling Market Development Zone; and

BE IT FURTHER RESOLVED that the Executive Director, or his/her designee, is hereby authorized and empowered to execute in the name of the Humboldt Waste Management Authority all contract documents, including but not limited to, agreements, amendments, and requests for payment, necessary to execute the contracts with CalRecycle related to the North Coast Recycling Market Development Zone and implement the projects described therein.

PASSED, APPROVED AND ADOPTED on this 8th day of January 2015 on the following vote:

AYES:

NOES:

ABSENT:

Jack Thompson, Chair

Jill Duffy, Executive Director



Staff Report

DATE: December 24, 2014 For Meeting of January 8, 2015

FROM: Jill Duffy, Executive Director

SUBJECT: Item 3f)
Designate and Approve Proposed Changes to Signatories on Authority Checking Account.

RECOMMENDED ACTION: Voice vote.
1.) Approve and Authorize Proposed Changes to Signatories on Authority Checking Account; and 2.) Direct Staff to Solicit and Return to Board with a Recommendation of a Designated Executive Committee Member Signatory

DISCUSSION:

The Executive Director is authorized to be the sole signatory on checks under \$5,000. Checks above that amount require a second signature. With the recent election cycle, there are four new representatives designated to the Authority Board of Directors, as well as four new alternates. These changes require adjusting the current list of signatories. Approved signatories currently include:

Jill Duffy, Executive Director
Alex Stillman, City of Arcata
Lana Manzanita, City of Blue Lake
Mike Newman, City of Eureka
Rex Bohn, County of Humboldt
John Maxwell, City of Ferndale
Jack Thompson, City of Rio Dell

Historically the list of approved signatories has always included at least one member of the HWMA Executive Committee (City Managers and County Administrative Officer), and all Boardmembers are encouraged to be approved as a check signer..

Staff is requesting that the Board authorize all current Boardmembers to be added to the list of approved signatories, and staff requests approaching Executive Committee members Greg Sparks, City of Eureka City Manager; Karen Diemer, City Manager of Arcata; and Phillip Smith-Hanes, County of Humboldt CAO to determine their interest to be available as designated signers. Staff has developed the following table to establish a revised list of signatories for Board consideration.

Name	Title	Proposed Action	Comments
Jill Duffy	Executive Director	Retain	
Alex Stillman	City of Arcata	<i>Remove</i>	Replace with Sophia Peira
Lana Manzanita	City of Blue Lake	<i>Remove</i>	Replace with Stephen Kullmann
Mike Newman	City of Eureka	<i>Remove</i>	Replace with new appointee
John Maxwell	City of Ferndale	<i>Remove</i>	Replace with new appointee
Rex Bohn	County of Humboldt	Retain	
Jack Thompson	City of Rio Dell	Retain	
To be Determined	Executive Committee Rep		Staff will approach and request Executive Committee member to be an authorized signatory.



Staff Report

DATE: December 1, 2014 For Meeting of January 8, 2015

FROM: Jill Duffy, Executive Director

SUBJECT: Item 5)
Elect Authority Vice-Chair for FY14/15

RECOMMENDED ACTION: Voice vote.
Nominate and Elect Vice-Chair for FY 14/15

DISCUSSION:

The Humboldt Waste Management Authority's Joint Exercise of Powers Agreement requires that the Board appoint new Board Officers each fiscal year. The term of office begins on July 1, 2014 and runs through June 30, 2015.

The Board Officers for FY 2014-15 are:

Chair Jack Thompson, City of Rio Dell
Vice-Chair Mike Newman, City of Eureka

With the final results from the City of Eureka election, Councilmember Mike Newman lost his seat, and will no longer be a representative to the Authority. At this juncture, staff is awaiting to learn who the City of Eureka designee to the Authority will be.

Staff recommends the Board open the topic for discussion, and the Board take action to elect a Vice-Chair to serve the remainder of the FY 2014-15 term.

FISCAL IMPACT:

No Impact – Administrative

ALTERNATIVES:

Board's Discretion



Staff Report

DATE: December 30, 2014 For Board Meeting of: January 8, 2015

FROM: Jill K Duffy, Executive Director

SUBJECT: Item 6)
Review Board of Directors Meeting Schedule and Set Potential Dates for Board Member Orientation

RECOMMENDED ACTION:
Set Dates for Board Member Orientation

DISCUSSION:

Attached is the approved Board Calendar for FY14/15. The meeting dates and times are proposed to remain unchanged (second Thursday of each month at 5:30pm). We will continue to meet in the Eureka City Council Chambers. This is a fiscal year calendar and will be revised in June of 2015.

In the past, Authority staff has provided a one day orientation to new Board members. The orientation provides a broad overview of the Authority, its operations and projects. Staff proposes to schedule the orientation in late January, the week of the 19th or the 26th.

HWMA Board Calendar FY 2014-2015

JULY 2014

10 July Board Meeting

AUGUST 2014

No Board Meeting

SEPTEMBER 2014

11 September Board Meeting

Executive Director Performance Evaluation

OCTOBER 2014

9 October Board Meeting

NOVEMBER 2014

13 November Board Meeting

Receive FY13-14 Audit

DECEMBER 2014

No Board Meeting

JANUARY 2015

8 January Board Meeting

Board welcomes new members
Review Mid-Year Budget Report
Strategic Plan Status Report

FEBRUARY 2015

12 February Board Meeting

Establish Fundamental Parameters for FY15/16 Budget

MARCH 2015

12 March Board Meeting

Form 700 Due End of Month

APRIL 2015

9 April Board Meeting

Review of Operating Plan and Draft Budget for FY15/16
Review Classification and Pay Plans

MAY 2015

14 May Board Meeting

Adopt FY15/16 Budget and Fee Resolution

JUNE 2015

11 June Board Meeting

Election of Board Officers for FY15/16
Review meeting schedule for FY15/16



Staff Report

DATE: December 17, 2014 For Meeting of: January 8, 2015

FROM: Jill Duffy, Executive Director

SUBJECT: Item 7)
Contingency Increase for the Cummings Road Burn Ash Corrective Action Plan.

RECOMMENDED ACTION: Voice Vote
That the Board of Directors:

1. Approve increasing the Cummings Road Burn Ash Correction Action Plan construction contingency funds by an additional \$569,224.
2. Authorize budget overruns for Fiscal Year 2014 and defer transfer of funds to Reserves to compensate.

DISCUSSION:

In May 2014, the Board of Directors authorized the Executive Director to approve the construction award contract and contingency of \$1,985,777 and \$200,000 respectively for a total of \$2,185,777 for construction activities related to the clean-up of the Cummings Road Burn Ash site located adjacent to the Cummings Road Landfill. Actual construction costs totaled \$2,755,001.

Cost increases were due to unforeseen conditions that resulted in the need for change orders and increased line-item quantities exceeding approved project and contingency cost, and staff recommends increasing the contingency amount by \$569,224 so final payment can be made to the contractor. Construction activities were completed October 15, 2014, with the Final Report submitted to the North Coast Regional Water Quality Control Board by December 31, 2014.

Background

Between 1933 and 1969 the Cummings Road waste disposal site operated as a private open burning sidecast dump, which was the best practice at the time for disposing of municipal waste. Material was brought to the ridge along the end of Cummings Road, dumped, and open burned in a “continuous burn” environment where new material was placed on an existing fire and ash from material already consumed was pushed down both sides of the ridge slope. In 1969 open burning ceased and the portion of the site on the northeast side of the ridges was converted into a sanitary landfill. The sanitary landfill was permitted and converted to an unlined cut and cover canyon landfill in a deep gully below (northeast of) a portion of the burn dump that became the Cummings Road Landfill.

The Authority acquired the 33-acre Cummings Road Landfill in 2000, and initiated landfill closure activities in the Summer of 2012, completing Phase 1. At that time, it was anticipated

that Phase 2 activities would be completed in the Summer of 2013. However, on **April 27, 2013**, the North Coast Regional Water Quality Control Board's Executive Director issued a Clean Up and Abatement Order naming both HWMA and Recology-Humboldt as responsible parties for cleanup of the Cummings Road Burn Ash Site, along with a 18-month completion schedule. The burn ash debris of concern was located adjacent to, but not within, the permitted landfill footprint.

Preliminary estimates indicated approximately 57,900 cubic yards of burn ash debris covered an area of 6.2 acres, straddling two parcels owned by Recology and HWMA. While neither Recology nor the Authority was responsible for any open air burning activities or practices, as property owners both parties were responsible for addressing and performing corrective actions on the site.

The parties worked together to prepare necessary studies and analysis, prepared and submitted a Corrective Action Plan, conducted the environmental review analysis along with adoption, certification and development of a mitigation monitoring plan, secured necessary permits, and circulated a construction bid document. The NCRWQCB approved revision of the Waste Discharge Requirements (WDR) for the Cummings Road Landfill to reflect the methods of closure and required monitoring activities on May 2, 2013. The WDR contained an important condition allowing excavated burn ash debris to be disposed within the Cummings Road Landfill Phase 2 area. Based on the 5,900 cubic yard estimate, this provision saved the Authority and ultimately garbage rate payers over \$7.5 million in avoided transportation and disposal costs.

On May 8, 2014, the HWMA Board approved contract award to Steelhead Constructors, Inc. Mobilization and construction preparation activities began May 30th and construction activities commenced June 11. A total of 91,574 cubic yards of burn ash debris, *an increase of 58% greater volume of material than previously estimated*, was removed from the burn ash site. The excavated material was hauled and placed into the Phase 2 area within the landfill, and construction activities were completed in October 2014. The Final Report will be submitted to the NCRWQCB on December 31, 2014.

Work on the project ran into unforeseen additional costs as follows:

1. The original volume estimate of material to be removed was 59,700 cubic yards. Actual material removed was additional 33,674 cubic yards of material, for a total of 91,574 cubic yards. This was because (a) two hidden valleys and a hole filled with burn ash debris was encountered beneath the Bulk Deposit (15,875 additional cy), (b) additional previously obscured burn ash debris was encountered beneath and around the "Slide Area" (16,033 additional cy), (c) the waste in the "Delta Canyon was deeper than expected (6,453 additional cy), and (d) less waste than expected was found beneath Cummings Road (4,687 cy less than anticipated), the actual volume removed was 91,574 cubic yards, a 58% increase.
2. Because two valleys were encountered beneath the burn ash debris under Cummings Road, the configuration of the structural backfill for Cummings Road had to be

revised resulting in more time consuming and costly construction methods to rebuild the Cummings Road, resulting in a \$170,000 change order for that task.

3. The California Conservation Corps (CCC) crew that was retained for erosion control and other hand work was pulled off the project in mid-July to support fire crews and a more costly alternative contractor was retained for the purpose of completing the planned erosion control and hand work.

Steelhead Constructors, Inc. submitted a total of five invoices during the construction period, and the final invoice (other than the 5% retainer) was received December 18, 2014. All invoices were regularly reviewed in detail by the Authority's Project Engineer; Mike Leggins, Recology's General Manager; and the Authority's Executive Director prior to invoice payment.

The final invoice (No. 5) has been reviewed, and the contractor was informed that payment would be delayed until Board authorization. Staff requests the Board authorize increasing contingency funds in the amount of \$569,224 to cover increased cost incurred as part of the clean up project.

	Project Cost Estimate	Actual Costs
Bid Amount	\$1,985,777	\$1,985,777
Contingency	\$200,000	
Quantity Overruns		\$516,649.10
Contract Change Orders		\$252,575.47
Total Construction Cost	\$2,185,777	\$2,755,001.57

With the completion of the Cummings Road Burn Ash Debris Clean Up, the Authority is now prepared to undertake Phase 2 Cummings Road Landfill Closure as detailed in another agenda item during this meeting.

FISCAL IMPACT

The Authority has sufficient funds on hand to cover these overruns and begin construction bidding and planning for Phase II of the Cummings Road Landfill Closure, while maintaining day-to-day operation of the Authority's solid waste Transfer Station and diversion programs.

In order to move the Authority in Phase II closure planning, the remaining funds for this project will need to be paid from operating cash. The Authority has minimal funds remaining in its Reserve Fund which may support this overrun, however it is more likely that future replenishment of the Authority's reserves will instead be reduced to offset the impact in current operating funds.



Staff Report

DATE: December 30, 2014 For Meeting of January 8, 2015

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 8)
Award Bid on Hawthorne Street Transfer Station Tip Floor Repair Project

RECOMMENDED ACTION: Voice vote.

- 1.) Award Bid on Hawthorne Street Transfer Station Tip Floor Repair Project in the Amount of \$285,475.00, which includes a contingency for Cold Weather Concreting Procedures in the amount of \$15,000, to American Restore, Inc.; and
- 2.) Following Review by Legal Counsel, authorize Executive Director to Execute Contract with American Restore, Inc. for Construction

SUMMARY:

This project will rehabilitate designated portions of the tip floor at the Hawthorne Street Transfer Station. Approximately 3,820 square feet of the tip floor is worn due to heavy daily use; to avoid structural failure of the concrete slab, these designated areas need repair. As directed at the November 13, 2014 Board meeting, staff solicited bids for repair of identified sections of the Hawthorne Street Transfer Station Tip Floor using a specialty topping material be installed over the existing floor.

By the bid submittal deadline of December 18, 2014 at 2:00 pm, HWMA received one bid, which was opened at 2:02 pm the same day. American Restore, Inc. was determined to be the lowest/only responsible bidder. Bid results are shown below:

<u>Name</u>	<u>Bid Amount</u>
American Restore	\$285,475.00

No bid protests were received within the allowable protest period, ending Tuesday, December 23, 2014 by 5:00 pm. On December 24, 2014, American Restore was notified that it was the lowest responsible bidder.

Staff recommends the Board award the construction project to American Restore, Inc. and, following review by legal counsel, authorize the Executive Director to execute a contract with American Restore, Inc. for construction services. Within 15 days of the notice of contract award,

i.e., January 24, 2015, American Restore, Inc. is required to complete and return to HWMA two copies of the required contract bonds and insurance certification. .

Survey and Post-Construction Testing

At the November 13, 2014 meeting, the HWMA Board also approved up to \$2,000 for a post-construction survey of the new floor surface. American Restore's bid proposal includes a separate bid item of \$6,000 for the survey and the required pre- and post-construction testing of the new floor, so a separate expenditure by HWMA on the survey is no longer necessary.

As approved at the November 13, 2014 HWMA Board meeting, Lawrence & Associates is providing project management and engineering services (Project Engineer). The cost for project management and related work is not to exceed \$5,000.

BACKGROUND:

Discovery and Investigation

In January of 2014, staff noticed exposed reinforcing bar, or "rebar" in the high traffic area of the 'Push Pile' on the 14-year old concrete tip floor at the Hawthorne Street Transfer Station. Upon further inspection, staff found that the Self Haul Area and Food Waste Collection Area also exhibited signs of wear.

HWMA retained the services of the consulting firm Lawrence & Associates (L&A), to assess the condition of the existing concrete slab and to assist staff in evaluating the horizontal limits that would require repair and help identify repair options for the three affected areas. Per the recommendation of L&A, a structural engineering assessment on the tip floor was performed by the firm GHD.

L&A assisted staff in developing methods for identifying the limits of concrete wear and SHN was subsequently retained to core down to the top of the rebar in several locations to identify the thickness of the concrete over the rebar. L&A then used the data and observations of the slab condition to identify the limits of repair in the Push Pile and Public (or "Self-Haul") Tipping Areas (Attachment 1: Drawing C1.0).

Recommended Repair

After evaluating available data, two basic repair approaches were evaluated: 1) placement of a specialty topping material over the identified worn areas of the tip floor, and 2) complete excavation and installation of a new concrete slab in the worn areas. The estimated costs of the two approaches were similar ; however, the time required for the repair and the engineering risks associated with the complete excavation and new slab installation were much greater than the topping material installation.

Based on this evaluation, staff recommended repair of the identified worn areas of the tip floor be accomplished through installation of a specialty topping material, and the project be placed to bid. The Board approved staff's recommendation, and the Notice to Bidders was released on November 17.



FINANCIAL IMPACT:

American Restore, Inc.'s bid proposal of \$285,475, which includes a \$15,000 contingency item for cold weather installation, and the not-to-exceed project management costs of \$5,000 for Lawrence & Associates results in a total project cost of \$290,475. The FY2014/5 HWMA operating budget includes \$300,000 designated for the tip floor repair project.

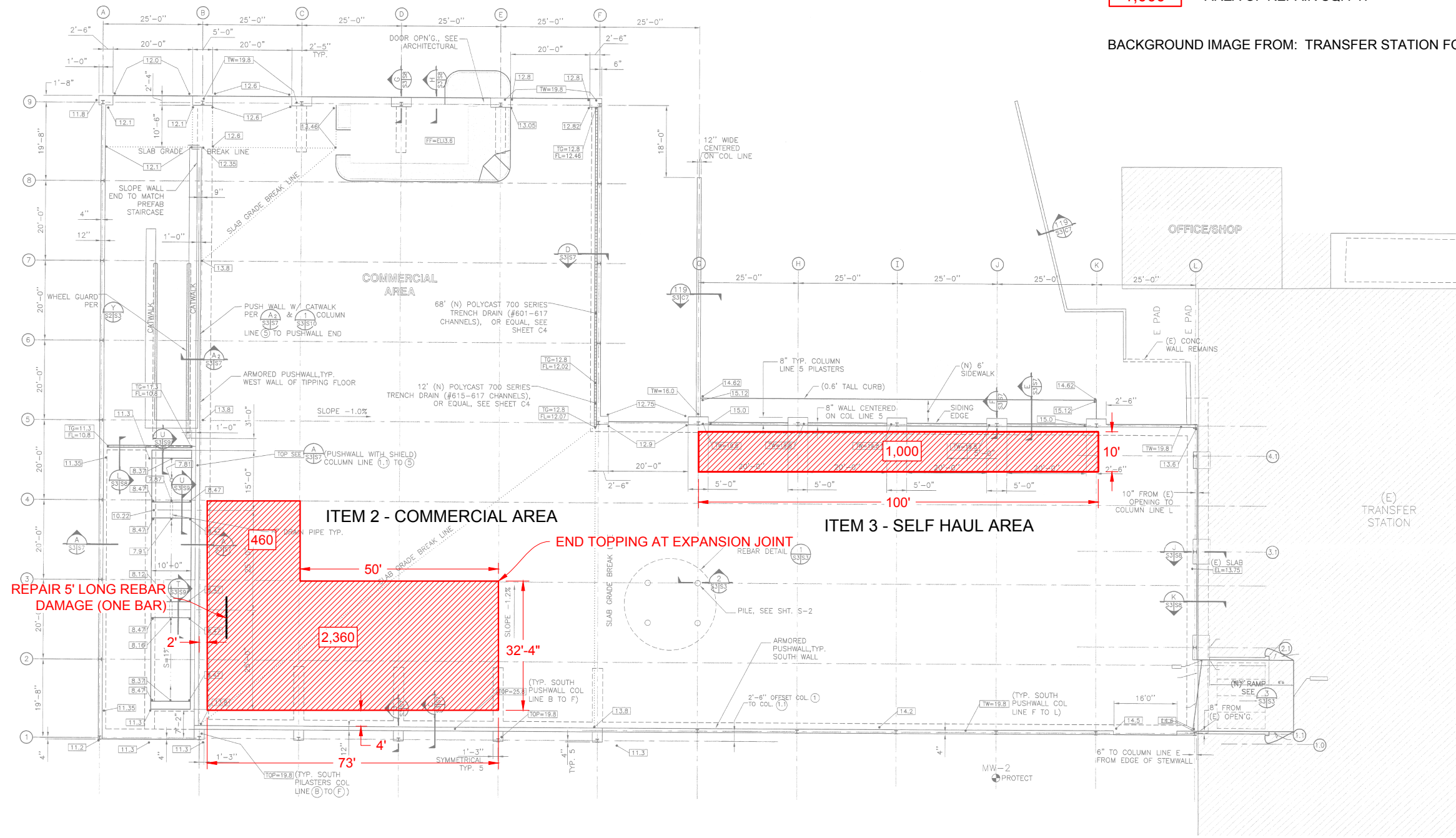
ATTACHMENTS:

- 1) Drawing C1.0, showing proposed repair areas on Hawthorne Street Transfer Station, excerpt from November 17, 2014 HWMA Notice to Bidders.

LEGEND

-  AREA TO BE COVERED WITH HIGH STRENGTH CEMENTITIOUS METALLIC TOPPING
-  AREA OF REPAIR SQ. FT.

BACKGROUND IMAGE FROM: TRANSFER STATION FOUNDATION PLAN, WINZLER & KELLY 3/18/2000



REPAIR 5' LONG REBAR DAMAGE (ONE BAR)

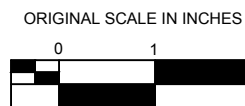
ITEM 2 - COMMERCIAL AREA

ITEM 3 - SELF HAUL AREA

END TOPPING AT EXPANSION JOINT

NO.	DATE	REVISIONS	BY	CHK

PROJECT NO: 014001.00	PROJECT ID: 0000
DRAWN BY: M. STONE	SCALE: 1" = 30'
ENGINEER: J. SOLORIO	DATE: 00/00/0000
CHECKED BY:	DATE: 00/00/0000



HAWTHORNE STATION
HUMBOLDT WASTE MANAGEMENT
AUTHORITY

HAWTHORNE STREET TRANSFER
STATION TIPPING FLOOR REPAIR
SITE PLAN

DRAWING: C1.0
SHEET: 1 OF 1
DATE: 11/14/2014



Staff Report

DATE: November 17, 2014 For Meeting of: January 8, 2015

FROM: Jill Duffy, Executive Director

SUBJECT: Item 9)
Approve Scope of Work with Lawrence & Associates to Develop Design Documents, Bidding Documents, Professional Support and Construction Monitoring for the Phase 2 Cummings Road Landfill Closure.

RECOMMENDED ACTION: Voice Vote
That the Board of Directors:

1. Approve the Scope of Work for the Cummings Road Landfill Closure Phase 2, submitted by Lawrence & Associates.
2. Authorize the Executive Director to execute an agreement with Lawrence & Associates to Develop Design Documents, Bidding Documents, Professional Support and Construction Monitoring for the Cummings Road Landfill Closure – Phase 2 for an amount not to exceed \$178,420.

DISCUSSION:

Closure of the Cummings Road Landfill is a priority of the Authority, and in accordance with the approved 2010 Joint Technical Document (JTD) Phase 1 of the landfill closure was completed in late 2012. With the Cummings Road Burn Ash Site Corrective Action Plan completed in October 2014, staff recommends the Board initiate necessary actions to commence and complete Phase 2 landfill closure activities by the Fall of 2015.

Lawrence & Associates was the engineering firm of record for the development of the JTD, Phase 1 Closure activities and the Cummings Road Burn Ash Corrective Action Plan. Staff recommends retaining Lawrence & Associates as their professional expertise has enabled progress on this project.

Background

Between 1933 and 1969 the Cummings Road waste disposal site was privately operated as an open-burning sidecast dump, which was the best practice at the time for disposing of municipal waste. Material was brought to the ridge along the end of Cummings Road, dumped, and open burned in a “continuous burn” environment where new material was placed on an existing fire and ash from material already consumed was pushed down both sides of the ridge slope. In 1969 open burning ceased and the portion of the site on the northeast side of the ridge was converted into a sanitary landfill. The sanitary landfill was permitted and converted to an unlined cut and

cover canyon landfill in a deep gully below (northeast of) a portion of the burn dump that became the Cummings Road Landfill (Landfill).

The Landfill operated from 1972 until 2000, receiving municipal waste from north coast communities. The Landfill and the Hawthorne Street Transfer Station were originally owned by City Garbage of Eureka, and later purchased by NorCal Garbage, Inc. in 1975.

The Authority acquired the 33-acre Landfill and the Hawthorne Street Transfer Station from NorCal Garbage, Inc. (now known as Recology) in 2000, along with a trust fund account to pay for costs associated with the closure of the Landfill. The Authority initiated activities to close the Landfill in 2001.

Closure activities require(d) the following:

1. A **Final Closure/Post-closure Maintenance Plan** (FCPCMP) was submitted for approval in 2001 by the Local Enforcement Agency (LEA, Humboldt County Environmental Health), California Division of Resources Recycling and Recovery (Cal Recycle), and the North Coast Regional Water Quality Control Board (NCRWQCB). *This Plan was submitted to the three agencies including by the LEA and Cal Recycle, but was deemed incomplete by the NCRWQCB pending development of below.*
2. Due to complicated groundwater and geologic conditions at the Landfill, the NCRWQCB required submittal of a more rigorous “**Joint Technical Document (JTD) for Closure.**” A JTD for Closure includes the contents of the FCPCMP, plus more detailed descriptions of site conditions. *Between 2001 and 2009, several versions of a JTD for Closure for the Landfill, that were prepared by a previous consultant, were rejected as incomplete by the NCRWQCB. During that period, the NCRWQCB informally approved necessary construction work to relocate solid waste, re-grade the toe of the landfill, and complete the landfill-gas extraction and monitoring systems in preparation for closure activities.*
3. The Authority subsequently retained L&A to revise the JTD, and the **Cummings Road Landfill Joint Technical Document** was submitted in January 2010. This JTD was revised based on comments from the NCRWQCB on November 5, 2011, and approved by Cal Recycle on March 16, 2011. *After submittal of, and prior to formal approval of the JTD, the NCRWQCB informally deemed the JTD complete and approved the Authority to proceed with closure during the Summer of 2012.*
4. On **March 8, 2012** the HWMA Board approved a two-step phased approach to enable placement of the debris from the adjacent burn ash debris site within the lined portion of the Landfill. Phase 1 (21.5 acres) was completed in the Summer of 2012, with the Authority expecting the approval of the NCRWQCB’s Waste Discharge Requirements in November of 2012. Phase 2 (10.5 acres) was tentatively scheduled for the Summer of 2013.
5. The NCRWQCB informally requested additional modifications to the JTD to include the two-step closure process and provide additional background information to support NCRWQCB preparation of updated Waste Discharge Requirements (WDR) for the landfill. The JTD revisions were provided to the NCRWQCB in October of 2012.

6. On **April 27, 2013**, the NCRWQCB's Executive Director issued a Clean Up and Abatement Order naming both HWMA and Recology-Humboldt as responsible parties for the Cummings Road Burn Ash Site, along with a 18-month compliance schedule. The burn ash debris of concern was located adjacent to, but not within, the permitted landfill footprint.

Previously, the Humboldt County Local Enforcement Agency determined in October 1999 that the site posed no regulatory concern, and no follow up investigation or further action was required. During the Winter of 2005/06, heavy precipitation resulted in a landslide release of material and exposed the burn ash debris. The site was then re-examined by the NCRWQCB, and Recology and HWMA both undertook individual site characterizations of materials on their respective properties. Preliminary estimates indicated approximately 60,000 cubic yards of burn ash debris covered an area of 6.2 acres, and straddled two parcels. Neither Recology nor HWMA were responsible for any open-air burning activities or practices; as property owners, however, both parties were responsible for addressing the site conditions.

During the summer of 2014, approximately 91,000 cubic yards of burn ash debris was excavated and relocated into the Phase 2 area within the landfill, and construction activities were completed in October 2014. The Final Compliance Demonstration Report will be submitted to the NCRWQCB on **December 31, 2014**.

7. The NCRWQCB revised the Waste Discharge Requirements (WDR) for the Landfill to reflect the methods of closure and required monitoring activities which was approved May 2, 2013. Issuance of the WDR had been delayed several times to address concerns related to required cleanup activities at the Cummings Road Burn Ash Site. The WDR contained a condition to allow excavated burn ash debris to be disposed within the Landfill Phase 2 area. This provision saved the Authority and ultimately garbage rate payers over \$7.5 million in avoided transportation and disposal costs.
8. With the completion of Phase 1 Closure and the Burn Ash Debris Clean Up, the Authority is now prepared to undertake Final Closure of the Phase 2 portion of the Landfill.

Proposed Project Schedule & Timeline

The table below broadly outlines the proposed process and timeline to complete the Cummings Road Landfill Phase 2 Project.

Step No.		Target Date
1.	Approve Phase 2 Scope of Work	January 2015
2.	Develop Phase 2 Design Documents	January – February 2015
3.	Prepare and Present Construction Bid Documents	March 2015
4.	Bid Submittals	April 2015
5.	Project Award	May 2015
6.	Construction Start Date	June 2015
7.	Construction Completion	September 30, 2015
8.	Final CQA Report	November 15, 2015

FISCAL IMPACT

This has been budgeted in the approved FY2014-15 Budget. Furthermore, expended funds will be reimbursed from the Authority's Closure and Post-Closure Trust Fund held by CalRecycle, which maintains more than adequate funding for the full closure of the Cummings Road Landfill, per State requirements.

Funds for this project will be covered month-to-month by Authority operating revenues, of which there are sufficient amounts to ensure both consistent payment of construction costs and the Authority's day-to-day expenses for management of Member Agency and public disposal of solid waste and diversion materials.

ALTERNATIVES:

The Board may:

- 1) Amend the target dates.
- 2) Discretion of the Board.

ATTACHMENTS:

Attachment 1: Proposal to Develop Design Documents, Bidding Documents and Support, Construction Monitoring for Phase 2 Closure of the Cummings Road Landfill – Lawrence & Associates.



P13003.00

October 24, 2014

Ms. Jill Duffy
 Executive Director
 Humboldt Waste Management Authority
 1059 West Hawthorne Street
 Eureka, CA 95501

Dear Ms. Duffy:

SUBJECT: PROPOSAL TO DEVELOP DESIGN DOCUMENTS, BIDDING DOCUMENTS AND SUPPORT, AND CONSTRUCTION MONITORING FOR PHASE 2 CLOSURE OF CUMMINGS ROAD LANDFILL

Enclosed are two copies of our proposal to provide consulting services to provide design documents, bidding support, and construction monitoring for the second phase of Cummings Road Solid Waste Disposal Site Closure.

Thank you for the opportunity to provide a proposal for this work. If you would like us to perform the work, please sign and return the original contract; the copy is for your records. Alternatively, you may send us your contract or purchase order agreement.

Please contact us at (530) 275-4800 if you have any questions regarding this proposal.

Sincerely,

Clayton E. Coles, PG, CEG
 Principal Engineering Geologist

Jesse Solorio, PE
 Senior Engineer

enc.: Contract
 Attachment A Scope of Work
 Attachment B Cost Estimate
 Attachment C Current Fee Schedule



AUTHORIZATION AND CONTRACT FOR PROFESSIONAL SERVICES

Date: October 24, 2014 **Project Number:** P13003.00

Project Name: HWMA – Cummings Road Landfill – Phase 2 Closure

Client: Humboldt Waste Management Authority **Attn:** Ms. Jill Duffy
1059 West Hawthorne Street
Eureka, CA 95501

Telephone: (707) 268-8680 **Fax:** (707) 268-8927

Client hereby requests and authorizes Lawrence & Associates to perform the following services described in the attached Proposal for Services: Provide services to develop the Phase 2 Closure Design Documents, bidding, and construction administration for the Cummings Road Solid Waste Disposal Site, as described in **Attachment A**.

Compensation to be on the basis of: Time and expense as described in **Attachment B**; the estimated cost is \$48,314 for design, 36,544 for bidding, and 93,562 for construction monitoring. If additional work is required, it will be in accordance with our current Fee Schedule (**Attachment C**).

Miscellaneous: Estimate is approximate and can not be accurately predicted.

This authorization subject to PROVISIONS stated on the back of this contract.

Approved for CLIENT

Accepted for LAWRENCE & ASSOCIATES

By _____
Title _____
Address _____
Date _____

By _____
Title Vice President
Date _____
P.M. Clayton Coles

This cost estimate valid for 90 days from issue.

PROVISIONS

1. **Authorization to Proceed** Signing this form shall be construed as authorization by Client for Lawrence & Associates (L&A) to proceed with the work unless otherwise provided for herein.
2. **Direct Expenses** L&A's direct expenses shall be those costs incurred on or directly for the Client's Project, including, but not limited to, necessary transportation costs such as mileage, meals, lodging, laboratory tests and analyses, computer services, telephone, printing, and binding charges. Reimbursement for these expenses shall be on the basis of the attached Schedule of Fees.
3. **Outside Services** When technical and professional services and subcontracted labor and equipment are furnished by an outside source, reimbursement for these expenses shall be on the basis of the attached Schedule of Fees. L&A may require the client to contract and pay for these services directly.
4. **Professional Standards** L&A shall be responsible to the level of competency presently maintained by other practicing professional engineers in the same type of work in Client's community, for the professional and technical soundness, accuracy, and adequacy of all designs, drawings, specifications, and other work and materials furnished under this Authorization. L&A and/or David A. Lawrence, Inc. makes no other warranty, express or implied.
5. **Termination** Either Client or L&A may terminate this Authorization by giving 30 days written notice to the other party. In such event, Client shall immediately pay L&A in full for all work previously authorized and performed prior to effective date of termination. If no notice of termination is given, relationships and obligations created by this Authorization shall be terminated upon completion of all applicable requirements of this Authorization, except for the provisions of paragraphs 4, 6, 7, and 8, which shall continue in effect as provided by law.
6. **Arbitration** All claims disputes, and other matters in question arising out of, or relating to, this Authorization or the breach thereof may be decided by arbitration. Either Client or L&A may initiate a request for such arbitration. No arbitration arising out of, or relating to, this Authorization may include, by consolidation, joinder, or in any other manner, any additional party not party to this Authorization.
7. **Hold Harmless** Client agrees at all times to defend, indemnify, hold harmless, and provide all legal defense and related services to L&A and/or David A. Lawrence, Inc., its officers, agents and/or employees (hereinafter collectively "Lawrence") for any and all claims, expenses, demands, causes of action, liability, loss or injury regardless of their nature or character in any manner whatsoever arising out of (1) any third person's use or reliance on the work performed under this agreement, (2) any alleged or proven negligent act or omission of Lawrence, or (3) any litigation or arbitration or the like regarding the work performed under this agreement involving third persons not parties to this agreement and L&A and/or David A. Lawrence, Inc.
8. **Litigation** Liability for damages proximately caused by L&A and/or David A. Lawrence, Inc. resulting from breach or improper performance of this agreement shall be limited to cancellation of the sums due and owing or recovery of the sums already paid to L&A by Client. In the event the Client makes a claim against L&A and/or David A. Lawrence, at law or otherwise, for any alleged error, omission or other act arising out of performance of our professional services, and the Client fails to prove such claim, then the Client shall pay all costs incurred by L&A in defending itself against the claim. All attorneys fees and other legal fees spent by L&A to recover contracted costs shall be paid by the Client or shall be a recoverable item of damage in litigation.
9. **Jurisdiction** Any action filed regarding this Authorization must be filed with the Superior Court of the County of Shasta, California. Any subsequent agreement shall be deemed to have been entered into in Shasta County, California; all questions of the validity, interpretation or performance of any of its terms or of any rights or obligations of the parties to the Authorization shall be governed by California law.
10. **Electronic / Facsimile Transmittal** An electronic or facsimile transmittal of this signed authorization shall be deemed to be as an original.
11. **Severability** If any portion of this Authorization is found to be invalid, the remaining provisions shall not be invalidated and shall remain in full force and effect.
12. **Authorization Preparation** It is agreed and understood by the parties that this Authorization has been arrived at through negotiation and that neither party is to be deemed the party which created any uncertainty in this Authorization within the meaning of Civil Code section 1654.
13. **Payment Terms** Unless stated in writing, all invoiced charges are due in full within 10 days of the invoice date.
14. **Stop Work** Unless otherwise stated, if invoiced charges are not paid within 15 days of the invoice date, at our election, we will stop all work until the account is brought current, or we will withdraw from this Authorization. Client acknowledges and agrees that we are not required to continue work in the event of Client's failure to pay on a timely basis for services rendered as required by this Authorization. Client further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of Client's failure to pay on a timely basis for services rendered as required by this Authorization, we shall not be liable to Client for any damages that occur as a result of our ceasing to render services.
15. **Service Charges & Collection Fees** Invoiced charges not paid within 30 days of the invoice date will be assessed a 1.5% service charge per month or the maximum allowed by law. The service charge will be assessed on the full balance owing, including past services charges. Returned checks will be assessed a \$20 returned-check fee or the maximum allowed by law. If L&A incurs any fees associated with collecting past-due amounts from Client, the Client shall be liable for those fees and they will be added to the balance owing.

End of provisions

By signing below, the undersigned represents that he/she understands the foregoing terms of the contract and hereby agrees to the same.

Signed _____

SCOPE OF WORK

INTRODUCTION

At the request of Ms. Jill Duffy, Executive Director of the Humboldt Waste Management Authority (HWMA), Lawrence & Associates (L&A) is submitting this proposal to provide consulting services for the Phase 2 Closure of the Cummings Road Landfill in Eureka, California.

PROJECT UNDERSTANDING

Closure of Cummings Road Landfill was described in the 2010 Joint Technical Document (JTD), submitted to the California Department of Resources Recycling and Recovery (CalRecycle), the Humboldt County Division of Environmental Health (the "Local Enforcement Agency", LEA for CalRecycle) , and the North Coast Regional Water Quality Control Board (NCRWQCB). An old (pre-1960's) burn dump was located on adjacent Recology (formerly City Garbage) property south of Cummings Road Landfill with portions of it extending onto HWMA property beneath Cummings Road. The NCRWQCB had been concerned about the burn dump because of its proximity to local streams and past landslides that have caused burn dump debris to enter these streams. To provide the flexibility of disposing of burn-ash debris from the portion of the HWMA property adjacent to the landfill and on the neighboring Recology property, the option of placing the burn-ash debris was incorporated into the JTD.

CalRecycle and the LEA commented on the JTD, and after submittal of minor revisions approved the plan in 2010. The NCRWQCB did not review the plan within the statutory deadlines.

Because the HWMA Board was concerned that the cost of construction would increase as the economy improved, they desired to construct the closure cap during the summer of 2012. To provide the continued potential to place the burn-dump debris into the landfill, the HWMA Board elected to divide the closure capping project into two Phases -- Phase 1 (21.5 acres) consisting of the toe and areas of the landfill that do not have synthetic liners, and Phase 2 (10.5 acres) consisting of the portion of the landfill with a synthetic liner and consisting mostly of the top deck. The HWMA Board directed HWMA staff and L&A to prepare construction drawings and specifications and obtain bids for the Phase I Closure and to start construction in May 2012.

After being advised of imminent construction, the NCRWQCB indicated that they intended to approve the JTD and to develop updated Waste Discharge Requirements (WDR), reflecting closure of the landfill, concurrently with Phase 1 closure. WDR Order R1-2013-0014 was subsequently issued by the NCRWQCB in May 2013.

SCOPE OF WORK

Because the closure cap was divided into two phases, the soil balance (areas and volume of soil borrow versus areas and volume of soil placement) had to be adjusted to accommodate the revised phasing. The original plan (construction all at once) called for borrowing from the location of the lower sedimentation basin (near the toe of the landfill) thereby providing gravity drainage of stormwater from the lowest portions of the toe. The soil balance for Phase I was readjusted so that reconstruction of the stormwater basin would be performed during Phase 2 construction and temporary stormwater drainage pipes were installed near the toe to provide drainage until the basin is lowered during Phase 2 construction.

Construction of the Phase I closure cap was performed by Anderson Drag Line during the summer of 2012 and the closure cap has performed well since then.

In April of 2013 the NCRWQCB issued Cleanup and Abatement and 13267 Order No. R1-2013-0033 (CAO), for the adjacent burn-ash site. The CQA required development of a corrective action plan and subsequent completion of corrective action by September 30, 2014. HWMA and Recology jointly agreed to excavate the burn-ash debris and place it in the Phase 2 area of Cummings Road Landfill. They then commissioned preparation of a Corrective Action Plan (CAP) and Initial Study to comply with the California Environmental Quality Act (CEQA), performed CEQA review, and obtained permits for the closure project. The project was substantially completed and on September 30, 2014, and erosion control activities were completed by October 15, 2014. The burn-ash debris that was placed on the Phase 2 landfill was capped with at least 12 inches of cover soil and then seeded and mulched to prevent erosion.

Phase 2 construction will consist of excavating soil from the location of the lower sedimentation basin to construct the foundation layer of the capping system (two feet of compacted soil on top of the waste that provides the foundation for the geosynthetic layer), installation of a geosynthetic and drainage layer, and installation of an 18-inch thick soil "vegetative" layer over the drainage layer. In addition, the outlet from the stormwater basin will be reinstalled at the new location, lower on the slope, and the temporary drainage constructed during Phase 1 rerouted into the basin.

Also described in the JDT (Appendix J, Report of Waste Discharge) is the requirement to perform a camera investigation of the groundwater interceptor trench to evaluate the efficacy of the existing trench drain. This work is included in this scope under the design phase of the project.

KEY PERSONNEL

Mr. Clayton Coles, PG 5007, CEG 1730, Principal Engineering Geologist, will be the project manager. Mr. Coles has been the principal designer of landfill systems for L&A for over 20

SCOPE OF WORK

- Weekly on-site meetings
- Responding to Contractor RFI's
- Project completion review
- Coordinate as-built drawings
- Review of CQA report and submittal to the NCRWQCB

This scope of work assumes weekly meetings on site, not daily full-time monitoring. During Phase 1 a full-time CQA monitor (GeoLogic) was retained for full-time earthwork, liner inspection and liner integrity testing (Total was \$236,615 billed by GeoLogic to the HWMA for Phase 1). We assume that a lower cost will be required for Phase 2 since the work for Phase 2 is very similar, but approximately half the area.

L&A's budget for construction administration is based on an assumed 9 weeks of construction activity. The actual construction schedule is dependent on the contractor's discretion, and therefore, cannot be known at this time. The estimated cost for this item is based on the actual cost of Phase 1 closure, reduced for the smaller scale of Phase 2.

COSTS AND SCHEDULE

The cost of the work is estimated to be \$48,314 for design, \$36,544 for bidding, and \$93,562 for construction monitoring. **Attachment B** contains the detailed cost estimate. L&A anticipates the work to take approximately 70 days to complete design once authorization to proceed is granted.

Additional costs incurred outside the scope of work, at the Client's request, will be in accordance with the fee schedule, **Attachment C**.

COST ESTIMATE - October 24, 2014
Attachment B
Cummings Road Phase 2 Closure

	Lawrence & Associates										Task Total
	Senior Engineer	Principal Engr. Geol.	Associate Engineer	AutoCAD or Tech	Clerical	Travel	Mileage	Expenses	Sub Consultants		
Design											
1. Meet With Owner	6.00			2.00	1.00		360.00		2.500		\$1,212
2. Define Limits of Clean Closure/Potholing	24.00			10.00			360.00				\$6,702
3. Develop Grading Plan											
Grading/Earthwork	24.00	2.00	8.00	40.00							\$7,210
Drainage	10.00	2.00	10.00	24.00							\$4,490
Erosion Control	6.00	2.00	16.00	24.00							\$4,680
Details	14.00	2.00	20.00	24.00							\$6,140
Specifications	24.00	16.00									\$5,560
Develop Intercept Trench French Drain Scope	8.00	4.00		4.00					2.500		\$4,380
Respond to Owner Comments	6.00			8.00							\$1,350
4. Revise CQA Plan	8.00	2.00		8.00							\$1,890
5. Engineers Estimate	2.00	2.00	12.00								\$2,160
6. Agency Review	12.00	2.00		10.00							\$2,540
Totals	\$118,000	\$4,930	\$7,590	\$11,550	\$540	\$980	\$504	\$200	\$5,000		\$48,314
Bidding											
7. Prepare Bidding Documents	16.00	16.00	24.00	16.00	2.00						\$8,400
8. Advertise Project	6.00		24.00						2.400		\$5,910
9. Pre-bid Conference	8.00								360.00		\$1,742
10. Respond to RFI and Prepare Addenda	42.00	12.00	16.00	60.00							\$13,330
11. Coordinate/Attend Bid Opening	16.00								360.00		\$2,742
12. Assist in Evaluating Bids	16.00	4.00	16.00								\$4,420
Totals	\$113,000	\$4,640	\$9,200	\$5,700	\$120	\$980	\$504	\$2,400			\$36,544
Construction Administration											
13. Project Startup and Scheduling	24.00	16.00	24.00	10.00	4.00						\$9,070
14. Pre-Construction Meeting	24.00	16.00							360.00		\$6,062
15. Review Submittals	35.00	8.00	35.00								\$9,560
16. Coordinate 3rd Party Testing	40.00	6.00									\$5,870
17. Weekly Meetings (Assumes 9 Weeks)	72.00								63.00	3240.00	\$16,578
18. Respond to RFIs	60.00	2.00	12.00	60.00						900	\$13,670
19. Project Completion Review	24.00	4.00		10.00					360.00		\$5,072
20. Coordinate As-Built Drawings	24.00	8.00		48.00							\$7,760
21. Review/Submitt CQA Report	16.00	16.00		8.00	250.00						\$19,920
Totals	\$39,875	\$11,020	\$8,165	\$10,200	\$15,240	\$5,390	\$2,772	\$900			\$93,562
TOTAL ESTIMATED DESIGN COST											\$48,314
TOTAL ESTIMATED BIDDING COST											\$36,544
TOTAL ESTIMATED CONSTRUCTION ADMINISTRATION COST											\$93,562

Note: The costs for Bidding and Construction Administration are dependant on contractor activity and are assumed estimates at this time.

Note: Our commitment is to the total project budget. Work-hour and staff allocations to individual activities are approximate and are shown to indicate approximate level of effort. The maximum indicated total fee will not be exceeded without written authorization.



**ATTACHMENT C
SCHEDULE OF FEES**

PROFESSIONAL SERVICES

Engineering Geologist/Hydrogeologist	
Principal	\$145/hour
Senior.....	\$120/hour
Associate.....	\$105/hour
Staff	\$95/hour
Assistant.....	\$90/hour
Engineer	
Principal Engineer	\$150/hour
Senior Registered Civil.....	\$125/hour
Associate Civil.....	\$115/hour
Assistant Civil.....	\$95/hour
Engineering Technician	\$80/hour
Project Manager.....	\$120/hour
AutoCAD Operator (Level I)	\$75/hour
AutoCAD Operator (Level II)	\$65/hour
Field Technician	\$80/hour
Laborer.....	\$60/hour
Surveyor.....	\$75/hour
Tank Fund Administrator.....	\$60/hour
Clerical.....	\$60/hour
Word Processor.....	\$60/hour

Deposition and Court Appearances

Minimum charge	\$1200 part or full day
Deposition Rate	\$180/hr
Preparation at consulting-service rates.....	as listed above

Drilling Services (CME-55 drilling rig)

7-5/8 and 9-5/8-inch OD augers with operator and helper	(See drilling schedule of fees)
Mobilization.....	

Other In-House Equipment

Test pumps (submersible, through 5 HP).....	quoted/job
Campbell 21X data loggers w/ transducers (water and gas)	quoted/job
Conductivity, oxygen, temperature and dissolved oxygen probes	quoted/job
Meteorological station (wind direction and velocity)	quoted/job
Gas-extraction and air-monitoring pumps.....	quoted/job
Mileage	\$0.70
Mileage (drilling rig).....	\$1.00
Per diem (per person/day; may vary dep. upon location).....	\$120+/day
Level D protection (per person/day)	\$30/day
Level C protection (per person/day).....	\$50/day
Survey equipment (per day).....	\$50/day
GPS Survey (per day).....	\$150/day

Expenses, Materials, Outside Services

(All direct-job related expenses: reproduction, rental equipment, materials, subcontracted labor and equipment).....	at cost + 15%
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Staff Report

DATE: December 28, 2014 For Meeting of January 8, 2015

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 10)
Proposed Reorganization

RECOMMENDED ACTION: Voice vote.
Review and Approve 1) Re-Organization Plan; 2) Organization Chart; 3) Pay Plan; and 4) revised Job Descriptions.

Discussion:

With the completion of several significant projects¹ carried out over the past two years, Authority staff has identified staffing resources and assignments necessary to ensure improved staffing coverage and accountability for employees staffing the Scale Houses; improve efficiency in processing of solid waste, recyclable and diversion activities; undertake necessary planning and implementation activities including the implementation of 2013 Strategic Plan objectives; and other projects as directed by the Board.

Timing of this reorganization proposal is driven by organizational needs, preliminary audit findings, and continued implementation of the 2013 Strategic Plan. The proposed reorganization plan meets the following goals:

- Consolidation of reporting and activity coordination.
- Improves staffing coverage
- Improves internal fiscal controls, fiscal planning and practices.
- Enhances staff capacity and responsibilities to meet Strategic Planning goals and objectives.
- Optimize and increase diversion activities and salvage market sales.
- Focus on solid waste diversion and materials re-use.
- Develop and propose implementation strategies to meet 75% diversion goal.

It is important to note that the proposed reorganization will not add any additional employees nor increase current employee costs.

¹ Adoption of the 2013 Strategic Plan, securing Long-Term Transportation and Disposal of Solid Wastes and completion of the Cummings Road Burn Ash Site Corrective Action Plan.

Staff recommends the Board:

- 1) *Align all Authority Scale House positions into the Administrative Services Division.* General financial activity is handled by Administrative Services with Scale House Attendants in the main Scale House reporting to Administrative Services Manager. Eureka Recycling Center Scale House Attendants, however, currently report to the Operations Manager. The proposed action of aligning all Scale House positions to report to the Administrative Services Manager will enable consistent training, procedures and necessary financial reporting oversight and controls by having all employees who handle cash/credit activities report to a single manager. The proposal will also enable coverage for staffing both scale houses in the event of scheduled leave and/or sick time.
- 2) *Reclassify the Recycling Supervisor to a CRV Specialist/Scale Attendant-*The recommended action will provide 1) consolidation of redundant duties currently assigned to both the Operations Supervisor and Recycling Supervisor; and 2) provide supervision and oversight of mandatory California Redemption Value program reporting activities required under CalRecycle; and 3) provide consistent scale house attendant coverage.
- 3) *Consolidate remaining Operations and Recycling Center staff for streamlined reporting to the Operations Supervisor and Operations Manager.* This will enable an integrated division by removing the artificial divide of Recycling and Tip Floor 'area' employees. The Operations Supervisor will be able to better respond to materials demand and diversion potential by directing employees to optimal areas, and direct the diversion and baling scheduling of material for salvage sales. To increase diversion priorities identified in the Strategic Plan, the Authority needs sufficient staff capacity to propose and develop plans, programs, and develop cost efficient strategies for the Authority to reach the 75% diversion goal. This recommended action will facilitate greater coordination and cohesion of the two employee groups.
- 4) *Re-Classify 'Organics and Materials Diversion Analyst' position to 'Organics and Materials Diversion Coordinator'.* The Board approved the analyst position, and job description in July of 2014. Recruitment for the position was postponed due to other critical recruitment activities and completion of the Cummings Road Burn Ash Clean Up activities. For successful organics and materials diversion, the Authority needs dedicated staff to identify and monitor diversion markets, develop relationships with brokers and arrange for transportation of materials, track and report diverted tonnage, identify emerging material diversion opportunities and assist with identifying materials re-use opportunities. These job duties are currently beyond the existing analyst level job description and compensation.

As diversion activities increase, and the Authority begins evaluation of potential large scale diversion activities there is a corresponding opportunity to market materials recovered from these activities that could result in an increase in revenue to the

Authority. Staff proposes to reclassify the existing position, and expand it to include assisting with planning and administering materials diversion, re-use and marketing activities for current waste streams such as organics/green waste and recycling. This position would propose strategies and perform planning for implementation of Strategic Plan objectives to increase materials diversion and green waste/food waste processing.

- 5) Minor job description revisions, as necessary, for the positions of Scale House Supervisor and (Solid Waste) Operations Supervisor

Organization Chart

The organization chart has been revised to reflect the reclassified positions of 1) *CRV Specialist/Scale Attendant* (formerly ‘Recycling Supervisor’); and 2) *Organics and Materials Diversion Coordinator* (formerly ‘Organics and Materials Diversion Analyst’). It further reflects that all Scale Attendant positions report to the Administrative Services Manager, and Tip Floor and Recycling Center personnel report to the Operations Manager (Attachment 1).

Timing

Staff proposes the reorganization plan go into effect February 1, 2015. This will enable sufficient time for employee noticing and coincide with the start of a new pay period.

Classification and Pay Plans

The proposed job descriptions and revised Pay Plan are attached.

FINANCIAL IMPACT

This proposal does not increase the number of Authority employees, and the net result of the proposed changes is a decrease in payroll expenses of approximately \$11,740.00.

Staff proposes to realign the Scale House Supervisor pay grade to be in line with that of the Operations Supervisor, in attempt to better align equal job duties and pay structures. The proposed change in pay would result in a \$0.65 per hour increase in pay, and an estimated \$560.00 increase in payroll expenses for the year, not including pay for overtime work.

ATTACHMENT

Attachment 1: HWMA Organization Chart, Rev. December 2014

Attachment 2: HWMA Organization Chart, Approved May 2014

Attachment 3: Proposed Fiscal Year 2014-15 Pay Plan

Attachment 4: Reclassified Job Description:

- a) Recycling Supervisor to CRV Specialist/Scale Attendant
- b) Organics and Materials Diversion Coordinator.

Revised Job Descriptions

- c) Operations Supervisor
- d) Scale House Supervisor

Humboldt Waste Management Authority Directors
 Jack Thompson, City of Rio Dell – Chair
 Vacant, City of Eureka
 Sophia Pereira, City of Arcata
 Lana Manzanita, City of Blue Lake
 Vacant, City of Ferndale
 Rex Bohn, County of Humboldt

Executive Director
 Jill K. Duffy

General Counsel
 Nancy Diamond

Administrative Services Manager

Programs Manager

Operations Manager

Cummings Landfill Manager

Scale House Supervisor (1)

Accountant I/II (3)

Administrative Services Assistant (1)

Senior Hazardous Materials Technican (1)

Senior/Programs Analyst (2)

Organics & Materials Diversion Coordinator (1)

Safety Compliance Officer

Operations Supervisor (1)

Operator Technicians (2)

CRV Specialist/Scale Attendant (1)

(Haz Mat) Utility Worker (1)

Recycling Marketing Development Zone (Contractor)

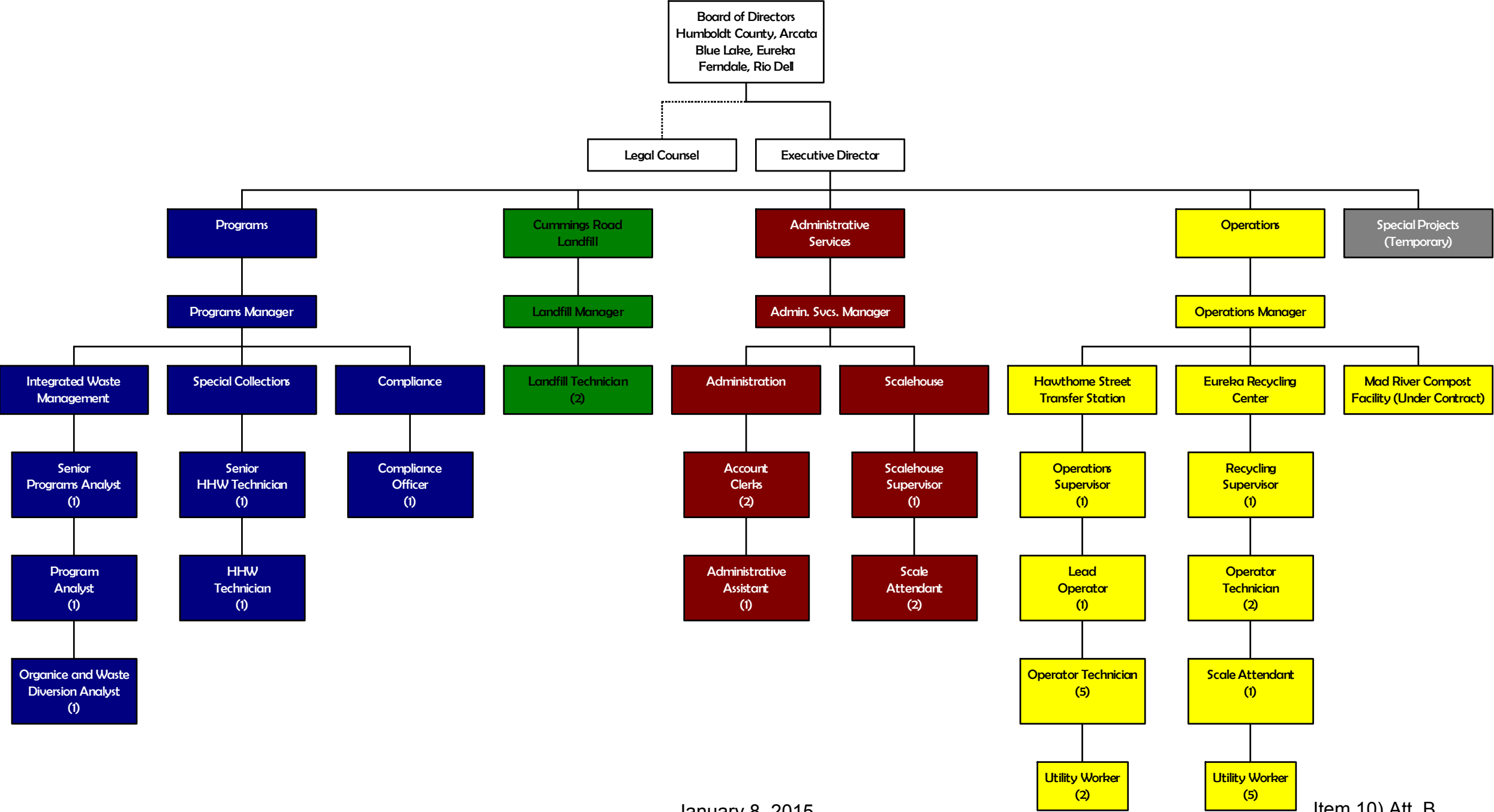
Lead Operator (1)

Scale House Attendant (3)

Operator Technicians (7)

Utility Worker (7)

Humboldt Waste Management Authority Organization Chart



Humboldt Waste Management Authority
 FY 2014-15 Pay Scale (Amended)

Position	Step	14/15
		Hourly Wage
Acct Clerk I	A	\$12.45
Admin Asst.	B	\$13.08
Utility Worker	C	\$13.72
Rural Site Attendant	D	\$14.49
	E	\$15.26
Acct Clerk II	A	\$15.58
Scale Attendant	B	\$15.79
	C	\$16.34
	D	\$17.08
	E	\$17.82
Operator Technician	A	\$16.04
	B	\$16.57
	C	\$17.39
	D	\$19.47
	E	\$19.97

Position	Step	14/15
		Hourly Wage
Programs Analyst	A	\$16.29
Organics & Materials Diversion Analyst	B	\$17.10
	C	\$17.95
	D	\$18.85
	E	\$19.91
Scale Supervisor	A	\$18.66
HHW Sr. Tech	B	\$19.48
Lead Operator	C	\$20.31
Recycle Supervisor	D	\$21.15
CRV Specialist/Scale Attendant	E	\$21.33
Programs Sr. Analyst	A	\$21.80
Operations Sup	B	\$22.39
Compliance Officer	C	\$22.59
Scale Supervisor	D	\$23.71
Organics & Materials Diversion Coordinator	E	\$24.67

Salaried-Exempt Semi Monthly Pay Scale

Position	Step	14/15
		Semi-Monthly Wage
Landfill Manager	A	\$1,915.31
Project Manager	B	\$2,010.72
	C	\$2,111.20
	D	\$2,216.76
	E	\$2,327.40
Programs Manager	A	\$2,352.77
Admin Services Mgr	B	\$2,471.53
	C	\$2,594.34
	D	\$2,724.26
	E	\$2,859.26

Position	Step	14/15
		Semi-Monthly Wage
Operations Manager	A	\$3,077.48
	B	\$3,230.75
	C	\$3,392.13
	D	\$3,561.64
	E	\$3,740.28
Executive Director		\$4,041.67

Approved _____
 Date _____



JOB DESCRIPTION
CRV Specialist/Scale Attendant

SUMMARY

This is a full-time, non-exempt position. The CRV Specialist/Scale Attendant is primarily responsible for performing necessary reporting related to the California Redemption Value (CRV) program as required by CalRecycle at the Hawthorne Street Transfer Station, scheduling recyclable materials transportation, performing scale house attendant activities, and interacting with vendors and customers.

SUPERVISION RECEIVED AND EXERCISED

The CRV Specialist/Scale Attendant reports to the Administrative Services Manager.

TYPICAL DUTIES

- Gather, review, evaluate and verify information submitted by the Eureka Recycling Center to ensure proper CRV reporting.
- Analyze various reports and data to resolve discrepancies.
- Prepare and complete daily, weekly and monthly State CalRecycle CRV reports.
- Prepare and coordinate CRT and e-Waste reports with the Programs Division analyst for submittal to CalRecycle.
- Assists in training scale attendant staff to operate recycling scale house software and procedures.
- Use PowerSell and Doriis operating systems to maintain accurate and up-to-date information.
- Accountability and reporting of daily cash transactions.
- Work closely with Scale House Supervisor on financial reporting.
- Provide coordination assistance to the Operations Supervisor for baling of recoverable materials.
- Perform scale attendant duties as needed.
- Assists in directing recycling staff when Operations Supervisor is unavailable.
- Implement related state and federal regulations.
- Performs other duties as directed.

QUALIFICATIONS

Knowledge of:

- Providing and following written and oral instructions.
- Applicable Federal and State regulations.

- Principles and practices of personnel management, including supervision, training, and performance management.

Skill in:

- Ability to develop recommendations to resolve problems or issues.
- Effective communication skills to explain complex issues in simple language.
- Ability to work effectively with employees, vendors and the public.
- Operation of PowerSell, Doriis and WasteWorks software systems.

EXPERIENCE AND EDUCATION

- High School Diploma or GED.
- Computer experience using Microsoft Office, MS Outlook.
- Must maintain CalRecycle Certification
- Any combination of experience and education that could provide knowledge of industrial equipment.
- Must complete eight hours of hazardous waste training.
- Must have valid California drivers' license.



JOB DESCRIPTION ORGANICS & MATERIALS DIVERSION COORDINATOR

The Organics & Materials Diversion Coordinator is responsible for assisting with planning, management and marketing of materials diversion activities at the Hawthorne Street Transfer Station, and the Mad River Compost Facility. The Organics & Materials Diversion Coordinator will also assist in the continued development of an organic waste diversion program and processing facility in Humboldt County; and provide planning assistance to analyze recovery and processing techniques for other salvageable materials that may be diverted from the solid waste stream.

This position is responsible for assisting in the development of RFP's, facilitating cooperative relationships with Member Agencies and contractors, monitoring recycling and green waste processing contracts; and developing and proposing implementation strategies necessary to implement HWMA's Strategic Plan objectives. The Organic & Materials Diversion Coordinator also assists with the Authority's annual legislative review process; reviews and prepares recommended positions comments on proposed state and federal legislation and regulations.

SUPERVISION RECEIVED AND EXERCISED

The Organics & Materials Diversion Coordinator reports to the Programs Manager, and coordinates with the North Coast Recycling Marketing Development Zone contractor.

TYPICAL DUTIES

Materials Diversion

- Research, develop and coordinate the implementation of diversion proposals and programs to reduce solid waste transported and disposed into landfills.
- Characterize recyclables volume and accessibility.
- Assess market and market development strategies for diverted materials, including construction & debris materials.
- Recommend and manage procurement accounts that secure markets for diverted materials from self-haulers, franchise haulers and other generators.
- Coordinate logistics, transportation function of diverted materials with shipping brokers or processing companies.
- Assist in facility planning, as it relates to improved recovery, storage and marketability of reusable, recyclable and compostable materials.
- Coordinate with the Authority's contractor to design, implement and administer North Coast Recycling Marketing Development Zone consistent with Cal Recycle objectives and the Authority's Strategic Plan.

Organic Waste Diversion

- Assist in continued development and monitoring of organic waste diversion activities.
- Assist in necessary planning, environmental review and permitting for an organics processing facility.
- Work with interested parties in food waste and organics diversion
- Attend and participate in regular team meetings
- Perform research on organics diversion related topics and summarize findings for Authority evaluation and action.
- Develop, maintain and update ongoing implementation plan

Compliance Management

- Work with the Programs Manager and Executive Director to maintain compliance documentation and reporting systems.
- Design and prepare periodic compliance reports required by HWMA procedures or regulatory agencies.
- Work with CalRecycle RMDZ staff, ensure program compliance, and grant submittals and deliverables.

Other Duties

- Coordinate with Authority and Member Agency staff as necessary to determine level of interest in regional processing facilities, review and suggest revisions to ordinances, contracts and agreements affecting materials diversion management policies and programs.
- Research and design programs to implement objectives contained in the Authority's Strategic Plan and as directed by the Board of Directors.
- Assist in the development of RFPs for source reduction, public education, recycling and composting programs.
- Assist with data collection, record keeping, and report writing
- Assist in the development of the budget.
- Review and prepare recommended positions comments on proposed state and federal legislation and regulations.
- Promote public awareness and community involvement in organics and materials diversion source reduction, recycling and composting and other waste reduction programs; provide information to Authority staff and the general public
- Assist in coordination with Local and State regulatory agencies.
- Prepare written reports and correspondence and staff reports.
- Attend meetings; and other related events, as requested.
- Perform other duties as assigned by the Programs Manager and the Executive Director.
- Attend and participate in professional groups to stay abreast of trends and regulations in program related fields.

QUALIFICATIONS

Knowledge of

- Principles and practices of integrated solid waste management.
- Identify commodity buyers for specialty materials
- HWMA's Strategic Plan and Objectives (2013)
- HWMA's Waste Characterization Study (2011)
- CA Integrated Waste Management Act (AB 939) and CA AB 341
- EPR/Product Stewardship Programs.
- Methods, tools, and equipment used in waste management operations.
- Relevant laws, regulations, codes, policies, and regulations governing solid waste management.
- Understanding of current trends and changes in domestic and foreign markets.
- Understanding of intermediate and end use marketing strategies.
- Recycling, composting and other waste management programs and activities;
- Legislative process; governmental procedures and policies.
- Sustainable waste management strategies
- Outreach and education principles

Skill in

- Ability to plan, organize and develop a number of varied materials diversion activities;
- Collect, interpret and evaluate program data;
- Analyze problems and present viable alternatives and recommendations;
- Strong oral and written communication skills;
- Work independently
- Establish and maintain effective working relationships with Authority personnel, contractors, staff from other agencies and the general public.
- Strong attention to detail.
- Ability to prepare and maintain accurate written records and reports.
- Ability to interpret plans, maps, specifications, and manuals.
- Ability to interpret and apply laws, regulations, policies and procedures.
- Ability to exercise sound judgment within the constraints of general policy guidelines.
- Microsoft Excel / Word / Power Point
- Familiar with WasteWORKS and POWERSELL scale software
- Providing education to the public as well as collaboration with local groups in order to reach a broader audience

EXPERIENCE AND EDUCATION

- A Degree in Environmental Science or related field, or a comparable regime of education and experience in solid waste or municipal activities.
- Three years experience in waste management with at least two years in a supervisory capacity.
- Grant writing and reporting experience

DESIRABLE

- Website design and graphic design experience
- 40-hour HAZWOPER training

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Must have valid California drivers' license.



JOB DESCRIPTION OPERATIONS SUPERVISOR

SUMMARY

This is a full-time, non-exempt position that is responsible for supervising the daily operations of the Hawthorn Street Transfer Station. The Operations Supervisor performs a variety of duties including load checking, dispatch coordination, training, operating heavy equipment, scheduling shifts and interacting with vendors and customers. The Operations Supervisor is also responsible for ongoing facility and equipment maintenance and repair.

SUPERVISION RECEIVED AND EXERCISED

The Operations Supervisor reports to the Operations Manager, supervises and coordinates operating crews on both the Tip Floor and Eureka Recycling Center.

TYPICAL DUTIES

Operations Supervisor

- Works with the Operations Manager to schedule and coordinate operating crews in both the Tip Floor and Eureka Recycling Center areas.
- Demonstrates continuous effort to improve facility operations and ensure safety in the workplace.
- Recommends equipment purchases.
- Fills in for Operators as needed.
- Evaluates employee performance.
- Enforces personnel policies.
- Participates in recruitment and placement for non-exempt employees.
- Helps develop annual operating budget.
- Coordinates with Local and State regulatory inspectors.
- Performs other duties as directed.

QUALIFICATIONS

Knowledge of:

- Providing and following written and oral instructions.
- Applicable Federal and State regulations.
- Principles and practices of personnel management, including supervision, training, and performance management.

Skill in:

- Ability to supervise, train and evaluate staff.
- Ability to conduct studies and develop recommendations to resolve problems or issues.
- Ability to work effectively with employees, vendors and the public.

EXPERIENCE AND EDUCATION

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

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Five years experience in facility operations with at least one year in a supervisory capacity.
- Must have valid California drivers' license.



JOB DESCRIPTION SCALE OPERATIONS SUPERVISOR

SUMMARY

This is a full-time, non-exempt position with technical, supervisory and reporting responsibilities, and requires contact with the general public.

The Scale Operations Supervisor coordinates functions of the Authority scales and scale computer systems for the Eureka Recycling Center and Main Scale House located at the Hawthorne Street Transfer Station. This position assists the Administrative Services Manager by making recommendations regarding changes or maintenance of the scale and computer, and ensuring smooth operation of the system.

SUPERVISION RECEIVED AND EXERCISED

The Operations Supervisor reports to the Administrative Services Manager and supervises and coordinates Scale Attendants and the CRV Specialist/Scale Attendant in the Eureka Recycling Center and the Main Scale House.

TYPICAL DUTIES

- Keeps track of changes in scale operation or procedures.
- Ensures that all Scale Attendants understand and follow procedures and policies.
- Recommends changes in the scale system as necessary.
- Monitors the balancing of scale cash drawers.
- Works closely with the Administrative Services Manager to ensure integrity of reporting systems.
- Develops works schedule for Scale Attendants.
- Responds to urgent situations regarding scale operations.
- Maintains familiarity with State weighmaster regulations.
- Performs internal audits of scale house(s) for accuracy and fraud control.
- Review CRV reports for accuracy.
- Evaluates employee performance.
- Enforces personnel policies.
- Participates in recruitment and placement for non-exempt employees.
- Helps develop annual operating budget.
- Coordinates with Local and State regulatory inspectors.
- Performs other duties, including Scale Attendant coverage, as directed.

QUALIFICATIONS

Knowledge of:

- Providing and following written and oral instructions.
- Applicable Federal and State regulations.
- Principles and practices of personnel management, including supervision, training, and performance management.

Skill in:

- Software familiarity with WasteWorks, PowerCell and Doriis systems.
- Ability to supervise, train and evaluate staff.
- Ability to conduct studies and develop recommendations to resolve problems or issues.
- Ability to work effectively with employees, vendors and the public.

EXPERIENCE AND EDUCATION

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

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Five years experience in facility operations with at least one year in a supervisory capacity.
- Must have valid California drivers' license.



Staff Report

DATE: December 24, 2014 For Meeting of: January 8, 2015

FROM: Jill K. Duffy, Executive Director

SUBJECT: Item 12)
Executive Director's Report

RECOMMENDED ACTION:

Receive Executive Director's Report as Information, Comment as Appropriate.

ITEMS:

Administration

I continue to work closely with Recology, engineering consultants and Landfill staff on matters pertaining to the Cummings Road Burn Ash Site. The Final Report was submitted to the North Coast Regional Water Quality Control Board, as required by the Clean Up and Abatement Order, on (date). The final construction invoice (Inv. No. 5) was received December 18, 2014.

As was previously reported to the Board during the Fall months, cleanup activities originally estimated 57,900 cubic yards of burn ash debris would be removed in the Project area, however, 91,574 cubic yards was actually removed. This resulted in much steeper slopes than indicated in the project design phase, and required a higher level of stabilization techniques and treatment in to ensure stabilization during the upcoming winter months. Treatment included installation of embedded straw walls spaced at 20' intervals, jute netting, and straw waddles on the Slide slope area and withstood the 2.68" of rainfall September 24-25th. Within the Bulk Deposit area coconut, jute cloth, straw bales and waddles were installed, along with seeding/mulching activities and completed by October 15th.

Following a weekend storm system that dropped 3" of rain within a short time period, I was notified on Monday, November 24, 2014 by Landfill staff that a portion of the Slide Slope had slipped, with water and soil breaking through the jute netting, straw walls and straw waddles. This release of material that warranted immediate repair and stabilization due to an another approaching storm system expected to deliver 1.5" to 2.0" of rain.

HWMA staff immediately contacted Recology, Jim Able Forestry and RCAA to arrange for a site inspection to identify the severity of the slip and appropriate stabilization techniques. With the approval of Recology, Dan Cohoon of Able Forestry provided verbal authorization to proceed for stabilization repair work with RCAA to repair the slope and install a water diversion line to direct water into an undisturbed area with mature vegetation. Jesse Solario of Lawrence & Associates reviewed and approved the proposed repairs.

On December 1, 2014, landfill staff notified me of another area requiring repairs in the Bulk Deposit area in which the drain culvert separated and began to undercut the immediate area. Jute netting, straw bales and straw waddles were replacement by RCAA. Landfill staff performed activities to bypass the 18" culvert by placing two 6" culvert lines and running them down the face of the slope to discharge against some rocks as energy diffusion.

On the December 20th storm event, additional under cutting in two isolated areas occurred, and once the site dries out enough to access, Landfill staff will re-install straw bales and appropriate stabilization materials. We expect that most of the winter months will be spent responding to areas needing stabilization or treatment, but once vegetation is able to take hold and the area dries out, the site will better stabilize.

The Cummings Road Corrective Action Plan's Final Report is scheduled to be submitted to the NCRWQCB on Weds. December 31, 2014, followed by submittal of the Cultural Resources and Historic Site Investigation Report which will be submitted to the California Resources Agency in accordance with the CEQA Mitigation and Monitoring Plan and the Revised Final Cultural Resources Work Plan.

The Regional Recycling RFP is in its administrative draft form, which was circulated to subcommittee members comprised of member agency staff. The subcommittee is scheduled to meet Monday, January 5th to begin review of the document. Once the review and revisions are completed, the Board will receive and review the Draft Regional Recycling RFP, scheduled for the February meeting.

The 2015 Audit Request for Proposals, approved by the Board in June 2014, will be released as directed on the designated January 2, 2015 date.

Cummings Road Landfill

In addition to the activities described above, landfill activities during the months of November and December included:

1. Re-installation of the Gas and Leachate system after burn dump construction activities.
2. Respond and repair of erosion issues on the landfill and former burn dump areas.
3. Repaired 18 inch pipe on the Bulk Deposit area.
4. Reseed former burn dump and other construction areas.
5. Replaced failed stack thermo coupler and belts on flare station blowers.
6. Gas system maintenance and adjustment.
7. Repair piping leading out of discharge of the north sediment pond.
8. Storm water surface/water and WDR monitoring.
9. Replace exhaust manifold on #2 Polarsis.
10. Power washed and preformed routine maintenance on Landfill Equipment.
11. Regulatory compliance sampling

Hawthorne Street Operations and Recycling

ERD Live Loading/Dispatch Activities.

Per the loading agreement approved by the Board at the November 1, 2014 meeting, HWMA staff has been dispatching Solid Wastes of Willits (SWOW) trailers for Eel River Disposal (ERD) since November 16th. Overall the coordination and dispatch process has been working well, with ERD personnel contacting the HWMA Operations Supervisor before 10 am regarding their trailer needs for the following day. At present, 3 to 4 SWOW trailers per week of HWMA member agency solid waste from the ERD transfer station are being 'live loaded' and then hauled to Potrero Hills landfill.

Materials Recovery

Over the past six months, market prices paid for recovered plastics from the HWMA recycling center and transfer station have dropped between 15% and 30%, depending on the resin and/or grade of material. However, transportation costs for hauling municipal solid waste to the two out-of-county landfills used by HWMA have also dropped during the same period, due to the nearly 20% drop in diesel fuel prices since July 1, 2014.

Christmas Tree Drop-Off

The annual free drop off for Christmas trees began on December 26 at the Hawthorne Street Transfer Station and other facilities throughout HWMA member agency jurisdictions. Outreach was made through the use of Public Service Announcements, distribution to member agencies, and local news stories.

Facility Repairs

Repairs were successfully completed by Fortuna Iron on two damaged roof supports inside the Hawthorne Street Transfer Station after-hours on December 1 and 2, 2014. These structural support beams were initially damaged by franchise hauler hit an overhead beam, and a second occurrence with the boom on the Authority's excavator hit another roof support beam. Repair costs of approximately \$12,850 were covered as a property loss through HWMA's insurance policy with Special Districts Risk Management Authority (SDRMA), less a \$1,000 deductible.

Hazardous Waste

Red Shed and Mobile HHW Collection Events.

On Saturday November 1st, the Red Shed had 123 residential clients drop off household hazardous waste. A total of 82 weekday residential appointments were made in November.

On Saturday, December 6th 82 residents participated and dropped off hazardous wastes. With 65 weekday residential appointments.

The tentative summer mobile event schedule for calendar 2015 is being discussed with member agency staff. Once finalized, the mobile events calendar will be mounted on the web site and passed to the Board as an agenda consent item. Tentatively, staff is proposing:

Garberville/Caltrans Yard	Saturday, May 30 th ,
Arcata/ HSU Plant Ops	Saturday, June 27 th
McKinleyville/MCSD	Saturday July 18 th
Ferndale High School	Saturday, August 8 th

Rio Dell City Hall
Blue Lake/Rancheria

Saturday, September 19th
Saturday, October 17th

The Authority is awaiting a proposal and date from the City of Fortuna, who received a grant from CalRecycle for hosting an HHW Mobile Collection event, and have asked that HWMA staff the event similar, to the successful one held in July, 2013.

Smaller mid-week pick up/events are also planned to serve the Yurok Tribe in Weitchpec, and Fire Hall in New Harris.

Electronic Wastes

HWMA staff held an electronic waste collection event in Rio Dell in 2014 to help meet mandates of the AB-939 Waste Diversion contract between the Authority and the City. City staff will be approached to see if they are interesting in holding another one in 2015.

The Eureka Broadcasting group radio stations is hosting a two week run of radio ad spots reminding listeners that the Eureka Recycling Center is available every day for the recycling of used electronics and home appliances. In addition, print ads with the same message have been run in the *North Coast Journal*. Advertising funds are from the Program Advertising budget line.

Waste tire activities

The Waste Tire Free Amnesty Day collection event at the Ferndale Fairgrounds on Saturday, December 13th saw 1,000 tires collected. These were transported to Red Bluff by our contractor and recycled as waste to energy or crumb rubber. The waste tire coupon program at the Transfer Station is continuing and will remain in place until it closes on **May 1st, 2015**.