



BOARD OF DIRECTORS

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

Minutes

Thursday, October 12, 2023 at 5:30 PM

Eureka City Council Chamber

Present: Meredith Matthews, Frank Wilson, Adelene Jones, Randy Cady, Renee Contreras-DeLoach (Alt. for Leslie Castellano)
Absent: Leslie Castellano, Steve Madrone
Staff: Eric Keller-Heckman, Hilary Schwartz, Loral Uber, Nancy Diamond, Tony Heacock

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

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

2. Consent Calendar

a. Approve Minutes from the September 14, 2023 HWMA Board of Directors Meeting

Motion: **Director Jones** motioned to accept the Consent Calendar as presented and **Director Cady** seconded the motion.

Action: Approve the Motion as made by **Director Jones** and seconded by **Director Cady**

Ayes: Unanimous

Noes: None

Absent: **Director Steve Madrone (present on ZOOM)**

3. Oral and Written Communications

Chairperson Matthews opened the floor to public comment regarding items not on the agenda. No public comment was received.

Chairperson Matthews closed the floor to public comment.

4. Receive Presentation Outlining Independent Auditors Report for Fiscal Year 2021-2022

Executive Director Keller-Heckman Opened the discussion by stating due to turnover at key Authority positions the report is overdue. He then introduced Joe Arch from JJACPA to present the audit findings. JJACPA has been conducting the annual audit for the Authority for the past several years.

Joe Arch (Authority Auditor) indicated one finding due to staff turnover. Joe then stated the Authority was able to submit the audit to the state by the due date and remained compliant. Joe's report does not include management conclusion and analysis. Joe indicated the Authority added about 400K to net position partially due to a change with the Cummings Road landfill post

closure requirements. Joe also pointed out the cash flow statement indicated the Authority is adding to its cash balances. Which means receipts were higher than expenses.

Chair Mathews noted that this audit was for a time in which Jill Duffy was the Executive Director of HWMA. She then requested information on what measures were being considered in the event the Authority is without a finance director in the future.

Executive Director responded by stating the Authority has resources available to retain an external controller such as Jamie Corsetti CPA.

Chair Mathews then requested if JJACPA was familiar with HWMA's JPA and if the Authority needed to source a different auditor at some point in the future.

Executive Director responded by stating JJACPA has been supporting the Authority for about ten years and the requirements for using an auditor and the firms they represent are different. He also stated the Authority will soon be putting the auditor services out for RFP.

Chair Mathews stated it was a clean audit and looked forward to reviewing more recent audits and budgets.

Director Jones requested a clarification on the decreased values attributed to the Cummings Road landfill post closure requirements.

Joe Arch responded by stating the landfill consultant Lawrence & Associates performs post closure cost estimates. Which can decrease as over time as project liabilities are re-evaluated every 3 years.

Chair Mathews made a point of order to notify **Director Madrone** that he was not needed for a quorum.

Executive Director clarified Joe's response to **Director Jones** by stating CalRecycle requires the landfill to perform post closure cost estimates every five years. Lawrence and Associates has been supporting this task for the Authority. A decrease in project liability can be expected over time but not a given considering possible changes to regulations, operating expenses, inflation, etc. 30 years of post-closure maintenance is a standard prescription for closing a landfill in CA.

No public comment was received.

Executive Director made the following recommendation to the board: receive the presentation outlining independent auditors report for FY 2021-22 and filed with Authority archives, state controllers' office and required financial institutions.

Motion:	Director Wilson motioned and Director Cady seconded the motion to approve staff recommendation
Action:	Approve the Motion as made by Director Wilson and seconded by Director Cady
Ayes:	Unanimous
Noes:	None
Absent:	Director Steve Madrone

5. Standing Item: Board Member Reports.

Director Jones reported that Blue Lake hosted a successful green waste day on October 7th and will continue to host the event every other month.

6. Standing Item: Executive Director's Report.

Executive Director had nothing to report.

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

- a. Conference with legal counsel regarding existing or anticipated litigation pursuant to Government Code Section 54956.9(d)(2)

Note:

Legal Counsel Nancy Diamond indicated this Board does not need a motion to go to closed session.

8. Adjourn.

Meeting adjourned at approximately 6:20pm