



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
Michelle Bushnell, County of Humboldt
Frank Wilson, City of Rio Dell,

Meeting Agenda

Thursday, October 10, 2024, at 5:30 PM
Eureka City Council Chamber
502 K Street
Eureka, CA

HOW TO PARTICIPATE

The public is invited to attend and participate in the HWMA Board of Directors meeting using any of the following methods.

1. IN-PERSON

The public can attend and provide in-person comments during the meeting on regular agenda items and during Oral/Written Comment. in-person hybrid meetings. HWMA asks that when attending meetings, persons socially distance as best they can and be courteous to those who choose to wear a mask.

2. REMOTE

As a courtesy, and technology permitting, members of the public may continue to observe and participate remotely through the Zoom platform. HWMA cannot guarantee that the public's access to teleconference technology will be uninterrupted, and technical difficulties may occur from time to time. In those instances, so long as there is a Board quorum and the public may still attend the meeting in person, the meeting will continue.

- a. Zoom <https://us06web.zoom.us/j/87272840425>
- b. Zoom Phone Numbers. +17207072699, Meeting ID: 87272840425

During the meeting, each period for public comment will be announced, and participants may use Zoom's "Raise Hand" feature to request to speak. If calling in via Zoom use *9 to raise and lower your hand. The meeting host will call on you, by name or last four digits of your phone number and enable the microphone when it is your turn to speak. To ensure the orderly meeting conduct, providing your name is encouraged, but not required.

3. EMAIL

The public may submit public comment via email to board@hwma.net. Any comments received up until 3:00 pm of the meeting date will be:

- a. Distributed to Board members via email prior to the meeting,
- b. Referenced and attached to the meeting minutes.

Such email comments must identify the agenda item number in the subject line of the email. Comments received will be read into the record by staff, with a maximum allowance of three minutes (approximately 500 words) per individual comment, subject to the Chair's discretion. If a comment is received after the agenda item is heard, but before the close of the meeting, the comment will still be included as part of the written record of the meeting but will not be read into the record during the meeting.

4. TO WATCH OR LISTEN ONLY

The public may view the meeting on one-way video feed on at Access Humboldt's YouTube Channel at www.youtube.com/c/accesshumboldt/live or

***Copies Available:** Copies of the agenda materials are available electronically at www.hwma.net, through individual HWMA member agencies or by calling HWMA at 707-268-8680. There may be a charge for copies.*

***Accessibility:** Accommodations and access to HWMA meetings for people with special needs must be requested in advance of the meeting at 707 268-8680 or emailing board@hwma.net. The Eureka City Council Chamber room is ADA accessible. This agenda and other materials are available in alternative formats upon request.*

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

2. Consent Calendar

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

- a. Approve Minutes from the September 12, 2024, HWMA Board of Directors meeting.
- b. Review and Approve July 2024 Financial Reports.
- c. Approve Resolution 2025-06 Conflict of Interest Code.

3. Oral and Written Communications

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

4. Ratify Emergency Purchase and Construction Project

5. Proposed Re-Classification

6. Standing Item: Board Member Reports.

7. Standing Item: Executive Director's Report.

8. Adjourn.



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Randy Cady, City of Ferndale
Michelle Bushnell, County of Humboldt
Frank Wilson, City of Rio Dell

Minutes

Thursday, September 12, 2024, at 5:30 PM
Zoom Video Conference Meeting

Present: Meredith Matthews, Adelene Jones, Michelle Bushnell, Frank Wilson.
Absent: Leslie Castellano, Randy Cady
Staff: Eric Keller-Heckman, Hilary Schwartz, Joel Bisson
Legal Counsel: Nancy Diamond

1. Call to Order and Roll Call at 5:36 PM

Chairperson Matthews called the meeting to order at 5:36 PM. A quorum was present and acting.

2. Consent Calendar

- a. Approve Minutes from the July 11, 2024, HWMA Board of Directors meeting
- b. Review and Approve June 2024 Financial Reports

Motion: **Director Jones** motioned, and **Director Bushnell** seconded, to approve the items a) through b) of the Consent Calendar as delivered

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

Ayes: Unanimous

Noes: None

Absent: **Leslie Castellano, Randy Cady**

3. Oral and Written Communications

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

Chairperson Matthews closed the floor to public comment.

4. Approve Resolution 2025-05 Household Hazardous Waste Program Grants

Executive Director Keller-Heckman advised the Board that HWMA has been awarded numerous Household Hazardous Waste (HHW) grants by CalRecycle for projects such as infrastructural improvements and equipment purchases. **Executive Director Keller-Heckman** recommended that the board approve the attached resolution authorizing submission of grant applications and execution of necessary grant agreements, pending General Counsel's legal review, for a five (5) year period following Board adoption of Resolution 2025-05. If awarded, the current grant funding would support ongoing HHW

programs such as medical sharps disposal as well as outreach programs to educate the public about how to properly dispose of hazardous waste materials.

Chairperson Matthews opened the floor to public comment. No comment was received. **Chairperson Matthews** closed the floor to public comment.

Motion: **Director Jones** motioned, and **Director Wilson** seconded, to approve **Resolution 2025-05 Household Hazardous Waste Program Grants** as delivered.

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

Ayes: Unanimous

Noes: None

Absent: **Leslie Castellano, Randy Cady**

5. Standing Item: Board Member Reports

None received.

6. Standing Item: Executive Director's Report

Executive Director Keller-Heckman gave a brief report on the status of organic waste processing. While the jurisdictions' negotiations with franchise haulers are ongoing, HWMA has been evaluating the possibility of an in-county organics processing facility owned and operated by HWMA. A draft Request for Proposal (RFP) for a consultant to conduct a feasibility study on organic waste collection is 90-95% complete and will help to define the type of property needed as well as what type of organic materials would be accepted. **Executive Director Keller-Heckman** will be calling a meeting of the Executive Advisory Committee to seek input from the jurisdictions before bringing the draft RFP before the Board at a later meeting.

Chairperson Matthews requested clarification regarding penalties related to organic waste compliance. **Executive Director Keller-Heckman** declined to comment specifically but said he was not aware of any penalties assessed to member agencies at this time as jurisdictions are working towards compliance with CalRecycle through adjusted schedules and ongoing communication with staff. **Chairperson Matthews** inquired if **Executive Keller-Heckman** could attend member agencies' council meetings to report on organic waste processing. **Director Keller-Heckman** advised that he would be happy to attend any of the member agencies' council meetings if requested to provide an update on organics processing or assist staff with preparing materials for the same purpose.

Director Wilson added that the City of Rio Dell has authorized an outside consultant to assist with SB 1383 compliance.

7. Adjourn

Chairperson Matthews adjourned the meeting at 5:42 p.m.



Staff Report

DATE: October 3, 2024. For Meeting of: October 10, 2024

FROM: Hilary Schwartz, Director of Finance

SUBJECT: Item 2b)
Receive July 2024 Financial Reports

RECOMMENDED ACTION: Voice Vote
1) Review and Approve July 2024 Financial Reports

DISCUSSION:

Background:

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

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

The Authority’s cash position is comprised of 5 accounts; 1) the Authority’s checking account, which handles the day-to-day expenses and holds the Operating Reserve; 2) the Cummings Road Landfill Pledge of Revenue Money Market account; 3) The Capital Improvement Plan Money Market account and 4) The Benefits and Rate Stabilization Money Market account. The combined value of these accounts equals the total cash available for Authority reserves and operating cash. The current value of the Authority operating fund and combined reserve funds as of July 31, 2024, are as follows:

| | |
|---------------------------------------|-----------------|
| Cash on hand | \$ 1,379,331.49 |
| Operating Reserve | \$ 1,369,344.43 |
| CRL Pledge of Revenue | \$ 87,709.41 |
| Capital Improvement Fund | \$ 1,120,289.95 |
| Benefits and Rate Stabilization Funds | \$ 550,000.00 |
| Long-Term Funding | \$ 79,751.45 |

Authority Financials:

Attachment 2b.1 contains detailed balance sheets for the July 2024 financial reports, for Board review and discussion. An analysis of that information as it relates to revenues and expenses, and current month disbursements to vendors and employees, is provided herein.

Revenues:

Revenues for July 2024 performed at approximately 3.67% above budgeted estimates for Fiscal Year 2024-25. These estimates encapsulate all activity throughout the Authority, although finances will be influenced by future payouts for fees passed through to Member Agencies, revenue shares for salvaged materials sales, and the delayed receipt of grant revenues for grant-based projects. In July 2024, green waste revenue was about 9% above budget projections while solid and hazardous waste revenues were about 3.75% above projections.

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

Expenses:

Total Expenses for July 2024 were approximately 23.18% below budgeted estimates, including some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through payments. Increased costs of utilities at both the Hawthorne Street Transfer Station and the Cummings Road Landfill were offset by below-estimate spending on payroll and facilities maintenance.

Staff continues to maintain a strong control on ongoing expenses, which averaged about 5% below budget estimates across all four quarters of the prior fiscal year (2023-2024).

Monthly disbursements to Authority vendors and employees are summarized in Attachment 2b.1 (*Statement of Cash Flow*) for the month of July 2024. These disbursements are comprised primarily of day-to-day costs, representing approximately \$513,284.71 in transportation and disposal costs, \$231,724.24 in payroll and employee benefit costs, and \$1,474.50 in pass-through payments to member agencies.

Staff's Recommendation:

Staff recommends the board review and approve the draft July 2024 Financial Reports.

Attachments:

- 1) Draft July 2024 Financial Reports



Humboldt Waste Management Authority

Draft Balance Sheet

As of July 31, 2024

Attachment 2b.1

| | TOTAL |
|--------------------------------------|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Checking - Umpqua Bank | 2,610,155.78 |
| 1001 CRL Pledge-8913 | 83,715.95 |
| 1002 Rate Reserve-6008 | 615,086.48 |
| 1003 CIP-3488 | 1,121,429.32 |
| 1010 Petty Cash | 107.20 |
| 1015 Change Bank | 5,500.00 |
| Total Bank Accounts | \$4,435,994.73 |
| Accounts Receivable | |
| 1020 Accounts Receivable | 1,095,526.73 |
| 1030 Allowance for Doubtful Accounts | 0.00 |
| Total Accounts Receivable | \$1,095,526.73 |
| Other Current Assets | |
| 1025 A/R - Other | 0.00 |
| 1045 Prepaid Expenses | 78,217.34 |
| 1050 Prepaid Insurance | 360,493.59 |
| 1055 Undeposited Funds | 0.00 |
| Due from Other Governments | 0.00 |
| Total Other Current Assets | \$438,710.93 |
| Total Current Assets | \$5,970,232.39 |
| Fixed Assets | |
| 1100 Land - Admin | 2,809,139.62 |
| 1200 Land Improvements | |
| 1201 Admin | 1,546,527.91 |
| 1202 Transfer Station | 699,978.50 |
| 1203 HHW | 7,050.00 |
| 1204 Landfill | 20,334.51 |
| Total 1200 Land Improvements | 2,273,890.92 |
| 1300 Buildings | |
| 1301 Admin | 0.00 |
| 1302 Transfer Station | 2,978,507.25 |
| 1303 HHW | 300,742.17 |
| 1305 Recycling | 19,885.53 |
| Total 1300 Buildings | 3,299,134.95 |

Humboldt Waste Management Authority

Draft Balance Sheet

As of July 31, 2024

| | TOTAL |
|---|------------------------|
| 1400 Building Improvements | |
| 1401 Admin | 50,076.58 |
| 1402 Transfer Station* | 396,766.35 |
| 1403 HHW | 199,269.55 |
| 1404 Recycling | 64,371.90 |
| 1405 Landfill | 17,448.95 |
| Total 1400 Building Improvements | 727,933.33 |
| 1500 Equipment | |
| 1501 Admin | 32,730.11 |
| 1502 Transfer Station* | 2,009,454.00 |
| 1503 HHW | 69,740.72 |
| 1504 Landfill | 321,495.46 |
| 1505 Recycling | 159,817.65 |
| 1507 Programs | 0.00 |
| Total 1500 Equipment | 2,593,237.94 |
| 1600 Office Equipment | |
| 1601 Admin | 34,056.66 |
| 1605 Recycling | 0.00 |
| Total 1600 Office Equipment | 34,056.66 |
| 1700 Vehicles | |
| 1701 Admin | 28,790.62 |
| 1702 Transfer Station* | 13,576.24 |
| 1703 HHW | 46,079.18 |
| 1704 Landfill | 65,792.28 |
| Total 1700 Vehicles | 154,238.32 |
| 1800 Software | |
| 1801 Admin | 69,573.89 |
| Total 1800 Software | 69,573.89 |
| 1900 Accumulated Depreciation | (7,587,715.71) |
| Total Fixed Assets | \$4,373,489.92 |
| Other Assets | |
| 1035 Deferred Outflows - Pension | 768,101.00 |
| 1910 Waste Authority Permit | 221,171.00 |
| 1920 Land Purchase Option - CRBAS | 0.00 |
| Total Other Assets | \$989,272.00 |
| TOTAL ASSETS | \$11,332,994.31 |

Humboldt Waste Management Authority

Draft Balance Sheet

As of July 31, 2024

| | TOTAL |
|---|-----------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 Accounts Payable | 862,241.11 |
| Total Accounts Payable | \$862,241.11 |
| Credit Cards | |
| 2005 2005 Umpqua Bank Visa | 0.00 |
| 2006 Bisson | 176.88 |
| 2007 Heacock | 4,977.24 |
| 2008 Schwartz | 1,047.90 |
| 2009 Keller | 906.95 |
| Total 2005 2005 Umpqua Bank Visa | 7,108.97 |
| Total Credit Cards | \$7,108.97 |
| Other Current Liabilities | |
| 2010 Accounts Payable - Other | 0.00 |
| 2015 Accrued 457 deferrals payable | 0.00 |
| 2020 Accrued AFLAC | 289.40 |
| 2022 Accrued Bank Charges | 5,895.78 |
| 2025 Accrued CalPERS | 0.00 |
| 2026 UAL CalPERS | 0.00 |
| 2030 Accrued CalPERS - Clearing | 0.00 |
| 2035 Accrued FWH/MED | 0.00 |
| 2040 Accrued Payroll | 0.00 |
| 2045 Accrued PR Taxes | 0.00 |
| 2050 Accrued PTO | 269,460.14 |
| 2055 Accrued SUI/ETT | 0.00 |
| 2060 Accrued SWH/SDI | 0.00 |
| 2065 Deferred Revenue - DOC/AB939 | 42,744.58 |
| 2070 Deferred Revenue - OPP | 26,273.70 |
| 2071 Deferred Revenue - Tire Grant | 20,235.86 |
| 2075 Garnishments Payable | 0.00 |
| 2080 Note Payable - Chase | 0.00 |
| 24000 Payroll Liabilities | 0.00 |
| 24001 Garnishment -Weaver | 0.00 |
| Total 24000 Payroll Liabilities | 0.00 |
| Total Other Current Liabilities | \$364,899.46 |
| Total Current Liabilities | \$1,234,249.54 |

Humboldt Waste Management Authority

Draft Balance Sheet

As of July 31, 2024

| | TOTAL |
|--------------------------------------|--------------------------|
| Long-Term Liabilities | |
| 2100 Deferred Inflows - Pension | 60,628.00 |
| 2110 Landfill Closure Estimated | 10,191,438.00 |
| 2130 Lease Payable - Financial Pacif | 594,727.30 |
| 2140 Net Pension Obligation | 1,059,833.00 |
| Total Long-Term Liabilities | \$11,906,626.30 |
| Total Liabilities | \$13,140,875.84 |
| Equity | |
| 3000 Opening Balance Equity | 0.00 |
| 3010 Investment in Capital Assets | 4,263,164.00 |
| 3030 Prior Period Adjustments | (11,175.21) |
| 3200 Retained Earnings | (6,408,339.92) |
| Net Income | 348,469.60 |
| Total Equity | \$ (1,807,881.53) |
| TOTAL LIABILITIES AND EQUITY | \$11,332,994.31 |



Humboldt Waste Management Authority

Statement of Cash Flows

July 2024

Attachment 2b.1

| | TOTAL |
|--|------------------------|
| OPERATING ACTIVITIES | |
| Net Income | 348,469.60 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| 1020 Accounts Receivable | (111,742.97) |
| 1025 A/R - Other | 21.10 |
| 1045 Prepaid Expenses | (71,497.34) |
| 1050 Prepaid Insurance | 32,772.14 |
| Due from Other Governments | 2,144.54 |
| 2000 Accounts Payable | (235,497.08) |
| 2006 2005 Umpqua Bank Visa:Bisson | 176.88 |
| 2007 2005 Umpqua Bank Visa:Heacock | 3,373.77 |
| 2008 2005 Umpqua Bank Visa:Schwartz | (1,456.95) |
| 2009 2005 Umpqua Bank Visa:Keller | 394.77 |
| 2015 Accrued 457 deferrals payable | (1,000.00) |
| 2020 Accrued AFLAC | (263.65) |
| 2022 Accrued Bank Charges | 900.20 |
| 2025 Accrued CalPERS | (12,111.67) |
| 2035 Accrued FWH/MED | 0.00 |
| 2040 Accrued Payroll | (59,158.97) |
| 2045 Accrued PR Taxes | (11,684.27) |
| 2055 Accrued SUI/ETT | 0.00 |
| 2060 Accrued SWH/SDI | 0.00 |
| 24001 Payroll Liabilities:Garnishment -Weaver | 0.00 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | (464,629.50) |
| Net cash provided by operating activities | \$ (116,159.90) |
| FINANCING ACTIVITIES | |
| 2130 Lease Payable - Finanical Pacif | (9,835.72) |
| Net cash provided by financing activities | \$ (9,835.72) |
| NET CASH INCREASE FOR PERIOD | \$ (125,995.62) |
| Cash at beginning of period | 4,561,990.35 |
| CASH AT END OF PERIOD | \$4,435,994.73 |



Humboldt Waste Management Authority

Bill Payment List

July 2024

Attachment 2b.1

| DATE | NUM | VENDOR | AMOUNT |
|-----------------------------|-----------------------|---|-------------|
| 1000 Checking - Umpqua Bank | | | |
| 07/12/2024 | 100088 | Pacific Motorsports | -7.55 |
| 07/01/2024 | 070124-B5 | Blue Shield of California | -41,523.96 |
| 07/01/2024 | 070124-RB | Redheaded Blackbelt | -250.00 |
| 07/01/2024 | SPACH89 | Republic Services | -39,810.07 |
| 07/01/2024 | 100275 | Humboldt Organic Solutions, LLC | -77,093.80 |
| 07/01/2024 | 2406142283236 | PG&E 053-6 | -2,764.53 |
| 07/01/2024 | 070124-HI | Humana Insurance Co. | -4,650.22 |
| 07/02/2024 | CBZ3ICJR9ECT | Valeo Networks | -4,285.16 |
| 07/10/2024 | 100284 | AT&T Calnet | -36.51 |
| 07/10/2024 | 100277 | Shred Aware | -921.14 |
| 07/10/2024 | 100279 | BDI | -104.69 |
| 07/10/2024 | SPACH94 | Clean Harbors Environmental Services | -30,146.00 |
| 07/10/2024 | 100278 | North Coast Audiology Center | -1,320.00 |
| 07/10/2024 | 100280 | Humboldt Organic Solutions, LLC | -69,125.02 |
| 07/10/2024 | 100282 | Picky. Picky, Picky | -2,196.49 |
| 07/10/2024 | SPACH95 | Sharps Solutions, LLC | -200.00 |
| 07/10/2024 | 100276 | Access Humboldt | -101.34 |
| 07/10/2024 | SPACH93 | Streamline | -750.00 |
| 07/10/2024 | 100283 | Lost Coast Communications, Inc | -1,600.00 |
| 07/10/2024 | SPACH96 | Call2Recycle, Inc. | -4,509.90 |
| 07/10/2024 | 100281 | Mad River Hospital. | -7,665.33 |
| 07/03/2024 | 12832014 | Zultys, Inc. | -645.13 |
| 07/11/2024 | 071124-VW | Verizon Wireless | -361.41 |
| 07/10/2024 | 46NF4QWYCW | City of Eureka Water | -614.61 |
| 07/10/2024 | 720669437536654950307 | Mission Linen Supply | -1,231.08 |
| 07/10/2024 | 720670335608602060307 | Mission Linen Supply | -783.16 |
| 07/14/2024 | 100287 | Humboldt Recycling | -12,487.41 |
| 07/14/2024 | 100292 | Advanced Display and Signs | -3,950.30 |
| 07/14/2024 | 100286 | Gerald & Cullen Rapp | -1,250.00 |
| 07/14/2024 | 100290 | Recology Humboldt County Samoa | -4,811.66 |
| 07/14/2024 | 100293 | Lawrence & Associates | -1,820.00 |
| 07/14/2024 | 100291 | Law Offices of Nancy Diamond | -1,184.20 |
| 07/14/2024 | 100285 | WM Corporate Services, Inc | -2,128.16 |
| 07/14/2024 | 100288 | New Directions | -685.00 |
| 07/14/2024 | 100289 | Enterprise-Record, Mercury Register | -245.00 |
| 07/14/2024 | 100294 | Bettendorf Enterprises, Inc | -1,005.26 |
| 07/14/2024 | SPACH100 | Airgas USA, LLC | -826.09 |
| 07/15/2024 | SPACH98 | CalPERS | -85,328.00 |
| 07/14/2024 | SPACH99 | World Oil Environmental Services | -50.00 |
| 07/15/2024 | SPACH97 | Dry Creek Landfill | -463,110.00 |
| 07/15/2024 | 071524-VP | Valley Pacific Petroleum Services, Inc. | -5,086.48 |
| 07/15/2024 | 071524-RHC | Recology Humboldt County | -225.00 |
| 07/17/2024 | 1478819433 | Humboldt Community Services District | -33.90 |
| 07/22/2024 | 100295 | BDI | -264.83 |

Humboldt Waste Management Authority

Bill Payment List

July 2024

| DATE | NUM | VENDOR | AMOUNT |
|--|-------------------|---|-------------------------|
| 07/22/2024 | 100303 | Miller Farms Nursery, Inc | -854.83 |
| 07/22/2024 | 100306 | Shafer's Ace Hardware | -5.26 |
| 07/22/2024 | 100300 | SWANA | -455.00 |
| 07/22/2024 | 100307 | Poklemba, Allison | -19,971.00 |
| 07/22/2024 | 100297 | Picky. Picky, Picky | -1,801.19 |
| 07/22/2024 | 100299 | Industrial Electric | -524.61 |
| 07/22/2024 | 100296 | Holt of California | -2,826.99 |
| 07/22/2024 | 100302 | Humboldt County Public Works Pass Through | -115,780.20 |
| 07/22/2024 | 100301 | Copiers Plus | -246.47 |
| 07/22/2024 | 100298 | Pierson Building Center | -176.53 |
| 07/22/2024 | 100308 | Peterson CAT | -372.29 |
| 07/22/2024 | 100304 | Bettendorf Enterprises, Inc | -645.00 |
| 07/22/2024 | 100305 | North Coast Journal | -1,264.00 |
| 07/21/2024 | 23136181 | Optimum Business | -440.90 |
| 07/22/2024 | SPACH101 | Pape Machinery | -860.26 |
| 07/22/2024 | SPACH104 | World Oil Environmental Services | -60.00 |
| 07/22/2024 | SPACH102 | Mendes Supply Company | -143.58 |
| 07/22/2024 | SPACH103 | I-5 Tire, Inc. | -3,118.50 |
| 07/23/2024 | 2407080262563 | PG&E 550-3 | -62.32 |
| 07/22/2024 | CB05YW4NBUG0 | Valeo Networks | -350.00 |
| 07/28/2024 | 100311 | Humboldt Recycling | -8,840.00 |
| 07/28/2024 | 100314 | Humboldt Sanitation | -16,833.12 |
| 07/28/2024 | 100315 | B&B Portable Toilets | -615.58 |
| 07/28/2024 | 100313 | Picky. Picky, Picky | -462.07 |
| 07/28/2024 | 100310 | City of Eureka Discharge Fees | -2,925.00 |
| 07/28/2024 | 100309 | WM Corporate Services, Inc | -2,398.53 |
| 07/28/2024 | 100312 | Humboldt County Dept of Agriculture | -1,514.00 |
| 07/28/2024 | SPACH105 | Sharps Solutions, LLC | -100.00 |
| 07/28/2024 | SPACH106 | Mendes Supply Company | -240.05 |
| 07/30/2024 | 073024-RB | Redheaded Blackbelt | -250.00 |
| 07/29/2024 | 2407144544423 | PG&E 053-6 | -3,816.61 |
| 07/29/2024 | 2407122617593 | PG&E 724-3 | -4,074.45 |
| Total for 1000 Checking - Umpqua Bank | | | \$ -1,069,216.73 |
| 2005 2005 Umpqua Bank Visa | | | |
| 2008 Schwartz | | | |
| 07/10/2024 | M0231625764 | Crystal Springs Bottled Water | 132.00 |
| Total for 2008 Schwartz | | | \$132.00 |
| Total for 2005 2005 Umpqua Bank Visa | | | \$132.00 |
| Not Specified | | | |
| 07/16/2024 | CMPR110005538 | Holt of California | 0.00 |
| 07/01/2024 | Credit Applied HS | City of Eureka Water | 0.00 |
| 07/12/2024 | CM92728631 | Pacific Motorsports | 0.00 |
| 07/31/2024 | VC060124 | City of Eureka Water | 0.00 |
| Total for Not Specified | | | \$0.00 |

Humboldt Waste Management Authority

Bill Payment List

July 2024



Humboldt Waste Management Authority

Draft A/R Aging Summary

As of July 31, 2024

Attachment 2b.1

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|--|-----------|-----------|---------|-------------|-------------|
| 707 Pest Solutions | 379.53 | 273.26 | | | \$652.79 |
| A & I Roofing | 1,071.72 | | | | \$1,071.72 |
| Abercrombie Construction | 144.31 | 154.25 | 155.35 | | \$453.91 |
| Above Board Construction and Roofing | 13,867.48 | 7,123.69 | | | \$20,991.17 |
| Ace Handyman Services - North Coast | 12.00 | | | | \$12.00 |
| ACGC Inc. | 469.47 | | | | \$469.47 |
| Alchemy Construction Inc. | 165.34 | | | | \$165.34 |
| Alcohol Drug Care Services | 90.29 | | | | \$90.29 |
| Align Landscape | | | 32.68 | | \$32.68 |
| Alves Inc. | 3,865.51 | | | | \$3,865.51 |
| Ambrosini Electric | 221.91 | | | | \$221.91 |
| Annie Cornwell | 38.48 | | | | \$38.48 |
| Arcata Bay Self Storage | 28.86 | | | | \$28.86 |
| Arnold's Family Construction LLC | 253.42 | | | | \$253.42 |
| Arrow Property Management | 249.12 | 16.99 | | | \$266.11 |
| Atkins-Salazar Construction | 295.78 | | 12.00 | 32.71 | \$340.49 |
| Ayres Enterprises | 693.34 | 371.36 | | | \$1,064.70 |
| Barry Smith Construction | 128.91 | | | | \$128.91 |
| Bedliners Plus | 205.88 | | | | \$205.88 |
| Benchmark Realty Group | 134.69 | 43.05 | 127.28 | | \$305.02 |
| Bethel Church | 130.83 | | | | \$130.83 |
| Bettendorff Trucking - Shop | 544.52 | | | | \$544.52 |
| Big Oil & Tire | 36.56 | | | | \$36.56 |
| Bigfoot Construction Inc. | 173.17 | | | | \$173.17 |
| Bill @ Your Service | 67.37 | | | | \$67.37 |
| Black Diamond Construction | 46.18 | | | | \$46.18 |
| Blackwell Construction | 279.00 | | | | \$279.00 |
| Blossom Landscaping & Handyman Service | 1,572.43 | | | | \$1,572.43 |
| Blue Sky Roofer | 2,074.18 | | | | \$2,074.18 |
| Bluestone Landscapes | 90.43 | | | | \$90.43 |
| Bob White Electric | 201.30 | 56.92 | 92.54 | | \$350.76 |
| Bode Construction | 332.86 | | | | \$332.86 |
| Branch Ranch Building Co. | 67.34 | | | | \$67.34 |
| Brian Lawrence Construction | | 186.07 | 293.86 | 435.64 | \$915.57 |
| Broadway Trailer Park | 73.12 | | | | \$73.12 |
| Buddy's Auto Center | 1,322.91 | | | | \$1,322.91 |
| Bureau of Land Management Arcata | 13.47 | | | | \$13.47 |
| Cal Poly Humboldt- Garbage | 1,773.86 | | | | \$1,773.86 |
| Carpet Depot | 1,474.53 | | | | \$1,474.53 |
| Carter & Company | 12.00 | | | | \$12.00 |
| CDH Painting | 69.27 | | | | \$69.27 |
| Century Service Center | 750.40 | | | | \$750.40 |
| City of Arcata | 20,144.86 | 20,826.86 | | | \$40,971.72 |
| City of Eureka - Facilities | 15.39 | | | | \$15.39 |
| City of Eureka - Harbor | 138.14 | | | | \$138.14 |

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of July 31, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|---|----------|----------|---------|-------------|------------|
| City of Eureka - Parks | 103.98 | | | | \$103.98 |
| City of Eureka - Sewer Collections | 8,281.32 | | | | \$8,281.32 |
| City of Eureka - Streets | | 1,626.79 | | | \$1,626.79 |
| City of Fortuna | | | | (1.80) | \$ (1.80) |
| Clayton Construction | 12.00 | 12.00 | | | \$24.00 |
| CM Construction | 566.89 | | | | \$566.89 |
| Coast Seafoods Company | 779.27 | | | | \$779.27 |
| Coastal Co Builders | 2,826.08 | | | | \$2,826.08 |
| Colburn Electric | 358.85 | 593.24 | | | \$952.09 |
| Cook Properties | 77.60 | | | | \$77.60 |
| Craig Mayberry | 196.26 | | | | \$196.26 |
| Curb Appeal Construction | 136.61 | | | | \$136.61 |
| Darryl Berg Painting | 23.09 | | | | \$23.09 |
| David Allen Construction | 12.00 | | | | \$12.00 |
| DCI Construction | 123.14 | | | | \$123.14 |
| Del Biaggio Dairy | 175.09 | | | | \$175.09 |
| Del Monte Properties & Investments Inc. | | | | (76.12) | \$ (76.12) |
| Del Reka | 32.71 | 69.26 | | | \$101.97 |
| Delta Mattress & Sofa Outlet | 335.76 | | | | \$335.76 |
| Developed Employment Services | 404.07 | | | | \$404.07 |
| Diamond Drywall | 473.33 | 1,039.56 | 112.30 | 43.05 | \$1,668.24 |
| DMC Home Building Inc. | 157.78 | | | | \$157.78 |
| DS Construction | 1,062.56 | | | | \$1,062.56 |
| Duffy Jill | 48.10 | | | | \$48.10 |
| Duncan Electric | 37.47 | | | | \$37.47 |
| Earth Care Landscaping | 20.00 | | | | \$20.00 |
| Eel River Transportation & Salvage | 602.10 | | | | \$602.10 |
| Ellena Construction | | 29.95 | | | \$29.95 |
| Emerald Custom Construction | 28.25 | 60.81 | 349.59 | | \$438.65 |
| Equity Building | 101.25 | 149.73 | 51.74 | | \$302.72 |
| Eric Finkle | 151.65 | | | | \$151.65 |
| Eureka City Schools | 3,069.99 | | | | \$3,069.99 |
| Eureka Floor Carpet One | 67.79 | | | | \$67.79 |
| Eureka Glass Co. Inc. | 225.99 | 76.74 | | | \$302.73 |
| Eureka Housing Authority | 196.95 | | | | \$196.95 |
| Eureka Overhead Door Company | 80.81 | | | | \$80.81 |
| Eureka Rehabilitation & Wellness | | | | (15.00) | \$ (15.00) |
| Eureka the Pentecostal Church | 102.43 | | | | \$102.43 |
| Eureka Vacation Rentals Inc. | 17.77 | | | | \$17.77 |
| Evans Mechanical | 12.00 | | | | \$12.00 |
| Evergreen Landscape | 193.41 | 33.69 | | | \$227.10 |
| Extremely Floored | | | | (23.49) | \$ (23.49) |
| Figas Construction | 284.77 | 3,942.45 | | | \$4,227.22 |
| Fitz It Right Plumbing | 278.20 | 258.74 | | 107.13 | \$644.07 |
| Forbes Cabinets | 488.73 | | | | \$488.73 |

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of July 31, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|--------------------------------------|------------|-----------|---------|-------------|--------------|
| Forest Builder 707 | 75.04 | | | | \$75.04 |
| Francis Carrington | | 108.56 | | | \$108.56 |
| Frank Zabel Trucking Inc. | 46.18 | | | | \$46.18 |
| Frazier Rental & Development | 214.78 | | | | \$214.78 |
| Friesen Construction | 169.32 | | | | \$169.32 |
| Fryes Care Home | 26.94 | | | | \$26.94 |
| Furniture Design Center | 513.40 | | | | \$513.40 |
| G M Pavlich | 71.65 | | | | \$71.65 |
| Genevieve Schmidt | 69.32 | | | | \$69.32 |
| Glendale Mobile Estates | 12.00 | 37.43 | | | \$49.43 |
| Gordon Van Zee Construction | 12.00 | | 12.00 | | \$24.00 |
| Griz Handyman Service | 13.33 | | | | \$13.33 |
| Hamanaka Painting | 125.82 | | | | \$125.82 |
| Handle It Junk Removal | 1,600.22 | | | | \$1,600.22 |
| HCAR | 56.34 | | | | \$56.34 |
| Heartwood Design and Building | 202.03 | | | | \$202.03 |
| Hemmingsen Pavement Solutions | 50.48 | | | | \$50.48 |
| Henderson Village Apt. | | (5.99) | | | \$ (5.99) |
| Houseworth Construction | | 2.97 | | | \$2.97 |
| Hubbards German Auto | 178.22 | | | | \$178.22 |
| Humboldt Bay Harbor District | 102.43 | | | | \$102.43 |
| Humboldt Community Service District | 105.31 | | | | \$105.31 |
| Humboldt Countertops | 493.05 | 720.18 | | | \$1,213.23 |
| Humboldt County Animal Shelter | 63.50 | | | | \$63.50 |
| Humboldt County Building Maintenance | 186.64 | | 358.00 | | \$544.64 |
| Humboldt County DHHS | 13.66 | 105.88 | 203.43 | 28.08 | \$351.05 |
| Humboldt County Parks | 3,217.22 | 2,231.66 | 979.45 | | \$6,428.33 |
| Humboldt Electric | 87.21 | | | | \$87.21 |
| Humboldt Masonic Hall Association | | | | (63.76) | \$ (63.76) |
| Humboldt Moving & Storage | 117.83 | | | | \$117.83 |
| Humboldt Plaza | | | | 2.97 | \$2.97 |
| Humboldt Sanitation & Recycling | 110,186.81 | 79,447.46 | | | \$189,634.27 |
| Humboldt Senior Resource Center | 55.80 | | | | \$55.80 |
| Humboldt Towing | 84.66 | | | | \$84.66 |
| J & G Lawn and Garden | 639.89 | 1,294.05 | | | \$1,933.94 |
| J & J Rentals | 275.78 | | | | \$275.78 |
| Jacoby Creek School | 63.50 | | | | \$63.50 |
| James Poovey | 95.53 | | | | \$95.53 |
| Janowski Builders | 27.39 | | | | \$27.39 |
| JDS Construction | 634.23 | 722.48 | 733.71 | | \$2,090.42 |
| Jim Groeling & Associates | 101.93 | | | | \$101.93 |
| Jitter Bean Coffee Co. | 53.32 | | | | \$53.32 |
| JM Environmental Inc | 365.58 | | | | \$365.58 |
| JNG Insulation Pros | 900.49 | | | | \$900.49 |
| JNM Construction | 409.87 | 267.66 | | | \$677.53 |

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of July 31, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|--------------------------------------|-----------|----------|---------|-------------|-------------|
| John H Kruger Plaster & Drywall | 669.59 | 458.57 | | | \$1,128.16 |
| Johnny's Flooring & Window Coverings | 4.80 | | | | \$4.80 |
| Johns Used Cars | | 108.56 | | | \$108.56 |
| Johnston Construction | 548.56 | 162.27 | | | \$710.83 |
| Justin Adams Construction | 104.37 | | | | \$104.37 |
| K H McKenny | 327.10 | | | | \$327.10 |
| Keenan Supply | 82.66 | | | | \$82.66 |
| Kelly Martin | 17.32 | 109.09 | 3.00 | | \$129.41 |
| Ken & Lesa Shealor | 7.00 | | | | \$7.00 |
| Kolshinski & CO. LLC | 59.65 | | | | \$59.65 |
| Kramer Investment Corp. | 781.17 | | | | \$781.17 |
| Landscaping Ventures Inc. | 80.81 | | | | \$80.81 |
| Lawn Care Plus | 1,051.77 | | | | \$1,051.77 |
| LDH Construction | 2,126.39 | | | | \$2,126.39 |
| Leons Car Care Center | | (19.81) | | | \$ (19.81) |
| Lirpa Logistics | 196.58 | | | | \$196.58 |
| Living Styles | 96.21 | | | | \$96.21 |
| Lost Coast Brewery & Cafe | 210.59 | | | | \$210.59 |
| Mace Jennings | 65.42 | | | | \$65.42 |
| Mad River Construction | 448.70 | | | | \$448.70 |
| Making Headway Center | 593.49 | | | | \$593.49 |
| Martin Construction | 75.04 | 279.66 | 51.90 | | \$406.60 |
| Mattress Recycling Council | 2,951.04 | 4,375.52 | | | \$7,326.56 |
| McCullough Construction | 661.90 | | | | \$661.90 |
| McKenny & Sons Inc. | 119.30 | | | | \$119.30 |
| McKinleyville Union School | 95.40 | | | | \$95.40 |
| McMurray & Sons Inc. | 15,180.14 | 2,188.01 | | | \$17,368.15 |
| Med-Project USA | | 2,900.00 | | | \$2,900.00 |
| Milgard Manufacturing AP | 130.85 | | | | \$130.85 |
| Miller Farms Nursery | 677.29 | | | | \$677.29 |
| Ming Tree Realtors | 86.59 | 128.05 | | | \$214.64 |
| Moores Sleepworld | 118.15 | | | | \$118.15 |
| Munoz Osorio Construction | 202.28 | | | | \$202.28 |
| Munson Investments | 24.00 | 24.00 | 20.59 | | \$68.59 |
| Myrtle town Body Shop | 80.81 | | | | \$80.81 |
| New Century Yard Maintenance | 162.91 | | | | \$162.91 |
| New Horizon Drywall Construction | 50.03 | | | | \$50.03 |
| New Life Service Company | 1,249.20 | | | | \$1,249.20 |
| Nichols Handy Work | 142.84 | | 54.92 | | \$197.76 |
| Nick Frank | 84.66 | | 33.69 | | \$118.35 |
| North Coast Co-Op Arcata | 28.86 | | | | \$28.86 |
| North Coast Fabricators | 1,232.05 | | | | \$1,232.05 |
| North Coast Flooring Inc. | 1,850.26 | | | | \$1,850.26 |
| Northcoast Acoustics | 44.71 | 24.33 | | | \$69.04 |
| Northcoast Childrens Service | 20.66 | | | | \$20.66 |

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of July 31, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|---------------------------------------|------------|-----------|---------|-------------|--------------|
| Northcoast Environmental Construction | 371.35 | | | | \$371.35 |
| Northcoast Regional Land Trust | 12.00 | | | | \$12.00 |
| Northern Building Company | 387.19 | | | | \$387.19 |
| Northern Humboldt Union Schools | 79.00 | | | | \$79.00 |
| O & M Industries | 26.94 | | | | \$26.94 |
| Pacific Builders | 332.14 | | | | \$332.14 |
| Pacific Coast Rentals | 85.92 | | | | \$85.92 |
| Pacific Towing | 25.01 | 78.61 | | | \$103.62 |
| Pierson Company | 706.56 | | | | \$706.56 |
| Point of View Preservation LLC | 63.50 | | | | \$63.50 |
| Point Pleasant MHP | 300.17 | 410.66 | | | \$710.83 |
| Poletskis Appliance Center | 434.86 | | | | \$434.86 |
| Porter and Sons Painting | 40.41 | 28.08 | 26.20 | | \$94.69 |
| Primo Drywall & Construction Co. | 133.22 | | | | \$133.22 |
| Pure Water Spas | 55.80 | | | | \$55.80 |
| Quality Body Works | 136.61 | | | | \$136.61 |
| RA Construction | 17.32 | | | | \$17.32 |
| Rainbow Self Storage | 798.51 | | | | \$798.51 |
| Ray Wolfe Construction | 211.65 | | | | \$211.65 |
| Rayl Rentals & Rayl Cabinetry | | (123.42) | | | \$ (123.42) |
| RebCo | 131.79 | | | | \$131.79 |
| Rebholtz Cleaning Service | 15.00 | 132.65 | | | \$147.65 |
| Recology Eel River | 68,460.41 | 22,760.54 | | | \$91,220.95 |
| Recology of Arcata | 128,469.37 | | | | \$128,469.37 |
| Recology of Humboldt County | 401,283.29 | | | | \$401,283.29 |
| Recology Samoa | 52,484.16 | | | | \$52,484.16 |
| Redwood Acres Fair Grounds | 332.87 | | | | \$332.87 |
| Redwood Coast Plumbing | | 35.56 | 22.46 | | \$58.02 |
| Redwood Coast Real Estate Inc. | 285.96 | 252.34 | 190.09 | | \$728.39 |
| Redwood Community Action Agency | 59.83 | (10.79) | | | \$49.04 |
| Redwood Teen Challenge | 1,068.92 | | | | \$1,068.92 |
| Rendezvous Music & Vending | 19.24 | | | | \$19.24 |
| Rentor | 700.59 | 462.60 | 269.46 | 161.04 | \$1,593.69 |
| Resources Recycling & Recovery | | 394.80 | | | \$394.80 |
| Restif Cleaning Service | | 173.24 | | | \$173.24 |
| RG Goolsby Construction | 255.91 | | | | \$255.91 |
| RH Construction | 472.78 | | | | \$472.78 |
| Rich's Body Shop | 21.17 | | | | \$21.17 |
| Rob Jordan Construction | 48.11 | | | | \$48.11 |
| Robert Donathan | 103.98 | | | | \$103.98 |
| Rock Solid Construction | 94.28 | | | | \$94.28 |
| S & S Phelps Inc. | 238.56 | | | | \$238.56 |
| Sanders Roofing Inc. | 1,654.71 | 5,339.99 | | | \$6,994.70 |
| Sawyer Electric | 31.24 | | | | \$31.24 |
| Schmidbauer Building Supply LLC. | 865.84 | | | | \$865.84 |

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of July 31, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|---------------------------------------|---------------------|---------------------|-------------------|-------------------|-----------------------|
| Schneider Enterprises | 1,077.51 | 114.17 | 239.58 | | \$1,431.26 |
| Sempervirens Gardening | 665.89 | 449.92 | | | \$1,115.81 |
| Sequoia Construction | 879.80 | | | | \$879.80 |
| Serenity Inn | 59.65 | | | | \$59.65 |
| ServiceMaster | 504.11 | | | | \$504.11 |
| Sherlock Mini Storage | 525.91 | | | | \$525.91 |
| Sherwood Excavation | 261.68 | | | | \$261.68 |
| Sholes Overhead Door | 36.56 | | | | \$36.56 |
| Simple Visions | 609.22 | | | | \$609.22 |
| Sisu Extracts | 1,504.67 | | | | \$1,504.67 |
| Six Rivers Mechanical Inc. | 62.03 | | | | \$62.03 |
| Six Rivers National Forest | | 12.00 | | | \$12.00 |
| Six Rivers Property Management | 12.00 | | | | \$12.00 |
| Soilscapes Solutions LLC | 365.58 | | | | \$365.58 |
| South Bay Union School District | | | | (66.21) | \$ (66.21) |
| Spencer Electric | 681.59 | | | | \$681.59 |
| Stetzel Builders | 196.88 | 1,681.43 | 169.74 | 1,518.59 | \$3,566.64 |
| Strombeck Construction | 1,146.77 | | | | \$1,146.77 |
| STS Construction | 1,164.56 | | | | \$1,164.56 |
| Susan Whitely / Eric Dugan | 522.10 | | | | \$522.10 |
| T and T Roofing | 4,134.88 | | | | \$4,134.88 |
| TEMPORARY | | 494.50 | | | \$494.50 |
| The People of New Directions | 343.49 | 460.42 | | | \$803.91 |
| Thomas Home Center | 12.00 | | | | \$12.00 |
| Tonis Restaurant | 546.44 | | | | \$546.44 |
| Tree Ventures Inc. | 175.78 | | | | \$175.78 |
| Triad Inc | 163.55 | | | | \$163.55 |
| Ultimate Building Solutions | 318.41 | | | | \$318.41 |
| United Building | 12.00 | | | | \$12.00 |
| United Indian Health | 365.57 | | | | \$365.57 |
| Vern McGaughey | 904.33 | 872.22 | | | \$1,776.55 |
| Vern's Furniture | 336.11 | | | | \$336.11 |
| Wade Bray General Contractor | 808.12 | | | | \$808.12 |
| Wahlund Construction | 2,739.96 | 823.55 | 555.90 | | \$4,119.41 |
| Watson Well Service | 19.24 | | | | \$19.24 |
| Wayne Maples Plumbing | 36.13 | | | | \$36.13 |
| Werner Weltsch Ent. | 1,577.13 | 43.05 | 169.74 | 1,201.65 | \$2,991.57 |
| West End Builders Inc. | 67.34 | | | | \$67.34 |
| Westside Community Improvement Assoc. | 244.09 | 367.23 | | | \$611.32 |
| Williamson Construction | 952.44 | | | | \$952.44 |
| Wing Inflatables | 679.54 | | | | \$679.54 |
| Your Local Mow Man | 75.00 | | | | \$75.00 |
| Yurok Tribe Construction Corporation | 88.51 | | | | \$88.51 |
| TOTAL | \$916,518.80 | \$167,869.35 | \$5,321.20 | \$3,284.48 | \$1,092,993.83 |

Humboldt Waste Management Authority

Draft A/R Aging Summary

As of July 31, 2024



Humboldt Waste Management Authority

Draft A/P Aging Summary

As of July 31, 2024

Attachment 2b.1

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|---|------------|------------|---------|-------------|--------------|
| Advanced Security Systems. | 120.00 | | | | \$120.00 |
| Airgas USA, LLC | 267.80 | | | | \$267.80 |
| AT&T Calnet | 37.28 | | | | \$37.28 |
| Bettendorf Enterprises, Inc | 990.83 | 990.84 | | | \$1,981.67 |
| Blue Shield of California | 32,417.90 | | | | \$32,417.90 |
| Call2Recycle, Inc. | 6,104.60 | | | | \$6,104.60 |
| City of Arcata 939 | | 6,206.17 | | | \$6,206.17 |
| City of Blue Lake 939 | | 1,928.09 | | | \$1,928.09 |
| City of Eureka 939 | | 7,783.89 | | | \$7,783.89 |
| City of Eureka Alarm Fees | 400.00 | | | | \$400.00 |
| City of Eureka Water | 2,030.67 | | | | \$2,030.67 |
| City of Ferndale 939 | | 1,949.18 | | | \$1,949.18 |
| City of Rio Dell 939 | | 1,188.59 | | | \$1,188.59 |
| Crystal Springs Bottled Water | 112.00 | | | | \$112.00 |
| Dry Creek Landfill | 503,388.01 | | | | \$503,388.01 |
| Eureka Humboldt Fire Extinguisher | | 1,355.45 | | | \$1,355.45 |
| Humana Insurance Co. | 3,421.50 | | | | \$3,421.50 |
| Humboldt Cleaning Services LLC | 400.00 | | | | \$400.00 |
| Humboldt Community Services District | 44.52 | | | | \$44.52 |
| Humboldt County Env Health Pass Through | | 68,422.30 | | | \$68,422.30 |
| Humboldt County Public Works Pass Through | | 121,979.69 | | | \$121,979.69 |
| Humboldt Recycling | 21,449.31 | | | | \$21,449.31 |
| Humboldt Sanitation | 21,259.53 | | | | \$21,259.53 |
| I-5 Tire, Inc. | 3,222.00 | | | | \$3,222.00 |
| Industrial Electric | 2,412.09 | | | | \$2,412.09 |
| Jamie Corsetti, CPA | 1,460.00 | | | | \$1,460.00 |
| Law Offices of Nancy Diamond | 3,000.00 | | | | \$3,000.00 |
| Lawrence & Associates | 2,755.00 | | | | \$2,755.00 |
| Lost Coast Communications, Inc | 750.00 | | | | \$750.00 |
| Mad River Hospital. | | 122.50 | | | \$122.50 |
| Mad River Union | 404.00 | | | | \$404.00 |
| MapleService Inc | | | 655.00 | | \$655.00 |
| Microbac Laboratories, Inc | | | 256.00 | 810.00 | \$1,066.00 |
| Mission Linen Supply | 1,978.39 | | | | \$1,978.39 |
| Pacific Motorsports | | 356.69 | | | \$356.69 |
| Peterson CAT | 2,020.33 | | | | \$2,020.33 |
| Peterson Trucks | 323.67 | | | | \$323.67 |
| Picky. Picky, Picky | 511.76 | | | | \$511.76 |
| Pierson Building Center | 363.56 | | | | \$363.56 |
| Recology Humboldt County | 225.00 | | | | \$225.00 |
| Recology Humboldt County Samoa | 3,311.34 | | | | \$3,311.34 |
| Rogers Machinery Company, Inc. | 2,041.38 | | | | \$2,041.38 |
| Schuyler Rubber Co., Inc | 4,881.54 | | | | \$4,881.54 |
| Scrapper's Edge | 139.84 | | | | \$139.84 |
| Shafer's Ace Hardware | 49.10 | | | | \$49.10 |

Humboldt Waste Management Authority

Draft A/P Aging Summary

As of July 31, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 AND OVER | TOTAL |
|---|---------------------|---------------------|-------------------|-----------------|---------------------|
| Sharps Solutions, LLC | 700.00 | | | | \$700.00 |
| Thumpers Mechanical | | 1,925.00 | | | \$1,925.00 |
| United Rentals | | 688.28 | 688.28 | | \$1,376.56 |
| Valeo Networks | 4,337.96 | | | | \$4,337.96 |
| Valley Pacific Petroleum Services, Inc. | 5,328.74 | | | | \$5,328.74 |
| Verizon Wireless | 608.33 | | | | \$608.33 |
| World Oil Environmental Services | 220.00 | | | | \$220.00 |
| WSP USA, Inc | 5,201.26 | | 6,245.92 | | \$11,447.18 |
| TOTAL | \$638,689.24 | \$214,896.67 | \$7,845.20 | \$810.00 | \$862,241.11 |



Staff Report

DATE: September 18, 2024 For Meeting of: October 10, 2024

FROM: Eric Keller-Heckman, Interim Executive Director

SUBJECT: Item 2c)
Approve Resolution Number 2025-06 Adopting a Conflict of Interest Code for HWMA in Compliance with California Government Code Section 87300.

RECOMMENDED ACTION: Voice vote.
1) Adopt Resolution Number 2025-06 Conflict of Interest Code.

DISCUSSION:

Background:

California Government Code section 87300 requires all public agencies to adopt and review a Conflict of Interest Code every two years. This Code shall enumerate employee and consultant positions within the Authority who are involved in the making or participate in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; and identifying disqualification requirements for such employees and consultants.

This Resolution would supersede Resolution 2023-05 that established a Conflict of Interest Code on October 13 2022.

Staff's Recommendation:

Staff recommends the Board adopt resolution 2025-06 to update the HWMA conflict of interest code as required by California Government Code section 87300

FISCAL IMPACTS:

ALTERNATIVES:

- 1) Board Discretion

ATTACHMENTS:

- 1) Resolution 2025-06 "Humboldt Waste Management Authority Adopting a Conflict of Interest Code"

**RESOLUTION NO. 2025-06
OF THE
HUMBOLDT WASTE MANAGEMENT AUTHORITY
ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, specified public officials identified in California Government Code section 87200, including Authority Board members and the Executive Director are subject to the conflict of interest disclosure and disqualification requirements set forth in Government Code sections 87200 et seq.; and

WHEREAS, California Government Code section 87300 requires all public agencies to adopt and promulgate a Conflict of Interest Code enumerating employee and consultant positions within the Authority who are involved in the making or participation in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; and identifying disqualification requirements for such employees and consultants;

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Humboldt Waste Management Authority hereby rescinds Resolution Number 2023-05 and adopts as its Conflict of Interest Code those provisions set forth in Appendix A, attached hereto and incorporated herein.

This Resolution shall be effective October 10, 2024

Meredith Matthews, Chair of the Board

Eric Keller-Heckman, Clerk of the Board

APPENDIX A
HUMBOLDT WASTE MANAGEMENT AUTHORITY
CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec.18730) which contains the terms of a standard Conflict-of-Interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designated officials and employees and establishing disclosure categories, shall constitute the Conflict-of-Interest code of the Humboldt Waste Management Authority.

Designated employees shall file their statements with the Humboldt Waste Management Authority who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Upon receipt of the statements of the Board of Directors and the Executive Director, the Humboldt Waste Management Authority shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission. Statements for all other designated employees shall be retained by the Humboldt Waste Management Authority.

Public Officials Who Manage Public Investments

The following positions are NOT covered by the Conflict-of-Interest code because they must file under section 87200 and, therefore, are listed for informational purposes only:

- Governing Board Members
- Executive Director

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by section 87200.

**CONFLICT OF INTEREST CODE FOR THE
HUMBOLDT WASTE MANAGEMENT AUTHORITY**

| <u>Designated Positions</u> | <u>Disclosure Category</u> |
|---|-----------------------------------|
| Director of Finance | 1 |
| Director of Operations | 1 |
| Director of Environmental Health & Safety | 1 |
| Consultants | *1 |
| General Counsel | 1 |

Disclosure Category

Category 1

Designated employees in Category 1 must report:

- a) Investments and business positions in any business entity and sources of income, including gifts, loans and travel payments, of the type which within the last years has contracted with the Authority to provide services, supplies, materials, machinery or equipment.
- b) Investments and business positions in any business entity and sources of income, including gifts, loans and travel payments, of the type which engages in or may engage in activities which come under regulation by the Authority.
- c) Investment and business positions in any business entity and sources of income, including gifts, loans and travel payments, of the type which engages in the acquisition, disposal or development of real property by the Authority.
- d) Investments and business positions in any business entity and sources of income, including gifts, loans and travel payments, of the type which engages in the preparation of environmental impact report or statements.
- e) All interest in real property.

Category 2

Designated employees in Category 2 must report:

*1 Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitations: "The Executive Director may determine in writing that a particular consultant, although a 'designated position', is hired to perform a range of duties that is limited scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest code.

- a) Investments and business positions in any business entity and sources of income, including gifts, loans and travel payments, of the type which within the last two years has contracted with the Authority to provide services, materials or equipment.
- b) Investments and business positions in any business entity and sources of income, including gifts, loans and travel payments, of the type which engages in or may engage in activities which come under regulation by the Authority.



Staff Report

DATE: October 6, 2024

For Meeting of: October 10 2024

FROM:

SUBJECT: Item 3)
Public Comment

RECOMMENDED ACTION: Receive only



October 7, 2024

City of Arcata, Emily Sinkhorn, Emily Benvie
City Eureka, Donna Wood, Robin Praszker
City of Fortuna, Amy Nilsen
Humboldt County, Tom Matson, Amar Ezeh

Re: Response to Multi-Jurisdiction Letter Issued on September 4th Regarding SB 1383 Negotiations

Dear Tom, Amar, Amy, Donna, Robin, Emily and Emily,

We received your letter, dated September 4, 2024, and agree with you that we would like to see negotiations progress toward completion. Finalizing agreements has been at the top of our attention and priority for a long time.

Your letter stated that it is the jurisdictions' goal to finalize new franchise agreements by November 1st, or else the jurisdictions would begin exploring their options to go out to RFP. However, this deadline is impossible, despite Recology's best efforts. There are too many remaining issues that we must address with the jurisdictions before we can proceed with negotiations.

A major issue is that the jurisdictions have asked us to reduce the margins that we are receiving for services under our current contracts. These margins were negotiated under the existing franchise agreements for valid business reasons specifically, the sale of Recology's post-collection assets to the HWMA for \$15.00 when the JPA formed, and subsequent loss of revenue at our transfer station and open landfill in Humboldt County.

We have been supportive of implementing SB 1383 services to help the jurisdictions comply with their CalRecycle Corrective Action Plans. But, rather than taking the most straightforward direction towards SB 1383 compliance – negotiating SB 1383 services amendments – the jurisdictions are seeking to re-negotiate whole contracts with multi-year terms remaining, while reducing our contractually allowable margins.

Recology is dedicated to helping the jurisdictions comply with SB 1383 and **we are still willing to negotiate and are reiterating our request for meetings with each jurisdiction.** However, based on the progression of negotiations to date, your ultimatum to complete negotiations by November 1 is not realistic – but *not* due to Recology's lack of effort.

Recology has negotiated in good faith throughout this 2-year+ process and has been extremely responsive to the jurisdictions' various requests. At this point, we feel we must list some of the work and documentation we have provided in these negotiations, to illustrate that we have been responsive partners:

- **November 2022:** Responded to a list of questions from Arcata, analyzing their green waste route
- **January 2023:** Conducted a presentation with the City of Eureka on SB 1383 services
- **February 2023:** Conducted a detailed presentation on SB 1383 services to all jurisdictions
- **February 2023:** Provided an initial model/term sheet, inclusive of all SB 1383 services.
- **February 2023:** Sent a letter to all jurisdictions informing them of the timeline to receive vehicles and our budget cycle timeline, to help them understand timing and priorities.
- **February/March 2023:** Conducted a survey with the jurisdictions to understand their needs / goals for their SB 1383 programs. The County, Fortuna, Eureka, Arcata responded to the survey.
- **March 2023:** Sent draft model franchise agreement to Eureka and Arcata to review.
- **March 2023:** Provided each City and Humboldt County with cost proposal for area SB1383 services based current available service additions, including toggles for up to 5 different options to help each area decide how to roll out services.
- **April 2023:** Reviewed cost proposal in detail with City/County representatives and Consultant to address questions and concerns. Requested specific additional information and any specific changes or detailed needed.
- **April 2023:** Prepared completely new SB1383 roll out option for each of County contracts to compare universal roll out for County vs. partial roll out.
- **April 2023:** Prepared Public Education Exhibit to provide support for services provided by Waste Zero staff.
- **May 2023:** Responded to a detailed list of questions from Eureka.
- **May 2023:** Sent a letter to Arcata explaining our budget deadline to order new vehicles, to help clarify the timeline they were facing with negotiations.
- **May 2023:** Conducted a meeting and presentation with all jurisdictions on the contract and rate methodology
- **May 2023:** Provided detailed comments with requests for revisions to the draft franchise agreement received April 2024.
- **August 2023:** Responded to a list of questions/requests on the franchise agreement from the jurisdictions
- **October 2023:** Per conversations with the City of Fortuna, prepared and provided an alternative draft franchise agreement for review and consideration.
- **November 2023:** Responded to another letter to all jurisdictions clarifying points on the contract term (given that many of the jurisdictions' franchise agreements have multiple years before expiring)
- **December 2023:** Prepared Tier 1 and Tier 2 Roll Out Cost Analysis to evaluate possibility of multi-tiered roll out of SB1383 services supported by revamped full Public Education roll out plan focused on multi-tiered roll out.
- **January 2024:** Recology's counsel met with the jurisdictions' consultant at the request of Recology to understand language proposed by jurisdictions for the franchise agreement.
- **January 2024:** Provided a detailed proposal on SB 1383 outreach and education services, which included narratives of the services, sample outreach material, and associated costs that could be allocated/shared by the jurisdictions
- **January 2024:** Upon your request, we provided a letter documenting our process for vehicle procurement to support your conversations with CalRecycle.
- **March 2024:** Developed a new, expanded cost model to incorporate both existing services by material and customer type as well as new SB1383 services. Provided

model to Arcata requesting feedback to enable changes before beginning the time consuming process of duplicating the new model for each of the other franchises. Received feedback that is contradictory to prior feedback and have not been able to meet to resolve.

- **July 2024:** Recology sent a reply draft of the franchise agreement and requested meetings with the jurisdictions to finalize the contract; the jurisdictions did not follow up with any meetings
- **August 2024:** Replied to a letter from Fortuna, explaining the necessary data we need from the jurisdictions to create a draft rate model, and why a 20% margin on allowable costs would equate to a 9% nominal profit

Despite the multitude of correspondence, key terms for the agreement remain open and we cannot accept your ultimatum to have a contract ready by November 1, and we understand that you intend to explore steps towards an RFP process.

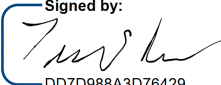
This is indeed your prerogative, but please understand:

- The current franchise obligations in most jurisdictions remain in effect through the terms of those agreements. In the case of Arcata, Eureka, and the County areas, we anticipate this RFP would cover SB 1383 services (i.e. organics collection) only.
- The contractual thresholds have been met to add two more routes in the Mid-County area: one for recycling and one for waste. Trucks were ordered and we will be coming to the Board of Supervisors to adjust rates to cover the cost of those additional routes (consistent with the franchise agreement) next year.

As stated above, Recology is a committed partner to the jurisdictions and desires to see these negotiations through to completion. We hope the jurisdictions can still see the value we provide to the community. If issuing RFPs is still your preferred route (which can be a costly and time-consuming process), we will evaluate the RFP and respond once it is released.

Thank you for your time and attention. Please let us know if you have any questions.

Sincerely,

Signed by:

DD7D988A3D76429...

Frank Nelson
General Manager
Recology Humboldt County

Cc: Eric Keller, Heckman, HWMA
HWMA Board of Directors
Elishia Hayes, Humboldt County Administrative Officer
Merritt Perry, City of Arcata City Manager
Miles Slattery, City of Eureka, City Manager

Enclosure: September, 4, 2024 Letter to Recology from Humboldt County jurisdictions





Staff Report

DATE: October 3, 2024

For Meeting of: October 10, 2024

FROM: Eric Keller-Heckman

SUBJECT: Item 4)
Ratify Emergency Purchase and Construction Project

RECOMMENDED ACTION: Voice vote/ Informational only

- 1) Ratify emergency purchase and construction project with Wahlund Construction in the amount of \$35,950 at 949 W Hawthorne St as approved by Executive Director.

DISCUSSION:

Background:

The Authority owns and maintains property and a commercial building located at 949 West Hawthorne St; this property is currently under a long-term lease to Recology of Humboldt.

On September 25 2024, staff received word from Recology that they were experiencing a significant loss of power to critical aspects of the facility at 949 W Hawthorne St. It was determined that the main issue was a large underground section of electric conduit had collapsed and required trenching, removal and replacement.

Staff contacted several potential contractors with Wahlund Construction having an immediate opening and expertise to take on the project, and where able to finish the project and restore Recology operations to normal by October 2 2024.

Per HWMA policy 4040 and the approved purchasing policy guidelines, purchases in excess of \$20,000 are subject to bid requirements and board approval unless required due to emergency instances or are previously approved public works projects. Due to the nature of Recology operations, services and the magnitude of the electrical outage staff approved the projected under this emergency provision to minimize potential impacts to residential and commercial services provided by Recology.

Staff's Recommendation:

Staff recommends the Board approve and ratify the Executive Directors approval of an emergency purchase and construction project in the amount of \$35,950.

FISCAL IMPACTS:

In the Fiscal Year 2024-2025 approved budget, \$100,000 was earmarked specifically for repairs and maintenance for the 949 W Hawthorne property. This funding will be utilized for this emergency with pre planned projects being rearranged and potentially pushed to fiscal year 2025-2026

ALTERNATIVES:

- 1) Board Discretion

ATTACHMENTS:

- 1) none



Staff Report

DATE: September 26, 2024 For Meeting of: October 10, 2024

FROM: Eric Keller-Heckman, Executive Director

SUBJECT: Item 4)
Proposed Re-Classification

RECOMMENDED ACTION: Voice Vote

- 1) Review and approve revised job description for Landfill Supervisor; and
- 2) Review and approve Job Description for Landfill Technician I, II; and
- 3) Approve Revised Organization Chart identifying Landfill Technician I, II

DISCUSSION:

Background:

In 2019 the HWMA underwent a partial salary survey for a range of different jobs, their descriptions, and salary levels. At this time, it was determined that due to the significant differences in job requirements and daily duties Household hazardous waste technicians would be removed from the Materials Diversion Technician (MDT) pool and be granted their own classification and job description. Internal discussion was had regarding Landfill staff as well, but limited knowledge of their core duties and requirements were known, and they were included in the Materials Diversion Technician classification until they could be reassessed in the future.

HWMA typically assesses its organizational needs and structure during position vacancies to evaluate and identify opportunities for operational efficiencies. Most recently, in May of 2024 a Material Diversion Technician I, II, III FTE position at the Cummings Road landfill became vacant. There was a corresponding need to recruit and backfill the vacancy. During this recruitment period an internal review was conducted to determine the adequacy of the MDT I, II, III job description as it pertains to the duties and responsibilities of landfill staff. Upon review of the daily core duties of current staff, along with other like positions at landfills in California, staff determined a revised classification and job description was needed.

Staff's Recommendation:

Staff recommends the board review and approve job descriptions for the Landfill supervisor and reclassified Landfill technician along with an updated organization chart.

FISCAL IMPACT:

The changes requested in this report are fully budgeted for with the Fiscal Year 2024-2025. The pay scale and ranges proposed for the Landfill Technician I, II position fall within the existing pay scale and ranges of the currently budgeted MDT I, II, III positions.

ATTACHMENTS:

- 1) Revised Landfill Supervisor Job Description
- 2) Proposed Landfill Technician I, II Job Description
- 3) Proposed HWMA Organization Chart
- 4) Proposed Pay Plan



Effective: October 10, 2024
FLSA: Non-Exempt

LANDFILL SUPERVISOR

DEFINITION

This is a full-time, non-exempt position that is responsible for supervising the daily operations of the (closed) Cummings Road Landfill. The Landfill Supervisor performs a variety of duties including facility and equipment maintenance and repair, monitoring of landfill gas, leachate, ground- and surface- water, and erosion at the landfill, operating heavy equipment, scheduling shifts, and interacting with regulatory staff and the general public.

SUPERVISION RECEIVED AND EXERCISED

The Landfill Supervisor reports to the Director of Environmental Health & Safety, supervises and coordinates personnel at the Cummings Road Landfill.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Works with the Director of Environmental Health & Safety to schedule and coordinate landfill crew at the Cummings Road Landfill.
- Schedules, trains, supervises and evaluates the work of assigned staff, including providing feedback, evaluating employee performance and recommendations to the Division Director; recommending initial disciplinary actions; assists in recruitment selection and promotion.
- Demonstrates continuous effort to improve facility operations and ensure safety in the workplace.
- Performs a variety of water and landfill-gas sampling and monitoring duties; collects samples from various locations, performs rudimentary field analyses, labels sample bottles, prepares chain-of-custody forms, and ships samples for chemical/biological analysis using proper sampling and chain-of-custody protocols.
- Coordinates and participates in regular maintenance of air and electrically operated landfill leachate-collection pumps.
- Coordinates and participates in operation and maintenance of the landfill-gas extraction system, including, but not limited to, testing and adjusting landfill-gas wells, performing minor lubrication and maintenance on the blower and compressor systems, maintain landfill-gas, air, condensate, and leachate piping, and orders landfill gas flare testing and calibration.
- Performs a variety of recordkeeping duties; creates new log books and properly stores old records and log books; ensures Waste Discharge Requirement (WDR) permit is properly maintained and available; tracks compliance activities, maintains Material Safety Data Sheet (MSDS) records; completes, maintains, and files a variety of forms, lists, records, schedules, and informational logs; maintains and updates equipment status board; maintains and updates daily readings for required report development and submission.

- Performs a variety of duties in response to wet weather conditions; operate, monitor, and adjust leachate and gas monitoring wells, operate, monitor, and maintain pumps.
- Recommend equipment purchases.
- Fills in for Operators as needed.
- Helps develop annual operating budget.
- Coordinates with Local and State regulatory inspectors.
- Scheduling consultants and contractors for work.
- Responds to emergencies as needed.
- Performs other duties as directed.

Compliance Management

- Work with the Director of Environmental Health & Safety and staff to maintain landfill compliance documentation and reporting systems.
- Prepare periodic compliance reports as required by HWMA procedures or regulatory agencies for review and submittal to the Director of Environmental Health & Safety
- Develop and maintain effective electronic and paper filing systems that comply with program and audit requirements.
- Coordinate calibration of miscellaneous sampling and landfill-gas monitoring equipment.

QUALIFICATIONS

Knowledge and Abilities:

- Providing and following written and oral instructions.
- Applicable Federal and State regulations.
- Principles and practices of personnel management, including supervision, training, and performance management.
- Basic mechanical skills.
- Basic knowledge of chemistry (such as pH and electrical conductivity).
- Basic use of Microsoft Word and Excel computer programs.

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

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th).

Two years college or trade school with emphasis on construction/engineering, environmental sciences or natural resources management.

And;

Six (6) years of experience supervising facility operations and staff with complex heavy equipment activities in a landfill, or similarly regulated facility.

OR

Ten (10) years of experience as Landfill Technician II at the HWMA or equivalent.

SPECIAL QUALIFICATIONS AND/OR LICENSES

- Possession of a valid California class C driver's license with satisfactory driving record acceptable for insurability within six (6) months of hire.
- Must pass confined space, fall protection & lock out tag out training within three (3) months of hire.
- Possession of an eight (8) hour HAZWOPER certification within six months.

PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

- Work is year-round with exposure to all the elements for extended periods of time
- Strength, stamina, and mobility to perform medium to heavy physical work
- Strong situational awareness skills and senses
- Frequently traversing uneven terrain in steep and wet hillsides for up to 2 miles
- Climb and descend tall ladders.
- Hiking overgrown forest trails
- Driving quads on logging roads over water bars
- Operating heavy equipment in a forested setting
- Extensive landscaping and clearing of brush with hand tools, weed eaters, riding mowers and tractors
- Extracting pumps from groundwater wells for maintenance
- Extensive erosion control activities that include digging and trenching with hand tools.
- Regularly required to stoop, kneel, bend, crouch and lift up to 50 pounds
- Vision to read printed materials and inspect materials; and hearing and speech to communicate in person and over the telephone or radio.
- Finger dexterity is needed to operate above-mentioned tools and equipment.
- Potential exposure to road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



Effective: October 10, 2024
FLSA: Non-Exempt

LANDFILL TECHNICIAN I/II

DEFINITION

This is a full-time, non-exempt position that is responsible for the daily operations of the Cummings Road Landfill. This position is responsible for ensuring long term plans are met to maintain the landfill gas (LFG) extraction system and leachate field at the closed landfill, prevent groundwater and stormwater contamination and air pollution, perform vegetation management, collect stormwater and leachate samples for laboratory analysis and ensure compliance with local, state and federal regulatory requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Landfill Technician I: This is the entry-level class in the landfill technician series that performs the full range of duties required to ensure the gas and leachate systems are maintained in a safe and effective working condition, collecting and recording data in the field and performing vegetation maintenance. Responsibilities include inspecting, operating & maintaining LFG wells and leachate pumps to ensure both systems are operating properly. Additional responsibilities include extensive vegetation maintenance and collecting water samples for laboratory analysis. Positions at this level working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments.

Landfill Technician II: This is the journey-level class in the landfill technician series that performs the full range of duties required to ensure that LFG and leachate systems are maintained in a safe and effective working condition and in compliance with operating procedures. Responsibilities include complex heavy equipment operation including excavators and tractors in addition to performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I by the operation of more complex heavy equipment. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments.

Positions in the Landfill Technician class series are flexibly staffed and positions at the higher level are normally filled by advancement from the lower level after gaining the knowledge, skill, and experience which meet the qualifications, after demonstrating the ability to perform the full range of work of the higher-level class, and meeting performance standards.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Landfill Technician I

- Assist with analyzing and maintaining LFG and leachate systems in accordance with established plans
- Maintains ongoing records of inspections, monitoring, and maintenance activities.
- Conducts inspections, documents findings, and monitoring to ensure compliance with standard operating procedures and regulatory standards.
- Responsible for maintaining and monitoring the performance of the leachate and LFG extraction systems and the landfill cover system.
- Services pneumatic pumps and wells and the PVC and HDPE piping used in the LFG and leachate extraction systems
- Advise the Landfill Supervisor of all conditions that might impact operations
- Assist Landfill Supervisor in the analysis of the field data collected to tune the LFG and leachate collection systems for optimum efficiency and regulatory standards
- Fabricate repairs and install modifications to the LFG and leachate systems as needed
- Performs vegetation management and general maintenance of equipment.
- Utilize Microsoft 365 suite including Word, Excel and Outlook on Authority provided hardware.

Landfill Technician II

In addition to above:

- Responsible for analyzing and maintaining LFG and leachate systems in accordance with established plans
- Operates and maintains heavy equipment related to facilities such as an excavator, backhoe, and tractor.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions, which may include conducting safety meetings.
- Provides administrative and staff assistance to supervisor including purchasing, shipping, coordinating transportation, form completion and other necessary paperwork, and compilation of data for special projects.
- Interface with regulatory agencies, inspectors and visitors as required or directed.
- Leads projects that require advanced level of understanding of LFG and leachate systems.
- Prepares periodic reports for overseeing agencies as directed.

QUALIFICATIONS

Knowledge and Abilities:

- Operation, maintenance, and adjustments of the landfill gas collection system (flare and well field) and leachate collection and storage system
- Hazards and requirements associated with leachate, landfill gas, and confined spaces.
- Proper use and the limitations of heavy equipment (such as backhoe, mini excavator, & tractor).
- Topographic maps and engineered drawings
- Techniques for working with people to secure cooperation
- Safe working practices
- Operate specialized equipment related to assigned work.
- High degree of aptitude in analytical problem solving.
- Stormwater Pollution Prevention Practices and implementation of BMP's

Skill in:

- Safely and effectively use and operate hand tools, mechanical equipment, and power tools and equipment required for the work.
- Prepare and maintain accurate logs and records associated with landfill monitoring activities.
- Operating a pickup, dump trailer, water trailer, small tractor and small power tools
- Operating a computer and using Microsoft software products
- Operating well monitoring equipment.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Listening and communicating in a tactful manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Able to perform work outdoors under various climatic conditions.

EXPERIENCE AND EDUCATION

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th).

And;

Landfill Technician I: Two (2) years of experience performing facility operations and maintenance and equipment operation activities in a landfill, or similarly regulated facility.

Landfill Technician II: Four (4) years of experience performing facility operations and maintenance and experience with complex heavy equipment operation activities in a landfill, or similarly regulated facility; or Two years college or trade school with emphasis on construction/engineering, environmental sciences or natural resources management.

SPECIAL QUALIFICATIONS AND/OR LICENSES

Landfill Technician I:

- Possession of a valid California class C driver's license with satisfactory driving record acceptable for insurability within six (6) months of hire.
- Must pass confined space, fall protection & lock out tag out training within three (3) months of hire.
- Possession of an eight (8) hour HAZWOPER certification within six months.

Landfill Technician II:

In addition to above.

- Must pass excavator, backhoe and tractor proficiency testing prior to advancement.

PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

- Work is year-round with exposure to all the elements for extended periods of time
- Strength, stamina, and mobility to perform medium to heavy physical work
- Strong situational awareness skills and senses
- Frequently traversing uneven terrain in steep and wet hillsides for up to 2 miles
- Climb and descend tall ladders.
- Hiking overgrown forest trails
- Driving quads on logging roads over water bars
- Operating heavy equipment in a forested setting
- Extensive landscaping and clearing of brush with hand tools, weed eaters, riding mowers and tractors
- Extracting pumps from groundwater wells for maintenance
- Extensive erosion control activities that include digging and trenching with hand tools.
- Regularly required to stoop, kneel, bend, crouch and lift up to 50 pounds
- Vision to read printed materials and inspect materials; and hearing and speech to communicate in person and over the telephone or radio.
- Finger dexterity is needed to operate above-mentioned tools and equipment.
- Potential exposure to road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

HWMA Organizational Chart

| | | | | | | |
|--------------------|--------|-----------|-----------------|--------|----------|----------|
| Board of Directors | Arcata | Blue Lake | Humboldt County | Eureka | Fenrdale | Rio Dell |
|--------------------|--------|-----------|-----------------|--------|----------|----------|

| Level | Descriptor |
|----------------|------------|
| Executive | |
| Dept. Director | |
| Supervisor | |
| Staff | |

| | |
|--------------------|---------------|
| Executive Director | Legal Counsel |
|--------------------|---------------|

| | | | | |
|---------------------|------------------------|---------|------------------|---------|
| Director of Finance | Director of Operations | 1.0 FTE | Director of EH&S | 1.0 FTE |
|---------------------|------------------------|---------|------------------|---------|

| | | | | | | | |
|---|------------------|-----------------------|-----------------------|-----------------|---------------------|----------------------------------|---------|
| | Scale Supervisor | 1.0 FTE | Operations Supervisor | 1.0 FTE | Landfill Supervisor | 1.0 FTE | |
| Acct Clerk I/II, Confidential, existing | 2.0 FTE | Analyst I/II | 1.0 FTE | Scale Attendant | 5.0 FTE | MDT I/II/III | 16 FTE* |
| | | ED & Outreach I/II | 1.0 FTE | | | Haz Tech I/II | 2.0 FTE |
| | | | | | | Landfill Tech I/II | 2.0 FTE |
| | | | | | | Health and Safety Coordinator | 1.0 FTE |

| |
|------------------------------------|
| *Materials Diversion Tech I/II/III |
| 2.0 FTE Frozen for FY 2020-2021 |
| 2.0 FTE Frozen for FY 2024-2025 |

Effective 10/10/2024

HWMA FY 2024-25 Pay Plan Effective October 10, 2024

| Class Title | Salary Range Band(s) | Step 1 (Initial Salary Band) | Step 5 (Final Salary Band) | Percent Difference* |
|---|-----------------------------|-------------------------------------|-----------------------------------|----------------------------|
| Account Clerk I | 2 | \$ 37,844 | \$ 45,999 | 21.55% |
| Account Clerk II | 9 | \$ 44,984 | \$ 54,679 | 21.55% |
| Account Clerk II (Confidential) | 13 | \$ 49,653 | \$ 60,355 | 21.55% |
| Administrative Services Director | 41 | \$ 99,133 | \$ 120,498 | 21.55% |
| Director of Environmental Health and Safety | 41 | \$ 99,133 | \$ 120,498 | 21.55% |
| Director of Operations | 41 | \$ 99,133 | \$ 120,498 | 21.55% |
| Executive Director | 55 | \$ 140,074 | \$ 170,260 | 21.55% |
| Hazardous Waste Technician I | 11 | \$ 47,261 | \$ 57,446 | 21.55% |
| Hazardous Waste Technician II | 19 | \$ 57,583 | \$ 69,993 | 21.55% |
| Health and Safety Coordinator I | 11 | \$ 47,261 | \$ 57,446 | 21.55% |
| Health and Safety Coordinator II | 19 | \$ 57,583 | \$ 69,993 | 21.55% |
| Landfill Supervisor | 25 | \$ 66,778 | \$ 81,170 | 21.55% |
| Landfill Technician I | 11 | 47,261 | \$ 57,446 | 21.55% |
| Landfill Technician II | 20 | \$ 59,023 | \$ 71,742 | 21.55% |
| Materials Diversion Technician I | 1,2,3 | \$ 36,921 | \$ 47,149 | 27.71% |
| Materials Diversion Technician II | 9,10,11 | \$ 44,984 | \$ 57,446 | 27.70% |
| Materials Diversion Technician III | 18,19,20 | \$ 56,179 | \$ 71,742 | 27.70% |
| Operations Supervisor | 25 | \$ 66,778 | \$ 81,170 | 21.55% |
| Program Analyst I | 17 | \$ 54,808 | \$ 66,620 | 21.55% |
| Program Analyst II | 21 | \$ 60,498 | \$ 73,536 | 21.55% |
| Scale Attendant | 7 | \$ 42,817 | \$ 52,043 | 21.55% |
| Scalehouse Supervisor | 25 | \$ 66,778 | \$ 81,170 | 21.55% |

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