



#### **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, May 9, 2024 at 5:30 PM**  
**Eureka City Council Chamber**  
**502 K Street**  
**Eureka, CA**

### **THE HWMA BOARD OF DIRECTORS HAS RESUMED IN-PERSON MEETINGS AND ENCOURAGES THE PUBLIC TO ATTEND EITHER IN PERSON OR TELEPHONICALLY.**

Effective March 9, 2023 the HWMA Board of Directors will resume their meetings from the Eureka City Council Chamber. Members of the public are invited and encouraged to participate through the following venues.

#### **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](mailto: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](https://www.youtube.com/c/accesshumboldt/live) or

*Copies Available:* Copies of the agenda materials are available electronically at [www.hwma.net](http://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](mailto: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 April 11, 2024 HWMA Board of Directors meeting.
- b. Review and Approve December 2023 Financial Reports
- c. Review and Approve January 2024 Financial Reports
- d. Review and Approve February Financial Reports

#### 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. Approve Resolution 2024-04 Authorizing Executive Director to Enter into a One-Time Hazardous Waste Transportation and Disposal Service Agreement Without Competitive Bidding Due to Emergency Circumstances**
- 5. Review and Approve FY 2024-25 Budget**
- 6. Set a Special Meeting for the Purpose of Approving the Recycling Materials Processing Fee for FY 2024-25**
- 7. Standing Item: Board Member Reports.**
- 8. Standing Item: Executive Director's Report.**
- 9. Adjourn.**



***Staff Report***

**DATE:** May 2, 2024 For Meeting of: May 9, 2024

**FROM:** Hilary Schwartz, Director of Finance

**SUBJECT:** Item 2b)  
Receive December 2023 Financial Reports

**RECOMMENDED ACTION:** Voice Vote  
1) Review and Approve December 2023 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 December 31, 2023, are as follows:

Cash on hand	\$ 136,512.69
Operating Reserve	\$ 1,290,626.46
CRL Pledge of Revenue	\$ 40,262.89
Capital Improvement Fund	\$ 1,045,522.52
Benefits and Rate Stabilization Funds	\$ 440,000.00
Long-Term Funding	\$ 36,096.19

Authority Financials:

Attachment 2b.1 contains detailed balance sheets for the December 2023 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 December 2023 are performing approximately 7.96% below projections of budgeted estimates for Fiscal Year 2023-24. 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.

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 December 2023 are approximately 3.34% below budgeted estimates, including some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through payments. Additionally, decreases in above budgeted estimates are partially related to decreased fuel costs and increased back hauls.

Payroll expenses are intentionally projected high, so actual payroll expenses, while below budget estimates, are in line with current budget methodology.

Staff continues to maintain a strong control on ongoing expenses, which are expected to remain at or below budget estimates through the second quarter of Fiscal Year 2023-24.

Monthly disbursements to Authority vendors and employees are summarized in Attachment 2b.1 (*Statement of Cash Flow*) for the month of December 2023. These disbursements are comprised primarily of day-to-day costs, representing approximately \$461,057.10 in transportation and disposal costs, \$230,536.27 in payroll and employee benefit costs, and \$197,046.33 in pass-through payments to member agencies.

**Staff's Recommendation:**

Staff recommends the board review and approve the draft December 2023 Financial Reports.

**Attachments:**

- 1) Draft December 2023 Financials



# Humboldt Waste Management Authority

Attachment 2b.1

Draft Balance Sheet

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Checking - Umpqua Bank	2,314,045.99
1001 CRL Pledge-8913	39,206.92
1002 Rate Reserve-6008	592,623.51
1003 CIP-3488	100,900.75
1010 Petty Cash	33.75
1015 Change Bank	5,500.00
<b>Total Bank Accounts</b>	<b>\$3,052,310.92</b>
Accounts Receivable	
1020 Accounts Receivable	1,627,698.72
1030 Allowance for Doubtful Accounts	0.00
<b>Total Accounts Receivable</b>	<b>\$1,627,698.72</b>
Other Current Assets	
1025 A/R - Other	0.00
1045 Prepaid Expenses	83,857.10
1050 Prepaid Insurance	143,612.90
1055 Undeposited Funds	0.00
Due from Other Governments	2,250.00
<b>Total Other Current Assets</b>	<b>\$229,720.00</b>
<b>Total Current Assets</b>	<b>\$4,909,729.64</b>
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	115,542.72
<b>Total 1200 Land Improvements</b>	<b>2,369,099.13</b>
1300 Buildings	
1301 Admin	0.00
1302 Transfer Station	3,317,642.25
1303 HHW	300,742.17
1305 Recycling	19,885.53
<b>Total 1300 Buildings</b>	<b>3,638,269.95</b>

# Humboldt Waste Management Authority

## Draft Balance Sheet

As of December 31, 2023

	TOTAL
1400 Building Improvements	
1401 Admin	44,728.92
1402 Transfer Station*	441,611.35
1403 HHW	168,191.72
1404 Recycling	95,449.73
1405 Landfill	17,448.95
<b>Total 1400 Building Improvements</b>	<b>767,430.67</b>
1500 Equipment	
1501 Admin	15,493.08
1502 Transfer Station*	1,982,066.61
1503 HHW	70,530.84
1504 Landfill	323,726.67
1505 Recycling	545,752.75
1507 Programs	32,275.71
<b>Total 1500 Equipment</b>	<b>2,969,845.66</b>
1600 Office Equipment	
1601 Admin	48,741.76
1605 Recycling	6,161.88
<b>Total 1600 Office Equipment</b>	<b>54,903.64</b>
1700 Vehicles	
1701 Admin	28,790.62
1702 Transfer Station*	13,576.24
1703 HHW	46,079.18
1704 Landfill	65,792.28
<b>Total 1700 Vehicles</b>	<b>154,238.32</b>
1800 Software	
1801 Admin	79,247.39
<b>Total 1800 Software</b>	<b>79,247.39</b>
1900 Accumulated Depreciation	(8,114,091.75)
<b>Total Fixed Assets</b>	<b>\$4,728,082.63</b>
Other Assets	
1035 Deferred Outflows - Pension	768,101.00
1910 Waste Authority Permit	221,171.00
1920 Land Purchase Option - CRBAS	0.00
<b>Total Other Assets</b>	<b>\$989,272.00</b>
<b>TOTAL ASSETS</b>	<b>\$10,627,084.27</b>

# Humboldt Waste Management Authority

## Draft Balance Sheet

As of December 31, 2023

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	781,279.50
<b>Total Accounts Payable</b>	<b>\$781,279.50</b>
Credit Cards	
2005 2005 Umpqua Bank Visa	0.00
2006 VPA	30.00
2007 Heacock	9,810.45
2008 Schwartz	2,284.69
2009 Keller	1,390.82
<b>Total 2005 2005 Umpqua Bank Visa</b>	<b>13,515.96</b>
<b>Total Credit Cards</b>	<b>\$13,515.96</b>
Other Current Liabilities	
2010 Accounts Payable - Other	0.00
2015 Accrued 457 deferrals payable	0.00
2020 Accrued AFLAC	289.40
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	244,793.78
2055 Accrued SUI/ETT	0.00
2060 Accrued SWH/SDI	0.00
2065 Deferred Revenue - DOC/AB939	24,938.73
2070 Deferred Revenue - OPP	36,627.89
2071 Deferred Revenue - Tire Grant	12,490.27
2075 Garnishments Payable	0.00
2080 Note Payable - Chase	0.00
24000 Payroll Liabilities	0.00
<b>Total Other Current Liabilities</b>	<b>\$319,140.07</b>
<b>Total Current Liabilities</b>	<b>\$1,113,935.53</b>



# Humboldt Waste Management Authority

## Draft Balance Sheet

As of December 31, 2023

	TOTAL
Long-Term Liabilities	
2100 Deferred Inflows - Pension	60,628.00
2110 Landfill Closure Estimated	9,938,832.00
2130 Lease Payable - Financial Pacif	737,007.00
2140 Net Pension Obligation	1,059,833.00
<b>Total Long-Term Liabilities</b>	<b>\$11,796,300.00</b>
<b>Total Liabilities</b>	<b>\$12,910,235.53</b>
Equity	
3000 Opening Balance Equity	0.00
3010 Investment in Capital Assets	4,424,570.00
3030 Prior Period Adjustments	42,590.14
3200 Retained Earnings	(7,507,290.50)
Net Income	756,979.10
<b>Total Equity</b>	<b>\$ (2,283,151.26)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$10,627,084.27</b>



# Humboldt Waste Management Authority

## Statement of Cash Flows

December 2023

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	(292.59)
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1020 Accounts Receivable	46,331.36
1045 Prepaid Expenses	(83,857.10)
1050 Prepaid Insurance	23,935.47
2000 Accounts Payable	43,996.96
2005 2005 Umpqua Bank Visa	(35.00)
2006 2005 Umpqua Bank Visa:VPA	0.00
2007 2005 Umpqua Bank Visa:Heacock	(2,440.13)
2008 2005 Umpqua Bank Visa:Schwartz	2,234.70
2009 2005 Umpqua Bank Visa:Keller	(415.84)
2015 Accrued 457 deferrals payable	0.00
2020 Accrued AFLAC	0.00
2025 Accrued CalPERS	0.00
2026 UAL CalPERS	0.00
2035 Accrued FWH/MED	0.00
2060 Accrued SWH/SDI	0.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>29,750.42</b>
<b>Net cash provided by operating activities</b>	<b>\$29,457.83</b>
<b>INVESTING ACTIVITIES</b>	
1405 Building Improvements:Landfill	(17,448.95)
1502 Equipment:Transfer Station*	(653,149.90)
<b>Net cash provided by investing activities</b>	<b>\$ (670,598.85)</b>
<b>FINANCING ACTIVITIES</b>	
2130 Lease Payable - Finanical Pacif	737,007.00
<b>Net cash provided by financing activities</b>	<b>\$737,007.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$95,865.98</b>
Cash at beginning of period	2,956,444.94
<b>CASH AT END OF PERIOD</b>	<b>\$3,052,310.92</b>



# Humboldt Waste Management Authority

## Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT
1000 Checking - Umpqua Bank			
12/06/2023	34444	Access Humboldt	-101.31
12/06/2023	34445	Advanced Display and Signs	-112.82
12/06/2023	34446	Advanced Security Systems.	-339.00
12/06/2023	34447	Airgas USA, LLC	-220.33
12/06/2023	34449	Bettendorf Enterprises, Inc	-1,081.90
12/06/2023	34450	Blue Flame Crew, LLC	-9,405.00
12/06/2023	34451	City of Eureka Discharge Fees	-2,030.00
12/06/2023	34452	Crystal Springs Bottled Water	-123.00
12/06/2023	34453	Eureka Glass Company	-548.87
12/06/2023	34454	Grainger	-835.66
12/06/2023	34455	Humboldt Cleaning Services LLC	-400.00
12/06/2023	34456	Humboldt Organic Solutions, LLC	-47,920.77
12/06/2023	34457	I-5 Tire, Inc.	-585.00
12/06/2023	34458	Industrial Electric	-949.54
12/06/2023	34459	Lawrence & Associates	-360.00
12/06/2023	34460	Mendes Supply Company	-378.92
12/06/2023	34461	North Coast Journal	-2,400.00
12/06/2023	34462	Microbac Laboratories, Inc	-4,595.00
12/06/2023	34463	Pape Machinery	-7,216.29
12/06/2023	34464	Recology Humboldt County	-225.00
12/06/2023	34465	Sharps Solutions, LLC	-500.00
12/06/2023	34466	Staples	0.00
12/06/2023	34467	Streamline	-375.00
12/06/2023	34468	SWRCB	-76,703.00
12/06/2023	34469	Thumpers Mechanical	-6,191.50
12/06/2023	34470	Valeo Networks	-4,179.56
12/06/2023	34471	WM Corporate Services, Inc	-2,849.78
12/06/2023	34448	AT&T Calnet	-195.16
12/10/2023	702270073957690690401	Mission Linen Supply	-941.05
12/10/2023	702269278528648550406	Mission Linen Supply	-1,654.10
12/10/2023	DQGD7M7WYX	City of Eureka Water	-40.37
12/10/2023	JMKRCRLCTL	City of Eureka Water	-675.06
12/12/2023	121223-VW	Verizon Wireless	-313.68
12/15/2023	D-298023-121423	Valley Pacific Petroleum Services, Inc.	-8,108.14
12/18/2023	100001	Bettendorf Enterprises, Inc	-1,081.90
12/20/2023	1229482829	Humboldt Community Services District	-31.86
12/21/2023	10994028	Optimum Business	-394.65
12/26/2023	34472	Asbury Environmental Services	-55.00
12/26/2023	34473	B&B Portable Toilets	-4,649.98
12/26/2023	34474	Blue Shield of California	-43,998.28
12/26/2023	34475	Call2Recycle, Inc.	-5,899.95
12/26/2023	34476	City of Eureka Alarm Fees	-270.00
12/26/2023	34477	City of Eureka Discharge Fees	-2,740.00
12/26/2023	34478	Copiers Plus	-246.47

# Humboldt Waste Management Authority

## Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT
12/26/2023	34479	Cox Rasmusen	-356.25
12/26/2023	34480	Dry Creek Landfill	-520,874.21
12/26/2023	34481	Holt of California	-2,620.25
12/26/2023	34482	Humana Insurance Co.	-4,095.73
12/26/2023	34483	Humboldt Sanitation	-11,232.85
12/26/2023	34484	Redheaded Blackbelt	0.00
12/26/2023	34485	Law Offices of Nancy Diamond	-2,577.00
12/26/2023	34486	Lawrence & Associates	-635.00
12/26/2023	34487	Loral Uber	-595.56
12/26/2023	34488	MapleService Inc	-12,999.00
12/26/2023	34491	Picky. Picky, Picky	-1,336.56
12/26/2023	34492	SHN Consulting Engineers	-2,163.50
12/26/2023	34493	Staples	-279.49
12/26/2023	34494	Streamline	-375.00
12/26/2023	34495	United Rentals	-688.28
12/26/2023	34496	WM Corporate Services, Inc	-1,990.48
12/26/2023	34497	Owsley Electric	-17,448.95
12/26/2023	122623-550-3	PG&E 550-3	-207.07
12/28/2023	122823-724-3	PG&E 724-3	-2,745.15
12/28/2023	100003	Jamie Corsetti, CPA	-1,006.25
<b>Total for 1000 Checking - Umpqua Bank</b>			<b>\$ -826,149.48</b>
Not Specified			
12/06/2023		AT&T Calnet	0.00
12/19/2023	100013	Mad River Union	0.00
12/18/2023	5667	Mad River Union	0.00
12/26/2023	122823-VC	Mad River Union	0.00
12/31/2023	010224-053-7	Holt of California	0.00
<b>Total for Not Specified</b>			<b>\$0.00</b>



# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
707 Pest Solutions	22.46				\$22.46
A & I Roofing	484.78				\$484.78
Abercrombie Construction	346.21			667.51	\$1,013.72
Above Board Construction and Roofing	3,344.73	1,220.36	3,715.33		\$8,280.42
Alchemy Construction Inc.	430.63				\$430.63
Alcohol Drug Care Services	67.38				\$67.38
Alexandre Dairy	39.31				\$39.31
Align Landscape				75.71	\$75.71
Alves Inc.	4,494.41				\$4,494.41
Ambrosini Electric		293.56			\$293.56
American Integrated Services Inc.	1,531.05				\$1,531.05
Angels of Hope Thrift Store	29.95				\$29.95
Arcata Bay Self Storage	104.81				\$104.81
Arrow Property Management	111.97				\$111.97
Ayres Enterprises	135.64	231.76	168.90		\$536.30
Barry Smith Construction	78.61				\$78.61
Bedliners Plus	99.20				\$99.20
Bethel Church	97.32				\$97.32
Bettendorff Trucking - Shop	177.81				\$177.81
Bill @ Your Service		17.54			\$17.54
Bingham Tile	87.97				\$87.97
Black Diamond Construction	63.64				\$63.64
Blackwell Construction	391.95				\$391.95
Blue Lake Enterprises	73.00				\$73.00
Blue Sky Roofer		376.21			\$376.21
Bob White Electric	294.30				\$294.30
Bode Construction	119.79				\$119.79
Branch Ranch Building Co.	39.31				\$39.31
Brian Lawrence Construction	93.59				\$93.59
Broadway Trailer Park	413.65				\$413.65
Buddy's Auto Center	583.97				\$583.97
Cal Poly Humboldt		1,264.60			\$1,264.60
Cal Poly Humboldt- Garbage	4,376.12				\$4,376.12
California Department of Fish & Wildlife	145.99	73.00			\$218.99
Caltrans - Department of Transportation	89.85				\$89.85
Carpet Depot	1,334.27				\$1,334.27
Carter & Company	67.81				\$67.81
Caughey Properties	12.00				\$12.00
Century Service Center	722.02				\$722.02
Changing Tides Family Service	78.00				\$78.00
Chris Lehto Electric	18.72				\$18.72
City of Arcata	12,143.17				\$12,143.17
City of Eureka - Harbor	6.00				\$6.00
City of Eureka - Sewer Collections	6,229.03				\$6,229.03
City of Eureka - Streets	171.23				\$171.23

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
City of Eureka - Uplift Eureka	24.33				\$24.33
City of Fortuna			(0.90)	(0.90)	\$ (1.80)
Clayton Construction	43.05	12.00			\$55.05
Coast Seafoods Company	1,575.98	132.89			\$1,708.87
Coastal Co Builders	4,973.11				\$4,973.11
Colburn Electric	170.78				\$170.78
Craig Mayberry	105.59	429.26			\$534.85
Curb Appeal Construction	1,049.70	969.71	1,260.60	1,790.92	\$5,070.93
Cutten Mini Storage	350.65				\$350.65
David Allen Construction	286.37				\$286.37
DCI Construction	707.50				\$707.50
Del Biaggio Dairy	196.53				\$196.53
Del Monte Properties & Investments Inc.				(181.57)	\$ (181.57)
Del Reka	222.73				\$222.73
Delta Mattress & Sofa Outlet	260.73				\$260.73
Developed Employment Services	155.53				\$155.53
Diamond Drywall	142.30	928.36	94.36	333.16	\$1,498.18
Dream Automotive		10.00			\$10.00
DS Construction	12.00				\$12.00
Duncan Electric	50.97				\$50.97
Earth Care Landscaping	24.00				\$24.00
Eel River Transportation & Salvage	1,206.00				\$1,206.00
Eel Valley Motorsports	25.00				\$25.00
Emerald Custom Construction	176.32	35.95			\$212.27
Emerald Triangle Management Group				50.00	\$50.00
Equity Building	180.45				\$180.45
Eric Finkle	96.86				\$96.86
Eureka City Schools	7,450.71				\$7,450.71
Eureka Floor Carpet One	164.39				\$164.39
Eureka Glass Co. Inc.	339.22				\$339.22
Eureka Housing Authority	211.10				\$211.10
Eureka Humboldt Fire Extinguisher	28.85				\$28.85
Eureka Overhead Door Company	277.00				\$277.00
Eureka Rehabilitation & Wellness				(15.00)	\$ (15.00)
Eureka the Pentecostal Church	63.30				\$63.30
Eureka Vacation Rentals Inc.	24.33	129.92	31.37	64.06	\$249.68
Evans Mechanical	12.00				\$12.00
Extremely Floored				(23.49)	\$ (23.49)
Figas Construction	2,754.05				\$2,754.05
Fitz It Right Plumbing	69.69				\$69.69
Forbes Cabinets	192.79				\$192.79
Foster Farms/Humboldt Creamery		205.00			\$205.00
Frank Zabel Trucking Inc.	14.97	73.00			\$87.97
Frazier Rental & Development	107.33				\$107.33
Fryes Care Home	245.19				\$245.19

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Furniture Design Center	763.78	760.22			\$1,524.00
G M Pavlich	116.69				\$116.69
Genevieve Schmidt	139.18				\$139.18
Glendale Mobile Estates	116.05				\$116.05
Griz Handyman Service	20.59				\$20.59
Hamanaka Painting	189.48	127.71			\$317.19
Handle It Junk Removal	113.07				\$113.07
HCAR	42.46				\$42.46
Hemmingsen Pavement Solutions	35.56				\$35.56
Henderson Village Apt.				(5.99)	\$ (5.99)
Heuer Properties	175.94				\$175.94
Hilfiker Pipe Company	368.73				\$368.73
Homan Enterprises		82.35	71.12	97.33	\$250.80
Hooven & Co.	647.01				\$647.01
Horvath Plumbing				(0.16)	\$ (0.16)
Houseworth Construction	30.72				\$30.72
Hubbards German Auto	107.07				\$107.07
Humboldt Bay Fire Headquarters		112.00			\$112.00
Humboldt Bay Harbor District	170.33				\$170.33
Humboldt Countertops	481.80	469.79	544.33		\$1,495.92
Humboldt County Building Maintenance		831.04		541.44	\$1,372.48
Humboldt County DHHS	314.75		28.08	122.69	\$465.52
Humboldt County Parks	1,004.07	134.77		302.19	\$1,441.03
Humboldt County Sheriffs Office				397.14	\$397.14
Humboldt Electric	78.42	22.65			\$101.07
Humboldt Masonic Hall				(63.76)	\$ (63.76)
Humboldt Moving & Storage	309.55				\$309.55
Humboldt Plaza	46.79				\$46.79
Humboldt Sanitation & Recycling	74,743.47	74,964.17			\$149,707.64
Humboldt Towing	48.66				\$48.66
J & G Lawn and Garden	150.03				\$150.03
J & J Rentals	411.78				\$411.78
Jacoby Creek Real Estate	175.82				\$175.82
Jacoby Creek School	51.80				\$51.80
James Poovey	12.00				\$12.00
Janowski Builders	28.85				\$28.85
JDS Construction	1,498.45	595.85			\$2,094.30
Jim Groeling & Associates	(46.79)				\$ (46.79)
Jitter Bean Coffee Co.	12.00				\$12.00
JNM Construction	749.33	327.55			\$1,076.88
John H Kruger Plaster & Drywall	237.70	1,055.64			\$1,293.34
Johnny's Flooring & Window Coverings	22.30				\$22.30
Johns Used Cars			133.32		\$133.32
Johnston Construction	312.26	129.64	186.90		\$628.80
Juells Electric	12.00				\$12.00

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
K H McKenny	2,989.10				\$2,989.10
Kelly Martin	331.29				\$331.29
Kernen Construction				55,000.00	\$55,000.00
Kolshinski & CO. LLC	87.97				\$87.97
Kramer Investment Corp.	338.79				\$338.79
Landscaping Ventures Inc.	367.39	99.34	265.49	12.00	\$744.22
Lawn Care Plus	366.89				\$366.89
LDH Construction	628.88				\$628.88
Lirpa Logistics	200.00	(51.63)			\$148.37
Living Styles	63.64				\$63.64
Lost Coast Brewery & Cafe	50.81				\$50.81
Mac's Refrigeration Service	115.15				\$115.15
Mad River Construction	475.41				\$475.41
Making Headway Center	121.66				\$121.66
Martin Construction	228.35	252.68	229.12	294.43	\$1,004.58
Matlock Construction	233.96	64.28			\$298.24
Mattress Recycling Council	3,981.12	2,143.68	2,876.80	30,823.52	\$39,825.12
McCrea Motors	165.48				\$165.48
McCullough Construction	930.23		348.14		\$1,278.37
McMurray & Sons Inc.	6,557.02				\$6,557.02
Med-Project USA	1,800.00				\$1,800.00
Milgard Manufacturing AP Sacramento	28.08	48.67			\$76.75
Ming Tree Realtors	198.40				\$198.40
Miriam Hall	41.17				\$41.17
Moores Sleepworld	135.31				\$135.31
Mountain Mikes Mobile Home Service				(0.64)	\$(0.64)
Munoz Osorio Construction	282.62				\$282.62
Munson Investments	123.97				\$123.97
Myrtle town Body Shop	243.33				\$243.33
National Weather Service Eureka	135.00				\$135.00
Nelson Floors	243.85				\$243.85
New Century Yard Maintenance	72.01				\$72.01
New Life Service Company	897.32				\$897.32
Nick Frank	83.13				\$83.13
North Coast Appliance LLC	12.00				\$12.00
North Coast Flooring Inc.	3,218.85				\$3,218.85
Northcoast Acoustics	48.69				\$48.69
Northcoast Childrens Service	118.57				\$118.57
Northcoast Regional Land Trust		0.51			\$0.51
Northern Building Company	179.69				\$179.69
O & M Industries	387.22			101.78	\$489.00
Open Door Community Health Center	80.48				\$80.48
Optimum	31.40		31.00	28.00	\$90.40
P&B Labs Humboldt LLC	63.64				\$63.64
Pacific Builders	166.58				\$166.58



# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Pacific Coast Rentals			14.97		\$14.97
Pacific Paper Company	41.05				\$41.05
Pacific Towing	691.29	149.74		145.99	\$987.02
Parc Specialty Contractors	368.72				\$368.72
Patricia Craig Rentals	48.67				\$48.67
Peeples Construction	101.07				\$101.07
Pierson Company	2,645.69	1,401.64			\$4,047.33
Point of View Preservation LLC	52.41				\$52.41
Point Pleasant MHP	467.92	318.19			\$786.11
Poletskis Appliance Center	340.93				\$340.93
Porter and Sons Painting		97.33		99.20	\$196.53
Primo Drywall & Construction Co.	202.92				\$202.92
Professional Asbestos Removal Corp.				(44.51)	\$ (44.51)
Pure Water Spas	224.61				\$224.61
Quality Body Works	82.35				\$82.35
Quick Mow	62.74				\$62.74
Rainbow Self Storage	583.97				\$583.97
Ray Wolfe Construction	80.48				\$80.48
Rayl Rentals & Rayl Cabinetry	87.97				\$87.97
Rebholtz Cleaning Service		35.56		63.37	\$98.93
Recology Eel River	87,298.03	58,546.65			\$145,844.68
Recology of Arcata	130,091.26		134,064.42		\$264,155.68
Recology of Humboldt County	357,310.09	(12,833.00)	379,535.76		\$724,012.85
Recology Samoa	47,576.77		42,309.40		\$89,886.17
Redwood Acres Fair Grounds	589.59				\$589.59
Redwood Coast Real Estate Inc.	363.56	346.59	25.10	95.10	\$830.35
Redwood Community Action Agency	376.88	24.52			\$401.40
Redwood Teen Challenge	864.69				\$864.69
Renner Petroleum	152.50				\$152.50
Rentor	102.27	134.93	363.11		\$600.31
Resources Recycling & Recovery	471.20				\$471.20
Restif Cleaning Service	161.74				\$161.74
Revival Home Builders Inc.	31.82				\$31.82
RG Goolsby Construction	184.20				\$184.20
Rich's Body Shop	28.07				\$28.07
Rock Solid Construction	99.20				\$99.20
Ross A Nash Remodeling	26.85				\$26.85
S & S Phelps Inc.	67.38				\$67.38
Samson Construction	50.54				\$50.54
Sanders Roofing Inc.	3,179.12				\$3,179.12
Schmidbauer Building Supply LLC.	701.89				\$701.89
Schneider Enterprises	197.30	316.91			\$514.21
Security Lock & Alarm			52.41		\$52.41
Sempervirens Gardening	415.66	602.85			\$1,018.51
Sequoia Construction	1,480.51				\$1,480.51

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Serenity Inn	294.63				\$294.63
ServiceMaster	271.40				\$271.40
Sholes Overhead Door			(39.18)		\$ (39.18)
Simple Visions	134.77				\$134.77
Sisu Extracts	2,436.95	1,353.23			\$3,790.18
Six Rivers Mechanical Inc.	180.60	26.20			\$206.80
Six Rivers National Forest	65.51				\$65.51
Six Rivers Property Management	18.72				\$18.72
Soilscapes Solutions LLC	481.03				\$481.03
South Bay Union School District				(66.21)	\$ (66.21)
Spencer Electric	1,151.87				\$1,151.87
Stetzel Builders	164.71	849.74	544.67	362.01	\$1,921.13
Steve Morris	52.41				\$52.41
Strombeck Construction	1,832.88				\$1,832.88
Susan Whitely / Eric Dugan	656.59				\$656.59
T and T Roofing	505.36				\$505.36
The People of New Directions	403.23				\$403.23
The Wildlands Conservancy			28.08		\$28.08
Thomas Home Center	23.10	31.82			\$54.92
Timber Heritage Association				125.40	\$125.40
Tonis Restaurant	174.07	192.79			\$366.86
Ultimate Building Solutions	192.79				\$192.79
United Indian Health	78.61				\$78.61
US Fish and Wildlife Service	42.25				\$42.25
Vern McGaughey	1,276.51	1,008.86			\$2,285.37
Wade Bray General Contractor	155.35				\$155.35
Wahlund Construction	423.01				\$423.01
Watson Well Service	476.36	71.77	309.60		\$857.73
Wayne Maples Plumbing	61.76				\$61.76
Werner Weltsch Ent.		41.18	97.33	331.29	\$469.80
Westside Community Improvement Assoc.	220.20				\$220.20
Williamson Construction	48.66				\$48.66
Wing Inflatables	438.28	482.02		201.24	\$1,121.54
Yurok Tribe Construction Corporation	239.58	97.97			\$337.55
Zabel Enterprise	217.12				\$217.12
<b>TOTAL</b>	<b>\$824,281.42</b>	<b>\$141,871.52</b>	<b>\$567,289.63</b>	<b>\$91,723.25</b>	<b>\$1,625,165.82</b>



# Humboldt Waste Management Authority

## Draft A/P Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Advanced Display and Signs		570.86			\$570.86
Airgas USA, LLC	109.50				\$109.50
AT&T Calnet	9.57				\$9.57
B&B Portable Toilets	5,825.22	2,302.00	2,302.00		\$10,429.22
Bettendorf Enterprises, Inc	1,046.88				\$1,046.88
Call2Recycle, Inc.	1,311.00			20.00	\$1,331.00
City of Arcata 939	5,799.88				\$5,799.88
City of Blue Lake 939	1,801.87				\$1,801.87
City of Eureka 939	7,143.39				\$7,143.39
City of Eureka Water	2,800.92				\$2,800.92
City of Ferndale 939	1,821.58				\$1,821.58
City of Rio Dell 939	1,028.95				\$1,028.95
Clean Harbors Environmental Services		54,419.00			\$54,419.00
Cox Rasmusen	47.50				\$47.50
Crystal Springs Bottled Water	96.00				\$96.00
DCI Builders	4,200.00				\$4,200.00
Dry Creek Landfill	457,972.24				\$457,972.24
EcoHeroShow, LLC	5,400.00				\$5,400.00
Holt of California	2,101.79				\$2,101.79
Humboldt Cleaning Services LLC	400.00				\$400.00
Humboldt Community Services District	39.48				\$39.48
Humboldt County Env Health Pass Through	63,943.05				\$63,943.05
Humboldt County Public Works Pass Through	113,994.31				\$113,994.31
Humboldt Sanitation	7,934.65				\$7,934.65
I-5 Tire, Inc.	2,232.00				\$2,232.00
Jamie Corsetti, CPA	306.25				\$306.25
Lost Coast Communications, Inc	750.00	750.00			\$1,500.00
Mad River Hospital.	122.50				\$122.50
Mad River Union				(691.25)	\$ (691.25)
Mendes Supply Company	407.67				\$407.67
Mission Linen Supply	2,076.12				\$2,076.12
North Coast Journal	1,200.00				\$1,200.00
Pape Machinery	7,612.99				\$7,612.99
Peterson CAT	148.90			(48.87)	\$100.03
PG&E 053-6	2,447.24				\$2,447.24
Picky. Picky, Picky	210.13				\$210.13
Pierson Building Center	145.23				\$145.23
Recology Humboldt County	225.00				\$225.00
Redheaded Blackbelt	500.00				\$500.00
Scrapper's Edge		59.54			\$59.54
Sharps Solutions, LLC	300.00	100.00			\$400.00
Staples	54.61				\$54.61
Valley Pacific Petroleum Services, Inc.	4,804.42	643.67			\$5,448.09
Verizon Wireless	582.89				\$582.89
WSP USA, Inc	2,537.65	9,361.17			\$11,898.82

# Humboldt Waste Management Authority

## Draft A/P Aging Summary

As of December 31, 2023

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
TOTAL	\$711,491.38	\$68,206.24	\$2,302.00	\$ (720.12)	\$781,279.50



***Staff Report***

**DATE:** May 2, 2024 For Meeting of: May 9, 2024  
**FROM:** Hilary Schwartz, Director of Finance  
**SUBJECT:** Item 2c)  
Receive January 2024 Financial Reports

**RECOMMENDED ACTION:** Voice Vote  
1) Review and Approve January 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 January 31, 2024, are as follows:

Cash on hand	\$ 908,490.56
Operating Reserve	\$ 1,301,987.10
CRL Pledge of Revenue	\$ 46,822.79
Capital Improvement Fund	\$ 1,069,776.27
Benefits and Rate Stabilization Funds	\$ 458,333.33
Long-Term Funding	\$ 42,487.57

Authority Financials:

Attachment 2c.1 contains detailed balance sheets for the January 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 January 2024 are performing approximately 1.88% above projections of budgeted estimates for Fiscal Year 2023-24. 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.

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 January 2024 are approximately 4.71% below budgeted estimates, including some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through payments. Additionally, decreases in above budgeted estimates are partially related to decreased fuel costs and increased back hauls.

Payroll expenses are intentionally projected high, so actual payroll expenses, while below budget estimates, are in line with current budget methodology.

Staff continues to maintain a strong control on ongoing expenses, which are expected to remain at or below budget estimates through the third quarter of Fiscal Year 2023-24.

Monthly disbursements to Authority vendors and employees are summarized in Attachment 2c.1 (*Statement of Cash Flow*) for the month of January 2024. These disbursements are comprised primarily of day-to-day costs, representing approximately \$553,119.76 in transportation and disposal costs, \$230,538.71 in payroll and employee benefit costs, and \$2,680.25 in pass-through payments to member agencies.

**Staff's Recommendation:**

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

**Attachments:**

- 1) Draft January 2024 Financials



# Humboldt Waste Management Authority

Attachment 2c.1  
Draft Balance Sheet  
As of January 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Checking - Umpqua Bank	2,254,051.48
1001 CRL Pledge-8913	42,498.75
1002 Rate Reserve-6008	482,980.96
1003 CIP-3488	1,094,028.10
1010 Petty Cash	33.75
1015 Change Bank	5,500.00
<b>Total Bank Accounts</b>	<b>\$3,879,093.04</b>
Accounts Receivable	
1020 Accounts Receivable	1,239,476.47
1030 Allowance for Doubtful Accounts	0.00
<b>Total Accounts Receivable</b>	<b>\$1,239,476.47</b>
Other Current Assets	
1025 A/R - Other	0.00
1045 Prepaid Expenses	82,459.48
1050 Prepaid Insurance	119,677.43
1055 Undeposited Funds	0.00
Due from Other Governments	2,250.00
<b>Total Other Current Assets</b>	<b>\$204,386.91</b>
<b>Total Current Assets</b>	<b>\$5,322,956.42</b>
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	115,542.72
<b>Total 1200 Land Improvements</b>	<b>2,369,099.13</b>
1300 Buildings	
1301 Admin	0.00
1302 Transfer Station	3,317,642.25
1303 HHW	300,742.17
1305 Recycling	19,885.53
<b>Total 1300 Buildings</b>	<b>3,638,269.95</b>

# Humboldt Waste Management Authority

## Draft Balance Sheet

As of January 31, 2024

	TOTAL
1400 Building Improvements	
1401 Admin	44,728.92
1402 Transfer Station*	441,611.35
1403 HHW	168,191.72
1404 Recycling	95,449.73
1405 Landfill	17,448.95
<b>Total 1400 Building Improvements</b>	<b>767,430.67</b>
1500 Equipment	
1501 Admin	15,493.08
1502 Transfer Station*	1,982,066.61
1503 HHW	70,530.84
1504 Landfill	341,185.51
1505 Recycling	545,752.75
1507 Programs	32,275.71
<b>Total 1500 Equipment</b>	<b>2,987,304.50</b>
1600 Office Equipment	
1601 Admin	48,741.76
1605 Recycling	6,161.88
<b>Total 1600 Office Equipment</b>	<b>54,903.64</b>
1700 Vehicles	
1701 Admin	28,790.62
1702 Transfer Station*	13,576.24
1703 HHW	46,079.18
1704 Landfill	65,792.28
<b>Total 1700 Vehicles</b>	<b>154,238.32</b>
1800 Software	
1801 Admin	79,247.39
<b>Total 1800 Software</b>	<b>79,247.39</b>
1900 Accumulated Depreciation	(8,114,091.75)
<b>Total Fixed Assets</b>	<b>\$4,745,541.47</b>
Other Assets	
1035 Deferred Outflows - Pension	768,101.00
1910 Waste Authority Permit	221,171.00
1920 Land Purchase Option - CRBAS	0.00
<b>Total Other Assets</b>	<b>\$989,272.00</b>
<b>TOTAL ASSETS</b>	<b>\$11,057,769.89</b>



# Humboldt Waste Management Authority

## Draft Balance Sheet

As of January 31, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	998,601.44
<b>Total Accounts Payable</b>	<b>\$998,601.44</b>
Credit Cards	
2005 2005 Umpqua Bank Visa	177.49
2006 VPA	0.00
2007 Heacock	5,569.49
2008 Schwartz	359.20
2009 Keller	729.93
<b>Total 2005 2005 Umpqua Bank Visa</b>	<b>6,836.11</b>
<b>Total Credit Cards</b>	<b>\$6,836.11</b>
Other Current Liabilities	
2010 Accounts Payable - Other	0.00
2015 Accrued 457 deferrals payable	0.00
2020 Accrued AFLAC	289.40
2025 Accrued CalPERS	15.26
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	244,793.78
2055 Accrued SUI/ETT	0.00
2060 Accrued SWH/SDI	0.00
2065 Deferred Revenue - DOC/AB939	24,938.73
2070 Deferred Revenue - OPP	36,627.89
2071 Deferred Revenue - Tire Grant	12,490.27
2075 Garnishments Payable	0.00
2080 Note Payable - Chase	0.00
24000 Payroll Liabilities	0.00
24001 Garnishment -Weaver	0.00
<b>Total 24000 Payroll Liabilities</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$319,155.33</b>
<b>Total Current Liabilities</b>	<b>\$1,324,592.88</b>

# Humboldt Waste Management Authority

## Draft Balance Sheet

As of January 31, 2024

	TOTAL
Long-Term Liabilities	
2100 Deferred Inflows - Pension	60,628.00
2110 Landfill Closure Estimated	9,938,832.00
2130 Lease Payable - Financial Pacif	737,007.00
2140 Net Pension Obligation	1,059,833.00
<b>Total Long-Term Liabilities</b>	<b>\$11,796,300.00</b>
<b>Total Liabilities</b>	<b>\$13,120,892.88</b>
Equity	
3000 Opening Balance Equity	0.00
3010 Investment in Capital Assets	4,424,570.00
3030 Prior Period Adjustments	42,590.14
3200 Retained Earnings	(7,507,290.50)
Net Income	977,007.37
<b>Total Equity</b>	<b>\$ (2,063,122.99)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$11,057,769.89</b>



# Humboldt Waste Management Authority

## Statement of Cash Flows

January 2024

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	220,028.27
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1020 Accounts Receivable	388,222.25
1045 Prepaid Expenses	1,397.62
1050 Prepaid Insurance	23,935.47
2000 Accounts Payable	217,321.94
2005 2005 Umpqua Bank Visa	177.49
2006 2005 Umpqua Bank Visa:VPA	(30.00)
2007 2005 Umpqua Bank Visa:Heacock	(4,240.96)
2008 2005 Umpqua Bank Visa:Schwartz	(1,925.49)
2009 2005 Umpqua Bank Visa:Keller	(660.89)
2015 Accrued 457 deferrals payable	0.00
2020 Accrued AFLAC	0.00
2025 Accrued CalPERS	15.26
2026 UAL CalPERS	0.00
2035 Accrued FWH/MED	0.00
2060 Accrued SWH/SDI	0.00
24001 Payroll Liabilities:Garnishment -Weaver	0.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>624,212.69</b>
<b>Net cash provided by operating activities</b>	<b>\$844,240.96</b>
<b>INVESTING ACTIVITIES</b>	
1504 Equipment:Landfill	(17,458.84)
<b>Net cash provided by investing activities</b>	<b>\$ (17,458.84)</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$826,782.12</b>
Cash at beginning of period	3,052,310.92
<b>CASH AT END OF PERIOD</b>	<b>\$3,879,093.04</b>



# Humboldt Waste Management Authority

## Bill Payment List

January 2024

DATE	NUM	VENDOR	AMOUNT
1000 Checking - Umpqua Bank			
01/02/2024	010224-053-6	PG&E 053-6	-2,447.24
01/05/2024	20240105	Redheaded Blackbelt	-500.00
01/09/2024	100008	AT&T Calnet	-9.57
01/09/2024	100004	Humboldt Organic Solutions, LLC	-38,351.59
01/09/2024	100011	Sharps Solutions, LLC	-300.00
01/09/2024	100009	Humboldt Cleaning Services LLC	-400.00
01/09/2024	100010	Times Printing Co	-1,106.27
01/09/2024	100006	Holt of California	-2,101.79
01/09/2024	100007	Pacific Paper Co.	-184.81
01/09/2024	100005	Peterson CAT	-148.90
01/09/2024	SPACH2	WSP USA, Inc	-9,361.17
01/05/2024	010524-ZL	Zultys, Inc.	-568.25
01/11/2024	011124-A	City of Eureka Water	-2,206.46
01/11/2024	011124-VZ	Verizon Wireless	-582.89
01/11/2024	011124-B	City of Eureka Water	-594.46
01/10/2024	246381_23-12	Mission Linen Supply	-1,323.28
01/10/2024	243103_23-13	Mission Linen Supply	-752.84
01/12/2024	100012	Humboldt Sanitation	-7,934.65
01/16/2024	100016	Clean Harbors Environmental Services	-54,419.00
01/16/2024	100015	Mad River Hospital.	-122.50
01/16/2024	SPACH3	WSP USA, Inc	-2,537.65
01/16/2024	SPACH4	WSP USA, Inc	-13,357.34
01/16/2024	SPACH5	Dry Creek Landfill	-457,972.24
01/17/2024	34532	Staples	-54.61
01/17/2024	34533	Thumpers Mechanical	-3,000.00
01/18/2024	011824-CSD	Humboldt Community Services District	-39.48
01/23/2024	012324-550-3	PG&E 550-3	-369.37
01/23/2024	012324-OP	Optimum Business	-399.40
01/16/2024	011624-VP	Valley Pacific Petroleum Services, Inc.	-5,448.09
01/25/2024	100026	Stewart Telecommunications	-4,123.73
01/25/2024	100021	B&B Portable Toilets	-6,440.80
01/25/2024	100028	NAPA	-151.95
01/25/2024	100027	Shafer's Ace Hardware	-193.89
01/25/2024	100020	Pacific Motorsports	-378.32
01/25/2024	100017	Reynolds RV Repair	-2,000.00
01/25/2024	100025	Law Offices of Nancy Diamond	-525.00
01/25/2024	100023	Eureka Humboldt Fire Extinguisher	-495.64
01/25/2024	100019	Holt of California	-1,075.25
01/25/2024	100024	Copiers Plus	-246.47
01/25/2024	100018	Pierson Building Center	-100.89
01/25/2024	100022	Peterson CAT	-702.30
01/25/2024	SPACH6	I-5 Tire, Inc.	-504.00
01/30/2024	013023-053-6	PG&E 053-6	-2,404.68
01/30/2024	013024-724-3	PG&E 724-3	-2,780.00

# Humboldt Waste Management Authority

## Bill Payment List

January 2024

DATE	NUM	VENDOR	AMOUNT
01/30/2024	013024-KK	Redheaded Blackbelt	-500.00
<b>Total for 1000 Checking - Umpqua Bank</b>			<b>\$ -629,216.77</b>
2005 2005 Umpqua Bank Visa			
2008 Schwartz			
01/08/2024	MS0205306733	Crystal Springs Bottled Water	96.00
<b>Total for 2008 Schwartz</b>			<b>\$96.00</b>
<b>Total for 2005 2005 Umpqua Bank Visa</b>			<b>\$96.00</b>
Not Specified			
01/16/2024	100014	Pape Machinery	0.00
01/16/2024	34542	EcoHeroShow, LLC	0.00
01/30/2024	VC 013024	Mad River Union	0.00
<b>Total for Not Specified</b>			<b>\$0.00</b>



# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
707 Pest Solutions	33.69	22.46			\$56.15
A & I Roofing	539.66				\$539.66
Abercrombie Construction	408.67	346.21		667.51	\$1,422.39
Above Board Construction and Roofing	187.17	999.49			\$1,186.66
Alchemy Construction Inc.	2,290.56				\$2,290.56
Alexandre Dairy	20.59				\$20.59
Alves Inc.	2,186.15	4,494.41			\$6,680.56
Ambrosini Electric			293.56		\$293.56
Angels of Hope Thrift Store	217.11				\$217.11
Annie Cornwall	14.97				\$14.97
Arcata House Partnership	84.23				\$84.23
Arnold's Family Construction LLC	129.15				\$129.15
Arrow Property Management	49.44				\$49.44
Atkins-Salazar Construction	195.43				\$195.43
Ayres Enterprises	538.15	135.44			\$673.59
Bedliners Plus	278.88				\$278.88
Benchmark Realty Group	14.97				\$14.97
Bethel Church	69.26	97.32			\$166.58
Bettendorff Trucking - Shop	140.38				\$140.38
Bigfoot Construction Inc.	78.61				\$78.61
Bill @ Your Service	22.46				\$22.46
Black Diamond Construction		63.64			\$63.64
Blackwell Construction	374.01				\$374.01
Bluestone Landscapes	52.41				\$52.41
Bob White Electric	84.23				\$84.23
Bode Construction	46.79				\$46.79
Brian Lawrence Construction		54.28			\$54.28
Broadway Trailer Park	573.51				\$573.51
Buddy's Auto Center	387.44				\$387.44
Cal Poly Humboldt			1,264.60		\$1,264.60
Cal Poly Humboldt- Garbage	5,100.37				\$5,100.37
California Department of Fish & Wildlife	12.00	145.99			\$157.99
Carpet Depot	1,307.14				\$1,307.14
Carter & Company	419.10				\$419.10
Caughey Properties	12.00				\$12.00
CDH Painting	35.56				\$35.56
Century Service Center	456.70				\$456.70
Chris Rutter Construction	35.56				\$35.56
City of Arcata	16,435.79				\$16,435.79
City of Eureka - Administration	146.00				\$146.00
City of Eureka - Code Enforcement	293.86				\$293.86
City of Eureka - Facilities	43.05				\$43.05
City of Eureka - Harbor	24.00				\$24.00
City of Eureka - Parks	555.53				\$555.53
City of Eureka - Sewer Collections	7,533.58				\$7,533.58

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
City of Eureka - Uplift Eureka		24.33			\$24.33
City of Fortuna				(1.80)	\$ (1.80)
City of Rio Dell	536.67				\$536.67
Clayton Construction	105.92				\$105.92
CM Construction	104.82				\$104.82
Coast Seafoods Company	635.29				\$635.29
Coastal Co Builders	3,458.90				\$3,458.90
Colburn Electric	166.59				\$166.59
Cook Properties	64.05				\$64.05
Craig Mayberry	525.91	105.59	429.26		\$1,060.76
Curb Appeal Construction	2,591.28	1,049.70	969.71		\$4,610.69
Cutten Schools	44.92				\$44.92
Darryl Berg Painting	54.28				\$54.28
David Allen Construction	262.04				\$262.04
DCI Construction	263.91				\$263.91
Del Biaggio Dairy	449.21				\$449.21
Del Monte Properties & Investments Inc.				(89.22)	\$ (89.22)
Del Reka	33.69				\$33.69
Delta Mattress & Sofa Outlet	228.79				\$228.79
Developed Employment Services	460.52				\$460.52
Diamond Drywall	76.74	48.66	786.11	427.52	\$1,339.03
Dream Automotive			10.00		\$10.00
DS Construction	532.95	12.00			\$544.95
Duncan Electric	204.33	24.00			\$228.33
Earth Care Landscaping	12.00	24.00			\$36.00
Eel River Transportation & Salvage	1,327.00				\$1,327.00
Eel Valley Motorsports		25.00			\$25.00
Emerald Custom Construction		176.32	35.95		\$212.27
Emerald Triangle Management Group				50.00	\$50.00
Equity Building		(12.78)			\$ (12.78)
Eric Finkle	47.56	96.86			\$144.42
Eureka City Schools	5,122.52				\$5,122.52
Eureka Floor Carpet One	306.96	71.48			\$378.44
Eureka Glass Co. Inc.	286.04	10.80			\$296.84
Eureka Housing Authority	266.75				\$266.75
Eureka Humboldt Fire Extinguisher	32.59				\$32.59
Eureka Overhead Door Company	406.94				\$406.94
Eureka Rehabilitation & Wellness				(15.00)	\$ (15.00)
Eureka Rescue Mission	61.77				\$61.77
Eureka the Pentecostal Church	50.20				\$50.20
Eureka Vacation Rentals Inc.	48.37	24.33	129.92	95.43	\$298.05
Evans Mechanical	12.00				\$12.00
Evergreen Landscape	143.11				\$143.11
Extremely Floored				(23.49)	\$ (23.49)
Figas Construction	1,967.16				\$1,967.16

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Fitz It Right Plumbing	239.70				\$239.70
Forbes Cabinets	1,388.80				\$1,388.80
Friesen Construction	282.63				\$282.63
Fryes Care Home	209.63	245.19			\$454.82
Furniture Design Center	904.13	763.78			\$1,667.91
G M Pavlich	37.43				\$37.43
Genevieve Schmidt	195.70				\$195.70
Glendale Mobile Estates	61.77				\$61.77
Gordon Van Zee Construction	12.00				\$12.00
Griz Handyman Service	39.31				\$39.31
Hamanaka Painting	122.46				\$122.46
Handle It Junk Removal	921.48				\$921.48
HCAR	159.19				\$159.19
Hemmingsen Pavement Solutions		35.56			\$35.56
Henderson Village Apt.				(5.99)	\$ (5.99)
Heuer Properties	597.07	175.94			\$773.01
Hideaway Storage	138.51				\$138.51
Hilfiker Pipe Company		368.73			\$368.73
Homan Enterprises			82.35	168.45	\$250.80
Hooven & Co.	320.14				\$320.14
Horvath Plumbing				(0.16)	\$ (0.16)
Houseworth Construction		30.72			\$30.72
Humboldt Bay Fire Headquarters			112.00		\$112.00
Humboldt Bay Harbor District	62.54				\$62.54
Humboldt Community Service District	83.65				\$83.65
Humboldt Countertops	744.94				\$744.94
Humboldt County Animal Shelter	97.33				\$97.33
Humboldt County Building Maintenance			831.04	541.44	\$1,372.48
Humboldt County DHHS	457.47	65.78		150.77	\$674.02
Humboldt County Parks	1,247.58	964.76		302.19	\$2,514.53
Humboldt County Sheriffs Office				397.14	\$397.14
Humboldt Electric	32.87	48.66	22.65		\$104.18
Humboldt Masonic Hall				(63.76)	\$ (63.76)
Humboldt Moving & Storage	338.44				\$338.44
Humboldt Sanitation & Recycling	77,177.15				\$77,177.15
Humboldt Towing	185.29				\$185.29
J & G Lawn and Garden	1,009.75				\$1,009.75
J & J Rentals	226.47	411.78			\$638.25
Jacoby Creek Real Estate		175.82			\$175.82
James Poovey	95.90	12.00			\$107.90
Janowski Builders		(8.59)			\$ (8.59)
JDS Construction	1,167.80	1,498.45	595.85		\$3,262.10
Jim Groeling & Associates			(46.79)		\$ (46.79)
Jitter Bean Coffee Co.	96.72	12.00			\$108.72
JLF Construction	73.64				\$73.64



# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
JNM Construction	1,602.17				\$1,602.17
John H Kruger Plaster & Drywall	24.33	237.70	1,055.64		\$1,317.67
Johnny's Flooring & Window Coverings	12.90				\$12.90
Johns Used Cars				133.32	\$133.32
Johnston Construction	22.38	194.35	129.64	186.90	\$533.27
Juells Electric	24.00				\$24.00
Justin Adams Construction	91.71				\$91.71
K H McKenny	378.08				\$378.08
Kelly Martin	247.06				\$247.06
Ken & Lesa Shealor	12.00				\$12.00
Kernen Construction				55,000.00	\$55,000.00
Kramer Investment Corp.	477.81				\$477.81
Landscaping Ventures Inc.	739.49	367.39			\$1,106.88
Lawn Care Plus	634.46				\$634.46
LDH Construction	965.21				\$965.21
Lirpa Logistics		(20.93)			\$ (20.93)
Living Styles	162.84	63.64			\$226.48
Lost Coast Brewery & Cafe	91.52				\$91.52
Mace Jennings	58.02				\$58.02
Mad River Construction	263.91				\$263.91
Making Headway Center	587.26	121.66			\$708.92
Mark Jones Construction	244.35				\$244.35
Martin Construction		(384.80)			\$ (384.80)
Matlock Construction	50.54	233.96	64.28		\$348.78
Mattress Recycling Council	5,001.92	3,981.12	2,143.68	33,700.32	\$44,827.04
McCrea Motors	137.27				\$137.27
McCullough Construction	1,321.41			348.14	\$1,669.55
McKenny & Sons Inc.	613.92				\$613.92
McMurray & Sons Inc.	5,209.71	104.81			\$5,314.52
Med-Project USA		1,800.00			\$1,800.00
Milgard Manufacturing AP Sacramento	142.25		48.67		\$190.92
Miller Farms Nursery	276.00				\$276.00
Miriam Hall	84.23				\$84.23
Moores Sleepworld	236.15	135.31			\$371.46
Mori Rental Properties	13.10				\$13.10
Mountain Mikes Mobile Home Service				(0.64)	\$ (0.64)
Munoz Osorio Construction	318.18				\$318.18
Munson Investments	13.10				\$13.10
Myrtle town Body Shop	78.61				\$78.61
Nelson Floors	455.58				\$455.58
New Century Yard Maintenance	209.79				\$209.79
New Life Service Company	1,924.08				\$1,924.08
Nick Frank	138.01				\$138.01
North Coast Appliance LLC		12.00			\$12.00
North Coast Co-Op Eureka	16.00				\$16.00

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
North Coast Flooring Inc.	2,114.76				\$2,114.76
North Coast Mercantile Co. Inc.	21.08				\$21.08
Northcoast Acoustics	88.40				\$88.40
Northcoast Environmental Construction	80.48				\$80.48
Northcoast Regional Land Trust	194.91		0.51		\$195.42
Northern Building Company	157.22				\$157.22
O & M Industries	756.91	242.22		101.78	\$1,100.91
Open Door Community Health Center	165.89				\$165.89
Optimum	42.00	31.40		59.00	\$132.40
P&B Labs Humboldt LLC	97.19				\$97.19
Pacific Builders	1,268.44				\$1,268.44
Pacific Coast Rentals				14.97	\$14.97
Pacific Towing		691.29	149.74	145.99	\$987.02
Parc Specialty Contractors		368.72			\$368.72
Patricia Craig Rentals	43.05				\$43.05
Pierson Company	1,617.69				\$1,617.69
Piersons Building Center	326.78				\$326.78
Point Pleasant MHP	475.41	467.92			\$943.33
Poletskis Appliance Center	554.83				\$554.83
Primo Drywall & Construction Co.	312.58				\$312.58
Professional Asbestos Removal Corp.	144.53				\$144.53
Pure Water Spas	65.51				\$65.51
Quality Body Works	112.30				\$112.30
Quick Mow	73.82				\$73.82
RA Construction	16.85				\$16.85
Rainbow Self Storage	700.01				\$700.01
Rayl Rentals & Rayl Cabinetry	266.53				\$266.53
Reaching for Independence Inc.	13.07				\$13.07
Rebholtz Cleaning Service	23.62				\$23.62
Recology Eel River	72,224.73	87,298.03			\$159,522.76
Recology of Arcata	145,093.88				\$145,093.88
Recology of Humboldt County	420,788.14				\$420,788.14
Recology Samoa	79,814.96				\$79,814.96
Redwood Acres Fair Grounds	434.23	589.59			\$1,023.82
Redwood Coast Plumbing	20.59				\$20.59
Redwood Coast Real Estate Inc.	297.65				\$297.65
Redwood Community Action Agency	148.49	23.20			\$171.69
Redwood Teen Challenge	572.48				\$572.48
Renner Petroleum	311.09				\$311.09
Rentor	149.65	102.27	134.93	363.11	\$749.96
Resort Improvement District	125.00				\$125.00
Resources Recycling & Recovery	88,000.00	471.20			\$88,471.20
Restif Cleaning Service	119.79				\$119.79
Revival Home Builders Inc.	160.97				\$160.97
RG Goolsby Construction	48.66	184.20			\$232.86

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
RH Construction	2,576.43				\$2,576.43
Rich's Body Shop	62.44				\$62.44
Ross A Nash Remodeling	12.00				\$12.00
S & S Phelps Inc.	368.73				\$368.73
Sanders Roofing Inc.	101.07	2,827.24			\$2,928.31
Schmidbauer Building Supply LLC.	1,336.39				\$1,336.39
Schneider Enterprises	1,105.77	197.30	316.91		\$1,619.98
Sempervirens Gardening	356.52				\$356.52
Sequoia Construction	928.37				\$928.37
ServiceMaster	1,263.05				\$1,263.05
Sherwood Excavation	19.97				\$19.97
Sholes Overhead Door				(20.46)	\$ (20.46)
Simple Visions	414.28				\$414.28
Sisu Extracts	3,249.25				\$3,249.25
Six Rivers Mechanical Inc.	24.33	180.60	26.20		\$231.13
Six Rivers National Forest		65.51			\$65.51
Six Rivers Property Management	144.89				\$144.89
South Bay Union School District				(66.21)	\$ (66.21)
Spencer Electric	1,327.03				\$1,327.03
Stetzel Builders	63.64	164.71	849.74	906.68	\$1,984.77
Strombeck Construction	2,414.49				\$2,414.49
STS Construction		(446.23)			\$ (446.23)
Susan Whitely / Eric Dugan	457.15				\$457.15
T and T Roofing	587.72				\$587.72
The People of New Directions	476.35				\$476.35
The Wildlands Conservancy				28.08	\$28.08
Thomas Home Center	48.66				\$48.66
Timber Heritage Association	12.00			125.40	\$137.40
Tonis Restaurant	469.80		192.79		\$662.59
Ultimate Building Solutions	355.62	41.18			\$396.80
United Indian Health	404.29				\$404.29
Vern McGaughey	1,076.23	1,276.51	1,008.86		\$3,361.60
Wade Bray General Contractor	40.85				\$40.85
Wahlund Construction	684.46	423.01			\$1,107.47
Watson Well Service	649.15	476.36			\$1,125.51
Wayne Maples Plumbing	463.02				\$463.02
Werner Weltsch Ent.	26.20		41.18	428.62	\$496.00
Westside Community Improvement Assoc.	270.29	220.20			\$490.49
William J Cosby Construction	106.69				\$106.69
Williamson Construction	193.28				\$193.28
Wing Inflatables	965.77			201.24	\$1,167.01
Yurok Tribe Construction Corporation	59.89	239.58	97.97		\$397.44
<b>TOTAL</b>	<b>\$1,015,087.02</b>	<b>\$115,822.33</b>	<b>\$11,776.95</b>	<b>\$94,257.27</b>	<b>\$1,236,943.57</b>



# Humboldt Waste Management Authority

## Draft A/P Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Advanced Display and Signs			570.86		\$570.86
Advanced Security Systems.	2,729.19				\$2,729.19
Airgas USA, LLC	1,656.50	109.50			\$1,766.00
Asbury Environmental Services	155.00				\$155.00
AT&T Calnet	37.39				\$37.39
B&B Portable Toilets	6,607.56		2,302.00	2,302.00	\$11,211.56
Bettendorf Enterprises, Inc	1,007.20	1,046.88			\$2,054.08
Blue Shield of California		45,484.38			\$45,484.38
Call2Recycle, Inc.		1,311.00		20.00	\$1,331.00
City of Arcata 939	5,799.88				\$5,799.88
City of Blue Lake 939	1,801.87				\$1,801.87
City of Eureka 939	7,143.39				\$7,143.39
City of Eureka Discharge Fees	2,030.00				\$2,030.00
City of Eureka Water	1,430.72				\$1,430.72
City of Ferndale 939	1,821.58				\$1,821.58
City of Rio Dell 939	1,028.95				\$1,028.95
Clean Harbors Environmental Services	46,708.50				\$46,708.50
Cox Rasmusen		47.50			\$47.50
Crystal Springs Bottled Water	102.00				\$102.00
DCI Builders		4,200.00			\$4,200.00
Dry Creek Landfill	533,085.23				\$533,085.23
EcoHeroShow, LLC		5,400.00			\$5,400.00
Eureka Humboldt Fire Extinguisher		1,475.07			\$1,475.07
Foster Striping		11,500.00			\$11,500.00
Humana Insurance Co.	3,808.71				\$3,808.71
Humboldt Cleaning Services LLC	400.00				\$400.00
Humboldt Community Services District	39.48				\$39.48
Humboldt County Env Health Pass Through	63,943.05				\$63,943.05
Humboldt County Public Works Pass Through	113,994.31				\$113,994.31
Humboldt Fence Company.		4,000.00			\$4,000.00
Humboldt Sanitation	8,870.59				\$8,870.59
I-5 Tire, Inc.	2,281.50	3,991.50	1,089.00		\$7,362.00
Industrial Electric	988.89				\$988.89
Jamie Corsetti, CPA	1,548.50		306.25		\$1,854.75
Kernen Construction.	1,012.67				\$1,012.67
Law Offices of Nancy Diamond	1,325.20				\$1,325.20
Lawrence & Associates	4,338.75				\$4,338.75
Lost Coast Communications, Inc	750.00	750.00	750.00		\$2,250.00
Mad River Union				(489.25)	\$ (489.25)
MapleService Inc		651.50			\$651.50
Mendes Supply Company	182.35	407.67			\$590.02
Mission Linen Supply	2,159.84				\$2,159.84
New Directions	340.00				\$340.00
North Coast Journal	1,200.00	1,200.00			\$2,400.00
Northcoast Awning		2,200.91			\$2,200.91

# Humboldt Waste Management Authority

## Draft A/P Aging Summary

As of January 31, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Pacific Motorsports	7.55	484.87			\$492.42
Pacific Paper Co.	20.20				\$20.20
Pape Machinery	2,605.87	7,612.99			\$10,218.86
Peterson CAT	16,986.53				\$16,986.53
Picky. Picky, Picky	971.60	210.13			\$1,181.73
Pierson Building Center	576.05	44.34			\$620.39
Recology Humboldt County	225.00	225.00			\$450.00
Recology Humboldt County Samoa	12,556.26				\$12,556.26
Reynolds RV Repair	15,458.84				\$15,458.84
Rogers Machinery Company, Inc.	361.91				\$361.91
Schuyler Rubber Co., Inc	4,259.38				\$4,259.38
Scrapper's Edge			59.54		\$59.54
SDRMA	8,114.79				\$8,114.79
Shafer's Ace Hardware	7.10				\$7.10
Sharps Solutions, LLC		400.00	100.00		\$500.00
SHN Consulting Engineers		907.50			\$907.50
Streamline	375.00				\$375.00
United Rentals		688.28			\$688.28
Valeo Networks	3,799.05				\$3,799.05
Valley Pacific Petroleum Services, Inc.	3,807.18				\$3,807.18
Verizon Wireless	309.84				\$309.84
WM Corporate Services, Inc		6,471.07			\$6,471.07
<b>TOTAL</b>	<b>\$890,770.95</b>	<b>\$100,820.09</b>	<b>\$5,177.65</b>	<b>\$1,832.75</b>	<b>\$998,601.44</b>



***Staff Report***

**DATE:** May 2, 2024 For Meeting of: May 9, 2024

**FROM:** Hilary Schwartz, Director of Finance

**SUBJECT:** Item 2d)  
Receive February 2024 Financial Reports

**RECOMMENDED ACTION:** Voice Vote

- 1) Review and Approve February 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 February 29, 2024, are as follows:

Cash on hand	\$ 336,553.16
Operating Reserve	\$ 1,313,347.74
CRL Pledge of Revenue	\$ 53,020.99
Capital Improvement Fund	\$ 1,081,746.58
Benefits and Rate Stabilization Funds	\$ 476,666.67
Long-Term Funding	\$ 48,472.07

Authority Financials:

Attachment 2d.1 contains detailed balance sheets for the February 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 February 2024 are performing approximately 1.96% below projections of budgeted estimates for Fiscal Year 2023-24. 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.

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 February 2024 are approximately 15.52% below budgeted estimates, including some one-time expenses related to depreciation of Authority assets, and quarterly payments to Member Agencies for pass-through payments. Additionally, decreases in above budgeted estimates are partially related to decreased fuel costs and increased back hauls.

Payroll expenses are intentionally projected high, so actual payroll expenses, while below budget estimates, are in line with current budget methodology.

Staff continues to maintain a strong control on ongoing expenses, which are expected to remain at or below budget estimates through the third quarter of Fiscal Year 2023-24.

Monthly disbursements to Authority vendors and employees are summarized in Attachment 2d.1 (*Statement of Cash Flow*) for the month of February 2024. These disbursements are comprised primarily of day-to-day costs, representing approximately \$469,252.77 in transportation and disposal costs, \$231,839.17 in payroll and employee benefit costs, and \$2,959.53 in pass-through payments to member agencies.

**Staff's Recommendation:**

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

**Attachments:**

- 1) Draft February 2024 Financials



# Humboldt Waste Management Authority

Attachment 2d.1

## Draft Balance Sheet

As of February 29, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Checking - Umpqua Bank	1,482,435.17
1001 CRL Pledge-8913	48,737.38
1002 Rate Reserve-6008	507,757.17
1003 CIP-3488	1,105,460.64
1010 Petty Cash	33.75
1015 Change Bank	5,500.00
<b>Total Bank Accounts</b>	<b>\$3,149,924.11</b>
Accounts Receivable	
1020 Accounts Receivable	1,879,965.26
1030 Allowance for Doubtful Accounts	0.00
<b>Total Accounts Receivable</b>	<b>\$1,879,965.26</b>
Other Current Assets	
1025 A/R - Other	0.00
1045 Prepaid Expenses	81,061.86
1050 Prepaid Insurance	95,741.96
1055 Undeposited Funds	372.02
Due from Other Governments	2,250.00
<b>Total Other Current Assets</b>	<b>\$179,425.84</b>
<b>Total Current Assets</b>	<b>\$5,209,315.21</b>
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	115,542.72
<b>Total 1200 Land Improvements</b>	<b>2,369,099.13</b>
1300 Buildings	
1301 Admin	0.00
1302 Transfer Station	3,317,642.25
1303 HHW	300,742.17
1305 Recycling	19,885.53
<b>Total 1300 Buildings</b>	<b>3,638,269.95</b>



# Humboldt Waste Management Authority

## Draft Balance Sheet

As of February 29, 2024

	TOTAL
1400 Building Improvements	
1401 Admin	44,728.92
1402 Transfer Station*	441,611.35
1403 HHW	168,191.72
1404 Recycling	95,449.73
1405 Landfill	17,448.95
<b>Total 1400 Building Improvements</b>	<b>767,430.67</b>
1500 Equipment	
1501 Admin	15,493.08
1502 Transfer Station*	1,982,066.61
1503 HHW	70,530.84
1504 Landfill	341,185.51
1505 Recycling	545,752.75
1507 Programs	32,275.71
<b>Total 1500 Equipment</b>	<b>2,987,304.50</b>
1600 Office Equipment	
1601 Admin	48,741.76
1605 Recycling	6,161.88
<b>Total 1600 Office Equipment</b>	<b>54,903.64</b>
1700 Vehicles	
1701 Admin	28,790.62
1702 Transfer Station*	13,576.24
1703 HHW	46,079.18
1704 Landfill	65,792.28
<b>Total 1700 Vehicles</b>	<b>154,238.32</b>
1800 Software	
1801 Admin	79,247.39
<b>Total 1800 Software</b>	<b>79,247.39</b>
1900 Accumulated Depreciation	(8,114,091.75)
<b>Total Fixed Assets</b>	<b>\$4,745,541.47</b>
Other Assets	
1035 Deferred Outflows - Pension	768,101.00
1910 Waste Authority Permit	221,171.00
1920 Land Purchase Option - CRBAS	0.00
<b>Total Other Assets</b>	<b>\$989,272.00</b>
<b>TOTAL ASSETS</b>	<b>\$10,944,128.68</b>

# Humboldt Waste Management Authority

## Draft Balance Sheet

As of February 29, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	697,572.64
<b>Total Accounts Payable</b>	<b>\$697,572.64</b>
Credit Cards	
2005 2005 Umpqua Bank Visa	0.00
2006 VPA	0.00
2007 Heacock	6,607.80
2008 Schwartz	275.44
2009 Keller	4,082.02
<b>Total 2005 2005 Umpqua Bank Visa</b>	<b>10,965.26</b>
<b>Total Credit Cards</b>	<b>\$10,965.26</b>
Other Current Liabilities	
2010 Accounts Payable - Other	0.00
2015 Accrued 457 deferrals payable	(750.00)
2020 Accrued AFLAC	289.40
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	244,793.78
2055 Accrued SUI/ETT	0.00
2060 Accrued SWH/SDI	0.00
2065 Deferred Revenue - DOC/AB939	24,938.73
2070 Deferred Revenue - OPP	36,627.89
2071 Deferred Revenue - Tire Grant	12,490.27
2075 Garnishments Payable	0.00
2080 Note Payable - Chase	0.00
24000 Payroll Liabilities	0.00
24001 Garnishment -Weaver	0.00
<b>Total 24000 Payroll Liabilities</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$318,390.07</b>
<b>Total Current Liabilities</b>	<b>\$1,026,927.97</b>

# Humboldt Waste Management Authority

## Draft Balance Sheet

As of February 29, 2024

	TOTAL
Long-Term Liabilities	
2100 Deferred Inflows - Pension	60,628.00
2110 Landfill Closure Estimated	9,938,832.00
2130 Lease Payable - Financial Pacif	724,723.55
2140 Net Pension Obligation	1,059,833.00
<b>Total Long-Term Liabilities</b>	<b>\$11,784,016.55</b>
<b>Total Liabilities</b>	<b>\$12,810,944.52</b>
Equity	
3000 Opening Balance Equity	0.00
3010 Investment in Capital Assets	4,424,570.00
3030 Prior Period Adjustments	42,590.14
3200 Retained Earnings	(7,507,290.50)
Net Income	1,173,314.52
<b>Total Equity</b>	<b>\$ (1,866,815.84)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$10,944,128.68</b>



# Humboldt Waste Management Authority

## Statement of Cash Flows

February 2024

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	196,307.15
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1020 Accounts Receivable	(640,488.79)
1025 A/R - Other	0.00
1045 Prepaid Expenses	1,397.62
1050 Prepaid Insurance	23,935.47
2000 Accounts Payable	(301,028.80)
2005 2005 Umpqua Bank Visa	(177.49)
2007 2005 Umpqua Bank Visa:Heacock	1,038.31
2008 2005 Umpqua Bank Visa:Schwartz	(83.76)
2009 2005 Umpqua Bank Visa:Keller	3,352.09
2015 Accrued 457 deferrals payable	(750.00)
2020 Accrued AFLAC	0.00
2025 Accrued CalPERS	(15.26)
2026 UAL CalPERS	0.00
2035 Accrued FWH/MED	0.00
2055 Accrued SUI/ETT	0.00
2060 Accrued SWH/SDI	0.00
24001 Payroll Liabilities:Garnishment -Weaver	0.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(912,820.61)</b>
<b>Net cash provided by operating activities</b>	<b>\$ (716,513.46)</b>
<b>FINANCING ACTIVITIES</b>	
2130 Lease Payable - Finanical Pacif	(12,283.45)
<b>Net cash provided by financing activities</b>	<b>\$ (12,283.45)</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ (728,796.91)</b>
Cash at beginning of period	3,879,093.04
<b>CASH AT END OF PERIOD</b>	<b>\$3,150,296.13</b>



# Humboldt Waste Management Authority

## Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
1000 Checking - Umpqua Bank			
02/01/2024	100047	AT&T Calnet	-37.39
02/01/2024	100051	Airgas USA, LLC	-192.48
02/01/2024	100050	Pape Machinery	-2,605.87
02/01/2024	100042	Shafer's Ace Hardware	-7.10
02/01/2024	100059	Pacific Motorsports	-484.87
02/01/2024	100052	Recology Humboldt County	-225.00
02/01/2024	100036	Cox Rasmusen	-47.50
02/01/2024	100046	Picky. Picky, Picky	-210.13
02/01/2024	100038	Sharps Solutions, LLC	-200.00
02/01/2024	100045	Sharps Solutions, LLC	-200.00
02/01/2024	100032	Schuyler Rubber Co., Inc	-4,259.38
02/01/2024	100035	City of Eureka Discharge Fees	-2,030.00
02/01/2024	100049	Eureka Humboldt Fire Extinguisher	-1,475.07
02/01/2024	100030	Humboldt Cleaning Services LLC	-400.00
02/01/2024	100029	WM Corporate Services, Inc	-3,674.20
02/01/2024	100058	Humana Insurance Co.	-3,808.71
02/01/2024	100053	New Directions	-340.00
02/01/2024	100048	Advanced Security Systems.	-2,729.19
02/01/2024	100041	Industrial Electric	-988.89
02/01/2024	100040	Scrapper's Edge	-59.54
02/01/2024	100055	United Rentals	-688.28
02/01/2024	100054	Blue Shield of California	-45,484.38
02/01/2024	100043	Pierson Building Center	-44.34
02/01/2024	100057	Pierson Building Center	-574.05
02/01/2024	100031	SHN Consulting Engineers	-907.50
02/01/2024	100037	Peterson CAT	-3,776.44
02/01/2024	100060	Peterson CAT	-13,210.09
02/01/2024	100044	DCI Builders	-4,200.00
02/01/2024	100034	Bettendorf Enterprises, Inc	-2,054.08
02/01/2024	100033	North Coast Journal	-900.00
02/01/2024	100056	North Coast Journal	-1,200.00
02/01/2024	SPACH8	SDRMA	-8,114.79
02/01/2024	SPACH9	Asbury Environmental Services	-55.00
02/01/2024	SPACH7	Mendes Supply Company	-407.67
02/01/2024	SPACH10	I-5 Tire, Inc.	-3,654.00
02/02/2024		Valeo Networks	-3,799.05
02/06/2024	020624-ZL	Zultys, Inc.	-606.80
02/10/2024	CKWFFVKKXHW	City of Eureka Water	-594.46
02/10/2024	4J43NFH4GN	City of Eureka Water	-836.26
02/10/2024	707627460457685940309	Mission Linen Supply	-783.16
02/10/2024	707626531827602520308	Mission Linen Supply	-1,376.68
02/13/2024	027073354000001	Verizon Wireless	-309.84
02/13/2024	34535	Thumpers Mechanical	-2,386.50
02/13/2024	100069	B&B Portable Toilets	-615.58

# Humboldt Waste Management Authority

## Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
02/13/2024	100064	Kernen Construction.	-1,012.67
02/13/2024	100070	Recology Humboldt County Samoa	-12,556.26
02/13/2024	100067	Recology Humboldt County	-225.00
02/13/2024	100071	Cox Rasmusen	-5,449.50
02/13/2024	100068	WM Corporate Services, Inc	-2,796.87
02/13/2024	100063	Access Humboldt	-101.34
02/13/2024	100061	Rogers Machinery Company, Inc.	-361.91
02/13/2024	100065	Jamie Corsetti, CPA	-1,854.75
02/13/2024	100066	Humboldt Fence Company.	-4,000.00
02/13/2024	100062	North Coast Journal	-300.00
02/14/2024	1296214923	Humboldt Community Services District	-39.48
02/14/2024	CBEAG8AKTM3L	Valeo Networks	-491.32
02/01/2024	100039	Pacific Paper Co.	-20.20
02/13/2024	SPACH12	Streamline	-375.00
02/13/2024	SPACH13	Mendes Supply Company	-188.46
02/13/2024	SPACH11	I-5 Tire, Inc.	-684.00
02/15/2024	100072	Humboldt Organic Solutions, LLC	-44,742.73
02/14/2024	34536	Reynolds RV Repair	-15,458.84
02/18/2024	100073	Airgas USA, LLC	-1,595.41
02/18/2024	100094	Humboldt Sanitation	-8,870.59
02/18/2024	100080	B&B Portable Toilets	-6,607.56
02/18/2024	100075	NAPA	-60.58
02/18/2024	100084	City of Ferndale 939	-1,821.58
02/18/2024	100088	Pacific Motorsports	-7.55
02/18/2024	100077	City of Blue Lake 939	-1,801.87
02/18/2024	100079	Lawrence & Associates	-4,338.75
02/18/2024	100082	Cox Rasmusen	-4,933.50
02/18/2024	100091	Law Offices of Nancy Diamond	-1,325.20
02/18/2024	100090	Picky. Picky, Picky	-971.60
02/18/2024	100085	Sharps Solutions, LLC	-200.00
02/18/2024	100086	Keenan Eureka	-201.86
02/18/2024	100081	New Directions	-425.00
02/18/2024	100076	City of Rio Dell 939	-1,028.95
02/18/2024	100087	Holt of California	-2,293.47
02/18/2024	100089	Humboldt County Public Works Pass Through	-113,994.31
02/18/2024	100093	United Rentals	-1,437.46
02/18/2024	100083	Copiers Plus	-1,033.51
02/18/2024	100078	City of Arcata 939	-5,799.88
02/18/2024	100074	Humboldt County Env Health Pass Through	-63,943.05
02/18/2024	100092	City of Eureka 939	-7,143.39
02/15/2024	D-300908-021524	Valley Pacific Petroleum Services, Inc.	-3,807.18
02/18/2024	SPACH18	Pape Machinery	-7,612.99
02/18/2024	SPACH15	Asbury Environmental Services	-155.00
02/18/2024	SPACH16	Streamline	-375.00
02/18/2024	SPACH17	I-5 Tire, Inc.	-5,193.00

# Humboldt Waste Management Authority

## Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
02/18/2024	SPACH14	Dry Creek Landfill	-533,085.23
02/21/2024	021224-550-3	PG&E 550-3	-265.14
02/21/2024	86152	Optimum Business	-399.40
02/26/2024	SPACH19	Microbac Laboratories, Inc	-1,475.00
02/26/2024	SPACH20	I-5 Tire, Inc.	-454.50
02/26/2024	100102	Advanced Display and Signs	-570.86
02/26/2024	100100	City of Eureka Discharge Fees	-2,380.00
02/26/2024	100104	Northcoast Awning	-2,200.91
02/26/2024	100103	Advanced Security Systems.	-195.00
02/26/2024	100095	Industrial Electric	-546.43
02/26/2024	100101	Foster Striping	-11,500.00
02/26/2024	100099	Pacific Paper Co.	-10.91
02/26/2024	100096	FedEx	-376.27
02/26/2024	100097	Pierson Building Center	-17.01
02/26/2024	100098	North Coast Journal	-600.00
02/27/2024	2402114749668	PG&E 724-3	-3,343.52
02/28/2024	022824-RB	Redheaded Blackbelt	-250.00
02/28/2024	CBCNK4NX1032	Valeo Networks	-24.89
<b>Total for 1000 Checking - Umpqua Bank</b>			<b>\$ -1,015,885.91</b>
2005 2005 Umpqua Bank Visa			
2008 Schwartz			
02/06/2024	670220	Crystal Springs Bottled Water	102.00
<b>Total for 2008 Schwartz</b>			<b>\$102.00</b>
<b>Total for 2005 2005 Umpqua Bank Visa</b>			<b>\$102.00</b>
Not Specified			
02/14/2024	VC 387788	NAPA	0.00
<b>Total for Not Specified</b>			<b>\$0.00</b>



# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of February 29, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
707 Pest Solutions	2,313.79				\$2,313.79
A & I Roofing	726.32				\$726.32
Abercrombie Construction	202.14				\$202.14
Above Board Construction and Roofing	3,067.72				\$3,067.72
ACGC Inc.	454.82				\$454.82
Advanced Security Systems	12.00				\$12.00
Alchemy Construction Inc.	176.38				\$176.38
Alcohol Drug Care Services	16.85				\$16.85
Alexandre Dairy	31.82				\$31.82
Alves Inc.	5,087.27	2,186.15			\$7,273.42
American Integrated Services Inc.	2,403.26				\$2,403.26
Annie Cornwall	26.20				\$26.20
Arcata Bay Self Storage	19.61				\$19.61
Arcata House Partnership	34.46				\$34.46
Arnold's Family Construction LLC	58.66				\$58.66
Arrow Property Management	20.59				\$20.59
Ayres Enterprises	148.30				\$148.30
Bedliners Plus	209.63	134.76			\$344.39
Bethel Church	90.61				\$90.61
Bettendorff Trucking - Shop	379.96				\$379.96
Bill @ Your Service	28.71				\$28.71
Blackwell Construction	977.04	267.32			\$1,244.36
Blossom Landscaping & Handyman Service	1,143.70				\$1,143.70
Bob White Electric	374.34				\$374.34
Bode Construction	233.96				\$233.96
Branch Ranch Building Co.	31.82				\$31.82
Brian Lawrence Construction		29.95	24.33		\$54.28
Broadway Medical Service and Supply Inc.	36.00				\$36.00
Broadway Trailer Park	429.26				\$429.26
Buddy's Auto Center	525.94				\$525.94
Cal Poly Humboldt				1,264.60	\$1,264.60
Cal Poly Humboldt- Garbage	7,399.20				\$7,399.20
California Department of Fish & Wildlife	112.30				\$112.30
Carpet Depot	1,475.66				\$1,475.66
Carter & Company	773.93				\$773.93
Caughey Properties	12.00				\$12.00
CDH Painting	48.66				\$48.66
Century Service Center	572.74				\$572.74
Chris Rutter Construction	26.20				\$26.20
City of Arcata	20,147.93				\$20,147.93
City of Eureka - Facilities	12.00				\$12.00
City of Eureka - Harbor		6.00			\$6.00
City of Eureka - Parks	33.98				\$33.98
City of Eureka - Sewer Collections	4,608.13				\$4,608.13
City of Eureka - Uplift Eureka			24.33		\$24.33



# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of February 29, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
City of Fortuna				(1.80)	\$ (1.80)
City of Rio Dell	536.67				\$536.67
Clayton Construction	33.69				\$33.69
CM Construction	12.00				\$12.00
Coast Seafoods Company	1,020.68				\$1,020.68
Coastal Co Builders	947.08				\$947.08
Colburn Electric	228.84				\$228.84
Cottage Construction	900.29				\$900.29
Craig Mayberry	132.53	498.97		429.26	\$1,060.76
Curb Appeal Construction	1,428.17	2,567.53	666.00	969.71	\$5,631.41
David Allen Construction	282.63				\$282.63
Del Biaggio Dairy	816.06				\$816.06
Del Monte Properties & Investments Inc.				(89.22)	\$ (89.22)
Del Reka	43.05				\$43.05
Delta Mattress & Sofa Outlet	275.85				\$275.85
Developed Employment Services	134.07				\$134.07
Diamond Drywall	244.86		48.66	1,213.63	\$1,507.15
Dovetail Construction	97.32				\$97.32
Dream Automotive				10.00	\$10.00
DS Construction	675.97	176.71			\$852.68
Duncan Electric	30.38				\$30.38
Earth Care Landscaping	44.68				\$44.68
Eel River Transportation & Salvage	788.40				\$788.40
Emerald Custom Construction	30.33				\$30.33
Emerald Triangle Management Group				50.00	\$50.00
Equity Building			(12.78)		\$ (12.78)
Eric Finkle	61.43				\$61.43
Eureka City Schools	4,413.49				\$4,413.49
Eureka Floor Carpet One	301.34				\$301.34
Eureka Glass Co. Inc.	202.92				\$202.92
Eureka Housing Authority	303.77				\$303.77
Eureka Humboldt Fire Extinguisher	12.00				\$12.00
Eureka Overhead Door Company	220.19				\$220.19
Eureka Rehabilitation & Wellness				(15.00)	\$ (15.00)
Eureka Rescue Mission	351.88				\$351.88
Eureka the Pentecostal Church	71.32				\$71.32
Eureka Vacation Rentals Inc.	131.64	57.01		225.35	\$414.00
Evans Mechanical	38.97				\$38.97
Evergreen Landscape	128.13	28.08			\$156.21
Extremely Floored				(23.49)	\$ (23.49)
Figas Construction	20,785.24				\$20,785.24
Fitz It Right Plumbing	24.00	107.13			\$131.13
Forbes Cabinets	451.08				\$451.08
Francis Carrington	164.71				\$164.71
Frank Zabel Trucking Inc.	13.32				\$13.32

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of February 29, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Frazier Rental & Development	33.98				\$33.98
Friesen Construction	1,116.62				\$1,116.62
Furniture Design Center	1,219.24	594.53			\$1,813.77
G M Pavlich	92.48				\$92.48
Genevieve Schmidt	220.54				\$220.54
Glendale Mobile Estates	87.97				\$87.97
Gordon Van Zee Construction	12.00				\$12.00
GR Sundberg Inc.	26.20				\$26.20
Griz Handyman Service	33.69				\$33.69
Hake Construction	26.20				\$26.20
Hamanaka Painting	140.62	122.46			\$263.08
Handle It Junk Removal	4,000.47				\$4,000.47
HCAR	121.36	122.43			\$243.79
Hemmingsen Pavement Solutions	43.05				\$43.05
Henderson Village Apt.	23.96				\$23.96
Heuer Properties	216.02				\$216.02
Hooven & Co.	1,346.38				\$1,346.38
Horvath Plumbing				(0.16)	\$ (0.16)
Hubbards German Auto	145.99				\$145.99
Humboldt Bay Fire Headquarters	51.00				\$51.00
Humboldt Bay Harbor District	36.33				\$36.33
Humboldt Community Service District	138.97				\$138.97
Humboldt Countertops	446.01				\$446.01
Humboldt County Animal Shelter		97.33			\$97.33
Humboldt County Building Maintenance				831.04	\$831.04
Humboldt County DHHS	477.66	412.04	18.72	28.08	\$936.50
Humboldt County Parks	1,366.36				\$1,366.36
Humboldt Masonic Hall				(63.76)	\$ (63.76)
Humboldt Sanitation & Recycling	149,307.09				\$149,307.09
Humboldt Senior Resource Center	90.61				\$90.61
Humboldt Towing	248.93	185.29			\$434.22
J & G Lawn and Garden	531.47	692.80			\$1,224.27
J & J Rentals	239.58	342.52	295.73		\$877.83
Janowski Builders	11.41				\$11.41
JDS Construction	1,493.93	844.00	1,404.86	595.85	\$4,338.64
Jim Groeling & Associates	78.61				\$78.61
Jitter Bean Coffee Co.		(52.40)			\$ (52.40)
JNM Construction	1,259.65	1,025.69			\$2,285.34
John H Kruger Plaster & Drywall	1,478.65				\$1,478.65
Johnny's Flooring & Window Coverings	170.23				\$170.23
Johns Used Cars				133.32	\$133.32
Johnston Construction	33.99	8.00	194.35	316.54	\$552.88
Juells Electric	31.82				\$31.82
Justin Adams Construction	14.38	91.71			\$106.09
K H McKenny	4,419.49				\$4,419.49

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of February 29, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Kelly Martin	578.35				\$578.35
Kernen Construction				55,000.00	\$55,000.00
Kramer Investment Corp.	667.09				\$667.09
Landscaping Ventures Inc.	825.10	543.44	367.39		\$1,735.93
Lawn Care Plus	853.11				\$853.11
LDH Construction	120.56				\$120.56
Lirpa Logistics	126.41				\$126.41
Living Styles	117.91				\$117.91
Lorenzo Properties	6.00				\$6.00
Lost Coast Brewery & Cafe	116.59	42.09			\$158.68
Mad River Construction	299.47				\$299.47
Making Headway Center	1,345.10				\$1,345.10
Mark Jones Construction	56.36				\$56.36
Martin Construction	41.94				\$41.94
Mattress Recycling Council	8,045.76	3,981.12		35,844.00	\$47,870.88
McCrea Motors	90.62				\$90.62
McCullough Construction	1,027.57			348.14	\$1,375.71
McMurray & Sons Inc.	5,136.37	0.71			\$5,137.08
Milgard Manufacturing AP Sacramento	91.71			48.67	\$140.38
Miller Farms Nursery	353.75				\$353.75
Ming Tree Realtors	117.92				\$117.92
Moores Sleepworld	297.59	152.15			\$449.74
Mountain Mikes Mobile Home Service				(0.64)	\$ (0.64)
Mow-n-Trim	58.82				\$58.82
Munoz Osorio Construction	935.84	247.06			\$1,182.90
Munson Investments	1,232.81				\$1,232.81
Myrtle town Body Shop	80.48				\$80.48
Nelson Floors	137.07				\$137.07
New Century Yard Maintenance	251.97				\$251.97
New Life Service Company	1,579.72				\$1,579.72
Nick Frank	24.99				\$24.99
North Coast Appliance LLC		12.00			\$12.00
North Coast Co-Op Arcata	76.74				\$76.74
North Coast Flooring Inc.	973.28				\$973.28
North Coast Mercantile Co. Inc.	57.70				\$57.70
Northcoast Acoustics	36.00				\$36.00
Northcoast Environmental Construction	71.12				\$71.12
Northern Building Company	1,208.13				\$1,208.13
O & M Industries	444.81	677.09	242.22	101.78	\$1,465.90
Ocean Gold Seafoods	136.64				\$136.64
Optimum		42.00	31.40	59.00	\$132.40
P&B Labs Humboldt LLC	99.20				\$99.20
Pacific Builders	253.63				\$253.63
Pacific Choice Seafood	168.68				\$168.68
Pacific Coast Rentals	123.53			14.97	\$138.50

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of February 29, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Pacific Paper Company	33.69				\$33.69
Pacific Towing		691.29		295.73	\$987.02
Parks Enterprise	149.74				\$149.74
Pierson Company	3,525.42	617.43			\$4,142.85
Point of View Preservation LLC	126.55				\$126.55
Point Pleasant MHP	484.77				\$484.77
Poletskis Appliance Center	399.47				\$399.47
Porter and Sons Painting	260.17				\$260.17
Primo Drywall & Construction Co.	83.89				\$83.89
Pure Water Spas	94.11				\$94.11
Quality Body Works	95.46				\$95.46
RA Construction	20.59				\$20.59
Rainbow Self Storage	1,224.05				\$1,224.05
Rayl Rentals & Rayl Cabinetry	123.54				\$123.54
Rebholtz Cleaning Service		23.62			\$23.62
Recology Eel River	128,638.20	57,803.08			\$186,441.28
Recology of Arcata	184,398.96	91,436.88			\$275,835.84
Recology of Humboldt County	553,598.41	269,278.01			\$822,876.42
Recology Samoa	86,343.37	47,604.06			\$133,947.43
Redwood Acres Fair Grounds	1,014.46		56.16		\$1,070.62
Redwood Coast Plumbing	44.92	20.59			\$65.51
Redwood Coast Real Estate Inc.	393.69	180.06			\$573.75
Redwood Community Action Agency	100.65	16.85	12.74		\$130.24
Redwood Teen Challenge	1,175.10				\$1,175.10
Rendezvous Music & Vending	12.00				\$12.00
Rentor	173.79				\$173.79
Restif Cleaning Service	258.29				\$258.29
Revival Home Builders Inc.	101.07				\$101.07
RG Goolsby Construction	54.28				\$54.28
RH Construction	2,782.32				\$2,782.32
Rich's Body Shop	24.00				\$24.00
Rock Solid Construction	117.92				\$117.92
S & S Phelps Inc.	484.29				\$484.29
Sanders Roofing Inc.	305.86				\$305.86
Sawyer Electric	22.46				\$22.46
Schmidbauer Building Supply LLC.	1,315.81				\$1,315.81
Schneider Enterprises	1,149.22	823.15	197.30	316.91	\$2,486.58
Security Lock & Alarm	12.00				\$12.00
Sempervirens Gardening	1,144.06				\$1,144.06
Sequoia Construction	679.42				\$679.42
ServiceMaster	652.88				\$652.88
Sholes Overhead Door	13.23				\$13.23
Simple Visions	346.26				\$346.26
Sisu Extracts	3,850.08				\$3,850.08
Six Rivers National Forest	12.00				\$12.00

# Humboldt Waste Management Authority

## Draft A/R Aging Summary

As of February 29, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
South Bay Union School District				(66.21)	\$ (66.21)
Spencer Electric	802.97				\$802.97
Stetzel Builders	809.86	108.56	119.79	1,394.41	\$2,432.62
Steve Morris	1,437.46				\$1,437.46
Strombeck Construction	4,703.59				\$4,703.59
STS Construction			(446.23)		\$ (446.23)
Susan Whitely / Eric Dugan	586.79				\$586.79
T and T Roofing	364.98				\$364.98
Teresa Kosmac	1,192.27				\$1,192.27
The People of New Directions	315.32				\$315.32
The Wildlands Conservancy				28.08	\$28.08
Thomas Home Center	39.30				\$39.30
Timber Heritage Association		12.00		125.40	\$137.40
Tonis Restaurant	550.28	265.78		192.79	\$1,008.85
Ultimate Building Solutions	52.41				\$52.41
United Indian Health	241.57	404.29			\$645.86
Vern McGaughey	1,289.60	1,031.31	1,038.80	1,008.86	\$4,368.57
Wade Bray General Contractor	34.33				\$34.33
Wahlund Construction	606.44				\$606.44
Watson Well Service	2,248.70	914.93	198.58		\$3,362.21
Wayne Maples Plumbing	178.58				\$178.58
Werner Weltsch Ent.	89.84			369.80	\$459.64
West End Builders Inc.	190.91				\$190.91
Westside Community Improvement Assoc.	425.78				\$425.78
William J Cosby Construction	461.07				\$461.07
Williamson Construction	20.59				\$20.59
Wing Inflatables	1,294.46			201.24	\$1,495.70
Yurok Tribe Construction Corporation	163.48	59.89	239.58	97.97	\$560.92
Zabel Enterprise	16.85				\$16.85
<b>TOTAL</b>	<b>\$1,283,920.13</b>	<b>\$487,535.45</b>	<b>\$4,721.93</b>	<b>\$101,254.85</b>	<b>\$1,877,432.36</b>



# Humboldt Waste Management Authority

## Draft A/P Aging Summary

As of February 29, 2024

	CURRENT	1 - 30	31 - 60	61 AND OVER	TOTAL
Airgas USA, LLC	104.62				\$104.62
AT&T Calnet	37.30				\$37.30
B&B Portable Toilets	6,606.20			4,604.00	\$11,210.20
Bettendorf Enterprises, Inc	1,005.97	1,005.97			\$2,011.94
Blue Shield of California	36,162.55				\$36,162.55
Call2Recycle, Inc.			1,311.00	20.00	\$1,331.00
City of Eureka Water	1,511.32				\$1,511.32
Clean Harbors Environmental Services	28,653.00	46,708.50			\$75,361.50
Crystal Springs Bottled Water	142.00				\$142.00
Dry Creek Landfill	459,463.23				\$459,463.23
EcoHeroShow, LLC			5,400.00		\$5,400.00
Holt of California	1,624.80				\$1,624.80
Humana Insurance Co.	3,964.22				\$3,964.22
Humboldt Cleaning Services LLC	400.00				\$400.00
Humboldt Community Services District	39.48				\$39.48
Humboldt Sanitation	9,224.85				\$9,224.85
I-5 Tire, Inc.	2,502.00				\$2,502.00
James L. Able Forestry Consultants, Inc		502.50			\$502.50
Jamie Corsetti, CPA	262.50				\$262.50
JJACPA, Inc		18,225.00			\$18,225.00
Law Offices of Nancy Diamond	2,241.80				\$2,241.80
Lawrence & Associates	3,097.50				\$3,097.50
Lost Coast Communications, Inc	1,500.00	750.00		750.00	\$3,000.00
Mad River Union				(287.25)	\$(287.25)
MapleService Inc	582.01		651.50		\$1,233.51
Mendes Supply Company	541.18				\$541.18
Microbac Laboratories, Inc	866.00				\$866.00
Mission Linen Supply	2,627.00				\$2,627.00
North Coast Journal	300.00	300.00			\$600.00
Pape Machinery	28,415.27				\$28,415.27
Peterson Trucks		323.67			\$323.67
PG&E 053-6	2,695.49				\$2,695.49
Picky. Picky, Picky	54.61				\$54.61
Recology Eel River.	12.00				\$12.00
Recology Humboldt County	225.00				\$225.00
Recology Humboldt County Samoa	5,574.02				\$5,574.02
Sharps Solutions, LLC				100.00	\$100.00
Thermo Environmental Inst. LLC	1,663.89				\$1,663.89
Valeo Networks	7,109.30				\$7,109.30
Valley Pacific Petroleum Services, Inc.	5,485.22				\$5,485.22
Verizon Wireless	309.84				\$309.84
WM Corporate Services, Inc		2,203.58			\$2,203.58
<b>TOTAL</b>	<b>\$615,004.17</b>	<b>\$70,019.22</b>	<b>\$7,362.50</b>	<b>\$5,186.75</b>	<b>\$697,572.64</b>



## ***Staff Report***

**DATE:** May 4, 2024

**For Meeting of:** May 9, 2024

**FROM:** Eric Keller-Heckman, Executive Director

**SUBJECT:** Item 4)  
Approve Resolution 2024-04 Authorizing Executive Director to Enter into a Contract With Republic Services For One-Time Hazardous Waste Transportation and Disposal Service Agreement Without Competitive Bidding Due to Emergency Circumstances

**RECOMMENDED ACTION:** Voice vote

- 1) Approve resolution 2024-04

## **DISCUSSION:**

### **Background:**

On May 1, 2024 at approximately 3 am a fire broke out in the HWMA universal waste storage facility that quickly grew due to lithium and other batteries stored there. Humboldt Bay Fire was quick to respond and extinguished the fire with moderate damage to one of the walls of the facility.

Staff's investigation into the cause is ongoing, but at this time we believe the origin source was a lithium car battery that has been difficult to arrange proper disposal for. This is a good reminder that not only is end of life management for hard to dispose material important, but the HWMA hazardous waste facility has limitations in its ability, and the breadth of acceptable material we can safely handle is limited in scope to residential and small business waste.

A special thanks to Recology staff who was quick to notice the situation during their morning check in and notify the appropriate responders and parties.

The presence of fire-damaged universal waste in HWMA's universal waste storage facility creates a safety hazard to HWMA employees and the public, with federal and state regulations requiring specialized packaging, transportation, and disposal of fire-damaged universal waste.

At this time HWMA's current hazardous waste management services contractor, Clean Earth Environmental Solutions, Inc., does not perform the specialized hazardous waste management services required for damaged universal waste.

HWMA's Purchasing Policy Section 4040.2 allows for services to be procured without bidding when required during an emergency.

**Staff's Recommendation:**

Staff recommends the board approve Resolution 2024-04 which waives the competitive bidding requirement and authorize the Executive Director to execute the necessary disposal agreement not to exceed \$50,000.

**FISCAL IMPACTS:**

**ALTERNATIVES:**

- 1) Staff could develop a Request for Proposals for these services, which would take up to 120 days. This is not recommended.

**ATTACHMENTS:**

- 1) Resolution 2024-04



**RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE HUMBOLDT WASTE MANAGEMENT AUTHORITY  
GOVERNING BOARD OF DIRECTORS AUTHORIZING THE EXECUTIVE  
DIRECTOR TO ENTER INTO A CONTRACT WITH REPUBLIC SERVICES FOR  
ONE TIME HAZARDOUS WASTE TRANSPORTATION AND DISPOSAL SERVICES  
WITHOUT COMPETITIVE BIDDING DUE TO EMERGENCY CIRCUMSTANCES**

**WHEREAS**, on May 1, 2024, a fire erupted in the HWMA universal hazardous waste storage facility causing fire damage to stored universal wastes;

**WHEREAS**, federal and state regulation requires specialized packaging, transportation and disposal of fire-damaged universal waste which is different from the packaging, transportation and disposal required for undamaged universal waste;

**WHEREAS**, HWMA's current hazardous waste management services contractor, Clean Earth Environmental Solutions, Inc., does not perform the specialized hazardous waste management services required for damaged universal waste;

**WHEREAS**, the presence of fire-damaged universal waste in HWMA's storage shed creates a safety hazard to HWMA employees and the public;

**WHEREAS**, HWMA's Purchasing Policy Section 4040.2 allows for services to be procured without bidding when required during an emergency;

**WHEREAS**, Republic Services company, formed in 1996 to provide integrated waste management services, including among other services, specialized hazardous waste emergency response services, is qualified by both on-going training and experience, and is available to immediately package, transport, dispose of the fire-damaged universal waste located in HWMA's universal waste storage facility;

**WHEREAS**, no other appropriately qualified contractor is currently available to package, transport and dispose of the fire-damaged universal waste;

**WHEREAS**, the cost to package, transport and dispose of the fire-damaged universal waste is expected to exceed the Executive Director's spending limit of \$20,000.

**NOW THEREFORE**, the Governing Board of the Humboldt Waste Management Authority hereby resolves as follows:

1. All Recitals stated above are incorporated into this Resolution.
2. An emergency situation exists caused by a fire in HWMA's universal waste storage shed that threatens the safety of HWMA employees and the public. Because of this emergency and immediate need for abatement thereof, the HWMA Purchasing Policy requiring competitive bidding for services is hereby waived.

3. Republic Services company is qualified and available to immediately complete all aspects of emergency abatement, including packaging, transporting and disposing of the fire-damaged universal waste.
4. The Executive Director is authorized to enter into a contract with Republic Services company for such emergency services as described herein in an amount not to exceed \$50,000.

This Resolution shall be effective May 9, 2024.

APPROVED:

DATED: \_\_\_\_\_, 2024

\_\_\_\_\_,  
Meredith Matthews, Chair of the Board

ATTEST:

DATED: \_\_\_\_\_, 2024

\_\_\_\_\_  
Eric Keller-Heckman, Clerk of the Board

Clerk's Certificate

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2024-04 passed and adopted at a regular meeting of the Humboldt Waste Management Authority Board, held on the 9<sup>th</sup> day of May, 2024 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Eric Keller-Heckman, Clerk of the Board



## ***Staff Report***

**DATE:** May 1, 2024

**For Meeting Of:** May 9, 2024

**FROM:** Eric Keller-Heckman, Executive Director

**SUBJECT:** Item 5)  
Receive Final Budget, Review and Approve FY 2024-25 Budget.

**RECOMMENDED ACTION:** Voice Vote.

1. Approve Fiscal Year 2024-25 Budget; and
2. Adopt Resolution 2025-01 for the Collection of Integrated Waste Management Fees.

## **DISCUSSION:**

### **Background:**

Attached is the Final Fiscal Year 2024-25 Budget. As presented, the final budget is balanced with a projected Net Income of \$0.

The Authority's Executive Advisory Committee was unable to meet due to scheduling conflicts, but was given the Draft budget, and provided the video of the presentation given to this board on April 11. To date staff has received no requests for changes or alterations to the budget as presented.

As presented, total revenues are projected at \$15,767,528 and total expenditures are projected at \$15,767,528.

In the past year the Authority has undergone several changes related the financial structure of the Authority. This includes new financial software, updated line items, and a complete overhaul in how the Authority tracks expenditures. HWMA staff has continued this process for fiscal year 2024-25. HWMA staff now has a full year within the new accounting software and the annual budget has been updated to better reflect the current financial structure including divisions and line items. Line-item description are more accurate on both the income and expense portions of the budget, and staff believes this makes the budget easier to interpret at a glance.

## **Operating Budget Assumptions**

HWMA is dependent primarily upon collection of Waste Management fees to fund Authority operations, programs, and activities. The following assumptions were incorporated into the Draft FY 2024-25 Budget.

### *Revenue Assumptions:*

- Proposed adjustment to FY 2024-25 Waste Management Fees can be found in Section 9 of the draft budget. Total revenue assumptions are projected to be up just under 11% or \$1,558,604 from the previous year, due to a modest increase to the waste management fees and total projected tons, with additional grant revenue from the newly awarded CalRecycle organics grant.
- In early 2023, the backhaul rate realized by the Authority began to drop precipitously from a historical average of 60% to around 20% backhaul rate. This rate has stayed largely unchanged for the past year, so staff has projected a backhaul rate of 20% for this upcoming year. HWMA staff will continue to monitor the backhaul rate, and should it return to historical averages staff may propose an adjustment at the mid-year budget adjustment.
- Overall solid waste disposed is projected to increase to 82,500 tons, up from 80,000 tons the prior fiscal year, with the increase in tonnage coming from satellite facilities and out of area self-haul. Tonnage at the Hawthorne Street Transfer Station remains consistent. Tonnage received by category:
  - 42,900,000 tons received franchised hauler waste at the Hawthorne Street Transfer Station.
  - 22,100 tons self-haul waste to the Hawthorne Street Transfer Station.
  - 12,000 tons franchise waste delivered to satellite facilities.
  - 5,500 tons of miscellaneous contractor waste self-hauled directly to out-of-area landfill(s).
- Grant funded projects shall be funded only by grant monies awarded – except in such instances where fund-matching is required and has been approved by the Board as part of the grant process.

### *Expenditure Assumptions:*

- As noted in April, staff worked with Rogue Waste, Inc. to reassess and evaluate the baseline assumptions for solid waste transportation and disposal, and these updated baselines have been incorporated here, with minimal changes to HWMA and the Fortuna satellite facility.
- As previously noted, backhaul percentages have been adjusted to 20% when compared to last year at 15%.

- Payroll expenses have been projected to account for an increase in costs associated with medical, retirement, and worker's compensation insurance, with workers compensation insurance seeing the largest increase.
- This budget proposes a 4.1% Cost of Living Adjustment (COLA) for all employees.
- Implementation of FY 2024-25 projects identified in the proposed Capital Improvement Plan in Attachment A of the Draft Budget, in addition to the unfinished projects from FY 2023-24

## **Proposed Capital Expenditures & Reserves**

### *Capital Improvements*

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

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

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

The funding level on July 1, 2024, will be \$ 978,000 with capital projects for FY 24-25 totaling \$920,000 with excess funding for the year of approximately \$60,000.

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

### Operating Reserves

This reserve fund was established to ensure fund availability for 1) contingencies for unseen or capital needs; 2) economic uncertainties; and/or 3) cash flow requirements. Based on projected FY 2024-25 Operational Expenses, a 15% target reserve is \$ 1,485,439.85

### Rate Stabilization Reserve

The Rate Stabilization Reserve was established with a base allocation of \$400,000 to be available to offset unexpected fuel spike increases or other unexpected cost increases for contracted services related to recycling, green waste, household hazardous waste, solid waste disposal services or State mandated pass-through fees. This reserve is fully funded for FY 24-25.

### **Waste Management Fee Adjustments**

The Authority annually evaluates and adjusts fees to recover the complete costs associated with providing and operating waste management facilities and programs, including any fees imposed by other governmental agencies.

### Waste Management Fee

The Waste Management Fee (“Tip Fee” is comprised of three primary components including a) Countywide Program Fees; b) Base Fees; and c) Facility Fees, as well as applicable charges on non-standard waste materials (tires, appliances, bulky items etc.), green wastes and household hazardous wastes.

The combination of adjustments provides for maintenance of the Authority’s Reserve policies, and sufficiently provides for the cost of all diversion programs. The draft budget for FY 2024-25 recommends adjustments to the Countywide Program Fees, Base Fees, and Facilities Fees, and the Recycling Processing Fee and can be in Section 9 of the draft budget. One area of note is the increase to cost from the Humboldt Sanitation satellite facility.

In preparation for this draft budget Dry Creek staff in concert with HWMA discovered a potential issue with the baseline assumptions for that facility. The current transportation and disposal contract was established in 2017 and those baseline assumptions may no longer be accurate of current practices. Both parties are actively reviewing those assumptions and the proposed rates below may change slightly, with the Satellite Facility rate for Humboldt Sanitation seeing a moderate reduction.

- The proposed rates are as follows:
  - Self-Haul
    - FY 23/24 rate: \$187.17
    - FY 24/25 proposed rate: \$192.41
    - Change: \$5.24 or 2.8%
  - Franchise
    - FY 23/24 rate: \$170.41
    - FY 23/24 proposed rate: \$172.89
    - Change: \$2.28 or 1.45%

- Satellite Facilities in the past have had a blended transportation and disposal rate. The proposed rates now represent actual costs associated with the transportation and disposal from each satellite facility.
  - Recology Eel River
    - FY 23/24 rate: \$135.44
    - FY 24/25 proposed rate: \$145.45
    - Change: \$10.01 or 7.39%
  - Humboldt Sanitation
    - FY 23/24 rate: \$124.76
    - FY 24/25 proposed rate: \$143.23
    - Change \$17.47 or 13.89%
- The proposed Countywide Program Fee results in a moderate increase compared to the previous fiscal year. This can be attributed to an overall increase of costs related to the Household Hazardous Waste Facility.
  - FY 23/24 rate: \$20.91
  - FY24/25 proposed rate \$23.14
  - Change: \$2.23 or 10.65%

Greenwaste Fees

Greenwaste processing and transportation costs are proposed to increase slightly because of CPI increases outlined in the current contracts for services.

- The proposed rates are as follows:
  - Franchise Collector, Direct Delivery
    - FY 23/24 rate: \$94.81
    - FY24/25 proposed rate \$97.30
    - Change: \$2.49 or 3%
  - Hawthorne Street Deliver and Self-Haul
    - FY 23/24 rate: \$130.71
    - FY24/25 proposed rate \$133.31
    - Change: \$2.60 or 2%

Staff has placed the proposed fee in Table 8 of Schedule A

Recycling Processing Fee

Under the “Curbside Collected Recyclables Processing and Marketing” agreement, Recology may submit an annual rate adjustment application to HWMA for review and consideration by February 1<sup>st</sup>. The application for FY 2024-25 remains under review, and at this time these rates are not part of the proposed rates to be approved and will be brought back before the board for final approval.

## **Personnel Compensation & Related Items**

### **Employee Cost of Living Adjustment**

As previously noted, this budget proposes a 4.1% Cost of Living Adjustment (COLA) for all employees. This represents an increase of \$84,720.56 compared to a 0% adjustment.

In preparation for this year, staff conducted a study of 20 special districts or other public waste management entities across the state. Eighteen (18) total entities responded with 83% of the respondents utilizing a CPI to determine wage increases. Staff also learned that almost all respondents had a max percentage increase with a clause that banks percentage points over the max to be incorporated next year.

Respondents noted that this was advantageous to both the employee and employer, as it mitigates the potential for large spikes in the CPI for a given year yet maintains pace with inflation overall.

Staff recommends going forward the HWMA utilize Consumer Price Index-W, West region Annual of the previous year. Staff believes utilizing the annual average will insulate both the HWMA and the employees from inflation outliers.

Staff believes this will maintain HWMA wages in a competitive band with local business and ensure recruitment and retention efforts remain competitive.

### **Organizational Chart & Classification Plan**

The proposed Organizational Chart includes freezing two additional MDT positions bringing the total frozen positions to four.

These positions have been vacated by staff either through retirement or other job opportunities and have remained unfilled until Organics processing operations are better understood.

This results in a savings of approximately \$126,409 for the newly frozen positions, and an overall savings of \$239,934 for FY 24-25 from the total frozen positions.

### **Staff's Recommendation:**

Receive and approve Fiscal Year 2024-25 budget.

### **FISCAL IMPACTS:**

Outlined in report.

### **ALTERNATIVES:**

- 1) Board Discretion

### **ATTACHMENTS:**

- 1) Draft FY 2024-2025 Budget





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

**May 9, 2024**

Board of Directors:

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

Presented By:

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

## Table of Contents

<b>SECTION 1: BUDGET OVERVIEW</b> .....	<b>4</b>
<b>SECTION 2: OPERATING &amp; CAPITAL IMPROVEMENT OVERVIEW</b> .....	<b>5</b>
<b>SECTION 3: AUTHORITY RESERVES</b> .....	<b>6</b>
<b>SECTION 4: FY 2024-2025 BUDGET</b> .....	<b>8</b>
<b>SECTION 5: ORGANIZATIONAL CHART</b> .....	<b>12</b>
<b>SECTION 6: DIVISION ACTIVITIES</b> .....	<b>14</b>
<b>SECTION 7: CLASSIFICATION PLAN</b> .....	<b>22</b>
<b>SECTION 8: RESOLUTION 2025-01</b> .....	<b>25</b>
<b>SECTION 9: WASTE MANAGEMENT FEE TABLE</b> .....	<b>32</b>
<b>SECTION 10: COUNTY WIDE PROGRAM FEES OVERVIEW AND FUNDING DETAILS</b> .....	<b>36</b>
<b>SECTION 11: FY 2024-25 AB 939 ALLOCATION</b> .....	<b>38</b>
<b>SECTION 12: HWMA HOURS OF OPERATIONS</b> .....	<b>39</b>
<b>ATTACHMENT A: HWMA CAPITAL IMPROVEMENT PLAN FISCAL YEARS 2023-2029</b> .....	<b>41</b>

## HWMA Mission Statement

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

### Section 1: Budget Overview

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

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

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

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

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

## Section 2: Operating & Capital Improvement Overview

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

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

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

### Revenue

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

### Revenue Assumptions:

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

### Expenditures

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

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

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

### Expenditure Assumptions:

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

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

## **Section 3: Authority Reserves**

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

### (Undesignated) Operating Expenditure Reserve Fund

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

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

### Rate Stabilization Reserve

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

### Capital Improvement Reserve Fund

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

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

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

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

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

### Employee Health and Benefits Stabilization Reserve

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

## Section 4: FY 2024-2025 Budget



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

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





## Section 5: Organizational Chart

**HWMA Organizational Chart Fiscal Year 2024-2025**

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

9-May-24

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

Section 6: Division Activities

**HWMA Executive Director**  
Eric Keller-Heckman

Purpose:

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

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

Budget Summary

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

Programs Activities Summary

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

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

Objectives for 2024-2025

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

## Financial & Administrative Services

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

### Purpose:

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

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

### Finance Activities Summary

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

### Accomplishments for FY 2023-24:

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

### Objectives for FY 2024-25:

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



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

## Operations

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

### Purpose:

The Director of Operations is responsible for managing:

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

### Solid Waste Activities Summary:

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

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

*Diversion Activities:*

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

*Objectives for FY 2024-25:*

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

*Household Hazardous Waste Activities Summary:*

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

Hazardous Waste Activities:

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

*Objectives for FY 2024-2025:*

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

## Environmental Health & Safety

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

### Purpose:

The Director of Environmental Health & Safety is responsible for:

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

### Environmental Health and Safety Summary:

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

### Accomplishments for FY 2023-24:

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

### Objectives for FY 2024-2025:

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

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

Cummings Road Landfill and Forest Properties Summary:

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

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

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

Accomplishments for FY 2023-2024:

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

Objectives for FY 2024-2025:

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

## Section 7: Classification Plan

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

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

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

### HWMA FY 2024-2025 Salary Schedule

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



## Section 8: Resolution 2025-01

**DRAFT-RESOLUTION 2025-01**

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

**Section 1. PURPOSE AND INTENT.**

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

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

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

**Section 2. DEFINITIONS.**

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

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

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

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

**Section 3. COLLECTION OF FEE.**

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

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

**Section 4. WASTE MANAGEMENT FEE.**

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

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

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

**Section 5. PAYMENT OF FEES.**

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

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

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

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

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

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

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

**Section 6. FAILURE TO COMPLY.**

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

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

**Section 7. REFUNDS.**

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

**Section 8. EFFECTIVE DATE.**

This Resolution shall take effect on July 1, 2024.

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
Meredith Mathews, Chair

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

Section 9: Waste Management Fee Table



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

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

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

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

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

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

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

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

## Section 10: County Wide Program Fees Overview and Funding Details

### Administration.

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

### The Household Hazardous Waste Program

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

### Cummings Road Landfill Pledge of Revenue.

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

### Illegal Dumping and Cleanup Fund

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

### Rural Container Program.

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

### County/Cities AB939 Programs.

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

### Table Bluff Landfill

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

*The Local Enforcement Agency (LEA)*

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

*Edible Food Recovery*

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

## Section 11: FY 2024-25 AB 939 Allocation



## Section 12: HWMA Hours of Operations

Hawthorne Street Transfer Station& Eureka Recycling Center

Tip Floor & Recycling Center

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

Cummings Road Landfill

Landfill Office	Monday – Friday	7:30 am to 3pm
-----------------	-----------------	----------------

**All HWMA Facilities will be closed for the following Holidays:**

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



## Attachment A: HWMA Capital Improvement Plan Fiscal Years



**Humboldt Waste Management Authority  
Capital Improvement Plan**

**May 9, 2024**

## Table of Contents

<b>Section 1: Overview .....</b>	<b>3</b>
Methodology .....	5
<b>Section 2: Project List .....</b>	<b>6</b>
<b>Section 3: Estimated Project Funding Timeline .....</b>	<b>7</b>
<b>Section 4: Detail of Projects.....</b>	<b>8</b>
Franchise Wheel Loader - Solid Waste (2023.01).....	9
Security System Upgrade - Admin (2024.01) .....	10
Pit Scale Replacement - Solid Waste (2024.02).....	11
Flare Blower Replacement - Landfill (2024.03) .....	12
Office Remodel – Landfill (2024.04) .....	13
Tractor & Attachments - Landfill (2025.01).....	14
Flare Hear Shields - Landfill (2025.02) .....	15
Mini-Excavator Replacement - Landfill (2026.01) .....	16
Franchise Wheel Loader Tires – Solid Waste (2026.02).....	17
Organics Facility Striping – Solid Waste (2026.03) .....	18
Self-Haul Wheel Loader – Solid Waste (2027.01).....	19
Excavator – Solid Waste (2028.01) .....	20
Wheel Loader - Organics (2028.02) .....	21
Main Office and Scale House Paint - Admin (2029.01) .....	22
Franchise Wheel Loader – Solid Waste (2032.01) .....	23
Transfer Station Roof – Solid Waste (2036.01) .....	24
Solar Panel Roof Addition – Solid Waste (2036.02).....	25
<b>Section 5: Projects To Be Removed:.....</b>	<b>26</b>

## Section 1: Overview

### Introduction

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

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

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

### Purpose

The CIP is intended to:

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

### Funding Sources

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

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

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

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

#### *Project Planning Process*

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

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

#### *Board Review and Implementation Timeline*

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

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

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

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

## Methodology

### *Establish a planning committee.*

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

### *Define capital projects or purchases.*

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

### *Calculate estimated costs for each project.*

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

### *Evaluate capital assets.*

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

### *Forecast funding needs.*

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

### *Finalize project.*

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

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

## Section 2: Project List

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

### Section: 3 Estimated Project Funding Timeline

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

Year to Acquire



## Section 4: Detail of Projects

## Franchise Wheel Loader - Solid Waste (2023.01)

Estimated Year to Acquire:

Fiscal Year 2022-2023/24

Recommended Procurement Method:

5 Year Lease

Description:

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

Justification for Acquisition:

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

Recommended Useful Life:

Five to seven years

Acquisition and Funding Schedule

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

## Security System Upgrade - Admin (2024.01)

Estimated Year to Acquire:

Fiscal Year 2023-2024

Recommended Procurement Method:

Purchase

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

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

Acquisition and Funding Schedule

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

## Pit Scale Replacement - Solid Waste (2024.02)

Estimated Year to Acquire:

Fiscal Year 2023-2024.

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Ten years or more.

Acquisition and Funding Schedule

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

## Flare Blower Replacement - Landfill (2024.03)

### Estimated Year to Acquire:

Fiscal Year 2023-2024.

### Recommended Procurement Method:

Purchase.

### Description of Project:

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

### Justification for Acquisition:

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

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

### Useful Life:

Five to seven years

### Acquisition and Funding Schedule

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

## Office Remodel – Landfill (2024.04)

Estimated Year to Acquire:

Fiscal Year 2023-2024

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Twenty years.

Acquisition and Funding Schedule

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

## Tractor & Attachments - Landfill (2025.01)

Estimated Year to Acquire:

Fiscal Year 2024-2025.

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Five to seven years.

Acquisition and Funding Schedule

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

## Flare Hear Shields - Landfill (2025.02)

Estimated Year to Acquire:

Fiscal Year 2024-2025.

Recommended Procurement Method:

Purchase.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

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

Acquisition and Funding Schedule

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



## Mini-Excavator Replacement - Landfill (2026.01)

Estimated Year to Acquire:

Fiscal Year 2025-2026.

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Five to seven years.

Acquisition and Funding Schedule

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

## Franchise Wheel Loader Tires – Solid Waste (2026.02)

Estimated Year to Acquire:

Fiscal Year 2025-2026

Recommended Procurement Method:

Purchase

Description of Project:

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

Justification for Acquisition:

Wear item.

Acquisition and Funding Schedule

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

## Organics Facility Striping – Solid Waste (2026.03)

Estimated Year to Acquire:

Fiscal Year 2025-2026

Recommended Procurement Method:

Purchase

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Five to 7 years depending on use.

Acquisition and Funding Schedule

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

## Self-Haul Wheel Loader – Solid Waste (2027.01)

Estimated Year to Acquire:

Fiscal Year 2026-2027

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

Scheduled Replacement of current in use equipment.

Useful Life:

Seven years.

Acquisition and Funding Schedule

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

## Excavator – Solid Waste (2028.01)

Estimated Year to Acquire:

Fiscal Year 2027-2028

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

5 years

Acquisition and Funding Schedule

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

## Wheel Loader - Organics (2028.02)

Estimated Year to Acquire:

Fiscal Year 2027-2028

Recommended Procurement Method:

5 Year Lease.

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Seven years.

Acquisition and Funding Schedule

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

## Main Office and Scale House Paint - Admin (2029.01)

Estimated Year to Acquire:

Fiscal Year 2028-2029

Recommended Procurement Method:

Purchase

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Fifteen to twenty years

Acquisition and Funding Schedule

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

## Franchise Wheel Loader – Solid Waste (2032.01)

Estimated Year to Acquire:

Fiscal Year 2032-2033

Recommended Procurement Method:

Purchase

Description of Project:

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

Justification for Acquisition:

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

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

Useful Life:

Seven to ten years

Acquisition and Funding Schedule

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



## Transfer Station Roof – Solid Waste (2036.01)

Estimated Year to Acquire:

Fiscal Year 2037-38

Recommended Procurement Method:

Purchase

Description of Project:

Replacement of current Hawthorne Street Transfer Station Roof

Justification for Acquisition:

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

Useful Life:

Twenty to thirty years.

Acquisition and Funding Schedule

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

## Solar Panel Roof Addition – Solid Waste (2036.02)

Estimated Year to Acquire:

Fiscal Year 2037-38

Recommended Procurement Method:

Purchase

Description of Project:

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

Justification for Acquisition:

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

Useful Life:

Fifteen to twenty years

Acquisition and Funding Schedule

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

Section 5: Projects To Be Removed:  
None.



***Staff Report***

**DATE:** May 6, 2024

**For Meeting:** May 9, 2024

**FROM:** Eric Keller-Heckman, Executive Director

**SUBJECT:** Item 6)  
Set a Special Meeting for the Purpose of Approving the Recycling Materials Processing Fee for FY 2024-25

**RECOMMENDED ACTION:** Voice vote.  
That the Board discuss and set a date and time for a Special Meeting to be held in May 2024 for the purpose of approving Table 9 of the Waste Management Fees.

**DISCUSSION:**

**Background:**

Staff requests Board members discuss and set a date and time for a special meeting to be held at the end of May 2024 approve the Recycling Materials Processing Fee for Fiscal Year 2024-25

Staff recommends either Tuesday May 28<sup>th</sup> or Thursday May 30<sup>th</sup> at 5:30pm, but is open to the boards needs.

**FISCAL IMPACTS:**

None

**ALTERNATIVES:**

- 1) Board Discretion

**ATTACHMENTS:**

None