

# **Napa-Vallejo Waste Management Authority**

City of American Canyon  
City Council Meeting Chambers  
4381 Broadway Street, Ste 201 - American Canyon, CA 94503



## **Agenda**

**Thursday, April 11, 2024  
10:00 AM**

**4381 Broadway Street, Ste 201 - American Canyon, CA 94503**

## **Napa-Vallejo Waste Management Authority**

*Leon Garcia, Chair  
Robert McConnell, Vice Chair  
Mary Luros, Member  
Alfredo Pedroza, Member  
Anne Cottrell, Alternate Member  
David Oro, Alternate Member  
Tina Arriola, Alternate Member  
Bernie Narvaez, Alternate Member*

*Chris Celsi, Executive Director  
Tracy Schulze, Auditor  
Marie Nicholas, Secretary/Clerk  
Thomas C. Zeleny, Legal Counsel  
Robert Minahen, Treasurer*

**Members of the public are encouraged to participate in the meeting by submitting written comments electronically to the Executive Director at [NVWMA@countyofnapa.org](mailto:NVWMA@countyofnapa.org). This email will be monitored during the meeting. Public comments will be accepted until the Chair closes public comment for each item during the meeting. All comments will be distributed to the Board members and included in the records.**

**Submit Public Comments Via Email @:  
[NVWMA@countyofnapa.org](mailto:NVWMA@countyofnapa.org)**

### **GENERAL INFORMATION**

The Napa-Vallejo Waste Management Authority meets the 2nd Thursday of each month at 10:00 A.M. at 4381 Broadway Street, Suite 201, American Canyon, California 94503. The meeting room is wheelchair accessible. Requests for disability related modifications or accommodations, aids or services may be made no less than 72 hours prior to the meeting date by contacting 707 253-4471.

The Agenda is divided into two sections:

### **CONSENT ITEMS**

These matters typically include routine financial or administrative actions, as well as final adoption of ordinances that cannot be both introduced and adopted at the same meeting. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion.

### **ADMINISTRATIVE ITEMS**

These items include significant policy and administrative actions, and are classified by program areas. Immediately after approval of the CONSENT CALENDAR, ADMINISTRATIVE ITEMS will be considered.

All materials relating to an agenda item for an open session of a regular meeting of the Napa-Vallejo Waste Management Authority which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of, but prior to the meeting, will be available for public inspection, at the time of such distribution, in the office of Auditor Controller, 1195 Third Street, Suite B-10, Napa CA 94559, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or Napa Vallejo Waste Management staff, and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA, please proceed to the rostrum and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board.**

**AGENDA AVAILABLE ONLINE AT [www.countyofnapa.org](http://www.countyofnapa.org)**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT

In this time period, anyone who wishes to speak to the Authority Board of Directors regarding any subject over which the Board has jurisdiction, that is not on the agenda, or to request consideration to place an item on a future Board agenda, may do so at this time. Individuals will be limited to a three minute presentation. The Board of Directors will take no action as a result of any item presented at this time.

5. PRESENTATIONS AND COMMENDATIONS
6. APPROVAL OF MINUTES

- A. Approval of Board Minutes for the March 14, 2024 Regular Meeting. [24-554](#)  
**Attachments:** [3-14-24 Minutes.pdf](#)

7. CONSENT ITEMS

8. ADMINISTRATIVE ITEMS

- A. Executive Director to report on Authority related activities. [24-555](#)  
**Approving Authority:** Napa-Vallejo Waste Management Authority
- B. STUDY SESSION: Staff to present draft FY 24/25 budget for discussion. [24-558](#)  
**Attachments:** [Budget Working Draft FY 24-25.pdf](#)

9. FACILITIES BUSINESS ITEMS

10. OTHER BUSINESS ITEMS

- A. Discussion of any items Board members wish to have addressed at a future meeting date. [24-556](#)
- B. Reports of current information relevant to the Authority by the member jurisdictions: [24-557](#)

11. CLOSED SESSION

12. ADJOURNMENT

The next regularly scheduled meeting of the Authority Board of Directors will be held on May 9, 2024.



Napa-Vallejo Waste  
Management Authority  
Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 4/11/2024

**File ID #:** 24-554

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**TO:** Napa-Vallejo Waste Management Authority Board of Directors  
**FROM:** Chris Celsi, Executive Director  
**REPORT BY:** Chris Celsi, Executive Director  
**SUBJECT:** Approval of Minutes

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**RECOMMENDATION**

Approval of Board Minutes for the March 14, 2024 Regular Meeting.

**FISCAL & STRATEGIC PLAN IMPACT**

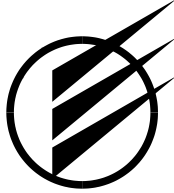
Is there a Fiscal Impact? No

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

Please refer to the attached March 14, 2024 Minutes.



**NAPA-VALLEJO WASTE  
MANAGEMENT AUTHORITY  
0  
MINUTES OF THE THURSDAY MARCH 14, 2024**

**10:00 A.M. REGULAR MEETING OF THE BOARD OF DIRECTORS**

**1. CALL TO ORDER**

The Napa-Vallejo Waste Management Authority met Thursday, March 14, 2024, at the City of American City Hall. Chair Garcia called the meeting to order at 10:00 a.m.

**2. ROLL CALL**

The following Directors were present: Director Luros, Vice-Chair McConnell, and Chair Garcia. Director Pedroza was excused.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT – NONE**

**5. PRESENTATIONS AND COMMENDATIONS**

A. Tim Holmes of Kenwood Energy to make a presentation on the options for the Installation of additional Solar Energy at the American Canyon Landfill.

**6. APPROVAL OF MINUTES**

**B. APPROVAL OF MINUTES**

Approval of Board Minutes for the February 8, 2024 Meeting.

**Item 6A:                      Approved as submitted      ML-RM**

**7. CONSENT ITEMS**

A. Accept and file the NVWMA Internal Audit Report for the quarter ended December 31, 2023.

B. FY 2024 BUDGET ADJUSTMENT Approval and authorization for the Executive Director to sign a Budget Adjustment request to increase appropriations by \$60,000 to cover the cost of increased fees imposed by the Local Enforcement Agency.

C. Second Amendment to Agreement 2021-11 - AS NEEDED CIVIL ENGINEERING SERVICES  
REQUESTED ACTION: Approval and authorization for the Chair to sign the Second Amendment to Agreement 2021-11 with Bartelt Engineering to add \$80,000 (for a total of \$145,000) for this fiscal year, and to extend the duration of the Agreement for one year, for engineering work related to the budgeted Leachate Lines Improvement project at the American Canyon Sanitary Landfill.

**8. ADMINISTRATIVE ITEMS**

A. Executive Director to report on Authority related activities.

**9. FACILITIES BUSINESS ITEMS - NONE**

**10. OTHER BUSINESS ITEMS**

**A. FUTURE AGENDA ITEMS**

**B. REPORTS FROM JURISDICTIONS**

DISCUSSION ITEM: Reports of current information relevant to the Authority by the member jurisdictions:

- i. Vallejo: - No Report
- ii. Napa City: - Kevin Miller reported for the City
- iii. Napa County: - No Report
- iv. American Canyon: - Chair Garcia reported for the City

**Item 10B                Reports only – No Taken Action**

**11. CLOSED SESSION**

**12. ADJOURNMENT**

The Meeting adjourned at 10:55 A.M. The next meeting of the Authority Board of Directors will be a Regular Meeting to be held on April 11, 2024.

ATTEST: Marie Nicholas  
Marie Nicholas, NVWMA Secretary

**KEY**

Vote: RM=Robert McConnell, AP=Alfredo Pedroza, LG=Leon Garcia, ML=Mary Luros  
The maker of the motion and second are reflected respectively in the order of the recorded vote.

Notations next to vote: N = No; X = Excused; A = Abstain; B = Absent



# Napa-Vallejo Waste Management Authority

## Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 4/11/2024

**File ID #:** 24-555

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**TO:** Napa-Vallejo Waste Management Authority Board of Directors  
**FROM:** Chris Celsi, Executive Director  
**REPORT BY:** Chris Celsi, Executive Director  
**SUBJECT:** Executive Director's Report

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### **RECOMMENDATION**

Executive Director to report on Authority related activities.

### **EXECUTIVE SUMMARY**

The Executive Director will report on recent activities relating to the Authority.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact? No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Executive Director will report on recent activities concerning the Authority.



Napa-Vallejo Waste  
Management Authority  
Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 4/11/2024

**File ID #:** 24-558

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**TO:** Napa-Vallejo Waste Management Authority Board of Directors  
**FROM:** Chris Celsi, Executive Director  
**REPORT BY:** Chris Celsi, Executive Director  
**SUBJECT:** FY 2024/2025 Proposed Budget Study Session

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**RECOMMENDATION**

STUDY SESSION: Staff to present draft FY 24/25 budget for discussion.

1. Revenue Projections and Operations Budget; and
2. Operating and Capital Reserves; and
3. Capital Improvement Budget

**EXECUTIVE SUMMARY**

The Authority Bylaws direct the Executive Director, in cooperation with the Auditor-Controller, to submit to the Board of Directors at their first meeting in April, a proposed budget for the ensuing 2024/2025 Fiscal Year. It is anticipated that a Final Budget will be presented for adoption by the Board, with a noticed Public Hearing, at the June 13, 2024 meeting.

**FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Where is it budgeted?	This is the proposed operating budget for Fiscal Year 2024/2025
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A budget must be adopted in order to expend funds to cover the Authority's obligations.
Is the general fund affected?	Yes
Future fiscal impact:	None. This is only for the upcoming fiscal year.
Consequences if not approved:	Expenditures cannot be made.

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California



Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The draft budget will be presented for review again at the May 9, 2024 meeting, and a final budget will be submitted for approval at the June 13, 2024 meeting.

**Napa Vallejo Waste Management Authority**  
**FY 2024 - 2025 BUDGET**

Budget / Estimated Tons per Year----->

Calendar Yr 2023 total was 263,000 tons

**4/4/2024**

	270,000	263,000	271,000	277,775	284,719	291,837
	2022-23 Est. Actuals	2023-24 Final	2024-25 Draft	2025-26 Estimated	2026-27 Estimated	2027-28 Estimated
10 <b>Total Revenue</b>	<u>\$ 22,000,000</u>	<u>\$ 22,000,000</u>	<u>\$ 23,000,000</u>	<u>\$ 23,000,000</u>	<u>\$ 23,000,000</u>	<u>\$ 24,000,000</u>
11 <b>Operating Expenditures</b>						
12 Administration Total	\$ 539,000	\$ 603,000	\$ 644,000	\$ 662,000	\$ 683,000	\$ 705,000
13 Landfill Operation Total	\$ 763,000	\$ 825,000	\$ 834,000	\$ 867,000	\$ 904,000	\$ 942,000
14 Transfer Station Total	\$ 10,000,000	\$ 11,000,000	\$ 12,000,000	\$ 13,000,000	\$ 14,000,000	\$ 150,000
15 Disposal Total	\$ 7,000,000	\$ 7,000,000	\$ 8,000,000	\$ 8,000,000	\$ 9,000,000	\$ 9,000,000
16 Household Hazardous Waste Total	\$ 647,000	\$ 838,000	\$ 872,000	\$ 907,000	\$ 944,000	\$ 982,000
17 <b>Total Operating Expenditures</b>	<u>\$ 19,000,000</u>	<u>\$ 20,000,000</u>	<u>\$ 22,350,000</u>	<u>\$ 24,000,000</u>	<u>\$ 25,000,000</u>	<u>\$ 27,000,000</u>
18 <b>Net From Operations</b>	<u>\$ 3,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ 650,000</u>	<u>\$ (1,000,000)</u>	<u>\$ (2,000,000)</u>	<u>\$ (3,000,000)</u>
19 <b>Capital Expenditures</b>						
20 ACSL Leachate Line Improvements	\$ 220,000	\$ 220,000	\$ 300,000	\$ -	\$ -	\$ -
21 DRTS C&D Bldg - 17810	\$ 2,050,000	\$ 750,000	\$ 15,950,000	\$ 4,400,000	\$ -	\$ -
23 Recycled Waterline Project	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
22 Levee Project	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
23 Devlin Road Transfer Station Roof	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
24 Future Projects	\$ -	\$ 210,000	\$ 220,000	\$ 210,000	\$ 210,000	\$ 210,000
<b>Total Capital Expenditures</b>	<u>\$ 2,270,000</u>	<u>\$ 2,180,000</u>	<u>\$ 18,470,000</u>	<u>\$ 4,610,000</u>	<u>\$ 210,000</u>	<u>\$ 210,000</u>
25 <b>Total Expenditures</b>	<u>\$ 21,270,000</u>	<u>\$ 22,180,000</u>	<u>\$ 40,820,000</u>	<u>\$ 28,610,000</u>	<u>\$ 25,210,000</u>	<u>\$ 27,210,000</u>
26 <b>Net Surplus (Deficit)</b>	<u>\$ 712,000</u>	<u>\$ (396,000)</u>	<u>\$ (17,820,000)</u>	<u>\$ (5,610,000)</u>	<u>\$ (2,210,000)</u>	<u>\$ (3,210,000)</u>
27 Total Cash Balance ( <i>accrual basis</i> )	<u>\$ 23,000,000</u>	<u>\$ 23,000,000</u>	<u>\$ 5,180,000</u>	<u>\$ (430,000)</u>	<u>\$ (2,640,000)</u>	<u>\$ (5,850,000)</u>
28 <b>Allocation to Reserves</b>						
29 Operating Reserve						
Recommended Allocation	3,000,000	3,000,000	4,000,000	4,000,000	4,000,000	4,500,000
30 Capital Reserve						
Recommended Allocation	20,000,000	20,000,000	1,180,000	(3,000,000)	(4,800,000)	(10,350,000)



# Napa-Vallejo Waste Management Authority

## Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 4/11/2024

**File ID #:** 24-556

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**TO:** Napa-Vallejo Waste Management Authority Board of Directors  
**FROM:** Chris Celsi, Executive Director  
**REPORT BY:** Chris Celsi, Executive Director  
**SUBJECT:** Future Agenda Items

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### **RECOMMENDATION**

Discussion of any items Board members wish to have addressed at a future meeting date.

### **EXECUTIVE SUMMARY**

Discussion of any items Board members wish to have addressed at a future meeting date.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact? No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



# Napa-Vallejo Waste Management Authority

## Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 4/11/2024

**File ID #:** 24-557

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**TO:** Napa-Vallejo Waste Management Authority Board of Directors  
**FROM:** Chris Celsi, Executive Director  
**REPORT BY:** Chris Celsi, Executive Director  
**SUBJECT:** Reports from Jurisdictions

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### **RECOMMENDATION**

Reports of current information relevant to the Authority by the member jurisdictions:

### **EXECUTIVE SUMMARY**

- i. Vallejo: Robert McConnell
- ii. Napa City: Mary Luros
- iii. Napa County: Alfredo Pedroza
- iv. American Canyon: Leon Garcia

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact? No

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.