

Napa-Vallejo Waste Management Authority

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



NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY

Agenda - Final

Monday, March 16, 2026

4:00 PM

Napa-Vallejo Waste Management Authority

Andrea Sorce, Chair
Mary Luros, Vice-Chair
Belia Ramos, Member
Pierre Washington, Member
Bernie Narvaez, Alternate Member
Peter Bregenzer, Alternate Member
Liz Alessio, Alternate Member
David Oro, 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. 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**

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

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 January 12, 2026 Regular Meeting. [26-206](#)
Attachments: [1-12-26 Minutes](#)

7. CONSENT ITEMS

- A. Staff requests acceptance of the Authority's FY 2025/2026 1st and 2nd Quarter financial report (July 1, 2025 to December 31, 2025). [26-306](#)
Attachments: [Financial Report 7-1-25 to 12-31-25](#)
- B. Accept and file the Napa-Vallejo Waste Management Authority (Authority) Internal Audit Report for the quarter ended December 31, 2025 (Fiscal Impact: None; Discretionary). [26-351](#)
Attachments: [NVWMA Report 12.31.2025](#)

8. ADMINISTRATIVE ITEMS

- A. Executive Director to report on Authority related activities. [26-207](#)
- B. Overview of the Devlin Road Transfer Station Facility by the General Manager, Steve Kelley [26-211](#)

9. FACILITIES BUSINESS ITEMS

10. OTHER BUSINESS ITEMS

- A. Discussion of any items Board members wish to have addressed at a future meeting date. [26-209](#)
- B. Reports of current information relevant to the Authority by the member jurisdictions: [26-210](#)

11. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(b)) [26-213](#)
Title: Executive Director

12. ADJOURNMENT

The next regularly scheduled meeting of the Authority Board of Directors will be held April 20, 2026.



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-206

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

RECOMMENDATION

Approval of Board Minutes for the January 12, 2026 Regular Meeting.

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 January 12, 2026 Minutes.



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-306

TO: Napa-Valley Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: FY 2025/2026 Mid-Year Financial Report

RECOMMENDATION

Staff requests acceptance of the Authority's FY 2025/2026 1st and 2nd Quarter financial report (July 1, 2025 to December 31, 2025).

EXECUTIVE SUMMARY

Staff requests that the Board accept the Authority's FY 2025/2026 1st and 2nd Quarter financial report.

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.

FY 2025-2026 Napa Vallejo Waste Management Authority - FINANCIAL REPORTING - JULY 1, 2025 TO DECEMBER 31, 2025

<u>Operating Expenditures</u>	Approved Adjustments	Budget	1st Quarter Total	2nd Quarter Total	Total Expenditures to Date	Percent of Budget to Date	3rd Quarter ESTIMATES	4th Quarter ESTIMATES	Year End Estimates	Year End Percent of Budget	Year End Remaining Budget
Administration	\$ -	\$ 1,407,000	\$ 370,894	\$ 73,035	\$ 443,929	32%	\$ 306,982	\$ 70,715	821,626	58%	\$ 585,374
Landfill Operation	\$ -	\$ 792,000	\$ 89,686	\$ 200,012	\$ 289,698	37%	\$ 138,713	\$ 139,313	\$ 567,724	72%	\$ 224,276
Transfer Station Operation	\$ -	\$ 12,080,000	\$ 1,930,642	\$ 2,904,466	\$ 4,835,108	40%	\$ 2,803,411	\$ 2,904,000	\$ 10,542,519	87%	\$ 1,537,481
Disposal	\$ -	\$ 8,000,000	\$ 1,342,988	\$ 1,931,981	\$ 3,274,970	41%	\$ 2,250,000	\$ 2,250,000	\$ 7,774,970	97%	\$ 225,030
Household Hazardous Waste	\$ -	\$ 1,012,700	\$ 184,470	\$ 164,926	\$ 349,397	35%	\$ 271,227	\$ 270,827	\$ 891,451	88%	\$ 121,249
Total Operating Expenditures	\$ -	\$ 23,291,700	\$ 3,918,682	\$ 5,274,420	\$ 9,193,102	23%	\$ 5,770,333	\$ 5,634,855	\$ 20,598,290	88%	\$ 2,693,410

<u>Capital Expenditures</u>	Approved Adjustments	Budget	1st Quarter Total	2nd Quarter Total	Expenditures to Date	Percent of Budget	3rd Quarter Total	4th Quarter Estimate	Year End Total Expenditures	Year End Percent of Budget	Year End Remaining Budget
DRTS C&D Building (17810)	\$ -	\$ 38,450,000	\$ 22,285	\$ 3,277,112	\$ 3,299,397	9%	\$ 2,403,418	\$ 3,000	\$ 5,705,815	15%	\$ 32,744,185
DRTS ROOF (25802)	-	\$ 545,000	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ 545,000
Total Capital Expenditures	\$ -	\$ 38,995,000	\$ 22,285	\$ 3,277,112	\$ 3,299,397		\$ 2,403,418	\$ 3,000	\$ 5,705,815	\$ -	\$ 33,289,185

Total Expenditures		\$ 62,286,700	\$ 3,940,966	\$ 8,551,532	\$ 12,492,499	20%	\$ 8,173,751	\$ 5,637,855	\$ 26,304,105	42%	\$ 35,982,595
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<u>Revenue</u>	Approved Adjustments	Budget	1st Quarter Total	2nd Quarter Total	Total Revenue to Date	Percent of Budget	3rd Quarter Total	4th Quarter Total	Year End Total Revenue	Percent of Budget	Amount Over/(Under) Budget
Total Revenue	\$ -	\$ 48,920,000	\$ 5,456,388	\$ 6,250,503	\$ 11,706,891	24%	\$ 5,951,021	\$ 23,150,000	\$ 40,807,912	83%	\$ (8,112,088)

<u>Cash Reconciliation</u>		Total	Total	Total	Total	Year End
Auditor's Report		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year End
		\$ 5,456,388	\$ 6,250,503	\$ 5,951,021	\$ 23,150,000	\$ 40,807,912
		(3,918,682)	(5,274,420)	(5,770,333)	(5,634,855)	(20,598,290)
		(22,285)	(3,277,112)	(2,403,418)	(3,000)	(5,705,815)
	Balance 6/30/25	\$ 1,515,422	\$ (2,301,030)	\$ (2,222,730)	\$ 17,512,145	\$ 14,503,807
Net Revenue						
Cash Balance	\$ 34,054,050	\$ 35,569,472	\$ 33,268,442	\$ 31,045,712	\$ 48,557,857	\$ 48,557,857



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-351

TO: Honorable Board of Directors
FROM: Christopher Celsi, Executive Director
REPORT BY: Tracy Schulze, Auditor-Controller
SUBJECT: Napa-Vallejo Waste Management Authority Internal Audit Report for the
Quarter Ended December 31, 2025

RECOMMENDATION

Accept and file the Napa-Vallejo Waste Management Authority (Authority) Internal Audit Report for the quarter ended December 31, 2025 (Fiscal Impact: None; Discretionary).

BACKGROUND AND DISCUSSION

The Internal Audit Section of the Napa County Auditor-Controller's Office (Internal Audit) has completed quarterly monitoring for the Authority for the quarter ended December 31, 2025.

Internal Audit performed this review in conformance with professional auditing standards applicable to the public sector. These standards require that each engagement be performed with integrity, objectivity, competence, due professional care, and confidentiality.

Internal controls over revenue and accounts receivable appear to be adequately designed and implemented as of December 31, 2025. Consistent with prior quarters, a minor variance was noted - a net cash overage of \$451. The Treasurer-Tax Collector's Central Collections aging report indicated that customer accounts with balances greater than \$250 outstanding for 90 days or longer totaled \$9,122.

Action Requested: Accept and file the Napa-Vallejo Waste Management Authority Internal Audit Report for the quarter ended December 31, 2025.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? Yes
Is it Mandatory or Discretionary? Discretionary

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.



A Tradition of Stewardship
A Commitment to Service

**Napa-Vallejo Waste Management Authority
Quarterly Monitoring
Internal Controls Review**

For the period of October 1, 2025 to
December 31, 2025

Tracy A. Schulze
Auditor-Controller
Internal Audit Section
February 4, 2026

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Internal Audit Team

Christine Hernandez - Deputy Auditor-Controller
Nicholas Kittredge - Grant Compliance & Internal Audit
Omar Lopez - Internal Audit



A Tradition of Stewardship
A Commitment to Service

Auditor-Controller
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Tracy A. Schulze
Auditor-Controller

February 4, 2026

Board of Directors
Napa-Vallejo Waste Management Authority

Executive Summary

The Internal Audit Section of the Napa County Auditor-Controller's Office (Internal Audit) has completed quarterly monitoring for Napa-Vallejo Waste Management Authority (Authority) for the quarter ended December 31, 2025.

This review was conducted in accordance with professional auditing standards applicable to the public sector, which require that engagements be performed with integrity, objectivity, competence, due professional care, and confidentiality.

As of December 31, 2025, internal controls over revenue and accounts receivable appear to be adequately designed and implemented. Consistent with prior quarters, Internal Audit noted a minor variance consisting of a net cash overage of \$451 (see **Exhibit A**). In addition, the Treasurer-Tax Collector's Central Collections aging report reflected customer accounts with balances exceeding \$250 that were outstanding for 90 days or longer totaling \$9,122 (**Exhibit B**).

This report is a matter of public record and is intended solely for the information and use of the Authority's Board of Directors, Executive Director, Management at Northern Recycling Operations and Waste Services LLC (Northern), and the Treasurer-Tax Collector. Internal Audit extends its appreciation to the Northern staff and the Authority's management for their cooperation, expertise, and professionalism throughout this engagement.

Sincerely,

A handwritten signature in blue ink that reads "Tracy Schulze".

Tracy A. Schulze
Auditor-Controller

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025

Background and Authority

The Authority is a joint powers agency organized under the laws of the State of California pursuant to Government Code Section 6500 et seq. The Authority is composed of the County of Napa and the Cities of Napa, American Canyon, and Vallejo, and was established to provide coordinated and economically efficient solid waste processing, transfer, and disposal services for its member agencies.

The Authority entered into an agreement with Northern on March 1, 2007, which was subsequently amended on March 19, 2010. Pursuant to Public Resources Code Section 40059(a)(2), the Authority and Northern are authorized to enter into a transfer station operation agreement under which Northern operates the Devlin Road Transfer Station (DRTS).

For fiscal year 2025-26, the Authority has engaged the Napa County Auditor-Controller's Office to perform quarterly monitoring of internal controls over DRTS operations and related financial activities.

Objective and Scope

The primary objectives of this engagement were to:

1. Evaluate whether internal controls over fees, collections, manual ("hand tag") tickets, and voided or replacement tickets were adequately designed and implemented.
2. Review and report the Treasurer-Tax Collector's collection measures for any accounts receivable balances greater than \$250 that are more than 90 days past due.
3. Identify and report any cash overages or shortages arising from cash, check, or credit card transactions.

The scope of this review included an examination of the Authority's and Northern's records for the quarter ended December 31, 2025.

Procedures

To achieve the engagement objectives, Internal Audit performed the following procedures:

1. Northern's Scale Transaction Report

- Agreed reported revenue (non-cash transactions) per Northern's Scale Transaction Report to the Detail Receivables Report generated in Tyler Munis.
- Verified ticket rates (i.e., scale rates charged) to the applicable Board Resolution.
- Reviewed the report for completeness, including confirmation that no tickets were missing.
- Verified internal controls over voided, replacement, and manual ("hand tag") tickets.

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025

2. Accounts Receivable Aging Report

- Compiled the Accounts Receivable 90-Day Aging Report from Treasurer-Tax Collector reports generated in Tyler Munis.
- Reviewed and reported on the Treasurer-Tax Collector's collection measures for any customer accounts with balances greater than \$250 outstanding for more than 90 days.

3. Cash Overage / (Shortage) Summary

- Compared Northern's Cash Receipt Reports (cash, check, and credit card transactions) to the Authority's general ledger.
- Reviewed short payments exceeding \$25 to assess their validity and reasonableness.
- Reported quarterly and fiscal year-to-date cash overages or shortages arising from cash, check, and credit card transactions.

Conclusion

Based on our review, internal controls over revenue and accounts receivable appear to be adequately designed and implemented as of December 31, 2025. The Treasurer-Tax Collector's accounts receivable balances exceeding 90 days and greater than \$250 totaled \$9,122 as of quarter-end. Reconciliation of all cash and credit card transactions between Northern's cash reports and Treasury's journal entries identified a net cash overage of \$451 for the quarter, which included \$575 in bank adjustments. The fiscal year-to-date cash overage is \$40 as of December 31, 2025.

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025

Exhibit A – Cash Overage / (Shortage) Summary

Description	Quarter Ended December 31, 2025	Quarter Ended September 30, 2025	Year-to-Date
Authority's General Ledger			
Cash	\$ 432,597	\$ 490,767	\$ 923,364
VISA/MC	1,919,802	2,221,494	4,141,296
Bank/TTC Adjustments	(575)	(1,234)	(1,809)
Total	\$ 2,351,824	\$ 2,711,027	\$ 5,062,851
Northern's Cash Report			
Cash/Check	407,560	509,440	917,000
VISA/MC	1,943,813	2,201,998	4,145,811
Total	\$ 2,351,373	\$ 2,711,438	\$ 5,062,811
Net Cash Overage / (Shortage)	\$ 451	\$ (411)	\$ 40

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2025

Exhibit B – Treasurer-Tax Collector’s Accounts Receivable Aging Report and Collection Measures for Receivables over 90 Days with account balances exceeding \$250

Account Name	Customer ID	Total	Collection Measures
Hanford Applied Restoration & Conservation	1445	\$ 702	Correspondence sent with no response back. Mail does not come back as return to sender.
Vallejo Garbage	50572	\$ 6,617	Customer is expected to pay the balance in full.
AWT Construction Group Inc	61740	\$ 1,803	At the time of receiving the aging report received for quarter ending 12.31.25, customer had a balance due of \$8,078.94 as they paid down \$6,275.89 at the time of this report - Continued collection measures remain in place to collect remaining balance.
90 Days Aging Receivables w/Balance Due > \$250		<u><u>\$ 9,122</u></u>	

Note: Collection measures provided by Treasurer-Tax Collector, Central Collections.



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-207

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

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

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-211

TO: Napa-Valley Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Devlin Road Transfer Station Update

RECOMMENDATION

Overview of the Devlin Road Transfer Station Facility by the General Manager, Steve Kelley

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

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-209

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

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 activity is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), as an organizational or administrative activity that will not result in direct or indirect physical changes in the environment, and therefore CEQA is not applicable.



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-210

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

RECOMMENDATION

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

EXECUTIVE SUMMARY

- i. Vallejo: Andrea Sorce
- ii. Napa City: Mary Luros
- iii. Napa County: Belia Ramos
- iv. American Canyon: Pierre Washington

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

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/16/2026

File ID #: 26-213

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Public Employee Performance Evaluation

RECOMMENDATION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(b))

Title: Executive Director