



Napa County  
Board Agenda Letter

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Upper Valley Waste Management Agency (UVWMA)  
File ID #: 25-1475

Agenda Date: 8/18/2025

**TO:** Board of Directors  
**FROM:** Steven Lederer - Manager, UVWMA  
**REPORT BY:** Alice Ramirez - Secretary/Clerk, UVWMA  
**SUBJECT:** Approval of Minutes

**RECOMMENDATION**

APPROVAL OF MINUTES  
REQUESTED ACTION: Approval of the June 23, 2025 regular meeting minutes.

**BACKGROUND**

Staff recommends approval of the June 23, 2025 regular meeting minutes. \*Minutes attached.

**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.

**MINUTES OF THE JUNE 23, 2025**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**1. CALL TO ORDER**

The Upper Valley Waste Management Agency met in regular session on Monday, June 23, 2025, at 1:30p.m. at the Yountville Town Council Chambers. Chair Cottrell called the meeting to order at 1:32p.m.

**2. ROLL CALL**

The following members were present: Member Barak, Member Cooper, Chair Cottrell, Member Manfree, and Member Bolt Trippe.

**3. PLEDGE OF ALLEGIANCE**

Agency Staff Amanda Griffis led the Pledge of Allegiance.

**4. PUBLIC COMMENT**

*During this 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.*

None

**5. CONSENT ITEMS**

**A. APPROVAL OF MINUTES**

REQUESTED ACTION: Approval of the February 10, 2025, regular meeting minutes.

Approved Consent Item 5A: SC, HBT, AB, AM, and AC.

**B. CALIFORNIA INTEGRATED WASTE MANAGEMENT ACT**

DISCUSSION AND POSSIBLE ACTION: Staff to provide an update on the status of activities relevant to the Act.

PULLED – Moved to ADMINISTRATIVE ITEMS -Action requested

Agency's staff, Amanda Griffis, summarized staff report and highlighted some sections of the agenda report.

Chair Cottrell asks Agency staff, Amanda Griffis, to post the comprehensive flyers on social media and also asks to suggest to restaurants that they incorporate their own flyer for easy disposal while at the restaurant.

**C. BOARD DISCUSSION REGARDING MEMBERS GRANT PROGRAM AND OPERATING RESERVES**

DISCUSSION AND POSSIBLE ACTION: Agency Manager to present regarding previous uses of a Grant Program that has been in place to facilitate waste-related projects by Agency Members, as well as to provide information on the operating reserves policy. Input from the Board, which will be used to draft future policies is sought, though no final Board action is expected.

PULLED – Moved to ADMINISTRATIVE ITEMS – Action requested

Agency Manager, Steve Lederer reported on this item.

After discussion, the Board recommends continuing the Members Grant Program and that the Agency establish a policy to maintain a fund balance that is at least 30% of the budgeted expenses for each fiscal year.

**D. AMENDMENT NO. 1 TO AGREEMENT NO. 230447D WITH CONSERVATION CORPS NORTH BAY**

DISCUSSION AND ACTION REQUESTED: Approve and authorize staff to sign Amendment No. 1 to Agreement No. 230447D with Conservation Corps North Bay, amending the scope and maximum compensation while extending the term of the agreement to June 30, 2027. (Fiscal Impact \$190,944 Expense; UVWMA; Budgeted; Discretionary)

Agency Manager, Steve Lederer reported on this item.

Approved Consent item 5D: SC, HBT, AB, AC, and AM.

6. ADMINISTRATIVE ITEMS

A. AGENCY COUNSEL PRESENTATION ON LANDFILL CLOSURE REQUIREMENTS:

DISCUSSION AND POSSIBLE ACTION: Agency Counsel Presentation on Landfill Closure Requirements. Agency Counsel, Gary Bell reported on this item.

7. FRANCHISES' BUSINESS ITEMS

A. Franchises' Status

DISCUSSION AND POSSIBLE ACTION: Manager and Company provided an update concerning the implementation of franchises' activities.

Agency Manager, Steve Lederer highlighted some areas of the staff report including that UVDS rates will increase based on CPI of 2.69% on 7/1/25.

Members of the board asked for clarification on where the recyclables go, including green waste and mixed recycles on the tonnage reports.

Company's Carlos Ramirez clarified most items now go to the Ukiah Recycling Facility and not in the Clover Flat landfill.

B. Waste Management Companies' Issues

DISCUSSION ITEM: This is an opportunity for the franchisee(s) to discuss/raise any items of concern they may wish the UVA to consider.

Nothing to report.

8. OTHER BUSINESS ITEMS

A. Manager's Report

DISCUSSION AND POSSIBLE ACTION: Manager to provide a written update on the status of current activities.

Member Cotrelle requested clarification on a \$30,000 expense in community grants. Agency Manager replied that this was UVWMA's contribution (along with the City of Napa and Napa County Zone 1) to support a food take back and delivery program.

Board also asked Counsel to review its options for addressing a public comment about a labor dispute between the Company and some of its employees. This response will be included in the August Board meeting packet. Nothing additional to report.

B. Reports from Jurisdictions

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

- i. Napa County: Member Manfree took a tour of Clover Flat and recommended everyone take the tour.
- ii. Calistoga: Nothing to report.
- iii. St. Helena: Nothing to report.
- iii. Yountville: Nothing to report.

C. Future Agenda Items

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

9. ADJOURNMENT

The meeting was adjourned at 2:23p.m. The next regularly scheduled meeting of the Agency Board of Directors will be held on Monday, August 18, 2025 at 1:30p.m. in the Yountville Town Chambers or as noted.

AYES: AB, HBT, AM, JG, SC  
 NOES: \_\_\_\_\_  
 ABSTAIN (A): \_\_\_\_\_  
 ABSENT(B): \_\_\_\_\_  
 EXCUSED(X): \_\_\_\_\_

By: At 2  
 ATTEST: Steven Lederer, Manager of the Upper Valley Waste Management Agency

KEY

Vote: AC = Anne Cottrell; AB = Aaron Barak; AM = Amber Manfree; HBT = Hillery Bolt Trippe; KS = Kate Spadarotto;  
 IL-O = Irais Lopez-Ortega; JG = Joelle Gallagher; PR = Pam Reeves; SC = Scott Cooper;  
 The maker of the motion and second are reflected respectively in the order of the recorded vote.  
 Notations next to vote: Y = Ayes; N = No; A = Abstain; B = Absent; X = Excused