

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

Thursday, March 2, 2023

9:00 AM

4381 Broadway, American Canyon, CA 94503

Napa-Vallejo Waste Management Authority

Mary Luros, Chair
Leon Garcia, Vice Chair
Robert McConnell, Member
Alfredo Pedroza, Member
Hakeem Brown, Alternate Member
Anne Cottrell, Alternate Member
David Oro, 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. 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 1st Thursday of each month at 9:00 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 February 2, 2023 Regular Meeting. [23-0307](#)
Attachments: [2-2-23 Minutes.pdf](#)

7. CONSENT ITEMS

- A. Staff requests acceptance of the Authority's FY 2022/2023 1st and 2nd Quarter financial report (July 1, 2022 to December 31, 2022). [23-0308](#)
Attachments: [Mid-Year Financial Report.pdf](#)

8. ADMINISTRATIVE ITEMS

- A. Executive Director to report on Authority related activities. [23-0305](#)

9. FACILITIES BUSINESS ITEMS

10. OTHER BUSINESS ITEMS

- A. Discussion of any items Board members may wish to have addressed at a future meeting date. [23-0304](#)
- B. Reports of current information relevant to the Authority by the member jurisdictions: [23-0306](#)

11. CLOSED SESSION

12. ADJOURNMENT

The next regularly scheduled meeting of the Authority Board of Directors will be held April 6, 2023.



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/2/2023

File ID #: 23-0307

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 February 2, 2023 Regular Meeting.

FISCAL & STRATEGIC PLAN IMPACT

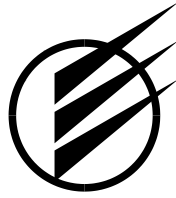
Is there a Fiscal Impact? No

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 February 2, 2023 Minutes.



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

**MINUTES OF THE THURSDAY FEBRUARY 2, 2023,
9:00 A.M. REGULAR MEETING OF THE BOARD OF DIRECTORS**

1. CALL TO ORDER

The Napa-Vallejo Waste Management Authority met Thursday, February 2, 2023, via Zoom Meeting 89993913607. Vice-Chair Lueros called the meeting to order at 9:02 a.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT – NONE

5. PRESENTATIONS AND COMMENDATIONS

6. APPROVAL OF MINUTES

A. APPROVAL OF MINUTES

Approval of Board Minutes for the January 12, 2023 Meeting.

Item 6A: Approved as submitted RM-LG

7. CONSENT ITEMS

A. Approval and authorization of a one-time compensation adjustment to the operating contract for Devlin Road Transfer Station to increase both the Fixed Opponent and Variable Opponent of the Service Fee by 9.11 percent retroactive to July 1, 2023

B. Executive Director requests acceptance of Napa-Vallejo Waste Management Authority – Internal Audit Report for the Quarter ended September 30, 2022.

C. Approval of Resolution No. 2023-11 making findings and declaring the 23-0132 the Board's intent to continue remote teleconference meetings pursuant to Government Code section 54953(e), based on the Governor's declaration of a state of emergency and local recommendation for continued remote attendance at Brown Act meetings due to the threat of COVID-19.

Item 7A, 7B & 7C: Approved as submitted RM-LG

8. ADMINISTRATIVE ITEMS

A. Executive Director to report on Authority related activities.

Item 8: Report only – No Action Taken

9. FACILITIES BUSINESS ITEMS - NONE

10. OTHER BUSINESS ITEMS

A. FUTURE AGENDA ITEMS

Item 10A: Report only – No Action Taken

REPORTS FROM JURISDICTIONS

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

- i. Vallejo: - No Report per Director McConnell
- ii. Napa City: - Kevin Miller reported for the City
- iii. Napa County: - No Report per Director Pedroza
- iv. American Canyon: - Leon Garcia reported for the City

Item 10B: Reports Only – No Action Taken

11. CLOSED SESSION

Item 11A: CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8) Property: That portion of APN 057-090-060 located on the westerly side of Devlin Road between Northern Recycling and Waste Services to the North and Devlin Road Transfer Station to the South.

Agency Negotiator: Chris Celsi, Executive Director, NVWMA
Negotiating Parties: NVWMA and City of Napa
Under Negotiation: [X] Price [X] Terms of Payment

Item 11A: There was no Reportable Action.

12. ADJOURNMENT

The Meeting adjourned at 9:25 A.M. The next regularly scheduled meeting of the Authority Board of Directors will be held on March 2, 2023.

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

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/2/2023

File ID #: 23-0308

TO: Napa-Valley Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: FY 2022/2023 Mid-Year Financial Report

RECOMMENDATION

Staff requests acceptance of the Authority's FY 2022/2023 1st and 2nd Quarter financial report (July 1, 2022 to December 31, 2022).

EXECUTIVE SUMMARY

Staff requests that the Board accept the Authority's FY 2022/2023 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.

BACKGROUND AND DISCUSSION

Staff requests that the Board accept the Authority's FY 2022/2023 1st and 2nd Quarter financial report.

Napa Vallejo Waste Management Authority
FY 22-23 1st & 2nd QUARTER FINANCIAL REPORTING -
JULY 1 2022 TO DECEMBER 31, 2022

2/14/2023

Numbers in Red are estimates

			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter and Year End Estimates			
<u>Operating Expenditures</u>	Approved Adjustments	Revised Budget	1st Quarter Total	2nd Quarter Total	3rd Quarter	4th Quarter Estimate	Year End Estimated Expenditures	Year End Percent of Budget	Year End Remaining Budget
Administration	\$ -	\$ 538,751	\$ 208,763	\$ 59,928	\$ 62,845	\$ 62,445	\$ 393,982	73%	\$ 144,769
Landfill Operation	\$ -	\$ 762,562	\$ 25,770	\$ 206,956	\$ 107,435	\$ 95,126	\$ 435,287	57%	\$ 327,275
Transfer Station Operation	\$ -	\$ 9,590,561	\$ 1,555,144	\$ 2,299,821	\$ 2,170,000	\$ 2,245,000	\$ 8,269,966	86%	1,320,595
Disposal	\$ -	\$ 7,013,431	\$ 1,100,825	\$ 1,633,296	\$ 1,260,000	\$ 1,800,000	\$ 5,794,121	83%	\$ 1,219,310
Household Hazardous Waste	\$ -	\$ 647,072	\$ 2,348	\$ 218,840	\$ 150,600	\$ 150,600	\$ 522,388	81%	\$ 124,684
Total Operating Expenditures	\$ -	\$ 18,552,377	\$ 2,892,850	\$ 4,418,842	\$ 3,750,880	\$ 4,353,171	\$ 15,415,743	83%	\$ 3,136,634

<u>Capital Expenditures</u>	Approved Adjustments	Revised Budget	1st Quarter Total	2nd Quarter Total	3rd Quarter Total	4th Quarter Estimate	Year End Total Expenditures	Year End Percent of Budget	Year End Remaining Budget
ACSL Leachate Line Improvements (22801)	\$ -	\$ 220,000	-	\$ -	\$ -	\$ -	\$ -	0%	\$ 220,000
DRTS C&D Building (17810)	\$ -	\$ 2,050,000	15,982	\$ 147,945	\$ 135,709	\$ 150,000	\$ 449,636	22%	\$ 1,600,364
Total Capital Expenditures		\$ 2,270,000	\$ 15,982	\$ 147,945	\$ 135,709	\$ 150,000	\$ 449,636	0%	\$ 1,820,364
Total Expenditures		\$ 20,822,377	\$ 2,908,832	\$ 4,566,787	\$ 3,886,589	\$ 4,503,171	\$ 15,865,379	76%	\$ 4,956,998

			1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER and YEAR END			
<u>Revenue</u>	Approved Adjustments	Revised Budget	1st Quarter Total	2nd Quarter Total	3rd Quarter Total	4th Quarter Total	Year End Total Revenue	Percent of Budget	Amount Over/(Under) Budget
Total Revenue	\$ -	\$ 21,534,621	\$ 4,359,355	\$ 4,827,385	\$ 4,850,000	\$ 4,850,000	\$ 18,886,740	88%	\$ (2,647,881)

<u>Cash Reconciliation</u>	Auditor's Report 6/30/2022	Total 1st Quarter	Total 2nd Quarter	Total 3rd Quarter	Total 4th Quarter	Total Year End
Assets	\$ 25,328,214	\$ 4,359,355	\$ 4,827,385	\$ 4,850,000	\$ 4,850,000	\$ 18,886,740
Liability	(1,568,481)	(2,892,850)	(4,418,842)	(3,750,880)	(4,353,171)	(15,415,743)
		Operating Expenses (15,982)	(147,945)	(135,709)	(150,000)	(449,636)
		Capital Expenses				
Net Revenue	\$ 23,759,733	Net Revenue \$ 1,450,523	\$ 260,598	\$ 963,411	\$ 346,829	\$ 3,021,360
		Cash Balance	\$ 25,210,256	\$ 25,470,853	\$ 26,434,264	\$ 26,781,093
					\$ 26,781,093	\$ 26,781,093



Napa-Vallejo Waste
Management Authority
Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/2/2023

File ID #: 23-0305

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:** 3/2/2023

File ID #: 23-0304

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 may 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

Napa-Vallejo Waste Management Authority **Agenda Date:** 3/2/2023

File ID #: 23-0306

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: 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.