

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, December 12, 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. 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 November 21, 2024 Regular Meeting. [24-2060](#)
Attachments: [11-21-24 Minutes](#)

7. CONSENT ITEMS

- A. CY 2025 MEETING CALENDAR [24-2064](#)
REQUESTED ACTION: Acceptance of the 2025 NVWMA Board meeting calendar
Attachments: [NVWMA 2025 calendar](#)
- B. Staff requests acceptance of the Authority's FY 2023/2024 Annual financial report (July 1, 2023 to June 30, 2024). [24-2065](#)
- C. ANNUAL FINANCIAL AUDIT [24-2066](#)
REQUESTED ACTION: Accept the Authority's annual audited financial report from Brown Armstrong Accountancy Corporation for the fiscal year ended June 30, 2024.

8. ADMINISTRATIVE ITEMS

- A. Executive Director to report on Authority related activities. [24-2061](#)
Approving Authority: Napa-Vallejo Waste Management Authority

9. FACILITIES BUSINESS ITEMS

10. OTHER BUSINESS ITEMS

- A. Discussion of any items Board members wish to have addressed at a future meeting date. [24-2062](#)

- B.** Reports of current information relevant to the Authority by the member jurisdictions: [24-2063](#)

11 CLOSED SESSION

12. ADJOURNMENT

The next regularly scheduled meeting of the Authority Board of Directors will be held on January 9, 2025.



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 12/12/2024

File ID #: 24-2060

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

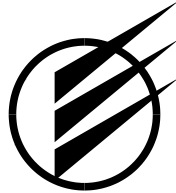
Approval of Board Minutes for the November 21, 2024 Regular Meeting.

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 November 21, 2024 Minutes.



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY
MINUTES OF THE THURSDAY NOVEMBER 21, 2024**

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

1. CALL TO ORDER

The Napa-Vallejo Waste Management Authority met Thursday, November 21, 2024, at the City of American City Hall. Chair Garcia called the meeting to order at 10:01 a.m.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT – NONE

5. PRESENTATIONS AND COMMENDATIONS - NONE

6. APPROVAL OF MINUTES

A. APPROVAL OF MINUTES

Approval of Board Minutes for the October 10, 2024 Regular Meeting.

Item 6A: Approved as submitted LG-ML

7. CONSENT ITEMS

A. Executive Director requests acceptance of Napa-Vallejo Waste Management Authority - Internal Audit Report for the quarter ended September 30, 2024.

Item 7A: Approved as submitted LG-ML

8. ADMINISTRATIVE ITEMS

A. Executive Director to report on Authority related activities.

Items 8A: Approved as submitted LG-ML

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: - Vice-Chair McConnell reported for Vallejo
- 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

A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
Property: APN 058-030-016-000 and APN 058-030-018-000 (North of Eucalyptus Dr. and East of Commerce Blvd., in City of American Canyon)

Item 11A Report only – No Taken Action

12. ADJOURNMENT

The Meeting adjourned at 10:40 A.M. The next meeting of the Authority Board of Directors will be a Regular Meeting to be held on December 12, 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

Napa-Vallejo Waste Management Authority **Agenda Date:** 12/12/2024

File ID #: 24-2064

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris, Celsi, Executive Director
REPORT BY: Chris, Celsi, Executive Director
SUBJECT: 2025 NVMWA Meeting Calendar

RECOMMENDATION

CY 2025 MEETING CALENDAR

REQUESTED ACTION: Acceptance of the 2025 NVWMA Board meeting calendar

EXECUTIVE SUMMARY

The NVWMA By-Laws state: "Regular meetings of the Board shall be held on the second Thursday of each month. If the meeting date in January, July or September falls in the same work week as a holiday for any member jurisdictions' employees, the regular meeting set for that date shall be continued to the next Thursday which is not a holiday, unless canceled altogether by action of the Board. Regular meetings shall commence at 10:00 a.m....". The proposed calendar for CY 2024 adheres to the Authority's By-Laws and is presented to the Board for formal acceptance.

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 NVWMA By-Laws state: "Regular meetings of the Board shall be held on the second Thursday of each month. If the meeting date in January, July or September falls in the same work week as a holiday for any

member jurisdictions' employees, the regular meeting set for that date shall be continued to the next Thursday which is not a holiday, unless canceled altogether by action of the Board. Regular meetings shall commence at 10:00 a.m....". The proposed calendar for CY 2025 adheres to the Authority's By-Laws and is presented to the Board for formal acceptance.



NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY

2025 BOARD OF DIRECTORS REGULAR MEETING CALENDAR

Location:

City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503

Time: 1st Thursday of each month at 10:00 a.m. unless otherwise noted.

Dates: January 9, 2025
February 13, 2025
March 13, 2025
April 10, 2025
May 8, 2025
June 12, 2025
July 10, 2025
August 14, 2025
September 11, 2025
October 9, 2025
November 20, 2025*
December 11, 2025
January 8, 2026

* 3rd Thursday of November, to accommodate the week of Veteran's Day (November 11).



Napa-Vallejo Waste
Management Authority
Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 12/12/2024

File ID #: 24-2065

TO: Napa-Valley Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: FY 2023/2024 Annual Financial Report

RECOMMENDATION

Staff requests acceptance of the Authority's FY 2023/2024 Annual financial report (July 1, 2023 to June 30, 2024).

EXECUTIVE SUMMARY

Staff requests that the Board accept the Authority's FY 2023/2024 Annual 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.



Napa-Vallejo Waste Management Authority
Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 12/12/2024

File ID #: 24-2066

TO: Napa-Vallejo Waste Management Authority
FROM: Chris Celsi, Executive Director
REPORT BY: Tracy Schulze, Auditor-Controller
SUBJECT: Fiscal Year 2023-24 Financial Audit Report

RECOMMENDATION

ANNUAL FINANCIAL AUDIT

REQUESTED ACTION: Accept the Authority’s annual audited financial report from Brown Armstrong Accountancy Corporation for the fiscal year ended June 30, 2024.

EXECUTIVE SUMMARY

The Executive Director and Auditor-Controller request acceptance of the Authority’s annual financial report, audited by the independent CPA firm Brown Armstrong Accountancy Corporation, for the fiscal year ended June 30, 2024.

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 and Auditor-Controller recommend acceptance of the Authority's annual financial statements for fiscal year ended June 30, 2024 as audited by Brown Armstrong Accountancy Corporation. The report issued by the independent CPA firm contains an unqualified, or "clean", opinion, with no management

recommendations.

Highlights of the audit (attached) include:

The Auditor's Opinion, found on page 1, states the financial statements present the financial position of the Authority;

The Management Discussion and Analysis begins on page 4 and provides financial highlights for the year, the story behind the numbers and compares the fiscal activity of the two prior years;

The Financial Statements are presented on pages 8-10, showing the Authority has a very strong net position of \$42 million, mainly consisting of capital assets of \$21.6 million and cash of \$20.4 million;

The Notes to the Financial Statements begin on page 11 and provide summary of accounting policies and other information helpful when looking at the financial statements;

On pages 16-17, you will find a breakdown of activity by Division, which is comparable to your quarterly financial reports;

Lastly, on pages 18-19 is another report and opinion by the Independent Auditors expressing strong and adequate internal controls of the Agency.

Also attached to this agenda item is a letter from the Independent Auditors of required communications to the Board to express if there were any concerns or difficulties that were encountered during the audit, of which there were none.



Napa-Vallejo Waste
Management Authority
Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 12/12/2024

File ID #: 24-2061

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:** 12/12/2024

File ID #: 24-2062

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 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:** 12/12/2024

File ID #: 24-2063

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.