

# **Napa-Vallejo Waste Management Authority**

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



## **Agenda**

**Thursday, June 8, 2023**

**10:00 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*  
*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](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 May 11, 2023 Regular Meeting. [23-0889](#)

**Attachments:** [5-11-23 Minutes.pdf](#)

7. CONSENT ITEMS

- A. Executive Director requests acceptance of Napa-Vallejo Waste Management Authority - Internal Audit Report for the quarter ended December 31, 2022. [23-0759](#)

**Approving Authority:** Napa-Vallejo Waste Management Authority

**Attachments:** [NVWMA - Internal Audit Report for the Quarter Ended December 31, 2022](#)

8. ADMINISTRATIVE ITEMS

- A. 1. Approval of Recommended Budget for FY 2023-2024; and [23-0847](#)
    2. Adoption of Resolution No. 2024-01 adopting the final recommended Operations and Capital Improvement Budgets for Fiscal Year 2023/2024 (weighted vote required)

**Attachments:** [Final Draft.pdf](#)  
[Revenue Chart.pdf](#)  
[Expenditures Chart.pdf](#)  
[23-24 Budget final.pdf](#)  
[Resolution 2024-01.pdf](#)

- B. Executive Director to report on Authority related activities. [23-0892](#)

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. [23-0890](#)
- B. Reports of current information relevant to the Authority by the member jurisdictions:

[23-0891](#)

**11 CLOSED SESSION**

**12. ADJOURNMENT**

The next regularly scheduled meeting of the Authority Board of Directors will be held July 13, 2023.



# Napa-Vallejo Waste Management Authority

## Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 6/8/2023

**File ID #:** 23-0889

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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 May 11, 2023 Regular Meeting.

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

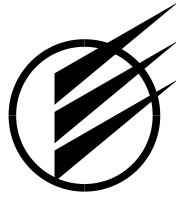
Is there a Fiscal Impact? No

### **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 May 11, 2023 Minutes.



**NAPA-VALLEJO WASTE  
MANAGEMENT AUTHORITY  
MINUTES OF THE THURSDAY APRIL 6, 2023,  
9:00 A.M. REGULAR MEETING OF THE BOARD OF DIRECTORS**

**1. CALL TO ORDER**

The Napa-Vallejo Waste Management Authority met Thursday, May 11, 2023, at the City of American City Hall. Chair Luros called the meeting to order at 9:01 a.m.

**2. ROLL CALL**

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

**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 April 6, 2023 Meeting.

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

**7. CONSENT ITEMS**

**A. REQUESTED ACTION:** Approval and authorization for the Chair to sign the Second Amendment to Agreement No. 2020-02 with WSP USA Inc. to provide operations, monitoring, and maintenance, compliance reporting and non-routine services for the American Canyon Sanitary Landfill, for the term July 1, 2023 to June 30, 2024 with an annual amount not to exceed \$139,939.

**B. REQUESTED ACTION:** Approval and authorization for the Chair to sign the Second Amendment to Agreement No. 2020-03 with APTIM Environmental & Infrastructure LLC for routine and non-routine environmental monitoring services at the American Canyon Sanitary Landfill and Devlin Road Transfer Station sites, for the term July 1, 2023 to June 30, 2024 with an annual amount not to exceed \$194,250. This is an increase of \$10,550 over last year's amount.

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

**8. ADMINISTRATIVE ITEMS**

**A. STUDY SESSION:** Staff to present draft FY 23/24 budget for discussion. Executive Director to report on Authority related activities.

- B. Executive Director to report on Authority related activities. Approve the revised 2023 NVWMA meeting calendar, changing the regular meeting schedule to the second Thursdays of every month (with one exception) at 10:00 a.m., pursuant to the Board's direction at the meeting of April 6, 2023.
- C. Approve the revised 2023 NVWMA meeting calendar, changing the regular meeting schedule to the second Thursdays of every month (with one exception) at 10:00 a.m., pursuant to the Board's direction at the meeting of April 6, 2023.

**Note:** The Board members took a vote to change the November Board meeting to the 2<sup>nd</sup> Thursday in the month.

**Item 8A 8B & 8C:                      Approved as submitted      RM-LG**

**9.      FACILITIES BUSINESS ITEMS - NONE**

**10.     OTHER BUSINESS ITEMS**

**A. FUTURE AGENDA ITEMS**

REQUESTED ACTION: Discussion and possible action to amend the Authority Bylaws to change the meeting day to another week in the month, change the meeting time, or both.

**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
- iv.     American Canyon: - Leon Garcia reported for the City

**Item 10B:      Reports Only – No Action Taken**

**11.     CLOSED SESSION**

- A. 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 Napa 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 meeting of the Authority Board of Directors will be a Special Meeting to be held on June 8, 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

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Napa-Vallejo Waste Management Authority **Agenda Date:** 6/8/2023

**File ID #:** 23-0759

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**TO:** 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, 2022.

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**RECOMMENDATION**

Executive Director requests acceptance of Napa-Vallejo Waste Management Authority - Internal Audit Report for the quarter ended December 31, 2022.

**EXECUTIVE SUMMARY**

Staff recommends acceptance of the Quarterly Monitoring Internal Audit Report for Napa-Vallejo Waste Management Authority for the quarter ended December 31, 2022.

**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 Authority has engaged Napa County Auditor-Controller's Office to perform a quarterly monitoring over internal controls during fiscal year 2022-23.

The engagement was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing (Standards) established by the Institute of Internal Auditors. These Standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives; and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

The primary objectives of this engagement were to:

- (1) determine if internal controls over fees, collections, manual (hand tags) tickets, void and replacement tickets were adequately designed and implemented;
- (2) report Treasurer-Tax Collector's collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250;
- (3) report cash (shortage) / overage from cash/check and credit card transactions.

Based on our review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2022. In addition, Treasurer-Tax Collector's collection measures and efforts appears reasonable. During this quarter, however, we did note a net cash overage of \$551 from cash/check and credit card transactions that were mainly due to customer disputes and refunds. So far, for fiscal year 2022-23, there is a cumulative cash shortage of \$1,485.

Please see the attached report for additional details.

Napa County

Auditor-Controller

Internal Audit Report

Napa-Vallejo Waste Management Authority  
Quarterly Monitoring  
Internal Controls Review

For the Quarter Ended December 31, 2022

Report Date: May 10, 2023



A Tradition of Stewardship  
A Commitment to Service

Tracy A. Schulze, CPA  
Auditor-Controller

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## Engagement Team

Paul Phangureh, CPA, CIA, CGAP	Internal Audit Manager
Susan MacDonald	Staff Auditor



A Tradition of Stewardship  
A Commitment to Service

**Auditor-Controller**  
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Napa, CA 94559

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**Tracy A. Schulze**  
Auditor-Controller

May 10, 2023

Board of Directors  
Napa-Vallejo Waste Management Authority

### Executive Summary


The internal audit section of the Napa County Auditor-Controller's Office has completed a quarterly monitoring for Napa-Vallejo Waste Management Authority (Authority) for the quarter ended December 31, 2022.

We conducted our review in conformance with the *International Standards for the Professional Practice of Internal Auditing (Standards)* established by the Institute of Internal Auditors. These *Standards* require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives; and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

Based on our review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2022. In addition, Treasurer-Tax Collector's collection measures and efforts appears reasonable. During this quarter, however, we did note a net cash overage of \$551 from cash/check and credit card transactions that were mainly due to customer disputes and refunds. So far, for fiscal year 2022-23, there is a cumulative cash shortage of \$1,485.

This report is a matter of public record and is intended solely for the information and use of the Authority's Board of Directors and Executive Director, Northern's Manager, and the Treasurer-Tax Collector. I want to thank the internal audit team, Northern's staff, and the Authority's management for their expertise and professionalism in conducting this engagement.

Sincerely,

  
Tracy A. Schulze, CPA  
Auditor-Controller



# **Napa-Vallejo Waste Management Authority**

## **Quarterly Monitoring**

### **For the Quarter Ended December 31, 2022**

#### **Background and Authority**

The agreement between the Napa-Vallejo Waste Management Authority (Authority), a joint powers agency organized under the laws of the State of California pursuant to Government Code Section 6500 et seq., and Northern Recycling Operations and Waste Services LLC (Northern), a California Limited Liability Company was entered into and executed as of March 1, 2007, and subsequently amended on March 19<sup>th</sup>, 2010.

The Authority is composed of County of Napa and the Cities of Napa, American Canyon and Vallejo, and was formed for the purpose of providing economic coordination of solid waste processing, transfer, and disposal services. The Authority has contracted with Northern to operate the Devlin Road Transfer Station (DRTS), pursuant to the provisions of *Public Resource Code section 40059(a)(2)*. The Authority and Northern are authorized to enter into a transfer station operation agreement where Northern will operate DRTS.

The Authority has engaged Napa County Auditor-Controller's Office to perform a quarterly monitoring over internal controls during fiscal year 2022-23.

#### **Objective and Scope**

The primary objectives of this engagement were to:

- Determine if internal controls over fees, collections, manual (hand tags) tickets, void and replacement tickets were adequately designed and implemented
- Report Treasurer-Tax Collector's collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250
- Report cash (shortage) / overage from cash/check, and credit card transactions

The scope included a review of the Authority's and Northern's records for the quarter ended December 31, 2022.

**Napa-Vallejo Waste Management Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended December 31, 2022**

**Procedures**

To achieve our objectives, our procedures included, but not limited to, the following:

**1. Northern's Scale Transaction Report**

- Agreed revenue (non-cash transactions) per Northern's Scale Transaction Report to Detail Receivables Report generated from Tyler Munis
- Verified Ticket Rates (i.e., scale rates charged) to the Board's Resolution
- Verified the completeness of the report (i.e., missing tickets)
- Verified internal controls over voided and replacement tickets and manual (hand tag) tickets

**2. Accounts Receivable Aging Report**

- Compiled Accounts Receivable 90 Day Aging Report from Treasurer-Tax Collector's Tyler Munis Reports
- Reported Treasurer-Tax Collector's collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250

**3. Cash Overage / (Shortage) Summary**

- Compared Northern's Cash Receipt Reports (i.e., cash, checks, credit cards) to the Authority's general ledger
- Investigated short pays over \$25 for reasonableness
- Reported cash (shortage) / overage from cash/checks, and credit cards transactions for quarter-end and fiscal year cumulative

**Conclusion**

Based on our review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2022. In addition, Treasurer-Tax Collector's collection measures and efforts appears reasonable. During this quarter, however, we did note a net cash overage of \$551 from cash/check and credit card transactions that were mainly due to customer disputes and refunds. So far, for fiscal year 2022-23, there is a cumulative cash shortage of \$1,485.

**Napa-Vallejo Waste Management Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended December 31, 2022**

**Exhibit A – Cash (Shortage) / Overage Summary**

<b>Description</b>	<b>For Quarter Ended September 30, 2022</b>	<b>For Quarter Ended December 31, 2022</b>	<b>Year-to-Date</b>
<b>Authority's General Ledger</b>			
Cash	\$ 754,150	\$ 546,743	\$ 1,300,893
VISA/MC	1,430,516	1,222,852.5	2,653,369
Bank Adjustments	(2,633)	(339.3)	(2,973)
<b>Total</b>	<b>\$ 2,182,033</b>	<b>\$ 1,769,256</b>	<b>\$ 3,951,289</b>
<b>Northern's Records</b>			
Cash/Check per Northern's Cash Report	\$ 753,683	547,317	\$ 1,301,000
VISA/MC per Northern's Cash Report	1,430,385	1,221,388	2,651,773
<b>Total</b>	<b>\$ 2,184,068</b>	<b>\$ 1,768,706</b>	<b>\$ 3,952,774</b>
<b>Cash Overage / (Shortage)</b>	<b>\$ (2,036)</b>	<b>\$ 551</b>	<b>\$ (1,485)</b>
<b>Percent Collected</b>	<b>99.91%</b>	<b>100.03%</b>	<b>99.96%</b>



**Napa-Vallejo Waste Management Authority**  
**Quarterly Monitoring**  
**For the Quarter Ended December 31, 2022**

**Exhibit B – Accounts Receivable Aging Report and Collection Measures**

<u>Account Name</u>	<u>Customer ID</u>	<u>Total</u>	<u>Collection Measures<sup>1</sup></u>
<b>Account 501 - General A/R</b>			
CSA Roofing, Heating	52856	\$ 7,794.95	Continuing collection process to get them paid in full or back on monthly payments.
Napa County Recycle & Waste	54051	413.03	Paid in full as of 1/27/23.
On-Site Commercial Services	1281	41.19	Continuing collection process.
Service Master Cleaning	63249	822.00	Continuing collection process.
Trash Logic LLC	63663	1,303.00	Continuing collection process.
<b>Total Accounts Receivable<sup>2</sup></b>		<u><u>\$ 10,374.17</u></u>	

<sup>1</sup> Collection measures provided by Central Collections on 4/12/23

<sup>2</sup> Total accounts receivable over 90 days for customer accounts with balances exceeding \$250 as of 12/31/22



Napa-Vallejo Waste  
Management Authority  
Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 6/8/2023

**File ID #:** 23-0847

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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:** Public Hearing Recommended 2023-2024 Fiscal Year Budget

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**RECOMMENDATION**

**10:00 A.M. PUBLIC HEARING - RECOMMENDED FISCAL YEAR 2023-2024 BUDGET**

1. Approval of Recommended Budget for FY 2023-2024; and
2. Adoption of Resolution No. 2024-01 adopting the final recommended Operations and Capital Improvement Budgets for Fiscal Year 2023/2024 (weighted vote required)

**EXECUTIVE SUMMARY**

The Executive Director and Auditor-Controller are submitting for adoption a proposed budget for FY 2023-2024. This item has been advertised and noticed for a public hearing. At the conclusion of the Public Hearing, approval of the Budget and adoption of Resolution No. 2024-01 are requested.

**PROCEDURAL REQUIREMENTS**

1. Open Public Hearing
2. Staff Report
3. Public Comment
4. Close Public Hearing
5. Motion, second, discussion and vote on item

**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 2023/2024. Adoption of a budget is required to continue operations of the Authority in the coming fiscal year.

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Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The budget covers only one fiscal year, however, decisions made in this fiscal year will impact the Authority's financial stability in the future.
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**

### **FY 22-23**

#### **Operating Budget**

The Authority's FY 22-23 budget was based on an assumed waste flow to the Devlin Road Transfer Station (DRTS) of 270,000 tons per year. Actual tonnage to date has been lower than budgeted and is expected to be close to 263,000 tons by the end of the fiscal year. Increases/decreases in incoming tonnage produce corresponding increases/decreases in both revenue and operating expenses. We should meet expectations of \$2.9 million net from Operations.

Total revenue for the fiscal year is expected to be approximately \$20.7 million, which is approximately \$800,000 less than originally estimated. This is due to about 7,000 less of incoming tonnage. However, with less tonnage also means our expenses will not be as high.

#### **Capital Budget**

The capital budget for FY 22-23 also included funds for additional predesign and permitting work for the proposed upgrades to C&D facility at the transfer station, and for making improvements to the ACSL Leachate Line. The ACSL Leachate Line is scheduled to be completed in Fiscal Year 23-24. Costs for both projects were less primarily due to unavoidable delays related to Covid-19 and the transition of the new Executive Director.

#### **Net Revenue and Reserves**

Net revenue, which was budgeted at \$2.9 million will likely be met even though incoming tonnage decreased, which also lowers budgeted Transfer Station and Disposal costs. End of year cash reserves, budgeted at \$22.8 million are expected to be about \$23.4 million.

### **FY 23-24**

#### **Operating Budget**

The proposed Operating budget of \$20.1 million is based on a projected waste flow of 263,000 tons to the DRTS and total anticipated revenue of about \$21.9 million. Transfer Station Operation (\$10.7 million) and Disposal (\$7.1 million) budgets reflect inflationary increases in contracted unit costs for services from Authority service providers.

Revenue projections for FY 23-24 are based on the previously approved rate increase of \$1.00 per ton for both franchise and non-franchise waste customers. These rates will go into effect on July 1, 2023 for non-franchise customers, and on October 1, 2023 for franchise customers. After the rate adjustments, rates will be \$72 per ton for franchise haulers, \$76 per ton for non-franchise waste, and \$43 for minimum loads. We are forecasting \$1.8 million from net from Operations, and a year-end cash balance of \$23.1 million which is about \$300,000 less than year-end 22-23.

### **Capital Budget**

The \$2.2 million Capital Budget includes work on the final design of the proposed C&D processing facility at the transfer station, and improvements to the leachate disposal line for the landfill. However, considering an initial cost proposal of \$41 million to construct the C&D facility, we may consider delaying the construction one to two years based on additional cost estimates, resulting in better costing estimates. We are reviewing our current requirements to determine if cost savings can be attained.

### **Reserves**

The Authority Board adopted Operating Reserve and Capital Replacement Reserve policies in 2011 and updated the Operating Reserve Policy in 2017. The Capital Reserve policy was updated in 2015 and 2019.

### **Operating Reserve**

The Authority's Operating Reserve Policy requires maintaining an operating reserve no less than 1/6 of annual operating expenses and no more than 1/3 of annual expenses. The recommended Operating Reserve allocation of \$3.35 million is consistent with this policy.

### **Capital Replacement Reserve**

The Capital Replacement Reserve establishes a minimum reserve of \$1.0 million and a maximum of \$20.0 million, provided surplus funds are available after funding the Operating Reserve. The recommended allocation to the Capital Reserve for FY 23-24 is \$19.7 million.

### **Recommendation**

1. Approve the Recommended FY 23-24 Budget.
2. Adopt Resolution No. 2024-01 which sets forth the financing requirements for the Operating and Capital Improvement Programs for Fiscal Year 2023-2024, as follows:

Fund 8100 81000 - Operations

\$20,075,585

Fund 8100 81010 - Capital Improvement

\$2,180,000

Napa Vallejo Waste Management Authority

FY 2023 - 2024 BUDGET

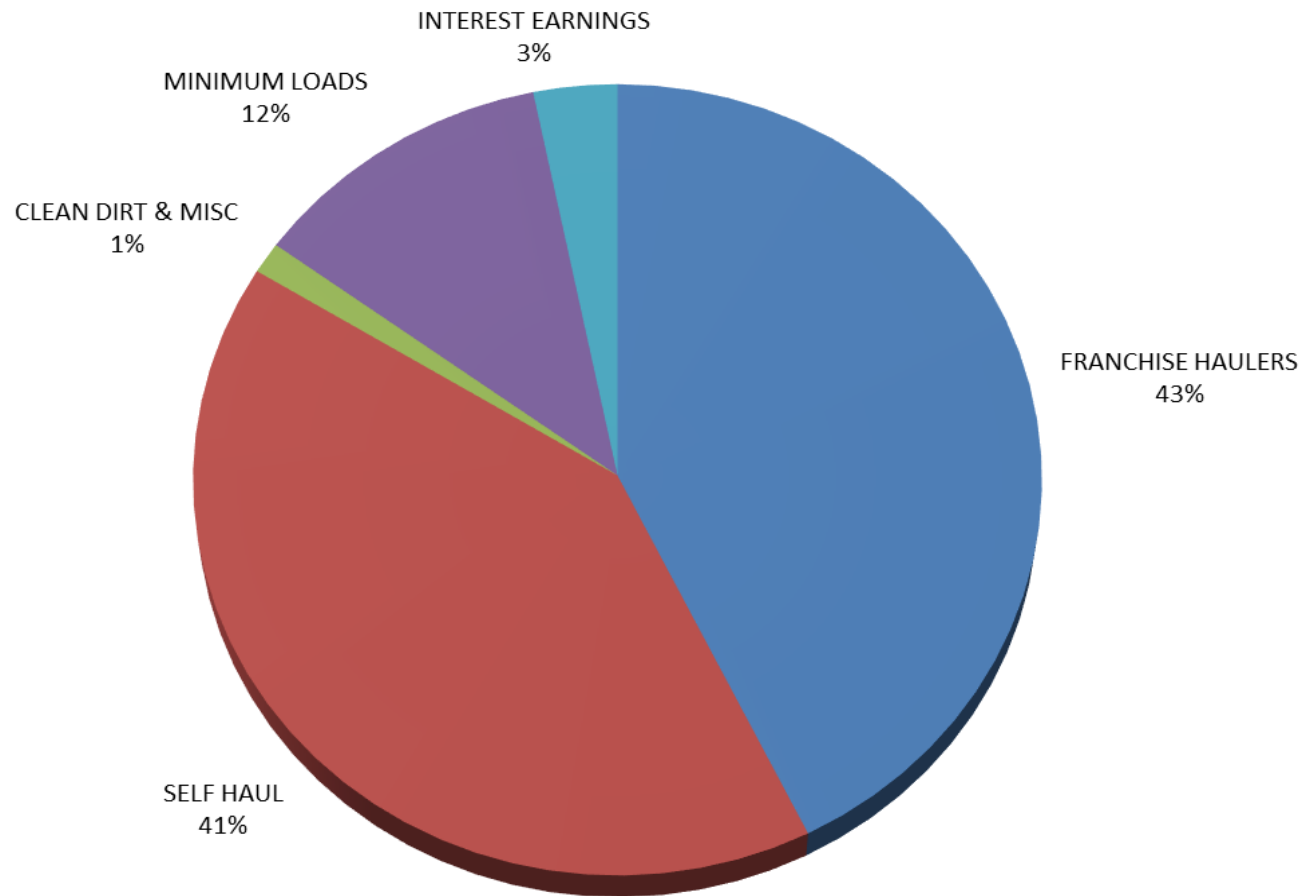
**FINAL** 5/25/2023

**Tons/Year =**

	Budget / Estimated Tons per Year-----	270,000	270,000	263,000	263,000	263,000	263,000
	Calendar Yr 2022 total was 270,000 tons	Adjusted 2022-23 Budget	2022-23 Est. Actuals	2023-24 DRAFT	2024-25 Estimated	2025-26 Estimated	2026-27 Estimated
10	<b>Total Revenue</b>	\$ 21,121,285	\$ 21,534,621	\$ 21,859,987	\$ 23,116,249	\$ 24,031,047	\$ 25,362,356
11	<b>Operating Expenditures</b>						
12	Administration Total	\$ 450,050	\$ 538,751	\$ 602,516	\$ 627,639	\$ 658,603	\$ 691,313
13	Landfill Operation Total	\$ 568,500	\$ 762,562	\$ 824,786	\$ 875,439	\$ 927,965	\$ 985,003
14	Transfer Station Total	\$ 9,150,444	\$ 9,590,561	\$ 10,729,492	\$ 11,373,261	\$ 12,055,657	\$ 12,778,996
15	Disposal Total	\$ 6,825,325	\$ 7,013,431	\$ 7,080,493	\$ 7,505,322	\$ 7,955,641	\$ 8,432,980
16	Household Hazardous Waste Total	\$ 524,000	\$ 647,072	\$ 838,300	\$ 888,582	\$ 941,908	\$ 998,462
17	<b>Total Operating Expenditures</b>	\$ 17,518,319	\$ 18,552,377	\$ 20,075,585	\$ 21,270,243	\$ 22,539,774	\$ 23,886,754
18	<b>Net From Operations</b>	\$ 3,602,967	\$ 2,982,244	\$ 1,784,401	\$ 1,846,006	\$ 1,491,273	\$ 1,475,602
19	<b>Capital Expenditures</b>						
21	ACSL Leachate Line Improvements	\$ 30,000	\$ 220,000	\$ 220,000	\$ -	\$ -	\$ -
22	DRTS C&D Bldg - 17810	\$ 25,000	\$ 2,050,000	\$ 750,000	\$ 15,950,000	\$ 4,400,000	\$ -
23	Recycled Waterline Project	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
24	Future Projects	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
	<b>Total Capital Expenditures</b>	\$ 55,000	\$ 2,270,000	\$ 2,180,000	\$ 16,160,000	\$ 4,610,000	\$ 210,000
25	<b>Total Expenditures</b>	\$ 17,573,319	\$ 20,822,377	\$ 22,255,585	\$ 37,430,243	\$ 27,149,774	\$ 24,096,754
26	<b>Net Surplus (Deficit)</b>	\$ 2,885,594	\$ 712,244	\$ (395,599)	\$ (14,313,994)	\$ (3,118,727)	\$ 1,265,602
27	Total Cash Balance ( <i>accrual basis</i> )	\$ 22,770,642	\$ 23,482,886	\$ 23,087,288	\$ 8,773,294	\$ 5,654,566	\$ 6,920,168
28	<b>Allocation to Reserves</b>						
29	Operating Reserve						
	Recommended Allocation	2,919,720	3,092,063	3,345,931	3,545,040	3,756,629	3,981,126
30	Capital Reserve						
	Recommended Allocation	19,850,922	20,390,824	19,741,357	5,228,253	1,897,937	2,939,042

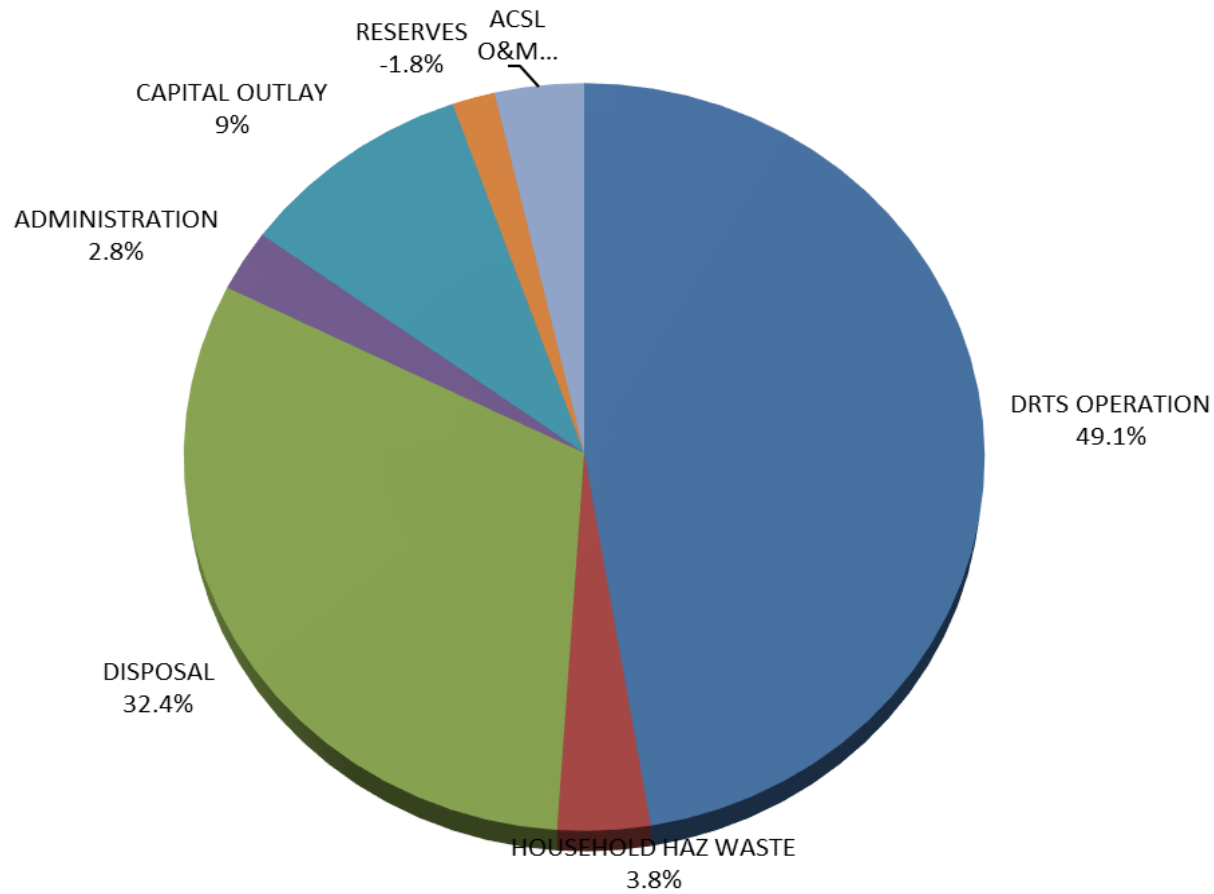
**FY 23-24**

**Projected Operating Revenue**  
**\$ 21,859,987**



**FY 23-24**

**Expenditures**  
**\$ 21,859,987**





Napa Vallejo Waste Management Authority

FY 2023 - 2024 BUDGET

**FINAL**

5/25/2023

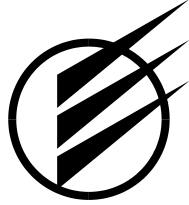
**Tons/Year =**

Budget / Estimated Tons per Year-----> 270,000 270,000 **263,000** 263,000 263,000 263,000

Calendar Yr 2022 total was 270,000 tons

	Adjusted 2022-23 Budget	2022-23 Est. Actuals	2023-24 DRAFT	2024-25 Estimated	2025-26 Estimated	2026-27 Estimated
<b>Revenue</b>						
1 45100 Interest Revenues	\$ 229,917	\$ 284,633	\$ 704,487	\$ 692,619	\$ 263,199	\$ 169,637
2 45200 Dividends/rebates	-	-	-	-	-	-
3 46135 Planning/engineering services	-	-	-	-	-	-
4 46260 Hauler Fees	20,871,368	21,229,988	21,135,500	22,403,630	23,747,848	25,172,719
5 47140 Recycling Revenues	-	-	-	-	-	-
6 47900 Miscellaneous Revenues	20,000	20,000	20,000	20,000	20,000	20,000
7 48100 Sale of Capital Assets	-	-	-	-	-	-
8 49100 Special Items	-	-	-	-	-	-
10 <b>Total Revenue</b>	<b>\$ 21,121,285</b>	<b>\$ 21,534,621</b>	<b>\$ 21,859,987</b>	<b>\$ 23,116,249</b>	<b>\$ 24,031,047</b>	<b>\$ 25,362,356</b>
<b>Operating Expenditures</b>						
Administration						
51100 Salaries and Benefits	165,000	177,751	213,416	226,221	239,794	254,181
51210 Director/Commissioner Pay	3,600	4,800	4,800	4,800	4,800	4,800
52100 Administration Services	5,000	10,000	10,000	10,000	10,000	10,000
52125 Accounting/Auditing Services	20,000	25,000	25,000	25,000	25,000	25,000
52130 Information Technology Services	10,000	15,000	15,000	20,000	20,000	20,000
52131 Communication Charges	1,200	1,200	1,200	1,200	1,200	1,200
52132 ITS Records Management Services	1,000	2,000	3,000	3,200	3,400	3,500
52140 Legal Services	50,000	75,000	79,500	84,270	89,326	94,686
52490 Other Professional Services	25,000	25,000	25,000	25,000	25,000	25,000
52605 Rents, Leases	3,600	3,600	14,400	3,600	3,600	3,600
52705 Insurance - Premiums	155,000	180,000	190,800	202,248	214,383	227,246
52825 Bank Charges	6,000	6,000	6,000	6,000	6,000	6,000
52830 Publications/Legal Notices	2,500	2,500	3,500	3,500	3,500	3,500
52900 Training/Conference Expenses	-	7,500	7,500	9,500	9,500	9,500
52905 Business Travel/Mileage	250	500	500	500	500	500
53100 Office Supplies	1,500	2,500	2,500	2,000	2,000	2,000
53120 Memberships/Certifications	400	400	400	600	600	600
12 Administration Total	\$ 450,050	\$ 538,751	\$ 602,516	\$ 627,639	\$ 658,603	\$ 691,313
Landfill Operation						
51100 Salaries and Benefits	80,000	85,752	90,897	96,351	102,132	108,260
52220 Medical/Laboratory Services	24,000	25,440	26,966	28,584	30,299	32,117
52335 Security Services	1,400	1,484	1,573	1,667	1,767	1,874
52381 Sewer Treatment Services	6,000	6,360	6,742	7,146	7,575	8,029
52490 Other Professional Services	300,000	424,000	449,440	476,406	504,991	535,290
52500 Maintenance - Equipment	30,000	63,600	67,416	71,461	75,749	80,294
52525 Maintenance - Infrastructure/Land	30,000	26,500	35,000	37,100	39,326	41,686
52600 Rents and Leases - Equipment	25,000	37,100	39,326	41,686	44,187	46,838
52800 Communications/Telephone	1,500	1,590	1,685	1,787	1,894	2,007
52840 Permits/License Fees	25,000	26,500	29,150	32,065	33,989	37,388
53205 Utilities - Electric	8,000	8,480	16,989	18,008	19,089	20,234
53220 Utilities - Water	2,600	2,756	3,421	3,627	3,844	4,075
53250 Fuel	5,000	5,300	5,618	5,955	6,312	6,691
53350 Maintenance Supplies	30,000	47,700	50,562	53,596	56,811	60,220
13 Landfill Operation Total	\$ 568,500	\$ 762,562	\$ 824,786	\$ 875,439	\$ 927,965	\$ 985,003
Transfer Station Operation						
52110 Central Collections	25,000	25,000	38,000	40,280	42,697	45,259
52125 Accounting/Auditing Services	60,000	50,000	53,000	56,180	59,551	63,124
52145 Engineering Services	30,000	50,000	53,000	56,180	59,551	63,124
52490 Other Professional Services(NROWS)	8,885,444	9,245,561	10,352,292	10,973,429	11,631,835	12,329,745
52500 Maintenance - Equipment	25,000	50,000	53,000	56,180	59,551	63,124
52525 Maintenance - Infrastructure/Land	25,000	50,000	53,000	56,180	59,551	63,124
52840 Permits/License Fees	100,000	120,000	127,200	134,832	142,922	151,497
14 Transfer Station Total	\$ 9,150,444	\$ 9,590,561	\$ 10,729,492	\$ 11,373,261	\$ 12,055,657	\$ 12,778,996
Disposal						
52490 Other Professional Services (Potrero Hills)	6,825,325	7,013,431	7,080,493	7,505,322	7,955,641	8,432,980
15 Disposal Total	\$ 6,825,325	\$ 7,013,431	\$ 7,080,493	\$ 7,505,322	\$ 7,955,641	\$ 8,432,980
Household Hazardous Waste						
52335 Security Services	1,200	1,272	1,348	1,429	1,515	1,605
52490 Other Professional Services	500,000	625,000	815,000	863,900	915,734	970,678
52525 Maintenance - Infrastructure/Land	5,000	6,000	6,360	6,742	7,146	7,575
52800 Communications/Telephone	600	600	700	700	700	700
52820 Printing & Binding	5,000	2,000	2,000	2,000	2,000	2,000
52840 Permits/License Fees	2,000	2,000	2,200	2,420	2,662	2,928
53120 Memberships/Certifications	2,000	2,000	2,000	2,000	2,000	2,000
53205 Utilities - Electric	4,200	4,200	4,452	4,897	5,387	5,926
53350 Maintenance Supplies	4,000	4,000	4,240	4,494	4,764	5,050
16 Household Hazardous Waste Total	\$ 524,000	\$ 647,072	\$ 838,300	\$ 888,582	\$ 941,908	\$ 998,462

17	<b>Total Operating Expenditures</b>	\$ 17,518,319	\$ 18,552,377	<b>\$ 20,075,585</b>	\$ 21,270,243	\$ 22,539,774	\$ 23,886,754
18	<b>Net From Operations</b>	\$ 3,602,967	\$ 2,982,244	<b>\$ 1,784,401</b>	\$ 1,846,006	\$ 1,491,273	\$ 1,475,602
19	<b>Capital Expenditures</b>						
	<u>ACSL Leachate Line Improvements</u>						
	52145 Engineering Services	30,000	\$ 20,000	20,000	-	-	-
	52360 Construction Services	-	200,000	200,000	-	-	-
21	ACSL Leachate Line Improvements	\$ 30,000	\$ 220,000	\$ 220,000	\$ -	\$ -	\$ -
	<u>DRTS C&amp;D Building - 17810</u>						
	52360 Construction Services	25,000	2,000,000	500,000	1,450,000	400,000	-
	52145 Engineering Services	-	50,000	250,000	14,500,000	4,000,000	-
22	DRTS C&D Bldg - 17810	\$ 25,000	\$ 2,050,000	\$ 750,000	\$ 15,950,000	\$ 4,400,000	\$ -
	<u>Recycled Waterline Project</u>						
	52490 Professional Services	-	-	\$ 100,000	-	-	-
	55550 Capital Improvements	-	-	\$ 900,000	-	-	-
23	Recycled Waterline Project	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
	<u>Future Projects</u>						
	52490 Professional Services	-	-	60,000	60,000	60,000	60,000
	55550 Capital Improvements	-	-	150,000	150,000	150,000	150,000
24	Future Projects	-	\$ -	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
	<b>Total Capital Expenditures</b>	\$ 55,000	\$ 2,270,000	<b>\$ 2,180,000</b>	\$ 16,160,000	\$ 4,610,000	\$ 210,000
25	<b>Total Expenditures</b>	\$ 17,573,319	\$ 20,822,377	<b>\$ 22,255,585</b>	\$ 37,430,243	\$ 27,149,774	\$ 24,096,754
26	<b>Net Surplus (Deficit)</b>	\$ 2,885,594	\$ 712,244	\$ (395,599)	\$ (14,313,994)	\$ (3,118,727)	\$ 1,265,602
27	<b>Total Cash Balance (accrual basis)</b>	\$ 22,770,642	\$ 23,482,886	<b>\$ 23,087,288</b>	\$ 8,773,294	\$ 5,654,566	\$ 6,920,168
28	<b>Allocation to Reserves</b>						
29	Operating Reserve						
	Minimum per Policy	\$ 2,919,720	\$ 3,092,063	\$ 3,345,931	\$ 3,545,040	\$ 3,756,629	\$ 3,981,126
	Maximum per Policy	4,379,580	4,638,094	5,018,896	5,317,561	5,634,943	5,971,688
	Recommended Allocation	2,919,720	3,092,063	<b>3,345,931</b>	3,545,040	3,756,629	3,981,126
30	Capital Reserve						
	Minimum per Policy	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
	Maximum per Policy	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000
	Recommended Allocation	19,850,922	20,390,824	<b>19,741,357</b>	5,228,253	1,897,937	2,939,042



**NAPA-VALLEJO WASTE  
MANAGEMENT AUTHORITY**

**RESOLUTION NO. 2024-01**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NAPA-VALLEJO WASTE MANAGEMENT AUTHORITY  
ADOPTING THE FINAL BUDGET FOR THE AUTHORITY  
FOR FISCAL YEAR 2023-2024**

**WHEREAS**, in accordance with California Government Code Sections 29000 through 29093, the Board of Directors of the Napa-Vallejo Waste Management Authority (“Authority”) must adopt a budget each fiscal year; and

**WHEREAS**, according to section 7.2 of the Authority’s Joint Powers Agreement, the Board shall adopt the final budget no later than June 30 of each year; and

**WHEREAS**, the recommended final budget of the Authority for the fiscal year 2023-2024 has been prepared and made available to members of the public at least ten days before the public hearing on the recommended budget; and

**WHEREAS**, a public hearing was held by the Authority to consider and discuss the recommended final budget as designated in the published notice pursuant to Government Code section 29064(c), the Authority has declared the hearings concluded and it is now the time to adopt the final budget for the Authority for the fiscal year 2023-2024;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors, that the recommended final budget, attached as Exhibit A and hereby incorporated by reference, including those changes adopted by the Authority during the budget hearings, is hereby adopted as the final budget of the Authority for the fiscal year 2023-2024, including the approved appropriations by general class, fixed assets, and reserves by funds and purpose, and the documents, which by reference show in detail the approved appropriations, revenues and other methods of financing in the budget as finally determined, are hereby approved and incorporated by reference herein.

**BE IT FURTHER RESOLVED** that the financing requirements for fiscal year 2023-2024 are as follows:

<b>Fund 8100/81000</b>	<b>Napa Vallejo Waste Management</b>	<b>\$20,075,585</b>
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**Fund 8100/81010**

**Napa Vallejo Waste Management  
Authority - Capital Improvement**

**\$ 2,180,000**

**TOTAL**

**\$22,255,585**

**BE IT FURTHER RESOLVED** that any fixed asset(s) not authorized by the Board of Directors during the Final Budget hearing process will be presented to the Authority for approval; and

**BE IT FURTHER RESOLVED** that, pursuant to California Government Code Section 29093, a copy of the adopted budget for fiscal year 2023-2024 shall be filed with the Secretary of the Authority and the State Controller as required by law.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Board of Directors of the Napa-Vallejo Waste Management Authority at a regular meeting held on the 8th day of June, 2023, by the following vote:

AYES: DIRECTORS \_\_\_\_\_

\_\_\_\_\_

NOES: DIRECTORS \_\_\_\_\_

\_\_\_\_\_

ABSTAIN: DIRECTORS \_\_\_\_\_

\_\_\_\_\_

ABSENT: DIRECTORS \_\_\_\_\_

\_\_\_\_\_

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Thomas C. Zeleny</u> Authority Counsel</p> <p>Date: <u>May 25, 2023</u> PL Doc. No. 91705</p>	<p>APPROVED BY THE AUTHORITY BOARD OF DIRECTORS</p> <p>Date: _____ Processed By: _____ Secretary of the Authority</p>	<p>ATTEST: MARIE NICHOLAS Secretary of the Authority</p> <p>By: _____</p>
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# Napa-Vallejo Waste Management Authority

## Board Agenda Letter

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Napa-Vallejo Waste Management Authority **Agenda Date:** 6/8/2023

**File ID #:** 23-0892

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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:** 6/8/2023

**File ID #:** 23-0890

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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 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 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**

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

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Napa-Vallejo Waste Management Authority **Agenda Date:** 6/8/2023

**File ID #:** 23-0891

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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.