



**NAPA-VALLEJO WASTE  
MANAGEMENT AUTHORITY**

**BOARD MEMBERS**

Peter Mott <i>Chair</i>	Leon Garcia <i>Vice Chair</i>	Michael Wilson <i>Member</i>	Mark Luce <i>Member</i>
Jill Techel <i>Alternate Member</i>	Joan Bennett <i>Alternate Member</i>	Joann Schivley <i>Alternate Member</i>	Brad Wagenknecht <i>Alternate Member</i>

**OFFICERS**

Richard Luthy <i>Executive Director</i>	Tracy Schulze <i>Auditor</i>	Julia Travis <i>Secretary/Clerk</i>
Minh Tran <i>Legal Counsel</i>		Tamie Frasier <i>Treasurer</i>

**BOARD OF DIRECTORS REGULAR MEETING  
Thursday November 03, 2011, at 9:00 a.m.**

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

**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 Environmental Management, 1195 Third Street, Suite 101, 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. CONSENT ITEMS**

A. Approval of the Board Minutes for the October 6, 2011 Regular Meeting.

**B. UNCOLLECTIBLES.**

REQUESTED ACTION: Approval to excuse accounts totalling \$975.28 from payments previously due to the Devlin Road Transfer Station, primarily due to the inability to locate or collect from a responsible party for the charges against the uncollectible accounts.

C. **REQUESTED ACTION:** Approval and authorization for the Chair to sign the following items related to Agreement No. 2011-06 with Bartelt Engineering:

1. Amendment No. 1, amending the Scope of Services to add core drilling and assessment of a portion of the concrete floor at the Transfer Station and increasing the maximum amount by \$8,500 for a new maximum of \$91,500; and
2. Approval of Budget Transfer No. NVW 003 increasing the Professional Special Services account in the Capital Improvement Budget (16500) by \$8,500 with a corresponding decrease to the Road and Paving Project account.

**D. RFP AGREEMENT**

REQUESTED ACTION: Approval and authorization for the Chair to sign Agreement No. 2011-13 with Tom Vence dba Vence Consulting, for the term November 3, 2010 through December 31, 2012 in an amount not to exceed \$32,000, for preparation of a Request for Proposal (RFP) for waste disposal services.

**7. ADMINISTRATIVE ITEMS****A. FINANCIAL REPORTS/ADMINISTRATIVE ITEM**

DISCUSSION ITEM: Staff to present and discuss the September 2011 financial statements for the

Authority.

**B. DRTS QUARTERLY FINANCIAL AUDIT**

REQUESTED ACTION: Accept Accountants' Report on Applying Agreed-Upon Procedures for the Quarter Ended June 30, 2011.

**C. ANNUAL FINANCIAL AUDIT**

REQUESTED ACTION: Accept the Authority's annual audit and agreed-upon procedures report from Gallina, LLP for the fiscal year ended June 30, 2011.

**8. FACILITIES BUSINESS ITEMS**

**A. AMEND AGREEMENT 07-04**

REQUESTED ACTION: Approval and authorization for the Chair to sign Amendment No. 1 to Agreement No. 07-04 with Keller Canyon Landfill Company reducing fees effective January 1, 2012, and extending the term for eighteen (18) months, effective July 1, 2012 through December 31, 2013, subject to the terms and conditions of this Amendment, with all other provisions of the original Agreement remaining the same, for Long Term Landfill Residue Disposal and ADC Services.

**B. EXECUTIVE DIRECTOR'S REPORT**

DISCUSSION ITEM: Executive Director to report on Authority related activities.

**9. OTHER BUSINESS ITEMS**

**A. REPORTS FROM JURISDICTIONS**

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

- i. Vallejo: Michael Wilson
- ii. Napa City: Peter Mott
- iii. Napa County: Mark Luce
- iv. American Canyon: Leon Garcia

**B. FUTURE AGENDA ITEMS**

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

**10. CLOSED SESSION**

**11. ADJOURNMENT**

The next regularly scheduled meeting of the Authority Board of Directors will be held THURSDAY,

DECEMBER 01, 2011 at 9:00 a.m.