

WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

Executive Director

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Member Agencies

City of Campbell
Town of Los Gatos
City of Monte Sereno
City of Saratoga

MEETING AGENDA

November 1, 2012

Monte Sereno City Hall
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030

5:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIENCE

ROLL CALL

ORAL COMMUNICATIONS FROM THE PUBLIC

WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. Receive and file a report on WVCR contractual liquidated damages for FY 2011-12
2. Receive an oral report from the Ad Hoc Committee on the Collection Contract process

CONSENT CALENDAR

3. Approve Minutes of the October 15, 2012 Board Meeting

4. Executive Director report
YTD Financial Report

CONVENE TO CLOSED SESSION

PUBLIC EMPLOYMEE EVALUATION

Legal Authority: Govt Code section 54957(b)(1)

Position: Executive Director, Authority Counsel

RECONVENE TO OPEN SESSION

REPORT ON ACTION TAKEN DURING CLOSED SESSION

ADJOURNMENT

Next Regular Meeting: February 7, 2013, 5:00 p.m.

ADDRESSING THE BOARD

Any person shall have the right to address the Board during consideration of any item on the Board's agenda or during the time for oral communication if not on the agenda but pertaining to subject matter within the jurisdiction of the Board. Any person wishing to address the Board should stand or raise the hand and wait to be recognized by the Chairperson. Please stand at the podium, if able, state your name and address for the record, and proceed to address the Board. All remarks and questions should be addressed to the Board through the Chairperson and not to any member thereof or to the public. No question should be asked a Board member or a member of Authority staff without first obtaining permission of the Chairperson.

WEST VALLEY
SOLID WASTE MANAGEMENT
AUTHORITY

AGENDA REPORT

Date: November 1, 2012

To: West Valley Solid Waste Management Authority Board

From: Executive Director

Subject: **July 1, 2011 through June 30, 2012 Customer Complaints**

RECOMMENDED ACTION

Receive and file a report on service complaints reported under the collection agreement with West Valley Collection & Recycling.

DISCUSSION

Section 13.6.B) of the Collection Agreement with WVCR outlines the service performance standards and liquidated damages associated with failing to meet those standards. WVCR reports the number of customer complaints to the Executive Director on a quarterly basis by type of complaint.

Summary

Missed Pickups

A missed pickup is defined as the failure of WVCR to collect material that has been properly set out for collection within 24 hours. The performance standard allows 80 such failures per year. WVC&R reported five failures. WVCR met the standard for failure to collect during the year

Double Misses

A double miss is defined as the failure to collect material that has been properly set out within 24 hours from the same customer on two consecutive scheduled pickup days. WVC&R reported no double misses during the year.

Property Damage

The contract threshold for property damage claims is 36 per year, or the equivalent of three per month. WVC&R reported six property damage claims for the year. WVC&R met the standard for property damage during the year.

Other Complaints

The Agreement imposes liquidated damages for other service issues, subject to performance thresholds in some cases. WVC&R's performance in these areas (e.g. proper placement of carts following collection, collection outside authorized hours, customer responsiveness, and public education) meets or exceeds the standards.

Recommendation

I commend WVC&R for their performance under the contract. The results are consistent with the findings from the Performance Review reported to the Board at the October 15, 2012 Board meeting. There is no basis for the imposition of liquidated damages this year.

DOCUMENTS ATTACHED

None.

FISCAL IMPACT

None.



Robert D. Hilton
Executive Director

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Member Agencies

City of Campbell
Town of Los Gatos
City of Monte Sereno
City of Saratoga

MEETING MINUTES

October 15, 2012
Monte Sereno City Hall
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030

CALL TO ORDER

At 1:00 p.m., Chair Howard Miller called the meeting to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chair Howard Miller, representing Saratoga, Vice Chair Steve Rice, representing Los Gatos, Board Member Evan Low, representing Campbell, and Board Member Curtis Rogers, representing Monte Sereno, were present. Also present were Executive Director Robert Hilton and Authority Counsel Kirsten Powell.

ORAL COMMUNICATIONS FROM THE PUBLIC

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

1. The Board received and filed a report on the Member Agencies' 2011 CalRecycle Annual Reports.
2. The Board received a presentation from HF&H Consultants on its Performance Review of West Valley Collection & Recycling, LLC.
3. Upon a motion by Vice Chair Rice and a second by Member Rogers, the Board unanimously decided to not take action at this time to extend West Valley Collection & Recycling, LLC's contract or issue a request for proposals for collection services effective March 1, 2014.
4. Upon a motion by Vice Chair Rice and a second by Member Rogers, the Board unanimously approved the creation of an Ad Hoc Committee to develop a request for proposals for collection services and/or negotiations with West Valley Collection & Recycling, LLC. Chair Miller and Member Low, along with staff, will comprise the committee. The committee will report back to the Board at the February 2013 Board meeting.
5. Upon a motion by Member Rogers and a second by Member Low, the Board voted 3- 0 (Vice Chair Rice was absent) to adopt Resolution 2012-04 Code of Conduct for the Procurement Process.
6. The Board discussed Member Agency and public outreach related to the future collection agreement and services. It was determined this topic would be addressed by the Ad Hoc Committee and would report back to the Board at the February 2013 Board meeting.
7. The Board scheduled the annual Authority Attorney and Executive Director performance reviews for a closed session of the Board at the November 1, 2012 Board meeting.

PUBLIC HEARINGS

None

CONSENT CALENDAR

8. Upon a motion by Member Low and a second by Member Curtis, the Board voted 3- 0 (Vice Chair Rice was absent) to approve the minutes of the May 3, 2012, regular Board meeting and the year-to-date financial report.

BOARD MEMBER REPORTS

None.

ADJOURNMENT

Chair Miller adjourned the meeting of the Board at approximately 3:00 p.m. until the next regular Board Meeting on Thursday November 1, 2012, at 5:00 p.m.

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WEST VALLEY
SOLID WASTE MANAGEMENT
AUTHORITY

AGENDA REPORT

Date: November 1, 2012
To: West Valley Solid Waste Management Authority Board
From: Executive Director
Subject: **YTD Financial**

RECOMMENDED ACTION

Accept report on the Authority's FY 2012-13 financial status

DISCUSSION

The report titled "Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual" shows the approved budget, the year to date actual amounts, and the preliminary fund balance through September for FY 2012-13. In discussions with Mike Wright, Finance Manager, City of Campbell, it was noted that there were not any expenditures made during the first quarter of the fiscal year. The first expenditures were made in October 2012.

In FY 2012-2013, the Board elected to include the costs of the JPA in the rates charged to the residential and commercial customers. We have provided a schedule to the City of Campbell's finance department itemizing each agency's portion of JPA fees. Individual agencies will be billed for the first quarter in the next week.

In February 2011, the Board adopted a policy that requires it to maintain an operating reserve of \$100,000 and a rate stabilization reserve of \$100,000. The preliminary fund balance (\$158,779) is less than the \$200,000 as a result of the reimbursements due the Authority from WVC&R. Once those payments are received, the fund balance will be slightly in excess of \$200,000 which is consistent with the Board's policy.

FISCAL IMPACT

None

DOCUMENTS ATTACHED

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual September 30, 2012.



Robert D. Hilton
Robert D. Hilton
Executive Director

West Valley Solid Waste Management Authority
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
September 30, 2012

Acct. #	Description	JPA Budget FY 12/13	Year to Date Actuals	Balance	YTD %
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Revenues:

4410	Interest Earnings	\$ -		\$ -	N/A
4970	City of Campbell	44,644	-	44,644.00	-
4970	City of Los Gatos	33,372	-	33,372.00	-
4970	City of Monte Sereno	3,791	-	3,791.00	-
4970	City of Saratoga	33,954	-	33,954.00	-
4965	AB 2020 Program State Contribution	-		-	-
4965	Other	160,000	-	160,000.00	-
	Total Revenues	\$ 275,761	\$ -	\$ 275,761.00	-

Expenditures:

Services and Supplies:

7421	Communications-Phone	-	-	-	-
7424	Office Expense	500	-	500.00	-
7427	Special Departmental Exp. (Legal Svcs.)	13,886	-	13,886.00	-
7430	Prof. & Special Services (Executive Director)	85,970		85,970.00	-
7430	Prof. & Special Services (Special Projects)	156,000		156,000.00	-
7430	Prof. & Special Services (Other)	5,000		5,000.00	-
7432	Other Contractual Services (Audit Svcs.)	7,094		7,094.00	-
7432	Other Contractual Services (Countywide Support)	1,000		1,000.00	-
7433	Insurance (Liability)	2,209		2,209.00	-
7435	Travel/Conf. & Meetings	4,000		4,000.00	-
7438	Other Charges (Accounting & Bookkeeping)	7,094		7,094.00	-
7883	Improvements (AB2020 Infrastructure)			-	-
	Total Expenditures	\$ 282,753	\$ -	\$ 282,753.00	-

Excess (deficiency) of revenues over (under) expenditures	(6,992)	-	(6,992.00)
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Fund balance at beginning of year - 7/1/2012 (Prelim)	206,992	158,779.00	
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Fund balance as of September 30, 2012	\$ 200,000	\$ 158,779.00	
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