

# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

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## Executive Director

Marva M. Sheehan, CPA  
HF&H Consultants, LLC  
201 North Civic Drive, Suite 230  
Walnut Creek, CA 94596

## Member Agencies

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

Telephone: (925) 977-6961

Facsimile: (925) 977-6955

E-mail: [wvswma@hfh-consultants.com](mailto:wvswma@hfh-consultants.com)

## REGULAR MEETING AGENDA

November 4, 2021

5:00 p.m.

### Teleconference/Public Participation Information

This meeting will be held exclusively via teleconference participation by the Board members in locations not open to the public in order to be in compliance with the Governor's Executive order N-25-20 (March 12, 2020), superseded by Order N-29-20 (March 17, 2020), allowing physical location and teleconference meetings required by the Ralph M. Brown Act. The purpose of the order is to ensure the safest environment for both staff and the public, consistent with Santa Clara County Public Health Department's current recommendations.

For this meeting, there will be no physical location from which members of the public may observe the meeting. Instead, members of the public can attend and/or participate using the following:

- Submit written comments via email to Hailey Gordon at [hgordon@hfh-consultants.com](mailto:hgordon@hfh-consultants.com) prior or during the time for public comment at the meeting. Ms. Gordon will share all comments with the Board at the meeting and make them part of the public record.
- Observe and address the Board telephonically, at the appropriate time for public comment during the meeting, following these instructions:

Link to join the Virtual Meeting:

Zoom ID: <https://us02web.zoom.us/j/87940796512>

Call in Phone Number: +1 (669) 900-9128

Meeting ID: 870 8854 8879

- During the meeting, the Chairperson will call for public comment. If you wish to address the Board, please use the "raise hand" feature and Chairperson will call on you when it is your turn.

Note: To improve everyone's opportunity to participate, please mute your phone until you are called to speak.

## **Call to Order**

## **Pledge of Allegiance**

## **Roll Call**

## **Oral Communications from the Public**

## **Written Communications**

None

## **Old Business**

None

## **Convene to Closed Session**

### **PUBLIC EMPLOYMENT**

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

Position: Executive Director

Staff Present: Executive Director, Authority Counsel

## **Reconvene to Open Session**

## **New Business**

1. Receive a report on recent regulatory changes and program updates.
2. Receive a status report on SB 1383 implementation.
3. Consider a report on West Valley Collection & Recycling's prior fiscal year complaints and liquidated damages.
4. Consider Resolution No. 2021-10 creating the Collection Procurement Subcommittee to assist in the development of a collection agreement and request for proposals for collection companies and appoint two Board Members to serve on the committee.

## **Public Hearings**

None

## **Consent Calendar**

5. Consider Resolution No. 2021-11 authorizing continued virtual meetings pursuant to AB 361.

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## **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.

6. Consider Resolution No. 2021-12 establishing a Code of Conduct for the collection procurement and negotiations process.
7. Consider Resolution No. 2021-13 approving the Amendment to the West Valley Solid Waste Management Authority Agreement for Executive Director Services with HFH Consultants, LLC.
8. Approve minutes of September 2, 2021 Board meeting.
9. Receive and file the Executive Director Year-to-date Financial Report.

## **Executive Director Report**

## **Future Agenda Items**

## **Board Member Reports**

## **Convene to Closed Session**

### **PUBLIC EMPLOYEE EVALUATION**

Legal Authority: Govt Code section 54957(b)(1)  
Position: Executive Director, Authority Counsel  
Staff Present: Executive Director, Authority Counsel

## **Reconvene to Open Session**

## **Adjournment**

Next Regular Meeting: February 3, 2021, 5:00 p.m.

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## **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.

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

## AGENDA REPORT

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Agenda Item No. 1  
Meeting Date: November 4, 2021

Date: November 4, 2021  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: Recent Regulatory Changes and Program Updates

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### **Recommended Action**

Receive a report on the recent regulatory changes and program updates.

### **Discussion**

#### **SB 619 Update**

SB 619 was signed into law by Governor Newsom on October 5, 2021. This bill allows jurisdictions to submit a “notification of intent to comply” to CalRecycle for a potential waiver of administrative civil penalties related to SB 1383 violations in 2022. This bill does not change the SB 1383 Regulations’ effective date of January 1, 2022; rather, it allows jurisdictions that are facing continuing SB 1383 violations in 2022 to submit a “notification of intent to comply” to CalRecycle. Upon approval, CalRecycle may relieve a jurisdiction of administrative civil penalties for the 2022 calendar year and/or allow for a Corrective Action Plan process. The “notification of intent to comply” must be adopted by formal resolution by the governing body of the jurisdiction, submitted by March 1, 2022, and shall include:

- a description of the jurisdiction’s continuing violations.
- an explanation and documentation for the jurisdiction’s inability to comply.
- a description of the effects of COVID-19 on compliance.
- the jurisdiction’s proposed actions and timeline to remedy the violations.

If a jurisdiction fails to adhere to its proposed actions and timeline, CalRecycle may revoke approval of the “notification of intent to comply” and retroactively impose penalties for violations that occurred in 2022. CalRecycle may adopt additional emergency regulations, if needed, to implement and enforce SB 619.

#### **New Legislation**

##### *SB 343*

SB 343 was signed into law by Governor Newsom on October 5, 2021. This bill prohibits a person from selling, distributing, or importing into the state any product or packaging for which a deceptive or misleading claim about the recyclability of the product is being made. A product or packaging that displays

a chasing arrows symbol, among other symbols, is deemed to be a deceptive or misleading claim unless the product or packing is considered recyclable pursuant to statewide recyclability criteria.

This bill would prevent the resin identification code, required under existing law for all rigid plastic bottles and rigid plastic containers sold in the state, from being placed inside a chasing arrows symbol unless CalRecycle has determined the rigid plastic bottle or rigid plastic container is recyclable in the state. The bill expands the scope of an existing crime, and violations of these provisions would be considered a misdemeanor.

#### *AB 881*

AB 881 was signed into law by Governor Newsom on October 5, 2021. Under this bill, the export out of the country of a mixture of plastic wastes shall be considered disposal, not diversion, for the purposes of AB 939. An export out of the country of a mixture of plastic wastes shall only constitute diversion if the mixture includes only certain plastics (PE, PP, or PET) that are destined for separate recycling of each material, and the export is not prohibited by an applicable law or treaty of the destination country. This bill requires that the reports submitted by disposal facilities and recycling and composting operations and facilities to CalRecycle, as required by existing law, additionally include information on the jurisdiction or region of origin for materials that are a mixture of plastic wastes and are exported out of the country.

#### *AB 1201*

AB 1201 was signed into law by Governor Newsom on October 5, 2021. This bill prohibits a person from selling a product that is labeled with the term “compostable,” “home compostable,” “biodegradable,” “degradable,” or “decomposable,” unless the product meets certain compostability requirements and other requirements for making environmental marketing claims. The bill additionally authorizes a person to offer for sale commercial and agricultural mulch film labeled with the term “soil biodegradable” only if CalRecycle adopts such a specification and the film meets the requirements. The bill exempts fiber products that do not incorporate plastics or polymers from the requirement to comply with the ASTM standard.

As part of the aforementioned labeling criteria, the bill requires CalRecycle, by January 1, 2024, to make a specified determination, and on or before January 1, 2026, to adopt certain regulations depending on the results of that determination. The bill requires CalRecycle to adopt regulations, determining whether products are labeled in a manner that distinguishes the products from non-compostable products upon reasonable inspection by consumers and to help enable efficient processing by solid waste processing facilities.

#### *AB 1276*

AB 1276 was signed into law by Governor Newsom on October 5, 2021. This bill prohibits a food facility or a third-party food delivery platform from providing any single-use food accessories (utensils, condiment cups/packets, straws, stirrers, splash sticks, etc.) to consumers unless requested by the consumer. Correctional institutions, health care facilities, residential care facilities, and public and private school cafeterias are not subject to these requirements. This bill requires jurisdictions to authorize an enforcement agency to enforce these requirements on or before June 1, 2022, and issue specified penalties based on number of violations.

### **Ongoing Legislation**

#### *SB 1335*

SB 1335, the Sustainable Packaging for the State of California Act of 2018, will require all state-owned facilities or operations on state-owned properties providing food service to serve food using food service packaging that is reusable, recyclable, or compostable. Currently in the formal rulemaking process, the regulations were approved by CalRecycle on December 31, 2020. CalRecycle is preparing to submit the final regulatory packaging to the Office of Administrative Law (OAL) for approval. After receiving OAL approval, CalRecycle will publish a list of approved packaging on its website.

### **Ongoing**

#### *AB 1826*

AB 1826 had a phased in approach for implementation. Commercial generators of solid waste materials (4 cubic yards or greater of weekly volumes) were required to subscribe to organic material collection effective January 1, 2019. In 2020, CalRecycle conducted a review to determine if the statewide disposal of organic waste in 2020 had been reduced by 50% of the level of disposal during 2014 and determined the state did not reach the required level. As a result, effective January 1, 2021, AB 1826 requirements are expanded to cover businesses that generate two (2) cubic yards or more of commercial solid waste per week.

All customers with four (4) cubic yards or more of solid waste are in compliance with AB 1826 regulations. WVC&R determined there were 1,356 customers producing two (2) cubic yards or more of solid waste who needed organics service to be brought into compliance with AB 1826. Of the 1,356 customers, WVC&R has provided the appropriate service level to all but 25 customers. WVC&R has been unable to get ahold of these customers, and will be continuing to reach out to them to gain compliance with AB 1826. Additionally, WVC&R has identified 25 customers, including schools and churches, who are currently being reassessed for compliance now that many of the regular activities have resumed.

#### *AB 341*

AB 341 became effective on July 1, 2012 mandating all businesses generating four (4) cubic yards or more of solid waste per week to have recycling service. Businesses include commercial customers producing 4 or more cubic yards of solid waste per week and all multi-family residential dwellings with five or more units, regardless of the amount of solid waste generated. Although the bill does not mandate diversion standards for each jurisdiction, it sets a statewide goal of 75% disposal reduction by 2020. WVC&R has indicated commercial customers located in the Authority area have met the requirements of AB 341.

#### *AB 827*

AB 827 became effective on July 1, 2020 and applies to AB 1826 and AB 341 covered businesses. It requires that these businesses provide organics and recycling containers at "front-of-house" to collect waste generated from products purchased and consumed on the premises. These containers must be placed adjacent to trash and be visible, accessible, and clearly marked.

**Local**

The Technical Advisory Committee (TAC) of the Santa Clara County Recycling and Waste Reduction Commission meets monthly, and SB 1383 is the primary topic. Representatives from the various agencies are meeting off-line to discuss various approaches to SB 1383 implementation. The SB 1383 topic has become a formal subcommittee within the TAC. Member Agency representatives and Authority representatives are attending the meetings. The TAC also funded a county-wide Santa Clara County Food Recovery Program to establish outreach for food recovery organizations, food recovery services, and tier one and tier two commercial edible food generators.

**Documents Attached**

None

**Fiscal Impact**

None



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Marva M. Sheehan  
Executive Director

# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

Agenda Item No. 2  
Meeting Date: November 4, 2021

Date: November 4, 2021  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: SB 1383 Implementation

## Recommended Action

Receive a report on SB 1383 implementation.

## Discussion

### Legislation

The infographic is titled "SB 1383 Key Jurisdiction Dates" and is divided into two main sections: 2022 and 2024. The 2022 section is a dark blue rounded rectangle containing five items, each with an icon: a truck for "Provide Organics Collection Service to All Residents and Businesses", an apple for "Establish Edible Food Recovery Program", a speaker for "Conduct Education and Outreach", a recycling symbol for "Procurement", and a checklist for "Capacity Planning". The 2024 section is a green rounded rectangle containing one item with a calendar icon: "Starting January 1, 2024 Jurisdictions must take action against non-compliant entities". The CalRecycle logo is in the bottom right corner.

Year	Action
2022	Provide Organics Collection Service to All Residents and Businesses
2022	Establish Edible Food Recovery Program
2022	Conduct Education and Outreach
2022	Procurement
2022	Capacity Planning
2024	Starting January 1, 2024 Jurisdictions must take action against <u>non-compliant</u> entities

SB 1383 was signed by Governor Brown on September 19, 2016. The primary goals of SB 1383 are to reduce organic waste disposed in landfills by 50% by 2020 and 75% by 2025 (2014 baseline), and to reach recovery of 20% of edible food that would otherwise be disposed of in landfills by 2025. To achieve these goals, SB 1383 requires action in the following areas: Organics, Ordinances, Education and Outreach, Contamination Monitoring, Procurement of Organic Materials, Edible Food Recovery, and Compliance Reporting. Enforcement and penalties for non-compliance begins January 1, 2022 for jurisdictions and January 1, 2024 for generators, haulers, and processors.

Exemption waivers exist for both generators and jurisdictions if they have low-volume, low-population, or physical space constraints (§18984.11).

### **SB 1383 Regulations**

The Office of Administrative Law (OAL) approved the final SB 1383 regulations on November 3, 2020. CalRecycle published a model ordinance and franchise agreement, as well as a procurement calculator tool, to assist agencies throughout the State with the implementation of SB 1383.

On October 5, 2021, Governor Newsom signed SB 619 into law. SB 619 allows jurisdictions to submit “notifications of intent to comply” on or before March 1, 2022 if a jurisdiction is facing or will face continuing SB 1383 violations in 2022.

### **Update on Implementation**

#### *Ordinance*

We finalized a model ordinance for each Member Agency based on the model provided by CalRecycle (HF&H prepared the model ordinance for CalRecycle). Working with Member Agency staff, each Member Agency developed its revised solid waste ordinance to include the SB 1383 requirements, as well as updating other sections in the ordinance. Most of the Member Agency solid waste ordinances had not been updated in over 20 years. As of the date of this meeting, all four Member Agencies have had the first reading of the ordinance and Campbell and Monte Sereno will have had their second reading. All four Member Agencies are on target to meet the January 1, 2022 deadline.

#### *West Valley Collection and Recycling Collection Agreement*

The amended West Valley Collection and Recycling (WVC&R) Collection Agreement went into effect on April 30, 2021.

#### *Education and Outreach*

We have continued providing Member Agencies with outreach to post on their social media accounts (e.g., Facebook, Nextdoor) to inform as many customers as possible about the upcoming food scraps recycling program. Upcoming social media outreach will include information on the difference between coated and non-coated paper and its recyclability. We will continue to provide Member Agencies with an updated social media post on a monthly basis. The Authority also updated its website with SB 1383 related Frequently Asked Questions.

The Authority initiated the first phase of its Education and Outreach Plan in October of 2021. We mailed postcards to single-family customers and a poster to each multi-family complex detailing the upcoming food scraps recycling program. The Authority plans to begin working on the second phase of the Education and Outreach Plan. This will involve sending a round of postcards to single-family and multi-family customers. We have continued to focus on single-family and multi-family customers because the food scraps recycling program will be new for these customers. Per AB 1826, many commercial customers already have food scraps recycling in place.

### *County Group Collaboration*

Representatives from various agencies in Santa Clara County are meeting bi-weekly to discuss the various components of SB1383 regulations with the desire to provide consistent messaging to the residents and businesses of the County and to share ideas of implementation plans. The procurement policy for organic materials and the edible food recovery programs are two other topics discussed at the group meetings.

### *Recordkeeping and Reporting*

With approval from the Board, the Authority entered into a contract with Recyclist to use their SB 1383 Program Tracker software in order to comply with SB 1383 recordkeeping requirements. The Authority attended a kick-off meeting with Recyclist and invited Member Agencies to attend. This meeting initiated the recordkeeping and reporting setup process and the Authority, Member Agency staff, and WVC&R will continue to work with Recyclist to setup the program tracker.

### *Action Plan*

Our next steps are to:

- Bring Ordinances to individual Member Agency Councils.
- Continue coordinating Edible Food Recovery with the County.
- Continue to Implement Public Education and Outreach Plan.
  - Implement phase two of the Education and Outreach Plan.
  - Continue to post outreach on Member Agencies' social media platforms.
  - Maintain consistent SB 1383 messaging on WVC&R and Member Agency Outreach.
- Setup and maintain reporting software.
- Begin roll-out of kitchen pail delivery in the November– December timeframe and monitor WVC&R implementation.

### **Documents Attached**

None

### **Fiscal Impact**

None



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Marva M. Sheehan  
Executive Director

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

Agenda Item No. 3  
Meeting Date: November 4, 2021

Date: November 4, 2021  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: FY 20-21 Liquidated Damages Assessed to WVC&R

## Recommended Action

Consider the report on service complaints and performance reported under the Collection Agreement with West Valley Collection & Recycling (WVC&R).

## Discussion

### Summary

Section 13.6.B of the Collection Agreement with WVC&R outlines the service performance standards and liquidated damages associated with failing to meet those standards. WVC&R reports the number of customer complaints (by complaint type) to the Executive Director on a quarterly basis. Additionally, WVC&R reports missed pick-ups on an annual basis for purposes of measuring performance.

### Background

For several years, WVC&R has not met the performance standards outlined in the Collection Agreement related to double missed pick-ups. The following table recaps the history and Board action:

**History of Liquidated Damages Assessments**

Fiscal Year	Calculated Liquidated Damages	Amount Assessed by Board	Amount Paid by WVC&R	Comments
16-17	\$22,480	\$22,480 Waived at Nov 2018 Board Meeting	\$0	Deferred collection pending performance improvement in FY 17-18;
17-18	\$17,313	\$10,975 Approved at Nov 2019 Board Meeting	\$15,975 Included \$5,000 for Public Outreach	Deferred collection pending performance improvement in FY 18-19; Board waived \$1,338.

Fiscal Year	Calculated Liquidated Damages	Amount Assessed by Board	Amount Paid by WVC&R	Comments
18-19	\$8,966	\$8,966 Approved at Feb 2021 Board Meeting	\$8,966	Deferred collection pending performance improvement in FY 19-20;
19-20	\$12,410	\$12,410 Approved at Feb 2021 Board Meeting	\$12,410	Deferred collection pending performance improvement in Jul – Dec 2020

Staff from the Member Agencies, WVC&R, and the Authority met in late December 2020 and early January 2021 to address the collection issues. As shown in the Missed Pick-ups and Double Missed Pick-up sections below, there was considerable improvement after these meetings.

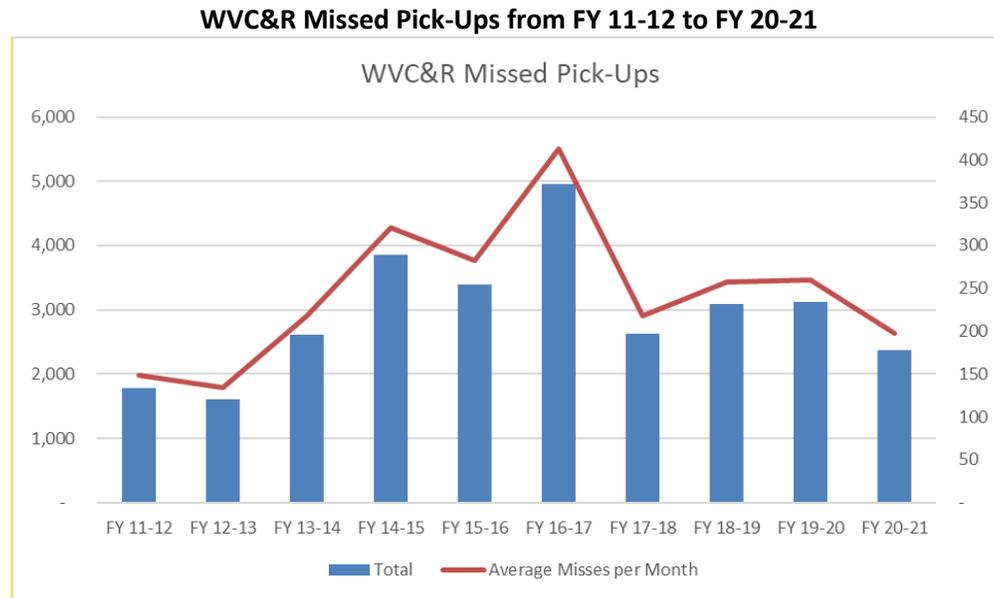
**Missed Pick-Ups**

A missed pickup is defined as the failure of WVC&R to collect material that has been properly set out for collection by the customer on the correct service day. When informed by the customer of a missed pick-up, WVC&R has one business day to return and service the customer that was missed. The performance standard allows 20 such failures per quarter.

We began observing a steady increase in missed pick-ups in FY 13-14. The number had increased from an average of about 125 per month in FY 12-13 to an average of about 400 per month in FY 16-17.

In FY 17-18, the average number of missed pick-ups were reduced to approximately 200 per month. However, a 25% increase occurred in FY 18-19 and the average of missed pick-ups was approximately 250 per month. In FY 19-20, the number of missed pick-ups stayed consistent to the prior year of approximately 250 per month. In FY 20-21, the number of missed pick-ups decreased to approximately 200 per month.

The trend of missed pick-ups is shown in the chart below.



WVC&R reported they did not respond within one business day to 133 instances of missed pick-ups, which did exceed the allowance of 20 such failures per quarter. In Quarter 1 of FY 20-21 (July to September 2020), WVC&R reported 37 missed pick-ups over the allowed 20 failures. In Quarter 2 of FY 20-21 (October to December 2020), WVC&R reported 27 missed pick-ups over the allowed 20 failures. There were no missed pick-ups over the allowed 20 failures in Q3 and Q4.

We are encouraged by the trends in the 3<sup>rd</sup> and 4<sup>th</sup> quarters. However, based on the results from the first two quarters of FY 20-21, \$11,764.48 (64 multiplied by \$183.82 per occurrence) in liquidated damages is due to the WWSWMA as shown in the table below:

**Summary of Missed Pick-Ups**

	Missed Pick-Up	Allowed	Missed Pick-Ups Subject to Liquidated Damages	Liquidated Damage per Account	Total Liquidated Damages
Quarter 1	57	20	37	\$ 183.82	\$ 6,801.34
Quarter 2	47	20	27	\$ 183.82	\$ 4,963.14
Quarter 3	12	20	0	\$ 183.82	\$ -
Quarter 4	17	20	0	\$ 183.82	\$ -
<b>Total</b>	<b>133</b>	<b>80</b>	<b>64</b>	<b>\$ 183.82</b>	<b>\$ 11,764.48</b>

**Double Missed Pick-Ups**

A double missed pick-up is defined as the failure to collect material that was properly set out from the same customer on two consecutive scheduled pickup days. WVC&R incurred 51 instances of a double missed pick-ups in FY 20-21. The performance standard does not provide for a maximum allowance per quarter, making each one subject to liquidated damages.

Similar to the missed pick up trends noted above, we are encouraged by the improvement in the 3<sup>rd</sup> and 4<sup>th</sup> quarters. However, \$9,374.82 (51 multiplied by \$183.82 per occurrence) in liquidated damages is due to the WVSWMA as shown in the table below:

**Summary of Double Missed Pick-ups**

	<b>Double Missed Pick-Up</b>	<b>Allowed</b>	<b>Double Missed Pick-Ups Subject to Liquidated Damages</b>	<b>Liquidated Damage per Account</b>	<b>Total Liquidated Damages</b>
Quarter 1	16	0	16	\$ 183.82	\$ 2,941.12
Quarter 2	21	0	21	\$ 183.82	\$ 3,860.22
Quarter 3	3	0	3	\$ 183.82	\$ 551.46
Quarter 4	11	0	11	\$ 183.82	\$ 2,022.02
<b>Total</b>	<b>51</b>	<b>0</b>	<b>51</b>	<b>\$ 183.82</b>	<b>\$ 9,374.82</b>

**Property Damage**

The threshold for property damage claims in the collection agreement is 36 per year, or the equivalent of 3 per month. WVC&R reported 9 property damage claims for the year. WVC&R met the standard for property damage during the year.

**Other Complaints**

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

**Recommendation**

The purpose of assessing liquidated damages is to ensure consistent and reliable service and performance by WVC&R.

For FY 20-21, I recommend the Board consider assessing \$21,139.30 in liquidated damages.

**Documents Attached**

None

**Fiscal Impact**

The Authority is to receive \$21,139.30 in liquidated damages. Funds may be used at the Board's discretion.



Marva M. Sheehan  
Executive Director

# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

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Agenda Item No. 4  
Meeting Date: November 4, 2021

Date: November 4, 2021  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: Collection Procurement Ad Hoc Committee

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## Recommended Action

Consider Resolution 2021-10 creating the Collection Procurement Subcommittee to assist in the development of a collection agreement and request for proposals for collection companies and appoint two Board Members to serve on the committee.

## Discussion

The initial term of collection agreement between the West Valley Solid Waste Management Authority (Authority) and West Valley Collection & Recycling, LLC (WVC&R) will expire February 28, 2024. In order to have a new contract in place, it is important that the Authority begin the procurement process now. Staff is recommending the formation of a temporary subcommittee to assist with the development of the request for proposals and a draft agreement. The Board may establish project specific subcommittees to address an explicit purpose or need for a limited duration. The proposed subcommittee would work closely with staff until the request for proposals is issued but no later than November 3, 2022.

## Documents Attached

Resolution 2021-10 Resolution Of The Board Of Directors Of The West Valley Solid Waste Management Authority Establishing A Temporary Ad Hoc Committee For The Collection Procurement

## Fiscal Impact

None

  
\_\_\_\_\_  
Marva M. Sheehan  
Executive Director

**RESOLUTION NO. 2021-10**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY ESTABLISHING A TEMPORARY AD HOC COMMITTEE FOR THE COLLECTION PROCUREMENT**

**WHEREAS**, the Board of Directors of the West Valley Solid Waste Management Authority (“Board”) may establish project specific subcommittees to address an explicit purpose or need; and

**WHEREAS**, project specific subcommittees are of a limited duration and should be active for no more than one year; and

**WHEREAS**, the Board desires to establish a project specific subcommittee for the Collection Procurement effective November 4, 2021 through November 3, 2022; and

**WHEREAS**, the Collection Procurement Subcommittee will be comprised of two Board members; and

**WHEREAS**, the purpose of the Collection Procurement Subcommittee will be to work with staff to develop a request for proposals for collection companies and a draft agreement for collection services.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the Board hereby establishes the Collection Procurement Subcommittee.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that Board Members \_\_\_\_\_ and \_\_\_\_\_ shall serve on this subcommittee.

The above and foregoing resolution was duly and regularly adopted by the Board of Directors of the West Valley Solid Waste Management Committee at a regular meeting held on the 4<sup>th</sup> day of November, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: \_\_\_\_\_  
Paul Resnikoff, Chairperson

# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

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**Agenda Item No. 5**  
**Meeting Date: November 4, 2021**

Date: November 4, 2021

To: West Valley Solid Waste Management Authority Board

From: Authority Counsel

Subject: Continued Virtual Meetings

## **Recommended Action**

Adopt Resolution 2021-11 authorizing continued virtual meetings pursuant to AB 361.

## **Discussion**

On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic. Following that Proclamation, on March 17, 2020, the Governor issued Executive Order N-29-20, which included a provision suspending the traditionally strict provisions of the Ralph M. Brown Act ("Brown Act") relating to holding and participating in meetings via teleconferencing in order to enable safe public meetings while health orders were in place.

On June 11, 2021, the Governor issued Executive Order N-08-21, which stated that the Brown Act teleconferencing suspensions were to expire on September 30, 2021. On September 16, 2021, the Governor signed Assembly Bill 361 ("AB 361"), an urgency measure effective upon signing, which amended the Brown Act to allow legislative bodies to meet via teleconferencing provided that particular conditions are met.

Pursuant to AB 361, legislative bodies may use teleconferencing to conduct public meetings during a proclaimed State of Emergency, as defined under the California Emergency Services Act, if one of the following circumstances apply: (A) State or local officials have imposed or recommended measures to promote social distancing; (B) The legislative body is meeting to determine whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (C) The legislative body has determined that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The State of Emergency the Governor proclaimed on March 4, 2020 is still in effect today. Moreover, state and local officials continue to recommend measures to promote social distancing, as demonstrated by both the California Department of Public Health and the Santa Clara County Public Health Officer recommending or requiring that individuals continue to wear face coverings in indoor settings.

Additionally, since early August, the highly contagious delta variant has caused an increase in positive cases and hospitalization rates throughout the community. The CDC has indicated community transmission in Santa Clara County is significant and COVID-19 transmission rates are unpredictable and have the potential to rapidly increase. As a result, holding public meetings of the Board in person would present imminent risks to the health and safety of attendees.

In order for the Board to continue meeting virtually while the risk remains high, the Board will need to declare every thirty (30) days that it has reconsidered the circumstances of the State of Emergency, and either (i) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (ii) state or local officials continue to impose or recommend measures to promote social distancing.

### **Documents Attached**

Resolution 2021-11

### **Fiscal Impact**

None

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Kirsten M. Powell  
Authority Counsel

**RESOLUTION NO. 2021-11**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID**  
**WASTE MANAGEMENT AUTHORITY AUTHORIZING THE CONTINUED USE OF**  
**TELECONFERENCE MEETINGS PURSUANT TO ASSEMBLY BILL 361**

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency, pursuant to the Emergency Services Act, in response to the COVID-19 pandemic; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain requirements of Government Code section 54950 *et seq.*, the Ralph M. Brown Act ("Brown Act"), in order to allow local legislative bodies to conduct meetings telephonically or electronically without a physical meeting place; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, providing that the provision suspending the Brown Act requirements in Executive Order N-29-20 would remain in effect through September 30, 2021, at which point the suspension would expire; and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), an urgency measure effective upon adoption, amending the Brown Act to allow legislative bodies to continue teleconferencing during a proclaimed State of Emergency, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the State of Emergency proclaimed by the Governor on March 4, 2020, remains in effect; and

WHEREAS, state and local officials have imposed and/or recommended measures to promote social distancing, as demonstrated by both the California Department of Public Health's and the Santa Clara County Public Health Officer's recommendations and requirements that all individuals wear masks indoors; and

WHEREAS, since early August, the highly contagious delta variant has caused increased community transmission and rates of hospitalizations within Santa Clara County; and

WHEREAS, according to the CDC, community transmission of COVID-19 in Santa Clara County is significant and may continue to increase due to the unpredictable nature of the virus and potential proliferation of COVID-19 variants; and

WHEREAS, the Board of Directors of the West Valley Solid Waste Management Authority ("Board") hereby finds and determines that the above conditions create an imminent risk to the health and safety of attendees should they be required to attend meetings in person in a shared indoor public meeting space; and

WHEREAS, the Board wishes to authorize remote meetings as set forth in this Resolution.

NOW THEREFORE, be it resolved by the Board as follows:

A. The Board hereby acknowledges the Governor of the State of California's Proclamation of State of Emergency related to the COVID-19 pandemic remains in effect; and

B. The Board finds that due to the continued threat of COVID-19 transmission in the community, holding in person meetings for the Board would present imminent risks to the health or safety of attendees.

C. The Board is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

D. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) thirty days from the adoption of this Resolution, or (ii) such time the Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The above and foregoing Resolution was duly and regularly adopted by the Board of Directors of the West Valley Solid Waste Management Authority at a regular meeting held on the 4<sup>th</sup> day of November, 2021 by the following vote:

AYES:

NOES

ABSENT:

ABSTAIN:

Approved: \_\_\_\_\_  
Paul Resnikoff, Chairperson

# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

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Agenda Item No. 6  
Meeting Date: November 4, 2021

Date: November 4, 2021  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: Collection Procurement Process Code of Conduct

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## **Recommended Action**

Approve Resolution No. 2021-12 establishing a Code of Conduct for the collection procurement and negotiations process.

## **Discussion**

As part of prior collection and disposal procurement processes, the Board adopted a Code of Conduct to provide specific language on the “dos and don’ts,” provide timeframes for when the rules apply, and clarify whether “social conduct” is permissible. The Authority Counsel has updated the Code of Conduct to reflect the current timeline and procurement process.

## **Documents Attached**

Resolution 2021-12  
Code of Conduct for Procurement Process

## **Fiscal Impact**

None

  
\_\_\_\_\_  
Marva M. Sheehan  
Executive Director

**RESOLUTION NO. 2021-12  
RESOLUTION OF THE WEST VALLEY SOLID  
WASTE MANAGEMENT AUTHORITY ADOPTING A  
CODE OF CONDUCT FOR THE 2021 COLLECTION AGREEMENT PROCUREMENT  
PROCESS**

**WHEREAS**, the Authority is a joint powers authority between the Cities of Campbell, Monte Sereno and Saratoga and the Town of Los Gatos (“Member Agencies”); and

**WHEREAS**, the Board Members of the Authority are obligated to comply with the Political Reform Act of 1974 (“PRA”) to control conflicts of interests through, among other things, disclosure of financial interests; and

**WHEREAS**, the West Valley Solid Waste Management Authority (“Authority”) is in the process of requesting and receiving proposals for the collection and disposal of solid waste within the jurisdiction (“Procurement Process”); and

**WHEREAS**, the Board of Directors of the Authority desire to maintain a professional Procurement Process free from any undue influence and the appearance of impropriety by complying with the PRA and adopting additional regulations regarding the Procurement Process.

**NOW, THEREFORE**, the West Valley Solid Waste Management Authority hereby adopts the Code of Conduct for the Procurement Process attached hereto.

Regularly adopted and passed this 4<sup>th</sup> day of November 2021, by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

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Paul Resnikoff, Chairperson

ATTEST:

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Marva M. Sheehan, Executive Director

**WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY  
CODE OF CONDUCT FOR PROCUREMENT PROCESS**

**POTENTIAL CONFLICT OF INTEREST.** Each Board Member shall inform the Executive Director of the Authority and each elected official of the Authority's Member Agencies ("Elected Official") shall inform the staff of his or her Member Agency of any potential conflicts of interest regarding the potential proposers for solid waste services for the Authority ("Potential Proposers"). Information regarding potential conflicts shall be provided within 10 days of the Board Member or Elected Official learning of the potential conflict.

**CONTRIBUTIONS.** No Board Member or Elected Official shall accept any contributions from Potential Proposers from the date of the adoption of this code until the solid waste services agreement is finalized and executed. Each Board Member and Elected Official shall disclose all past contributions from Potential Proposers to the Executive Director of the Authority.

**PROHIBITED CONTACTS.** No Board Member or Elected Official shall have non-public meetings or conversations with Potential Proposers regarding the procurement process the date of adoption of this code until the solid waste services agreement is finalized and executed. However, this section shall not prohibit Board Members and elected officials from meeting with Potential Proposers for purely social reasons. All Board Members and Elected Officials shall refer any questions regarding the procurement process to the Executive Director of the Authority. Board Members and Elected Officials shall disclose to the Executive Director of the Authority any non-public meetings or conversations with Potential Proposers regarding the procurement process which occurred prior to the adoption of this code. A "non-public" meeting is any meeting that has not been called and held in accordance with the Brown Act.

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

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**Agenda Item No. 7**  
**Meeting Date: November 4, 2021**

Date: November 4, 2021

To: West Valley Solid Waste Management Authority Board

From: Authority Counsel

Subject: Amendment to the West Valley Solid Waste Management Authority Agreement for Executive Director Services with HF&H Consultants, LLC

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## **Recommended Action**

Consider Resolution No. 2021-13 approving the Second Amendment to the West Valley Solid Waste Management Authority Agreement for Executive Director Services with HFH Consultants, LLC.

## **Discussion**

Marva Sheehan has been the Executive Director of the Authority since 2013. At the end of 2021, Mrs. Sheehan will be retiring from her position as the Vice President of HF&H Consultants, LLC (HF&H) and as a result, her position as the Executive Director.

HF&H is proposing to have the Executive Director role be performed by Rob Hilton, with support as necessary from Marva Sheehan as the Assistant Executive Director through the remainder of fiscal year 2021-2022, to ensure a smooth transition of the Executive Director.

Rob Hilton is the President of HF&H. Since 2002, Mr. Hilton has provided recycling and solid waste consulting services to more than 150 public agencies across the United States. He has been involved in over 350 projects covering a wide range of strategic, operational, programmatic, contractual, and financial issues. Drawing on his extensive experience, Mr. Hilton has the ability to quickly identify and solve complex problems related to recycling, organics, and solid waste services. Mr. Hilton's academic background in public policy and administration gives him an understanding of the diverse conditions within the industry to support the Authority's unique and expansive needs. Mr. Hilton has assisted the Authority in the procurement in the disposal agreement with Waste Management and the negotiation of an amendment to the current collection contract with West Valley Collection & Recycling (WVC&R).

## **Documents Attached**

Resolution 2021-13

Second Amendment to West Valley Solid Waste Management Authority Agreement for Executive Director Services

**Fiscal Impact**

None

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Kirsten M. Powell  
Authority Counsel

RESOLUTION NO. 2021-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY APPROVING THE SECOND AMENDMENT TO WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY that the document entitled "SECOND AMENDMENT TO WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES", a copy of which is attached hereto and incorporated herein by reference, is hereby approved.

This resolution was passed and adopted by the Board of Directors of the West Valley Solid Waste Management Authority at a regularly scheduled meeting on the 4<sup>th</sup> day of November, 2021, by the following vote:

AYES:  
NOES:  
ABSENT:

Approved: \_\_\_\_\_  
Paul Resnikoff, Chairperson

Attest: \_\_\_\_\_  
Marva Sheehan, Executive Director

## SECOND AMENDMENT TO WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES

THIS AMENDMENT is dated this 4<sup>th</sup> day of November, 2021, and is made by and between the WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY, a California joint powers authority, ("Authority") and HF&H CONSULTANTS, LLC, a limited liability company, ("Consultant").

### I. RECITALS

- A. On September 5, 2013, the Authority and Consultant entered into that certain "West Valley Solid Waste Management Authority Agreement for Executive Director Services" (the "Agreement").
- B. The parties desire to enter into this Amendment to appoint a new Executive Director of the Authority.

### II. AMENDMENT

- A. Section 2.4 Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement. Rob Hilton shall act as the Executive Director for the Authority. Marva Sheehan shall act as the Assistant Executive Director and may act in the absence of Rob Hilton.
- B. Section 4.6 Notices is hereby amended to read as follows:

"Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

WEST VALLEY SOLID WASTE  
MANAGEMENT AUTHORITY  
Attn: Kirsten M. Powell  
18041 Saratoga-Los Gatos Road  
Monte Sereno, CA 95030

HF&H CONSULTANTS, LLC  
Attn: Rob Hilton  
201 N. Civic Drive, Suite 230  
Walnut Creek, CA 94596

or personally delivered to Consultant or Authority to such address or such other address as Consultant or Authority designates in writing.

C. Except as expressly provided in this Amendment, all other terms and conditions of the Agreement shall remain unchanged and in effect during the term of the Agreement.

IN WITNESS WHEREOF, the Authority and Consultant have executed this Amendment.

AUTHORITY:  
West Valley Solid Waste  
Management Authority

CONSULTANT:  
HF&H Consultants, LLC

BY: \_\_\_\_\_  
Paul Resnikoff, Chair

BY: \_\_\_\_\_  
Marva Sheehan, Vice President

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

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## Executive Director

Marva M. Sheehan, CPA  
HF&H Consultants, LLC  
201 North Civic Drive, Suite 230  
Walnut Creek, CA 94596

Telephone: (925) 977-6961

Facsimile: (925) 977-6955

E-mail: [wvswma@hfh-consultants.com](mailto:wvswma@hfh-consultants.com)

## Member Agencies

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

## MEETING MINUTES

September 2, 2021

Meeting held virtually in accordance with California Governor Executive Order N-29-20

### Call to Order

At 5:13 pm, Chair Resnikoff called the meeting to order.

### Pledge of Allegiance

### Roll Call

Chair Paul Resnikoff, representing Campbell, Vice Chair Bryan Mekechuk, representing Monte Sereno, Member Mary Badame, representing Los Gatos, and Member Rishi Kumar, representing Saratoga, were present. Also present was Executive Director Marva Sheehan and Authority Counsel Kirsten Powell.

### Oral Communications from the Public

None

### Written Communications

None

### Old Business

None

### New Business

1. Upon a motion by Member Badame and a second by Vice Chair Mekechuk, the Board voted unanimously to receive and file a report on the Member Agencies' 2020 CalRecycle annual reports.
2. Upon a motion by Member Kumar and a second by Vice Chair Mekechuk, the Board voted unanimously to receive a report on recent regulatory changes and program updates.
3. Upon a motion by Member Kumar and a second by Vice Chair Mekechuk, the Board voted unanimously to receive a report on the status of SB 1383 Implementation. Member Kumar requested West Valley Collection & Recycling (WVC&R) include additional information on its website about SB 1383's impact on customer rate increases.

4. Upon a motion by Member Badame and a second by Vice Chair Mekechuk, the Board unanimously approved Resolution 2021-08 authorizing the Chairperson to execute a contract with Recyclist for SB 1383 reporting compliance.
5. Upon a motion by Vice Chair Mekechuk and second by Member Badame, the Board voted unanimously to consider the Authority's SB 1383 education and outreach plan (FY 2021-2022) and authorized the use of the SB 1383 education and outreach budget for such plan.
6. Upon motion by Vice Chair Mekechuk and second by Member Kumar, the Board unanimously approved Resolution 2021-09 adopting an electronic signature policy.

### **Public Hearings**

None

### **Consent Calendar**

7. Upon a motion by Member Kumar and a second by Member Badame, the Board voted unanimously to adopt the consent calendar items.

### **Executive Director Report**

None

### **Future Agenda Items**

### **Board Member Reports**

Member Badame thanked Weslie McConkey, the Outreach Manager for WVC&R, for her work responding to customer complaints and feedback.

### **Adjournment**

Chair Resnikoff adjourned the meeting at 6:14 pm until the next regular meeting which will be held on November 4, 2021.

### **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

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Agenda Item No. 9  
Meeting Date: November 4, 2021

Date: November 4, 2021  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: Year-to-Date Financial Report

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## Recommended Action

Receive and file the Executive Director Financial Report for the FY 2021-22.

## 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 2021-22. With 25% of the fiscal year passed, the report shows that the Authority expended \$120,502 or 13% of the approved FY 2021-22 budget. There are several large, budgeted expenditures that will occur later in the year (e.g., Recyclist contract, Executive Director services for the Collection procurement and WVC&R rate adjustment request).

It has been the Board's policy, adopted February 2011, to maintain a fund reserve of \$200,000 with \$100,000 designated as an operating reserve and \$100,000 designated as a rate stabilization reserve. The fund balance is greater than the \$200,000 due to the timing of some of the budgeted expenditures.

## Documents Attached

Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual September 30, 2021.

## Fiscal Impact

None



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Marva M. Sheehan  
Executive Director

**West Valley Solid Waste Management Authority**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**September 30, 2021**

Acct #	Description	JPA Budget FY 2021-22	Year to Date Actual	Balance	YTD %
<b><u>Revenues</u></b>					
4410	Interest	\$ -	\$ -	\$ -	N/A
4431	Unrealized Gains/Losses	-	-	-	N/A
4968	Expense Abatement	-	-	-	N/A
4970	City of Campbell	141,518	35,379	106,139	25%
4970	Town of Los Gatos	105,211	26,303	78,908	25%
4970	City of Monte Sereno	12,027	3,007	9,020	25%
4970	City of Saratoga	103,843	25,961	77,882	25%
4975	Franchise Agreement WVC&R	450,000	112,500	337,500	25%
4965	Other	75,485	-	75,485	N/A
	<b>Total Revenues</b>	<u>\$ 888,084</u>	<u>\$ 203,150</u>	<u>\$ 684,934</u>	<u>23%</u>
<b><u>Expenditures:</u></b>					
<b>Services and Supplies:</b>					
7424	Office Expense	\$ -	\$ -	\$ -	N/A
7427	Special Departmental Exp. (Legal Services)	27,775	1,513	26,262	5%
7430	Prof. & Special Services (Executive Director)	313,605	26,780	286,825	9%
7430	Prof. & Special Services (Other)	5,000	-	5,000	0%
7432	Other Contractual Services (Countywide Support)	-	-	-	N/A
7432	Other Contractual Services (Website Administration)	1,201	-	1,201	0%
7432	Other Contractual Services (Audit Svcs.)	3,500	-	3,500	0%
7433	Insurance (Liability)	2,787	2,573	214	92%
7435	Travel/Conf. & Meetings	2,000	-	2,000	0%
7438	Other Charges (Accounting & Bookkeeping)	9,557	-	9,557	0%
7438	Record Keeping and Reporting	60,000	-	60,000	0%
7443	SB 1383 Outreach	50,000	-	50,000	0%
7675	JPA Solid Waste Distribution	450,000	89,636	360,364	20%
	<b>Total Expenditures</b>	<u>\$ 925,425</u>	<u>\$ 120,502</u>	<u>\$ 804,923</u>	<u>13%</u>
	Excess (deficiency) of revenues over (under) expenditures	(37,341)	82,648	(119,989)	
	Beginning Fund Balance 7/1/21 (Preliminary)	\$ 237,341	\$ 276,315		
	Ending Fund Balance	<u>\$ 200,000</u>	<u>\$ 358,963</u>		

# **WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY**

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## **CALENDAR OF FUTURE AGENDA ITEMS**

### **February 3, 2022 Meeting**

- Elect new officers
- Review of Collection and Disposal contracts

### **May 5, 2022 Meeting**

- Board meeting schedule
- Ratify WVC&R contractual collection rate adjustment
- Approve Authority budget
- Review Executive Director and Authority Counsel contracts
- Accept Audited Financial Statements

### **September 1, 2022 Meeting**

- Receive and file annual CalRecycle Annual Reports

### **November 3, 2022 Meeting**

- Closed Session – annual evaluations of Authority Attorney and Executive Director
- Consider a report on WVC&R's prior Fiscal Year Complaints/Liquidated Damages

### **Recurring Meeting Agenda Items**

- Approval of prior meeting minutes
- Receive and file the Executive Director financial report
- SB 1383 Implementation Update
- Regulatory and program updates
- Update on Collection Agreement Procurement