

WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

Executive Director

Robert D. Hilton
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Member Agencies

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

MEETING AGENDA

February 25, 2013

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

2:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIENCE

ROLL CALL

ORAL COMMUNICATIONS FROM THE PUBLIC

WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. Elect new officers
2. Receive and file a report summarizing the key points and dates from the collection agreement with West Valley Collection & Recycling (WVC&R).
3. Receive and file a report summarizing the key points and dates from the disposal agreement with Guadalupe Landfill.
4. Receive an oral report from the Ad Hoc Committee on the Collection Contract process.

5. Receive and approve a professional services procurement process developed by the Authority Counsel.
6. Receive and approve a report from the Ad Hoc Committee on the Executive Director options.

CONSENT CALENDAR

7. Approve Minutes of the November 1, 2012 Board Meeting
8. Approve Minutes of the November 13, 2012 Special Board Meeting
9. Executive Director report
 YTD Financial Report
10. Future Agenda Items
 Agenda Item Report

ADJOURNMENT

Next Regular Meeting: May 2, 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: February 25, 2013
To: West Valley Solid Waste Management Authority Board
From: Executive Director
Subject: **Key Points and Dates from WVC&R Agreement**

RECOMMENDED ACTION

Accept report on the key points and dates from the collection agreement with West Valley Collection & Recycling, LLC (WVC&R).

DISCUSSION

COLLECTION AGREEMENT

- Company
 - West Valley Collection & Recycling, LLC (a joint venture between GreenWaste Recovery, Inc. and Waste Connections of California, Inc.)
- Term
 - 7 years, expiring February 28, 2014
 - Authority has option to extend on one or more occasions up 36 months (February 28, 2017)
- Scope of Services
 - Collection of all separate solid waste, recyclable materials and green waste generated in the Authority and placed by the generator for collection.
 - Transporting collected materials to the designated disposal site, designated green waste processing site, designated construction and demolition debris processing site, and recyclable materials processing site.
 - Processing and marketing recyclable materials collected in the Authority by WVC&R
 - Special Services
 - Holiday tree collection

- City-directed cleanups
- Annual cleanups
- E-waste, oil, universal waste and paint collection at drop-off site
- Public Education, including a web site
- Customer Rates
 - Set by the Company
 - Adjusted annually by change in CPI (except for Rate Year 6 where rates were set based on actual costs)
 - Include Agency fees (vary by Agency)
 - Franchise fees
 - HHW collection Fees
 - Street sweeping fees
 - Street maintenance fees
 - Authority management fees
- Contract Issues/Concerns
 - Initial term of contract expires in 2014
 - Options available to Board
 - Option to extend the contract (period at discretion of Board)
 - Option to issue an RFP for a new collection company
 - Requires 18-24 months lead time
 - Construction and Demolition Debris
 - Collection is part of WVC&R exclusive franchise agreement
 - Small, local haulers “poach” in the Authority area
 - Regulatory changes
 - AB341 - Mandatory commercial recycling
 - CalRecycle - 75% Diversion goals

FISCAL IMPACT

None

DOCUMENTS ATTACHED

None



Robert D. Hilton
Executive Director

WEST VALLEY
SOLID WASTE MANAGEMENT
AUTHORITY

AGENDA REPORT

Date: February 25, 2013
To: West Valley Solid Waste Management Authority Board
From: Executive Director
Subject: **Key Points and Dates from Guadalupe Landfill Agreement**

RECOMMENDED ACTION

Accept report on the key points and dates from the collection agreement with Guadalupe Landfill.

DISCUSSION

DISPOSAL AGREEMENT

- Company
 - Guadalupe Rubbish Disposal Company, Inc (a wholly owned subsidiary of Waste Management, Inc.)
- Term
 - Effective date, January 1, 2006
 - 15 years, expiring December 31, 2021
 - Extension by mutual agreement between the Authority and the company.
- Materials Disposed/Processed (Required to be delivered to Guadalupe)
 - Solid Waste
 - Yard Waste
 - Construction and Demolition Debris
- Rates
 - Initially set as part of the contract negotiations
 - Adjusted annually by the change in CPI and any change to State and local fees
- Contract Issues/Concerns
 - Processing of Yard Waste
 - Beneficial Use –

- Definition – the processing of Yard Waste for top dressing, weed suppression, irrigation and erosion control, soil amendment, mulch, fuel, etc. (in a manner that is not classified as Disposal by the California Integrated Waste Management Board ...but does not include composting or landfill disposal.
- Potential of CalRecycle (successor agency to the California Integrated Waste Management Board) to disallow materials used for alternative daily cover at landfill to count as a “diverted material”.

FISCAL IMPACT

None

DOCUMENTS ATTACHED

None



Robert D. Hilton
Executive Director

**WEST VALLEY
SOLID WASTE MANAGEMENT
AUTHORITY**

AGENDA REPORT

Date: February 25, 2013
To: West Valley Solid Waste Management Authority Board
From: Authority Counsel
Subject: **Procurement Policy for Professional Services**

RECOMMENDED ACTION

Approve Resolution No. 2013-01 establishing a procurement policy for professional services.

DISCUSSION

At the November 13, 2012, special meeting, former Board Member Rice requested that the Authority Counsel prepare a procurement policy for professional services. This policy is intended to insure transparency and prudent fiscal management.

The policy was created by reviewing the policies currently in place in the Member Agencies and tailoring it to the specific needs of the Authority. Due to the limited scope of the duties of the Authority, the procurement policy is only needed for professional services. This would include services for audits, studies of potential future programs offered by or requested of the hauler, special legal services, etc.

FISCAL IMPACT

The process will involve additional staff time of the Member Agencies and the Authority to obtain bids and recommend the preferred service provider.

DOCUMENTS ATTACHED

Resolution No. 2013-01

West Valley Solid Waste Management Authority Procurement Process for Professional Services



Kirsten M. Powell
Authority Counsel

RESOLUTION NO. 2013-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY ESTABLISHING A PROCUREMENT POLICY FOR PROFESSIONAL SERVICES

WHEREAS, the West Valley Solid Waste Management Authority desires to establish efficient procedures for the purchase of services at the most competitive price commensurate with operational needs, to exercise positive financial control over such purchases, to clearly define authority for administration of the purchasing function, and to assure the quality of services purchased by the Authority.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY that the document entitled "PROCUREMENT POLICY FOR PROFESSIONAL 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 specially scheduled meeting on the 25th day of February 2013, by the following vote:

AYES:
NOES:
ABSENT:

Approved: _____
Howard Miller, Chairperson

Attest: _____
Robert Hilton, Executive Director

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PROCUREMENT POLICY FOR PROFESSIONAL SERVICES

Adoption of procurement policy.

In order to establish efficient procedures for the purchase of services at the most competitive price commensurate with operational needs, to exercise positive financial control over such purchases, to clearly define authority for administration of the purchasing function, and to assure the quality of services purchased by the Authority, a purchasing system is hereby adopted. For purposes of this policy, "services" means and includes professional services and consulting services. This policy does not apply to the procurement of services for the collection or disposal of solid waste, green waste or recyclables.

Authorization for purchase orders and contracts.

(a) Contracts for Services up to \$5,000.00.

The Executive Director is hereby authorized to issue purchase orders and award contracts for services where the cost thereof does not exceed five thousand dollars (\$5,000.00) by using the informal bidding procedure described below.

(b) Contracts for Services Over \$5,000.00.

All contracts for services over \$5,000.00 shall be awarded by the Authority Board using one of the following procedures:

- (1) Informal Bidding
- (2) Formal Bidding
- (3) Requests for Proposals

The Board Authority shall determine the appropriate procedure depending on the needs of the Authority and type of services sought by the Authority.

Informal Bidding.

Whenever practicable at least three informal price quotations will be obtained and purchases shall be awarded on the basis of the price quotation most advantageous to the Authority. The Executive Director or such person designated by the Authority Board may solicit price quotations either orally or in writing, or may utilize price information on file with the Authority or available elsewhere. In no event may the Executive Director or his/her firm or affiliates be awarded a contract for such services without the prior consideration and approval by the Authority Board.

Formal bidding procedure.

Where formal competitive bidding is requested by the Authority Board, the following procedure shall be followed:

Bid requests. Bid requests shall include a general description of the services to be purchased and the place where bid specifications can be obtained. Bid requests shall be posted at the City Hall location used for the posting of legal notices. The notice may also be posted on the Member Agency's website and any other websites or publications, as appropriate.

Bid review. Bids shall be submitted in writing to the Authority in the manner specified by the person requesting the bids. All bids shall be available for public inspection during regular business hours from the commencement of bid review until the contract has been awarded by the Authority Board.

Rejection of bids. If, in the opinion of the Authority Board, none of the bids are satisfactory, the Board may reject all bids and either purchase the services in the open market or readvertise for new bids.

Waiver of irregularities. The Authority Board may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.

No bids. If no bids are received in response to the notice inviting bids, the Authority Board may proceed to purchase the services without further competitive bidding.

Request for Proposals.

The Authority Board may direct the Executive Director or any other appropriate person to prepare a Request for Proposal for services. Such person shall determine the appropriate format of the proposal based on the type of services sought and direction from the Authority Board.

The identity of persons responding to the Request for Proposals and the content of proposals submitted to the Authority may be kept confidential during the process of negotiation and until a contract is awarded.

The contract award shall be based upon the proposal determined by the Authority Board to be most advantageous to the Authority, taking into consideration price and the evaluation factors set forth in the Request for Proposals.

The Authority Board may reject any and all proposals if such rejection is deemed to be in the best interests of the Authority. The Board may thereupon direct that proposals be solicited or utilize any other purchasing method set forth in this policy.

Basis of award.

Purchases of services will be made on the basis of the bid, bids or proposals most advantageous to the Authority. In addition to price, the criteria for determining the most advantageous bid shall include, but not be limited to, the following:

- (1) Compliance with the bid specifications.
- (2) The ability, capacity and skill of the bidder to perform the contract or provide the services required.
- (3) The ability of the bidder to perform the contract or provide the services promptly, or within the time specified, without delay or interference.
- (4) The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
- (5) The quality of the bidder's performance on previous purchases or contracts with the Authority.
- (6) The previous and existing compliance by the bidder with the applicable State and federal laws.
- (7) The sufficiency of the bidder's financial resources to perform the contract or provide the services required.
- (8) The quality, availability and adaptability of the services to the particular use required.
- (9) The number and scope of conditions attached to the bid.

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**WEST VALLEY
SOLID WASTE MANAGEMENT
AUTHORITY**

AGENDA REPORT

Date: February 5, 2013
To: West Valley Solid Waste Management Authority Board
From: Ad Hoc Committee on Executive Director Recruitment Process
Subject: **Executive Director Recruitment Process**

RECOMMENDATION

That the West Valley Solid Waste Management Authority (WVSWMA) Board:

1. Authorize the issuance of a Request for Proposals (RFP) for Executive Director Services;
2. Direct the Ad Hoc Committee to work with the staff Technical Advisory Committee (TAC) to draft and issue an RFP as described in this report; and
3. Direct the Ad Hoc Committee to conduct initial review and screening of proposals with the TAC and return to the full WVSWMA Board with a recommended short list of proposers to be interviewed by the full Board.

BACKGROUND

Since the formation of the WVSWMA, Executive Director services have been provided by the firm of HF&H Consultants, LLC (HF&H). Scott Hobson was the designated Executive Director for the Authority from its inception in 1998 until May 2012, at which time Bob Hilton assumed Executive Director responsibilities.

At a Special Board Meeting on November 13, 2012, the WVSWMA authorized the initiation of an Executive Director recruitment process to ensure that the Authority was receiving an appropriate level of staff support and management services at a competitive price. The Board also appointed an Ad Hoc Committee comprised of Chair Miller and Member Low to work with the staff Technical Advisory Committee (TAC) and Authority Counsel on a process and schedule for recruitment of an

Executive Director, and requested that the Ad Hoc Committee return to the Board in February with a report and recommendation.

The Ad Hoc Committee held an initial meeting with the staff TAC on December 4, 2012. At this meeting, the Committee and the TAC reviewed the contract history between the Authority and HF&H; reviewed the current Executive Director scope of services; and discussed the range of services and Executive Director responsibilities desired in a new contract. The Committee also preliminarily discussed development of a recruitment process schedule and milestones. A second meeting of the Ad Hoc Committee and the TAC was held on January 15, 2013, at which time a recommendation to the full Authority Board was finalized.

DISCUSSION

The Executive Director reports to the WWSWMA Board and is responsible for managing the affairs of the WWSWMA and implementing Board policy. The primary responsibility of the Executive Director is to oversee and manage the Authority's contracts for solid waste collection and recycling (with West Valley Collection and Recycling) and solid waste disposal (with Guadalupe Landfill/Waste Management). Additionally, the Executive Director is responsible for performing a wide range of administrative and operational functions for the WWSWMA and its member agencies. These responsibilities are performed either directly by the Executive Director or by staff associates and include the following:

- Conducting quarterly meetings of the WWSWMA Board (public noticing, agenda preparation, report preparation, maintaining meeting minutes, etc.)
- Preparation and tracking of the annual Authority budget as approved by the Board
- As-needed review and analysis of legislation and industry trends
- Coordinating the preparation and submission of a variety of required State and local reports
- Submitting annual applications for AB 2020 beverage container recycling funds
- Representing the Authority and member agencies at County Solid Waste TAC meetings, and attending other regional and statewide meetings as necessary
- Responding to member agency staff inquiries regarding franchised service issues
- Enforcing collection franchise agreement provisions and responding to violations (e.g., rogue dumpsters)
- Managing annual FPPC filings
- Coordinating the preparation of the annual financial report and audit (currently performed in cooperation with the City of Campbell, the Authority fiscal agent)
- Maintaining regular communication with WWSWMA Board members

Together with the contract management functions, these administrative responsibilities can be considered Core Services provided by the Executive Director to the Authority.

In addition to Core Services, the Executive Director has also provided a variety of one-time or specialized services to the Authority, including periodic rate reviews; landfill contract negotiations; collection contract procurement management; implementation of new collection services; and franchise fee and billing audits. These services, including payment for these services, have not historically been included within the basic scope of services of the Executive Director agreement. Attachment 1 provides both a tabular and graphical ten year history of JPA Executive Director expenditures, segregated by Executive Director Core Services and additional specialized services.

The primary objective of the RFP process is to ensure both transparency and competitiveness in the selection of an Executive Director for the WVSWMA as well as any associated solid waste management consultant services. While the full complement of core management services will be the focus of the services requested in the RFP, the Ad Hoc Committee also discussed alternatives for structuring an RFP for Executive Director services, particularly with respect to the inclusion of both Core Services and one-time or specialized services within a single RFP.

The Ad Hoc Committee is recommending that specialized non-recurring services be included as independent optional bid items as part of the RFP. These items, such as a future rate review or audit, would be clearly identified and scoped within the RFP. The proposer would be given an opportunity to submit separate bids for each individual specialized service. While proposals for Executive Director services will be evaluated on the basis of the Core Services component of the RFP submittals, receiving bids for optional services would provide the Board with the flexibility to award additional service components on a case-by-case basis as desired, either to the firm selected as Executive Director, or any one of the other proposers. The Board could also defer awarding any specialized services, with procurement undertaken at future date consistent with Authority professional services procurement policies and guidelines.

The TAC and Ad Hoc Committee also discussed the appropriate term for an Executive Director agreement. For purposes of the RFP, a four year term, with three one-year renewal options is initially being recommended. The JPA Board would retain the ability to terminate the agreement earlier with 30 days written notice. As part of the RFP development process, staff and the Committee will confirm the recommended term in light of collection and disposal contract procurement and award cycles.

The Ad Hoc Committee also discussed the possibility of re-negotiating the existing Executive Director agreement with HF&H, with the intent being to more closely align the Authority Board's expectations regarding staffing, support and service levels with

the Executive Director's contractual scope of services. The benefit of this approach would be to provide continuity and minimize the impact on member agency staff resources required to support the RFP process and any transition to a new Executive Director. However, the consensus of the Ad Hoc Committee was to forward a recommendation to the full Board to proceed with an RFP process as outlined above as the most effective and transparent approach to aligning Executive Director services with Board expectations in a cost-competitive fashion.

The TAC also considered options for reducing WVSWMA management costs by assigning various functions and responsibilities (such as agenda preparation and distribution) to one or more of the member agencies. The intent of this strategy would be to reduce the scope (and cost) of Executive Director services, depending on the extent to which member agencies assumed responsibilities. However, after individually evaluating member agency staffing resources, as well as the subject matter specialty of many of the core responsibilities, the option to delegate functions to one or more member agency is not being recommended.

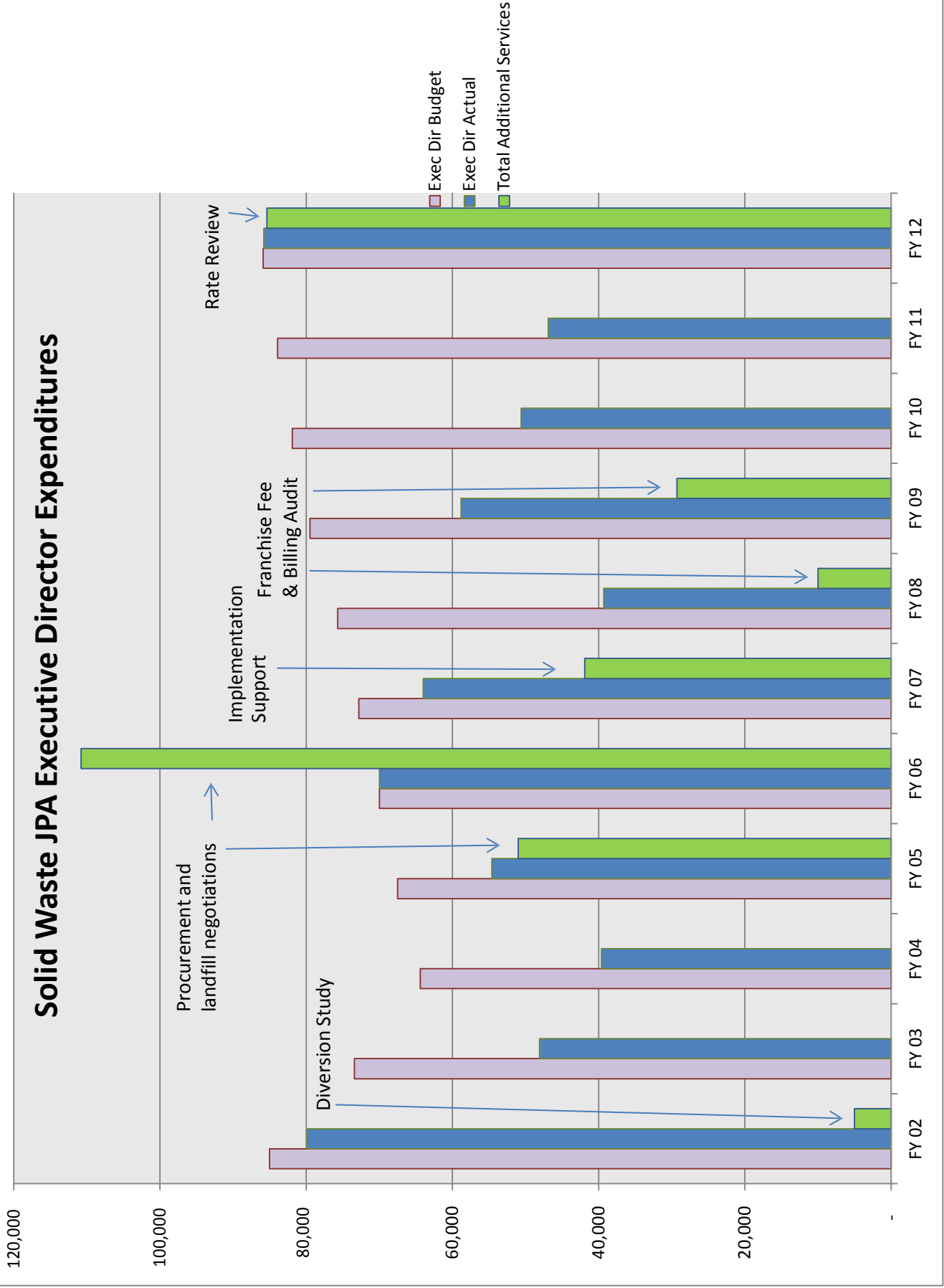
Should the JPA Board proceed with the development and solicitation of an RFP for Executive Director services, the tentative schedule would be as follows:

Milestone	Date	Responsibility
Approval of RFP Process	Feb 25, 2013	Authority Board
Draft & Issue RFP	March 2013	TAC & Ad Hoc Committee
Proposals Due	April 2013	Proposers
Preliminary Proposal Review	Apr/May 2013	TAC & Ad Hoc Committee
Select & Interview Finalists	May 2013	Authority Board
Negotiate Agreement	May/June 2013	TAC & Ad Hoc Committee
Approve Final Agreement	June 2013	Authority Board

Because the WVSWMA only meets on a quarterly basis, one or more Special Board Meetings and or Executive Sessions may be required to meet the schedule outlined above.

Attachment: Solid Waste JPA Executive Director Expenditures FY 2002 to FY 2012

Solid Waste JPA Executive Director Expenditures



HF&H Consultants, LLC
Summary of Work for WWSWMA
For the Years 2002 to 2012

	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13
Executive Director Services												
Exec Dir Budget	85,000	73,400	64,400	67,500	70,000	72,800	75,700	79,500	81,900	83,900	85,900	86,000
Exec Dir Expenditures	79,900	48,100	39,600	54,600	70,000	64,000	39,300	58,800	50,600	46,900	85,800	38,900
Diverserion Study	5,000											
Landfill Negotiations				34,800	24,600							
Collection Contract Procurement				16,200	86,200							
New Agreement Implementation						41,900						
Franchise and Billing Audit							10,000	29,300				
Rate Adjustment Review											85,400	
Performance Audit												37,600
<i>Total Additional Services</i>	5,000			51,000	110,800	41,900	10,000	29,300			85,400	37,600
Grand Total	84,900	48,100	39,600	105,600	180,800	105,900	49,300	88,100	50,600	46,900	171,200	76,500

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 MINUTES

November 1, 2012
Monte Sereno City Hall
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030

CALL TO ORDER

At 5:00 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. Upon motion by Vice Chair Rice and a second by Member Low, the Board voted 4 - 0 to receive and file a report on WVC&R contractual liquidated damages for FY2011-2012.
2. The Board received an oral report from the Ad Hoc Committee on the Collection Contract process. No action was taken.

PUBLIC HEARINGS

None

CONSENT CALENDAR

3. Upon a motions by Vice Chair Rice and a second by Member Low, the Board voted 4 - 0 (Vice Chair Rice was absent) to approve the minutes of the October 15, 2012, regular Board meeting and the year-to-date financial report.

BOARD MEMBER REPORTS

None.

CONVENE TO CLOSED SESSION

The Board convened to closed session for the purpose of evaluation of the Executive Director and Authority Counsel.

RECONVENE TO OPEN SESSION

REPORT ON ACTION TAKEN DURING CLOSED SESSION

There were no reportable actions from the closed session.

ADJOURNMENT

Chair Miller adjourned the meeting of the Board at approximately 7:00 p.m. until the next regular Board Meeting on Thursday, February 7, 2013, at 5:00 p.m.

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

SPECIAL MEETING MINUTES

November 13, 2012
Monte Sereno City Hall
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030

CALL TO ORDER

At 9:00 a.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, and Board Member Evan Low, representing Campbell were present. Also present was Authority Counsel Kirsten Powell. Board Member Curtis Rogers, representing Monte Sereno, was absent.

ORAL COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

1. The Board directed staff to begin the recruitment process for executive director services for the Authority.
2. The Board established an ad hoc committee to assist with the executive director recruitment process and appointment Chair Miller and Vice Chair Low to the committee.

3. The Board voted unanimously to approve the Resolution of the Board of Directors of the West Valley Solid Waste Management Authority Approving the Fourth Amendment to Professional Services Agreement with Logan & Powell, LLP.
4. Board Member Rice requested that the Authority Counsel prepare a procurement process for the Authority to use when obtaining professional services.

ADJOURNMENT

Chair Miller adjourned the meeting of the Board at approximately 9:45 a.m. until the next regular Board Meeting on Thursday, February 7, 2013, at 5:00 p.m.

WEST VALLEY
SOLID WASTE MANAGEMENT
AUTHORITY

AGENDA REPORT

Date: February 25, 2013
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 fund balance through December for FY 2012-13.

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 were billed for the first quarter and the second quarter billing was done in January. Campbell has paid its first two quarter payments.

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 fund balance (\$177,054) is less than the \$200,000 primarily resulting from the second quarter payments due to the Authority from the agencies.

FISCAL IMPACT

None

DOCUMENTS ATTACHED

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual December 31, 2012.



Robert D. Hilton
Executive Director

West Valley Solid Waste Management Authority
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
December 31, 2012

Acct. #	Description	JPA Budget FY 12/13	Year to Date Actuals	Balance	YTD %
Revenues:					
4410	Interest Earnings	\$ -		\$ -	N/A
4970	City of Campbell	44,644	22,322.00	22,322.00	50.00%
4970	City of Los Gatos	33,372	8,343.00	25,029.00	25.00%
4970	City of Monte Sereno	3,791	947.76	2,843.24	25.00%
4970	City of Saratoga	33,954	8,488.50	25,465.50	25.00%
4965	AB 2020 Program State Contribution	-		-	-
4965	Other	160,000	31,534.00	128,466.00	19.71%
	Total Revenues	<u>\$ 275,761</u>	<u>\$ 71,635.26</u>	<u>\$ 204,125.74</u>	25.98%
Expenditures:					
Services and Supplies:					
7421	Communications-Phone	-	-	-	-
7424	Office Expense	500	-	500.00	-
7427	Special Departmental Exp. (Legal Svcs.)	13,886	2,161.50	11,724.50	15.57%
7430	Prof. & Special Services (Executive Director)	85,970	39,727.57	46,242.43	46.21%
7430	Prof. & Special Services (Special Projects)	156,000	6,611.50	149,388.50	4.24%
7430	Prof. & Special Services (Other)	5,000	4,860.00	140.00	97.20%
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	<u>\$ 282,753</u>	<u>\$ 53,360.57</u>	<u>\$ 229,392.43</u>	18.87%
	Excess (deficiency) of revenues over (under) expenditures	(6,992)	18,274.69	11,282.69	
	Fund balance at beginning of year - 7/1/2012 (Prelim)	206,992	158,779.00		
	Fund balance as of December 31, 2012	<u>\$ 200,000</u>	<u>\$ 177,053.69</u>		

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WEST VALLEY
SOLID WASTE MANAGEMENT
AUTHORITY

AGENDA REPORT

Date: February 25, 2013
To: West Valley Solid Waste Management Authority Board
From: Executive Director
Subject: **Future Agenda Items**

RECOMMENDED ACTION

Receive and accept report on the Authority's future agenda items.

DISCUSSION

The attached calendar of future agenda items lists annual recurring items and the Board meeting when those items are discussed. The intent of this schedule is to keep the Board aware of upcoming matters on its agenda.

Additionally, as items are discussed during the Board meeting and tabled for future meetings, the calendar will be updated accordingly.

FISCAL IMPACT

None

DOCUMENTS ATTACHED

Calendar of Agenda Items



Robert D. Hilton
Executive Director

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WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

Calendar of Agenda Items

February 25, 2013 Meeting

- Elect new officers
- Board meeting schedule

May 2, 2013 Meeting

- Ratify Guadalupe Landfill disposal contractual rate adjustment
- Ratify WVC&R contractual collection rate adjustment
- Approve Authority budget

September 5, 2013 Meeting

- Receive and file annual CalRecycle Annual Reports
- Schedule annual Authority Attorney and Executive Director performance review

November 7, 2013 Meeting

- Receive and file a report on WVCYR contractual liquated damages for the last fiscal year
- Closed Session – annual evaluations of Authority Attorney and Executive Director

Recurring Meeting Agenda Items

- Approval of prior meeting minutes
- Receive and file the Executive Director financial report