

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

REGULAR MEETING AGENDA

November 5, 2015

Monte Sereno City Hall
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030
5:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ORAL COMMUNICATIONS FROM THE PUBLIC

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

1. Receive a report on an update of WVC&R's operational improvement plan

NEW BUSINESS

2. Receive report on recent regulatory changes and program updates.

PUBLIC HEARINGS

None

CONSENT CALENDAR

3. Approve minutes of September 3, 2015 Regular Board Meeting.

4. Year to Date Financial Report

EXECUTIVE DIRECTOR REPORT

FUTURE AGENDA ITEMS

BOARD MEMBER REPORTS

CONVENE TO CLOSED SESSION

<p>PUBLIC EMPLOYEE EVALUATION Legal Authority: Govt Code section 54957(b)(1) Position: Executive Director, Authority Counsel Staff Present: Executive Director, Authority Counsel</p>

RECONVENE TO OPEN SESSION

REPORT ON ACTION TAKEN DURING CLOSED SESSION

ADJOURNMENT

Next Regular Meeting: February 4, 2016, 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 5, 2015
To: West Valley Solid Waste Management Authority Board
From: Executive Director
Subject: **Update on WVC&R Operational Improvement Plan**

RECOMMENDED ACTION

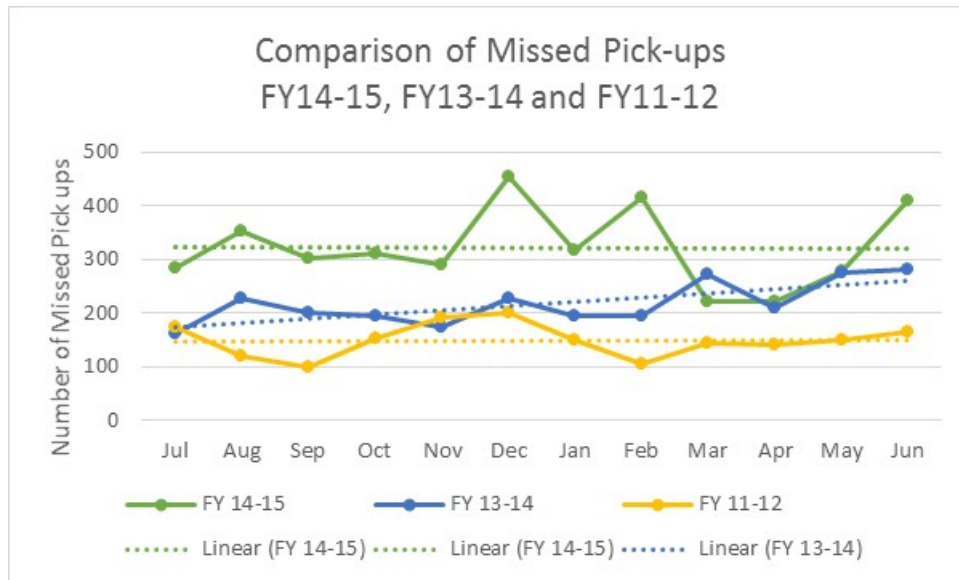
Receive a report on the update of West Valley Collection & Recycling's Operational Improvement Plan.

BACKGROUND

At the September 3, 2015 Board meeting, as part of the assessment of liquidated damages report, we noted there had been an increase in company-reported missed pick-ups over the last 18 months. The following narrative and chart were included in the report:

Missed Pickups

A missed pickup is defined as the failure of WVC&R to collect material that has been properly set out for collection within 24 hours. The performance standard allows 20 such failures per quarter. We began observing a steady increase in missed pickups in 2014. The number increased to about 320 per month compared to about 150 per month in FY 11-12. We understand there are over 2 million opportunities for a missed pickup on an annual basis, so from a percentage of total misses for FY 14-15 it is only .02% "miss" rate. However, we are focusing more on the service standard established by WVC&R during the term of its past contract with the Authority. See the chart below:



At that time we requested WVC&R present an operational improvement plan to the Authority Executive Director and Agency staff prior to the next Board meeting.

DISCUSSION

WVC&R submitted the following plan:

Action items put into place:

1. Daily review of all misses by each route supervisor
2. Supervisor personally contacts the drivers to ensure recovery and not have a repeat
3. "Misses" are reviewed daily by the Operations Manager and District Manager for corrective action
4. Drivers have been instructed to report all customers with cans not out

WVC&R reported the following results:

- Average misses per day -- September 2015 13.86
 - Average misses per day -- October 2015* 10.33
- * 15 work days reported

Summary of Historical Misses per Day		
Period	<u>2013</u>	<u>2015</u>
April - June	7.5	14.4

While there has been considerable improvement, Agency staff and I will continue to monitor the situation to ultimately attain the 2013 levels.

FISCAL IMPACT

None

DOCUMENTS ATTACHED

None



Marva M. Sheehan
Executive Director

WEST VALLEY
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AUTHORITY

AGENDA REPORT

Date: November 5, 2015
To: West Valley Solid Waste Management Authority Board
From: Executive Director
Subject: **Recent Regulatory Changes and Program Updates**

RECOMMENDED ACTION

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

DISCUSSION

Four new laws were adopted by the State of California to develop recycling, composting and waste reduction.

- AB 1045 (Irwin) requires state entities to work together for the development and deployment of composting. The law is designed to cut down on red tape associated with compost production, including the streamlining of permitting and regulation of composting facilities.
- AB 876 (McCarty) requires local governments to plan for the building of sufficient composting and anaerobic digestion infrastructure to process for a 15-year period in their jurisdictions. This must be reflected in each counties' Integrated Waste Management Plan (IWMP).
- AB 199 (Eggman) creates a sales-and-use tax exemption for businesses on purchases of equipment used for recycling and composting, as well as equipment that processes recycled materials.
- AB 888 (Bloom) bans personal care products containing plastic microbeads, such as toothpastes, soaps and shower gels that are designed to be rinsed down the drain. It addresses the trillions of tiny fragments of plastic that have ended up in rivers, lakes and oceans, and are mistaken for food by fish and other wildlife.

Additionally, there are several new programs being implemented in the Bay Area.

- San José began a pilot food waste program in conjunction with one of its recycling and waste haulers, Garden City Sanitation. The program will test two types of carts. One will be a split cart with 48 gallon capacity for waste and 16 gallon capacity for food scraps and the other will be a separate 20 gallon cart for food scraps only.
- Garden City Sanitation is also operating a new processing facility in Santa Clara to add to the environmental benefit of the split cart program. Sustainable Alternative Feed Enterprises (SAFE) is processing the food scraps into hog and chicken feed and dog kibble.
- San José began collecting payment for residential solid waste and recycling services on the Santa Clara County tax bills beginning with FY 2015-2016. Historically, the City billed the residents but has elected to use the County's tax billing system instead.
- Several cities have implemented food scraps collection pilot programs. Mountain View and Sunnyvale have selected specific neighborhoods to begin collecting residential food scraps in the green waste bin.
- StopWaste.org (Alameda County) is sponsoring a pilot program in the Castro Valley Sanitary District service area to monitor the impact of less than weekly garbage collection.

FISCAL IMPACT

None

DOCUMENTS ATTACHED

None



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City of Monte Sereno
City of Saratoga

MEETING MINUTES

September 3, 2015

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

CALL TO ORDER

At 5:05 pm Chair Steve Leonardis called the meeting to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chair Steve Leonardis, representing Los Gatos, Alternate Member Emily Lo, representing Saratoga, Member Paul Resnikoff, representing Campbell, and, Member Lon Allan, representing Monte Sereno, were present. Also present were Executive Director Marva Sheehan and Authority Counsel Kirsten Powell.

ORAL COMMUNICATIONS FROM THE PUBLIC

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

1. The Board received a report considering various methods of handling customer comments on Authority matters. Staff was directed to investigate the possibility of including a place for customer to submit comments on the Authorities website.

NEW BUSINESS

2. The Board received the 2014 CalRecycle Annual Reports. No action was taken.
3. The Board received a report on the FY 14/15 Liquidated Damages Assessed to WVC&R.

Upon a motion by Member Resnikoff and a second by Member Allan, the Board voted 4-0 to assess \$2,250 in liquidated damages to WVC&R.

4. The Board scheduled the Authority Executive Director and Attorney annual performance evaluations for the November board meeting.

PUBLIC HEARINGS

None

CONSENT CALENDAR

5. Upon a motion by Member Allan and a second by Member Resnikoff the Board voted 4-0 to approve minutes of May 7, 2015 Board Meeting and the Executive Director financial report for the twelve months ended June 30, 2015.

EXECUTIVE DIRECTOR REPORT

Executive Director Sheehan informed the Board of the issue with Loma Street where there are County and Town residents now being serviced by two different companies causing an increase in truck traffic on the street. County staff, Authority staff and WVC&R are working towards a satisfactory solution.

FUTURE AGENDA ITEMS

BOARD MEMBER REPORTS

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Chair Leonardis suggested the use of Next Door for noticing of neighborhood clean-ups.

ADJOURNMENT

Chair Leonardis adjourned the meeting of the Board at 5:50 pm until the next regular meeting on November 5, 2015 at 5:00 p.m.

ADDRESSING THE BOARD

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WEST VALLEY
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AGENDA REPORT

Date: November 5, 2015
To: West Valley Solid Waste Management Authority Board
From: Executive Director
Subject: **YTD Financial Report**

RECOMMENDED ACTION

Accept report on the Authority's FY 2015-16 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 2015-16. With 25% of the fiscal year passed, the report shows that the Authority expended \$47,021 or 8% of the approved FY 2015-16 budget. Only of the monthly payments for the Annual Fee from WVC&R has been distributed as of September 30th. It is anticipated the payments will be made during the second fiscal quarter.

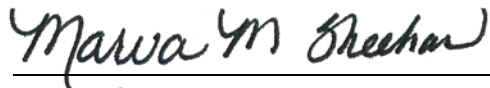
The preliminary fund balance (\$243,076) is greater than the \$200,000 designated by Board Policy is primarily due to receiving one more monthly Annual Fee payment (\$37,500) than has been distributed. It has been the Board's policy, adopted February 2011, of maintaining an operating reserve of \$100,000 and a rate stabilization reserve of \$100,000.

FISCAL IMPACT

None

DOCUMENTS ATTACHED

Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual September 30, 2015.



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, 2015**

Acct #	Description	JPA Budget FY 2015-16	Year to Date Actual	Balance	YTD %
<u>Revenues</u>					
4410	Interest	\$ -	\$ -	\$ -	N/A
4970	City of Campbell	45,119	14,461	30,658	32%
4970	Town of Los Gatos	33,777	-	33,777	0%
4970	City of Monte Sereno	3,819	-	3,819	0%
4970	City of Saratoga	34,289	-	34,289	0%
4975	Franchise Agreement WVC&R	450,000	75,000	375,000	17%
4965	Other	-	-	-	N/A
	Total Revenues	<u>\$ 567,004</u>	<u>\$ 89,461</u>	<u>\$477,543</u>	16%
<u>Expenditures:</u>					
Services and Supplies:					
7424	Office Expense	\$ 500	\$ -	\$ 500	0%
7427	Special Departmental Exp. (Legal Services)	8,691	-	8,691	0%
7430	Prof. & Special Services (Executive Director)	81,395	9,521	71,874	12%
7430	Prof. & Special Services (Other)	5,000	-	5,000	0%
7432	Other Contractual Services (Countywide Support)	1,000	-	1,000	0%
7432	Other Contractual Services (Website Administration)	1,000	-	1,000	0%
7432	Other Contractual Services (Audit Svcs.)	5,216	-	5,216	0%
7433	Insurance (Liability)	2,311	-	2,311	0%
7435	Travel/Conf. & Meetings	4,000	-	4,000	0%
7438	Other Charges (Accounting & Bookkeeping)	7,891	-	7,891	0%
7675	JPA Solid Waste Distribution	450,000	37,500	412,500	8%
	Total Expenditures	<u>\$ 567,004</u>	<u>\$ 47,021</u>	<u>\$519,983</u>	8%
	Excess (deficiency) of revenues over (under) expenditures	-	42,440	42,440	
	Beginning Fund Balance 7/1/2015	\$ 200,000	\$200,636		
	Ending Fund Balance	<u>\$ 200,000</u>	<u>\$243,076</u>		

WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

Calendar of Future Agenda Items

February 4, 2016 Meeting

- Elect new officers
- Review of Collection and Disposal contracts

May 5, 2016 Meeting

- Board meeting schedule
- Ratify Guadalupe Landfill disposal contractual rate adjustment
- Ratify WVC&R contractual collection rate adjustment
- Review Executive Director and Authority Counsel contracts
- Approve Authority budget

September 1, 2016 Meeting

- Receive and file annual CalRecycle Annual Reports
- Schedule annual Authority Attorney and Executive Director performance review
- Consider a report on WVC&R's prior Fiscal Year Complaints/Liquidated Damages

November 3, 2016 Meeting

- 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