

# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

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## Executive Director

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## Member Agencies

City of Campbell  
Town of Los Gatos  
City of Monte Sereno  
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## REGULAR MEETING AGENDA

February 3, 2022

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not open to the public in order to be in compliance with the Governor's Executive order N-25-20 (March 12, 2020), superseded by Order N-29-20 (March 17, 2020), allowing physical location and teleconference meetings required by the Ralph M. Brown Act.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.

On June 11, 2021 the Governor issued Executive Order N-08-21, which stated the Brown Act teleconferencing suspension was to expire on September 30, 2021. On September 16, 2021, the Governor signed Assembly Bill 361 (AB 361), which amended the Brown Act to allow legislative bodies to meet via teleconferencing, provided that particular conditions are met. AB 361 allows legislative bodies to use teleconferencing to conduct public meetings during a proclaimed State Emergency. At the January 27, 2022 Joint Special Board Meeting with the West Valley Clean Water Authority, the Board approved a resolution authorizing continued teleconferencing under AB 361.

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 to 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: <https://us02web.zoom.us/j/83724402228>

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

Meeting ID: 837 2440 2228

- 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 microphone until you are called on to speak.*

## **Call to Order**

## **Pledge of Allegiance**

## **Roll Call**

## **Oral Communications from the Public**

## **Written Communications**

None

## **Old Business**

None

## **New Business**

1. Elect Chairperson and Vice Chairperson for 2022.
2. Receive a report summarizing the key points and dates from the collection agreement with West Valley Collection & Recycling, LLC and disposal agreement with Waste Management of South Bay and the collection procurement process.
3. Receive a report on recent regulatory changes and program updates.
4. Receive a report on SB 1383 implementation.
5. Consider Resolution No. 2022-02 authorizing the West Valley Solid Waste Management Authority Submittal of a SB 1383 Local Assistance Grant Program application.
6. Receive a report and discuss and provide direction on Authority budget priorities for FY 22-23.

## **Public Hearings**

None

## **Consent Calendar**

7. Consider Resolution No. 2022-03 establishing a Record Retention Policy and authorizing the destruction of documents.
8. Approve minutes of November 4, 2021 Board Meeting.
9. Receive and file the Executive Director Year-to-date Financial Report for the Fiscal Year 21-22.

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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.

## **Executive Director Report**

## **Future Agenda Items**

## **Board Member Reports**

## **Adjournment**

Next Regular Meeting:            May 5, 2022, 5:00 p.m.

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### **ADDRESSING THE BOARD**

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

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Agenda Item No. 2  
Meeting Date: February 3, 2022

Date: February 3, 2022

To: West Valley Solid Waste Management Authority Board

From: Executive Director

Subject: Key Points and Dates from the Collection Agreement and Disposal and Processing Agreement and Collection Procurement Process

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## **Recommended Action**

Receive a report summarizing the key points and dates from the collection agreement with West Valley Collection & Recycling, LLC and disposal agreement with Waste Management of South Bay and the collection procurement process.

## **Discussion**

### **Current Collection Agreement (2005-2024)**

#### *Company*

- West Valley Collection & Recycling, LLC: a joint venture between Waste Connections of California, Inc. (51%) and GreenWaste Recovery, Inc. (49%).

#### *Term*

- 10 years, expiring February 28, 2024

#### *Scope of Services*

- Collection of all separate solid waste, recyclable materials, and organic materials generated in the Authority and placed by the generator for collection.
- Transporting collected materials to the designated disposal site, designated organic materials 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
- Public education, including a company website

### *Customer Rates*

- Set by the company
- Adjusted annually by change in CPI (except for rate year 16 where rates will be based on actual costs) effective July 1 of each year.
- Include Agency costs (vary by Agency)
  - Franchise fees
  - HHW collection costs
  - Street sweeping costs
  - Refuse vehicle road impact charges
  - JPA administrative expenses

### *Contract Terms*

- Recyclable materials collected curbside expanded to include various metals, certain e-waste materials, fibers, plastic, and glass.
- Collection vehicles operate on compressed natural gas vehicles to reduce greenhouse gas and particulate emissions.
- Specific provisions related to driver training and reporting of litter to comply with stormwater discharge permit (zero litter) requirements.
- Process to ensure WVC&R addresses chronic customer complaints to facilitate the resolution of such complaints.
- Annual rate adjustments related to collection services have a floor and cap (1.5% and 5% respectively) to provide rate stability.
- Contractor pays Authority \$450,000 annually (\$4,500,000 over the term of the agreement) for uses such as, but not limited to: 1) rate stabilization; 2) additional services desired by the Member Agencies, its residents and businesses; and, 3) implementation of programs to comply with future regulatory changes.

### *Contract Amendment*

- Approved at the May 6, 2021 Board Meeting to bring the contract into compliance with SB 1383
- Amendment includes, but is not limited to:
  - Collection of all organic materials (yard waste, food scraps, food-soiled paper)
  - Annual route reviews
  - Increased reporting

### *Regulatory changes*

- AB 341 – Mandatory commercial recycling
- AB 1826 – Commercial and Multifamily organics recycling

- CalRecycle – 75% Diversion goals
- SB 1383 – Regulations to reduce organics disposal 50% by 2020 and 75% by 2025

### **Disposal and Processing Agreement (2022-2036)**

#### *Company*

- USA Waste of California, Inc. d/b/a Waste Management of South Bay

#### *Term*

- Effective January 1, 2022
- 15-years, expiring December 31, 2036
- Option to extend by mutual agreement between the Authority and the company

#### *Materials Disposed/Processed*

- Solid waste
- Yard waste
- Organic materials (residential yard waste and food scraps)
- Construction and Demolition Debris (excluding customers opting for CalGreen compliant facilities)

#### *Rates*

- Initially set as part of the contract negotiations
- Adjusted annually by the change in CPI and any change to State and local fees

### **Collection Agreement Procurement**

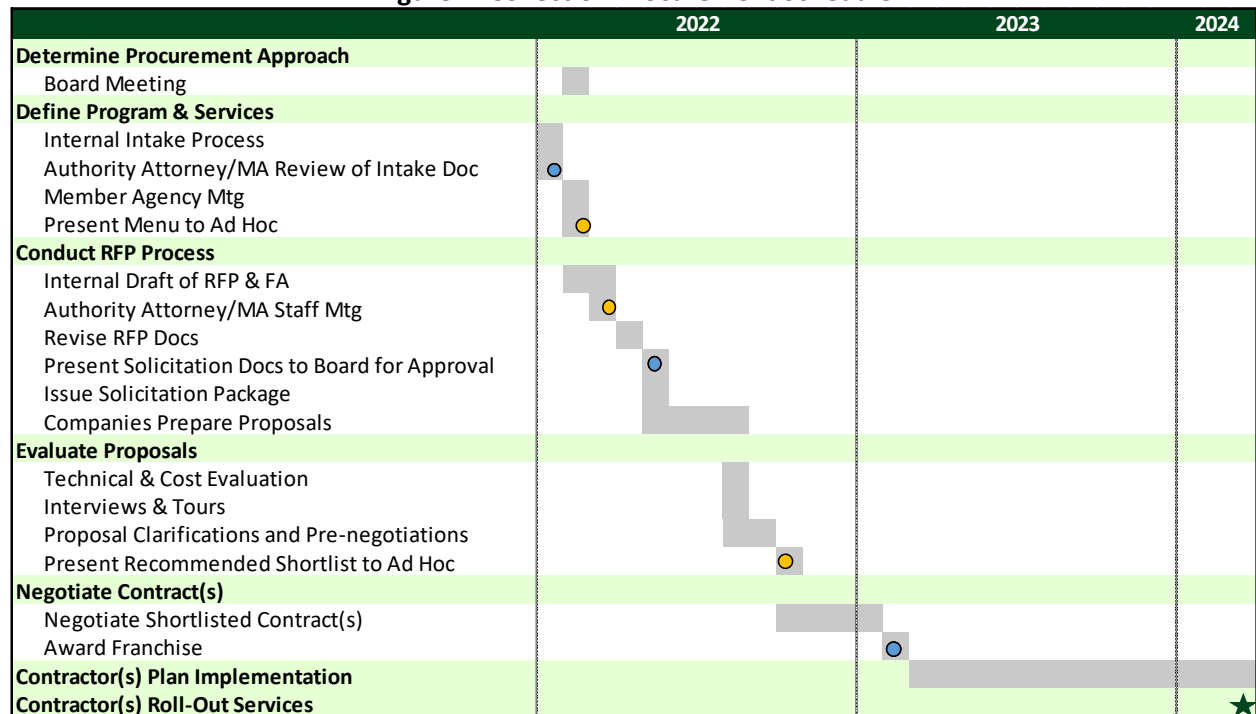
To prepare for the expiration of the collection contract with WVC&R in 2024, the Authority commenced a procurement process in the beginning of 2022, allowing sufficient time to execute and implement the new agreement. The Executive Director, Authority Counsel, Member Agency Staff, Authority Board, and Ad Hoc Committees each play a crucial role during this process. The role of the temporary Ad Hoc Committee established at the November 4, 2021 Board Meeting comprised of Board Chair Resnikoff and Vice Chair Bryan Mekechuk, is to assist with the development of the request for proposal (RFP) and draft agreement. The Board may establish additional subcommittees to address other explicit purposes of this process. Each phase of the process is outlined as follows:

1. **Define Program Service** – The Executive Director and Authority Counsel documented all current practices in a Process Design Outline and discussed key issues and alternatives to the current solid waste program. The results of these discussions were presented to Member Agency staff for their input. The proposed menu of services will be presented to the Ad Hoc Committee for approval.
2. **Conduct Request for Proposal Process** – The Authority will draft the RFP and accompanying franchise agreement to present to Member Agency staff and the Ad Hoc Committee for comments. The Authority will revise the documents, as needed, to be presented for Board approval of solicitation of such documents at the May 5, 2022 meeting.

3. **Evaluate Proposals** – Upon receipt of proposals from potential contractors, the Executive Director and Authority Counsel, with input from Member Agency staff, will evaluate the proposers in order to present a recommended shortlist to the Ad Hoc Committee for approval to commence negotiations.
4. **Negotiate Contracts** – The Executive Director and Authority Counsel will conduct negotiations with the approved shortlist of proposers.
5. **Plan Implementation and Roll-out Services** – The selected contractor will take all necessary actions to roll-out services, as specified in the contract, by the execution date.

The Authority proposes the following schedule seen in Figure 1.

**Figure 1. Collection Procurement Schedule**



- Regularly Scheduled Board Meetings
- Ad Hoc Committee Meetings

**Documents Attached**

None

**Fiscal Impact**

The Authority receives an annual payment of \$450,000 from WVC&R as part of the collection agreement, which is distributed to the Member Agencies.

WVC&R pays each Member Agency a 19% franchise fee on gross revenue collected. However, only some components of the collection rates are included in the franchise fee including collection costs, disposal and processing costs, SB 1383 program costs, and vehicle impact fee charges.



The following figure summarizes other solid-waste related costs included in WVC&R's collection rates in the current rate year.

**Figure 2. FY 2021-2022 Agency Recovered Costs**

	<b>Campbell</b>	<b>Los Gatos</b>	<b>Monte Sereno</b>	<b>Saratoga</b>
Street Maintenance	\$ 278,905	\$ 439,395	\$ -	\$ 100,000
HHW	\$ 45,525	\$ 66,018	\$ 11,138	\$ 45,244
JPA	\$ 214,718	\$ 236,180	\$ 12,027	\$ 103,842
Vehicle Impact	\$ 477,600	\$ 871,800	\$ -	\$ 420,951

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

## AGENDA REPORT

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Agenda Item No. 3  
Meeting Date: February 3, 2022

Date: February 3, 2022

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 recent regulatory changes and program updates.

### **Discussion**

#### **Ongoing 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.

**SB 619** – 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.

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. As a result of conversations with CalRecycle and overall compliance with SB 1383, the Authority has decided not to submit a “notification of intent to comply.”

**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.

The bill requires CalRecycle to determine the compostability requirements that must be met in order to use the aforementioned labels by January 1, 2024. 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 on or before January 1, 2026.

**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 the number of violations incurred.

### **Ongoing**

**SB 1335** – SB 1335, the Sustainable Packaging for the State of California Act of 2018, requires 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. The final regulations were approved by the Office of Administrative Law (OAL) on December 6, 2021. CalRecycle will publish a list of approved packaging on its website to be updated every five years. At this time, the list has not yet been published. Food service packaging manufacturers seeking to add an item to the approval list can submit items through CalRecycle’s Sustainable Packaging Act Reporting System (SPARS) for approval. After receiving OAL approval, CalRecycle will publish a list of approved packaging on its website.

**AB 1826** - AB 1826 had a phased in approach for implementation. Commercial generators of solid waste materials (four (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 and mandates all businesses generating four (4) cubic yards or more of solid waste per week to have recycling service. Businesses include commercial customers producing four (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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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

Agenda Item No. 4  
Meeting Date: February 3, 2022

Date: February 3, 2022  
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



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 began on January 1, 2022 for jurisdictions and will begin on 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**

**Organics Collection** – The amended West Valley Collection and Recycling (WVC&R) Collection Agreement went into effect on April 30, 2021. The Agreement provides organics collection to all generators. WVC&R is working on delivering organics containers to customers who do not yet have the service. In addition, WVC&R continues to distribute SB 1383 compliant containers to customers as existing containers are replaced. WVC&R delivered kitchen pails to most single family and multi-family residents by the end of 2021. WVC&R is delivering kitchen pails to the remaining customers on a case-by-case basis.

WVC&R is responsible for processing waiver applications that are submitted by generators. WVC&R provided the Authority with the waiver template for review and approval by the Authority. Upon submission by a generator, WVC&R will provide the waiver to the Authority for final approval. After the Authority reviews the waiver application and determines that a waiver is appropriate, WVC&R is authorized to modify service to the waiver applicant.

**Inspections and Enforcement** – WVC&R submitted a route review plan to occur from April 4, 2022 through May 13, 2022 for single-family customers, and June 6, 2022 through August 26, 2022 for commercial customers. The Authority provided comments and revisions before approving WVC&R’s plan for route reviews.

The Recycling and Waste Reduction Commission of Santa Clara County (RWRC) approved funding for a third-party, Joint Ventures Silicon Valley (JVSV), to conduct the edible food recovery inspections for FY 2022-2023.

The Authority will handle any SB 1383-related complaints that are received by the Authority or communicated to the Authority through the Member Agencies and WVC&R.

**Ordinances and Policies** – Each Member Agency adopted its ordinance in compliance with SB 1383 prior to the January 1, 2022 deadline. Each Member Agency is in the process of adopting its paper procurement policies.

**Edible Food Recovery** – Representatives from various agencies in Santa Clara County are meeting monthly to discuss the edible food recovery components of SB 1383. The County approved funding for JVSV to participate in this effort through June 2023. JVSV has identified tier one and tier two commercial edible food generators and will develop and maintain a list of food recovery organizations and food recovery services. They will also provide tier one and tier two commercial edible food generators with educational information annually.



**Recovered Organic Waste Procurement** – Representatives from various agencies in Santa Clara County are meeting monthly to discuss the recovered organic waste procurement requirements of SB 1383. The discussion has been focused on the potential for a regional effort for meeting the recovered organic waste procurement targets of each jurisdiction in the County. Alternatively, Member Agencies also have the option to individually purchase compost and/or mulch to satisfy its procurement target. The Authority is eligible for CalRecycle’s SB 1383 Local Assistance Grant and can use a portion of the grant funding to put towards a regional procurement effort and/or distributed amongst the Member Agencies to purchase compost and/or mulch for municipal applications.

**Education and Outreach** – The Authority continues to provide Member Agencies with outreach to post on their social media accounts (e.g., Facebook, Nextdoor) to inform as many customers as possible about the food scraps recycling program. The Authority also updates its website with SB 1383 related Frequently Asked Questions. The Authority initiated the first phase of its FY 21-22 Public 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 has begun working on the second phase of the FY 21-22 Public Education and Outreach Plan, which will include distribution of postcards for single-family and multi-family customers this winter. The Authority discussed the approach and style of future outreach materials with Member Agency staff. Through this discussion, Member Agency staff expressed an interest in providing outreach materials that are both informative and visual. The Authority has continued to focus on single-family and multi-family customers because the food scraps recycling program is new for these customers. Per AB 1826, many commercial customers already have food scraps recycling in place. WVC&R also provides education and outreach through quarterly newsletters, updates to its website, and “how-to” guides.

**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 program tracker software was set-up in early January 2022. The Authority will work with Recyclist to train Member Agency staff and WVC&R on the use of Recyclist, if necessary.

### **Action Plan**

The Authority’s next steps are to:

- Continue coordinating Edible Food Recovery with the County.
- Continue to Implement FY 21-22 Public Education and Outreach Plan.
  - Implement phase two of the FY 21-22 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.
- Finalize setup and maintain reporting software.

### **Documents Attached**

None

### **Fiscal Impact**

None

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

## AGENDA REPORT

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Agenda Item No. 5  
Meeting Date: February 3, 2022

Date: February 3, 2022  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: SB 1383 Local Assistance Grant

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### Recommended Action

Approve Resolution 2022-02 authorizing the West Valley Solid Waste Management Authority submittal of a SB 1383 Local Assistance Grant Program (Grant) application.

### Discussion

#### Background

CalRecycle is administering a one-time, non-competitive grant program to provide cities, counties, and special districts that are responsible for solid waste services with aid in the implementation of SB 1383. Pursuant to Chapter 395, Statutes of 2016 and SB170 Budget Act of 2021, \$57 million has been made available for distribution to jurisdictions for Fiscal Year (FY) 2021-2022. Each jurisdiction is eligible for a minimum of \$20,000 in funding with additional funds added on a per capita basis. Figure 1 below illustrates the anticipated grant funding amounts available for each agency within the Authority and the cumulative amount available in a regional application by the Authority.

**Figure 1. Expected Grant Funding**

Member Agency	Funding Estimate
City of Campbell	\$ 55,495
Town of Los Gatos	\$ 41,465
City of Monte Sereno	\$ 20,000
City of Saratoga	\$ 41,085
<b>TOTAL</b>	<b>\$ 158,045</b>

The Grant funding can be used for any activity involved in SB 1383 implementation, which includes but is not limited to: collection programs, education and outreach, edible food recovery, record keeping, and personnel and/or consulting costs. For regional applications, the regional organization must submit the grant application and a Letter of Authorization (LOA) from each member agency within the regional group on or before February 1, 2022 to be eligible for the first round or second round of funding. In addition, a joint powers authority (JPA) must submit a resolution to CalRecycle on or before March 1, 2022 to be eligible for the first round of funding. Grants for jurisdictions that submitted the application during the first round of funding will be awarded on April 1, 2022. The grant term for the first round of funding begins on April 1, 2022 and ends on April 2, 2024. Jurisdictions that submit the resolution on or before the first round of funding deadline may be eligible for additional funding, in the event that it is available. To be

eligible for the second round of funding, a JPA must submit a resolution to CalRecycle on or before June 14, 2022. Grants for jurisdictions that submitted the application during the second round of funding will be awarded on September 1, 2022. The grant term for the second round of funding begins on September 1, 2022 and ends on September 2, 2024. Any unused funds at the end of either grant term must be paid to CalRecycle.

### **Grant Application**

Jurisdictions are required to submit an application that includes how it will use the funds it is eligible for with a cost breakdown for each category. The Authority is eligible for an estimated \$158,045. The Authority submitted the first portion of the Grant application before February 1, 2022 with the below categories and costs indicated in the application.

**Administrative Costs** – The requested amount would be used to cover the Authority cost of submitting the required Expenditure Itemization Summary (EIS) reports during the grant term, submitting the Final Report at the end of the grant term, and administering the Grant funding.

**Public Education and Outreach** – The requested amount would be used by the Authority to support the costs of the FY 22-23 Public Education and Outreach Plan, which is focused on conducting SB 1383-specific education to maximize generator compliance in advance of the penalty phase of SB 1383. The specific elements of the Public Education and Outreach Plan would be approved by the Authority Board prior to initiating any specific activities.

**Recordkeeping and Reporting** – The requested amount would be used by the Authority to cover the contract cost with Recyclist, the third-party selected by the Board to assist in the SB 1383 recordkeeping and reporting requirements.

**Recovered Organic Waste Procurement** – The requested amount could be pooled among the Member Agencies to contribute towards a regional procurement effort and/or distributed amongst the Member Agencies to purchase compost and/or mulch for municipal applications. These funds will support achievement of the recovered organic waste procurement targets established by SB 1383 for each Member Agency. The method and amount of allocation among the Member Agencies would be reviewed with Member Agency staff and approved by the Authority Board prior to use.

**SB 1383 Personnel Costs** – The requested amount would be used by the Authority to support the personnel costs involved in SB 1383 implementation. This would include, but is not limited to, edible food recovery efforts, compiling and submitting the implementation record, waiver verification, and inspections for non-compliant generators.

Figure 2 on the following page describes the cost breakdown proposed in the application for the grant funding.

**Figure 2. Grant Budget**

<b>Category</b>	<b>Amount Requested</b>
Administrative Costs	\$ 4,500
Public Education and Outreach	\$ 35,000
Recordkeeping and Reporting	\$ 60,000
Recovered Organic Waste Procurement	\$ 40,000
SB 1383 Personnel Costs	\$ 18,545
<b>TOTAL</b>	<b>\$ 158,045</b>

The Authority must submit the attached Resolution 2022-02 on or before March 1, 2022 in order to complete the application and receive the first round of funding.

### **Grant Reporting**

Recipients of the Grant must submit an EIS every six months during the grant term and a Final Report and final EIS at the end of the grant term on April 2, 2024. The Authority plans to submit the semi-annual EIS and Final Report on behalf of the Member Agencies and manage the process of administering the Grant funding. The Authority estimates that this grant administration will cost approximately \$4,500 of Authority staff time in FY 22-23 and included this cost in the Grant budget, as displayed in Figure 2.

### **Documents Attached**

Resolution 2022-02 Resolution of The Board of Directors of The West Valley Solid Waste Management Authority Authorizing Submittal of a Regional SB 1383 Local Assistance Grant Application

### **Fiscal Impact**

Figure 1 shows the expected Grant funding from CalRecycle to be used during the grant term.

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## **RESOLUTION 2022-02**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AUTHORIZING SUBMITTAL OF A REGIONAL SB 1383 LOCAL ASSISTANCE GRANT APPLICATION**

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle, and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, the SB 1383 Local Assistance Grant Program allows regional grant projects; and

WHEREAS, effective October 1, 1997, the Cities of Campbell, Monte Sereno, and Saratoga, and the Town of Los Gatos formed the West Valley Solid Waste Management Authority pursuant to Government Code Section 6500 et. Seq. to manage and oversee solid waste management programs originating in the Cities of Campbell, Monte Sereno and Saratoga and the Town of Los Gatos; and,

WHEREAS, CalRecycle grant application procedures require, among other things, a regional applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Valley solid Waste Management Authority authorizes the West Valley Solid Waste Management Authority to submit a SB 1383 Local Assistance Grant regional application on behalf of itself as Lead Agency and the participating jurisdictions as shown by the documentation attached.

BE IT FURTHER RESOLVED that the Executive Director of the West Valley Solid Waste Management Authority is hereby authorized and empowered to execute on behalf of the West Valley Solid Waste Management Authority all grant-related documents, including, but not limited to, applications, payment requests, agreements, and amendments necessary to secure grant funds and to implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective until December 31, 2024.

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 3rd day of February 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: \_\_\_\_\_

Paul Resnikoff, Chairperson

**West Valley Solid Waste Management Authority**

**Regional SB 13823 Local Assistance Grant Participating Jurisdictions**

City of Campbell

Town of Los Gatos

City of Monte Sereno

City of Saratoga



# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

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Agenda Item No. 6  
Meeting Date: February 3, 2022

Date: February 3, 2022  
To: West Valley Solid Waste Management Authority Board  
From: Executive Director  
Subject: Receive a report on the Authority budget.

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## **Recommended Action**

Receive a report and discuss Authority budget priorities for Fiscal Year (FY) 22-23.

## **Discussion**

### **Background**

Article 5 of the Joint Powers Agreement defines how the Authority's activities are to be funded. Paragraph B states the Authority must adopt a budget for each fiscal year beginning on July 1 and ending on July 30 of the following calendar year. Paragraph A specifies that the requisite funds are to be allocated among the Member Agency's percentage of the total population of all Member Agencies. Through 2011, each Member Agency's assessment amount was included in its respective annual budget. However, in 2012 and each year thereafter, the Member Agencies have elected to recover their respective assessed costs in the collection rates.

The Authority budget includes expenses for:

- Executive Director Services
- Legal Services
- Education and Outreach
- Recordkeeping and Reporting (Recyclist SB 1383 Program Tracker)
- West Valley Collection and Recycling (WVC&R) Annual Payment
- Administrative Services (Website Administration, Insurance, etc.)

Executive Director services provided by HF&H Consultants, LLC (HF&H) include management of the Authority's collection and processing contracts, management of the Authority's efforts to achieve state-mandated regulations including SB 1383, preparation and facilitation of Board Meetings, other administrative tasks assigned by the Board, and other one-time costs.

### **Current 2021-2022 Budget**

The attached budget shows the actual results for the previous five years, the approved FY 20-21, the approved FY 21-22 budget, and projects budgets for the subsequent four years by major expenditure

category. The approved FY 21-22 budget included one-time Executive Director costs for the detailed rate adjustment and conducting the first phase of the collection procurement process.

The current collected rates approved July 1, 2021 generate:

- ~\$23,800,000 are retained by WVC&R for collection expenses.
- ~\$5,400,000 of collection rates, which are used by WVC&R for disposal and processing.
- \$2,756,576 of other fees distributed to the Member Agencies.
- \$566,767 in JPA Administration Costs allocated to the Authority for budgeted authority expenses, as described above.

### **2022-2023 Budget**

The FY 22-23 budget will be impacted due to current conditions including escalated inflation rates, COVID-19, and expanded state-manded regulations. The Authority is expecting a 15-20% increase to the Authority budget.

In addition to current services provided, there are additional services the Executive Director could perform on behalf of the Member Agencies. The Authority has prepared a presentation of these potential services and would like the Board to provide direction to the Authority. The budget will be prepared and presented for Board approval at the May 5, 2022 Board Meeting and will account for any direction provided by the Board.

### **Rate Impact**

Figure 1 summarizes estimated cost impacts to select residential and commercial rates due to an increase in the Authority budget by \$50,000. The estimated monthly rate impact to a residential customer ranges from \$0.06 to \$0.32, based on cart size, if the Authority budget is increased by \$50,000.

**Figure 1. Estimated Monthly FY 22-23 Authority Budget Rate Impact**

<b>Service Level</b>	<b>Campbell</b>	<b>Los Gatos</b>	<b>Monte Sereno</b>	<b>Saratoga</b>
20-gallon	\$0.06	\$0.08	\$0.06	\$0.05
35-gallon	\$0.08	\$0.11	\$0.08	\$0.07
65-gallon	\$0.16	\$0.21	\$0.16	\$0.14
95-gallon	\$0.23	\$0.32	\$0.25	\$0.20
1.5 yards 1x/week	\$0.40	\$0.60	\$0.50	\$0.40
1.5 yards 3x/week	\$1.20	\$1.80	\$1.40	\$1.30
3 yards 1x/week	\$0.80	\$1.20	\$0.90	\$0.90
3 yards 3x/week	\$2.30	\$3.60	\$2.90	\$2.60

### **Documents Attached**

Approved FY 21-22 Budget

### **Fiscal Impact**

None



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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AGENDA REPORT

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Agenda Item No. 7  
Meeting Date: February 3, 2022

Date: February 3, 2022  
To: West Valley Solid Waste Management Authority Board  
From: Kirsten Powell, Authority Counsel  
Subject: Adoption of Authority Record Retention Policy

---

## **Recommended Action**

Approve Resolution 2022-03 establishing a Record Retention Policy and authorizing the destruction of documents.

## **Discussion**

### **Background**

To efficiently manage the volume of Authority records, it is essential to dispose of unnecessary documents that have no further value and are not required by state or federal law to be maintained.

Section 12236 of the Government Code requires the Secretary of State to establish a Local Government Records Program, including the development of guidelines for local governments. The purpose of the guidelines is to provide minimum requirements for an agency to adapt to their needs, as they do not reflect the unique operational, historical, or financial needs of an agency. The proposed policy used that program as a guide, but also looked to other relevant laws and policies. As a joint powers authority comprised of four cities/town, the proposed policy also complies with Government Code section 34090 et seq. which applies to cities. Financial records will comply with the retention schedules for the Authority's fiscal agent, City of Campbell.

Benefits to the Authority from adopting the attached record retention policy include:

- Space savings
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Litigation protection

Prior to the destruction of any record, Authority Counsel will confirm that the destruction is consistent with the policy.

### **Recommendation**

Approve Resolution 2022-03 establishing a Record Retention Policy.

**Documents Attached**

Resolution 2022-03 Resolution of The Board of Directors of The West Valley Solid Waste Management Authority Establishing a Record Retention Policy and Authorizing Destruction of Certain Authority Records

Record Retention Policy

**Fiscal Impact**

None

**RESOLUTION NO. 2022-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY ESTABLISHING A RECORD RETENTION POLICY AND AUTHORIZING DESTRUCTION OF CERTAIN AUTHORITY RECORDS**

**WHEREAS**, the West Valley Solid Waste Management Authority (“Authority”) has an obligation to create and maintain information in accordance with the legal requirements and accepted record management practices and standards; and

**WHEREAS**, the Authority desires to establish procedures for retention and disposal of Authority records which comply with state and federal law.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY AS FOLLOWS:**

Section 1. The Authority hereby adopts the Records Retention Schedule, attached hereto as Exhibit A. The records identified in Exhibit A, are hereby authorized to be destroyed in accordance with the schedule with the consent in writing of the Executive Director of Authority and Authority Counsel, without further action by the Board of Directors of Authority.

Section 2. Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the Board of Directors, with the consent of the Executive Director and Authority Counsel.

Section 3. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

Section 4. This resolution shall become effective immediately upon its passage and adoption.

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 3<sup>rd</sup> day of February 2022 by the following vote:

AYES:  
NOES:  
ABSENT:

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

Attest: \_\_\_\_\_  
Rob Hilton, Executive Director

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# West Valley Solid Waste Management Authority

## RECORD RETENTION POLICY

### **Adoption of record retention policy.**

In order to establish efficient procedures for the management, retention, and destruction of Authority records, a record retention policy is hereby adopted.

### **Authorization of record destruction.**

The Executive Director, or designee, is authorized by the Board of Directors ("Board") to interpret and implement this Policy. The Executive Director and Authority Counsel are authorized by the Board to update the schedule as necessary. The Executive Director may destroy or dispose of any record after the expiration of the applicable record retention period in the Record Retention Schedule. The Executive Director at any time may destroy or dispose of:

- (a) Any record that does not contain information relating to the conduct of the Authority's business or that otherwise is not a public record; and
- (b) Any duplicate record of the original if a copy of the record is maintained on file; and
- (c) Any record that has fulfilled the administrative, fiscal, or legal purpose for which it was created.

**Public Records Act Requests.** For any record that is subject to destruction or disposal and is subject of a pending request made pursuant to the Public Records Act, whether or not the Authority maintains that the record is exempt from disclosure, the Authority shall not destroy or dispose of the record until the request has been granted or two years have elapsed since the Authority has provided written notice to the requester that the request has been denied.

**Preservation of records in electronic format.** The Authority, at any time, may destroy or dispose of any paper record that is not expressly required by law to be preserved in original paper format if the record is maintained electronically in a medium that accurately reproduces the original record in all details and does not change the original document.

**Process of destruction and disposal.** Records not containing information of confidential or proprietary nature may be disposed of or destroyed by means of recycling, waste removal service, shredding, or other reasonable method. Records containing confidential or proprietary information must be shredded or otherwise permanently destroyed. Records recorded on electronic or magnetic media may be erased and the media reused or discarded. For records destroyed or disposed of pursuant to the Records Retention Schedule, the Executive Director will prepare or have prepared a certificate or log describing the date and records destroyed/disposed of and such log shall be signed by the Executive Director and the Authority Counsel.

# West Valley Solid Waste Management Authority

## **Record Retention Schedule.**

The Records Retention Schedule for the Authority is attached to this Policy as Attachment A. This Policy, including the Records Retention Schedule, shall comply with state and federal law, as well as the records retention guidelines provided by the California Secretary of State. The Records Retention Schedule may be updated from time to time by the Executive Director and the Authority Counsel in order to stay current with state and federal laws and regulations and consistent with the operations of the Authority.

## RECORD RETENTION SCHEDULE

Record Type	Retention Period	Format
<b>ADMINISTRATION</b>		
JPA formation/change documentation	Permanent	Electronic and paper
Resolutions	Permanent	Electronic and paper
Meeting agendas	10 years	Electronic
Meeting minutes	Permanent	Electronic and paper
Meeting recordings (audio and video)	2 years	Electronic
Public record requests	2 years from date of request	Electronic
Records pending request for records under the California Public Records Act	Until request granted or 2 years after request denied	Electronic
Authority policies	As long as policy is in effect	Electronic
List of Board Members	Permanent	Electronic
Affidavits of posting notices/proof of publication	2 years	Electronic and paper
Board Reports	Permanent	Electronic
Correspondence	2 years	Electronic
Agreements/contracts	Completion + 10 years	Electronic after completion
<b>FINANCIAL</b>		
Records that specify the amount of compensation or expense reimbursement paid to JPA employees, officers, or independent contractors	7 Years	Electronic
Third party audits	Permanent	Electronic
Financial records	Period consistent with fiscal agent	Electronic and paper
Accepted bids or proposals	Period consistent with fiscal agent	Electronic and paper
Budgets	7 years	Electronic
Grants	Unsuccessful grants 2 years, successful grants 5 years	Electronic
Rate ratification requests	7 years	Electronic
<b>MISCELLANEOUS</b>		
Insurance certificates	11 years	Electronic
Litigation records	2 years after resolution	Electronic
Claims	Resolution + 2 years	Electronic
Unaccepted bids or proposals	2 years	Electronic
Accepted bids or proposals	2 years	Electronic
Drafts and notes	When no longer required	Electronic and paper

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

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## Executive Director

Rob Hilton  
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) 977-6959

Facsimile: (925) 977-6955

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

## MEETING MINUTES

November 4, 2021

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

### Call to Order

At 5:00 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 Alternate Member Mary-Lynne Bernald, representing Saratoga, were present. Also present was Executive Director Marva Sheehan, Rob Hilton, HF&H Consultants, and Authority Counsel Kirsten Powell.

### Oral Communications from the Public

None

### Written Communications

None

### Old Business

None

### Convene to Closed Session

The Board convened to closed session at 5:02 pm for the purpose of discussing the Amendment to the West Valley Solid Waste Management Authority Agreement for Executive Director Services with HF&H Consultants, LLC pursuant to Government Code section 54957(b)(1).

### Reconvene to Open Session

The Board reconvened to open session at 5:12 pm.

### Report on Action Taken During Closed Session

None

### **New Business**

1. Upon a motion by Vice Chair Mekechuk and a second by Alternate Member Bernald, the Board voted unanimously to receive a report on recent regulatory changes and program updates.
2. The Board received a status report on SB 1383 implementation.
3. Upon a motion by Vice Chair Mekechuk and a second by Member Badame, the Board voted unanimously to receive a report on West Valley Collection & Recycling's (WVC&R) prior fiscal year complaints and assess liquidated damages to WVC&R in the full amount of \$21,139.30. The use of the liquidated damages will be determined at the next regularly scheduled Board Meeting on February 3, 2022.
4. Upon a motion by Alternate Member Bernald and a second by Member Badame, the Board unanimously approved 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 appointing Chair Resnikoff and Vice Chair Mekechuk to serve on the committee.

### **Public Hearings**

None

### **Consent Calendar**

Chair Resnikoff asked to pull item 7 from the consent calendar. The Board unanimously agreed to discuss this item.

5. Upon a motion by Vice Chair Mekechuk and a second by Alternate Member Bernald, the Board voted unanimously to adopt consent calendar items 5, 6, 8, and 9.
6. Chair Resnikoff thanked Marva Sheehan for her years of service as the Executive Director of the JPA. Upon a motion by Vice Chair Mekechuk and a second by Member Badame, the Board unanimously approved Resolution No. 2021-13 approving the Amendment to the West Valley Solid Waste Management Authority Agreement for Executive Director Services with HF&H Consultants, LLC.

### **Executive Director Report**

None

### **Future Agenda Items**

None

### **Convene to Closed Session**

The Board convened to closed session at 5:59 pm for the purpose of evaluation of the Executive Director and Authority Counsel pursuant to Government Code section 54957(b)(1).

### **Reconvene to Open Session**

The Board reconvened to open session at 6:29 pm.

### **Report on Action Taken During Closed Session**

None

### **Board Member Reports**

None

### **Adjournment**

Chair Resnikoff adjourned the meeting at 6:30 pm until the next regular meeting, which will be held on February 3, 2022.

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# WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY

## AGENDA REPORT

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Agenda Item No. 9  
Meeting Date: February 3, 2022

Date: February 3, 2022  
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 Fiscal Year (FY) 21-22.

### **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 December 2021 for FY 21-22. With 50% of the fiscal year passed, the report shows that the Authority expended \$319,156 or 34% of the approved FY 21-22 budget. There are several large, budgeted expenditures that will occur later in the year (e.g., SB 1383 reporting software and customer outreach, Executive Director services for the collection procurement and WVC&R cost-based 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 December 31, 2021.

### **Fiscal Impact**

None

**West Valley Solid Waste Management Authority**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance - Budget and Actual**  
**December 31, 2021**

Acct #	Description	JPA Budget FY 2021-22	Year to Date Actual	Balance	YTD %
<b>Revenues</b>					
4410	Interest	\$ -	\$ 221	\$ -	N/A
4431	Unrealized Gains/Losses	-	-	-	N/A
4968	Expense Abatement	-	-	-	N/A
4970	City of Campbell	141,518	70,759	70,759	50%
4970	Town of Los Gatos	105,211	52,606	52,605	50%
4970	City of Monte Sereno	12,027	6,014	6,013	50%
4970	City of Saratoga	103,843	51,921	51,922	50%
4975	Franchise Agreement WVC&R	450,000	225,000	225,000	50%
4965	Other	75,485	-	75,485	N/A
	<b>Total Revenues</b>	<u>\$ 888,084</u>	<u>\$ 406,521</u>	<u>\$ 481,784</u>	<u>46%</u>
<b>Expenditures:</b>					
<b>Services and Supplies:</b>					
7424	Office Expense	\$ -	\$ -	\$ -	N/A
7427	Special Departmental Exp. (Legal Services)	27,775	11,671	16,104	42%
7430	Prof. & Special Services (Executive Director)	313,605	62,496	251,109	20%
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	17,416	42,584	29%
7443	SB 1383 Outreach	50,000	-	50,000	0%
7675	JPA Solid Waste Distribution	450,000	225,000	225,000	50%
	<b>Total Expenditures</b>	<u>\$ 925,425</u>	<u>\$ 319,156</u>	<u>\$ 606,269</u>	<u>34%</u>
	Excess (deficiency) of revenues over (under) expenditures	(37,341)	87,365	(124,706)	
	Beginning Fund Balance 7/1/21 (Preliminary)	\$ 237,341	\$ 276,315		
	Ending Fund Balance	<u>\$ 200,000</u>	<u>\$ 363,680</u>		

# **WEST VALLEY SOLID WASTE MANAGEMENT AUTHORITY**

## **Calendar of Future Agenda Items**

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

- Board meeting schedule
- Ratify WVC&R contractual collection rate adjustment
- Approve Authority budget
- Review Executive Director and Authority Counsel contracts
- Present collection procurement solicitation documents
- Approve education and outreach plan
- 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

### **February 2, 2023 Meeting**

- Elect new officers
- Review of collection and disposal contracts
- Award collection contract

### **Recurring Meeting Agenda Items**

- Approval of prior meeting minutes
- Receive and file the Executive Director financial report
- SB 1383 update
- Regulatory and program updates