



Agenda

EXECUTIVE COMMITTEE

Wednesday February 6, 2013

4:00 p.m.

Conference Room

128 Sun Street, Suite 101, Salinas, California

CALL TO ORDER

ROLL CALL

President	Fernando Armenta (County of Monterey)
Vice President	Elizabeth Silva (City of Gonzales)
Alternate Vice President	Jyl Lutes (City of Salinas)

GENERAL MANAGER COMMENTS

DEPARTMENT MANAGER COMMENTS

COMMITTEE MEMBER COMMENTS

PUBLIC COMMENTS

Receive public communications from audience on items which are not on the agenda. Speakers are limited to three minutes.

CONSIDERATION ITEMS

1. [Minutes of January 9, 2013 Meeting](#)
 - A. Committee Discussion
 - B. Public Comment
 - C. Recommended Committee Action – Approval
2. [December 2012 Claims and Financial Reports](#)
 - A. Receive a report from Finance Manager Roberto Moreno
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board for Approval
3. [Mid Year Budget Adjustments](#)
 - A. Receive a report from Finance Manager Roberto Moreno
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board for Approval
4. [Financial Policies Review](#)
 - A. Receive a report from Finance Manager Roberto Moreno
 - B. Committee Discussion
 - C. Public Comment
 - D. Recommended Committee Action – Forward to the Board

FUTURE AGENDA ITEMS**5. [Agenda Items – View Ahead](#)****CLOSED SESSION**

6. Pursuant to Government Code Section 54956.8 to confer with legal counsel and real property negotiators General Manager/CAO Patrick Mathews, Assistant General Manager Jose Gamboa, Finance Manager Roberto Moreno, and Legal Counsel Tom Bruen, concerning the possible terms and conditions of acquisition or lease of APN 003-012-005, APN 003-012-017 and APN 003-012-018, located between Work Street, Work Circle and Elvee Circle, Salinas, California. The Authority's negotiators will negotiate with the City of Salinas and Matthew Ottone and Ottone-Salinas, Inc., the owners of the property.
7. Pursuant to Government Code Section 54956.8 to confer with legal counsel and real property negotiators General Manager/CAO Patrick Mathews, Assistant General Manager Jose Gamboa, Finance Manager Roberto Moreno, and Legal Counsel Tom Bruen, concerning the possible terms and conditions of a sale or exchange of APN 003-051-086 and 003-051-087, located at 135-139 Sun Street, Salinas, California. The Authority's negotiators will negotiate with the City of Salinas, Cooley Development and Bristol Alisal Marketplace, LLC, and their affiliates.
8. Pursuant to **Government Code Section 54957 (b)** to consider the Performance Evaluation of the General Manager/Chief Administrative Officer.

RECONVENE**ADJOURNMENT**

This meeting agenda was posted at the Salinas Valley Solid Waste Authority office at 128 Sun Street, Suite 101, Salinas, on **Friday February 1, 2013**. The Executive Committee will next meet on regular session on **Wednesday, March 6, 2013, at 4:00 p.m.** Staff reports for the Authority Executive Committee meetings are available for review at 128 Sun Street, Suite 101, Salinas, California 93901, Phone 831-775-3000 and at www.salinasvalleyrecycles.org.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact Elia Zavala, Clerk of the Board, at 831-775-3000. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II)

MINUTES OF MEETING
SALINAS VALLEY SOLID WASTE AUTHORITY
EXECUTIVE COMMITTEE MEETING
January 9, 2013

draft

CALL TO ORDER

President Armenta called the meeting to order at 12:00 p.m.

Committee Members Present

Fernando Armenta	President
Liz Silva	Vice President
Gloria De La Rosa	Ex Oficio

Staff Members Present

Patrick Mathews, General Manager/CAO
Jose Gamboa, Assistant General Manager
Roberto Moreno, Finance Manager
Susan Warner, Diversion Manager

David Meza, Authority Engineer
Cesar Zuniga, Operations Superintendent
Elia Zavala, Clerk of the Board
Thomas Bruen, General Counsel (*via telephone*)

ITEM NO. 1

Agenda Item

T. Bruen by ez

General Counsel Approval



General Manager/CAO

GENERAL MANAGER COMMENTS

General Manager/CAO Mathews commented on the handouts provided:

- New Gasification facilities under development
- Plasco's agreement for commercial-scale operation in Ottawa, Canada
- Monterey Regional Waste Management District letter dated December 28, 2012
- Rate Increase request by Recology in San Francisco

He announced that Past President De La Rosa's term on the Executive Committee concluded at the end of December 2012 and she would not be voting.

DEPARTENT MANAGER COMMENTS

None

COMMITTEE MEMBER COMMENTS

None

PUBLIC COMMENT

None

CONSIDERATION ITEMS

1. Minutes of December 5, 2012 Meeting

(12:05)

Public Comment: None

Committee Action: Vice President Silva made a motion to approve the minutes as presented. President Armenta seconded the motion. The motion passed unanimously.

2. November 2012 Claims and Financial Reports

(12:06) Finance Manager Moreno provided the financial report for the month of November. He mentioned that revenues and expenditures are on schedule. The cash position decreased due to the Crazy Horse Landfill Closure Project, which is almost complete.

Public Comment: None

Committee Discussion: The Committee discussed the report.

Committee Action: Vice President Silva made a motion to recommend Board approval. President Armenta seconded the motion. The motion passed unanimously.

3. Fiscal Year 2013-14 Preliminary Budget

(12:13) General Manager/CAO Mathews and Finance Manager Moreno provided a report. Staff is proposing a rate increase to discontinue the use of South Valley revenues from imported waste to cover the cost of operations. This action would meet the Authority's goal of creating a sustainable finance plan that does not rely on outside waste. That would result in an increase of approximately a \$1.25 per month for the typical residential customer.

Public Comment: John Ramirez, with County Environmental Health, asked for the details on the estimated \$1.25 increase and for the impact to commercial customers.

Committee Discussion: The Committee discussed the item and indicated that any changes to the usage of the South Valley funds would require a Board policy revision.

Committee Action: Vice President Silva made a motion to forward this item to the full Board for review and direction, and directed staff to provide details on the impacts to residents and businesses. President Armenta seconded the motion. The motion passed unanimously.

4. Discuss Response to Civil Grand Jury Report

(12:42) General Manager/CAO Mathews reviewed the report findings and the draft response.

Public Comment: None

Committee Discussion: The Committee reviewed the report.

Action: Vice President Silva made a motion to forward this item to the Board. President Armenta seconded the motion. The motion passed unanimously.

FUTURE AGENDA ITEMS

5. Agenda Items – View Ahead

The Committee reviewed the future agenda items. Vice President Silva reported that she is unable to attend the Board retreat due her recent employment schedule. President Armenta reported that he would arrive at 10:00 am to the retreat due to a meeting conflict. The Committee asked staff to schedule a change of meeting time for the Executive Committee meetings to 4:00 p.m.

CLOSED SESSION

President Armenta adjourned the meeting to closed session to discuss the following:

6. Confer with legal counsel pursuant to Government Code Section 54956.9 (a) on existing litigation: California Sportfishing Protection Alliance v. SVSWA, U.S. District Court for Northern District of California (San Jose Division), Case No. 5:12-cv-04388-EJD.
7. Pursuant to Government Code Section 54956.8 to confer with legal counsel and real property negotiators General Manager/CAO Patrick Mathews, Assistant General

Manager Jose Gamboa, Finance Manager Roberto Moreno, and Legal Counsel Tom Bruen, concerning the possible terms and conditions of acquisition or lease of APN 003-012-005, APN 003-012-017 and APN 003-012-018, located between Work Street, Work Circle and Elvee Circle, Salinas, California. The Authority's negotiators will negotiate with the City of Salinas and Matthew Ottone and Ottone-Salinas, Inc., the owners of the property.

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9. Conference with Authority legal counsel on one item of pending or threatened litigation where legal counsel believes there is significant exposure to litigation pursuant to Government Code 54956.9(b). One case.

RECONVENE

President Armenta reconvened the meeting at 1:40 p.m. with no reportable action taken in closed session.

ADJOURNMENT

President Armenta adjourned the meeting at 1:40 p.m.

APPROVED: _____
Fernando Armenta, President

ATTEST: _____
Elia Zavala, Clerk of the Board



SalinasValleyRecycles.org

SALINAS VALLEY SOLID WASTE AUTHORITY

Report to the Executive Committee

ITEM NO. 2

Finance Manager/Controller-Treasurer

N/A

Legal Counsel

General Manager/CAO

Date: February 6, 2013
From: Roberto Moreno, Finance Manager
Title: December 2012 Claims and Financial Reports

RECOMMENDATION

Staff recommends acceptance of the December 2012 Claims and Financial Reports.

DISCUSSION & ANALYSIS

Please refer to the attached financial statements and check register for the month of December for a detail discussion of the Authority's financial position as of December 31, 2012. Following are highlights of the Authority's financial activity for the month of December.

Results of Operations

For the month of December 2012, operating revenues exceeded expenditures by \$63,817. Year to date operating revenues exceed operating expenditures by \$1,009,307.

Revenues

Revenues for the month of December totaled \$1,231,311. As of December 31, after six months (50%) of the fiscal year, revenues total \$8,160,194. This is 51.05% of the estimated revenues of \$15,985,611. Year-to-date solid waste tipping fees are \$5,890,108. This is 53.28% of the estimated \$11,054,500 in solid waste tipping fees.

Following is an explanation of the revenues that are not in line with projections:

- Charges for services 28.55% - we bill quarterly after the fact
- Sales of materials 20.75% - these sales are sporadic when there is sufficient recyclable material to sell
- Investment Earnings 24.14% - reported quarterly after the fact
- Grants 0% - will be adjusted during mid-year budget adjustments
- Miscellaneous 7.94% - amounts will be billed during 1st qtr. of calendar year

Operating Expenditures

Expenditures for the month of December totaled \$767,494. As of December 31, year-to-date operating expenditures total \$7,150,886. This is 45.23% of the operating budget of \$15,811,606.

All operating programs are within trend line projections except for debt service-interest which is paid twice a year and debt service principal which is paid primarily once a year.

Capital Project Expenditures

For the month of December 2012, capital project expenditures totaled \$158,671. The Crazy Horse Landfill closure project accounted for \$146,924.

Claims Checks Issued Report

The Authority's Checks Issued Report for the month of December 2012 is attached for review and acceptance. The December claims checks issued total \$979,064.52 of which \$316,121.31 was paid from the payroll checking account for payroll and payroll related benefits. Major payments to vendors are shown below.

Vendor	Amount	Services
Recology Waste Solutions, Inc.	162,778.00	JC Basic Facility & Extended Hours Nov 2012
	8,762.47	Monthly Diversion & Wood Waste Diversion Oct 2012
SCS Field Services, Inc.	35,027.00	Routine LFG, GRDWTR, LEACHATE NOV 2012
	23,945.21	NR LFG/LEACHATE OM&M NOV 2012
Vision Recycling, Inc.	46,735.28	SS Organics Program 11/2012
	4,205.00	C&D Outside Grinding 11/2012
Waste Management, Inc.	57,210.89	Jolon Road Operations 11/2012
	48,183.23	BFI Waste Delivered To Madison 11/2012

Cash Balances

The Authority's cash position increased \$60,255.66 during December to \$14,403,966.40. Most of the cash balance is restricted as shown below:

Restricted by Legal Agreements:

Crazy Horse Closure Fund	\$ 929,288.10
Johnson Canyon Closure Fund	2,636,730.74
Bond Debt Service Reserve	2,820,700.00
State & Federal Grants	116,502.69

Restricted by Board policy:

Expansion Fund (South Valley Revenues)	6,191,237.28
Salinas Transportation Surcharge	64,828.39
Salinas Rate Stabilization Fund	47,415.03

Funds Held in Trust:

Central Coast Media Recycling Coalition	100,293.04
Employee Unreimbursed Medical Claims	4,702.72

Unrestricted - Assigned

Operations and Capital Projects	1,492,268.41
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\$ 14,403,966.40

ATTACHMENTS

1. December 2012 Consolidated Statement of Revenues and Expenditures
2. December 2012 Consolidated CIP Expenditures Report
3. December 2012 Checks Issued Report



Salinas Valley Solid Waste Authority
Consolidated Statement of Revenues and Expenditure
For Period Ending December 31, 2012

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<u>Revenue Summary</u>							
Tipping Fees - Solid Waste	11,054,500	874,413	5,890,108	53.28%	5,164,392	0	5,164,392
Tipping Fees - Surcharge	725,600	58,655	373,336	51.45%	352,264	0	352,264
Tipping Fees - Diverted Materials	901,800	66,133	549,957	60.98%	351,843	0	351,843
Tipping Fees - South Valley	2,340,900	195,080	1,170,481	50.00%	1,170,419	0	1,170,419
Charges for Services	117,000	3,750	33,405	28.55%	83,595	0	83,595
Sales of Materials	572,500	26,212	118,778	20.75%	453,722	0	453,722
Investment Earnings	80,200	3,975	19,362	24.14%	60,838	0	60,838
Grants	133,111	0	0	0.00%	133,111	0	133,111
Miscellaneous/Other	60,000	3,093	4,766	7.94%	55,234	0	55,234
Total Revenue	15,985,611	1,231,311	8,160,194	51.05%	7,825,417	0	7,825,417
<u>Expense Summary</u>							
Administration	2,363,160	169,579	1,098,610	46.49%	1,264,550	81,903	1,182,647
Resource Recovery	2,421,196	91,655	934,630	38.60%	1,486,566	725,290	761,277
Scalehouses Operations	342,490	23,604	155,751	45.48%	186,739	6,275	180,464
Transfer Stations Operations	1,151,910	104,911	556,500	48.31%	595,410	394,616	200,794
Landfills Operations	5,183,010	311,703	1,959,415	37.80%	3,223,595	1,645,351	1,578,244
Environmental Control Systems	932,720	66,042	371,142	39.79%	561,578	362,420	199,158
Debt Service - Interest	2,037,120	0	1,031,988	50.66%	1,005,132	1,005,075	57
Debt Service - Principal	1,103,000	0	1,042,850	94.55%	60,150	60,138	12
Closure Set-Aside	277,000	0	0	0.00%	277,000	0	277,000
Total Expense	15,811,606	767,494	7,150,886	45.23%	8,660,720	4,281,067	4,379,653
Revenue Over/(Under) Expenses	174,005	463,817	1,009,307	580.04%	(835,302)	(4,281,067)	3,445,764



Salinas Valley Solid Waste Authority
Consolidated CIP Expenditure Report
For Period Ending December 31, 2012

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
Fund 131 - Crazy Horse Closure Fund							
131 9227 CH Landfill Closure	0	0	0	0.00%	0	0	0
131 9301 CH Closure Preparation	126,958	0	14,356	11.31%	112,602	10	112,592
131 9302 CH PH 1A Leachate Recirculation	47,481	22,298	30,600	64.45%	16,881	2,531	14,350
131 9303 CH PH 1B Site Prep Work	14,537	19	99	0.68%	14,438	4,922	9,516
131 9304 CH PH 1C Bench Preparation	3,775	0	0	0.00%	3,775	0	3,775
131 9305 CH PH 1D Liner Termination	10,774	0	7,918	73.49%	2,856	0	2,856
131 9306 CH PH 1E Liner Placement	1,414,290	54,838	1,045,528	73.93%	368,762	271,933	96,829
131 9307 CH PH 1F Winterization	29,805	4,239	12,078	40.52%	17,727	3,676	14,051
131 9308 CH PH 2A Module 1	612,123	10,737	537,617	87.83%	74,506	36,700	37,806
131 9309 CH PH 2B Lower Access Road	25,326	2,215	2,215	8.75%	23,111	0	23,111
131 9310 CH PH 2C Remaining LF Prep	52,163	0	(12,143)	-23.28%	64,306	0	64,306
131 9311 CH PH 2D Liner Placement	59,768	765	9,524	15.93%	50,244	0	50,244
131 9312 CH PH 2E Complete Liner Work	135,179	15,426	103,949	76.90%	31,229	4,236	26,993
131 9313 CH Closure Equipment Purchases	39,378	6,793	30,911	78.50%	8,467	0	8,467
131 9314 CH Closure Quality Assurance	219,938	29,511	130,272	59.23%	89,666	60,681	28,985
131 9315 CH Closure Contingency	18,284	81	426	2.33%	17,857	589	17,269
Total Fund 131 - Crazy Horse Closure Fund	2,809,778	146,924	1,913,351	68.10%	896,427	385,277	511,150
Fund 180 - Expansion Fund							
180 9003 USDA Autoclave Studies	167,375	0	2,203	1.32%	165,172	0	165,172
180 9021 Autoclave CEQA	241,425	0	0	0.00%	241,425	3,650	237,775
180 9801 Ameresco JCL LFG Equipment	376,000	0	225,600	60.00%	150,400	150,400	0
Total Fund 180 - Expansion Fund	784,800	0	227,803	29.03%	556,997	154,050	402,947
Fund 211 - State Grants							
211 2620 DOC Grant	112,906	550	28,078	24.87%	84,829	17,154	67,674
211 9019 Biodiesel Fuel Station	20,205	8,727	8,727	43.19%	11,478	0	11,478
Total Fund 211 - State Grants	133,111	9,277	36,804	27.65%	96,307	17,154	79,152



Salinas Valley Solid Waste Authority
Consolidated CIP Expenditure Report
For Period Ending December 31, 2012

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
Fund 216 - Plasco Reimbursement							
216 9022 Gasifier CEQA	663,195	0	0	0.00%	663,195	472,945	190,250
Total Fund 216 - Plasco Reimbursement	663,195	0	0	0.00%	663,195	472,945	190,250
Fund 800 - Capital Projects Fund							
800 9010 JC Roadway Improvements	0	0	0	0.00%	0	0	0
800 9012 Work St Transfer Station	59,892	2,300	30,015	50.11%	29,877	9,323	20,554
800 9019 Biodiesel Fuel Station	0	0	3,985	0.00%	(3,985)	0	(3,985)
800 9199 Sun Street Transfer Station Expansion	0	170	6,547	0.00%	(6,547)	0	(6,547)
800 9913 CH LFG to Energy Project	5,295	0	0	0.00%	5,295	0	5,295
Total Fund 800 - Capital Projects Fund	65,187	2,470	40,546	62.20%	24,641	9,323	15,318
Total CIP Expenditures	4,456,071	158,671	2,218,505	49.79%	2,237,567	1,038,750	1,198,817

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10383	SALINAS HOLIDAY PARADE OF LIGHTS 2012 Parade of Lights Application	12/12/2012	(50.00)	(50.00)
10520	ALWAYS TOWING & RECOVERY, INC TRANSPORT OF HHW CONTAINER/OIL TO/FR JOLON RD	12/6/2012	437.50	437.50
10521	AT&T SERVICES INC HHW, JC, LR, SS SCLEHOUSE PHONE SERVICE THRU 11.23.12	12/6/2012	413.25	413.25
10522	CALIFORNIA ENERGY EFFICIENT PROGRAM, INC 4 EA PLUG LOAD CONTROL POWER STRIPS	12/6/2012	28.00	28.00
10523	CALIFORNIA HIGHWAY ADOPTION CO. HWY 101 LITTER ABATEMENT NOV 2012	12/6/2012	550.00	550.00
10524	COAST COUNTIES TRUCK & EQUIPMENT CO. TRK001 AIR, FUEL, WATER, OIL/LUBE FILTERS	12/6/2012	208.98	208.98
10525	COAST OIL COMPANY, LLC DIESEL & BIO DIESEL USAGE NOV 2012	12/6/2012	21,266.40	21,266.40
10526	DEMTECH SERVICES, INC V-TECH VACUUM TESTER, SPARK TESTER, LINE & CONNECT	12/6/2012	1,095.54	1,095.54
10527	FERGUSON ENTERPRISES INC #588 15 EA COUPLINGS, BUSHINGS; 6 EA PVC PURP PRIMER	12/6/2012	1,314.13	1,314.13
10528	FORRER SUPPLY CO INC 100 EA 2" KANAFLEX HOSES X 100' COIL	12/6/2012	371.74	371.74
10529	GOLDEN STATE TRUCK & TRAILER REPAIR 17127 X5 LF SIDEOUTER & X5 RT INNER TIRES REPLACED	12/6/2012	262.50	262.50
10530	GREEN RUBBER - KENNEDY AG, LP HOSE BARB, BALL VALVE, TRU-BLUE CLAMPS, ETC	12/6/2012	203.47	203.47
10531	HOME DEPOT CH 1 GAL GLUE, HEX BOLTS, NUTS, CUT OFF BLADES CH 10 EA 9/16 X 1 3/8 X 17" GRADE STAKES SS TS SUPPLIES 24" POLY LEAF RAKE	12/6/2012	187.25 32.00 25.69	478.33
10532	HOPE SERVICES SS MATTRESS/BOX SPRING RECYCLING 11.21.12	12/6/2012	943.75	943.75
10533	INFINITY STAFFING SERVICES, INC. SS TS CONTRACT DRIVERS WK ENDING 11.25.12	12/6/2012	1,100.25	1,100.25
10534	KARL A. HATTENDORF	12/6/2012		

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
	SITE REVIEW, HANDLING CRANE, GASKETS/PARTS		2,786.14	2,786.14
10535	PACIFIC GAS AND ELECTRIC COMPANY CH, HHW, SSTS, LR, CIP 9303 ELECTRIC SERVICE THRU 11.20.12	12/6/2012	4,909.01	4,909.01
10536	PAPE MATERIAL HANDLING, INC OIL, FUEL, AIR FILTERS & 15W40 OIL	12/6/2012	83.57	83.57
10537	RECOLOGY WASTE SOLUTIONS, INC JC BASIC FACILITY & EXTENDED HOURS NOV 2012 Monthly Diversion & Wood Waste Diversion OCT 2012	12/6/2012	162,778.00 8,762.47	171,540.47
10538	SALINAS GOLF & COUNTRY CLUB Salinas Golf & Country Club	12/6/2012	308.14	308.14
10539	SAN BENITO SUPPLY, CONSTRUCTION, CONCRETE & QUARRY CH CLOSURE PROJECT AS OF 11.27.12	12/6/2012	19,999.92	19,999.92
10540	STURDY OIL COMPANY 55 GAL 15-40 GUARDO ECT CJ	12/6/2012	754.50	754.50
10541	TRI ENVIRONMENTAL INC CH LINER INTEGRITY SERVICES	12/6/2012	680.00	680.00
10542	VISION RECYCLING INC C & D OUTSIDE GRINDING 11.15.12	12/6/2012	3,630.00	3,630.00
10543	YP LLC Yellow Page Ads FY 12-13	12/6/2012	1,789.87	1,789.87
10544	ADMANOR, INC CCRMCMEDIA & MARKETING SERVICES NOV 2012	12/11/2012	14,820.00	14,820.00
10545	AMERICAN SUPPLY CO. HHW Janitorial Supplies	12/11/2012	159.36	159.36
10546	ANNE MARIE HUNTER RecycleRama THRU 12.15.12	12/11/2012	1,125.00	1,125.00
10547	ASSURED AGGREGATES CO., INC CH 24.410 TONS CONCRETE SAND IN-FILL 10.19.12 CH CAD 3 ROCK SLINGER 14.25 HRS 11.27-11.29-12	12/11/2012	358.67 2,351.25	2,709.92
10548	BC LABORATORIES, INC SS WATER ANALYSIS SERVICES 11.8.12	12/11/2012	140.00	140.00
10549	BECKS SHOE STORE, INC. 1 PAIR OF SAFETY SHOES FOR JC	12/11/2012	215.23	215.23

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10550	BRANDY ELLEN ACEVEDO RecycleRama THRU 12.15.12	12/11/2012	1,044.36	1,044.36
10551	BULOS FRANCIS SALIBA RecycleRama THRU 12.15.12	12/11/2012	200.00	200.00
10552	CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD RWQCB CH EMERGENCY PERMIT APPLICATION	12/11/2012	114.00	114.00
10553	COSTCO WHOLESALE Board Meeting & Office Supplies	12/11/2012	111.69	111.69
10554	CSC OF SALINAS/YUMA 1 MALE ORING TO MALE JIC	12/11/2012	15.51	15.51
10555	F.A.S.T. SERVICES Intepreting Services 11.15.12	12/11/2012	180.00	180.00
10556	FORRER SUPPLY CO INC 5 RENTAL EXTRUSION GUNS	12/11/2012	1,023.63	1,023.63
10557	GEOLOGIC ASSOCIATES, INC. CH CLOSURE CONSTRUCTION PROJECT OCT 2012 CH NR GRDWTR MONITORING & REPORTING, OCT 2012	12/11/2012	28,625.00 206.30	28,831.30
10558	GOLDEN STATE TRUCK & TRAILER REPAIR TRK 004 X3 LT SIDE INNER TIRE REPAIR SS TS GREEN FENCE EXPANDED METAL BOTTOM OF FENCE	12/11/2012	3,358.25 3,956.59	7,314.84
10559	**Void**	12/11/2012	-	-
10560	GRAINGER 1 3-PIECE RAINUIT	12/11/2012	26.40	26.40
10561	GREEN RUBBER - KENNEDY AG, LP 1 CAMLOCK FITTING POLY 20F CH LEACHATE TANK CONTROL SWITCH	12/11/2012	5.36 63.62	68.98
10562	HD SUPPLY CONSTRUCTION SUPPLY, LTD BRANCH #6186 2 ROLLS OF 6MIL 20'X100'CLEAR POLYFILM	12/11/2012	150.83	150.83
10563	HERTZ EQUIPMENT RENTAL CORPORATION 4 WHEEL CART 11.07.12 12.05.12 LOADER RENTAL 11.01.12 - 11.29.12	12/11/2012	713.21 2,143.93	2,857.14
10564	IVY CONTRERAS Recyclerama THRU 12.15.12	12/11/2012	1,125.00	1,125.00

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10565	JOSEPH A. FRAUSTO RecycleRama THRU 12.15.12	12/11/2012	297.08	297.08
10566	LEE & PIERCE, INC Engineering Services for SWPPP Improvements	12/11/2012	4,702.50	4,702.50
10567	MALLORY CO. INC 5 BOXES POWDER FREE GLOVE NITRILE	12/11/2012	64.21	64.21
10568	MANUEL TINAJERO CH CLOSURE45 TREES TRIMED OFF	12/11/2012	975.00	975.00
10569	NEXTEL OF CALIFORNIA, INC Cellphone Service NOV 2012	12/11/2012	357.88	357.88
10570	OFFICE DEPOT 10 CS PAPER, 7 PKS PENS 12 CUPS PROGRAMMABLE COFFEE 2 BX 2X4 SHIPPING LABELS Board Meeting Supplies 2 PKS OF 25 DVD+R MEMOREX Office Supplies 1 MESH BACK SUPPORT	12/11/2012	435.31 58.82 78.99 21.53 550.76	1,145.41
10571	**Void**	12/11/2012	-	-
10572	ORCHARD SUPPLY HARDWARE LLC HHW 2 EA MIN & MAX EXPAND SEALANT ADMIN OPEN FRONT TOILET SEAT GLASS RAIN GAUGE CH HEX CAP SCREWS, CAR BOLTS	12/11/2012	20.21 26.93 3.01 69.94	120.09
10573	PAPE MATERIAL HANDLING, INC CH GATOR REPAIR SUPPLIES	12/11/2012	372.39	372.39
10574	PLACEMENT PROS SS TS 1 CONTRACT LABORER WK ENDING 11.18.12 SS TS 2 CONTRACT LABORERS WK ENDING 11.25.12	12/11/2012	120.72 422.52	543.24
10575	PURE WATER BOTTLING ADM, CH, SSTS BOTTLED WATER SERVICE 12.01.12	12/11/2012	165.50	165.50
10576	QUINN COMPANY C15 TROUBLE SHOOT & REPAIR EXHAUST SYSTEM C15 TRUCK BOLT C15 TRUCK INJECTOR GP, CORE CHARGE C15 TRUCK LARGE BRUSH & HAND PAD C15 TRUCK RING, HOSES, SEAL O RING, BAND CLAMP TRK002 TROUBLESHOOT & REPAIR EXHAUST SYSTEM	12/11/2012	1,270.78 1.49 807.64 43.55 54.40 400.00	2,577.86

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10577	ROBERT B GOMEZ Recyclerama THRU 12.15.12	12/11/2012	200.00	200.00
10578	SAN BENITO SUPPLY, CONSTRUCTION, CONCRETE & QUARRY CH CLOSURE PROJECT AS OF 11.30.12	12/11/2012	6,441.48	6,441.48
10579	SCS FIELD SERVICES CH NR LFG CAP OM&M, JUNE 2012	12/11/2012	1,648.70	1,648.70
10580	STURDY OIL COMPANY SS TS 1 ROTARY DEF POLY PUMP	12/11/2012	95.90	95.90
10581	US BANK CORPORATE PAYMENT SYSTEM AUTOZONE 3 PK ROAD SAFETY FLARES VGS VEGETABLEGROWERS SUPPLY RAIN GEAR CONSTRUCTION MATERIAL RECYCLING ASSOCIATION (CMRA) MIKE'S PIZZA - board meeting supplies MIKE'S PIZZA - board meeting supplies MIKE'S PIZZA - board meeting supplies HAR*HARVARD BUSINESS SCHOOL Ridecharge: Calpers Education Form 2012 RENAISSANCE HOTEL CALPERS ED FORUM 2012 CAL SOCIETY OF MUNI FINANCE OFFICERS APPLEITUNES.COM APPLEITUNES.COM surveymonkey.com: Employee Survey Software Orchard Supply Hand truck cart for RR events Taquitos Mexican Restaurant INTERMEDIA EXCHANGE SERVICE OCT 2012 HUGHESNET.COM 11.11.12 - 12.11.12 Sharefile.com: FTP Monthly Service NOV 2012 NOVEMBER 1 GAAP UPDATE CANCELLATION HomeDepot: Office Supplies OreillyAuto: Vehicles Supplies SEARS ROEBUCK - SAFETY BOOTS FOR CZ SALINAS TOYOTA SERVICE ON TOYOTA PRIUS FREIGHTQUOTE.COM HomeDepot: Surveying Supplies ROCKHURST UNIVERSITY - STAR 12 CAL SOCIETY OF MUNI FINANCE OFFICERS RENAISSANCE CALPERS EDUCATION FORUM 2012 LODGING My Jeep Chrysler: Vehicle Maintenance Salinas Valley Ford: Vehicle Service Salinas Valley Ford: Vehicle Maintenance MICHAEL'S WALLEY TRAILER SUPPLIES, DECOS FOR PARAD RITE AID WALLY TRAILER SUPPLIES FOR SALINAS PARADE South West Airlines WEST COAST CONVERSION TECHNOLO	12/11/2012	6.42 263.97 245.00 56.25 56.25 64.00 28.00 60.76 687.30 110.00 2.99 8.99 72.00 215.49 67.47 239.78 79.99 32.95 (135.00) 23.14 120.67 145.45 330.31 229.00 12.02 199.00 150.00 612.30 99.09 44.97 1,076.22 117.65 6.45 179.60	5,508.48

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10582	**Void**	12/11/2012	-	-
10583	**Void**	12/11/2012	-	-
10584	**Void**	12/11/2012	-	-
10585	US COMPOSTING COUNCIL MEMBERSHIP DUES JG	12/11/2012	250.00	250.00
10586	VALLEY PACIFIC PETROLEUM SERVICES, INC. SS TS DIESEL FUEL USAGE THRU 11.30.12	12/11/2012	426.57	426.57
10587	A & B FIRE PROTECTION & SAFETY, INC SS & HHW SAFETY SUPPLIES	12/27/2012	258.12	258.12
10588	A-1 SWEEPING CSPA EXTRA SWEEP ON 11.20.12 PER REQUEST SWEEP YARD & EXTERIOR STREET @ SUN ST NOV 2012	12/27/2012	90.00 774.00	864.00
10589	ADMANOR, INC BRANDING & RECYCLING OUTREACH/EDUCATION FY 2012-13	12/27/2012	1,185.00	1,185.00
10590	ALWAYS TOWING & RECOVERY, INC 2007 PETE PICK UP/DROP OFF JC TO QUINN	12/27/2012	187.50	187.50
10591	ASSEMBLY SUPPLIES CO LESITER FUSION & TRIAC WELDER - N15	12/27/2012	5,697.16	5,697.16
10592	ASSURED AGGREGATES CO., INC CH 147.57 TONS CONCRETE SAND IN-FILL 10.01.12 CH CAD 3 ROCK SLINGER 7 HRS 11.15.12	12/27/2012	2,073.32 2,928.75	5,002.07
10593	AT&T SERVICES INC CH 6632796173 PH SERVICE THRU 12.10.12	12/27/2012	106.81	106.81
10594	BECKS SHOE STORE, INC. SAFETY SHOES FOR RT	12/27/2012	174.02	174.02
10595	CALIFORNIA WATER SERVICE SS TS WATER SERVICES THRU 12.14.12	12/27/2012	335.32	335.32
10596	CITY CLERKS ASSOCIATION OF CALIFORNIA 2013 CCAC Membership: E. Zavala	12/27/2012	150.00	150.00

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10597	CITY OF GONZALES CITY OF GONZALES HOSTING FEES DEC 2012	12/27/2012	20,833.33	20,833.33
10598	COAST COUNTIES TRUCK & EQUIPMENT CO. 58 QT CRUDE CONT DRN PAN	12/27/2012	955.19	955.19
10599	COAST OIL COMPANY, LLC CH DIESEL FUEL USAGE 12.11.12	12/27/2012	1,507.07	1,507.07
10600	DAVE MEZA 3 EA ABASCO TURBIDITY CURTAINS CH CLOSURE	12/27/2012	3,145.00	3,145.00
10601	DAVE S. DEERING Janitorial Services Administrative Building 12.17. SS TS Janitorial Services THRU 12.17.12	12/27/2012	655.00 495.00	1,150.00
10602	EDWARDS TRUCK CENTER, INC 2 SHOCK HOODS 3 SENSOR KITS	12/27/2012	91.26 109.81	201.07
10603	EMC PLANNING GROUP, INC SS TS CUP CEQA 11.30.12	12/27/2012	202.85	202.85
10604	EXPRESS TRANSFERS REFUND OF CREDIT BALANCE	12/27/2012	279.35	279.35
10605	FEDEX Overnight Shipments	12/27/2012	213.05	213.05
10606	FERGUSON ENTERPRISES INC #588 CH 10 24" FITTINGS RESTRAINT FOR CORR CH CLOSURE SUPPLIES 2 12X4 PVC S40 SXSXS TEES CH 252 2 GALV T&C A53A S40 PIPES	12/27/2012	2,963.13 925.62 1,184.77	5,073.52
10607	FIRST ALARM ADM, JC, SS First Alarm 01.01.13-03.31.13	12/27/2012	758.64	758.64
10608	FORRER SUPPLY CO INC CH CLOSURE SUPPLIES 1000 1 1/4" PIPE X 500' COIL	12/27/2012	802.63	802.63
10609	GOLDEN STATE TRUCK & TRAILER REPAIR 210LE GOES INTO NEUTRAL/CHGD SWITCH ON HANDLE	12/27/2012	6,082.51	6,082.51
10610	**Void**	12/27/2012	-	-

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10611	GRAINGER	12/27/2012		
	CH 2 WAY SOLENOID VALVE		134.47	
	CH MUFFLER EXHAUST, COUPLER/PLUG KIT, CLUPLER PLUG		52.00	
	CH PH CALIBRATION SOL		32.01	
	RETURN OF SOLENOID VALVE, 2 WAY, NCC BRASS, 1/2 IN		(134.47)	
	CH SOLENOID VALVE UNIVERSAL		138.19	
				222.20
10612	GREEN RUBBER - KENNEDY AG, LP	12/27/2012		
	1 EA AERVOE INDUST PAIN YELLOW & WHITE		9.48	
	10 POLY TUBING, BALL VALVE, COIL HOUSE FILTERS, ET		153.80	
				163.28
10613	GREEN VALLEY FLORAL	12/27/2012		
	REFUND OF CREDIT BALANCE		45.60	
				45.60
10614	HERTZ EQUIPMENT RENTAL CORPORATION	12/27/2012		
	CH EQUIPMENT RENTAL 500 GAL WATER TRAILER 12.06.12		3,889.30	
				3,889.30
10615	HOPE SERVICES	12/27/2012		
	SS MATTRESS/BOX SPRING RECYCLING 11.28.12		2,068.75	
	SS TS DIVERSION & LITTER ABATEMENT AUG 2012		5,662.02	
	SS TS DIVERSION & LITTER ABATEMENT AUG 2012		6,024.97	
				13,755.74
10616	KARL A. HATTENDORF	12/27/2012		
	SS TS BIODIESEL TANK SITE VISIT/REVIEW PLUMB/ELEC		5,940.84	
				5,940.84
10617	LUMBERMENS INC	12/27/2012		
	CH 10 EA 36 3/4X 36" STICKER & STAKE, ETC		220.66	
	CH CLOSURE EROSION CONTROL 20X100 VISQUEEN		1,711.71	
				1,932.37
10618	MARK E. FETZER	12/27/2012		
	8 HOUR ANNUAL HAZWOPER		943.00	
				943.00
10619	NETPIPE INTERNET SERVICES	12/27/2012		
	INTERNET SERVICES DEC 2012		300.00	
				300.00
10620	NEXIS PARTNERS, LLC	12/27/2012		
	RENT & COMMON AREAS JAN 2013		8,709.00	
				8,709.00
10621	OFFICE DEPOT	12/27/2012		
	2 RMS OF COPY PAPER		23.99	
	2 6-PKS OF PKG TAPE		209.08	
	2 BX IND BATTERY, 1 PK ALK BATTERY, 2 PK PAPER ROL		95.42	
				328.49
10622	PACIFIC CREST ENGINEERING INC	12/27/2012		
	CH EARTHWORK TESTING SERVICES NOV 2012		761.25	
				761.25
10623	PACIFIC GAS AND ELECTRIC COMPANY	12/27/2012		
	JC, JC ECS, LR ELECTRIC SERVICE THRU 12.16.12		1,868.92	
				1,868.92

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10624	PAPE MATERIAL HANDLING, INC CH CLOSURE SUPPLIES	12/27/2012	38.78	38.78
10625	PITNEY BOWES GLOBAL Postage Machine Lease 12.30.12 - 03.30.13	12/27/2012	297.79	297.79
10626	PURE WATER BOTTLING SS TS BOTTLED WATER SERVICE 12.01.12	12/27/2012	76.75	76.75
10627	QUINN COMPANY 8 CM HOSE BULK C15 SEALS RING & SEAL-O-RINGS	12/27/2012	5.95 38.77	44.72
10628	R. PATRICK MATHEWS PER DIEM WASTE CONVERSION CONGRESS WEST COAST	12/27/2012	87.00	87.00
10629	REPUBLIC SERVICES #471 TRASH CART SERVICE DEC 2012	12/27/2012	60.22	60.22
10630	SALINAS GOLF & COUNTRY CLUB Salinas Golf & Country Club	12/27/2012	12.88	12.88
10631	SALINAS VALLEY CHAMBER OF COMMERCE CHAMBER MEMBERSHIP 01.01.13 - 01.01.14	12/27/2012	235.00	235.00
10632	SAN BENITO SUPPLY, CONSTRUCTION, CONCRETE & QUARRY CH CLOSURE PROJECT AS OF 12.08.12	12/27/2012	8,273.05	8,273.05
10633	SCS FIELD SERVICES CH, JC, LR NR LFG & LEACHATE OM&M NOV 2012 CH, JC, LR ROUTINE LFG, GRDWTR, LEACHATE OMM JUL 2012	12/27/2012	23,945.21 35,027.00	58,972.21
10634	**Void**	12/27/2012	-	-
10635	SOUTH COUNTY NEWSPAPER 2012-13 YELLOW PAGE CONTRACT	12/27/2012	441.91	441.91
10636	STURDY OIL COMPANY 35 GAL 76 MULTIPLEX RED/ 55 GAL DEF EXHST FLUID	12/27/2012	286.93	286.93
10637	THOMAS M BRUEN LEGAL SERVICES RENDERED NOVEMBER 2012	12/27/2012	7,411.75	7,411.75
10638	TOYOTA MATERIAL HANDLING FORKLIFT PM SERVICE 5FBE15 SERIAL 28960	12/27/2012	234.00	234.00

Salinas Valley Solid Waste Authority

Checks Issued Report for 12/1/2012 to 12/31/2012

Check #	Name	Check Date	Amount	Check Total
10639	TRUCKSIS ENTERPRISES INCORPORATED	12/27/2012		
	10 New Transfer Truck Signs		4,129.00	
	New SVSWA-recycling brochure		1,133.78	
				5,262.78
10640	UNITED RENTALS NORTHWEST , INC	12/27/2012		
	CH CLOSURE SUPPLIES		690.24	
	SSTS RENTAL FORLIFT VAR REACH 9000# 12.17, 12.18		746.58	
				1,436.82
10641	VALLEY PACIFIC PETROLEUM SERVICES, INC.	12/27/2012		
	SS TS DIESEL FUEL USAGE THRU 12.15.12		227.14	
				227.14
10642	VERIZON WIRELESS SERVICES, LLC	12/27/2012		
	2012-13 Cellphone Service NOV 2012		119.41	
				119.41
10643	VISION RECYCLING INC	12/27/2012		
	C & D OUTSIDE GRINDING 11.30.12		575.00	
	SS Organics Program NOV 2012		46,735.28	
				47,310.28
10644	WASTE MANAGEMENT INC	12/27/2012		
	28 EACH APPLIANCE FREON CHARGE		483.00	
	BFI WASTE DELIVERED TO MADISON - NOV 2012		48,183.23	
	JOLON ROAD OPERATIONS NOV 2012		56,727.89	
				105,394.12
10645	WESTERN EXTERMINATOR COMPANY	12/27/2012		
	JC SHOP RODENT CONTROL SERVICE NOV 2012		51.00	
	JC STORAGE CONTAINER RODENT CONTROL NOV 2012		53.00	
	SS TS RODENT CONTROL SERVICE NOV 2012		221.00	
				325.00
10646	WHITSON ENGINEERS	12/27/2012		
	CSPA SS TS SURVEY - 2012		7,343.50	
				7,343.50
10647	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	12/27/2012		
	Fuel Expenses NOV 2012		1,746.03	
				1,746.03
DFT2013388	WAGEWORKS	12/17/2012		
	FSA MONTHLY ADMIN FEES NOV 2012		50.00	
				50.00
	Total:			662,943.21
	Payroll Disbursements			316,121.31
	Total Disbursements			979,064.52




SalinasValleyRecycles.org
SALINAS VALLEY SOLID WASTE AUTHORITY

Report to the Executive Committee

ITEM NO. 3


Finance Manager/Controller-Treasurer

N/A
Legal Counsel

General Manager/CAO

Date: February 6, 2013
From: Roberto Moreno, Finance Manager
Title: Mid-Year Budget Adjustments

RECOMMENDATION

Staff recommends that the Executive Committee support this item.

The budget adjustments will ensure that the budget reflects current activity.

STRATEGIC PLAN RELATIONSHIP

The recommended action helps support Goal A – Develop and Implement a Sustainable Finance Plan, by ensuring that the budget is balanced.

FISCAL IMPACT

The \$300,000 supplemental appropriations will be funded from a net increase of \$187,094 in estimated revenues and \$112,906 in CalRecycle grant revenue received last fiscal year.

DISCUSSION & ANALYSIS

Based on activity during the first six months staff recommends the following budget adjustments.

- Increase estimated tipping fee revenues by \$300,000
- Decrease estimated grant revenue by \$112,906
- Increase appropriations by \$300,000

Increase estimate tipping fee revenues \$300,000

As the attached tonnage projections shows, based on actual tonnage received through December 31, we estimate an increase of approximately 3,100 tons of additional solid waste above the original budget estimate of 165,400. However, in order to be conservative we recommend increasing the revenue estimate by only \$200,000 instead of the projected \$230,000.

In addition, we are also anticipating an increase of 1,300 tons in green waste, wood waste, and construction and demolition material, which will generate \$88,500 additional revenue of which we are budgeting for only \$80,000. The increased tonnage will cost an additional \$30,000 to process and handle.

We are also expecting an increase in biosolids (sludge) of which we would like to budget \$20,000.

Decrease estimated grant revenues \$112,906

We are also recommending a decrease of \$112,906 in grant revenue. This represents CalRecycle revenue that during the audit process was determined to belong in FY 11-12 (even though it is designated for use in FY 12-13). It was therefore recognized as revenue in last fiscal year. Since the revenue has already been recorded in last year it must be removed from this year. The funds for the CalRecycle grant budget are available and on hand.

Increase appropriations \$280,000

The following appropriation increases are necessary:

\$100,000	Sun Street Improvements to settle CalSPA complaint
\$ 90,000	Legal settlement of CalSPA Complaint
\$ 60,000	Vehicle maintenance due to major repairs on engines and a transfer trailer
\$ 20,000	Higher fuel prices
<u>\$ 30,000</u>	Greenwaste and C&D processing charges for increased tonnage
\$300,000	Total Appropriation Increases

BACKGROUND

When the 2012-13 budget was prepared, all tonnage projections were based on actual activity as of December 2011. At that time, our best estimate was that the decrease in tonnage was leveling off. There was no basis for estimating an increase in tonnage. Now it appears that the economy is improving as we are starting to see a small increase in tonnage and revenue.

ATTACHMENT(S)

1. 2012-13 Tonnage and Revenue Projections
2. Mid-year Budget Adjustments

SALINAS VALLEY SOLID WASTE AUTHORITY
FY 2012-13 Tonnage and Revenue Projections
as of December 31, 2012

Customer	Tons						Revenue					
	Annual Budget	YTD Actual	YTD Over/(Under)	Revised Estimate Projection	Revised Estimate Over/(Under)	Percent	Annual Budget	YTD Actual	YTD Over/(Under)	Revised Projection Projection	Revised Projection Over/(Under)	Percent
Republic Services	90,700	49,771	2,331	95,200	4,500	5.0%	6,076,900	3,308,309	129,833	6,325,100	248,200	4.1%
Rural Dispose-All	25,800	12,863	(477)	24,900	(900)	-3.5%	1,728,600	855,189	(38,624)	1,653,900	(74,700)	-4.3%
Jolon Road	14,100	7,430	127	14,300	200	1.4%	944,700	493,518	4,246	952,900	8,200	0.9%
City of Soledad	6,100	3,285	152	6,400	300	4.9%	408,700	218,463	8,563	425,400	16,700	4.1%
City of Greenfield	5,700	3,029	56	5,800	100	1.8%	381,900	201,430	2,267	386,200	4,300	1.1%
Tri-Cities Disposal	2,400	1,855	618	3,600	1,200	50.0%	160,800	122,228	39,353	237,200	76,400	47.5%
City of Gonzales	2,900	1,538	27	3,000	100	3.4%	194,300	101,524	238	194,800	500	0.3%
Total Franchise Waste	147,700	79,771	2,834	153,200	5,500	3.7%	9,895,900	5,300,662	145,876	10,175,500	279,600	2.8%
Certified Burials/Untarped Loads												
Self-Haul	16,200	7,711	(730)	14,800	(1,400)	-8.6%	-	8,190	8,190	8,190	8,190	
Madison Lane Self Haul	1,200	311	(408)	500	(700)	-58.3%	1,091,700	568,253	(573)	1,090,600	(1,100)	-0.1%
Total Self Haul	17,400	8,022	(1,138)	15,300	(2,100)	-12.1%	44,400	11,038	(15,552)	18,400	(26,000)	-58.6%
							1,136,100	587,482	(7,935)	1,117,190	(18,910)	-1.7%
Field Plastics	300	25	(187)	-	(300)	-100.0%						
							22,500	1,964	(13,896)	2,800	(19,700)	-87.6%
Total Solid Waste	165,400	87,817	1,509	168,500	3,100	1.9%	11,054,500	5,890,108	124,045	11,556,690	230,090	2.1%
Tipping Fee Surcharge												
							272,100	124,219	(18,101)	261,200	(10,900)	-4.0%
Mattresses							73,400	33,315	(2,315)	68,600	(4,800)	-6.5%
HHW							58,500	29,267	1,023	60,600	2,100	3.6%
Greenwaste	25,800	13,054	235	26,300	500	1.9%	619,400	334,089	26,346	657,100	37,700	6.1%
Construction & Demolition	1,000	783	269	1,500	500	50.0%	58,000	45,396	15,616	88,400	30,400	52.4%
Sludge		1,741		1,741	1,741		-	48,756		48,756	48,756	
Other Diversion							38,500	22,006	4,284	43,000	4,500	11.7%
Wood Waste	1,500	890	142	1,800	300	20.0%	54,000	37,128	10,187	74,400	20,400	37.8%
Total Diversion Materials	28,300	16,468	646	31,341	3,041		901,800	549,957	55,142	1,040,856	139,056	15.4%
Total Authority	193,700	104,285	2,156	199,841	6,141	3.2%	12,228,400	6,564,284	161,086	12,597,546	369,146	3.0%
South Valley Disposal	78,286	34,209	(6,372)	66,000	(12,286)	-15.7%	2,340,900	1,170,481	31	2,341,000	100	0.0%
Grand Total	271,986	138,494	(4,216)	265,841	(6,145)	-2.3%	14,569,300	7,734,766	161,117	14,938,546	369,246	2.5%
							YTD actual percentage		53.09%			
							YTD projected percentage		51.98%			



Salinas Valley Solid Waste Authority
Mid-Year Budget Adjustments
Based on December 31, 2012

	CURRENT BUDGET	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Budget Adjustments	Revised Budget
<u>Revenue Summary</u>						
Tipping Fees - Solid Waste	11,054,500	5,890,108	53.3%	5,164,392	200,000	11,254,500
Tipping Fees - Surcharge	725,600	373,336	51.5%	352,264		725,600
Tipping Fees - Diverted Materials	901,800	549,957	61.0%	351,843	100,000	1,001,800
Tipping Fees - South Valley	2,340,900	1,170,481	50.0%	1,170,419		2,340,900
Charges for Services	117,000	33,405	28.6%	83,595		117,000
Sales of Materials	572,500	118,778	20.7%	453,722		572,500
Investment Earnings	80,200	19,362	24.1%	60,838		80,200
Grants	133,111	-	0.0%	133,111	(112,906)	20,205
Miscellaneous/Other	60,000	4,766	7.9%	55,234		60,000
Total Revenue	15,985,611	8,160,194	51.0%	7,825,417	187,094	16,172,705
<u>Expense Summary</u>						
Administration	2,363,160	1,098,610	46.5%	1,264,550	-	2,363,160
Resource Recovery	2,421,196	934,630	38.6%	1,486,566	30,000	2,451,196
Scalehouses Operations	342,490	155,751	45.5%	186,739	-	342,490
Transfer Stations Operations	1,151,910	556,500	48.3%	595,410	80,000	1,231,910
Landfills Operations	5,183,010	1,959,415	37.8%	3,223,595	-	5,183,010
Environmental Control Systems	932,720	371,142	39.8%	561,578	190,000	1,122,720
Debt Service - Interest	2,037,120	1,031,988	50.7%	1,005,132	-	2,037,120
Debt Service - Principal	1,103,000	1,042,850	94.5%	60,150	-	1,103,000
Closure Set-Aside	277,000	-	0.0%	277,000	-	277,000
Total Expense	15,811,606	7,150,886	45.2%	8,660,720	300,000	16,111,606
Revenue Over/(Under) Expenses	174,005	1,009,307		(835,302)	(112,906)	61,099
Funded from Grant Funds on Hand					112,906	



Salinas Valley Solid Waste Authority
Mid-Year Budget Adjustments
Based on December 31, 2012

	CURRENT BUDGET	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Budget Adjustments	Revised Budget
<u>Expense Summary</u>						
Executive Administration	358,270	171,901	48.0%	186,369		358,270
Administrative Support	386,040	184,331	47.7%	201,709		386,040
Human Resources Administration	298,240	121,768	40.8%	176,472		298,240
Clerk of the Board	153,360	69,031	45.0%	84,329		153,360
Finance Administration	620,200	283,476	45.7%	336,724		620,200
Operations Administration	547,050	268,103	49.0%	278,947		547,050
Resource Recovery	648,000	273,462	42.2%	374,538		648,000
Marketing	100,000	6,080	6.1%	93,920		100,000
Public Education	135,000	36,909	27.3%	98,091		135,000
Household Hazardous Waste	645,260	263,546	40.8%	381,714		645,260
C & D Diversion	50,000	30,840	61.7%	19,160	10,000	60,000
Organics Diversion	577,030	251,098	43.5%	325,932	20,000	597,030
Diversion Services	153,000	44,618	29.2%	108,382		153,000
DOC Grant	112,906	28,078	24.9%	84,829		112,906
Scalehouse Operations	342,490	155,751	45.5%	186,739		342,490
JR Transfer Station	701,910	304,190	43.3%	397,720		701,910
ML Transfer Station	450,000	252,311	56.1%	197,689		450,000
SS Disposal Operations	394,202	223,742	56.8%	170,460	20,000	414,202
SS Transfer Operations	852,598	421,572	49.4%	431,026	60,000	912,598
SS Recycling Operations	244,830	45,348	18.5%	199,482		244,830
CH Landfill Operations	122,090	117,878	96.5%	4,212		122,090
JC Landfill Operations	3,569,290	1,150,877	32.2%	2,418,413		3,569,290
Crazy Horse ECS	344,400	101,971	29.6%	242,429		344,400
Lewis Road ECS	160,210	94,178	58.8%	66,032		160,210
Johnson Canyon ECS	248,300	67,377	27.1%	180,923		248,300



Salinas Valley Solid Waste Authority
Mid-Year Budget Adjustments
Based on December 31, 2012

	CURRENT BUDGET	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Budget Adjustments	Revised Budget
Jolon Road ECS	98,670	31,889	32.3%	66,781	190,000	98,670
Sun Street ECS	81,140	75,726	93.3%	5,414		271,140
Debt Service - Interest	2,037,120	1,031,988	50.7%	1,005,132		2,037,120
Debt Service - Principal	1,103,000	1,042,850	94.5%	60,150		1,103,000
Closure Set-Aside	277,000	-	0.0%	277,000		277,000
Total Expense	15,811,606	7,150,886	45.2%	8,660,720	300,000	16,111,606
Revenue Over/(Under) Expenses	174,005	1,009,307	580.0%	(835,302)	(112,906)	61,099




Report to the Executive Committee

Date: February 6, 2013
From: Roberto Moreno, Finance Manager
Title: Financial Policies Review

ITEM NO. 4


Finance Manager/Controller-Treasurer

N/A
Legal Counsel


General Manager/CAO

RECOMMENDATION

Staff recommends that the Executive Committee review the financial policies and provide any feedback desired.

STRATEGIC PLAN RELATIONSHIP

The recommended action helps support Goal A- Develop and Implement a Sustainable Finance Plan, by providing sound guidance that can be followed by future Boards.

FISCAL IMPACT

This action in itself has no immediate fiscal impact.

DISCUSSION & ANALYSIS

Clearly articulated financial policies provide an essential foundation for effective financial decision-making and in protecting the Authority's fiscal health.

As the FY 2013-14 is brought forth to the Board, it is important to note that the number one financial policy is that "The Authority will maintain a revenue system that will assure a reliable, equitable, predictable revenue stream to support Authority services" which is in line with the Authority's top strategic plan "Develop and Implement a Sustainable Finance Plan."

BACKGROUND

The Government Finance Officer's Association (GFOA) recommends that all governmental entities establish financial policies which provide guidelines for operational and strategic decision making related to financial matters. Financial policies identify acceptable and unacceptable courses of action, establish parameters in which the government can operate, and provide a standard against which the government's fiscal performance can be judged. The Authority's financial policies follow the GFOA recommendations.

When the Authority was first formed in 1997, the Authority's finances were handled by the City of Salinas as its fiscal agent. As such the Authority's finances came under the City's financial policies. When the Authority separated from the City in 2006 it developed its own financial policies. These policies were based on the City of Salinas financial policies. The Authority's financial policies were approved by the Board on July 20, 2006.

Financial Policies are:

- The best way to ensure long-term fiscal health
- Help prevent problems from arising in good times
- Help respond to bad times when they do occur
- Provide continuity as elected officials and staff change
- The "north star" guiding preparation of plans
- Help making tough decisions easier by telling you what your values are before they are placed under stress by adverse circumstances
- Looked at by rating agencies as a sign of good management.

ATTACHMENT(S)

1. 2006 Approved Financial Policies
2. Report card on adherence to fiscal policies

RESOLUTION NO. 2006 - 35

**A RESOLUTION OF THE SALINAS VALLEY SOLID WASTE AUTHORITY
ADOPTING THE FINANCIAL POLICIES**


**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALINAS
VALLEY SOLID WASTE AUTHORITY**, that the Financial Policies attached hereto as Exhibit
"A" are hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the Salinas Valley Solid Waste
Authority at the regular meeting duly held on the 20th day of July 2006 by the following vote:

AYES:	BOARD MEMBERS:	Fernando Armenta, Lou Calcagno, Janet Barnes, Christopher Bourke (Alt.), Gloria De La Rosa, Annie Moreno (Alt.), Roberto Ocampo
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	Josephine Campos, Richard Ortiz, Yolanda Teneyuque, George Worthy
ABSTAIN:	BOARD MEMBERS:	None


Janet Barnes, President

ATTEST:


Elia Zavala, Clerk of the Board

Salinas Valley Solid Waste Authority

Financial Policies

SUMMARY

The SVSWA Board of Directors recognizes their fiduciary responsibility by virtue of their appointment to the Board. In an effort to promote transparency in the fiscal affairs of the Authority and to promote fiscal accountability, it hereby adopts the following financial policies to guide the Authority's finances:

1. Revenues: The Authority will maintain a revenue system that will assure a reliable, equitable, predictable revenue stream to support Authority services.
2. Expenditures: The Authority shall assure fiscal stability and the effective and efficient delivery of services, through the identification of necessary services, establishment of appropriate service levels, and careful administration of the expenditure of available resources.
3. Fund Balance/Reserves: The Authority shall maintain a fund balance at a level sufficient to protect the Authority's creditworthiness as well as its financial position from unforeseeable occurrences or emergencies.
4. Capital Expenditures and Improvements: The Authority shall annually review the state of its capital assets, setting priorities for its replacement and renovation based on needs, funding, alternatives and availability of resources.
5. Debt: The Authority shall utilize debt financing only to provide needed capital equipment and improvements while minimizing the impact of debt payments on current revenues.
6. Investments: The Authority's cash will be invested in such a manner so as to ensure the absolute safety of principal and interest, meet the liquidity needs of the Authority, and achieve the highest possible yield.
7. Grants: The Authority shall seek, apply for and effectively administer federal, state and foundation grants that address the Authority's current priorities and policy objectives.
8. Closure Funding: The Authority shall properly fund all closure and postclosure costs in accordance with California Integrated Waste Management Board (CIWMB) requirements.
9. Fiscal Monitoring: Authority staff shall prepare and present to the Board regular reports that analyze, evaluate and forecast the Authority's financial performance and economic condition.
10. Accounting, Auditing and Financial Reporting: The Authority's accounting, auditing and financial reporting shall comply with prevailing local, state, and federal regulations, as well as current professional principles and practices as promulgated by authoritative bodies.

Salinas Valley Solid Waste Authority Financial Policies

11. Internal Controls: The Authority shall establish and maintain an internal control structure designed to provide reasonable assurance that Authority assets are safeguarded and that the possibilities for material errors in the Authority's financial records are minimized.
12. Operating Budget: The Authority's operating budget will implement the policy decisions of the Board. It will provide a clear picture of the Authority's resources and their use.
13. Capital Assets: The Authority will capitalize all capital assets in accordance with Generally Accepted Accounting Principles so as to maintain proper control of all capital assets.

Salinas Valley Solid Waste Authority

Financial Policies

1 - REVENUES

The Authority will maintain a revenue system that will assure a reliable, equitable, predictable revenue stream to support Authority services.

A. User Fees

The Authority shall establish and collect fees to recover the costs of handling specific items that benefit only specific users. The Authority Board shall determine the appropriate cost recovery level and establish the fees. Where feasible and desirable, the Authority shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

B. Tipping Fees

Tipping fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements, and provide adequate levels of working capital. Tipping Fees are not expected to cover depreciation/depletion.

C. One Time Revenues

One-time revenues shall be used only for one-time expenditures.

D. Revenue Estimates

The Authority shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and thus avoid mid-year service reductions.

E. Revenue Collection and Administration

The Authority shall pursue to the full extent allowed by state law all delinquent ratepayers and others overdue in payments to the Authority. Since a revenue should exceed the cost of producing it, the Authority shall strive to control and reduce administrative collection costs.

Salinas Valley Solid Waste Authority

Financial Policies

2 - EXPENDITURES

The Authority shall assure fiscal stability and the effective and efficient delivery of services, through the identification of necessary services, establishment of appropriate service levels, and careful administration of the expenditure of available resources.

A. Current Funding Basis

The Authority shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues.

B. Avoidance of Operating Deficits

The Authority shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue estimates are such that an operating deficit (i.e., projected expenditures in excess of projected revenues) is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of fund balance within the Fund Balance/Reserves Policy. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources shall be avoided to balance the budget.

C. Maintenance of Capital Assets

Within the resources available each fiscal year, the Authority shall maintain capital assets and infrastructure at a sufficient level to protect the Authority's investment, to minimize future replacement and maintenance costs, and to continue current service levels.

D. Periodic Program Reviews

The General Manager shall undertake periodic staff and third-party reviews of Authority programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternative approaches to service delivery. Programs which are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

E. Purchasing

The Authority shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall use competitive bidding whenever possible to attain the best possible price on goods and services.

Salinas Valley Solid Waste Authority

Financial Policies

3 - FUND BALANCE/RESERVES

The Authority shall maintain a fund balance at a level sufficient to protect the Authority's creditworthiness as well as its financial position from unforeseeable emergencies.

A. Operating Reserve

The Authority shall strive to maintain an Operating Reserve equal to fifteen percent (15%) of the current year operating expenditures, to provide sufficient reserves for emergencies and revenue shortfalls. Operating expenditures for reserve purposes is defined as the total budget less debt service and capital project expenditures. This reserve will be in addition to the Debt Service Reserve required under the 2002 Bond Indenture.

B. Undesignated Fund Balance

The Authority shall strive to maintain an undesignated fund balance of ten percent (10%) of current year operating budget (maintenance and operation expenditures only). Adequate designations shall be maintained for all known liabilities and insurance retentions. After completion of the annual audit, if the undesignated fund balance exceeds 10%, the excess will be allocated to reserves in the following priority:

1. Insurance Retention Reserves
2. Operating Reserve
3. Capital Projects Reserve.

C. Capital Projects Reserve

Due to the capital intensive nature of the Authority's landfill operations the Authority will strive to develop a Capital Projects Reserve for the purpose of funding future capital projects in accordance with the Capital Improvements Financial Policies. After fulfilling all insurance and operating reserve requirements any undesignated funds above 10% will be allocated to the Capital Projects Reserve.

D. Use of Operating Reserve

The Operating Reserve shall be used only for its designated purpose - emergencies, non-recurring expenditures, or major capital purchases that can not be accommodated through current year savings. Should such use reduce the balance below the appropriate level set as the objective, restoration recommendations will accompany the decision to utilize said balance.

Salinas Valley Solid Waste Authority

Financial Policies

4 - CAPITAL EXPENDITURES AND IMPROVEMENTS

The Authority shall annually review the state of its capital assets, setting priorities for their replacement and renovation based on needs, funding, alternatives and availability of resources.

A. Capital Improvement Plan

The Authority shall prepare a 10-Year Capital Improvement Plan (CIP) which will detail the Authority's capital needs financing requirements. The CIP will be reviewed and approved every two (2) years before discussions of the operating budget take place. It will include budget financing for the first two years. The CAO will develop guidelines for what projects to include in the CIP. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every capital project, all operation, maintenance and replacement costs shall be fully disclosed. The CIP will be in conformance with and support the Authority's major planning documents – the Long Term Waste Management Plan and the Regional Solid Waste Facilities Environmental Impact Report (EIR).

B. Capital Improvement Budget

The CIP will be the basis for which projects will be included in the following year's budget. Appropriations will be approved annually using the following criteria:

1. Linkage with needs identified in the Authority's planning documents.
2. Cost/benefit analysis identifying all economic or financial impacts of the project.
3. Identification of available funding resources.

CIP funding will be based on the following priorities:

1. Projects that comply with regulatory requirements.
2. Projects that maintain health and safety standards.
3. Projects that maintain and preserve existing facilities.
4. Projects that replace existing facilities that can no longer be maintained.
5. Projects that improve operations.

C. Capital Expenditure Financing

Projects will be financed using the following preferred order:

1. Use current revenues;
2. Use the Capital Projects Reserve;
3. Borrow money through debt issuance.

Debt financing includes revenue bonds, certificates of obligation, lease/purchase agreements, and other obligations permitted to be issued or incurred under California law. Guidelines for assuming debt are set forth in the Debt Policy Statements.

Salinas Valley Solid Waste Authority

Financial Policies

D. Capital Projects Reserve Fund

A Capital Projects Reserve Fund shall be established and maintained to accumulate funds transferred from the undesignated fund balance. This fund shall only be used to pay for non-routine and one-time capital expenditures such as land and building purchases or construction and maintenance projects with a 10-year life. Expenditures from this Fund shall be aimed at protecting the health and safety of residents, employees and the environment, and protecting the existing assets of the Authority.

E. Capital Projects Management

The Authority will fund and manage its capital projects in a phased approach. The project phases will become a framework for appropriate decision points and reporting. The phasing will consist of:

1. Conceptual/schematic proposal
2. Preliminary design and cost estimate
3. Engineering and final design
4. Bid administration
5. Acquisition/construction
6. Project closeout

Each project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, periodically report project status and track project expenditures.

Salinas Valley Solid Waste Authority

Financial Policies

5 - DEBT

The Authority shall utilize debt financing only to provide needed capital equipment and improvements while minimizing the impact of debt payments on current revenues.

A. Use of Debt Financing

The issuance of long-term debt will be only for the acquisition of land, capital improvements or equipment.

Debt financing is not considered appropriate for current operations, maintenance expenses, or for any recurring purposes.

B. Conditions for Debt Issuance

The Authority may use long-term debt to finance major equipment acquisition or capital project only if it is established through a cost/benefit analysis that the financial and community benefits of the financing exceed the financing costs. Benefits would include, but not be limited to, the following:

1. Present value benefit: The current cost plus the financing cost is less than the future cost of the project.
2. Maintenance value benefit: The financing cost is less than the maintenance cost of deferring the project.
3. Equity benefit: Financing provides a method of spreading the cost of a facility back to the users of the facility over time.
4. Community benefit: Debt financing of the project enables the Authority to meet an immediate community need.

Debt financing will be used only when project revenues or other identified revenue sources are sufficient to service the debt.

C. Debt Structure

The Authority's preference is to issue fixed-rate, long-term debt with level debt service, but variable rate debt or other debt service structure may be considered if an economic advantage is identified for a particular project.

Bond proceeds, for debt service, will be held by an independent bank acting as trustee or paying agent.

Salinas Valley Solid Waste Authority

Financial Policies

The Authority's minimum bond rating objective for all debt issues is a Moody's and Standard & Poor's rating of A (upper medium grade). Credit enhancements will be used to achieve higher ratings when there is an economic benefit.

The Authority may retain the following contract advisors for the issuance of debt:

1. Financial Advisor - To be selected, when appropriate, by negotiation to provide financial analysis and advice related to the feasibility and structure of the proposed debt.
2. Bond Counsel - To be selected by negotiation for each debt issue.
3. Underwriters - To be selected by negotiation or competitive bid for each bond issue based upon the proposed structure for each issue.

D. Call Provisions

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the Authority. When possible, all bonds shall be callable only at par.

E. Debt Refunding

Authority staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular refunding should exceed 3.5% of the refunded maturities.

F. Interest Earnings

Interest earnings received on the investment of bond proceeds shall be used to assist in paying the interest due on bond issues, to the extent permitted by law.

G. Lease/Purchase Agreements

Over the lifetime of a lease, the total cost to the Authority will generally be higher than purchasing the asset outright. As a result, the use of lease/purchase agreements and certificates of participation in the acquisition of vehicles, equipment and other capital assets shall generally be avoided, particularly if smaller quantities of the capital asset(s) can be purchased on a "pay-as-you-go" basis.

Salinas Valley Solid Waste Authority

Financial Policies

6 - INVESTMENTS

The Authority's cash will be invested in such a manner so as to insure the absolute safety of principal and interest, meet the liquidity needs of the Authority, and achieve the highest possible yield after meeting the first two requirements.

A. Investment Policy

The Authority Treasurer is both authorized and required to promulgate a written Statement of Investment Policy which shall be presented to the Board annually.

B. Interest Earnings

Interest earned from investments shall be distributed to the operating funds from which the money was provided, with the exception that interest earnings received on the investment of bond proceeds shall be attributed and allocated to those debt service funds responsible for paying the principal and interest due on the particular bond issue.

Salinas Valley Solid Waste Authority

Financial Policies

7 - GRANTS

The Authority shall seek, apply for and effectively administer federal, state and foundation grants-in-aid that address the Authority's current priorities and policy objectives.

A. Grant Guidelines

The Authority shall apply, and facilitate the application by others, for only those grants that are consistent with the objectives and high priority needs previously identified by the Board. The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

B. Indirect Costs

The Authority shall recover full indirect costs unless the funding agency does not permit it. The Authority may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

C. Grant Review

All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the Authority's policy objectives. Departments shall seek Board approval prior to submission of a grant application. Should time constraints under the grant program make this impossible, the department shall obtain approval to submit an application from the CAO and then, at the earliest feasible time, seek formal Board approval. If there are cash match requirements, the source of funding shall be identified prior to application. An annual report on the status of grant programs and their effectiveness shall also be prepared.

D. Grant Program Termination

The Authority shall terminate grant-funded programs and associated positions when grant funds are no longer available unless alternate funding is identified.

Salinas Valley Solid Waste Authority

Financial Policies

8 - CLOSURE FUNDING

The Authority shall properly fund all closure and postclosure costs in accordance with CIWMB requirements.

A. Closure Funding

In accordance with CIWMB requirements, the Authority shall annually set aside sufficient funds to fully fund all accrued closure costs liability. These funds will be held in a separate Closure Fund restricted specifically for this purpose.

B. Postclosure Funding

In accordance with the Financial Assurances, the Authority shall fund postclosure costs from future revenues when those costs are incurred. The Authority will not pre-fund postclosure costs in its operating budget. The Authority has entered into Pledge of Revenue with the CIWMB for this purpose.

C. Closure Funding Calculations

The Authority shall, as part of the budget process, annually recalculate the closure costs on a per ton basis. Funds will be transferred on a monthly basis to the Closure funds based on tonnage land-filled. Post closure expense incurred as a result of current fiscal year solid waste disposal will be recorded as an expense on the Authority's financial statements with a corresponding liability.

Salinas Valley Solid Waste Authority

Financial Policies

9 - FISCAL MONITORING

Authority staff shall prepare and present to the Board regular reports that analyze, evaluate and forecast the Authority's financial performance and economic condition.

A. Financial Status and Performance Reports

Monthly reports comparing expenditures and revenues to current budget, noting the status of fund balances, and outlining any remedial actions necessary to maintain the Authority's financial position shall be prepared for review by the Board.

B. Five-year Forecast of Revenues and Expenditures

A five-year forecast of revenues and expenditures, to include a discussion of major trends affecting the Authority's financial position, shall be prepared in anticipation of the annual budget process. The forecast shall also examine critical issues facing the Authority, economic conditions, and the outlook for the upcoming budget year. The document shall provide insight into the Authority's financial position and alert the Board to potential problem areas requiring attention.

C. Semi-Annual Status Report on Capital Projects

A summary report on the contracts awarded, capital projects completed and the status of the Authority's various capital projects will be prepared at least semi-annually and presented to the Board.

D. Compliance with Board Policy Statements

The Financial Policies will be reviewed annually by the Board and updated, revised or refined as deemed necessary. Policy statements adopted by the Board are guidelines, and occasionally, exceptions may be appropriate and required. However, exceptions to stated policies will be specifically identified, and the need for the exception will be documented and fully explained.

Salinas Valley Solid Waste Authority

Financial Policies

10 - ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

The Authority's accounting, auditing and financial reporting shall comply with prevailing local, state, and federal regulations, as well as current professional principles and practices as promulgated by authoritative bodies.

A. Conformance to Accounting Principles

The Authority's accounting practices and financial reporting shall conform to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

B. Popular Reporting

In addition to issuing a comprehensive annual financial report (CAFR) in conformity with GAAP, the Authority shall supplement its CAFR with a simpler, "popular" report designed to assist those residents who need or desire a less detailed overview of the Authority's financial activities. This report should be issued no later than six months after the close of the fiscal year.

Salinas Valley Solid Waste Authority

Financial Policies

11 - INTERNAL CONTROLS

The Authority shall establish and maintain an internal control structure designed to provide reasonable assurance that Authority assets are safeguarded and that the possibilities for material errors in the Authority's financial records are minimized.

A. Proper Authorizations

Procedures shall be designed, implemented and maintained to ensure that financial transactions and activities are properly reviewed and authorized.

B. Separation of Duties

Job duties will be adequately separated to reduce, to an acceptable level, the opportunities for any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of assigned duties.

C. Proper Recording

Procedures shall be developed and maintained that will ensure financial transactions and events are properly recorded and that all financial reports may be relied upon as accurate, complete and up-to-date.

D. Access to Assets and Records

Procedures shall be designed and maintained to ensure that adequate safeguards exist over the access to and use of financial assets and records.

E. Independent Checks

Independent checks and audits will be made on staff performance to ensure compliance with established procedures and proper valuation of recorded amounts.

F. Costs and Benefits

Internal control systems and procedures must have an apparent benefit in terms of reducing and/or preventing losses. The cost of implementing and maintaining any control system should be evaluated against the expected benefits to be derived from that system.

Salinas Valley Solid Waste Authority

Financial Policies

12 - OPERATING BUDGET

The Authority's operating budget will implement the policy decisions of the Board. It will provide a clear picture of the Authority's resources and their use.

A. Budget Format

The budget shall provide a complete financial plan of all Authority funds and activities for the ensuing fiscal year and shall be in such form as the Chief Administrative Officer deems desirable or that the Board may require.

The budget shall begin with a clear general summary of its contents. It shall show in detail all estimated revenues, all carry-over fund balances and reserves, and all proposed expenditures, including debt service, for the ensuing fiscal year.

The total of proposed expenditures shall not exceed the total of estimated revenues plus the un-appropriated fund balance, exclusive of reserves, for any fund.

The budget will be organized on a program/service level format.

The budget development process will include the identification and evaluation of policy options for increasing and decreasing service levels.

B. Estimated Revenues

The Authority will annually update its revenue forecast to enhance the budgetary decision-making process.

In its budget projections, the Authority will attempt to match current expense to current revenue. If it becomes apparent that revenue shortfalls will create a deficit, efforts will be made first to reduce the deficiency through budgetary reductions.

If appropriate reductions are insufficient, the Board may decide, on an exception basis, to use an appropriate existing reserve, which is in excess of minimum reserve requirements.

C. Appropriations

In evaluating the level of appropriations for program enhancements, or reductions, the Authority will apply the following principles in the priority order given:

1. Essential services, which provide for the health and safety of residents will be funded to maintain current dollar levels.
2. The budget will provide for adequate ongoing maintenance of facilities and equipment.
3. Appropriations for program enhancements or reductions will be evaluated on a case-by-case basis rather than across the board.

Salinas Valley Solid Waste Authority

Financial Policies

4. When reductions in personnel are necessary to reduce expenditures, they shall be consistent with the Authority Board's established service level priorities and, when possible, shall be accomplished through normal attrition.
5. Programs, which are self-supported by special revenues or fees, shall be separately evaluated.

Prior to the Authority Board making any supplemental appropriation, the CAO or Finance Manager shall certify that funds in excess of those estimated in the budget are available for appropriation. Any such supplemental appropriations shall be made for the fiscal year by Board action up to the amount of any excess.

Appropriations may be reduced any time during the fiscal year by the Authority Board upon recommendation of the CAO. When appropriation reductions are recommended, the CAO shall provide specific recommendations to the Board, indicating the estimated amount of the reduction, any remedial actions taken, and recommendations as to any other steps to be taken.

The CAO may transfer appropriations between divisions, and division managers may transfer appropriations between programs and accounts within their individual divisions, but only the Board by resolution may appropriate funds from reserves or fund balances.

All appropriations, except for Capital Improvement Program and Grant Programs appropriations, shall lapse at the end of the fiscal year to the extent that they have not been expended or encumbered. An appropriation in the Capital Improvement Program shall continue in force until expended, revised, or cancelled.

The Authority will endeavor to budget an appropriated contingency account in all Divisions operating budget equal to one percent of the total Operating Budget to meet changing operational requirements during the fiscal year.

Salinas Valley Solid Waste Authority

Financial Policies

13 - CAPITAL ASSETS

The Authority will capitalize all capital assets in accordance with Generally Accepted Accounting Principles so as to maintain proper control of all capital assets.

A. Overview – The Finance Division will maintain a capital asset management system that will meet external financial reporting requirements and the needs of the Authority in line with these policies.

1. Capital assets are recorded as expenditures in governmental funds at the time the assets are received and the liability is incurred. These assets will be capitalized at cost on the government wide financial statements. Enterprise fixed assets are recorded as assets within the fund when purchased and a liability is incurred.
- i. GASB 34 defines Capital Assets as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
- ii. GASB 34 defines Infrastructure Assets as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. Buildings that are an ancillary part of a network of infrastructure assets are included.

The Authority uses the most current edition of GOVERNMENTAL ACCOUNTING, AUDITING, AND FINANCIAL REPORTING (GAAFR) published by the Government Finance Officers Association (GFOA) as its authoritative guide in setting policy and establishing accounting procedures regarding capital assets.

B. Capitalization – Generally all capital assets with an original cost of \$25,000 or more will be capitalized (recorded as an asset on the balance sheet versus expensing the item). Infrastructure Assets with an original cost of \$150,000 or more will be capitalized. This capitalization policy addresses financial reporting, not control. The Authority follows the GFOA recommended practices for establishing capitalization thresholds. Specific capitalization requirements are described as follows:

1. The asset must cost \$25,000 or more.
2. The asset must have a useful life of two (2) or more years.
3. The capitalization threshold is applied to individual units of capital assets rather than groups. For example, ten items purchased for \$10,000 each will not be capitalized even though the total (\$100,000) exceeds the threshold of \$25,000.
4. For purposes of capitalization, the threshold will generally not be applied to components of capital assets. For example a keyboard, monitor and central processing unit purchased as components of a computer system will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single asset. The capitalization threshold will be applied to a network if all component parts are required to make the asset

Salinas Valley Solid Waste Authority

Financial Policies

functional.

5. Repairs to existing capital assets will generally not be subject to capitalization unless the repair extends the useful life of the asset. In this case the repair represents an improvement and is subject to the requirements described number 6 below.
6. Improvements to existing capital assets will be presumed by definition to extend the useful life of the related capital asset and therefore will be subject to capitalization if the cost exceeds \$5,000.
7. Capital projects will be capitalized as "construction in progress" until completed. Personal computers will not be capitalized:

C. Leased Assets-

Operating leased assets are usually short term and cancelable at anytime. The recording of an operating lease as a fixed asset is not required because the item is not purchased.

Capital leases will be capitalized if one or more of the following criteria are met and the chance of cancellation is low:

- a. Ownership is transferred by the end of the lease term
- b. The lease contains a bargain purchase option
- c. The lease term is greater than or equal to 75 percent of the asset's service life
- d. The present value of the minimum lease payment is greater than or equal to ninety percent (90%) of the fair market value of the asset at the inception of the lease.

Capital lease items are capitalized at the beginning of the lease period, regardless of when the title transfers. Capital leases are recorded at net present value of lease payments.

- D. Capital Asset Recording - It is the responsibility of the Finance Division to record, monitor and inventory all fixed assets. Each division will assign appropriate staff members to respond to verification, inventories, and filling out the necessary forms for recording transfers, dispositions or retired fixed assets.

- E. Acquisition of Capital Assets - Fixed assets may be acquired through direct purchase, lease-purchase or capital lease, construction, eminent domain, donations, and gifts.

When a capital asset is acquired the funding source will be identified.

If funds are provided by a specific funding source, a record will be made of that specific source such as:

- ❖ Bond Proceeds
- ❖ State Grants

- F. Measuring the Cost and/or Value - Capital assets are recorded at their "historical cost", which is the original cost of the assets. Donations accepted by the Authority will be valued at the fair market value at the time of donation. Costs include purchase price (less discounts) and any other reasonable and necessary costs incurred to place the asset in its intended location and prepare it for service. Costs could include the following:

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Sales Tax
Freight charges
Legal and title fees
Closing costs
Appraisal and negotiation fees
Surveying fees
Land-preparation costs
Demolition costs
Relocation costs
Architect and accounting fees
Insurance premiums and interest costs during construction

- G. Establishing Cost in the Absence of Historical Records - According to the GASB 34, an estimate of the original cost is allowable. Standard costing is one method of estimating historical cost using a known average installed cost for a like unit at the estimated date of acquisition. Another recognized method is normal costing wherein an estimate of historical cost is based on current cost of reproduction new indexed by a reciprocal factor of the price increase of a specific item or classification from the appraisal date to the estimated date acquired. When necessary the Authority will use whichever method gives the most reasonable amount based on available information.
- H. Recording Costs Incurred After Acquisition - Expenditures/expenses for replacing a component part of an asset are not capitalized. However, expenditures/expenses that either enhance a capital asset's functionality (effectiveness or efficiency), or that extend a capital asset's expected useful life are capitalized. For example, periodically slurry sealing a street would be treated as a repair (the cost would not be capitalized), while an overlay or reconstruction would be capitalized. Adding a new lane constitutes an addition and would therefore also be capitalized.
- I. Disposition or Retirement of Fixed Assets - It is the Authority's policy that divisions wishing to dispose of surplus, damaged or inoperative equipment must notify the Finance Division.
- The Authority will conduct public auctions, as necessary, for the purpose of disposing of surplus property. Auctions will be conducted by the Finance Division. The original cost less depreciation will then be removed from the Authority's capital asset management system.
- J. Transfer of Assets - The transfer of fixed assets between divisions requires notification to the Finance Department.
- K. Depreciation - In accordance with GASB Statement No. 34 the Authority will record depreciation expense on all capital assets, except for inexhaustible assets.
- The Authority will use straight-line depreciation using the half-year convention or mid month as appropriate. Depreciation will be calculated for half a year in the year of acquisition and the year of disposition. Depreciation will be calculated over the estimated useful life of the asset.
- L. Recommended Lives - The Authority follows GFOA Recommended Practices when establishing recommended lives for capitalized assets. In accordance with GASB 34 the Authority will rely on "general guidelines obtained from professional or industry organizations." In particular the Authority will rely on estimated useful lives published by GFOA. If the life of a particular asset is estimated to be different than these guidelines, it

Salinas Valley Solid Waste Authority

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may be changed. The following is a summary for the estimated useful lives:

<u>Asset Class</u>	<u>Useful Life</u>
Buildings	20 to 50 years
Improvements	15 to 45 years
Infrastructure	20 to 50 years
Equipment and Machinery	5 to 20 years

- M. Control of Assets – In accordance with GFOA Recommended Practice the Authority will exercise control over the non-capitalized tangible capital-type items by establishing and maintaining adequate control procedures at the division level. The Authority's capitalization threshold of \$5,000 meets financial reporting needs and is not designed for nor particularly suited to maintain control over lower cost capital assets. It is the responsibility of each division to maintain inventories of lower-cost capital assets to ensure adequate control and safekeeping of these assets.
- N. Maintenance Schedules - The Authority shall develop and implement maintenance and replacement schedules with a goal of maximizing the useful life of all assets. The schedules shall include estimates of annual maintenance and/or replacement funding required for each asset.
- O. Maintenance Funding - The Authority shall identify specific sources of funds for the annual maintenance or replacement of each asset. Whenever possible, the maintenance or replacement funding shall be identified from a source other than the Authority General Fund. The Authority shall endeavor to set aside, on an annual basis, one and one-half percent (1½%) of its Operating Budget to provide for on-going maintenance and required replacement of assets that cannot be reasonably funded from other sources.
- Q. Inventorying – The Authority will follow the GFOA recommended practice of performing a physical inventory of its capitalized capital assets, either simultaneously or on a rotating basis, so that all capital assets are physically accounted for at least once every five years.
- R. Tagging – The Authority will tag only moveable equipment with a value of \$5,000 or higher. Rolling stock items will not be tagged. They will be identified by the VIN number. The Finance department will be responsible for tagging equipment.

SALINAS VALLEY SOLID WASTE AUTHORITY
FINANCE POLICIES REPORT CARD
Based on 2012 Policies

Policy Item	Description	Compliance			Comments
		Yes	No		
1 - REVENUES					
A. User Fees	Recover full direct and indirect costs	✓			
B. Tipping Fees	For operations, debt and CIP	✓			Should include depreciation
C. One-Time Revenues	For one-time expenditures	✓			
D. Revenue Estimates	Conservative analytical approach	✓			
E. Revenue Collection and Administration	Pursue full extent allowed by law	✓			
2 - EXPENDITURES					
A. Current Funding Basis	Expenditures budgeted not to exceed revenues	✓			
B. Avoidance of Operating Deficits	Avoid operating deficits	✓			
C. Maintenance of Capital Assets	Maintain sufficient levels to protect investments	✓			
D. Periodic Program Reviews	Periodic reviews of program efficiencies	✓			
E. Purchasing	Maximize discounts & use competitive bidding	✓			
3 – FUND BALANCE/RESERVES					
A. Operating Reserve	15% of operating expenditures, less debt		✓		Should be \$1.8 M
B. Undesignated Fund Balance	Maintain 10% of operating budget		✓		Should be \$1.2 M
C. Capital Projects Reserve	For future capital projects	✓	✓		\$6.5 M in Expansion Fund; \$2.3 M for Johnson Cyn. Road
D. Use of Operating Reserve	For designated purposes only	✓			
4 – CAPITAL EXPENDITURES AND IMPROVEMENTS					
A. Capital Improvement Plan	Prepare a 10-Year capital needs financial requirement		✓		Needs to be updated
B. Capital Improvement Budget	Budget based on Financial Policies criteria	✓			
C. Capital Expenditure Financing	Use current revenue, CIP reserves, borrowing money	✓			Need to increase current revenue funds
D. Capital Projects Reserve Fund	Accumulate funds for capital expenditures		✓		
E. Capital Projects Management	Use 6 phasing criteria (See Financial Policies)	✓			Improve Reporting

SALINAS VALLEY SOLID WASTE AUTHORITY
FINANCE POLICIES REPORT CARD
Based on 2012 Policies

Policy Item	Description	Compliance			Comments
		Yes	No		
5 – DEBT					
A. Use of Debt Financing	Only for acquisition of land, capital improvements or equipment	✓			
B. Conditions of Debt Issuance	Established through a cost/benefit analysis	✓			
C. Debt Structure	Prefer fixed-rate, long-term, level debt service	✓			
D. Call Provisions	As short as possible with lowest interest	✓			
E. Debt Refunding	Monitor bond market for 3.5% PV savings	✓			
F. Interest Earnings	Use to pay interest due on bond issues	✓			
G. Lease/Purchase Agreements	Generally avoided	✓			
6 – INVESTMENTS					
A. Investment Policy	Presented annually to the Board	✓			
B. Interest Earnings	Allocated to each fund	✓			
7 – GRANTS					
A. Grant Guidelines	Apply & facilitate as identified by the Board	✓			
B. Indirect Costs	Recover unless not permitted	✓			
C. Grant Review	Grant submittals require analysis of cash match, impact on operating budget, Board objectives	✓			
D. Grant Program Termination	When funds are no longer available	✓			
8 – CLOSURE FUNDING					
A. Closure Funding	Fully fund accrued liability	✓			
B. Postclosure Funding	Fund from future revenues	✓			Should consider prefunding
C. Closure Funding Calculations	Annually recalculated on a per ton basis	✓			

SALINAS VALLEY SOLID WASTE AUTHORITY
FINANCE POLICIES REPORT CARD
Based on 2012 Policies

Policy Item	Description	Compliance			Comments
		Yes	No		
9 – FISCAL MONITORING					
A. Financial Status and Performance Reports	Monthly reports comparing expenditures & revenues to budget	✓			
B. Five-year Forecast of Revenues and Expenditures	Examine critical issues, economic conditions & outlook of upcoming budget	✓			Change from annual to biannual
C. Semi-Annual Report on Capital Projects	Report on the contracts awarded, capital projects completed and status		✓		Need to prepare report timely
D. Compliance and Board Policy Statements	Review annually by the Board and updated, revised or refined as necessary		✓		Will become an annual exercise
10 – ACCOUNTING, AUDITING AND FINANCIAL REPORTING					
A. Conformance to Accounting Policies	Follow Generally accepted accounting principles (GAAP) promulgated by Governmental Accounting Standards Board (GASB)	✓			
B. Popular Reporting	Issue a comprehensive annual financial report (CAFR) supplemented by a simpler, “popular” report for detailed overview		✓		Will work on preparing CAFR and Popular Report
11 – INTERNAL CONTROLS					
A. Proper Authorizations	Procedures designed, implemented and maintained	✓			
B. Separation of Duties	Adequate separation of duties	✓			
C. Proper Recording	Procedures to ensure accurate records	✓			
D. Access to Assets and Records	Maintain adequate procedures	✓			
E. Independent Checks	On staff performance to ensure compliance		✓		Don’t know what this means
F. Costs and Benefits	Cost should not exceed benefit of precedures	✓			
12 – OPERATING BUDGET					
A. Budget Format	Provide a complete and clear financial plan	✓			Working on improving
B. Estimated Revenues	Update projections annually	✓			Reviewed monthly
C. Appropriations	Evaluate based on financial policies	✓			

SALINAS VALLEY SOLID WASTE AUTHORITY
FINANCE POLICIES REPORT CARD
Based on 2012 Policies

Policy Item	Description	Compliance			Comments
		Yes	No		
13 – CAPITAL ASSETS					
A. Overview	Will meet external financial reporting requirements	✓			
B. Capitalization	Original cost \$25,000 or more	✓			
C. Leased Assets	Short-term and cancelable at any time	✓			
D. Capital Asset Recording	Record, monitor and inventory all fixed assets	✓			
E. Acquisition of Capital Assets	Direct purchase, lease-purchase or capital lease, construction, eminent domain, donations and gifts	✓			
F. Measuring the Cost and/or Value	Capital assets recorded at their “historical cost”, donations at fair market value	✓			
G. Establishing Cost in the Absence of Historical Records	According to GASB34 standard costing or normal costing are methods used	✓			
H. Recording Costs Incurred After Acquisitions	Replacing component parts are not capitalized. Enhancement of an asset’s functionality or extends its life are capitalized.	✓			
I. Disposition or Retirement of Fixed Assets	Notify Finance Department. Utilize public auctions	✓			
J. Transfer of Assets	Notification to Finance Department	✓			
K. Depreciation	GASB 34 – record expense on all capital assets, except inexhaustible assets	✓			
L. Recommended Lives	Follow GFOA Recommended Practices	✓			
M. Control of Assets	In accordance with GFOA Recommended Practice	✓			
N. Maintenance Schedules	Develop and maintain schedules to maximize the useful life of all assets	✓			
O. Maintenance Funding	Identify specific source funds for maintenance or replacement of assets	✓			
P. Inventorying	Follow GFOA Recommended Practice	✓			
Q. Tagging	Only moveable equipment valued at \$5,000 or higher	✓			

SVSWA Agenda Items - View Ahead

Item No. 5

2013

	21-Feb	21-Mar	18-Apr	16-May	20-Jun	19-Jul Retreat
1	Minutes	Minutes	Minutes	Minutes	Minutes	RETREAT STRATEGIC PLAN GOALS & 6-MONTH OBJECTIVES REVIEW
2	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)	
3	QTE December Tonnage & Diversion Report	Vision Services Amend 1	QTE March Cash & Investments	QTE March Tonnage & Diversion Reports	FY Investment Policy (EC)	
4	Mid-Year Budget Adjustments (EC)	Strategic Plan Monthly Progress Report	Strategic Plan Monthly Progress Report	Strategic Plan Monthly Progress Report	Management MOU	
5	Ratify JC Ameresco Amend 2	Annual SSTS Report			Non-management MOU	
6	Strategic Plan Monthly Progress Report	Public Hearing to Adopt New Rates & Budget			Strategic Plan Monthly Progress Report	
7	Employee Survey Results					
8	Public Outreach Policy (cont.)					
9	Intro Ord No. 10 Local Suppliers Preference					
10	<ul style="list-style-type: none"> •Financial Pol (EC) •5-Yr Forecast •13-14 Op Bdgt •13-14 CIP Bdgt •Rate Increase 					
11	<i>Real Property GM Performance (EC)</i>					

Consent

Presentation

Consideration

Closed Session

[Other] (Public Hearing, Recognition, Informational, etc.)

(EC) Executive Committee