

Salinas, California
May 12, 2010 ~~June 25, 1990~~

TERMS OF REFERENCE
MONTEREY COUNTY INTEGRATED WASTE MANAGEMENT TASK FORCE

CONVENING THE TASK FORCE

The Monterey County Integrated Waste Management Task Force (~~CTF~~) (Task Force) was established by a Resolution of the Monterey County Board of Supervisors on February 27, 1990. This action was in compliance with the California Integrated Waste Management Act of 1989 (AB 939, Sher). ("Act") and specifically, Public Resources Code § 40950. ~~Relevant sections of the Act and of Regulations established under the Act are attached.~~

PURPOSE

The Task Force is established by the Board of Supervisors and the City Councils to ensure a coordinated and cost effective county-wide recycling system; to identify solid waste management issues of county-wide concern; to determine the need for waste collection systems, waste processing facilities, waste disposal systems and marketing strategies to serve the cities and the county; and to facilitate development of county-wide strategies for marketing of recyclable and compostable materials. The Task Force shall develop goals and recommend policies consistent with State law and regulations as appropriate to Monterey County. Wherever possible the Task Force shall act as a forum for resolution of conflicts and inconsistencies between the waste management plans and operations of the various jurisdictions. The Task Force will provide technical guidance to the jurisdictions to assist in the preparation of the required Siting and Source Reduction/Recycling Elements and will review and comment on draft documents before they are submitted to the ~~California Integrated Waste Management Board~~ California Department of Resources Recycling and Recovery.

MEMBERSHIP AND OFFICERS

The Task Force is made up of the following ~~29~~ members representing various interests as follows:

- 1 Member representing each incorporated ~~the City Council of each incorporated City in~~ in Monterey County;
- 2 Members representing each waste collection franchise in the County, representing the Waste Collection industry;
- 1 Member representing the Monterey Regional Waste Management District;
- 1 Member representing the Salinas Valley Solid Waste Authority;

~~1 Member representing the Associated Monterey Bay Area Governments;~~

1 Member representing Environmental Organizations;

1 Member of the general public representing each of the five Supervisorial Districts of Monterey County (~~5 members in all~~);

~~1 Member representing Military Organizations~~

1 Member representing the Recycling industry;

1 Member representing the Agricultural industry;

1 Member representing the Monterey Bay Business Council;

1 Member representing the Monterey County Health Department (Local Enforcement Agency); and, ~~Members representing Monterey County Departments, one from each of the following;~~

~~—Health Department, Division of Environmental Health~~

~~—Planning and Building Inspection Department~~

~~—Public Works Department~~

~~—County Administrative Office, Intergovernmental Division.~~

1 Member representing the Pebble Beach Community Services District

Members shall be nominated by the organization represented and confirmed by a resolution of the Monterey County Board of Supervisors. Those members representing each of the five County Supervisorial Districts and ~~General Public or Environmental Organizations~~ ~~Interests~~ shall be nominated by a member of the Board of Supervisors and confirmed by a resolution of the Board of Supervisors. Members may designate an alternate by written notice to the Secretary, such alternate to have the member's authority to attend meetings and vote in place of the member. Members or alternates are expected to attend the meetings and participate in the work of the Task Force. If a member is not present or represented for three of any six consecutive meetings, the Chair shall notify the member's sponsor in writing requesting a replacement.

The officers of the Task Force are to be a Chair, Vice-Chair and Secretary. The Secretary will be the member representing the County Health Department. The Chair and Vice-Chair shall serve for a term of two years and may serve up to three consecutive terms. The initial term of the Vice Chair shall be one year to establish a staggered end date for the terms of the Chair and Vice-Chair. As an officer approaches the end of his or her two-year term, the Chair shall appoint a Nominating Committee of ~~four~~ three members, to include a representative of a city, ~~a representative of the general public,~~ a County

representative and a ~~fourth~~ third member, chosen from members representing other than the groups which supply the other ~~three~~ two members. The Nominating Committee will prepare a slate with one or more candidates for each office; will assure that each nominee is prepared to serve if elected; and will prepare a form of written ballot, allowing space for writing in the names of nominees from the floor. The election will be held at a regularly scheduled meeting and members will be allowed to nominate candidates from the floor. If such nomination is seconded, the candidate's name shall be written into the ballot, except that the candidate must be present at the meeting, or the nominating member must present the candidate's affidavit indicating willingness to serve. Ballots will be collected and tallied by the Nominating Committee. Election is by simple majority of members present, and run-offs between two candidates receiving the most votes may be necessary and will be conducted then and there. Nominating Committee will deliver the tally and all ballots to the Secretary for confirmation and announcement of results.

The duties of the Officers are as follows:

- Chair: Plan and schedule meetings of the Task Force;
- Preside over meetings in accordance with the Ralph M. Brown Act and using established rules of order;
- Delegate tasks to members and officers to assure timely resolution of matters arising;
- Represent the Task Force before the Monterey County Board of Supervisors or other State or Local Government bodies as appropriate.
- Establish and coordinate Subcommittees of the ~~CTF~~ Task Force.
- Vice-Chair: To serve in place of Chair when Chair is absent;
 To undertake special assignments on behalf of Chair.
- Secretary: To provide staff services to the Task Force to assure timely production of agendas, notices of meetings, minutes and correspondence;
- To advise the Task force in connection with coordinating its activities with Monterey County;
- To prepare reports and recommendations by the Task Force in such form to assure efficient consideration and action by the Monterey County Board of Supervisors.

To maintain formal or informal relationships with the California Department of Resources Recycling and Recovery (CalRecycle) ~~California Department of California Integrated Waste Management Board~~ and to provide Task Force members with timely information about CalRecycle activities.

MEETINGS

Meetings shall be noticed and conducted in accordance with the Ralph M. Brown Act (Government Code §54950 et seq.). Meetings shall be scheduled upon the call of the Chair. Meetings shall be held a minimum of once during each calendar year. The regular meeting location shall be rotated among the government agency members. Meetings may also be demanded by written petition signed by five or more members, such petition to be delivered to the Chair. The Chair will then be obligated to call a meeting within 21 calendar days after the receipt of the petition.

Written notices of regular meetings shall be ~~mailed~~ distributed to members ten or more calendar days in advance of the meeting. ~~For this purpose~~ For the purpose of mailing notices to members, the mailing of minutes which establish the date and time for the meeting is considered appropriate notice. Agendas shall be ~~mailed~~ distributed five or more calendar days in advance of the meeting. Items requiring Task Force action shall be included in the Agenda. All meetings are open to the public and agendas will provide an opportunity for public comment to be limited to three minutes per person requesting an opportunity to be heard. Notices of regular meetings and agendas shall be ~~mailed out~~ distributed to the media at least five days in advance of each meeting. Written minutes of meetings ~~Meetings shall be recorded on audio tape and~~ shall be distributed to members within 14 calendar days after the meeting.

QUORUM AND AUTHORITY

A meeting duly called can conduct the business of the Task Force so long as one officer, one representative from the Salinas Valley Solid Waste Authority, one representative from the Monterey Regional Waste Management District, one representative from three cities and one representative from the Monterey County Health Department (LEA) are present. A representative from the Pebble Beach Community Services District may substitute for one of the three city representatives necessary for a quorum. ~~and one representative each from a city, from the county and from the general public are present.~~ Actions will be by majority of members present, except any change proposed for these Terms of Reference shall be voted by written ballot ~~mailed out~~ distributed to all members. ~~In the case of a limited quorum, the Chair or presiding officer may call for an electronic ballot to decide time sensitive issues or other issues of significance.~~

The ballot shall specify a closing date, not less than 14 calendar days after distribution. A two-thirds majority of ballots returned will provide authority for recommending the change in Terms of Reference for approval by the County Board of Supervisors and the City Councils. Task Force actions may recommend the expenditure of public funds, but

the appropriation and use of such funds is reserved to the authorized County and City bodies.

SUBCOMMITTEES

The Task Force may establish subcommittees to perform necessary investigative and staff work. Chair and membership of each subcommittee shall be appointed by the Task Force Chair.

~~Functions of the subcommittees are as follows:~~

~~_____ A. _____ Administrative Subcommittee~~

- ~~1. Develop cooperative agreement between county and cities for implementation of AB 939.~~
- ~~2. Develop operating by laws and procedures for Task Force.~~
- ~~3. Serve as personnel committee for Task Force.~~
- ~~4. Determine staffing needs and costs for Task Force assignment.~~
- ~~5. Determine financing needs for Task Force assignment and recommend appropriate financing methods.~~
- ~~6. Work with all funding agencies and sources of financing to obtain necessary funding.~~
- ~~7. Responsible for the preparation and administration of any grant proposals for financing.~~
- ~~8. Serve as fiscal agent of Task Force in coordination with County.~~
- ~~9. Perform other assignments as assign by Chair.~~

~~B. Plan Subcommittee~~

- ~~1. Develop work program for preparation of required elements.~~
 - ~~2. Gather basic data for preparation of base information.~~
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