

MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY

AB 939 LOCAL TASK FORCE

Wednesday, March 3, 2010
Suite 200-A Conference Room
65 Mitchell Blvd., San Rafael

8:30 -10:00 AM

AGENDA

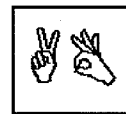
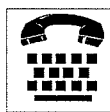
Call to Order.

- 1) Open Time for Public Comment.
- 2) Approval of the February 3, 2010 JPA Local Task Force Minutes (Action – 5 Minutes).
- 3) Legislative Platform Update (Discussion/Action – 30 minutes).
- 4) Comparison of Municipalities' Local Task Force Codes and Bylaws (Discussion – 25 Minutes).
- 5) Zero Waste Feasibility Study Implementation Update. (Discussion/Action – 30 Minutes)
- 6) Adjourn.

Next LTF Meeting will be held on April 7, 2010 at 8:30 AM.
Next Executive Committee Meeting will be held on April 14, 2010.
Next JPA Board Meeting will be held on May 27, 2010.

The full agenda including staff reports can be viewed at
www.marinrecycles.org/mins_agendas.cfm

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Contact the County's Waste Management Division, at 499-6647 for more information

**MARIN COUNTY HAZARDOUS & SOLID WASTE
MANAGEMENT JOINT POWERS AUTHORITY**

AB 939 Local Task Force Meeting
Wednesday, February 3, 2010
Suite 200-A Conference Room
65 Mitchell Blvd., San Rafael

MINUTES

MEMBERS PRESENT

Patricia Garbarino, Marin Sanitary
Matt McCarron, Novato
Jon Elam, Tamalpais CSD
Tamara Hull, Sustainable San Rafael
Tania Levy, Unincorporated Area
Loretta Figueroa, Almonte Sanitary District
Tom Gaffney, Ross Valley Cities
David Haskell, Sustainable Marin
Steve McCaffrey, Redwood Empire Disp.

STAFF PRESENT

Michael Frost, JPA Staff
Alex Soulard, JPA Staff
Eric Lueder, JPA Staff

OTHERS PRESENT

Roger Roberts, Marin Conserv. League
Dee Johnson, Novato Sanitary District

MEMBERS ABSENT

Greg Christie, Bay Cities (Alternate)
Terry Cosgrove, San Rafael
Ramin Khany, Redwood Landfill
Trip Allen, Sierra Club

Call to Order. The Local Task Force (LTF) meeting came to order at 8:33 AM.

1. Approval of the December 2, 2009 JPA Local Task Force Minutes. M/s Figueroa, Hull to approve the December 2, 2009 meeting minutes. Motion approved unanimously.
2. Appointment of Local Task Force Chair. Staff reported that Tom Gaffney had requested the Local Task Force elect a new member for the office of Chair. At the December 2009 Local Task Force meeting Jon Elam was nominated as Chair. M/s McCarron, Gaffney to appoint Jon Elam as the Local Task Force Chair and Tamara Hull as the Vice-Chair. The motion was approved unanimously.
3. Legislative Platform Update. Jon Elam reported that after initial discussion regarding drafting the Legislative Platform he circulated the County's Legislative Platform, which is valuable to incorporate when drafting the JPA's Platform. Staff reiterated that the purpose of a legislative platform is to allow staff to send letters of support for bills and issues that the JPA has already agreed to support without requiring Board approval for individual bills. The Task Force agreed that the Legislative Platform Subcommittee

would meet one more time, an invitation will be sent to all LTF Members. The Subcommittee will report back to the LTF at the March Meeting.

4. Local Task Force Meeting Frequency. The Chair stated that the LTF had 12 scheduled meetings in 2009 and only 7 occurred due to attendance issues. The chair asked the LTF if they would like to commit to holding monthly meetings or move to every other month. David Haskell stated that the LTF needs a clearer definition of how they operate and needs to focus on how agendas are set instead of how often the group meets. The Chair stated that either himself or the Vice Chair could be contacted along with staff to have items placed on LTF Agendas. The Local Task Force members agreed to continue monthly meetings.
5. Local Task Force Meeting Attendance and Membership Requests. The Task Force discussed the attendance of LTF members and discussed how members are elected. Staff stated that the special district members and hauler members are elected by the JPA Board. Several members commented that Judy Schriebman has provided a great amount of input to LTF discussions. Patty Garbarino pointed out that Steve McCaffrey has attended the majority of meetings and recommended making his alternate position a regular position on the task force. M/s, Hull, Haskell to request the JPA Board consider adding Judy Schriebman to the Local Task Force as an additional Special District Seat and change Steve McCaffrey's position from an alternate to a regular member position. The motion was unanimously approved.
6. Open Time. Staff reported that the JPA Board accepted the Zero Waste Feasibility Study at their January 28, 2010 Meeting and established an ad hoc subcommittee of the JPA on Zero Waste including Michael Frank, Ken Nordhoff, Debbie Stutsman, and George Rodericks. The Zero Waste Subcommittee will be in charge of prioritizing programs and developing a matrix of costs for each program recommended in the Zero Waste Feasibility Study. Task Force Members asked if there were programs they could recommend now and asked how the tipping fee would change if they were implemented. The Chair stated that they should wait for clear direction from the JPA Board. David Haskell made a motion to set up a subcommittee to advise the JPA on priorities of the Zero Waste Study. The chair stated that it is too soon to set up a subcommittee when the LTF has no direction from the JPA Board. A subcommittee could be established following JPA direction. The Chair requested Zero Waste be placed on the next agenda, along with a report on Task Force Bylaws and Codes of Practice for other Municipalities.
7. Adjourn. – Next meeting scheduled for March 3, 2010 at 8:30am

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
George Rodericks

Date: March 3, 2010

Corte Madera:
David Bracken

To: Local Task Force Members

County of Marin:
Matthew Hymel

From: Alex Soulard

Fairfax:
Michael Rock

Re: Legislative Platform Update

Larkspur:
Robert Sinnott

At their October 21, 2009 meeting the Executive Committee directed the Local Task Force to develop a Legislative Platform for presentation to the JPA Board.

Mill Valley:
Wayne Bush

Several members of the LTF met informally in November to discuss the development of the platform. Again the issue was discussed at the December and February LTF Meetings in which the LTF decided to base the platform on San Francisco's own Legislative Platform.

Novato:
Michael Frank

Ross:
Gary Broad

On February 17, 2010 a subcommittee of the LTF met and discussed the framework for the document. Staff prepared a rough draft and circulated it for the subcommittee to edit and add to via email.

San Anselmo:
Debbie Stutsman

San Rafael:
Ken Nordhoff

Staff will provide copies of the most recent draft of the Legislative Platform for discussion at the meeting.

Sausalito:
Adam Politzer

Tiburon:
Margaret Curran

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MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:
George Rodericks

Date: March 3, 2010

Corte Madera:
David Bracken

To: Local Task Force Members

County of Marin:
Matthew Hymel

From: Alex Soulard

Fairfax:
Michael Rock

Re: Comparison of Local Task Force Codes and Bylaws

Larkspur:
Robert Sinnott

At your February 3, 2010 meeting the Local Task Force requested staff report on Bylaws and Codes of Practice. Staff has contacted several local municipalities and from the few responses received it appears LTF Roles and compositions vary greatly between areas.

Mill Valley:
Wayne Bush

The State definition has very limited roles for the LTF. The regulations, included as Attachment A, describe the role as advisory for review of the Integrated Waste Management Plan documents and to provide guidance for review of policies and procedures to meet solid waste management needs.

Novato:
Michael Frank

Ross:
Gary Broad

San Anselmo:
Debbie Stutsman

The Napa County Solid Waste Local Task Force and Sonoma County Local Task Force bylaws included as Attachments B and C. These documents specify officer roles, membership makeup, voting requirements, purposes, and meeting frequency, all of which vary greatly.

San Rafael:
Ken Nordhoff

Sausalito:
Adam Politzer

The Alameda County Waste Management Authority has a LTF that consists of representatives from, agriculture, manufacturing, non profit environmental organizations, and citizens groups. However, their LTF has met infrequently (a couple times a year) to only comment on the Integrated Waste Management Plan and the Nondisposal Facility Element. Also, several seats are empty due to a complex appointment process that requires approval by the Board of Supervisors, the JPA Board, and the populous cities.

Tiburon:
Margaret Curran

The makeup of the Marin County Hazardous and Solid Waste Management Joint Powers Authority Local Task Force is described in the JPA Agreement. Currently the LTF meeting frequency is exceeding State requirements.

Attachment A

Title 14 CCR, Division 7, Chapter 9, Article 7

Section 18761. Local Task Force (LTF).

(a) Establishment. Each county board of supervisors and a majority of the cities within the county which contain a majority of the population in the county, shall submit written documentation to the Board approving the membership of their LTF, within 30 days after establishment of the LTF.

(1) The documentation submitted to the Board shall denote the identity of the members in the LTF, and whether the members represent the governmental or the private sectors, or other entities or groups. The documentation shall define the terms of membership for each member.

(2) The terms of membership shall be determined by the county board of supervisors and a majority of the cities within the county which contain a majority of the population in the county.

(3) After its establishment, each LTF shall inform the Board of how frequently it intends to meet.

(b) Role of the LTF. The LTF shall advise jurisdictions responsible for the SRRE, HHWE and NDFE preparation, and review goals, policies and procedures for jurisdictions, which, upon implementation, will aid in meeting the solid waste management needs of the county, as well as the mandated source reduction and recycling requirements of Public Resources Code section 41780.

(1) The LTF shall assist and advise in the review of the SRRE, HHWE and NDFE, and shall assist jurisdictions in the implementation of the SRRE, HHWE and NDFE.

(2) The LTF shall provide technical guidance and information regarding source reduction, waste diversion and recycling to local jurisdictions during preparation and revision of the SRRE, HHWE and NDFE. Such information may be presented to the general public at public hearings and upon request by members of local government and community organizations.

ATTACHMENT B

Napa County Solid Waste Local Task Force

Bylaws

Adopted February 24, 2009

Section 1. Purpose and Responsibilities.

The Napa County Solid Waste Local Task Force (LTF) was formed pursuant to the provisions Public Resources Code Section 40950. The purpose and responsibilities of the LTF are as follows:

1. Identify solid waste management issues of countywide or regional concern.
2. Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one local jurisdiction within the region.
3. Facilitate the development of multi-jurisdictional arrangements for the marketing of recyclable materials.
4. To the extent possible, facilitate resolution of conflicts and inconsistencies between or among city and county Source Reduction and Recycling Elements.
5. Maintain and update the County Integrated Waste Management Plan including the five year review(s) as required in Public Resources Code Sections 41770 and 41822
6. Monitor and review proposed legislation related to integrated waste management. If appropriate, advocate for legislation that will assist the County in meeting its goals according to the California Integrated Waste Management Act.
7. Recommend and prepare ordinances and minimum standard for adoption by local jurisdictions to assist the County in meeting its goals according to the California Integrated Waste Management Act and related legislation.
8. Seek opportunities for cooperative project funding.

Section 2. Membership

LTF membership shall be composed of one representative each from the following jurisdictions, as appointed by that jurisdiction: the Upper Valley Waste Management Agency, the City of Napa, the City of American Canyon, and the County of Napa. Each jurisdiction may also appoint an alternate member, who shall have all the rights and privileges, including voting, of the regular member in the absence of the regular member at any LTF meeting.

Section 3. Meetings

LTF regular meetings will be held quarterly on the 4th Tuesday of January, April, July, and October at 2:00 p.m. in the offices of the Napa County Department of

Environmental Management. All regular meetings shall comply with the noticing, agenda, and comment requirements of the Brown Act (Government Code §54950 et seq.). Special meetings may be called by the Chair or by a majority of the members, and held in accordance with the requirements of the Brown Act.

Section 4. Quorum, Voting, and Rules of Order.

A quorum for the transaction of business shall exist when appointed members of three of the four jurisdictions are present. When a quorum is present action may be taken by the LTF upon the affirmative vote of a majority of the members, unless a greater voting requirement is prescribed by statute. Meetings of the LTF shall be governed by the The Standard Code of Parliamentary Procedure (Sturgis 4th Edition).

Section 5. Election of Officers, Term, and Duties

The officers of the LTF shall be the Chair and Vice-Chair. Elections will be held at the October meeting and the Chair and Vice-Chair will assume responsibilities for the following January meeting. The term of the Chair and Vice-chair shall be two years.

If at anytime the Chair vacates this position during his or her term, the Vice-Chair shall assume the role of Chair for the remainder of the elected term and is authorized to appoint a new Vice-Chair to serve the remainder of that same term

If at anytime the Vice-Chair vacates this position during his or her term, the Chair is authorized to appoint a new Vice-Chair to serve the remainder of that elected term.

Chair's Duties

1. Conduct meetings
2. Plan agenda
3. Establish sub-committees for specific projects
4. Contact members for follow-up on tasks, activities, and attendance
5. Other duties as requested by LTF membership

Vice-Chair's Duties

1. Acting Chair in the absence of Chair.
2. Assist Chair in preparation of discussion topics on emerging issues
3. Other duties as requested by LTF membership

Section 6. Secretary

Secretarial duties will be performed by a Napa County Department of Environmental Management staff person who is not an LTF member. The duties of the Secretary shall be:

1. Prepare meeting calendar.
2. Prepare meeting agenda for review and approval by Chair. Notify Chair two weeks prior to next scheduled meeting that agenda and minutes are ready for approval to distribute.
3. Take meeting minutes and make a draft available to Chair three weeks after meeting (by 3rd Tuesday of February, May, August, November).
4. Post agenda a minimum of 72 hours in advance of meeting.
5. Distribute agenda and minutes to LTF mailing list via electronic mail unless otherwise requested by a member or the public. Update mailing list as needed.
6. Maintain meeting records, documents, and related materials at Napa County Department of Environmental Management.
7. Other duties as requested by LTF membership.

ATTACHMENT C

SONOMA COUNTY LOCAL TASK FORCE ON INTEGRATED WASTE MANAGEMENT

BYLAWS

Article I: NAME

The name of the organization is the AB 939 Local Task Force on Integrated Waste Management, commonly referred to as the "LTF."

Article II: AUTHORITY

This organization is created and its members appointed by resolution of the Board of Supervisors, which has the authority to establish and disband the Local Task Force on Integrated Waste Management.

Article III: PURPOSES

The purposes of the Local Task Force on Integrated Waste Management are to:

- Perform those duties assigned to the Local Task Force (LTF) as defined by AB 939 and other related state laws.
- Provide advice to the jurisdictions of Sonoma County on the implementation of the Countywide Integrated Waste Management Plan.
- Provide a forum for the public discussion of solid waste management, waste reduction, and recycling issues. To ensure this opportunity exists, time will be provided on the agenda for public comment.
- Perform other advisory tasks as requested by the jurisdictions of Sonoma County.

Article IV: MEMBERSHIP

- A. Membership of the Local Task Force on Integrated Waste Management shall be comprised of representatives from each city and the County, organizations with technical expertise, and other interested parties as listed below:

City of Cloverdale
City of Cotati
City of Healdsburg
City of Petaluma
City of Rohnert Park
City of Santa Rosa
City of Sebastopol
City of Sonoma
Town of Windsor

Local Enforcement Agent, Environmental Health Division
Integrated Waste Manager, Sonoma County Dept. of Transportation and Public Works
Commercial Garbage Association (Urban Haulers)
Commercial Garbage Association (Rural Haulers)
Non-Profit Recycling Organization
Sonoma County Environmental Forum
Sonoma County Recycling Association
League of Women Voters
Sierra Club
Agriculture Industry (recommending agency - Sonoma County Ag. Commissioner)
Chamber of Commerce (recommending agency - Council of C. of C. Directors)
Major Manufacturer (recommending agency - Sonoma County Manufacturing Group)
Marketing Specialist (recommending agency - Sonoma County Ad Club)
Scientist (recommending agency - Hazardous Materials Management Commission)
Education Representative (recommending agency - Sonoma County Board of Supervisors)
Community Representatives (five - one selected by each County Supervisor)

- B. Each member and an alternate shall be identified first by their organization or recommending agency. Failing this recommendation, the Board of Supervisors will appoint from interested parties for this position. The Board shall confirm the appointment of all members. The city representative may be an elected official or staff person. A citizen of the city may serve as an alternate representative.
- C. The term of membership shall be a renewable three-year term.
- D. A member's absence for three consecutive meetings will constitute grounds for review of membership by the Membership Committee.

Article V: VOTING

The Local Task Force on Integrated Waste Management shall adopt and adhere to *Robert's Rules of Order* for voting and meeting procedures. A quorum, defined as eleven (11) of the appointed membership, shall be required to take action on any agenda item; however, meetings may be held to exchange information with less than a quorum. Actions taken with a quorum, but less than one half of the appointed membership, shall be confirmed by a second vote at the next meeting.

Article VI: OFFICERS

- A. The Local Task Force for Integrated Waste Management shall have a Chair, Vice-Chair and Chair Pro Tem.
- B. The duties of the officers are as follows:
 - 1. The Chair shall:
 - a. Chair meetings.
 - b. Sign letters and correspondence and represent the Local Task Force.
 - c. Appoint members as necessary to perform the tasks agreed upon by the Local Task

Force.

2. The Vice-Chair shall:
 - a. Perform the duties of the Chair in the absence of the Chair.
 - b. Serve as Chair of the Membership Committee.
3. The Chair Pro Tem shall:
 - a. Perform the duties of the Chair in the absence of the Chair and Vice-Chair.

Article VII: MEETINGS

At the first annual meeting of the LTF, LTF members shall approve a schedule for meetings for the current year. Meetings will generally be held every other month on the second Thursday of the month. Additional meetings may be scheduled throughout the current year as determined by the LTF.

Article VIII: ELECTIONS

Elections shall occur each year as the first order of business at the April meeting.

Article IX: COMMITTEES

- A. Committees of the Local Task Force on Integrated Waste Management are:
 1. Membership Committee. The Membership Committee shall be responsible for review of membership attendance to ensure the presence of a quorum. The Membership Committee shall assist in the identification and selection of qualified and interested individuals for membership openings on the LTF.
 2. Other Committees shall be created as determined by the LTF.

Article X: BYLAWS

The Local Task Force on Integrated Waste Management may adopt, amend, or repeal its Bylaws at any meeting by two-thirds vote of the members present. Any changes of the Bylaws shall be confirmed by the Board of Supervisors and the Sonoma County Waste Management Agency.

