

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT
JOINT POWERS AUTHORITY - AB939 LOCAL TASK FORCE
PROCEDURES

SECTION 1 – SUMMARY OF PURPOSES AND RESPONSIBILITIES

- Identify solid waste management issues of county-wide or regional concern, including but not limited to: new and proposed state-wide laws, regional policies and ordinances that could be applicable in Marin County, and new technologies that could increase source reduction and recycling.
- Monitor the status of recycling markets, including new and emerging markets for hard-to-recycle items. Review new and/or alternative technologies that could assist the County in meeting its goals pursuant to the California Integrated Waste Management Act. If applicable, make recommendations to the JPA Board regarding findings in these categories.
- Look for potential funding opportunities to expand or improve source reduction and recycling programs.
- Make recommendations to the JPA Board regarding updates and maintenance of the County Integrated Waste Management Plan including the five-year review(s) as set forth in Public Resources Code Sections 41770 and 41822.
- Monitor and review proposed legislation related to integrated waste management. If determined appropriate, propose recommendations to the Joint Powers Authority Board regarding advocating for legislation that will assist the County in meeting its goals pursuant to the California Integrated Waste Management Act.
- Consider recommendations to the Joint Powers Authority Board regarding ordinances and/or minimum standards for possible adoption by local jurisdictions to assist in meeting the goals according to the California Integrated Waste Management Act and related legislation.

SECTION 2 – MEMBERSHIP

The Marin County Hazardous and Solid Waste Management Joint Powers Authority Board has determined that the Local Task Force membership shall include at least: two representatives of waste haulers or facilities, with two alternate members for those positions; one representative of an environmental organization (e.g. a non-profit that works on issues related to solid and/or hazardous waste); two representatives of special districts involved in the regulation and disposal of waste; and five public representatives with technical expertise in solid waste, recycling, and organics management appointed by the member agencies serving on the Joint Powers Authority Executive Committee.

Local Task Force members shall be approved by the Joint Powers Authority Board of Directors, with the exception of the five public representatives which will be appointed by the respective member agency serving on the Joint Powers Authority Executive Committee. Local Task Force members shall serve a maximum of three years. After three years, members are free to reapply for a seat. For members seated at the time of adoption of this policy, the three-year term limit shall commence upon policy adoption by the JPA Board.

SECTION 3 – MEETINGS

Local Task Force regular meetings will be held regularly, at least quarterly, with a schedule adopted by the LTF at its first meeting of each year, in the offices of Zero Waste

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PROCEDURES

Marin or other available locations. While scheduling meetings, LTF members will prioritize meetings at least a week before the JPA Board meets in order to finalize any recommendations.

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 a majority of the appointed members are present. When a quorum is present, action may be taken by the Local Task Force upon the affirmative vote of a majority of the members present, unless a greater voting requirement is prescribed by statute. Meetings may still be held to exchange information if a quorum is not present. Meetings of the Local Task Force shall be governed by Robert's Rules of Order.

Staff will help facilitate meetings to ensure compliance with Robert's Rules of Order and to maintain the timing of each agenda item.

SECTION 5 – ELECTION OF OFFICERS, TERM, AND DUTIES

The officers of the Local Task Force shall be the Chair and Vice-Chair. Elections will be held at the first meeting of the fiscal year and the Chair and Vice-Chair will assume responsibilities immediately. The term of the Chair and Vice-Chair shall be one year.

If at any time the Chair vacates this position, 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 elected term.

CHAIR'S DUTIES

1. Conduct meetings (with support from staff)
2. Sign correspondence and documentation that represents the Local Task Force, including but not limited to signatures on agenda packets or minutes.
3. Make reports to the Joint Powers Authority Executive Committee and Board of Directors
4. Other duties as requested by Local Task Force membership

VICE-CHAIR'S DUTIES

1. Acting Chair in the absence of Chair
2. Other duties as requested by Local Task Force membership, including assumption of duties listed for the Chair

SECTION 6 – ATTENDANCE

To effectively carry out its role as an advisory body to the JPA Board it is necessary for the LTF to have consistent participation from the various stakeholder categories that

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PROCEDURES

comprise the LTF membership. Accordingly, to make LTF seats available to the stakeholder community – when an LTF member is unable to participate in less than 50% of the most recent ten meetings, effective beginning June 1, 2018, for whatever reason, that member shall vacate that seat and the JPA shall publicize the availability of the seat, for the seats it oversees (or notify the public appointing agency of the opportunity to appoint a new member for the five public agency appointed seats). Members who leave the LTF for any reason are free to reapply for a seat. This Section 6 becomes effective six months after adoption by the JPA Board.

SECTION 7 – SUBCOMMITTEES

In order to more effectively focus on specific topics, the Local Task Force can create subcommittees. These subcommittees can research topics in more detail, and bring recommendations back to the full Local Task Force. Approval of a new subcommittee is subject to a vote by the Local Task Force. Members will then volunteer for a subcommittee if they feel they are interested and qualified. Each subcommittee must elect a Chair to manage agendas and minute-taking. Subcommittees will then report to the full Local Task Force.

Subcommittees will only be comprised of Local Task Force members, however subcommittee members can invite an outside expert to visit one subcommittee meeting to offer an expert opinion. Guests will not be regular attendees of subcommittee meetings.

Subcommittees that meet at regularly scheduled times are subject to the requirements of the Brown Act.

SECTION 8 – AMENDMENTS TO PROCEDURES

The Local Task Force may adopt, amend, or repeal its Procedures in any meetings with a two-thirds vote of the members present. Any amendment shall be approved and confirmed by the JPA Board.