



AGENDA ITEM NO.
C14

COUNTY OF HUMBOLDT

For the meeting of: May 15, 2018

Date: April 24, 2018

To: Board of Supervisors

From: Thomas K. Mattson, Director of Public Works *T.K. Mattson*

Subject: Resolution Designating the Membership Structure of the Humboldt County Integrated Solid Waste Management Task Force

RECOMMENDATIONS:

That the Board of Supervisors:

1. Adopt the attached resolution designating the membership structure of the Humboldt County Integrated Solid Waste Management Task Force.
2. Direct the Clerk of the Board to return a certified copy of the attached resolution to the Department of Public Works for record retention purposes.

SOURCE OF FUNDING:

Not applicable.

DISCUSSION:

The Humboldt County Integrated Solid Waste Management Task Force ("Local Task Force") was established to assist in the integrated management of solid waste as required by the California Integrated Waste Management Act of 1989 (AB939).

The purpose of the Local Task Force is to:

- Assist in coordinating the review, revision and implementation of county and city source reduction and recycling elements, household hazardous waste elements and non-disposal facility elements.

Prepared by Charlotte Merkel CAO Approval *[Signature]*

REVIEW: Auditor _____ County Counsel Sm Human Resources _____ Other _____

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Wilson Seconded by Supervisor Bass

Ayes Bass, Fennell, Sundberg, Bohn, Wilson

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 5/15/18

By: *[Signature]*

Kathy Hayes, Clerk of the Board

- Review the county-wide siting element prepared pursuant to Sections 41700, *et seq.* of the California Public Resources Code.
- Ensure a coordinated and cost-effective regional integrated system for the management of solid waste by:
 - Identifying new and ongoing solid waste management issues of county-wide or regional concern.
 - Determining the need for solid waste collection systems, processing facilities and marketing strategies that can serve more than one (1) local jurisdiction within the region.
 - Facilitating the development of multijurisdictional arrangements for the marketing of recyclable materials.
 - To the extent possible, facilitating resolution of conflicts and inconsistencies between or among city and county source reduction and recycling elements, household hazardous waste elements and non-disposal facility elements.
- Develop goals, policies and procedures which are consistent with the guidelines and regulations adopted by the California Department of Resources Recycling and Recovery (“CalRecycle”) to guide the development of the county-wide integrated waste management plan.
- Review and comment, as required by the Local Enforcement Agency and CalRecycle, on proposed actions, programs and facilities which affect the management of solid waste and diverted materials in Humboldt County.
- Provide a forum for public discussion of solid waste management, waste reduction and recycling issues.
- Provide advice and other advisory tasks as requested by the jurisdictions of Humboldt County.

Pursuant to California Public Resources Code Section 40950, membership of the Local Task Force is to be determined by the county and a majority of the cities within Humboldt County which contain a majority of the population of the incorporated area of Humboldt County. In 2003, the Humboldt Waste Management Authority (“HWMA”) restructured the membership of the Local Task Force through the approval of Resolution No. 2003-4. The HWMA Board decided that the new structure of the Local Task Force would be similar to the original structure in that there would be representatives from the county and each of the incorporated cities, totaling eight (8) members, and HWMA would have a vote only in the event of a tie.

Recently the Local Task Force has expressed the desire to restate its membership structure and clarify the roles and responsibilities of the entities, agencies and jurisdictions participating therein. The attached resolution restructures the membership of the Local Task Force to include a total of eight (8) members, such that the city manager of each city jurisdiction and the Humboldt County Administrative Officer shall be entitled to appoint one (1) representative and one (1) alternate to participate in the Local Task Force.

FINANCIAL IMPACT:

Not Applicable.

OTHER AGENCY INVOLVEMENT:

California Department of Resources Recycling and Recovery

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board Discretion.

ATTACHMENTS:

1. Resolution Designating the Membership Structure of the Humboldt County Integrated Solid Waste Management Task Force

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of May 15, 2018

RESOLUTION NO. 18-45

RESOLUTION DESIGNATING THE MEMBERSHIP STRUCTURE OF THE HUMBOLDT COUNTY INTEGRATED SOLID WASTE MANAGEMENT TASK FORCE

WHEREAS, the California Integrated Waste Management Act of 1989 (AB939), as amended, mandates each county to convene a task force to assist in the integrated management of solid waste; and

WHEREAS, the membership of the task force, in accordance with California Public Resources Code, Section 40950, is to be determined by the county and a majority of the cities within the county which contain a majority of the population of the incorporated area of the county; and

WHEREAS, in 2003, the Humboldt Waste Management Authority Board, representing the County of Humboldt ("County") and a majority of the cities within Humboldt County containing a majority of the population of the incorporated area of Humboldt County, restructured the membership of the Humboldt County Integrated Solid Waste Management Task Force ("Local Task Force") through approval of Resolution No. 2003-4, which periodically convened thereafter; and

WHEREAS, the Local Task Force currently desires to restate its membership structure and clarify the roles and responsibilities of the entities, agencies and jurisdictions participating therein.

NOW THEREFORE, BE IT RESOLVED:

1. The Humboldt County Board of Supervisors hereby restructures the membership of, and clarifies the roles and responsibilities of the entities, agencies and jurisdictions participating in, the Humboldt County Integrated Solid Waste Management Task Force as follows:

A. AUTHORITY:

The members of the Local Task Force formed pursuant to California Public Resources Code, Section 40950 shall be appointed by resolution of the Humboldt County Board of Supervisors, which has the authority to establish and disband the Local Task Force in accordance with any and all applicable local, state and federal laws.

B. PURPOSE:

The purpose of the Local Task Force is to:

1. Assist in coordinating the review, revision and implementation of County and city source reduction and recycling elements, household hazardous waste elements, and non-disposal facility elements.

2. Review the County-wide siting element prepared pursuant to Sections 41700, et seq. of the California Public Resources Code.

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3. Ensure a coordinated and cost-effective regional integrated system for the management of solid waste by:
 - a. Identifying new and ongoing solid waste management issues of County-wide or regional concern.
 - b. Determining the need for solid waste collection systems, processing facilities and marketing strategies that can serve more than one (1) local jurisdiction within the region.
 - c. Facilitating the development of multijurisdictional arrangements for the marketing of recyclable materials.
 - d. To the extent possible, facilitating resolution of conflicts and inconsistencies between or among city and County source reduction and recycling elements, household hazardous waste elements and non-disposal facility elements.
4. Develop goals, policies and procedures which are consistent with the guidelines and regulations adopted by the California Department of Resources Recycling and Recovery ("CalRecycle"), to guide the development of the County-wide integrated waste management plan.
5. Review and comment, as required by the Local Enforcement Agency and CalRecycle, on proposed actions, programs and facilities which affect the management of solid waste and diverted materials in Humboldt County.
6. Provide a forum for public discussion of solid waste management, waste reduction and recycling issues.
7. Provide advice and other advisory tasks as requested by the jurisdictions of Humboldt County.

C. MEMBERSHIP:

The Local Task Force shall be composed of a total of eight (8) members as determined by the County and a majority of the cities within Humboldt County which contain a majority of the population of the incorporated area of Humboldt County. Proposed membership amendments may be considered by the Local Task Force upon the circulation of recommended amendments to the County and member jurisdictions. Duly approved membership amendments will be forwarded to the Humboldt County Board of Supervisors for revision of this resolution.

D. APPOINTMENT AND TERM OF DESIGNATED REPRESENTATIVES:

The City Manager of each city jurisdiction and the Humboldt County Administrative Officer shall be entitled to appoint one (1) representative and one (1) alternate to participate in the Local Task Force.

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Each designated representative may be, but is not required to be, the staff person who handles waste reduction matters for the designating jurisdiction. The term of any designated representative or alternate shall not exceed the term of their employment with the designating jurisdiction.

E. OFFICERS AND DUTIES:

A Chairperson and Vice-Chairperson shall be elected annually at the first meeting of each calendar year by a simple majority of the Local Task Force representatives present. The Vice-Chairperson shall assume the responsibilities of the Chairperson in his/her absence. Either the Chairperson or the Vice-Chairperson shall attend each meeting of the local task force.

F. MEETINGS:

The Local Task Force shall meet at least annually, with additional meetings to be held as necessary. The meeting place and time will be as agreed upon by the Local Task Force members. The Chairperson will call and post all meetings of the Local Task Force in accordance with the Brown Act. Notice of all Local Task Force meetings shall be provided to each designated representative by mail, fax or e-mail.

G. MEETING ATTENDANCE:

Local Task Force members are expected to regularly attend and participate in scheduled meetings. The absence of a designated representative, or their alternate, shall be cause for the Chairperson to contact such designated representative to discuss participation in the meetings. Whenever a designated representative, or their alternate, fails to attend three (3) consecutive meetings, without good cause, the Chairperson will contact the City Manager, or in the case of the County, the Humboldt County Administrative Officer, of the jurisdiction to request a new representative. The jurisdiction will have ninety (90) days to appoint a new representative.

H. MEETING AGENDAS:

A meeting agenda will be developed by the Chairperson, or if unavailable, the Vice-Chairperson, for each meeting held by the Local Task Force. Meeting agendas shall be made available to Local Task Force members and the public in accordance with any and all applicable local, state and federal requirements, including, without limitation, all of the following:

1. Meeting agendas, for all regular Local Task Force meetings, shall be in writing and transmitted in advance to the designated representatives of each Local Task Force member and other interested persons who have submitted a written request.
2. Meeting agendas must be presented in their final form, electronically, to the Clerk of the Humboldt County Board of Supervisors ("Clerk of the Board") no later than ten (10) business days prior to a scheduled meeting. Where appropriate and feasible, reports and other informational material should be submitted concurrently with the proposed agenda.

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3. The Clerk of the Board will post all meeting agendas and supporting documents in accordance with the Brown Act.

4. Agendas and all supporting documents shall be emailed by the Clerk of the Board to the designated representatives of each Local Task Force member a minimum of seventy-two (72) hours in advance of the meeting. An e-mail distribution list will be prepared and used for the distribution of agendas and appropriate documents.

L VOTING:

The Local Task Force shall be permitted to take action on a particular item upon the approval of a simple majority of the designated representatives that are present at a meeting for which there is a quorum. A quorum shall consist of a minimum of five (5) Local Task Force members. Each designated representative shall have one (1) vote. Voting by proxy is not permitted.

J. OFFICIAL ACTION:

All official action by the Local Task Force shall be recorded by meeting minutes that have been reviewed and approved by the Local Task Force. Following review and approval, approved meeting minutes shall be submitted to the Clerk of the Board for permanent recordkeeping retention. It is the responsibility of the Local Task Force to ensure that the Clerk of the Board receives the most current meeting minutes.

K. COMMITTEES:

The Local Task Force may from time to time create committees as needed to assist with the business thereof, including, but not limited to, a citizens' advisory committee, consisting of members of the general public, and a technical advisory committee, consisting of members with expertise in solid waste management and reduction. The purpose, term and composition of any such committees shall be determined by the Local Task Force.

L. PROCEDURES AND ADMINISTRATIVE SUPPORT:

The Local Task Force shall carry out its functions in accordance with procedures that are consistent with any and all applicable local, state and federal laws, regulations and standards. Administrative support duties, responsibilities and costs shall be divided up among the members of the Local Task Force as agreed upon thereby.

M. STANDARDS OF ETHICS AND CONDUCT:

Individuals appointed to the Local Task Force are agents of the public and serve for the benefit of the public. Such individuals shall uphold and act in accordance with the Constitution of the United States of America and the Constitution of the State of California. Any and all representatives and alternates appointed by Local Task Force members shall be required to complete the conflict of interest form,

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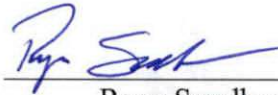
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entitled "Statement of Economic Interests for Designated Officials and Employees" (Form 700) of the Fair Political Practices Commission. Such conflict of interest forms must be filed annually with the Clerk of the Board.

2. The Humboldt County Board of Supervisors hereby rescinds any and all prior resolutions regarding the Humboldt County Integrated Solid Waste Management Task Force.

Dated: May 15, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Wilson, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Bohn, Sundberg, Bass, Fennell, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California