

Salinas, California  
May 12, 2010

TERMS OF REFERENCE  
MONTEREY COUNTY INTEGRATED WASTE MANAGEMENT TASK FORCE

CONVENING THE TASK FORCE

The Monterey County Integrated Waste Management Task Force (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.

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 Department of Resources Recycling and Recovery.

MEMBERSHIP AND OFFICERS

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

- 1 Member representing each incorporated City in Monterey County;
- 1 Member 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 Environmental Organizations;

- 1 Member of the general public representing each of the five Supervisorial Districts of Monterey County;
- 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,
- 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 Environmental Organizations 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 three members, to include a representative of a city, a County representative and a third member, chosen from members representing other than the groups which supply the other 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 candidates 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 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) 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 distributed to members ten or more calendar days in advance of the meeting. 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 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 distributed to the media at least five days in advance of each meeting. Written minutes of meetings 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. Actions will be by majority of members present, except any change proposed for these Terms of Reference shall be voted by written ballot distributed to all members.

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.

**Before the Board of Supervisors in and for the  
County of Monterey, State of California**

**Resolution No: 10 – 230**

Adopt a resolution to approve the revised Terms of Reference )  
for the Monterey County Integrated Waste Management Task )  
Force, thereby effectuating changes designed to reorganize its )  
membership and business practices for the purposes of )  
improving representation and responsiveness. )

WHEREAS, on February 27, 1990, the Board of Supervisors established by resolution the Monterey County Integrated Waste Management Task Force to comply with Public Resources Code Section 40950;

WHEREAS, on July 17, 1990, the Board of Supervisors approved the Terms of Reference to govern membership and practices of the Monterey County Integrated Waste Management Task Force;

WHEREAS, amendment of the Terms of Reference requires an affirmative vote by two-thirds of written ballots returned by Task Force members; approval by the Board of Supervisors; and approval by a majority of the city councils of the cities which contain a majority of the population of the incorporated area of Monterey County;

WHEREAS, on May 12, 2010, the Monterey County Integrated Waste Management Task Force unanimously by written ballot approved the Terms of Reference as amended as shown on the document attached hereto as Attachment 1; and

WHEREAS, the revisions to the Terms of Reference will assist the Monterey County Integrated Waste Management Task Force to achieve its goals by modernizing its membership and practices in order to improve representation and responsiveness to vital issues.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors hereby:

Approved the revised Terms of Reference for the Monterey County Integrated Waste Management Task Force which are attached hereto as Attachment 1 and incorporated herein by reference.

Adopted Resolution No. 10-230 to approve the revised Terms of Reference for the Monterey County Integrated Waste Management Task Force.

PASSED AND ADOPTED on this 27<sup>th</sup> day of July, 2010, upon motion of Supervisor Parker, seconded by Supervisor Armenta, by the following vote, to-wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker, Potter

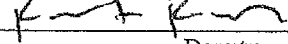
NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 75 for the meeting on July 27, 2010.

Dated: July 28, 2010

Gail T. Borkowski, Clerk of the Board of Supervisors  
County of Monterey, State of California

By   
Deputy

**Monterey County Integrated Waste Management Task Force Meeting**  
**Wednesday, September 8, 2010**  
**Monterey Regional Waste Management District**  
**Board Chambers**  
**Marina**  
**1:30 pm - 3:30 pm**

1. Introductions
2. Additions/Changes to Agenda
3. Approval of Minutes from May 12, 2010 Meeting
4. Public Comment (3 minute maximum)
5. Non Disposal Facility Element of the Integrated Waste Management Plan (M. Fore)
6. Board Approved Task Force By-Laws (M. Fore)
7. Establish Process for Nominations of Task Force Chair and Vice-Chair
8. CalRecycle Report on AB939 Jurisdictional Review (J. Cameron-Harley)
9. Green Building Code (Monterey County-TBD)
10. AB32 Regulatory Implementation (W. Merry & J. Lindenthal)
11. Extended Producer Responsibility SVSWA/MRWMD-TBD
12. Status Reports: (If Time Permits) Please submit Reports in advance for distribution prior to meeting.
13. Future Meeting Dates & Locations:
14. Future Discussion Items
15. Adjourn