

Humboldt County Local Task Force

Cities of:

Arcata
Blue Lake
Eureka
Ferndale
Fortuna
Rio Dell
Trinidad

County of Humboldt

Humboldt Waste Management Authority

The Humboldt County Local Task Force serves in an advisory capacity to individual agencies and the HWMA towards the implementation of the integrated management of solid wastes and recyclables.

The Local Task Force is also responsible for assisting in the coordination, review and implementation the county and cities 5-Year CIWMP Report.

Agenda

Thursday, September 29, 2016 at 10:00 AM

Adorni Center Conference Room

1011 Waterfront Drive, Eureka, CA 95501

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Accessibility: Accommodations and access to Humboldt County Local Task Force meetings for people with special needs must be requested in advance of the meeting at 707 268-8680. (The City of Eureka's Adorni Center Conference Room is ADA accessible.) This agenda and other materials are available in alternative formats upon request.

- 1. Call to order**
- 2. Introductions/Roll call**
- 3. Approve June 30, 2016 Minutes**
- 4. Review AB 939 LTF Membership Structure Revisions and Proposed Approval Process**
- 5. Representative Reports – Standing Item**
- 6. Oral and Written Communications**

This time is provided for people to address the Task Force or to submit written communications concerning matters not on this agenda. Task Force Members may respond to statements, but any request that requires action will be referred to appropriate agency staff for review. Reasonable time limits may be imposed on both the total amount of time allocated for this item, and on the time permitted to each individual speaker. Such time allotment or portion thereof shall not be transferred to other speakers.
- 7. Schedule Next Meeting**
- 8. Adjournment**

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Meeting Minutes

Thursday, June 30, 2016 at 10:00 AM
Adorni Center Conference Room
1011 Waterfront Drive, Eureka, CA 95501

Local Task Force Representatives:

Arcata Julie Neander
Blue Lake Cameron Mull
Eureka Miles Slattery
Ferndale Jay Parrish
Fortuna Mike Johnson
Humboldt Co. Tom Mattson
Trinidad *Not Present*
Rio Dell Kyle Knopp

HWMA Jill Duffy
Tyler Egerer
Eric Keller-Heckman

Members of the Public

Brian Sollum Harriet Hill
Chuck Schager Carolyn Hawkins
Rick Powell HSU Office of Sustainability
Rob Deschele
Donna Wood
Maureen Hart

Meeting was called to order by Jill Duffy at 10:05, with introductions by all attendees.

Oral and Written Communications – None Received

Overview of the Local Task Force Responsibilities – received presentation by Jill Duffy outlining HWMA Resolution 2003-04 regarding AB 939 Local Task Force purpose, membership, officers, voting and meeting frequency.

Election of Chair and Vice-Chair – Motion by Tom Mattson, with a second from Julie Neander to select Miles Slattery (Eureka) as Chair and Mike Johnson (Fortuna) as Vice-Chair.

No public comment was received.

Motion passed unanimously.

Establish Meeting Frequency and Dates – Members discussed the existing LTF meeting requirements and membership composition as called for in HWMA Resolution 2003-04 and proposed that revisions be made by the jurisdictions pursuant to Public Resources Code 40950.

Motion by Miles Slattery (Eureka), second by Julie Neander (Arcata) that Jill and Miles develop a process and draft a resolution that “*will be presented and reviewed by the Local Task Force members at their next meeting that recommends a restructure to the Local Task Force so that it operates independently of HWMA and continues to meet state mandated requirements*”.

No public comment was received.

Motion passed unanimously.

Overview of California Diversion Requirements – Received presentation by Eric Keller-Heckman (HWMA) that focused on AB 1826 (Organics Diversion) requirements. Following presentation, jurisdictions summarized their compliance activities to date.

Arcata – Has a part-time employee working to identify commercial and/or Multi-Family Residential waste generators that may generate greater than 8 cubic yards per week. No generators were identified.

Green waste is currently collected via franchise hauling and/or self-haul under an agreement between HWMA and the City of Arcata for processing by Mad River Hardwoods.

Eureka – Similar to Arcata, unaware of any MFR generating more than 8 cubic yards/week of green waste. The only commercial generator of >8 cubic yards/week are Coast Seafoods and Pacific Choice, and both are handling their waste.

HSU – While not a LTF member, as a state entity they are required to meet diversion requirements. Working to install an ‘Earthtub’ for use of small generated volumes of food waste; excluding meat products.

County – Public Works and HWMA staff worked together to circulate a questionnaire to approximately 1,600 potential generators that may generate >8 cubic yards of green waste per week; 474 responses have been received via email/hard copy or phone response. County is seeking additional resources to continue work.

Blue Lake – Only 1 identified generator of >8 cy/week and a letter was sent to them notifying them of the need to divert material. The City also host ‘greenwaste’ collection events four times per year, sending material to Mad River Hardwoods.

Ferndale – No MFR or Commercial generators that meet the criteria. Green waste collection is an optional curbside service, and approximately 30% of the residents avail to that service.

Fortuna – No commercial generating >8 cy/week. Franchise service includes option for green waste collection. MFR with 5 units or more are being evaluated to determine if they meet threshold. Looking to enter into a public/private agreement for organics processing.

Rio Dell – No commercial generators of >8 cy/week, evaluating MFR units. Also have voluntary curbside collection from their franchise hauler.

Environmental Health staff noted that they are fielding calls regularly from individuals and businesses looking for composting/transport of material. They noted that there are 10 permitted facilities in Humboldt including: 6 greenwaste, 2 biomass and 2 biosolids.

Staff noted that processes who do not exceed 100 cy and 700 sq ft of feedstock and compost are exempt from permits.

State Water Resources Control Board issued new WDR General Permit requirements for facilities processing 5,000 cy or more.

Public Works staff request that HWMA to assist in AB 1826 program implementation as they do not have the staff.

Representative Reports – Standing Item

Jill reported that HWMA and Mattress Recycling Coalition finalized an agreement to recover and recycle mattresses and foundations. HWMA will be the first entity to utilize baling activities in order to reduce the number of trips and trailers to be hauled to the mattress recyclers, and increase hauling efficiency.

Tentative start date is August 1, 2016.

Adjournment – The Local Task Force is scheduled to next meet on Thursday, September 29th, 2016 at the Adorni Conference Room.

Humboldt County Local Task Force

Date: August 1, 2016 **For LTF Meeting: September 29, 2016**

To: Local Task Force Members

Prepared by: Jill Duffy, Executive Director HWMA
Miles Slattery, City of Eureka Director of Parks and Recreation
Mike Johnson, City of Fortuna Public Works

Subject: **Re-state Local Task Force Membership, Roles and Responsibilities, and Recommended Approval Process.**

Requested Action: Task force members are asked to:

1. Review and approve the Local Task Force Resolution Template, with revisions as appropriate.
2. Determine a date for each jurisdiction to respond by; and
3. Direct the LTF Chair to coordinate with the County Clerk of the Board and initiate posting LTF meetings and retaining records; and
4. Take other actions as appropriate.

Background

At the June 30, 2016 Local Task Force meeting, following review of the Local Task Force and membership composition as approved through HWMA Resolution 2003-04, members discussed and unanimously passed a motion that a subcommittee comprised of Miles Slattery and myself, develop a process and a resolution template that recommends a restructure to the Local Task Force so that it operates independently of HWMA and continues to meet state mandated requirements. Following the meeting, Mike Johnson also offered his assistance.

Public Resources Code 40950 allows membership of Local Task Force's to be determined by the County and the majority of cities within the county. In 2003, the County and the majority of incorporated cities representatives who sat on the HWMA Board of Directors discussed defining the purpose and structured the membership of the Local Task Force through adoption of HWMA Resolution 2003-04. The resolution identified the purpose, membership, voting, meeting frequency and administration support of the LTF.

Draft Resolution

Based on the June LTF discussion, the subcommittee prepared a draft resolution in track changes using the original resolution as a base document, restructured certain provisions for reference ease, roll clarification and presents additional suggestions for the LTF's consideration. These additional provisions were developed to aid the LTF as it moves into the future.

Through this proposed resolution language, HWMA will be removed from being the 'tie breaking vote' and formal involvement of the LTF. HWMA will continue to prepare the 5-Year CIWMP and other electronic annual reports *as contracted* by the County and other entities. The 5-Year CIWMP will continue to be prepared by HWMA, the presented, discussed, revised and approved by the LTF.

Agenda & Official Minute Retention

As part of this process, the matter of formal agenda noticing and minute retention was addressed. It is proposed that the Humboldt County Local Task Force agendas and minutes be transmitted by the LTF Chair to the Humboldt County Clerk of the Board for posting/distribution, and the County Clerk of the Board will maintain permanent meeting minutes, similar to what is done for many existing county committees. There will be a few procedural processes to work on, but there is a primary benefit to the County maintaining LTF records through easily accessible links available to the public.

Jurisdictional Consideration and Approval Process Recommendation

Because Public Resources Code 40950 allows membership of Local Task Force's to be determined by the County and the majority of cities within the county, it is recommended that the staff of each jurisdiction's city council and the Humboldt County Board of Supervisors present to their respective councils/board an agenda item with a recommendation to approve the final approved LTF resolution by a date certain. If the County and the majority of the cities approve the refined LTF, jurisdictional staff will move to implement as approved.

If the majority of jurisdictions decline to approve, the LTF will remain in effect as provided for in HWMA Resolution 2003-04.

Attachment:

Draft Resolution Dated August 1, 2016

RESOLUTION XXXX
of the
(Jurisdiction)
DESIGNATING MEMBERSHIP STRUCTURE OF THE
HUMBOLDT COUNTY LOCAL 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 implementation of the integrated management of solid waste; and

WHEREAS, the membership of the task force, in accordance with Public Resources Code, Section 40950, is to be determined by “the county and by 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 and by a majority of the cities within the county containing a majority of the population of the incorporated area of the county, re-structured the membership of the Local Task Force through approval of Resolution 2003-4, who then periodically convened; and

WHEREAS, at the September 29, 2016, Local Task Force members expressed their wish to restate the membership of the Local Task Force and clarify the roles and responsibilities of the Local Task Force members and jurisdictions.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors/City Council of XXXX that the Integrated Solid Waste Management Task Force, a.k.a. Local Task Force (LTF), is hereby established as follows:

1.1. AUTHORITY

The Local Task Force is formed pursuant to Public Resources Code, Section 40950. The Local Task Force is created and its members appointed by resolution of the Humboldt County Board of Supervisors, which has the authority to establish and disband the Local Task Force on Integrated Waste Management.

2. PURPOSE

The purpose of said Local Task Force~~task force~~ is to:

- (a) 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;
- (b) Review the county-wide siting element;
- (c) Ensure a coordinated and cost-effective regional integrated system for the management of waste by:

Identifying new and ongoing solid waste management issues of county-wide or regional concern.

Assisting advising, and facilitating the development of solid waste collection systems, processing facilities, and marketing arrangements that can serve more than one local jurisdiction within the region.

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.

(d) Develop goals, policies and procedures which are consistent with the guidelines and regulations adopted by the ~~CalRecycle~~~~california Integrated Waste Management Board~~ to guide the development of the county-wide integrated waste management plan.

(e) Review and comment, as required by the Local Enforcement Agency and ~~the California Integrated Waste Management Board~~ CalRecycle, on proposed actions, programs and facilities which affect the management of solid waste and diverted materials in Humboldt County.

(f) Provide a forum for the public discussion of solid waste management, waste reduction, and recycling issues.

(g) Provide advice and other advisory tasks as requested by the jurisdictions of Humboldt County.

3. 2. MEMBERSHIP & ALTERNATES

The Local Task Force shall be composed of the total of eight (8) members, such that the City Manager of each city jurisdiction and the County Administrative Officer in Humboldt County shall be entitled to designate one representative to the LTF. This designated representative may be, but is not required to be, the jurisdiction's staff person who handles waste reduction matters for the agency.

Any duly appointed representative may appoint an alternate representative to attend and to participate in any official LTF activity.

4. TERM OF OFFICE

The term of any staff person serving as a representative will not exceed the term of their employment with the jurisdiction.

5. OFFICERS AND DUTIES

A Chairperson and Vice-Chairperson shall be elected annually by the members at the first meeting of each calendar year by a simple majority of the local task force representatives present. The Vice-Chair person 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.

6. ATTENDANCE

Local Task Force members are expected to regularly attend and participate in scheduled meetings. The absence of a task force representative, or their alternate, shall be cause for the Chairperson to contact the jurisdiction representative to discuss participation in the meetings. Whenever a 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 County Administrative Officer, of the jurisdiction to request a new representative.

The jurisdiction represented by the member will have 90 days to designate a representative.

7. QUORUM

A quorum shall consist of a minimum of five (5) Local Task Force members.

8. 3. VOTING

Each representative shall have one vote, with a simple majority of votes needed to constitute action. Voting by proxy is not permitted.

~~9. In the event of a tie, the General Manager of the Humboldt Waste Management Authority may cast a vote.~~

4. MEETINGS

The Local Task Force shall meet at least annually, with additional meetings as necessary. The meeting place and time will be as agreed upon by the members.

The Chairperson will call the meeting, will notify the members and the Humboldt County Clerk of the Board will post the meetings in accordance with the Brown Act.

10. MEETING ANNOUNCEMENT

Agendas will be developed by the Chair, or if unavailable, the Vice-Chair. Meeting agendas, for all regular Local Task Force meetings, shall be transmitted in advance, in writing to all Local Task Force representatives and other interested persons who have submitted a request in writing.

Agendas must be presented in their final form, electronically, to the Humboldt County Clerk of the Board no later than ten to five (10-5) working days prior to a scheduled meeting. Where appropriate and feasible, reports and other informational material should be submitted concurrently with the proposed agenda.

The Humboldt County Clerk of the Board will post agendas in accordance with Brown Act requirements.

Agendas and supporting documents should be emailed by the Clerk of the Board to Local Task Force members a minimum of 72-hours in advance of the meeting. An E-mail distribution will be used for the distribution of agendas and appropriate documents.

OFFICERS AND DUTIES

~~The members of the task force may select a chair person and vice chair person. The LTF shall meet at least four times per year at such time and place as may be agreed upon by the representatives.~~

11. 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 Humboldt County 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.

12. ADMINISTRATIVE SUPPORT

Administrative support shall be divided up among the agencies represented in the Local Task Force.

13. COMMITTEES

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

14. 6. NOTICE OF MEETINGS

Notice of the meetings shall be provided to all representatives by mail, fax or e-mail.

7-15. PPROCEDURES

The Local Task Force~~task force~~ shall carry out its functions in accordance with procedures that are consistent with State and local law. ~~Any duly appointed representative may appoint an alternate representative to attend and to participate in any official LTF activity.~~

16. STANDARDS OF ETHICS AND CONDUCT

Responsibilities of Public Office

Individuals appointed to the Local Task Force are agents of the public and serve for the benefit of the public. They shall uphold and act in accordance with the Constitution of the United States of America, and the Constitution of the State of California.

All members of the Local Task Force shall be required to complete the Conflict of Interest forms, entitled "Statement of Economic Interests for Designated Officials and Employees", Form 700 of the Fair Political Practices Commission (FPPC). Forms must be filed annually with the Humboldt County Clerk of the Board.

8. ADMINISTRATIVE SUPPORT

Administrative support shall be divided up among the agencies represented in the LTF.

17. MEMBERSHIP AMENDMENTS

Pursuant to Public Resources Code, Section 40950, membership of the Local Task Force is to be determined by the County and majority of cities within the county which contain a majority of the population of the incorporated area of the county.

Proposed membership amendments may be considered by the Local Task Force, with recommended amendment(s) circulated to the County and jurisdictions for consideration. Jurisdictions that contain a majority of the population of the incorporated area of the County are required to vote in the affirmative to modify the membership. The final vote(s) will then be forwarded to the Humboldt County Board of Supervisors for revision of this resolution.

18. 9. REPEAL

The adoption of this resolution, all prior resolutions regarding the subject of the Local Task Force are hereby repealed.

Adopted on motion ~~by HWMA of~~ Board member _____.

Seconded by ~~HWMA~~ Board member _____

AYES: _____

NOES: _____

ABSENT: _____

~~ABSTAIN: _____~~

~~Sherman Schapiro~~, Chairman

Date

Witness:

~~Gerald Kindsfather~~, Clerk

Date