



SOLANO COUNTY
Department of Resource Management
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**SOLANO COUNTY LOCAL TASK FORCE
FOR INTEGRATED WASTE MANAGEMENT
BY-LAWS (AMENDED)**

*Originally Adopted by the Board of Supervisors, November 26, 1996, Resolution 96-230
Amendments approved by the Board of Supervisors, November 6, 2001*

Purpose of the Task Force

The purpose of the Solano County Task Force for Integrated Waste Management is to (1) develop goals, policies, and procedures in accordance with California Integrated Waste Management Board rules and regulations, (2) guide in the development of the City and County Source Reduction and Recycling Elements, (3) to comment on and assist in the development of the Siting Element and Countywide Summary Plan, and (4) to recommend and coordinate the implementation of waste and disposal reduction programs.

The Task Force, in order to ensure a coordinated and cost effective regional recycling system, shall:

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 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. Develop goals, policies and procedures consistent with guidelines and regulations adopted by the California Integrated Waste Management Board, to guide the development of the siting element of the county wide integrated waste management plan.
6. Assist in complying with waste reporting requirements.

Building &
Safety
Carlos Silva, Chief
Building Official

Planning
Services
Mike Yankovich
Program Manager

Environmental
Health
Terry Schmidbauer
Program Manager

Administrative
Services
Linda Zalesky
Office Supervisor

Public Works-
Engineering
Paul Wiese
Engineering Manager

Public Works-
Operations
Steve Hilas
Operations Manager

Task Force Membership

Voting membership will be determined by the Solano County Board of Supervisors. A list will be maintained and attached to these By-Laws. Representation will include the following 27 seats:

Industry: Industry representatives will be selected from profit oriented solid waste/recycling businesses in the area. The total number of industry representatives will not exceed a maximum of nine: Garbage Franchisees/Landfills (7 seats) and Recyclers, profit (3 seats).

Non-profit Recyclers: One (1) seat will be filled by VALCORE.

Public Interest: Six (6) public interest seats will be available on a permanent basis, whether filled or unfilled. Any citizen, civic organization, or special interest group may be represented. Members in this category must have an interest, other than monetary gain, in solid waste planning or operations within the County. These seats will be filled by local representatives from the Sierra Club, the League of Women Voters, Travis Air Force Base, Solano Food Bank, Solano Community College, and UC Cooperative Extension.

Stormwater/Wastewater: The designated representative should be directly involved and responsible for stormwater and wastewater programs in Solano County (1 seat).

Cities: Each incorporated municipality within the County will be entitled to one seat on the Task Force. Each entity may select their own representative. The total number of seats is seven (7) for the following cities: Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville, Vallejo. The designated representative should be directly involved and responsible for solid waste management functions for the governmental agency.

Solano County: Due to the fact that the focus of this group is county-wide implementation of goals, policies and procedures, there are two (2) seats on the Task Force to be appointed by the Director of the Solano County Department of Environmental Management. That Department will also provide a staff position to the Task Force who will be a non-voting member, although this member may function as an alternate.

Designated Alternate

Each member will have a designated alternate, who is responsible for attending the meeting when the member is unable to. Designation of the representatives and alternates can be changed at any time in writing by the member organization.

By-Laws

Once established by the Solano County Board of Supervisors, the Local Task Force has the authority to amend these by-laws.

Task Force Meetings

Meetings will be held on the 3rd Thursday of every other month from 9am - 11am unless otherwise notified; the group can agree to extend a meeting past 11am. Business not conducted during these two hours will be held over to the next meeting.

Quorum

For the Task Force to take an action or make a decision, a minimum of eight (8) of the voting members must be present.

Agenda Items for Regular Meetings

In order to allow members to review the agenda items prior to the meeting, the agenda will be distributed at least 10 days prior to the meeting.

Chairperson's Duties

The Chairperson is responsible for: (1) conducting the meetings, (2) assisting staff in planning the agenda, (3) contacting members for follow-up on tasks, activities, and attendance, and (4) setting up sub-committees for specific projects. Chairperson will be assisted by staff.

Vice-Chairperson's Duties

The Vice-Chairperson is responsible for: (1) substituting for the Chairperson when they cannot attend the meetings, (2) planning educational programs and field trips for the Task Force.

Terms of Office

The Chairperson and Vice-Chairperson will be elected annually in July. The term of the Chairperson and Vice-Chairperson is limited to two consecutive terms (two years).

Staff Duties

Staff to the Task Force, appointed by the Director of the Solano County Department of Environmental Management, is responsible for: (1) preparing the agenda with the assistance of the Chairperson, (2) mailing agenda material, (3) preparing minutes, (4) keeping records of the meetings, and (5) assisting the Chairperson and Vice-Chairperson with their duties.