

# Agenda



**Central Texas Solid Waste Advisory Committee (SWAC)**

**Central Texas Council of Governments Building  
2180 North Main Street, Belton, TX 76513  
Aug 31st, 2017, 9:30 am**

**Agenda**

- I. Call to Order
- II. Public Comments
- III. Staff Update
- IV. Action Item: Discussion and Approval of May 4, 2017 Meeting Minutes
- V. Action Item: Member appointments and election of officers
- VI. Action Item: Discussion of FY 2018/2019 SWAC goals and priorities, Approve Draft Funding Plan, and Draft of CTCOG Application to Texas Commission on Environmental Quality (TCEQ)
- VII. Action Item: Set date of Public Meeting for Draft Funding Plan
- VIII. Action Item: Publishing Call for Applications for Household Hazardous Waste (HHW) events
- IX. Action Item: Amend By-Laws – meeting schedule
- X. Member Comments/Discussion
- XI. Set Next Meeting Date and Agenda Items
- XII. Adjournment

# Minutes



## **SOLID WASTE ADVISORY COMMITTEE**

Thursday, May 4, 2017

10:00 AM

Central Texas Council of Governments (CTCOG)  
2180 North Main Street  
Belton, TX 76513

### **Voting Members Present**

Noel Watson—City of Coppers Cove  
Paul Daugereau—Waste Management  
Lisa Sebek—City of Temple  
Peter DiLillo—City of Killeen  
Bill Parry—City of Gatesville

Duane Herrera—Bell County  
Mark Hyde—City of Harker Heights  
Johnny Wagner—Hamilton County  
Richard Watkins—Milam County

### **Others Present**

Kara Escajeda—City of Nolanville  
Jason Lang—Waste Management  
Chuck Rivette—Waste Management  
James (Bubba) Smith—Waste Management

Dawn Orange—City of Temple  
Jason Deckman--CTCOG  
Jennifer Lawyer--CTCOG

### **I. WELCOME AND INTRODUCTIONS:**

- Peter DiLillo called the meeting to order at about 10:00.
- Attendees introduced themselves.

### **II. PUBLIC COMMENTS:**

- There were no public comments.

### **III. ACTION ITEM—DISCUSSION AND APPROVAL OF MINUTES FROM AUGUST 30, 2017 MEETING:**

- There were no comments on the minutes.
- Mark Hyde made a motion to approve the minutes. Paul Daugereau seconded the motion. The motion passed.

### **IV. ACTION ITEM—DISCUSSION OF FY 2017 HHW EVENTS, PUBLIC ACCESS TIMES, AND APPROVAL OF REMAINING HHW BUDGET:**

- Jennifer stated that the remaining budget for HHW was \$10,547 after payments for the FY 2017 HHW events.

- Jennifer announced that Lometa had opted to wait and hold their HHW event in FY 2018.
- SWAC agreed collection and disposal of televisions was a problem.
- Jennifer stated that as long as funds are used within the HHW category (including education), the only thing that needs to be updated is the Implementation Project Summary for the TCEQ. If funds are moved to another category (recycling, for example) the Funding Plan will have to be changed and that would require a public notice, public meeting, etc. The fiscal year ends August 31, 2017, and the funds will not roll over.
- Bill Parry made a motion to take 10% of the remaining funds and purchase an educational brochure type handout and split the remainder between Copperas Cove and Gatesville. Noel Watson seconded the motion. The motion passed. (Stopped at 29 min and 58 sec)

**V. PRESENTATION FROM WASTE MANAGEMENT REGARDING UPDATES TO TEMPLE LANDFILL EXPANSION PERMIT:**

**VI. ACTION ITEM: TEMPLE LANDFILL EXPANSION PERMIT CONFORMANCE/NON-CONFORMANCE TO THE REGIONAL SOLID WASTE MANAGEMENT PLAN:**

**VII. DISCUSSION OF RE-TRAC CONNECT AND HHW DATA MANAGEMENT:**

**VIII. MEMBER COMMENTS/DISCUSSION:**

**IX. SET NEXT MEETING DATE AND AGENDA ITEMS:**

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**X. ADJOURNMENT:**

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Zoe Rascoe, SWAC Chair

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Cheryl Maxwell, CTCOG Planning Director

\*HHW dates changed later to Copperas Cove—February 18, 2017; Gatesville—March 4, 2017, and Nolanville—March 18, 2017.

# SWAC Members

**SWAC Members FY 2018-19**

Duane Herrera	254-933-5275	<a href="mailto:duane.herrera@co.bell.tx.us">duane.herrera@co.bell.tx.us</a>	Bell County
Daren Moore	254-223-1001	<a href="mailto:dmcoryellcounty@gmail.com">dmcoryellcounty@gmail.com</a>	Coryell County
Johnny Wagner	254-386-8542	<a href="mailto:jwagner@hamiltoncountytexas.org">jwagner@hamiltoncountytexas.org</a>	Hamilton County
Richard Watkins	254-593-3171	<a href="mailto:mcpct1@farm-market.net">mcpct1@farm-market.net</a>	Milam County
Stan Weik	325-372-5144	<a href="mailto:weiks@att.net">weiks@att.net</a>	San Saba County
Vacant			Lampasas County
Vacant			Mills County
Bryan Neaves	254-933-5275	<a href="mailto:bryan.neaves@co.bell.tx.us">bryan.neaves@co.bell.tx.us</a>	Bell County Alternate
Jeremy Allamon	254-933-5823	<a href="mailto:jallamon@beltontexas.gov">jallamon@beltontexas.gov</a>	City of Belton
Noel Watson	254-547-4242	<a href="mailto:nwatson@copperascovetx.gov">nwatson@copperascovetx.gov</a>	City of Copperas Cove
Bill Parry	254-865-8951	<a href="mailto:william.parry@ci.gatesville.tx.us">william.parry@ci.gatesville.tx.us</a>	City of Gatesville
Mark Hyde	254-953-5649	<a href="mailto:mhyde@ci.harker-heights.tx.us">mhyde@ci.harker-heights.tx.us</a>	City of Harker Heights
Peter DiLillo	254-554-7572	<a href="mailto:pdilillo@killeentexas.gov">pdilillo@killeentexas.gov</a>	City of Killeen
Lisa Sebek	254-298-5180	<a href="mailto:lsebek@templetx.gov">lsebek@templetx.gov</a>	City of Temple
Paul Daugereau	512-272-6226	<a href="mailto:pdaugere@wm.com">pdaugere@wm.com</a>	Solid Waste Industry Representative
Zoe Rascoe	254-913-1013	<a href="mailto:trascoe@hot.rr.com">trascoe@hot.rr.com</a>	Private Sector/Citizen Representative
Regina Corley	254-207-2300	<a href="mailto:corleyr@wilsonart.com">corleyr@wilsonart.com</a>	Private Sector/Business Representative
Velia Key	254-547-4242	<a href="mailto:srhoads@copperascovetx.gov">srhoads@copperascovetx.gov</a>	Ex-Officio--City of Copperas Cove
Jeanie Harrison	254-372-4572	<a href="mailto:harrisonx2@hughes.net">harrisonx2@hughes.net</a>	Ex-Officio--Hamilton County Recycling
Scott Perry	254-434-1098	<a href="mailto:scotchperry@yahoo.com">scotchperry@yahoo.com</a>	Ex-Officio--City of Hico
David McGinnis	254-526-5541	<a href="mailto:smvacuumandwaste@hotmail.com">smvacuumandwaste@hotmail.com</a>	Ex-Officio--S&M Vacuum and Waste, LTD--Killeen
Nicole Torralva	254-298-5621	<a href="mailto:ntorralva@ci.temple.tx.us">ntorralva@ci.temple.tx.us</a>	Ex-Officio--City of Temple
Dawn Orange	254-298-5722	<a href="mailto:dorange@templetx.gov">dorange@templetx.gov</a>	Ex-Officio--City of Temple
Tanya Gray	254-493-4000	<a href="mailto:tanya@keeptemplebeautiful.org">tanya@keeptemplebeautiful.org</a>	Ex-Officio--Keep Temple Beautiful
Trey Buzbee	254-761-3168	<a href="mailto:tbuzbee@brazos.org">tbuzbee@brazos.org</a>	Ex-Officio--Brazos River Authority
Ryan Polster	254-386-8116	<a href="mailto:citysecretary@ci.hamilton.tx.us">citysecretary@ci.hamilton.tx.us</a>	Ex-Officio--City of Hamilton
Jimmy Brown	469-951-9970	<a href="mailto:environmentalresourcesllc@gmail.com">environmentalresourcesllc@gmail.com</a>	Ex-Officio--Environmental Resources
Jeff Browning	254-743-0553	<a href="mailto:jbrowning07@gmail.com">jbrowning07@gmail.com</a>	Ex-Officio--City of Temple
Elvi Yzaguirre	512-239-6700	<a href="mailto:eyzaguir@tceq.texas.gov">eyzaguir@tceq.texas.gov</a>	Ex-Officio--TCEQ



# Contract and Funding Plan

# Texas Commission on Environmental Quality

## CONTRACT SIGNATURE PAGE

Contract Name: Regional Solid Waste Grant  
 Contract Number: 582-18-80532  
 Performing Party: Central Texas Council of Governments  
 Performing Party Identification Number: 1-74-16151490  
**Maximum Authorized Reimbursement: \$230,000.00 (FY18 - \$115,000.00 / FY19 - \$115,000.00)**  
 Effective Date: ☒ September 1, 2017 ☐ Date of last signature  
 Expiration Date: ☒ August 31, 2019 ☐ Last day of Fiscal Year in which the Contract was signed  
☐ If checked, this Contract requires matching funds. Match Requirement:  
☐ If checked, this Contract is funded with federal funds.

CFDA Number:

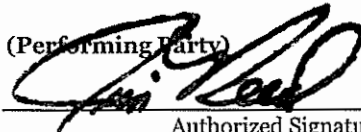
Federal Grant Number:

This Contract is entered under: ☐ Gov't Code ch. 771 (Interagency) ☒ Gov't Code ch. 791 (Interlocal)  
☐ Water Code § 5.229 (Intergovernmental) ☒ Water Code § 5.124 (Grant)

The Texas Commission on Environmental Quality (TCEQ), an agency of the State of Texas, and the named Performing Party, a state agency or local government of the State of Texas, enter this agreement (Contract) to cooperatively conduct authorized governmental functions and activities under the laws of the State of Texas.

The Parties agree as follows: (a) to be effective, the Contract must be signed by an authorized official of the TCEQ and the Performing Party; (b) this Contract consists of all documents specified in the list of Contract Documents following this page; and (c) as authorized by TCEQ, Performing Party will conduct Contract Activities as part of its own authorized governmental functions and TCEQ will reimburse Allowable Costs subject to the Texas Uniform Grant Management Standards (UGMS) and this Contract.

**Texas Commission on  
Environmental Quality (TCEQ)**

(Performing Party)  


Authorized Signature

Authorized Signature

Brent Wade

Jim Reed

Printed Name

Printed Name

Deputy Director, Office of Waste

CTCOG Executive Director

Title

Title

Date

25 July 2017

Date

Procurements &amp; Contracts Representative

Printed Name

Date



# **Regional Solid Waste Grant Program**

***Regional Funding Plan Format***  
***(Attachment 2 of the Contract)***

***Prepared by***

**Texas Commission on Environmental Quality**  
**Office of Waste - Waste Permits Division**

## Format for Completing the Regional Funding Plan

The instructions outlined below should be followed when completing the Regional Funding Plan. The COG may adjust this format as needed, so long as the required information is included.

### I. General Information

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

Date of Funding Plan Approval by the COG Governing Body:

9/28/2017

**Total Biennium Budget:**

**\$ 230,000.00**

**Program Budget Allocation:** *Refer to the COG funding allocation for each fiscal year. This information is intended as an estimate only, for planning and discussion purposes. The grant application will need to include the final proposed budget to be incorporated into the grant contract.*

*List Budget Detail for the First State Fiscal Year*

*FY 18*

Regional Coordination Program  
Budget

\$ 50,000.00

43.5%

Implementation Projects/COG  
Managed Project Budget

\$ 65,000.00

56.5%

**\$ 115,000.00**

**100.0%**

*List Budget Detail for the Second State Fiscal Year*

*FY 19*

Regional Coordination Program  
Budget

\$ 50,000.00

43.5%

Implementation Projects/COG  
Managed Project Budget

\$ 65,000.00

56.5%

**\$ 115,000.00**

**100.0%**

## II. Project Priorities

### Regional Solid Waste Management Plan Priorities

List in priority order if applicable, the goals, objectives, and strategies from Volume I of the RSWMP for which the grant funds will be used to help implement during the current fiscal year and beyond (*you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package*).

#### A. Regional Solid Waste Management Plan Priorities

1. Promote the proper and safe disposal of household hazardous waste and scrap tires.

##### Objectives:

- A. Encourage the establishment of a permanent regional HHW collection facility.
- B. Develop and implement ongoing public education programs about the importance of properly disposing of HHW and scrap tires.
- C. Encourage the development of local and/or regional HHW and tire collection events.
- D. Encourage the establishment of a HHW collection facility with mobile capability within the region.

2. Increase awareness of the harmful effects of illegal dumping and promote proper waste disposal.

##### Objectives:

- A. Establish a long-term public educational campaign about the importance of the proper disposal of waste and scrap tires.
- B. Support the establishment of citizens' collection stations for rural residents.

### Project Priorities

Based on the priorities from the RSWMP, identify the categories (and subcategories, if applicable) of projects for which funds will be allocated. Identify the RSWMP Volume I goals and objectives, and the Volume II strategies that each category is intended to implement (*you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package*).

Refer to the list of eligible projects and the supplemental funding standards and restrictions in the grant contract and Administrative Procedures.

1. Local Enforcement: Funds may be used for projects that contribute to the prevention of illegal dumping of municipal solid wastes, including liquid wastes.
2. Litter and Illegal Dumping Cleanup and Community Collection Events: Funds may be used for ongoing and periodic activities to clean up litter and illegal dumping of municipal solid waste, excluding scrap tire dumping sites. Funding may also be used for periodic collection events to provide for collection of residential waste materials for which there is not a readily available collection alternative.
3. Source Reduction and Recycling: Funds may be used for projects that provide a direct and measurable effect on reducing the amount of municipal solid waste going into landfills by diverting materials from the municipal solid waste stream for reuse or recycling or by reducing waste generation at the source.
4. Local Solid Waste Management Plans: Funds may be used for projects to develop and/or amend local solid waste management plans by local governments in accordance with Subchapter D, Chapter 363, Texas Health and Safety Code, as implemented by state rule, Subchapter O, 30 TAC Chapter 330.
5. Citizens' Collection Station and "Small" Registered Transfer Stations: Funds may be used for projects to construct MSW collection

### Allocation and Priorities

List any priorities assigned by the COG to the project categories. Describe the planned use of any funding allocations to specific categories, category funding limits, grant award funding caps, or similar special standards. Describe the reasons for any of the proposed special standards.

The Central Texas Council of Governments (CTCOG) and its Solid Waste Advisory Committee (SWAC) have prioritized Household Hazardous Waste (HHW) projects and scrap tire collection projects for the foreseeable future. Details regarding all projects, including household hazardous waste items accepted, time schedules, and location of HHW events and tire collections will be publicized and advertised in local newspapers and direct mail notices sent to all interested individuals, city mayors, county judges, county sheriff's offices, school districts, and private industries.

### III. Project Selection Process

Briefly describe the process that will be used by the COG and the SWAC to solicit applications and to select projects for funding. Explain the ranking criteria that will be used for the competitive project review and ranking process *(you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package).*

*Use the following spaces to describe the project selection process and insert or expand the rows as needed.*

The schedule for these events will be voted on at the November 2017 SWAC meeting. Notices of solid waste application availability are electronically mailed to all interested individuals, city mayors, county judges and private industries at the beginning of the fiscal year.

- Applicants are allowed at least 30 days to complete the application.
- The voting members of the SWAC will screen and evaluate the applications.
- No changes may be made to the application after the due date.
- SWAC members will receive copies of the applications prior to the selection meeting.
- Each applicant has the option of doing a brief presentation on his or her project.
- The presentation may be done by anyone associated with the project.
- Voting SWAC members must be present to evaluate applications unless other arrangements have been made and approved in advance.
- SWAC members may not vote on his or her application(s).
- Personnel will not be funded.
- Scoring will be based on the 100 point system made up of five 20 point categories.
- Each category will have specific questions worth a specific number of points—each question will be scored between one and the maximum number of points allowable. An example of a scoring sheet is attached on another tab.
- The scoring sheets are to give SWAC members a way to evaluate the merits of each application. Selection and funding amounts will be determined by consensus and voted on by the committee.
- CTCOG staff will submit all required project notifications to TCEQ in a timely manner.
- CTCOG and all grantees will sign a contract agreement.
- Grant funded expenditures are officially approved after the contract agreement is signed by both parties.

#### IV. Private Industry Considerations

Briefly describe the process by which private industry concerns will be considered during the project selection process.  
*Note: Public meetings held to discuss the Funding Plan should include discussions on the private industry requirements and the process that will be used to comply with those requirements (you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package).*

*Use the following spaces to describe the private industry process and insert or expand the rows as needed.*

All meetings involving fiscal year 2018/2019 solid waste grant funds will be open to the public. Appropriate private industries within the CTCOG area will be notified by direct mail or email and/or through public notices published in local newspapers of any upcoming SWAC meetings, their ability to serve on the SWAC, the availability of solid waste applications, the availability of applications for inspections, and the process by which to object to and/or appeal a solid waste project for which they have a concern.

The SWAC does have a voting membership position for the Private Sector. The representative is very active in the SWAC. Private industries have the option of commenting at any and all SWAC meetings during the designated public comment period. All comments are taken into account by the SWAC. Should a private industry representative submit comments opposing a project, those comments will be considered in the scoring of the project. If the project in question is awarded grant funding by the SWAC, private industry has the option of submitting an appeal to CTCOG's governing body as well as to the TCEQ.

Because the Private Sector is notified and invited to all SWAC meetings, has the opportunity to comment at each meeting, and is represented by a voting member with the Private Sector, the Solid Waste Advisory Committee of the Central Texas Council of Governments feels that the Private Sector within CTCOG's jurisdiction is well represented.

<p align="center"><b>Texas Commission on Environmental Quality</b></p> <p align="center"><b>Regional Solid Waste Grants Program</b></p>	
<p align="center"><b>Regional Funding Plan Certification</b></p>	
<p align="center">CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23</p>	
<p align="center">FY 18/19</p>	
<p>The Regional Funding Plan was presented to the public at public meeting(s) and had the opportunity to comment. All comments received from the public, both written and oral, have been considered and a summary of those comments are attached to this final Funding Plan.</p>	
Date of Funding Plan Approval by the COG Governing Body:	9/28/2017
Public Meeting Date (s):	9/18/2017
Typed/Printed Name and Title of Authorized Certifying Official:	Jim Reed, AICP Executive Director, CTCOG
Signature of Authorized Certifying Official:	
Date Submitted/Signed:	
<p><b>Attachments (Required):</b></p>	
· Regional Funding Plan	Select Yes or No From the Drop Down Menu By Clicking In This Box.
· Public Meeting Summary	Select Yes or No From the Drop Down Menu By Clicking In This Box.
· Copy of Direct Mail Notice	Select Yes or No From the Drop Down Menu By Clicking In This Box.



# Application



# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

## Regional Solid Waste Grants Program

### Regional Council of Governments Application *(Attachment 1 of*

### *General Instructions*

This document provides the forms that must be completed and submitted by each Council of Governments (COGs) in order to apply to the TCEQ for the Regional Solid Waste Grants Program (RSWGP) funds.

The budget and authorization forms must be completed to show the overall budget and the more detailed expenses proposed under each applicable budget category. The best way to complete the application is to complete each budget category as needed. Each budget category is linked to budget Form 5 and will auto populate this form. Once the application is approved, the forms will become a binding part of the grant contract. Once the contract is executed, any changes to this information must be requested in accordance with the contract terms. The

This document consists of instructions and blank application forms to be completed by the COG. Please review the detailed instructions in each application form before completing the form. The application forms should be completed, including the required signatures and resolution by the COG governing body. Please send a signed PDF file of the original application and the excel workbook to ***cheryl.untermeyer@tceq.texas.gov***

***Prepared by***

**Office of Waste - Waste Permits Division**

**Form 1. Cover Page**

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

Performing Party FEI#:	74-1615149		
Funding Amount For 1st Year:	FY 18	\$	115,000.00
Funding Amount For 2nd Year:	FY 19	\$	115,000.00
<b>Total Biennium Amount:</b>	<b>FY 18/19</b>	<b>\$</b>	<b>230,000.00</b>

**Required Attachments to the Application**

\* A copy of the latest membership list for the COG's Solid Waste Advisory Committee.

\* State Coordinating Agency Letter/Federal Cognizant Agency Letter indicating indirect/fringe benefits cost rates.

**Certifications*****The person signing this Application hereby certifies that:***

1. He/she has authority from the COG to sign the Application;
2. The information contained in this application is, to the best of his/her knowledge and understanding, complete and accurate;
3. This Application, along with any changes or addenda, shall become a binding part of the contract terms upon approval by TCEQ; and
4. This Application has no false statements and that signing this Application with a false statement is a material breach and TCEQ may terminate the grant.

**Signature/Title Certification****Title:** Executive Director, CTCOG**Typed/Printed Name:** Jim Reed, AICP**Signature:****Date:**

## **Form 2. Resolution**

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

**A signed resolution of the COG governing body approving this application must be provided in order for your grant application to be processed. The following points must be included in the resolution, at a minimum:**

1. The governing body of the COG has reviewed this application and authorizes its submittal to the TCEQ;
2. The governing body of the COG finds that all activities and related expenses included in this application will serve to implement the goals, objectives, and recommendations of the Regional Solid Waste Management Plan;
3. The COG will comply with all applicable state and local laws and regulations pertaining to the use of state funds, including laws concerning the procurement of goods and services, competitive purchasing requirements and financial and program reporting requirements; and
4. Grant funds will be used only for the purposes for which they are provided.

**To complete your application, please remove this page and replace it with a signed resolution of your COG's governing body.**



**RESOLUTION AUTHORIZING APPLICATION TO  
THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
FOR CTCOG REGIONAL SOLID WASTE GRANTS PROGRAM  
Resolution #####**

**WHEREAS**, the Central Texas Council of Governments (CTCOG), a Regional Planning Commission designated by the Office of the Governor, State of Texas, under the provisions of Article 1011mm, V.A.C.S., with jurisdictional lines encompassing the counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills and San Saba, is desirous of submitting a regional grant application for Solid Waste Grant funds through the Texas Commission on Environmental Quality (TCEQ), and

**WHEREAS**, the governing body of the Central Texas Council of Governments finds that all activities and related expenses included in this application will serve to implement the goals, objectives, and recommendations of the regional solid waste management plan and the state solid waste management plan, and

**WHEREAS**, the Central Texas Council of Governments will comply with all applicable state and local laws and regulations pertaining to the use of state funds, including laws concerning the procurement of goods and services, competitive purchasing requirements and financial and program reporting requirements, and

**WHEREAS**, grant funds will be used only for the purposes for which they are provided.

**NOW, THEREFORE BE IT RESOLVED** that the **CTCOG REGIONAL SOLID WASTE GRANTS PROGRAM** for fiscal years 2018-2019 has been approved by the Executive Committee for submission to TCEQ and is recommended for funding.

**PASSED AND APPROVED** this 28<sup>th</sup> day of September, 2017 by the Central Texas Council of Governments Executive Committee.

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The Honorable Dickie Clary, President

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The Honorable Byron Theodosis, Secretary/Treasurer

### Form 3. Current Information

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

Executive Director:

**Jim Reed, AICP**

**Solid Waste Coordinator : Jason Deckman**

Phone #:

254-770-2376

Email Address:

jason.deckman@ctcog.org

**Financial Contact: Michael Irvine**

Phone #:

254-770-2227

Email Address:

michael.irvine@ctcog.org

#### Mailing Address

The COG designates the following address for official notice and correspondence under the grant contract:

**P.O. Box 729**

**Belton, TX 76513**

#### Physical Address

The COG designates the following location for record access and review under the grant contract and for special delivery of official notice and correspondence:

**2180 N. Main St.**

**Belton, TX 76513**

**Date:**



## Form 4. Authorized Representatives

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

The COG Executive Director signing this form hereby certifies that these individuals named below as the person or persons authorized to receive direction from the TCEQ, to manage the work being performed, and to act on behalf of the COG for the purposes shown:

Typed/Printed Name: Jim Reed, AICP

Executive Director's Signature:

### Authorized Project Representative.

The following person(s) is authorized, by the COG's Executive Director to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the COG. *You may add more than one person, if needed.*

Title: Solid Waste Coordinator Planning Manager

Typed/Printed Name: Jason Deckman Cheryl Maxwell

Authorized Project Representative's Signature:

### Authorized Financial Representative.

The following person(s) is authorized by the COG's Executive Director, to act on behalf of the COG in all financial and fiscal matters, including signing financial reports. *You may add more than one person, if needed.*

Title: Finance Director

Typed/Printed Name Michael Irvine

Authorized Financial Representative's Signature:

Date:

# Form 5-A. Authorized Personnel/Salaries

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

(Use the FSR reporting by quarter section below for revisions only)

FSR Reporting  
Quarter:

Select appropriate reporting quarter from the drop down menu, when making revisions to this form.

Revised Date (if  
applicable):

## Authorized Personnel/Salaries

					Proposed Budget	Proposed Budget	Biennium Total
Position Title	Function (describe responsibilities)	FTE (% of Time)	Status Full Time or Part-Time	Monthly Salary	FY 18	FY 19	FY 18/19
Solid Waste Coordinator		50%	FTE	\$ 3,000.00	\$ 18,000.00	\$ 18,540.00	\$ 36,540.00
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
		0%	Select From the Drop Down Menu	\$ -	\$ -	\$ -	\$ -
TOTAL					\$ 18,000.00	\$ 18,540.00	\$ 36,540.00

Authorized Signature:

(only needed for revisions and must be an authorized representative listed  
on Form 4):

Date:



## Form 5-B. Authorized Non-Routine Travel Expenses

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

(Use the FSR reporting by quarter section below for revisions only)

FSR Reporting Quarter:

Select appropriate reporting quarter from the drop down menu, when making revisions to this form.

Revised Date (if applicable):

Authorized Routine Travel Expenses.	Proposed Budget	Proposed Budget	Biennium Total
Purpose, destination, date and name of traveler, if known.	FY 18	FY 19	FY 18/19
Solid Waste Coordinator -HHW events, site visits, planning	\$ 150.00	\$ 150.00	\$ 300.00
TARC, local workshops, training	\$ 150.00	\$ 150.00	\$ 300.00
	\$ -	\$ -	\$ -
	\$ -		\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>TOTAL ROUTINE TRAVEL</b>	\$ 300.00	\$ 300.00	\$ 600.00
Authorized Non-Routine Travel Expenses	Proposed Budget	Proposed Budget	Biennium Total
Purpose, destination, date and name of traveler, if known.	FY 18	FY 19	FY 18/19
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>TOTAL NON-ROUTINE TRAVEL</b>	\$ -	\$ -	\$ -
<b>Combined Total for Both Routine and Non-Routine Travel</b>	\$ 300.00	\$ 300.00	\$ 600.00

Authorized Signature:  
(only needed for revisions and must be an authorized representative listed on Form 4)

Date:

## Form 5-C. Authorized Equipment Expenses

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

*(Use the FSR reporting by quarter section below for revisions only)*

FSR Reporting Quarter:	<i>Select appropriate reporting quarter from the drop down menu, when making revisions to this form.</i>
Revised Date (if applicable):	

Authorized Equipment Purchases				Proposed Budget	Proposed Budget	Biennium Total
Equipment (\$5,000 or more) Show description, type, model, etc.)	Unit Cost	No. of Units	Total Cost	FY 18	FY 19	FY 18/19
	\$ -	0	\$ -	\$ -	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -

Authorized Signature: <i>(only needed for revisions and must be an authorized representative listed on Form 4)</i>	
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Date:	
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**Form 5-D. Authorized Contractual Expenses**

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

(Use the FSR reporting by quarter section below for revisions only)

FSR Reporting Quarter:

*Select appropriate reporting quarter from the drop down menu, when making revisions to this form.*

Revised Date (if applicable):

Authorized Contractual Expenses		Proposed Budget	Proposed Budget	Biennium Total
Purpose	Contractor(s)	FY 18	FY 19	FY 18/19
Not applicable		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
TOTAL		\$ -	\$ -	\$ -

Authorized Signature:

*(only needed for revisions and must be an authorized representative listed on Form 4)*

Date:

## Form 5-E. Authorized Additional Other Expenses

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

(Use the FSR reporting by quarter section below for revisions only)

FSR Reporting Quarter:	<i>SELECT APPROPRIATE REPORTING QUARTER FROM THE DROP DOWN MENU BY CLICKING THIS BOX</i>
Revised Date (if applicable):	

### Authorized Additional Other Expenses

All expenses must be itemized below, including items associated with the Cost Allocation Plan				Proposed Budget	Proposed Budget	Biennium Total
Itemize List of Expense	Unit Cost	No. of Units	Total Cost	FY 18	FY 19	FY 18/19
Space and Service Pool: (Salary+Benefits)x30%	\$ 9,131.94	1	\$ 9,131.94	\$ 4,881.94	\$ 4,250.00	\$ 9,131.94
Communication (telephone/cell phone/internet) Allocation	\$ -	0	\$ -	\$ -	\$ -	\$ -
Postage Allocation	\$ 64.46	1	\$ 64.46	\$ 40.00	\$ 24.46	\$ 64.46
Printing Allocation	\$ 884.57	1	\$ 884.57	\$ 784.57	\$ 100.00	\$ 884.57
Copy/Fax Allocation	\$ -	0	\$ -	\$ -	\$ -	\$ -
Accounting & Payroll Services Allocation	\$ -	0	\$ -	\$ -	\$ -	\$ -
IT/Data Services (Network) Allocation	\$ -	0	\$ -	\$ -	\$ -	\$ -
Purchasing Allocation	\$ -	0	\$ -	\$ -	\$ -	\$ -
Personnel Allocation	\$ -	0	\$ -	\$ -	\$ -	\$ -
GIS Allocation	\$ -	0	\$ -	\$ -	\$ -	\$ -
Audit Fees	\$ -	0	\$ -	\$ -	\$ -	\$ -
Insurance and bonding (disability, retirement, unemployment, etc.)	\$ -	0	\$ -	\$ -	\$ -	\$ -
Research and Information (Demographics)	\$ -	0	\$ -	\$ -	\$ -	\$ -
Research and Information Services (Geographics)	\$ -	0	\$ -	\$ -	\$ -	\$ -



Research and Information Services - Network Support	\$ -	0	\$ -	\$ -	\$ -	\$ -
Maintenance & Repairs (be specific what this line item expense would cover)	\$ -	0	\$ -	\$ -	\$ -	\$ -
Utilities (include what type of utility)	\$ -	0	\$ -	\$ -	\$ -	\$ -
Advertising/Public/Legal Notices (the detail of this line item should be included in the FSR when the expense occurs)	\$ -	0	\$ -	\$ -	\$ -	\$ -
Dues/Memberships (include name of membership and the recipient (s) this could include the position title and not a name)	\$ 25.00	3	\$ 75.00	\$ 25.00	\$ 50.00	\$ 75.00
Subscriptions/Publications (include name of subscription and the recipient (s) this could include the position title and not a name)	\$ -	0	\$ -	\$ -	\$ -	\$ -
Training/Registration (Professional Development) The detail of this line item should be included in the FSR when the expense occurs.	\$ 100.00	2	\$ 200.00	\$ 100.00	\$ 100.00	\$ 200.00
Education/Outreach (when specific items are to be purchased a list must be submitted for a separate approval. A separate tab is included for your use when requesting outreach items)	\$ 50.00	4	\$ 200.00	\$ 100.00	\$ 100.00	\$ 200.00
See Separate tab form 5-E for Software request	\$ -	0	\$ -	\$ -	\$ -	\$ -
See Separate tab form 5-E for hardware request	\$ -	0	\$ -	\$ -	\$ -	\$ -
Other expenditures (be specific when adding another line item here)	\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Total Other</b>			<b>\$ 10,555.97</b>	<b>\$ 5,931.51</b>	<b>\$ 4,624.46</b>	<b>\$ 10,555.97</b>
Authorized Signature: (only needed for revisions and must be an authorized representative listed on Form 4)						
Date:						

**Form 5-E. Authorized Additional Other Expenses (Software)**

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

(Use the FSR reporting by quarter section below for revisions only)

FSR Reporting Quarter: *Select appropriate reporting quarter from the drop down menu, when making revisions to this form.*

Revised Date (if applicable):

***Computer software (itemize each expense below including description, type, model, etc.):*****Proposed Budget****Proposed Budget****Biennium Total**

Itemize List of Expense	Unit Cost	No. of Units	Total Cost	FY 18	FY 19	FY 18/19
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -
	\$ -	0	\$ -	\$ -	\$ -	\$ -
<b>Total Software</b>			\$ -	\$ -	\$ -	\$ -

Authorized Signature:

*(only needed for revisions and must be an authorized representative listed on Form 4)*

Date:

**Form 5-E. Authorized Additional Other Expenses (Hardware)**

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

(Use the FSR reporting by quarter section below for revisions only)

FSR Reporting Quarter:

*Select appropriate reporting quarter from the drop down menu, when making revisions to this form.*

Revised Date (if applicable):

**Computer hardware not listed under the Equipment category  
(itemize each expense below including description, type,  
model, etc.)****Proposed  
Budget****Proposed Budget****Biennium Total**

Itemize List of Expense	Unit Cost	No. of Units	Total Cost	FY 18	FY 19	FY 18/19
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Hardware</b>			\$ -	\$ -	\$ -	\$ -

Authorized Signature:

*(only needed for revisions and must be an authorized representative listed on  
Form 4)*

Date:

## Education/Outreach Request

List Items (description)	Purpose or Event (if applicable)	Date of Event (if applicable)	Unit Cost	Quantity (# of Units)	Total Cost
Initial Education/Outreach Budget			\$ 50.00	4.00	\$ 200.00
Total					\$ 200.00



<b>Form 5-F. Implementation And COG-Managed Project Budget</b>					
CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23					
FY 18/19					
(Use the FSR reporting by quarter section below for revisions only)					
FSR Reporting Quarter:		Select appropriate reporting quarter from the drop down menu, when making revisions to this form.			
Revised Date (if applicable):					
Types of Projects Planned	Estimated Cost	Proposed Budget	Proposed Budget	Biennium Total	
		FY 18	FY 19	FY 18/19	
COG Managed	\$ 130,000.00	\$ 65,000.00	\$ 65,000.00	\$ 130,000.00	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>		<b>\$ 65,000.00</b>	<b>\$ 65,000.00</b>	<b>\$ 130,000.00</b>	
Authorized Signature: <i>(only needed for revisions and must be an authorized representative listed on Form 4)</i>					
Date:					

**Form 5-G. Supply Budget**

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

Proposed Budget	Proposed Budget	Biennium Total
FY 18	FY 19	FY 18/19
\$ 200.00	\$ 200.00	\$ 400.00
\$ 200.00	\$ 200.00	\$ 400.00
Authorized Signature: <i>(only needed for revisions and must be an authorized representative listed on Form 4)</i>		
Date:		

## Form 5-H.Indirect Cost Rate Information

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied:

Use the space below for the indirect cost rate detail (this is mandatory to complete).

Personnel costs (salary + benefits) multiplied by 43.13% = Indirect Costs

Indirect = (Salary + Benefits) \* 0.4313

## FRINGE RATE INFORMATION

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

Use the space below for the fringe rate calculation.

Personnel salary multiplied by 69.11% equals Fringe Benefit Rate

Fringe = Salary \* 0.6911

## Form 5. Budget

CENTRAL TEXAS COUNCIL OF GOVERNMENTS - #23

FY 18/19

Budget Category	Proposed Budget	Proposed Budget	Biennium Total Budget
	FY 18	FY 19	FY 18/19
1. Personnel/Salary ( Form 5 A)	\$ 18,000.00	\$ 18,540.00	\$ 36,540.00
2. Travel (Form 5 B)	\$ 300.00	\$ 300.00	\$ 600.00
3. Equipment (Form 5 C)	\$ -	\$ -	\$ -
4. Contractual (Form 5 D)	\$ -	\$ -	\$ -
5. Other (Form 5 E)	\$ 5,931.51	\$ 4,624.46	\$ 10,555.97
6. Implementation Projects (Form 5 F)	\$ 65,000.00	\$ 65,000.00	\$ 130,000.00
7. Supplies (Form 5 G)	\$ 200.00	\$ 200.00	\$ 400.00
8. Fringe Benefits (Form 5 H)	\$ 12,439.80	\$ 12,812.99	\$ 25,252.79
<b>9. Total Direct Costs (sum of 1-8)</b>	\$ 101,871.31	\$ 101,477.45	\$ 203,348.76
10. Indirect Costs (Form 5 H)	\$ 13,128.69	\$ 13,522.55	\$ 26,651.23
<b>11. Total Costs (sum of 9-10)</b>	\$ 115,000.00	\$ 115,000.00	\$ 230,000.00
<b>12. Fringe Benefit Rate:</b>	69.110%	69.110%	69.110%
<b>13. Indirect Cost Rate:</b>	43.130%	43.130%	43.130%
Authorized Signature: <span style="float: right;"><i>(only needed for revisions and must be an authorized representative listed on Form 4)</i></span>			
Date:			

# Call for Applications

## **Call for Applications:**

### **Household Hazardous Waste Events – Fiscal Year 2018**

The Central Texas Council of Governments (CTCOG) Solid Waste Advisory Committee (SWAC) is requesting applications from cities or counties interested in hosting a Household Hazardous Waste (HHW) collection event during FY 2018. Fiscal Year 2018 begins on September 1, 2017.

This application is due back to CTCOG staff no later than **DATE TBD** (deadline depends on meeting date). The SWAC will vote to select events at their next meeting, tentatively scheduled for **November 16, 2017** at 9:30 at the CTCOG offices. Be prepared to have a representative present to answer questions regarding your site or your ability to contribute funds or labor. Note that on page three of the application form is a selection of background information and lessons learned.

Please contact Jason Deckman if you have any questions: (254)-770-2376 or [jason.deckman@ctcog.org](mailto:jason.deckman@ctcog.org)

## HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2018

**Applications are due to CTCOG by 5 P.M. on DATE TBD.** You may send them via email to [jason.deckman@ctcog.org](mailto:jason.deckman@ctcog.org), via fax to (254) 770-2360, or mail a hard copy to:

CTCOG, Attn: Solid Waste Coordinator  
P.O. Box 729  
Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the Date TBD meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 9:30 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

1. Has your City/County ever held a Household Hazardous Waste Event?

☐ Yes ☐ No

- If so, when? (MM/YYYY) \_\_\_\_\_
- If known, how many people attended? \_\_\_\_\_

2. If selected to host an event, how many people do you anticipate will attend? Based on what criteria?

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3. List 3 dates between **September 1, 2017 and August 31, 2018** when the event might take place, keeping in mind that a **minimum** 45 day advance notice to TCEQ is required.

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

4. Please give the physical address of the event and describe the facility (how big it is, how much land surrounds it, how accessible to main highways, etc.) where the event would be held.

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5. Each county/city provides the site and volunteers necessary to operate the event. In addition, please indicate the amount of funding that your city or county is willing to contribute towards the cost of the event. CTCOG will also contribute towards the cost of the event.

Funding contribution:

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(Example, dollar amounts for advertising, tire collection, electronics recycling, etc)

6. Please elaborate on specific reasons why the collection event should be held in your city/county. Attach additional pages as needed.

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**Information from past events:**



- Past CTCOG contribution towards cost: \$20,000 - \$25,000
- Past turnout for urban area (Killeen or Temple): 300-400+ cars
- Past turnout for rural area (Hamilton or Gatesville): 120-300+ cars
- Past cost for urban events: \$30,000 - \$50,000+
- Past cost for rural events: \$20,000 - \$50,000+
- Cost for tire trailer provided by contractor: \$1900 (approximate)
- Cost for electronics vendor on site - Depends on vendor / contract
- Newspaper advertising – depends on local paper classified ad rates. Ads are most effective in the community where the event takes place, less so with increasing distance. (In other words, an ad in the San Saba paper is unlikely to result in anyone from San Saba attending an event in Cameron). Check with your local paper for cost of ads based on size, graphics and color.

Most effective advertising: local newspaper, water bill inserts, church announcements, community billboards.

### **Lessons learned:**

- One way traffic works best – having people enter and exit through a single entry point can cause traffic jams, confusion to the drivers, and may increase the risk of a car striking a pedestrian
- Combined events (HHW in conjunction with a city-wide clean-up) may increase confusion to the public regarding acceptable items for disposal, times, or locations. Staff or volunteers will have to identify the visitor's purpose and direct them to the correct location. It may require traffic to cross paths or have to merge back in line, and can make data collection difficult if people are being counted that aren't bringing hazardous waste. However, it can work given the appropriate location. If you are considering this, please contact your solid waste coordinator for more information.
- Maximize the use of volunteers to help direct traffic, take surveys, hand out promotional items, unload tires, etc. The quicker a car can be received, surveyed, unloaded and moved out, the happier your residents are going to be. Traffic won't back up, tempers won't flare, and you just have a better flow of cars through the site.
- Brief the volunteers and paid employees well before the scheduled opening time. That helps everyone understand how cars will be directed to flow through the site, and what their part will be. Also, you can brief them on the safety hazards involved with moving vehicles, hazardous chemicals, heat exhaustion, etc.
- Expect people to begin arriving at the event at least one hour prior to the posted start time, especially in the rural areas.
- Volunteers or paid staff are a necessity!!!!
- Don't forget: access to bathrooms is needed.

# By-Laws



## **SOLID WASTE ADVISORY COMMITTEE BYLAWS**

### **ARTICLE I NAME OF COMMITTEE**

The name of this Advisory Committee shall be the Central Texas Council of Governments Solid Waste Advisory Committee.

### **ARTICLE II OBJECTIVE**

#### **Section 1**

The creation of the Advisory Committee is authorized by the Central Texas Council of Governments, under Section 391.005, Vernon's Texas Codes Annotated and Article II of the Articles of Association.

#### **Section 2**

The Advisory Committee shall advise the Central Texas Council of Governments' Executive Committee during the planning and implementation of the Central Texas Regional Solid Waste Management Plan as outlined in Subchapter O, Section 7, of the Solid Waste Disposal Act, Article 4477-7, and Vernon's Texas Civil Statutes, as amended. The purpose of the plan is to guide the orderly development and implementation of solid waste facilities and disposal methods according to local, state, and federal regulations.

### **ARTICLE III MEMBERSHIP**

#### **Section 1**

- a. Advisory Committee membership shall consist of one member from each county of the Central Texas Council of Governments, and one member from each municipality with a

population in excess of 10,000 residents as of latest census. These counties- Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba; and these municipalities- Belton, Copperas Cove, Gatesville, Harker Heights, Killeen, and Temple are eligible. Ex-officio membership is encouraged to be requested by private operators, citizen groups, and interested individuals.

b. The Advisory Committee shall be made up of representatives from the following:

1. Appointees of Counties and Qualifying Municipalities
2. One Solid Waste Industry Representative
3. One Private Sector / Business Representative
4. One Citizen Representative
5. Central Texas Council of Governments' Staff
6. The Texas Commission on Environmental Quality
7. Ex-Officio Members

c. Voting members of the Advisory Committee shall be #1-4 above.

Members unable to attend meetings are encouraged to send an informed, member-assigned alternate to assist in information exchange and coordination activities. However, only appointed members of counties and municipalities will have full voting privileges in addition to the one citizen/private sector representative and one solid waste industry representative.

## **Section 2**

- a. County representatives will be appointed by their elected County Judge, and Municipal representatives will be appointed by the City Mayor. Both appointments shall be in writing. There are no term limits for county and municipal representatives; however, confirmation of their continuing status as representatives shall be provided in writing at the beginning of each biennium.

- b. Solid Waste Industry and Citizen representatives will be selected by the Advisory Committee.
- c. Ex-officio membership shall be requested in writing to the Advisory Committee in care of the CTCOG staff coordinator.
- d. Ex-officio members, Solid Waste Industry, Private Sector, and Citizen Representatives will be approved by a majority vote of the Advisory Committee. Terms will be two years beginning on the date of the vote.
- e. Ex-officio membership may be requested in writing and approved by the Advisory Committee at any time during the biennium.

### **Section 3**

There shall be no discrimination in any respect in selection of members or any activity of the Advisory Committee due to gender, age, race, religion, disability, or political creed.

## **ARTICLE IV OFFICERS/STAFF**

### **Section 1**

The officers of the Solid Waste Advisory Committee shall be a chair and two vice chairs who shall be elected by the full Advisory Committee.

- a) Officer Elections shall be held during the first meeting after the beginning of each biennium.
- b) Officers will serve a two-year term beginning on the day of the vote.
- c) Subsequent officer elections will be held as required to fill any unexpired terms.
- d) An officer shall not hold the same office for more than two consecutive terms.

## **Section 2**

The chair shall preside at all meetings of the Advisory Committee. The chair and/or staff representative may represent the Advisory Committee in presentations to the Executive Committee and to outside entities.

## **Section 3**

The first vice chair shall perform the duties of the chair in the absence of the chair.

## **Section 4**

If the chair and the vice chair are each absent or unable to perform their duties, the second vice chair shall perform all duties of the chair. Additionally, the second vice chair, with staff assistance, shall record and maintain attendance records and minutes.

## **Section 5**

A member of the Central Texas Council of Governments staff, as assigned by the Executive Director, will serve as staff and administrative support for the Advisory Committee. The Council staff shall archive minutes of all Advisory Committee meetings and shall perform such duties as may be required by the Executive Director or requested by the Advisory Committee.

# **ARTICLE V MEETINGS**

## **Section 1**

This Advisory Committee shall comply with the Texas Open Meetings Act.

## **Section 2**

The Advisory Committee shall meet once per quarter or at other times as the chairperson deems necessary or upon request of not less than one-third of the members of the Advisory Committee in accordance with notices provided by the Central Texas Council of Governments staff to each member and the area news media one week prior to a regular meeting. Time and location of special meetings shall be announced as required by the Texas Open Meetings Act.

### **Section 3**

All meetings of the Advisory Committee shall be open to the public. A public comment period will be on the agenda for each meeting.

### **Section 4**

A quorum at any Advisory Committee meeting shall be one-third of the voting membership. An act of the majority of the members, in a meeting at which a quorum is present, shall be the act of the Advisory Committee.

## **ARTICLE VI PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall prevail as a guide for all meetings of parliamentary procedures with the exception that ex-officio members do not have voting rights.

## **ARTICLE VIII AMENDMENTS TO BYLAWS**

The bylaws of the Advisory Committee shall be reviewed by the Advisory Committee after the election of new officers and may be altered, amended, or repealed as required by two-thirds vote of the Advisory Committee members present.

## **ARTICLE IX CONFLICTS OF BYLAWS**

The by-laws of the Advisory Committee shall be subject to review by the Central Texas Council of Governments' Executive Committee, and they shall not be in conflict with the CTCOG by-laws. Should a conflict arise, then the by-laws of the Central Texas Council of Governments shall prevail.

## **GLOSSARY**

**TCEQ** – Texas Commission on Environmental Quality

**Solid Waste Industry Representative** – A full-time employee of a business providing solid waste disposal or recycling services in the Central Texas area.

**Private Sector / Business Representative** – A full-time employee of any business in the Central Texas area, providing services or producing products, but not necessarily directly connected to solid waste.

**Citizen Representative** – Any interested or concerned individual who expresses a desire to serve on SWAC.

**Biennium** – The two-year period of time for which SWAC is funded by TCEQ, begins on the first day of September on odd-numbered years and ending on the last day of August two years later.

**CTCOG** - Central Texas Council of Governments.

**SWAC** - Solid Waste Advisory Committee.