



Solid Waste Advisory Committee

**June 23, 2021
10:00 a.m.**

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Agenda



Central Texas Solid Waste Advisory Committee (SWAC)

Wednesday, June 23, 2021

**Central Texas Council of Governments Building
2180 North Main Street, Belton, Texas 76513**

Special Meeting: 10:00 am

Agenda

1. Call to Order.
2. Public Comments.
3. Staff Update (pgs. 6-16):
 - a) RSWMP Update;
 - b) Federal, State, and Local Updates;
 - c) Air Quality.
4. **Action Item:** Regarding approval of May 13, 2021 meeting minutes (pgs. 18-22).
5. **Discussion Item:** Regarding FY21 HHW Events; Killeen Event Summary (pgs. 24-26).
6. **Discussion Item:** Officer Nominations for FY22-23 Biennium (pgs. 28-30).
7. **Discussion Item:** AZ&B presentation on RSWMP Plan Update (pgs. 32-48).
 - a) Review of Data Gathering;
 - b) Survey Results; and
 - c) Discussion of goals and objectives.
8. **Discussion and Action Item:** Regarding allocation of FY21 Earned Interest and remaining implementation funds (pg. 50).
9. **Discussion and Action Item:** Regarding an update to the SWAC Bylaws (pgs. 52-78).
10. Member Comments/Discussion.
11. Set Next Meeting Date, August 19, 2021.
12. Adjournment.

Item #3: Staff Update

Staff Update

- a) Staff will provide an update on the RSWMP update process. The final approved draft of the RSWMP is due to TCEQ on January 1, 2022. An updated schedule is included in the meeting packet.
- b) Federal and State Updates
 - Article on recycling solar panels. ([Link](#))
 - Article on new EPA rule regulating methane emissions from landfills ([Link](#))

PROJECT SCHEDULE

Notice to Proceed – March 21, 2021 (anticipated)

Kick-off Meeting – April 1, 2021

Local Government Survey Drafted – May 1, 2021

Phase I Completion – July 31, 2021

Phase II Completion – September 31, 2021

Project Schedule

	April	May	June	July	August	September	October
Kick-off Meeting							
Notice to Proceed							
Data Gathering/Survey							
Gap Analysis							
Recommended Goals							
SWAC Meeting on Goals							
Completion of Plan Tables							
SWAC Meeting on Plan Recommendations							
Public Meeting							
Submittal to TCEQ							

FEE

The Project Fee will not exceed twenty-five thousand dollars (\$25,000).

AZ&B will invoice the CTCOG on a percent complete basis for each of the two phases on a monthly basis.

Proposed Budget for CTCOG Regional Solid Waste Plan

	Dollars	Estimated Hours
Data Analysis	\$ 3,000	20
Gap Analysis	\$ 6,000	40
Recommended Goals	\$ 3,600	24
Completion of Plan Tables	\$ 9,100	61
Two SWAC Mtgs	\$ 1,500	10
One public meeting	\$ 1,800	13
	\$ 25,000	168

Assumes all meetings are virtual meetings

The Team will prepare draft goals and objectives for comment by SWAC

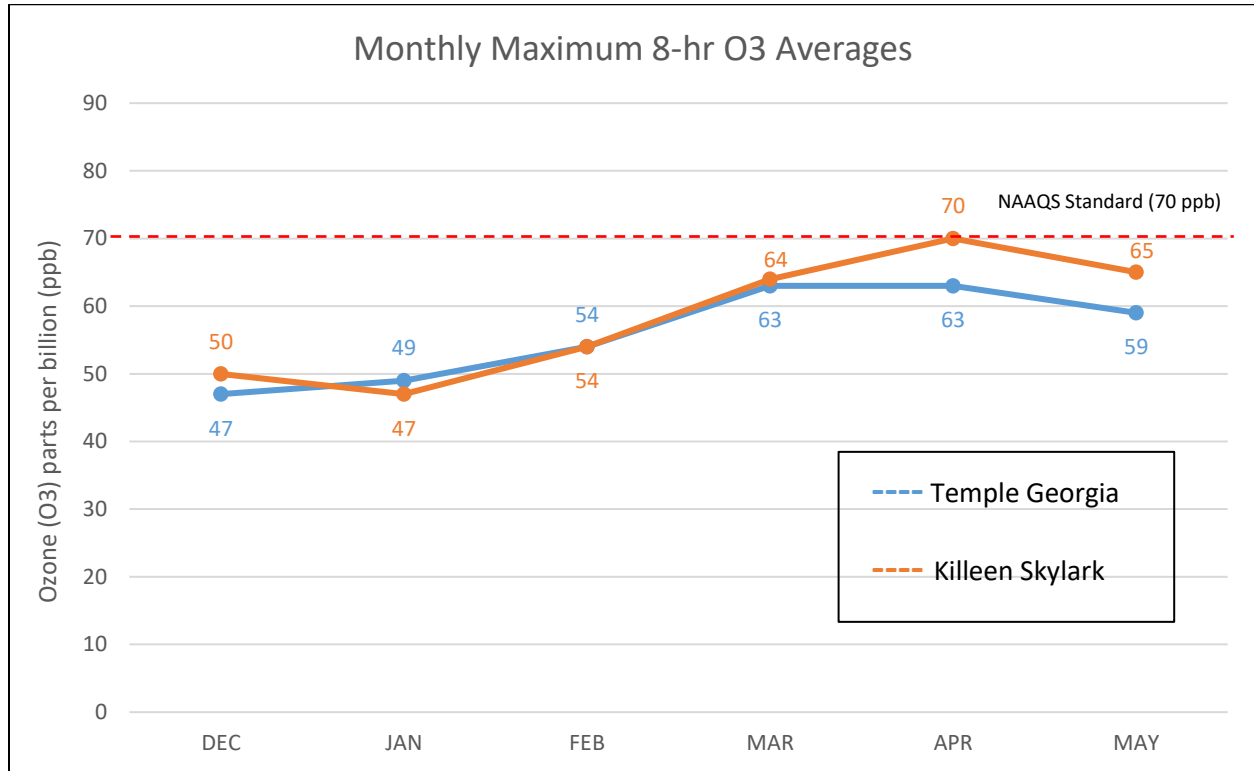
One map will be prepared illustrating location of solid waste facilities

Evaluation of alternatives will be limited to 40 hours for alternatives evaluation

One survey will be developed to identify existing programs in the Region.

The CTCOG will be responsible for survey distribution and follow-up.

c) Air Quality



Compliance with EPA Ozone Standard: 4th Highest Annual Value				3-year average (Calculated on Jan. 5, 2021)
	2018	2019	2020	
Temple	69	63	64	65
Killeen	72	67	63	67

Call for Applications:

Household Hazardous Waste Events – Fiscal Year 2022

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 2021. Fiscal Year 2022 begins on September 1, 2021.

This application is due back to CTCOG staff no later than August 15, 2021. The SWAC will vote to select events at their next meeting, tentatively October 14, 2021 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 James McGill if you have any questions: (254)-770-2366 or james.mcgill@ctcog.org.

HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2022

Applications are due to CTCOG by 5 P.M. on August 15, 2021. You may send them via email to james.mcgill@ctcog.org, or mail a hard copy to:

Central Texas Council of Governments
Attn: James McGill, Solid Waste Coordinator
2180 N. Main Street
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 **October 2021** 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 10:00 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

Please fill out the questions below to explain why your entity should host a HHW event. Additional space for questions can be found on page 5 of this application and attach any support documentation that is appropriate.

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?

Please provide an explanation on how you got your answer.

3. In order of priority, list 3 dates between **January 1, 2022 and August 31, 2022** when the event might take place, keeping in mind that a **minimum** 45 day advance notice to TCEQ is required.

1. _____
2. _____
3. _____

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.

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. (Example, dollar amounts for HHW contractor, tire collection, electronics recycling, etc)

6. Please elaborate on specific reasons why the collection event should be held in your city/county.

[illegible]

[illegible]

Information from past events:

- Past CTCOG contribution towards cost: \$10,000 - \$20,000
- Past turnout for urban area (Killeen or Temple): 350-500+ cars
- Past turnout for rural area (Hamilton or Gatesville): 150-300+ cars
- Past total cost for urban events: \$30,000 - \$50,000+
- Past total cost for rural events: \$20,000 - \$35,000
- Cost for tire trailer provided by contractor: \$3000 (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.
- Please provide access to bathrooms.
- If your entity is selected, please reserve the event location a few days in advance as so that contractors can set up their stations before the event date.

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Item #4:

Meeting Minutes



SOLID WASTE ADVISORY COMMITTEE

Thursday, May 13, 2021

10:00 AM

Electronic Meeting

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

Solid Waste Advisory Committee Voting Members Present

Chair Zoe Rascoe – Citizen Representative
Vice Chair Bill Parry – City of Gatesville
Bill Gould – City of Killeen
Justin Brantley – City of Temple
Mark Hyde – City of Harker Heights

Second Vice Chair Duane Herrera – Bell County
Commissioner Henry Hubnik – Milam County
John Trigg – Industry Representative
Marcie Seele – City of Belton

Additional Attendees

David Williams – City of Kempner
Timi Dutchuk – Fort Hood
Jackelyn Ferrer-Perez – Fort Hood

Uryan Nelson – CTCOG PRS Director
Kendra Coufal – CTCOG
James McGill – CTCOG

1. Call to Order: Zoe Rascoe called the meeting to order at 10:01 am.

2. Public Comments: No comments were made by the public.

3. Staff Update: RSWMP Update; New SWAC Members; Federal and State Updates; TCEQ MSW Management and Resource Recovery Advisory Committee Nominations; Other Resources; Air Quality.

James McGill introduced himself and provided an update on the RSWMP update process. Mr. McGill shared some highlights from the project timeline and when upcoming SWAC and public meetings are expected to occur. Mr. McGill stated that two new SWAC members, Marcie Seele representing the City of Belton and Commissioner Henry Hubnik representing Milam County were appointed since the last meeting. Mr. McGill informed the SWAC of various local, state, and federal reports and regional awards included in the packet for SWAC's review. Mr. McGill informed the group that TCEQ's Municipal Solid Waste Management and Resource Recovery Advisory Committee (MSWMRRAC) has some open positions available to be filled. Mr. McGill shared information on an upcoming workshop hosted by HGAC on recycling programs and the 2021 Keep Texas Beautiful (KTB) conference. Air Quality for the month of April was 63 ppb at the Temple station and 70 ppb at

the Killeen station. Zoe Rascoe thanked Mr. McGill for mentioning the KTB conference and congratulated the local winners of the GCAA award winners.

4. Action Item: Approval of January 21, 2021, January 28, 2021, and March 1, 2021 meeting minutes.

Bill Parry made a motion to approve the January 21, 2021, January 28, 2021, and March 1, 2021 electronic meeting minutes, seconded by Duane Herrera; the motion passed unanimously.

5. Discussion Item: Regarding FY21 HHW events; Gatesville & Bell County Event Summaries.

James McGill informed the SWAC of the upcoming Killeen HHW event on May 15th and Milam County Tire Event scheduled for June 5th. Mr. McGill stated that the February Gatesville HHW event and April Bell County Tire Event were both a success. Mr. McGill shared data on where attendees were from, items brought, and previous attendance gathered from surveys taken at the event. Duane Herrera and Bill Parry both shared that they were pleased with their events.

6. Discussion and Action Item: Regarding FY21 Earned Interest and Remaining Implementation Funds.

James McGill informed the group that CTCOG had earned interest on solid waste funds in FY21 and also had additional unallocated implementation funds available for spending. Mr. McGill explained that the leftover implementation funds had to be expended by the end of the fiscal year, but the earned interest funds could be rolled over to the following fiscal year. Mr. McGill shared a list of ideas for how SWAC could use these extra funds. Mr. McGill stated that CTCOG was extending the FY20-21 contract 90 days through November 2021 to give our contractor more time to work on the RSWMP update, this would allow funds to be allocated towards Temple's October HHW event. The floor opened for discussion.

Uryan Nelson asked if the earned interest could be compounded in future years. Mr. McGill said the funds could be rolled over but would have to be used in FY22. Bill Parry suggested giving the additional funds to Temple for their October HHW event. Justin Brantley suggested putting funds toward projects addressing recommendations from the RSWMP update. David Williams mentioned that Kempner is interested in hosting a bulk trash event and asked if funds could be put towards that. Zoe Rascoe asked if the item could be tabled and brought back at the next meeting in June, so committee members would have time to consult with their respective leadership regarding options for use of these funds. Mr. McGill said the item could be moved and stated that if anyone wants to request funds for a new event that the entity provide a short description of their proposed event to the SWAC for review prior to allocation.

Justin Brantley made a motion to table the allocation of FY21 earned interest and remaining implementation funds to the next SWAC meeting, seconded by Mark Hyde; the motion passed unanimously.

7. Discussion and Action Item: Regarding use of FY22-23 Solid Waste Funds.

Zoe Rascoe provided a recap of how the SWAC utilized Solid Waste Funds in the past and explained that this item is to provide notice to TCEQ of how CTCOG will use implementation funds for the next biennium.

Bill Parry shared that while he likes HHW events, his only concern is if an idea or project comes out of the RSWMP update that the SWAC might want to put funds toward instead of HHW events. James McGill stated that TCEQ is still finalizing contract documents for the upcoming biennium and there is still some uncertainty as to how much funding will be available. Mr. McGill also noted that until funds are allocated, the SWAC could pivot and dedicate funding towards another kind of project if they wanted. Kendra Coufal asked if there would be possible project ideas from our consultant by the June meeting that the group could consider. Mr. McGill stated that AZB would be presenting draft goals and possibly action items for SWAC review at that meeting.

Bill Parry made a motion to spend FY22-23 solid waste funds on HHW events, seconded by Duane Herrera; the motion passed unanimously.

8. Discussion and Action Item: Regarding Call for Applications for FY22 HHW Events.

James McGill stated that the draft application for FY22 HHW events is available in the packet for review and requested comments on the application and timeline for the FY22 Call.

Zoe Rascoe said that she appreciates the longer timeline to allow entities time to submit and work with their local meeting schedules. Mr. McGill shared when the upcoming SWAC meeting dates were currently scheduled and that a 45 day time period would fit in between the June and August meetings. Ms. Rascoe stated that the application could be finalized at the June meeting and the timeline sounded good.

Justin Brantley made a motion to accept applications for FY22 HHW Events between July 1st and August 15th, 2021, seconded by Duane Herrera; the motion passed unanimously.

9. Discussion and Action Item: Regarding Scrap Tire Resolution.

James McGill shared with the SWAC that staff, with the help of Kara Escajeda, had drafted a resolution regarding the issue of scrap tires in the region and the continuation of the committee's commitment to fighting the problem. Justin Brantley shared a recent example from Temple of how they had recently sent 7 trailers of stockpiled scrap tires to Liberty Tire for recycling.

Bill Parry made a motion to approve the Scrap Tire Resolution, seconded by Mark Hyde; the motion passed unanimously.

10. Discussion Item: Regarding SUSTEX Case Study on the Centex Sustainable Communities Partnership.

Zoe Rascoe explained that a case study on the Centex Sustainable Communities Partnership had recently be presented at the SUSTEX Conference and Kara Escajeda wanted to share that with the group for their awareness and review. Timi Dutchuk provided an overview of what the case study looked at and what the major goals of the partnership are. Ms. Dutchuk also shared that the Partnership had recently hosted an event to re-sign the MOA between each of the communities and recognize an environmental ambassador from each community and they plan on that becoming an annual event.

11. Member Comments:

James McGill and Kendra Coufal shared that CTCOG is moving back towards working in the office and that meetings over the summer could start returning to being in-person and/or have a hybrid format.

12. Next Meeting: Tentatively June 24, 2021

13. Adjourn: Meeting was adjourned at 11:08 a.m.

These meeting minutes were approved by the SWAC members at their meeting on _____.

Zoe Rascoe, SWAC Chair

Uryan Nelson, CTCOG PRS Director

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Item #5: FY21 HHW Events

FY21 HHW Events Update

Upcoming Events

- Temple HHW Event – October 23rd

Past Event Summaries

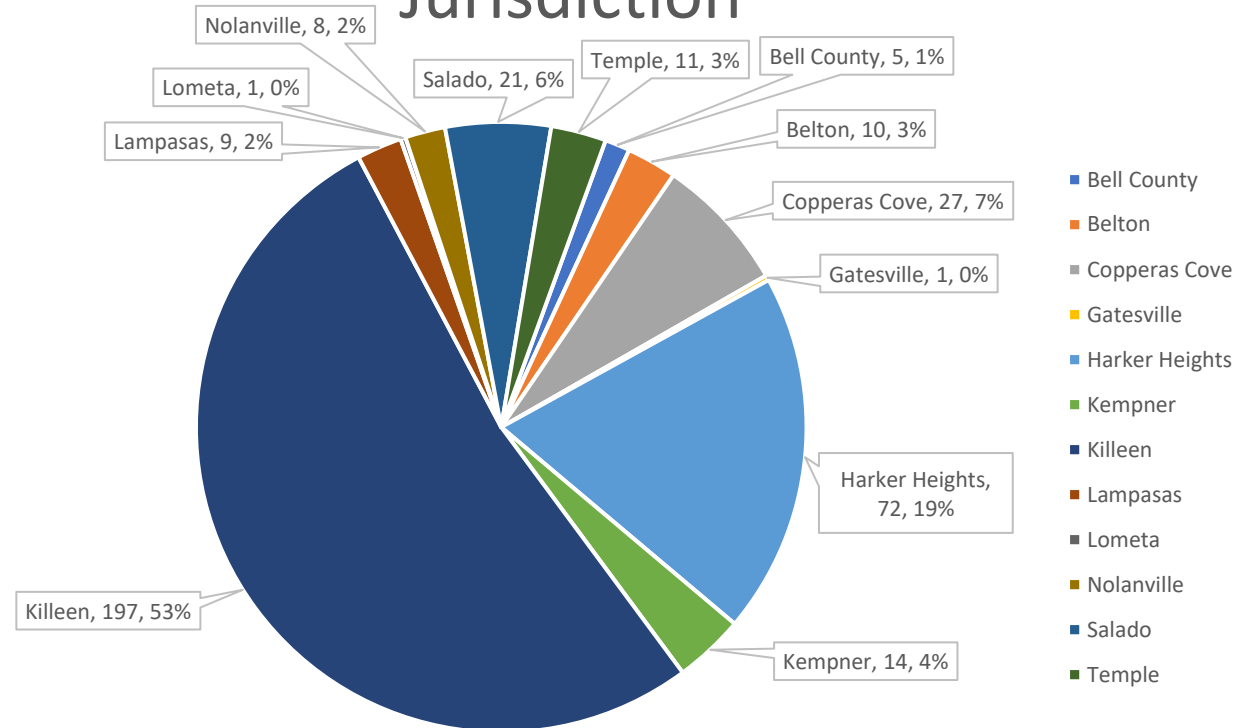
- The City of Killeen held an HHW Event on May 15, 2021. The event had a total of 376 attendees with most coming from Killeen, followed by Harker Heights and Copperas Cove. More event data is listed in the following pages.
- Milam County held a Tire Event on June 12th. Approximately 300 residents participated, and an estimated 10,000 tires were collected.

Action Item: No action needed; for discussion only.

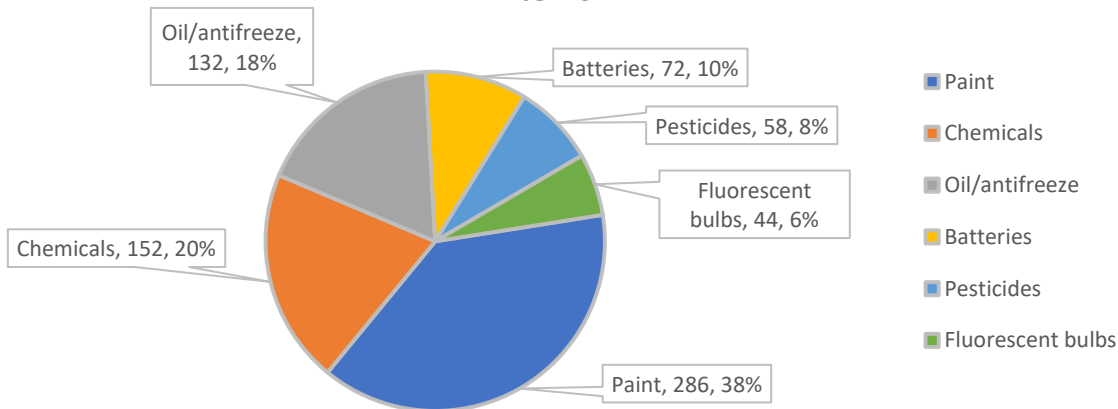
City of Killeen 2021 HHW Event

- 376 attendees
- Most attendees were from Killeen followed by Harker Heights and Copperas Cove
- Paint, Chemicals, and Oil/Antifreeze were the most common items dropped off
- 67% of attendees had never attended an HHW event before

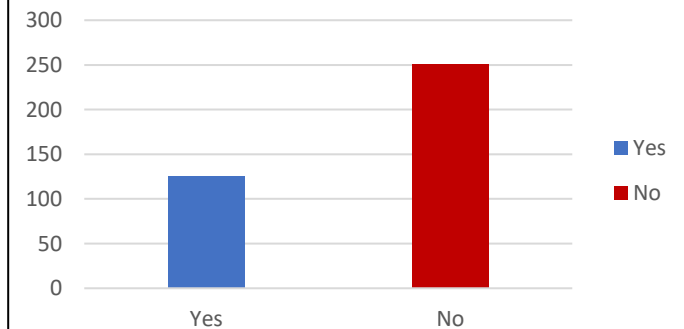
Jurisdiction



Items



Total



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Item #6:
Officer Nominations for
FY22-23 Biennium

FY22-23 Officer Nominations

The Solid Waste Advisory Committee will be electing a new Chair, Vice Chair, and Second Vice Chair for FY22-23 at the August 19, 2021 meeting. SWAC members interested in serving in those positions are requested to notify the SWAC Chair, Zoe Rascoe or Solid Waste Coordinator, James McGill in writing. Alternatively, you may also verbally state your interest at this SWAC meeting.

Per the SWAC bylaws, officers serve for two year terms and are allowed to hold the same office for two consecutive terms. The current Chair, Zoe Rascoe, Vice Chair, Bill Parry, and Second Vice Chair, Duane Herrera will all reach their term limit at the end of FY21.

Action Item: No action needed; for discussion only.

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.

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Item #7:
AZ&B Presentation on
RSWMP Update

AZ&B Presentation on the RSWMP Update

CTCOG contracted with Arredondo, Zepeda & Brunz earlier this year with the SWAC's support for assistance with finishing the Regional Solid Waste Management Plan (RSWMP) Update. AZ&B has completed the data collection portion of their effort and is working on the next phase which involves a gap analysis and the development of goals and an action plan for the plan.

Michael Carleton with AZ&B will be presenting on the work done so far and facilitating a discussion with the SWAC regarding the goals and objectives part of the plan. The presentation is included in your packet.

Action Item: No action needed; for discussion only.

Central Texas Council of Governments

REGIONAL SOLID WASTE MANAGEMENT PLAN
APRIL 19, 2021 MEETING

1

Meeting Topics

Introductions

Purpose of the Plan

Preliminary data collection

Survey

Goals and Objectives

2

BACKGROUND

PURPOSE & DEMOGRAPHICS

3

Purpose of the Plan



4

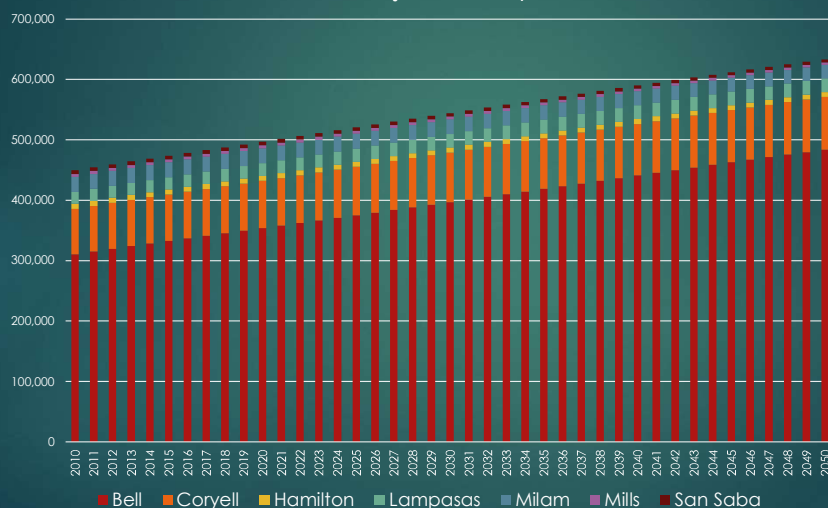
Specific Tasks

- ▶ 1. Participate in kick-off meeting with CTCOG staff and RSWMP Update Subcommittee (virtual meeting).
- ▶ 2. Develop a list of required data (demographics, business climate, waste disposal patterns, etc.) needed for Plan Update.
- ▶ 3. Develop maps, charts, or visuals, as appropriate, to clearly depict information.
- ▶ 4. Assess regional infrastructure and practices relating to resource recovery, waste minimization, waste processing, etc.
- ▶ 5. Conduct a gap analysis assessment of the current regional solid waste system.
- ▶ 6. Develop a list of recommended goals and an action plan.
- ▶ 7. Review the recommended goals and action plan with CTCOG Staff and RSWMP Update Subcommittee (virtual meeting).
- ▶ 8. Prepare draft Plan Update following TCEQ requirements.
- ▶ 9. Present draft Plan Update at a public meeting (virtual meeting).
- ▶ 10. Incorporate comments from SWAC, COG, and public meeting; deliver the final Plan Update.
- ▶ 11. Coordinate with COG project contact as required during the project.
- ▶ 12. Provide monthly status updates during the project.

5

Population

Historic & Projected Population



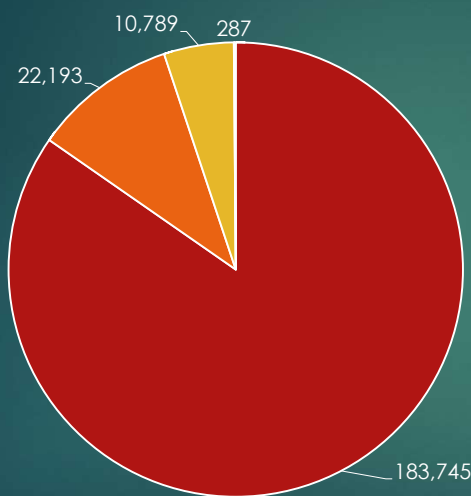
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Waste Generation & Management

SOURCES & PROJECTIONS

7

Housing Characteristics



Housing Type	Texas	CTCOG
Single Family & 2 Units	70%	83%
Multi-family	23%	7%
Mobile Home	7%	11%
Boat, RV, Van, etc.	0%	0%
Total	100%	100%

■ Single Family
 ■ Multi Family
 ■ Mobile
 ■ RV/Boat

8

Commercial, industrial and institutions

Agriculture and agribusiness, food processing
Forestry and timber
Mining
Manufacturing
Petroleum production - oil and gas processing
Electric generation
Medical facilities
Tourism
Retirement businesses
Recreation
Government services – Fort Hood

Sector	Employed
Construction / Mining	30,667
Trades / Services	332,718
Total	363,385

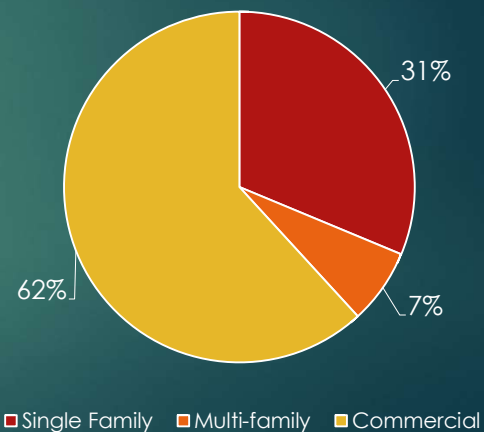
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Total Generation

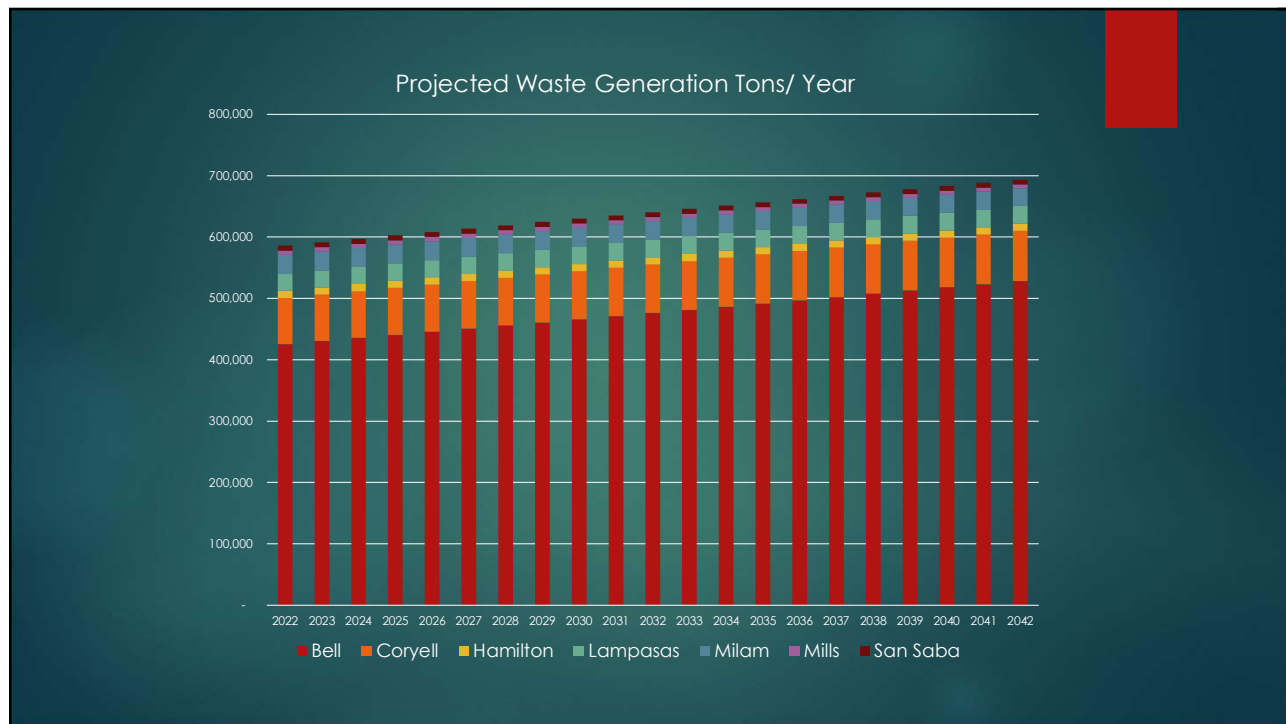
Total Annual Waste Generation for 2019

Sector	Tons/Year
Single Family	183,745
Multi-family	40,965
Commercial	363,385
Total	588,104

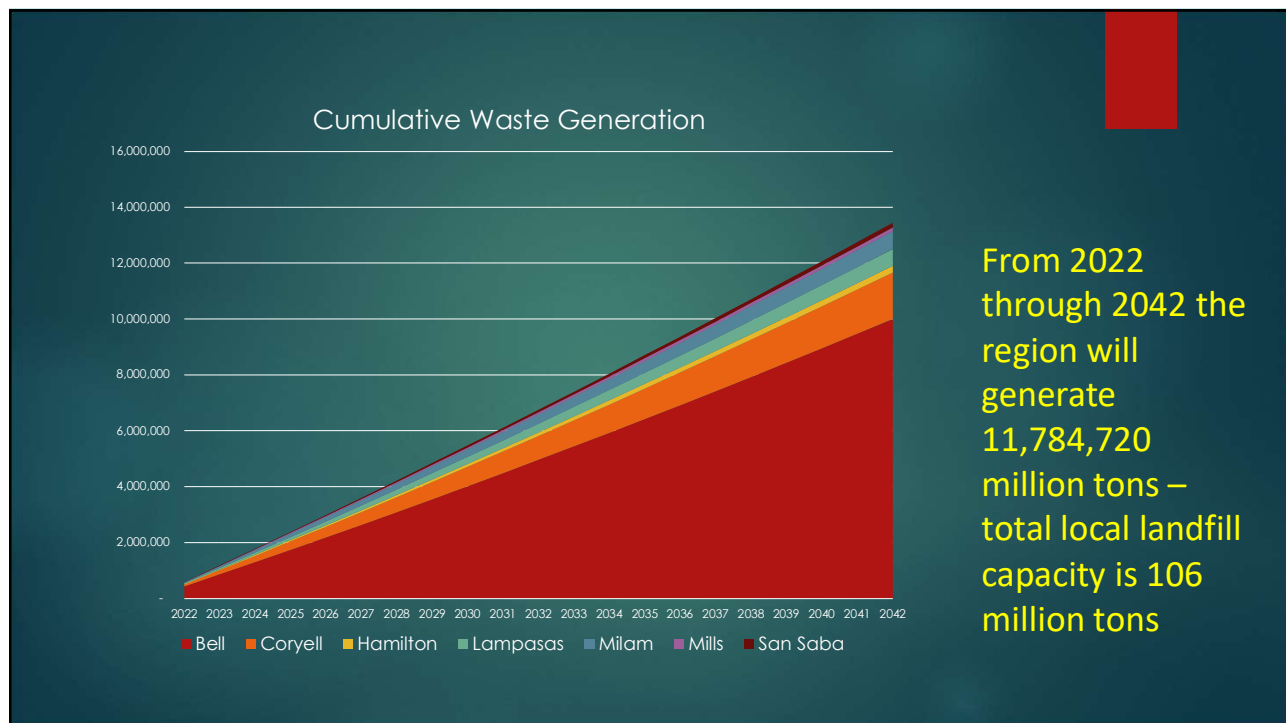
Sources of Waste Generation
in CTCOG Region



10



11



12

CTCOG Solid Waste Facilities

Facility	Type	County	Disposed Tons/Year	Recovered Tons/Year	Treatment Tons/Year
City of Temple Landfill	MSW Landfill	Bell	493,995	4,466	
Fort Hood Landfill	MSW Landfill	Coryell	20,517	1,984	
S&M Vacuum & Waste LWP	Grease & Grit Facility	Bell	204	150	3904
Temple Transfer Station	Medical Waste Transfer	Bell	633		
BCWCID 1 Regional Compost Facility	Compost	Bell		7,788	
Resource Recovery Facility	Compost	Bell		NA	
Coperas Cove Compost Facility	Compost	Coryell		1,160	
WE R Composting Facility	Compost	Milam		NA	
Killeen Transfer Station	Transfer Station	Bell	113,980	6,732	
City of Copperas Cove Transfer Station	Transfer Station	Coryell	26,854	1,263	
Fort Hood Biotreatment Facility	Transfer Station	Coryell	555		187
City of Hico Transfer Station	Transfer Station	Hamilton	134	13	
City of San Saba Transfer Station	Transfer Station	San Saba	3,747	161	
Landfill Total			514,512		
Transfer Total			145,474		
Recovered Tons			23,717		
Other (grease & grit trap, medical, biotreatment)			4,091		
Per Capita Disposal Rate			5.75		
Source: TCEQ Central Registry Annual Reports (2019)					

13

Landfill Disposal

Landfill Available	Fort Hood Landfill	Temple Landfill	Total
Disposed Quantities (tons)	20,517	493,996	514,513
Capacity (tons)	1,352,885	27,752,850	29,105,735
Years of Capacity	66	56	57

Other landfills used include Abilene, Brownwood and Waco Landfills

14

Generation - Disposal

Total generation estimate is 588,104 tons

Total disposal quantities is 514,513 tons

Reasons for discrepancy:

- Closer evaluation of waste generation from Fort Hood is needed
- Better understanding of waste flows into and out of the region
- Others to be identified through the planning process

15

Survey Findings

CONCERNS AND PRIORITIES

16

Issue	Short-term	Long-term
Cost of service	2.24	3.35
Landfill capacity	3.21	3.38
Storm events	2.62	2.75
Recycling markets	3.14	3.43
Contamination of recycled materials	3.52	2.90
Transportation costs	2.76	3.29
Illegal dumping	2.95	3.77
Open burning / backyard disposal	2.43	2.52
Tires	4.10	NA
Landfill ownership	3.16	2.43

Short-term
and long-term
concerns

17

Regional Approaches

Benefits of a regional approach	Weighted Average	Negatives of a regional approach	Weighted Average
Assuring long-term capacity	4.00	More regulations	3.57
Increasing opportunities to implement programs that would otherwise not be feasible	3.90	Long-term commitments	3.38
Reducing the environmental impacts of waste management	3.73	Greater bureaucracy	3.33
Reducing costs	3.68	Higher costs	3.24
Reducing local responsibilities for solid waste management	3.29	Reduced level of service	3.14
		Potential use of eminent domain	3.10
		Loss of decision-making control	2.81
		Decisions regarding facility site selection	2.71

18

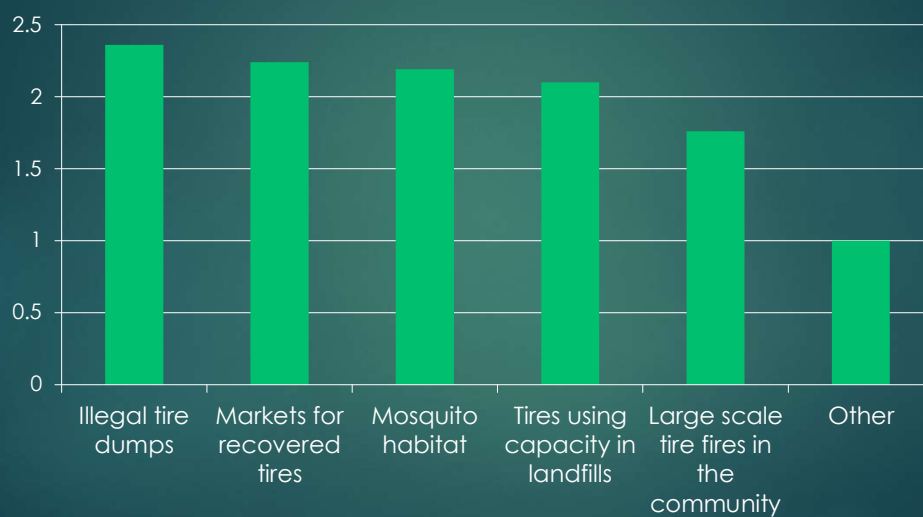
Cooperative Programs

Would you be interested in participating in a regional program for the following types of recycling programs?

	Yes	Maybe	Total
Public information	13	6	22
Residential curbside collection	7	8	22
Drop-off centers	11	8	22
Yard waste collection	7	7	22
Food waste collection	4	9	21
Community-wide clean-up programs	12	7	22
Material marketing	8	7	21

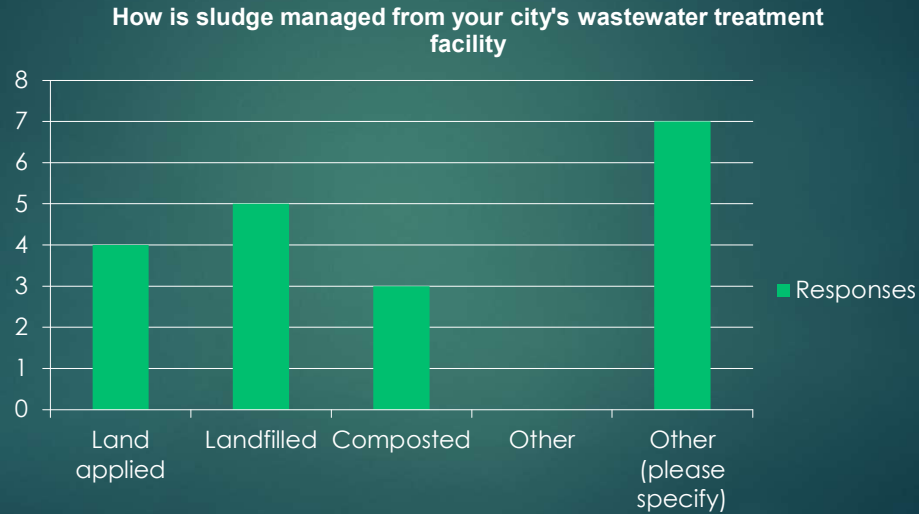
19

Waste Tire Concerns



20

Sludge Management



21

Please rank the following goals for the CTCOG Regional Solid Waste Management Plan

	Weighted Average
Assure long-term disposal capacity	4.24
Reduce the amount of illegal dumping	4.10
Increase the amount of material recovered for recycling	4.05
Create new markets for recyclable materials	4.00
Reduce the amount of waste generated	3.86
Improve waste management system through more transfer stations	3.62
Increase the amount of organic material recovered	3.33
5 is highest – 1 is lowest	

Goal Priorities

22

Goals

DIRECTION FOR FUTURE PROGRAMS AND FUNDING

23

24

Has it been achieved?	
Is it still relevant?	
What are key issues?	
Role of CTCOG?	

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

24

25

Has it been achieved?	
Is it still relevant?	
What are key issues?	
Role of CTCOG?	

Goal 2: Promote recycling and composting programs as viable ways to reduce waste stream and increase landfill capacity

25

26

Has it been achieved?	
Is it still relevant?	
What are key issues?	
Role of CTCOG?	

Goal 3: Increase awareness of the harmful effects of illegal dumping and promote proper disposal

26

27

Has it been achieved?	
Is it still relevant?	
What are key issues?	
Role of CTCOG?	

Goal 4: Promote the development of local solid waste management plans

27

28

Has it been achieved?	
Is it still relevant?	
What are key issues?	
Role of CTCOG?	

New Goal: Assure long-term disposal capacity

28

29

Has it been achieved?

Is it still relevant?

What are key issues?

Role of CTCOG?

Goal 6: ???

29

Next Steps

- ▶ Finalize TCEQ tables on waste generation and services
- ▶ Finalize gap analysis
- ▶ Draft proposed Plan Goals and Objectives
- ▶ Develop specific action recommendations for the Long-term Solid Waste Management Plan

30

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Item #8:
**FY21 Interest and Remaining
Implementation Funds**

Additional FY21 Implementation Funds

Per our contract with TCEQ, all Solid Waste grant funds are placed in interested bearing accounts when received. Any interest earned by CTCOG through those accounts may be used in any budget category including implementation projects. Currently, there is \$2,944.65 in Earned Interest that is available for use. These funds can be spent in this biennium or they may be rolled over to FY21 for use in the next biennium.

In addition, there is also \$8,492.60 in remaining implementation funds that must be used by the end of FY21. These funds cannot be carried over to FY22.

Staff has listed several ways these funds have been utilized in the past as potential options for this biennium. This list is not exhaustive nor is the SWAC limited to only these options.

- Use funds to purchase recycling bins for distribution in the region.
 - Approximately 25 bins if all funds are used.
 - Approximately 20 bins if only the leftover FY21 implementation funds are used.
- Give funds to any past or upcoming HHW event in held in FY20 or FY21.
- Put funds toward the upcoming Temple event on October 13, 2021.
 - Possible because we are extending our contract with TCEQ for 90 days due to the RSWMP update.
 - Temple's event will fall within that 90 day window and therefore will occur during this current contract period.
- Move the Earned Interest funds to the next biennium.

Total available funds: \$11,437.25

Action Item: Determine Use of FY21 Earned Interest and Remaining Implementation Funds.

Item #9: SWAC Bylaws Update

SWAC Bylaws Update

At the October 22nd SWAC meeting, staff informed members that updates to the language of the SWAC Bylaws were needed to reflect current SWAC meeting procedures more accurately.

Following further review of the bylaws, staff have made additional suggested revisions to the Bylaws to reflect consistency with the CTCOG Executive Committee Bylaws, when possible. This is an effort that staff is working towards completing with all CTCOG committees in the coming months.

The suggested changes are included in the packet in yellow and green highlight for Board review along with a clean copy of proposed Bylaws and Executive Committee Bylaws.

Yellow highlights are text from Executive Committee Bylaws and green highlights are suggested language recommended by staff.

The proposed revisions were presented and discussed at the January 21st meeting, with action being taken at a future meeting.

Action Item: Approve the proposed amendments to the SWAC Bylaws.



BYLAWS

Principles and Policies

1. The Representatives of local governments in the Central Texas Area, hereby join together in a voluntary organization to be known as the Central Texas Council of Governments, for the purpose of meeting at regular intervals to discuss problems and needs which require action on an area-wide or regional basis, to develop plans, policies, and recommendations for action and implementation by local member governments and other appropriate levels of government within the region.
2. Counties, Cities and School Districts are the principal units of local government in the region. As such, they have the responsibility of planning for and meeting the local governmental needs which future development will produce, including the need for joint and coordinated area-wide service.
3. Sound and workable policies and programs for meeting and solving the area-wide problems of local governments will be most effective and ultimately carried out through regular meetings of the local governmental units in an area-wide voluntary council dedicated to the solution of these problems.
4. The Council is a voluntary organization whereby individual governmental units can work together in coordination of their efforts in planning and guiding the needs of a progressive society.

Definitions:

The following terms are defined for use within this document.

Bylaws – The governing rules and articles adopted and amended by the membership.

Council – This term refers to the Council of Governments, specifically the Central Texas Council of Governments in this case.

CTCOG – This is the official abbreviation for The Central Texas Council of Governments.

Executive Committee – The Governing Body of the Council.

Article I: Organization

There is hereby organized under authority of Article 1011m, Vernon's Annotated Civil Statutes (VACS), a Regional Planning Commission which shall be known as the Central Texas Council of Governments, which shall be a voluntary association of the Counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba, and the political subdivisions located geographically in whole prescribed in these Bylaws.

The boundaries of the Council may be altered to include adjacent counties by a majority vote of the Executive Committee, subject to the approval of the Governor as prescribed in Article 1011m, VACS, as amended.

The Council membership is outlined in Article IV. This membership is made up of governmental units who by named appointment, comprise the Executive Committee as defined in Article VII. The Executive Committee is the Governing Body of the Council and is responsible for the general policies and programs of the Council and the control of its funds.

Article II: Purposes and Objectives

1. The objectives of the Council shall be to encourage and permit local units of government to cooperate with one another and with representatives of major economic interest, citizen groups, and other interested agencies to improve the health, safety, and general welfare of their citizens and to plan for the future development of the Region. In achieving these objectives, the Council may exercise any powers heretofore or hereafter conferred upon it by State or Federal law.
2. The Council shall have the following general purposes:
 - a. To serve as a mutual forum to identify, discuss, study, and bring into focus regional challenges and opportunities;
 - b. To provide for effective communications and coordination among governments and agencies;
 - c. To undertake studies, collect data, and develop regional plans and programs and recreational facilities, transportation, housing, economic development, natural resource

development, community facilities, and the general improvement of living and working environments;

- d. To furnish general and technical aid to member governments;
- e. To facilitate agreements and cooperative action programs among member governments for specific projects and other interrelated development needs;
- f. To review and coordinate local, state, and federal plans and programs of regional importance;
- g. To maintain liaison with member governmental units and groups or organizations and to serve as a regional spokesman for local governmental interest;
- h. To engage in such other activities as the Council finds necessary or desirable to promote area development and correct regional problems;
- i. To develop plans or programs or carry out such activities as may be delegated to the Council through mutual agreement.

Article III: Powers and Duties of the Council

- 1. In order to accomplish its objectives and purposes, the Council shall perform the following functions:
 - a. Exercise the powers and perform the duties authorized in Article 1011m, VACS.
 - b. Adopt the Bylaws of the Council and amendments to the Bylaws.
 - c. Elect Council Officers.
 - d. Adopt an annual budget.
- 2. In addition to the above function, the Council has the power to:
 - a. Prepare the periodic reports as may be required by the Bylaws of the Council and Federal and State Legislation or Regulations;
 - b. Receive and expend gifts, contributions and donations which may be made to the Council to accomplish its purposes;
 - c. Apply and contract for, receive and expend for Council purposes, funds or grants from the state of Texas, the Federal Government or any other source;

- d. Receive and expend funds from Council members, as provided in these Bylaws to finance the cost of operations, except that the Council shall not have the power to levy taxes of any kind.
- e. Coordinate planning and development of the entire geographic area of the Council with planning and development within each of its regions, and vice-versa;
- f. Provide assistance to local units of government for improvement of the health, safety, and general welfare of their citizens and in the implementation of their planning.

Article IV: Membership

- 1. Eligible governmental units within the area embraced by this Council may become members by passage of an ordinance, minute order, resolution or other appropriate and legal action of the governing body of such governmental units, adopting these Bylaws, and appropriating the funds required to pay their share of the dues of the Council.
- 2. Governmental units eligible to become voting members of the Council shall be:
 - a. Counties
 - b. Incorporated Cities
- 3. Associate Members eligible to become non-voting members of the Council shall be:
 - a. Governmental agencies (local, state, and federal) (i.e., Texas Workforce Commission, etc.)
 - b. Public Utilities
 - c. Non-profit organizations concerned with health, welfare, education, and civic development
 - d. Independent and Common School Districts
 - e. Colleges or College Districts
 - f. Soil and Water Conservation Districts
 - g. Water Control and Improvement Districts
 - h. Other Special Districts
- 4. Citizen Representatives are eligible to become members of the Council as more fully described in **ARTICLE V, SECTION 7** of these Bylaws.

5. To be eligible for membership, a governmental unit shall be geographically situated, in whole or part, within the area described in **ARTICLE I** of the Bylaws.
6. A member of the Council may withdraw by the passage of an ordinance, minute order, resolution, or other appropriate legal action of its governing body. Governmental units which withdraw from the Council may subsequently apply for readmission as members.
7. A member which is more than six months in arrears in its dues as set forth in **ARTICLE IX** of these Bylaws may be expelled or denied its voting privileges by the action of the Executive Committee until such times as said dues are paid.
8. At least fifty-one percent (51%) of the voting representatives of the Executive Committee shall be elected officials of governmental units as defined in **Article IV, Section2 (a)(b)**.

Article V: Representation Issues

1. The population figures to be used in determining representatives for the foregoing classifications shall be in accordance with the most recent U.S. Census or estimates from the State Data Center.
2. As used in these Bylaws, the term Elected Official means Mayor and other Members of the Governing Body of a City, Town or Village, a County Judge, a County Commissioner, a Member of the Governing Body of a Special District and Water Control and Soil Conservation Districts, or any other Precinct, County or City Official elected at a general or special election.
3. The approving authority for any appointment from a municipality shall be a majority vote of that municipality's governing body. Upon appointment, a letter accompanied by the minutes of the meeting during which the appointment was made shall be sent to the Executive Director of CTCOG for inclusion in the Official Appointments file. Once said letter has been received, the appointment becomes officially recognized by CTCOG.
4. Representatives shall serve during the term of office to which they have been elected as Members of governing bodies of Council Member Governmental units, unless replaced sooner by the appointing authority.
5. Associate Members to the Council shall have one (1) representative for each Member unit who may serve on all Committees, except the Executive Committee and Nominating

committees. The Executive Committee and/or President may appoint said representatives to committees. Associate Members shall have no voting privileges on the Executive Committee; however, they shall have voting privileges on all committees to which they are eligible.

6. Citizen Representatives may be appointed to the Executive Committee. Citizen Representatives shall act in an advisory capacity and shall have voting privileges on all committees on which they serve.

Article VI: Meetings of the Council of Governments

1. The representatives of the Member Governing units may meet semi-annually, and upon the call of the President, or upon call of twenty percent (20%) of the FULL and ASSOCIATE MEMBERS. Twenty-five percent (25%) of the total number of representatives shall constitute a quorum for the transaction of business.
2. Meetings called by the President shall be announced by written notice served up or mailed to each representative at least ten (10) days prior to the meeting. The written notice shall specify the time, place, and the object of the called meeting and business transacted at such called meetings shall be confined to the objects as stated in such notice.
3. When a quorum is present at any meeting, the vote of the majority of the representatives present shall decide any question brought before such meeting except that a majority of the total number of representatives shall be required to amend the Bylaws.
4. At any annual meeting held prior to the month of January, the representatives shall elect:
a President, 1st Vice-President, 2nd Vice-President, Secretary-Treasurer and Parliamentarian, and members of the Executive Committee who shall serve for the following calendar year.

Article VII: Executive Committee

1. The Executive Committee shall be the Governing Body of the Council and shall be responsible for the control of its funds. The President of the Council or, in his absence, the 1st Vice-President, shall preside at all meetings of the Executive Committee.
2. The Executive Committee shall have the following composition:
 - a. The five (5) general officers of the Council who serve as the President, 1st Vice-President, 2nd Vice-President, Secretary-Treasurer and Parliamentarian;

- b. Immediate Past President of the Council or the most recent Immediate Past President eligible to serve;
 - c. Two (2) Members for each County (geographical area);
 - d. One (1) member from each City with a population of 12,500 or greater;
 - e. Two (2) members elected at-large from all Cities with populations under 12,500;
 - f. One (1) member representing Fort Hood;
 - g. One (1) member from an institute of higher education (College level);
 - h. One (1) member from a K-12 School District; and
 - i. The Executive Committee may appoint one (1) or more additional members who shall be citizen representatives and/or representatives of Special Purpose Districts having membership in the Council. These additional members shall be reviewed annually and either renewed for another year or removed if no longer appropriate.
 - j. The Executive Committee will offer ex-officio membership to any State Senator or Representative whose district covers in whole or in part any section of the CTCOG region.
 - k. Past Presidents of CTCOG and other former Executive Committee members shall be afforded ex-officio membership status upon written request to the Executive Committee.
- 3. The Executive Committee shall be empowered to appoint members to the committee to fill any vacancy.
 - 4. The Executive Committee shall be empowered to employ consultants and to execute contracts necessary to carry out the business of the Council.
 - 5. The Executive Committee shall be empowered to appoint study committees, technical advisory committees, and policy development committees, deemed necessary to carry out the business of the Council.
 - 6. The Executive Committee shall be empowered to appoint nominating committees for all offices of the Council as might be necessary.
 - 7. The Executive Committee may meet monthly at a time and place which shall be designated

by the President. The President may call special meetings of the Executive Committee subject to the provisions of **ARTICLE VI** regarding special meetings of the membership.

8. A majority of the total number of the members of the Executive Committee shall constitute a quorum for the transaction of all business with the exception of Project Review matters. In the event there is less than a quorum (51%) present at an Executive Committee Meeting, the Members present may act as final review authority on behalf of the Executive Committee if all decisions are unanimous. In the event that the decisions are not unanimous, the Members cannot act on behalf of the Executive committee and the business pending must be considered at either a called meeting or at the next regular Executive Committee meeting. When a quorum is present at any meeting, the majority of the members present shall decide any questions under consideration, except that any regional plan developed by the Executive Committee shall be approved only upon the vote of not less than three-fourths of all members of the Executive Committee.

Article VIII: Executive Director and Staff

1. The Executive Committee may employ an Executive Director, who shall be qualified by training and experience and shall serve at the pleasure of the Executive Committee.
2. The Executive Director shall be the Chief Administrative Officer of the Council and shall, subject to the rules and regulations of the Executive Committee, act for and in the name of the Council and appoint and remove all subordinate employees of the Council.
3. The Executive Director shall prepare the annual budget of the Council and submit the same for approval by the committee prior to the last meeting of the Executive Committee before the beginning of the fiscal year.
4. The Executive Director shall faithfully execute all other duties and responsibilities vested in or required of him by the Executive Committee.
5. The Executive Director shall be evaluated annually by the Officers of the Executive Committee.
6. The Executive Director may recommend the employment of consultants to the Executive Committee.

Article IX: Finance

1. The fiscal year of the organization shall be on the federal fiscal year basis (July 1, through

June 30).

2. The annual budget is prepared by staff and approved and adopted by the Executive Committee prior to the beginning of the fiscal year. As a part of that preparation process, a dues structure will be prepared for adoption by the Executive Committee. This dues structure can range from zero, if no local funds are necessary to a per capita amount set by and passed by a majority vote of the Executive Committee.
3. Any member governmental unit whose annual dues have not been paid by the date of the next general membership meeting shall not officially participate in any further meeting until such dues are paid in full.
4. New Members may join the Council upon the pro-rata payment of dues for the remaining portion of the current fiscal year.
5. The books of the Council shall be audited annually by independent certified public accountants in accordance with the single audit required by current regulations. The audit report shall be made to the Budget Committee as appointed by the CTCOG President, and then to the full Executive Committee for adoption.
6. The annual audit report shall be made available to all requesting entities in accordance with the Open Meetings and Records Act.

Article X: Adoption and Amendment

1. These Bylaws shall become initially effective upon adoption of the Agreement of the Governing Bodies comprising the Membership of the Central Texas Council of Governments.
2. These Bylaws may be amended at any meeting of the association by affirmative vote of a majority of the total number of representatives, provided that at least ten (10) day notice in writing is given to all representatives, setting forth the proposed amendment.

Article XI: Advisory Groups

1. It is the intent of this organization that the Central Texas Council of Governments, shall when advisable, seek the advice and cooperation of interested citizen groups in the formulation of recommendations and to establish the priority of projects for consideration.

2. The Executive Committee may establish citizen and/or technical advisory committees as necessary to effectively carry out the business of the Central Texas Council of Governments.

Article XII: Adoption and Revision Date

These Bylaws were adopted on the 2nd day of June, A.D. 1969, further revised on December 21, A.D. 1971, further revised on December 12, A.D. 1974, and further revised on December 8, A.D. 1977. Article VIII paragraph 3 revised on November 9, A.D. 1978, authorizing the Executive Committee to adopt Annual Budget. Definitions, Articles, I, IV, V, VII, VIII, IX, and XII were revised on June 27, 2002. Articles I, III, IV, V, VI, VII, VIII, IX, XI, and XII were revised on February 28, 2008. Article VII was revised on March 22, 2012. Article VII was revised on February 28, 2013.

S/Dale Jaecks

ATTEST:

S/Jim Reed, AICP, Executive Director

This is to certify that these Bylaws were re-typed as adopted above, on the 25th day of February, 2016.

Jim Reed, AICP, Executive Director



SOLID WASTE ADVISORY COMMITTEE BYLAWS

Principles and Policies

1. The Representatives of local governments (or stakeholder groups) in the Central Texas Area join together in a voluntary organization to be known as the Central Texas Council of Governments (or its Advisory Groups), for the purpose of meeting at regular intervals to discuss problems and needs which require action on an area-wide or regional basis, to develop plans, policies (if authorized), and recommendations for action and implementation by local member governments and other appropriate levels of government within the region.
2. Counties, Cities and School Districts are the principal units of local government in the region. As such, they have the responsibility of planning for and meeting the local governmental needs which future development will produce, including the need for joint and coordinated area-wide service.
3. Sound and workable policies and programs for meeting and solving the area-wide problems of local governments will be most effective and ultimately carried out through regular meetings of the local governmental units (or stakeholder groups) in an area-wide voluntary council dedicated to the solution of these problems.
4. The Council (or its Advisory Groups) is a voluntary organization whereby individual governmental units (or stakeholder groups) can work together in coordination of their efforts in planning and guiding the needs of a progressive society.

Definitions:

The following terms are defined for use within this document.

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

Bylaws – The governing rules and articles adopted and amended by the membership.

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

Council – This term refers to the Council of Governments, specifically the Central Texas Council of Governments in this case.

CTCOG – This is the official abbreviation for The Central Texas Council of Governments.

Executive Committee – The Governing Body of the Council.

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.

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

SWAC – This is the official abbreviation for the Solid Waste Advisory Committee.

TCEQ – Texas Commission on Environmental Quality

Article I: Organization

The name of this Advisory Committee shall be the Solid Waste Advisory Committee (SWAC), which shall be a voluntary Advisory Group of the Council for the Counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba, and the political subdivisions located geographically in whole prescribed in these Bylaws.

The Advisory group membership is made up of solid waste stakeholders who comprise the SWAC as defined in Article IV. The Executive Committee is the Governing Body of the Central Texas Council of Governments (CTCOG) and is responsible for the general policies and programs of the Council and the control of its funds.

The creation of the Advisory Committee is authorized by the Central Texas Council of Governments, under Subchapter 330.639, Texas Administrative Code and Article II of the Articles of Association.

Article II: Purpose and Objectives

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 Texas Administrative Code, 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: Powers and Duties of the Advisory Committee

1. In order to accomplish its objectives and purposes, the Advisory Committee shall perform the following functions:
 - a. Exercise the powers and perform the duties authorized in Subchapter O, Section 7, of the Solid Waste Disposal Act, Texas Administrative Code.
 - b. Adopt the Bylaws of the Advisory Committee and amendments to the Bylaws.
 - c. Elect Committee Officers.
 - d. Review and select projects submitted to implement the goals and objectives of the Regional Solid Waste Management Plan.

Article IV: Membership

1. 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 the latest census data. 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 to appoint a member to the Advisory Committee. Ex-officio membership is encouraged to be requested by private operators, citizen groups, and interested individuals.
2. Eligible Voting Members:
 - a. Appointees of Counties and Qualifying Municipalities (see **ARTICLE IV, SECTION 1**)
 - b. Solid Waste Industry Representative (1)
 - c. Private Sector/Business Representative (1)
 - d. Citizen Representative (1)

3. Eligible Non-Voting Members:

- a. Central Texas Council of Governments' Staff
 - b. The Texas Commission on Environmental Quality (TCEQ)
 - c. Ex-Officio Members
4. Members may designate in writing to the CTCOG Solid Waste Coordinator, a proxy to attend meetings in their place. Members unable to attend meetings are encouraged to designate a proxy or send someone in their stead to assist in information exchange and coordination activities.

5. ~~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.~~

6. 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.
7. The Solid Waste Industry, **Private Sector/Business**, and Citizen representatives will be selected by the Advisory Committee.
- a. Solid Waste Industry, Private Sector, and Citizen Representatives will be approved by a majority vote of the Advisory Committee. Terms will be two years **for that biennium**.
8. Ex-officio membership shall be requested in writing to the Advisory Committee via the CTCOG staff coordinator.
- a. Ex-officio members will be approved by a majority vote of the Advisory Committee. Terms will be two years beginning on the date of the vote.
 - b. Ex-officio membership may be requested in writing and approved by the Advisory Committee at any time during the biennium.

Article V: Representation Issues

- 1. The population figures to be used in determining representatives for the foregoing classifications shall be in accordance with the most recent U.S. Census or estimates from the State Data Center.**

2. The approving authority for any appointment from a municipality or county shall be an official letter from the County Judge or City Mayor sent to the CTCOG Solid Waste Coordinator. Once said letter has been received, the appointment becomes officially recognized by CTCOG.
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 VI: Meetings of the Advisory Committee

1. This Advisory Committee shall comply with the Texas Open Meetings Act.
2. The Advisory Committee shall meet semi-annually or at other times as requested by the chairperson, or upon request of not less than one-third of the members of the Advisory Committee. The Advisory Committee members will be notified of all meetings at least three days prior to the meeting, other than emergency meetings which will be called in accordance with the Texas Open Meetings Act.
 - a. Failure to physically or via video conference attend three (3) consecutive meetings of the Committee shall constitute a resignation from the Committee.
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.
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.
5. Members may telephone or video conference into meetings and are considered "present" and are counted toward the making of a quorum. They may also vote on any item so brought before the committee.
- ~~6. The Chairperson, Vice Chair Person or any member of the board who is conducting the meeting must be physically present and not present only by telephone conference.~~
7. In order to expedite response for action items, members may electronically vote on crucial and pending action items identified by the SWAC Chairperson or Solid Waste Coordinator. The Solid

Waste Coordinator or Chairperson will send an electronic survey to all members with a deadline for responses. This survey shall only contain two answer options, such as in formal face-to-face meetings. After the deadline has passed, the Coordinator or Chairperson will inform the SWAC of the voting decision.

Article VII: Officers & Staff

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 **for the biennium**.
 - 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.
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.
3. The first vice chair shall perform the duties of the chair in the absence of the chair.
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.
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 VIII: Parliamentary Authority

1. 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 IX: Finance

1. The fiscal year of the organization shall be on the federal fiscal year basis (July 1, through June 30).
2. The annual budget is prepared by staff and approved by the CTCOG Executive Director in the planning grant application.
3. The books of the Council shall be audited annually by independent certified public accountants in accordance with the single audit required by current regulations. The audit report shall be made to the Budget Committee as appointed by the CTCOG President, and then the full Executive Committee for adoption.
4. The annual audit report shall be made available to all requesting entities in accordance with the Open Meetings and Records Act.

Article X: Adoption and Amendment

1. The bylaws of the Advisory Committee may be altered, amended, or repealed at any meeting of the Committee by an affirmative vote of a quorum as specified in **ARTICLE VI, SECTION 4**, provided that official notice of the proposed amendment shall have been provided by the Advisory Group members at least 24 hours in advance of the SWAC meeting.

Article XI: Sub Committees

1. It is the intent of this Advisory Group that the SWAC, shall when advisable, seek the advice and cooperation of interested citizen groups in the formulation of recommendations and to establish the priority of projects for consideration.
2. The SWAC may establish sub committees as necessary to effectively carry out the business of the SWAC planning grant.

Article XII: Adoption and Revision Date

These bylaws were approved by a majority vote of a quorum present of the SWAC on _____.

Zoe Rascoe, Uryan Nelson,

SWAC Chairperson CTCOG Director of Planning and Regional
Services

END



SOLID WASTE ADVISORY COMMITTEE BYLAWS

Principles and Policies

1. The Representatives of local governments (or stakeholder groups) in the Central Texas Area join together in a voluntary organization to be known as the Central Texas Council of Governments (or its Advisory Groups), for the purpose of meeting at regular intervals to discuss problems and needs which require action on an area-wide or regional basis, to develop plans, policies (if authorized), and recommendations for action and implementation by local member governments and other appropriate levels of government within the region.
2. Counties, Cities and School Districts are the principal units of local government in the region. As such, they have the responsibility of planning for and meeting the local governmental needs which future development will produce, including the need for joint and coordinated area-wide service.
3. Sound and workable policies and programs for meeting and solving the area-wide problems of local governments will be most effective and ultimately carried out through regular meetings of the local governmental units (or stakeholder groups) in an area-wide voluntary council dedicated to the solution of these problems.
4. The Council (or its Advisory Groups) is a voluntary organization whereby individual governmental units (or stakeholder groups) can work together in coordination of their efforts in planning and guiding the needs of a progressive society.

Definitions:

The following terms are defined for use within this document.

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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.

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

SWAC – This is the official abbreviation for the Solid Waste Advisory Committee.

TCEQ – Texas Commission on Environmental Quality

Article I: Organization

The name of this Advisory Committee shall be the Solid Waste Advisory Committee (SWAC), which shall be a voluntary Advisory Group of the Council for the Counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba, and the political subdivisions located geographically in whole prescribed in these Bylaws.

The Advisory group membership is made up of solid waste stakeholders who comprise the SWAC as defined in Article IV. The Executive Committee is the Governing Body of the Central Texas Council of Governments (CTCOG) and is responsible for the general policies and programs of the Council and the control of its funds.

The creation of the Advisory Committee is authorized by the Central Texas Council of Governments, under Subchapter 330.639, Texas Administrative Code and Article II of the Articles of Association.

Article II: Purpose and Objectives

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 Texas Administrative Code, 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: Powers and Duties of the Advisory Committee

1. In order to accomplish its objectives and purposes, the Advisory Committee shall perform the following functions:
 - a. Exercise the powers and perform the duties authorized in Subchapter O, Section 7, of the Solid Waste Disposal Act, Texas Administrative Code.
 - b. Adopt the Bylaws of the Advisory Committee and amendments to the Bylaws.
 - c. Elect Committee Officers.
 - d. Review and select projects submitted to implement the goals and objectives of the Regional Solid Waste Management Plan.

Article IV: Membership

1. 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 the latest census data. 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 to appoint a member to the Advisory Committee. Ex-officio membership is encouraged to be requested by private operators, citizen groups, and interested individuals.
2. Eligible Voting Members:
 - a. Appointees of Counties and Qualifying Municipalities (see **ARTICLE IV, SECTION 1**)
 - b. Solid Waste Industry Representative (1)
 - c. Private Sector/Business Representative (1)
 - d. Citizen Representative (1)

3. Eligible Non-Voting Members:
 - a. Central Texas Council of Governments' Staff
 - b. The Texas Commission on Environmental Quality (TCEQ)
 - c. Ex-Officio Members
4. Members may designate in writing to the CTCOG Solid Waste Coordinator, a proxy to attend meetings in their place. Members unable to attend meetings are encouraged to designate a proxy or send someone in their stead to assist in information exchange and coordination activities.
5. 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.
6. The Solid Waste Industry, Private Sector/Business, and Citizen representatives will be selected by the Advisory Committee.
 - a. Solid Waste Industry, Private Sector, and Citizen Representatives will be approved by a majority vote of the Advisory Committee. Terms will be two years for that biennium.
7. Ex-officio membership shall be requested in writing to the Advisory Committee via the CTCOG staff coordinator.
 - a. Ex-officio members will be approved by a majority vote of the Advisory Committee. Terms will be two years beginning on the date of the vote.
 - b. Ex-officio membership may be requested in writing and approved by the Advisory Committee at any time during the biennium.

Article V: Representation Issues

1. The population figures to be used in determining representatives for the foregoing classifications shall be in accordance with the most recent U.S. Census or estimates from the State Data Center.

2. The approving authority for any appointment from a municipality or county shall be an official letter from the County Judge or City Mayor sent to the CTCOG Solid Waste Coordinator. Once said letter has been received, the appointment becomes officially recognized by CTCOG.
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 VI: Meetings of the Advisory Committee

1. This Advisory Committee shall comply with the Texas Open Meetings Act.
2. The Advisory Committee shall meet semi-annually or at other times as requested by the chairperson, or upon request of not less than one-third of the members of the Advisory Committee. The Advisory Committee members will be notified of all meetings at least three days prior to the meeting, other than emergency meetings which will be called in accordance with the Texas Open Meetings Act.
 - a. Failure to physically or via video conference attend **three (3)** consecutive meetings of the Committee shall constitute a resignation from the Committee.
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.
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.
5. Members may telephone or video conference into meetings and are considered “present” and are counted toward the making of a quorum. They may also vote on any item so brought before the committee.
6. In order to expedite response for action items, members may electronically vote on crucial and pending action items identified by the SWAC Chairperson or Solid Waste Coordinator. The Solid Waste Coordinator or Chairperson will send an electronic survey to all members with a deadline for responses. This survey shall only contain two answer options, such as in formal face-to-face

meetings. After the deadline has passed, the Coordinator or Chairperson will inform the SWAC of the voting decision.

Article VII: Officers & Staff

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 for the biennium.
 - 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.
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.
3. The first vice chair shall perform the duties of the chair in the absence of the chair.
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.
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 VIII: Parliamentary Authority

1. 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 IX: Finance

1. The fiscal year of the organization shall be on the federal fiscal year basis (July 1, through June 30).
2. The annual budget is prepared by staff and approved by the CTCOG Executive Director in the planning grant application.
3. The books of the Council shall be audited annually by independent certified public accountants in accordance with the single audit required by current regulations. The audit report shall be made to the Budget Committee as appointed by the CTCOG President, and then the full Executive Committee for adoption.
4. The annual audit report shall be made available to all requesting entities in accordance with the Open Meetings and Records Act.

Article X: Adoption and Amendment

1. The bylaws of the Advisory Committee may be altered, amended, or repealed at any meeting of the Committee by an affirmative vote of a quorum as specified in **ARTICLE VI, SECTION 4**, provided that official notice of the proposed amendment shall have been provided by the Advisory Group members at least 24 hours in advance of the SWAC meeting.

Article XI: Sub Committees

1. It is the intent of this Advisory Group that the SWAC, shall when advisable, seek the advice and cooperation of interested citizen groups in the formulation of recommendations and to establish the priority of projects for consideration.
2. The SWAC may establish sub committees as necessary to effectively carry out the business of the SWAC planning grant.

Article XII: Adoption and Revision Date

These bylaws were approved by a majority vote of a quorum present of the SWAC on _____.

Zoe Rascoe,

SWAC Chairperson

Uryan Nelson,

CTCOG Director of Planning and Regional
Services

END

SWAC Member List



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