

Western Region Solid Waste Capacity Policy Advisory Group (PAG)

March 30, 2022

<https://nctcog.org/westernsolidwaste>



Agenda

1. Welcome and Introductions

2. Background and Overview

- Solid Waste Capacity Problem in the Western Region
- Western Region Solid Waste Capacity Study
- Overview of Last Meeting on November 16, 2021

3. Approval of the Draft By-Laws – ACTION ITEM

- NCTCOG will provide an overview of the by-laws prior to voting
- Attendees will have the opportunity to ask questions prior to voting

4. Next Steps

5. Adjournment

Welcome and Introductions

Thank you for attending today! Your time and input are appreciated.

NCTCOG Environment and Development Department
Staff Working on Western Region Study/Project:

Elena Berg, Planner II

Cassidy Campbell, Program Manager

Edith Marvin, Director

Welcome and Introductions

Options:

- 1) Please introduce yourself in the chat box if joining by computer.
- 2) Please speak up and introduce yourself if joining by phone, or if you just want to say hello!

Procedures for Meeting Today

- Please state your name and the entity you are representing before speaking.
- Please keep your microphone on mute when not speaking.
- Please feel free to input comments/questions in the chat box or raise your hand as we move along.

Procedures for Meeting Today

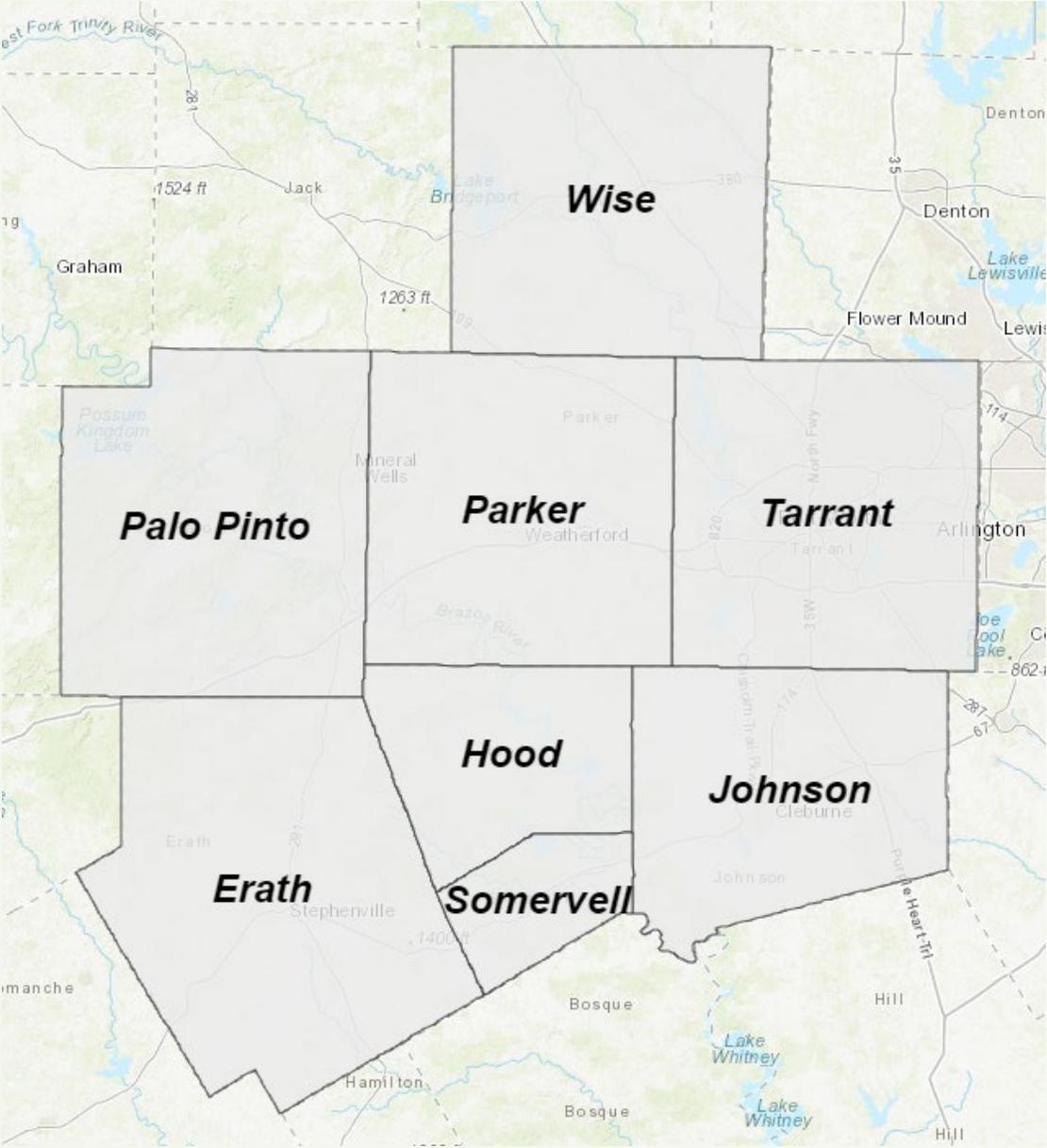
- ▶ We will take one poll now.
- ▶ Participate via website or text:
 - ▶ Go to [PollEv.com](https://www.pollEv.com) and enter NCTCOGENV444
 - ▶ Text NCTCOGENV444 to 22333

Did you attend the last Western Region Policy Advisory Group meeting on November 16, 2021?



An alternate attended for me

Background and Overview



8-County
Western Region



Background and Overview

The Solid Waste Capacity Problem in the Western Region

- ▶ Remaining landfill capacity in the Western Region is low.

Area	Remaining Landfill Capacity, 2020 (in years)
State of Texas	54
NCTCOG 16-County Region	36
Western Region	15*

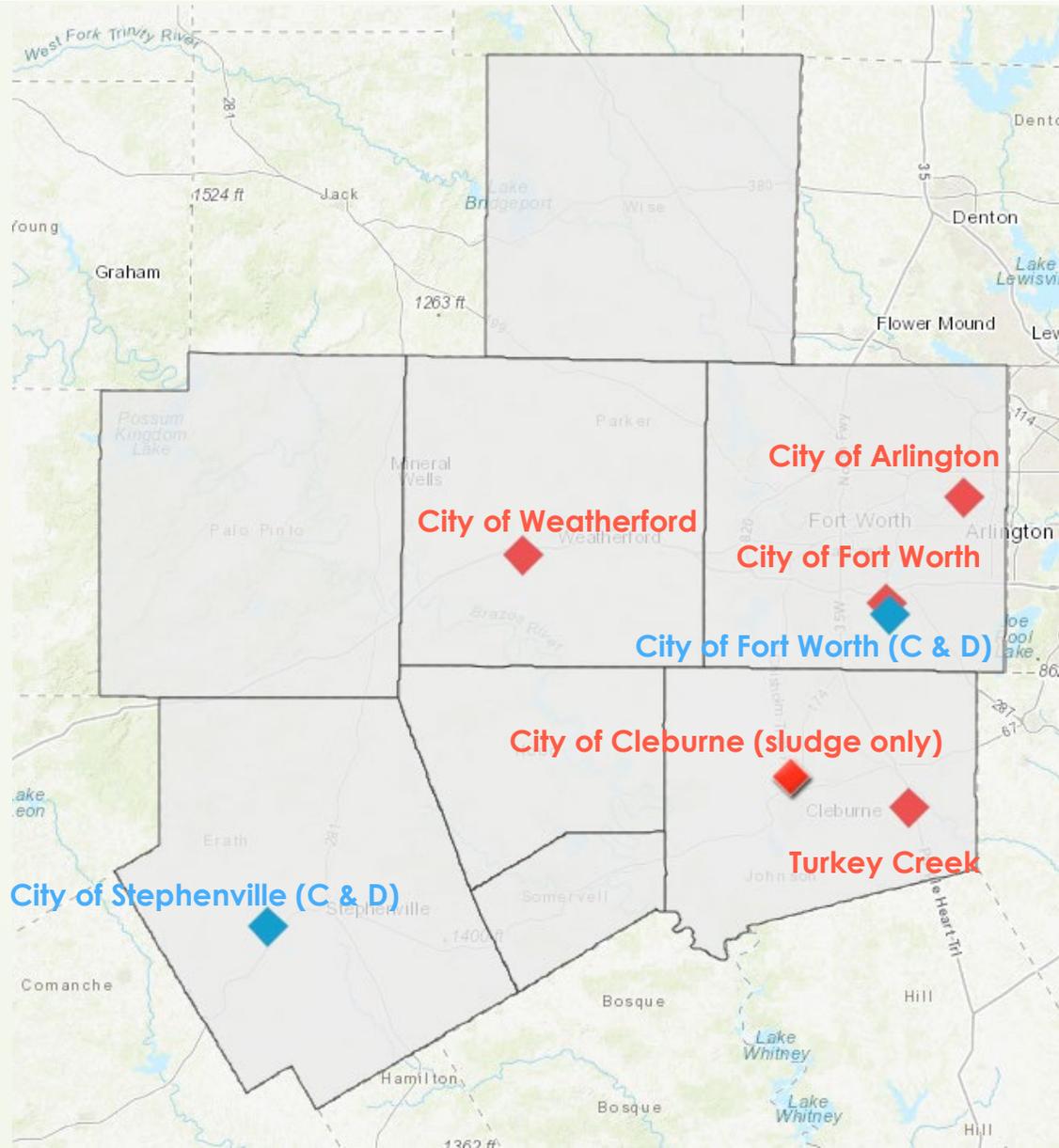
*Estimated time to site and construct a landfill = 15 years.

Sources for Data on Slide:

Municipal Solid Waste in Texas: A Year in Review, 2020 Data Summary and Analysis. p. 19. TCEQ. September 2020.

Needs Assessment Technical Report (from the Western Region Solid Waste Capacity Study). Prepared for NCTCOG. p. ii & 19. Prepared by Arredondo, Zepeda, and Brunz, LLC, and Keep Texas Recycling. July 2021.

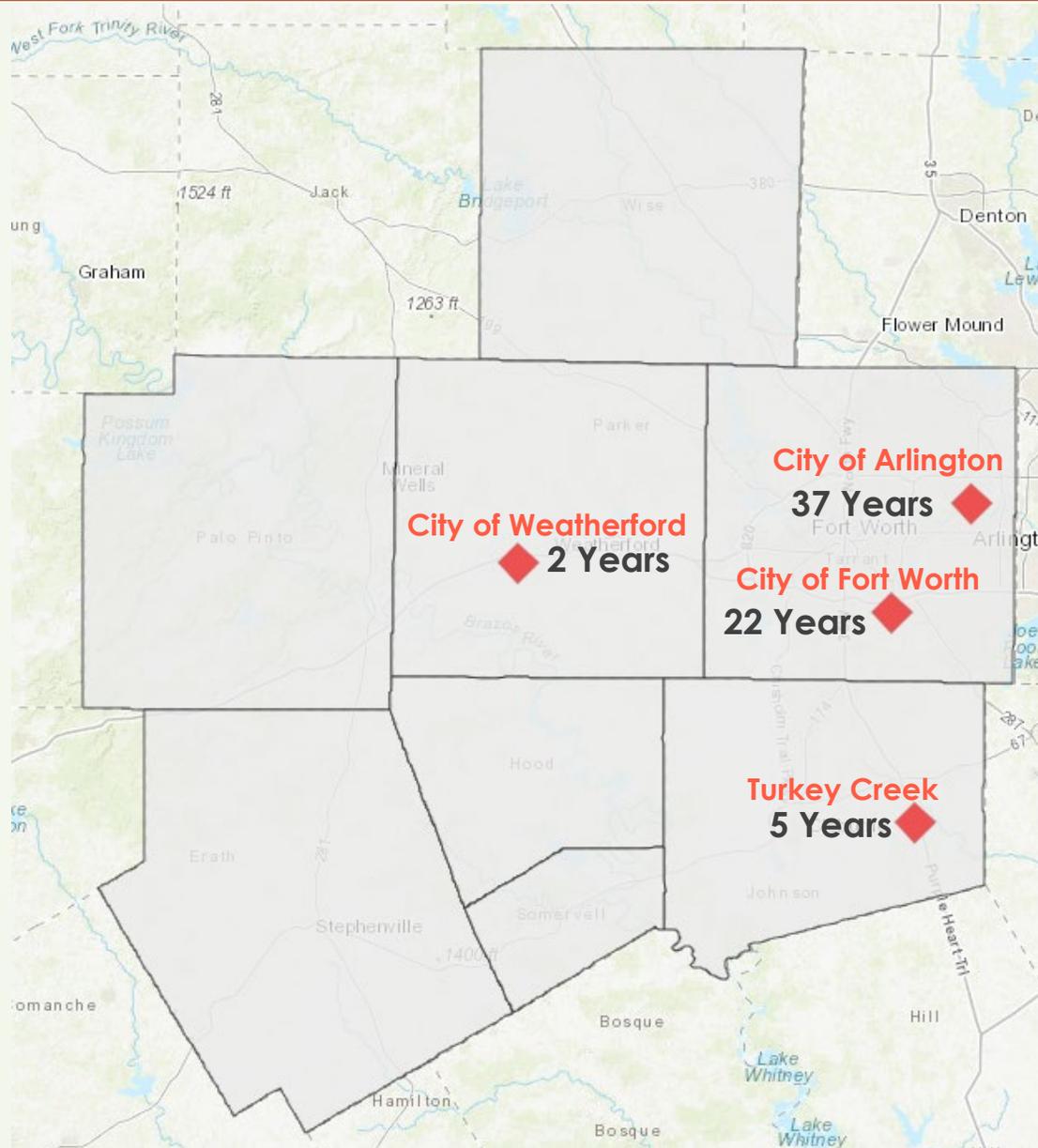
Background and Overview



7 Landfills in Western Region

- ◆ Municipal Solid Waste Landfills (5)
- ◆ Construction and Demolition Landfills (2)

Background and Overview



◆ **Available** Municipal Solid Waste Landfills in Western Region

X Years = Remaining Life of Landfill

(Source: *Municipal Solid Waste in Texas: A Year in Review, 2020 Data Summary and Analysis*. TCEQ. September 2021.)

- ✓ Most of the Western Region's waste is disposed at one of four landfills.
- ✓ After Weatherford reaches capacity, the 3 remaining landfills will be located on the extreme eastern side of the Western Region.

Background and Overview

- ▶ **Western Region Solid Waste Capacity Study**
 - ▶ July 2020 – July 2021, NCTCOG hired contractor to evaluate needs and provide recommendations
 - ▶ Resulted in 2 Technical Reports: 1) Needs Assessment and 2) Alternatives Analysis, which can be found here: <https://nctcog.org/westernsolidwaste>

Background and Overview

► Ten Alternatives

Ten Alternatives Analyzed in Waste Capacity Study

Formalize the Policy Advisory Group

Establish a Solid Waste Management Agency

Public Information Programs

Regional Recycling Programs

More Convenience Stations and Recycling Centers

Enhance Brush and Sludge Disposal (Organics)

Multi-City, Cooperative Waste Collection

Cooperative Management of Disaster Debris

Increase Landfill Capacity



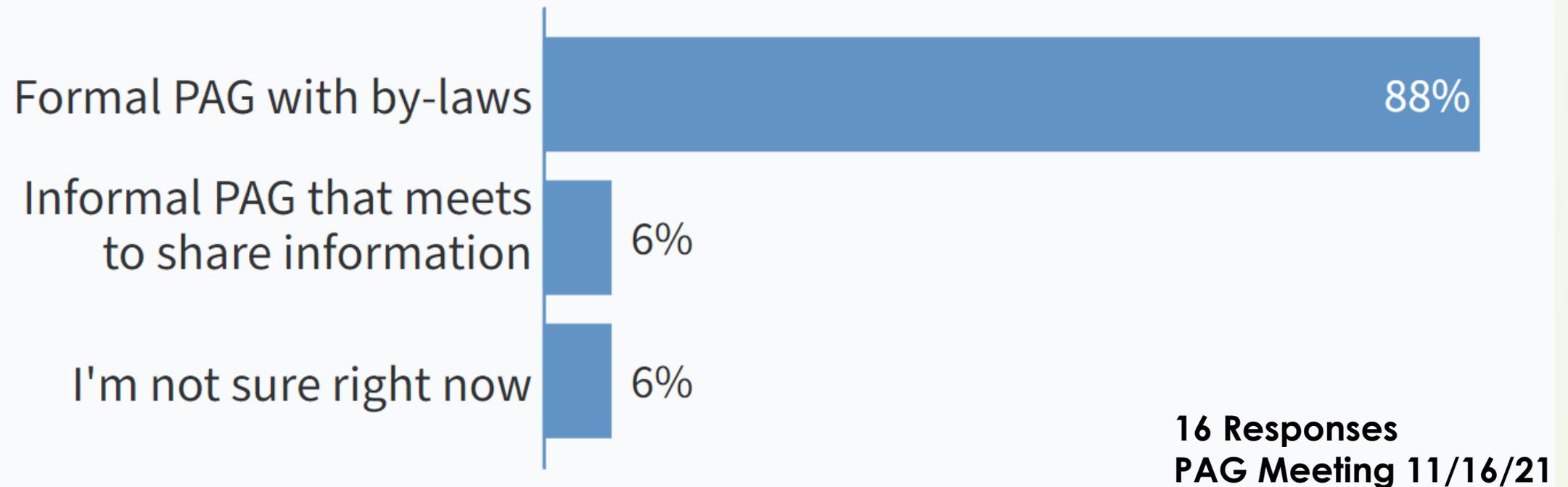
Background and Overview

► Last Meeting of PAG on 11/16/21

- Approximately 30 communities from Western Region attended and Wise County and Johnson County
- Discussions showed agreement on the Western Region communities moving forward and formalizing the group with written by-laws; can raise awareness/recruit other Western Region communities as the group moves forward

Background and Overview

Do you prefer to develop a formal PAG with by-laws or a more informal PAG that meets to share information?



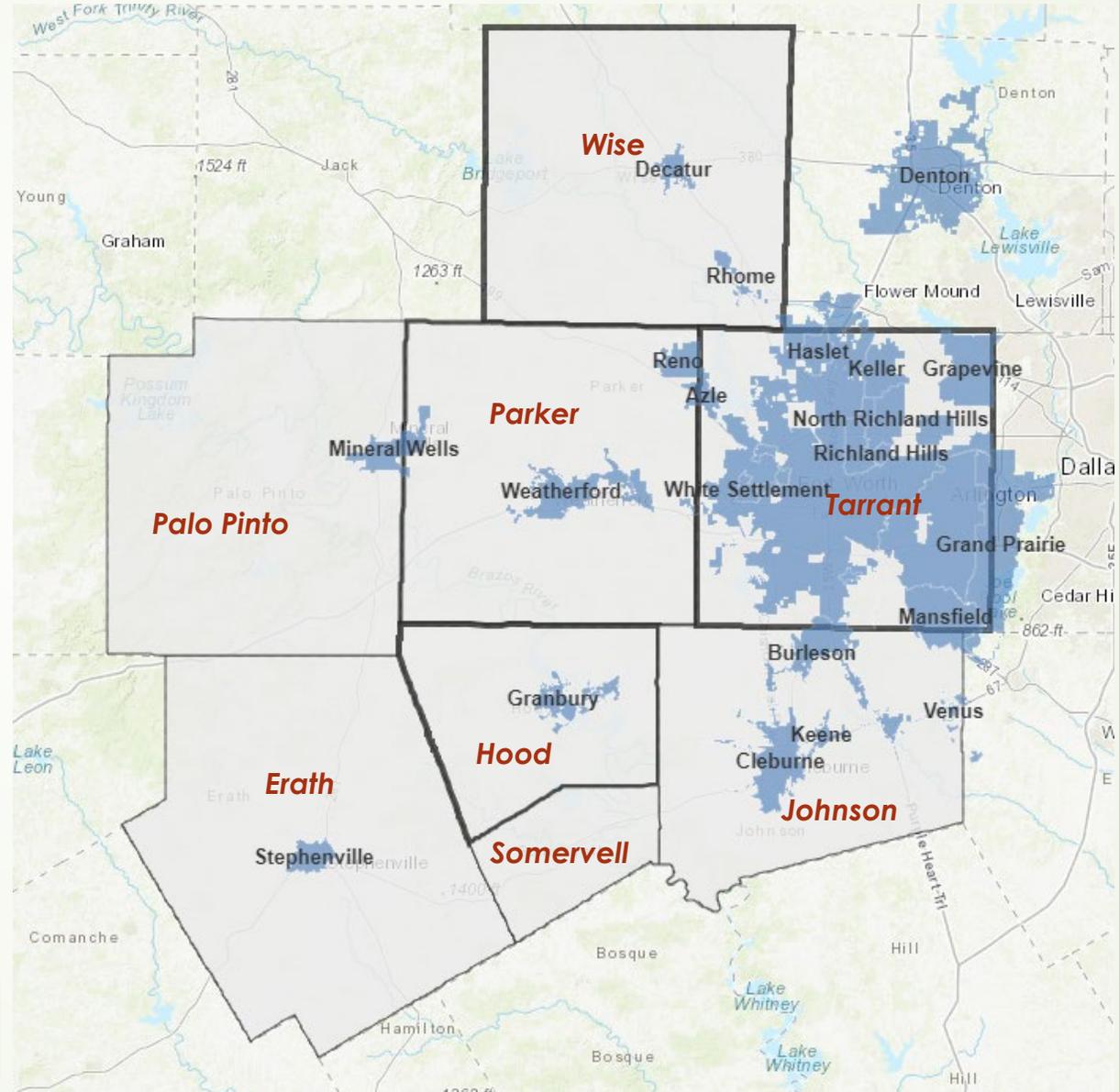
Background and Overview

Communities and Counties Who RSVP'd to Today's Meeting

□ Counties (Hood, Parker, Tarrant, and Wise Counties)

■ Communities

Purpose of this slide: To provide an understanding of the representation today and opportunities for outreach in the future.



Map created by NCTCOG
on 3/30/2022.

Action Item – Draft By-laws

- **Draft By-Laws** for the Western Region Solid Waste Capacity Policy Advisory Group (PAG)
- NCTCOG will provide an overview of the draft by-laws and there will be time for questions and discussion prior to the vote.

Overview of Draft By-laws

► Name and Purpose

- Defines 8-county area
- Voluntary group
- Provides a forum for:
 - 1) Collaboration on approaches, programs, or infrastructure to address landfill disposal capacity
 - 2) Identification of strategies to improve solid waste management conditions
- Encourages participation from all individuals or entities who want to advance these purposes

Overview of Draft By-laws

Membership (Voting and Non-Voting)

Voting Members

Counties

One representative from each of the 8 counties = **8**

Cities/Towns

City/Town representatives within those 8 counties:

Small cities (1500 or less)	= 7	} Approx. 30 in each of these groups)
Small to medium (1501 – 7000)	= 7	
Medium to large (7001 – 80,000)	= 7	
Large cities (80,000 or greater)	= 3	(3 in this group)

(Based on NCTCOG's most recent population estimates.)

Total voting members = 32

Overview of Draft By-laws

➤ Membership

Non-voting Members

- Cities and counties not designated as voting members
- NCTCOG
- Private sector
- Environmental/public interest groups
- Those invited to provide advisory assistance

Overview of Draft By-laws

➤ Appointment to PAG

- Submit a nomination form to the Chair
 - Must be signed by Executive Officer of the representative's entity
 - Non-voting members wishing to serve must notify the Chair and Vice-Chair by email or phone.

Overview of Draft By-laws

► Terms

- 2-years for members and officers. Terms are staggered.
- Terms run from October 1 – September 30 of second year.
- May be re-appointed.

► Vacancy

- Replacement may be appointed from within the vacated member's organization within 3 months and serve out the remainder of the term.
- Otherwise, the PAG shall recommend a replacement.

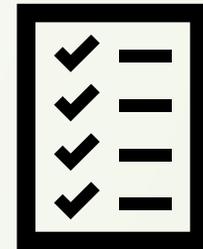
Overview of Draft By-laws

➤ Designated Alternates

- All members shall name an alternate within two months of the start of his/her term.
- If a member is unable to attend a meeting, the alternate shall attend in his/her place.

➤ Attendance

- Expected to attend or send alternate in your stead
- Attendance is considered during reappointment



Overview of Draft By-laws

► Pause for Questions or Comments



Overview of Draft By-laws

► Officers

- **Chair** – Develop meeting agendas, preside at meetings, speak at outside events to promote awareness of PAG
- **Vice-Chair** – Develop agendas, perform duties of Chair in his/her absence
- **Secretary** – Provide meeting notices, track attendance, keep minutes, and distribute minutes and handouts to PAG

Overview of Draft By-laws

➤ Appointment of Officers

- PAG members put forth candidates for a PAG vote
- Appointment/reappointment of officers occurs at the same time as membership appointment/reappointment

Overview of Draft By-laws

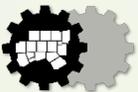
► Vacancy in An Officer Seat

- Chair – If the Chair is no longer able to serve, the Vice-Chair will serve until the PAG nominates a new Chair for PAG approval.
- Vice-Chair and Secretary – If one of these positions is vacant, the PAG will seek nominations for PAG approval.
- Procedure established if all officers are simultaneously unable to serve

Overview of Draft By-laws

► **PAG Meetings**

- Open to public and held at least quarterly at time and place determined by the PAG
- Secretary provides notice of meetings by email or phone and agendas
- Special/emergency meetings may be called by the Chair and Vice-Chair, or by a majority of the PAG. Notice for these meetings must be provided at least 3 days in advance by the Secretary
- Business may be conducted electronically
- Robert's Rules of Order shall govern conduct
- Members shall maintain objectivity and professionalism (Officers are to address any incidents involving unprofessional conduct)



Overview of Draft By-laws

► Quorum

- 6 or more PAG voting members
- Approving a motion requires a majority vote of PAG members present at which quorum is established

► Recommendations to NCTCOG's Executive Board

- Requires a quorum and a positive vote of two-thirds of the PAG members present.

Overview of Draft By-laws

➤ Conflicts of Interest

- PAG voting and non-voting members must disclose a conflict of interest to the PAG when a vote is called for and must refrain from discussion and recuse themselves from the vote.
- PAG members shall take all steps to avoid the appearance of impropriety in the conduct of affairs on behalf of the PAG.

Overview of Draft By-laws

► Subcommittees

- Ad Hoc and standing subcommittees shall be established by the PAG as needed.
- Standing subcommittees are established and abolished by a quorum and two-thirds vote of the PAG.

Overview of Draft By-laws

► Funding Commitment

- Funding commitments to support the PAG's expenses, projects, or studies, shall be discussed and approved by the PAG in the future as needed.

► Miscellaneous Provisions

- A proposal to alter, amend, or repeal the by-laws requires a majority vote of the PAG. However, a quorum and two-thirds vote is required for any such proposal to be effective.

Overview of Draft By-laws

➤ Acceptance of Gifts

- No PAG officer or member shall accept any gift or benefit as consideration for any decision on behalf of the PAG

➤ Code of Ethics

- PAG officers and members shall conduct themselves in a manner that is consistent with sound business and ethical standards
- Always consider the public interest and sound solid waste management practices
- Manage PAG affairs fairly

Overview of Draft By-laws

- ➔ **Membership Nomination Form**
- Attached to by-laws

D R A F T

MEMBERSHIP NOMINATION FORM
Western Region Solid Waste Capacity Policy Advisory Group (PAG)

Name: _____

Title: _____

Employer: _____

Business Mailing Address: _____

Phone #: _____ Email: _____

Civic Affiliations: _____

Relevant Work, Education, or Other Experience: _____

Describe How You Could Contribute as a Member of the PAG: _____

SIGNATURE OF NOMINEE: _____ DATE: _____

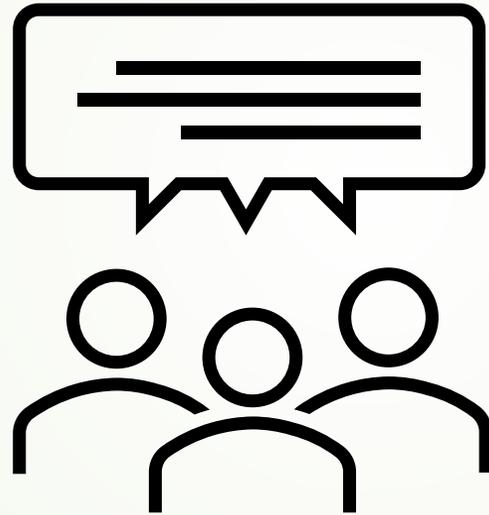
SIGNATURE OF EXECUTIVE OFFICER OF ENTITY: _____ DATE: _____

PRINTED NAME OF EXECUTIVE OFFICER: _____

Please email this completed form as a scanned PDF to the Chair, Vice-Chair, and Secretary of the PAG.

Overview of Draft By-laws

► Pause for Questions or Comments



Draft By-laws - Discussion

Is there a motion and second for discussion of the by-laws?

Action Item

- **Draft By-Laws for the Western Region Solid Waste Capacity Policy Advisory Group (PAG)**

Next Steps

- By-laws
- Appointing Representatives to the PAG?
- Election of Officers?
- Outreach?
- Planning for next meeting?

Contact

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