

**SCL-CAC ELECTED OFFICER DUTIES**  
**(Revised to accommodate both In-person & Hybrid Meetings)**

**CHAIR**

**Meetings**

- Conduct bi-monthly in-person meetings or hybrid meetings at a facility that can support the necessary audio and visual requirements for each type of meeting at a location either provided by the County of Los Angeles and/or at a SCL-CAC sourced location within the Granada Hills area. In both instances, meetings should be held as close as possible to the most impacted neighborhood adjacent to the landfill.
- Prepare the Agenda, format utilizing the City & County logos and header material to include current CAC members, meeting time, date, and location. and include zoom hotlinks, meeting ID, mobile information, and website address. Agenda to follow the standard A, B, C format adopted by the CAC over the years, and to include the required presentations in the following order: BFI/Republic Services Inc., South Coast Air Quality Management District (AQMD), Sunshine Canyon Landfill-Local Enforcement Agency (SCL-LEA), Los Angeles Unified School District (LAUSD), County Regional Planning Department, County Public Health Department, and City Planning Department. Other entities and/or topics of interest may be added based on the current activities of the landfill based on the discretion of the Chair and/or input from CAC members.
- Schedule a Special Overtime Discussion of Budget, Banking & Financial Matters when required, but only after the general meeting, and not to exceed 30 minutes if possible.
- Provide a copy of the Agenda in pdf format to the webmaster 2 to 3 weeks prior to the meeting, for posting on the scl-cac.org website, and for inclusion on various other website calendars. Send a pdf of the Agenda to SCL-CAC Committee Members and to the CAC distribution list at the same time. At least one week, but no later than 72 hours before a meeting, the Chair will generate 4 hard copies in color and post them locally at 4 locations (West & East Bee Canyon kiosks, Van Gogh Elementary School, Knollwood Shopping Center/Sugar Suite bulletin board).
- Prior to any meeting, negotiate with the entity providing a meeting place to supply the necessary services (i.e. personnel, if needed a host, to monitor

on-line participants for hands up requests to speak, sufficient parking, signage, et cetera) including cost and payment.

- Follow the posted Agenda, maintain order, using Robert's Rules of Order guidelines and/or own judgement to moderate community input as necessary to keep presentations on time to meet the 5:00 p.m. deadline requirement for the general meeting necessary to accommodate City and County employees.
- Work with Notetaker to vet Draft Minutes and then provide a copy of same via email to the Committee Members in a timely manner prior to any meeting.

### **General Duties**

- Prepare SCL-CAC letters based on motions and/or need to communicate with landfill operator, agencies, vendors, and/or politicians via mail US mail and/or send via email.
- Serve as the clearing house for the CAC, and receive all PO Box mail, and any email correspondence from the landfill operator, agencies, consultants, politicians, and forward them to the Committee, and to the Public as appropriate after reviewing the same.
- Notify the webmaster and update the scl-cac.org website from time to time with articles of interest.
- Prior to any CAC meeting, create a Committee Member Document Package as it will be supplied to the members along with attached pdfs of the documents provided both at said meetings and those provided via email during the previous two months.
- Provide Committee approved Minutes to webmaster for posting, and occasionally audit the website for relevancy and linkages. Maintain computer files and distribution lists.
- Serve as liaison between SCL-CAC and the landfill operator, agencies, politicians, and Public in normal everyday oral/telephonic/electronic communications and/or relevant meetings related to landfill operations.
- Bi-Monthly Meetings; Prepare (20 – 25) hard copies of the document package (yellow tab SCL-CAC and blue tab SCAQMD) and provide same to Committee Members and copies to the public in attendance. All documents shown on the Member Document Package will have a pdf attached including the balance of the documents (pink tab BFIC/REPUBLIC,

green tab City/County Agencies, and orange tab OTHER). Chair will download latest odor reports and charts from the SCAQMD website for distribution to public, and inclusion in packages. Prepare a Committee package for all documents distributed. Purchase supplies for same. Prepare 9 + 1 Committee packages and color tabulate (if time permits) for easy reference. Arrive early and check meeting room to make sure seating, lighting, a/c et cetera are correct. Set up available recording devices (micro tape recorder and laptop recording program/microphone if using). Record meetings using both media and save files. Create, maintain, and provide place names for Committee Members and for any agency or political representative seated at the horseshoe. Provide 12 copies of form for "Items Not On Agenda". Provide 3 Clipboards and pens, 2 each Sign Up Sheets for each of the following: the Committee, Presenters/Agencies, and Public Attendance, and gather up after meeting.

- Maintain a Committee attendance record and warn Board Members if exceedances might warrant resignation or dismissal. Occasionally provide attendance record to City, County or LAUSD appointors, and undertake discussions with same to encourage appointments of Commissioners to the Committee.
- Assist Treasurer review all costs, approve expenses for Committee members, co-sign checks (preferred, not required) and/or initial and sign-off invoices, assist in maintaining/reviewing savings and checking accounts. Yearly in January, create and provide a statement to the landfill general manager and to BFI/Republic's designated accountant for the monies due for expenses and consultants based on the financial year end statement to meet annual \$26,000 funding for all accounts.
- Pick up mail at post office box #412 and distribute via email as needed.
- Work with Notetaker during meetings to help identify speakers (including public) or clarify language. Provide initial 1<sup>st</sup> blush review, corrections, additions if needed of Draft Minutes, then send out email pdf of revised Draft Minutes to all Committee members for their review and comments which will be held until meeting. After CAC makes any corrections at the meeting if needed and it is approved, upon receiving a copy of the Final Approved Minutes version in Word from the Notetaker, create and send pdf of same to Webmaster for posting.
- Negotiate any Yearly MOU Funding Agreements and/or changes to same with the landfill general manager.

- Retain custody of any aerials and transport of same to Meetings as needed, setup/take down, and interim storage of same if needed.
- Retain custody of laptop, digital tape recorder, and sign-in clipboard & pens.
- Retain custody of 3-ring booked Committee packages as received from Secretary.
- Stay current with all things related to landfilling, recycling et cetera, and represent CAC positions at meetings, City, County, State and local as needed.

**VICE CHAIR** Conduct bi-monthly meetings in the absence of the Chair. Assume any of the above duties of the Chair by mutual agreement between the Chair and the Vice Chair.

**TREASURER** Prepare and issue financial statement (simple Financial Statement and/or Detail Balance Sheet and Profit & Loss) bi-monthly. In concert with the Chair, deal with vendors, prepare checks and pay invoices for such expenses as copying services, making meeting place reservations and payment (food), post office box rental, and approved expenses as submitted by Committee members either by hand delivering and/or by mail. Pick up bank statements from post office and/or have bank statements and reconcile accounting records. Maintain asset records (descriptions and serial numbers) of equipment purchased for SCL-CAC, and assignment to officers and/or committee members. Work with Chair and Vice Chair to resolve any financial issues. Ensure that BofA has the up to date record of the officers that are currently approved to sign checks (currently Treasurer & Chair).

**SECRETARY** Maintain file of all Committee packages by date by 3-hole punching and saving in 3-ring binders. Bound books to be delivered to Chair as they become full. Purchase and expense binders as needed.

**PARLIAMENTARIAN** Serves as an advisor on the proper conduct of a meeting, interprets the committee's rules, and advises the Chair on the correct parliamentary procedure (Brown Act & Robert's Rules of Order).

**TAC\* REPRESENTATIVE (2-Year Position)** Stay current on all issues, attend SCL-TAC meetings at City Hall representing SCL-CAC positions.

**ALT TAC\* REPRESENTATIVE (2-year Position)** Stay current on all issues, attend SCL-TAC meetings at City Hall and represent the SCL-CAC if the TAC Representative is unable to attend.

\*NOTE: The Sunshine Canyon Landfill Technical Advisory Committee (TAC) is a joint City-County ad hoc committee co-chaired by the Directors of Planning from the City and County of Los Angeles. The TAC is composed of the agencies listed in the City's approval conditions and in the County's Implementation and Monitoring Program (IMP). It also includes a member appointed by the combined City-County Community Advisory Committee (CAC). The TAC is established for the purpose of reviewing, coordinating, and certifying satisfactory implementation and/or completion of the plans, permits, and/or agreements authorized by the County's Conditional Use Permit (CUP) 00-194-(5) and the City's General Plan Amendment and Zone Change, including the Conditions of approval and the associated IMP and Mitigation Monitoring and Reporting Summary/Program (MMRS/MMRP). The co-chairs are delegated the responsibility to make all decisions on behalf of the combined TAC. TAC meets a minimum of twice per year. Meetings are open to the public and are noticed pursuant to Brown Act requirements.

### **COMMITTEE MEMBERS**

All Committee Members are expected to comply with the City and County rules and regulations governing meetings, the CAC By-laws (see website), and to comply with AB 2449 (Rubio) – limited teleconferencing in specified scenarios that governs Hybrid meetings. Further, the Committee relies on the City and County to provide the necessary training to their appointees, and will contact them independently to arrange same.