

## **Wastewater Advisory Committee By-Laws**

- Adopted by Board of Supervisors March 16, 2010 –

- Amended March 3, 2021 –

### **I. PURPOSE**

The Wastewater Advisory Committee (hereafter referred to as the Committee) is established by Butte County Code Section 19-12, and shall work towards the following objectives:

- A. Development and maintenance of the On-Site Wastewater Manual;
- B. Application of new on-site collection, treatment, conveyance, and dispersal technology;
- C. Development and oversight of a system for assuring that on-site wastewater systems are appropriately operated, maintained, and monitored;
- D. Future revisions to Butte County Code Chapter 19 and the On-Site Wastewater Manual; and
- E. Policies, practices, and procedures to improve protection of public health and delivery of customer service pertaining to the implementation of this Chapter and the On-Site Wastewater Manual.

### **II. REGULAR MEETINGS**

The Committee shall meet regularly on a monthly basis, but no less than quarterly, at the date, time, and location set by the Committee at their first meeting of the year, unless otherwise notified by the Chair.

### **III. RULES OF ORDER**

The proceedings of the Committee meetings shall be governed by and conducted according to these By-Laws, with reference to the latest edition of Robert's Rules of Order as needed, except when State Law takes precedent.

#### **IV. AMENDMENTS**

These By-Laws may be amended by the Committee at any regular meeting of the Committee, if notice of the proposed amendment is contained in the agenda of the meeting.

#### **V. QUORUM**

A simple majority of voting members of the Committee shall constitute a quorum. A majority of a quorum shall have the authority to transact Committee business. A quorum shall be established at roll call and shall be maintained during the course of a meeting.

#### **VI. MEMBERSHIP**

- A. The Committee shall consist of 9 persons representing the following stakeholders:
1. Board of Realtors or Association of Realtors;
  2. Building Industry Association (\*);
  3. On-Site Wastewater Operation and Maintenance Specialist;
  4. Engineer specializing in environmental consultation (\*);
  5. Engineer specializing in on-site wastewater consulting;
  6. Septic tank pumper or septic tank manufacturer (\*);
  7. Certified installer;
  8. Registered Environmental Health Specialist;
  9. Wastewater component vendor or proprietor (\*); and
  10. Citizen-at-Large
- B. All Committee members shall be appointed by the Butte County Board of Supervisors.
- C. Committee members shall serve four-year terms and may be reappointed for consecutive terms by the Board of Supervisors. When the Board of Supervisors first establishes the Committee, those membership categories with the asterisk (\*) shall be appointed for two (2) years for the initial term and four (4) years for each term thereafter.

- D. In addition to the membership of the Committee representatives from the Technical Advisory Committee (discussed below) may participate in the meetings as a non-voting technical resource to the Committee.

## **VII. OFFICERS**

- A. The officers of the Committee shall include a Chair and Vice-Chair. The Chair and Vice-Chair may be removed by a simple majority of the Committee.
- B. Elections shall be held at the first regularly scheduled meeting prior to the expiration of terms.
- C. The Chair shall preside over all meetings of the Committee. The Vice-Chair shall preside over all meetings at which the Chair is not in attendance. Should both the Chair and Vice-Chair be absent, the members may select an Acting Chair for that meeting from among the Committee members in attendance.
- D. The term of office for Chair and Vice chair shall be two (2) years and until their successors are elected. Nothing herein shall prohibit the Chair or Vice-Chair from being re-elected for additional consecutive terms.

## **VIII. TECHNICAL ADVISORY COMMITTEE (TAC)**

- A. TAC shall be established and maintained as an informal, non-voting resource of the Committee for the purpose of:
  - 1. Performing research on technical issues, best management practices, and standards of the industry for matters under consideration by the Committee.
  - 2. Drafting proposed guidelines or policies for consideration by the Committee
  - 3. Increasing communication from others within TAC member's professional peer groups
- B. The TAC shall have preferred members representing the following groups:
  - 1. Central Valley Regional Water Quality Control Board
  - 2. Academia
  - 3. Butte County Environmental Health

- C. The TAC may have additional members that have been selected for their specific subject matter expertise based on the need of the Committee.
- D. TAC members, other than the Central Valley Regional Water Quality Control Board representative, shall be selected by the Butte County Environmental Health Director, in consultation with Committee Chair.
- E. As an informal committee, the TAC shall not be bound by the provisions of the Brown Act.
- F. Unless otherwise designated by the standing members of the TAC, the Central Valley Regional Water Quality Control Board representative shall act as Chair of the TAC.

#### **IX. AGENDA, MINUTES, CORRESPONDENCE, AND NOTIFICATIONS**

- A. The Chair and/or the Butte County Environmental Health Director shall determine the agenda for each meeting and send the agenda to each member of the Committee. The agenda will be developed as follows:
  - 1. Any Committee member or member of the public can request the inclusion of a relevant item on the Committee's agenda.
  - 2. In order for an item to be placed on the agenda for Committee action, the item's sponsor must first present the item writing to the Environmental Health Director ten working days before the meeting to allow time for staff analysis prior to the meeting.
  - 3. Anyone can present any issue to the Committee during the public comment portion of the agenda, but no action will be taken by the Committee on the item until it has been identified for action on the agenda.
- B. The Committee shall meet the requirements of the Brown Act. Meeting agenda shall be posted 72 hours in advance of each regular meeting on the Public Health Department webpage, on the public bulletin board at the Environmental Health's Oroville office, and in a location viewable from outside the main door at 202 Mira Loma Drive, Oroville, CA.
- C. Minutes, notifications, and correspondence shall be the responsibility of the Butte County Environmental Health Director or his/her designee.
- D. Minutes shall be a written summary of the proceedings and shall be kept by the Butte County Environmental Health Director and maintained on the Environmental Health Division website. Copies shall be transmitted to

each member prior to the next regularly scheduled meeting. A copy shall be filed in the Butte County Environmental Health office at 202 Mira Loma, Oroville, and shall be available to the public as a matter of record.

**X. CONFLICT OF INTEREST/APPEARANCE OF FAIRNESS**

- A. All members of the Committee shall comply with the requirements in regard to conflicts of interest as found in the Political Reform Act and enforced by the Fair Political Practices Commission.
- B. A Committee member shall not make, participate in the making, influence, or attempt to influence a decision in which that committee member has a direct financial interest. If a Committee member has a conflict with regard to an item being discussed, he/she shall state for the record that such a conflict of interest exists, the nature of the conflict, shall recuse him/herself from further discussion on that matter as a Committee member, and shall leave the room during the consideration of the item. The Committee member may provide comments regarding this item as a member of the public, but may only be in the room during the time the member is providing comments.

**XI. ORDER OF BUSINESS**

A. Preliminary Items

- 1. Call to Order
- 2. Role Call and Determination of Quorum
- 3. Corrections and/or Changes to the Agenda
- 4. Introduction of Guests
- 5. Minutes Review
- 6. Correspondence and Public Comment

B. Informational Non-Action Items

C. Action Items

The Chair may provide structure, as appropriate, to this portion of the meeting by following a process that allows for;

- 1. Presentation of the issue by the proponent
- 2. Clarification and questions of the proponent by the Committee
- 3. Report and analysis by staff, when item has not been initiated by staff
- 4. Opening for comments by the public
- 5. Clarification and questions of the public by the Committee
- 6. Closing of public comment
- 7. Committee deliberation and action

- D. Agenda Preparation for Next Meeting
- E. Adjourn

**XII. ATTENDANCE**

Committee members are expected to attend all regularly scheduled meetings. It is the responsibility of members to contact the Chair or the Butte County Environmental Health Director prior to any known absence from a regularly scheduled meeting. Three unexcused absences may result in replacement of a Committee member.

**XII. PUBLIC MEETINGS AN NOTICES**

All meetings of the Committee shall be open to the public.