

# COUNTY OF ALBEMARLE

## Charge Statement, Membership, and Organization

### ALBEMARLE COUNTY LONG RANGE SOLID WASTE SOLUTIONS ADVISORY COMMITTEE

Established April 2, 2014

#### Charge

The Albemarle County Long Range Solid Waste Solutions Advisory Committee is ~~an advisory committee~~ formed by the Albemarle County Board of Supervisors to study solid waste management as a public policy issue and to identify best practices for the management of solid waste in the County now and in the future including the possibility of regional cooperation. ~~The committee will recommend a thoughtful, deliberate, and comprehensive process for developing solid waste policy for the County based on consensus, cooperation, and economic analysis.~~ The Committee will recommend policy and implementation strategies consistent with the County's Comprehensive Plan and the organizational vision of Albemarle County.

This policy committee's work and recommendations will include public engagement in determining goals and strategies based on the best currently available data. It is not within the committee's charge to evaluate existing disposal practices at the Ivy MUC but to more fully investigate waste management practices that might impact the development of future waste management infrastructure for the County as a whole.

The advisory committee shall work directly with the County's project team including staff and any consultants. Its work shall be coordinated with the County's overall efforts to improve solid waste services and maintain compliance with state and federal regulatory mandates.

#### General Timeframe

The Advisory Committee will conclude its work when a final recommendation is made to the Board of Supervisors no later than October 30, 2015 in order to be included in the County's Five Year Plan. The Committee shall provide periodic updates to the Board on the progress of their work as appropriate. The following are anticipated milestones for this work:

- July 2, 2014: Board approves formal Committee charge, goals, membership and organization structure
- July 9, 2014: Board appoints three additional members as identified on June 4th
- September 2014: Board considers additional appointments to expand committee membership
- October 2014: Board considers and endorses public engagement plan
- September-December 2014: Committee develops understanding of issues and possible recommendations
- January 2015-April 2015: Committee develops recommendations
- May-July 2015: Committee report completed
- August 2015: Committee report delivered to Board

## **Goals**

### **Local Goals:**

- Identify necessary data and compile facts on the regional waste management system, including market demand, facilities, services provided, and gaps in services or market failure.
- Document the participation of citizens, institutions and local industries in discussion of solid waste policy, and identify public engagement actions which are necessary to inform public decisions.
- Identify methods to incorporate input from the community to advise the Board of Supervisors on solid waste practices.
- Develop working relationships with local government, citizen, institutional and industry resources to accomplish these recommended goals for the county.
- Define specific solid waste management objectives for the County government consistent with the public interest, the Board's strategic plan and the County Comprehensive Plan.

- Establish specific milestones, responsibilities, and performance indicators for meeting solid waste management objectives, noting the distinct roles of local government, state agencies, private industry, institutions, residents, and community groups.

#### **Regional, State, and Federal Goals:**

- Investigate regional, state and federal program involvement in waste reduction, market development and financial support and seek ways to incorporate the proven approaches to waste management of these governmental levels into the Albemarle County program if deemed appropriate.
- The defined objectives and milestones may include recommended changes to state and federal law or administrative procedure. The group will recommend linkages to existing advocacy coalitions for Board approval.

### **Membership**

The committee shall consist of approximately twelve (12) voting members appointed by the Board of Supervisors. Appointments will be based on Board and staff recommendations, nominations from community and business groups and individual applications. The committee will initially be composed of the four duly authorized Albemarle County members of the Rivanna Solid Waste Authority Community Advisory Committee. Members may be added to this committee as its members or the Board of Supervisors sees fit, through the normal Board appointment process.

While the membership of this committee and RSWA Community Advisory Committee may overlap, the charge and scope of the groups differs, and the Albemarle County Long Range Solid Waste Solutions Advisory Committee will not investigate current facilities or management of the RSWA.

#### **Membership Selection Criteria**

The Long Term Solid Waste Solutions Advisory Committee will be composed, at a minimum, of the following representatives:

- The four duly authorized Albemarle County members of the Rivanna Solid Waste Authority Community Advisory Committee
- One member of the Board of Supervisors to serve as a liaison
- One member of the Planning Commission to serve as a liaison

- One representative from an environmental protection organization
- One representative from the small business community
- One representative from the solid waste commercial hauling industry
- One representative from the Thomas Jefferson Planning District Commission
- One representative from a rural area
- One representative from a major institutional employer
- One representative from the University of Virginia
- Two representatives from the general public

The Board of Supervisors will appoint members based on their qualifications and interest in serving on the Committee. An individual may be appointed to represent more than one of the above referenced groups. The Board will strive to appoint an overall membership that is diverse in age, abilities, experiences, professions, interests, etc.

Member qualifications include:

- Experience working within a consensus-driven decision-making process, and a commitment to such a process in fulfilling the Committee's responsibilities as outlined in the charge statement;
- Willingness to work within established County procedures and processes;
- Ability to be open-minded; to listen and be respectful of the values, views and opinions of other representatives;
- Ability to share information with, and receive information from the community at large;
- Ability to meet twice a month and possibly more often over the next year; and
- Being a resident of Albemarle County (while every effort should be made to include County residents, this may not be appropriate in all cases)

### **Advisory Committee Organization**

The Committee shall elect a Chair and Vice-chair. County staff and any consultant team shall serve as technical representatives and will support the group by assembling and compiling all

information and reports necessary for the Committee's work to progress, including meeting notes.

Meetings will be held approximately twice a month or as otherwise agreed to by the Committee. The date and time of Committee meetings shall be established at the first meeting; additional meetings may be called by the Chair. All meetings will be open work sessions, where the general public is invited to attend to listen and observe, unless public participation is deemed appropriate by the Chair. Active participation will be extended to the general public at open houses, workshops, and public hearings, per the public participation to be established by the committee. In addition to the Advisory Committee, the project will include a public engagement program for the public at large to include active participation at open houses, workshops, and other appropriate venues, per the public participation to be established by the committee.

No quorum shall be necessary to conduct business, but no vote will be taken unless a quorum is present. A majority of the voting members of the Committee shall constitute a quorum. Decisions shall be made, if possible, by an indication of general consensus among the Committee members present. Staff (other than appointed members) will not participate as decision makers. When this method does not serve to establish a clear direction, the chair shall call for a roll-call vote. When an agreement cannot be achieved on an issue, business shall proceed and County staff shall document and present minority positions for future Board of Supervisor consideration.

Facilitation will be provided in those instances when it is considered beneficial in helping the Committee achieve its stated purposes.