



**County of Albemarle**  
DEPARTMENT OF FACILITIES AND ENVIRONMENTAL SERVICES

## **Solid Waste Alternatives Advisory Committee**

### **Revised (2024) Charge Statement, Goals, Membership, and Organization**

#### **Introduction**

On October 7, 2015, the Albemarle County Long Range Solid Waste Solutions Advisory Committee – a temporary body appointed by the Board of Supervisors (Board) to identify best practices for the management of solid waste in Albemarle County – submitted its final report to the Board. The report included a recommendation for the creation of a standing committee to advise the Board and a dedicated staff person to support the committee's work.

On March 9, 2016, the Board established the Solid Waste Alternatives Advisory Committee (Committee) and approved an initial charge statement. This revised charge reflects current thinking by Board representatives and County staff on expectations of the Committee and available County resources based on the committee's several years of service.

#### **Charge**

The Albemarle County Solid Waste Alternatives Advisory Committee (SWAAC) is a standing advisory committee to the Albemarle County Board of Supervisors. The establishment of this Committee is consistent with the County's Comprehensive Plan, the organizational vision of Albemarle County, and the Regional Solid Waste Management Plan facilitated by the Thomas Jefferson Planning District Commission. The Committee will provide general information to the Board in a semi-annual update, including a summary of sustainable materials management (SMM) issues being considered by the Committee and a rolling, six-month work plan. The Committee may provide review and input on actions proposed by the County that contain a solid waste/ SMM component, will submit specific policy recommendations to the Board as they are developed, and will support recommendations with relevant analyses of the recommended policy implementation. Policy development will focus on longer range planning that considers the role of climate change actions, including greenhouse gas reductions; public education strategies for SMM activities that are current or are planned for future implementation; equitable access to SMM services in the County; evaluation of regional opportunities for programs; and recommending metrics for use in evaluating and validating the effectiveness of SMM activities and programs.

Topics for consideration by the Committee include:

- public education and outreach
- materials reuse
- waste disposal
- waste and litter reduction
- recycling and composting
- greenhouse gas reduction as it relates to SMM
- Ivy MUC waste collection and transfer operations (master planning and recycling plan)
- compliance with state reporting requirements
- information needs to support long-term planning and climate action plan

As and when appropriate, the Committee may develop recommendations for additional programs and services.

## **Membership**

The Committee will consist of up to 12 voting members appointed by the Board of Supervisors with appropriate background, experience, and interest in furthering sustainable materials management in Albemarle County and the region. Appointments will be based on Board and staff recommendations, nominations from community and business groups, and individual applications. Members will be added to this Committee through the normal Board appointment process.

Length of Term: Appointments will be for four-year terms with a maximum duration of service limited to eight years. The voting members of the Committee will include at least the following representation:

- one or more - sustainability subject matter expert(s)
- one or more - technical expert(s) in any solid waste management-related field
- one or more – representative(s) with public policy interest/experience
- at least four - Albemarle County residents
- at least two - local business community members

The Board of Supervisors will appoint the Board member serving on the RSWA Board of Directors and one other member of the Board of Supervisors to serve as liaisons to the Committee.

The Board of Supervisors will also appoint one non-voting youth representative to serve a minimum of eight months.

In addition, the Committee will seek active collaboration with representatives of local partner agencies with shared missions, including (but not limited to) the Rivanna Solid Waste Authority, the University of Virginia, the City of Charlottesville, and the Thomas Jefferson Planning District Commission. The County's Department of Facilities & Environmental Services (or its equivalent successor) will provide staff support to the Committee, including:

- communicating with the Clerk of the Board of Supervisors about changes in Committee membership
- reserving meeting rooms and securing any necessary equipment (projector, phone)
- developing and maintaining a website specific to the Committee to facilitate information to share and document Committee agendas, decisions, and recommendations
- working with officers to develop and revise work plans and set meeting agendas
- as time and resources are available, researching issues, preparing materials, and communicating with others to inform Committee discussions and implement Board-approved recommendations
- informing, supporting, and ensuring the Committee's compliance with the Virginia Freedom of Information Act.

## **Organization**

The Committee will elect a Chair, a Vice-chair, and a Secretary for one-year terms. Meetings will be held approximately once per month or as otherwise agreed to by the Committee, with the date and time of the meetings kept relatively constant. Additional meetings may be called by the Chair. All SWAAC Committee meeting dates and times will be publicized. All meetings will be open work sessions, where the general public is invited to attend to listen and observe only, unless public participation is deemed appropriate by the Chair. No quorum is necessary to discuss business that is before the Committee, but no vote or action may be taken unless a quorum is present. A majority of the voting members of the Committee constitutes a quorum. Decisions will be made, if possible, by an indication of general consensus among the Committee members present. Staff will not participate as decision makers. When this method does not serve to establish a clear direction, the Chair will call for a roll-call vote. When an agreement cannot be achieved on an issue, business will proceed and the Secretary will document and present minority positions for the Board of Supervisors' consideration. Facilitation will be provided in those instances when it is considered beneficial in helping the Committee achieve its stated purposes.

## FOIA

Among other requirements, the Virginia Freedom of Information Act requires that public bodies (including SWAAC):

- give at least three working days' notice prior to meetings,
- make proposed agendas, packets, and meeting materials available for public inspection,
- hold open public meetings (unless properly exempted as closed), and
- take minutes at all open meetings.

See *Virginia Code* § 2.2-3707 for additional details and requirements.