



## **County of Albemarle**

### **Sustainable Materials Management Advisory Committee**

#### **Charge Statement, Goals, Membership and Organization**

##### **Introduction**

On April 2, 2014, the Board of Supervisors created the Albemarle County Long Range Solid Waste Solutions Advisory Committee and appointed to it the County members of the Rivanna Solid Waste Authority (RSWA) Citizen Advisory Committee, along with Supervisor Palmer as Board liaison, with the expectation that the Committee would develop and submit to the Board a formal Charge for consideration and approval.

On July 2, 2014, the Board approved the Committee's Charge, which included specific goals, membership composition, and a general timeline for completion of its work. The Charge was modified by the Board on February 4, 2015 to better reflect an intent of the Committee to identify policy recommendations for the Board. The Committee was comprised of ten members who were appointed by the Board of Supervisors, as well as a liaison to the Planning Commission and a liaison to the Board of Supervisors. Over the course of approximately one year, the Committee conducted approximately forty (40) formal meetings and work sessions. In support of the adopted Charge, the Board approved a Public Engagement Plan on November 5, 2014 to guide the Committee in its efforts to both inform and involve County citizens in the work of the Committee. The specific engagement activities were numerous and varied.

On October 7, 2015, the Committee submitted its Final Report. The Final Report included a recommendation for the creation of a standing committee to advise the Board of Supervisors and a dedicated staff person to support the committee's work.

##### **Charge**

The Albemarle County Sustainable Materials Management Advisory Committee 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 Thomas Jefferson Solid Waste Management Plan. The Committee will provide information to the Board in a semi-annual update and an annual report to include a thorough budgetary and environmental impact analysis of the Committee's recommended policy implementation.

The initial focus of the Committee will be to provide program support to the County's public education and engagement plan regarding sustainable materials management, including:

- Waste reduction;
- Materials re-use;
- Recycling and composting;
- Greenhouse gas reduction;

- Ivy MUC Transfer Station operations; and
- Waste disposal.

The Committee will also provide input on the development of a job description for the Sustainable Materials Management Coordinator position in the Facilities and Environmental Services Department.

Until such time as a Sustainable Materials Management Coordinator can be hired, County staff support will be very limited. Accordingly, the Committee's initial work plan shall be limited to the development of an educational and engagement program only, including providing input into the development and implementation of the Ivy MUC Engagement Program. A proposed work plan for subsequent phases will be drafted by the Committee and staff for later consideration and approval by the board.

### **Membership**

The Sustainable Materials Management Advisory Committee will consist of six to eight voting members appointed by the Board of Supervisors with appropriate background and experience. 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: Initial appointments will include two four-year appointments; two three-year appointments; and two two-year appointments. Thereafter, appointments will be for four years.

The Committee shall include:

- The Chief of Environmental Services Division, Facilities and Environmental Services;
- One representative from the Rivanna Solid Waste Authority (RSWA);
- One Professional Engineer;
- One representative with solid waste management industry interest/experience;
- One representative with public policy interest/experience; and
- One to three Albemarle County resident(s) with interest in sustainable materials management

In addition, the Board shall appoint two members of the Board of Supervisors to serve as liaisons.

With direction from the Board, County staff will:

- Create membership criteria;
- Develop Committee by-laws;
- Initiate the membership application process;
- Manage the membership appointment process; and
- Establish a Committee Work Plan.

### **Committee Organization**

The Committee shall elect a Chair, Vice-chair and Secretary for a one year tenure. Meetings will be held approximately once per 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; and all 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, unless public participation is deemed appropriate by the Chair. Additionally, The Committee will develop a public engagement program for

the public at large to include active participation at open houses, workshops, and other appropriate venues, pursuant to the public participation policy to be established by the committee.

No quorum shall be necessary to discuss business that is before the Committee, but no vote or action 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 the Secretary shall 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.