



## **County of Albemarle**

### **Solid Waste Alternatives Advisory Committee**

#### **Revised (2017) 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 first year in 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 matters being considered by the Committee and a rolling, six-month work plan. The Committee will submit specific policy recommendations to the Board as they are developed and will support recommendations with thorough budgetary and environmental impact analyses of the recommended policy implementation.

Topics for consideration by the Committee shall include:

- public education and outreach
- waste and litter reduction
- materials reuse
- recycling and composting
- greenhouse gas reduction
- Ivy MUC waste collection and transfer operations (master planning and recycling plan)
- waste disposal

The Committee will also provide input on the job description for a Sustainable Materials Management Coordinator position and a recommendation on the timing of funding. This evaluation will include input on whether the position will serve the County best by being located at the Rivanna Solid Waste Authority (RSWA) or within the Facilities and Environmental Services Department.

## **Membership**

The Committee will consist of six to eight voting members appointed by the Board of Supervisors with appropriate background, experience, and interest. 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 voting members of the Committee shall include:

- one Professional Engineer
- one technical expert in any solid waste management-related field
- one representative with public policy interest/experience
- two to four Albemarle County resident(s) with interest in sustainable materials management

The Board shall appoint two members of the Board of Supervisors to serve as liaisons to the Committee; one shall be the Board member serving on the RSWA Board of Directors. In addition, the Committee shall invite appropriate staff from the RSWA and the City of Charlottesville to represent those organizations.

Facilities and Environmental Services (FES) staff will support the Committee. The Environmental Compliance Manager will serve as primary support, with the Chief of Environmental Services and the Director of FES contributing, as needed. Support may include:

- managing the membership appointment process
- reserving meeting rooms and securing any necessary equipment (projector, phone)
- developing and maintaining a website specific to the Committee to facilitate information-sharing and to 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

## **Committee Organization**

The Committee shall elect a Chair, Vice-chair, and Secretary for one-year tenures. 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 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 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 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.