

County of Albemarle
Water Resources Funding Advisory Committee
Charge Statement, Membership and Organization
April 2014

Advisory Committee Charge

The Water Resources Funding Advisory Committee is an advisory committee to help the County develop a permanent funding source to comply with new requirements under the County's Municipal Separate Storm Sewer System (MS4) permit, including achieving pollutant load reductions as part of the Chesapeake Bay cleanup plan. The Committee will be charged with a) providing direction and advice on a public/stakeholder engagement process including direct interaction; b) considering and balancing the concerns/issues of the affected stakeholders and building public consensus for committee recommendations; c) reviewing alternative funding mechanisms; and d) making a recommendation to the Board of Supervisors on a final preferred funding option.

The preferred funding program should be based on the Board's direction to date regarding maintaining compliance with increased MS4 permit requirements.

The Advisory Committee shall work directly with the County's project team including consultants and staff. Its work shall be coordinated with the County's overall efforts to improve water resource protection and maintain compliance with state and federal water quality mandates.

The Advisory Committee will conclude its work when a final recommendation is made to the Board of Supervisors no later than October 30, 2015. 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:

- April 2014 – Staff develops RFP for technical consultant
- May 2014 – RFP submittals due to County for consideration
- June 2014 – Board invitation for committee members
- June 2014 – Interview and select consultant
- July 2014 - Consultant contract completed
- August 2014 – Board appointments made
- August 2014 – Consultant begins working with staff to prepare background information for committee
- September – December 2014 – Committee develops understanding of issues and possible recommendations
- January 2015-May 2015 – Committee develops recommendations
- June – August 2015 – Committee report completed
- September 2015 – Committee report delivered to Board
- October 2015 – Board selects funding solution to be applied to FY 17-21 Five Year Plan

Membership Selection Process

The Water Resources Funding Advisory Committee shall consist of approximately fifteen (15) voting members appointed by the Board of Supervisors. Appointments will be based

on staff recommendations, nominations from community and business groups and individual applications.

Membership Selection Criteria

The Water Resources Funding Advisory Committee will be composed, at a minimum, of the following representatives:

- 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 a Community Advisory Council
- One representative from a homeowners association
- One large property owner
- One representative from the Farm Bureau
- One representative from the Soil and Water Conservation District
- One representative from the faith community
- One representative from the Town of Scottsville
- One representative from an environmental protection organization
- Two representatives from the general public
- Assistant County Executive
- County Attorney's Office
- County Water Resource Manager

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 once 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 Board of Supervisors shall designate the Committee Chair. The consultant team and other County staff shall serve as technical representatives and shall be responsible for assembling and compiling all information and reports necessary for the Committee's work to progress, including meeting notes.

Meetings will be held approximately once a month. 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. 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.

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.