

GUIDELINES FOR COMMITTEE ACTIONS
Hampton Roads Planning District Commission
Directors of Utilities Committee

Introduction

The Hampton Roads Planning District Commission (HRPDC) Directors of Utilities Committee (DUC) is charged with addressing technical, policy and administrative issues associated with the planning and operation of the region's water supply and wastewater systems, as well as a broad range of other water resource management issues. The Committee includes the Directors of Utilities from the sixteen member local governments, the Towns of Smithfield and Windsor, the Hampton Roads Sanitation District and the HRPDC. Directors may designate senior staff to serve as their representatives. Semiannually, the committee meets jointly with the local Directors of Health and the Virginia Department of Health to discuss issues of mutual concern associated with drinking water and other water quality issues.

Purpose

The purpose of this document is to delineate guidelines for the DUC's decision-making procedure. As an advisory committee to the HRPDC Executive Committee, the DUC provides recommendations, technical review, and planning advice that may affect budget planning and expenditures. The intent of these guidelines is to ensure that a consistent process is applied in the determination of DUC recommendations or endorsements.

Guidelines

General

1. Decisions by the DUC are commensurate on general or widespread agreement between committee members present at the monthly meetings with the exception of decisions related to legislation, regulations, and the budget.
2. Recommendations related to legislation and regulations should be agreed to by Committee members such that the overall recommendation is supported by all members, although members may disagree with specific elements of the recommendation. Letters with Committee comments on legislation and regulations will not be released until all Committee members have an opportunity to comment either at the monthly meeting or via email.
3. Recommendations related to budget planning require unanimous agreement by the Committee. Committee members will have opportunities to review and comment on proposed budgets at monthly meetings or via email. Committee members may express their support of proposed budgets either in-person at Committee meetings or via written communication to HRPDC staff.

4. Any Committee decision regarding budget planning is an endorsement by the Committee and amounts to a commitment by the locality to include recommending the agreed-upon budget in the locality departmental budget as input to the locality's budget. If a locality representative did not attend the Committee meeting to vote on budget planning, HRPDC staff will contact the locality to confirm that the locality is aware of and supports the proposed budget.
5. Decisions related to the expenditure of any remaining Water and Wastewater Program funds collected in past fiscal years (reserve funds) will be subject to approval by a minimum of 12 affirmative votes from member localities. Each member locality may cast one vote. Committee members will have the opportunity to review and comment on proposed reserve fund expenditures at monthly meetings or via written communication. Committee members may vote on proposed reserve fund expenditures either in-person at the Committee meeting or via written communication to HRPDC staff. If a vote taken during a Committee meeting does not result in a decision, HRPDC staff will contact the Committee members who were not present for the vote and confirm their position on the proposed reserve fund expenditure.

Meeting Participation

6. The DUC member or their designated representative may attend DUC meetings and participate in Committee decisions.
7. A minimum of six DUC members (or their designated representatives) will constitute a quorum for the transaction of Committee business.
8. In matters where the Committee cannot reach consensus, the Committee will provide a recommendation on whether or not HRPDC staff or Committee members should: a) provide additional information or alternatives, and bring the matter back to the Committee at a subsequent meeting; or b) convene a subcommittee to develop further information or recommendations.

Notes:

The Guidelines were originally finalized on April 26, 2011, based on the April 6, 2011 Committee meeting.
The Guidelines were revised to add item 5 at the May 6, 2015 Committee meeting.