



# **WATER AND WASTEWATER COST OF SERVICE AND RATE DESIGN STUDY**

## **ADVISORY COMMITTEE CHARTER**

July 2017

### **Introduction:**

The City of Ann Arbor is forming an Advisory Committee to provide feedback on the City of Ann Arbor's Comprehensive Water and Wastewater Cost of Service and Rate Design Study.

The purpose of this study is to engage the community in a discussion regarding the City's water and wastewater financial needs and make recommendations on proposed changes to the City's rate structure. The result of these discussions will provide guidance for the Consultant to complete a comprehensive plan including information sufficient to support recommendations to the City Council regarding the City's water and wastewater cost of service recovery.

This document constitutes the Charter for the Advisory Committee, and describes how the group will function.

### **Purpose:**

The Advisory Committee is intended to advise the City of Ann Arbor on issues relating to the Water and Wastewater Cost of Service and Rate Design Study.

The purpose of the committee will be to:

1. provide oversight and feedback on related issues
2. ensure consistency in the project approaches
3. focus on quality assurance by independently assessing work products and examining project recommendations
4. identify gaps, conflicts, and/or deficiencies on topics relevant to the project, and
5. provide feedback from a community perspective

### **Membership and Leadership:**

The Advisory Committee will be comprised of individuals with varied backgrounds and expertise regarding water and wastewater as they affect Ann Arbor and its residents. Invitations to participate in the Advisory Committee will be extended by the City to selected persons that have been identified with interest in water and wastewater management, infrastructure, ratepayer representation, design, public involvement, and other related issues. It is anticipated that some Advisory Committee members will be affiliated with organizations whose activities relate to the aforementioned issues and problems. The City's intent is to create a group which has the capability to effectively and respectfully provide feedback on complex issues relating to the City's Water and Wastewater Rate Program.

Lynne Chaimowitz, of the City of Ann Arbor, will serve as the Group Leader and Advisory Committee Manager who will provide leadership and direction to the Facilitator. Financial and technical management

will be provided by Andrew Burnham of Stantec. Teresa Newman, of Project Innovations, Inc., will serve as the Facilitator of Advisory Committee. Other personnel from Ann Arbor will be involved with Advisory Committee on an “as needed” basis to ensure that the group can achieve its objectives.

**Advisory Committee Authority and Responsibility:**

The Advisory Committee will be responsible for providing insight and comment related to the work being performed as part of the Water and Wastewater Cost of Service and Rate Design Study. The group is expected to meet at regular intervals to discuss issues and concerns as may be identified by the Group Leaders, and other topics which may be suggested by Advisory Committee members as items which need to be considered. The Advisory Committee will be expected to identify items where additional data or other information needs to be prepared, and to provide recommendations to the City. The Advisory Committee will serve in an advisory capacity and will not have independent authority to address problems or issues which may be identified during the project.

**Operating Principles/Decision Making Process:**

Advisory Committee meetings will be chaired by the Manager (Lynne Chaimowitz) and discussions will be lead by Advisory Committee Facilitator (Teresa Newman) and will follow an established Agenda, which will be distributed by email prior to the meeting along with supporting documents and supplemental information. Advisory Committee members will be expected to read and familiarize themselves with the content of this material prior to the meeting and be prepared to engage in substantive discussion of the Agenda topics. Questions about meeting topics and supplemental information may be raised either at the Advisory Committee meetings or beforehand with the Manager. Recommendations and comments from the Advisory Committee will be developed during the meetings by consensus, with all members being encouraged to share their views and opinions with the group. The Facilitator will strive to achieve consensus on key issues, particularly where follow up investigation or remedial action may be warranted. Dissenting views and opinions (if any) will also be summarized and presented. A portion of each Advisory Committee meeting will be devoted to status reports including a description of follow up actions that have occurred in response to Advisory Committee concerns.

**Schedule/Work Plan:**

It is expected that the Advisory Committee will convene in July 2017 and serve through January 2018. The Advisory Committee will meet at monthly intervals with the expectation that these meetings will generally be held as scheduled, unless the need for more, or less frequent sessions arises. Agendas and supporting information will be circulated for review prior to regularly scheduled meetings. Meeting minutes will be prepared after every Advisory Committee meeting and distributed to the members along with any Briefing Papers or Advisory Committee Recommendations that are issued based on the meeting discussions.

**Logistics:**

Advisory Committee members are expected to attend and participate in the regularly scheduled meetings unless an unavoidable conflict arises which necessitates an absence. Prior notice shall be given to the Manager if a member is unable to attend an Advisory Committee meeting. In this circumstance comments and concerns from the Advisory Committee member may be conveyed to the Manager to be passed along to the group.

Advisory Committee members who experience multiple absences or who are unable to continue to participate effectively with the group may be asked to resign or may be removed from the group by the City. In such circumstances, a decision will be made by the City after discussion with the Advisory Committee as to whether it would be advisable and appropriate to designate a replacement member to serve in lieu of the former member.

Advisory Committee meetings will typically be scheduled to run for 2 hours. Meetings will be held at a conference room at the City of Ann Arbor Water Treatment Plant – 919 Sunset Road, a City-owned facility. Where feasible, a web based meeting will be made available. Contact information (name, phone number and email address) of Advisory Committee members will be made available to facilitate internal communication.

**Miscellaneous:**

The work products of the Advisory Committee are exempt from disclosure under the Freedom of Information Act, and the group is not bound by the Open Meetings Act. However, the City of Ann Arbor believes that the Advisory Committee process should be conducted in an open and transparent manner to the maximum extent possible. For that reason, the City does not intend to restrict or limit the availability of work products and other documents unless a compelling argument can be made for confidentiality. In general, the public and other City Officials (including elected officials and staff) will be able to access Advisory Committee information and documents upon request. Attendance at Advisory Committee meetings by the public or non-members will not be restricted or prohibited provided, however, that the opportunity for non-members to participate in the meetings and comment on issues will be at the discretion of the Group Leaders.

I fully agree to the adhere to the guidelines set forth by this Advisory Committee Charter,

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF MEMBER

\_\_\_\_\_  
DATE