

CHARTER
Polk County, Iowa
Air Quality Fee Advisory Groups

1. PURPOSE

The Polk County Air Quality (Local Program) is working to assemble stakeholder advisory groups for the purposes of annually reviewing the Local Program's draft budget and providing recommendations on setting permit fees. These meetings are needed to ensure the Local Program's compliance with Iowa Code 455B.133B and 455B.133C requirements.

2. INVOLVEMENT BY STAKEHOLDERS

Advisory group participation will be composed of major and minor Polk County facilities and will include all stakeholders interested in the Local Program's permit fees. The advisory groups will be composed of a broad selection of those who use the Local Program's services including: minor and major sources of air pollution, associations representing facilities that obtain minor and major source air permits, local governments and non-governmental organizations. Involvement in the stakeholder meetings is strictly voluntary and any expenses incurred for attendance will not be reimbursed.

- Meeting locations, dates, and times will be sent by the Local Program.

3. MEETINGS

Annually, the department will convene one meeting of the Advisory Groups for major and minor facilities. The meeting dates and draft agendas will be distributed electronically at least two weeks in advance if possible. Opportunities for discussion and comment will be provided in advance by email and at each meeting.

At the meeting the Local Program will provide the following information:

- a) A review of current and anticipated Local Program expenses necessary to support the direct and indirect costs for implementing the county regulations, state and federal Clean Air Act programs in Polk County;
- b) A review of the projected permitting activity levels and associated activities to be funded by fees;
- c) A review of fee rate(s) changes.

It is anticipated that each participant in an Advisory Groups will:

- a) Review the materials presented by the Local Program;
- b) Provide input on the Local Program expenses necessary to support the direct and indirect costs for implementing the county program;
- c) Provide input on the Local Program permitting activity levels and associated activities to be funded by fees;
- d) Provide input on the fee rate(s) changes and provide recommendations.

- The Public Works Department will review stakeholder comments and finalize the fee schedule by following the county's established procedures for developing departmental budgets.

CHARTER
Polk County, Iowa
Air Quality Fee Advisory Groups

4. ADVISORY GROUP FACILITATION

- The Local Program will conduct meetings in accordance with this charter and assist in keeping the Advisory Group participants focused on the objectives.
- Communication may be electronic, oral or in writing.
- As part of the agenda, technical resource persons may present information to the Advisory Groups. Presentations will be at the discretion of the Local Program.
- All Advisory Group meetings will be open to the public.

5. RECORDKEEPING

The Local Program will maintain records of the Advisory Group meetings, which will include participant lists, agendas, presentations, and technical information. These materials will be posted in the “Advisory Meetings” section on the Air Quality Divisions website at:

<http://www.polkcountyiowa.gov/airquality/forms-resources/>

Advisory Group records will constitute public records available for public inspection.

6. RULES OF ORDER

When possible, the Advisory Group meetings will operate informally without strict adherence to formal rules of order. As long as the groups can remain focused on its objectives while allowing everyone to participate and be heard, procedural formalities will be kept to a minimum.

RESOLUTION

Moved by Mauro, Seconded by Van Oort that the following resolution be adopted:

WHEREAS, the Public Works Department is working to assemble stakeholder advisory groups for the purposes of annually reviewing the Air Quality Program's draft budget and providing recommendations on setting permit fees; and

WHEREAS, these meetings are needed to ensure the Local Program's compliance with Iowa Code 455B.133B and 455B.133C requirements; and

WHEREAS, the Public Works Department will convene one meeting of the Advisory Groups for major and minor facilities annually; and

WHEREAS, the Public Works Department has developed a charter in support of these meetings.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors approves the charter and authorizes the Public Works Director to convene the advisory group meetings annually.

POLK COUNTY BOARD OF SUPERVISORS:

Tom Hockensmith
Chairperson

RECOMMENDED FOR ACTION:

Robert Rice
Robert Rice, Director
Polk County Public Works

APPROVED AS TO FORM:

David Hubbard
County Attorney

Tom Hockensmith
CHAIRPERSON

ROLL CALL	Steve Van Oort	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
FOR ALLOWANCE	Robert Brownell	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
	Angela Connolly	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
	John F. Mauro	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
	Tom Hockensmith	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
SEP 13 2016	Yea <u>5</u>	Nay <u>0</u>	
ALLOWED BY VOTE OF BOARD	Above tabulation made by <u>ed</u>		

Fiscal Impact: None

#13

POLK COUNTY BOARD OF SUPERVISORS
Tuesday Agenda Memorandum

Item Type & Title: Resolution No. 137-16 to approve the advisory groups charter and authorizes the Public Works Director to convene the advisory group meetings annually.

Agenda Date: September 13, 2016

Contact Individual: Jeremy Becker, Air Quality Engineer, Polk County Public Works, 286-2263

Previous Action taken by the Board: None

Board/Commission Actions: N/A

Action Requested (Recommended): Approve the advisory group meeting charter and direct the Public Works Director to convene the advisory group meeting annually. These meetings are needed to ensure the Local Program's compliance with Iowa Code 455B.133B and 455B.133C requirements.

Comply with Policy: Yes.

Background:

PURPOSE

The Air Quality program is working to assemble stakeholder advisory groups for the purposes of annually reviewing the Local Program's draft budget and providing recommendations on setting permit fees. These meetings are needed to ensure the Local Program's compliance with Iowa Code 455B.133B and 455B.133C requirements.

INVOLVEMENT BY STAKEHOLDERS

Advisory group participation will be composed of major and minor Polk County facilities and will include all stakeholders interested in the Local Program's permit fees. The advisory groups will be composed of a broad selection of those who use the Local Program's services including: minor and major sources of air pollution, associations representing facilities that obtain minor and major source air permits, local governments and non-governmental organizations. Involvement in the stakeholder meetings is strictly voluntary and any expenses incurred for attendance will not be reimbursed.

MEETINGS

Annually, the department will convene one meeting of the Advisory Groups for major and minor facilities.

Action Impact: By approval of this Charter the Polk County Board of Supervisors ensures that the Local Program meets the conditions necessary to operate the Local Program as specified in Iowa Code 455B.133B and 455B.133C requirements

Fiscal Note: None

Additional Fiscal Note Information (optional): None