

Monroe County Water Quality Coordinating Committee Structure
Approved Revision, 9-13-2001

Relationship to Water Quality Management Agency: The Water Quality Coordinating Committee makes recommendations to the Water Quality Management Agency from a technical perspective. The Agency is responsible for oversight of all water quality programs and related activities including impact of point and non point sources of pollution on waters of the County. The Agency is also responsible for determining the appropriateness of the monitoring and administration activities related thereto. The Agency is responsible for reviewing and coordinating all activities of county officers, agencies, departments or other entities of county government which have a substantial impact on or interest in water quality management. The Agency is also responsible for publishing an annual report. The Agency is chaired by the Deputy County Executive, and includes members from each of the County Departments with responsibilities affecting water quality. Representatives of the County Soil and Water Conservation District, the Monroe County Water Authority, the County Legislature, the Water Quality Management Advisory Committee, and a Municipality are also members of the Agency.

Relationship to Water Quality Advisory Committee (WQMAC): While the Water Quality Coordinating Committee makes recommendations to the Agency from a technical point of view, the Advisory Committee makes recommendations to the Agency from a broad perspective. The Advisory Committee has members representing citizens, public interest groups, economic interests, and government. The Advisory Committee has a liaison to the WQCC, and the WQCC has a liaison to the WQMAC. The WQCC is updated on a regular basis as to the activities of the Advisory Committee.

WQCC Membership:

1. Members of the Monroe County Water Quality Coordinating Committee represent the the federal Natural Resources Conservation Service; New York State Departments, the New York State Canal Corporation, and the State Soil and water Conservation Committee; the Genesee Finger Lakes Regional Planning Council; Monroe County Departments and the Monroe County Water Authority; the Monroe County Water Quality Management Advisory Committee; City, Town, and Village governments and departments; Cornell Cooperative Extension; Sea Grant Extension; the Soil and Water Conservation District; and the Water Education Collaborative. Each organization has been invited to designate a representative to the WQCC. Depending on the role of the representative, members are placed in one of four membership categories: (1) monitoring, regulatory, administrative or oversight; (2) Operations; (3) Planning and Education; and (4) Ex-officio voting (for coordination and liaison purposes).
2. Voting Membership: Voting membership requires that each member designate an individual as the official representative. The official representative and his or her designee(s) shall collectively attend 6 meetings per year of the WQCC, the Stormwater Coalition, and/or subcommittees of one of these two groups in order to maintain voting privileges at meetings of the WQCC. Voting members are allowed to

vote when grant prioritization decisions are made. A list of members eligible to vote will be updated according to the previous 12 months' attendance. This will be done prior to the January and July WQCC meetings.

3. **Non-voting Membership:** Non voting members must attend a minimum of 2 meetings per year. Non-voting members cannot vote on grant prioritization, but can submit grant proposals and advocate for their projects.

Chairmanship: The chair is elected to a 1-year term. The election takes place one to two years in advance so future work can be anticipated and so that a chair elect can serve as a chair when the current year's chair is not available. Rotations of chairmanship shall occur among the 3 major categories of members (Monitoring/Regulatory/Administrative/Oversight, Operations, and Planning/Education). Nominations for the chairmanship are made by the Executive Committee in August and confirmed by the WQCC in October. In cases where more than one nomination is made for chair for a particular year, an election will be held in November and a majority of those present shall be required to elect a chairman.

Staffing: Staffing is provided by the Water Quality Coordinator in the Monroe County Department of Health, Division of Environmental Health, Bureau of Water Quality Planning. For questions, contact the coordinator at 274-8442.

Decision-making and voting: Recommendations are generally made by consensus. Consensus is defined as all members fully supporting the decision of the majority. When consensus cannot be reached, minority reports will be invited for submission along with the majority recommendation to the Water Quality Management Agency.

At times when consensus cannot be reached, or when a minority report process is not practical, voting will be used for decision-making in WQCC meetings. This is expected to occur most frequently when decisions are being made about distribution of grant funding for water quality projects. All decisions requiring voting shall be by majority of the voting members or their designees present at the meeting. The Chair may cast a tie-breaking vote. If more than one voting member representing the same work unit is present for the vote, one vote shall be cast to represent that work unit. For example, for Health Department Staff, one vote would be cast among the voting members representing the Water Quality Planning Bureau, and one vote would be cast by the Division of Environmental Health Administrative Unit. Another example is a town with 2 representatives from the Department of Public Works. Only one vote would be cast for that work unit. A Town with voting representatives from both a Department of Public Works and a Department of Planning and Development could cast one vote for each work unit.

WQCC Executive Committee: The Executive Committee consists of the chair, the next year's chair, and a representative from each active membership domain (planning and education; operations, monitoring). The Executive Committee usually meets immediately prior to the regular WQCC meetings so that other WQCC members can conveniently attend if interested. **Executive Committee Roles are as follow:**

- a. Analyze project proposals and make recommendations to full WQCC on use of FL-LOWPA funds
- b. Analyze grant proposals and make recommendations to full WQCC when decisions must be made about prioritizing projects
- c. Draft WQCC Workplan for full WQCC approval
- d. Draft a mission and vision for full WQCC approval
- e. Act on issues when decisions must be made in between meetings
- f. Insure that full WQCC is informed of Executive Committee actions
- g. Act on items delegated by the full committee
- h. Oversee preparation of WQMA Annual Report
- i. Propose new water quality policies, strategies, and structure
- j. Help gather information to be included in written updates
- k. Review and recommend to full WQCC action on RAP Committee Recommendations
- l. Plan quarterly general interest meetings

Roles of the Full WQCC:

- a. Make recommendations to WQMA on new water quality policies, strategies, and structure
- b. Make decision on FL-LOWPA project priorities
- c. Make decisions on grant proposal priorities
- d. Review and approve WQCC Workplan and Refer to WQMA
- e. Review and approve WQCC mission and vision and refer to WQMA
- f. Review and approve WQMA Annual Report and refer to WQMA
- g. Review and approve RAP Committee Recommendations and refer to WQMA

Meeting Schedule and Content

- a. Twelve meetings are held per year.
- b. Four of the twelve meetings are to be targeted to issues of interest to municipalities based on topics of interest (i.e. drainage and flooding; created wetlands; streambank erosion; algae accumulation; goose management, etc.)
- c. Agendas for all full meetings shall be a maximum of 1 ½ hours.
- d. Members will be encouraged to prepare written updates on projects to shorten meetings and to help construct future Annual Reports.

WQCC Committees: The WQCC currently has two kinds of subcommittees.

Ad Hoc Committees: From time to time the WQCC creates project specific ad hoc committees to advance specific projects. For example, as of January of 2000 it has an urban stormwater task group that is investigating the options for ensuring that the long term impacts of new development on stormwater are mitigated. It also has a task group for a streambank erosion survey being done across the County. Other ad hoc task groups include one for annual stormwater awards, on potential funding from the U.S. Army Corps of Engineers, and one starting in 2000 on road deicing materials.

Remedial Action Plan Task Groups: The Rochester Embayment Remedial Action Plan made recommendations for many projects to address existing water quality problems. As efforts are initiated to implement the recommendations, task groups are often established to conduct the work. For projects of a technical nature that need technical leadership and the involvement of many different agencies, task groups of the WQCC are established to move the project forward. A Small Business Pollution Prevention Task Group is working on an auto recycler pollution prevention program. A Maximize Phosphorus Removal Task Group is working with Villages to reduce phosphorus discharges at wastewater treatment facilities.