

TECHNICAL OVERSIGHT ADVISORY GROUP

CHARTER

February 2014

Introduction:

The City of Ann Arbor is forming a Technical Oversight Advisory Group (TOAG) to provide assistance on managing four wet weather projects including:

- Sanitary Sewer System Flow Monitoring and Wet Weather Evaluation;
- Upper Malletts Stormwater conveyance Study;
- Stormwater Modeling and Calibration;
- Footing Drain Disconnection Program (FDD).

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

Purpose:

The TOAG is intended to advise and provide technical expertise to the City of Ann Arbor and the Washtenaw County Water Resource Commissioner on issues relating to the four technical studies listed above. The purpose of the group will be to provide oversight and feedback on overlapping technical issues, ensure consistency in the project approaches, focus on quality assurance by independently assessing work products and examining project assumptions, identify gaps, conflicts, and/or deficiencies on topics relevant to multiple projects, and to also provide feedback and comments from a community perspective to the work being undertaken.

Membership and Leadership:

The TOAG will be comprised of 8 – 12 individuals with varied backgrounds and expertise regarding wet weather issues as they affect Ann Arbor and its residents. Invitations to participate on the TOAG will be extended by the City to selected persons knowledgeable about stormwater management, water quality, climate changes, hydraulics, hydrology, drainage and infrastructure, planning, design, public involvement, and other related issues. It is anticipated that some TOAG members will be affiliated with organizations whose activities relate to wet weather issues and problems. However, the people who are asked to participate on the TOAG are expected to serve as private individuals rather than as a representative of their organization. The City's intent is to create a group which has the capability to effectively provide comments and feedback on complex technical issues relating to wet weather problems.

Consultant support will be provided by Richard Hinshon, P.E. and President of Hinshon Environmental Consulting, who will serve as the Manager/Facilitator of TOAG. Cresson Slotten, Manager of the Systems Planning Unit of the Department of Public Services for the City of Ann Arbor, will serve as the Group Leader who will provide leadership and direction to the TOAG Manager/Facilitator. Other personnel from Ann Arbor will be involved with TOAG on an "As Needed" basis to ensure that the group can achieve its objectives.

TOAG Authority and Responsibility:

The TOAG will be responsible for providing an independent review of the work being performed as part of the four projects listed in the Introduction. The group is expected to meet at regular intervals to discuss issues and concerns as may be identified by the Manager/Facilitator or the Team Leader, and other topics which may be suggested by TOAG members as items which need to be considered. The TOAG will be expected to identify items where additional data or other information needs to be prepared, and to provide recommendations to the City and the project managers of the three studies and the FDD program on matters that require follow up or action. The TOAG will serve in an advisory capacity and will not have independent authority to address problems or issues which may be identified during the review/deliberation process.

Operating Principles/Decision Making Process:

TOAG meetings will be Chaired by the Manager/Facilitator (Richard Hinshon) and will follow an established Agenda which will be distributed by email prior to the meeting along with supporting documents and supplemental information. TOAG 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 TOAG meetings or beforehand with the Manager/Facilitator. Recommendations and comments from the TOAG will be developed during the TOAG meetings by consensus, with all members being encouraged to share their views and opinions with the group. The Manager/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 TOAG meeting will be devoted to status reports including a description of follow up actions that have occurred in response to TOAG concerns.

Schedule/Work Plan:

It is expected that the TOAG will serve through the end of 2014 at which time the three wet weather studies will have been completed and the ongoing need for oversight will conclude. The TOAG will meet at regular intervals through December 2014, with the expectation that these meetings will generally be held bi-monthly unless the need for more or less frequent sessions arises. Agendas and supporting information will be circulated for review at least one week prior to regularly scheduled TOAG meetings. Meeting minutes will be prepared after every TOAG meeting and distributed to the members along with any Briefing Papers or TOAG Recommendations that are issued based on the meeting discussions.

Logistics:

TOAG 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 TOAG Manager/Facilitator if a member is unable to attend a TOAG meeting. In this circumstance comments and concerns from the TOAG member may be conveyed to the Manager/Facilitator to be passed along to the group.

TOAG 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 TOAG as to whether it would be advisable and appropriate to designate a replacement member to serve in lieu of the former member.

TOAG meetings will typically be scheduled to run for 2 hours. Meetings will be held at a conference room in City Hall. Communication and information exchange among and between TOAG members will be accommodated using the "Basecamp" web site, and User Accounts will be furnished by the City to all TOAG members. Contact information (name, phone number and email address) of TOAG members will be made available to facilitate internal communication.

Miscellaneous:

The work products of the TOAG 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 TOAG 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 TOAG information and documents upon request. Attendance at TOAG meetings by the general 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 Chair.

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