



**REGIONAL WASTEWATER RECLAMATION DEPARTMENT
DEPARTMENT PROCEDURE**

Procedure Number: PN0050

Responsible Division: Planning and Engineering

Effective Date: July 1, 2015

Date of Next Review: June 30, 2017

Approved: _____

Jackson Jenkins, Director

SUBJECT: RWRD Standards Committee

I. STATEMENT OF PURPOSE

This Administrative Procedure establishes a Standards Committee (Committee) for public sanitary sewer systems design and construction. The Committee is formed to review and address the following:

- Denied Variance Requests
- Denied Special Approval Requests
- Denied sewer development process and construction applications
- Changes to design standards, specifications, and standard details
- Requests for clarifications, interpretations or modifications of the standards, specifications and details
- Annual review of the Standards, specifications and details

II. STANDARDS COMMITTEE MEMBERSHIP

1. The Committee shall be composed of five (5) voting members and one (1) non-voting member.
2. The RWRD Sanitary Engineering Manager will serve as chair of the Committee (voting member) and coordinate all committee activities.
3. There will be one (1) representative from RWRD Field Engineering Section (voting member).
4. There will be one (1) representative from RWRD Conveyance Division (voting member).
5. There will be two (2) external representatives of the sewer construction and engineering profession (voting members) and two (2) alternates (voting member only when serving as external representative).

6. There will be one (1) representative from the RWRD Development Liaison Unit (non-voting member).
7. All members shall have knowledge and experience in sanitary sewer design and/or construction.
8. The Director of RWRD shall confirm all Committee appointments.
9. Each Committee member appointment shall be for one (1) year.
10. Committee members serve at the discretion of the RWRD Director and can be removed at any time.

III. MEETING PROTOCOLS

1. A request for a review by the Committee shall be submitted in writing directly to the Sanitary Engineering Manager.
2. The Committee will meet the 3rd Wednesday of each month at 2:00p.m. The submittal deadline will be the 1st Wednesday of each month by 4:00p.m. Any submittals received after that time will be placed on the agenda for the following month.
3. The Committee will meet as necessary to conduct business, but not more frequently than twice per month.
4. At least four voting members must be present for the Committee to conduct business. One of the voting members present must be an external representative. If fewer than four (4) voting members are present, then the meeting will be re-scheduled.
5. Robert's Rules of Order shall serve as a basis for conducting the meeting.
6. In the event of a tie vote, the request shall be recorded as a denial.
7. A request may be continued by the majority of the Committee members if more information is needed. The continuance shall not exceed ten (10) business days unless the applicant requests more time and the Committee agrees to the continuance.
8. Technical experts invited to advise the Committee shall have no voting authority.
9. A recording secretary shall prepare meeting minutes notes which shall include all discussions, votes and actions on each agenda item.
10. Minority opinions shall be included in the meeting minutes when requested by the member(s) casting the minority vote(s).
11. Customer appeals will be discussed and voted upon during the Standards Committee Meeting. The Sanitary Engineering Manager will make a recommendation to the Director based on the results of the meeting.
12. The Director shall be the final authority on all customer appeals and will approve or deny the customer appeal request within five (5) working days following the date of the meeting.