



Date of Council Meeting: June 27, 2016

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION**

Subject: Stipends for Advisory Commissions

Staff Contact: Kaj Dentler, Town Manager

Council Action Requested: Work session discussion.

Staff Recommendation: None.

Commission Recommendation: Not Applicable.

Fiscal Impact: For Fiscal Year 2017, the total budget for advisory commissions is \$76,650. There are nine advisory commissions with each commission comprised of seven members for a total of 63 members. Members receive a monthly stipend of \$100 which equates to an annual stipend of \$1,200. Chair members receive a monthly stipend of \$112.50 which equates to an annual stipend of \$1,350. Below is a breakdown of annual stipends by commission:

Commission	Total Annual Stipend
Public Art Commission	\$8,550
Economic Development Commission	\$8,400
Diversity Commission	\$8,550
Technology & Communications Commission	\$8,550
Parks and Recreation Commission	\$8,550
Tree Commission	\$8,550
Thomas Balch Library Commission	\$8,400
Environmental Advisory Commission	\$8,550
Airport Commission	\$8,550
TOTAL	\$76,650

Work Plan Impact: None.

Executive Summary: Town Council agreed to a work session discussion at the request of Councilman Gemmill to consider changes in the advisory commission system related to the potential elimination of stipends paid to Town commission members. This discussion does not include legislative bodies such as the Planning Commission, Board of Architectural Review, and the Board of Zoning Appeals.

Background: During the Fiscal Year 2017 budget process, Town Councilmember Bruce Gemmill requested a work session discussion to consider the elimination of stipends to advisory commission members. This would not include the legislative bodies such as the Planning Commission, Board of Architectural Review, and the Board of Zoning Appeals.

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The purpose for this potential action is to save the Town approximately \$76,650.00 per year. The argument being that a person volunteering to serve on a commission is doing so to offer time and talent to benefit the public good. By having non-reimbursable commission members, the volunteer and Town Council acknowledge an interest in saving taxpayer money.

At the state level, serving the Commonwealth of Virginia on a board or commission is considered both an honor and a privilege. The service of boards and commission is generally voluntary, and unless otherwise specified by law, members of boards and commissions are not paid a stipend. However, members of boards and commissions are sometimes reimbursed for their expenses.

Attachments: (1) Loudoun County Advisory Boards, Commissions, and Committees
(2) Gubernatorial Appointments: Commonwealth of Virginia

Loudoun County Advisory Boards, Commissions and Committees

Loudoun County's many advisory boards, commissions and committees provide opportunities for direct involvement in local government by residents of Loudoun County. The Board of Supervisors appoints citizens to fill vacancies on most of the following county and regional advisory boards, commissions, and committees.

- Advisory Commission on Youth
- Advisory Plans Examiners Board
- Affordable Dwelling Unit Advisory Board
- Agricultural District Advisory Committee
- Animal Advisory Committee
- Art Advisory Committee
- Board of Equalization
- Board of Zoning Appeals
- Building Code and Appeals Board
- Cable & Open Video Systems Commission
- Commission on Aging
- Community Criminal Justice Board
- Community Policy and Management Team
- Community Services Board
- Commuter Bus Advisory Board
- Courthouse Grounds Facility Committee
- Disability Services Board
- Dulles Town Center Community Development Authority
- Economic Development Commission
- Electoral Board
- Facilities Standards Manual Public Review Committee
- Family Services Advisory Board
- Finance Board
- Fire and Rescue Commission
- Fiscal Impact Committee
- Heritage Committee
- Heritage Farm Museum Working Committee
- Historic District Review Committee
- Housing Advisory Board
- Housing Choice Voucher Resident Advisory Board
- Industrial Development Authority
- Landfill Special Exception Review Committee (formerly Woods Road Special Exception Review Committee)
- Library Board of Trustees
- Loudoun Health Council
- Loudoun Water (formerly the Sanitation Authority)
- Mason Enterprise Center (MEC) Board of Advisors
- Other Post-Employment Benefits Investment Committee
- Parks, Recreation & Open Space Board
- Planning Commission
- Rural Economic Development Council
- Towing Advisory Board
- Transportation Safety Commission
- Water Resources Technical Advisory Committee

ADVISORY COMMISSION ON YOUTH

Appointing Authority(ies): The Advisory Commission on Youth consists of nine representatives appointed by the Board of Supervisors, three youth representatives from the Youth Advisory Council, as well as three community representatives. Liaisons from local government agencies and the public schools also participate.

Number of Members: 15

At-Large or District: By District

Term: Concurrent with the term of the Board of Supervisors

Board Member Representative: None

Meeting Date, Place and Time: Fourth Monday of each month, 7:00 p.m. in the Leesburg Room on the 5th floor of the Loudoun County Government Center

Staff Contact: Dave Carver, Department of Parks and Recreation at (703) 777-0346

Stipend or Expense Payment: None

Mandating Agency: Virginia Code Section 66-29 through 35

General Purpose: The Loudoun County Advisory Commission on Youth (ACOY) works to foster the programs and services necessary for the wholesome development of the youth in Loudoun County.

ACOY works to reduce incidents resulting from high-risk adolescent behaviors by promoting youth leadership and healthy lifestyles through

- Strengthening community and family bonds;
- Establishing a community-responsive youth policy;
- Creating a protective environment for our young people; and
- Increasing the number of positive activities available to Loudoun youth

ADVISORY PLANS EXAMINER BOARD

Appointing Authority(ies): Board of Supervisors

Number of Members: 6 members

At-Large or District: at-large - three persons in private practice certified as licensed professional engineers or land surveyors; one person employed by the County; one person employed by the Virginia Department of Transportation which shall serve as a non-voting advisory member; and one citizen member.

Term: Staggered four-year terms.

Board Member Representative: None

Meeting Date, Place and Time: When needed - Meetings held in County Government Complex

Staff Contact: Gary Clare, Department of Building and Development at (703)777-0231

Stipend or Expense Payment: None

Mandating Agency: Pursuant to Virginia Code Section 15.1-501.1 Loudoun County Land Subdivision and Development Ordinance Chapter 1246.03.

General Purpose: The Board makes recommendations to the Board of Supervisors on the general operations of the program, on the qualifications of plans examiners and plans review specialists who may participate in the expedited processing procedure, on initial and continuing education programs needed to qualify and; maintain qualifications for such a program and on the administration and operations of such a program. In addition, APEB shall submit recommendations to the Board of Supervisors as to those persons who meet the established qualifications for participation in the program, and APEB will submit recommendations to the Board of Supervisors as to whether those persons who have previously qualified to participate in the program shall be disqualified, suspended or otherwise disciplined for failure to continue to meet the qualifications set out in Code 1246.02(2) and (e) and 1246.02(d) and (e).

Engineers and Surveyors Institute

Executive Director: Terrance C. Ryan, PhD., P.E.
Engineers & Surveyors Institute
4460 Brookfield Corporate Drive, Suite A
Chantilly, VA 20151
703 263-2232 [e-mail--esi@esi-nova.org](mailto:esi@esi-nova.org)

AFFORDABLE DWELLING UNIT ADVISORY BOARD

Appointing Authority(ies): Board of Supervisors

Number of Members: Eleven Members:

1. Two members shall be either civil engineers and/or land surveyors and/or architects, each of whom shall be registered or certified with relevant agency of the Commonwealth, or planners, all of whom shall have extensive experience in practice in Loudoun County.
2. One member shall be a representative of a lending institution, which finances residential development in Loudoun County.
3. Four members shall consist of:
 - a. A representative from Board of Supervisors, or its designee;
 - b. A representative from the Loudoun County Planning Department;
 - c. A residential builder or developer with extensive experience in producing single-family detached and attached dwelling units;
 - d. A residential builder or developer with extensive experience in producing multi-family dwelling units.
4. One member shall be a representative of a qualified non-profit housing group providing service in Loudoun County, if one exists.
5. One member shall be a real estate agent.
6. One member shall be a program participant.
7. One member shall be a member of the public at-large who is not qualified to fill one of the membership positions in Paragraphs (1) through (4) above.
8. Of the above-described membership, at least five members shall be citizens of Loudoun County and at least four members shall be employed in the private sector.

At-Large or District: At-Large

Term: Four (4) year terms, staggered

Board Member Representative: Yes, or designee

Meeting Date, Place and Time: Second Tuesday of each month – 8:00 a.m. - Shenandoah Square
Current Meeting Place: Shenandoah Conference Room, 2nd Floor @ 102 Heritage Way, Leesburg, Suite 103

Staff Contact: Sherry Kelly, Department of Family Services at (571) 258-3060.

Stipend or Expense Payment: None

Mandating Agency: Governed by Chapter 1450 of the Codified Ordinance and Article VII of the Loudoun County Zoning Ordinance.

General Purpose: The Affordable Dwelling Unit Advisory Board shall advise the Board of Supervisors regarding the establishment of the amount and terms of all sales and rental prices of affordable units. The advisory Board may appoint subcommittees of local builders and construction experts to assist in recommending the costs of prototypical single-family detached, single-family attached, and multi-family affordable units.

It will have authority to hear and make recommendations on request for modifications of the requirements of the Affordable Dwelling Unit Program (Section 7-100 of the Loudoun County Zoning Ordinance) and the Codified Ordinance Chapter 1450.01.

AGRICULTURAL DISTRICT ADVISORY COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: 10 (four landowners engaged in agriculture or forestal production, four other landowners of the locality, one commissioner of revenue or property assessment officer, and one member of the local governing board)

At-Large or District: At-large

Term: Four-year term (concurrent with Board of Supervisor terms)

Board Member Representative: Yes

Meeting Date, Place and Time: As needed

Staff Contact: Kellie Boles, Department of Economic Development at (703)737-8820.

Stipend or Expense Payment: None

Mandating Agency: Code of Virginia Title 15.2, Chapter 43

General Purpose: This Committee makes recommendations to the Planning Commission and Board of Supervisors regarding new agricultural districts, renewal of existing districts, additions to districts and withdrawals from districts. This Committee shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality.

ANIMAL ADVISORY COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: 9

At-Large or District: One representative from each electoral district (no district residency requirements)

Term: Four-year term-concurrent with Board of Supervisors

Board Member Representative: None

Meeting Date, Place and Time: Fourth Wednesday of every month at 7:00 p.m. in the Mickey Gordon Room, PRCS Administration Building, 215 Depot Court in Leesburg.

Staff Contact: Thomas J. Koenig, Department of Animal Services at (703)771- 5456

Stipend or Expense Payment: None

Mandating Agency: Established by the Board of Supervisors

General Purpose: The Animal Advisory Committee provides recommendations on animal program issues to the Director, the County Administrator and the Board of Supervisors; advises the Board of Supervisors on the effectiveness of the Animal Services Program; serves as ombudsmen for animal program issues and problems; and works to promote a positive public image of the Department.

LOUDOUN COUNTY ART ADVISORY COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: 7

At-Large or District: At-large

Term: Four-year term - concurrent with Board of Supervisors.

Board Member Representative: None

Meeting Date, Place and Time: Second Tuesday at 1:00 p.m. in the Middleburg Room of the County Government Center.

Staff Contact: Jane McCarter, Department of Planning at (703) 771-5128.

Stipend or Expense Payment: None

Mandating Agency: Loudoun County Board of Supervisors.

General Purpose: The Art Advisory Committee is responsible for maintaining and exhibiting the county's permanent art collection which includes donated works and those on short or long-term loan, as well periodic exhibitions of artwork by Loudoun artists.

The Board of Supervisors established the Art Advisory Committee in 1978 to provide opportunity to display art by Loudoun artists that reflect the community as well as enhance the buildings and its grounds. In 1984, the Supervisors asked the committee to undertake, in addition to this program, establishing and maintaining a permanent collection of artwork by Loudoun artists.

The permanent collection has been developed through gifts of the artist or by donors who purchased works for the County government. All works have been approved by the Arts Advisory Committee in order to maintain a collection of quality artwork that reflects Loudoun County and the artists who call Loudoun home. The entire collection of approximately eighty pieces includes three donated sculptures which were placed in the Government Center gardens in August 2005 and nine portraits of former Loudoun County judges which are located in the Old Courthouse building. The Committee maintains an up-to-date Inventory List of all works in the collection.

BOARD OF EQUALIZATION

Appointing Authority(ies): Appointed by Chief Judge of Circuit Court

Number of Members: Five

At-Large or District: At-large

Board Member Representative: None

Meeting Date, Place and Time: When needed; Board Room of the County Government Center

Staff Contact: Mark Adams/Sheryl Triplett, Department of Management and Financial Services at (703)777-0289

Stipend or Expense Payment: \$73.50 half day, \$147.00 full day

Mandating Agency: Virginia Code Section 15.2-840 Section

General Purpose: This group of citizens is appointed by the Chief Judge of the Circuit Court to hear all objections to the real estate assessment of any taxpayer. As an independent body, the BOE is charged with the responsibility of determining, when a taxpayer files an appeal, whether the Assessor's Office has equalized the assessments among property owners in specific geographic areas in the county. The BOE has the authority to increase, decrease or affirm individual real property assessments in order to ensure uniformity in assessments and equal distribution of the county's tax burden. The BOE may only hear appeals for the current tax year assessment.

BOARD OF ZONING APPEALS

Appointing Authority(ies): Circuit Court

Number of Members: 7

Term: 5 years

Board Member Representative: None

Meeting Date, Place and Time: Fourth Thursday of each month, 7:30-11:00 p.m.; Board Room of the County Government Center

Staff Contact: Nicole C.E. Dozier, Department of Building and Development at (703)771-5959.

Stiped or Expense Payment: \$3,197 annually

Mandating Agency: Virginia Code Section 15.2-2308 and Section 6-200 of the Revised 1993 Zoning Ordinance

General Purpose: The BZA is an appellate Board, appointed by the Circuit Court, which hears requests for zoning variances, special exceptions, appeals of Zoning Administrator's decision, and other related Zoning Ordinance matters. While the activities of the Board are funded by the Board of Supervisors, the BZA relies on Zoning Administration for staff support, including its Recording Secretary. The purposes, functions, and standards for action of the Board of Zoning Appeals are explicitly stated by Section 15.2-2308-2311 of the Code of Virginia. The County zoning regulations include administrative and procedural regulations.

BUILDING CODE AND APPEALS BOARD

Appointing Authority(ies): Board of Supervisors

Number of Members: 9

At-Large or District: At-large - with background in building industry

Term: Four-year terms staggered

Board Member Representative: None

Meeting Date, Place and Time: Meet as needed

Staff Contact: Raymond "Wally" Rinaldi, Department of Building and Development at (703) 771-5449

Stipend or Expense Payment: None

Mandating Agency: Chapter 6 Title 36, Section 105 of the Code Virginia - Section 116 of the Virginia Uniform Statewide Building Code

General Purpose: The Board handles appeals of decisions of the Loudoun Building official concerning application of the Building Code or refusal to grant a modifications to the provisions of the Code covering the manner of construction of materials to be used in the erection, alteration of a building or structure.

CABLE AND OPEN VIDEO SYSTEMS COMMISSION

Appointing Authority(ies): Board of Supervisors

Number of Members: 10

At-Large or District: One from each electoral district, one a-large, and one public school representative

Term: Four years -concurrent with Board of Supervisor terms.

Board Member Representative: None

Meeting Date, Place and Time: second Wednesday of the month at 7 p.m. - Location varies

Staff Contact: Lorie Flading -- Cable TV Administrative Specialist -- 703 737-8771

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors - in connection with the implementation of the new Cable Television Act of 1992 (Public Law 102-385)

General Purpose: The Cable and Open Video Systems Commission, formerly the Cable TV Advisory Committee (CTVAC), was formed to advise the Board of Supervisors on issues pertaining to the county's cable operations. Associated with this activity is the implementation of the Cable Television Act of 1992.

In November 2005, the Board adopted new by-laws which changed the CTVAC to the Cable and Open Video Systems Commission and expand the scope of the commission, referencing that Open Video System (OVS) service providers are included.

COMMISSION ON AGING

Appointing Authority(ies): Board of Supervisors

Number of Members: 9

At-Large or District: 8 district, 1 at-large

Term: Concurrent with the Board of Supervisors term.

Board of Supervisors Representative: None

Meeting Date, Place and Time: Mickie Gordon Room at 215 Depot Court, SE, Leesburg, VA 21075 ---- 9:30 to 11:30 AM on the 3rd Thursday of every month.

Staff Contact: Leid Rynn, Area Agency on Aging at (703)777-0388

Stipend or Expense Payment: None

Mandating Agency: The Older Americans Act of 1965 requires the appointment of Commissions on Aging

General Purpose: The Commission serves in an advisory capacity to the Board of Supervisors and the Area Agency on Aging. The Commission provides advocacy to enhance the well being of older Loudoun residents.

COMMUNITY CRIMINAL JUSTICE BOARD

Appointing Authority(ies): Ten members are mandated by the state of Virginia; nine members are appointed by the Board of Supervisors (eight of its members are appointed by electoral district with one at-large appointment made by the Chairman of the Board of Supervisors). The term of service for the appointees runs concurrently with each four year term of the Board of Supervisors.

Number of Members: 19 (10 mandated members; 9 appointed members)

At-Large or District: By District - representing various aspects of the community and criminal justice system.

Term: Four years -concurrent with Board of Supervisors

Board of Supervisors Representative: None

Meeting Date, Place and Time: Second Wednesday of every other month at 5:30 PM – Government Center, Leesburg Conference Room.

Staff Contact: Kaye Wallace, Dept of Community Corrections - 703-737-8234

Stipend or Expense Payment: None

Mandating Agency: Virginia Code Section 9.1-178

General Purpose:

On July 1, 1995, the General Assembly enacted legislation requiring each jurisdiction to create a local Community Criminal Justice Board (CCJB) upon the development of a local pretrial services or a community-based probation program.

The purpose of the Community Criminal Justice Board shall be to enable Loudoun County to develop, establish, administer, monitor, and maintain community-based corrections programs for certain individuals who meet the eligibility criteria established under Section 19.2-303.3 of the Code of Virginia or other applicable provisions of state law. The programs so established should effect the following purposes:

- To allow localities greater flexibility and involvement responding to the problem of crime in their communities;
- To provide more effective protection of society and to promote efficiency and economy in the delivery of correctional services;
- To provide increased opportunities for offenders to make restitution to victims of crimes through financial reimbursement or community services;
- To permit localities to operate and utilize local community-based probation programs and services specifically designed to meet the rehabilitative needs of selected offenders; and
- To provide appropriate post-sentencing alternatives in localities for certain offenders with the goal of reducing the incidence of repeat offenses.

COMMUNITY POLICY AND MANAGEMENT TEAM

Appointing Authority(ies): Board of Supervisors

Number of Members: 8

At-Large or District: At-Large

Directors of:

1. Mental Health and Mental Retardation
2. Department of Social Services
3. Juvenile Court Services Unit
4. Department of Health
5. Director of Pupil Services, Loudoun Schools
6. Provider Representative - member of a private organization or association of providers for children's or family services (**Scott Zeiter, Private Provider Representative, term expires July 31, 2013**)
7. Parent Representative - member who is not an employee of any public or private program which serves children and families (**Virginia Dively, term expires July 31, 2013**)
8. Management Services

Term: Terms of office for provider and parent representatives are for two years

Board of Supervisor Representative: Yes; Candy deButts, Deputy County Administrator, serves as Board of Supervisors representative.

Meeting Date, Place and Time: Second Thursday each month, 9:00 a.m., Shenandoah Building, 102 Heritage Way SE, Leesburg, Department of Family Services Conference Room A

Staff Contact: Lesley Abashian, Family Services, (703 737-8248)

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: On November 18, 1992, the Board of Supervisors, in compliance with the 1993 Comprehensive Service Act for At Risk Youth and Families, established the Team for services to at-risk youth and families. The Team provides administrative oversight and coordination, resolves problems, and reduces barriers identified by the FAPT (Family Assessment and Planning Team).

COMMUNITY SERVICES BOARD

Appointing Authority(ies): Board of Supervisors

Number of Members: 18 – (At their March 15, 2005 Board meeting, the Board of Supervisors moved to approve an increase in membership to 18 members.) (Code of Virginia states no less than six and no more than 18 members)

At-Large or District: At-large

Term: Three years staggered with eligibility for two additional three-year terms.

Board of Supervisors Representative: None

Meeting Date, Place and Time: Second Thursday each month - 6:00 p.m. – 906 Trailview Blvd, The Aspen Room

Staff Contact: Tom Maynard, Director, 906 Trailview Boulevard, Leesburg, VA 20175 --

Phone: 703-771-5406 or (Betty Stewart 703 777-0378)

Stipend or Expense Payment: \$600.00 per year

Mandating Agency: Virginia Code Chapter 10, Section 37.2-500

General Purpose: To act as the agent of the County of Loudoun in the establishment and operation of community mental health, mental retardation and substance abuse programs as provided for in Chapter 10 of Title 37.1 of the Code of Virginia.

COMMUTER BUS ADVISORY BOARD (CBAB)

Appointing Authority(ies): Board of Supervisors

Number of Members: Nine members (County residency and use of county commuter bus system required)

At-Large or District: By district - (not necessary to reside in district represented)

Term: Four-year terms concurrent with Board of Supervisors

Board of Supervisors Representative: None

Meeting Date, Place and Time: Each CBAB sets their own schedule for meetings. Currently they meet the second Monday of each month, at 7 PM. Meets in County Government Building.

Staff Contact: Nancy Gourley, Office of Transportation Services at (703) 737-8384.

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: The Board acts in an advisory capacity to Staff and the Board of Supervisors on all policy and operational matters pertaining to the system of buses operating express bus service between Loudoun County and the Washington Metropolitan area. The Board is aware of day-to-day problems, provides a forum to discuss them in detail, and, where appropriate, makes recommendations to staff and the Board of Supervisors.

COURTHOUSE GROUNDS AND FACILITY COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: 15 Members and 2 Ex-Officio Judiciary Members -- twelve interested citizens, one representative of the Leesburg Town Council which may be a citizen or a member of the Leesburg Town Staff, and two of the judiciary as ex-officio members,

At-Large or District: At-large

Term: Four year term- concurrent with the Board of Supervisors

Board Member Representative: None

Meeting Date, Place and Time: Fourth Tuesday of each month except December.

Staff Contact Alice Alkire, Circuit Court at (703)771-5770

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: The purpose of the Courthouse Grounds and Facility Committee is to provide a long-term and unified vision for the court complex grounds; to address ideas regarding ways to make the facility and grounds unique to Loudoun County, and to suggest a process for ongoing decision making as new suggestions are brought forward by the community.

DISABILITY SERVICES BOARD

Appointing Authority(ies): Loudoun County Board of Supervisors

Number of Members: 15

At-Large or District: At-large - one shall be an official of Loudoun County government, one shall be a member of the Community Services Board, a minimum of two shall be business persons or consumers, and a minimum of five shall be disabled persons or a member of a family with a disabled person.

Term: Three year terms with option for reappointment to one additional 3 year term and a maximum of 8 years of services. If a vacancy occurs after a term of office has commenced, the vacancy will be filled by appointment by the Board of Supervisors, and such appointment shall be for a term of three years from the date of appointment

Board of Supervisors Representative:

Meeting Date, Place and Time: Third Thursday of each month at 7:00 p.m. in the Purcellville Room on the first floor of the Loudoun County Government Center, 1 Harrison Street S.E. in Leesburg.

Staff Contact: Catherine Motivans, Public Information Office at (571) 258-3282

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: This Board reports to the Board of Supervisors. Major tasks are to provide input to the Board of Supervisors and local agencies on service needs and priorities of persons with physical and sensory disabilities. As well the DSB provides information and resource referral to local government, businesses and individuals regarding the Americans with Disabilities Act.

The DSB provides:

1. input to state and local agencies on service needs and priorities of persons with physical and sensory disabilities;
2. information and resource referral to local governments regarding the Americans with Disabilities Act; and
3. such other assistance and advice to local governments as may be requested.

DULLES TOWN CENTER COMMUNITY DEVELOPMENT AUTHORITY (CDA)

Appointing Authority(ies): The Board of Supervisors, provided a majority of the CDA Board shall consist of petitioning landowners or their nominees.

Number of Members: 5

At-Large or District: A majority of the CDA Board (3 members) shall consist of petitioning landowners or their nominees; the other two members are appointed from the County at large.

Term: Staggered four year terms

Meeting Date, Place and Time: As announced.

Contact: Benjamin Tompkins, Counsel for the Authority at (703 641-4268

ReedSmith, LLP

3110 Fairview Park Drive, Suite 1400

Falls Church, VA 22042

The County Administrator, members of the Board of Supervisors, County Attorney and Deputy County Administrator are faxed noticed of all CDA meetings

Stipend or Expense Payment: \$250 per meeting

Mandating Agency: The CDA district was created by ordinance at the option of the Board of supervisors, upon petition of the landowners in the district.

General Purpose: To finance public infrastructure at the Dulles Town Center project through a special assessment district.

ECONOMIC DEVELOPMENT COMMISSION

Appointing Authority(ies): Board of Supervisors

Number of Members: Membership shall consist of up to a maximum of twenty-eight (28) persons appointed by the Board from and divided into three groups: A) position, B) industry, and C) appointed advisory members. Group A, position members, serve terms coincident with their position terms while Group B, industry members, serve three-year terms and Group C, appointed advisory members, serve one-year terms.

At-Large or District: At-large

Term: Expirations vary.

Board of Supervisors Representative: None

Meeting Date, Place and Time: First Friday, 8:00 a.m. Loudoun Water.

Staff Contact: Tom Flynn, Director of Economic Development – (703)777-0426

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: The mission of the Commission is to promote the long-term economic growth and development of Loudoun County in a way that is economically sustainable and results in the expansion of its commercial and industrial tax base.

ELECTORAL BOARD

Appointing Authority(ies): Appointed by Circuit Court Judges

Number of Members: The Electoral Board is composed of three appointed members who are responsible for running elections in the county, including hiring pollworkers, choosing polling places, printing ballots, maintaining financial reports of candidates, and organizing election procedures.

At-Large or District: At-large

Term: Three-year staggered terms expiring last day of February

Board of Supervisors Representative: None

Meeting Date, Place and Time: Electoral Board Office, first Wednesday of each month -3:00 p.m.

Staff Contact: Judy Brown, General Registrar (703) 777-0382

Stipend or Expense Payment: Secretary, Chairman and Vice Chairman receive mileage and salaries which are funded by the Stated (reimbursed to County once a year).

Mandating Agency: Virginia State Code 24.2-106

General Purpose: Oversees the election process.

FACILITIES STANDARDS MANUAL PUBLIC REVIEW COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: No less than seven (7) members

At-Large or District: At-large

Term: Concurrent with the Board of Supervisors term

Board of Supervisors Representative: None

Meeting Date, Place and Time: Third Wednesday of month from 3:00 p.m. to 5:00 p.m. Location varies.

Staff Contact: Hector Martinez, Department of Building and Development at (703) 771-5321

Stipend or Expense Payment: None

Mandating Agency: Facilities Standards Manual, Chapter 1

General Purpose: Chapter 1 of the Facilities Standards Manual requires that the Board of Supervisors appoint a Public Review Committee to review and provide comments on proposed revisions to the ordinance prior to the public hearing process.

FAMILY SERVICES ADVISORY BOARD
(Formerly Social Services Board)

Appointing Authority(ies): Board of Supervisors

Number of Members: Membership shall be no less than 5 and no more than 13.

At-Large or District: At-large - a member of the Board of Supervisors serves as an ex-officio member (Vice Chair, Susan Buckley for 2010-2011)

Term: Staggered terms up to four years. Can serve no more than two consecutive full terms.

Board of Supervisors Representative:

Meeting Date, Place and Time: Every 3rd Tuesday of each month at 6:30 p.m. in the Shenandoah Office Building, Shenandoah Square, 102 Heritage Way, N. E., Leesburg, in the Lansdowne Room on the 2nd floor. Some meetings may be held at one of the offsite locations, Young Adult Project, Family Connections or Juvenile Detention Center.

Staff Contact: Ellen Grunewald, Director, Department of Family Services Board at (703) 771-5873 or Rosemary Petrsek at (703)771-5847

Stipend or Expense Payment: \$600 annual

Mandating Agency: Virginia Code Section 63-2-305

General Purpose: The Family Services Advisory Board is a board responsible for advising the County Administrator or his/her designee on the policies, budget, programs and practices of the Department of Family Services.

FINANCE BOARD

Appointing Authority: Circuit Court

Number of Members: 4 (plus County Administrator as ex-officio member)

At-Large or District: Consists of Commonwealth Attorney, County Treasurer, Chairman of the Board of Supervisors, County Administrator (ex-officio), and a citizen member.

Term: for duration of term in elected office

Meeting Date, Place and Time: Only as needed

Staff Contact: County Administration, 703-777-0200

Stipend or Expense Payment: Citizen member shall receive a stipend of not less than \$20.00 and mileage per meeting

Mandating Agency: Code of Virginia § 58.1-3151 provides authority for the County to establish this Board to oversee responsible investment of County funds. The citizen member is appointed by the circuit court. The Board of Supervisors may choose to abolish this Board and absorb the duties of this Board.

General Purpose: Responsible for investment of County funds.

FIRE AND RESCUE COMMISSION

Appointing Authority(ies): Board of Supervisors

Number of Members: The commission has seven voting members: three fire volunteers, three Emergency Medical Service volunteers, and the Chief of Fire and Rescue. The Operational Medical Director is a non-voting member. Commission representatives must be volunteers within the system or the Chief of the Department of Fire and Rescue Services.

Term: two years staggered term

Board of Supervisors Representative: None

Meeting Date, Place and Time: Last Tuesday each month at 6:30 p.m. at the Fire and Rescue Training Center. Workshops/Committees– As needed

Staff Contact: W. Keith Brower, Jr., Chief of the Department of Fire, Rescue and Emergency Management (703)777-0333

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: To develop effective, efficient and equitable fire rescue and emergency services Countywide; to provide the policy and regulatory framework for all such fire, rescue and medical service operations and to advise the County Administrator and Board of Supervisors on matters relating to fire, rescue and emergency medical services.

FISCAL IMPACT COMMITTEE

Appointing Authority: Board of Supervisors

Number of Members: 6

At-Large or District: Four at-large, those with expertise in economics, demographics, statistics, or forecasting; a Member of the Loudoun County Public Schools; and a Member of the Board of Supervisors, as an ex-officio member

Term: Concurrent with the term of the Board of Supervisors

Meeting Date, Place and Time: Meet as needed at the County Government Center

Staff Contact: Leslie Hansbarger, Office of the County Administrator, 703-777-0200

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: Established on February 3, 1992, by the Board. As directed by the Board of Supervisors, the Fiscal Impact Committee meets on an annual basis to develop a series of recommendations on financial, demographic, and economic information that is used as input to the County's fiscal impact model. The Committee also develops recommendations for "growth scenarios" that are critical to the development of the long range capital and land use planning documents to include the Capital Needs Assessment.

Over the last four years, the Committee has reviewed the Capital Facility Standards (CFS) that are used for long range capital planning and the development of the Capital Intensity Factors (CIF) that are used in proffer negotiations. The Committee also reviewed and made recommendations regarding the development of the County's long range capital facilities inventory document: the Ten-Year Capital Needs Assessment (CNA).

HERITAGE COMMISSION

Appointing Authority(ies): Board of Supervisors

Number of Members: 16 members, one commissioner from each District, one At-Large Commissioner and seven commissioners with knowledge in some or all of the following:

- History , preservation, restoration, and adaptive residential or commercial use of historic buildings.
- Loudoun County's prehistoric and historic archaeology and preservation of material culture and sites.
- Conservation of Loudoun County's natural environment.
- History and culture of the people and places of Loudoun County.
- Heritage tourism, business, financial and philanthropic sectors in heritage preservation.
- Public and private institutions and organizations that contribute to the identification, documentation, promotion, preservation, and celebration of Loudoun County's heritage resources.

Term: Concurrent with the Board of Supervisors term

Meeting Date, Place and Time: To be determined (they have not set regular meetings yet)

Staff Contact: Heidi Siebentritt, Department of Planning at (703) 777-0246

Stipend or Expense Payment: None

Mandating Agency: None

General Purpose: The Commission advises the Board of Supervisors on issues regarding the County's heritage resources and the implementation of the Countywide Heritage Preservation Plan. The Commission supports and encourages the identification, documentation, protection and preservation of the County's natural and cultural heritage.

HERITAGE FARM MUSEUM WORKING COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: A six member committee comprised of the Parks, Recreation and Community Services department head or designee, County Administration designee, three members of the Board of Directors of the (Heritage Farm Museum) Corporation and one member of the public appointed by the Board of Supervisors.

Term: August 1, 2010 until July 31, 2013

Meeting Date, Place and Time: Quarterly- as scheduled-place and time varies

Staff Contact: Diane Ryburn, Parks and Recreation at (703)777-0558

Stipend or Expense Payment: None provided

Mandating Agency: Not mandated but created by Board of Supervisor through an agreement with Heritage Farm Museum Inc.

General Purpose: The Committee will advise in particular on the current operation of the Museum and on development issue when appropriate.

HISTORIC DISTRICT REVIEW COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: 7

Committee members are appointed at large by the Board of Supervisors and serve three-year staggered terms.

At-Large or District: At-large

Term: Three years staggered

Board of Supervisors Representative: None

Meeting Date, Place and Time: Second Monday of each month at 6:00 p.m. in the Purcellville Room on the first floor of the Loudoun County Government Center

Staff Contact: Heidi Siebentritt, Department of Planning – 703 777-0246

Stipend or Expense Payment: None

Mandating Agency: Virginia Code Section 14.1-503 and Loudoun County Zoning Ordinance Article IV - Division B, Article 6-300 to 6-307 and 6-1800 to 6-1980.

General Purpose: This Committee in accordance with Virginia Code and the Loudoun County Zoning Ordinance is charged with approving and denying new construction and alterations, additions and reconstruction of all structures in historic districts and siting of those structures.

Mandating Agency: Virginia Code Section 14.1-503 and Loudoun County Zoning Ordinance Article IV - Division B, Article 6-300 to 6-307 and 6-1800 to 6-1909.

General Purpose: This Committee, in accordance with the Virginia Code and the Loudoun County Zoning Ordinance, is charged with the review and approval of all proposed new construction in the historic districts, including the siting of those structures, proposed alterations to existing buildings and structures, or the proposed demolition of any building or structure in County designated historic districts.

HOUSING ADVISORY BOARD

Appointing Authority(ies): Board of Supervisors

Number of Members: The Board consists of members who represent specific categories as follows:

Group A Members:

- a. Representative of the Economic Development Commission
- b. Representative of the Industrial Development Authority
- c. Representative of the Affordable Dwelling Unit Advisory Board

Group B members:

- a. One non-profit affordable housing developer
- b. One for-profit affordable housing developer
- c. One affordable housing finance consultant/advisor
- d. One-non-profit and/or faith-based service provider
- e. Public at-large
- f. Public at-large
- g. Public at-large
- h. Public at-large
- i. Public at-large
- j. Public at-large

Term: Group A and B --- four-year staggered terms commencing January 1st. Vacancies shall be filled in accordance with procedures outlined in by-laws.

Meeting Date, Place and Time: First Wednesday, of every other month beginning in January at 4:00 p.m., _ in the Shenandoah Room on the second floor of the Shenandoah Building, 102 Heritage Way, N.E. in Leesburg.

Staff Contact: Sarah Coyle Etro, Department of Family Services at (703) 777-0387.

Stipend or Expense Payment: None

Mandating Agency: (Workforce Housing program as described in the EDC's report entitled *Workforce Housing: Affordable Housing to Strengthen Loudoun's Business Community*)

General Purpose: The purposes of the HAB are as follows:

1. To support policies and make recommendations to the Board of Supervisors for program development;
2. To serve as a source of study and advocacy for the Board of Supervisors on the supply and demand issues of affordable housing;
3. To work cooperatively with other jurisdictions to encourage regional affordable housing solutions;
4. To mobilize business and community support to develop and sustain workforce housing programs;
5. To provide input on the affordable housing needs regarding funding options due to Urban County Status and recommend approval of grant applications;
6. To support community education and outreach on affordable housing initiatives

HOUSING CHOICE VOUCHER RESIDENT ADVISORY BOARD

Appointing Authority(ies): Board of Supervisors

Number of Members: Five members and two alternates.

At-Large or District: At Large

Term: Three year staggered terms. Members and alternates shall be appointed and replaced as terms expire. No member shall serve more than two terms.

Board Member Representative: None

Meeting Date, Place and Time: Meetings are held in the conference room of the Department of Family Services in the Shenandoah Building, 102 Heritage Way, N.E., on the first Monday of February and September, beginning at 6:30 p.m. and ending no later than 8:30 p.m. If schools are closed due to inclement weather, the February meeting shall be moved to the second Monday of February.

Contact: Stuart F. Shatz, HCV Division Manager, Family Services--- (703) 737-8969

Mandating Agency: As required by Code of Federal Regulations 24 903.13

General Purpose: The purpose of the Resident Advisory Board shall be to propose and review Administrative Plan additions, changes, Annual and Five Year Federal Public Housing Agency (PHA) plans, and suggests Loudoun County Housing Services (LCHS) operations manual changes.

INDUSTRIAL DEVELOPMENT AUTHORITY

Appointing Authority(ies): Board of Supervisors

Number of Members: 7

At-Large or District: At-large

Term: Four years staggered

Board Member Representative: None

Meeting Date, Place and Time: The authority holds regularly scheduled meetings on the fourth Thursday of each month at 3:00 p.m. in a public meeting room in the County Government Center, 1 Harrison Street, S.E. in Leesburg. Special meetings of the authority are called from time to time and the scheduling of such meetings are posted

Staff Contact: Stephen Robin, Esquire
141 Woodberry Road
Leesburg, VA 20176
Voice: 703-443-1001
Fax: 703-443-6721
Email: steverobin@verizon.net

Stipend or Expense Payment: \$150/meeting (approved 4/2/2001)

Mandating Agency: Virginia Code Sections 15.2 - 4900f.

General Purpose: This authority recommends to the Board of Supervisors and, upon Board approval, issues tax exempt revenue bonds in accordance with the Industrial development and Revenue Bond Act, Chapter 49, title 15.2, of the Code of Virginia. In so doing, the Authority considers applications for financing certain types of facilities for non-profit organizations and for companies which manufacture or assemble products, and recommends to the Board of Supervisors whether or not approval should be given by the Board to enable such organizations and companies to benefit from financing at lower than normal commercial rates.

LANDFILL SPECIAL EXCEPTION REVIEW COMMITTEE
Formerly WOODS ROAD SPECIAL EXCEPTION COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: There are seven to ten members of the committee, appointed at-large by the Board of Supervisors for a four-year term. At least one membership slot will be reserved for a landfill area resident living within one mile of the existing or proposed waste footprint.

At-Large or District: At-large

Term: Four year term, concurrent with the Board of Supervisors

Meeting Date, Place and Time: The committee meets at least once a year.

Staff Contact: Michael Fairbanks, Construction and Waste Management at (703) 777-0168

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors/Condition #30 of SPEX 1992-0027

General Purpose:

The purpose of The Landfill Special Exception Review Committee (LSERC) is to ensure conformance to Condition 30 of the Conditions of Approval for Special Exception SPEX 1992-0027, Woods Road Solid Waste Management Facility (WRSWMF). *

*(*Landfill Special Exception Review Committee Charge and By-Laws, Article II. PURPOSE, as Revised Louodun County Board of Supervisors, January 6, 2009.)*

LIBRARY BOARD OF TRUSTEES

Appointing Authority(ies): Board of Supervisors

Number of Members: 9

At-Large or District: One representative from each electoral district

Term: Four years staggered

Meeting Date, Place and Time: Third Wednesday of each month, 7:30 p.m. at the Rust Library unless an alternate location is otherwise posted.

Staff Contact: Chang Liu, Director, Library Services at (703) 771-5235

Stipend or Expense Payment: Mileage reimbursement

Mandating Agency: Code of Virginia Section 42.1-33 through 42.1-45

General Purpose: In accordance with the Code of Virginia, the management and control of the public library system is vested in the Library Board of Trustees. The Library Board has control of the expenditures of funds credited to the library fund. They may also accept donations, bequests of money, personal property or real estate for the establishment and maintenance of the public library system.

LOUDOUN COUNTY HEALTH COUNCIL

Appointing Authority(ies): Members of the Board of Supervisors. The Loudoun County Board of Supervisors unanimously approved the formation of the Loudoun Health Council at its May 2, 2006, business meeting. The Health Council held its first meeting on November 16, 2006.

Number of Members:

1. Group A – Permanent Committee Members (representative from each of the following agencies:
 - Inova Loudoun Hospital
 - Loudoun Community Health Center
 - Loudoun Free Clinic
 - Loudoun County Department of Fire and Rescue Services
 - Loudoun County Health Department
 - Loudoun County Department of Family Services
 - Loudoun County Department of Mental Health, Substance Abuse & Developmental Services (formerly call the Department of Mental Health/Mental Retardation/Substance Abuse Services)
 - Loudoun County Public Schools
2. Group B – Staggered Term Membership (12 minimum, 19 maximum)
 - Local Physician – 2 year term
 - Representative elected by (Coalition of Loudoun Towns) – 2 year term
 - Health-Related Non-Profit - 2 year term
 - Loudoun Chamber of Commerce – 1 year initial term, then 2 year term
 - Faith Community – 1 year initial term, then 2 year term
 - Business - 1 year initial term, then 2 year term
 - Three Citizens- 1 year initial term, then 2 year term

At-Large or District: At-large

Board of Supervisors Representative: None

Meeting Date, Place and Time: Second Thursday of every month from 3:000 p.m. to 4:30 p.m. at the Loudoun County Government Center.

Contact: Dr. David Goodfriend, Department of Health at (703) 771-5829

Stipend or Expense Payment: None

General Purpose: The mission of the Loudoun Health Council is to develop a consensus on strategies to prepare for and respond to a major outbreak of disease; to improve the health of the community in general; to increase the value of the local health care system for the entire community; to align community resources with selected priorities for action; and to identify where resources should be concentrated.

LOUDOUN WATER

Appointing Authority(ies): Board of Supervisors

Number of Members: 9

At-Large or District: At-large

Term: Four-year staggered

Board of Supervisors Representative: None

Meeting Date, Place and Time: Second Thursday of each month, 3:00 p.m. – Loudoun Water building located at 44865 Loudoun Water Way, Ashburn, VA

Staff Contact: Dale C. Hammes, General Manager, Loudoun Water, 44865 Loudoun Water Way P.O. Box 4000, Ashburn, VA 20146 or Jewell Lilly at (571)291-7970, e-mail: jlilly@LoudounWater.org

Stipend or Expense Payment: Chair - \$6,600 annually - \$550/month
Members - \$4,800 annually - \$400/month

Mandating Agency: Code of Virginia 15.1-1239 through 1270

General Purpose: The Loudoun County Sanitation Authority was created as a public body politic and corporate under the provisions of the Virginia Water and Sewer Authorities Act, (Chapter 28, Title 15.1, Section 1239 et seq., Code of Virginia, 1950, as amended), for the purpose of acquiring, constructing, operating and maintaining for Loudoun County (a) an integrated water supply and distribution system, and (b) an integrated sewerage and sewage disposal system, and for the purpose of exercising the powers conferred by said Water and Sewer Authorities Act in relation to the foregoing.

The Authority was created on May 27, 1959 by resolution of the Loudoun County Board of Supervisors to provide water and wastewater service to residents of unincorporated areas of Loudoun County. The suburban service area in Eastern Loudoun County is bordered on the north by The Town of Leesburg and the Potomac River. It is bordered on the east by the Fairfax County/Loudoun County boundary line. It is bordered on the south by Prince William County and the west by Goose Creek and Beaverdam Reservoir. Headquartered in Leesburg, VA, the Authority is financially independent from the County of Loudoun. Operations are funded by water and wastewater service charges. The Authority is a nonprofit organization and not tax-supported by county taxpayers.

The Authority's goal is to provide the highest quality water and the best water and wastewater service at the lowest cost possible.

MASON ENTERPRISE CENTER (MEC) BOARD OF ADVISORS

Appointing Authority(ies): Town of Leesburg, George Mason University, Loudoun County Board of Supervisors, Loudoun County Chamber of Commerce

Members: 3 are appointed by the Town of Leesburg; 3 are appointed by George Mason University; 3 are appointed by the Loudoun County Board of Supervisors; 3 are appointed by the MEC Board of Advisors; 2 are appointed by the Loudoun County Chamber of Commerce.

A. Membership Categories

Membership shall consist of up to a maximum of fifteen (15) persons appointed by the Town of Leesburg, George Mason University, Loudoun County Board of Supervisors, MEC Board of Advisors and the Loudoun County Chamber of Commerce.

B. Membership Terms

All members shall serve three-year terms commencing need date.

C. Standing Advisory Members

The Loudoun County Administrator shall serve on the Council.

Term: three years

Board of Supervisors Representative: None

Meeting Date, Place and Time: to be determined

Staff Contact: Thomas Flynn, Department of Economic Development at (703) 777-0426

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose: The purposes of the Advisory Board are as follows:

1. To open and operate an economic development incubator program to target growing, small, home-based, and emerging businesses in the Town of Leesburg and the County of Loudoun;
2. Advise George Mason University on the hiring and performance of the MEC Regional Director;
3. Provide feedback to strategic plans and programs to the MEC Regional Director and George Mason University;
4. Review performance metrics on a monthly basis

OPEB (Other Post-Employment Benefits) Investment Committee

Appointing Authority(ies): Board of Supervisors

Number of Members: The OPEB Investment Committee is a five-member committee with one citizen member appointed at-large by the Board of Supervisors. In accordance with state code, the county's Chief Financial Officer (Director of the Department of Management and Financial Services) and the Treasurer serve as members of the investment committee. In addition to these members, the Board of Supervisors has included the Superintendent of Loudoun County Public Schools, or the Superintendent's designee, and the Chairman of the Board of Supervisors Finance/Government Services and Operations Committee to also serve on this committee.

Term: Two-year staggered

Board Member Representative: Yes, Chairman of the Finance/Government Services and Operations Committee

Current Loudoun County Representative: Mark Adams, Director of Management and Financial Services, 703-777-0563 or Debbie Capitan, Management and Financial Services, 703-777-0215

Meeting Date, Place and Time: When needed - Meetings held in County Government Complex

Stipend or Expense Payment: None

Mandating Agency: Virginia Code §15.2-1547

General Purpose: The purpose of the Committee is to assist in managing investments for the county's retirement benefit plan, to include the county government and public schools.

Specific topics to be addressed by the OPEB Investment Committee will include: 1) Creation of Committee by-laws and an investment policy for funds in the OPEB Trust; 2) Evaluation of investment options and investment managers; 3) Recommendations or presentations to the Board of Supervisors on all above mentioned topics.

PARKS, RECREATION & OPEN SPACE BOARD

Appointing Authority(ies): Board of Supervisors

Number of Members: 9

At-Large or District: One representative from each electoral district

Term: Four years - concurrent with Board term

Meeting Date, Place and Time: First Saturday of every month, 7:30 a.m. – Parks, Recreation and Community Services Office— 215 Depot Court, Leesburg, VA 20175

Board of Supervisors representative: None

Staff Contact: Diane Ryburn, Director, Parks & Recreation - 703 777-0558

Stipend or Expense Payment: None

Mandating Agency: County of Loudoun

General Purpose: The Loudoun County Parks, Recreation & Open Space Board is made up of citizens appointed by the Board of Supervisors representing their respective districts. The purpose of the board is to provide a forum for citizens' suggestions or concerns, to advise the staff on community recreation needs, coordinate and sponsor research on issues and alternatives related to open space and land use in the county, and to make staff aware of and sensitive to public needs.

The purpose of this Board is to act in an advisory capacity to the Board of Supervisors in recommending policies relating to:

1. Recreation programs, making use of the physical properties available within the County.
2. Public parks systems for the enjoyment of the citizens of the County.
3. Building the parks and recreation atmosphere into and about the public schools and parks and to identify it with all public and provisions for year-round, healthful supervised recreation for all.
4. Focusing public attention constantly upon the need of adequate provision for year-round, healthful supervised recreation for all.
5. Encouraging the donation of property and funds for the benefit of the Loudoun County Parks and Recreation Program

PLANNING COMMISSION

Appointing Authority(ies): Board of Supervisors

Number of Members: 9

At-Large or District: One representative at large and one from each electoral district

Term: Four years concurrent with Board of Supervisors

Board of Supervisors Representative: None

Meeting Date, Place and Time: Meet various times and dates for general meetings, committees and work sessions ---Worksessions are held on the second Wednesday and Public Hearings are held on the fourth Wednesdays of each month in the County Administration Building.

Staff Contact: John Merrithew, Assistant Director of Planning
Sarah Lindsey, Planning Assistant
Nancy Bryan, Deputy Clerk to the Planning Commission
703 777-0246

Stipend or Expense Payment: (salary with mileage and meal reimbursement)
\$21,315 members
\$22,334 chairman

Mandating Agency: Virginia Code 15.2.-2200 and Section 15.2-2212

General Purpose: The Planning Commission is a nine-member advisory body required by State law, appointed and funded by the Board of Supervisors. The Commission provides recommendations on issues concerning land development ordinances, comprehensive planning, future land use policies and the Capital Improvement Program for the County. The Planning Commission has no staff of its own; however, Planning Department staff supply professional and support services to the Commission. As is provided by State law, the Commission is empowered to prepare and recommend a Comprehensive Plan and a zoning map for the physical development of the territory and its jurisdiction. This Advisory Board reviews a variety of land development applications (e.g., rezoning and special exceptions) and makes recommendations to the Board of Supervisors for consideration in approving or denying the proposed projects.

RURAL ECONOMIC DEVELOPMENT COUNCIL

Appointing Authority(ies): Board of Supervisors

Members:

At-Large or District: 11 are specific industry sector representatives, 6 at-large, 5 are representatives of Economic Development Commission; Loudoun Soil and Water Conservation District; Loudoun County Farm Bureau; Visit Loudoun; and Agricultural District Advisory Committee.

A. Membership Categories

Membership shall consist of up to a maximum of twenty two (22) persons appointed by the Board of Supervisors from three (3) groups of members as follows:

1. **Group A Members (5): Board/Commission Representatives (Concurrent with terms being served, if the representative resigns from the board on which he/she serves, a replacement should be named.)**

The following shall be appointed as members of the Council:

- a. Representative, Economic Development Commission;
- b. Representative, Loudoun Soil and Water Conservation District;
- c. Representative, Loudoun County Farm Bureau;
- d. Representative, Visit Loudoun;
- e. Agricultural District Advisory Committee;

2. **Group B Members (11): Industry**

Council Members shall be appointed through the nominating process described below to represent, to the extent practicable, specific industries as follows:

- a. Production agriculture;
- b. Banking and finance, Real Estate/Conservation;
- c. Rural-based business;
- d. Professional services;
- e. Agribusiness;
- f. Wine industry;
- g. Horticultural industry;
- h. Equine industry;
- i. Environmental Resources
- j. Outdoor Recreation;
- j. Education;
- k. Direct Marketing;
- l. Rural Bed and Breakfast/Lodging Establishment;
- m. Historic Tourism Property.

3. **Group C Members (6): At large**

Group C Members shall be appointed through the nominating process described in Article III, section C of the bylaws, on an at-large basis, based on their knowledge of or contribution to the Loudoun County economy.

4. **Group D Members: Non-Voting Advisory Members**

1. Standing Advisory Members (5); Council

The following shall serve on the Council, without term limitations or voting rights, as Standing Advisory Members:

- a. Loudoun County Administrator;
- b. Director, Loudoun County Cooperative Extension;
- c. Rural Planner, Loudoun County Department of Building and Development;
- d. Executive Director, Small Business Development Center;
- e. Director, Department of Economic Development,
- f. President, Loudoun County Chamber of Commerce.

2. Members Emeritus

Members of the Council who served the Council as an officer and who have completed their Council membership may be designated by the Council as Members Emeritus and, is so designated, may serve on the Council. The term of Members Emeritus shall be set by the Council at the time of appointment and shall not exceed one (1) year. Members Emeritus are eligible for reappointment as the Council may determine.

3. DED/Extension Staff Participation

Staff of the Loudoun County Department of Economic Development and staff of the Loudoun County Cooperative Extension are not members of the Council but their participation is required to provide technical assistance and professional expertise. Staff serving on the Council shall not be voting members. Staff must be familiar with the Virginia Freedom of Information Act (FOIA) and make sure the Council is in compliance with provisions of FOIA. Lastly, it is up to the staff contact(s) to ensure compliance with any related BOS policy.

B. Membership Terms

Group A members shall serve terms concurrent with the positions they hold. Group B and C members shall serve two-year terms commencing January 1st. Vacancies shall be filled in accordance with procedures outlined in this Article in the same manner as the original appointments. Members may serve consecutive terms. In the event any Group B or C Member unreasonably fails to attend any three (3) or more consecutive meetings, the REDC may declare the seat vacant and seek a replacement.

C. Standing Advisory Members

The Loudoun County Administrator, the Director, Department of Economic Development, and the Director, Cooperative Extension shall serve on the Council, without term limitations.

D. Nominating Process

A nominating committee shall be appointed by the Chairman not later than September 1st of each year and shall be charged with the responsibility of producing a slate of nominees for Group B and Group C Member positions which will become vacant at the end of the year or for any position(s) which may become vacant at any time. The Nominating Committee shall solicit applications in accordance with all applicable Loudoun County policies with the support of Department(s) staff, shall conduct application interviews as may be appropriate,

and shall propose slate, the Council shall review the proposed slate, may amend the proposed slate, and shall produce a final slate of nominees not later than the Council's November meeting. Immediately upon approving its final slate of nominees, the Council shall deliver this slate to the Board of Supervisors for appointment.

Board of Supervisors Representative: None

Meeting Date, Place and Time: First Tuesday of each month from 5:00pm-7:00pm at various locations in the County.

Staff Contact: Kellie Boles, Department of Economic Development at (703)737-8820

Stipend or Expense Payment: None

Mandating Agency: Board of Supervisors

General Purpose:

The purposes of the Council are as follows:

1. Recommend to the Loudoun County Board of Supervisors (hereafter referred to as the "Board") a Rural Economic Development Strategy to carry out the recommendations contained in the Revised General Plan; coordinate the implementation of that plan between and amongst the Department of Economic Development, the Loudoun Chamber of Commerce, Visit Loudoun, the Small Business Development Center, Loudoun's towns, and other agencies that support economic development in Loudoun; and it will recommend strategic changes/updates to the Board no less than yearly;
2. Furnish information and provide recommendations to the Loudoun County Board of Supervisors (BOS) relative to programs and policies affecting the economic growth and development of Rural Loudoun County;
3. Review significant projects, policies, and programs that effect rural economic development as determined by the BOS;
4. Provide a forum through which agricultural industry and rural business sector leaders meet to exchange ideas and experiences relative to rural economic development practices and policies;
5. Provide support and advice to the Department of Economic Development relative to rural economic development, marketing, and promotion activities among the several public and private groups engaged in such activities throughout the county; and,
6. Monitor and evaluate year-over-year change in the Rural Economy as prepared by the Department of Economic Development.

TOWING ADVISORY BOARD

Appointing Authority(ies): Board of Supervisors

No. Members: The Board of Supervisors set the number of members of the Towing Advisory Board at three, to include one law enforcement representative, one member of the towing industry and one citizen representative.

Term: December 31, 2011.

Meeting Date, Place and Time: as needed

Board Member Representative: None

Staff Contact: John Sandy, County Administration (703) 777-5962

Stipend or Expense Payment: None

General Purpose

The Towing Advisory Board was created by the Loudoun County Board of Supervisors on October 19, 2010, to make recommendations regarding terms of an ordinance to regulate non-consensual tows.

TRANSPORTATION SAFETY COMMISSION

Appointing Authority(ies): Board of Supervisors

Number of Members: 9 (citizen appointees serve at-large. Members of the Board of Supervisors are provided the courtesy of appointing one representative from each district)

At-Large or District: Membership also includes representatives from: Fire and Rescue Services, VDOT, Town of Leesburg Police Department, Town of Leesburg, Middleburg Police Department, Purcellville Police Department, Virginia State Police, Loudoun County Public Schools (Department of Transportation) Loudoun County Sheriff's Department, Bull Run ASAP, DMV. One member of the Board of Supervisors may be designated by the Board as an ex officio member of the Commission.

Term: Four-year terms, which expire December 31, 2011.

Meeting Date, Place and Time: Fourth Wednesday of each month at 7:30 p.m. in the Leesburg Police Department's Community Room at 65 Plaza Street, NE, Leesburg, VA at 7:30 p.m.

Board Member Representative: None

Staff Contact: Chuck Acker, Office of Transportation Services (703) 777-0163

Stipend or Expense Payment: None, but have on previous occasions been reimbursed for minor expenses.

Mandating Agency: Federal Highway Safety Act of 1966; Title 33.1, Chapter 10, Sections 33.1-390 through 33.1396 of the Code of Virginia. (These mandates have been lifted due to discrimination findings for jurisdictions who have no commissions and therefore were denied access to federal and state grant funds whose applications required the approval of a local transportation safety commission. Because of the success of the Loudoun commission, it has continued to address transportation safety concerns.)

General Purpose: The purpose of the Loudoun County Transportation Safety Commission shall be to coordinate and promote traffic safety programs, projects and initiatives within the county and to provide a professional network through which jurisdictions within the county can receive guidance and/or support for their individual traffic safety efforts.

Objectives:

- To identify traffic safety priorities for the county and coordinate activities that will address these priorities.
- To assist and train community traffic safety groups and to develop and implement programs that will target their needs.
- To educate and inform citizens within the county about transportation safety issues and about safety programs.
- To support and advocate for programs, policies and legislation that will enhance comprehensive transportation safety effort and will provide for the safety of local residents on our highways
- To provide a network through which community groups can be represented and linked to state and federal level sources to identify and promote methods that will facilitate the coordination of traffic safety efforts among the existing traffic safety programs.
- To promote the use of federal and state resources and grant funds and to assist in the application process.

WATER RESOURCES TECHNICAL ADVISORY COMMITTEE

Appointing Authority(ies): Board of Supervisors

Number of Members: Up to 11 voting members comprised of Loudoun County citizens with particular expertise and interest in surface water, groundwater, and/or watershed management. Non-voting representation from the Loudoun Soil and Water Conservation District, Loudoun Water, and the Loudoun County Health Department Division of Environmental Health. (In October 2004, the Board of Supervisors voted to expand the original number of members from 9 to up to 11.)

At-Large or District: At-large

Term: Concurrent with Board of Supervisors term.

Board of Supervisors Representative: None

Meeting Date, Place and Time: The date, time and location of the committee's meetings are posted on the Loudoun County Government Calendar at least three days prior to a meeting. Documents relating to the committee are online at <http://www.loudoun.gov/Default.aspx?tabid=380>.

Contact: Glen Rubis, Building and Development, 703-777-0222

Stipend or Expense Payment: None

General Purpose: In January 2001, the Board of Supervisors supported the Land Use Committee's recommendation to create a Water Resource Technical Advisory Committee (WRTAC) comprised of nine Loudoun County citizens with particular expertise and interest in surface water, groundwater, and watershed management. To ensure that the WRTAC can meet both current and potential County water resource related programs, the Land Use Committee has proposed the following scope of work as a delineation of the role and responsibilities of the WRTAC:

1. Provide a quality control function for the County's groundwater quality and quantity, surface water quality and quantity, habitat, watershed management, flood control management, and stormwater management programs from both the local and regional prospective.
2. Review and provide recommendations for work plan parameters, collected data, staff recommendations and program enhancements for the County's water resource programs.
3. Provide the Board of Supervisors a quarterly report of the WRTAC's findings and recommendations related to the County's water resource programs.
4. Provide the Board of Supervisors input/recommendation for policy direction related to programs and associated issues (i.e. land use planning).
5. Provide technical assistance to staff.

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Secretary of the Commonwealth *Kelly Thomasson*

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Gubernatorial Appointments

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About Board and Commission Appointments

Gubernatorial appointments are an ongoing process, with approximately 900 appointments being made throughout the year.

Please note that the majority of boards and commissions have certain qualifications of appointment that must be met as set forth in the Code of Virginia. Additional information about the boards and commissions may be found in the Annual Report of the Secretary of the Commonwealth (/va-government/bluebook-reports/). Also known as the "Blue Book," the Report details the purpose, powers and duties of each board, seat qualifications or requirements by Code, and a listing of current board members.

The Governor makes appointments to three types of boards and commissions:

- **Advisory** — An advisory board, commission or council serves as a formal liaison between the agency and the public, ensuring that the agency understands and responds to public concerns and that the activities of the agency are communicated to the public. Advisory boards provide advice and counsel to an executive branch agency.
- **Policy** — A policy board, commission or council is specifically charged by statute to promulgate public policies or regulations. Policy boards may also be charged by statute with adjudicating violations of those policies or regulations.
- **Supervisory** — A supervisory board, commission or council is responsible for agency operations, including approval of appropriations requests. Supervisory boards appoint the agency director, and the board ensures that the agency director complies with all board and statutory directives. Agency directors serve at the pleasure of the board.

Factors to Consider

Serving the Commonwealth of Virginia on a board or commission is both an honor and a privilege. Public service, however, is not for everyone. Individuals applying for a board or commission should be aware of the following:

As expected in an open and democratic government, the activities of boards and commissions are subject to public and press scrutiny.

Applicants who are selected by the Governor to serve will be required to complete a financial disclosure statement as a condition of serving on the board or commission.

Unless otherwise specified by law, most boards and commissions meet quarterly each year. However, some boards may meet more frequently due to the responsibilities and functions of the board.

Service on boards and commissions is generally voluntary, and unless otherwise specified by law, members of boards and commissions are not paid a stipend. Members of boards and commissions are sometimes reimbursed for their expenses.

Applying for a Position

The online application system will allow you to submit your own application or provide nominations for boards and commissions. We would like for all service-minded Virginians to consider submitting their application or recommending others for consideration to serve in these positions.

The majority of board/commission seats come due on June 30 each year. While applications are taken year round, we strongly recommend having your application submitted online by March 15 to be fully considered for the upcoming round of appointments.

Click here to submit your APPLICATION for a board/commission appointment. (<https://solutions.virginia.gov/OASYS>)**Click here to submit a NOMINATION for a board/commission appointment.**(<https://solutions.virginia.gov/OASYS/Nomination.aspx>)

- [2016 Appointment Openings](#) (/va-government/gubernatorial-appointments/2016-appointment-openings/)
- [2015 Appointment Openings](#) (/media/3540/2015-board-vacancies-12-29-14.pdf)
- [2014 Appointment Openings](#) (/media/3459/2014-board-vacancies-as-of-11-21-14.pdf) - updated list as of 11/21/14
- [2014 Appointment Openings](#) (/media/2560/2014-board-openings-4214-for-website.pdf) (pdf, 90k)
- [Alphabetical Board Listing](#) (/media/2415/alphabetical-board-listing-2-5-14.pdf) (pdf, 44kb)

All submitted applications/nominations are prepared for the Governor's deliberative use and as such are Governor's Working Papers (§ 2.2-3705.7)