



Department of
Land Use & Transportation

Minor Betterment Program Review and Selection Committee

ROLES AND RESPONSIBILITIES

Committee:

- Provide feedback to county staff during the project evaluation and selection process
- Represent their organizations' interests and perspectives (where applicable); communicate project feedback back to constituencies and convey feedback to Committee and county staff
- Listen to technical information and public comments
- Actively participate and strive to attend all meetings
- Endeavor to have no surprises – communicate all relevant information at the Committee meetings or through the county staff between meetings
- Abide by Committee groundrules and communication guidelines

County Staff:

- Define project scope and parameters; manage scope, schedule and budget
- Set agendas for meetings and run meetings efficiently; provide meeting summaries
- Provide information to the Committee for consideration and evaluation
- Point of contact for media and elected officials
- Respond to Committee requests for information and concerns where feasible
- Make decisions regarding project selection

Adopted at August 14, 2012 meeting