

April 28, 2017 (Final Draft)

MEMORANDUM OF UNDERSTANDING

Between

Fort A. P. Hill and the Towns of Bowling Green and Port Royal, and the Counties of Caroline, Essex, King George and Spotsylvania, Virginia

This Memorandum of Understanding between Fort A. P. Hill and the Towns of Bowling Green and Port Royal and the Counties of Caroline, Essex, King George and Spotsylvania in the Commonwealth of Virginia (hereinafter, “the Parties”) is enacted for the purpose of establishing a cooperative approach for increased meaningful communication; and,

WHEREAS, the Parties have worked together during the years 2012 – 2014 to prepare a Fort A. P. Hill Joint Land Use Study (JLUS); and,

WHEREAS, the Parties have agreed on a number of issues and recommendations included in the JLUS but recognize that these and other issues still require further discussion and understanding; and,

WHEREAS, the Parties agree that a regularly scheduled and formalized communication process is in the interest of all Parties,

Now, therefore the Parties agree to the following:

1. PURPOSE: A cooperative planning committee called the Fort A. P. Hill Executive Steering Committee (FESC) is established for the purpose of increasing communication, coordination, and collaboration among the Parties. This committee has a similar intent and function as the Policy Committee established for the JLUS.
2. MISSION: The FESC will identify and develop focus areas for increased communication, coordination and collaboration, and provide guidance and direction to the Working Committee (see below) established to address specific issues of interest to any of the FESC members.
3. STRUCTURE: The FESC is organized the same as the JLUS Policy Committee and includes the following participants:
 - Mayor or member of the Bowling Green Town Council
 - Mayor or member of the Port Royal Town Council
 - Chairman or member of the Caroline County Board of Supervisors
 - Chairman or member of the Essex County Board of Supervisors
 - Chairman or member of the King George County Board of Supervisors
 - Chairman or member of the Spotsylvania County Board of Supervisors

- Garrison Commander, Fort A. P. Hill, or representative from the Fort A. P. Hill garrison staff
 - Representative of the Office of the Secretary of Veterans and Defense Affairs, Commonwealth of Virginia
 - The FESC should consist of individuals able to provide leadership and decision-making, preferably representing the portion of a jurisdiction most proximate to Fort A. P. Hill. However, it is recognized that each organization represented may be better represented by someone other than those listed. Therefore, the county board chairperson or town council member from the member jurisdictions, or the Fort A. P. Hill Garrison Commander may designate another individual as their primary representative, respectively, to the FESC as necessary or desired.
 - In the event a primary member is not available for a committee meeting, the primary member should designate a fully empowered representative who shall be the “alternate member”. Such alternate member shall occupy a similar position as the primary member.
 - The FESC will establish a Working Committee to address technical issues or specific project-level tasks as assigned by the FESC, similar to the JLUS Working Committee. The committee will consist of the planning directors or similar level professionals from each member jurisdiction and the installation planner from Fort A. P. Hill, or designees as decided by each FESC member. The structure, meeting times and logistics for each meeting will be similar to the Working Committee involved in the Fort A. P. Hill JLUS.
4. SUPPORTING ORGANIZATIONS: The FESC may coordinate with regional and state planning and technical partners for project assistance as necessary.
5. GUIDING PRINCIPLES:
- The FESC is a consensus-based collaborative body. Therefore, voting is unnecessary and will not be required.
 - Issues for which consensus cannot be achieved will be addressed as opportunities to enhance communication and understanding of divergent views.
 - The FESC, as an organization, will not engage in lobbying or other political activity.
 - Participation on the FESC shall not impede otherwise normal direct communication and other coordination between and among FESC members.
 - Members of the FESC shall not task or supervise other members.
 - It is recognized that each FESC member may only take actions that are in the best interests of their respective organization or jurisdiction, and that any actions of the members shall be consistent with that interest and subordinate to the interest of the FESC in the event of any conflict.
 - No member of the FESC is authorized to speak for the FESC nor make any representations to the public, or others, on behalf of the FESC.
 - The FESC is a public body and includes one member from each jurisdiction and the Fort representing their respective public entity. As a public body the FESC is subject

to the Virginia Freedom of Information Act (VFOIA) and each participating entity will notice FESC meetings accordingly. Any recommendations from the FESC will be decided by the Town Councils, Board of Supervisors, and/or Fort A. P. Hill leadership on a separate basis through the normal, public process established by each respective FESC member.

6. MEETING SCHEDULE AND AGENDA:

- The FESC will meet the second Wednesday of April at 9:00 AM in Bowling Green Town Hall and the second Wednesday of September at 9:00 AM at Port Royal Town Hall, unless convened sooner for a special matter. Such special meeting may be called by any individual member and shall be convened by the Fort A. P. Hill Commander at a location to be determined.
- The meeting agenda will include, but not be limited to the following:
 - Any task assigned by the FESC
 - Any agenda items submitted by the committee members
 - Updates/status reports from the Working Committee
 - Other matters as may come before the committee

7. TERMINATION AND AMENDMENT: Each Party has the ability to terminate their membership in the FESC at any time. The termination notice shall be in writing and addressed to the Fort A.P. Hill Commander and copied to the other FESC members. This does not affect the remainder of the Parties on the FESC or its continued existence. Amendments to this Memorandum of Understanding may be made at any time with agreement of all Parties.

Signed in Agreement:

Town of Bowling Green

Town of Port Royal

Caroline County

Essex County

King George County

Spotsylvania County

Fort A. P. Hill

