



Meeting Agenda
Rivanna River Basin Commission

June 6, 2017

11:30 AM-12:30 PM

Water Street Center – 407 East Water Street Charlottesville

1. Call to order
2. Introductions
3. Review agenda
4. Comments from the Public
5. Approval of Draft Meeting Minutes for June 14, 2016 Commission Meeting ([Attached](#))
6. Election of Officers
7. TJPDC RRBC contract and scope of work for FY2018 ([Attached](#))
8. Staff Updates
9. Vacancy Update
10. Finance Update
11. River Conference Update
12. Other Business
13. Upcoming Meetings
14. Comments from the public
15. Adjourn



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Meeting Minutes

Rivanna River Basin Commission

May 2nd, 2017

11:30AM – 1:00PM

Water Street Center – 407 East Water Street Charlottesville

Rivanna River Basin Commissioners Present	Rivanna River Basin Commissioners Absent
<ul style="list-style-type: none"> • Mr. Jim Frydl • Mr. Marvin Moss • Ms. Ann Mallek • Mr. Carl Schmitt • Mr. Lonnie Murray • Mr. Zach Wheat • Mr. Norman Dill • Ms. Patricia Eager • Ms. Mozell Booker 	<ul style="list-style-type: none"> • Mr. Bob Fenwick • Mr. Steve Morris – CSWCD • Ms. Michelle Flynn • City Council Rep – Vacant • City Citizen Rep – Vacant

TJPDC Staff Present:

- Mr. Chip Boyles
- Mr. Wood Hudson
- Mr. Zach Herrman

1. Call to Order

Ms. Mallek called the meeting to order at 11:35 AM.

2. Introductions

Attendees each gave a brief introduction.

3. Review Agenda

The agenda was reviewed.

4. Comments from the public

There was no public in attendance.

5. Approval of Draft Meeting Minutes

Minutes from the June 14th, 2016 meeting were approved by unanimous consent with Ms. Mallek making the motion and Mr. Frydl seconding.

6. Nominating Committee for Election of Officers

The RRBC discussed appointments for Nominating Committee for Election of Officers. Mr. Frydl, Mr. Moss, and Mr. Schmitt will staff the nominating committee and present the slate of officers for elections at the June meeting. The slate was discussed and all existing officers agreed to have

their names put forward.

7. Committee Vacancies

Commission discussed the need for Charlottesville to add an elected official and citizen in addition to Bob Fenwick's current appointment. It was noted by Mr. Hudson that Gabe and Sonia Silver are potential additions.

8. TJPDC Staff Updates

Mr. Boyles provided the commission with an overview of the included budget memo. Mr. Boyles highlighted that the counties within the basin (Albemarle, Charlottesville, Fluvanna, and Greene) have budgeted, pending approval, 10,500 in funding for the RRBC. As a reminder, he noted that the funding from each locality was based on population and area of basin area within each locality. He noted that around 2,000 dollars has been budgeted to TJPDC for staffing and administrative tasks. The balance is discretionary funding for the commission.

Mr. Boyles informed the commission of an opportunity for a parallel project. The TJPDC has requested that Albemarle and Charlottesville pay 15,000 for mapping historical, cultural, environmental, and water quality assets of the Rivanna River. Mr. Boyles informed the RRBC that there would be an opportunity for Greene and Fluvanna to piggyback on the mapping for likely a reduced cost. A discussion among the commission indicated that the role of the RRBC with this project is uncertain.

9. Finance Update, FY18 Budget

Mr. Boyles reminded the commission that Fluvanna and Greene have funding set aside that was not used in this past fiscal year. Mr. Moss motioned to update the budget to reflect that the 2953 rolled over and recognize that 10500 from the city/county can potentially change. Mr. Schmitt seconded the motion and the motion received unanimous consent.

10. River Conference participation with Rivanna Conservation Alliance

The River Conference is September 28th. Mr. Hudson stated that any questions or concerns about the River Conference should be directed towards himself or Ms. Mallek.

11. Meeting Schedule

12. Resolution on Chesapeake Bay Funding

Mr. Murray motioned to fully support the Resolution on Chesapeake Bay Funding. Mr. Schmitt seconded the motion and the Resolution received unanimous consent. Mr. Moss mentioned that the Resolution would be sent to the governor, general assembly, and congressional delegation in light of Federal budget changes.

13. Other Business

Mr. Moss informed the RRBC of two instances of good news. Fluvanna County was able to secure 232 acres of conservation easements and preserved space along the Rivanna. Additionally, LPDA (Charlottesville landscape architecture firm) produced a small area plan for

Crofton Park within Fluvanna County. Mr. Moss thinks that Crofton Park may be added to the VOF plan.

Mr. Moss noted that the RRBC website is in need of updating. Documents, history, member updates, etc.

14. Upcoming Meetings

There was discussion for establishing a meeting in June.

15. Comments from the public

There were no comments from the public.

16. Adjourn

The meeting adjourned around 1:00PM.

Agreement for Providing Staffing, Stewardship, and Organizational Management for The Rivanna River Basin Commission

PURPOSE OF AGREEMENT:

This agreement is entered into by the Rivanna River Basin Commission (hereinafter referred to as the “RRBC”) and the Thomas Jefferson Planning District Commission (hereinafter referred to as the “TJPDC”). Under this agreement TJPDC will provide staff support, meeting management, financial accounting, and project specific support for a period of **twelve (12) months**.

This contract represents a new contract and will replace all previous contracts between the RRBC and TJPDC. The contract laid out herein will become the sole binding contract between TJPDC and RRBC.

Parties to Agreement:

Ann H. Mallek
Rivanna River Basin Commission, Chair
Albemarle County Board of Supervisor
490 Westfield Road
Charlottesville, VA 22901
E-mail: Amallek@albemarle.org

Thomas Jefferson Planning District Commission
(TJPDC)
Charles Boyles II, Executive Director
401 E. Water Street, P.O. Box 1505
Charlottesville, VA 22902-1505
E-mail: cboyles@tjpd.org
Phone: 434-979-7310

Principal Contact:

Ann H. Mallek
Rivanna River Basin Commission, Chair
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490 Westfield Road
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TJPDC Contact:

Nick Morrison
401 E. Water Street, P.O. Box 1505
Charlottesville, VA 22902-1505
E-mail: nmorrison@tjpd.org
Phone: 434-422-4826

PERIOD OF AGREEMENT:

The agreement covers 12 months from July, 1 2017 to June 30, 2018. The contract period may be extended if agreed to in writing by both parties within 30 calendar days of the end of the existing contract.

COMPENSATION:

The TJPDC shall be compensated by the RRBC for the costs of services associated with providing of organizational management and fiscal services. The TJPDC cost for Administrative Services provided under this agreement shall not exceed \$3,000 without prior written consent of both parties.

The TJPDC shall be compensated by the RRBC for the costs of services associated with providing of River Corridor Planning and Reporting services. The TJPDC cost for Planning and Reporting services provided under this agreement shall not exceed \$5,000 without prior written consent of both parties.

TJPDC and RRBC may enter into either individual or amended agreement for services in addition to organizational management, fiscal services and the above planning and reporting services. Additional services may include event management, additional corridor planning/mapping or other basin studies.

PROJECT DESCRIPTION:

TJPDC will provide RRBC with general operational management, fiscal services, storage of RRBC files and assets and provision of directors & officers insurance. TJPDC will also provide the RRBC with staffing at 4 Commission meetings, river corridor planning and other tasks agreed upon in writing that are outside the scope of this agreement.

TERMINATIONS:

This Agreement may be terminated for cause or for mutual convenience if the parties so agree. Such termination shall take place thirty (30) days after written notice of the termination agreement. In the event of termination, the TJPDC shall assemble all information prepared under this Agreement to date and shall forward it to the RRBC. The TJPDC shall be entitled to recover its costs for work completed.

AMENDMENTS:

This Agreement, including the scope of work, may be amended or modified by a written amendment signed by the RRBC and the TJPDC.

FY 18 WORK PLAN:

FY 2018 work plan is included as attachment A. The work plan provides details of how the TJPDC will provide staffing and allow the RRBC to function at a minimum threshold with sound program administration, fiscal oversight and professionally staffed commission meetings. The work plan also provides details of additional optional tasks related to extending Charlottesville and Albemarle focused river corridor planning efforts into rural Albemarle, Fluvanna and Greene counties.

COMPENSATION:

TJPDC will provide RRBC with quarterly invoices for approval. Invoices will provide a breakdown of costs accrued related to tasks outlined in Appendix A.

Accepted by:

Thomas Jefferson Planning District Commission (TJPDC)

By: _____

Charles Boyles II, Executive Director

_____ Date

Rivanna River Basin Commission

By: _____

Ann Mallek, Board Chair

_____ Date

Appendix A. FY 16 Work plan

Purpose and Objective

The Rivanna River Basin Commission is a regional organization tasked with recommending programs for the enhancement of the water and natural resource of the Rivanna River Basin. The RRBC was formed in 2007, as a result of enabling legislation passed by the general Assembly in 2004. The Legislation defines the mission of the RRBC as the following:

The Commission shall be a forum in which local governments and citizens can discuss issues affecting the Basin's water quality and quantity and other natural resources.

Through promoting communication, coordination, and education, and by suggesting appropriate solutions to identified problems, the Commission shall promote activities by local, state, and federal governments, and by individuals, that foster resource stewardship for the environmental and economic health of the Basin.

Since 2014, the RRBC has been operating without a staff of its own and under contract with the Thomas Jefferson Planning District Commission. Staff of the TJPDC have provided the RRBC with staffing support to host Commission Meeting, carry out fiscal and organizational management, and organize events/workshops. For Fiscal Year 2018, the following tasks have been identified:

Tasks

Task 1: Program administration - \$3,000

The program administration task covers all activities related to maintaining the RRBC and ensuring that its fiscal and programmatic obligations are met. The budget for this task allots funds for renewing the directors and officers insurance policy, TJPDC staff time for organizing and hosting 4 commission meetings, maintaining commission membership and website updates.

Task 2: River Corridor Planning - \$4,000

The River Corridor Planning task provides funds for covering TJPC staff time so that Phase I of the Charlottesville Albemarle (Urban areas) River Corridor planning efforts can be extended into rural Albemarle, Fluvanna and Greene. This task will involve data gathering and mapping specific to the rural areas of the Rivanna River.

Task 3: River Corridor Planning Report - \$1,000

Task 3 provides funds for TJPDC staff to provide Greene and Fluvanna Planning Commissions and Boards of Supervisors with an update on Phase I of the corridor plan. The task provides resources for developing a summary report and poster maps.

FY18 Budget

For Fiscal year 2018, the RRBC has an available balance of \$10,500 in local allocation funds plus an additional \$ 2,953 in fiscal year 2017 funds that were provided by Fluvanna and Greene as part of the FY 2017 funding requests This provides the RRBC with a total of \$13,453 available in FY18. The budget below provides a detailed accounting of FY18 expenses.

Task	Program Fund Allocation
1.0 Program Administration	\$3,000.00
2.0 River Corridor Planning (Phase I)	\$4,000.00
3.0 River Corridor Planning Phase 1 local update	\$1,000.00
Sub-Total	\$8,000.00
Remaining Funds	\$5,453.00
Total	\$13,453.00

Proposed Timeline

Task	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Program Admin												
Commission Meeting		8/1			11/7			2/6			5/1	