



# Rivanna River Basin Commission

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## Meeting Agenda

Wednesday, August 22, 2018

11:30am to 12:30pm

*Water Street Center – 407 East Water Street Charlottesville*

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### **Part I: 11:30am – 11:40am**

1. Call to order
2. Introductions: There will be introductions of staff and Commissioners, as well as brief updates.
3. Review agenda: The Commission will review and approve the agenda.
4. Comments from the Public: The Chair will allow time for public comment.

### **Part II: 11:40am – 12:00pm**

5. Approval of Draft Meeting Minutes: The Commission will review and act on the June 6, 2017 Commission meeting minutes.
6. Election of Officers: Staff will conduct the nominations and election of the Commission Chair. The Chair will then conduct the nominations and election for vice-Chair and Treasurer positions.
7. Review of Bylaws: Staff will provide a refresher presentation on the RRBC bylaws, function and other administrative items.
8. TJPDC | RRBC FY19 Contract and Scope of Work: Staff will present a proposed Contract and Scope of Work from Fiscal Year 2019, which ends on June 30, 2019. The Commission will review and act on the proposed agreements.

### **Part III: 12:00pm – 12:10pm**

9. Vacancy Update: Staff will review the RRBC roster and provide updates on existing vacancies.
10. Finance Update: Staff and the Treasurer will discuss the FY19 financial report. Staff will propose a concept for the Commission to consider: a grant fund to be awarded to recipients that propose to take actions consistent with the RRBC mission.

### **Part IV: 12:10pm – 12:30pm**

11. Staff Updates: Staff will provide updates on: the September Rivanna River Conference, the Rivanna River Corridor Study, changes at other river organizations, and other applicable items
12. Other Business: The Chair will provide time for any additional discussion and new business.
13. Upcoming Meetings: Staff will propose a meeting schedule for FY19, for the Commission's consideration.
14. Comments from the public: The Chair will allow any additional comments from the public.
15. Adjourn

*Next Meeting: January 2019*



-DRAFT-

Meeting Minutes

Rivanna River Basin Commission

June 6, 2017

11:30AM – 12:30PM

Water Street Center – 407 East Water Street Charlottesville

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

**TJPDC Staff Present:**

- Mr. Wood Hudson
- Mr. Liam Kiniry

**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**

No comments were made from the public.

**5. Approval of Draft Meeting Minutes**

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

**6. Election of Officers**

Mr. Moss recommended that the council pursue the same slate of positions as the previous year. The commission was in agreement. Mr. Moss nominated Ms. Mallek as chair and Mr. Dill seconded. The consensus was unanimous and Ms. Mallek was elected Chair of the Commission. Mr. Moss nominated Mr. Frydl as Vice Chair and Mr. Wheat seconded. The consensus was unanimous and Frydl was elected Vice Chair of the Commission. Mr. Moss nominated Lonnie

Murray as Treasurer and Ms. Booker seconded. The consensus was unanimous and Lonnie Murray was elected Treasurer of the Commission.

**7. TJPDC RRBC contract and scope of work for FY2018**

Mr. Hudson led a discussion of the 12 month work plan for FY2018 which included a summary of the major tasks of the work plan which included program administration, river corridor planning, and extending phase 1 mapping and data gathering to include Greene and Fluvanna Counties. In a discussion with the rest of the commission Mr. Hudson explained the intended scope of the project and potential future phases, funding and finance.

Mr. Murray moved that the RRBC accept the work plan and Mr. Moss seconds it with unanimous consent. Mr. Hudson informs the group that the budget shows \$5,000 that is available to the RRBC to use at their discretion.

Mr. Murray moved that more information be obtained on the cost of updating “Before the Storm” and Ms. Mallek nominated herself to find information.

**8. Staff Updates**

There were no further staff updates.

**9. Vacancy Update**

Gabe agreed to join the RRBC and the process of becoming a member was explained.

**10. Finance Update**

The Finance Updates were covered earlier.

**11. River Conference Update**

The River Conference is September 29<sup>th</sup>. Saturday activities will be worked on with the Piedmont Council of the Arts.

**12. Other Business**

There was no other business.

**13. Upcoming Meetings**

The commission set the tentative data of the next meeting for August 1<sup>st</sup> 11:30 AM – 1 PM.

**14. Comments from the public**

Gabe notified the RRBC that he is recruiting interpreters for paddling tours. He stated that he is open to sponsorship in name by the RRBC. These tours can be put on the RRBC calendar.

**15. Adjourn**

The meeting adjourned around 12:30PM.

RIVANNA RIVER BASIN COMMISSION BYLAWS

**Note:** *Italicized text is drawn from the statute authorizing the establishment of the Rivanna River Basin Commission.*

ARTICLE 1. ESTABLISHMENT

1. The establishment of the Rivanna River Basin Commission (the Commission) is authorized pursuant to Title 62.1, Chapter 5.6, Sections 62.1-69.45 through 62.1-69.52 of the Code of Virginia (1950), as amended, enacted by the General Assembly and approved by the Governor of Virginia on April 12, 2004.
2. *The Commission shall be established as an independent local entity without political subdivision status.*
3. *The Commission shall be established upon the passage of a resolution by three-fourths of the Rivanna River Basin's localities, in which not less than three percent of the jurisdiction is found wholly or partially within the Rivanna River Basin, that commits them to participation in the Commission as described in Title 62.1, Chapter 5.6, Sections 62.1-69.45 through 62.1-69.52 of the Code of Virginia (1950). Localities located in the Rivanna River Basin include the Counties of Albemarle, Fluvanna, Greene, Louisa, Orange and Nelson, and the City of Charlottesville. The resolution shall contain the following language: "The (governing body) of this jurisdiction hereby agrees to become a member of and participate in the Rivanna River Basin Commission as described in Chapter 5.6 (§ 62.1-69.45 et seq.) of Title 62.1 of the Code of Virginia." [Note: The Counties of Orange, Louisa, and Nelson have less than three percent of their locality within the Rivanna River Basin.]*
4. The following localities adopted the required resolution on the following dates:
  - a. County of Albemarle: July 12, 2006
  - b. City of Charlottesville: July 3, 2006
  - c. County of Fluvanna: April 5, 2006
  - d. County of Greene: May 6, 2006

ARTICLE 2. PURPOSE

1. *The purpose of the Rivanna River Basin Commission shall be to provide guidance for the stewardship and enhancement of the water and natural resources of the Rivanna River Basin.*
2. *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.*
3. *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.*

### ARTICLE 3. POWERS AND DUTIES

*The Commission shall have the following powers and duties:*

1. *Develop a plan to promote the coordination of water management within the Basin to maintain flow conditions to protect instream beneficial uses and public water supplies for human consumption;*
2. *Provide guidance and make recommendations to local, state, and federal legislative and administrative bodies, and to others as it deems necessary and appropriate, regarding the use, stewardship, and enhancement of the Basin's water and other natural resources;*
3. *Undertake studies and prepare, publish, and disseminate information in reports and in other forms related to the water and natural resources of the Basin and to further its purposes and mission, including but not limited to studies to determine the flow conditions necessary to protect instream beneficial uses and public water supplies for human consumption;*
4. *Enter into contracts and execute all instruments necessary or appropriate;*
5. *Perform any lawful acts necessary or appropriate;*
6. *Establish a nonprofit corporation as an instrumentality of the Commonwealth to assist in the details of administering its affairs and in raising funds;*
7. *Seek, apply for, accept, and expend gifts, grants, and donations, services, and other aids, from public or private sources. Other than those from member jurisdictions and those appropriated by the General Assembly, funds may be accepted by the Commission only after an affirmative vote by the Commission or by following such other procedure as may be established by the Commission for the conduct of its business;*
8. *Establish balanced advisory committees that may include representation from agricultural, environmental, resource-based, industrial, recreational, riparian landowner, development, educational, and other interests as it deems necessary and appropriate; and*
9. *Develop rules and procedures for the conduct of its business as necessary to carry out its purpose and mission, including but not limited to, selecting a Chair and Vice Chair, rotating chairmanships, calling meetings and establishing voting procedures. Rules and procedures developed pursuant to this subdivision shall be effective upon an affirmative vote of a majority of the Commission's members.*

#### ARTICLE 4. MEMBERSHIP

1. *The Commission shall consist of 14 nonlegislative members as follows: two members each of the local elected governing body of the Counties of Albemarle, Fluvanna, and Greene, and the City of Charlottesville; two nonlegislative citizen members, one each from the Culpeper Soil and Water Conservation District and the Thomas Jefferson Soil and Water Conservation District; and four nonlegislative citizen members at-large, one member each appointed by the local elected governing body of the Counties of Albemarle, Fluvanna, and Greene, and the City of Charlottesville, upon the recommendation of the Thomas Jefferson Planning District Commission.*
2. *All members recommended by the Thomas Jefferson Planning District Commission and appointed to the Commission by the relevant local elected governing bodies shall be citizens who demonstrate interest, experience, or expertise in water-related Basin issues.*

#### ARTICLE 5. TERMS

1. *Members of the Commission who are local elected governing body officials or members of the soil and water conservation districts shall serve terms coincident with their terms of office.*
2. *Initial appointments of the four nonlegislative citizen-at-large members shall be staggered as follows: two members for a term of two years; and two members for a term of four years. Thereafter, nonlegislative citizen members shall be appointed for a term of four years.*
3. *Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms.*
4. *All members may be reappointed. However, no nonlegislative citizen member shall serve more than two consecutive four-year terms. The remainder of any term to which a nonlegislative citizen at-large member is appointed to fill a vacancy shall not constitute a term in determining the member's eligibility for reappointment.*
5. *Vacancies shall be filled in the same manner as the original appointments.*

#### ARTICLE 6. OFFICERS

1. *The officers of the Commission shall consist of Chair, Vice Chair, and Treasurer.*
2. *The Commission shall elect a Chair, Vice Chair and Treasurer. Eligibility to be considered for an Officer position is restricted to existing commission members, and preferably should come from members representing different jurisdictions.*

3. The officers of the Commission shall consist of a Chair, Vice Chair, and Treasurer, chosen from among the serving Commissioners. Their terms shall extend from the first meeting of a calendar year (or at their time of election, if later) until the first meeting of the next calendar year. Officers may be re-elected for one additional consecutive full term but upon a unanimous vote may serve for additional terms.
4. Where practicable no more than one officer shall represent a locality or organization and should include at least two persons elected by the voters of their respective county or city.
5. At the last meeting in a calendar year, the Chair shall recommend a Nominating Committee of at least three Commissioners whose terms as Commissioners do not expire at the end of that year. The Commissions may accept the Chair's recommendations or name the members of the Nominating Committee, which shall submit its report at the first meeting of the following calendar year.
6. At the first meeting of each calendar year, the Commissions shall elect officers. A separate vote shall be held for each officer. Any Commissioner in attendance may nominate additional candidates, in addition to the recommendations of the Nominating Committee (which may recommend more than one candidate for any position). The Officer chosen must received the votes of a majority of Commissions in attendance.
7. Vacancies in any office shall be filled by election at the next regular Commission meeting after the vacancy occurs.
8. The Chair may name a Secretary to assist in ensuring that the minutes are properly recorded and maintained, but such Secretary need not be a Commissioner.
9. The roles and responsibilities of the Executive Director shall be outlined in an employment contract.
10. The duties of the Chair shall include:
  - a. Preside at all Commission meetings.
  - b. Approve agendas for Commission meetings.
  - c. Ensure that meeting minutes are appropriately recorded.
  - d. Ensure that the minutes of each Commission meeting are adopted at the subsequent meeting and that they are maintained in a centralized location.
  - e. Act as Commission spokesperson.
  - f. Ensure that all decisions and resolutions of the Commission are carried out effectively.
  - g. Serve as point of contact and liaison for the Technical Advisory Committee to the Commission.
  - h. Review fiscal records, reports, certificates and other documents required by law.
  - i. Sign written instruments on behalf of the Commission.
  - j. Carry out other duties as may be assigned by the Commission.
  - k. Chair all Executive Committee meetings.

1. Provide direction and oversight to the Commission's Executive Director, whose roles and responsibilities shall be articulated in the Executive Director's employment contract.
11. The duties of the Vice Chair shall include:
  - a. In the event of the absence or inability of the Chair to exercise his/her office, become acting Chair with all the rights, privileges and powers as if he/she had been the duly elected Chair.
  - b. Serve as point of contact and liaison for the Technical Advisory Committee to the Commission.
  - c. Chair the Executive Committee meetings in the absence of the Chair of the Commission.
  - d. Carry out other duties as may be assigned by the Commission.
10. The duties of the Treasurer shall include
  - a. Chair the Finance Committee.
  - b. Serve on the Executive Committee of the Commission.
  - c. Review and approve monthly financial reports.
  - d. Present financial reports to the Commission at its quarterly meetings.
  - e. Other duties as described in the Commission approved, "Rivanna River Basin Commission Accounting Policies and Procedures."
  - f. Assure procurement policies are in conformance with the Virginia Public Procurement Act.
  - g. Arrange an independent audit as required by federal and state requirements or at the direction of the Commission.

## ARTICLE 7. COMMITTEES

1. The Commission can establish committees as desired. With the exception of the Executive Committee, all committees of this organization shall be appointed by members of the Commission, and their terms shall be for a period of two years with no term limits.
2. The Commission shall establish an Executive Committee. The Executive Committee shall consist of 5 members and will be comprised on the Chair, the Vice Chair, The Treasurer and two additional non-Officer committee members. The two non-officer members shall be elected annually by the membership at the first meeting of a calendar year (or at their time of election, if later) and serve until the first meeting of the next calendar year. When possible, membership of the Executive Committee should be representative of all localities that make up the RRBC.
  - a. The Executive Committee shall meet at least once between the regular full Commission meetings or as necessary to conduct the business of the Commission.
  - b. A quorum of the Executive Committee shall be a simple majority.
  - c. Executive Committee shall be is empowered to:
    - i. Serve as interim (i.e. between meetings of the full Commission) decision-making body on business of the Commission, including grant proposals and other fundraising initiatives of the Commission.



- ii. Authorize expenses up to \$10,000 if not part of an annual budget or not previously approved by the full Commission.
  - iii. Approve acceptance of contractual documents for projects less than \$30,000, if part of an annual budget or spending authorization that has been previously approved by the full Commission.
  - iv. Review personnel actions as needed and make recommendations to full Commission.
  - v. Notify the full Commission of all decisions and authorizations undertaken during Executive Committee meetings at the next full Commission meeting. Provide all Commission members with copies of the Executive Committee minutes.
3. The Commission shall have a Technical Advisory Committee, which shall be comprised of the members of the Commission, staff of the entities represented by the Commission, and others appointed by the Commission (non-staff members).
  - a. All members of the Commission shall be members of the Technical Advisory Committee.
  - b. Each entity represented by the Commission (Albemarle County, Fluvanna County, Greene County, City of Charlottesville, Culpeper Soil and Water Conservation District, Thomas Jefferson Soil and Water Conservation District) shall appoint a minimum of one staff member each to the Technical Advisory Committee

#### ARTICLE 8. MEETINGS

1. Meetings of the Commission shall be held not less frequently than annually.
2. Written notice of every Commission meeting shall be mailed to each member at the address registered with the Commission not less than two weeks prior to the meeting. Notices shall include an agenda for the meeting and minutes from the previous meeting. Commissioners may select that notification take place via email.
3. Commission members desiring to include items on an agenda must submit the agenda item, as well as any supporting information to the Chair at least fifteen days prior to the scheduled meeting.
4. Special meetings of the Commission can also be held at the call of the Chair. Notice of special meetings may be made by electronic mail.
5. Notice of meetings shall be posted on the calendar of events of each locality, the Culpeper Soil and Water Conservation District, the Thomas Jefferson Soil and Water Conservation District and the Thomas Jefferson Planning District Commission, as well as the web site of the Commission.
6. All meetings of the Commission and its committees shall be open to the public, except those that are exclusive sessions which are called in accordance with those purposes

specified in Section 2.2-3711, Code of Virginia, 1950, as amended, and following those procedures as required by the Code of Virginia.

## ARTICLE 9. QUORUM; VOTING

1. *A majority of the voting members shall constitute a quorum.*
2. *Each member of the Commission shall have an equal vote and must be present to vote.*
3. All business conducted by the Commission shall be by a vote of the majority present and voting.

## ARTICLE 10. ORDER OF BUSINESS

1. The order of business for each Commission meeting shall be:
  - a. Call to order
  - b. Roll call
  - c. Determination of quorum
  - d. Approval of the agenda
  - e. Comments from the public
  - f. Acknowledgement of comments from the public
  - g. Approval of the minutes of the preceding meeting
  - h. Report of the Chair
  - i. Report of Fiscal Agent
  - j. Report of the Executive Director
  - k. Reports of committees
  - l. Old and unfinished business
  - m. New business
  - n. Adjournment
2. The Chair has the right to rearrange the order of business or content of the agenda where circumstances indicate the need for such change.
3. The Commission may add or delete items from the agenda by majority vote of the Commission at the meeting.

## ARTICLE 11. FISCAL MANAGEMENT

1. *The Commission shall adopt annually a budget that includes the Commission's estimated expenses. A process for distributing the costs for the support of the Commission among the relevant local governing bodies, based on each jurisdiction's proportional share of the population within the Rivanna River Basin, shall be determined by the Commission's local elected governing body members, unless such members choose otherwise.*
2. *The Commission shall designate a fiscal agent annually.*
4. The Commission shall adopt a written fiscal operations policy and a written procurement policy consistent with the Virginia Procurement Act.

#### ARTICLE 12. FISCAL AGENT

1. The fiscal agent shall have the care and custody of all monies belonging to the Commission and shall be solely responsible for such monies or securities of the Commission.
2. The fiscal agent may sign checks or drafts of the Commission. No special fund may be set aside that shall make it unnecessary for the Chair or the fiscal agent to sign the checks issued upon it.
3. The fiscal agent shall render at stated periods as the Chair shall determine a written account of the finances of the Commission and such report shall be physically affixed to the minutes of such meeting.
4. The Commission's fiscal agent shall be bonded.

#### ARTICLE 13. COMPENSATION

1. *Members of the Commission may receive compensation and may be reimbursed for reasonable and necessary expenses incurred in the performance of their duties as the Commission may deem appropriate.*
2. *The costs of compensation and expenses shall be paid from such funds as may be available to the Commission.*

#### ARTICLE 14. STAFFING AND SUPPORT

1. *The local governing bodies, soil and water conservation districts, and planning district commissions found wholly or partially in the Rivanna River Basin may provide staff support to the Commission as the localities determine appropriate. Additional staff support may be hired or contracted for by the Commission through funds raised by or provided to it. The Commission shall determine the duties of such staff and fix compensation within available resources.*
2. *All agencies of the Commonwealth shall provide assistance to the Commission, upon request.*

#### ARTICLE 15. AMENDMENTS

This charter may be altered, amended, repealed or added to by a majority vote of the Commission members.

ARTICLE 16. WITHDRAWAL; DISSOLUTION

1. *A locality may withdraw from the Commission one year after providing written notice to the Commission of its intent to do so.*
2. *The Commission may be dissolved:*
  - a. *Upon three-fourths vote of its members,*
  - b. *If the membership falls below three-fourths of the number of localities eligible for membership in the Commission, or*
  - c. *By repeal or expiration of the statute establishing the Commission.*
3. *Upon the Commission's dissolution, all funds and assets of the Commission, including funds received from private sources, shall be divided and distributed on a pro rata basis to the member local governing bodies. All state funds and assets, if any, shall be transferred to the Office of the Secretary of Natural Resources for appropriate distribution.*

# **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](mailto: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](mailto:cboyles@tjpd.org)  
Phone: 434-979-7310

**Principal Contact:**

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

**TJPDC Contact:**

Will Cockrell  
401 E. Water Street, P.O. Box 1505  
Charlottesville, VA 22902-1505  
E-mail: [wcockrell@tjpd.org](mailto:wcockrell@tjpd.org)  
Phone: 434-422-4823

**PERIOD OF AGREEMENT:**

The agreement covers 12 months from July, 1 2018 to June 30, 2019. 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 3 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 19 WORK PLAN:**

FY 2019 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 19 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 2019, 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 3 commission meetings, maintaining commission membership and website updates.

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

The River Corridor Planning task provides funds for covering TJPDC staff time so that 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 II of the corridor plan. The task provides resources for developing a summary report and poster maps.

**FY19 Budget**

For Fiscal year 2019, the RRBC has an available balance of \$10,500 in local allocation funds plus an additional \$ 2,953 in fiscal year 2018 funds that were provided by Fluvanna and Greene as part of the FY 2018 funding requests. This provides the RRBC with a total of \$13,453 available in FY19. The budget below provides a detailed accounting of FY19 expenses.

<b>Task</b>	<b>Program Fund Allocation</b>
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
<b>Sub-Total</b>	<b>\$8,000.00</b>
Remaining Funds	\$5,453.00
<b>Total</b>	<b>\$13,453.00</b>

**Proposed Timeline**

<b>Task</b>	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Program Admin												
Commission Meeting		8/22										

Name		Position	E-Mail Address
Norman	Dill		<a href="mailto:ndill@albemarle.org">ndill@albemarle.org</a>
Ann	Mallek	Chair	<a href="mailto:amallek@albemarle.org">amallek@albemarle.org</a>
Zach	Wheat		<a href="mailto:zwheat@gmail.com">zwheat@gmail.com</a>
Michael	Signer		<a href="mailto:michaelsigner@gmail.com">michaelsigner@gmail.com</a>
VACANT			
VACANT			
Mozell	Booker		<a href="mailto:mbooker@fluvannacounty.org">mbooker@fluvannacounty.org</a>
Marvin	Moss		<a href="mailto:moss8@centurylink.net">moss8@centurylink.net</a>
Tony	O'Brien		<a href="mailto:tobrien@fluvannacounty.org">tobrien@fluvannacounty.org</a>
VACANT			
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