

The RRBC shall provide guidance for the stewardship of the water and natural resources of the Rivanna River Basin and promote activities by local, state, and federal govts, and by individuals, that foster resource stewardship for the environment.

GOAL	OBJECTIVES and STRATEGIES	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Goal 1	Create an organizational structure that ensures the effectiveness of the Commission in serving its statutory purpose						
Objective 1.1	1.1 Improve and coordinate communications between the Commission and the TAC	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 1.1.1	Establish protocols and liaison structure that clarify roles of Commissioners, TAC (core and non-core), and staff, including the following: - Roles and Responsibilities Chart - Liaison between RRBC and TAC clarified and codified in Bylaws, including communications - Review and update of TAC structure and membership to meet strategic and technical goals	Improved communication between RRBC, staff, and TAC New Commissioners and TAC members understand their roles Self-evaluation annually	Staff prepares for RRBC/TAC; TAC review and recommends; RRBC approves	HIGH	Draft April 2011; approval by June 2011	staff time required to complete	Establish and monitor periodically
Strategy 1.1.2	Regularly conduct joint meetings of the Commission and TAC	At least once a year	RRBC/TAC	MEDIUM	ANNUALLY In the spring (or before beginning of new fiscal year)	normal staff responsibility	Retreat on November 19, 2010
Strategy 1.1.3	Distribute meeting minutes quickly to RRBC and TAC Distribute "Meeting Highlights" following RRBC meetings within 5 days of the RRBC meetings	Draft meeting minutes are distributed to RRBC and TAC within 10 days of each meeting	RRBC staff	ONGOING	Draft meeting minutes are distributed to RRBC and TAC within 10 days of each meeting	normal staff responsibility	RRBC staff is presently achieving this
Strategy 1.1.4	Determine a policy and select Commissioner(s) to regularly attend TAC meetings (see 1.1.1)	<i>One or more Commissioners attend TAC meetings and report back to full Commission</i>	RRBC and TAC leadership	ONGOING		staff time required to complete	Develop this as part of 1.1.1
Strategy 1.1.5	Determine a policy and select TAC member(s) to regularly attend Commission meetings (see 1.1.1)	<i>One or more TAC members attend each RRBC meeting and report back to TAC</i>	RRBC and TAC leadership	ONGOING	Draft April 2011; approval by June 2011	staff time required to complete	Develop this as part of 1.1.1
Objective 1.2	1.2 Develop and implement an annual work plan, budget, and Annual Report to assure RRBC focus and accountability	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 1.2.1	Develop RRBC annual work plan with accompanying budget and funding strategy	Work plan is reviewed (progress vs plan) at each RRBC meeting	staff prepares for RRBC/TAC; TAC review and recommends; RRBC approves	HIGH	ANNUALLY In the spring (or before beginning of new fiscal year)	normal staff responsibility	
Strategy 1.2.2	Conduct annual review of work plan implementation (that informs subsequent year's work plan and budget)	Each RRBC meeting includes review of activities relative to annual work plan	staff provides updates at each RRBC meeting	HIGH	ONGOING Semi-annual; final in spring	normal staff responsibility	best management practice of the RRBC
Strategy 1.2.3	Produce and distribute Annual Report	Annual Final Report produced	RRBC staff	HIGH (marketing tool)	Fall, 2011	\$3,000	
Objective 1.3	1.3 Evaluate the composition and structure of RRBC to fulfill mission to provide science-based policy support to local, state and federal governments and citizens	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 1.3.1	Evaluate the composition of the Commission, especially with respect to citizen appointees	Expertise, interests, and positions are well-represented on the RRBC	staff works with RRBC leadership as needed	MEDIUM	When citizen appointees resign or end their term of service	normal staff responsibility	Two citizen appointments end April 2011; many TAC appointments end June 2011
Strategy 1.3.2	Evaluate the structure of RRBC committees (Executive, Finance, adhoc)	Best management practice	staff works with RRBC leadership as needed	MEDIUM	Annually	review at time of annual audit	

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Strategy 1.3.3	Evaluate the composition and structure of TAC to fulfill mission of RRBC providing science-based policy support to local, state and federal governments and citizens and to ensure wise use of scientific and technical experience and to maximize efficient use of members' time	TAC members understand the role(s) and expectations for participation on the TAC. TAC meetings are focused on technical and/or policy issues in response to direction by the Commission.	TAC review and recommends; RRBC approves	HIGH	ANNUALLY: Summer, following approval of RRBC work plan	normal staff responsibility (to support TAC) TAC members' time	
Objective 1.4	1.4 Assess staff capacity to fulfill management, technical and administrative functions and activities of the RRBC and excellent working environment for employees	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 1.4.1	Evaluate strategic plan and annual work plans with respect to staffing needs	TAC members are not overburdened by RRBC requests; technical support provided adequately in-house or by contract	RRBC in conjunction with Exec Dir.	HIGH	ANNUALLY: Summer, following approval of RRBC work plan	normal staff responsibility	
Strategy 1.4.2	Provide effective personnel management, including training and skills development, for all staff	Two training opportunities per employee per year documented in performance review	RRBC Exec Cttee (E.D.) and E.D. for staff - assures that one element of performance review is training opportunity	HIGH	Every 6 months, confirmed at performance review	\$500-1000 per staff person per year	
Strategy 1.4.3	Provide annual or semi-annual performance reviews	Annual/semi-annual performance reviews	RRBC Exec Cttee for E.D.; E.D. for all staff	HIGH	Annual or semi-annual	normal staff responsibility	PC = Feb 2011 (6 months) ED = Hune 2011 (1 year)
Strategy 1.4.4	Finalize, and regularly review and update RRBC Personnel Manual and policies, especially with respect to employee benefits	Annually updated personnel policy manual	ED prepare; RRBC approve	MEDIUM	Annually, during audit	staff time required to complete	partial
Objective 1.5	1.5 Ensure that Bylaws are up-to-date, consistent with Statute, and serve the RRBC's organizational and management needs	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 1.5.1	Review and revise bylaws as needed	Annually updated bylaws	ED prepare; RRBC approve	MEDIUM	Annually, during audit	review at time of annual audit	last revised October 2009
Strategy 1.5.2	Examine RRBC by-laws on liaison structure (between Commission and TAC) and revise as needed	concurrent w/ 1.1.1	same as 1.1.1	HIGH	same as 1.1.1	staff time required to complete	last revised October 2009
Goal 2	Serve the member localities as a (one?) source of technically based information to guide policies and initiatives related to resource stewardship	<u>Note:</u> this is not a unique role for the RRBC in the watershed; however, the <u>way</u> we do this is unique.					
Objective 2.1	2.1 Promote the infusion of science-based strategies in comprehensive and land use planning to ensure natural resource protection	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 2.1.1	Work with Rivanna localities' planning department, Planning Commission, and elected Board to integrate water quality and ecological objectives into land use planning (e.g. comprehensive plans, updates to codes and ordinances) from a broad, "big picture" perspective	Water quality, green and blue infrastructure principles inform planning tools of all Rivanna localities; localities seek RRBC input during land use planning and participation on stakeholder roundtables	RRBC and staff with support from core TAC	ONGOING	Coordinate frequency with locality staff	staff time; possibly driven by grant funded initiatives	
Strategy 2.1.2	Meet annually as a "locality" (RRBC Commissioners and core-TAC members from that locality) to assess needs, communication, grant opportunities		RRBC, core TAC, and staff	MEDIUM	Coordinate frequency with Commissioners and locality staff	RRBC staff time; TAC time	Will this undermine the regional quality of the RRBC?
Strategy 2.1.3	Provide technical workshops to Rivanna locality staff to support science-based policies for watershed protection (e.g., stream flow; altered hydrology).			MEDIUM	Coordinate frequency with locality staff	NFWF Stormwater grant provides for this	

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GOAL	OBJECTIVES and STRATEGIES	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Objective 2.2	2.2 Provide a central clearinghouse for Rivanna River Basin for sources of data and expertise	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 2.2.1	Build "Clearinghouse" pages on the RRBC Website to provide information and links to Rivanna studies, reports, data, groups, and resources		RRBC staff	HIGH	ONGOING	RRBC staff time	RRBC staff and volunteers now working on it
Strategy 2.2.2	Support the StreamWatch Rivanna Data Center (SWRDC) so that is sustained for community use and availability		RRBC staff and partners, especially StreamWatch	HIGH	2011-2012	RRBC staff time	
Strategy 2.2.3	Promote RRBC Rivanna Clearinghouse to localities, SWCDs, and partners to ensure that it stay current with projects and studies undertaken by Rivanna partners, watershed professionals, and technical and scientific experts			ONGOING		normal staff responsibility	
Objective 2.3	2.3 Equip the Commissioners so that they are knowledgeable of watershed and natural resource issues for their localities	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 2.3.1	Provide timely information and updates to Commissioners on issues of watershed ecological health, water quality, water quantity, and policies and activities affecting the Rivanna watershed		RRBC staff provides with assistance from TAC, partners, experts	ONGOING	weekly (via blog) or as appropriate (via email, ED Report, etc.)	normal staff responsibility	RRBC blog in place, requires regular updates and Commissioner "use"
Strategy 2.3.2	Provide technical presentations to Commissioners that inform policy decisions.	At least once a quarter	RRBC staff (coordinate), TAC, partners, and outside experts	ONGOING	As needed/As requested or available	RRBC staff time; TAC time	
Strategy 2.3.3	Provide white papers/background on issues as requested by the Commission.	White papers on issues	TAC, staff, interns	ONGOING	As needed/As requested or available	could be significant resource drain or distraction	
Strategy 2.3.4	Conduct roundtable discussions on "special topics of interest" at RRBC and TAC meetings to share the way different localities address different issues (i.e., stormwater utility fees, critical slope ordinances)		Staff organizes	LOW	Start in FY2012	RRBC staff time;	could be met by other objectives
Objective 2.4	2.4 Conduct conferences, roundtables, and workshops for elected officials and other stakeholders that focus on Rivanna watershed issues and technical topics	METRIC	WHO	PRIORITY	WHEN	TAC time	STATUS
Strategy 2.4.1	Coordinate activities with strategic communications plan (see Objective 3.1)		RRBC staff	MEDIUM		RRBC staff time	
Objective 2.5	2.5 Support member localities with watershed-science and data during development and implementation of Phase 2 WIP for the Bay TMDL	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 2.5.1	Provide information to member localities regarding Bay TMDL, Phase II WIP development, and science-based strategies for Bay TMDI implementation						
Strategy 2.5.2	Coordinate and/or collaborate efforts with federal, state and local partners (USGS, Chesapeake Bay Program, DEQ)		RRBC staff	HIGH	ONGOING	RRBC staff time	
Goal 3	In accordance with RRBC charter, inform and engage local, state, federal legislative bodies and citizens regarding the use, stewardship and enhancement of the Basin water and other natural resources.	<i>Note: this is not a unique role for the RRBC in the watershed; however, the way we do this is unique.</i>					
Objective 3.1	3.1 Adopt and implement a strategic communications plan	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 3.1.1	Develop and implement strategic communications plan (coordinated with financial strategies, see Goal 5)		RRBC and E.D.	HIGH	spring 2011	normal staff responsibility	

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Strategy 3.1.2	Identify RRBC protocols for Commissioner and staff communications with local, state, and federal government and the public (component of 3.1.1)		RRBC and E.D.	HIGH	spring 2011	RRBC staff time	
Strategy 3.1.3	Maintain website	RRBC website is "go to" site for Rivanna information, studies, links, and activities	RRBC staff	HIGH	6 times per year	normal staff responsibility	
Strategy 3.1.4	Publish e-newsletter	product	RRBC staff	HIGH	6 times per year	normal staff responsibility	
Strategy 3.1.5	Publish blog	product	RRBC staff	HIGH	2 to 3 times per month	normal staff responsibility	last one: Jan 11, 2011
Strategy 3.1.6	Submit releases to press to stay in public eye	product	RRBC staff	ONGOING	6 times per year	normal staff responsibility	
Strategy 3.1.7	Write and releaser Annual Report (see 5.7.3)	Annual Report	ED prepare; RRBC approve	ONGOING	ANNUALLY	normal staff responsibility	
Objective 3.2	3.2 Inform local governing bodies on natural resource issues	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 3.2.1	Commissioners provide regular updates to their elected bodies and SWCDs on RRBC positions, projects, and information using the "Meeting Highlights."	RRBC is a coveted Commission on which to sit	RRBC Commissioners	HIGH	at monthly Board/Council/District meetings	normal staff responsibility	Staff provides Meeting Highlights after each meeting for Commissioner use
Strategy 3.2.2	Communicate the activities of the Commission to member localities through presentations, work sessions, reports e-newsletters, and visits		RRBC staff	ONGOING	ONGOING	normal staff responsibility	Note: one presentation per year to each of the elected bodies, SWCDs, and Planning Commissions = 10 presentations per year
Strategy 3.2.4	Executive Director to meet regularly with each County and City administrators	County and City executives understand the role and priorities of RRBC	Exec Dir	HIGH	At least annually	normal staff responsibility	
Objective 3.3	3.3 Inform state governing bodies	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 3.3.1	Meet with each watershed legislator (state)	Legislators know RRBC and its activities	RRBC and E.D.	HIGH	ANNUALLY	normal staff responsibility	2011 (during GA)
Strategy 3.3.2	Make presentations at Environment VA		Exec Dir	MEDIUM	Biannually	normal staff responsibility	2009; 2011 (invited)
Strategy 3.3.3	Meet with Secretary of Natural Resources, head of DEQ, and DCR annually		RRBC and E.D.	ONGOING	At least annually	normal staff responsibility	
Strategy 3.3.4	Host legislative forum on watershed issues pertinent to the Rivanna (with TJPDC? Separate from TJPDC?)		RRBC staff	LOW	Periodic	Major EFFORT	
Objective 3.4	3.4 Inform federal governing bodies	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 3.4.1	Meet with each watershed legislator (Federal)	At least annually	RRBC and E.D.	ONGOING	ANNUALLY	normal staff responsibility	
Strategy 3.4.2	Schedule Rivanna-related activity in conjunction with congressional visits		RRBC and E.D.		ONGOING	normal staff responsibility	
Objective 3.5	3.5 Serve as a forum for local governments and citizens	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 3.5.1	Conduct educational forums/conferences focusing on Rivanna watershed science, health, and issues (see 3.6.3).			MEDIUM	Periodic and only when funded	staff time; TAC time	
Objective 3.6	3.6 Encourage coordinated efforts among Rivanna Basin natural resource stakeholders to promote best use of resources and to avoid duplication of efforts and services	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 3.6.1	Develop MOA between RRBC, RCS, StreamWatch, and TJPDC that identifies roles of each organization with respect to the Rivanna River and its watershed. Publicize and review annually.	approved MOA in place	Exec Dir draft with partners; RRBC approve	HIGH	spring 2011	normal staff responsibility	All agreed "in principle" to a MOA; not yet written or executed

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Strategy 3.6.2	Publish articles in partners' newsletters that identify partnerships and unique (niche) projects (see also 3.1.8)		RRBC staff	ONGOING		normal staff responsibility	
Strategy 3.6.3	Co-sponsor activities (e.g., presentations, events) and undertake joint grant-funded projects with partners that clearly show respective partners' strengths and niches		RRBC staff	ONGOING		RRBC staff time	
Strategy 3.6.4	Participate in local TMDL development (encourage whole-watershed perspective)		RRBC staff	ONGOING		RRBC staff time	In process
Strategy 3.6.5	Bring watershed focus to Phase II Ches Bay TMDL WIP development (see Objective 2.6)		RRBC staff	ONGOING		RRBC staff time	In process
Objective 3.7	3.7 Advocate for stronger funding for resource protection, conservation, restoration, and BMP implementation	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 3.7.1	Advocate for stronger funding for resource protection implementation through by ordinances, proffers.		RRBC and E.D.	MEDIUM	Strategically and as appropriate	normal staff responsibility	
Strategy 3.7.2	Advocate for stronger funding for resource protection implementation through via established channels (SWCDs).		RRBC and E.D.	MEDIUM	Strategically and as appropriate	normal staff responsibility	
Goal 4	Recommend strategies and tools informed by sound watershed science to localities that ensure stream and watershed health within the Rivanna basin						
Objective 4.1	4.1 Re-visit, update, and prioritize the recommendations of the State of the Basin report	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 4.1.1	Organize and update 71 recommendations of report (state of completion, relevancy, and what's missing?). Present to RRBC TAC for review and recommendations to full RRBC	Revised recommendations	RRBC Staff, TAC, CWP	HIGH	January 25, 2011	CWP (using EPA Circuit Rider funds)	staff (and CWP) completed list; requires more research and review by TAC
Strategy 4.1.2	Present initial list and recommendations to Commission for feedback.	Decision tool for Commission	TAC, RRBC staff	HIGH	April 12, 2011	RRBC	
Strategy 4.1.3	Host joint RRBC/TAC meeting to finalize priorities.	Final Strategic Plan after April RRBC meeting	RRBC, TAC	HIGH	April 12, 2011	staff time; TAC time	
Strategy 4.1.4	Review and revise Strategic Plan as necessary based on selected priorities. Develop FY12 Work Plan to include implementation of one or more priorities.	Final document	RRBC staff prepares and presents to RRBC for approval	HIGH	June 11, 2011	staff time; TAC time	
Objective 4.2	4.2 Assess Rivanna current and desired conditions and report to localities (stream health, stream protection tools, robustness of policies, regulatory drivers)	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 4.2.1	Develop and publish "State of the Rivanna" report.		RRBC (with StreamWatch?)		when funding is secured		need funding for this project
Strategy 4.2.2	Report to localities and community the "State of the Rivanna" [precursor to developing <i>Rivanna Watershed Action Plan</i>]						
Objective 4.3	4.3 Develop Rivanna Watershed Action (Implementation) Plan	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 4.3.1	Re-visit, update, and prioritize the recommendations of the 1998 <i>State of the Basin</i> report (see 4.1 and 4.2).	Final document	RRBC staff, TAC, partners	HIGH	2011-2012	staff time; TAC time	In process 1/11
Strategy 4.3.2	Identify funding for the development of a <i>Rivanna Watershed Action Plan</i> with stakeholder involvement (Section 319 and other sources)		RRBC E.D.	HIGH	2011-2012	RRBC staff time	when funding is secured
Strategy 4.3.3	Develop <i>Rivanna Watershed Action Plan</i> that is coordinated with and complementary to the Ches Bay TMDL WIP-2	Policies included in locality Comp Plans and annual work plans	RRBC, RRBC staff, TAC, partners	HIGH	2011-2013	\$500,000	when funding is secured

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Strategy 4.3.4	Undertake Integrated Resource Planning for Rivanna water resources.						Outstanding recommendation related to water supply planning
Objective 4.5	4.5 Support comprehensive watershed monitoring, sampling, and assessment activities in the Rivanna basin	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 4.5.1	Identify (or support the identification of) further long term monitoring needs not addressed by existing monitoring efforts in the Rivanna and support any such identified additional long-term monitoring.		RRBC in coordination with partners (StreamWatch, USGS)	HIGH	2011-2012	RRBC staff time	RRBC and StreamWatch working with DEQ, USGS
Strategy 4.5.2	Seek additional and sustained funding and support for StreamWatch and others to conduct additional water quality and ecological sampling or monitoring in the Rivanna Basin as needed (i.e., in service of specific regulatory demands, scientific questions, conservation goals, or other requirements).		RRBC in coordination with partners (StreamWatch, USGS)	HIGH	2011-2012	RRBC staff time	
Goal 5	Ensure the long term viability and effectiveness of the RRBC						
Objective 5.1	5.1 Establish a short-term funding stream to support the Commission activities	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 5.1.1	Encourage local, state and federal governments to provide adequate funding for Commission priority programs and activities		RRBC and E.D.		ONGOING	normal staff responsibility	
Strategy 5.1.2	Establish RRBC Finance Committee charged with yearly review of budget, expenditures, and identifying funding strategies	Short Term Funding Plan presented at June 2011 RRBC mtg	RRBC staff with Finance Committee	HIGH	June 2011 ANNUALLY	normal staff responsibility	
Objective 5.2	5.2 Establish a long-term funding stream to support the Commission activities	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 5.2.1	Obtain yearly appropriation from Virginia General Funds.		RRBC and RRBC staff	MEDIUM		normal staff responsibility	In process 1/11
Strategy 5.2.2	Assess feasibility of obtaining yearly appropriation from Rivanna localities		RRBC and RRBC staff	MEDIUM	Introduce idea in FY12	normal staff responsibility	
Strategy 5.2.3	Explore other revenue streams "outside" of local or state government regular budget (e.g., % of local permit fees).		RRBC and RRBC staff	MEDIUM	FY12	normal staff responsibility	
Strategy 5.2.4	Encourage Virginia Aquatic Resources Trust Fund to allocate funds for research and restoration in the Rivanna		RRBC and RRBC staff	LOW		normal staff responsibility	Must first develop priority conservation strategy upon which to base requests or recommendations
Objective 5.3	5.3 Maintain mutually supportive relationships with member localities and SWCDs	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 5.3.1	Conduct periodic review of RRBC effectiveness with member localities		RRBC and RRBC staff		ONGOING	normal staff responsibility	
Strategy 5.3.2	Ensure localities and SWCDs provide staff to serve on the TAC		Commissioners, with staff support			normal staff responsibility	
Objective 5.4	5.4 Nurture healthy relationships with other groups that supports the unique roles of each	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 5.4.1	Establish formal or working agreements with other "Rivanna" groups, especially StreamWatch, Rivanna Conservation Society, TJPDC, TNC (see 3.6)		RRBC staff; RRBC approves	HIGH	spring 2011	normal staff responsibility	see 3.6.1
Strategy 5.4.2	Establish formal or working agreements with other conservation groups and agencies that work in the Rivanna basin, as needed (see 3.6.1)					normal staff responsibility	
Objective 5.5	5.5 Seek grant funding that aligns with annual work plan and strategic plan, provides technical resources for Rivanna localities and the RRBC, and is within the capacity of RRBC staff, TAC, and local government staff	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS

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Strategy 5.5.1	Develop grant proposal schedule and strategy to accompany annual work plan		RRBC staff; RRBC approves	MEDIUM		normal staff responsibility	Developing RFP database now
Objective 5.6	5.6 Establish RRBC operating procedures to ensure efficient, cost-effective operations and smooth transition during leadership and staff changes	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 5.5.1	Develop records management policies and procedures	Final document	RRBC staff; RRBC approves	MEDIUM	Annually, during audit	normal staff responsibility	In process
Strategy 5.5.2	Develop cyber-security and electronic back-up procedures	Final document	RRBC staff; RRBC approves	MEDIUM	Annually, during audit	normal staff responsibility	RRBC uses online file storage. Need physical back-up in accordance with VA recordkeeping requirements.
Strategy 5.5.3	Conduct "new Commissioner orientation" for new Commissioners	New Commissioners experience smooth transition into RRBC and understand the role of the RRBC and their role as Commissioners.	RRBC E.D. and RRBC Chair	HIGH	(As needed.) New Commissioners receive orientation (written and in-person) prior to their first meeting.	normal staff responsibility	New Commissioner packet is available (on line).
Objective 5.6	5.6 Establish RRBC policies and procedures for financial management	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 5.6.1	Establish methods for RRBC bookkeeping and accounting	Annual staff report to RRBC	RRBC staff; RRBC approves	MEDIUM	During audit	normal staff responsibility	Draft complete. Will be updated when undergo first audit review.
Strategy 5.6.2	Annual audit or review (Federal or as required)	Annual audit presented to RRBC	RRBC staff; RRBC approves	MEDIUM Ongoing	Annual "check-up" or audit.	\$3000 - \$7000	
Strategy 5.6.3	Conduct annual review of insurance programs	Annual staff report to RRBC	RRBC staff; RRBC approves	HIGH Ongoing	Annual, during audit	normal staff responsibility	
Objective 5.7	5.7 Establish annual budget	METRIC	WHO	PRIORITY	WHEN	BUDGET	STATUS
Strategy 5.7.1	Prepare, approve, and implement annual budget	approved budget by June of each year	RRBC staff; RRBC approves	HIGH	ANNUALLY Before beginning of new fiscal year	RRBC staff time	
Strategy 5.7.2	Develop an annual financial report as part of the RRBC's Annual Report	Annual Plan written and distributed	RRBC staff; RRBC approves		ANNUALLY in 2nd Q FY	extra bookkeeper expense; \$1000	
Strategy 5.7.3	Obtain Federal and/or EPA approved overhead rate	approved rate in place with EPA	RRBC bookkeeper	HIGH	ANNUALLY Before beginning of new fiscal year	CPA = \$500	