

**Technical Advisory Committee
Rivanna River Basin Commission**

Memo to Agenda

To: Technical Advisory Committee, Rivanna River Basin Commission
Fr: Staff
Date: June 18, 2007
Re: Organizational Items

There are several items on the agenda that require further explanation as they were described to the Commission. This memo describes options available for addressing these items.

Role of TAC and process for appointing TAC

The Commission should establish a Technical Advisory Committee (TAC) comprised of the members of the Commission, staff of the entities represented by the Commission, and others appointed by the Commission (non-staff members).

All members of the Commission should be members of the TAC. 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) should appoint a minimum of one staff member each to the TAC. The Commission may appoint additional members to the TAC, but there should be no more than 12 non-staff members.

Prior to the second Commission meeting, each entity should appoint a member or members of their staff to serve on the TAC (Commission members should discuss potential TAC appointments with their staff and confirm the participation of the staff with the appropriate supervisor). Those staff members will meet and be prepared to present at the third meeting a list of suggested non-staff TAC members. Formal adoption of the TAC members from names provided by the TAC or otherwise will occur at the third Commission meeting.

The following was removed from the charter at the April 25, 2007 Commission meeting but may be useful for this discussion:

- d. The Technical Advisory Committee shall have a Chair and Vice Chair. The Chair, or in his or her absence, the Vice Chair shall arrange and preside over all meetings.
- e. The Technical Advisory Committee shall make reports and recommendations on technical issues as requested by the Commission, the Chair or the Vice Chair. To be forwarded to the Commission, recommendations of the Technical Advisory Committee shall be supported by a majority vote. Voting shall be conducted as follows:
 - i. Each local government (Albemarle County, Fluvanna County, Greene County, City of Charlottesville) shall have one vote. The vote of each

local government shall be weighted double (to maintain the proportion reflected by the Commission's membership).

- ii. Each soil and water conservation district shall have one vote.
 - iii. Each at-large citizen member of the Commission shall have one vote.
 - iv. Non-staff members shall have no vote.
- f. The Technical Advisory Committee may not speak nor act for the Commission except when formally given such authority by the Commission for specific, time-limited purposes.

Fiscal agent

The statute authorizing the establishment of the Rivanna River Basin Commission states: "The Commission shall designate a fiscal agent annually." There are several options for a fiscal agent.

Option 1 – The Commission can establish a nonprofit corporation to serve as the fiscal agent and raise funds for the Commission.

Option 2 – The Commission can serve as its own fiscal agent.

Option 3 – The Commission can appoint an existing entity, such as one of the localities or soil and water conservation districts to serve as the fiscal agent.

Option 4 – Any other option the Commission selects.

Mechanism for project management, ongoing operations, and fundraising

The Commission should establish a mechanism for project management, ongoing operations, and fundraising. There are several options.

Option 1 – Hire a dedicated full-time project manager to oversee project management and also complete literature review and fundraising, with oversight from Technical Advisory Committee

Option 2 – Hire a part-time project manager to oversee project management, with bulk of work completed by Technical Advisory Committee or subset of Technical Advisory Committee

Option 3 – Project management and fundraising is conducted by Technical Advisory Committee, Thomas Jefferson Planning District Commission, and/or one of the localities

Option 4 – The Nature Conservancy continues to do project management at least through initial activities, for example, at least through the literature review; Commission hires Executive Director when implementation stage is reached or earlier.