

**Rivanna River Basin Commission
Staff Memo**

To: Rivanna River Basin Commission
Fr: Staff
Date: April 24, 2008
Re: Agenda Items

Field Trip

A field trip will be organized for the Commission to visit the John Paul Jones Arena, the Dell, and perhaps the rainwater harvesting system at Friendship Court. TNC will work with UVA on scheduling and logistics.

Action Steps

- 1) Determine if the field trip should be held prior to a Commission meeting or on a separate date.
- 2) If the field trip will be on a date separate from a Commission meeting, come up with a few potential dates to hold the field trip.

Website

Diane received a proposal from The Bald Guy (Chuck Moran) to develop a website for the Commission. The proposal is summarized below.

Website Design

Chuck's fees for consultation and development of the website will be in the range of \$1000 - \$1400. The process for developing the web site begins with a meeting with Chuck to discuss content and provide him with images, maps, links to existing websites the Commission likes, and a Word document containing the content for the website. Chuck will then begin developing the site and there will be several opportunities for the Commission to review drafts and provide feedback prior to launching the site. Diane can serve as the point of contact for Chuck on behalf of the Commission, but the Commission should consider establishing a Website Subcommittee of members to participate in review and development of the site content and layout.

Domain

The domain www.rivannariverbasin.org is available and Chuck suggests we secure it as soon as possible. The domain and web hosting using the company Chuck prefers is around \$60/year.

Website Updates

To update the site after it is up and running, the Commission could manage updates using a simple-to-use software package, or Chuck can do the updates for the Commission. We can discuss pros and cons of each approach when we meet with Chuck.

Action Steps

- 1) Appoint a Website Subcommittee
- 2) Approve funding to hire The Bald Guy and secure the domain

Executive Committee

At the February meeting, the Commission decided to form an Executive Committee. The Committee can meet once in between each full Commission meeting or as needed to make decisions between Commission meetings. The Committee would be comprised of one member from each locality and one member from either the Thomas Jefferson or Culpeper Soil and Water Conservation District. At the February meeting, the Commission discussed having the Committee consist of Sally Thomas, Marvin Moss, Robbi Savage, either Holly Edwards or Satyendra Huja, and either John Easter or Robert Runkle. The Commission's charter does not include duties of the Executive Committee.

Action Steps

- 1) Amend charter to include duties of the Executive Committee
- 2) Appoint Executive Committee

Appoint new members to the TAC

The TAC is comprised of staff members of the localities in the Commission as well as local experts. All members of the Commission are also members of the TAC.

Staff Members

One staff TAC member from Charlottesville and one from Greene County recently left the TAC. As a result, the TAC currently has two staff members each from Fluvanna and Albemarle counties, and only one each from Charlottesville and Greene County. Recommendations for appointment of a new Charlottesville and a new Greene County TAC member should be brought to the Commission at the July 24 meeting by the Commission members representing Charlottesville (Satyendra Huja and Holly Edwards) and Greene County (Clarence Peyton and Carl Schmitt). TAC members from Charlottesville (Kristel Riddervold) and Greene County (Stephanie Golon) have offered to assist Commission members in identifying potential new TAC members.

Non-staff Members

Under the Commission's charter, the TAC can be comprised of 12 members that are not staff members of the localities. Currently, there are 11 non-staff TAC members, so there is one vacancy. The TAC recommends that vacancies on the TAC be filled by technical experts. Interested citizens that are not technical experts are welcome to attend TAC meetings which are open to the public.

To fill the non-staff vacancy, the TAC recommends that citizens interested in serving on the TAC submit an application form to the TAC. The TAC will review applications and make a recommendation to the Commission on a new appointment. Diane is the point of contact for applications and will develop an application form and send it to the TAC and RRBC by email. Those interested in serving on the TAC will need to submit the form to Diane by June 23, 2008. This will give the TAC a week to review applications prior to their July 2 meeting where they will determine who to recommend to the Commission for this vacancy. The TAC's recommendation will be brought to the Commission at their July 24 meeting for formal appointment of the new TAC member.

There are two citizens who have expressed interest in serving on the TAC, and the form will be sent to them. If the Commission knows of any technical experts who may be interested in serving, they should let them know of the vacancy and either pass along the application form or have interested parties contact Diane.