

FINAL Meeting Minutes
Rivanna River Basin Commission Executive Committee

July 15, 2009
1 pm – 3 pm
Albemarle County Office Building - 5th Street (COB-5th), Room C

Attendance

Rivanna River Basin Commission Members:

Mr. John Easter II, Thomas Jefferson Soil and Water Conservation District Board of Directors*
Ms. Holly Edwards, Charlottesville City Council*
Mr. Marvin Moss, Fluvanna County Board of Supervisors*
Ms. Roberta Savage, Greene County Citizen*
Ms. Sally Thomas, Albemarle County Board of Supervisors*
Mr. John Martin, Albemarle County Citizen
* RRBC Executive Committee member

Others present:

Ms. Leslie Middleton, RRBC Executive Director
Ms. Rose Brown, RRBC Recording Secretary

1. Call to order

Ms. Thomas called the meeting to order at 1:05 pm.

2. Roll call

Attendance was taken.

3. Determination of quorum

It was determined that a quorum was present.

4. Approval of the agenda

The agenda was reviewed. Mr. Moss suggested that the Nominating Committee should give a report. Ms. Thomas noted that the Nominating Committee has not been officially appointed. Since the full RRBC will have to appoint the Nominating Committee, the Executive Committee should recommend a slate for Nominating Committee at the meeting on 7/23/09. Ms. Middleton added an agenda item for reviewing the draft agenda for the 7/23/09 RRBC meeting. Mr. Moss suggested another agenda item for reviewing the list of action items that was included in the last Executive Committee meeting minutes. Ms. Middleton said that the list would be discussed during the Executive Director's report. With these additions, the agenda was approved.

5. Approval of the minutes of the preceding Executive Committee meeting

Mr. Moss motioned to approve the minutes from the 6/25/09 Executive Committee meeting. Ms. Savage seconded the motion. The motion passed with all in favor, except Mr. Easter who abstained from voting.

6. Report of the Chair

Ms. Thomas stated that she will be attending the Principal Staff Meeting of the Chesapeake Bay Program in Washington, DC on Wednesday 7/22/09. Among other topics, the participants will be discussing the Chesapeake Bay TMDL, which is due to be issued in 2011.

7. Report of Executive Director

Ms. Middleton distributed the Executive Director's report. Ms. Middleton handed out EPA's Healthy Watersheds brochure, which devotes one page to the RRBC. Ms. Middleton suggested inviting Laura Gabanski, the Healthy Watersheds program manager in Washington on a field trip to the Rivanna watershed. Middleton noted that the Department of Conservation and Recreation (DCR) is facing budget cuts which is creating a delay in award of the Healthy Waters grant. Ms. Middleton also stated that a possible path for continuing the RRBC relationship with The Nature Conservancy (TNC) is to work together on the science aspect of the Healthy Waters project.

a. News from TAC meeting

Ms. Middleton stated that the trend in the TAC has been away from scientific discussions, with more focus on discussions about implementation since the NFWDF grant was awarded. During the last TAC meeting on 7/14/09, Sam Austin led the TAC through a brainstorming exercise to envision 1-year and 5-year goals for the RRBC/TAC. The list of ideas will be included in the minutes from the TAC meeting.

One question that came up during the brainstorm session was whether the TAC should continue as a multi-disciplinary entity, or whether the TAC should be broken into groups or subcommittees such as Science, Planning/Implementation, and Recreation. During the brainstorming session, there was support for each of these options. Ms. Middleton pointed out that the scientists seem to be attending fewer TAC meetings as more implementation is discussed. Ms. Thomas questioned how the planners and implementation staff would get the advice of the scientists if the TAC were divided. She stated that a division might dilute the effectiveness of the TAC. Ms. Savage suggested that the divided groups could meet separately for some part of the TAC meeting and then come together for discussion at the end of the TAC meeting. Mr. Moss stated that the TAC should not be separated and that cross-fertilization of ideas is a positive thing. Mr. Easter commented that any growing organization is challenged by a lack of enough internal communication and that internal communication might be hindered by dividing the TAC into multiple groups. Mr. Moss pointed out that having an executive director to help guide implementation may relieve the TAC of this burden. Mr. Moss and Mr. Easter agreed that the RRBC should maintain the TAC as an undivided entity for as long as possible.

Ms. Middleton stated that the recent grants has forced the issue of needing staff for implementing the grants, but that this need has not yet been addressed. Ms. Middleton frequently turns to the TAC for help and recommendations. She stated that she will try to get more help one-on-one or

through subcommittees, which may lift some of the burden of implementation from the TAC. Ms. Middleton also stated that the next TAC meeting would be more science-based, in an attempt to gather the opinions of the scientists about 1-year and 5-year goals. Another possibility would be to ask the planners/implementation staff to make presentations, in order to demonstrate the ways in which science is used in their planning. This may help the scientists to see the larger picture of how their work is being used. Ms. Thomas supported this idea. Ms. Savage complimented Ms. Middleton for being sensitive to the needs of the TAC. Ms. Thomas pointed out that it is important to keep an advisory group happy, but that the TAC's most important purpose is to be useful to RRBC. Ms. Savage stated that the TAC members might feel differently about between being advisors for the RRBC vs. being advisors for RRBC staff.

Ms. Middleton stated that the TAC also discussed nutrient trading. The TAC agreed to have a presentation about nutrient trading during the November TAC meeting. Ms. Savage stated that there are many complications involved in nutrient trading. Ms. Middleton agreed that the RRBC should have a better understanding of these types of programs.

b. Hiring status of RRBC

Ms. Middleton confirmed that she had obtained the Federal Tax ID for the RRBC and will be obtaining the state tax ID shortly.

c. Commission and Commissioner liability and insurance update

Ms. Middleton stated that she would be continuing to gather biographies from all of the Commissioners because they are needed for the insurance application. Ms. Savage asked Ms. Middleton to provide email or send all Commissioners a list of contact information for all RRBC members.

Ms. Middleton referred to the chart on the Executive Director's report, and gave an update about her research of insurance options. Ms. Savage reminded Ms. Middleton to contact the Association of Virginia Non-profits for a potentially lower rate. Mr. Moss suggested contacting the National Land Trust Alliance. Ms. Middleton pointed out that since the RRBC is categorized as local government, it likely cannot be considered for insurance through that source. Ms. Middleton stated that she would not be ready to present the insurance information at the 7/23/09 RRBC meeting. Ms. Thomas asked if the 7/23/09 meeting agenda would include a request for a motion to grant the Executive Committee the power to make decisions about insurance. Ms. stated that this will be discussed in further detail later in her report.

Ms. Middleton handed out a letter from Phyllis Katz, Attorney, about liability and insurance. Ms. Middleton asked the Executive Committee how she should present this information to the full board. Mr. Moss recommended synthesizing the letter and conveying further information as it is obtained. Ms. Middleton stated that she would give a summary report about this issue, and Ms. Savage added that a bulleted summary of the handouts from Phyllis Katz would be helpful.

d. Review Fiscal Agent Agreement with TJSWCD

Ms. Middleton handed out a draft Memorandum of Agreement (MOA) between the RRBC and the TJSWCD. Ms. Middleton stated that John Conover and Alyson Sappington have looked at this and did not make any changes. However, John Conover posed the question of whether or not the TJSWCS should be charging for the service of fiscal agent. Ms. Middleton's response was that if the RRBC had to pay the TJSWCD, then the RRBC would be forced to more quickly become its own fiscal agent. Ms. Middleton stated that this MOA has not been before the TJSWCD board yet, and asked if the Executive Committee would like to make any changes. Mr. Easter stated that John Conover was probably being rhetorical, not literal when he posed his question. Mr. Easter went on to say that if the relationship continued but the (TJSWCD) workload increased over time, then a charge might be appropriate. Mr. Moss stated that he had no changes to make to the MOA.

Ms. Edwards asked how the TJSWCD workload could be measured. She asked if TJSWCD staff track their RRBC hours. Ms. Middleton replied that she did not think that staff tracked their hours. She described that the most onerous task for TJSWCD staff (Deloris Bradshaw) would be to change the QuickBooks accounts to track the grant money and handle more complicated finances. Ms. Middleton posed that the RRBC might need to hire its own accounting professional to do that kind of accounting. Mr. Easter suggested that the RRBC could hire someone on a one-time basis to set up QuickBooks, and then the general accounting could be left to TJSWCD. It would be left to Alyson Sappington (District Manager) and Ms. Middleton to decide if/when the task became too laborious for TJSWCD. Mr. Easter suggested maintaining the arrangement for as long as possible. Ms. Thomas agreed. Ms. Middleton stated that she may be able to ask the potential part-time administrative assistant to help set up QuickBooks; or she may use an outside source, when she hires a company to do payroll. Ms. Savage suggested talking to Mary Rice, a local accountant. She also encouraged Ms. Middleton to use ADP or another payroll company. Ms. Middleton asked the Executive Committee if the MOA could be submitted to the TJSWCD for their comments and approval. The Executive Committee agreed. Ms. Savage suggested changing the signature line for the Chair to omit a specific name, since the RRBC would be voting on a new Chair at the next meeting.

e. Bylaws/Charter recommended changes (including powers of Executive Committee)

Ms. Middleton distributed a copy of the RRBC Bylaws with suggested changes based on Attorney Katz' recommendations. Ms. Middleton explained that "charter" was changed to "bylaws" per Attorney Katz's recommendation.

Ms. Thomas referred to Article 4, Item 4, regarding the timing of the vote to elect the Chair and Vice-chair. She suggested that a vote could be held during the first meeting of the calendar year. Mr. Martin said that if new supervisors commence their duties starting January 1st, it is possible that a locality might not have appointed supervisors to the RRBC by the time of the first RRBC meeting of the year. Ms. Thomas stated that members would be appointed at the first meeting of the board of supervisors. Mr. Moss confirmed that Fluvanna County supervisors are appointed to boards and commissions during the first meeting of the calendar year. Ms. Middleton reminded the Executive Committee that Item 4 is about electing a Chair and Vice Chair, not about appointing members. Mr. Martin stated that he would prefer a date later in the year. Mr. Easter suggested the second meeting of the calendar year to allow RRBC plenty of time to

choose a Chair and Vice Chair. Mr. Easter also stated that the current situation arose from failing to follow the Bylaws, not because there is a problem with the Bylaws. The RRBC is now addressing the situation in a timely fashion, but it may not be necessary to change the Bylaws. Ms. Middleton pointed out that the bylaws do not state that elected officials have to be elected as Chair and Vice Chair. All agreed to change item 4 to state that the vote would occur during the second meeting of the calendar year.

Ms. Savage referred to Article 6, Item 7 (*Duties of the Chair*) and stated that the executive director's responsibilities should be in the Bylaws. Mr. Martin disagreed. Ms. Savage suggested adding a new item, above the duties of the Chair, with a statement to refer to the executive director's employment contract as defining the executive director's duties and responsibilities. Mr. Martin agreed to this change.

Ms. Thomas suggested deleting item Article 6, Item 8c (*Appoint someone to take meeting minutes at each Commission meeting*). Ms. Middleton posed the question of whether the recording secretary needs to be in Bylaws? If there will not be a specific line about the recording secretary, then Ms. Middleton suggested keeping item 8c. Ms. Savage pointed out that the Executive Committee voted upon the appointment of the recording secretary; the Chair did not appoint the recording secretary. Mr. Moss suggested changing item 8c to read: "ensure that meeting minutes are appropriately recorded."

Ms. Savage noted that item Article 6, Item 8f (*Issue findings of the Commission*) is mentioned in both Chair and Vice Chair duties, and that it should be removed from the Vice Chair duties.

Mr. Moss suggested the removal of Article 6, Item 8h (*Serve as point of contact for Technical Advisory Committee*) from the Chair's duties. Ms. Middleton stated that historically, this duty was listed for both Chair and Vice Chair. Mr. Moss agreed that it should remain as is. Ms. Savage asked if that meant that the Chair must attend TAC meetings, stating her belief that someone from the RRBC should attend the TAC meetings. Mr. Moss stated that the Chair should try to attend all TAC meetings.

Ms. Thomas suggested removing Article 6, Item 8i (*See that all books, reports, and certificates required by law are properly kept or filed*) from list, especially if it includes Freedom of Information Act notices. Ms. Savage suggested changing the item to "review fiscal records, reports, certificates and other docs required by law."

Ms. Middleton added items 8l (*Preside at all Executive Committee meetings*) and 8m (*Provide direction and oversight to the Commission's Executive Director, whose roles and responsibilities shall be articulated in the Executive Director's employment contract.*)

Ms. Thomas suggested removing Article 6, Items 9a (*Issue findings of the Commission*) and 9b (*Serve as point of contact for the Technical Advisory Committee*) from the duties of the Vice Chair.

Ms. Thomas referred to Article 7 (Committees) and asked about ex-officio members. For example, if a planner from Fluvanna County is no longer a planner, could he/she still serve on

the TAC? Ms. Middleton stated that the bylaws require a minimum of one staff member from each locality. Ms. Middleton and Ms. Savage stated that it might be daunting for new members to commit to four-year terms. Committee members might be more inclined to accept appointment for two years. Ms. Middleton stated that if someone leaves a position, it would be up to the locality to appoint another representative. Mr. Easter suggested a two-year term, with no limit to reappointment. It was agreed that committee members would serve for two-year terms. Ms. Middleton said that she will track appointments and reappointments and attendance.

Ms. Middleton referred to Article 7, item 2 (Executive Committee). The Chair and Vice Chair should be added to the list of Executive Committee members. The Executive Committee is comprised of the Chair, Vice Chair and three other members. Ms. Middleton stated that it is important to have representation from each locality, either through a citizen member or elected official. Ms. Thomas stated that if the Bylaws do not require a certain number of elected officials, then there would be the possibility of no elected officials on the Executive Committee. Ms. Edwards agreed that there should be language requiring elected officials. Mr. Moss suggested the sentence “a minimum of at least one elected official and one representative from each locality.” Mr. Easter pointed out that if this change were made, then the current Executive Committee would not be following the bylaws. Ms. Thomas suggested the sentence “including one representative from each locality, with at least three elected officials.”

Ms. Middleton suggested the requirement of “at least one elected official from each locality,” saying that it would be beneficial to have an elected official from Greene County. Ms. Savage stated that the Executive Committee might not be able to get a Greene County official. Ms. Savage suggested a total of six Executive Committee members, but Mr. Easter argued that with six members, a quorum would be four. This would be more difficult to achieve than a quorum of three out of five total committee members. Ms. Thomas reiterated that the Executive Committee must ensure membership of some elected officials. The Executive Committee members agreed to use the statement “including one representative from each locality, with at least three elected officials,” and to include language that the Chair and Vice Chair must belong to the Executive Committee. Ms. Thomas asked if the nominating committee must propose a new Executive Committee during the 7/23/09 meeting. Mr. Moss suggested keeping the Executive Committee as is, until after the election of the new Chair and Vice Chair. Ms. Middleton suggested adding a statement that the Executive Committee composition will be reviewed annually as needed at the second meeting per calendar year.

Items 2a through 2i (Executive Committee) were then approved. In Items 2h(ii) and 2h(iii), the spending approvals of \$25,000 and \$30,000 were used because this tracks the VA Procurement Act as implemented by TJSWCD. Ms. Thomas noted that the Executive Committee serves the full RRBC by meeting when the full RRBC cannot meet. However, the Executive Committee should not change the direction of the RRBC.

The Executive Committee discussed 2h(iv) (*Review personnel actions as needed and make recommendations to full Commission*) and agreed that the full RRBC needs to understand and be aware of personnel matters, but that the Executive Committee should make recommendations to the full RRBC.

The Executive Committee discussed Article 7, Item 3c (*The Commission may appoint additional members to the Technical Advisory Committee but there shall be no more than 12 non-staff members*) and discussed whether there should be this limit. Mr. Martin stated that he knows of a person who is very qualified for appointment to the TAC, but according to the current bylaws, there is no vacancy on the TAC. Mr. Martin recommended removing the limit on TAC members. Mr. Easter pointed out that the TAC has not been unwieldy to date. Ms. Middleton stated that there was a reason that the cut-off was 12 additional members. She could not find the documentation at that moment, but she said that she would look through old minutes and discuss the matter with Ridge Schuyler and/or Diane Frisbee to gain some clarity. Mr. Martin stated that the TAC is being harmed by the exclusion of certain people, and that the limit should be lifted immediately. Mr. Moss suggested removing the limit for now, and adding it back in again if Ms. Middleton discovers a compelling reason in the historical record.

Ms. Middleton referred to Article 8, Item 2 (written notice of meetings). She asked the Executive Committee if mailings should be sent two weeks before meetings, or if more or less time would be better. Ms. Thomas stated that she would prefer to receive the meeting documents one week before meetings. All agreed.

Mr. Martin referenced Article 8, Item 6 (closed sessions) and stated that the code should be changed to 2.2-3711.

The Executive Committee examined Article 10 (order of business of Commission meetings). Item 7(i) has added the report of the Executive Director. Mr. Martin suggested adding an item for responses to comments from the public. Ms. Thomas stated that the RRBC has not had public comments in the past and that an item can be added if the RRBC ever receives comments. Ms. Edwards stated the importance of acknowledging people so that they feel heard. Mr. Martin agreed, stating that the public can spend hours working on a presentation and then get no response from a board. The agenda items (f) and (g) were added: (f) Comments from the public and (g) Acknowledgement of comments from the public.

The Executive Committee discussed Article 11 (Fiscal Management). Ms. Middleton stated that Item 1 (adopting a budget) comes from the statute and so cannot be changed, but that the footnotes could be removed. Item 3 was added to include the requirement of a fiscal operating policy and a written procurement policy based on the Virginia Procurement Act.

Article 12 (Fiscal Agent) was changed to include Item 4, "The Commission's fiscal agent shall be bonded."

In the interest of time, Ms. Thomas stated that a discussion of the duties of the Executive Director would be postponed for another time.

f. Update on RRBC conflict of interest and FOIA matters

Ms. Middleton handed out a letter that was drafted by Attorney Katz to be sent from the RRBC to the Virginia Attorney General through Delegate Toscano. Ms. Thomas questioned if all board of supervisors receive over \$10K per year. Mr. Martin said that some receive less than \$10K.

Ms. Thomas recommended changing the language in the letter to reflect that some supervisors receive more than \$10k and some receive less. She went on to say that there might be a conflict of interest if RRBC members vote on a grant that allocates different amounts to each locality. Ms. Thomas suggested that a statement that could be made at the beginning of each meeting, asking anyone with a conflict of interest to abstain from discussion. Those with a conflict would be asked to move away from the table during discussion and/or voting.

"I remind the members of the Rivanna River Basin Commission that as a local public body, we operate under the Virginia Conflict of Interest and Freedom of Information Acts. Should any member have a material interest in any specific matter before the Commission, that member is asked to state this for the record and abstain from discussion and vote as appropriate."

Ms. Middleton asked how the TJPDC handles issues like this. Ms. Thomas replied that most of their funding is pass-through grants. Mr. Martin stated that the City of Charlottesville had to obtain an opinion for Ms. Edwards before she could join the board of the Rivanna Water and Sewer Authority. Ms. Edwards verified that there was no conflict of interest for her to serve on the board of the RWSA, but she required an official letter from the Commonwealth's Attorney.

Ms. Thomas asked how a "material interest" is defined. Ms. Middleton read the definition and agreed that she would always have it on hand during meetings in case there is a question about this in the future.

g. Personnel plan and costs (Executive Director and Administrator)

Ms. Middleton stated that she is still researching cost implications resulting from the RRBC electing to hire the Executive Director as a paid employee of the Commission. Ms Middleton stated that this information would not be available in time for the RRBC meeting on 7/23/09.

Ms. Middleton distributed two budget handouts. She stated that she is still working toward hiring a short-term administrative assistant. Mr. Easter asked for some clarification about the situation to date. Ms. Middleton said that based on the procurement guidelines and discussion at the last Executive Committee meeting, the Executive Committee can approve a decision by Ms. Middleton once she has received three quotes for the work of short term administrative assistance. Ms. Savage asked if this is required by some of the grant guidelines. Ms. Middleton replied that the three quotes are based on the procurement guidelines that RRBC is following in line with those of the TJSWCD. Ms. Middleton reiterated that she plans to hire this assistant on a short-term contractual basis, not as an employee. An employee position may be needed later and will probably include both administrative and accounting duties. Ms. Savage stated that Attorney Katz had raised the issue of independent contractor vs. employee status. Ms. Savage recommended hiring the administrative assistant as an employee, even if the position is part-time and short-term.

Ms. Middleton pointed out that her own job duties may need to be restricted until she is able to arrange for her own employee status. Ms. Thomas acknowledged that it would take a significant amount of work for Ms. Middleton to achieve employee status quickly. She asked if all of Ms.

Middleton's other job duties should be postponed. She also stated that if Ms. Middleton's current status as contractor is contrary to the guidelines of the grant, then it would be important for Ms. Middleton to gain employee status as quickly as possible. Mr. Moss stated it should be a priority but that Attorney Katz did not seem to have so much urgency about the matter. Ms. Middleton stated that she has followed up on as many action items about employee status as possible and that she is waiting to hear from insurance companies. She suggested that she could draft an employee contract that would have the minimum requirements in it, for the interim. This would require the full RRBC's vote. Mr. Moss asked this issue is tied to the RRBC becoming its own fiscal agent. Ms. Middleton replied that it is not because fiscal agency duties could be hired out. Ms. Savage asked if the vote has to go to the full RRBC. Mr. Moss stated that because the RRBC is a young organization, the full RRBC should approve this interim agreement. Ms. Thomas suggested making a placeholder in the meeting packet. Ms. Savage motioned that an interim agreement between the RRBC and the Executive Director, giving the Executive Director employment status, be taken to the RRBC at the next meeting with the understanding that the agreement would be modified at the following meeting. Mr. Moss seconded the motion. All were in favor, and the motion passed.

Ms. Middleton asked if the Executive Committee would like to hear some of her considerations as she has been preparing to discuss the full-time position with members of the Commission. Ms. Thomas asked Ms. Middleton to outline her considerations. Ms. Middleton listed a number of issues that she recommends be clarified during the employment discussion: hourly vs salaried position; performance reviews; vacation, sick, health and other benefits; executive director's duties and responsibilities; a clear job description. Mr. Moss stated that some of these issues could be worked into an employee agreement. Ms. Thomas recommended that Ms. Middleton draft an interim employee agreement without finalizing those issues that cannot be resolved yet. That would give Ms. Middleton and the RRBC more time to consider these issues and to explore any other possible questions. When the interim period is over, an updated employment agreement can be put into place, with a description of these issues.

8. Closed meeting pursuant to Virginia FOIA (personnel)

A closed session was unnecessary during this meeting.

9. Discussion of proposed FY 2010 budget

Ms. Middleton gave an overview of the preliminary 2010 budget. Ms. Middleton pointed out the new line item of a potential contribution to StreamWatch. This was a suggestion, but the Executive Committee did not need to discuss it at this time. Mr. Moss noted that the RRBC would need \$57K from the TNC funds, or other sources. Ms. Thomas noted that the RRBC had used about \$47K of TNC funds this year. Ms. Middleton noted that a large part of the expense this year was the land cover map. Ms. Savage recommended changing the estimated audit cost from \$500 to \$5K or more. Mr. Easter asked for clarification about the larger web expense in 2010. Ms. Middleton replied that \$2500 is the remainder of what the RRBC will pay the web developer for development of the website. The RRBC has already paid him \$1K, and the original estimate was for \$3500 - \$5000.

10. Discussion of whether to submit comments regarding new stormwater regulations

Mr. Moss stated that the RRBC provided a public service by reaching out to jurisdictions and gathering public comments. The RRBC will pass on the comments to regulators, which will be a sufficient role for the RRBC at this time. Mr. Moss stated that this issue is so complex that if the RRBC takes a position at this stage, it would likely be controversial and probably detrimental to the development of the RRBC. Ms. Thomas asked if the TAC should write a position paper since there has always informed input at the TAC meetings. Ms. Savage stated that one option would be a letter from the RRBC, with an attached summary of the TAC comments. Ms. Middleton stated that the TAC would probably not be willing and/or able to collect formal comments before the deadline. The discussion at the TAC meeting was not based on the idea that the comments would be used in this way.

Ms. Middleton stated that in the RRBC letter to DCR to accompany the comments received at the Developer Roundtables, it would be clear that the public dialogue was between the RRBC and the development community. She said that the letter will include a statement referring to the RRBC's work to address the threat of sediment in the Rivanna watershed, and that the RRBC commends DCR's efforts to address this pervasive problem. The letter will also state that the RRBC will not make any specific comments, but that member localities may be commenting separately. Mr. Moss noted that the letter should explicitly state that the comments expressed in the forums do not reflect the opinions of the RRBC. Ms. Savage stated that if there were any positive comments from the TAC meeting, which could be used to embellish the RRBC comments, then Ms. Middleton could add them to the letter. Mr. Moss asked if a draft letter for the RRBC would be ready for the 7/23/09 meeting. Ms. Middleton stated that a draft letter would be ready.

At this time, Mr. Moss and Mr. Easter had to leave the meeting.

11. Other business of concern to Commissioners

Ms. Edwards stated that the meeting minutes should reflect how much the RRBC appreciates Ms. Middleton's work and accomplishments. Ms. Thomas agreed.

12. Adjourn

Ms. Thomas adjourned the meeting at 4:04 pm.

Attachments:

A_RRBC_EC_Agenda_09Jul15
C_ED_Report_09Jul15
D_RRBC_TJSWCD_Fiscal_Agent
E_Charter_recommended_amendments_09Jul15
F1_Prelim_2010_Budget_09Jul15
F2_RRBC_finances_09Jun30
Draft_Ltr_to_AG_re_COI_09Jul15
Phyllis_Katz_letter