

**Rivanna River Basin Commission:** Title 62.1, Chapter 5.6, Sections 62.1-69.45 through 62.1-69.52 of the Code of Virginia (1950)

## 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.*

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### **Determine the problem(s), identify the solutions (#1 and #3)**

1. Identify the major threat(s) to the Rivanna watershed utilizing research and conservation tools,
  - *Conservation Area Plan for the Rivanna Watershed (TNC)*
  - RRBC Technical Advisory Committee consideration of the science and data
2. Identified *altered hydrology* that results in over-sedimentation of area streams.
3. The much of land in the watershed can be categorized as "*open land*" (i.e. unforested), thus the land cover analysis using a G.I.S and 2009 aerial data to help prioritize where to focus conservation and restoration efforts
4. Questions remain:
  - Is the primary problem in-stream flow or overland flow?
  - Is the primary source legacy sediment?
  - How can we determine the major cause of altered hydrology and resulting sedimentation? What information/data and tools do we still need?
  - What tools should we utilize to respond? Will replicating or maintaining the forested condition (pre-European contact) solve the problem?

**Undertake implementation of known solutions  
in parallel with ongoing inquiry by TAC**

1. NFWF stormwater grant provides mechanism for establishing relationships with localities.
  2. Healthy Waters Pilot Program provides additional assessment data
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***Meanwhile, all this work requires staff support and coordination:***

**GOAL: Develop the organizational structure for the organization to support RRBC**

1. Hire and manage staff (paid, volunteer, contract support, interns)
2. Develop policies and procedures, specifically:
  - Accounting – work with Accountant and Treasurer
  - Grant management and reporting procedures
  - Legal clarification
  - Office procedures
  - Procurement plan
  - Personnel Handbook
3. Provide meeting support and coordination for RRBC and its committees (Executive, Technical Advisory, etc.)

**GOAL: Promoting communication, coordination, and education**

1. Develop and communicate (mission) narrative of Rivanna watershed threats and role of RRBC in addressing those threats
2. Coordinate the activities of watershed protection and conservation within the watershed (research, restoration, conservation by local/regional/state and federal governments and agencies, university, non-profits). *Coordination is primarily a task of identifying these activities, providing a central clearinghouse of information, and offering forums and other venues that may promote coordination.*
3. Support RRBC member localities and organizations through cooperative programs and education for locality staff and elected officials to encourage watershed resource protection
4. Involve RRBC in local, regional, state and federal efforts to foster resource stewardship for the environmental and economic health of the Basin.
  - Outreach through web, e-newsletters, public meetings
  - Develop, undertake, and participate in programs and projects that will further the purposes of the commission (i.e. NFWF stormwater project, Healthy Waters pilot program, land cover map)

**GOAL: Provide the resources to sustain the RRBC and its work**

1. Fiscal management: Develop program-specific and an overall annual budget for all RRBC. Ensure that auditable fiscal processes and procedures are established and maintained. Hire an outside accountant to provide an annual audit of the fiscal operations of the organization.
2. Develop 5 year funding strategy.
3. Identify and seek funding for near term research, data, and project goals through public grants and private foundations and donations.
4. Periodically reassess goals and objectives in a methodical strategically planning initiative

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**This leads to the Job Description for the Executive Director**

**Rivanna River Basin Commission  
Executive Director Job Description**

The Executive Director is responsible for the day-to-day operations and developing and managing all programs of the Rivanna River Basin Commission in support of its mission *to provide guidance for the stewardship and enhancement of the water and natural resources of the Rivanna River Basin; provide a forum in which local governments and citizens can discuss issues affecting the Basin's water quality and quantity and other natural resources; and through promoting communication, coordination, and education, and by suggesting appropriate solutions to identified problems, to promote activities by local, state, and federal governments, and by individuals, that foster resource stewardship for the environmental and economic health of the Basin.*

The Executive Director has responsibilities in five main areas:

1. Coordination of day-to-day operations of the Commission
2. Communications with various key stakeholders (including internal communications)
3. Personnel management
4. Fiscal and resource planning and management
5. Program and project management

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**Suggested process from here:**

Once the Commission has agreed upon the initial approach as described by this document and confirmed the three main goals, then the FY 2010 Work Plan can be developed by identifying strategies and specific steps to meet the goals.

At the same time, the position description of the Executive Director can be articulated based on a Chart of Responsibilities and Duties, in which staff and Commission responsibilities and duties are clearly spelled out.

The Work Plan is placed on a timeline, with goals for meeting certain objectives in a specific time frame. Annual objectives then become the tools by which the Executive Director is evaluated by the Commission.

**Next steps:**

1. Present this approach at the October 22 Commission meeting.
2. The Executive Director works with a small team of Commissioners (or the Executive Committee) to undertake the process described above.
3. The Work Plan is then presented at the January 2010 Commission meeting.