

**Executive Director's Report to the Commission
October 22, 2009**

1. Coordination of day-to-day operations of the Commission

Administrative. The focus this last quarter has been on developing systems in the office for work efficiency and to enable easy transfer to new staff at any point in time. I am developing a filing convention for use in the office for paper copies that is consistent with storage on the computer hard drive, back-up drive, and email program. Rose Brown, volunteer Recording Secretary, has developed digital file naming convention that is being used for RRBC meeting minutes, summaries and attachments. Ms. Brown is in the process of updating all RRBC meeting documents so that they can be uploaded to the RRBC web site.

Commission Meeting Support. There was a normal amount of Commission meetings during this last quarter, requiring planning time, logistic support, review and posting of minutes, and follow-up of action items:

Commission Meetings this last quarter:

- Full Commission meeting on July 23, 2009 (Fluvanna)
- TAC Monitoring Subcommittee on September 8, 2009
- TAC meeting and field trip on September 15, 2009
- Executive Committee meeting on September 23, 2009
- Full Commission meeting and field trip on October 22, 2009

Meetings are regularly noticed in The Daily Progress, on Charlottesville Tomorrow website, and physically at the locations of the RRBC members and the TJPDC.

Legal Questions. Please see summary Memorandum to File at the end of this report that documents our status on these issues. In response to Del. David Toscano's request for guidance regarding conflict of interest of Commissioners, the Virginia Attorney General referred the Commission back to the Commonwealth Attorneys for each jurisdiction. Working with Attorney Katz, it has been determined that we are *not* eligible for an exclusion from paying Virginia state sales tax. It is still unclear what immunity Commissioners (elected and appointed) are afforded under the law. This information is necessary to properly structure the Commissioner Directors and Officers liability policy. At the request of the Executive Committee, I am in the process of obtaining a second quote for the variety of insurance options for the Commission and Commissioners.

Next quarter's activities:

- Distribute one-page summary of quarterly RRBC highlights to Commissioners, TAC members, and locality elected officials, commissions, and department heads (November 2009)
- Develop RRBC Annual Work Plan
- Develop RRBC Commissioner and Staff Roles and Responsibilities
- Develop Draft RRBC Job Description
- Set up meetings with individual Commissioners, especially incoming
- Prepare New Commissioners' Handbook (web and print) for Commissioner
- Plan special orientation meeting for new Commissioners (January 2010)
- Distribute Statement of Economic Interests at RRBC January 2010 meeting
- Plan joint RRBC/TAC 2010 meeting (late winter 2010)
- Obtain and present options for insurance for Commission and Commissioners
- Work towards timely and effective system of distribution of meeting packets
- Investigate locality and other regional online calendars for posting RRBC meetings

2. Communications and coordination with various key stakeholders (including internal communications)

Web site. The RRBC web site www.rivannariverbasin.org is close to completion and launch of Phase I. Working with Chuck Moran (The Bald Guy Studio), we have developed a simple, attractive layout with the focus being on offering timely and useful information to Commissioners and the public, with links to the Commission localities and partners. The meeting materials for the October 22, 2009 meeting have been uploaded to the developmental web site for download and review by Commissioners. We anticipate going "live" within a couple of weeks. Prior to launch, we will solicit feedback from Commissioners, the TAC, and a team of people who have volunteered to do so. We will use the web site as the place where meeting materials for Commissioner packets can be obtained by Commissioners prior to meetings (if they so desire) and by the general public

Phase II of web work will include interactive tools, such as RSS feed, workshop registration software, e-newsletters, and a Rivanna event calendar. We plan to use Adobe *Contribute!* (software) for in-house updates to the site once it is completed.

News Coverage. The Rivanna Healthy Waters Pilot Program (DCR grant) was featured in a story by Sandy Hausman of WVTF on October 1, 2009. It can be downloaded at http://www.wvtf.org/news_and_notes/index.php?audioPage=2

Shocking Methods for Healthy Water - 10.1.09

The Rivanna is one of Virginia's finest networks of streams and rivers with 56 species of fish and 11 kinds of mussels, some rare or endangered. The Rivanna is also the largest tributary to the James River, which flows into the Chesapeake Bay. That's why scientists working on a project for the Rivanna River Basin

Commission are using some shocking methods to protect streams in Albemarle, Green and Fluvanna Counties.

The audio MP3 file will be uploaded to the RRBC web site under News and Projects.

Coordination with stakeholders and partners.

TJPDC. In September, we provided input to the draft Green Infrastructure Plan being developed by TJPDC. Specifically, we provided a language for giving context and weight to the need to protect healthy waters before they degrade. These comments were incorporated into the September draft report.

I have discussed with Steve Williams the near term needs of the RRBC for GUS assistance and data management. Mr. Williams has invited us to be a part of the selection committee for TJPDC Environmental Planner position currently advertised. John Murphy, Steve Williams, and myself will be meeting in early November to discuss the future home and opportunities for StreaWatch/Rivanna data center.

Greene County. In Early October, we offered suggested language to Greene County Planning Department and TJPDC (who is working with Greene County on the update to its comprehensive plan) regarding additional protection tools for healthy waters. I have been regularly attending meetings with TJPDC staff and Greene County in order to observe the process and ensure that RRBC staff input to the process is timely and appropriate.

Rivanna Conservation Society. In the effort to clarify the RRBC activities with respect to the NFWF and Healthy Waters grants that involve work with the localities in enhancing stormwater management, I have initiated several meetings with staff and Board members of the Rivanna Conservation Society (RCS) and, in some cases, included TJPDC (because of its involvement in this type of work with Greene County and the Green Infrastructure project). RCS's Stormwater Project has been underway for the last several years and consists of review of Rivanna locality codes and ordinances to enhance water quality protection. Currently, RCS is completing work this fall with Greene and Fluvanna counties, with the expectation that reports and recommendations to those localities will be forwarded at the end of the year.

We have agreed to keep lines of communication open between the organizations and projects, especially as the RRBC plans to continue to work with Greene County for the Healthy Waters Pilot Program in 2010. With respect to NFWF grant funding for the providing tools to localities to enhance or accelerate stormwater management, we have decided to defer specific work in this area pending further assessment in early 2010 regarding:

- outcome of the proposed Virginia stormwater amendments

- emerging Chesapeake Bay TMDL
- emerging requirement on two of our local governments (MS4 communities) to develop a "local stormwater management plan"
- rollout of phase three of the Chesapeake Bay Act (Albemarle, if it chooses)
- emergence of nutrient exchanges that might provide RRBC an opportunity to facilitate a local program based on local watershed science (and strategically identify opportunities for offsets within our own watershed).

RRBC will, however, contract with RCS to provide volunteer support of the activities at Greene County Park (removal of invasives, tree planting, rain garden planting in 2010) and on-the-water trips in conjunction with RRBC roundtables anticipated to be held in late 2010 or early 2011.

Next quarter's activities:

- Public launch of RRBC web site with news release
- Scope Phase II web site
- Recruit volunteer web master for updating RRBC site
- Presentations to City and counties' Planning Commissions to update RRBC activities, especially upcoming NFWF grant components
- Continue discussion with StreamWatch and TJPDC regarding StreamWatch/Rivanna Data Center
- Meet with UVA professionals in Civil and Environmental Engineering, Environmental Sciences, School of Architecture and Urban Planning to build relationships (seeking future TAC members and internship opportunities)

3. Personnel management

This last quarter, I have largely been managing myself and my own time. It is starting to become clear what kind of ongoing administrative assistance is needed in the near-term. In the meantime, volunteers are being sought to "fill in the gaps," specifically administrative help, meeting logistics support, and a volunteer web master.

Ms. Rose Brown continues to be of immeasurable help to me and to the Commission in her capacity as volunteer Recording Secretary.

Next quarter's activities

- Develop plan for ongoing bookkeeping services (in-house)
- Develop RRBC volunteer materials (agreement, timesheets)
- Continue recruiting volunteer help for administrative assistance
- Develop Position Description for P/T Administrative Assistant
- Recruit intern at least one intern from PVCC and/or UVA for spring semester

4. Fiscal and resource planning and management

Financial Management. The bulk of this activity is described under the Executive Director's Report on Financial Management (TAB D). Most of my management attention this last quarter has been on developing, with the help of Ms. Mary Rice, our contract bookkeeper, the financial and accounting systems and procedures for RRBC.

Resource Planning. In August, I met with Ms. Carol Wise, Philanthropy Advisor for The Nature Conservancy who was largely coordinating fundraising efforts by TNC for the RRBC. In addition, I met with the major (and lead) donor to the Commission.

Bill Kittrell and I have been discussing ways to leverage the Rivanna Healthy Waters Pilot program for further funding for scientific efforts in the Rivanna basin. We plan to invite

Next quarter's activities:

- Continue to update Program Managers at DCR and NFWF regarding progress in grant projects
- Together with TNC, invite Ms. Laura Gabanski, Project Director at EPA for the Healthy Watersheds program, to Charlottesville later this fall.
- Seek funding for intern support to collect all Rivanna studies and update RRBC web site similar to Shenandoah Data Clearinghouse:
<http://www.purewaterforum.org/clearinghouse.php>
- Seek funding for project to update the Rivanna River Basin *State of the Basin Report*
- Meet with Treasurer and elected RRBC Finance Committee to discuss RRBC long range financial plan

5. Program and project management

NFWF "Pulling Together" Grant.

Task 1. Cost share of BMPs with member localities.

- Fluvanna County - MOA and appropriation approval request scheduled for October 21, 2009
- City of Charlottesville - MOA and appropriation approval request scheduled for late November or early December 2009.
- Greene County – With multiple aspects of the Greene County Park project still in the planning phase, it is premature to come before the Greene County Board of Supervisors with an appropriate approval request. We are scheduling a meeting between RRBC, Greene County staff, and RCS to scope the RCS contract work for coordinating volunteer support at Greene County Park NFWF projects. RRBC staff may present an update to the Board in December 2009.
- Albemarle County – Approval for funding for the Crozet Engineered Wetlands was sought and received in August, 2009. The design for the system is underway. Construction bids will follow shortly.

Task 2. Monitoring of BMP performance.

- Multiple meetings of the TAC Monitoring Subcommittee to discuss the approach for monitoring, resulting in the decision to approach this in phases, as each of the BMP systems is installed or comes online.
- RRBC is developing a contractual agreement with StreamWatch to coordinate and facilitate monitoring for this project. This contract is phased to accommodate the steep learning curve on the part of the RRBC in this kind of monitoring.

Task 3. Inventory of Stormwater Retrofit Opportunities (Fluvanna & Greene).

- Draft contract and scope have been developed for the contract with the Center for Watershed Protection (CWP).
- Planning meeting has been held between RRBC, Greene County, and CWP.
- Planning meeting schedule for late October with RRBC, Fluvanna County, and CWP.

Task 4. Developers roundtables to identify impediments to advanced stormwater management. Host watershed wide-symposium.

Task 5. Identify incentives to accelerate advanced stormwater management. Provide training opportunities to developers, locality staff.

Tasks 4 and 5 have not yet been fully defined. However, we have partnered with TJSWCD, Albemarle County and the Association of SWCDs/Urban Committee to host one rainwater harvesting technical webinar (attended by over 60 people) on August 19. We are co-hosting the second webinar on October 27 along with a workshop designed to familiarize engineers with the technical specifications for cisterns developed by the Virginia BMP Stormwater Clearinghouse.

RRBC has been given clearance to request reimbursement and/or advance for near term project activities. I will be preparing the first funding request for approximately \$300,000 at the end of the month to be submitted in conjunction with the Annual Report (federal fiscal year ends September 30).

DCR: Rivanna Healthy Waters Pilot Program.

Both StreamWatch and Virginia Commonwealth University are under contract to RRBC for providing data and analysis that will identify Rivanna's healthy waters, as per the INSTAR program developed by VCU. (See presentation handout from Executive Committee's September 23, 2009 meeting.) All 55 Rivanna sites have been identified; permission has been obtained for access to these sites by VCU and StreamWatch personnel for fish, habitat, and benthic monitoring, all of which will be completed by the end of this year. This project is on track and on budget.

As discussed earlier, I have been working with TJPDC and Greene County staff to provide "healthy waters" language for the comprehensive plan. By early November, we

should learn how resources from Virginia's Project NEMO might be used to complement Greene County work under the Healthy Waters and NFWF grants.

Land Cover Map. An update on this project, due to be completed by December, will be provided in the TAC presentation at the October 22, 2009 Commission meeting.

Potential Program Partnerships. Should the Virginia Department of Forestry be successful in its proposal for developing a Rivanna Exchange (based on water quality protection), RRBC may wish to participate at a level beyond simple project endorsement.

RRBC is listed as a co-investigator on VCU's grant proposal to the Chesapeake Bay program's RFP for Watershed Monitoring assistance. The RRBC would benefit from this partnership by receiving a GIS layer that locates all of the BMPs in the Rivanna watershed. RRBC wrote a support letter to be included in a UVA grant proposal, which is local and focused on stormwater monitoring. Grants will be awarded in mid-November.

Next quarter's activities:

- Submit timely reports to NFWF and DCR and obtain advance and reimbursement funding.
- Develop project management schedules and tools for grant projects, especially for tracking match expenditures.
- Ensure roll-out of Land Cover Map and identify potential uses (possible intern activity)
- Identify additional grant funding sources
- Participate in daylong training on ecosystem services (December 7).
- Participate in Bay TMDL as appropriate.

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Executive Director Participation in Conferences, Training, Meetings

- Virginia Certified Planners course (September/December 2009)
- Virginia Stormwater BMP Clearinghouse (Charlottesville, September 10, 2009)

Presentations

- The CNE: The Do's and Don't of Starting a Non-profit (August 18, 2009)
- Comments at Albemarle County Public Hearing (Modifications to the Water Protection Ordinance) in general support of RCS Stormwater Project Recommendations to the County (September, 2009)
- RRSEP: Rivanna River Basin Commission Update (August 19, 2009)
- Moderated Virginia Water Resources Research Center conference session on Modeling Water Quality and Quantity (October 15, 2009 in Richmond)