

## **Executive Director's Activities and Accomplishments in 2009**

Contract Hire RRBC Coordinator – (contractor)	January To April 2009
RRBC Executive Director – (contract hire as ED)	April To August 2009
RRBC Executive Director – (staff hire)	September To December 2009

### **Fiscal Resource Management and Planning**

- Secured NFWF final grant - \$725,000 total \*  
\* As a volunteer and then RRBC member (Charlottesville representative from October 2008-January 2009), Ms. Middleton worked directly with Ridge Schuyler and Diane Frisbee of TNC to strategize, develop, and write the pre-proposal to NFWF for this grant. She then developed the final proposal in February 2009 as staff to the RRBC.
- Sought out and secured DCR: Healthy Waters grant - \$55,000
- Secured DCR: Land Cover Map for Greene County - \$5k
- Developed FY 2010 budget with approx. half staff costs covered by grant funding
- Hired bookkeeper and developed fiscal accounting system for program and non-program expenses
- Developed “Accounting and Financial Management Policies and Procedures” draft guidance
- Created payroll system (hired ADP and developed grant tracking timesheets)
- Established independent fiscal agency, established bank accounts, oversaw the transfer of funds and accountability from TJSWCD to RRBC
- Developed draft 2010 Work Plan

### **Communication & coordination of RRBC “purpose” (mission)**

- Gave presentation re Healthy Waters Pilot Program Environment Virginia (April 2009)
- Gave presentations to Albemarle, Fluvanna, and Greene counties and the City of Charlottesville regarding approval of partnership with and requests for letters of support for NFWF grant
- Gave informational presentations to Culpeper SWCD, Thomas Jefferson SWCD, Thomas Jefferson PDC, Rivanna Conservation Society
- Worked with TJPDC Executive Director exploring ways to work together;
- Participated on employee candidate review team with TJPDC for new Environmental Planner
- Worked with StreamWatch and RRBC to clarify relationship and join StreamWatch Steering Committee as non-voting member
- Initiated multiple meetings with Rivanna Conservation Society regarding overlapping interests with respect to working with localities on stormwater issues
- Developed relationships with UVA scientists to collaborative partnerships (Curran, Sitler, Herman, Scanlon) and successful UVA Jefferson Citizen Scholar grant to fund students to support NFWF stormwater monitoring

- Invited and supported WVTF for radio story on Healthy Waters and the Commission
- Issued five press releases on behalf of the Commission
- All Launched interim and final web-site at [www.rivannariverbasin.org](http://www.rivannariverbasin.org)
- All meeting materials from April 2007 through October 2009 are archived and posted online at the Commission's web-site
- Initiated RRBC quarterly update, sent to all elected officials (including planning commissioners), and locality executives, and planning and environmental staff
- Answered FOIA requests from the public

### **Personnel Management**

- Oversight of volunteer effort of Rose Brown, Recording Secretary to the RRBC, for meeting minutes and development of complete up-to-date archives of meeting materials
- Hired part-time administrative assistant (Rose Brown, January 2010)
- Developed position personnel materials (hiring, performance evaluation, benefits, payroll) for the Commission

### **Day-to-day operations**

- Prepared meeting agendas, materials, presentations, minutes, record-keeping, and provided planning and logistic support for three RRBC meetings ("around the watershed" with field trips), six RRBC TAC meetings, and six RRBC Executive Committee meetings
- Worked with TAC leadership to develop and plan for planning "retreat" and secured no-cost professional facilitation assistance for RRBC TAC Planning Meeting held in January 2010
- Supported the RRBC Chair and TAC Chair in development of meeting agendas and materials
- Supported Commission in developing and drafting changes to Bylaws
- Obtained legal advice to obtain preliminary clarification of legal issues (status, liability, indemnity)
- Secured office space, furniture and equipment
- Purchased computer and digital equipment, including back-up drives

### **Program and project management**

#### Grant projects:

- Land Cover Map (along with TNC and partners), providing technical oversight and coordination with TNC and partners and ensured adequate funding to cover all of Greene County (outside of Rivanna watershed) and encouraging Greene County to include in comp plan update
- NFWF: Stormwater Pulling Together
  - Prepared final successful proposal
  - Executed grant agreement with NFWF
  - Co-hosted three stormwater regulations developers roundtables

- Executed MOA's for cost-share for BMPs with Fluvanna County and City of Charlottesville
- Ongoing coordination with Greene County to develop demonstration project that goes over and above (i.e. including stream restoration, stormwater management plan for park)
- Conducted scope of work discussions with CWP and Fluvanna and Greene counties regarding Task 3 (retrofit inventories)
- Conducted scope of work discussions with StreamWatch (benthic monitoring), RCS (volunteer support at Greene County Park), and TJPDC (coordinating stormwater monitoring for NFWF project) preliminary to final contracts
- Rainwater Harvesting Initiative (paid for out of NFWF grant)
  - Co-hosted two webinars on rainwater harvesting and one technical workshop for professionals
  - Coordinated with over 25 partners and community members letter of concern to Governor Kaine regarding lack of statewide regulations on rainwater harvesting
  - Facilitated upcoming (2010) meeting with Virginia Department of Health, DCR, DEQ, and DHCD regarding rainwater harvesting guidelines
- DCR: Healthy Waters
  - Executed grant agreement with DCR
  - Executed sub-contracts with VCU and StreamWatch for monitoring and analysis
  - Worked with Greene County and TJPDC to integrate healthy waters language into Greene County comp plan update and Greene Infrastructure Plan
- Greene County Special Initiative: Recruited additional support from the Commonwealth and Chesapeake Bay Program to assist Greene County with coordinated development of and technical assistance for upcoming code review following the Comprehensive Plan update (support from Center for Watershed Protection, NFWF Circuit Rider Program, Virginia NEMO)
  - Facilitated meeting with Greene County School Board on stormwater management features of upgrades to Athletic Fields

#### Non-grant projects

- Named to Virginia's Stakeholder's Advisory Committee to the Secretary of Natural Resources on the Chesapeake Bay TMDL
- Numerous meetings with RRBC TAC's Monitoring Subcommittee to explore developing a long-term, comprehensive and targeted monitoring program for the Rivanna watershed
- Exploratory meetings with VDOF for "Forests to Faucets" (VDOF Rivanna Exchange Pilot Project)

#### Professional development

Completed VIRGINIA CERTIFIED PLANNING COMMISSIONERS PROGRAM  
(December 2009)