

New River Valley Green Infrastructure, Committee Meeting
New River Valley PDC, July 31, 2008, 1:00 – 4:00 PM

Meeting goals:

1. Formalize and approve committee structure and operating procedures.
2. Form subcommittees and begin subcommittee work.
3. Approve potential network design goals.
 - a. Identify specific attributes to potentially be included in map products.

Attendees:

Ursula Lemanski, NPS- Rivers, Trails, and Conservation Assistance Program
Holly Lesko, Town of Blacksburg Planning Commission
Melissa Skelton, City of Radford
John Eustis, New River Land Trust
Peter Sforza, Center for Geospatial Information Technology
Kim Steika, VT Community Design Assistance Center
Jack Noll, Appalachian Trail Conservancy
Debbie Lineweaver, Pulaski County citizen
Susan Garrison, Town of Blacksburg
Shawn Utt, Pulaski County
Doug Warren, Pulaski County Planning Commission
Jerry Moles, LandCare
Blaine Keese, Draper Aden Associates
Joey Fagan, DCR-Karst Heritage Program
David Robertson, VT LandCare
Erica Adams, Virginia Water Resources Research Center
Tamim Younos, Virginia Water Resources Research Center
Karen Drake, Town of Blacksburg
Christy Gabbard, Conservation Management Institute
Chuck Dietz, DCR-Soil & Water Conservation
Courtney Kimmel, VT Dept. of Forestry

Agenda Items:

1. Welcome and Review of meeting agenda and goals (5 minutes)
Regina welcomed the group to the second meeting of the Green Infrastructure Steering committee. During her review of the agenda, Regina stressed the importance of formalizing the steering committee's structure and operations. For the initiative to continue moving forward efficiently, and in a meaningful way, there must be more structure to the committee than was necessary in the previous phase.
2. Committee Operations (30 minutes)
Regina began a discussion of the proposed operations of the Steering Committee by going over a document drafted since the previous meeting (enclosed). The document includes sections: Mission, Purpose, Program Goals, Committee Members and Organizational Structure, Steering Committee Roles and Responsibilities, Decision-making, Meetings, Stakeholder and Community Involvement, and Communication. A discussion of the document began with general comments.

Some changes proposed to the document include; changing the program goals to associate more closely with the roles and responsibilities of the subcommittees, edit to ensure consistent language, refine and add language to fully include all aspects of green infrastructure (i.e. natural & cultural resources, alternative/renewable energy, water conservation).

Specific discussions by the committee included how to make decisions within the group, who should be included in the decision making, who should be included on the steering committee, and how to schedule meetings. The group concluded that Regina should evaluate the current list of individuals included on the steering committee and decide which of those individuals should be a part of the decision-making steering committee. The remaining individuals would continue to receive updates on the project and would be welcome to give their input, but would not be considered an official member of the steering committee. Additionally, Regina should begin to fill the subcommittees with individuals whose expertise and experience match the roles and responsibilities associated with the subcommittee.

The group concluded that decision-making should be on a consensus basis, but that decisions made at one meeting would not be reevaluated later simply because a member was not present. All members would agree to either attend meetings or send a representative, with the understanding that if no one is there representing their organization and a decision is made they will abide by the decision of the group.

To ensure that members are given enough notice to either come to a steering committee meeting or send a representative, meetings will be held on set days. Regina will send out a meeting scheduler to the committee to get input and will set the dates for meetings for the next 6-9 months. Generally, meetings will be scheduled every other month and last between 2-4 hours, dependent on the amount of information to be considered. Between steering committee meetings, the subcommittees will meet independently to define their duties and tasks and to begin work on those tasks. The subcommittees will be expected to report back to larger committee on their progress to date.

Regina will also work in the coming weeks to define a subcommittee structure that outlines a chain of communication. This will assist these subcommittees to define their roles, tasks, and timeline for accomplishing such tasks.

3. Committee Structure (45 minutes)

This section of the agenda was discussed during the previous conversation about the steering committee organization.

4. Network Design Goals (1 hour)

Regina handed out a set of 8 network design goals developed from the brainstorming session at the end of the previous meeting in May (enclosed). Several issues were brought up during discussion of these 8 goals. Specifically, members believed that the goals should be preceded by a one-word summary (e.g., Biodiversity). Additionally, the language of each goal should be modified to mirror one another. Other specific changes included separating the mechanism from the goal (i.e., conserve large tracks of land for

recreation) and making goals socially relevant by using language that currently carried meaning (i.e., put in context of global warming and health). Several additional goals were suggested; energy, local economy, future land use.

Based on these comments, Regina and Ursula will be working to revise these goals to present to the committee.

The next item was to have the members begin to qualify what attributes they believed would characterize each of the goal statements. The objective was to have a list of these attributes to give to Ken Convery at CMI to begin pulling data layers together in a mapping analysis. Proving difficult to come to these attributes, the group decided to set a meeting for later in August at which Ken would present a previous project with similar information that the committee could understand exactly what was being asked of them. Regina agreed to set up a meeting with Ken to give these examples and begin assimilating a list of attributes the committee wants to see included in the mapping analysis.

5. Question and Answer (10 minutes)

With no further business or questions the meeting was wrapped up.

Next Steps:

1. Regina will draft meeting minutes.
2. Regina will update the Green Infrastructure website linked to the PDC main page.
3. Regina and Ursula will revise the committee document based on comments.
4. Regina and Ursula will revise network design goals.
5. Regina will send a meeting scheduler to determine a reoccurring day for future steering committee meetings.
6. Regina will evaluate current steering committee distribution list to determine individuals to serve on both the steering committee and subcommittees.
7. Regina will work to outline committee and subcommittee commitments and expectations.
8. Regina will organize the next committee meeting to focus on the technical mapping analysis.