TO: EPSAC Members
DATE: September 11, 2020
RE: EAP Phase II Tracking document
FROM: Keith Thomas, Harrisonburg Public Works

Following the last Environmental Performance Standards Advisory Committee (EPSAC) meeting, staff developed a document to track each baseline represented in the Environmental Action Plan (EAP) Phase II Baselines document. The main goal of this document was to account for each baseline in the six Focus Areas, determine if the data was currently available, and if not, what staff thought was needed to obtain the data. Additionally, the EAP Tracking document provides pertinent details for staff regarding how to collect and display the information such as where the data is stored (e.g. the name of the system, report, spreadsheet, or GIS layer). The "What does the indicator mean/tell us?" section is a place for us to provide a little more context about why the indicator was selected, limitations of the indicator, anomalies within the data, or other information that might be useful in explaining the results or goals/targets. This is just a beginning effort to help staff when working on the messaging for any public material.

After creating the structure of the document, Keith Thomas and Kelly Adams met with each Focus Area Staff Leads to fill in as many blanks and uncover additional contacts who would be the primary data collection contacts. Through additional meetings they were able to fill in many of the blanks giving us a clearer picture of where we stand today and what some of the next steps need to be.

It should be noted that this document is a living document and indicators or other details may need to be amended, updated, removed or added to the list. For example, following receipt of the data, it may be determined that initial thoughts on how to display the data will need to be adjusted.

Please review the document and add comments (preferably with tracked changes or written comments in margins) with attention focused on the following sections:

What does this indicator mean/tell us?
- Add any additional comments about why this indicator was chosen, its importance, known limitations, what a lower or higher value would mean? What trend would show progress/what trend we want to see in the data (if applicable)?

Public Display Option
- Add any good examples of how others how displayed the data (especially if there is a weblink you can add). It would be good to have examples for staff look at.

Interested Outside Groups
- Add any local groups that you know of who would be interested in possibly getting an email/other form of communication from Kelly to help us spread the word once we have data to share publicly. This will help us have a greater reach when we get to that stage as they can then share our material within their own networks.

Also, if anyone had any additional indicators they thought were worth looking into, we can discuss adding those at our next meeting.

Do not hesitate to contact Kelly should you have any questions.

Keith Thomas
Attachments: EAP Phase II Tracking