



**Virginia Department of Conservation and Recreation**  
**State Trails Advisory Committee**

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**State Trails Advisory Committee Meeting**

**Agenda**

Thursday, November 14, 2024

1:30pm to 3:00pm (virtual)

- I. **Welcome and Attendance** – 10 minutes (all times are tentative)
- II. **VDOT State Trails Office Update** – 15 minutes
- III. **Reports from STAC members** – 30 minutes
  - a. Northern Virginia Regional Commission Wayfinding and Amenities Project
  - b. Virginia Creeper Trail Update – VCT Conservancy
- IV. **Revisions to SOP** descriptions and vote – 10 minutes
- V. **STAC Report Update** – 20 minutes
- VI. **Spring Meeting Planning** – 5 minutes

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## 1. Procedures

### a) DCR Engagement with the STAC

#### i) Committee Size and Composition

- Limited to 25 voting members, exclusive of DCR staff
- No more than two (2) representatives from any one organization
- Should endeavor to have members that represent the various regions of the Commonwealth as well as stakeholders from a variety of governmental and non-governmental entities across the trail community
- Additional subcommittees may be formed by STAC members at their discretion and availability to administer the subcommittee

#### ii) Appointment to the STAC

STAC members are appointed by the DCR Director in accordance with § 10.1-204.1. Invitations from the Director should go to agency heads to assign appropriate staff from the following agencies:

- Department of Wildlife Resources
- Virginia Department of Transportation
- Virginia Outdoor Foundation
- United States Forest Service
- National Park Service
- Virginia Director of the Chesapeake Bay Commission

Non-legislative citizen members, including representatives from the Virginia Outdoors Plan Technical Advisory Committee, and the Recreational Trails Advisory committee as well as other individuals with technical expertise in trail creation, construction, maintenance, use, and management, may also make a request to join to the DCR Director. These requests should be initiated by an individual or organization in a formal letter to DCR Director with copy to the Chief Planner.

The Environmental Program Planner (EPP) will draft invitation letters for the Chief Planner to submit to the Director for final signature, which will be sent to interested parties the Director approves.

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iii) Term limits

- Non-legislative citizen members are appointed for four-year terms absent action by the Director of DCR, unless they leave the organization which they represent, prior to their term ending
- Appointed members will have terms that coincide with the position they occupied when they were appointed
- Terms will end for those absent for four consecutive meetings
- Vacancies created prior to the end of a term limit, are evaluated on a case-by-case basis, and subject to the appointment procedures in b.ii) above

iv) Voting

- In cases where an agency/organization has more than one member on STAC, only one vote may come from that agency/organization
- Voting measures may be completed during meetings both in-person and virtually and will be done in consultation with any applicable DCR guidelines
- Voting measures may not be completed outside of a public meeting, i.e., voting via email

v) Meeting Logistics

The STAC will minimally meet twice a year.

The spring meeting will be held in-person with consideration for co-hosting it at an event such as but not limited to the Virginia Land Conservation & Greenways Conference (VaULT) in the spring. The recommended time for this meeting is two hours. This meeting may provide educational programming as time permits in addition to any STAC business.

A second meeting will be held in the fall and will be a 1-hour virtual business meeting. An in-person or hybrid meeting may also be considered for the fall meeting based on a vote from STAC members and the availability of facilities, technology, and staffing from DCR to support the meeting.

STAC meetings will be announced on Town Hall no less than 30-days in advance in coordination with the DCR FOIA officer. Draft meeting minutes will be posted on Town Hall no more than 10-days after the meeting and brought to the STAC for approval at the next meeting.

**Standard Operating Procedure**

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Meetings in addition to the two regularly scheduled meetings, such as subcommittee meetings, may be conducted by STAC members. The meeting logistics, scheduling, and facilitation of these additional meetings are the responsibility of STAC members and not DCR. Decisions made in subcommittee meetings are advisory in nature and should be brought to the attention of the entire STAC at one of the two regularly scheduled meetings.

Meetings and minutes should be guided by Robert's Rules of Order.

vi) Removal from the STAC

Removal from the STAC may be initiated by one of the following methods:

- At the request of the STAC member
- In accordance with the term limits identified in a.iii. above
- As recommended by the EPP, and after review by the Chief Planner, and DCR PRR Division Director, and DCR Director or Deputy Director

A letter will be sent from the DCR Director's Office thanking members for their service to also notify them that their term has ended

vii) Engagement Outside of Regular Meetings

STAC members may be called upon for their feedback outside of the two regularly scheduled meetings held during the calendar year. Additionally, members of a subcommittee dealing with a particular topic may be called upon for feedback on that topic.

Feedback may be solicited via email, using the DCR PRR Constant Contact platform, PRR Planning designated email, or during a subcommittee meeting.

Prior to any engagement the EPP will confirm the names, emails, and phone numbers of current STAC members, or, if appropriate, subcommittee members.

Upon confirmation of contact details, the EPP will send an email with the specific request requiring their input, this email will also include a specific due date, and any other details necessary for them to weigh in on the matter(s).

Voting on any specific measures, including any decisions regarding funding, must occur during one of the two regularly scheduled meetings or an interim

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meeting organized by DCR, and will not occur as part of other engagement with STAC such as subcommittee meetings organized by STAC members and not facilitated by DCR.

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