



ENVISION™

About the Envision Review Board (ERB)

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PURPOSE & OVERVIEW

ERB mission

Assure the continued integrity and efficacy of Envision and its associated tools, resources, and documents to provide for consistency in interpretation and development; and assure the ongoing relevance of the tool and its associated best practices to the highest standards of scholarship and practice.

Margaret Cederoth (Chair)

Director of Planning and Sustainability, California High-Speed Rail Authority



Richard Fernandez (Vice-Chair)

Principal Engineer, Aquario Engineering



Melissa Peneycad (Ex-Officio Officer)

Managing Director, Institute for Sustainable Infrastructure (ISI)



ERB members

Bob Beinstein, AECOM	Quin MacKenzie, luuceo consulting
Michael Bloom, 5engineering, LLC	Jennifer (Jen) Ninete, HDR
Margaret (Meg) Cederroth, California High-Speed Rail	Melissa Peneycad, ISI (non-voting)
Silvia Ciraci, ICMQ	Amanda Schweickert, WSP
Hélène Dubé, SNC-Lavalin	Scott Smith, Metrolinx
Richard Fernandez, Aquario Engineering	Lourette Swanepoel, Calibrate Collaborative
Patricia Gomez, Miami-Dade County	Justin Waples, Central Costa County Sanitary District
Erika Jozwiak, New York City Mayor's Office of Resiliency	Sofia Zuberbühler-Yafar, New York City Department of Design and Construction

Activities

- Drafting/approving credit amendments
- Providing strategic direction for Envision development (e.g., Envision v4 when that work is initiated)
- Oversight that material is consistent with overall character and intent of Envision
- ERB may be asked for input on other Envision-related matters
- ERB may initiate other activities





Example: credit amendments

- As projects go through Envision verification ISI staff and verifiers occasionally encounter conflicts, errors, or areas of uncertainty
- Whenever this occurs verifiers and staff are authorized to proceed with the project assessment but document their solution as a draft "credit amendment"
- The ERB then reviews any new determinations and votes to codify them, or direct ISI staff to revise the amendment



Example: strategic direction

- Whenever ISI begins development of Envision v4 the ERB will provide direction and guidance
- ERB can engage directly in development or may advise ISI staff on other means of accomplishing goals, such as engaging other volunteer committees

Example: oversight

- The ERB may be called upon to review and comment on training or promotional material if needed
- ERB may be asked to provide input on Envision-related policies, procedures, or other materials, such as guidance for applicants (e.g., users of Envision)



ENVISIO
SUSTAINABLE INFRASTRUCTURE FRAME



Example: expert input

- ERB may be asked to provide input on Envision-related policies, procedures, or other materials, such as guidance for applicants (e.g., users of Envision)
- ERB may be asked to provide input on research priorities

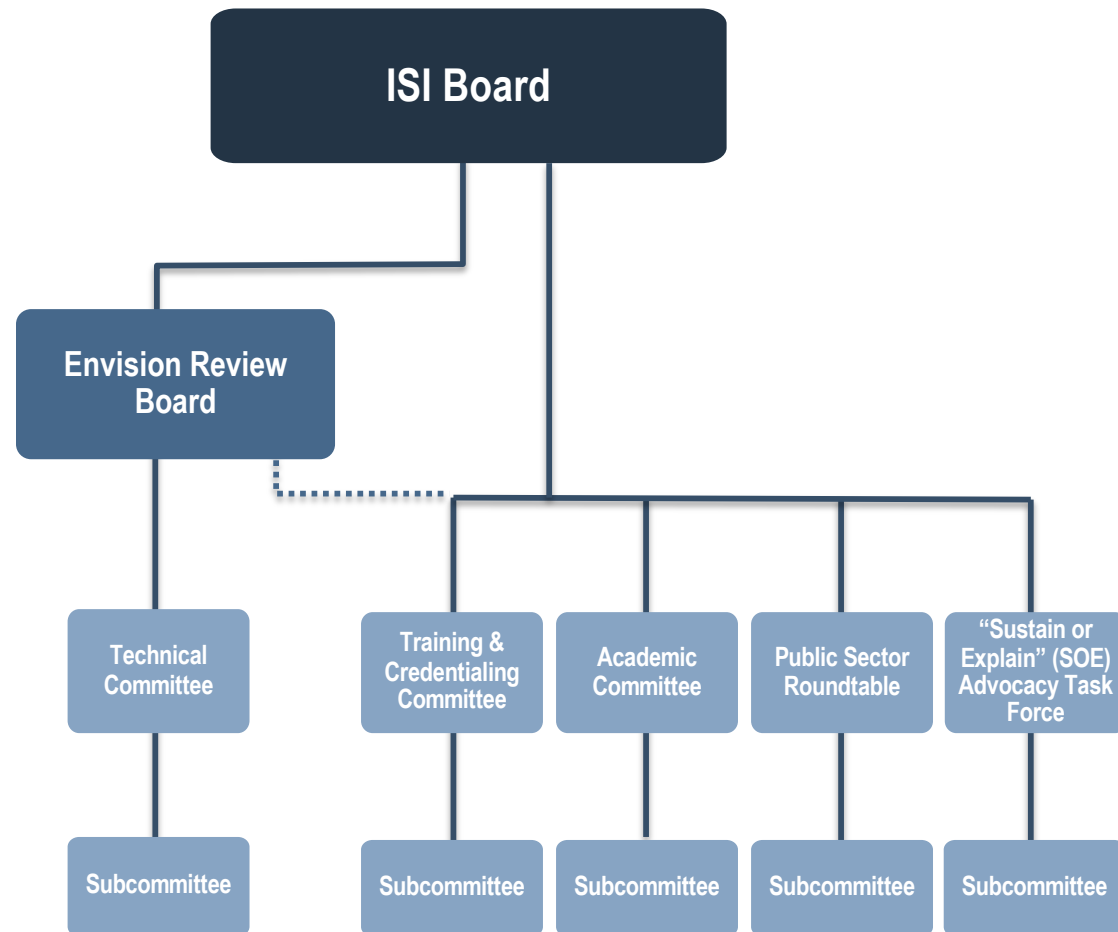


Example: other activities

- ERB may elect to initiate other activities. Recent examples include:
 - ERB Podcast
 - ERB initiated panel discussion/webinar on the cost of using Envision

Relationship to ISI Board and Advisory Committees

- *“ERB is the final arbiter on issues associated with Envision...”*
- ERB decisions are independent of ISI Board.
- The ERB may, from time to time and as the need arises, establish committees and subcommittees, such as technical committee – the working arm of the ERB.
- Other ISI committees may advise the ERB on specific actions related to Envision or be used as “sounding boards”.



A large white number '2' is positioned in the upper left corner of the image. The background is a photograph of a snowy mountain peak partially obscured by clouds, with railway tracks running towards the base of the mountain in the foreground.

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MEMBERSHIP & MEETINGS

Composition and Appointment

- Potential members are nominated by ISI staff and existing ERB members
- The ERB votes to nominate candidates for available seats and members are ultimately appointed to the ERB by the ISI Board
- Mix of public agencies, private companies, and general interest groups
- Appointments are to individuals not organizations
- Members cannot appoint their own successor or assign an individual to serve in their place
- ISI Board addresses vacancies
- Members may serve a maximum of two terms

Member Responsibilities

- Attend meetings and actively participate
- Arrive at meetings informed and prepared for the issues outlined in the agenda
- Maintain current ENV SP credential



ERB Chair

Responsibilities

- Act as the primary spokesperson for the ERB
- Preside over all meetings of the ERB
- Assign administrative responsibility for any ERB sub-committees
- Be an ex officio member of all ISI advisory committees

ISI Staff

Responsibilities

- Document ERB decisions
- Update ERB on ISI activities
- ERB representative to ISI Board
- Ensure no conflict with ISI Bylaws or Board decisions
- Liaison between committees and ERB
- Oversee implementation of ERB decisions

Meetings

- Quarterly phone/webinar meetings
 - Typically, one in-person meeting annually
- Special (additional) meetings may be called if necessary
- Agendas and meeting content sent in advance for members to review
- Agenda set by the ERB Chair, with assistance from ex-officio officer





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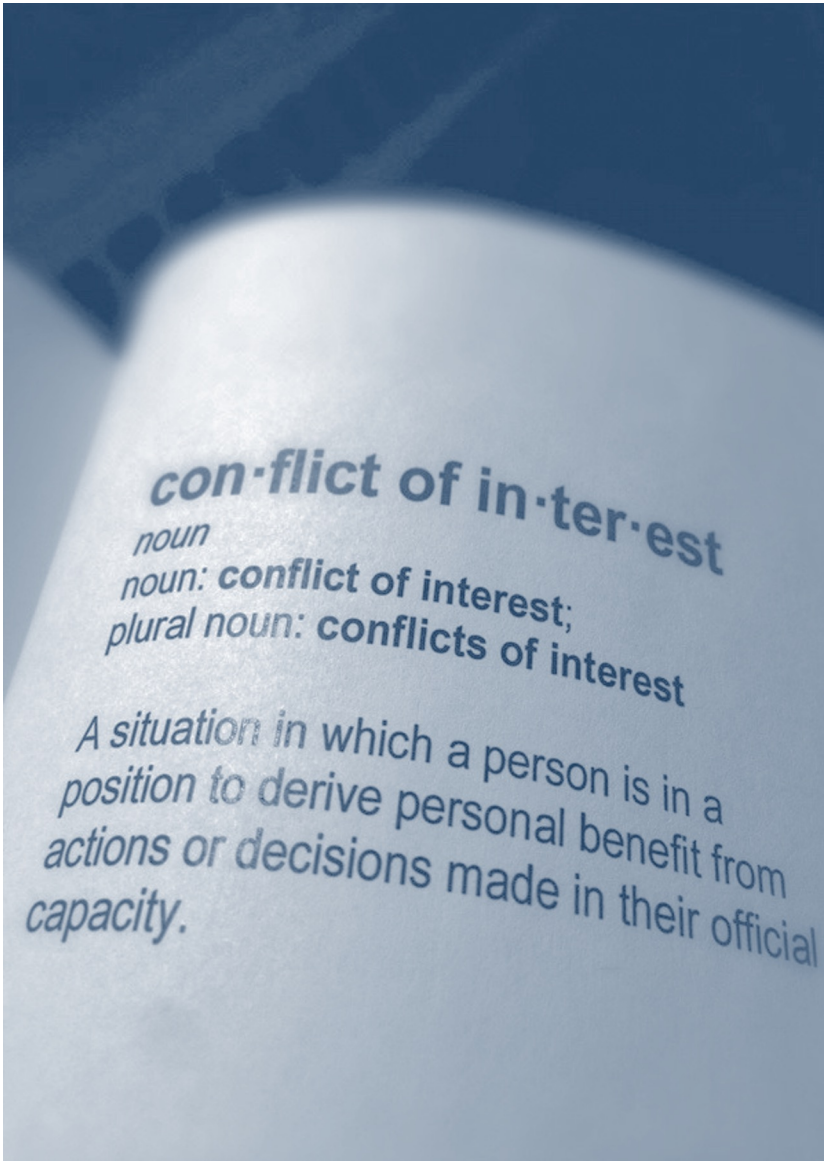
CONFLICTS & LIMITATIONS

Obligations

- ISI indemnifies ERB members against claims for liability from duly authorized duties on behalf of ISI.
- Not-for-profit board members are legally obligated to meet a standard of conduct:
 - apply the level of care of a prudent person
 - give undivided allegiance when making decisions affecting the organization
 - be faithful to the organization's mission

Conflicts of interest

- “ERB members are required to disclose the existence of any actual or possible conflict of interest and all material facts to ISI and ERB...”
 - Example: members voting on a credit amendment that may impact the performance of their project in verification
 - Typically, members will recuse themselves from a vote in which they have a conflict





Limitations

- Cannot expend money, incur liability, or make commitments that involve ISI in any expense or liability
- Cannot speak for ISI or claim to represent ISI
- Cannot disclose ERB proceedings without ERB approval
- Cannot make official statements regarding future developments of Envision
- Cannot make agreements with other organizations, companies, or entities outside ISI



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