



AGENDA

SUSTAINABILITY BOARD

Regular Meeting No. 2018-06

Wednesday, September 26, 2018 – 6:30 P.M.

City Hall Council Chambers, 120 Malabar Road, SE

CALL TO ORDER:

ROLL CALL:

ADOPTION OF MINUTES:

1. Regular Meeting No. 2018-05; August 29, 2018.

PUBLIC COMMENTS: (Non-agenda items only)

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Board. The Chairperson will ask if there are any public comments prior to the Board taking action on the item. All speakers will be limited to three (3) minutes each.

NEW BUSINESS:

1. Discussion of the Board's purpose, intent, duties and responsibilities.

OTHER BUSINESS:

ADJOURNMENT:

If an individual decides to appeal any decision made by the Sustainability Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Legislative Department at (321) 952-3414 or Florida Relay System at 711.

CITY OF PALM BAY, FLORIDA
SUSTAINABILITY BOARD
REGULAR MEETING NO. 2018-05

Held on Wednesday, the 29th day of August 2018, at the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida. The minutes are not a verbatim transcript but a brief summary of the discussions and actions taken at the meeting.

The meeting was called to order at the hour of 6:32 P.M.

ROLL CALL:

CHAIRPERSON:	Lesley Byrd	Present
VICE CHAIRPERSON:	James Boothroyd	Present
MEMBER:	John Vogel	Present
MEMBER:	Kathy Hill	Present
MEMBER:	Vacant	--
MEMBER:	Wade Senti	Present
MEMBER:	Amy Ford	Absent

CITY STAFF: Present was Deshon Davis-Patterson, Integrated Systems Management Manager, Utilities Department.

ADOPTION OF MINUTES:

1. Regular Meeting No. 2018-04; July 25, 2018.

Motion by Ms. Hill, seconded by Mr. Boothroyd, to adopt the minutes for Regular Meeting No. 2018-04. The motion carried unanimously.

PUBLIC COMMENTS:

There were no public comments.

OLD/UNFINISHED BUSINESS:

1. Discussion of junk mail with regard to local businesses and residences; amount of waste of paper/natural resources. (Wade Senti)(CONTINUED FROM RM 2018-04; 07-25-18)

Ms. Byrd said the issue with trying to stop junk mail was that the individual had to go to various sources. There were websites to opt out, but there was no specific location to do so. She said that an option would be for information to be placed on the City's website that would link to the multiple sites.

Mr. Senti said there was a Facebook page known as “Recycle Brevard” which had a lot of information as well. It contained the do’s and don’ts of recycling. He suggested that tips be disseminated through social media.

Mrs. Jones advised of the single-stream recycling program which was provided through the City’s contract with Waste Management. Ms. Hill asked if the recycling guide could be posted to the website. Ms. Byrd asked that a link relating to reducing junk mail be posted on the website or social media.

NEW BUSINESS:

1. Discussion on how Palm Bay could move Brevard County to “zero waste”. (Wade Senti)

Ms. Senti advised of an article titled “How San Francisco sends less trash to the landfill than any other major U.S. city”. He said it included how the program was implemented, how it worked and the related challenges. Standard residential services included a 64-gallon blue recycling bin, a 32-gallon green composting bin, and 16-gallon black trash bin. Businesses were charged according to the volume of waste they presented. They received discounts for using the green and blue bins, and were penalized if recyclables or compostables ended up in the trash. Mr. Senti said that San Francisco diverted about eighty percent (80%) of its waste from landfills, or more than 1.5 million tons every year. Their goal was to get to zero waste. There were two (2) centers, one for recycling and the other for compost. Mr. Senti provided further information on the program.

2. Discussion of the City’s waste management plan. (Wade Senti)

The item was discussed earlier in the meeting under Unfinished and Old Business.

OTHER BUSINESS:

Ms. Byrd requested discussion on the Board’s functions and goals. She said that many ideas had been presented during the meetings but was unsure if the Board knew its exact purpose or if there was a clear mandate from City Council. Ms. Byrd had spoken with Councilman Anderson and he had a strong sense of what he felt the Board should be accomplishing. She felt it would be good to hear from Council as to their expectations for the Board. She suggested inviting Council and Leslie Maloney, who was instrumental with the inception of the Board, to the next Board meeting. Mrs. Jones would provide the Board with information from other municipalities with regard to their Sustainability Boards.

Mr. Boothroyd felt that Council brought the Board together, but with no direction for its members. He said that there had been many great suggestions but no way to implement them and agreed with receiving Council input. He added that many of the City advisory boards met quarterly or as needed and he would support that option if the Board agreed. Ms. Byrd said that she would support quarterly meetings but only after the Board established itself.

Mr. Senti inquired about the best way to get citizen involvement and participation in the Board meetings. He suggested placing on the City's social media pages.

Motion by Mr. Boothroyd, seconded by Ms. Hill, to invite members of City Council, specifically Councilman Anderson, to the next board meeting.

Mr. Vogel said an area of focus should be the City's procurement activities and possible cost savings during the procurement process. Ms. Hill concurred with the comments of the Board and felt guidance and direction was needed before proceeding. The motion carried unanimously.

Ms. Byrd asked if the Board wanted to extend the invitation to Ms. Maloney. Mr. Boothroyd felt the Board should hear from City Council first, then invite Ms. Maloney to a following meeting. The Board concurred to invite Ms. Maloney to a subsequent meeting.

Mrs. Jones advised that the City Manager provided information to the Board regarding a free one-hour webinar titled "Building Better Outcomes". The webinar was scheduled for Tuesday, September 18, 2018, at 2:00 P.M., and would provide information on a fast, easy and collaborative software tool developed by PlanIT Impact which could simplify the task of calculating and analyzing the impacts energy, water, stormwater and transportation have on building performance and efficiency.

The Board concurred to schedule the next meeting for Wednesday, September 26, 2018, at 6:30 P.M.

ADJOURNMENT:

There being no further business, motion by Mr. Boothroyd, seconded by Ms. Hill, to adjourn the meeting at the hour of 7:01 P.M.

Lesley Byrd, Chairperson

ATTEST:

Terese M. Jones, City Clerk

City of Palm Bay, Florida

SUSTAINABILITY BOARD BY-LAWS

ARTICLE I PURPOSE AND INTENT

Section 1. The purpose and intent of the shall be to advise and assist the City Council, City Manager and city staff in matters relating to pollution reduction water quality initiatives, community education and involvement, and assessing local climate risk.

ARTICLE II COMPOSITION

Section 1. The Board shall be comprised of seven (7) members appointed by the City Council.

Section 2. Appointments.

- A. Each Council seat shall appoint one (1) member. Subsequent appointments shall coincide with the seat and the term of office of the Councilmember.
- B. Members shall be residents of the City of Palm Bay for at least one (1) year and or be the owner of a business located within the City of Palm Bay for at least one (1) year. Member must remain a City of Palm Bay resident and/or the owner of a business located within the City of Palm Bay throughout the term of the member's appointment.

ARTICLE III TERMS OF OFFICE

Section 1. Initial terms.

- A. The initial term and subsequent terms shall be as follows:
 - 1. Council Seats 1, 2, 3 – members shall serve until November 2020;
 - 2. Council Seats 4 and 5 – members shall serve until November 2018;
 - 3. Two (2) at-large members appointed for a term of four (4) years.
- B. Thereafter, all subsequent terms shall convene with the appointing Councilmember's term of election.

**ARTICLE IV
OFFICERS**

Section 1. There shall be a Chairman and Vice-Chairman. The officers shall serve for a term of one (1) year and may succeed themselves.

Section 2.

A. The duties of the Chairperson shall consist of, but not limited to the following:

1. Be the principal representative of the Board and shall preside at all meetings.
2. Sign minutes upon approval by the Board.

B. The duties of the Vice Chairperson shall consist of, but not be limited to, the following:

1. Preside in the absence of the Chairperson and assume other duties as designated by the Chairperson and the Board.

Section 3. In case of absence of any Officer, either of the other Officers present may preside. In the event that no Officer is present, the senior member present may preside.

Section 4. Five (5) members of the Board shall constitute a quorum for the transaction of business at any meeting and the vote of a majority of such quorum shall be sufficient for formal action by the Board.

Section 5. Vacancies shall be filled in the same manner as original appointments. Replacement appointments shall be for the unexpired terms only.

Section 6. Members who fail to attend three (3) consecutive regular meetings or a total of five (5) meetings of any type within a twelve (12) month period shall automatically forfeit their appointments.

Section 7. Resignations shall be in writing addressed to the chairman or the Office of the City Clerk by mail or delivered in person.

Section 8. The members of the Board may appoint such other officers as deemed necessary or appropriate.

Section 9. The Chairman shall conduct all meetings. The Secretary shall keep minutes of all meetings.

ARTICLE V MEETINGS

Section 1. Meetings shall be held on such days and at such times and locations as determined by the Board. Meetings shall be held in public facilities.

Section 2. Special meetings may be called by the Chairman or the majority of the Board for an official matter that cannot wait for the next meeting date.

Section 3. The date, time, or place of such meetings, regular or special, may be changed upon the affirmative vote of the majority of members at a regular meeting.

Section 4. Sufficient public notice of special meetings shall be given as to the meeting place and time in conformance with applicable Florida Sunshine Laws.

Section 5. The Board shall determine its own rules and order of business. However, such order may be changed by the presiding Officer to meet contingencies.

ARTICLE VI DUTIES AND RESPONSIBILITIES

Section 1. The Board shall identify and make recommendations to the City Council concerning affordable strategies associated with conservation, renewable energy, and energy efficiency. Duties of the Board shall include:

- A. Develop an environmental sustainability plan for city operations with a goal of achieving one hundred percent (100%) clean energy by 2035 in city operations.
- B. Develop an assessment plan to track activities and implementation of the city's environmental sustainability plan. Provide an annual report to the City Council on activities and implementation of the plan.
- C. Review ordinances and policies that have an environmental impact on the city and make recommendations to City Council. Such topics may include standards for recycling, environmental standard preservation and landscape design and floodplain management.

Section 2. Initiatives of the Board may include:

- A. Research, identify and recommend to the public affordable strategies associated with the conservation, renewable energy, and energy efficiency.

- B. Research and recommend to the public financial initiatives and resources that are available to offset costs associated with renewable energy initiatives.
- C. Recognize the efforts of others who contribute to the beautification environmental protection and enhancement of the City.

Section 3. The Board shall perform such additional duties and services as may from time to time be assigned by the City Council.

ARTICLE VII

Section 1. These by-laws may be amended, repealed or made inoperative by majority vote of the Board at an official meeting. Written notice of such proposal shall be given to the Board at least one (1) month before the meeting at which such matter is to be considered.

Section 2. These by-laws shall become effective on the date of their adoption by affirmative vote of a majority of the members present at an official meeting of the Board.

Adopted: