1: Administrative
   a. Approval of Minutes
      April KWPB Minutes
   b. Citizen Comments
      Limited to 3 minutes per person
   c. Staff Report
      Emailed monthly along with agenda and minutes. This time may be used to request more information on individual items
      May Staff Report

2: Action

3: Informational
   a. Green Minute
      Share a personal story about sustainability
   b. KWPB - Status report KWPB
      Status Report from KWPB
   c. Sustainability Action Plan
      Status Report from SAP
   d. Finance
      Status Report from Finance
   e. FL SUN
      League of Women Voters representative Deirdre Macnab will present on their FL SUN initiatives regarding solar co-ops.
4: New Business
   a. Agenda Requests and/or announcements

5: Adjourn
   a. Action Items:
      Review action Items identified during meeting.
   b. Evaluate Meeting:
      What worked? Didn't work?
   c. Next Meetings:
      June 20, 2017

Appeals and Assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105)

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."
Meeting Protocol

The protocol described below is used to conduct an orderly meeting of the Keep Winter Park Beautiful and Sustainable Advisory Board. It is the Chair's option to follow or deviate from these guidelines during any meeting of the Board.

- Agenda item is brought up by Chair;
- Chair recognizes the staff for department input;

- Staff will present the item and state department recommendation if appropriate;

- The staff or Board Chair may recognize the individual or group requesting the action and present the opportunity to address the Board and present the details of their request. This presentation should be brief (3-5 minutes)

- The Chair will recognize the Board members and provide an opportunity for questions from the item sponsor or department staff;

- The Chair will entertain any motion from the Board regarding the agenda item;

- Once the item has been motioned and received a second, the Chair will ask if there is any public comment about the issue. (Public comment comes before the Board discuss the motion.) Public comment will be held to 3 minutes each;

- The public comments are closed by the Chair once all citizens who wish to speak have been given an opportunity;

- The Chair will recognize the Board members for discussion of the motion. Any Board member may address a question to the sponsor, to the department staff or to a citizen if appropriate;

- Once there is no further discussion, or if the Question has been called (debated and voted affirmative), then the Chair will request the Board moves to a vote.
THE CITY OF WINTER PARK  
KEEP WINTER PARK BEAUTIFUL AND SUSTAINABLE

Regular Meeting  
City Hall, 401 Park Ave. S.  

MINUTES

April 18, 2017  
11:45am

Present: Stephen Pategas, Mary Dipboye, Ellen Wolfson, Bruce Thomas, Sally Miller, Ben Ellis

Absent:

City of Winter Park Staff: Kris Stenger, Building & Sustainability Manager, Abby Gulden, Permitting and Sustainability Coordinator, David Zusi

Guests: Jody Lazar

CALL TO ORDER: Ch. Thomas called the meeting to order at 11:48 a.m.

1. ADMINISTRATIVE ITEMS

   Approval of Minutes
   Mary D. made a motion to approve February 21, 2017, and March 21, 2017 minutes. Ellen W. seconded the motion. Minutes were approved as presented.

   Citizen Comments:
   Jody Lazar- updated board member’s regarding rebranded “Don’t pitch it fix it” May 13, 11am-3pm at the Winter Park Library. She is seeking volunteers for this event. Also mentioned were library participation in Earth Day and America in Bloom.

   Staff Report:
   Staff report was emailed to board members. Staff presented an Earth Day recap including budget, event components, lessons learned, and attendance.

2. ACTION

3. INFORMATIONAL

   a. Green Minute
      none

   b. KWPB – Status Report KWPB&S
      S. Pategas reviewed the itinerary and maps for the America in Bloom judging that will take place on April 24th and 5th. It was reported that caladium sales are doing very well.

   c. Sustainability Action Plan

   d. Finance
      Included as part of staff report Earth Day discussion.
e. Water/Wastewater and Conservation
David Zusi with the Winter Park Utility led a discussion regarding current WP water and sustainability initiatives. Topics included the city’s consumptive use permit, irrigation audits, reclaimed water, and water/wastewater plants. Long range sustainability goals were discussed.

4. NEW BUSINESS

a. Agenda Requests/Announcements/Action Items: The board requests a tour of the Swoope Water treatment facility

5. ADJOURNMENT

a. Action Items

b. Evaluate Meeting
   • What worked:
   • What didn’t work:

Mary Dipboye adjourned the meeting at 1:00 p.m. Next meeting April 18, 11:45am at City Hall

Respectfully submitted,

Abby Gulden
Recording Secretary
## May 2017 STAFF REPORT

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Topic</th>
<th>Status Update</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability</td>
<td>Sustainability Action Plan</td>
<td>1. Annual Report Submitted to Mayor and Commissioners</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Contract</td>
<td>Assessing options for provision of standardized labels to businesses and private schools. Public schools are being provided by OCPS and Bank of America</td>
<td>1. Beginning audit of routes and pilot for targeted contamination reduction education. Software training has begun, but it will be a while before the capabilities will be able to inform our activities</td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>Winter Park Health Foundation</td>
<td>1. Winter Park Health Foundation</td>
<td>1. Program launched and is already very successful!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. 16/17 KAB/FDOT</td>
<td>2. Includes projects for cigarette receptacle placement on center st, recycling center for businesses W Park Ave, water bottle filling station water fountain installation at Central Park and other city Parks and wide distribution of RAA labels</td>
</tr>
<tr>
<td>WPHS</td>
<td>IDEAS4US chapter</td>
<td>1. IDEAS4US chapter</td>
<td>Ongoing partnership on projects</td>
</tr>
<tr>
<td>Bike Share</td>
<td>WP is piggybacking on City of Orlando contract. There has been some movement, but agreement has not been finalized</td>
<td>Locations have been chosen and are being coordinated by public works. Signage is being evaluated by Planning and Zoning and is currently main impediment to Sunrail station location, in addition to vendor ordinances for Central Park. Valencia has installed a station at the Winter Park campus.</td>
<td></td>
</tr>
<tr>
<td>Household Hazardous Waste</td>
<td>Composters still available</td>
<td>Next event not yet scheduled, April 2018 expected</td>
<td></td>
</tr>
<tr>
<td>Electric Vehicles</td>
<td>5 new one unit chargers are being purchased to be installed at select city locations</td>
<td>Sunrail chargepoint unit has been swapped out with public works, Researching feasibility of switching this unit out for better reporting proved it was financially unviable, and this was the best solution as public works was the least utilized location</td>
<td></td>
</tr>
<tr>
<td>Solar</td>
<td>Community Solar- we have an action plan drafted to roll out a small scale</td>
<td>Evaluating programs and considering alternative structures or potential for going out to bid to reduce Kwh price</td>
<td></td>
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May 2017 STAFF REPORT

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<tr>
<td></td>
<td>1. Contracts with Ferran Services who provides services for energy audits. 2. Kits and LED coupons from millers hardware 3. Analysis of 2015 Toyota Together Green data is complete 4. Next step to analyze City rebate program in the same manner 5. Funds also being utilized to purchase more EV chargers for city property</td>
<td>Winter park:  No. of applications to date: 4  Projects funded: 1 for $13,134</td>
</tr>
<tr>
<td>PACE</td>
<td>Working with Orange County Property Appraiser to roll out wide scale program 2017</td>
<td>Assigned to Chair Community Outreach/Education Subcommittee</td>
</tr>
<tr>
<td>Food Policy Council/ Urban Agriculture</td>
<td>Abby has joined the Food Policy Council on Behalf of City of WP</td>
<td></td>
</tr>
<tr>
<td>Organics collection</td>
<td>Composters have been purchased and pick up coupons valid on HHW day will be given away at April HHW day</td>
<td></td>
</tr>
<tr>
<td>Green Business Certification</td>
<td>Kilowatt Crackdown</td>
<td>CFEEA is hosting a 2017 Kilowatt crackdown, and we will be encouraging WP participation. Ties into Benchmarking and Disclosure Policy goals</td>
</tr>
<tr>
<td>Beautification</td>
<td>America In Bloom</td>
<td>WP Blooms presented category award for overall impression- AIB judging scheduled for April 25 and 26</td>
</tr>
<tr>
<td>Volunteer Activities</td>
<td>$10,000 from Lakes Dept for supplies, in return for Watershed cleanups and assistance with NPDES permit tracking. This funding has been secured for FY16-17</td>
<td>Volunteer T-shirts available</td>
</tr>
<tr>
<td></td>
<td>1. 2017 schedule- <strong>Lake Sue and Chelton</strong> – January 28 . 90 participants, 850 lbs of litter</td>
<td></td>
</tr>
</tbody>
</table>
### May 2017 STAFF REPORT

<table>
<thead>
<tr>
<th>Outreach</th>
<th>Table @ Farmers Market on Saturdays in March and April</th>
<th>Community volunteer and board member- sell bricks, advertise KWPB and SAP, Earth Day, and WP Blooms. Selling caladium bulbs in March and April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising</td>
<td>Benches Administered by Parks and Rec</td>
<td>Increase advertisement</td>
</tr>
<tr>
<td>Dance Lessons</td>
<td>Administered by KWPB</td>
<td>Review for 2016- Increase advertisement</td>
</tr>
<tr>
<td>Bricks</td>
<td>Administered by KWPB</td>
<td></td>
</tr>
<tr>
<td>Earth Day</td>
<td>2016 successful, within $100 of breaking even. Project 2017 to be a money making year.</td>
<td>Strategy and subcommittee for 2017 needs to get started in August or September. Sponsorship and fundraising are KWPB board member responsibilities</td>
</tr>
<tr>
<td>Community Solar</td>
<td></td>
<td>Potential Revenue Source similar to OUC where “green energy” would be purchased at a small premium. CIP project proposal has been submitted. Application submitted for SolSmart Community designation and intern</td>
</tr>
<tr>
<td>Utility “Round Up” Program</td>
<td></td>
<td>Account holders could “round up” their bill to the nearest dollar and the change would go to energy efficiency projects, sustainability initiatives, and the conservation program</td>
</tr>
</tbody>
</table>

**Lake Killarney** – February 25 – Knights of Service – 100 students, 640 pounds of litter

**Lake Bell and Lake Wilderness** - April 1 – 88 participants, 800 pounds of litter

**Lake Forest and Lake Grace** – July 29 -

**Lake Midget and Lake Rose** – October 7

**Lake Knowles** - Invasive species removals (as needed)

2. Continue supplies for groups
### May 2017 STAFF REPORT

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Request for Earth Day events funds is approved for 2016-2017 FY</th>
</tr>
</thead>
</table>