

agenda

Keep Winter Park Beautiful & Sustainable Advisory Board



January 16, 2018 at 11:45 AM

Chapman Room / City Hall
401 Park Ave S. / Winter Park, Florida

1: Administrative

a. Approval of Minutes

December 19 2017 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

January 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

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:

February 20, 2018

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 discusses 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.

December 19, 2017
11:49am

MINUTES

Present: Mary Dipboye, Ben Ellis, Natalie Hellman (phone), Sally Miller, Stephen Pategas, Bruce Thomas, Ellen Wolfson

Absent: Nora Miller

City of Winter Park Staff: Kris Stenger, Building and Sustainability Manager; Vanessa Balta Cook, Building & Sustainability Planner; John Nico and Agnieszka Tarnawska, Sustainability & Permitting Assistants

Guests: Raymond Randall, Waste Management Sustainability Services; Curtis Ostrodka, VHB; Jody Lazar, WP Library

CALL TO ORDER: Ch. Ellis called the meeting to order at 11:49 a.m.

1. ADMINISTRATIVE ITEMS

Approval of Minutes

Stephen P. made a motion to approve November 28, 2017 minutes. Ellen W. seconded the motion. Minutes were approved as presented.

Citizen Comments:

Jody L. mentioned that the Library is a great place for visitors to access free Wi-Fi during the holidays and to create/purchase some last minute reusable gifts.

Staff Report:

Staff report was emailed to board members. Vanessa B. C. reported that the Sustainability Program was a recipient of one of Healthy Central Florida's 2018 Health Innovation Grants (\$2,500) which will be used to encourage and recognize Winter Park restaurants, schools, and workplaces that adopt [Meatless Mondays](http://www.meatlessmonday.com/) (http://www.meatlessmonday.com/). Keep Winter Park Beautiful hopes to be in receipt of the FDOT-KABFA grant (\$16,000) executed agreement (includes cup-free racing funding) by the end of the month. The UAB/KWPB&S joint meeting doodle poll (January 8, 10, or 11th from 12pm to 1:30pm) has been sent to the Utilities Advisory Board, public notice will need to be provided by January 2nd.

2. ACTION

None.

3. INFORMATIONAL

a. Green Minute

Mary D. shared that her family recently purchased a Chevy Bolt (fully electric vehicle) and they are very happy with their purchase. She mentioned the [Next Car Pledge](#) and how it would be good to encourage more residents to consider driving electric. Bruce T. asked Mary D. if she could bring it to the Earth Day EV Car Display.

b. KWPB – Status Report KWPB&S

None.

c. Sustainability Action Plan

Report from Board Members:

-Mary D: Went to a recent commission meeting and requested from the Commission that solar PV be considered in the new library library design plan. The Mayor agreed that this could be included as one of the items under consideration. Mary D. has also been in touch with Steve Baumer with St. John's Lutheran Church, a CFBOTB participant working with a UCF energy specialist, and was thinking that it might be good idea to arrange a KWPB&S sponsored learning lunch for local churches where he can share his experience with ESPM/CFBOTB, and perhaps FCC (another church CFBOTB participant) with other local churches. Would work well with CFBOTB 2018. Mary D. will work with Vanessa B.C.

-Stephen P.: Arranged a thank you [Orion Magazine Subscription \(https://orionmagazine.org/\)](https://orionmagazine.org/) and Thank You Card to be sent to Pat S. Working on getting in touch with WastePro/Richard Castle regarding WastePro recycling education booth at Earth Day. Stephen P. is also working with WastePro/Bryan and Jeff with the Orwin Manor contamination/education pilot project. The board suggested that it might helpful to provide residents with a yes/no flyer that can be placed on residents' refrigerators as reminder of what and what is not recyclable. Stephen P. will be out of the country for the month of January-will work on reviewing the Franchise Agreement at that time. Also added that board members should try to get out The Mayflower to check out their community garden.

-Bruce T.: Will be working on Earth Day and will be contacting sponsors.

-Ellen W: Continues to work with Lakemont Elementary and their 5th graders and incorporating them into Earth Day. Ellen W. has also started contacting sponsors.

-Sally M.: Continues to work on organizing single-item recycling campaigns with schools. Vanessa B.C. suggested looking into Free Program available through TerraCycle (<https://www.terracycle.com/>) and mentioned the potential of partnering with other Keep Florida Beautiful affiliates.

-Ben E.: Presented information on the City of Orlando's seed distribution/pollinator program (partnership with Seed2Source). He mentioned that this might be a good addition to Earth Day. Staff will reach out to City of Orlando/Seed2Source. Kris S. noted recent interest in fruit tree giveaways; Bruce T. mentioned this would help us with our Local Food goals. Mary D. said the Winter Park Garden Club could be available to provide some advice/education on how to plant the seeds, as well as pass out the seeds if they are provided. Ellen W. mentioned that a neighbor has some vegetable beds available; Mary D. recommended they contact Fleet Farming-Chris Castro (<https://fleetfarming.org/>). Jody L. mentioned that the WP Library was also awarded a HCF HIG that will enable them to have a seed library and distribute seeds to WP residents. Stephen P. added that the park at Orwin Manor will be redesigned and that a rain garden could be added to it—preferably with educational signage (he has pictures from a demonstration garden) to help explain it. Ben E. would like to create an accessible LID manual/list for WP on rain gardens. He is also looking into how he can overlay tree needs (urban forestry GIS), city parks, and stormwater management needs to identify optimal locations for rain gardens.

d. Finance

None.

e. Guest Speaker: Raymond Randall from Waste Management

Raymond Randall, presented on the basics of solid waste management systems (VABC emailed presentation 12/19/17). Topics discussed included: national municipal solid waste (MSW) generation composition, historical MSW generation rates, recycling, composting, waste to energy and landfilling rates, historical paper and plastic generation and recycling, facts & myths about

recycling, Waste Management's fleet (primarily running on natural gas) and the City of Winter Park's current program and potential future programs (automated collection vehicles, revise service frequency, pay as you throw programs, rewards program, including food waste in organics program).

4. NEW BUSINESS

- a. **Agenda Requests/Announcements/Action Items:** Stephen P. requested staff send board WastePro Franchise Agreement (VABC sent 11/30/17). Ellen W. requested staff provide a list of this past year's donors and the potential donors list created previously (VABC sent 11/29/17). Bruce T. requested the deadline for sponsor logos for Earth Day t-shirts. Raymond Randall, recycling expert from WasteManagement will be speaking at December board meeting. Next board meeting, board members should be prepared to share some goals, responsibilities and resources on the priorities they discussed.

5. ADJOURNMENT

a. Action Items

b. Evaluate Meeting

- What worked:
- What didn't work:

Ellen W. made a motion to adjourn at 1:12 p.m., seconded by Sally M. Next meeting Tuesday, January 16th, 11:45am at City Hall.

Respectfully submitted,

Vanessa A. Balta Cook
Recording Secretary

January 2018 STAFF REPORT

Focus Area	Topic	Status Update	Next Steps
Buildings, Energy, and Water	Bulk Purchase of Solar Energy	<ul style="list-style-type: none"> ➤ The WP Electric Utility is exploring the possibility of a bulk purchase of solar energy from an energy provider—this could be used to power city facilities (e.g., library) or community solar 	<ul style="list-style-type: none"> ➤ Follow up with Electric Utility/UAB
	Central Florida Battle of the Buildings (BOTB)	<ul style="list-style-type: none"> ➤ 2017 Competition has ended. Shared city facilities on ESPM. Previous competition’s participants are automatically enrolled in 2018 CFBOTB; awards ceremony in March 2018 ➤ 2017/2018 WP Registered : First Congregation Church, St. John Lutheran Church, WP Library, First GREEN Bank, Olive Garden, Valencia College & 16 city facilities 	<ul style="list-style-type: none"> ➤ Think about sectors to target for 2018 competition
	Community Solar	<ul style="list-style-type: none"> ➤ \$250K in FY 2018 budget for solar approved; Purchasing working on RFP 	<ul style="list-style-type: none"> ➤ Review received proposals
	Energy Audit of Azalea Lane Recreation Center	<ul style="list-style-type: none"> ➤ Kris S. discussed with Hanson 	<ul style="list-style-type: none"> ➤ Provide Hanson with ESPM Profile ➤ Review recommendations
	Energy Audit of City Hall by 15lightyears	<ul style="list-style-type: none"> ➤ Final recommendations being prepared by 15lightyears 	<ul style="list-style-type: none"> ➤ Review recommendations
	EnergyStar Portfolio Manager	<ul style="list-style-type: none"> ➤ Staff has updated energy and water usage data for all 16 facilities registered in CFBOTB ➤ Working on conducting site visits to update City facilities’ profiles 	<ul style="list-style-type: none"> ➤ Update energy and water usage data as needed
	GHG Inventory	<ul style="list-style-type: none"> ➤ 8/13/17 VHB estimated a GHG inventory (municipal ops and community scale) at \$25K ➤ Orange County has funded annual GHG inventories in the past, however, this may change in the future ➤ Confirmed guest speaker Brittany Sellers, Sustainability Project Manager from Green Works Orlando to speak, for February KWPB&S Advisory Board Meeting; will discuss GHG inventory, trends, and recommendations 	<ul style="list-style-type: none"> ➤ Continue discussion with City of Orlando on partnering for future regional GHG inventory
	PACE	<ul style="list-style-type: none"> ➤ Number of Applications to Date: 4; Projects Funded 2 ➤ Received brochures from 3 out of 4 providers. 	<ul style="list-style-type: none"> ➤ Explore possibility of PACE providers’ workshop series

January 2018 STAFF REPORT

		<ul style="list-style-type: none"> ➤ Information available on city website (BEW), new Solar page, and in energy audit kits 	
	Residential Energy Audits/WP Electric Utility Conservation Program	<ul style="list-style-type: none"> ➤ FY 17-18 will be funded at \$50,000. ➤ Website has been updated with audit request form and rebate forms are now available online. 	<ul style="list-style-type: none"> ➤ Analyze City rebate program, consider low-income 100%, bids, commercial kits in lieu of audit? ➤ Promote Audits through City's Social Media
	SolSmart	<ul style="list-style-type: none"> ➤ SolSmart Silver Designation application was submitted 12/4/17. <ul style="list-style-type: none"> ➤ Solar Landing Page viewable at: https://cityofwinterpark.org/departments/building-permitting-services/sustainability-program/buildings-energy-water/solar/ 	<ul style="list-style-type: none"> ➤ Incorporate board recs for website
	Utilities Advisory Board	<ul style="list-style-type: none"> ➤ Highlights from 11/8 Meeting (December Meeting was cancelled) <ul style="list-style-type: none"> ○ Requested staff provide more information on EV charging station users (local v. outsiders usage) ○ Kris S. discussed potential of creating an EV Plan ○ UAB received UAB/KWPB&S Joint Meeting Agenda, thinking after Jan 1 for this meeting ○ Potential of bulk purchase of solar at lower than current rate being explored by Electric Utility 	<ul style="list-style-type: none"> ➤ Next UAB Meeting: January 24th (4th Wednesday of the month at 12PM at Public Safety Building).
	UAB/KWPBS Joint Meeting on Solar	<ul style="list-style-type: none"> ➤ Vanessa sent out Doodle Poll to both boards for February Date 	<ul style="list-style-type: none"> ➤ Confirm UAB availability
Community Engagement & Green Economy	Exotic Snail Roundups (community groups)	<ul style="list-style-type: none"> ➤ Dayo Scuba, <i>postponed to March 2018</i> 	<ul style="list-style-type: none"> ➤ Route pop-up community group requests to Lakes
	Exotic Snail Roundups at Lake Knowles (Open to the public)	<ul style="list-style-type: none"> ➤ Total lbs of snails & eggs collected (community groups and public) in 2017: 535 lbs 	<ul style="list-style-type: none"> ➤ Set 2018 Dates (usually done later in the year)

January 2018 STAFF REPORT

	Rollins Committee on Environmental & Sustainable Issues	<ul style="list-style-type: none"> ➤ Staff attended December meeting 	<ul style="list-style-type: none"> ➤ Participate in monthly meetings, Next Meeting: TBD
	Volunteer Outreach	<ul style="list-style-type: none"> ➤ Looking for contacts for WP schools (please forward to staff) 	
	Watershed Cleanups (community groups)	<ul style="list-style-type: none"> ➤ None scheduled yet 	<ul style="list-style-type: none"> ➤ Route pop-up community group requests to Lakes
	Watershed Cleanups (Open to the public)	<ul style="list-style-type: none"> ➤ Total tons of litter collected in 2017: 1.8 tons ➤ 2018 Dates set <ul style="list-style-type: none"> ○ 1/27; 4/7; 7/7; 10/20 ➤ Posted to City Calendar, EventBrite and Volunteer Match\ ➤ Sent 2018 Calendar flyer to: Winter Park High School, Glenridge Middle and Bishop Moore 	<ul style="list-style-type: none"> ➤ Send 2018 Calendar flyer to WP schools
Local Food & Agriculture	Community Gardens	<ul style="list-style-type: none"> ➤ Researching potential locations for community gardens 	<ul style="list-style-type: none"> ➤ Determine location for donated tower garden, and set-up
	Good Food Central Florida	<ul style="list-style-type: none"> ➤ Staff attended December meeting <ul style="list-style-type: none"> ○ Food System Tour (Friday February 2nd): Invitation being finalized 	<ul style="list-style-type: none"> ➤ Participate in meetings and subcommittees ➤ Participate in Food System Tour (VABC will work registration table)
	WP Farmers Market SNAP Program	<ul style="list-style-type: none"> ➤ Requested status report from Gaby L. 	
Mobility and Urban Form	BikeShare	<ul style="list-style-type: none"> ➤ Remains on TABs list of priorities for 2018. ➤ 10/25/17 TAB staff requested a proposal for a bikeshare station at Sunrail Station from Juice Bikes. 	<ul style="list-style-type: none"> ➤ Review proposal.

January 2018 STAFF REPORT

	Electric Charging Stations	<ul style="list-style-type: none"> ➤ 6 EV Chargers received. Installation in progress. ➤ UAB has requested demographic information on EV charging station users. 	<ul style="list-style-type: none"> ➤ Look into the development of an EV Plan
	Transportation Advisory Board	<ul style="list-style-type: none"> ➤ Highlights from 12/12/17 Mtg: <ul style="list-style-type: none"> ○ The City of Winter Park earned Bike Friendly Community (BFC) designation at the Silver Level from the League of American Bicyclists ○ Bike to Work Day dates discussed: March 7,8 ○ Special work session will be held to discuss sidewalk policy and comments on Draft Mobility Plan on Tuesday, January 9th from 8:30am to 10:30am. ○ Reviewed priorities list, projects increasing bike/ped connectivity, ideally separated/protected routes, given higher priority 	<ul style="list-style-type: none"> ○ Next Meeting: Thursday, January 11th, 3:30pm, Public Safety Building; following meetings will return to 2nd Tuesday of the month at 8:30am
Natural Resources & Systems	Green Building Standards for Tree Removal	<ul style="list-style-type: none"> ➤ Provided Urban Forestry with language to amend existing code to require the use of green building standards when tree will be removed ➤ Under review by city attorney, delayed by Hurricane Irma 	
	Lakes Advisory Board	<ul style="list-style-type: none"> ➤ Highlights from 12/12 Mtg: <ul style="list-style-type: none"> ○ Email registry for lakefront residents for Lake Notifications now available at https://cityofwinterpark.org/departments/public-works/lakes/ 	<ul style="list-style-type: none"> ➤ Next Meeting: Tuesday, January 9th, 12pm, Public Safety Building
Local Government Operations	Electric Fleet	<ul style="list-style-type: none"> ➤ City's Building & Permitting Department received its first fully electric vehicle; being used by building official and other building staff 	<ul style="list-style-type: none"> ➤ Wrap vehicle
	Employee Outreach	<ul style="list-style-type: none"> ➤ Providing monthly presentations at the City's New Employee Orientations on SAP ➤ Participating in monthly WP Employee Committee meeting 	<ul style="list-style-type: none"> ➤ Work with HR and ReThink Your Commute to help make WP a Best Workplaces for Commuters candidate
	Recycling	<ul style="list-style-type: none"> ➤ Office visits have been conducted at Public Works Compound and Public Safety Building to determine needs. ➤ Parks staff has provided staff with a list of their needs for their facilities ➤ Provided Public Works and Public Safety with labels and bins 	<ul style="list-style-type: none"> ➤ Meet with custodial staff/facilities staff ➤ Work with WastePro to place dumpsters/roll-carts at city facilities and parks

January 2018 STAFF REPORT

Waste Diversion & Recycling	Bottle filling stations	<ul style="list-style-type: none"> ➤ Purchased, received 6 drinking fountain/bottle filling station ➤ Installations in process 	<ul style="list-style-type: none"> ➤ Installed: Cady Way Park and Howell Preserve Park ➤ To be installed: Phelps Park, Dinky Dock, Azalea Lane, and Ward Park.
	Beyond34	<ul style="list-style-type: none"> ➤ Staff attended Beyond 34 Orlando Region Recycling Optimization Workshop: https://www.uschamberfoundation.org/beyond-34-recycling-and-recovery-new-economy 	<ul style="list-style-type: none"> ➤ Attend follow-up meetings: Dates TBD
	Cigarette waste disposal	<ul style="list-style-type: none"> ➤ Side mounted ash urns along Park Avenue have been installed. ➤ Smoking stations for Center Street to be installed-legal agreements have been sent to property 	<ul style="list-style-type: none"> ➤ Work with Engineering Department and Property Owners to install
	Composters	<ul style="list-style-type: none"> ➤ Receiving online requests ➤ Composters are being distributed on a monthly basis 	<ul style="list-style-type: none"> ➤ Promote on Social Media, Next Door ➤ Once all remaining composters have been distributed, send out survey to recipients to estimate their usage/waste diversion
	Don't Pitch It, Fix It	<ul style="list-style-type: none"> ➤ Date set: April 21st 2018/ Winter Park: Winter Park Library 1pm-4pm; Orange County: Blanchard Park YMCA, 10am-1pm ➤ Deciding if we will do a bike-focused DPI-FI at Earth Day and then DPI-FI the week after 	<ul style="list-style-type: none"> ➤ Promote on Social Media ➤ Create EventBrite ➤ Send to Mailing List
	EcoPreserve	<ul style="list-style-type: none"> ➤ Met with EcoPreserve and Hanson to discuss waste study opportunities 	<ul style="list-style-type: none"> ➤ Receive and review EcoPreserve's proposal
	Household Hazardous Waste and E-Waste	<ul style="list-style-type: none"> ➤ Date Set for HHW & E-Waste Event: Saturday, April 28, 8am to Noon, Public Works Compound, 1409 Howell Branch Road 	<ul style="list-style-type: none"> ➤ Promote on WP print and electronic outlets
	Recycle Across America Labeling	<ul style="list-style-type: none"> ➤ Provide to interested businesses and private schools (OCPS schools received labels-Bank of America sponsor) ➤ Meeting with RAA and KOB on 12/20: Discussed PSAs available thru contract 	<ul style="list-style-type: none"> ➤ Reach out to private schools ➤ Reach out to local businesses

January 2018 STAFF REPORT

	RFID/Service Verification Program – WastePro	<ul style="list-style-type: none"> ➤ Bryan E. presented at the October meeting, hopes that by mid-next year system will be running at 90% accuracy. Real-time online verification program is active. 	<ul style="list-style-type: none"> ➤ Work with WastePro on pilot project-targeted contamination reduction education.
	Track Shack Orlando Race Waste Reduction	<ul style="list-style-type: none"> ➤ Included partnership and ultrasports, hydrapouches, and coolers for cup-free racing (e.g., Run for the Trees) in FDOT-KABA Proposal 	<ul style="list-style-type: none"> ➤ Work with Track Shack to implement at Race for the Trees
	Waste Haulers Reports	<ul style="list-style-type: none"> ➤ Contacting registered haulers for monthly/annual reports 	<ul style="list-style-type: none"> ➤ Compile data for analysis
	WastePro Disposal Report	<ul style="list-style-type: none"> ➤ Receiving Quarterly Disposal/Recycle Diversion Report 	<ul style="list-style-type: none"> ➤ Compile data for analysis
AIB	2017 Evaluation Report Recommendations	<ul style="list-style-type: none"> ➤ Updated website with 2017 Community Profile and 2017 Evaluation Report ➤ Contacted Chamber re: recommendation to add “best landscape vignette” category to Ovation Awards ➤ WP Blooms upcoming meeting dates: 2/6, 3/6, 4/3, 5/1, 6/5, 7/10 	<ul style="list-style-type: none"> ➤ Continue reviewing and implementing evaluation report’s recommendations where feasible
Events	Earth Day	<ul style="list-style-type: none"> ➤ Started reaching out to 2017 participants, several past participants have confirmed ➤ Provided Board with Sponsors List ➤ Next meeting scheduled for Wednesday, January 10th at 2:30pm 	<ul style="list-style-type: none"> ➤ Reach out to 2017 participants
Fundraising	Dance Lessons	<ul style="list-style-type: none"> ➤ Link to instructor’s website on the About KWPB&S webpage 	<ul style="list-style-type: none"> ➤ Advertise 2018 dates on website
	Sponsorships	<ul style="list-style-type: none"> ➤ New sponsorship packet printed and available online 	<ul style="list-style-type: none"> ➤ Board member fundraising; reach out to 2017 sponsors ➤ Deadline for receiving sponsor logos: Last week of February
	Utility “Round Up” Program	<ul style="list-style-type: none"> ➤ 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 	
Grants	FDOT KABA	<ul style="list-style-type: none"> ➤ FY 2016/2017 (\$15K) Final Report submitted. ➤ FY 2017/2018 Proposal (\$16K grant) submitted. 	

January 2018 STAFF REPORT

	Healthy Central Florida \$2,500 Minigrant	➤ Awarded Grant for WP Meatless Monday Campaign	➤ Develop WP Meatless Monday Campaign webpage
KAB	Affiliate Requirements	➤ Fulfilled, Received Letter of "Good Standing" 11/7/18.	
SAP	2017 Annual Report	➤ Begin updating	➤ Present Draft to Board in January, Finalize Draft in February ➤ Present report to commission in March