

**CITY OF WINTER PARK
KEEP WINTER PARK BEAUTIFUL AND SUSTAINABLE ADVISORY BOARD**

**Regular Meeting
Public Works
180 W Lyman Ave.**

Nov 14, 2013

MEETING MINUTES

Members Present: Mary Dipboye (chair), Stephen Pategas (vice chair), Raymond Randall, John Rife, Julia Tensfeldt, Pat Schoknecht, Bob Robinson, Laura Walda, Carol Kostick, Michael Poole, Joseph Robillard, Mark Rouse

Members Absent: Chele Hipp

City of Winter Park Staff: Tim Maslow (Sustainability Coordinator)

CALL TO ORDER: Chair Mary Dipboye called the meeting to order at 5:35 p.m. on Nov 14, 2013.

1. Administrative Items

Introductions: Mark Rouse, new member, was introduced.

Approval of Minutes: A motion to adopt the Minutes for Oct 10, 2013, was made by Pat Schoknecht and seconded by Raymond Randall. The motion carried 9 to 0.

Finance –Revenue and Expense Report was reviewed. Tim Maslow reported that revenue of about \$2000 from dance classes will added shortly. Mr. Maslow noted that the proposed Cady Way bike lane project will be approved or disapproved in the next month by the City’s Traffic Manager. Currently, the KWPBS budget allots \$10,000 for this project. The current net balance is \$101,398.

2. Informational

Green Minute: Laura Walda shared that the law firm at which she is employed has been able to significantly reduce consumption of one use plastic cups by distributing plastic tumblers to employees which can hold both hot and cold drinks. This innovation was a project of the firm’s sustainability committee on which Ms. Walda serves. Pat Schoknecht and John Rife both shared that “hydration stations” had been installed at Rollins and East End Market. respectively, to satisfy the need for water and thus decrease the demand for bottled water.

(Julia Tensfeldt: Dec & Joseph Robillard: Jan)

Chair's Report:

Work Plan 6 month -- At the Nov. 21 workshop, Mary Dipboye reported that two topics from the Sustainability Action Plan(SAP) would be addressed, i.e., Local Government Operations and Natural Systems & Resources. These two categories are the last of the seven that make up the SAP. There will be no workshop in December. Early in 2014, the Board will be looking at the Plan as a whole in preparation for presentation to the Commission and the public. Mr. Maslow and several board members stated that the Board should seek comment from the public before making a presentation to the Commission. Thus, the Board will need to identify how to engage the public.

Board Volunteer Requirements – At the Oct 24 Workshop, Ms. Dipboye reported that board members agreed to recommend that members staff a KWPBS booth at the Winter Park Farmers Market one Saturday each month in 2014. The goal is to educate the public about sustainability opportunities and to recruit attendees for the County Extension Workshops later in the day. Note: later in the meeting, the board voted to not proceed with the booth in favor of evaluating the effectiveness of various strategies to engage the public.

Board Liaison for Green School Grants – Elementary thru senior high schools in Winter Park and schools who serve students living in Winter Park are eligible for the KWPBS Boards' Green School Grants. Ms. Dipboye noted that in recent years, participation in the grant program was bolstered by Lucy Roberts, a board member who visited local schools to encourage school personnel to apply. In turn, students, teachers and parents attended Earth Day to accept their school's grant and receive recognition for their sustainability achievements. Ms. Roberts has moved to California. The tasks for the board liaison are listed below. Ms. Dipboye asked if any one of the board members wanted to take on the Board Liaison duties outlined in the grant guidelines. Several board members expressed that the amount of time needed to perform these duties appeared to be considerable and were not well spelled out. One suggestion was that the program be publicized using channels that did not involve visiting the schools. **Action Item:** Ms. Dipboye and Mr. Maslow will review grant files to determine how many schools are eligible and how many schools have participated in the grant program.

Staff Report:

Sustainability Action Plan

Buildings, Energy and Water category- Mr. Maslow reviewed feedback from the Building Department and Electric Utility with the board and reported that the

meeting with the Water Utility had been postponed due to scheduling conflicts. The Electric Utility will have to investigate the financial impact of providing more electric through solar. City Management suggested the Energy Disclosure policy be voluntary. The Building Department had already planned on developing a Green Building Code.

Local Government Operations category - Mr. Maslow will be reviewing this category with Troy Attaway, Public Works Director, who oversees the city's facilities and fleet. It will also be covered in the next workshop on Nov 21

Natural Resources & Systems- Mr. Maslow reported he will review this category in the next workshop. Our intern Erin has helped provide some valuable information that will come in handy. Mr. Maslow will then schedule a meeting with the City of Winter Park's Lakes Division, Forestry and Parks Department to review.

E Kings Way Grant

Mr. Maslow reported the \$3,000 grant funds have been spent on the East Kings Way project. \$2,200 of this was spent on irrigation. \$800 was left for landscaping. Forestry added a few trees but the residents have asked if more can be planted. Mr. Maslow asked the board to provide more funding to plant more trees.

Educational Workshops

Mr. Maslow has a tentative 2014 schedule for educational workshops through the Orange County UF IFAS Extension. The next steps include reserving space at the Community Center for each workshop and begin advertising the workshops with the Communications Department and Orange County UF IFAS Extension.

Community Engagement

Mr. Maslow suggested that the board look at existing programs, such as Earth Day, the Green Space Grant Program, Green School Grants and monthly volunteer events in an effort to prioritize which programs will have the most impact in respect to time spent managing programs.

Several members left before the following votes were taken. They were Joseph Robillard, Laura Walda, Raymond Randall.

3. Action (approval requested)

East King Way neighborhood -- Mr. Maslow reported that this neighborhood had received a \$3000 grant under the Green Space Grant program. A majority of the funding had been spent for installing an irrigation system and little was left for tree planting. The Board approved a motion to provide \$500 for additional trees. The motion was made by Micheal Poole and seconded by Pat Schoknecht. The motion carried 9 to 0.

Green Space Grant Program -- Mr. Maslow shared that overseeing this grant program requires an inordinate amount of his time when other, higher impact activities are requiring his time. He suggested that the funds currently being used for this program should be redirected to volunteer tree planting events.

The Board approved putting the Greenspace Grant Program on hiatus until it could be evaluated further. The motion was made by Mr. Poole and seconded by Ms. Tensfeldt. The motion carried 8 to 1.

KWPB booth @ Farmers Market -- Several board members expressed reservations about volunteering to staff a booth at the Farmers Market once a month. They raised the question...was the board purely advisory or were volunteer activities expected? The board voted to put the KWPBS booth on hiatus. Note: the Orange County Extension classes will go on as scheduled in 2014. The motion carried 9 to 0.

4. Adjourn

Upcoming Meetings

Nov 21 @ noon – Natural Systems & Resources & Local Govt Operations

Dec 12 @ 5:30 – Regular Meeting

The Chair adjourned the meeting at 7:00 p.m.

Documents:

Work Plan

Sustainability Action Plan

KWPBS Financial Account

Actions You Can Take