



AGENDA
ENVIRONMENTAL ADVISORY BOARD
CITY OF PORT ORANGE

Meeting Date: Monday, February 17, 2020

Time: 4:00 PM

Type of Meeting: Regular

Location: 2nd Floor Conference Room
City Hall, 1000 City Center Circle

A. CALL TO ORDER

1. Roll Call

B. DISCUSSION/ACTION

2. Consideration of Minutes - January 27, 2020
3. Ideas for Spring Expo
4. Board Member Attendance

C. PUBLIC COMMENTS

D. BOARD COMMENTS

E. NEXT MEETING DATE

5. Next Meeting Date: April 27, 2020
6. Items for Next Agenda

F. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE **ENVIRONMENTAL ADVISORY BOARD** WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED. NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771. UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

ENVIRONMENTAL ADVISORY BOARD
MEETING MINUTES
CITY OF PORT ORANGE
1000 CITY CENTER CIRCLE – CITY HALL
2nd FLOOR CONFERENCE ROOM
PORT ORANGE, FLORIDA
JANUARY 27, 2020 AT 5:15 P.M.

A Regular Meeting of the Environmental Advisory Board was called to order by Chairman Macaluso at 5:15 p.m.

Present: John Macaluso
Nancy Vaughn
Kristine Cunningham
Philip Klema
Jonathan Foley
Michael Anderson

Absent: Christina Berry (unexcused)

Also Present: Margaret Tomlinson, Construction & Engineering Manager
Shelby Field, Assistant City Clerk

B. ELECTION OF OFFICERS

Motion was made by Member Vaughn to nominate Member Cunningham for Chair, Seconded by member Klema. Member Cunningham accepted the nomination. Motion carried unanimously by roll call vote.

Motion was made by Member Macaluso to nominate Member Foley for Vice Chairman, Seconded by Member Anderson. Member Foley accepted the nomination. Motion carried unanimously by roll call vote.

C. DISCUSSION/ACTION

2. Consideration of Minutes - December 2, 2019

Motion to approve the December 2, 2019 minutes with an amendment to mark Member Anderson as excused was made by Member Anderson and Seconded by Member Vaughn. Motion carried unanimously by voice vote.

3. Discussion with 7/11 Consultant

Staff was unable to coordinate with the 7/11 consultant to attend the meeting but is attempting to set something up with them for a future meeting.

4. Sunshine Law & Public Records Training by City Clerk

Robin Fenwick, City Clerk, provided information on Florida's Sunshine and public records laws and answered questions from the Board.

5. Sewer/Septic Discussion with Public Utilities

Lynn Stevens, Public Works & Utilities Director, and Steve Parnell, Public Utilities Deputy Director, provided an update on a report provided by Wade Trim, Vendor, identifying all septic tanks in the Port Orange service area and answered questions from the Board. In 2017 Wade Trim looked at things such as where the septic tanks are located, water table elevation, proximity to surface water bodies, maximum daily limits for level of nutrients, different types of sewer systems, etc. In 2017 there were 2, 242 properties within the service area with septic tanks and 733 of those were within the city limits. Ms. Stevens informed the Board that estimated costs to provide sewer to all of these properties is around 48 million dollars. She believes the gravity sewer system is the best option even though it is a little more expensive.

At the time of the report, staff examined ways they could help promote the switch from septic to sewer. The city is unable to waive impact fees, but it can waive connections fees. There was a program in 2017 that waived all connection fees for 12 months if there is already a sewer connection available. It was not a big success, with less than half of the people notified of the program participating in it. The city is working on making future lift stations more aesthetically pleasing to encourage more people to switch from septic to sewer.

Chair Cunningham asked if changing the pollution designation of the waterways in Port Orange will open the possibility of receiving grant money. Ms. Stevens does not believe so.

Member Vaughn asked about a property on Taylor road adjacent to Spruce Creek with four parcels. She would like to know why two are planned for sewer and some are possibly permitted for septic. Ms. Stevens responded she will look more into the property in question but in the past has had issues with running the pipe down a private road without an easement and it could be a similar issue.

6. Discussion on Be Floridian Now Program

Member Vaughn gave a brief summary of the program discussed at the previous meeting and volunteered to reach out to Megan Martin, Be Floridian Now Coordinator, to determine what the city could do to participate and if Ms. Martin could provide her presentation to Council. Member Foley suggested providing a recommendation from the EAB along with the presentation to Council.

7. Ideas for Spring Expo

Member Vaughn suggested inviting Be Floridian Now to the Spring Expo to provide information on proper lawn fertilization.

Member Foley provided a sample pamphlet of information they could pass out to inform the public who they are and what they can do. The Board is encouraged to send any ideas for information to include to the City Clerk's Office to compile and bring back to the next meeting.

Member Vaughn suggested providing a type of call to action on the pamphlet with ideas about what citizens can do for the environment. The Board requested to continue this agenda item to the next meeting.

8. 2020 Proposed Meetings Dates

The Board agreed to keep the quarterly schedule as is and discussed the 2 additional meetings requested in the April 22, 2019 meeting.

Motion to add 2 additional meetings at 4:00pm to accommodate staff with the first meeting being February 24, 2020 and the second meeting being August 24, 2020 made by Member Macaluso and Seconded by Member Vaughn. Motion carried unanimously by voice vote.

D. PUBLIC COMMENTS

Robert Reinhausen, citizen, discussed the quarterly newsletter the city puts out and would like to see it mailed out again.

Peter Sigmund, citizen, is surprised about how a failing septic system is determined with the high water table here in Florida.

E. BOARD COMMENTS

Member Vaughn and Member Foley enjoyed Ms. Stevens presentation and believe they can always learn more from having her at the meetings.

Member Macaluso thanked the Board for all the help they provided him as chairman over the past 2 years.

Member Anderson informed the Board about a possible feasibility study being done for Spruce Creek river trestle to determine how to clean it up and open a navigable waterway.

Chair Cunningham thanked the Board for the nomination and would like to discuss member attendance at the next meeting.

F. NEXT MEETING DATE

9. Next Meeting Date: February 24, 2020

10. Items for Next Agenda
Ideas for Spring Expo

Environmental Advisory Board Meeting

Monday, January 27, 2020

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Board Member Attendance

G. ADJOURNMENT – 6:41pm

Chair Kristine Cunningham

Chapter 2, Article III, DIVISION 4. - ENVIRONMENTAL ADVISORY BOARD

Sec. 2-116. - Establishment.

There is hereby created and established an environmental advisory board of the city.

(Code 1981, § 2-82; Ord. No. 1992-18, § 2, 7-7-92)

Sec. 2-117. - Purpose, duties and functions.

- (a) The environmental advisory board shall serve in an advisory capacity to the city council on environmental matters. The environmental advisory board shall represent the community's interest and serve as an information resource in matters relating to the planting and preservation of trees and the full and proper protection of the environment in the city.
- (b) The environmental advisory board shall make recommendations to the city council as to tree planting, tree preservation and environmental policies and procedures in the city. In this regard the environmental advisory board shall exercise specific responsibilities as enumerated herein and, in addition, the city council may refer other environmental related matters to the environmental advisory board for study and recommendation. To accomplish these goals, the specific responsibilities of the environmental advisory board shall include, but not be limited to, the following:
 - (1) Assist in determining the tree needs of the community.
 - (2) Provide opportunity for combined public opinion and professional skill in the determination of community tree needs.
 - (3) Consider suggestions and criticisms and make recommendations to the city council.
 - (4) Assist the city forester in developing and updating a comprehensive urban forestry plan, including a community tree inventory.
 - (5) Assist in encouraging citizens, businesses and organizations to undertake individual tree planting projects.
 - (6) Maintain a reference library of materials relevant to city trees at the city planner's office.
 - (7) Assist in formulating environmental policies to be recommended to the city council.
 - (8) Review and comment on proposed policies, regulations and ordinances related to environmental matters in the city.
 - (9) Review and comment on state and federal action and activities which impact on the city.
 - (10) Review and comment on special environmental matters referred by the city council with the authority to conduct workshops, as necessary, in the performance of its duties.
 - (11) Suggest the necessity and/or desirability of special environmental assessment studies in the city to the city council.
 - (12) Provide environmental input and evaluation into major updates of or amendments to the city comprehensive land use plan.
 - (13) Make reports to the city council as necessary relating to environmental matters.
 - (14) Serve as a conduit and liaison between the city council and concerned citizens and environmental groups.

However, nothing within this division shall prohibit the city council from acting upon any matter not previously referred to or reviewed by the environmental advisory board.

- (c) The environmental advisory board shall serve in an advisory capacity to the city council on brownfield agreements for redevelopment and rehabilitation. The purpose, duties and functions of the environmental advisory board shall include acting as the brownfield advisory committee for the City of Port Orange, addressing agreements relating to redevelopment and rehabilitation of those areas or sites determined by city council resolution to be a brownfield area or a brownfield site, by:
- (1) Receiving notification from the person responsible for the brownfield site rehabilitation (PRBSR) of that person's intent to rehabilitate and redevelop the site before actually executing the brownfield site rehabilitation agreement;
 - (2) Receiving and reviewing a copy of the draft plan for site rehabilitation from the PRBSR which should address those elements contained in F.S. § 376.80(5);
 - (3) Holding public meetings providing for public participation and receiving public comment on the proposed rehabilitation and redevelopment of the brownfield site, including future land use, local employment opportunities, community safety, and environmental justice;
 - (4) Providing comment and recommendations to the city council regarding the draft plan for site rehabilitation, with the ultimate purpose of achieving an agreement between the PRBSR and the city on redevelopment of the brownfield site pursuant to F.S. § 376.80(5)(i); and
 - (5) Receiving a copy of the final, executed brownfield site rehabilitation agreement from the PRBSR, and reviewing the findings in the site assessment report or the technical document containing the proposed course of action following site assessment.

(Code 1981, § 2-83; Ord. No. 1992-18, § 3, 7-7-1992; Ord. No. 2008-14, § 1, 5-20-2008)

Sec. 2-118. - Composition; qualifications of members.

- (a) The city council shall appoint a seven-member environmental advisory board. Each member of the board shall be a qualified elector residing in the city. Members shall not hold any elective public office. Members may serve on other advisory boards of the city.
- (b) Members of the board shall be generally sympathetic to and knowledgeable of the principles and objectives of environmental protection. They should be guided by a sincere interest in preserving and protecting the environment and quality of life in the city and in accomplishing the purposes and goals set forth in this division.

(Code 1981, § 2-84; Ord. No. 1992-18, § 4, 7-7-1992)

Sec. 2-119. - Appointments, terms.

The initial appointments to the board shall be as follows:

- (1) Two members shall be appointed for terms expiring May 7, 1993.
- (2) Two members shall be appointed for terms expiring May 7, 1994.
- (3) Three members shall be appointed for terms expiring May 7, 1995.

Thereafter all appointments shall be made for a term of three years. All terms shall expire on May 7 in the year of their given expiration. A board member may be reappointed for any number of consecutive terms.

(Code 1981, § 2-85; Ord. No. 1992-18, § 5, 7-7-1992)

Sec. 2-120. - Vacancies, removal of members.

Any member of the environmental advisory board who is no longer a qualified elector residing in the city or who fails to attend two of three successive meetings without good cause shall forfeit his appointment and the city council may determine a vacancy to exist, which shall be promptly filled by the city council. A member of the board may be removed from the board by the city council for cause upon written charges and after a public hearing before the city council. Appointments to fill any vacancy shall be for the remainder of the unexpired term of the former member.

(Code 1981, § 2-86)

Sec. 2-121. - Organization, rules of procedure.

- (a) *Officers.* The members of the environmental advisory board shall elect a chairman, and a vice-chairman to preside in the absence of the chairman. Such election shall take place at the first meeting of the board of each calendar year.
- (b) *Responsibilities of chairman.* The chairman shall be responsible for the orderly running of all meetings, shall direct the preparation of all reports and shall make all necessary reports to the city council.
- (c) *Responsibilities of secretary; minutes.* The city recording secretary shall be responsible for keeping and recording minutes. A copy of the minutes of each meeting shall be kept on file in the city clerk's office.
- (d) *Quorum; rules of order.* The presence of four or more members shall constitute a quorum of the board necessary to take action or conduct business. The board shall adopt Robert's Rules of Order, latest edition, or such other written rules and procedures as may be desirable and necessary to promote and effectuate the purposes, objectives and business of the board in an orderly, timely and productive manner.
- (e) *Compensation.* Members of the board shall serve without compensation but may be reimbursed for such travel, mileage, per diem or other expenses as may be authorized by the city council.

(Code 1981, § 2-87; Ord. No. 1992-18, § 6, 7-7-1992)

EAB 2019/2020 Attendance

Member Name:	28-Oct	2-Dec	27-Jan						
John macaluso									
Kristine Cunningham									
Nancy Vaughn									
Christina Berry	U	U	U						
Philip Klema									
Jonathan Foley									
Michael Anderson	U	E							