

Meeting Highlights:

SAB continued their goal-setting process and established three priority areas to focus on for the next 1-2 years. The three priority goals for SAB are:

- 1) Incorporate the goal of reducing greenhouse gas emissions into land use planning.
- 2) Strengthen energy conservation policies and building standards.
- 3) Develop water conservation policies and programs to consume less water, reduce energy usage and infrastructure costs.

Over the next two months, SAB will be finalizing work plans on each of these goals.

Sustainability Advisory Board (SAB) MINUTES May 13, 2015

MEMBERS PRESENT: Daniel Poull, Scott White, Michael Morley, Sharon Ashworth, Jackie Carroll, Dale Nimz & Adam Ritchie

MEMBERS ABSENT: Kathleen Nuckolls, Karen Lewis, Ian Spomer

STAFF PRESENT: Tammy Bennett, Eileen Horn, Kathy Richardson

PUBLIC PRESENT: None.

Call Meeting to Order (Dale Nimz, Chair)

Meeting was called to order at 5:30 PM.

Approval of Meeting Minutes

Motion and second to approve the April meeting minutes (Morley/Ashworth). *Motion passed unanimously.*

New Item: Letter of Support for Public Works application to KDHE for equipment

Kathy Richardson introduced a draft letter of support for SAB Chair to sign. The letter supports the Public Works application to the Kansas Department of Health and Environment for a grant to support equipment purchases for the new Household Hazardous Waste processing facility.

Motion and second to sign and send letter to KDHE (White/Ritchie) *Motion passed unanimously.*

Discussion with Sustainability Coordinator, Eileen Horn, re: her role in supporting SAB. (motion, take action, table item, decline to take action)

Eileen introduced her role as Sustainability Coordinator to the new SAB members. Eileen shared that her role is to support SAB in achieving their goals, and also to connect SAB to relevant topics that appear before the City Commission.

No action taken.

Review of April goal-setting meeting results, and identification of key project priorities for SAB through 2015. Identification of next steps to create SAB workplan. (motion, take action, table item, decline to take action)

Dale introduced a process that utilized the past SAB focus areas (from the GHG Inventory report in September 2014) and combined them with the SAB goals outlined at the April goal-setting session. SAB members discussed which three priority topics they want to focus on for the next 1-2 years. Dale then asked members to commit to signing up to serve on a committee that would research those topics outside of the full SAB meeting. Each SAB member is expected to serve on a committee, and Eileen will help facilitate those meetings. The task of the committee is to meet before the June 10th meeting to map out a year-long workplan with action steps to address the priority goals.

The three priority goals for SAB are:

- 4) Incorporate the goal of reducing greenhouse gas emissions into land use planning.
- 5) Strengthen energy conservation policies and building standards.
- 6) Develop water conservation policies and programs to consume less water, reduce energy usage and infrastructure costs.

Committee assignments:

- 1) Land use planning: Dale
- 2) Energy conservation: Adam, Michael, Jackie
- 3) Water: Sharon, Daniel, Scott

While discussing the topic of the committee meetings in relation to open meetings laws, SAB members were advised that if more than three of them met outside of a regular meeting (a majority of the current quorum of 5 = 3), then they would need to publicize it as an open meeting and not conduct email communications on policy matters. This was discussed by the group and viewed as a major impediment to the committees getting their work done. Therefore, it was suggested that SAB consider correcting their bylaws to reflect a correct definition of a quorum (usually over 50% or one over half of the membership). In SAB's case, with 10 members, this should be 6.

*Motion and second to correct SAB bylaws to reflect a quorum = 6 (Morley, Carroll).
Motion passed unanimously.*

New bylaw language: Section 4. Six (6) ~~Five (5)~~ of ten (10) voting members of the Board, present in person, shall constitute a quorum of the Board. Official business of the Board cannot be conducted without a quorum of the Board. No meeting will be dismissed due to lack of quorum until at least 30 minutes after the stated meeting time.

Action Items. What are the key takeaways to share with the Commission? What are key topics for next month's agenda?

SAB members agreed that the key takeaways to highlight at the top of the minutes were the establishment of the three goal areas.

Key items for the June agenda include:

- Review of committee reports re: workplan
- Review of a draft one-pager that SAB can use to explain their role, table at events, etc.

Member Updates.

Jackie shared that she had seen an ad for the May 13th Nerd Nite topic from our City Utilities dept: Renée Whaley: "Let's Drop a Deuce (Colon) the Future of Wastewater Treatment in Lawrence, Kansas"

Public Comment. None

Adjourn – 7:00 PM

Motion and second (Ashworth/Morley).

Next regular SAB meeting: June 10, 2015 at 5:30 p.m. Venue: City Hall Public Works Conference Room (ground floor)