Environmental Advisory Commission November 1, 2018

5:30pm City Council Chambers





Find yourself in good company

Basic Motions

Motion

Calls for Action Debatable Simple Majority

Motion to Amend Changes Original Debatable Simple Majority

Other Motions

Table

Postpone Vote No Discussion Simple Majority

Close Debate End Debate & Vote No Discussion 2/3 Majority

Reconsider

Change Prior Decision Voted in Majority Within One Meeting Debatable 2/3 Majority

Recess

Take a Short Break No Discussion Simple Majority

Consensus Process
If 1-Vote Majority
Debatable
3 Votes to Pass

Adjourn

End the Meeting No Discussion Simple Majority

Actions and discussion are governed by motions. Only 3 motions on the table at once (a 4th would be out of order). Most recent motion is considered first.

□ Convene meeting	+	Reminder: Turn	off	Cell	Phone
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I. Roll Call/Quorum _____ Board Members (quorum = 4)

- II. Pledge of Allegiance
- III. Additions/Deletions/Approval of Agenda
- IV. Approval of August 2, 2018 Minutes (Attachment A)
- V. Announcements

VI. Public Comment Period

Public Comment Period is a period reserved for comments by the public. A total of 30 minutes is allocated with each individual being allowed no more than 3 minutes each. The Public Comment Period will be closed once the allocated time has been reached.

VII. New Business

- a. 2019-2020 EAC Grant Discussion (15 mins) D. Tyson (Attachment B)
- b. 2019 Goals & Objectives Discussion (20 mins) D. Tyson (Attachment C)
- c. Council Presentation Discussion (20 mins) D. Tyson (Attachment D)
- d. Bylaws Discussion (10 mins) D. Tyson

VIII. Old Business

a. None

IX. Commission Reports

- a. ECU Sustainability Report (10 mins) C. Carwein
- b. SWAC Update (10 mins) D. Brinkley

X. Other - FYI

a. None

XI. Proposed Agenda Items -December 6, 2018

- a. 2019 Goals & Objectives Review Draft
- b. Council Presentation Review Draft
- c. Quarterly UST Report

XII.	Adjourn	
		Items for Future Consideration

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2018

Board Members

Chair

1. Durk Tyson

Commission Members

- 2. Emilie Kane (Vice-Chair)
- 3. David Ames
- 4. Drake Brinkley
- 5. Nathaniel Hamilton
- 6. Ann Maxwell
- 7. Diego LLerena

Ex-officio

Kevin Mulligan (Public Works)

Staff Liaison

Daryl Norris (Public Works)

City Council Liaison

Brian Meyerhoeffer

Environmental Advisory Commission Mission:

The Environmental Advisory Commission is hereby created for the primary purpose of recommending matters of environmental concern and serve as technical advisory to the City Council.

Environmental Advisory Commission Purpose:

- Inventory and review, on a continuing basis, the condition of and threats to the environmental resources of the City; and as technical advisors, to report all needs for improvement and corrective actions to the City Council.
- To be advisory to the City Council. The commission will recommend to the City Council matters of city-wide environmental concern and shall serve as technical advisors to the City Council on environmental matters. In addition, it will review Environmental Impact Statements required by the City on major development projects.

ATTACHMENT A (August 2, 2018 Minutes)

Action: For your review and approval.

DRAFT OF MINUTES PROPOSED FOR ADOPTION BY THE ENVIRONMENTAL ADVISORY COMMISSION AUGUST 2, 2018

CALL TO ORDER

Members of the Environmental Advisory Commission met on the above date at 5:30 p.m. in the City Council Chambers. Durk Tyson, Chairperson, called the meeting to order and welcomed all those present. The following attended the meeting:

1. ROLL CALL

MEMBERS:

David Ames Diego LLerena Ann Maxwell Durk Tyson

OTHERS PRESENT:

Daryl Norris, City of Greenville Amanda Braddy, City of Greenville Holly Parrott, City of Greenville Chad Carwein, ECU

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda. Mrs. Maxwell made a motion to approve the agenda as presented. The motion was seconded by Dr. Ames and passed unanimously.

4. APPROVAL OF JUNE 7, 2018 MINUTES

Dr. Ames made a motion to approve the June 7, 2018 minutes as presented. The motion was seconded by Mr. LLerena and passed unanimously.

5. ANNOUCEMENTS

Mr. Tyson introduced Ms. Holly Parrott, Recycling Coordinator with the City of Greenville. Ms. Parrott stated she is in the process of revamping the Adopt A Street Program. Ms. Parrott has also spoken with Public Schools in the City limits to discuss the possibility of developing a "green team" project with children in the school system. Mrs. Maxwell asked if Mrs. Parrott would be contacting the medical community to discuss the possibility of increased recycling.

6. PUBLIC COMMENT PERIOD

There were no public comments

7. NEW BUSINESS

A. None

8. OLD BUSINESS

A. None

9. Commission Reports

A. ECU Sustainability Report

Mr. Carwein reported the following:

- Mr. Carwein & Dr. Becker attended the Appalachian Energy Summit in Boone, NC.
- Mr. Carwein has sent request for information to complete the FY 2018 Greenhouse Gas Emissions Inventory for ECU. This information will be presented as soon as it is available.
- Mr. Carwein is in the process of investigating opportunities to partner with local businesses and government regarding food waste diversion and composting.

• Mr. Carwein stated he would be forward the ECU film series information to include in the September agenda package for EAC. The first film showing will be September 11, 2018 at 6:30pm at the Willis Building. The film is entitled "Burn."

B. SWAC Update

Mr. Norris reported SWAC reviewed Capital Projects in the Watershed Master Plan for prioritization purposes to develop a spending plan. This plan, when finalized and approved by SWAC will be presented to City Council for final approval.

C. Greenville Utilities Commission Update

Mr. Tyson reported on three projects that Greenville Utilities is working on. The first is the purchase of property on Hwy 43 to relocate the Operations Center currently located on Mumford Road. Construction is scheduled to begin in spring 2019.

Mr. Tyson reported the Water Treatment Plant has reached an 80% capacity level and is now beginning the process to expand the capacity level of the plant as well as system upgrades.

Mr. Tyson reported the Waste Treatment Plant is investigating conservation initiatives to obtain more capacity from the existing plant versus building additional facilities.

D. Neighborhood Advisory Board Update

Mrs. Maxwell reported the NAB completed the development of the work plan for the upcoming year. Mrs. Maxwell also stated some of the concerns of each district and plans for educating citizens no topics of those concerns.

10. OTHER-FYI

A. Quarterly UST Report

11. PROPOSED AGENDA ITEMS

The following items are proposed for the September 6, 2018 meeting:

- A. Public Transportation & Parking Commission Update E. Kane
- B. Recreation & Parks Commission Update N. Hamilton
- C. SWAC Update D. Brinkley
- D. ECU Sustainability Report C. Carwein
- E. Asthma and Air Quality Speaker
- F. Sustainability Discussion City Manager Follow Up

Mr. Tyson will follow up with a possible speaker.

11. ADJOURNMENT

There being no further business to discuss, Dr. Ames made a motion to adjourn the meeting. The motion was seconded by Mr. LLerena and passed unanimously.



Action: For your information.

CALL FOR PROPOSALS

Purpose	To increase awareness about the need for improved water quality and				
r ui pose	good storm water management techniques and their role in maintaining				
T . 16 1 9 11	an overall, healthy community environment.				
Total funds available	\$2,500				
Grant ceiling	\$2,500				
Match	A match of 25% of total grant amount awarded (see Requirements).				
Financial Partnership	Although not required public-private partnerships are encouraged and				
	will be considered a stronger proposal.				
Process for grant selection	All submitted projects are reviewed by the City of Greenville				
	Environmental Advisory Commission (EAC). Projects will be ranked				
	according to how well they meet the requirements outlined below.				
	Highest ranking project will be awarded the grant. If two projects are				
	deemed to be equally qualified the EAC reserves the right to split the				
	grant.				
Requirements	Projects must:				
1	1. Be real and measurable				
	Project must be implemented with initial results available by the				
	end of the grant cycle. Examples of project results include: new				
	signage, a report that demonstrates change, presentations to				
	external groups, etc. Research projects may be submitted with the				
	understanding that they contain an implementation component that				
	will be started before the end of the grant.				
	2. Increase public awareness of the issue				
	Project must include an awareness raising component to ensure				
	the project has as wide ranging an impact as technically feasible.				
	Examples of public awareness can be: creating and distributing a "fact sheet", holding an event where the importance of storm				
	water management is discussed, creating signage to raise				
	- v				
	v i				
	behavior. Reporting on the habitat of the body of water is a good				
	indication of poor or good water quality. Traditional analytical				
	testing.				
	5. Provide 25% match				
	This can be in the form of volunteer time, donation of materials or				
	direct financial contribution.				
	 indication of poor or good water quality. Traditional analytical testing. 5. Provide 25% match This can be in the form of volunteer time, donation of materials or 				

	 6. Prepare project reporting documentation which includes: 6-month status report that describes the current status of the project and the next steps anticipated Final report presenting the project and its outcomes Presentation to the EAC and City Council on the project 		
	Applicants must complete and submit the application package		
	(see attached).		
Eligibility	Organizations initiating a project located within Greenville's City		
	Limits are eligible to apply. Projects located in the county or		
	Greenville's Extra-territorial Jurisdiction ARE NOT eligible.		
Grant cycle	July 1, 2018 – May 31, 2019		
Disbursement of funds	Funds will be disbursed in three installments.		
	• The first 45% will be distributed upon the awarding of the grant.		
	• The second 45% will be upon receipt of invoices indicating that 75% of the first disbursement has been spent.		
	•		
	• The final 10% will be disbursed upon final submission of project and		
	financial report and presentation to EAC/City Council.		
	The level and timing of disbursements may be altered by the EAC with		
	appropriate justification.		
Submission deadline	March 23, 2018		

Grant Timeline:

March 23, 2018	April 5, 2018	May 3, 2018	June 7, 2018	July 2018 – May 2019	June 6, 2019
Grant applications due	Grant applications reviewed by	Grant awarded	Presentation of award at city-hosted	Project implementation	Presentation of project results at city-
	EAC		event		hosted event

Resources Information:

For more information about this grant please contact:

Amanda Braddy (<u>ajbraddy@greenvillenc.gov</u>)
Public Works Department - Engineering Division
1500 Beatty Street

Greenville, NC 27834 (252) 329-4467

APPLICATION PACKAGE

Grant Cycle: 2018-2019

APPLICANT FORM

Form must be typed using Time Roman 12 point font. Hand-written applications will not be accepted

Name of Organization Submitting	
Application	
Contact Information	
Contact person	
• Address	
Dhana numhan	
Phone number	
• Email	
Contract to Contract to Contract	
Contact Information of Grant	
Administrator (if different from above)	
Contact person	
1	
• Address	
• Address	
Phone number	
• Email	
• Ellian	
Project Name	
· ·	
Project Description (max. 500 words)	
Troject Description (max. 300 words)	

Detianels for Project (may 250 words)
Rationale for Project (max 250 words)
• Outline why this project should be funded, i.e. what will this project contribute to improving storm water
management in Greenville?
Public-Private Partnerships (max. 250 words)
Describe the partnership(s) and how they will contribute to the project
Partners or Groups Involved (max. 250 words)
Describe the group(s) and how they will be involved in the project

Risks and Responses	
• List any possible risks that may hinder	
the successful implementation of the	
project and note how these risks may be	
overcome	
For example:	
Risk: resistance from school group to take on	
new project.	
Response: hold two informational meetings to	
present project; generate one page overview for	
students to take home to parents.	
Implementation Timeline	
• List key dates	

Benchmarks (max. 500 words)	
Describe how the effect/impact of the project will be measured	

Post-project	
 Detail any anticipated work that will 	
need to be done once the grant is	
completed e.g. if a wetland is put in	
place, what will be needed to keep this	
functioning over the next 5 years.	
Signature of organization Authorized	
Representative	
Date	

BUDGET FORM

If the line item is not relevant to your proposal simply leave the line blank.

Indicate in the *Group Match* column those areas where the group will contribute the required 25% match. This match may be in the form of material donations, volunteer hours or money but they must be represented as a monetary amount in the table below.

Grant Cycle: 2018-2019

Indicate in the *Private Contribution* column those areas where the partnering organization will provide financial or in-kind support.

Budget Items	City of Greenville	Group Match	Private Contribution	Totals
Design				
Financial contribution				
In-kind contribution				
Survey				
Financial contribution				
In-kind contribution				
Education				
Financial contribution				
In-kind contribution				
Construction				
Financial contribution				
In-kind contribution				
Plantings				
Financial contribution				
In-kind contribution				
Printing				
Financial contribution				
In-kind contribution				

Monitoring			
Financial contribution			
In-kind contribution			
Land			
Financial contribution			
In-kind contribution			
Other (please itemize)			
Financial contribution			
In-kind contribution			
Administration			
Financial contribution			
In-kind contribution			
Cash Sub-total			
In-kind Sub-total			
Total	1	2	

Box 1 Total grant amount requested from the City of Greenville Environmental Advisory Commission	\$ CAN NOT EXCEED \$2,500
Box 2 Total match provided by applicant \$ MUST BE AT LEAST 25% OF BOX 1	

	Application Form is completed, signed, and dated.	
	Budget Form is completed and attached.	
	Provided proof of location of proposing organization's project	
	Letter of support is attached. (optional)	

Send complete application packet to:

Ms. Amanda Braddy Public Works Department - Engineering Division 1500 Beatty Street Greenville, NC 27834

DEADLINE: MARCH 23, 2018



Environmental Advisory Commission EAC GRANT PROGRAM

UPDATED 2016 • FACT SHEET #2

DEFINITIONS

Non-point Source Pollution—
Also known as polluted runoff, comes from diffuse or scattered sources in the environment rather than from a defined outlet such as a pipe. As water moves across and through the land it picks up and carries away natural and human-made pollutants depositing them into lakes, rivers and even underground

Impervious Areas—

sources of drinking water.

Hard surfaces, like rooftops, roads and parking lots that prevent or slow the absorption of stormwater runoff into the ground.

Stormwater Control Measure (SCM)— Refers to any stormwater control, best management practice (BMP), or other method used to prevent or reduce the discharge of pollutants.

Riparian Buffer—

An area of vegetated land, adjacent to waterways, streams, wetlands, lakes, ponds, and other surface waters for the purpose of minimizing the impacts of point and non-point source pollution.

Watershed—

Also known as a drainage basin or catchment area. A topographical area from which all precipitation flows or drains to a single river, river system or other waterbody.

Biodiversity—

Wide variety of organisms, from one-celled organisms to large mammals, in the natural environment. Biodiversity decline results in loss of food and increased environmental contamination.

GRANT OVERVIEW

The City of Greenville continually strives to serve its citizens and provide programs that will increase the quality of life and livability of our community. Non-point source pollution has a significant affect on water quality, property values and the safety of our citizens. In an effort to address these concerns, the Environmental Advisory Commission (EAC) has developed the EAC Grant Program.

When rain falls on natural areas, such as a forest, it is slowed down, filtered by soil and plants, and allowed to soak back into the ground. In contrast, when rain falls on impervious areas rain does not soak into the ground and stormwater runoff is created. Stormwater runoff picks up pollution such as pet waste, fertilizer, pesticides, motor oil, litter and yard waste on the way to local creeks, streams and waterways. In Greenville, stormwater runoff does not go to a treatment plant. Instead, runoff, and the pollution in it, flows into our creeks and streams, then eventually into the Tar-Pamlico or Neuse River.

This Program will provide an avenue for organizations to apply for a grant from the City for projects that will minimize the effects of non-point source pollution. There are many different types of projects you can initiate on your property or throughout your organization. Most projects are structural and prevent water pollution by capturing polluted runoff and treating or detaining it. Other projects may take the form of education, awareness, or good house keeping measures. All of these components are equally important.

ADMINISTRATION

There is \$2,500.00 available for a project or projects during the July 1st—June 30th grant cycle. In addition, the grant requires the applicant to match 25% of the grant amount awarded. This can be in the form of volunteer labor, donated materials or equipment, or may be monetary.

Funds will be disbursed in three installments: The first 45% will be distributed upon award. The second 45% will be distributed upon receipt of invoices indicating that 75% of the first disbursement has been spent. The final 10% will be disbursed upon final submission of the project, financial report and presentation to EAC. Any maintenance costs associated with the BMP shall be the responsibility of the property owner.

SUPPORTED BY:
CITY OF GREENVILLE
STORMWATER MANAGEMENT PROGRAM

PROJECT IDEAS

- Distribute commercial car washing vouchers to encourage wash water recycling.
- Remove impervious areas and restore to pervious ground cover.
- Install pet waste stations in public use areas.
- Develop curriculum or educational materials on stormwater quality, quantity and watershed based issues.
- Restore riparian buffer.
- Install stormwater control measure.
- Repair erosion caused by runoff.
- Install rain barrels for water reuse.
- Retrofit existing stormwater facilities to improve water quality treatment and/or increase biodiversity.
- Develop stream monitoring program.



Informational boards serve to educate the public



Rain barrels or cisterns can store rain water for irrigation or wash water.



Pet waste stations keep stormwater from being polluted with fecal matter.

ELIGIBILITY

Organizations must apply by the application deadline for the funds and act as the fiscally responsible party.

Organizations may apply for multiple grants however these projects will compete against each other for funding.

Depending on the size of the projects several grants may be awarded. The following requirements must be met in order for a organization to be eligible for consideration:

- Potential project locations must be within the City Limits. Projects located in county and the extra-territorial jurisdiction are not eligible under this Program.
- The project must be real and measurable. The results must be available by the end of the grant cycle.
- Increase public awareness of the issue. The project must include an awareness component and ensure that as many people as technically feasible are impacted by the results.
- Provide opportunities for public participation. Ideally the project will involve a partnership between teachers, students and parents.
- Demonstrate that the project has improved the quality, reduced the quantity, or created awareness about stormwater runoff. This may be in the form of pictures, calculations, sampling, questionnaires, etc.
- Prepare project reporting documentation which includes: Six-month status report that describes the current status of the project and the next steps anticipated. Final report and presentation to EAC describing the project and its outcomes.



City of Greenville Public Works Department Environmental Advisory Commission 1500 Beatty Street Greenville, NC 27834

Phone: 252-329-4467 Fax: 252-329-4535 E-mail: ajbraddy@greenvillenc.gov

ATTACHMENT C (2019 Goals & Objectives)

Action: For your information.

2018 EAC Goals

1. Explore feasibility of Sustainability Coordinator for the City of Greenville.

Actions:

- a) Request a meeting with the City Manager as well as discuss with Council Members and City Staff to discuss the feasibility of a Sustainability Coordinator
- b) Collaborate with ECU to supply information, reports and studies to examine this requested position.
- c) Collaborate with existing Sustainability Office with East Carolina to discuss sustainability efforts.

2. Identify and deploy ways to promote environmental education and engage citizens (including students) in addressing environmental [sustainability] issues.

Actions:

- a) Increase public awareness of the Watershed Master Plans.
- b) Continue to administer and champion the EAC Grant Program.
- c) Develop educational segments that highlight EAC's mission and current initiatives.
- d) Increase recycling initiatives.
- e) Encourage implementation of environmental initiatives from the City's Horizon's Plan.

3. Continue to increase deliberate and intentional engagement with Council and other Boards and Commissions.

Actions:

a) Assign commission members (liaisons) to follow other Boards and Commissions that may consider and/or advise on environmental issues. The liaisons will provide quarterly updates to EAC on topics that have potential for partnering or collaboration.

The following Boards & Commissions have been identified as having the potential to making decisions impacting the environment.

Redevelopment Commission – Durk Tyson

Greenville Utilities Commission – Durk Tyson

Greenville Bike & Pedestrian Commission – Emilie Kane

Recreation and Parks Commission - Nathaniel Hamilton

Community Appearance Commission – David Ames

Neighborhood Advisory Board – Ann Maxwell

Public Transportation & Parking Commission – Emilie Kane

Planning & Zoning Commission – Drake Brinkley

b) Meet with individual Council Members to discuss the importance of environmental issues relevant to Greenville.

4. Seek ways to conserve and protect our water resources.

Actions:

- a) Provide guidance and recommendations to City Council on the utilization of the Watershed Master Plans. This includes water quality monitoring results completed as part of the master planning process.
- b) Receive updates on Stormwater Advisory Committee actions

5. Identify and suggest ways to reduce greenhouse gases and air pollution generated by municipal operations.

Actions:

- a) Revisit the Cool Cities Initiative and assess the need for a subcommittee that can focus on municipal operations and make recommendations for improvements (Greenville Climate Protection Partnership).
- b) Prepare resolution focusing on recommendations made by subcommittee if applicable.

6. Identify and suggest ways to increase energy conservation and renewable energy production.

Actions:

- a) Facilitate Commission and/or Council presentation on renewable energy options for City activities.
- b) Develop resolution focusing on adoption of renewable energy initiatives.



Action: For your information.





Item?

Presentations by Boards and Commissions: Environmental Advisory Commission



Current EAC Members

- Durk Tyson, Engineer 2017 Chair
- Emilie Kane Retired ECU Administration 2017 Vice-Chair
- David Ames Physician
- Drake Brinkley Lawyer
- Nathaniel Hamilton Physician
- Diego Llerena Health Care Administration
- Ann Maxwell Retired Educator Pitt County Schools



Support to EAC

- McLean Godley Council Member
- Kevin Mulligan Public Works Director
- Daryl Norris Civil Engineer II
- Lisa Kirby Senior Engineer
- Amanda Braddy Administrative Assistant
- Chad Carwein Sustainability Manager, ECU



EAC Goals

 Identify and deploy ways to promote environmental education and engage citizens (including students) in addressing environmental (sustainability) issues.

Actions:

- a) Increase public awareness of the Watershed Master Plans.
- b) Continue to administer and champion the EAC Grant Program.
- c) Participate in 2017 Earth Week Events.
- d) Develop educational segments for GTV9 that highlight EAC's mission and current initiatives.
- e) Increase recycling initiatives.



EAC Goals cont'd.

 Continue to increase deliberate and intentional engagement with Council and other Boards and Commissions.

Actions:

Assign commission members (liaisons) to follow Boards and Commissions that may consider and/or advise on environmental issues. The liaisons will provide quarterly updates to EAC on topics that have potential for partnering or collaboration.

STATUS: The following Boards and Commissions have been identified as having the potential to make decisions impacting the environment:
Redevelopment Commission – Durk Tyson
Greenville Utilities Commission – Durk Tyson
Greenville Bike & Pedestrian Commission – Emilie Kane
Recreation and Parks Commission – Nathaniel Hamilton
Community Appearance Commission – David Ames
Neighborhood Advisory Board – Ann Maxwell
Public Transportation & Parking Commission – Emilie Kane
Planning & Zoning Commission – Drake Brinkley



EAC Goals cont'd.

3. Identify and suggest ways to reduce volume of our waste.

Actions:



EAC Goals cont'd.

- 4. Seek ways to conserve and protect our water resources. Actions:
- a) Provide guidance and recommendations to City Council on the utilization of the Watershed Master Plans. This includes water quality monitoring results completed as part of the master planning process.

STATUS: The Watershed Master Plans were finalized and presented to City Council in August 2016. A Stormwater Advisory Committee (SWAC) was established to work with staff to select the stormwater capital projects previously prioritized within the Watershed Master Plan. The Committee will review current development regulations and recommend a sustainable level of service for the stormwater program.

These recommendations will be presented to Council via a workshop and, if approved, would result in changes to the stormwater ordinance and design and inspection requirements as well as stormwater utility rates.



EAC Goals cont'd.

6. Identify and suggest ways to increase energy and renewable energy production.

Actions:

- a) Facilitate Commission and/or Council presentation on renewable energy options for City activities.
- b) Develop resolution focusing on adoption of renewable energy initiatives.
- c) Explore feasibility of Sustainability Coordinator for the City of Greenville.

