

AGENDA

Orange County Commission for the Environment

May 9th, 2022

7:00 p.m., Bonnie B. Davis Environment and Agriculture Center

<u>Time</u>	<u>Item</u>	<u>Title</u>
7:00	I.	Call to Order
7:01	II.	Additions or Changes to Agenda
7:03	III.	Approval of DRAFT Meeting Summary – April 11th, 2022 The CFE will consider approval of meeting summary from the last meeting. <u>Action needed</u> (Attachment 1)
7:05	IV.	Solid Waste Composting and Recycling- Update Orange County Solid Waste Community Engagement Supervisor Kyra Levau will present an update and information regarding the County's composting and recycling programs.
7:35	V.	CFE Policy and Procedure Review The CFE will review and discuss edits to the CFE Policy and Procedure document for draft adoption. CFE acceptance of final draft will be provided to County legal for final review before presented to the BOCC for acceptance. <u>Action needed</u> (Attachment 2)
7:55	VI.	CFE Earth Day/Evening Events Retrospective The CFE will discuss recent Earth Day events; successes, needs, future planning potential.
8:10	VII.	Committee Breakouts The CFE will break out into committee assignments and discuss goals/projects for the year. Committees will report on projects upon returning to the main meeting.
8:40	VIII.	Updates and Information Items Staff and/or CFE members will provide updates on the following items: <ul style="list-style-type: none">• Attendance Policy• Active recruiting• Intergovernmental Parks Group- Report• Orange County LEED Status- Update Any other new information from CFE members and staff
9:00	IX.	Adjournment <i>* Next Meeting Date: June 13th, 2022; Bonnie B Davis Environment and Agriculture Center</i>

Orange County Commission for the Environment

DRAFT Meeting Summary

April 11, 2022; 7:30 pm

Virtual Zoom Meeting

Present: Kim Piracci, Kim Livingston, Bill Ward, Kristie Mather, Veronica Penn Beattie, Jessie Birkhead, Jaya Nair, Ian Morse, Reade Oakley

Absent: Frank Binkowski, Carrie Fletcher, Jane Harris, Elizabeth McWhorter

Staff: Wesley Poole, Chris Hirni, Amy Eckberg, Kalani Allen

I. Call to Order

Kim Piracci called the meeting to order at 7:31 pm.

II. Additions or Changes to Agenda

None.

III. Approval of DRAFT Meeting Summary – March 14th, 2022

Motion by Kristie Mather; seconded by Jessie L. Birkhead; all in favor; none opposed; motion passed.

IV. Introduction of New and Current Members

The BOCC recently appointed two new members to the CFE and tonight is their first meeting. Ian Morse and Reade Oakley each introduced themselves to the group and current CFE members / County staff did the same.

V. CFE Meeting Location and Time

The next meeting date of the CFE (May 9, 2022) will be the first in-person meeting held since the Covid-19 Pandemic. The CFE discussed the location and times of meetings going forward. Chris Hirni notified the CFE that the only currently available location with Zoom Room capabilities is the Bonnie B. Davis Environment and Agricultural Center in Hillsborough. The meeting facility at the Southern Human Services Center will not be available until later this year. CFE members expressed interest in having a longer meeting in order to get more done during Committee Breakouts and proposed extending to a 2 hour meeting. This would be accomplished by starting at 7:00PM instead of 7:30PM and keeping the end time at 9:00PM. Veronica Penn Beattie motioned that, for the time being, the CFE elects to hold meetings from 7:00-9:00PM at the Bonnie B. Davis Environment and Agricultural Center from 7:00-9:00PM using their Zoom Room until the CFE votes on a location in the future; seconded by Jessie L. Birkhead; all in favor; none opposed; motion passed.

Orange County Commission for the Environment

DRAFT Meeting Summary

April 11, 2022; 7:30 pm

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VI. CFE Earth Day / Evening Event Planning – Discussion

CFE members and County staff discussed the potential display / activities for tabling at the upcoming Carrboro Earth Day Celebration on April 22, 2022 from 5:00-7:00PM and Hillsborough's Earth Evening on April 29, 2022 from 6:00-8:00PM. A signup sheet was provided and CFE members volunteered which events they could participate in. Each event will have Bill Ward's Flip the Switch table, along with a CFE outreach table and an educational table for children.

VII. Committee Breakouts

The CFE broke out into committee assignments to discuss goals / projects for the year.

VIII. Updates and Information Items

- Kim Piracci discussed the CFE Policy and Procedure updates that are in progress. Once County staff comments have been incorporated, a DRAFT will be sent to CFE members to review for the next meeting.
- Kyra Levau with Orange County Solid Waste Management is a tentative speaker for the next CFE meeting in May. County staff will verify her attendance in light of going back to in-person meetings.
- Veronica Penn Beattie proposed that CFE members each create a "Bio-sheet" so that other members are aware of each other's background, knowledge and expertise. The idea was welcomed by the group so Veronica Penn Beattie will reach out to members by email to help facilitate.
- Chris Hirni informed the CFE that, as an item on the April 5th Business Meeting, the BOCC proclaimed April as Native Plant Month. During the comments and questions thereafter, commissioners requested information and/or updates to the CFE's actions regarding how utility services and the State DOT handle treatments of nonnative species within their Rights of Way. County staff informed the BOCC that the CFE has taken previous initiatives on such, and Chris Hirni discussed the opportunity to "re-awaken" the Orange County Right of Way Task Force, from the January 2020 meeting schedule.

IX. Adjournment

Kristie Mather motioned to adjourn the meeting at 9:06 pm; seconded by Ian Morse; all in favor: none opposed; motion passed.

**ORANGE COUNTY COMMISSION FOR THE ENVIRONMENT
POLICIES AND PROCEDURES**

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Commission for the Environment.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity on matters affecting the environment, with particular emphasis on environmental protection and climate action.

B. Authority

1. North Carolina General Statute 153A-76 grants boards of commissioners the authority to establish advisory boards.
2. The adopted Orange County Board of Commissioners Advisory Board Policy (henceforth referred to as "County Advisory Board Policy") serves as the underlying policy document to which the Commission for the Environment, in addition to this policy and procedure document, is subject. The County Advisory Board Policy is attached hereto as "Exhibit A".
3. In the event there is a conflict between the County Advisory Board Policy and this Policies and Procedures document the County Advisory Board Policy shall prevail.

C. Charge

1. The charge of the Commission for the Environment is to advise the Orange County Board of Commissioners on matters affecting the environment, with particular emphasis on environmental protection and climate change.

SECTION II: GOALS AND OBJECTIVES

A. The Commission for the Environment shall have the following goals and objectives:

1. To advise the Orange County Board of Commissioners with regard to environmental policy, with particular emphasis on environmental protection and climate change.
2. To educate the public and local officials on environmental issues.

3. To perform special studies and projects on environmental questions as requested by the Orange County Board of Commissioners.
4. To recommend environmental initiatives to the Orange County Board of Commissioners.
5. To study changes in environmental science and environmental regulations in the pursuit of its duties.
6. Provide recommendations and input on the Lands Legacy Program, as requested by the Orange County Board of Commissioners.
7. Provide recommendations and input on the Climate Action Grant proposals and other Orange County funding opportunities for environmental concerns, as requested by the Orange County Board of Commissioners.
8. To perform other duties as requested by the Orange County Board of Commissioners.

SECTION III: MEMBERSHIP

A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards, and to appoint members to, and remove members from, those advisory boards. In acting on this authority the Orange County Board of County Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform as notated in the County Advisory Board Policy.

B. Composition

1. The Commission for the Environment is composed of no more than fifteen voting members.
2. The Commission for the Environment has no appointed alternate members.
3. All Commission for the Environment members will have a background in science, education, law, public health, solid waste, or a field which is relevant to environmental protection and/or climate change.
4. The Commission for the Environment seeks to have at least one member with specific expertise in each of the following areas:

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- Air Quality
- Water Resources
- Land Resources
- Energy
- Biological Sciences

5. The Commission for the Environment shall have no appointed ex officio members.

C. Officers

1. The elected officers of the Commission for the Environment shall consist of a Chair and a Vice Chair.

D. Election Procedures and Terms of Office

1. The Officers shall be elected by the Commission for the Environment from among its members at the regular meeting in November of each year. They shall take office at the following regular meeting.

SECTION IV. MEETINGS

A. Staffing

1. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager. The Department of Environment, Agriculture, Parks and Recreation (DEAPR) shall serve as staff to the Commission for the Environment. DEAPR shall keep all minutes and records of the Commission for the Environment and provide proper and legal notice of regular and special meetings to members of the public.

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2. The Sustainability Projects Manager may also serve a support function to the Commission for the Environment.

B. Agendas

1. Items for agendas shall be approved by the Commission for the Environment Chair and staff. To agenda item consideration, a request must be received by the Chair or staff at least fifteen days before any regular scheduled meeting.

2. The agenda will be submitted to the Commission for the Environment members no less than 7 days before any regularly scheduled meeting. Only items listed on this provided agenda may be voted upon.

3. The order of business at regular meetings shall be:
a. Call to order.
b. Consideration of additions or changes to the agenda.

This is the only time additional items for discussion may be recommended and will be added if the majority present votes to approve.

- c. Call for approval of minutes of previous meeting.
 - d. Consideration of remaining items on the agenda.
 - e. Adjournment.
- 4. All meetings of the Commission for the Environment shall be open to the general public.
 - 5. In order for a meeting to occur a quorum must be present. A quorum is defined as a majority of current members.
 - 6. The vote of a majority of members present shall be sufficient to decide all matters before the Commission for the Environment. During a meeting the members may decide to postpone a vote to allow a document to be finalized for further consideration and to be voted on at a subsequent or special meeting.
 - 7. For procedures not covered by these rules or the County Advisory Board Policy, the Commission for the Environment shall follow the rules contained in the "Rules of Procedure for the Board of County Commissioners, Orange County, NC."

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C. Date, Time and Location of Regular Meetings

- 1. Regular meetings of the Commission for the Environment shall be held the second Monday of each month at 7:00 p.m. at the Southern Human Services Center in Chapel Hill or the Environment and Agriculture Center in Hillsborough, or other place within Orange County designated by the Chair. The meetings shall adjourn not later than 9:30 p.m. unless extended for the meeting in session by vote of the members.

D. Special Meetings

- 1. Special meetings may be called by the Chair or by the written request of at least three other members of the Commission for the Environment. The notice of such a meeting shall specify the purposes and no other business may be considered except by unanimous consent of the Commission for the Environment members present.

E. Meeting Notice

- 1. Department of Environment, Agriculture, Parks and Recreation ("DEAPR") staff and the Sustainability Projects Manager shall give a minimum of five days' notice for both regular and special meetings.

SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation presented by staff and the Chair to familiarize the advisory board members with policies and procedures, the operating procedures of the advisory board, the work of current committees, and member obligations. Other members of the CFE may attend as designated by the Chair.
2. Each voting member will be encouraged to complete the orientation within five weeks of his or her appointment and participate in at least one tour of locations relevant to the business of the Commission for the Environment.

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SECTION VI. BY-LAWS

A. By-Laws

1. Any Bylaws adopted by the Commission for the Environment are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the County Advisory Board Policy document, and the "Rules of Procedure for the Board of County Commissioners, Orange County, NC."
2. Should the Commission for the Environment determine modifications to policies and procedures are necessary the Commission may petition the Board of County Commissioners for such modifications.

**ORANGE COUNTY COMMISSION FOR THE ENVIRONMENT
POLICIES AND PROCEDURES**

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3.4. The Commission for the Environment seeks to have at least one member with specific expertise in each of the following areas:

- Air Quality
- ~~Biological Sciences~~
- ~~Engineering, (preferably in a field related to the environment)~~
- ~~Land Resources~~
- Water Resources

4. Ten at large members with some knowledge of environmental science and/or environmental issues including, but not limited to experts in the following fields:

- ~~Education~~
- Land Resources
- Energy
- ~~Law~~
- ~~Public Health~~
- ~~Public Policy~~
- ~~Solid Waste~~
- Other areas that overlap with the five areas of specific expertise Biological Sciences

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