

# AGENDA

## Orange County Commission for the Environment

October 10<sup>th</sup>, 2022

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

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<u>Time</u>	<u>Item</u>	<u>Title</u>
7:00	I.	<b>Call to Order</b>
7:01	II.	<b>Additions or Changes to Agenda</b>
7:03	III.	<b>Approval of DRAFT Meeting Summary – Sept. 12<sup>th</sup>, 2022</b> The CFE will consider approval of meeting summary from the last meeting. <u>Action needed</u> (Attachment 1)
7:05	IV.	<b>Introduction of New CFE Members</b> The CFE will introduce new members to the group.
7:20	V.	<b>CFE Policy and Procedure Change in Edits- Action Item</b> The CFE will discuss a necessary change to the previously approved document as required by the County Attorney. <u>Action needed</u> (Attachment 2)
7:25	VI.	<b>Community Climate Action Grant Review- Action Item</b> The CFE will review Community Climate Action Grant projects and provide a group ranking for the BOCC. <u>Action needed</u> (Attached under separate cover)
8:50	VII.	<b>Updates and Information Items</b> Staff and/or CFE members will provide updates on the following items: <ul style="list-style-type: none"><li>• Any other new information from CFE members and staff</li></ul>
9:00	VIII.	<b>Adjournment</b>  <i>* Next Meeting Date: November 14<sup>th</sup>, 2022; (Bonnie B Davis Environment and Agriculture Center</i>

**Orange County Commission for the Environment****DRAFT Meeting Summary**  
**September 12, 2022; 7:00 pm**  
*Hybrid Meeting*

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**Present:** Veronica Penn Beattie, Jessie Birkhead, Kristie Mather, Ian Morse, Elizabeth McWhorter, Jaya Nair (via Zoom)

**Absent:** Reade Oakley, Kim Piracci (excused), Kim Livingston (excused), Bill Ward (excused), Jane Harris (excused)

**Staff:** Wesley Poole, Chris Hirni, Amy Eckberg (via Zoom), Kalani Allen

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**I. Call to Order**

Veronica Penn Beattie called the meeting to order at 7:04 pm.

**II. Additions or Changes to Agenda**

None.

**III. Approval of DRAFT Meeting Summary – August 11<sup>th</sup>, 2022**

Motion by Jessie Birkhead; seconded by Veronica Penn Beattie; all in favor; none opposed; motion passed.

**IV. Community Climate Action Grant Review**

Amy Eckberg began by introducing UNC intern Max Feldman. She then discussed the Community Climate Action Grant timeline and specified that projects are prioritized by social justice and racial equity. Amy informed the CFE that the total community project funding requested this year was \$585,873 and the total school project funding requested was \$368,000. The BOCC has only allocated \$550,150 total and ½ (\$275,075) will go to the community organizations and the other ½ will go to the schools. All community organization applicants are return applicants and Carrboro Chapel Hill City Schools are once again, the only school applicant. CFE members inquired about the status of previous unspent grant funding for schools and Amy said she is still working on it. The review timeline that has been established is CFE members conduct independent reviews between now and the next CFE meeting on October 10<sup>th</sup>. Final scores / ranking will be discussed and agreed upon at the October 10<sup>th</sup> meeting and if needed, a special meeting can be held on October 17<sup>th</sup>. Jessie Birkhead had set up a Google Drive to put all of the applications in so Veronica Penn Beattie volunteered to add a Google Sheet to the shared folder to help organize the application review. Amy briefly discussed how everything was organized and stated that she would also add a “Suggestions for Improvement” tab for Q/A, etc.

# Orange County Commission for the Environment

## DRAFT Meeting Summary September 12, 2022; 7:00 pm *Hybrid Meeting*

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### V. Sub-Committee Designation and Discussion

Veronica Penn Beattie informed the CFE that sub-committees have not been keeping minutes and they need to be doing so. Once sub-committees start meeting regularly again after the Community Climate Action Grant Review process is complete, they will each need to elect a Chair that will keep up with the minutes and present a brief summary to the overall group once break-outs come back together. CFE members discussed the possibility of creating a new 4<sup>th</sup> sub-committee for climate, but some thought it would be best to just leave the 3 sub-committees as is and let the air and energy group focus on climate issues at this time. It will be all be discussed at the November meeting so CFE members were asked to decide exactly which sub-committee they would like to be on. Wesley Poole and Kalani Allen informed the CFE that we would have hopefully have some new CFE members coming in by the November meeting.

### VI. Updates and Information Items

- Amy Eckberg gave an update to the CFE on the status of the Climate Action Plan. They received 2 proposals from their RFQ and one was a standout. That consultant presented ten additional options to the initial proposal and the two options that stood out were the funding option and the additional stakeholder engagement option. The evaluation team agreed to add those for approximately \$17,000 over the initial proposal of \$75,000, making a total of approximately \$92,000 that will be allocated. Amy stated that the climate action planning process will give us a roadmap with specific actions and tactics that the County can use to get to a 100% renewable energy economy by 2050.
- Chris Hirni discussed the advisory board policy that has been established for requesting to attend meetings remotely. Wesley Poole reminded CFE members to notify staff when they can't make a meeting for attendance tracking purposes.
- Amy Eckberg gave the CFE an update on the Solarize the Triangle campaign. They have had a great start so far and they are organizing an informational webinar for September 28 from 6-7 PM.

### VII. Adjournment

Kristie Mather motioned to adjourn the meeting at 8:36 pm; seconded by Elizabeth McWhorter; all in favor; none opposed; motion passed.

BOCC Adopted 11/8/12

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

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SECTION I: SCOPE

~~A.~~ A. Purpose

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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 ~~Orange~~ County Advisory Board Policy is attached hereto as "Exhibit A".
- ~~3. In the event there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control. the Orange 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.
- 7.8. 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 Orange County Board of Commissioners Advisory Board Policy.

B. Composition

1. The Commission for the Environment is composed of no more than fifteen voting members, and no fewer than nine.
2. The Commission for the Environment has no appointed alternate members.

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3. All Commission for the Environment members shall have a background, or knowledge base, in science, education, law, public health, solid waste, or a field which is relevant to environmental protection and/or climate change.

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Commented [DS1]: Do you wish to change this to say something other than "All?" I understand why you want most of the CFE to have this, but should there be a mechanism for at least a few residents who are passionate about environmental issues to serve who may not have a "background?" Or could "background" include someone who has served on a Sierra Club committee, for example?

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

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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 expertiseBiological Sciences
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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.

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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.

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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. ~~Upon the approval of the Manager, the~~ 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.

Commented [DS2]: This was language used at the very beginning when DEAPR was new. Multiple Managers have long since known that DEAPR staff is the staff serving the CFE. It doesn't need the qualifier language any more. The previous sentence provides for any needed flexibility.

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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 request an agenda item for consideration, a request must be received by the Chair or staff at least fifteen days before any regular scheduled meeting.

~~2. All business to be considered shall be listed on the agenda. To secure such consideration, a request must be received by the Chair at least seven days before any regular scheduled meeting. No other business may be considered except by majority vote of the Board members present. All special business or items not specifically noted on the regular meeting agenda may be deferred by the Commission for the Environment until the next regular meeting date.~~

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.

~~5.6.~~ The vote of a majority of these members present shall be sufficient to decide all matters before the Commission for the Environment, provided a quorum is present. During a meeting the members may decide to postpone a final decision vote to allow a document to be finalized for further consideration and to be voted upon via electronic mail (email), as long as the voting records are documented and included in the minutes of the next regularly scheduled meeting on at a subsequent or special meeting.

~~6.7.~~ For procedures not covered by these rules or the Orange County Advisory Board Policy, the Commission for the Environment shall

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Commented [DS3]: The added language gives you the ability for that vote to come at the next scheduled CFE meeting, not just at a special meeting. You could also delete this sentence and leave it unsaid - it may not be necessary.

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follow the rules contained in Robert's Rules of Order, Revised 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 7:30-00 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 of the meeting and no other business may be considered except by unanimous consent of the Commission for the Environment members present.

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E. Meeting Notice

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

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SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation presented by staff and the Chair ~~the DEAPR~~ to familiarize the advisory board members with the operation of County government, the DEAPR policies and procedures, and 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.

Commented [DS4]: With other boards, orientation also includes the Chair or designee. Do you want to include this? (Up to you)

SECTION VI. BY-LAWS

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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 General County Advisory Board Policy document, and the "Rules of Procedure for the Orange County 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.