

## ENVIRONMENTAL CONTROL ADVISORY BOARD

### MINUTES OF March 14, 2018

Item No. 1 being:

#### ROLL CALL

The Environmental Control Advisory Board of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session at the City of Norman, in the Study Session Room, Norman Municipal Building, 201 West Gray Street on March 14, 2018 at 5:30 p.m. Notice and Agenda of the meeting were posted at the Norman Municipal Building at 201 West Gray, 24 hours prior to the beginning of the meeting.

MEMBERS PRESENT     Amanda Nairn (Chair)  
                                 Patricia Edge (Vice-Chair; left at 6:05)  
                                 Larissa Balzer  
                                 Eli Bridge (walked in at 5:46)  
                                 James Harp (arrived at 5:33; left at 7:45)  
                                 Dane Heins  
                                 Aaron Pilat  
                                 Matthew Rom

MEMBERS ABSENT     Andrew Sartain

STAFF MEMBERS PRESENT     Debra Smith, Environmental Services Coordinator  
                                 Charlie Thomas, Capitol Projects Engineer  
                                 Carrie Evenson, Stormwater Manager  
                                 Michelle Loudenback, Stormwater Program Specialist  
                                 Kellie Seeds, Water Reclamation Admin. Tech. III

Item No. 2 being

#### INTRODUCE GUESTS

Karen Chapman, Blue Thumb  
Ed Higgins, OU Graduate Student  
Katherine Trent, Ready for 100

Item No. 3 being:

#### APPROVAL OF THE MINUTES OF January 17, 2018 MEETING

Edge made a motion to approve or amend the January 17, 2018 minutes. Aaron seconded. There being no further discussion, a vote was taken with the following result:

YEAS     Amanda Nairn  
                 Patricia Edge  
                 Larissa Balzer  
                 Eli Bridge  
                 James Harp

Dane Heins  
Aaron Pilat  
Matthew Rom

NAYS None

The motion passed by a vote of 8 to 0.

Item No. 4 being:

#### **JUDGE POSTER CONTEST**

Smith explained the rules for judging the Water's Worth It poster contest. It was agreed upon that each voter would receive four votes, one each worth one, two, three, and four points. The posters with the most points within each age group would each be collected and judged for the overall grand prize.

Nairn noted that they received 310 poster contest entries this year, which exceeded that of last year by 99 entries. The Board left to vote on the fourth and fifth grade poster submissions.

Item No. 5 being:

#### **UPDATE ON US MAYORS' CLIMATE PROTECTION AGREEMENT**

Copies of each action item were passed out. Rom explained that they would focus on the recommendations tonight, which he would polish and send back out to the Board later.

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#### *Action Item 1:*

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Nairn requested to attach the greenhouse gas report that Smith previously provided to the Appendix as a baseline until a new report could be generated.

Bridge prompted a discussion on the addition of contingencies. Nairn noted that there were uncertainties pertaining to time and cost, but that hopefully they can accomplish their goals over the next five years and make recommendations based on the 2000 and 2019 data.

Rom made a motion to accept the action item as amended. Nairn seconded. There being no further discussion, a vote was taken with the following result:

YEAS Amanda Nairn  
Patricia Edge  
Larissa Balzer  
Eli Bridge  
James Harp  
Dane Heins  
Aaron Pilat  
Matthew Rom

NAYS None

The motion passed by a vote of 8 to 0.

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*Action Item 3:*

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Nairn suggested extending CART service times to accommodate special events that continue past CART operation hours, such as City Council meetings. Bridge explained that CART has implemented time and route extensions on a regular basis with little success. CART wants to focus on extending service to Southeast Norman, as they think they could do the most good in that area. Nairn noted an unsuccessful past attempt to extend service to far East Norman.

Bridge voiced the issue that no one is interested in walking or biking in Norman. Nairn suggested extending service hours during community-wide events. Bridge said he would be happy to include this suggestion in the recommendations and discuss it with CART. An emphasis was made to use the word "explore" as it did not imply a demand.

Nairn asked if the citations should be included in the Appendix. Bridge said one citation was for an Association of Central Oklahoma Governments database portal and the other for an EPA report. Nairn requested to include the EPA report.

A discussion was initiated by Bridge and Pilat on how recommendations are written and the attitudes between biking and driving cars. Nairn acknowledged the City's efforts and noted that she thinks the issue is a public education initiative. Smith suggested adding more bike racks. Bridge said they would have to wait until existing bike racks were full. Thomas expressed importance in cross-referencing recommendations.

Nairn noted the importance of data provision, such as the inclusion of the gas emission statistics from the EPA report. Rom noted that he was not aware of all of the bike lanes and suggested adding maps. Pilat acknowledged a difference between a bike route and a bike lane. Bridge stated that there is also a map that exclusively provides bike lane data. Nairn requested the addition of a map with bike routes/lanes as well as a CART map with stops to the Appendix. Bridge added that he could also request for CART to map out their intended service extension routes for Southeast Norman.

Harp prompted a brief discussion on how other cities have handled bike routes. Nairn noted that a transportation plan was in place in Ward 3 that would be adding bike lanes to West Norman. Bridge elaborated that it was now a policy to add bike lanes in the event of any major roadwork. Smith added that the Highway 9 trail was currently being worked on.

Rom stated that he added "pre-existing routes" to the recommendation for clarification. He clarified that he would grammatically amend recommendations during the refinement process without changing any meaning.

Rom made a motion to accept the action item as amended. Balzer seconded. There being no further discussion, a vote was taken with the following result:

YEAS     Amanda Nairn  
             Larissa Balzer  
             Eli Bridge  
             James Harp  
             Dane Heins  
             Aaron Pilat  
             Matthew Rom

NAYS     None

The motion passed by a vote of 7 to 0.

The Board left to vote on the kindergarten and first grade poster submissions.

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*Action Items 4, 5, & 6:*

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Rom suggested renaming the iteration to "Action Item 4 (Original 4, 5, & 6)." Smith clarified that it is not currently a policy to require the purchase of Energy Star appliances. She added that the Norman Water Reclamation Facility now has outdoor LED lights. Nairn said this needed to be added to the section for accomplishments.

Rom requested that the Norman Public Schools energy guidelines document referenced in Action Item 5 be attached to the Appendix. Nairn suggested moving "Conducted energy analysis of municipal energy use" to the first bullet point. Harp noted that the newest IECC is dated for 2018, but that the recommendation says it has been adopted to the year 2006. Pilat explained that codes are usually three to six years behind. It was agreed to amend the recommendation to say that the City should adopt the latest version of the IECC.

Smith said that DEQ has a grant with OG&E that offers free energy audits for municipalities. They are currently awaiting acceptance from OG&E to see if the City of Norman can participate.

Smith noted that not everything can be Energy Star certified. It was agreed to amend the recommendation wording to "when an Energy Star model is currently manufactured."

There was a brief discussion over the provision of data and statistical details. Balzer expressed an interest in knowing the amount of street lights present within the City of Norman. Nairn said that she likes knowing the total cost. Thomas emphasized the need to clarify that the City of Norman does not own any lights, as they are all owned by OG&E. It was agreed to add "OG&E" to the recommendation wording. Rom asked for verification of the date of June 2017 for the data, to which Thomas stated he could get an updated number. It was decided to add the word "approximately" to account for the outdated information.

Nairn asked how long it would take to replace all of the street lights in Norman if they were only replaced as needed. Thomas stated that OG&E is not responding to those types of questions. Nairn commented that it takes OG&E a long time to get to the lights. Rom asked if they should include replacement costs. Nairn expressed an importance to include it. At Rom's suggestion, it was agreed to take out "no data is available for energy cost or savings". At Pilat's suggestion, Nairn requested that Thomas obtain updated numbers on traffic signals and street lights.

There was a discussion over relocating "Refer to action items 1, 7, 8, and 9" to the bottom of the recommendation list or removing the point altogether. Rom argued that it would be good to have it in the event that someone only reads one section.

Nairn requested to soften the wording of the sixth recommendation, elaborating that Ready for 100 already has their own plan in place for renewable energy consumption. There was a discussion over the best wording that would neither be weak nor present unintended implications. Nairn wanted to include something about collaboration with general partners. Bridge recommended removing the word "explore," and Thomas suggested changing the word to "pursue." Nairn stated that it was not specified if this recommendation was specific to City of Norman buildings and infrastructure. Rom explained that, with the year 2050 being so far away, he thinks they should expand past City Hall. It was agreed to reword the recommendation to,

"Pursue opportunities to increase renewable energy throughout the City through collaboration with industry and community partners with the goal of reaching 100% renewal energy consumption by the year 2050."

Nairn asked for clarification on the definition of a smart-grid development plan. Trent explained that it utilizes all and different types of renewables in a way that maximizes efficiency. It was clarified that a smart-grid does not solely pertain to renewables. Bridge expressed a need to distinguish different recommendations listed in one point. It was decided to remove "through a citizen committee" from the wording and add "through public education."

Pilat requested to remove the bullet point for "The city is in the process of upgrading street lights to LED" since OG&E is responsible for street lights. Harp asked how long this document would hold, to which Nairn responded about 5 years. Wording for the last recommendation was changed to "Explore the creation."

Nairn made a motion to accept the action item as amended. Heins seconded. There being no further discussion, a vote was taken with the following result:

YEAS    Amanda Nairn  
         Larissa Balzer  
         Eli Bridge  
         James Harp  
         Dane Heins  
         Aaron Pilat  
         Matthew Rom

NAYS    None

The motion passed by a vote of 7 to 0.

Harp questioned who a smart-grid is defined by and found that it was defined by the Energy Independence and Security Act of 2007. Rom said he would insert a footnote on defining a smart-grid.

The Board left to vote on the second and third grade poster submissions.

It was clarified that there would be no Action Item 2 or 12 for tonight.

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*Action Item 7:*

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Balzer asked what WELL stands for. Pilat explained that it was basically shortened from "wellbeing" and has a more internal focus. It was decided that a definition for WELL needed to be included. Rom suggested the inclusion of a glossary. Following Balzer's internet search, it was decided to expand "WELL" to "WELL Building Standard" in the recommendation.

Nairn initiated a brief discussion over whether or not to reference other relevant recommendations. She requested to capitalize "the City" throughout the entire document.

Harp made a motion to accept the action item as amended. Balzer seconded. There being no further discussion, a vote was taken with the following result:

YEAS    Amanda Nairn

Larissa Balzer  
Eli Bridge  
James Harp  
Dane Heins  
Aaron Pilat  
Matthew Rom

NAYS None

The motion passed by a vote of 7 to 0.

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*Action Item 8:*

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There was a brief discussion over hybrid vehicles. Nairn requested that the "Norman Accomplishments" section in each action item be italicized. Balzer suggested changing "adopt" to "implement" for the first recommendation.

Nairn shared that CART did a presentation on their demo of an electric bus at the last Community Transportation meeting. Bridge commented that this only works if you are pursuing renewable energy resources. The Board discussed proper wording for the vehicles they are referring to. Smith suggested the use of methane at the Norman Water Reclamation Facility as a vehicle fuel source. Nairn suggested adding an electric charging station to City Hall's grounds. Pilat explained that this was included in the information that he took from Action Item 4, along with the recommended provision of preferred parking spots for green transportation. There was a discussion over hybrid vehicles and the complications of the training and services they require. Bridge suggested sub-bullet points for Pilat's second recommendation. Following a brief discussion, it was decided to refrain from providing a definition for "green" vehicles.

Nairn made a motion to accept the action item as amended. Balzer seconded. There being no further discussion, a vote was taken with the following result:

YEAS Amanda Nairn  
Larissa Balzer  
Eli Bridge  
James Harp  
Dane Heins  
Aaron Pilat  
Matthew Rom

NAYS None

The motion passed by a vote of 7 to 0.

There was a discussion over how the final grand prize voting would commence. It was decided that there would be one Grand Prize winner, two tied First Place winners, and one Second Place winner.

Nairn explained that the amount of posters submitted by each teacher would determine the amount of times their name would be placed in the drawing. The results were as follows:

Kindergarten/First Grade	Hannah Hullinger
Second/Third Grade	Cheryl Paizis

*Action Item 9:*

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Rom requested to insert the word "the" before "digestion process" in the first recommendation. Smith clarified that any redundancies were due to the inclusion of the two separate facilities for Water and Wastewater.

Harp made a motion to accept the action item. Heins seconded. There being no further discussion, a vote was taken with the following result:

YEAS    Amanda Nairn  
          Larissa Balzer  
          Eli Bridge  
          James Harp  
          Dane Heins  
          Aaron Pilat  
          Matthew Rom

NAYS    None

The motion passed by a vote of 7 to 0.

Action Item 10 was skipped since it was voted on and adopted at the previous meeting.

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*Action Item 11:*

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The Board explained that a Forester was hired and then, following vacancy, removed due to budget cuts. Nairn recommended having a Sustainability Coordinator who was also responsible for Forester duties. Balzer explained that many of the recommendations listed could be resolved with the hire of a Forester. Smith noted that a Forester is more specialized than a Sustainability Coordinator and that they were different in their own way.

The Board discussed the possible elaboration of "developing and planning." Balzer explained that she saw a Forester as someone who serves both the City and the community. Nairn asked how a Forester would serve residents. Balzer provided the example that a Forester could assist with where to buy or how to plant a tree. Smith brought up the tasks of evaluations and assistance with potentially hazardous trees.

Balzer explained that the website lacked contact information for anyone within the City. Rom asked for clarification on whether or not he would have to plant a tree at his house, or if the recommendation listed was specific to new developments. Balzer explained that there is an ordinance that only pertains to new residential developments which requires a tree to be planted per so much square footage. She elaborated that there were no regulations listed for replacement requirements or commercial areas.

Pilat prompted the idea of raising the standards to create a threshold for commercial building modifications that would require a tree to be planted. Balzer agreed. Thomas asked if it would be possible to place the tree in kind elsewhere. Harp exemplified that there would not be space for a tree in any new developments on Main Street.

Nairn stated that enforcement was an issue, but that she liked maintaining one tree if that is the building requirement. Balzer reiterated that the ordinance was only for new developments. Rom explained that the second recommendation implied that everyone would have to go plant a tree in their yard—not just new developments. It was decided to add “where appropriate” to the end of the recommendation. There was a brief discussion over uninformed planting practices and the availability of City guidelines for planting.

Harp requested to remove the second recommendation, elaborating that the regulations have nothing to do with the City since they are slang of the Federal Government. The Board discussed an appropriate way to use the term “guidelines” without incorrectly implying that the Forester would help with every request. Rom reworded the recommendation to say, “Develop guidelines for maintenance of existing trees and tree trimming practices.”

Balzer said it would be useful to have a tree inventory in a public space to help develop a plan for potential tree-related issues and hazards. Nairn recommended the emphasis of “City property” to eliminate the concern of residential property involvement. The Board briefly discussed tree practices in other cities. Balzer and Nairn recommended updating and making the preferred tree list more readily available.

Nairn stated that she liked requiring a license for tree services. Balzer envisioned providing a list of City approved individuals on the Forestry website. It was noted that it should be “City registered” since the City cannot recommend services. Balzer acknowledged that an issue also exists for locating a licensed arborist. Nairn suggested using “registered” instead of “licensed.”

Thomas suggested combining similar points. Balzer elaborated that the master plan explains what to do based upon inventory. It was decided to combine the two recommendation points regarding a recommended tree list and a tree guide. Nairn prompted a brief discussion over a previous \$750 grant planting project in coordination with K & K Nursery. Thomas suggested merging the points on a planting guide, recommended tree list, and appropriate tree species.

Nairn made a motion to accept the action item as amended. Bridge seconded. There being no further discussion, a vote was taken with the following result:

YEAS	Amanda Nairn Larissa Balzer Eli Bridge Dane Heins Aaron Pilat Matthew Rom
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NAYS	None
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The motion passed by a vote of 6 to 0.

Nairn explained that Action Item 12 was written by Edge. She stated that they would do a general wrap-up by rewriting what the next steps would be and listing the topics of public education. The document will be finalized by April for a final vote.

Bridge inquired about Action Item 2. Nairn explained that Harp is going to work on Action Item 2 (which is about planning and zoning) to be voted on at the next meeting.



Bridge initiated a discussion on a student group working on a potential nature park out by the Canadian River in Southwest Norman. Nairn responded that there has been talk with the nature conservancy of creating a South Canadian River park with walking trails. She explained there had been land owner issues with getting permission, but that they may still be working on it. She said there was an agenda item for the project in the Norman Forward with a budgeted amount. Smith brought up the Lady Bird Johnson Wildflower Center in Austin, Texas. It was noted that Bridge was discussing the same location as the project in the Norman Forward. Nairn requested that Bridge let the Board know what he and his students find out in their surveys.

Thomas stated that there needed to be something added in Action Item 12 regarding hiring professionals to assist the City in public education efforts. There was a brief discussion over the hire of a communications firm to help with the communication side of the Stormwater initiative.

Item No. 6 being:

### **SELECT SOCIAL MEDIA PUBLIC EDUCATION TOPICS**

Nairn explained that the upcoming events included PR with Stash, Earth Day, and Big Event.

Rom moved to approve the presented education topics. Heins seconded. There being no further discussion, a vote was taken with the following result:

YEAS	Amanda Nairn Larissa Balzer Eli Bridge Dane Heins Aaron Pilat Matthew Rom
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NAYS	None
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The motion passed by a vote of 6 to 0.

Item No. 7 being:

### **DISCUSS BIG EVENT AND SIGN-UP TO ASSIST**

Smith, Thomas, Evenson, Loudenback, and Nairn looked at parks on Monday and concluded that it would not be possible to touch all (approximate) 50 parks on the day of Big Event. Nairn explained that they received a list from the Parks Department of about 20 preferred parks they would like for volunteers to get to.

Keep Oklahoma Beautiful Great American Cleanup is providing the supplies for Big Event. Nairn stated that volunteers would be needed for that morning on April 14<sup>th</sup> by 9:30 a.m. for greeting people and handing out supplies. There would also be a need for runners to transport supplies between groups and take pictures at different locations. A sign-up sheet for Big Event was passed around the room. Nairn noted that there will also be two Rainbarrel workshops going on that morning. At the end of Big Event after 2 p.m., they will need volunteers to transport collected trash to be weighed at the Lindsey Yard so that Stormwater can keep track of how much trash was picked up.

Nairn explained that there were issues with passing bags out at stores due to Big Event's concerns of volunteers soliciting. She said they would try to drive by the parks the week prior to survey for needs and priorities. She thanked anyone who would be able to help.

Item No. 8 being:

#### **DISCUSS ARTWALK AND SIGN-UP to ASSIST**

Art Walk will be the night before Big Event on April 13<sup>th</sup>. Nairn explained that they will need help setting up at Stash with the 310 Water's Worth It posters. There will also be a need for volunteers that night to walk around and greet people. Setup will begin around 9 a.m. Nairn noted that they needed to find out when Stash would allow them inside the store. Rom suggested bringing water storage as opposed to using the bathroom tap. It was noted that there was a need for more snacks and water. Rom offered to try and find a Culligan water cooler, and Nairn said they could always use one of the orange insulated coolers. Nairn explained that it took around 3-4 hours to set up last year and that they returned around 5:00-5:30 p.m. for the event. Tear down commenced around the time of the event conclusion at 9 p.m. There will be a table from the Stormwater Division, the Oklahoma Water Survey, and possibly Blue Thumb in addition to the posters.

Item No. 9 being:

#### **DISCUSSION EARTH DAY FESTIVAL**

The Board briefly discussed what activities they wanted to do at Earth Day on April 22<sup>nd</sup>. There were no recommendations. It was decided to sign up for specifics at the next ECAB meeting, but Nairn and Smith noted that the Board needed to be thinking about this as that would only give them three days to plan prior to Earth Day. Stormwater will have a booth set up for a game to teach proper techniques on cleaning up after pets. There was a discussion over the enviroscape being available for use. Smith suggested distributing handouts along with the bags at Earth Day. These bags, provided by the Stormwater Division, will also be given out at Art Walk. Balzer offered to send out emails regarding announcement of the poster contest winners. It was decided to pass out the sign-up sheet for Earth Day at the next meeting.

Item No. 10 being:

#### **DISCUSSION REQUEST FROM REPUBLIC SERVICES TO ASSIST WITH PLASTIC BAG CONTEST**

Smith explained that Republic wants ECAB's assistance in name only. Nairn noted that Republic is the recycling vendor that they use. Smith elaborated that Republic wants to run a contest to see who can gather the most plastic bags at interested elementary schools. The winner will receive a \$100 gift certificate and a pizza party. Republic wants ECAB to contact the schools to see who is interested, and then Republic will handle it from there.

Nairn said it was a great idea and asked if the Board wanted to vote to participate. Rom motioned to participate. Nairn seconded. There being no further discussion, a vote was taken with the following result:

YEAS    Amanda Nairn

Larissa Balzer  
Eli Bridge  
Dane Heins  
Aaron Pilat  
Matthew Rom

NAYS None

The motion passed by a vote of 6 to 0.

Nairn said she would like to figure out a certificate that the Mayor could present to the school at a City Council meeting.

Item No. 11 being:

### **MISCELLANEOUS DISCUSSION**

Thomas voiced his thanks for Stormwater's assistance and participation in the poster contest. Loudenback explained that with Earth Month coming up, Stormwater would be doing several clean-ups. On April 7<sup>th</sup>, Breea Clark will be leading a clean-up for Ward 6 at the Vineyard Park from 10 a.m. to 12:00 p.m. Later that afternoon from 2:00-4:00 p.m., they will be doing a clean-up on 12<sup>th</sup> Street from Lindsey Street to Boyd Street. On April 15<sup>th</sup>, the Second Annual Pick Your Watershed Clean-up event will be held at the William Morgan Park, Canadian River Watershed, and Falls Lakeview Park. Loudenback will send flyers on these events to Smith.

Nairn and Loudenback announced that there would be a Rain Barrel workshop at the Oklahoma City Home & Outdoor Living Show on March 23<sup>rd</sup> at 4:00 p.m. and March 25<sup>th</sup> at 12:00 p.m. Nairn shared that she did a Rain Barrel workshop at the Oklahoma City Home and Garden show in January. Loudenback elaborated that the interview from that event would be on KTOK.

Item No. 11 being:

### **QUESTIONS FROM THE PUBLIC**

Chapman asked if they wanted her to do the enviroscape on Earth Day. Smith said that would be good. There was a discussion over whether Chapman would use her or Stormwater's enviroscape.

Item No. 12 being:

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:17 p.m.

Passed and approved this 18 day of April 2018.

  
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Chair, Amanda Nairn