



Environmental Advisory Board

Tuesday, August 8, 2017

6:00 PM

Conference Room 10035

**316 N. Academy Street, Cary Town Hall, Cary, NC
27513**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes**
 - 3.1 Environmental Advisory Board - Advisory Board Meeting - Jun 13, 2017 6:00 PM**
- 4. Public Comment**
- 5. Old/New Business**
 - 5.1 Town Manager Update**

Town Manager Sean Stegall will provide an update to the members.
 - 5.2 NC Wildlife Federation**

North Carolina Wildlife Federation's programs will be presented by Dr. Liz Rutledge of NCWF.
 - 5.3 Follow-Up from June**

Chair Rick Savage will lead a discussion about tree maintenance and other follow-up from the June meeting.
- 6. Council Liaison Comments**
- 7. Chair Announcements**
- 8. Sustainability Update and Staff Liaison Comments**
- 9. Member Sharing**
- 10. Administrative Announcements**
- 11. Adjournment**

Please contact Sustainability Manager Emily Barrett at Emily.barrett@townofcary.org or (919) 469-5125 with any questions about this agenda.

The Town of Cary is committed to providing all citizens with the opportunity to participate fully in the public meeting process. Any person with a disability who needs an auxiliary aid or service in order to participate in any meeting may contact the Town Clerk at least 48 hours prior to the meeting. The email address is virginia.johnson@townofcary.org; the phone number is (919) 469-4011; the TDD number is (919) 469-4012.

Environmental Advisory Board

Tuesday, June 13, 2017

6:00 PM

Conference Room 10035

316 N. Academy Street, Cary Town Hall, Cary, NC 27513

1. CALL TO ORDER

Savage called the meeting to order at 6 pm.

At Large Representative Patricia Barry: Present, At Large Representative Caitlin Burke: Absent, At Large Representative Susan Lawson: Present, At Large Representative Scot Merkle: Present, At Large Representative Rick Savage: Present, Technical Madhura Karnik: Present, Partner Christina Trexler: Present, Partner Shweta Nanekar: Remote. Others Present: Sanjana Vadlamudi, Teen Representative, Lori Bush, Council Member, Dan Ault, Assitant Town Manager, Julie Mitchell, Senior Administrative Assitant.

2. ADOPTION OF AGENDA

Savage moved to amend the agenda to include a discussion about the Paris Agreement.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Rick Savage, At Large Representative
SECONDER:	Scot Merkle, At Large Representative
AYES:	Barry, Lawson, Merkle, Savage, Karnik, Trexler
ABSENT:	Burke

3. APPROVAL OF MINUTES

3.1 Environmental Advisory Board - Advisory Board Meeting - May 9, 2017
6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Lawson, At Large Representative
SECONDER:	Scot Merkle, At Large Representative
AYES:	Barry, Lawson, Merkle, Savage, Karnik, Trexler
ABSENT:	Burke

4. PUBLIC COMMENT

None

5. OLD/NEW BUSINESS

5.1 EAB Annual Report Discussion

Savage provide a rough draft of the Annual Report document **attached to and incorporated herein as Exhibit A**. Additions to the document are in red.

Minutes Acceptance: Minutes of Jun 13, 2017 6:00 PM (Approval of Minutes)

It was suggested to put the Garden for Wildlife at the top of the annual report. The EAB recommended that the Town undertake the program and partnership with the National Wildlife Federation.

Send emails regarding edits and additions to the annual report to Rick Savage and copy Julie Mitchell. Do **not** reply to all.

Members want to:

- Include pictures with the annual report to council, some suggested the Garden for Wildlife or pictures of board members at Spring Daze.
- Use the presentation clickers for the annual board event in September. It was suggested that board members bring their questions to the August board meeting.

While discussing the annual report – Savage mentioned three upcoming speakers:

- Wake Up Wake County representative
- Haw River representative
- The National Wildlife Federation, Liz Rutledge

2. Paris Accord Discussion

A member suggested the board develop and prepare a statement to council regarding the Paris Agreement.

Bush shared:

- Town of Cary is committed to sustainability and a Mayors Climate Protections Agreement that was signed in 2008 unanimously by the 2008 council members.
- The council chooses to avoid partisan politics unless there is an immediate and direct impact to Cary.
- Public statement decisions must be unanimously supported.
- Cary is already doing more than many of the communities that have signed the letter in support.

Savage shared that no specific details are contained in the Paris Accord. Individual nations agree to set and determine their actions and other nations will work to hold each other accountable. The overall goals of the Paris agreement are to reduce carbon emissions and reduce the climate change temperature to under 2 ° Celsius.

March 13, 2008 minutes can be found on the Town of Cary website, pages 66 - 75 contain the staff report and the US Mayors Climate Protection Agreement.

Members discussed individuals can make an impact by their spending decisions and companies have too much invested to turn back and not pursue the clean energy technologies.

The board discussed and created a statement that Savage could refine, with assistance from Barrett, and submit it to council:

The EAB recommends the Town of Cary to reaffirm its commitment to carbon reduction.

In response to the Paris Climate Agreement we want to reaffirm the Town of Cary's commitment to carbon reduction.

- *2008 unanimous agreement to join the Mayor's Climate Protection agreement*
- *Recognize the great strides the Town has made to reducing carbon emissions.*
- *This is consistent with Cary's core values and to preserve and protect our environment.*

The EAB wants to work with Town staff to develop steps toward the goals of carbon neutrality.

Barry made a motion to recommend this statement go to the June 22 meeting after Barrett has revised it and Savage approves it.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Patricia Barry, At Large Representative
SECONDER:	Scot Merkle, At Large Representative
AYES:	Barry, Lawson, Merkle, Savage, Karnik, Trexler
ABSENT:	Burke

6. COUNCIL LIAISON COMMENTS

Comments made by Bush unless otherwise stated

At the council meeting – it was decided to take an inventory of the Town's open spaces and to communicate that information more broadly.

Council members asked the EAB to:

- Review the current tree ordinances and the championship tree ordinances and determine what is being done and what more should be done.
- Work with the ISAB to create a guide for tree maintenance for developers and for the Town website.
- Look for better ways to communicate with developers in regards to types of trees to plant, tree maintenance and mulching processes.

Members also wanted to create a standard for turf grass and native plant guidance. Members would like to include Parks and Recreation to attend the meeting when the open space discussion.

Bush shared that new Town developments no longer put in fescue grasses. She encouraged members to attend an upcoming quarterly meeting in October when these issues will be discussed.

Bush asked the members to select a meeting date to include these topics on the board's agenda.

7. CHAIR ANNOUNCEMENTS

Savage mentioned that the EAB is to re-examine their purpose every three years. Barrett and Savage discussed earlier the EAB had many items they were tracking and projects they were working on and felt the board should continue their work. Members agreed.

8. SUSTAINABILITY UPDATE AND STAFF LIAISON COMMENTS

8.1 EAB 2017 Calendar

9. MEMBER SHARING

Merkel viewed the Town's 2016 water report and stated it's a "clean report." Savage added when he worked for the state he noticed Cary had the cleanest, strictest standards of any municipality in the state and consistently went beyond what was required.

Karnik shared that she emailed her block leader feedback to members. It is **attached to and incorporated here in as Exhibit B**. Please email her directly and copy Julie Mitchell, with feedback and edits. Do **not** reply to all.

Savage reminded members to reapply before the end of June.

9.1 Block Leader Feedback

10. ADMINISTRATIVE ANNOUNCEMENTS

None

11. ADJOURNMENT

Trexler moved to adjourn at 7:20 pm.

RESULT: **ADJOURNED [UNANIMOUS]**
MOVER: Christina Trexler, Partner
SECONDER: Patricia Barry, At Large Representative
AYES: Barry, Lawson, Merkle, Savage, Karnik, Trexler
ABSENT: Burke

DRAFT Environmental Advisory Board DRAFT

2017 Annual Report

Revised and resubmitted on 9/12/2017

Existing and Emerging Issues

Imagine Cary

- The EAB followed the Imagine Cary Process and provided written feedback on the Draft Cary Community Plan/Imagine Cary Document.

Open Space

- On-going discussion of and interest in open space preservation

Green Infrastructure

- Continued interest in green infrastructure and ways Town can support its use and the benefits these elements provide

Town's Strategic Energy Action Plan

- Support the Town's implementation and use of this plan on an on-going basis

Reduction of solid waste to the landfill

- Provided feedback on Town Recycling Report & other opportunities to reduce waste going to the landfill

Jordan Lake Drinking Water Supply

- EAB Lead Member tracks this legislative issue and provides regular updates to the EAB.

Tracking and Reporting Metrics

- Provided feedback on STAR Leading Indicators Pilot

Climate: Resiliency, Adaptation & Mitigation

- Members did research on climate resiliency and adaptation and shared a brief summary with peers

Community Group Collaboration

- Sought out ways to partner with community groups and other boards for the benefit of the Town's environmental and sustainability efforts

Urban Agriculture

- Provide feedback to Town on the Good Hope Farm partnership with local conservation groups

Awareness and Engagement

Environmental and Sustainability Outreach

- Provided feedback to the Town's Environmental Outreach Coordinator about ongoing environmental outreach efforts—including volunteer programs like the Block Leader Program.
- Provided feedback on Town's Sustainability Webpage

Advise staff on additional opportunities to increase public participation and education

- Continued work on the Cary Garden for Wildlife Program (partnership with the National Wildlife Federation's Certified Wildlife Habitat Program). The Town received national recognition as a Community Wildlife Habitat in May 2017!
- Advised on the Cary Green Neighborhood Project -- an 18-month Wells Fargo Foundation funded effort that engaged seven neighborhoods in going green at home.

Provided EAB representation at Town of Cary Events

- Arbor Day
- Spring Daze
- Herb Fest
- Lazy Daze

DRAFT Environmental Advisory Board DRAFT

2017 Annual Report

Revised and resubmitted on 9/12/2017

Existing and Emerging Issues

Imagine Cary

- The EAB followed the Imagine Cary Process and provided written feedback on the Draft Cary Community Plan/Imagine Cary Document.

Open Space

- On-going discussion of and interest in open space preservation
- **Established a relationship and collaborated with planning board representatives (Barry -This year?)**

Green Infrastructure

- Continued interest in green infrastructure and ways Town can support its use and the benefits these elements provide
- **Improve understanding of green infrastructure approaches**

Town's Strategic Energy Action Plan

- Support the Town's implementation and use of this plan on an on-going basis
- **Reports from Town staff**

Reduction of solid waste to the landfill

- Provided feedback on Town Recycling Report & other opportunities to reduce waste going to the landfill

Jordan Lake Drinking Water Supply

- EAB Lead Member tracks this legislative issue and provides regular updates to the EAB.

Tracking and Reporting Metrics

- Provided feedback on STAR Leading Indicators Pilot

Climate: Resiliency, Adaptation & Mitigation

- Members did research on climate resiliency and adaptation and shared a brief summary with peers
- **Tracking efforts on a regional basis /UNC Asheville**

Community Group Collaboration

- Sought out ways to partner with community groups and other boards for the benefit of the Town's environmental and sustainability efforts

Urban Agriculture

- Provide feedback to Town on the Good Hope Farm partnership with local conservation groups

Awareness and Engagement

Environmental and Sustainability Outreach

- Provided feedback to the Town's Environmental Outreach Coordinator about ongoing environmental outreach efforts—including volunteer programs like the Block Leader Program.
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Advise staff on additional opportunities to increase public participation and education

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- Advised on the Cary Green Neighborhood Project -- an 18-month Wells Fargo Foundation funded effort that engaged seven neighborhoods in going green at home.
- **Engaged and increased public engagement (Ex. Garden for Wildlife)**

Provided EAB representation at Town of Cary Events

- Arbor Day
- Spring Daze
- Herb Fest
- Lazy Daze

Add interpretative panel grant to the annual report.

Sustainability Notes, EAB, June 13, 2017

EAB - at 6:00 p.m. to 8:00 p.m. at Town Hall, 10035

<u>Proposed Dates</u>	<u>Event</u>
Tuesday, June 13	EAB Meeting (Emily Out This Meeting) <ul style="list-style-type: none"> • EAB Annual Report, Rick Savage • Board Applications Due end of June • Please note: <u>There is no July meeting.</u>
Tuesday, August 8	EAB Meeting <ul style="list-style-type: none"> • Tentative, Town Manager Update, Sean Stegall • NC Wildlife Federation's Programs, Liz Rutledge of NCWF • Hometown Spirit Awards Nomination Period Begins
Saturday August 26 AND Sunday August 27	Lazy Daze Volunteer Opportunity
Tuesday, September 12	EAB Meeting <ul style="list-style-type: none"> • Tentative, Cary Green Neighborhood Project, Shuchi Gupta • Block Leader End-of-Season Report, Sarah Justice • Town Recycling Report, Bob Holden
Tuesday, September 19, 5:30 PM to 8:30 PM	Annual Boards and Commissions Event with Staff and Council, location TBD
End of Sept, Date TBD	Board Appreciation Event
Tuesday, October 3	EAB Meeting <ul style="list-style-type: none"> • Good Hope Farm/Urban Agriculture Project Update, Sarah Justice
Monday, November 13	EAB Meeting

Block Leader (BL) Program

The overall objective of this document is to propose ideas to improve the Block Leaders Program, so that it will help increase community engagement, make the program more personalized for individual neighborhoods and have concrete outcomes.

Target audience of this program is any Cary resident

This document proposes suggestions in the following areas:

- a) Marketing/Outreach
- b) Orientation and Training
- c) Resource kit (bag)

a) Marketing/Outreach of the program:

Current Status: Program is currently advertised through news release, website, Facebook page, sometimes newspaper ads, flyers and word of mouth. Interested folks email the block leader Program Coordinator - Sarah Justice, and she adds them to the list.

Recommendations:

1. When Block leaders (BLs) visit their neighbors, they should talk about the program in general and mention how one could sign-up to be a BL.
2. Include a Block-leader program flyer in the Block leader program package (resource kit bag). Flyers should talk about benefits of joining the program.
3. Block leaders could also carry a program sign-up sheet to gather contact details of people showing interest in the program. This sheet can then be submitted to the Program Coordinator at Town of Cary, who can send out orientation invitation emails.
4. Leverage Town of Cary's other events for the Block Leaders Program outreach. For example: Spring Day, Earth Day – have block leaders volunteer at the booth.
5. Can Town of Cary or block leaders involve schools in Cary to promote this program? May be by conducting guest lectures.
6. Town of Cary currently has information on neighborhoods that need block leaders, focus program promotion in these areas by – organizing booths at farmer's market within these neighborhoods, approaching schools, residential communities using program flyers.
7. Program should be extended to apartment/ leasing communities too (Typical demographics of apartment complexes include - fresh graduates, single or young couples, who are willing to explore and engage into local activities/initiatives)

b) Orientation and Training of block leaders:

Current Status: Orientation includes information on each year's pack(resource kit), and introduction to the program protocols, a brief history of the program and then presentation. Time spent with the individual green expert or touring the location of that Town of Cary is focusing on for that specific orientation. This can be anything from a water treatment plant to the recycling center.

Recommendations:

1. Structure and summarize the script that BLs could say while handing over the resource bags to their neighbors, to ensure the correct Cary's environmental awareness message is out there.
2. Create a repository of templates for survey, program sign-up sheet, script for block leaders, feedback form for block leaders to note their experience and challenges; and share it via Google drive link, SharePoint or Dropbox link with BLs.
3. Also, gather feedback from existing block leaders at the time of orientation or emails at the end of every season, to gather information on challenges/issues they are facing when distributing bags and interacting with neighbors. Based on the challenges identified, improvements can be done to the program.
4. Town of Cary should create zones and divide block leaders into these zones, based on their address/location. At the time of orientation, divide BLs into groups per zone and as a team building activity, allow them to canvas the neighborhoods they would like to volunteer in to distribute resources.
5. Create a graph/map representing information on existing distribution of BLs in Cary. Distribute/ demonstrate this at the time of orientation. This could help them get the whole picture and may result in some of them choosing to volunteer in neighborhoods that need more leaders.

c) Resource kit (bag):

Current Status: The resources included in the Cary town resource bag changes each year but essentially there is usually a flyer about some aspect of the following programs: Spruce, Pre-Treatment/Fats Oils and Grease Recycling, Hemlock Bluffs, Recycling, C-Tran, Sustainability, Water Conservation, Storm Water.

Recommendations:

1. Send out a survey with the block leaders for the end users (neighbors). Survey should focus on what they would like to receive? BLs could carry few hardcopies of survey but should give neighbors an option to respond to online survey. Online surveys can be send out by Town of Cary. Survey should include questions like – Would they like to be a BL leader? What would you like to see in the resource bag? - Coupons, Town of Cary's event calendar etc., What kinds of green events are they most interested in?
2. BL's could carry the resource kit bag along with them, but give an option to receive a copy via email, that will help is reducing paper wastage
3. Create a booklet instead of individual flyers
4. If possible, include discount coupons/ tickets to attract residents
5. Could also include information on Cary's green resources – like where they could buy organic plants, seeds, bird feeders etc. or organic farms, restaurants in Cary.