

**Environmental and Sustainability (ESB) Board Meeting**  
**Wednesday, March 8, 2017**  
**Bellaire City Hall Council Conference Room**

**Meeting Minutes**

**A. Opening**

The regular meeting of Environmental and Sustainability Board (ESB) was called to order at 6:50 PM on Wednesday, March 08 2017, by Jason Wintz, Chairman. There was a quorum of members present.

**Members Present**

Ayobamidele (Ayo) Bello  
Joe Burris  
Michelle (Micki) Mastin  
Johanna Moran  
George Williams  
Jason Wintz

**Non-Voting Members Present**

Shawn Cox, Administrative Services Manager, Department of Public Works

**B. Public Works Update:**

1. Shawn Cox informed the Board that Mike Leech; previously the Assistant Public Works Director at the City of Pearland, TX has been hired as the City's new PW Director. He was hired from a pool of 5-6 interviewees.
2. Shawn also informed the Board that the city received bids for the trash bags for this year. The apparent lowest bidder is the current vendor and the bid came in lower than the current price. The contract is usually a yearly contract with the possibility of extending annually for 4 years.
3. Shawn also informed the Board that the Siemens' contract to replace water meters citywide is scheduled to start around March 20, 2017 with installation starting sometime in April. Flyers and notices will be circulated to residents two weeks prior to the actual installation at their premise. Flyers to include procedure for installation and other pertinent information.
4. Shawn also informed the Board that the recycling based sticker has been printed out and will tentatively be passed out sometimes in April 2017 by the Boy Scout and possibly some of his troop members.
5. Shawn also informed the Board that the results of the recent survey are under processing and should be available by May 1 2017. As of the initial response-by date, approximately 159 feedbacks was received from the 1000 sample and about

20 opt-in feedback. The extension resulted in a little over 300 feedbacks from the sample and about 89 total opt-in feedbacks.

6. Some Board member inquired about scheduling a date for the City's WWTP tour. Shawn responded saying it would be best if the board went to the facility as a group instead of individually and he would look into when the Baylor college of Medicine student tour (frequently scheduled) is and will communicate it to the Board to see who was available.

**C. Approval of Minutes:** The minutes of the Board meeting of February 8 2017 were approved unanimously without any corrections.

**D. Board Business:**

- a. ESB Newsletter to be distributed during Garbage Bag Deliveries – Items that could be added to the next newsletter were discussed. Suggestions talked about are:
  - i. Monarch Waystation program.
  - ii. Nursery plant pot/trays recycling at the Arboretum – Johanna to look at other possible drop off locations.
  - iii. Notice of the “Recycling Sticker”.
- b. ESB possible participation at Upcoming Events :
  - i. Evelyn's Park Ribbon-cutting Event – Shawn thinks all City Boards and Commissions were invited to the event but will confirm role of Board in event, if a notice of possible quorum is needed and will coordinate accordingly. Jason to ask Jonathan about it as well.
  - ii. Semi-annual Recycling Drop-Off Event- Ayo indicated that May 13<sup>th</sup> was the vendors preferred date. Ayo to communicate as May 20<sup>th</sup> as the alternate date if necessary to the vendors. Shawn to confirm City construction schedule and impact on S. Rice Avenue traffic and coordinate with Board as event gets close for final determination on event location. Jason confirmed that Condit elementary was available for use if needed. As an alternative, Shawn will look into the possibility of using the parking lot at the shopping mall on Bellaire by S. Rice Avenue and inform Board of outcome. Shawn indicated he reached out to the City of West University as a partner but still waiting on call back.
  - iii. NDC Spring Fling Participation – None required from the Board.
- c. Review of Letter to Council on prohibited plantings – Board members had a discussion on format and content of the letter. All Board members present offered to provide feedback to the version of the letter circulated at the meeting ahead of next month's meeting.
- d. Presentation on RecycleBank by Chairman Wintz – Jason made an informal presentation on RecycleBank (a for profit organization trying to increase

recycling participation through incentives) and a discussion followed. A suggestion of the Board using similar strategies with incentives (coupons) to area business was discussed. No action item/decisions were made.

#### **H. New Business –**

- a. Ayo indicated his availability to work with City staff on coming up with budgetary cost and other non-money related benefits of going to semi-automated recycling with larger containers ahead of the budget talks for next year (FY 18). Shawn offered to get the ball rolling.

#### **I. Adjournment --**

There being no further business, the meeting was adjourned at 8:30 PM. The next regularly scheduled meeting will be held on April 5, 2017.

Minutes submitted by: Ayobamidele Bello