

**Environmental and Sustainability (ESB) Board Meeting**  
**Wednesday, December 6, 2017**  
**Bellaire City Hall Council Conference Room**

**Meeting Minutes**

**A. Call to Order and Announcement of a Quorum**

The regular meeting of Environmental and Sustainability Board (ESB) was called to order at 6:34PM on Wednesday, December 6, 2017, by Jon Palmer, Chairman. There was a quorum of members present.

**Members Present**

Ayobamidele (Ayo) Bello  
Joe Burris  
Michelle (Micki) Mastin  
Jonathan (Jon) Palmer  
Brian Witt  
George Williams

**Members Absent**

Ritwick Agrawal

**Non-Voting Members Present**

Michael Leech, Bellaire Public Works Director

- B. Approval of Minutes:** One correction was made to the last minutes; to revise the responsibility of organizing the ESB dinner to Jon instead of Micki. The motion to approve the minutes of the November 8, 2017 Board meeting as revised was moved by Joe, seconded by Micki and subsequently approved unanimously.

**C. Introduction of Visitors:**

1. Johanna Moran.

**D. Citizen Comments, if any:**

1. None.

**E. Council Liaison Comments – Roman F. Reed, Mayor Pro Tem: Absent**

1. Not Applicable

**F. Public Works Update:**

1. PW is transitioning back to normal with solid waste and recycling services.
2. Numbers are down for both solid waste and recycling.
3. PW is still providing storm related pick up services.
4. Trash bags are scheduled to be delivered from December 6 - 8, 2017.
5. A month ago, about 110 homes that were flooded during the storm had not been abated.

- a. The City sent certified letters to the owners of record of those homes.
  - b. About 40 of those have not responded to letters from the City.
- 6. Mike to look at the impact of the reduction in volume of recycled materials to see if it is still cheaper to recycle vs take to the landfill.
- 7. Brian suggested using a picture to translate the volume of solid waste and recycling picked up in the city into a picture/infomercial as a ways to get people to generate less waste and more recycle. e.g. Over a certain period of time we have collected enough recycling materials to fill up the NRG Stadium. Mike to look into.
  - a. The generated picture/poster can be used for plaques at parks etc and may also be posted on Facebook.
- 8. Possible verbiage for inserts to be included in the mailer with trash bags/water bills to be put on the January agenda.

**G. Board Business:**

- 1. Semi-Annual Recycling Drop-off Event Planning (tentative date of January 20, 2018).
  - a. Date and location confirmed with Conditt Elementary and City Staff.
  - b. Mike to handle Traffic control.
  - c. Ayo to coordinate with the vendors.
  - d. Mike to check in with Shawn to confirm that the City can still handle items typically handled by city staff for previous events e.g.
    - i. Coordinating location of event signage
    - ii. Getting signage authorized
    - iii. Event notification on city pages and local print
    - iv. Set up, clean up paying invoices
  - e. Brian/Jon/Ayo to get together to get to get a list of contacts for each ESB event and other pertinent so these can be memorialized.
  - f. Ayo to confirm how to get minutes and documents online on city's document center.
- 2. Education/Communication regarding Waste Disposal and Recycling, including why to recycle, where to recycle various commodities, how to increase public awareness of the benefits of recycling, and how to recycle.
  - a. Facebook posting.
    - i. George motioned the board to allow Facebook post suggestions to be circulated and approved by email. After further discussion, George read out the suggested posts and the motion was revised to approve the suggested Facebook post as read at the meeting
    - ii. Motion moved by George, second by Joe, approved. George to send to Ayo/Mike to send to Diane to post online.

- b. Mick and Brian offered to help George on the communication sub-committee.
- 3. Possible Recycle Drops in the Community for items such as batteries and light bulbs.
  - a. Possible contact with Harris County to subcontract with the City of Houston to allow other Harris County residents not living in the City of Houston but close to city of Houston drop off location to be able to drop off items at the City of Houston locations.
  - b. Jon offered for each board member to pick an item and research how to properly dispose of commodity items and bring back to the board.
- 4. Loop 610 Noise Pollution Issue and Plans to Address the Issue.
  - a. City Engineer looked at ways to reduce traffic noise on sections of I-610 within the city of Bellaire limits and report to councilmember Pollard who is trying to obtain grant funding for the project. **Michael to update Board as the issue progresses.**
- 5. 2018 Priorities, focusing ESB energy on key achievable tasks.
  - a. Discussion on this agenda item postponed till next meeting.

#### **H. New Business:**

- 1. Report to City Council: Jon to work on report ahead of next meeting. Report will include:
    - i. Achievements to date and plan for 2018.
  - 2. ESB budget: Jon asked Michael if there was an official budget for ESB. Michael responded indicating that there was no line item in the City's current approved budget but implored the **ESB to come up a budget/plan/schedule with action items and cost implications for those items for his review and possible approval.**
  - 3. **Ayo implored all Board members to review the rules of procedure and advise of any changes they feel are needed so we can update at the conclusion of the next meeting.**
- I. Next Meeting:** The next Board meeting which normally would have been on Wednesday January 3, 2018 was voted to be moved to Wednesday January 10, 2018 at the City Council Conference Room pending room availability.
- J. Adjourn:** Jon motioned to adjourn the meeting. Joe seconded. There being no further business, the meeting was adjourned at 7:53PM.

Submitted by: Ayobamidele G. Bello