

CORAL GABLES SUSTAINABILITY ADVISORY BOARD  
 CORAL GABLES CONGREGATIONAL CHURCH  
 HAVIGHORST LOUNGE  
 3010 DESOTO BLVD.  
 CORAL GABLES, FL 33134

WEDNESDAY, JANUARY 27, 2016 @ 5:00 P.M.

- MINUTES -

<b>MEMBERS</b>	F 16	M 15	A 15	M 15	J 15	J 15	A 15	S 15	O 15	N 15	D 15	J 16	<b>APPOINTED BY:</b>
Ramesh Airan						P	P	P	P	P	P	P	Mayor Cason
Sharon Trbovich						-	A	P	P	E	E	P	Vice Mayor Quesada
Meg Daly						A	P	P	E	P	E	E	Commissioner Lago
Roy Wasson						P	P	P	P	P	P	P	Commissioner Slesnick
Marlin Ebbert						P	P	P	P	P	P	P	Commissioner Keon
Enrique Bernal						A	P	P	P	E	P	P	City Manager Swanson-Rivenbark
Irela Bague						-		P	P	P	P	P	City Commission-As-A-Whole

A – Absent  
 P – Present  
 E – Excused  
 (\*) no meeting

**STAFF:**

Jessica Keller, Public Works Assistant Director  
 Matthew Anderson, Sustainability Advisory Board Staff Liaison  
 Jeannette Reyes, Administrative Staff Support

**CALL TO ORDER:**

Chair person, Ray Airan called the meeting to order at 5:00 pm.

**GUEST:**

Rhonda Anderson, Resident  
 Ruth Balestra, Resident  
 Teddy Lhoutellier, UM

**MOTION:**

**December 15, 2015 - Roy made a motion to approve the minutes, Sharon seconded the motion. The motion was unanimously approved.**

**Marlin made a motion to excuse Meg Daly absence, Sharon seconded the motion. The motion was unanimously approved.**

**Roy made a motion to provide a thank you draft letter for Ray to sign and send to the Mayor of South of Miami for lending his electronic vehicle to the Sustainability Advisory Boards event, Marlin seconded the motion. The motion was unanimously approved.**

**Roy made a motion for Marlin to go in front of the Specials Committee Board for the recycling and shredding event scheduled on April 23, 2016, Sharon seconded the motion. The motion was unanimously approved.**

Ray thanked Marlin and Roy for participating in the electronic recycling and electronic vehicles event. Both Marlin and Roy expressed the gratitude from the people for the S.A.B. holding this informative event.

*SEE Green Committee* – Matt said the SEE Coral Gables Chamber Green Committee of the Chamber of Commerce met on December 19, 2015, Matt provided them with an update on what the City is doing. Matt told them about the electronic recycling event and they were very happy with that, he also gave them a recap on what was discussed at the last S.A.B. meeting. The Committee is planning for their Green Means Green Awards scheduled for April 29, 2016 at the Hyatt Regency in Coral Gables and they asked the S.A.B. for support.

Polystyrene - Marlin asked about the Chambers status on the banning of the Styrofoam. Matt said he presented it yesterday to the restaurant committee of the Chamber and everyone was for it. On February 9, 2016 it will go to its second reading and Matt along with the Assistant City Attorney will be presenting the item. The educational period was extended from 90 days in the first reading to 6 months, and then up until the end of the year code enforcement will start giving out warnings, then starting January 1, 2017 the violations will go into effect.

Ray mentioned that he spoke with Mark from the Chambers about recruiting vendors who work with metal roofs for future projects. Ray also mentioned that a neighbor was so excited about the recycling program that he will be hosting a neighborhood meeting to educate and demonstrate to everyone how to prepare the recyclable cardboard boxes.

Marlin mentioned that for the first time ever, she received the waste bill with the recycling notice in it. She said after so many years of requesting it, it finally happened.

Enrique asked Jessica to give a report at this meeting on the status of the LED conversion project and because of the sunshine laws he did not dare copy anyone else on the board. He just realized that Jessica is not on the agenda; therefore he does not want to impose on her to stay through the entire meeting if it can be avoided. Enrique asked the board if they can allow Jessica to give her report on the LED conversion project.

*Craig Leen gave a brief presentation on the Sunshine Law*

*The Sunshine Law, if there is something that is going to be going in front of the board the members cannot talk, call or e-mail (although its public records) each other about it. If it's violated intentionally it is a crime, if you violate it unintentionally it is a violation. If the violation is done willfully you can be prosecuted simply by someone submitting proof of the violation to the State Attorney, Ethics Commission or Craig himself in which he will have to file an ethics claim and investigate the case. Another issue can be that if e-mails are sent to one another, even if it goes as far as the commission and the commission approves it, if someone ends up challenging it, it can be found to be null and void. Technically you are allowed to send e-mails to the board as a one-way communication to the entire board; no one is allowed to respond to that as this could be a conversation under the sunshine law. What is highly recommended in this situation is to send the e-mail to the staff contact; in this case it would be Matt. Example: An e-mail can be sent to Matt saying, "Matt can you please forward this e-mail or information to the board". Matt can send the e-mail individually or to all, what's important is not to respond all and discuss it. If the topic is of importance to anyone on the board the response can be, "can this be added to the agenda to discuss at the next meeting".*

Marlin mentioned that an Earth day Event is planned for April and it's difficult to meet with the person to discuss the event without violating the Sunshine Law. *Craig said if he or the City Clerk's office is notified 48 hours in advance advising that the board is planning an event and some members need to meet to discuss the planning of the event, their office can post the date, time and location of the meeting and therefore it would be considered a Sunshine meeting.*

*If an e-mail is sent and someone is upset and replies to all accidentally, all Matt has to do is read it into the record at the next meeting and it clears the Sunshine Law.*

*Craig explained the importance of public records, stating that any emails sent from personal e-mail for City business are considered public records and asked that they don't delete them. There may be an incident in which public records are requested and the board would have to provide these documents. He also said there are retention schedules, meaning how long they have to be retained. If the document has nothing worth maintaining, you can get rid of it but if the document has knowledge, information or historically important as to what you did as a board then you do have to retain it for up to 5 years.*

Rhonda asked if board members can talk to non-members, Craig said they can talk to anyone. Enrique asked if board members can talk to the Commissioners, *Craig said you can talk to individual Commissioners but you can't talk to all of them or 3 together because they have the Sunshine Law too. Two members of a board can meet with a commissioner as long as they publicly notice it through the City Attorney or City Clerk's office.*

UP COMING EVENTS:

Commissioner Lago is having a Town Hall meeting tomorrow in the Youth Center Theater from 6:30 p.m. – 8:00 p.m.

*Earth Day Event* - Matt asked the board how did they feel about having the next Electronic Event coincide with the Earth Day Event tentatively scheduled for Saturday, April 23, 2016 from 9:00 a.m. – 12:00 p.m. Matt mentioned having vendors at the event and if anyone had suggestions to let him know. Teddy said UM could participate. Sharon, Marlin and Matt will work together on the Earth Day event.

*Pharmaceutical recycling* – It's pending in the City Attorney office for approval, as soon a decision is made Matt will notify the board.

*Farmers Market* – Matt just wanted to make everyone aware that the Farmers Market is going on every Saturday. Matt will send out an e-mail to the board with the dates and time staff will be available to participate, members are encouraged to e-mail him with the dates and time they are available in order to have a table and tent set up and picked up after the event is over. Sharon said she will commit to every Saturday morning from 8:00 a.m. – 11:00 a.m.

*Gables Bike Day* – Jessica mentioned that Gables Bike Day is on **February 28, 2016**, sponsored by Bike Walk Coral Gables meeting location is at City Hall and it will be guided by tours.

*Bike to Work Day* – Will take place on **Friday March 4 from 7:30-9:30am at the Coral Gables Museum**. Traditionally in South Florida there's an organization called Bike 305 who's organized an event called Bike to Work Day where everyone would descend on somewhere along the metro rail and then go to work. What Coral Gables is trying to do is actually have people ride to work if they work in Downtown Coral Gables. Matt will be tasked to this event and partnering with Bike Walk of Coral Gables and the Coral Gables Museum to get the word out to all the businesses and let them they know this event will be going on, they will be serving continental breakfast and coffee. Jessica said that bike racks are offered free for businesses all they have to do is ask and they are installed in the public right of way.

*LED conversion* – Jessica said before putting out an RFP to convert the lights to LED the most difficult part of the project is, first know what they have, where it is and wattages etc. There are between 4,000 and 5,000 lights in the City but 583 are actually owned by the City, meaning the City owns them and the only thing they get from FPL is the energy. Some of the lights FPL provide maintenance and some of the lights they own, those are too difficult to deal with right now so the City can convert 583 lights. There are various styles and one of the most important and difficult thing to do is figure out the color for the City. Some people feel strongly that they should remain amber and some feel that they should be a brighter color. Enrique will be working with the City and assist with this project.

Irela will be submitting a save the date from the Greater Miami Chambers of Commerce who will be hosting a Sea Level Rise Solution conference on April 1, 2016 at the downtown Hilton, it

will be a half day event. They will be focusing on the solution rather than the problem; there will be expert panels, insurance representatives, developers and architects. It will be an informative and educational event.

*Sea Level Rise Discussion Series*-Matt added that on **February 16**, the City is also having a Sea Level Rise Discussion series with the FIU Sea Level Solution Center at the **City Hall Commission Chambers** from **6:00 to 7:00 p.m.** This is a three-part series; this will be the first discussion, **March 8, 2016** and **April 13, 2016** both at the same time **6-7 pm** at the **Coral Gables Museum**.

Rhonda commented that the City workers should help and educate folks about the cardboard boxes, because the garbage workers refuse to take the cardboard out of the trash even if it's flatten. Matt will follow up with the supervisor in the waste and recycling division.

Enrique said his building 1607 Ponce de Leon Blvd is a commercial property and his trash is picked up four times a week but what he hears from other residents is that the people who pick up the recycling go once a week, whenever they feel like picking it up. The City has contracted with waste management to pick up the common area dumpsters, Matt has waste management's contact information he will send an e-mail notifying them about the problem Enrique is having in his building as well as providing Enrique e-mail address so he can correspond with them. Irela said that at her building the same truck that picks up the trash picks up the recycling, in other words they are both getting dumped in the same truck. Matt will follow up with waste management.

*Electric Vehicles* – Roy spoke with the City Manager and she said the City will be transitioning to electric vehicles with electric vehicle charging stations.

*Metal Roofs* – Ray said he's been meeting with City officials in City Hall. He spoke with Ramon Trias from Building and Zoning who provided Ray with a manual that includes metal roofs that will be adopted by the City. Ray urged the members to stay in contact with their appointed commissioners; he would like to have 5 votes. Enrique will like to be better educated on the context of the metal roofs before he agrees on anything. Irela suggested having a vendor attend a S.A.B. meeting and educate the board on the different types of metal roofs. Matt will forward the information he provided Ray with to Enrique. Ray asked Enrique to contact the vendor and try to set a meeting for the next S.A.B. meeting and have them do a presentation to the board.

*Sustainability Master Plan* – Matt said they are meeting next week with all the directors, Assistant Directors and the City Manager presenting their plan for approval to go to commission sometime in March or April.

**NEW BUSINESS:**

Marlin asked about new trash cans for the City. Matt said it's already on the works.  
Marlin also asked about dog waste. Matt will follow up.

Marlin is on the Board of the Coral Gables cinema and she would love to see the board do a Green Film festival.

**ADJOURNED:** 6:51 pm