

CEAC Meeting Minutes – December 4, 2013

Attendance: Ross Abbey, Darrell Gerber, Tony Hainault, Meleah Houseknecht, James Nash, Jennifer Ringold, Annette Rondano, Michelle Stockness, Alexis Troschinetz

Others in Attendance: Mike Bull, Julia Eagles, Jenny Edwards, Andrea Jenkins, Gayle Prest, Brian Ross, Brendon Slotterback, Al Swintek

Absences: Marty Broan, Lisa Daniels, Shalini Gupta, Sam Grant, Pat Mulloy, Roxanne O'Brien, Jamison Tessner, Michelle Schroeder

Meeting Minutes and Agenda

Darrell suggested that CEAC would have a full discussion of norms at the next meeting when more members are in attendance.

Darrell asked that all attendees give their name, their affiliation and briefly describe what they work on outside of CEAC.

Item #6 on minutes – should be corrected to state that it was a “drinking water” tour, not a “wastewater” tour.

Updated agenda and minutes were passed unanimously.

Announcements

1. Gayle welcomed Sam Grant and James Nash as new CEAC members. James will represent Xcel Energy on CEAC, replacing Kevin Bengtson.
2. Annette Rondano announced that she will be resigning at the end of the year but plans to continue to work on the Less Waste Subcommittee. Annette is a City Council appointee representing residents. Gayle said that CEAC would have one vacancy in 2014 and asked that all CEAC members think about potential applicants. The environmental equity subcommittee will also be working on requirement. Send requirement ideas to Gayle by January 9th.
3. Darrell said that the CEAC Chair and Co-Chair positions expire at the end of 2013. He encouraged CEAC members to think about running for these spots. Darrell will continue to serve as acting chair until the election. The CEAC by-laws state that the election must occur in the first two meetings of the year. Darrell said that he was committed to addressing environmental justice and equity issues in a thoughtful and productive manner in 2014.

Contaminants of Emerging Concern

Dr. Debra Swackhammer gave a presentation on water contaminants of emerging concern. Dr. Swackhammer said that locally some of the potential actions CEAC could work on to address contaminants would be encouraging drug disposal (anonymous collection) at the local level (particularly by counties), and advocating for the regulation of drug use for livestock. CEAC could also work on a state contaminant ban, but noted that such a ban would be much more effective at the Federal level.

Energy Pathways Update

Mike Bull from the Center for Energy and the Environment gave an update on the City's Energy Pathways Study, including an overview of the different draft Pathways that may be presented in February to the City Council.

Darrell and Robin asked if the final draft of the study could go to CEAC before it went to the City Council. Depending upon when the January meeting is there may not be a lot to review. Gayle said that staff needs to check in with other policy makers and staff before committing to bringing it to CEAC.

Climate Action Plan Priorities Approval

The subcommittee met four times to review the draft list of prioritized strategies from the Climate Action Plan. The subcommittee included CEAC members and other members of the community.

Brendon said that CPED was not likely to take up revisions to parking standards again soon, which was one of the strategies prioritized by the subcommittee. They were revised in 2009 and Minneapolis has some of the lowest parking requirements in the country for many different land uses. Ross suggested that the next steps under parking requirements be changed to “identify opportunities to adjust requirements”. Robin explained that parking requirements would be changed in the University neighborhood soon, so this would be happening in a limited area, although not citywide.

CEAC voted to recommend that the City Council adopt the list of two-year priorities for climate action. The subcommittee will be drafting a letter to the City Council for CEAC to approve via email.

2014 meeting dates

Sam Grant is not able to meet on Wednesdays. Jennifer Ringold has to leave early on Wednesdays. A quick poll showed that Thursdays may work for members. Gayle will be sending out a poll to get opinions on meeting date for January and also 2014.

Subcommittee Updates

Less Waste

Subcommittee will be meeting on Friday at 8 am at French Meadow Bakery. They may be continuing to explore the plastic bag ban or fee.

Water

Michelle is going to take over chairing the Water Subcommittee from Darrell. The subcommittee has a number of potential activities they may pursue.

Air & Climate

The subcommittee has not met as Air & Climate, but has met as the Climate Action Plan Priorities subcommittee. The subcommittee will be meeting in January to discuss priorities for 2014, including potential next steps from the Climate Action Plan.

Environmental Justice

Roxanne sent out an email just prior to the meeting with the group's update.

Future meeting agenda items

- Discussion of group norms & meeting process (Robert's rules, etc)
- Discussion of election process
- More introduction to new members and sharing information on work outside of CEAC

Adjournment The meeting was adjourned at 5:10 p.m.

Last amended Oct 2006

**Bylaws of
THE CITIZENS ENVIRONMENTAL ADVISORY COMMITTEE**

Section 1. Purpose and Name

On July 1, 1994 the Minneapolis City Council passed unanimously Resolution 94R-177. This resolution reorganized the permanent advisory body founded in 1990 renaming the Minneapolis Environmental Committee (MEC) the Citizens Environmental Advisory Committee (CEAC) “to better fulfill its obligation to advice on the environmental consequences of City policies, programs, and projects with local or global impacts.”

Section 2. Duties and Membership

A. Work closely with the Environmental Coordinating Team by providing advice and comments on projects, programs, and projects in accordance with criteria such as environmental urgency, scale of environmental impact, ease of implementation, and cost and benefits.

B. CEAC shall consist of 18 members. The Mayor and the City Council appoint 8 members each making appointments as follows: 2 citizen members, 2 representatives from environmental advocacy groups (to be a specific individual representing a specific advocacy group); 2 persons with demonstrated technical environmental expertise; and 2 representatives from industries or companies whose businesses pose an impact on the environment. Invited to participate is a member of the Minneapolis School Board and a Hennepin County Board designate with experience in environmental matters.

C. All members serve two-year terms and are eligible for reappointment, with their replacement conducted through a nomination and appointment procedure in accordance with the City’s Open Appointments process as set forth in the Minneapolis Code of Ordinances (Sec. 141.80).

D. The Inspections Department has primary responsibility for staffing CEAC. From time to time CEAC may ask the ECT to arrange for additional staff from other City departments who may be more appropriate for a specific task or issue.

Section 3. Officers

Chairpersons shall be elected within CEAC by a majority vote of Committee members present at a meeting. The election shall be held no later than second (2nd) meeting of the calendar year. Officers shall serve one-year terms.

Section 4. Resignation

Members should communicate their intention to resign by written notice to the CEAC chair or staff.

Section 5. Meetings

A. The Committee shall meet at least quarterly. A schedule for regular meetings stating the dates, times and locations shall be adopted not later than the second (2nd) meeting of the calendar year.

B. Special meetings may be held at any time upon the call of the Chairperson or any six other members of the Committee. Notice of special meetings should include date, time, location and agenda and should be received by members 3 days prior to the meeting.

C. A majority of the CEAC members shall constitute a quorum of the full membership for the conduct of CEAC business. If a quorum exists to start a meeting a quorum is deemed to exist until the meeting is adjourned.

D. All CEAC meetings shall be open to the public. Notices of meetings shall be distributed to the City Clerk for appropriate distribution.

E. In lieu of meetings, approving documents can be accomplished by a quorum of the members of CEAC by using faxes, e-mails and other means available.

F. Members are expected to attend all meetings. If a member misses three consecutive CEAC committee meetings then membership in the committee is forfeited. Exceptions requested to this provision can be made to CEAC for consideration due to special circumstance and consistent with Minneapolis Code of Ordinances 14.180 (k) (3).

Section 6 Committees

The Chairperson may appoint and dissolve standing committees, subcommittees, and special task forces. The Chairperson shall name the chair of all committees. The purpose is to identify issues, make recommendations for CEAC policy or action and as appropriate, to participate in the implementation of Committee decisions and activities. Membership on committees may include individuals who are not CEAC members, but who have expertise that will help the group carry out its function. All committee, subcommittee and special task force members shall have the right to vote whether or not they are CEAC members.

Section 7 Conduct of Business

Voting, motions and recording will be by voice - one vote per member. Voting by proxy is not allowed.

Section 8 Publications/Correspondence in the Name of CEAC

A. Publication and distribution of any CEAC documents/positions must be duly adopted by a quorum of CEAC. CEAC members are not prevented from distributing surveys, letters, or other communications regarding CEAC business provided such communications do not appear to be the official position of CEAC.

B. In time sensitive cases involving City policies/projects where a member is asked/volunteers to make comments on a schedule that exceeds CEAC's ability to meet and deliberate, those comments should clearly state draft or subject for review and acceptance by CEAC.

Section 9 Amendments

Bylaws can be amended by a two-thirds vote of members present at any regular meeting of CEAC provided quorum is met. Written notice must be provided to CEAC members 10 days in advance of the impending vote, setting forth in detail the contents of the proposed amendment. The bylaws may be suspended by a three-quarters majority vote of the Committee members present.

**CEAC Subcommittees
January 2014**

| | Chair | Members | Typical meeting times | 2013 ideas |
|---------------------------------------|--------------------|--|---|---------------------------------|
| Less Waste | | Jamison, Annette, Diane, Tony, Ross, Sarah | 2:00-3:00 before CEAC meeting | Construction debris Organics |
| Water | Michelle Stockness | Meleah, Darrell | 3 rd Thursday 8:00-9:00 am Wilde Roast | |
| Utility Franchise | Michelle Schroeder | Brian, Pat, Meleah, Sarah, Lisa, Shalini, Roxxanne | | |
| Environmental Justice | Shalini | Roxxanne, Tony, Andrea, Darrell | | |
| Climate Action Plan Priorities | Ross | Michelle Schroeder, Meleah, Lisa, Pat, Shalini, Marty, Alexis, Kevin, Tony | | |

Each CEAC member is asked to join and actively participate on at least one subcommittee