



**ENVIRONMENTAL QUALITY ADVISORY BOARD
CITY OF SCOTTSDALE
GRANITE REEF SENIOR CENTER
1700 N. GRANITE REEF ROAD, ROOM 12
SCOTTSDALE, ARIZONA
WEDNESDAY, JANUARY 21, 2008**

SUMMARIZED REGULAR MEETING MINUTES

PRESENT: Brian Munson, Chair
Jimmy Leung, Vice Chair
Nancy Basinger, Board Member
Bill Gill, Board Member
Ron Hand, Board Member
James McCay, Board Member
James Mulloy, Board Member (arrived at 6:15 p.m.)

STAFF: Larry Person, Environmental Coordinator
Joey Miller, OEI
Andrew Kocsisky, OEI
Steve Venker, Planning and Development
Vic Valliere
Chuck Skidmore, Energy Management Engineer
Anthony Floyd, Green Building Manager

GUESTS: Tom Dwyer, appointed to EQAB
DeeJaye Lockwood, GBAC
Beverly Westgaard, GBAC
Joan Baron, GBAC
Michele Cohen
Jay Spector, applicant
Lisa Cavera, applicant
Christopher Jones, applicant

Call to Order and Roll Call

Chair Munson called the meeting to order at 5:48 p.m. A formal roll call confirmed members present as stated above, noting the presence of a quorum.

Public Comment

None

1). **Approval of Minutes**

- a) December 17, 2008 Regular Meeting

VICE CHAIR LEUNG MOVED TO APPROVE THE MINUTES OF THE DECEMBER 17, 2008 REGULAR MEETING. BOARD MEMBER BASINGER SECONDED. THE MOTION CARRIED UNANIMOUSLY BY A VOTE OF SIX (6) TO ZERO (0). BOARD MEMBER MULLOY WAS NOT PRESENT.

2). **Administrative Report**

Mr. Person reported that the Council is deciding on a process to communicate more effectively with the City's boards and commissions. The Office of Environmental Initiatives (OEI) is finalizing its strategic work plan. Once the document is in final form, the OEI will share it with the Board. The OEI has not hired its energy expert yet, but the recruitment is moving forward. The OEI Director could be in place by March, and will be involved in the hiring of the energy person.

Chair Munson said the establishment of the OEI was intended to be the vehicle for the rest of the improvements that the Energy Plan identified. He expressed disappointment that that still has not happened after one year.

3). **Review and possible recommendation to Council on EQAB applicants**

The Board reviewed four applications that were submitted for EQAB positions. All applicants except Salvador Venegas were in attendance. The Board asked the following questions:

1. Why do you want to serve on this Board?
2. What skills, background, and expertise do you bring to the Board?
3. What is the most pressing issue facing the Board over the next three years?

Mr. Person reminded the Board that the bylaws call for a mix of members with technical expertise, and without. He noted that Board Member Mulloy's seat opens at the next meeting, while Board Member Hand's opens in May.

Lisa Cavera:

1. Said she wants to contribute to the community, and is passionate about the environment. The Board seems like a good way to give back to Scottsdale. She has grown up here and has seen many changes. Global warming is a real threat, and she wants to do something to help.
2. She has taken environmental management courses, but has no previous direct environmental experience. She is in the process of transitioning her business into a solar and wind energy systems company.
3. Ms. Cavera said unchecked development is the biggest problem. Buildings create 40% of the greenhouse gases. Growth has contributed to air pollution

problems and depletes limited resources such as water. Open spaces have been replaced by a seemingly endless expanse of buildings.

Board Member Basinger said it is important that members commit time beyond the regular meetings. Ms. Cavera said she works from home and is good at organizing her time.

Christopher Jones:

1. Said he is at the point in his career where he has more time to commit to various endeavors, and wants to get more involved in the community. He enjoys the Green Building Expo and is interested in green remodeling.
2. He has a degree in landscape architecture, with a background in sustainable design. This provides him with an understanding of how upfront costs can pay off in the long term.
3. The economic situation that the country is experiencing will make it more difficult to convince people that green is the right way to go. He wants to help find ways to make that transition easier for them.

Board Member Basinger asked about his volunteer experience. Mr. Jones responded that he has not volunteered much since college, mainly because of his work schedule.

Jay Spector:

1. Said he previously served on EQAB from 2003 to 2006. Many things were left undone, and his departure left a hole in his community involvement.
2. For a number of years, he served as a special assistant to Bruce Babbitt, the former Secretary of the Interior. He returned to Arizona to serve with Governor Napolitano as Executive Director of the State's Water Infrastructure Finance Authority. Since then, he has worked in municipal finance and as an advisor.
3. Scottsdale is one of the most environmentally conscious cities in the country. There are many issues that need addressing, including recycling, and energy and water consumption and availability. He wants to help take the City's green building requirements even further, and would work to raise community awareness, and educate and advise Council.

In response to Board Member McCay's inquiry, Mr. Spector said his experience involves not just environmental finance, but also hands-on environmental management at high-level State and Federal positions. Asked about his time commitments, Mr. Spector said since he works for himself, he gets to dictate his own schedule. The environment is a priority for him and his other volunteer commitments would not conflict with Board activities.

Chair Munson tallied the votes and ranked them in order of preference, with Jay Spector first, followed in order by Lisa Cavera, Christopher Jones and Salvador Venegas.

4). **Appreciation presentations to outgoing EQAB Members**

Vice Chair Leung presented Chair Munson and Board Member Mulloy with certificates of appreciation for their service to the City.

Chair Munson said Dan Basinger set the bar for the Chairmanship exceptionally high. He has been proud to chair this Board over the past three years, and it is a credit to all the volunteers that so much has been accomplished.

Mr. Person said Chair Munson has succeeded in building upon what Daniel Basinger had created. The Board's prestige has continued to rise under his leadership. Over the last three years, EQAB and its committees have produced concrete deliverables and projects of merit that have benefited the whole city.

Mr. Person acknowledged Board Member Mulloy as the primary author of the Energy Plan Update of 2007. He said Board Member Mulloy created the plan at great personal sacrifice, having resigned from a position in order to give a year's worth of service towards developing the plan. It is a visionary document that is rooted in Scottsdale's past and present. Mr. Skidmore added that Board Member Mulloy has benefited all communities through his work with the Commerce Department.

5). **Annual Meeting**

- Election of Chair and Vice Chair for 2009

Chair Munson opened the nominations process.

BOARD MEMBER BASINGER NOMINATED JIMMY LEUNG AS CHAIR OF THE ENVIRONMENTAL QUALITY ADVISORY BOARD FOR 2009. THE NOMINATION WAS APPROVED BY A VOTE OF SIX (6) TO ZERO (0), WITH VICE CHAIR LEUNG ABSTAINING.

VICE CHAIR LEUNG NOMINATED BILL GILL AS VICE CHAIR OF THE ENVIRONMENTAL QUALITY ADVISORY BOARD FOR 2009. THE NOMINATION WAS APPROVED BY A VOTE OF SIX (6) TO ZERO (0), WITH BOARD MEMBER GILL ABSTAINING.

Mr. Person noted that the election results would take effect immediately.

- Review/revise and approve EQAB bylaws

Mr. Person noted that the only revision to the bylaws would be the addition of Jimmy Leung's name as Chairman. Any further changes would require a two-meeting process. Five of the seven Board Members would need to support an amendment in order for the change to occur.

Board Member Basinger suggested that term limit information be referred to in the bylaws instead of just being described in the Scottsdale Revised Code. The bylaws should also note any period of time that Board Members must wait to re-apply once their terms have expired. This is important information that applicants should be aware of.

Mr. Person explained that with only five voting members present at both this meeting and next month's meeting, all five would have to approve the amendments.

Mr. Dwyer suggested a process that would avoid piecemeal appointments to the Board throughout the year. If a Board Member has to leave prior to the end of their term, they could be replaced by a substitute until the annual elections. The application process takes up too much of the Board's time, especially if it has to occur every few months. Board Member Munson said Council recently changed the process, but over the long term, the Board does not spend that much time discussing appointments. Board Member McCay said there are benefits to overlapping terms because they ensure continuity; instead of having an entirely new group start from scratch each year.

- Review and approve Mission Statement

Mr. Person said the mission statement was revised and approved at the last retreat in 2007. Chair Leung read the mission statement. Since no changes were made, the Board decided that no vote was necessary.

Mr. Person noted that in the City's environmental policy, there is a goal statement for EQAB that reads, "Continuously seek opportunities to enhance the quality of Scottsdale's natural and built environments." The Board approved the use of that statement last year.

- Review and approve Vision Statement

Mr. Person noted that Chair Leung presented a list of 12 aspirations at the last retreat.

Ms. Basinger said a mission statement is a broad goal, while a vision statement more specifically sets targets that are accompanied by a timeline. Organizations use vision statements to come up with an action plan. Chair Leung read his 12 aspirations. He felt that they lacked a timeline, and touched upon too many things.

Board Member Basinger said EQAB is concerned with environmental issues in many areas, whereas the committees are targeting specific issues. She suggested they each have their own vision statement that would fit under the Board's overarching vision.

In response to a comment from Vice Chair Gill, Board Member Basinger explained that when a group comes up with a list of things they want to accomplish, the priority projects should be those that move in the direction of the vision statement. All projects would essentially fit under a mission statement, because it is very broad. A vision statement is a moving target. It would be beneficial to give the committees a target to aim for, rather than asking them to work in a vacuum.

Vice Chair Gill said he did not want to get mired down in a series of statements, and felt the vision statement should be kept as simple as possible. Chair Leung said the Board should not spend time working on documents unless they would be useful. He suggested tabling the issue to allow the Board members to cogitate before making a decision.

- Review and approve 2009 EQAB Strategic Plan

Chair Leung asked the Board Members for comments. Board Member Basinger said the committees would benefit from having this information.

- Review and approve 2009 standing committees

Mr. Person said the annual meeting is the logical time for the Board to consider whether to continue with three standing committees. He noted that Mayor Lane called on Council and staff to begin reviewing the City's boards and commissions. The Mayor stated his belief in the use of task forces to get citizens more involved in the process. A task force is a group that would convene for a finite period to pursue a specific outcome. Once that goal is accomplished, the group would disband. Mr. Floyd added that this was mentioned in the Mayor's inaugural address, but no specific direction was given.

Vice Chair Gill said the Water Advisory Committee (WAC) does not foresee anything that requires a standing committee. If something comes up, a task force could handle it. Mr. Person said if the Board chose to go in this direction, there could be a standing agenda item to allow the Water Department to bring issues forward. Timing has been an issue on some water-related issues. By the time the WAC and EQAB are able to review issues, Council has already taken action on it. This proposal would take the middleman out of the process.

In response to Board Member Basinger's inquiry, Mr. Person explained that it would not require Council's approval if EQAB formed a task force consisting entirely of Board Members. If the task force consists of non-Board Members, Council must approve the appointments.

Board Member Mulloy said he is unsure what his recommendation would be regarding the Energy Advisory Committee (EAC). The group has been waiting for the OEI to become operational in order to start working on the implementation of the Energy Plan. Absent that, there is little for the Committee to do. There is good talent on the Committee and he would not want to lose it.

Mr. Skidmore said there is a fundamental difference between a standing committee and a task force. The Mayor wants task forces so that citizens from the community can tackle certain subjects and build up synergy. The EAC, on the other hand, is a technical committee that can provide the advice the OEI will need once it is ready to implement the Energy Plan. A standing committee can also provide technical guidance to any task forces that might be created.

Board Member Munson said the WAC was formed at a time when there were many pressing water issues, and the Board did not have a good relationship with the Water Department. It was primarily intended to build up that relationship, and has been successful in that regard.

Mr. Skidmore said EQAB should keep in mind the possibility that there might not be water expertise on the Board in a few years. The purpose of standing committees is to bring in expertise that the Board might lack. Mr. Floyd noted that there are some emerging energy issues for the EAC. Board Member Hand said the EAC does not need to have monthly meetings when they are not necessary. To dissolve it would mean possibly losing valuable expertise. The Board agreed to leave the three standing committees as they are.

- Appoint EQAB Members to standing committee Chair and Vice Chair positions

Chair Leung invited public commentary.

Ms. Lockwood said the GBAC has had a long tradition of commitment and passion, and it is important that any chairperson continue to allow the group to do what it does best. She felt that Board Member Basinger would be perfectly suited to that role.

Ms. Baron said the GBAC always has a busy agenda. As Acting Chair last week, Board Member Basinger moved the group through the items in a professional manner. She respects the Committee's diverse expertise, and is eager to learn. She said Board Member Basinger would make a great Chair for the GBAC.

BOARD MEMBER MUNSON NOMINATED NANCY BASINGER TO THE POSITION OF CHAIR, AND JAMES MCCAY TO THE POSITION OF VICE CHAIR OF THE GREEN BUILDING ADVISORY COMMITTEE. BOARD MEMBER HAND SECONDED. THE NOMINATIONS WERE APPROVED BY A VOTE OF FIVE (5) TO ZERO (0), WITH BOARD MEMBERS BASINGER AND MCCAY ABSTAINING.

CHAIR LEUNG NOMINATED BILL GILL TO CONTINUE AS CHAIR OF THE WATER ADVISORY COMMITTEE. THE NOMINATION WAS APPROVED BY A VOTE OF SIX (6) TO ZERO (0), WITH VICE CHAIR GILL ABSTAINING.

Chair Leung felt it was not necessary to appoint a Vice Chair to the WAC. Board Member Munson suggested tabling the appointments to the Energy Advisory Committee.

- Review and appoint Committee Members for standing committees

Mr. Person said Council would approve Board appointments to standing committees on February 17. Applications have been submitted for the EAC and the GBAC. He noted that several different offices received the applications, and the possibility exists that one or more could have been missed.

Mr. Floyd said this year's process for reviewing the GBAC applications differs from last year's. There are 15 applications for 14 positions. Eleven applicants are existing members who have re-applied. The three existing members who did not re-apply are Julie Stanton, Jesse Henson, and Clark Worthley. The new applicants are Edwin Swanson, an engineer, Tom Norris, a green builder, Salvador Venegas, and Tammy Lawrence, a realtor. The Board reviewed the applications.

BOARD MEMBER HAND MOVED TO RECOMMEND APPROVAL OF ALL CURRENT GREEN BUILDING ADVISORY COMMITTEE MEMBER APPLICANTS, ALONG WITH TOM NORRIS AND TAMMY LAWRENCE. BOARD MEMBER MUNSON SECONDED.

In response to Chair Leung, Mr. Person said there is no legal residency requirement for committee members, though EQAB's current bylaws require either residency or a principal workplace in Scottsdale. Previously, the bylaws required that the majority of members be residents.

THE MOTION CARRIED UNANIMOUSLY BY A VOTE OF SEVEN (7) TO ZERO (0).

Chair Leung turned to the EAC appointments. Mr. Skidmore noted that all five EAC applicants are existing members. He reviewed their credentials and described the unique talents that each brings to the Committee, saying that whole group is greater than the sum of its parts. Board Member Mulloy said he does not plan to remain on the EAC.

CHAIR LEUNG MOVED TO RECOMMEND APPROVAL OF ALL FIVE APPLICANTS TO THE ENERGY ADVISORY COMMITTEE. BOARD MEMBER BASINGER SECONDED. THE MOTION CARRIED UNANIMOUSLY BY A VOTE OF SEVEN (7) TO ZERO (0).

- Review/revise Standing Committees By-laws

Chair Leung asked whether the Board wanted to revisit the residency requirements for standing committee members. Board Member Basinger noted some inconsistencies between the different standing committee bylaws, which should be corrected. The GBAC's bylaws were revised in 2008, while the others have not been revised since 2006. She suggested removing the requirement that an applicants "primary" workplace be in Scottsdale. If an applicant works in Scottsdale or lives here, that should be sufficient. Board Member Hand noted that the bylaws are worded to be non-binding. Residency is suggested not required. Board Member Gill said the Committee would lose a lot of talent if non-Scottsdale members were excluded.

Board Member Basinger questioned why terms for GBAC members are four years, instead of six, like EQAB's are. Mr. Skidmore said term limits can help to refresh committees, but questioned whether a mechanism could be added to avoid losing people who are productive.

Chair Leung invited public commentary. Ms. Lockwood agreed that it makes little sense to term people out who are major contributors. The committees are refreshed simply by attrition, because not everyone can commit so much time every year. Some people join the committees because they think they are going to get leads for their businesses, but then they lose interest quickly and do not contribute very much. A member's failure to show up for meetings is supposed to result in their replacement, but that mechanism has not been used. It would be one way to get rid of non-productive members.

Chair Leung felt that term limits are superfluous, because annual reviews are conducted, and committee chairs are EQAB members who are responsible for ensuring that their teams are functional. Board Member Hand suggested setting an agenda item to review the bylaws for all standing committees.

Ms. Baron said the projects that she works on often last for many years. Term limits prevent accumulated expertise from being employed. Each committee member decides for themselves when they have contributed enough. She also encouraged the Board to rethink the issue of residency. The GBAC needs a diverse talent base in order to be effective. To exclude people based on residency is counterproductive.

- Discussion and possible action on a process for providing direction to standing committees

Board Member Basinger said the GBAC feels as though they have not gotten enough direction from EQAB on what they should be working on. That is why a vision statement is important. Chair Leung felt that communication should be the job of the standing committee chairs. Board Member McCay said the current committee updates are generally just one-way dialogues reporting on the last meeting. There is no discussion on how committee work fits into EQAB's plan. Chair Leung said that observation plays into the notion of matching vision statements.

Board Member Basinger suggested it would be helpful for Board Members to read the minutes of the standing committees. She suggested that the minutes be sent to the Board, even if they are only in draft form. Mr. Person explained that minutes are not released in draft form so that the committees can have an opportunity to review and amend them if necessary. Board Member Basinger felt that a six-week delay is often too long to wait. Brief updates do not provide as good an impression of a meeting as the minutes do. Mr. Miller said the Board could consider allowing committee chairs to use draft minutes as a tool for relaying the content of standing committee meetings. Board Member Basinger said reading the minutes would allow the Board to get the full flavor of what went on at meetings. That often includes the discussions that lead up to decisions.

Chair Leung questioned whether it was more important for the Board to understand the details, or the general trends. Board Member Basinger said it would be up to the individual Board Members whether they get value from reading them or not. Personally, she finds them fascinating. Mr. Miller said the standing committees belong to EQAB, so it should be within the Board's purview to read the minutes before they are approved. Mr. Person said the City policy is not to release the minutes to citizens, but this would pertain only to the Board.

Mr. Floyd asked whether the agendas for the standing committee meetings should be sent to the Board as well. Board Member Basinger said it is easy to find out what is on an agenda, but the valuable information is the decisions and discussions. Board Member McCay said this procedure would improve the communication between the Board and its committees.

BOARD MEMBER MCCAY MOVED TO RECOMMEND THAT STAFF SEND BLIND CARBON COPIES OF STANDING COMMITTEE DRAFT MINUTES TO EQAB BOARD MEMBERS TO USE AS A REVIEW TOOL, WITHIN THE CITY'S PROCEDURAL LIMITATIONS. BOARD MEMBER MUNSON SECONDED.

Mr. Person said he would run the recommendation through the official process to make sure it was acceptable.

THE MOTION CARRIED UNANIMOUSLY BY A VOTE OF SEVEN (7) TO ZERO (0).

- Discussion on a possible process to invite new Council Members to upcoming EQAB meetings.

Mr. Person noted that Council intends to initiate enhanced communication to the City's Boards and Commissions.

6). **Discussion, possible action on the final outline for review, analysis and possible recommendations to Council regarding possible expansion of the Green Building Program (GBP)**

Mr. Venker reported that the Planning Department interns are nearly finished with their research. He noted that the GBAC decided to have a retreat, which will be an important factor in the work that he is doing.

7). **Discussion, possible action on the Green Building Advisory Committee's (GBAC) Revised Strategic Goals and Vision Statement(s) for review, analysis and possible recommendations regarding possible expansion of the Green Building Program**

Board Member Basinger said this issue should be tabled, since discussion would be premature at this point. She reported that the GBAC discussed strategic goals, and decided to prepare an executive summary to help EQAB explain them to Council. Once that is done, the GBAC would make a presentation to EQAB to make sure their vision is consistent with what the Board wants to do.

8). **Board Member suggestions for future agenda items**

Board Member Basinger said the Board should discuss appointing a chair to the EAC, and review the standing committee bylaws. Board Member McCay suggested reviewing and possibly consolidating the mission, vision, and goal statements for EQAB and its committees. Chair Leung suggested a discussion on streamlining the Board's procedures to reduce inefficiency, redundancy, and the lack of clarity.

Board Member McCay said it would be helpful to have a standing agenda item to allow discussion on general environmental topics outside of Scottsdale. Mr. Person said that best practice for writing agenda items is that they be written specifically rather than vaguely. The Board discussed the idea of substituting laptops and a projector instead of paper for meeting documents. Board Member McCay suggested using Skype for conferencing meetings instead of having all members drive to one location.

9). **Updates and Reminders**

Mr. Floyd said there is a Green Building Lecture on the first Thursday in February. There is now a green farmer's market in Scottsdale on Sunday mornings.

Adjournment

With no further business to discuss, the meeting adjourned at 9:25 p.m.

Respectfully submitted,

A/V-Tronics, Inc.