



Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting

Agenda

February 15, 2022 @ 11:45 am

Virtual

welcome

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please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approval of minutes - January 18, 2022](#) 2 minutes
 3. **Staff Updates**
 - a. [Sustainability Program Manager selection - Sara Miller](#) 5 minutes
 - b. [Sustainability Program Coordinator Position](#) 5 minutes
 - c. [Sustainability Action Plan \(SAP\) status](#) 2 minutes
 - d. [Feasibility Study](#) 2 minutes
 - e. [Energy audits for City facilities](#) 2 minutes
 4. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Non-Action Items**
 6. **Action Items**
 - a. [Green School Grant Application - Trinity Preparatory School](#) 10 minutes
 - b. [Earth Day/Household Hazardous Waste Event](#) 10 minutes
 - c. [Streetlight Plan and Policy for Neighborhoods with incorporation of International Dark Sky principles](#) 10 minutes
 7. **Board Comments**
 - a. [Green Minutes](#) 5 minutes
 8. **Adjournment**



Keep Winter Park
Beautiful &
Sustainable
Advisory Board

agenda item

item type	Consent Agenda	meeting date	February 15, 2022
prepared by	Melissa Meade	approved by	
board approval			
strategic objective			

subject

Approval of minutes - January 18, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[KWPBS Minutes January 18 2022](#)



Keep Winter Park Beautiful & Sustainable Minutes

January 18, 2022 at 11:45 a.m.

Virtual Meeting
Winter Park, Florida

Present

KWPB&S Advisory Board Members: Lynne Bachrach, Carey Bond, Ben Ellis, Catherine (Kay) Hudson, Stephen Pategas, Rosemary Salow

Absent: Danielle Flipse

City of Winter Park Staff: Clarissa Howard, Communications & Public Engagement Department Director; Gloria Eby, Natural Resources Department Director; Craig O'Neil, Communications & Public Engagement Assistant Director; Johnny Miller, Event Manager

Guest: Kris Stenger, Former City Employee

1. Call to Order

Chair Ben E. called the meeting to order at 11:47 a.m.

2. Consent Agenda

a. Approval of Minutes

Steven Petegas made a motion to approve the November 16th, 2021 and November 19th, 2021 minutes, seconded by Carey Bond. Minutes were approved as presented.

3. Staff Updates

a. Introduction of Gloria Eby and Johnny Miller

Gloria took a couple minutes to introduce herself as well as her background. She came to us from Seminole County after 22 years as the Lakes Program Manager and Director of Mosquito Control. Clarissa also introduced Johnny Miller, he has been with the City for over 30 years and will be the Public Engagement and Outreach Event Manager.

b. Sustainability Program Manager Position

Gloria gave an update on the Sustainability Program Manager position. The position was posted and received 9-10 applications and will be moving forward with the City's onboarding process. The board asked some questions regarding the process. Staff is excited to get her staff assembled and ready to move forward.

c. Ordinance: Amending Chapter 62, regulating hours of use of domestic power tools and phasing out of gas-powered leaf blowers

Staff provided update on the approval of 2nd reading of the ordinance. The ordinance went into effect immediately. The two revisions that were made we also approved including the 30-month transition period. The original push was 36 months and that got dropped down to 30. The allowed hours of use of the gas-powered motors are Monday-Saturday 7am-6pm and Sundays 12pm-6pm. Educational news letter will be going out informing everyone of the new ordinance and what that means for residents and commercial operators.

d. Sustainability Action Plan (SAP) Status

Kris Stenger gave an update on the SAP. Prior to Vanessa's departure Kris and Vanessa were working getting very close to having the SAP ready to present other than getting into the Ready for 100 and how the City wanted to look into the feasibility of that. Commission decided to move the January workshop to later in the year, some commissioner had some comments but would not lean into what those could be. Gloria will be

working with the commissioners who had some concerns to see what we can do before we present to rest of the commission. The commission did say they wanted Gloria to be very involved in the update of the SAP.

e. Feasibility Study

Ben E asked about the discussion with the commission was to push off the feasibility study until later this year. Kris updated that he had a discussion with electric utility about OUC and the National Renewable Energy Lab to go over some potential to help us since OUC is one of our electric utility providers. And get some info from NREL on some proposals for grants through federal government. We are pushing forward and gathering information.

f. Energy Audits for City Facilities

Kris was able to grab some language from contracts that Orlando had used. Is marking up and working with Purchasing to develop a rough draft proposal to get out soon for RFP.

4. Public Comments (for items not on Agenda)

Mikayla Miller, Community Outreach Librarian at Winter Park Library, gave a quick update on the library. There have been some supply chain issues with shelving so the KWPB&S stock is all there just not fulling set up.

5. Non-Action Items

6. Action Items

a. Approve ad for February 2022 Winter Magazine issue

Clarissa shared the ad for Mixed Recycling. Board asked if there is any info on the ad sharing locations on where take the plastic. Lynne made suggestion on how to make some of the verbiage bold to see better. Some other questions regarding that Think Twice app and how to properly show it as an app on the flyer. Lynne motioned to approve flyer, second by Carey B.

b. Green School Grant Applications

Clarissa gave an update presentation about the applications received. Methodist School for Early Education, The Parke House Academy, Rollins College, Winter Park High School and Winter Park Presbyterian Preschool we among the applicants. The summary shows the projects and the amount of funding they have requested. Staff is recommending approval of the applications that were presented. Lynne was wondering if since all the applicants except Winter Park High School were considered private if staff needed to run it by the City Attorney. Clarissa did reassure that the private schools had already been vetted through the process and have received funding in the past. Carey asked about The Parke House Academy regarding since the \$400 they are requesting does not include the flights and hotels how is that being paid for or if that doesn't really pertain to us. Ben asked about some other schools who had applied in the past. Gloria gave a possibility that due to Covid some teachers are restricted on what they can do. Carey B motioned to approve the amount to \$400, second by Steve P. Motion approved unanimously.

c. Earth Day/Household Hazardous Waste Event

Waste Pro has scheduled their household hazardous waste say for Saturday, April 23rd, 2022. Staff is suggesting to have Earth Day coincide with that day. Board worries that there might be some scheduling conflicts with various races held around that time. Johnny Miller let the board know that Run for the Tree's is scheduled for April 30th. He also gave the board different dates of events being held throughout the City. April 2nd is Dinner on the Avenue, 16th is Easter Weekend, 23rd Dog Fest in Central Park. Ben E opened up the discussion to the board about how they would like to see this year's event to go. Clarissa suggested making it more of an option of a walk-up instead of a drive through. Staff wanted to discuss the magnitude of the event the board would like to see. Steve mentioned to possibly having Earth Day and Household Hazardous drop off on two different days to help with the load. Ben E proposed to develop a sub-committee to build the Earth Day event and what he would like to see. Carey agreed with an outdoor event with different vendors and activities. Kay agreed with Ben in forming a Sub-committee. Ben, Kay and Carey volunteered to be on the sub-committee.

Board Comments

a. Green Minute

Rosemary mention Exxon Mobile announces ambition for net zero greenhouse admissions by 2050. She wasn't sure if she believed it or not but thought it was interesting and wanted to share.

Stephen presented a matter about street lights in his Orwin Manor neighborhood that date back to 1925 and are cast iron. The neighborhood is ready for an upgrade, and the City has a program can get new street lights if they vote and get assessed over a period of time to help pay for them. The sustainable part is that the lights are acorn type and are not dark sky compatible so there is quite a bit of light pollution. Stephen thinks the City should look at the neighborhoods and their age and make the lights historical context and work to have all the street lights dark sky compatible. A commissioner suggested he present it to the board for discussion. Stephen will put something together to present to the board for approval.

Adjournment

Stephen P. made a motion to adjourn at 12:50 p.m., seconded by Rosemary S. Next meeting is February 15, 2022.



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agenda item

item type	Staff Updates	meeting date	February 15, 2022
prepared by	Melissa Meade	approved by	
board approval			
strategic objective			

subject

Sustainability Program Manager selection - Sara Miller

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Sustainability Manager - Sara Miller Resume](#)

Sara Miller

samegmil@gmail.com | 561-768-3707 | www.linkedin.com/in/sara-miller-09 | Orlando, FL 32807

SUSTAINABILITY PROFESSIONAL PROGRAM DEVELOPMENT | PROJECT MANAGER | PUBLIC OUTREACH & EDUCATION

Passionate sustainability professional with 7 years of expertise in program development, project management, public outreach and education. Instrumental in implementing programs by using strategic planning and optimizing productivity, efficiency, and service quality across various environments. A leader with strong communication skills who thoroughly enjoys connecting with people and working with cross-functional teams to ensure operational and service excellence.

- Fundraising
- Event Planning
- Interpersonal Skills
- Verbal & Written Skills
- Public Speaking
- Project Management
- Budget Analysis
- Integrated Pest Management
- Outreach & Education
- Permitting & Inspections
- Waste & Recycling Audits
- Volunteer Outreach
- Program Development
- Curriculum Development
- Customer Service

PROFESSIONAL EXPERIENCE

ORANGE COUNTY PUBLIC SCHOOLS, Orlando, FL

December 2020 - Present

Administrator, Energy Advisor

- Oversee HVAC scheduling using Facilitron in addition to operating 4 different building automated systems (BAS) – Alerton, Trane, StruxureWare, & MC2
- Works collaboratively with 70 schools and departments to increase and develop participation in conservation programs and initiatives
- Compiles, reviews, and analyzes utility data, which includes, but is not limited to, energy, water, propane, and generator fueling.
- Conducts audits of district facilities based upon data analysis.
- Regularly disseminates utility consumption reports, conservation methods, and results to administrators using an energy software program called ECAP.
- Assesses cost effectiveness, technical feasibility and means of achieving acceptance of new programs and initiatives; works collaboratively with stakeholders to implement such programs and projects when appropriate.
- Responds to internal and external customers in a timely, accurate, courteous and empathic manner representing OCPS in a positive light.

FLEET FARMING, Orlando, FL

August 2018 – 2020

Education Manager

- Implemented and developed the Fleet Farming Education Department, acted as a lead educator, and composed curriculum currently used for K-12 Orange County Public Community School Partners: Academic Center for Excellence, Jones, and Evans High School.
- Successfully lead classes every week at schools with class sizes up to 30 students in grades K-12. In addition, empowered teachers and staff at each school to take ownership of gardens installed and taught them how to grow their own food.
- Supervised 3-5 volunteers and interns every semester as well as provide training and continued growth opportunities for them to succeed.
- Organized and planned educational workshops monthly
- Assisted in grant writing and fundraising opportunities for the Education Department including marketing (social media) and sponsorship recruitment.
- Maintained and planned raised bed crop planning for each school garden

U.S. CHAMBER OF COMMERCE FOUNDATION, Orlando, FL

December 2018 – 2019

Beyond 34 Recycling Fellow

- Coordinated with Orlando region stakeholders to set up small group meetings focused on specific projects and larger group meetings to give projects updates, determine next steps, and further organize stakeholders
- Connected local stakeholders with each other and with entities outside the Orlando region to collaborate on ways to advance the Orlando region's recycling system
- Drafted communications to keep local stakeholders up-to-date on recycling efforts in the region and to provide follow-ups and recaps from Beyond 34 meetings
- Assisted with Beyond 34 funded and non-funded implementation projects as appropriate
- Facilitated and provided event support for Beyond 34 Meetings in the Orlando region

EXPLORIA STADIUM, Orlando, FL

June 2018 – December 2018

Recycling Coordinator

- Implemented recycling policies and procedures for Exploria Stadium's recycling program
- Provided recycling education to Exploria Stadium employees as well as trained vendors on how to collect and dispose of recycling throughout the stadium
- Performed waste audit mid and after season
- Entered waste & recycling utility data into Energy Star Portfolio Manager

- Coordinated the recovery and disposition of stadium's recycling stream
- Compiled inventory of plastic usage throughout the stadium and worked with vendors to decrease plastic usage when possible and switching to more ecofriendly options: performed audit mid and after season of waste stream.
- Implemented a volunteer recycling and education program

CITY OF WINTER SPRINGS, Winter Springs, FL

October 2014 – March 2018

Urban Beautification Coordinator

- Oversee and issue Arbor Permits for tree removals for both residential and commercial sites: meet with residents, contractors, landscape architects, and other professionals regarding removal and replacement of trees in accordance with the provisions of City Arbor Ordinance.
- Oversee city landscape maintenance contracts and budgets: coordinate with landscapers on quality of work, request proposals for additional work, and monitor work.
- Manage annual landscape contract budgets
- Assist in supervising Urban Beautification Maintenance Worker
- Perform irrigation, landscape, and arbor inspections for both residential and commercial properties
- Assist in streetlight inventory of city-wide streetlights, report outages to Duke Energy and follow up with completion of repairs, as well as collect and submit requests for streetlight reimbursement for eligible HOAs within Winter Springs.
- Facilitate Tusawilla Lighting and Beautification District meetings as well as Oak Forest Board meetings
- Collect arbor data and submit to participate annually in Tree City USA
- Organize annual Arbor Day Event

EDUCATION AND CREDENTIALS

Florida Gulf Coast University, Fort Myers, FL
Bachelor of Arts Degree in Environmental Studies

Graduated May 2014

CLEO Institute, Miami, FL
Climate & Food Justice Certification

Completed July 2020
No Expiration

Landscape Inspector Association of Florida
Landscape Inspector

Completed August 2016
Expired November 2019

National Association of Interpretation
NAI Interpretive Guide

Completed May 2014
Expired May 2018

Project WILD
Project WILD Certified Educator

Completed May 2013
No Expiration



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agenda item

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strategic objective			

subject

Sustainability Program Coordinator Position

motion / recommendation

background

alternatives / other considerations

fiscal impact



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Feasibility Study

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Energy audits for City facilities

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Green School Grant Application - Trinity Preparatory School

motion / recommendation

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ATTACHMENTS:

[Trinity Preparatory School Application](#)

KWPB Green Schools Grant Program 2022 Application

I. Applicant Information

Today's Date:	November 1, 2021
School:	Trinity Preparatory School
School Address:	5700 Trinity Prep Lane, Winter Park, FL 32792
Principal:	Byron Lawson (Headmaster), Tracy Bonday (Upper School) and Jason Dowdy (Middle School)
Sponsoring Teacher:	Robert Thollander Jr.
Teacher's Phone #:	407-721-7729
Teacher's Email:	thollanderr@trinityprep.org

II. Project Summary

1. Background – What is the motivation and purpose for the project?

The motivation and purpose for this native garden project is to create, promote, and nurture education, knowledge, and appreciation of plants, gardens and the environment through the enhancement and beautification of the campus' flora and fauna in a prominent location on the Trinity Preparatory campus. The long term vision of the TPS Native Garden project is to be recognized as one of the preeminent native gardens in the state of Florida providing extraordinary student experiences, leadership in conservation, and a sustainable, multi-disciplinary curricular participation in the newly created beautified common space.

2. Student Involvement – Describe student involvement in the planning and implementation of the project.

Students will be intimately involved in every stage of this project. First, they will virtually measure the area of the native garden using the app Air Measure. Next, they will photograph the area and virtually create potential plant combination and locations using the app Home Outside. Students will then evaluate the designs, highlighting the pros and cons of each one in terms of location of plants, blooming periods, water/sun/soil requirements, and fauna attracted. Next, they will use the Florida native plant guide for wildlife and natural beautification created by Mr. Thollander and an Audubon native plant consultant. They will select the combination of native plants that are available at the local native nurseries found in the guide that are within 120 miles. After the students involved vote on the plants and designs, Mr. Thollander will compile the final design for their approval. Next, he will purchase the plants using the money from the grant. Students will then place the plants and plant them appropriately under Mr. Thollander's guidance. They will record this in their virtual journals and keep a record of the growth and conditions of the plants over the rest of the school year. Finally, the group of students in the garden club each year will maintain the plants and maintain the upkeep of the garden. Students in the art classes will create decorative garden signage to inform others about

the benefits of the plants and students in English classes will create written pieces describing the plants based on the information about plant biology that they learn in the science classes.

3. Impact – Please describe the project's impact on the school and/or community. How have students learned and applied practices of sustainability and conservation at school and/or in the community?

This project will help students understand reducing water use, waste recycling and composting, planting a native garden, and creating upcycle art and science projects. It will provide opportunities for positive social interaction and recreation in a beautiful, non-threatening atmosphere where individuals of all ages and backgrounds may interact in a healthy pursuit. It will nurture curiosity and provide hands-on learning opportunities for students by providing natural space for use in teaching course curriculum. It will offer a quiet and restful garden setting for the enjoyment of the natural world of plants, birds, insects, and the four seasons. It will revitalize a prominent part of campus by improving visual aesthetics and providing a place for people to reconnect with nature in a tranquil setting. The garden will contribute to cooler urban temperatures on campus, reduce air pollution, filter rainfall, and improve ground infiltration. It will also provide habitat for pollinators, songbirds, and urban wildlife.

4. Sustainability – Describe how the project will advance and support the Winter Park SAP objectives? How well does the project outcome support sustainability principles and create a culture of resource conservation at your school.

By utilizing the proper principles of landscaping, we will be helping to protect the natural environment around us for future generations to enjoy. These include: right plant, right place; water efficiently, fertilize appropriately, mulch, attract wildlife, manage yard pests responsibly, recycle yard waste through composting, reducing stormwater runoff, and protecting our waterfront.

5. Project Budget – Please detail your project budget, how exactly will the money be used? How much money will the project cost?

The entire budget will be spent on the plants, soil, and materials that will be used to make up the garden. The border for the garden will be created using reclaimed materials and the tools needed for planting will be borrowed from community and family members. Students, Mr. Thollander, and other teachers will complete the preparation and planting. Ongoing operations will be implemented by the efforts of the garden club and will not require additional expenses. Additional expenses for hardscaping materials will be donated from Trinity Prep family and community members. A native plant expert and landscape engineer have already donated their time to create the native plant guide that students will use and have pledged to donate their time to review the students' designed before implementation.

Item	Vendor or Location	Estimated Cost	Specifications and Comments
Plants	Lukas Nursery	\$500	Entirely grant funded

Mulch	Lukas Nursery	\$25	
Pine Needles	Trinity Prep Campus	Free	Recycled plant material
Fertilizer	Lukas Nursery	\$25	
Irrigation	Trinity Prep Campus	Free	Rain-Collected Water
Pathway Stones	Trinity Prep Art Classes	Free	Made from Clay
Bench	Donated	Free	Recycled material
Stone Birdbath	Donated	Free	From Family Members
Info Signs	Trinity Prep English	Free	Laminated in Library
Solar Path Lights	Donated	Free	From Family Members
Groundlining	Donated	Free	From Family Members
Total Materials		\$550	
Native Plant Consultant		Free	Time Donated
Landscape Design Engineer		Free	Time Donated
Installation and Labor		Free	Student Projects
Debris Removal		Free	Student Projects
Total Soft Costs		\$0	
Estimated Total Project Cost		\$550	

III. Supplemental Material



Resources for the Project

[General Rules for Native Habitat Gardening](#)

[Native Plant Suppliers](#)

[Potential Community Partners](#)

[Native Garden Inspiration Photos](#)

[Potential Garden Features](#)

[Orange County Native Plants Guide](#)

[References, Resources, and Works Cited](#)



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Earth Day/Household Hazardous Waste Event

motion / recommendation

background

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fiscal impact

ATTACHMENTS:

[Parking Arial Overview - Earth Day](#)

ATTACHMENTS:

[KWPBS Earth Day Sub-Committee Minutes February 3 2022](#)





Keep Winter Park Beautiful & Sustainable Earth Day Sub-Committee Minutes

February 3, 2022 at 12:00 p.m.

Virtual Meeting
Winter Park, Florida

Present

KWPB&S Advisory Board Members: Ben Ellis, Catherine (Kay) Hudson

Absent:

City of Winter Park Staff: Gloria Eby, Natural Resources Department Director; Melissa Meade, Admin Coordinator

Guest: Kris Stenger, Former City Employee

1. Call to Order

Gloria Eby called the meeting to order at 12:00 p.m.

2. Consent Agenda

3. Staff Updates

4. Public Comments (for items not on Agenda)

5. Non-Action Items

Gloria wanted to talk about general logistics and ideas for the Earth Day event to make a recommendation to bring to the board. Staff was discussing the option to integrate the Earth Day event with the Run for the Trees on April 30th. The Run for the Trees event already has trees given out to all the participants when they finish the race so what a great way to kick off the Earth Day celebration. Ward Park with all the lush trees we can have vendors set up with their tents. Forestry will already be there since that is where the race starts. It would all just intertwine and work together. Ben agreed with the joint effort but is concerned with parking and space due to sporting events. Ben brought up some ideas that were done in past years. Kay asked about whether the parking plan has been approved by Parks. Although the event is at Ward Park the parking would be more directed to Showalter Stadium. Gloria will provide a map to show the board some parking options at the regular meeting on February 15th. Gloria will work with Jason Seeley, Director of Parks and Recreation, to work out all the details with parking to reassure the board. Kay suggested to have a native plant sale with the Native Plant Society. Ben discussed entertainment options for transitioning from the race to the Earth Day event. Gloria let the committee know the plan ahead, design for the shirts, flyers and other marketing examples. Those will be brought before the committee for discussion before going to KWPB&S board. Ben asked about the budget and sponsors. If bringing on sponsors will be fruitful for the event we are happy for accept, but there is a line in the budget for the Earth Day event. If we are able to receive sponsorships then we can do more with the event, making it a win win. Possibly look into opportunities to have the sponsors on the cups, shirts and other freebies. The hard cut off is when the shirts need to go to print, which is mid-March. Kay asked how many vendors the City was hoping to see. Gloria was leaning towards 5-6 with the Native Plant Society, but wants to get with Parks to get an actual footprint.

6. Action Items

Adjournment

Gloria adjourn the meeting at 12:24 p.m.



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agenda item

item type Board Comments	meeting date February 15, 2022
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board approval	
strategic objective	

subject

Green Minutes

motion / recommendation

background

alternatives / other considerations

fiscal impact