

Environmental Advisory Committee (EAC) Minutes

September 07, 2023

Present: Lee Maxwell, David Sonnenfeld, Sue Davidson, Elise Snavelly, Vacant, Vacant

Absent: Margerat Johnson (Chairperson), Chris Riegert, Allen Dearry

Staff: Brady Golden, Rick Patterson, Hallie White

Guests: None

Meeting called to order at 0830hrs.

- **Motion to Accept Meeting Agenda-** 1. Sue Davidson 2. Elise Snavelly
Approved Unanimously
- **Motion to Accept April 2023 Minutes-** 1. Sue Davidson 2. Elise Snavelly
Approved Unanimously

Announcements

- **Introduction of Guest- Hallie Willis-** She is the new Economic Development Coordinator for the Town of Oak Island. She reviewed her background and described her job description and mission. She will work with the new Business Advisory Committee and business/community outreach. (Brief)

Staff Report

- Mr. Brady Golden didn't have anything to report to EAC. He was asked about:
 - **EAC Group Email and SharePoint.** Rick Patterson, Stormwater Chief, will get back to EAC. EAC wants to have a place to store EAC legacy documents, working documents and collaboration artifacts. EAC wants to solve the issue of knowledge gaps when members leave the committee when their tours are completed.
 - **QR Code and links** to various sites EAC wants to develop and deploy at events. Anything that is released to the public has to go through him before the Town's communication manager will produce or publish. He said to produce a power point and send to him, and he will get to Town's communication manager.
- Mr. Rick Patterson, Stormwater Chief, had a few items to discuss:
 - **State Storm Water Review-** The review covered the last five (5) years and one deficiency that the EAC can assist in improving and that was public outreach regarding stormwater issues. EAC can achieve the request by dispensing information at community events regarding smart yards, rain gardens and living shoreline. EAC will have to track the number of events and the number of brochures (hopefully go to softcopy) they dispense to the public. Rick will procure a canopy, chairs, and a table for the EAC to use for the public outreach.
 - **Friends of Stormwater Awards-** Rick would like the EAC to form a group to design and produce an award for display in establishments that conform to stormwater containment and dispersal requirements. In

addition, he would like the EAC to formulate press releases advertising awardees.

- **Smart Yard Signs-** Rick has also requested that the EAC design new Smart Yard sign for exterior use to replace the previous award signs. He wants something that catches the eye better. The same EAC Group that designs the the Friends of Stormwater will design the new Smart Yard sign. Both design will be reviewed by Rick before mass produced.
- **Stormwater Educational Meeting for Contractors-** Rick has also requested that the EAC assist in planning and hosting an education dinner for local contractor to inform them on stormwater best practices. An EAC group will form to conduct this initiative. Rick will supply the EAC group will the November dates.

Old Business

➤ Action Items-

- *August 2023- At the next EAC meeting in September the EAC will discuss and generate a plan for resolving undone actions and identifying new actions. **Delayed until October 23 monthly meeting.***
 - *August 2023- Brady Golden will confirm that we can create a QR code for linking to the EAC webpage and Allen Dearry will work with Mike Emory to create it. **Completed.***
 - *August 2023- New “Oak Island Tree City USA” signs are needed and the EAC Chairperson, Margerat Johnson, is checking on the status with the town Management. **No report.***
 - *June 2023-- Margaret Johnson, EAC Chairperson to talk with Brady Golden, Town Planner about securing a budget line item in next year’s FY24/25 budget. **Not Completed until after December 23 submittal of EAC budget request.***
 - *June 2023-- Margaret Johnson, EAC Chairperson will setup meeting with the Town of Oak Island new Economic Development staff lead, Hallie Willis, to discuss near-term opportunities EAC and her can work together. **Ms. Willis attended and briefed the September 2023 EAC meeting.***
 - *June 2023-- Mr. Golden will secure answers to questions -and/or direct meeting to discuss answers- regarding the town’s budget processes sent to him after the last EAC meeting on June 15th. **Partially Completed. When to submit budget items only. No answers to submitted questions.***
- **Living Shoreline-** There will be another workday on Thursday September 14 from 12 to 3 pm and lunch will be provided at the Oak Island Rec Center. Bonnie Mitchell from the NC Coastal Federation (NCCF) will be determining the exact plans for the day, but most likely lunch for EAC members and shoreline clean-up volunteers (and maybe an informal talk) will be from 12 to 1 pm at the Rec Center, followed by a shoreline cleanup -including placing new bags of shell or rock onto the oyster reef - at Veterans Park. Registration with NCCF will most likely be required to get an accurate head count for lunch. Bonnie was late in sending Elise

the registration link to be posted to the EAC website. Elise will send EAC webpage admin the information to post on the EAC website. (Elise Snavely)

- **OKI Beautification Event-** EAC was invited to participate in the upcoming OKI Beautification event being held on September 26th for 9-12 pm. EAC Chairperson requested invite confirmation and for volunteers for the event. Sue Davidson made a motion. (Margaret Johnson, Sue Davidson)
- **Educational Opportunities-** Ms. Davidson proposed that EAC participate in distributing environmental information (i.e., smart yards, no plastic straws, Tree City USA) at the Oak Island Live & Local events this Fall. She made a motion.

Motion: There was a Motion that EAC participate with the Town of Oak Island Live & Local events this Fall (9/23, 10/07, 10/28) to distribute EAC related environmental information. The motion was made by Sue Davidson and seconded by David Sonnenfeld. Approved- Unanimously. (Sue Davidson)

- **EAC Budget Team (EBT)-** Only two (2) EAC members sent Allen input- Lee M. and Sue D. The EBT team will meet mid-September to refine the 2024-25 budget and determine any additional input. Lee provided status for Allen. (Allen Dearry)
- **Skip the Plastic Straw Initiative (SPSI)- Ready to implement** –24 of 45 Oak Island establishments have accepted utilizing non-plastic straws and one (1) has not accepted the program. He is working with his volunteers during this busy time to visit all the identified establishments this summer. Reference the EAC webpage for more information. Working on ways to get the message out to the consumer and encourage them to not use plastic straws. (Lee Maxwell)
- **Recycling-** Sue Davidson is looking into group educational and tour opportunities available to the EAC of the recycling facilities. And she is looking into the feasibility of labeling recycle bins with QR codes (Action) that will inform people of the most current recycling items permitted. She also informed the group that the Town of Oak Island residents and visitors must do better when it comes to rinsing out recyclable items before depositing in bin for pickup. More public education is needed.

Motion: There was a Motion made to the EAC to have new informational cards with newly added items (e.g., paper cups) and with a new adhesive method printed at a cost of about \$600. The motion was made by Sue Davidson and seconded by David Sonnenfeld. Approved- Unanimously. (Sue Davidson)

- **Tree City-** No update this month. (Margaret Johnson)

- **Smart Yards-** No update this month. (Margerat Johnson)
- **EAC Webpage-** August 2023 Minutes were posted.

David presented to the EAC members that the next phase of the EAC webpage development in June 2023 to add an educational section. On hold for now.

A QR Code was developed by the Town's Communicator Manager to be used on education material that will link directly to the EAC webpage. (Allen Dearry/David Sonnenfeld)

Motion: *There was a Motion made to the EAC to form an EAC Educational Team to determine the next steps in EAC webpage development.* The motion was made by Allen Dearry and seconded by Lee Maxwell. Approved- Unanimously.
On hold until remaining EAC vacancies are filled. (Margaret Johnson)

- **EAC Governance Document-** Final draft was completed based on EAC member input and it will be sent to Mr. Golden for staff review. A motion to approve the document and subsequent submittal to Oak Island Town Council for approval will be made at the November 2023 monthly meeting. (David Sonnenfeld)

New Business

- **EAC Procedure to Close Actions and Motions-** The procedures will be discussed at the October 2023 EAC monthly meeting per The EAC Pro Tem, Lee Maxwell, filling for the EAC Chairperson.
- **Annual vote for EAC Chairperson-** even though a quorum was present the EAC Pro Tem, Lee Maxwell, filling for the EAC Chairman decided to reschedule the vote until the October 2023 monthly meeting when the entire active membership is present. This is only a procedural vote of confidence and is not based on dissatisfaction of our chairperson.

Meeting was Adjourned at 10:30 am

Motion: *There was a Motion made to adjourn the September 2023 EAC meeting.* The motion was made by Elise Snavelly and seconded by Sue Davidson. Approved- Unanimously.

Minutes submitted by: David Sonnenfeld_