



**CITY OF COCONUT CREEK  
ENVIRONMENTAL ADVISORY BOARD MINUTES**

**Government Center  
4800 West Copans Road  
Coconut Creek, FL 33063**

**Date: May 9, 2017  
Time: 4:00 p.m.**

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**1. CALL TO ORDER**

The meeting was called to order by Chair Charles Coxon at 4:10 p.m.

**2. PRESENT UPON ROLL CALL:**

Chair Charles Coxon  
Vice Chair Susi Glatt  
Heidi Thorman  
Dan Mackey  
Irene Espinosa  
Delilah Harden (Alternate)

Also present: Director of Sustainable Development Sheila Rose, Assistant City Attorney Eve Lewis, Senior Planner Linda Whitman, and Administrative Assistant Janice Ninesling.

Urban Forester Sharon Vollmer arrived at 4:40 p.m.

**3. INTRODUCTIONS: BOARD MEMBERS AND STAFF**

Self-introductions were made by the City staff and Board members present.

**4. OVERVIEW OF FLORIDA'S SUNSHINE LAW; PUBLIC RECORDS LAW; ETHICS LAWS; AND COCONUT CREEK'S LOBBYIST REGISTRATION ORDINANCE: EVE LEWIS, ASSISTANT CITY ATTORNEY**

The Board took an Oath of Office and Assistant City Attorney Eve Lewis presented an overview of the Sunshine Law, Ethics Laws, and the City's Lobbyist Registration Ordinance. She explained what information was considered a public record and what was to be discussed only at public meetings. City Attorney Lewis distributed a packet of information, which included the applicable laws.

**5. REVIEW OF THE ROLE OF THE EAB: SHEILA ROSE, DIRECTOR OF SUSTAINABLE DEVELOPMENT**

Director of Sustainable Development Sheila Rose explained the history of the Environmental Advisory Board and their function. She explained some of the responsibilities of the Board may include:

- giving input on topics that will go before the Commission;
- serving as liaisons to share information pertaining to environmental issues to the

City's communities;

- compiling information on topics for discussion; and
- volunteering at events to share information on topics that Board members have a higher level of expertise.

**6. ELECTION OF CHAIR AND VICE CHAIR**

**MOTION:** Coxon/Thorman – To nominate Dan Mackey as Chair.

**Upon roll call, the Motion passed by a 5-0 vote.**

**MOTION:** Espinosa/Mackey – To nominate Heidi Thorman as Vice Chair.

**Upon roll call, the Motion passed by a 5-0 vote.**

**7. APPROVAL OF MINUTES**

**MOTION:** Thorman/Coxon – To approve the Minutes of the March 21, 2017, meeting.

**Upon roll call, the Motion passed on a 5-0 vote.**

**8. UPDATES (OLD BUSINESS)**

Before the scheduled topics of old business, Urban Forester Sharon Vollmer gave an overview of the Arbor Day Free Tree Giveaway Event and thanked the Board for their participation.

**LANDSCAPE AWARDS.**

As a follow up to a discussion from the previous meeting, Ms. Whitman confirmed that the County administers the Emerald Awards through the NatureScape Broward Program and explained how the Program works.

Ms. Rose encouraged Board members to make Emerald Award nominations, and potential nominations could be discussed at future EAB meetings.

**GARDEN TOUR.**

Ms. Whitman suggested asking the Master Gardener to form a garden tour within the City. It was suggested that an online picture tour may provide a more widespread viewing opportunity and cut down on viewers in resident's yards. The Board asked Ms. Whitman to provide a list of the homes that have already been awarded wildlife or landscape awards.

**NEW RESIDENT INFORMATION.**

Ms. Whitman informed the Board that new residents receive a welcome package when they start water service, and she would look into adding additional information to the package.

**"HOW TO GET INVOLVED" WEB PAGE.**

Ms. Espinosa asked about informational handouts and signs placed within the community to inform residents about upcoming events. Discussion ensued.

**9. CORRESPONDENCE & REPORTS**

The Board requested adding a "New Business" section to the Agenda.

Ms. Espinosa reported that she had attended *Solar Fest* and inquired about solar installation. Director Rose stated that the City is researching a solar installation at City Hall and solar trees in parks that have charging stations. Discussion ensued.

Ms. Espinosa spoke about a Broward County program that would send mosquito larvicide to a requestor free of charge. Discussion about the Zika virus ensued, and Ms. Whitman stated that the City is working with Broward County.

Mr. Mackey noted that the *Coconut Creek Life* article regarding Arbor Day spoke about volunteers but did not specifically mention the EAB. The Board felt that there should be more publicity for the Board.

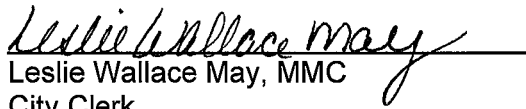
**10. SET DATE OF NEXT MEETING**

The next meeting was tentatively set for July 18, 2017, at 4:00 p.m.

**11. ADJOURNMENT**

The meeting was adjourned at 5:40 p.m.

Transcribed by: Janice Ninesling

  
Leslie Wallace May, MMC  
City Clerk

7/18/2017  
Date

