



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

THURSDAY
March 5, 2019
7:00 P.M.

Town Hall
Second Floor Conference
25 West Market Street

COMMISSIONERS

Maria Bergheim (20)
Scott Billigmeier, Chairman (22)
Jennifer Chu (20)
Bobbi Elliott (22)
Gabriella Kelemen (22)
Christopher LaFon (20)
Paul Sheaffer (20)

If you require any type of reasonable accommodation, as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Richard Klusek at 703-771-2758. Three days advance notice is requested.

LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Mission: *To promote and protect the environmental interests of the Town.*

MEETING AGENDA

Tuesday March 5, 2019

7:00 P.M. Second Floor Conference Room, Town Hall

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 19, 2019*
4. Chairperson's Statement
5. Petitioners
6. EAC Group Photo
7. Staff items (5 Minutes)
 - a. Tolbert Award (Klusek)
 - b. Water Conservation Challenge (Klusek)
 - c. Rain Barrel Workshops (Klusek)
8. Old Business (90 Minutes)
 - a. Annual Report Update (LaFon)
 - b. Keep Leesburg Beautiful (LaFon/Billigmeier)
 - c. Flower and Garden Show Planning (Billigmeier)
 - d. Energy Management and Conservation Policy (Sheaffer)*
9. New Business
 - a. Cigarette Butt Recycling
10. Adjournment

(*) Material attached

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**Town of Leesburg Environmental Advisory Commission
Meeting Minutes
February 19, 2019**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on January 10, 2019 at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Chairman Billigmeier called the meeting to order at 7:04 p.m.

Roll Call: Present: Commissioners Billigmeier, Chu, Kelemen, Sheaffer, LaFon (via teleconference)
Staff Representatives: Richard Klusek, Charlie Mumaw, Renee LaFollette
Absent: Bergheim, Elliott

Chairman Billigmeier read a prepared statement into the record permitting telephonic participation.

Approval of Agenda: A motion to adopt the agenda was approved (5-0-2 Bergheim, Elliott absent)

Approval of Minutes: Commissioner Billigmeier made a motion to adopt the meeting minutes of January 10, 2019 with correction of identified typos and addition of requesting a follow up memo to the water quality item. Approved 5-0-2, Bergheim, Elliott absent).

Chairman's Statement: Chairman Billigmeier welcomed new Commissioners Chu and Sheaffer.

Petitioners: Minu Beijan attended the meeting and recommend the Commission do additional work with the Garden Club and consider plantings that would filter storm water. She also noted that citizens of Leesburg would back up the EAC if they requested the Town Council remove phosphates from the Town's drinking water.

Election of Vice-Chair: Commissioner Billigmeier made motion to elect Jennifer Chu as Vice-Chair and it was approved (5-0-2 Bergheim, Elliott absent).

Staff Items:

- a. **Email use:** Mr. Klusek reminded EAC members to check their Town email accounts and to avoid using personal email accounts for Town business. Commissioner Billigmeier underscored the importance of regularly checking Town email and stated that the Commission could accomplish a lot more if all were regularly checking their accounts
- b. **Energy Savings Initiative for Town Government** – Mr. Klusek explained updates and highlighted suggested Staff updates that were made to the energy policy originally put forward by the EAC. After discussion of various related topics including solar power, street lights, the vehicle fleet, and building systems, the EAC agreed to forward the updated energy policy to the Town Council with Commission Sheaffer taking the lead in updating the previous initiative originally drafted by former Commissioner Greenough.

- c. Tolbert Award – Mr. Klusek confirmed that the award would be presented to Mrs. Fran Grozier at the March 12th Town Council Meeting.
- d. Recycling – Renee LaFollette and Charlie Mumaw provided an update regarding the Town’s recycling contract. They noted that glass is no longer a recyclable commodity and that discontinuing glass collection could result in cost savings. It was also noted that several nearby municipalities have already stopped collecting glass for recycling. Contamination of the recycling stream and improper recycling is also resulting in higher tipping fees. The EAC approved a motion to recommend a continuation of current recycling programs and to work on additional education and outreach so long as current market conditions persist.
- e. Capital Improvements Program – Mr. Klusek noted that the proposed Capital Improvements program included a proposal for increased water treatment for elimination of Cryptosporidium. DPW representatives added that this was a forward leading initiative related to tougher Federal mandates expected over the next few years. He noted that this was for informational purposes only so that the EAC can be aware.
- f. Water Conservation Challenge – Mr. Klusek requested the EAC provide a recommendation for the Town to sign up for the Wyland Foundation’s Water Conservation Challenge as they had done for the past two years. The EAC voted 5-0-2 (Bergheim, Elliott absent) to recommend the Town Council direct staff to sign-up for the Water Conservation Challenge.

Old Business:

- a. Herbicide Alternatives – Commissioner Billigmeier asked the EAC to reconsider their recommendation to propose herbicide alternatives to the Town Council in March. He noted that there were some issues and concerns pertaining to costs and logistics and that there was nobody assigned to present the item to the Town Council given the resignation of Bettina Guerre. The Commission voted 5-0-2 (Bergheim, Elliott absent) to remove the item from the Town Council Agenda. The item is tabled for the foreseeable future.
- b. Keep Leesburg Beautiful – Commissioner LaFon stated that he heard back from Harper Park and Smart’s Mill Middle Schools regarding his Keep Leesburg Beautiful email. They requested that an EAC representative come speak to selected students. Commission Billigmeier asked Commissioner LaFon to take the action and he agreed. The Commission asked Commissioner LaFon to encourage the schools to participate in the EAC’s keep Leesburg beautiful event on March 30.
- c. Annual Report – The EAC briefly discussed the annual report drafted by Commissioner LaFon. He will incorporate suggested edits received from various commissioners and bring a revised draft back to the next meeting.
- d. Flower and Garden Show Planning – The Commission briefly discussed logistics for the Flower and Garden Show. Mr. Klusek offered to provide information about past shows at the next meeting since no current EAC members participated in last year’s show. Mr. Klusek stated that booth staffing was the major challenge in past shows.

- e. Strategic Plan – Commissioner Billigmeier provided an update on the Strategic Plan and its intent. He further stated that work on the plan has been paused for now given that a new Town Plan is to be developed and any EAC Strategic Plan is necessarily tied to the Town Plan. The Commission briefly discussed the possible need to hold an additional Strategic Planning Session but there was no consensus.
- f. Environmental Portal – The EAC briefly discussed the environmental portal. Commissioner Chu will provide an update on the portal and its content at the next meeting. Commissioner Kelemen offered to collaborate with Commissioner Chu in order to improve content and flow.
- g. Development Review Criteria – Commissioner Billigmeier provided an update on development review criteria and the intent to provide comments to the Planning Commission and Town Council. He noted that he hoped to develop EAC recommendations based on staff reports. Mr. Klusek noted that timing of staff reports and public hearings may not always allow the EAC to meet before sending comments. Commissioner Billigmeier stated that the criteria themselves are suited to the purpose but how they can be effectively implemented remains an open question.
- h. EAC Point of View – Commissioner Billigmeier briefed the EAC on his idea to allow the EAC to have a public point of view on certain issues pertaining to the environment. He explained this would require the EAC to seek approval from the Town Council to address the potential for conflicting opinions. He explained that commissioners can speak as individuals but must be careful not to suggest that theirs is the EAC position.
- i. Town Plan Markup – Commissioner Billigmeier noted that efforts to suggest edits to the Town Plan would be put on hold for now given the pending Town Plan update and the fact that the EAC would have the opportunity to provide input. He further noted that the various policies proposed in Chapter 2 of the current plan do not appear to have been implemented and that any new plan should not be another exercise in “green washing.”
- j. Volunteer Science Advisor – Not discussed.
- k. Friends of the EAC – Commissioner Billigmeier discussed his ideas for the “Friends of the EAC.” He noted that a primary goal is to better mobilize people to help in EAC related efforts. Mr. Klusek provide information about logistical challenges with forming such a group and potential legal concerns. Commissioner Billigmeier closed by saying that the goal of establishing a base of supporters or simply a list of environmentally interested citizens remains valid and necessary. Moreover, that the EAC should begin building a list of names and not wait to determine what shape such a group will eventually take.

New Business:

- a. Meeting extension – The Commission voted 5-0-2 (Bergheim, Elliott absent) to allow new business to be taken up after 9:00 pm.
- b. Summer Internship – The Commission discussed the possibility of working with a summer intern to help with certain projects. Mr. Klusek noted that this appeared possible based on discussions with Human Resources and that the position could potentially be funded through a combination of EAC and departmental funds. The commission voted to ask Mr. Klusek to further pursue

opportunities for this internship with the allocation of up to \$2,000 of the EAC budget. The measure passed 4-1-2 (LaFon opposed, Bergheim, Elliott absent):

Adjournment: There being no further business, the meeting was adjourned at 9:27 pm.

Town of Leesburg

Town Council Proposed Initiative

March 5, 2019

Subject: Energy Management and Conservation Policy

Commissioner Contact: Scott Billigmeier, Environmental Advisory Commission, Chair

Council Action Requested: The Environmental Advisory Commission respectfully requests that Council adopt the attached Energy Management and Conservation Policy for Town Facilities.

Commission Recommendations:

The EAC recommends that the Council, in order to promote energy conservation, reduce energy expenses, and improve environmental performance, adopt the attached Energy Management and Conservation Policy. The EAC also recommends that the Town Staff work with the EAC to periodically update and improve this Policy.

Supportive Background:

Energy is one of the Town's largest expenses on an annual basis, and we need better tools and guidelines to proactively manage consumption.

Changing technologies and work habits merit the adoption of updated energy management guidelines. These guidelines will provide a framework for conservation of energy with regard to heating, cooling, lighting, electronic equipment, procurement, and other factors that influence energy usage and costs. The Policy's requirements for periodic internal audits will also help to improve the Town's energy performance. The Annual Report on energy usage specified in the Policy will allow the Council, Town Staff, and the EAC to review the progress of the Town's energy conservation.

The Energy Management and Conservation Policy confirms the Town's commitment to environmental stewardship and reducing expenses, and is supported for the Town's adoption by the EAC.