MINUTES
CITY OF COCOA
SUSTAINABILITY ADVISORY BOARD
REGULAR MEETING

September 1, 2022

A Regular meeting of the Sustainability Advisory Meeting was held on September 1, 2022 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noted.

I. CALL TO ORDER:

City Manager Whitten called the meeting to order at 6:00 PM.

ROLL CALL:

Dick Bankhead	Board Member
Cynthia Johnson	Board Member
Shan Lathem	Board Member
Mike Mervis	Board Member
Kim Prosser	Board Member
Jennifer Riggs	Board Member
Joy Rutherford	Board Member

PRESENT:

Dick Bankhead	Board Member
Cynthia Johnson	Board Member
Shan Lathem	Board Member
Mike Mervis	Board Member
Kimberly Prosser	Board Member (via phone)
Jennifer Riggs	Board Member
Joy Rutherford	Board Member

STAFF PRESENT:

Kristin Eick, Board Attorney; Stockton Whitten, City Manager; Rip Dyal, Board Liaison; Michael Blake, Mayor; Lorraine Koss, Councilmember; Alex Goins, Councilmember; and Monica Arsenault, Assistant City Clerk.

II. APPROVAL OF AGENDA:

1. AGENDA: Meeting of September 1, 2022

* **CONSENSUS TO APPROVE THE AGENDA FOR THE REGULAR SUSTAINABILITY ADVISORY BOARD MEETING OF SEPTEMBER 1, 2022 WITH AN AMENDMENT TO MOVE ITEM III.3 TO ITEM III.1.**

AYES: BANKHEAD, JOHNSON, LATHEM, MERVIS, PROSSER, RIGGS, RUTHERFORD

MOTION PASSED UNANIMOUSLY (7-0)

III. NEW BUSINESS:

1. Selection of Chairperson and Vice Chairperson

Board Member Riggs nominated Cynthia Johnson to be Chairperson.

Board Member Bankhead nominated Mike Mervis to be Chairperson.

Board Member Prosser nominated Mike Mervis as well.

There being no further nominations, the Recording Secretary called the roll.

Those in favor of Board Member Johnson as Chairperson:

AYES: JOHNSON, RIGGS, RUTHERFORD

NAYES: BANKHEAD, LATHEM, MERVIS, PROSSER

Those in favor of Board Member Mervis:

AYES: MERVIS, PROSSER, BANKHEAD, LATHEM

NAYES: JOHNSON, RIGGS, RUTHERFORD

* **MOTION PASSED (4-3) TO ELECT MICHAEL MERVIS AS CHAIRPERSON.**

Chairperson Mervis nominated Board member Johnson as Vice Chairperson.

Board member Riggs added that she is also in favor of nominating Board member Johnson for Vice Chairperson.

Board member Bankhead nominated Board Member Lathem as Vice Chairperson.

There being no further nominations, the Recording Secretary called the roll.

Those in favor of Cynthia Johnson as Vice Chairperson:

AYES: JOHNSON, RIGGS, RUTHERFORD

NAYES: BANKHEAD, LATHEM, PROSSER

Those in favor of Board Member Lathem as Vice Chairperson:

AYES: BANKHEAD, LATHEM, PROSSER

NAYES: JOHNSON, RIGGS, RUTHERFORD

Chairperson Mervis stated that he would like to abstain from voting. In response, Board Attorney Eick clarified that it is a Sunshine Law requirement that he vote as there is no conflict of interest.

Chairperson Mervis ultimately voted in favor of Board Member Lathem.

* **MOTION PASSED (4-3) TO ELECT BOARD MEMBER LATHEM AS VICE CHAIRPERSON.**

2. Sustainability Advisory Board Overview

City Manager Whitten provided a presentation[1] explaining the Board's duties, functions, roles and responsibilities.

Chairperson Mervis asked if the thought of this committee is to constantly be looking at the Plan trying to bring it up to date or if they should be looking at ways to apply it to what is going on in the City. He feels that the Plan is very broad in scope and wonders if the Board could get a little more insight on what the Council was looking for when they started this process and what their expectations are from the Board. In response, City Manager Whitten explained that he was not the City Manager while the Sustainability Plan was being created, however he advised that the Board should continue to make recommendations regarding any updates or modifications to the Plan on an as needed basis.

Board member Prosser asked if there are items that come before City Council that may have a sustainability component, would that be something the Councilperson acting as the Board's Liaison would approach the Sustainability Board about. In response, City Manager Whitten stated that would be something that would more than likely come from him directly.

Board member Johnson clarified that it is the Board's responsibility to manage the Plan. In response, City Manager Whitten replied affirmatively, explaining that the Board shall continue to advise and assist the City regarding implementing, monitoring and assessing the performance of each action, initiative, strategy, policy and program set forth in the Plan.

[1] Exhibit A: Sustainability Advisory Board Presentation

Board member Riggs spoke to the intent of the meetings that lead to the formation of the Sustainability Committee and the development of the Plan. She explained that after it was written it was to be monitored and shepherded through.

Chairperson Mervis shared an idea for the next meeting, explaining that he thinks a good starting point for the Board would be to walk through the Plan together, see what's practical and not practical and determine what they know and don't know.

3. Sunshine Law Overview

Assistant City Attorney Eick provided a presentation[2] on the Sunshine Law.

In response to some questions about what can and cannot be discussed outside of the Board meetings, Ms. Eick explained that anything which may reasonably or foreseeably come in front of the board must take place at a time and place in which the public has reasonable access.

4. Meeting Schedule

Chairperson Mervis proposed quarterly meetings for November, February, May and August.

Board Member Riggs suggested holding the first Thursday of the month tentatively on the calendar in case a Special Meeting needs to be called.

Vice Chairperson Lathem pointed out that she is on another board that will require a lot of travel over the next few years so she would prefer not to stick to one specific day of the week or the month.

* **MOTION BY BOARD MEMBER RIGGS; TO MEET ON THURSDAY, NOVEMBER 3RD.**

MOTION DIED FOR LACK OF SECOND.

* **CONSENSUS TO MEET ON THURSDAY, NOVEMBER 17TH.**

City Manager Whitten clarified that at the next meeting the Board will discuss as a group what the agenda will entail, just as they have done at this meeting, and once that is determined staff will do whatever homework they need to do to prepare for the next meeting. Additionally, the setting of the agendas will include public discussions.

Chairperson Mervis noted that at the next meeting the Board will review the Plan.

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[2] Exhibit B: Sustainability Advisory Board Training Presentation

Board member Riggs asked City Manager Whitten if staff will be directing the agendas. In response, City Manager Whitten clarified that staff will not be directing the agenda, that the Board will determine what is put on it.

Board member Prosser asked if the Board is going to review the Plan, if staff could provide a report in regard to movements or accomplishments on the Plan. In response, City Manager Whitten replied affirmatively and stated that the intent is to keep the Board updated on what has been implemented, what hasn't and what the statuses are on various tasks that are assigned in the Plan.

IV. NEXT MEETING DATE:

The next scheduled meeting for the Sustainability Advisory Board will be held on Thursday, November 17th at 6pm in Cocoa City Hall, 65 Stone St, Cocoa, FL 32922.

V. ADJOURNMENT:

* **MOTION BY BOARD MEMBER JOHNSON; SECONDED BY BOARD MEMBER RIGGS, TO ADJOURN THE REGULAR MEETING OF SEPTEMBER 1, 2022.**

AYES: BANKHEAD, LATHEM, JOHNSON, MERVIS, PROSSER, RIGGS, RUTHERFORD

MOTION PASSED UNANIMOUSLY (7-0)

MEETING WAS ADJOURNED AT 6:53 PM.

Mike Mervis, Chairperson

Respectfully Submitted By:

Monica Arsenault, Assistant City Clerk

Exhibit A

COCOA

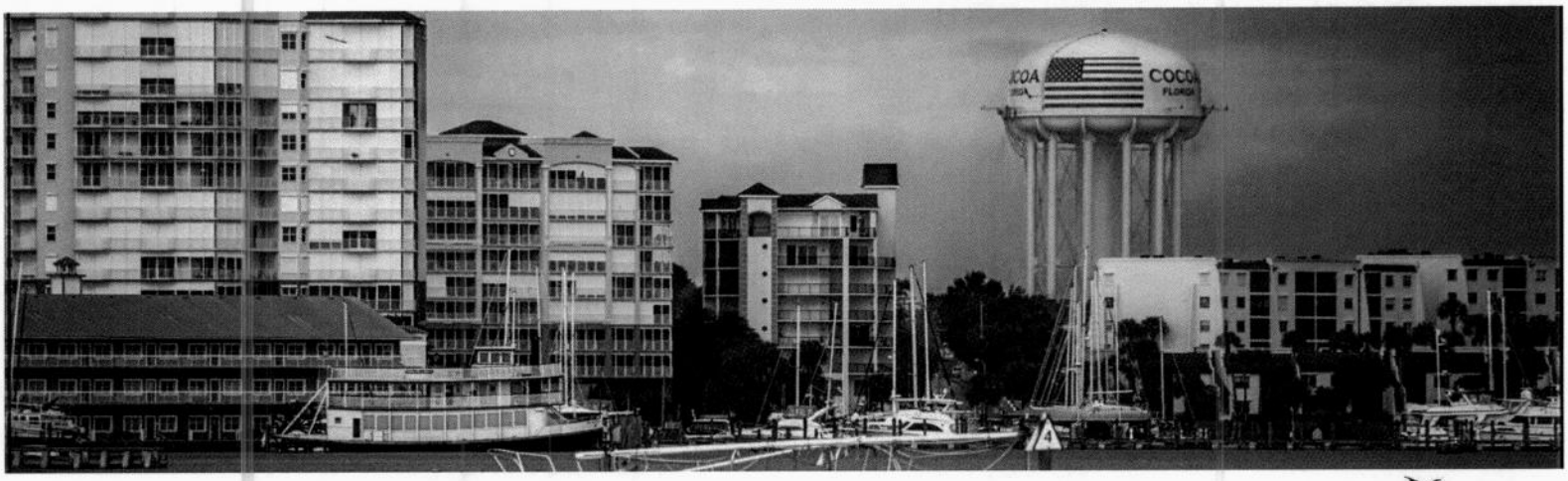
FLORIDA

SUSTAINABILITY ADVISORY BOARD



OVERVIEW

DUTIES, FUNCTIONS, ROLES & RESPONSIBILITIES



ESTABLISHMENT OF BOARD

- **Resolution No. 2017-137 – Establishing the Sustainability Committee**

- **An advisory committee for purposes of identifying, making recommendations concerning, and facilitating the use and development of sustainable activities and practices in the City of Cocoa in accordance with the resolution.**

MEETINGS

- **Need to be duly noticed and open to the public**
- **Coordinated and scheduled through the City Manager as not to conflict with other City meetings or overburden limited city resources**
- **A portion of the meeting will be reserved to taking public input relevant to issues being considered during the meeting or regarding sustainability and resiliency practices generally**
- **Agendas, minutes, and record kept and filed with the City Clerk**

RESPONSIBILITIES

- **Sustainability generally means meeting the needs of the present without compromising the ability of future generations to meet their own needs**
- **Resiliency means the capacity of a system to absorb disturbances such as storms and all kinds of damaging events and to reorganize while undergoing change so as to still retain essentially the same function, structure and identity**
- **Advising and assisting the City in establishing as a written Sustainability and Resiliency Plan (Primary focus and task)**

RESPONSIBILITIES (cont.)

- After the initial plan is established and approved by the City Council, the committee shall continue to advise and assist the City regarding implementing, monitoring and assessing the performance of each action, initiative, strategy, policy, and program set forth in the plan.
- Continue to make recommendations regarding any updates or modifications to the Plan, on an as needed basis.
- At the specific written request of the City Manager, the committee may also evaluate and provide recommendations on the topic pf sustainability and resiliency consistent with the resolution.
- City Council Rules of Procedures: The Council may appoint such council member liaisons to the various city boards and committees as it deems appropriate. The purpose of the council member liaisons is to make a report on their activities at the next regular council meeting.

SUNSHINE LAW

OVERVIEW



COCOA
FLORIDA

SELECTIONS OF POSITIONS

CHAIR AND VICE CHAIR



COCOA
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SELECTIONS

- The first order of business shall be to elect a chairperson and deputy chairperson.
- Chairperson responsibilities: Running the meetings
- Deputy Chairperson responsibilities: In absence of Chair, deputy shall run the meetings
- Utilize Roberts Rules to run meetings
- A majority of the members of the committee shall constitute a quorum,
- Committee shall act in consensus to the extent possible but if not, then by majority vote.

MEETING SCHEDULE

COCOA
FLORIDA



QUESTIONS/CONTACT

Stockton Whitten

City Manager

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www.CocoaFL.gov

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