
**Gwinnett County Sustainability Commission
Meeting Minutes**

Wednesday, August 25, 2021 – 4:30pm

Gwinnett Justice and Administration Center
75 Langley Drive, Lawrenceville, GA 30046
Facilities Management Conference Room A (Second Floor)

Present: Laura Hernandez, Daniel Hilton, Krupesh Patel, Dr. Marshall Shepherd

Absent: Venus Singh

1. Call to Order

Angelia Parham, Director, Support Services Department, called the meeting to order and welcomed everyone at 4:32pm.

2. Approval of Agenda

A motion was made to switch the order of Agenda items 5 and 6, and the agenda was approved.
{Action: Approved; Motion: Shepherd; Second: Hernandez; Vote: 4-0; Hernandez-Yes; Hilton-Yes ; Patel-Yes; Shepherd-Yes; Singh-not present to vote}

3. Approval of Minutes

The August 5, 2021, meeting minutes were approved.
{Action: Approved; Motion: Shepherd; Second: Hernandez; Vote: 4-0; Hernandez-Yes; Hilton-Yes; Patel-Yes; Shepherd-Yes; Singh-not present to vote}

4. Election of Chairperson

A motion was made to nominate Laura Hernandez as Chairperson.
{Action: Approved; Motion: Shepherd; Second: Hernandez; Vote: 4-0; Hernandez-Yes; Hilton-Yes; Patel-Yes; Shepherd-Yes; Singh-not present to vote}

5. Overview of Sustainability Team

Tom Sever, Assistant Director, Transportation Department, presented an overview of the Sustainability Team which is a staff group that was appointed by and reports directly to the County Administrator. Commission members agreed to share the Commission members' applications and discuss why they applied for the Commission at the next meeting.

6. Review of Draft Bylaws

Draft Bylaws were reviewed, and revisions were suggested. A revised set of bylaws will be presented at the next meeting.

7. Public Comments

Resident Scott Presson from District 3 stated that he appreciates the County and Sustainability Commission and that he would like to see the County move forward with clean renewable energy and with educating Gwinnett County citizens.

8. Adjournment

The meeting was adjourned at 5:19pm.

{Action: Approved; Motion: Patel; Second: Hilton; Vote: 3-0; Hernandez-Yes; Hilton-Yes; Patel-Yes; Shepherd-not present for vote; Singh-not present for vote}



Sustainability Team Overview



Team Charter – Purpose & Vision

- Define Gwinnett Standard for environmental sustainability practices, policies, and program
- Build upon County's high standard for innovative sustainability practices
- Promote innovative thought leadership
- Bottom Line: Reduce the County's environmental footprint

Team Activities to date

1. Charter approval – Completed
2. Expand team structure with focused technical areas – Completed
3. Document current sustainability practices, programs, policies – Completed

Green Building, Energy Efficiency, Green Power

Team Lead – Support Services – David Mogge

Supporting Departments

- Water Resources
- Community Services
- Planning & Development
- Transportation
- Financial Services – Purchasing

Sustainable Sites, Trees & Greenspace, Land Use

Team Lead – Planning & Development – Marcus Canada

Supporting Departments

- Water Resources
- Community Services
- Planning & Development

Water Efficiency and Conservation

Team Lead – Water Resources – Steve Seachrist

Supporting Departments

- Water Resources
- Community Services
- Planning & Development

Education and Outreach

Team Lead – Communications – Jeanie Donaldson

Supporting Departments

- Support Services
- Water Resources
- Community Services
- Planning & Development
- Transportation
- Financial Services – Purchasing

Environmentally Friendly Purchasing

Team Lead – Purchasing – Shelley McWhorter

Supporting Departments

- Support Services
- Water Resources
- Community Services

Transportation and Air Quality

Team Lead – Transportation – Tom Sever

Supporting Departments

- Human Resources
- Community Services
- Planning & Development
- Transportation – Transit
- Support Services – Fleet

Recycling and Waste Reduction

Team Lead – Support Services – Susan Paul

Supporting Departments

- Gwinnett Clean & Beautiful
- Communications
- Water Resources
- Community Services
- Planning & Development
- Financial Services – Purchasing



Team Activities Going Forward

- Assessment of current policies, practices, and programs
- Development of comprehensive and innovative countywide environmental sustainability program
- Central point for best practices, policies, and programs to guide and standardize broad spectrum of environmental sustainability areas
- Foster collaboration and communication among stakeholders

Near Term Goals

1. Identify government and corporate leaders to support draft KPIs, benchmarks, and opportunities – **September 2021**
2. Define sustainability in terms of measurable goals – **September 2021**
3. Identify opportunities to enhance and increase sustainable practices internally – **October 2021**



Thank you

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Bylaws

Article I. Name

The name of this Commission shall be the Gwinnett County Sustainability Commission (GCSC).

Article II. Purpose

The purposes of the GCSC are to:

- Review and consider the environmental sustainability needs of Gwinnett County now and in the future based upon existing and projected growth patterns,
- review and assess environmental sustainability options for Gwinnett County,
- review and assess the feasibility of environmental sustainability options in Gwinnett County,
- review and assess options for reducing Gwinnett County's environmental impact, and
- recommend public education and outreach on sustainability issues.

Article III. Objectives

The objectives of the GCSC include the following items:

- The GCSC may be requested to review and provide comments on sustainability plans in which the County is currently engaged, or plans to engage.
- The GCSC may be requested to assess current and planned infrastructure and programs with regard to their level of environmental sustainability, while considering the current and future needs of Gwinnett County's residents, businesses, and visitors. In doing so, the GCSC should consider factors such as current and projected population of Gwinnett County and financial feasibility.
- The GCSC should review and consider multiple sustainability options and review the feasibility of each.
- The GCSC may be requested to assess and provide recommendations for public outreach and education on sustainability issues.
- The GCSC will prepare at least one annual written report that presents the scope of the GCSC's environmental sustainability work and the basis of its recommendations such as infrastructure needs, feasibility of approaches, quality of life, and potential economic benefits and impacts.

Article IV. Authority

The exclusive authority of the GCSC is to review and assess needs, options, and information and to make recommendations to the Board of Commissioners and the County Administrator on environmental sustainability matters. The GCSC has no independent authority to act on any recommendations.

Section 1.

The GCSC shall have no power to enter into contracts of any nature nor to spend public funds.

Section 2.

In the absence of written consent, no board member shall be required to provide any sum of money, property, or service other than services described herein to the GCSC.

Section 3.

The GCSC shall have no power to bind any member or any citizen to any debt, liability, or obligations in the absence of an expressed written authorization from the party to be bound.

Section 4.

GCSC members are not County employees and have no authority to hold themselves out as such.

Section 5.

The GCSC shall have no powers beyond those expressly set forth in these Bylaws.

Article V. Membership

Section 1. Structure of the Commission

The GCSC will represent a variety of viewpoints, interests, and community segments so that it may collectively represent the interests of Gwinnett County. The Board of Commissioners will select and appoint individuals who are critical thinkers with the ability and aptitude to objectively review options without being unduly influenced by preconceived notions about environmental sustainability. No individual who is an announced candidate for elected office at any level or has a position, paid or volunteer, with any active political campaign is eligible to serve as a member of the GCSC. The GCSC will be made up of five members, each of whom shall be residents of Gwinnett County, to be appointed as follows:

- one member appointed by the Commission Chairwoman,
- one member appointed by the Commissioner for District 1,
- one member appointed by the Commissioner for District 2,
- one member appointed by the Commissioner for District 3, and
- one member appointed by the Commissioner for District 4.

Section 2. Term of Board Membership

Members shall serve two-year staggered terms. In order to create staggered terms, the initial members appointed by the Commissioners for Districts 1 and 3 shall serve an initial term of one year. After this initial one-year term, the members appointed by the Commissioners for Districts 1 and 3 shall also serve two-year terms. Members serve at the pleasure of the Board of Commissioners and by be removed by a majority vote of the Board of Commissioners at any time. Vacancies on the GCSC shall be filled in the same manner as the original appointment was made.

Section 3. Compensation

Members will serve in non-paying volunteer positions.

Section 4. Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote by the GCSC. Proxy voting and absentee ballots shall not be permitted.

Section 5. Termination of Membership

If a member ceases to be a resident of Gwinnett County, that person shall no longer hold membership in the GCSC. The GCSC, by affirmative vote of the majority of all members, may also recommend (with reason or cause) the suspension or expulsion of a member to the Gwinnett County Board of Commissioners. Members serve at the pleasure of the Board of Commissioners and by be removed by a majority vote of the Board of Commissioners at any time.

Section 6. Transfer of Membership

Membership in the GCSC is neither transferable nor assignable.

Section 7. Resignation/Vacancy

Any member may resign by filing a written resignation with the Gwinnett County Board of Commissioners and the GCSC Chairperson. Vacancies on the GCSC shall be filled in the same manner as the original appointment was made.

Section 8. Absences

It is the responsibility of each member to inform the Chairperson when the member will be absent from a meeting. In the event that a member is absent

from 50% or more meetings held in a calendar year, that individual may be replaced in accordance with the provisions of Article V, Section 5.

Article VI. Officers

Section 1. Officers

The GCSC, by majority vote, shall elect a Chairperson who will be responsible overall direction and work progress of the GCSC which includes ensuring use of quality assurance/quality control practices and procedures; facilitating the use of advisors; and providing updates to the Board of Commissioners and the County Administrator, as necessary.

Section 2. Eligibility, Election, and Term of Office

The Chairperson of the GCSC shall be elected annually, serve a term of one year, and may serve no more than two consecutive terms. Except for the initial year, for a board member to be nominated for the office of Chairperson, the member shall first have actively served on the GCSC for no less than one calendar year and have attended no less than 75% of the previous calendar year's meetings. Election shall be by a majority vote of all members of the GCSC in attendance at the time of election. Except for the initial year, future elections shall be held at the last scheduled meeting of the calendar year. The term of office shall begin immediately upon election during the inaugural year of the board and on January 31 of the next calendar year for all future elections. In the event of a vacancy or an extended absence of the Chairperson, the GCSC may appoint a member to fill the office until the return of the Chairperson or until the expiration of his or her term of office, whichever comes first.

Section 3. Duties of Chairperson

The Chairperson shall:

- Preside at all meetings of the GCSC.
- Prepare an agenda prior to each meeting and submit to board members for additions, deletions, and approval. See Article VII, Section 5 of these Bylaws.
- Ensure meetings are conducted in an orderly manner per Roberts Rules of Order and the Georgia Open Meetings Act.
- Sign all letters, reports, and other GCSC communications.
- Perform duties incidental to the office of Chairperson and other duties as may be prescribed by the GCSC.

Article VII. Meetings

Section 1. Regular Meetings

The GCSC shall meet regularly on a quarterly basis, at minimum, or more frequently as decided by GCSC. All meetings of the GCSC will be open to the public.

Section 2. Special Called Meetings

Special called meetings may be called by the Chairperson or by a majority vote of the GCSC.

Section 3. Quorum

A quorum of the members shall be present in order for the GCSC to conduct business. A quorum shall consist of three members of the GCSC.

Section 4. Conduct of Meetings

All regular meetings and special meetings of the GCSC shall be conducted in accordance with Roberts Rules of Order or in accordance with an appropriate adaptation thereof and in accordance with the Georgia Open Meetings Act.

Section 5. Agenda

The Chairperson, with assistance from County staff, shall determine the meeting agenda. Members of the GCSC may request the addition of agenda items by contacting the Chairperson at least five (5) calendar days prior to the deadline for publicly posting the agenda. The Chairperson shall submit a final agenda to the Support Services Department Director, or designee, for posting on the County website in accordance with the requirements of the Georgia Open Meetings Act.

Section 6. Meetings Open to the Public

Regular and special called meetings of the GCSC shall be open to the public as required by the Georgia Open Meetings Act. Notification of meetings and cancellations are to be posted on the Gwinnett County website seven calendar days preceding the meeting date.

Section 7. Recommendations

The GCSC shall submit only recommendations which have been approved by a majority vote of its members. All recommendations for action must be submitted in writing to the Board of Commissioners and the County Administrator.

Article VIII. Operation

Section 1. County Staff

The GCSC may request the assistance of County staff and advisors to operate efficiently and effectively. County staff, including but not limited to the Department of Support Services and Gwinnett Environmental Sustainability Team, shall provide available information and support as may be reasonable to assist the GCSC and shall provide administrative assistance.

Section 2. Subcommittees

The GCSC may create such subcommittees and/or advisory committees to carry out its purpose with timeliness and efficiency. The GCSC will state the purpose, size, and scope of authority of any subcommittee or advisory committee upon its creation. Any subcommittee or advisory committee may be terminated at any time. Membership on any subcommittee or advisory committee shall be determined by the GCSC with input from appropriate County staff. The GCSC will name at least one of its members to preside over the subcommittee or advisory committee. Members of any subcommittee or advisory committee may participate in the GCSC meetings as appropriate.

Section 3. Reports

Any written reports and recommendations, including reports of subcommittees and/or advisory committees, shall be presented to the GCSC for consideration. The GCSC will provide written recommendations to the Board of Commissioners and the County Administrator.

Article IX. Amendments to the Bylaws

Proposed Amendments to the Bylaws shall be presented to the Chairperson for addition to the meeting agenda in accordance with Article VII, Section 5. Once the Amendment is considered by the GCSC, these Bylaws may be amended with a majority vote of the members.