

BYLAWS OF THE Environmental Board

ARTICLE 1. NAME.

(A) The name of the board is Environmental Board

ARTICLE 2. PURPOSE AND DUTIES.

(A) The purpose of the is to empower, review and analyze the policies relating to the environmental quality of the city, to act as an advisory board to the city council, the city manager, and the department in their efforts to oversee the protection and integrity of the natural environment, promote growth management and land use planning, minimize degradation of water resources, protect down stream areas, and promote recreation opportunities and environmental awareness.

The board shall assist the city council, the city manager, and the department in studying, promoting and enforcing environmental protection policies to assure the health, safety, welfare and quality of life of all citizens within the City's incorporated boundaries as well as those within its extraterritorial jurisdiction where the boundaries apply.

The board shall advise the city council, the city manager, and the department concerning policies, projects, and programs that affect the quality of life or have the potential to affect the environment, including those that relate to or affect:

(1) water quality:

- (a) watershed protection;
- (b) urban runoff;
- (c) innovative wastewater treatment;
- (d) regional wastewater treatment;
- (e) improvement and protection of the Colorado River and the Edwards Aquifer; and
- (f) wastewater irrigation;

(2) growth management and land use planning:

- (a) municipal utility district review;
- (b) capital improvement project review; and
- (c) the comprehensive plan;

(3) construction controls for erosion and sedimentation;

(4) City environmental policies regarding monitoring and enforcement;

(5) solid waste disposal plan alternatives;

(6) watershed protection:

- (a) flood control;
- (b) erosion control;
- (c) water quality; and
- (d) utility management;

(7) roadway planning;

(8) beautification;

(9) recreation resources;

(10) public education on environmental matters;

(11) hazardous waste materials management;

(12) revegetation and landscaping;

(13) air quality; and

(14) noise abatement;

(B) The board shall:

(1) review all variances to requirements for water quality related to environmentally sensitive areas;

(2) review the monitoring of storm water runoff in developed and undeveloped areas;

(3) review the efficiency of existing and proposed structural and nonstructural controls;

(4) periodically review the effectiveness of Chapter 25-4 (Subdivision);

(5) review waste treatment permits within the city's extraterritorial jurisdiction;

(6) review programs and policies for flood control, erosion control, and water quality;

(7) review capital improvement projects;

(8) review municipal utility district proposals and amendments;

(9) review roadway plan amendments; and

(10) recommend urban runoff standards;

(11) The board may recommend and initiate, with the advice and consent of the city council, specific project studies concerning any of the matters described in Subsections (H) and (I) Ordinance No. 20071129-001, or any other related environmental issue.

(12) The board shall make reports and recommendations for standards and criteria concerning any of the matters described in Subsections (H) and (I) Ordinance No. 20071129-001, or any other related environmental issue.

(13) The board shall promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting natural resource and environmental activities, so that all similar activities within the city may be coordinated to secure the greatest public welfare.

ARTICLE 3. MEMBERSHIP.

(A) The board is composed of seven members appointed by the city council. The Environmental Board membership may include:

(1) Persons who have demonstrated concern for and the desire to improve the status of the natural resources and living environment of the City;

(2) A person who has professional expertise in geology, hydrology, civil engineering, land planning, or ecology; and

(3) A Barton Springs-Edwards Aquifer Conservation District board or staff person who has professional expertise in geology, hydrology, or ecology.

(B) The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary. The Executive Committee shall present all items up for decision to the full Board.

(C) A member described in Subsection (B)(3) Ordinance No. 20071129-011 need not be a City resident;

(D) Not more than three members should be employed in land development or related activities;

(E) The department director's an ex officio member of the board for the purpose of deliberation on a matter relating to the department;

- (F) A member serves at the pleasure of the city council;
- (G) Board members serve for a term of three years beginning August 1st on the year of appointment;
- (H) An individual board member may not act in an official capacity except through the action of the board;
- (I) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a twelve month time period automatically vacates the member's position. This does not apply to an absence due to illness or injury if the member notifies the staff liaison of the reason for the absence no later than the next meeting of the board;
- (J) If a Board member will be absent, they shall notify the Chair and Board liaison at least 5 days prior to the meeting if possible;
- (K) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. If a member has a conflict of interest, the member shall file a conflict of interest statement with the staff liaison before the meeting begins and recuse himself or herself from discussing or voting on that item;
- (L) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, and upon receipt to the staff liaison, and the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement;

ARTICLE 4. OFFICERS.

- (A) The Executive officers of the board shall consist of a chair a vice-chair, and a Secretary.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after August 1st. (A more precise date may be substituted, consistent with the meeting schedule in Article 7, Meetings.)
- (C) The term of office shall be one year, beginning at the 1st meeting after August 1st and ending at the last meeting in July. An officer may continue to serve until a successor is elected. An officer may be reelected for not more than one additional one-year term. (The beginning and ending dates are determined by the meeting schedule in Article 7, Meetings.)
- (D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The chair shall preside at board meetings, appoint all committees, and represent the board at ceremonial functions.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- (C) The Absence of the Chair and Vice Chair, the Secretary shall perform all duties.
- (D) In the extent that the Executive Committee are absent, then senior member shall perform all duties.

ARTICLE 6. AGENDAS.

- (A) Two or more board members may place an item on the agenda by written request to the staff liaison, and Chair at least five (5) days before the meeting.
- (B) The staff liaison shall prepare and distribute the agenda to the board members not less than 72 hours before the meeting with a draft submitted to the Chair at least 5 working days prior to the next meeting.
- (C) The Board may not consider backup material not provided to the staff liaison less than 24 hours prior to the meting
- (D) The Staff liaison shall be responsible for tracking the implementation of Board motions, recommendations, and resolutions. This shall occur at the end of each fiscal year and be reported in the Annual Report.
- (E) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) The regular meeting of the board shall be held on the 1st and 3rd Wednesday of each month at 6:00 p.m., City Hall Council Chambers. If the regular meeting day is a

holiday, the meeting will be scheduled by the Chair and the Board liaison with at least 5 days notice to other Board members.

- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and sent to all members at least three days before the meeting.
- (F) Four members constitute a quorum. (For a board with more or fewer than seven members, the number should be changed to equal a majority of the members.)
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by affirmative vote of not less than the four members. (For a board with more or fewer than seven members, the required number of votes is the same as the number of members that constitute a quorum.)
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item, and if that Board member recused him or herself due to a potential conflict of interest.
- (L) The Watershed Protection and Development Review Department shall retain all official board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (M) The Board Chair has the authority to postpone cases as a courtesy to citizens only once per case. Similarly, the Board Chair has the authority to postpone cases as a courtesy to the Applicant only once per case.
- (N) Presentations on items other than variance requests should be limited to 30 minutes or less.
- (O) Any decision solely the night of the meeting, the Chair or Acting Chair may be rescinded or amended by 2/3 vote of all members of the Board.
- (P) The Chair (or his/her official designee) will represent the Board on Board business before other bodies, including the public, press, another Board or Commission, or

the City Council. When stating a personal position to the public, press, another Board or Commission. Or the City Council, a Board member shall make it clear that their remarks are personal in nature and not a representation of the Board's position.

- (Q) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting;
- (R) The Environmental Board and City Staff will utilize the Variance Request Evaluation Criteria and the Consent Agenda Item Checklist as a regular matter of course during meetings.

ARTICLE 8. COMMITTEES.

(The board may establish standing committees from its members, as needed, to conduct their business. Each committee should be named and their responsibilities described in this article.)

- (A) Each committee shall consist of at least three board members appointed by the chair and a staff member appointed by the director of the Watershed Protection and Development Review Department. The staff member is an ex-officio, non-voting member of the committee.
- (B) The board chair shall appoint a committee member as the committee chair, with the member's consent. The board chair shall be an ex-officio, non-voting member of all standing committees.
- (C) Each standing committee shall meet on a regularly scheduled basis at least quarterly.
- (D) Each standing committee shall make an annual report to the board at the January board meeting.
- (E) The chair may, with the board's approval, appoint special committees. The chair shall provide board members with prior notice of intent to appoint a special committee.
- (F) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 9. PARLIAMENTARY AUTHORITY.

- (A) The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt.

(B) The Secretary shall be responsible for ensuring meetings are held in accordance with Roberts Rules of Order.

ARTICLE 10. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

2/23/08
Handout Ingrid
MCD

Erosion and Sedimentation Control Plan review – by LUR EV reviewers

	FY 05 cases	FY 05 updates	FY 06 cases	FY 06 updates	FY 07 cases	FY 07 updates
Site Plans						
Boat Docks	21	13	41	45	47	59
Building, Parking, Clearing	0	0	0	0	99	119
Building/Parking	117	130	170	189	80	116
Consolidated	284	400	330	507	355	532
Consolidated school	9	14	6	11	1	0
Major drainage/ regional detention	7	10	3	5	2	2
School project	10	14	3	3	14	19
Street and drainage	10	13	8	9	5	10
Telecom. tower	0	0	0	0	6	6
Utilities	59	58	44	40	44	66
Totals	517	652	605	809	653	929
Avg # EV reviewers	7		5		4.5	

	FY 05 cases	FY 05 updates	FY 06 cases	FY 06 updates	FY 07 cases	FY 07 updates
Subdivisions (in city limits)						
Concurrent	0	0	0	0	7	6
Non-concurrent	0	0	3	7	17	26
Preliminary	21	22	15	24	18	24
Street and drainage	9	14	7	15	6	11
Totals	30	36	25	46	48	67
Avg # EV reviewers	7		5		4.5	

	FY 05 cases	FY 05 updates	FY 06 cases	FY 06 updates	FY 07 cases	FY 07 updates
Subdivisions (ETJ)						
Concurrent	0	0	0	0	5	7
Preliminary	14	33	26	48	15	14
Street and drainage	5	7	7	10	27	11
Totals	19	40	33	58	47	32
Avg # EV reviewers	7		5		4.5	

	FY 05	FY 06	FY 07	% INCR FROM 05
TOTAL CASES E & S	566	663	748	32%
TOTAL UPDATES E & S	728	913	1028	41%

Erosion and Sedimentation control reviews FY 2000 – FY 2007

	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07
Site Plans								
Boat Docks	26	51	58	26	26	21	41	47
Building, Parking, Clearing	0	0	0	0	0	0	0	99
Building/Parking	216	198	137	128	170	117	170	80
Consolidated	454	356	328	238	255	284	330	355
Consolidated school project	6	0	0	0	0	9	6	1
Major drainage/regional detention	1	5	10	1	1	7	3	2
School project	0	5	4	1	1	10	3	14
Street and drainage	19	12	18	9	10	10	8	5
Telecommunications tower	0	0	0	0	0	0	0	6
Utilities	52	54	35	52	56	59	44	44
Totals	774	681	590	455	519	517	605	653
Avg # EV reviewers	9	11	9	9	7.5	7	5	4.5

	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07
Subdivisions (in city limits)								
Concurrent	0	0	0	0	0	0	0	7
Non-concurrent	0	0	1	0	0	0	3	17
Preliminary	48	49	37	16	16	21	15	18
Street and drainage	1	0	1	37	7	9	7	6
Totals	49	49	39	53	23	30	25	48
Avg # EV reviewers	9	11	9	9	7.5	7	5	4.5

	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07
Subdivisions (ETJ)								
Concurrent	0	0	0	0	0	0	0	5
Non-concurrent	0	0	0	0	0	0	0	0
Preliminary	0	0	9	23	14	14	26	15
Street and drainage	0	1	2	4	3	5	7	27
Totals	0	1	11	27	17	19	33	47
Avg # EV reviewers	9	11	9	9	7.5	7	5	4.5

	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07
TOTAL CASES WHERE E&S REVIEW INVOLVED	823	731	640	535	559	566	663	748
Avg # EV reviewers	9	11	9	9	7.5	7	5	4.5



Recinded
4-2-08

ENVIRONMENTAL BOARD MOTION 022308

Date: February 23, 2008

Subject: 2008 Environmental Board Retreat

Motioned By: Rodney Ahart

Seconded by: Mary Gay Maxwell

The Environmental Board made a motion to adopt the February 2008 Environmental Board by-laws.

Vote 4-0-0-2-1

For: Neely, Ahart, Dupnik and Maxwell

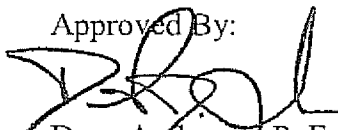
Against:

Abstain:

Absent: Beall and Moncada

Recused: Dave Anderson

Approved By:


Dave Anderson, P. E., CFM,
Environmental Chair