



ADVISORY BOARD MINUTES
CITY DEVELOPMENT DEPARTMENT

Wednesday, September 11, 2013, 3:00 P.M.
2nd Floor, Main Conference Room
City Hall, 300 N. Campbell St.

Members Present: 4

Vice-Chair Joseph Nester, Richard Teschner, Lois Balin, Charlie Wakeem

Members Absent: 3

Chair Katrina Martich, Maria Teran, Bill Addington

Vacancies: 2

Planning Staff:

David Coronado, City Development Program Manager; Elizabeth Gibson, Lead Planner

Others Present:

Karla Nieman, Assistant City Attorney; Marci Tuck, Parks and Recreation; Rudy Valdez, EPWU-PSB; James Tolbert, public

1. Meeting Called to Order

Vice-Chair Nester called the meeting to order at 3:04 p.m.

2. Call to the Public (items not listed on the agenda)

None.

3. Discussion and Action

- a. Approval of Minutes: August 14th, 2013.

Vice-Chair Nester asked Board Members if they had any additions, corrections, and/or revisions.

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Mr. Wakeem requested Staff revise (Silver ~~Lake~~) to read (Silver **Springs** ...)

ACTION:

Motion made by Mr. Wakeem, seconded by Ms. Balin and UNANIMOUSLY CARRIED TO APPROVE THE MINUTES FOR AUGUST 14, 2013, AS REVISED.

b. Changes to the Agenda.

EPWU-PSB staff requests Item 6 be postponed to next OSAB meeting.

4. **Presentation and Discussion:** Review of the Texas Open Meetings Act and its impact on the Board. Contact: Karla Nieman, NiemanKM@elpasotexas.gov

Ms. Karla Nieman, Assistant City Attorney commented.

Vice-Chair Nester and Board Members Wakeem and Balin commented.

5. **Presentation and Discussion:** Review of the Open Space Advisory Board enabling ordinances and the Board's associated function, responsibilities, and limits. Contact: Elizabeth Gibson, GibsonEK@elpasotexas.gov

The following City staff members commented:

1. Ms. Elizabeth Gibson, Lead Planner
2. Ms. Karla Nieman, Assistant City Attorney
3. Mr. David Coronado, City Development Program Manager
4. Ms. Marci Tuck, Parks & Recreation, Open Space, Trails and Parks Coordinator

Vice-Chair Nester and Board Members Wakeem and Teschner commented.

6. **Presentation and Discussion:** Overview of the stormwater management fee and specifically, the portion of the annual fee revenue set aside for green projects that serve a stormwater management and open space function, to include an update on the associated project priority list. Contact: Rudy Valdez, rvaldez@epwu.org

Postponed to next OSAB meeting.

7. **Discussion and Action:** Review of the Open Space Advisory Board Bylaws and discussion regarding possible revisions. Contact: Elizabeth Gibson, GibsonEK@elpasotexas.gov

The following City staff members commented:

1. Ms. Elizabeth Gibson, Lead Planner
2. Mr. David Coronado, City Development Program Manager
3. Ms. Karla Nieman, Assistant City Attorney

Vice-Chair Nester and Board Members Wakeem, Teschner, and Balin commented.

MEETING SUSPENDED, LOSS OF QUORUM AT 4:15 P.M.

MEETING RESUMED AT 4:20 P.M.

The following City staff members commented:

4. Ms. Elizabeth Gibson, Lead Planner
5. Mr. David Coronado, City Development Program Manager
6. Ms. Karla Nieman, Assistant City Attorney
7. Ms. Marci Tuck, Parks & Recreation, Open Space, Trails and Parks Coordinator

Vice-Chair Nester and Board Members Wakeem, Teschner, and Balin commented.

The Board unanimously agreed on all of the following changes:

1. **Article I – Membership**

Delete the following: ~~The Stormwater Engineer of the El Paso Water Utilities Public Service Board shall serve as an ex-officio member with the right to attend meetings and speak on questions before the Board but without the right to vote and will not be counted for purposes of establishing a quorum. Ex-officio members cannot serve as Chair or Vice Chair.~~

2. **Article II – Officers**

That the following adjustments are made: The officers shall be elected annually by a simple majority vote of the members present at the first regular meeting in ~~June~~ **September** of every year. The term of office shall begin in the following month of ~~July~~ **October**. The terms of office shall expire on ~~June 30th~~ **September 30th** of the following year but in any case shall hold office until their successors have been elected and have been qualified.

3. **Article III – Meetings**

That the following adjustments are made: Regular meetings of the Board shall be held ~~monthly every other Wednesday at 1:30 p.m. on the alternate week that the City Plan Commission meets.~~ Meeting times may be changed by a majority vote of the members present at a meeting of the Board.

4. **Article VII – Participation by Employee and Public**

That the following adjustments are made: When an officer, ~~or~~ an employee of the City, ~~or an ex-officio member~~ desires to speak, he/she shall address the Chair, and upon being recognized, shall state his/her name and position with the City and then speak.

5. **Article VIII – Records**

That the following changes are made: A written record of all meetings shall be kept. The proceedings of the Board shall show the passing or failure of actions and the members absent or failing to vote, indicating such fact. The written records shall be public records and shall be available for inspection at the main office of the Planning Division, ~~Planning and Economic City~~ **City** Development Department.

Ms. Gibson agreed to make changes voted on by the Board; the updated Bylaws will be made available in the Board Members' shared Dropbox folder.

8. **Presentation and Discussion:** Review of recommendations, both pending and closed, approved by the Open Space Advisory Board over the last year (Aug. 2012 through present). Contact: Elizabeth Gibson, GibsonEK@elPASOTexas.gov

The following City staff members commented:

1. Ms. Elizabeth Gibson, Lead Planner
2. Ms. Karla Nieman, Assistant City Attorney
3. Ms. Marci Tuck, Parks & Recreation, Open Space, Trails and Parks Coordinator
4. Mr. Rudy Valdez, EPWU-PSB
5. Mr. David Coronado, City Development Program Manager

Vice-Chair Nester and Board Members Wakeem, Teschner, and Balin commented.

9. **Discussion and Action:** Possible adjustments to the future Board meeting location and time.

Ms. Elizabeth Gibson, Lead Planner, commented.

Vice-Chair Nester and Board Members Teschner, Balin, and Wakeem commented.

No changes were made to the Board meeting time and location.

10. **Discussion:** Items for Future Agendas.

1. Agenda Item 6 - **Presentation and Discussion:** Overview of the stormwater management fee and specifically, the portion of the annual fee revenue set aside for green projects that serve a stormwater management and open space function, to include an update on the associated project priority list. Contact: Rudy Valdez, rvaldez@epwu.org
2. Review of Open Space Master Plan and opportunity for discussion and action to create an Open Space Master Plan Subcommittee
3. Update regarding PSB managed land located near the Chuck Heinrich Park
4. Status of the private Land Donation

11. Adjournment

MOTION:

Motion made by Dr. Teschner and seconded by Mr. Wakeem UNANIMOUSLY CARRIED TO ADJOURN THE MEETING AT 5:00 P.M.