

**Jefferson County Sustainability Commission Regular Meeting\***  
**January 8, 2020 • 4:00 p.m.**

Attendees

In-Person: Jeff Wong (JW), Alex Pray (AP), Rachel Emmer (RE), Kimberly Pardue Welch (KPW), Frank Rukavina (FR),

By Phone: Erich Harris (EH), Scott Hutchings (Sch), Sydney Hamilton (SyH)

Jeffco Staff: Deborah Churchill (DC), Jabez Meulemans (JM)

Members of the Public: N/A

Meeting convened at 4:04pm

1. Public Comment
  - a. No public comment
2. Approval of Minutes – December 11 and December 20, 2019
  - a. AP motioned to approve, RE seconded, all in favor
3. 2020 Officers' Election
  - a. Group discussed officer roles and agreed secretary and treasurer roles need to be identified and responsibility clearer for each position.
  - b. 2020 election discussion
    - i. JW asked to extend his chairmanship until Dec. 2020. FR motioned to approve, KPW seconded, all in favor
    - ii. SyH agreed to continue as Vice-Chair, Chair-Elect. RE motioned to approve, AP seconded, all in favor.
    - iii. EH agreed to continue as Treasurer. AP motioned to approve, KPW seconded, all in favor
    - iv. AP agreed to draft a job description for Secretary and bring back to group for discussion.
4. 2020 Meeting Schedule (Note: November 11 is Veterans Day Holiday)
  - a. Group agreed to hold November 11, 2020 meeting
5. Policy Amendment
  - a. Group agreed to add language to existing policy regarding meeting attendance minimum requirements.
  - b. JW suggested a 60% of meetings held each year.
  - c. JW will draft language and bring back to next meeting.
6. Foundation
  - a. JW/DC will check with Commissioner Tighe regarding Library Foundation POC attend next meeting to explain how Foundation works.
  - b. DC will follow up with County Attorney office on legal aspect of creating a Foundation.
  - c. Sydeney, erich, frank, kimberly
7. Climate Action Plan
  - a. ICLEI membership approved, paid for and processed for 2020
  - b. RE working on scheduling a kick-off meeting with ICLEI

**Jefferson County Sustainability Commission Regular Meeting\***  
**January 8, 2020 • 4:00 p.m.**

- c. FR/EH will create a timeline/project plan for next actions, including presentations to BCC no later than February meeting.
  - d. Group will decide at February meeting target date for BCC Briefing date
  - e. RE/FR/KPW/JM will help with project
  - f. RE will work on draft resolution; Sch will assist
8. Budget
- a. DC provided an update on final budget for 2019
9. Earth Day 2020
- a. JM provided an update on events and what he is working on for the day
  - b. JM requested commission have a table at event
  - c. Group discussed idea of Earth Day community event that members do in partnership with county entity or county department. JW will reach out to Matt Robbins in Open Space.
10. Communication Plan
- a. KWP will review and update for 2020
  - b. DC will analytics for Engage Jeffco regarding visits to Sustainability Tips
11. PIE Update
- a. JW let group know that residential call last week and first event for 2020 is Earth Day. Will also have table at Applewood neighborhood event in August
12. ZeroWaste Forum – January 30
- a. Opportunity to have table at event, 6-9pm
  - b. RE will email details to DC to send to group

Meeting adjourned at 5:29pm