

Jefferson County Sustainability Commission Regular Meeting*
Jefferson County Courts & Admin Facility
February 12, 2020 • 4:00 p.m.

Attendees:

In Person: Jeff Wong (JW), Matt Mines (MM), Rachel Emmer (RE), Erich Harris (EH), Sydney Hamilton (SyH), Frank Rukavina (FR), Scott Hutchings (SH), Commissioner Casey Tighe (CT), Steve Snyder, County Attorney Office (SS), Candance Coolidge, Porchlight (CC), Deborah Churchill (DC)

By Phone: Jabez Meulemans, Jeffco Sustainability Manager (JM) and Alex Pray (AP)

Excused: Kimberly Pardue Welch (KPW)

Meeting convened at 4:02pm

1. Public Comment

No Comment

2. Approval of Minutes – January 8, 2020

RE motioned to approve, EH seconded, all in favor

3. Sustainability Foundation: Creation Of/Discussion

Guest speakers: Candance Coolidge, Family Justice Center, Exec Director Porchlight and Steve Snyder, County Attorney

CC described how Porchlight was set up, structured and funded. She shared that she would not recommend a 501c3, if the Foundation is political or legislative in nature. She also described the formation and the need for a board of directors, number of members (including setting a minimum and maximum number), Articles of Incorporation, By-laws, etc. Each are filed with the state and IRS. IRS processing can take about 9 months to get designation. She suggested to have a good idea of individuals who would make up the Board before starting the process. Question was asked if commission members could be on Foundation board? SS indicated it shouldn't be a problem although it would be a good idea to get independent folks outside of commission members. CC was asked if there was a financial commitment by Board members to foundation? Yes, and it was all detailed in the board member packet, laid out in the interviews for Board positions. They had attorney work on pro bono basis to assist with filing, preparing documents. She recommended to get an accountant now as well as think about establishing a Finance, Governance and Funding committees.

SS shared the Open Space Foundation, which supports Open Space, is more like what the Sustainability Commission is thinking of doing/establishing. It is also a 501c3.

SS said things to consider are 1) who is going to be involved; 2) purpose of foundation; mission; and 3) spend the time up front thinking thru all the details. He explained process of becoming a non-profit in the State of Colorado. Up front funds will be needed for filings and coverage for insurance, attorney fees, etc. Details, more information can be found on Secretary of State website. He suggested to have tax exempt status when begin talking to interested parties regarding funding mechanism. Question was asked "what is link between Open Space Foundation and Open Space department?" SS said Foundation will need to operate as independent, separate entity. Can make connection via by-laws and ask the question "what relationship do you want between Foundation and Sustainability Commission? Questions were asked "if Sustainability Commission makes the decision on how money is spent, what roll does County Commissioners have, what is approval process?" Again, emphasis on thinking thru how the request, approval process would look. CT would like to see County Commissioners have oversight but not micro-manage the Foundation. SS said the County Attorney could provide some support but would need to detail it out before commitment is made.

Both CC and SS strongly suggests thinking through maintenance of the Foundation, there are state requirements, filings, on-going expenses, management of annual filings, etc.

CC offered to seek a fiscal sponsorship. If there is a company out there that would be your sponsor. They could serve as umbrella and not have to create a brand-new organization.

Group discussed forming a sub-committee to look at vision, mission, what it would look like over the next year and bring back to commission members to revisit at next meeting. KPW, SyH, FR and EH will be sub-committee. DC will send an email to sub-committee summarizing details of what is needed, and SS will send examples to DC for distribution to members.

4. **2020 Officers' Election: Role and Responsibilities: Secretary vs. Staff Support**
DC handed out staff's responsibility summary (attached). Group asked that handout be emailed to those on phone and not in attendance. Group discussed tabling election of Secretary position until next year. AP has created a list of what he did when served as Secretary in 2019.

SH made motion to table the election of Secretary indefinitely or at such a time the Commission would like to revisit. SyH seconded, all in favor.

5. **Attendance Policy**

JW shared draft attendance policy (attached). Group discussion.

SH motioned to approve, SyH seconded, all in favor.

6. **WebEx Initiative**

JW proposed to shelf remote participation due to the challenges with WebEx throughout the 2019 test phase. Group would like to explore other options. Believe by providing an option to participate remotely embodies what Commission stands for - - reduce impact, footprint on

environment/to become more sustainable. Group asked the guidance of no voting via remote participation be revisited.

DC will investigate 1) other options outside of WebEx; 2) County's policy regarding preferred vendors, IT's support there of and, 3) vote guidelines via remote participation. DC will bring back information and recommendation on remote participation for group discussion and decision.

7. Climate Action Plan Update

RE sent a draft proposal out via email today.

FR will put a gphant chart together that lays out all the steps, including a draft resolution and what other counties have done in response to what BCC asked for at the work session. FR and SH will work together to prepare chart in Microsoft Project within the week.

JW asked group if they can accomplish all the tasks in order to meet with BCC in March. Hope is to get direction on Plan during the meeting. JW emphasized, group should have all answers to Commissioners' questions for meeting. DC will send work session minutes to members. CT reminded to keep in mind the budget issues when making asking of Commissioners.

EH, KPW, RE and SH will draft a resolution and send to DC to format and have ready for the meeting with Commissioners.

All members will work on tasks and revisit first of March to determine if ready to meet with Commissioners later in the month.

Group discussed finding interns (i.e. School of Mines' students) to assist with work. Questions asked, "where does intern live within the county; "where does data come from on behalf of the county?" Further discussions need to be had to fully understand staff commitment/needs.

FR will summarize what members need to do and will send lists to DC for distribution.

8. Earth Day Update

JM asked the group to participate and have a booth at Earth Day Fair at county facility on April 22, 11am – 2pm. EH, RE, CT and SyH all volunteered to staff booth. SyH will send collateral materials to DC to print for table.

9. Other Projects

JW suggested that Commission focus on composting for 2020. Announced a PIE event in Genesee in April 18, 1:30 – 4:00pm. Home Energy Squad will be in attendance and they need 5 volunteers.

Meeting adjourned at 5:33pm