



**Jefferson County Sustainability Commission Regular Meeting
November 4, 2020 • 4:00 p.m.
Meeting Minutes**

Convened: 4:00pm

Attendees: Jeff Wong (JW) Cedar Blazek (CB), Julia Patrick (JP), Conor Merrigan (CM), Matt Mines (MM), Jasmina Petrovic (JP)

Absent: Kimberly Pardue Welch (KPW), Frank Rukavina (FR) and Kevin Morse (KM)

County Staff: Deborah Churchill (DC), Steve Snyder (SS), Jabez Meulemans (JM), Jim Rada (JR)

Public Comment

n/a

Approval of Minutes – October 14, 2020

CB made motion to approve. MM seconded. All in favor.

Open Meeting Requirements

SS provided an overview of Open Meeting/Open Records requirements. A meeting is defined three (3) or more gather to discuss a rule, regulation, ordinance or formal action. Meeting has to be open to public, posted agenda at least 24-hours notice and minutes required to be taken.

Quorum has to be present before a formal meeting can occur and decisions be made.

CM asked what qualifies as minutes. JW/DC explained bulleted items, action items, votes, convened/adjourned, attendees, etc. SS will follow up on the need/requirements of recording meetings. Historically commission meeting have not been recorded.

SS advised the group meetings can be in-person, phone, virtual and correspondence via email qualify as well.

JW let group know to funnel communications through DC. She can also help with Open Meeting requirements/guidance.

SS also explained CORA requests and requirements associated.

County Update

JM looking at county waste diversion rate. At year end, 2019 avg. rate 19%. Goal to increase and we have now increased to 47% for first three quarters of all waste is being diverted from county.

DC let commission know of new commissioners in 2021, CDPHE changed our restrictions related to COVID effective November 9 at 5:00pm.

Sustainability Foundation

JW let group know we are still working on establishing Foundation. SS finishing up red-line version from Community First and get out next week to Community First for approval. JW hopes to have completed by year's end. SS will shoot to have contract ready for briefing on December 8.

JW updated group regarding call with Lockheed Martin last week re: donation ask. JW asked if anyone had experience with funding raising, non-profits to seek help in process. JP can assist.

Timeline for Foundation – spend next month to be aggressive and ask for funds. List of calls include EDC, Terumo BCT and Ball Aerospace.

Climate Action Plan

JW let group know briefing with Commissioners is now scheduled for December 8 (was November 17). JR may have some programs cross-over, funding available. He will circle back regarding funding capabilities. JW deadline to know re: funding by Thanksgiving.

Graphic

DC let group know good idea to come up with a common branded graphic related to Climate Action Plan, messaging when time comes to start pushing out Plan communications. CM/JP happy to help with efforts.

Funding

JW let group know Plan will cost an estimated \$60,000. CM confirmed from his experience \$60,000 should cover it. Commission will go in front of Commissioners on December 8 to ask for county funding. Will also have a phased in funding approach, if needed, should the county not fund entire \$60,000. CM will send examples of digitized, storybook style Plans (may be option moving forward.)

Collaboration w/Municipalities

JM put out a feeler to municipalities and see how they would like to be involved. JM received multiple responses stating 1) focus on entire geographical Jeffco, including the cities; 2) not be able to commit funding; 3) collaboration, significant or some staff time and 4) common theme for complementing existing Plans, connecting the dots between all existing efforts, one-stop detailing all efforts, initiatives, etc.

JM next steps better inform munis of Plan prior to taking to Commissioners so answers can be provided during Briefing.

Request for Proposal

FR still working on RFP for scope of work for a technical consultant. Will continue to work on RFP at same time as funding efforts. Internally, JM / Facilities will be the county contact for the RFP.

Partners in Energy

JW next call scheduled for November 12.

Residential email HOAs anyone willing to help? CB will help.

County Facilities

JM working on year-end report for county facilities. JM Human Services has given away all the kits to their clients. JM does have 200 kits available for distribution for whatever use.

JP suggested sustainability themed grab a book and kit event at library.

JW PIE agreement is ending this year. Will talk with Xcel next week and propose to continue in 2021 with residential and commercial. CB will assist with efficiency targets for new agreement.

Website Resources Section

KPW working. MM will schedule a meeting with KPW/DC over next month to discuss content, strategy. Target date to get info up by next meeting.

Year in Review 2020

JW carbon impact infographic will be included in 2020 review. JW wants out February/March. KPW, JW, FR and MM will be leads as they were part of commission in 2020.

ICLEI Membership

Membership has been renewed and split with Public Health. Resources come with membership and they have offered to be part of the Climate Action Plan. Co-hort meetings throughout the year and opened to members. 2021 calendar not out yet but will be soon. DC will push emails/info out to Commission once received. JM may be opportunity to include county staff to participate in co-hort opportunities. JW asked JM to think through how/who county staff would be to utilize training, co-hort meetings.

2020 Budget Update

JW advised the group \$530 remaining in 2020. How best to utilize remaining funds? One option is to put toward the green gas emissions initiative. Commission will consider and vote on next month. 2021 budget is \$2500.

2021 Meeting Schedule

Commissioner agreed to same day/time each month for 2021. DC will send out invite for 2021.

Regional Composting Facility

CM Jeffco Open Space now handling and will work into exiting Rooney Road site. SS clarified that Open Space is not handling Slash nor tree recycling, it is under Parks division cost center and not paid out of Open Space revenues.

Adjourned: 5:30pm