

**Jefferson County Sustainability Commission Regular Meeting
December 9, 2020 • 4:00 p.m.
WebEx Virtual Meeting**

Convened: 4:00pm

Attendees: Jeff Wong (JW), Cedar Blazek (CB), Jasmina Petrovic (JP), Julia Patrick (JP), Kevin Morse (KM), Kimberly Pardue Welch (KPW), Matt Mines (MM), Conor Merrigan (CM), Frank Rukavina (FR)

County Staff: Commissioner Casey Tighe (CT), Deborah Churchill (DC), Steve Snyder (SS), Ericka Bremer (EB), Jill Christenson (JC), Jim Rada (JR)

Public Comment

n/a

Approval of Minutes – November 4, 2020

MM made motion for approval, with the addition of JP noted as attended. CB seconded motion. All in favor.

Open Meeting Requirement Follow Up

SS provided a reminder about Open Meetings Law. Highlighted email requirements and new process. DC send out an email, and memo, to group to provide example. DC reminded members that an agenda and minutes need to be kept and posted for each open meeting. Reference memo from SS.

County Update

CT let the group know Commissioner-elect Kerr is interested and will be involved in the Commission.

Sustainability Foundation Contract

JW shared with the group contract was approved at Commissioners' briefing on December 8. Will appear on December 15 public hearing agenda for final approval. JW asked how soon after

contract approval can we begin to start receiving funds? SS said almost immediately but should have a follow up call with Community First to confirm receipt of funds.

JW let the group know phone calls have been made to multiple large companies requesting funding. JW wants to talk thru approach on how to build Foundation, formal work plan and approach in terms of asks/process. KM will take the lead. JP will help from a marketing point of view. FR will assist as well.

DC will resend to members the Foundation one-pager regarding sponsorship levels.

CT stressed creating work plan/approach on standing up Foundation; it will be extremely important moving forward; develop donor strategy and building a contact list utilizing Commissioner-elect Kerr and Commissioner Dahlkemper who have both expressed interest in helping.

KPW is Foundation only for business or can individuals donate? Is there a minimum donation? JW let the group know, anyone can donate, no minimum.

KPW, DC and JP will work together to create brand, communication strategy. DC include article in J.E.N. on the Go and Engage Jeffco to promote Foundation and donation opportunities.

Budget Update

JW \$530 remaining for 2020. JW had idea to buy reusable masks with logo. DC clarified what logo can be used and how to use logo. KPW made motion to spend up to remaining 2020 funds on masks. MM second motion.

Climate Action Plan: Commissioners' Briefing / Hearing

JW advised members Commissioners' briefing occurred December 8. Went well although Commissioners asked that the new Board be briefed on CAP and Foundation and discuss further funding as requested at December 8 briefing.

DC to send December 8 presentation to members.

Funding / Foundation

First Bank has committed as well as Public Health and Waste Management.

Collaboration w/Municipalities

JW advised group next steps would be to reach out and raise funds. Jabez Meulemans working with municipalities on goals and projects. FR looking at other RFPs for consideration when the CAP is created.

Partners in Energy: Residential

JW let group know about meeting tomorrow, last meeting 2020 recap/2021 planning. JW and CB to help with new Xcel MOU. Current one ends this year. CB has researched other PIE initiatives and would suggest shifting focus on residential renewables. DC suggested to get the agreement completed and prepped to include for the discussion with Commissioners that would occur January/February 2021.

Partners in Energy: Commercial

KM/JW met with Jeffco Economic Development Committee to brainstorm on ways to expand scope of services to commercial sector. Specific Xcel programs would push out to membership. EDC is focused on bringing companies to County vs. bringing programs such as CPACE to existing companies already in Jeffco. JW would still want to have commercial aspect in next PIE MOU but would like thoughts on Scope of Work.

JP shared Library's 2021 campaign for Earth Day. Patrons will be able to check out books and with any check out they will receive a sustainability toolkit. In the past, the 2021 summer reading campaign has been a partnership with the Foothills Animal Shelter. JP said she was hopeful if the Foundation is solidified, she could submit them as a potential partner to be part of reading campaign. As part of the campaign, Story to Go bags would include one book, focused on sustainability could be included and patrons would get conservation tool kits upon check out.

Website Resources Section

MM will take lead now. JW looking for a Word document with links. Review with KPW. Give to DC once completed to put on web.

2020 Year in Review

JW let membership know February/March is target to get put together and get out.

Sexual Harassment Training: Postponed to next month's agenda.

Member potential conflict of interest

CM has raised the issue, he may have a conflict of interest pertaining to the Climate Action Plan RFP. CM gave overview and what will happen moving forward regarding his involvement in RFP process. He will be allowed to participate in any public forum and development of consultant's scope of work. Once move to selection/decision CM will recuse himself from those conversations. SS confirmed this approach is ok.

2021 Officer elections

JW let the group know the election of officers will take place at the January meeting.

Adjourned: 5:33pm