



**Jefferson County Sustainability Commission Regular Meeting
Minutes
March 10, 2021 • 4:00 p.m.**

Convened: 4:00pm

Members Present: Jeff Wong (JW), Julia Patrick (JPa), Frank Rukavina (FR), Matt Mines (MM), Kevin Morse (KM), Conor Merrigan (CM), Kimberly Pardue Welch (KPW)

Members Absent: Cedar Blazek (CB), Jasmina Petrovic (JP),

County Staff: Steve Snyder (SS), Jabez Meulemans (JM), Commissioner Andy Kerr (AK), James Rada (JR)

Public Comment n/a

Approval of Minutes – February 10, 2021

JPa made motion to approve. KM seconded. All in favor.

Annual Sexual Harassment Training

MM confirmed he took training. CM completed training and sent email verifying completion DC. DC confirmed receipt of email.

County Updates

JM let the group know he is working with AK on 2021 Earth Day Event.

Drop Box

JW reminded members that Drop Box is now up and available to all members. Asked everyone to use it for common files. DC will go back and add agendas/minutes from year's past.

Public Affairs Engagement Plan and Calendar

JPa reviewed communication plan document. Will be posted in Drop Box soon. JW asked that we review monthly plan as standing item on meeting agenda. JW asked to route content thru JPa versus putting on common document in Drop Box.

Sustainability Foundation

Fund Update

JW shared with the group an internal deadline of to raise funds is March 19. KM provided an update to members regarding fund raising efforts. McKinstry is a Bronze sponsor and new Premium Platinum sponsor, Terumo gave at \$25,000 level. KM encouraged commission members to donate, no amount is too small. JW set internal goal of 100 more donors by March 19. JW wants to acknowledge all donors in the Climate Action Plan as an exhibit at the end. DC will confirm this is possible and will report back. JW reminded everyone that donations are tax deductible. CB asked what limitations are regarding members soliciting donations.

SS advised group that thought and planning for future funds needs to be discussed. Additional projects, expenditure of funds, requires preapproval of Commissioners. SS wants to talk internally how we get the list of projects approved.

SS and DC explained Community First Foundation (CFF) has required a contact form to indicate who they should talk to related to any information related to the Fund. SS distributed memo detailing roles and responsibilities for all parties related to Fund. DC will add memo to Drop Box.

JW shared that CFF can help with additional fundraising efforts, marketing Fund, etc.

BCC Briefing – March 23, 2021

JW and KM presenting to the Commissioners. Briefing will include Climate Action Plan update, RFP next steps, including elaborating on staff's support needs. DC will send out meeting link to group.

Climate Action Plan

FR has created draft RFP. JW will put RFP in Drop Box. JW will have FR and JR look at one last time. JW will work with DC on getting RFP out the door. Goal is to have finalize RFP by end of April, including determining what County needs to do and then get out for proposals. Award project in May, kick off in June.

CAP development process is 6 months, with monthly steering committee meetings. Plan is to have 6 focus groups. JW asked commission members to choose one to participate in.

Partners in Energy

Renewable Energy Programs w/Xcel

CB working with PIE and Brendle Group. Marketing will occur in a bit following hard push for CAP.

Residential HOA Outreach

KPW let group know HOA kit created for managers of HOAs. Working with Brendle Group to get collateral.

Library Partnership

JPa let group know 200 sustainability kits have been received by Library. Promotion planned in April, (give away kits for every book that has a sustainability theme.) Will use metrics around how many books are checked out in April vs. last year to track impact of kits.

Commercial

KM talked to Tracy Phillips, Director of C-PACE, regarding how to partner with PIE/Xcel/Brendle Group on moving the needle in the coming months.

Website Resources Section

DC gave members an update on new page. Asked members to review and send comments to her.

Sustainability Awards

JW let group know nomination application available. Deadline to submit is April 2. Hope is to have Commissioners present virtually as last year at a Hearing. JW will accumulate and ask group to review nominations at April commission meeting. DC let group know Commissioners will present during April 27 hearing. DC will order awards.

Member Bios and Photos, Year in Review

JW asked CM to help with review of document. Reminded those that have not submitted bio/picture to send to DC.

Adjourned: 5:30pm