



**Jefferson County Sustainability Commission Regular Meeting
Meeting Minutes
August 11, 2021 • 4:00 p.m.**

1. Call Meeting to Order – Meeting convened @ 4:02pm

2. Attendance and Determination of Quorum:

Commission Members Present: Jeff Wong, Kevin Morse, Frank Rukavina, Julia Patrick, Jasmina Petrovic, Cedar Blazek, Conor Merrigan, Matt Mines

Commission Members Absent: Kimberly Pardue Welch

County Staff Present: Steve Snyder, Jabez Meulemans, Doris Allen, Mark Danner, Kate Newman, James Rada

Public Guest: Nancy Warren, Betty Crotty, Sandy Vandehey, Sandy, Harv Teitelbaum

3. Public Comment: None

4. Approval of Minutes – July 14, 2021 – Frank motioned to approve the minutes, seconded by Kevin Morse. Conor Merrigan abstained with the motion passing.

5. County Updates

County Representative

Kate: 1. Reappointments: We have applications for the four terms that were opened. Staff will be taking a look at them, and the recommendations will be presented to BCC end of August.

2. Confirmed that county is permanently on 4-day work week.

3. In person meetings: Virtual and hybrid meetings are still recommended.

Jabez/Mark/Steve: No general county updates.

Frank: Will infrastructure bill have any benefits to county funding operations for projects being looked at? **Danner:** That's yet to be determined.

Conor: Possibly discuss in upcoming months re: recommendations to encourage greater levels of sustainability to be considered as part of the infrastructural projects forthcoming out of this.

Kate: Hopefully the timing will still work out with Climate Action Plan projects being submitted based on the plan itself. We'll have to watch that closely.

6. SharePoint Site

Newman

Kate: The new SharePoint site is now up and running. All items, except for the CAP folder, have been moved over from the current dropbox location. **Jeff** asked all to try to log in and let Kate/Doris know if they run into problems. Also, if you have working documents on your own network that should be moved into SharePoint, please move them over. Jeff will transfer historical documents, that are in a different dropbox account, over as well.

Conor: The potential exists to have a hybrid conversation to an extent to make sure we're staying in line and not violating the Open Meetings law, to stay within the functionality of it. **Steve:** This is a thin-line and the site should NOT be used for exchanging ideas unless it is just between two people.

Kate: collaborating and making policy-like decisions cannot be done. You can have work group meetings where you're collaborating on a document that's sharing your screen in a public meeting.

7. Communications Plan

Patrick

Julia: No updates on communications plan. Did not do the Challenge Weight loss plan during summer months so will transfer the campaign idea into an over the holiday campaign. Will transfer all info from Google docs and dropbox over into SharePoint. Conor has a few sustainability tips to share and will be dropping them directly into SharePoint, to be posted for Sept and October. Jasmina will also drop a few tips into the site.

8. Project Updates

a. Sustainability Foundation / Climate Action Plan

Jeff: In the past we discussed doing update to all the donors. Kate has everyone's information now so we can now send messages to all the donors. Kevin will use a newsletter-like template to draft up a note following today's meeting to thank donors and to give an update as to where things currently stand. Will also include the logos of larger corporate donors, to recognize them.

i. Fund Update

Morse

Kevin: no new update for Sustainability Fund. **Kate:** no new update from Community First

ii. CAP/ GHG Inventory Updates

Wong/Newman/Meulemans

Jabez:

Green House Gas inventory has been completed through 2015 and the completed report was received last week. It will serve to inform our future climate action planning process.

CAP: Ran the RFP for a month and had optional pre-proposal meeting for consultants. RFP closed last Thursday. Received 5 proposals that met minimum qualifications. Next step is to form Evaluation Committee that will look at and score them. Timeline is to determine the Evaluation Committee, ~3 weeks for Evaluation Committee to work through 5 proposals, another week to get back with purchasing staff on recommendations, several more procedural steps. **Kate:** could take 2-3 weeks to get through approval process for county signatures, etc. Lots of unknowns. **Danner:** Probably the first part of November is realistic expectation.

Kevin: Would a Sustainability Committee member be a part of the evaluation committee: **Jabez:** that is yet to be determined. **Jeff:** it's important to include staff member from Public Health department. **Kate** will meet with commissioner Kerr tomorrow and will get some thoughts from him on forming the Evaluation Committee.

Jeff on CAP Administration: What's happening with county's business case submitted to help with the CAP? **Kate:** Position was requested within the budget. This will be presented to commissioners in 2 weeks, so we won't know for sure until sometime in October. **Danner:** If position is approved, it wouldn't be effective until Jan 2022, then looking at 6-8 weeks for recruitment, so maybe end of first quarter.

Jeff: Reached out to Jim Rada re: who should be part of Equity Task Force for Climate Action Plan? Jim says they should have someone onboarding over next few months for Health Equity Coordinator position who will be deeply involved in the process.

Jeff: There's a new volunteer commission focusing on Diversity/Equity and Inclusion. Jeff will reach out again to Marika at Jeffco. We're hoping there's some overlapping collaboration between the newly formed commission and the work we're wanting to achieve.

b. Partners in Energy

Wong/Blazek/Morse

Cedar: No updates on residential or renewal energy side today.

Jeff: The scheduled quarterly meeting with Partners in Energy team for last month was postponed. In need of help with outreach portion of residential energy efficiency campaign that Kimberly was working on. Need help reaching out to local HOA managers to engage HOA communities in unincorporated parts of Jeffco. Have HOA kits created and need to 1. Review and update HOA kit material with help of Xcel Energy and Brindl group and 2. Reach out to local managers via phone/email to let them know about the kits. Cedar volunteered to take on both tasks.

Jeff: Focused campaigns have been more impactful in the communities in the past. Once we see how the public health plays out, in-person events will again concentrate on targeting Genesee, Ken Caryl, Columbine Hills and Applewood.

Kevin: Commercial: No updates. Will be reaching out to Brindl next week to work on commercial part. **Jabez** will check in with Human Services group to make sure they've gotten rid of all the energy conservation kits.

Jeff: We also gave Human Services masks to distribute. We have couple 100 kits left. Let me know if you think of any events appropriate for them.

c. Carbon Weight Loss Challenge

Patrick

Will roll it into holiday campaign. Conor volunteered to help Julia with the campaign, if needed.

9. Other Projects and Updates

a. Low-income weatherization and solar program (Energy Resource Central) Wong

Had a conversation with Energy Resource Central; they are administrator for Colorado Energy offices weatherization program. Would like to consolidate all the energy efficiency and renewable energy information that is available for income qualified households and think this can be easily mirrored countywide. Should have something together in next couple of months and will be working alongside ERC and the county's Human Services dept. Religious organizations and Jeffco Public Schools are two other sources that this information could benefit income qualified families.

Julia suggested reaching out to Porchlight (a newly established nonprofit) where various resources are located under one roof.

Jasmina will add tab to her spreadsheet to list organizations that we should contact regarding the program.

Jeff: County continues to have ICLEI membership (Local Governments for Sustainability) and the cost is split between Public Health and Sustainability Commission. Don't feel we're currently utilizing a lot of the resources. Take a look at ICLEI USA website and take advantage of some of those resources. Jim suggested ICLEI coming to a committee meeting to share information. Jeff will invite them to our next meeting.

10. Meeting Adjournment - Meeting adjourned at 5:21pm

Minutes by: D. Allen