



**Jefferson County Sustainability Commission Regular Meeting  
Meeting Minutes  
July 14, 2021 • 4:00 p.m.**

**Meeting convened: 4:03pm**

**Commission Members Present:** Frank Rukavina, Jasmina Petrovic, Cedar Blazek, Matt Mines, Kevin Morse

**Commission Members Absent:** Jeff Wong, Conor Merrigan, Julia Patrick, Kimberly Pardue Welch, James Rada

**County Staff Present:** Andy Kerr, Steve Snyder, Jabez Meulemans, Doris Allen, Mark Danner, Kate Newman

Frank Rukavina called the meeting to order @ 4:03PM

**1. Public Comment:** None

**2. Approval of minutes – June 9, 2021**

Minutes were approved by Matt and seconded by Jasmina. All in favor.

**3. County Updates**

**Newman**

Kate reported that we're currently moving meeting items over from Dropbox to SharePoint, which will allow us to have IT support and better protection. Be on the lookout for instructions from Doris (about the site) and an invite from SharePoint.

**4. Jeffco Boards and Commission Vacancies**

**Newman**

We have four board vacancies coming up (Jeff, Frank, Matt and Kim). The deadline date to reapply is July 31. Doris will send link to expiring members as a reminder; the application itself is on the Board and Commissions website (<https://www.jeffco.us/2123/Vacancies>).

**5. Communications Plan**

**Patrick**

No update

**6. Project Updates**

**Morse**

**a. Sustainability Foundation / Climate Action Plan**

**i. Fund Update:**

Kate reported that she has not recently received any email updates from Community First. She will reach out to check on status/update.

Frank reported, on behalf of Jeff, that Waste Management will no longer be making the \$5K donation they originally intended to. Andy reported that they are willing to fulfill the spirit of the pledge by finding \$5K worth of waste that can be useful to us.

**ii. Climate Action Plan / GHG Inventory Updates Wong/Newman/Meulemans**

Jabez reported that there was an optional pre-proposal meeting today and it went well with lots of interest and enthusiasm. The timeline was mentioned by several firms stating that the proposed schedule having a cap report finished and in hand in first quarter of 2022 was a little short for them. Suggested they propose

a different timeline in their own proposal. Any questions that deemed in depth were requested they submit them in writing. Questions are due next Thursday. The RFP deadline is August 5<sup>th</sup>.

Kate: People are wondering about the size of the steering committee, the diversity/equity piece (how that fits in) and the forest coverage. Be mindful that anyone that is interested needs to go through the open process.

Jasmina: Is RFP info published on Jeffco website? No, Jabez explained the county's purchasing process and that all competitively bids/contracts/awards are put through Bidnet portal. On there, all firms can see all of the contracts that the county has available for bids and proposals.

Jasmina: Do you publish all the questions and answers someplace, so people are aware of all the processes? Jabez: Yes, the responses are all put together and are published publicly.

Kevin: What is the process from here, for timeline on deadline for submittals and expected time decisions? Jabez: RFP went live last week. Questions due 22<sup>nd</sup>. RFP final deadline is 11AM on TH, Aug 5. No hard deadline from there as to when a vendor will be selected.

Mark: The process is typically 30-45 days after proposals are received, that is minimum. Evaluation team still needs to be defined.

If questions come in from firms, direct them to communication through Bidnet or to email purchasing staff, Joe Wickenmand ([jweicken@co.jefferson.co.us](mailto:jweicken@co.jefferson.co.us)).

Frank: Jeff reached out to Frank and Jim Rada re: health departments working with university program and diversity office at Jeffco. Jim says he does not have anyone to assign to that yet. Jasmina says she is still willing to assist but has not received any info from anyone.

**b. Partners in Energy**

**i. Commercial**

**Morse**

Kevin: Still needing to reach out to folks at Brindle. Will get that done by end of the month.

**ii. Residential Renewable Energy**

**Blazek**

Cedar: No big update. Has a call coming up with Partners Energy Team this month; will update in Aug.

**iii. Residential HOA Outreach**

**Pardue-Welch**

No update

**iv. Energy Savings Kits (Human Services)**

**Wong/Meulemans**

Delivered another round of 100 LED energy conservation saving kits to Human Services dept in June/July. They're always happy to distribute them. Sustainability Commission branded masks were also included.

**c. Carbon Weight Loss Challenge**

**Patrick**

No update

**7. Other Projects and Updates**

**a. Low-income weatherization and solar program (Energy Resource CO)**

**Wong**

Frank: Jeff said he has been chatting with some nonprofits working through the State Energy Office. Should have more updates next month.

**GHG Inventory Update:**

Danner says we're expecting results by the end of the month.

Meeting adjourned at 4:35PM.

Minutes by: D. Allen