



**CITY OF BOULDER**  
**Environmental Advisory Board Retreat**  
**February 3, 2016**

**Where:** 1777 Broadway, West Conference Room  
**When:** 5:00 – 8:00 pm  
**Facilitator:** Heather Bergman

## Agenda

1. **Welcome & Introductions (Heather)** 5:00
2. **Meeting Objectives/Desired Outcomes (Heather)** 5:05
3. **Review “Homework” Responses (Heather/Brett)** 5:10
  - *Review and discuss emailed responses regarding 2015 lessons learned and goals for 2016*
  - *Debrief accomplishments of 2015*
    - What worked? Elements in 2015 that were effective and successful
  - *What didn't work?*
    - Lessons from 2015 to be more successful in 2016
4. **2016 City Council Priorities & Staff Work Plan (Susan)** 5:30
- Dinner Break* 6:00
5. **2016 EAB Priorities in Relation to Council Priorities & Work Plan (All)** 6:10
  - How does the board want to integrate with and support city work efforts in 2016?
  - Which project or issue areas should be the board's highest priorities?
6. **Operation Issues for Board Discussion (Heather/Brett/All)** 6:40
  - EAB mission update
  - Meeting structure/format
  - Board recruitment
7. **Review/Create Draft 2016 Board Calendar** 7:30  
*Identify key priority areas for the board*
8. **Next Steps/Action Items** 7:50  
*Next steps for retreat outcomes*

## Agenda Packet Contents

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1. EAB Bylaws, Guiding Principles & Mission
2. Retreat “homework”
3. 2015 Letter to City Council
4. 2016 draft board calendar

**Procedural Rules of the Environmental Advisory Board  
of the City of Boulder, Colorado**

BYLAWS  
CITY OF BOULDER  
ENVIRONMENTAL ADVISORY BOARD

Pursuant to the provision of Section 130 of the Charter of the City of Boulder and Section 2-3-1, B.R.C. 1981, the Environmental Advisory Board (the Board), of the City of Boulder, adopts the following rules governing the general conduct of its business.

In handling routine business, the Board may, by general consent, use more informal procedure than set forth in these rules. Any bylaw may be suspended at any time by an affirmative vote of three members of the Board taken at a meeting open to the public.

ARTICLE I

SCOPE OF RULE AND GENERAL MATTERS

Section 1.1 Procedures Governed. These rules govern the procedure of the Board of the City of Boulder, Colorado with respect to all matters entrusted to the Board by the City Charter, the City Council, or by ordinance or resolution of the City of Boulder. If any ordinances passed by the City Council designate the Board as the proper body to hear a particular matter, the procedure for hearing said matter shall be consistent with these rules.

Section 1.2 Effective Date. These rules shall take effect on March \_\_\_\_, 2012, and thereafter all prior rules or regulations of the Board in conflict shall be repealed and of no further force or effect. A copy of these rules shall be placed on file in the central files of the city and shall be available to the public.

Section 1.3 Board Composition. The Board shall be comprised of the five (5) members appointed by the City Council for five year terms pursuant to the City Charter and applicable ordinance.

Section 1.4 Board Officers. The members of the Board shall have officers elected from its members. The elected officers shall consist of the Chair, and Vice Chair. The city manager or the manager's designate shall serve as the Secretary.

Section 1.5 Board Elections. The officers shall be elected by the Board at its first regular meeting after annual appointments have been made by the City Council. Terms of office shall be for one year or until replacements have been qualified.

Section 1.6 Board Responsibilities. The Board shall exercise those functions specified by City Charter, and applicable ordinances. Specifically included responsibilities from section 2-3-16, B.R.C. 1981, include the following:

- (a) To advise the City Council and the city manager concerning waste management and recycling, energy efficiency, environmental risks, and pollution control, except as already assigned to other boards and commissions.
- (b) To advise the City Council concerning an appropriate advocacy role for the city in state, regional and federal environmental matters.
- (c) To advise the affected board and the City Council concerning the effects on the environment of any proposed city master plan or revision.
- (d) To advise on environmental issues not specified by matters (a) through (c) listed above as authorized by the City Council.

Section 1.7 Regular Board Meetings. Regular meetings of the Board shall be held at such time and date as determined by the majority of the Board at a location the Board shall from time to time designate. The Board has scheduled regular meetings at 6:00 p.m. on the [\_\_\_\_\_ *add week of the month*] [\_\_\_\_\_ *add day of the week*] of each month, at a location to be duly noticed.

Section 1.8 Special Board Meetings. Special meetings of the Board may be called by any member of the Board by informing the other members and Community Planning and Sustainability staff liaison of the time and place of such meeting and obtaining consent of a Board quorum for the special meeting.

Section 1.9 Meeting Notices. Notices of regular meetings and special meetings shall be published in a manner similar to notices of other city boards and commissions as prescribed by City Council. Notices of all regular and special meetings shall be posted in conformance with applicable law. Board members shall have no less than twenty four hours notice of any meeting.

## ARTICLE II

### BOARD MEETING ORDER OF BUSINESS

Section 2.1 Order of Business. At all regular meetings of the Board, the following shall be the order of business:

- (a) Call to Order
- (b) Approval of Minutes
- (c) Public Participation
- (d) Discussion Items

- (e) Public Hearing Items
- (f) Matters from the Environmental Advisory Board, City Manager and City Attorney
- (g) Debrief Meeting and Calendar Check
- (h) Adjournment

The above order of business may be amended by the Chair and the consent of a majority of the members of the Board in attendance at any meeting.

### ARTICLE III

#### CONDUCT OF BOARD MEETINGS

Section 3.1 Board Business. All business of the Board shall be conducted only during properly constituted regular or special meetings and all such meetings shall be open to the public except as is otherwise provided by law. These Bylaws have been adopted in substitution of Roberts Rules of Order. Roberts Rules of Order may be invoked or used as guidance at the discretion of the Chair or majority of the quorum present, where not inconsistent with these bylaws, to the extent that it is determined that such rules will help with the orderly conduct of the meeting. Three members of the Board in attendance at all meetings shall constitute a quorum for the transaction of business. No action of the Board shall be valid without an affirmative vote of three members.

Section 3.2 Agenda Management. The Chair shall manage each regular and special meeting in a manner appropriate to complete the Board's business scheduled for the meeting to the extent possible. Hearings will be conducted in an informal but orderly manner which shall be best suited to the isolation issues, ascertainment of relevant facts and an equitable solution.

In the absence of objection by a majority of the quorum present, the Chair may limit the length of discussion on any agenda item by Board members and members of the public. For agenda items for which no formal hearing is required, public comment should occur during the public participation portion of the meeting. If time permits, additional comments may be permitted by the Chair at the beginning of discussion on the particular agenda item. Once interested members of the public have commented, the Chair shall restrict subsequent discussion on the agenda item to Board members and staff.

Section 3.3 Hearing Management. The Chair shall manage all hearings in a manner to provide interested persons meaningful participation in the hearing process, without partiality. The Chair may limit the length of public comments for purposes of allowing all interested speakers an equal opportunity to comment within the time frame set aside for the hearing. Unless otherwise specified at the hearing, individual public comment shall be limited to not more than three minutes. Public testimony at hearings shall follow staff presentation of the proposal under consideration. Board members may ask questions of witnesses to seek clarification of the witness' position, but are discouraged from engaging in substantive debate with witnesses. Board

discussion and deliberations shall follow public testimony. Hearings may be continued by majority vote of the Board.

Section 3.4 Rules of Speaking. To obtain the floor, a member addresses the Chair, who recognizes the member by calling out the person's name. Only one person may have the floor at any time. A person shall not speak while another has the floor. The Chair generally recognizes the person who first asks for the floor after it has been relinquished. A member shall generally relinquish the floor if they have addressed the pending issue for five minutes.

Section 3.5 Procedures for Handling Motions.

- (a) A member, after obtaining the floor, makes a motion. If the motion is long or involved, it should be in writing. The member may state his or her reasons briefly before making the motion; but may argue the motion only after it has been seconded; and having spoken once may not speak again until everyone who wishes to be heard has the opportunity to speak, except to answer questions asked by other Board members. Having made a motion, the Board member may neither speak against it nor vote against it.
- (b) Another member seconds the motion. All motions require a second. The seconder does not have to favor the motion in order to second it and may both speak and vote against it. If there is no second, the Chair shall not recognize the motion.
- (c) The Chair states the motion and asks for discussion. General debate and discussion follow, if the members desire. The Board members, or city staff, when wishing to speak, shall follow the rules of speaking outlined above.
- (d) At the end of discussion or when the question is called, the Chair restates the motion and puts the question to a vote. The Chair announces the result of the vote. The motion is not completed until the result is announced.

Section 3.6. Voting.

- (a) Manner of Voting. The Board may vote by a voice vote, the raising of hands, or the calling or roll. The Chair shall announce the results of each vote.
- (b) Effect of Votes. An affirmative vote of three or more Board members is required to pass a motion approving any action. Any agenda item requiring a vote of the Board is denied if it does not receive an affirmative vote of three or more.

## ARTICLE IV

### MINUTES/INFORMATIONAL PACKAGES

Section 4.1 Action Form Minutes. Copies of action form minutes of regular and special meetings shall be distributed by Community Planning and Sustainability staff to City Council

within 10 days after each meeting is held to the extent practical. Summary form minutes shall be produced by Community Planning and Sustainability staff with Board review, and shall be considered as the formal record of proceedings of the Board. Action form minutes shall be furnished to each Board member prior to the next regular Board meeting, as specified in section 4.2 of these Bylaws.

Section 4.2 Board Informational Packages. Prior to each regular meeting and each special meeting scheduled sufficiently in advance, Community Planning and Sustainability staff shall assemble and disseminate to Board members an informational package consisting of action minutes to be approved at the next meeting, other information that the Community Planning and Sustainability staff liaison deems appropriate for Board consideration at the next meeting, and information otherwise useful to the Board and reasonably requested by the Board. Delivery of the package to the Board shall be calculated to provide a reasonable time to review the material prior to the next Board meeting and will be posted to the city's website.

## ARTICLE V

### DUTIES OF OFFICERS

Section 5.1 Chair's Duties. The Chair is responsible for conducting the Board's meetings in an orderly and democratic manner and assuring that the minority opinion may be expressed and that the majority is allowed to rule. The Chair shall:

- (a) Preside over all meetings of the Board;
- (b) Decide all points of orders or issues of procedure unless otherwise directed by a majority of the Board in session at the time.
- (c) Sign all minutes, resolutions and other documents on behalf of the Board;
- (d) Coordinate with the Community Planning and Sustainability liaison on agenda items; and
- (e) Subject to the advice, order or ratification by the Board, discharge such other duties as may be required of the Chair by City Council and City staff, pursuant to the City Charter and applicable ordinance.

Section 5.2 Vice Chair Duties. It shall be the duty of the Vice Chair to:

- (a) Perform all such duties and functions of the Chair in the absence of the Chair
- (b) To assist the Chair in the performance of his/her duties.

Section 5.3 Secretary Duties. The Secretary shall attest to the signature of the Chair on all documents signed by the Chair. Any document signed by the Chair, attested to by the Secretary shall be deemed an official document of the Board.

ARTICLE VI

AMENDMENTS

Section 6.1 Amendments to Bylaws. These Bylaws may be changed, suspended, amended or revoked by an affirmative vote of three Board members at any regular meeting of the Board, or at any special meeting called for that purpose.

Approved and adopted pursuant to the authority in subsection 2-3-1(d), B.R.C. 1981 to establish rules of procedures in aid of its functions on this \_\_\_\_\_ day of March, 2012.

CITY OF BOULDER  
ENVIRONMENTAL ADVISORY BOARD

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_  
Secretary

**GUIDING PRINCIPLES FOR INTERACTION AMONG COUNCIL, BOARDS,  
COMMISSIONS AND CITY STAFF**

Council appreciates deeply the time, specialized knowledge and commitment of members of City boards and commissions. Occasionally awkward situations have arisen from the lack of clarity about roles and the lack of communication as to how to work seamlessly together. Council realized that articulating some basic principles to guide interactions among boards, commissions, staff and Council might help prevent some of these difficulties. The following guiding principles are offered from the Council in the spirit of partnership, and a desire to create a good working relationship.

**COUNCIL**

1. City policies are established by the City Council. With the exception of limited circumstances (often charter-based), the role of boards and Commissions is advisory to the City council.
2. It is Council's desire to use Boards and Commissions as the first step for gathering community feedback on difficult and controversial issues as a means to creating viable policy options.
3. All policy expressions on national, international statewide and county issues should come from Council and not from individual Boards and Commissions. Boards and Commissions may suggest that Council take policy positions by resolution, but should not independently issue such resolutions.
4. Council members should refrain from discussing with Board members any quasi-judicial issues coming before the Board. For matters that are not quasi-judicial, Council members may discuss a point of view with Board members but should clarify that this perspective may not represent the position of the Council as a whole.

**BOARDS AND COMMISSIONS**

5. Board and Commission members who wish to explain or advocate positions to Council should identify themselves as board members and clarify whether they are speaking for a personal position or on behalf of the majority or minority position that the Board has taken.
6. When members of a Board or Commission disagree about a given issue or policy, Council expects to be apprised of the disagreements and of the reasoning underlying the various points of view.

7. The city manager is responsible for the budget recommendation to City Council. When a Board or Commission disagrees with the city manager's budget, the manager should be notified as a matter of courtesy prior to the Board or Commission members addressing Council.

#### **CITY STAFF**

8. Staff takes direction from the city manager, except as authorized by the Charter. Boards and Commissions may request research or other work of staff, but if the work requires more than what staff determines is reasonable, the Board or Commission, supported by a majority of members at a meeting, must make a direct request of the City Council.
9. City staff ultimately is responsible for supporting City Council. Council expects staff to provide the best professional judgment regarding issues and policies, whether or not Boards and Commissions agree with those professional judgments. Staff should inform Council when a Board or Commission disagrees with the staff's position and, when possible, explain the basis of that disagreement.
10. When several Boards and Commissions review elements of a given proposal or issue, staff reports to Council should reflect the perspectives of all reviewing Boards and Commissions.

In addition the city maintains a Board and Commission Website as an added resource to its Boards and Commissions. The site is located at: <http://www.bouldercolorado.gov> then click on the A – Z menu and select Boards & Commissions.

## **ENVIRONMENTAL ADVISORY BOARD MISSION**

The Environmental Advisory Board (EAB) consists of five members appointed by City Council, each to a five-year term. The Board advises City Council and staff on issues including solid waste disposal, recycling, pollution prevention, energy, green building, integrated pest management and air quality. The Board provides advice to other city boards and City Council concerning the effects of any proposed master plan or revision on the physical environment.

**Staff Liaison:** Brett KenCairn, 303-441-3272

**Board Secretary:** Sandy Briggs, 303-441-1931

**Meetings:** first Wednesday of each month, 6-8 pm, 1777 Broadway, West Conference Room



## Environmental Advisory Board (EAB)

### 2016 Focus Area Template

**Focus Area Name:** \_\_\_\_\_

#### **Description of Focus Area**

*In just a few sentences, please briefly describe the focus area you believe is a high priority for EAB involvement and the particular aspect EAB will address.*

#### **Key Objectives and Outcomes**

*Please identify the top three objectives or outcomes for the board's involvement in the focus area. What does successful EAB treatment of the topic look like? Consider outcomes and success both in terms of the substantive progress of the focus area and the influence or contribution of the EAB.*

#### **EAB Actions**

*Please identify up to five actions the EAB can take regarding the focus area in 2016. Please consider what the EAB can do as a collective in monthly meetings as well as what individual EAB members may be able and willing to do outside regular EAB meetings.*

To: Boulder City Council  
From: Environmental Advisory Board  
Date: January 6, 2016

Thank you for your efforts over the course of 2015 to make environmental objectives an equal priority to other major city goals, and for incorporating EAB feedback into City initiatives. The EAB is concentrating feedback for City Council into specific actionable recommendations below, but with respect to City climate goals, would like to emphasize that Council consider a sense of urgency around City goals and adopt more specificity in the plans and initiatives designed to meet the City's climate goals. In order for the City to implement and measure climate impacts, short- and long-term action plans associated with climate goals need to have a level of specificity that includes resources, timing, and expected outcomes at several stages. These plans must be developed or refined early in 2016. The EAB would like to be more involved in assisting the City with these plans in 2016.

The EAB recommends that a council member with EAB subject matter expertise be assigned review of this feedback. The EAB plans to send a representative to the council meeting where this feedback is discussed. We propose focused, detailed action plans in the following areas:

1. Increase environmental issue engagement and communication

The City has made significant strides toward implementing the Climate Action Plan, municipalization and other sustainability and efficiency initiatives but is failing in communicating these to the public. The City's public affairs office needs to improve public communication and "get in front" of the issues both in the media and through new communications channels. There are existing City models of effective communication that could serve as an example for engagement, and the EAB encourages the City to share information more liberally regarding climate goals. The public is confused and misinformed about how the City is implementing the CAP and other initiatives and old methods of outreach need to be rethought. The EAB would like to have an active advisory role in this effort. Specific to municipalization, we advise that the City rethink its communications strategy, better communicate dealings and outcomes of PUC interaction, identify private/public support for municipalization, build a strong coalition around its success, and better control the issue's messaging. Other recommendations include holding a forum with a communications firm on new outreach mechanisms and revisiting its strategic communications strategies, and explicitly communicating metrics of success with the community.

2. Prioritize City initiatives through integration and modeling

The City should consider a more integrated and quantitative approach to its objectives. This means that every objective or goal as part of the City's planning should be measurable. Criteria that the EAB suggests be used include tons of CO<sub>2</sub> emitted, population within the city, incoming population, vehicle miles traveled, congestion, economic activity, jobs, and other factors that create CO<sub>2</sub> emissions. Reducing emissions should be a priority of every City initiative, when applicable, so new and existing initiatives should be measured against their potential to meet the city's climate goals. While there are positive and negative impacts in every new construction project, business expansion, population

increase, or policy decision, reducing CO<sub>2</sub> emissions should remain a priority and consideration in each planning decision.

### 3. Increase residential sector involvement

The EAB recognizes one key building sector that is currently lacking in both wide-scale adoption of GHG emissions reduction strategies and city-level policy to ensure those goals are met: the roughly 20,000 owner-occupied residences in the city. The EAB has previously noted its interest in exploring the potential for time-of-sale efficiency requirements for owner-occupied housing, as has Council (in the July 30, 2015 Study Session) and which is also outlined as a priority in the 2015 – 2020 City Action Priorities of the Boulder's Climate Commitment draft document (Oct. 2015). We understand that further assessment is needed and that there are political challenges that need to be addressed. The EAB therefore encourages Council to keep this on their long-term planning radar as well as solicit assistance from the EAB or other interested citizens/groups to better understand this opportunity and its challenges while staff focus on other initiatives and short-term priorities.

### 4. Continue funding for clean energy technology companies

The city's ability to continue to attract clean energy businesses will be significantly enhanced through providing a range of innovation financing mechanisms such as the Boulder Energy Challenge. The city should continue to explore a range of such approaches including tax incentives financing, tax credits, or other innovative financing mechanisms.

### 5. Continue neonicotinoid use reduction

The EAB appreciates the work that City staff are doing to understand the impacts of neonicotinoids and work to phase them out of existing city processes. This work needs to continue and the City should take a leadership position in efforts to eliminate their use within the City.

## 2016 Environmental Advisory Board Staff Calendar

### January 6 Meeting

Public Hearings	Staff

Discussion Items	Staff
Energy Future Update: Municipalization	Jonathan Koehn
Climate Commitment Community Engagement Process	Brett KenCairn

Materials due by **noon on Wed, Dec 30**, emailed to EAB by 4 pm.

PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Jan 6.**

### February 3 – RETREAT

### March 2 Meeting

Public Hearings	Staff

Discussion items	Staff
Climate Commitment Community Engagement Process	Brett KenCairn

Materials due by **noon on Wed, Feb 24**, emailed to EAB by 4 pm.

PPTs for meeting due to Sandy Briggs **by 4 pm Wed, March 2.**

### April 6 Meeting

Public Hearings	Staff

Discussion items	Staff

Materials due by **noon on Wed, March 30**, emailed to EAB by 4 pm.

PPTs for meeting due to Sandy Briggs **by 4 pm Wed, April 6.**

### May 4 Meeting

Public Hearings	Staff

Discussion items	Staff

Materials due by **noon on Wed, April 27**, emailed to EAB by 4 pm.

PPTs for meeting due to Sandy Briggs **by 4 pm Wed, May 4.**

**June 1 Meeting**

<b>Public Hearings</b>	<b>Staff</b>

<b>Discussion items</b>	<b>Staff</b>

Materials due by **noon on Wed, May 25**, emailed to EAB by 4 pm.  
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, June 1**.

**July 6 Meeting**

<b>Public Hearings</b>	<b>Staff</b>

<b>Discussion items</b>	<b>Staff</b>

Materials due by **noon on Wed, June 29**, emailed to EAB by 4 pm.  
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, July 6**.

**August 3 Meeting**

<b>Public Hearings</b>	<b>Staff</b>

<b>Discussion items</b>	<b>Staff</b>

Materials due by **noon on Wed, July 27**, emailed to EAB by 4 pm.  
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Aug 3**.

**September 7 Meeting**

<b>Public Hearings</b>	<b>Staff</b>

<b>Discussion items</b>	<b>Staff</b>

Materials due by **noon on Wed, Aug 31**, emailed to EAB by 4 pm.  
PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Sept 7**.

**October 5 Meeting**

<b>Public Hearings</b>	<b>Staff</b>

<b>Discussion items</b>	<b>Staff</b>

Materials due by **noon on Wed, Sept 28**, emailed to EAB by 4 pm.

PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Oct 5.**

**November 2 Meeting**

<b>Public Hearings</b>	<b>Staff</b>

<b>Discussion items</b>	<b>Staff</b>

Materials due by **noon on Wed, Oct 26**, emailed to EAB by 4 pm.

PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Nov 2.**

**December 7 Meeting**

<b>Public Hearings</b>	<b>Staff</b>

<b>Discussion items</b>	<b>Staff</b>

Materials due by **noon on Wed, Nov 30**, emailed to EAB by 4 pm.

PPTs for meeting due to Sandy Briggs **by 4 pm Wed, Dec 7.**