

**CITY OF BOULDER, COLORADO
BOARDS AND COMMISSIONS MEETING SUMMARY**

NAME OF BOARD/COMMISSION: Environmental Advisory Board

DATE OF MEETING: September 2, 2015

NAME/TELEPHONE OF PERSON PREPARING SUMMARY: Sandy Briggs/303-441-1931.

NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:

Environmental Advisory Board Members Present: Steve Morgan, Tim Hillman, Brad Queen and Karen Crofton.

Environmental Advisory Board Members Absent: Morgan Lommele.

Staff Members Present: Susan Richstone, Brett KenCairn, Kevin Andrews and Sandy Briggs.

MEETING SUMMARY:

❖ **Board Protocol**

- The board stated they are there to add value and suggested that a more clearly defined process would help them to be most effective and supportive towards this goal. Form and substance need to exist together and there is concern that their opinions are not being heard.
- The board expressed that they have not been given enough time to adequately review, discuss and comment on items prior to Council presentation and sometimes feel like staff “passes through” just to have the EAB “box checked”. The board requests to be more interactive than this with staff.
- One board member is concerned that specific information he might need to review in order to offer the most valuable feedback has not been available on a timely basis or has been delayed in ways that limited his capacity for timely input. He suggested all information and correspondence relating to agenda topics be collectively available on the public web page or other open, collaborative platforms.
- Another board member brought up that often staff may want to use the EAB meeting to present a “dry run” before going to Council. He thinks this is worthwhile as is the deliberate attempt to improve processes of the EAB.

❖ **Mid-Year Check-In**

- The board agrees that staff is well prepared and doing a great job, consolidating notes has improved reporting, efforts to improve the process demonstrates commitment to improvement, and **K. Crofton** will continue to effectively pull together board thoughts for letters to Council as needed.
- The board sees the need for improvement with keeping staff presentations and board comments and questions brief and concise, having more time to review information, receiving more clarity about what’s expected from them and what impact their participation provides, and holding the system accountable for following up on Old Business items.

1. CALL TO ORDER

Environmental Advisory Board Chair **S. Morgan** declared a quorum and the meeting was called to order at 6:06 pm.

2. APPROVAL OF MINUTES

On a motion by **B. Queen**, seconded by **T. Hillman**, the Environmental Advisory Board voted 4-0 (**M. Lommele** absent) to approve the August 5, 2015 meeting minutes.

4. PUBLIC PARTICIPATION

None.

5. PUBLIC HEARING ITEMS

None.

6. DISCUSSION ITEMS

A. Board Protocol (Richstone)

S. Richstone, Deputy Director of Community Planning & Sustainability, shared information and her extensive experience regarding supporting City Boards, both quasi-judicial with decision-making authority and advisory that provide advice, ideas and recommendations to City Council and the City Manager.

The EAB has specific jurisdiction about topics for discussion and would have to ask to advise on topics for which their feedback is not specifically requested. The advisory board helps to shape city master processes that Council determines are priorities.

One-way communication via email with staff is acceptable but email discussions among board members are not since this constitutes an online meeting and such meetings are not publicly accessible. There is nothing the board does that should not be subject to public scrutiny.

The roles of board members versus staff were clarified in terms of research responsibilities.

Board members are allowed to provide individual, personal opinions as long as they are not representing themselves as board members at the time.

The Procedural Rules of the Environmental Advisory Board were reviewed on a high level, including a possible agenda format for discussion.

Questions were fielded and comments and concerns from the board were heard. These are captured in the Meeting Summary.

B. Mid-Year Check-In (KenCairn)

B. KenCairn provided a written overview of key issues reviewed during the first part of 2015 and asked for the board's feedback on what's working well and what areas for improvement exist.

Board comments are captured in the Meeting Summary.

7. OLD BUSINESS/UPDATES

The board requested a more structured procedure for requesting and receiving updates regarding

previous agenda items. If any board member would like to receive an update, they will contact **S. Briggs** and she will obtain and provide information.

8. MATTERS FROM THE ENVIRONMENTAL ADVISORY BOARD, CITY MANAGER AND CITY ATTORNEY

- At the request of **B. KenCairn**, **S. Briggs** has created an Environmental Advisory Board binder containing meeting packets and all board communications. The purpose of the binder is to alleviate any confusion or questions about previous discussions and correspondence, both during meetings and otherwise. **S. Briggs** will bring the binder to subsequent meetings for reference as needed.
- Questions arose regarding the board's prerogative to change or influence the City Council's agenda and whether new strategies for the city to consider can be offered by the board. **B. Queen** will provide reference to a statement made by Council Member Sam Weaver regarding this issue.

9. DEBRIEF MEETING/CALENDAR CHECK

The next meeting is Wednesday, October 7.

In addition to rescheduling the Hearing Definition Clarification discussion with Carey Markel, the board is scheduled to hear and discuss the Boulder Valley Comprehensive Plan update.

10. ADJOURNMENT

Environmental Advisory Board adjourned at 7:54 pm.

Approved:

Chair Date