**CITY OF BOULDER**
**ENVIRONMENTAL ADVISORY BOARD MEETING AGENDA**
**DATE:** January 7, 2015
**TIME:** 6 p.m.
**PLACE:** 1777 Broadway, 1st floor, 1777 W. Conference Room

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1. **CALL TO ORDER**

2. **ELECTION OF CHAIR AND VICE-CHAIR**

3. **APPROVAL OF MINUTES**
   A. The **December 3, 2014** Environmental Advisory Board minutes are scheduled for approval.

4. **PUBLIC PARTICIPATION**

5. **PUBLIC HEARING ITEMS**

   A. Zero Waste Strategic Plan Update (Kara Mertz and Jamie Harkins, LEAD)

6. **DISCUSSION ITEMS**
   A. Preparation for Board Retreat

7. **OLD BUSINESS/UPDATES**

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

9. **DEBRIEF MEETING/CALENDAR CHECK**

10. **ADJOURNMENT**

For more information call (303) 441-1880. Board packets are available after 4 p.m. Friday prior to the meeting, online at www.bouldercolorado.gov

**CITY OF BOULDER ENVIRONMENTAL ADVISORY BOARD**
**MEETING GUIDELINES**

**CALL TO ORDER**
The board must have a quorum (three members present) before the meeting can be called to order.

**AGENDA**
The board may rearrange the order of the agenda or delete items for good cause. The board may not add items requiring public notice.

**PUBLIC PARTICIPATION**
The public is welcome to address the board (three minutes* maximum per speaker) during the Public Participation portion of the meeting regarding any item not scheduled for a public hearing. The only items scheduled for a public hearing are those listed under the category PUBLIC HEARING ITEMS on the agenda. Any exhibits introduced into the record at this time must be provided in quantities of eight to the Board Secretary for distribution to the board and admission into the record.

**DISCUSSION AND STUDY SESSION ITEMS**
Discussion and study session items do not require motions of approval or recommendation.

**PUBLIC HEARING ITEMS**
A Public Hearing item requires a motion and a vote. The general format for hearing of an action item is as follows:

**1. Presentations**

- Staff presentation (15 minutes maximum*) Any exhibits introduced into the record at this time must be provided in quantities of eight to the Board Secretary for distribution to the board and admission into the record.
- Environmental Advisory Board questioning of staff for information only.

**2. Public Hearing**

Each speaker will be allowed an oral presentation (three minutes maximum*). All speakers wishing to pool their time must be present, and time allotted will be determined by the Chair. Two minutes will be added to the pooled speaker for each such speaker's allotted time up to a maximum of 10 minutes total.

- Time remaining is presented by a green blinking light that means one minute remains, a yellow light means 30 seconds remain, and a red light and beep means time has expired.
- Speakers should introduce themselves, giving name and address. If officially representing a group please state that for the record as well.
- Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Refrain from reading long documents, and summarize comments wherever possible. Long documents may be submitted and will become a part of the official record.
- Any exhibits introduced into the record at the hearing must be provided in quantities of eight to the Board Secretary for distribution to the board and admission into the record.
- Interested persons can send a letter to the Community Planning and Sustainability staff at 1739 Broadway, Boulder, CO 80302, two weeks before the Environmental Advisory Board meeting, to be included in the board packet. Correspondence received after this time will be distributed at the board meeting.

**3. Board Action**

Board motion. Motions may take any number of forms. Motions are generally used to approve (with or without conditions), deny, or continue agenda item to a later date (generally in order to obtain additional information).

- Board discussion. This is undertaken entirely by members of the board. Members of the public or city staff participate only if called upon by the Chair.
- Board action (the vote). An affirmative vote of at least three members of the board is required to pass a motion approving any action.

**MATTERS FROM THE ENVIRONMENTAL ADVISORYBOARD, CITY MANAGER, AND CITY ATTORNEY**
Any Environmental Advisory Board member, City Manager, or the City Attorney may introduce before the board matters which are not included in the formal agenda.

**ADJOURNMENT**
The board's goal is that regular meetings adjourn by 8 p.m. Agenda items will not be commenced after 8 p.m. except by majority vote of board members present.

*The Chair may lengthen or shorten the time allotted as appropriate. If the allotted time is exceeded, the Chair may request that the speaker conclude his or her comments.

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

**NAME OF BOARD/COMMISSION:** Environmental Advisory Board

**DATE OF MEETING:** December 3, 2014

**NAME/TELEPHONE OF PERSON PREPARING SUMMARY:** Juliet Bonnell, 303-441-1931

**NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:**
**Environmental Advisory Board Members Present:** Mara Abbott, Stephen Morgan, Tim Hillman, Morgan Lommele and Brad Queen.

**Staff Members Present:** Brett KenCairn and Juliet Bonnell

**MEETING SUMMARY:**

- Based on council's questions for boards and commissions, EAB supported the activities on council's draft work plan and indicated that the following issues and processes should be focused on:
    - New approaches for engagement and implementation of climate action, the zero waste strategic plan and commercial energy ordinances
    - Integration of other plans with environmental issues and ensuring that city issues such as transportation and livability are looked at through a sustainability framework lens
    - Content that EAB supports as continued priorities are commercial energy ordinances, commercial waste ordinances and local food and content that EAB supports as new priorities are technology financing, policies for owner-occupied residences and neonicotinoids

**1. CALL TO ORDER**
The Environmental Advisory Board Chair **M. Abbott** declared a quorum and the meeting was called to order at 6 p.m.

**2. APPROVAL OF MINUTES**
On a motion by **B. Queen,** seconded by **S. Morgan**, the Environmental Advisory Board approved (3-0, **M. Abbott and M. Lommele abstained**) the November 5, 2014 meeting minutes.

**3. PUBLIC PARTICIPATION**

**4. PUBLIC HEARING ITEMS**

**5. DISCUSSION ITEMS**
A. Priorities/Letter to Council Discussion

The board supported many of council's priorities and expressed interest in understanding how they can best assist council to achieve their goals. The board discussed issues and how city processes used to address these issues can be improved. The board's highest priorities for 2015 were:

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- Creating new approaches for engagement and implementation of climate action, the zero waste strategic plan and commercial energy ordinances (creating better PR and resident understanding of the benefits of municipalization)
- Integration of other plans with environmental issues and ensuring that city issues such as transportation and livability are looked at through a sustainability framework lens
- Commercial energy ordinances, commercial waste ordinances and local food continue to be priorities and technology financing, policies for owner-occupied residences and neonicotinoids become priorities.

**6. OLD BUSINESS/UPDATES**

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

**8. DEBRIEF MEETING/CALENDAR CHECK**

**9. ADJOURNMENT**
Environmental Advisory Board adjourned at 8:04 p.m.

Approved:

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Chair Date

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**MEMORANDUM**

To: Environmental Advisory Board

From: Department of Community Planning and Sustainability
David Driskell, Executive Director
Susan Richstone, Deputy Director
Kara Mertz, Environmental Action Project Manager
Jamie Harkins, Business Sustainability Specialist

Date: January 7, 2015

Subject: Zero Waste Strategic Plan and Zero Waste Ordinance Development

The purpose of this agenda item is to obtain Board feedback on the primary elements of the draft Zero Waste Strategic Plan and options for new zero waste ordinances, in advance of City Council consideration of these items. Specifically, we would like:

1. Feedback on the proposed goals, evaluation criteria, guiding investment principles and partner roles for the Zero Waste Strategic Plan (ZWSP),
2. A recommendation for council on the proposed zero waste ordinances and suggestions on a process for community input.

## I. ZERO WASTE STRATEGIC PLAN

At the April 9, 2014 EAB meeting, the board reviewed the results of a Zero Waste Program Evaluation Study as well as preliminary information on the format and evaluation criteria that would be used in the update to the 2006 Master Plan for Waste Reduction, renamed the Zero Waste Strategic Plan (ZWSP). This new plan is designed to be a living document, setting an overarching framework for evaluating and prioritizing different Trash Tax investment options for achieving the plan goals. It will also include an Action Plan outlining which initiatives the city will pursue in the short term based on current progress and needs as well as the plans of the city's zero waste partners.

Since the April EAB meeting, City Council provided input to the ZWSP and accompanying Action Plan at a July 29, 2014 Study Session. Council's input on the goals and priorities has shaped the elements of the plan presented below, which is currently being drafted.

### A. ZWSP Goals

The ZWSP will expand upon the original 2006 goal of 85 percent waste diversion in recognition that the percentage of waste diverted from the landfill, on its own, provides an insufficient picture of the waste reduction efforts of the community. Additional goals related to source reduction, climate, and participation will be included in the plan.

#### *Waste Diversion*

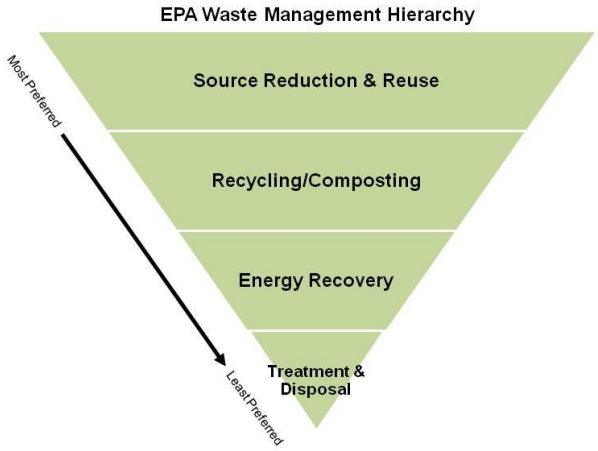
The percentage of waste diversion is calculated by taking the weight of total materials recycled and composted and dividing this by the weight of the total discarded materials (total recycled, composted, and landfilled). In 2006 City Council adopted a goal of 85 percent waste diversion, which

is the internationally accepted diversion rate for a zero waste community, in recognition that currently there are materials in the waste stream that cannot yet be recycled, composted, or otherwise repurposed. Each sector of the Boulder community, including single-family residential, multi-family residential, and commercial should achieve 85 percent waste diversion.

- **GOAL: 85% WASTE DIVERSION IN EACH SECTOR BY 2025 (RESIDENTIAL SINGLE-FAMILY, RESIDENTIAL MULTI-FAMILY, AND COMMERCIAL)**

***Source Reduction***

While much of the city's focus since the acceptance of the original master plan has been on recycling and compost services and infrastructure, this ZWSP will have an increased focus on reducing waste at its source. This priority is aligned with the EPA's waste hierarchy, which ranks the most environmentally sound strategies for municipal solid waste. This hierarchy emphasizes source reduction and reuse as the most preferred approach.




Source reduction goals are commonly measured by calculating the total waste material generation per capita (including materials recycled or composted). According to EPA data, the average American generated 4.38 pounds of total waste per day in 2012, and recycled or composted 1.51 pounds of those materials. The city will begin to measure this metric based on the required annual reports of the waste haulers operating in the city and prioritize initiatives that reduce this number.

- **GOAL: MEASURE PER CAPITA TOTAL WASTE GENERATION (TRASH, RECYCLING AND COMPOST) AND WORK TO DECREASE THIS OVER TIME**

***Climate Change***

The renewal of the Climate Action Plan Tax in 2012 and the continued support of the city's Climate Commitment efforts demonstrate Boulder's recognition that we must drastically reduce our greenhouse gas (GHG) emissions. City master and strategic plans that address the focus areas of the Climate Commitment are the primary tools for achieving these emission reductions, and waste is one of these focus areas. Boulder's past GHG inventories did calculate emissions from the disposal of waste, but the methodology did not take full account of recycling and compost practices. The city's

new GHG inventory, currently under development, will include improved methods to measure the GHG impacts of the transport and disposal of waste.

In addition to emissions from the disposal of waste, there is emerging recognition of the importance of measuring the GHG impacts created by the consumption choices a community makes. The city will continue to monitor the evolution of this process, as there is not yet a widely adopted methodology for incorporating consumption measures into GHG inventories.

- **GOAL: MEASURE GHG EMISSIONS FROM WASTE DISPOSAL TO THE GREATEST EXTENT POSSIBLE AND IMPLEMENT STRATEGIES TO REDUCE GHG EMISSIONS FROM WASTE.**

***Participation***

In addition to performance metrics, increasing participation in Boulder's zero waste programs is also a priority. Beginning in 2010, the annual Boulder hauler reporting form included a request for the number of trash, recycling and compost customers (by service address) by sector in addition to tonnage data. The city will continue to collaborate with partners to develop improved measures of participation across all programs and facilities. Initiatives will be created or adjusted with the goal of maximizing the number and diversity of individual participants in zero waste services and programs.

- **GOAL: MAXIMIZE THE NUMBER AND DIVERSITY OF INDIVIDUAL PARTICIPANTS IN ZERO WASTE SERVICES AND PROGRAMS.**

## B. Evaluation Criteria

The plan will guide the city's annual decisions about which investments in new or expanded programs, incentives and facilities should be made by providing a clear framework to evaluate the options. Once a new program or facility investment is determined to help achieve one or more goals, it will be evaluated according to the following criteria:

- **Diversion Potential** – ability to divert additional tons from the landfill
- **Greenhouse Gas Reductions** – ability to reduce GHG emissions
- **Upstream Conservation** – supports source reduction, repair, reuse or reduced toxicity
- **Community Engagement** – encourages broad community participation and raises awareness across a diverse audience
- **Ease of Implementation** – consideration of how easy an initiative will be to implement, taking into account both staffing and policy needs
- **Cost Effectiveness** – consideration of outcomes the initiative will achieve compared to the investment needed (from both the city and the customers)

## C. Guiding Investment Principles

The Guiding Investment Principles are the final piece in the strategic framework of this plan and are used to make decisions about new initiatives or facility investments that perform well in evaluation against the criteria above.

Generally speaking, the basic trajectory of strategies the city implements is to begin with voluntary programs, then encourage broader participation with financial incentives, and finally move to regulatory approaches when incentives do not create enough of the desired outcomes.

The guiding investment principles focus on providing convenient programs and services that reduce waste but are not initially viable for the private sector to provide. Programs and services are designed to be "spun off" when either the economic motivators or the desires of the program participants have shifted sufficiently to allow the private sector to take over. Sometimes this shift requires enabling legislation so that all private sector companies are playing by the same rules.

The overarching investment principle is for the city to provide programs and facilities that protect the environmental health and safety of the community. When faced with funding choices, the following guidelines will be considered:

- Preference will be given to cooperative ventures with for-profit and nonprofit organizations over sole municipal control.
- One-time funding is preferable to ongoing program support.
- Investments will be prioritized if they are "opportunistic" and take advantage of fund matches or enjoy significant community support.
- The city will avoid duplicating services where an existing community organization can either provide the service or whose existing services could be built upon.
- Investments will be prioritized if they have the ability to achieve multiple community sustainability goals in addition to the zero waste goals in this plan.
- Following the Environmental Protection Agency's Waste Management Hierarchy, preference will be given first to source reduction or waste avoidance; then to recycling and composting; then to energy recovery for non recyclable materials; and lastly to treatment and disposal. The City will generally not invest in energy recovery facilities that use materials that would otherwise be recyclable or compostable as a feedstock.
- The City will strive to fund projects that test new and innovative waste reduction solutions, especially solutions that provide an alternative to disposing materials that are not currently recyclable or compostable or those that offer a more efficient process for recycling (or reusing) a material.
- Toxic materials are inherently non-sustainable. Any investment is encouraged that can reduce their use, whether through legislation, education or encouraging producer responsibility.
- The city can fund business plans and technical assistance to help partners determine private sector (for-profit or nonprofit) viability.

## D. <u>Roles of the City and its Partners</u>

Throughout the ZWSP update process staff has had discussions with the primary waste reduction partners, including Boulder County, Western Disposal, Eco-Cycle and the Center for Resource Conservation. The ZWSP will include the resulting draft outline of roles. While not intended to be an exclusive or static list, this explanation will assist in guiding and prioritizing the efforts the city should pursue in years to come.

**Roles of the City of Boulder:**

- Legislative: Council and staff development and support for state and federal legislation
- Planning: Collaborate to craft a community-wide vision for zero waste; set goals; plan local facilities, programs and services
- Own and manage lease and operating agreements with ReSource and Eco-Cycle for Center for Hard-to-Recycle Materials at 6400 Arapahoe

- Ensure zero waste policies, programs and services "protect the common good"
- Regulation, associated enforcement and land use approvals within the City of Boulder
- Provide financial support and contracts for critical infrastructure/facilities[1]
    - If the private sector cannot independently fund
    - To ensure longevity of facilities
    - To ensure equitable access to facilities
    - To serve current and near-term City/Boulder community needs[1]
- Provide technical assistance, rebates to residents and businesses
- Create and manage community working groups/task forces
- City Council motions, actions, recognition
- Member of regional committees for infrastructure planning; standardized reporting; education and outreach; etc.

**Roles of Boulder County:**

- Same as above for supporting state and federal legislation; setting countywide goals; planning and managing regional facilities, programs and services; developing regional planning documents; and regulating, enforcing and issuing land use approvals for unincorporated Boulder County.
- In addition, owning and managing the Boulder County Recycling Center and Hazardous Materials Management Facility
- Provide financial support and contracts for critical infrastructure/facilities[1]
- Provide technical assistance, rebates to unincorporated County residents and businesses
- Board of County Commissioners motions, actions, recognition
- Convener of regional committees for infrastructure planning; standardized reporting; education and outreach; etc.

**Regional Committees:**

- Intergovernmental Agreement on Zero Waste Education and Outreach
    - Guiding principles to avoid duplication; minimize confusion
    - Process for standardized messaging
    - Cost sharing for design, development and distribution of educational materials
    - Roles of nonprofit and for-profit partners vis-à-vis education
- Resource Conservation Advisory Board and its subcommittees
    - Vehicle for making regional recommendations to the Board of County Commissioners
    - Regional zero waste facility planning
    - Regional policy discussions
    - Oversight for Boulder County Recycling Center

**Roles of other Community Zero Waste Partners:**

- Help galvanize the community around the vision of Zero Waste Boulder
- Educate and communicate to partner's customers/members

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[1] The City may invest in a facility that ultimately serves the entire region if Boulder's needs are more immediate than the rest of the county. Conversely, if the need for processing capacity is more heavily weighted in the rest of Boulder County or is more equitably distributed across the county, Boulder County should take the lead in facility investment and contracting.

- Community organizing
- Research on national and international best practices
- Private investment in facilities or services
- Test services/material recovery prior to full-scale implementation
- Operate "waste exchanges" where proprietary information must be protected (thus inappropriate for the city to hold as public record)
- Operator for publicly-sponsored facilities or services
- Volunteer mobilization
- Social media pushes and other community education requiring quick turnaround
- Advocacy
- Tracking and reporting (measurement and verification) for partner organizations' own activities

Nonprofit

- Investments that can be supported by grants or cross-subsidized by organization's cash flow
- Focus on "how to change the world"
- Partner with the city to "protect the common good"
- Fee-based services

For-profit

- Investments with payback potential
- Facility capital improvements
- Fee-based services

## II. ZERO WASTE ORDINANCE DEVELOPMENT

As was reported to Council in its July 29 Study Session memo, included in the recommended strategies to decrease the amount of recyclable and compostable waste going to the landfill are requirements that Boulder businesses recycle single stream materials; food-generating businesses compost their organic waste material; and multi-family complexes increase their recycling rates and also be required to compost food waste as well. At the July 29th Study Session, City Council requested staff return to council after having developed options for these requirements.

Over the past several months, staff has convened a short-term, task-focused working group to develop these options. **Attachment A** includes the goals, purpose and key questions that the working group set out to answer; as well as a list of the group members.

The group met three times in November and December; detailed meeting notes can be found at: https://bouldercolorado.gov/lead/business-zero-waste. **Attachment B** includes the outcome of the working group discussions, in the form of a document with comments in its margin, directed at working group members. Final comments from working group members are due by Friday January 9. It is important to note that all proposed ordinance language is draft in nature and subject to attorney review.

## A. Highlights of the proposed ordinances

For the most part, the working group was in agreement regarding the direction ordinances should take with two exceptions. These are listed as "Alternative Recommendations" in **Attachment B** and listed below.

According to the working group, key provisions of a new ordinance should include:

1. **The ordinance should apply to both property owners and businesses.** Since an estimated 75 percent of the businesses in Boulder are located in leased space, the group felt strongly that the property owner needs to be responsible for providing service to those tenants not already subscribing on their own; and the tenant businesses need to be required to use the service.
2. **Businesses should be protected against the added burden of illegal dumping.** The working group overwhelmingly supported an ordinance requiring all property owners, both commercial and residential, be required to subscribe to trash collection service. This not only helps minimize illegal dumping, but also supports the community's zero waste goals by preventing businesses from canceling trash service as a way to get out of subscribing to recycling or composting collection.
3. **Education and proper signage is a key to assuring properly sorted materials.** The working group discussed the proper roles for the city, its zero waste partners and businesses themselves in educating employees and customers about the proper way to recycle and compost on site. Toward this end, the City is developing a tiered service offering for both multi-family and business customers to assist with setting up and educating tenants on the proper way to recycle and compost in Boulder. The guidelines will be consistent between all sectors.
4. **One year should be sufficient for phasing in these requirements.** The working group felt the property owner requirements (to provide service and outside collection containers) should be in place first; and the businesses should be required to use the service within 3 months of the service being in place.
5. **All Special events in the City should be zero waste.** The working group recommended that all special events in Boulder should be required to provide recycling and compost collection and adequate signage/education for vendors and event attendees. These provisions are being incorporated into the special events permit requirements being revamped in 2015.

## B. Alternative ordinance provisions

The working group was not unanimous in its support for two provisions, highlighted as alternative recommendations in **Attachment B**. Staff will be reaching out to affected businesses and the larger community to gather feedback on these. It would also be helpful to have the Environmental Advisory Board weigh in and make a recommendation on these alternatives.

6. **All businesses should also be required to add compost collection within 5 years *(3 years from initial ordinance compliance deadline).*** While everyone agreed that to carry out council's direction, all businesses should be required to recycle and all food-generating businesses should be required to compost, some members of the working group felt they needed more data before they could determine whether the non-food businesses should, several years from now, also be required to compost. The disagreement among working group members stemmed from the question about whether the compostables from the larger commercial sector represented a relatively small or substantive portion of the waste stream.

None of the local waste sorts completed to date separate by business type, the compostable waste remaining in the trash. However, Boulder County and the City of Boulder office zero waste programs both show that approximately one-third of the diverted materials are compostable as compared to two-thirds that are recyclable.

7. **Multi-family complexes should be required to compost.** The proposed ordinance requires that all multi-family property owners must provide adequate recycling collection service. However, while there was general agreement among working group members that owner-occupied multi-family property owners (e.g., condos and townhome owners) should also be required to provide adequate compost collection service, there was not universal agreement as to whether multi-family properties that were comprised primarily of rental dwelling units should also be required to provide compost collection containers. The current ordinance options state that multi-family residential rental property owners can apply for an annual exemption, but are not forever exempt from the requirement.

## III. 2015 WORK PLAN

The 2015 zero waste work plan includes the following key provisions to carry out the zero waste strategic plan and final ordinance adoption and implementation.

<u>Standardizing tiered assistance for multi-family complexes and businesses</u>

- Conceptualize tiers of service for MFU and Business assistance
    1. "Tool Kit"
    2. "Light touch" assistance to set up basic recycling/composting
    3. "Deeper dive" assistance for difficult properties or deeper zero waste
- Design contest for bin solution for space-constrained properties?

<u>Zero waste communications</u>

- Collateral for zero waste tool kit for businesses and multi-family units
- Portal for ZWSP and zero waste tools for the community
- Communication and outreach plan for new ordinances
- Residential communications to increase participation in residential compost collection

<u>Multi-family Assistance:</u>

- Prioritized outreach for three tiers of service
- Designing Tier 2 of assistance to begin with owner occupied
- Work with communications to design "toolkit"
- QTR 2: Modify based on actual adopted ordinance
- Overlay work plan with exemption requests

<u>Business Assistance</u>

- Analysis to prioritize businesses to drive to three tiers of service*
- Design tier 1 (volunteer training + toolkit)
- Work with communications to design "toolkit"
- Identify additional resources for training videos
- Manage zero waste advising contract

Zero Waste Strategic Plan:

- Complete the Plan; draft to council mid-February
- Final Plan Qtr 2
- Manage Web Portal with communications; timeline and deliverables to meet project needs

Commercial Ordinance Development:

- Options to Council mid-February
- Final ordinance language to council Qtr 2
- Develop City business processes for:
    - Data/reporting for assistance and compliance
    - Measurement and verification
    - Exemption requests
    - Enforcement (warnings, referral to assistance, violations); including 2017 budget for additional enforcement staff.
- Re-vamp zero waste rebates to encourage early compliance

Special Events Permit Requirements

- Work with Special Events Committee in 2015 to incorporate provisions for recycling and composting at all special events.
- Assess the adequacy of special events rebate to encourage compliance.

## IV. TIMELINE

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| 1st Quarter 2015 | Community outreach to affected businesses and larger community |
| First half 2015 | Development of tiered service offerings and new zero waste rebates |
| Feb. 17, 2015 | City Council consideration of draft Zero Waste Strategic Plan and ordinance options |
| 2nd Quarter 2015 | Council consideration of draft ordinance language |
| 2nd Quarter 2015 | Zero Waste Strategic Plan and ZW Web Portal launch |
| 2nd and 3rd Quarters 2015 | City business process and work plan development for ordinance roll-out, assistance and enforcement |
| September 30, 2016 | Property owner service requirements compliance deadline |
| January 1, 2017 | Business recycling requirements and food-generating businesses compost requirements compliance deadline |
| January 1, 2020 | Business compost requirements compliance deadline, if applicable |

## Working Group: Recycling & Composting Ordinances

**Goals:** Increase business recycling and composting rates; reduce greenhouse gas emissions; find the sweet spot for minimizing the costs to businesses and maximizing diversion.

**Purpose of Working Group:** The ZW Business working group will advise city staff on **zero waste ordinance options to bring back to Council**. This group will also discuss what is valuable to the Boulder business community in terms of zero waste services offered by the city and its partners. Analysis coming out of this working group will determine the expected portion of the community's 85 percent waste diversion goal that can be expected to result from business recycling and composting regulations.

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|---|---|
| **Key Questions/Issues** | • How can the city structure zero waste ordinances work with current business practices?<br>• What types of training and resources will best support businesses to comply with these future requirements?<br>• What types of incentives would be most helpful in the long term and who is best poised to provide them?<br>• How much of the business waste stream can be diverted through new recycling and composting regulations and what future services should the city and its partners consider in order to reach the community's 85 percent diversion goal? |
| **Desired Skills or Representation** | • Building owners, property managers, and large business tenants<br>• Property managers, including residential rental property owners<br>• Restaurant Association/Grocers Association representation<br>• Restaurant owners<br>• Retail business owners<br>• Office businesses<br>• Service/repair shops<br>• Business organizations<br>• Partner representatives working on business waste services |
| **Timeframe and Format** | • Four to five meetings (~2 hours in length) to be held between October 2014 and January 2015 |

| Working Group: Recycling & Composting Ordinances | |
|---|---|
| **Tasks & Analysis** | **Meeting #1:**<br>1) Develop knowledge base around existing waste systems in Boulder and national best practices<br>2) View videos of zero waste business champions<br>3) Educate the group about various zero waste service offerings<br>4) Identify existing ZW services are most valuable to the Boulder business community<br>5) Identify new zero waste services that could be offered by the city or its partners<br><br>**Meeting #2:**<br>1) Discuss options for zero waste regulations<br>a) Composting<br>b) Recycling<br>c) Multi-family residential recycling and composting<br>d) Others?<br><br>**Meeting #3:**<br>1) Discuss options for Phasing/Timing: Which businesses should be affected and when? How should the requirements and enforcement be phased in over time?<br>2) Discuss options for business processes to trigger compliance for any requirements<br>3) Discuss options for enforcement for any requirements |
| **Deliverables/ Milestones** | • Menu of options with recommendations for business recycling and composting requirements<br>• Summary of desired zero waste services, assistance and partnerships<br>• Analyses re: portion of the 85 percent goal that can be addressed by regulations |

[ATTACHMENT A]

| Working Group Members | | | |
|---|---|---|---|
| **Name** | **Title** | **Organization represented** | **Representation** |
| **Bob Ternes** | US Territory Manager | Rally Software | Office Based businesses |
| **Natalie Hamilton** | Systems Adminiatrator | | |
| **Colin Vita** | Senior Manager, Property Management | Twenty Ninth Street | Property Owners; Large business Tenants |
| **Mary Lou Chapman** | President/CEO | Rocky Mountain Food Industry Association (represents grocers) | Grocers Association |
| **Nick Hoover** | Colorado Restaurant Association | Colorado Restaurant Association | Colorado Restaurant Association |
| **Sonia Riggs** | CEO | | |
| **Angelique Espinoza** | Public Affairs Director | Boulder Chamber | Business Organizations |
| **Dan Powers** | Executive Director | Boulder Tomorrow | Business Organizations |
| **Jacquie Meyer** | Owner | The Buff Restaurant | Restaurant Owner |
| **Sheila Horton** | President | Boulder Area Rental Housing Assn. | Residential Rental Property Owners |
| **Adam Knoff** | LEED AP O+M | Unico Properties | Large Property Owners/Managers |
| **Randy Moorman** | Community Affairs | Eco-Cycle | Partner Organization |
| **Kate Bailey** | Program Developer | | |
| **Dale Ekart** | Commercial Programs Manager | | |
| **Frank Bruno** | CEO | Western Disposal | Partner Organization |
| **Bryce Isaacson** | Vice President | | |
| **Kevin Afflerbaugh** | Environmental Coordinator | | |
| **Bill Hayes** | BCPH/EnergySmart Administrator | Boulder County Public Health | Partner Organization |
| **Pam Milmoe** | BCPH/EnergySmart Administrator | Boulder County Public Health | |
| **Hilary Collins** | Sustainability Policy Analyst | Boulder County Sustainability Office | Partner Organization |

**DRAFT ZERO WASTE ORDINANCE** **ATTACHMENT B**

December 17, 2014

**"Base" proposed ordinance requirements included in numbered list.**
**Optional proposed ordinance modifications listed in red.**
***All proposals are draft in nature and subject to modification based on attorney review***

Requirements for Property owners

1. Modify the existing requirement as follows (subject to exemptions and phase-in periods, below):
   No owner of any property ~~containing one or more rental dwelling units~~ shall fail to maintain in effect a current and valid contract with a hauler providing for the removal of accumulated trash, recycling and composting from the property, which contract shall provide for sufficient trash, recycling, and composting hauling to accommodate the regular accumulation of trash, recycling and composting from the property. For properties containing one or more rental dwelling units [or business tenants], trash collection shall be no less frequently than on a biweekly basis

- This provision should reference the language prohibiting the accumulation of trash recycling or composting.

Requirements for businesses

*(Need to define the responsible party here; we can require a person to do this, but it may be hard to require a "business" to do something)*

2. All businesses (subject to phase-in period and exemptions listed below) must provide on-site recycling containers for employees and customers to use inside the business.
3. During the regular course of business, employees of affected businesses must separate recyclables from trash
4. All affected businesses must provide recycling information and instructions [in accordance with rules issued by the City Manager?]
   a. Annually to all tenants and employees of the premise
   b. A new employee or tenant no later than the thirtieth day after the tenant occupies or the employee begins work at the premises; and
   c. All employees or tenants not later than the thirtieth day after a substantive change in the recycling service offered at the premises

5. All affected businesses must provide multi-lingual or picture-only signs at each on-site recycling container.

   ALTERNATIVE RECOMMENDATION:
   No sooner than 3 years after the effective date of this ordinance, the City Manager may issue rules to require businesses to also provide on-site compost containers for employees and customers to use inside the business

6. All businesses that prepare, serve or sell food (subject to phase-in period and exemptions listed below) must provide on-site compost containers for employees and customers to use inside the business and in outside eating areas.

7. During the regular course of business, employees of affected businesses must separate compostable material from the trash

8. All businesses that provide landscaping services, perform their own landscaping or generate significant vegetative waste on a regular basis (subject to phase-in period and exemptions below) must separate compostable organic material from the trash.

**Comment [KFM1]:** Do we know the origin of this frequency requirement? Should we change this to weekly?

**Comment [KFM2]:** Should this include a provision: containers must be of adequate size and number to prevent recyclables from being mixed with the trash?

**Comment [KFM3]:** ? do we need this?

**Comment [KFM4]:** Investigating the best way to define this

**Comment [KFM5]:** ? do we need this?

**Comment [KFM6]:** Need more work on this definition. Intended to include florists, garden centers and marijuana growers – subject to state product destruction requirements

**"Base" proposed ordinance requirements included in numbered list.**
**Optional proposed ordinance modifications listed in red.**
***All proposals are draft in nature and subject to modification based on attorney review***

9. All affected businesses must provide composting information and instructions [in accordance with rules issued by the City Manager?]
    a. Annually to all tenants and employees of the premise
    b. A new employee or tenant no later than the thirtieth day after the tenant occupies or the employee begins work at the premises; and
    c. All employees or tenants not later than the thirtieth day after a substantive change in the compost service offered at the premises

10. All affected businesses must provide multi-lingual or picture-only signs at each on-site compost container.

11. Businesses that prepare, serve or sell food must investigate donating edible food waste prior to composting it.

**Comment [KFM7]:** Looking into the best way to encourage this. In Austin, TX language reads:

"In accordance with the requirements of the Good Faith Donor Act set forth in Chapter 76 of the Texas Civil Practice and Remedies Code, the department shall by rule encourage the responsible party for affected premises to follow the hierarchy of beneficial use of scrap food which, beginning with the most beneficial, is:
(1) feeding hungry people;
(2) feeding animals;
(3) providing for industrial uses; and
(4) composting."

Other requirements

12. All special events in the City of Boulder must be zero waste in compliance with Special Event Permit requirements.
13. Can we require volume-based pricing ("pay as you throw") for commercial trash service?

**Exemptions**: Exemptions must be applied for on an annual basis. City staff will review exemption applications and work with the applicants to bring them into compliance.

- Home-based businesses
- Extreme financial hardship *(how should we define/enforce?)*
- Businesses that generate less than a certain amount of trash, recyclables or compostables *(define)*
- If compliance would require the business to violate other municipal codes or regulations
- A businesses that haul its own [trash][1] recyclables or compostables or composts on site
- Property owners that share collection service are exempt from the requirement to provide service, but businesses must still comply with the provisions that apply to the businesses (#2 - #5, above)
- Property owners whose tenants or lessees contract for their own recycling or composting collection service can be exempt from providing service for those tenants
- Severely space-constrained properties
- Businesses that sort recyclable or compostable materials in the "back of the house" can be exempt from the container requirements
- "Convenience stores" can be exempt from the requirement to provide compost containers for customers.
- Innovation exemption - a business or property owner can apply for an exemption if they are reusing or repurposing a significant portion of their waste stream

**Comment [KFM8]:** Is this already covered by the provision that the property owner must contract for service adequate to serve the "regular accumulation of trash, recyclables and compostables"…? So if the tenants are already contracting for its collection, then the property owner's responsibility is only the remaining portion of what is regularly accumulated

**Comment [KFM9]:** may be able to capture this exemption in the definition of a food-generating business

ALTERNATIVE RECOMMENDED EXEMPTION:

[1] "trash" included here if regulation includes a provision requiring trash collection service contracts

**"Base" proposed ordinance requirements included in numbered list.**
**Optional proposed ordinance modifications listed in red.**
***All proposals are draft in nature and subject to modification based on attorney review***

- Property owners of multi-family complexes comprised primarily of rental dwelling units, may be issued an annual exemption from maintaining in effect a valid contract providing for the removal of accumulated composting from the property.

**Phase-in period**

- Ordinance adoption: Qtr 2, 2015
- Property owner compliance required by Sept. 30, 2016
- Business compliance required by Jan. 1, 2017
- Technical assistance and zero waste advising services will be provided beyond the compliance dates for exemptions, warnings, and for businesses that request it
- 3 written warnings delivered in person will be issued prior to any fines being assessed
    - Each warning will be accompanied by technical assistance, free signage, and education
- Exemptions will be accompanied by technical assistance to bring into compliance
    - Exemptions can be applied for beginning March 1, 2016
- Need a provision to allow existing contracts to expire (without encouraging a last-minute rush of new contracts prior to adoption)

Work Plan should include looking for longer-term solutions for space-constrained business districts.

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

**NAME OF BOARD/COMMISSION:** Environmental Advisory Board

**DATE OF MEETING:** February 5, 2014

**NAME/TELEPHONE OF PERSON PREPARING SUMMARY:** Juliet Bonnell, 303-441-1931

**NAMES OF MEMBERS, STAFF AND INVITED GUESTS PRESENT:**
**Environmental Advisory Board Members Present:** Mara Abbott, Tim Hillman, Morgan Lommele, Stephen Morgan, and Larissa Read

**Staff Members Present:** Jonathan Koehn, Brett KenCairn, David Driskell, and Juliet Bonnell

**Facilitator:** Heather Bergman

**1. Welcome and Introductions**

**2. Review Meeting Objectives/Desired Outcomes**

- Debrief accomplishments of 2013
- Board goals and focus areas for 2014

**3. Debrief of 2013**

**A.** ***Key accomplishments for 2013***

**B.** ***What worked? What was successful?***
Elements in 2013 that were effective and successful (meeting format, public engagement, etc)

Staff noted that EAB was integral in the rebranding of Climate Action into Climate Commitment and that they created important new direction and goals for this commitment. It was also pointed out that the board's focused and specific interest in Climate Commitment helped staff narrow their focus and zero in on specific issues.

The board appreciated that they got to see the completion of the Climate Action Plan and felt that it was really helpful to set small, specific, measurable goals that they were able to accomplish and feel good about. The board was excited that the City Manager indicated that EAB would be asked for feedback on a 14th St. parking garage. It felt good that the feedback and opinions of the EAB were valued and solicited on important topics such as this.

Despite lots of changes and transition during 2013, EAB still managed to accomplish a lot.
It was noted that Market Innovations is an important project and although it has been delayed, it has not been forgotten and is now moving forward.

Staff observed that there have been unanticipated interruptions and postponements of projects from the flood and other unexpected circumstances in 2013 and appreciated the board's persistence in helping move both Climate Commitment and Market Innovations forward.

C. ***What didn't work? What did we learn?*** Lessons from 2013 to be more successful in 2014.

The board expressed a desire to be better informed about how their feedback on issues is being used. The board discussed the need to proactively check in with staff to gather information about how their input is informing memos and presentations to council. It was suggested that board members who are passionate about certain projects become "point persons" and follow up on those projects and track their progress as those items are heard by other boards and council.

The board also discussed the fact that individual board members do not always agree on issues and questioned staff about the usefulness of feedback that includes divergent opinions versus when consensus is reached by the board.

The facilitator noted that the value of the group is an important thing to define and that there is great value in building upon an individual's thoughts and building group consensus.

Staff indicated that the style of board minutes can be altered to better show how EAB's comments will be reflected in council correspondence. Staff will provide the board with details on exactly what is being requested of the board and how the board's input will be used. Moving forward, direction on the type of feedback being requested for each agenda item will be provided to the board in each meeting agenda and packet.

The board agreed that they are aiming for cohesiveness in their comments, not necessarily requiring consensus. The board and staff acknowledged that a certain degree of board agreement and consensus of opinion provides more power to the board's recommendations to staff and council.

The facilitator noted that it's important for staff to clarify their expectations of the board and follow up with the board to close the loop and ensure that the board knows how their feedback is being used and how their feedback could be more useful.

It was acknowledged that it's important to set goals for the year, but it's also important to understand that as the year progresses, goals may vary and that the board needs to remain flexible.

Staff noted that since City Council created their vision and prioritized their areas of focus and then worked with city departments to prioritize staff's work plan items, the EAB is better informed this year about council's goals and staff's work plan prior to setting the board's goals so that these items can be better aligned and supported.

The facilitator noted that the challenge is balancing the overwhelming size of issues with the need to move progressively toward goals.

The board discussed what their role should be in engaging with community members and gathering feedback on key issues from members of the public. The board felt that they could play a more active role in collecting feedback from the community in less traditional ways such as seeking out random feedback from people at grocery stores or on the street instead of in the usual venues of public meetings. Board members were interested in gathering and bringing public comment to the board to inform their conversation and recommendations. It was suggested that staff could note on upcoming board agendas which topics it would be helpful to have additional

board-gathered public feedback on.

However, staff mentioned that most items have already gone through some level of public process prior to being heard by the EAB and that public engagement may not be the best use of board members' time and energy. EAB will be informed of staff level public engagement that has taken place through information provided in EAB memos and packets. Some agenda items may be heard by the board first and then taken out to the public for comment in which case staff will indicate this on the board's agenda.

The board provided the following operational suggestions/requests to contribute to their success in 2014:

- Appointment of a chair and vice-chair
- Vice-chair assistance in keeping track of key themes, agreements, key points of divergence in the group's perspective, and/or agenda items that need to be followed up on, depending on the meeting
- Adding "old business" as a topic to the agenda as an opportunity to check in on and receive brief updates on items that were heard by the board and have continued moving forward
- Selection of one or two board members as "point person(s)" to track key topics and bring updates back to the board on their progress
- Facilitation/meeting management training for board members to improve their meeting format and flow.

**4. Operation Issues for Board Discussion**

- Boards and Commissions coordination, review of board bylaws, meeting format, succession planning, etc

**B&C coordination:**

Staff clarified that the objective of enhanced board and commission coordination is to better inform EAB and help them provide more well-rounded and integrated feedback and recommendations.

The board discussed B&C coordination and noted that there are several different approaches that can assist with coordination and be used in conjunction with each other. Board members can:

- become "board buddies" with members of other boards,
- attend other boards' meetings when there are relevant discussions
- monitor other boards and council's calendar in order to stay abreast of the progress of topics that interest them.

It was noted that board members' time and energies need to be considered when choosing the best ways to remain engaged.

The board agreed that establishing formal "board buddies" is not necessary, but individuals should feel free to develop relationships with other members of other boards and commissions. Additionally, board members may track items of interest to the EAB that are under discussion by other boards and commissions and, when necessary, bring them to the attention of the rest of the EAB.

**Bylaws:**

The board agreed that it would be helpful to have a chair and vice-chair. **M. Abbott** agreed to serve as board chair and **S. Morgan** agreed to serve as board vice-chair of EAB until April 2015. The chair and vice-chair are held by the most senior members of EAB, respectively. The chair will be responsible for meeting with any new members appointed to the EAB by council and orienting them to the board, the issues, and the overall process. The vice-chair will be responsible for summarizing key points of each meeting and coordinating with the board secretary to ensure that these key points are incorporated at the beginning of each meeting's minutes.

**Meeting format:**

The board agreed to revise their meeting agendas and format to include:

- "old business/updates"
- clarification on what type of feedback staff is requesting of board
- details about how the board's feedback will be used

The board agreed to try discussing old business at the beginning of one meeting, then discussing it at the end of the next meeting to determine which point in the agenda it makes more sense to discuss this item moving forward. It was also suggested that some portions of old business could be discussed at the beginning of the meeting if they are pertinent to and will help inform items on that night's agenda, but that a strict time limit be set on the update.

Staff will provide direction on what type of feedback they are looking for from the board as well as whether feedback has already been gathered or board members should gather feedback for each item on their agenda. Staff will work with the chair during the agenda meeting to finalize the agenda.

The vice-chair will provide a summary of key points from each meeting to the board secretary. These key points will be added to the beginning of the minutes for their respective meeting and board members will have the opportunity to edit and/or approve the minutes including the key points at subsequent meetings.

The board discussed and agreed that each board member should become a point person for certain topics they're especially passionate about. Board members agreed to track their chosen topic and report back to the board on it as they see fit.

If board members have specific questions on items on their agenda, they may request additional information from staff to increase their understanding.

**5. Debrief of 2014 City Council priorities and staff work plan**

**D. Driskell** provided the board with an update on 2014 City Council priorities and the staff work plan. The topics that will benefit most from EAB comment are Climate Commitment, Municipalization, energy efficiency including SmartRegs and commercial energy efficiency strategy, solar strategy, implemented new energy code, Market Innovation, Zero Waste Master Plan update including discussion of construction and demolition waste, commercial composting/recycling, multi-family unit composting/recycling, every-other-week trash pick-up, Bears and Trash, Integrated Pest Management including the Emerald Ash Borer, the Civic Area as a model of sustainability practices and an ecodistrict, Resiliency, and Transportation issues.

**6. Discuss 2014 Board Priorities in relation to Council Priorities and the 2014 Work Plan**

- How does the board want to integrate with and support city work efforts in 2014?
- Which project or issue areas should be the board's highest priorities?

The board discussed the city's work efforts and which should become their priorities based on environmental relevance, whether the item would be heard by any other city board(s), and if it was a topic of particular interest to individual board members who would become the "point person" for that topic.

The board determined that their major focus areas for 2014 are:

- Municipalization/Energy Future – public engagement, understanding, de-politicizing, local energy generation
- Climate Commitment
- Housing/climate impacts
- Multi-modal transportation
- Integrated pest management (IPM) - Emerald Ash Borer
- Environmental Flood Impacts
- Creating more integration between boards re: environmental impacts
- Commercial/business recycling/waste reduction
- Local food

The following board members volunteered to be the "point person" for the following topics:

<u>IPM and Emerald Ash Borer:</u> **L. Read** and **M. Lommele**
<u>Local Food:</u> **L. Read** and **M. Abbott**
<u>Waste reduction:</u> **M. Abbott**
<u>Climate Commitment and housing:</u> **T. Hillman** and **S. Morgan**
<u>Local Generation:</u> **T. Hillman**
<u>Public engagement around Energy Future issues:</u> **M. Lommele**

**M. Lommele** has a board buddy on TAB. They agreed they would keep each other informed about their respective board's business. **M. Lommele** will also work with her TAB buddy to ensure that transportation issues are looked at through an environmental lens.

**7. Review draft 2014 board calendar**
Identify key priority areas for the Board.

**8. Next Steps/Action Items**

- Staff will follow up with other board liaisons to determine what B&C coordination approaches other boards are considering in order for EAB to best correspond.
- Staff will schedule a mid-year goal check-in.
- Staff will schedule a time for the Communications Team to meet with EAB to provide them with details about staff's outreach and communications plans for agenda items of interest to the EAB.
- Staff will add "lessons learned from the bag ordinance" under old business on the April 2 EAB agenda to inform approaches for the ZWMP.
- Staff will follow up with the board to gather specific topics the board would like to learn about and then coordinate with **D. Gehr** to create and schedule a facilitation/meeting management training for the board.
- Staff will send Feb 11 City Council Study Session results to EAB
- EAB "point person(s)" will write up what they hope to accomplish each quarter for their topic(s) of interest (this will be informed by the Feb 11 CC SS results)
- Staff will work with the chair to provide the board with better direction on what type of feedback they need and whether public outreach from the board is requested on each EAB agenda item.
- The board will add old business to the beginning of the next meeting agenda and at the end of the subsequent meeting agenda.
- The vice-chair will provide a summary of key points from each meeting to the board secretary which the board secretary will incorporate into the beginning of subsequent meeting minutes.

Approved:

Mara 3/19/14

Chair Date

**CITY OF BOULDER**
**Environmental Advisory Board**
**Agenda for February 5, 2014 Retreat**

**Where:** **1777 Broadway, 1777 W. Conference Room**
**When:** **4:00 - 7:00 p.m.**
**Facilitator:** **Heather Bergman**

## Agenda

**1. Welcome and Introductions** **4:00**

**2. Review Meeting Objectives/Desired Outcomes (Heather)** **4:15**
- Debrief accomplishments of 2013
- Board goals and focus areas for 2014

***3.* Debrief of 2013 (Heather/Jonathan)** **4:30**

- ***Key accomplishments for 2013***
- ***What worked? What was successful?***
  - Elements in 2013 that were effective and successful (meeting format, public engagement, etc)
- ***What didn't work? What did we learn?***
  - Lessons from 2013 to be more successful in 2014

***Dinner Break*** **5:15**

**4. Operation Issues for Board Discussion (Heather/all)** **5:20**
- Boards and Commissions coordination, Review of Board bylaws, meeting format, succession planning, board leadership and training, etc

**5. Debrief of 2014 City Council priorities and staff work plan (David)** **5:45**

**6. Discuss 2014 Board Priorities in relation to Council Priorities and the 2014 Work Plan (Group discussion)** **6:10**
- How does the board want to integrate with and support city work efforts in 2014?
- Which project or issue areas should be the board's highest priorities?

**7. Review draft 2014 board calendar** **6:35**
*Identify key priority areas for the board*

**8. Next Steps/Action Items** **6:55**
- Next steps for retreat deliverables

## Agenda Packet Contents

1. EAB Bylaws

2. Robert’s Rules of Order Quick Reference Sheet
3. 2014 Focus Areas document
4. 2013 Board List of Accomplishments
5. 2014 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

# Robert's Rules of Order Quick Reference Sheet

Robert's Rules can be confusing to people who have never encountered it before. However, it is the most efficient way to handle business at a large meeting. Robert's Rules of Order protects the rights of the majority, of the minority, of individual members, of absentees, and all of these together.

The following points and chart should cover all you need to know to effectively participate during a meeting.

- Only voting delegates may make motions or vote on motions.
- Non-voting delegates may participate in the debate on a motion.
- State your name and the Chapter you represent (also add that you are a non-voting delegate, if necessary) when speaking or making a motion.
- Stand in line at one of the microphones to obtain the floor.
- You do not need to obtain the floor to second a motion or to make one of the motions that allow you to interrupt the speaker (although the chair may ask you to go to a microphone).
- Attempts to use point of order, point of information, or parliamentary inquiry to participate in the debate will be ruled out of order.
- Address your comments to the chair and not to another member (don't directly engage in debate with another member).
- An amendment to a motion may be amended, but an amendment to an amendment to a motion may not!

| | **You want to…** | **You say…** | **Can you interrupt a speaker?** | **Does your motion need a second?** | **Is your motion debatable?** | **Can someone amend your motion?** | **Applies to which motions?** | **Vote Required** |
|---|---|---|---|---|---|---|---|---|
| D | alert the chair to an urgent matter affecting the assembly or of personal privilege. | I rise to a question of {privilege affecting the assembly, personal privilege}. | Yes | No | No | No | None | None |
| E | have the Convention follow the agenda. | I call for the orders of the day. | Yes | No | No | No | None | No vote |
| G | end debate and vote on the motion. | I move the Previous Question. | No | Yes | No | No | Any debatable or amendable | 2/3 |
| J | send a matter to committee. | I move to commit the motion… | No | Yes | Yes | Yes | No subsidiary motion | Majority |
| K | modify a pending motion. | I move to amend… | No | Yes | Yes (usually) | Yes | All amendable | Majority |
| M | bring business before the Convention. | I move… | No | Yes | Yes | Yes | None | Majority |
| S | alert the chair to some error. | Point of order. | Yes | No | No | No | Any error | No vote |
| T | disagree with the ruling of the chair. | I appeal from the decision of the chair. | Yes | Yes | Yes (usually) | No | Decision of the chair | Majority or tie |
| X | have the vote counted using a rising vote. | I call for a division. | Yes | No | No | No | Voice or hand vote | None |
| Y | obtain information on parliamentary law or rules of the organization. | A parliamentary inquiry, please. | Yes (if urgent) | No | No | No | Any motion | No vote |
| Z | request information relating to the business at hand. | A point of information, please. | Yes (if urgent) | No | No | No | Any motion | No vote |

CDG - 07/23/02

# 2014 Focus Areas

## Energy Future

### Description of Focus Area

Energy Future-- continued pursuit of what Boulder's energy use will look like in the future, encompassing the mix of energy, community involvement, innovation and demand side reduction. This plan serves the goals of the climate commitment, and is linked to, but is not dependent on municipalization.

### Key Objectives and Outcomes

1. Be proactive in identifying opportunities and pitfalls-- use individual expertise to look beyond current plans.

2. Continue to ensure that projects under the Energy Future banner follow our/the City's guiding goals for the program

3. Greater linkages to other Boards, Council, community, etc. that can expand our scope of influence on the issue.

We should continue on the path of development, but be aggressive and specific. We need to be more proactive and less (to use the Council terminology) of simply a "rubber stamp". Bring new ideas to the table and find ways to individually commit to project and follow through, even outside of Board meetings.

### EAB Actions

1. Make a point to highlight new ideas in reviews of old topics.

2. Continually refresh and reference guiding principles.

3. Give Board members specific tasks/homework to follow up on

4. Because this is an issue with such wide scope, integrate our work with other Boards/Council.

5. Find ways to continually push the envelope of what is possible in constructive ways.

## Integrate work with other Boards/ outcomes from joint board workshop

### Description of Focus Area

At the joint meeting we saw that although many priorities spanned multiple Boards' influence, there was rarely communication or collaboration between different Boards and Commissions.

By being involved and engaged in one another's projects, we are more informed about what we can do, and we ensure that our influence goes further than a once a month meeting. This helps to set priorities and understand the bigger picture of what the City is working on as a whole.

Follow up on the momentum of the city council and city programs/staff to better integrate across program areas to improve decision-making. So many great ideas were proposed at the joint board meeting!

**Key Objectives and Outcomes**

1. Create consistent communication and collaboration with related Boards and Commissions

2. Be informed about what other Boards are working on.

3. Understand what the overarching goals and priorities of the city are beyond our action areas in the EAB.

1. better integration of EAB into activities and decisions taking place across the city
2. better understanding by other boards of what EAB does and how we can help/advise them
3. better understanding of what other boards are working on, since many issues (e.g. climate commitment or CAP) cross boards and programs

**EAB Actions**

1. Send representatives to other meetings/create "Board Buddies" relationships.

2. Take responsibility for checking on other agendas/meetings and reporting back to one another what is going on as it does/does not affect our agenda.

3. Send EAB representatives to meetings that influence our priorities.

4. Look for areas in which our priorities can be adopted and carried along by other Boards' work… potentially a piggyback effect for some of our goals that we could get carried along.

5. Read and understand the master plans for the city and other boards so we can understand the system within which we wish to create influence.

1. board buddies (attend another board meeting and/or talk to another board member regularly) to learn what other boards do, and increase the visibility of what EAB can do/provide advice on
2. collaborate on a joint project with other boards
3. decide as a board that we want to track, say 5, issues next year that we heard about at the joint board meeting. We could each be assigned one, and report back to the board on a regular/monthly basis – attend meetings, review board minutes, whatever makes sense. Note, this could be board-focused or issue-focused. I think I would lean towards having it be issue-focused, as something like parking might span several boards and city programs.

4. city council check-in – somehow (?) find out if there are city council members who are tasked with certain issues, and touch base with that city council member (is this allowed? Or something like it?)

## Waste Reduction

### Description of Focus Area

I have always loved a lot of the waste reduction projects that have come across our agendas. Many of them are visible and innovative, and I think those are the sorts of qualities that can get people excited about environmental work in Boulder. They may or may not be as big picture influential as things like carbon reduction, but in terms of garnering public support and interest, I think they are huge and engaging tools.

### Key Objectives and Outcomes

1. Support these initiatives and find ways to promote them to the larger community

2. Make sure that projects that are identified as important or of interest are followed through on and not forgotten.

3. Find ways to promote visible successes to get public support.

### EAB Actions

1. Individual championing of projects

2. Continued review-- like that of our guiding principles to make sure that we don't lose things because we haven't seen them in awhile.

3. Find ways to promote visible initiatives and successes within each of our specific demographics/peer groups

## Climate Commitment

### Description of Focus Area

EAB will continue to focus on the council/staff effort to enact the climate commitment and related programs. This will be especially important after the historic flood, because (1) progress on some issues may understandably slow as staff and council are diverted to other projects, but we can help maintain momentum, and (2) some programs that were getting under way last year and will hopefully continue this year.

**Key Objectives and Outcomes**
1. provide feedback on Brett's work – metrics, how to engage the public, feedback from our broad perspective as board members
2. encourage/support continued work on the commercial building program
3. encourage/support continued work on the market innovation grant program

Success would include: encouraging city staff to present to us and providing robust feedback; assigning EAB members to follow up or track progress; hearing that staff find our feedback useful (do they use/care about our input?); understanding and better tracking how our feedback actually gets back to council ("providing input to council" or something like that is part of our charter, right?)

**EAB Actions**

In 2014, we could:
1. for certain projects, assign a point person to follow up with city staff or program staff and report back to the board on a reasonable schedule
2. provide a volunteer for the commercial building program work
3. provide a volunteer for the market innovation grant program
4. find a way to directly meet and talk to city council members (after the meet-and-greet for new board/commission members, I haven't had any contact with any city council members)

**<u>Environmental effects from flood - input to city council</u>**

**Description of Focus Area**

There will be ongoing environmental effects from the flood for many years to come. In this first winter and spring of mitigation work, there will be plenty of pollution, water resources, building/reconstruction, air quality, habitat, pest management/weed control, environmental risk and impact, etc. concerns that are in the purview of the EAB. I suggest that while climate change programs are critical, that the last year we were very focused on that and we might better serve the public if we spend some energy on some of these issues, which are mentioned in our charter.

**Key Objectives and Outcomes**
1. re-engage on some of the basic environmental issues that this board was established for – see above
2. provide a citizen-based (outside set of eyes and ears) feedback opportunity for city programs/staff working on flood related mitigation work
3. provide an opportunity for the public to come speak on flood-related matters that are in the purview of this board – obviously we can't handle all the complaints/issues, but there may be a set of issues that council thinks the EAB is most suited to provide feedback on

**EAB Actions**

I'm personally interested in this one, due to my science background and emphasis on the impacts/risk side of things during the mitigation and long-term recovery of our city. Don't get me wrong, the climate and energy focus last year was critically important, but I think the flood

mitigation work might be a place where we can really provide some great input on some concrete environmental matters that are facing our community in their day-to-day lives. For example, the bear cans –which don't really have to do with the flood, but it was highlighted then – we had some great discussion about our role in encouraging city council to take up this issue again, but what happened with it?

**Business and corporate recycling**

**Description of Focus Area**

Increase business recycling by a predetermined target a predetermined date, as a way to reduce energy consumption. Find strategies to encourage businesses to do so. Solicit a presentation from Eco Cycle on what they are intending to do and what the city can do, how they frame the challenge, and how the EAB could be involved. Guiding the new city policy directed toward this.

**Key Objectives and Outcomes**

1. Hearing from technical experts about the work done to date, measurable objectives, technical challenges.
2. Developing understanding among the private sector of the challenges and how they can become involved.
3. Identifying realistic short- and long-term benchmarks with guidance from technical experts.

**EAB Actions**

1. Hear about the work done to date.
2. Identify private pilot project partners.
3. Determine whether partnership with Western Disposal or other waste management is necessary.
4. Receive feedback from Eco Cycle.
5. Help determine short-term targets for a one-year pilot.

Individuals: meet with private businesses to solicit feedback on various aspects of a policy and solicit support and partnership.

**Public understanding and engagement in meeting emissions targets**

**Description of Focus Area**

I'd like to explore ways to create better understanding and engagement in Boulder about municipalization or the strategies we'll use to meet our targets. Now that the election has passed, it's time to refocus the conversation and discuss ways to first inform/educate residents and second find ways to involve them.

**Key Objectives and Outcomes**

1. Proper messaging and word of mouth
2. Identifying key areas where public information lacks, and key areas where public involvement would be beneficial (ex: “community champions” could help spread information)
3. Utilizing the existing platforms for participation and engagement (https://bouldercolorado.gov/participate-and-engage)

**EAB Actions**

1. Hear from staff the path forward for 2014 in light of recent vote.
2. Hear from staff how public engagement could help in decision making.
3. Identify key community groups that can help in implementing desired actions.
4. Develop key messages around municipalization (or other actions to move forward).
5. Discuss whether there’s a need for increased public participation in decision making.

**2013 Key Accomplishments**

- Climate Commitment action plan completion/climate change work/reasonable climate goals
- Development of market innovation project on clean energy
- Follow through on goal areas
- Provided feedback on a number of city efforts and public comments/public issues
- Board operations
- Building Code Updates
- Encouraging more public involvement and participation on environmental issues
- Recycling – tax on plastic bags
- Commercial Energy reduction plans

**What was successful about the Climate Commitment Action Plan Completion/climate change work?**

Setting this as a goal area and priority of focus for the year and following through on it, setting the board up for success in future years.

This was probably our most important issue-based accomplishment. The presentations from city staff on the climate commitment and related topics were robust, thoughtful, and hopefully helpful to staff. I really appreciated hearing other board members' ideas and feedback. I personally learned a lot from participating in and thinking through some of these things as a group, which will allow me to be more thoughtful in my own feedback in the future. I found the presentations well-prepared and documented, and they hit the right "level" or tone in terms of content, detail, and questions for the board. This is obviously one of the most important issues that council is working on, and I'm glad it was a focus area for this past year.

**What if anything could have been done differently to be even more successful?**

We created our list of principles by which to guide our actions at the END of 2012. I think if we had had those goals to start out with, we could have been more constructive and focused with feedback to staff throughout the process.

Making a point to set our guiding priorities on an issue the first time it comes across the table and then following up on how we are matching to those priorities and whether they need to be modified at each update of a project would be one way of using this principle on other issues.

I understand why some of the climate-related efforts slowed down this year (e.g. market innovation program), but I'm wondering if we as a group have ways that we can help keep momentum or follow up on things like that (and if it would be helpful to the staff or council?)

**What was successful about the development of market innovation project?**

This was a fledgling project that a lot of Board members were very passionate about. The fact that it is a much more tangible reality now is a huge testament to that focus and determination.

Setting this as an area of interest and Board members following up on something they were passionate about led to its being prioritized and not forgotten.

By picking something specific and making sure it remained a part of larger work plans, a small idea could become something huge.

**What if anything could have been done differently to be even more successful?**

Continue the tactic of specific board members championing smaller elements of projects-- really break down larger projects and make sure that we are seeing all of the elements and deciding what matters to us personally.

If each board member were to take responsibility for watching out for small things that aligned with their personal passions and skills, we could make this type of success more common!

**What was successful about following through on goal areas?**

The agenda set at the end of 2012 and priorities we listed were followed very well in our topics at meetings.

I feel that by setting specific goals and guiding principles, we were able to take our influence and make a larger impact on specific areas.

The use of smaller and actionable goals allow us to measure success over a year, which feels great!

**What if anything could have been done differently to be even more successful?**

It might be possible to be even more ambitious this year-- to not only look at the topics we want to cover but perhaps in advance how we would like to influence them, or if there are specific areas we want to focus on, to STATE them at the outset.

Be more clear with our goals and ambitions in general and continue to follow that model in small and large projects.

**What was successful about providing feedback on a number of city efforts and public comments/public issues?**

EAB fulfilled its role to engage, support, and listen to a variety of speakers this year. This included members of the public, research/non-profits, and guests from city programs (e.g. disposable bag fee program). I found the other board members' input to be thoughtful, supportive, and positive. I enjoyed the mix of presenters, ranging from the public to other city program managers.

**What if anything could have been done differently to be even more successful?**

Follow-up on some of the presentations could have been better. For example, I don't know how the city feels about the bag fee or what the results have been so far. We also had some guests talking about efforts to teach sustainability in schools, and we had several members of the public come to voice concerns about different things this year. Perhaps we could have designated someone on the board to follow-up in e.g. 3 months, just a check-in with that presenter or issue (if the presenter was agreeable/interested) and report back to the rest of the EAB on progress of an effort, resolution of an issue, or anything else EAB should be keeping an eye on.

**What was successful about board operations?**

Board members seem to truly respect each other's thoughts and opinions, which I think is great. I like the mix of experience, perspective, and ideas in our group, so I thank Council for being attentive to that diversity when selecting board members. I enjoy the conversational tone during our meetings, which allows for open-minded discussion and (I suspect) makes guest speakers feel comfortable and welcome. This is also a good opportunity to thank Jonathan and Juliet for their hard work and organization/prep, facilitation, and follow-up for our meetings, which goes a long way to having productive discussions.

**What if anything could have been done differently to be even more successful?**

I found that after Vicki left, the lack of a regular chairperson was noticeable and we seemed to lose a little focus during our meetings. If this happens again (unexpected departure of a chair), I would suggest that we quickly vote on a new permanent chair or interim chair to provide structure. I noticed in the meeting notes from the annual retreat last year that there was a comment about encouraging all EAB members to speak, and I would like to echo this comment. It would be beneficial for the chairperson to have some generally structured way to gather board members' comments, or else it's harder for the chair to manage, and it's harder for individual members to have a chance to speak. This can also improve feedback for the guests, too.

I was also wondering if anyone gave Morgan L. an orientation to the board?

I know we are supposed to provide feedback to city council on certain things, but I don't remember us having any agenda items where we were directed to or took it upon ourselves to report back to council. I know that our feedback is filtered through staff in many cases (say, Brett's work), which is fine, but I feel more than a bit disconnected from council members.

**What was successful?**

The most tangible success was the tax on plastic bags that went into affect in 2013

Other areas where input that has longer term affects. It is hard to determine the affect until programs are actually implemented.

**What if anything could have been done differently to be even more successful?**

Close the loop with the staff and Council. What feedback was most important in helping them set policy, take action and consider enhancing existing program?

Since several areas are interdisciplinary in purpose, cooperation with other boards and committees would help.

Continuity on the Board.

Less areas of involvement, more actionable decisions, more influence.

Close the loop with Council through face-to-face meetings on issues /feedback we consider important.

# Environmental Advisory Board (EAB)
# Agenda Items (February-December 2014)
# STAFF CALENDAR

**February 5 Retreat**

NFCH due by 4 pm on Wednesday, Jan 22 (for Sunday, Jan 26 and Feb 2 paper)
Materials due by **noon on Friday, Jan 31**, emailed to EAB by 3:30 pm
**Wednesday Feb 5 -** PPTs for meeting due to **Juliet Bonnell** by 2:00, Retreat @ 4 pm

| Discussion items | Staff |
|---|---|
| 1. Debrief 2013 Board Accomplishments: successes and lessons learned | Heather/Jonathan Koehn |
| 2. Operation issues: Review of Board bylaws, meeting format, board leadership and training, succession planning, etc. | Heather/All |
| 3. Debrief of 2014 City Council Priorities and staff work plan | David Driskell |
| 4. 2014 Board Priorities in relation to Council Priorities and the 2014 Work Plan | Group Discussion |
| 5. Review draft 2014 board calendar | Brett KenCairn |

**Feb 24 Joint EAB/PRAB Meeting to discuss Emerald Ash Borer and Pesticide Approval Committee process. Check in with board members re: their availability to meet on this date!**

**March 5 Meeting** **Morgan will be absent March 5**

NFCH due by 4 pm on Wednesday, Feb 19 (for Sunday, Feb 22 and March 2 paper)
Materials due by **noon on Friday, Feb 28**, emailed to EAB by 3:30 pm
Wednesday, March 5 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|
| 1. Energy Programs | Jonathan Koehn |

| Discussion items | Staff |
|---|---|
| 1. Market Innovation Program Update | Jamie Harkins |

**April 2 Meeting** **New board member!**

NFCH due by 4 pm on Wednesday, March 19 (for Sunday, March 23 and 30 paper)
Materials due by **noon on Friday, March 28**, emailed to EAB by 3:30 pm
Wednesday, April 2 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|

| | |
|---|---|
| 1. Zero Waste Master Plan<br>2. Resilience and Flood Response | Jamie Harkins<br>Brett KenCairn |

| Discussion items | Staff |
|---|---|
| 1. | |

**Joint EAB/TAB/PB meeting to discuss Transportation Master Plan & Climate Commitment in April? If so, check dates with board members as soon as possible!!!**

**May 7 Meeting reschedule to May 14 or May 21!! Morgan and Larissa are available 5/14 and 5/21. Tim is available 5/14. Mara and Steve? Confirm with board which date will work for them…**
**Larissa and Morgan are unavailable May 7**

NFCH due by 4 pm on Wednesday, May __ (for Sunday, May__ and __ paper)
Materials due by **noon on Friday, May __**, emailed to EAB by 3:30 pm
Wednesday, ____ - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|
| 1. IPM | Rella Abernathy |

| Discussion items | Staff |
|---|---|
| 1. | |

**June 4 Meeting**

NFCH due by 4 pm on Wednesday, May 21 (for Sunday, May 24 and 31st paper)
Materials due by **noon on Friday, May 30**, emailed to EAB by 3:30 pm
Wednesday June 4 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|
| 1. Climate Commitment | Brett KenCairn |

| Discussion items | Staff |
|---|---|
| 1. | |

**July 2 Meeting**
NFCH due by 4 pm on Wednesday, June 18 (for Sunday, June 22 and 29 paper)
Materials due by **noon on Friday, June 27**, emailed to EAB by 3:30 pm
Wednesday July 2 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|
| 1. Local Food | Lauren Kolb |

| Discussion items | Staff |
|---|---|
| 1. Mid-year schedule check-in | Brett KenCairn |
| 2. | |

## August 6 Meeting

NFCH due by 4 pm on Wednesday, July 23 (for Sunday, July 27 and August 3 paper)
Materials due by **noon on Friday, August 1**, emailed to EAB by 3:30 pm
Wednesday August 6 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|
| 1. | |

| Discussion items | Staff |
|---|---|
| 1. | |
| 2. | |

## September 3 Meeting

NFCH due by 4 pm on Wednesday, August 20 (for Sunday, August 24 and 31 paper)
Materials due by **noon on Friday, August 29**, emailed to EAB by 3:30 pm
Wednesday September 3 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|
| 1. | |

| Discussion items | Staff |
|---|---|
| 1. | |
| 2. | |

## October 1 Meeting

NFCH due by 4 pm on Wednesday, September 17 (for Sunday, September 21 and 28 paper)
Materials due by **noon on Friday, September 26**, emailed to EAB by 3:30 pm
Wednesday October 1 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| Public Hearings | Staff |
|---|---|
| 1. | |

| Discussion items | Staff |
|---|---|
| 1. | |
| 2. | |

## November 5 Meeting

NFCH due by 4 pm on Wednesday, October 22 (for Sunday, October 26 and November 2 paper)
Materials due by **noon on Friday, October 31** emailed to EAB by 3:30 pm
Wednesday November 5 - PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| **Public Hearings** | **Staff** |
|---|---|
| 1. | |

| **Discussion items** | **Staff** |
|---|---|
| 1. | |
| 2. | |

## December 3 Meeting

NFCH due by 4 pm on Wednesday, November 19 (for Sunday, November 23 and 30 paper)
Materials due by **noon on Friday, November 28**, emailed to EAB by 3:30 pm
Wednesday December 3- PPTs for meeting due to **Juliet Bonnell** by 4:00, Meeting @ 6 pm

| **Public Hearings** | **Staff** |
|---|---|
| 1. | |

| **Discussion items** | **Staff** |
|---|---|
| 1. | |
| 2. | |

**Items to follow up on:**

- IPM update (should go to EAB prior to CC)
- Check in with Val re: any Urban Wildlife issues
- Check in with Rella re: any other IPM issues

Community Planning and Sustainability/Planning and Development Services Department Calendar

# January 2015

Amended: January 2, 2015

Last Planning Board Meeting: December 18, 2014

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|---|---|
| Dec 2014<br>S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31 | | Feb 2015<br>S M T W T F S<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28 | 1<br>**CITY HOLIDAY** | 2 |
| 5<br>**DMC Mtg, 5:30 p.m., CC** | 6<br>**CC Meeting CANCELLED** | 7<br>**BJAD, 9 am., CC**<br>**LB, 6 p.m. in CC**<br>**EAB 6-8pm, 1777 West Conference Room**<br>*ZWSP Work Plan (Harkins & Mertz) | 8<br>**BOZA Meeting, 5 p.m. in 13th Street Conference Rm**<br>**PB Meeting, 5pm in CC**<br>**J. Putnam absent**<br>*Cunningham Farm Annexation Agreement Amendment (Walbert)<br>*1029 Broadway Site and Nonconforming Use Review (E. McLaughlin) | 9 |
| 12 | 13<br>**CC SS, 6 p.m. in CC**<br>*Council Pre-retreat & Financial Update | 14<br>**BDAB, 4 p.m. in 1777 West Conference Room** | 15<br>**CC Special Meeting, 6 p.m. in CC**<br>*Call Up Reve Project - 30th and Pearl (E. McLaughlin) | 16 |
| 19<br>**CITY HOLIDAY** | 20<br>**CC Meeting, 6 p.m. in CC**<br>*Study Session Summary for 11/12 Climate Commitment Update (B. KenCairn)<br>*Study Session Summary for 10/28 Envision East Arapahoe (L. Ellis)<br>*Motion to amend the Cunningham Farms Annexation Agreement for 310-390 Linden Ave. (S. Walbert)<br>*2nd reading Flood Related Annexations (B. Johnson)<br>*2nd reading of a Correction Ordinance to the 2130 Tamarack Annexation (C. Meschuk) | 21<br>**UHCAMC, 9am, 1777 West Conf Rm**<br>**AMPS - Joint City Board Meeting**<br>**Jan. 21, 6-8 pm**<br>**Shine (2027 13th Street)** | 22<br>**PB Meeting, 6pm in CC**<br>*3059 6th Street (Call Up (S. Walbert)<br>*Bank of America Call up (Van Schaack)<br>*East Arapahoe Analysis (L. Ellis) | 23<br>**City Council Retreat, January 23 & 24** |
| 26<br>**CHS Symposium- Why Housing Matters! 6-8pm, eTown Hall.** | 27<br>**CC SS, 6 p.m. in CC**<br>*University Hill Issues and Updates (R. McHeyser) | 28 | 29 | 30 |

# February 2015

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|---|---|
| 2<br>**DMC Mtg, 5:30 p.m., CC** | 3<br>**CC Meeting, 6 p.m. in CC**<br>*Update on Implementation to Secure Trash and Curbside Compost from Bears (V. Matheson) | 4<br>**BJAD, 9 am., CC**<br>**LB, 6 p.m. in CC**<br>**EAB Retreat 4-7pm, 1777 West Conference Room** | 5<br>**PB Meeting, 6pm in CC**<br>*96 Arapahoe Concept Plan (E. McLaughlin)<br>*Draft ordinance to change BMS zone/University Hill Moratorium (K. Guiler) | 6 |
| 9 | 10<br>**CC SS, 6 p.m. in CC** | 11<br>**BDAB, 4 p.m. in 1777 West Conference Room** | 12<br>**BOZA Meeting, 5 p.m. in CC** | 13 |
| 16<br>**CITY HOLIDAY** | 17<br>**CC Meeting, 6 p.m. in CC**<br>*Study Session Summary for 1/27 University Hill Issues and Updates (R. McHeyser)<br>*1st reading proposed zoning changes - University Hill Moratorium project (K. Guiler)<br>*Draft Zero Waste Strategic Plan and Options for Commercial Recycling Ordinance (J. Harkins)<br>*Motion to transfer ownership of 4525 Palo Pkwy to BHP (J. Sugnet) | 18<br>**UHCAMC, 9am, 1777 West Conf Rm** | 19<br>**PB Meeting, 6pm in CC**<br>*Old Tale Road Neighborhood Annexation (B. Johnson) | 20 |
| 23 | 24<br>**CC SS, 6 p.m. in CC**<br>*EEA - Review Draft Vision Plan (L. Ellis) | 25 | 26 | 27 |

Jan 2015

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Mar 2015

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

# March 2015

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|---|---|
| 2<br>**DMC Mtg, 5:30 p.m., CC** | 3<br>**CC Meeting, 6 p.m. in CC**<br>*2nd reading proposed zoning changes - Uni Hill Moratorium project (K. Guiler) | 4<br>**BJAD, 9 am., CC**<br>**LB, 6 p.m. in CC**<br>**EAB 6-8pm, 1777 West Conference Room**<br>*Commercial & Industrial Energy Efficiency Ordinance Update (K. Tupper and E. Vasatka)<br>*Resilience (G. Guibert) | 5<br>**PB Meeting, 6pm in CC** | 6 |
| 9 | 10<br>**CC SS, 6 p.m. in CC** | 11<br>**BDAB, 4 p.m. in 1777 West Conference Room** | 12<br>**BOZA Meeting, 5 p.m. in CC** | 13 |
| 16 | 17<br>**CC Meeting, 6 p.m. in CC**<br>*Study Session Summary for 2/24 EEA (L. Ellis)<br>*1st reading of an ordinance for the annexation of Old Tale Road neighborhood (B. Johnson)<br>*3rd reading proposed zoning changes - University Hill Moratorium project (K. Guiler) | 18<br>**UHCAMC, 9am, 1777 West Conf Rm** | 19<br>**PB Meeting, 6pm in CC** | 20 |
| 23 | 24<br>**CC SS Meeting Cancelled** | 25 | 26 | 27 |
| 30 | 31<br>**CC SS, 6 p.m. in CC**<br>*Civic Area Implementation (P. Leef) | | | |

Feb 2015

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

Apr 2015

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

# April 2015

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|---|---|
| Mar 2015<br>S M T W T F S<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31<br><br>May 2015<br>S M T W T F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 | | 1<br>**BJAD, 9 am., CC**<br>**LB, 6 p.m. in CC**<br>**EAB 6-8pm, 1777 West Conference Room** | 2<br>**PB Meeting, 6pm in CC** | 3 |
| 6<br>**DMC Mtg, 5:30 p.m., CC** | 7<br>**CC Meeting, 6 p.m. in CC** | 8<br>**BDAB, 4 p.m. in 1777 West Conference Room** | 9<br>**BOZA Meeting, 5 p.m. in CC** | 10 |
| 13 | 14<br>**CC SS, 6 p.m. in CC** | 15<br>**UHCAMC, 9am, 1777 West Conf Rm** | 16<br>**PB Meeting, 6pm in CC** | 17 |
| 20 | 21<br>**CC Meeting, 6 p.m. in CC**<br>*Study Session Summary for 1/27 Civic Area Implementation (P. Leef)<br>*2nd reading Ordinance for Annexation of Old Tale Road Neighborhood (B. Johnson) | 22 | 23 | 24 |
| 27 | 28<br>**CC SS, 6 p.m. in CC** | 29 | 30 | |