



CITY OF BOULDER
Environmental Advisory Board

Dear Board Members,

Our annual retreat is scheduled for November 6 between 4:00 and 7:00 PM at 401 Park Central building. Attached you will find the agenda and work documents that will prepared us to be most productive during those three hours.

Agenda

Our goal for the meeting is to identify the areas of emphasis for the Board and any desired outcomes.

Early in the meeting Council member Suzy Ageton will share will us the Councils thoughts on how the city appointed boards, staff and the Council can coordinate activities.

Heater Bergman will then walk us through the Key Accomplishments for 2013 and how we can improve. This will we used as a foundation to discuss what we learned and how we as a board can be more successful in 2014.

After dinner and some discussion on operational issues, we will get into discussing and deciding on the Prioritized Area Goals for 2014.

Homework

In order to utilize the time we have to get the most productivity out of our time together, we are asking you to use the attached documents to work on the following issues and provide feedback to Juliet and Jonathan by Tuesday close of day:

- a. What worked and what was successful in 2013?
- b. What did we learn?
- c. What changes should be made for 2014?

Based on our work to date, we are also asking you to include your ideas on what you have passion about and believe should be the Boards areas of focus for 2014. While the whole retreat packet is included as a PDF, you are also receiving the word documents for this piece to make it as easy as possible.

Additional Thoughts

It has been recognized that while there are relevant issues the City needs to address within the EAB purview, it is also recognized that there is limited opportunity to actually influence. In the past the Board has sought to complete a full and robust agenda and areas of focus for the coming year. One idea that is being considered is that we focus on a smaller set of goals and keep our goals SMART (Specific, Measurable, Attainable, Relevant, Time bound). This may allow the Board to create actionable goals that can bring actionable and positive influence to the City Council's work.

We have also included in this email last year's letter to the City Council and some worksheets that may help you organize your thoughts.

We look forward to seeing you all Wednesday.

Cheers,

Stephen & Jonathan



CITY OF BOULDER
Environmental Advisory Board
Agenda for November 6, 2013 Retreat

Where: 401 Park Central Building
When: 4:00 - 7:00 p.m.
Facilitator: Heather Bergman

Agenda

- 1. Welcome and Introductions** 4:00
- 2. Review Meeting Objectives/Desired Outcomes (Heather)** 4:20
 - Key focus areas for January 2014 letter to City Council
 - Board goals and focus areas for 2014
- 3. Suzy Ageton discussion of B&C coordination** 4:30
- 4. Debrief of 2013 (Heather)** 5:00
 - A. Key accomplishments for 2013**
 - B. What worked? What was successful?**
Elements in 2013 that were effective and successful (meeting format, public engagement, etc)
 - C. What did we learn?**
Lessons from 2013 to make further progress and be more successful in 2014.
 - D. What changes should be made for 2014?**
- Dinner Break** 5:05
- 5. Operation Issues for Board Discussion** 5:20
 - Review of Board bylaws, meeting format, succession planning, etc
- 6. Brainstorm Potential Focus Areas for 2013 (Group discussion)** 5:50
 - Review 2013/2014 City Council priorities list & Staff work plan
 - How the work around Climate Commitment, resiliency and municipalization will integrate with Board activities
 - What pressing environmental issues facing Boulder in the next few years should the Board be considering?
- 7. Prioritize Area Goals for 2014** 6:35
Identify key priority areas for the Board
- 8. Next Steps/Action Items** 6:55

- Next steps for retreat deliverables
 - Letter to City Council (coordinated by outgoing chair)
 - Focus area document (coordinated by incoming chair)
 - 2014 draft meeting calendar (incoming chair working with staff)

Agenda Packet Contents

1. EAB Bylaws
2. 2013 letter to City Council for 2013 Council Retreat
3. 2013 Focus Areas document
4. 2013 Board List of Accomplishments
5. 2013/2014 Council Reference Notebook Citywide Topics list

**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

Environmental Advisory Board

2013 Key Accomplishments and opportunities for growth in 2014

A. Key Accomplishment for 2013: _____

(example: Supported Disposable Bag fee ordinance implementation)

(Please create a separate sheet for each accomplishment. These should reflect what you consider to be EAB's key accomplishments for 2013.)

B. What was successful about this accomplishment? (e.g. meeting format, public engagement, etc.)

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



CITY OF BOULDER Environmental Advisory Board

email boulderplaningboard@bouldercolorado.gov
web www.bouldercolorado.gov

To: Boulder City Council
From: Environmental Advisory Board
Date: December 26, 2012
Subject: EAB's Recommendations for 2013 Focus Areas

We thank you for this opportunity to provide the Environmental Advisory Board's (EAB) input and recommendations on Council's work plan and goals for 2013. EAB held our retreat on November 28, 2012 to identify top focus areas for 2013 and to develop EAB's Work Plan as outlined below. The EAB has identified three focus areas for the coming year:

- 1) Boulder's energy future;
- 2) Next steps for Boulder's climate commitment; and
- 3) Commercial energy efficiency strategy (CEES).

In addition to these focus areas; EAB has identified five guiding principles for our work in 2013: (1) conservation of resources (2) greenhouse gas (GHG) and pollutants emissions reductions, (3) public-private partnerships, (4) encouraging behavior change and public engagement, and (5) environmental and social justice. We chose these guiding principles because they coincide with our charter to represent the needs of the Boulder community, as well as, serve to best leverage our collective background and experience. These guiding principles will provide points of reference for evaluating 2013 policies and programs.

Energy Future

The City Council adopted six goals in 2011 as part of the Energy Future project: 1) Ensure a stable, safe and reliable energy supply; 2) Ensure competitive rates, balancing short-term and long-term interests; 3) Significantly reduce carbon emissions and pollutants; 4) Provide energy customers with a greater say about their energy supply; 5) Promote local economic vitality; and 6) Promote social and environmental justice. In keeping with EAB's charter, our primary focus in reviewing the City's activities with respect to municipalization will continue to be on goals 3 and 6: significantly reduce carbon emissions and pollutants and promote social and environmental justice.

EAB will work with City Council and staff on the following four key objectives:

1. Advise on the development of an Energy Action Plan that maximizes GHG emissions reductions.
2. Provide comments on energy supply and efficiency program recommendations, including partnership options with Xcel Energy.
3. Review and comment on resource modeling.
4. Consider whether the work is in alignment with the needs and values of the community.

Climate Commitment

In November, the citizens of Boulder gave their overwhelming support to the extension of the carbon tax and the continued implementation of commercial and residential energy efficiency programs. Building on the success of Boulder's ground-breaking Climate Action Plan, the City is moving forward with developing a set of priorities and principles that will be incorporated into City planning documents to better integrate the Climate Commitment into all aspects of City operations. Furthermore, the City will be developing five-year goals and one year targets advancing the Climate Commitment.

To further these objectives, EAB will work with Council and staff to:

1. Advise on development of climate commitment priorities – with emphasis placed on the five-year GHG and pollutant emission reduction goals and one-year program targets. Our focus will be to verify that the integrated City plans maximize the opportunities to reduce GHG and pollutant emissions.
2. Review and comment on development of updated GHG emission protocols to align Boulder with international standards.
3. Provide input on the development of a market innovation request for proposal (RFP) to allocate earmarked carbon tax funds. In addition, assist with feedback on the submitted proposals and how different options can be integrated into the City's Climate Commitment.

Commercial Energy Efficiency Strategy (CEES)

One of the key findings of the Brendle Group Report was to “Ensure commercial energy efficiency programs serve as the cornerstone of spending as these programs have the strongest performance for both cost effectiveness and carbon savings.” Although Boulder's CEES is grouped under “Climate Action Plan” in the Council's work plan, the EAB believes that this topic merits a separate focus area, given its central role in reducing city-wide GHG emissions by improving the energy efficiency of the City's commercial buildings.

The EAB will work with City Council and staff on the following three key objectives:

1. Advise on development of a Commercial Energy Rating and Reporting ordinance.
2. Provide input on updates to building codes.
3. Provide specific input to programs and process as to where the City can best utilize public -private partnerships to efficiently and cost effectively achieve the CEES goals.

Summary

As the EAB works with City Council and staff on the focus areas of Energy Futures, Climate Commitment, and CEES, we will consider how to maximize our five interrelated guiding principles. These principles are implemented through collaboration and activism. We need all the key elements that make up our community – individuals, municipal, and private entities – to be engaged to incite momentum in these focus areas. The focus of our funds and influence should be to leverage the multiplier effect of our individual actions to promote further engagement and collaboration in our community.

We look forward to working closely with Council this coming year. In our role as advisors to Council on environmental issues, we plan to proactively bring environmental matters to Council's attention. In addition to the three focus areas discussed above, during 2013 EAB will provide consultation to City Council and staff on a range of environmental issues within EAB's charter.

Environmental Advisory Board

Mara Abbott
Timothy Hillman
Vicky Mandell
Stephen Morgan
Brian Vickers

2013 Council Reference Notebook Citywide Topics List

Examples of the projects across the city that were included in the 2013 Council Reference Notebook are included below. Many of these projects will continue in 2014 allowing for Board input during the process:

- Access and Parking Management Strategies
- Boulder Climate Commitment
- Boulder Junction Implementation Plan
- Boulder's Energy Future
- Civic Area Project
- Master Plan Updates
- Floodplain Mapping, Mitigation and Regulation Updates
- 2013 Flood Recovery Efforts
- North Boulder Sub community Plan Update
- OSMP Overarching Issues
- Sustainable Ag and Local Food Systems
- Sustainable Streets and Centers
- Urban Wildlife Issues
- Capital Project Activity in 2014
- Civic Use Task Force
- Community Wide Eco Pass Feasibility Study with Boulder County
- Smoking Ban
- Quiet Zone - evaluations with partner governmental agencies
- Various Flood Mapping issues
- Regional Transportation

The 2014 Council Reference Notebook Citywide Topics List is scheduled to be complete by December 1, 2013.

**Environmental Advisory Board (EAB)
2014 Focus Area Template**

Focus Area Name: _____

Description of Focus Area

In just a few sentences, please briefly describe the focus area and the particular aspect EAB will address.

Key Objectives and Outcomes

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

EAB Actions

Please identify up to five actions that the EAB can take regarding the focus area in 2012. Please consider what the EAB can do as a collective in monthly meetings, as well as what individual EAB members may be able and willing to do outside regular EAB meetings.