

Citizen Conservation Board (CCB)

DRAFT - Regular Board Meeting Minutes

December 9, 2021; 4:30 PM - Meeting held only virtually via Zoom

Board Members Present (7 out of 13 members required for a quorum):

- 1) Diana Hammer, Chair
- 2) Mark Juedeman, Vice Chair
- 3) Steven Costle
- 4) Ann Brodsky
- 5) Denise Roth Barber
- 6) Elizabeth Grant
- 7) Lucy Lantz
- 8) Brian Solan
- 9) Patricia Heiser
- 10) Becca Boslough

Board Members Not Present:

Dick Sloan (excused), Val Stacey (excused), Carlin Onstad (excused)

City Staff Present:

Holly Chandler, Ed Coleman, Jacki Pierson, Kim Carley

Members of the Public:

Patrick Judge

1. **Call to Order:** Noting the Quorum, CCB Chair Diana Hammer called the meeting to order at 4:33 pm. She welcomed all participants.
2. **Minutes:** Brian moved to approve the minutes as submitted; Mark seconded the motion and the motion passed unanimously.
3. **Officers' Report – Diana**

Diana explained that she, Mark, and Val added this a new standing Agenda item so they can share any updates since the previous meeting with the Board. She reported:

 - 1) The open CCB position has been re-advertised, this time clearly stating that the opening is for a representative from an Environmental Organization. This closes on 12/14/21 and all qualified applicants from the previous application period will be automatically considered for the open CCB position;
 - 2) As discussed at the November meeting, she and Mark met with Ed and Holly on 11/23/21 to discuss what are appropriate duties and role of the Sustainability Coordinator relative to the CCB. The outcome of that discussion was shared with Mark and Ann and is reflected in the proposed changes to the bylaws that will be discussed during this Board meeting. The draft Bylaws were also sent to Dannai Clayborn for review/comment and have not yet received any comments; and

3) Diana talked about the 'Special Meeting' that she and Mark called on 11/29/21 to respond to the City Manager's request for the CCB to weigh in on whether or not the City should sign on to a climate-action letter with a very short deadline. She asked the Board to provide feedback re: the Special Meeting process. Ann said she thought the Special Meeting process worked exactly as the Bylaws provided and as intended; Denise agreed. Denise also added that it may not always be possible or desirable to respond to all City requests. When Ed or Holly receives requests for the CCB to provide input to the City, they will continue to pass those on to the CCB and appreciates the CCB's feedback. Many Board members expressed appreciation for being asked to provide input to the City.

4. Proposal to amend CCB Bylaws to include position of Secretary – Mark and Ann

Mark began by thanking Ann for doing the bulk of the work to revise the 2020 Bylaws. He reiterated the outcome of the meeting he and Diana had with Ed and Holly specifically about the appropriate duties and role of the Sustainability Coordinator. He then outlined the proposed changes to the Bylaws, specifically: 1) Adding a Secretarial position which would be part of the Executive Committee; 2) Chair, Vice Chairs, and Secretary comprise the Executive Committee of the Board; 3) Board Secretary prepares meeting minutes; 4) Revised appropriate sections throughout to include Secretary; 5) Added Communications to the list of standing CCB Committees; 6) Clarification that Committees can include non-Board members i.e., members of the general public; 7) Clarification that a quorum cannot exist on a Committee; 8) Public notice; 9) Details about the duties of the Sustainability Coordinator as liaison to the CCB re: notifications, correspondence, records management, and coordination; and 10) Additional duties of the CCB.

After some discussion, Mark retracted his original motion which had been seconded by Denise. Mark made a new motion to change name to Communications Committee; Quorums may not exist on Committees; and Ann's suggested edits. Denise seconded. There was no additional discussion. Motion passed unanimously. Mark then moved to accept the Bylaws as presented and amended; Denise seconded. Ann will send a clean and track changes version to Diana. Diana asks if we should approve the amendments having not heard back from the City Clerk. The Board agreed to move forward and re-revise, if needed at a later date. There was no additional discussion. The motion passed unanimously.

There was some Board discussion and confusion about the role and function of the Communications Committee (support of the other Committees, public outreach and education, Op Eds, projects such as display windows, etc.). The Communications Committee agreed to clarify at a future Board meeting.

Ann asked if we might want to fill the Secretary position at today's meeting. That item was not on the agenda and Diana suggested that for that reason and in the interest of time, that the Board save that discussion for a future meeting.

5. Proposed Communication Policy – Brian

Brian shared his screen showing the two drafts of the Communication Policy/Guidance currently up for discussion. Both versions are now quite similar with only a few substantive as well as a few minor changes. Ann walked the Board through her thinking with the various proposed differences between the two versions. Ann offered that since the Board had only had a day to consider the second draft, perhaps the Board would like additional time to review. Brian suggested we move forward at today's meeting. Patricia suggested adding the term 'substantive' matters for clarity. Denise moved that the Board adopt the version submitted by Ann, including the addition of 'substantive'. Brian seconded the motion. Diana suggested this be called a Communication 'Policy' not 'Guidance' since it now includes so many details. Ann felt strongly that this be called 'Guidance' not 'Policy' as this is something the Board strives for as its practice. There was no additional discussion. The Board voted unanimously to adopt the Communications Guidance. Ann will send Diana a clean and tracked changes version. Diana thanked the Communications Committee for its hard work, Ann and Denise for their detailed revisions, and the entire Board for its patience as this was an Agenda item for four CCB monthly meetings beginning in August 2021.

6. Report from the City Sustainability Coordinator – Holly Chandler

- 1) Electrical Vehicle Charging Station Project – resolving procurement questions and hope to have decisions re: equipment vendor soon; moving along.
- 2) 50 kWh Solar Project for the City Shop – met with contact at NWE grant manager to understand process. Good to move forward. Next step is for her to draft the RFP for the solar installer and hopes to get that out in the next few weeks.
- 3) Renewable Rate Option – has had several meetings with Bozeman and Missoula counterparts to discuss the 'renewable rate option' aka green tariff. Still in discussions with NWE about details of the program.
- 4) Strategic Plan for Waste Reduction – moving forward with the Contractor and it's going great. Meeting next week with the CCB Waste Committee and several City Staff to go through 'Waste Reduction Checklist' of programs and policies to help inform development of the Plan by identifying areas of interest to residents and the City. Contractor will be beginning their 'Stakeholder interviews' and the 'Waste Assessment' to also inform the Plan; TBD Feb. date for a 90 minute community kick-off event.
- 5) National Zero Waste Conference – attended the past two days with great topics e.g., waste reduction approaches, circularity, etc. Federal funding session on opportunities within the recently passed Infrastructure Bill with funding opportunities related to recycling and waste reduction. Funds may not be available until 2022 or even 2023. She will continue to track this and keep the CCB informed re: opportunities.
- 6) Be Heard Helena – there is an opportunity to weigh in re: distribution of the ARPA funds – water and wastewater infrastructure are part of that and important for local sustainability and resiliency. She encourages those interested to check it out.

Diana thanked Holly for her report and the reminder about the Be Heard Helena.

Becca asked if Holly knew the ARPA funds are those that were allocate directly to the County. Neither Ed nor Holly knew about the County funds. Ed stated that the City received about ~\$7.5M

in ARPA funds (~ \$2M in Water Treatment Plant upgrades and then ~\$5.5M in other water system infrastructure upgrades (e.g., filters, valves). Becca asked if the City or the County has applied for the 'minimum allocation grant' money. Ed responded that yes, the City applied and that is the source of the City's ~\$7.5M in ARPA funding.

Ed announced that he is now Deputy Director of Public Works. His former position as Environmental Regulation Manager (permitting and environmental pretreatment as well as supervising the Sustainability Coordinator). He asks the CCB to encourage interested parties to apply. Diana asked Ed to keep the Board posted re: his replacement.

Mark requests that as the City's FY2023 Budget Process unfolds, Ed and Holly help keep the CCB apprised of potential opportunities for the Board to weigh in on sustainability and climate projects. Ed asked Mark for additional clarification, noting he's aware of the Board's interest in a fulltime Sustainability Coordinator. Mark said, for instance, the Energy Committee would want to be sure there was funding for the Energy Performance Contract. Ed would like to understand the sustainability priorities of the CCB and the goals of the various CCB Committees to better know what kind of funding to watch for during the next Budget cycle.

7. Sustainability Reports + Committee Reports

Diana noted that is a great transition into the discussion re: Sustainability Priorities and asks that each Committee note its priorities (and any important updates or announcements) during the Committee Reports and hold a more robust discussion for perhaps the January CCB meeting.

Communications Committee – has not yet discussed its priorities; plans to discuss next Tuesday.

Water Committee – 1) tiered water rates; 2) continued outreach/education re: water conservation best practices and xeriscaping; and 3) WaterWise Garden Tour with potential funding from increased water rates from the higher volume users could go into a fund for on-going public education and outreach/WaterWise activities for water conservation. Ed mentioned that there was a kick-off meeting about the City's Water Rate Study and all those topics came up, including increased rates during water restrictions and additional assistance for people having problems paying their water bills. Study will likely take a year to complete. Ed will keep the CCB apprised. Diana thanked Ed.

Waste Committee – 1) Developing Strategic Plan for Waste Reduction; and 2) Representing the CCB on the Steering Committee for the City's Waste Master Plan.

Energy & Transportation Committee – 1) Energy Performance Contracts; 2) Weighing in on the 2021 Energy Code Revision (if approved at the State level); and 3) Working on a policy for Fleet Operations for electrification for the City.

Ann noted there are complimentary efforts at the national level that could help us achieve our priorities; Diana added the US goal of being 'carbon neutral by 2050'. Diana suggests we continue this discussion of CCB priorities at the January 2022 meeting.

8. Emerging Issues/Other Business

There were no items raised as Emerging Issues/Other Business.

9. Announcements

Diana said the CCB display in the GoodKind Building is up. The theme is “Shopping Local and Suggestions for Reducing Waste, Saving Water and Energy During the Holiday Season” and she encourages the CCB and anyone interested to check it out.

Diana also announced that the next regular CCB meeting will take place Thursday, January 13, 2022 at 4:30 pm only via Zoom. Please contact her, Mark or Val with any agenda items and let them know if you cannot attend. We will have a speaker – Jeremy Drake from Zero Waste Associates will describe the development process for the Strategic Plan for Waste Reduction.

10. Public Comment

There was no public comment.

11. Closing

Follow-up:

- Ann will send amended ByLaws and Communications Guidance documents to Diana;
- Diana will send the documents (ByLaws, Guidance, Approved Minutes) to Holly;
- Diana will also send amended ByLaws to Dannai Clayborn for review/comment; and
- Holly will ensure the documents are posted.

Diana thanked everyone and wished everyone a happy holiday season and new year!

With no further comment from the Board, staff, or public, Diana adjourned the meeting at 6:05 pm.

Minutes prepared by Diana Hammer.