



## **Citizen Conservation Board**

Regular Board Meeting; December 13, 2018; 4:30 PM

City-County Building Room 326

**Members Present:** Denise Roth Barber, Diana Hammer, Ken Knudson, Brian Fadie, Greg Ross, Sarah Norcott, Richard Sloan, Morgan Shimkus, Hannah Cail

**Others Present:** City Staff: Troy Sampson, Bridget Johnston

**Call to Order:** Board Chair, Hannah Cail called the meeting to order at 4:32pm.

**Meeting Minutes:** Diana Hammer made some edit suggestions. Richard Sloan moved to accept the minutes as amended, Diana Hammer seconded. The minutes were approved and will stand as corrected.

**Open Meeting Laws and Montana Statutes on the Right of the Public to Know and Participate:** Hannah commented that the board is required to follow open meeting laws and she introduced Iryna O'Connor, Deputy City Attorney. Iryna gave a short presentation. She highlighted email communication, sub-committee meetings, quorums and public record. A meeting is defined as anytime there is a quorum in which that quorum will hear, discuss or act. A meeting must be open to public, noticed and have an agenda and minutes recorded. There were questions and comments regarding emails and subcommittees. The board agreed that sub-committee meetings will provide notice, an agenda and take minutes to alleviate the concern of having a quorum within those meetings. Group email discussions will cease. Discussions in person or other means can take place as long as there are not enough people in the discussion to constitute a quorum. Items requested to be added to the agenda will be sent to Hannah.

**LED Light Retrofit:** Troy Sampson reported that city staff met with Howard Skjervem of North Western Energy and Howard is working on a list to provide the City of all City-owned lights. Howard is also going to give us a cost of the light fixture they are using at their cost and information about tagging onto their project. The recommendation letter has been sent to the City Manager, the Commission and is posted to the website. There was discussion about whether the board should send recommendations directly to the Commission or through City staff. It was concurred that would be decided on a case by case basis.

**Sustainability Manager Position Recommendation:** A draft letter (attached) was discussed. Hannah made some edits and requested feedback. There was discussion about the position and letter recommendations given.

ACTION ITEM: Hannah to make edits to the letter and submit for the next meeting.

ACTION ITEM: Richard Sloan to bring up the position at HCC budget meeting with Glenn Jorgenson.

### **Sub-Committee Reports:**

Diana Hammer reported that the Water and Kitchen Sink Committee broke into activities and self-assigned tasks. There are no actions or recommendations for the board at this time.

Morgan Shimkus reported that the Energy Committee discussed ideas. Pat is working on ICLEI inventories and Brian is working on 100% clean electricity goals.

**Public Comment:** Kathy Juedeman suggested the group look at 100% renewable energy measures.

ACTION ITEM: Add 100% renewable energy to next meeting's agenda.

**Adjourn:** Ken Knudson moved to adjourn, Richard Sloan seconded. Meeting was adjourned at 5:43pm.

Respectfully Submitted,  
Bridget Johnston  
City Staff, Community Facilities