

Louisville Sustainability Advisory Board

Agenda

March 20, 2019
City Hall, 749 Main Street, Spruce Room
6:30 - 8:00pm

1. 6:30PM Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. 6:35PM City Staff Updates (10 minutes)
6. 6:45PM City Council Liaison Updates (10 minutes)
7. 6:55PM Public Comments on Items Not on the Agenda (5 minutes, more as needed)
8. 7:00PM LSAB Member Updates and Reports 5 minutes, more as needed)
9. Introduction of LSAB Board Members (10 minutes)
 - A. New Board member: Melanie Dubin
 - B. Introduction of Current Members
10. Discussion Item: Two Year Sustainability Action Plan Staff Update
11. Discussion Item: Green Business Program 2018 Overview/2019 Kickoff

- A. Outreach and Support from LSAB for 2019
- B. April Green Business Breakfast input/support
- 12. Discussion Item: LSAB Outreach and Programming at
Community Events
- 13. Discussion Item: LSAB City Council and Board/Commission
Liaisons
- 14. Administration Tasks
 - A. Log Volunteer Hours
 - B. Work Plan Review for Next Meeting
- 15. Adjourn

Louisville Sustainability Advisory Board

Meeting Minutes: Wednesday, February 20, 2019

City Hall, 749 Main Street, Spruce Room

Chair: Allison Johanson

Secretary: Marianne Martin

- I. **Call to Order:** The meeting was called to order at 6:35 pm.
 - a. **Roll Call: (Members present in bold):** Seth Adams, Dan Delahunty, **Allison Johanson**, **Laura Levesque-Catalona**. **Marianne Martin**, **Mark Persichetti**, City Council Liaison **Jay Keany**, City Sustainability Coordinator **Katie Baum**, City Facilities Manager **Jorge Calderon**, Deputy City Manager **Megan Davis**, Boulder County PACE Business Sustainability Advisor **Matt Hannon**, Visitors: **Debbie Fahey**, Resident. **John Honan**, Resident.
 - b. **Approval of the January, 2019 Meeting Minutes:** Approved with no changes
 - c. **Public Comments on Items Not on the Agenda**
 - i. Deb Fahey: Bike to work day station interested host reference.
 - d. **Jay's Minute –**
 - i. Waste hauling RFP. Prices will go down with increased diversion service. Could be a role for LSAB on educating residents for right-sizing containers. Western did not meet bid requirements. 30% price difference.
 - ii. Interviewed 3 candidates for LSAB. Will make recommendation to Council.
 - iii. LSAB could do more outreach at community events.
 - iv. Jay is back on as LSAB liaison through November.
 - e. **Katie's Minute –**
 - i. Waste hauling contract is under revision
 - ii. Draft 2019 Workplan with monthly topics/ projects to discuss with LSAB.
 - iii. Moving forward with Energy Future Collaboration and benchmarking community-wide energy use with Xcel Energy.
 - iv. Working on internal initiatives, specifically Earth Day tote bag campaign and recycling/composting planning at City parks and open spaces.
 - f. **City Staff Minute – Megan**
 - i. Updated City strategic plan.
 - ii. Board chair training. Bring city board members together for best practices and continuity.
 - iii. Convene board liaisons more frequently. Katie is LSAB staff liaison.

- iv. How to align planning with staff, council, boards for best processes and input.

- II. Colorado Communities for Climate Action (CC4CA) Update- Megan Davis
 - a. Megan is staff lead. Ashely is now council liaison.
 - b. City joined in late 2018 through 2019. Share voices of local governments specific on climate.
 - c. Recent focus: Low Emission Vehicles and community air quality. Current Legislation: GHG inventory and forecasting bill. Solar gardens, electric vehicles.
 - d. Other state legislation on waste, food waste, single use disposables. Lots of discussion re: local government exemption.

- III. Green Business Program (PACE)- Matt Hannon
 - a. Overview of the program.
 - b. Using GreenBiz tracker tool. Businesses get general assessment first by PACE adviser.
 - c. How can LSAB help with outreach and recruiting new businesses.
 - d. Slight dip in Louisville participation in past year.

- IV. Green Business Program Outreach- Laura
 - a. Showed map and chart of all Louisville businesses.
 - b. LSAB members will share info on Green Biz program then businesses can choose to dive deeper.
 - c. PACE provided list of City businesses and status. LSAB members to signup for selected businesses.
 - d. Would be good to do outreach in time to invite to April 9 kickoff breakfast. Katie and Matt to make flier.

- V. Sustainability Action Plan process, update, and county plan comparison
 - a. Katie met with City Manager staff to confirm. LSAB will help guide in advisory and review role. City staff will do plan detail work.

- VI. Log volunteer hours. See table below

- VII. Items for discussion at next meeting
 - a. Sustainability Action Plan update
 - b. Two year workplan update
 - c. Outreach at community events discussion
 - d. Green Business summary and outreach update
 - e. Revisit City Council and Board Liaisons
 - f. Add member updates and reports as a standing agenda item.

- VIII. Adjourn 8:15 pm

Volunteer Hours tally: January 16, 2019 to February 20, 2019

Board Member	Activities	Hours
Seth Adams	Meeting prep, attendance	-
Dan Delahunty	Meeting prep, attendance,	-

Allison Johanson	Meeting prep, attendance	12
Laura Levesque-Catalona	Meeting prep, attendance	6
Marianne Martin	Meeting prep, attendance	3.5
Mark Persichetti	Meeting prep, attendance,	10
	Total Hours	31.5

2019 LSAB Schedule

Meeting Date	Chair *	Secretary *
January 16	Allison	Dan
February 20	Allison	Marianne
March 20	Allison	Seth
April 17	Allison	Laura
May 15	Allison	Mark
June 19	Allison	New Member
July 17	-	Dan
August 21	-	Seth
September 18	-	Marianne
October 16	-	Laura
November 20	-	Mark
December 18	-	New Member

Memorandum

To: Louisville Sustainability Advisory Board

From: Katie Baum, Sustainability Specialist

Date: March 20, 2019

Re: Staff Updates

General

- The City's Green Business celebration took place on February 21st with staff, Council members and LSAB members in attendance. With a different formatting, staff and PACE believe the event was more engaging with more program feedback received than the previous year.
- The Annual Green Business Breakfast will take place on April 9th. The event will be paid for by Xcel Energy and hosted by the Chambers of Louisville, Lafayette and Superior. In efforts to maximize business participation, LSAB will be invited if additional space is available after the RSVP deadline.
- Green Business workshops will take place throughout the year.
 - April 1st – Solar Workshop for Business & Property Owners. Boulder Commons, [2440 Junction Place, Boulder, CO 80301](#)
 - April 16th – Marketing your Green Business. Acreage by Stem Ciders, [1380 Horizon Ave, Lafayette, CO 80026](#)
 - May 9th - Electric Vehicle Charging Station Workshop & EV Test Drive. Confluence Small Business Collective, [75 Waneka Parkway, Lafayette, CO 80026](#)
- Staff has been approved to move forward with a contract for trash service with Republic. A communications plan has been developed by staff that will prepare residents for the transition to Republic starting in spring 2019.
- Additions of recycling and composting receptacles have been identified and prioritized through 2020 in new locations in parks, open spaces, the golf course and downtown locations as part of the 2019-2026 Capital Improvements Program. Purchasing is expected to begin in spring 2019. Staff is also developing a communications campaign to educate the public.
- For Earth Day, the City will be running a tote bag campaign. Free tote bags will be available for Louisville residents from April 15th to April 21st leading up to Earth Day on April 22nd and will be



City of Louisville

City Manager's Office

available for pick up at City Hall, the Library and the Recreation Center. Bags will also be available to City staff internally. They are available while supplies last.

- The City applied for a Charge Ahead grant on February 15th for a Level 2 charger to be installed at the newly renovated Recreation Center. A Level 2 charger at this location will act as a top-off location to reduce range anxiety.
- The City will begin marketing Resource Central programs and rebates offered to Louisville residents and contracted through the City's Public Works department. This includes Garden-in-a-Box, sprinklers audits, etc.
- The new Communications Coordinator position has been posted and applications are being received at this time.
- Next steps – none. This is an informational item only.

Memorandum

To: Louisville Sustainability Advisory Board

From: Katie Baum, Sustainability Specialist

Date: March 20, 2019

Re: Discussion Item 10: Two Year Sustainability Plan Update

Background

In November 2016, City Council approved the Louisville Sustainability Action Plan, which contained goals and strategies to achieve a more sustainable community. The City's Sustainability Specialist developed a 2-year work plan to achieve these objectives after receiving input from staff and began implementing in 2018 and 2019. Such efforts include integrating sustainability with City operations and procedures and increasing community-wide outreach.

Summary

Of the 14 top recommended actions, four have been completed, three have been identified as ongoing, six are currently in progress and one will begin in 2019. In progress items are anticipated for completion in 2019, but due to staff turnover and potential changes in departmental workload or priorities, may extend into early 2020. Please see attached Appendix C for further details. The top recommended actions have been identified in the appropriate column. Within Appendix C, additional updates have been outlined regarding additional sustainability action items not identified as top recommended efforts.

Next Steps

This update is provided to guide and inform LSAB during current efforts to update the Sustainability Action Plan, set for completion in April 2020. Ongoing, in progress and items not yet started continue to be a priority for the Sustainability Specialist. An additional update is to be added to LSAB's 2019 Work Plan later in the year. There is no recommendation for action at this time. This is an informational item only.

<p>Explore and compare opportunities to transition some or all of the remaining 50% of municipal facilities' energy needs to renewable sources, as appropriate.</p> <p>IN PROGRESS</p>	<p>CE-IT2S2: "Expand solar and renewable energy purchases for City buildings."</p>	x	x	x	x																																						<p>The City signed on to 493 kW of carbon-free electricity for municipal facilities through Xcel Energy's Renewable*Connect program in 2018. This brings the approximate total of carbon-free electricity for muni buildings to 56%. During the EFC program, the City will work internally and alongside Xcel Energy to develop a greater strategy and gap analysis for the remaining 44%.</p>
<p>Analyze costs for the remaining non-cobra head streetlights, evaluating potential upgrade to LED or the decommissioning of certain lights and develop a strategy.</p> <p>IN PROGRESS</p>	<p>CE-IT2S1: "Aim for all eligible existing City buildings be benchmarked using the ENERGY STAR performance standards. For ENERGY STAR eligible buildings, a strategy and costs will be developed for energy efficiency improvements."</p>																																										<p>Streetlight replacement is ongoing throughout the next 6 years.</p>
<p>Consider making Louisville a SolSmart community.</p> <p>N/A</p>	<p>ET1S5: "Support utility demand-side management programs and renewable power supply initiatives."</p>																																										<p>Staff is currently working with Boulder County as well as other Boulder County communities to evaluate municipal barriers to solar installations for both residents and businesses. These include permitting, fees and inspection requirements. SolSmart is a national designation program designed to recognize communities that have taken key steps to address local barriers to solar energy and foster the growth of mature local solar markets. SolSmart can be evaluated as a tool to analyze further soft cost reductions.</p>
<p>Continue to update Energy Star data on relevant city buildings annually, using data to inform strategy and costs for energy efficiency improvements.</p> <p>IN PROGRESS</p>	<p>CE-IT2S1: "Aim for all eligible existing City buildings be benchmarked using the ENERGY STAR performance standards. For ENERGY STAR eligible buildings, a strategy and costs will be developed for energy efficiency improvements."</p>																																										<p>The City's Facilities Manager, Jorge Calderon, has begun the transition of the five major facilities to Energy Star Portfolio Manager, a free conservation and energy usage benchmarking system managed by the EPA and an industry standard. To be completed by end of 2019.</p>
<p>Continue to quantify energy usage data annually by BTUs/ft2, performing regular audits of municipal facilities, using data to inform strategy and costs for energy efficiency improvements.</p> <p>ONGOING</p>	<p>CE-IT2S5: "Perform energy audits of City facilities."</p>																																										<p>The City's Facilities Manager, Jorge Calderon, has begun the transition of the five major facilities to Energy Star Portfolio Manager, a free conservation and energy usage benchmarking system managed by the EPA and an industry standard. Energy usage metrics are included on Sustainability Specialist annual KPIs.</p>

<p>Consider expanding re-use water system (i.e. Heritage Park, Miners Park). ONGOING</p>	<p>W-IT3S1: "Use non-drinking water systems to meet residential, industrial, and agricultural needs when feasible."</p>		x																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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<p>Continue to update equipment and procedures to promote sustainability & limit environmental impacts. ONGOING</p>	<p><i>W-IT4S1: "Continue to update equipment and procedure manuals related to water use, wastewater and storm water treatment and incorporate methods to promote sustainability & limit environmental impacts."</i></p>		x											x	x						x							<p>Longevity, resiliency and efficiencies are vital criteria utilized in the selection of new equipment and processes. Recent projects, have replaced older equipment with high efficient equipment with lower energy usage. Facilities have been upgraded with LED lighting and improved insulation.</p>
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Transportation Recommendations

New Recommended Action Step	Relevant Strategy from 2016 Sustainability Action Plan	Stakeholders										Timeframe Estimate				Funding				Key Performance Indicators Addressed						Top Action for 2018 & 2019	2019 Status		
		Finance	Public Works	Planning	City Manager	Econ Dev	Library	Police	Parks & Rec	Boards/Comm	Council	<6 months	<12 months	<18 months	<24 months +	Ongoing	Within budget	Requires add'l budget	Grant funds likely	Funding TBD	Waste Diversion	GHG Emissions	Water use per capita	Energy use per capita	City facilities: BTUs/ft2			% of City Fleet using alt fuels	City facilities: Energy savings from upgrades
Explore adding Electric Vehicle Supply Equipment (EVSE) build-out into new Planned Unit Development (PUD) guidelines for general waivers or parking waivers. BEGIN CONSIDERATION IN 2019	T-ET2S3: "Incentivize businesses to include electric vehicle charging."			X	X					X	X				X						X							***	On hold. Staff evaluation to begin in 2019.
Consider adding bike-to-work as an incentive in the Employee Wellness program. IN PROGRESS	T-IT2S1: "Offer incentives to City Staff such as: bus / carpool / vanpool subsidies, Bike-to-Work incentives, bike parking and shower facilities."				X					X					X						X								The City ran the first Bike to Work Day station in years in June of 2018. Serving morning pancakes, over 150 participants stopped at the station. Employees were encouraged to bike to work and able to earn participation points via the Wellness program. Encouraging and providing employee with alternative transportation options is ongoing.
Consider the development of a Louisville-specific map for residents showing all non-vehicle access points.	T-ET2S2: "Develop bike maps and way finding signage."		X							X					X						X								
Consider developing a telecommuting policy for City staff. COMPLETE	T-IT2S1: "Offer incentives to City Staff such as: bus / carpool / vanpool subsidies, Bike-to-Work incentives, bike parking and shower facilities."				X					X					X						X								Not identified as top recommended action in 2018/2019 Action Plan. Staff currently has an informal telecommuting policy with the potential of updating and formalizing.

<p>Develop a Transportation Master Plan to define and analyze transportation priorities. IN PROGRESS</p>	<p><i>T-IT1S1: "Adopt transportation master plan that identifies alternative means so citizens of all ages can safely and comfortably walk or ride a bike."</i></p>	x	x	x																							***	<p>The Transportation Master Plan is being led by the City's Planning Department and managed by an external consultant. In 2018, the TMP conducted extensive citizen outreach and ongoing analysis. The TMP is due for completion in Q2 of 2019.</p>
<p>The identification of alternative modes of transportation, including multi-modal access points, should be considered in the future Transportation Master Plan. IN PROGRESS</p>	<p><i>T-IT1S1: "Adopt transportation master plan that identifies alternative means so citizens of all ages can safely and comfortably walk or ride a bike."</i></p>	x	x	x																							***	<p>During ongoing analysis and the goal setting phase of the TMP, the Planning Department included the Sustainability Specialist during evaluation and presented to the Louisville Sustainability Advisory Board for input. Multi-modal and first and last mile were focal points from both.</p>
<p>The desire to further develop Transit Pathways should be considered in the future Transportation Master Plan. IN PROGRESS</p>	<p><i>T-IT1S2: "Invest in bicycle, pedestrian and transit options which provide safe, pleasant non-vehicle means of accessing schools, commercial areas, recreational facilities and municipal locations."</i></p>	x	x	x																							***	<p>During ongoing analysis and the goal setting phase of the TMP, the Planning Department included the Sustainability Specialist during evaluation and presented to the Louisville Sustainability Advisory Board for input. Multi-modal and first and last mile were focal points from both.</p>
<p>First and Final Mile program should be considered in the Transportation Master Plan. IN PROGRESS</p>	<p><i>T-ET2S2: "Develop bike maps and way finding signage."</i></p>	x	x	x																							***	<p>During ongoing analysis and the goal setting phase of the TMP, the Planning Department included the Sustainability Specialist during evaluation and presented to the Louisville Sustainability Advisory Board for input. Multi-modal and first and last mile were focal points from both.</p>
<p>Consider future needs for alternative transportation solutions between neighboring communities in the Transportation Master Plan. IN PROGRESS</p>	<p><i>T-IT2S2: "Develop transportation solutions with neighboring communities to establish efficient connections in regional transit."</i></p>	x	x	x																							***	<p>During ongoing analysis and the goal setting phase of the TMP, the Planning Department included the Sustainability Specialist during evaluation and presented to the Louisville Sustainability Advisory Board for input. Multi-modal and first and last mile were focal points from both.</p>
<p>Determine if any City facilities require further bike racks and work with the County to procure. N/A</p>	<p><i>T-IT2S1: "Offer incentives to City Staff such as: bus / carpool / vanpool subsidies, Bike-to-Work incentives, bike parking and shower facilities."</i></p>	x		x																								<p>Not identified as top recommended action in 2018/2019 Action Plan and no available status update.</p>

		Finance	Public Works	Planning	City Manager	Econ Dev	Library	Police	Parks & Rec	Boards/Comm	Council	<6 months	<12 months	<18 months	<24 months +	Ongoing	Within budget	Requires add'l budget	Grant funds likely	Funding TBD	Waste Diversion	GHG Emissions	Water use per capita	Energy use per capita	City facilities: BTUs/ft2	% of City Fleet using alt fuels	City facilities: Energy savings from upgrades	***		
A 96-gallon rolling bin should be kept at City Services for the purpose of compost collection at the end of City-sponsored events. BEGINNING 2019	<i>Ws-IT1S2: "Install triple bin (recyclable, compostable, trash) waste collection at City facilities and parks as practical."</i>		X		X							X					X				X									As composting capabilities continue to grow into Parks and Open Spaces, staff recommends an increase to a 96-gallon rolling bin at City Services for implementation in 2019.
Require permitted special events with over 50 attendees to implement a zero waste plan. COMPLETE	<i>Ws-ET1S1: "Partner with local retailers to reduce use of non-recyclable, non-compostable, and non-reusable containers."</i>																X											***	Special event permitting only covers 250+ events. All special events permitted through the City are now required to evaluate zero-waste. Street Faire and Winter Skate contracts have been updated to require maintenance of three stream capabilities. Additions of recycling and composting receptacles at high-use Parks and Open Spaces areas will accommodate shelter rentals for 25+ events. Staff developed a Zero Waste Events checklist with additional resources, which have been added to the City's website.	
Consider inclusion of "room for composting" requirement and/or incentives in the new Design Guidelines and new future building codes. ON HOLD	<i>Ws-ET3S1: "Support commercial food composting."</i>			X							X	X					X			X	X							***	The Commercial and Industrial Design Guidelines have been put on hold and Planning lead has not yet been identified. Expected to come back online Q2 2019.	
An inventory should be taken of all parks and facilities to determine which facilities need bins for diversion (e.g. recycling or composting). An analysis of cost should be made, as well as expected challenges and recommendations. IN PROGRESS	<i>Ws-IT1S2: "Install triple bin (recyclable, compostable, trash) waste collection at City facilities and parks as practical."</i>		X		X				X		X						X			X									In 2018, staff successfully applied for a Zero Waste Grant through Boulder County, which will enable the City to purchase needed recycling receptacles and begin composting capabilities at parks and open spaces around the City. In order to begin implementation, staff is evaluating feasibility and a phased implementation	

