Louisville Sustainability Advisory Board

Agenda

August 21, 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. Discussion Item: Transportation Master Plan
10. Discussion Item: Fall Sustainability Events and Programs
12. Administration Tasks
   A. Log Volunteer Hours
   B. Work Plan Review for Next Meeting
13. Adjourn
Louisville Sustainability Advisory Board

Meeting Minutes: Monday, July 15, 2019
City Hall, 749 Main Street, Spruce Room

Chair: Allison Johanson
Secretary: Marianne Martin

1. Call to Order: The meeting was called to order at 6:34pm by Allison Johanson. Minutes taken by Marianne Martin.

2. Roll Call: (Members present in bold): Seth Adams, Allison Johanson, Laura Levesque-Catalano, Marianne Martin, Mark Persichetti, Melanie Dubin; City-Council Liaison Jay Keany; City Sustainability Coordinator Katie Baum.

3. Approval of Agenda: The Meeting Agenda was approved as-is.

4. Approval of Minutes: The Meeting Minutes for June 11 were approved as-is.

5. City-Staff Updates: n/a

6. City Council Liaison Updates, Jay Keany: Budget process starts but bi-annual budget is in effect.

7. Public Comments on Items Not on the Agenda:
Short comments re marijuana grow operations on ballot.

8. LSAB Member Updates and Reports:
   A. Comments on sustainability pages of website. City web site is being overhauled. Relay comments to Emily and Katie for possible incorporation or post-launch.

9. Discussion Item: Sustainability Action Plan Update
   A. Katie sent Longmont and Lakewood plans for examples and ideas. Input from LSAB was to keep current format and framework. Review how do we align with County, State, other community goals. Recommend that we follow categories and framework of Boulder County. Include update on City accomplishments and milestones to date. Request that Lea Yancey of Boulder County come to future meeting to discuss how other county communities may be doing updates, how county is faring with implementation. Process to have plan on agenda each meeting and to review one category each meeting. LSAB to provide strategic advice. Timing will be important to get new plan to Council early in 2020 for consideration in 2-year budget planning. Integrate and focus on City vision,
mission and values. Allison will circulate chart comparing county and current city plan. August: Review and discuss Energy and Climate.

10. Discussion Item: Green Business LSAB Outreach
   A. Strategy is to help current participating business level up; sign up new business participants. Keep on agenda under member updates for new contacts.

11. Administration Tasks:
   A. Log Volunteer Hours for the month of June 2019

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<tr>
<th>Board Member</th>
<th>Activities</th>
<th>Hours</th>
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<tr>
<td>Seth Adams</td>
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<td>Melanie Dubin</td>
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<tr>
<td>Allison Johanson</td>
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<tr>
<td>Laura Levesque-Catalano</td>
<td>Meeting prep, attendance, other meetings</td>
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<tr>
<td>Marianne Martin</td>
<td>Meeting prep, attendance</td>
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<td>Mark Persichetti</td>
<td>Meeting prep, attendance, AI Organics visit</td>
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<td>Total Hours</td>
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B. Work Plan Review for Next Meeting:
   1. Transportation Master Plan update
   2. Sustainability Action Plan Update (standing item): SAP energy and climate section review.
   3. Matt can come for business outreach update in August, September, October.

12. Adjourn: The meeting adjourned at 8:14 pm.
### 2019 LSAB Meetings Schedule, Deadlines, Meeting Assignments

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<tr>
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<th>Meeting Date</th>
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<td>December 8</td>
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*A crossed-out name followed by a second name denotes a substitute.*
Memorandum

To: Louisville Sustainability Advisory Board
From: Katie Baum, Sustainability Specialist
Date: August 21, 2019
Re: Staff Updates

General

- Green Business workshops update:
  - April 16\textsuperscript{th} – Marketing your Green Business: \textbf{15 attendees}
  - May 9\textsuperscript{th} - Electric Vehicle Charging Station Workshop & EV Test Drive: \textbf{20-25 attendees}
  - June 18\textsuperscript{th} – Commercial Water Conservation: \textbf{11 attendees}
  - July 25, 3:00pm, My Green Workplace/Office Sustainability Workshop @ Baille Barbour State Farm in Erie, hosted by PACE and Xcel’s Partners in Energy: \textbf{10 attendees}
  - August 29, Boulder County Recycling Center (BCRC) tour: \textbf{20 RSVP’s, 25 capacity}
  - September 17\textsuperscript{th}, Sustainable Transportation for your Employees Workshop @ TBD, hosted by Commuting Solutions
  - October 16\textsuperscript{th}, Sustainable Purchasing Practices Workshop @ TBD, hosted by Matt LeBeau and EcoCycle

- Green Business will begin to pick back up in September and October with City, Chamber and Xcel communications being dispersed. As of August, there are about 20 applicants and is similar to past participation at the same time in 2018. In 2018 the program concluded with 29 participating businesses, and in 2017 the program concluded with 38 businesses.

- The Boulder County Sustainability Matching Grant will be opening in August and closing mid-September. The City seeks to continue funding of the Sustainability Specialist position with the grant funding.

- The City of Lafayette is applying for an Urban Sustainability Directors Network grant to develop a streamlined code path to zero energy, specifically designed for small communities with less resources to be easier to implement and enforce. Lafayette is the lead city, and the cities of Evanston, IL, Winter Park, FL, South Portland, ME, are primary cities. Louisville will participate as an observer city.
On August 6th, Council approved emissions reduction and carbon-free energy integration goals. Communications regarding the goals are being built out by staff for display at City facilities.

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. Staff has received three bids for the equipment and installation and is moving forward through the selection with the Regional Air Quality Council.

Republic Services will be taking part in City events throughout the summer, as well as ongoing communications regarding service. Four neighborhood meetings will take place in August at corresponding neighborhood parks. Republic will be on-hand to answer residents’ questions and additional services available through the organization. Staff will also be at a booth promoting recycling and compost education and giving away 15 kitchen compost pails at each meeting with “how to” information included.

Tentative dates for those neighborhood meetings are (SEEKING VOLUNTEERS TO SUPPORT):
- August 20 - Tuesday Service - Centennial Park
- August 21 - Wednesday Service - Memory Square
- August 22 - Thursday Service - Harper Laker
- August 23 - Friday Service - Heritage Park

Employees at the City will be growing their recycling and composting knowledge! A Boulder County PACE advisor will be joining City staff for four outreach events at four separate facilities in November to go over proper recycling and composting practice.

Sustainability Series and Additional Planned Outreach (SEEKING VOLUNTEERS TO SUPPORT):
- August: Republic Services Neighborhood Meetings
- Monday, September 23rd, 6 – 7 pm: Public Transit in Louisville: How to Ride with Commuting Solutions
- Saturday, October 12th, 1 – 3 pm: Green Living Fair @ Louisville Library
- Thursday, October 24th, 6 – 7 pm: Know Before You Go: Electric Vehicles
- November – Green Business Happy Hour and Networking event

Next steps – Seeking volunteers for upcoming events. Please sign up on volunteer sheet if interested or available.
Summary
In May 2018, the City of Louisville initiated a transportation master planning process to develop a strategic vision for how the city can meet its current and future transportation needs. The Transportation Master Plan (TMP) will serve as a guiding document for improvements of local and regional transportation systems. The final plan will serve as a road map for maintaining and improving the transportation network over time, and will help guide strategic funding investments to best meet transportation needs. The TMP will also improve mobility and access in a way that is safe and convenient while minimizing auto congestion and associated impacts, and recognize evolving technology and future trends in transportation systems and service delivery.

The 2016 Louisville Sustainability Action Plan identifies Transportation as one of five primary focus areas. The Plan’s Transportation Goal is to “Encourage more fuel-efficient transportation and infrastructure, and support healthier and active lifestyles for Louisville community, through increased multimodal options.” The Plan also includes a strategy of adopting a Transportation Master Plan to identify alternative means for all ages and abilities to comfortably walk or ride a bike.

The TMP process has spanned the course of a full year, and included significant public input through City Council, City Boards and Commissions, public
engagement including online and in person events (public meetings, focus groups, pop-up engagement opportunities, etc.) LSAB provided initial input on the TMP at their September 12, 2018 meeting.

At this time, staff and the City’s consultant, TEI, are presenting the draft Transportation Master Plan. The completed draft TMP brings together the information presented to City Council to date, including the summary of trend data and existing conditions, the defined TMP goals and community input, and the proposed projects, programs and policies. Together these elements reflect the range of transportation needs in our community and the City’s plans to address them. In addition to this update to LSAB, the draft TMP will be presented to other Boards and Commissions, to the public at an open house on August 22 and online via www.EngageLouisvilleCo.org.

The draft TMP includes an analysis of existing conditions and public feedback and recommends policies, projects and programs. The types of projects proposed include:

- Corridor Projects
- Underpasses
- At Grade Crossings
- Multi-Use Paths
- Bike Network
- Sidewalks
- Transit
- Downtown Connector Project

The types of programs proposed include:

- Neighborhood Traffic Management
- Travel Demand Management
- Safe and Fun Routes
- Open Streets
- Bike Share
- Safety, Maintenance and Training
- Wayfinding
- Bicycle-Friendly Recognition
- Data Collection

Additionally, the TMP includes implementation information, including project cost estimates, prioritization, partnership opportunities and funding scenarios. This section also includes metrics for evaluation of TMP outcomes over time, and for use in future updates to this plan.
**Next Steps**
Staff is seeking LSAB feedback on the draft TMP. The TMP is currently scheduled for Planning Commission review on September 12th and City Council adoption on October 1st.

The draft TMP plan can be viewed at [https://www.louisvilleco.gov/home/showdocument?id=24052](https://www.louisvilleco.gov/home/showdocument?id=24052).
Memorandum

To: Louisville Sustainability Advisory Board
From: Katie Baum, Sustainability Specialist
Date: August 21, 2019
Re: Discussion Item 10: Fall Sustainability Events and Programs

Summary

In 2017, then Sustainability Specialist, Erika Archer, began the City’s first year of the Sustainability Series. Approximately 150 attendees participating in four events that took place that fall. In 2018, 60 attendees participated in the Series.

In efforts to increase smaller educational events to maximize staff time and education/outreach events, the Sustainability Series has decreased to three events in 2019. Additional events and education/outreach opportunities the have required staff sustainability support has increased.

Upcoming events include:

Recycling and Composting Tabling:

- August 20 - Tuesday Service - Centennial Park
- August 21 - Wednesday Service - Memory Square
- August 22 - Thursday Service - Harper Laker
- August 23 - Friday Service - Heritage Park

Sustainability Series:

- Monday, September 23rd, 6 – 7 pm: Public Transit in Louisville: How to Ride with Commuting Solutions
- Saturday, October 12th, 1 – 3 pm: Green Living Fair @ Louisville Library
- Thursday, October 24th, 6 – 7 pm: Know Before You Go: Electric Vehicles

Green Business:

- November 2019 - Louisville Green Business Networking and Happy Hour
Next Steps

Staff seeks volunteers and support for upcoming sustainability events, particularly day-of support for the Green Living Fair on October 12th.
Memorandum

To: Louisville Sustainability Advisory Board  
From: Katie Baum, Sustainability Specialist  
Date: August 21, 2019  
Re: Discussion Item 11: Sustainability Action Plan: Water Conservation

Summary

In 2012, the Louisville Sustainability Advisory Board tasked themselves with the creation of a document to outline recommendations for the City. The Sustainability Action Plan is intended to articulate Louisville’s vision to create a more sustainable community as well as provide a roadmap for achieving our collective goals.

Adopted by City Council in 2016, the plan includes guidelines for internal City operations as well as communitywide approaches for residents and businesses. In general, the current plan has a focus on environmental impacts and their potential economic benefits.

Due to the nature of the Louisville Sustainability Action Plan (LSAP) as a guiding and living document, staff and LSAB has recognized needed updates to the LSAP and tasked themselves in 2019 with updating and amending the framework. Over the course of 2019, discussions and dialogue between staff and LSAB will be ongoing regarding necessary updates and will be discussed by topic area.

Next Steps

Staff seeks input and feedback on initial Water subject area mock copy.
Water
INTRODUCTION

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GOAL

Provide guidance in water efficiency and quality and ensure a clean, reliable water supply for current and future natural landscapes and community members.
**WATER**

**INTERNAL STRATEGIES**

Reduce water usage and improve efficiency of water use within City buildings

**NEAR TERM**

Benchmark all City buildings’ indoor water use and prioritize facilities for water audits based on resource use and reporting mechanisms.

Ensure that new City buildings achieve 80% of the U.S. Green Building Council’s (USGBC) Leadership in Energy & Environmental Design (LEED) points within the applicable water efficiency section of the USGBC new construction process.

Set facility-specific efficiency targets when appropriate.

**MID TERM**

Implement facility audit recommendations with consideration of resource limitations and other constraints.

Develop facility and job specific behavior and operational modification strategies.

**Reduce City outdoor water usage**

**NEAR TERM**

Benchmark all City buildings’ outdoor water use, data collection on square feet of landscape being irrigated and service charges for all water-related utilities.

Create and implement a plan to replace irrigated turf around county buildings by 2020.

**MID TERM**

Repair, upgrade, and adjust all irrigation systems with the most efficient available technologies.

Evaluate capacity to expand the reuse system and increase recycled water usage on City landscaping and open spaces.
INTERNAL STRATEGIES

Improve and maintain water quality

NEAR TERM

Begin the development of a comprehensive Stormwater Management Plan.

Continue to update procedure manuals and operational plans related to water use, wastewater and storm water treatment and incorporate methods to promote sustainability and limit environmental impacts.

MID TERM

Evaluate street design specifications (such as road widths or type of curbing), erosion and sediment control ordinances, landscaping requirements, and other standards that might prohibit the use of Low Impact Development (LID) practices.

Continue improving water quality and maintain the water supply on Parks & Open Space properties

NEAR TERM

Support ecological stream restoration and in-stream flow efforts to aid species recovery and improve water quality.

Research and consider nontoxic management practices for pest and weed control where possible or pilot.

MID TERM

Research and consider Green Infrastructure Network (GIN) strategies and management best practices for implementation on city-owned properties.

Evaluate capacity to expand the reuse system and increase recycled water usage on City landscaping and open spaces.

Aim to have Coal Creek removed from state’s list of impaired or polluted waters.
EXTERNAL STRATEGIES

Expand water conservation education for City residents and businesses

NEAR TERM

Conduct a gap analysis of the water efficiency tools, resources and incentives for residents and businesses.

Continue to promote and support water conservation education and outreach through available programs and platforms.

MID TERM

Develop a campaign to encourage benchmarking of water consumption at the building or site scale through the use of utility data tracking software.

Employ a targeted outreach strategy to engage facility managers and property owners on water conservation efforts and resources.

Develop, market to the community and update Louisville specific plans that address water conservation and quality.

Maintain regional partnerships, collaboration and information sharing as it pertains to watershed health and supply

NEAR TERM

Engage in local source-water protection planning.

Continue to support the Keep It Clean Partnership and other intergovernmental agreements in minimizing pollution impacts in surface waters.

MID TERM

Coordinate with Boulder County on model greywater (water reuse) ordinance
WATER

IMPACT

ENVIRONMENTAL
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<th>MONTH</th>
<th>TOPIC AREA / PROJECT UPDATE / PRESENTATION</th>
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<td>JANUARY 16, 2019</td>
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| FEBRUARY 20, 2019 | GREEN BUSINESS PROGRAM – 2018 PRESENTATION (PACE)  
LSAB PROCESSES + PROCEDURES (CMO) - update  
CC4CA (CMO) - update                                                                                                                                    |
| MARCH 20, 2019    | GREEN BUSINESS PROGRAM – 2018 OVERVIEW + 2019 KICK OFF  
• Outreach and support for 2019 from LSAB  
• Green business breakfast in April – input/support  
TWO YEAR SUSTAINABILITY ACTION PLAN UPDATE (SUSTAINABILITY SPECIALIST)                                                                                           |
| APRIL 17, 2019    | WASTE  
• Waste Hauler RFP and changes - update  
• Waste discussion surrounding Sustainability Action Plan  
• Recycling and composting at Parks and Open Space - update  
• Recycling and composting outreach at Parks and Open Space – input/support  
SUSTAINABILITY ACTION PLAN UPDATING CHECK IN  
SUMMER SUSTAINABILITY EVENTS/PROGRAMS/COMMUNICATIONS – input/support                                                                                      |
| MAY 15, 2019      | TRANSPORTATION  
• Planning for Bike to Work Day in June  
SINGLE USE PLASTICS ROUNDTABLE (RECYCLE COLORADO) - update                                                                                               |
| JUNE 19, 2019     | ENERGY  
• Energy Future Collaboration (SUSTAINABILITY SPECIALIST) - update  
• Goal setting process and progress - input  
• Multifamily outreach – input/support  
• 2018 Louisville Community Energy Report (XCEL) - update                                                                                                 |
| JUNE 19, 2019 (DATE CHANGED) | SUSTAINABILITY ACTION PLAN UPDATING: FORMATTING AND TIMELINE DEVELOPMENT - input                                                                                                                                                           |
| AUGUST 21, 2019   | TRANSPORTATION MASTER PLAN (PLANNING) – update  
FALL SUSTAINABILITY EVENTS/PROGRAMS/COMMUNICATIONS – input/support  
SUSTAINABILITY ACTION PLAN UPDATING: WATER CONSERVATION - input                                                                                           |
| SEPTEMBER 18, 2019 | ENERGY  
• EFC 2020 Work Plan Development – Input from 2019 Work Plan  
SUSTAINABILITY ACTION PLAN UPDATING: ENERGY - input                                                                                                          |
| OCTOBER 16, 2019  | SUSTAINIBILITY ACTION PLAN UPDATING: WASTE + TRANSPORTATION - input                                                                                                                                                                     |
| NOVEMBER 20, 2019 | SUSTAINABILITY ACTION PLAN UPDATING: LOCAL FOOD/AGRICULTURE + ECOLOGICAL HEALTH  
2020 PLANNING/IMPLEMENTATION                                                                                                                                                                                                 |
| DECEMBER 18, 2019 | 2019 WRAP UP  
TBD                                                                                                                                                                                                                       |

* This is a tentative work plan for 2019. Work plan is subject to change depending on internal or external demand or necessity and is to be evaluated for changes during LSAB monthly meetings.
Monthly Timeline:

1. Agenda will be sent to Board Chair the first Monday of each month for input/finalization.
2. Board Chair will let Staff Liaison know of any input or necessary changes by the first Wednesday of each month.
3. The Board Chair will finalize the Agenda and previous meeting minutes and submit to Kerry Holle, Public Works Sr. Administrative Assistant, each Tuesday prior to the week of LSAB meeting.