

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
11. Discussion Item: Sustainability Action Plan: Water Conservation
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

Board Member	Activities	Hours
Seth Adams	Meeting prep, attendance	2.5
Melanie Dubin	Meeting prep, attendance, other meetings	-
Allison Johanson	Meeting prep, attendance, other meetings	5
Laura Levesque-Catalano	Meeting prep, attendance, other meetings	4
Marianne Martin	Meeting prep, attendance	2.5
Mark Persichetti	Meeting prep, attendance, AI Organics visit	4.5
	Total Hours	18.5

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

	Meeting Date	Chair *	Secretary *
January 6	January 16	Allison	Dan
February 11	February 20	Allison	Marianne
March 11	March 20	Allison	Seth
April 7	April 17	Allison	Laura
May 5	May 15	Allison	Mark
June 3	June 11	Allison	Melanie
July 7	July 15	Allison	Marianne
August 11	August 21	Allison	Seth
September 8	September 18	Allison	Laura
October 6	October 16	Allison	Mark
November 10	November 20	Allison	Melanie
December 8	December 18	Allison	Marianne

*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 16th – Marketing your Green Business: **15 attendees**
 - May 9th - Electric Vehicle Charging Station Workshop & EV Test Drive: **20-25 attendees**
 - June 18th – Commercial Water Conservation: **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: **10 attendees**
 - August 29, Boulder County Recycling Center (BCRC) tour: **20 RSVP's, 25 capacity**
 - September 17th, Sustainable Transportation for your Employees Workshop @ TBD, hosted by Commuting Solutions
 - October 16th, 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.



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- 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.

To: Sustainability Advisory Board
From: Department of Planning and Building Safety
Subject: Transportation Master Plan
Date: August 21, 2019

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.

2016 Louisville Sustainability Action Plan, p. 20

TRANSPORTATION

INTERNAL TARGET 1
 Develop balanced system that serves the entire City for users of all ages and ability levels

STRATEGY 1
 Adopt Transportation Master Plan that identifies alternative means so citizens of all ages can safely and comfortably walk or ride a bike

STRATEGY 2
 Invest in bicycle, pedestrian and transit options which provide safe, pleasant non-vehicle means of accessing schools, commercial areas, recreational facilities and municipal locations

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>.

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 that 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



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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.

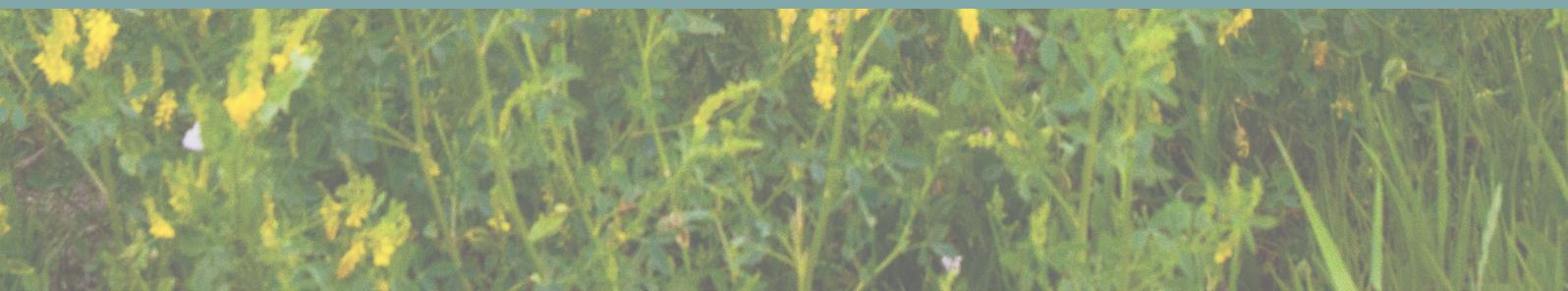
Due to the nature of the Louisville Sustainability Action Plan (LSAP) as a guiding and living document, staff and LSAB has recognized needed updates to the LSAP and tasked themselves in 2019 with updating and amending the framework. Over the course of 2019, discussions and dialogue between staff and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



WATER

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 cityowned 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.



WATER

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

IMPACT



ENVIRONMENTAL

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ECONOMIC

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LEADING BY EXAMPLE

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SUSTAINABILITY ADVISORY BOARD

2019 WORKPLAN*

MONTH	TOPIC AREA / PROJECT UPDATE / PRESENTATION
JANUARY 16, 2019	N/A
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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Planning for Bike to Work Day in June SINGLE USE PLASTICS ROUNDTABLE (RECYCLE COLORADO) - update
JUNE 19, 2019	ENERGY <ul style="list-style-type: none"> • Energy Future Collaboration (SUSTAINABILITY SPECIALIST) - update • Goal setting process and progress - input • Multifamily outreach – input/support • 2018 Louisville Community Energy Report (XCEL) - update
JULY 15, 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 <ul style="list-style-type: none"> • EFC 2020 Work Plan Development – Input from 2019 Work Plan SUSTAINABILITY ACTION PLAN UPDATING: ENERGY - input
OCTOBER 16, 2019	SUSTAINABILITY 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.

DRAFT