

Louisville Sustainability Advisory Board

Agenda

December 18, 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: Sustainability Action Plan
10. Discussion Item: Work Plan Draft - Finalization
11. Discussion Item: 2019 Staff Feedback
12. Administration Tasks
 - A. Log Volunteer Hours
 - B. Work Plan Review for Next Meeting
13. Adjourn

Louisville Sustainability Advisory Board

Meeting Minutes: Wednesday, November 20, 2019

City Hall, 749 Main Street, Spruce Room

Chair: Allison Johanson

Secretary: Laura Levesque-Catalano

1. **Call to Order:** The meeting was called to order at 6:30 pm.
2. **Roll Call: (Members present in bold):** **Seth Adams, Allison Johanson, Laura Levesque-Catalano, Marianne Martin, Mark Persichetti, Melanie Dubin**, City Sustainability Coordinator **Katie Baum**, City Facilities Manager Jorge Calderon, Visitors: **Paul Muus, Cam Muus, Emma McCoy, Zaya Spire, Gwen Sutton**
3. **Approval of current meeting Agenda:** Approved with no changes
4. **Approval of the October 2019 Meeting Minutes:** Approved with no changes
5. **City Staff Updates:**
Katie (Sustainability Specialist)
 - a. Green Business Updates
 - i. October 30th, Sustainable Purchasing Practices Workshop @ BBP in Longmont, 13 attendees
 - ii. November 7th, Green Business November Networking at Crystal Springs Brewing: 6 attendees
 - iii. Green Business' deadline for application is December 15th. Thus far, multiple communications have gone out between the City, PACE and the Chamber of Commerce. Xcel Energy will be sending out correspondence to businesses as an application reminder. Currently on track to achieve new business goal but not business retention goal.
 - b. Installation of electric vehicle charging station at the Rec Center completed
 - c. 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.
 - d. Staff has finalized signage and vendor for the new recycling and composting receptacles for Parks and Open Spaces. Bins have been ordered. Set for shipment in December and will be implemented in 2020.
 - e. Transportation Master Plan was adopted unanimously in early October. A final version will be sent to LSAB via Sustainability Specialist.
 - f. City's website redesign expected to launch January 2020.
 - g. Holiday recycling tips will go out in the winter Community Update.
 - h. Louisville featured in the State of Colorado 2019 report with 53% approximate diversion. The State of Colorado reported our rate as purely residential, which

is inaccurate, and so we won't be pushing the second-place ranking in residential recycling in communications as it is misleading.

- i. City facilities benchmarking has begun with Sustainability Specialist.
- j. City is evaluating electronics recycling event for 2020.
- k. 2020 Sustainability Series is being planned.

6. City Council Liaison Update:

Per City Council/Mayor Guidance there will not be a Council Liaison at LSAB meetings. Instead, regular meetings with all board chairs and Council will be scheduled for communication between council and all of the individual boards.

7. Public Comments on Items Not on the Agenda (no comments)

8. LSAB Member updates:

- a. Melanie Dubin of Avalon Trust (also LSAB) is facilitating a discussion on 11/21 on evaluating corporate sustainability using sustainability frameworks, protocols, and ESG (Environment, Social and Governance)
- b. Suggestion for climate resiliency as a workshop for the Green Business program. What does climate change mean to your business and how to safe proof against risk?
- c. Reaction to new City Council and Mayor is very positive regarding Sustainability and Environmental initiatives. Plastic bag tax could be supported. LSAB may consider drafting a letter of support. Goal of 100% renewable energy by 2025 for municipal buildings is in place. Windsorce energy may be considered as interim solution.

9. Sustainability Action Plan: Transportation updates

- a. Discussed proposed changes to the draft.
- b. Desire for baseline data and metrics/KPIs for desired improvements.
- c. KPIs change every year. While KPIs have been used for budgeting, they may not prove practical for sustainability efforts. Effort to determine appropriate metrics in sustainability over time with Staff and build a dashboard for annual reporting.
- d. LSAB's goal is to present City Council with overarching updated SAP. Then work on KPIs with staff support.

10. Sustainability Action Plan: Ecological Health (*a new section*)

- a. Discussed proposed changes to the draft.
- b. Share this section with Open Space Advisory Board to ensure alignment. Consider idea of having a special working session.
- c. Suggestion to include a weed management plan.
- d. Suggestion to include tree canopy. Are we part of Tree City USA? If not, consider including it as a goal.

11. Log volunteer hours. See table below

12. Items for discussion at next meeting

- a. Review goals for Sustainability Action Plan Transportation and Ecological Health.
- b. Finalize workplan for 2020 LSAB meeting. Come with ideas for July / Aug / Sept.
- c. Katie may have some questions designed to collect feedback from LSAB.

13. Adjourn

Volunteer Hours:

Board Member	Activities	Hours
Seth Adams	Meeting prep, attendance	3.5
Melanie Dubin	Meeting prep, attendance	6
Allison Johanson	Meeting prep, attendance	8
Laura Levesque-Catalano	Meeting prep, attendance	5
Marianne Martin	Meeting prep, attendance	2
Mark Persichetti	Meeting prep, attendance,	3
	Total Hours	17.5

2019 LSAB Meetings Schedule, Deadlines, Meeting Assignments
 If you are unable to fulfill your assignment, you are responsible for finding a replacement.

Secretary to email minutes to LSAB Board Chair NLT 2 weeks before the next meeting.	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 17 (TBD)	Allison	Marianne TBD
August 11	August 21	Allison	Seth Mark
September 8	September 18	Allison	Laura
October 6	October 16	Allison	Mark Seth
November 10	November 20	Allison	Melanie Laura
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: December 18, 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**
 - October 30th, Sustainable Purchasing Practices Workshop @ BBP on Main St in Longmont, hosted by Matt LeBeau: **13 attendees**
 - November 7th, Green Business November Networking @ 4:30 pm at Crystal Springs Brewing: **6 attendees**
- Green Business' deadline for application is December 15th. Thus far, multiple communications have gone out between the City, PACE and the Chamber of Commerce. Xcel Energy will be sending out correspondence to businesses as an application reminder. Currently on track to achieve new business goal but not business retention goal.
- Staff has been awarded grant funding from both Boulder County Sustainability Matching Grant (full) and from Boulder County Zero Waste Grant (partial).
- Q4 Energy Future Collaboration meeting took place with new council liaisons. 2020 will focus on building audits and Portfolio Manager onboarding. WindSource to be implemented across City facilities to bring municipal up to 100% carbon-source beginning January 2020.
- Louisville hosting Regional Sustainability Director's Q1 2020 meeting January 22nd.
- Staff has completed the installation of an electric vehicle charging station at the Rec Center. Will be applying in February for grant funding for install at golf course.



City of Louisville

City Manager's Office

- The City's website redesign is expected to launch January 2020. Monthly Community Updates have now been delivered for three months, and sustainability stories are continuing to be developed for communications. Feedback is ongoing.
- 2020 Sustainability Series planning is underway. It is staff's goal to have the entire year planned by January 2020.
 - March – Biggest Little Farm
 - April
 - Earth Day Cleanup – April 22nd, 9-11am, Community Park
 - WaterWise Landscaping – April, Resource Central
 - May – Spring Cleaning Hazardous Waste Drive + Library Bike to Books event
 - June – Bike to Work Day
 - August – Know Before You Go: Electric Vehicles
 - November –
 - E-Waste Recycling Drive
 - Clothing Repair event – Library
 - December - Library kid's event – Make your Own: Wrapping Paper
- Next steps – None.

Memorandum

To: Louisville Sustainability Advisory Board
From: Katie Baum, Sustainability Specialist
Date: December 18, 2019
Re: Discussion Item 10: 2020 LSAB Work Plan

Summary

For the 2019 year, staff developed a tentative and flexible 2019 LSAB work plan. To develop consistency and purpose for all Boards and Committees, staff would like to develop a 2020 work plan for LSAB.

Next Steps

Staff seeks input for a 2020 agenda.

SUSTAINABILITY ADVISORY BOARD

2020 WORKPLAN*

MONTH	TOPIC AREA / PROJECT UPDATE / PRESENTATION
JANUARY 15, 2020	2020 LSAB OVERVIEW <ul style="list-style-type: none"> • New member introductions/welcome • Processes and Procedures (STAFF LIAISON) • 2020 Work Plan overview 2019 WRAP UP 2019 SUSTAINABILITY HIGHLIGHTS (STAFF) 2021/2022 LSAB BUDGET REQUEST
FEBRUARY 19, 2020	SUSTAINABILITY ACTION PLAN UPDATE – FIRST DRAFT REVIEW 2020 SUSTAINABILITY EDUCATION + ENGAGEMENT OVERVIEW (STAFF LIAISON)
MARCH 18, 2020	SUSTAINABILITY ACTION PLAN UPDATE – SECOND DRAFT REVIEW 2020 SUSTAINABILITY EDUCATION + ENGAGEMENT – input/support
APRIL 15, 2020	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 20, 2020	TBD TRANSPORTATION <ul style="list-style-type: none"> • Planning for Bike to Work Day in June
JUNE 17, 2020	CC4CA UPDATE (CMO) Energy Future Collaboration (SUSTAINABILITY SPECIALIST) - update 2019 Louisville Community Energy Report (XCEL) - update
JULY 15, 2020	SUSTAINABILITY ACTION PLAN UPDATING: FORMATTING AND TIMELINE DEVELOPMENT - input
AUGUST 19, 2020	TRANSPORTATION MASTER PLAN (PLANNING) – update FALL SUSTAINABILITY EVENTS/PROGRAMS/COMMUNICATIONS – input/support SUSTAINABILITY ACTION PLAN UPDATING: WATER CONSERVATION - input
SEPTEMBER 16, 2020	ENERGY <ul style="list-style-type: none"> • EFC 2020 Work Plan Development – Input from 2019 Work Plan SUSTAINABILITY ACTION PLAN UPDATING: ENERGY - input
OCTOBER 21, 2020	SUSTAINABILITY ACTION PLAN UPDATING: WASTE + TRANSPORTATION - input
NOVEMBER 18, 2020	TBD 2021 PLANNING/IMPLEMENTATION
DECEMBER 16, 2020	2020 WRAP UP + END OF YEAR EVALUATION 2021 WORK PLAN REVIEW

* This is a tentative work plan for 2020. 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.

DRAFT