



Sustainability Advisory Board

January 21, 2026
Packet Addendum #1



Sustainability Advisory Board

January 2026

Hannah Miller, Sustainability Manager

Agenda

- Call to Order
 - a. Nisa is the secretary for January
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Public Comments on Items Not on the Agenda
 - a. 3 minutes per comment.
- Administrative Tasks
- Staff Updates – 10 minutes
- Discussion Item: LSAB Onboarding and Review
 - Hannah Miller, Sustainability Manager
 - LSAB Questions
- Discussion and Decision Item: Approval of Posting Locations
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction
- Discussion and Decision Item: Election of Officers for 2026
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction
- Discussion and Decision Item: LSAB Meeting Dates
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction

Agenda cont.

- Discussion and Decision Item: 2026 LSAB Workplan
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction
- Discussion Item: Proposing a City Council Initiative- 10 min
 - Genny Kline, City Clerk with Support from Samma Fox, Deputy City Manager
 - LSAB Discussion
- Adjourn

Discussion Item: LSAB Onboarding and Review

- Hannah Miller, Sustainability Manager
- LSAB Questions

Louisville Sustainability Advisory Board

Member Onboarding

Hannah Miller
Sustainability Manager



LSAB History



Late 1990s – early 2000s “Resource Conservation Advisory Board”

- Group of residents that worked on Earth Day initiatives

2004

- Researched a city-contracted waste hauling program, presented program to City Council, but City Council did not move forward with the project

2005 – 2007

- Expanded trash and recycling at city events
- Assisted with public meetings about organized waste hauling to collect comments and provide education about a potential organized waste program, advocated for compost inclusion

2008

- Council received input from residents, community groups, boards, etc. regarding the City’s waste program and adopted the program that’s in place today (trash, recycle, compost)

LSAB History

2010

- Changed from “Resource Conservation” to “Sustainability” Advisory Board
- Board focus broadened to additional sustainability topics
- Advisory role strengthened
 - Advised Council/staff on comprehensive plan update
 - Recommended a City staff sustainability position be added to coordinate internal and external programs and initiatives

2010 - 2015

- Board projects included: holiday LED light rebate, sustainable home tour, community garden
- LSAB was “housed” in Public Works department

LSAB History

2016

- Part-time sustainability position was added to staff in City Manager's Office
- Staff person became liaison to LSAB and led sustainability initiatives
- LSAB role: Review initiatives, provide feedback to liaison and Council

2021

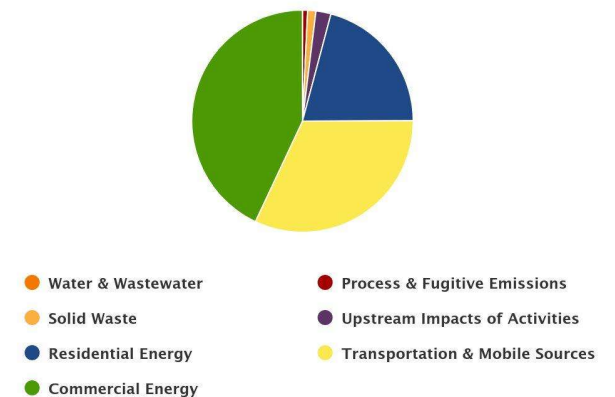
- Staff position was converted from part-time to full-time
- Board focus changed from waste reduction/community events to energy, climate, and greenhouse gas reduction initiatives

2022

- Board advocated for decarbonization planning on Council's Work Plan
- City started development of Internal Decarbonization Plan

2016 Greenhouse Gas Inventory Pie chart

CO2e By Category



LSAB History

2023

- LSAB provided input on the internal decarbonization plan adoption
- Provided input on the general budget

2024

- LSAB provided input for the Building and Energy Code
- Provided input on the general budget

2025

- LSAB provided input on Energy and Building Code
- LSAB presented a memo to council on the Comprehensive Plan
- LSAB provided a memo to council advocating for support on Sustainability programming
- Provided input on the general budget



Council Adopted Clean Energy and Carbon Emission Reduction Goals (2024)

Community and Municipal Goals

- Meet all of Louisville's municipal electric needs with 100% carbon-free sources by 2025.
- Reduce energy-related municipal greenhouse gas emissions by 60% below the 2016 baseline by 2030 and achieve carbon-neutrality by 2050.
- Reduce energy-related residential and commercial/industrial GHG emissions 60% below the 2016 baseline by 2030 and achieve carbon-neutrality by 2050.

Sustainability Guiding Documents

Sustainability Action Plan

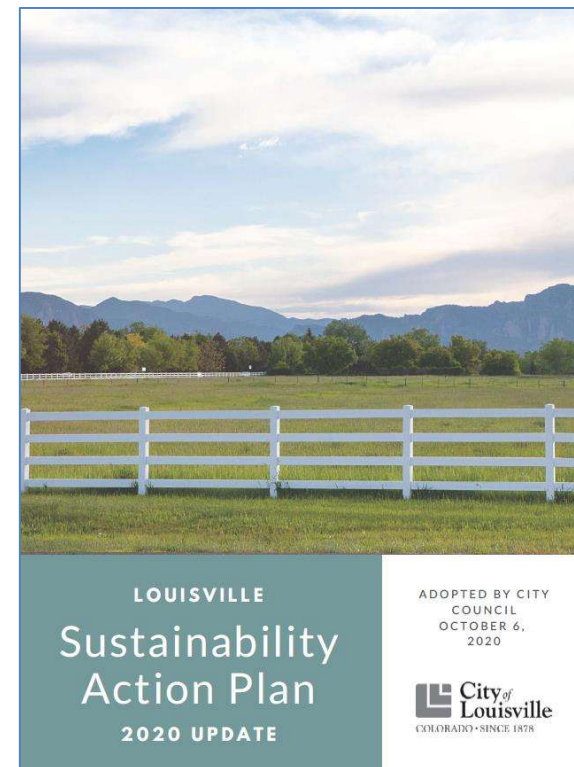
- Most recently updated in 2020
- Update in 2026

Internal Decarbonization Plan

- Adopted in October of 2023
- City funds budgeted, grants secured and staff capacity expanded in 2024 and 2025
- Breaking ground in 2026

Community Decarbonization Plan

- Not formally adopted, included the adoption of new climate action goals



Role of the Board



Advise and Recommend

- Advise City Council and recommend policies or changes, such as board recommendations relating to Council priorities. Examples include; Comprehensive Plan, Energy Code, Internal Decarbonization Plan
- LSAB may not direct staff's daily work or direct them to take on projects
- Additional memos to Council- Board recommendations

Board/Manager Expectations



Expectations of Sustainability Manager

Communication

- The Manager will provide open and transparent communication about city priorities, projects and budget, as available.
- The Manager will deliver prompt responses to emails (1-2 business days) and will communicate with LSAB member if response will take more than 1-2 business days.
- The Manager will provide direct communication with LSAB member(s), in writing, if an issue arises.

Advocacy

- The Manager will advocate ideas to City staff, partners and leadership on LSAB's behalf.
- The Manager will advocate for budget requests and CIP requests on LSAB's behalf, through the City's established budget process.
- The Manager will act as the conduit of information between the board and city staff/Council and also the conduit of information from Council/city staff to the board.

Board/Manager Expectations



Expectations of Sustainability Manager

Meetings

- The Manager will create and publish meeting agendas and minutes in accordance with bylaws, rules and schedule established by the City Clerk's Office, including regular City updates and relevant programs, projects and opportunities that are relevant to LSAB members.
- The Manager will work with the Chairperson to keep meetings concise, and do not run over designated time.
- The Manager will attend all meetings, to the best of their best ability.
- If the Manager cannot attend an LSAB meeting, an alternate staff liaison will be appointed and the Chairperson will be notified in advance.

Board/Manager Expectations

Sustainability Manager Expectations of LSAB

Communication

- There will be open and consistent communication between LSAB Chair and Sustainability Manager, with at least one monthly check-in meeting. Should an LSAB member request a 1-1 meeting with the Sustainability Manager, the meeting request must include the meeting topic and be approved in writing by the Chair and Manager.
- “No Surprises” – LSAB members will loop Sustainability Manager into ideas as they arise and before any communication with other individuals outside of LSAB.
- The Sustainability Manager expects LSAB members to be civil, show respect and treat others with kindness when presented with topics that may contradict personal opinions.
- The Sustainability Manager is LSAB’s point of contact at the City of Louisville – Manager will bring in additional City staff as necessary.
- LSAB members will include Sustainability Manager on all communications with outside organizations.
- The City will create communications, marketing, and outreach materials.
- Members will not discuss topics via email with the full group; the formation and discussion of public topics must be done in at the publicly advertised monthly LSAB meeting.
- All emails regarding board work is considered public record and may be required to be given to the City Clerk’s Office in a CORA request.

Board/Manager Expectations

Sustainability Manager Expectations of LSAB

Policies and Bylaws

- LSAB members will abide by the articles outlined in the Amended and Restated Bylaws, including Article 1, Section 3. Purpose and Duties – LSAB as an advisory body.
- LSAB will abide by the City’s Code of Ethics, open government policies, and City Charter at all times.

Meetings

- LSAB members will attend all meetings, to the best of their ability (must attend 75% of regular meetings according to bylaws).
- If an LSAB member cannot attend a meeting, the member will send communication via email to the Chairperson and Sustainability Manager with as much advance notice as possible.
- If an LSAB member would like to discuss a topic, the member will reach out in advance to the Chairperson and the Sustainability Manager to request the item be added to the agenda. Topics not included on the agenda may not be discussed in the LSAB meeting per the City Charter.
- The LSAB Chair is responsible for running the meeting, with Sustainability Manager support. Disruptions, timing and questions should first be approved by the Chair and then the Manager if needed. Public comment will be lead by the approval of the Chair and then Manager if needed.

Meeting Format

Officers

- Board chair leads meetings (Board Vice Chair if Chair is absent)
- Rotating secretary position – different member takes notes each month, sends draft notes to Manager after meeting

Approvals

- Board must approve agenda and minutes at start of each meeting.

Public Comment

- Items not on the agenda – at the beginning of the meeting, 3 minutes per comment
- Agenda items – after staff/partner update and before LSAB discussion, 3 minutes per comment

Staff Updates

- Board members may ask clarifying questions, but cannot discuss staff update items unless they appear as discussion items on the agenda – can be added to future agendas for board discussion

Discussion Items

- Any topic discussed at the meeting must be listed as a discussion item on the agenda
- The agenda will outline the request of the board
 - “LSAB Discussion” – the board will discuss the item and provide feedback to staff
 - “LSAB Discussion and Direction” – the board will discuss and make a decision (appoint board member to write memo, then approve memo language in a subsequent meeting)
 - This requires a motion, seconded motion and board member vote



Thank you!

Questions?

Discussion and Decision Item: Approval of Posting Locations

- Hannah Miller, Sustainability Manager
 - Locations
 - Approval of posting locations for agendas. All boards/commissions will post their agendas in the following locations. Your board may approve it by resolution or simple voice vote.
 - City Hall, 749 Main Street
 - Library
 - PD/Court
 - Rec Center
 - Website, www.LouisvilleCO.gov
 - Public Comment (3 minutes)
- LSAB Discussion and Direction

Discussion and Decision Item: Election of Officers for 2026

- Hannah Miller, Sustainability Manager
- Public Comment (3 minutes)
- LSAB Discussion and Direction

Discussion and Decision Item: Election of Officers for 2026 continued

- Chair
 - "Chair" refers to the presiding officer of the meeting. Responsibilities include leading the meeting, keeping focus, managing motions and keeping order.
- Vice Chair
 - "Vice Chair" serves as the presiding officer if the Chair is unavailable.

Discussion and Decision Item: LSAB Meeting Dates

- Hannah Miller, Sustainability Manager
 - Proposed dates
 - 1/21, 2/18, 3/18, 4/15, 5/20, 7/15, 8/19, 9/16, and 11/18.
 - Public Comment (3 minutes)
 - LSAB Discussion and Direction

Discussion and Decision Item: 2026 LSAB Workplan

- Hannah Miller, Sustainability Manager
- Public Comment (3 minutes)
- LSAB Discussion and Direction

Discussion Item: Proposing a Ballot Initiative

- Genny Kline, City Clerk with Support from Samma Fox, Deputy City Manager
- Public Comment (3 min per person)
- LSAB Discussion

Discussion Item: Proposing a Ballot Initiative

- Board Role – Advisory to Council
- Opportunities
 - Memos to Council
 - Joint meeting with Council – *Tentatively March 10*
- Timing Considerations – *Ideally:*
 - February – Council provides initial direction to staff
 - May – Council direction on potential ballot questions
 - July – Deadlines with the County for coordinated elections

LSAB February 2025 Meeting

- Discussion Items for Next Meeting
 - TBD
- Adjourn