



## **Collaborative Board Meeting Minutes: June 24, 2022**

### **Roll Call**

The meeting of the Collaborative Board was called to order at approximately 10:36 AM as a hybrid meeting at the beginning and then in-person.

Collaborative voting members in attendance were:

- Routt County: Beth Melton
- Hayden: Matt Mendisco
- Community: Sarah Jones
- Community: Tim Wohlgenant
- Steamboat Springs - Dakotah McGinley for the first 10 min

Absent:

- Steamboat Springs: Gail Garey
- Oak Creek: Nikki Knoebel / Alternate David Torgler
- Yampa: Alternate Sheila Symons
- Community: Steve Johnson
- Community: Geoff Blakeslee

A quorum was not present.

Winnie DelliQuadri, Special Projects and IGS Manager at the City of Steamboat Springs and Scott Cowman, Director of Environmental Health at Routt County, were present as temporary staff support for the Collaborative Board. Michelle Stewart, Paul Bony, Winn Cowman and Tim Sullivan were present supporting Program Management for the Collaborative Board.

### **Minutes:**

The Board tabled the minutes from April 29, 2022 and May 27, 2022.

### **Partner Contributions:**

The Board tabled partner contributions for Oak Creek - as the board did not have Quorum and Oak Creek was not present.

## **Transportation Working Group Formation**

The Collaborative Board reviewed the Working Group Formation Template and discussed Working Group size, desired qualifications and selecting process for additional Working Group members.

- 8-12 members are recommended to keep the groups manageable and to ensure that actions are identified.
- There is interest in having Working Group members' expertise/qualifications span the different strategies in the CAP sectors.
- When deciding who will be invited, the Board is still interested in evaluating the full list of CAP Technical Committee Members and Collaborative Board applicants and would like YVSC to provide a list of additional qualified members to consider.

The Board noted that Working Groups are open to the public, will report recommendations to the board, and that there will need to be separate public engagement meetings to engage the public.

The Board discussed that a board member does not have to sit on each Working Group, however a board member may sit on a Working Group if they want to and it makes sense.

The Collaborative Board discussed whether there would be a formal approval process for Working Group membership and determined that Board will vote to approve the seating of Working Group members, who will then be invited by YVSC on behalf of the Board.

Since the Transportation Working Group members were approved to be invited by the Board in the May 2022 meeting, YVSC will invite Transportation Working Group members before the July 2022 Board meeting.

The Board and YVSC discussed what the invitation process would procedurally entail. YVSC will create (1) a Working Group Member Roles and Responsibilities description and (2) draft/send the invitation emails on behalf of the Board. YVSC will send both drafts to Commissioner Melton, Board Chair, and Gail Garey, Vice-Chair, to approve them on behalf of the Board. Working Group Member Roles and Responsibilities description should include the mechanics of service (how many meetings/hours are expected, etc.) and the scope of the work relative to CAP Strategies/Action/Tactics (SAT).

## **YVSC Staffing Introductions**

Yampa Valley Sustainability Council staff members present spoke to their role within the project.

- Michelle Stewart, Executive Director, YVSC - will serve as POC/lead for the early-phase planning/launch of Working Groups, with the plan of adding YVSC staff that will add value to the process.
- Paul Bony, Energy and Transportation Director, YVSC - will facilitate the Energy and Transportation Working Groups

- Tim Sullivan, Resilient Land and Water Director, YVSC - will facilitate the Land Working Group; discusses how he sees this sector as needing most discussion/direction.
- Winn Cowman, Waste Diversion Director, YVSC - will facilitate the Waste Sector Working Group.

The Collaborative Board discussed how to facilitate the Economy and Accountability sections of the CAP. The board noted that it is responsible for Accountability and that the priority was to set up other working groups and to circle back to the Economic Sector working group.

The Collaborative Board discussed how best to connect with DOLA Roadmaps and NWDCDC efforts, and other regional/other sector-relevant initiatives with the Working Groups. The goal will be to align and leverage activities moving forward.

### **Initial communications activities**

The Board discussed initial communication plans; there have been no communication updates for over two months and no announcement that YVSC has been selected as the PME. The Board directed YVSC to develop a basic press and coordinate with City and County communication channels.

### **Website**

The Board discussed basic website goals. Scott will transfer admin console to Kaitlin Hollister/Stand Creative so she can move the current website assets to WordPress so Kaitlin can begin building the website. YVSC will meet with Kaitlin to discuss how much time/cost will be required to develop additional website pages. The City of Steamboat Springs will contribute additional funds to the Town of Hayden to cover website stand up and the monthly \$100 fee, (est. \$600).

### **Land/Water Working Group Member Discussion**

This agenda item was tabled due to lack of a Quorum.

### **2023 Budget Discussion**

The Board discussed the 2023 budget cycle and noted the need for a solid budget estimate from YVSC for 2023 by the July Meeting. The Town of Hayden noted their desire for the website to go through YVSC. YVSC agreed to bring an informed estimate of staffing costs to Board at the next meeting.

The Board discussed the opportunity to apply for a Civic Spark intern in 2023 and directed YVSC to review this opportunity and provide a recommendation at the next meeting.

### **Next Meeting**

The next meeting is 10:00 AM – 12 PM on Friday, July 22, 2022

**Adjournment**

The meeting adjourned at 12:18 PM.

MINUTES PREPARED, REVIEWED AND RESPECTFULLY SUBMITTED BY:  
Michelle Stewart, YVSC.

Approved 22 Day of July, 2022