



## **Collaborative Board Meeting Minutes**

January 27, 2023, 10 a.m. - 12 p.m.

Commissioners' Hearing Room, Routt County building

### **Roll Call**

The meeting of the Collaborative Board was called to order at approximately 10:02 a.m. on Friday January 27, 2023 as a hybrid meeting.

Collaborative voting members in attendance:

- Steamboat Springs: Gail Garey (Chair)
- Routt County: Sonja Macys
- Routt County: Scott Cowman
- Yampa: Sheila Symons
- Community: Steve Johnson
- Community: Tim Wohlgenant
- Community: Geoff Blakeslee
- Community: Sarah Jones
- Hayden: Tegan Ebbert
- Oak Creek: David Torgler

Quorum is present.

YVSC's Michelle Stewart, Paul Bony, Tim Sullivan, Winn Cowman and Ashley Dean were present supporting Program Management for the Collaborative Board.

### **Minutes:**

Gail moved to approve the December 16, 2022 Minutes. Scott approved. Tim W. seconded. All in favor. No objection. Approved 10-0.

### **Host Updates**

- Yampa: Sheila provided an update on capital improvement projects in Yampa.

- Routt County: Sonja Macys, Routt County Commissioner, District III, is filling the Routt County CAP governmental representative seat vacated by former Commissioner Beth Melton.
- Hayden: Hayden CAP governmental representative Ryan Banks needs to step down. Hayden CAP governmental representative alternate Mathew Mendisco will take over Ryan's role and Tegan Ebbert, Community Development Director, Town of Hayden will be the alternate representative. Tegan also participates in the CAP Economy Working Group.

### **Board Administration Updates/Discussion:**

- Community Board Member Update. Per the IGA, all governmental entities must approve Steve Johnson's reappointment on the CAP Board for the three year position. All governmental municipalities still need to do this and agreed to put this item on the agenda for their upcoming meetings. Board agreed to keep this process in the IGA rather than revisit it now, and to keep a note of possible suggestions for modification to the IGA that might come up over the year.
- Collaborative Officer appointments: Per the By-laws the intention is for the Co-chair to become the Chair. Mathew previously indicated interest in the Co-chair position. Sonja nominated Gail as CAP Chair, Mathew Co-Chair and Sarah Treasurer for these one-year appointments. No concerns voiced regarding Hayden as the fiscal agent also serving in a Co-Chair role. Gail moved approval for slate of candidates and Tim W. seconded. All in favor. No opposition. Board noted no one person can hold a position for more than three consecutive years.
- Municipal yearly funding contributions: Municipal representatives to inform their governing bodies that invoices for CAP contributions will be coming from Mathew in the next couple of weeks. YVSC, as the Program Management Entity, provides Mathew with monthly reports based on the approved budget.
- 2023 CAP Board goals: Board discussed the importance of the Accountability section of the Climate Action Plan as it relates to Board responsibilities. Board voiced goals under the umbrella of five main categories - Funding/Financial, Community Engagement and Communication, Public and Private Partner Engagement, Supporting/Implementing Working Group Recommendations and Accountability. Discussed goals included:
  - Representatives from Board to meet annual with Town Boards
  - Proposed preparation of an annual report and progress report for each municipality
  - GHG inventory and CAP to be updated every 5 years
  - Focus on data collection that drives decision making
  - Explore and identify funding sources beyond municipal contributions (e.g. something similar to Yampa River Fund, renewable energy mitigation program)
  - Utilize City and County grant writers to take advantage of federal funding opportunities
  - Think about social cost of carbon

- Board agreed to continue to identify 2023 Goals before the next Board meeting. Accountability section of the CAP to be resent to the Board for review.

### **Partner Engagement**

- City of Steamboat Springs: Gail to schedule Partner Engagement meeting for the City of Steamboat Springs.
- Yampa: Build a communications toolbox to address concerns about costs, opportunities for engagement and to help educate community about what is in the CAP. Sheila to set up listening session meeting for concerned locals.
- Oak Creek: Interested in engaging with the CAP Working Groups to address issues such as waste, improvements along creek corridor and plastic bag ban. Scott to develop a highlight sheet for a returning discussion with Oak Creek.

### **Working Group Updates**

- Working Groups reminded the Board that they are a resource for all signatories of the IGA.
- Board recognized the importance of Working Groups to respond to timely, relevant issues as they come up while keeping primary focus on establishing CAP recommendations to the Board.
- For emergent issues, Working Groups to write letters (currently offers of information) to be passed by Board for approval or not.
- Energy and Waste's C&D letters to be resent to the Board for review and Board will respond back in the next week.
- Energy: Paul provided update on Board's net-metering summary request. Asked if funding available should the Board decide they want to dive deeper into the issue, but may be better to pause these one-off requests until 'big wins' are sorted out. Will bring approved draft letter back to Working Group and explore a possible budget ask.
- Waste: City requested its new recycling coordinator, Alicia Archibald, be added to the Waste Working Group. Gail motioned to approve. Scott approved and Sonja seconded. No objection.
- Land Use: Working on concrete recommendations, ranking them based on criteria. Need discussion and guidance from the Board on format.
- Board to hold a special one-hour work session to address Working Group requests and questions regarding recommendations.

### **CAP Communications Plan**

- CAP Facebook and Instagram accounts to be set up - YVSC staff member and possibly a Board member to administrate.
- Template for a monthly email newsletter in development. Opt in Working Group members. Encourage municipalities to opt in their governmental staff. Monthly newsletter to address the following topics:
  - Interviews with CAP Board, Working Group members and intergovernmental partners

- Key takeaways from each of the Working Group sectors (good news, bad news, action item)
- Links to other sustainability related events
- Links to CAP blog articles
- YVSC Communications Associate reaching out to local media partners - Steamboat Pilot, monthly column (like Talking Green), Steamboat Magazine and Radio.
- April/May Public Open House to kick off CAP project to the community.
- YVSC to work monthly/quarterly with intergovernmental communications managers to ensure clear communication and sharing of CAP-related information.
- Website: Request to post CAP Working Group meeting summaries on the CAP website. Sonja approved. Sarah second. Approved unanimously.

### **Next Meeting**

- Friday, February 24, 2023 - 10 a.m. - 12 p.m. Routt County Commissioners' Hearing Room

### **Adjournment**

Gail moved to adjourn at 12:06pm. Sonja approved. Tim W. seconded.

MINUTES PREPARED, REVIEWED AND RESPECTFULLY SUBMITTED BY: Ashley Dean Approved 24 Day of February, 2023\_\_\_\_\_.