



Collaborative Board Meeting Minutes

September 6, 2024, 10 a.m.-Noon

Gilpin Conference Room, Routt County Health and Human Services

135 6th Street, Steamboat Springs, CO 80487

1. Roll Call

The meeting of the CAP Collaborative Board was called to order at 10:03 a.m. by CAP Board Chair Gail Garey.

Collaborative Board members in attendance:

- City of Steamboat Springs: Gail Garey
- City of Steamboat Springs: Steve Muntean
- Routt County: Sonja Macys
- Town of Yampa: Sheila Symons
- Town of Oak Creek: Melissa Dobbins
- Community: Emily Katzman
- Community: Jeff Milius
- Community: Sarah Jones
- Community: Tim Wohlgenant

Yampa Valley Sustainability Council (YVSC) (CAP Program Management Entity) staff in attendance:

- Paul Bony
- Abby Vander Graaff
- Tim Sullivan
- Ashley Dean
- Michelle Stewart

Jeff shared a self-introduction. He will complete the Community Board Member term of Steve Johnson.



2. Minutes

Sonja made a motion and Emily seconded to approve the minutes from the July 12, 2024 meeting. All in favor.

3. Board Administration Updates

a. Colorado Energy Efficiency and Conservation Block (EECBG) update - [scope of work](#) and kick-off meeting date (September 6)

Michelle shared that the CAP Collaborative was awarded the full requested amount for grant funding and the CAP Collaborative was ranked the second top applicant of all who applied.

Michelle said the nature of the grant being anchored on an intergovernmental agreement benefitting all CAP governments was a contributing factor to the Collaborative's success, and that the award was put into Governor Jared Polis' briefings.

The grant funding will support building electrification and decarbonization planning and a dashboard for governments to track building energy use, in addition to training and opportunities for regional workforce development and plan implementation.

Michelle said that the Colorado Energy Office opted for the grant project because it will allow the State of Colorado to reach the goals outlined in the Greenhouse Gas Pollution Reduction Roadmap.

Paul will ask the Energy Working Group to focus on what the best scope of the plan will be. Funding can begin in September.

Town of Hayden is the reporting entity of the grant. YVSC will manage the grant and support the Town of Hayden in communicating with Colorado Energy Office.

YVSC does not have current staff capacity, but will supplement with contractors or hire new staff as the grant was intended to increase existing capacity.

Michelle said the equity framework that the CAP Board is currently working on will integrate with considering low-income communities in the electrification project.



There is more climate funding that will be coming available soon that the Board should prepare to pursue.

b. CAP Board Community Board Seat candidate update
i. CAP government partner approval of Jeff Milius

CAP government partners need to approve Jeff officially in their meetings. Approved by City of Steamboat Springs.

c. CAP Fund update

Tim W. said \$50K allows the Board to begin creating the process for making grants. Committee should find a time to determine how the process works (Michelle, Tim W. and Emily).

d. CAP Board partner engagement meeting with Steamboat Springs School District - Monday, September 9

The Board will have 10 minutes to present. SSSD currently has 10 electric buses and are applying to get 3 more. 5-7 chargers and applying to get 2 more. Solar panels at Sleeping Giant.

South Routt put in an electric boiler. Melissa said now is the time to engage South Routt schools in the conversation because schools in South Routt are in conversation about updating infrastructure. She will bring this up with school leadership.

e. Approval of new Waste Working Group member (Apex Waste Solutions)

Tim W. motions to approve a request to invite a member of Apex Waste Solutions to the Waste Working Group. Emily seconds. All in favor.

f. Approval of new Land Use Working Group member

Tim W. motions to approve a request to invite Community Agriculture Alliance Executive Director Amber Pougiales to the Land Use Working Group. Sonja seconds. All in favor.



5. Program Management Updates (YVSC)

a. YVSC PME Proposed 2025 budget

YVSC brought forward the proposed budget for 2025 program management services. The total contract amount is \$169,230. Last year's estimate was \$170,260. Michelle said line items can be adjusted as needed and that YVSC is committed to pursuing funding for the CAP Collaborative.

The Board will review the scope of work and budget and provide comments before next meeting.

b. Lotus [GHG inventory proposal](#); Jason Quinn proposal

Preliminary estimates on a greenhouse gas inventory would be between \$17,000-23,000.

Board members shared varied opinions on whether or not to move forward with the inventory in 2025.

Sonja said she would prefer to conduct the inventory in 2026 as there are ongoing government projects that could reduce emissions and a current emissions report may have unintended consequences regarding support for the CAP Collaborative.

Tim W. said he feels the CAP has a responsibility to complete a greenhouse gas inventory.

Steve emphasized the importance of knowing what government decisions may have increased emissions.

Sarah said the inventory is a tool for transparency that is typically completed every five years.



Gail said she imagines emissions may have increased since the last inventory was completed (using numbers from 2018).

Michelle said from a climate standpoint all Collaborative members need to commit to decarbonizing.

YVSC will get opinions from the Working Groups on whether or not they think a greenhouse gas inventory would be useful.

Board will revisit the topic at their next meeting.

c. Board requests to CAP Working Groups
i. Review Progress Tracker

The plan for upcoming meetings is to view the tracker and recommend top priorities for action. Jeff suggested that Working Groups revisit steps and reimagine them instead of simply ranking them.

ii. Actions not identified in CAP recommendations - Action plan for 2025

Tim S. suggested the Board consider any actions that should be added to the CAP recommendations. Sonja suggested attention toward sustainable aviation fuel.

d. YVSC July Community Meeting update
i. Fall CAP Public Open House (November)?

The board was in favor of hosting an event that includes refreshments and child care. Possible locations are Bud Werner Memorial Library or Colorado Mountain College, with potential dates for 11/13 or 11/14.

Other

CAP Collaborative will be featured at the Mountain Town 2030 panel in Jackson, WY.



Colorado Green Business Network of the Yampa Valley will be hosting a celebration luncheon Tuesday, September 17.

- 1. Next meeting: Friday, October 4, 2024 from 10 a.m.-Noon, Gilpin Conference Room, Routt County Health and Human Services**

Meeting adjourned at 11:44 a.m. by CAP Board Chair Gail Garey.

MINUTES SUBMITTED BY: Abby Vander Graaff.

Approved October 4, 2024.