



City of Helena

Helena Citizen Conservation Board

Meeting Minutes for October 11, 2018

City-County Building, Room 326, 4:30 PM

1. Attendees:

- Ann Brodsky
- Brian Fadie
- Lisa Fairman
- Diana Hammer
- Patrick Judge
- Ken Knudson
- Sarah Norcott
- Greg Ross
- Denise Roth Barber
- Morgan Shimkus
- Richard Sloan

Resources: Alan Miller (City Manager's Office), Troy Sampson (Community Facilities), Bridget Johnston (Community Facilities).

2. Approval of previous meeting minutes

Sarah moved to approve the September minutes. Denise Roth Barber seconded. Motion to approve passed. [Minutes are posted at <https://www.helenamt.gov/city-manager/citizenconservation.html>.]

3. Approval of Purpose Statement

Ann offered amendments to the Purpose Statement, which were accepted as friendly amendments. Ken moved to approve. Patrick seconded. Motion to approve passed. [Purpose Statement is posted at <https://www.helenamt.gov/city-manager/citizenconservation.html>, under [Related Documents and Resources](#).]

4. ClearPath presentation by Fei Mok, ICLEI Technical Adviser

- Members agreed that some people are highly experienced with ICLEI whereas others have less experience.
- Fei showed the five milestones for Climate Migration and noted that the process is data-driven. ICLEI is using inventories as a way to measure what is going on in

the city and to hone the plans and strategies. The inventory helps to assess emissions. Targets are established, then a climate action plan is developed, then implemented, and monitored/evaluated.

- Clear Path is an online tool for accomplishing this – five modules mirror the milestones: Inventories, forecasts, planning, monitoring and tracking, reports.
- Ann said that the Board has been asking for an inventory and would like to know where we stand in relation to that so that we can focus on what we need to do.
- Members agreed to focus on the inventory for the ICLEI training. First is the government track, internal track, municipal inventory. The other is community scale track, community inventory, commercial, and residential. Each of these tracks is mirrored for the different components.
- In the inventories section you can have different inventories for different years, and you can add new inventory and keep a copy of the original for posterity. You can clone an inventory, without having to re-enter in all of the data.
- You can add Global Warming Potential, including different assessment values. Most people are looking at the 100-year values. Within a sector you can determine the importance of each factor. For example, in residential electricity there is a utility measurement. In California it is 300 pounds per megawatt. The program converts megawatts into emissions. You can track per-capita emissions.
- You can add CO2 from another agency, and can enter that directly. All of the calculations will allow you to enter information.
- There is a global campaign to get cities to sign on. Bar graph shows CO2 for the current sector, and there is a pie chart that shows the different sectors. Once you complete this inventory you can generate reports and graphs. You can compare across the previous inventories. Once you complete the new update you can see the progress and see an overview of the totals.
- **Overview of the rest of the system.** Once you do an inventory then you do a business-as-usual forecast. Add a growth rate to it. For example, carbon intensity factor. The more renewable energy you have, the less carbon-intense your area is. Once you get all the sectors, not just residential, you can do a complete forecast. Business-as-usual forecasts can be made with all of the different categories such as residential and commercial. California has staggered goals of reduction percentages.
- Using a planning module you create reduction strategies, buying local green power, green roads, activate it and generate a graph to see what the forecast is. That way you can see graphically what the effect is of different strategies and you can model different levels of strategies.
 - For example, EV promotion. The tool calculates specifically what kind of reductions you can expect. We can set a high-level target. Clicking on “Reduction Measures” can show in Excel what the changes are. Everything starts with the inventories in order to move forward with the forecasts.
- **Community Portal.** ICLEI members get access to the Peer-to-Peer portal: you can have online discussions and access to different resources such as agriculture and food systems. Members can ask a question and get it answered. Various

different training components to teach people how to use the system. Learning Tracks is the name and there are learning plans. ClearPath training is under Tools.

- Denise asked whether each Board members gets their own login; the response was that each gets their own login.
 - However, for ClearPath, since you will be working with data, people entering should be city staff and maybe a single Board member so that multiple people are not entering inventories. You do not want 10 people entering inventory at the same time.
 - Dick asked whether City staff would be available. Troy said yes we would make ourselves available to go to departments to get the information, then city staff could enter the information.
 - Diana said it will likely take 20 to 40 hours to collect and enter all the information.
 - Patrick said we already have two years of data to be entered.
- Feel free to email Fei with questions – she is available for technical issues.

- **Discussion about ICLEI and October 8 ICLEI Call:**
 - Patrick said this is his passion, and would like to work with city staff. Morgan will help him.
 - Kale Roberts thought we could finish the municipal portion by the end of the year and that we could do the analysis of the community at large in the same time frame, maybe into the next year.
 - Ann asked what Patrick will do; Patrick noted that all of the old analysis is done. Patrick will compile 2017 data. He will work with city staff.
 - It would be nice to get out first initial baseline of the city as a whole.
 - Sarah said:
 - NW Energy does not freely give out data.
 - As for residential data in the aggregate, we do not to my knowledge have a way to separate out the residential, to look just at Helena, but may be able to look at City of Helena as the customer.
 - No easy way to aggregate all of the data. She has never seen it.
 - The sooner NW Energy can receive the requests, the better.
 - The City of Helena is significant, but maybe not the major user; look at all the state facilities, and commercial data.
 - Patrick said there is precedent; Missoula and Bozeman have gotten data. We do not know what NW Energy provided in those cities.
 - Patrick said the other encouraging piece is that the City has already been working with DEQ to track City output.
 - Bridget has in the past accessed all of the utility bills for all of the City, so we have all that data.
 - Denise asked if able to break down geographically based on state, city, residential, commercial.

- If the state was able to provide data, then we could get it. The state tracks it by each division.
 - Denise said we need to find out what we need to ask. We need to know what was already provided by Bozeman and Missoula. Red Lodge and Whitefish are part of it too, and have signed the mayor's agreement.
 - We can compare per capita.
 - Patrick said he will check in with the Board as needed.
 - Any more recaps from the Monday meeting? We pretty well covered it.
 - Lisa asked whether she can just go online and sign up for ICLEI:
 - Kale Roberts had said he would get access codes when the check clears. Roth asked whether access code is needed for educational part? The response was that it is. Troy Sampson said the City paid the claim, just a normal claim process for us. The check will probably get mailed out tomorrow.
 - Ann said the chart is useful; so even if there is no access code yet, members can look on there to get the information.
- **Committee Discussion:**
 - Ken is a water committee member, and he volunteered to be on the other committee.
 - Denise and Dick said we do not need to wait for ICLEI information or other data to start making proposals. Board consensus is to focus on residents.
 - Ken said we could have subcommittees of subcommittees.
 - Diana mentioned the report about 2030.
 - Members would like a status update on recommendations that have been made in the past.
 - Members should bring ideas to the next meeting; the next meeting should not just involve breaking into committees without having any ideas to propose.
 - Sarah Elkins had given spreadsheets to the Board. Troy said we should be able to put that together. Members said that would be great.

5. Public Comment

No public comments.

6. Adjourn.

Motion to Adjourn by Sarah. Second from Ken. Adjourned at 5:45 p.m.