

## **Citizen Conservation Board (CCB)**

Approved - Regular Board Meeting Minutes

November 18, 2021; 4:30 PM - Meeting held only virtually via Zoom

### **Board Members Present (7 out of 13 members required for a quorum):**

- 1) Diana Hammer, Chair
- 2) Mark Juedeman, Vice Chair
- 3) Carlin Onstad
- 4) Ann Brodsky
- 5) Denise Roth Barber
- 6) Elizabeth Grant
- 7) Lucy Lantz
- 8) Brian Solan
- 9) Patricia Heiser

### **Board Members Not Present:**

Dick Sloan (excused), Val Stacey (excused), Steven Costle (excused), Becca Boslough (excused)

### **City Staff Present:**

Holly Chandler, Ed Coleman, Jacki Pierson, Kim Carley

### **Members of the Public:**

Brooke Jenkinson, Patrick Judge

1. **Call to Order:** CCB Chair Diana Hammer called the meeting to order at 4:34 pm, noted the Quorum and welcomed all participants.
2. **Minutes:** Ann suggested two minor edits and moved to approve the revised October meeting minutes; Mark seconded the motion, and the motion passed unanimously.
3. **Proposal to amend CCB Bylaws to include position of Secretary** – Mark

Mark provided an overview of the changes he and Ann are proposing: adding a Secretarial position which would be part of the Executive Committee, updating of Committees, etc. Patrick Judge pointed out that there was a later version of approved CCB Bylaws (12.10.20) and shared a copy. Ann also briefly reviewed the proposed changes. Mark and Ann will compare their proposed changes with the 2020 version and will re-propose amendments (with track changes) for discussion at the December CCB Meeting. Ed reminds the CCB to run the Draft Bylaws by Dannai Clayborn before voting to amend the Bylaws. Diana agreed to do this. Mark re-confirmed with the Board that the Board still supports adding a Secretary position who would be responsible for preparing meeting minutes. Diana also mentioned that she and Mark will be meeting with Ed and Holly to get their input about what are possible and appropriate roles and responsibility of the Sustainability Coordinator. These thoughts will be included in the revised draft Amendments for the Board's consideration in December. The Board would be interested in hearing what the priorities

for the Sustainability Coordinator from the City's perspective and to provide input regarding those priorities (an Agenda item for December).

#### **4. Proposed Communication Policy – Brian**

Brian introduced the latest revision of the Communication policy designed to set norms for formal Board communications; he noted comments from Ann and Denise. Denise again expressed her concerns re: policy 'overreach', review by Communications Committee, and proposes an alternative that she and Ann have developed. Ann feels attacked and defensive about this policy and is concerned that much of the Board's work is done 'on the fly' and while she supports 'process', she is concerned about the time required for a volunteer Board to get this level of review and approval in a timely manner. Provided the example of her recent OpEd for America Recycles Day (written in her personal capacity).

Mark suggests that the Alternative be further revised by working with the Communications Committee. Diana encouraged Ann and Denise to work with the Communications Committee on a new version of the Policy. Denise stated her 'disappointment' that the Communications Committee hasn't done more to help promote communications and instead has spent so much time developing a 'policing' policy for the CCB. Diana made two points of clarification: 1) While drafts would be sent to the Communications Committee, the Chair, and Vice Chairs for *review, approval* can be made by either the Chair or one of the Vice Chairs; and 2) the Communications Committee exists to support the other Committees and is working on templates for Press Releases, etc.

Denise then walked through the Alternative she and Ann drafted, explaining their thought process. Main differences: removed Communications Committee from review process, added timeframe for review, dissemination, notifications, etc. The Alternative also proposes this be called a Communication 'Guidance' not a 'Policy'.

Mark asked for initial reactions from the Communications Committee; Brian responded that he's open to revisions; Diana added that there are some good suggestions and wished the Board had had more time for review for a more thorough discussion at this meeting. Diana requested that Denise and Ann share the Alternative and work with the Communications Committee and invited them to the next Communications Committee meeting Tuesday at 2 pm; neither Ann nor Denise are available. Denise stated that she will share the Alternative with the full Board for consideration. Diana encourages Ann and Denise work with the Communications to develop a revised version for the Board's consideration.

#### **5. Report from the City Sustainability Coordinator – Holly Chandler**

She is following up the work done by Patrick Judge, former Sustainability Coordinator. Her initial focus for the next 4 or so months:

- 1) Electrical Vehicle Charging Station Grant - updated quotes and hope to have decisions made in next couple of weeks;
- 2) Scoping meeting (attended by Holly, Ed, Ann, Denise, and Diana) held yesterday (11/17/21) for the Consultant that will (likely) be hired to develop the Strategic Plan for

- Waste Reduction – well-qualified team and great to see their heavy focus on community outreach and engagement;
- 3) Met with Patrick and he has already done much of the GreenHouse Gas (GHG) Assessment work for 2020 – amazing and very helpful – thanks, Patrick!
  - 4) Will be digging into the 2020 Sustainability Report and update for 2021 which will help her and Ed develop her longer-term work plan and set priorities;
  - 5) Patrick had already secured funding for two solar projects - on her short-term list;
  - 6) Infrastructure Bill was signed on Monday (11/15/21) and while she hasn't heard of anything specific for Helena, she will continue to monitor for opportunities; and
  - 7) Meeting on Monday, 11/22/21, with her counterparts from Bozeman and Missoula and will continue the inter-city coordination re: sustainability.

Ed added that although this is only Holly's third week with the City, she has really jumped in is tackling the projects, prioritizing those projects with funding and deadlines. Excited to get the solar projects installed and to promote EV in Helena. Reminds the CCB that Holly is part-time and brand-new and looks forward to the on-going collaboration with the CCB. Diana congratulated Ed on his recent promotion to Deputy Director of Public Works. Ann asks about Holly's potential participation on Committees. Ed points out that she is a 'liaison' with the CCB and cautions about pulling Holly into too many meetings which could take her away from 'projects'.

Diana notes that initially clarifying Holly's role and responsibility is the focus of the meeting on Monday she and Mark are having with Ed and Holly (and will be on the December CCB Agenda for Board discussion). Ed and Holly noted the warm welcome she has received from City staff, including ideas re: sustainability; she's excited to be here and accomplish as much as possible.

Mark mentioned that the CCB continues to be interested in seeing the Sustainability Coordinator position become a full-time position.

Holly mentioned that Diana shared the full Board list with a break-down of Committees with her.

## **6. Committee Reports**

### **Energy & Transportation Committee – Mark**

Holly was able to join the Committee at its monthly meeting. Discussed potential opportunities for fleet electrification, seeking a Performance Energy Contract in place. Mark also mentioned that there is a NorthWestern Energy (NWE) pilot project.

Ann asks where the City is with its Clean Energy goals; Ed and Holly met with Missoula and Bozeman and are coordinating to best move forward towards meeting those goals. Patrick stated that there is work being done on 'Renewable Rate Option' (policy formerly known as 'Green Tarif' which sounds like a tax – which it is not), a promising macro-scale path towards 'greening' NWE. Renewable rate option holds the best promise for meeting the clean energy goal of 100% clean electricity goal by 2030 and an interim goal of 80% by 2025.

### **Communications – Liz**

More work to do on the Communications Policy. She thanks Diana for moving the CCB display in the GoodKind Building (that will come down at the end of the month). Reached out to Jake Garcin re: a possible CCB letterhead, logo, etc. Will continue to coordinate with the City. Ed reminds the CCB to continue to coordinate with Dannai and Jake; will do!

#### **Water Committee – Patricia**

Stan, Diana, and Patricia met earlier this week and continue to work on WaterWise Garden Water Conservation Tour (self-guided, virtual). Discussing opportunities to promote more systematic water conservation in light of the continued drought. Diana mentioned the recent MSU 'Water School' panel – seeking a recording; Lake Helena Watershed Group was successful in getting its water conservation outreach grant and the Water Committee will be partnering with the LHWG to promote water conservation in the Helena area.

Ann asks again about opportunities for ARPA funding and references Commissioner Logan's OpEd re: how ARPA funds could be spent.

#### **Waste & Recycling Committee – Denise/Ann**

As mentioned earlier, Denise reported that she, Ann, and Diana met with Ed, Holly, and the likely Contractor (to be officially named soon) on Wednesday. She is excited to see the emphasis on community outreach, including a series of 20+ stakeholder interviews (not limited to 20 individuals, could occur in small groups), series of public meetings, etc. Will commence in December and complete Report by the end of May 2022. In a new development, we learned that the Strategic Plan will include a 'Waste Assessment' so no separate 'Waste Audit' is currently needed. Ann added that the Contractor will be presenting to the CCB at the January meeting. Additionally, she, Ed, and Holly will be meeting with the Contractor every other week for check-in. She and Ann will continue to keep the CCB apprised.

Denise said there is no update re: the Solid Waste Master Plan Steering Committee; not meeting until January 2022. Denise reminded the Board that there is a 'Waste Reduction Plan' for the City while the 'Solid Waste Master Plan' is a joint City-County effort.

### **7. Emerging Issues/Other Business:**

Diana provided these updates:

**Board Opening:** Application period closed 11/5; Applications have been forwarded to the Mayor for review

**Letter sent to the Commission** in September requesting 1) Resolution be amended so the CCB can continue past January 2023; and 2) Addition of two At-Large positions to the CCB. The letter was shared as part of the meeting packet at the City Administrative Meeting on

11/17/21 as informational and Dannai has told her that the discussion will not be on the City Commission Agenda until after the new Commissioners take Office in January 2022.

**ARPA funding:** Diana encourages each of the Committees to be thinking of priorities and projects that could be potential candidates for funding, and to keep in mind the additional possibilities if the Build Back Better bill also passes.

**Board Retreat?** Mark, Val and Diana would like to propose a potential spring CC Board Retreat (instead of in December/January and hopefully we can meet in person?!!!)

**Work Plans** Diana will be sharing the CCB Work Plan for 2021-2022 – composed of each Committee’s Work Plan (developed in early 2021). She asks each Committee to be thinking about its projects/timelines for the upcoming year – any revisions, additions. This could be a good jumping off point for upcoming discussions re: priorities for the Sustainability Coordinator.

Ed requests that the CCB, especially the Water Committee think about additional ways we can get information out to the public re: additional water conservation. We have no snow – serious concerns about the on-going drought. Diana commits the Water Committee to helping with water conservation efforts (and reminds that they will be working with the Lake Helena Watershed Group on their water conservation efforts with new grant).

#### **Announcements:**

**Solar Panels for the Capital High School Green House:** Carlin told the CCB that the Capital High Green Club is looking at putting solar plans on their Green House and is looking for input from the CCB. He asked for Board members to contact him directly with ideas and suggestions. Mark suggests Carlin work with the Vigilante Runners (Pat Judge is a contact) and invites Carlin to attend the next Energy and Transportation meeting. Lucy added that Helena High School was one of the winners for Smart Schools Award last year and their project was to help other schools get funding for solar panels and she wrote a pamphlet about how to do this. They also have some funding so HHS may really be able to help out CHS = crosstown cooperation!

**Waste Outreach at High Schools:** Ann said some members of the Waste Committee are interested in doing outreach in the schools and would like to put them in touch with the Green Groups.

#### **Public Comment:**

Diana invited anyone on the call, including the public, to share any other comments or questions they might have. There was no public comment.

#### **Next Meeting:**

Diana announced that the next regular CCB meeting will take place Thursday, December 9, 2021 at 4:30 pm only via Zoom. Please contact her, Mark or Val with any agenda items and let them know if you cannot attend. Initial Agenda topics (in addition to the standing agenda topics): Bylaw Amendment, Communications, Discussion re: Sustainability Coordinator priorities

**Adjourn:**

With no further comment from the board, staff, or public, Diana adjourned the meeting at 6:05 pm.

**Minutes prepared by Diana Hammer.**