

Greenhouse Gas/Energy Conservation Team

Meeting Agenda

April 8, 2010 12:00-2:00 pm

140 W. Pine, City Council Chambers

Members: Brian Kerns, Nancy Wilson, Ben Schmidt, Sam Hall, Julie Osborn, Ross Keogh, John Freer, Katie George and Owen Weber

Facilitators: Susan Anderson (Sustainable Business Council), Gary Bakke (Chamber of Commerce)

I. Call to Order The meeting was called to order at 11:58 PM

II. Roll Call Ben Schmidt, Brian Kerns, Julie Osborn, Ross Keogh, John Freer, Katie George and Owen Weber

Absent: Nancy Wilson

Others present: Gary Bakke, Don Sims, Roy Houseman

III. Announcements

Mr. Keogh said that NorthWestern Energy issued a request for proposals for carbon offset projects to meet the 2007 legislative requirement. The RFP's are due by the end of the month. There is more information on their website.

Mr. Kerns announced that Earth Day is April 22 and there are a number of events going on in conjunction with The University. There will be an announcement on the 21st at the UM Oval about the green tag program. He asked if the team wanted to table at the event. Mr. Schmidt indicated he would be there on that date as well.

Mr. Keogh announced that Forward Montana is hosting a panel on energy April 19 at 5:30PM at The Badlander on Ryman Street.

IV. Public comments on items not listed on the agenda. (Required by law)

NONE

V. Approve meeting minutes of March 11th, 2010.

Mr. Schmidt offered that Nancy Wilson was an excused absence. With that change, **Mr. Schmidt** moved to approve the minutes of March 11, 2010 and asked if there are any objections. Seeing none, the motion passed.

VI. Administrative

A. City Open Meeting Policies and Protocols Presentation City Clerk Marty Rehbein
Ms. Rehbein had a number of handouts and a power point presentation on the Board Member Training Program: Building a Better Board. She covered governance, developing a productive board environment and conducting effective meetings. She stated that this advisory board is unique in that it is in essence a working board and it has no assigned staff. This presents some challenges in terms of open meetings.

Ms. Rehbein addressed governing and how the mission and role this team serves to take direction from and advise City Council through the Conservation Committee on policies and practices to achieve goals set forth in the greenhouse gas plan is done well through consistent reporting to the governing body. Knowing and following the bylaws and rules that govern this board will assist in the function of the team. She also identified Roberts Rules of Order as a resource to conduct business. The elements of accountability, ethics and conflict of interest were explained. The difference between perceived conflicts of interest versus what the legal definition of conflict of interest was discussed.

The focus then shifted to developing a productive environment. Ways to achieve this include building trust and respect through members arriving on time and prepared, attentive listening, constructive debates, and finding some joy and humor in working with a diverse group of people. Productive environments include engaging civilly through disagreements. Ms. Rehbein explained that the presiding officer's role to set expectations starts with a well built agenda, to be fair and impartial, and to bring the conversation back to topic at hand. In order to do these roles, it takes the support of the other members.

Another way to be productive when establishing ad hoc groups, working groups or subcommittees is to give them purpose and structure. Ms. Rehbein provided what that structure would look like. There should be a purpose, a scope of what you want, a timeframe, who will be on it, and decision making structure. Public notice and minutes do apply to these groups. Discussions need to be accomplished within the framework of the open meeting law. She went on to discuss the liberal construction language in the state law and that Montana's State Constitution and statutes establish the right to know and provide for citizen participation in the process of public bodies. This is done through the concept of public notice in which the date, time, place and what will be discussed is provided to the public. Then citizens can decide if they want to participate.

Discussion about the use of email and social network technology ensued. Ms. Rehbein stated it is okay to send an email to share documents and information like the agenda, minutes, and drafts for review. When 'reply' is used, if comments and deliberations start to occur; this takes away from the public process. One tool is to establish a group email account where the exchanges are public and can be viewed by everyone. She reminded members that there is no such thing as casual deliberations in email exchanges; an email list serve is an excellent way to share information, it is not a tool to engage in deliberations. There needs to be opportunity for the process of engaging the public's right to observe deliberations and issues of public record. She said the ramifications of not following the open meeting law can result in decisions becoming void and the costs of a lawsuit, if brought forth, can be awarded as well.

Ms. Rehbein suggested that when setting up and maintaining a group email account consider the record keeping element of email exchanges. For items that need to be in the permanent record, they are printed off, indexed and stored. Correspondence is maintained electronically and has a short retention. A simple transmittal of an agenda is 30 days or less, but the agenda itself is kept as a record for two years. She emphasized to make sure the record keeper has a copy of proposals and when they are discussed at the meeting it can be incorporated as part of the meeting record. Ms. Rehbein stated that drafts do not hold the permanent retention; they hold until superseded. Longer term retention items will more than likely be a part of the minutes and therefore in the permanent retention.

Ms. Rehbein covered developing an agenda and how it is good to have timeframes included to keep things in balance, identify topics and determine how much time is needed for discussion and comments. Not only does the agenda provide public notice, but it ensures allowing participation from the public in the 'public comment on items not on the agenda' section.

Ms. Rehbein talked about motions as a tool to focus the discussion on an issue and can be used to wind things up. They are best if worded in the affirmative; don't say no when you mean yes. The seconding of a motion indicates there is interest in that item to discuss, if there isn't a second, the motion dies according to Roberts Rules. She stated some other things to follow with motions are if after public comment the motion is amended, state the amended motion and call for public comment again before voting. She said voting can be by voice, roll call, unanimous consent or just by asking if there are any objections. It is good practice to announce the results of the vote. Ms. Rehbein concluded with handing out legal opinions in regards to the topics discussed and added that she is available when and if other questions arise.

Public Comment

Mr. Bakke asked Ms. Rehbein if there are times when you can just do a working group discussion. She replied yes as long as it is clear to what members are agreeing on and everyone is in agreement. Roberts Rules assist when things get tough and people aren't in agreement.

B. Renewable Energy Credits Marketing Ben Schmidt and Brian Kerns

Mr. Schmidt reported that the Green Power Missoula logo has been finalized. He said that Chase Jones will have the webpage activated by the schedule launch on April 21. The REC program will be announced at the Climate Action Plan event at the UM Oval from 12-1 PM on April 21, at which time The University will receive a green pioneer certificate for buying \$1000 in REC's.

The team will have to determine the criteria for 'green pioneer's'. Some discussion and suggestions included having a cut-off date and seeing if it would need to be extended and having a tier approach of platinum, gold and silver determined by the number or dollar amount of REC's purchased.

Some of the program details were clarified with Mr. Kerns stating that a threshold is in place for businesses; a wholesale price will be applied to the purchase of 100 or more REC's. Purchase options include a point of purchase sale or an ongoing subscription. He said the REC's will be sourced from the states discussed previously with tier 1 being nearby states, the Dakota's, ID, WA, OR, and WY; and tier 2 being NV, CO & CA. The source or facility where the energy is generated would be unknown; in order to provide that kind of detail would require more work on Sterling Planet's part and is provided at a higher service rate.

The team brainstormed a list of commercial customers to approach:

Mr. Schmidt will contact Home Resources.

Ms. Osborn will contact Safeway and see if MDA will do an announcement in their upcoming newsletter.

Other retailers: use the list of top 10 employers, ask REI, breweries and the Good Food Store.

Garry Bakke may do a survey to see if there are any businesses interested.

C. Team Logo Ben Schmidt

Mr. Schmidt indicated the logo will be used for team recognition and to establish an identity with the team's mission. It will be used on the website and be included in the marketing plan as a way to gain public support. Mr. Keogh would like to have some element of the city's logo identification be incorporated to indicate the team is associated with the city. Discussion as to include sector or mission category wording and whether to incorporate full color or limit to one or two colors needs to be decided. The team agreed to use the logo as is and that it may need modification later.

Public Comment: none

VII. Non-Action Items

A. Missoula Green Building Initiative Subcommittee Update John Freer and Ross Keogh
Mr. Freer submitted a hard copy of the subcommittee minutes and noted the date of the meeting was 3/22/2010 not 4/22/2010. He went on to say a group of 10-12 representatives from various aspects of the building industry met to discuss the needs, goals and existing programs for green build incentives. The group primarily discussed existing programs and it was logical to target the International Codes Council National Green Building Standard as it is currently used by the city. Mr. Freer said that HB420 allows local municipalities the right to set up voluntary, incentive based, above code building programs and indicated the goal of the next meeting is to discuss available incentives and determine what is feasible and what resources are available for those incentives, whether monetary or nonmonetary, and then determine how to best administer those incentives. The goal of this committee is to bring a succinct and refined resolution with the framework for implementing a green build program in Missoula to the Conservation Committee.

The next meeting will be Thursday April 23.

Mr. Keogh stated the committee is short one member due to Mr. Hall leaving. Mr. Owen volunteered to be on the committee.

Mr. Keogh asked the team to review and think about whether or not the NGBS is the best standard to use and if there are people, agencies or groups to bring to the table, let the committee know. This is the process of finding and utilizing institutional knowledge to develop a good program and have 'buy-in'. He added that this program model has the potential to be implemented in other municipalities. The challenge to do this state-wide is identifying incentives that will appeal to different municipalities.

Discussion and sharing of ideas generated the following structure for program development.

GOAL: Find or develop incentives to get past the barrier of upfront costs to build green.

TARGET:

- New subdivisions
- Platted lots
- Existing construction

STRATEGY:

- Make sure all necessary stakeholders are invited
 - MOR-get a Realtor involved (have been invited)
 - Steve Loken is a champion of energy efficient remodels
 - Get City Building Department onboard and involved
 - Dale Horton (Mr. Freer will contact)
 - Realtor liaison to promote the program
 - Building liaison to promote the program
 - Design liaison to promote the program
 - Engineer liaison to promote the program

State wide groups and department involvement

DOE

Public Service Commission

AERO

City of Bozeman/Gallatin County

Helena City Council

NorthWestern Energy

Identify potential grant sources

TOOLS:

Value of certification

Long term cost savings

Marketing tool for building and selling

Ensures the measures are in place through documentation and 3rd party inspection

Analysis chart to show economic payback of upfront investment (local engineering firms have developed some models)

Model on energy calculations to showing investment and savings

RECOGNITION:

Ask the city to agree to give a special rating to buildings that achieve this certification

This certification program can be a marketing tool for the city and the real estate market

Have City Council give a certificate to the house. (like the 'my yard is chemically free' signs for example)

The HomeWORD sustainability tour could be used to promote awareness

Have industry liaison's promote

Public comment:

Roy Houseman offered that the United Plumbers and Pipefitters, UA 419 on 5th Street, may be a good group to have on board as they install a lot of energy efficient heating and cooling units. He added that talking to local businesses that install windows and other measures to create energy efficiency may be a good idea. Having a way to share information about the federal tax credits available for increasing energy efficiency would be helpful in promoting this program.

VIII. Adjournment: The meeting adjourned at 1:45 PM.

*Copies of any handouts and referenced documents at this meeting are on file in the City Clerk's Office